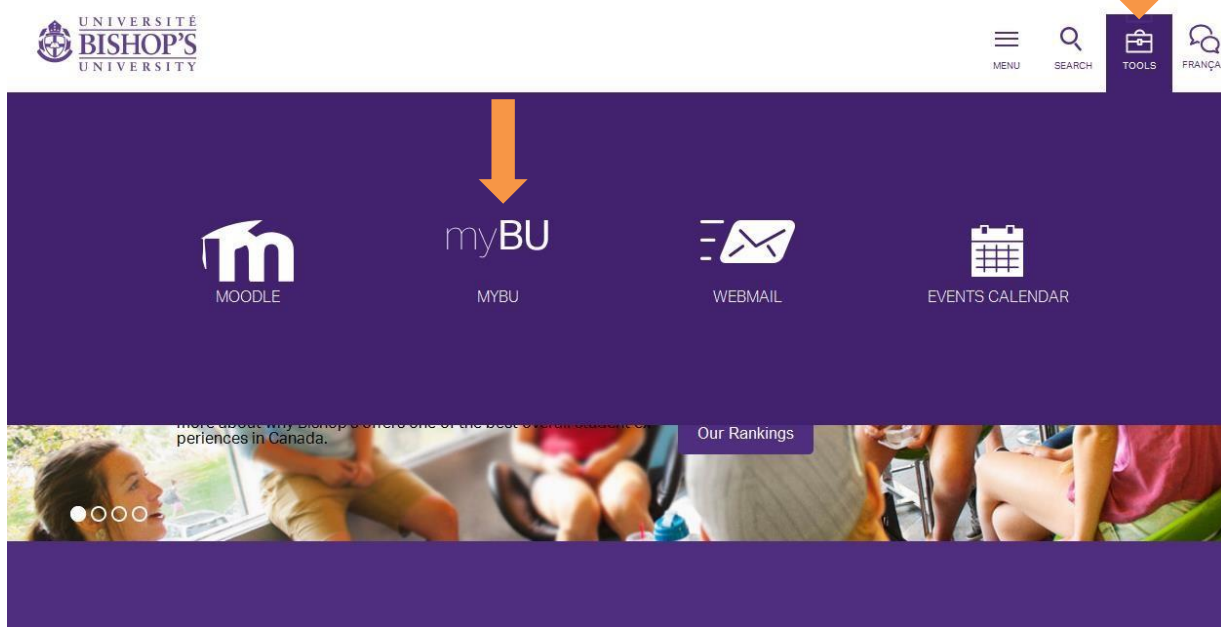
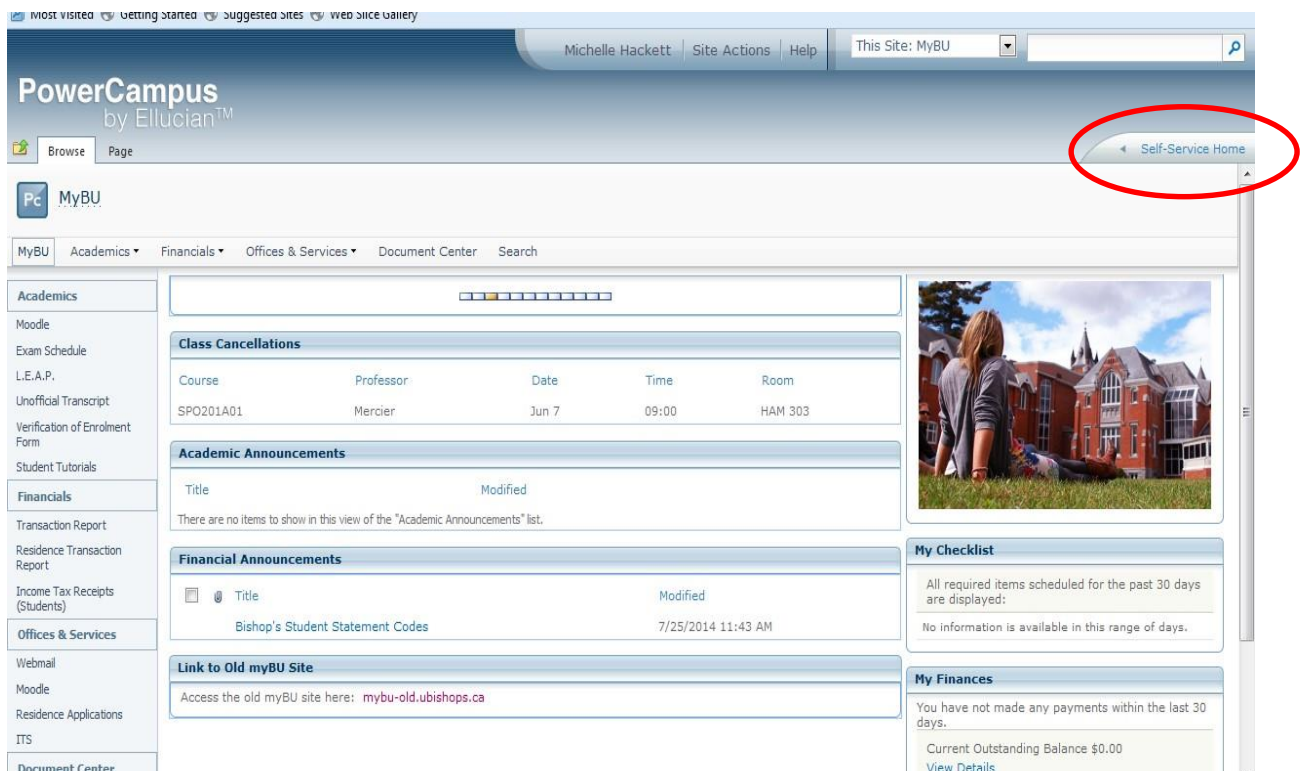


## How to Register for Courses

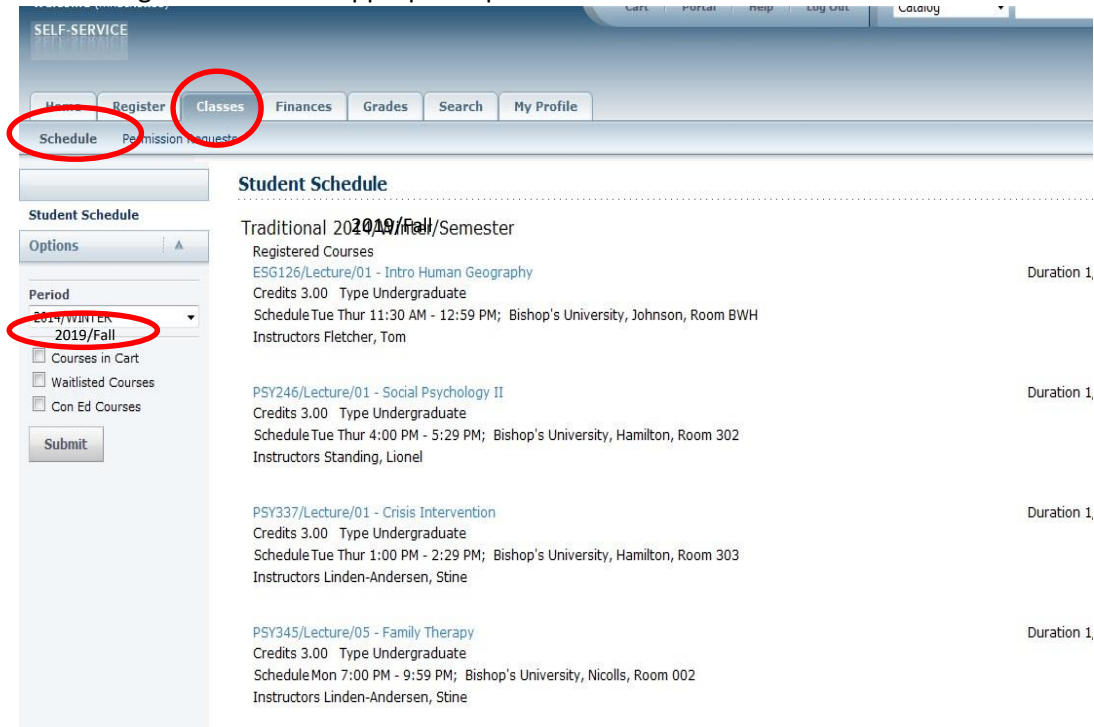
**Step 1:** Go to [www.ubishops.ca](http://www.ubishops.ca) and login to MyBU.



- Click on “Self-Service Home” found in the right hand corner.



**Step 2:** View Schedule to see the courses (if any) into which you've been pre-registered. Note: do not forget to select the appropriate period



**Student Schedule**

Traditional 2019/Fall Semester

Registered Courses

Course	Credits	Type	Schedule	Instructors	Duration
ESG126/Lecture/01 - Intro Human Geography	3.00	Undergraduate	Tue Thur 11:30 AM - 12:59 PM; Bishop's University, Johnson, Room BWH	Fletcher, Tom	Duration 1
PSY246/Lecture/01 - Social Psychology II	3.00	Undergraduate	Tue Thur 4:00 PM - 5:29 PM; Bishop's University, Hamilton, Room 302	Standing, Lionel	Duration 1
PSY337/Lecture/01 - Crisis Intervention	3.00	Undergraduate	Tue Thur 1:00 PM - 2:29 PM; Bishop's University, Hamilton, Room 303	Linden-Andersen, Stine	Duration 1
PSY345/Lecture/05 - Family Therapy	3.00	Undergraduate	Mon 7:00 PM - 9:59 PM; Bishop's University, Nicolls, Room 002	Linden-Andersen, Stine	Duration 1

**Step 3:** Choose courses to complete your schedule (remember a normal course load is five 3-credit courses plus any associated labs).

- Consult the timetable to select your desired elective course(s)
- Click on the Register Tab • Online Registration; select the 2019 / Fall period



**Online Registration**

Select Period Review Schedule Finalize Complete

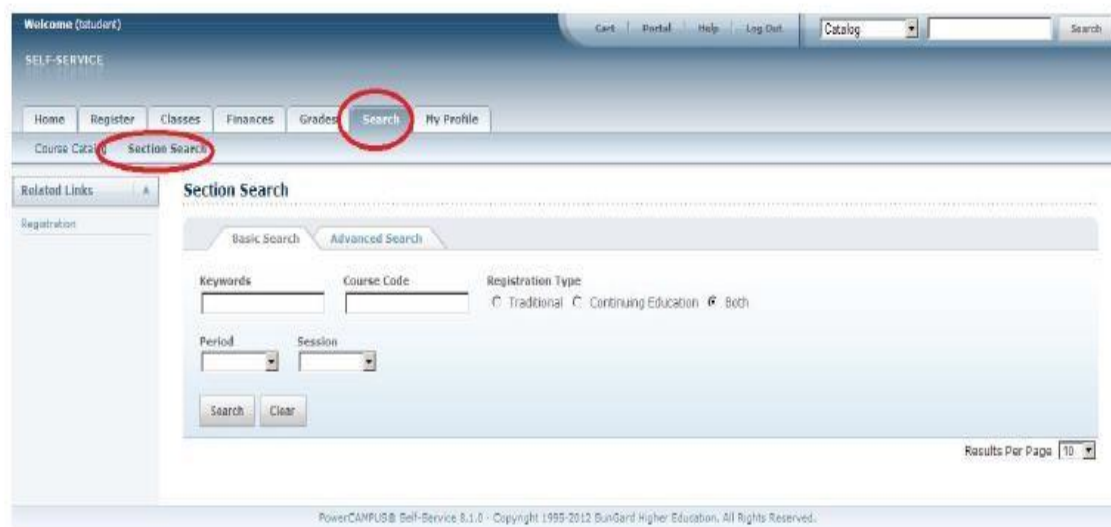
In order to begin the registration process, please select a registration period.

Period	Status
2019/Fall	OK to register.

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#### Step 4: Add desired course(s)

- Click on Section Search and look up the desired course (consult the timetable to know all the course offerings for the upcoming semester)



Welcome (Student)

SELF-SERVICE

Home Register Classes Finances Grades **Search** My Profile

Course Catalog **Section Search**

Related Links

Registration

**Section Search**

Basic Search Advanced Search

Keywords Course Code Registration Type  
  ☐ Traditional ☐ Continuing Education ☒ Both

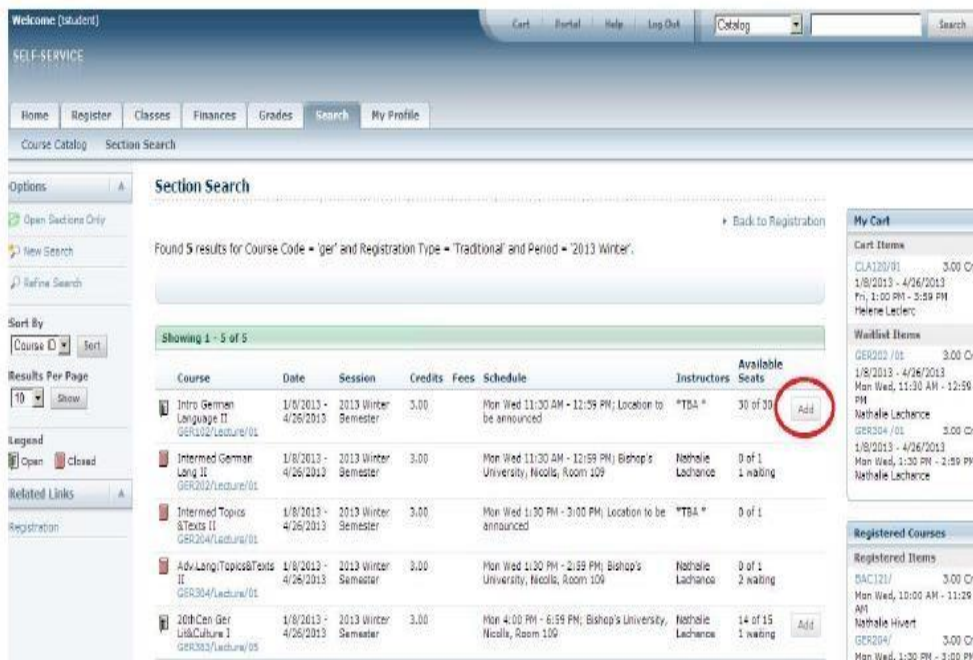
Period Session

Search Clear

Results Per Page 10

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- Select desired section and add to cart



Welcome (Student)

SELF-SERVICE

Home Register Classes Finances Grades Search My Profile

Course Catalog Section Search

Options

Open Sections Only

New Search

Refine Search

Sort By

Course D Sort

Results Per Page

10 Show

Legend

Open Closed

Related Links

Registration

**Section Search**

Found 5 results for Course Code = 'ger' and Registration Type = 'Traditional' and Period = '2013 Winter'.

Showing 1 - 5 of 5

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats	Add
Intro German Language II GER102/Lecture/01	1/8/2013 - 4/26/2013	2013 Winter Semester	3.00		Mon Wed 11:30 AM - 12:59 PM; Location to be announced	*TBA *	30 of 30	Add
Intermed German Lang II GER102/Lecture/01	1/8/2013 - 4/26/2013	2013 Winter Semester	3.00		Mon Wed 11:30 AM - 12:59 PM; Bishop's University, Nicolls, Room 109	Nathalie Lachance	0 of 1 2 waiting	
Intermed Topics & Texts II GER304/Lecture/01	1/8/2013 - 4/26/2013	2013 Winter Semester	3.00		Mon Wed 1:30 PM - 3:00 PM; Location to be announced	*TBA *	0 of 1	
Adv.Lang/Topics&Texts II GER304/Lecture/01	1/8/2013 - 4/26/2013	2013 Winter Semester	3.00		Mon Wed 1:30 PM - 2:59 PM; Bishop's University, Nicolls, Room 109	Nathalie Lachance	0 of 1 2 waiting	
20th Cen Ger Lit&Culture I GER302/Lecture/01	1/8/2013 - 4/26/2013	2013 Winter Semester	3.00		Mon 4:00 PM - 6:59 PM; Bishop's University, Nicolls, Room 109	Nathalie Lachance	14 of 15 1 waiting	Add

My Cart

Cart Items

CLA120/01 3.00 Cr.  
 1/8/2013 - 4/26/2013  
 Mon Wed 11:30 AM - 12:59 PM  
 Helene Leclerc

Waitlist Items

GER202 / 01 3.00 Cr.  
 1/8/2013 - 4/26/2013  
 Mon Wed 11:30 AM - 12:59 PM  
 Nathalie Lachance

GER304 / 01 3.00 Cr.  
 1/8/2013 - 4/26/2013  
 Mon Wed 1:30 PM - 2:59 PM  
 Nathalie Lachance

Registered Courses

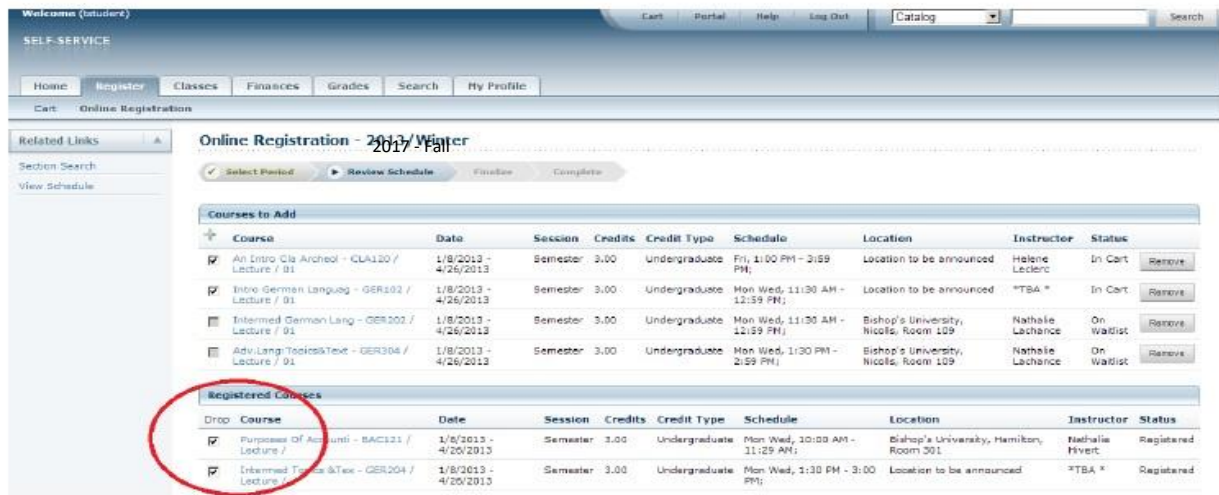
Registered Items

BAC121/ 3.00 Cr.  
 Mon Wed 10:00 AM - 11:29 AM  
 Nathalie Hivert

GER204/ 3.00 Cr.  
 Mon Wed 1:30 PM - 3:00 PM

## Stop, Read, Click.

**\*\*Do not click on every check box. Under the "Registered Courses" header in the registration tab if you "check" those boxes you will be dropped from those selected courses. If selecting courses under the "Registered Courses" header, be sure you wish to drop those courses. Note that no warning message will appear.\*\***



Welcome (student) | Cart | Portal | Help | Log Out | Catalog | Search

SELF-SERVICE

Home | Register | Classes | Finances | Grades | Search | My Profile

Cart | Online Registration

Related Links: Section Search, View Schedule

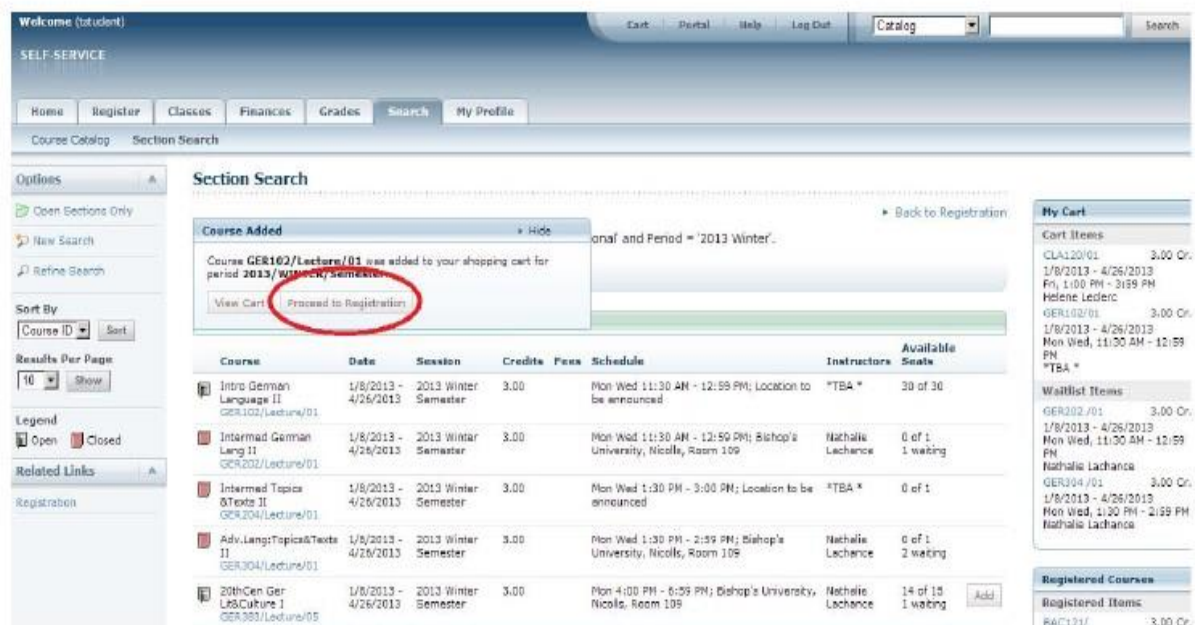
### Online Registration - 2013 Winter

Select Period | Review Schedule | Finalize | Complete

Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status
<input checked="" type="checkbox"/> An Intro Cla Archeol - CLA120 / Lecture / 01	1/8/2013 - 4/26/2013	Semester	3.00	Undergraduate	Fri, 1:00 PM - 3:59 PM	Location to be announced	Helene Lederic	In Cart
<input checked="" type="checkbox"/> Intro German Language - GER102 / Lecture / 01	1/8/2013 - 4/26/2013	Semester	3.00	Undergraduate	Mon Wed, 11:30 AM - 12:59 PM	Location to be announced	*TBA *	In Cart
<input type="checkbox"/> Intermed German Lang - GER202 / Lecture / 01	1/8/2013 - 4/26/2013	Semester	3.00	Undergraduate	Mon Wed, 11:30 AM - 12:59 PM	Bishop's University, Nicolls, Room 109	Nathalie Lachance	On Waitlist
<input type="checkbox"/> Adv Lang Topics&Text - GER304 / Lecture / 01	1/8/2013 - 4/26/2013	Semester	3.00	Undergraduate	Mon Wed, 1:30 PM - 2:59 PM	Bishop's University, Nicolls, Room 109	Nathalie Lachance	On Waitlist

Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status
<input checked="" type="checkbox"/>	Purpose Of An Anti - BAC121 / Lecture / 01	1/8/2013 - 4/26/2013	Semester	3.00	Undergraduate	Mon Wed, 10:00 AM - 11:29 AM	Bishop's University, Hemikry, Room 301	Nathalie Hivet	Registered
<input checked="" type="checkbox"/>	Intermed Topics & Text - GER204 / Lecture / 01	1/8/2013 - 4/26/2013	Semester	3.00	Undergraduate	Mon Wed, 1:30 PM - 3:00 PM	Location to be announced	*TBA *	Registered

- Once added you may view your cart (and continue adding courses) or proceed with registration.



Welcome (student) | Cart | Portal | Help | Log Out | Catalog | Search

SELF-SERVICE

Home | Register | Classes | Finances | Grades | Search | My Profile

Course Catalog | Section Search

Options: Open Sections Only, New Search, Refine Search

Sort By: Course ID | Sort

Results Per Page: 10 | Show

Legend: Open, Closed

Related Links: Registration

### Section Search

Course Added: Course GER102/Lecture/01 was added to your shopping cart for period 2013 Winter/Semester.

View Cart | **Proceed to Registration**

Course	Date	Session	Credits	Fee	Schedule	Instructors	Available Seats
<input type="checkbox"/> Intro German Language II GER102/Lecture/01	1/8/2013 - 4/26/2013	2013 Winter Semester	3.00		Mon Wed 11:30 AM - 12:59 PM; Location to be announced	*TBA *	30 of 30
<input type="checkbox"/> Intermed German Lang II GER202/Lecture/01	1/8/2013 - 4/26/2013	2013 Winter Semester	3.00		Mon Wed 11:30 AM - 12:59 PM; Bishop's University, Nicolls, Room 109	Nathalie Lachance	0 of 1 waiting
<input type="checkbox"/> Intermed Topics & Texts II GER204/Lecture/01	1/8/2013 - 4/26/2013	2013 Winter Semester	3.00		Mon Wed 1:30 PM - 3:00 PM; Location to be announced	*TBA *	0 of 1
<input type="checkbox"/> Adv Lang Topics&Texts II GER304/Lecture/01	1/8/2013 - 4/26/2013	2013 Winter Semester	3.00		Mon Wed 1:30 PM - 2:59 PM; Bishop's University, Nicolls, Room 109	Nathalie Lachance	0 of 1 waiting
<input type="checkbox"/> 20th Cen Ger Lit&Culture I GER305/Lecture/05	1/8/2013 - 4/26/2013	2013 Winter Semester	3.00		Mon 4:00 PM - 6:59 PM; Bishop's University, Nicolls, Room 109	Nathalie Lachance	14 of 15 waiting

Back to Registration

### My Cart

Cart Items:

- CLA120/01 3.00 Cr. 1/8/2013 - 4/26/2013 Fri, 1:00 PM - 3:59 PM Helene Lederic
- GER102/01 3.00 Cr. 1/8/2013 - 4/26/2013 Mon Wed, 11:30 AM - 12:59 PM \*TBA \*

Waitlist Items:

- GER202/01 3.00 Cr. 1/8/2013 - 4/26/2013 Mon Wed, 11:30 AM - 12:59 PM Nathalie Lachance
- GER304/01 3.00 Cr. 1/8/2013 - 4/26/2013 Mon Wed, 1:30 PM - 2:59 PM Nathalie Lachance

### Registered Courses

Registered Items:

- BAC121/ 3.00 Cr.



**Step 5:** Once you are satisfied with your course selection proceed to registration.

- Click Proceed to Registration and verify you have selected your desired course(s). At this point you may still add/ drop courses modifying your schedule. If you are satisfied with your schedule click "next".

**Online Registration - 2012/Fall**

☒ Select Period
 ☒ Review Schedule
 ☐ Finalize
 ☐ Complete

Courses to Add										
	Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status	
<input checked="" type="checkbox"/>	General Chemistry I - CHE191 / Lecture / 01	05/09/2012 - 14/12/2012	Semester	3.00	Undergraduate	Tue Thur, 11:30 AM - 1:00 PM;	Bishop's University, Nicolls, Room 002	Dale Wood	In Cart	<input type="button" value="Remove"/>
<input checked="" type="checkbox"/>	Approach Literary Th - ENG106 / Lecture / 01	05/09/2012 - 14/12/2012	Semester	3.00	Undergraduate	Mon Wed, 3:00 PM - 4:30 PM;	Bishop's University, Molson Fine Arts, Room 010	Shawn Malley	In Cart	<input type="button" value="Remove"/>
<input checked="" type="checkbox"/>	Introductory Che Lab - CHE081 / Laboratory / 02	05/09/2012 - 14/12/2012	Semester	1.00	Undergraduate Lab	Tue, 1:30 PM - 5:30 PM;	Bishop's University, Johnson, Room 212	*TBA *	In Cart	<input type="button" value="Remove"/>
<input checked="" type="checkbox"/>	InfoLiteracyCridThi - ILT100 / Laboratory / 01	05/09/2012 - 14/12/2012	Semester	1.00	Undergraduate Lab	Wed, 4:30 PM - 6:30 PM;	Bishop's University, Library, Room 103	Daniel Bromby	In Cart	<input type="button" value="Remove"/>

Registered Courses										
Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status	
<input type="checkbox"/>	Ind. Studies / Rinds -	05/09/2012 -	Semester	3.00	Undergraduate	TRA	Richards	*TRA *	Registered	

**Step 6:** The system will verify prerequisites and identify any schedule conflicts. Adjust your selected courses if necessary.

**Online Registration - 2012/Fall**

☒ Select Period
 ☒ Review Schedule
 ☐ Finalize
 ☐ Complete

You are unable to register for CHE191 Lecture 01 for the following reasons:

- Schedule Conflict POL140 Lecture 01

You are unable to register for ENG106 Lecture 01 for the following reasons:

- Schedule Conflict ILT100 Laboratory 01
- Schedule Conflict ENG104 Lecture 01

You are unable to register for ILT100 Laboratory 01 for the following reasons:

- Corequisite You must also register for BMG112 Lecture.
- Schedule Conflict ENG104 Lecture 01

**Courses to Add**

**Step 7:** Once you are satisfied with your schedule press "next" and the registration process is complete.



**Step 8:** You have completed the registration process!