

START HERE

1. Confirm that you are ready to register with the **Registration Checklist** or view the attached list. Review your Planning Guide for the program you have been accepted in *before* taking any further steps.
2. You can choose to select **Browse Classes** and view course options. You will not be able to register at this step.
3. Select **Registration Status** and sign in. Review your status and confirm that you can move forward with your registration. Click the **Student** link on the top menu to return to the main page.

LOGIN
INFORMATION

Go to the registration page by clicking here:

<https://banner.yukonu.ca/StudentRegistrationSsb/>

Logging in is only required for the **Registration Status** and **Register for Classes** page. Use your credentials to sign in. Typically, this is your firstname.lastname and the password you have chosen.

REGISTRATION PROCESS

4. Select **Register for Classes** and sign in; then choose the academic term you are registering for.
5. Type your search criteria in the **Subject and Course Number** field. You can search multiple subjects at the same time (Ex: Type ENGL100 English, PSYC100 Psychology, CRIM101 Criminology).
 - If you type "ENG" in the search bar, all English classes will populate. If you type a course number, such as 100, every entry level 100 course will populate. Your choices are based off the *program planning guide* specific to the program you have applied for. After selecting all desired subjects, hit the "Search" button.
 - If you choose the advanced search option, it is important to use as little information as possible to narrow your results. For example, if you want to find courses taught by a specific instructor, only use the instructor search field. If you are unable to find a matching result, search again by adding different criteria.

If you have not found the course you are looking for, select the green **Search Again** button in the search results panel. **FOR MORE DETAILS** on a course, click on the underlined course title. This is where you can view restrictions, fees, available seats, delivery method, prerequisites, etc.

6. The search results page will now populate on your screen. Use the **Add** button to select classes that work with your schedule. You can view the CRN (course registration number), instructor, class times, location and seats available in this screen.

After adding your courses, they will appear as pending in the summary panel at the bottom right corner of your screen until you confirm your choices. On the left panel you can view your weekly class schedule. If you would like to *remove* a course already added, select the **REMOVE** or **WEB DROP** option under the action column and **click submit**.

7. In the summary panel, **YOU MUST** select **Submit** to finalize your choices. This completes the Online Registration process.

WHAT'S NEXT?

8. In the lower right summary panel, select the **Tuition and Fees** option to verify costs. To find out more about how to make a payment, visit the Money Matters page: **Money Matters**
9. Select the **Student** link in the top menu and return to the homepage. Select **View Registration Information**, and review the courses you have selected and your schedule.
10. To print your class schedule, select the printer icon  in the right corner of the View Registration/Class Schedule panel.

QUICK TIPS

Students

867 668 8720
ssc@yukonu.ca

We are here to help.

If you would like assistance with the Registration process, please visit Student Services or call.

Monday – Friday
8:30am – 4:30pm

Program Planning

Program areas

If you have questions about your program requirements and course options you need to register in, please contact your program area to discuss.

Find your program area on the Yukon College website.

IT Helpdesk

867 456 8610
IT Help

If you are having difficulty logging on or any other technical issue, please contact the IT helpdesk in the Innovation Commons.

Monday – Friday
8:30am – 9:00pm
Fridays
8:30am - 5:00pm

Weekends
1:00pm - 5:00pm

Admissions

867 668 8710
admissions@
yukonu.ca

If you have questions about your admission status, eligibility to register or have financial holds on your account, please contact Admissions. If you are an employee or immediate family member, or are over 65, please contact admissions prior to registration.

Monday – Thursday
9:00am - 4:00pm
Fridays 10am – 4pm