

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/studentsservicecentres for Student Service Centre hours and locations.

How to Register

Step 1 – Logging into HUB

Go to www.rrc.ca, click on Login



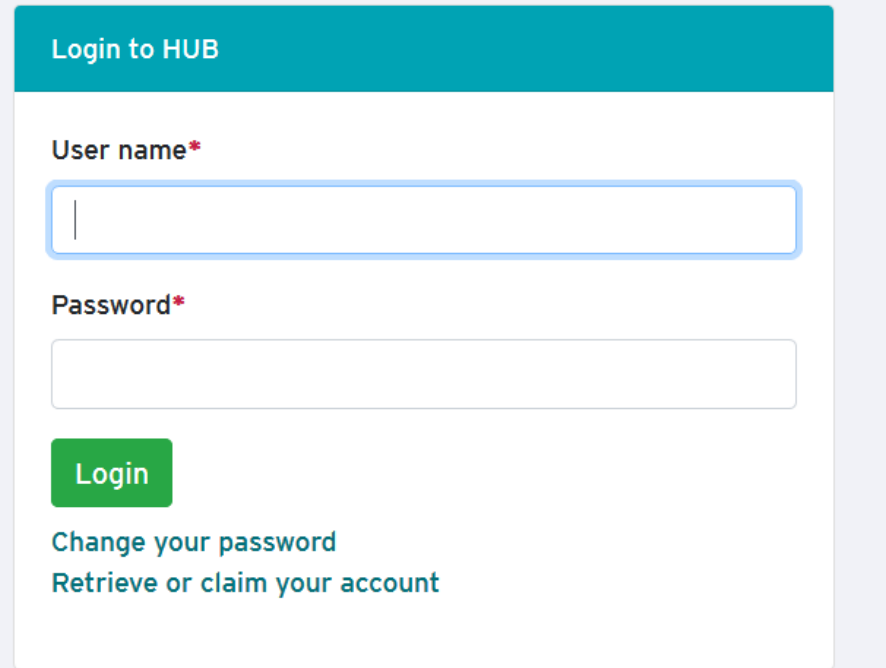
Step 1...Continued

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.

1.



Login to HUB

User name*

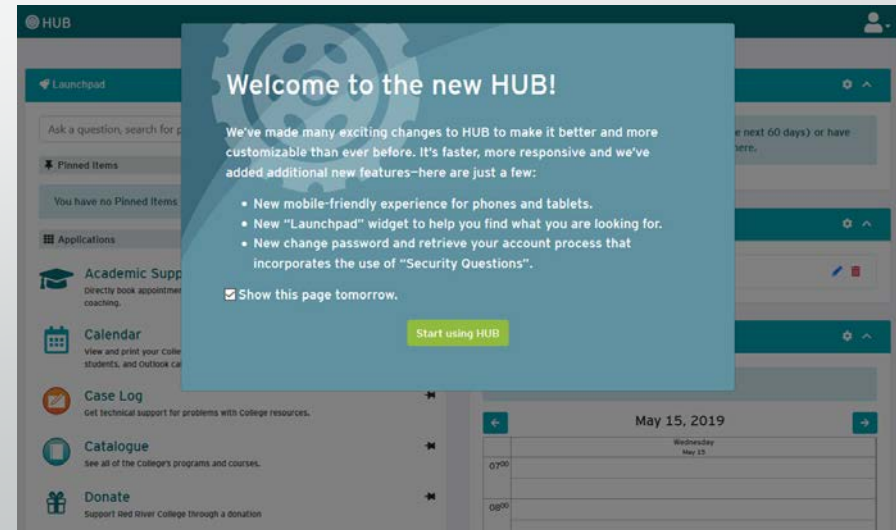
Password*

Login

[Change your password](#)

[Retrieve or claim your account](#)

2.



HUB

Welcome to the new HUB!

We've made many exciting changes to HUB to make it better and more customizable than ever before. It's faster, more responsive and we've added additional new features—here are just a few:

- New mobile-friendly experience for phones and tablets.
- New “Launchpad” widget to help you find what you are looking for.
- New change password and retrieve your account process that incorporates the use of “Security Questions”.

Show this page tomorrow.

Start using HUB

May 15, 2019

Wednesday
May 15

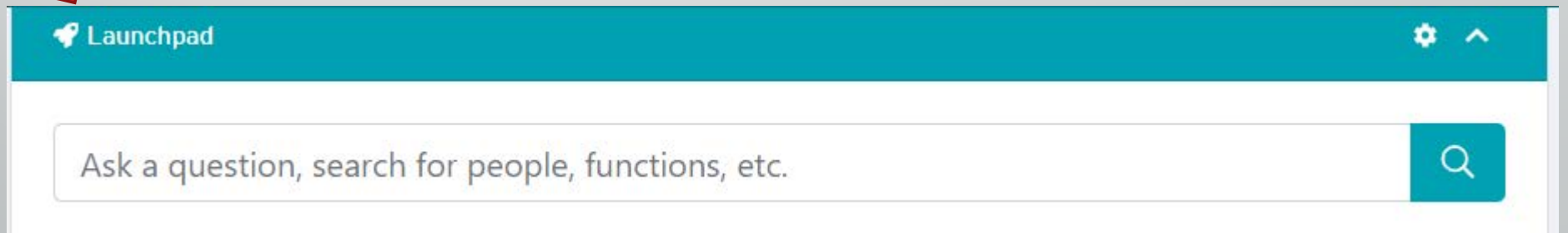
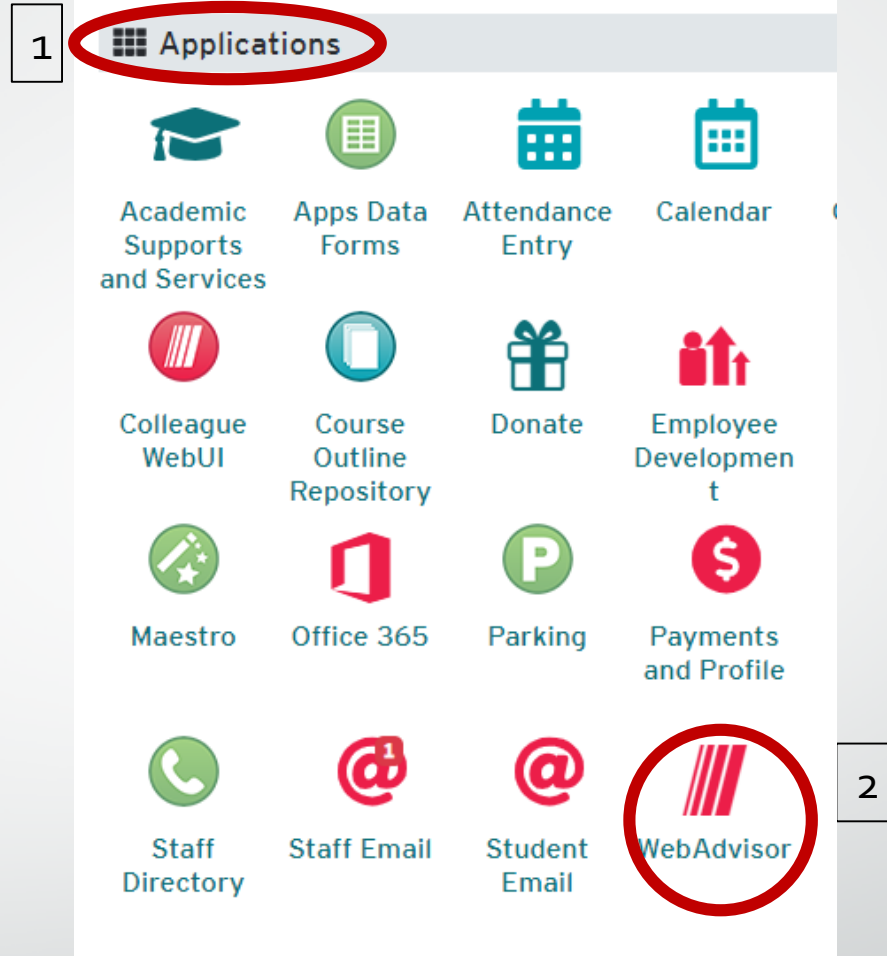
07:00

08:00

Step 1...Continued

Under the **Applications**¹ category
Locate the **WebAdvisor**² link.

You can also search **“WebAdvisor”** in the **Launchpad** search box located at the top of the page.



Step 2: Registering for Your Courses

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.

CHANGE PASSWORD | LOG OUT | MAIN MENU | CONTACT US

RED RIVER COLLEGE

Welcome to WebAdvisor

If you have forgotten your account/login Id or your password , click on [RRC User Account](#).
Continuing and distance education students, click on [Continuing, Distance and Regional Campuses](#) to register for your course.
Answers to other common account questions may be found in the [Student Online Accounts FAQs](#).

Welcome

WebAdvisor is an online service providing the College community secure access to personal and college related information.

Scheduled maintenance on WebAdvisor occurs every Friday between 5-7 pm.
WebAdvisor may not be available during this period.

Links

[RRC User Account](#)

Navigation Grid:

- Continuing - Distance - Regional
- Prospective Students
- Students**
- Faculty
- Employees
- Vendors

Step 2: Continued

Under the **Registration** category select “**Register for Sections – Full Time Programs Only**”

Current Students - WebAdvisor for Students Menu

The following links may display confidential information.

User Account	Communication
RRC User Account	My Documents
Address Change	Academic Email - Our Communication With You
Financial Info for Students	Registration
View Account and Make Payments	Register for Sections - Full Time Programs Only
View My T4A Information	Course Catalogue (to register and pay online)
Bank Information (U.S.)	Academic Profile
Bank Information (Canadian)	My educational plan
T2202A Information	Course List by Term
Financial Aid	My profile
Financial aid status by year	Grades, My Timetable, Case Log, Parking, HUB
Financial aid status by term	
Financial aid award letter	
Financial aid loan application	

Step 2: Continued

Complete only the following fields:

- 1. Term** – choose the term you are registering into – eg. FT2019FA
- 2. Location**
 - If your 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**

Register for Sections - Full Time Programs Only

Please fill out Term, ONE Course Level and Location ONLY and press 'SUBMIT'.

* = Required

1 Term* FT2019 FA Fall Term Location* Roblin Centre (Prev. PSC) 2

Course Level	Subject	Course Number	Section
First Year Term One			

Description

SUBMIT

Step 2: Continued

Click each box to choose your courses for the term. Ensure that 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.

Section Selection Results

Please check the college website (www.mrc.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 Certificate in Adult Education (CAE) 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.

Sort Order: TERM Term, Section Name

Status	Program	Section Name and Title	Meeting Information	Available/ Capacity	Credits
<input type="checkbox"/>	Open	BUSGF Business Information Tech ACCT-1065-FTE01 (184820) Financial Accounting for IT			4.00
<input type="checkbox"/>	Open	BUSGF Business Information Tech ACCT-1065-FTE02 (184821) Financial Accounting for IT			4.00
<input type="checkbox"/>	Open	BUSGF Business Information Tech ACCT-1065-FTE03 (184822) Financial Accounting for IT			4.00
<input type="checkbox"/>	Open	BUSGF Business Information Tech ACCT-1065-FTE04 (184823) Financial Accounting for IT			4.00
<input type="checkbox"/>	Open	BUSAF Business Administration-FT ACCT-1971-FTE01 (183889) Financial Accounting 1		35 / 35	4.00
<input type="checkbox"/>	Open	BUSAF Business Administration-FT ACCT-1971-FTE02 (183891) Financial Accounting 1		35 / 35	4.00
<input type="checkbox"/>	Open	BUSAF Business Administration-FT ACCT-1971-FTE03 (183893) Financial Accounting 1		35 / 35	4.00
<input type="checkbox"/>	Open	BUSAF Business Administration-FT ACCT-1971-FTE04 (183894) Financial Accounting 1		35 / 35	4.00
<input type="checkbox"/>	Open	BUSAF Business Administration-FT ACCT-1971-FTE05 (183895) Financial Accounting 1		35 / 35	4.00
<input type="checkbox"/>	Open	BUSAF Business Administration-FT ACCT-1971-FTE06 (183896) Financial Accounting 1		35 / 35	4.00
<input type="checkbox"/>	Open	BUSAF Business Administration-FT ACCT-1971-FTE07 (183897) Financial Accounting 1		35 / 35	4.00

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.

IMPORTANT: All new registrations and drops will be finalized when you click submit. You will be provided with a receipt of your actions.

Current Students Welcome

Register and Drop Sections

Once you have pressed "submit" you are registered for classes. Fees are due the first day of the term. Your balance owing can be viewed and payments made online via your [WebAdvisor](#) account.

Should you choose to withdraw from your program, you must submit a completed [Withdrawal Form For Full-Time Programs](#). You will be responsible for all fees up to the date the Withdrawal Form is received in the Student Service Centre. For financial information and refund policies go to: www.rrc.ca/financial

Name _____

Action for ALL Pref. Sections (or choose below)

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
<input type="button" value="Register"/>	FT 2014 Fall Term	PSYC-1002-FTN01 (108511) Psychology		2014/08/25- 2014/11/14	To be Announced		3.00	

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>								

You are not currently registered for any sections.

If one of my choices is not available

Step 2: Continued

Review and confirm your registrations then at the bottom of the page, click **OK** to exit and return to the Main Menu

Current Students Welcome

Registration Results

[RRC Portal](#) contains important student information, links and College announcements. Ensure you read [Important Student Information](#) carefully.

RRC provides an email account to students. [RRC MailSite](#) is the official method of email communication between Enrolment Services and students. Please ensure you check your MailSite account on a regular basis as information relating to your registration, fees, convocation, etc. will only be sent to your MailSite account.

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
FT 2014 FA Fall Term	Registered		PSYC-1002-FTND1 (108511) Psychology		2014/08/25 - 2014/11/14	To be Announced	3.00	


Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
FT 2014 FA Fall Term		PSYC-1002-FTND1 (108511) Psychology		2014/08/25 - 2014/11/14	To be Announced	3.00	

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
You are not currently waitlisted in any courses.							

OK



Step 3: Confirming Your Registrations On Your Webadvisor Account

While in WebAdvisor under “Academic Profile” category select “Course List by Term” .

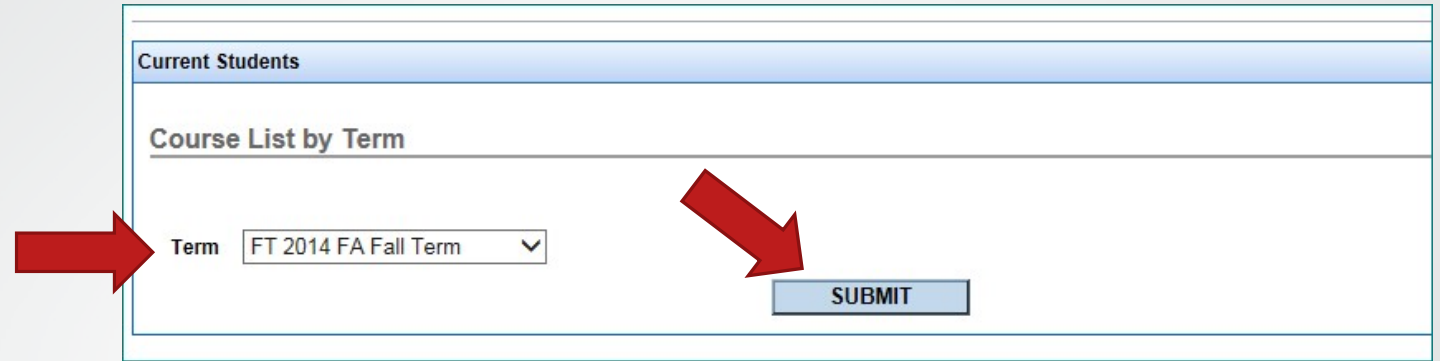
Current Students - WebAdvisor for Students Menu

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Financial aid loan application	

Step 3: Continued

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

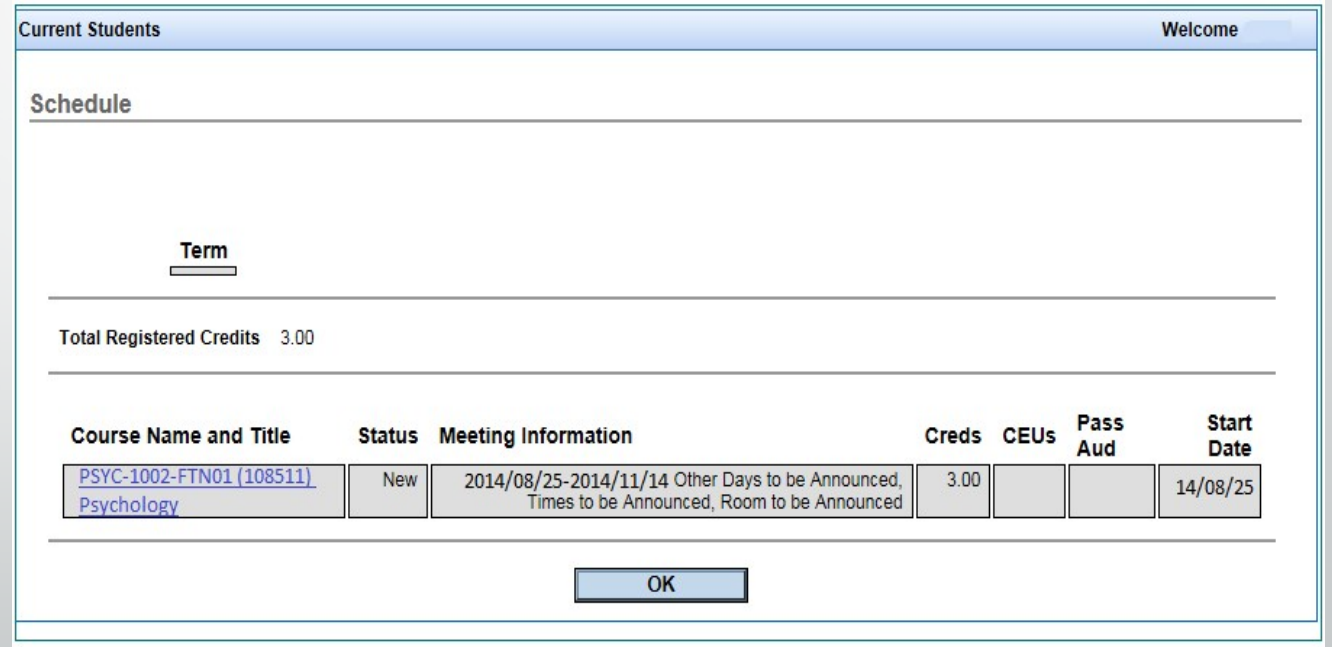


Current Students

Course List by Term

Term

The screen to the right will open with your registration information.



Current Students Welcome

Schedule

Term

Total Registered Credits 3.00

Course Name and Title	Status	Meeting Information	Creds	CEUs	Pass Aud	Start Date
PSYC-1002-FTN01 (108511) Psychology	New	2014/08/25-2014/11/14 Other Days to be Announced, Times to be Announced, Room to be Announced	3.00			14/08/25



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 using the same login credentials used for your HUB account. You must go to your 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.

What's Next ...Continued

- 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](#) found at 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](#). 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.

Register and Drop Sections

⚠ MATH-1071-FTE03 - You can't place MATH-1071-FTE03 on the schedule at this time
Once you have pressed "submit" you are registered for classes. Fees are due the first day of the term. Your balance owing can be viewed and payments made online via your [WebAdvisor](#) account.

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

Register and Drop Sections

⚠ SECU-1011-FTE02 - You are not registered into the INFEF program.
⚠ SECU-1011-FTE02 - SECU-1011-FTE02: Failed Section registration restriction rules.

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

Register and Drop Sections

⚠️ AUTO-1200-FTN01 - Existing registration in AUTO-1203-FTN01 conflicts with drop of AUTO-1200-FTN01. AUTO-1203-FTN01 requires registration in AUTO-1200-FTN01

Once you have pressed "submit" you are registered for classes. Fees are due the first day of the term. Your balance owing can be viewed and payments made online via your [WebAdvisor](#) account.

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

Register and Drop Sections

⚠️ SECU-1006-FTE04 - You do not have permission to remove courses during the reg period

Once you have pressed "submit" you are registered for classes. Fees are due the first day of the term. Your balance owing can be viewed and payments made online via your [WebAdvisor](#) account.

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.

⚠️ ADEV-1008-FTE02 - Student is not allowed to register before 09:00AM on 19/07/29.

Once you have pressed "submit" you are registered for classes. Fees are due the first day of the term. Your balance owing can be viewed and payments made online through your student [Self-Service](#) account.

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.

⚠️ ADEV-1008-FTE02 - Student is not allowed to register after 11:59PM on 19/06/23.

Once you have pressed "submit" you are registered for classes. Fees are due the first day of the term. Your balance owing can be viewed and payments made online through your student [Self-Service](#) account.

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