

Office of the Registrar - Winter 2012 – NEWS!



Student Self-Service (SIS) @ www.uwindsor.ca/sis

Need help getting started? click “Registration Information”

Classes for Winter 2012 semester BEGIN January 5, 2012 & END April 4, 2012

Final Examination Period begins – April 9, 2012

Registration Appointment Times @ (SIS) CHECK YOUR REGISTRATION TIME

Your registration appointment time will be posted in October 2011.

Winter 2012 Timetable @ (SIS) HOMEPAGE

The tentative Winter 2012 timetable is now posted on the web. The timetable is updated as necessary and will be finalized by the end of October. Once you have registered, you should check (SIS) [VIEW YOUR SCHEDULE AND GRADES](#) to keep informed of any timetable changes.

Registration / Add or Drop Courses @ (SIS) REGISTER / ADD or DROP COURSES

You may **register/add courses** for which you have the prerequisite(s) and that are not filled, and **drop courses** via the Web up until and including **January 18, 2012**. Last day to **drop courses** and receive a “**voluntary withdrawal**” via the web, is **March 14, 2012**. After **March 14, 2012** you **remain registered** in courses and receive final grades as appropriate. Please note that you are academically and financially responsible for the courses in which you are registered. Non-attendance at class or informing the instructor does not constitute course withdrawal.

Once you have registered or whenever making any changes over the web please be sure to confirm your change by checking [SIS-VIEW YOUR SCHEDULE AND GRADES](#) immediately after making the change.

PLEASE NOTE: Students must be officially registered via the Student Information System (SIS) in the lecture, laboratory or other course activity that they attend. Students who are not officially registered in a course activity (i.e. not on a class list) will not be allowed to attend that activity.

If SIS will not allow you to register you may not have completed the required pre-requisites. Prerequisites can be seen @ (SIS) [SHOW DETAILS ABOUT A COURSE](#). Some courses are also restricted to students in certain majors and/or levels. If you are eligible to register for the course, but it is full, check to see if an automated wait list is maintained for that section. Remember that you must enrol yourself on the wait list. This is not **automatically done for you**. To avoid any delays in registering for Winter 2012 courses, please check your financial status prior to your registration appointment time.

Law – classes begin **January 3 & end April 5, 2012**, final exams begin **April 9, 2012**. Registration will be completed, request for changes must be made through the Faculty of Law

Consecutive Education – classes begin **January 5, 2012** and students **must** register for the Winter semester.

Final Examinations @ (SIS) VIEW YOUR EXAM DETAILS

Not all courses have exams scheduled by Registrar’s Office. Full details regarding evaluation procedures, including any exams NOT scheduled by the Registrar’s Office, are provided to you by the instructor in the first two weeks of classes. When designing your class schedule, bear in mind the FINAL EXAMINATION SCHEDULE as well. You are responsible for both a conflict-free class schedule and a conflict free examination schedule. Exam locations for final exams will be assigned by February 1, 2012.

If you have 3 invigilated exams scheduled on the same calendar day then you can apply to have one of them moved to another day. Application forms can be found at www.uwindsor.ca/sis. Please fill out the form and return it to the Office of the Registrar no later than **February 1, 2012**.

Final Examinations for Distance Education Courses

Final exam time slots and location details are emailed to all students taking distance education courses approximately one month before the examination period begins.

Tuition / Fee Payment @ (SIS) VIEW YOUR ACCOUNT DETAILS

Fees due and payable by **December 14, 2011**.

For registrations after this date, fees are due, payable or postmarked within 24 hours.

Last day for full tuition refund is **January 18, 2012**.

Last day for partial tuition refund is **March 14, 2012**.

Update Address & Email @ (SIS) UPDATE YOUR ADDRESS

Students are responsible for maintaining a current mailing address on SIS. All mail will be sent to the mailing address. If you entered a University Residence on SIS, this will automatically be considered your mailing address. If you move after exams be sure to update your mailing address. If you have no mailing address on SIS, your permanent address will be considered your mailing address. Remember to include your postal code.

E-Mail Policy..... all official e-mail communications between the University of Windsor and its students will be delivered to each student's UWin e-mail address. Students must use their UWin e-mail when conducting official business with the University. Need to activate or forgot your UWin e-mail address? Go to: www.uwindsor.ca/heldesk or call (519) 253-3000 Ext. 4440.

T2202A Forms @ (SIS) INCOME TAX INFORMATION

Income tax information for the 2011 Income Tax Year will be available in February 2012.