

Online Registration Instructions

- 1) You must complete the “Claim ID” process before registering for courses within the Fall term.

‘Claim ID’ Student Account Instructions

- Open a web browser (ex. Google Chrome, Firefox etc)
- Enter the UCN website at www.ucn.ca and click on “Student/Employee Login” located near the top right side of the page:



- On the menu bar click on “CLAIM ID”
- Read UCN’s ‘Computer and Internet Acceptable Use Policy’. Once you have completed reading the policy choose ‘I Agree’.
- Enter your 7 digit Student ID where required and choose ‘UCN Students’. Choose ‘Enter’.

Returning Students:

- You will be requested to provide the answer to you ‘Challenge Question’ and select ‘Claim’,

New Students:

- You will be requested to enter you ‘Date of Birth’ and to select a ‘Challenge Question’ (ex. What is your mother’s maiden name), then select ‘Claim’.

ALL Students:

- You will then be requested to Create a Password. Select “Create/Change Password” and if your password meets the outlined requirements, you will be taken to the congratulations screen. The congratulations screen will provide you with the following information:
 - Your username, and
 - Your UCN email address.

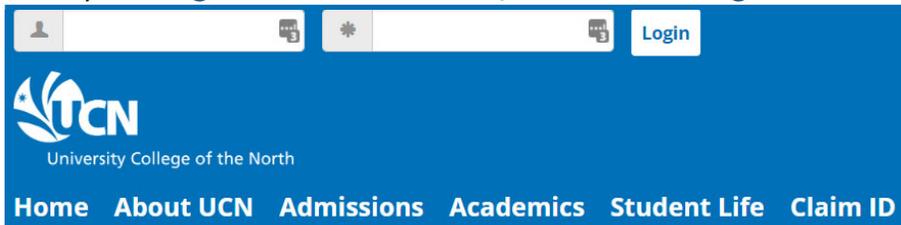
Registration Process

Note: The course division of U1 is not the same as the student's Current Division of U2: Don't worry about this message. It will not block your registration from occurring if you meet all requirements for the course.

- 1) You can prepare for registration.
 - a. You are strongly advised to meet with your Academic Advisor for guidelines on which courses to register for in the upcoming term.
 - b. You can also go to the UCN website click the **"Employee/Student Login"**, followed by the **"Academics"** tab, followed by **"Cost Sheets"**. Print off the cost sheet for your year and program. This will give you a guideline to help register for courses.
- 2) Once you have successfully obtained your ID, click on **"Student/Employee Login"** on the top right side of UCN web site (www.ucn.ca).



- 3) Enter your **"Login ID"** and **"Password"**, then click on **"Login"**



- 4) Click **"Students"** on your menu bar.



- 5) Once you enter the “**Students**” area you will see the following. When you are aware of the course(s) for which you wish to register, either from meeting with your Academic Advisor, or from your program cost sheet, then select “Add/Drop Courses”.

The screenshot shows the top portion of a web page. At the top is a dark blue header with the text "Add/Drop Courses" in white. Below the header is a white area with the title "Add/Drop" in bold. Underneath, it says "Current Term: 2020-21 - Winter Session" and "Add Period Open / Drop Period Open". At the bottom of this section are two links: one with a plus-minus icon and the text "Add/Drop Courses", and another with a magnifying glass icon and the text "Course Search".

- 6) You will see two ways to search and add courses, as well as term selection, as registration may begin before the final Voluntary Withdraw date for a current term. You need to ensure you have the correct term selected.

The screenshot shows a search and selection interface. At the top is a dark blue header with the text "Add/Drop Courses - Add/Drop Courses". Below the header is a white area with the title "Add/Drop". Underneath, there is a form with a "Term:" label and a dropdown menu showing "2020-21 - Winter Session". Below the term selection is the text "Add Period Open / Drop Period Open". Further down, there are two tabs: "Add by Course Code" and "Course Search". The "Course Search" tab is active. Below the tabs are several input fields: "Title:" with a dropdown menu showing "Begins With" and a text input field; "Course Code:" with a dropdown menu showing "Begins With" and a text input field; "Term:" with a dropdown menu showing "2020-21 - Winter Session"; "Department:" with a dropdown menu showing "All"; and "Division:" with a dropdown menu. At the bottom of the form are two buttons: "Search" and "More Search Options".

There are two methods in which you can search and register for courses.

Method #1 – Add by Course Code

- a. This method is best used when you have courses that you need to register for with varying course codes. You would simply add the course information in the areas provided for up to 6 courses and click the “Add Courses” button to proceed.

Information required includes:

- i. Course Code (ex. ENG)
- ii. Course Number (ex. 1010)

iii. Section Information (ex. TP 31)



Add by Course Code | Course Search

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. **If you don't know the course or section codes you need, use the course search tab above.**

1.	Course Code:		2.	Course Code:	
3.			4.		
5.			6.		

For example:

Add by Course Code | Course Search

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. See the dropdown. You can add up to six courses at a time using this feature. **If you don't know the course or section codes you need,**

1.	Course Code:	ENG 1010 TH 31	2.	Course Code:	COM 1010 TP 31 L
3.		SOC 1006 TP 31	4.		MBI 1220 TP 31 ×
5.		BIO 1412 TP 31 L	6.		

Once you entered all course information click “Add Course(s)” you will see the following messages to the results of each course:

Add/Drop

Term:

Add Period Open / Drop Period Open

You are currently registered for **15 credits**.

Messages

- ENG 1010 TP 31 - Successfully added to registration record.
- SOC 1006 TP 31 - Successfully added to registration record.
- BIO 1412 TP 31 L - Successfully added with warnings: Course taken in a previous term.
- COM 1010 TP 31 L - Successfully added with warnings: Course taken in a previous term.
- MBI 1220 TP 31 - Successfully added to registration record.

Your Schedule		Title	Schedule	Location	Credits	Credit Type	Division
Drop	Code						
<input type="checkbox"/>	BIO 1412 TP 31 L	Physiology of the Human Body	M 10:40 - 12:00 T 1:00 PM - 3:50 W 10:40 - 12:00	The Pas The Pas Campus Main Building ONLIN The Pas The Pas Campus Main Building ONLIN The Pas The Pas Campus Main Building ONLIN	3.00	Letter Grade	Undergraduate
<input type="checkbox"/>	COM 1010 TP 31 L	Introductory Computer Science 1	T 9:00 - 10:20 AM H 9:00 - 10:20 AM F 11:00 - 11:50 AM	The Pas The Pas Campus Main Building ONLIN The Pas The Pas Campus Main Building ONLIN The Pas The Pas Campus Main Building ONLIN	3.00	Letter Grade	Undergraduate
<input type="checkbox"/>	ENG 1010 TP 31	Thematic Approaches to the	W 9:00 - 10:20 AM F 9:00 - 10:20 AM	The Pas The Pas Campus Main Building ONLIN The Pas The Pas Campus Main Building ONLIN	3.00	Letter Grade	Undergraduate
<input type="checkbox"/>	MBI 1220 TP 31	Essentials of Microbiology	T 10:40 - 12:00 H 10:40 - 12:00	The Pas The Pas Campus Main Building ONLIN The Pas The Pas Campus Main Building ONLIN	3.00	Letter Grade	Undergraduate
<input type="checkbox"/>	SOC 1006 TP 31	Introduction to Sociology 2	W 1:00 PM - 3:50	The Pas The Pas Campus Main Building ONLIN	3.00	Letter Grade	Undergraduate

Drop Course(s)

If you receive the message that “A corequisite for this course has not been met”, similar to the one indicated below, you can click on “Add Co-requisite Course(s)”.

MGT 1120 TP 32

Course Info: T 1:00 PM-2:20 PM
W 9:00 AM-9:50 AM
F 9:00 AM-10:20 AM

Error: **MGT 1120 TP 32 - A corequisite for this course has not been met**

Resolution: This course requires one or more courses to be registered along with it. Once you have chosen a section for all the corequisites listed here, you can register for all the courses at once.

When you do so, you will be directed to the following screen which gives you options: If there is only 1 course which is a co-req, then you will be given the message below. All that is required is to select the available option and click on the “Add Corequisite Course(s)”

Add/Drop Courses - Add Corequisite Course(s) ?

Course: MGT 1120 TP 32 Computerized Accounting - Small **Credits:** 3.00 **Term:** 2020-21 - Winter Session **Division:** College

MGT 1120 TP 32 is a course with a Corequisite. To register for MGT 1120 TP 32 , you must select one of the Corequisite groups listed here. Check the Add box and click the Add Requisite Course(s) button.

Add	Corequisite
<input type="checkbox"/>	MGT 1022 TH 31
<input checked="" type="checkbox"/>	MGT 1022 TP 31

You should receive the following result and nyou are now successfully registered in both courses.

MGT 1022 TP 31 - Successfully added to registration record.
MGT 1120 TP 32 - Successfully added to registration record.

If the course you are trying to register in has more than 1 co-requisite, then you will be given options on which courses are required. Select the option available to you and click on “Add Corequisite Course(s)”.

Add/Drop Courses - Add Corequisite Course(s) ?

Course: NUR 1037 SR 31 Nursing Practice I: Continuing Care **Credits:** 3.00 **Term:** 2020-21 - Winter Session **Division:** College

NUR 1037 SR 31 is a course with a Corequisite. To register for NUR 1037 SR 31 , you must select one of the Corequisite groups listed here. Check the Add box and click the Add Requisite Course(s) button.

Add	Corequisite
<input type="checkbox"/>	NUR 1031 SR 31 and NUR 1032 SE 31 and NUR 1036 SE 31
<input type="checkbox"/>	NUR 1031 SR 31 and NUR 1032 SE 31 and NUR 1036 SR 31
<input type="checkbox"/>	NUR 1031 SR 31 and NUR 1032 SR 31 and NUR 1036 SE 31
<input checked="" type="checkbox"/>	NUR 1031 SR 31 and NUR 1032 SR 31 and NUR 1036 SR 31

The following result should appear. You will see that the courses which you have successfully been registered in by the selection made. You may, however, have already registered in a corequisite course before proceeding with this action. Just click on “OK” and the message will disappear, the registration transaction you were attempting will be completed.

NUR 1032 SR 31 - Successfully added to registration record.
 NUR 1036 SR 31 - Successfully added to registration record.
 NUR 1037 SR 31 - Successfully added to registration record.

✖ Courses Not Yet Registered

We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (if available).

NUR 1031 SR 31	
Course info:	
Error:	NUR 1031 SR 31 - Course already registered in this term.
Resolution:	You are already registered for this section of this course.

If you registered for a course in error or had previously taken it and were satisfied with the grade received, you can drop the course by clicking the box beside the course information and clicking on the “Drop Course(s)” button.

Your Schedule		
Drop	Code	Title
<input checked="" type="checkbox"/>	BIO 1412 TP 31 L	Physiology of the Human Body
<input checked="" type="checkbox"/>	COM 1010 TP 31 L	Introductory Computer Science 1
<input type="checkbox"/>	ENG 1010 TP 31	Thematic Approaches to the
<input type="checkbox"/>	MBI 1220 TP 31	Essentials of Microbiology
<input type="checkbox"/>	SOC 1006 TP 31	Introduction to Sociology 2

Results of “Drop Course(s) and update messages:

Messages

BIO 1412 TP 31 L - Successfully dropped from registration record.
 COM 1010 TP 31 L - Successfully dropped from registration record.

Title:

Course Code:

Term:

Department:

Division:

[More Search Options](#)

Your Schedule			
Drop	Code	Title	Schedule
<input type="checkbox"/>	ENG 1010 TP 31	Thematic Approaches to the	W 9:00 - 10:20 AM F 9:00 - 10:20 AM
<input type="checkbox"/>	MBI 1220 TP 31	Essentials of Microbiology	T 10:40 - 12:00 H 10:40 - 12:00
<input type="checkbox"/>	SOC 1006 TP 31	Introduction to Sociology 2	W 1:00 PM - 3:50

Method #2 – Searching by Course

This method is best used when you have to register for several courses within the same subject area – Example: Early Childhood Education – (ECE)

- a. Ensure that the term listed is the term in which you are registering for courses. If it is incorrect, then select the correct term by showing the dropdown menu. When the term is correct, and by viewing your Academic Advisor notes, or from your program cost sheet, click on either of the two “Add/Drop Courses” link.

The screenshot shows the top portion of a web page. At the top is a dark blue header with the text "Add/Drop Courses" in white. Below this is a white area with the heading "Add/Drop" in bold. Underneath, it displays "Current Term: 2020-21 - Winter Session" and "Add Period Open / Drop Period Open". At the bottom of this section are two navigation links: one with a plus-minus icon and the text "Add/Drop Courses", and another with a magnifying glass icon and the text "Course Search".

Ensure the Term you are registering for is correct:

Add/Drop

This screenshot shows a form section with a light gray background. It contains the label "Term:" followed by a dropdown menu that is currently set to "2020-21 - Winter Session". Below the dropdown is the text "Add Period Open / Drop Period Open".

Click on the “Course Search” tab and type in the “Course Code” and click on the “Search” button:

The screenshot shows a search interface with two tabs: "Add by Course Code" and "Course Search". The "Course Search" tab is active. The form contains several fields: "Title:" with a dropdown menu set to "Begins With"; "Course Code:" with a dropdown menu set to "Begins With" and a text input field containing "ECE"; "Term:" with a dropdown menu set to "2020-21 - Winter Session"; "Department:" with a dropdown menu set to "All"; and "Division:" with a dropdown menu. At the bottom of the form are a "Search" button and a link for "More Search Options".

This will provide you a list of courses with the matching Course Code. Please note, that there may be more than one page. This will be signified on the bottom right corner of your results. Select the course(s) which are relevant to your program and program location by clicking on the box next to the course. In this example, the registration is relevant to a first year Early Childhood Education program at the Thompson Campus and a student must register in 10 ECE Courses. Once all have been selected click “Add Courses”

Results:
Add/Drop

Term: 2020-21 - Winter Session ▼

Add Period Open / Drop Period Open

You are currently registered for **31 credits**.

 **Messages**

- ECE 1018 TH 31 - Successfully added to registration record.
- ECE 1028 TH 31 - Successfully added to registration record.
- ECE 1057 TH 31 - Successfully added to registration record.
- ECE 1085 TH 31 - Successfully added to registration record.
- ECE 1095 TH 31 - Successfully added to registration record.
- ECE 1107 TH 31 - Successfully added to registration record.
- ECE 1125 TH 31 - Successfully added to registration record.
- ECE 1135 TH 31 - Successfully added to registration record.
- ECE 1145 TH 31 - Successfully added to registration record.
- ECE 1200 TH 31 - Successfully added to registration record.
- ECE 1205 TH 31 - Successfully added to registration record.

Your Schedule				
Drop	Code	Title	Schedule	Location
<input type="checkbox"/>	ECE 1018 TH 31	Safe and Healthy Children	W 9:00 - 12:00 W 1:00 PM - 4:00	Thompson Thompson New Campus Building ONLIN Thompson Thompson New Campus Building ONLIN
<input type="checkbox"/>	ECE 1028 TH 31	Positive Child Guidance 2	W 9:00 - 12:00 W 1:00 PM - 4:00	Thompson Thompson New Campus Building ONLIN Thompson Thompson New Campus Building ONLIN
<input type="checkbox"/>	ECE 1057 TH 31	Interpersonal Communications 2	M 9:00 - 12:00 M 1:00 PM - 4:00	Thompson Thompson New Campus Building ONLIN Thompson Thompson New Campus Building ONLIN
<input type="checkbox"/>	ECE 1085 TH 31	Respect Children and Families from	H 9:00 - 12:00 H 1:00 PM - 4:00	Thompson Thompson New Campus Building ONLIN Thompson Thompson New Campus Building ONLIN
<input type="checkbox"/>	ECE 1095 TH 31	Professionalism	M 9:00 - 12:00 M 1:00 PM - 4:00	Thompson Thompson New Campus Building ONLIN Thompson Thompson New Campus Building ONLIN
<input type="checkbox"/>	ECE 1107 TH 31	Computer Skills for ECE 2	F 9:00 - 12:00	Thompson Thompson New Campus Building ONLIN
<input type="checkbox"/>	ECE 1125 TH 31	Observing, Documenting, and	T 9:00 - 12:00 T 1:00 PM - 4:00	Thompson Thompson New Campus Building ONLIN Thompson Thompson New Campus Building ONLIN
<input type="checkbox"/>	ECE 1135 TH 31	Literacy Development	T 9:00 - 12:00 T 1:00 PM - 4:00	Thompson Thompson New Campus Building ONLIN Thompson Thompson New Campus Building ONLIN
<input type="checkbox"/>	ECE 1145 TH 31	Cultural Diversity	H 9:00 - 12:00 H 1:00 PM - 4:00	Thompson Thompson New Campus Building ONLIN Thompson Thompson New Campus Building ONLIN
<input type="checkbox"/>	ECE 1200 TH 31	Applied Learning 1		
<input type="checkbox"/>	ECE 1205 TH 31	Applied Learning 2	M 8:00 - 5:00 T 8:00 - 5:00 W 8:00 - 5:00 H 8:00 - 5:00 F 8:00 - 5:00	Thompson Thompson New Campus Building PRAC Thompson Thompson New Campus Building PRAC

If you receive the message that “A corequisite for this course has not been met”, similar to the one indicated below, you can click on “Add Co-requisite Course(s)”.

MGT 1120 TP 32	
Course Info:	T 1:00 PM-2:20 PM W 9:00 AM-9:50 AM F 9:00 AM-10:20 AM
Error:	MGT 1120 TP 32 - A corequisite for this course has not been met
Resolution:	This course requires one or more courses to be registered along with it. Once you have chosen a section for all the corequisites listed here, you can register for all the courses at once.
<input type="button" value="Add Co-requisite Course(s)"/> <input type="button" value="Do not Add"/>	

When you do so, you will be directed to the following screen which gives you your options:

If there is only 1 course which is a co-req, then you will be given the message below. Select the available option and click on the “Add Corequisite Course(s)”

[Add/Drop Courses](#) - Add Corequisite Course(s) ?

Course: MGT 1120 TP 32 Computerized Accounting - Small **Credits:** 3.00 **Term:** 2020-21 - Winter Session **Division:** College

MGT 1120 TP 32 is a course with a Corequisite. To register for MGT 1120 TP 32 , you must select one of the Corequisite groups listed here. Check the Add box and click the Add Requisite Course(s) button.

Corequisite Courses	
Add	Corequisite
<input type="checkbox"/>	MGT 1022 TH 31
<input checked="" type="checkbox"/>	MGT 1022 TP 31

You should receive the following result and you are now successfully registered in both courses.

MGT 1022 TP 31 - Successfully added to registration record.
MGT 1120 TP 32 - Successfully added to registration record.

If the course you are trying to register for has more than 1 co-requisite, then you will be given options on which courses are required. Select the option available to you and click on “Add Corequisite Course(s)”.

Course: NUR 1037 SR 31 Nursing Practice I: Continuing Care **Credits:** 3.00 **Term:** 2020-21 - Winter Session **Division:** College

NUR 1037 SR 31 is a course with a Corequisite. To register for NUR 1037 SR 31 , you must select one of the Corequisite groups listed here. Check the Add box and click the Add Requisite Course(s) button.

Corequisite Courses	
Add	Corequisite
<input type="checkbox"/>	NUR 1031 SR 31 and NUR 1032 SE 31 and NUR 1036 SE 31
<input type="checkbox"/>	NUR 1031 SR 31 and NUR 1032 SE 31 and NUR 1036 SR 31
<input type="checkbox"/>	NUR 1031 SR 31 and NUR 1032 SR 31 and NUR 1036 SE 31
<input checked="" type="checkbox"/>	NUR 1031 SR 31 and NUR 1032 SR 31 and NUR 1036 SR 31

The following result should appear. You will see that the courses which you successfully been registered in by the selection made. You may, however, have already registered in a corequisite course before proceeding with this action. Click on “OK” and the message will disappear. The registration transaction you were attempting will be completed.

NUR 1032 SR 31 - Successfully added to registration record.
 NUR 1036 SR 31 - Successfully added to registration record.
 NUR 1037 SR 31 - Successfully added to registration record.

✖ Courses Not Yet Registered

We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (if available).

NUR 1031 SR 31	
Course Info:	
Error:	NUR 1031 SR 31 - Course already registered in this term.
Resolution:	You are already registered for this section of this course.

If you registered for a course in error or had previously taken it and were satisfied with the grade received, you can drop the course by clicking the box beside the course information and clicking on the “Drop Course(s)” button.

Your Schedule		
Drop	Code	Title
<input checked="" type="checkbox"/>	BIO 1412 TP 31 L	Physiology of the Human Body
<input checked="" type="checkbox"/>	COM 1010 TP 31 L	Introductory Computer Science 1
<input type="checkbox"/>	ENG 1010 TP 31	Thematic Approaches to the
<input type="checkbox"/>	MBI 1220 TP 31	Essentials of Microbiology
<input type="checkbox"/>	SOC 1006 TP 31	Introduction to Sociology 2

Results of “Drop Course(s) and update messages:

Messages

BIO 1412 TP 31 L - Successfully dropped from registration record.
 COM 1010 TP 31 L - Successfully dropped from registration record.

Title:

Course Code:

Term: 2020-21 - Winter Session

Department: All

Division:

[More Search Options](#)

Your Schedule			
Drop	Code	Title	Schedule
<input type="checkbox"/>	ENG 1010 TP 31	Thematic Approaches to the	W 9:00 - 10:20 AM F 9:00 - 10:20 AM
<input type="checkbox"/>	MBI 1220 TP 31	Essentials of Microbiology	T 10:40 - 12:00 H 10:40 - 12:00
<input type="checkbox"/>	SOC 1006 TP 31	Introduction to Sociology 2	W 1:00 PM - 3:50

If you have or haven't registered for the course(s) you need/want then you can either log out or continue exploring other items in your Student Portal. Note: You can continue adding and dropping courses throughout the registration period for the term.

If you decide to withdraw from the course during the term, you need to familiarize yourself with important dates, such as the 100% and 50% refund deadline dates, as well as the Voluntary Withdrawal (VW) date. Please note, that posted VW date is for courses which run the entire term. Courses of greater or shorter length will have adjusted dates and you should consult with your Academic Advisor for the course VW date in these instances. You can find these dates in the UCN Academic Calendar or from the course outline provided by your course instructor. If you have any questions regarding the information provided or other questions, please contact UCN Enrolment Services Office at:

- Thompson Campus: (toll free) 1-(866) 677-6450 or (204)- 677-6450
Email: th_reception@ucn.ca
- The Pas Campus: (toll free) 1-(866) 627-8500 or (204) 627-8500
Email: tp_reception@ucn.ca