Online Term Course Registration – Selecting your Courses

How to Self-Register through WebAdvisor via HUB
Checklist Before You Begin Registration

- Please ensure your HUB and WebAdvisor account is working before your scheduled registration dates open. You will access WebAdvisor via your HUB account. Information on how to retrieve your credentials were emailed to your RRC Student Email account (username@academic.rrc.ca) as well as your personal email account provided to the College during your application process.

- Self-registration dates vary by program. Please review communications sent to your RRC Student email account (name@academic.rrc.ca) to confirm your registration dates.

- Review the Timetable options posted on your program team site prior to your registration date and have your preferred course selections ready when registrations open. We strongly recommend you have a first and second choice ready, in the event your first choice is full).

- Ensure that you do not have an outstanding account as this will prevent you from making your course selection(s).

- Please follow the “How to Register” instructions (included in this slide deck) to ensure a successful self-registration experience.
Things **NOT** to do:

- Please do **NOT** open multiple sessions of WebAdvisor as this may slow down the processing.
- Please do **NOT** close your browser until you are completely finished as this may also slow down the processing.
Troubleshooting

If you are experiencing difficulty with your account, please contact the Student Services Centre by phone:

• 204-632-2327 or
• toll free 1-800-903-7707 (and then press 0) before your registration date.

You can also visit one of the Student Service Centres. Visit rrc.ca/studentservicecentres for Student Service Centre hours and locations.
How to Register

Step 1 – Logging into HUB

Go to www.rrc.ca, click on Login
Step 1…Continued

Use your RRC login credentials to log into HUB (screen 1. on right)

Once you have logged in you will see the Welcome message (screen 2. on right)

😊 Friendly reminder – information on how to retrieve your login credentials have been sent to your RRC Student Email account (username@academic.rrc.ca) or click on the “Retrieve or claim your account” link on this login page to retrieve your login credentials.
Step 1…Continued

Under the Applications category, locate the WebAdvisor link.

You can also search “WebAdvisor” in the Launchpad search box located at the top of the page.
WebAdvisor will Open. On the main page click on the “Students” icon.

Please note that information displayed on the following pages is sample information only and may display differently depending on your program of study.
Under the Registration category select “Register for Sections – Full Time Programs Only”
Step 2: Continued

Complete only the following fields:

1. **Term** – choose the term you are registering into – eg. FT2019FA

2. **Location**
   - If you are taking your program at the Notre Dame Campus, select Notre Dame Campus
   - If you are taking your program at the Exchange District Campus, select Roblin Centre (Prev. PSC)

3. **Course Level** – First Year, Term One

Click **SUBMIT**
Step 2: Continued
Click each box to choose your courses for the term. Ensure that the course you select is part of your program.¹

Click SUBMIT

Please note that if you select a course that is not part of your program of study you will receive an error message and you will have to select another course. Please refer to your timetable information posted on your program team site.

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¹ Please check the college website (www.mcc.ca) for course prerequisites to ensure you are currently enrolled in or have successfully completed all course prerequisites before selecting your sections below. You will be removed from sections for which course prerequisites have not been met.

Notice for Certificates in Adult Education (CGE) students only: Please register for a maximum of two courses in this registration period (e.g., Fall registration period, Winter 1 & Winter 2 registration period, Spring & Summer registration period). Additional courses will be dropped from your schedule.

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<th>Term</th>
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<th>Program</th>
<th>Section Name and Title</th>
<th>Available/Capacity</th>
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Information posted on your program team site.
Step 2: Continued

In the ACTION column choose Register from drop down box beside each of the courses you are registering into.

Click SUBMIT

After you click submit you will receive a generic registration confirmation. Approximately 5 business days following your registration, your Student Records Officer will email you a more detailed registration confirmation.
Review and confirm your registrations then at the bottom of the page, click **OK** to exit and return to the Main Menu.
Step 3: Confirming Your Registrations
On Your Webadvisor Account

While in WebAdvisor under “Academic Profile” category select “Course List by Term”.
Step 3: Continued

From the Term drop down box choose the term you want to view your registered courses for. Click **SUBMIT**

The screen to the right will open with your registration information.
Congratulations you have Registered!
What's Next

1. **CONFIRMATION EMAIL**: Approximately 5 business days after you have submitted your registration, a confirmation email will be sent to your RRC Student Email account.

2. **REGISTRATION STATEMENT AND PAYMENT**: Your Registration Statement that lists your courses, the fees you have been assessed, and your balance owing can be viewed and payments made online at [selfserve.rrc.ca](http://selfserve.rrc.ca) using the same login credentials used for your HUB account. You must go to your [selfserve.rrc.ca](http://selfserve.rrc.ca) account to access this information and payment must be made by the payment due date to ensure you are not assessed late fees. When making deposit and tuition payments with a credit card, a non-refundable 1.75% user fee will be added at the time of payment.
3. **WITHDRAWAL**: Should you choose to withdraw from your program, which includes not returning for the Fall (F2019FA) term, you must submit a completed [Withdrawal Form for Students in Full Time Programs](https://rrc.ca/forms) found at [rrc.ca/forms](https://rrc.ca/forms). You are responsible for all fees up to the date the Withdrawal Form is received in the Student Service Centre. Your withdrawal date will determine your eligibility for reduction in fees owing. If you do not submit this form and choose not to attend you will be responsible for payment of all program/student fees and will also receive a grade of ‘F’ for all courses. Please see the “Withdrawal from Studies” and “Refund” sections within the [Important Student Information Document](https://rrc.ca/forms). If you are receiving sponsorship from a third party and if you did not receive the funding, you are responsible for withdrawing from the program.
Troubleshooting Error Messages

Register and Drop Sections

The records for student are being updated by another process. Please try again later.

RRC staff are accessing your record. Please try again or contact your Student Records Officer immediately.

You are trying to register outside of pre-determined registration period. Please check your Program Registration Instruction Email for correct dates.

You are trying to register for a course that is not part of your program. Please go back and check to make sure that you are only choosing courses or timetables that are part of your program.
Troubleshooting Error Messages

You are trying to register for a course that has a pre-requisite. Please ensure you register for the pre-requisite course.

You are trying to drop a course outside of drop period. Students may only drop courses prior to or within 5 days of program start date.

You are trying to register before your scheduled registration period opens. Please leave your course(s) selected and submit again during your scheduled registration period.

You are trying to register after your scheduled registration period. Please contact your Academic Coordinator for assistance.