



Welcome to Post-Secondary Web Registration! Please review the step-by-step guidelines before proceeding to registration. It will help you get familiar with the website.

[Click here to enter Online Registration.](#)

Important Note:

The information contained on the screens captured for this tutorial may change from year to year. It is the student's responsibility to ensure that he or she reads each screen carefully during registration to ensure that he or she fully understands his or her responsibilities and obligations towards his or her education.

1. To log into Self Service, you will need to enter your Student ID Number into the User ID field. Your PIN is your birth date (ddmmyy).

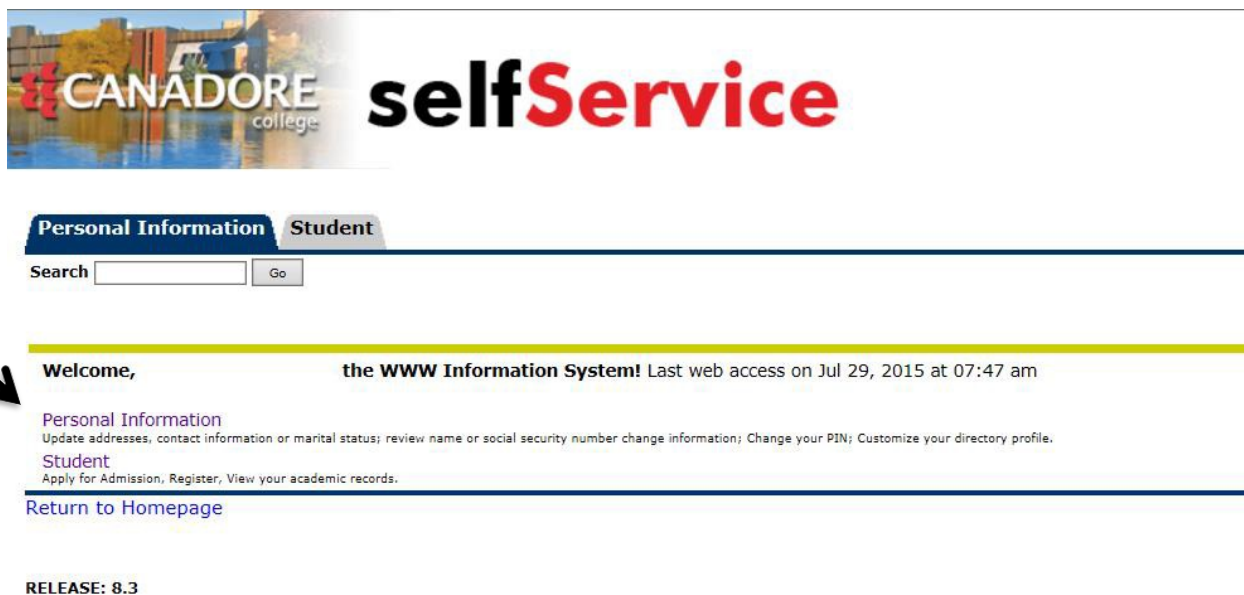
A screenshot of the Canadore College selfService User Login page. The page has a header with the Canadore College logo and the word "selfService" in a large, bold, red font. Below the header, there is a "User Login" section. It contains a small icon of a person and a paragraph of instructions: "Please enter your Student/Staff Identification Number (ID) and your Personal Identification Number (PIN). When finished, click the Login button. If you have forgotten your Personal Identification Number (PIN), please enter your Student/Staff ID and click the Forgot PIN? button. Answer your security question, and select a new PIN. When you are finished, please Exit and close your browser to protect your privacy." Below this, there are two contact options: "If you have forgotten your Student ID, please contact the Admissions Office." with contact information (Tel: 705-474-7600 ext. 5123, E-mail: admissions@canadorecollege.ca) and "For any other login difficulty, please contact the IT Service Desk." with contact information (Tel: 705-474-7600 ext. 5800, E-mail: service.desk@canadorecollege.ca). There is a "Useful Tips" section with two lines of text: "Student/Staff IDs: begin with (A000, 19 and 20), are between 7-8 characters in length, and can be found on your Student Card/Registration Documents." and "PIN: If this is your first login, then your PIN is your date of birth in ddmmyy format." At the bottom, there are two input fields: "User ID:" and "PIN:". Below these fields are two buttons: "Login" and "Forgot PIN?". A black arrow points to the "User ID:" input field.

If you cannot remember your PIN, click the "Forgot PIN?" button.

Important Note:

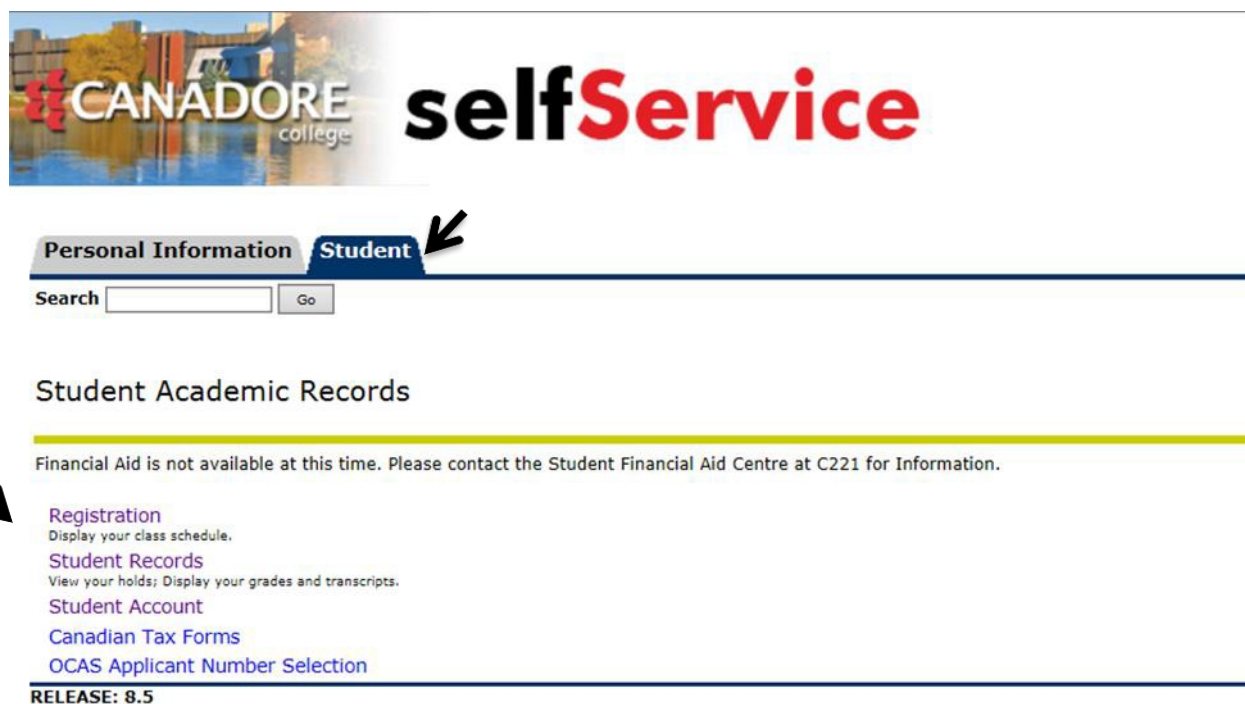
The information contained on the screens captured for this tutorial may change from year to year. It is the student's responsibility to ensure that he or she reads each screen carefully during registration to ensure that he or she fully understands his or her responsibilities and obligations.

2. Click on "Personal Information." Please ensure that all your personal information is accurate before continuing with your registration.



The screenshot shows the Canadore College selfService portal. The header features the Canadore College logo and the text "selfService". Below the header, there are two tabs: "Personal Information" (selected) and "Student". A search bar with a "Go" button is present. A yellow banner displays a welcome message: "Welcome, the WWW Information System! Last web access on Jul 29, 2015 at 07:47 am". Under the "Personal Information" tab, there are links for "Personal Information" (with a subtext: "Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.") and "Student" (with a subtext: "Apply for Admission, Register, View your academic records."). A "Return to Homepage" link is also visible. At the bottom, it says "RELEASE: 8.3". A black arrow points to the "Personal Information" tab.

3. Select the "Student" tab, and then click on "Registration."

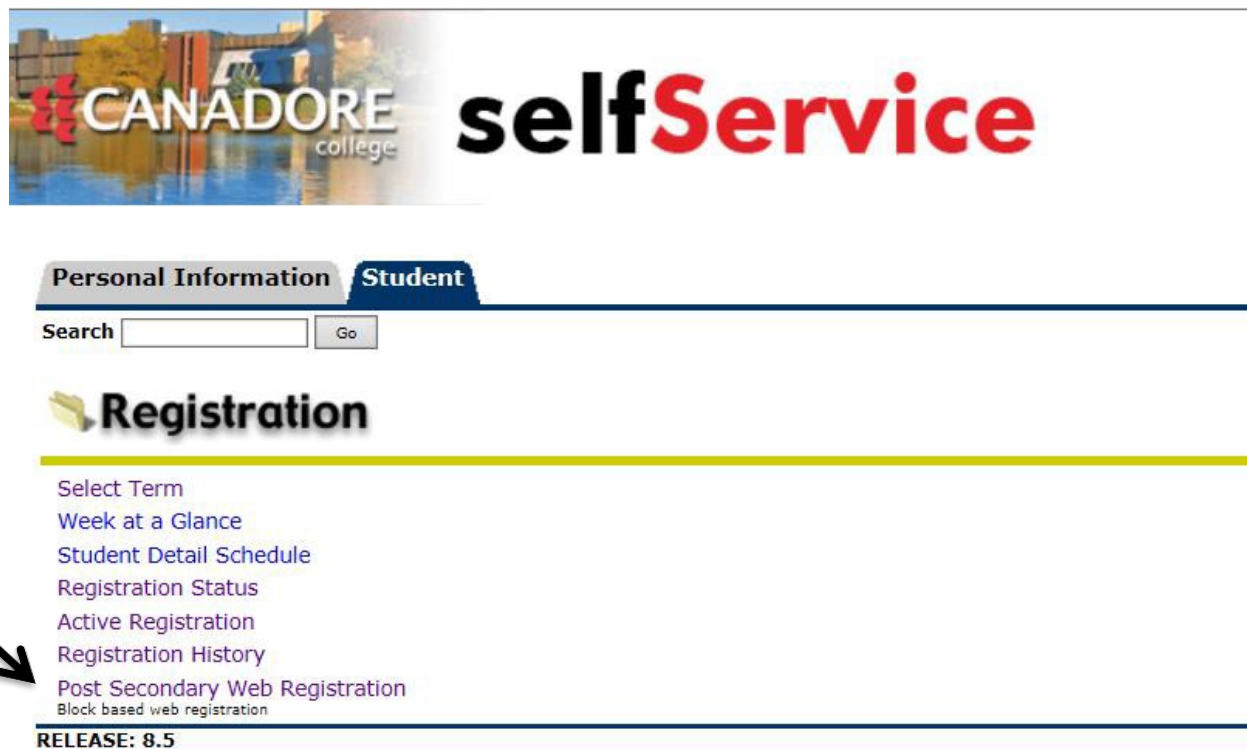


The screenshot shows the Canadore College selfService portal with the "Student" tab selected. The header is the same as the previous screenshot. Below the header, the "Student" tab is active, and a black arrow points to it. A search bar with a "Go" button is present. A yellow banner displays a message: "Financial Aid is not available at this time. Please contact the Student Financial Aid Centre at C221 for Information." Under the "Student" tab, there are links for "Registration" (with a subtext: "Display your class schedule."), "Student Records" (with a subtext: "View your holds; Display your grades and transcripts."), "Student Account", "Canadian Tax Forms", and "OCAS Applicant Number Selection". At the bottom, it says "RELEASE: 8.5". A black arrow points to the "Registration" link.

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4. Click on "Post Secondary Web Registration."



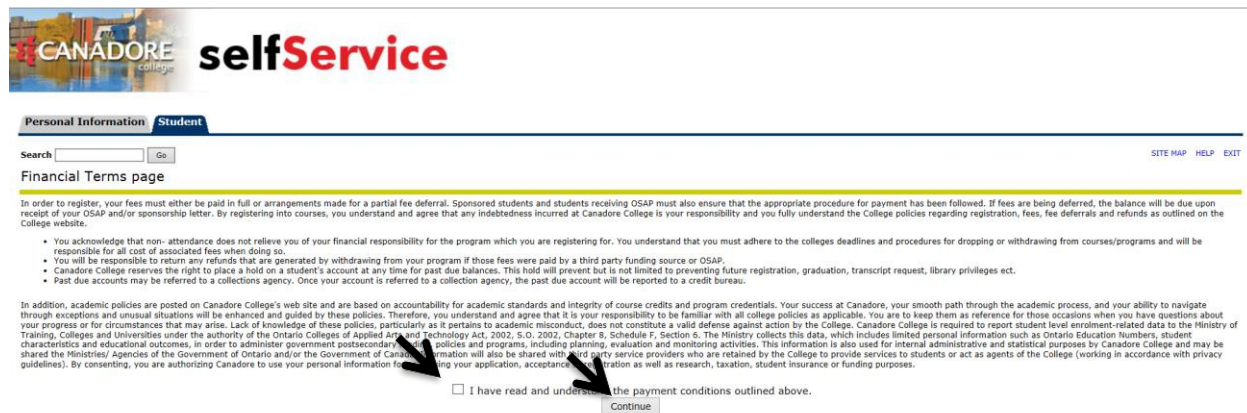
Personal Information **Student**

Search Go

Registration

- Select Term
- Week at a Glance
- Student Detail Schedule
- Registration Status
- Active Registration
- Registration History
- Post Secondary Web Registration**
- Block based web registration

RELEASE: 8.5

5. **IMPORTANT: Please read this screen very carefully before clicking accept.** Once you have carefully read and fully understood the financial terms, check the box and click "Continue."


Personal Information **Student**

Search Go SITE MAP HELP EXIT

Financial Terms page

In order to register, your fees must either be paid in full or arrangements made for a partial fee deferral. Sponsored students and students receiving OSAP must also ensure that the appropriate procedure for payment has been followed. If fees are being deferred, the balance will be due upon receipt of your OSAP and/or sponsorship letter. By registering into courses, you understand and agree that any indebtedness incurred at Canadore College is your responsibility and you fully understand the College policies regarding registration, fees, fee deferrals and refunds as outlined on the College website.

- You acknowledge that non-attendance does not relieve you of your financial responsibility for the program which you are registering for. You understand that you must adhere to the colleges deadlines and procedures for dropping or withdrawing from courses/programs and will be responsible for all cost of associated fees when doing so.
- You will be responsible to return any refunds that are generated by withdrawing from your program if those fees were paid by a third party funding source or OSAP.
- Canadore College reserves the right to place a hold on a student's account at any time for past due balances. This hold will prevent but is not limited to preventing future registration, graduation, transcript request, library privileges ect.
- Past due accounts may be referred to a collections agency. Once your account is referred to a collection agency, the past due account will be reported to a credit bureau.

In addition, academic policies are posted on Canadore College's web site and are based on accountability for academic standards and integrity of course credits and program credentials. Your success at Canadore, your smooth path through the academic process, and your ability to navigate through exceptions and unusual situations will be enhanced and guided by these policies. Therefore, you understand and agree that it is your responsibility to be familiar with all college policies as applicable. You are to keep them as reference for those occasions when you have questions about your progress or for circumstances that may arise. Lack of knowledge of these policies, particularly as it pertains to academic misconduct, does not constitute a valid defense against action by the College. Canadore College is required to report student level enrolment-related data to the Ministry of Training, Colleges and Universities under the authority of the Ontario Colleges of Applied Arts and Technology Act, 2002, S.O. 2002, Chapter 8, Schedule F, Section 6. The Ministry collects this data, which includes limited personal information such as Ontario Education Numbers, student characteristics and educational outcomes, in order to administer government postsecondary education policies and programs, including planning, evaluation and monitoring activities. This information is also used for internal administrative and statistical purposes by Canadore College and may be shared with the Ministries/Agencies of the Government of Ontario and/or the Government of Canada. Information will also be shared with third party service providers who are retained by the College to provide services to students or act as agents of the College (working in accordance with privacy guidelines). By consenting, you are authorizing Canadore to use your personal information for the purposes of processing your application, acceptance, registration as well as research, taxation, student insurance or funding purposes.

☐ I have read and understood the payment conditions outlined above.

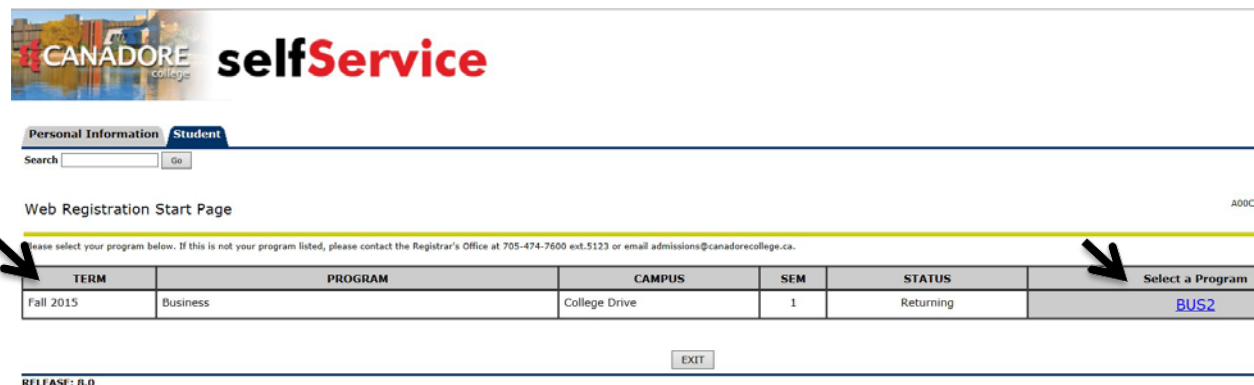
Continue

SCREENSHOT

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6. Please verify that this page contains the correct semester and term. Should the information be incorrect, please contact the Registrar at 705 474-7600 extension 5123. If the information is correct, click on the program code to continue.



Canadore College selfService

Personal Information Student

Search Go

Web Registration Start Page A00C

Please select your program below. If this is not your program listed, please contact the Registrar's Office at 705-474-7600 ext.5123 or email admissions@canadorecollege.ca.

TERM	PROGRAM	CAMPUS	SEM	STATUS	Select a Program
Fall 2015	Business	College Drive	1	Returning	BUS2

RELEASE: 0.0

7. Please make any necessary changes to your email address and SIN, and select UPDATE.

**** Note: Scroll down to the bottom of this page to select your payment option ****

Student Information Page

A000xxxxx Student Student
Aug 04, 2020 11:12 am

Your registration window is as follows:

From	Begin Time	To	End Time
Aug 04, 2020	11:00 am	Aug 04, 2020	04:00 pm

STUDENT INFORMATION

Student Number: A000xxxxx
 Full Name: Student Student
 OEN Number:
 Term: Fall 2020
 Major: BUS2, Business
 Semester: 3
 Campus: CD, College Drive

PERSONAL INFORMATION UPDATE SECTION

Current Email Address: email@gmail.com

New Email Address:

SIN:

Update your email if necessary and please enter your SIN number here and click update

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8. Select one of the following options and select Continue.

Please click an option below to view your required minimum payment to continue with registration.

****PLEASE NOTE**** CHECK YOUR TIMETABLE FREQUENTLY BEFORE CLASSES START AS CHANGES TO STUDENT TIMETABLES ARE SOMETIMES REQUIRED.

If you have already registered in your courses and want to change your selection, you will have to select all your courses again, including mandatory, elective and general education courses, if applicable, prior to clicking the "Submit Registration" button.

Are you one of the following?

- Sponsored Student: ☐
- OSAP Student: ☐
- None of the above ☐

Continue

9. On this page, you will select a block of courses. Depending on the program in which you are enrolled, there may be more than one block available. Please select the schedule that you prefer.

Block Based Web Registration - Select Block

Term: 201510 - Fall 2015
Program: BUS2 - Business
Semester: 1

Please pick one block from below plus any mandatory elective and general education courses. Some courses have more than one block to choose from. The courses within each block are the same, only the times they are delivered are different. General Education strengthens student's generic skills, such as critical analysis, problem solving, and communication, in the context of an exploration of topics with broad-based personal and / or societal importance. The General Education requirement for programs of instruction is stipulated in the Credentials Framework (Appendix A in the Minister's Binding Policy Directive Framework for Programs of Instruction).



Status	CRN	Subj	Crse	Title	Camp	Dates	Instructor
☐ Not Registered	10934	ACC	135	Applied Accounting I	CD	08SEP15-18DEC15	T. Reed
☐ Not Registered	11041	BUS	102	Business Processes	CD	08SEP15-18DEC15	T. Thomason
☐ Passed	11082	CMM	125	College Communications I	CD	08SEP15-18DEC15	D. Papineau-Magill
☐ Not Registered	11211	GED	125	Government Relations	CD	08SEP15-18DEC15	D. Thompson
☐ Not Registered	11277	MKT	100	Marketing for Business	CD	08SEP15-18DEC15	S. Hunt
☐ Not Registered	11298	MTH	170	Business Mathematics	CD	08SEP15-18DEC15	T. Faculty

No Courses have been selected

Continue

[Preview Draft Timetable]

10. Once you select a block, a draft timetable will appear on the right of your screen. Make sure you scroll to the bottom of the page as your program may have mandatory electives for you to choose. The number of electives you are required to select will be indicated. You may also click on the course title for a description of the course. Once you select an elective, it will appear in your draft timetable. Click "Continue."

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Please pick one block from below plus any mandatory elective and general education courses. Some courses have more than one block to choose from. The courses within each block are the same, only the times they are delivered are different. General Education strengthens student's generic skills, such as critical analysis, problem solving, and communication, in the context of an exploration of topics with broad-based personal and / or societal importance. The General Education requirement for programs of instruction is stipulated in the Credentials Framework (Appendix A in the Minister's Binding Policy Directive Framework for Programs of Instruction).

BUS21CDMA Business Sem 1							
Status	CRN	Subj	Crse	Title	Camp	Dates	Instructor
☒ Not Registered	10934	ACC	135	Applied Accounting I	CD	08SEP15-18DEC15	T. Reed
☒ Not Registered	11041	BUS	102	Business Processes	CD	08SEP15-18DEC15	T. Thomason
☐ Passed	11082	CMM	125	College Communications I	CD	08SEP15-18DEC15	D. Papineau-Magill
☒ Not Registered	11211	GED	125	Government Relations	CD	08SEP15-18DEC15	D. Thompson
☒ Not Registered	11277	MKT	100	Marketing for Business	CD	08SEP15-18DEC15	S. Hunt
☒ Not Registered	11298	MTH	170	Business Mathematics	CD	08SEP15-18DEC15	T. Faculty

This is a draft timetable

Sep 08, 2015 - Dec 18, 2015						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
08:30 MTH170 11298 08:30 - 09:30 Lecture/Lab T. Faculty		MTH170 11298 08:30 - 09:30 Lecture/Lab T. Faculty	GED125 11211 08:30 - 11:30 Lecture/Lab D. Thompson			
09:00 MKT100 11277 09:30 - 10:30 Lecture/Lab S. Hunt		BUS102 11041 09:30 - 10:30 Lecture/Lab T. Thomason		MKT100 11277 09:30 - 11:30 Lecture/Lab S. Hunt		
10:00 BUS102 11041 10:30 - 12:30 Lecture/Lab T. Thomason						
11:00						
12:00						
13:00	ACC135 10934 12:30 - 14:30 Lecture/Lab T. Reed		ACC135 10934 12:30 - 14:30 Lecture/Lab T. Reed			
14:00						

Continue

[Preview Draft Timetable]

11. Click "Submit to Register" to formally register for your courses.

File Edit View Favorites Tools Help



Personal Information **Student**

Search

Confirm selected block and courses

Term: 201510 - Fall 2015

Program: BUS2 - Business

Semester: 1

Mandatory Block - BUS21CDMA - Business Sem 1			
CRN	Subject	Course	Title
10934	ACC	135	Applied Accounting I
11041	BUS	102	Business Processes
11211	GED	125	Government Relations
11277	MKT	100	Marketing for Business
11298	MTH	170	Business Mathematics

[Preview Draft Timetable]

Congratulations! You have successfully registered for your courses!

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To view your schedule, click “View Timetable.”



Personal Information **Student**

Search Go

Register students selection

You have successfully registered for your program. You can print your timetable from this screen. To log out press exit. Canadore College reserves the right to change or cancel programs or courses. The frequently to ensure that no changes have been made.

Timetable For Fall 2015

Timetable for Fall 2013						
Title	CRN	Subj	Crse	Activity	Date	Status
Applied Accounting I	10934	ACC	135	Jul 29, 2015 10:26 am	**Web Registered**	
Business Processes	11041	BUS	102	Jul 29, 2015 10:26 am	**Web Registered**	
Government Relations	11211	GED	125	Jul 29, 2015 10:26 am	**Web Registered**	
Marketing for Business	11277	MKT	100	Jul 29, 2015 10:26 am	**Web Registered**	
Business Mathematics	11298	MTH	170	Jul 29, 2015 10:26 am	**Web Registered**	



[\[View Timetable\]](#)

To print, click “Print Format.”

[Return](#)

Click here for print format



[Print Format](#)

Sep 08, 2015 - Dec 18, 2015

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8AM							
9AM	MTH 170 11298 CD D103 8:30 am-9:20 am Lecture/Lab T. Faculty		MTH 170 11298 CD D321 8:30 am-9:20 am Lecture/Lab T. Faculty	GED 125 11211 CD D352 8:30 am-11:20 am Lecture/Lab D. Thompson			
10AM	MKT 100 11277 CD D103 9:30 am-10:20 am Lecture/Lab S. Hunt		BUS 102 11041 CD C102 9:30 am-10:20 am Lecture/Lab T. Thomason		MKT 100 11277 CD D105 9:30 am-11:20 am Lecture/Lab S. Hunt		
11AM	BUS 102 11041 CD D105 10:30 am-12:20 pm Lecture/Lab S. Hunt						

Don't forget to log out.

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