

Online Instructions via WebAdvisor

Certificate in Adult Education & Technical Vocational Teacher Education Part-Time Programs

REGISTRATION OPENS: May 13, 2020

REGISTRATION CLOSES: June 12, 2020

REGISTRATION TIME: 12:00PM

TERM: Fall (F2020FA)

HOW TO REGISTER FOR YOUR COURSES

1. From the RRC home page www.rrc.ca click the **"LOG IN"** link at the top right.
2. **"Login to HUB"** by entering your **Username and Password** and Click **"Login"**.
3. Under Heading **"My Applications"**, select **"WebAdvisor"**
4. Click on **"Students"**.
5. Under the **"Registration"** heading, click on **"Register for Sections – Full Time Programs Only"**.
6. Click on the **"Term"** drop down box and select correct Term (e.g., FT2020 Fall Term)
7. Click on the **"Course Level"** drop down box and select **"No Term Assigned"**
8. Click on the applicable **"Location"** drop down box and select (**"Notre Dame Campus"**, **"Off Campus (Online Courses)"**, **"ACC" or "UCN"**) Click **"Submit"**
9. Click in applicable **"Select" box** for the course(s) in which you wish to register. Make sure you are selecting the course that corresponds to the program you are in (**CERAC or TECVC**). **Note: CAE students can take a maximum of "5" courses per year. TEC VOC students can take a maximum of "6" courses per year. Each student can register for a maximum of two courses during each of the three registration periods.**
10. Click **"Submit"**.
11. For **"Action for ALL Pref. Sections (or choose below)"** leave **"BLANK"**
12. Click on the **"Action"** drop down box **beside the course** you have selected, choose **"Register"** for the selected course. If a course is **CLOSED** or **WAITLISTED**, choose **"Waitlist"** to put yourself on the waitlist for the selected course. **Note: If you have other courses listed that does not need to be there, select "Remove from List"**
13. Click **"Submit"**

HOW TO CONFIRM YOUR COURSE REGISTRATION AND WAITLIST

1. In WebAdvisor, go to the **"Students Menu"**.
2. Under **Academic Profile** click on **"Course List by Term"**.
3. Choose the applicable **Term** (e.g., FT 2020 FA Fall Term) and click on **"Submit"**. Confirm the courses listed are correct.
4. When you are done you can click **OK** to leave and return to the **Main Menu**.
5. If the courses listed are not the correct ones, please contact Maryanne Venzon in Enrolment Services at mvenzon@rrc.ca

NOTE: You will be able to see your registered courses on the **HUB** as well under **"My Classes"** within 24 hours of registering.

PAY YOUR TUITION

1. In HUB go to the **"Payments and Profile"**
2. Click on **"Student Finance"**