



Registration 101 Workbook



University
of Victoria

Get started.

Your University of Victoria student number is provided on your confirmation of application letter. It's a good number to learn - you'll need it often.

My student number is:

Pay your deposit.

You'll need to pay your \$200 acceptance deposit before you can register for courses and processing can take up to 48 hours.

Check out www.finance.uvic.ca/tuition/faq.php for payment options.

Set up a Netlink ID.

www.uvic.ca/netlink

Your Netlink ID will give you access to the My Page portal (where you'll register for courses) and your UVic email account.

The university sends all official correspondence to this address, so make sure to check it frequently or forward it to an address you do use.

My Netlink ID is:

Check the courses you should take.

www.uvic.ca/fypg

There are a lot of courses available to you as a first-year student. To help you plan, the First Year Program Guide shows required and recommended first year courses for most of the programs offered at UVic.

When in doubt, the University Calendar should be your official source for information. You can access the calendar online at www.uvic.ca/calendar. It will be a handy reference throughout the school year.

And explore the ones you could take.

The First Year Program Guide also includes a list of all the courses offered at UVic which are open to first-year students. Take some time to explore interesting or unique courses you might take in addition to your program requirements.

Plan ahead.

The university maintains a list of important dates and deadlines in the University Calendar. You'll find the last day to drop courses, the deadline for paying fees, on which holidays the university is closed and when exams begin and end. Take a minute to add these dates to your agenda or calendar.

Log in to My Page.

www.uvic.ca/mypage

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

1. Go to www.uvic.ca/mypage, click the "Sign in to UVic" button and enter your Netlink ID and password
2. Select "Student services" from the left navigation menu
3. Click "Register for courses" under the "What would you like to do?" header

Save the date.

The university will email you a date and time after which you can register for courses in winter (September-April) or summer (May-August) sessions. You should register as soon as possible as popular courses fill up quickly.

When you're registering for the winter session, it's important to sign up for both fall (September-December) and spring (January-April) courses at the same time.

To check your assigned registration date, follow the steps above and select "Registration status".

My assigned registration is:

Date:

Time:

Go for a test drive.

www.uvic.ca/reg101

Once you've logged in and found the course registration panel you'll notice there are a number of actions available. Some can be performed at any time while others (such as adding or dropping courses) are restricted to certain periods.

For a more detailed overview of the steps and actions associated with course registration, take a look at the tutorials on the Registration 101 site.

Look up your courses.

If you're testing the system before your assigned date you can still look through the courses offered during the upcoming term. Take some time to find out when each course is offered and how your schedule would look with the courses you'd like to take.

Pencil it all in.

It's a good idea to record the courses you'd like to take so that you won't have to look them up again when it's time to register. Since courses are added by inputting a CRN (course reference number), don't forget to write it down for each class. Once you've settled on a list, map out your schedule so you can see what your week will look like.

FALL TERM COURSES (September-December)			SPRING TERM COURSES (January-April)		
Course	Section	CRN	Course	Section	CRN

Take note: If your class has an associated lab or tutorial, you'll need to sign up for it - as well as the lecture session - to complete your registration.

UNIVERSITY OF VICTORIA TIMETABLE						
TIME	Monday	Tuesday	Wednesday	Thursday	Friday	TIME
8:30						8:30
9:30						9:30
10:00						10:00
10:30						10:30
11:30						11:30
12:30						12:30
1:00						1:00
1:30						1:30
2:30						2:30
3:30						3:30
4:30						4:30
6:30						6:30

Once you've registered, you can also view your term schedule through My Page. Just select "Weekly timetable" or "Detailed timetable" from the registration menu.

REGISTRATION TERMINOLOGY

Corequisite: A specific course or requirement that must be taken at the same time as a prescribed course.

Department: A unit devoted to a particular academic discipline. Faculties are often made of several departments or schools.

Elective: An optional course that is not specific to your program.

Faculty: A group of related departments or schools.

Prerequisite: A preliminary requirement which must be met before registration in a prescribed course.

Program: Courses required and organized to fulfill an academic objective. For example, to complete a BSc degree, you must complete certain courses to fulfill the program requirements.

Section: Courses may be offered several times during the same term as different sections (for example F01, F02, F03). You only need to register for one section, though if the class has an associated lab or tutorial make sure to register for that as well.

Session: The period of time during which the university offers courses. Winter Session runs from September to April and includes a fall term (September to December) and a spring term (January to April). Summer Session runs from May to August.

Syllabus: At the start of a course professors will provide a syllabus, or course outline, which includes information on what you will study, when assignments are due and how grades will be assigned.

Unit: Every course is assigned a unit value and students must typically reach 60.0 units before they're eligible to graduate. One term courses typically have a 1.5 unit value while 3.0 units are given to full-year courses.

REGISTRATION ASSISTANCE

Registration Helpline reghelp@uvic.ca or **250-721-8142**

Have a registration question and can't find the answer anywhere else? UVic operates a registration helpline to assist you with the ins and outs of My Page and the course registration system.

Academic Advising www.uvic.ca/adva

In you need assistance with the planning process, you're encouraged to speak with an adviser. Check your program's website for contact information or visit the Advising Centre if you're studying in humanities, science or social sciences.



University
of Victoria