

# How to Register in Courses

A step-by-step guide for new and returning  
students

# 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

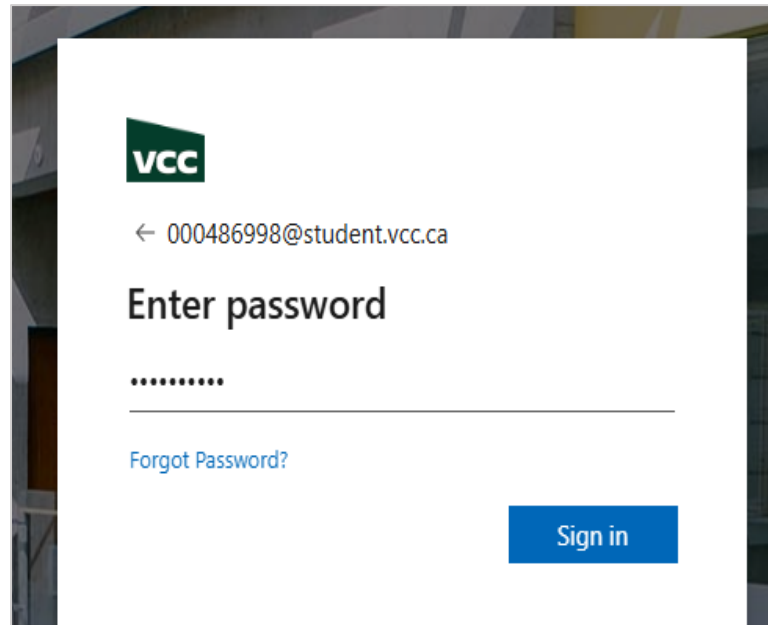
Follow these instructions on a **desktop** or **laptop** computer. The steps on a mobile device are different.



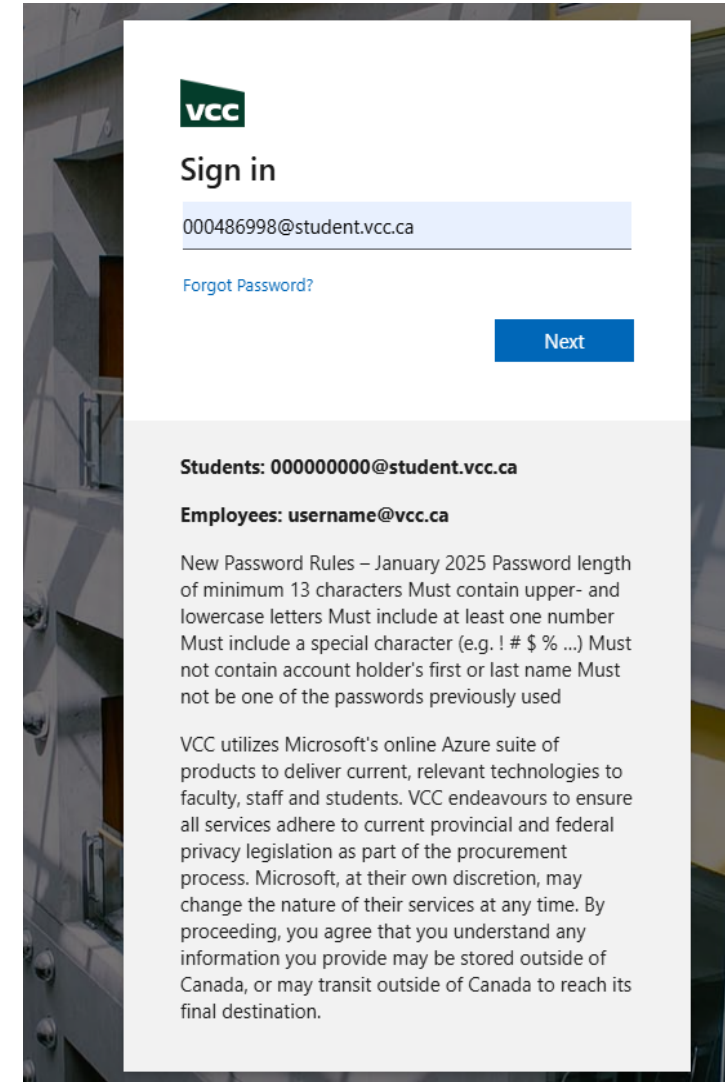
We respectfully acknowledge that Vancouver Community College is located on the traditional and unceded territories of the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish), and səilwətał (Tseil-Waututh) Nations.

# Log in at my.vcc.ca

- Enter your VCC student ID [number@student.vcc.ca](mailto:000486998@student.vcc.ca) and enter password



The screenshot shows the VCC login interface. At the top left is the VCC logo. Below it, the email address '000486998@student.vcc.ca' is displayed with a back arrow on the left. The main heading is 'Enter password', followed by a password input field with masked characters '.....'. Below the input field is a 'Forgot Password?' link. At the bottom right is a blue 'Sign in' button.



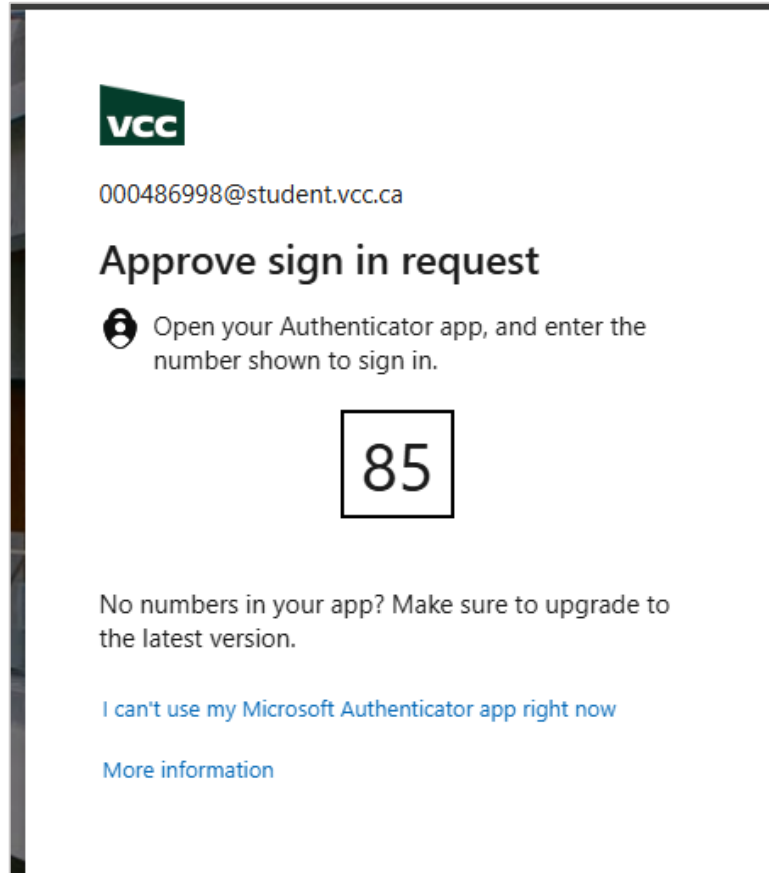
The screenshot shows the VCC login interface. At the top left is the VCC logo. Below it is the heading 'Sign in'. A text input field contains the email address '000486998@student.vcc.ca'. Below the input field is a 'Forgot Password?' link. At the bottom right is a blue 'Next' button. Below the input field, there are two sections: 'Students: 000000000@student.vcc.ca' and 'Employees: username@vcc.ca'. Below these is a section titled 'New Password Rules – January 2025' with the following text: 'Password length of minimum 13 characters Must contain upper- and lowercase letters Must include at least one number Must include a special character (e.g. ! # \$ % ...) Must not contain account holder's first or last name Must not be one of the passwords previously used'. Below this is a paragraph: 'VCC utilizes Microsoft's online Azure suite of products to deliver current, relevant technologies to faculty, staff and students. VCC endeavours to ensure all services adhere to current provincial and federal privacy legislation as part of the procurement process. Microsoft, at their own discretion, may change the nature of their services at any time. By proceeding, you agree that you understand any information you provide may be stored outside of Canada, or may transit outside of Canada to reach its final destination.'

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# Authenticate your login


## Update your password if asked



**VCC**

000486998@student.vcc.ca

### Approve sign in request

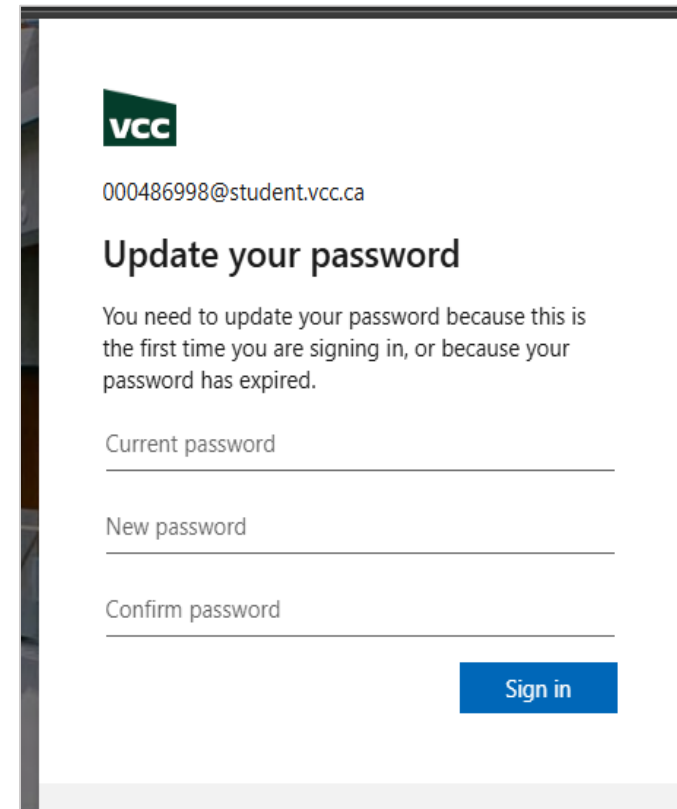
 Open your Authenticator app, and enter the number shown to sign in.

**85**

No numbers in your app? Make sure to upgrade to the latest version.

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)



**VCC**

000486998@student.vcc.ca

### Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

---

New password

---

Confirm password

---

**Sign in**

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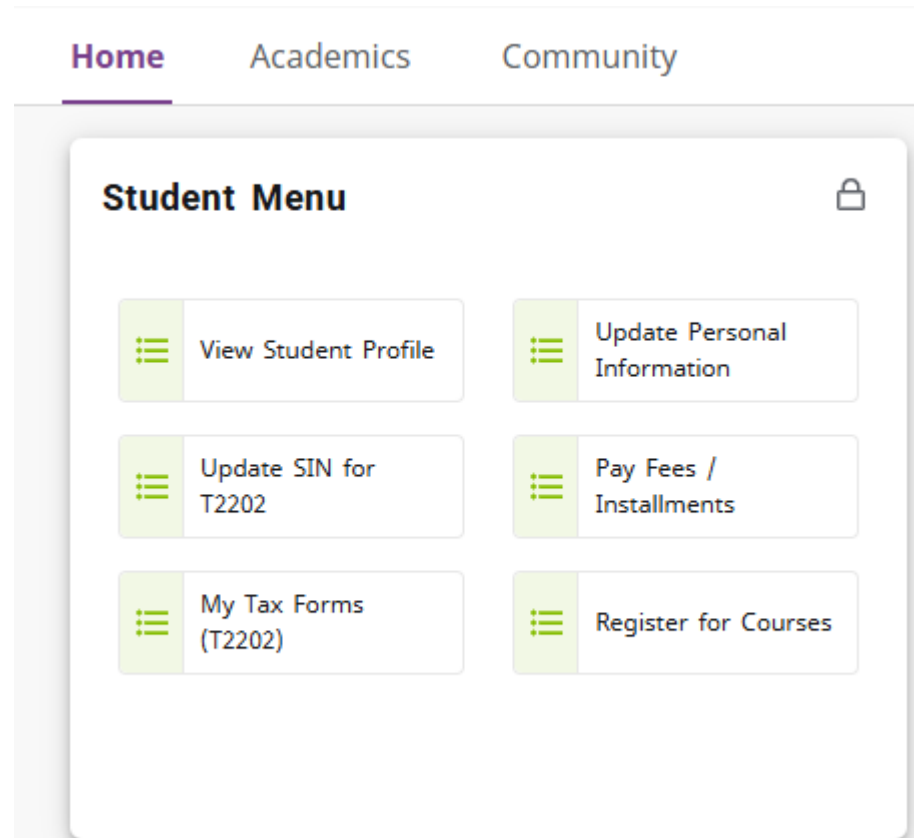
# Click on Student Dashboard

The screenshot shows the myVCC student dashboard interface. At the top left is the VCC myVCC logo. At the top right are navigation links for Services, Forms, College, and VCC.ca. The main header features a large image of a graduation ceremony with the text "Welcome Your Name". Below this is a grid of service buttons: Email, Online Courses (Moodle), Student MFA, LinkedIn Learning, My Account / Tax Forms, Application Status, Course Registration, Financial Aid, Mental Health and Well-being, Student Dashboard (highlighted with a yellow arrow), Employment Opportunities, U-Pass BC, Library, and Copilot. On the right side, there is a weather widget for Vancouver showing 12° and moderate rain, with a 4-hour forecast. A chat icon is located in the bottom right corner.

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# Click Register for Courses



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# Click Check Registration Status

 VANCOUVER COMMUNITY COLLEGE

[Student](#) • [Registration](#)

## Registration

What would you like to do?

-  [Check Registration Status](#)  
View registration status, update student term data, and complete pre-registration requirements.
-  [Register for Courses](#)  
Search and register for your classes. You can also view and manage your schedule.
-  [View Your Schedules](#)  
View your past schedules and your ungraded classes.



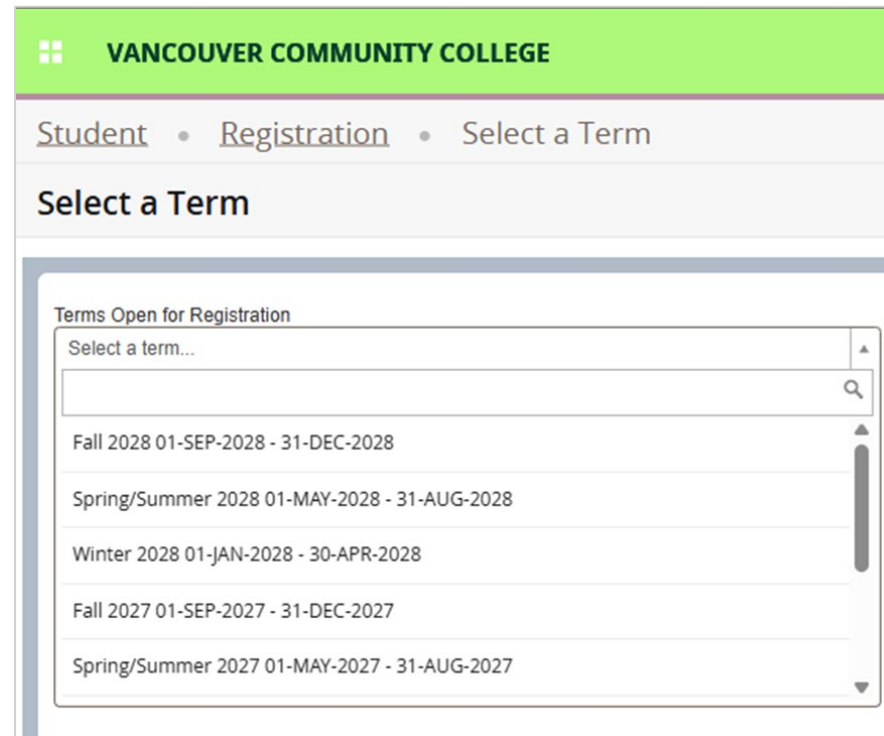
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# Select a term

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



The screenshot shows the Vancouver Community College registration interface. At the top, there is a green header with the VCC logo and the text 'VANCOUVER COMMUNITY COLLEGE'. Below the header, there is a breadcrumb trail: 'Student • Registration • Select a Term'. The main heading is 'Select a Term'. Underneath, there is a section titled 'Terms Open for Registration' which contains a dropdown menu. The dropdown menu is currently open, showing a search bar and a list of terms with their corresponding dates:

| Term               | Start Date  | End Date    |
|--------------------|-------------|-------------|
| Fall 2028          | 01-SEP-2028 | 31-DEC-2028 |
| Spring/Summer 2028 | 01-MAY-2028 | 31-AUG-2028 |
| Winter 2028        | 01-JAN-2028 | 30-APR-2028 |
| Fall 2027          | 01-SEP-2027 | 31-DEC-2027 |
| Spring/Summer 2027 | 01-MAY-2027 | 31-AUG-2027 |

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# Check Your Registration Status

- 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](mailto:admissions@vcc.ca)
- Check your Primary Curriculum to ensure your major (program) is correct

[Student](#) • [Registration](#) • [Select a Term](#) • [Prepare for Registration](#)

## Prepare for Registration

Registration Status

### Registration Status

Term: Fall 2026

- ✓ Your Student Status permits registration.
- ✓ Your academic status permits registration.
- ✓ You have no holds which prevent registration.

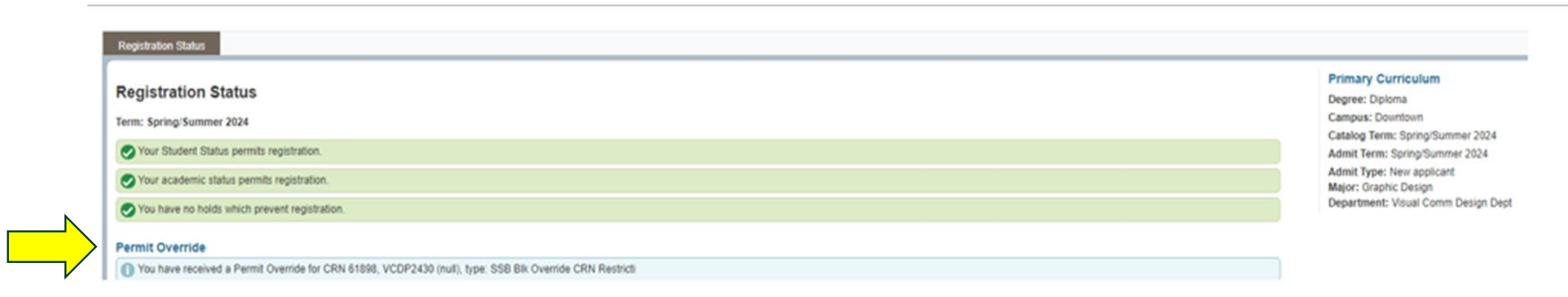
### Primary Curriculum

Degree: Baccalaureate Degree  
Campus: Broadway  
Catalog Term: Winter 2026  
Admit Term: Winter 2026  
Major: Applied Music

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# 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 down or copy it. You will need it to register.



The screenshot shows a 'Registration Status' page for the term 'Spring/Summer 2024'. It lists three green status messages: 'Your Student Status permits registration.', 'Your academic status permits registration.', and 'You have no holds which prevent registration.'. Below these is a 'Permit Override' section with a blue message: 'You have received a Permit Override for CRN 61898, VCDP2430 (null), type: SSB Blk Override CRN Restricti'. To the right, a 'Primary Curriculum' sidebar lists details: Degree: Diploma, Campus: Downtown, Catalog Term: Spring/Summer 2024, Admit Term: Spring/Summer 2024, Admit Type: New applicant, Major: Graphic Design, and Department: Visual Comm Design Dept.



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# Click Registration



[Student](#) • [Registration](#) • [Select a Term](#) • Prepare for Registration

## Prepare for Registration

Registration Status

### Registration Status

Term: Fall 2026


- ✓ Your Student Status permits registration.
- ✓ Your academic status permits registration.
- ✓ You have no holds which prevent registration.

**Primary Curriculum**  
Degree: Baccalaureate Degree  
Campus: Broadway  
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# Click Register for Courses


 VANCOUVER COMMUNITY COLLEGE

[Student](#) • [Registration](#)

## Registration

What would you like to do?

-  [Check Registration Status](#)  
View registration status, update student term data, and complete pre-registration requirements.
-  [Register for Courses](#)  
Search and register for your classes. You can also view and manage your schedule.
-  [View Your Schedules](#)  
View your past schedules and your ungraded classes.



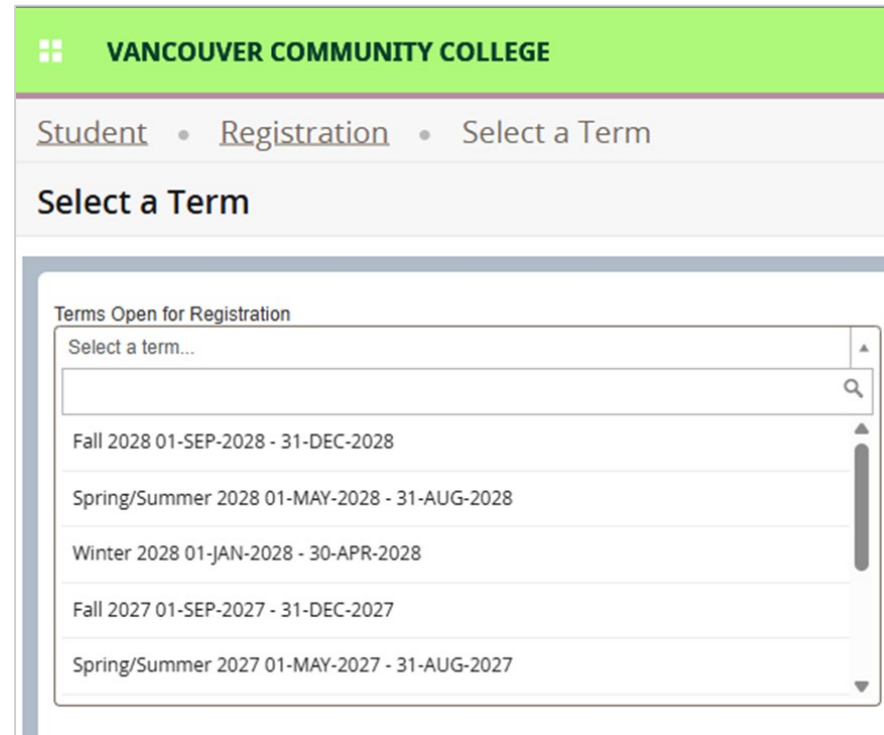
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# Select a term

If **necessary**, 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



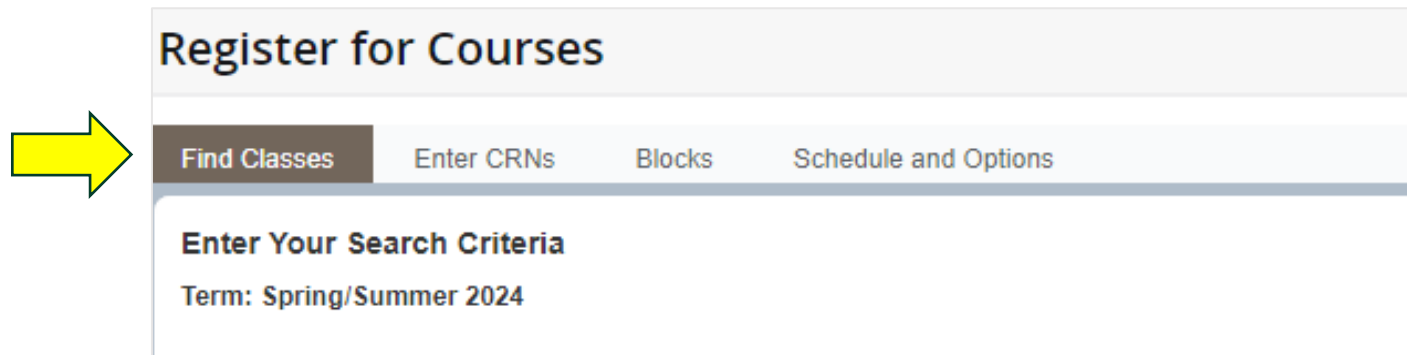
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# Choose a Registration Tab

- **Find Classes:** Use this if you don't know your CRNs (Course Reference Number).
- **Enter CRNs:** Use this if you know your CRNs.
- **Block:** This tab only shows if you have been pre-assigned a Block to register in.



The screenshot shows a web interface titled "Register for Courses". It features a horizontal navigation bar with four tabs: "Find Classes", "Enter CRNs", "Blocks", and "Schedule and Options". The "Find Classes" tab is highlighted with a dark background. A yellow arrow points to this tab from the left. Below the navigation bar, the main content area is titled "Enter Your Search Criteria" and displays "Term: Spring/Summer 2024".

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# 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)

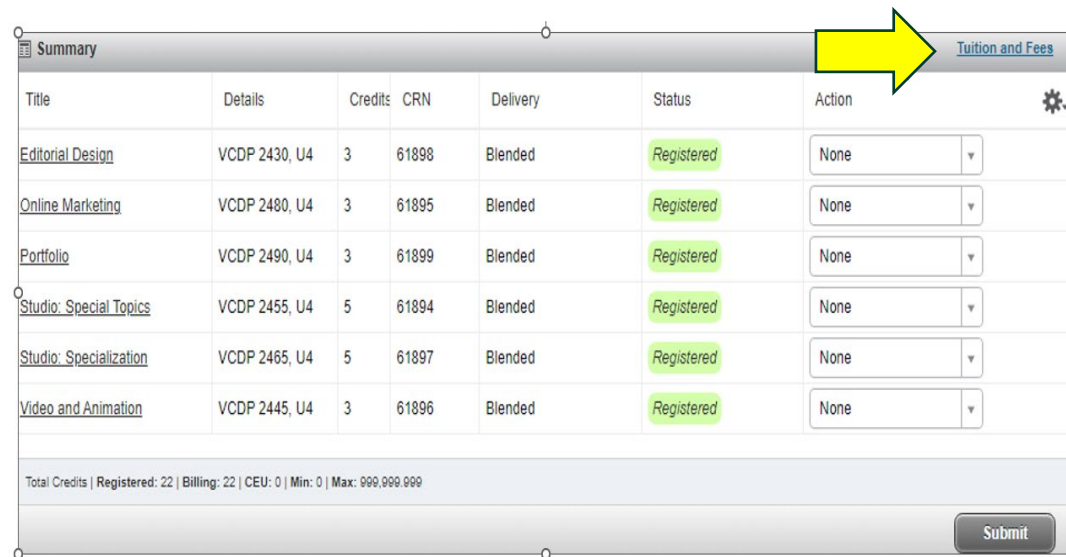
The screenshot shows the 'Register for Courses' interface. At the top, the 'Enter CRN' tab is selected (1). Below it, the 'Enter Course Reference Numbers (CRNs) to Register' section has two input fields for CRNs (2) and an 'Add to Summary' button (3). To the right, a table shows the pending course status (4). Below this, the 'Schedule' view shows a grid with greyed-out cells for pending courses (5) and colored cells for registered courses (8). To the right, a 'Summary' table lists the registered courses (7). At the bottom right, a 'Submit' button is visible (6).

| Title                   | Days | Credits | CRN   | Delivery  | Status     | Action            |
|-------------------------|------|---------|-------|-----------|------------|-------------------|
| LVIC 2 part Time        |      | 0       | 61421 | In Person | Pending    | "Also Registered" |
| Editorial Design        |      | 3       | 61886 | Blended   | Registered | None              |
| College Mathematics     |      | 3       | 61896 | Blended   | Registered | None              |
| Esthetics               |      | 3       | 61899 | Blended   | Registered | None              |
| Studio - Special Topics |      | 5       | 61894 |           | Registered | None              |
| Studio - Special Topics |      | 5       | 61897 |           | Registered | None              |
| Video and Animation     |      | 3       | 61895 |           | Registered | None              |

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# View your Tuition and Fees

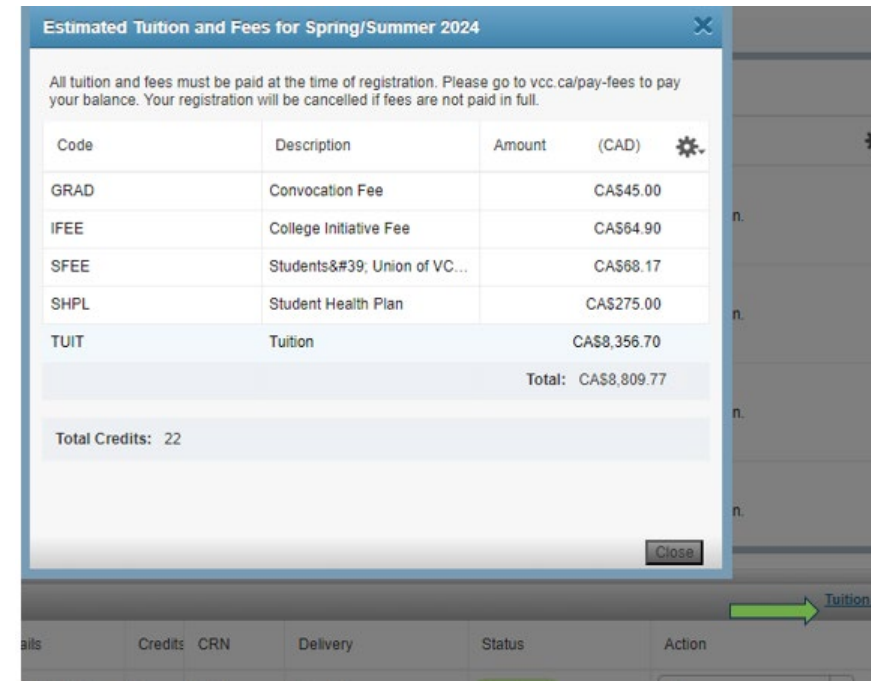
Click 'Tuition and Fees' in the top corner of your registration summary



| Title                                  | Details       | Credits | CRN   | Delivery | Status     | Action |
|----------------------------------------|---------------|---------|-------|----------|------------|--------|
| <a href="#">Editorial Design</a>       | VCDP 2430, U4 | 3       | 61898 | Blended  | Registered | None   |
| <a href="#">Online Marketing</a>       | VCDP 2480, U4 | 3       | 61895 | Blended  | Registered | None   |
| <a href="#">Portfolio</a>              | VCDP 2490, U4 | 3       | 61899 | Blended  | Registered | None   |
| <a href="#">Studio: Special Topics</a> | VCDP 2455, U4 | 5       | 61894 | Blended  | Registered | None   |
| <a href="#">Studio: Specialization</a> | VCDP 2465, U4 | 5       | 61897 | Blended  | Registered | None   |
| <a href="#">Video and Animation</a>    | VCDP 2445, U4 | 3       | 61896 | Blended  | Registered | None   |

Total Credits | Registered: 22 | Billing: 22 | CEU: 0 | Min: 0 | Max: 999,999.999

Submit



Estimated Tuition and Fees for Spring/Summer 2024

All tuition and fees must be paid at the time of registration. Please go to [vcc.ca/pay-fees](http://vcc.ca/pay-fees) to pay your balance. Your registration will be cancelled if fees are not paid in full.

| Code | Description                  | Amount        | (CAD)              |
|------|------------------------------|---------------|--------------------|
| GRAD | Convocation Fee              | CAS45.00      |                    |
| IFEE | College Initiative Fee       | CAS64.90      |                    |
| SFEE | Students&#39; Union of VC... | CAS68.17      |                    |
| SHPL | Student Health Plan          | CAS275.00     |                    |
| TUIT | Tuition                      | CAS8,356.70   |                    |
|      |                              | <b>Total:</b> | <b>CAS8,809.77</b> |

Total Credits: 22

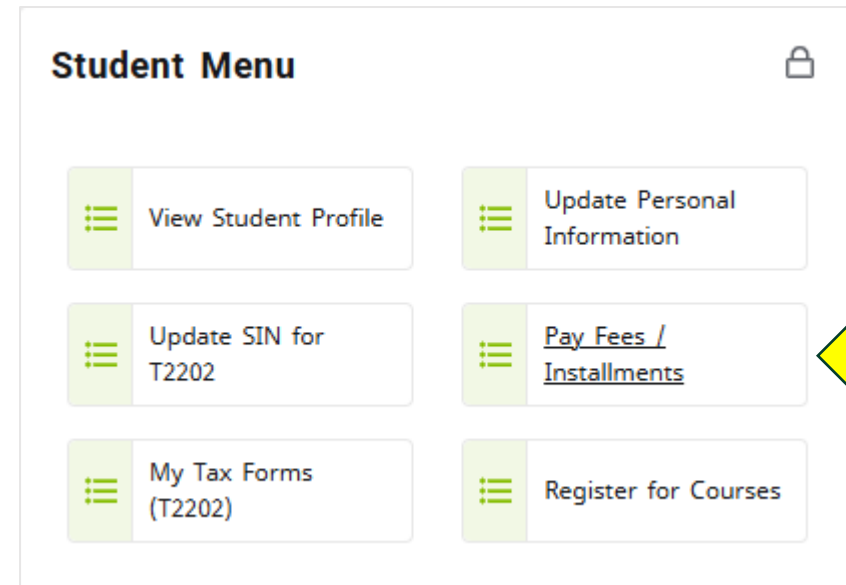
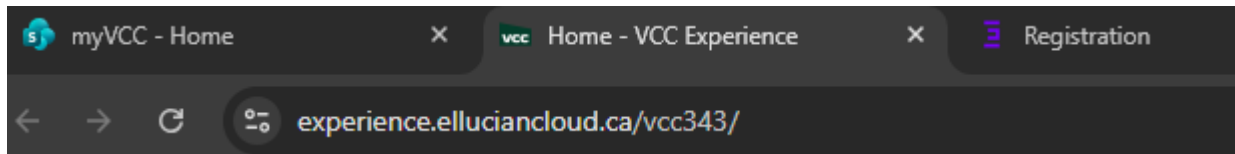
Close



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# How to Pay Fees, Check Balance, or see Fee Details

- Go to Home – VCC Experience
  - Click the open tab at the top of your web browser
- Click **‘Pay Fees/Installments’**

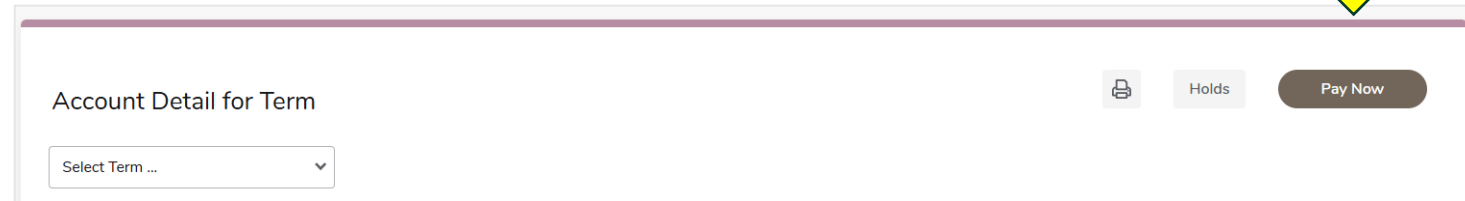


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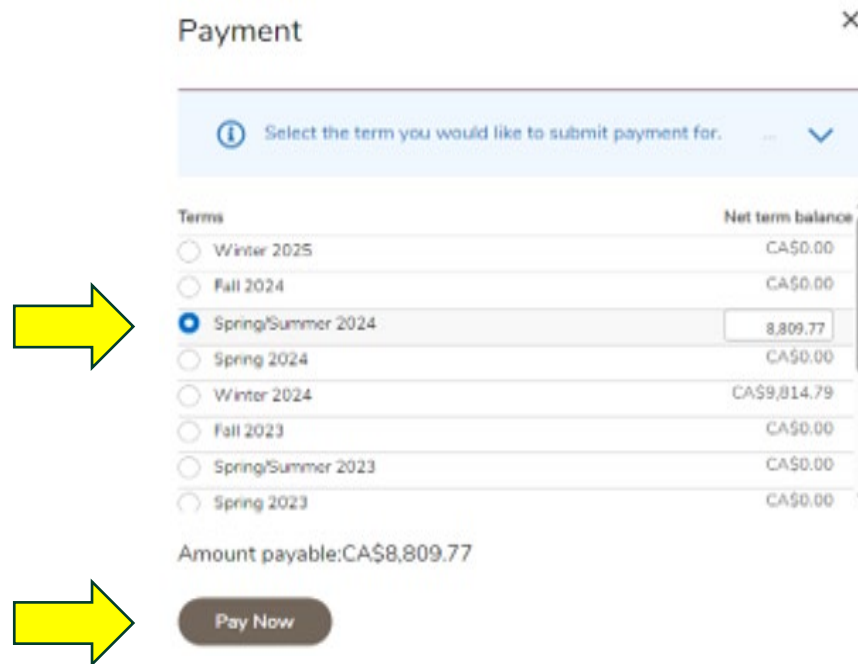


# How to Pay Fees

- Click **'Pay Now'**



- Select your term



- Click **'Pay Now'**

**Note:** If you are using Microsoft Edge, you will need to log in again.

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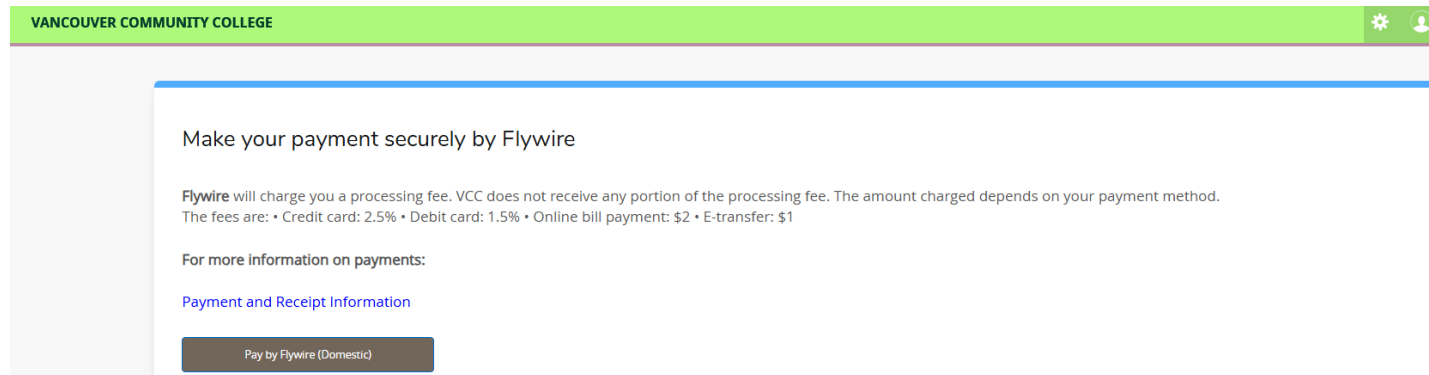


# How to Pay Fees


**Option 1:** Click ‘Pay by Flywire (Domestic)’ or ‘Pay by Flywire (International)’. Flywire will charge you a processing fee. The amount charged depends on your payment method. The fees are:

- Credit card: 2.5%
- Debit card: 1.5%
- Online bill payment: \$2
- E-transfer: \$1

**Option 2:** Pay using your online bank account. Add Vancouver Community College as a ‘Payee’ and use your VCC student ID number as the ‘account number.’



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