

## GRADUATE REGISTRATION FORM

### STUDENT INFORMATION

**Student ID:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **Surname:** \_\_\_\_\_

**Email:** \_\_\_\_\_@unbc.ca **Campus:** \_\_\_\_\_

**Status:**  Full-time  Part-time **Current Residence:**  Prince George  Other:

**Admit Date:** \_\_\_\_\_ **Program:** \_\_\_\_\_

### COURSE SELECTION

Students may register in up to 3 semesters at once. Continuous registration is mandatory for all graduate students (in Fall, Winter and Spring). Deadlines are posted in the Calendar online. Please review the instructions prior to completing.

Add/Drop?	Semester (i.e. Fall 2020)	CRN	Subject/Number (i.e. PSYC 600)	Course Title	Credit Hours	Audit Only?
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### STUDENT SIGNATURE

- ➔ Requests to register in a **directed reading, directed study or independent study** must include the approval form.
- ➔ Requests to **audit coursework** must include confirmation of the instructor's approval (such as an email).
- ➔ Requests to **audit coursework** or enrol in **undergraduate level** coursework will not be processed unless listed on an approved program of study.

By signing below, you affirm that you have reviewed and understand your degree requirements and, where required, have obtained necessary approvals to complete the requested course(s).

Information is collected in compliance with the BC Freedom of Information and Protection of Privacy Act and the policies and procedures of UNBC. For more detailed information, visit our website.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please submit completed forms to [registration@unbc.ca](mailto:registration@unbc.ca).

## INFORMATION AND INSTRUCTIONS

Graduate students are responsible for familiarizing themselves with their program requirements and ensuring the completeness and accuracy of their registration.

Students may not take coursework that is outside of the [calendar requirements](#) or, where [program approval](#) is required, that has not been approved by their supervisor (where assigned) and Chair. The course schedule is [published online](#) and includes the information required to complete this form (including the CRN – course registration number). Additionally, students can find a detailed guide to registration on the [website](#) (including an FAQ section).

### Continuous Registration Requirement

All graduate students are required to maintain continuous registration for the duration of their program. If you are not taking courses in a semester, you should be registering in the thesis, project or dissertation course or (in course based programs) into a placeholder. Placeholders vary for course-based programs but this is typically a major paper, portfolio, practicum or comprehensive exam. If you are uncertain, please speak with your program.

If you wish to take a leave from your program, you will need to apply for a [leave of absence](#).

### Degree Requirements

The most current degree requirements can be [found online](#). Students must meet the graduation requirements in place at the time of their admission unless they have received approval to change their curriculum. Archive calendars can be also [found online](#).

### Program of Study Approval

Most programs require a [program of study approval form](#). This, combined with the graduate calendar, is your guide for registration. Some programs do not require a program approval form. For those programs, the calendar outlines the courses you need to complete for your degree. For more information, please review the [Frequently Asked Questions](#) or [Program Approval](#) sections of our website.

### Registration into Directed Reading, Directed Study or Independent Study Courses

Registration in a directed study, independent study or directed readings course requires approval of the instructor, your supervisor (where assigned) and the Program Chair. This [request form](#) must be attached to the Registration Form.

### Auditing Coursework or Taking Undergraduate Level Courses

Graduate students may be permitted to audit coursework or complete undergraduate level courses. This requires approval prior to processing. Approval is managed via the Program of Study Approval/Revision form. Students should ensure this has been submitted prior to attempting to register.

### Dropping Coursework

There are two deadlines for revising registration. The first, called the add/drop date, allows a student to revise registration with a refund of tuition. This removes the course from the transcript. The second date is to permit withdrawal. No refund of fees is given and the course will remain on the transcript with a W in place of the grade. These dates are [published in the calendar](#).

If you are attempting to revise your registration after the deadline, please reach out to [grad-office@unbc.ca](mailto:grad-office@unbc.ca) for guidance.