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EDUCATIONAL SERVICES CONTRACT

What is the Educational Services Contract?

The Educational Services Contract is a document that must be signed by you (the student). Signing the contract indicates an agreement to comply with the rules and regulations of the College as specified in the Course Calendar, the Code of Student Conduct, and the Institutional Policy on the Evaluation of Student Achievement (IPESA). Every semester, you must submit a signed Educational Services Contract (available in Omnivox) before being permitted to register for courses.

MARIANOPOLIS COURSE CALENDAR

What is the Course Calendar?

The Course Calendar details the diploma requirements of our pre-university programs and provides important information on educational resources and services, rules and regulations, academic information and procedures, and admissions.

The Course Calendar also includes course descriptions for most courses at the College. The link to the course calendar will be available in your Registration Kit before registration and can also be found on the [College website](#).

REGISTRATION APPOINTMENT

Can I change my registration appointment?

It is not possible to change your registration appointment as appointments are assigned according to your program and year. If you have a conflicting obligation and will not be able to register during your assigned appointment, send a MIO to Richard Woo to inform the Registrar's Office. If you miss your appointment, a schedule with the required courses will be prepared for you at the end of the registration period.

How long do I have to register?

Your registration appointment is four hours long. You can continue to make changes to your schedule during this four-hour period. Once your registration appointment ends, you will no longer be able to make changes to your schedule. If you did not register for all your courses during your registration appointment, the missing course(s) will be added to your schedule at the end of the registration period.

I have the last appointment time. Will the courses I need be full by the time I register?

Registration appointments are assigned according to your program and year. This means that even if your appointment is on the last day of registration, you will be registering at the same time as all other students in your program/year, so the courses you need to register for will be available.

PROGRESSION CHART

Which courses will I be able to register for during my appointment?

Well before registration, you will see courses on your progression chart marked “this term.” These are the courses you will be able to register for during your registration appointment.

Can I make changes to the courses that say “this term” on my progression chart?

No, you cannot make changes to your courses as you must follow the sequence of courses as shown on your progression chart. However, if you believe there is an error in the list of courses marked “this term,” or if you wish to take a reduced course load, please contact an Academic Advisor by MIO before your registration appointment. Do not wait until the day of your registration appointment to review your progression chart; Advisors will not be responding to MIOs during registration appointments as they are part of the helpline support team.

I need a prerequisite course for a program I am applying to at university, but it does not say “this term” on my progression chart. What do I do?

You do not need to have completed all prerequisite courses before *applying* to university. In the vast majority of cases, you will still be eligible for admission so long as you complete prerequisite courses *by the time you graduate* from college. For certain programs, a minimum number of prerequisites may be required at the time of application (e.g. a BComm program may require that you have completed at least one to two Math courses before you apply). If you have questions or concerns about prerequisite courses for university programs, please contact an Academic Advisor.

There are several options for one of the courses in my progression chart. Can I choose any one of them during my registration appointment?

Your progression chart shows all the courses that exist in a given category. However, not all these courses are offered every semester. You can see which of the courses listed are being offered in a given semester by consulting the Course Offering List, which is available in your documents in Omnivox. If you see a course on your progression chart but it does not appear in the course offering, the course is not being offered in the upcoming semester.

I think I might fail a course this semester. Will I have to retake it next semester?

In some cases, you will need to retake the course you failed the following semester; in other instances, you will re-take the failed course in a future semester. If you fail a course, Academic Advisors will review your progression chart to see if any adjustments need to be made before you register for the next semester, so be sure to review your progression chart ahead of your appointment so that you understand which courses you will be registering for. If the failed course is a prerequisite for another course, you will not be able to register for the other course until you have passed the prerequisite course.

My French course shows as being “out-of-program.” What does this mean?

All students must take two college-level French courses in order to graduate. If you have very little or no previous knowledge of French, you may need to take one to two remedial French courses before taking the college-level French courses. These remedial French courses will appear as “out of program” courses and must be passed before taking the two college-level French courses.

I am in my first semester and I have two English courses. Is this normal?

All students must take four English courses in order to graduate. If the results of your English Placement Test indicate that you need extra English-language support, you may need to take an additional remedial English course in your first semester, meaning you will take two English courses in your first semester. In this case, one of the other courses in your progression chart that you would normally take in your first semester will be moved to a different semester.

PROGRAM CHANGES

I am a returning student and I requested a program change. When will my progression chart be updated?

If there was a condition on your program change that you obtain a minimum grade in a specific course or courses, your request will be reviewed after the final grade deadline. If you meet the condition, your program change will then be entered and your progression chart will be updated accordingly. If you do not meet the condition, the program change request will be refused and your progression chart will remain unchanged.

I am a new student and I want to request a program change. Is this possible?

New students can request a program change by contacting the Admissions Office at admissions@marianopolis.edu. Program changes are not guaranteed; the change depends on meeting the admission criteria of the incoming cohort and space availability in the program. Program change requests for new students should be submitted upon reception of final grades and no later than August 15, 2022.

COURSE LOAD

How many courses can I take per semester?

The course load in each of your semesters is indicated in your progression chart. If you are a returning student and you are behind by one or more courses (due to a course drop, failure, or program change), contact an Academic Advisor if you would like to discuss your course progression across your upcoming semesters.

What should I do if I don't want to take a full course load next semester?

Be sure to contact an Academic Advisor BEFORE registration to let them know you wish to take a reduced course load. Otherwise, any courses you did not register for during your registration appointment will be automatically added to your schedule at the end of the registration period.

How many courses can I take in a day?

While there is no limit on how many courses you can take per day, it is *strongly* recommended not to take more than four courses in one day. Remember that you may

have an evaluation on any day in any course, and it is best to avoid a situation where you may have more than four evaluations in one day.

COURSE OFFERING

Where can I see the courses that are being offered this semester?

The Course Offering List is published each semester and is available in your documents in Omnivox. The Course Offering List provides you with the titles, days, times, and teachers for all the courses being offered in the upcoming semester.

Where are course descriptions found?

A selection of course descriptions can be found in the Course Calendar, which is available on the [Marianopolis website](#). The Course Calendar contains descriptions for *all* courses, not just the ones being offered in a given semester. If a course does not appear in the Course Offering List, it is *not* available in the upcoming semester. Course descriptions are also available in Omnivox at the time of registration when selecting your courses.

How should I prepare for my registration appointment?

Be sure to review the registration instructions posted in Omnivox so that you understand how to register for your courses through Omnivox. New students are also encouraged to attend the Registration Preparation Session on May 30 at 5 p.m., where an Academic Advisor will be present to answer your questions about registration, courses, and your progression chart. The session will be on Zoom and the link is posted in Omnivox.

You should review the courses in your progression chart marked as “this semester” so that you understand which courses you will be registering for, and contact an Academic Advisor well ahead of your registration appointment if you have any questions. It is also helpful to be familiar with the Course Offering List and the course descriptions before your registration appointment so that you can make appropriate choices if you need to decide between different courses during your registration appointment.

We do not recommend creating mock schedules. Choosing specific sections of a course will limit the configurations you are presented with by Omnivox and may make it difficult to find a complete schedule. You may wish to jot down a few courses that interest you and keep an eye out for those as you scroll through available schedules. It is important to remain flexible with your choices during your appointment in order to obtain all the courses that are marked as “this semester.”

I see a course in my progression chart but I cannot find it in the Course Offering List. Why not?

Your progression chart shows *all* the courses that are available in your program, while the Course Offering List only shows the courses being offered in the upcoming semester. If a course does not appear in the Course Offering List, it is *not* available in the upcoming semester.

What does TBA mean?

You may see a course title or a teacher listed as “TBA” (to be announced) in the Course Offering List. This indicates that the precise course title or teacher has not yet been confirmed. The information will be updated at the beginning of the semester.

COURSE PREREQUISITES

How do I know if a course has prerequisites?

Course prerequisites are included in the description for each course in the Course Calendar. If no prerequisites are listed, the course does not have any prerequisites.

Can I take a course if I do not have the prerequisite?

No. Prerequisites must be completed before taking a course. For example, Calculus I is a prerequisite for Calculus II. This means that you must pass Calculus I before taking Calculus II.

I have a temporary incomplete (IT) for one of my courses from last semester, and that course is a prerequisite for a course I have to take next semester. What will happen at registration?

We will assume that you will pass the course for which you have a temporary incomplete, so you will be able to register for the next course in the progression. If you do not successfully complete the course for which you have an IT, your schedule will be updated before the start of the semester.

DURING REGISTRATION

How can I get help during my registration appointment?

If you are having any problems with registration, or if you have any questions, contact the [registration helpline](#) *during your registration appointment*. It is important not to wait until

after registration to ask for help as there may be significant delays in response time and course availability outside registration appointment times.

If I am unable to register for one or more courses during registration, what should I do?

If you encounter any difficulties while registering, contact the [registration helpline](#) so that we can make sure you are able to register for all your courses.

Can I contact the registration helpline at any time during the registration period?

No, the registration helpline is only available *during* your registration appointment.

Should I send a MIO to an Academic Advisor if I need help during my registration appointment?

No. Advisors will not be responding to MIOs during registration appointments as they are part of the registration helpline support team. It is important to contact the [registration helpline](#) during your registration appointment if you need help with registration.

I tried contacting the registration helpline but I got a message saying there are no agents available to help me. Why is this happening?

This is possible when there is a high volume of students using the system. Please be patient and try again. Rest assured, registration support staff will respond to all students who need help.

I am on the registration helpline and it is taking a long time to answer me. Why is this happening?

The agent you are speaking to is waiting to get an answer to your question. When there is a high volume of students using the system, this may take some time. Please be patient as we work to find a solution for you.

I confirmed my schedule but now I want to make changes. What do I do?

You can continue making changes to your schedule as long as you have not clicked the “Schedule” module in Omnivox. If you’ve already clicked “Schedule” and are blocked from making further changes, contact the [registration helpline](#) so that we can give you permission to continue making changes during your appointment.

I selected a schedule in Omnivox, but when I tried to confirm, I lost the schedule. What do I do?

Once you select a schedule, you will be asked to enter your Omnivox PIN to confirm the selected schedule. In the time between when you select a schedule and when you enter your PIN, it is possible that the schedule becomes unavailable because someone else registers in the last available spot in one or more of the courses on your schedule. In this case, you will need to search for a new schedule.

A course I wanted to register for is full. What do I do?

If a course you had hoped to register for is full, register for another course and continue building your schedule. You can continue making changes to your schedule until the end of your four-hour appointment. Please keep in mind, however, that you will likely not be able to register for all of your first-choice courses, so it is important to remain flexible with your course choices.

COURSE CHOICE

Which complementary choices am I eligible to take?

Students take their complementary courses in a subject that is *not* one of the subjects taught in their program. For example, if you are a Social Science student, you cannot take a complementary course in any of the Social Science subjects (i.e. Psychology, History, Economics, Political Science, etc.), but you can take a complementary course in other subjects (e.g. Studio Art, Film, Spanish, etc.). On the other hand, if you are a Science student, you can take a Social Science course as a complementary course in addition to courses in the subjects mentioned above. Complementary courses are listed at the end of the Course Offering List.

Why won't Omnivox allow me to register for a course in my progression chart?

You will only be able to register for the courses that are marked "this term." It is important to review your progression chart well ahead of your registration appointment so that you can contact an Academic Advisor to go over any questions you have about your upcoming courses.

What is an intensive Phys Ed course? How do I register for one?

Most Phys Ed courses are scheduled for two hours per week for the whole semester. Intensive Phys Ed courses, however, are scheduled for more hours per week but they do not last the whole semester. They usually involve one or more meetings on weekends/evenings, such as a day-long bike trip or ski trip. There is a document included with the registration instructions in Omnivox that indicates which Phys Ed courses are intensive and the dates for the trips.

You can register for an intensive Phys Ed course the same way you register for a regular Phys Ed course during your registration appointment. Please note that extra fees may apply.

Can I change my Science elective? (for returning Science students)

No. The choices you indicated on your Science Survey are binding. During your registration appointment, the only elective(s) available to you will be the one(s) you selected on your Science Survey.

My progression chart says I have a choice between Mechanics and Bio I; what does that mean? (for first-year Science students)

In order to ensure that there is room enough for all students in first-year Science courses, students are assigned either Mechanics *or* Biology I (i.e. you do not make the choice yourself). During your registration appointment, the one that has been selected for you will be indicated by a green plus sign.

How do I know what my French level is?

There are four levels of French courses offered. Your level is reflected in the course number that appears under your first French course in your progression chart. The course number will start with 602- and will be followed by three numbers indicating your level: 100, 101, 102, or 103. Students who place below the 100 level will see their French course appear as 602-XXX and will have one to two remedial French courses added to their program.

I'm worried that I'm at the wrong level for my French course. What do I do?

On the first day of your French course, your teacher will assess your French writing ability. If you are deemed to be in the wrong level, your teacher will send you to an Academic Advisor, who will change your French course to one at the appropriate level. Please note that only your French teacher can authorize a level change.

AFTER REGISTRATION

I missed my registration appointment. What do I do?

You will receive a MIO after registration has ended asking you to confirm that you still wish to attend the College in the upcoming semester. A schedule will then be prepared for you.

I didn't register for one of my courses. What do I do?

If you did not register for one or more of the courses that were marked “this term” during your registration appointment, you will be automatically registered in those courses after registration has ended. If you wish to take a reduced course load, you must contact an Academic Advisor *before* your registration appointment to update your progression chart accordingly.

The teacher has changed for one of my courses. What does this mean?

In rare circumstances, the teacher for a course needs to be changed after registration. This will not impact your schedule as the days and times of the course will remain the same.

I want to make a change to my schedule. Is this possible?

If your French teacher has determined that you are in the wrong level, your French course will be changed. If you are missing a course, the course will be added to your schedule. No other course changes are made after your registration appointment has ended.

Why do I only see a few other students on the class list for one of my courses?

Certain courses are offered as both concentration courses and complementary courses. In such cases, the course will have two course numbers, and you will only see the class list for the course number in which you are registered. If you only see a few students on your class list, it is usually because you are only seeing the students who are taking the course as the same course number as you; there will be more students than this in your actual classroom.

In rare cases, there are too few students registered in a course under a specific course number to generate an R-score for the students in that course. In order to protect

students from distortions caused by the mathematical formula used to calculate R-scores when groups are very small, an R-score is not calculated when there are fewer than six grades of at least 50% in a course. This will not affect your university applications or your program progression. Please remember that the R-score is calculated by the *Bureau de coopération interuniversitaire* (BCI), not by Marianopolis. If you have any concerns about R-score, or questions about university applications in general, please make an appointment with an Academic Advisor.

I want to drop one or more of my courses. How do I do this?

If you would like to discuss a reduced course load, contact an Academic Advisor *before* your registration appointment. If you decide to drop a course after the semester has begun, you must contact an Academic Advisor before the course drop deadline. The deadline to drop a course will be posted at the beginning of the semester in Omnivox. You will not be able to drop a course after this deadline.

SUMMER COURSES

Are there any courses offered in the summer?

Yes, a small selection of courses are available in the summer. Please note that summer courses are only available to students who have already completed at least one semester at Marianopolis. New students who are starting in the fall are not eligible to register for summer courses in the summer prior to their start date.

Can I reduce my course load in the fall or winter and make up courses over the summer?

It depends. Not all courses are offered during the summer, and the maximum number of courses you can take in the summer is two. You will need to speak with an Academic Advisor before making any decisions about reducing your course load to make sure you understand the possible consequences on your program progression and anticipated graduation date.

When does summer school start, and how long does it last?

The dates for summer school vary from year to year, but you can expect them to start in early June and end in early to mid-July (the length depends on the course you are taking). If you need to take a summer course, it is best to wait until the summer school schedule has been posted in Omnivox before making summer travel plans.

I will need to take a summer course, how/when do I register for it?

The summer school schedule and registration instructions are posted in Omnivox in late April/early May.

Can I take summer courses at another college?

If you need a course to graduate in the summer, and if that course is *not* offered at Marianopolis in the summer, you can obtain permission to take the course at another college. You will need to contact an Academic Advisor to request permission.

Are there any courses offered over the winter break?

There are no courses offered over the winter break (December-January). Courses are only offered in the fall, winter, and summer semesters.