

## Appendix I

### FAQ About Priority Registration and Registration

Please note that all times referenced are in Atlantic Time.

The below does not include all the information about registration and priority registration. Please refer to the Course Registration and Priority Registration Information memo for more information.

#### 1) Why do we no longer have balloting?

As advised last year, the registration system that had been used at UNB for many years (eServices) was decommissioned. The balloting system that was used worked with eServices but does not work with the new system (Colleague). We worked with ITS, the technology department at UNB, to try to create a new system, but it was not possible to do so. Therefore, a new process had to be developed.

#### 2) What process will replace balloting?

Instead of balloting, a new process will be used called priority registration. Similar to balloting, priority registration will allow 3L students to continue to have preference (in most circumstances) to get into courses identified as priority registration courses.

#### 3) When will registration open?

Registration opens on Friday, July 15, 2022 at 12:00 AM. At this time, students can register for courses and put their names on the waitlists for priority registration courses.

#### 4) Why does registration open at 12:00 AM?

The program UNB uses for registration only allows for the day of registration to be set; the time cannot be set. Therefore, registration opens when it hits 12:00 AM on the day set for registration.

#### 5) How will priority registration work?

The Associate Dean's Office has identified certain courses as being priority registration courses. For these courses, students will place themselves on waitlists; those who have entered themselves on the priority registration course waitlists by 8:00 AM on Monday, July 18, 2022 are eligible to be considered for priority registration in those courses. After this day and time, the Associate Dean's Office will review the students on the waitlists and determine who will be given permission to register in the courses. Students will receive emails on Friday, July 22, 2022 advising them that they have been given permission to register in priority registration courses; students will have until 11:59 PM the following day to register for the courses. If they do not register by this time, the permission to register will expire and their seat will be given to another student. See Appendix G for an example of the email message a student will receive if they are granted permission to register in a course.

#### 6) How do you determine which students will be given priority to register in a course?

If a priority registration course is oversubscribed, places in that course will be filled from the waitlist on the following basis:

- a) normally students in the JD program will have priority over a non-degree student;

- b) where applicable and subject to any other information provided in the Course Registration and Priority Registration Information memo, third-year students will have priority over second-year students. A student's year in the program (second or third) will be determined for each term;
- c) Every student's registration/waitlist selection is time stamped. Subject to paragraphs (a) and (b), a student who registers/waitlists first will have priority over other students who registered/waitlisted later. For this reason, students are strongly advised to register as soon as registration opens.

Notwithstanding the priority registration outcomes, the Associate Dean's Office reserves the right to make enrollment decisions to address individual circumstances.

### **7) Which courses have been identified as priority registration courses?**

All seminar courses have been identified as priority registration courses; as well, other courses that are in high demand combined with being in one or more compulsory areas of study have also been labeled as priority registration courses.

Please look at both Appendix A documents (lists of available courses for Fall and Winter). Courses with "Priority Reg" listed in the "SELECTION" column are priority registration courses. Courses with "Registration" listed in the "SELECTION" column are courses that are open for regular registration.

Courses that have "Approval" or "Application" in the "SELECTION" column are courses where a student needs approval from the Associate Dean to register in the course or a student must apply for the course and have been selected. For these courses, the Associate Dean's Office registers students

### **8) Why are compulsory courses not considered priority registration courses?**

Because there are two sections of each compulsory course, and because there are enough seats between the two sections of each compulsory course to ensure each student can enrol, the compulsory courses were not given priority registration status. Unlike in the past, however, a waitlist for each section of each compulsory course will be created.

For sections of compulsory courses, you must register for ONLY ONE section. If you are unable to get a spot in the section of the compulsory course that you want, you will have to register for the other section. If you do not register yourself for a compulsory course, we will register you in one at our discretion. If you register yourself in both sections of a compulsory course, we will remove you from one section of the compulsory course at our discretion. We will NOT confirm with you in advance which section you prefer. A waiting list will be created for the compulsory courses, so if you do not get into the section of the compulsory course that you preferred, you can add yourself to the waitlist for the other section.

Decisions on compulsory courses (adding students to compulsory courses if they are not registered, removing students from compulsory courses if they are registered in two sections of the same course) will be made and implemented the week of July 18, 2022. We will continue to monitor the compulsory courses and add/remove students as needed throughout the summer. To ensure you are not added to/removed from a compulsory course, ensure you are registered for just one section of each compulsory course you need.

The compulsory courses for 2Ls are Administrative Law, Business Organizations, Civil Procedure, Commercial Law,<sup>1</sup> and Evidence; the compulsory courses for 3Ls are Conflict of Laws and Legal Ethics and Professional Responsibility.

**9) When is the deadline to put my name on a waitlist for priority registration courses?**

The deadline to put yourself on a waitlist to be considered for priority registration is 8:00 AM on Monday, July 18, 2022. Only students who have placed themselves on a priority registration course waitlist by Monday, July 18, 2022 by 8:00 AM will be considered when determining who gets priority to register in those classes. If a student adds themselves to the waitlist of a priority registration course after 8:00 AM on Monday, July 18, 2022, they will remain on the waitlist but will not be considered when priority registration decisions are being made.

**10) How can I register for priority registration courses and regular courses?**

Visit the MyUNB Intranet at <https://unbcloud.sharepoint.com/sites/MyUNB> and select "Services & Information for Students" or "I am a Student." Select "Information for Course Registration." Select "Register for your Courses" at the bottom of the page and you will be taken to the registration system.

**11) How can I best prepare to register for courses?**

As the upper-year courses are now listed in Colleague, students have until Thursday, July 14, 2022 at 11:59 PM to pre-select their courses for registration/priority registration. We strongly encourage you to pre-select your courses. With pre-selection, a student can plan their class schedule in advance so that when registration opens, students are able to quickly register/waitlist for their pre-planned courses.

**12) Can I register for regular classes and add myself to waitlists at the same time using the same process?**

In the Colleague registration system, there are two separate processes students will have to follow: one to register for regular courses and one to add oneself to priority registration waitlists.

To ensure you are able to register for courses and add yourself to priority registration waitlists in a timely manner, we strongly recommend that you determine ahead of time which courses are most important for you and then determine whether to start by registering for regular courses or start by adding your name to priority registration waitlists (then moving on to the other process).

Please note that priority registration (waitlisted) courses have to be added one at a time. We strongly recommend that you determine ahead of time which priority registration courses are most important to you and add yourself to the waitlists in order of priority.

For more information on how to register for classes and add one's name to a waitlist, see the attached [Self-Service Registration information document](#).

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<sup>1</sup> In the 2022/2023 academic year, both sections of Commercial Law will be held in the fall.

### 13) What kind of issues can present problems when I am attempting to register for courses?

- If a student attempts to register in two registration courses offered at the same time (thereby creating a course conflict), the Colleague system will not allow you to register in the courses with conflicts but should register you in other courses (subject to any other errors). To avoid a conflicts error, please ensure you have no course conflicts with the courses you have chosen.
- A course conflict is permitted between a registration course and a waitlist course; however, if a student is given permission to register in a course that is waitlisted at the same time as a course in which they are already registered, they will not be permitted to register in the waitlisted course until they drop the course in which they are already registered.
- If a student attempts to register in more than 18 credit hours in a term, an error will occur; the Colleague system should register the student in the first 18 credit hours by course number (subject to any other errors); once the 18 credit hours has been reached, the Colleague system will not register the remaining courses. For example, if a student attempts to register in Law 3000, Law 3001, Law 3002, Law 3003, Law 3004, Law 3005, Law 3006, and Law 3007, the Colleague system would register the student in Law 3000, Law 3001, Law 3002, Law 3003, Law 3004, and Law 3005 (as they are the course numbers that come first up to the 18 credit hour limit) but not in Law 3006 or Law 3007. The above example presumes a student does not have any courses waitlisted when trying to register; waitlists also count towards the 18 credit hour limit. To ensure you do not experience a delay, please ensure you register in or waitlist yourself for no more than 18 credit hours per term.
- If a student attempts to register for numerous courses at once using the “Register Now” button but errors occur, the courses that are subject to the errors will not be registered but the courses not subject to the errors should be registered as normal.
- If in the midst of registering for a course the course fills up and the waitlist is activated, you will not be able to register for the course and will instead have to add yourself to the waitlist.

### 14) What are the important dates I need to remember?

Please see Appendix J for a timeline of important dates.

### 15) How can I find out more about how to use the registration system?

Please refer to Appendix H for more information on how to use the registration system.

### 16) Will any information sessions be held?

We will hold two information sessions; the first session will be recorded and made available to students. The times of the sessions are:

- a. Thursday, July 7, 2022 at 12:30 PM ([Click here to join the meeting](#))
- b. Tuesday, July 12, 2022 at 7:00 PM ([Click here to join the meeting](#))