

# REGISTRATION

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 and financial arrangements, satisfactory to Student Financial Services, have been made for the associated tuition and other fees. Coincident with the registration process, students may complete other business arrangements with the University such as reporting of address information, residence payments, meal card contracts, parking permits, and receipt of identification cards. The University reserves the right to disallow registration until all deferred assessments are complete and the student's final standing is calculated.

## In-Course Students

All in-course students must complete the registration procedures prior to the deadline dates as published in Chapter III–Schedule of Dates.

**While advance billings will be available on WebAdvisor, to students who have indicated an intention to register in a particular semester, it is the responsibility of all in-course and returning students to ensure that satisfactory arrangements are made with Student Financial Services prior to the deadline. Students who have not received the advance billing should contact Student Financial Services in order to make payment. Arrangements for registration after the deadline date will be assessed an additional late registration fee.**

Students who are readmitted will be advised of registration procedures. Questions should be directed to Enrolment Services, Office of Registrarial Services.

**Note:** In-course students who complete the registration procedures are advised that this registration is conditional on their eligibility for continuation of study into that semester. A student who is required to withdraw will not be allowed to attend classes, the registration will be cancelled and an appropriate adjustment automatically will be applied to the student's account (see also–Withdrawal). The University reserves the right to disallow registration until all deferred assessments are complete and the student's final standing is calculated.

The procedure is as follows:

1. Approximately 2-3 weeks before the deadline, a billing statement is available on WebAdvisor, to students who have selected courses.
2. Students must make payment to Student Financial Services by the deadline. Payments received after the deadline will be assessed a late registration fee.

## General System In-course Students (Fees)

The registration procedure is conducted through WebAdvisor. The registration procedure will allow all in course students to complete their financial arrangements with Student Financial Services before the upcoming semester. The billing form will reflect the course selection data, also your accommodation and meal plan status if available, and is to be returned with suitable arrangement to Student Financial Services. The deadline for payment is indicated in Chapter III–Schedule of Dates. Failure to meet the deadlines will result in an additional fee adjustment. Mailings by the University will be made to the University email account, the on-campus P.O. Box, and/or the mailing/home address per the University's student address policy (<https://calendar.uoguelph.ca/>

[undergraduate-calendar/undergraduate-degree-regulations-procedures/address-university-communication/](#)).

Registration is conditional on being eligible to continue in your program of study. Students who are required to withdraw will not be allowed to attend classes as their registration will be cancelled immediately and a full refund of fees will be made as soon as possible. **Students required to withdraw who subsequently are re-admitted or who transfer to another program or who become eligible to proceed through appeal must report to Enrolment Services, Office of Registrarial Services to have their registration status confirmed and add their courses.**

Registration may be completed by one of the following methods:

- On receipt of payment. **Do not send cash in the mail.**
- An approved "Staff Registration and Tuition Waiver Request" form (for qualified full-time University employees only).

**Payments received through the mail must be post-marked on the deadline date or earlier to avoid the assessment of a late registration fee.**

## Parking Payments

Students wishing to pay for a parking permit are asked to include the appropriate payment in accordance with the schedule in Chapter VI–Schedule of Fees with their total payment submission. Students who comply with this procedure will receive their parking permit in the mail prior to the commencement of classes.

## Changes to Preprinted Calculations

Students who have changed their mind concerning the number of credits they wish to take are advised to write the correct amount on the billing form. Please refer to the fee schedule included with your billing form.

Changes to residences calculation, including meal plans, must be cleared through the Student Housing Services or Hospitality Services.

## Cancellation/Withdrawal Procedure

If a student has made payment arrangements and wishes to cancel their semester registration before the first day of classes they must drop all their courses via WebAdvisor. If the student is unable to access WebAdvisor they must send an email, which includes their student id number, from their @uoguelph.ca account to Office of Registrarial Services, Enrolment Services at [es@uoguelph.ca](mailto:es@uoguelph.ca) asking to have their semester registration cancelled. The cancelling of the courses prior to the first day of the classes will generate the appropriate refund.

Students are advised that there is a withdrawal procedure in effect as of the first day of classes (see Withdrawal). Students will be liable for fees payable in accordance with the refund schedule (see Chapter VI–Schedule of Fees regarding Refunds).

Once the payment has been submitted, **please do not put a stop payment on your cheque.** This does not constitute cancellation and will only result in a cheque refusal fine being charged.

## Late Registration

Students who do not register by the time designated as the registration deadline for the semester in question are subject to additional fee adjustments. Exceptions will only be made for acceptable reasons with documented evidence. **The fee schedule for late registration is published in Chapter VI–Schedule of Fees.** A student will not normally be allowed to register after the end of the Add Period. Appeals against the additional

fee adjustments must be made in writing to the Secretary of the Appeals Committee, by contacting the Enrolment Services, Office of Registrarial Services within 10 class days of the commencement of classes. Appeal forms are available from Enrolment Services.

### **Department Chair's and Dean's Responsibilities (New Student Registration Only)**

In the event that new students will be delayed for registration because of University sponsored trips or courses the department chair concerned should forward a list of participating students to the dean/director of the college/school for approval. The approval list should then be forwarded to the Associate Registrar, Enrolment Services, and specific procedures for late registration will be arranged.