

ONLINE REGISTRATION INSTRUCTIONS

PLEASE NOTE

- If you want a REDUCED COURSE LOAD, or if you have any QUESTIONS about your courses next semester, you must meet with an Academic Advisor in the Registrar’s Office immediately or send a MIO to “Academic Advisor”.
- If you want to take the equivalent of **HIGH SCHOOL MATH COURSES** (either sec. IV or sec. V Technical and Scientific Option) to meet the objectives of a program, complete and submit the form on your Omnivox account.
Returning Students: Form is available for the upcoming semester in March and October.
Newly Admitted Students accepted for the: Fall Semester: May Winter Semester: November

Returning Students

Your progression chart has been completed with the ASSUMPTION THAT YOU WILL PASS ALL YOUR COURSE. Your progression chart may change and you may receive a reduced course load. Course failures may also require a change of program.

Newly Admitted Students

Your eligibility to start your program at Champlain rests on the ASSUMPTION THAT YOU WILL SATISFY ALL REQUIREMENTS FOR YOUR PROGRAM AS INDICATED IN YOUR ADMISSION LETTER. This includes, but is not limited to, obtaining your high school diploma and passing the pre-requisites for your program. If you fail a course, you MUST CONTACT US IMMEDIATELY AT 450-672-7360 ext. 256.

STEP 1 PAY YOUR SEMESTER FEES

You may not have access to your Omnivox account if you skip this step!

Click on the [Payment Centre Module](#) to pay your semester fees. Failure to pay your fees will result in your Omnivox account being sealed. You will not have access to your class schedule, homework, grades or Léa (the Omnivox classroom)

Returning Students

All fees must be paid by the deadline for schedule confirmation. Any additional fees (physical education) must be paid by the deadline for schedule confirmation (see ‘*Dates for Online Registration*’ on your Omnivox account → **STUDENT GUIDE**)

Newly Admitted Students

All semester fees must be paid by the deadline outlined in your letter of acceptance. Any additional fees (physical education) must be paid by the deadline for schedule confirmation (see ‘*Dates for Online Registration*’ on your Omnivox account → **STUDENT GUIDE**)

STEP 2 Course Preferences

You will not be registered if you skip this step!

1. Use the [Course Selection Module](#) in Omnivox to indicate your course preferences. *Access is restricted to specific dates. See ‘Dates for Online Registration’ on your Omnivox account → Documents and Messages intended for you.*
 - a. You can only submit your course preferences once.
 - b. Some courses will have a check mark. If you uncheck a course, it means that you do not want to register for this course (an Academic Advisor may contact you). This may require an extra semester to complete your program.
 - c. If the course title is highlighted in blue, click on the title for more information (e.g., course fees).
 - d. For certain courses, you must provide your preferences in order of priority. For instance, if there are 12 different course possibilities, you must indicate your preferred order for all 12 of these courses using the

drop-down menu in order to proceed.

2. Once you have indicated your preferences, you must click the “Submit the course selection” button at the bottom of the screen. By clicking this button, you recognize that any course deletions you have made are your personal responsibility.

WAIT UNTIL YOU RECEIVE A CONFIRMATION NUMBER AND WRITE IT DOWN.

3. **The confirmation number is proof that you have submitted your preferences.** You will then be able to see your Course Selection Template, which is the list of preferences that you just submitted. [If you do not receive a confirmation number, you will need to restart the process.](#)

**IF YOU DO NOT SUBMIT YOUR COURSE PREFERENCES NOR RECEIVE A CONFIRMATION NUMBER,
WE WILL NOT ASSIGN YOU A SCHEDULE FOR THE NEXT SEMESTER.**

4.

STEP 3 Schedule Retrieval

You will not be registered if you skip this step!

1. You will be assigned a schedule of specific courses, which you can view using the [Course Schedule Inquiry Module](#). *Access is restricted to specific dates. See ‘Dates for Online Registration’ on your Omnivox account → **STUDENT GUIDE***

Go to this module on your Omnivox page to check your schedule as it was originally created for you.

IF YOU DECIDE NOT TO ATTEND THE COLLEGE IN THE FALL, YOU MUST ADVISE THE REGISTRAR’S OFFICE IN WRITING; OTHERWISE, YOU WILL RECEIVE FAILURES IN YOUR COURSES.

2. Once you have viewed your schedule, you may have an opportunity, if space permits, to view alternate schedules by using the [Course Schedule Modification Module](#). *Access is restricted to specific dates. See ‘Dates for Online Registration’ on your Omnivox account → Documents and Messages intended for you.*
 - a. The use of this module is optional. It allows you to choose a different schedule from the one that was assigned to you. You can access this module up to 15 times a day during the schedule confirmation period.
 - b. To consult all alternate schedules, click on “Continue”. Scroll down to see if there is a schedule that you prefer. Courses can become full from one moment to the next, so make your modification right away. Choosing a new schedule will eliminate your original schedule, so choose carefully.
 - c. You cannot change individual courses; you can only choose an alternate schedule as a whole.
 - d. If you wish to drop a course, you must contact an Academic Advisor at 450-672-7360 ext. 256 or send a MIO to “Academic Advisor”.
 - e. Once you click on “Click here to select this course schedule”, you must enter your password to confirm your choice. You will receive a confirmation, and the schedule you chose will become your new schedule.
 - f. You can continue to view and choose alternate schedules until the deadline.