

Welcome to the Career & Professional Development Division, CCE You're Admitted, What's Next?

REGISTRATION STATUS: **Students are NOT automatically registered for courses.** Once admitted, students are eligible to register for courses according to the time-ticket category. Your 'time-ticket' the day and time you are eligible to register is available on your UR Self-Service account (Login, select Student Services/ Registration/ Check Your Registration Status). How-to videos, step-by-step documents, planning documents and frequently asked questions for registration can be found at www.uregina.ca/futurestudents/admitted/index.html

*It is your responsibility to **drop a class if your plans change.** Letting an instructor know you aren't planning to continue a course does not constitute withdrawal. **You will need to drop courses online through your UR Self-Service account or contact our Student and Instructor Services (Credit) office for assistance.** For registration add and drop deadlines visit: <http://www.uregina.ca/student/registrar/registration/academic-schedule.html>*

ACADEMIC ADVISING: Advisors provide valuable information regarding program planning and connect you to other services designed to support your success. Contact our Student and Instructor Services (Credit) office at 306-585-5807 to schedule an advising appointment.

UR SELF-SERVICE: Your UR student identification number (found on your admission letter) will give you access to your student account at the U of R through UR Self-Service. Through UR Self-Service you can:

- Register for courses
- view and purchase textbooks
- pay tuition
- access your student records/final grades (it will be your responsibility to provide this information to your guidance counsellor once a final grade has been assigned in order to obtain dual credit for your HSXL course)

Your account information is available to you online 24/7. To access UR Self-Service, click the "Login to UR Self-Service" icon located on the University's home page at www.uregina.ca. Your User ID is your Student ID number noted above, and your default PIN is your birth date (DDMMYY). We strongly recommend that you change your PIN. **To login to your account visit:** https://banner.uregina.ca/prod/sct/twbkwbis.P_WWWLogin

STUDENT IDENTIFICATION: Students are required to have a Student Identification card to access library and recreation facilities and may be requested for admission to examinations and laboratories. Student ID cards are obtained from the [Registrar's Office](http://www.uregina.ca/student/registrar/photoid.html). <http://www.uregina.ca/student/registrar/photoid.html>

U OF R STUDENT HEALTH & DENTAL PLAN: The Students' Union offers its members affordable health and dental coverage. All students enrolled in 9 or more **on-campus** credit hours as of the last day to receive a full refund in the Fall semester (part of term 1) courses are assessed a fee that covers the cost of the URSU Health & Dental Plan. For more information or for information on how to opt-out visit: <http://ihaveaplan.ca/>

HOW DO I PURCHASE MY TEXTBOOKS: The following link enables you to view and purchase all your textbooks for the course you are registered in https://ebookstore.uregina.ca/default_txt.asp

Login Procedures: Enter your User ID (your student number) and PIN (if you have not yet changed your PIN, enter your birth date on the following format: DDMMYY), select the term you are searching for books and then select "Retrieve My Booklist".

STUDENT RESPONSIBILITIES: As a University of Regina student, you take on the responsibility of adhering to the University's rules and regulations which can be found in the University of Regina Undergraduate Calendar (www.uregina.ca/gencal/ugcal/). Additional information regarding certificate program options can be found on the Centre for Continuing Education website (<http://www.uregina.ca/cce/career-development/index.html>).

UoFR EMAIL: Please note that your official U of R email (ending in @uregina.ca) is the email we will use to correspond with you during the semester, so please be sure to check your UR email or forward your UR email to your personal email. This email is where your course/instructor evaluation will be sent to at the end of the course as well.

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SUPPORT: If you have any questions or concerns regarding:

Registration status queries - CCE.StudentServices@uregina.ca, 306-585-5807

Technical problems - it.support@uregina.ca, 306-585-4685