

## New Course Registration Process

Graduate students can now self-enroll into their course(s) of choice.

Please note the following courses are **required** for degree completion:

PhD program – EDUC 900 (bi-weekly course over the fall and winter)

MEd program – EDUC 890 (fall term course)

It is the student's responsibility to ensure they fulfil their course requirements accordingly.

Before enrolling, be sure to pay all outstanding debts as you will not be able to enroll in classes until your debts to the university have been cleared.

Incoming students who have not provided the School of Graduate Studies and Postdoctoral Affairs (SGSPA) with any outstanding official transcripts may have a hold on their record preventing enrollment.

For additional information on registering for courses, please consult the following website: [Student Registration Guide | Queen's University \(queensu.ca\)](#). If you have questions about registration, please contact the Office of the University Registrar at [solus@queensu.ca](mailto:solus@queensu.ca).

The following are instructions taken from the Office of the University Registrar with some changes that apply to the GDE and PME programs.

## Adding Classes to Your Shopping Cart in SOLUS (Tutorial Link: <https://youtu.be/R2rPPNAbZzw>)

1. [Log into SOLUS Student Centre](#)
2. Select the **Manage Classes** tile
3. Select the **Class Search and Enroll** navigation
4. Select a term
5. Find classes using one of the following methods:
  1. Enter keywords under **Search For Classes**, such as:
    1. Exact course codes (e.g., 'EDUC 824')
    2. Generic keyword(s) (e.g., 'assessment') to return every course that includes that word in the title/description/requisites/etc.
  2. Select **Additional ways to search** to search by one or more of the following:
    1. Available Subjects (E.g., 'Education')
    2. Catalog Number
    3. Instructor Last Name
  3. **Recently Viewed**
6. *Optional: use filters on the left of search results as necessary*
7. Select a class from the search results

8. *Optional: Select the hyperlink under class to view more information about the class*
9. Select a class option
10. *Optional: Select the hyperlink under class to view more information about the class*
11. Review your class selection and select **Next**
12. (Students in multiple programs only): Select a program to which the class will apply
13. *Optional: Turn the **Add to waitlist if class is full** button to Yes if appropriate (note: some classes do not offer a waitlist)*
14. Select **Accept**
15. Select the **Add to Cart** radio button then select **Next**
16. Review your selection then select **Submit**
17. Select **Yes** on the 'Are you sure you want to submit?' pop-up
18. Review the Confirmation screen for any error messages
19. Select **Return to Keyword Search Page** to add more classes to the Shopping Cart, or select **SOLUS Student Centre** to return to the main page

## Enroll in Your Classes from your Shopping Cart (Tutorial Link: <https://youtu.be/taPp0fmsi54>)

1. Log into SOLUS Student Centre
2. Select the **Manage Classes** tile
3. Select the **Shopping Cart** navigation
4. Select one or more classes from shopping cart for enrollment by selecting the relevant check boxes
5. Select **Enroll**
6. Select **Yes** on the 'Are you sure you want to submit?' pop-up
7. Review the Confirmation screen for any error messages
8. Select **SOLUS Student Centre** to return to the main page

## Enroll in Classes from Class Search and Enroll (Tutorial Link: <https://youtu.be/ameUc2i1jT4>)

1. Log into SOLUS Student Centre
2. Select the **Manage Classes** tile
3. Select the **Class Search and Enroll** navigation
4. Select a term
5. Find classes using one of the following methods:
  1. Enter keywords under **Search For Classes**, such as:
    1. Exact course codes (e.g., 'EDUC 824')
    2. Generic keyword(s) (e.g., 'leadership') to return every course that includes that word in the title/description/requisites/etc.
  2. Select **Additional ways to search** to search by one or more of the following:

1. Available Subjects (E.g., 'Education')
2. Catalog Number
3. Instructor Last Name

### 3. Recently Viewed

6. *Optional: use filters on the left of search results as necessary*
7. Select a class from the search results
8. *Optional: Select the hyperlink under class to view more information about the class*
9. Select a class option
10. *Optional: Select the hyperlink under class to view more information about the class*
11. Review your class selection and select **Next**
12. (Students in multiple programs only): Select a program to which the class will apply
13. *Optional: Turn the **Add to waitlist if class is full** button to Yes if appropriate (note: some classes do not offer a waitlist)*
14. Select **Accept**
15. Select the **Enroll** radio button then select **Next**
16. Review your selection then select **Submit**
17. Select **Yes** on the 'Are you sure you want to submit?' pop-up
18. Review the Confirmation screen for any error messages
19. Select **Return to Keyword Search Page** to enroll into more classes, or select **SOLUS Student Centre** to return to the main page

## Dropping Classes

### FALL 2022 TERM – Drop Deadline

**Oct 6<sup>th</sup>** – last date to drop a course without School of Graduate Studies and Postdoctoral Affairs (SGSPA) approval

**Oct 7<sup>th</sup> onwards** – An Academic Change form is required for any course drops on or after this date

### WINTER 2023 TERM – Drop Deadline

**Feb 3<sup>rd</sup>** – last date to drop a course without School of Graduate Studies and Postdoctoral Affairs (SGSPA) approval

**Feb 4<sup>th</sup> onwards** – An Academic Change form is required for any course drops on or after this date

## **SUMMER 2023 TERM – Drop Deadline**

**July 12<sup>th</sup>** – last date to drop a course without School of Graduate Studies and Postdoctoral Affairs (SGSPA) approval

**July 13<sup>th</sup> onwards** – An Academic Change form is required for any course drops on or after this date

## **Dropping Classes in SOLUS**

1. **Log into SOLUS Student Centre**
2. Select the **Manage Classes** tile
3. Select the **Drop Classes** navigation
4. Select one or more classes to drop by selecting the relevant check boxes
5. Select **Next**
6. Review selection and select **Drop Classes**
7. Select **Yes** on the 'Confirm that the following class(es) are to be dropped' pop-up
8. Review the Confirmation screen for any error messages
9. Select **SOLUS Student Centre** to return to the main page

Once you have dropped the course, please check your course record in SOLUS to be sure it was dropped successfully.