



## REGISTRATION TOOLKIT

### WE ARE HERE TO HELP!

The website will provide you with all the answers you need to select your courses and register successfully. If, however, you have questions for which you cannot find the answers, please contact us for assistance using the information found in the left navigation menu and at the top of the page of the website – [www.stfx.ca/registration](http://www.stfx.ca/registration).

It's easiest to think of registering for your courses in two distinct phases:

- **Selecting Your Courses – finding the courses that are right for you and your program.**
- **Registering for the courses you have selected.**

To complete the registration process, there are a few steps that you should follow to mark your progress.

### FROM NOW UNTIL JULY 11/12

#### Select your courses

- Familiarize yourself with the course selection and registration process.
- Select the courses for your program and complete your course planning sheet.
- View the registration information video for your degree program. These videos will be available for viewing by **June 15**.

#### Build your course schedule

- Using the Course Timetable (**released June 15**), find your course section times and fill in your Course Timeblocks schedule.
- At noon on July 7, individual registration start times will be set for **July 11/12**. Check your registration start time after **July 7** from the Registration menu in Banner Self-Service. (Note that prior to **July 7** all start times will be set to a default date in September.)
- Walk through the registration tutorial found in Step 4 of the process to be fully prepared for registration to begin on **July 11/12**.

### ON JULY 11/12

#### Register for your courses

- Log into Banner Self-Service and register for your courses at your designated registration start time (released at noon **July 7**) to ensure the best chance of getting a seat in your preferred sections. Although you can register and make changes to your schedule throughout the summer, waiting to do so will restrict your course and section choices. It is strongly recommended that you try to register as close to your assigned registration start time as possible.

# Course Planning Sheet



- Find your degree program, then the courses that are relevant to you, and write down the details below for reference. This will help you keep track of desired courses.
- Remember, you will not be able to build your course timetable until the course timetable is published at [www.stfx.ca/registration](http://www.stfx.ca/registration). The Course Timetable will also include details like Course Registration Numbers (CRNs) which are used in the registration process.
- A full course load is 30 credits per academic year, with the exception of Engineering for which it is 36 credits. (Lab components do not count as additional credits.)
- Human Kinetics Activities Courses each have a credit value of 1.

[illegible]

# First-Term Course Timeblocks

Note: you will not be able to fill in your schedule until the Course Timetable is published at [stfx.ca/registration](http://stfx.ca/registration). Click on Step 3 to access at that time.



TIME	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
8:15	A1	AB	K1	KL	B2	CB	L2	AL	C3	KC
8:30										
8:45										
9:00										
9:15	B1	BC	L1	LA	C2	CK	A3	BA	K3	LK
9:30										
9:45										
10:00										
10:15	C1		A2		K2		B3		L3	
10:30										
10:45										
11:00										
11:15	D1	DE	M1	MP	E2	FE	P2	PD	F3	
11:30										
11:45										
12:00										
12:15	E1	EF	P1	DP	F2		D3	ED	M3	PM
12:30										
12:45										
13:00										
13:15	F1		D2		M2		E3		P3	
13:30										
13:45										
14:00										
14:15	G1	GH		Q1	G2	HG		Q2	G3	
14:30										
14:45										
15:00										
15:15	H1	HJ		T1	H2	JH		T2	H3	
15:30										
15:45										
16:00										
16:15	J1				J2				J3	
16:30										
16:45										
17:00										
17:15	R1	V1		Y1	R2	V2	R3	Y2		
17:30										
17:45										
18:00										
18:10	S1				S2		S3			
18:30										
19:00	N5	N1	N6	N2	N7	N3	N8	N4		
20:30										
21:30										

## Second-Term Course Timeblocks

Note: you will not be able to fill in your schedule until the Course Timetable is published at [stfx.ca/regISTRATION](http://stfx.ca/regISTRATION). Click on Step 3 to access at that time.



TIME	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
8:15	A1	AB	K1	KL	B2	CB	L2	AL	C3	KC
8:30										
8:45										
9:00										
9:15	B1	BC	L1	LA	C2	CK	A3	BA	K3	LK
9:30										
9:45										
10:00										
10:15	C1		A2		K2		B3		L3	
10:30										
10:45										
11:00										
11:15	D1	DE	M1	MP	E2	FE	P2	PD	F3	
11:30										
11:45										
12:00										
12:15	E1	EF	P1	DP	F2		D3	ED	M3	PM
12:30										
12:45										
13:00										
13:15	F1		D2		M2		E3		P3	
13:30										
13:45										
14:00										
14:15	G1	GH		Q1	G2	HG		Q2	G3	
14:30										
14:45										
15:00										
15:15	H1	HJ		T1	H2	JH		T2	H3	
15:30										
15:45										
16:00										
16:15	J1				J2				J3	
16:30										
16:45										
17:00										
17:15	R1	V1		Y1	R2	V2	R3	Y2		
17:30										
17:45										
18:00										
18:10	S1				S2		S3			
18:30										
19:00	N5	N1	N6	N2	N7	N3	N8	N4		
20:30										
21:30										