Student Registration Procedures  
Fall 2009

Student Self-Service is available at https://www3.mun.ca/admit/twbkwbis.P_WWWLogin

WEB REGISTRATION INSTRUCTIONS
Please read the following information carefully. You will need access to the Internet in order to register. 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. The initial PIN will be your birth year and day (YYYYDD):

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

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

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**Student Main Menu**

**Registration Menu**

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**Memo**rial University of Newfoundland, via the Department of Computing and Communications, provides every student with an e-mail account. The University has recently approved a policy, common at Canadian universities, that e-mail communications between the University and its students be through these accounts. Over the coming months, e-mail addresses will be made available to University offices and instructors, who may then begin using your Memorial e-mail account to deliver information directly to you.

For more information, and to activate your account, visit [http://www.mun.ca/cc/nps/index.php?itemid=326](http://www.mun.ca/cc/nps/index.php?itemid=326)
4. From here, select **2009-2010 Fall** from the “Search by Term” drop down box and click on “Submit”.

5. Under Subject, select the course subject for which you are registering from the menu list. For Engineering courses, select “Engineering”. For Campus, select “St. John’s”. Leave all the other options as “All”.
6. The courses that are scheduled for the subject group for the term will appear on the next screen. All of those courses for which space is available will appear with a box to the left of each item. **You must check each course that you wish to register for here.**

Graduate Course Offerings will not be finalized until April 3. Graduate Course Offerings indicated may not be accurate.
7. 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.

The following is an example of the Add/Drop page.

8. 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.

**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
After registering courses, you can find the amount you need to pay for your registration. Please go back to the main menu on your self-service web and select Financial Information.

CASH/DEBIT CARD - Must be paid in person. The cashier’s office is located at A1023 in Arts Building.
CHEQUES - may be mailed or delivered in person to: Cashier’s Office, Financial and Administrative Services, Memorial University, St. John’s, NL A1C 5S7. 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.
Remember, students with outstanding fees after the start of classes will be assessed a late payment penalty.

CONTACT INFORMATION

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