

# How to Register in Courses

Use this guide  
if you are new  
or returning to  
VCC after more  
than 3 years.

# Get Ready!

## **Browser: Chrome**

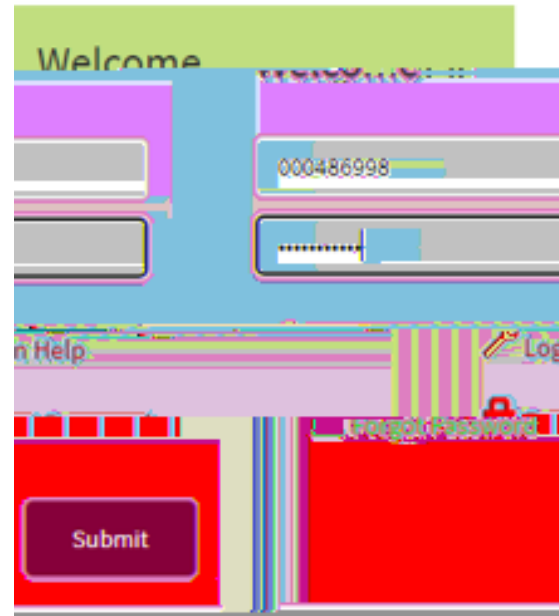
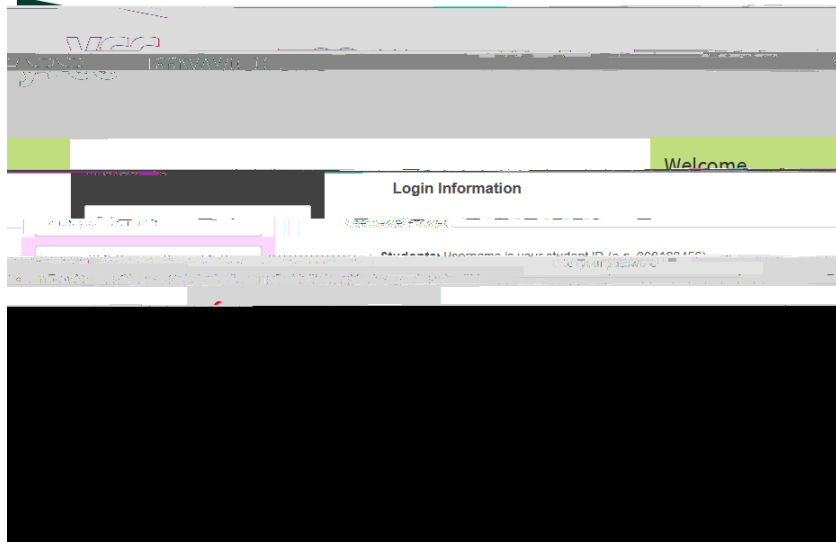
This guide shows you how to register using **Chrome**. Other browsers (Edge, etc.) will ask you to log in more.

## **Device: Desktop or Laptop**

Follow these instructions on a **desktop** or **laptop** computer. The steps on a mobile device are different.

# Log in at my.vcc.ca

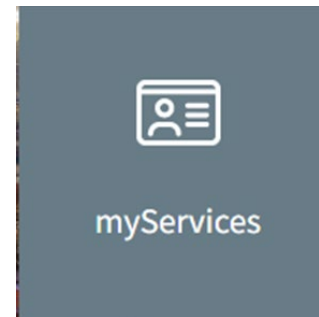
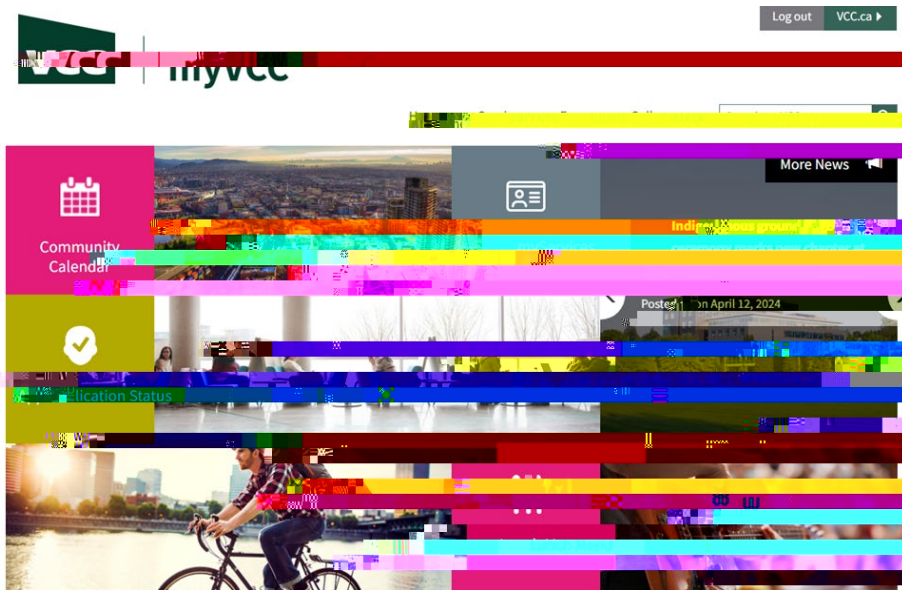
Enter your VCC student ID number  
and your password



# Student Dashboard

If you are new or returning after more than 3 years:

Select 'MyServices' on the student dashboard





# Student Menu

Select 'Register for Courses'

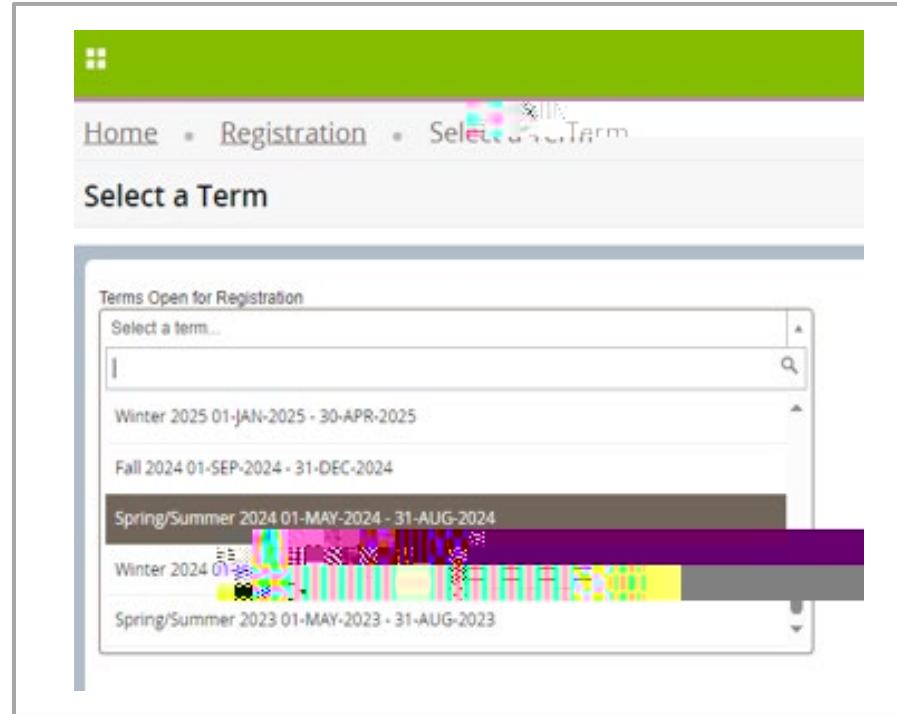


# Select a Term

Select the term you want to register in.

## Term Definitions:

- Winter: January 1 - April 30
- Spring/Summer: May 1 - August 31
- Fall: September 1 - December 31





# Check Registration Status

- ▶ Check your registration status before registering.

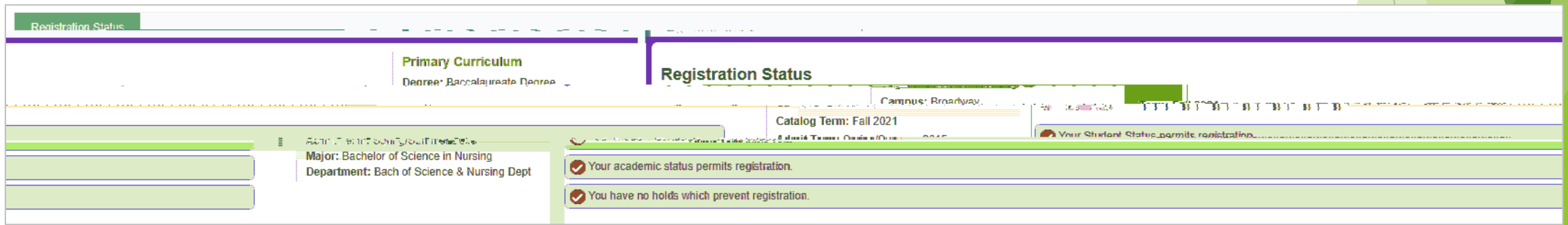
Student Status must say “permits registration”

Academic Status must say “permits registration”

Hold Status must say “no holds which prevent registration”

If you have a hold that prevents registration, contact [admissions@vcc.ca](mailto:admissions@vcc.ca)

Check your Primary Curriculum to ensure your major (program) is correct



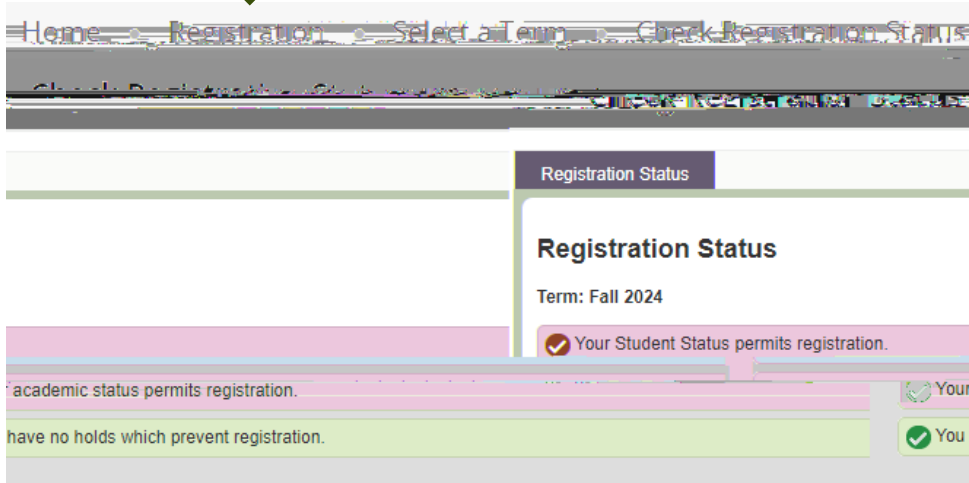
The screenshot displays a web interface for checking registration status. It features a navigation bar with 'Registration Status' highlighted. Below the navigation bar, there are two main sections: 'Primary Curriculum' and 'Registration Status'. The 'Primary Curriculum' section shows 'Degree: Baccalaureate Degree' and 'Major: Bachelor of Science in Nursing' with 'Department: Bach of Science & Nursing Dept'. The 'Registration Status' section shows 'Campus: Broadway' and 'Catalog Term: Fall 2021'. Below these sections, there are two status messages, each with a green checkmark icon: 'Your academic status permits registration.' and 'You have no holds which prevent registration.'

# Check Registration Status

- ▶ Check for Permit Overrides
  - ▶ This section only appears if you have been given permission to register in a specific course.
  - ▶ If the Permit Override section shows a CRN (course registration number), write it

# Go to Register for Courses

1. Select 'Registration' at the top of the screen



2. Select 'Register for Courses'



[Register for Courses](#)  
Search and register for courses.



## Register on the 'Enter CRN' Tab

1. Click the 'Enter CRN' tab
2. Enter the CRN(s) you want to register in.
3. Click 'Add to Summary'
4. See your pending course status
5. See your pending schedule (grey)
6. If you are satisfied with your schedule, click 'Submit'
7. See your registered course status
8. See your registered schedule (in colour)

# View your Tuition and Fees

Select 'Tuition and Fees' in the top corner of your registration summary

The screenshot shows a registration summary page with a navigation bar at the top. The 'Tuition and Fees' tab is highlighted in blue, and a green arrow points to it from the right. Below the navigation bar, there are several sections for course details, including 'Title', 'Editorial Design', 'Portfolio', and 'Studio'. At the bottom, there is a summary of credits: 'Total Credits | Registered: 22 | Billing: 22 | CEU: 0 | Min: 0 | Max: 999,999,999'. A 'Submit' button is visible in the bottom right corner.

The screenshot shows a window titled 'Estimated Tuition and Fees for Studio/Studio...'. It contains a table of charges and a total amount. The table has columns for Code, Description, and Amount (CAD). The total amount is CA\$8,356.70. Below the table, there is a 'Total Credits' section and a 'Close' button.

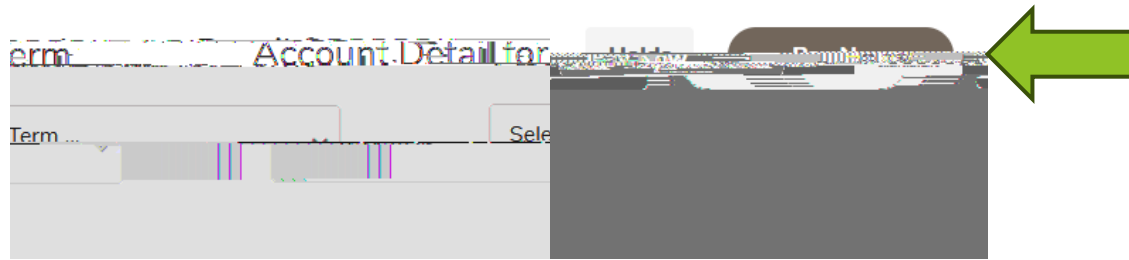
Code	Description	Amount (CAD)
GRAD	Convocation Fee	CA\$45.00
IFEE	College Initiative Fee	CA\$64.90
SFEE	Students' Union of VC...	CA\$68.17
SHPL	Student Health Plan	CA\$1,150.00
TUIT	Tuition	CA\$8,356.70
<b>Total:</b>		<b>CA\$8,356.70</b>

Total Credits: 22

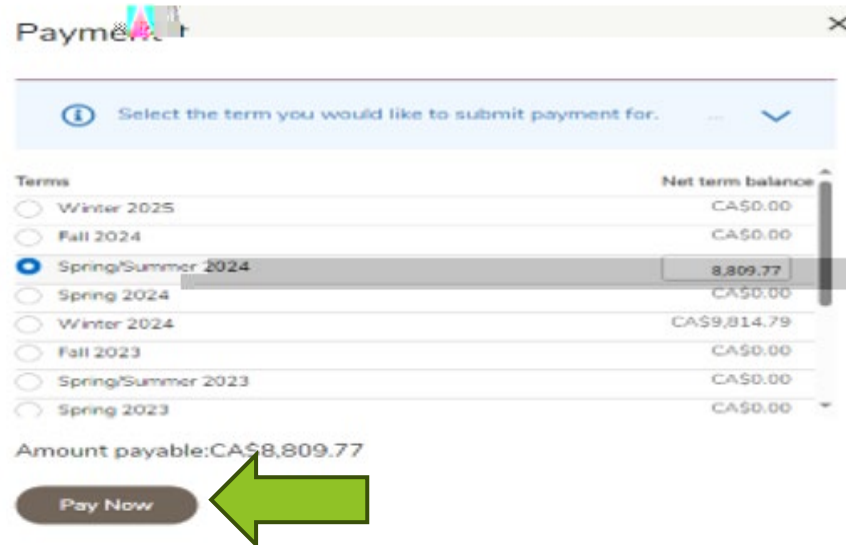


# How to Pay Fees

Optional: To see fee details, click 'Select Term'



Click 'Pay Now'



Select your term

Click 'Pay Now'

Note: If you are using Microsoft Edge, you will need to log in again with your student number and password



