Online Registration Guide
WINTER 2016

Selkirk College
selkirk.ca
FAQ’S

IS THE EXTENDED HEALTH AND DENTAL PLAN RUN BY SELKIRK COLLEGE?
The Extended Health and Dental Plan is run by the Selkirk College Students’ Union for students registered in 60% of a full-time course load. Students will automatically be enrolled and charged a fee for this plan. For information contact: healthanddental@selkirkstudents.ca or call 250.365.1262.

WHEN IS TUITION DUE?
All student fees are due prior to the start of classes. Please see “Important Dates” in the College calendar or online at: selkirk.ca/admissions/enrolment-services/important-dates.

HOW CAN I PAY MY TUITION?
Fees may be paid online through your bank, via your Selkirk College online record using a credit card, by contacting your campus cashier at 1.888.953.1133 ext 21297 (Castlegar), 1.866.301.6601 ext 13244 (Nelson) or in person at any Selkirk College campus.

DOES SELKIRK COLLEGE INVOICE FOR TUITION?
Students are responsible to go to their student record online at selkirk.ca/current-students and check their accounts by clicking on “Student Records & Online Registration” and then “Access Student Record”.

HOW DO I REQUEST ADVANCE (TRANSFER) CREDIT?
At least two weeks prior to the start of classes you need to contact the Records office and get an Advance Credit form. Complete and return it along with an official transcript and course outlines, if required, from the institution you wish advance (transfer) credit.

CAN MY PARENTS ACCESS INFORMATION ABOUT ME AT SELKIRK COLLEGE?
It is against the Freedom of Information and Protection of Privacy Act to release any information to anyone other than the student. However, you can fill out an Authorization of Release of Student Information form so that we can give information to your parents or guardian. The form is found at selkirk.ca/current-students under the “Information & Forms” section

WHEN IS THE VERY LAST DAY TO DROP A COURSE?
The last day to drop a course or change to an audit status is two thirds of the way through the course. Please see “Important Dates” in the College calendar or online at selkirk.ca/admissions/enrolment-services/important-dates.

ON-CAMPUS AND OFF-CAMPUS HOUSING
Information is located at: selkirk.ca/campus-services/campus-services/residence-services

EXTENDED HEALTH AND DENTAL PLAN
If you are registered in 60% of a full-time course load you will automatically be enrolled and charged $279.00 for the Selkirk College Students’ Union (SCSU) Health and Dental Plan. Students who have existing coverage may opt-out of the SCSU Extended Health and Dental Plan by providing proof of coverage. The deadline to opt-out or to add a dependent is January 31, 2016, for those students beginning their program between Jan. 1 & Jan. 23, 2016.

For more information please contact the Health and Dental Coordinator at healthanddental@selkirkstudents.ca or call 250.365.1262.

REGISTRATION HELP

STEP 1: COURSE SELECTION ASSISTANCE

Selkirk College counsellors are available to help you plan your course selection for the winter semester. The college counsellors can provide you with assistance and information on the following:

- Course selection for various educational and career goals.
- Course transferability.
- University requirements.
- Registration procedures.
- Course timetabling for the semester.
- Workload considerations.
- Tuition, fees, and general financial aid eligibility requirements.
- Adding and dropping courses, course withdrawal deadlines, grading systems and implications for university transfer.
- Career planning.
- Other concerns.

If course selection is complete, continue to Step 2.

COLLEGE READINESS TOOL (CRT)
The College Readiness Tool (CRT) is an assessment of English and Math. All students applying to Selkirk College are required to take the CRT. The CRT provides a basis for advising students on appropriate program or course choices, thereby increasing your chances of success.

The CRT is offered at the Castlegar, Nelson, and Trail campuses. For those students who live outside the area, a distance option is available.

Register for the CRT online at: selkirk.ca/services/crt
STEP 2: SEAT DEPOSIT
To reserve your seat, a non-refundable seat deposit is required prior to registration as outlined in your Letter of Acceptance.

Deposits may be paid via your online student record using a credit card, online through your bank, by contacting your campus cashier at 1.888.953.1133 ext 21297 (Castlegar), 1.866.301.6601 ext 31244 (Nelson), or in person at any Selkirk College campus.

STEP 3: HOW TO REGISTER
A. TO REGISTER ONLINE AT HOME
To register for your semester courses online, follow these steps:
1. Go to selkirk.ca.
2. Select Current student in the left hand menu.
3. In the “Student Records and Online Registration” section click on “Online Registration”. In the box enter your Student Number and PIN, then click on submit. (If this is your first time accessing your online student record, follow the on screen instructions to establish your PIN)
4. In your own student record click “Web Registration” from the left hand side of the page.
5. Read directions on the top half of the page carefully. Select the “Register” button beside the appropriate start date.
6. On the Add/Drop/Claim Courses page scroll down to the “Search Subject Area” and select your program/course from the drop down menu.
7a. University Arts & Sciences (UAS) students select one course at a time from the “Search Subject Area” and then “Search”. Tick the circle beside your course, seminar or lab (this selection will include all components for your course). Repeat this step for the rest of your courses. Refer to the Guide to Registration Terms on the next page.
7b. Program students select your program from the drop down menu in the “Search Subject Area” and then “Search”. Program students can use course sets to register (one click registers all semester courses).
8. If you do not wish to be on a wait list, click the box “Do not wait list”. If you wish to remove a course from your registration, click on the box “Clear”.
9. Once you have selected your courses, scroll down and click on “Submit Changes”. Click on “Course Schedule” to review your timetable.

NOTE: It is possible to set up your timetable before your official registration date by following steps one through seven below. Once you have selected your courses/program, click on “Save Plan”. This action does not register you in these courses, but will allow you to view your timetable. On or after your registration date (December 1) the “Save Plan” button will change to “Submit Changes”. Click on “Submit Changes” to complete your preselected registration.

B. If you do not have access to a computer at home, computers are available for students to register online at the Castlegar and Nelson Campuses.

GUIDE TO REGISTRATION TERMS
EXAMPLE:

1. Course
2. Intake
3. Instructor
4. Days
5. Time
6. Location

ANTH 110
W16C01
Barclay, L.
MW
From
11:30
To
12:50
C
MON
20

Selkirk College reserves the right to revise course schedules, room assignments and fees. To assist you in using the timetable, refer to the Selkirk College calendar.

1) COURSE: The abbreviations used in the course descriptions, e.g., ANTH (Anthropology), followed by the course number - 100. For a complete list of course abbreviations refer to the specific program web page at selkirk.ca/programs

2) INTAKE  W = Winter
16 = Year
C = Castlegar Campus
01 = Lecture section number. L1 refers to a lab section which is taken with a lecture section. S1 refers to a seminar section which is also taken with a lecture section, e.g., PSYC 100. Some courses such as CHEM 110 and CHEM 122 share common lab sections. C1 refers to Nursing clinical sections only. D1 refers to a distance education section. For distance education courses please contact the instructor before classes start.

3) INSTRUCTOR Name of the instructor assigned to teach a particular section. Instructor assignments are subject to change without notice.

4) DAYS M = Monday; T = Tuesday; W = Wednesday; R = Thursday; F = Friday; S = Saturday; N = Sunday

5) TIME All times refer to the 24 hour clock.

6) LOCATION C = Castlegar Campus
ADM = Administration Building
LLB = Bonnington Basement
BON = Bonnington Wing
KOK = Kokanee Wing
LAR = Lardeau Wing
MON = Monashee Wing
SEN = Sentinel Wing
VAL = Valhalla Wing

NEED HELP: For assistance with online registration please contact info@selkirk.ca or by phone at 250.365.1273.
HOW TO DROP A COURSE/PROGRAM

GUIDELINES

• Course changes can be submitted online up to January 3rd.
• As of January 4th, you must submit a Course Change Form to the Admissions Office. Forms are available at selkirk.ca/current-students or the campus Admissions Office.
• If you do not communicate the dropping of a course/program to the Admissions Office, this may result in a Did Not Withdraw (DNW) and NO tuition refund. Please note that a DNW can have a negative impact on your overall GPA (a DNW receives a Grade Point Value of 0.00).

Drop Policy – Refund of Tuition

<table>
<thead>
<tr>
<th>If you drop a course/program:</th>
<th>You get a tuition refund of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between January 4 &amp; 15, 2016</td>
<td>75%</td>
</tr>
<tr>
<td>Between January 16 &amp; 22, 2016</td>
<td>50%</td>
</tr>
<tr>
<td>After January 22, 2016</td>
<td>0%</td>
</tr>
</tbody>
</table>

Drop Policy – Transcript Note

<table>
<thead>
<tr>
<th>If you drop a course/program:</th>
<th>On your final transcript you will see:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between January 4 &amp; 22, 2016</td>
<td>Nothing</td>
</tr>
<tr>
<td>Between January 23 &amp; March 14, 2016</td>
<td>W = Withdrawed</td>
</tr>
<tr>
<td>March 14, 2016</td>
<td>DNW or F = Did Not Withdraw or Fail</td>
</tr>
<tr>
<td>Last day to withdraw or change to Audit</td>
<td></td>
</tr>
</tbody>
</table>

Note: Refunds are based on the date the completed Course Change Form is received in the Enrolment Office.

The Student Withdrawal and Refund Policy #8616 can be found here: http://policies.selkirk.ca/media/policesselkirkca/college/Policy-8616-Student-Withdrawals-and-Refunds-2015.08.17-final.docx.pdf

Step 4: TUITION PAYMENT

All tuition fees are due and payable prior to the first day of classes. Fees may be paid via your online student record using a credit card, online through your bank, by contacting your campus cashier at 1.888.953.1133 ext 21297 (Castlegar), 1.866.301.6601 ext 13244 (Nelson) or in person at any Selkirk College campus.

Step 5: FUTURE COMMUNICATION FROM THE REGISTRAR’S OFFICE

Please note that the Registrar’s Office will continue to communicate with you through the email address that you provided on your application form. To continue to receive important updates from the Registrar’s Office, please keep your contact information (email, phone number and mailing address) updated on your online student account.

EARLY ALERT

In the first few weeks of a new semester, there are always adjustments to make, and some students may find they experience greater challenges than others.

Early identification of issues and timely support may make all the difference to a student’s success in a program.

Early Alert is an online referral system that enables instructors to identify students who are facing challenges in their courses or programs. This should occur during the first five weeks of a semester.

Students referred to Early Alert will be contacted by email and invited to meet with a member of the Student Access and Support Department. The student will then be connected with appropriate support services or resources.

Early Alert is available for the first five weeks of the fall and winter semesters. At all other times, students will be referred directly to the appropriate services.

Contact earlyalert@selkirk.ca for more information.
SAINTS HOCKEY

The Selkirk College Saints Men's Hockey team competes in the British Columbia Intercollegiate Hockey League, which also includes programs representing Eastern Washington University, Simon Fraser University, Thompson Rivers University, Trinity Western University and the University of Victoria.

The BCIHL is one of Canada's most competitive post-secondary hockey leagues featuring graduates from the likes of WHL, BCHL and KIJHL.

For more information visit www.bcihl.ca
For all game schedules, up-to-the-minute team news and information visit the official Saints website at:
www.gosaints.ca

ADMISSIONS OFFICES

CASTLEGAR
1.888.953.1133
301 Frank Beinder Way
Castlegar BC V1N 4L3
Phone 250.365.7292

NELSON
1.866.301.6601
2001 Silver King Rd.
Nelson BC V1L 1C8
Phone 250.352.6601