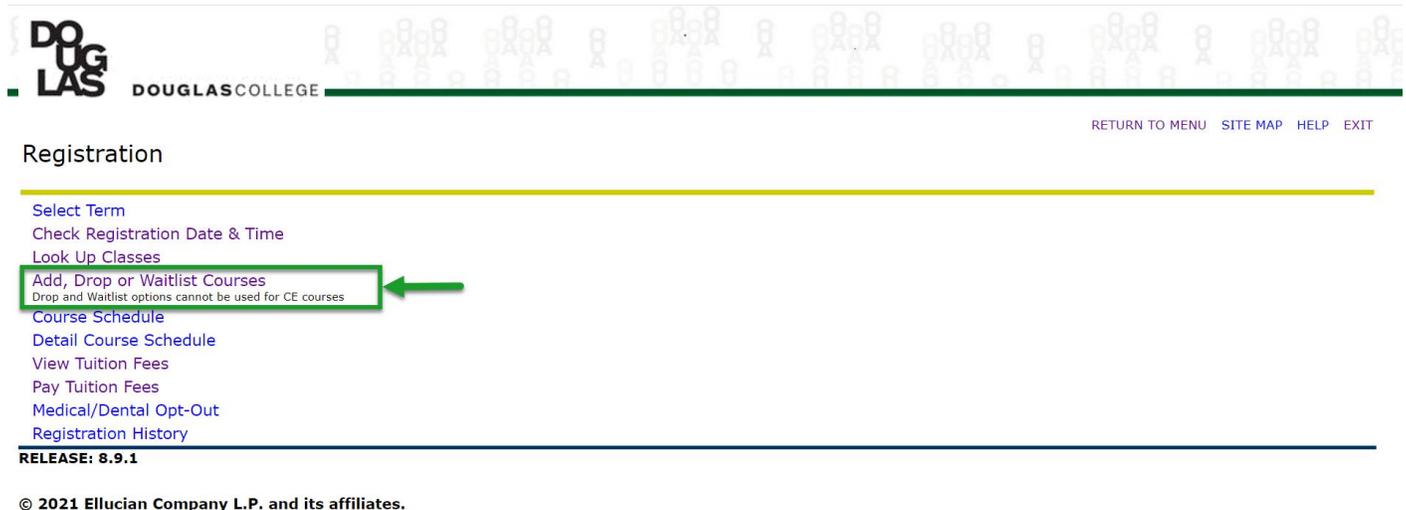


## REGISTRATION PLANNING GUIDE

1- Get to the registration page.

- Login to MyAccount.
- Click on 'Registration' → 'Add or Drop Courses'.



**DOUGLAS** DOUGLAS COLLEGE

RETURN TO MENU SITE MAP HELP EXIT

### Registration

- Select Term
- Check Registration Date & Time
- Look Up Classes
- Add, Drop or Waitlist Courses**  
Drop and Waitlist options cannot be used for CE courses
- Course Schedule
- Detail Course Schedule
- View Tuition Fees
- Pay Tuition Fees
- Medical/Dental Opt-Out
- Registration History

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2- Select the term to which you want to register or drop a course.

- Note:
  - Sep-Dec → Fall Semester
  - Jan-Apr → Winter Semester
  - May- Aug → Summer Semester

- 3- Enter the CRNs for the courses in which you wish to register or drop a course.  
**\*For more information about the CRN read the Course Planning Guide on the Course planning page.**

Add, Drop or Waitlist for Courses

Summer 2018  
Apr 26, 2018 09:08 am

To add a course, enter the Course Reference Number (CRN) in the Add or Waitlist Courses section below. To waitlist or drop a course, use the option available in the Action pull-down list and submit changes. Waitlist offers are sent out daily. Offers will expire after 24 hours, so it is important that students check this page each day for updated information.

\* Click the **Submit Changes** button below to process all registration changes

**IMPORTANT:** When registering, viewing courses or verifying your waitlist position on mobile devices, it is important to log out of your myAccount and clear your browsing cache/data after each session. If you fail to do this you **may be viewing out of date, archived information and you WILL miss your waitlist offer.**

Click the **Update Fee** button below to review your account balance.  
 Winter Semester Fees not paid in full by February 22nd and March 22nd will be subject to late payment penalties of \$100 for each missed deadline. All fees are due and payable to avoid Registration & Activity Holds.

Add or Waitlist Courses

**CRNs**

[\[ View Holds \]](#)

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- 4- Once CRNs are entered click on Submit Changes.

**\*We STRONGLY recommend that you log out and then log back in, after you have completed your registration changes. Once you have logged back in, confirm that your desired transaction has been successfully completed.**

Add, Drop or Waitlist for Courses

Summer 2018  
Apr 26, 2018 09:08 am

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Add or Waitlist Courses

**CRNs**

[\[ View Holds \]](#)

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To learn about how to:

- Waitlist a course
- Drop a course

Watch the video on Add/drop/waitlist on our [video](#) tutorial page.

### 5- Check your Current schedule

- If your registration or course drop is successful, your course will appear under Detail Course Schedule on this page. If your registration or course drop is not successful a cross will appear and an error message will show in the registration Status column.



## Registration

- [Select Term](#)
- [Check Registration Date & Time](#)
- [Look Up Classes](#)
- [Add, Drop or Waitlist Courses](#)  
Drop and Waitlist options cannot be used for CE courses
- [Course Schedule](#)
- [Detail Course Schedule](#)
- [View Tuition Fees](#)
- [Pay Tuition Fees](#)
- [Medical/Dental Opt-Out](#)
- [Registration History](#)

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6- Check your fee.

- When you have successfully added or dropped a course ALWAYS click on Update Fees to be provided with an updated fee assessment.

7- Pay your Fee

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RETURN TO MENU SITE MAP HELP EXIT

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Details about paying your [fee](#).

*If you are unsure about your Course Planning steps please go to the [Course Planning](#) page and read the [Course Planning guide](#).*

## Tips for Registration:

### 1. **Check course availability**

You can access the course planning tool prior to your registration time to find out if there is space in a course you want. This feature can also be used to pre-plan future semesters and see what courses become available after the fee payment deadline.

### 2. **Beware of course conflicts**

The Registration System will not tell you if you have registered in courses that conflict (run the same day and time or at different campuses). This is especially important to note if a course you select has a lab component.

### 3. **Don't get disconnected**

The Registration System will disconnect you after 10 minutes of idle time. This means that if you are not making changes or additions to your student record, and if you are not actively viewing and navigating your record, you will have to log-in again if you wish to continue.

### 4. **Auditing courses**

All registrations are for credit courses. If you wish to [audit a course](#) you must first register for the course using the registration system. You must then come to the Enrollment Services no later than the last day of [Late Registration](#) and change your status from credit to audit using a Registration/Course Add form with the instructor's signature. Please note: If you are auditing a course it is not eligible for Student Loan Funding.

### 5. **Wait-list**

If the course or section you want is full when you try to register, add yourself to the [wait-list](#).

### 6. **Changing courses and sections**

When changing one course for another, be sure to add the new course before you drop the old one. You may find the course you want to change to is not available. If the course is available, don't forget to drop the course you don't want to keep. **Important Note:** If you are replacing one section for a different section, you must drop the one you don't want before adding the new one. It is very important that you ensure there is space available in the section you want. Once you have dropped your original choice, you may not be able to get it back (even if there is no space in the other section).

### 7. **Refund information**

Make yourself familiar with the [refund policy](#). There may be a monetary penalty for course drops and section changes once the semester has begun. If you have paid your fees with a tuition fee deferral, this is considered the same as paying your fees with cash. Therefore, all policies concerning refunds will apply to students using a fee deferral.

Late admission to another post-secondary institution is not considered sufficient reason to waive the Douglas College Refund Policy.

### 8. **Limited Enrolment Program rule**

If you have applied and been admitted to a [Limited Enrolment Program](#), you are assigned a priority registration time to register in courses to complete your declared program of study. You may not use your priority registration time to register for courses outside your program. The Enrollment Services will de-register you from courses that are outside your program if you register during the priority registration period. Once the [Open Enrolment](#) registration period begins, you may register in any courses as long as you meet the course pre-requisites