

## How to Register for your Timetable

If you encounter any issues during registration [click here](#) for Registration Troubleshooting

1. Go to the [MyCampus](#) portal on the college homepage and sign in with your username and password
2. Under the “Launchpad” section, select “Register for Classes”
3. If you have not already completed your Action Items, **select Action Required – Click Here**

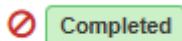
**Action Required - Click Here**

To complete your Action Items you will need to:

- Confirm the registration agreement
- Update emergency contact
- Provide your Social Insurance Number
- For international students if we are missing your Study Permit details this will also be requested.
- Payment arrangement must also be received prior to registration.

If some of this information has been completed previously you may not be asked to complete all action items.

**To complete your Action Items you must select the item by clicking anywhere in the white box and ensure you enter/confirm the information for each.**



You will see Completed by each item

**For further information on completing your Action Items [click here](#)**

4. Once all action items have been completed, select the Return button

You will now be back on Navigate registration platform

5. Select the term you are registering into (example: Winter 2026)

Summer 2025
⊖ Time tickets prevent registration after Jul 25, 2025 23:59:00
Fall 2025
⊖ Time tickets prevent registration after Nov 15, 2025 23:59:00
<b>Winter 2026</b>

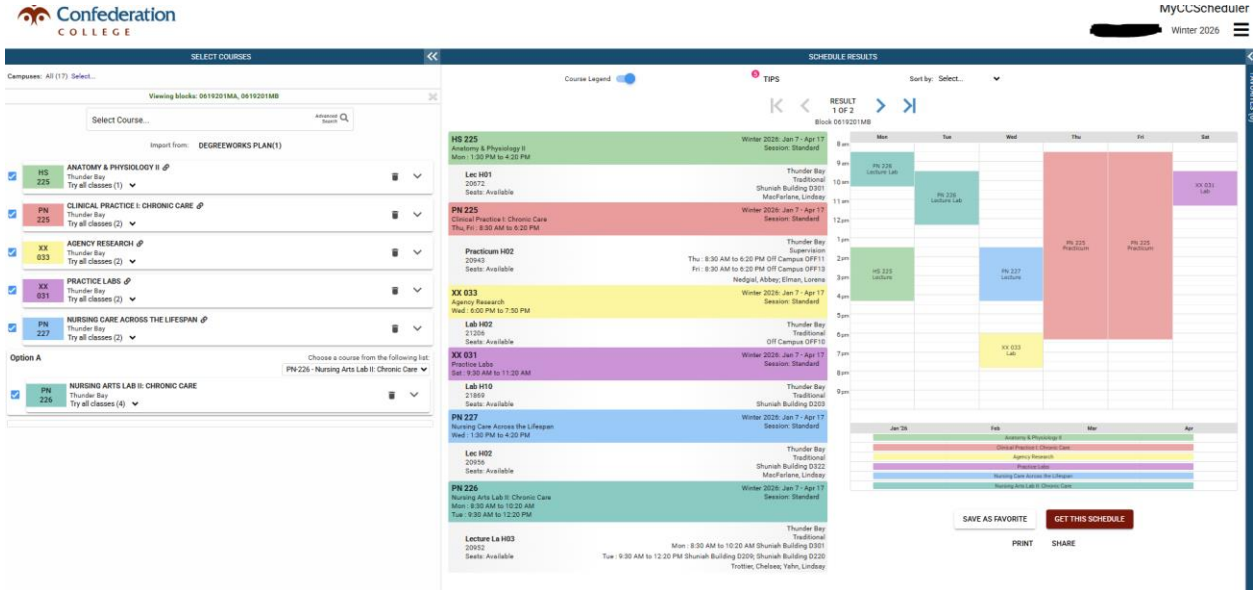
6. Select your Block Option to continue

### AVAILABLE STARTING POINTS

Select a starting point for your term to continue

M T W T F	<b>Winter 2026</b>
6 Courses	Blocks 0619201MA, 0619201MB

7. A list of courses will appear automatically

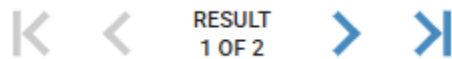


The screenshot displays the MyUCScheduler interface. On the left, the 'SELECT COURSES' panel lists several courses with checkboxes: ANATOMY & PHYSIOLOGY II (HS 225), CLINICAL PRACTICE I: CHRONIC CARE (PN 225), AGENCY RESEARCH (XX 033), PRACTICE LABS (PN 031), NURSING CARE ACROSS THE LIFESPAN (PN 227), and NURSING ARTS LAB II: CHRONIC CARE (PN 226). The middle panel shows course details for HS 225, including its title, session, location, and a list of associated lectures and labs. The right panel features a timetable grid for the Winter 2026 semester, showing the schedule for various courses across the days of the week. Navigation arrows and a 'RESULT 1 OF 2' indicator are visible at the top of the timetable.

- Left column shows the course titles and codes of the courses you must take – you can click on the course box to see a description of the course
- Middle column shows the times, location, instructor of the courses
- Right side column shows a timetable of the courses

8. If you have a drop down on the left column please make a selection. You may see a drop down if you have lab options or general elective options

9. You may navigate through available timetable options by using the arrows at the top of the page. This will show all timetable options without time conflicts/full course sections

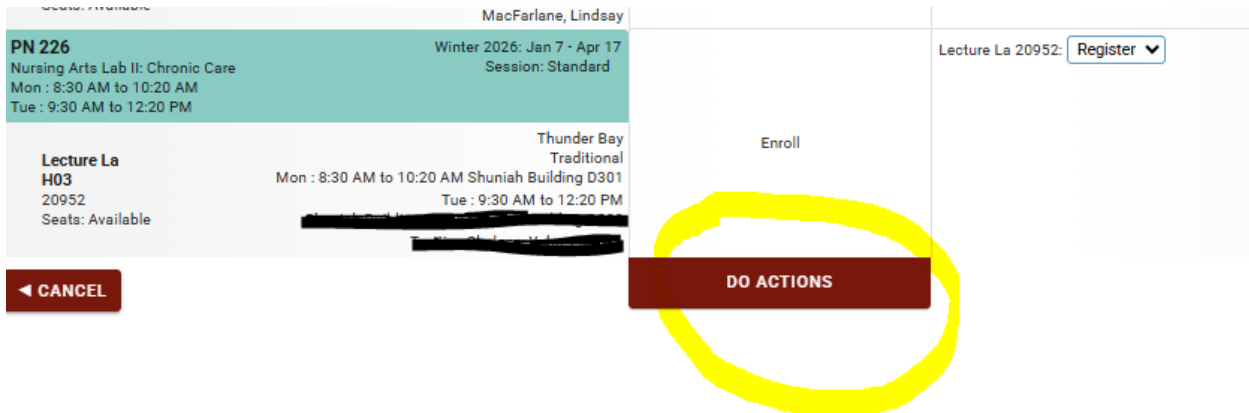


If the arrows are greyed out, it means you have no alternate time options for the required courses. Not all programs have multiple timetable options.

10. Once you have chosen your timetable select the **GET THIS SCHEDULE** button at the bottom

GET THIS SCHEDULE

11. On the next page you will select **DO ACTIONS** at the bottom to officially register for the courses



MacFarlane, Lindsay

**PN 226**  
Nursing Arts Lab II: Chronic Care  
Mon : 8:30 AM to 10:20 AM  
Tue : 9:30 AM to 12:20 PM

Winter 2026: Jan 7 - Apr 17  
Session: Standard

Lecture La  
**H03**  
20952  
Seats: Available

Thunder Bay  
Traditional  
Mon : 8:30 AM to 10:20 AM Shuniah Building D301  
Tue : 9:30 AM to 12:20 PM

Enroll

Lecture La 20952: Register ▼











◀ CANCEL

DO ACTIONS

Once you select the button, the results column will show the status of the registration. All courses added successfully will be marked as “**registered**”. If you are attempting to register for a course where you do not meet a requirement the result will display in **red** and describe the issue.

For troubleshooting registration error [click here](#).

On the bottom right you may now select the “Return to Select Courses” button, to return to the previous window. Under the Select Courses panel, you should now see the courses with an Enrolled tag.

HS 225	<b>ANATOMY &amp; PHYSIOLOGY II</b>  <b>Enrolled</b> Thunder Bay Try all classes (1) 
PN 225	<b>CLINICAL PRACTICE I: CHRONIC CARE</b>  <b>Enrolled</b> Thunder Bay Try all classes (2) 
XX 033	<b>AGENCY RESEARCH</b>  <b>Enrolled</b> Thunder Bay Try all classes (2) 
XX 031	<b>PRACTICE LABS</b>  <b>Enrolled</b> Thunder Bay Try all classes (2) 
PN 227	<b>NURSING CARE ACROSS THE LIFESPAN</b>  <b>Enrolled</b> Thunder Bay Try all classes (2) 

**You have now completed your registration**

After registration, to View/Print your timetable you can go to your MyCampus portal under the Student Resources folders section and select View your Timetable