

How to Register in Courses

Use this guide
if you have
registered at
VCC within the
last 3 years.

Get Ready!

Browser: Chrome

This guide shows you how to register using **Chrome**. Other browsers (Edge, etc.) will ask you to log in more.

Device: Desktop or Laptop

Follow these instructions on a **desktop** or **laptop** computer. The steps on a mobile device are different.

Log in at my.vcc.ca

- Enter your VCC student ID number and your password



Welcome

[Login Help](#)
[Forgot Password](#)

Login Information

Username Format

- **Students:** Username is your student ID (e.g. 000123456)
- **Employees:** Username is typically your first initial and last name (e.g. jsmith)

Password Requirements

- Password length of minimum 10 characters
- Must contain upper and lowercase letters
- Must include at least one number
- Must include a special character (e.g. ! # \$ % ...)
- Must not contain account holder's first or last name
- Must not be one of the passwords previously used

All students and employees: reset your own password in the future, by registering at <https://www.vcc.ca/ms-registration> (strongly advised).

Learn more about [myVCC accounts and passwords](#).

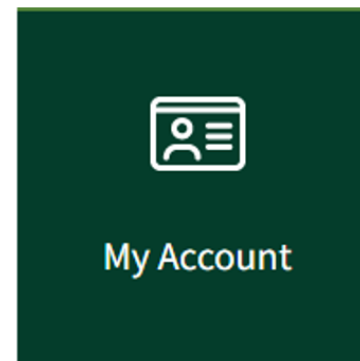
Welcome

[Login Help](#)
[Forgot Password](#)

Student Dashboard

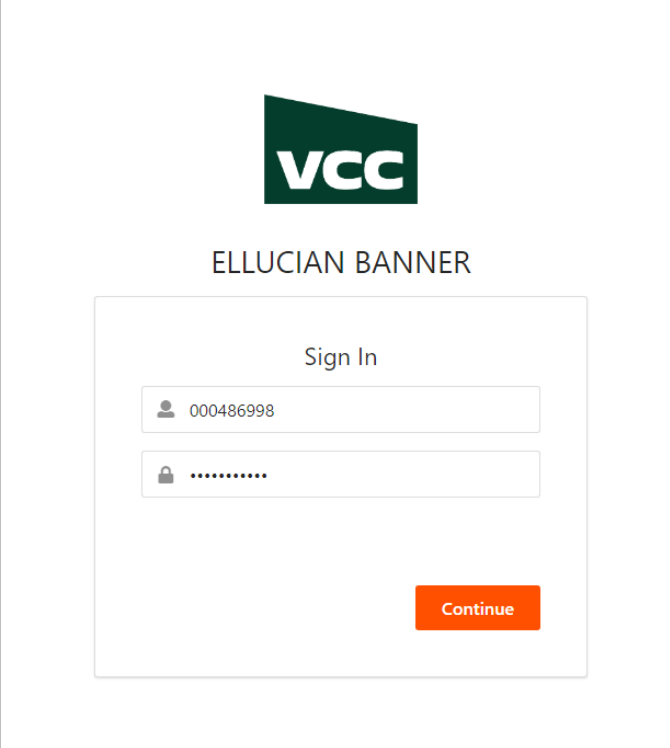
If you have registered within the last 3 years:

- Select 'My Account' on the student dashboard



Log in at VCC Ellucian Banner

- Enter your VCC student ID number and your password



The screenshot shows the VCC Ellucian Banner login interface. At the top is the VCC logo, followed by the text "ELLUCIAN BANNER". Below this is a "Sign In" section containing two input fields: one for the student ID number (000486998) and one for the password (represented by dots). An orange "Continue" button is located at the bottom right of the sign-in area.

Student Profile

- Select 'Register for Classes and View Schedule'



Student Profile - Registration Student Online (000486998)

Term: Winter 2024 01/01/2024 - 0... Overall Credits: 0 Overall GPA: 0.00

Bio Information
Email: [REDACTED]
Phone: 004 202202
Date of Birth: 08/02
Emergency Contact: Not Provided
Emergency Phone: Not Provided

General Information
Level: Undergrad
Status: Active
Residency: International
Last Term Attended: None

GRADUATION INFORMATION

CURRICULUM, CREDIT & GRA


Primary	Secondary	Credits & GPA
Diocese:		Opiung
Level:		Undergrad
College:		School Trades, Tech & Design
Major:		Graphic Design
Catalog Term:		Winter 2024

REGISTERED COURSES

Course Title	Details	CRN	Credits	Registration Status	Instructor
Advertising and Art Direction	VCDP 2320 U4	60723	3	**Registered**	Janet McDevitt
UI/UX Strategy	VCDP 2350 U4	60726	3	**Registered**	Jonathan Jon Bartalos
Graphic Design Opener Y1.2	GENR 0800 U4	60728	0	**Registered**	Not assigned
Web Development 2	VCDP 2460 U4	60751	3	**Registered**	Jonathan Jon Bartalos
Wordpress 2	VCDP 2440 U4	60752	3	**Registered**	Dave Svard
Digital Image 2	VCDP 2312 U4	60752	3	**Registered**	Jason LaChene
Studio Fundamentals	VCDP 2325 U4	60753	5	**Registered**	Ashley Spitz
Packaging Design	VCDP 2470 U4	60774	3	**Registered**	Anne Erbent

Total Credits | Registered Credits: 23 | Billing Hours: 23 | CEU Hours: 0

Term: Winter 2024 01/01/2024 - 0... ▼

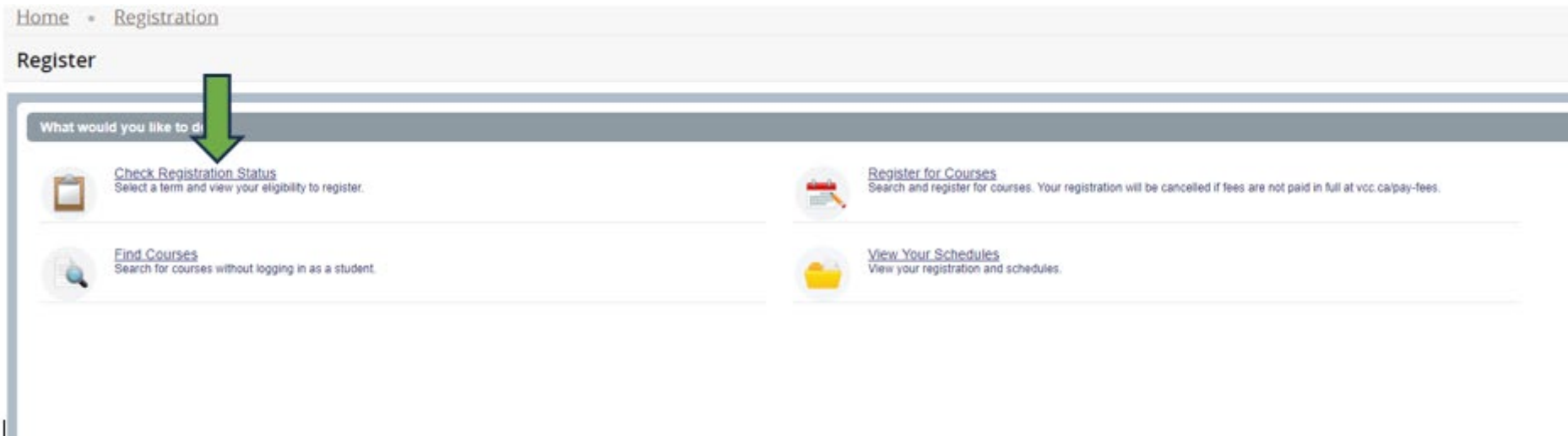
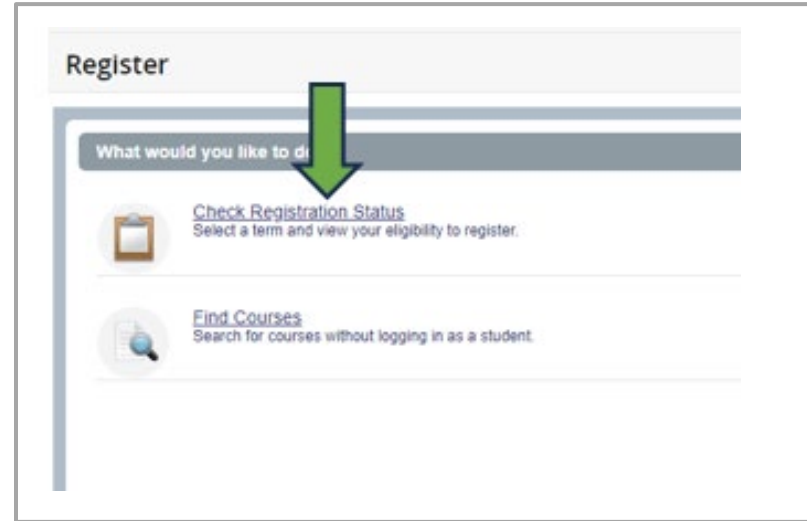


Registration Student Online

- Curriculum and Courses
- Prior Education and Testing
- Additional Links
- Register for Classes and View Schedule**
- Pay Fees / Installments
- Request Official Transcript
- View Unofficial Transcript
- Update Personal Information
- View Current Application(s)
- Financial Aid
- My Tax Forms (T2202)
- Update SIN for T2202

Register Page

- Select 'Check Registration Status'
 - **TIP:** Always check your registration status first!

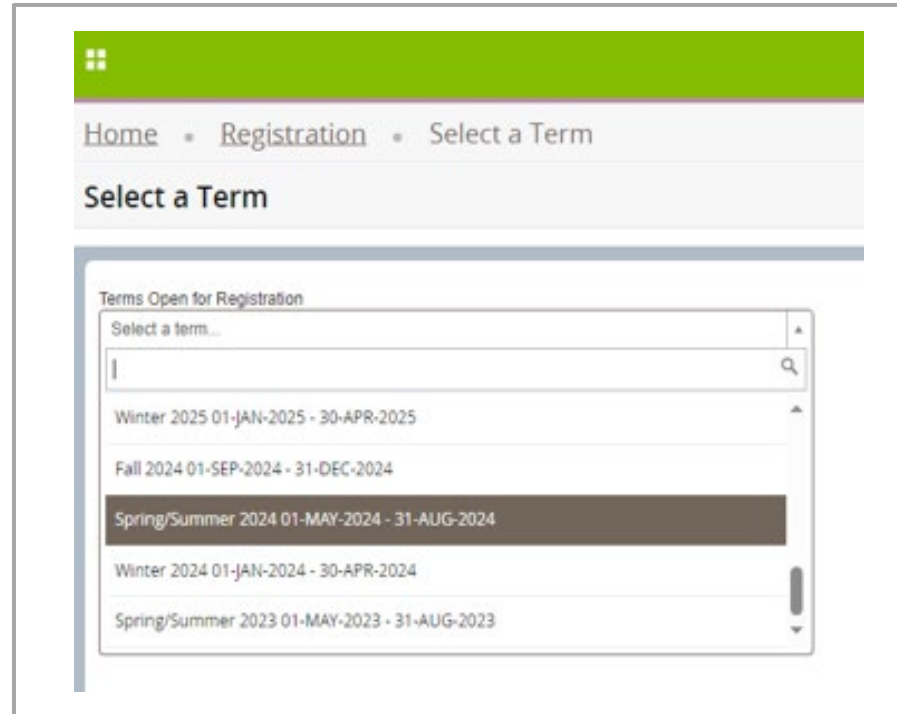


Select a Term

- Select the term you want to register in.

Term Definitions:

- Winter: January 1 - April 30
- Spring/Summer: May 1 - August 31
- Fall: September 1 - December 31



Check Registration Status

- ▶ Check your registration status before registering.
 - Student Status must say “permits registration”
 - Academic Status must say “permits registration”
 - Hold Status must say “no holds which prevent registration”
 - If you have a hold that prevents registration, contact admissions@vcc.ca
 - Check your Primary Curriculum to ensure your major (program) is correct

Registration Status

Registration Status

Term: Fall 2024

- ✔ Your Student Status permits registration.
- ✔ Your academic status permits registration.
- ✔ You have no holds which prevent registration.

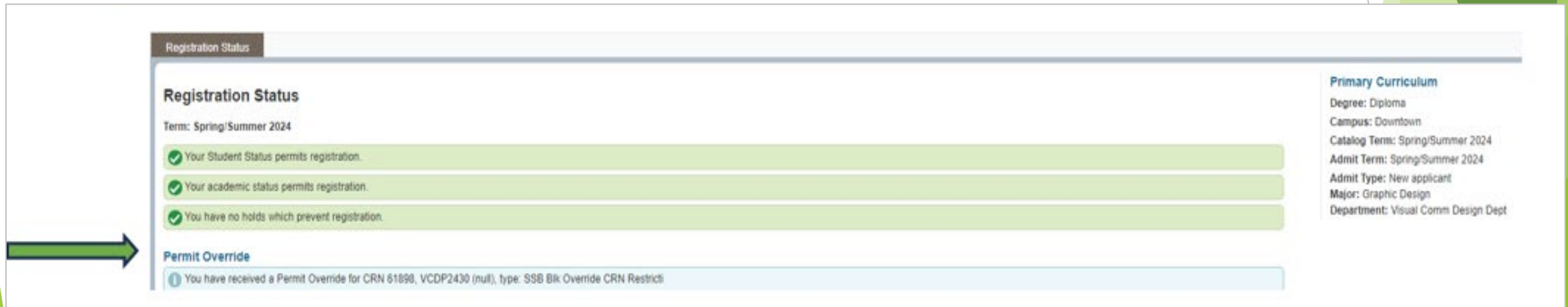
Primary Curriculum

Degree: Baccalaureate Degree
Campus: Broadway
Catalog Term: Fall 2021
Admit Term: Spring/Summer 2015
Major: Bachelor of Science in Nursing
Department: Bach of Science & Nursing Dept

Check Registration Status

▶ Check for Permit Overrides

- ▶ This section only appears if you have been given permission to register in a specific course.
- ▶ If the Permit Override section shows a CRN (course registration number), write it down or copy it. You will need it to register.



The screenshot displays a web interface for checking registration status. It features a 'Registration Status' section with three green bars indicating successful checks: 'Your Student Status permits registration.', 'Your academic status permits registration.', and 'You have no holds which prevent registration.'. Below this is a 'Permit Override' section with a blue bar containing an information icon and the text: 'You have received a Permit Override for CRN 61899, VCDP2430 (null), type: SSB Blk Override CRN Restricti'. To the right, a 'Primary Curriculum' section lists details: Degree: Diploma, Campus: Downtown, Catalog Term: Spring/Summer 2024, Admit Term: Spring/Summer 2024, Admit Type: New applicant, Major: Graphic Design, and Department: Visual Comm Design Dept. A green arrow on the left points to the 'Permit Override' section.

Registration Status

Term: Spring/Summer 2024

- ✔ Your Student Status permits registration.
- ✔ Your academic status permits registration.
- ✔ You have no holds which prevent registration.

Permit Override

ℹ You have received a Permit Override for CRN 61899, VCDP2430 (null), type: SSB Blk Override CRN Restricti

Primary Curriculum

Degree: Diploma
Campus: Downtown
Catalog Term: Spring/Summer 2024
Admit Term: Spring/Summer 2024
Admit Type: New applicant
Major: Graphic Design
Department: Visual Comm Design Dept

Go to Register for Courses

1. Select 'Registration' at the top of the screen



[Home](#) • [Registration](#) • [Select a Term](#) • [Check Registration Status](#)

Check Registration Status

Registration Status

Registration Status

Term: Fall 2024

✓ Your Student Status permits registration.

✓ Your academic status permits registration.

✓ You have no holds which prevent registration.

2. Select 'Register for Courses'



[Register for Courses](#)
Search and register for courses.

Register for Courses

1. Select a term

- ▶ The term you selected earlier should show.
- ▶ If not, select your term
- ▶ Press Continue

[Home](#) • [Registration](#) • [Select a Term](#)

Select a Term

Terms Open for Registration

Fall 2024 01-SEP-2024 - 31-DEC-2024

Continue

2. Choose a registration tab

- ▶ **Find Classes:** Use this if you don't know your CRNs (Course Reference Number).
- ▶ **Enter CRNs:** Use this if you know your CRNs.
- ▶ **Block:** This tab only shows if you have been pre-assigned a Block to register in.

Register for Courses

Find Classes

Enter CRNs

Blocks

Schedule and Options

Enter Your Search Criteria

Term: Spring/Summer 2024

Register on the 'Enter CRN' Tab

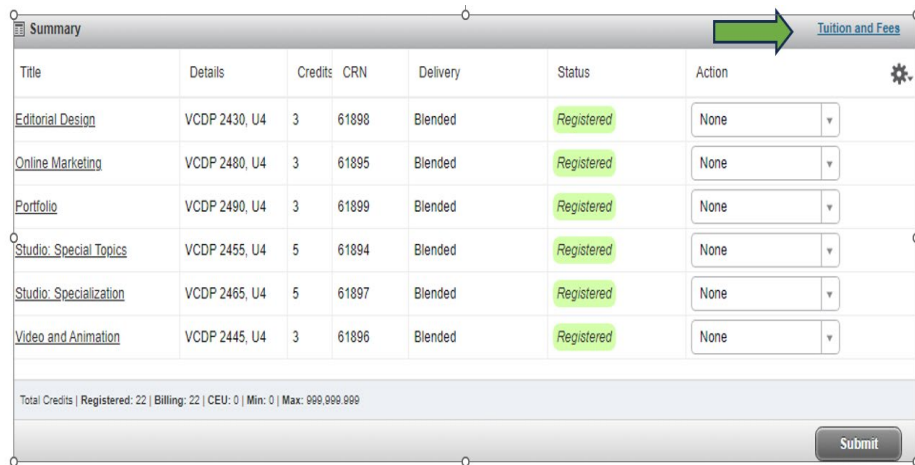
1. Click the 'Enter CRN' tab
2. Enter the CRN(s) you want to register in.
3. Click 'Add to Summary'
4. See your pending course status
5. See your pending schedule (grey)
6. If you are satisfied with your schedule, click 'Submit'
7. See your registered course status
8. See your registered schedule (in colour)

The screenshot shows the 'Register for Courses' interface. At the top, the 'Enter CRN' tab is selected, indicated by callout 1. Below it, the 'Enter Course Reference Numbers (CRNs) to Register' section has a text input field containing '11421' and a dropdown menu showing 'LINC 2 Full Time LINC 0001, B', with callout 2 pointing to the input field. A button labeled 'Add to Summary' is highlighted with callout 3. Below this, the 'Summary' table lists courses with their status. Callout 4 points to the 'Status' column, which shows 'Pending' for the first course and 'Registered' for the others. Callout 5 points to the 'Class Schedule for Spring/Summer 2024' section, which shows a grid with greyed-out slots for pending courses and colored slots for registered courses. Callout 6 points to the 'Submit' button at the bottom right. Callout 7 points to the 'Registered' status in the summary table, and callout 8 points to the colored schedule slots.

Title	Details	Credits	CRN	Delivery	Status	Action
LINC 2 Int Title	LINC 0001, B	0	11421	In Person	Pending	"Add Registered"
Editorial Design	VODP 2430, U4	3	11858	Blended	Registered	None
Online Marketing	VODP 2480, U4	3	11859	Blended	Registered	None
Fastlane	VODP 2490, U4	3	11860	Blended	Registered	None
Studio: Digital Trends	VODP 2450, U4	5	11894		Registered	None
Studio: Specialization	VODP 2450, U4	5	11897		Registered	None
Video and Animation	VODP 2445, U4	3	11896		Registered	None

View your Tuition and Fees

- Select 'Tuition and Fees' in the top corner of your registration summary

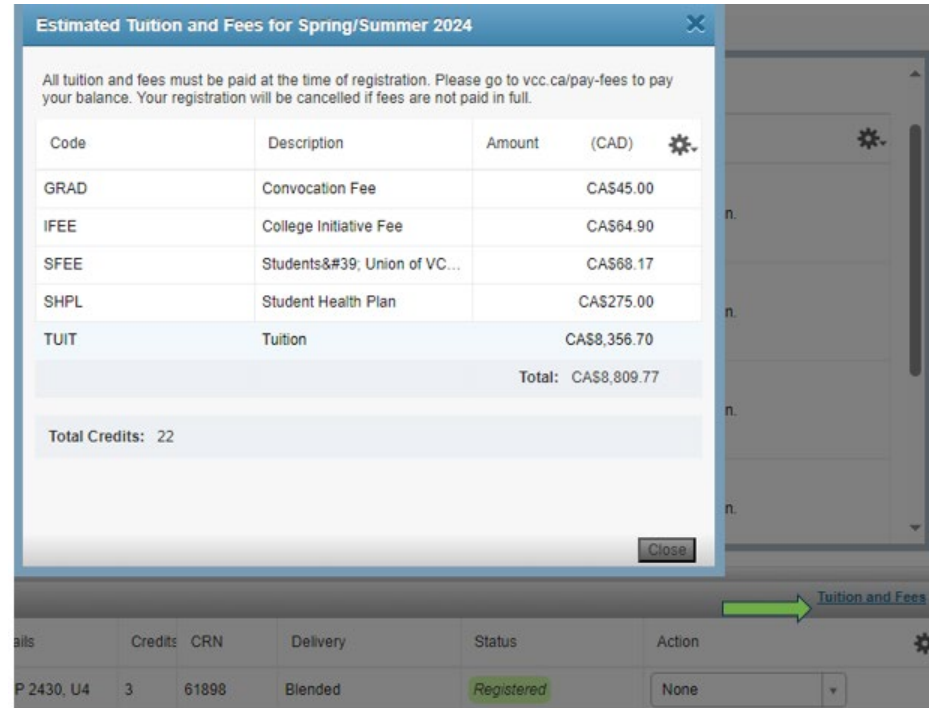


The image shows a registration summary table with a 'Tuition and Fees' link in the top right corner, indicated by a green arrow. The table lists several courses with their details, credits, CRN, delivery mode, status, and action options.

Title	Details	Credits	CRN	Delivery	Status	Action
Editorial Design	VCDP 2430, U4	3	61898	Blended	Registered	None
Online Marketing	VCDP 2480, U4	3	61895	Blended	Registered	None
Portfolio	VCDP 2490, U4	3	61899	Blended	Registered	None
Studio: Special Topics	VCDP 2455, U4	5	61894	Blended	Registered	None
Studio: Specialization	VCDP 2465, U4	5	61897	Blended	Registered	None
Video and Animation	VCDP 2445, U4	3	61896	Blended	Registered	None

Total Credits | Registered: 22 | Billing: 22 | CEU: 0 | Min: 0 | Max: 999,999,999

Submit



The image shows a pop-up window titled 'Estimated Tuition and Fees for Spring/Summer 2024'. It contains a table of fees and a total amount. A green arrow points to the 'Tuition and Fees' link in the background registration summary.

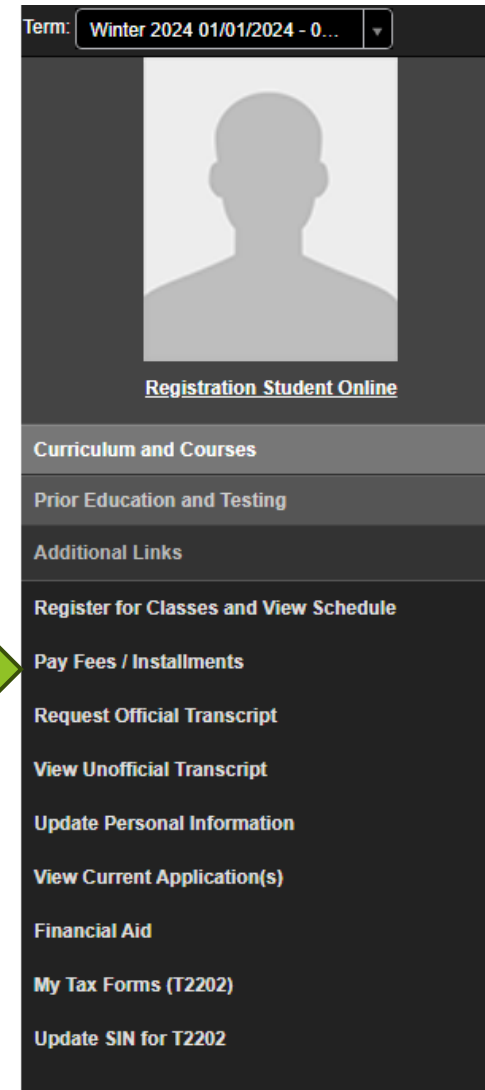
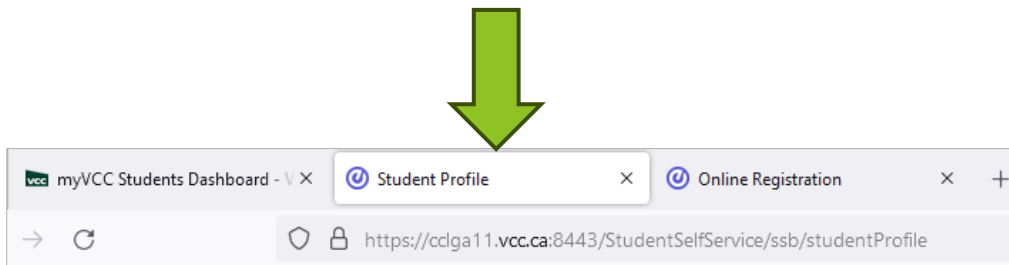
Code	Description	Amount (CAD)
GRAD	Convocation Fee	CAS45.00
IFEE	College Initiative Fee	CAS64.90
SFEE	Students' Union of VC...	CAS68.17
SHPL	Student Health Plan	CAS275.00
TUIT	Tuition	CAS8,356.70
		Total: CAS8,809.77

Total Credits: 22

Close

How to Pay Fees, Check Balance, or See Fee Details

- Go to Student Profile
 - Click the open tab at the top of your web browser
- Select 'Pay Fees/Installments'



How to Pay Fees

- **Optional:** To see fee details, click 'Select Term'

Account Detail for Term

Holds

Pay Now



- Click 'Pay Now'

Payment ×

Select the term you would like to submit payment for. ... ▼

Terms	Net term balance
<input type="radio"/> Winter 2025	CA\$0.00
<input type="radio"/> Fall 2024	CA\$0.00
<input checked="" type="radio"/> Spring/Summer 2024	8,809.77
<input type="radio"/> Spring 2024	CA\$0.00
<input type="radio"/> Winter 2024	CA\$9,814.79
<input type="radio"/> Fall 2023	CA\$0.00
<input type="radio"/> Spring/Summer 2023	CA\$0.00
<input type="radio"/> Spring 2023	CA\$0.00

Amount payable: CA\$8,809.77

Pay Now



- Select your term



- Click 'Pay Now'

- **Note:** If you are using Microsoft Edge, you will need to log in again with your student number and password

How to Pay Fees

You will see this message. It is not an error message!

- **Option 1:** Select 'Click here' to pay by Flywire and pay a 2.5% fee, or
- **Option 2:** Pay using your online bank account. Add Vancouver Community College as a 'Payee' and use your VCC student ID number as the 'account number.'

Error



Credit card payments in myVCC is coming soon! For now, you may pay through these platforms, or **see other payment options.**

Domestic Students: [Click here to pay on Flywire](#) (note: Flywire charges a 2.5% convenience fee).

International Students: [Click here to pay on Flywire.](#)

The convenience fee is charged by the merchant to cover their cost of processing - VCC does not receive any portion of the 2.5% fee.