

## **BIOLOGICAL SCIENCES GRADUATE STUDENT REGISTRATION INFORMATION**

If you have **any** questions about any of this information, please see Michelle in the Student Services Office, CW312 or send her an e-mail at mgreen@ualberta.ca.

Students are responsible for being aware of program/registration deadlines (start of classes, withdrawal dates, etc.) which are listed in Bear Tracks. **There may be financial penalties associated with missed deadlines or incorrect registration!** The Faculty of Graduate Studies and Research strictly upholds all deadline dates – there are no exceptions.

### 1) **Registration:**

Thesis (THES) sections range in credit weight from 1 credit to 9 credits. The last number of the THES (901, 902, etc) indicates the credit weight of the THES section. To be a full-time student, you need to register in 9 credits (THES 909 or 919) per term. In addition, you should register for both terms at the beginning of the school year (sections A and B).

If you are taking courses other than thesis, you still need to take a total of 9 credits per term to be considered a full time student. For example: If you are taking one three-credit course, you should take THES 906 (6+3=9). If you are taking courses worth 6 credits, take THES 903 (3+6=9). If a course is 1 credit, take THES 908 (8+1=9). If you take 9 credits worth of course work, you do not need to register in a THES section.

Once registration is completed for both terms (Sept. and Jan.), you are considered registered for a 12-month period (Sept.– Aug.). **Registration in Spring and Summer terms is NOT required.**

**Thesis 919:** In the 2<sup>nd</sup> year of an M.Sc. program and the 3<sup>rd</sup> year of a Ph.D. program, students may be eligible to enroll in a reduced-fee thesis (THES919). Even though you pay lower fees by registering in THES 919, it is considered full-time registration and will not affect awards, scholarships, TA's, etc..

You can register through Bear Tracks in THES919 if you have fulfilled the UofA residency requirement: 1 year (2 full-time terms) for M.Sc. students and 2 years (4 full-time terms) for Ph.D. students. All students are encouraged to fulfill the requirement as early as possible in their program to qualify for THES919, so you should register accordingly in your first (if M.Sc.) or first and second (if Ph.D.) year.

If you meet these requirements and need to take an extra 3-credit or 1-credit course, you can register in THES919 and up to 3 additional credits/term.

### 2) **WITHDRAWING from a course:**

**There are financial consequences if you withdraw from a course after the term's registration deadline.** If you withdraw from a course you lose your full-time status and need to add another 3 credits (if, for example, the course you are withdrawing from is a 3-credit course). You also have to pay extra fees for the newly added course over and above the original 9 credits that you were registered in. Withdrawing from a course can be expensive! There are very strict withdrawal deadlines which vary from year to year so you should consult with the Student Services Office (CW312) as early in the semester as possible if you need to withdraw from a course after the term's registration deadline.

### 3) **AUDITING a course:**

**There are financial consequences if you audit a course.** The department usually counsels students to sit-it on courses that they wish to audit rather than formally registering as an "Auditor" and paying extra fees over and above the normal 9-credits worth of fees (audited courses do not count toward fulfilling the 9 credits required to be considered a full-time student). You need to obtain permission from the course instructor to be able to sit-in on a course. If you are unable to sit-in, registration in a course as AUDITOR will be accepted only on specific dates so check Bear Tracks or consult with the Student Services Office (CW312) very early in, or before, the term.

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4) **Registering as an OFF-CAMPUS STUDENT:**

To be registered as an off-campus student, you must reside more than 80 km from Edmonton for the majority of the term(s). Being registered as an "Off-Campus Student" means that some on-campus fees are reduced. Please contact the Student Services Office (CW312) for more information and assistance with registration.

5) **"REQUIRED" vs. "NON-REQUIRED" courses:**

Normally, all courses of direct relevance to your graduate degree are considered "required." If you wish to take a course in an area unrelated to your graduate degree (e.g. history, art, Norwegian, etc.), it must be approved by both your supervisor and the Associate Chair (Grad. Studies). Consult with the Student Services Office (CW312) for more information.

5) **Courses "Closed to Web Registration":**

Contact the Student Services Office (CW312) for assistance.

6) **Confirmation of Registration:**

Students registered in the Faculty of Graduate Studies and Research are **NOT** required to pay a confirmation deposit.