

REGISTRATION

Procedures

Actual course registration takes place through Self Service Banner: <http://www.smu.ca/future-students/cs-registering-for-courses.html>

Change of Registration: Biographical Information

In addition to changes of courses, labs, and recitations, change of registration also consists of maintaining the accuracy of biographical information (i.e., addresses, and telephone numbers, name). Only students can initiate these changes through Banner Self-Service. Only the Service Centre can officially process changes submitted in writing. Changes made in any other way, formally or informally, are not honored.

Registration in Dual Academic Programs

Students are advised that if they are registered in a dual academic program and opt to graduate with only one of these qualifications, they are assumed to have discontinued the second program. To reactivate their status, students must reapply for admission and qualify for the second program with at least the minimum number of credits specified for that second specific program (see Academic Regulations (<https://smu-ca-public.courseleaf.com/undergraduate/academic-regulations/regulations/>)).

Registration in Directed Studies/Special Topics/Reading Courses

Before students can register for such a course(s), it is necessary for information to have already been received and processed in the Service Centre with respect to the precise course number (and section number, if applicable), and also the faculty member who will be responsible for the course. If you are planning to register for such a course, please ensure that you have made the necessary arrangements with the faculty member and that the Chairperson of the Department in which the course is offered has made this information available in writing to the Assistant Registrar-Scheduling. Until this information has been received and processed, registration in that course cannot be undertaken. Attention to this detail will facilitate registration for all concerned.

Alterations to Academic Timetable

The University reserves the right to change the times and the academic instructor(s) of a course from those advertised in the official Timetable posted on Banner Self-Service.

Cancellation of Courses

If the number of students registered for a course (or section of a course) is insufficient to warrant it being offered, that course may be cancelled by the Dean of the Faculty. Other circumstances may also require the cancellation of a course or a section thereof by the Dean of the Faculty and/or the Vice President, Academic and Research.

Addresses

During the academic year, all communications are mailed to local addresses. Therefore, students are urged to keep theirs up-to-date in the Service Centre. During the summer months, communications are normally sent to the students' permanent addresses unless an alternate

address has been filed with the Service Centre prior to the advertised deadlines.

Identification Cards

At the time of first registration, students are required to obtain an I.D. card. These I.D. cards provide students with an official University identification which can be required for the writing of examinations and tests. [See Academic Regulations (<https://smu-ca-public.courseleaf.com/undergraduate/academic-regulations/regulations/>)] These cards also serve as Library cards, permit computer lab use, allow access to The Tower (Fitness and Recreation Centre), and enable students to qualify for discounts at some local businesses. There is no charge for the initial I.D. card.

Each subsequent year I.D. cards are validated by the Library at no cost. A replacement card costing \$15.00 for lost or damaged cards will be issued with proof of valid registration.

Students can obtain their I.D. card at the Library or submit an electronic ID photo using our online Photo ID Submission form (https://smuniversity.qualtrics.com/jfe/form/SV_0dN1MfLzzyePRk1/).