

## Important Links

### My.UFV.ca

- Where your registration time is posted
- Where you can register online
- All communication with advisors, instructors, and announcements
- Unofficial transcripts
- Documents for tax purposes (T2202A, T4s, etc)

### ufv.ca/ar

- Timetables for each semester
- How to register
- Class sizes and waitlists
- Exam schedules, important dates

### ufv.ca/ar/registration/howtoreg.htm

- How to register

### ufv.ca/calendar

- Program information: what courses you need for your programs
- Course descriptions and pre-requisites for courses

### ufv.ca/business

- Contact Business, make appointments with advisors
- Electives

## Preparing for Registration

Whether you are registering through MyUFV ([www.my.ufv.ca](http://www.my.ufv.ca)) in person, or by telephone, you need to choose desired and alternate courses, in a timetable with no conflicts. You must allow travel time between campuses. The CRN (course registration number) for each course is required. Learn how to register here: <http://www.ufv.ca/ar/registration/howtoreg.htm>

### *Know which courses you need:*

You'll need to access the academic calendar online at [www.ufv.ca/calendar](http://www.ufv.ca/calendar). The academic calendar lists courses and requirements for all programs (also available in print.)

Request a program plan from the UFV School of Business by emailing [businfo@ufv.ca](mailto:businfo@ufv.ca). Book an appointment with a business program advisor to review your progress ([https://www.ufv.ca/busadmin/Book\\_Appointment.htm](https://www.ufv.ca/busadmin/Book_Appointment.htm)). Make sure to book your appointment at least one month prior to registration.

If you plan to transfer to another institution, make an appointment with an educational advisor in **Student Services**.

### *Schedule those courses:*

You'll need a *Registration Guide & Timetable*, accessible at [www.ufv.ca/ar](http://www.ufv.ca/ar). You can also print off a *Timetable Worksheet* from the **Forms** section of this web page.

You can also pick up a printed copy of the Registration Guide & Timetable at any campus registration office. The Registration Guide & Timetable will be mailed **once** to new students (only) who have been accepted at UFV. Students timetable their own courses. The front pages of the Registration Guide and Timetable are full of vital information that a student must know - withdrawal/refund dates, fees, waitlist details as well as instructions for timetabling and how to register online.

### *Which courses are full?*

Check the ***Class Size list*** at [www.ufv.ca/ar](http://www.ufv.ca/ar) (click on Semester Info - Class Sizes and Waitlists) to find the enrolment in each class, including the length of the waitlist. The list is updated every 10 minutes during the registration period. Be sure to check your student email every 3 days for updates if you are on a waitlist.