



Registration Guide

Undergraduate and Graduate Studies student registration is completed online using any computer with internet access. Please read this guide and watch videos at www.uwinnipeg.ca/student-planning to help you get started. If you require further assistance with your registration, there are buttons in WebAdvisor. You can also contact Student Central via Zoom, by phone, by email, or visit in person.

Student Central's Contact Info:

Phone: 204.779.UWIN (8946)

1.800.956.1824 (toll-free)

Email: registration@uwinnipeg.ca

Zoom: Queue via the myVisit app by Q-Nomy (turn off location services)

Student Central's Hours:

Monday to Friday

8:30 a.m. to 4:30 p.m. (closed holidays)

Walk-in Visits:

First Floor, Rice Centre
(489 Portage Avenue entrance)

2.1 Choose the **Student Planning** module.

2.2 Click on your **username** select

2.4 A)

2.6 Select the term to which you would like to place the course and click **Add Course to Plan**.

2.7 Note the confirmation message.

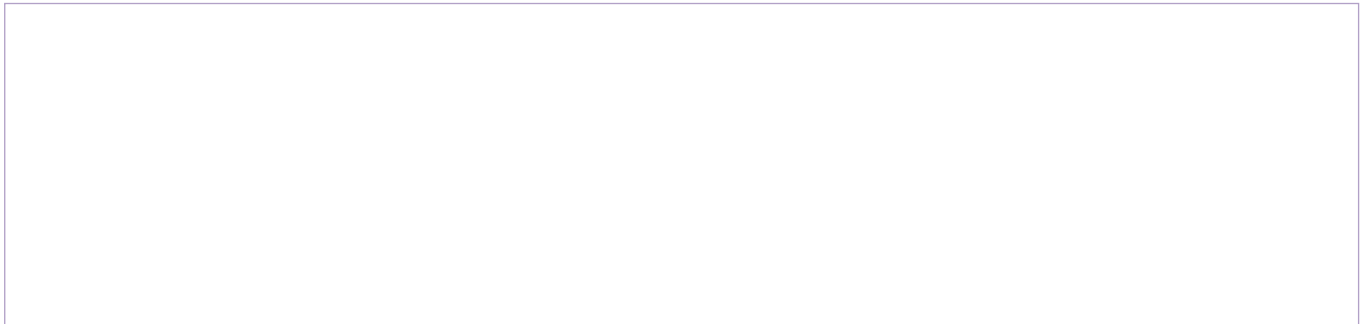
2.8 Click on **My Progressor Course Catalog** and repeat for all courses you plan to

Step 3

3.1 Click on **Plan your Degree & Register for Classes** or **Go to Plan & Schedule**.

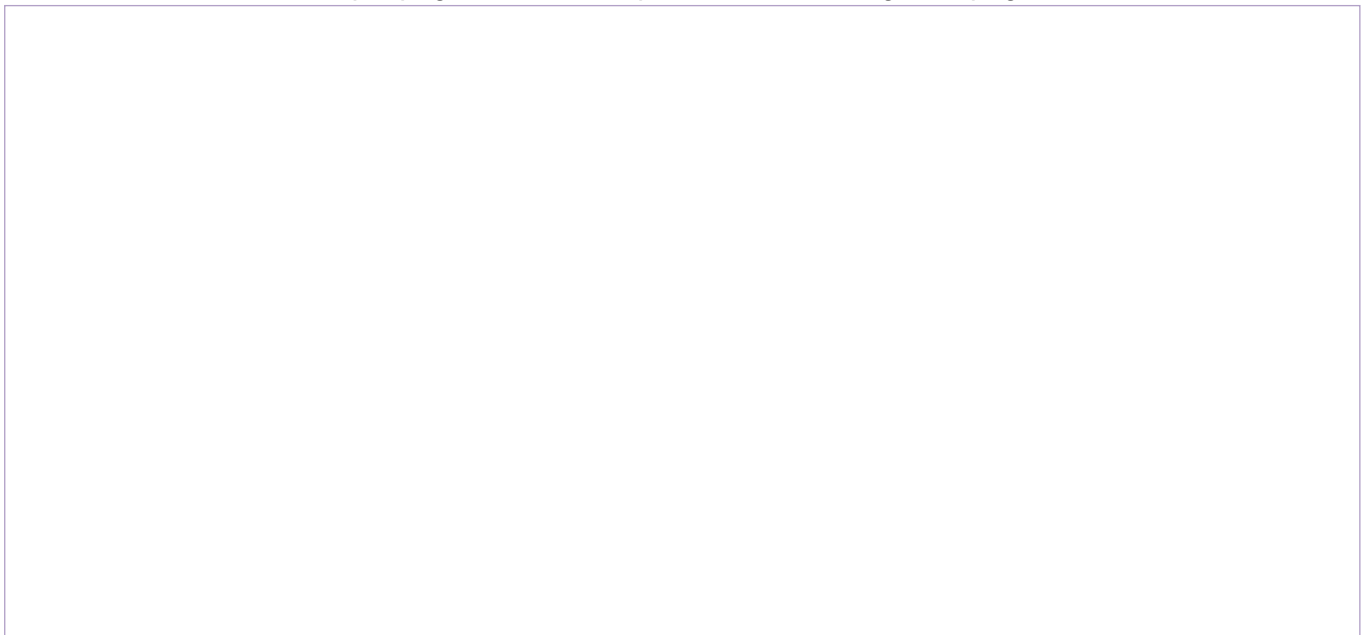


3.2 Choose the term to timetable specific sections of courses by clicking the right and left arrows to toggle between terms. There are three fall/winter terms to look at between Sept: Fall Term (Sep-Dec), Winter Term (Jan-Apr) and Fall/Winter Term (Sept-Apr). Six credit-hour courses tend to span Fall/Winter Term. Use the **+** button to add any missing terms (such as Spring Term) and the **-** button to delete unnecessary terms.



3.3 Listed on the left and on the timetable view, click **View other sections** of one of the courses planned in step 2 to expand it, and see all of the sections of that course that are offered in this specific term. Sections can differ in terms of day, time, professor, location and method of delivery (in person, online – synchronous or asynchronous). Take note if there are seats available in your preferred section.

Sometimes, there are multiple pages of section options. Scroll through the pages with the arrows.



3.4 Click on your preferred section to select it.

3.5

Eligible students are assigned a registration start date via Webmail if admitted before the open registration period. Your start date/

If you run into difficulties with WebAdvisor, click on the Help icon at the top, right-hand corner of the screen, watch videos at www.uwinnipeg.ca/student-planning, or read these hints:

A) Problems creating a new password:

When trying to create a new password on WebAdvisor, please ensure that your password meets the conditions outlined below. If you are still unable to create your password, please contact the Technology Service Desk (servicedesk@uwinnipeg.ca) or Student Central (studentcentral@uwinnipeg.ca). A new password must:

- Must not contain parts of your User ID
- Must not contain parts of your first or last name that exceed two consecutive characters
- be between 8-24 characters in length
- not be one of your last three passwords
- contain at least one upper case letter
- contain at least one lower case letter
- contain at least one number
- contain at least one special character from the following list: comma (,), exclamation mark (!), double quotation mark ("), single quotation mark (') number sign (#), dollar sign (\$), percent sign (%), star (*), plus (+), hyphen (-), underscore (_), period (.), forward slash (/), carets (^) are open parenthesis ([), square closed parenthesis (]), accent grave (`), open parenthesis ([) or closed parenthesis (])

B) Student must confirm Emergency Information:

Students must confirm and/or update their emergency contact's information yearly. Students will not be able to register until they go to the Emergency Information page and select **Confirm**. Students may choose to include health information that may be important in a medical emergency (eg. allergies.)

Click on your **User ID**. Then select **Emergency Information**.

Make any necessary changes and then click on **Confirm**.

C) No sections available. Can't timetable a course:

If you are timetabling a three-credit-hour course, ensure you are planning either the **Fall** or **Winter Term**, not **Fall/Winter Term**. Most six-credit-hour courses will have sections scheduled throughout the full

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l) Granted Petition/Permission Forms and Honours-level Courses:

Granted petition = permission. Some courses require tut12.9 (i)-2.a6 (ut12. y (i)-2.u)2 (r)-2 himsut12.ss (t)64.6 (ut1

N) Holds:

WebAdvisor will prevent you from registering and dropping out of courses if you have any holds on your account. Holds are displayed at the top of the WebAdvisor page after you attempt to register in classes.

Common holds include:

Fee Hold – You might have outstanding tuition or late fees. Check your balance (Step 5) and then make arrangements for the payment to clear the hold.

Registration Hold – Certain groups of students, such as Brandon University’s Psychiatric Nursing students and International Exchange students, cannot modify their registration on WebAdvisor. These students should discuss registration changes with their appropriate program advisor.

Library Hold – You might have outstanding books to return and library fines to pay. Please contact the library to make arrangements for payment and clear the hold.

Athlete Hold – Athletes need permission from the Director of Athletics to make course changes once the year begins. Permission forms are sent to Student Central to register the student.

Study Permit Hold – International students (undergraduate studies) must show their study permit to the International, Immigrant and Refugee Student Services (IIRSS) when they arrive in Canada and every year. Graduate Studies students submit their study permit to Eric Benson.

Other Hold – Please contact Student Central if you are unsure about a hold on your account.

To drop a class when you have a hold, you need to contact Student Central to act on your behalf.

Note: Emails to registration@uwinnipeg.ca or studentcentral@uwinnipeg.ca should always be sent from your UWinnipeg Webmail account and include your name and student number.

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In addition to the summary screen message, there are several ways to confirm that you successfully dropped the course(s):

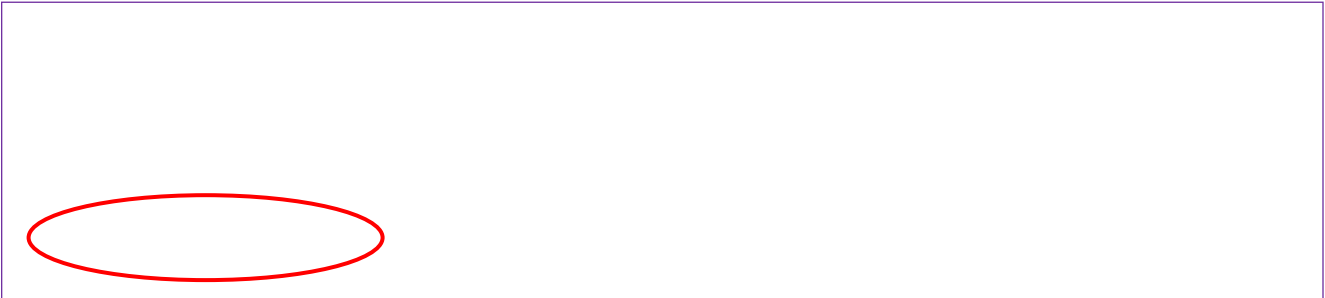
- Click **Plan & Schedule** in Student Planning gain. Verify the dropped course is no longer on the timetable. (It is a good idea to completely delete the planning (yellow) of the course section too.)
- View your unofficial transcript by clicking on the link for **Unofficial Transcript** under “Academics on the left-hand side.” Choose **Undergraduate Unofficial Transcript** for undergraduate studies. The dropped course should no longer be listed.
- You can view your **Registration Statement** by selecting **Student Finance** under “Financial Information.” Click on **Student Finance** and then **Account Details**. In the “Account Details” section, choose the appropriate term to view using the drop-down menu and either expand the “Charges” and “UW Tuitions” or click on **View Statement**. If you withdraw from the course and are eligible for a refund, the dropped course will not appear (because you are no longer charged for it.) If you are still being charged for the course, verify 9n0.9 (t)-6

View your Grades

There are usually two ways to view your final grades (your unofficial transcript).

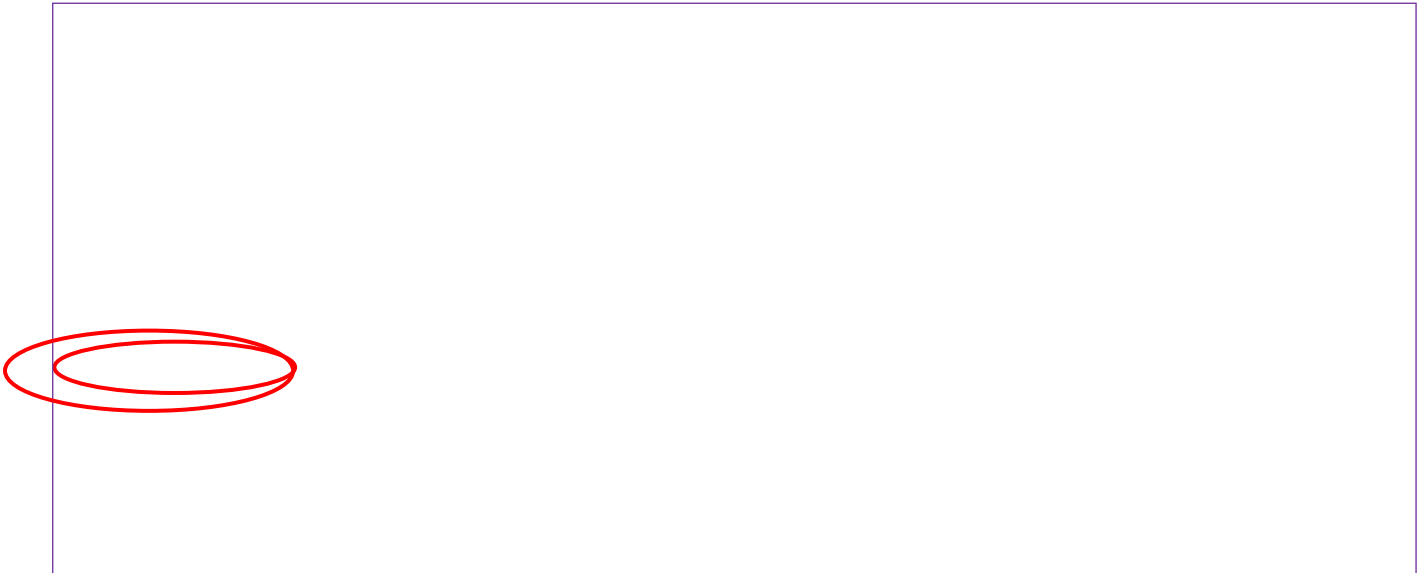
Method A:

1. Log into **WebAdvisor**.
2. Choose the **Grades** module.
3. Click on the applicable term(s) to expand.



Method B:

1. Log into **WebAdvisor**.
2. Choose **Academics** on the grey, left side menu
3. Click on **Unofficial Transcript**



4. Select **Undergraduate Unofficial Transcript** or **Grad Studies Transcript**. This will open a printfriendly, PDF file.

Note: Fall Term grades are posted about the third week of January. Fall/Winter and Winter Term grades are posted about the third week of May. Most Spring Term grades are posted the third weeks of July and August.