

[Continuing Education](#)[Visitors](#)<https://access.cotr.bc.ca/>

AccessCOTR - Internet Explorer - IE or Firefox are recommended. IE 10 or higher, requires compatibility mode; click the Compatibility View button on the address bar.

AccessCOTR provides you with access to College of the Rockies online registration and information system.

Students, Faculty, and Staff

Login to [AccessCOTR](#), and then select your user group; Students, Faculty, Employees.

- [Forgot my password](#)
- [Forgot my UserID \(User Name\)](#)

Guests

- [Search for Academic, Career Tech and Vocational credit courses \(login not required\)](#)

Continuing Education (CE) - *Learning that fits your lifestyle!*

- [Register and Pay for Continuing Education \(CE\) courses](#)
- [Visit Continuing Education \(CE\) to view all course options](#)

What is AccessCOTR?

The online registration system used by students, faculty and staff at College of the Rockies. There are many useful functions on [AccessCOTR](#), such as:

- Search for Course Sections,
- Select Courses for My Preferred List,
- Register for Sections,
- Drop Sections,
- Make a Payment,
- Check your Class Schedule,
- View your Grades/Transcript,
- Request an Official Transcript
- Check your Account Information, and
- View and print your T2202A.

Are you a new student?

Do you need assistance with course selection or online registration? Contact us at (250) 489-8237 or Toll Free at 1-877-489-2687 ext 3237, or email reghelp@cotr.bc.ca.

Are you taking an online class?

There are only a few things you need to know before you begin your online course:

- Start at **COTROnline** (www.cotr.bc.ca/cotrOnline), our website for online students. This website will explain how and when to log in to your course.
- Most COTR online courses are NOT self-paced! Just like face-to-face courses, online courses usually have a set start date and you are expected to keep up with the class.
- Get technical assistance with your online course at our Moodle Help Desk (www.cotr.bc.ca/Moodle_Help)

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Registration Check List

New Students Only: Create your UserID and password on [AccessCOTR](#) (see page 3).

- Ensure your personal information is correct (See page 4).
- Complete your **four steps** to Registration. After enrolling in your courses, you have an opportunity to review, confirm or revise these choices until the last day to add and drop for each term
- Pay your **tuition** or provide proof of sponsorship by the [tuition fee due dates](#)
- Get your Student **Photo ID** Card/Library Card, from the Learning Resource Centre (Library) during the summer, after paying your tuition fees.
- Get your **UPass** (Bus Pass) sticker on your student card after paying your tuition fees .
- Get your **books**: www.cotr.bc.ca/bookstore.
- Reserve your **locker**: www.cotr.bc.ca/locker for the upcoming fall semester.
- Confirm your **COTR email** address and your computer logon information: www.cotr.bc.ca/students and follow the links (coming soon). (Don't give your password and UserID to anyone. Your student number is for your use only to ensure your privacy).
- Before the first day of class:** Print your schedule to find out your courses' start dates, start times and room numbers (see page 8).
-

International Students only: Confirm with the International Department that you have medical insurance.

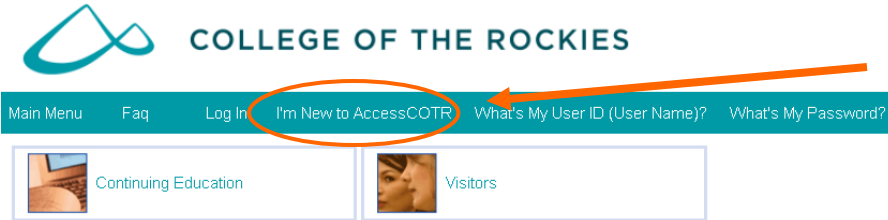
First week of September: Attend Welcome Week activities. See www.cotr.bc.ca/orientation for more information.

Logging into AccessCOTR

New Students

Logging In For the First Time

Open your web browser and type <https://access.cotr.bc.ca> in the address bar, then follow the steps as outlined below.



Step 1:

When you log into [AccessCOTR](#) for the very first time you will need to select 'I'm new to [AccessCOTR](#) and follow the directions to create your UserID and password.

Step 2: On the "New to AccessCOTR" screen, click OK

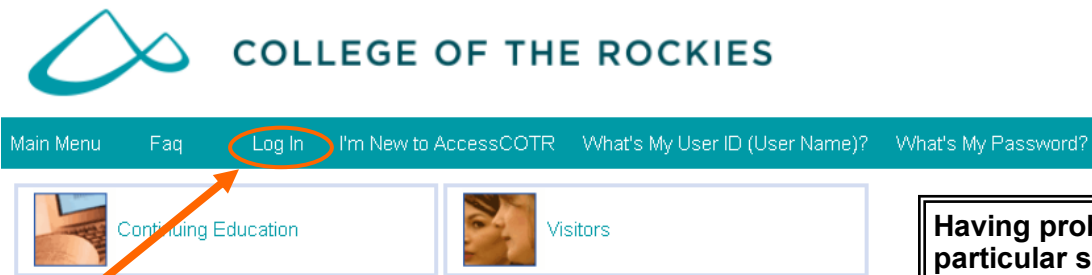
Step 3: Request your User ID. Type your Last Name *plus* your SIN *or* Student Number. Click "Submit".

An email will be sent to you containing your UserID and password. When you login for the first time you will be required to change your password. It may take several hours to receive the email containing your UserID and password. If you require immediate access, call the Enrolment Services Office during business hours to set up your account.

All Students

Logging In

Once you have your UserID and password you can link to [AccessCOTR](#) through the COTR Portal, or by typing <https://access.cotr.bc.ca> in the address bar of your web browser.

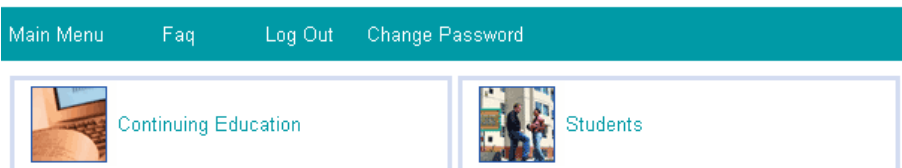


Step 1: Click Log In



Having problems on a particular screen?

Clicking on the FAQs that appears on most screens will open up a HELP dialogue box specific to that screen.



Once you are logged in Click on the 'Students Menu' to:

- Search for Course Sections,
- Select Courses for My Preferred List,
- Register for Sections,
- Drop Sections,
- Make a Payment,
- Check your Class Schedule,
- View your Grades/Transcript,
- Request an Official Transcript
- Check your Account Information, and
- View and print your T2202A.

Before You Start

Check or Change Your Address

Ensure your personal information on [AccessCOTR](#) is accurate. Communications from College of the Rockies will primarily be sent to either your mailing address or email address or your College of the Rockies email. Remember to update this information each time you move.

To check your address:

1. Log into [AccessCOTR](#)
2. Select the 'Students Menu'
3. Click the "My Profile" link under the 'Academic Profile' menu
4. Check to ensure that your information is correct
5. Click on "OK" to exit this screen and return to the 'Students Menu'



Academic Profile

- Grades
- Grade Point Average by Term
- Unofficial Transcript
- Official Transcript Request
- Official Transcript Request Status
- My class schedule
- My profile**

User Account

- I'm New to WebAdvisor
- What's my User ID (User Name)?
- What's my password
- Change Password
- Address Change**

To make changes to your information:

1. From the 'Student Menu' under 'User Account', select 'Address Change'
2. Make any necessary changes
3. Click the 'Submit' button

Note: You can also call Registration at **250-489-2751 local 3237** to update your information.

The change won't update your profile immediately. The Enrolment Services Office will receive this information and verify the information is updated in our Student Information System.

Check Your Program

Ensure your personal information on [AccessCOTR](#) is accurate. Communications from College of the Rockies will primarily be sent to either your mailing address or your College of the Rockies email. Remember to update this information each time you move.

Log into [AccessCOTR](#):

1. Select the 'Students Menu'
2. Click the "My Profile" link under the 'Academic Profile' menu. Your Academic Program appears in the first column of the bottom row.
3. Check to ensure that your information is correct
4. Click on "OK" to exit this screen and return to the 'Students Menu'

Academic Information

Counselor Name Type Phone Number Extension E-mail Address

None Specified				
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Advisor Name Type Phone Number Extension E-mail Address Office Hours

None Specified					
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Academic Program	Academic Level	Catalog	Degree Completion Date	Academic Level Standing	Major Minor CCD	Specialization
Business Administration Certificate	Transcriptable	2016-17 Catalogue	17/05/04			Business Administration Certificate



****IMPORTANT****

If the program is wrong, please call the Enrolment Services Office at 250-489-2751 local 3237 to update your information.

Registering on AccessCOTR

How to Build a Timetable

Here are a few tips to remember in order to build a 'conflict-free' timetable.

- Choose the courses that have the least number of sections offered first and then the courses that have the most sections available
- Make sure that the course times do not conflict, and
- That you meet the pre-requisites and co-requisites for each course
- Fill in the Fall and Winter timetable forms available online
[Admissions / Registration Forms](#)

RECOMMENDED:

Before registering, view or print a [course section schedule](#).

Creating Your Preferred List

[AccessCOTR](#) gives you the ability to create a 'Preferred Course List'.

This means that prior to your registration date you can build a list of the courses that you would like to take, adding to your 'wish list' as you like.

On your registration date, simply select the 'Register' action for all or some of the courses on your preferred list to register in them.

To build your 'Preferred List' use the directions for either 'Express Registration' or 'Search and Register for Sections' on the following pages. When you get to the 'Register or Drop' screen simply log out and [AccessCOTR](#) will remember your selections for the next time you log in.

On your registration date:

Step 1: Log into [AccessCOTR](#) and from the 'Student Menu' select 'Register or Drop Sections'.

Registration

- [Search for Course Sections](#)
- [Register for Course Sections](#)
- [Register or Drop Sections](#)
- [Section Waitlists](#)

Step 2: Select an 'Action' for each of your chosen courses from the drop down menu (Register, Remove from List, or Waitlist)

Step 3: Once you have chosen your action for each course section click on 'Submit'

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="text"/>	2014 Winter	MGMT-216-01 (65126) Organizational Behaviour	Cranbrook Campus	2014/01/07-2014/04/17 Lecture Tuesday, Thursday 11:30AM - 01:00PM, Kootenay Centre (Main Bldg), Room 154	T. Kiss	5 / 32 / 0	3.00	
<input type="text"/>	2013 Fall	ACCT-265-01 (64648) Mgmt Acct & Fin for Non-Accts	Cranbrook Campus	2013/09/04-2013/12/04 Lecture Monday, Wednesday 08:30AM - 10:00AM, Kootenay Centre (Main Bldg), Room 190	E. Eccleston	15 / 32 / 0	3.00	

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>			You are not currently registered for any sections.					

If one of my choices is not available
 ALL Allow me to adjust all

Once you have submitted your selections you will be given a 'Registration Results' screen confirming your enrolment status.

Step 4: Click on 'OK' to go back to the 'Students Menu'

Registering on AccessCOTR

There are two ways that you can register for courses using [AccessCOTR](#):

- Express Registration and
- Search and Register for Sections

Express Registration

Use this option if you know the exact subject, course number, and section number (or synonym) of the sections for which you wish to add to your preferred list and then register. (Example: BUAD 102 01 or Synonym 19457).

Look for the course name &/or Synonym on the [Course Schedules](#).

Step 1: From the 'Students Menu' select 'Register for Course Sections'

Step 2: Click on 'Express Registration'

Step 3: Input the appropriate information for the courses you desire (* Refer to Course Schedule to obtain information)

Express Registration

Is your program of study correct? You can check your academic program by clicking on [My Profile](#) from the Student Contact the [Registration Office](#) to update your program of study.

Synonym	Subject	Course Number	Section Number	Term
	Accounting	261	01	2016/FA 2016 Fall

Registration

- Search for Course Sections
- Register for Course Sections**
- Register or Drop Sections
- Section Waitlists

COLLEGE OF THE ROCKIES

Main Menu Students Menu Log Out Change Password

Register for Sections

Please choose which type of registration you would like to use:
 Search and register for sections
 Express registration
 Register for previously selected sections
 Drop sections
 Manage my waitlist

Step 4: Click on 'Submit'

When you click on submit you will be taken to the 'Register and Drop Sections' screen where you can finalize your selections.

Step 5: Select an 'Action' for each of your chosen courses from the drop down menu (Register, Remove from List, or Waitlist)

NOTE: The waitlist action option is only available if the course section is full.

Step 6: Once you have chosen your action for each course section click on 'Submit'

Step 7: Clicking 'OK' will take you back to the main [AccessCOTR](#) screen

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity/Waitlist	Credits	CEUs
<input type="button" value="v"/>	2016 Fall	ACCT-261-01 (82884) Accounting	Cranbrook Campus	2016/09/09-2016/12/09 Lecture Tuesday, Friday 01:00PM - 02:30PM, Kootenay Centre, Room 190	G. McPherson	19 / 24 / 0	3.00	
<input type="button" value="v"/>	2014 Winter	MGMT-216-01 (65125) Organizational Behaviour	Cranbrook Campus	2014/01/07-2014/04/17 Lecture Tuesday, Thursday 11:30AM - 01:00PM, Kootenay Centre (Main Bldg), Room 154	T. Kiss	5 / 32 / 0	3.00	
<input type="button" value="v"/>	2013 Fall	ACCT-265-01 (64648) Mgmt Acct & Fin for Non-Accnts	Cranbrook Campus	2013/09/04-2013/12/04 Lecture Monday, Wednesday 08:30AM - 10:00AM, Kootenay Centre (Main Bldg), Room 190	E. Eccleston	15 / 32 / 0	3.00	

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>			You are not currently registered for any sections.					

If one of my choices is not available
 ALL Allow me to adjust all

Search and Register for Sections

Step 1: From the main [AccessCOTR](#) menu **Login**, and select the 'Students Menu' icon (refer to *Logging in - Page 3*).

Step 2: Click on 'Register for Sections'

Step 3: Click on 'Search and Register for Sections'

- You will be taken to the Search/Register for Sections page where you can narrow down your search criteria.

Registration

[Search for Course Sections](#)

[Register for Course Sections](#)

[Register or Drop Sections](#)

[Section Waitlists](#)

Register for Sections

Please choose which type of registration you would like to use:

Search and register for sections

Use this option if you would like to look for sections, add them to your preferred list of sections and then register for them.

Express registration

Use this option if you know the exact subject, course number, and section (or synonym) of the sections for which you wish to add to your preferred list and then register. (Example: MATH*100*01 or Synonym 42765).

Term

Starting On/After Date Ending By Date

Subject	Course Level	Course Number	Section
<input type="text" value="Chemistry"/>	<input type="text" value="First Year"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After Sections Ending Before

Mon Tue Wed Thu Fri Sat Sunday

Course Title Keyword(s)

Location Academic Level

Instructor's Last Name

SUBMIT

Step 4: Select the appropriate term

Step 5: Enter the Subjects, Course levels, and Course numbers if known

(refer to [Course Schedules](#) for more info)

Step 6: Click on 'Submit'

From the 'Section Selection Results' screen indicate all of the course sections that you wish to enroll in and submit for acceptance results.

Section Selection Results

Narrow my search

Report my results

Select Term	Status	Section Name and Title	Location	Meeting Information
<input type="checkbox"/> 2016 Fall	Open	CHEM-101-01 (82939) Fundamentals of Chemistry 1	Cranbrook Campus	2016/09/08-2016/12/08 Lecture Monday, Thursday 04:00PM - 05:30PM, Kootenay Centre, Room 250
<input type="checkbox"/> 2016 Fall	Open	CHEM-101L-01 (82940) Lab: Fundamentals of Chemistry 1	Cranbrook Campus	2016/09/07-2016/12/07 Laboratory Wednesday 02:30PM - 05:30PM, Kootenay Centre, Room 254
<input type="checkbox"/> 2016 Fall	Open	CHEM-115-01 (82942) Chemistry for Engineering	Cranbrook Campus	2016/09/08-2016/12/08 Lecture Monday, Thursday 02:30PM - 04:00PM, Kootenay Centre, Room 250
<input type="checkbox"/> 2016 Fall	Open	CHEM-115L-01 (82943) Lab: Chemistry for Engineering	Cranbrook Campus	2016/09/13-2016/12/06 Laboratory Tuesday 10:00AM - 01:00PM, Kootenay Centre, Room 254

Step 7: Click in the 'Select Section' radio boxes for the course sections that you want to enroll in

Now that you've selected the courses you would like to enroll in, it is time to finalize your selections at the 'Register and Drop Sections' screen.

Step 8: Choose to Register, Remove from List, or Waitlist each of your chosen courses (refer to *Step 5 on Page 6*)

9: Click on the 'Submit' button when complete

Once you have submitted your selections you will be given a 'Registration Results' screen confirming your enrolment status.

Step 10: Click 'OK' to go back to the main [AccessCOTR](#) screen.

Congratulations—you are done!

Step

REMEMBER:

- You do not have to complete the Selection and Registration of your courses in one sitting.
- Course submitted for selection will be held and can be submitted for registration at a later time.
- You will not be enrolled in a selected course **until you have submitted it for Registration**. Selection alone does not guarantee you a seat.

After Registration

View/Print Your Classes

Step 1: Choose 'My Class Schedule' from the 'Academic Profile' section of the 'Students Menu'

Step 2: Select the **Term** Schedule that you would like to view and 'Submit' (Clicking on the course hyperlink will display more course information)

Academic Profile

Grades
Grade Point Average by Term
Unofficial Transcript
Official Transcript Request
Official Transcript Request Status
My class schedule
My profile

NOTE: Class times and/or rooms may change. Check your class schedule prior to the start of classes.

Your class schedule can be printed using the print function icon in your browser.

Registration

Search for Course Sections
Register for Course Sections
Register or Drop Sections
Section Waitlists

Drop Classes

Step 1: Select 'Register or Drop Sections' from the Registration section of the 'Students Menu'

Step 2: Check each course to be dropped and click on 'Submit'

NOTE: You may not drop **all** of your classes using this process. If it is your intent to withdraw from the institution then you must contact the Enrolment Services Office.

After the fee deadline, all withdrawals must be done in person prior to the withdrawal deadline.

Manage Your Waitlist

If you were put on a waitlist for a section, you can view your status by accessing the 'Manage My Waitlist' menu on [AccessCOTR](#). When there is a seat available for you, you will automatically be enrolled, and sent an email indicating that you need to pay your tuition.

Step 1: From the 'Students Menu' click on the 'Manage My Waitlist' link.

Step 2: Select the **Action** that you want and then 'Submit' (To remove yourself from the waitlist select the 'Remove' action from the drop down menu.)

Action	Waitlist Status	Expire Date	Term	Section Name and Title
<input type="button" value="Action"/>				You are not currently waitl

NOTE: If you are registered or waitlisted in a course but DO NOT have the pre-requisites/co-requisites, you will be contacted and asked to provide proof that you meet these requirements.

After submitting you will receive a confirmation screen of your actions. This can be printed using the print function of your browser.

Step 3: Click on 'OK' to get back to the 'Students Menu'.

Waitlist Do's and Don'ts

- ☑ DO monitor your waitlist position by using the 'Manage My Waitlist' function from the Student Menu.
- ☑ DO waitlist only for classes that you have the pre-requisite/co-requisites for.
- ☑ DO waitlist for classes that are conflict free (with other classes you are waitlisted/registered for).
- ☑ DO drop a waitlisted class that you no longer plan to attend.
- ☑ DO attend your waitlisted classes during the first two weeks of class.
- ☒ DON'T waitlist for restricted sections as these have been reserved for specific programs.
- ☒ DON'T waitlist for more than one section of the same course or for a different section of a course you are already registered for.

Additional Information

The 'Students Menu' in [AccessCOTR](#) has many more functions other than those already outlined in this booklet, such as allowing you to make changes to your User Account viewing your Financial Information and viewing your Academic Profile.

User Account
I'm New to WebAdvisor
What's my User ID (User Name)?
What's my password
Change Password
Address Change

Financial Information
Account Summary
Account Summary by Term
View My T2202A Information
E-Cheque Bank Information - Not for Payroll Purposes
Pay on My Account

Registration
Search for Course Sections
Register for Course Sections
Register or Drop Sections
Section Waitlists

Academic Profile
Grades
Grade Point Average by Term
Unofficial Transcript
Official Transcript Request
Official Transcript Request Status
My class schedule
My profile

USER ACCOUNT

I'm New to AccessCOTR:

Use this four step process when logging into [AccessCOTR](#) for the first time. You must be a current student, faculty or staff to use this process.

What's my UserID:

If you do forget your UserID use this option to retrieve it. You will be required to enter your last name AND either your SIN (Social Insurance Number) or Student or Employee number (which is your student number with a leading zero (for example, 0912345). Click on Submit and your UserID will be displayed on the screen.

What's My Password:

The 'What's My Password' option assists you in either remembering your password or setting up a new password. Select the option you want from the list and follow the directions on the screen.

Change Password:

To change your password select this option. You will be required to enter your UserID, new password, and confirm your new password by typing it again. You will also be given an opportunity to enter a "password hint". It is strongly suggested that you do enter a password hint even though it is not required. If you have forgotten your password you can choose the 'Reset My Password' link and the system will send a temporary password to you via email.

Address Change:

To add or change address information use the directions on page six, visit the Registrar's Office or email reghelp@cotr.bc.ca. If you choose to email ensure that you include your student number and whether it is a local address (where you reside while attending COTR) or a home address (where you reside when not attending COTR).

FINANCIAL INFORMATION

Account Summary:

This screen presents a summary of your outstanding accounts receivable balance with the College for all terms that you have registered at the College.

- Balance Forward
- Current Charges
- Total Charges
- Student Payments
- Sponsored
- Payment Plans (Deferred Amounts)
- Total Payments & Deferred Amounts
- Refunds
- Total Amount Currently Due
- Amount not Currently Due

Account Summary by Term:

This screen displays charges, payments and outstanding balance of fees for each term you have been at the College of the Rockies.

Make a Payment:

Make a payment on your outstanding fees. All fees are payable on the term's tuition fee due date. Students who are being sponsored are responsible for providing confirmation of sponsorship in writing to the COTR Finance Office by the term's tuition fee due date. Students who have not paid and/or made arrangements for payment by the due date will be taken out of their courses. Fees may be paid by cash, cheque, Visa, MasterCard, Interac or money orders made payable to college of the Rockies. Students can also pay fees via the Internet at: <https://access.cotr.bc.ca> Internet banking or telebanking at most financial institutions. Make your payment to: *College of the Rockies—Student*

Important Tax Information

Your T2202A Tuition and Education Amounts Certificate that you require for your Revenue Canada tax return **will not be sent to you in the mail**. You must download it from [AccessCOTR](#).

To access your T2202A, look in the **Students Menu** under the Financial Information heading:

- For your current certificate, click T2202A Information and follow the prompts

No T2202A certificate is produced if total eligible fees are less than \$100 for the tax year.



ACADEMIC PROFILE

Grades (Student): Search and view your grades. Select the term you wish to view by clicking the box to the left of the **Term** column. Display your total earned credits in the selected term, total grade points, and term Grade Point Average. Also shows course name, course title, grade achieved and credits earned. Contact us at (250) 489-8237 for more info.

Grade Point Average by Term: You may view your grade point average for any term by clicking on the appropriate check box in the **Choose One Column**. Select transcript grouping from the options presented in the drop-down box (the OFT or WEB will display the same result).

Transcript: The system will display an unofficial transcript for all courses you have taken at this institution along with your earned credits, grade points and cumulative grade point average.

My Class Schedule: View your class schedule for the term you have selected. Students can view their class schedule for terms that have not yet ended. **Print your class schedule** prior to the first day of the term so you can refer to it for scheduling and room number information.

Online Resources at cotr.bc.ca

Enrolment Services Office

Mon - Fri: 9:00am to 4:00pm
 250-489-8237
 Toll Free 1-877-489-2687 ext 3237

- **Admissions and Registration**
www.cotr.bc.ca/registration
 Admissions, registration, **tuition & fees** info
 - Course Schedules
 - Admissions & Registration Forms (includes blank timetable)
- **Apply Online**
<https://access.cotr.bc.ca>
 Online Application and Registration
- **Find a Program or Course**
www.cotr.bc.ca/programs
 A-Z list, list by Category, Online/Distance, Continuing Education

Student Services

Mon. - Fri. 8:00 am to 4:30 p.m.
 250-489-2751
 Toll Free 1-877-489-2687 ext 3243

- **Financial Aid and Awards**
www.cotr.bc.ca/financialaid
 Loans, bursaries, scholarships and grants
- **Educational Advising**
www.cotr.bc.ca/edadvising
 Assistance with course selection and planning
- **Aboriginal**
www.cotr.bc.ca/aboriginal
 Support services for Aboriginal students
- **Disability Services**
www.cotr.bc.ca/disability
 Support services for students with disabilities

RESOURCE	WEB SITE
Campus Maps and Hours	www.cotr.bc.ca/location
Important Dates	www.cotr.bc.ca/portal/objects/cal.asp
International Students	www.cotr.bc.ca/INTERNL/
Online or Distance Students	www.cotr.bc.ca/cotronline
Residence (Purcell House)	www.cotr.bc.ca/residence/
Student Handbook	www.cotr.bc.ca/handbook/
Student Resources	www.cotr.bc.ca/students/
Transfer Credit Guide	www.cotr.bc.ca/transfer

For more Important Dates go to: www.cotr.bc.ca/portal/objects/cal.asp