

Online Instructions via WebAdvisor

Certificate in Adult Education & Technical Vocational Teacher Education Part-Time Programs

REGISTRATION DATE: Winter One: November 14, 2018 – December 14, 2018

Winter Two: November 14, 2018 – February 1, 2019

REGISTRATION TIME: 12:00PM

TERM: Winter One and Two (F2019WI and F2019W2)

HOW TO REGISTER FOR YOUR COURSES

1. From the RRC home page www.rrc.ca click the “**LOG IN**” link at the top right.
2. “**Login to HUB**” by entering your **Username and Password** and Click “**Login**”.
3. Under Heading “**My Applications**”, select “**WebAdvisor**”
4. Click on “**Students**”.
5. Under the “**Registration**” heading, click on “**Register for Sections – Full Time Programs Only**”.
6. Click on the “**Term**” drop down box and select correct Term (e.g., FT 2019 Winter Term)
7. Click on the “**Course Level**” drop down box and select “**No Term Assigned**”
8. Click on the applicable “**Location**” drop down box and select (“**Notre Dame Campus**”, “**Off Campus (Online Courses)**”, “**ACC**” or “**UCN**”) Click “**Submit**”
9. Click in applicable “**Select**” box for the course(s) in which you wish to register. Make sure you are selecting the course that corresponds to the program you are in (**CERAC for CAE students or TECVC for Technical Vocational Students**).
Note: Each student can register for a maximum of “2” courses during each of the three registration periods up to a yearly maximum of “5” courses (per calendar year) for CAE students and a maximum of “6” courses (per calendar year) for TEC VOC students.
10. Click “**Submit**”.
11. For “**Action for ALL Pref. Sections (or choose below)**” leave “**BLANK**”
12. Click on the “**Action**” drop down box **beside the course** you have selected, choose “**Register**” for the selected course. If a course is **CLOSED** or **WAITLISTED**, choose “**Waitlist**” to put yourself on the waitlist for the selected course. **Note:** If you have other courses listed that do not need to be there, select “**Remove from List**”
13. Click “**Submit**”

HOW TO CONFIRM YOUR COURSE REGISTRATION AND WAITLIST

1. In WebAdvisor, go to the “**Students Menu**”.
2. Under **Academic Profile** click on “**Course List by Term**”.
3. Choose the applicable **Term** (e.g., FT 2019 WI Winter Term) and click on “**Submit**”. Confirm the courses listed are correct.
4. When you are done you can click **OK** to leave and return to the **Main Menu**.
5. If the courses listed are not the correct ones, please contact Rita Pucci da Silva in Enrolment Services at rsilva62@rrc.ca

NOTE: You will be able to see your registered courses on the **HUB** as well under “**My Classes**” within 24 hours of registering.

PAY YOUR TUITION

1. In HUB go to the “**Payments and Profile**”
2. Click on “**Student Finance**”