

REGISTRATION PROCEDURE

A student is considered as registered for a particular semester only when courses to be attempted for that semester have been reported to the Registrar no later than the end of the Add period (see Chapter I - Schedule of Dates) and financial arrangements, satisfactory to Student Financial Services, have been made for the associated tuition and other fees.

Students must register for UNIV*7500, Research/Writing in each semester that they are working towards their master's or doctoral thesis and/or are not taking any other courses for which an active section exists.

Students are reminded that registration must be completed by the indicated deadlines. Check the Schedule of Dates (Chapter I) for the registration (also known as course selection) deadlines. Normally, six to eight weeks prior to the beginning of each semester, students continuing from semester to semester may select courses through WebAdvisor for the upcoming semester.

Provisional or Special students in a non-degree program are not permitted to use WebAdvisor for course selection; in these cases, students continuing in a non-degree program shall submit a *Graduate Student Add/Drop & Change* form to Enrollment Services in the Office of the Registrar in order to activate registration for the upcoming semester. The form must be approved in the academic unit concerned before it is submitted to Enrollment Services. New students may register through WebAdvisor by mail or in person up until the last date for Add/Drop as set out in the Schedule of Dates (Chapter I).

Upon a student's initial registration, Campus Cards, which are used for student identification and for library and bus pass purposes, are produced and validated at the Campus Card Office in the University Centre, Room 008. If your Campus Card has been lost or stolen, follow the instructions on the Campus Card Website (<https://hospitality.uoguelph.ca/campus-card/campus-card-general-information/>).

Normally, the registration procedure must be completed within the dates set out in the Schedule of Dates (Chapter I). In special circumstances a student may be permitted to register up to 14 class days after the opening date with assessment of a late fee.

Financial statements are available on WebAdvisor following the course selection period for all preregistered students approximately four to six weeks prior to the beginning of each semester. Payment of account by the published deadline will complete the registration process. Late payment will result in the assessment of late fees. Failure to make appropriate payment arrangements by the end of the add period for the semester will result in late fees and a restriction on future semester registration.

Students wishing to register in any undergraduate course or course for audit must obtain the instructor's signature on the *Graduate Student Add/Drop & Change* form.

Students registered in multi-semester courses must register in *each* semester in which they are actively engaged in course requirements, unless otherwise stated in the course description.