



Student Registration

User Guide for Students

[Table of Contents](#)

Overview.....	4
Important Terminology.....	7
Holds	7
Student's Prepare for Registration Page	19
Navigating the Student's Prepare Registration Page	19
Student's Structured Registration	21
Steps to completing Registration	25
Frequently Asked Questions.....	41
I am a domestic student with Part-time status for registration. What does this mean?	41
My program has options, how do I select my program specialty?	41
My program requires me to choose a Cohort, how do I choose my cohort?	41
What do I do if my cohorts are all full?	45
Dropping a course from your timetable, after registration is submitted (completed).	45
Withdrawing from your program.....	46
What are Transfer Credits?	46
How will Transfer Credits be reflected on my registration?	46
What is the Placement Assessment?	47
Placement Assessment Scores:	47
I have an XC or XM hold on my record.....	49
I have an error regarding my registration time window, what do I do?	50

Table of Contents

Why does the “please search again” message appear?	50
There is a Class Restriction on one of my Courses, what do I do?	51
There is an AR Hold on my account	52
There is an AC Hold on my account	53
There is an AD Hold on my account	54
I am receiving an error message stating there is a conflict in my schedule:	55
I received a message called Prerequisites not met.....	56
I am receiving a Corequisite selection required, what should I do?	57
I am receiving a message when I try to drop my last class:.....	57
I am receiving a minimum hours error message:	58
I am receiving a message when I log in regarding my minimum hours for the term:	59
I am receiving a Maximum hours reached error message:	60
I am receiving an error message that I have exceeded my attempts for a course, what should I do?	61
I am trying to register for a course that I am missing, but the following message appears:.....	62
I am receiving a message stating the section is full:	63
I am receiving a message about duplicate course section.....	64
The course I am trying to add requires approval, what should I do?	65
I am receiving a message regarding a program restriction	66
I am receiving a message stating the course I am trying to add is an exclusion:	67
I am receiving a reserve seating error message for a course I am trying to add:.....	68
What are Instructional Methods?	69
How to obtain Academic Advising and Assistance.....	70

Overview

What is Structured Registration?

Structured Registration refers to a registration modality where students are guided through the course selection process based on their program requirements. Structured Registration has groups called Buckets which are broken into three groups: Mandatory Courses, Mandatory Courses with Options, and Previous Semester Course Listings.

Bucket Approach:

1. Mandatory courses

Mandatory courses that are of the student's registration semester (i.e. If the student is in semester 3, the student will see the semester 3 courses in their mandatory courses bucket).

2. Mandatory Courses with Options

Mandatory Courses with Optional are courses that are of the student's registration depending on their program and/or semester. The groups of courses that will be part of this bucket are:

- **General Education and Liberal Studies Electives Courses**
 - The courses will be an accumulation for all the electives that the student needs to complete for their program.
- **Communication Courses**
 - The foundation and college level Communication courses that are part of the program. The courses will be available for students to complete every semester.
 - Students can register for the foundation level course without completing the placement test. Students will not be able to register for the college level Communication courses if they have a XC (No Communications Placement Assessment Score) Hold until their placement test score meets the college level test score requirement or if they have completed the foundation level course.

- **Math Courses**

- The foundation and college level Math courses that are part of the program. The courses will be available for students to complete every semester.
- Students can register for the foundation level course without completing the placement test. Students will not be able to register for the college level Communication courses if they have a XM (No Math Placement Assessment Score) Hold, until their placement test score meets the college level test score requirement or if they have completed the foundation level course.

- **Program Options/ Specializations**

- Semesters may have specialization or options within their programs for students to select. A hold will be applied to the student's account until they select their program specialization or option on STU-VIEW prior to registering for courses on the registration page.

3. Previous Semester Course Listing

1. Core courses from the student's previous semester courses. Students in semester 1 will not have the previous semester bucket, however students in semester 2 and up can see their previous semester courses.

Table of Contents

The screenshot shows the 'Register for Classes' page in the Student Registration System. The page is divided into several sections, with three callouts highlighting specific areas:

- Mandatory Core Courses:** This callout points to the 'Select Courses' section under 'My Registration'. It lists several required courses, including HVAC - 1017 GAS TECHNICIAN II PART B, HVAC - 1022 UNDERSTANDING CONSTR. DRAWINGS, HVAC - 1012 AIR CONDITIONING THEORY, and HVAC - 2014 BUILDING CODE FOR HVAC.
- Mandatory Courses with Options:** This callout points to the 'Select Courses' section under 'Your Course Registration Pathway Details'. It lists several required courses, including COMM - 1000 INTRO TO COLLEGE COMMUNIC., COMM - 2000 COMMUNICATING ACROSS CONTEXTS, and MATH - 1145 MATH FOR HVAC 1.
- Previous Semester Courses:** This callout points to the 'Previous Semester Courses' section under 'Your Course Registration Pathway Details'. It lists several courses from the previous semester, including BLDG - 1008 BUILD SCI. & GREEN CONSTTECH, HVAC - 1001 REFRIGERATION THEORY I, HVAC - 1009 ELECTRICAL FUNDAMNTLS FOR HVAC, and MATH - 1145 MATH FOR HVAC 1.

Technical Support

For optimal performance, it is recommended to use Google Chrome as your web browser. It may be necessary to enable pop-ups and/or clear browser cache occasionally for some functions to work.

For technical questions or issues, please contact the Contact Centre for assistance at 416-415-2000.

Important Terminology

Key Terms	Definition
Class	Refers to a student's semester and used to control registration dates and times.
Cohorts	Specific set of Course Registration Numbers (CRNs) for courses within the Mandatory Bucket. A hold is placed until the cohort of choice is selected.
Options	Refers to a program's stream/specialization. A hold is placed until the program option has been selected. The option will follow the student throughout the duration of their program.

Holds

Below is a list of new holds. For a full list of George Brown's holds, please visit the [Holds page](#).

Hold Code	Hold Description	Reason for Hold	Hold Prevents
DR	Deposit Required	Student has not paid deposit	Registration
XC	No Communications Placement Assessment Score	Student has not completed Communication placement test.	N/A
XM	No Math Placement Assessment Score	Student has not completed Math placement test.	N/A
CR	Cohort Selection Required Hold	Students need to select their cohort prior to registering for courses.	Registration

Table of Contents

OR	Options Selection Required Hold	Students need to select their program specialization prior to registering for courses.	Registration
YL	Last Semester Hold	Student is currently in their final semester, and no future semester for them to enroll in.	Contact your Academic Department .
YD	Admissions Decision	Admissions decision on record.	Please contact the Admissions office
YB	Break Term Hold	Student is moving in to their 'Break Term' – S121 students only.	No intervention required, but if there are inquiries, then contact your Academic Department .
YP	Part-Time Hold	Student is registered as Part-Time in their current term, however the program/semester is not running in future term.	Contact your Academic Department .
WD	Withdrawn Hold	Students who WD in current term, not eligible to return for future term. Students who had an active record but did not register in any classes.	Contact your Academic Department .

DR (Deposit Required) Hold

The deposit required hold is applied for new and returning students who have not paid their deposit for the academic year.

Example of the Deposit Required Hold on the Prepare for Registration page:

The screenshot displays the 'Prepare for Registration' page for George Brown College. The breadcrumb trail at the top reads: [Student](#) > [Registration](#) > [Select a Term](#) > Prepare for Registration. The main heading is 'Prepare for Registration'. Below this, a 'Registration Status' tab is active. The 'Registration Status' section shows the term 'Fall 2024'. A red warning icon and text state: 'You have holds which prevent registration.' Below this, a box titled 'Deposit Required' provides details: 'From Date: 11/05/2024', 'To Date: 12/31/2099', and 'Processes Affected: Registration'. A red arrow points to this box. At the bottom, a light blue information bar states: 'Your class standing for registration purposes is Semester 3'.

If the student has a Deposit Required Hold, they will receive a *Deposit Required* error message when attempting to access the registration page.

Example of the Deposit Required Hold when a student tries to access the Registration page:

The screenshot shows the George Brown College Student Registration page. The top navigation bar includes the college logo, a hamburger menu, a settings gear, a user profile icon, and a yellow tab labeled '1'. The breadcrumb trail reads 'Student > Registration > Select a Term'. The main heading is 'Select a Term'. Below it, a dropdown menu for 'Terms Open for Registration' is set to 'Fall 2024', with a 'Continue' button underneath. A red-bordered alert box on the right contains the following text: 'You have holds which prevent registration.', 'Deposit Required', 'From Date: 11/05/2024', 'To Date: 12/31/2099', and 'Processes Affected: Registration'. An 'Ok' button is at the bottom right of the alert box.

XC (No Communications Placement Assessment Score) Hold and XM (No Math Placement Assessment Score) Hold

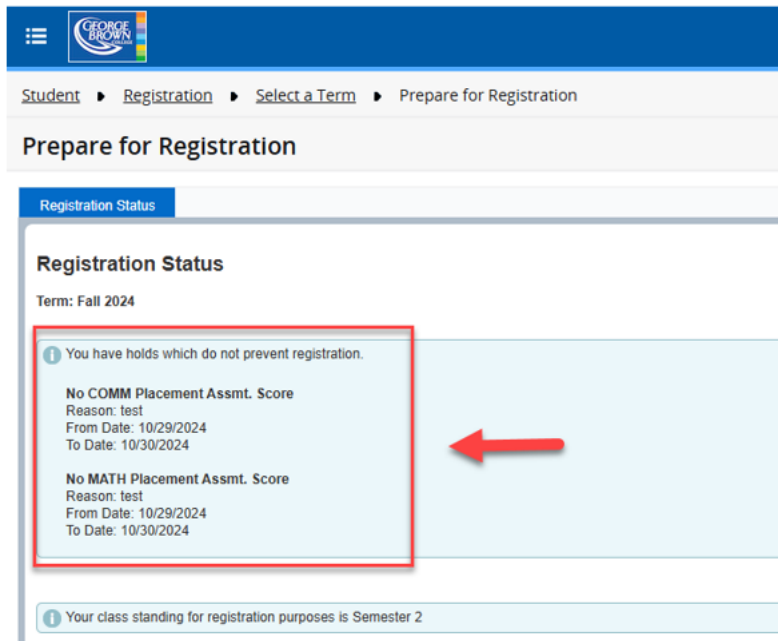
The XC/XM (No Placement Assessment Score) Hold is used as a reminder to new students to book and take a placement assessment to be placed in the correct level Communications and/or Math course. College level Communications course (COMM2000 – Communicating Across Contexts) is a required course for most diploma level programs and must be successfully completed to graduate.

To be eligible to register in the College-level course (or to be exempted from the College level course), you will need to either:

2. Have taken a placement assessment and receive a score at the College level – this will exempt you from taking the Foundation level course
3. Have successfully completed the Foundation-level course. The foundation level course is a prerequisite for the College-level course.
4. Have taken a placement assessment and receive a score that exempts you from taking both the Foundation-level and College level course
5. Have taken an equivalent College level course at another institution and receive an approved Transfer Credit.

[Table of Contents](#)

Example of the XC/XM hold on the Prepare for Registration page:



The screenshot shows the 'Prepare for Registration' page for a student. The page has a blue header with the George Brown College logo and a navigation breadcrumb: Student > Registration > Select a Term > Prepare for Registration. Below the header, the title 'Prepare for Registration' is displayed. A tab labeled 'Registration Status' is active. The main content area is titled 'Registration Status' and shows 'Term: Fall 2024'. A red box highlights a message: 'You have holds which do not prevent registration.' Below this, two holds are listed: 'No COMM Placement Assmt. Score' and 'No MATH Placement Assmt. Score', both with the reason 'test' and dates 'From Date: 10/29/2024' and 'To Date: 10/30/2024'. A red arrow points to the right of the highlighted message. At the bottom, a message states: 'Your class standing for registration purposes is Semester 2.'

Registration Status

Term: Fall 2024

You have holds which do not prevent registration.

No COMM Placement Assmt. Score
Reason: test
From Date: 10/29/2024
To Date: 10/30/2024

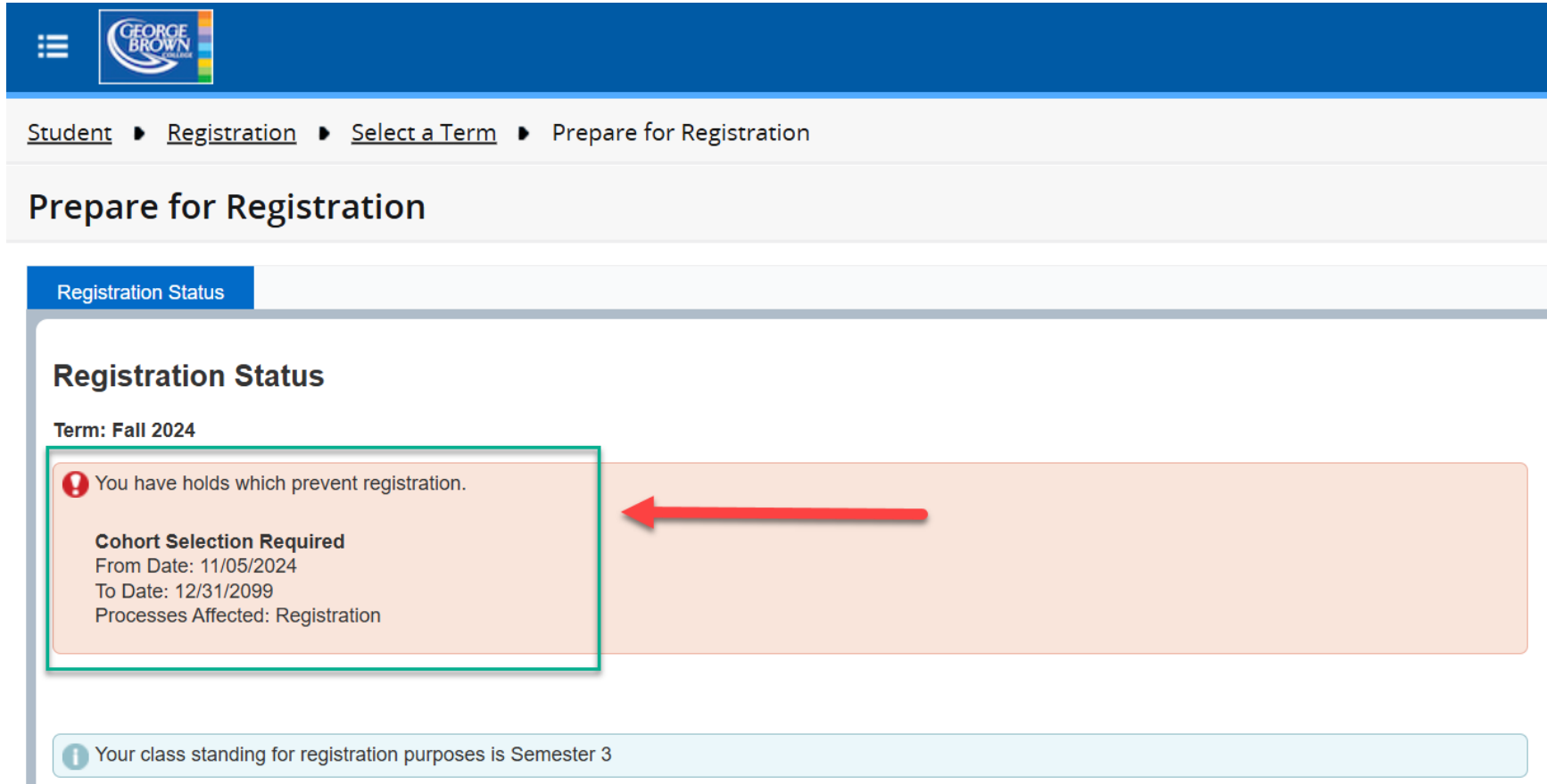
No MATH Placement Assmt. Score
Reason: test
From Date: 10/29/2024
To Date: 10/30/2024

Your class standing for registration purposes is Semester 2.

Cohort Selection Required Hold

A Cohort Selection Required Hold (CR) will prevent students from registering in courses. The cohort will need to be selected prior to registering in courses or viewing the student timetable.

Example of Cohort Selection Required Hold on the Prepare for Registration page:



The screenshot shows the George Brown College website interface. At the top is a blue header with the college logo and a hamburger menu icon. Below the header is a breadcrumb trail: [Student](#) ▶ [Registration](#) ▶ [Select a Term](#) ▶ Prepare for Registration. The main heading is "Prepare for Registration". Below this is a section titled "Registration Status". Under "Registration Status", it says "Term: Fall 2024". A red-bordered box highlights a message: "You have holds which prevent registration." Below this message, it lists "Cohort Selection Required" with details: "From Date: 11/05/2024", "To Date: 12/31/2099", and "Processes Affected: Registration". A red arrow points from the right side of this box towards the right. At the bottom of the "Registration Status" section, a light blue box contains an information icon and the text: "Your class standing for registration purposes is Semester 3".

[Student](#) ▶ [Registration](#) ▶ [Select a Term](#) ▶ Prepare for Registration

Prepare for Registration

Registration Status

Registration Status

Term: Fall 2024

! You have holds which prevent registration.

Cohort Selection Required
From Date: 11/05/2024
To Date: 12/31/2099
Processes Affected: Registration

i Your class standing for registration purposes is Semester 3

Options Selection Required Hold

Students who are enrolled in a program with options will have an Options Selection Required Hold (OR) placed on their student account which will prevent registration until an option has been selected. The hold will be placed on the account in the semester in which the student is required to select an option for the program. This hold is automatically removed from the account once the student has chosen their option.

For more information about programs with options, please visit the [Program with Options Page](#).

Example of Options hold on the Prepare for Registration page:

The screenshot shows the George Brown College website interface. At the top is a blue header with the college logo and a navigation menu. Below the header is a breadcrumb trail: [Student](#) ► [Registration](#) ► [Select a Term](#) ► Prepare for Registration. The main heading is "Prepare for Registration". Below this is a "Registration Status" tab. The status section is titled "Registration Status" and shows "Term: Fall 2024". A red warning icon and text state: "You have holds which prevent registration." Below this, a box details the "Options Registration Hold" with the following information: "From Date: 11/05/2024", "To Date: 12/31/2099", and "Processes Affected: Registration". A red arrow points from this box to the right. At the bottom, a light blue information bar states: "Your class standing for registration purposes is Semester 3".

Last Semester Hold (YL)

Student is currently in their final semester, and no future semester for them to enroll in.

Example of the Last Semester Hold on the Prepare for Registration page:

Prepare for Registration

Registration Status

Registration Status

Term: Fall 2024

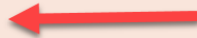
! You have holds which prevent registration.

Currently in Final Semester

From Date: 11/05/2024

To Date: 12/31/2099

Processes Affected: Registration



Admissions Decision Hold (YD)

Admissions decision on record.

Example of the Last Semester Hold on the Prepare for Registration page:

Prepare for Registration

Registration Status

Registration Status

Term: Fall 2024

! You have holds which prevent registration.

Admissions Decision

From Date: 11/05/2024

To Date: 12/31/2099

Processes Affected: Registration



Break Term Hold (YB)

Student is moving in to their 'Break Term.'

Example of the Break Term Hold on the Prepare for Registration page:

Prepare for Registration

Registration Status

Registration Status

Term: Fall 2024

 You have holds which prevent registration.

Break Term
From Date: 11/05/2024
To Date: 12/31/2099
Processes Affected: Registration



Part-Time Hold (YP)

Student is registered as Part-Time in current term, however the program/semester is not running in future term.

Example of the Part-Time Hold on the Prepare for Registration page:

Prepare for Registration

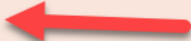
Registration Status

Registration Status

Term: Fall 2024

! You have holds which prevent registration.

PT Semester not running
From Date: 11/05/2024
To Date: 12/31/2099
Processes Affected: Registration



Withdrawn Hold (WD)

Students who WD in current term, not eligible to return for future term.

Students who had an active record but did not register in any classes.

Example of the Withdrawn Hold on the Prepare for Registration page:

Prepare for Registration

Registration Status

Registration Status

Term: Fall 2024

! You have holds which prevent registration.

Student Withdrew

From Date: 11/05/2024

To Date: 12/31/2099

Processes Affected: Registration

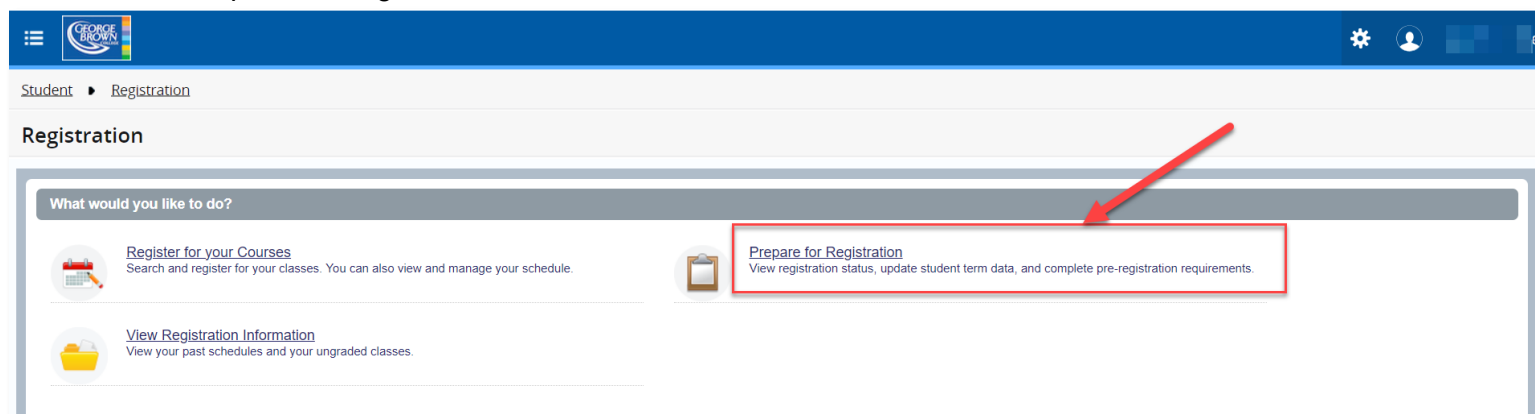


Student's Prepare for Registration Page

Navigating the Student's Prepare Registration Page

To view the Prepare for Registration Page.

1. Click on Prepare for Registration.



2. Select a term (i.e. Winter 2024, Fall 2024, etc.). Then click Continue.

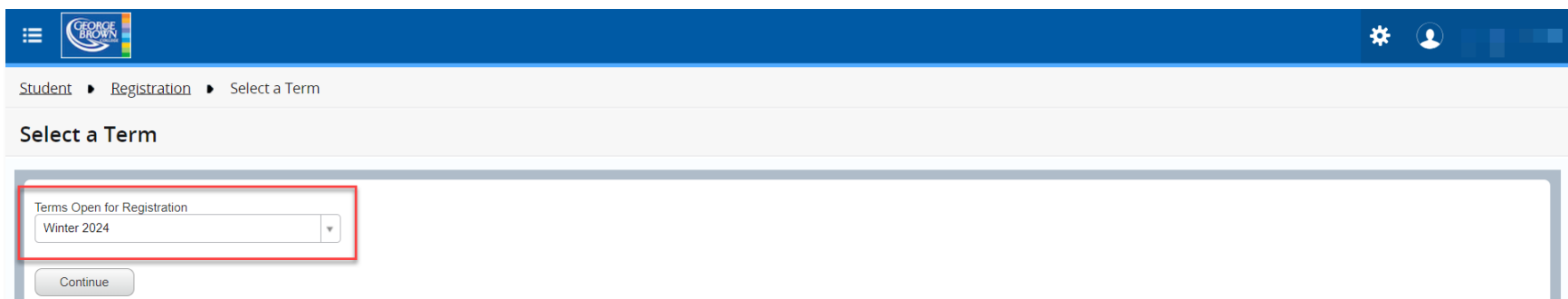


Table of Contents

3. Navigating through the Prepare for Registration page.

Prepare for Registration

The screenshot shows the 'Prepare for Registration' page. At the top is a blue tab labeled 'Registration Status'. Below it, the 'Registration Status' section contains three callouts: 'a. Term' pointing to 'Term: Winter 2025', 'b. Holds' pointing to a green message box stating 'You have no holds which prevent registration.', and 'c. Semester' pointing to a blue message box stating 'Your class standing for registration purposes is Semester 4'. To the right, the 'Primary Curriculum' section contains three callouts: 'd. Program Name' pointing to 'Program: Heat. Ref. & Air Cond. Tech'n', 'e. Credential' pointing to 'Credential: Ontario College Diploma', and 'f. Catalog Term' pointing to 'Catalog Term: Fall 2023'.

- a. **Term:** The term that the student is registering for courses in
- b. **Holds:** Holds that are on the student's account (i.e. AR, AD, AC, RP, etc.)
- c. **Semester:** The semester that the student will be registering for courses in
- d. **Program Name:** Student's program name
- e. **Credential:** Type of credential (i.e. Ontario College Diploma, Honours Bachelor's Degree, etc.)
- f. **Catalog Term:** Students catalog term

Student's Structured Registration

Navigating the Student's Registration Page

The screenshot displays the 'Register for Classes' page. The interface includes a top navigation bar with a 'Click Here for Registration Support' link. The main content area is divided into two panels. The left panel, titled 'Your Course Registration List', contains three sections: 'Mandatory Core Semester Courses', 'Mandatory Courses with Options', and 'Previous Semester Courses'. The right panel, titled 'Heat, Ref. & Air Cond. Tech'n', shows search results for 'Fall 2024' with a table of course details. A '7. Add Course' button is located at the bottom right of the right panel. A '6. Screen View Toggle Button' is located at the bottom center of the page.

1. Registration Support Link

2. Student Name

3. Mandatory Core Semester Courses

4. Mandatory Courses with Options

5. Previous Semester Courses

6. Screen View Toggle Button

7. Add Course

Table of Contents

The screenshot displays the 'Schedule' and 'Summary' sections of a registration system. The 'Schedule' section shows a class schedule for Winter 2024 with a grid of days and times. The 'Summary' section shows a table of course details with columns for Course Details, CRN, Status, Registration Status, Action, and Instructional Methods. The table lists several courses with their respective statuses: Pending, Registered, Dropped, and Deleted. The 'Summary' section also includes a 'Total Hours' summary and a 'Submit' button.

Numbered callouts point to the following elements:

- 8. Timetable Pending Courses
- 9. Timetable Registered Courses
- 10. Registration Summary
- 11. Pending Courses
- 12. Tuition and Fees
- 13. Continuing Education Courses
- 14. Dropped courses prior to day 10
- 15. Registered Courses
- 16. Dropped courses without academic penalty
- 17. Minimum
- 18. Maximum
- 19. Submit Button

1. **Click Here for Registration Support Link:** The Registration Support link is filled with information that students can utilize to help navigate the registration process, direction regarding any issues or errors, and contact information for users to connect with if they are experiencing issues.
2. **Student's Name:** The name of the student. The student's name appears on the top right-hand corner of the page.
3. **Mandatory Core Semester Courses:** The mandatory courses that the student needs to complete for their current program semester. Please refer to Degree Works for the most up to date academic record.

4. **Mandatory Courses with Options:** The Mandatory Optional courses that the student needs to complete for their program. The courses can consist of: Communication Courses, Math Courses, Courses within Streams or Specializations, Optional Courses, General Education Electives, or Liberal Studies Electives. Please refer to Degree Works for the most up-to-date academic record.
5. **Previous Semester Courses:** The Previous Semester courses that the student needs to complete for their program.
6. **Screen View Toggle Button:** The toggle buttons are used to adjust the view of the Registration page.



The screen view toggle buttons are packaged together in a row. Select the appropriate button to either toggle up, down, or back towards the centre.



Top View: View more of the top portion of the Registration page.



Middle View: View more of the middle portion of the Registration page.



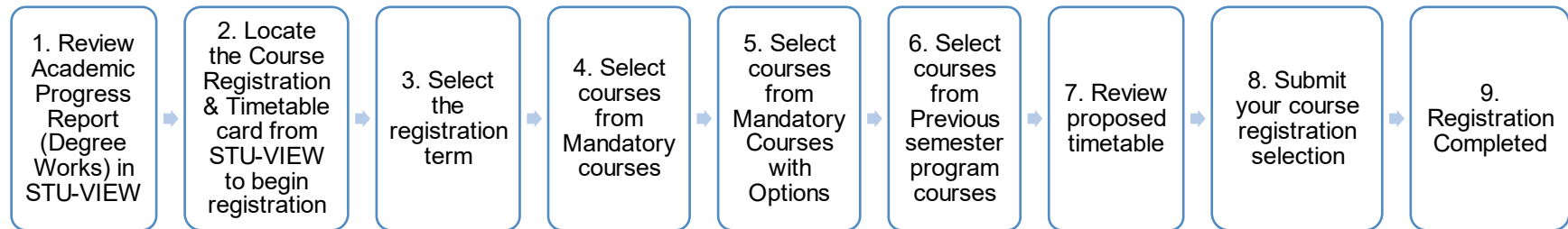
Bottom View: View more of the bottom portion of the Registration page.

7. **Add Course:** The Adding Course button is used to select a section of the course. Once the Add button is selected, the courses will appear in the Summary box.
8. **Timetable Pending Courses:** Courses that have added to the Registration Summary, and on the timetable but the submit button has not been clicked yet. The pending courses will appear grey on the timetable until the courses are registered.
9. **Timetable Registered Courses:** Courses that the student is registered into are coloured in the timetable.
10. **Registration Summary:** Courses that have been registered, pending, dropped, or if there are any errors will reflect in the Summary box.

[Table of Contents](#)

- 11. Pending Courses:** Courses that have added to the Registration Summary, and on the timetable. The submit button will need to be clicked on to submit the registration. The pending courses will appear grey on the timetable until the courses are registered.
- 12. Tuition and Fees:** A summary of the fees upon adding and dropping courses.
- 13. Continuing Education Courses:** Courses that have been registered on the Continuing Education website. The courses cannot be dropped by the student, or the advisor on the Structured Registration page. If the course needs to be dropped, the student will need to visit the [Continuing Education website](#) for their policies.
- 14. Dropped Courses (Prior to day 10):** Courses that have been dropped prior to day 10. The courses dropped will appear as deleted on the Registration Summary.
- 15. Registered Courses:** Courses that the student is registered in.
- 16. Dropped Courses (Dropped courses without Academic Penalty):** Courses that have been dropped day 11 and onwards. The courses are dropped without academic penalty.
- 17. Minimum:** The minimum course credit hours that the student needs to be registered into. The student cannot drop below the course credit hours.
- 18. Maximum:** The maximum course credit hours that the student can be registered into. The student cannot register above the course credit hours.
- 19. Submit Button:** Button used to submit any course adds or drops on under the Registration Summary box.

Student Registration Overview



Steps to completing Registration

1. Reviewing Academic Progress Report (Degree Works)

The Academic Progress Report is the official record of the program requirements. This report outlines all program requirements, including completed, in-progress, and remaining courses. It serves as a tool for monitoring progress and ensuring program completion.

For more information about your Academic Program Report (Degree Works) please visit the [Degree Works Information page](#).

Access the report through [STU-VIEW](#). New students will receive to the login information from the offer letter. To reset the George Brown password, please visit <http://service.georgebrown.ca>

Once logged in to STU-VIEW, locate the Academic Progress Report card, and select the link 'View Audit' (Another term for the Academic Progress Report is Credential Audit).

Table of Contents

The screenshot displays a dashboard with six main sections:

- Guide to the New STU-VIEW**:
 - [STU-VIEW Navigation](#)
 - [Ask George Brown - FAQ](#)
- Course Registration and Timetable**:
 - [Register for Your Courses](#): Use this link to add or drop courses from your program
 - [View Weekly Timetable](#): Calendar View of Timetable
 - [Program Withdrawal](#): Withdraw from your program
 - [View Detailed Course Schedule](#): List of registered courses and class locations
 - [English / Math Assessment Booking](#): Use this link to book your English or Math Placement Assessment
 - [Accessible Learning Services](#): Login to view your Accommodation Plan
- View Fees & Registration Letter/Invoice**:
 - [View Fees](#): View your registration letter & invoice (PDF) and a detailed breakdown of your fees. Option to opt of the students levy (if applicable)
 - [View Statements](#)
 - [Pay Photo ID Fee](#)
 - [Apply for Payment Plan](#): The payment plan is available to new and returning domestic students and returning international students.
 - [E-Transfer Refund Code](#)
 - [Request a Copy of Your Receipt](#): Students can request a copy of their George Brown College receipt
- Student Records**:
 - [Personal Information](#): Use this link to view and update your personal contact information
 - [View Holds](#): Shows any active holds that may exist on your record
 - [Academic Transcripts \(Unofficial\)](#)
 - [Academic Transcripts \(Official\)](#)
 - [View Final Grades](#)
 - [Apply to Graduate](#)
 - [Convocation](#): Submit your RSVP to attend Convocation and order guest tickets
- Academic Progress Report** (highlighted with a red border and a red arrow pointing to the 'View audit' link):
 - B103 Business - Accounting**
 - 41%** REQUIREMENTS
 - 1.83** OVERALL GPA
 - [View audit](#)
- GBC Email**:
 -
 -

Table of Contents

The screenshot shows the 'Academic Progress Report' page. A red box highlights the search filters, with a red arrow pointing to it from the text 'Student Data Card'. A purple arrow points to the 'Academic' tab from the text 'Progress Report'. A green arrow points to the 'Tools' menu from the top right. The search filters include Student ID (101), Name, and Program (B108 Business Administration - Marketing). The 'Advanced search' section shows details for Level, Credit, Program, Division, Term, GPA, and Credential Status. The 'Academic' tab shows a 'Format' dropdown set to 'Student Information', a 'Program Progress' section with a 23% progress indicator and an Overall GPA of 2.40, and a 'Process' button. The 'Program Requirements' section is marked as 'INCOMPLETE'.

ACADEMIC PROGRESS REPORT LINKS

Tools

Academic Progress Report

Student ID: 101 Name: Program: B108 Business Administration - Marketing

Advanced search

Level Credit Program B108 Business Administration - Marketing Division Centre for Business Term GPA 0.00 Winter 2021 Credential Status Sought

Holds None

Academic What-If View historic audit

Format: Student Information

Program Progress

23% Overall GPA 2.40

Requirements

In-progress courses Preregistered courses

Process

Audit date 3/24/2021 5:02 PM

Program Requirements INCOMPLETE

Catalog Term: FALL 2020

Table of Contents

There is a separate semester requirements section for each semester of the program of study:

B108 Semester 2

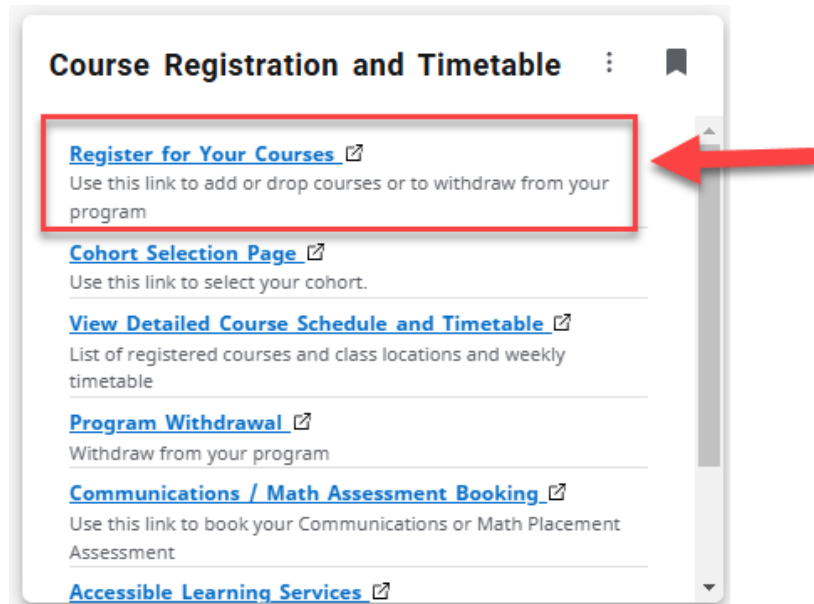
INCOMPLETE

Catalog Term: FALL 2019 Semester GPA: 2.53

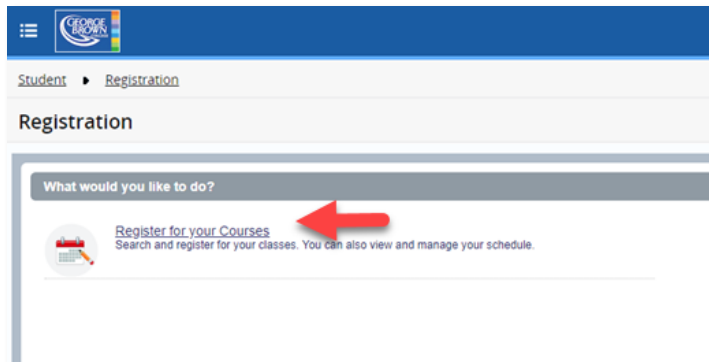
A minimum grade of D or P (Pass) is required for all courses unless otherwise indicated.

	Course	Title	Grade	Credits	Term	
✓	Minimum 1.7 Semester GPA					
✓	Principles of Accounting	ACCT 1036	PRINCIPLES OF ACCOUNTING	C+	3	Winter 2020
✓	Project Management	BUS 1040	PROJECT MANAGEMENT	C	3	Winter 2020
○	Business Presentation Skills	Still needed:	1 Course in BUS 1056 			
ⓘ	Professional Communications I	COMM 1034	PROFESSIONAL COMMUNICATIONS I	CIP	(3)	Winter 2021
✓	Business Computer Apps. II	COMP 1115	BUSINESS COMPUTER APPS. II	B+	3	Winter 2020
ⓘ	Principles of Marketing II	MARK 2049	PRINCIPLES OF MARKETING II	CIP	(3)	Winter 2021
○	Mathematical Analysis for Mark	Still needed:	1 Course in MATH 1131 			

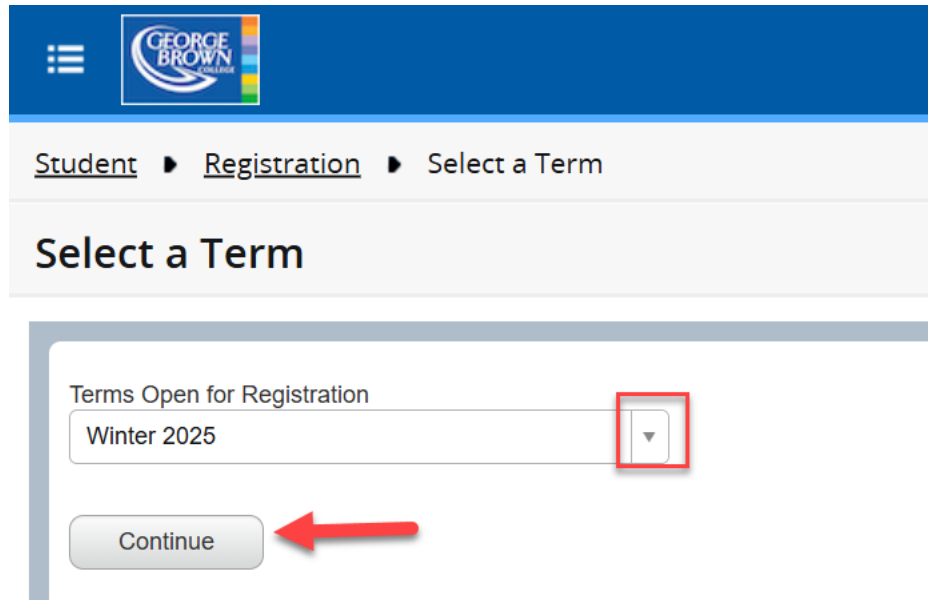
2. Return to the STU-VIEW homepage and locate the Course Registration and Timetable card. Once you have located the correct registration card select 'Register for Your Courses'.



3. Begin the Registration Process by Selecting "Register for your Courses".



4. Next, select the Registration term. Click on drop down arrow to view a list of terms available. Click on the 'continue' button to see the registration page.



The screenshot shows the George Brown College website header with the logo and navigation menu. Below the header, the breadcrumb trail reads 'Student > Registration > Select a Term'. The main heading is 'Select a Term'. Underneath, there is a section titled 'Terms Open for Registration' with a dropdown menu currently set to 'Winter 2025'. A red square highlights the dropdown arrow. Below the dropdown is a 'Continue' button, which is pointed to by a red arrow.

5. **Select courses and their corresponding times according to your schedule:**

The groups are separated into three buckets: Mandatory, Mandatory Courses with Option, and Previous Semester Courses.

- a. **Step 1: Mandatory Courses.** These courses are required for the semester that is being registered for. Students may be required to registered for all the courses listed in the Mandatory Courses bucket, or they may need to select a certain minimum number of course to complete the requirements for that semester. Review Degree Works for required courses that are needed to be registered for the semester.
- b. **Step 2: Mandatory Courses with Options.** These courses are required to meet the program requirements and may include any COMM courses, MATH courses, Program Specialization, Program Options, General Education Electives, or Liberal Studies Electives.

Table of Contents

- c. **Step 3: Previous semester courses.** These courses include a list of previous semester courses. Students in semester 2 and/or higher will see their previous semester courses. If courses are missing from previous semesters, then students have the option to register for these courses at the assigned date from their Academic Department.

The screenshot shows the 'Register for Classes' web application. The interface is divided into several sections. Three callout boxes highlight specific areas:

- Mandatory Core Courses:** This box points to the 'Select Courses' section under 'Your Course Registration Pathway Details'. It lists courses such as HVAC - 1017 GAS TECHNICIAN II PART B, HVAC - 1022 UNDERSTANDING CONSTR. DRAWINGS, HVAC - 2012 AIR CONDITIONING THEORY, and HVAC - 2014 BUILDING CODE FOR HVAC.
- Mandatory Courses with Options:** This box points to the 'Select Courses' section under 'Communication Requirement'. It lists courses such as COMM - 1000 INTRO TO COLLEGE COMMUNIC., COMM - 2000 COMMUNICATING ACROSS CONTEXTS, and GED Elective Requirement (1).
- Previous Semester Courses:** This box points to the 'Previous Semester Courses' section. It lists courses from previous semesters, such as BLDG - 1089 BUILD SCI. & GREEN CONST.TECH, HVAC - 1001 REFRIGERATION THEORY I, HVAC - 1008 ELECTRICAL FUNDAMNTLS FOR HVAC, and MATH - 1145 MATH FOR HVAC 1.

Review the courses from each bucket and select 'Add' for the courses that will be added to the registration. The courses will then be displayed on the timetable on the bottom left-hand side of the page and be added to your selected course options under the summary section. The selected course will also display a "pending" symbol in the course list to signal that the course has been selected but that registration has not been submitted yet:

Table of Contents

The screenshot shows the 'Register for Classes' interface. At the top, navigation links include 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. The main heading is 'Register for Classes'.

Left Panel: Select Courses

- My Registration**
- Your Course Registration List**
- Summary**
- Step One**: Refer to Degree Works for most up to date Program Progress.
 - Select HVAC - 1003 REFRIGERATION LAB APPLIC...
 - Select HVAC - 1008 ELEC CIRCUIT ANALYSIS FO...
 - Select HVAC - 1016 GAS TECHNICIAN II PART A
 - Select HVAC - 2003 REFRIGERATION THEORY II
 - Select HVAC - 2013 HVAC COMPUTER APPLICATI...
 - Select MATH - 1155 MATH FOR HVAC 2
- Step Two**: Refer to Degree Works for most up to date Program Progress.
 - Select from the following: Where: conditions required are 2; for all conditions combi

Callout: Select course points to the course selection list.

Right Panel: Search Results — 8 Classes

Term: Winter 2024

CRN	Status	Subject	Number	Title	CRN	Day, Time, Location, and Date Range	Instructional Method	Campus	Instructor(s)	Linked Sections	Add
16 of 20 seats r...		HVAC	1003	REFRIGERATION LA...	50551	S M T W T F S 12:00 PM - 02:59 PM Type: Class Building: Cas	Lecture	Casa L...			Add
18 of 20 seats r...		HVAC	1003	REFRIGERATION LA...	50563	S M T W T F S 12:00 PM - 02:59 PM Type: Class Building: Cas	Lecture	Casa L...	Jim Grivas Sergeis...		Add
19 of 20 seats r...		HVAC	1003	REFRIGERATION LA...	50574	S M T W T F S 11:00 AM - 01:59 PM Type: Class Building: Cas	Lecture	Casa L...			Add
20 of 20 seats r...		HVAC	1003	REFRIGERATION LA...	50568	S M T W T F S 02:00 PM - 04:59 PM Type: Class Building: Cas	Lecture	Casa L...			Add
19 of 19 seats r...	Time Conflict!	HVAC	1003	REFRIGERATION LA...	50558	S M T W T F S 08:00 AM - 10:59 AM Type: Class Building: Cas	Lecture	Casa L...	Sergeis...		Add
19 of 19 seats r...	Time Conflict!	HVAC	1003	REFRIGERATION LA...	50579	S M T W T F S 11:00 AM - 01:59 PM Type: Class Building: Cas	Lecture	Casa L...	Sergeis...		Add

Callout: View available dates & times points to the time range column.

Callout: Select Add to add the course to your schedule points to the 'Add' button.

Bottom Panel: Class Schedule for Winter 2024

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7am							
8am							
9am							
10am							
11am							
12pm							

Callout: Review schedule of courses points to the class schedule grid.

Bottom Right Panel: Summary

Course Details	CRN Status (S)	Registration Status	Action	Instructional Methods
HVAC 1016, 100	50655	Pending	Add Course	Lecture/Lab
HVAC 2003, 102	50727	Pending	Add Course	Lecture
HVAC 2013, 105	50824	Pending	Add Course	Lab
HVAC 1006, 102	50593	Pending	Add Course	Lecture
???? ???? , 353	46119	Registered	None	Placeholder

Callout: Review Summary of courses selected for registration points to the summary table.

Callout: Select 'Submit' when you are ready points to the 'Submit' button.

6. Check for time conflicts

As courses are being selected, some course options may state there are “Time Conflicts.” Select another course section with different course timings that are not conflicting with the courses that have been selected

Conflicts will display in the course selection warning. If a course with a time conflict is selected, it will prompt an error message preventing registration for the courses.

Table of Contents

Select Courses

My Registration

Your Course Registration List

[Summary](#)

Step One

Refer to Degree Works for most up to date Program Progress

Select HVAC - 1003 REFRIGERATION LAB APPLIC...

Select HVAC - 1008 ELEC.CIRCUIT ANALYSIS FO...

Select HVAC - 1016 GAS TECHNICIAN II PART A

Select HVAC - 2003 REFRIGERATION THEORY II

Select HVAC - 2013 HVAC COMPUTER APPLICATI...

Select MATH - 1155 MATH FOR HVAC 2

Step Two

Refer to Degree Works for most up to date Program Progress

Select from the following:

Where: conditions required are 2; for all conditions combi

Heat. Ref. & Air Cond. Tech'n

Search Results — 8 Classes

Term: Winter 2024

CRN Status	Subject	Number
16 of 20 seats r...	HVAC	1003
18 of 20 seats r...	HVAC	1003
19 of 20 seats r...	HVAC	1003
20 of 20 seats r... Time Conflict!	HVAC	1003
19 of 19 seats r... Time Conflict!	HVAC	1003
19 of 19 seats r... Time Conflict!	HVAC	1003

Schedule

Class Schedule for Winter 2024

	Sunday	Monday	Tuesday	Wednesday	Thursday
7am					
8am		HVAC CO - GAS APPLICATION TECHNICIAN II PART A		REFRIGERATION THEORY II	
9am					
10am					
11am					

Course sections that have time conflicts with the other courses you have already chosen

6. Removing courses before registration is submitted

To remove a course from the Registration Summary prior to submitting the registration, then navigate to the Summary section and from the 'Action' drop down menu, select 'Remove'.

The screenshot shows a web application interface for course registration. At the top, there's a 'Summary' tab and a 'Tuition and Fees' link. Below is a table with columns: Course Details, CRN Status (S), Registration Status, Action, and Instructional Methods. The table lists five courses: HVAC 1016, 100; HVAC 2003, 102; HVAC 2013, 105; HVAC 1008, 102; and a placeholder course. The first four are 'Pending' and the last is 'Registered'. The 'Action' column for the first four courses has a dropdown menu expanded, showing options: 'Add Course' (selected), 'Remove', 'Add Course', and 'None'. A red box highlights the 'Action' column and the expanded dropdown. At the bottom, there's a 'Submit' button and a status bar showing 'Total Hours | Registered: 0 | Billing: 35 | CEU: 0 | Min: 0 | Max: 999,999,999'.

Course Details	CRN Status (S)	Registration Status	Action	Instructional Methods
HVAC 1016, 100	50655	Pending	Add Course	Lecture/Lab
HVAC 2003, 102	50727	Pending	Add Course	Lecture
HVAC 2013, 105	50824	Pending	Remove	Lab
HVAC 1008, 102	50593	Pending	Add Course	Lecture
??? ???? , 353	46119	Registered	None	Placeholder

Total Hours | Registered: 0 | Billing: 35 | CEU: 0 | Min: 0 | Max: 999,999,999

Submit

7. Submitting Registration.

Upon selecting the courses, click on the "Submit" button to complete the registration. Once the registration is completed, the tuition and fees will be updated.

Please note that the George Brown can make changes to course schedules up until day 10 of a term. Please continue to review your schedule up until this day of the semester.

Cohort Selection

1. To access the cohort selection page, navigate to the Course Registration and Timetable Card on STU-VIEW, and Select **Cohort Selection Page**.

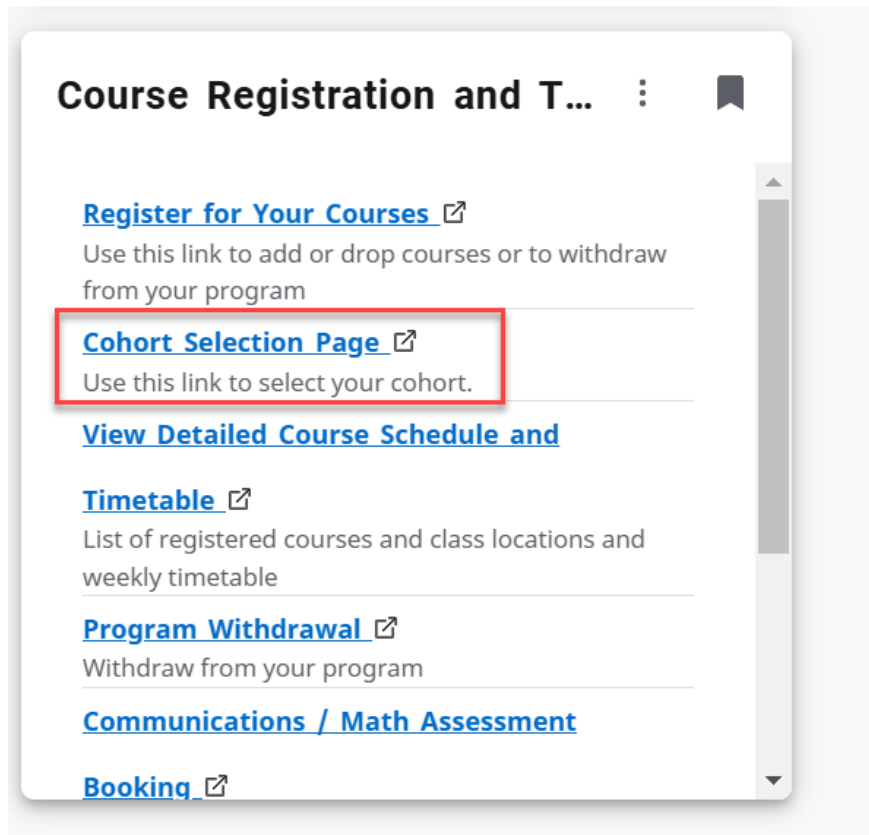


Table of Contents

- Toggle between the different cohorts that are available to view the schedules. Click Submit to select Cohort.

Cohort Selection Page - Winter 2025

[Return to Main Menu](#)

Use the radial buttons below to view the cohort schedule. Once the desired cohort is selected, click the Submit button to confirm your cohort selection.

Schedule For: Student ID:

Program: T405

Semester: 1

Cohorts Available: ☒ A ☐ B

Cohorts Full:

Schedule between: 06-JAN-25 - 17-APR-25

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
09:00					COHP 4017 CRN: 49190 0900-1159 HYB		
10:00					COHP 4017 CRN: 49193 0900-1159 INP		
11:00							
12:00							
13:00							
14:00		BUS 4051 CRN: 48791 1400-1759 INP	BUS 4053 CRN: 48806 1400-1659 INP	BUS 4053 CRN: 48819 1400-1659 INP			
15:00		BUS 4051	BUS 4053				

Cohort Selection Page - Winter 2025

[Return to Main Menu](#)

Use the radial buttons below to view the cohort schedule. Once the desired cohort is selected, click the Submit button to confirm your cohort selection.

Schedule For: (Student ID:)

Program: T405

Semester: 1

Cohorts Available: ☐ A ☒ B

Cohorts Full:

Schedule between: 06-JAN-25 - 17-APR-25

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
09:00					COHP 4017 CRN: 49190 0900-1159 HYB		
10:00					COHP 4017 CRN: 49193 0900-1159 INP		
11:00							
12:00							
13:00							
14:00		BUS 4051 CRN: 48791 1400-1759 INP	BUS 4053 CRN: 48806 1400-1659 INP	BUS 4053 CRN: 48819 1400-1659 INP			
15:00		BUS 4051	BUS 4053				

- After selecting a cohort, navigate to the registration page to register for their courses, or the cohort selection will be reset at the end of the following day.

Note: The screenshot below shows a dynamic date. The date will change pending when the student accesses the cohort selection page.

Cohort Selection Page - Winter 2025

[Return to Main Menu](#)

Use the radial buttons below to view the cohort schedule. Once the desired cohort is selected, click the Submit button to confirm your cohort selection.

Schedule For: (Student ID:)

Program: T405

Semester: 1

Selected Cohort: B

Cohorts Available: ☐ A ☒ B

Cohorts Full:

Schedule between: 06-JAN-25 - 17-APR-25

Your cohort selection has been processed! You can [Register Now](#) for your courses!

Note that you will have until **end of day 31 Oct 2024** to register in your courses. If you do not register by then, your cohort selection will be reset, and you will be required to make another selection.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
09:00					COMP 4017 CRN: 49190 0900-1159 HYB		
10:00					& COMP 4017 CRN: 49193 0900-1159 INP		
11:00							
12:00							
13:00							

Dynamic date on when the student needs to register for their courses or their cohort selection will be reset

[Table of Contents](#)

Changing Cohort

1. If a cohort is selected, it can be changed to another cohort by navigating back to the Cohort Selection Page, and selecting another cohort, then click on the “Update” button.

Cohort Selection Page - Winter 2025

[Return to Main Menu](#)

Use the radial buttons below to view the cohort schedule. Once the desired cohort is selected, click the Submit button to confirm your cohort selection.

Schedule For: (Student ID:)

Program: T405

Semester: 1

Selected Cohort: B

Cohorts Available: ☐ A ☒ B

Cohorts Full:

Schedule between: 06-JAN-25 - 17-APR-25

Your cohort selection has been processed! You can [Register Now](#) for your courses!
Note that you will have until end of day 31 Oct 2024 to register in your courses. If you do not register by then, your cohort selection will be reset, and you will be required to make another selection.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
09:00					COMP 4017 CRN: 49190 0900-1159 HYB		
10:00					& COMP 4017 CRN: 49193 0900-1159 INP		
11:00							
12:00							
13:00							

[Table of Contents](#)

2. A message will be prompted when hovering over the “Update” button.

Cohort Selection Page - Winter 2025

[Return to Main Menu](#)

Use the radial buttons below to view the cohort schedule. Once the desired cohort is selected, click the Submit button to confirm your cohort selection.

Schedule For: (Student ID:)

Program: T405

Semester: 1

Selected Cohort: B

Cohorts Available: ☐ A ☒ B [Update](#) Note that if you choose another cohort but have already registered in courses, you will be dropped from all courses.

Cohorts Full:

Schedule between: 06-JAN-25 - 17-APR-25

Your cohort selection has been processed! You can [Register Now](#) for your courses!
Note that you will have until end of day 31 Oct 2024 to register in your courses. If you do not register by then, your cohort selection will be reset, and you will be required to make another selection.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
09:00					COMP 4017 CRN: 49190 0900-1159 HYB		
10:00					& COMP 4017 CRN: 49193 0900-1159 INP		
11:00							
12:00							
13:00							

3. After clicking the “Update” button, another message will pop-up. Click Ok to proceed with switching cohorts.

Note: If you have already registered for courses on the registration page, you will be dropped from the registered courses.

Table of Contents

extensibility-test.georgebrown.ca says

If you continue with the requested change to your cohort selection, you will be dropped from any courses in which you had already registered. Once the new cohort is selected, you will be required to re-register for your courses.

Do you want to continue to select another cohort?

extensibility-test.georgebrown.ca says

Note that if you choose another cohort but have already registered in courses, you will be dropped from all courses.

Use the re button to

Schedule

Program:

Semester:

Selected Cohort:

Cohorts Available: ☒ A ☐ B

Cohorts Full:

Schedule between: 06-JAN-25 - 17-APR-25

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
09:00					COMP 4017 CRN: 49190 0900-1159 HYB		
10:00					COMP 4017 CRN: 49193 0900-1159 INP		
11:00							
12:00							
13:00							
14:00		BUS 4051 CRN: 48791 1400-1759 INP	BUS 4053 CRN: 48806 1400-1659 INP	BUS 4053 CRN: 48810 1400-1659 INP			

Frequently Asked Questions

I am a domestic student with Part-time status for registration. What does this mean?

Your Full-time or Part-time registration status will update automatically based on the number of courses you are registered in. If you are in a post-secondary program and should be considered as a “Full-time” student, you may be seeing the part-time registration status as you have not registered in the correct number of courses.

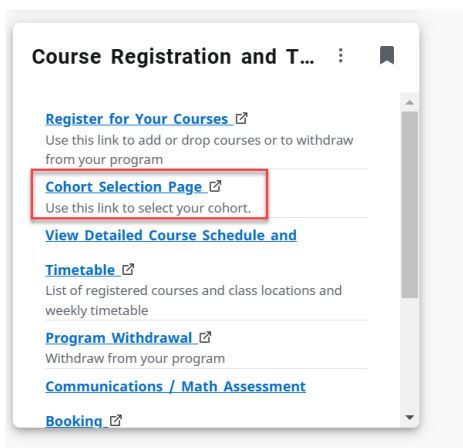
Please refer to your Degree Works page to see the most accurate listing of courses you need to be registered in for your program.

My program has options, how do I select my program specialty?

Please refer to the Program with Options page for more information on how to select an Option. The Program with Options page can be accessed [here](#).

My program requires me to choose a Cohort, how do I choose my cohort?

Navigate to the Course Registration and Timetable Card in STU-VIEW and select “Cohort Selection Page”. The Course Registration and Timetable Card can be found on STU-VIEW by using the “Discover” option and searching for “Cohort.”



[Table of Contents](#)

On the Cohort Selection page, please view the different cohort schedules, and select the preferred cohort for the semester by clicking the “Submit” button. The student account will be updated with the cohort selection, and the CR Hold will be removed.

Please note: Selecting a cohort on this page will not register the student in courses. The student will need to return to the Course Registration and Timetable Card in STU-VIEW to register for courses when their registration window is open.

For more information, please visit the [Programs with Cohorts page](#).

How do I change my cohort selection?

To update your cohort, navigate to the Course Registration and Timetable Card in STU-VIEW, and select “Cohort Selection Page”. The Course Registration and Timetable Card can be found on STU-VIEW by using the “Discover” option and searching for “Cohort.”

From the cohort page, select another available cohort, and click on the “Update” button.

Cohort Selection Page - Winter 2025 [Return to Main Menu](#)

Use the radial buttons below to view the cohort schedule. Once the desired cohort is selected, click the Submit button to confirm your cohort selection.

Schedule For: (Student ID:)

Program: T405

Semester: 1

Selected Cohort: B

Cohorts Available: ☐ A ☒ B **Update**

Cohorts Full:

Schedule between: 06-JAN-25 - 17-APR-25

Your cohort selection has been processed! You can [Register Now](#) for your courses!
Note that you will have until end of day 31 Oct 2024 to register in your courses. If you do not register by then, your cohort selection will be reset, and you will be required to make another selection.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
09:00					COMP 4017 CRN: 49190 0900-1159 HYB		
10:00					COMP 4017 CRN: 49193 0900-1159 INP		
11:00							
12:00							
13:00							

[Table of Contents](#)

Note: If you're already registered in courses, you'll be dropped from all registered courses.

Cohort Selection Page - Winter 2025

[Return to Main Menu](#)

Use the radial buttons below to view the cohort schedule. Once the desired cohort is selected, click the Submit button to confirm your cohort selection.

Schedule For: (Student ID:)

Program: T405

Semester: 1

Selected Cohort: B

Cohorts Available: ☐ A ☒ B [Update](#)

Cohorts Full:

Schedule between: 06-JAN-25 - 17-APR-25

Your cohort selection has been processed! You can [Register Now](#) for your courses!
Note that you will have until end of day 31 Oct 2024 to register in your courses. If you do not register by then, your cohort selection will be reset, and you will be required to make another selection.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
09:00					COMP 4017 CRN: 49190 0900-1159 HYB		
10:00					COMP 4017 CRN: 49193 0900-1159 IHP		
11:00							
12:00							
13:00							

Table of Contents

Students will need to click on “Ok” to confirm the changes to update their cohort.

The screenshot shows a web browser window with the URL `extensibility-test.georgebrown.ca/BannerExtensibility/customPage/page/gbcCohortTimeTable`. The page displays a cohort selection interface. A modal dialog box is open, titled "extensibility-test.georgebrown.ca says", with the following text: "If you continue with the requested change to your cohort selection, you will be dropped from any courses in which you had already registered. Once the new cohort is selected, you will be required to re-register for your courses. Do you want to continue to select another cohort?". The dialog has "OK" and "Cancel" buttons. Below the dialog, the interface shows "Selected Cohort: B", "Cohorts Available: A B", and an "Update" button. A yellow note states: "Note that if you choose another cohort but have already registered in courses, you will be dropped from all courses." The schedule table below shows courses for Friday and Tuesday/Wednesday/Thursday at 14:00.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
09:00					COMP 4017 CRN: 49190 0900-1159 HYB		
10:00					COMP 4017 CRN: 49193 0900-1159 INP		
11:00							
12:00							
13:00							
14:00		BUS 4051 CRN: 48791 1400-1759 INP	BUS 4053 CRN: 48806 1400-1659 INP	BUS 4053 CRN: 48819 1400-1659 INP			

What do I do if my cohorts are all full?

If all the cohorts are full, please connect with your [Academic Department](#)

Cohort Selection Page - Winter 2025

[Find New Student](#)[Return to Main Menu](#)

Use the radial buttons below to view the cohort schedule. Once the desire cohort is selected, click the Submit button to confirm your cohort selection.

Schedule For:

(Student ID:)

Program:

H100

Semester:

1

Cohorts Available:

☐ A ☐ B ☐ C ☐ D ☐ E

Cohorts Full:

All cohorts are currently full. Contact your academic area for assistance.

Schedule between:

Scheduled Dates:

Dropping a course from your timetable, after registration is submitted (completed).

To drop a course, please go to your registration summary inside the self-service registration page, click on the drop-down menu and select “Drop course” and press “submit”.

If you want to drop a course after day 10, a new drop code will be displayed: “Drop class without academic penalty”, select this course and press submit.

- a. Be mindful of drop dates and how this may impact grades and tuition. Refer to the [Important Dates](#) for deadline dates.

Table of Contents

- b. Connect with the academic department to obtain advising prior to dropping courses.
- c. Full time status can be affected. Dropping courses may place students in part time status. International students dropping to part time status may affect student visas. Domestic students dropping to part time status may affect their OSAP.

To drop a course, please go to your registration summary inside the self-service registration page, click on the drop-down menu and select “Drop course” and press “submit”.

If you want to drop a course after day 10, a new drop code will be displayed: “Drop class without academic penalty”, select this course and press submit.

Withdrawing from your program

To withdraw from your program, please go to STU-VIEW and use the withdrawal link on the course registration and timetable card.

****If you are an International Student, you should connect with the International Centre as there may be study-permit implications for you if you withdraw from your program.**

What are Transfer Credits?

Refer to the [User Guide on Transfer Credits](#) for a comprehensive guide on How to Apply for Transfer Credits.

More information on Transferring your Credits is available on our website, at <https://www.georgebrown.ca/apply/transfer-credits>

How will Transfer Credits be reflected on my registration?

If you have an approved exemption or transfer credit, you will see a green checkmark next to the course requirement as it will be showing as “Met”. You are not required to register in the course again. If you are already registered in the course and have received an approved transfer credit – you may drop the registered course. Your registration requirement will still show as “Met” with the green checkmark.

Refer to your Degree Works credential audit for the most up to date listing of the courses you are required to take for your program.

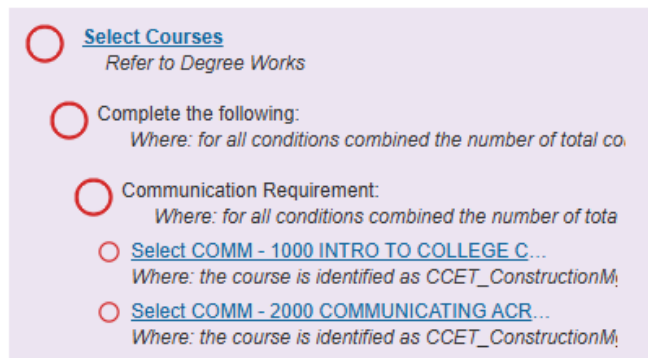
What is the Placement Assessment?

- The placement assessment is taken by students already admitted to George Brown programs.
- The placement assessment results are used to place the student into the appropriate level of communications and/or math courses. Students with a lower score are placed into foundation-level courses for the purpose of further skill development. Students taking foundation-level courses may be charged additional course fees. Students who score at a higher level are not required to take the foundation level course(s) and can register in the college-level course.
- If you require accommodations for your placement assessment, please register with [Accessible Learning Services](#) before you book your placement test.

For more information about the placement assessment and assessment preparation, visit the [Assessment Centre](#).

Placement Assessment Scores:

- In case the result of the placement assessment indicates that the foundation level course is needed (COMM 1000), both courses (foundation level and college level) will appear as “not completed” on your registration page:



- Completion of COMM 1000 is required before proceeding to take the COMM 2000 course. Additional fees may be charged in this case.
- On the other hand, if the placement assessment result indicates that only the college level course is needed, the foundation level communications course will appear as “met” and you can continue your registration to the COMM 2000 course.

Table of Contents

☐ [Select Courses](#)
Refer to Degree Works

☐ Complete the following:
Where: for all conditions combined the number of total co

☒ Communication Requirement:
Where: for all conditions combined the number of tota

☒ [Select COMM - 1000 INTRO TO COLLEGE C...](#)
Where: the course is identified as CCET_ConstructionM

☐ [Select COMM - 2000 COMMUNICATING ACR...](#)
Where: the course is identified as CCET_ConstructionM

I have an XC or XM hold on my record

The screenshot shows the George Brown College Student Registration System interface. The top navigation bar includes the college logo and a user profile icon. The breadcrumb trail is: Student > Registration > Select a Term > Prepare for Registration. The main heading is "Prepare for Registration". Below this, there is a "Registration Status" section. On the right, the "Primary Curriculum" is listed: Program: Business - Accounting, Credential: Ontario College Diploma, Catalog Term: Fall 2009. The "Registration Status" section shows the term "Fall 2024" and a message box with the following content:

Registration Status
Term: Fall 2024

You have holds which do not prevent registration.

- No COMM Placement Assmt. Score**
Reason: test
From Date: 10/29/2024
To Date: 10/30/2024
- No MATH Placement Assmt. Score**
Reason: test
From Date: 10/29/2024
To Date: 10/30/2024

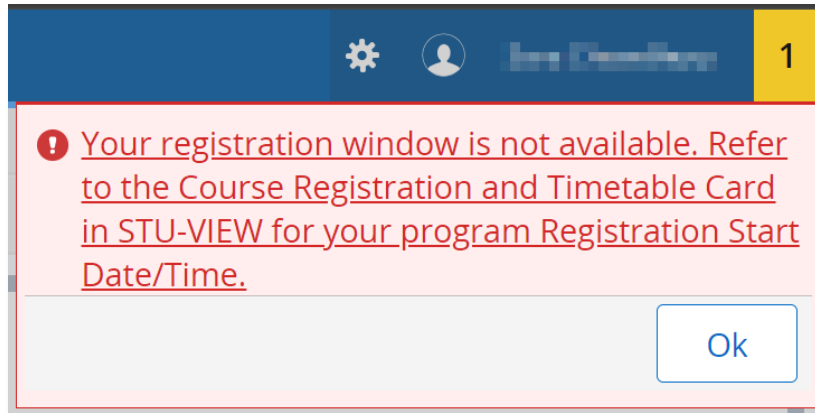
At the bottom of the message box, it states: "Your class standing for registration purposes is Semester 2".

Message Description: No COMM Placement Assessment Score / No MATH Placement Assessment Score

Action Required: **XC** Hold means you have not yet taken a Communications Placement Assessment. **XM** Hold means you have not yet taken a Math Placement Assessment. This is required to determine your level for communication or math courses. Please visit the [Assessment Centre](#) for further information.

If you choose not to take the placement assessment or your test score results in registering in the foundation level communications and/or math course, you will be charged for the extra course(s).

I have an error regarding my registration time window, what do I do?



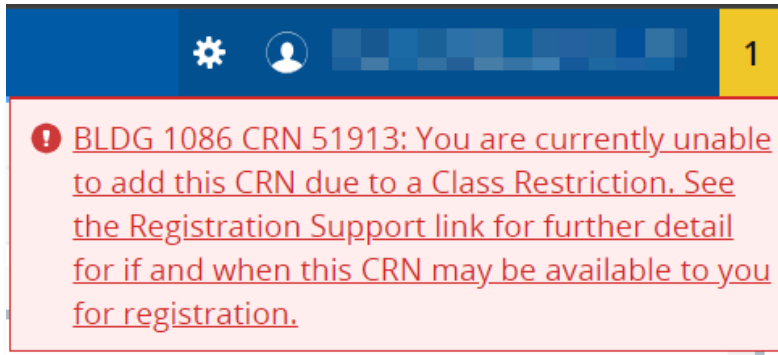
Message Description: Your registration window is not yet available. Refer to the Course Registration and Timetable Card in STU-VIEW for your program Registration Start Date/Time.

Action Required: Please refer to your Course Registration and Timetable card in STU-VIEW to check when the registration window opens for your selected program.

Why does the “please search again” message appear?

Some of the courses displayed on the previous semester bucket may not be offered every term. Please connect with your [Academic Department](#) for further information on when this course will be offered.

There is a Class Restriction on one of my Courses, what do I do?

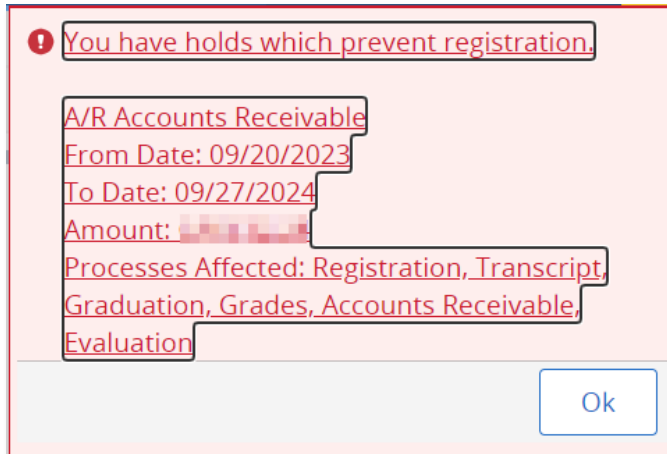


Message Description: You are currently unable to add this CRN due to a Class Restriction. See the Registration Support link for further detail for when this CRN may be available to you for registration.

Action Required: Class Restriction permits registration for students only enrolled in certain semesters. If the desired CRN has a Class Restriction, please check with your [Academic Department](#) as to when/if these will be available later in the registration period.

Table of Contents

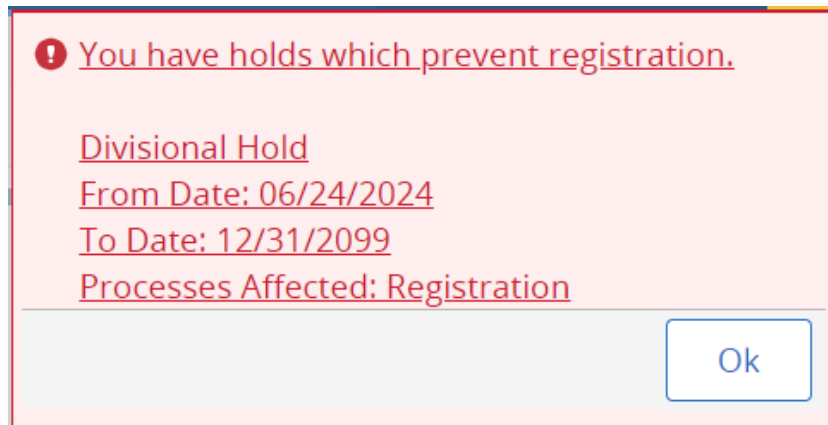
There is an AR Hold on my account



Message Description: You have a hold which prevents registration. A/R Accounts Receivable.

Action Required: Please note that an A/R hold has been placed in your account due to non-payment of tuition fees (including NSF cheques and declined credit cards for any dollar amount). Please check with our Accounts Receivable department at accountsreceivable@georgebrown.ca.

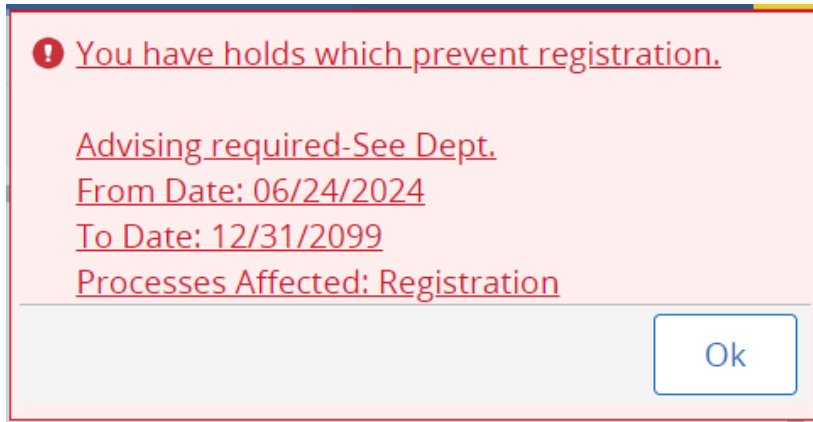
There is an AC Hold on my account



Message Description: You have a hold which prevents registration. Divisional Hold.

Action Required: Unable to proceed in program of study due to academic failure. Please connect with your [Academic Department](#) for further assistance.

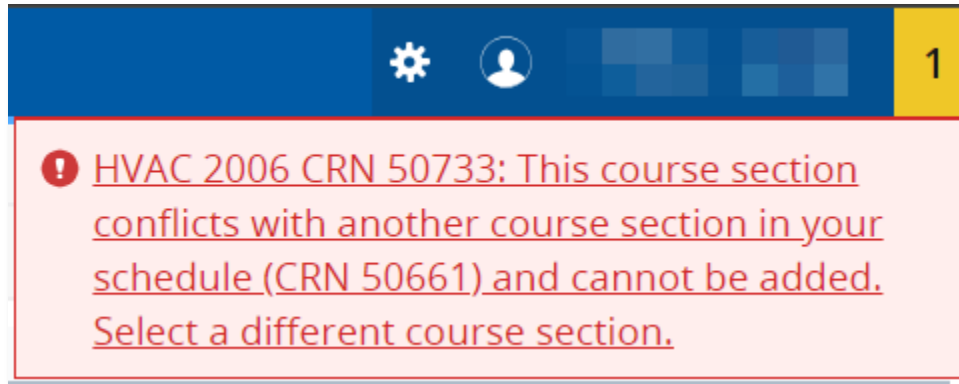
There is an AD Hold on my account



Message Description: You have a hold which prevents registration. Advising required – See Dept.

Action Required: Students must seek academic advising before continuing in their program. Please contact your [Academic Department](#) for further assistance.

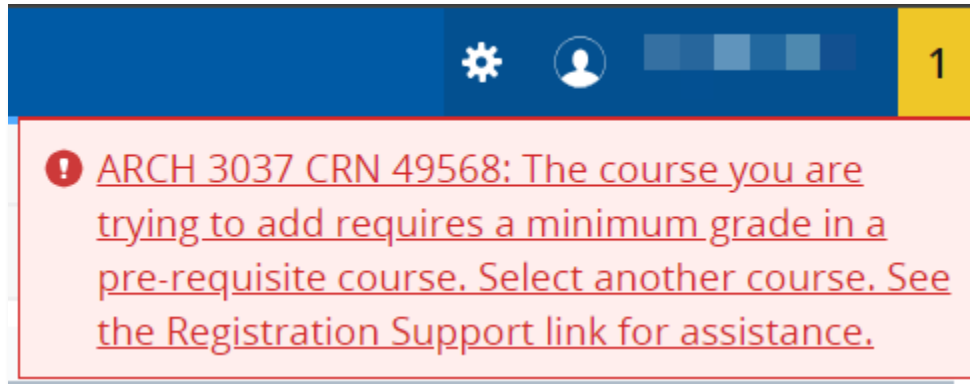
I am receiving an error message stating there is a conflict in my schedule:



Message Description: This course section conflicts with another course section in your schedule and cannot be added. Select a different course section.

Action Required: Select a different section of the course you are trying to add. If this is the only option for your mandatory courses, remove the conflicting course from your selection or reach out to your [Academic Department](#).

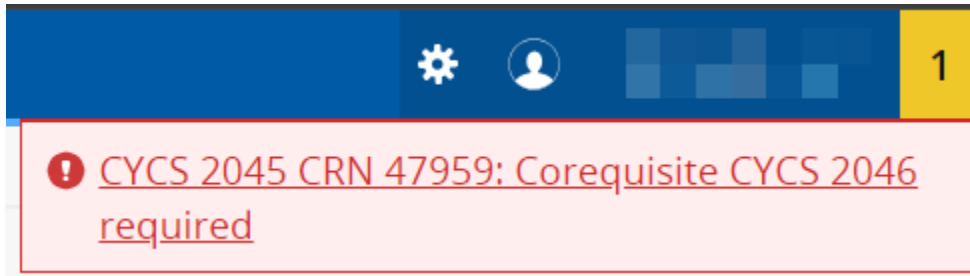
I received a message called Prerequisites not met



Message Description: The course you are trying to add requires a minimum grade in a prerequisite course. Select another course. See the Registration Support link for assistance.

Action Required: Registration for the selected course cannot be completed as you have not completed the prerequisite course. Please reach out to your [Academic Department](#) for further assistance.

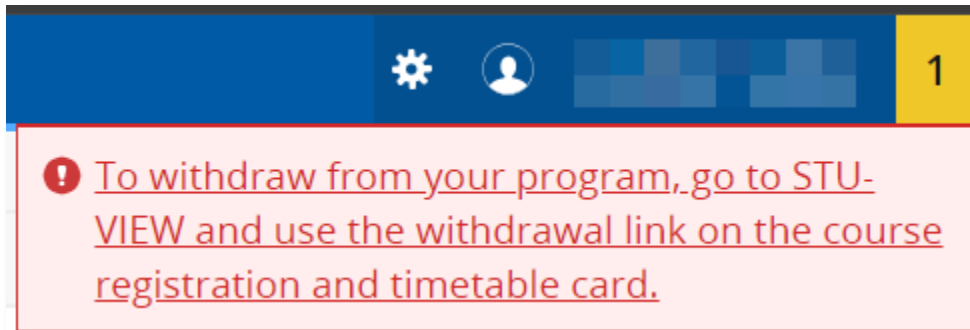
I am receiving a Corequisite selection required, what should I do?



Message Description: Course and CRN #: Corequisite (course) required.

Action Required: Ensure that the correct combination of course sections are selected based on the messaging. You will be required to register for all applicable course sections in the same submission to successfully register.

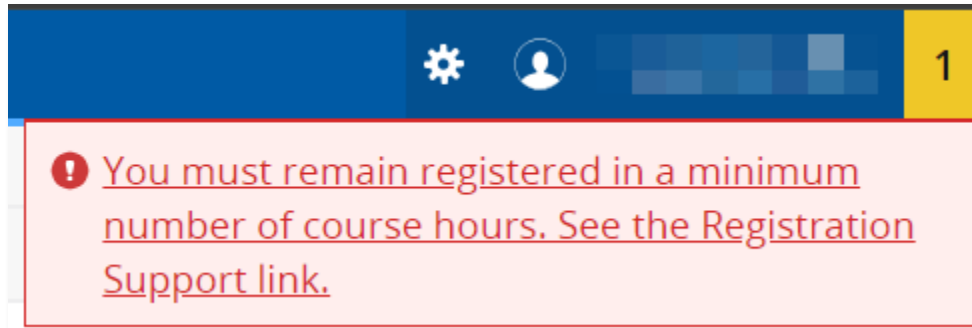
I am receiving a message when I try to drop my last class:



Message Description: To withdraw from your program, go to STU-VIEW and use the withdrawal link on the Course Registration and Timetable Card.

Action Required: If you are not intending to formally withdraw, but are trying to remove the course, try adding another desired course section prior to dropping the one that is no longer desired.

I am receiving a minimum hours error message:

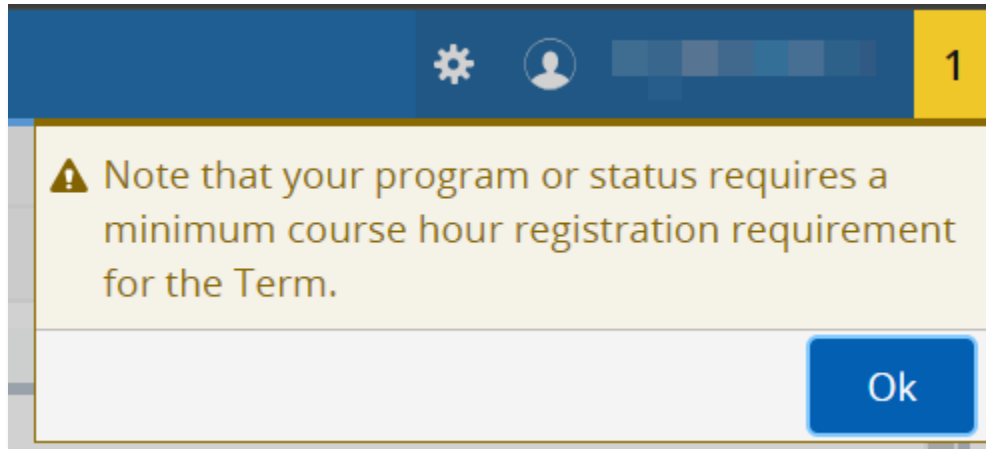


Message Description: You must remain registered at a minimum number of course hours. See the Registration Support link.

Action Required: The selected course(s) cannot be dropped as it would result in your registration hours falling below the minimum requirement. For support related to adjusting your hours, contact your [Academic Department](#) for further assistance.

If you are an international student, being part-time may impact your status as an international student and future post-graduation work eligibility, unless you are in your final semester or taking courses on what should be your scheduled break. For support related to your status as an international student, contact your [International Student Advisor](#).

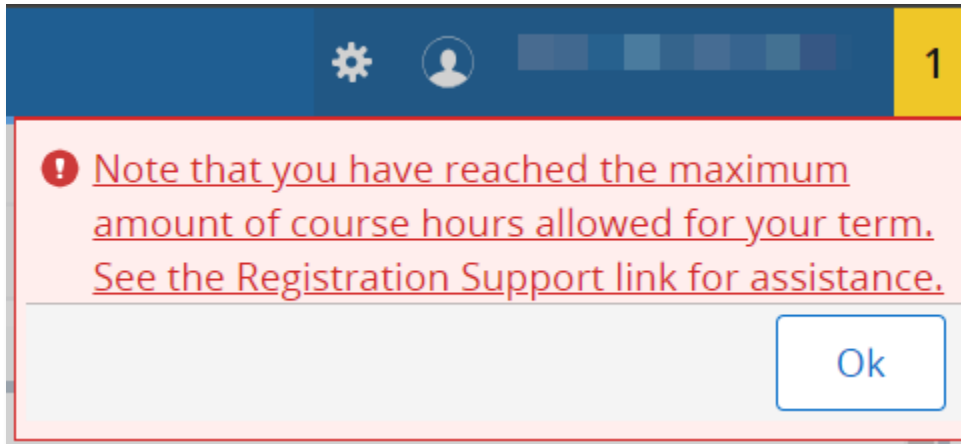
I am receiving a message when I log in regarding my minimum hours for the term:



Message Description: Note that your program or status requires a minimum course hour registration requirement for the Term.

Action Required: Note that your registration actions will not be processed if your credit hours fall below the minimum requirement. If you would like to withdraw from your courses, contact your [Academic Department](#).

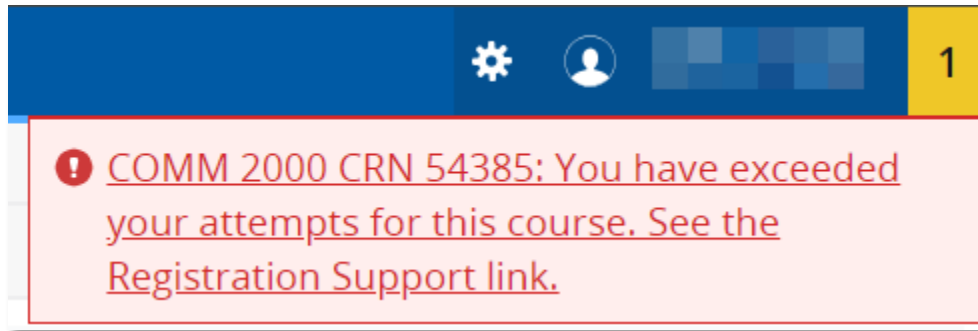
I am receiving a Maximum hours reached error message:



Message Description: Note that you have reached the maximum amount of course hours allowed for your term. See the Registration Support link for assistance.

Action Required: Note that your registration action will not be processed as it would put you over the credit hour limit for the term. You may wish to drop other courses if the one you are attempting to register in is mandatory. If you are looking to register for additional courses, contact your [Academic Department](#).

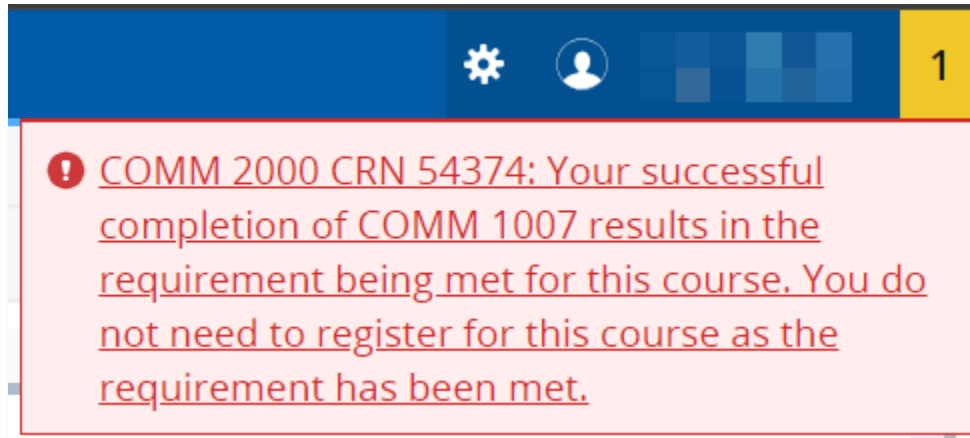
I am receiving an error message that I have exceeded my attempts for a course, what should I do?



Message Description: [Course CRN] You have exceeded your attempts for this course. See the Registration Support link.

Action Required: In adherence with George Brown's [Failed and Repeated Courses Policy](#), students may only repeat a course a maximum of two times. If you received this message, that indicates that you are unable to register for the course as you are beyond your two repeats. Contact your [Academic Department](#) for further assistance.

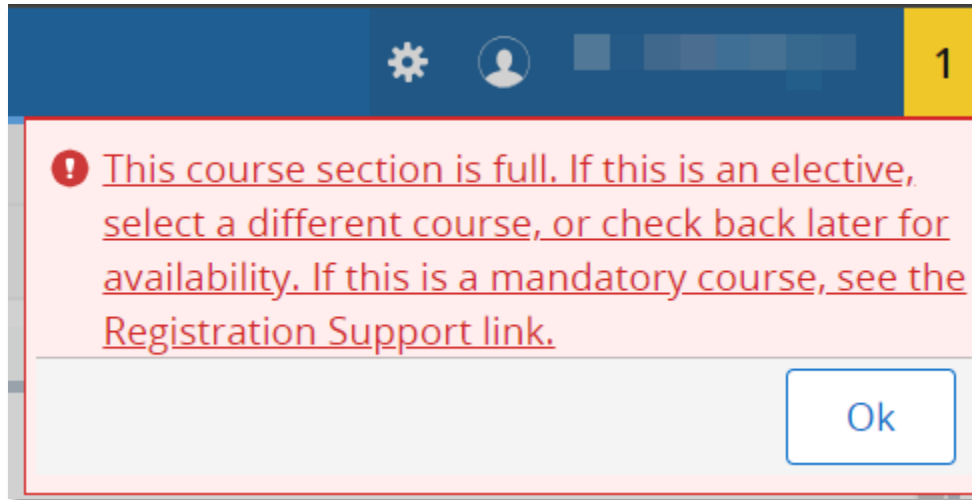
I am trying to register for a course that I am missing, but the following message appears:



Message Description: Your successful completion of courses results in the requirement being met for this course. You do not need to register for this course as the requirement has been met.

Action Required: Ensure that you review your Degree Works report and that the requirements is showing as met. Should you require further clarification, ccontact your [Academic Department](#) for further information.

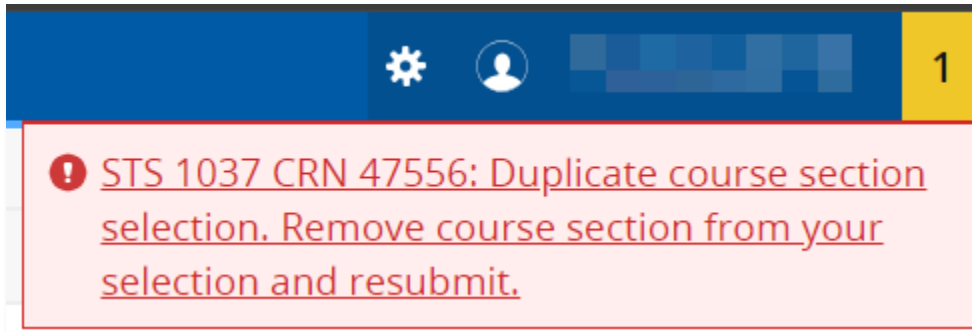
I am receiving a message stating the section is full:



Message Description: This course section is full. If this is an elective, select a different course, or check back later for availability. If this is a mandatory course, see the Registration Support link.

Action Required: If the required course section is listed as "Full", please contact your [Academic Department](#) for assistance.

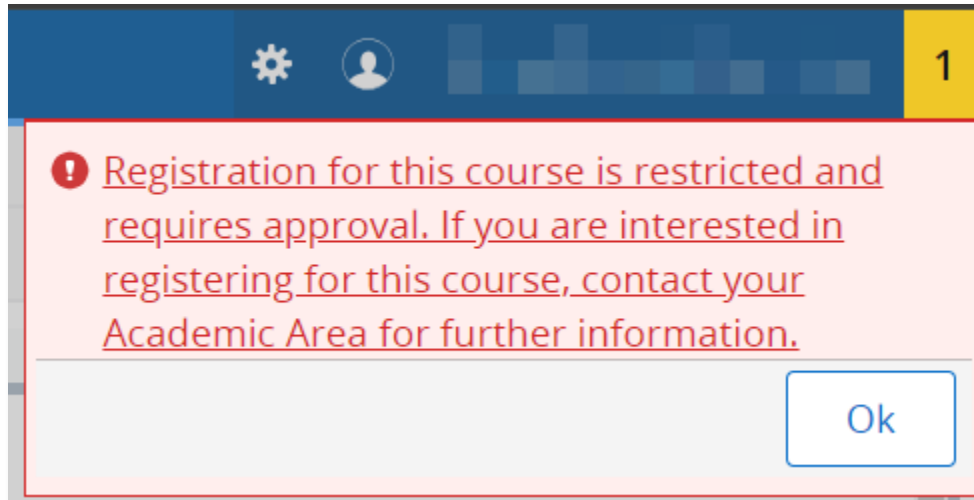
I am receiving a message about duplicate course section



Message Description: Duplicate course section selection. Remove course section from your selection and resubmit.

Action Required: You have successfully registered for a different section of this course. You are only able to register in one CRN of a course per term. Please remove the course section causing the error and resubmit.

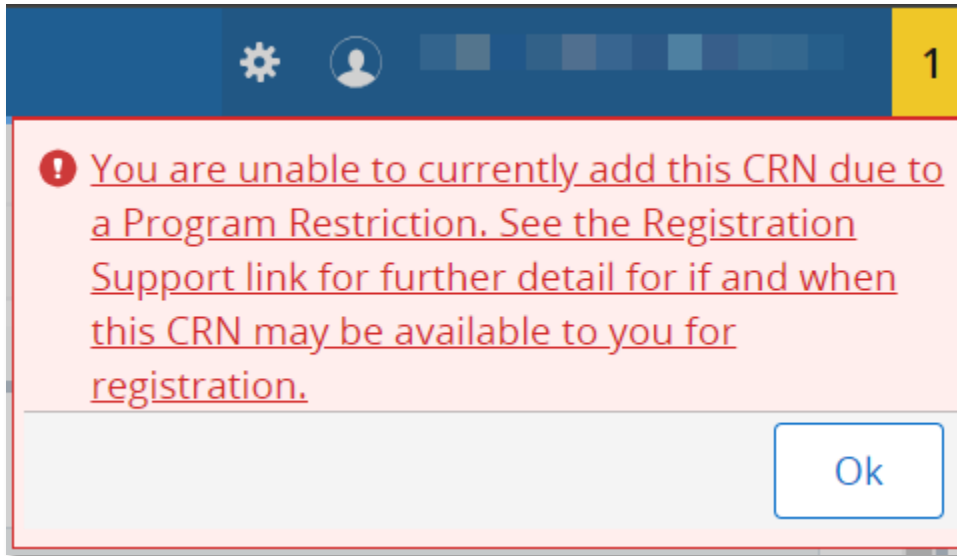
The course I am trying to add requires approval, what should I do?



Message Description: Registration for this course is restricted and requires approval. If you are interested in registering for this course, contact your Academic Area for further information.

Action Required: Certain courses require additional approvals. If you want to register for this course, please contact your [Academic department](#).

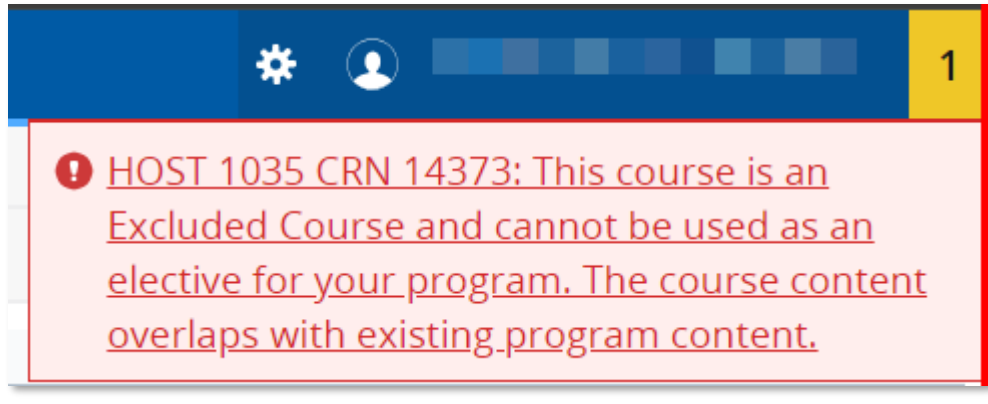
I am receiving a message regarding a program restriction



Message Description: You are unable to currently add this CRN due to a Program Restriction. See the Registration Support link for further details for when this CRN may be available to you for registration.

Action Required: Program Restriction permits registration for students only enrolled in certain programs. If the desired CRN has a program restriction, please check with your [Academic Department](#) as to when/if the course section will be available later in the registration period.

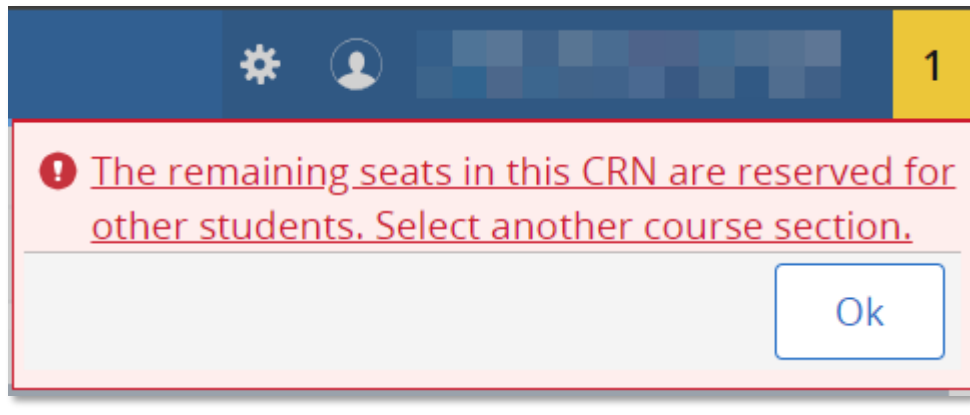
I am receiving a message stating the course I am trying to add is an exclusion:



Message Description: This course is an Excluded Course and cannot be used as an elective for your program. The course content overlaps with existing program content.

Action Required: Refer to the [General Elective and Liberal Studies Requirements page](#) for more information related to General Education and Liberal Studies Course.

I am receiving a reserve seating error message for a course I am trying to add:



Message Description: The remaining seats in this CRN are reserved for other students. Select another course section.

Action Required: If the required course section is listed as “Full,” please contact your [Academic Department](#) for assistance.

What are Instructional Methods?

When selecting your courses, there is a column showing the instructional methods. Please see below to see a brief description on what they mean:

Instructional Method	Description
Online (Asynchronous)	Asynchronous online learning means students can access their instructional materials at any time of day/night they choose and there are no scheduled “live” components.
Online (Synchronous)	Synchronous online learning means that students are required to log in and participate in class at a regularly scheduled time.
In-Person	In-person learning means instructional interaction that occurs “in person” and at a scheduled time at one of our three campuses (Casa Loma, St. James, Waterfront).
In-Person (Offsite)	In-person learning means instructional interaction that occurs “in-person” and at a scheduled time at an offsite location.
In-Person & Online (Synchronous)	In-person and online learning mean a combination of in-person instructional interaction and synchronous online learning.

How to obtain Academic Advising and Assistance

Students should always reach out to their Academic Department to seek advising on academic issues. Your academic department staff, such as Program Coordinators, Student Service Representatives and Program Support Officers will have the most up-to-date information on your program and course offerings. They can provide information on student supports available to you, as well as help you plan your educational pathway. Their contact can be found: <https://www.georgebrown.ca/why-george-brown/centres-schools/contact>