



Registration Information

How do I find my registration date and time?

- login to your myUFV account
- click "student information"
- click "registration"
- click "check your registration time and eligibility"

It is important to register as close to this time as possible. Also ensure that you have paid your \$200 registration deposit at least 3 business days prior to your registration date.

How do I know what classes to take in my first semester?

It is recommended that you start your program by taking required classes. To find what these classes are you must:

- go to ufv.ca
- click "academic calendar" (The academic calendar contains all program information, from course descriptions, to admission requirements, to required classes. It is a very helpful resource for you as a student).
- click "program index"
- then find your program
- click on your program and scroll down through the information, and near the bottom of the page it will list the required courses for your program. Some programs offer more choice than others (i.e. Bachelor of Arts vs. Business) and others lay out each semester for you.

Another good suggestion is to make an appointment with an academic advisor to ensure that you are taking the correct courses for your program. This should not be necessary until after your first semester. ufv.ca/advising or email advising@ufv.ca

Now that I know what classes I need to take, where do I find when they are offered?

The simplest way to find when classes are offered is to search them in your myUFV Account. You are also able to use the semester timetable (find on the UFV website) to see course offerings.

To search classes on your myUFV you must:

- login to your myUFV account
- click "student information"
- click "registration"
- click "look up classes"
 - select the subject you are looking for (i.e. English)
 - find the course number you are looking for (i.e. 105)
 - find the section that works best for you, and note the CRN #

You should look up the classes you need to take in advance and make yourself a schedule. This will ensure that you are prepared and ready to register when your time becomes available. You can find a timetable worksheet here:

<https://www.ufv.ca/media/assets/admissions/forms/Timetable-worksheet.pdf>

How do I register?

You are able to register once your date and time have arrived, until then you will just get a message that relays your time to you. Once your time is available:

- Login to your myUFV account
- click "student information"
- click "registration"
- click "register, add, drop, waitlist or withdraw from classes"
- enter course CRN #'s
- submit changes

Register for courses

Register online. Log in to myUFV

Check your **Account Summary by Term** folder in myUFV to ensure your \$200 registration deposit is showing on your account before you start to register. If you attempt to register before your deposit is processed, a hold will be placed on your account. When your deposit is processed, the hold will be lifted and you will regain access to register.

- Select 'Student information'
- Select 'Register, Add, Drop, Waitlist or Withdraw from a class'
- Select the term from the drop down menu and 'SUBMIT'
- Scroll to the bottom and add all of your CRNs in the blanks provided.
- Select 'Submit changes'. Immediately, you will see the classes in which you are registered.

If a section (class) is full, you can choose to waitlist from the drop down menu. Select 'Submit changes' again. Now you will be able to see where you are on the waitlist.

Keep checking your student email for notifications. If you are on a waitlist and a place opens for you, claim it as soon as possible.

If you are still waitlisted when classes start, attend the first class and ask the instructor if there will be room for you in the class. If you do not show up on the first day of class, you forfeit your seat.