Registration FAQ

Q: Why does the system tell me I am not eligible to register at this time?

A: If you have not registered at the university within the last three semesters, you are required to complete an Application for Readmission. If you are a current student, check your time and date to register via my.mun.ca. You are only eligible to register after that time.

Q: The system indicates that there are no open seats in the course for which I am trying to register, but it lists the section as having space available. Why is this?

A: The section may be reserved for students in a specific program. Check to see if there are any reserves or restrictions listed in the course offerings. Check the table of reserve codes carefully to make sure the reserve category is actually the program in which you are registered. Reserves may vary according to course section. You should check all sections of a course to determine if you are eligible to register. It may be that not all spaces have been reserved. As well, reserves may be lifted once students with priority access have had an opportunity to register. You should check the course status after reserves are lifted. If you are still unsure, please contact the Registrar's Office.

Q: How do I waitlist a course using Memorial Self-Service?

A: When you submit your request to add a course section using Memorial Self-Service, you will get a message if there is no seat available. If it is possible to waitlist in that section, a "waitlist" option will be available in the action list next to the course. You must select "waitlist" from this list and re-submit in order to become waitlisted in the course. Note that if you were waitlisted for a course which was initially reserved, you may automatically become registered in it after reserves have been lifted, so check Memorial Self-Service for your status after reserves are lifted. Otherwise, when a seat becomes available, you will receive an email in your @mun.ca inbox indicating as such. Once received, you will have 36 hours to confirm your seat. If you do not confirm the seat within that time, you will be removed from the waitlist and your place will be given to the next student in line.

Q: How do I drop a course using Memorial Self-Service?

A: If the course is available to be dropped using Memorial Self-Service, you should select the "drop course" option from the "action" list next to the course on your schedule. If no such option exists, it is likely that the course is not available to be dropped using Memorial Self-Service and you should contact the academic department to obtain permission to drop the course using a signed Course Change Form. The form is valid only if properly stamped or signed by the Office of the Registrar. Make sure you know the deadlines for dropping and/or adding courses in each semester. Check the Relevant Dates each semester and the University Diary for the current academic year.

Q: How do I audit a course?

A: In order to audit any course, an individual must receive permission from the instructor in that course and the head of the academic unit in which the course is offered. Permission cannot be given until the number of registrations is known. Factors to be considered shall include class size, impact on students registered for credit, and other matters judged relevant by the academic unit. For more information, please read the University Calendar.

Q: How do I make changes to my registration?

A: Once you have completed your initial registration you may make changes through the drop and add process. Changes in registration are not official unless you use the drop and add process. Most changes can be made through Memorial Self-Service. Please ensure you know deadlines for dropping and/or adding courses each semester. Check the Relevant Dates each semester and the University Diary for the current academic year. For more information, visit the Changes to Registration page.

Q: How do I change my program of study?

A: If you are a current student, you should use the Declaration/Change of Academic Program Form to declare your academic program or to make changes to your academic program. Any changes to academic program information should be made by completing and returning a declaration/change of academic program form to the Office of the Registrar at least one week before registration, as eligibility for admission to some courses may be determined on the basis of the academic program information on file.

Q: How do I withdraw from the university?

A: A student who drops all courses in any given semester will be considered to have withdrawn from the university for that semester. For more information, visit the University Calendar and the Withdrawing From the University page.

Q: How do I request a prerequisite waiver for a course?

A: If you wish to register in a course for which a prerequisite or co-requisite exists, and if you do not meet the requirement, you may wish to contact the appropriate academic unit head to request a waiver. You should do this before your assigned time of registration. Please note that any such waiver is valid only for one semester. A Registration Waiver form is available at the Office of the Registrar or as a PDF.

Q: How can I request permission to register for more than 15 credit hours during one semester?

A: The normal course load in any semester is 15 credit hours, and in any session, 6 credit hours. Should you wish to register for more than the normal course load, and should your academic program not require you to register in more than the normal load, you must obtain the written permission of the dean/director of your faculty/school. This permission must be processed by the Office of the Registrar before the registration systems will permit you to register in more than the normal course load. A [Registration Waiver](#) form is available at the Office of the Registrar or as a PDF.

Q: Where can I pay my tuition and fees?

A: The Bursar's Office, AS279, is responsible for collection of all student fees and charges. For more information, visit the [Bursar's Office page](#).