

## Online Instructions via WebAdvisor

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

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**REGISTRATION DATE:** June 13, 2018 – July 13, 2018

**REGISTRATION TIME:** 12:00PM

**TERM:** Fall (F2018FA)

### HOW TO REGISTER FOR YOUR COURSES

1. From the RRC home page [www.rrc.ca](http://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 2017 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 or TECVC**). **Note: CAE students can take a maximum of “5” courses per year. TEC VOC students can take a maximum of “6” courses per year. Each student can register for a maximum of two courses during each of the three registration periods.**
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 does 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 2018 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 Maryanne Venzon in Enrolment Services at [mvenzon@rrc.ca](mailto:mvenzon@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**”

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