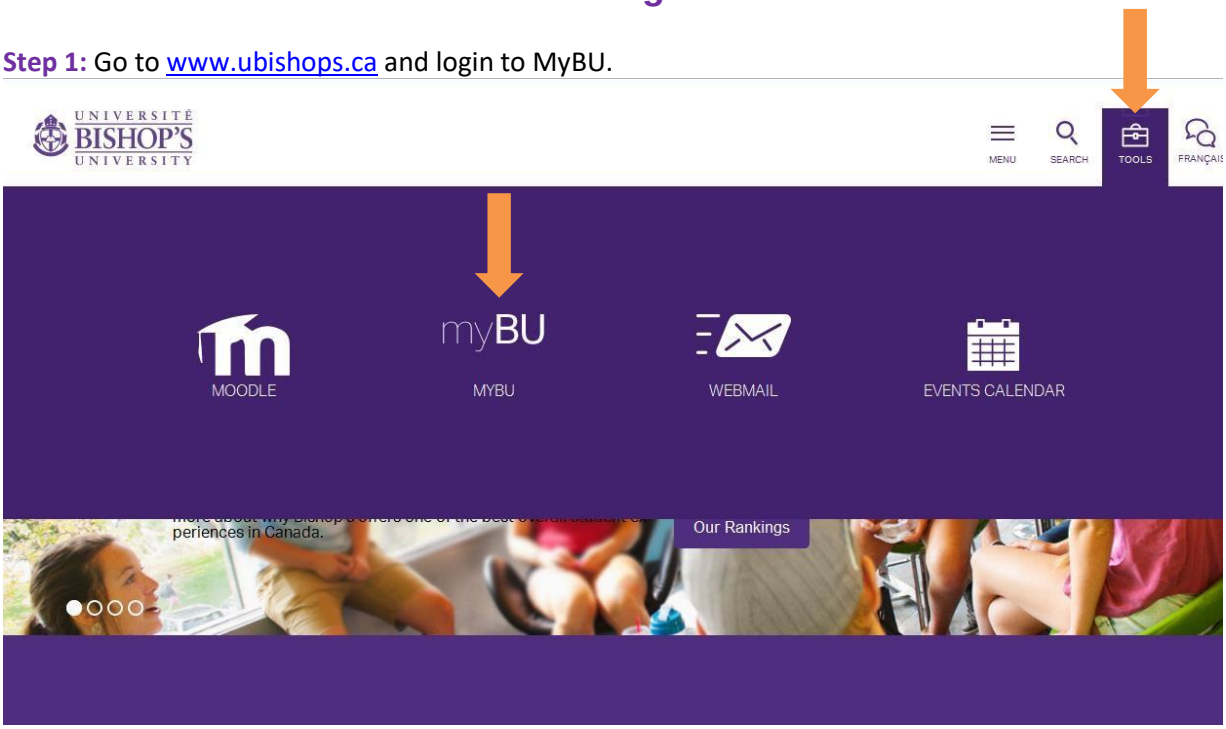
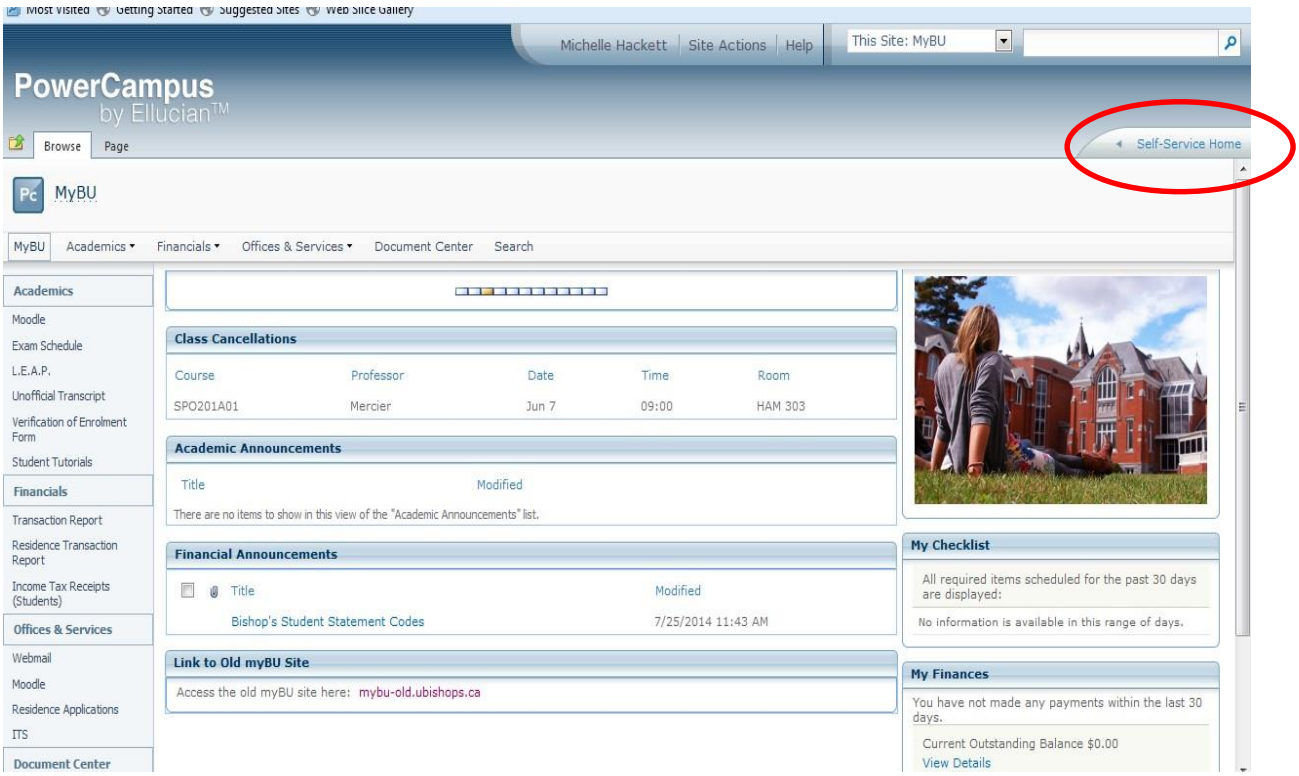
How to Register for Courses

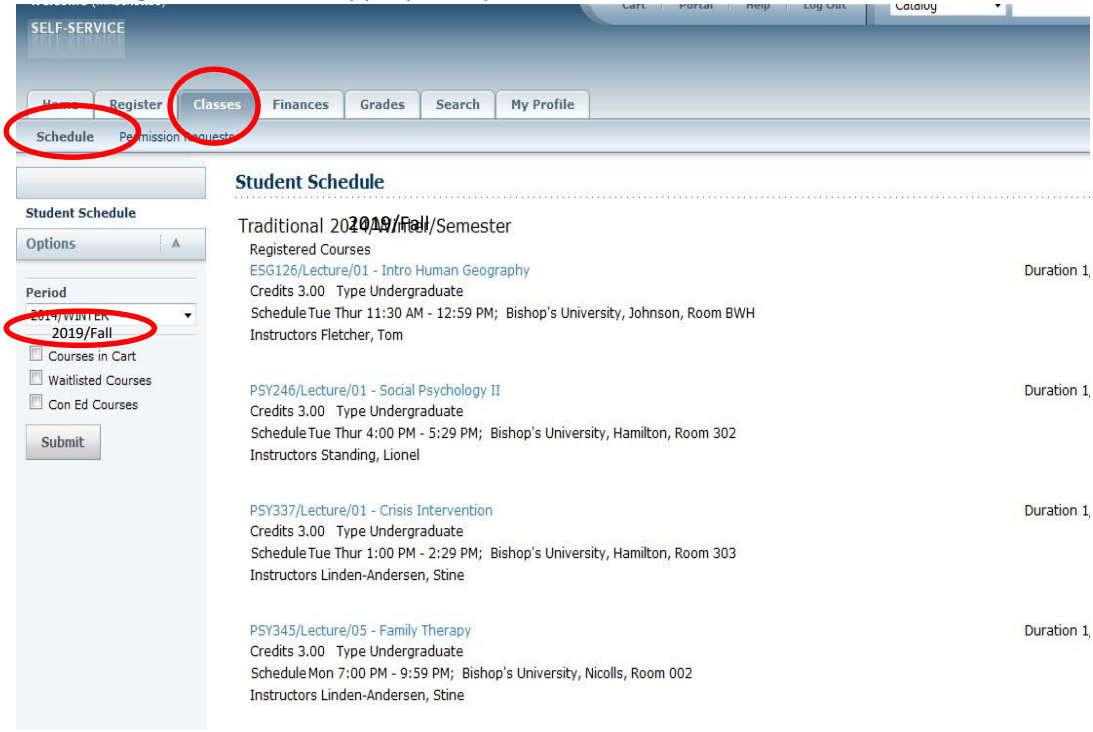
Step 1: Go to www.ubishops.ca and login to MyBU.



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

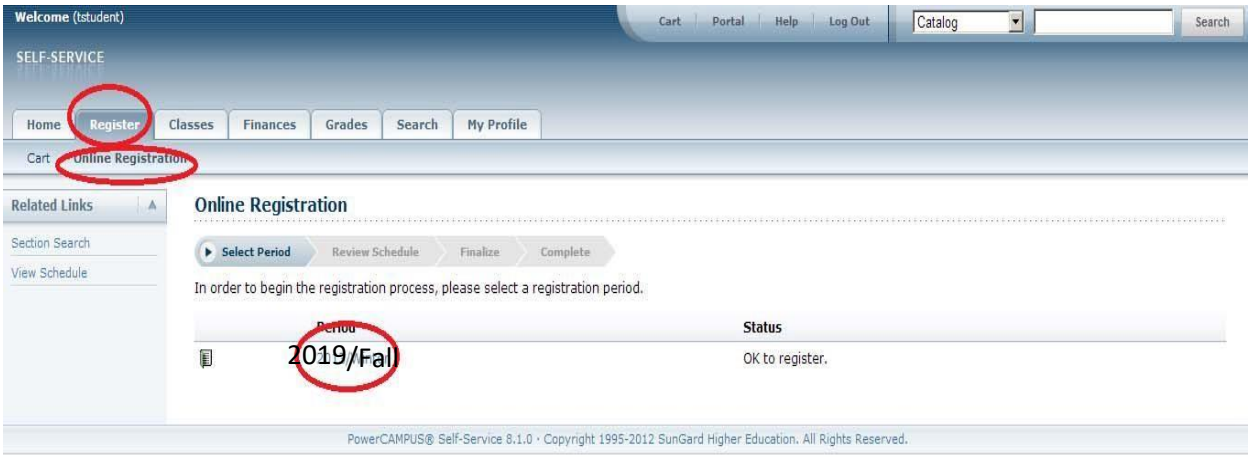


Step 2: View Schedule to see the courses (if any) into which you've been pre-registered. Note: do not forget to select the appropriate period



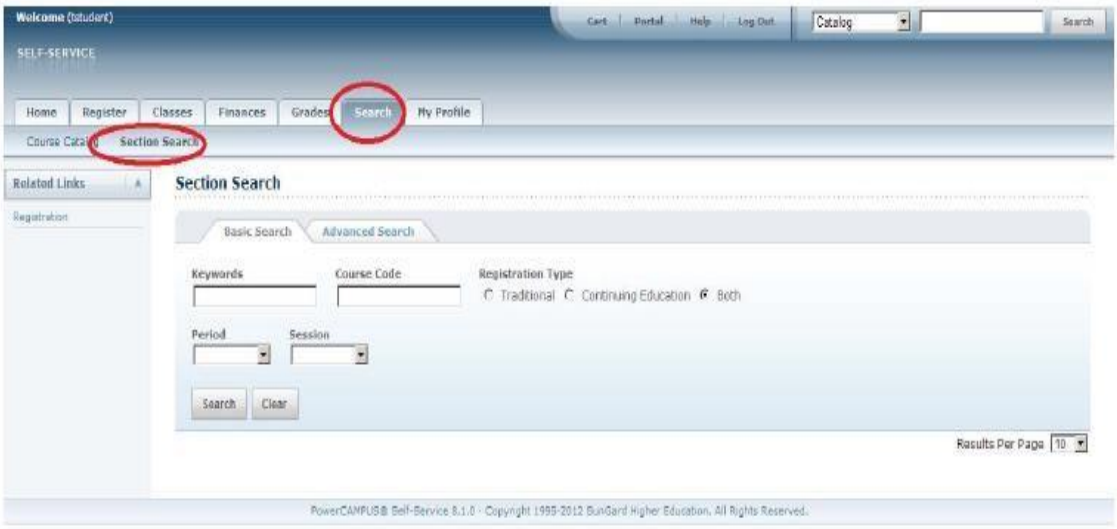
Step 3: Choose courses to complete your schedule (remember a normal course load is five 3-credit courses plus any associated labs).

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

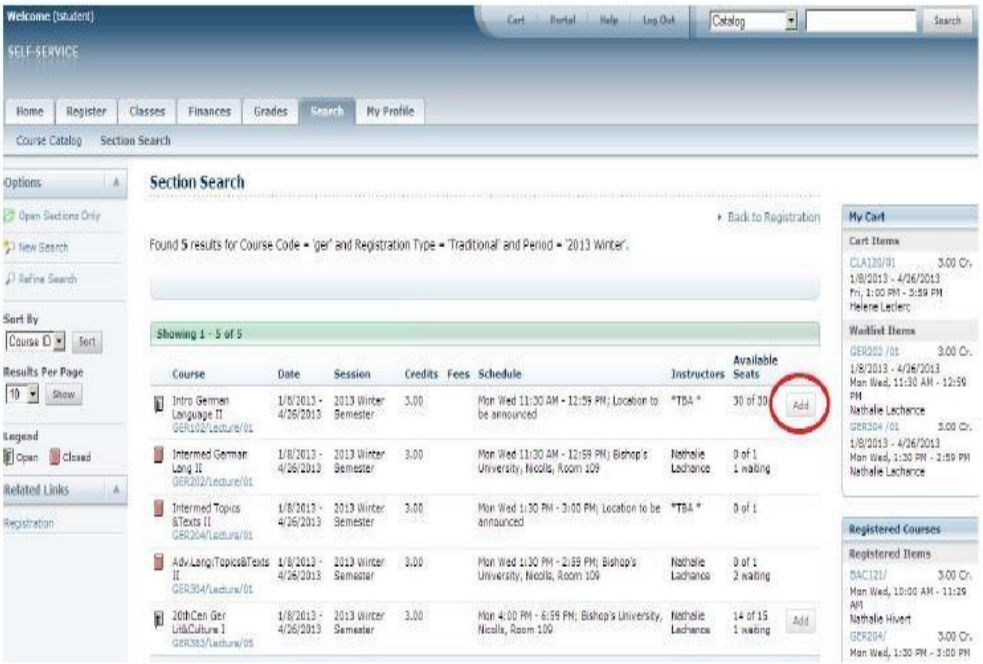


Step 4: Add desired course(s)

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

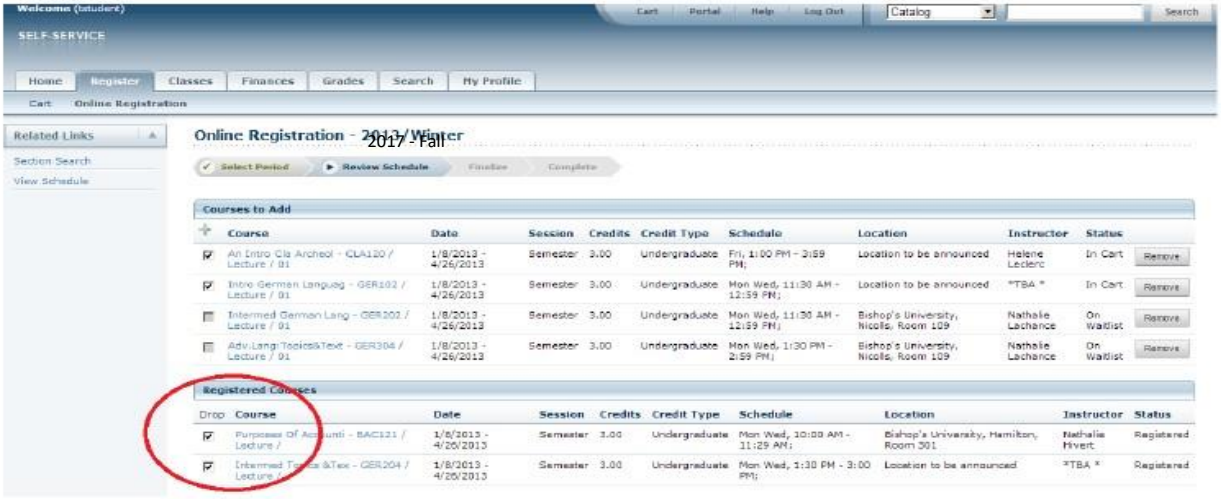


- Select desired section and add to cart

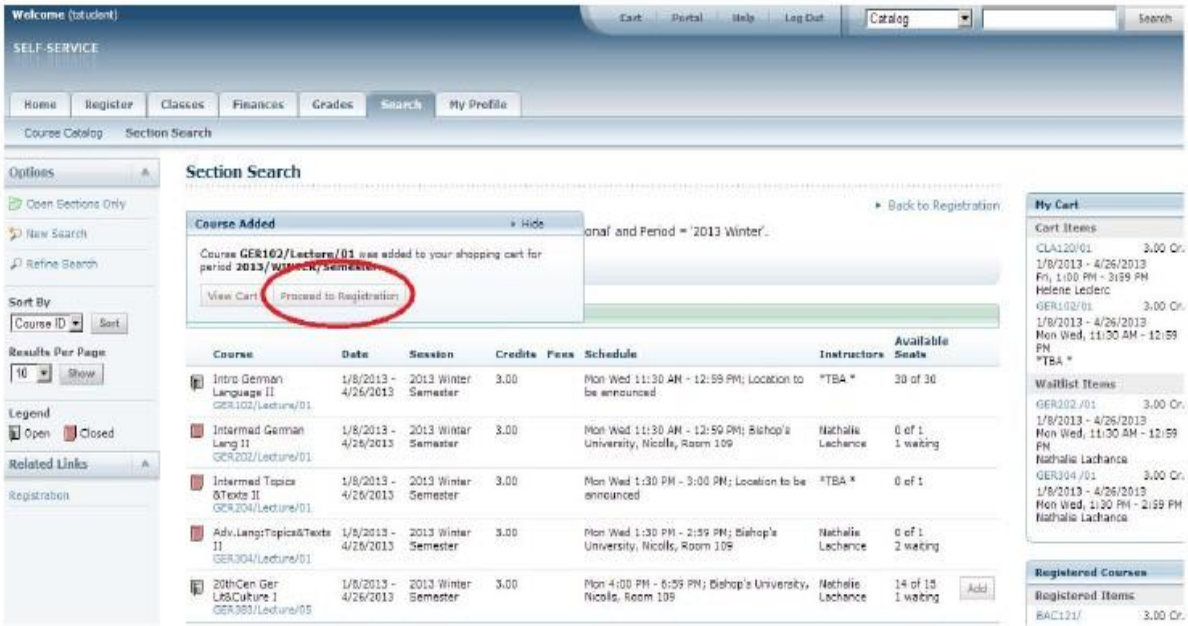


Stop, Read, Click.

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.

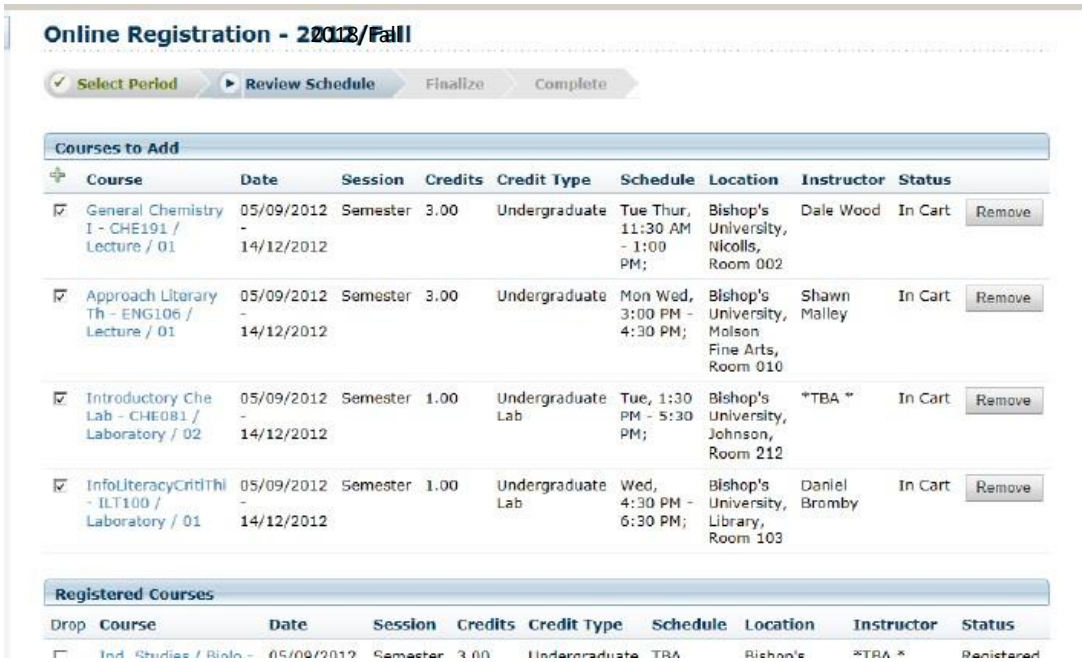


- Once added you may view your cart (and continue adding courses) or proceed with registration.

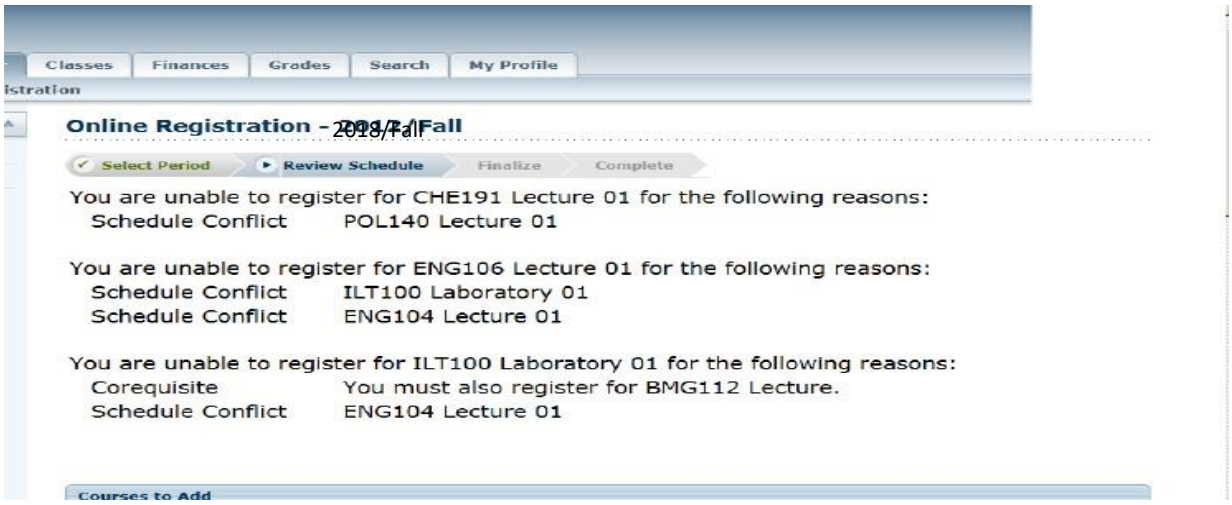


Step 5: Once you are satisfied with your course selection proceed to registration.

- 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”.



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



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!