

How to Register Part 1

8 Steps to registering for courses

Pre-Registered Courses

Remember!

We will be registering you in your program-specific courses if you are a

- First Semester Science student
- Music Student
- Social Science Major Student
- Student in a three year Technology program

1. Program Grid and Courses to register

Program Grids

- Career Programs

- Animal Health Technology
- Architectural Technology
- Building Systems Engineering Technology
- Business Administration
- Computer Science Technology
- Computerized Systems Technology
- Early Childhood Education
- Environmental and Wildlife Management
- Industrial Electronics
- Nursing
- Office Systems Technology
- Professional Music and Song Techniques

- Pre-University Programs

- Commerce
- Communications, Media and Studio Arts
- Computer Science and Mathematics
- Languages and Cultures
- Languages and Cultures and Music
- Liberal Arts
- Music
- Science
- Science and Music
- Science and Social Science
- Science in English and French
- Social Science

<http://www.vaniercollege.qc.ca/advising/program-grids/>

2. Registration Appointment

Omnivox Services

- **Course Registration**
- Fee Payment
- Information and Messages
- Mio - Messaging In Omnivox
- My Schedule
- My Vanier Online
- Payment Center - History
- Personal File
- Printing Credits
- Progression Chart

Access denied

You do not have access to the Registration module at the moment

Your Registration appointment time is from

Start Time	
9:30	4 hour appointment time
10:00	
10:30	
11:00	
11:30	
12:00	
12:30	
13:00	



3. Omnivox Progression Chart

To register for your English 603-101-MQ and the 602-100 or 101/102/103 French course, go to your progression chart on Omnivox and scroll to the English and French sections to see your placement level.

Humanities	COMPLETED 345-102-MQ World Views Wint 2019 Grade: 80	TO DO - CHOICE 345-HSC-VA Ethical Issues in the Economy Prerequisites 345-HSZ-VA Humanities for All Programs Prerequisites	IN PROGRESS 345-101-MQ Knowledge Fall 2019			
Physical education	COMPLETED 109-101-MQ Physical Activity -109-101 Wint 2019 Grade: 74	COMPLETED 109-102-MQ Physical Activity - 109-102 Fall 2019 Grade: 92		CHOSEN 109-103-MQ Physical Activity - 109-103 Prerequisites Wint 2020		
Complementary		TO DO Complementary		CHOSEN COM-002-03 Complementary Wint 2020		
French	COMPLETED 602-102-MQ French Language and Culture Fall 2018 Grade: 72	TO DO 602-HSF-VA La lettre d'affaires Prerequisites				
Program courses 1	COMPLETED 410-111-VA Accounting I Fall 2019 Grade: 78	CHOSEN 410-211-VA Accounting II Prerequisites Wint 2020	TO DO 201-316-VA Business Data Analysis	TO DO 410-427-VA Consumer Behavior Prerequisites	TO DO 602-672-VA Communication D'Affaires Prerequisites	TO DO 410-577-VA Advanced Topics in Marketing Prerequisites
Program courses 2	IN PROGRESS 410-122-VA Introduction to Business Fall 2019	CHOSEN 410-222-VA Marketing I Wint 2020	TO DO 383-301-VA Macro Economics	TO DO 410-438-VA Integrated Marketing Communic	TO DO 410-547-VA International Marketing Prerequisites	TO DO 410-647-VA Marketing Project Management Prerequisites

4. Accessing the Course Schedule

- The Course schedule is a timetable listing course name and the teacher offering the course
- The timetable also indicates whether a course section is open
- To access the course schedule please go to:

<https://www.vaniercollege.qc.ca/advising/registration-information/>



5. Building a Schedule

- Enter a 6–digit course number to request a course
- To give yourself the most possible sections choose “Try All”
- You can also “drop down” and choose a specific section
- Searching by specific sections restricts your schedule options.

Registration - Fall 2022
Select your courses. Choose from the available course schedules, based on real-time data for the remaining seats.

Registration verification completed
Your registration respects all the rules of the system.

Request a course
Enter the course number to add, or press the magnifying glass to add a course to your progression grid.

Course number
345-101
Add this course

Available seats
Enter the course number, or press the magnifying glass to select a course from your progression grid.

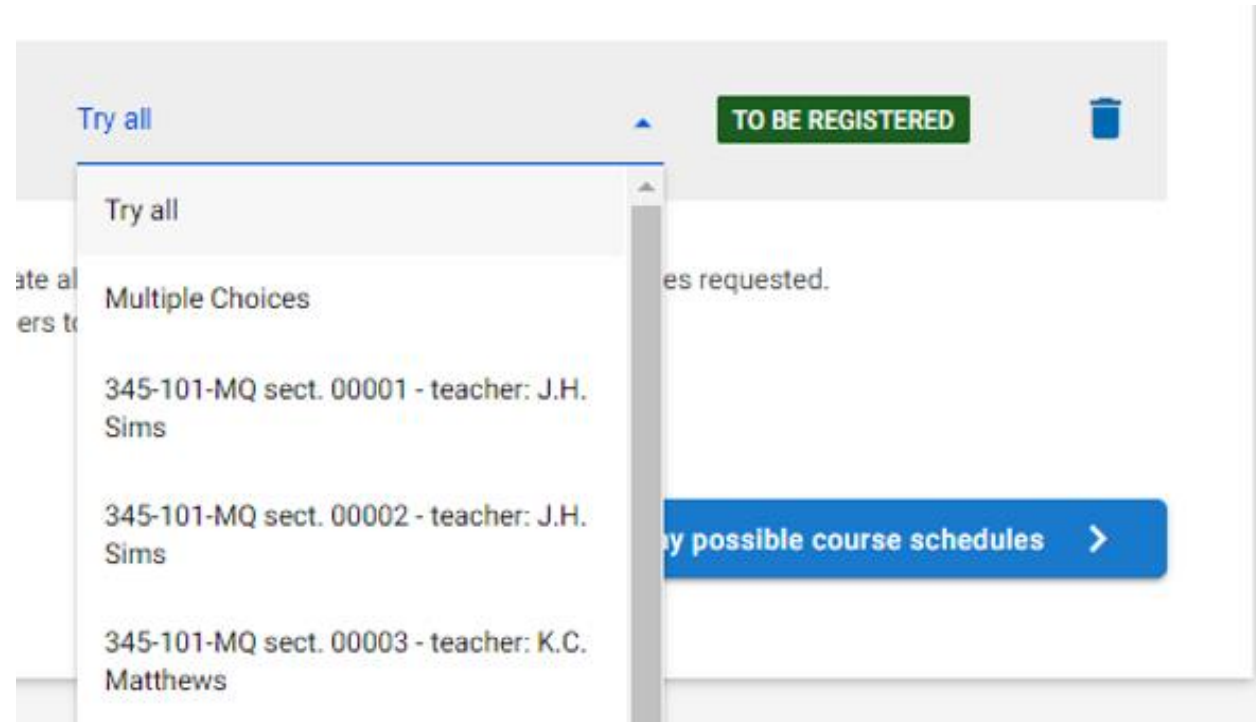
Course number
345-101
View

Course List

Course name	Section	Status
109-101-MQ Fitness Weight Training	00024 - teacher: L.K. Schapman	ALREADY REGISTERED: SECT. 00024
201-NYA-05 Calculus I	00002 - teacher: S. Newbigging	ALREADY REGISTERED: SECT. 00002
203-NYA-05 Mechanics	00007 - teacher: K.J. Lenton	ALREADY REGISTERED: SECT. 00007

5. Building a Schedule (Cont'd)

- Searching “Multiple Choices” allows you to select several sections.
- You can combine your search by selecting Multiple Choices along with specific sections.
- You can add or drop courses anytime during your appointment time



6. Choosing a Schedule

- **TIP** If there is a specific course/section that you want, enter and confirm it immediately
- After adding the rest of your courses, you can view your schedule
- To view your schedule click on “Show all possible course schedules”

Course List

Course name	Section	Status
410-111-VA Accounting I	00005 - teacher: A. Mavidis	ALREADY REGISTERED: SECT. 00005
410-122-VA Introduction to Business	00005 - teacher: A. Gates	ALREADY REGISTERED: SECT. 00005
410-132-VA Business Computer Applications I	00005 - teacher: A.T. Boezio	ALREADY REGISTERED: SECT. 00005
410-141-VA Business Information and Research	00002 - teacher: S.S. Athanasoulas	ALREADY REGISTERED: SECT. 00002
602-102-MQ Dialogue intercultural	00015 - teacher: R. Jobin	ALREADY REGISTERED: SECT. 00015
603-101-MA Introduction to College English	00002 - teacher: B.A. Hanly	ALREADY REGISTERED: SECT. 00002
345-101 Knowledge	Try all	TO BE REGISTERED


To continue, press on the button below. The system will generate all possible schedule configurations for the courses requested.
Tip: to get a wider choice of schedules, let more section numbers to try all.

Prioritize schedules with a free day (when available)

[Display possible course schedules >](#)

Choosing a Schedule (Cont'd)

- Omnivox may give you several different schedules
- Choose the one you prefer



Registration - Fall 2019

Select your courses. Choose from the available course schedules, based on real-time data for the remaining seats.

i

[← Back to the course request form](#)

12 available course schedule configurations

There are currently 12 schedule configurations in which seats are available for the selected courses.

To continue, please select your preferred schedule configuration.

NOTE: Your seats in these courses will only be reserved after you have chosen and confirmed a schedule by entering your password. If you do not register now, there is no guarantee that your preferred schedule will still be available on your next access.

Configuration #1 Select

	Mon	Tue	Wed	Thu	Fri
08:00			6		
08:30			6		
09:00			6		
09:30			6		
10:00		2	6	7	
10:30		2	6	7	
11:00		2		7	
11:30		2		7	
12:00	7	5		5	2
12:30	7	5		5	2
13:00	7	5		5	2
13:30	7	5		5	2
14:00	3	4	3	4	
14:30	3	4	3	4	
15:00	3	4	3	4	
15:30	3	4	3	4	
16:00	1			1	
16:30	1			1	
17:00	1			1	
17:30	1			1	

345-101-MQ
Happiness and Knowledge
sect. 00023 - Maureen Robin Jones

410-122-VA
Introduction to Business
sect. 00005 - Andrew Gates

410-141-VA
Business Inform and Research
sect. 00002 - Stephen Stavros
Athanasoulis

603-101-MA
Intro to College English
sect. 00002 - Brock A Hanly

410-111-VA
Accounting I
sect. 00005 - Anastasia Mavidis

410-132-VA
Business Computer Application
sect. 00005 - Alessandra Tanya
Boezio

602-102-MQ
Dialogue intercultural
sect. 00015 - Rachel Jobin

7. Confirming your Schedule

- You must confirm your choices to ensure a place in your courses.
- Confirm using your password
- IT IS A GOOD IDEA TO CONFIRM YOUR CHOICES ON AN ONGOING BASIS
- After 20 minutes of inactivity the system will automatically log you out



Registration - Fall 2022

Select your courses. Choose from the available course schedules, based on real-time data for the remaining seats.

Registration processing

To process registration, enter your password.

Super User password:

Confirm

	Mon	Tue	Wed	Thu	Fri
08:00		4			4
08:30		4			4
09:00		4			4
09:30		4			4

1

109-101-MQ
Fitness Weight Training
sect. 00024 teacher: Linda Karen
Schapman
Physical Education manual
fee 5.00\$

2

201-NYA-05
Calculus I
sect. 00002 teacher: Stephen
Newbigging

Academic Rule Not Respected

- This message will appear if you have not registered for the recommended course load for the semester.
- However, you are still able to process/confirm your registration and you will not lose your courses.

YOUR REGISTRATION HAS BEEN PROCESSED

Academic rule not respected

- You are under the minimum course load. Please add courses.

Here is your new course schedule, as of 2014-Jun-23 at 16:04

	Mon	Tue	Wed	Thu	Fri
08:00					
08:30					
09:00					
09:30			1		
10:00			1		
10:30			1		
11:00					
11:30					1
12:00					1
12:30					1
13:00					
13:30					
14:00					
14:30				3	
15:00				3	
15:30				3	
16:00	2		2	3	
16:30	2		2	3	
17:00	2		2	3	
17:30	2		2		

Legend

- 1 330-910-VA gr. 00009 - Western Civilization teacher: Miles Denora
- 2 345-101-MQ gr. 00006 - Medicine and Knowledge teacher: Martha Ellen Bernstein
- 3 602-102-MQ gr. 00008 - Quête identitaire et écriture migrante teacher: Mélanie Gauthier

8. Printing/Downloading your Schedule

You need to do this-- indicates to the college that you are an active student.

Omnivox Services

- Léa, the Omnivox Classroom
- Cancelled Classes
- Carpooling
- Classification test
- Confirmation of Attendance
- Course Registration
- Fee Payment
- Information and Messages
- Mio - Messaging In Omnivox
- **My Schedule**

Course Schedule

Semester selection

Please select the semester for which you want to obtain your course schedule.

Semester: ▼

Print or save
your schedule

Personal Data			
Last, First name	Khalil, Dina	Study sector	Regular sector
Student number	1926986	Locker	
Program	410.D0	Generated	2019-Dec-23 09:41

Courses List							
Date	Number	Section	Course title	Teacher	Hours		
					Tn	Lab	Wrk
from Aug-21 to Dec-09	410-111-VA	00005	Accounting I	Anastasia Mavidis	3	1	4
from Aug-21 to Dec-09	410-122-VA	00005	Introduction to Business	Andrew Gates	2	2	2
from Aug-21 to Dec-09	410-132-VA	00005	Business Computer Applications I	Alessandra Tanya Boezio	0	4	2
from Aug-21 to Dec-09	410-141-VA	00002	Business Information and Research	Stephen Stavros Athanasoulis	2	2	2
from Aug-21 to Dec-09	602-102-MQ	00015	Dialogue interculturel	Rachel Jobin	2	1	3
from Aug-21 to Dec-09	603-101-MA	00002	Introduction to College English	Brock A Hanly	2	2	4
Total:					11	12	17

Semester course schedule

 Show my weekly schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
08:00					
08:30					
09:00					
09:30			Dialogue Intercultur 602-102-MQ sec.00015 Classroom N-275 Rachel Jobin		
10:00					
10:30					
11:00		Accounting I 410-111-VA sec.00005 Classroom N-531 Anastasia Mavidis		Introduction to Coll 603-101-MA sec.00002 Classroom A-320 Brock A Hanly	
11:30					
12:00					
12:30					
13:00	Introduction to Coll 603-101-MA sec.00002 Classroom A-320 Brock A Hanly	Business Information 410-141-VA sec.00002 Classroom N-221 Stephen Stavros Athanasoulis		Business Information 410-141-VA sec.00002 Classroom N-229 Stephen Stavros Athanasoulis	Accounting I 410-111-VA sec.00005 Classroom N-229 Anastasia Mavidis
13:30					
14:00					
14:30					
15:00	Introduction to Business 410-122-VA sec.00005 Classroom N-231 Andrew Gates	Business Computer Ap 410-132-VA sec.00005 Classroom N-264 L Alessandra Tanya Boezio	Introduction to Business 410-122-VA sec.00005 Classroom N-231 Andrew Gates	Business Computer Ap 410-132-VA sec.00005 Classroom N-264 L Alessandra Tanya Boezio	
15:30					
16:00					
16:30					
16:30					

WHAT IF I NEED HELP?

- Use the online Registration Guide available at:
<http://www.vaniercollege.qc.ca/registration-guide/>
- Contact us through our helpline Chat at:
<https://www.vaniercollege.qc.ca/advising/registration-information>
- The Chatline is only active during the registration period from 9:00 to 4:00 pm

Step 1

Registration Appointment Time On Omnivox, go to Course Registration to view your appointment time. Appointment times are 4 hours.

Step 2

Finding your program grid on the Academic Advising web page. The program grid lists the sequence of courses you need to complete every semester. You can view the grid at <https://www.vaniercollege.qc.ca/advising/program-grids/> and choose your program

Step 3

English & French Placements In order to register for your English 603-101-MQ course and the 602-100 or 101/102/103 French course, go to your progression chart on Omnivox and scroll to the English courses and you will see your placement level. Do the same for the French course by scrolling down.

Step 4

Course Schedule (CS) If you would like to see the courses offered this semester before registering, you can view the Course Schedule under Registration via the Academic Advising web page. <https://www.vaniercollege.qc.ca/advising/registration-information/>

Step 5

Building a Schedule During your appointment time go to Course Registration and under “Request a Course,” enter a 6- digit course number from your program grid. To give yourself the most choice, choose the “Try all” option; this will yield the most possible course sections. You can also use the drop-down menu to choose a specific course section but this feature will restrict your search results and reduce the number of possible course schedule

Step 6

Choosing a schedule If you want a specific course and it is open, select and confirm it immediately. After adding the rest of your courses, you can view your schedule. To view your schedule click on “Show all possible course schedules.” Omnivox may give you several different schedules based on your searches; choose the schedule that you prefer. See Image 3

Step 7

Confirming your schedule Once you have chosen your schedule, you will need to confirm your choices to ensure a place in your courses. Remember, your schedule is not yours until you confirm. To confirm your schedule please enter your password. It is a good idea to confirm your choices on an ongoing basis throughout your registration because the registration system will automatically log you out after 20 minutes of inactivity. See Image 3

Step 8

Printing/downloading a schedule Students must print or download (PDF) their schedule. Doing so signals the college that the student is active and approves the schedule. To print or download your schedule, please go to My Schedule on Omnivox and choose the current semester.

You are now ready for the
How to Register Part 2 presentation