

QUICK GUIDE

Registering for Undergraduate Courses

UNBC UNIVERSITY OF
NORTHERN BRITISH COLUMBIA
Student Recruitment and Advising Centre
3333 University Way, Prince George, BC V2N 4Z9
Phone: 250-960-6306 Fax: 250-960-5280
Email: advising@unbc.ca Web: www.unbc.ca/advising

Before registering for courses using Student Online Services, you should have the following:

1. a completed timetable worksheet for each semester, including the CRN #s for all of the lectures, labs and tutorials that you wish to register for,
2. an interact or credit card to pay the \$100 non-refundable registration deposit for the semester(s) you wish to register online for, or a receipt from the Cashiers office for payments made in person prior to registering online, and
3. your User Name & password for Student Online Services. Your user name would have been e-mailed to the email address you specified on your registration form.

Optional items:

- UNBC Undergraduate Calendar (www.unbc.ca/calendar/academic-calendar)
 - a copy of **Student Online Services – Glossary of Terms**, available at www.unbc.ca/advising/registration-101
1. Open the webpage www.unbc.ca/login and click on the **Student Online Services** button.
 2. Sign in to your account with your *User Name* and *Password*.
 3. This will open the *Main Menu*, select **Student Online Services**.
 4. This will open the *Student Online Services* menu, select **Registration**.
 5. This will open the *Registration* menu, select **Add or Drop Classes**.
 6. This will open the *Registration Term* menu, click on the ▼ (down arrow) located beside **Select a Term** and choose the semester you wish to register for (e.g. 2017 September Semester, or 2018 January Semester)
 7. If you have **not yet paid** the \$100 non-refundable registration deposit for the term that you selected:
 - a. This will open the *Tuition and Fees Payment* screen. Enter your e-mail address, payment amount (\$100.00), and click on **Submit**.
 - b. This will open the *Payment Method* menu, please choose a payment method: either Visa, Mastercard or American Express, or Interac.
 - c. This will open the *Payment Details* screen, where you will need to enter your payment details for the method of payment you selected in the previous screen.
 - d. Once your payment has been successfully processed, you will be directed to the *Payment Status* screen. Please print this screen for your records as a temporary acknowledgement of payment. Then click on the **Student Online Services** tab.
 - e. This will open the *Student Online Services* menu once again, select **Registration**.
 - f. This will open the *Registration* menu, select **Add or Drop Classes**.
 - g. This will open the *To Register, Add, Drop or Withdraw from Classes* menu. Under Add Classes Worksheet, enter the CRN #s for all the courses (e.g. lectures, labs and tutorials) that you wish to register for (maximum of 10 courses at a time), then click the **Submit Changes** button.

If you have **already paid** the \$100 non-refundable registration deposit for the term that you selected, this will open the *To Register, Add, Drop or Withdraw from Classes* menu. Under the Add Classes Worksheet section, enter the CRN #s for all the courses (e.g. lectures, labs and tutorials) that you wish to register for (maximum of 10 courses at a time), then click the **Submit Changes** button.

* If you don't know the CRN #s of the courses you wish to register for or to search classes, click on the **Class Search** button. Please see the **Quick Guide on Viewing the Course Schedule / Selecting Courses** for more information on this topic.

8. This will open the *To Register, Add, Drop or Withdraw from Classes* menu once again. Under the Current Schedule section, you will see the registration status for your current schedule of courses displayed for the semester.

* If you wish to delete a class, click on the ▼ (down arrow) under the *Action* column, in the Current Schedule section, and select **Web Drop/Delete**, and then click the **Submit Changes** button.

CONGRATULATIONS! You are now registered for courses at UNBC.

Need additional support or have questions?

1. Check out the **TUTORIAL Registering for Undergraduate Courses** available for you to view on the Student Advising website (www.unbc.ca/advising). The tutorial is a step by step guide, complete with screen shots, showing you how to navigate the registration process in Student Online Services.
2. Check out our other **TUTORIALS, QUICK GUIDES, TIP SHEETS** and other resources available on our website (www.unbc.ca/advising), including:
 - viewing the Course Schedule / selecting courses (**TUTORIAL & QUICK GUIDE**)
 - online course registration error messages (**TIP SHEET**)
 - how to calculate your GPA,
 - meeting academic breadth requirements, and
 - online degree evaluation (**TUTORIAL & QUICK GUIDE**).
3. You may also book an appointment to see a Student Advisor, one of three ways:
 - in person, Monday – Friday, 8:30am – 4:30pm, located on Student Services Street, Office # 7-726,
 - e-mailing advisor@unbc.ca, or
 - calling 250-960-6306.