Registration

Registration is the process of selecting your classes and signing up for them. You will do this before the beginning of each term. Before you can register, you must meet with your program advisor (Program Head or Senior Instructor) prior to registration to decide on the courses that you will need to take for the term. Have that list beside you when you log into MyAC Self-Service to register.

To begin registering:

Navigate to the ‘Register’ tab and select ‘Traditional Courses’

The term which is open for registration will be displayed with an open green book icon. Click on the Period or Term

The next step is to begin searching for and signing up for your classes.

Section Search

A section is another word for a class. The same section (class) may be offered at multiple times and multiple campuses. It is important that you select the right section. Pick the one that you were given by your program advisor. The next step in registering to search for your classes (sections) and sign up for each one.

To continue registering, search for a section (class):

Click on the ‘Section Search’ hyperlink. Section Searches could also be accessed through the ‘Section Search’ menu item under the ‘Search’ tab.
Enter Course ID (ex. ENSC 0103) from your list you were given by your program advisor in the ‘Course Code’ field. The registration type button should be on ‘Traditional’. The period should show the one you are registering for. For example, it should show ‘2020 Fall’ for this registration period. Click ‘Search’.

A list of the sections should appear. Make sure you pick the course, dates, etc. that match what you were given by your program advisor. You must also make sure that the last part of the course code matches your campus. The choices are:

- AIN1 => Aurora Campus in Inuvik
- TFS1 => Thebacha Campus in Fort Smith
- YYK1 => Yellowknife North Slave Campus in Yellowknife

Some courses have both a lecture and a lab. The example course below has two components – Lecture and Lab. You can see this in under the course name (ex. Wildlife Biology) where it says ‘ENSC 0103/Lab/TFS1’ and ‘ENSC 0103/Lecture/TFS1’. This can be read as ‘Wildlife Biology ENSC 0103 Lab (or Lecture) at Thebacha Campus in Fort Smith Section 1’.

In this case, you will need to ‘Add’ both of them for your section.
Adding Course Sections

Adding course sections is like shopping online. Once you find the course section (class) that you need, you click the ‘Add’ button to put it in your shopping cart. Once you register, these sections will be added to your schedule. For now, you need to fill up your shopping cart with all of the sections, lectures and labs that you were given by your program advisor.

**Let’s add a section (class) to your shopping cart:**

Click the ‘Add’ button beside the correct section that you need. A pop up will appear that says ‘Course Added’. In this example, remember you needed both the lab and lecture so you should add them both. If you only need the lecture, just add that one.

**Fill up your shopping cart:**

Repeat the Section Search and Adding a Section steps above for all of the courses you need to register for. You can hide the ‘Courses Added’ pop up by clicking the ‘Hide’ button in the top right corner of that pop up. Then click ‘New Search’ in the menu on the left or click ‘Section Search’ in the menu above. This will get you back to the ‘Section Search’ form. Keep going until you have added all of your course sections to your cart.

At any time, you can click ‘View Cart’ to see what you have added and confirm that you are picking the correct sections. Double and triple check that the sections you are adding match those given to you by your program advisor.

Once you are sure that your shopping cart has all of the sections you need, including lectures and labs, then you can proceed to registration. This is outlined on the next page.
**Proceed to Registration**

So far, you have used your list provided by your program advisor to search for all of the course sections (classes) that you need. You added them all to your shopping cart and have double and triple checked that your cart matches your list. You don’t want to get those new shoes in the mail and they are the wrong size ;) Then, once you were absolutely sure, you clicked ‘Proceed to Registration’ in the ‘Courses Added’ pop up.

**Review and submit your registration:**

The registration screen allows you to make final changes on the course section selections. This is your last chance to quadruple check your courses and sections:

- ☐ Do you have all of the sections that you need?
- ☐ Do you have the correct campus? AIN1, TFS1, YYK1?
- ☐ Do you have both the lectures and labs for those sections that require them?
- ☐ Does your shopping cart match your list from your program advisor?

Continue to the next screen and confirm the selections. The registration request will then be sent to your advisor for approvals.

You have now completed the Registration process. Your program advisor now has to accept you into these sections. You can check the status of your approval by following the steps on the next page.
Check Status of Registration

Your program advisor will review your registration and accept you into these course sections. This may take a few days before it is complete. You can check on the status in MyAC Self-Service.

Click on ‘Schedule’ in the ‘Classes’ tab. The sections your registered in will say ‘Awaiting Advisor Approval’ until your program advisor has reviewed and approved them.

Once your program advisor has approved them, the Total Registered Courses will no longer be zero and your Total Awaiting Approval will change to zero. Then you know that you are completely registered.

At any time throughout the Registration process, please feel free to ask questions or for assistance from your program advisor or from your Admissions Officer.