

myCapU Account Registration Guide

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How do I access myCapU Account?

1. Open the [Capilano University](#) website.
2. Select the [myCapU](#) link, in the top right-hand corner.
3. Under the **Popular Links** heading, find myCapU Account and select '*Access your Account*'.
4. **Current, returning,** and/or **new** students should log into your account using your Capilano University username and password.
 - a. This will allow you to view courses that are available in the past, current and upcoming terms, build and save your class schedule(s), view basic course fees, and register and/or waitlist for classes once registration opens.
 - b. **Username:** Use your 9-digit student number OR your username in the form of "firstnameLastname" (i.e. johnsmith).
Password: Enter your chosen password.
Note: If this is your first time logging in, please see [Logging into your accounts](#)

Visitors and **prospective** students will be unable to log in; however they can view and browse classes for the selected term by selecting 'Browse Classes' on the [menu page](#).

How do I build my class schedule?

1. Select '*Plan Ahead*' from the Student Services main menu.
2. Select the term you wish to plan for from the drop down menu and select '*Continue*'.
3. Select '*Create a New plan*'.
 - a. **Current, returning,** and/or **new** students - If you have previously created and saved any schedules, the page will open displaying those schedules for editing/review.
4. Begin searching for courses to add to your schedule. Select '*Add Course*' to add it to your plan.
 - a. Select '*View Sections*' to view and add specific sections to your plan.
 - b. Click on the course title to view more details about the course including restrictions and registration notes.
5. To remove a course from your plan, select '*Remove*' from the drop down option in the Action column.
6. You can add notes to your plan by clicking on the Note  icon beside the plan title (If you have not saved you plan yet, the plan's default name will be the term and Untitled. E.g *Fall 2022UntitledPlan*)

- a. You can add notes to your individual courses by clicking on the Note  icon in the Notes column.
7. Once you have built your schedule, select 'Save Plan'.
8. A pop-up will appear allowing you to name your plan. Once named, select 'Save'.

How do i register for classes?

If you have not built a plan:



1. Log into your [myCapU Account](#) using your Capilano University username and password.
2. Select 'Register for Classes' from the Student Services menu.
3. Select the term you want to register for and select 'Continue'
4. The page will open with the default 'Find Classes' tab open for searching, which includes options to search such as Subject, Course, and keywords.
 - a. The advanced search allows more search options including, but not limited to: campus, specific days, open sections only, and instructor(s).
 - b. You can also search for specific sections using the 'Enter CRNs' tabs.
5. Enter your parameters and select 'Search'.
6. A list of courses meeting your parameters will populate. Individually add any courses you would like to register for by selecting '+ Add'
 - a. Click on the course title to view more details about the course including restrictions and registration notes.
7. The courses will display in the summary screen with 'Register' as the selected option in the Action column.
8. Once you have selected all of your desired courses and they are loaded in the Summary section, click 'Submit'.
9. Successfully registered courses will now show as '**Registered**'.
 - a. Any registration errors, including if a section is full and you are required to waitlist, will appear and need to be resolved before you can continue registering in the specific course(s). If you receive one, please review the **Registration Error Message** guide on the [How to Register](#) webpage.
 - b. If the class is full, but the system allows you to waitlist, you will need to select *Waitlist* in the dropdown menu next to your course, and then select *Submit Changes* again, to put yourself on the waitlist. For more information on how to waitlist for a course/section of a course, please review the **Waitlist Guide** found on the [How to Register](#) webpage.

If you have built a plan:

1. Log into your [myCapU Account](#) using your Capilano University username and password.
2. Select '*Register for Classes*' from the Student Services menu.
3. Select the term you want to register for and select '*Continue*'.
4. Select the '*Plan*' tab, located below the 'Register for Classes' title; a list of your plans will display.
5. Open the Plan you want to select courses from and individually add any courses you would like to register for by selecting '+ Add'.
6. The courses will display in the summary screen with 'Register' as the selected option in the Action column.
7. You can also search and add different courses or sections using the 'Find Classes' or 'Enter CRNs' tabs.
8. Once you have selected all of your desired courses and they are loaded in the Summary section, click '*Submit*'.
9. Successfully registered courses will now show as '**Registered**'
 - a. Any registration errors, including if a section is full and you are required to waitlist, will appear and need to be resolved before you can continue registering in the specific course(s). If you receive one, please review the **Registration Error Message** guide on the [How to Register](#) webpage.
 - b. If the class is full, but the system allows you to waitlist, you will need to select *Waitlist* in the dropdown menu next to your course, and then select *Submit Changes* again, to put yourself on the waitlist. For more information on how to waitlist for a course/section of a course, please review the **Waitlist Guide** found on the [How to Register](#) webpage.

How do I check my class schedule?

1. Log into your [myCapU Account](#) using your Capilano University username and password.
2. Select '*View Registration Information*' from the Student Services menu.
3. Select the term you want to view your schedule for.
 - **Note:** the drop down displays the oldest term(s) first.
4. The details and first week schedule will be viewable.
 - **Please note:** courses without meeting times or courses with various meeting times may not accurately be reflected in the visual schedule. Always consult the 'Instructor/Meeting Times' or 'Course Notes' tabs for more information.

5. Print or email a downloadable version of your schedule by selecting the icons in the 'Class Schedule' section.  | 

How do I drop a registered course?

1. Log into your [myCapU Account](#) using your Capilano University username and password.
2. Select '*Register for Classes*' from the Student Services menu.
3. Select the term you wish to plan for from the drop down menu and select '*Continue*'.
4. Go to the 'Summary' section and locate the course you would like to drop.
5. Select '*Drop Course*' from dropdown in the Action column that corresponds to the course.
 - **Note:** You can select more than one course to drop at a time.
6. Click 'Submit'.
7. The course you have dropped will now show as 'Dropped' in the Status column.

How do I check my term fees?

1. Log into your [myCapU Account](#) using your Capilano University username and password.
2. Select '*Account Detail for the term*' from the Student Services menu.
3. Select the term from the drop down.
 - This will allow you to view the total account balance for the term, as well as a basic breakdown of what you have been charged for.
 - For more information on what the additional charges listed on your account summary are for, please review the [Tuition & Other Fees](#), [Incidental Fees](#), and [Special Service Fees](#) webpages.
 - For more information on the [Extended Health and Dental Plan](#), and on how to "Opt in" or "Opt out" of the program as needed, please select the above link.
 - For more information on the [U-Pass BC/Compass Card](#) and on [Eligibility & Exemptions](#) please select the above links.

When are my tuition and fees due & how do i pay?

All required deposits, tuition, and course fees must be paid by the [Fee Payment Deadline](#), or you must have an approved **Fee Deferral** on your account. Please note, it is best to pay your fees early (especially if online banking is being used), so there is time for your payment to come through before the deadline.

- Find more information on the following pages:
 - [How to Pay](#)
 - [Fee Refunds](#)
 - [Academic Schedule and Important Dates](#)
- Students with an **outstanding balance** and without an approved fee deferral at **4:00pm** on the day of the fee payment deadline, will be deregistered from **all** of their courses. Students who are waitlisted will not lose their position.

Fee Deferrals are used to extend the fee payment deadline, and can be granted if you meet the eligibility criteria. Please note, it is best to submit the Fee Deferral Request early, so there is time to process your request before the deadline.

1. [Financial Aid and Award](#) Fee Deferrals:
 - a. In order to avoid deregistration, all Fee Deferral Applications for approved [Student Loans and Grants](#), *Scholarship or Awards*, or for *Work BC Skills Development Employment Benefits funding*, must be submitted to Financial Aid & Awards by **4:00 pm** on the **Fee Deferral Deadline**.
 - b. Please consult the [Fee Deferrals](#) webpage, or contact Financial Aid & Awards at finaid@capilanou.ca for more information.
2. [Cashiers](#) Fee Deferrals:
 - a. In order to avoid deregistration, all Fee Deferral requests that are **not** related to Financial Aid and Awards such as international money/wire transfers, sponsored students, etc., must be submitted to the Cashier's Office - sfa@capilanou.ca - by **4:00pm** on the **Fee Payment Deadline**.
 - b. To submit your request, please complete and submit the *Fee Deferral Form – Other* form, found on the [Fee Payment Deadline](#) webpage.
 - c. Please consult the [Fee Payment Deadline](#) webpage, or contact the Cashier's Office by email at sfa@capilanou.ca for more information.