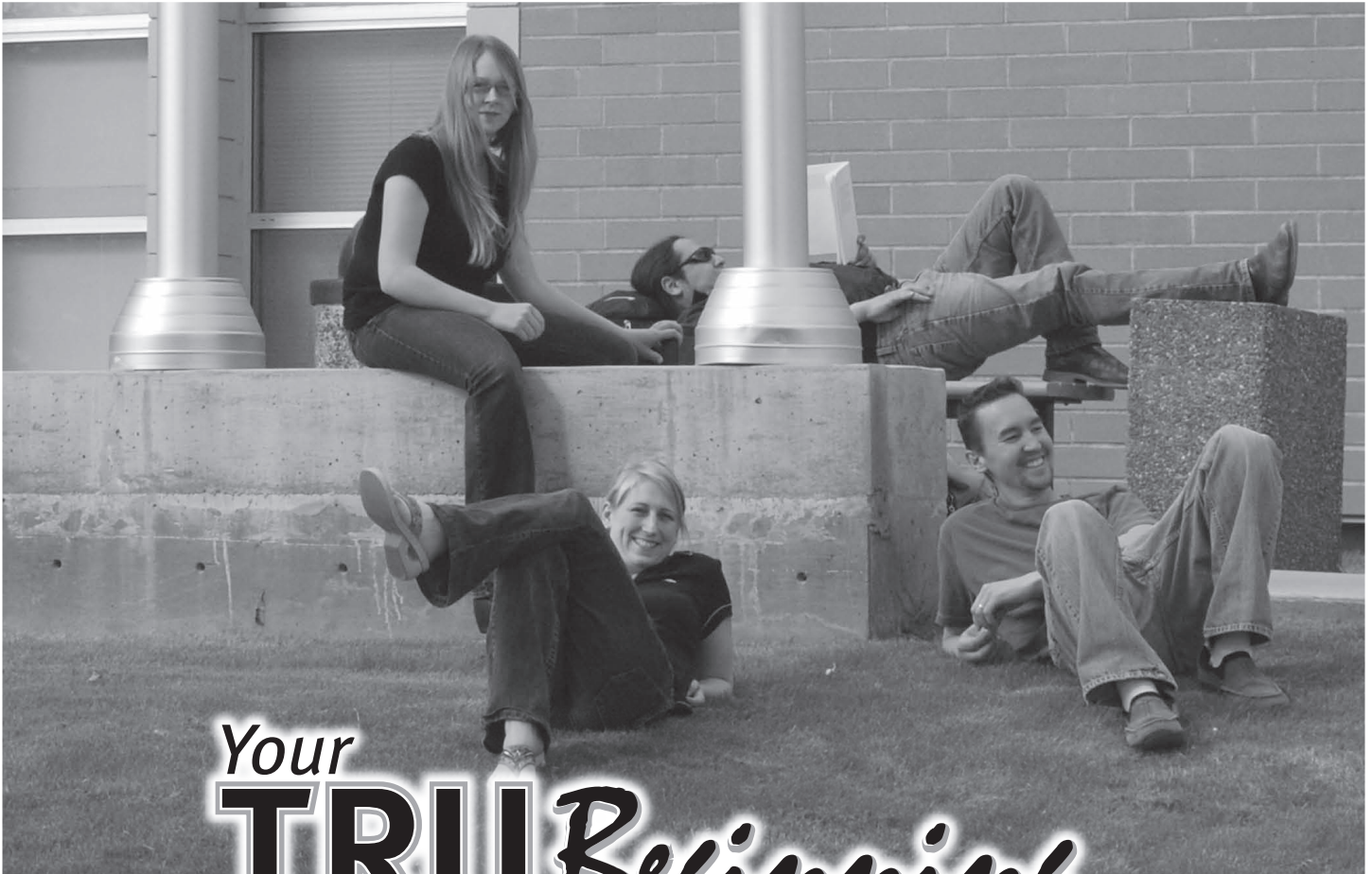


How to Register › 2011–2012



Your
TRU *Beginning*
starts here...

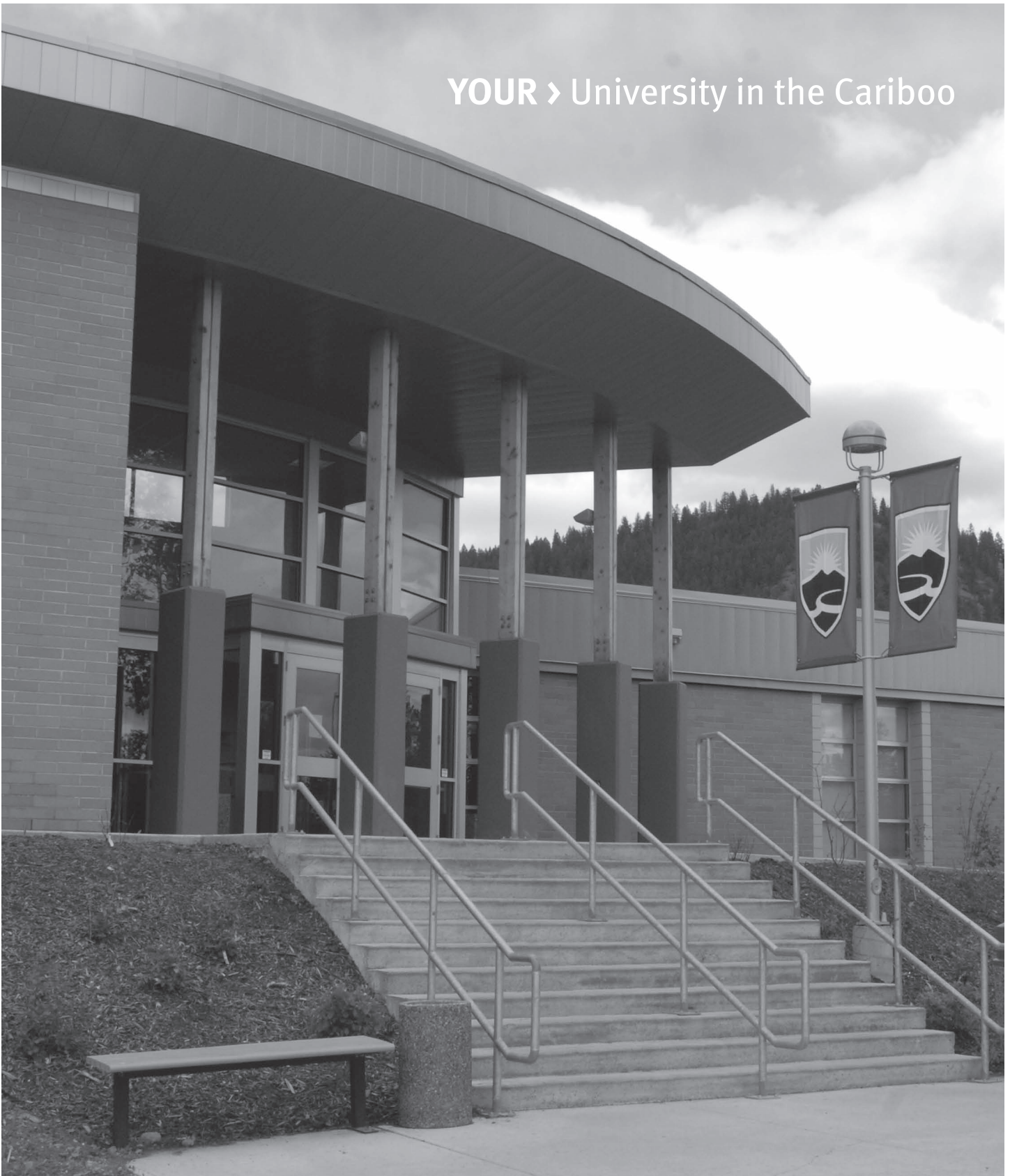
Registration Information for the
Fall 2011 and Winter 2012 semesters

Please read this carefully prior to registering

*Step by step instructions on registering,
information on academic advising, tuition fees
and more...*

www.tru.ca/williamslake

YOUR › University in the Cariboo



How to Register

Common Procedures for In-person Registration

- 1. Read the Glossary of Terms (inside this Guide)**
› Refer to enclosed Fee Payment section
- 2. Decide on what courses you want to take each semester**
› Refer to the 'Need Help' section of this Guide
- 3. Do the Timetabling to help build a conflict free timetable**
- 4. Go to the Fall/11 and Winter/12 Schedules**
› Make note of the courses.
› Be sure to choose course sections that do not overlap.
› Confirm that the appropriate seminar or lab is attached to the lecture section. Do not register for a lab/seminar if you can't register for the lecture section.
› Draw out timetable
- 5. Confirm \$300 commitment fee is applied to account**
- 6. Register for your courses on date and time identified in your letter**
- 7. Double check your schedule.**
› Make sure the course sections are correct
- 8. Pay all Fall fees by deadline**
› 4pm, Friday, September 2, 2011
- 9. Pay all Winter fees by deadline**
› 4pm, Friday, December 2, 2011

Need Help?

Academic Advising

Phone: 250.392.8000 to book an appointment
Location: 1250 Western Avenue, Williams Lake

› Academic Advisors assist students in planning their program of study, whether they are University & Career Preparation, Certificate, Diploma or University Degree students. Advisors explain the specifics needed to complete programs at TRU. They will talk to you about prerequisite courses needed for your program of interest. Advisors outline the requirements needed to obtain a degree at TRU. They will also recommend courses you will need to take for entry to third year.

Our First Nations Coordinator is also available to assist students. Our First Nations Coordinator operates on a drop-in basis during her office hours.

Before You Register

1. Pay your commitment fee prior to registration, unless:

- › You will be taking only University & Career Preparation courses. You will be required to pay the full fees for that course on registration day.
- › You are receiving benefits from the Ministry of Social Development and Economic Security (Social Assistance).
 - You must apply to your worker, and if approved, provide a HR95 form to the TRU Registrar's Office before registration.
- › You are receiving financial assistance from HRDC (Employment Insurance).
 - You must provide a verification letter from HRDC to the Registrar's Office before registration.
- › You expect to be sponsored under the Adult Basic Education Student Assistance Program (ABESAP) or the Special Opportunity Grant.
 - You should apply at the TRU Registrar's Office before registration.
- › You expect to be sponsored by another agency/band.
 - Your sponsoring agency must provide an acceptable letter of sponsorship to the Registrar's office or faxed to 250.392.4984 before registration.

Your Commitment Fee is applied as a deposit towards your Fall tuition.

2. Select courses for both your Fall and Winter Semesters from the enclosed Schedule.

Registration for both semesters takes place at the same time. There is a ten minute break between classes, so courses may be scheduled 0900,1000, 1100, etc.

If you do not know what courses you should be taking to complete your program of study, contact the Academic Advisor.

You can only register in courses for which you meet the course prerequisites as outlined in the enclosed Schedule or online at www.tru.ca. If you are unsure, contact the Academic Advisor.

Should you register in courses for which you do not meet the course prerequisites, you will be required to withdraw.

3. Schedule each course using the Timetable forms provided to avoid timetabling conflicts.

If course times conflict, you must select different sections or courses.

4. Write your Fall and Winter courses on the enclosed Registration Information form.

You must bring this Registration Information form with you to registration.

FINANCIAL AID & AWARDS

For information on the financial assistance that may be available to you, please refer to our *"Financial Aid and Awards"* web page at www.tru.ca/finaid

You may pay your fees at the Library Centre. If you are unable to pay tuition in person, phone the Library Centre at 250.392.8030 for credit card payments only.

Glossary of Terms for Registration

Lecture

A lecture is a talk given by an instructor to a class. Students usually take notes during the lecture and may be tested on the material during a mid-term or final exam.

Seminar

A seminar is a supervised class which is less structured than a lecture. Seminar classes typically include discussions on assigned reading, class presentations and/or group activities.

Lab

A lab class is required if it is listed in the Schedule following the lecture class. Lab classes are usually where theories, techniques, and methods are tested, analyzed or demonstrated.

When registering for a course, choose one lecture section, and if required, one seminar or one lab.

Audit (non-credit)

Students who choose to audit credit courses will not receive credit towards any TRU certificate, diploma or degree.

If you have any questions, please contact the Registrar's Office:

Registrar's Office
1250 Western Avenue
Williams Lake, BC
V2G 1H7

Phone : 250.392.8020
Toll Free: 1.800.663.4936

Good Luck with Your Studies!

You are now ready to register on your assigned registration date and time or anytime after.

Registration dates and times are assigned as follows:

- › for new and returning students by year level and by application date
- › for continuing students by year level and the students' previous fall/winter GPA (Grade Point Average)

On Your Registration Day

You can only register on/after your assigned registration date and time.

1. You must bring the following information with you when you come in to register:

- (i) Registration Notice/Letter showing your assigned registration date and time.
- (ii) Completed Registration Information form.
- (iii) Completed timetables.
- (iv) Proof of **commitment fee** payment or sponsorship letter if not already provided to the Bookstore.

2. Go to the Registrar's Office, located at 1250 Western Avenue, on or after your assigned date and time.

Your registration information will be checked, and then the Registration Clerk will process your registration.

If you miss your registration period you may enroll during any later session.

3. Review the copies of your Fall and Winter Registration Print-outs carefully for errors after you have registered.

Any errors will need to be corrected by a Registration Clerk immediately.

4. Early purchase of textbooks saves time during the first few days of classes when the Library Centre is extremely busy. Most textbooks should be available at the Library Centre by mid-August.

Note: Registration for both semesters will take place in June. If you just want to attend Winter, 2012, enroll for your courses in June to be sure of a seat.

Pay the balance of your Fall Semester fees by 4pm, September 2, 2011, and the balance of your Winter Semester fees by 4pm, December 2, 2011, UNLESS:

- › You have been approved for funding under the BC Students Assistance Program or the Canada Study Grants Program for High Needs Students.
Your fees will be deferred automatically until the end of the second week of each Semester.
- › You have been approved for ABESAP funding for the Fall Semester.
You must re-apply for Winter Semester funding.
- › You have a sponsorship in place.

If you do not pay your full fees by the deadlines, or have a sponsorship or fee deferral in place, you will have your registration cancelled and the space made available to other students.

Once you have completed the above noted steps. You are now officially registered.

Congratulations and Welcome to TRU!

It is now your responsibility to be aware of the important dates outlined in the enclosed "Schedule of Events" located on the next page.

First Day of Classes › Wednesday, September 7, 2011

Avoid the Lineups

3 Ways to Pay Fees

With the large increase in the number of students attending TRU, the volume of work alone can create line-ups. When the majority of students leave such things as paying fees to the last minute, the lines only get longer. Do it early, if you can, and try to pick 'off-hours' when there usually isn't such a line-up!

There are three ways to pay fees.

1. By Mail

Payment can be made by mail, by cheque, money order or credit card (number and expiry date) with a copy of your registration. Your account is 'paid' only when the Campus Cashier receives your cheque – so don't wait until the last day to send it!

2. Credit Cards

Payment can be made using Visa, Mastercard, or American Express. Please be sure to have your student number and balance owing information available when you are at the Library Centre, or when using the telephone. Don't leave it to the last minute; otherwise, the lineup will be on the phone lines!

3. In Person

If you are paying in person at the Library Centre, consider that: Cash payment requires you to stand in the lineup until the Cashier can assist you. Check the hours of opening, and try to pick an 'off hour'. Bank Debit Cards (e.g. Interac) can also be used.

The payment of fees, and other matters related to payments or refunds, are the responsibility of the Finance Division.

Hours:

8:30am–4:00pm	May to August (M - F)
8:30am–8pm (subject to change)	September to April (M - Thr)
8:30am - 4:00pm	September to April (F)

TRU Library Centre

1250 Western Avenue
Williams Lake, BC V2G 1H7

Phone: 250.392.8030
Toll Free: 1.800.663.4936



Fee Payment Information for 2011/12 Academic Year

Academic/Degree Programs

Includes University and Career and Business courses, which are semesterized

Registration

You will receive a "How to Register" package the beginning of June. Registration starts in June and is on-going for both Fall and Winter courses.

Commitment Fee

Students are required to pay a \$300 commitment fee prior to registering or being waitlisted for Fall Semester. The \$300 commitment fee will be applied as a deposit toward Fall tuition with the balance due by September 2, 2011.

Fee deferrals for the commitment fee are not available.

Students who will be sponsored, including approvals under the Adult Basic Education Student Assistance Program (ABESAP), are not required to pay the commitment fee as long as they can provide written proof of sponsorship at the time of registration.

Students who wish to register or remain only in Winter Semester courses, must pay the commitment fee.

Students who are continuing must:

Ensure that any outstanding fees from the previous semester are paid up in full prior to registering. (such as Library Fines, etc.).

Payment Deadlines

Fall Semester

Deadline for payment of the balance of Fall Semester fees is:
4pm, September 2, 2011

Winter Semester

Deadline for payment of Winter Semester fees is: 4pm, December 2, 2011

If Fees Not Paid

Students whose full fees have not been paid by September 2, 2011 or who do not have a fee deferral or sponsorship in place by the payment deadline may have their registration cancelled and their seat offered to wait-listed students.

Reinstatement Fee

A Reinstatement Fee of \$150.00 per semester will be assessed to all students who have not paid their fees by the deadline and who want to be reinstated.

Refunds

Semesterized Programs

Note: A signed Withdrawal form must be returned to the Registrar's Office before a refund is processed.

- Withdrawal before August 1, 2011, will be subject to a 100% refund of fees.
- Withdrawal from August 1, 2011, until the end of the second week of instruction will be subject to a 100% refund of fees less the commitment fee.
- Winter semester withdrawal before December 1, 2011, will be subject to a 100% refund of fees paid for the winter semester.
- Withdrawal from December 1, 2011, until the end of the second week of instruction for the winter semester will be subject to a 100% refund of fees less the commitment fee if applicable.
- Withdrawal after the end of the second week of instruction in Fall and Winter. – *no refund.*

Summer Sessions

Full course fees must be paid by May 2, 2011 when you enroll for courses in the Summer Session, unless a fee deferral is arranged. Course registrations may be cancelled if payment is not made or deferral is not in place by the fee deadline.

Fee Deferrals

Fee deferrals for the balance of fees are available to all qualified students in academic programs.

Fee Deferral Information

The Financial Aid & Awards Office is responsible for the approval of fee deferrals. Students who cannot pay the balance of their fees by the deadline dates and who have been approved for funding under the BC Student Assistance Program or the Canada Study Grants Program for High Need Part-time Students will have their **fees deferred automatically**. Students who can provide proof of funding from a province other than BC will also be granted a fee deferral.

Where fees are deferred for students on semesterized programs, the schedule of payment is as follows:

Semester	Full Balance Deadline
Fall	Friday, September 23, 2011
Winter	Friday, January 27, 2012 (8 & 9-month programs)

Applying for Student Loans?

Students are strongly advised to apply **two months in advance of their fee payment/fee deferral deadline.**

Apply on-line!
www.bcsap.bc.ca

Sponsorship Letters

The Campus Cashier located in the TRU Library Centre, 1250 Western Avenue, is responsible for processing sponsorship letters. If you are being sponsored, a letter from the sponsor agency (recognized by and acceptable to TRU) is required to confirm details of the sponsorship. Letters should indicate who is to be sponsored, for which semester(s) and the specific course tuition, books and materials that are being sponsored.

Sponsorship letters must be presented to the Registrar's office or faxed to 250.392.4984 before registering.

Academic Programs:

- > For Fall Semester September 2, 2011
- > For Winter Semester December 2, 2011
- > Time of Registration for Summer Session 2011

**Affordable Education
Right Here in Your Community!**



YOUR > University in the Cariboo

Your
TRU *Beginning*
starts here...



YOUR › University in the Cariboo

www.tru.ca/williamslake

1250 Western Avenue, Williams Lake, BC V2G 1H7

MC114531