MyHumber Step by Step

A Guide for Applicants and Students
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Log in to MyHumber

- Go to humber.ca/MyHumber
- Click the Login Button
- Type your username and password
- Click “Sign In”
MyHumber Main Menu

You will be able to view the following:

• Personal Information  • Student Account
• Registration          • Academic Progress
• Student Records       • Student Awards and Financial Aid
Tracking Admissions Applications Status

1. Select Applicant tab
2. Select Applied Programs tab

If you had previously applied to Humber, there will be a prompt asking to select a Year and Applicant Number
3. Select the Year and Applicant Number
4. Click on Submit
Tracking Admissions Applications Status continue

Program Name and Application status are viewable
1. Select ‘Please click here for important information about how to understand your current application status.’ For an Explanation of Terms

2. Select ‘Do I Have Any Missing Requirements’ for each program to view outstanding academic/additional requirements
Checking Missing Requirements

You may have more than one missing requirement for each program.

In this example, there are three missing requirements for Practical Nursing program:

1. Proof of Receipt of OSSD as General Requirement
2. HHP01 Test for Health Related Programs as Additional Requirement
3. English Language Proficiency as Program Requirement
Checking Missing Requirements continue

Click **OK** to return to the *Applied Programs* page to view missing requirements for other programs or click on **Applicant** to return to the Applicant menu.

Applicants who are required to register for an admission event (e.g. test, portfolio presentation, audition) will see the link to ‘**Book an Event**’ displayed under **Additional Requirement Not Met**.
Checking Missing Requirements continue

• ‘Book an Event’ icon will change to ‘View or Manage My Event’ after you have booked your event.

• Click on ‘View or Manage My Event’ to view your registered event date and time, or reschedule the event.

<table>
<thead>
<tr>
<th>Additional Requirements Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Code</td>
</tr>
<tr>
<td>----------</td>
</tr>
<tr>
<td>3</td>
</tr>
</tbody>
</table>
Registering for an Admissions Assessment (Event)

1. Once you click on ‘Book an Event’, you will be taken to Event Management with a list of available assessments.
Registering for an Admissions Assessment (Event) continue

Select the distance or on-campus assessment. A list of available assessment dates will display.
Registering for an Admissions Assessment (Event) continue

- Select the desired assessment and click on ‘Register’. If fees are required for an assessment, a disclaimer around non-refundable assessment fees will display.

- Click OK to continue.
- Click on ‘Complete Registration’ to register in the assessment. If fees are required for this assessment, by the payment page will display.
- Once the registration is completed, the assessment that the applicant is registered in will display at the right under ‘My Events’.
- Click on the Home button or back arrow to go back to MyHumber to the list of applied programs.
- Click OK to return to the Applied Programs page to view missing requirements for other programs or click on Applicant to return to the Applicant menu.
Viewing Your Offer of Admission

Under **Offer Status**

1. If your application is still under review, ‘**No Decision**’ is indicated.
2. If your offer of admission is conditional, ‘**Conditional Offer**’ is indicated.
3. If your offer of admission is firm, ‘**Final Offer**’ in indicated.
Viewing Conditions of Your Offer

If your offer of admissions is conditional, click on ‘**View Conditions of My Offer**’ to view outstanding conditions.

### Active Programs

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Semester</th>
<th>Start Date</th>
<th>Term</th>
<th>Campus</th>
<th>Date Application Received</th>
<th>Offer Status</th>
<th>Confirmation Due by</th>
<th>Fees Due Date</th>
<th>Confirmation Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>11071 - Police Foundations</td>
<td>1</td>
<td>JAN-2021</td>
<td>Winter 21</td>
<td>Lakeshore Campus</td>
<td>18-JAN-2021</td>
<td><strong>Conditional Offer</strong></td>
<td>18-JAN-2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22211 - Bachelor of Commerce</td>
<td>1</td>
<td>JAN-2021</td>
<td>Winter 21</td>
<td>Lakeshore Campus</td>
<td>18-JAN-2021</td>
<td><strong>No Decision</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Accounting)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do I Have Any Missing Requirements?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0110P - Developmental Services Worker (Part Time)</td>
<td>1</td>
<td>JAN-2021</td>
<td>Winter 21</td>
<td>Lakeshore Campus</td>
<td>18-JAN-2021</td>
<td><strong>Final Offer</strong></td>
<td>18-JAN-2021</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Confirming Your Offer

**Domestic Applicants:** Confirm your offers at ontariocolleges.ca. Click [here](#) for more information on how to view and confirm Offers of Admission.

**International Applicants:** Confirm your offer at MyHumber. View the [How to Confirm video](#) to guide you through this process.
Checking the Status of your Transfer Credits

Your transfer credit application is under review when you see the course listed as “IP” (In Progress).

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>Still Needed: 1 Class in ANAT 100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Human Anatomy</td>
<td></td>
</tr>
<tr>
<td>✅ An Introduction to Arts and Sciences</td>
<td>General Education Exempt GS182 - Chemistry 1 - Centennial College</td>
</tr>
<tr>
<td>Legal And Professional Issues</td>
<td>Still Needed: 1 Class in PCPM 101</td>
</tr>
<tr>
<td>Paramedical Science 1</td>
<td>Still Needed: 1 Class in PCPM 115</td>
</tr>
<tr>
<td>Paramedic Skills 1</td>
<td>Still Needed: 1 Class in PCPM 116</td>
</tr>
</tbody>
</table>

Once your transfer credits are approved, the requirement will be checked in green with a “TRC” code.

If your transfer credits are not approved, the “IP” status will be removed and the course requirement will remain as still needed.

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>Still Needed: 1 Class in ANAT 100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Human Anatomy</td>
<td></td>
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<td>✅ An Introduction to Arts and Sciences</td>
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<tr>
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<td>Still Needed: 1 Class in PCPM 101</td>
</tr>
<tr>
<td>Paramedical Science 1</td>
<td>Still Needed: 1 Class in PCPM 115</td>
</tr>
<tr>
<td>Paramedic Skills 1</td>
<td>Still Needed: 1 Class in PCPM 116</td>
</tr>
<tr>
<td>✅ College Reading and Writing Skills</td>
<td>College Read &amp; Writing Skills COMM171 - College Communications 2 - Centennial College</td>
</tr>
</tbody>
</table>
Pre – Registration Information

1. Check your email for Registration updates
2. Check when you register at [http://humber.ca/registration/](http://humber.ca/registration/)
   a) Enter your program to review:
      i. Day and Time of Registration
      ii. Type of Registration
Registration

On MyHumber – Under the Student Tab
Click the Registration button
Prepare for Registration

Click on **Prepare for Registration**

- Select a **term** to see your **Registration Status**
Registration Status

Confirm your **Registration Status:**

1. Student Status
2. Academic Status
3. Holds
4. Validate your Primary Program Listing

Note: Contact your program coordinator if any information is incorrect

- **Originator** – The Academic School or Department that will be able to assist in the resolution of the hold.

- **Process Affected** – The process affected by the hold being placed on the record. Some holds will limit the ability to register for the given term.

Please check your program at [www.humber.ca/registration](http://www.humber.ca/registration) for timing and program registration information
Block Based Registration

Blocks available for registration will be viewable when registration for your program opens as per the registration calendar at http://www.humber.ca/registration/

- Go to MyHumber, click on Registration and click Register for Classes

![Image of the MyHumber registration page]

- Select a Term

![Image of the Terms Open for Registration page]

Important: The Plan Ahead tool is ONLY for Course Based Students
How to Register for a Block

• All available Blocks will be displayed on this page. Ensure you scroll down the page to see all blocks before you choose a block
• Select a Block, click “Submit”
How to Switch Blocks

- To switch your block, click on the Blocks tab, scroll down the page to see what blocks are available
- Select a Block, click “Submit”
How to Register for Additional Block Courses

Additional Block – WRIT / BMTH / GNED / Program Electives

• Select courses and click "Submit"
Plan Ahead for Course Based Registration

- Students who are doing course based registration can use “Plan Ahead” to create up to two registration plans prior to registration.

  - Click Student
  - Click Academic Progress

- Check your Academic Progress to find out the courses you need to register for.
Plan Ahead

- From your MyHumber main page, Click **Student**
- Click **Registration**
- Click **Plan Ahead**

![Plan Ahead Options]

- **Plan Ahead**
  You can build up to 2 plans on your own and your advisor may give you a plan from Academic Progress to register into.

- **Prepare for Registration**
  View your registration status to ensure you are eligible to register.

- **Register for Classes**
  Search and register for your block or classes. You can also view and manage your schedule. Please note you can only search for classes if you are a course student.

- **Browse Classes**
  Use the selection option to search for sections.

- **Browse Course Catalog**
  Look up basic course information like subject, course and description.

- **Select a Term**

    ![Terms Open for Planning]

    - **Terms Open for Planning**
      - Fall 2018
      - Continue
Creating a New Plan

• Click on "Create a New Plan"

• Search for your “Still Needed” courses listed in your Academic Progress by entering the “Subject” and “Course Number”. (Example: for BISM 100, type in BISM for Subject, 100 for Course Number),

• Click “Search”
Viewing Sections of a Class

- Click “View Sections” to see all scheduled sections of the course
Section Details

- Check “Meeting Times” field for course details such as date, time and location.

- Select one of the sections by clicking the “Add” button.

- Click on the course title to view additional course information, such as:
  - Class Details
  - Restrictions
  - Prerequisites
  - Fees, etc
Saving a Plan

- Click “Save Plan” button located at the bottom of the page

- You will be able to create up to two plans
Important to Remember if you created a Plan

- When creating a Plan, your courses will display “Pending” status
- Pre-requisite, restriction or schedule conflict is not checked at this time
- You will not be able to Register for your Planned Courses until registration opens for your program
  - Check when you register at http://humber.ca/registration/
Course Based Registration

Checking Courses Available for Registration in Academic Progress

Course Based Registration students can plan a timetable prior to registration on Academic Progress.
Check required courses for the semester

For degree students, please also see the “Degree Elective Requirements” section at the bottom of the worksheet.
When you click on the course code hyperlink, a pop-up window displays with all scheduled sections in details:
- Term
- Campus
- CRN
- Section
- Seats Open
- Meeting Times

Go back to MyHumber and click on "Registration" and click "Register for Classes"
Register for Classes

Go to MyHumber, click on Registration and click Register for Classes

Select a Term
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”
- Add the course in the “Subject” field
- Add the course number in the “Course Number” field
Registration Option # 3 – Register from a plan

- Click “Plans”
- Click “Add All” from your plan
- Verify you have the necessary pre-requisites and the matrix is conflict free, and then click “Submit”
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
Ensure Registration was successful

- Registration was processed when you clicked “Submit”
- Ensure you see “Registered” status next to the each course
How to Drop or Withdraw from a Course

1. Login:
   a. Login to MyHumber
   b. Click Student
   c. Click Registration

2. Select the Register for Classes link:
   a. Click the Register for Classes
How to Drop or Withdraw from a Course

a. Select a **Term**, click **Submit**
b. Under the **Summary** select **Web Drop Course** or **Web Withdrawn Course** from the drop down button under the **Action** heading
c. Click the **Submit** button to complete **Action**

d. The drop action choices presented are based on dates set in the **Academic Calendar**
e. Until the Last Day to Add Courses, block registration students are not allowed to drop courses from the Primary Block without meeting with their program coordinator (primary advisor). However, General Electives, Communications and Mathematics courses can be dropped
View your Timetable

You can see your timetable in 3 (three) different ways:

a) Look up Schedule
b) Schedule
c) Schedule Details
View your Timetable – Look up a Schedule

“Look up a Schedule”, click on the Look up a Schedule tab to see all courses you registered for

<table>
<thead>
<tr>
<th>Title</th>
<th>Details</th>
<th>Hours</th>
<th>CRN</th>
<th>Schedule Type</th>
<th>Grade Mode</th>
<th>Level</th>
<th>Part Of Term</th>
<th>Study Path</th>
<th>Date</th>
<th>Status</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Statistics</td>
<td>BSTA 200, ...</td>
<td>3</td>
<td>3252</td>
<td>Classroom...</td>
<td>Numeric</td>
<td>Postsecond...</td>
<td>Post Sec...</td>
<td>None</td>
<td>09/05/20...</td>
<td>Registered</td>
<td>Register...</td>
</tr>
<tr>
<td>Cost Accounting 2</td>
<td>ACCT 252, ...</td>
<td>3</td>
<td>2402</td>
<td>Classroom...</td>
<td>Numeric</td>
<td>Postsecond...</td>
<td>Post Sec...</td>
<td>None</td>
<td>09/05/20...</td>
<td>Registered</td>
<td>Register...</td>
</tr>
<tr>
<td>Intermediate Financial</td>
<td>ACCT 205, ...</td>
<td>3</td>
<td>2396</td>
<td>Classroom...</td>
<td>Numeric</td>
<td>Postsecond...</td>
<td>Post Sec...</td>
<td>None</td>
<td>09/05/20...</td>
<td>Registered</td>
<td>Register...</td>
</tr>
<tr>
<td>Introduction to Income</td>
<td>ACCT 203, ...</td>
<td>3</td>
<td>2389</td>
<td>Classroom...</td>
<td>Numeric</td>
<td>Postsecond...</td>
<td>Post Sec...</td>
<td>None</td>
<td>09/05/20...</td>
<td>Registered</td>
<td>Register...</td>
</tr>
</tbody>
</table>

Records: 4
View your Timetable – Schedule

“Schedule”, click on the Schedule tab to see your timetable in a Matrix format
View your Timetable – Schedule Details

“Schedule Details”, click on the Schedule Details tab to see details of the courses you registered for: CRN, Course Name and section, start and end dates, day & time, location and instructor.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>CRN</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Statistics</td>
<td></td>
<td>09/04/2018</td>
<td>12/14/2018</td>
<td>SMTWFS</td>
<td>11:40 AM - 12:30 PM</td>
<td>North Campus Building: North - Building L Room: 212</td>
<td>Colleen Eal (Primary)</td>
<td>Registered</td>
</tr>
<tr>
<td>Cost Accounting 2</td>
<td></td>
<td>09/04/2018</td>
<td>12/14/2018</td>
<td>SMTWFS</td>
<td>10:45 AM - 01:25 PM</td>
<td>North Campus Building: North - Building F Room: 231</td>
<td>Jason McArthur (Primary)</td>
<td>Registered</td>
</tr>
<tr>
<td>Intermediate Financial Accounting: Part A</td>
<td></td>
<td>09/04/2018</td>
<td>12/14/2018</td>
<td>SMTWFS</td>
<td>05:10 PM - 06:00 PM</td>
<td>North Campus Building: North - Building B Room: 205</td>
<td>Catherine Duffy (Primary)</td>
<td>Registered</td>
</tr>
<tr>
<td>Introduction to Income Tax</td>
<td></td>
<td>09/04/2018</td>
<td>12/14/2018</td>
<td>SMTWFS</td>
<td>01:30 PM - 04:10 PM</td>
<td>North Campus Building: North - Building B Room: 207</td>
<td>Nicholas Roffen (Primary)</td>
<td>Registered</td>
</tr>
</tbody>
</table>
Email your Timetable – Schedule .ICS

Under Register for Classes

a. Click Register for Classes
b. Select a Term
c. Click Schedule and Options
d. Click the Email Icon

Once you select the Email Icon, the Email Schedule and Downloadable Calendar file Dialog box will appear.

The Email Schedule and Downloadable Calendar file will have your preferred email pre-populated. You can add additional emails to request.

Once complete select the Send button to send the request.
Records/Registration Inquiries

How to submit records and registration inquiries to the registrar’s office:

- Student tab
  - Student Records
  - Records/Registration Inquiries
Paying Your Tuition Deposit

- As per the [Academic Calendar](#), there are due dates for the Tuition Deposit for both new and continuing students for each semester you are registered.
- Under the **Student** menu, Select **Student Account** then **Pay Tuition Deposit**
- Once you have paid your deposit, you can view your Deposit payment under View Deposit Payment History/Account Information. If it is no longer there, it has been applied to your Registration charges once Registration commences.

![Diagram of student account options](#)

- Account Summary by Term
- Account Detail for Term / Humber College Receipt
- View Holds
- Miscellaneous Charges
- Withdraw from Program or Semester
- Tuition and Fees Quote
- Net Cost
- Records/Registration E-form
- Student Invoice
T2202 Tax Forms

• For Tax Forms for the Present Year and back to 2015, click on the **T2202a Tax Forms 2015 – Present**
• For Tax Receipts for 2014 and Prior, click on **T2202a Tax Forms 2014 and Prior**
Account Detail for Term/Humber College Receipt

* Select **Account Detail for Term** to see details of a specific term

* Select the term that you would like to view

* View **Account Balance** and Click **Pay Now** to pay outstanding fees by Visa or MasterCard, which will be subject to a 1.75% Service Fee.

* To view another term go back to **Select Term** under Registration and choose the term
Account Summary by Term

- Select **Account Summary** to view fees for your current and past terms
- Click **Credit Card Payment** to pay your outstanding fees
Viewing your T4 Slips

1. Select **Personal Information** tab

2. Select **Canadian Tax Forms** tab
Viewing your T4 Slips

3. Select an **Year** by using the drop-down menu tab. Note: Only the year(s) with slips will be listed.

4. Click on the blue hyperlink to display the tax slip.

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**Diagram Notes:**

1. Use the drop-down menu to select the year that you want to view. Only the year(s) with slips will be listed.

2. Click on the blue hyperlink to display the tax slip.
Viewing your T4 Slips

5. If multiple slips have been issued for the same reporting year, use the drop-down menu to select the slip to view.

6. Click on View T4A