

UNB's On-Line Registration System

INTRODUCTION

Undergraduate students on the Fredericton Campus of the University of New Brunswick are able to register for their courses using computers available on campus or through the Internet. This on-line computer-based system is intended to make registration easy. By having direct access to UNB's Student Information System, you will be able to both register for courses and to make any subsequent changes necessary.

You will receive an On-Line Registration Handbook from your faculty. If you still have difficulty using the system, come to the main registration centre in the IUC Science concourse or to the Registrar's Office during business hours.

Preparation for Registering in the Winter 1997-98 Session

TIMETABLE INFORMATION

Before you begin the registration process, you must be clear as to the courses for which you will register. You should take a copy of this timetable with you for your session with your advisor. Be prepared to construct your timetable for the Winter 97-98 session.

An updated timetable, with classroom assignments, will be mailed to all students during the summer.

CONFLICTS

If you try to register for two courses in the same time slot, a warning message will appear on the screen. Faculties will be advised if a student has registered for two courses in the same time slot, and they have the right to delete one of the courses. Therefore you should discuss all potential conflicts with your advisor.

ADVISING

We recognize that students need to discuss their academic programs and plan to ensure that their course selection is appropriate to meet graduation requirements as well as future goals. All students in degree programs are required to meet with an advisor prior to registering.

Returning students in degree programs, both in full-time and part-time studies, should contact their department office (or Dean's office for faculties with no departments) for information regarding advising procedures. Part-time students in degree programs, returning after one or more year's leave of absence are advised to meet with the faculty to review their program.

Full-time students in No Degree programs are advised to review their programs with Judith Potter in the Department of Extension and Summer Session.

Students transferring into a degree program from another post-secondary institution, will be able to access the on-line registration system as soon as they have been accepted, and advised by their Faculty.

PRE-REQUISITES

You are required to honour prerequisites and corequisites attached to courses. Courses selected for which you have not satisfied prerequisites or other requirements can be deleted by your faculty. It is your responsibility to check your status concerning courses for which you do not have the prerequisite or corequisite. Some courses have restricted access. You should consult your advisor if you want permission to register for a course so designated.

PERSONAL IDENTIFICATION NUMBER (PIN)

You will need an active personal identification number and your student identification number to register for Winter 1997-98 courses. You will be given a new 1997-98 PIN once advising has been completed. This personal identification number is for your use only and gives you access to the registration system. For the security of your record, it is important that you not share your PIN with others, and that you exit properly from the registration system once you have completed your entry.

If you already have a current PIN, you may continue to use it for registering in courses for Intercession or Summer Session 1997. However, you will require a new PIN from your advisor to register for Winter 97-98 courses. Once you have activated your new PIN by going into the Winter 97-98 session, it will then become your current PIN for entry to any session. Your previous PIN will be deactivated. (For some other services like access to your information via the WEB, your PIN will not be valid until the next day-after a nightly update has been made to some of the computerized systems).

Full-time no-degree and part-time and full-time visiting students may get their PIN from the Registrar's Office.

Exchange students will get their PIN from the faculty that houses their program of study.

Part-time no-degree students may get their PIN from the Department of Extension and Summer Session, or from the Registrar's Office.

Students in the Concurrent Bachelor of Education programs will first be advised by their non-Education faculty advisor, then be advised and get their PIN from the Faculty of Education.

New students in the BA/BSc program will be advised by the Arts faculty first, then be advised and get their PIN from the Science faculty.

Students in the Concurrent BA/BSc program will be advised by the Arts faculty first, then be advised and get their PIN from the Faculty of Computer Science

AUDIT AND "EXTRA TO DEGREE" PERMISSION

Students wishing to audit a course or to declare a course to be extra to their program must obtain permission from the instructor and the program advisor and have the course recorded on a course change form.

COURSE CANCELLATION

If a course is cancelled, students will be notified by the faculty. It is the student's responsibility to select another course with the advisor and to register for it.

USE THESE HANDY TABLES TO HELP YOU PLAN YOUR COURSES

		HOUR	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY									
FIRST TERM	8:30								SECOND TERM	8:30							
	9:30									9:30							
	10:30									10:30							
	11:30									11:30							
	12:30									12:30							
	1:30									1:30							
	2:30									2:30							
	3:30									3:30							
4:30								4:30									