

FAQ re: Online REG

Q. How do I change courses?

A. Go to the same tab on your student portal that you registered on. Unselect the course you do not want to take and select a different course and press the blue “confirm changes” button and press “register now” or “pay now”. Please note that there will be a \$25 course change fee.

Added successfully.

PLEASE NOTE: Registrations are not considered complete until the College has received payment for the required deposit. You have until 1:14 PM today to complete this payment deposit and secure your seat in the selected course(s).

	Course	Course Title	Credit	Schedule	Instructor
<input type="button" value="Add"/>	CHIN 100A	Introductory Chinese I	3.0	T/Th 2:40PM-4:20PM Rm Online	Linda Bao
<input type="button" value="Drop"/>	ACCT 101B	Financial Accounting I	3.0	T/Th 5:00PM-6:50PM Rm 201	Amanda Koning

CONFIRM COURSES

CANCEL CHANGES

Course Section	Name	Schedule	Credit	Instructor	Status
<input type="checkbox"/> ACCT 101A	Financial Accounting I	M/W 8:25AM-10:15AM Rm 201	3.0	Chuck Konrad	Full
<input type="checkbox"/> ACCT 101B	Financial Accounting I	T/Th 5:00PM-6:50PM Rm 201	3.0	Amanda Koning	Available
<input type="checkbox"/> CHIN 100A	Selected Topics in Indigenous Studies	M/W 4:50PM-6:40PM Rm Online	3.0	Audrey McDougall	Full
<input type="checkbox"/> ANTH 101A	Introduction to Anthropology	M/W 2:50PM-4:40PM Rm 101	3.0	Jeff Jones	Full
<input type="checkbox"/> ARTH 100A	Introduction to Art History	M/W 8:25AM-10:15AM Rm 202	3.0	Janet Jones	Full
<input type="checkbox"/> ARTH 100B	Introduction to Art History	M/W 10:25AM-12:15PM Rm 203	3.0	Jairo Salazar	Full
<input type="checkbox"/> ARTH 100C	Introduction to Art History	M/W 10:25AM-12:15PM Rm 202	3.0	Janet Jones	Full
<input type="checkbox"/> ARTH 100D	Introduction to Art History	T/Th 10:25AM-12:05PM Rm 202	3.0	Janet Jones	Full
<input type="checkbox"/> ARTH 100E	Introduction to Art History	T/Th 12:50PM-2:30PM Rm 202	3.0	Janet Jones	Full
<input type="checkbox"/> ARTH 100F	Introduction to Art History	T/Th 4:30PM-6:10PM Rm 201	3.0	Jairo Salazar	Full
<input type="checkbox"/> BIOL 104A	Introduction to Biology	Mon 18:00-19:30 Rm 202, Tue 19:30-20:30 Rm 7, Wed 18:00-19:30 Rm 202	4.0	Raymond Wang	Full
<input type="checkbox"/> BIOL 104LA	Biology 104 Laboratory	Tue 4:30PM-7:29PM Rm 7	0.0	Raymond Wang	Full
<input type="checkbox"/> BUSI 100A	Introduction to Business	M/W 12:50PM-2:40PM Rm 352 SRY	3.0	Misha Lidder	Full
<input type="checkbox"/> BUSI 100B	Introduction to Business	T/Th 2:40PM-4:20PM Rm 352 SRY	3.0	Misha Lidder	Full
<input type="checkbox"/> BUSI 102A	Introduction to Leadership	T/Th 6:20PM-8:00PM Rm 102	3.0	Eduardo Azmitia	Full
<input type="checkbox"/> BUSI 102B	Introduction to Leadership	M/W 2:50PM-4:40PM Rm 352 SRY	3.0	Misha Lidder	Full
<input type="checkbox"/> BUSI 102C	Introduction to Leadership	T/Th 12:50PM-2:30PM Rm 352 SRY	3.0	Misha Lidder	Full
<input type="checkbox"/> CMNS 110A	Mathematics of Finance	M/W 4:50PM-6:35PM Rm Online	3.0	Mohammad Fakhrabadi	Full
<input checked="" type="checkbox"/> CHIN 100A	Introductory Chinese I	T/Th 2:40PM-4:20PM Rm Online	3.0	Linda Bao	Available
<input type="checkbox"/> CHIN 101A	Introductory Chinese II	T/Th 4:30PM-6:10PM Rm Online	3.0	Linda Bao	Available
<input type="checkbox"/> CMNS 110A	Introduction to Communication	M/W 8:25AM-10:15AM Rm 104	3.0	Jessie Macpherson	Full

****IF YOU WOULD LIKE TO CHANGE YOUR COURSE, PLEASE DO NOT JUST DROP THE COURSE. MAKE SURE YOU ARE DROPPING A COURSE AND ADDING A COURSE AS SHOWN ABOVE BEFORE YOU PRESS CONFIRM OR YOU WILL BE CHARGED A DROP FEE. PLEASE REFER TO THE TUITION POLICY FOR MORE INFORMATION REGARDING DROP FEES****

Q. What should I do if it says, “session has expired”?

A. Press the blue “cancel changes” button, logout of your student portal, and try again. Make sure to fill out the payment information within 10 minutes to prevent this issue.

s Registration

	Course Title	Credit	Cost	DueNow
	Financial Accounting I	3.0	\$1,680.00	\$0.00
			\$25.00	\$25.00
x1			\$0.00	\$700.00

and completing this registration you agree that you are registering for course(s) at Coquitlam College and thereby agree to the college's [refund guidelines](#) stated on the college's website [CoquitlamCollege.com](#).

CONTINUE COURSE SELECTION

CANCEL CHANGES

Q. Why won't my online credit card payment go through?

A. There are a few possible reasons why your payment won't go through:

- Telephone number: Make sure there are no spaces or dashes in your phone number (ex. 7781231234)
- Name: Only list your first and last name, no middle names, or initials
- Postal Code: Make sure you are using the postal code you used when you signed up for your credit card. Do not enter any spaces and write the letters in either all upper-case or all lower-case. If neither option works, please contact your bank to confirm that you have the correct details.
(ex. v3r4j2 OR V3R4J2)
- If the error message says “AVS”, please call your bank and ask them to release the funds to Coquitlam College. Do not exit out of the page before you call.

Q. Can I use Visa Debit for online credit card payment?

A. No. To use your checking or savings account, you can do an online bill payment with your bank a few days before your registration date/payment deadline. Alternatively, you can pay in-person by debit card at the Coquiltam Campus at least 1 day before your registration/payment deadline. Please note that in-person payments made after 3:00 pm will not be shown in your student portal for 48 hours.

Q. What if I want to select 6 courses?

A. The online system will only let you select 5 courses. If you would like to add a 6th course, you will need to come speak with an advisor in the Coquiltam Campus.

Q. Why isn't the course I want showing on my student portal?

A. It is because you do not have the prerequisites to take that course. It will only show courses that you are eligible to take. If you think you have the prerequisites for courses that are not shown, please contact us by phone or email.

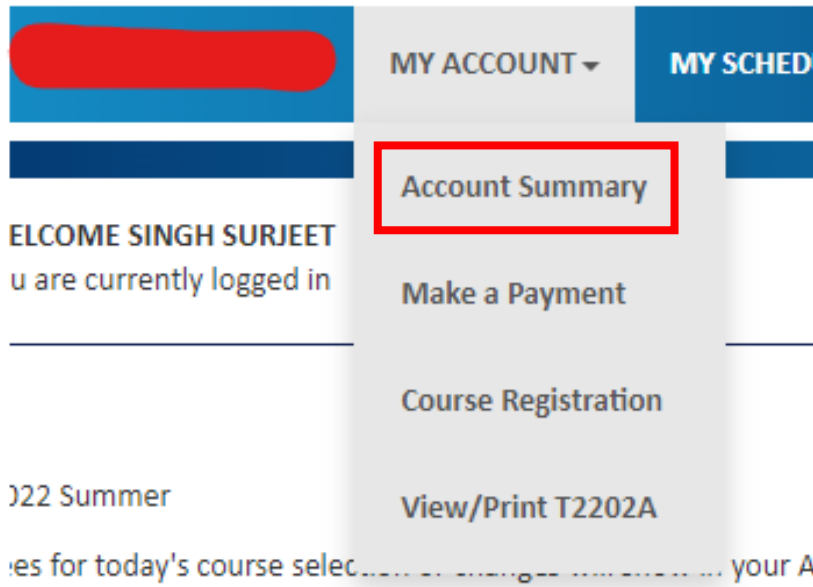
Q. What do I do if the course I want is full?

A. It is possible that other students may drop the course you are wanting to take. Regularly check the timetable on our website to see if any spots become available. We will not register you in courses that are full.

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<input type="checkbox"/> ARTH 100F	Introduction to Art History	T/Th 4:30PM-6:10PM Rm 201	3.0	Jairo Salazar	Full

Q. How do I check my payment deadline?

A. Go to the "Account Summary" tab on your student portal. At the bottom of the page, it will show the courses you are registered in as well as the payment deadline.



Data as of 2022-11-28 04:20:48

Student Balance: Outstanding balance \$805.00

Date	Type	Ref	Description	Amount
18-Aug-22	Payment	WD_F22_O/L_V_K2144		-900.00

2022 Summer Payment Must Be Received By:

Course Section	Due Date
ACCT 101B	01-Dec-22