

**REQUEST FOR PERMISSION TO RE-REGISTER IN THE FACULTY OF ARTS**

**NOTE:** Not applicable to students who since their last registration in Arts have: a) attended another University/College (unless on a Letter of Permission from this university), b) registered in another faculty/school at this university or c) not registered for any courses in the past 10 years. Students in these categories must reapply through the Admissions Office.

**NAME:** \_\_\_\_\_ **STUDENT NO.:** \_\_\_\_\_  
(if your name has changed since your last registration, you must use your former name unless a Name Change has been processed through the Registrar=s Office.)

**ADDRESS:** \_\_\_\_\_ **CITY** \_\_\_\_\_ **PROV** \_\_\_\_\_

**POSTAL CODE:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

Has your address changed since your last registration? NO ~ or YES ~

In which Session did you last register in the Faculty of Arts?

REGULAR SESSION 20\_\_\_\_ - 20\_\_\_\_ or SUMMER SESSION 20\_\_\_\_

Since your last registration in this Faculty, have you registered at another University/College or Post Secondary Institution? Please write >YES= or >NO= in the space provided and if applicable indicate the institution attended.

If **YES**, was it on the basis of a >Letter of Permission= from the University of Manitoba? \_\_\_\_\_

In which session do you wish to register again in the Faculty of Arts?

TERM: Fall Term 20 \_\_\_\_ Winter Term 20 \_\_\_\_ Summer Term 20 \_\_\_\_

I hereby verify that the information I have provided above is true and correct.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**CAUTION: Failure to provide true, correct and complete information could result in cancellation of your registration and any subsequent registrations.**

**FOR OFFICE USE ONLY:** Student History Dated \_\_\_\_ D \_\_\_\_ M \_\_\_\_ Y

ADDITIONAL COMMENTS, if any:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_ Dean's Representative: \_\_\_\_\_

Statement of Purpose: This personal information is being collected under the authority of the University of Manitoba Act and will be used to identify an Arts student who has not registered in the Faculty of Arts in consecutive sessions, to establish the appropriate course of action, and, where appropriate, to record that materials have been given to the student. It is protected by the Protection of Privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the FIPPA Coordinator=s Office (204) 474-8339, c/o Archives and Special Collections, 331 Dafoe Library, University of Manitoba, R3T 2N2.

(This form must be retained in student's file.)

## INSTRUCTIONS

### *Request for Permission to Re-register in the Faculty of Arts*

#### Who is to complete this form?

- Students whose last registration was in the Faculty of Arts but who have not been in attendance for 12 months or longer and who have not attended any other university/college during the period of absence.
- If students' last registration in the Faculty of Arts was over 10 years ago, they must re-apply for admission.

#### Process

- Students may complete the form electronically and then submit it by **email** to the Arts General Office.
- Students may complete the form electronically then print it, or print the form and complete it by hand, and **mail** or **fax** it to the address/fax number at the top right of the form.
- Students may come to the Arts General Office and complete the form **in person**.

#### What happens then?

- The request will be reviewed within 2 business days. If all is in order, students simply access Aurora Student from [umanitoba.ca/calendar](http://umanitoba.ca/calendar) and follow the links in order to register.
- If all is not in order, the Arts General Office will contact you by phone or email.

#### Important Changes:

- As of September 2007, students can take any of the University of Manitoba courses offered for credit for which they have the pre-requisite (subject to space limitations)
- The limited access policy and limit on the number of voluntary withdrawals is no longer in effect.
- The refund policy has also changed. There are no refunds for Fall Term courses dropped after the Registration Revision deadline in September and similarly for Winter Term courses dropped after the January revision deadline.
- Students' registrations are no longer cancelled for non-payment of fees so students must withdraw from the courses as per the voluntary withdrawal deadline dates or they will be subject to substantial financial penalties.
- The academic assessment regulations have also changed. A student in the Faculty of Arts will no longer be placed on probation prior to academic suspension. If a student fails **more** than 30 credit hours or has **more** than 42 credit hours of 'F' and 'D' grades, the new academic standing rules require students to be placed on academic suspension for one year. Please be aware that all courses with 'F' and 'D' grades, even if repeated, will count towards the 'F' and 'D' grades limit.