

# How to Register in a Pre-assigned Block Code

Use this guide if  
you have been  
given a block  
code to register  
into.

# Get Ready!

## **Browser: Chrome**

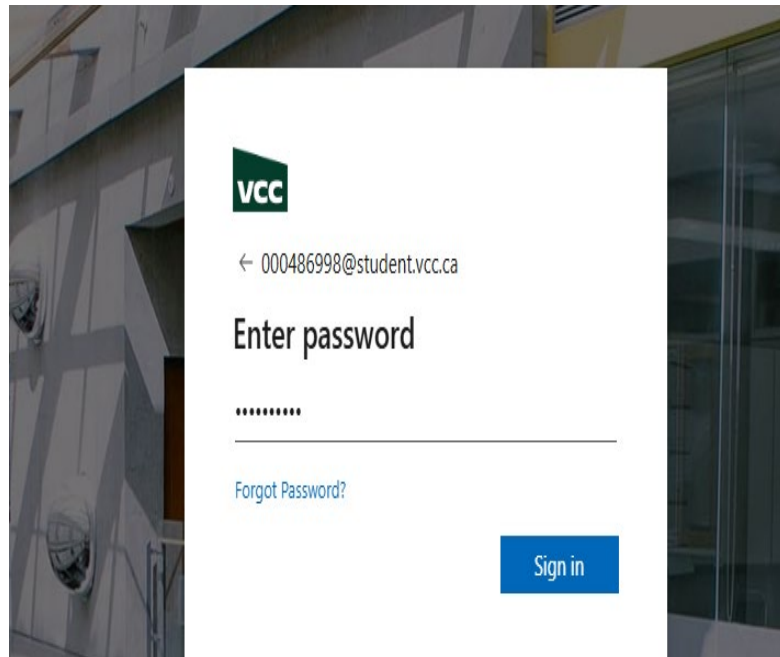
This guide shows you how to register using **Chrome**. Other browsers (Edge, etc.) will ask you to log in more.

## **Device: Desktop or Laptop**

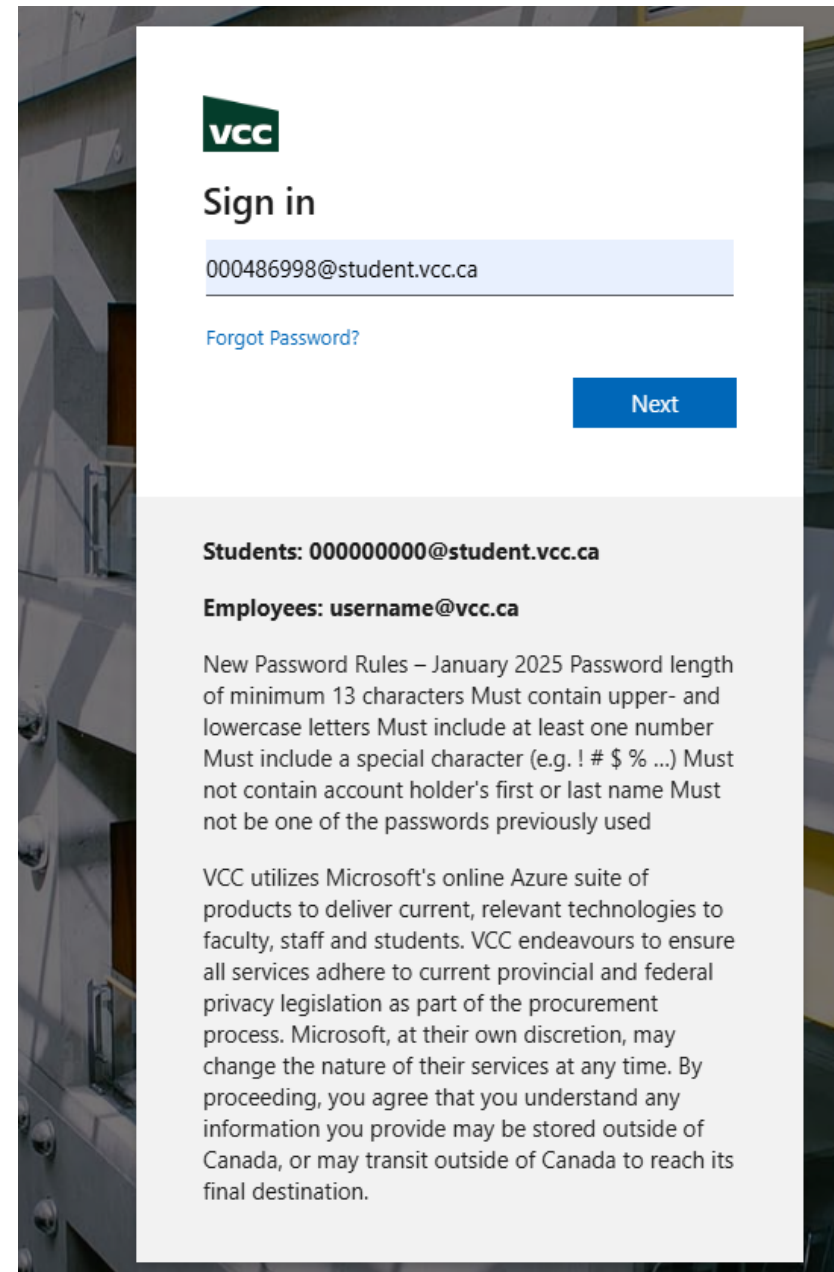
Follow these instructions on a **desktop** or **laptop** computer. The steps on a mobile device are different.

# Log in at my.vcc.ca

- Enter your VCC student ID number@student.vcc.ca and enter password



The screenshot shows the VCC login interface. At the top is the VCC logo. Below it, the email address '000486998@student.vcc.ca' is displayed with a back arrow to its left. The main heading is 'Enter password'. Below this is a password input field with a masked password '\*\*\*\*\*'. To the left of the input field is a link for 'Forgot Password?'. At the bottom right is a blue 'Sign in' button.



The screenshot shows the VCC login interface. At the top is the VCC logo. Below it is the heading 'Sign in'. Underneath is a text input field containing the email address '000486998@student.vcc.ca'. To the left of this field is a link for 'Forgot Password?'. At the bottom right is a blue 'Next' button.


**Students:** 000000000@student.vcc.ca

**Employees:** username@vcc.ca

New Password Rules – January 2025 Password length of minimum 13 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


VCC utilizes Microsoft's online Azure suite of products to deliver current, relevant technologies to faculty, staff and students. VCC endeavours to ensure all services adhere to current provincial and federal privacy legislation as part of the procurement process. Microsoft, at their own discretion, may change the nature of their services at any time. By proceeding, you agree that you understand any information you provide may be stored outside of Canada, or may transit outside of Canada to reach its final destination.

## Authenticate your login



000486998@student.vcc.ca

### Approve sign in request

 Open your Authenticator app, and enter the number shown to sign in.


85

No numbers in your app? Make sure to upgrade to the latest version.

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)

## Update your password if asked



000486998@student.vcc.ca

### Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

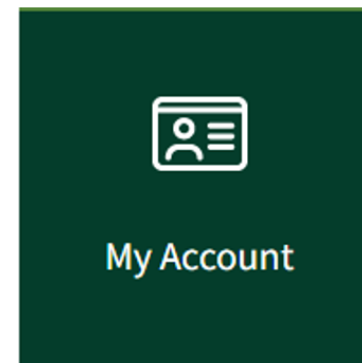
Confirm password

[Sign in](#)

# Student Dashboard

If you have registered within the last 3 years:

- Select 'My Account' on the student dashboard



# Student Profile

- Select ‘Register for Classes and View Schedule’

Student

Student Profile

Student Profile - Registration Student Online (000486998)

Term: Winter 2024 01/01/2024 - 0...

Overall Credits: 0

Overall GPA: 0.00

Help

Registration Student Online

Curriculum and Courses

Prior Education and Testing

Additional Links

Register for Classes and View Schedule

Pay Fees / Installments

Request Official Transcript

View Unofficial Transcript

Update Personal Information

View Current Application(s)

Financial Aid

My Tax Forms (T2202)

Update SIN for T2202

Bio Information

Phone: 004 202 2252

Date of Birth: 00/00

Emergency Contact: Not Provided

Emergency Phone: Not Provided

General Information

Level: Undergraduate

Status: Active

Residency: International

Last Term Attended: None

Graduation Information

CURRICULUM, CREDITS & GPA

Primary

Secondary

Credits & GPA

Degree: Diploma

Level: Undergraduate

College: School of Trades, Tech & Design

Major: Graphic Design

Catalog Year: Winter 2024

REGISTERED COURSES

Course Title	Details	CRN	Credits	Registration Status	Instructor
Advertising and Art Direction	VCDP 2320 UA	60723	3	"Registered"	Janel McDonald
UI/UX Strategy	VCDP 2390 UA	60723	3	"Registered"	Jonathan Jon Barlasdo
Graphic Design Diploma Yr 2	GENR GRGD UA	60728	9	"Registered"	Not assigned
Web Development 2	VCDP 2400 UA	60731	3	"Registered"	Jonathan Jon Barlasdo
Wordpress 2	VCDP 2440 UA	60732	3	"Registered"	Dave Seward
Digital Image 2	VCDP 2312 UA	60732	3	"Registered"	Jason LeChance
Studio Fundamentals	VCDP 2320 UA	60733	5	"Registered"	Ashlea Ratz
Packaging Design	VCDP 2470 UA	60774	3	"Registered"	Anne Embertre

Total Credits: Registered Credits: 23 | Billing Hours: 23 | CED Hours: 0

Term: Winter 2024 01/01/2024 - 0...

Registration Student Online

Curriculum and Courses

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Additional Links

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Pay Fees / Installments

Request Official Transcript

View Unofficial Transcript

Update Personal Information

View Current Application(s)

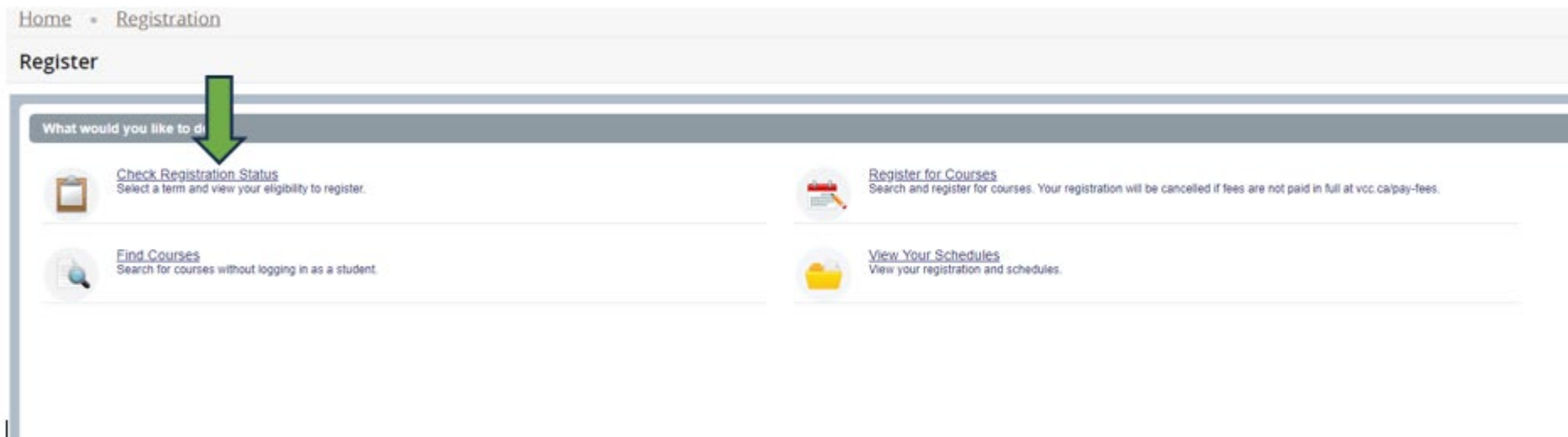
Financial Aid

My Tax Forms (T2202)

Update SIN for T2202

# Register Page

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

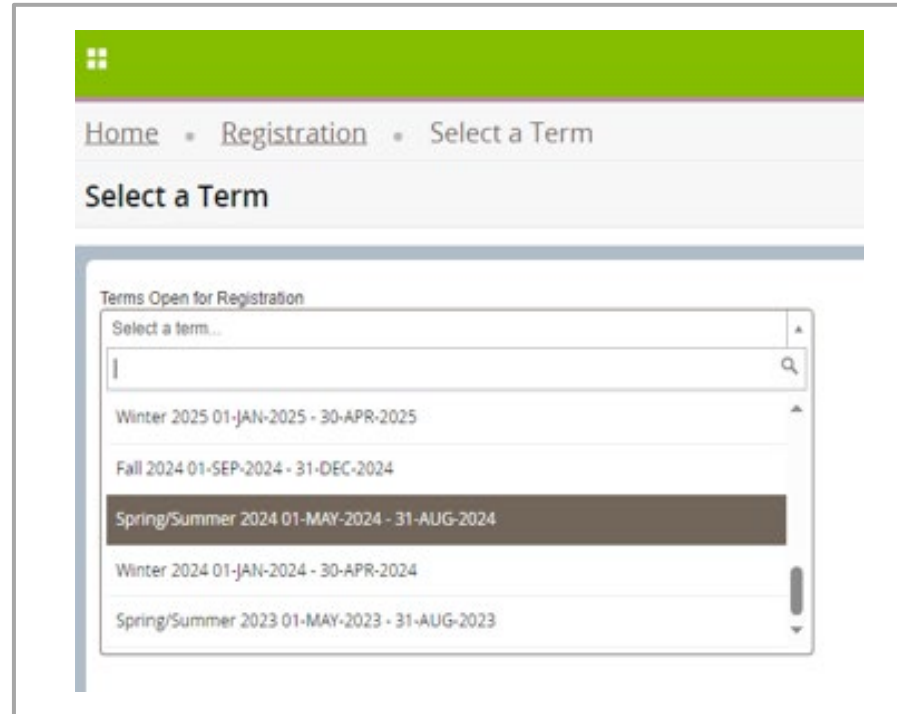


# Select a Term

- 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



The screenshot displays a web application interface for selecting a registration term. At the top, a green header bar contains a white grid icon. Below it, a breadcrumb trail shows 'Home' followed by 'Registration' and 'Select a Term'. The main heading 'Select a Term' is centered. A section titled 'Terms Open for Registration' contains a search bar with the placeholder text 'Select a term...'. Below the search bar is a list of terms, each with a date range: 'Winter 2025 01-JAN-2025 - 30-APR-2025', 'Fall 2024 01-SEP-2024 - 31-DEC-2024', 'Spring/Summer 2024 01-MAY-2024 - 31-AUG-2024' (highlighted in dark grey), 'Winter 2024 01-JAN-2024 - 30-APR-2024', and 'Spring/Summer 2023 01-MAY-2023 - 31-AUG-2023'. A vertical scrollbar is visible on the right side of the list.



# Register for Courses

- Click 'Block'. You will see your Pre-assigned Block Code.
- Click 'Submit' to register (bottom right hand corner).

Registration Student Online

Home • Registration • Select a Term • Register for Courses

Register for Courses

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

Select Your Block Option

Term: Spring/Summer 2024

\* Suggested Block: Graphic Design Dip Trm 4 May

Title	Details	Credits	CRN	Term	Instructor	Meeting Times	Status
<a href="#">Editorial Design</a>	VCDP 2430, U4	3	61898	202460	<a href="#">Janet McDonald (Primary)</a>	S M T W T F S 09:00 AM - 11:59 AM Type: Laboratory Building: VCC Downtown C S M T W T F S - Type: Asynchronous Building: Online Room: None Start Date: ( 11 of 18 seats remain. S M T W T F S 09:00 AM - 11:59 AM Type: Class Building: VCC Downtown Campu	
<a href="#">Online Marketing</a>	VCDP 2480, U4	3	61895	202460	<a href="#">Yin Maung (Primary)</a>	S M T W T F S 09:00 AM - 11:59 AM Type: Laboratory Building: VCC Downtown C S M T W T F S - Type: Asynchronous Building: Online Room: None Start Date: ( 11 of 18 seats remain. S M T W T F S 01:00 PM - 03:59 PM Type: Class Building: VCC Downtown Campu	
<a href="#">Portfolio</a>	VCDP 2490, U4	3	61899	202460	<a href="#">Jason LaChance (Primary)</a>	S M T W T F S 09:00 AM - 11:59 AM Type: Laboratory Building: VCC Downtown C S M T W T F S - Type: Asynchronous Building: Online Room: None Start Date: ( 11 of 18 seats remain. S M T W T F S 09:00 AM - 11:59 AM Type: Class Building: VCC Downtown Campu	
<a href="#">Studio: Special Topics</a>	VCDP 2455, U4	5	61894	202460	<a href="#">Ashlea Stolz (Primary)</a>	S M T W T F S 01:00 PM - 03:59 PM Type: Laboratory Building: VCC Downtown C S M T W T F S - Type: Asynchronous Building: Online Room: None Start Date: ( 11 of 18 seats remain. S M T W T F S 09:00 AM - 11:59 AM Type: Class Building: VCC Downtown Campu	
<a href="#">Studio: Specialization</a>	VCDP 2465, U4	5	61897	202460	<a href="#">Anne Embertine (Primary)</a>	S M T W T F S 01:00 PM - 03:59 PM Type: Laboratory Building: VCC Downtown C S M T W T F S - Type: Asynchronous Building: Online Room: None Start Date: ( 11 of 18 seats remain. S M T W T F S 09:00 AM - 11:59 AM Type: Class Building: VCC Downtown Campu	
<a href="#">Video and Animation</a>	VCDP 2445, U4	3	61896	202460	<a href="#">Jason LaChance (Primary)</a>	S M T W T F S 09:00 AM - 11:59 AM Type: Laboratory Building: VCC Downtown C S M T W T F S - Type: Asynchronous Building: Online Room: None Start Date: ( 11 of 18 seats remain. S M T W T F S 09:00 AM - 11:59 AM Type: Class Building: VCC Downtown Campu	

Records: 6

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

Submit

# You are now registered

- See your registered course status
- See your registered schedule (in colour)

Registration Student Online

Home • Registration • Select a Term • Register for Courses

Register for Courses

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

# Suggested Block: Graphic Design Dip Tm 4 May

Title	Details	Credits	CRN	Term	Instructor	Meeting Times	Status
Editorial Design	VCDP 2430, U4	3	61896	202480	Jane McDonald (Primary)	09:00 AM - 11:59 AM Type: Laboratory Building: VCC Downtown C 09:00 AM - 11:59 AM Type: Asynchronous Building: Online Room: None Start Date: 19 of 18 seats remain	
Online Marketing	VCDP 2480, U4	3	61895	202480	Yin Maury (Primary)	09:00 AM - 11:59 AM Type: Laboratory Building: VCC Downtown C 09:00 AM - 11:59 AM Type: Asynchronous Building: Online Room: None Start Date: 19 of 18 seats remain 01:00 PM - 03:59 PM Type: Class Building: VCC Downtown Camp	
Portfolio	VCDP 2490, U4	3	61899	202480	Jesse LeChance (Primary)	09:00 AM - 11:59 AM Type: Laboratory Building: VCC Downtown C 09:00 AM - 11:59 AM Type: Asynchronous Building: Online Room: None Start Date: 19 of 18 seats remain	
Studio Special Topics	VCDP 2455, U4	5	61894	202480	Ashlee Spitz (Primary)	09:00 AM - 11:59 AM Type: Laboratory Building: VCC Downtown C 09:00 AM - 11:59 AM Type: Asynchronous Building: Online Room: None Start Date: 19 of 18 seats remain 01:00 PM - 03:59 PM Type: Class Building: VCC Downtown Camp	

Class Schedule for Spring/Summer 2024

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							

Summary

Title	Details	Credits	CRN	Delivery	Status	Action
Editorial Design	VCDP 2430, U4	3	61896	Blended	Registered	None
Online Marketing	VCDP 2480, U4	3	61895	Blended	Registered	None
Portfolio	VCDP 2490, U4	3	61899	Blended	Registered	None
Studio Special Topics	VCDP 2455, U4	5	61894	Blended	Registered	None
Studio Specialization	VCDP 2465, U4	5	61897	Blended	Registered	None
Video and Animation	VCDP 2445, U4	3	61896	Blended	Registered	None

Total Credits | Registered: 22 | Billing: 22 | CEU: 0 | Min: 0 | Max: 999,999,999

Submit

Summary

Tuition and Fees

Title	Details	Credits	CRN	Delivery	Status	Action
Editorial Design	VCDP 2430, U4	3	61896	Blended	Registered	None
Online Marketing	VCDP 2480, U4	3	61895	Blended	Registered	None
Portfolio	VCDP 2490, U4	3	61899	Blended	Registered	None
Studio Special Topics	VCDP 2455, U4	5	61894	Blended	Registered	None
Studio Specialization	VCDP 2465, U4	5	61897	Blended	Registered	None
Video and Animation	VCDP 2445, U4	3	61896	Blended	Registered	None

Total Credits | Registered: 22 | Billing: 22 | CEU: 0 | Min: 0 | Max: 999,999,999

Submit

# View your Tuition and Fees

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

Summary						
Title	Details	Credits	CRN	Delivery	Status	Action
<a href="#">Editorial Design</a>	VCDP 2430, U4	3	61898	Blended	Registered	None
<a href="#">Online Marketing</a>	VCDP 2480, U4	3	61895	Blended	Registered	None
<a href="#">Portfolio</a>	VCDP 2490, U4	3	61899	Blended	Registered	None
<a href="#">Studio: Special Topics</a>	VCDP 2455, U4	5	61894	Blended	Registered	None
<a href="#">Studio: Specialization</a>	VCDP 2465, U4	5	61897	Blended	Registered	None
<a href="#">Video and Animation</a>	VCDP 2445, U4	3	61896	Blended	Registered	None
Total Credits   Registered: 22   Billing: 22   CEU: 0   Min: 0   Max: 999,999,999						
Submit						

Estimated Tuition and Fees for Spring/Summer 2024

All tuition and fees must be paid at the time of registration. Please go to [vcc.ca/pay-fees](#) to pay your balance. Your registration will be cancelled if fees are not paid in full.

Code	Description	Amount	(CAD)
GRAD	Convocation Fee		CA\$45.00
IFEE	College Initiative Fee		CA\$64.90
SFEE	Students&#39; Union of VC...		CA\$68.17
SHPL	Student Health Plan		CA\$275.00
TUIT	Tuition		CA\$8,356.70
		Total:	CA\$8,809.77

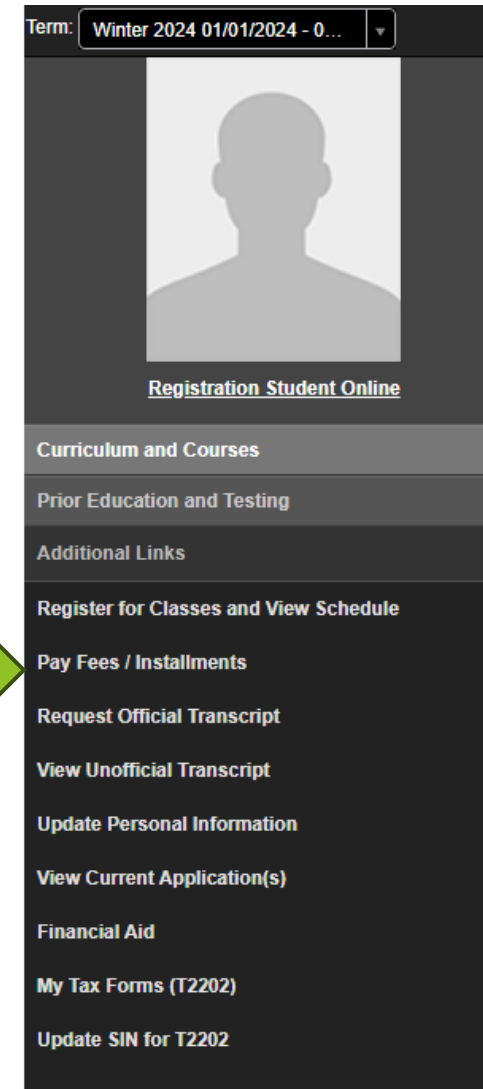
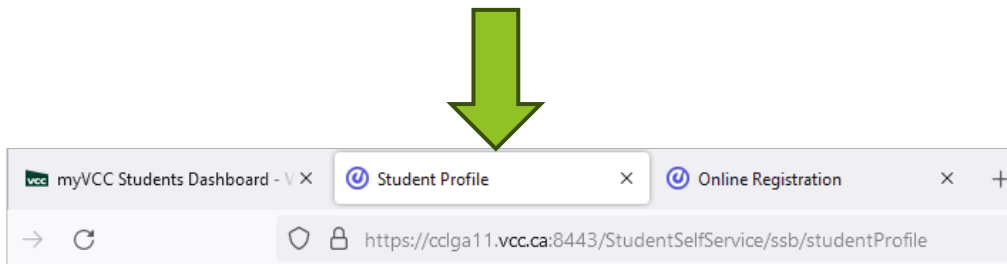
Total Credits: 22

Close

ails	Credits	CRN	Delivery	Status	Action
P 2430, U4	3	61898	Blended	Registered	None

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

- Go to Student Profile
  - 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'

Account Detail for Term

Select Term ...

Holds

Pay Now

- Click 'Pay Now'

Payment

Select the term you would like to submit payment for.

Terms	Net term balance
<input type="radio"/> Winter 2025	CA\$0.00
<input type="radio"/> Fall 2024	CA\$0.00
<input checked="" type="radio"/> Spring/Summer 2024	8,809.77
<input type="radio"/> Spring 2024	CA\$0.00
<input type="radio"/> Winter 2024	CA\$9,814.79
<input type="radio"/> Fall 2023	CA\$0.00
<input type="radio"/> Spring/Summer 2023	CA\$0.00
<input type="radio"/> Spring 2023	CA\$0.00

Amount payable: CA\$8,809.77

Pay Now

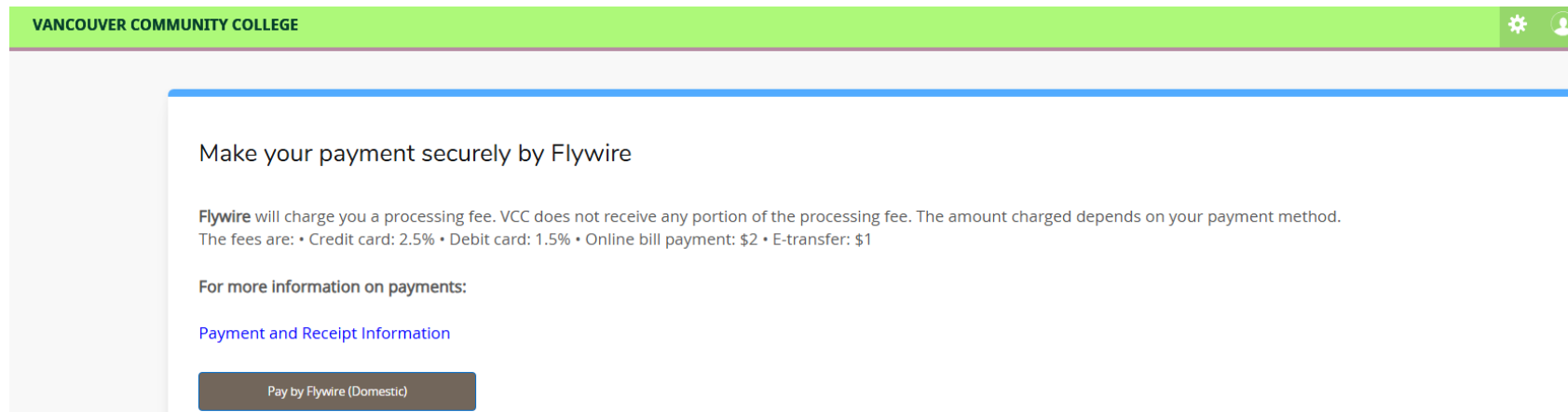
- Select your term

- 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

- **Option 1:** Click 'Pay by Flywire (Domestic)' or 'Pay by Flywire (International)'. Flywire will charge you a processing fee. The amount charged depends on your payment method. The fees are:
  - Credit card: 2.5%
  - Debit card: 1.5%
  - Online bill payment: \$2
  - E-transfer: \$1
- **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.'



The screenshot shows a web interface for Vancouver Community College. At the top is a green header with the text "VANCOUVER COMMUNITY COLLEGE" and icons for settings and user profile. Below the header, a blue-bordered box contains the following text:

Make your payment securely by Flywire

Flywire will charge you a processing fee. VCC does not receive any portion of the processing fee. The amount charged depends on your payment method. The fees are: • Credit card: 2.5% • Debit card: 1.5% • Online bill payment: \$2 • E-transfer: \$1

For more information on payments:

[Payment and Receipt Information](#)

At the bottom of the box is a dark grey button labeled "Pay by Flywire (Domestic)".