Undergraduate Registration

revised December 2009

Office of the Registrar
University of Northern British Columbia
3333 University Way, Prince George, BC V2N 4Z9
Telephone: (250) 960-6300 **Facsimile:** (250) 960-6330
E-mail: registrar-info@unbc.ca
World Wide Web: www.unbc.ca
Register for/Add/Drop Courses online at www.unbc.ca/students/

Student #		Date of Birth	DD/MM/YYYY
Last Name		Telephone #	- -
First Name		E-mail (required)	@unbc.ca

IMPORTANT INFORMATION

- Registrations will be processed upon payment of the **registration deposit ($100 per semester)**.
- Please refer to the UNBC Calendar at www.unbc.ca/calendar/ for important dates (registration deadlines) and regulations/policies.
- The most up-to-date information regarding class schedules, including course availability, is online at www.unbc.ca/courses/. Please check your online class schedule regularly for any updates. Courses may be cancelled due to date or time constraints, or insufficient registrations. **Note that not all programs are available at every campus.**
- Students are responsible for monitoring the status of any courses for which they have been waitlisted.

Registration Deposit Paid ☐

SEMESTER(S) OF STUDY
(check all applicable semesters)

☐ September (Sept.-Dec.)
Year ☐☐☐☐

☐ January (Jan.-Apr.)
Year ☐☐☐☐

☐ May (May-Aug.)
Year ☐☐☐☐

CAMPUS OF STUDY (check one)

☐ Prince George
☐ Fort St. John
☐ New Aiyansh
☐ Prince Rupert
☐ Quesnel
☐ Terrace
☐ Other _____

CRN (e.g., 50137)	Course Subject & Number (e.g., ANTH 200)	Office Use Only

COMMENTS

☐ See Attached
☐ See Reverse
☐ Formal Exchange Student
☐ Regional Student

REGIONAL OFFICE USE ONLY

AUDIT

CRN (e.g., 50101)	Course Subject & Number (e.g., ANTH 101)	Credit Hours	Instructor's Name	Instructor's Signature	Office Use Only

FORMAL EXCHANGE

For Office Use Only	Course Subject & Number (e.g., ANTH 101)	Credit Hours	Co-ordinator's Name	Co-ordinator's Signature	Office Use Only

Students are advised that the use of information provided on this Registration form, and other information placed in a student record, complies with the BC *Freedom of Information and Protection of Privacy Act*, and with the policies and procedures of the University of Northern British Columbia. In addition to internal administrative uses related to student admission, registration and status, student information may also be used in strict confidence in University research and planning. Certain student information is provided on a confidential basis to Partner Institutions, to Statistics Canada as governed by the *Canada Statistics Act*, and to the BC Government. The internal use of student records, and the obligatory reporting of student data to external bodies, respect the absolute confidentiality of student information.

I have read and understand the above statement.

_____ _____
Signature of Student Date

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