

Late Course Registration Instructions

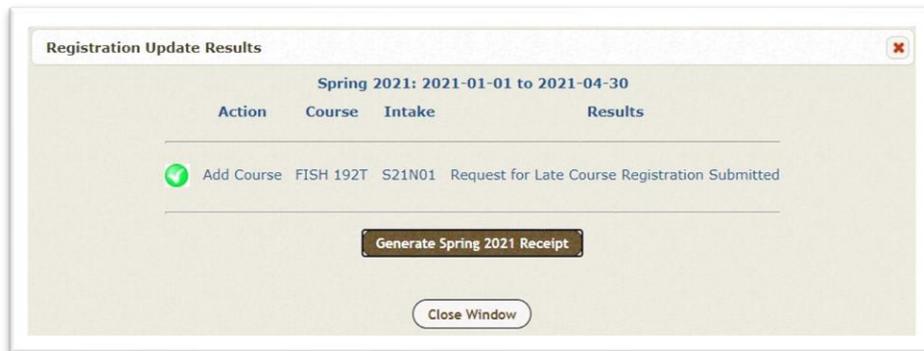
1. Log into your online student record.
2. Click on “Web Registration” in the menu on the left-hand side of the screen.
3. Click on “Register” next to the current semester.



4. Enter the course that you wish to register in, either by specifying the course ID and section or by searching for the course by subject area and selecting the appropriate course and section.
5. Click “Submit Changes.” The system will ask you to confirm your request; the new course will now show as “Submit Request for Late Course Registration.” Click “Confirm these changes” to proceed.



6. The system will then confirm that your registration has been updated. Click “Close Window.”



7. Your request will be sent to the instructor for consideration. If you have not met the prerequisites for the course but the instructor believes you can still be successful in the course, the request will be sent to the Department Chair to consider a prerequisite waiver.
8. If the request is approved by the instructor and/or chair, the request will go to Registration for processing. You will receive an email from registration@viu.ca when your request has been processed or if it's been denied at any point in the process.
9. You can track the status of your late course registration request(s) on the Web Registration Screen. This is also where you can cancel a late course registration request.

Outstanding Requests for Late Course Registration:

Cancel Request	Course ID	Section	Title	Credits	Date Requested	Request Status
<input type="checkbox"/>	FISH 192T	S21N01	Project in Aquaculture II	1.00	2021-01-05 11:38	Waiting for Instructor Approval

The request status is also viewable in your Course Enrolment History screen.

Bachelor of Science in Fisheries and Aquaculture - 1st Year (2021/01/07 to 2021/04/16)
 Sponsor: International Education. (Inter. Ed.)
 TERM GPA: N/A CREDIT: 3.00

Course	Sect	Title	Credits	Grade	Point
 DIGI 110	S21N01	Introduction to Digital Media	3.00	ENR	
FISH 192T	S21N01	Project in Aquaculture II			

Late Course Request: Waiting for Instructor Approval

10. Once you have been enrolled in your course, your fees will be due and owing. If you are an International student, your fees must be paid in advance of registration.

If you have any questions or concerns about the late course registration process, please contact the Registration Centre at registration@viu.ca.

International students, please contact study@viu.ca.