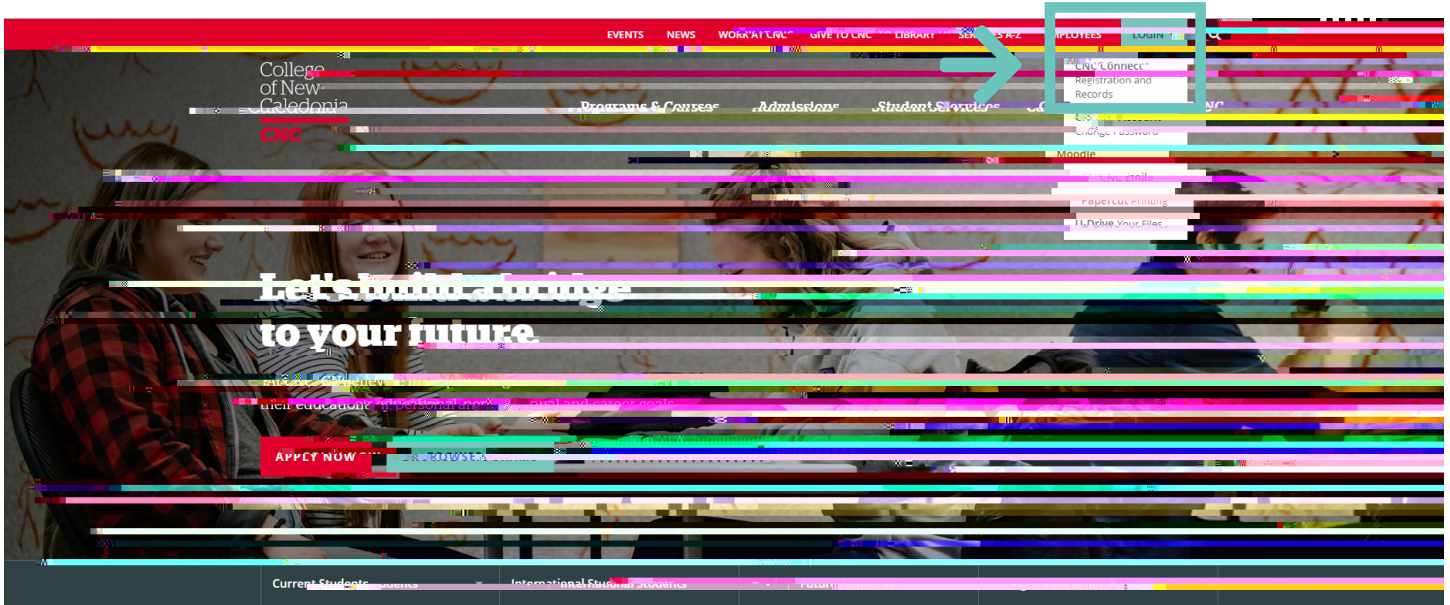


How to search/register for courses on CNC Connect

1. Go to cnc.bc.ca, hover over Login and select CNC Connect



2. Sign into your CNC Connect account and select “CNC Connect for Students”



3. Select “Register for Classes”



4. Select “Search and register for sections”

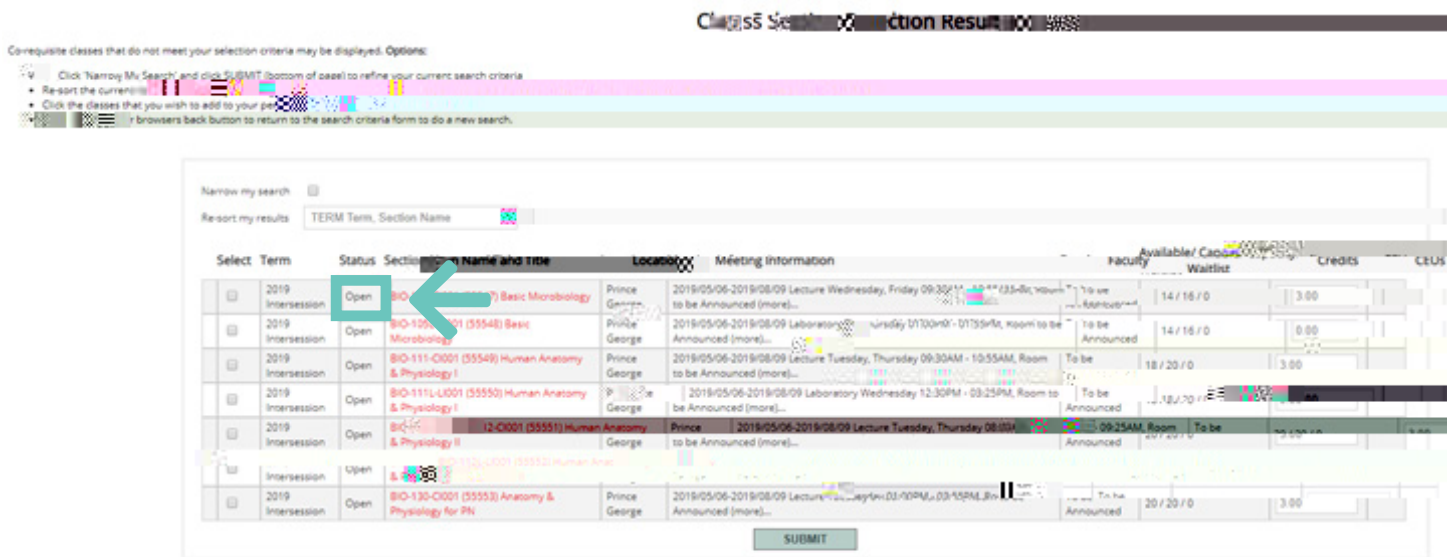


5. For a list of all courses offered, enter the term and campus location.

A screenshot of a course search interface. At the top, there is a 'Term' dropdown menu with '2019 Intercession' selected, highlighted by a teal box and a teal arrow pointing left. Below this is a table with columns for 'Subject', 'Course Level', 'Course Number', and 'Section'. Under the table, there are checkboxes for 'Sections Meeting After' and a row of days (Mon, Tue, Wed, Thu, Fri, Sat, Sunday) with checkboxes. Below that are three 'Course Types' dropdown menus. At the bottom, there is a 'Location' dropdown menu with 'Prince George' selected, highlighted by a teal box and a teal arrow pointing left. There is also a 'Course Title Keyword(s)' text field and an 'Instructor's Last Name' text field.

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7. When reviewing the schedule, look at the status of the course.



8. You can register for open sections. Waitlisted sections will put you on the waitlist. Closed sections are not available.



Add/drop classes online through CNC Connect

1. Select -Register and Drop Sections-



2. Click the **checkbox** next to each class that you wish to add to your preferred list of classes and click -Submit-

The screenshot shows the 'Preferred Sections' screen. At the top, there is a dropdown menu for 'Action for ALL Pref. Sections (or choose below)'. Below this is a table of preferred sections. The table has columns: Action, Term, Section Name and Title, Location, Meeting Information, Faculty, and Available/Capacity/Waitlist. A green box highlights the 'Action' column, and a green arrow points to the 'Register' option in the dropdown menu. Below the table, there is a 'Current Registrations' section with a similar table structure. A green box highlights the 'Drop' option in the dropdown menu, and a green arrow points to it.

3. The Add/Drop Sections screen will be displayed allowing you to register/waitlist/drop from your preferred list of classes AND/OR to maintain previously registered classes.

- To **Add** a class, under the **Action** title, select **Register** from the drop down menu. Once you have selected all the classes, click **SUBMIT**. Ensure that the selected classes do not have time conflicts prior to selection
- To **Drop** a class from a previous registration, click the **box next to the class** that you want to drop and click **SUBMIT** OR from the **Students Menu**, under the **Registration** heading, select **Drop Classes** and follow the above instructions
- To **Waitlist** for a class, under the **Action** title select **Waitlist** from the drop down menu and click **SUBMIT**

4. To **Switch** courses during the **add/drop** period without financial penalty, please complete the following steps in order.

- First, search the **course name** and **number** that you would like to add under the "Register for Classes- tab & remember to select the appropriate campus and check the status of the class
- Click the checkbox next to the class that you wish to add to your preferred list of classes and click **SUBMIT**
- You will now be taken to the -Register and Drop Sections- screen. In the same screen, select **Register** from the drop down menu for the class you would like to add
- Without submitting yet, select the course you would like to drop by clicking the checkbox beside the class under "current registrations".
- After you have selected both **Register** beside the course you would like to add **AND** clicked the **checkbox** beside the course you would like to drop, click **SUBMIT**. Simultaneously performing this action will allow you to switch classes without financial penalty up until the **add/drop** period.