

CAPILANO UNIVERSITY

REGISTRATION DATES AND INSTRUCTIONS – SUMMER 2012

REGISTRATION DATES

Limited Enrolment/ Career/ Cohort- March 12 and 13, 2012
Arts and Science and Business- March 14, 15, 16, 2012

TERM DATES

Summer Full Term – May 7 – August 17 2012
Summer Term I - May 7- June 22 2012
Summer Term II - July 3- August 17 2012

ADD/DROP AND WITHDRAWAL DATES

Add and Drop Dates (Partial refund for courses dropped in this period*)

Summer Full Term courses – May 7-18 2012
Summer Term I courses- May 7-11 2012
Summer Term II courses - July 3-9 2012

*Note: Courses that do not run for the full term dates (Summer Full Term, Summer I or Summer II) will have different add, drop and withdrawal dates. Please consult the Capilano University website www.capilanou.ca/admission/add-drop-withdrawal for non-standard term dates. To look up add and drop dates for cross term courses use the term when the course started.

Withdrawal dates (no tuition refunded during this period*)

Summer Full Term courses – May 19-June 15 2012
Summer Term I courses- May 12-25 2012
Summer Term II courses - July 10-20 2012

*Note: Courses that do not run for the full term dates (Summer Full Term, Summer I or Summer II) will have different add, drop and withdrawal dates. Please consult the Capilano University website www.capilanou.ca/admission/add-drop-withdrawal for non-standard term dates. To look up add and drop dates for cross term courses use the term when the course started.

REGISTERING ONLINE

1. Go to your MyCap account (Student Information Web Service) on the Capilano website www.capilanou.ca/current/
In the Capilano ID field, enter your 9-digit Student ID (Your student ID is printed on all correspondence from the Registrar's Office and on your Capilano Student ID card)
2. Enter your Personal Identification Number (PIN). The default PIN you have been assigned is based on your birth date in the format MMDDYY. If you changed your PIN, use your new PIN (**your PIN must be at least 6 characters in length** and can contain numbers, letters and punctuation. Keep your PIN confidential).
3. Click login
4. Check out the Registration Tutorial available here www.capilanou.ca/admission/web-reg-tutorial

Last Updated 2/17/2012

PAYMENT INFORMATION

Fee Deferral Request Deadline

All requests must be submitted to Financial Aid by **April 30 2012 4:00 PM**

Tuition Payment Deadline

All payments must be submitted to Financial Services (Cashier's Office) by **May 2 2012 4:00 PM**

It is the students responsibility to ensure that all fees and deposits are paid in full by the deadlines, or that an approved fee deferral has been submitted (if eligible for an award, sponsorship or financial aid). Please refer to the Fees and Fee Payment page www.capilanou.ca/admission/fees for more information.

REGISTRATION – FACTS YOU NEED TO KNOW

Are you eligible to register?

Check your Registration Status (time ticket)

If you have applied and been accepted into your program you will have a time ticket for registration on your MyCap account. To view your time ticket, login to your MyCap account and click on the 'Registration status page'. Your time ticket will tell you the date and time that you are able to begin your registration. If you have any holds that prevent registration (e.g: Fees owing, library hold etc.), or if your Academic Standing or Student Status prevents registration, you will not be able to register. If you have any questions regarding your time ticket, your holds, your academic standing or your student status please contact Enrolment Services at (604-984-4900, registration@capilanou.ca). If you are emailing us, please ensure you give your student number in the body of your email.

Academic Standing

If your Academic Standing is 'Academic Probation' you will be restricted to enrolling in a maximum of 9.0 credits. If you wish to enrol in more than 9.0 credits you must contact a Capilano University Admissions & Academic Advising Officer (604-984-4900, advising@capilanou.ca). If your Academic Standing is 'Required to Withdraw' as a result of your final grades and you have already registered for a subsequent term, you will be deregistered from that term and your payment(s) will be refunded.

What courses will you be taking?

Course planning tools/resources

If you would like help in choosing your courses before you register, you should contact the Advising Centre (604.984.4990, advising@capilanou.ca) and make an appointment to discuss your course selection with an Admissions & Academic Advising Officer or register for a course planning workshop www.capilanou.ca/services/advice/advising

Choose courses using the online Course Schedule & Fees Search and check that you have the prerequisites. Use the timetable worksheets, available in the Timetable & Registration Guide document, to assist you in planning your course schedule. Select a few additional courses as alternatives in the event some of your first choices are full.

The Course Description section of the online Calendar may be used to identify the courses in which you wish to register. Not all courses listed in the online Calendar are offered each term. You may check course availability using the online Course Schedule & Fees Search or the Timetable & Registration Guide document.

Labs/Conversations/Tutorials

Many courses have a lab, conversation, or tutorial component. You must register in a lab, conversation, or tutorial, in addition to the lecture, for courses in which this is a required component. Please note that linked courses (courses with a lab, conversation, tutorial) do not allow wait listing. For more information, please consult the notes for each section in the Course Schedule & Fees Search online or refer to the Timetable & Registration Guide document.

Course Clashes/ Time Conflicts

The system will not let you enrol in two or more courses with conflicting class times (i.e. two or more courses scheduled at the same time or with overlapping times).

Course Availability

Admission to the University does not guarantee registration in any or all courses in which you wish to enrol.

Audit Status

You will be permitted to register as an audit student only if space is available and if you have the instructor's approval during the Add/Drop Period. In order to change from credit to audit or audit to credit during the Add/Drop Period you must submit a Registration/Course Change form to the Registrar's Office. The instructor's signature and an appropriate date are required on all Registration/Course Change forms. You may not change from credit to audit or audit to credit online via the Student/Faculty Login. Audit registrants pay regular tuition and all other assessed student fees.

Audit students do not sit examinations, submit work, papers, lab reports, etc; however, attendance at lectures, labs and seminars is required. Audit status is not calculated in your GPA, does not have credit, and may not be used toward completion of a credential.

Glossary of Course Schedule & Fees Search/Timetable Terms

Class (Subj/Crse/Sect)	The abbreviated name for the course Example ENGL 100 01: Subject = ENGL (English), Course Number = 100, Section Number = 01
Course Title/Title	Name of the course
CRN	A system generated course reference number that is used for web registration
Instructor	Name of the instructor(s) for the section, if available
Schedule Type/Type	Lecture, Lab, Conversation, Tutorial, Online Course, Practicum, Co-op Section, Self-Directed Study, ABE Module, ABE Tutorial, Career Access Centre Tutorial, Independent Study, Mixed Mode, PMI Section, Study Abroad
Mode	The Instructional Method Traditional: Students will meet with the instructor for all class time. Online: All class information will be delivered online. Internet access is required. Mixed mode: Blended instruction where students will meet with the instructor for a portion of the class time, with the remainder being delivered online. Internet access is required.
Session	Day or Evening (starts at 5:30 p.m.)
Date/Days/Time	Start and end date(s) for the section Day(s) the class meets within the specified start and end date(s) Start and end time(s) of each class for the specified day
Location	Building and room in which the class meets
Campus/Cmp	Campus locations: North Vancouver (NV) – 2055 Purcell Way, North Vancouver, BC Squamish (SQ) – 1150 Carson Place, Squamish, BC Sunshine Coast (SE) – 5627 Inlet Avenue, Sechelt, BC Mount Currie (MC) – Mount Currie, BC
Credits/Cred	Number of credits for the course
Prerequisites	Prerequisite – A requirement that must be completed BEFORE taking the course. Courses that are in progress at the time of registration will satisfy prerequisites.
Co requisites	Co requisite – A requirement that should be fulfilled AT THE SAME TIME as enrolment in the course. For some courses, co requisites may be fulfilled prior to taking the course.
Max/Cap	Maximum capacity (number of students) for the section
Enrl/Act	Number of students currently enrolled in the section
Avail/Rem	Number of seats still available for students in the section
Wait/WL	Number of students that are currently waitlisted for the section

Do you have the required pre-requisites for your courses?

Course Prerequisites

Course prerequisites are automatically checked against your academic record. The system will not let you register for a course for which you do not have the prerequisite(s) or if the prerequisite(s) does not appear on your academic record. You must ensure that you have submitted all official high school and post-secondary transcripts at least three weeks prior to registration to allow enough time for the courses to be recorded on your academic record.

Capilano University courses that are in progress at the time of registration will satisfy prerequisites. However, the Registrar's Office will recheck all students' prerequisites once final grades have been entered at the end of each term or session. If you do not meet a

required prerequisite for a course based on your final grades, you will be deregistered from that course and you will not be charged for that course.

English Placement Test Requirements

The English Diagnostic Test (EDT) or Language Proficiency Index (LPI) test is required for registration in some courses, including first year English (ENGL) courses. Please ensure that you have written the EDT or submitted your LPI exam results to the Registrar's Office at least 48 hours prior to registration so that the results can be recorded in advance on your academic record.

Math Placement Test Requirements

The Math Placement Test (MPT) is required for registration in some courses. Please ensure that you have written the MPT at least 24 hours prior to registration so that the results can be recorded in advance on your academic record.

REGISTRATION ASSISTANCE

Call Enrolment Services at 604-984-4900