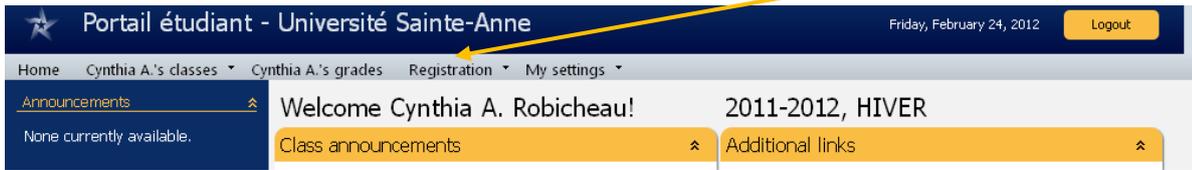
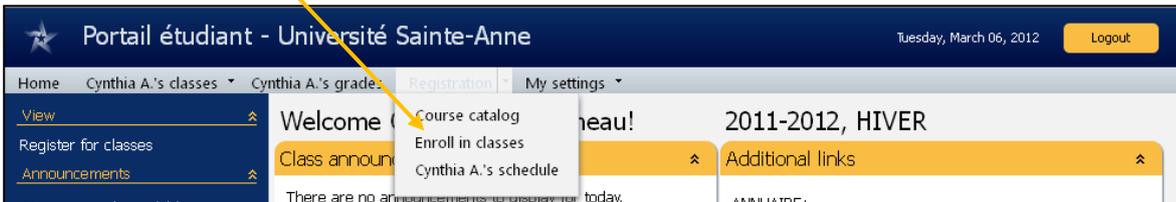


## HOW TO REGISTER FOR COURSES OR MODIFY YOUR REGISTRATION

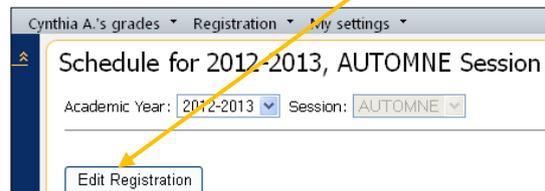
To **register for courses** or to **modify your registration**, click on **Registration**.



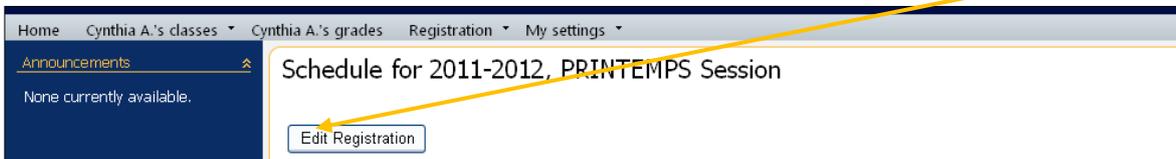
Select **Enroll in classes**. If this option is not available, please go to the admissions office or call 902-769-2114 extension 7202.



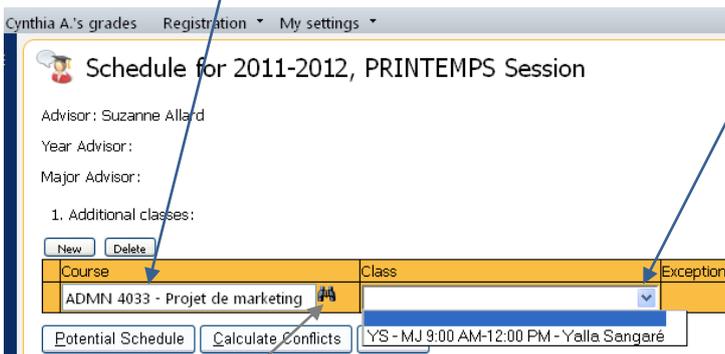
Occasionally, you will have the option of registering for courses during different sessions or academic years. Select the desired registration period (Academic Year, Session) and click on **Edit Registration**



If you do not see the Academic Year and Session selection dropdown boxes, click on **Edit Registration**



If you know the **code** of the course you wish to register in, for example ADMN 4033, type the course code and press the Enter key on your keyboard; the course name will appear automatically.



Next, **choose the class** for the course from the **drop-down list**. In the majority of cases, there will only be one class to choose. If a course is offered at different times in the schedule, you must choose the one that is the best fit for your schedule or the one that has been recommended to you. (This usually occurs with language courses.)

If the **course name does not appear automatically** or if **you do not know the course code**, click on the **binoculars icon** to **search** for the course. The following screen will appear :

The screenshot shows the 'Course Search' form. It has input fields for 'Course ID', 'Course name', and 'Department'. There are dropdown menus for 'Year', 'Course type', and 'School'. The 'Search' and 'Cancel' buttons are at the bottom.

You can search by School (Universitaire/University, Immersion, Collégial/College), by Department, or by course code prefix (ADMN, BIOL, etc.).

Course Search

Course ID:  Year:

Course name:  Course type:

Department: Universitaire School: <All Schools>

Course ID	Course Name	School Description
ADMN 1000	Stage I	UNIVERSITÉ
ADMN 2000	Stage II	UNIVERSITÉ
ADMN 3000	Stage III	UNIVERSITÉ
ADMN 3083	Comportement organisationnel	UNIVERSITÉ
ADMN 3523	Lectures dirigées en commerce international	UNIVERSITÉ
ADMN 4033	Projet de marketing	UNIVERSITÉ
ADMN 4173	Analyse des marchés	UNIVERSITÉ
ADMN 4206	Séminaire en commerce international	UNIVERSITÉ
ANGL 3073	Directed Readings	UNIVERSITÉ
FRAN 1223	Langue écrite I	UNIVERSITÉ
FRAN 1233	Langue écrite II	UNIVERSITÉ
FRAN 1243	Langue écrite III	UNIVERSITÉ
FRAN 1253	Langue écrite IV	UNIVERSITÉ
LITT 3233	Lectures dirigées	UNIVERSITÉ

Course Search

Course ID:  Year:

Course name:  Course type:

Department: Cours d'administration School: <All Schools>

Course ID	Course Name	School Description
ADMN 1000	Stage I	UNIVERSITÉ
ADMN 2000	Stage II	UNIVERSITÉ
ADMN 3000	Stage III	UNIVERSITÉ
ADMN 3083	Comportement organisationnel	UNIVERSITÉ
ADMN 3523	Lectures dirigées en commerce international	UNIVERSITÉ
ADMN 4033	Projet de marketing	UNIVERSITÉ
ADMN 4173	Analyse des marchés	UNIVERSITÉ
ADMN 4206	Séminaire en commerce international	UNIVERSITÉ

Course Search

Course ID: peda Year:

Course name:  Course type:

Department:  School: <All Schools>

Course ID	Course Name	School Description
PEDA 1073	Séminaires et stage	UNIVERSITÉ
PEDA 2073	Séminaires et stage	UNIVERSITÉ
PEDA 3073	Séminaires et stage	UNIVERSITÉ
PEDA 5513	Analyse de curriculum de français en contextes particuliers	UNIVERSITÉ

To **start the search**, click on **Search**

Once you have found the course, **click on the course code**. It will be added to your course list.

**Next, choose the class** for this course from the drop-down list. In the majority of cases, there will only be one class to choose.

To **register for a second and subsequent courses** click **New** and repeat the above steps.

Announcements: None currently available.

Schedule for 2011-2012, PRINTEMPS Session

Advisor: Suzanne Allard  
Year Advisor:  
Major Advisor:

1. Additional classes:

Course	Class	Exceptions	Credits
ADMN 4033 - Projet de marketing	YS - MJ 9:00 AM-12:00 PM - Yalla San		0.0000
PEDA 5513 - Analyse de curriculum	GL - L 6:30-9:00 PM - Georges Liboy - E		0.0000

Once you have finished your course registration click on **Calculate Conflicts**. The following pop-up window opens; click on **OK**. The system will check to see if there are scheduling conflicts.

Are you sure you want to navigate away from this page?  
The data on this page has been modified and not saved.  
Press OK to continue, or Cancel to stay on the current page.

Correct any scheduling conflicts that occur.

**IMPORTANT** : If there is a **scheduling conflict**, the system will **NOT** register you in your courses.

Example of a **Calculate Conflicts** result :

In this case, there is a scheduling conflict – two of the courses are offered at the same time, therefore one of the courses must be deleted.

Portail étudiant - Université Sainte-Anne Tuesday, March 06, 2012 Logout

Home Cynthia A.'s classes Cynthia A.'s grades Registration My settings

Announcements  
None currently available.

### Schedule for 2011-2012, PRINTEMPS Session

Advisor : Suzanne Allard  
Year Advisor :  
Major Advisor :

1. Additional classes:

New Delete

Course	Class	Exceptions	Credits
ADMN 3000 - Stage III	RM - L 9:00-10:15 AM - Rose Madden	Conflict	0.0000
ADMN 4033 - Projet de marketing	YS - MJ 9:00 AM-12:00 PM - Yalla San		0.0000
ANGL 3073 - Directed Readings	AW - L 9:00-10:15 AM - Andrew William	Conflict	0.0000
PEDA 5513 - Analyse de curriculum	GL - L 6:30-9:00 PM - Georges Liboy - E		0.0000

Potential Schedule Calculate Conflicts Submit

**To delete a course**, click to the left of the course code and title; next, click on **Delete**. Confirm the deletion by clicking on **OK** in the pop-up window that appears.

**Delete a course when :**

- you have a **scheduling conflict** or an **exception**;
- you have registered for **too many courses**;
- you have made an **error**;
- you want to **drop a course** before the registration deadline.

Once there are no conflicts, click on **Submit**

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Home Cynthia A.'s classes Cynthia A.'s grades Registration My settings

Announcements  
None currently available.

### Schedule for 2011-2012, PRINTEMPS Session

Advisor : Suzanne Allard  
Year Advisor :  
Major Advisor :

1. Additional classes:

New Delete

Course	Class	Exceptions	Credits
ADMN 4033 - Projet de marketing	YS - MJ 9:00 AM-12:00 PM - Yalla San		0.0000
ANGL 3073 - Directed Readings	AW - L 9:00-10:15 AM - Andrew William		0.0000
PEDA 5513 - Analyse de curriculum	GL - L 6:30-9:00 PM - Georges Liboy - E		0.0000

Potential Schedule Calculate Conflicts Submit

When you click on **Submit**, the system checks for **exceptions**. For example, it checks if you have already taken a course or if you do not have the prerequisites to take a course. (See example below)

If there is an **exception**, you will **not be registered in the course** in question. If you do not know how to correct an exception, please go to the Admissions office or call 902-769-2114 extension 7202.

Portail étudiant - Université Sainte-Anne Tuesday, March 06, 2012 [Logout](#)

Home Cynthia A.'s classes Cynthia A.'s grades Registration My settings

Announcements   
 None currently available.

### Schedule for 2011-2012, PRINTEMPS Session

Advisor: Suzanne Allard  
Year Advisor:  
Major Advisor:

1. Additional classes:

Course	Class	Exceptions
ADMIN 4033 - Projet de marketing	YS - MJ 9:00 AM-12:00 PM - Yalla Sangaré	
ANGL 3073 - Directed Readings	AW - L 9:00-10:15 AM - Andrew William	1 exception(s) for main - You have already taken selected course
PEDA 5513 - Analyse de curriculum	GL - L 6:30-9:00 PM - Georges Liboy - EL	

Exception

To verify that your registration is correct, click on **Registration** in the menu bar and select **Xxxxxx's schedule**. Confirm by clicking on **OK**

Portail étudiant - Université Sainte-Anne

Home Cynthia A.'s classes Cynthia A.'s grades **Registration** My settings

Announcements   
 None currently available.

### Schedule for 2011-2012, PRINTEMPS Session

Advisor: Suzanne Allard  
Year Advisor:

- Course catalog
- Enroll in classes
- Cynthia A.'s schedule

Are you sure you want to navigate away from this page?  
The data on this page has been modified and not saved.  
Press OK to continue, or Cancel to stay on the current page.

Your schedule is displayed :

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Home Cynthia A.'s classes Cynthia A.'s grades Registration My settings

View   
 List   
 Grid   
 Calendar   
 Show

Academic year: 2011-2012   
 Session: PRINTEMPS

### Schedule

Analyse de curriculum de français en contextes particuliers, PEDA 5513 lun, 6:30 PM - 9:00 PM - GL, PLEIN SEMESTRE	Georges Liboy	EL
Projet de marketing, ADMIN 4033 - YS, PLEIN SEMESTRE	mar, 9:00 AM - 12:00 PM Yalla Sangaré	CE120