How to Register in Courses

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

Get Ready!

Browser: Chrome

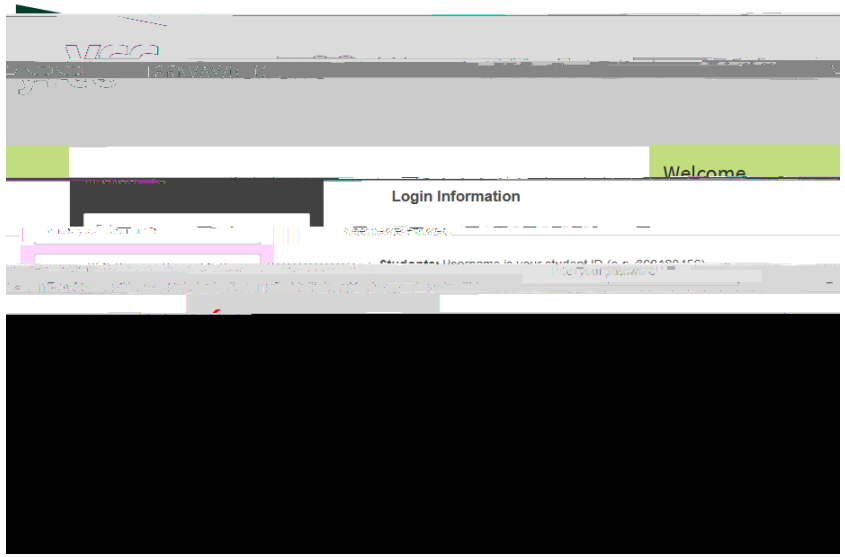
This guide shows you how to register using Chrome. Other browsers (Edge, etc.) will ask you to log in more.

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

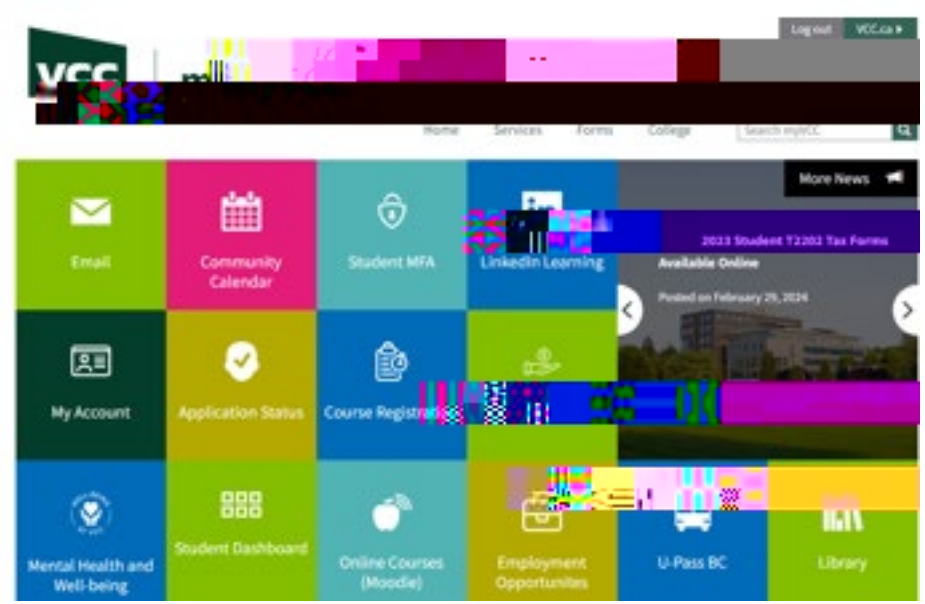
- Enter your VCC student ID number and your password

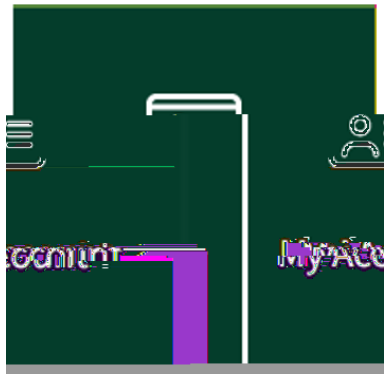


Student Dashboard

If you have registered within the last 3 years:

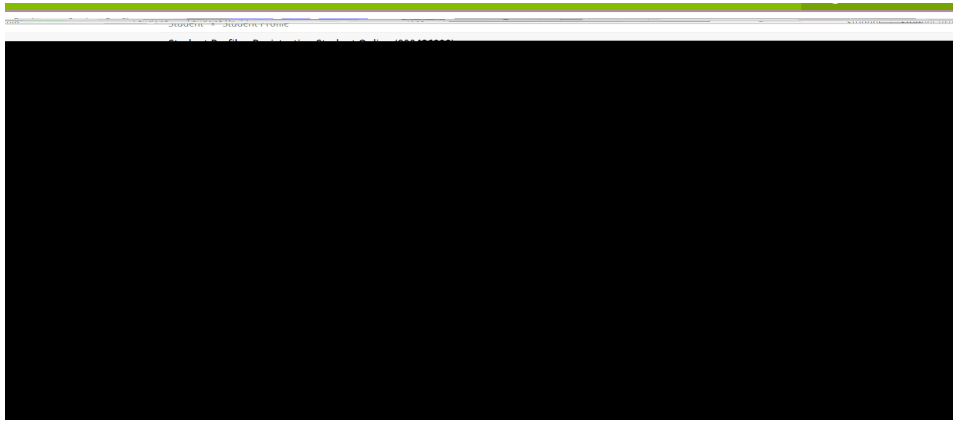
- Select ‘My Account’ on the student dashboard

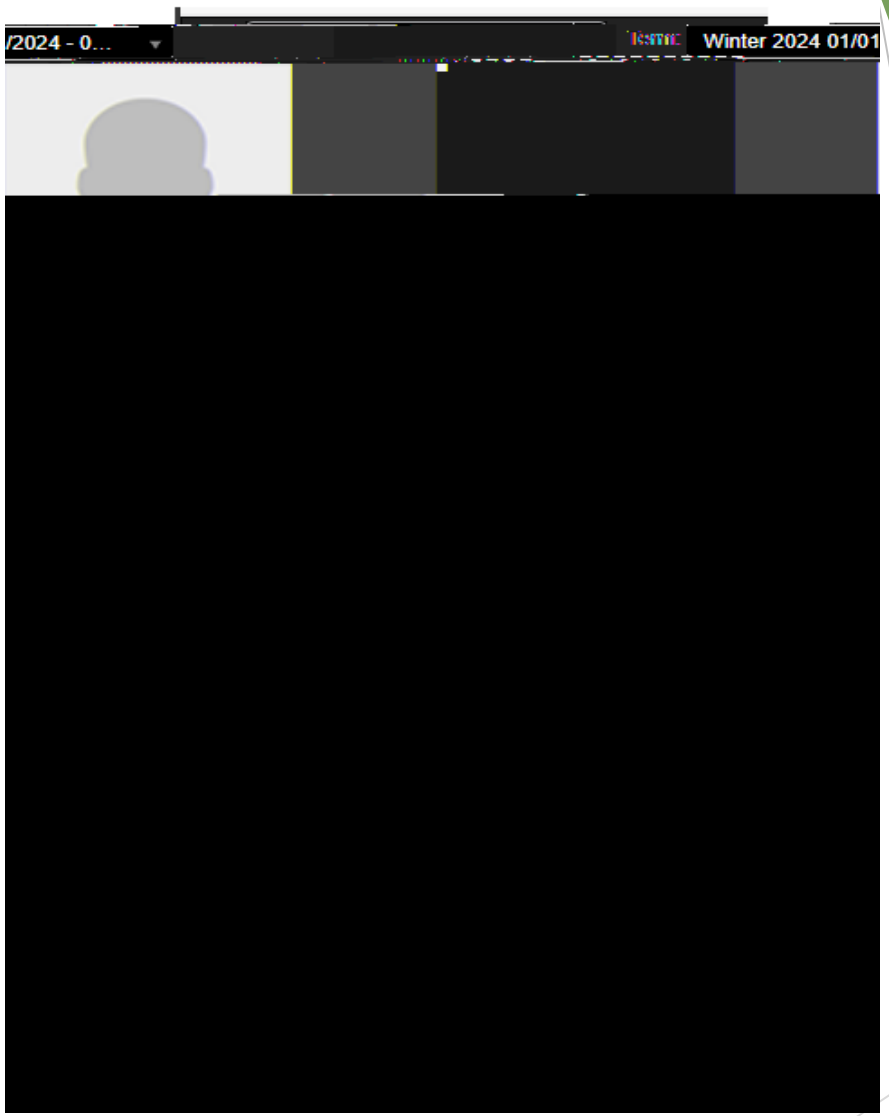




Student Profile

- Select ‘Register for Classes and View Schedule’



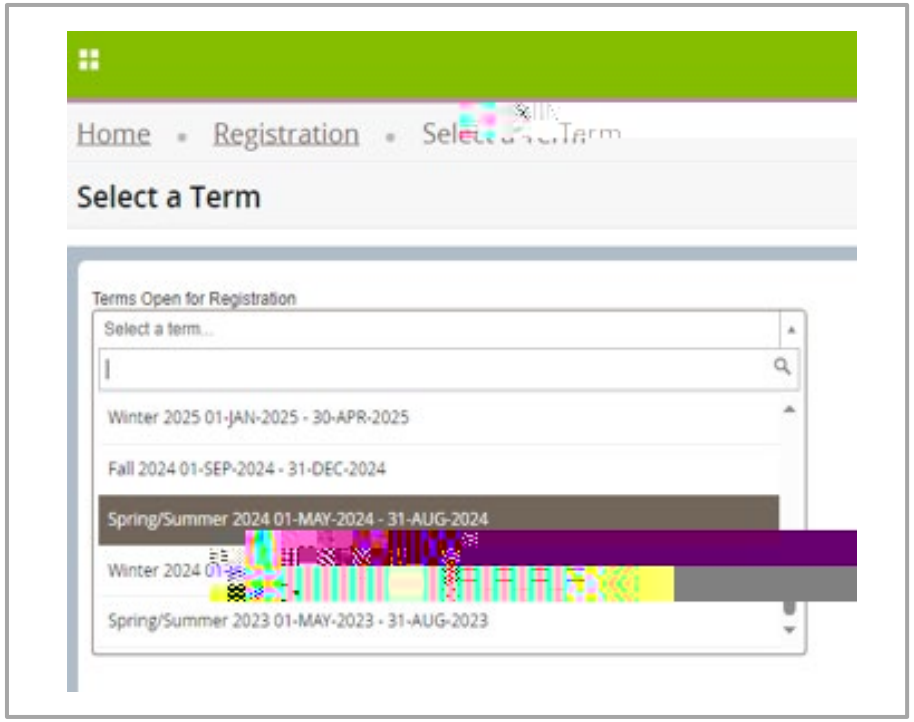


Select a Term

- 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

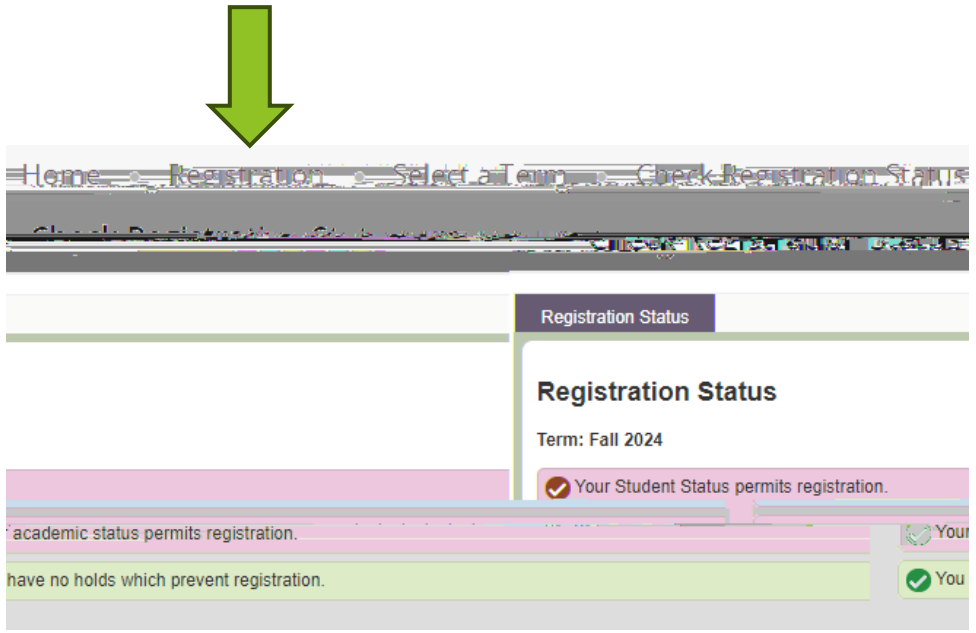
- Check your registration status before registering.
  - Student Status must say “permits registration”
  - Academic Status must say “permits registration”
  - Hold Status must say “no holds which prevent registration”
    - If you have a hold that prevents registration, contact admissions@vcc.ca
  -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

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

Go to Register for Courses

1. Select ‘Registration’ at the top of the screen



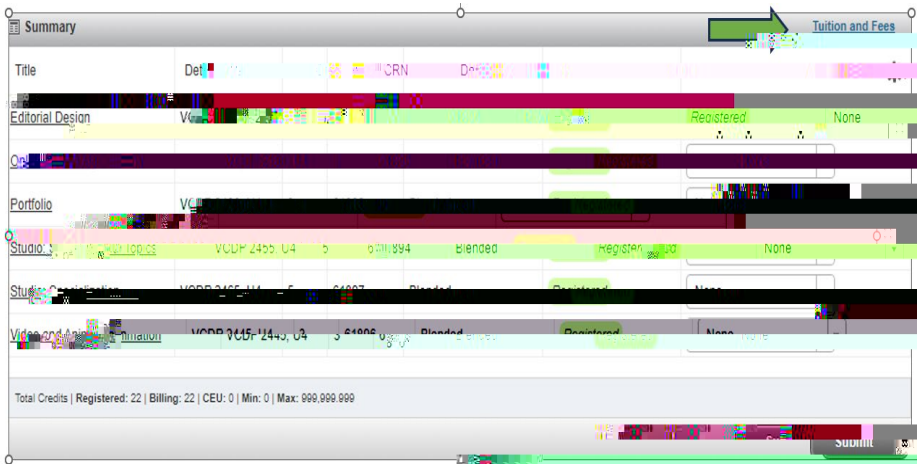
2. Select ‘Register for Courses’

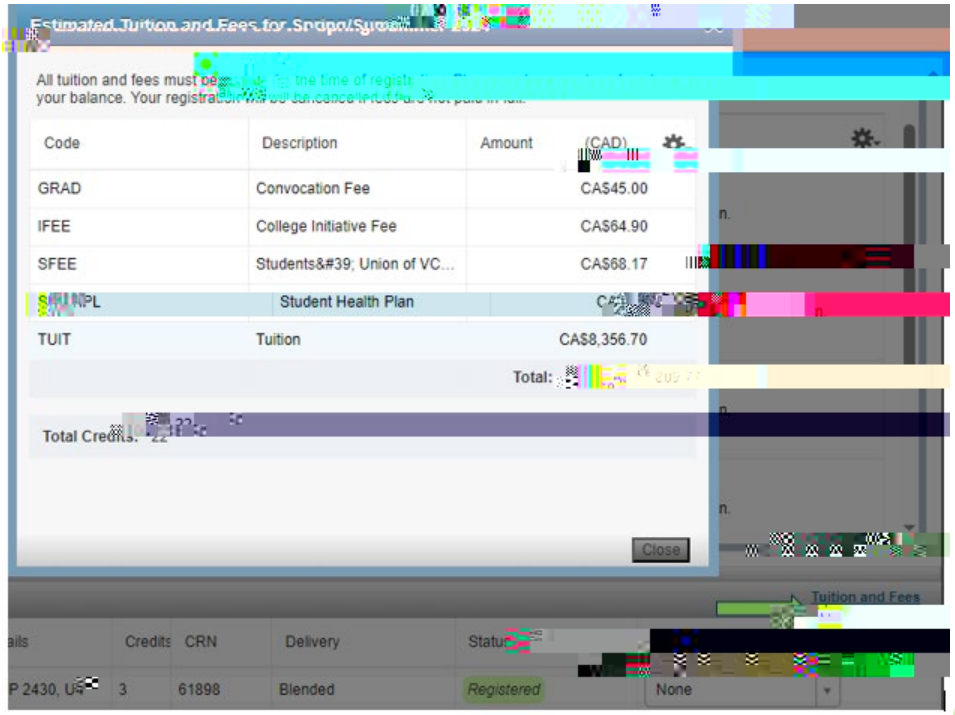
Register on the ‘Enter CRN’ Tab

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)

View your Tuition and Fees

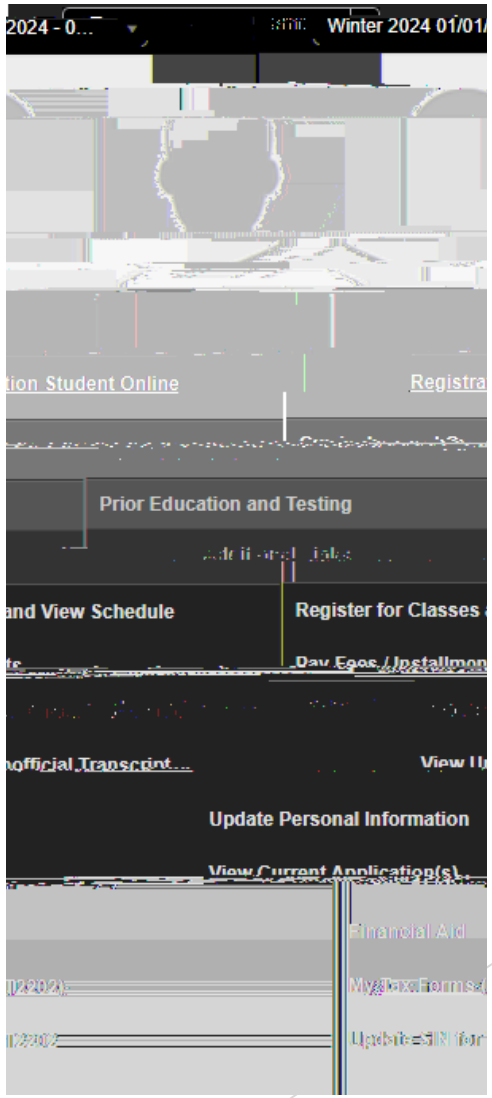
- Select ‘Tuition and Fees’ in the top corner of your registration summary





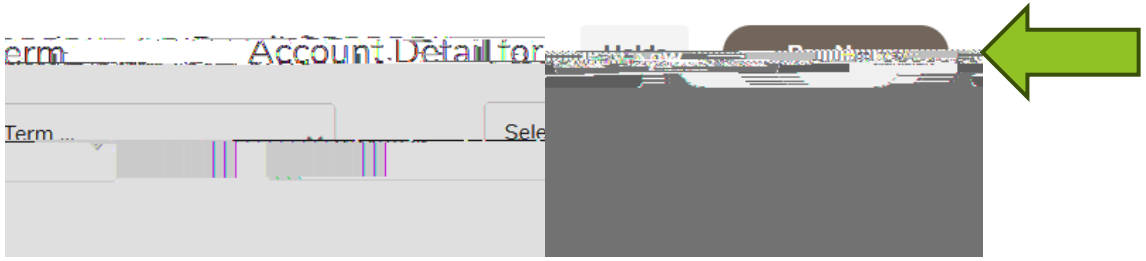
How to Pay Fees, Check Balance, or See Fee Details

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

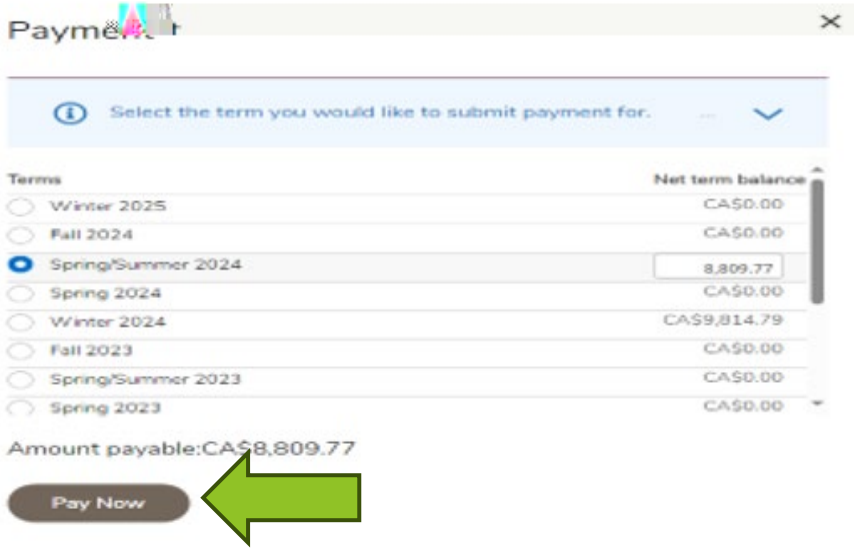


How to Pay Fees

- Optional : To see fee details, click ‘Select Term’
- Click ‘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