

Student Registration User Guide for Students

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Overview

What is Structured Registration?

Structured Registration refers to a registration modality where students are guided through the course selection process based on their program requirements. Structured Registration has groups called Buckets which are broken into three groups: Mandatory Courses, Mandatory Courses with Options, and Previous Semester Course Listings.

Bucket Approach:

1. Mandatory courses

Mandatory courses that are of the student's registration semester (i.e. If the student is in semester 3, the student will see the semester 3 courses in their mandatory courses bucket).

2. Mandatory Courses with Options

Mandatory Courses with Optional are courses that are of the student's registration depending on their program and/or semester. The groups of courses that will be part of this bucket are:

• General Education and Liberal Studies Electives Courses

• The courses will be an accumulation for all the electives that the student needs to complete for their program.

Communication Courses

- The foundation and college level Communication courses that are part of the program. The courses will be available for students to complete every semester.
- Students can register for the foundation level course without completing the placement test. Students will not be able to register for the college level Communication courses if they have a XC (No Communications Placement Assessment Score) Hold until their placement test score meets the college level test score requirement or if they have completed the foundation level course.

Math Courses

- The foundation and college level Math courses that are part of the program. The courses will be available for students to complete every semester.
- Students can register for the foundation level course without completing the placement test. Students will not be able to register for the college level Communication courses if they have a XM (No Math Placement Assessment Score) Hold, until their placement test score meets the college level test score requirement or if they have completed the foundation level course.

• Program Options

Semesters may have options within their programs for students to select. A hold will be applied to the student's
account until they select their program option on STU-VIEW prior to registering for courses on the registration page.

• Program Specializations/Stream

 Semesters may have Specializations or Streams within their programs for students to select. A hold will be applied to the student's account until they select their program Specialization or Stream on STU-VIEW prior to registering for courses on the registration page.

3. Previous Semester Course Listing

1. Core courses from the student's previous semester courses. Students in semester 1 will not have the previous semester bucket, however students in semester 2 and up can see their previous semester courses.

≡ ()	Click Here for Registration Support	* 2
Student Registration Select a Term Register for Classes		
Select Courses Mr Resistration		
Select Courses Select Courses Select Anno. 2011 CAS TECHNOL ILERT 5 Work in course a) definition at 1760 Zeneskin ³ Colord A Select HMC - 1022 UNDERSTANDING CONSTR. DRAWINGS Where its course a) definition at 1760 Zeneskin ³ Colord A Select HMC - 2012 LAR CONTINUENT ELERY Where its course a) definition at 1760 Zeneskin ³ Colord A Select HMC - 2012 ARI CONTINUENT ELERY Where its course a) definition at 1760 Zeneskin ³ Colord A Select HMC - 2014 BULLING CODE F TOR HMC Where its course a) definition at 1760 Zeneskin ³ Colord A	Your Course Registration Pathway Details Select Courses Refer to Degree Work Select HAC- 1101 CAS TECHNICON II PART 8 Select HAC- 1101 CAS TECHNICON II PART 8 Select HAC- 1102 UNDERSTANDING CONSTD PARMINGS Where the ourse is identified as 1100 Semanter 3 Cohon A. Select HAC- 2012 AIR CONTIONING THEORY Where the ourse is identified as 1100 Semanter 3 Cohon A. Select HAC- 2012 AIR CONTIONING THEORY Where the ourse is identified as 1100 Semanter 3 Cohon A. Select HAC- 2012 AIR CONTIONING THEORY Where the ourse is identified as 1100 Semanter 3 Cohon A. Select HAC- 2012 AIR CONTIONING THEORY Where the ourse is identified as 1100 Semanter 3 Cohon A. Select HAC- 2013 AIR CONTIONING THEORY Where the ourse is identified as 1100 Semanter 3 Cohon A. Select HAC- 2014 Semanter 3 Cohon A.	Mandatory Core Courses
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Panels •		

Technical Support

For optimal performance, it is recommended to use Google Chrome as your web browser. It may be necessary to enable pop-ups and/or clear browser cache occasionally for some functions to work.

For technical questions or issues, please contact the Contact Centre for assistance at 416-415-2000.

Important Terminology

Key Terms	Definition
Class	Refers to a student's semester and used to control registration dates and times.
Cohorts	Specific set of Course Registration Numbers (CRNs) for courses within the Mandatory Bucket. A hold is placed until the cohort of choice is selected.
Options	Refers to a program's stream/specialization. A hold is placed until the program option has been selected. The option will follow the student throughout the duration of their program.

New Holds

Below is a list of new holds. For a full list of George Brown College's holds, please visit the Holds page.

Hold Code	Hold Description	Reason for Hold	Hold Prevents
DR	Deposit Required	Student has not paid deposit	Registration
хс	No Communications Placement Assessment Score	Student has not completed Communication placement test.	N/A
ХМ	No Math Placement Assessment Score	Student has not completed Math placement test.	N/A
CR	Cohort Selection Required Hold	Students need to select their cohort prior to registering for courses.	Registration

OR	Options Selection Required Hold	Students need to select their program specialization prior to registering for courses.	Registration
YL	Last Semester Hold	Student is currently in their final semester, and no future semester for them to enroll in.	Contact your <u>Academic</u> <u>Department</u> .
YD	Admissions Decision	Admissions decision on record.	Please contact the <u>Admissions office</u>
YB	Break Term Hold	Student is moving in to their 'Break Term' – S121 students only.	No intervention required, but if there are inquiries, then contact your <u>Academic</u> <u>Department</u> .
ΥP	Part-Time Hold	Student is registered as Part- Time in their current term, however the program/semester is not running in future term.	Contact your <u>Academic</u> <u>Department</u> .
WD	Withdrawn Hold	Students who WD in current term, not eligible to return for future term. Students who had an active record but did not register in any classes.	Contact your <u>Academic</u> <u>Department</u> .

DR (Deposit Required) Hold

The deposit required hold is applied for new and returning students who have not paid their deposit for the academic year.

Example of the Deposit Required Hold on the Prepare for Registration page:

Student Registration Select a Term	Prepare for Registration
Prepare for Registration	
Registration Status	
Registration Status Term: Fall 2024	
Deposit Required From Date: 11/05/2024 To Date: 12/31/2099 Processes Affected: Registration	
Your class standing for registration purposes is Se	emester 3

If the student has a Deposit Required Hold, they will receive a *Deposit Required* error message when attempting to access the registration page.

Example of the Deposit Required Hold when a student tries to access the Registration page:

	* 🖭 🛛 1
Student Registration Select a Term	• You have holds which prevent registration.
Select a Term	<u>Deposit Required</u> <u>From Date: 11/05/2024</u>
Terms Open for Registration Fall 2024	To Date: 12/31/2099 Processes Affected: Registration
Continue	

XC (No Communications Placement Assessment Score) Hold and XM (No Math Placement Assessment Score) Hold

The XC/XM (No Placement Assessment Score) Hold is used as a reminder to new students to book and take a placement assessment to be placed in the correct level Communications and/or Math course. College-level Communications course (COMM 2000 – Communicating Across Contexts) is a required course for most diploma level programs and must be successfully completed to graduate.

To be eligible to register in the College-level course (or to be exempted from the College-level course), you will need to either:

- 2. Have taken a placement assessment and receive a score at the College level this will exempt you from taking the Foundation-level course
- 3. Have successfully completed the Foundation-level course. The foundation level course is a pre-requisite for the Collegelevel course.
- 4. Have taken a placement assessment and receive a score that exempts you from taking both the Foundation-level and College-level course
- 5. Have taken an equivalent College-level course at another institution and receive an approved Transfer Credit.

Example of the XC/XM hold on the Prepare for Registration page:



Cohort Selection Required Hold

A Cohort Selection Required Hold (CR) will prevent students from registering in courses. The cohort will need to be selected prior to registering in courses or viewing the student timetable.

Example of Cohort Selection Required Hold on the Prepare for Registration page:

Student Registration Select a Term Prepare for Registration
Prepare for Registration
Registration Status
Registration Status Term: Fall 2024 Oracle You have holds which prevent registration. Cohort Selection Required
From Date: 11/05/2024 To Date: 12/31/2099 Processes Affected: Registration
Your class standing for registration purposes is Semester 3

Options Selection Required Hold

Students who are enrolled in a program with options will have an Options Selection Required Hold (OR) placed on their student account which will prevent registration until an option has been selected. The hold will be placed on the account in the semester in which the student is required to select an option for the program. This hold is automatically removed from the account once the student has chosen their option.

For more information about programs with options, please visit the Program with Options Page.

Example of Options hold on the Prepare for Registration page:

Student Registration Select a Term	Prepare for Registration
Prepare for Registration	
Registration Status	
Registration Status Term: Fall 2024 You have holds which prevent registration. Options Registration Hold From Date: 11/05/2024 To Date: 12/31/2099 Processes Affected: Registration	
Your class standing for registration purposes is	Semester 3
Registration Status Term: Fall 2024 You have holds which prevent registration. Options Registration Hold From Date: 11/05/2024 To Date: 12/31/2099 Processes Affected: Registration	Semester 3

Last Semester Hold (YL)

Student is currently in their final semester, and no future semester for them to enroll in.

Example of the Last Semester Hold on the Prepare for Registration page:

Prepare for Registration Registration Status Registration Status Term: Fall 2024 You have holds which prevent registration. Currently in Final Semester From Date: 12/31/2099 Processes Affected: Registration

Admissions Decision Hold (YD)

Admissions decision on record.

Example of the Last Semester Hold on the Prepare for Registration page:

Prepare for Registration

Registration Status	
Registration Status	
Term: Fall 2024	
O You have holds which prevent registration.	
Admissions Decision	
To Date: 12/31/2099 Processes Affected: Registration	
To Date: 12/31/2099 Processes Affected: Registration	

Break Term Hold (YB)

Student is moving in to their 'Break Term' – S121 students only.

Example of the Break Term Hold on the Prepare for Registration page:

Prepare for Registration

Registration Status	
Registration Status	
Term: Fall 2024	
• You have holds which prevent registration.	
Break Term From Date: 11/05/2024 To Date: 12/31/2099 Processes Affected: Registration	

Part-Time Hold (YP)

Student is registered as Part-Time in current term, however the program/semester is not running in future term.

Example of the Part-Time Hold on the Prepare for Registration page:

Prepare for Registration

Registration Status

Registration Status

Term: Fall 2024

• You have holds which prevent registration.

PT Semester not running From Date: 11/05/2024 To Date: 12/31/2099

Processes Affected: Registration

Withdrawn Hold (WD)

Students who WD in current term, not eligible to return for future term.

Students who had an active record but did not register in any classes.

Example of the Withdrawn Hold on the Prepare for Registration page:

Prepare for Registration



Student's Prepare for Registration Page

Navigating the Student's Prepare Registration Page

To view the Prepare for Registration Page.

1. Click on Prepare for Registration.

	* 🗶 🔹
Student • Registration	
Registration	
What would you like to do?	e student term data, and complete pre-registration requirements.

2. Select a term (i.e. Winter 2024, Fall 2024, etc.). Then click Continue.



Office of the Registrar November 2024

3. Navigating through the Prepare for Registration page.

Prepare for Registration		
Registration Status		d. Program Name
Registration Status a. Term Term: Winter 2025 b. Holds C. Semester	Primary Curriculum Program: Heat. Ref. & Air Cond. Tech'n Credential: Ontario College Diploma Catalog Term: Fall 2023	e. Credential
You nave no noids which prevent registration. Your class standing for registration purposes is Semester 4	f. Catalog	ı Term

- **a.** Term: The term that the student is registering for courses in
- b. Holds: Holds that are on the student's account (i.e. AR, AD, AC, RP, etc.)
- c. Semester: The semester that the student will be registering for courses in
- d. Program Name: Student's program name
- e. Credential: Type of credential (i.e. Ontario College Diploma, Honours Bachelor's Degree, etc.)
- f. Catalog Term: Students catalog term

Student's Structured Registration

Navigating the Student's Registration Page





- 1. Click Here for Registration Support Link: The Registration Support link is filled with information that students can utilize to help navigate the registration process, direction regarding any issues or errors, and contact information for users to connect with if they are experiencing issues.
- 2. Student's Name: The name of the student. The student's name appears on the top right-hand corner of the page.
- 3. Mandatory Core Semester Courses: The mandatory courses that the student needs to complete for their current program semester. Please refer to Degree Works for the most up to date academic record.

- 4. Mandatory Courses with Options: The Mandatory Optional courses that the student needs to complete for their program. The courses can consist of: Communication Courses, Math Courses, Courses within Streams or Specializations, Optional Courses, General Education Electives, or Liberal Studies Electives. Please refer to Degree Works for the most up-to-date academic record.
- 5. Previous Semester Courses: The Previous Semester courses that the student needs to complete for their program.
- 6. Screen View Toggle Button: The toggle buttons are used to adjust the view of the Registration page.

A • •

The screen view toggle buttons are packaged together in a row. Select the appropriate button to either toggle up, down, or back towards the centre.

Top View: View more of the top portion of the Registration page.

•

Middle View: View more of the middle portion of the Registration page.

•

Bottom View: View more of the bottom portion of the Registration page.

- 7. Add Course: The Adding Course button is used to select a section of the course. Once the Add button is selected, the courses will appear in the Summary box.
- 8. **Timetable Pending Courses**: Courses that have added to the Registration Summary, and on the timetable but the submit button has not been clicked yet. The pending courses will appear grey on the timetable until the courses are registered.
- 9. Timetable Registered Courses: Courses that the student is registered into are coloured in the timetable.
- **10. Registration Summary**: Courses that have been registered, pending, dropped, or if there are any errors will reflect in the Summary box.

- **11. Pending Courses**: Courses that have added to the Registration Summary, and on the timetable. The submit button will need to be clicked on to submit the registration. The pending courses will appear grey on the timetable until the courses are registered.
- 12. Tuition and Fees: Populating the fees on the student's fee summary upon adding and dropping courses on their behalf.
- **13. Continuing Education Courses**: Courses that have been registered on the Continuing Education website. The courses cannot be dropped by the student, or the advisor on the Structured Registration page. If the course needs to be dropped, the student will need to visit the <u>Continuing Education website</u> for their policies.
- **14. Dropped Courses (Prior to day 10)**: Courses that have been dropped prior to day 10. The courses dropped will appear as deleted on the Registration Summary.
- 15. Registered Courses: Courses that the student is registered in.
- **16. Dropped Courses (Dropped courses without Academic Penalty)**: Courses that have been dropped day 11 and onwards. The courses are dropped without academic penalty.
- **17. Minimum**: The minimum course credit hours that the student needs to be registered into. The student cannot drop below the course credit hours.
- **18. Maximum**: The maximum course credit hours that the student can be registered into. The student cannot register above the course credit hours.
- **19. Submit Button**: Button used to submit any course adds or drops on under the Registration Summary box.

Student Registration Overview



Steps to completing Registration

1. Reviewing Academic Progress Report (Degree Works)

The Academic Progress Report is the official record of the program requirements. This report outlines all program requirements, including completed, in-progress, and remaining courses. It serves as a tool for monitoring progress and ensuring program completion.

For more information about your Academic Program Report (Degree Works) please visit the Degree Works Information page.

Access the report through <u>STU-VIEW</u>. New students will receive to the login information from the offer letter. To reset the George Brown College password, please visit <u>http://service.georgebrown.ca</u>

Once logged in to STU-VIEW, locate the Academic Progress Report card, and select the link 'View Audit' (Another term for the Academic Progress Report is Credential Audit).

Guide to the New STU-VIEW	Course Registration and Timetable 🗄 📕	View Fees & Registration Letter/I 🗄 📕
STU-VIEW Navigation 안 Ask George Brown - FAQ_간	Register for Your Courses of Use this link to add or drop courses from your program View Weekly Timetable of Calerdar Vev of Timetable Program Withdrawal of Withdrae music program	View Face 2 ² View your registration letter & invoice (PDF) and a detailed breakdown of your fees. Option to opt of the students levy (if applicable) View Statements 4 ² Pay Photo 1D Fee 4 ²
	View Detailed Course Schedule பி List of registered courses and class locations English / Math Assessment Booking பி Use this link to book your Frequency with a Nacement Assessment	Apply for Payment Plan [2] The payment plan is available to new and returning domestic students and returning international students. E-Transfer Refund Code [2]
	Accessible Learning Services び Login to view you Accommodation Plan	Request a Copy of Your Receipt 2 Students can request a copy of their George Brown College receipt
Student Records 💠 🔳	Academic Progress Report 💠 🔳	GBC Email :
Personal Information 	B103 Business - Accounting	
View Holds@ Shows any active holds that may exist on your record Academic. Transcripts. (Unofficial)@ Academic. Transcripts. (Official)@	41%	8=
View Final Grades@ Apply to Graduate@ Cenvocation@ Submit your RSVP to attend Convocation and order guest tickets	REQUIREMENTS 1.83 OVERALL GPA	III SIGN IN
	View audit	



There is a separate semester requirements section for each semester of the program of study:

B108 Semester 2 INCOMPLETE					
Catalog Term: FALL 2019 Semester GPA: 2.53					
A minimum grade of D or P (Pass) is required for all	courses unless otherwise in	dicated.			
	Course	Title	Grade	Credits	Term
Minimum 1.7 Semester GPA					
Principles of Accounting	ACCT 1036	PRINCIPLES OF ACCOUNTING	C+	3	Winter 2020
Project Management	BUS 1040	PROJECT MANAGEMENT	С	3	Winter 2020
O Business Presentation Skills	Still needed:	1 Course in BUS 1056 🖻			
Professional Communications I	COMM 1034	PROFESSIONAL COMMUNICATIONS	⁵ CIP	(3)	Winter 2021
O Business Computer Apps. II	COMP 1115	BUSINESS COMPUTER APPS. II	B+	3	Winter 2020
Principles of Marketing II	MARK 2049	PRINCIPLES OF MARKETING II	CIP	(3)	Winter 2021
O Mathematical Analysis for Mark	Still needed:	1 Course in MATH 1131 🖻			

2. Return to the STU-VIEW homepage and locate the Course Registration and Timetable card. Once you have located the correct registration card select 'Register for your Courses'.



3. Begin the Registration Process by Selecting "Register for your Courses".



4. Next, select the Registration term. Click on drop down arrow to view a list of terms available. Click on the 'continue' button to see the registration page.

Student ▶ Registration ▶ Select a Term
Select a Term
Terms Open for Registration Winter 2025
Continue

5. Select courses and their corresponding times according to your schedule:

The groups are separated into three buckets: Mandatory, Mandatory Courses with Option, and Previous Semester Courses.

- a. **Step 1: Mandatory Courses.** These courses are required for the semester that is being registered for. Students may be required to registered for all the courses listed in the Mandatory Courses bucket, or they may need to select a certain minimum number of course to complete the requirements for that semester. Review Degree Works for required courses that are needed to be registered for the semester.
- b. Step 2: Mandatory Courses with Options. These courses are required to meet the program requirements and may include any COMM courses, MATH courses, Program Specialization, Program Options, General Education Electives, or Liberal Studies Electives.

c. **Step 3: Previous semester courses.** These courses include a list of previous semester courses. Students in semester 2 and/or higher will see their previous semester courses. If courses are missing from previous semesters, then students have the option to register for these courses at the assigned date from their Academic Department.

≡ (Click Here for Registration Support	* 🗈
Student • Registration • Select a Term • Register for Classes Register for Classes		
Select Courses My Registration		
A State Courses Refer D Dayne Works States HARC- 1017 CAS TECHNICIAN II PARTE Where is course is administed as THIO Sensater J Cohort A States HARC- 1022 INDERSTITUTION CONSTITL CHANNING States HARC- 2013 AR CONSTITUTION IN THEORY Where the course is dentified as THIO Sensater J Cohort A States HARC- 2014 REPORT CONSTITUTION IN THEORY Where the course is dentified as THIO Sensater J Cohort A States HarC-2014 REPORT CONSTITUTION IN THEORY Where the course is dentified as THIO Sensater J Cohort A	Your Course Registration Pathway Details Select Courses Refer to Depree Wolds Select HAC- 1017 GAS TECHNICIAN PART B Were: The ourse is identified as 1100 Semester 3 Octor A. Select HAC- 1022 UNEERSHADONG COURST, DAAWNOS Select HAC- 2021 AIR CONDITIONING TECRY Where: the ourse is identified as 1100 Semester 3 Octor A. Select HAC- 2014 RI CONDITIONING TECRY Where: the ourse is identified as 1100 Semester 3 Octor A. Select HAC- 2014 BUILDING CODE FOR HACC Where: the ourse is identified as 1100 Semester 3 Octor A.	Mandatory Core Courses
Select Courses Refer to Degree Works More to A constance on the number of total courses must be at least 5. Select ORTING DEGREENT COURSE OF COURSE O	Select Courses Refer to Degree Wolds Compate Holds Where, for all conditions combined the number of total courses must be at least 5. State-PORT - 1001 PORTODUO Communication Regularement. Where, for all conditions combined the number of total courses must be at least 2. Select COMM - 1000 INTRO TO OLLEGIE COMMUNIC. Where, for all conditions combined the number of total courses must be at least 2. Select COMM - 1000 INTRO TO COLLEGIE COMMUNIC. Where, the course is identified as QCET_Approximation, for each condition the number of courses must be at least 1. Select COMM - 2000 COMMUNICATING ACROSS CONTEXTS Where, the course is identified as QCET_Approximation, for each condition the number of courses must be at least 1. GENERING Regimment (1): Where: the course is identified as QCET_Approximation, for each condition the number of courses must be at least 2. Model Course(i) Where: the course is identified as General Education; for each condition the number of courses must be at least 2. Select Course(i) Where: the course is identified as General Education; for each condition the number of courses must be at least 2.	Mandatory Courses with Options
Particus Emerator Courses Refr 15 Degree Works Complexe here for conditions comhered the number of total courses must be at least 11 Where for all conditions comhered the number of total courses must be at least 12 Senset 12 Course: Where the all conditions comhered the number of total courses must be at least 13 Senset 140C-1003 REFERIGENTION THEORY 14 Senset 140C-1003 REFERIGENTION LEAS APPLICATIONS Senset 140C-1003 REFERIGENTION LEAS APPLICATIONS Senset 140C-1003 REFERIGENTION THEORY 14 Senset 140C-1003 REFERIGENCE 15 Sens	Pervices Semister Courses Relation Degree Works Complete the following: Where, for all conditions combined the number of total courses must be at least 11. Semister Courses: Where, for all conditions combined the number of total courses must be at least 5. Select BLG- 1008 BLG. 6. GORE NOVETTECH Select HMC-1008 LECTICAL, ENDRAMINE, Sorch HMC, Select HMC-1018 EERTICERATION INTEGRATION Select HMC-1018 EERTICERATION INTEGRATION Select HMC-1016 ADS TECHNICUM INTEGRA Select HMC-1018 CERTICERATION INTEGRATION Select HMC-1018 CERTICERATION INTEGRATION Select HMC-1018 LECTICALTON IN	Previous Semester Courses

Review the courses from each bucket and select 'Add' for the courses that will be added to the registration. The courses will then be displayed on the timetable on the bottom left-hand side of the page and be added to your selected course options under the summary section. The selected course will also display a "pending" symbol in the course list to signal that the course has been selected but that registration has not been submitted yet:

	Register for Cla	sses								View a dates	available & times					Select Ac add the cor your sche	ld to urse to edule		
	Select Courses My F	registration		Uset Def 0	Air O and To	a la la									_	· · · · · · · · · · · · · · · · · · ·			-
	Summary	UN LIST		Search Res Term: Winter	ults — 8 Class 2024	es												-	1
	O Step One Refer to De	gree Works for most up	to date Program Progr	ec CRN Status	Subjeet	Numbêr	Title \$	CRN ≎	Day, 1	TIme, Location, and Date F	Range		Instructional Method	d Campus	Instructor(s)	Linked Sections	Add	*	
	() Select HVAC	- 1008 ELEC.CIRCUIT A	NALYSIS FO	16 of 20 seats	r HVAC	1003	REFRIGERATION LA	50551	SM	T W T F S 12:00 PM -	02:59 PM Type: Clas	ss Building: Ca	Lecture	Casa L			Add		
Select	Select HVAC Select HVAC Select HVAC Select HVAC	- 1016 GAS TECHNICIA - 2003 REFRIGERATION - 2013 HVAC COMPUTE	<u>N II PART A</u> <u>I THEORY II</u> R APPLICATI	18 of 20 seat	r HVAC	1003	REFRIGERATION LA	50563	SM	T W T F S 12:00 PM -	02:59 PM Type: Clas	ss Building: Ca	Lecture	Casa L	Jim Grivas Sergejs		Add		1
course	O Select MATH	- 1155 MATH FOR HVAC	22	19 of 20 seat	r HVAC	1003	REFRIGERATION LA	50574	SM	T W T F S 11:00 AM -	01:59 PM Type: Clas	ss Building: Cas	Lecture	Casa L			Add		
	Step Two			20 of 20 seat Time Conflict	F HVAC	1003	REFRIGERATION LA	50568	SM	TWTFS 02:00 PM -	04:59 PM Type: Cla	ss Building: Ca	Lecture	Casa L			Add		
	Refer to De	gree Works for most up t he following:	o date Program Progre	19 of 19 seat: Time Conflict	F HVAC	1003	REFRIGERATION LA	50558	SM	T W T F S 08:00 AM -	10:59 AM Type: Clas	ss Building: Cas	Lecture	Casa L	Sergejs		Add)	
	Where: c	onditions required are 2;	for all conditions com	bii 19 of 19 seat: Time Conflict	r HVAC	1003	REFRIGERATION LA	50579	SM	T W T F S 11:00 AM -	01:59 PM Type: Clas	ss Building: Cas	Lecture	Casa L	Sergeis		Add) -	÷
	E Schedule							-	Ì	Summary								Tuition and	d Fees
	Class Schedule for Winter 20)24 Monday	Tuesday	Wednesday	Thursday	Frida	v Satur	day	_	Course Details	CRN Status (S)	Registration Sta	atus	Action			Instructional N	/lethods	*
	7am	inenday	Tuooduj	rioanosaaj			, outur	aay	•	HVAC 1016, 100	50655	Pending		Add Course	•	1	Lecture/Lab		
	8am	HVAC CO GAS APPLICATIOI TECHNICIAI	l	<u> REFRIGERATION</u> THEORY II						HVAC 2003, 102	50727	Pending		Add Course	v	1	Lecture		
	9am									HVAC 2013, 105	50824	Pending		Add Course	•	1	Lab		
	10am									HVAC 1008, 102	50593	Pending		Add Course	v	1	Lecture		
	11am									???? ????, 353	46119	Registered		None	v	1	Placeholder		
	12pm		<u>GAS TECHNICIAN II</u> PARTA	- Gi PART	AS TECI <u>ELEC CIRI</u> A <u>ANALYSIS</u>	ġ			-	Total Hours Registr	Billing: 35 CEU: 0 Min	: 0 Max: 999,999.91	00						
_	Panels A	6					_											Subm	lit 📄
	Review schedu of courses	lle					F	Review course	v Su s se	mmary of lected for					Soloct 'S	ubmit' who			-

6. Check for time conflicts

As courses are being selected, some course options may state there are "Time Conflicts." Select another course section with different course timings that are not conflicting with the courses that have been selected

Conflicts will display in the course selection warning. If a course with a time conflict is selected, it will prompt an error message preventing registration for the courses.



6. Removing courses before registration is submitted

To remove a course from the Registration Summary prior to submitting the registration, then navigate to the Summary section and from the 'Action' drop down menu, select 'Remove'.

Course Details	CRN Status (S)	Registration Status	Action	Instructional Methods
HVAC 1016, 100	50655	Pending	Add Course	Lecture/Lab
HVAC 2003, 102	50727	Pending	Add Course	Lecture
HVAC 2013, 105	50824	Pending	Remove	Lab
HVAC 1008, 102	50593	Pending	Add Course 🔻	Lecture
???? ????, 353	46119	Registered	None 👻	Placeholder

7. Submitting Registration.

Upon selecting the courses, click on the "Submit" button to complete the registration. Once the registration is completed, the tuition and fees will be updated.

Please note that the college can make changes to course schedules up until day 10 of a term. Please continue to review your schedule up until this day of the semester.

Cohort Selection

1. To access the cohort selection page, navigate to the Course Registration and Timetable Card on STU-VIEW, and Select **Cohort Selection Page**.



2. Toggle between the different cohorts that are available to view the schedules. Click Submit to select Cohort.

		Cohort	Selection	Page - W	inter 202	5				Cohort	Selection	Page - W	inter 202	5	
						Return to	Main Menu							Return to	Main Menu
Use the button i	radial buttons to confirm your	below to view t r cohort selectio	he cohort sched	ule. Once the de	sire cohort is se	elected, click t	he Submit	Use the button t	radial buttons o confirm you	below to view t r cohort selectio	he cohort sched in.	ule. Once the de	sire cohort is s	elected, click t	he Submit
Schedul	e For:	Abdulb	asit Adedoyin Ad	deyemo (Studen	t ID: 101567387)			Schedul	e For:			(Studen	t ID:		
Program	n:	T405						Program	10 C	T405					
Semest	er:	1						Semeste	r:	1					
Cohorts	Available:	. A	OB Submit					Cohorts	Available:	OA	B Submit				
Cohorts	Full:							Cohorts	Full:						
Schedul	e between:	06-JAN	25 - 17-APR-25					Schedul	e between:	06-JAN-	25 - 17-APR-25				
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
09:00					COMP 4017			09:00					COMP 4017		
					CRN: 49190 0900-1159								0900-1159		
					HYB								HYB		
10:00					COMP 4017			10:00					COMP 4017		
					0900-1159								0900-1159		
					INP								INP		
11:00								11:00							
12:00								12:00							
13:00								13:00							
14:00		BUS 4051 CRN: 48791	BUS 4053 CRN: 48806	BUS 4053 CRN: 48819				14:00		BUS 4051 CRN: 48791	BUS 4053 CRN: 48806	BUS 4053 CRN: 48819			
		1400-1759	1400-1659	1400-1659						1400-1759	1400-1659	1400-1659			
		8	a	Inter						8	8k	THE			
15:00		BUS 4051	BUS 4053					15:00		BUS 4051	BUS 4053				

3. After selecting a cohort, navigate to the registration page to register for their courses, or the cohort selection will be reset at the end of the following day.

Note: The screenshot below shows a dynamic date. The date will change pending when the student accesses the cohort selection page.

		Conori	t Selection	rage - w	IIIter 202.	, ,	
						Return to	Main Menu
ise the r	adial buttons confirm your	below to view cohort selecti	the cohort schedu ion.	ile. Once the de	sire cohort is se	lected, click t	he Submit
Schedule	For:) (Studer	nt ID: 1)	
Program:		T405					
Semester		1					
Selected	Cohort:	в					
Cohorts A	vailable:	⊂ A	B Update				
Cohorts F	ull:						
Schedule	between:	06-JAI	N-25 - 17-APR-25				
Your coh Note tha your coh	ort selection h t you will have ort selection v	nas been proce e until <u>end of d</u> vill be reset, ar	ssed! You can Reg lay <u>31 Oct 2024</u> to nd you will be requ	ister Now for y register in your lired to make a	our courses! r courses. If you nother selection	do not registe n.	r by then,
Your coh Note that your coh	ort selection h t you will have ort selection v Monday	has been proce e until <u>end of d</u> vill be reset, ar Tuesday	ssed! You can Reg lay <u>31 Oct 2024</u> to nd you will be requ Wednesday	ister Now for y register in your lired to make a Thursday	our courses! r courses. If you nother selection Friday	do not registe n. Saturday	r by then, Sunday
Your cohe Note that your cohe	ort selection h t you will have ort selection v Monday	has been proce e until <u>end of d</u> vill be reset, ar Tuesday	ssed! You can Reg lay <u>31 Oct 2024</u> to nd you will be requ Wednesday	ister Now for y register in your lired to make a Thursday	our courses! r courses. If you nother selection Friday COMP 4017 COMP 4017	do not registe n. Saturday	r by then, Sunday
Your coh Note tha your coh	ort selection h t you will have ort selection v Monday	nas been proce e until <u>end of d</u> vill be reset, ar Tuesday	ssed! You can Reg lay <u>31 Oct 2024</u> to nd you will be requ Wednesday	ister Now for y register in your lired to make a Thursday	courses! courses. If you nother selection Friday COMP 4017 CRN: 49190 0900-1159	do not registe n. Saturday	r by then, Sunday
Your coh Note tha your coh	ort selection h t you will have ort selection v Monday	nas been proce e until <u>end of d</u> vill be reset, ar Tuesday	ssed! You can Reg lay <u>31 Oct 2024</u> to nd you will be requ Wednesday	ister Now for y register in your lired to make a Thursday	COMP 4017 CRN: 49190 0900-1159 HYB &	do not registe n. Saturday	r by then, Sunday
Your cohe Note that your cohe 09:00	ort selection h t you will have ort selection v Monday	has been proce e until <u>end of d</u> vill be reset, ar Tuesday	ssed! You can Reg lay <u>31 Oct 2024</u> to nd you will be requ Wednesday	ister Now for y register in your lired to make a Thursday	COMP 4017 CRN: 49190 0900-1159 HYB & COMP 4017 CRN: 49190 0900-1159 HYB & COMP 4017 CRN: 49193	do not registe n. Saturday	sr by then,
Your coh Note that your cohe	ort selection h t you will have ort selection v Monday	has been proce e until <u>end of d</u> vill be reset, ar Tuesday	ssed! You can Reg lay 31 Oct 2024 to nd you will be requ Wednesday	ister Now for y register in your lired to make a Thursday	Comp 4017 CRN: 49190 0900-1159 HYB & COMP 4017 CRN: 49190 0900-1159 K COMP 4017 CRN: 49193 0900-1159 INP	do not registe 1. Saturday	r by then, Sunday
Your cohi Note thai your cohi 09:00 10:00	ort selection h t you will have ort selection v Monday	has been proce e until <u>end of d</u> vill be reset, ar Tuesday	ssed! You can Reg lay <u>31 Oct 2024</u> to nd you will be requ Wednesday	ister Now for y register in your lired to make a Thursday	COMP 4017 COMP 4017 CRN: 49190 0900-1159 HYB & COMP 4017 CRN: 49190 0900-1159 HYB & COMP 4017 CRN: 49193 0900-1159 INP	do not registe 1. Saturday	r by then, Sunday
Your cohi Note thai your cohi 09:00 10:00 11:00	ort selection h you will have ort selection v Monday	has been proce e until <u>end of d</u> vill be reset, ar Tuesday	ssed! You can Reg lay <u>31 Oct 2024</u> to nd you will be requ Wednesday	ister Now for y register in your lired to make a Thursday	COMP 4017 CRN: 49190 0900-1159 HYB & COMP 4017 CRN: 49190 0900-1159 HYB & COMP 4017 CRN: 49193 0900-1159 INP	do not registe 1. Saturday	r by then, Sunday
Your coh Note thai your coh 09:00 10:00	ort selection h you will have ort selection v Monday	has been proce e until <u>end of d</u> vill be reset, ar Tuesday	ssed! You can Reg lay <u>31 Oct 2024</u> to d you will be requ Wednesday	ister Now for y register in your lired to make a Thursday	COMP 4017 CRN: 49190 0900-1159 HYB & COMP 4017 CRN: 49190 0900-1159 HYB & COMP 4017 CRN: 49193 0900-1159 INP	do not registe 1. Saturday	r by then, Sunday
Your coh Note thai your coh 09:00 10:00 11:00	ort selection h t you will have ort selection v Monday	has been proce e until <u>end of d</u> vill be reset, ar Tuesday	ssed! You can Reg lay.31 Oct 2024 to nd you will be requ Wednesday	ister Now for y register in your lired to make a Thursday	COMP 4017 CRN: 49190 0900-1159 HYB & COMP 4017 CRN: 49190 0900-1159 HYB & COMP 4017 CRN: 49193 0900-1159 INP	do not registe 1. Saturday	r by then, Sunday
Your cohi Note thai your cohi 29:00 10:00 11:00 12:00	ort selection h t you will have ort selection v Monday	has been proce e until <u>end of d</u> vill be reset, ar Tuesday	ssed! You can Reg lay_ <u>31 Oct 2024</u> to nd you will be requ Wednesday	ister Now for y register in your lired to make a Thursday	COMP 4017 CRN: 49190 0900-1159 HYB & COMP 4017 CRN: 49190 0900-1159 HYB & COMP 4017 CRN: 49193 0900-1159 INP	do not registe 1. Saturday	sunday
Your cohi Note thai your cohi 19:00	ort selection h t you will have ort selection v Monday	has been proce e until <u>end of d</u> vill be reset, ar Tuesday	ssed! You can Reg lay <u>31 Oct 2024</u> to d you will be requ Wednesday	ister Now for y register in your lired to make a Thursday	COMP 4017 CRN: 49190 0900-1159 HYB & COMP 4017 CRN: 49190 0900-1159 HYB & COMP 4017 CRN: 49193 0900-1159 INP	do not registe 1. Saturday	sunday

Dynamic date on when the student needs to register for their courses or their cohort selection will be reset

Changing Cohort

1. If a cohort is selected, it can be changed to another cohort by navigating back to the Cohort Selection Page, and selecting another cohort, then click on the "Update" button.

						Return to	Main Menu
Use the i button t	radial buttons i o confirm your	below to view cohort selecti	the cohort schedu on.	ale. Once the de	sire cohort is se	lected, click ti	he Submit
Schedule	For:	1.00) (Studer	nt ID: 1)	
Program	:	T405					
Semeste	r:	1					
Selected	Cohort:	в		_			
Cohorts	Available:	A	B Update				
Cohorts	Full:		_				
Schedule	between:	06-JA	N-25 - 17-APR-25				
Note the your coh	ort selection h t you will have ort selection w	as been proce until <u>end of d</u> rill be reset, an	ssed! You can Reg ay <u>31 Oct 2024</u> to ad you will be requ	ister Now for yo register in your uired to make a	our courses! courses. If you nother selection	do not registe 1.	r by then,
Note the your coh	ort selection h t you will have ort selection w Monday	as been proce until <u>end of d</u> rill be reset, an Tuesday	ssed! You can Reg ay <u>31 Oct 2024</u> to ad you will be requ Wednesday	ister Now for your register in your aired to make a Thursday	courses. If you nother selection	do not registe 1. Saturday	r by then, Sunday
Your con Note the your coh	ort selection h t you will have ort selection w Monday	as been proce until <u>end of d</u> rill be reset, an Tuesday	ssed! You can Reg ay <u>31 Oct 2024</u> to d you will be requ Wednesday	ister Now for your register in your uired to make a Thursday	our courses! courses. If you nother selection Friday COMP 4017	do not registe h. Saturday	r by then, Sunday
Note tha your coh	ort selection h It you will have ort selection w Monday	as been proce until <u>end of d</u> fill be reset, an Tuesday	ssed! You can Reg a <u>y 31 Oct 2024</u> to d you will be requ Wednesday	ister Now for your register in your uired to make a Thursday	Friday COMP 4017 CRN: 49190 0900-1159	do not registe h. Saturday	r by then, Sunday
your coh	ort selection h It you will have ort selection w Monday	as been proce until <u>end of d</u> ill be reset, an Tuesday	ssed! You can Reg ay <u>31 Oct 2024</u> to d you will be requ Wednesday	ister Now for yo register in your aired to make a Thursday	Friday COMP 4017 CRN: 49190 0900-1159 HYB	do not registe h. Saturday	r by then, Sunday
your coh	Nort selection h It you will have nort selection w Monday	as been proce until <u>end of d</u> ill be reset, an Tuesday	ssed! You can Reg a <u>y 31 Oct 2024</u> to nd you will be requ Wednesday	ister Now for yo register in your uired to make a Thursday	COMP 4017 CRN: 49190 0900-1159 HYB & COMP 4017 CRN: 49190 0900-1159 HYB & & COMP 4017	do not registe h. Saturday	r by then, Sunday
your coh	nort selection h it you will have ort selection w Monday	as been proce: until <u>end of d</u> ill be reset, ar Tuesday	ssed! You can Reg a <u>y 31 Oct 2024</u> to nd you will be requ Wednesday	ister Now for your register in your uired to make a Thursday	COMP 4017 CRN: 49190 0900-1159 HYB & COMP 4017 CRN: 49190 0900-1159 HYB & COMP 4017 CRN: 49193 0900-1159	do not registe h. Saturday	r by then, Sunday
Note the your coh	Nort selection h It you will have ort selection w Monday	as been proce: until <u>end of d</u> ill be reset, an Tuesday	ssed! You can Reg a <u>y 31 Oct 2024</u> to ad you will be requ Wednesday	ister Now for your register in your uired to make a Thursday	COMP 4017 CRN: 49190 0900-1159 8 COMP 4017 CRN: 49190 0900-1159 8 COMP 4017 CRN: 49193 0900-1159 INP	do not registe h. Saturday	r by then, Sunday
10:00 10:00	Monday	as been proce: until <u>end of d</u> ill be reset, an Tuesday	ssed! You can Reg ay <u>31 Oct 2024</u> to ad you will be requ Wednesday	ister Now for your register in your uired to make a Thursday	COMP 4017 CRN: 49190 OP00-1159 HYB & COMP 4017 CRN: 49190 O900-1159 HYB & COMP 4017 CRN: 49193 O900-1159 INP	do not registe h. Saturday	r by then, Sunday
99:00 10:00	Monday	as been proce until <u>end of d</u> ill be reset, an Tuesday	ssed! You can Reg a <u>y 31 Oct 2024</u> to nd you will be requ Wednesday	ister Now for your register in your aired to make a Thursday	COMP 4017 CRN: 49190 0900-1159 HYB & COMP 4017 CRN: 49190 0900-1159 HYB & COMP 4017 CRN: 49193 0900-1159 INP	do not registe h. Saturday	r by then, Sunday
10:00 11:00	Monday	as been proce until <u>end of d</u> ill be reset, an Tuesday	ssed! You can Reg a <u>y 31 Oct 2024</u> to nd you will be requ Wednesday	ister Now for your register in your uired to make a Thursday	COMP 4017 CRN: 49190 OP00-1159 HYB & COMP 4017 CRN: 49190 O900-1159 HYB & COMP 4017 CRN: 49193 O900-1159 INP	do not registe h. Saturday	r by then, Sunday
10:00 11:00	Monday	as been proce until <u>end of d</u> ill be reset, an Tuesday	ssed! You can Reg a <u>y 31 Oct 2024</u> to nd you will be requ Wednesday	ister Now for your register in your uired to make a Thursday	COMP 4017 CRN: 49190 0000-1159 HYB & COMP 4017 CRN: 49190 0000-1159 HYB & COMP 4017 CRN: 49193 0900-1159 INP	do not registe h. Saturday	r by then, Sunday
10:00 11:00	Monday	as been proce until <u>end of d</u> ill be reset, an Tuesday	ssed! You can Reg lay 31 Oct 2024 to nd you will be requ Wednesday	ister Now for your register in your uired to make a Thursday	COMP 4017 CRN: 49190 COMP 4017 CRN: 49190 OPO-1159 HYB & COMP 4017 CRN: 49193 OPO0-1159 INP	do not registe h. Saturday	r by then, Sunday
11:00 12:00	Monday	as been proce until <u>end of d</u> ill be reset, an Tuesday	ssed! You can Reg av 31 Oct 2024 to hd you will be requ Wednesday	ister Now for your register in your uired to make a Thursday	COMP 4017 CRN: 49190 0900-1159 HYB & COMP 4017 CRN: 49190 0900-1159 HYB & COMP 4017 CRN: 49193 0900-1159 INP	do not registe h. Saturday	Sunday

2. A message will be prompted when hovering over the "Update" button.

		Cohort	t Sel	ection	Page - W	inter 202	5	
							Return to	Main Menu
Use the r button to	adial buttons l confirm your	below to view cohort selecti	the coh on.	ort schedu	le. Once the de	isire cohort is se	lected, click th	he Submit
Schedule	For:				(Studen	nt ID:)	
Program:		T405						
Semester	r.	1						
Selected	Cohort:	в						
Cohorts /	Available:	_A	€B	Update	Note that if yo	ou choose anoth	her cohort but	have already
Cohorts F	Full:							
Schedule	between:	06-JA1	V-25 - 12	7-APR-25				
Your coh Note that your coh	t you will have ort selection w	e until <u>end of d</u> vill be reset, an	ay 31 O nd you v	ct 2024 to r will be requ	register in your ired to make a	courses. If you nother selection	do not registe n.	r by then,
Your coh Note tha your coh	t you will have ort selection w	e until <u>end of d</u> vill be reset, an	ay <u>31 O</u> nd you v	<u>ct 2024</u> to r will be requ	register in your ired to make a	r courses. If you nother selection	do not registe n.	r by then,
Your coh Note tha your coh	t you will have ort selection w Monday	e until <u>end of d</u> vill be reset, an Tuesday	ay <u>31 O</u> nd you v Wed	oct 2024 to r will be requ	register in your ired to make a Thursday	r courses. If you nother selection Friday	do not registe n. Saturday	r by then, Sunday
Your coh Note tha your coh	t you will have ort selection w Monday	e until <u>end of d</u> vill be reset, ar Tuesday	ay <u>31 O</u> nd you v Wed	inesday	register in your irred to make a Thursday	Friday COMP 4017 CRN: 49190	do not register n. Saturday	r by then, Sunday
Your coh Note tha your coh	t you will have ort selection w Monday	e until <u>end of d</u> vill be reset, an Tuesday	ay <u>31 O</u> nd you v Wed	<u>et 2024</u> to r will be requ	register in your ired to make a Thursday	r courses. If you nother selection Friday COMP 4017 CRN: 49190 0900-1159 NYB	do not register n. Saturday	r by then, Sunday
Your coh Note tha your coh	t you will have ort selection w Monday	e until <u>end of d</u> vill be reset, an Tuesday	ay <u>31 O</u> nd you v Wed	k <u>et 2024</u> to r will be requ	register in your ired to make a Thursday	rourses. If you nother selection Friday COMP 4017 CRR: 49190 0900-1159 HYB & COMP 4012	do not register n. Saturday	r by then, Sunday
Your coh Note tha your coh 09:00	t you will have ort selection w Monday	a until <u>end of d</u> vill be reset, ar Tuesday	ay <u>31 O</u> ad you v	<u>kt 2024</u> to r will be requ	register in your ired to make a Thursday	Friday COMP 4017 CRN: 49190 0900-1159 HYB & COMP 4017 CRN: 49193 COMP 4017 CRN: 49193	do not register n. Saturday	r by then, Sunday
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3. After clicking the "Update" button, another message will pop-up. Click Ok to proceed with switching cohorts.

Note: If you have already registered for courses on the registration page, you will be dropped from the registered courses.



Frequently Asked Questions

I am a domestic student with Part-time status for registration. What does this mean?

Your Full-time or Part-time registration status will update automatically based on the number of courses you are registered in. If you are in a post-secondary program and should be considered as a "Full-time" student, you may be seeing the part-time registration status as you have not registered in the correct number of courses.

Please refer to your Degree Works page to see the most accurate listing of courses you need to be registered in for your program.

My program has options, how do I select my program specialty?

Please refer to the Program with Options page for more information on how to select an Option. The Program with Options page can be accessed <u>here</u>.

My program requires me to choose a Cohort, how do I choose my cohort?

Navigate to the Course Registration and Timetable Card in STU-VIEW and select "Cohort Selection Page". The Course Registration and Timetable Card can be found on STU-VIEW by using the "Discover" option and searching for "Cohort."

Register for Your Courses ம Use this link to add or drop courses or to withdraw from your program	
Cohort Selection Page I Use this link to select your cohort.	
View Detailed Course Schedule and	
Timetable_C ² List of registered courses and class locations and weekly timetable	
Program Withdrawal [2] Withdraw from your program	
Communications / Math Assessment	

On the Cohort Selection page, please view the different cohort schedules, and select the preferred cohort for the semester by clicking the "Submit" button. The student account will be updated with the cohort selection, and the CR Hold will be removed.

Please note: Selecting a cohort on this page will not register the student in courses. The student will need to return to the Course Registration and Timetable Card in STU-VIEW to register for courses when their registration window is open.

For more information, please visit the Programs with Cohorts page.

How do I change my cohort selection?

To update your cohort, navigate to the Course Registration and Timetable Card in STU-VIEW, and select "Cohort Selection Page". The Course Registration and Timetable Card can be found on STU-VIEW by using the "Discover" option and searching for "Cohort."

From the cohort page, select another available cohort, and click on the "Update" button.

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Note: If you're already registered in courses, you'll be dropped from all registered courses.

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Cohorts A	vailable:	OA	•8	Update	Note that if y	ou choose anoth	er cohort but	have already
Cohorts F	ult							
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Students will need to click on "Ok" to confirm the changes to update their cohort.



What do I do if my cohorts are all full?

If all the cohorts are full, please connect with your Academic Department

	Cohort Selection Page - Winter 2025	
Find New Student		Return to Main Menu
Use the radial buttons b button to confirm your c	elow to view the cohort schedule. Once the desire cohort is selecte ohort selection.	d, click the Submit
Schedule For:	(Student ID:)
Program:	H100	
Semester:	1	
Cohorts Available:		
Cohorts Full:	A B C D E All cohorts are currently full. Contact your academic area for assisted	ance.
Schedule between:		

Dropping a course from your timetable, after registration is submitted (completed).

To drop a course, please go to your registration summary inside the self-service registration page, click on the drop-down menu and select "Drop course" and press "submit".

If you want to drop a course after day 10, a new drop code will be displayed: "Drop class without academic penalty", select this course and press submit.

a. Be mindful of drop dates and how this may impact grades and tuition. Refer to the <u>Important Dates</u> for deadline dates.

- b. Connect with the academic department to obtain advising prior to dropping courses.
- c. Full time status can be affected. Dropping courses may place students in part time status. International students dropping to part time status may affect student visas. Domestic students dropping to part time status may affect their OSAP.

To drop a course, please go to your registration summary inside the self-service registration page, click on the drop-down menu and select "Drop course" and press "submit".

If you want to drop a course after day 10, a new drop code will be displayed: "Drop class without academic penalty", select this course and press submit.

Withdrawing from your program

To withdraw from your program, please go to STU-VIEW and use the withdrawal link on the course registration and timetable card.

**If you are an International Student, you should connect with the International Centre as there may be study-permit implications for you if you withdraw from your program.

What are Transfer Credits?

Refer to the User Guide on Transfer Credits for a comprehensive guide on How to Apply for Transfer Credits.

More information on Transferring your Credits is available on our website, at https://www.georgebrown.ca/apply/transfer-credits

How will Transfer Credits be reflected on my registration?

If you have an approved exemption or transfer credit, you will see a green checkmark next to the course requirement as it will be showing as "Met". You are not required to register in the course again. If you are already registered in the course and have received an approved transfer credit – you may drop the registered course. Your registration requirement will still show as "Met" with the green checkmark.

Refer to your Degree Works credential audit for the most up to date listing of the courses you are required to take for your program.

What is the Placement Assessment?

- The placement assessment is taken by students already admitted to George Brown programs.
- The placement assessment results are used to place the student into the appropriate level of Communication and/or math courses. Students with a lower score are placed into foundation-level courses for the purpose of further skill development. Students taking foundation-level courses may be charged additional course fees. Students who score at a higher level are not required to take the foundation level course(s) and can register in the College-level course.
- If you require accommodations for your placement test, please register with <u>Accessible Learning Services</u> before you book your placement test.

For more information about the placement assessment and assessment preparation, visit the Assessment Centre.

Placement Assessment Scores:

- In case the result of the Placement test indicates that the Foundation level course is needed (COMM 1000), both courses (Foundation level and College level) will appear as "non completed" on your registration page:



- Completion of COMM 1000 is required before proceeding to take the COMM 2000 course. Additional fees may be charged in this case.
- On the other hand, if the Placement test result indicates that only the College level course is needed, the Foundation level English course will appear as "met" and you can continue your registration to the COMM 2000 course.



I have an XC or XM hold on my record

	*
Student Registration Select a Term Prepare for Registration	
Prepare for Registration	
Registration Status	
Registration Status Term: Fall 2024	Primary Curriculum Program: Business - Accounting Credential: Ontario College Diploma Catalog Term: Fall 2009
You have holds which do not prevent registration. No COMM Placement Assmt. Score Reason: test From Date: 10/29/2024 To Date: 10/30/2024 No MATH Placement Assmt. Score Reason: test From Date: 10/29/2024 To Date: 10/29/2024 To Date: 10/20/2024	
Your class standing for registration purposes is Semester 2	

Message Description: No COMM Placement Assessment Score / No MATH Placement Assessment Score

Action Required: XC Hold means you have not yet taken a Communications Placement Assessment. XM Hold means you have not yet taken a Math Placement Assessment. This is required to determine your level for Communication or Math courses. Please visit the <u>Assessment Centre</u> for further information.

If you have completed the Placement Assessment, once your score is added to the system, the hold will be removed the next day, and you will be able to register for the appropriate level for the course(s).

If you choose not to take the Placement Assessment or your test score results in registering in the Foundation level Communication and/or Math course, you will be charged for the extra course(s).

Office of the Registrar November 2024

I have an error regarding my registration time window, what do I do?



Message Description: Your registration window is not yet available. Refer to the Course Registration and Timetable Card in STU-VIEW for your program Registration Start Date/Time.

Action Required: Please refer to your Course Registration and Timetable card in STU-VIEW to check when the registration window opens for your selected program.

Why does the "please search again" message appear?

Some of the courses displayed on the Previous semester bucket may not be offered every term. Please connect with your <u>Academic</u> <u>Department</u> for further information on when this course will be offered.

There is a Class Restriction on one of my Courses, what do I do?



Message Description: You are currently unable to add this CRN due to a Class Restriction. See the Registration Support link for further detail for when this CRN may be available to you for registration.

Action Required: Class Restriction permits registration for students only enrolled in certain semesters. If the desired CRN has a Class Restriction, please check with your <u>Academic Department</u> as to when/if these will be available later in the registration period.

There is an AR Hold on my account

You have holds which prevent registration.
A/R Accounts Receivable From Date: 09/20/2023 To Date: 09/27/2024 Amount: Processes Affected: Registration, Transcript, Graduation, Grades, Accounts Receivable, Evaluation
Ok

Message Description: You have a hold which prevents registration. A/R Accounts Receivable.

Action Required: Please note that an A/R hold has been placed in your account due to non-payment of tuition fees (including NSF cheques and declined Credit Cards for any dollar amount). Please check with our Accounts Receivable department at accountsreceivable@georgebrown.ca.

There is an AC Hold on my account

You have holds which prevent reg	<u>gistration.</u>
Divisional Hold	
From Date: 06/24/2024	
To Date: 12/31/2099	
Processes Affected: Registration	
	Ok

Message Description: You have a hold which prevents registration. Divisional Hold.

Action Required: Unable to proceed in program of study due to academic failure. Please connect with your <u>Academic Department</u> for further assistance.

There is an AD Hold on my account

9 You have holds which prevent registration.	
Advising required-See Dept.	
From Date: 06/24/2024 To Date: 12/31/2099	
Processes Affected: Registration	
Ok	

Message Description: You have a hold which prevents registration. Advising required – See Dept.

Action Required: Students must seek academic advising before continuing in their program. Please contact your <u>Academic</u> <u>Department</u> for further assistance.

I am receiving an error message stating there is a conflict in my schedule:



Message Description: This course section conflicts with another course section in your schedule and cannot be added. Select a different course section.

Action Required: Select a different section of the course you are trying to add. If this is the only option for your mandatory courses, remove the conflicting course from your selection or reach out to your <u>Academic Department</u>.

I received a message called Pre-requisites not met



Message Description: The course you are trying to add requires a minimum grade in a pre-requisite course. Select another course. See the Registration Support link for assistance.

Action Required: Registration for the selected course cannot be completed as you have not completed the pre-requisite course. Please reach out to your <u>Academic Department</u> for further assistance.

I am receiving a Co-requisite selection required, what should I do?



Message Description: Course and CRN #: Co-requisite (course) required.

Action Required: Ensure that the correct combination of course sections are selected based on the messaging. You will be required to register for all applicable course sections in the same submission to successfully register.

I am receiving a message when I try to drop my last class:



Message Description: To withdraw from your program, go to STU-VIEW and use the withdrawal link on the *Course Registration and Timetable Card.*

Action Required: If you are not intending to formally withdraw, but are trying to remove the course, try adding another desired course section prior to dropping the one that is no longer desired.

I am receiving a minimum hours error message:



Message Description: You must remain registered at a minimum number of course hours. See the Registration Support link.

Action Required: The selected course(s) cannot be dropped as it would result in your registration hours falling below the minimum requirement. For support related to adjusting your hours, contact your <u>Academic Department</u> for further assistance.

If you are an international student, being part-time may impact your status as an international student and future post-graduation work eligibility, unless you are in your final semester or taking courses on what should be your scheduled break. For support related to your status as an international student, contact your <u>International Student Advisor</u>.

I am receiving a message when I log in regarding my minimum hours for the term:



Message Description: Note that your program or status requires a minimum course hour registration requirement for the Term.

Action Required: Note that your registration actions will not be processed if your credit hours fall below the minimum requirement. If you would like to withdraw from your courses, contact your <u>Academic Department</u>.

I am receiving a Maximum hours reached error message:



Message Description: Note that you have reached the maximum amount of course hours allowed for your term. See the Registration Support link for assistance.

Action Required: Note that your registration action will not be processed as it would put you over the credit hour limit for the term. You may wish to drop other courses if the one you are attempting to register in is mandatory. If you are looking to register for additional courses, contact your <u>Academic Department</u>.

I am receiving an error message that I have exceeded my attempts for a course, what should I do?



Message Description: [Course CRN] You have exceeded your attempts for this course. See the Registration Support link.

Action Required: In adherence with George Brown College's <u>Failed and Repeated Courses Policy</u>, students may only repeat a course a maximum of two times. If you received this message, that indicates that you are unable to register for the course as you are beyond your two repeats. Contact your <u>Academic Department</u> for further assistance.

I am trying to register for a course that I am missing, but the following message appears:



Message Description: Your successful completion of courses results in the requirement being met for this course. You do not need to register for this course as the requirement has been met.

Action Required: Ensure that you review your Degree Works report and that the requirements is showing as met. Should you require further clarification, ccontact your <u>Academic Department</u> for further information.

I am receiving a message stating the section is full:



Message Description: This course section is full. If this is an elective, select a different course, or check back later for availability. If this is a mandatory course, see the Registration Support link.

Action Required: If the required course section is listed as "Full", please contact your <u>Academic Department</u> for assistance.

I am receiving a message about duplicate course section



Message Description: Duplicate course section selection. Remove course section from your selection and resubmit.

Action Required: You have successfully registered for a different section of this course. You are only able to register in one CRN of a course per term. Please remove the course section causing the error and resubmit.

The course I am trying to add requires approval, what should I do?

* •	1
Registration for this course is restricted and requires approval. If you are interested in registering for this course, contact your Academic Area for further information. Ok	

Message Description: Registration for this course is restricted and requires approval. If you are interested in registering for this course, contact your Academic Area for further information.

Action Required: Certain courses require additional approvals. If you want to register for this course, please contact your <u>Academic</u> <u>department</u>.

I am receiving a message regarding a program restriction

* •	1
You are unable to currently add this CRN due a Program Restriction. See the Registration Support link for further detail for if and when this CRN may be available to you for registration.	to
Ok	

Message Description: You are unable to currently add this CRN due to a Program Restriction. See the Registration Support link for further details for when this CRN may be available to you for registration.

Action Required: Program Restriction permits registration for students only enrolled in certain programs. If the desired CRN has a Program Restriction, please check with your Academic Department as to when/if the course section will be available later in the registration period.

I am receiving a message stating the course I am trying to add is an exclusion:



Message Description: This course is an **Excluded Course** and cannot be used as an elective for your program. The course content overlaps with existing program content.

Action Required: Refer to the <u>General Elective and Liberal Studies Requirements page</u> for more information related to General Education and Liberal Studies Course.

I am receiving a reserve seating error message for a course I am trying to add:



Message Description: The remaining seats in this CRN are reserved for other students. Select another course section.

Action Required: If the required course section is listed as "Full," please contact your <u>https://www.georgebrown.ca/why-georgebrown/centres-schools/contact</u>Academic Department for assistance.

What are Instructional Methods?

When selecting your courses, there is a column showing the instructional methods. Please see below to see a brief description on what they mean:

Instructional Method	Description
Online (Asynchronous)	Asynchronous online learning means students can access their instructional materials at any time of day/night they choose and there are no scheduled "live" components.
Online (Synchronous)	Synchronous online learning means that students are required to log in and participate in class at a regularly scheduled time.
In-Person	In-person learning means instructional interaction that occurs "in person" and at a scheduled time at one of our three campuses (Casa Loma, St. James, Waterfront).
In-Person (Offsite)	In-person learning means instructional interaction that occurs "in-person" and at a scheduled time at an offsite location.
In-Person & Online (Synchronous)	In-person and online learning means a combination of in- person instructional interaction and synchronous online learning.

How to obtain Academic Advising and Assistance

Students should always reach out to their Academic Department to seek advising on academic issues. Your academic department staff, such as Program Coordinators, Student Service Representatives and Program Support Officers will have the most up-to-date information on your program and course offerings. They can provide information on student supports available to you, as well as help you plan your educational pathway. Their contact can be found: https://www.georgebrown.ca/why-george-brown/centres-schools/contact