

## How to Register for Courses from a Plan

### Step 1: Login

- a. Login to [MyHumber](#)

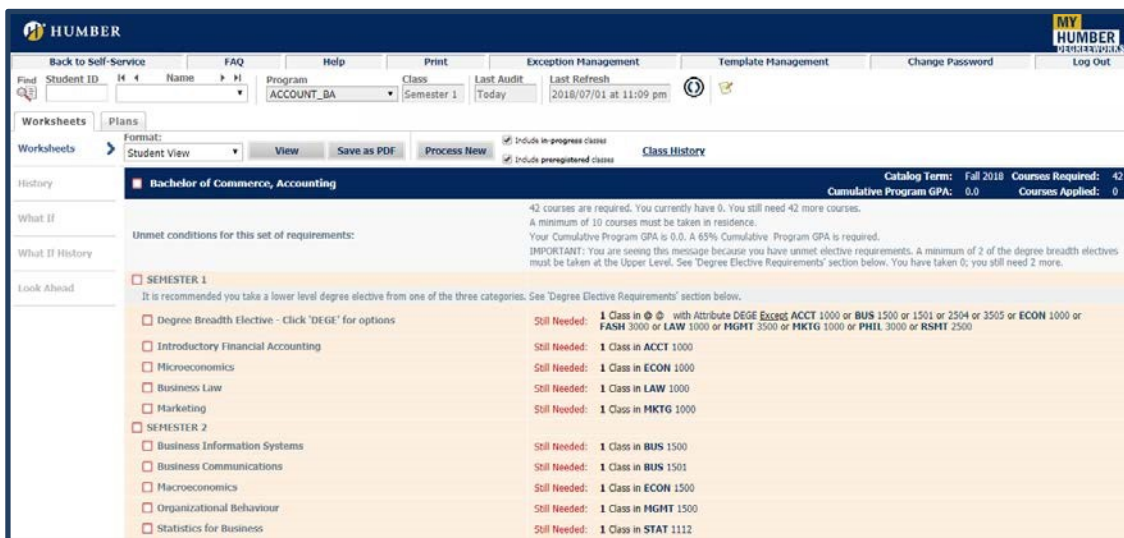
### Step 2: Academic Progress:

Students can plan a timetable prior to registration on Academic Progress. a. Click Student

- b. Click Academic Progress

### Step 3: Check Requirements in Academic Progress

Check required courses for the semester



The screenshot shows the MyHumber Academic Progress interface for a student in the ACCOUNT\_BA program, Semester 1. The page displays the program name, catalog term (Fall 2018), and course requirements (42 courses required, 0 applied). It lists unmet conditions for the semester, including degree breadth electives and specific course requirements for Semesters 1 and 2.

Requirement	Still Needed
<input type="checkbox"/> Degree Breadth Elective - Click "DEGE" for options	Still Needed: 1 Class in @ @ with Attribute DEGE Except ACCT 1000 or BUS 1500 or 1501 or 2504 or 3505 or ECON 1000 or FASH 3000 or LAW 1000 or MGMT 3500 or MKTG 1000 or PHIL 3000 or RSHT 2500
<input type="checkbox"/> Introductory Financial Accounting	Still Needed: 1 Class in ACCT 1000
<input type="checkbox"/> Microeconomics	Still Needed: 1 Class in ECON 1000
<input type="checkbox"/> Business Law	Still Needed: 1 Class in LAW 1000
<input type="checkbox"/> Marketing	Still Needed: 1 Class in MKTG 1000
<input type="checkbox"/> SEMESTER 2	
<input type="checkbox"/> Business Information Systems	Still Needed: 1 Class in BUS 1500
<input type="checkbox"/> Business Communications	Still Needed: 1 Class in BUS 1501
<input type="checkbox"/> Macroeconomics	Still Needed: 1 Class in ECON 1500
<input type="checkbox"/> Organizational Behaviour	Still Needed: 1 Class in MGMT 1500
<input type="checkbox"/> Statistics for Business	Still Needed: 1 Class in STAT 1112

### Degree Students:

For degree students, please view the "Degree Elective Requirements" section at the bottom of the worksheet

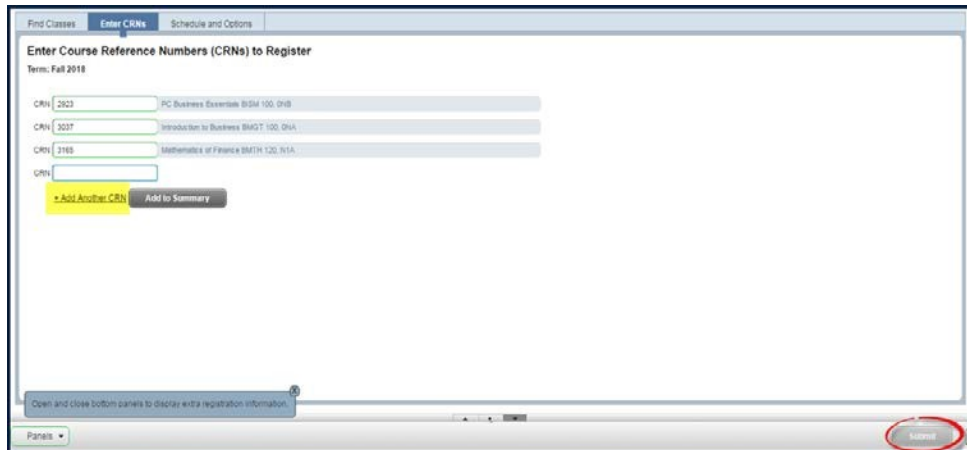


The screenshot shows the "Degree Elective Requirements" section. It provides instructions on how to choose degree electives and lists specific requirements for lower and upper level courses from different categories.

Requirement	Still Needed
<input type="checkbox"/> At least 2 lower level courses from at least two categories	Still Needed: Choose from 2 of the following:
<input type="checkbox"/> Arts and Humanities	( 1 Class in @ @ with Attribute LOWRwith Attribute AH ) or
<input type="checkbox"/> Society, Culture and Commerce	( 1 Class in @ @ with Attribute LOWRwith Attribute SCC ) or
<input type="checkbox"/> Science and Technology	( 1 Class in @ @ with Attribute LOWRwith Attribute ST )
<input type="checkbox"/> At least 2 upper level courses from at least two categories	Still Needed: Choose from 2 of the following:
<input type="checkbox"/> Arts and Humanities	( 1 Class in @ @ with Attribute UPPRwith Attribute AH ) or
<input type="checkbox"/> Society, Culture and Commerce	( 1 Class in @ @ with Attribute UPPRwith Attribute SCC ) or
<input type="checkbox"/> Science and Technology	( 1 Class in @ @ with Attribute UPPRwith Attribute ST )

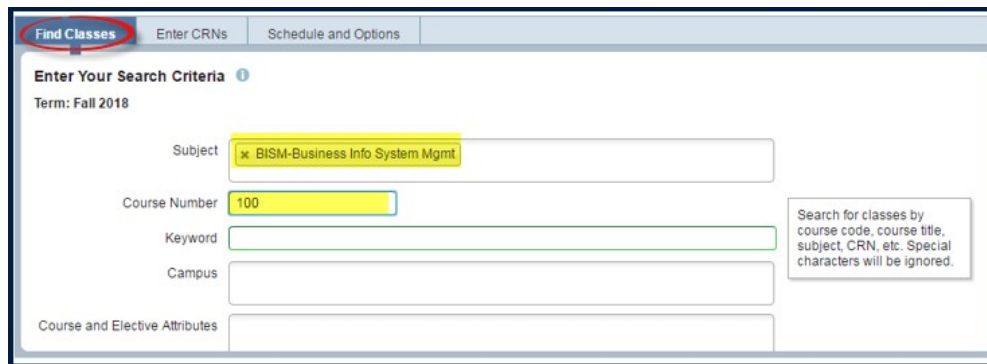
### Registration Option # 1 - Entering CRN based on Academic Progress

- Enter CRNs based on the Academic Progress course link
- Add a CRN, then click “Add to Summary” button
- To add a new CRN line, click on “+ Add Another CRN” or use Tab key
- Click “Submit” to register



### Registration Option # 2 – Search Courses using “Find Classes

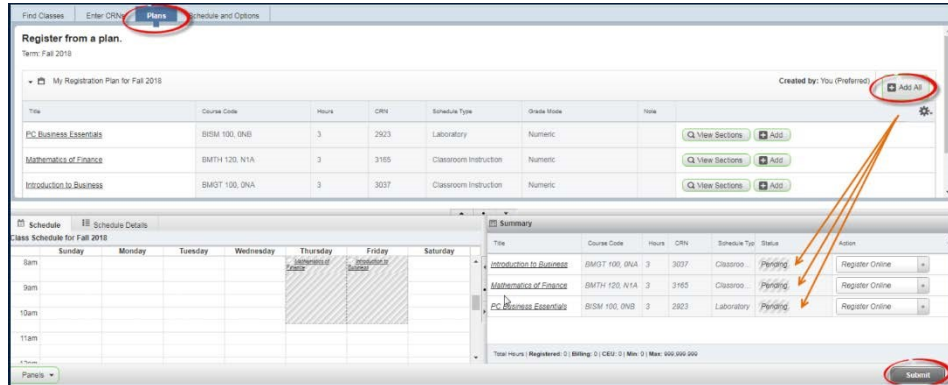
- Click “Find Classes”
- Enter your Search Criteria ~ Add the course in the “Subject” field and the course number in the “Course Number” field or “Course and Elective Attributes”



### Registration Option # 3 – Register from a plan

- Click “Plans”
- Click “Add All” from your plan

- c. Verify you have the necessary pre-requisites and the matrix is conflict free, and then click “Submit”



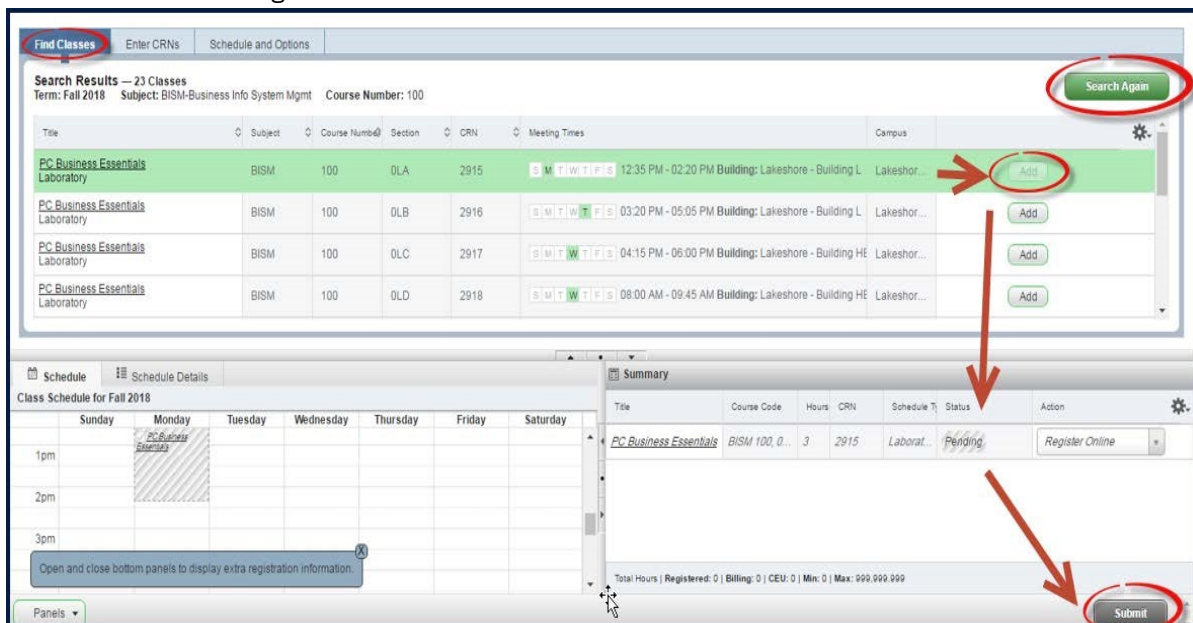
The screenshot shows the 'Register from a plan' interface. At the top, the 'Plans' tab is selected. Below it, a table lists courses in a plan:

Title	Course Code	Hours	CRN	Schedule Type	Grade Mode	View
PC Business Essentials	BISM 100, ONB	3	2923	Laboratory	Numeric	View Sections Add
Mathematics of Finance	BMTH 120, N1A	3	3165	Classroom Instruction	Numeric	View Sections Add
Introduction to Business	BSMT 100, ONA	3	3037	Classroom Instruction	Numeric	View Sections Add

Below the table is a calendar grid for the 'Class Schedule for Fall 2018' and a 'Summary' table. The 'Add All' button is circled in red at the top right. The 'Submit' button is circled in red at the bottom right. Arrows point from the 'Add All' button to the 'Add' buttons in the summary table.

### Adding Classes to Registration area

- Select one of the sections available, click “Add”
- The selected course will move to the Schedule and Summary areas.
- Check if there are any conflicts in the matrix
- Click “Submit” to register



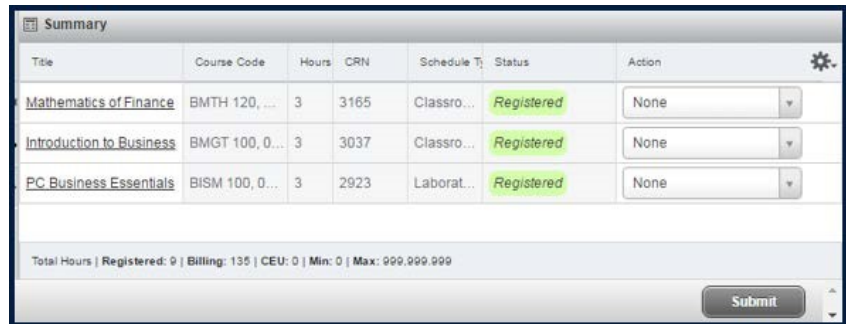
The screenshot shows the 'Search Results — 23 Classes' interface. The search criteria are 'Term: Fall 2018' and 'Subject: BISM-Business Info System Mgmt'. A table lists search results:

Title	Subject	Course Number	Section	CRN	Meeting Times	Campus	Action
PC Business Essentials Laboratory	BISM	100	DLA	2915	S M T W T F S 12:35 PM - 02:20 PM Building: Lakeshore - Building L	Lakeshor...	Add
PC Business Essentials Laboratory	BISM	100	DLB	2916	S M T W T F S 03:20 PM - 05:05 PM Building: Lakeshore - Building L	Lakeshor...	Add
PC Business Essentials Laboratory	BISM	100	DLC	2917	S M T W T F S 04:15 PM - 06:00 PM Building: Lakeshore - Building HE	Lakeshor...	Add
PC Business Essentials Laboratory	BISM	100	OLD	2918	S M T W T F S 08:00 AM - 09:45 AM Building: Lakeshore - Building HE	Lakeshor...	Add

Below the table is a calendar grid for the 'Class Schedule for Fall 2018' and a 'Summary' table. The 'Search Again' button is circled in red at the top right. The 'Add' button for the first result is circled in red. The 'Submit' button is circled in red at the bottom right. Arrows point from the 'Add' button to the 'Add' button in the summary table.

### Ensure Registration was successful

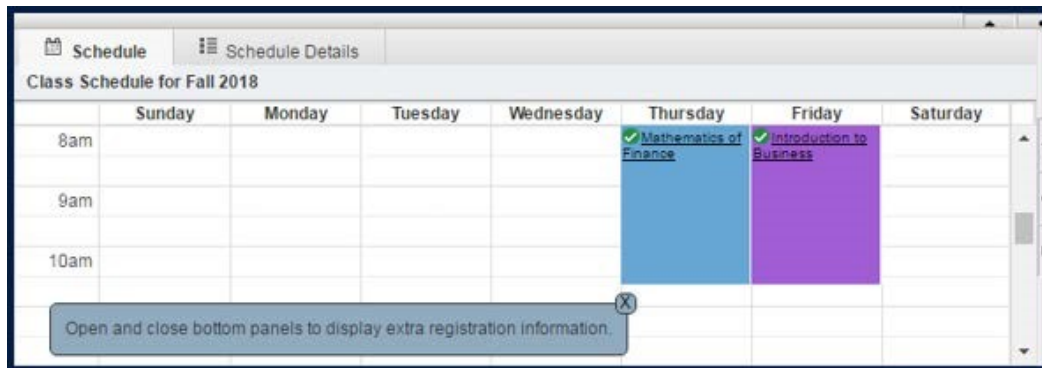
- Registration was processed when you clicked “Submit”
- Ensure you see “Registered” status next to each course



Title	Course Code	Hours	CRN	Schedule T	Status	Action
<a href="#">Mathematics of Finance</a>	BMTH 120, ...	3	3165	Classro...	Registered	None
<a href="#">Introduction to Business</a>	BMGT 100, 0...	3	3037	Classro...	Registered	None
<a href="#">PC Business Essentials</a>	BISM 100, 0...	3	2923	Laborat...	Registered	None

Total Hours | Registered: 9 | Billing: 135 | CEU: 0 | Min: 0 | Max: 999,999,999

**Submit**



**Class Schedule for Fall 2018**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am					✓ <a href="#">Mathematics of Finance</a>	✓ <a href="#">Introduction to Business</a>	
9am							
10am							

Open and close bottom panels to display extra registration information.