

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

[Login Help](#)
[Forgot Password](#)

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](#).

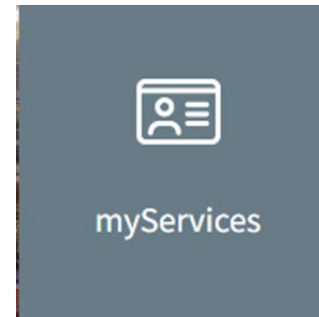
Welcome

[Login Help](#)
[Forgot Password](#)

Student Dashboard

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

- Select 'MyServices' on the student dashboard

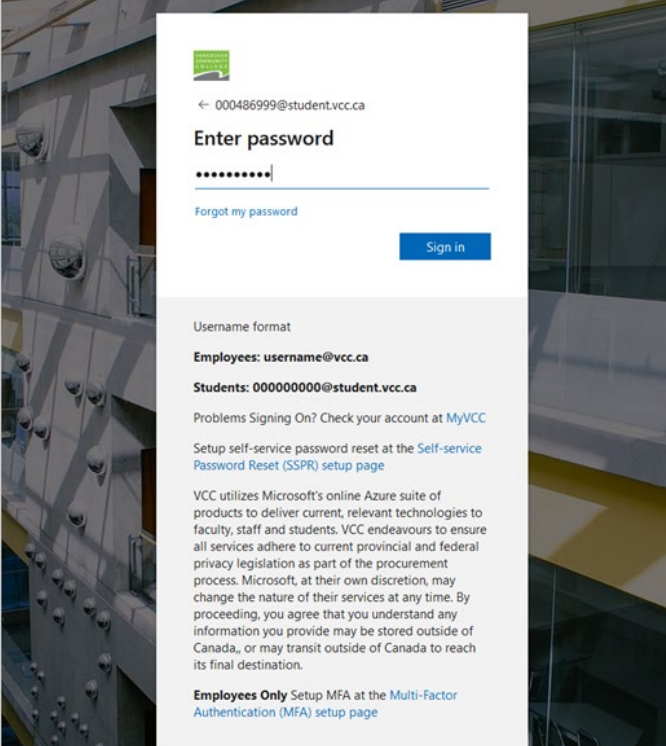


Log in and Authenticate

- 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.



The screenshot shows a login interface for VCC. At the top left is the VCC logo. Below it, the email address '000486999@student.vcc.ca' is displayed with a back arrow. The main heading is 'Enter password', followed by a password input field with a masked password '••••••••'. Below the input field is a link for 'Forgot my password' and a blue 'Sign in' button. A section titled 'Username format' provides details for employees and students. A 'Problems Signing On?' section includes links for account verification and password reset. A privacy notice states that VCC uses Microsoft's Azure suite and that user information may be stored outside of Canada. A final section for 'Employees Only' provides a link for Multi-Factor Authentication (MFA) setup.

Username format

Employees: username@vcc.ca

Students: 00000000@student.vcc.ca

Problems Signing On? Check your account at [MyVCC](#)

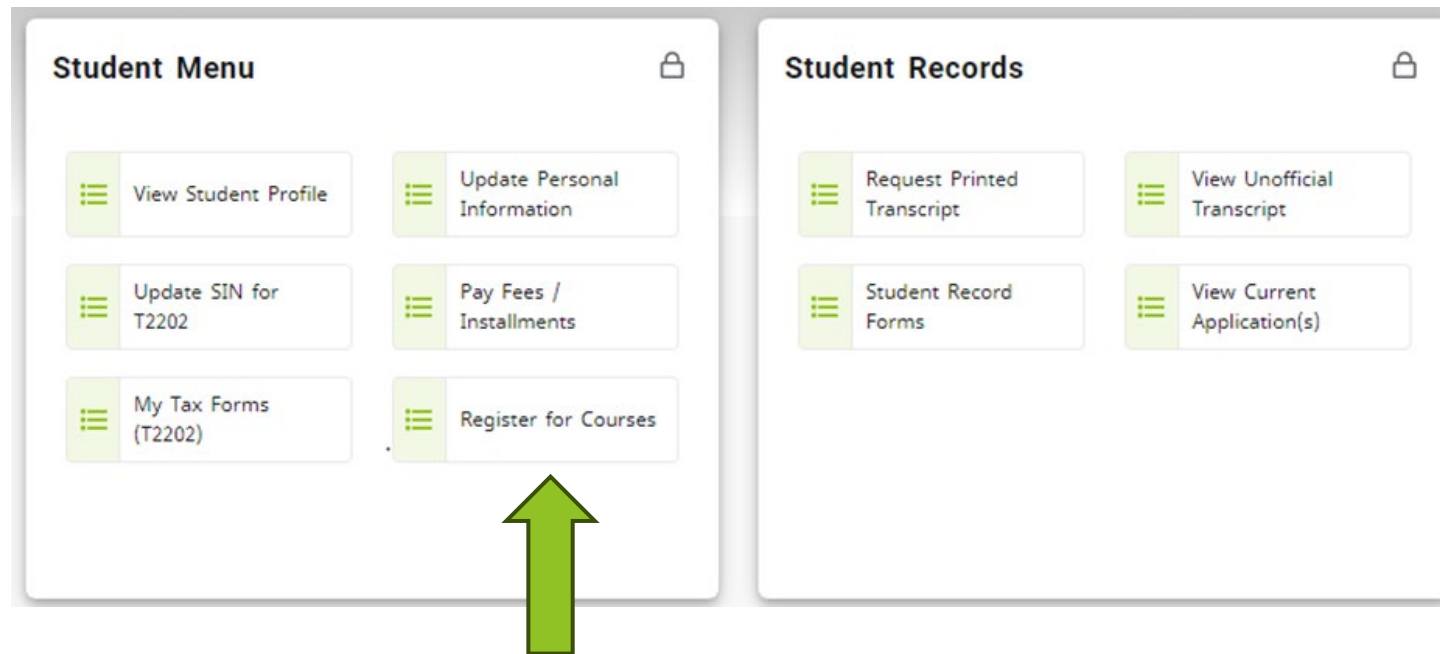
Setup self-service password reset at the [Self-service Password Reset \(SSPR\) setup page](#)

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.

Employees Only Setup MFA at the [Multi-Factor Authentication \(MFA\) setup page](#)

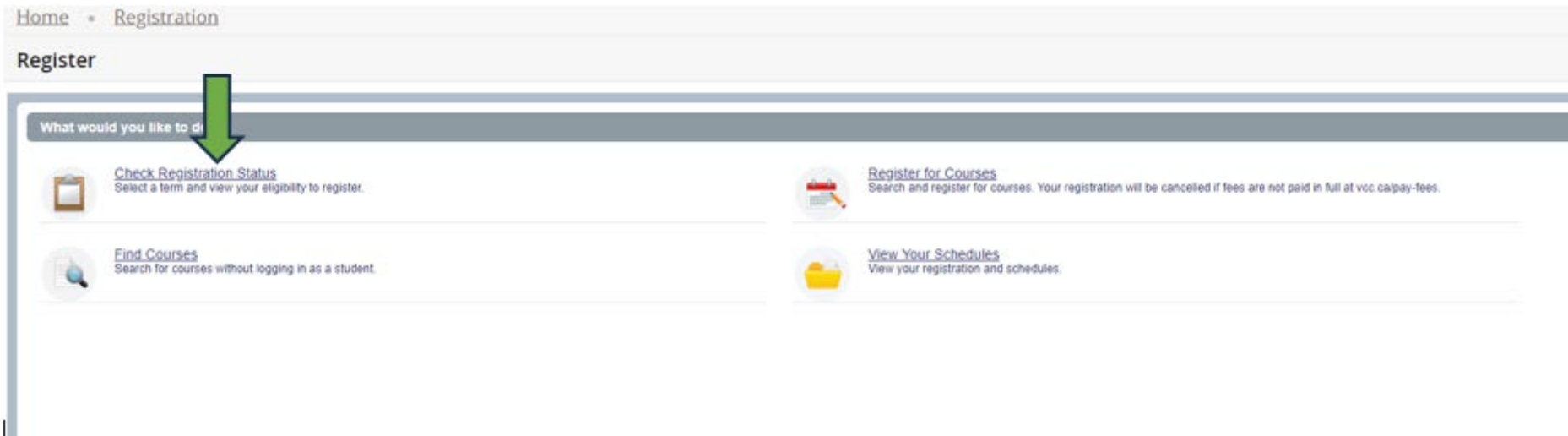
Student Menu

- Select 'Register for Courses'



Register Page

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

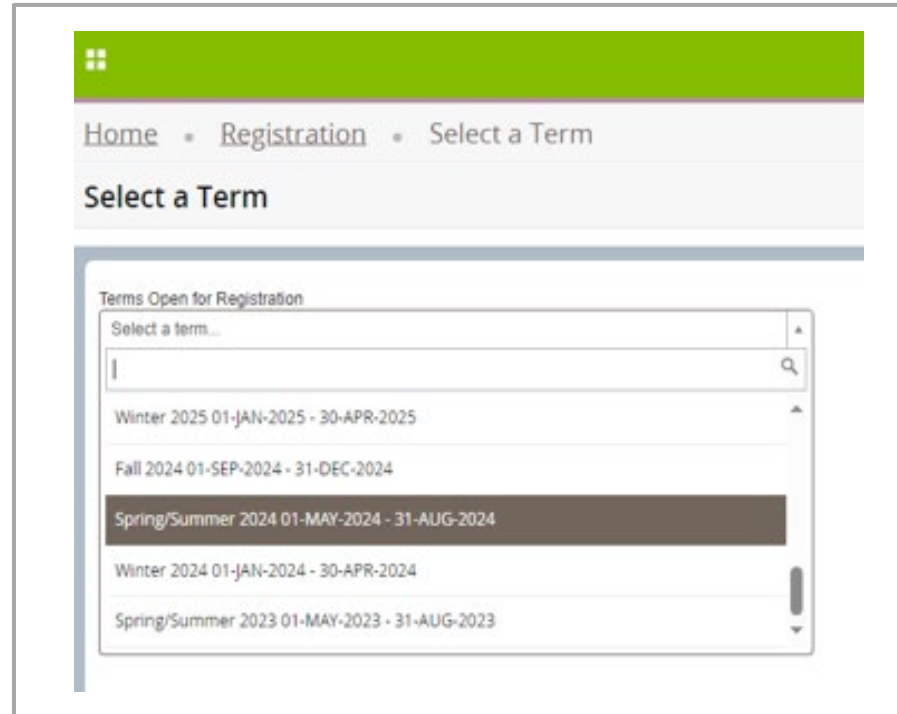


Select a Term

- 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.

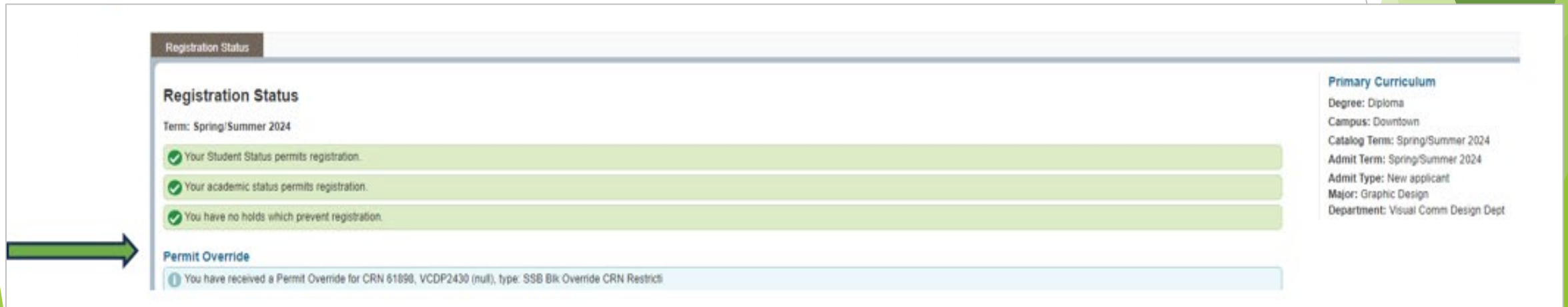
Primary Curriculum

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.



The screenshot shows a web interface for checking registration status. It is divided into two main sections: 'Registration Status' and 'Primary Curriculum'. The 'Registration Status' section includes a sub-section for 'Permit Override' which is highlighted by a green arrow. The 'Primary Curriculum' section lists various details about the student's program.

Registration Status

Term: Spring/Summer 2024

- ✔ Your Student Status permits registration.
- ✔ Your academic status permits registration.
- ✔ You have no holds which prevent registration.

Permit Override

- ℹ You have received a Permit Override for CRN 61898, VCDP2430 (null), type: SSB Blk Override CRN Restricti

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

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

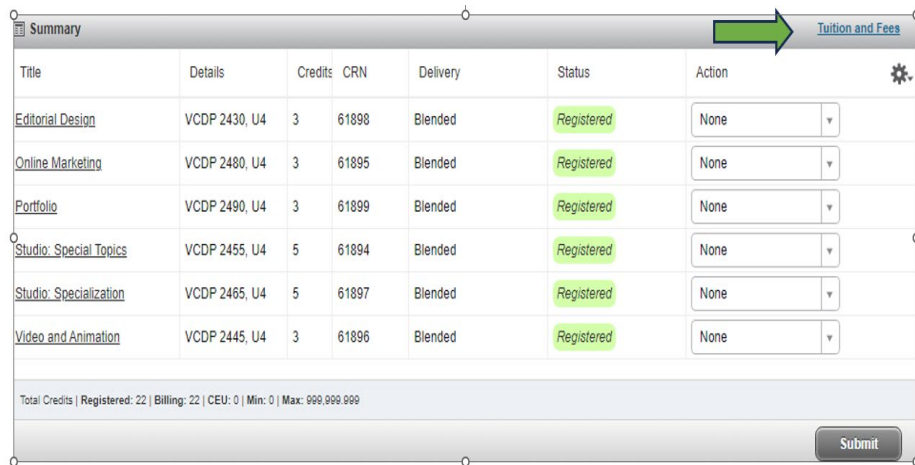
1. Click the 'Enter CRN' tab
2. Enter the CRN(s) you want to register in.
3. Click 'Add to Summary'
4. See your pending course status
5. See your pending schedule (grey)
6. If you are satisfied with your schedule, click 'Submit'
7. See your registered course status
8. See your registered schedule (in colour)

The screenshot shows the 'Register for Courses' interface. At the top, the 'Enter CRN' tab is selected, indicated by callout 1. Below it, the 'Enter Course Reference Numbers (CRNs) to Register' section has a text input field containing '11421' and a dropdown menu showing 'LINC 2 Full Time LINC 0001, B', with callout 2 pointing to the input field. A button labeled 'Add to Summary' is highlighted with callout 3. Below this, a 'Summary' table lists courses with their status. Callout 4 points to the 'Summary' tab. The table has columns for Title, Details, Credits, CRN, Delivery, Status, and Action. The 'Status' column shows 'Pending' for the first row and 'Registered' for the others. Callout 5 points to the 'Class Schedule for Spring/Summer 2024' section, which shows a grid with greyed-out cells for pending courses and colored cells for registered courses. Callout 6 points to the 'Submit' button at the bottom right. Callout 7 points to the 'Registered' status in the table, and callout 8 points to the colored cells in the schedule grid.

Title	Details	Credits	CRN	Delivery	Status	Action
LINC 2 Int Title	LINC 0001, B	0	11421	In Person	Pending	"Add Registered"
Editorial Design	VODP 2430, U4	3	11858	Blended	Registered	None
Online Marketing	VODP 2480, U4	3	11859	Blended	Registered	None
Fastlane	VODP 2490, U4	3	11860	Blended	Registered	None
Studio: Design Theory	VODP 2450, U4	5	11894		Registered	None
Studio: Visualization	VODP 2450, U4	5	11897		Registered	None
Video and Animation	VODP 2445, U4	3	11896		Registered	None

View your Tuition and Fees

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

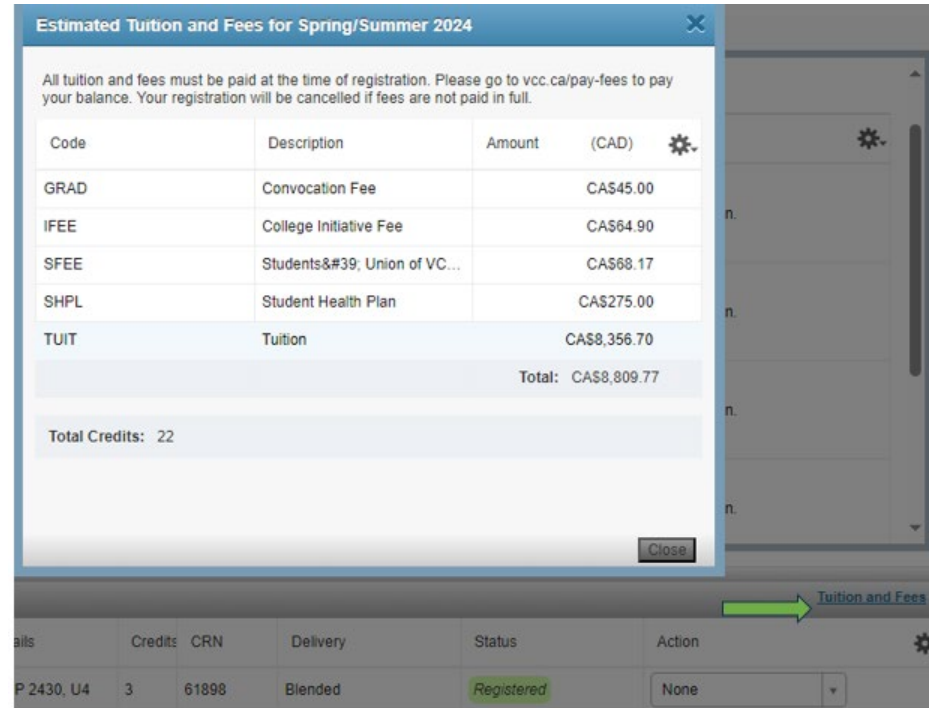


The image shows a registration summary table with a 'Tuition and Fees' link in the top right corner, highlighted by a green arrow. The table lists several courses with their details, credits, CRN, delivery mode, status, and action options.

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



The image shows a pop-up window titled 'Estimated Tuition and Fees for Spring/Summer 2024'. It contains a table of fees and a total amount. A green arrow points to the 'Tuition and Fees' link in the background registration summary.

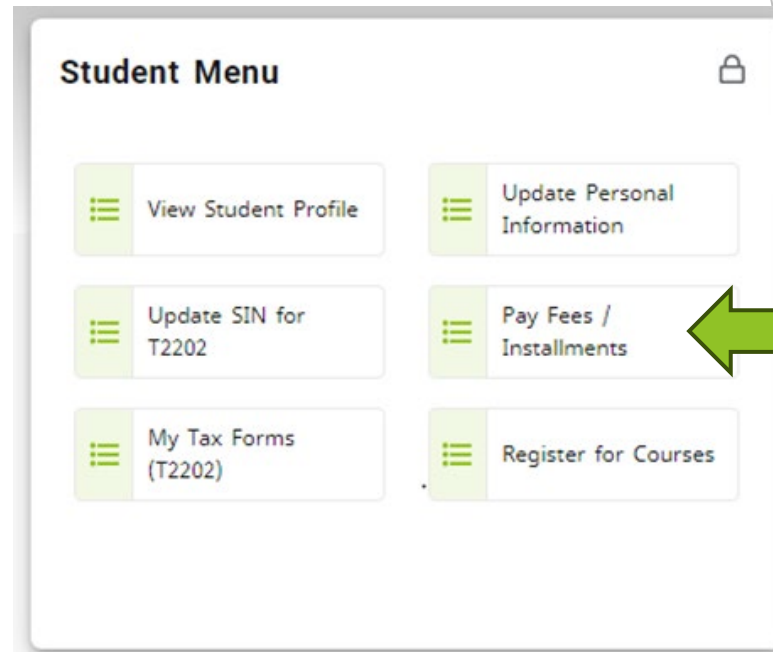
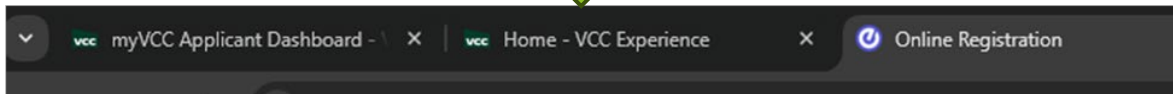
Code	Description	Amount (CAD)
GRAD	Convocation Fee	CAS45.00
IFEE	College Initiative Fee	CAS64.90
SFEE	Students' Union of VC...	CAS68.17
SHPL	Student Health Plan	CAS275.00
TUIT	Tuition	CAS8,356.70
		Total: CAS8,809.77

Total Credits: 22

Close

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

You will see this message. It is not 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.