

[Registration Information at a Glance](#)

Registration for Douglas College courses is completed online using the [registration system](#). Go to the Study at Douglas tab and use the [Register](#) link.

The Registration System is available 24 hours a day with the exception of the following (approximate) hours for system backup: Monday to Sunday: 12:00am to 4:45am
Please note: The registration system is closed on certain days. For details, refer to the [important dates and deadlines](#).

1. Check your Registration date and time

→ [Log in to My account](#)

- Enter your **User ID** (your student number) and your **PIN** (birth date as DDMMYY unless you have changed it). Click **Login**
- Choose Registration from the Main Menu for Credit Courses
- Check Registration Date & Time. This is your first opportunity to register for courses

2. Plan your [credit course schedule](#)

- Refer to the [Online Calendar](#) for program requirements, course descriptions and prerequisites, including information on [University Transfer](#)
- Use the credit course schedule worksheet to assist in pre-planning for registration. This is a working sheet only. It **DOES NOT** register you for these courses
- To register in the Selections made to this working sheet, you must be logged into your secure [My Account](#) (see the instructions in step 1)
- Courses that you have already registered for will not appear on subsequent working sheets

3. Know how to register – step –by-step instructions are on the [Register Page](#)

- Choose the student registration category link that applies to you in the left column for:
 - Step-by-step registration instructions
 - Registration information at a glance
 - Getting the most out of the registration system
- Read about [wait-listing](#) and what time registration offers are sent:
 - Check daily for registration offers, prior to when the registration offer [expires](#).
 - Your official registration offer notification is the notice on the Wait-listing page within your secure [My Account](#).
 - **REMEMBER - YOU ARE RESPONSIBLE FOR ADDING YOURSELF TO THE WAIT-LIST AND CHECKING FOR REGISTRATION OFFERS**

4. Ask our [Academic Advisors](#) for help if you need it

- Choose the Academic Advising link from the Student Services tab
- Attend an [information session](#)
- For help with [course planning](#), speak with an academic advisor by [drop-in appointment or email](#).

5. Pay your tuition fees on time – [fee payment information](#)

- Read about program costs, fees and payments
- Be aware of fee payment deadlines – there are more than one!
- **YOU ARE RESPONSIBLE FOR KNOWING THESE DEADLINE DATES AND THE CONSEQUENCES OF NOT PAYING FOR YOUR TUITION FEES ON TIME**
- Read about [refunds](#) for courses dropped before and after the semester starts