



AccessCOTR Registration Guide



Registration Help:

Contact us if you have questions about this guide, or need extra help registering for courses.

reghelp@cotr.bc.ca

250-489-8237 or

Toll Free 1-877-489-2687 ext 3237



www.cotr.bc.ca/accessCOTR

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 Sections,
- Select Courses for My Preferred List,
- Register for Sections,
- Drop Sections,
- Make a Payment,
- Check your Class Schedule,
- View your Grades/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.

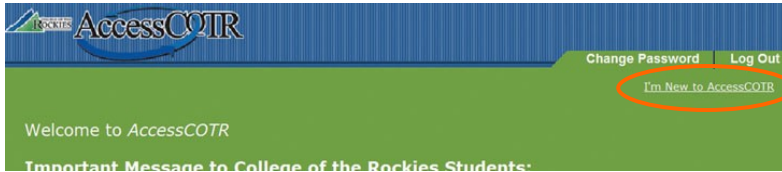
- First week of September: Attend Welcome Week activities. See www.cotr.bc.ca/orientation for more information.

Logging into AccessCOTR

New Students

Logging In For the First Time

Open your web browser and type www.cotr.bc.ca/accessCOTR in the address bar, then follow the steps as outlined below.



Step 1:

When you log into [AccessCOTR](http://www.cotr.bc.ca/accessCOTR) for the very first time you will need to select 'I'm new to [AccessCOTR](http://www.cotr.bc.ca/accessCOTR) and follow the directions to create your UserID and password.

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

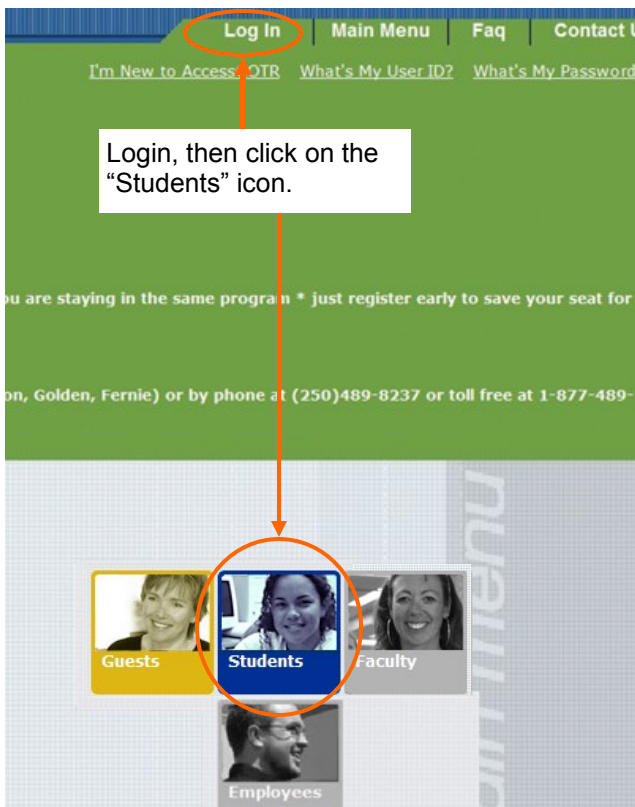
Step 3: Request your User ID. Type your Last Name *plus* your SIN *or* Student Number. Click "Submit".

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 Registration Office during business hours to set up your account.

All Students

Logging In

Once you have your UserID and password you can access [AccessCOTR](http://www.cotr.bc.ca/accessCOTR) through the Student Menu of the COTR main website, or by typing www.cotr.bc.ca/accessCOTR in the address bar of your web browser.



Step 1: Click Log In

Step 2: Click the Students icon

From here you can:

- change your user account information,
- check your account balance,
- make payments,
- print your T2202A student tax credit (it will not be mailed to you),
- register for and drop courses,
- manage your waitlists,
- check and/or print your class schedules, and
- access your grades and transcript.



Having problems on a particular screen?

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

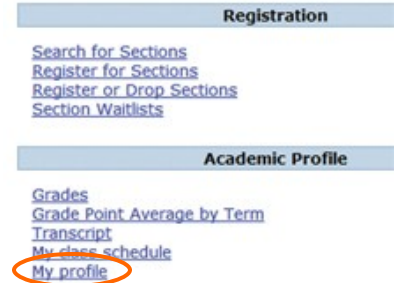
Before You Start

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 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 'Student 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 'Student Menu'



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 Registration 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 'Student 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 'Student Menu'

Academic Information						
Counselor Name	Type	Phone Number	Extension	E-mail Address		
None Specified						
Advisor Name	Type	Phone Number	Extension	E-mail Address		
None Specified						
Academic Program	Academic Level	Degree	Anticipated Completion Date	Academic Standing	Major	M
Business Administration	Transcriptable		09/07			

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

ok

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 (http://www.cotr.bc.ca/reg-info/cotr_web.asp?IDNumber=180)

RECOMMENDED:

Before registering, view or print a course section schedule available at <http://www.cotr.bc.ca/registration/>.

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 and 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's menu select 'Register and Drop Sections'.



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'

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

Register or Drop Sections

IMPORTANT: All new registrations and drops will be finalized when you click submit. You will be provided with a receipt of your actions.

Name: _____

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
[Dropdown]	2008 Summer	COMP-153-BCC01 (20128) Intro to Comp. & Data Process	Cranbrook	2008/07/02-2008/08/08 Lecture Days to be Announced. Times to be Announced. Room to be Announced. (more).	TBA	30 / 30 / 0	3.00	

Current Registrations

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	2008 Winter		BUAD-136-BCC01 (25357) Entrepreneurial Small Business Man	Cranbrook	01/07/2008-04/18/2008 On-Line Days to be Announced. Times to be Announced. Room to be Announced.	C. Zhao	3.00	
<input type="checkbox"/>	2008 Winter		BUAD-209-01 (25261) Mgmt. Syst. & Fin. for Non-Accts	Cranbrook	01/08/2008-04/17/2008 Lecture Tuesday, Thursday 08:00AM - 09:30AM, Kootenay Centre (main Bldg), Room 152	H. Keller	3.00	
<input type="checkbox"/>	2008 Winter		BUAD-245-01 (25263) Strategic Marketing Management	Cranbrook	2008/01/09-2008/04/18 Lecture Wednesday, Friday 11:00AM - 12:30PM, Summit Hall, Room 8201	T. Kias	3.00	
<input type="checkbox"/>	2008 Winter		BUAD-299-BCC01 (25566) Business Management Review	Cranbrook	01/07/2008-04/18/2008 On-Line Days to be Announced. Times to be Announced. Room to be Announced.	C. Zhao	3.00	

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

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**: <http://www.cotr.bc.ca/registration/>.

Step 1: From the 'Students Menu' select 'Register for 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)

Step 4: Click on 'Submit'

Registration

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

Current Students

Change Pa

Search and register for sections
 Use this option if you would like to look for sections, add them to your preferred list
Express registration
 Use this option if you know the exact subject, course number, and section (or synonym MATH*100*01 or Synonym 42765).
 Register for previously selected sections
 Use this option if you have already placed sections on your preferred list and would
 Drop sections
 Use this option if you would like to drop a section. (Other choices also allow you to
 Manage my waitlist

Express Registration

Synonym	Subject	Course Number	Section Number	Term
19457	Business Administration (BUAD)	102	01	2007 Winter (2007/W1)
19580	Business Administration (BUAD)	154	01	2007 Winter (2007/W1)

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

Register or Drop Sections

IMPORTANT: All new registrations and drops will be finalized when you click submit. You will be provided with a receipt of your actions.

Name

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
RG Register	2008 Summer	COOP-153-BCCO1 Entrepreneurship & Small Business Mgmt	Cranbrook	2008/07/02-2008/08/08 Lecture Days to be Announced. Times to be Announced. Room to be Announced. (more).	TBA	30 / 30 / 0	3.00	

Current Registrations

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	2008 Winter		BUAD-135-BCCO1 (23537) Entrepreneurship & Small Business Mgmt	Cranbrook	01/07/2008-04/18/2008 On-Line Days to be Announced. Times to be Announced. Room to be Announced.	C. Zhao	3.00	
<input type="checkbox"/>	2008 Winter		BUAD-209-01 (23561) Mgmt Asst & Fin for Non-Accts	Cranbrook	01/08/2008-04/17/2008 Lecture Tuesday, Thursday 08:00AM - 09:30AM. Kootenay Centre (main Bldg), Room 152	H. Keller	3.00	
<input type="checkbox"/>	2008 Winter		BUAD-212-01 (23563) Strategic Marketing Management	Cranbrook	2008/01/09-2008/04/18 Lecture Wednesday, Friday 11:00AM - 12:30PM. Summit Hall, Room 3201	T. Kiss	3.00	
<input type="checkbox"/>	2008 Winter		BUAD-299-BCCO1 (23566) Business Management Review	Cranbrook	01/07/2008-04/18/2008 On-Line Days to be Announced. Times to be Announced. Room to be Announced.	C. Zhao	3.00	

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

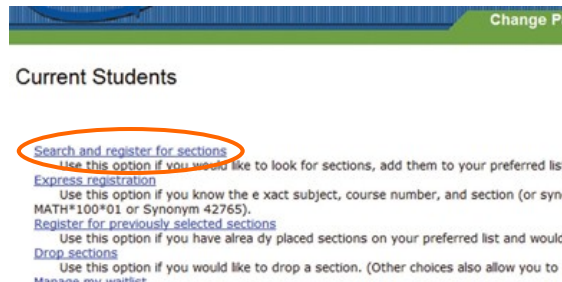
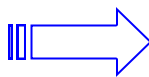
submit

Search and Register for Sections

Step 1: From the main [AccessCOTR](#) menu **Login**, and select the 'Students' 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 .

Step 4: Select the appropriate term

Step 5: Enter the Subjects, Course levels, and Course numbers if known (refer to Course Schedules at www.cotr.bc.ca/registration 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.

Select Section (s)	Term	Status	Section Name and Title	Location	Meeting Information
<input type="radio"/>	2007 Winter	Open	COMP-153-02 (153A2) Intro to Comp. & Data Process.	Cranbrook	2007/01/09-2007/04/17 Lectures 05:00PM - 06:30PM, Main Campus, Room 250
<input type="radio"/>	2007 Winter	Open	COMP-153-02 (153A2) Intro to Comp. & Data Process.	Cranbrook	2007/01/23-2007/04/19 Lectures Thursday 03:30PM - 04:30PM, IN Campus, Room 250
<input type="radio"/>	2007 Winter	Open	COMP-153-03 (153A3) Intro to Comp. & Data Process. (Must take Saturday Lab)	Cranbrook	2007/01/13-2007/04/14 Lectures Saturday 10:00AM - 11:00AM, IN Campus, Room 314
<input type="radio"/>	2007 Winter	Open	COMP-153-03C01 (153A3) Intro to Comp. & Data Process. (On-line - Must take on-line lab)	Cranbrook	2007/01/06-2007/04/02 On-Line. Be Announced. Times to be Announced.
<input type="radio"/>	2007 Winter	Open	COMP-153-01 (153A1) Lab: Intro to Comp. & Data Process.	Cranbrook	2007/01/15-2007/04/19 Laboratory

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)

Step 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!

REMEMBER:

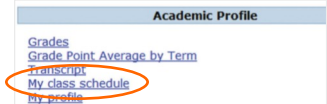
- You do not have to complete the Selection and Registration of your courses in one sitting.
- Course submitted for selection will be held and can be submitted for registration at a later time.
- You will not be enrolled in a selected course **until you have submitted it for Registration.** Selection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



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.

Drop Classes

Step 1: Select 'Register and 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 Registrar's 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 Student 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.)



The image shows a screenshot of the 'Manage My Waitlist' interface. It features a table with columns for 'Action', 'Term', and 'Section Name and Title'. Below the table is a dropdown menu with options: 'RG Register', 'RM Remove from List', and 'WL Waitlist'. An orange arrow points from the text in Step 2 to the 'Remove' action in the dropdown menu.

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	Registration
I'm New to WebAdvisor What's my User ID? What's my password Change Password Address Change	Search for Sections Register for Sections Register or Drop Sections Section Waitlists
Financial Information	Academic Profile
Account Summary Account Summary by Term Make a Payment T2202A Information	Grades Grade Point Average by Term Transcripts 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: www.cotr.bc.ca/accessCOTR, 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 www.cotr.bc.ca

Admissions, Registration, and Fees

Mon - Fri: 9:00am to 4:00pm (Wed to 6:30pm Sept-April)
250-489-8237 or 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**
www.cotr.bc.ca/accessCOTR
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 or 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