



MARINE INSTITUTE

Office of the Registrar

Student Registration Procedures

Diploma and Certificate Students

Technical Session 2012

ANNOUNCEMENTS – Technical Session 2012

STUDENT LOANS DISTRIBUTION - Approved certificates of eligibility for the new Canada-Newfoundland and Labrador Student Loans Program will be available for pick-up at the Marine Institute's Cashier's Office.

In order to obtain your loan, you must present 2 forms of ID such as a valid driver's license, a passport, a provincial health card with a photo or a permanent residency or citizenship card. You also have to provide a document proving your Social Insurance Number (SIN). This can be supplied by documentation from a Canada Revenue Agency Notice of Assessment, Canada Pension Plan Statement of Contributions, a confirmation of Social Insurance Number from Service Canada or a temporary SIN card.

You will not be permitted to collect your loan if you have not completed an **Income Confirmation Form**. If you have not already filled out the form, please ensure that you have adequate information with you to complete it when you go to collect your loan.

MI STUDENT COMPUTER ACCESS ACCOUNTS -The Marine Institute provides modern, well-maintained computer facilities for student use. Each Marine Institute Student receives a user account for access to all MI student computer hardware and software. Access to these services requires students to have an active MI student user id and password. Further information regarding services and policies regarding student computing services and facilities are available in the Marine Institute Calendar at www.mi.mun.ca.

Please note that applications for MI student accounts are available for new students from the Marine Institute Information Centre.

THE MEMORIAL UNIVERSITY ID CARD The Memorial University ID card can be used as a student identification card, library card, photocopy card, printing card and for electronic door access to various buildings on campus. You can obtain your new or replacement card from the Office of the Registrar on Tuesdays and Thursdays from 2:00 to 4:00 p.m. or from the Centre for Student Life, University Centre, MUN main campus, Room UC3005 during regular office hours. For more information on the Campus Card, visit www.mun.ca/student/answers/campuscard/

COMPUTER AND ACCESS REQUIREMENTS To register using Student Web you need a personal computer, Internet access and a current Web browser. Using the browser, go to www.mi.mun.ca. You will be asked to log on by giving your nine-digit student number and your PIN.

SELF-SERVICE SYSTEM ACCESS AND AVAILABILITY The Self-Service system is available for registration for the Technical Session 2012 beginning on **April 2, 2012 at 7:00 pm**. All Students must conduct their initial registration no later than the first day of classes. Please see the Academic Diary for start dates.

INTRODUCTION

Registration and other services for Marine Institute students in diploma and certificate programs are provided through Student/Faculty Self-Service system. This system offers a number of options for students to access and to make requests for transcripts and other items. This system is available at www.mi.mun.ca.

All new students have been mailed a letter confirming their **Program of Study** for the Winter Semester and their eligibility to register along with these procedures.

Please review the information in your letter to confirm its accuracy and refer to the section of these procedures explaining your Program of Study for further information

Your Personal Identification Number (PIN)

You have been assigned a special six-digit personal identification number. You will use this number along with your student number as a security device to ensure confidentiality and to prevent unauthorized access to your records. It also enables you to access your academic and financial records via the Student Self Service.

If you have used this system to register in the past, your PIN will remain as you created it. Otherwise, your initial PIN is your birth year and day (YYYYDD). For example, a student born on the 16th day of any month in 1988 will have an initial PIN of 198816.

If this is your first time accessing Student Self-Service please note:

- Your PIN will automatically expire upon your first entry into the system. At this time, you will be asked to change your PIN to one of your choice. The PIN must be numeric. The rules for setting up your PIN are available on the log in page.
- You will also be asked to provide a Hint Question and answer. Should you forget your PIN later on, correctly answering this and other questions about yourself will allow you to reset your PIN. It is therefore important that you select a question and answer that you will remember.

Your PIN is your protection against unauthorized access to your record. Therefore, you are strongly advised to create a PIN that you will remember and :

- Do not give your student number or PIN to anyone else
- Do not create a PIN that may be easily duplicated by other students

If you share your PIN or create one that is easily duplicated, you are responsible for any unauthorized access or changes to your information.

If you have reason to believe that an unauthorized person has your PIN, or if you have forgotten your number, contact the Office of the Registrar.

Your Address

Most correspondence from the Registrar's Office is sent to your permanent address. Therefore, you need to change this information on the Student/Faculty Self Help System. As well, you should update your local address, which is used primarily to contact you during the semester.

Your Registration Obligations

You are responsible for the suitability and accuracy of your registration. Failure to register in the proper courses or course sections for your program or failure to drop and/or add courses prior to published deadlines will result in academic penalties.

Academic penalties include a failing grade on your permanent record (transcript) and may include revoking registration in one or more courses in the following term.

If you wish to alter your original registration for any reason, you must use the course change process. If you wish to change courses or course sections after registering but before the appropriate deadlines, use the Web. In those cases where the systems will not let you add or drop, due to reserves, scheduling conflicts, or pre-requisite limitations, you may request changes using a **Course Change** form with the appropriate authorizations from the school head (or designate). Course change forms are available at the MI Information Centre.

The Marine Institute will not drop courses for you. Students who register for courses, but who decide afterwards not to attend the Marine Institute, will incur financial and academic penalties for those courses unless they officially drop these courses before the deadlines.

Your Financial Obligations

Tuition and all other fees are due when you register. **Once you register for courses you are financially liable for them unless you drop them by the appropriate deadlines**

For courses dropped after the start of classes, tuition is refunded on a prorated basis according to the Marine Institute's Fees Payment and Refund Policy.

WEB REGISTRATION INSTRUCTIONS

Please read the following information carefully. You will need access to the Internet in order to register. See the Computing and Access Requirements under **Announcements** for further information.

When selecting courses, you should be aware of all of terms, column headings, and rules used in the class schedules and registration process. These are explained in **Additional Course and Registration Information** section of these procedures. A list of codes is provided in the

section titled **Marine Institute Codes and Definitions**. Read both sections before you attempt to register on the web and have it with you as go through the registration process. If you have difficulty registering for one or more courses, please refer to the **Troubleshooting** advice provided later in this document.

Please note that when using the Student Self-Service system, it is important that you navigate through the pages using the buttons on the Web pages.

1. Log on to https://www3.mun.ca/admit/twbkwbis.P_WWWLogin. Enter your User ID (your nine-digit student ID) and your PIN:

Login Help:

It is important that you use the buttons on each page to navigate within this application. Using your browser's navigation buttons may have unpredictable results.

To login, enter your 9-digit student number and your personal identification number (PIN) below, then click the login button.

If your student number has fewer than nine digits, use zeros in front (e.g. 009654321)

If you have forgotten your PIN, please enter your student number and click on the 'Forgot PIN?' button. After verifying your personal information, you will be asked to create a new PIN.

If you have any questions or suggestions for additions/improvements of this application, please e-mail reghelp@mun.ca. If you are sending an email to request to have your PIN reset, please include your name, student number, date of birth, and security answer (if known).

Marine Institute students - If you need assistance or have comments or suggestions, please contact us through our MI Registration Help Form.

If you are a new student, your initial PIN will be your birth year and day (YYYYDD).

Please remember to logout and close your web browser when you are finished with self-services.

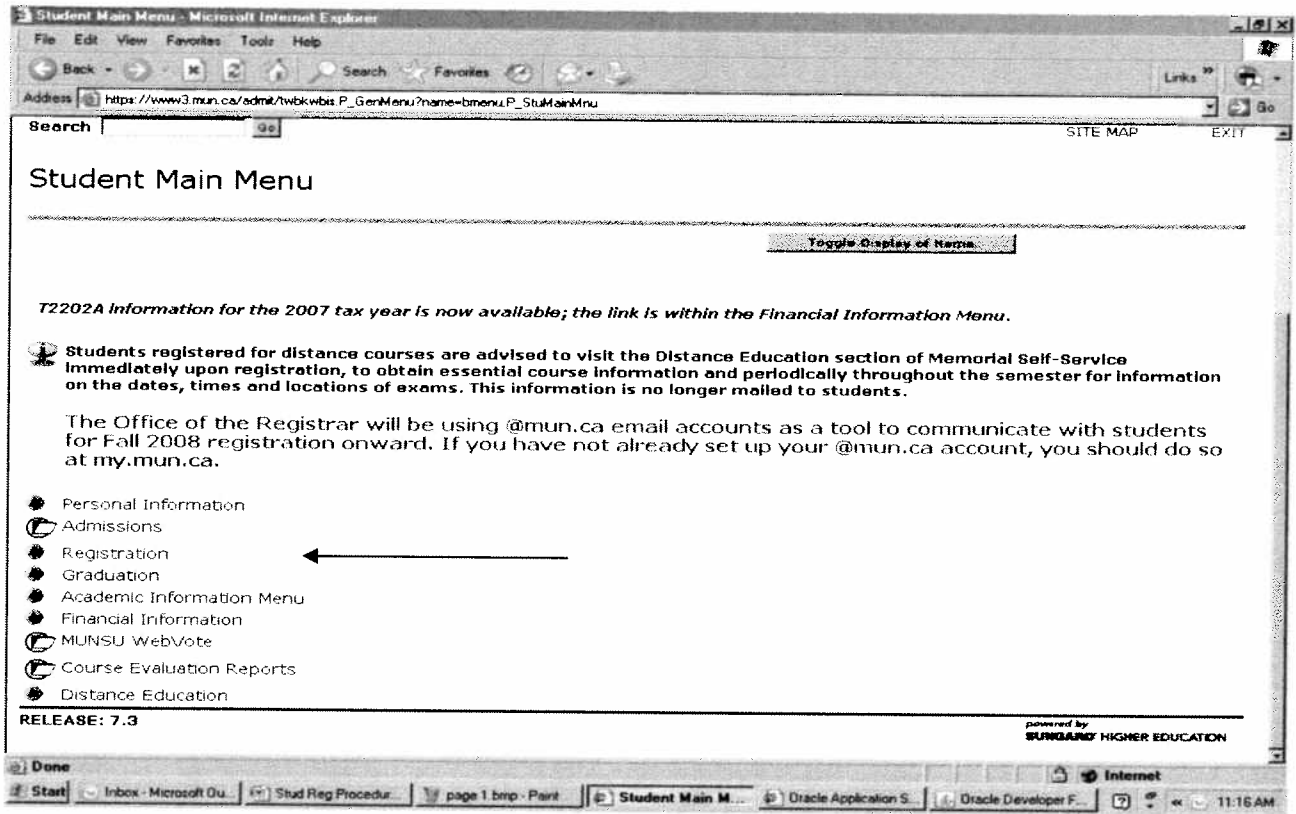
User ID: ←

PIN: ←

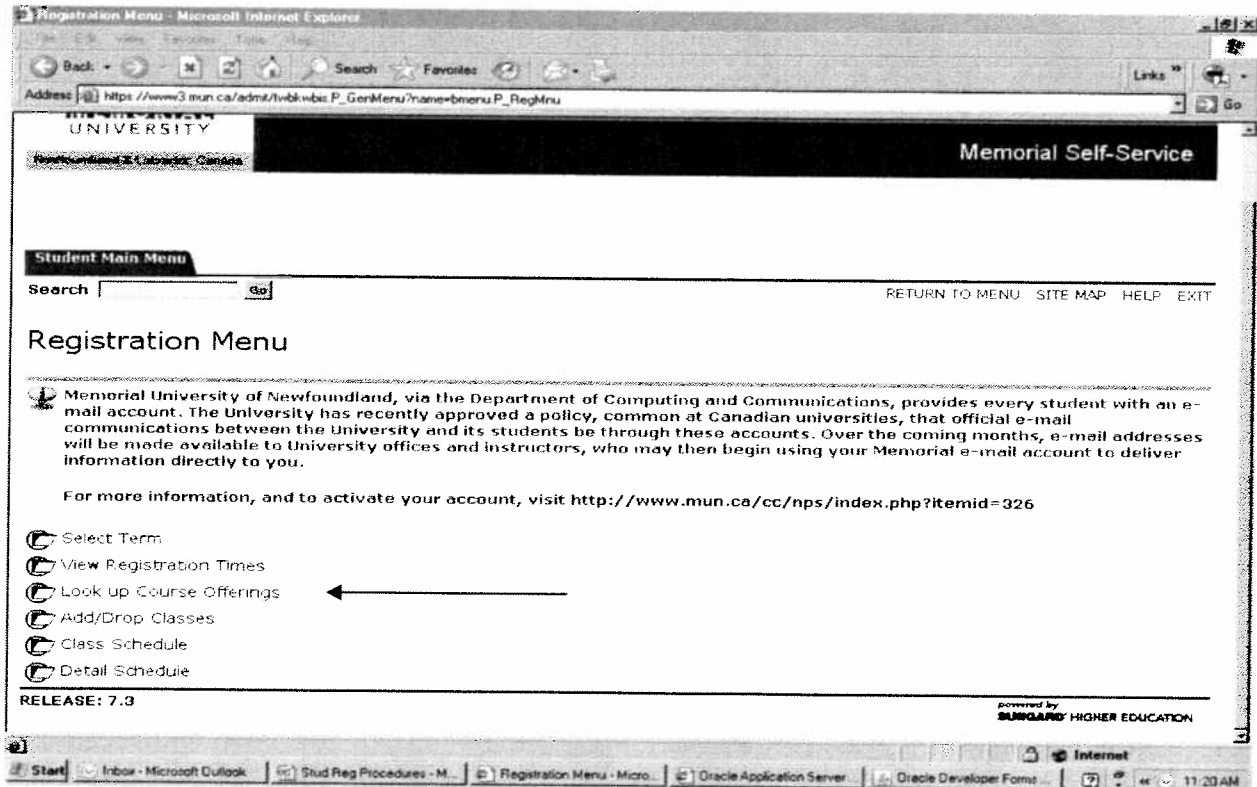
RELEASE: 7.3

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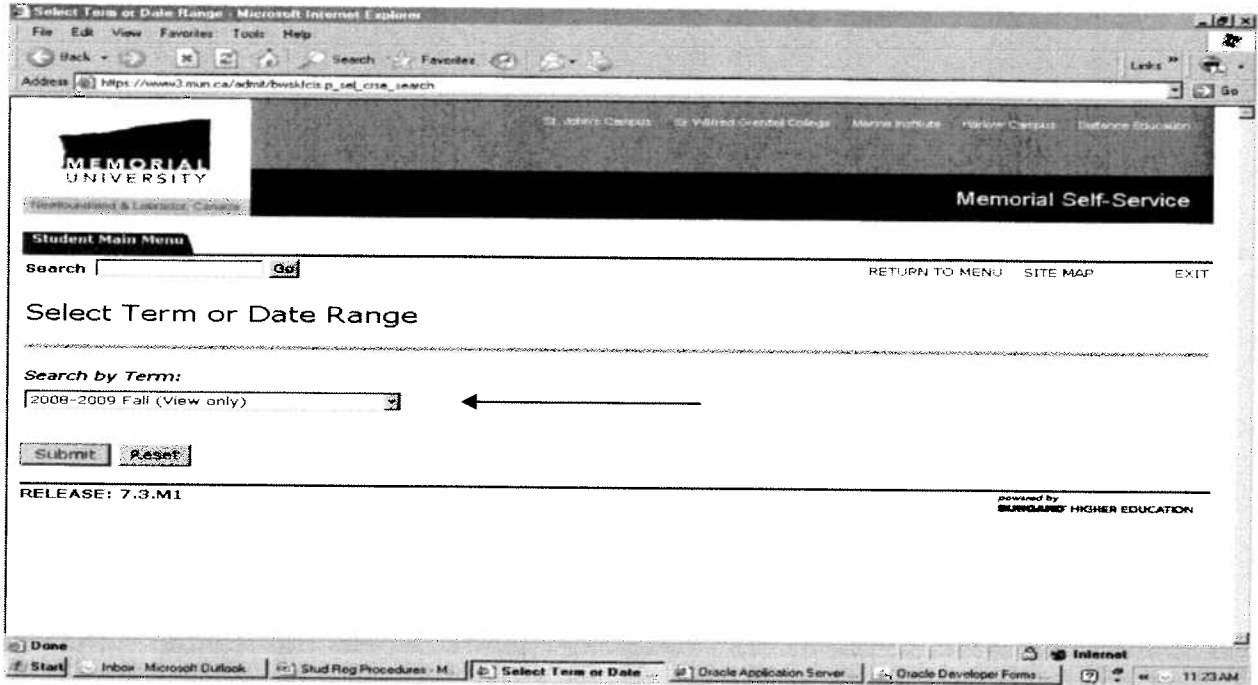
2. From the **Student Main Menu**, choose the **Registration Menu**



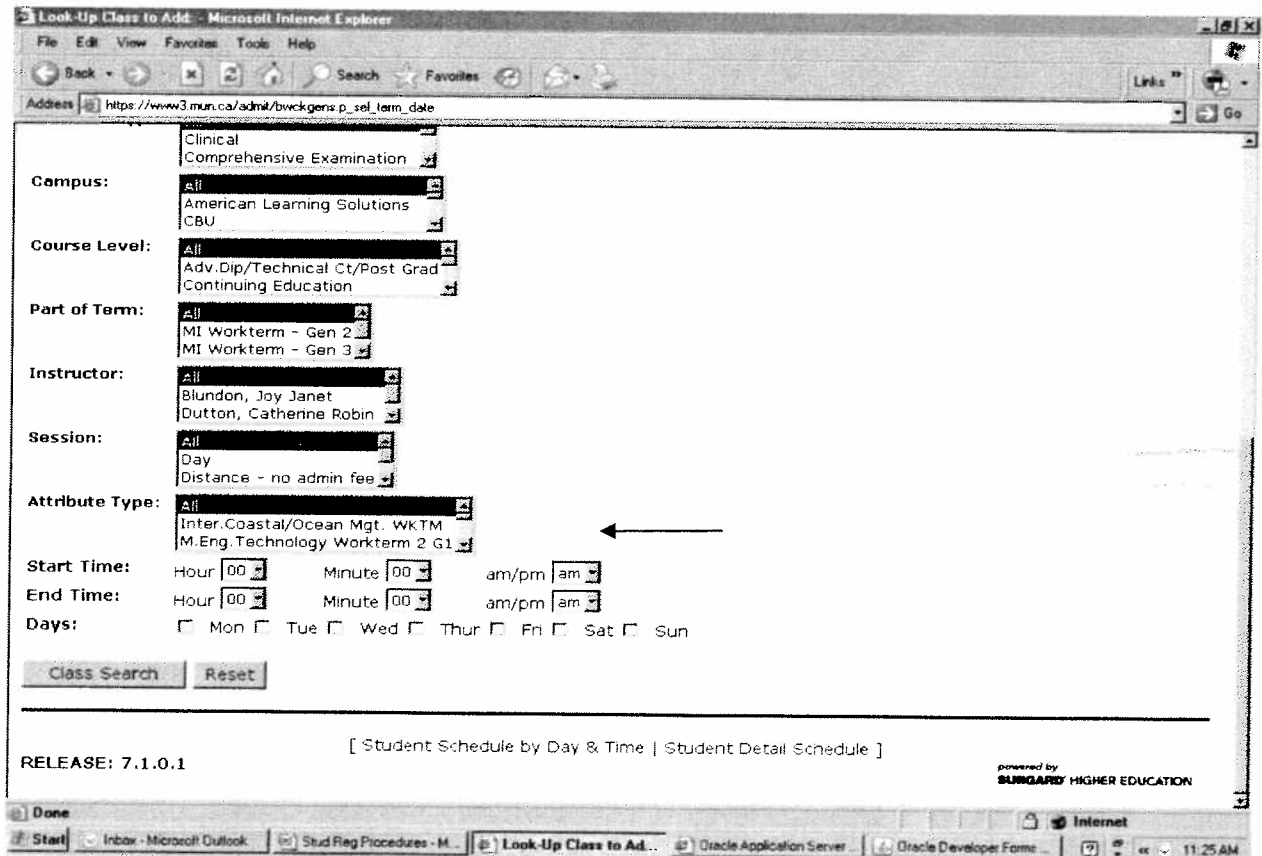
3. From this menu, choose look up **Course Offerings**:



- From here, select **2009-2010 Technical Session** from the “Search by Term” drop down box and click on “Submit”.



- Under **Attribute Type**, select the Program of Study and group (such as Primary Technology – Group 1) for which you are registering from the menu list. Leave all the other options as **<all>**.



6. The courses and sections that are scheduled for each group for the term will appear on the next screen. All of those sections for which space is available and for which you meet all requirements to register will appear with a box to the left of each item. **You must check each section that you wish to register for here.** Students must register for all courses within the same timetable to avoid scheduling conflicts.

Please note the following:

- When searching for courses for a particular program remember that each program includes courses from a variety of subject areas.
- If one or more courses in a particular group are not available, select a different group under the **Attribute** drop down list to find a group with all the courses available.

Look-Up Class to Add: 2004-2005 Fall

To register for courses click in the box on the left of the CRN and press either Register or Add to Worksheet button. Both of these buttons will bring you to the Add/Drop Course page where you can continue with the registration process.

If registration is not available to you at this time, the registration options will not be displayed, nor will the check boxes.

Campus: Marine Institute
MI Full Term - General: September 8, 2004 to December 17, 2004

Biology

Crn	Subj	Crse	Sec	Cred Hrs	Bill Hrs	Pre Chk	Title
→ F 47906	BIOL	4100M	W11	1.00	1.00	N	Water And Waste Water - Microb

Chemistry

Crn	Subj	Crse	Sec	Cred Hrs	Bill Hrs	Pre Chk	Title
→ F 47907	CHEM	4100M	W11	1.00	1.00	N	Water Chemistry

Geography

Crn	Subj	Crse	Sec	Cred Hrs	Bill Hrs	Pre Chk	Title
→ F 47908	GEOG	4100M	W11	1.00	1.00	N	Remote Sensing
→ F 47909	GEOG	4103M	W11	1.00	1.00	N	Aquatic Systems

Mathematics - Statistics

Crn	Subj	Crse	Sec	Cred Hrs	Bill Hrs	Pre Chk	Title
→ F 47910	STAT	4103M	W11	1.00	1.00	N	Statistics - Water Quality

Register Add to Worksheet Course Search Reset

Student_Schedule_by_Day_&_Time Student_Detail_Schedule

Release: 5.2.M1

- Click on the box on the left of the CRN of the courses you wish to register. At the bottom of the page, click **Register**. This saves your requests and moves you to the **Add/Drop** page listing your course selections and, in a drop down menu, the status/possible actions associated with this selection under the column titled Current Action on the left side margin of the screen. Review this carefully.

Current Schedule

Action CRN	Subj	Crse	Sec	Session	Cred	Title	Status	In-Progress Pre-Req
48015	FLDS	2100M	S31	MI Full Term - General	1.00	Fluid Mechanics	**Registered** on Aug 05, 2004 No	
48017	ENSY	2200M	S31	MI Full Term - General	1.00	Auxiliary Systems	**Registered** on Aug 05, 2004 No	
48019	ENSY	2000M	S31	MI Full Term - General	1.00	Ship Engineering Design Proces	**Registered** on Aug 05, 2004 No	
48016	TRMO	2100M	S31	MI Full Term - General	1.00	Thermodynamics	**Registered** on Aug 05, 2004 No	
48018	NARC	2100M	S31	MI Full Term - General	1.00	Naval Architecture	**Registered** on Aug 05, 2004 No	
48155	MATH	1200M	S31	MI Full Term - General	1.00	Calculus	**Registered** on Aug 05, 2004 No	

Total Credit Hours: 6.00
Billing Hours: 6.00
Maximum Hours: 6.00
Date: Nov 05, 2004 03:02 pm

STOP (sfksams b)
The following requests could not be processed successfully.
Further action may be available.

CRN	Subj	Crse	Sec	Cred	Title	Status
47908	GEOG	4100M	W11	1.00	Remote Sensing	No spaces available
47909	GEOG	4103M	W11	1.00	Aquatic Systems	No spaces available
47910	STAT	4103M	W11	1.00	Statistics - Water Quality	No spaces available

Add Class

#No	CRN	#No	CRN	#No	CRN	#No	CRN	#No	CRN
1		2		3		4		5	

- Once your registration is complete, you can confirm your timetable by selecting that item in the **Registration Menu**. Timetables are subject to change. Please print your timetable just prior to the start of classes.

Sep 08, 2004 - Dec 17, 2004
Total Credit Hours: 6.00

If you have classes which are not scheduled or if they fall within a different date range than the normal term then those classes will be listed after the time table. Waitlisted courses are not shown on this page but are available through View Your Course Schedule.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9AM	FLDS 2100M S31 MLE2313 2:00 am-3:50 am	NARC 2100M S31 MLE2313 9:00 am-9:50 am	TRMO 2100M S31 MLE3315 9:00 am-9:50 am	ENSY 2000M S31 MLE2317 9:00 am-9:50 am	ENSY 2000M S31 MLE2317 2:00 am-10:50 am		
10AM	TRMO 2100M S31 MLE3315 10:00 am-10:50 am		ENSY 2200M S31 MLE2312 10:00 am-10:50 am	FLDS 2100M S31 MLW3005 10:00 am-10:50 am			
11AM	ENSY 2200M S31 MLE3315 11:00 am-11:50 am	FLDS 2100M S31 MLE3315 11:00 am-11:50 am		TRMO 2100M S31 MLW3005 11:00 am-11:50 am	ENSY 2200M S31 MLE2317 11:00 am-11:50 am		
12PM	MATH 1200M S31 MLE3315 12:00 pm-12:50 pm	MATH 1200M S31 MLE3315 12:00 pm-1:50 pm			NARC 2100M S31 MLE2313 12:00 pm-12:50 pm		
1PM			MATH 1200M S31 MLE3315 1:00 pm-1:50 pm		MATH 1200M S31 MLE3315 1:00 pm-1:50 pm		
2PM	NARC 2100M S31 MLE2313 2:00 pm-2:50 pm	FLDS 2100M S31 MLW1019 2:00 pm-3:50 pm			TRMO 2100M S31 MLW1023 2:00 pm-3:50 pm		
3PM	ENSY 2000M S31 MLE1313 3:00 pm-4:50 pm		NARC 2100M S31 MLE2313 3:00 pm-4:50 pm	ENSY 2200M S31 MLE2312 3:00 pm-4:50 pm			
4PM							

Confirming Your Choices

Remember that to process your registration requests, you must click on the **Register** or **Submit Request** buttons. The system will display the course sections that could be successfully processed, followed by an explanation for each of those that could not. Read these explanations carefully as you may be able to take further action as indicated in the pull-down list next to the explanation.

TUITION AND OTHER STUDENT FEES

Tuition and all other fees are due on the first day of classes. Once you register for courses you are financially liable for them unless you drop them by the appropriate deadlines.

Late Payment Fee

The last day to pay for courses without incurring the late payment penalty is the first day of classes or work term. For courses that are added beyond the first day of classes, you must pay within 48 hours to avoid a late payment charge.

Methods of Payment

The Marine Institute offers students a variety of payment methods, each described in detail below.

CASH/DEBIT CARD - Must be paid in person. Payments can be received by the Marine Institute Cashier during business hours: 8:30 a.m. to 4:30 p.m. Monday to Friday.

CHEQUES - may be mailed or delivered in person to the Marine Institute Cashier's Office, Ridge Road, St. John's. If you are using a cheque to pay fees you are strongly encouraged to mail it to avoid line-ups at the Cashier's Office. It must be received by the first day of classes in order to avoid a late payment penalty.

CREDIT CARD - You may pay by credit card in person or by using Student/Faculty Self-Service by the first day of classes. Because Student Self-Service uses state-of-

the-art encryption technology to ensure the security of your data you might experience difficulty using older browsers. If you do not have a current browser or are uncomfortable using a credit card on the Internet you may pay by the other methods listed above.

TUITION VOUCHER - If you are receiving a tuition voucher, it must be presented at the Cashier's Office by the first day of classes in order to avoid a late payment penalty. Any remaining fees not covered by the tuition voucher must also be paid at that time.

STUDENT AID - If you do not want your fees deducted from your loan you must pay by another method by the start date of classes. If you pay by another method after this date, your tuition will still be deducted from your loan and your other payment will be refunded only after the deadline to drop courses has passed.

If you are a student receiving a student loan from a province other than Newfoundland and Labrador, you can finalize necessary documents and pick up your loan at the Marine Institute Information Centre.

Students from the United States who are interested in applying for U.S. Student Aid should contact Gary Green, by phone at (709) 778-0310 or in room W3013C or contact Rhonda Pittman by phone at (709) 778-0611 or in room W3009.

Remember, students with outstanding fees after the start of classes will be assessed a late payment penalty.

CONTACT INFORMATION

Registration Inquiries

Marine Institute, Ridge Road
Office of the Registrar

MI Help link on the Web login page:
<http://www.mi.mun.ca>

778-0492 or
1-800-563-5799
Daily from 8:30 a.m. to 12:30 or
1:30 p.m. to 4:00 p.m.

Admissions Inquiries

Marine Institute Ridge Road
admissions@mi.mun.ca
778-0380 or
1-800-563-5799

Financial Inquiries

Cashier's Office
Marine Institute Ridge Road
778-0466 or
1-800-563-5799

Student Affairs Office

Guidance/Student Affairs Officer 778-0310
Student Liaison Officer 778-0611

School of Maritime Studies

Christopher Callahan
Primary Technology Program Chair 778-0577
School Office 778-0454

School of Fisheries

School Office 778-0441

School of Ocean Technology

School Office 778-0460