

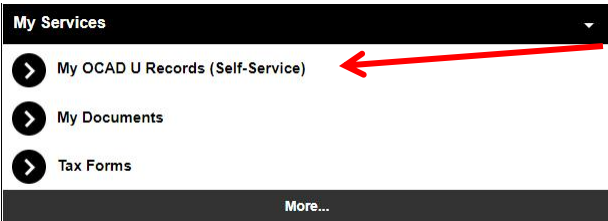


My OCAD U Records (Self-Service) Guide

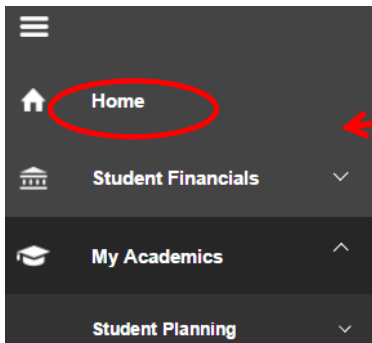
My OCAD U Records (Self-Service) is where your **User Profile**, financial and academic records are located and it is where you plan and register for courses.

To access **My OCAD U Records (Self-Service)**, sign into myOCADU.ca with your OCAD U student number and password.

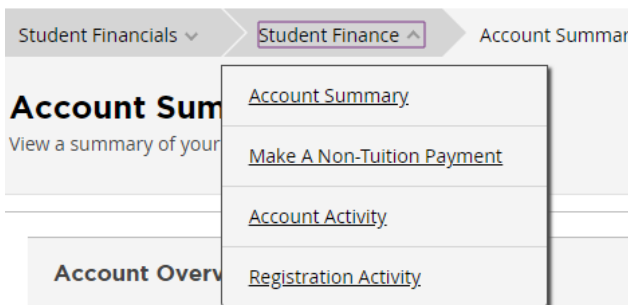
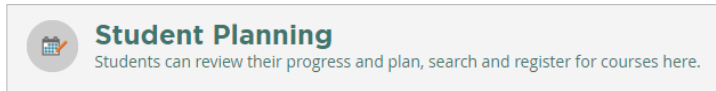
My OCAD U Records (Self-Service)



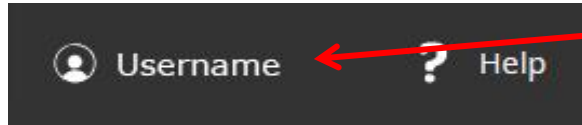
Click on **My OCADU Records (Self-Service)** under the **My Services** section.



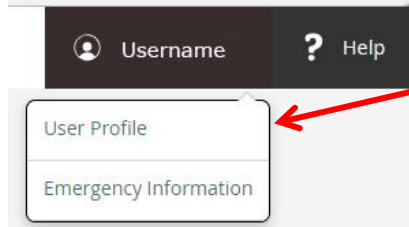
To navigate the portal, use the left-hand pop-out menu, the buttons on the main landing page and the drop-down menu located on top of each page.



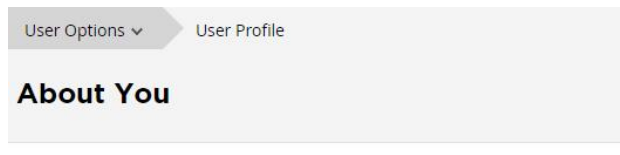
To return to the central landing page, click on the **Home** button.



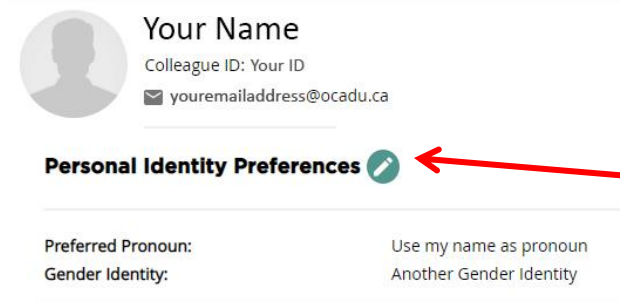
Your **User Profile** can be accessed by clicking on the user profile icon or your username, located on the top right of the main landing page.



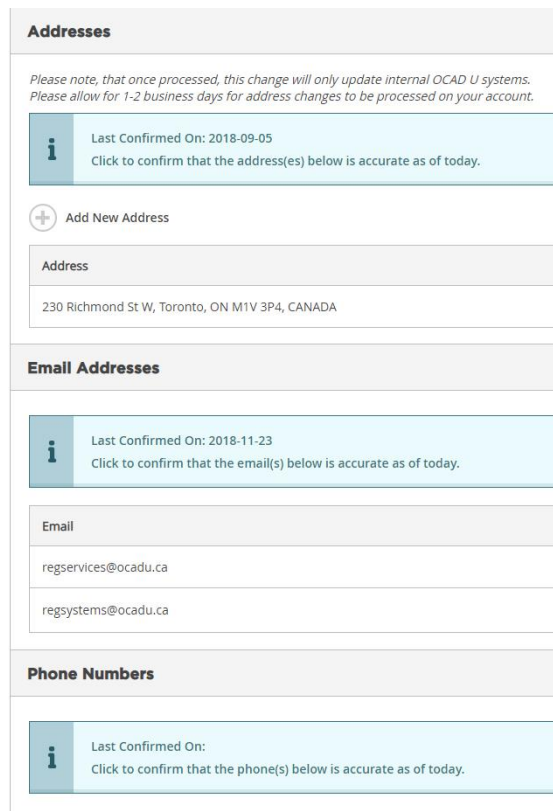
Under the user profile icon button drop-down, select **User Profile**.



Ensure that all of the contact information in your **User Profile** is accurate and up to date.



In the **Personal Identity Preferences** section, you have the option to clarify a preferred personal pronoun and gender identity. Click the green button to edit these preferences.

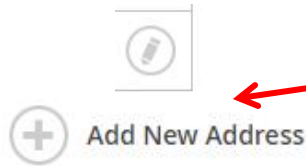


In the lower section of your User Profile, you can see **Addresses**, **Email Addresses**, and **Phone Numbers** that are currently on your file.

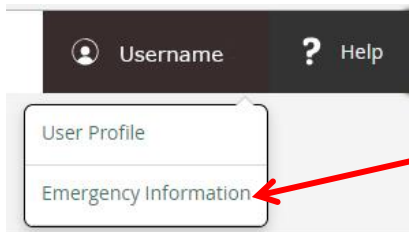
If the information is correct, click on each of the three **Confirm** buttons beside **Addresses**, **Email Addresses** and **Phone Numbers**.

If the information in your **User Profile** is incorrect, please email regservices@ocadu.ca.

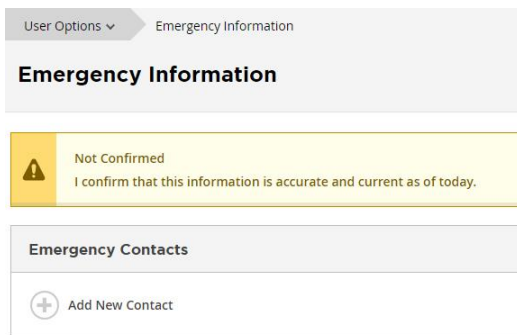
Please confirm this information each term.



To make changes to your contact information, click on the edit buttons on the right hand side of the page, or the plus-sign buttons above your details to add new contact information.



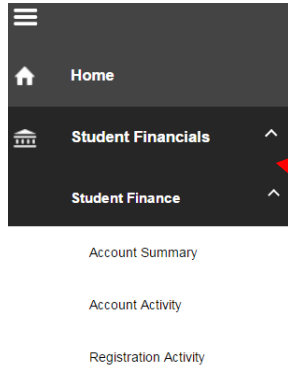
You can also update your emergency contact information. Under the user profile icon button drop-down, select **Emergency Information**.



Click on **Add New Contact** to add a new emergency contact, or click on the edit button at the bottom of your contact's details to update their information.



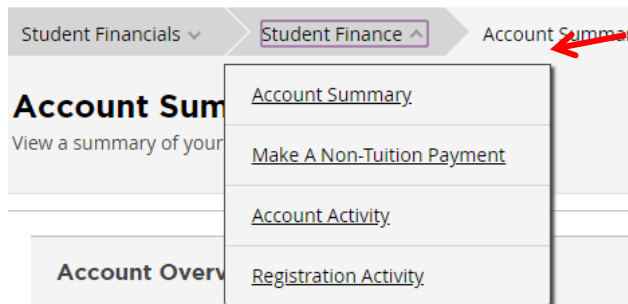
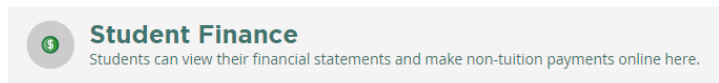
Once you have finished adding or editing your emergency contact's information, click the **Confirm** button to confirm that this information is up to date.



Student Financials > Student Finance is where you can view your financial statements and make non-tuition payments online.

To navigate to **Student Finance**, use the left-hand pop-out navigation menu and click on **Student Financials** and then **Student Finance**.

Or select the **Student Finance** button from the main homepage.



Once you are in the **Student Finance** section, navigate using the drop-down navigation bar at the top of the page.

Under **Student Finance**, you can review your **Account Summary**, **Account Activity** and **Registration Activity**, or **Make a Non-Tuition Payment**.

Account Summary		
View a summary of your account		
Account Overview		
Amount Overdue	\$100.00	
Total Amount Due	\$100.00	Make a Non-Tuition Payment
Total Account Balance	\$100.00	Account Activity
Winter 2018	\$0.00	
Spring/Summer 2017	\$100.00	

Account Summary offers an overview of your financials. From here, you can also **Make a Non-Tuition Payment**. Use this when you submit an [Intent to Graduate](#).

Access **Account Activity** to view your Financial Activity and view detailed Charges, Payments, Refunds and Balance by term.



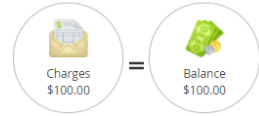
My OCAD U Records (Self-Service) Guide

Account Activity

View your Financial Activity

Term Spring/Summer 2017 - Balance: \$100.00

[View Statement](#)



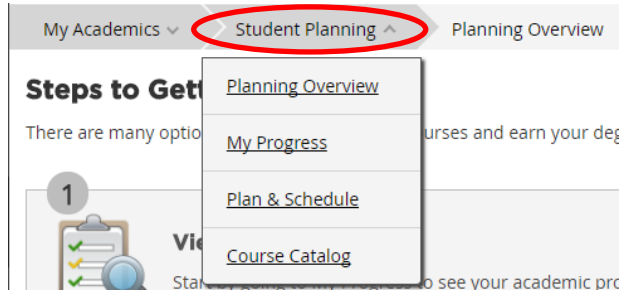
Collapse All

^ Charges			\$100.00
^ Miscellaneous			\$100.00
Invoice	Date	Description	Amount
000268908	2017-09-25	Convocation Fee	\$100.00
Balance			\$100.00

In **Account Activity**, click on **View Statement** to view and print your detailed Student Tuition and Fees Statement.

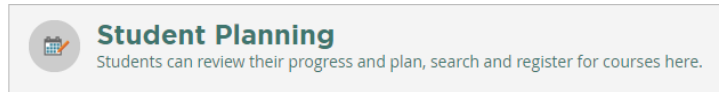
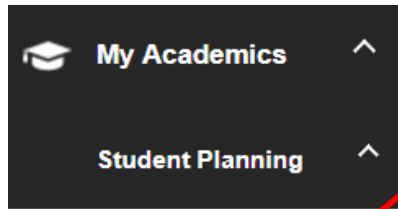


OCAD UNIVERSITY		Student Tuition and Fees Statement	
OCAD University 100 McCaul St Toronto, ON M5T 1W1		Name	[REDACTED]
Toronto, ON CANADA		Student ID	[REDACTED]
		Total Balance	\$12.00
		Amount Overdue	\$12.00
		Total Amount Due	\$12.00
		Amount Enclosed	
Please return this portion of the statement to the institution, along with your payment.			
Date Generated: 2017-02-16			
Account Activity Summary - Fall 2016			
Charges			
Miscellaneous Charges			\$12.00
+ Total Charges			\$12.00
= Fall 2016 Balance			\$12.00
= Total Amount Due			\$12.00
Total Balance			\$12.00
Account Activity Details - Fall 2016			
Miscellaneous Charges			
Invoice ID	Date	Description	Amount
[REDACTED]	2/16/2016	Transcript Request Fee	\$12.00
Total			\$12.00
Balance			\$12.00



The **My Academics > Student Planning** section is where you can review your progress towards graduation and plan, search and register for courses.

Navigate using the left-hand pop-out navigation menu and click on **Student Planning**, use the drop-down navigation bar on the top of the page, or select the **Student Planning** button on the main homepage.



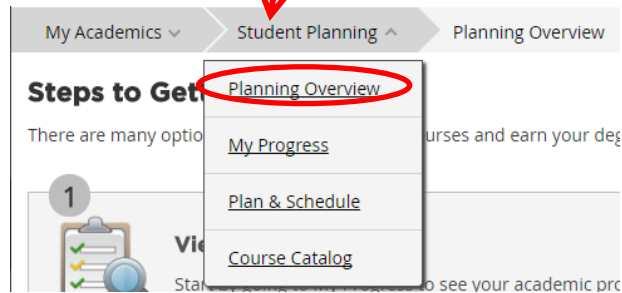
Within the **Student Planning** menu, select **Planning Overview**.

Planning Overview

My Progress

Plan & Schedule

Course Catalog



Fall 2017 Schedule			
	Mon	Tue	Wed
8am			
9am	GDES-1009-001		
10am			
11am			
12pm			
1pm			
2pm			
3pm			
4pm			
5pm			
6pm			
7pm			ADVR-1001-001
8pm			

The **Planning Overview** page gives you a quick snapshot of your current academic schedule.



My OCAD U Records (Self-Service) Guide

1 **View Your Progress**
Start by going to My Progress to see your academic progress in your degree and search for courses.
[Go to My Progress](#)

Select **Go to My Progress** to review **At a Glance** your **Degree Completion Requirements**, see your academic progress towards your degree, search for courses in the **Course Catalog** and view your final course **Grades**.

My Academics > Student Planning > My Progress

My Progress

Search for courses...

BDES Illustration (1 of 1 programs) [View a New Program](#) [Load Sample Course Plan](#)

At a Glance

Cumulative GPA: (60.000 required)
Institution GPA: (60.000 required)
Degree: Bachelor of Design
Majors: Illustration
Departments: Faculty of Design
Catalog: 2017

Description
Program Notes
[Show Program Notes](#)

Program Completion must be verified by the Registrar.

Progress

Total Credits (2.5 of 20)
2.5 / 20

Total Credits from this School (2.5 of 10)
2.5 / 10

Requirements

Program Requirements

Complete all of the following items: **0 of 4 Completed**. [Hide Details](#)

A. Core courses

To graduate, you require a minimum average of 60% for your core courses.
60.000 Minimum GPA Required.
Complete all of the following items: **0 of 2 Completed**. [Hide Details](#)

1. Complete the following 0.5 credit core course: **Fully Planned 0 of 1 Courses Completed**. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
--------	--------	--------	-------	------	---------



My OCAD U Records (Self-Service) Guide

2 **Plan Your Degree & Register for Course Sections**
Next, take a look at your plan to see what you've accomplished and register your remaining course sections toward your degree.
[Go to Plan & Schedule](#)

Select **Plan Your Degree & Register for Course Sections** to see what you've accomplished toward your degree and register for your remaining course sections.

In **Plan & Schedule**, view sections of courses, review the courses that you have planned, register and sign up for a course section waitlist, and/or drop courses

My Academics > Student Planning > Plan & Schedule
Plan your Degree & Register for Course Sections
Schedule | Timeline | Advising
Filter Sections | Print

- Planning Overview
- My Progress
- Plan & Schedule**
- Course Catalog

Click on the **Timeline** tab within Plan & Schedule to see a term by term breakdown of your OCAD University academic history.

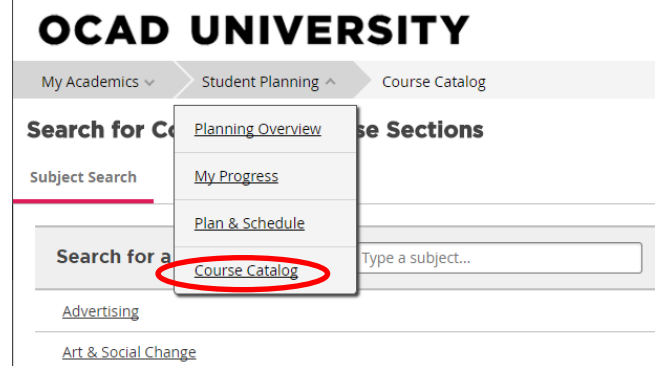
OCAD UNIVERSITY
My Academics > Student Planning > Plan & Schedule
Plan your Degree and Schedule your courses
Search for courses...
Schedule | **Timeline** | Advising
Add a Term

Spring/Summer 2015	Fall 2015	Winter 2016	Winter 2017	Fall 2018
<ul style="list-style-type: none">ADYR-2005: Photography for Advertising Credits: 0.50VISC-1001-001: Global Vis & Mat Cult: to 100 Credits: 0.50 <p>1 Planned Credits</p>			<ul style="list-style-type: none">GART-1003: Digital Pract: Globalization Credits: 0.50 <p>0.50 Planned Credits</p>	



My OCAD U Records (Self-Service) Guide

Use **Course Catalog** to review detailed course descriptions, prerequisites, corequisites, section availability and to help you plan and register for your courses.



Click on a specific course title and course section to review **Section Details**. To select and plan a section, click on the **Add Section to Schedule** button.

<u>Advertising Intro 1 001</u>			Add Section to Schedule
Seats	Times	Locations	Instructors
8	W 6:30 PM - 9:30 PM 2017-09-06 - 2017-12-05	Toronto, Annex Building 525 Studio	Sheppard, B

Section Details

ADVR-1001-001: Advertising Intro 1
Fall 2017

Instructors	Sheppard, B
Meeting Information	W 6:30 PM 9:30 PM 2017-09-06 - 2017-12-05 Toronto, Annex Building 525 (Studio)
Dates	2017-09-06 - 2017-12-05
Seats Available	8 of 25 Total
Credits	0.5
Grading	Graded
Requisites	None
Course Description	In this course, students will be introduced to the issues of communication in the context of contemporary advertising and influence. Students learn the importance of consumer behaviour, influence and social trends, analyzing and responding to consumer needs in the development of creative and effective advertising. Students begin to explore the relationship between brands and consumers, using different tools and techniques in analogue and digital platforms, as well as combining writing, drawing, design, typography and photography. Note: This "Writing Across the Curriculum" (WAC) course is part of an initiative to support students in their disciplinary writing.

[Close](#) [Add Section](#)



My OCAD U Records (Self-Service) Guide

My Academics > Graduation is where you can submit an Intent to Graduate.

OCAD UNIVERSITY

My Academics ^ Graduation

Student Planning Graduation (Completing 2017 Summer Term)

Graduation Graduates must submit an Intent to Graduate. This Intent may be submitted online. The graduation fee may be paid online or may be paid at the Cashier's Office (7th Floor, 230 Richmond):

- \$50.00 up to July 31, 2017 or
- \$100.00 August 1, 2017 to September 11, 2017

Students with outstanding accounts (Finance, Library, Studio etc.) at the end of the summer term will not be assessed for graduation.

Graduation Intent

Please click on one of the links below to submit your Intent to Graduate. For more information about graduation and convocation please visit [Convocation](#)

[Review My Academic Progress](#)

Programs of Study		
Program of Study	Major	Graduation Intent Status
BFA Degree Completion	Undergraduate	✔ Graduation Intent submitted on 2017-09-25

Graduation Intent Status

Submit Intent Form



My OCAD U Records (Self-Service) Guide

On the top right of the page, click on the **? Help** button within any section of the portal for answers to FAQs.

Username ? Help

Account Activity Help

- ▶ **What information is available in the Account Activity view?**
- ▶ **How can I generate a statement of my student account?**
- ▶ **How can I view what deposits are due?**
- ▶ **How can I view information about my payment plans?**
- ▶ **How can I make payments on my amounts due?**
- ▶ **How can I view information about my payments and deposits?**

Username ? Help

Graduation Help

- ▼ **How do I apply for graduation?**

When you are eligible for graduation you may submit an application for graduation that indicates which academic program you intend to graduate from and the term in which you will complete the program. Your institution's policy will determine when you can apply for graduation. If the term you intend to graduate in is not listed in the Graduation Term field, then you cannot submit an application at this time. After you have submitted your application, you will be notified of your application after the application has been processed.
- ▶ **How do I select a different program of study?**
- ▶ **How do I make changes to my graduation application?**

To **Sign Out**, return to your Portal Dashboard and click on the **Sign Out** button in the menu at the top right of the page.