

REGISTRATION DATES AND INSTRUCTIONS – SUMMER 2018

REGISTRATION DATES

Summer 2018 Registration Period – **March 5 - 9, 2018**

TERM DATES (First to last day of classes)

Summer Full Term: **May 14 – August 24, 2018**

Summer Session I: **May 14 - June 29, 2018**

Summer Session II: **July 9 – August 24, 2018**

ADD/DROP PERIOD

Summer Full Term: **May 14 - 25, 2018***

Summer Session I: **May 14 - 18, 2018***

Summer Session II: **July 9 - 13, 2018***

*Courses that do not run for the full term are considered non-standard and will have different add, drop and withdrawal dates. Please consult **Non-Standard Add, Drop and Withdrawal Dates** on [Dates & Schedules](#). For refund policies, see [Fee Refunds](#). Courses are removed from transcript when dropped during the Add/Drop period.

WITHDRAWAL PERIOD

Summer Full Term: **May 26 – June 22, 2018***

Summer Session I: **May 19 – June 1, 2018***

Summer Session II: **July 14 - 20, 2018***

* Courses that do not run for the full term are considered non-standard and will have different add, drop and withdrawal dates. Please consult **Non-Standard Add, Drop and Withdrawal Dates** on [Dates & Schedules](#). For refund policies, see [Fee Refunds](#). Courses are notated with a “W” on transcript when withdrawn during the Withdrawal period.

PAYMENT INFORMATION

Tuition Payment Deadline

All payments must be submitted to Financial Services (Cashiers' Office) by **4:00pm, April 25, 2018**.

It is the student's responsibility to ensure that all fees and deposits are paid in full by the deadlines or that an approved fee deferral has been submitted. Please refer to [Fees and Fee Payment](#) for more information.

Fee Deferral Request Deadline

A fee deferral is an extension of the fee payment deadline, and can be granted if you meet the eligibility criteria. All requests must be submitted to Financial Aid by **4:00pm, April 25, 2018** in order to avoid deregistration. See [Fee Deferrals](#).

REGISTRATION

Registration takes place online:

Go to [myCap](#) and log into the **Student Information Web Service**.

For complete instructions, see the **Registration Tutorial** on [How to Register](#).

Are you eligible to register?

Check your Registration Time Ticket

If you have applied and been accepted into your program, you will have a Registration Time Ticket. To view your Registration Time Ticket, go to [myCap](#) and log into the Student Information Web Service. Select Student Services > Registration > Check Your Registration Status. Select the applicable term to see the date and time you can register.

If you have any holds that prevent registration (e.g. outstanding fees, library holds, etc.), or if your academic standing (see below) prevents registration, you will not be able to register. If you have any questions regarding your time ticket, holds, or academic standing, please contact the [Registrar's Office](#) at 604-984-4900 or email registration@capilanou.ca. If you are emailing, please ensure you indicate your student number.

Academic Standing

If your academic standing is "Required to Withdraw", you may not be eligible to register. If you have already registered for a subsequent term, you will be deregistered from that term and your payment(s) will be refunded. If you have any questions, please contact the [Registrar's Office](#) at 604-984-4900 or email registration@capilanou.ca.

What courses will you take?

Course Planning Tools and Resources

If you would like help in choosing your courses, you should contact the [Registrar's Office](#) at 604.984.4900 to make an appointment with an Academic Advisor. You may also email advising@capilanou.ca for simple academic advising questions, visit the [Academic Advising](#) website, or choose to register for a [Course Planning Workshop](#).

Choose courses using the online [myCap Schedule](#) and to plan your schedule. Ensure that you have the prerequisites for the courses you choose. Select a few additional courses as alternatives in the event some of your first choices are full.

You may also choose to refer to the [Capilano University Calendar](#) to identify courses required to complete your program. Note that not all courses listed in the calendar are offered each term. You should check course availability using [myCap Schedule](#).

Labs/Conversations/Tutorials

Some courses have a lab, conversation, or tutorial component. You must register in a lab, conversation, or tutorial, in addition to the lecture, for courses in which this is a required component. Please note that courses linked with a lab, conversation or tutorial do not allow waitlisting. For more information, please consult the notes for each course in [myCap Schedule](#).

Course Clashes/ Time Conflicts

The system will not let you register in two or more courses with conflicting class times (i.e. two or more courses scheduled at the same time or with overlapping times).

Course Availability

Admission to the University does not guarantee registration in any or all courses in which you wish to register.

Audit Status

Audit registrations will only be permitted during the add/drop period and are dependent on available space and instructor's approval. In order to change from credit to audit or audit to credit during the add/drop period you must submit a Registration form to the Registrar's Office with the instructor's signature. Audit changes are not available online via myCap schedule. Regular tuition and all other student fees are assessed for audit registrants.

Audit students do not sit examinations, submit work, papers, lab reports, etc.; however, attendance at lectures, labs and seminars is required. For those students who do not meet the attendance requirement, their permanent student record and transcript will be annotated with the comment 'Audit Denied'. Audit status is not calculated in GPA, does not have credit and cannot be used toward the completion of a credential. For more information on Audit enrolment please see the Academic Policies and Procedures section of the [Calendar](#).

Glossary of Course Schedule & Fees Search/Timetable Terms

Class	The abbreviated name for the course. Example: ENGL 100 01: Subject = ENGL (English), Course Number = 100, Section Number = 01
Course Title/Title	Name of the course. Example: Academic Writing Strategies (ENGL 100)
CRN	A 5 digit system generated course reference number that is used for web registration. Each section has their own unique CRN.
Instructor	Name of the instructor(s) teaching the class.
Campus	Campus locations: <ul style="list-style-type: none">• North Vancouver (NV) – 2055 Purcell Way, North Vancouver, BC• Squamish (SQ) – 1150 Carson Place, Squamish, BC• Sunshine Coast (SE) – 5627 Inlet Avenue, Sechelt, BC• Mount Currie (MC) – Mount Currie, BC• Off-Campus – The class takes place in a location other than a Capilano University Campus• Online – The class is taken online
Prerequisites	A requirement that must be completed before taking the course. Courses that are in progress at the time of registration will satisfy prerequisites.
Co-requisites	Co-requisite: A requirement that should be fulfilled at the same time as or before taking the course.
Seats	Number of students currently enrolled in the class over the total capacity. Example: "Seats: 24/35" indicates that 24 students are enrolled in a class that has a total capacity of 35
Waitlist	Number of students that are currently waitlisted for the class over the total capacity of the waitlist.

Do you have the required prerequisites for your courses?

Course Prerequisites

Course prerequisites are automatically checked against your academic record. The system will not let you register for a course for which you do not have the prerequisite(s) or if the prerequisite(s) does not appear on your academic record. You must ensure that you have submitted all official high school and post-secondary transcripts at least six (6) weeks prior to registration to allow enough time for the courses to be recorded on your academic record.

Capilano University courses that are in progress at the time of registration will satisfy prerequisites. However, the [Registrar's Office](#) will recheck all students' prerequisites once final grades have been entered at the end of each term or session. If you do not meet a required prerequisite for a course based on your final grades, you will be deregistered from that course and you will not be charged for that course. You will be notified by email to your via your Capilano University email account if you have been deregistered due to not meeting a required prerequisites for a course.

English Placement Test Requirements

The [English Diagnostic Test](#) (EDT) or [Language Proficiency Index](#) (LPI) test is required for registration in some courses, including first year English (ENGL) courses. Please ensure that your EDT or LPI exam results are submitted to the [Registrar's Office](#) at least 48 hours prior to registration so that the results can be recorded in advance on your academic record.

Math Placement Test Requirements

The [Math Placement Test](#) (MPT) is required for registration in some courses. Please ensure that your results are submitted to the [Registrar's Office](#) at least 48 hours prior to registration so that the results can be recorded in advance on your academic record.

REGISTRATION ASSISTANCE

You may contact the Registrar's Office for registration assistance by:

Phone: 604-984-4900

Email: registration@capilano.ca.

In-person: Capilano University
2055 Purcell Way
North Vancouver, BC V7J 3H5
Birch Building, Room 230 (2nd Floor),
[Office Hours](#)