Registration Instructions for Returning Students

JUNE 2022



Important Dates



June 7, 8, 9, 13, 15	Online Registration
August 17	First day of classes
September 16	Course drop deadline
November 29	Last day of classes
November 30 – December 19	Final exam period

Before you register



- Review your program at <u>bemarianopolis.ca/programs/</u>
- Check Omnivox to view your:
 - Registration appointment time
 - Progression chart
- Consult the Course Offering List to see class schedules
- Review the <u>Course Calendar</u> for course descriptions

Your registration appointment



- You can find your registration appointment in Omnivox by clicking on "Registration".
- You have <u>4 hours</u> to register.
- You can make changes to your schedule during your 4-hour appointment.
- You cannot make any changes to your schedule once your 4-hour appointment has passed.
- If you miss your registration appointment, send a MIO to Richard Woo.

Zoom Helpline



Only for Early Registration on June 7

Connect to the Zoom Helpline **ONLY during your registration appointment time if**:

- You are having trouble registering.
- You have questions about your progression chart.
- You are unsure which courses to register for.

Join Zoom Meeting

https://marianopolis.zoom.us/j/83262585299

Meeting ID: 832 6258 5299

Please click the above link and enter your Student ID# and Name and you will be let into the waiting room.

Once an Academic Advisor is available, you will be let into a breakout room so please be patient.

Virtual Registration Chatroom



Only for Registration on June 8, 9, 13, 15

Connect to the Virtual Registration Chatroom **ONLY during your registration appointment time** if:

- You are having trouble registering.
- You have questions about your progression chart.
- You are unsure which courses to register for.

Please click the website below:

https://www.marianopolis.edu/helpline/

- Click the Chat icon at the bottom right of the page.
- Enter your Name, Student ID# and Program/Profile.
- Please be patient as volume is typically higher during the first two hours of your appointment. The next available agent will help you.

Now chatting

Welcome to the Registration Helpline! Let's get some quick info so we can better serve you:

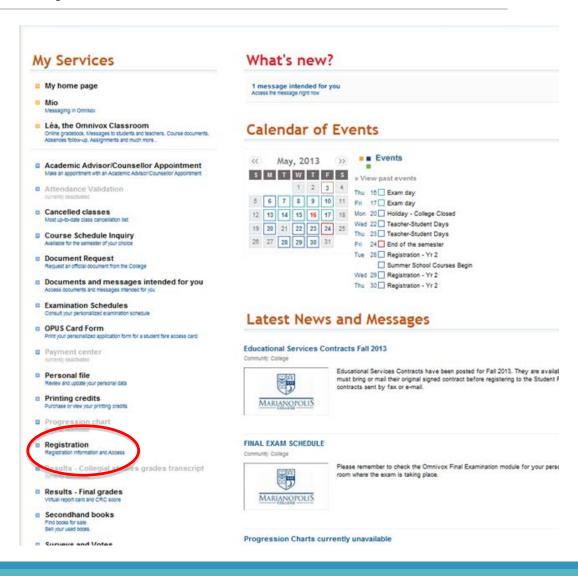
	* indicates required field
Name	
	•
Student ID number (for ex. 2	203-xxxx)
	•
Program/Profile	
START CH	HATTING
	powered by Clark



Registration Steps



- Log in to Omnivox.
- Click "Registration".





- Click
 "Instructions" and read carefully.
- Click on "Continue".

Welcome to Omnivox Registration. The system that makes building a schedule easy.

INSTRUCTIONS

If this is your first visit for the semester:

- You will be selecting your courses for the upcoming semester.
 Note: for some programs, Marianopolis College may already have registered you in selected courses.
- For every chosen course, you can let the system "try all" possible available sections or you may select a specific section.
- The system will build all possible schedule configurations. You decide on your preferred course schedule.

If you have already registered for courses this semester:

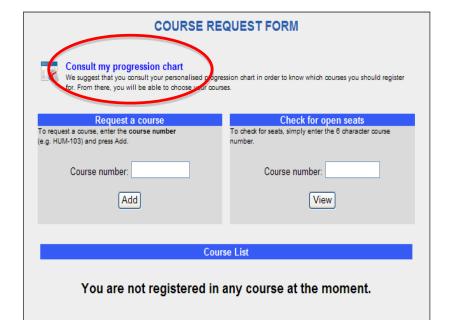
- You may add or remove courses during your registration window.
- If you remove a course from your schedule, you risk losing your spot in that course.

Continue



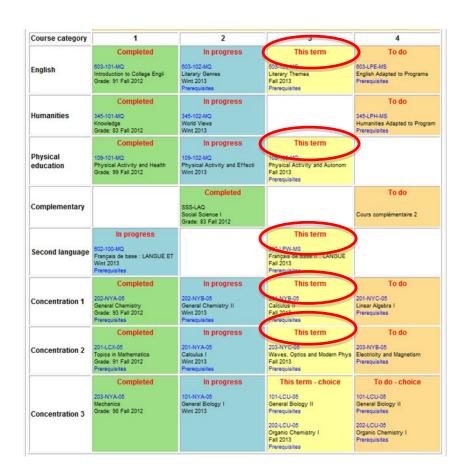


5. On the Course
Request Form,
click "Consult my
progression
chart".





- 6. This semester's courses will appear in yellow boxes with the title "This term".
- 7. Click on "+" to add each course (see following slides for exceptions).
- 8. Close this window (do not minimize).



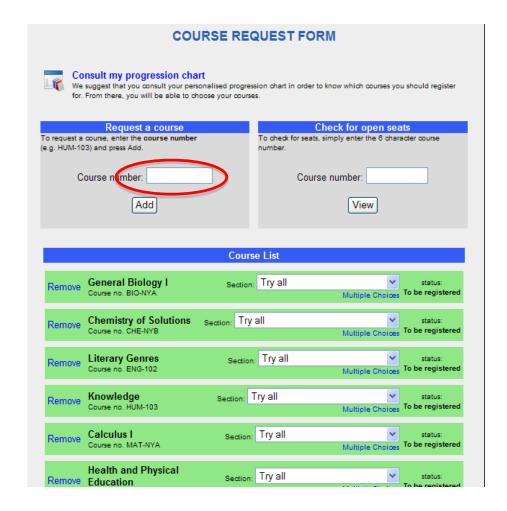


To add a **complementary** course, type

COM

on the Course Request Form and click "Add".

This will maximize your schedule options.



Special instructions for

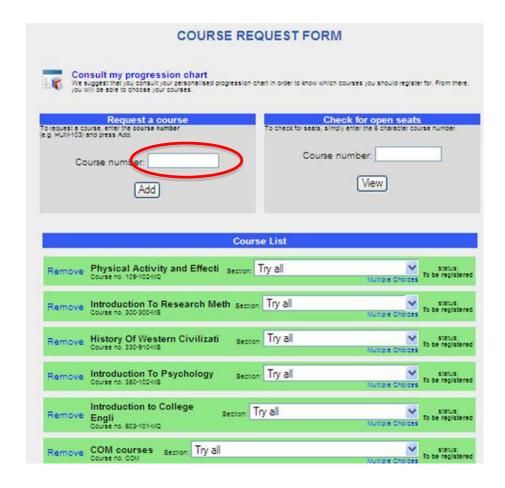


Social Science and Commerce

To add an **Optional Intro** course or an **Optional Upper** course, type

or
UP1, UP2, UP3, UP4
(for Upper)

on the Course Request Form and click "Add".



Special instructions for

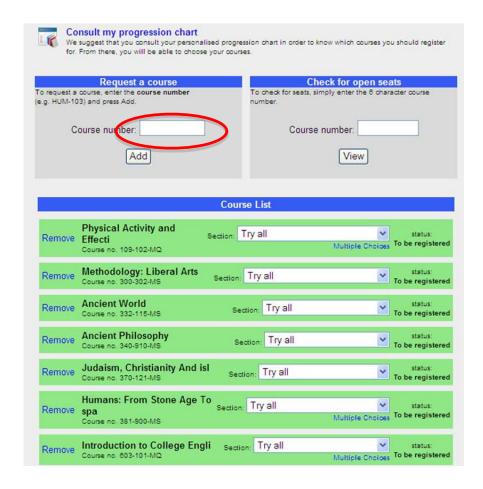


Liberal Arts

To add an **Issues**, **Applications** or **Explorations** course, type

ISS for Issues coursesLAA for ApplicationscoursesLAE for Explorationscourses

on the Course Request Form and click "Add".







Arts, Literature and Communication

To add a **Critiques, Creation, Explorations or Techniques** course, type

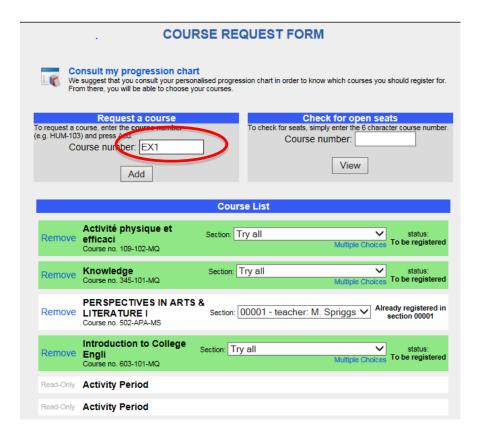
CQ1 or CQ2 for Critiques courses

CR1 or CR2 for Creation courses

EX1, EX2, EX3 for Explorations courses

TE1 or TE2 for Techniques courses

on the Course Request Form and click "Add".





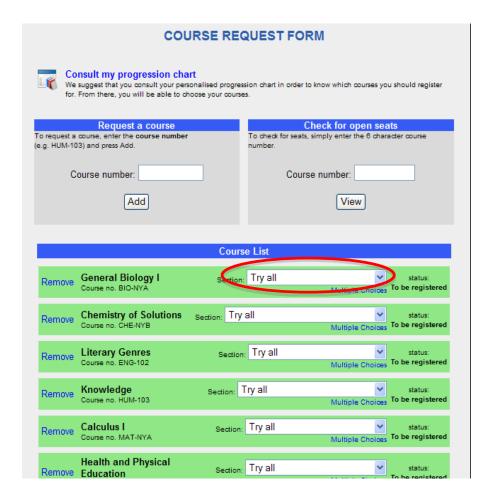
- The courses you have added now appear on the Course List.
 Omnivox will search for schedules containing these courses.
- 10. If a course is missing, go back to your progression chart to add it.

COURSE REQUEST FORM								
Consult my progression chart We suggest that you consult your personalised progression chart in order to know which courses you should register for. From there, you will be able to choose your courses.								
Request a course To request a course, enter the course number (e.g. HUM-103) and press Add. Check for open seats To check for seats, simply enter the 6 character course number.								
Course number:								
	Add		View					
		Course List						
Remove	General Biology I Course no. BIO-NYA	Section: Try all	∨ Multiple Choiœs	status: To be registered				
Remove	Chemistry of Solutions Course no. CHE-NYB	Section: Try all	∨ Multiple Choiœs	status: To be registered				
Remove	Literary Genres Course no. ENG-102	Section: Try all	✓ Multiple Choices	status: To be registered				
Remove	Knowledge Course no. HUM-103	Section: Try all	∨ Multiple Choiœs	status: To be registered				
Remove	Calculus I Course no. MAT-NYA	Section: Try all	∨ Multiple Choiœs	status: To be registered				
Remove	Health and Physical	Section: Try all	~	status:				



11. In the "Section" drop down menu, we recommend choosing "Try all".

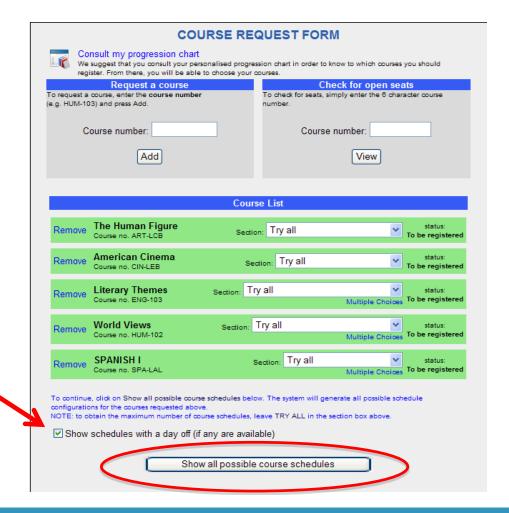
This will increase your schedule options.





12. Click on "Show all possible course schedules".

To maximize your schedule options and to avoid heavy days be sure to **unclick** "Try for a Day Off".





13. Available schedule configurations will be shown to you. Browse the schedule options, but note that courses may close as you browse.

More than 10 available course schedule configurations

The system has detected that more than 10 schedule configurations with open seats exist for the course selection you've made. Only the 10 first configurations are shown below. To reduce the number of proposed schedule configurations, please return to the Course Request Form and select specific section numbers for some of your courses.

There is currently no available schedule configuration with one day off

To continue, please select your preferred schedule configuration.

Please note that your place in these courses will only be reserved after you have selected and confirmed a schedule by entering your PIN. If you do not register now, we cannot guarantee that your preferred configuration will still be available the next time you access the system.

CONFIGURATION # 1 - Click here to select this course schedule



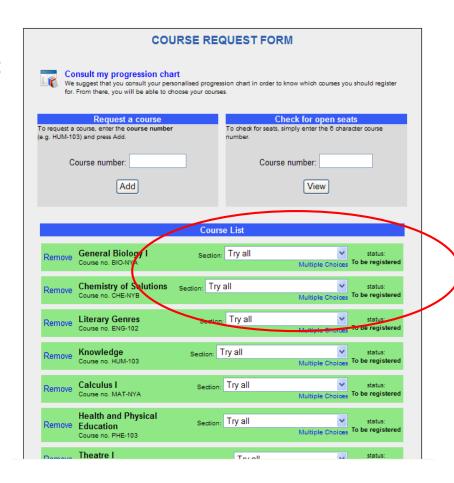
CONFIGURATION # 2 - Click here to select this course schedule

		Mon	Tue	Wed	Thu	Fri	
- 1	08:15	4		4	- 1	2	Legend
	08:45	4		4	- 1	2	1 BIO-NYA - GENERAL BIOLOGY I
	09:15	4		4	1	2	gr. 00006 teacher: Michèle Saumier
	09:45	4		4	1		2 CHE-NYB - GENERAL CHEMISTRY II
	10:15		3	6		3	gr. 00004 teacher: Marianopolis TBA



If you get the message "There are no schedule configurations":

- Return to the Course Request
 Form and delete your General Ed courses, then click on "Show all possible course schedules".
- Select your course schedule and enter your PIN (password).
- Return to the course request form and add your General Ed courses.





If you get the message "There are over 15 configurations":

- Return to the Course Request
 Form and choose certain
 sections for some courses by
 clicking "Multiple choice". This
 will narrow down the number
 of possible configurations.
- Search for schedules among the ones you are now shown.

COURSE REQUEST FORM							
We We	Consult my progression chart We suggest that you consult your personalised progression chart in order to know which courses you should register for. From there, you will be able to choose your courses.						
	Request a course		Check for open sea				
	course, enter the course number 3) and press Add.	To check fo number.	r seats, simply enter the 6 char	acter course			
C	ourse number:		Course number:				
	Add		View				
		Course List					
Remove	General Biology I Course no. BIO-NYA	Section: Try all	Multiple Choices	status: To be registered			
Remove	Chemistry of Solutions Course no. CHE-NYB	Section: Try all	Multiple Choices	status: To be registered			
Remove	Literary Genres Course no. ENG-102	Section: Try all	Multiple Choices	status: To be registered			
Remove	Knowledge Course no. HUM-103	Section: Try all	Multiple Choices	status: To be registered			
Remove	Calculus I Course no. MAT-NYA	Section: Try all	Multiple Choices	status: To be registered			
Remove	Health and Physical Education Course no. PHE-103	Section: Try all	Wultiple Choices	status: To be registered			
	Theatre I	Tayou		status:			



14. Once you have chosen your preferred schedule, click "Click here to select this course schedule".

REGISTRATION - WINTER 2010

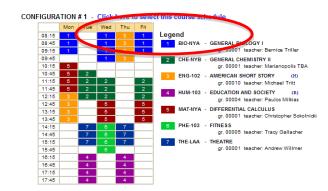
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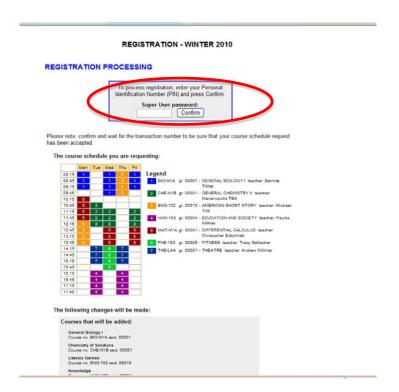


CONFIGURATION # 2 - Click here to select this course schedule

	Mon	Tue	Wed	Thu	Fri	
08:15	4		4	- 1	2	Legend
08:45	4		4	- 1	2	1 BIO-NYA - GENERAL BIOLOGY I
09:15	4		4	- 1	2	gr. 00006 teacher: Michèle Saumier
09:45	4		4	- 1		2 CHE-NYB - GENERAL CHEMISTRY II
10:15			6			gr. 00004 teacher: Marianopolis TBA



- 15. To complete the registration process, enter your PIN and click "Confirm". Your schedule is not confirmed until you enter your PIN. Your PIN is your Omnivox password.
- 16. An image of your schedule will appear. Print this screen.
- 17. If you wish to make any changes you must return to the Course Request Form.





18. To finalize your schedule, return to the main menu and click "Course Schedule".

No changes can be made after this point.

Instructions ¥

Omnivox Services

- Léa, the Omnivox Classroom
- Academic Advisor/Counsellor Appointment
- Attendance Validation currently deactivated
- Cancelled classes
- Confirmation for New and Returning Students

· Course Schedule

- Document Request
- Documents & messages
- Exam Schedule
- Mio Messaging In Omnivox
- OPUS Card Form
- Payment center currently deactivated
- Payment center History
- Personal file
- · Printing credits

What's new?

2 new Mio and 1 Mio to reread Access your Mio right now

Important points to remember



- You must register for all the courses marked "this term" on your progression chart. <u>Courses that you do not register for will be</u> <u>automatically added to your schedule after your registration</u> <u>appointment.</u>
- If you are taking a summer course at another college, it will **not be reflected** in your progression chart and it is your responsibility to contact an Academic Advisor by MIO and confirm which course(s) you are registered in, so that we may adjust your progression chart accordingly.
- If your registration is incomplete, you may have to take courses in summer school in the future.
- If you have any questions during your registration appointment, connect to:
 - **Zoom Helpline**(Only for Early Registration on <u>June 7</u>)
- <u>Virtual Registration Chatroom</u> (Only for Registration on <u>June 8, 9, 13, 15</u>)

Any questions? Send a MIO!



AdmissionsResidency / immigration documentation	Registrar's Office, MIO Richard Woo
 Academic Advising Questions about your program or change of program Reducing your course load 	MIO an Academic Advisor: Pauline Gregoire, Tanja Geurtsen, Patricia Arbelaez Please DO NOT send a MIO to an Academic Advisor during your registration appointment as we will not be able to respond. If you need help during registration, go to https://www.marianopolis.edu/helpline/
Tuition	Finance, MIO Eileen Tarverdian
Scholarships and Financial Aid	MIO Kathryn Fitzpatrick in Financial Aid

Summer hours may result in delayed response times.