

Learn the Lingo

Common Course Registration Terms

- ◆ **Co-requisite:** A course that a learner must be registered in at the same time as another course.
- ◆ **Drop Deadline:** The last day to drop a credit courses or program and receive a 100% tuition refund and mandatory fees (excluding the confirmation deposit).
- ◆ **Fee Deadline:** The last day to pay all fees associated with the current academic term.
- ◆ **Pre-requisite:** A course that a learner must pas or other condition that must be met before registering in a more advanced course.
- ◆ **Term:** The portion (semester or block) in which the course is normally taken.
- ◆ **Withdraw:** Courses withdrawn between the drop deadline and withdrawal deadline receive a “W” grade; no refund is given for withdrawn courses. The deadline is at 50% of the length of the course.

Still Have Questions?



Book an appointment with
an Academic Advisor!

Academic Advisors can
help you create an
academic plan, register into
courses, advise on course
sequencing, and much
more!

Call **403-410-3456** to
book today!

MyBVC Course Registration

A handy how-to guide on
registering for courses online
through your MyBVC
account.

Learn to:

- ◆ Log in to your MyBVC account
- ◆ Search for courses
- ◆ Register, exchange, or drop courses
- ◆ Waitlist for a course
- ◆ Understand course registration terms

BOW VALLEY
C O L L E G E

HOW TO: Add, Drop, and Exchange Courses

◆ TO ADD A COURSE:

1. Select “**Add Courses**” under the “**Registration**” tab.
2. Filter by course name or course code if needed or just scroll through the pages..
3. Click the “Register” button on the offering of the course that works best for you. NOTE: If a schedule has more than one date listed, learners are to attend on both dates.

◆ TO DROP A COURSE:

1. Select “My Courses” under the “Registration” tab.
2. Scroll to the course that you want to drop.
3. When you click the “Drop” button, you will see a pop-up confirmation informing you that this action is **not reversible**.

◆ TO EXCHANGE COURSES:

If you want to swap courses without first dropping your current registration, you can use the “Exchange” button.

1. Select “**My Courses**” under the “**Registration**” tab.
2. Scroll to the course that you want to exchange.
3. When you click the “Exchange” button, you will see a list of all of the courses which are currently available for registration. Click “Exchange” to enact the transfer and swap your courses.

Waitlist? What does that mean?

If a course is full, but it is still within the registration period, a “Waitlist” button is displayed.

Clicking the “Waitlist” button places you on the waitlist and shows a confirmation message. E.g. “*You are now waitlisted in ENGL1201*”

Waitlisting for courses is very common. It is possible to obtain a seat later on for your preferred session. Waitlists close on **Fee Deadline day**.

Waitlisting for multiples sessions of the same course is not possible.

You can view all courses you are waitlisted for, and your position on the waitlist, by selecting “**My Waitlist**” under the “**Registration**” tab.

NOTE: Placing yourself on a waitlist does **not** guarantee you a seat in the course.

If a spot becomes available for you, you will receive an automated email to your MyBVC email address. You will have **24 hours** to accept the waitlist spot via MyBVC.

HOW TO: Accept a Seat from the Waitlist

1. Select “**My Waitlist**” under the “**Registration**” tab.
2. If a spot becomes available, there will be a “**Accept Waitlisted Spot**” button you can click on to accept the seat.
3. If you meet the requirements for the course, you will be registered into the course.

I registered for the wrong course. What can I do?

1. Select “**My Courses**” under the “**Registration**” tab.
2. Find the incorrect course and either:

- ◆ **Drop** it to remove it
- ◆ **Exchange** it with another course

I don't want to be on the waitlist anymore. What can I do?

1. Select “**My Waitlist**” under the “**Registration**” tab.
2. Find the course and click the “**Remove from Waitlist**” button.

HOW TO: View Your Schedule

1. Select “**Schedule**” under the “**Registration**” tab.
2. Schedules are displayed on a weekly basis. Make sure to check the schedule often in case of a room change for a particular week.

Classrooms are located on multiple floors of the South and North campuses. Each room number tells you the campus building and floor that it is located on.

N = North Campus

S = South Campus

See An Error Message?

1. Did you check for pre-requisites on the program course list?
2. Have you registered in the necessary co-requisites?
3. Did you already register in another section of this course?
4. Have you reached the maximum credits allowed for the term?