

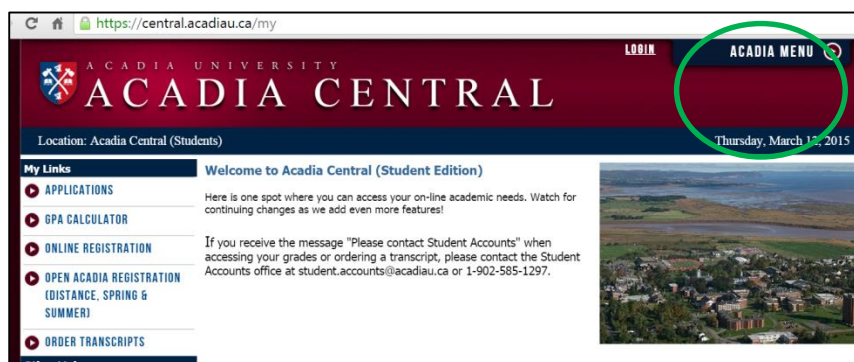
Registering Online For Courses

When you accept your application to Acadia, you may be pre-registered for some courses, but for most programs, you will need to find and register for additional courses. By following the steps below, you should be able to register for any remaining courses you need for the upcoming year.

Note: If you are a first year Engineering (Applied Science) or Kinesiology student, you will be pre-registered for all your first year courses, and will not need to register for additional courses.

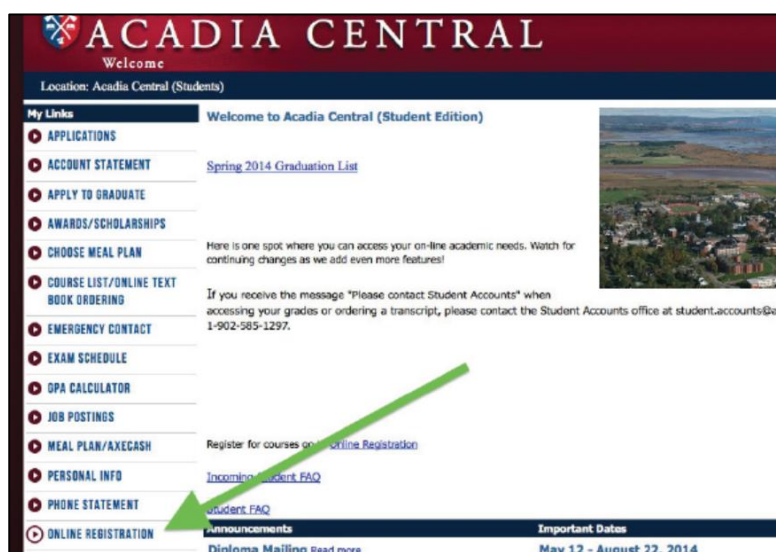
1

In order to register you must first log in. The Login button is at the top of the registration page. If this is your first time logging into your account, you must press the 'forgot password' option to create a password. Once you have received the email with instructions on how to change your password, follow the instructions on the email then proceed to login.



2

Once logged in, click "ONLINE REGISTRATION" on the left-hand menu.



Registering Online For Courses

3

Check your schedule to see whether you have been pre-registered in any courses



When you click on “Schedule,” you’ll see a screen similar to this:

Fall Semester					
show WINTER SEMESTER					
Time	Mon	Tue	Wed	Thu	Fri
8:30am					
9:30					
10:30					
11:30					
12:30pm					
1:30					
2:30					
3:30					
4:30					
5:30					
6:30					
7:30					
8:30					
9:30					
10:30					

If you have been pre-registered in any core courses by your department, you must plan your electives around these courses.

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4

Click the “Timetable” link from the menu at the top of the page.



You will be redirected to the course search page where you can begin to search and register for your classes.

Acadia University Online Course Timetable

Main Search

Faculty: [Select] ▼

Discipline: [Select] ▼

Semester: ANY ▼

Labs: ANY ▼

Status: ANY ▼

Advanced Search

Days Of Week: M T W Th F

Start Time: ANY ▼ | End time: ANY ▼

View Courses Clear Form

5

Search for the course(s) you want. You’ll receive a result similar to the picture below:

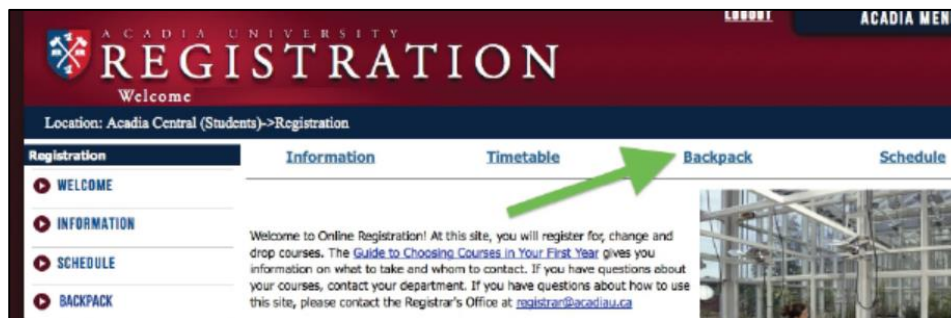
Course	Sec	Title	Slot	Time	Days	Location	Instructor	Type	Class Size	Add
ENVS1010L	X1	ENVS 1013 LABORATORY	27	01:30-04:30PM	-T---	KCIC014	O'Driscoll,Nelson James	AL	30	Add
ENVS1013	X1	INTRODUCTION:ENVIRONMENTAL SCIENCE 1	12	10:00-11:30AM	-T-H-	EMM201	O'Driscoll,Nelson James	LC	30	Add
ENVS1020L	X2	ENVS 1023 LABORATORY	27	01:30-04:30PM	-T---	KCIC014	Lusby,Linda	AL	30	Add

Click the “Add” button to choose your courses.

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Clicking the “Add” button adds the course to your backpack. To complete the registration process, you must go to your backpack (click the “Backpack” link at the top of the page).



7

To register, place a check in the checkbox beside the sections you wish to register in and click the “Register” button.

Information		Timetable		Backpack		Schedule	
COURSES SELECTED - Registerable							
Number	Instructor	SlotTime	Location	Status			
PSYC 1013 A1	Mehta,Rick	03 M-W-F 10:30am-11:30am	HSH 010	OPEN	<input type="checkbox"/>		
INTRODUCTORY PSYC: EXPERIMENTAL AREA							
Remove		Register		View in Schedule			
COURSES REGISTERED							
Number	HrsInstructor	SlotTime	Location	Status			
None							

Registered courses appear in the “Courses Registered” box. You should also check your schedule again (Step 3) to confirm that your course has been added.