

CAPILANO UNIVERSITY REGISTRATION STEP BY STEP TUTORIAL

QUICK REFERENCE OF REGISTRATION STEPS

STEP 1 LOG IN TO MYCAP (STUDENT INFORMATION WEB SERVICE)
STEP 2 ACCESS THE STUDENT SERVICES /REGISTRATION AREA
STEP 3 LOOK UP CLASSES TO ADD
STEP 4 ADD/DROP/WAITLIST CLASSES
STEP 5 CHECK YOUR SCHEDULE
STEP 6 CHECK YOUR ACCOUNT SUMMARY
STEP 7 PAY YOUR FEES BY THE FEE PAYMENT DEADLINE

Important dates of the term and other 'need to know' information can be found on the 'Current Students' page at <http://www.capilanou.ca/current/>

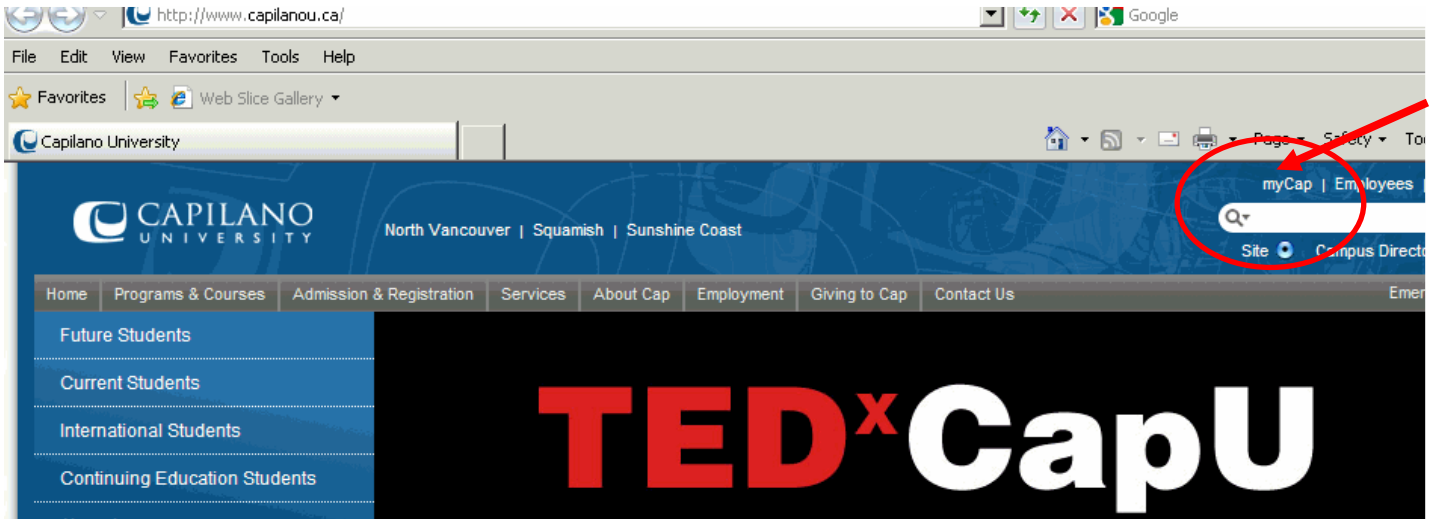
Registration Assistance

Call Enrolment Services at 604.984.4900

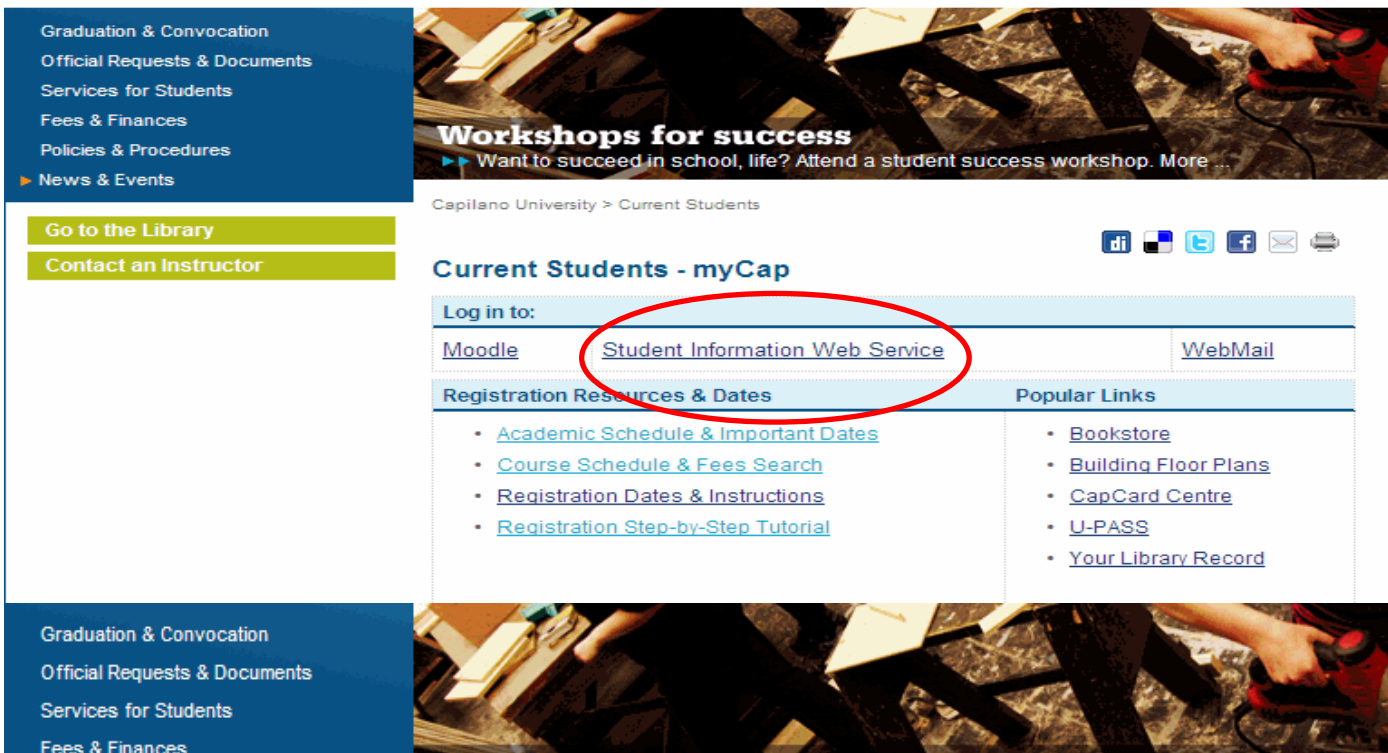
Detailed Steps to Registration

Step 1 – Log In to MyCap Account

From the home page (www.capilanou.ca) go to the upper right hand corner and click on *MyCap*



Clicking on *MyCap* will take you to this page- Choose *Student Information Web Service*.
(Bookmark this page- all the information and links here are 'Must knows' for all students)



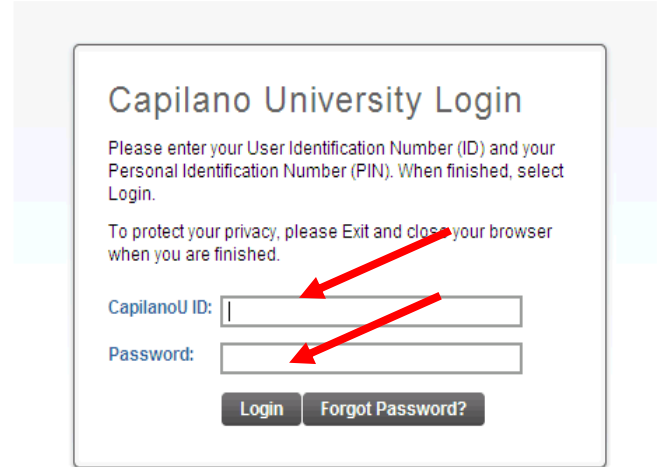
Student Information Web Service login screen

Enter your student number and your password and hit *login*.

Capilano ID: (Your Capilano Student ID)

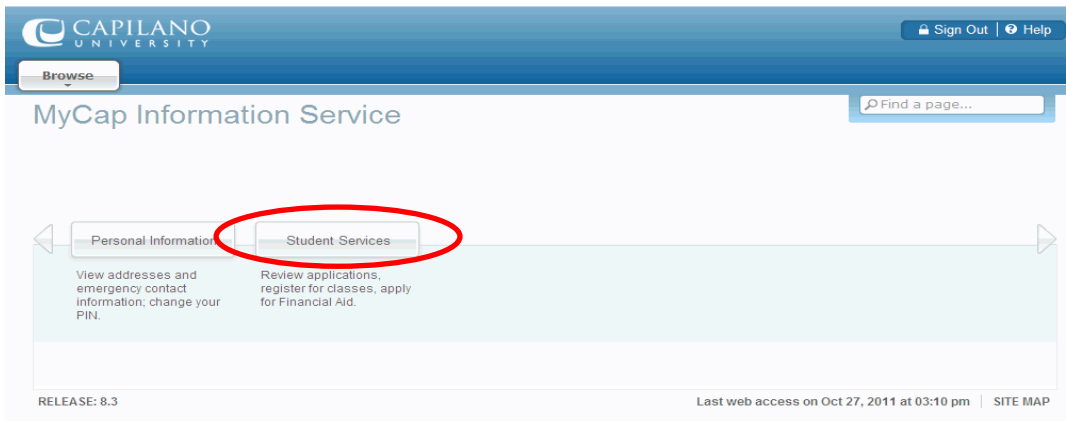
Password: Your birthday in MMDDYY format if you have never logged in before. If you have logged in Before your password will be the 6 characters you chose.

Forgot your password?-click the *Forgot Password* button and follow the directions.

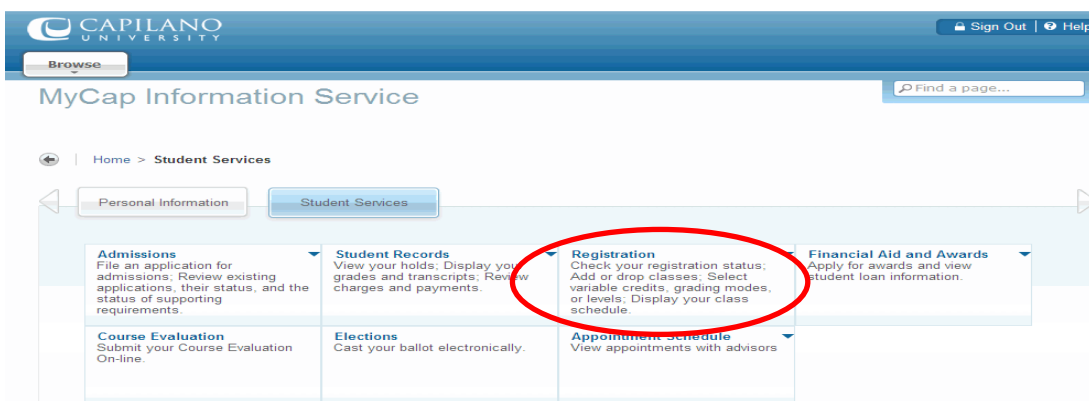


Step 2 – Student Services

Once you have logged in you should see the screen below. Click on *Student Services*.



Another menu with all your student information will appear. Click on *Registration*



Step 3 – Look Up Classes to Add

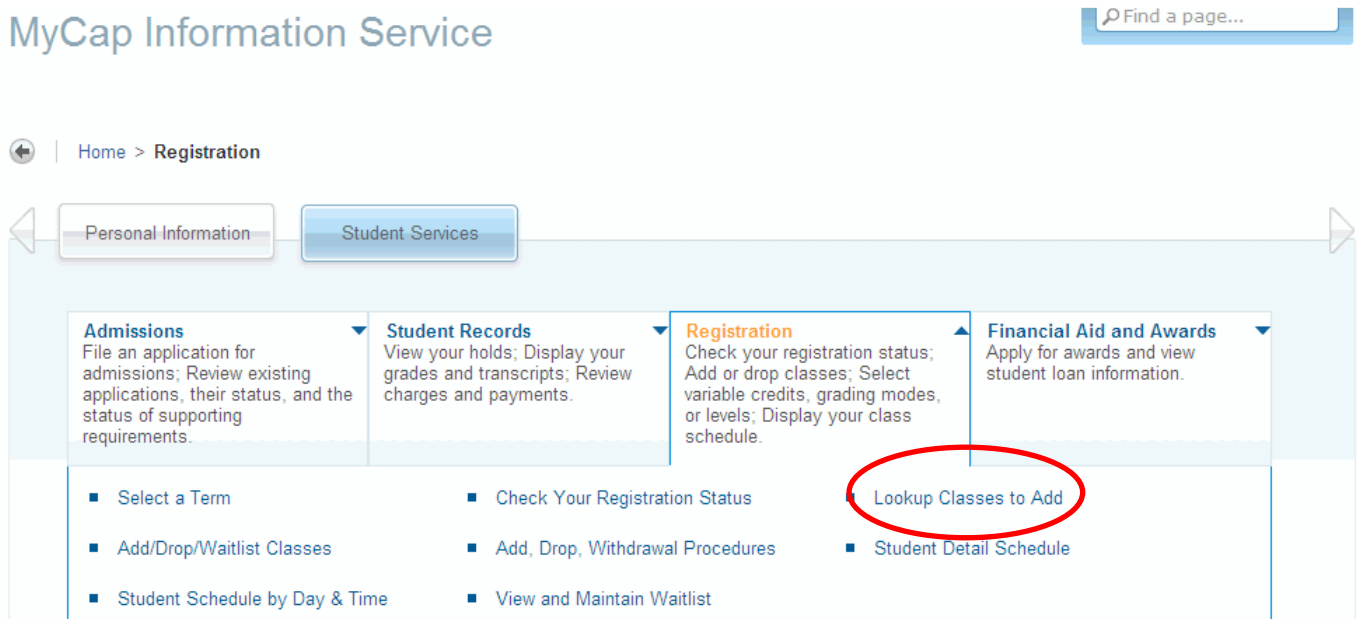
If you already know the Course Registration Numbers (CRN's) of your class(es) or if you would like to drop or withdraw from classes you previously registered in, proceed to STEP 4 Directly.

IMPORTANT NOTE: Always ensure that your student record is free of holds so that you are not prevented from registering, waitlisting, confirming waitlist positions or receiving registration offers.

You are now ready to begin looking for courses that you want to take for the term. There are two places to look up classes to take for the term. One inside your secure MyCap Account (Look up classes to Add) and another accessible through the Capilano University main site called the *Course Schedule and Fees Search*.

For the purposes of this tutorial, we will use the 'Look up classes to Add' tool inside your MyCap account.

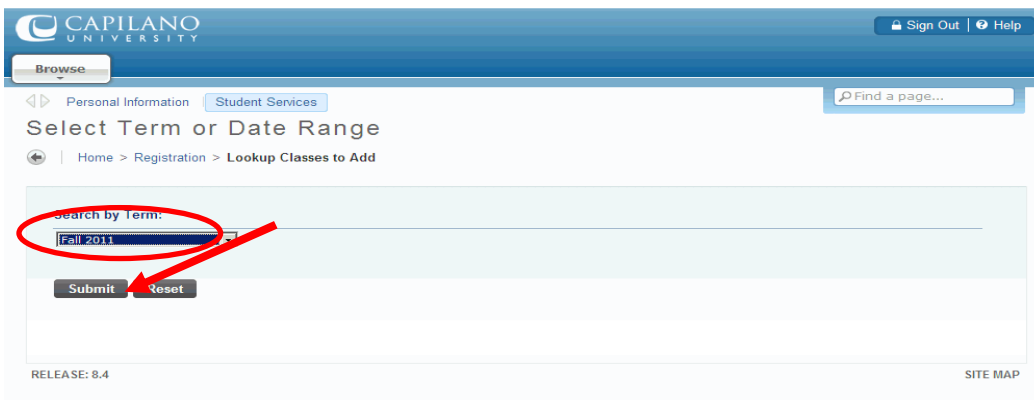
From the Registration menu, select *Lookup classes to Add*.



From the Registration menu select the 'Lookup classes to Add' item.

Navigate to the Look-up Classes to Add Option:

- Select the *Look-up Classes to Add* option from the *Registration* menu.
- Select the "Term that you want to register for" (e.g Spring 2012) from the drop-down box.
- Click *Submit*.



After you click on the *Submit* button, a search screen will open.

Home > Look-Up Classes to Add:

Select a subject from the "by Subject" drop-down menu, and then scroll down and click on the "Class Search" button at the bottom of the page. You may further refine your search by selecting a subject and a combination of other fields but it is suggested that you keep your search as broad as possible.

Subject: Biology
Business Administration
Business Computing

Course Number:

Title:

Credit Range: hours to hours

Part of Term: Non-date based courses only

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

Search Criteria:

- You may choose any combination of fields to narrow your search, but you must select at least one Subject.
- Click the *Class Search* button.

Here is an example of a search screen for the class “Business Administration (BADM)” “101”. Under the *Select*; column there would be a check box if that course is available to you for registration. (For an explanation of other items that may appear other than a check box, please see the next screen shot)

Home > Look-Up Classes to Add:

Click on the 5-digit CRN to see the course description, prerequisites and other information about the section.

To register for classes, check the box in front of the CRN and click "Register" or "Add to Worksheet". If a class does not have a check box next to it, the class is not available for registration at this time, or you are already registered in the class. Click on the Help link above for more information on codes displayed in the "Select" column.

Check the "Web Registration Step by Step Tutorial" for specific instructions on registering on the web.

Sections Found

Business Administration

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Schd	Mode	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Loca
NR	93835	BADM	101	05	NV	3.000	Lecture		Management	MW	02:30 pm-03:50 pm	35	33	2	99	0	99	John S. Brownlee-Baker (P)	09/06-12/16	LB 1
C	90610	BADM	101	1A	NV	3.000	Lecture		Management	WF	11:30 am-12:50 pm	25	26	-1	99	0	99	Nancy Nowlan (P)	09/06-12/16	LB 1

Search Results:

- Refer to the *Glossary of Course Schedule & Fees Search and Timetable Terms* section of this document for a description of the fields on the screen.
- You may select classes to add from this screen by checking the box in front of the Course Reference Number (CRN). If a class does not have a check box next to it, the class is **not available for registration**. If you wish to waitlist for a course that does not have a check box, please record the CRN and follow the instructions under *Adding your Name to a Waitlist* in Step 4 below.
- Once you have selected one or more classes, you can click *Register* or *Add to Worksheet*.
 - Register
If you click *Register*, all classes will be checked for registration errors; if there are no errors, the classes for which you have successfully registered will appear in the *Current Schedule* section. If there are errors, the classes will appear in the *Registration Errors* section of the *Add/Drop Classes* page. Refer to the *Problem Solving – Understanding Registration Error Messages* section of this document for an explanation of the error messages.

- Add to Worksheet

If you click *Add to Worksheet*, the classes will be entered into the *Add Class* section of the *Add/Drop Classes* page and you will be allowed to continue searching for classes. Proceed to Step 4 once you have finished searching for classes.

Glossary of Select Column Codes-

If a check box does not appear beside the course it can mean many things. Most commonly, the term has not opened for registration at the time you are viewing the screen so all classes will show as *Not available to Register (NR)* in the select column field.

The screenshot shows a web browser window with a 'Select Column Codes' pop-up window. The pop-up contains the following information:

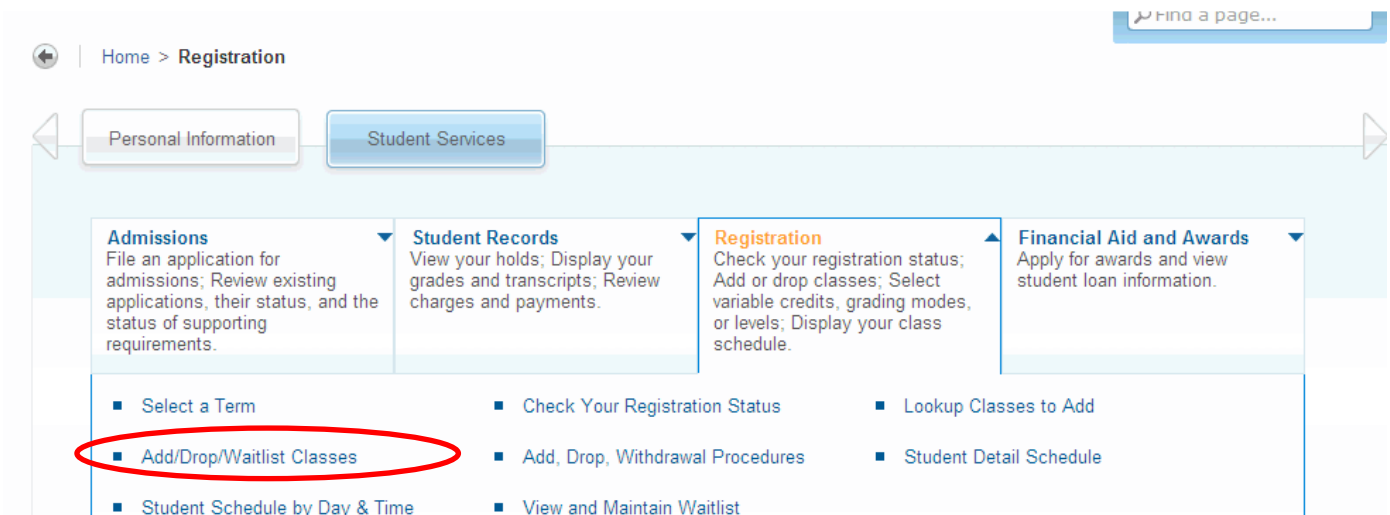
Check Box	Indicates that the class is available for registration, unless the number in the waitlist column (WL Act) is greater than zero.
C	Indicates that the class is closed (full).
NR	Indicates that the class is not available for registration.
SR	Indicates that you are not allowed to register for classes due to holds on your record which prevent registration, or if your Academic Status is Required to Withdraw or if your Student Status prevents registration, or you have not been assigned a Registration Time Ticket.
No Code	The class is not available for registration at this time or you are already registered in this class.

Below the pop-up, a table titled 'Human Kinetics' is visible. The table has the following columns: Select, CRN, Subj, Crse, Sec, Cmp, Cred, Schd, Mode, Title, Days, Time, Cap, Act, Rem, WL Cap, WL Act, WL Rem, Instructor, Date (MM/DD), and Location. The first row of data is:

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Schd	Mode	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Location
NR	10599	HKIN	112	01	NV	3.000	Lecture		Health and Human Nutrition	TR	04:00 pm-05:20 nm	40	0	40	99	0	99	Jerome Genz (P)	01/09-04/27	BR 263

Step 4 – Add/Drop/Waitlist Classes

Go back to the “Registration Menu” and click

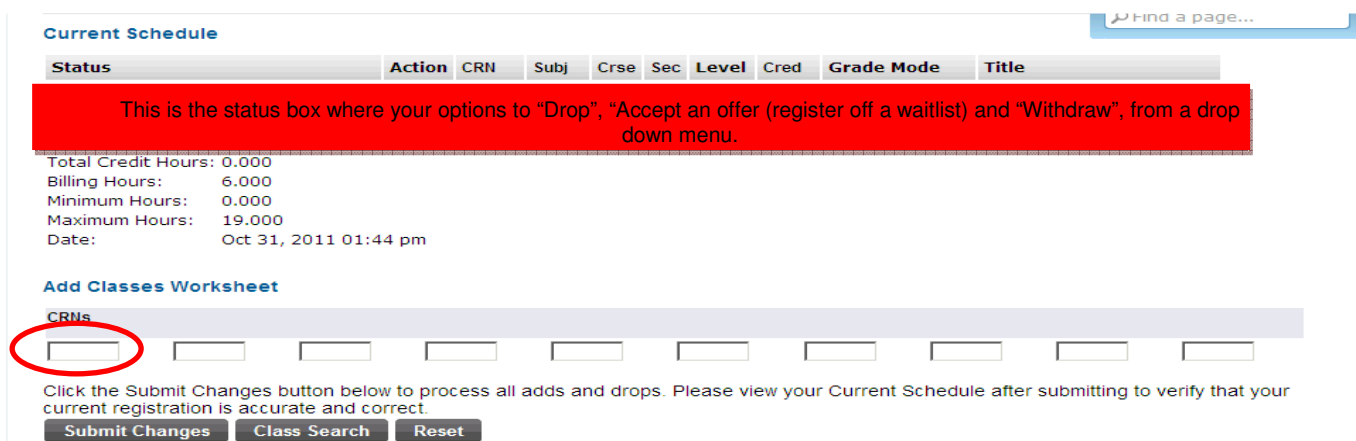


The screenshot shows a web interface for registration. At the top, there is a search bar and a breadcrumb trail: Home > Registration. Below this are two tabs: Personal Information and Student Services. The Student Services tab is active, showing a menu with four main categories: Admissions, Student Records, Registration, and Financial Aid and Awards. The Registration category is expanded, showing a list of options: Select a Term, Add/Drop/Waitlist Classes (circled in red), Student Schedule by Day & Time, Check Your Registration Status, Add, Drop, Withdrawal Procedures, View and Maintain Waitlist, Lookup Classes to Add, and Student Detail Schedule.

Navigate to the Add/Drop/Waitlist Classes Option:

- Select the *Add/Drop/Waitlist Classes* option from the *Registration* menu.
- If you did not go through Step 3 first, select the term for which you would like to register from the drop-down box and click *Submit Term*.

This is the screen that you use for adding/dropping/withdrawing and waitlisting for classes. **Do not forget to press the ‘submit’ button when you are finished in putting your changes.**



The screenshot shows the 'Current Schedule' page. At the top, there is a search bar and a breadcrumb trail: Home > Registration. Below this is a table with columns: Status, Action, CRN, Subj, Crse, Sec, Level, Cred, Grade Mode, and Title. A red box highlights the status box, which contains the text: 'This is the status box where your options to “Drop”, “Accept an offer (register off a waitlist) and “Withdraw”, from a drop down menu.' Below the table is the 'Add Classes Worksheet' section, which has a row of input fields for CRNs. The first input field is circled in red. Below the input fields is a message: '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.' At the bottom of the worksheet are three buttons: Submit Changes, Class Search, and Reset.

Add Classes (refer to the Web Registration Dates and Instructions document for date ranges):

- Enter a Course Reference Number (CRN) for one or more classes in the *Add Classes Worksheet* section. If you do not know the CRN, you can find it by searching the *Look Up Classes to Add* option within the *Registration* menu, the *Course Schedule & Fees Search* on the Capilano University Web Site, or the electronic *Timetable & Registration Guide*.
 - If you are adding a class for which a lab, conversation, or tutorial component is required, it is important that you enter both the CRN for the lecture and the CRN for the lab, conversation, or tutorial prior to selecting *Submit Changes*. If the lab, conversation or tutorial you choose is full, please choose another so that you can complete your registration.
 - If you are adding a class for which a co-requisite (another class that must be taken at the same time) or prerequisite with concurrency (another class that must be taken at the same time if you have not previously taken it) is required, it is

important that you enter both the CRN for the class and the CRN for the co-requisite or prerequisite with concurrency prior to selecting *Submit Changes*.

- Select *Submit Changes*.
 - The classes that you successfully registered for will appear in the *Current Schedule* section.
 - The classes for which you were not successfully registered will appear in the *Registration Add Errors* section. Refer to the *Problem Solving – Understanding Registration Error Messages* section of this document for an explanation of the error messages.

Note: If you requested a registration override from an instructor, choose *Check Your Registration Status* under the *Registration* menu to check if the override has been created.

Adding Your Name to a Waitlist on the Web:

- In the *Add/Drop/Waitlist Classes* menu, type in the CRN of the course for which you wish to waitlist.
- After typing in the CRN and clicking *Submit Changes*, you will see the message *Waitlisted Web* in the *Action* Column. Select *Waitlisted Web*, and click *Submit Changes*. This course will appear on this screen under *Active Waitlist Class/Sections*.

Note: It is extremely important that you now monitor your position on the waitlist. Please go to the *View and Maintain Waitlist Menu* and follow the procedures below.

Monitoring Your Waitlist Position:

- From the Registration Menu, click on *View and Maintain Waitlist*. This screen will display information on your *Active* and *Inactive* waitlists for the given term. In order to remain on a waitlist, you must confirm your position before the time indicated next to your active waitlisted course(s). Failure to do so will forfeit your position on the waitlist, you will be removed from the waitlist, and the course will appear in the *Inactive Waitlist Class/Sections* portion of the screen.
- In order to confirm your position and remain on the waitlist, select *Confirm* from the drop down menu in the *Action* column. Click on *Submit Changes*. You will now remain in your position on the waitlist for the additional number of hours indicated. If you choose not to remain on this waitlist, select *Drop* from the *Action* menu and click *Submit Changes*. You will then be asked to confirm that you want to be dropped from the waitlist. To finalize your decision to drop from the waitlist, click on *Submit Changes* and the course will appear in the *Inactive Waitlist Class/Sections* portion of the screen.
- **Note: A student who accepts a registration offer for one section of a course (e.g. ENGL 100-04) will subsequently be dropped from all other waitlisted sections of the same course (e.g. ENGL 100-05, ENGL 100-22, etc). Students should therefore only register for a section of a course if they are able and willing to attend that section, and are prepared to be dropped from their other waitlists for that course upon being registered.**
- **Note: You cannot waitlist for a section of a course if you are already registered in a different section of the course. If you wish to waitlist for a course you are also registered in, you must first drop the registered section and then waitlist for the preferred section.**

Accepting Offers to Register before classes start:

- If a student drops a section of a course and you are waitlisted for this course in *Position 1*, you will be sent a *Registration Offer*. Similarly, if 5 students drop the course and you are in *Position 5*, you will be sent a *Registration Offer* along with the students in *Positions 1* through *4*. This offer will appear on the *View and Maintain Waitlist Menu*, so check this page frequently to confirm your position and to check for *Registration Offers*. **You will not receive a Registration Offer if you have a hold on your student account**
- If a *Registration Offer* is made available to you, you will be sent a courtesy email message to your Capilano University email account with the subject header *Capilano University Registration Offer*.
- **Registration Offers are sent out daily at midnight.** You will have 24 hours to accept the *Registration Offer*. Accepting the offer will register you in the course. Failure to accept the offer will result in complete removal from the waitlist for this section.
- To accept the *Registration Offer*, select *Register* from the *Action* drop down menu. Click *Submit Changes*. This course will now appear in the *Add/Drop/Waitlist Menu* under *Current Schedule*.

Waitlisting and Accepting Offers to Register after the first day of Term:

- When the term starts, sections with waitlists will close even if seats are still available. You must add yourself to the waitlist in order to receive a registration offer. Registration offers are not sent automatically; only the class instructor can send a Registration Offer.
- If a *Registration Offer* is sent to you by an instructor, the *Registration Offer* will appear on the *View and Maintain Waitlist Menu*, so check this page frequently to confirm your position and to check for *Registration Offers*. **You will not receive a Registration Offer if you have a hold on your student account**
- **Registration Offers are sent out daily at midnight.** You will have 24 hours to accept the *Registration Offer*. Accepting the offer will register you in the course. Failure to accept the offer will result in complete removal from the waitlist for this section.
- To accept the *Registration Offer*, select *Register* from the *Action* drop down menu. Click *Submit Changes*. This course will now appear in the *Add/Drop/Waitlist Menu* under *Current Schedule*.

- All students who register after the start of a course are expected to contact the instructor immediately upon registering, and will be responsible for any missed coursework or assignments. Some coursework requirements may include tests in the second week of classes, and students will be expected to write these tests as scheduled by the instructor.

Drop Classes (refer to the Web Registration Dates and Instructions document for applicable dates):

- Prior to Commencement of Classes
Choose *Drop – Web* from the drop-down box in the *Action* column of the *Current Schedule* section.
- Select *Submit Changes*.
 - The classes that you successfully dropped will disappear from the *Current Schedule* section.
 - The classes which you did not successfully drop will appear in the *Registration Add Errors* section. Refer to the *Problem Solving – Understanding Registration Error Messages* section of this document for an explanation of the error messages.
- During the Add/Drop Period
Choose *Drop Course – Web* from the drop-down box in the *Action* column of the *Current Schedule* section.
- Select *Submit Changes*.
 - The classes that you successfully dropped will appear in the *Current Schedule* section with the notation “Drop Course – Web on (date)”.
 - The classes which you did not successfully drop will appear in the *Registration Add Errors* section. Refer to the *Problem Solving – Understanding Registration Error Messages* section of this document for an explanation of the error messages.
- During the Withdrawal Period
Choose *Withdraw Course* from the drop-down box in the *Action* column of the *Current Schedule* section.
- Select *Submit Changes*.
 - The classes that you successfully withdrew from will appear in the *Current Schedule* section with the notation “Withdraw Course on (date)”.
 - The classes which you did not successfully withdraw from will appear in the *Registration Add Errors* section. Refer to the *Problem Solving – Understanding Registration Error Messages* section of this document for an explanation of the error messages.

Note: If you drop a class that has a co-requisite or a linked component (lab, conversation, tutorial connected to a lecture), you will receive a message stating that you cannot be dropped from the requested class unless you choose to drop all connected components. This may also apply if you drop a class that has a prerequisite with concurrency. Please check your *Current Schedule* on the *Add/Drop Classes* page carefully after submitting changes.

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 (Birch 230). 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 from audit to credit via the Student Information Web Service. Audit registrants pay regular tuition and all other assessed student fees.

Step 5 – Check Your Schedule

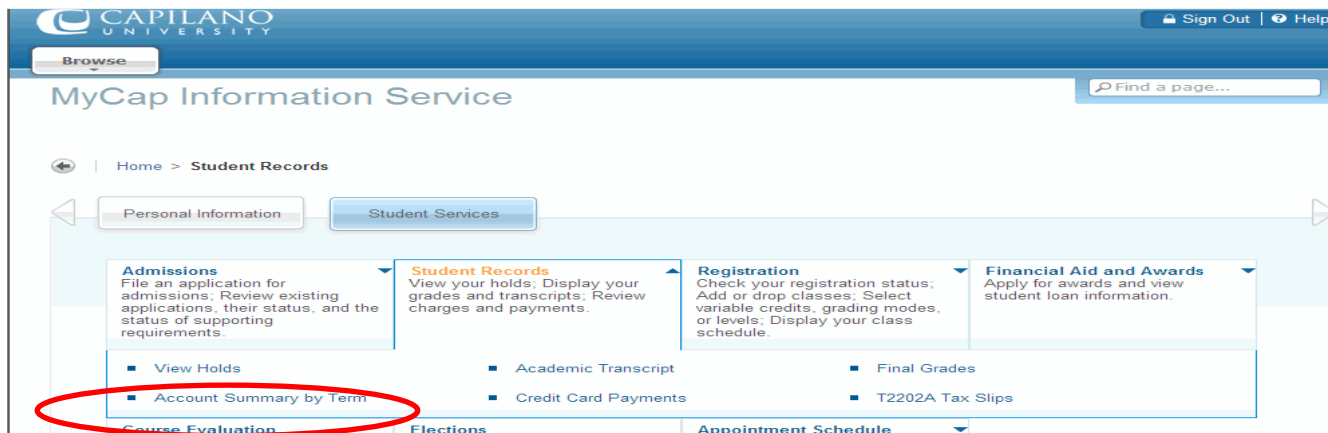
After registering you can now see your class schedule. All your class locations and Instructors will be listed for your reference. **TIP: Search the week AFTER the start of classes, no classes will show on holidays.**



View Schedule:

- Select the *Student Detail Schedule* option from the *Registration* menu to view an alphabetical listing of the classes for which you are registered.
- Select the *Student Schedule by Day and Time* option from the *Registration* menu to view your timetable.

Step 6 – Check Your Account Summary



View Account Summary:

- Select the *Account Summary by Term* option from the *Student Records* menu to view detailed tuition and fees.
- For any questions on your financial assessment, please contact the Cashier’s Office at 604.984.1786 or finservices@capilano.ca.

Step 7 – Pay your fees by the fee payment deadline- View the Academic Schedule on the “Current Students Page”

The Add/Drop/Withdrawal dates and Fee Payment deadlines are your responsibility to know. Bookmark this page for quick reference <http://www.capilano.ca/current/>
Access your Webmail, MyCap account, Moodle, Important Dates (Academic Schedule), Academic Policies, UPASS information all in one place.

Problem Solving – Understanding Registration Error Messages

Error Message	Reason	Resolution
You have no Registration Time Ticket. Please contact the registration administrator for your time ticket.	You were not issued a Registration Time Ticket.	Registration Time Tickets are only issued to students who are currently registered in or admitted to an Arts & Sciences program, a School of Business program, or select Career/Cohort programs.
PREQ and TEST SCORE-ERROR	This section has a prerequisite requirement or a test score requirement and the prerequisite or test score is not on your academic record.	The Course Description section of the University Calendar or the online Course Schedule & Fees Search may be used to identify course prerequisites. If you have checked the prerequisites and still believe that you meet them, contact the Registrar’s Office (604.984.4900).
CORQ_BIOL 106 REQ (or any other course)	The course listed (BIOL 106) must be taken concurrently.	Select BOTH the course and its co-requisite at the same time when attempting to register.
LINK ERROR: B3 REQUIRED (or any other letter/number combination given)	A lab, tutorial, or conversation must be taken concurrently with the lecture.	Select BOTH the lecture section and its link (lab, conversation, tutorial) at the same time when attempting to register.
TIME CONFLICT WITH 75827 (or any other CRN)	The class conflicts (overlapping class times) with another class (CRN 75827) for which you are already registered.	Select another section of the course that does not conflict with any other classes for which you are registered. OR Drop the class that conflicts with the class you would like to add and then add the new class.

OBTAIN DEPT. APPROVAL	Students must obtain department approval prior to registering for the class.	Contact the department or the instructor to assess if you are eligible to register for the class.
CLOSED SECTION	The section is currently full and waitlisting is not available.	If the section is full, you cannot register for that particular section of the course until a space becomes available. Prior to the commencement of classes, check the Course Schedule & Fees Search on a regular basis for seat availability. After classes have commenced, you should attend the first class. If you obtain instructor approval to register for the section, you must submit a Registration/Course Change form that is signed and dated by the instructor to the Registrar's Office.
CLOSED- WAITLISTED	The section is currently full but waitlisting may be available.	If the waitlist option is available, you will see the <i>Waitlisted – Web</i> option highlighted in the <i>Action</i> column. Select <i>Submit Changes</i> to waitlist for the class. Please refer to Step 4 – Waitlist for Classes in this Tutorial for more information.
MAXIMUM HOURS EXCEEDED	The total number of credits for the classes that you are registered in plus the total number of credits for the classes that you are adding exceeds the number of credits that you are permitted to register in based on your Academic Standing.	If your Academic Standing is In Good Standing you are permitted to register in a maximum of 19 credits. If your Academic Standing is Academic Probation, you are permitted to register in a maximum of 9 credits; contact an Admissions & Academic Advising Officer to discuss your registration options.
DUPL CRSE WITH SEC-78901	You are already registered in another section (CRN 78901) of the same course.	Select a different course.
REPEAT HOURS EXCEED 6 (or any other numeric value)	You have previously registered in the same course, or an equivalent course, more than once.	Contact the Registrar's Office (604.984.4900).
MAJOR RESTRICTION	The section is reserved for students admitted to a specific major.	Select another section of the course or a different course.
CAMPUS RESTRICTION	The section is reserved for students associated with a specific campus.	Select another section of the course or a different course.
COLLEGE RESTRICTION	Students admitted to ABE, ESL, or other preparatory programs may not register in this section.	Contact the Registrar's Office (604.984.4900).
Course is not available for registration at this time	The section is cancelled or is not available for registration at this time (locked).	Select another section of the course.
Section not available for web add/drop	This section is not enabled for web registration.	Contact the department that offers the course for information on registration procedures and to determine your eligibility.
Waitlist-Check Section Comment	This section is not available for web registration due to manual waitlist in the department.	Read section comments about how to contact the department that offers the course to get on the waitlist.

Glossary of Course Schedule & Fees Search and 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 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.
Corequisites	Corequisite – A requirement that should be fulfilled AT THE SAME TIME as enrolment in the course. For some courses, corequisites 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 this section.

Registration Assistance

Call Enrolment Services at 604.984.4900