

UPEI Registrar's Office launches new web-based programs for students

Submitted by JAYNE YEO

The Registrar's Office at the University of Prince Edward Island is on the verge of launching one of the most advanced student-directed registration programs in Atlantic Canada. The new web-based package for students will include -- in addition to course registration -- degree audit, grade display, timetable display, and examination schedule through any computer connected to the World Wide Web.

To access the new programs, students should start at the main UPEI web page and choose the appropriate link. There will be a prompt to log in with their student number and Personal Identification Number (PIN).

Student numbers are given in students' acceptance letters and are printed on their student ID cards. PINs have been issued with student ID cards since the fall of 1997. Students who received their student IDs before the fall of 1997 were notified of their PIN number by e-mail.

The Robertson Library Circulation staff and the Registrar's Office staff can look up PINs for students who present themselves in person with their student ID card. Students who have lost their card should go to the library circulation desk for a replacement.

After a student has logged on to the system,

they can choose the information they wish to display. To assist with the process, there will be on-line help screens and, for the registration process, a "demonstration area" will be established as well.

As many students are now aware, first semester grades and second semester timetables can be accessed by choosing "Student Mark Lookup" on the main UPEI Web page and following the on-screen instructions. The "Examination Schedule Display" will be ready to use in March when the schedule is finalized, and will provide personal examination timetables.

Students will have access to their degree audits online in mid-March. The degree audit will allow the student to view their list of courses completed with grades in whatever major they have declared.

Another feature of "Academic Audit" is its ability to revise the data display to reflect alternative programs. For students who are thinking about changing majors, faculty or schools, Academic Audit will allow them to view what they would need to take to graduate with the change. Students should be aware that they are responsible for ensuring that they have met all the requirements needed to graduate.

Starting this spring, grades will no longer be mailed to students unless they inform the Registrar's

Office, in advance, that they would like them mailed. Students should also note that the Registrar's Office no longer withholds grades because a student owes money to the Accounting Office or has overdue library books. The old rule still applies, however: to receive an official transcript, all books must first be returned to the library and all bills paid.

Students taking summer session courses will be able to "test" the new web-based registration program by registering at a computer set up for that purpose in the lobby of the Registrar's Office. The start date for summer session registration is March 15, 1999.

General registration will take place later than usual this year, near the end of July, but will continue without interruption until the last day for late registration in mid-September. Waiting lists, where appropriate, will be maintained by the respective departments. Class size limits, where determined by room capacity, will be adhered-to strictly.

Initially, course registration will be available for students registered in Arts, Science, Business and Nursing. Academic audit will be available for all programs except Veterinary medicine, graduate programs and Education diplomas. The system can be accessed by a computer connected to the Web between

the hours of 7 a.m. and midnight Atlantic time, seven days a week.

Students who are closer to graduation and need certain required courses will be given first access to the on-line registration program. All students will be notified of the times and dates that they can register. Students will be informed of availability dates for the various components of the new system by a login message when they log on to the UPEI microcomputer network [not e-mail].

The First-Year

Advisement Centre for students registering at UPEI for the first time will be operational as usual, beginning June 7.

This new service will give students more convenient hands-on control and information than they have ever had before. The standard, staff-directed registration procedure will continue to be available for those who prefer to register in person than via the web.

If you have any questions about the new programs, contact the Registrar's Office at 566-0439.

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