



Nova Scotia Agricultural College

Registration

*** USING WEBADVISOR ***

2011/2012

nsac.ca/reg

1-888-700-NSAC (6722) within North America

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2011-2012 FINAL NSAC Schedule of Dates

July 21, 2011	Open House
September 4-6, 2011	New Student Orientation
September 7, 2011	Classes Begin
September 21, 2011	Last day for add/change a course – Fall semester
September 21, 2011	Last day to receive 100% tuition refund
September 28, 2011	Last day to receive 80% tuition refund
October 5, 2011	Last day to receive 50% tuition refund
October 10, 2011	Thanksgiving – No Classes
October 12, 2011	Last day to receive 25% tuition refund
October 14, 2011	Last day to drop a course without academic penalty
October 21, 2011	College Royal – No Classes in afternoon
November 3, 2011	Scholarship Banquet
November 11, 2011	Remembrance Day – No Classes
November 15, 2011	Last day to apply to graduate from undergraduate or technical program in May
November 18, 2011	Last day to apply for Drop Fail Status
December 2, 2011	Last day to apply to graduate from Master's program in May
December 2, 2011	Last day of classes (Fall semester)
December 5-13, 2011	Exams
January 3, 2012	Orientation for students starting in January
January 4, 2012	Classes begin
January 17, 2012	Last day for add/change a course – Winter semester
January 17, 2012	Last day to receive 100% tuition refund
January 24, 2012	Last day to receive 80% tuition refund
January 31, 2012	Last day to receive 50% tuition refund
February 2, 2012	President's List Reception
February 7, 2012	Last day to receive 25% tuition refund
February 14, 2012	Founding Day
February 17, 2012	Last day to drop a course without academic penalty
February 20-24, 2012	Mid-Term Study Break
February 28, 2012	Last day to apply to the Veterinary Technology program
March 23, 2012	Last day to apply for Drop Fail Status
April 5, 2012	Last day of classes – Winter semester
April 6, 2012	Good Friday
April 9, 2012	Easter Monday
April 10-18, 2012	Winter semester examinations
May 4, 2012	Convocation
June 30, 2012	Last day to cancel registration and residence application and receive refund
July 2, 2012	Last day to apply to graduate from Master's program in October.

Section 1. Registration Information

Students of the Nova Scotia Agricultural College can register for their courses from anywhere in the world using the Datatel WebAdvisor Student Information System. Registration normally opens in March for the Fall semester, and in November for the Winter semester.

This registration booklet is available on the Registry Website:
<http://www.nsac.ca/reg/register.asp>

A. Permit to Register

Your **Permit to Register** is your notice of permission to register in courses at the Nova Scotia Agricultural College and includes:

- the user ID/password that you need to access the Datatel Web Registration System.
- your NSAC e-mail address and the username/password needed to access this account. *Please note that e-mail is an official means of communication at NSAC and all students must regularly monitor their e-mail account.*
- the name of your academic advisor. All students at NSAC are assigned an advisor.

Permits to Register are only issued to applicants who have received initial or final admission to a program, and have paid their tuition deposit. Permits to Register are not required for the Winter semester for students who were registered in the Fall semester.

You should review the information on your permit to confirm its accuracy. **It is particularly important that you review your permanent home mailing address and inform the Registry if any corrections need to be made. If not, you may experience difficulty in receiving important correspondence.**

B. Web Registration Procedures

- Step 1: Organize your registration material
- Step 2: Determine your list of courses
- Step 3: Register for your courses via the Web
- Step 4: Pay your fees

Step 1: Organize your Registration Material

You will need the following material to register:

- An NSAC Calendar - current calendars are mailed out to new students or are available at the Registry Office (also available on the Registry Website at <http://www.nsac.ca/reg>). *Returning students should use the calendar that was in effect when they started their program.*
- Blank Timetable Planning Form (available in this booklet or online at <http://www.nsac.ca/reg/register.asp>)
- Access to the WebAdvisor Student Information System (<http://www.nsac.ca/reg/register.asp>)
- A Permit to Register (if required)

Step 2: Determine Your List of Courses

New students need to select their list of courses from the appropriate program syllabus listed in the 2011-2012 NSAC College Calendar. Returning students should consult the calendar that was in place when they started their program. Students are encouraged to follow the recommended syllabus for their program every year to facilitate course availability.

Note: Students who are required to take preparatory courses, or who have transfer credits, may contact the Registry Office or their advisor for assistance with their course selection.

Step 3: Register for your courses via the Web

1. Go to the NSAC Registration webpage located at: <http://www.nsac.ca/reg/register.asp>

(You will also find messages here regarding the status of the system and links to tools that can help during registration).

2. Click on the **WebAdvisor** icon.
3. Click on **Log IN** from Menu across top of screen.
4. Enter the username and password found on your Permit to Register and then click the "**SUBMIT**" button.
5. If you are a new student, you will now be required to change your password for security reasons. Enter your username (from your Permit to Register) and then a 6 to 9 character password that includes at least one number. It is important to choose a password that you can easily remember as you will require it to access the system throughout your years at NSAC. You are also encouraged to enter a

“Password Hint” which will help you if you ever forget your password. If you are a returning student, you can skip this step.

6. Click on **“Students”**.
7. Click on **“Search/Register for Sections”** under the heading Registration. Note: A section is an individual offering of a course. It may include a number of lectures, labs and tutorials. Only register in one section of a course.
8. Search for each of your courses by entering the following items:
 - a. the term you are registering for (i.e. 2011FA which is the fall semester or 2012WI which is the winter semester)
 - b. the subject of the course you want (i.e. CHEM)
 - c. the course number (i.e. 1000)Then select **“SUBMIT”** at the bottom of the screen. (It is OK to ignore all the empty boxes in between.)
9. Select the section that you would prefer to take (i.e. CHEM-1000-A) by clicking in the box to the left of the section and then clicking on **“SUBMIT”** at the bottom of the screen. See Section C for more information on understanding the timetable information display.

Note: You must ensure that each of your sections schedule together. To facilitate the selection of sections that schedule, we recommend that you fill out a “Timetable Planning Form” as you go. See Section D in this booklet for a copy of this form.

Note: You can only select sections noted as **“OPEN”** in the status column.
10. The system then presents you with your selection in a list of ‘preferred sections’ (as well as a list of sections you have already registered in).
 - a. If this **IS** the course you want to register in, select **“REGISTER”** in the Action drop down box and then **“SUBMIT”** at the bottom of the page.
 - b. If this **IS NOT** the course you want to register in, select **“REMOVE FROM LIST”** in the Action drop down box and then **“SUBMIT”** at the bottom of the page.
11. The system then informs you whether you have been successfully registered in this section. The status should say “Registered”. If this is not the case, there will be a message notifying you why you were not able to register (i.e. this section conflicts with another section you are already registered for).
12. **Note:** Students may not register in courses for which they do not have prerequisites. Prerequisite waivers can be granted only by instructors and must be submitted in writing, with the instructor’s signature, to the Registry.
13. Repeat this process for each of the sections that you want to register for, filling in your Timetable Planning Form as you go.
14. Before you log off the Web Student Information System, select the **“My Class Schedule”** under Academic Profile option, select the term and print off your

schedule using the “**Print**” option in your web browser. Then confirm you have selected the appropriate course-sections. **Remember - you are responsible for all registration activity on your account.**

Step 4: Payment of Fees

Payment is due on September 7, 2011 for the Fall semester and January 4, 2012 for the Winter semester. You can check your account balance on the Web Registration System. Please note that room/meal charges won't be applied to your account until they have been assigned by the Residence and Food Services Office.

Payment can be made by cash, cheque, Visa, MasterCard, student loan or on the Interac bank card system, at the NSAC Financial Services Office, located on the second floor of Cumming Hall (phone: 902-893-4369). The office hours during the academic year are 8:30 am to 4:30 pm, Monday through Friday.

If you have been awarded an NSAC scholarship, the funds will automatically be credited to your account once Financial Services has received notification from the Awards Office.

Student loan forms must be signed by Financial Services before they can be negotiated. You do not have to take the student loan forms to the Registry for signing. Confirmation of Enrollment forms are to be negotiated at Registry.

A CIBC banking machine is located in Cox Institute.

C. Understanding the Timetable and the Timetable Display

The NSAC offers two main terms, Fall (September - December) and Winter (January to April), with select courses being offered during the Spring/Summer (May to August). Registration for the Fall semester occurs from March to early September. Registration for the Winter semester occurs from November to early January. Students are encouraged to follow the syllabus for their program which is found in the NSAC Calendar. This syllabus lays out which courses a student should take during each term of their program.

The timetables are available on the WebAdvisor System (<http://www.nsac.ca/reg/register.asp>) as they become available. After searching for sections, you will be presented with the following timetable information:

Term: The term that you are registering for e.g. 2011FA (Fall 2011).

Status: Will note if the section is still OPEN or CLOSED.

Name and Title: The name of the course and the full section number. This is a 9-digit code which is a combination of the course abbreviation as given in the calendar, and the specific section of the course (i.e. CHEM-1000-A). Please note that there are no differences in course content between the different sections. However, they are often scheduled at different times.

Notes: This could include notes such as “section is restricted” to certain students. For example, some sections may only be available to Engineering students.

Meeting Information: This portion of the display lists the individual parts of the section (e.g. lecture, laboratory, tutorial), when these are held (e.g. Monday, Wednesday and Friday from 9:00AM - 9:50AM), and which room/building they occur in (e.g. Cox Institute, Room 164). Remember that many sections have more than one of these elements.

Faculty: Lists the instructors for the course. TBA means To Be Announced.

Available/Capacity: “Available” notes how many students can still register in this section. Capacity refers to the maximum number of students who can register in this section.

Term	Status	Section Name and Title	Notes	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs	Academic Level
Winter 2009	Open	MATH-1000-A (3696) Introductory Calculus I	Preparatory Math required	05/01/2009-17/04/2009 Lecture Monday, Wednesday, Friday 11:00AM - 11:50AM, Cox Institute, Room 031 (more)...	A. McMaster, C. Madigan	50 / 60	3.00		Undergraduate
Winter 2009	Open	MATH-1000-B (3697) Introductory Calculus I		05/01/2009-17/04/2009 Lecture Monday, Wednesday, Friday 11:00AM - 11:50AM, Cox Institute, Room 031 (more)...	A. McMaster, C. Madigan	43 / 60	3.00		Undergraduate

D. Timetable Planning Form

Monday	Tuesday	Wednesday	Thursday	Friday
8 AM	8 AM	8 AM	8 AM	8 AM
9 AM		9 AM		9 AM
	9:30 AM		9:30 AM	
10 AM		10 AM		10 AM
11 AM	11 AM	11 AM	11 AM	11 AM
12 AM		12 AM		12 AM
	12:30 PM		12:30 PM	
1 PM		1 PM		1 PM
2 PM	2 PM	2 PM	2 PM	2 PM
3 PM		3 PM		3 PM
	3:30 PM		3:30 PM	
4 PM		4 PM		4 PM
5 PM	5 PM	5 PM	5 PM	5 PM
6 PM	6 PM	6 PM	6 PM	6 PM
7:30 PM	7:30 PM	7:30 PM	7:30 PM	7:30 PM

Section 2. Additional Information

A. What if I Still Need More Help?

If you need help, or have questions about the registration process, the Registry is open from 8:30 am to 4:30 pm Monday to Friday. You can reach the office by telephone at (902) 893-6722, or by fax at (902) 895-5529, or toll free within North America at 1-888-700-NSAC (6722) or by e-mail at reg@nsac.ca.

B. Fees

Tuition and Student Fees are due on the first day of classes of the semester. Any outstanding fees from previous semesters must be paid before the new term begins. On page 11 of this booklet you will find the policy concerning outstanding accounts. (For a detailed listing of all financial regulations, please see the current NSAC Calendar.)

The following are the 2010/2011 fees. These fees will change in 2011/2012. The new 2011/2012 fees should be available in May and will be posted on our website at <http://www.nsac.ca/reg>

****2010-2011 Tuition Fees (Canadian Citizens and Permanent Residents)****

Program	Price Per Course
Degree level	\$550
Technical level	\$340
Audit (Degree level)	\$550
Audit (Technical level)	\$340
Non-Credit Preparatory	\$215

****2010-2011 Student Fees (per semester)****

Full-time student fees are applicable to all students registered in three or more courses in a semester. These are compulsory and non-refundable. The fees include: Athletics, Caution, Development Fund, Student Union, Health Service Fee and an Information Technology Renewal fee.

Student Fees \$228

Part-time student fees are applicable to students registered in one or two courses in a semester. These are compulsory and non-refundable.

Student Fees \$60 / course

All full-time students are automatically enrolled in Student Health and Dental plans when they register for classes. The premium for each plan is an annual one; therefore the process for opting out must be done prior to the specified deadline. The deadline coincides with NSAC's last date to add/change a course.

Health/Dental Insurance \$280/ year

2010-2011 Fees for Non-Canadian Citizens

Tuition fees for Degree or Technician/Technology	\$1100 per course
Medical Insurance* (per term)	\$220 (estimated)

* Compulsory for all non-Canadian students.

C. Changing Courses - the Add and Drop Process

If you wish to change courses after registering, but before the last day to add/drop a course, use the Datatel Web Registration System.

Important Add and Drop and Tuition Refund Deadlines**Fall Semester**

Last Date to Add a Course	September 21, 2011
Last Date to Drop a Course without Academic Penalty	October 14, 2011
Last Date to Apply for Drop Fail Status	November 18, 2011

Winter Semester

Last Date to Add a Course	January 17, 2012
Last Date to Drop a Course without Academic Penalty	February 17, 2012
Last Date to Apply for Drop Fail Status	March 23, 2012

Failure to register in the proper courses for your program, or failure to drop and/or add courses prior to published deadlines, may result in financial penalties.

For courses dropped after the start of classes, tuition will be refunded on a prorated basis as outlined below.

Tuition Refund Deadlines**Fall Semester**

Last day to drop a course & receive 100% tuition refund	September 21, 2011
Last day to drop a course & receive 80% tuition refund	September 28, 2011
Last day to drop a course & receive 50% tuition refund	October 5, 2011
Last day to drop a course & receive 25% tuition refund	October 12, 2011

Winter Semester

Last day to drop a course & receive 100% tuition refund	January 17, 2012
Last day to drop a course & receive 80% tuition refund	January 24, 2012
Last day to drop a course & receive 50% tuition refund	January 31, 2012
Last day to drop a course & receive 25% tuition refund	February 7, 2012

D. Academic Penalties

It is your responsibility to ensure the suitability and accuracy of your registration. Failure to register in the proper courses for your program or failure to drop and/or add courses prior to published deadlines will result in academic penalties. Academic penalties may include a failing grade on your transcript. Remember that the university will not, as a matter of routine, drop courses for you. You must do so yourself. Also remember that if you remain registered in courses you do not intend to complete you are effectively preventing another student, who may need the course to graduate, from registering. Please, in consideration of your fellow students, drop as early as possible those courses you do not plan to complete. Students requiring courses are given priority over students who are choosing courses as electives.

E. Advanced Standing Credits

Students who have completed courses at other postsecondary institutions may be eligible to receive credit for work done. After a student has been notified in writing by the Registry of advanced credits, it is the student's responsibility to ensure that he/she is not registered for any courses at NSAC for which advanced credit has been granted, unless he/she wishes to repeat these courses for upgrading purposes.

F. Financial Penalties

Failure to register in the proper courses for your program, or failure to drop and/or add courses prior to published deadlines, may result in financial penalties.

For courses dropped after the start of classes, tuition will be refunded on a prorated basis as outlined below.

Until the end of the 10 th day of classes	100%
Until the end of the 15 th day of classes	80%
Until the end of the 20 th day of classes	50%
Until the end of the 25 th day of classes	25%
Beyond 25 th class day	No Refund

G. Auditing Courses

A student may, with the permission of the instructor, audit a course. Terms and conditions of the audit will be set forth by the instructor at the outset. Students who do not fulfill the conditions may have their privileges revoked, and will not have the audit recorded on their transcript. Audit students are not entitled to evaluation of their performance.

H. “No Program” Student or Student on a “Letter of Permission”

An applicant who wishes to enrol in one or more courses but does not intend to complete a Degree/Diploma program may, with permission of the Registrar, register as a “No Program” student. Students who wish to transfer credit to another institution, must present a “Letter of Permission” from their home institution.

I. Policy Concerning Outstanding Accounts

The NSAC’s policy concerning outstanding accounts is as follows:

Any student with an unpaid account at the end of the second week of classes will be permitted to continue only upon settlement of their outstanding account, unless acceptable payment arrangements have been made with Financial Services.

Please note that “settlement” of account includes payments in full with:

- Cheque
- Money order
- Visa
- MasterCard
- Debit Card
- Student Loan