

HOW TO REGISTER QUICK REFERENCE

Student Planning and Registration

Student Planning and Registration provides access to browse the Course Catalogue, Plan and Register for courses, and view your academic progress.

Important Registration Information

Ensure you are familiar with the following information before planning and registering for courses:

- Registration is a two-step process. Planning your course schedule first and then register for courses.
- Some courses offer a Waitlist if the section is full. Waitlists are managed directly by the departments and/or faculty. Your position in a waitlist does NOT necessarily indicate the priority of admittance to the course section. If you are moved off the waitlist into the course, you will receive an email notification. You may remove yourself from the Waitlist by selecting Drop Waitlist.
- Planned full year courses can only be registered by selecting the **Register** button on the Self-Service **home page**. You need to select both the Fall and Winter sections of the full year courses and register for them at the same time. Self Service Registration does not allow students to drop full year courses. Drop requests for full year courses should be directed to the Registrar's Office.
- Permission must be obtained from the instructor to AUDIT a course by the by the last day to add.
- Permission must be obtained from the program advisor to declare a course as EXTRA to your program by the mid-point of the term.
- If a course section is cancelled due to low enrolment, the department will notify you so that you may select another course in consultation with your academic advisor.
- Registering for one section of a course during one term and different section of the same course for a later term, is not permitted.
- Some lab and tutorial sections must be registered for in Self-Service while others will be assigned by your faculty or instructor at the beginning of term.

Quick Access Menu

How to Register Using Self-Service Student Planning and Registration








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1. Accessing Student Planning and Registration

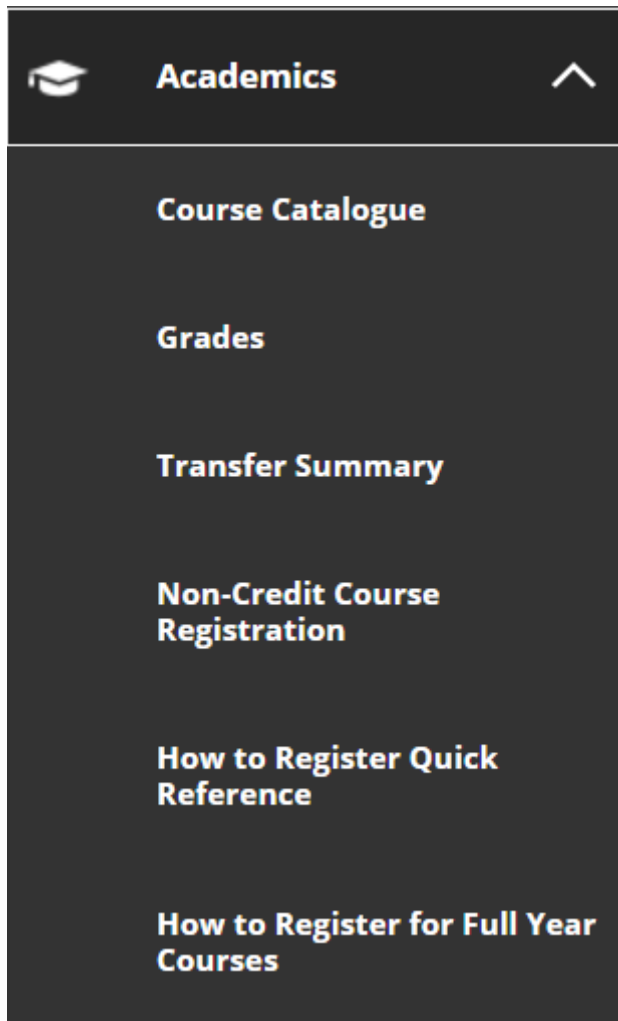
Access Self Service Registration through your [MyUNB Intranet portal](#):

Academics

-  Academic Calendars
-  Important Academic Dates
-  Information for Course Registration
-  **Student Planning & Registration**
-  UNB Course Timetables
-  Fredericton Exam Schedule
-  Saint John Exam Schedule

2. Search for Course Sections

Begin planning your course schedule within the *Student Planning and Registration* – under Academics / Graduation Cap. You can search for courses by selecting the 'Course Catalogue'.



Search for courses by using the search field. The following are some valid search options:

- Course subject (English or ENGL)
- Course number (ENGL 1001)
- Course synonym (123456)

Plan your Degree and Schedule your courses

ENGL 1001

Schedule Timeline Advising Petitions & Waivers

< > Winter 2021 -

Filter Sections

Save to iCal

Print

Planned: 0 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

No Courses Selected For This Term

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------|-----|-----|-----|-----|-----|-----|-----|
| 8am | | | | | | | |
| 9am | | | | | | | |
| 10am | | | | | | | |

Use Filters to refine your search

Search for Courses and Course Sections

Search for courses...

< Back to Plan & Schedule

Filter Results

Hide

Availability

- Open and Waitlisted Sections
- Open Sections Only

Subjects

Locations

Terms

Summer 2021 (19)

Days of Week

- Monday (10)
- Tuesday (8)
- Wednesday (9)
- Thursday (9)
- Friday (3)

Time of Day

Select time range...

Starts by

Ends by

Filters Applied: Summer 2021 Undergraduate Level

ENGL-1103 Fund'ls of Clear Writing (3 Credits)

Add Course to Plan

A study of the basic principles of clear prose writing, focusing on essay structure and organization, paragraph structure, sentence structure, grammar, punctuation, and word choice, as well as revising and proofreading. Students will submit numerous written assignments.

Requisites:
None

View Available Sections for ENGL-1103

ENGL-1104 Fund'ls of Effective Writing (3 Credits)

Add Course to Plan

A further examination of the basic principles of prose writing, with special attention to larger patterns of organization and development used in prose exposition and argument.

Requisites:
Take ENGL*1103; Minimum grade C: - Must be completed prior to taking this course.

Locations:
Fredericton

View Available Sections for ENGL-1104

ENGL-1145 Intro to Prose Fiction (3 Credits)

Add Course to Plan

Two weekly lectures examine a variety of short stories (and perhaps one or two novels) from the nineteenth, twentieth, and twenty-first centuries. Weekly small tutorials teach critical and writing skills (such as grammar, punctuation, organization, and argumentation) applied to the course readings.

Select **View Available Sections**. Note: If *View Available Sections* is not displayed, there are no sections offered in the term selected.

ENGL-1001 Intro to Study of Literature (3 Credits) Add Course to Plan

An introduction to the principles of literary analysis.

Requisites:
None

Locations:
Saint John

View Available Sections for ENGL-1001 ▼

Scroll through the section options to find the one that best suits your course schedule.

Winter 2021

| ENGL-1001-SJ01B Add Section to Schedule | | | |
|---|--|---|----------------|
| Intro to Study of Literature | | | |
| Seats | Times | Locations | Instructors |
| 1 | T/Th 8:30 AM - 10:00 AM 2021-01-01 - 2021-04-30 | Saint John, Alternative Delivery (virtual) AD Lecture | Sarah E. Maier |
| ENGL-1001-SJ04B Add Section to Schedule | | | |
| Intro to Study of Literature | | | |
| Seats | Times | Locations | Instructors |
| 0 | T/Th 2:30 PM - 3:50 PM 2021-01-01 - 2021-04-30 | Saint John, K.C.Irving Hall 107 Lecture | Mark Henderson |

Additional details for the course section are available by selecting the **blue** highlighted underlined text.

Review section information to confirm offering information, enrolment availability, credit hours, course requisites, and additional information regarding the course. If the course has a waitlist, this is noted in **red** within the Section Details.

Section Details

ENGL-1001-SJ01H Intro to Study of Literature
Summer 2021

Instructors TBD

Meeting Information M, W 10:00 AM 12:20 PM
2021-05-05 - 2021-06-30
Saint John, TBD (Lecture)

Dates 2021-05-05 - 2021-06-30

Seats Available 45 of 45 Total

Credits 3

Grading Graded

Requisites None

Course Description An introduction to the principles of literary analysis.

Additional Alternative delivery method (AD)

Close

Add Section

Section Details

ADM-1192-FR02B Bus. Plan. & Entrepreneurship
Winter 2021

Instructors Adam Peabody (F6975@UNB.CA)

Meeting Information M, W 1:00 PM 2:20 PM
2021-01-01 - 2021-04-30
Fredericton, Alternative Delivery (virtual) AD (Lecture)

Dates 2021-01-01 - 2021-04-30



This section has a waitlist.

Seats Available 0 of 36 Total

Waitlisted 5

Credits 3

Close

Add Section

To plan this course on your schedule, select *Add Section*. The course section will appear on your planned schedule and is available for registration.

Continue browsing the course catalogue, planning desired course sections on your schedule. When all desired course sections are selected, return to *Plan and Schedule* on the Student Planning and Registration page to finalize your course section plan.

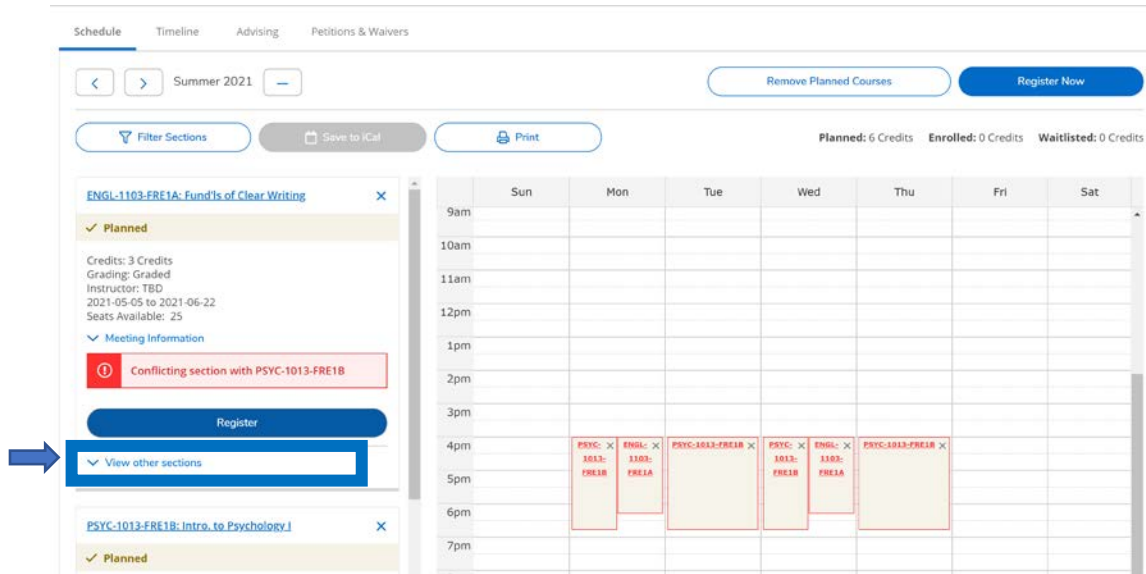
Using Schedule

Schedule will display the course sections selected on your personal timetable. Scheduling conflicts for planned course sections will appear in **red**.

Resolving course section conflicts:

1. View and select proposed alternative times
2. Remove planned course from your schedule

1. View and Select Proposed Alternative Times



Schedule Timeline Advising Petitions & Waivers

Summer 2021

Remove Planned Courses Register Now

Filter Sections Save to iCal Print

Planned: 6 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

ENGL-1103-FRE1A: Fund's of Clear Writing

Planned

Credits: 3 Credits
Grading: Graded
Instructor: TBD
2021-05-05 to 2021-06-22
Seats Available: 25

Meeting Information

Conflicting section with PSYC-1013-FRE1B

Register

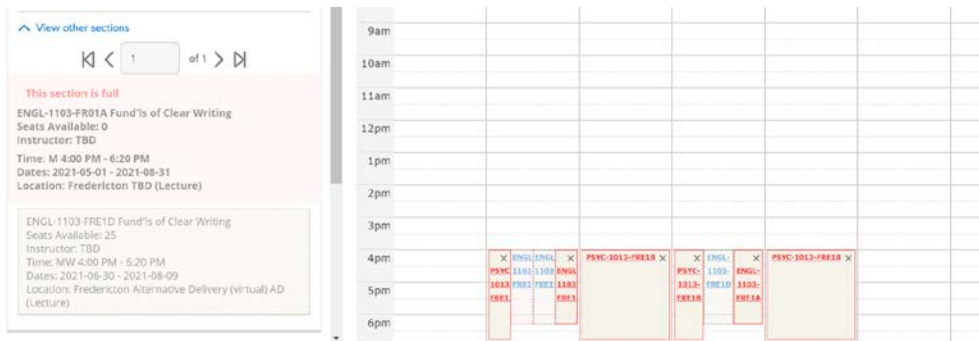
View other sections

PSYC-1013-FRE1B: Intro. to Psychology I

Planned

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------|-----|--|-------------------|--|-------------------|-----|-----|
| 9am | | | | | | | |
| 10am | | | | | | | |
| 11am | | | | | | | |
| 12pm | | | | | | | |
| 1pm | | | | | | | |
| 2pm | | | | | | | |
| 3pm | | | | | | | |
| 4pm | | PSYC-1013-FRE1B X ENGL-1103-FRE1A X | PSYC-1013-FRE1B X | PSYC-1013-FRE1B X ENGL-1103-FRE1A X | PSYC-1013-FRE1B X | | |
| 5pm | | | | | | | |
| 6pm | | | | | | | |
| 7pm | | | | | | | |

Select *View Other Sections* to display scheduling options for your planned course; these will appear in **blue** on your schedule



View other sections

1 of 1

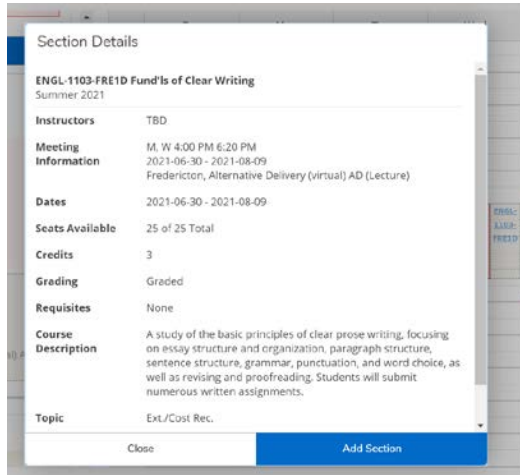
This section is full

ENGL-1103-FR01A Fund's of Clear Writing
Seats Available: 0
Instructor: TBD
Time: M 4:00 PM - 6:20 PM
Dates: 2021-05-01 - 2021-08-31
Location: Fredericton TBD (Lecture)

ENGL-1103-FRE1D Fund's of Clear Writing
Seats Available: 25
Instructor: TBD
Time: MW 4:00 PM - 5:20 PM
Dates: 2021-09-30 - 2021-08-09
Location: Fredericton Alternative Delivery (virtual) AD (Lecture)

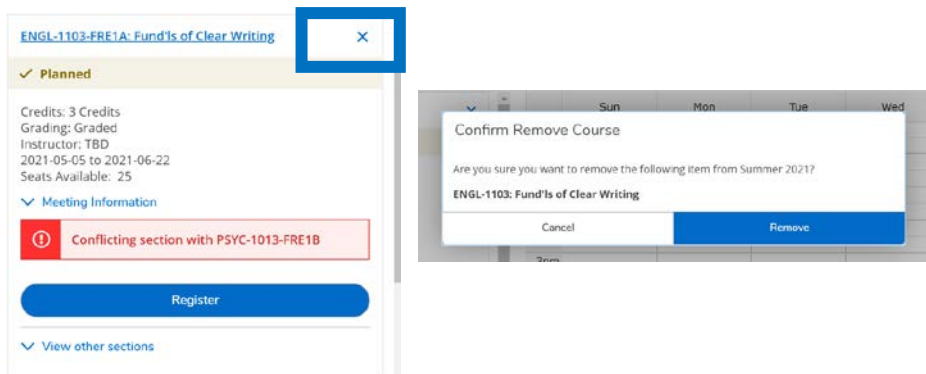
| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------|-----|-------------------|-------------------|--|-------------------|-----|-----|
| 9am | | | | | | | |
| 10am | | | | | | | |
| 11am | | | | | | | |
| 12pm | | | | | | | |
| 1pm | | | | | | | |
| 2pm | | | | | | | |
| 3pm | | | | | | | |
| 4pm | | ENGL-1103-FRE1D X | PSYC-1013-FRE1B X | PSYC-1013-FRE1B X ENGL-1103-FRE1D X | PSYC-1013-FRE1B X | | |
| 5pm | | | | | | | |
| 6pm | | | | | | | |

Selecting the desired option will display *Section Details*. The alternative section can be added to your planned schedule by selecting *Add Section*.



2. Remove Planned Course from Schedule

Remove a planned course section by selecting the "X" next to the course section label and confirm action to remove the course section from your schedule.



Course section conflicts must be resolved prior to course registration. Course sections will display as **beige** when all scheduling conflicts have been resolved.

3. Register for Course Sections

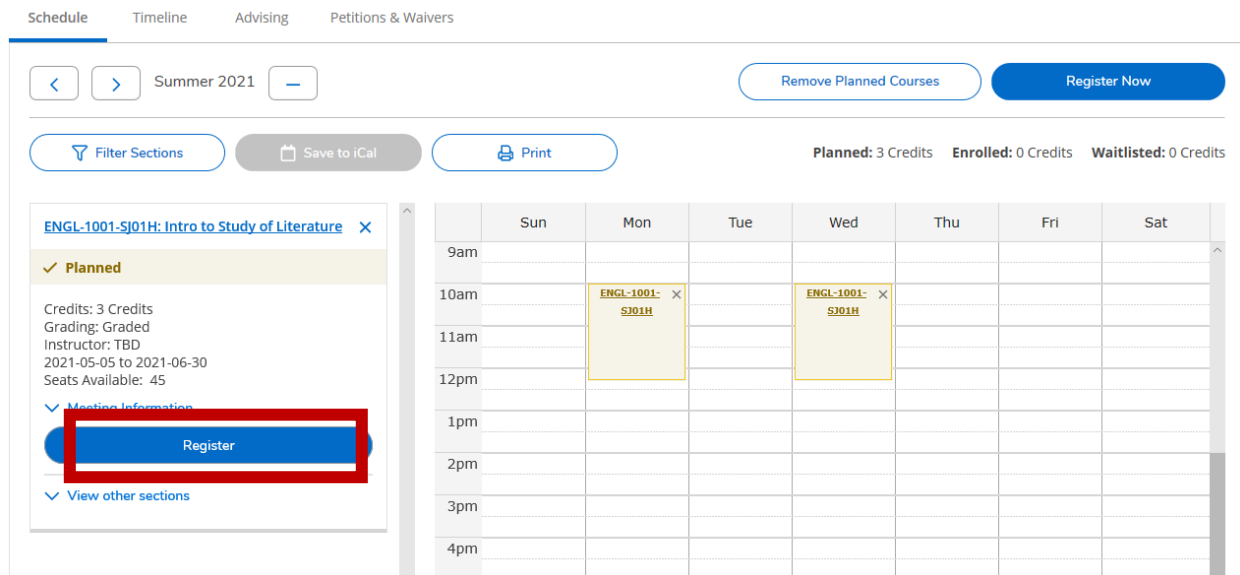
Self-Service Registration offers three (3) ways of registering for courses:

- 1) Register one planned course at a time
- 2) Register all planned course sections
- 3) Register selected planned courses

Please note only courses highlighted as **beige** on your calendar are eligible for registration.

Register One Planned Course at a Time

Choose this option when your planned schedule is not complete, but you wish to confirm registration for a specific course. To register for just one course, use the Register button in the course section box.



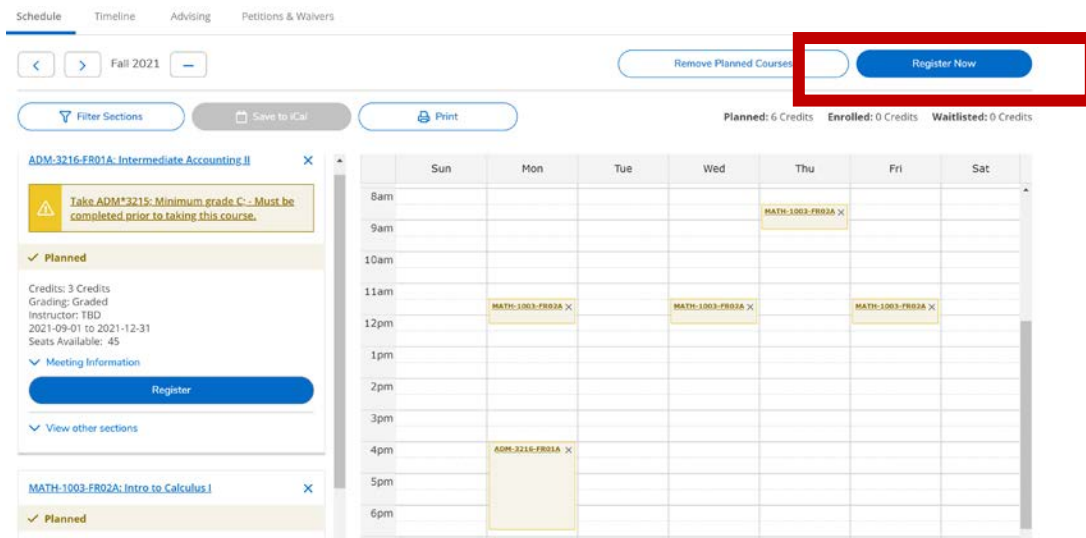
The screenshot shows the 'Schedule' tab of a self-service registration system. At the top, there are navigation tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. Below these are navigation buttons for 'Summer 2021' and a minus sign. On the right, there are buttons for 'Remove Planned Courses' and 'Register Now'. Below these are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. The main area displays a course section box for 'ENGL-1001-SJ01H: Intro to Study of Literature'. The box is marked as 'Planned' and contains details: Credits: 3 Credits, Grading: Graded, Instructor: TBD, 2021-05-05 to 2021-06-30, Seats Available: 45. A blue 'Register' button is highlighted with a red box. Below the details are links for 'Meeting Information' and 'View other sections'. To the right of the course section box is a calendar grid showing the course section scheduled for 10am on Monday and Wednesday.

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------|-----|-----------------|-----|-----------------|-----|-----|-----|
| 9am | | | | | | | |
| 10am | | ENGL-1001-SJ01H | | ENGL-1001-SJ01H | | | |
| 11am | | | | | | | |
| 12pm | | | | | | | |
| 1pm | | | | | | | |
| 2pm | | | | | | | |
| 3pm | | | | | | | |
| 4pm | | | | | | | |

Once registration is complete, the registered course will appear in **green** in your course schedule.

Register for All Planned Courses

Choose this option when your planned schedule is complete, all courses are **beige** on your schedule, and you are ready to register for all planned courses. To register for all planned courses, use the *Register Now* button.



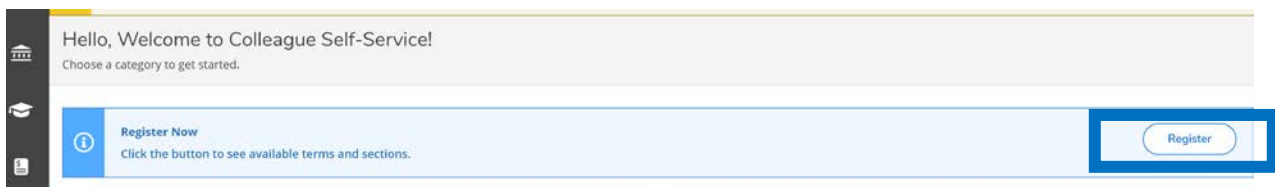
Once registration is complete, the registered course will appear in **green** in your course schedule.

Register for Selected Courses

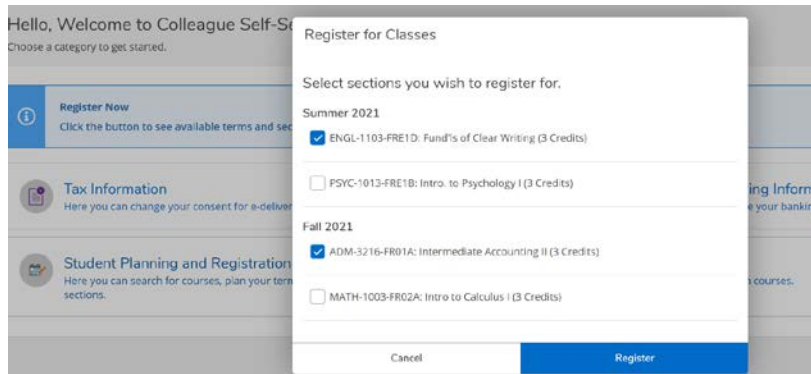
Choose this option when your planned schedule is not complete, but you wish to confirm registration for one or more courses.

This method is also the only way to successfully register for **full year course sections** planned on your schedule.

Register for selected courses from your Self-Service home page. Anytime you have planned courses on your schedule, Self-Service will remind you that registration activities are pending. To register for selected courses, select *Register*.



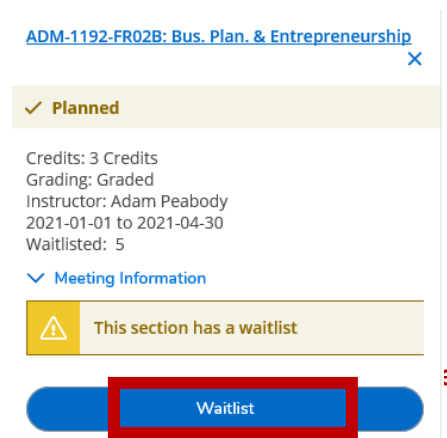
A dialogue box listing your planned course sections by term is displayed:



Select sections you wish to register for and click *Register*

4. Adding to a Course Waitlist

Planned waitlist courses will appear in your schedule. Select *Waitlist* to be placed on the course section waitlist. The course will continue to appear in **red** in your schedule until you are officially notified (via your UNB e-mail) you are eligible to register.



5. Dropping a Registered or Waitlisted Course

Registered courses can be dropped by selecting the *Drop* button associated with the course section.

Waitlisted courses can be dropped by selecting the *Drop Waitlist* button associated with the course section.

Summer 2021 Register Now

Filter Sections Save to iCal Print Planned: 0 Credits Enrolled: 3 Credits Waitlisted: 0 Credits

ENGL*1001-SJ01H: Intro to Study of Literature

✓ Registered, but not started

Credits: 3 Credits
Grading: Graded
Instructor: TBD
2021-05-05 to 2021-06-30

Meeting Information

Drop

View other sections

ADM-1192-FR02B: Bus. Plan. & Entrepreneurship

✓ Waitlisted

Credits: 3 Credits
Grading: Graded
Instructor: Adam Peabody
2021-01-01 to 2021-04-30
Waitlisted: 6

Meeting Information

⚠ This section has a waitlist

Drop Waitlist

View other sections

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------|-----|-----------------|-----|-----------------|-----|-----|-----|
| 9am | | | | | | | |
| 10am | | ENGL-1001-SJ01H | | ENGL-1001-SJ01H | | | |
| 11am | | | | | | | |
| 12pm | | | | | | | |
| 1pm | | | | | | | |
| 2pm | | | | | | | |
| 3pm | | | | | | | |
| 4pm | | | | | | | |

Dropped courses will be returned to your schedule as a Planned Course. To remove it from your planned courses, select "X".

ENGL-1103-FRE1A: Fund'ls of Clear Writing

✓ Planned

Credits: 3 Credits
Grading: Graded
Instructor: TBD
2021-05-05 to 2021-06-22
Seats Available: 25

Meeting Information

⚠ Conflicting section with PSYC-1013-FRE1B

Register

View other sections

X

Confirm Remove Course

Are you sure you want to remove the following item from Summer 2021?

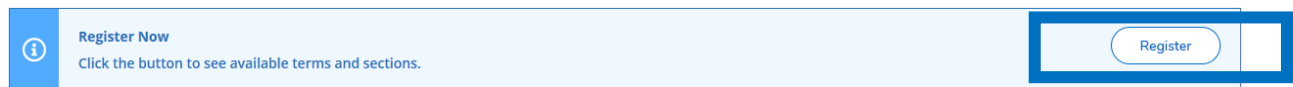
ENGL-1103: Fund'ls of Clear Writing

Cancel
Remove

6. Registering and Dropping a Full Year Course

To register for a full year course:

- Plan the Fall and Winter sections. Remember that the Fall and Winter section numbers for a full year course must be the same. Registration is not permitted otherwise. For example: Fall term = FR02X or SJ02X and the corresponding Winter term = FR02Y or SJ02Y
- Full year courses cannot be registered from *Schedule*.
- Full year courses can **only** be registered by using the Register button on the Self-Service home page. The button will appear (as shown below).



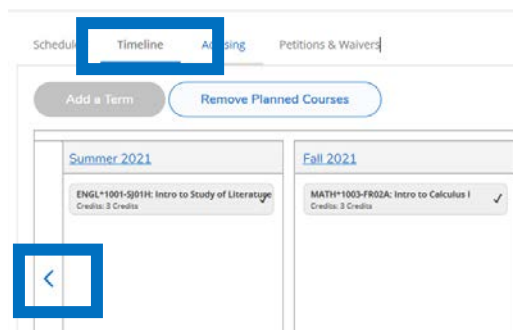
To drop a full year course:

Self-Service Registration does not permit students to drop full year courses. The Drop option will be unavailable for selection. Drop requests should be directed:

- Fredericton, records@unb.ca
- Saint John, unbsjreg@unb.ca
- School of Graduate Studies, gradschl@unb.ca

7. View Timeline

To review all registered courses select *Timeline*. This allows you to view all courses within a single term and move between terms by selecting the arrows. You can also view all previously completed courses and grades.



8. View/Print Schedule

Select *Print* to create a printable version of your schedule. Please note, the display of printed schedules will vary depending on choice of browser.

< > Fall 2021

[Filter Sections](#)
[Save to iCal](#)
[Print](#)

ENGL-1000: Intro to Modern Lit in English ×

[View other sections](#)

| | Sun | Mon | Tue |
|------|-----|-----|-----|
| 12am | | | |
| 1am | | | |
| 2am | | | |
| 3am | | | |

MATH*1003-FR02A: Intro to Calculus I

Test 10 Focus (3545366)

Winter 2021 Planned: 0 Credits Enrolled: 3 Credits Waitlisted: 0 C

Schedule Details

| Status | Course Title | Time | Location | Instructor |
|------------|--|---|------------------------------------|---------------|
| Registered | ABRG*1002-SJ01B: Intro to Indigenous Studies | MWF 9:30 AM - 10:20 AM 2021-01-01 - 2021-04-30 | Alternative Delivery (virtual), AD | Rachel Bryant |