MyHumber Step by Step

A Guide for Applicants
and Students
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Log in to MyHumber

- Go to humber.ca/MyHumber
- Type your username and password
- Click “Log In”
MyHumber Main Menu

You will be able to view the following:

• Personal Information
• Registration
• Student Records

• Student Account
• Academic Progress
• Student Awards and Financial Aid
Viewing your T4A Slips

1. Select **Personal Information** tab

2. Select **Canadian Tax Forms** tab
Viewing your T4A 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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Use the drop-down menu to select the year that you want to view.

Only the year(s) with slips will be listed.

Click on the blue hyperlink to display the tax slip.
Viewing your T4A 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
Tracking Admissions Applications Status

1. Select **Applicant** tab
2. Select **Applied Programs** tab
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, applicant has three missing requirements for Practical Nursing program:

1. Proof of Receipt of OSSD as General Requirement

2. Admissions testing HHP01 as Additional Requirement

3. English Language Proficiency as Program Requirement
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>Test Code</th>
<th>Test Description</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>HHP 01</td>
<td>Test for Health Related Programs</td>
<td>View or Manage My Event</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

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EVENT DETAILS
209570-Eng/Math/Bio/Chem Test
This assessment is applicable to the following programs: Practical Nursing, Pharmacy Technician, Paramedic, and Fitness and Health Promotion programs. Therefore, if you applied to more than one of these programs, please only book one assessment session. If you applied to Paramedic, please book the Paramedic Assessment only.
This assessment includes a 2-hour and 45-minute test consisting of English, Math, Chemistry, and Biology.
For important information (including practice tests, what to bring, and parking), please visit: http://register.humber.on.ca/hs2011/doc/admissions/16/HealthSciences-AdditionalTestingInformation.pdf
Thank you for your interest in Humber College.

Test Code:
ENG: ENG, Math, BIO, CHEM Test DTMN-0225B-0T52-8T2H

Assessment 7
Date: Wednesday, 27 January, 2016
Time: 9:00 AM - 12:00 PM
Location: North - Building LRC, 2118
Fee: $35.00
Please plan to arrive at least 30 minutes prior to the start of the assessment. Any applicant arriving late will be required to reschedule at their own cost.

Assessment 8
Date: Saturday, 30 January, 2016
Time: 9:00 AM - 12:00 PM
Location: North - Building LRC, 2118
Fee: $35.00
Please plan to arrive at least 30 minutes prior to the start of the assessment. Any applicant arriving late will be required to reschedule at their own cost.
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 Conditions of My Offer

1. If your offer of admissions is conditional, ‘Conditional Offer’ is indicated under Offer Status
2. Click on ‘View Conditions of My Offer’ to view outstanding conditions
Confirming your Offer

Domestic Applicants: Confirm your offers at Ontariocolleges.ca

International Applicants: Confirm your offer at MyHumber
View the How to Confirm video to guide you through this process
Test Scores

Test Scores:
If you are a new student in Semester 1 of your program

• You must complete a Computerized College Placement Test (CCPT) before registering for your first semester writing and mathematics courses
• Students enrolled in degree and postgraduate programs are not required to complete CCPTs

More information on CCPT can be found at:
http://www.humber.ca/student-life/testing-services/services-students/admissions-placement-testing/ccpt/program-list
Test Scores

For more information on English Test Scores, follow the link entitled click [here](#).

**Note:** Based on your CCPT score, you may be placed in an ESOL (English as a Second Language) course. You may also be placed in a lower WRIT or MATH course than the one shown in your Academic Progress and this may incur extra charges.

**Important** You will not be able to register for your WRIT nor BMTH / TMTH courses if you do not see your test scores here.
Checking the Status of Your Transfer Credits

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

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 will remain as still needed.
Registration

1. Select **Student**
2. Select **Registration**
Prepare for Registration

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
      i. See the Type of Registration
      ii. Day and Time of Registration

You can begin registering for courses on Wednesday, March 28, 2018 - 9:00am.

- How to Prepare for Registration
  Learn how to prepare for registration.

- How to Register for Block Courses
  Your registration is block-based. You will be required to select a primary block which contains core courses based on your current program and semester. You may also be required to select an additional block for non-core courses (e.g., English, Math, General Electives, Program Electives).

- How to Drop or Withdraw From a Course
  Learn how to drop or withdraw from a course. Students in program block registration are not allowed to drop a block course without meeting with their Program Coordinator. However, General Electives, Communications and Mathematics courses can be dropped.

- MyHumber: Step by Step
  Read a step by step guide on how to use MyHumber.
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/](http://www.humber.ca/registration/)

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

- Select a Term

**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”.

<table>
<thead>
<tr>
<th>Title</th>
<th>Course Code</th>
<th>Hours</th>
<th>CRN</th>
<th>Meeting Times</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Communications 1</td>
<td>ARC 100, ONB</td>
<td>3</td>
<td>2549</td>
<td>S M T W T F S 08:00 AM - 09:50 AM Building: North - Building N Room: 229 Start Da</td>
<td>North Campus</td>
</tr>
<tr>
<td>Drafting and Detailing House Design</td>
<td>ARO 121, ONE</td>
<td>6</td>
<td>2556</td>
<td>S M T W T F S 10:45 AM - 01:25 PM Building: North - Building N Room: 11B Start Da</td>
<td>North Campus</td>
</tr>
<tr>
<td>Materials and Methods 4</td>
<td>ARC 155, ONA</td>
<td>3</td>
<td>2561</td>
<td>S M T W T F S 03:20 PM - 06:00 PM Building: North - Building B Room: 208 Start Da</td>
<td>North Campus</td>
</tr>
<tr>
<td>Town Plan for Architecture</td>
<td>TUTR A14, DNA</td>
<td>0</td>
<td>7275</td>
<td>S M T W T F S 11:40 AM - 01:25 PM Building: North - Building E Room: 307 Start Da</td>
<td>North Campus</td>
</tr>
<tr>
<td>Visual Representation</td>
<td>ARC 122, ONA</td>
<td>3</td>
<td>2558</td>
<td>S M T W T F S 09:00 AM - 10:40 AM Building: North - Building N Room: 226 Start Da</td>
<td>North Campus</td>
</tr>
</tbody>
</table>
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](image)

- **Select a Term**

![Select a Term](image)
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/](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.
Academic Progress Scheduled Sections Displayed in Details

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
“Look up a Schedule”, click on the Look up a Schedule tab to see all courses you registered for.
View your Timetable – Schedule

“Schedule”, click on the Schedule tab to see your timetable in a Matrix format
“**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.
Records/Registration Inquiries

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

• Student tab
  • Student Records
  • Records/Registration Inquiries

![Image of Records/Registration Inquiries page]
Paying Your Tuition Deposit

- As per the **Academic Calendar**, there are due dates for the Tuition Deposit for new students and Continuing Student once per academic year and International Student each term.
- 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.

<table>
<thead>
<tr>
<th>Registration</th>
<th>Student Records</th>
<th>Student Account &amp; Fees</th>
<th>Academic Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Account Summary by Term</td>
<td>- Account Detail for Term / Humber College Receipt</td>
<td>- View Holds</td>
<td></td>
</tr>
<tr>
<td>- Pay Tuition Deposit</td>
<td>- View Deposit Payment History/Account Information/Humber College Receipt</td>
<td></td>
<td>- Miscellaneous Charges</td>
</tr>
<tr>
<td>- Tuition and Fees Quote</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Information</th>
<th>T2202a Tax Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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T2202A Tax Forms

- For Tax Receipts 2016 and Prior click on T2202A Tax Forms 2014 and Prior
- For Tax Forms for the 2017 tax year – present, click on the T2202A Tax Forms 2017 - Present
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