

<b>Graduate Student Registration Procedures – Faculty of Human Ecology</b>		
<b>Procedure</b>	<b>Who performs procedure?</b>	<b>Due Date</b>
Admission to Graduate Studies	<b>FGS</b> (notification by U of M)	Varies by Department – confirm with dept. offering grad. Program
<b>Newly Admitted Students</b>		
Verify initial access time on AURORA student	<b>Student</b>	System is able to be accessed in early July.
Program Approval	<b>Student</b> completes academic plan (dept. form) and meets with <b>graduate academic advisor</b> who also signs Human Ecology permission form if required	Meet with graduate advisor at least 5 working days prior to actual registration date to allow time to troubleshoot. Department deadlines may be earlier.
Prerequisite permission (if required)  *yellow form	<b>Student</b> must obtain written permission from teaching professor/department – this may be in another Faculty, and it is the student’s responsibility to obtain the written permission.	Obtain at least 3 working days prior to actual registration date to allow for absences/holidays. Submit with HE permission form if course(s) outside main subject area to the Human Ecology General Office at least 1 working day prior to actual registration date.
Registration for required courses	<b>Student</b> <ul style="list-style-type: none"> <li>✓ Access AURORA to check for timetable information and updates</li> <li>✓ Access AURORA to register for courses</li> <li>✓ Register self in grad courses</li> <li>✓ Assess fees through AURORA</li> </ul>	Registration date established by GS/AURORA (information available on-line is most up to date).  Instructions about auxiliary and occasional status courses are available on the registration permission form.
Registration for auxiliary or occasional student courses *yellow form	<b>Student Advisor in Human Ecology</b> (if course is full, student is responsible to obtain permission from teaching unit.)	Student must submit Master’s Registration Permission form to General Office at least 1-2 working days prior to registration date.
Registration Revisions (withdrawals) from auxiliary or occasional courses *blue form	<b>Student</b> completes revision form and meets with <b>graduate academic advisor</b> to obtain written permission prior to submitting to General Office.	Obtain at least 1-2 working days before final withdrawal (or fee refund) date as Dean’s Office cannot extend deadlines. Present to Human Ecology General Office before 4:30 p.m. one day prior to deadline.

H:Dept. Heads/June 27, 2006

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<b>Procedure</b>	<b>Who performs procedure?</b>	<b>Due Date</b>
<b>Returning Students</b>		
Verify initial access time on UMREG	<b>Student</b>	Beginning early June -- refer to Registration Guide, available in SRO (400 Univ. Ctr) or on-line.
Annual Progress Report	<b>Student and graduate academic advisor</b>	Due in FGS by June 15.
Program Approval	<b>Graduate academic advisor</b> signs Human Ecology permission form if required (FSS and TS)	Meet with Advisor at least 5 working days prior to actual registration date to allow time to troubleshoot. Department deadlines may be earlier.
Prerequisite permission (if required) *yellow form	<b>Student</b> must obtain written permission from teaching professor/department – this may be in another Faculty, and it is the student’s responsibility to obtain the written permission.	At least 3 working days prior to actual registration date to allow for staff absences/holidays and submit with HE permission form if course(s) outside main subject area to the Human Ecology General Office at least 1 working day prior to actual registration date.
Registration for required courses	<b>Student</b> <ul style="list-style-type: none"> <li>✓ Access UMREG to check for timetable information and updates</li> <li>✓ Access UMREG to register for courses</li> <li>✓ Obtain a fee assessment from UMREG</li> </ul>	Registration date established by UMREG, available in Registration Guide or on-line.
Registration for auxiliary or occasional student courses *yellow form	<b>Student Advisor in Human Ecology</b> (If course is full, student is responsible to obtain permission from teaching unit.)	Student must submit Master’s Registration Permission form to General Office at least 1-2 working days prior to registration date.
Registration Revisions (withdrawals) from auxiliary or occasional courses *blue form	<b>Student</b> completes revision form and meets with <b>graduate academic</b> advisor to obtain written permission prior to submitting to General Office.	Obtain at least 1-2 working days before final withdrawal (or fee refund) date as Dean’s Office cannot extend deadlines. Present to Human Ecology General Office before 4:30 p.m. one day prior to deadline.

June 29, 2005

## Faculty of Human Ecology

### Pre-Master's and Master's Registration Permission Form

All information must be provided as requested, or the form will be returned to the Department Office and registration cannot occur.

Name \_\_\_\_\_ Student Number \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Email address \_\_\_\_\_  
Graduate Advisor's Name \_\_\_\_\_  
Graduate Advisor's Signature \_\_\_\_\_  
Date \_\_\_\_\_ Faculty Code: 16 (Graduate Studies)

#### Check One:

**Pre-Master's:** \_\_\_\_\_ Permission must be given by the teaching department (or professor) for all undergraduate courses where the student does not have the prerequisites as listed in the *Undergraduate Calendar*. The Student Advisor of the Faculty of Human Ecology must enter the permission for each course prior to allowing student registration to occur.

**Master's:** \_\_\_\_\_ Permission slip(s) are required for any undergraduate or graduate courses where prerequisites are not met. If these courses are not part of the requirements for the M.Sc., but are required to meet program or entrance deficiencies, they must be taken as **auxiliary courses (AX)** and will be added to the student's program by the Human Ecology Student Advisor. If the course is not part of the program and not included in the GPA, it is classified as **an occasional student (OS)** course, and will be added to the student's program by the Human Ecology Student Advisor.

- Full-time
- Part-time

**NOTE:** If teaching faculty permission is required for registration in any course outside Human Ecology, obtain it prior to submitting this form and attach. No unblocking will occur until all permission is obtained and attached.

This form is due in the Human Ecology General Office at least 3 working days prior to the student's registration date (date obtained via AURORA student). Note that the Student Advisor does not provide graduate student advising. Students are directed to their graduate advisors for program advice. Steps to be completed **prior** to submitting this form to the Human Ecology General Office:

- New and returning graduate students must obtain Graduate Advisor permission for courses - check for internal department deadlines;
- Verify initial access time for registration on AURORA student; and
- Obtain written prerequisite permission from teaching professor/department if required.

Register yourself in all required graduate courses after your registration is unblocked. ... over

If the auxiliary or occasional student course is full, the student is responsible to obtain permission for space. The General Office (Student Advisor) cannot provide extra space if a course is full.

List auxiliary (AX) or occasional student (OS) courses and attach permission slip(s) where required:

Course Number (4 letters/4 numbers)	Term (fall or winter)	Lecture Section and CRN (e.g., A01)	Permission Slip attached (if required)

<p><b>For office use only:</b>  Human Ecology Dean's Office Signature: _____  Date: _____  Unblocked: _____ Permission loaded: _____</p>
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Declaration of Graduation Date:

Expected Grad Date: \_\_\_\_\_  
(Year/Month)

Approved (Graduate Advisor's name): \_\_\_\_\_

Signature (Graduate Advisor): \_\_\_\_\_

Graduate Advisor's Telephone Number: \_\_\_\_\_

Once the student's program is unblocked for registration purposes, this form will be placed in the student's file in the Department Office.

Statement of Purpose: This personal information is being collected under the authority of the University of Manitoba Act and will be used to obtain Dean's Office of the Faculty of Human Ecology permission for a student to register in a particular course or section. 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.  
S: Genoff/Forms, June, 2007

## Faculty of Human Ecology

### Pre-Master's and Master's Registration Withdrawal Form

Use this form to drop auxiliary (AX) or occasional (OS) courses. All information must be provided as requested, or the form will be returned to the Department Office and the voluntary withdrawal/revision cannot occur. Because these courses initially required Graduate Advisor permission to add, you must also obtain Graduate Advisor permission to withdraw from the course(s).

All University of Manitoba deadlines for voluntary withdrawals will be followed. It is the responsibility of the student to meet deadlines. Neither the Graduate Advisor nor the Student Advisor in Human Ecology can extend the voluntary withdrawal deadlines or the fee refund deadlines as established by the University of Manitoba. All deadlines are found in the General Calendar and on the University's web site.

Steps to follow to revise course registration:

- Student to verify course withdrawal or fee refund deadline.
- Student to obtain Graduate Advisor permission to withdraw from course (at least 2-3 working days prior to submitting form to General Office in Human Ecology).
- Student to submit withdrawal form to General Office in Human Ecology at least 1-2 working days prior to VW deadline.

Name \_\_\_\_\_ Student Number \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email address \_\_\_\_\_

Graduate Advisor's Name \_\_\_\_\_

Graduate Advisor's Signature \_\_\_\_\_

Date \_\_\_\_\_ Faculty Code: 16 (Graduate Studies)

Course Number (8 digits)	Lecture Section AND CRN (e.g., A01)	Office comments:

Once the course has been dropped, this form will be placed in the student's file in the Department Office.

Statement of Purpose: This personal information is being collected under the authority of the University of Manitoba Act and will be used to obtain Dean's Office of the Faculty of Human Ecology permission for a student to register in a particular course or section. 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.