



# 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**

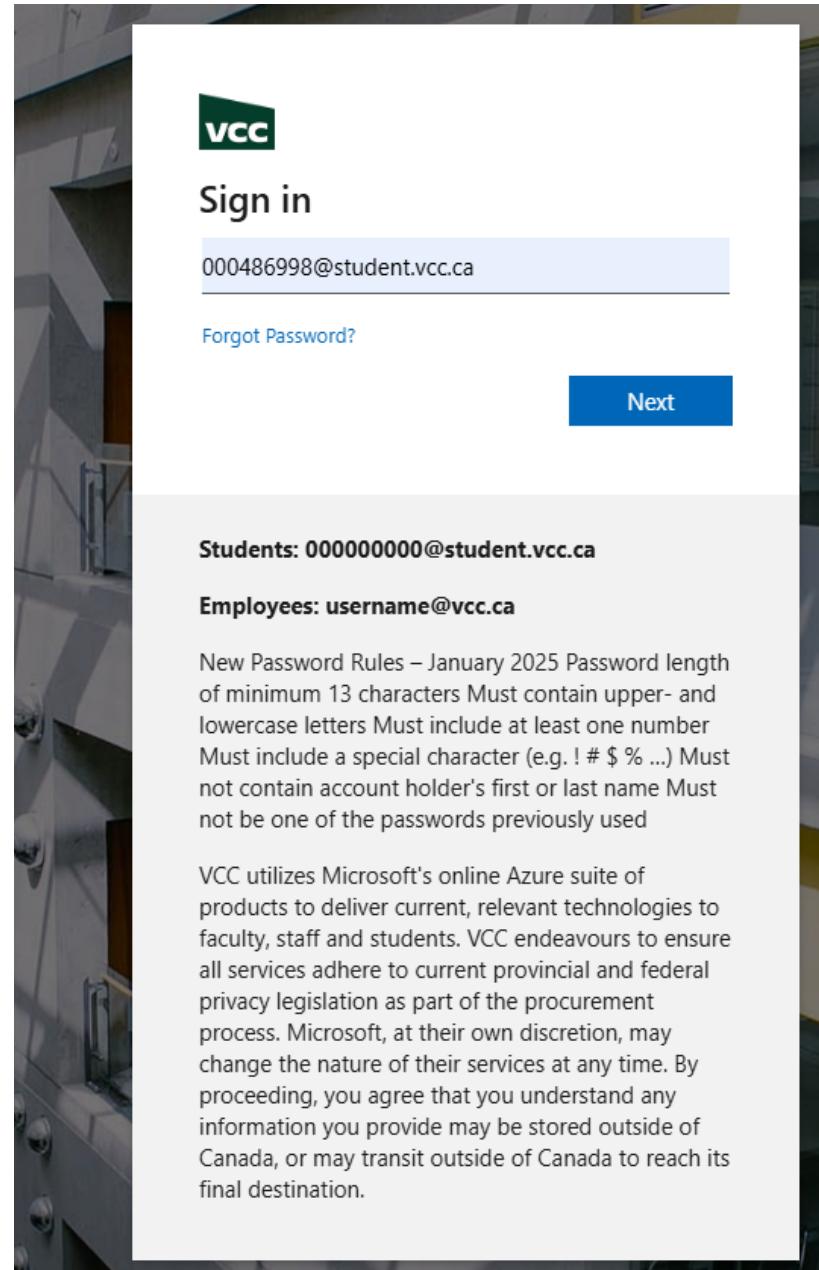
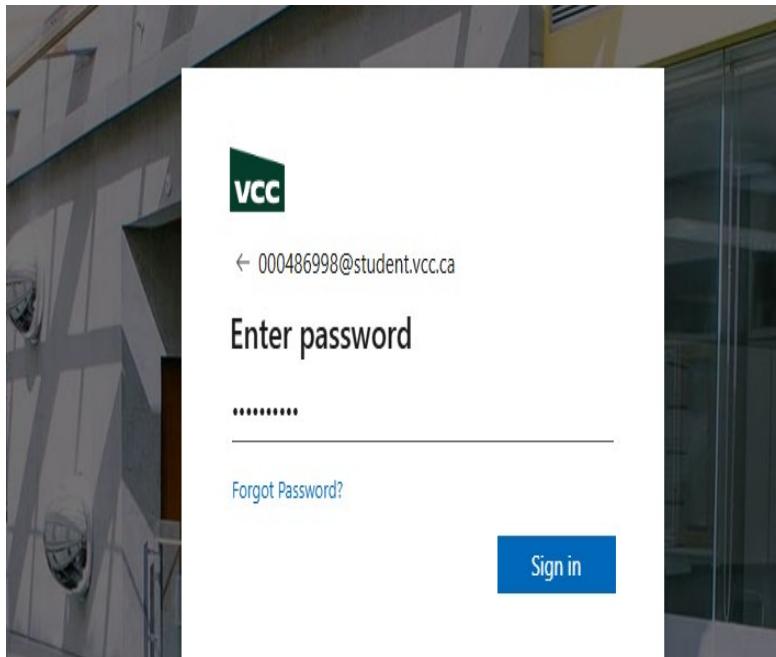
This guide shows you how to register using **Chrome**. Other browsers (Edge, etc.) will ask you to log in more.

## **Device: Desktop or Laptop**

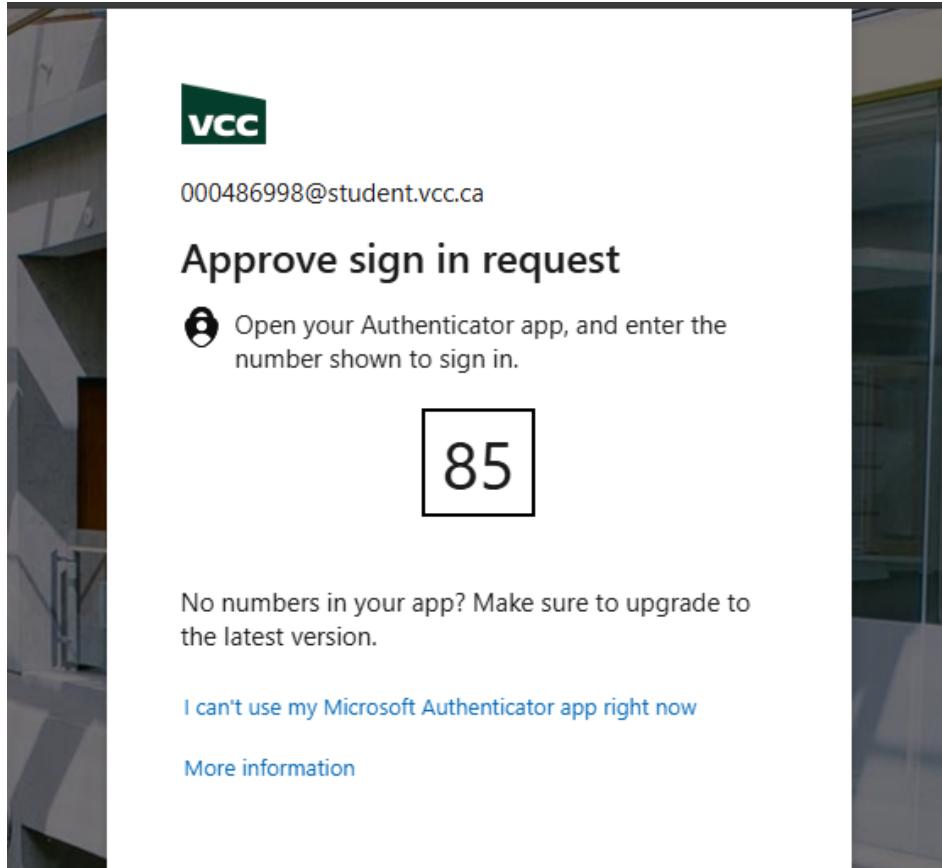
Follow these instructions on a **desktop or laptop** computer.  
The steps on a mobile device are different.

# Log in at my.vcc.ca

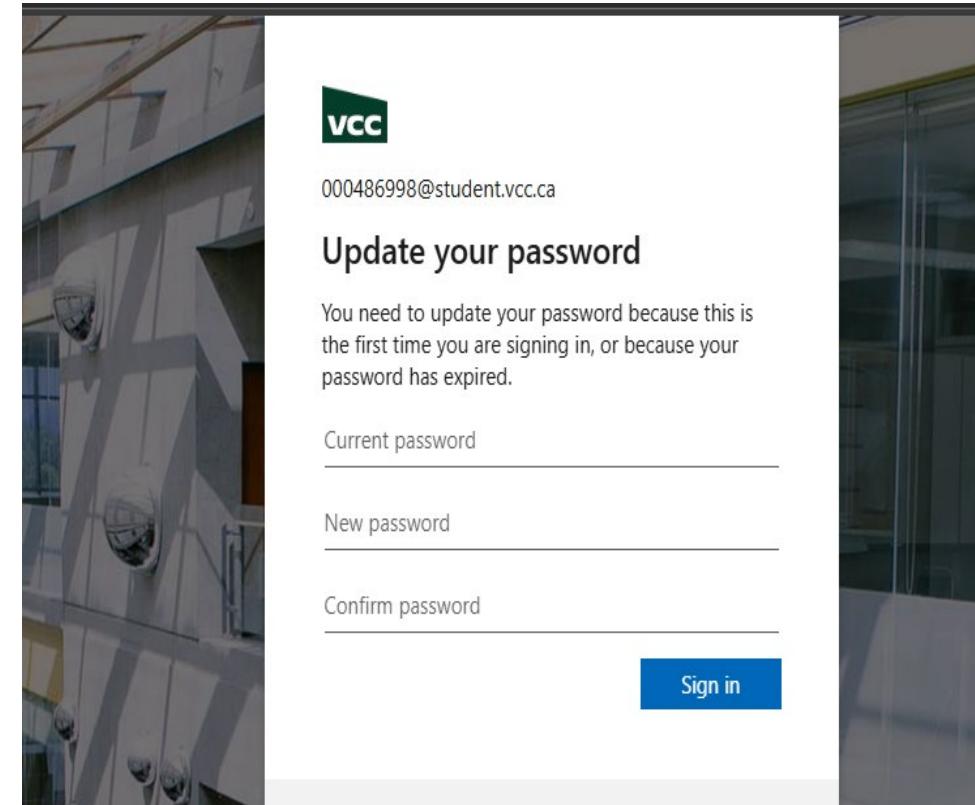
- Enter your VCC student ID [number@student.vcc.ca](mailto:000486998@student.vcc.ca) and enter password



## Authenticate your login



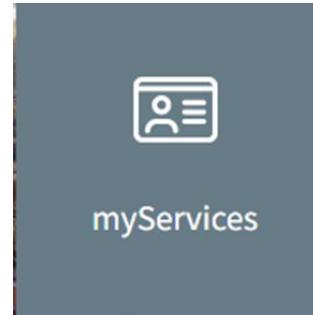
## Update your password if asked



# Student Dashboard

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

- Select 'MyServices' on the student dashboard

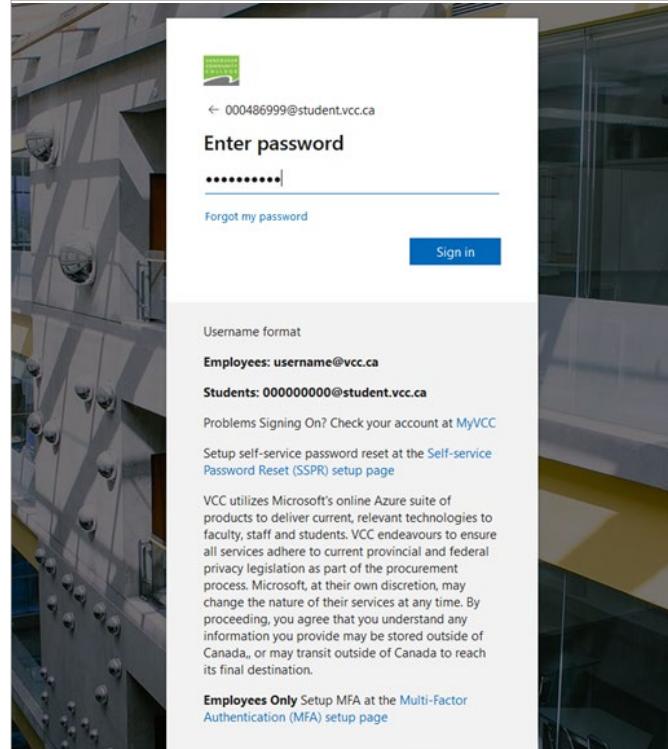


# Log in and Authenticate

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

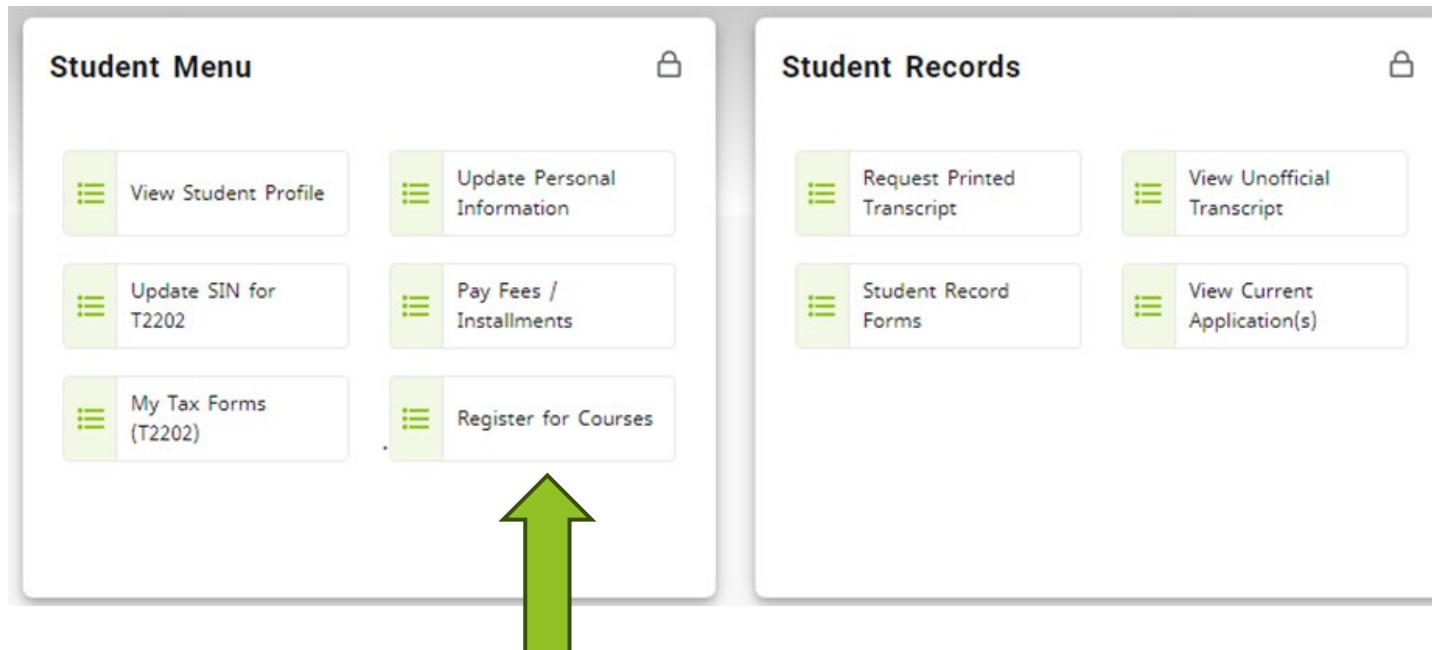
## Need help?

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



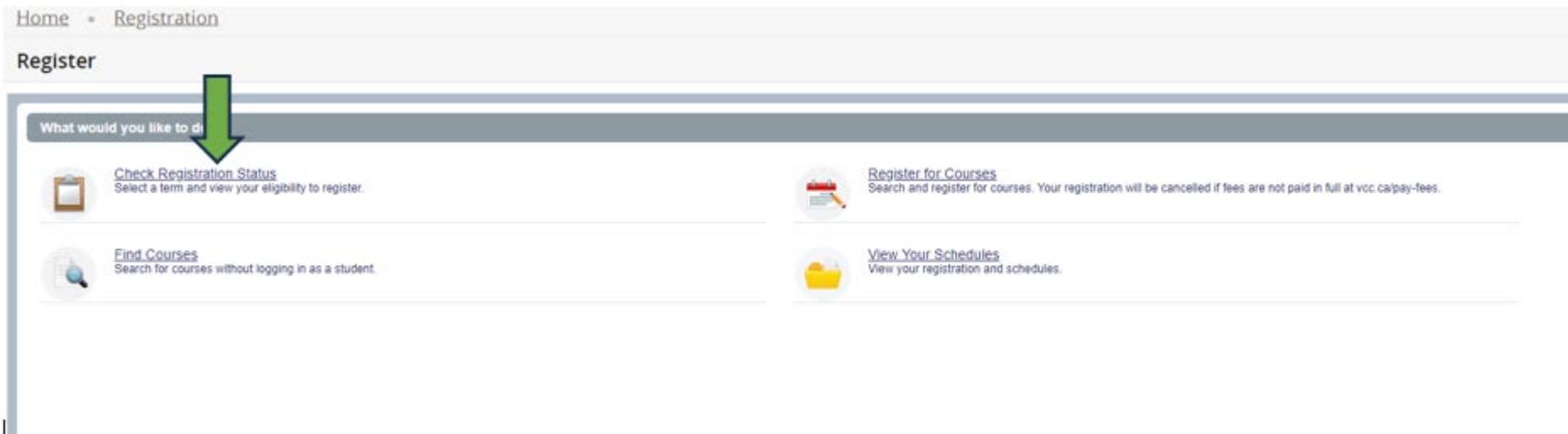
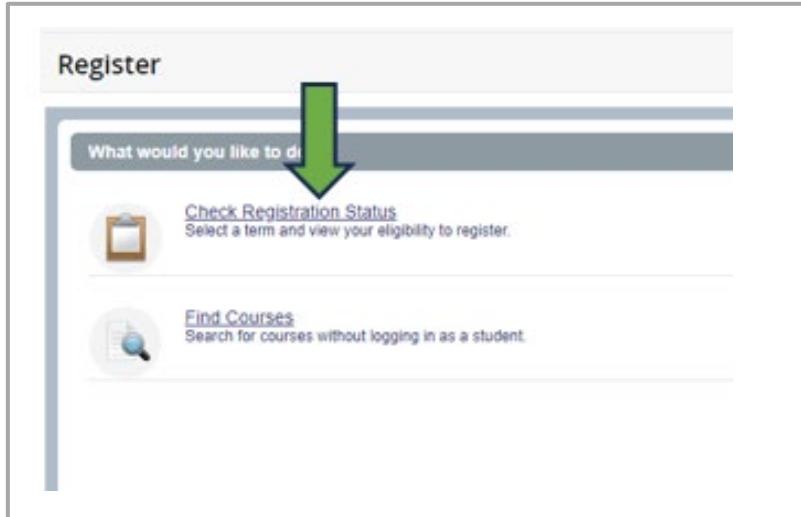
# Student Menu

- Select 'Register for Courses'



# Register Page

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

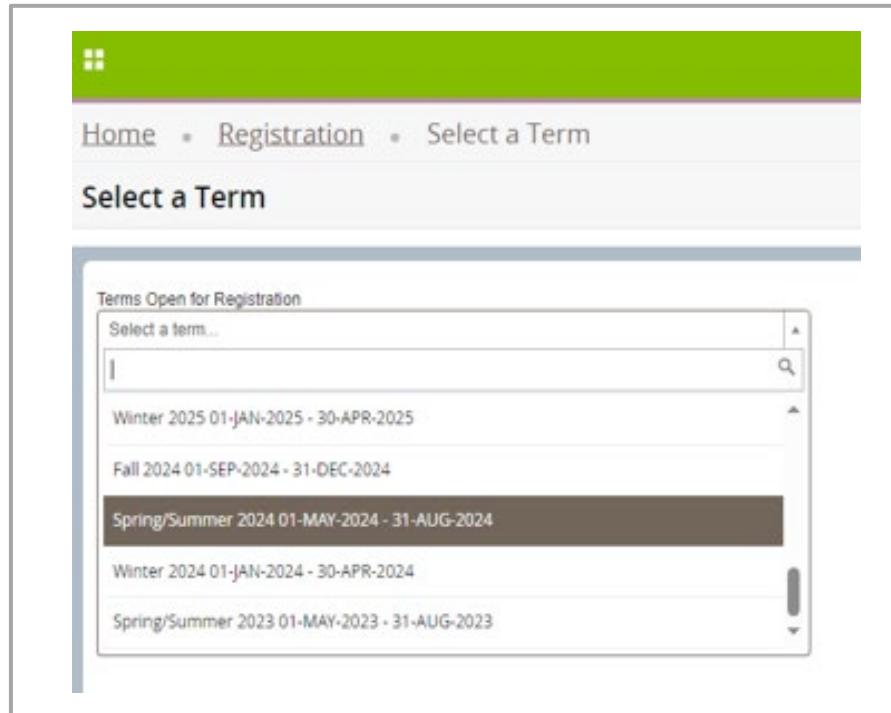


# Select a Term

- 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](mailto:admissions@vcc.ca)
  - Check your Primary Curriculum to ensure your major (program) is correct

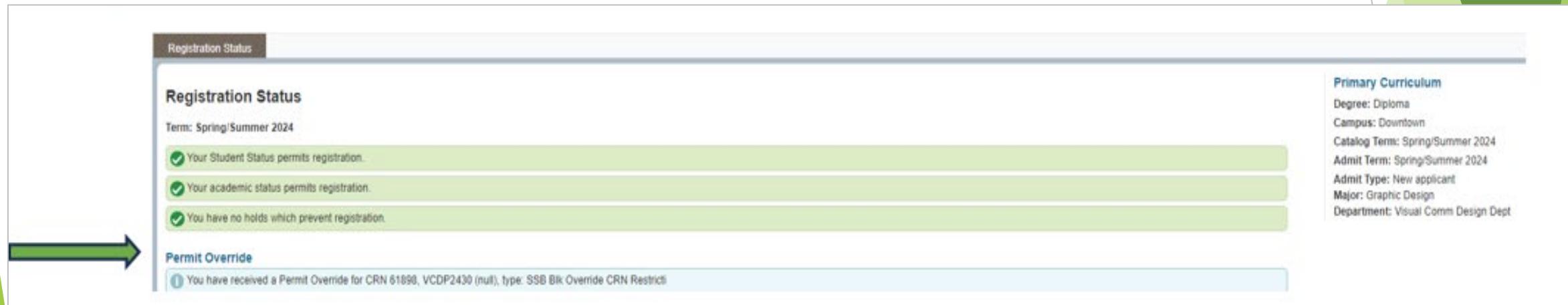
Registration Status

Registration Status	Primary Curriculum
Term: Fall 2024	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
<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Your Student Status permits registration.</li><li><input checked="" type="checkbox"/> Your academic status permits registration.</li><li><input checked="" type="checkbox"/> You have no holds which prevent registration.</li></ul>	

# 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 registration status page with the following sections and data:

- Registration Status**
  - Term: Spring/Summer 2024
  - Green bars:** 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**
  - Green bar:** You have received a Permit Override for CRN 61890, VCDP2430 (null), type: SSB Blk Override CRN Restrict

A large green arrow points to the "Permit Override" section.

# 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**

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 university registration system interface with the following steps:

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).

**Schedule Details:** Class Schedule for Spring/Summer 2024

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am						
9am						
10am						
11am						
12pm						
1pm						
2pm						
3pm						
4pm						
5pm						
6pm						
7pm						
8pm						
9pm						
10pm						
11pm						
12am						

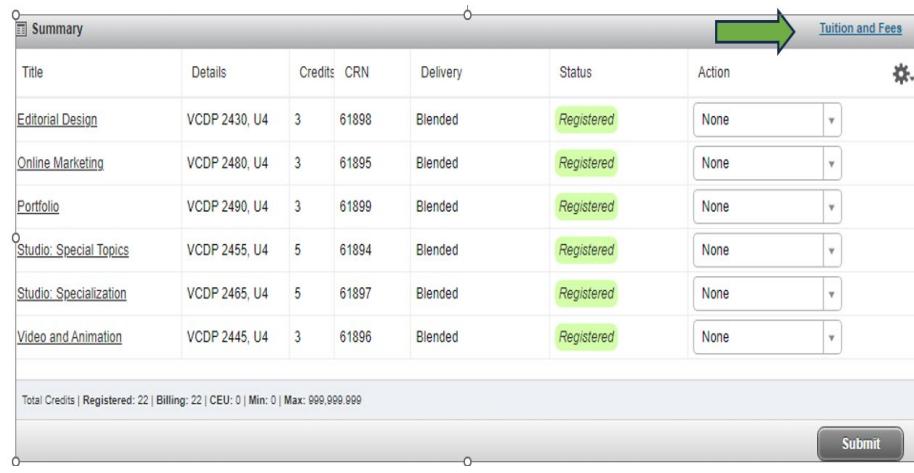
**Summary:**

Title	Days	Credits	CRN	Delivery	Status	Action
UVIC 2 Hour Test	UVIC 2002H, 0	0	61431	In Person	Pending	Mark Registered
Editorial Design	VCDF 2430, U4	3	61366	Blended	Registered	None
Online Marketing	VCDF 2480, U4	3	61360	Blended	Registered	None
Part 2	VCDF 2490, U4	3	61369	Blended	Registered	None
Studio_Special Topics	VCDF 2485, U4	3	61364	Blended	Registered	None
Studio_Special Topics	VCDF 2485, U4	3	61367	Blended	Registered	None
Video and Animation	VCDF 2445, U4	3	61365	Blended	Registered	None

Total Events: Registered: 22 | Pending: 22 | Open: 0 | Max: 400000000

# View your Tuition and Fees

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

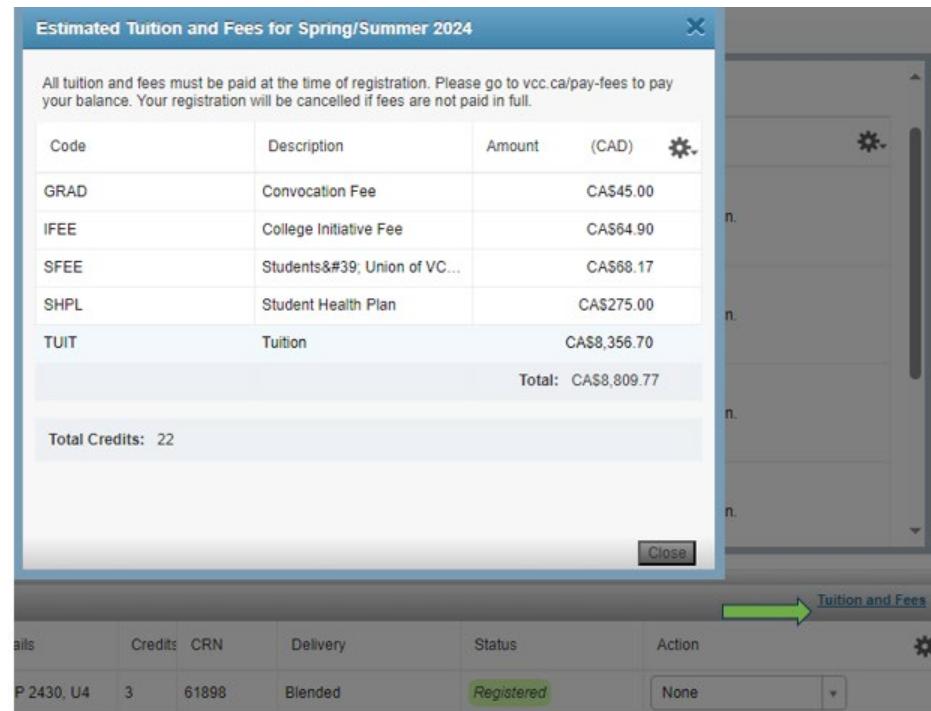


Summary

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

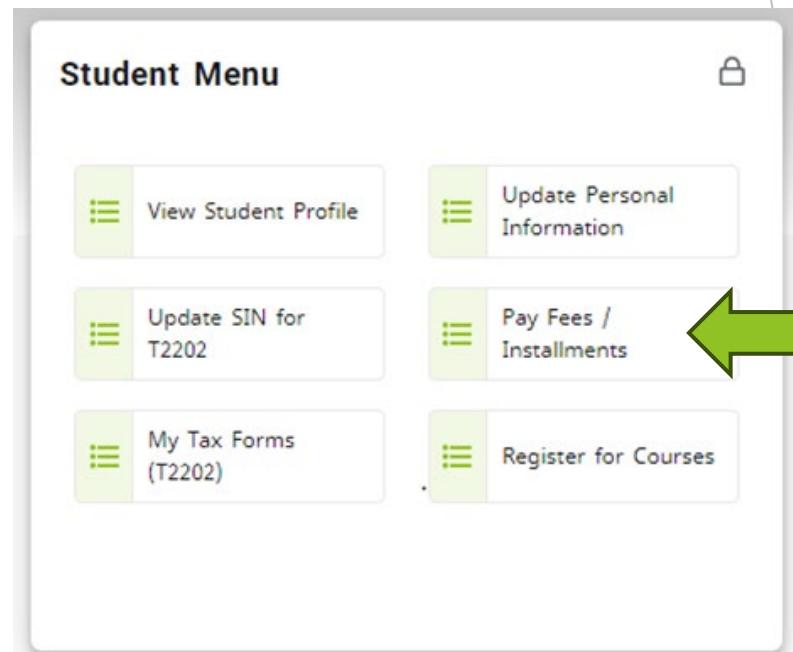
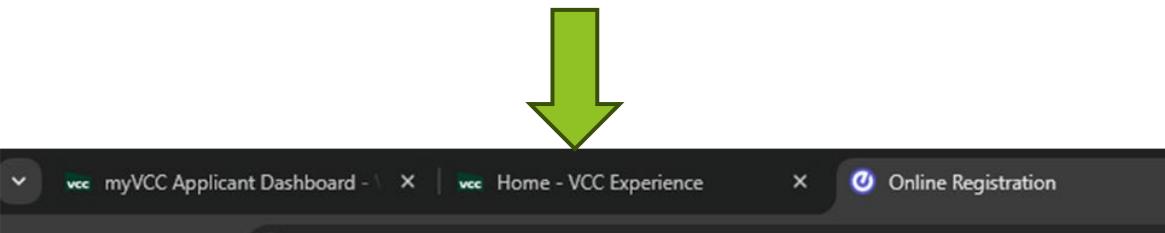
Tuition and Fees

Summary

Title	Details	Credits	CRN	Delivery	Status	Action
Editorial Design	VCDP 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'
- Click 'Pay Now'

Account Detail for Term

Holds      Pay Now

Select Term ...

Payment

Select the term you would like to submit payment for.

Terms	Net term balance
Winter 2025	CA\$0.00
Fall 2024	CA\$0.00
<b>Spring/Summer 2024</b>	<b>8,809.77</b>
Spring 2024	CA\$0.00
Winter 2024	CA\$9,814.79
Fall 2023	CA\$0.00
Spring/Summer 2023	CA\$0.00
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.’

