

# Online Registration Guide

SEPTEMBER 2015



**WITHIN  
REACH  
BEYOND  
IMAGINATION**

**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](mailto: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" online at [selkirk.ca/current-students](http://selkirk.ca/current-students) in the Information & Forms section.

**HOW CAN I PAY MY TUITION?**

Fees may be paid online through your bank (set up Selkirk College as a payee in bill payments & use your 6-digit student number as the account number), or in person at any Selkirk College campus using cash, debit, or cheque. Student Accounts can be reached at 1.888.953.1133 ext 21297 (Castlegar), 1.866.301.6601 ext 13244 (Nelson).

**DOES SELKIRK COLLEGE INVOICE FOR TUITION?**

Students are responsible to go to their student record online at <https://www3.selkirk.ca/reg/htbin/weblogin> and check their accounts by clicking on Fees.

**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.

**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" online at [selkirk.ca/current-students](http://selkirk.ca/current-students) in the Information & Forms section.

*On-campus and off-campus housing information is located at:*  
[selkirk.ca/services/campus-services/residence-services](http://selkirk.ca/services/campus-services/residence-services)

**STEP 1: COURSE SELECTION ASSISTANCE**

Selkirk College counsellors are available to help you plan your course selection for the fall 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.

On the Castlegar Campus, counselling appointments are available Monday through Friday from 8:45 am to 3:30 pm. Counselling appointments are in great demand closer to the registration dates; you are strongly encouraged to make an appointment as soon as possible.

To make a counselling appointment phone Student Services on the Castlegar Campus at 250.365.1273. To see a Selkirk counsellor in Nelson, phone 250.352.6601.

Aboriginal students may contact the Aboriginal Services Cultural Assistant at [aboriginalinfo@selkirk.ca](mailto:aboriginalinfo@selkirk.ca), or by phone at 250.365.1357.

**If course selection is complete, continue to Step 2.**

**STEP 2: SEAT DEPOSIT**

To register, a non-refundable seat deposit is required as outlined in your Letter of Acceptance.

Deposits may be paid online through your bank (set up Selkirk College as a payee in bill payments & use your 6-digit student number as the account number), or in person at any Selkirk College campus using cash, debit, or cheque. Student Accounts can be reached at 1.888.953.1133 ext 21297 (Castlegar), 1.866.301.6601 ext 13244 (Nelson).

**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](http://selkirk.ca/services/crt)

### STEP 3: HOW TO REGISTER

#### A. TO REGISTER ONLINE AT HOME

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 (June 1) the "Save Plan" button will change to "Submit Changes". Click on "Submit Changes" to complete your preselected registration.

To register for your semester courses online, follow these steps:

1. Go to **selkirk.ca**.
2. On the Home page select "Current Students" from the menu on the left hand side of the page.
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.

NEED HELP: For assistance with online registration or any other inquiries, please contact [info@selkirk.ca](mailto:info@selkirk.ca) or by phone at 250.365.1273.

#### B. IF YOU DO NOT HAVE ACCESS TO A COMPUTER, YOU CAN REGISTER ONLINE AT THE CASTLEGAR AND NELSON CAMPUSES.

### GUIDE TO REGISTRATION TERMS

EXAMPLE:

<b>1. Course</b> PSYC 100	<b>2. Intake</b> F15	<b>3. Instructor</b> Villa, V
<b>4. Days</b> M W	<b>5. Time</b> From To 8:00 9:20	<b>6. Location</b> Campus Building Room C KOK 11

Selkirk College reserves the right to revise course schedules, room assignments and fees.

- 1) COURSE: The abbreviations used in the course descriptions, e.g., PSYC (Psychology), followed by the course number - 100.
- 2) INTAKE  
F = Fall  
15 = Year  
C = Castlegar Campus, P = 10th Street, R = Silverking, A = KSA  
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

#### STEP 4: TUITION PAYMENT

All tuition fees are due and payable prior to the first day of classes. Fees may be paid online through your bank, (set up Selkirk College as a payee in bill payments & use your 6-digit student number as the account number), or in person at any Selkirk College campus using cash, debit, or cheque. Student Accounts can be reached at 1.888.953.1133 ext 21297 (Castlegar), 1.866.301.6601 ext 13244 (Nelson).

#### 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 until the start of class when the Selkirk College email provided to you in this package will be used. 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](mailto:earlyalert@selkirk.ca) for more information.

## HOW TO DROP A COURSE/PROGRAM

### GUIDELINES

- **Course changes can be submitted online up to September 7th.**
- As of September 8th, you must submit a Course Change Form available at [selkirk.ca/current-students](http://selkirk.ca/current-students) in the section "Information & Forms"; or from your campus Admissions Office.
- If you do not complete a Course Change Form, this may result in a Did Not Withdraw (DNW) and no tuition refund. A DNW can have a negative impact on your overall Grade Point Average (GPA).
- **Last day to withdraw or change to Audit is November 13, 2015.**

### Drop Policy – Refund of Tuition

If you drop a course/program:	You get a tuition refund of:
Between September 8 & September 21, 2015	75%
Between September 22 & September 28, 2015	50%
After September 28, 2015	0%

### Drop Policy – Transcript Note

If you drop a course/program:	On your final transcript you will see:
Between September 8 & September 28, 2015	Nothing
Between September 29 & November 13, 2015	W = Withdrew
November 13, 2015 – <b>Last day to withdraw or change to Audit</b>	DNW or F = Did Not Withdraw or Fail

#### EXTENDED HEALTH AND DENTAL PLAN

If you are registered in 60% of a full-time course load you will automatically be enrolled and charged \$327.76 for the Selkirk College Students' Union (SCSU) Extended Health and Dental Plan. Students who have existing coverage must opt-out of the plan by providing proof of coverage. Opt-out deadline: Last day of month in which your program starts.

For more information please contact the Health and Dental Coordinator at [healthanddental@selkirkstudents.ca](mailto:healthanddental@selkirkstudents.ca) or call 250.365.1262.



## SELKIRK SAINTS



### 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](http://www.bcihl.ca)*

*For all game schedules, up-to-the-minute team news and information visit the official Saints website at:*

[www.gosaints.ca](http://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