



DOUGLAS COLLEGE

# How to Register for Courses

Step by Step Instructions to Registering Online

**Fall 2021**



**Douglas International – [dc@douglascollege.ca](mailto:dc@douglascollege.ca)**

# Registration – Three Questions

When to  
register for  
courses



What courses  
to register for



How to  
register for  
courses

# Registration Process

1. Check your registration date & time

2. Find out which courses to register for  
(Check program and courses webpage, check myPath, meet an Academic Advisor)

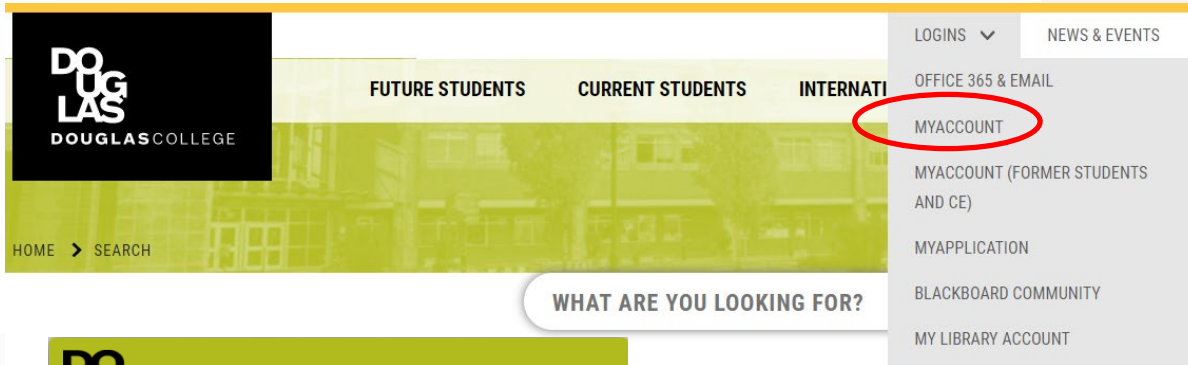
3. Create a draft schedule (Course Scheduling Tool)

4. Register for the courses planned on your date & time

# WHEN DO I REGISTER?



## Step 1: Check your registration date & time



The screenshot shows the Douglas College CNA login page. The header includes the Douglas College logo and the text 'DOUGLAS COLLEGE'. Below the header, there is a search bar and a navigation menu. The main content area contains the following text: 'Type in your College Network Access (CNA) user name and password, then click "sign in."' Below this text are two input fields: 'User Name' and 'Password'. There is a checkbox labeled 'Remember me on this computer'. A 'SIGN IN' button is located below the input fields. A red arrow points from the 'User Name' field to the 'SIGN IN' button. Below the 'SIGN IN' button, there is a link for 'Forgot your password?' and a note: 'Your CNA credentials are the same ones you use for campus computer login and Wi-Fi access at Douglas'.

CNA credentials

Click on "SIGN IN" (or forgot password option)

# Step 1: Check your registration date and time

Click on [Registration]

## Main Menu

### Registration

Check registration date & time, add/drop classes, waitlisting, student schedule, tuition and payment, medical/dental opt-out.

### Student Records

View holds, final grades, unofficial transcript, order official transcript, account summary, program evaluation, T2202 Tax Forms and transfer credit evaluation summary

### Personal Information

View or update your address, phone numbers, E-mail address, emergency contact information, PIN, view name change information, Elections and Surveys.

### Employee Information

View your pay information, leave balances, benefits and deductions, or tax forms.

### Financial Aid

List awards won and apply for scholarships, bursaries & awards.

### Appointment Schedule

Create and View appointments with advisors.

### myPath

Login - Now Requires CNA Credentials

# Step 1: Check your registration date & time

## Registration

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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

Click on [Check Registration Date & Time]

# Step 1: Check your registration date & time

## Select Term

**Credit Students:** Please choose from semesters described by a term and a year (eg. Winter 2008).

**Continuing Education Students:** Please choose from semesters described by a month range and a year (eg. January to April 2008).

Select a Term:

- Fall 2021
- Year 2020-2021 (View only)
- Year 2021-2022 (View only)
- Summer 2021
- CE January to March 2021 (View only)
- CE September to December 2020 (View only)
- CE September to December 2021
- CE April to August 2021

Submit

RELEASE: 8.7.1

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Select "Fall 2021"

Click on [Submit]

# Step 1: Check your registration date & time



**Holds** can be viewed by clicking on the "View Holds" link at the bottom of this:

*You will not be permitted to access registration until the date and time specified. Check the Registration Guide under Important Dates and Deadlines for further information.*

Registration Date	Registration Time
Jul 05, 2021	01:00 pm

- ✓ You have no Holds which prevent registration.
- ✓ Your Academic Standing is Good Standing but with permission to register.
- ✓ Your Student Status permits registration.

### Earned Credit

Level	Type	Hours
Assessment Testing	Institutional	0.000
Undergraduate	Institutional	103.000

Please note: If you do not have a registration time or if it says you don't have a "time ticket", you have to contact the Enrollment Services to get a registration time before you can register in any courses.

**Note: The registration system will not allow you to register for courses until your allotted time**



# WHAT COURSES DO I REGISTER FOR?

## Step 2: Find out your program requirements

The screenshot shows the Douglas College website navigation menu. The 'PROGRAMS & COURSES' link is circled in red. A red arrow points from this link to a blue callout box containing the following instructions:

- [Programs & Courses]
- Go to your program page (i.e.: PDDIBM; DPC SIS, Assc. Arts – Psych)
- myPath
- Academic Advising

Another red arrow points from the 'myPath' link in the callout box to the 'myPath' link in the main menu, which is also circled in red. A red starburst graphic with the text 'Check Prerequisites!' is positioned between the callout box and the 'myPath' link.

The main menu includes the following items:

- Registration: Check registration date & time, add/drop classes, waitlisting, student schedule, tuition and payment, medical/dental opt-out.
- Student Records: View holds, final grades, unofficial transcript, order official transcript, account summary, program evaluation, T2202 Tax Forms and transfer credit evaluation summary
- Personal Information: View or update your address, phone numbers, E-mail address, emergency contact information, PIN, view name change information, Elections and Surveys.
- Employee Information: View your pay information, leave balances, benefits and deductions, or tax forms.
- Financial Aid: List awards won and apply for scholarships, bursaries & awards.
- Appointment Schedule: Create and View appointments with advisors.
- myPath: Login - Now Requires CNA Credentials

At the bottom of the page, the following information is displayed:

- Student ID: 300192142
- Name: Murcia, Maria Victoria
- Credential: Project Management-PD Diploma (PDPMGT)
- Level: Undergraduate
- Program Option: Project Management
- Faculty: Commerce and Business
- Academic Standing: Good Standing

# Find the Course Scheduling Tool



Go to Douglas College website: <https://www.douglascollege.ca/>

The screenshot shows the Douglas College website navigation menu. At the top, there is a yellow banner for COVID-19 information. Below it, the main navigation bar includes links for LOGINS, NEWS & EVENTS, LIBRARY, GIVE/ALUMNI, CONTACT, and SEARCH. The 'CURRENT STUDENTS' link is circled in red. A red arrow points from this link to the 'ENROLMENT SERVICES' section of the dropdown menu. In this section, the 'Course Scheduling Tool' link is also circled in red. Another red arrow points from this link to a light blue callout box that says 'Click on: [Course Scheduling Tool]'. A second light blue callout box, positioned above the first, says 'Mouse over: [CURRENT STUDENTS]'. The dropdown menu is organized into four columns: ADVISING SERVICES, ENROLMENT SERVICES, REGISTER FOR PROGRAMS/COURSES, and INFORMATION. The 'ENROLMENT SERVICES' column contains the 'Course Scheduling Tool' link. The 'REGISTER FOR PROGRAMS/COURSES' column contains links for Canadian, International, Continuing Education, and Training Group students. The 'INFORMATION' column contains a link for the Exam Schedule. At the bottom of the page, there are social media icons for Instagram, Facebook, Twitter, YouTube, and WordPress.

# Find the Course Scheduling Tool – Help Page

We recommend you review the information on this page. Click the “View the course scheduling tool” link once you’ve reviewed the help page.

- ADVISING SERVICES >
- ENROLMENT SERVICES v
- Course Scheduling Tool**
- Fees And Related Information >
- Income Tax Forms
- RESP Information
- Educational Appeals, Requests For Exception, And Formal Complaints
- Forms
- Graduation >
- Contact Information
- REGISTER FOR PROGRAMS/COURSES >
- IMPORTANT DATES & INFORMATION >

## COURSE SCHEDULING TOOL

Now that you’re a student at Douglas College, the course scheduling tool will help you see what a typical semester at Douglas will look like. You can choose the semester you want to look at, as well as filter by program, course number, campus, delivery mode, instructor, day of the week and more. This tool is a great way to set up your schedule so you know exactly what courses you want to register for when your registration date and time arrives. Make sure to write down the Course Reference numbers (CRN) of your chosen courses as that will be critical information you’ll need on registration day.

The information below will help you on how to search the Course Schedule, information that is presented back.

[View the course scheduling tool!](#)

Click the [View the course scheduling tool] link.

- HOW TO SEARCH THE COURSE SCHEDULE +
- WHAT DOES DELIVERY MODE MEAN? +
- HOW DO I READ THE COURSE SCHEDULE? +
- HOW DO I REGISTER FOR COURSES? +
- WHERE DO I FIND PRE-REQUISITES? +
- WHICH COURSES ON THE COURSE SCHEDULE QUALIFY FOR UPASS? +

These three sections are the most relevant.

## Step 3: Create a draft schedule

Select your starting term and then click [Continue]

Select Term

To view course availability please start by selecting your term of choice.

Select Term:

This service is provided to the public for information and to students to assist in pre-planning for registration. **This is a working sheet only. Selections made to this working sheet do not register you in a course.** If you are not accessing the working sheet from within the secure Registration Site, you must log in to register in courses.

**This course schedule is published for informational purposes only and does not constitute a contract between the College and the student. The College expressly reserves the right to change the content and cost of any course or program for any reason and to re-schedule, change instructors, suspend or terminate any course or program without liability for any resulting loss or damage.**

Please contact an [Student Success Advisor](#) if you need help with course planning.

RELEASE: 9.0.1

**Please note the second (bolded) paragraph above:**

Classes sometimes are added, cancelled, or have the instructor changed without warning.

*If a class you request is cancelled, do your best to find a replacement section or class at a similar time.*

# Search for classes

Course names are based on the subject and the course number. For example, ACCT 1110 has the subject ACCT (for Accounting) and the number 1110.

## Enter search fields

Define your course search by choosing from options below.  
Press 'Control' + click to choose multiple criteria from the same category.

Associated Term: Summer 2021

Fee Type: To provide an estimate of course tuition and fees please indicate whether you are a Domestic or International student.

B.C. Resident  
International Students

Subject: Select one or more course subjects.

All Subjects  
Accounting (ACCT)  
Anthropology (ANTH)  
Biology (BIOL)  
Business (BUSN)  
Business Law (BLAW)  
Career Employment Preparation (CAEP)

Number: Define your search, if desired, by entering all or part of a course number. No wildcard is needed.

1110

Campus: Define search, if desired, by selecting a campus.

All Campuses  
Coquitlam Campus  
New Westminster Campus  
Off Campus

Delivery Mode: For definitions of each delivery mode click [HERE](#)

All Delivery Modes  
In Person Day Course  
In Person Evening Course  
In Person Weekend Course  
Online Asynchronous

Days: For a full listing, leave all days ticked. Selecting one or more days will return courses scheduled on all indicated days.

Mon  Tue  Wed  Thu  Fri  Sat

Instructor: Define search by selecting one or more instructors.

All Instructors  
Abbasi, Reza  
Aboofazeli, Mohammad  
Adair, Bill  
Addison-Jones, Brenda

Sections with available seats only?:

To select a different semester, press the **Return to Term** button.

Search Worksheet Reset Return to Term

Select "International Students"

Select the course subject (It would be "Accounting (ACCT)" if you wanted ACCT 1110)

Select the course number. (It would be 1110 if you wanted ACCT 1110.)

Choose the Campus or leave it as the default "All Campuses". You may select more than one. (Online classes are listed as "Off Campus")

Select the Delivery Mode or leave it as "All Delivery Modes". You may select more than one.

Once you've selected all of your search conditions, click the [Search] button

# Choose your section



Many courses have several sections of the same course so select according to your time, day of the week, and campus preferences.

Select	CRN	Subject	Credits	Title	Max. Enrl.	Rem.	Wait.	Status	Start/End Dates	Campus	Delivery Mode:	Primary Instructor	Prerequisites?	
<input type="checkbox"/>	32001	ACCT 111 001	3	Principles of Accounting I	35	0	35	0	Open	07-SEP-2021 to 08-DEC-2021	O	Online Synchronous Course	George Robertson	No
Days: Mon Time: 11:30 - 14:20 Building: Room:														
<input type="checkbox"/>	32354	ACCT 1110 004	3	Principles of Accounting I	35	0	35	0	Open	07-SEP-2021 to 08-DEC-2021	O	Online Synchronous Course	Connie Johl	No
Days: Tue Thu Time: 12:30 - 14:20 Building: Room:														
<input type="checkbox"/>	32003	ACCT 1110 005	3	Principles of Accounting I	35	0	35	0	Open	07-SEP-2021 to 08-DEC-2021	C	In Person Day Course	Rod Comrie	No
Days: Tue Time: 12:30 - 15:20 Building: Coquitlam - Bldg. A Room: A1130														
<input type="checkbox"/>	32412	ACCT 1110 006	3	Principles of Accounting I	35	0	35	0	Open	07-SEP-2021 to 08-DEC-2021	N	In Person Day Course	Jessie Yang	No
Days: Tue Time: 12:30 - 15:20 Building: New Westminster - North Bldg. Room: N4312														
<input type="checkbox"/>	32571	ACCT 1110 050	3	Principles of Accounting I	35	0	35	0	Open	07-SEP-2021 to 08-DEC-2021	N	In Person Evening Course	Richard Wong	No
Days: Tue Time: 18:30 - 21:20 Building: New Westminster - North Bldg. Room: N4360														
<input type="checkbox"/>	32572	ACCT 1110 051	3	Principles of Accounting I	35	0	35	0	Open	07-SEP-2021 to 08-DEC-2021	O	Online Synchronous Course	Samir Nathwani	No
Days: Wed Time: 18:30 - 21:20 Building: Room:														

**Campus Types**

- O – Off Campus (Online)
- N – New Westminster Campus (including Anvil Centre)
- C – Coquitlam Campus

**Delivery Mode Quick Descriptions**  
(See the scheduling tool help page for full descriptions.)

- In Person Day/Evening/Weekend** - Regular in person class.
- Online Synchronous Course** - Online classes you must attend at the scheduled times.
- Online Asynchronous** - All course activities, including tests/quizzes/midterms, will be asynchronous. (You may have deadlines and time limited work, but no scheduled classes.)
- Online Synchronous Test/Quizzes/Midterms only** - Same as Online Asynchronous, but may have synchronous evaluation components (listed in the course section notes.)
- Hybrid with Synchronous Online Components** - Mix of in-person and **synchronous** online classwork.
- Hybrid with Asynchronous Online Components** - Mix of in-person and **asynchronous** online classwork.

# Choose your section – Add to Worksheet

Once you've decided on the section you'd like to add to your working schedule, tick the "Select" column box, and then click the "Worksheet" button to add it to your worksheet.

Associated Term: Fall 2021

Select	CRN	Subject	Credits	Title	Max. Enrl.	Rem.	Wait.	Status	Start/End Dates	Campus	Delivery Mode:	Primary Instructor	Prerequisites?	
<input checked="" type="checkbox"/>	32001	ACCT 1110 001	3	Principles of Accounting I	35	0	35	0	Open	07-SEP-2021 to 08-DEC-2021	O	Online Synchronous Course	George Robertson	No
<b>Days: Mon Time: 11:30 - 14:20 Building: Room:</b>														
<input type="checkbox"/>	32354	ACCT 1110 004	3	Principles of Accounting I	35	0	35	0	Open	07-SEP-2021 to 08-DEC-2021	O	Online Synchronous Course	Connie Johl	No
<b>Days: Tue Thu Time: 12:30 - 14:20 Building: Room:</b>														
<input type="checkbox"/>	32003	ACCT 1110 005	3	Principles of Accounting I	35	0	35	0	Open	07-SEP-2021 to 08-DEC-2021	C	In Person Day Course	Rod Comrie	No
<b>Days: Tue Time: 12:30 - 15:20 Building: Coquitlam - Bldg. A Room: A1130</b>														
<input type="checkbox"/>	32412	ACCT 1110 006	3	Principles of Accounting I	35	0	35	0	Open	07-SEP-2021 to 08-DEC-2021	N	In Person Day Course	Jessie Yang	No
<b>Days: Tue Time: 12:30 - 15:20 Building: New Westminster - North Bldg. Room: N4312</b>														
<input type="checkbox"/>	32571	ACCT 1110 050	3	Principles of Accounting I	35	0	35	0	Open	07-SEP-2021 to 08-DEC-2021	N	In Person Evening Course	Richard Wong	No
<b>Days: Tue Time: 18:30 - 21:20 Building: New Westminster - North Bldg. Room: N4360</b>														
<input type="checkbox"/>	32572	ACCT 1110 051	3	Principles of Accounting I	35	0	35	0	Open	07-SEP-2021 to 08-DEC-2021	O	Online Synchronous Course	Samir Nathwani	No
<b>Days: Wed Time: 18:30 - 21:20 Building: Room:</b>														

To select a different semester, press the **Return to Term** button.

- To choose your section:**
1. Check the check box.
  2. Click the [Worksheet] button.

# Change the Worksheet Week

The worksheet page is where you can see your weekly schedule. It shows you what classes you will have on the week starting on the date in the “For the week starting:” pulldown menu. If the selected week has a holiday, classes on that day won’t be shown. If a class or a lab doesn’t run on that week, it won’t be shown either.

To **remove** a course from your **Worksheet**, click in the box to the left of the course section information, then press the **Update Worksheet** button.

**TO REGISTER:**

If you are not accessing the Worksheet from within the secure **Student myAccount** you must **log in** to register in courses.

Associated Term: Fall 2019

Remove	CRN	Subject	Title	Credits	Tuition Fee	Registration Fee	Other Fees	Total Fees	Campus Name
<input type="checkbox"/>	32001	ACCT 1110 001	Principles of Accounting I	3.00	\$0.00	\$8.66	\$1,872.16	\$1,880.82	New Westminster Campus
<input type="checkbox"/>	32019	BUSN 1210 001	Management Essentials	3.00	\$0.00	\$8.66	\$1,872.16	\$1,880.82	New Westminster Campus
<input type="checkbox"/>	34843	CSIS 1190 006	Excel for Business	3.00	\$0.00	\$8.66	\$1,872.16	\$1,880.82	New Westminster Campus
<input type="checkbox"/>	32395	MARK 1120 005	Introductory Marketing	3.00	\$0.00	\$8.66	\$1,872.16	\$1,880.82	New Westminster Campus
<b>Totals:</b>				12.00	\$0.00	\$34.64	\$7,488.64	\$7,523.28	

U-Pass fee will apply if enrolled in a minimum of 3 credits (few exceptions apply).

Please refer to the **Tuition Fee Schedule** for a detailed listing of fees.

Only courses scheduled on the week identified below will appear in the following table.

Course conflicts will appear in **orange**.

For the week starting: September 09, 2019 ▼

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
11:30 am	ACCT 1110 001						
12:00 pm	ACCT 1110 001						
12:30 pm	ACCT 1110 001	MARK 1120 005		MARK 1120 005			
01:00 pm	ACCT 1110 001	MARK 1120 005		MARK 1120 005			
01:30 pm	ACCT 1110 001	MARK 1120 005		MARK 1120 005			
02:00 pm	ACCT 1110 001	MARK 1120 005		MARK 1120 005			
03:30 pm			CSIS 1190 006				
04:00 pm			CSIS 1190 006				
04:30 pm		BUSN 1210 001	CSIS 1190 006	BUSN 1210 001			
05:00 pm		BUSN 1210 001	CSIS 1190 006	BUSN 1210 001			
05:30 pm		BUSN 1210 001	CSIS 1190 006	BUSN 1210 001			
06:00 pm		BUSN 1210 001	CSIS 1190 006	BUSN 1210 001			

To select a different semester, press the **Return to Term** button.

Click here to login [self-service](#)

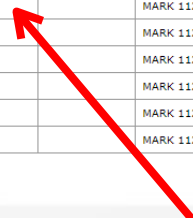
- The first week of classes often has a holiday on Monday or Tuesday, and many labs don’t start until the second week.
- Make sure to select to view the **SECOND** week of the semester to see classes and scheduled labs Monday through Friday. Once you select the second week of classes, click **[Update Worksheet]**.
- To continue adding courses, click on **[Return to Search]**.



# Review your worksheet – Time Conflict

This schedule shows a time conflict. You can't be in two classes at the same time!

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
08:30 am			BUSN 1210 004				
09:00 am			BUSN 1210 004 CSIS 1175 002				
09:30 am			BUSN 1210 004 CSIS 1175 002				
10:00 am			BUSN 1210 004 CSIS 1175 002				
10:30 am		FINC 1231 001	BUSN 1210 004 CSIS 1175 002	FINC 1231 001			
11:00 am		FINC 1231 001	BUSN 1210 004 CSIS 1175 002	FINC 1231 001			
11:30 am		FINC 1231 001	CSIS 1175 002	FINC 1231 001			
12:00 pm		FINC 1231 001		FINC 1231 001			
12:30 pm					MARK 1120 013		
01:00 pm					MARK 1120 013		
01:30 pm					MARK 1120 013		
02:00 pm					MARK 1120 013		
02:30 pm					MARK 1120 013		
03:00 pm					MARK 1120 013		



	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
09:00 am			CSIS 1175 002				
09:30 am			CSIS 1175 002				
10:00 am			CSIS 1175 002				
10:30 am		FINC 1231 001	CSIS 1175 002	FINC 1231 001			
11:00 am		FINC 1231 001	CSIS 1175 002	FINC 1231 001			
11:30 am		FINC 1231 001	CSIS 1175 002	FINC 1231 001			
12:00 pm		FINC 1231 001		FINC 1231 001			
12:30 pm					MARK 1120 013		
01:00 pm					MARK 1120 013		
01:30 pm					MARK 1120 013		
02:00 pm					MARK 1120 013		
02:30 pm					MARK 1120 013		
03:00 pm					MARK 1120 013		
04:30 pm	BUSN 1210 007		BUSN 1210 007				
05:00 pm	BUSN 1210 007		BUSN 1210 007				
05:30 pm	BUSN 1210 007		BUSN 1210 007				
06:00 pm	BUSN 1210 007		BUSN 1210 007				



Time conflicts will show up in orange on the Course Scheduling Tool. **We will not accept a schedule with time conflicts, even if one section is online.**

# Review your worksheet – Travel Time

This schedule has classes in Coquitlam and New Westminster on the same day but not have enough time to travel between campuses.

Remove	CRN	Subject	Title	Credits	Tuition Fee	Registration Fee	Other Fees	Total Fees	Campus Name
<input type="checkbox"/>	35848	CMNS 1115 010	Practical Writing	3.00	\$0.00	\$8.66	\$1,872.16	\$1,880.82	Coquitlam Campus
<input type="checkbox"/>	32378	ECON 1250 003	Principles of Macroeconomics	3.00	\$0.00	\$8.66	\$1,872.16	\$1,880.82	New Westminster Campus
<input type="checkbox"/>	35432	MARK 1120 013	Introductory Marketing	3.00	\$0.00	\$8.66	\$1,872.16	\$1,880.82	New Westminster Campus
<input type="checkbox"/>	34110	PSYC 1100 020	An Intro to Psychology I	3.00	\$0.00	\$8.66	\$1,872.16	\$1,880.82	New Westminster Campus
<b>Totals:</b>				12.00	\$0.00	\$34.64	\$7,488.64	\$7,523.28	

U-Pass fee will apply if enrolled in a minimum of 3 credits (few exceptions apply).  
 Please refer to the **Tuition Fee Schedule** for a detailed listing of fees.  
 Only courses scheduled on the week identified below will appear in the following table.  
**Course conflicts will appear in orange.**

For the week starting: September 09, 2019

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
09:00 am			ECON 1250 003				
09:30 am			ECON 1250 003				
10:00 am			ECON 1250 003				
10:30 am			ECON 1250 003				
11:00 am			ECON 1250 003				
11:30 am		PSYC 1100 020	ECON 1250 003				
12:00 pm		PSYC 1100 020					
12:30 pm		PSYC 1100 020			MARK 1120 013		
01:00 pm		PSYC 1100 020			MARK 1120 013		
01:30 pm		PSYC 1100 020			MARK 1120 013		
02:00 pm		PSYC 1100 020			MARK 1120 013		
02:30 pm		CMNS 1115 010		CMNS 1115 010	MARK 1120 013		
03:00 pm		CMNS 1115 010		CMNS 1115 010	MARK 1120 013		
03:30 pm		CMNS 1115 010					
04:00 pm		CMNS 1115 010					

In this example, PSYC 1100 ends at 2:20 and CMNS 1115 begins at 2:30, there is only a 10 minute break between these classes!

Travel time between campuses is not shown in the Course Scheduling Tool. Keep travel time in mind when you are choosing classes at multiple campuses.

Back to back classes have a **10 minute** break between them.

It takes about **40 minutes** to travel between the Coquitlam Campus and either the New Westminster campus or the Anvil Office Tower campus, so be sure to schedule at least **1 hour** for travel.

It only takes about **5 minutes** to travel between the Anvil Office Tower campus and the New Westminster campus, so **back-to-back** classes are ok.

# Review your worksheet – Online Classes

Associated Term: Fall 2021

Remove	CRN	Subject	Title	Credits	Tuition Fee	Registration Fee	Other Fees	Total Fees	Campus Name
<input type="checkbox"/>	33713	ECON 1150 009	Principles of Microeconomics	3.00	\$1,836.00	\$9.00	\$133.78	\$1,978.78	Off Campus
<input type="checkbox"/>	32833	HIST 1104 001	World History Since 1945	3.00	\$1,836.00	\$9.00	\$133.78	\$1,978.78	New Westminster Campus
<input type="checkbox"/>	36548	PSYC 1100 093	An Intro to Psychology I	3.00	\$1,836.00	\$9.00	\$133.78	\$1,978.78	Off Campus
<input type="checkbox"/>	34695	PSYC 1200 015	An Intro to Psychology II	3.00	\$1,836.00	\$9.00	\$133.78	\$1,978.78	New Westminster Campus
<b>Totals:</b>				12.00	\$7,344.00	\$36.00	\$535.12	\$7,915.12	

Online Asynchronous classes will not show up on the weekly calendar, but will be on the course list at top. This is normal, since they do not have a regular class time.

U-Pass fee will apply if enrolled in a minimum of 3 credits (few exceptions apply).

Please refer to the **Tuition Fee Schedule** for a detailed listing of fees.

Only courses scheduled on the week identified below will appear in the following table.

Course conflicts will appear in orange

For the week starting:

In this example, ECON 1150 is online, but the schedule has in-person HIST 1104 before it on Tuesdays and in-person PSYC 1200 after it on Thursdays.

With only 10 minutes between classes, this student would need to bring their laptop to campus both days.

In this case we would recommend choosing an in-person section of ECON 1150 instead.

	Monday	Tuesday				
09:30 am		HIST 1104 001				
10:00 am		HIST 1104 001				
10:30 am		HIST 1104 001				
11:00 am		HIST 1104 001				
11:30 am		HIST 1104 001				
12:00 pm		HIST 1104 001				
12:30 pm		ECON 1150 009	ECON 1150 009			
01:00 pm		ECON 1150 009	ECON 1150 009			
01:30 pm		ECON 1150 009	ECON 1150 009			
02:00 pm		ECON 1150 009	ECON 1150 009			
02:30 pm			PSYC 1200 015			
03:00 pm			PSYC 1200 015			
03:30 pm			PSYC 1200 015			
04:00 pm			PSYC 1200 015			
04:30 pm			PSYC 1200 015			
05:00 pm			PSYC 1200 015			

If you have a mix of in person classes and online classes, make sure you have time between them to switch between delivery modes.

We can not guarantee you will be able to find a computer available in the Library to attend online classes. Students who bring their own laptops may be able to attend online class from on campus but space may be limited.

It is not recommended to attend online classes using mobile devices like a phone or tablet or while in transit or busy: you may not be able to participate fully in the class. Please do not plan to do this.

# Review your worksheet – Missing Labs

- Some courses also require students to choose a lab component. For those courses, you must also choose one of the lab sections included in the **Section Notes**:

<input type="checkbox"/>	32120	MATH 1120 001	3	Calculus	35	35	0	2	Waitlist	03-SEP-2019 to 02-DEC-2019	C	Annie Marquise	Yes
<b>Section Notes:</b> MATH 1120 001 - Students must ALSO register in one of MATH 1120 T01, T02, or T03.													

- Some courses have labs built in to the scheduled time or have open lab times.

Select	CRN	Subject	Credits	Title	Max. Enrl.	Rem.	Wait.	Status	Start/End Dates	Campus	Primary Instructor	Prerequisites?	
<input type="checkbox"/>	35614	BIOL 1100 001	4	Trends in Biology	18	18	0	8	Waitlist	03-SEP-2019 to 02-DEC-2019	N	Jessica Clasen	No
<b>Section Notes:</b> BIOL 1100 001 includes a two-hour lab as part of the scheduled class times.													
<input type="checkbox"/>	32009	BIOL 1103 001	3	Human Anatomy & Physiology I	37	37	0	14	Waitlist	03-SEP-2019 to 02-DEC-2019	C	Maxence Salomon	No
<b>Section Notes:</b> BIOL 1103 001 is intended for students planning to apply to the BS Nursing or the BS Psychiatric Nursing programs and includes a two-hour lab in addition to the scheduled class times.													
<b>Lab Hours:</b> Monday - 12:30-4:30 Tuesday and Wednesday - 10:30-4:30 Thursday - 10:30-6:30 Friday - 10:30-2:30													

# Step 4: Register for your courses - myAccount

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Registration

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- 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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**RELEASE: 8.8**

**Click on [Add, Drop or Waitlist Courses]**

College

## Add or Drop Courses

[RETURN TO MENU](#) 300103

**i** To add a class, enter the Course ID in the pull-down list.

**\*** Click the **Submit Changes** button below to process all adds and drops.

Click the **Update Fee** button below to process all adds and drops. *not required in full by the deadline*

### Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Click the **Submit Changes** button below to process all adds and drops. Please view your Current Schedule to verify that your current registration is accurate and correct.

**Submit Changes** **Class Search** **Reset** **Update Fees**

**If you already know the CRNs of your courses, type in the CRNs in each box and click [Submit Changes]**

# Step 4: Register for your courses – myAccount



**DOUGLAS** DOUGLAS COLLEGE

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## Registration

[Select Term](#)  
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Drop and Waitlist options cannot be used for CE courses  
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[Pay Tuition Fees](#)  
[Medical/Dental Opt-Out](#)  
[Registration History](#)

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If you don't know the CRNs, Click on [Look Up Classes]

This will take you to the Course Scheduling Tool that has an option to register at the end.

**Associated Term:** Fall 2018

Remove	CRN	Subject	Title	Credits	Tuition Fee	Registration Fee	Other Fees	Total Fees	Campus Name
<input type="checkbox"/>	32354	ACCT 1110 004	Principles of Accounting I	3.00	\$0.00	\$17.00	\$1,786.18	\$1,803.18	New Westminster Campus
<input type="checkbox"/>	32505	BUSN 1200 002	Fundamentals of Business	3.00	\$0.00	\$17.00	\$1,786.18	\$1,803.18	New Westminster Campus
<b>Totals:</b>				6.00	\$0.00	\$34.00	\$3,572.36	\$3,606.36	

U-Pass fee will apply if enrolled in a minimum of 3 credits (few exceptions apply).  
Please refer to the **Tuition Fee Schedule** for a detailed listing of fees.  
Only courses scheduled on the week identified below will appear in the following table.

**Course conflicts will appear in orange.**

For the week starting: September 03, 2018

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
08:30 am			BUSN 1200 002		BUSN 1200 002		
09:00 am			BUSN 1200 002		BUSN 1200 002		
09:30 am			BUSN 1200 002		BUSN 1200 002		
10:00 am			BUSN 1200 002		BUSN 1200 002		
10:30 am		ACCT 1110 004		ACCT 1110 004			
11:00 am		ACCT 1110 004		ACCT 1110 004			
11:30 am		ACCT 1110 004		ACCT 1110 004			
12:00 pm		ACCT 1110 004		ACCT 1110 004			

To select a different semester, press the **Return to Term** button.

# Step 4: Register for your courses

## Add, Drop or Waitlist for Courses

To add a course, enter the Course Reference Number (CRN) in the Add or Waitlist Courses section. Offers will expire after 23 hours, so it is important that students check this page daily.

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

**IMPORTANT:** When registering, viewing courses or verifying your waitlist position on mobile devices, 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.

2nd Summer 2018 FEE PAYMENT DEADLINE: **May 22** for courses that are added from April 2018. Students who do not drop unwanted courses using the on-line registration system.

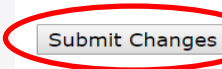
All fees are due and payable to avoid Registration & Activity Holds and Late Payment Penalties

### Add or Waitlist Courses

CRNs

32354	32505						
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The CRNs for the courses you selected will automatically appear in the boxes



Click on [Submit Change] to register.

# Confirm registration

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Registered** on Nov 24, 2009	None	12061	PSYC	1100	001	Undergraduate	3.000	Normal	Grading Mode	An Intro to Psychology I
**Registered** on Nov 24, 2009	None	12405	PHIL	1101	001	Undergraduate	3.000	Normal	Grading Mode	Critical Thinking
**Registered** on Dec 19, 2009	None	13660	MODL	1101	002	Undergraduate	3.000	Normal	Grading Mode	Basic French I
**Registered** on Jan 02, 2010	None	13360	MODL	1101	L05	Undergraduate	0.000	Normal	Grading Mode	Basic French I

Total Credit Hours: 9.000  
Billing Hours: 9.000  
Minimum Hours: 0.000  
Maximum Hours: 17.500  
Date: Jan 22, 2010 10:46 am

Add Classes Worksheet

CRNs

Click the Submit Changes button below to process all adds and drops. Please view your Current Schedule after submitting to verify that your current registration is accurate and correct.

This is where your classes will be displayed if you have been successfully registered in them.

Click on [Update Fees] to see your total tuition fees.



# Possible registration statuses

1. **“Registered”**  
→ Success!
2. **“Pre-req in progress”**  
→ Got a seat for now. Watch for your final grades.
3. **“Pre-req not met”**  
→ Sorry, you have not met the requirement(s) to register for this course .
4. **“Class full”**  
→ You can put yourself on the waitlist.

- If you tried registering for a course that is full, “Registration Add Error” will appear if the course/section is full. Use the [Action drop-down] menu, select “Waitlist” and click [Submit Changes] to waitlist for the course.

# Steps to Waitlist

## Add, Drop or Waitlist for Courses

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 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 **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 Hold

## Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title	Waitlist
**Registered** on Apr 26, 2018	None	22019	ANTH	1100	001	Undergraduate	3.000	Normal	Grading	Mode Intro Social & Cultural Anth	

Total Credit Hours: 3.000

Billing Hours: 3.000

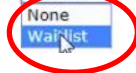
Minimum Hours: 0.000

Maximum Hours: 17.500

Date: Apr 26, 2018 09:12 am

## Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title	Waitlist
Open seats are reserved for waitlisted students, please add yourself to the waitlist	Waitlist	22052	PSYC	1100	004	Undergraduate	3.000	Normal	Grading	Mode An Intro to Psychology I	



- To waitlist for a class, you must choose 'Waitlist' from the Action drop down menu.
- You must then click on the **“Submit Changes”** button to complete the waitlist process.

# Steps to Waitlist

## Check your course schedule

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title	Waitlist
**Registered** on Apr 26, 2018	None ▾	22019	ANTH	1100	001	Undergraduate	3.000	Normal	Grading Mode	Intro Social & Cultural Anth	
Waitlist on Apr 26, 2018	None ▾	22052	PSYC	1100	004	Undergraduate	0.000	Normal	Grading Mode	An Intro to Psychology I	

Total Credit Hours: 3.000  
 Billing Hours: 3.000  
 Minimum Hours: 0.000  
 Maximum Hours: 17.500  
 Date: Apr 26, 2018 09:14 am

**If you have successfully waitlisted, the class will show up in your current schedule**

**How do I check my wait list position?**

# Checking Your Position on the Waitlist

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## Registration

---

[Select Term](#)

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Drop and Waitlist options cannot be used for CE courses

[Course Schedule](#)

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**RELEASE: 8.8**

Click on **“Detail Course Schedule”** from the Registration Menu.

# Checking Your Position on the Waitlist

## “Detail Course Schedule” Menu



[RETURN TO M](#)

Student Detail Schedule for

Total Credit Hours: 3.000

Total Credit Hours: 3.000

**Systems Analysis & Design - CSIS 2200 - 004**

**Associated Term:** Summer 2019  
**CRN:** 23258  
**Status:** \*\*Registered\*\* on Mar 12, 2019  
**Assigned Instructor:** Noman Saleem , Simhadri R. Manabala   
**Grade Mode:** Normal Grading Mode  
**Credits:** 3.000  
**Level:** Undergraduate  
**Campus:** New Westminster Campus

This is where you would normally see your waitlist position



**Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule Type	Instructors	Waitlist #
Class	3:30 pm - 6:20 pm	R	New Westminster - North Bldg. N5107	May 06, 2019 - Aug 07, 2019	Lecture/Seminar	Noman Saleem (P)  , Simhadri 	

# Accepting a Waitlist Offer

## “Add, Drop or Waitlist Courses” Menu

- Check if you have received an offer
- Accept the offer

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title	Waitlist
**Registered** on Apr 26, 2018	None	22019	ANTH	1100	001	Undergraduate	3.000	Normal	Grading	Intro Social & Cultural Anth	
Waitlist on Apr 26, 2018	**Registered** None Drop **Registered**	22052	PSYC	1100	004	Undergraduate	0.000	Normal	Grading	An Intro to Psychology I	Offer

Total Credit Hours: 3.000  
Billing Hours: 3.000  
Minimum Hours: 0.000  
Maximum Hours: 17.500  
Date: Apr 26, 2018 09:26 am

- Once you receive an offer, select **\*\*Registered\*\*** from the Action drop down menu
- Click the **“Submit Changes”** button at the bottom of the page to complete the registration process.

# Accepting a Waitlist Offer

## Important Tips

- Make sure to check the waitlist **everyday** during registration (Offers are sent at **12:30pm** each day).
- Emails may not be sent automatically with offers
- You must accept within **23 hours** of being offered the seat.
- If you don't accept an offer in the time allowed, you will be removed from the waitlist and you will have to re-register to get back on the [waitlist](#).
- During late registration (first two weeks of semester), offers are sent **immediately** if they are given from your instructors.

# Important Waitlist Information

- You may put yourself on the waitlist for up to **10 courses/sections**.
- You will automatically be dropped from the waitlist for any other sections of the same course you register.
- If you accept an offer after the payment deadline, payment should be made in the next business day.
- When you put yourself on the waitlist, **the registration system does not check for time conflicts**. You are responsible for scheduling a conflict-free timetable.
- “If you have not received an offer to register for any classes you are waitlisted for, plan to attend the first class of the semester to see if the instructor will accept you into their class. Please respect that the instructors have the right to decide how many additional students they will let into their classes.”
- First class is a **MUST** (You may lose the seat if missing the 1st class)
- Possible Time Conflict (NW/DL - about 45 mins. transit; NW/AOT - 5 mins. walk)



# How to pay your tuition fees

Please pay all fees to Douglas College in Canadian funds.

We accept the following:

- Credit cards (VISA or Master Card) (pay online via myAccount)
- Online banking
- Flywire (Online)
- No Cash Payments

**Deadline to pay Fall semester fees is August 16, 2021**

# Need help?

- Issues with MyAccount? Call **604 527 5400**

## Course planning assistance

- Daily zoom sessions by DCI and Enrollment services
  - Need to change program? Contact us ASAP
  - [Contact Us via Webform](#)
  - <https://www.douglascollege.ca/current-students/advising-services/advising-services>
  - <https://www.douglascollege.ca/international-students/current-international-students/advising-services>
- Watch a Recording
  - <https://www.douglascollege.ca/international-students/current-international-students/international-student-workshops>

# Questions?





DOUGLAS COLLEGE

THANK YOU

[douglascollege.ca](http://douglascollege.ca)

