

Summer School 2011 Registration Guide

First Day Of Classes

Monday, June 6, 2011

Registration Telephone Helpline available on:

May 30 to June 2

12:30 pm to 6:30 pm

514-370-8265

PREPARE FOR YOUR REGISTRATION SESSION

New to Internet Registration? View our tutorial [here](#). Click on [OMNIVOX](#) and login (you must know your Vanier Student Number, Permanent Code and Date of Birth) Then click on **Course Registration** to find your appointment date and time. Click on **Progression Chart** to view the courses you need to complete in your DEC program.

Returning Students:

Course numbers have changed for English, Humanities and Physical Education as of Autumn 2010. [Click here](#) to see changes to course numbers.

KNOW HOW MANY AND WHAT COURSES TO TAKE

[Summer School 2011 Courses](#)

[DEC Program Grids](#)

[General Education Information](#)

(English, French, Humanities, Physical Education and Complementary)

REGISTER AT YOUR APPOINTMENT DATE AND TIME

Login to [OMNIVOX](#)

Click on **Course Registration**

Follow the Prompts.

Input every course number you wish to follow (first 6 characters only).

Once all course numbers are entered in the course request form, click for all available course schedule configurations.

Select your preferred course schedule.

IF YOU MISS YOUR APPOINTMENT

Please note that students will not be registered in any courses if they have not completed the application process or requested a registration appointment time as indicated in the [credit course online application information site](#).

Check [here](#) for available courses

CHECK YOUR COURSE(S) SCHEDULE

Go to **My Schedule** on Omnivox
Click on Summer 2011 Semester

POST REGISTRATION KEY INFORMATION

First day of Summer School 2011 Courses

Monday, June 6, 2011

Application to Graduate

If you think you are graduating this semester, please click [here](#)

Course Delete and Withdrawal information

Tuesday, June 14, until 16:00 room E-115

The refund will consist of fees paid except for the application fee and the registration fee (if applicable)

PREFERENCE COURSE CHANGE – Summer School 2011

- allows currently registered Continuing Education students to:
- replace one course with another course in a one-for-one exchange
- add a course

PROCEDURE

As of **Monday June 6 6:00 pm.**, check for open sections on the Continuing Education S11 [Course Schedule](#).

On **Tuesday, June 7 10:00-16:00**, submit the:

[Preference Course Change Request Form](#)

Check your schedule on Omnivox after 6:00 pm on Tuesday, June 7 to see whether the change was made; you will not receive an email confirmation of your change.

NOTE:

Consult your Progression Chart to make sure the course number you want is valid for your program.

Your course will not be deleted if the change you request is not granted.

All changes are final.

Adding or changing a course may affect your status and/or your fees. If a change was made to your schedule, check Omnivox and pay any additional fees you may have incurred before Tuesday, June 8, 10:00 am.

Generally, about 3 out of 10 preference course change requests are granted. As in all matters having to do with Registration, it is impossible to satisfy everyone's scheduling preferences.

Do not use this procedure to delete a course. To delete a course you must go to the Continuing Education office (E-115) to sign a Course Delete form.

You must be absolutely sure before you submit a request for any change.

Confirmation of Attendance

Wednesday to Friday, June 15 to 17 - [Online](#)