



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

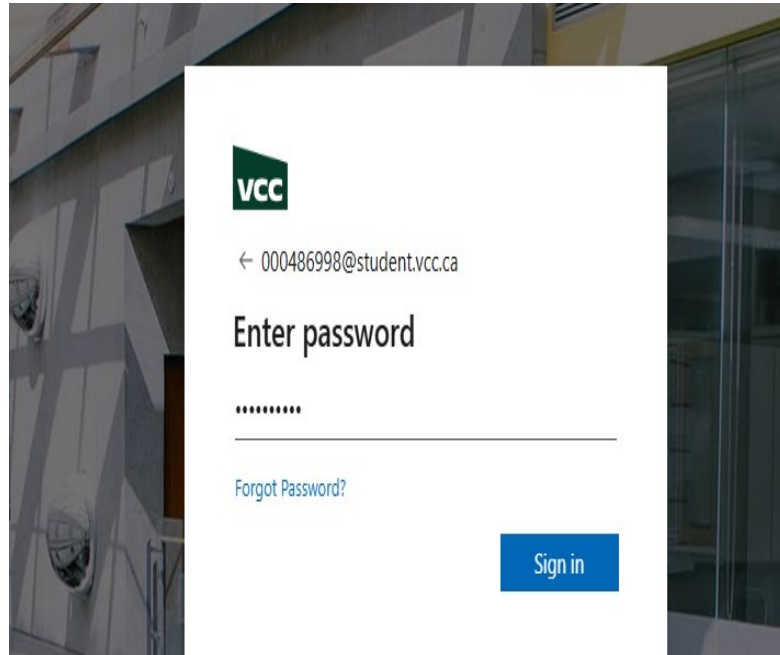
This guide shows you how to register using **Chrome**. Other browsers (Edge, etc.) will ask you to log in more.

Device: Desktop or Laptop

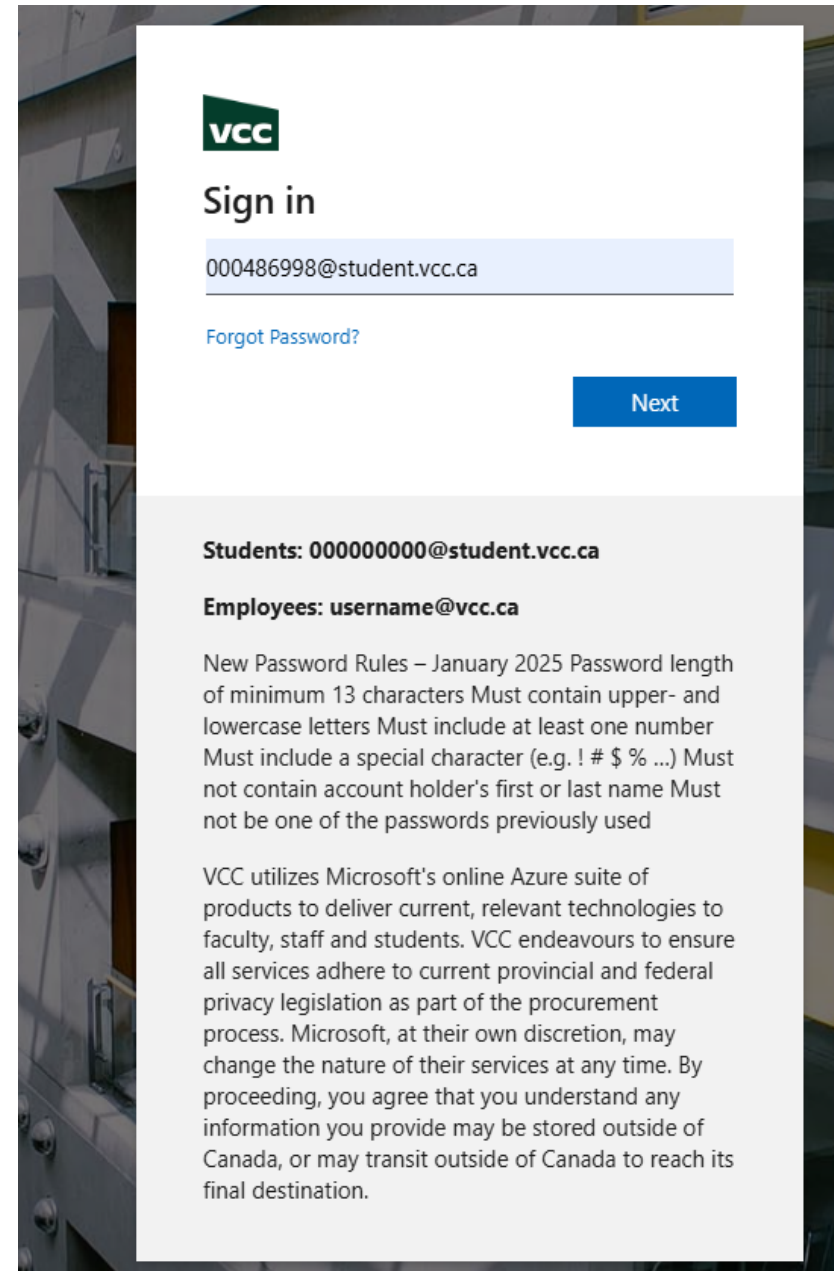
Follow these instructions on a **desktop** or **laptop** computer. The steps on a mobile device are different.

Log in at my.vcc.ca

- Enter your VCC student ID number@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 represented by a series of dots. A 'Forgot Password?' link is located below the password field. 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'. A text input field contains the email address '000486998@student.vcc.ca'. Below the input field is a 'Forgot Password?' link. A blue 'Next' button is positioned to the right of the input field. Below these elements, there are instructions for students and employees, followed by a detailed section on new password rules and a disclaimer about Microsoft's Azure services.


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

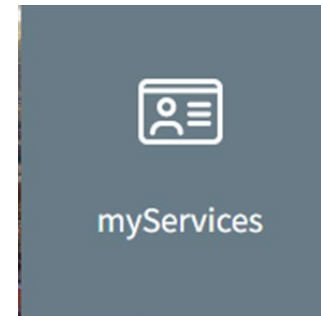
Confirm password

[Sign in](#)

Student Dashboard

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

- Select 'MyServices' on the student dashboard

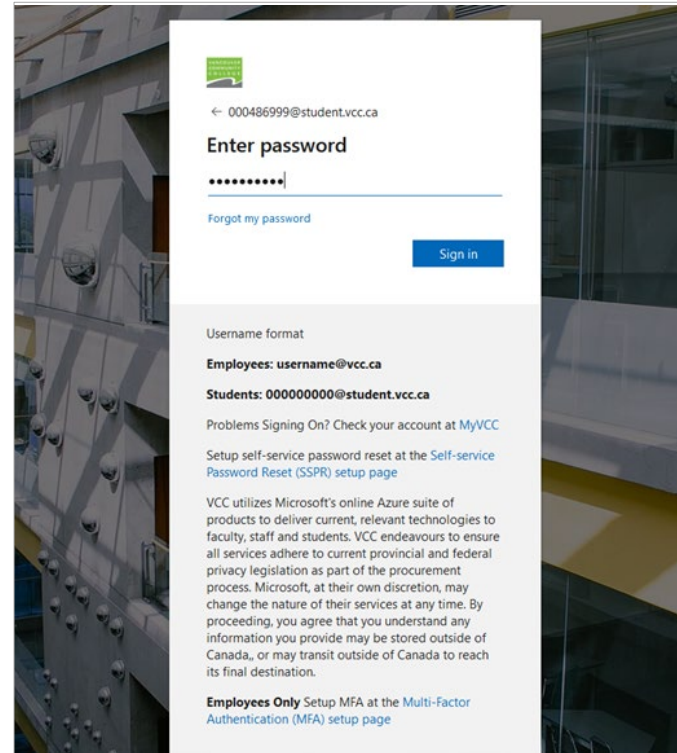


Log in and Authenticate

- Enter your VCC student email (your student ID @student.vcc.ca):
000XXXXXX@student.vcc.ca
- Enter your password
- Follow the authentication instructions

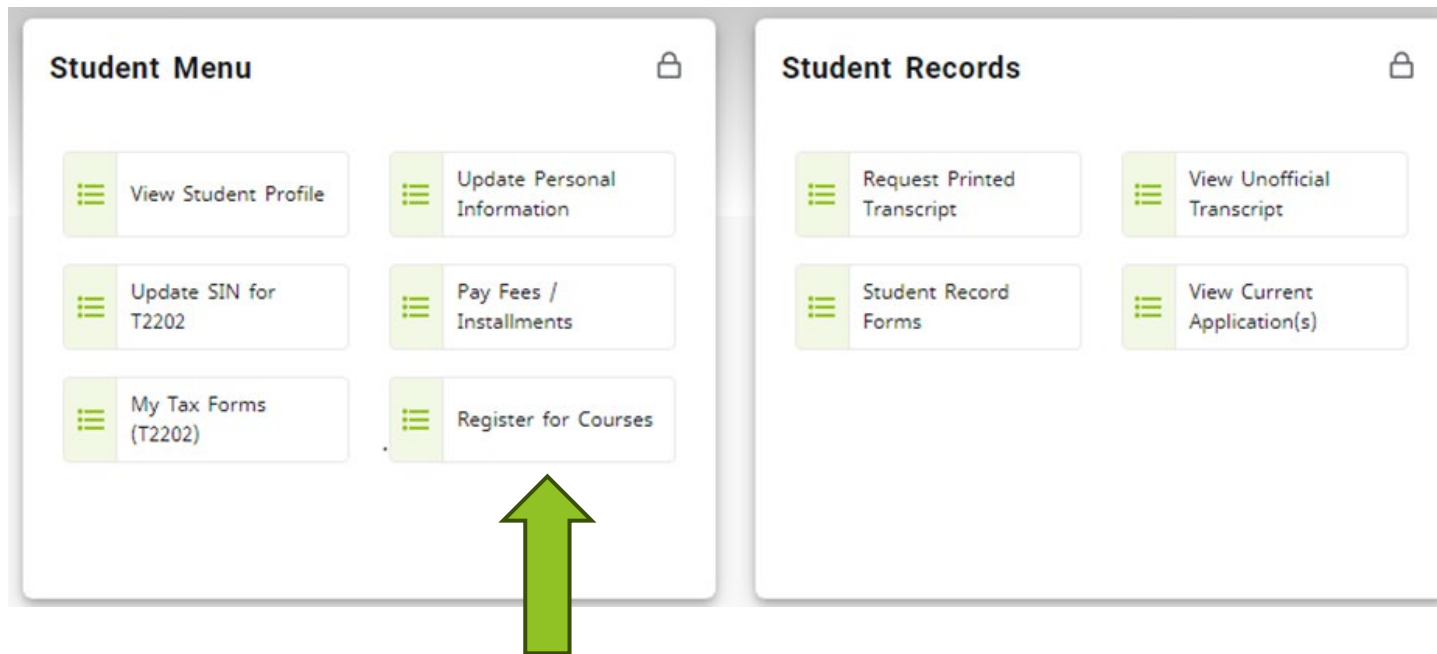
Need help?

[See myVCC Password Information](#) for details.

A screenshot of the VCC login page. The page has a white background with a blue header. The header contains the VCC logo and the text "Vancouver Community College". Below the header, there is a login form. The form has a "Username" field with the email "000486999@student.vcc.ca" entered. Below the username field is a "Password" field with a masked password "*****". To the right of the password field is a "Sign in" button. Below the password field is a link "Forgot my password". Below the login form is a section titled "Username format" which lists the email formats for employees and students. Below this is a section titled "Problems Signing On?" with links to "MyVCC", "Self-service Password Reset (SSPR) setup page", and a privacy statement. The privacy statement mentions that VCC uses Microsoft's Azure suite of products and that information may be stored outside of Canada. At the bottom, there is a link for "Employees Only" to set up Multi-Factor Authentication (MFA).

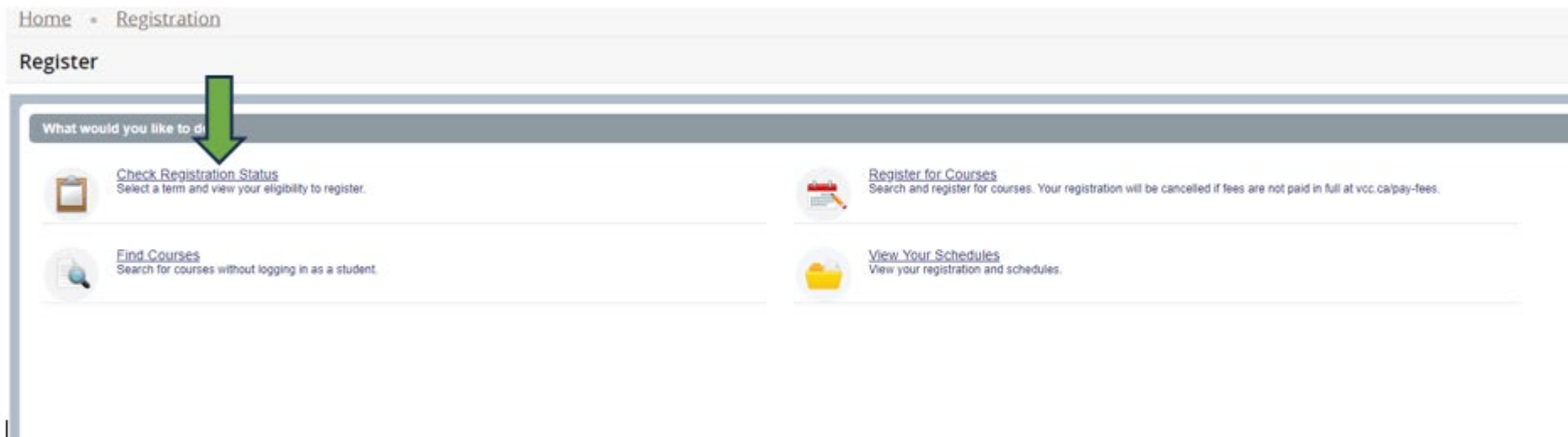
Student Menu

- Select 'Register for Courses'



Register Page

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

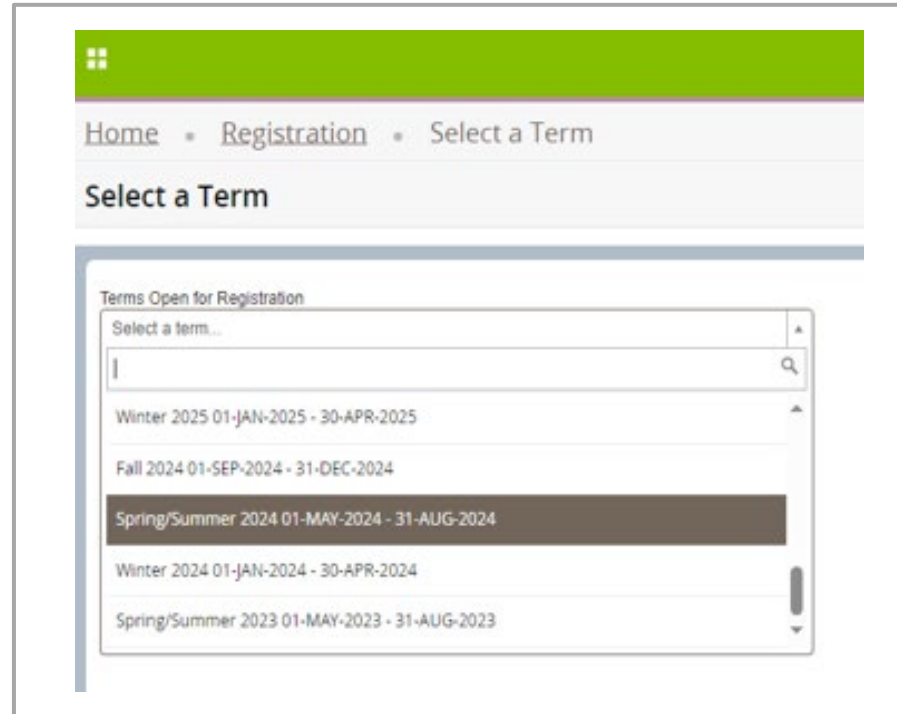


Select a Term

- 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



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 box labeled 'Select a term...' with a magnifying glass icon. Below the search box 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 on the right side of the list.

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.

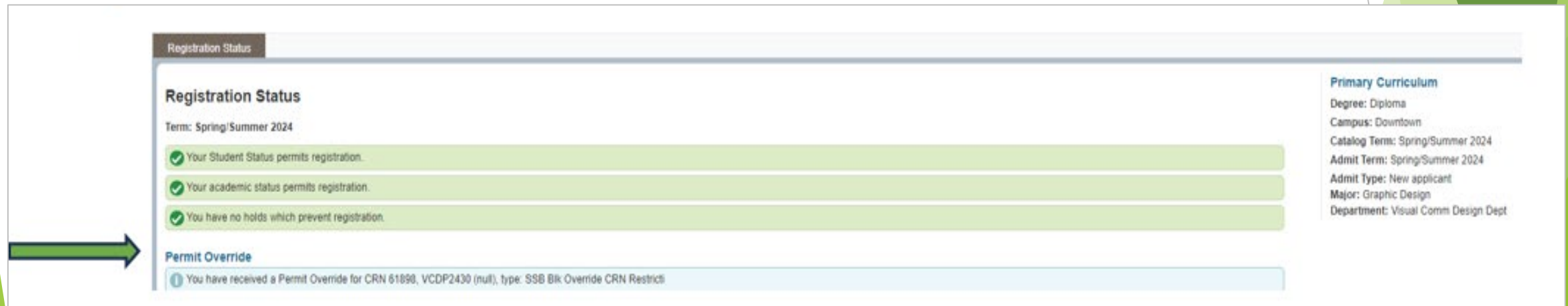
✓ You have no holds which prevent registration.

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.



The screenshot displays a web interface for checking registration status. A green arrow points to the 'Permit Override' section. The 'Registration Status' section shows three green bars with checkmarks indicating successful status checks. The 'Primary Curriculum' section on the right lists student details.

| Registration Status | Primary Curriculum |
|--|---|
| Registration Status Term: Spring/Summer 2024 ✓ Your Student Status permits registration. ✓ Your academic status permits registration. ✓ You have no holds which prevent registration. | Primary Curriculum Degree: Diploma Campus: Downtown Catalog Term: Spring/Summer 2024 Admit Term: Spring/Summer 2024 Admit Type: New applicant Major: Graphic Design Department: Visual Comm Design Dept |
| Permit Override i You have received a Permit Override for CRN 61698, VCDP2430 (null), type: SSB Blk Override CRN Restricti | |

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)

The screenshot shows the 'Register for Courses' interface. At the top, the 'Enter CRN' tab is selected (Step 1). Below it, the 'Enter Course Reference Numbers (CRNs) to Register' section has a text input field containing 'S1421' (Step 2) and an 'Add to Summary' button (Step 3). To the right, a 'Summary' table lists the courses added. The 'Status' column shows 'Pending' for the first course and 'Registered' for the others (Step 4). Below the summary, the 'Schedule' tab is active, showing a calendar view. The first course is shown in grey (Step 5), while the others are in color (Step 8). A 'Submit' button is at the bottom right (Step 6). A green arrow points from the 'Submit' button to the 'Summary' table (Step 7).

| Title | Details | Credits | CRN | Delivery | Status | Action |
|-----------------------|---------------|---------|-------|-----------|------------|------------------|
| LYC 2: Hot Time | LYC 00021, 0 | 0 | S1421 | In Person | Pending | "Add Registered" |
| Editorial Design | VCDP 2435, U4 | 3 | S1836 | Blended | Registered | None |
| Online Marketing | VCDP 2435, U4 | 3 | S1836 | Blended | Registered | None |
| Fastlane | VCDP 2435, U4 | 3 | S1836 | Blended | Registered | None |
| Studio: Design Theory | VCDP 2435, U4 | 5 | S1836 | Blended | Registered | None |
| Studio: Visualization | VCDP 2435, U4 | 5 | S1836 | Blended | Registered | None |
| Video and Animation | VCDP 2435, U4 | 3 | S1836 | Blended | Registered | None |

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 |
| Editorial Design | VCDP 2430, U4 | 3 | 61898 | 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 | | | | | | |

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' Union of VC... | CA\$68.17 | |
| SHPL | Student Health Plan | CA\$275.00 | |
| TUIT | Tuition | CA\$8,356.70 | |
| | | Total: | CA\$8,809.77 |

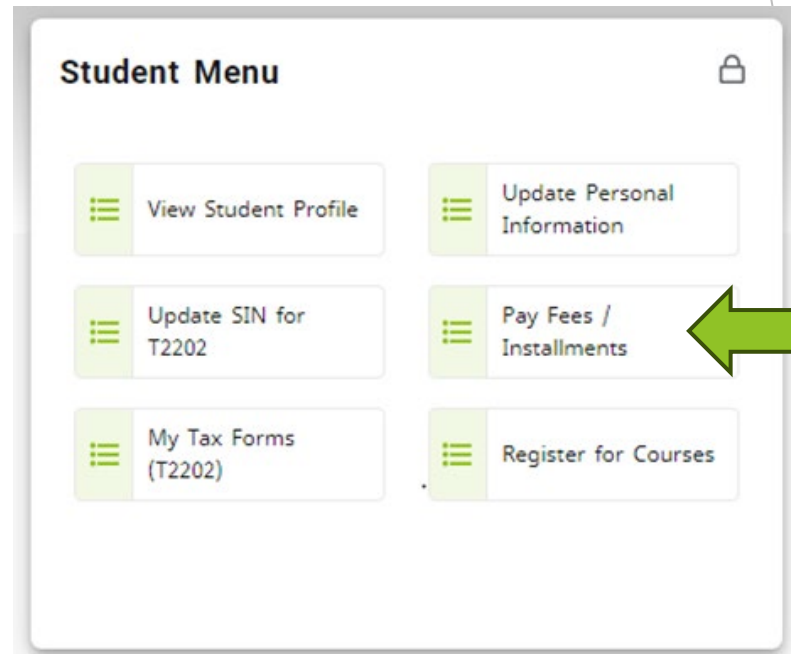
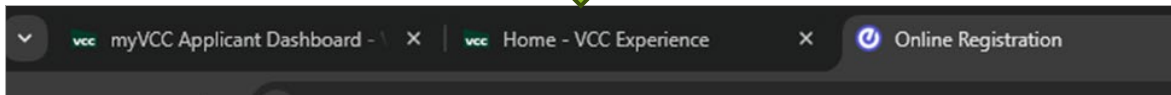
Total Credits: 22

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 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'

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

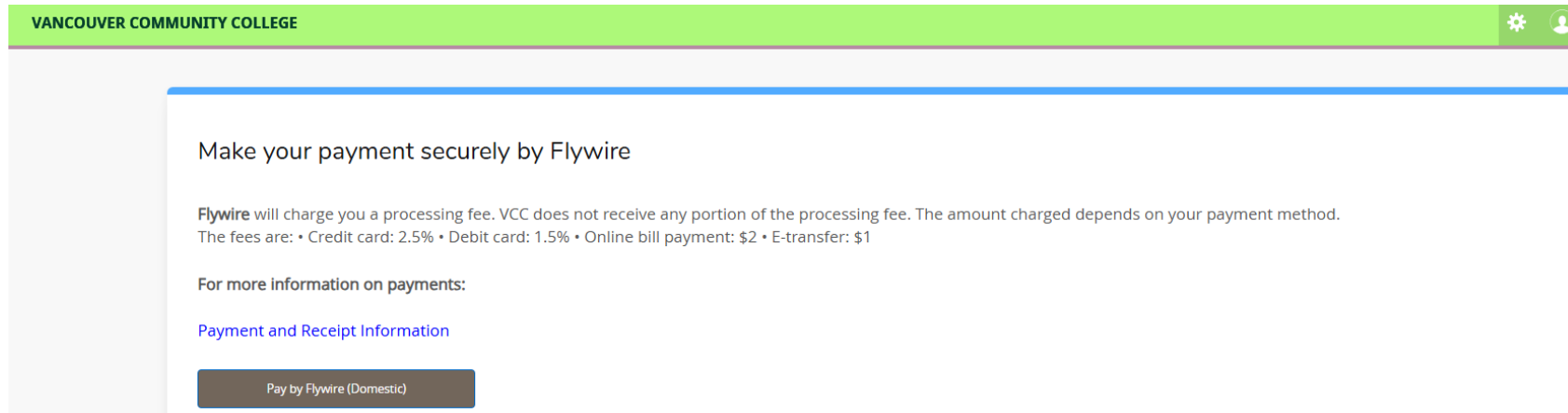
- Select your term

- 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 bar with the text "VANCOUVER COMMUNITY COLLEGE" on the left and a settings gear icon and a user profile icon on the right. Below the header is a white content area. The main heading in the content area is "Make your payment securely by Flywire". Below this heading is a paragraph of text: "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". Below the text is a link that says "For more information on payments:" followed by a blue hyperlink "Payment and Receipt Information". At the bottom of the content area is a dark grey button with the text "Pay by Flywire (Domestic)".

VANCOUVER COMMUNITY COLLEGE

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](#)

Pay by Flywire (Domestic)