How to Register in Courses

Use this guide if you are new or returning to VCC after more than 3 years.

Get Ready!

Browser: Chrome

This guide shows you how to register using **Chrome.** Other browsers (Edge, etc.) will ask you to log in more.

Device: Desktop or Laptop

Follow these instructions on a **desktop** or **laptop** computer. The steps on a mobile device are different.

Log in at my.vcc.ca

➤ Enter your VCC student ID number and your password

Welcome

000486998

••••••••••

🔧 Login Help

🔒 Forgot Password

Submit

VCC | myVCC

Welcome

Enter your username

Enter your password

🔧 Login Help

🔒 Forgot Password

Submit

Login Information

Username Format

- **Students:** Username is your student ID (e.g. 000123456)
- **Employees:** Username is typically your first initial and last name (e.g. jsmith)

Password Requirements

- Password length of minimum 10 characters
- Must contain upper and lowercase letters
- Must include at least one number
- Must include a special character (e.g. ! # $ % …)
- Must not contain account holder's first or last name
- Must not be one of the passwords previously used

All students and employees: reset your own password in the future, by registering at https://www.vcc.ca/ms-registration (strongly advised).

Learn more about myVCC accounts and passwords.

Student Dashboard

If you are new or returning after more than 3 years:

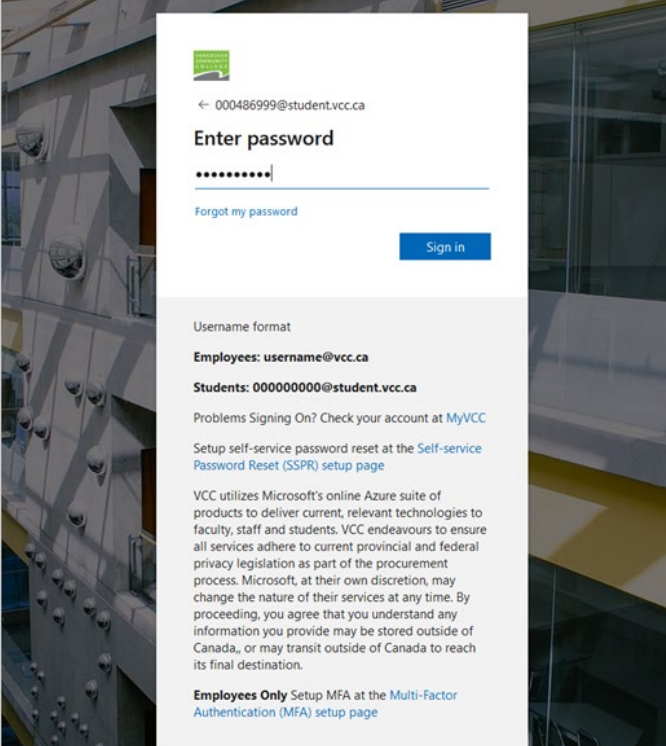➤ Select 'MyServices' on the student dashboard
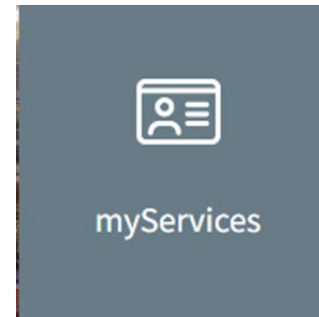
Log in and Authenticate

➢ Enter your VCC student email
(your student ID @student.vcc.ca):

　　000XXXXXX@student.vcc.ca

➢ Enter your password

➢ Follow the authentication instructions

Need help?
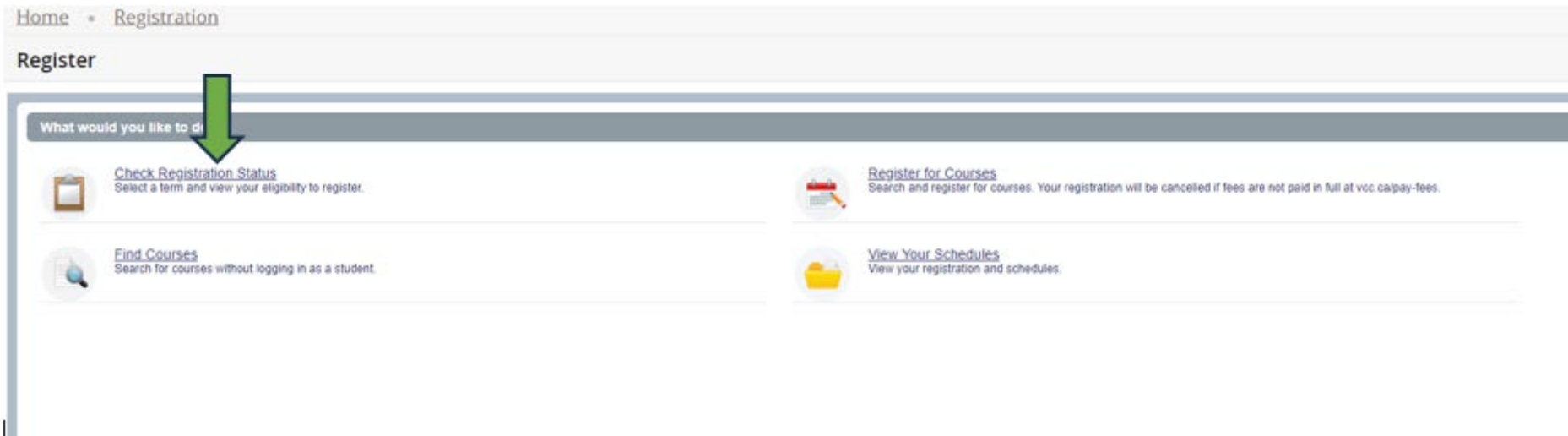
See myVCC Password Information for details.

Student Menu

➢ Select 'Register for Courses'
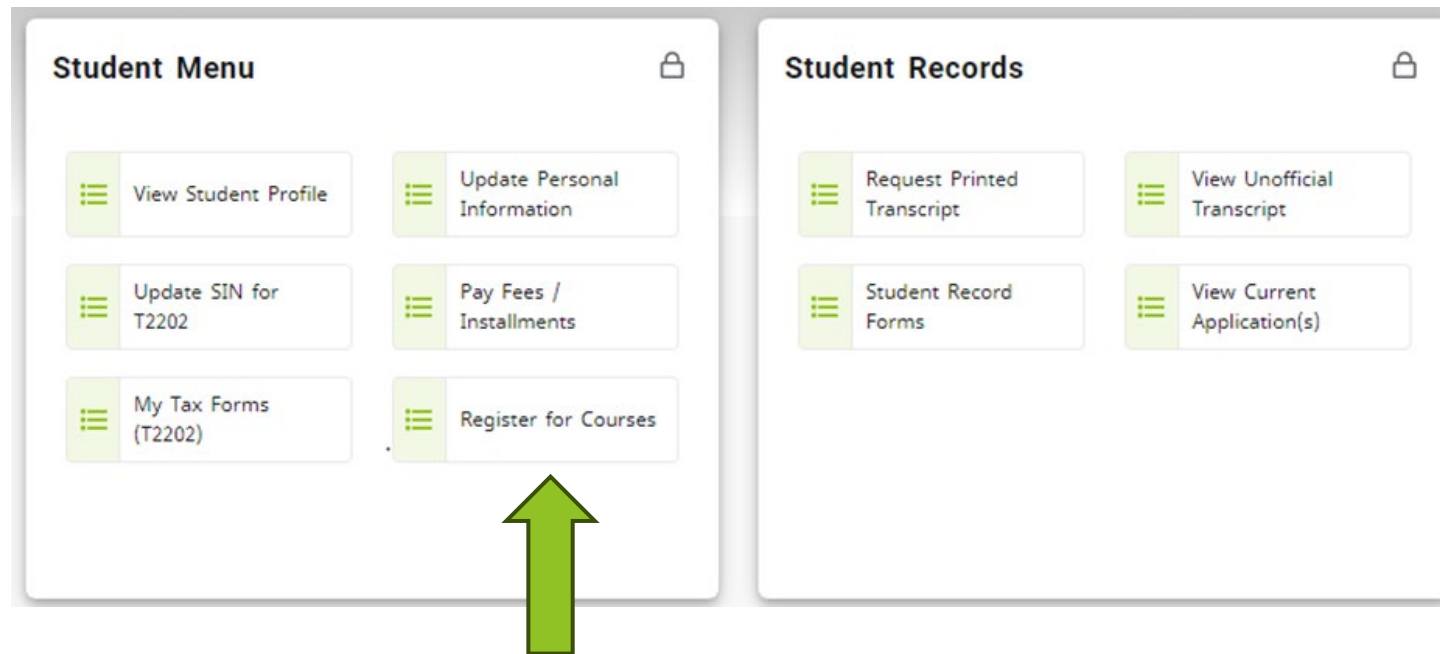
Register Page

- Select 'Check Registration Status'
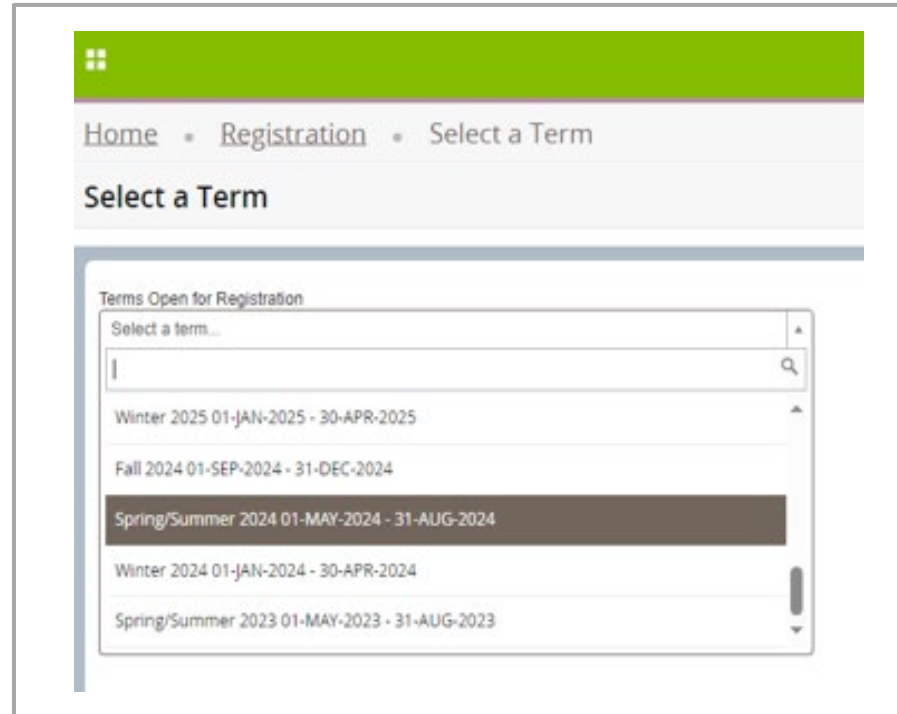 - **TIP:** Always check your registration status first!

Select a Term

➤ Select the term you want to register in.

Term Definitions:

- Winter: January 1 – April 30
- Spring/Summer: May 1 – August 31
- Fall: September 1 – December 31

Check Registration Status

▶ Check your registration status before registering.

  ➤ Student Status must say "permits registration"

  ➤ Academic Status must say "permits registration"

  ➤ Hold Status must say "no holds which prevent registration"

    ➤ If you have a hold that prevents registration, contact admissions@vcc.ca

  ➤ Check your Primary Curriculum to ensure your major (program) is correct

Registration Status

Registration Status

Term: Fall 2024

✓ Your Student Status permits registration.

✓ Your academic status permits registration.
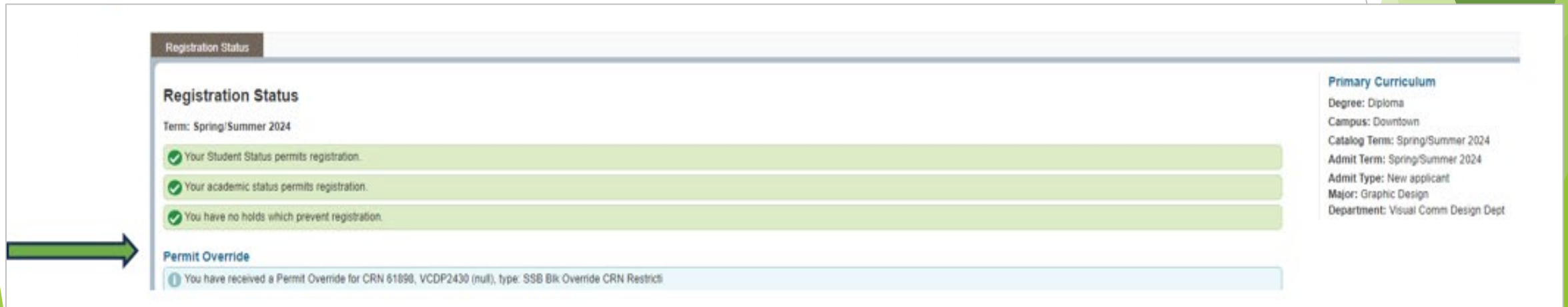
✓ You have no holds which prevent registration.

Primary Curriculum
Degree: Baccalaureate Degree
Campus: Broadway
Catalog Term: Fall 2021
Admit Term: Spring/Summer 2015
Major: Bachelor of Science in Nursing
Department: Bach of Science & Nursing Dept

Check Registration Status

- Check for Permit Overrides

  - This section only appears if you have been given permission to register in a specific course.

  - If the Permit Override section shows a CRN (course registration number), write it down or copy it. You will need it to register.

Go to Register for Courses

1. Select 'Registration' at the top of the screen

Home • Registration • Select a Term • Check Registration Status

Check Registration Status

Registration Status

Registration Status

Term: Fall 2024

✓ Your Student Status permits registration.

✓ Your academic status permits registration.

✓ You have no holds which prevent registration.

2. Select 'Register for Courses'

Register for Courses
Search and register for courses.

Register for Courses

1. Select a term

- The term you selected earlier should show.

- If not, select your term

- Press Continue

Home • Registration • Select a Term

Select a Term

Terms Open for Registration

Fall 2024 01-SEP-2024 - 31-DEC-2024

Continue

2. Choose a registration tab

- **Find Classes**: Use this if you don't know your CRNs (Course Reference Number).

- **Enter CRNs**: Use this if you know your CRNs.

- **Block:** This tab only shows if you have been pre-assigned a Block to register in.

Register for Courses

| Find Classes | Enter CRNs | Blocks | Schedule and Options |

Enter Your Search Criteria

Term: Spring/Summer 2024

Register on the 'Enter CRN' Tab
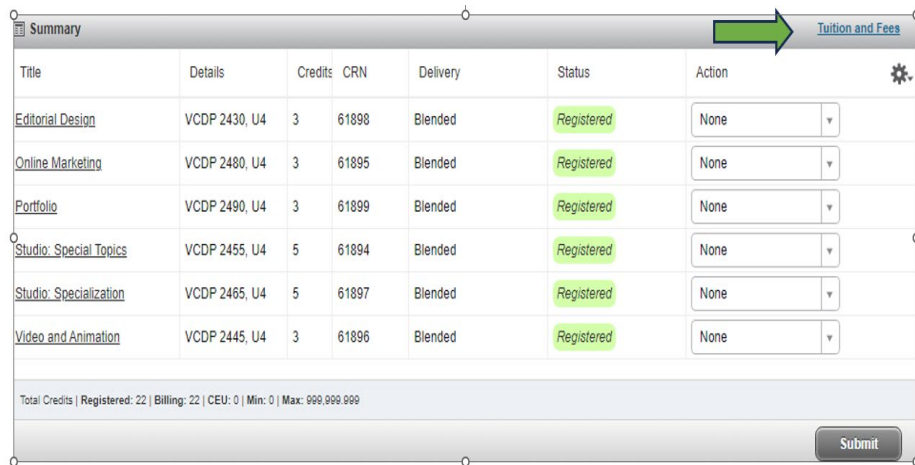
1. Click the **'Enter CRN'** tab

2. Enter the CRN(s) you want to register in.

3. Click **'Add to Summary'**

4. See your pending course status

5. See your pending schedule (grey)

6. If you are satisfied with your schedule, click **'Submit'**

7. See your registered course status

8. See your registered schedule (in colour)

View your Tuition and Fees

➢ Select **'Tuition and Fees'** in the top corner of your registration summary

How to Pay Fees, Check Balance, or See Fee Details

➢ Go to Home – VCC Experience

  ➢ Click the open tab at the top of your web browser

➢ Select '**Pay Fees/Installments**'
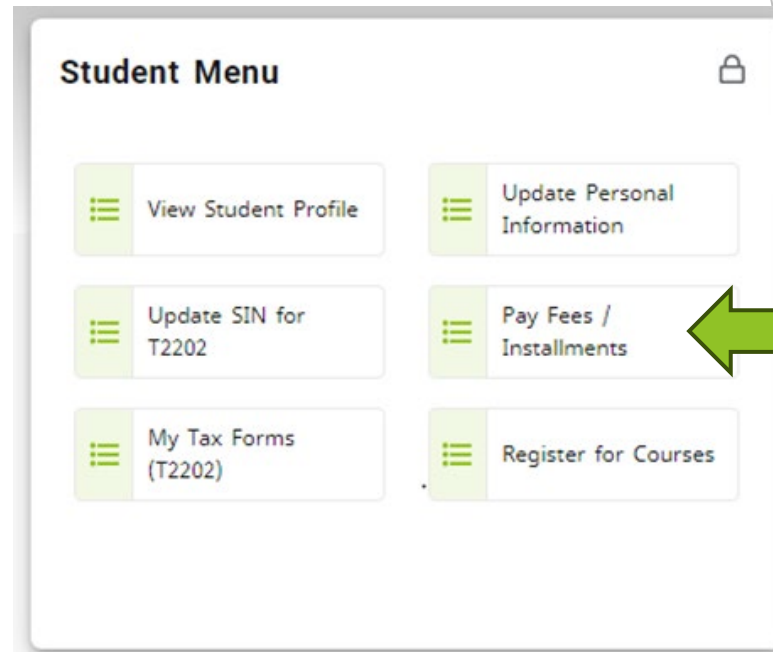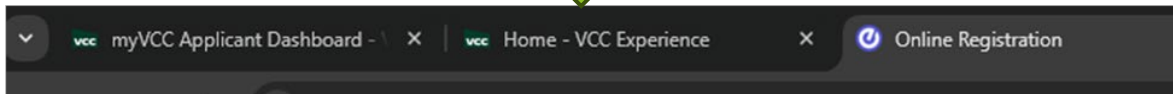
How to Pay Fees

- **Optional**: To see fee details, click 'Select Term'

- Click '**Pay Now**'

- Select your term

- Click '**Pay Now**'

  - **Note**: If you are using Microsoft Edge, you will need to log in again with your student number and password

How to Pay Fees

You will see this message. It is <u>not</u> an error message!

- ➢ **Option 1:** Select 'Click here' to pay by Flywire and pay a 2.5% fee, or
- ➢ **Option 2:** Pay using your online bank account. Add Vancouver Community College as a 'Payee' and use your VCC student ID number as the 'account number.'

Error

ⓘ Credit card payments in myVCC is coming soon! For now, you may pay through these platforms, or **see other payment options**.

Domestic Students: **Click here to pay on Flywire (note: Flywire charges a 2.5% convenience fee).**
International Students: **Click here to pay on Flywire.**
The convenience fee is charged by the merchant to cover their cost of processing – VCC does not receive any portion of the 2.5% fee.