IMPORTANT COURSE INFORMATION

CROSS LISTED COURSES

Cross-listed courses (also referred to as twinned courses) are defined in one of two ways:

- Sections of different courses offered at the same time, same room and same Instructor. The course name, number and section distinguish these courses from one another. An example would be –

  ART 351A – Painting II   M and W, 6:30 to 9:30, Rm 1306, Instructor
  ART 353A – Painting III   Same
  ART 451A – Painting   Same

  All three of these courses are different but they are offered in the same room, at the same time, with the same instructor. When registering for a cross-listed course, enter the CRN of the section you want. If this section is full, you may request a course waitlist (See the documentation for more information).

- Multiple sections of the same course offered at the same time, same room and same Instructor. The difference will be that one or more of the sections will be restricted to certain program/majors and the other section will be open to any program/major. These courses are designated by a section letter of A, A1, A2, B, B1, B2 (and so forth) as well as section Comments. An example would be –

  KNSS 210A – Fitness Wellness M,W,F; 10:00-10:50, Rm 819, Instructor
  Limit of 30 students. The course section Comments indicate **KNSS** which means this section is restricted to Kinesiology students only. The course sections also indicates **Must take lab 01, 02 or 04** which means that the Kinesiology student registering in this section of the course must take one of the 3 labs indicated.

  KNSS 210A1 – Fitness Wellness M,W,F; 10:00-10:50, Rm 819, Instructor
  Limit of 30 students. This is the same course but there are no section comments indicating the course is restricted so it is open to any student in any program. The comment indicating **Must take lab 03, 05 or 06** means that the student registering in this section must take one of the 3 labs indicated.

  When registering for a cross-listed course with restrictions, you must register in the section that is applicable to your program. If the section is full, you may request a course waitlist (See the documentation for more information).

DROP LAST COURSE (CLASS) / CANNOT DROP LAST COURSE (CLASS)

If you attempt to drop your last course, the system will inform you that you **cannot drop last class.** Dropping a last course is significant because it may constitute a complete cancellation (withdrawal) from Red Deer College and that process could have financial aid and/or tuition fee implications for you. If you want to drop your last course, you may come in person to the Registrar's Office or phone the Registrar's Office at (403) 342-3400.

If you are only attempting to drop the one last course to add another, simply add the other course first and then drop the course you no longer want. If the course you are trying to add conflicts with the course you are trying to drop, follow this example:

Already registered in: MATH 202G on MWF from 1:00 to 2:00pm
Now Want: ACCT 204A on MWF from 1:00 to 2:00pm
But can't drop the Math because it is the last course
So Add: Any eligible course on any day of the week
Ensure that it does not conflict with MWF from 1-2
Then Drop: MATH 202G
Then Add: ACCT 204A
Then Drop: The eligible course you added

FULL YEAR COURSES

There are full year courses offered at Red Deer College that have been split into two sections on the Fall and Winter timetable and you must schedule both sections into your registration. For example, if you want to register in ENGL 302 A for the Fall term, then you must also register in ENGL 302 AA for the Winter term. If you want to register for PSYC 312 A and the lab PSYC 312 01 for the Fall term, then you must also register in PSYC 312 AA and the lab PSYC 312 11 for the Winter term. Failure to register in the appropriate sections will result in adjustments to your schedule. The Registrar's Office will notify you of any changes made.

NOTE: If you are registered in a full year course, it will show on your schedule as 0.00 Academic credits for the 1st half of the term and the full Academic credits for the 2nd half of the term (e.g. 0.00 for Fall and 6.00 for Winter). For student funding purposes, the credits are considered equal for both of the terms (e.g. 6 credit full year course = Fall 3.00 and Winter 3.00). Dropping or withdrawing from a full year course may have an impact on your funding and/or full time status for either term. Full term status is defined as being registered in a minimum of 3 post-secondary courses and 9 Academic credits per term.

Watch the course timetable Comments column for a comment like this: **Must take Section AA in Winter** – this comment will be attached to all Full Year Courses. It means that if you register in section A or B or C, etc for the Fall term, then you must also register in the corresponding section AA or BB or CC, etc for the Winter term

LINKED COURSES

There are lecture courses offered that have associated labs and/or seminars attached to them. These labs and/or seminars are listed separately on the timetable. For these courses, you must register for the lecture, lab and/or seminar sections all at the same time. If you do not register in this combination at the same time, you will receive a registration error message stating that one of the three is missing. This message may also appear if you have entered the correct lecture, lab, seminar combination but one of the courses is creating a time conflict, or is full, or is inactive, or is the wrong lab/lecture, etc. (See the documentation for more information). The error message will state -

LINK_ERROR: ## REQUIRED: where ## = LE, LB or SE

LE = Lecture required
LB = Lab required
SE = Seminar required

RESERVED SEATING

Priority in registration in some courses will be given to students who are admitted to specific programs of study.

These courses will have reserved seating. In order to determine if you are eligible for the reserved seating before attempting to register in the course, you must view the Comments column of the timetable you view in your personal Loop account (through Look Up Classes). See the documentation for more information and the Understanding the Timetable document for more information. An example of a **RESERVED** comment would be:

BADM/CIM – any comment on courses that indicates program codes separated by a forward slash (/) implies that this section of the course is reserved for students in the programs listed (e.g. BADM = Business Administration, CIM = Certificate in Management). If your program is not listed, check for an alternate section that is open to any program.

The reserves are placed on courses for a certain period of time. Normally all courses are reviewed approximately 1-2 months prior to a term start, and if it is determined that the course reserves have not filled, then the course will open up to all students and the comments will no longer appear on the timetable.

RESTRICTED SEATING

Restriction in registration in some courses will be given to students who are admitted to specific programs of study.

These courses will have restricted seating. In order to determine if you are eligible for the restricted seating before attempting to register in the course, you must view the Comments column of the timetable you view in your personal Loop account. See the documentation and the Understanding the Timetable document for more information on Restriction errors.

Comments section of Timetable: There may be particular comments associated with a section of a course that will be displayed in this column. If you are uncertain as to the nature of the comment, please contact the Registrar's Office at (403) 342-3400. An example of a **RESTRICTION** comment would be:

PHAR Only – any comment with the word ONLY indicates that this section of the course is restricted to students in the program listed (PHAR = Pharmacy Technician)

Most restrictions are placed on courses for the entire registration period of time. Some restrictions though, are reviewed approximately 1-2 months prior to a term start, and if it is determined that the course restrictions have not filled, then the course will open up to all students and the comment will no longer appear on the timetable.

WAITLISTING FOR COURSES

How will I know if a course if full?

If you are using the timetable through your personal web account (Look Up Classes), you will want to view the box in front of the CRN (Course Reference Number). If there is a **"C"** displayed, the course is full (Closed). To see if a waitlist is available, add the CRN to the Add Drop Courses; then select the Action "Waitlist".

What happens if I try to register in a course that is full?

If a course becomes full and a waitlist is available, you will receive a **Registration Error Message** indicating that the course is full and a waitlist has been started. See the documentation for more information.

The message may be one of the following:

CLOSED-0000 WAITLISTED:

Course is full but the option to waitlist is available **providing it does not conflict with any of your other courses and/or providing that you are not already registered in a different section of this course**. You will receive an email sent to your @rdc.ab.ca account. Once a seat opens up and you are top of the waitlist and you will have 24 hours to register.

CLOSED-00## WAITLISTED:

Course is full, there is already a waitlist started but the option for you to waitlist is still available **providing it does not conflict with any of your other courses and/or providing that you are not already registered in a different section of this course**. You will receive an email sent to your @rdc.ab.ca account. Once a seat opens up and you are top of the waitlist and you will have 24 hours to register.

OPEN- # WAITLISTED:

The course has open seats and a waitlist. Open seats occur as students drop out of courses. You will not be able to register in the course even if it is open but you may waitlist for the course **providing it does not conflict with any of your other courses and/or providing that you are not already registered in a different section of this course**. You will receive an email sent to your @rdc.ab.ca account. Once a seat opens up and you are top of the waitlist and you will have 24 hours to register.

OPEN –1 XSLT WAITLISTED:

The course has open seats. The waitlisted XLST refers to a Cross listed course. This means another course is being offered in the same room, at the same time, with the same Instructor and a waitlist has been established on one of the courses. You will not be able to register in the course even if it is open but you may waitlist for the course **providing it does not conflict with any of your other courses and/or providing that you are not already registered in a different section of this course**. You will receive an email sent to your @rdc.ab.ca account. Once a seat opens up and you are top of the waitlist and you will have 24 hours to register.

How do I put myself on a waitlist for a course that is full?

You can waitlist yourself for a course that is full in two ways **(providing it does not conflict with any of your other courses and/or providing that you are not already registered in a different section of this course)** –

On-Line: If you attempt to register for a class online and receive a registration add error of: "Closed - # Waitlist" or "Open - # Waitlisted" or "Reserve Open - # on WL" or "Open - # XLST Waitlisted" or "Reserve Closed - # on WL", you can now select to waitlist yourself:
- Select the Action to Waitlist.
- You must access the "Add or Drop classes" or "Course Wait List" links from the registration tools menu in The Loop and enter the CRN of the class. You cannot waitlist a class from the "Look up classes" menu.
- Once a spot opens in the course you will receive an email to your @rdc.ab.ca account.
- You will have **24 hours** to go to your online services account and register yourself.

If you do not register for the course by the notification time you will be removed from the waitlist and the available seat will be offered to the next student on the waitlist. Please note, if you miss this deadline and have been removed from the waitlist, you may add yourself back to the waitlist but you will be added to the bottom of the list. See the documentation for more information.

- In-person: in-person at the Registrar's Office using an add/drop form

<u>WITHDRAWING FROM COURSES</u>

The withdrawal period means you have missed the drop deadline but you can still withdraw from a course(s) and receive a WD grade on your Academic transcript.

Students will not be allowed to withdraw from their courses through web registration. If you want to withdraw from a course(s), you must come in person to the Registrar's Office or phone the Registrar's Office at (403) 342-3400.