



# Department of Geography

## Undergraduate Registration Internal Guidelines

**Course registration is a student's responsibility.** This is the official UVic policy. Faculty and staff can provide information about registration and support students during the process. However, students should not expect faculty or staff to make exceptions or special arrangements because of problems students have experienced in relation to registration. Faculty and staff have no obligation to make exceptions or special arrangements because of registration problems unless these have been caused by instructor or departmental error. If a student is in an exceptional situation (trying to graduate within the next two terms, for example) then please talk to our undergraduate advisor ([geogadvising@uvic.ca](mailto:geogadvising@uvic.ca)) about potential options. Instructors are not responsible for resolving registration issues.

Registration for the Fall and Spring term courses opens in June. Issues often arise when a student is trying to sort out their registration significantly after registration opens. Below are common scenarios and what students should be told about each situation.

### 1. Waitlists:

Students on the waitlist have to wait and attend all classes. We have no control over waitlists (it is an automated UVic system), and we can never guarantee that a student on the waitlist will get into the course. Even if a student really wants/needs to take the course, the ability to register depends on how many spaces open up in a course and where a student is on the waitlist.

Keep in mind that most courses rarely ever completely fill up. It may be stressful for students to be on the waitlist until the deadline for adding, but if they are serious about it, they need to stay on the waitlist and keep attending until the deadline for adding.

If a student on the waitlist does not accept the registration offer for the course before the offer deadline, they are automatically placed at the bottom of the waitlist again. We can do nothing to correct their error.

### 2. Registration in courses with labs:

At all times, a student's registration is considered **incomplete** if they are not registered in **both** the lecture section and a lab section.

- **2.1. A student is on the waitlist for the lecture section.**

If a student is on the waitlist for the lecture section, then they should **not** be registered in a lab section. Registration in a lab section should only occur after full, official registration in the lecture section.

Students on the waitlist should attend all the lectures, but they should **not** attend a lab section until they are officially registered in both the lecture section and a lab section. To keep up with

lab work, they should consult with the course instructor during their office hours to find out what work has been assigned. Work will not be marked until the student is officially registered.

If a student is able to register in the lecture before the 100% drop deadline but is not able to register in a lab, please refer to the next point regarding a student being registered in the lecture section, but not in a lab section.

After the 100% course drop deadline, if offered a place in the lecture, students should only proceed with registration if they can register in **both** the lecture and a lab section. If students cannot find a lab section that works with their schedule, then they should not proceed with registration.

- **2.2. A student is registered in the lecture section, but not in a lab section.**

Students must be officially registered in the lecture section and a lab section. If only one lab section works for their schedule, and it is full, then they have two options: 1. Wait to see if a spot opens. 2. Change their schedule to make another lab section work. **If they are not able to register in a lab by the 100% course drop deadline, then they should drop the course.** Otherwise, they run the risk of needing to drop the course during the 50% drop period. **They must be officially registered in a lab section by the course add deadline in order to take the course.**

- **2.3. A student is registered in a lab section, but they are not officially registered in the lecture section.**

This situation should never happen. A student should always register first in the lecture section, and then register in a lab section. When the department becomes aware that a student is registered in a lab section, but not the lecture section (or if they are on the waitlist, but they have already registered in a lab section), we remove them from the lab.

### **3. Prerequisite waiver requests:**

Prerequisite courses are in place for proven learning reasons. Students should only request a prerequisite waiver if they already have evidence of the equivalent academic preparation.

Prerequisite waiver requests **must** be made through the Department of Geography's [Prerequisite Waiver Form](#). Students should first contact the course instructor to provide proof of equivalent academic preparation and to request permission to take the course. If an instructor grants permission, then the student should email the following to [geogadvising@uvic.ca](mailto:geogadvising@uvic.ca):

1. The [Prerequisite Waiver Form](#) with the Student Information and Student Declaration sections completed, and
2. A copy of the email from the instructor that gives permission to take the course.

In no circumstances will a prerequisite be waived without the consent of the instructor.

### **4. Missing prerequisites:**

If a student is missing a prerequisite course and no prerequisite waiver request has been submitted, the department will notify the student by email to allow time to request a prerequisite waiver or other

permissions. If the student has not received the necessary permissions by the 100% drop deadline, the department will drop the student from the course.

### **5. Increasing the enrollment cap:**

Increasing the enrollment cap for a course only occurs in the most exceptional of circumstances, and it will almost never occur if the course includes a lab component. Increasing the enrollment cap for a course can only occur with the express permission of the Department Chair, and the request must be made in the form of a memo from the course instructor to the Chair explaining why the circumstances warrant a course enrollment increase. If the physical infrastructure (e.g. chairs, desk space, lab equipment) does not permit additional students, then the enrollment increase request will not proceed due to safety concerns (fire code).

If the course has a lab component, then all lab instructors must give their express consent to taking on additional students and redistributing workloads amongst the course instructor and lab instructors so that workloads remain fair. To maintain fairness between lab instructor workloads, this may require the course instructor to take on an increased percentage of the total course workload.

### **6. Auditing a course:**

Auditing a course that is already full is not permitted – there must be an available registration space in order for an audit request to be considered. If a student would like to audit a course, the general departmental expectation is that the student will only attend the lecture. It is expected that auditors will not participate in class discussions, take up class or instructor time, or attend a lab section. Instructors are permitted to make exceptions to these rules in exceptional cases; however, instructors are not required to make exceptions.