



Panther Prep: Your Guide to Course Registration

Registration Requirements & Eligibility

Q: Do I need to physically register for classes, or is accepting an offer of admission enough?

A: Accepting an offer is not enough. You must physically register for classes online through your student self-service account.

Q: Are there additional registration requirements for international students?

A: Yes. International students must upload their study permit to their OCAS account before registering. Domestic students do not need to perform this step.

Q: What should an international student do if they do not have access to their OCAS account because they work with an agent?

A: Email international.admissions@canadorecollege.ca to request access to the account.

Q: Can international students register without a study permit?

A: No. A study permit is required. Once received at the Canadian port of entry, it must be uploaded to your OCAS account.

Key Dates & Deadlines

Q: When does course registration open?

A: Registration opens on August 11th at 9:00 AM for certain programs. Check the [registration page](#) on the college website for the full schedule detailing specific dates and times per program.

Q: When is the deadline to pay tuition for the upcoming semester?

A: Tuition for the current semester was due on August 4th to allow processing time before registration opens.

Q: When is the last day to add or drop a class?

A: For most programs, registration remains open until September 21st. However, for specific programs (Dental Hygiene, Practical Nursing, Personal Support Worker, Honors Bachelor of Science in Nursing, and PN to BSCN Bridging), registration closes on the first day of class (September 8th).

Q: Is it better to register early?

A: Yes. Course blocks can fill up quickly, so registering as soon as your registration window opens is strongly recommended.



Step-by-Step Registration Process

Q: How do I register for classes online?

A: Follow these steps in your [student self-service account](#):

1. Log in using your Student ID and PIN (your initial PIN is your birthdate in DDMMYY format).
2. Review and update your personal information.
3. Navigate to the **Student** tab → **Registration** → **Secondary Web Registration** and click the blue link matching your short-form program name.
4. Accept the financial terms and confirm your term details.
5. Update your email and Social Insurance Number (SIN).
6. Select your payment method (e.g., OSAP, Brand New, or Sponsored).
7. Select your course block and electives (if applicable).
8. Review your draft schedule and click **Continue**.
9. Scroll to the bottom of the next page and click **Submit** to finalize your registration.

Q: How do course selections work for programs using block scheduling?

A: Core courses are grouped into blocks. During registration, clicking the selection circle for a block automatically selects all required core courses at once; you do not need to add individual core courses one by one. If multiple blocks are available, you can select the block schedule that suits you best.

Q: What support is available if I run into technical issues while registering?

A: You can call the Admissions Office at 705-474-7600 (ext. 5123) or join the virtual drop-in support sessions operating from 9:00 AM to 4:00 PM on registration days (August 11–13).

Student ID, Accounts & Online Platforms

Q: What is a student number and where can I find it?

A: Your student number is a personal ID starting with A00 that follows you throughout your time at the college.

- **Domestic students:** Found on the Letter of Acceptance (LOA) sent via email and regular mail.
- **International students:** Found on page 2 of the LOA near the top left.

Q: How do I access course syllabi and learning materials?

A: Syllabi are available on the online learning platform (**iLearn**), which becomes accessible the day before classes start.

Q: Where can I obtain proof of enrollment or view my finalized class schedule?

A: Both proof of enrollment and class schedules are accessible directly through student self-service once registration is complete.



Tuition, Fees & Financial Aid

Q: How can I check if I owe remaining tuition fees?

A: Check your account invoice (received via email or mail) or check the "Paying for College" section on the college website.

Q: What payment options are accepted and how do I submit a payment?

A: Payments can be made online via the [Student Payment Center](#) or through online banking. Payment instructions are listed on the back of domestic fee statements and on the final page of international Letters of Acceptance.

Q: Why does my student balance show a negative amount after I pay my tuition?

A: The system displays tuition payments as a credit balance (a negative number) until you complete course registration. Once you register, program fees load into the system and apply against that credit.

Q: How does financial aid (OSAP) affect the registration process?

A: If you are an OSAP recipient, the system recognizes your application status and allows you to complete course registration prior to OSAP funds dispersing in September. If you experience issues, contact finaid@canadorecollege.ca.

Q: What should I select under payment options if I have already paid tuition in full or am receiving specific grants?

- **Paid in full:** Select **None of the Above**.
- **Band Sponsored:** Select **Sponsored**.
- **OSAP (including OSAP + Learn and Stay Grant):** Select **OSAP**.
- **Learn and Stay Grant ONLY:** Select **Learn and Stay**.

Q: How do funding sources outside OSAP (e.g., Quebec AFE funding) affect registration?

A: Students utilizing out-of-province funding (such as Quebec AFE) must contact Admissions (admissions@canadorecollege.ca) prior to registration to verify fee arrangements and unlock registration access.

Schedules, Electives & Course Structure

Q: Do I get to choose my own schedule?

A: Courses follow a block schedule model. If multiple blocks are open, you may choose the block that best fits your availability. Electives can typically be chosen individually.

Q: What should I do if my program's course block is full during registration?

A: Do not panic. Email Admissions so staff can review the issue and coordinate with program departments to resolve space constraints.



Q: How can I tell whether a class is in person or online?

A: Check your schedule in self-service:

- **In-person:** A classroom/room number is assigned.
- **Online:** No classroom number is listed (common for General Education electives).

Q: How do program electives work?

A: Each program provides a curated list of eligible electives—ranging from general subjects to program-specific options—from which you select during registration.

Transfers, Program Changes & Special Services

Q: Can I change my program before classes start?

A: While possible, it is generally discouraged. To switch, you must withdraw your acceptance and reapply, which incurs a \$150 application fee. Admission to the new program is not guaranteed and depends on seat availability.

Q: Can I change my class schedule after registering?

A: Generally no, unless another block option has open seats visible in your self-service portal.

Q: How do transfer credit requests affect registration?

A: Transfer credit processing does not delay registration. You should register for all required courses normally; once transfer credits are approved via the [credit transfer process](#), you can drop the exempted classes.

Q: How are practical placements/practicums arranged for online students living outside the local region?

A: Students living outside the local area must contact their Program Coordinator to coordinate placement details.

Campus Services & Upcoming Events

Q: When is in-person Orientation?

A: Orientation occurs on the first day of classes. Morning classes are canceled so students can participate, with details sent via email.

Q: Are campus tours available before classes begin?

A: Yes, campus tours run starting August 12th and can be booked through the college Orientation webpage.

Q: Is technical support available for new students?

A: Tech drop-in sessions are scheduled for late August and early September to assist students with account logins and setup. Dates and times are published on the Orientation webpage.