



# **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 there mandatory courses bucket).

##### 2. Mandatory Courses with Options

Optional 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.
- **Communications 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 NT (No 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.

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- **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 NT (No 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 STUVIEW 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 STUVIEW 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.

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The screenshot shows the 'Register for Classes' interface for a student. The page is titled 'Register for Classes' and includes a navigation breadcrumb: 'Student > Registration > Select a Term > Register for Classes'. The main content area is divided into two columns: 'Your Course Registration List' and 'Heat, Ref. & Air Cond. Tech'n Term: Winter 2024'. The 'Your Course Registration List' column contains three sections: 'Select Courses', 'Previous Semester Courses', and 'Previous Semester Courses'. The 'Heat, Ref. & Air Cond. Tech'n' column contains a 'Select Courses' section. Three callouts are overlaid on the right side of the interface: a red callout pointing to the 'Select Courses' section in the 'Your Course Registration List' column, labeled 'Mandatory Core Courses'; a green callout pointing to the 'Select Courses' section in the 'Heat, Ref. & Air Cond. Tech'n' column, labeled 'Optional Core Courses'; and a blue callout pointing to the 'Previous Semester Courses' section in the 'Your Course Registration List' column, labeled 'Previous Semester Courses'.

## 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
<b>Class</b>	Refers to a student's semester and used to control registration dates and times.
<b>Cohorts</b>	Specific set of Course Registration Numbers (CRNs) for courses within the Mandatory Bucket. A hold is placed until the cohort of choice is selected.
<b>Options</b>	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
<b>NT</b>	No Placement Assessment Score	Student has not completed placement test.	N/A
<b>CR</b>	Cohort Registration Hold	Students need to select their cohort prior to registering for courses.	Registration
<b>OR</b>	Options Registration Hold	Students need to select their program specialization prior to registering for courses.	Registration

### **NT (No Placement Assessment Score) Hold**

The NT (No Placement Assessment Score) Hold is used as a reminder to new students to book and take a placement assessment in order 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 in order 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 College-level 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.



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Example of the NT hold on the Prepare for Registration page:

## Prepare for Registration

Registration Status

### Registration Status


Term: Fall 2024

**i** You have holds which do not prevent registration.

**No Placement Assessment Score**  
From Date: 07/09/2024  
To Date: 12/31/2099

**i** Your class standing for registration purposes is Semester 4

**Minimum deposit payment required to register.**



## Cohort Hold

A Cohort Registration (CR) Hold 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 Hold on the Prepare for Registration page:

The screenshot displays the 'Prepare for Registration' page on the George Brown website. The breadcrumb trail at the top reads: Student > Registration > Select a Term > Prepare for Registration. The main heading is 'Prepare for Registration'. Below this, there is a 'Registration Status' section. Under 'Registration Status', the term is listed as 'Fall 2024'. A red-bordered box highlights a message: 'You have holds which prevent registration.' This message includes details for a 'Cohort Registration Hold': Reason: Please select a Cohort, From Date: 07/02/2024, To Date: 12/31/2099, and Processes Affected: Registration. A red arrow points to this message. Below this, a light blue message states: 'You have holds which do not prevent registration.' This includes a 'Probationary-See Dept.' hold with Reason: Online Academic Decision, From Date: 04/25/2024, and To Date: 12/13/2024. At the bottom, a light blue message indicates: 'Your class standing for registration purposes is Semester 1'. A yellow banner at the very bottom states: 'Minimum deposit payment required to register.'

## Options Hold

Students who are enrolled in a program with options will have an Options Registration 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:

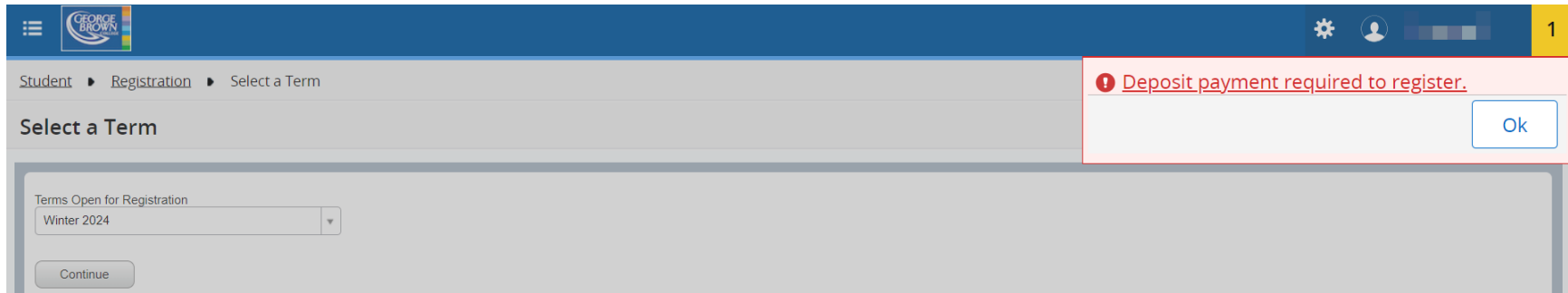
The screenshot displays the 'Prepare for Registration' page on the George Brown website. At the top, there is a blue navigation bar with the George Brown logo and a breadcrumb trail: 'Student' > 'Registration' > 'Select a Term' > 'Prepare for Registration'. Below the navigation bar, the page title 'Prepare for Registration' is centered. A 'Registration Status' tab is active, showing the 'Registration Status' section for the 'Term: Fall 2024'. A red-bordered box highlights a message: 'You have holds which prevent registration.' Below this message, details for an 'Options Registration Hold' are listed: 'From Date: 07/03/2024', 'To Date: 12/31/2099', and 'Processes Affected: Registration'. A red arrow points to the right from the end of this message box. Below the hold message, a light blue information bar states: 'Your class standing for registration purposes is Semester 5'. At the bottom, a yellow bar contains the text: 'Minimum deposit payment required to register.'

## New Student Eligibility Status

Status Code	Status Description	Reason for Status
DR	Deposit Required	Student has not paid their deposit for the academic year.

The Deposit Required (DR) Status is applied to the student's account once per academic year.

If the student has a DR Status, they will receive a *Deposit Payment required to register* error message when attempting to access the registration page.

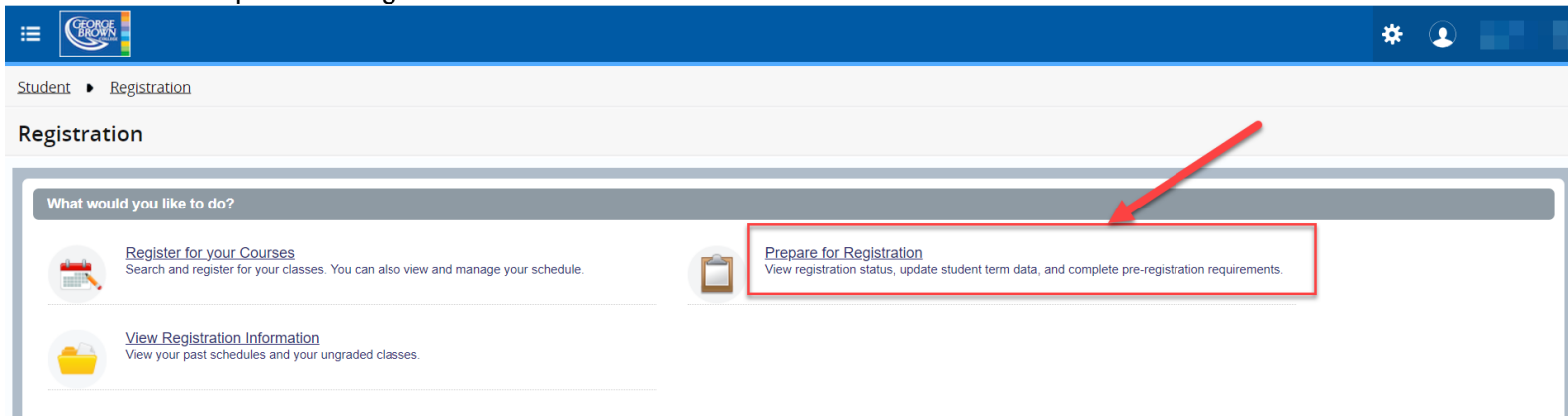


# Student's Prepare for Registration Page

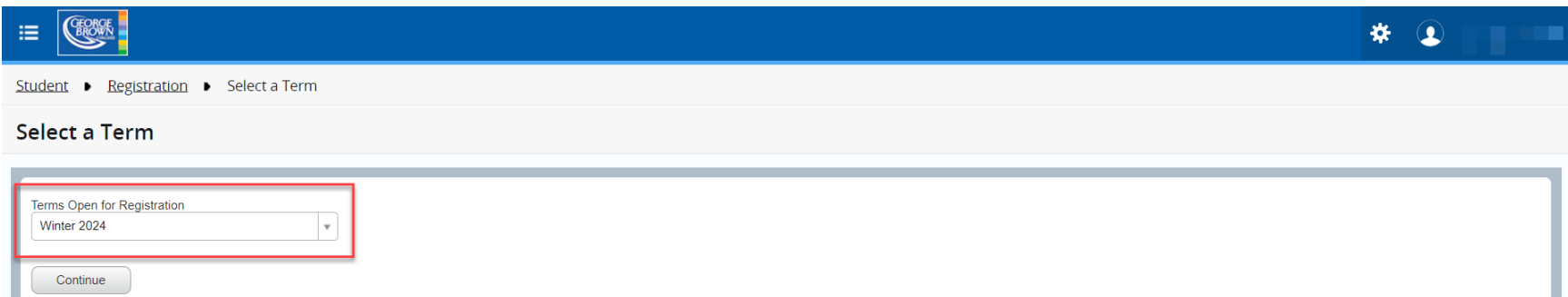
## Navigating the Student's Prepare Registration Page

To view the Prepare for Registration Page.

1. Click on Prepare for Registration.



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



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### 3. Navigating through the Prepare for Registration page.

The screenshot shows the 'Prepare for Registration' interface. At the top, there is a 'Registration Status' tab. Below it, the 'Registration Status' section displays 'Term: Winter 2024' and a green checkmark indicating 'You have no holds which prevent registration.' Below this is a light blue bar with an information icon stating 'Your class standing for registration purposes is Semester 4'. At the bottom of this section is a yellow bar with the text 'Minimum deposit payment required to register.' To the right, the 'Primary Curriculum' section shows 'Program: Heat, Ref. & Air Cond. Techn...', 'Credential: Ontario College Diploma', and 'Catalog Term: Fall 2022'. Six callout boxes with orange borders and lines pointing to specific elements are labeled: 'a. Term' points to the 'Term: Winter 2024' text; 'b. Holds' points to the green checkmark area; 'c. Semester' points to the 'Semester 4' text; 'd. Deposits' points to the yellow bar; 'e. Program Information' points to the 'Program' text; and 'f. Catalog Term' points to the 'Catalog Term' text.

- 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. **Deposit:** Reminder to students to pay their deposit
- e. **Program Information:** Student's program
- f. **Catalog Term:** Students catalog term

# Student's Structured Registration

## Navigating the Student's Registration Page

The screenshot shows the 'Registration Support' page for a student. The page is titled 'Register for Classes' and includes a navigation menu with 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. The main content area is divided into two sections: 'Your Course Registration List' and 'Search Results — 12 Classes'. The 'Your Course Registration List' section contains three categories of courses: 'Mandatory Core Semester Courses', 'Mandatory Optional Courses', and 'Previous Semester Courses'. The 'Search Results' section displays a table of 12 classes with columns for CRN Status, Subject, Number, Title, CRN, Day, Time, Location, and Date Range, Instructional Method, Campus, Instructor(s), Linked Sections, and an 'Add' button. The page also features a 'Panels' dropdown at the bottom left and a 'Submit' button at the bottom right.

1. Registration Support Link

2. Student Name

3. Mandatory Core Semester Courses

4. Mandatory Optional Courses

5. Previous Semester Courses

6. Screen View Toggle Button

7. Add Course

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The screenshot shows a registration system interface. On the left is a 'Class Schedule for Winter 2024' grid with days of the week and times (8am, 9am, 10am, 11am, 3pm, 4pm). On the right is a 'Summary' table with columns for Course Details, CRN Status, Registration Status, Action, and Instructional Methods. A 'Submit' button is at the bottom right. A 'Panels' dropdown is at the bottom left. A summary bar at the bottom shows: 'Total Hours | Registered: 8 | Billing: 28 | CEU: 4.5 | Min: 0 | Max: 999,999'.

Callouts point to the following features:

- 8. Timetable Pending Courses
- 9. Timetable Registered Courses
- 10. Registration Summary
- 11. Pending Courses
- 12. Tuition and Fees
- 13. Continuing Education Courses
- 14. Dropped courses prior to day 10
- 15. Registered Courses
- 16. Dropped courses without academic penalty
- 17. Minimum
- 18. Maximum
- 19. Submit Button

- 1. 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.



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- 4. Mandatory Optional Courses:** 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.

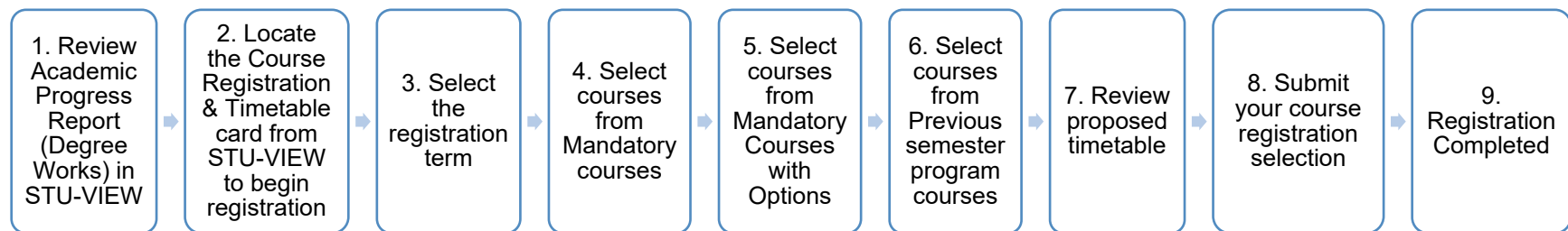


- 7. Add Course:** The Adding Course button is used to select a section of the course. Once the Add button is selected, the courses will appear in the Summary box.
- 8. Timetable Pending Courses:** Courses that have added to the Registration Summary, and on the timetable but the submit button has not 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 be 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 visit the [Continuing Education website](#) for their policies.

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- 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 register above drop 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



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### 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 [STU-VIEW](#). New students will receive to the login information from the offer letter. To reset the George Brown College password, please visit <http://service.georgebrown.ca>

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).

The screenshot displays the STU-VIEW dashboard with several navigation cards. The 'Academic Progress Report' card is highlighted with a red border and contains the following information:

- Course: B103 Business - Accounting
- Progress: 41% (represented by a circular progress indicator)
- Requirements: 1.83 OVERALL GPA
- Action: [View audit](#) (indicated by a red arrow)

Other visible cards include:

- Guide to the New STU-VIEW**: [STU-VIEW Navigation](#), [Ask George Brown - FAQ](#)
- Course Registration and Timetable**: [Register for Your Courses](#), [View Weekly Timetable](#), [Program Withdrawal](#), [View Detailed Course Schedule](#), [English / Math Assessment Booking](#), [Accessible Learning Services](#)
- View Fees & Registration Letter/I...**: [View Fees](#), [View Statements](#), [Pay Photo ID Fee](#), [Apply for Payment Plan](#), [E-Transfer Refund Code](#), [Request a Copy of Your Receipt](#)
- Student Records**: [Personal Information](#), [View Holds](#), [Academic Transcripts \(Unofficial\)](#), [Academic Transcripts \(Official\)](#), [View Final Grades](#), [Apply to Graduate](#), [Convocation](#)
- GBC Email**: [SIGN IN](#)

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The screenshot shows the 'Academic Progress Report' page. At the top right, a 'Tools' menu is highlighted with a green arrow, containing icons for print, email, and a settings menu. A red box highlights the 'Student Data Card' section, which includes input fields for Student ID (101), Name, and Program (B108 Business Administration - Marketing). Below this is an 'Advanced search' section with filters for Level, Credit, Program, Division, Term GPA, and Credential Status. A purple box highlights the 'Progress Report' section, which includes a 'Format' dropdown set to 'Student Information', a 'Program Progress' gauge showing 23% completion and an Overall GPA of 2.40, and checkboxes for 'In-progress courses' and 'Preregistered courses'. A 'Process' button is also visible. The bottom section shows 'Program Requirements' with an 'INCOMPLETE' status and a 'Catalog Term' of 'FALL 2020'.

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

B108 Semester 2 <span style="color: red; font-weight: bold;">INCOMPLETE</span>						
Catalog Term: FALL 2019 Semester GPA: 2.53						
A minimum grade of D or P (Pass) is required for all courses unless otherwise indicated.						
	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	C	3	Winter 2020
○	Business Presentation Skills	Still needed:	1 Course in <a href="#">BUS 1056</a>			
ⓘ	Professional Communications I	COMM 1034	PROFESSIONAL COMMUNICATIONS I	CIP	(3)	Winter 2021
✔	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
○	Mathematical Analysis for Mark	Still needed:	1 Course in <a href="#">MATH 1131</a>			

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2. Return to the STU-VIEW homepage and locate the Course Registration & Timetable card and select 'Register for your Courses'.

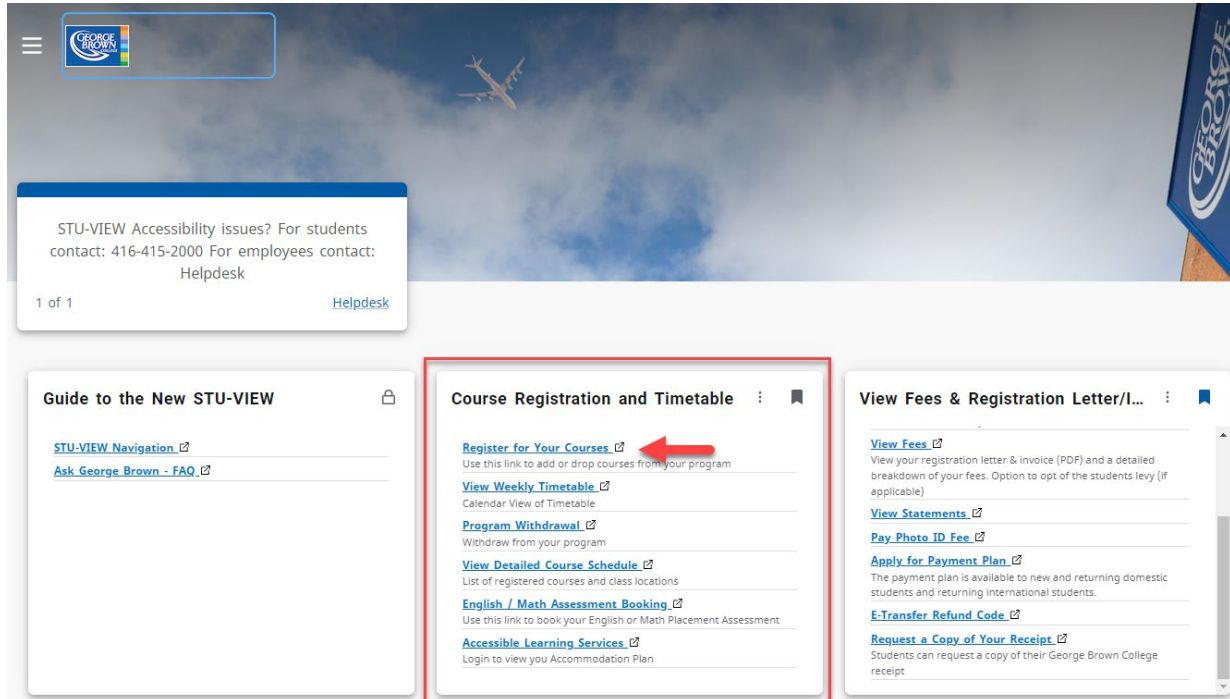
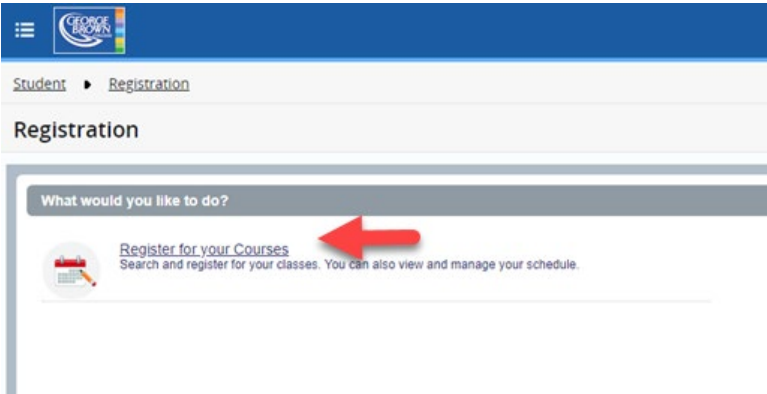
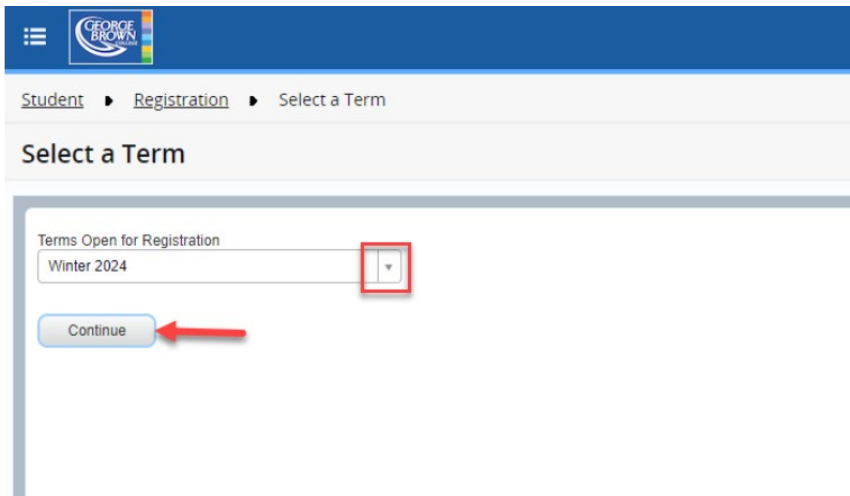


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**3. Begin the Registration Process by Selecting “Register for your Courses”.**



**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.**



**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 be 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 in order 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.



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The screenshot displays the 'Register for Classes' interface. At the top, there's a navigation bar with 'Student', 'Registration', and 'Select a Term'. Below this, the page title is 'Register for Classes'. The main content area is titled 'Your Course Registration List' and is divided into three sections:

- Mandatory Core Courses:** This section is highlighted with a red box. It lists courses such as 'Select COMM - 1113 PROFESS COMM FOR BLDG TECHNO', 'Select HVAC - 1021 GAS TECHNICIAN II PART C', 'Select HVAC - 2009 AIR CONDITIONING LAB APPL', and 'Select HVAC - 2013 HVAC COMPUTER APPLICATIONS'.
- Optional Core Courses:** This section is highlighted with a green box. It lists courses such as 'Select COMM - 1000 INTRO TO COLLEGE COMMUNIC', 'Select COMM - 2000 COMMUNICATING ACROSS CONTEX', and 'Select HVAC - 1003 REFRIGERATION LAB APPLICATIONS'.
- Previous Semester Courses:** This section is highlighted with a blue box. It lists courses such as 'Select BLDG - 1008 BUILD SCI & GREEN CONST TECH', 'Select HVAC - 1001 REFRIGERATION THEORY I', 'Select HVAC - 1008 ELECTRICAL FUNDAMNTLS FOR HVAC', 'Select MATH - 1145 MATH FOR HVAC 1', and 'Select MATH - 1146 MATH FOR HVAC 2'.

Three callout boxes on the right side of the interface point to these sections: a red box for 'Mandatory Core Courses', a green box for 'Optional Core Courses', and a blue box for '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:

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The screenshot shows the 'Register for Classes' interface. At the top, there are navigation links: Student > Registration > Select a Term > Register for Classes. The main heading is 'Register for Classes'. Below this, there are two main sections: 'Your Course Registration List' and 'Heat, Ref. & Air Cond. Tech'n Search Results - 8 Classes Term: Winter 2024'.

**Callout boxes and their locations:**

- Select course:** Points to the 'Step One' section in the 'Your Course Registration List'.
- View available dates & times:** Points to the 'Search Results' table.
- Select Add to add the course to your schedule:** Points to the 'Add' buttons in the 'Search Results' table.
- Review schedule of courses:** Points to the 'Class Schedule for Winter 2024' grid.
- Review Summary of courses selected for registration:** Points to the 'Summary' table.
- Select 'Submit' when you are ready:** Points to the 'Submit' button at the bottom right.

**Search Results Table:**

CRN Status	Subject	Number	Title	CRN	Day, Time, Location, and Date Range	Instructional Method	Campus	Instructor(s)	Linked Sections	Add
16 of 20 seats r...	HVAC	1003	REFRIGERATION LA...	50551	S M T W T F S   12:00 PM - 02:59 PM Type: Class Building: Cas	Lecture	Casa L...			Add
18 of 20 seats r...	HVAC	1003	REFRIGERATION LA...	50563	S M T W T F S   12:00 PM - 02:59 PM Type: Class Building: Cas	Lecture	Casa L...	Jim Grivas Sergejs...		Add
19 of 20 seats r...	HVAC	1003	REFRIGERATION LA...	50574	S M T W T F S   11:00 AM - 01:59 PM Type: Class Building: Cas	Lecture	Casa L...			Add
20 of 20 seats r... Time Conflict!	HVAC	1003	REFRIGERATION LA...	50568	S M T W T F S   02:00 PM - 04:59 PM Type: Class Building: Cas	Lecture	Casa L...			Add
19 of 19 seats r... Time Conflict!	HVAC	1003	REFRIGERATION LA...	50558	S M T W T F S   08:00 AM - 10:59 AM Type: Class Building: Cas	Lecture	Casa L...	Sergejs...		Add
19 of 19 seats r... Time Conflict!	HVAC	1003	REFRIGERATION LA...	50579	S M T W T F S   11:00 AM - 01:59 PM Type: Class Building: Cas	Lecture	Casa L...	Sergejs...		Add

**Summary Table:**

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	Add Course	Lab
HVAC 1008, 102	50593	Pending	Add Course	Lecture
???? ???? , 353	46119	Registered	None	Placeholder

## 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.

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Select Courses
My Registration

**Your Course Registration List**

Summary

**Step One**  
Refer to Degree Works for most up to date Program Progress

- Select HVAC - 1003 REFRIGERATION LAB APPLIC...
- Select HVAC - 1008 ELEC.CIRCUIT ANALYSIS FO...
- Select HVAC - 1016 GAS TECHNICIAN II PART A
- Select HVAC - 2003 REFRIGERATION THEORY II
- Select HVAC - 2013 HVAC COMPUTER APPLICATI...
- Select MATH - 1155 MATH FOR HVAC 2

**Step Two**  
Refer to Degree Works for most up to date Program Progress

Select from the following:  
Where: conditions required are 2; for all conditions combi

**Heat. Ref. & Air Cond. Tech'n**

**Search Results — 8 Classes**  
Term: Winter 2024

CRN Status	Subject	Number
16 of 20 seats r...	HVAC	1003
18 of 20 seats r...	HVAC	1003
19 of 20 seats r...	HVAC	1003
20 of 20 seats r... Time Conflict!	HVAC	1003
19 of 19 seats r... Time Conflict!	HVAC	1003
19 of 19 seats r... Time Conflict!	HVAC	1003

**Schedule**

Class Schedule for Winter 2024

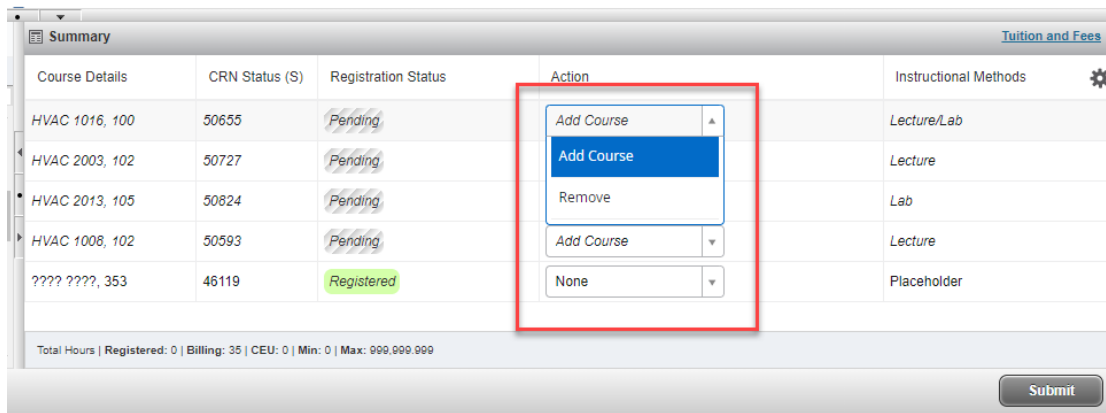
	Sunday	Monday	Tuesday	Wednesday	Thursday
7am					
8am		HVAC CO - GAS APPLICATIO/TECHNICIAN THEORY II		REFRIGERATION THEORY II	
9am		HVAC CO - GAS APPLICATIO/TECHNICIAN THEORY II		REFRIGERATION THEORY II	
10am		HVAC CO - GAS APPLICATIO/TECHNICIAN THEORY II		REFRIGERATION THEORY II	
11am		HVAC CO - GAS APPLICATIO/TECHNICIAN THEORY II		REFRIGERATION THEORY II	

Course sections that have time conflicts with the other courses you have already chosen

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### 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'.



The screenshot displays a web interface titled "Summary" with a "Tuition and Fees" link in the top right. Below the title is a table with the following columns: "Course Details", "CRN Status (S)", "Registration Status", "Action", and "Instructional Methods". The table contains five rows of course information. The first four rows have a "Pending" registration status, while the fifth row is "Registered". A red box highlights the "Action" column for the first four rows, which shows a dropdown menu with options: "Add Course", "Remove", "Add Course", and "None". The "Remove" option is highlighted in blue. At the bottom of the interface, there is a "Submit" button and a status bar showing "Total Hours | Registered: 0 | Billing: 35 | CEU: 0 | Min: 0 | Max: 999,999,999".

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.

## 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 [here](#).

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

Navigate to the Fall 2024- Course Registration and Timetable Card in STU-VIEW, and select “Cohort Timetable”. The Fall 2024- Course Registration and Timetable Card can be found on STU-VIEW by using the “Discover” option and searching for “Fall 2024”

On the Cohort Timetable 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?**

**Please select a cohort carefully as the cohort cannot be changed once it has been submitted.** If the cohort needs to be changed due to extenuating circumstances, please connect with your academic department for guidance.

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### **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 impacts grades and tuition. Refer to the [Important Dates](#) 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.

#### **\*For Spring 2024 ONLY\***

If you are registered in the Spring 2024 term, you will need to use the links on the Spring 2024 “Course Registration and Timetable” card in STU-VIEW if you wish to withdraw from your program. Please review the “Course Registration and Timetable” card carefully, as only the Spring 2024 links will apply to you.

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### **Spring 2024 / Fall 2024 Students**

For students who are registered in Spring 2024, and are also returning for the Fall 2024 term – please view the “Course Registration and Timetable” cards carefully, as they are marked for Spring 2024 and Fall 2024. Use the appropriate links for the registration actions (e.g. course registration, program withdrawal).

\*\*If you are an International Student, you should connect with the International Centre as there may be study-permit implications to 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?**

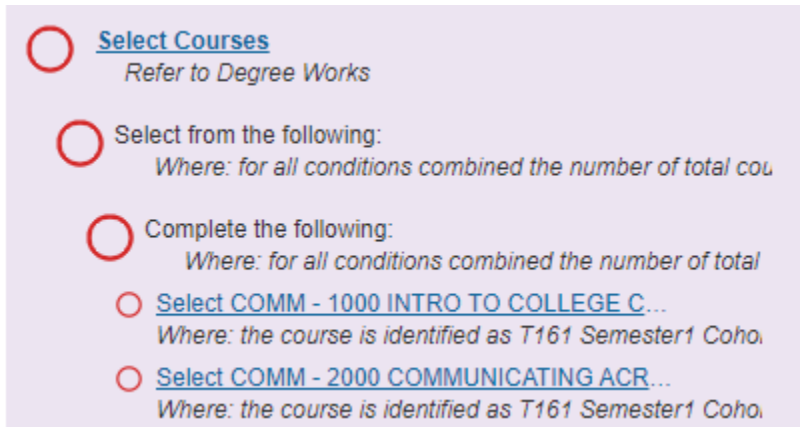
- The placement assessment is taken by students already admitted to George Brown programs.
- The placement assessment results are used to place the student into the appropriate level of English and/or math courses. Students with a lower score are placed into foundation-level courses for the purpose of 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 [Accessible Learning Services](#) before you book your placement test.

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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.



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- Select Courses**  
*Refer to Degree Works*
- Select from the following:  
*Where: for all conditions combined the number of total cou*
- Complete the following:  
*Where: for all conditions combined the number of total*
  - Select COMM - 1000 INTRO TO COLLEGE C...**  
*Where: the course is identified as T161 Semester1 Coho.*
  - Select COMM - 2000 COMMUNICATING ACR...**  
*Where: the course is identified as T161 Semester1 Coho.*

## I have an NT hold on my record

The screenshot shows a student registration portal. At the top, there is a blue navigation bar with the college logo and user settings. Below it is a breadcrumb trail: Student > Registration > Select a Term > Prepare for Registration. The main heading is 'Prepare for Registration'. Underneath, there is a 'Registration Status' section for the 'Term: Winter 2024'. A message box with a red border contains the following text: 'You have holds which do not prevent registration. No Placement Assessment Score. Reason: No Placement Assessment Score. From Date: 06/20/2024. To Date: 09/27/2024.' To the right of this message, the 'Primary Curriculum' is listed: Program: Construction Eng. Technician, Credential: Ontario College Diploma, Catalog Term: Winter 2024.

**Message Description:** No Placement Assessment Score

**Action Required:** You have not yet taken a Placement Assessment. This is required to determine your level for Communication or Math courses. Please visit the [Assessment Centre](#) for further information.

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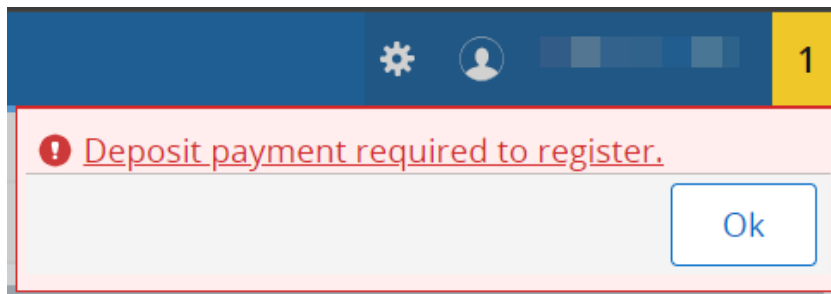
If you have completed the Placement Assessment, once your score is added to the system, the hold will be removed the next day, and you will be able to register for the appropriate level for the course(s).

If you choose to not 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).

### **I have a DR Eligibility Status on my account, what does this mean?**

The Deposit Required (DR) Status is applied to the student's account once per academic year.

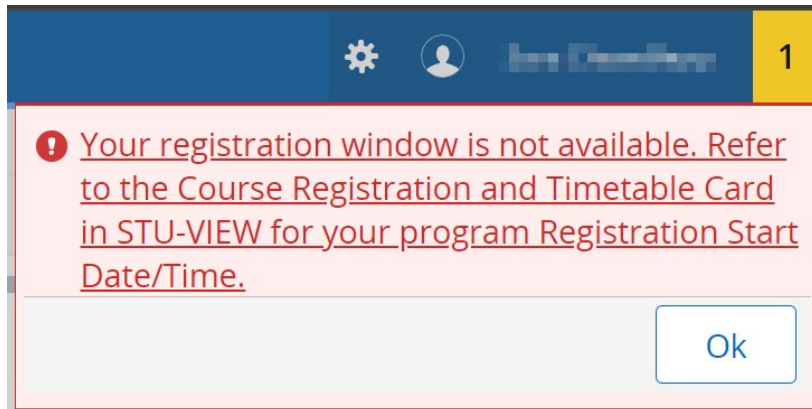
Upon paying the deposit, the hold will be lifted.



**Message Description:** Deposit payment required to register.

**Action Required:** This status prevents registration until the deposit payment is made. Please go to your STU-VIEW account and navigate to the Payment Centre card to make the tuition deposit payment to be able to register.

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



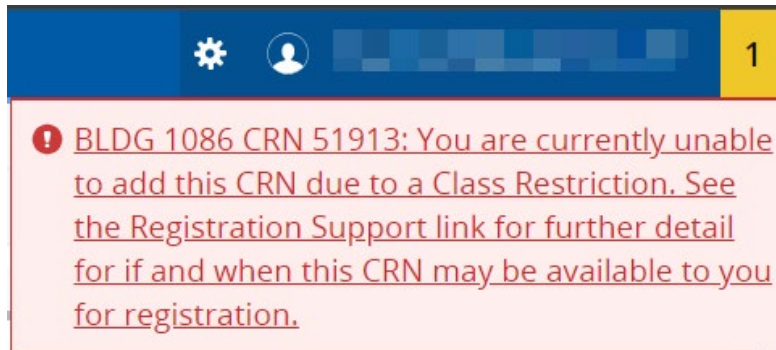
**Message Description:** Your registration window is not yet available. Refer to the Course Registration and Timetable Card in STU-VIEW for your program Registration Start Date/Time.

**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 [Academic Department](#) 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 if and when this CRN may be available to you for registration.

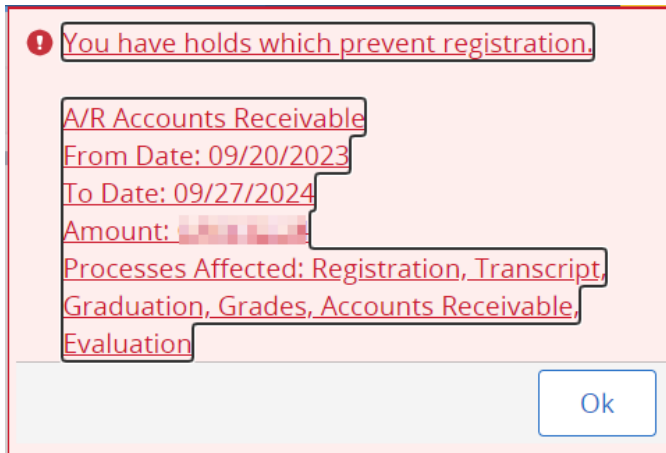
**Action Required:** Class Restriction permits registration for students only enrolled in certain semesters. If the desired CRN has a Class Restriction, please check with your [Academic Department](#) as to when/if these will be available later in the registration period.

Registering for **COMM 1000?** For students in semester 2 or higher: if available, additional seats will be released on August 15<sup>th</sup>. Please check back then.

Registering for **COMM 2000?** For students in semester 3 or higher: if available, additional seats will be released on August 15<sup>th</sup>. Please check back then.

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**There is an AR Hold on my account**



**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](mailto:accountsreceivable@georgebrown.ca).

**There is an AC Hold on my account**



**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 [Academic Department](#) for further assistance.

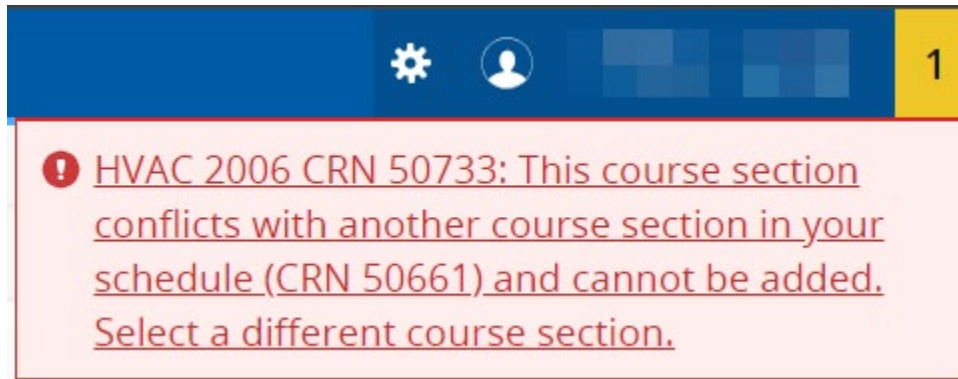
**There is an AD Hold on my account**



**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 [Academic Department](#) for further assistance.

I am receive 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 [Academic Department](#).



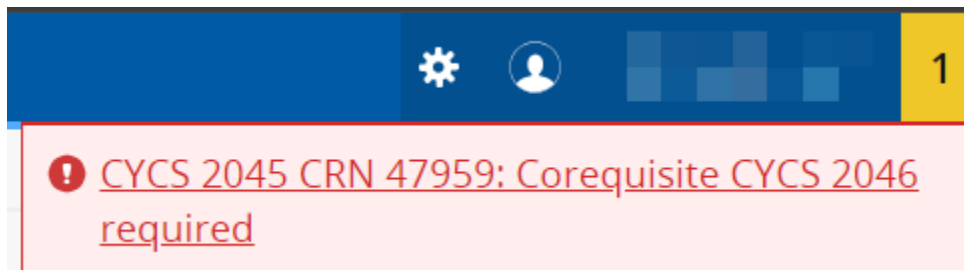
### I received a message called Pre-requisites not met



**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 [Academic Department](#) for further assistance.

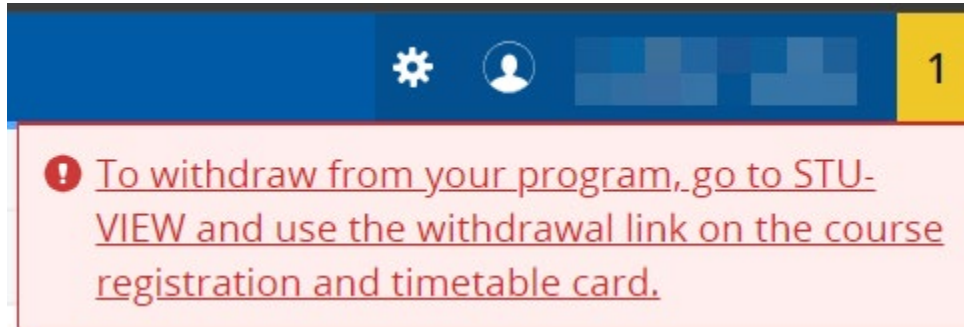
### I am receiving a Co-requisite selection required, what should I do?



**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 in order to successfully register.

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

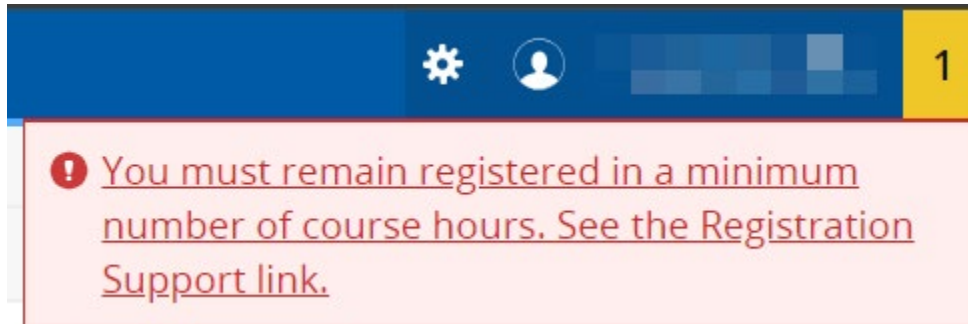


**Message Description:** To withdraw from your program, go to STU-VIEW and use the withdrawal link on the *Course Registration and Timetable Card*.

**Action Required:** If you are registered in the Spring 2024 term, you will need to use the Spring 2024 course and registration timetable. For Fall 2024 term, please use the one for Fall 2024.

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:**

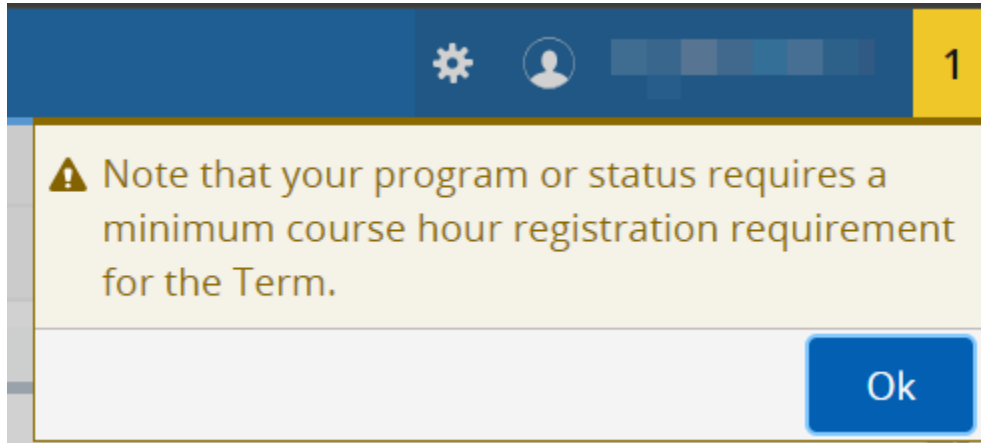


**Message Description:** You must remain registered in a minimum number of course hours. See the Registration Support link.

**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 [Academic Department](#) 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 [International Student Advisor](#).

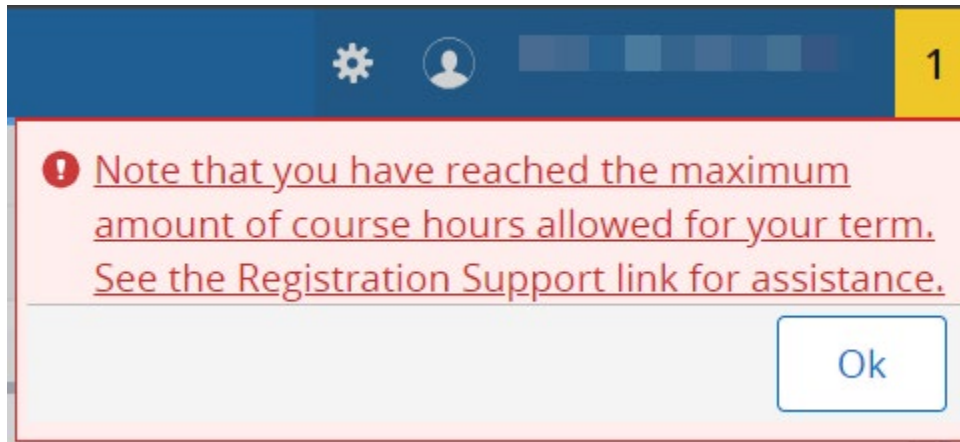
I am receiving a message when I log in regarding my minimum hours for the term:



**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 [Academic Department](#).

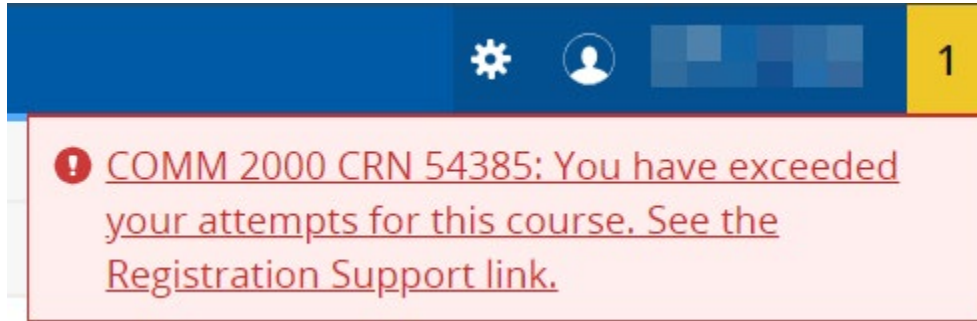
I am receiving a Maximum hours reached error message:



**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 [Academic Department](#).

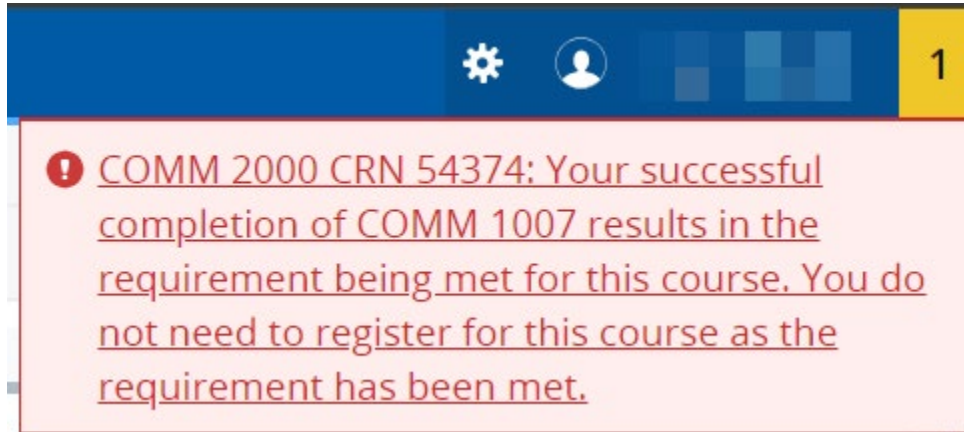
I am receiving an error message that I have exceeded my attempts for a course, what should I do?



**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 [Failed and Repeated Courses Policy](#), 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 [Academic Department](#) for further assistance.

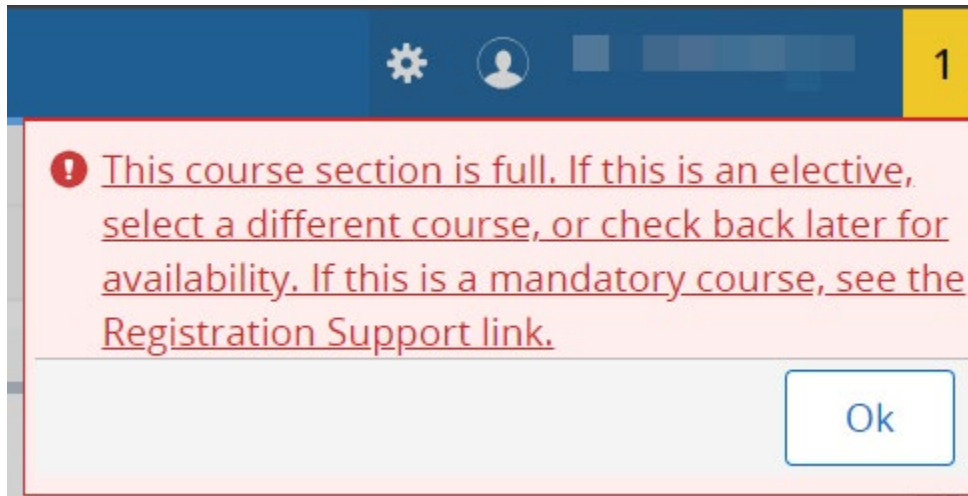
I am trying to register for a course that I am missing, but the following message appears:



**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 [Academic Department](#) for further information.

I am receiving a message stating the section is full:

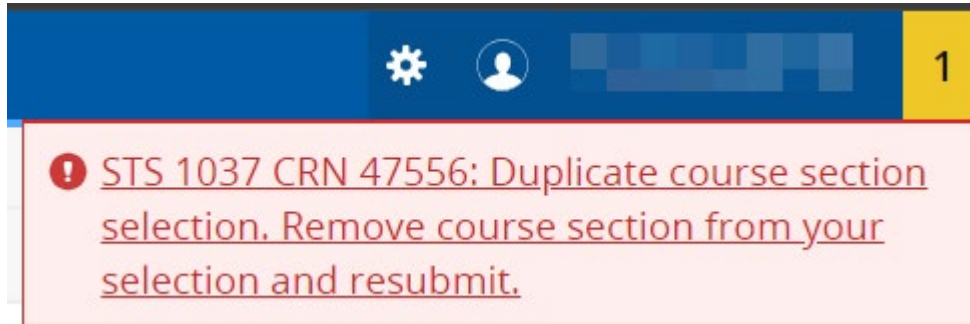


**Message Description:** This course section is full. If this is an elective, select a different course, or check back later for availability. If this is a mandatory course, see the Registration Support link.

**Action Required:** If the required course section is listed as "Full", please contact your [Academic Department](#) for assistance.



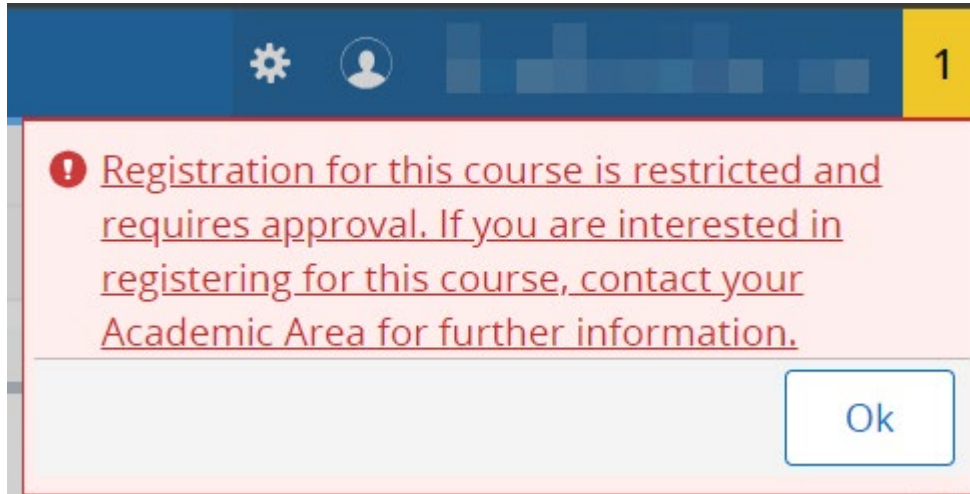
**I am receiving a message about duplicate course section**



**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.

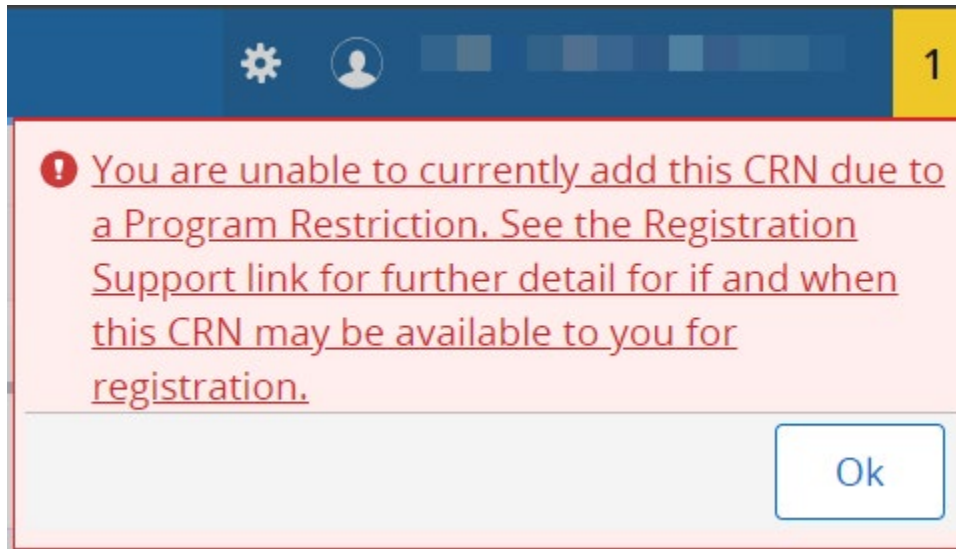
The course I am trying to add requires approval, what should I do?



**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 [Academic department](#).

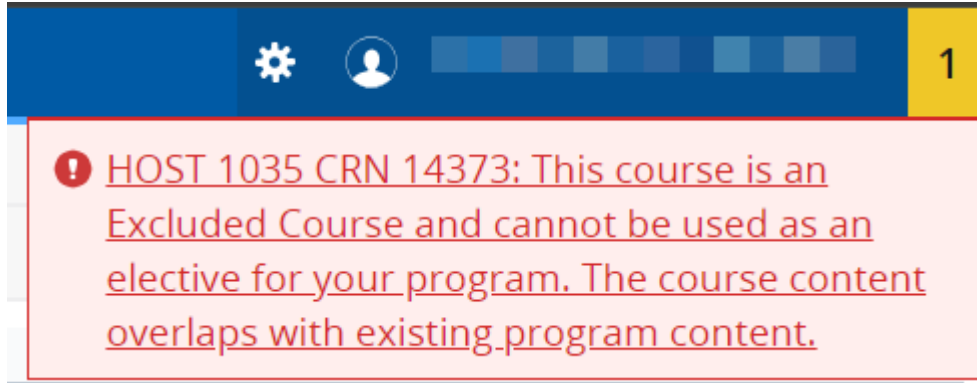
**I am receiving a message regarding a program restriction**



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

**Action Required:** A 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.

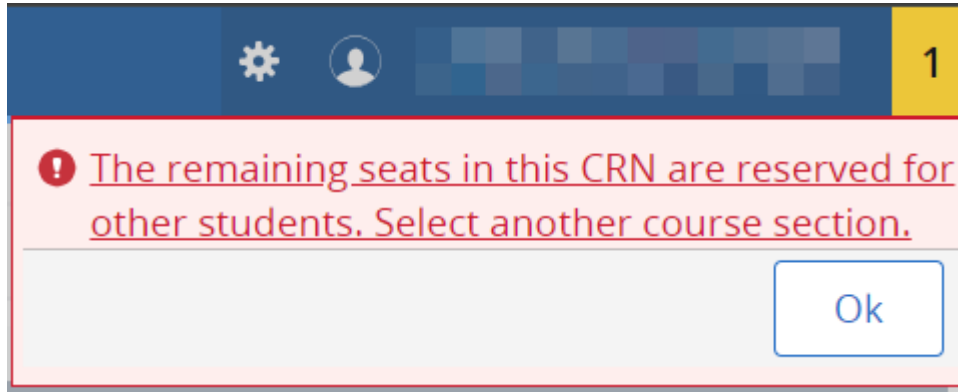
I am receiving a message stating the course I am trying to add is an exclusion:



**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 [General Elective and Liberal Studies Requirements page](#) 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 <https://www.georgebrown.ca/why-george-brown/centres-schools/contact> Academic Department for assistance.

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**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:

<b>Instructional Method</b>	<b>Description</b>
<b>Online (Asynchronous)</b>	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.
<b>Online (Synchronous)</b>	Synchronous online learning means that students are required to log in and participate in class at a regularly scheduled time.
<b>In-Person</b>	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).
<b>In-Person (Offsite)</b>	In-person learning means instructional interaction that occurs “in-person” and at a scheduled time at an offsite location.
<b>In-Person &amp; Online (Synchronous)</b>	In-person and online learning means a combination of in-person instructional interaction and synchronous online learning.

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### **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>