



UNIVERSITY
OF MANITOBA

Registrar's Office

Aurora

**Registration in Repeated Courses
with Limited Access in Effect
Banner 8.5**

August 2018

Scope: Departments and Faculty/School/College Offices

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

Overview

Limited Access allows students who have never registered for a course the opportunity to register/waitlist for it before repeating students

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

Limited Access Terminology

Repeating a Course

- Students who want to register/waitlist for a course that they have already completed
- Students who want to register/waitlist for a course that they have withdrawn from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/waitlist 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

Subject to Limited Access

- Last attempt of the course (or equivalent) was within the last 3 terms of the term the student wishes to register.
- The student must wait until the Limited Access Term Expiry Date to register/waitlist for the course.

Not Subject to Limited Access

- After 3 terms have lapsed since the last attempt of the course, a student is no longer subject to Limited Access and may register/waitlist to repeat a course (or equivalent) in their Initial Registration Period
- LA override is needed (LA – Not Subject to Limited Access); LB override is needed for Part B of term spanning courses

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.

Granting Permission (Overrides) for Repeated Courses

Fall Term Courses: The Fall Term Limited Access Term Expiry Date is early August, two days after the Reserve Release Date

- *Student is subject to Limited Access* – Do not load the override as the student must wait until the Limited Access Term Expiry Date to register/waitlist
- *Student is no longer subject to Limited Access* (three terms have lapsed) – Load the LA override to enable the student to register/waitlist during the initial registration period

As of the Fall Term Limited Access Term Expiry Date: no override is necessary for a fall term course. Any student can register/waitlist to repeat the course (space permitting), and will receive a warning that the course is being repeated.

Fall/Winter Term Spanning Courses: The Fall/Winter Term Limited Access Term Expiry Date is early August, two days after the Reserve Release Date*

- *Student is subject to Limited Access* – Do not load the LA override as the student must wait until the Limited Access Term Expiry Date to register. However you can load the LB override in Part B

in advance if the student has indicated they wish to repeat the course. This will enable Aurora to automatically register the student in Part B if they are successful in registering after the Limited Access Expiry Date.

- *Student is no longer subject to Limited Access* (three terms have lapsed) – Load the LA override to enable registration during the initial registration period. Load the LB override in Part B to enable the student to be registered in the Winter half.

As of the Fall/Winter Term Limited Access Term Expiry Date: no override is necessary for Part A; the LB override is required to enable the student to be registered in Part B. Any student can register to repeat the course (space permitting), and will receive a warning that the course is being repeated.

Winter Term Courses: The Winter Term Limited Access Term Expiry Date is the first Monday in December.

- *Student is subject to Limited Access* – Do not load the override as the student must wait until the Limited Access Term Expiry Date to register/waitlist
- *Student is no longer subject to Limited Access* (three terms have lapsed) – Load the LA override to enable the student to register during the initial registration period

As of the Winter Term Limited Access Term Expiry Date: no override is necessary for a winter term course. Any student can register/waitlist to repeat the course (space permitting), and will receive a warning that the course is being repeated.

Winter/Summer Term Spanning Courses: The Winter/Summer Term Limited Access Term Expiry Date is the first Monday in December*

- *Student is subject to Limited Access* – Do not load the LA override as the student must wait until the Winter term Limited Access Term Expiry Date to register. However you can load the LB override in Part B in advance if the student has indicated they wish to repeat the course. This will enable Aurora to automatically register the student in Part B if they are successful in registering after the Limited Access Expiry Date.
- *Student is no longer subject to Limited Access* (three terms have lapsed) – Load the LA override to enable the student to register. Load the LB override in Part B to enable the student to be registered in the Winter half.

As of the Winter/Summer Term Limited Access Term Expiry Date: no override is necessary for Part A; the LB override is required to enable the student to be registered in Part B. Any student can register to repeat the course (space permitting), and will receive a warning that the course is being repeated.

Summer Term Courses: The Summer Term Limited Access Term Expiry Date is in early March, following the initial registration period.

- *Student is subject to Limited Access* – Do not load the override as the student must wait until the Limited Access Term Expiry Date to register/waitlist
- *Student is no longer subject to Limited Access* (three terms have lapsed) – Load the LA override to enable the student to register/waitlist during the initial registration period

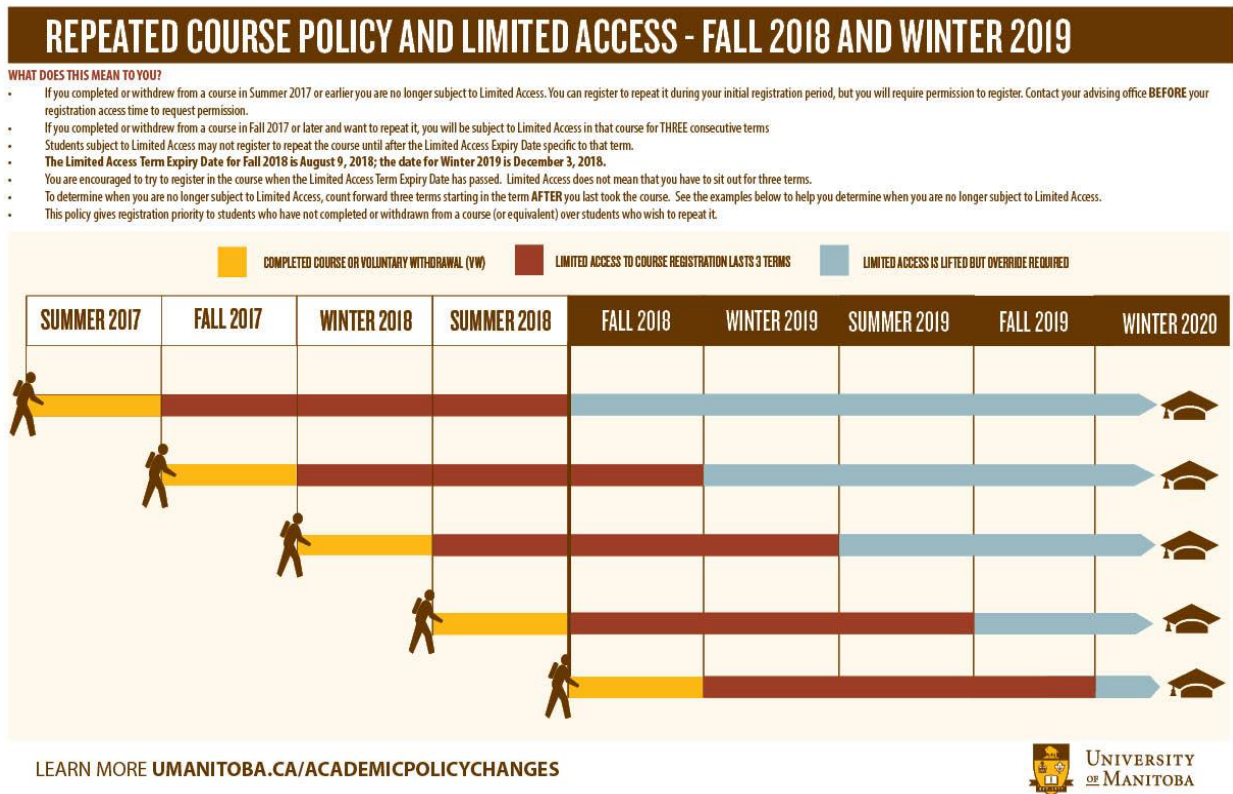
As of the Summer Term Limited Access Term Expiry Date: no override is necessary for a winter term course. Any student can register/waitlist to repeat the course (space permitting), and will receive a warning that the course is being repeated.

For the Limited Access Term Expiry Date specific to each term view **Important Dates and Deadlines** <http://umanitoba.ca/student/records/deadlines/index.html>

*Term Spanning Courses:

You may get calls from students getting repeated course errors attempting to register/waitlist for term spanning courses after the Part A Limited Access Term Expiry Date. Aurora automatically registers the student in Part B of term spanning courses. Since term spanning courses are essentially two sections of the course, the LB override is required as the Limited Access Term Expiry Date for the Part B term has not been reached. Students will need the Part B (LB) override loaded if they did not contact you in advance for this permission.

Limited Access Infographic



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.

Registration Processing with Limited Access

Override Codes

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

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

The override codes for students who are no longer subject to limited access are:

- 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.

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	

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	Sec L
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.

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	Associated Term	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 count forward three terms from the term the course was last attempted. Consult the Repeated Course Policy and Limited Access Infographic for the applicable term.

Students who are subject to Limited Access 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.

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 and Override Codes

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. An override is not required for a single term course or Part A of a term spanning after the Limited Access Term Expiry Date. An LB override is always required for Part B of a term spanning course.

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/waitlist 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.