

Completing your Action Items

To complete your Action Items you must select the item by clicking anywhere in the white box of each item.

- Registration Agreement. Click anywhere in the white box as shown below. Read the agreement and save your response.

End Date:02/28/2026

[Registration Agreement and Notification of Disclosure of Personal Information](#) 🚫 Pending

Halt Processes:
Register for Classes

Read and confirm the registration agreement

- Emergency Contact. Click anywhere in the white box. Here you will provide or confirm your emergency contact and update your mailing address if needed.

End Date:02/28/2026

[Mailing Address and Emergency Contact Information](#) 🚫 Pending

Halt Processes:
Register for Classes

You have not yet added/updated your emergency contact or mailing address

- If the Mailing Address shown is not accurate. Select “Add New”.

Your Mailing Address

Please review and update your mailing address below:

Street Line 1 *

Street Line 2

Street Line 3

City *

Province *

Postal Code *

Add New

After selecting “Add New” a new blank form will appear above the original address. Enter your update address in the blank form.

Your Mailing Address

Please review and update your mailing address below:

Street Line 1 *

Street Line 2

Street Line 3

City *

Province *

-- Select Province --

Postal Code *

- Below Mailing Address you will see Your Emergency Contact

If you already have a contact listed you may select the box “I confirm this emergency contact in accurate”.

Your Emergency Contacts

To access the registration system, all students must review and verify their emergency contact information.
If no emergency contact is listed, click Add New to provide this information to the university.

Relationship: *

OTHER

First Name: *

Last Name: *

Area Code: *

Phone Number: *

I confirm this emergency contact is accurate.

If no contact is listed or you would like to add a new contact select ‘Add New’ and enter the details of your emergency contact. If you had a contact already press the Delete button on the right to remove that contact.

Select Confirm at the bottom of the page and Submit Changes to save.


Confirm

Submit Changes

- Social Insurance Number. Click in the box. Enter your SIN number. Select Confirm and then Save.

End Date:02/28/2026

[Social Insurance Number \(SIN\)](#)

 Pending

Halt Processes:


Register for Classes

You have not yet provided your Social Insurance Number (SIN)

- Tuition Payment. If you have not yet made tuition payment arrangements you will see an Action Item listed. You may click in the box to see your current owing balance.
- If you have no balance you will select Confirm to complete the action item

End Date:02/28/2026

[Tuition Payment Required](#)

 Pending

Halt Processes:

Register for Classes

A balance is owing on your account, make payment arrangements to register


Please note the Tuition Payment action item will show until payment is confirmed. As long as payment arrangements are received by the registration opening date you will be able to register.

Important Note: Online payment can take 3-5 business days to process.

- Student Permit Information (International Students). Enter your Student Permit Information by clicking the box.

End Date:02/28/2026

[Study Permit Information](#)

 Pending

Halt Processes:


Register for Classes

You have not yet provided your Study Permit information

Enter the information as recorded on your Study Permit. Please note the date is not entered exactly the same. Refer to the sample in the Action Item to complete.

If you do not have your Study Permit select "I do not have my Study Permit information yet".

Once all action items have been marked as completed select the Return button on the top right of the page

 Completed

Return