



UNIVERSITY
OF MANITOBA

Registrar's Office

Aurora

Registration in Repeated Courses with Limited Access in Effect Banner 8.5

April 2017

Scope: Departments and Faculty/School/College Offices

Purpose: Instructions for registration in repeated courses with Limited Access in effect

General Information

Limited Access is a registration rule that provides students who have never registered for a course the opportunity to register for it before repeating students are allowed to register.

Limited Access comes into effect for registration in Winter Term 2018 (201810)*. This will affect any student who withdraws from or completes a course in Winter Term 2017 or later, and wishes to repeat it in Winter Term 201810 or later.

A student who withdrew from or completed the course in Fall 201690 or earlier will not be subject to Limited Access, and can register/waitlist for a repeated course during their Initial Registration Period. However an override will be needed to register in Winter Term 2018 when Limited Access comes into effect.

Registration in Summer Term and Fall Term 2017

A grace period applies for registration in repeated courses in Summer Term and Fall Term 2017. Students registering for courses in Summer and Fall 2017 will be able to register in repeated courses (or equivalent) without any override during their Initial Registration Period.

Registration in Term Spanning Courses Fall 2017/Winter 2018

For registration in Fall/Winter 201790/201810 term spanning courses, Limited Access is not in effect for the fall term. No override will be needed for the student to register in Part A, but an override will be needed to register in Part B.

Note: the grace period applies to registration in 201790/201810 term spanning courses only. Limited access will be in effect for both terms of term spanning courses effective 201810/201850.

Registration in Winter Term 2018 and Later

Starting with registration for Winter Term 2018, students affected by Limited Access must wait until three terms have lapsed before they are able to register for the repeated course (or equivalent) during their Initial Registration Period. Refer to the following infographic to see how students will be affected in the coming terms.

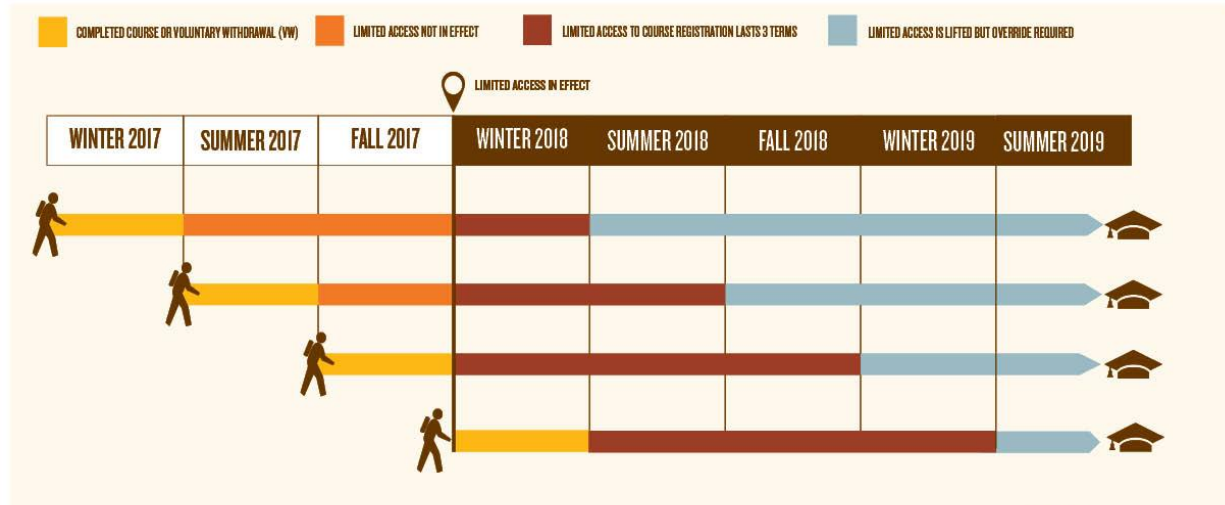
*Limited Access was approved to come into effect for Fall Term 2017 (201790) registration, but implementation was delayed one term due to the UMFA strike in 2016.

REPEATED COURSE POLICY AND LIMITED ACCESS

STARTING WINTER 2018 LIMITED ACCESS AFFECTS HOW YOU REGISTER TO REPEAT A COURSE

WHAT DO THESE POLICY CHANGES MEAN TO YOU?

- You are not subject to Limited Access to repeat a course in Fall 2017.
- If you completed or VWD from a course in Winter 2017 or later and want to repeat it in Winter 2018, you will be subject to Limited Access in that course for THREE consecutive terms.
- Students subject to Limited Access may not register to repeat the course until after the Limited Access Expiry Date specific to that term. The Limited Access Term Expiry Date for Winter 2018 is December 4, 2017.
- You are encouraged to try to register in the course when the Limited Access Term Expiry Date has passed. Limited Access does not mean that you have to sit out for three terms.
- To determine when you are no longer subject to Limited Access, count forward three terms starting in the term AFTER you last took the course. See the examples below to help you determine when you are no longer subject to Limited Access.
- When you are no longer subject to Limited Access for a course you can register to repeat it during your initial registration period, but you will require permission to do so. Contact your advising office to request permission (subject to faculty/college/school repeat policies).



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Limited Access Terminology

Repeating a Course

- Students who want to register for a course that they have already completed
- Students who want to register for a course that they have withdrawn from
- The following are considered repeating a course:
 - The *same* course
 - An *equivalent* course
 - A *transfer credit* course
 - A *challenge for credit* course
- Mutually Exclusive course is *not* a repeat

Initial Registration Period

- Students register according to their assigned registration time (time ticket)
- Priority access is given to first time registrations in a course
- All students can register/waitlist in courses they have not previously taken

Limited Access

- Students who wish to repeat a course must wait to register/waitlist until after the Initial Registration Period
- Limited Access is in effect for 3 terms following the term the course was last taken. For term spanning courses, the Part B term determines the start of the student's limited access period, regardless of whether the student withdrew from the course in the Part A term or the Part B term.
- A student who has been granted an Authorized Withdrawal (AW) for a course is not subject to Limited Access

Not Subject to Limited Access

- After 3 terms have lapsed, students may register to repeat a course (or equivalent) in their Initial Registration Period
- LA override is needed (LA – Not Subject to Limited Access)
- There will no longer be a REPEAT override (effective 201750)

Reserves Release Date

- Date that all unused reserve space is available to the common pool

Limited Access Term Expiry Date

- The first day that a student who is subject to Limited Access may register/waitlist for a repeat course, *no override is needed*. A *Repeat Warning* will display on the Add or Drop Classes page when a student registers for a course they have already completed or have withdrawn from.
- Each term will have a specific date which will be indicated in the Academic Schedule:
 - Fall Term – early August (following the Reserve Release Date)
 - Winter Term – the first Monday in December
 - Summer Term – the end of March (following the Initial Registration Period for Summer term registration)

Initial Registration Period Priorities

1. First timers in a course register first.
2. If the section is full, first timers get on the waitlist first.
3. When unused reserves are released, first timers register/waitlist first.
4. Limited Access for the Term Expires – all students including repeaters can register/waitlist.

Registration Processing with Limited Access

Override Codes

A student requires an override to register/waitlist during their Initial Registration Period if:

- a) They took the course in 201690 or earlier
- b) They are no longer subject to Limited Access (three consecutive terms have passed since the term they last took the course)

As of Summer Term 2017 the REPEAT override will no longer be used. Two new override codes will be introduced for use with Limited Access:

- LA – Not Subject to Limited Access (used for single term courses, and Part A of term spanning courses)
- LB – Not Subject LA Part B (used for Part B of term spanning courses)

For single term courses, load the **LA** override in the applicable term.

Student Permits and Overrides					
Permit		CRN	Subject	Course Number	Section
LA	Not Subject to Limited Acces		STAT	1000	

For term spanning courses, load the **LA override in the Part A term**, and the **LB override in the Part B term**. (Note that for Fall 2017/Winter 2018 courses only it is not necessary to load the LA override in the Part A term. Load the LB override in the Part B term.)

Part A Term

Student Permits and Overrides					
Permit		CRN	Subject	Course Number	Section
LA	Not Subject to Limited Acces		PSYC	1200	

Part B Term

Student Permits and Overrides					
Permit		CRN	Subject	Course Number	Section
LB	Not Subject to LA Part B		PSYC	1200	

For **registration in Fall 201790**, no override is needed to register during the initial registration period. Limited access is not in effect. Students will get a Repeated course notification if they have a grade in their previous attempt of the course.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec
Registered Web on Feb 21, 2017 Repeated course (or equivalent) - Refer to Academic Policy Changes	None	10089	STAT	1000	A01

Note: if the student has a VW rather than a final grade in their previous attempt they will not see the Repeated course notification.

For **registration in Fall/Winter 201790/201810 term spanning courses**, Limited Access is not in effect for the fall term. No override will be needed for the student to be registered in Part A, but the LB override will be needed for them to be registered in Part B.

The LB override is required for the student to register in both halves of a term spanning course. Without the override in the Part B term the student will get the following registration error messages:

Registration Add Errors					
Status	Associated Term	CRN	Subj	Crse	Sec Lev
Term span error in 50308	Fall 2017	10337	PSYC	1200	A01 Unc
Repeated course (or equivalent) - Refer to Academic Policy Changes	Winter 2018	50308	PSYC	1200	A01 Unc

Note: if the student has a VW instead of a final grade in their previous attempt, the term span error will not be displayed. The Repeated Course error will display, and the student will not be registered.

Registration Add Errors					
Status	Associated Term	CRN	Subj	Crse	S
Repeated course (or equivalent) - Refer to Academic Policy Changes	Winter 2018	50308	PSYC	1200	A

For term spanning courses, the Part B term determines the start of the student's limited access period, regardless of whether the student withdrew from the course in the Part A term or the Part B term.

For **registration for Winter Term 2018**, if a student attempts to register/waitlist to repeat a course (or equivalent) when Limited Access is in effect they will get the repeated course error.

Registration Add Errors					
Status	CRN	Subj	Crse	Sec	L
Repeated course (or equivalent) - Refer to Academic Policy Changes	50080	STAT	1000	A01	L

The Repeated Course notifications will refer students to the **Academic Policy Changes** webpage at: <http://umanitoba.ca/student/records/academicpolicychanges/>

To determine if the student is subject to Limited Access if the course being repeated was taken in 201710 and later, count forward three terms. There is a grace period in Summer Term and Fall Term 2017 where students will not be subject to Limited Access and can register to repeat a course without an override.

Students who are subject to Limited Access (effective Winter 2018) must wait until the Limited Access Term Expiry Date to register/waitlist for the course. If they are no longer subject to limited access the override code(s) must be loaded to enable registration during the Initial Registration Period.

Examples – Single Term Course:

1. Student wants to repeat STAT 1000 in **201750 or 201790** - since Limited Access does not come into effect until 201810, no override is needed for 201750 or 201790.
2. Student wants to repeat STAT 1000 in **201810**
 - a) If the course was last taken in 201690 or earlier, load the LA override to allow the student to register during their initial registration period
 - b) If the course was last taken in 201710, 201750, or 201790 the student must wait until the Limited Access Term Expiry Date for Winter 2018 (Dec 4, 2017) has passed to register for the course
3. Student wants to repeat STAT 1000 in **201850**
 - a) If the course was last taken in 201710 or earlier, load the LA override to allow the student to register during their initial registration period
 - b) If the course was last taken in 201750, 201790 or 201810, the student must wait until the Limited Access Term Expiry Date for Summer 2018 (Mar 29, 2018) has passed to register for the course
4. Student wants to repeat STAT 1000 in **201890**
 - a) If the course was last taken in 201750 or earlier, load the LA override to allow the student to register during their initial registration period
 - b) If the course was last taken in 201790, 201810, or 201850, the student must wait until the Limited Access Term Expiry Date has passed for Fall 2018 (early Aug 2018) to register for the course

Examples – Term Spanning Course:

1. Student wants to repeat PSYC 1200 in **201790/201810** – since Limited Access does not come into effect until 201810, no override is needed for 201790, load LB override for 201810
2. Student wants to repeat PSYC 1200 in **201810/201850**
 - a) if the course was last taken in 201650 or earlier, load the LA override for 201810, and the LB override for 201850 to allow the student to register prior to the Limited Access Term Expiry Date for Winter 2018 (Dec 4, 2017)
 - b) if the course was last taken in 201690/201710, 201750 or 201790/201810 the student must wait until the Limited Access Term Expiry Date for Winter 2018 (Dec 4, 2017) has passed to register for the course
3. Student wants to repeat PSYC 1200 in **201850**
 - a) if the course was last taken in 201690/201710 or earlier, load the LA override in 201850 to allow the student to register in their initial registration period
 - b) if the course was last taken in 201750, 201790/201810 or 201810/201850, the student must wait until the Limited Access Term Expiry Date for Summer 2018 (Mar 29, 2018) has passed to register for the course
4. Student wants to repeat PSYC 1200 in **201890/201910**
 - a) if the course was last taken in 201750 or earlier, load the LA override for 201890 and the LB override for 201910 to allow the student to register in their initial registration period

- b) if the course was last taken in 201790/201810, 201810/201850 or 201850, the student must wait until the Limited Access Term Expiry Date has passed for Fall 2018 (early Aug 2018) to register for the course. The student will need an LB override for Part B in 201910.

Remember:

- *last taken* includes any attempt of the same course or equivalent course with a final grade or a VW, external transfer credit for the course, or a challenge for credit course
- always load the LA override in the Part A term and the LB override in the Part B term
- for term spanning courses, the Part B term determines the student’s limited access period, regardless of whether the student withdrew from the course in the Part A term or the Part B term

Limited Access Term Expiry Date

The Limited Access Term Expiry Date is the first day that a student who is subject to Limited Access may register/waitlist to repeat a course. No override is needed after the Limited Access Term Expiry Date.

Limited Access Term Expiry Dates will be:

- Fall Term – early August (following the Reserve Release Date)
- Winter Term – the first Monday in December
- Summer Term– the end of March (following the Initial Registration Period for Summer term registration)

A Repeated course notification will display on the Add or Drop Classes page to notify the student that the course is being repeated.

Current Schedule						
Status	Action	CRN	Subj	Crse	Sec	L
Registered Web on Feb 22, 2017 Repeated course (or equivalent) - Refer to Academic Policy Changes	None	50080	STAT	1000	A01	U

Students should be encouraged to register for courses they wish to repeat following the Limited Access Expiry Date for the Term, space permitting, to continue progression in their program. Students are not required to ‘sit out’ a course they wish to repeat for three consecutive terms.

The Provost’s Office has asked the Registrar’s Office to monitor the use of Limited Access overrides. Therefore please ensure that you only load the LA override on the Part A course, and the LB override on the Part B course, so that the LA overrides are not artificially inflated.

The questions below were submitted in advance of the Aurora Town Hall Sessions in October 2016, or asked at the sessions.

Limited Access FAQ

Why was Limited Access introduced? Wouldn't it be better to just offer more space?

- We are trying to address supply and demand for course registrations and ensure space is available for first timers
- We do not necessarily have the resources (money or personnel) to teach additional sections
- Departments can use waitlist numbers to determine what else they might do to meet the demand

I saw a student who is thinking about VWing a Winter 2017 course. What should I tell her?

If a student VWs a course, let her know that:

- She is not subject to Limited Access for 201750 or 201790 (during the grace period). She should register/waitlist asap if she wants to repeat during these terms
- She will be subject to Limited Access starting 201810 and will need to wait to register/waitlist until December 4 for Winter 2018 term
- She will need a Limited Access override for 201850 to register for the repeat course during the Initial Registration Period

Will Limited Access apply to equivalent courses?

Yes

How about MUTEX courses?

No

Will Limited Access apply to courses transferred (other institutions or Advanced Placement/IB from high school)? For example a student transfers in credit from UW (D) and needs a C – does limited access apply here?

Yes – limited access will apply to courses transferred from other institutions or from high school.

The Evaluations Office is transitioning toward the practice of adding transfer credit in the term of attendance rather than the term of admission. The transition is expected to be in place for admissions in Fall 2018.

In the meantime students admitted in Winter 2017, Summer 2017, Fall 2017, Winter 2018, Summer 2018 may have transfer credit that was taken in Fall 2016 or earlier added in their term of admission. If a student wishes to repeat a course for which their transfer credit was taken in Fall 2016 or earlier, or if three consecutive terms have lapsed since the student took the course, an LA override will be required to allow the student to register during their initial registration period.

Will this apply to USB?

- Yes, the Repeat, GPA and Limited Access Policies apply to all levels, Faculties and programs.

When will the limited access registration date be – before or after the reserves come off?

- The Limited Access Term Expiry Date is two days after Reserves come off in August for Fall/Winter registration
- Each term will have its own Limited Access Expiry Date and will be part of the Academic Schedule
 - Winter 2018 – December 4
 - Summer 2018 – March 29

What about graduating students that may have to repeat a course during the Limited Access period?

- All students who are subject to Limited Access and want to repeat a course will need to wait until the Limited Access Term Expiry Date to register/waitlist for that course
- There are no exceptions

No exceptions? What about programs that have reserves?

- Faculties have been given guidelines for reserving space – reserve enough space for first timers only. With Limited Access coming in, adhering to these guidelines is even more important.

Will students who have extenuating circumstances be subject to Limited Access i.e. death in the family, illness?

- Students in these circumstances should apply for an Authorized Withdrawal
- Students with AWs are not subject to Limited Access

What override will be required for students who have waited the three terms of limited access and now want to register before the limited access period registration time.

- All students should try to register for a repeat course after Limited Access expires each term
- If they did not register and their three terms have lapsed, load the “LA” override to allow them to register in their Initial Registration Period

I am not sure when overrides are applied and what they are. Are they REPEAT overrides or I have heard through the grapevine, there will be a LA override?

- The override will depend on the term that the student wants to repeat the course. Load an LA override for single term courses and Part A of term spanning courses, load an LB override for Part B of term spanning courses.

201750 and 201790

- No override is needed. Students will see a notification that the course is repeated.

201810 forward

- Check to see if the student is subject to Limited Access
- If course was taken in 201690 or earlier
 - Load the “LA” override to allow them to register in their Initial Registration Period
- If course was taken 201710 and later
 - Count forward three terms to see if they are subject to Limited Access
 - Let them know when they are able to register
 - during initial registration period for Summer and Fall 2017 (during the grace period)
 - Winter 2018 – December 4

For term spanning courses, do we load the LA override on both terms?

Load the LA override for the Part A term, load the LB override for the Part B term.

Are IP grades subject to Limited Access?

- Yes. Eventually a final grade will come in and it will determine if they were successful or not. If the student wants to repeat an IP course, they will be subject to Limited Access the same as any other course.

If a student is not subject to Limited Access for Winter term, when can I load the LA override?

- The student should try to register for the repeat course after the Limited Access Term Expiry date for each term
- If the student did not get into the course, the LA override can be loaded for 201950 as early as spring planning sessions
- The “LA” override on 201950 will allow the student to register for a repeat course during their Initial Registration Period

Can I load the LA override to both Fall and Winter if the student is no longer subject to Limited Access for Fall?

- You should only load the LA override in the term the student plans to register for the repeat course
- This will help ensure that the student does not register in the repeat course in both Fall and Winter
- Although students may want the LA to be loaded on both terms to help find space in the repeat course, it is not recommended. If you choose to load it in both terms, then the Faculty will be responsible for checking that the student is not in the course for both terms at the end of the Fall revision period and removing the student from the Winter section. These students will not appear on the Registration Error Report.

When students are no longer on Limited Access, it is our understanding that an override must be entered to permit registration prior to the general Limited Access Term Expiry Date. Is this correct? (Additionally, assuming the answer is yes, is the onus on the student to ask for advance permission or are reports being run?)

- Yes, an LA override must be loaded
- Yes, the onus is on the student to ask for permission. Their registration will be blocked with the error “Repeated course (or equivalent) – Refer to Academic Policy Changes”

Do students need to request a Limited Access override in person?

- Faculties can grant overrides by whatever means they are currently using – by phone, email, chat, website PHP, paper form or in person.

Can students who are still on Limited Access be given overrides to permit them to register in advance of the Limited Access release time? (ex. Student just granted AWs not yet processed. Or a student admitted through Limited Admission who is required to successfully complete ARTS 1110.)

- No, there will no exceptions to Limited Access
- If a student has newly granted AWs, contact your Records Advisor to help expedite the AW processing
- The student who needs ARTS 1110 will need to wait until Limited Access expires for the term

Our program only allows student to repeat a course once after they are admitted. How are we going to prevent students from repeating after the Limited Access Term Expiry Date?

- You will need to manually track students if you only allow one repeat.
- Alternatively, your Faculty could review this policy and change it if appropriate.

What about students here on exchange for one year? They will be penalized if they are subject to Limited Access.

- Limited Access applies to all students who wish to repeat a course. If an exchange student needs to repeat a course, they will need to wait until first timers have had the opportunity to register.

Why do we care if first timers or repeaters have first priority?

- Students take some courses because they are requirements of their program. If they can't take them in their first year, this could extend the length of their program. Course repeaters have already had an opportunity to complete the course.

How does Limited Access work with students with lab exceptions?

- Lectures have extra space for repeaters who don't need labs.
- Science is currently reviewing the practice of lab exceptions.

Limited Access may discourage international students who have a higher chance of Vwing than domestic students. This could be a problem for them getting VISAs, study permits, etc.

- International students should be made aware of the effect a VW may have on their program progression and as well as their VISA status.
- International students having difficulties should be referred to the appropriate student supports.

Does Limited Access apply to courses that students can take multiple times?

- No, courses such as Masters Re-Reg or different topics within the same course will not be subject to Limited Access.

What will happen to students in closed programs?

- There has always been an issue when students in closed programs need to repeat. The faculty will need to determine if they will increase class size to accommodate repeaters, limit intake for the next year or find another solution for students needing to repeat courses.

What will happen to violators who load the LA override before the student is not subject to Limited Access?

- The Provost's Office has requested a report of Limited Access overrides including user names. Staff members should seriously consider the consequences of not complying with a Senate approved policy.

How will Start Afresh programs handle this?

- The procedure will not change
- Create a new SHADEGR and apply appropriate courses
- Students will be subject to the Limited Access as usual
- Similarly, students admitted to a new program will be subject to Limited Access for courses they need to repeat for their new program

Will there be additional communication to students?

- Yes, the Registrar's Office will be sending out more information to students prior to the VW deadline.
- Faculties should also include information in their normal communication cycle.