

# BRT YEAR ONE Registration Instructions 2018-2019

**Registration opens on June 18, 2018**

## Student Information for Registration

Undergraduate Bachelor of Respiratory Therapy (BRT) students are required to register themselves through Aurora Student.

To begin your registration, go to Aurora Student at [aurora.umanitoba.ca](http://aurora.umanitoba.ca)

Log in using your Student Number as your UserID and your PIN

Select Enrolment and Academic Records, then Registration

Do **NOT** use the 'Look up Classes' option

**Note:** Enter the course reference number (CRN) pertaining to the specific year of the program

- 1) Register for the courses listed in the chart below only
- 2) Register for both fall 2018 and winter 2019 courses before classes start in 2018
- 3) Select a registration term before moving onto the Add or Drop Classes screen

**Spanned course – Courses that run over fall 2018 and winter 2019 terms**  
– The system will automatically add the second half of the course (winter 2019)

- 4) Register these **SEPARATELY**:
  - 1<sup>ST</sup> Spanned courses
  - 2<sup>nd</sup> Fall 2018 courses
  - 3<sup>rd</sup> Winter 2019 courses
- 5) To process your registration requests you must click on the 'Submit Changes' button
- 6) Pay all fees by the fee payment deadlines published

## **Registration Exceptions**

Students who have a failing grade(s) registered against them and/or have other outstanding academic matters (e.g. deferred or supplemental examinations, modified program, etc.) in regards to the previous academic session will not be allowed to register using Aurora Student until instructed to do so. An email giving specific registration info will be sent to students falling into this category.

The courses in the first year of the RT program are as follows:

### **Fall 2018**

<u>Course Reference No. (CRN)</u>	<u>Department Name</u>	<u>Dept. Code</u>	<u>Course No.</u>	<u>Credit Hrs.</u>	<b>Spanned Course</b>
10930	Human Anatomy and Cell Scienc	ANAT	1030	3	
12564	Respiratory Therapy	RESP	1400	3	
12566	Respiratory Therapy	RESP	1420	6	✓
12567	Respiratory Therapy	RESP	1430	6	✓
12568	Respiratory Therapy	RESP	1450	6	✓

### **Winter 2019**

52616	Respiratory Therapy	RESP	1410	3	
52619	Respiratory Therapy	RESP	1440	3	
52621	Respiratory Therapy	RESP	1460	4	

**Total credit hours for First Year: 34**

## **Registration Assistance**

Registration must be complete prior to September 1, 2018 so timeliness is important in case there are computer issues.

If problems arise when registering please contact Darlene Bowes at (204) 480-1357 or [Darlene.Bowes@umanitoba.ca](mailto:Darlene.Bowes@umanitoba.ca)

Include detailed information e.g. Time Conflict with CRN xxxxx – This section overlaps etc. ..., or provide a snap shot of the error.

**Note: Darlene is on vacation July 16 - 27, 2018;** emails can still be sent during that time but won't be answered until her return on July 30, 2018

BRT is a closed program. There is a spot in every class for each admitted student so registration is not as hectic as it can be in other programs. You may find the following link helpful with getting started:  
<http://umanitoba.ca/student/records/tutorial/index.html>

## **Students on “Hold”**

A Hold is a block placed on a Student's Account by the University Administration for several different reasons. While On Hold a student has limited access to services provided by the University including registration. To view Holds on your records: log in to Aurora Student > select Student Records > select View Holds.

## **Change of Address**

**You** are responsible for updating your name, phone number and home/permanent addresses in Aurora Student.

As well please provide all address and phone number changes to the College of Rehabilitation Sciences at:  
[cors.info@umanitoba.ca](mailto:cors.info@umanitoba.ca)

## **Email Accounts**

Once you have registered, please set up your U of M computer accounts at the following link:  
<http://www.umanitoba.ca/computing/ist/accounts/claimid.html>

All students must have a University email account, please check your email regularly.

Official university communications must be sent to a student's U of M email account only - no other email address can be used