Memo

To: Graduate Administrators

From: Josie Lalonde, Director, Student Academic Services

Date: May 29, 2018

Re: Dual Registrations and Simultaneous Registrations

If your unit has students who are dually or simultaneously registered in 20185, you will find a list in your SGSDrive folder (XXX.20185.Dual Registrations.xls).

For instructions on using the SGSDrive, please refer to the User Guidelines. If there is not a list in the SGS Drive folder, there are no students in this situation in your unit.

The lists contain the names of students who SGS has identified as:

1) **Dual registrants for the 20181/20185 session** (i.e. students completing a master’s program while beginning a doctoral program, usually, but not always, in the same unit). Dual registrants are allowed to register dually for one session only with the permission of their unit(s). Fulltime fees are charged for the doctoral program only. If a student does not complete the master’s program within one session, registration in the doctoral program must be cancelled.

2) **Simultaneous registrants** - students are allowed to be registered in more than one program with the permission of both units, but cannot be registered full-time in both programs. Students pay fees for both programs. There are two lists for such students:
   a) Students registered in more than one SGS program
   b) SGS students also enrolled in a non-SGS POST

   - If you have not permitted any of these students to register either dually or simultaneously, please advise your Student Services Assistant as soon as possible.
   - If a degree recommendation has been submitted to SGS, the student’s registration will be cancelled by SGS.
   - SGS must adjust fees and/or incidental fees for these students, so please do not make changes to the registration status.
   - You may receive only one of these lists if you do not have a student registered in both categories.
   - Please advise your Student Services Assistant if you are aware of any students registered dually or simultaneously who do not appear on these lists.
Please return the lists with any necessary corrections to SGS. As always, please contact your Student Services Assistant if you have any questions.

Thank you for your assistance.