

# Fall 2020 Registration Dates and Instructions

## Registration Period

### July 6 – 17, 2020

- The time period in which a student's registration time ticket (the specific date and time that a student is eligible to begin registering for classes) opens.
  - Fall 2020 [Registration Time Tickets](#) and [myCap Schedule](#) are published during the last week of June.
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## Standard Term Dates

### September 8 - December 7, 2020

- The first to the last day of classes.
  - For more information, please consult the **Academic Schedule and Important Dates** document on the [Registration Dates](#) webpage.
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## Add/Drop Period

### September 8 – 21, 2020

- Courses that do not run for the standard term are considered “non-standard”; they will have different start and end dates compared to the standard term and will therefore have different add, drop and withdrawal dates.
  - For more information, please consult the **Non-Standard Add, Drop and Withdrawal Dates** document on the [Registration Dates](#) webpage.
  - **Please note** that courses are removed from your transcript when they are dropped during the Add/Drop period.
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## Withdrawal Period

### September 22 – October 16, 2020

- Courses that do not run for the standard term are considered “non-standard”; they will have different start and end dates compared to the standard term and will therefore have different add, drop and withdrawal dates.
  - For more information, please consult the **Non-Standard Add, Drop and Withdrawal Dates** document on the [Registration Dates](#) website.
  - **Please note** that courses are notated with a “W” on your transcript when students withdraw from a course during the Withdrawal period.
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## Final Exam Period

### December 9 – 17, 2020

- The Final Exam Schedule should be posted on the [Registrar's Office](#) webpage in the last week of October.
  - **Please note** that the final exam period includes Saturday, December 12, 2020.
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## Payment Information

### August 24, 2020 (4:00pm) - Tuition Payment Deadline

- To avoid being deregistered (withdrawn) from your classes, all payments must be submitted to the Cashier's Office (BR214) by **4:00 pm, on August 24, 2020**.
- For more information, please visit the [Fee Payment Deadline](#) and the [How to Pay](#) webpages.
- It is the **student's responsibility** to ensure that all fees and deposits are paid in full by the fee payment deadline, or that a valid fee deferral request has been submitted and approved.
- For more information please visit the [Fees and Finances](#) webpage.

### Fee Deferral Application Deadline - August 24, 2020 (4:00pm)

- A fee deferral is an extension of the fee payment deadline, and can be granted if you meet the eligibility criteria.
- All Fee Deferral Applications for approved **student loans, scholarship or awards** or for **Work BC Skills Development Employment Benefits funding** must be submitted to Financial Aid ([finaid@capilanou.ca](mailto:finaid@capilanou.ca)) by **4:00 pm, on August 24, 2020**, in order to avoid deregistration.
- Please consult the [Fee Deferrals](#) webpage for more information.
- All **other** Fee Deferral requests (**international money/wire transfers, sponsored students, etc.**), should be submitted to the Cashier's Office ([cashiers@capilanou.ca](mailto:cashiers@capilanou.ca)) by **4:00 pm, on August 24, 2020**, in order to avoid deregistration.
- Please contact the Cashier's Office at 604-984-1786 or by email at [cashiers@capilanou.ca](mailto:cashiers@capilanou.ca) for more information.

### Fee Refunds

- Refunds are processed six weeks after the start of the term and mailed to the address currently listed in your student account.
- For more information, please visit the [Fee Refunds](#) webpage.

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## Registration Information

### Registration Takes Place Online

- For complete instructions, see the **Registration Guide** and the **Waitlist Guide** on the [How to Register](#) website.

### 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, log into your [myCapU Account](#). On the **Student Services Tab** select *Registration > Check Your Registration Status*.
- 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 by email [registration@capilanou.ca](mailto:registration@capilanou.ca). If you are emailing, please ensure you include 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.
- Please contact the [Registrar's Office](#) at 604-984-4900 or at [registration@capilano.ca](mailto:registration@capilano.ca), if you have any questions.

## What Courses Will You Take?

### Course Planning Tools and Resources

- If you would like help in choosing your courses, you should make an appointment with an [Academic Advisor](#). You may email [advising@capilano.ca](mailto:advising@capilano.ca) for simple academic advising questions, or visit the [Academic Advising](#) website for information on our services and to register for a [Course Planning Workshop](#).
- Choose courses using the online [myCap Schedule](#) and to plan your class 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 the [myCapU Schedule](#).

### Labs/Conversations/Tutorials

- Some courses have a lab, conversation, or tutorial component in addition to the lecture. When registering in a lab, conversation, or tutorial component, you must register in the **same section** as the lecture.
- Please note that courses linked with a lab, conversation or tutorial do not allow waitlisting. For more information, please consult the "Show More" notes for each course in the [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).
- If the overlap is small, please contact your instructors for information on the *Time Conflict Override* form.

### 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 your course status from credit to audit or from 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 [Capilano University Calendar](#).

## Glossary of Course Schedule & Fees Search/Timetable Terms

<b>Class</b>	The abbreviated name for the course - Example: ENGL 100 01: <ul style="list-style-type: none"> <li>• Subject = <b>ENGL</b> (English), Course Number = <b>100</b>, Section Number = <b>01</b></li> </ul>
<b>Course Title</b>	Name of the course - Example: Academic Writing Strategies (ENGL 100).
<b>CRN</b>	A 5 digit system generated course reference number that is used for web registration. Each section has their own unique CRN.
<b>Instructor</b>	Name of the instructor(s) teaching the class.
<b>Campus</b>	Campus locations: <ul style="list-style-type: none"> <li>• <b>North Vancouver</b> (NV) – 2055 Purcell Way, North Vancouver, BC</li> <li>• <b>Lonsdale</b> (LO) – 2<sup>nd</sup> Floor, 125 Victory Ship Way, North Vancouver, BC</li> <li>• <b>Squamish</b> (SQ) – TBA</li> <li>• <b>Sunshine Coast</b> (SE) – 5627 Inlet Avenue, Sechelt, BC</li> <li>• <b>Mount Currie</b> (MC) – Mount Currie, BC</li> <li>• <b>Off-Campus</b> – The class takes place in a location other than a Capilano University Campus</li> <li>• <b>Online</b> – The class is taken online</li> </ul>
<b>Prerequisites</b>	A requirement that must be completed <b>before</b> taking the course. Courses that are in progress at the time of registration will satisfy <a href="#">prerequisites</a> .
<b>Co-requisites</b>	A requirement that should be fulfilled <b>at the same time as, or before</b> taking the course.
<b>Seats</b>	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.
<b>Waitlist</b>	Number of students that are currently waitlisted for the class <b>over</b> 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.
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## Registration Assistance

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

**Phone:** 604.984.4900

**Email:** [registration@capilano.ca](mailto:registration@capilano.ca)

**In-Person:** **Capilano University**  
Birch Building, Room 230 (2nd Floor)  
2055 Purcell Way  
North Vancouver, BC  
V7J 3H5

**Office Hours**

Monday	9 a.m. – 3 p.m.
Tuesday	9 a.m. – 3 p.m.
Wednesday	10 a.m. – 4 p.m.
Thursday	9 a.m. – 3 p.m.
Friday	9 a.m. – 2:30 p.m.