REGISTRATION HELP FOR ECONOMICS STUDENTS

- [Choose your program](#)
- [Consult your program planning worksheet](#)

Still have Program questions? Email [Dr. Nilanjana Roy](mailto:Dr.Nilanjana.Roy@uvic.ca), the Economics Undergraduate Adviser or attend her drop-in office hours, BEC 382. Drop-in hours vary each week and are available from the main office BEC 360, or by [email](mailto:). Include your student number in your emails.

- **Read** the following registration related information well before your registration time.

**Registration Tips:**

- Register as soon as your time ticket opens – classes fill up quickly and waitlists are long.
- Register for September and January courses in June.
- Register for January to April term course prerequisites in the September to December term first and you will then be able to register for the January term courses.
- Make sure you have all the prerequisites and corequisites for your courses before you register. **Prerequisites** are courses or other requirements that must be completed before you are able to register in a particular course. For example, ECON 245 is a prerequisite for ECON 246. A **corequisite** is a course or other requirement that must be completed before or at the same time as the selected course. Current course descriptions and their pre or co requisites can be found under the Courses tab in the [UVic Academic Calendar](http://www.uvic.ca/admin/services/calendar/).
- **Be sure to consult the right Calendar for the session you are registering for.** For September and January courses consult the September Calendar. When you register in June the Calendar link will take you to the current May Calendar page but the September Calendar can be accessed via a red link near the top of the Calendar home page. During March registration you will need to click on the May Calendar link for Summer courses.
- There are occasionally periods when the prerequisite checking program is turned off. If you happen to register for a course during one of these times and don’t have the prerequisites you will be dropped from the course at a later date.

**Plan ahead to prevent Prerequisite error messages when registering:**

- You may see a prerequisite error message when registering for a course even though you do have the prerequisites. Some reasons for this are:
  - You transferred a prerequisite course from a different institution and the grade is not showing on your My Page unofficial UVic transcript. For example, you are registering for ECON 313 and you received the required grade of C in ECON 203 at a College
  - You transferred English 135, 146 or 147 with at least a B+ (see above)
  - You took a prerequisite at another institution and your grade has not transferred to UVic yet
  - You have a DUP or Mutually Exclusive notation beside a course on your unofficial transcript
- You are trying to register for ECON 225 and have declared your program major in Economics but your CAPP report has not yet been processed by Academic Advising.
- **Specific to Summer Session** – You are trying to register for a course in Term 3 and you are taking its prerequisite in Term 2, for example, Econ245 in Term 2 and Econ246 in Term 3.

If any of the above situations apply to you, contact the Economics Department to request a prerequisite override. Always include your student number if you email. You may need to provide proof of your grade for transfer credit courses, you can do this by emailing a screenshot of your unofficial transcript. For program declaration a screenshot from your My Page showing Declaration Pending is sufficient. You can also bring these into the Economics office BEC 360. *Overrides can only be processed for graded transfer credits so if you are taking a course at another institution you will need to wait until you have a grade before requesting an override.*

- Request overrides *a few weeks before* your registration time comes up so you don’t end up having to waitlist. Be sure to include all of the courses for which you need overrides in one email or list, along with proof of grade or declaration. Make sure to include your student name and number. Overrides must be processed for each course every term. Overrides are only processed by the Department, not by Academic Advising or the Registrars office.

**Waitlists and Labs:**

- You may see a ‘C’ or closed message when you register for a course. This indicates that capacity is reached and you will need to waitlist. To waitlist yourself, follow the instructions in this [tutorial](#).
- Labs do not have waitlists. If you are not able to register for a lab which fits into your schedule you should attend a lab that works for you until you are able to register. Contact the Economics office *after the first drop date* if there are still no lab spots available, and a lab registration override will be processed for you by one of the office staff.
- Students who are waitlisted for a lecture section and register in a lab may be dropped from the lab by the Department. If this happens to you and you later receive a waitlist offer for the lecture section, please follow the instructions above for students unable to add a lab which fits their schedule. A lab spot will be found for you.
- Waitlists are no longer active after the drop deadline for 100% reduction of tuition fees. The list will remain visible for a few days but no offers will be sent so you should stop attending the class if you have not received an offer by the last day for adding courses.
- If you are in the final year of your degree program and you are waitlisted for a course which you need to graduate please contact the [Undergraduate Advisor](#).
Repeating Economics courses at UVic:

- If you need to re-take a course to pass it or to achieve a required grade, please read the Economics Department policy on Repeating Courses on our Course policies page.
- Repeating a course will not replace the grade you earned the first time. Both grades will be on your transcript and be included in your g.p.a. calculation. You will have a duplicate credit notation beside the course on your transcript which means you will need to request an override to register for a course which has the duplicate course as a prerequisite.

Taking courses at another institution

- If you want to take a course at another institution you must have completed or be registered in at least 6 units of course work at UVic. You must also apply for a Letter of Permission from the Academic Advising Centre and pay a small transfer fee. If this course is a prerequisite to another Economics course you want to take at UVic later, you will not be given a prerequisite override until you have a grade for the prerequisite course.