UVIC

REGISTRATION 101

University of Victoria

REGISTRATION **101**

1. START WITH YOUR STUDENT NUMBER

We're excited to welcome you to your new community. For the most up-to-date information and to access the tools and resources highlighted in this workbook, visit **uvic.ca/new-students**

Before you get started make sure to record your UVic student number – it's provided on your confirmation of application email.

My student number: V00 _ _ _ _ _ _

2. SET UP A NETLINK ID

Your NetLink ID will give you access to the *UVic Online tools* portal and act as your UVic email account – you can set it up as soon as you receive your student number by visiting **uvic.ca/uvicid**. The university sends official correspondence to your preferred email address, as listed in *Online tools* so make sure to check it frequently.

My NetLink ID:

3. PAY YOUR DEPOSIT

You'll need to pay your $200 (CAD) acceptance deposit before you can register for courses. Processing can take up to 48 hours. Check out **uvic.ca/tuition** for payment options. International wire transfers can take several weeks, so it's best to plan accordingly.

4. EXPLORE YOUR COURSE OPTIONS

As a new student, there are many courses you can choose from and it can be hard to know where to start (or how to narrow your choices down). To help your planning, visit **uvic.ca/program-planning**

Write down the required first-year courses for your program or area of interest (example: MATH 100)

The University Calendar is released in mid-May and is your official source for admission requirements and program and course information. It is also a handy reference that you can use throughout the year. You can access the calendar at **uvic.ca/calendar**

5. LOG IN TO ONLINE TOOLS

Course registration takes place through *Online tools*, UVic's online information portal. Follow the steps below to log in and find the registration panel:

1. Go to **uvic.ca/tools** and sign in with your NetLink ID and password.
2. Select **Student services** from the top navigation menu.
3. Navigate to the **Registration** section.

6. CHECK YOUR REGISTRATION DATE & TIME

We'll email you to let you know when your registration date and time have been assigned in *Online tools*. You should register as close to your registration day and time as possible, as courses fill up quickly – and if you're registering for the winter session, make sure to **sign up for both fall (Sept-Dec) and spring (Jan -Apr) courses at the same time.**

Once your date and time have been assigned, follow Step 5 to log in to *Online tools* and select **Registration status**.

I can register starting on:

Date:

Time:

7. LOOK UP YOUR COURSES

Once the timetable is published in late May, take some time to find out when each course is offered and how your schedule will look with the courses you'd like to take.

For each course you've chosen, make sure to identify what it includes:

- Lectures – "A" sections
- Labs – "B" sections
- Tutorials – "T" sections

In *Online tools*, select **Student services** then **Look up classes.**

- If your course has an associated lab or tutorial, add it to your timetable.
- You'll also need to sign up for labs and tutorials separately to complete registration for that course.

8. BUILD YOUR TIMETABLE

Courses are added by inputting a Course Reference Number (CRN). Any year-long courses will need to be added to both your fall (Sept-Dec) and spring (Jan-Apr) term registration. Lab and tutorial sections for year-long courses can differ between terms, but your lecture sections must remain the same. **uvic.ca/timetable**

9. BROWSE OUR TUTORIALS

For a walkthrough of the steps associated with course registration, take advantage of the tutorials available at **uvic.ca/course-registration** or contact Student Support Services at **studentsupport@uvic.ca** or by telephone Mon-Fri at 250-721-8121.

10. PLAN AHEAD

You'll find a list of important dates and deadlines in the University Calendar under "General Info." Check out **uvic.ca/calendar** for:

- last day to drop courses
- fee deadlines
- holiday closures and examination periods

Make sure to add these dates to your calendar or agenda.

FALL TERM COURSES (SEPT-DEC)

Course	Section	CRN

SPRING TERM COURSES (JAN-APR)

Course	Section	CRN

If a course has an associated lab or tutorial, you'll need to sign up for it – in addition to the lecture section – to complete your registration. Make sure to add these to your course list above.

UNIVERSITY OF VICTORIA TIMETABLE

Time	Monday (M)	Tuesday (T)	Wednesday (W)	Thursday (R)	Friday (F)
8:30					
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
12:00					
12:30					
1:00					
1:30					
2:00					
2:30					
3:00					
3:30					
4:00					
4:30					
5:00					
5:30					
6:00					
6:30					
7:00					
7:30					
8:00					
8:30					
9:00					
9:30					

Once you've registered, you can view your term schedule through *Online tools*. Just select **Weekly timetable** or **Detailed timetable** from the registration menu.

LEARN THE LINGO.

COURSE

A particular part of a subject area to be studied, such as ENGL 146, which is offered by the Department of English. The courses offered by the university are described in the UVic Calendar.

ELECTIVE

An optional course of your choice that is not part of your program's requirements, but counts towards the number of courses you need to graduate.

UNIT

Every course is assigned a unit value and students must reach 60.0 units and meet their program requirements before they're eligible to graduate. Single-term courses typically have a 1.5 unit value while 3.0 units are typically given to year-long and intensive courses.

SECTION

Different sections are taught by different instructors and meet at different times during a term. Some courses include a lecture and lab or tutorial section. In this case, you're required to register for both the lecture and lab or tutorial sections. There may be several sections (e.g. A01, A02, A03) of the same course (FREN 100).

PRE- AND COREQUISITE

A prerequisite must be met before registration in a prescribed course. A corequisite can be taken before or at the same time as a prescribed course.

LECTURE ("A" SECTION)

The main instructional part of your course in which your instructor gives a formal presentation about a particular topic. Lecture sections are displayed in the course registration system as "A" sections (e.g., A01).

LAB ("B" SECTION)

Smaller classes for reviewing key concepts from the lecture in a hands-on way, like conducting a scientific experiment or practicing conversation in another language to learn the vocabulary. Lab sections are displayed in the course registration system as "B" sections (e.g., B01). To be fully registered in a course that has a lab section, you must choose both a lecture and a lab section.

TUTORIAL ("T" SECTION)

Smaller classes that complement a lecture, where you have an opportunity to discuss the course materials and assignments and share ideas. Tutorials are often led by teaching assistants.
Tutorial sections are displayed in the course registration system as "T" sections (e.g., T01). To be fully registered in a course that has a tutorial section, you must choose both a lecture and a tutorial section.

University of Victoria