

Dear Student:

Registering for your courses is a **three-step process**:

1. Plan
 2. Schedule
 3. Register
- Log in to myOCADU (<https://my.ocadu.ca>).
 - Click on 'My OCAD U Records' and then on 'Student Planning'.
 - Select 'Go to My Progress' and in this section you will find the full list of requirements for your program. Note: *The first number in the course code indicates the year level of the course (e.g., DRPT-2009 is year level two).*

Step 1: Plan

- **Read Course Descriptions:**
 - Option 1: In the 'My Progress' section under 'Program Requirements', click the Search button located on the top right of each list of courses to read course descriptions for that group.
 - Option 2: You may also click on an individual course in the list to see read the course description.
- **View Available Sections:**
 - For each course you wish to take, click on the bar marked > 'View Available Sections'.
- **Add Section to Schedule:**
 - Choose the correct term, (i.e., Winter 2017 or Fall 2017) and then click on the 'Add Section to Schedule', for the section that you wish to take. A popup will appear with 'Section Details'; click on 'Add Section'.
- **Add Course to Course Plan:**
 - This will add the course to your 'Course Plan' under the 'Plan & Schedule' tab.

Step 2: View Your Course Plan & Schedule

- On the topmost navigation bar, click on the 'Student Planning' drop-down menu, and select 'Plan & Schedule'.
- On the 'Schedule' tab page, use the > right or < left arrow buttons to select the correct term (i.e., Winter 2017 or Fall 2017). Or select + to manually add in the term.
- Your planned course sections will appear in your schedule as 'Planned' in the colour yellow. Review your planned schedule prior to registration.

Step 3: Register

When registration opens:

- Go to your planned 'Schedule' and then click the 'Register Now' button at the top right of your timetable for the correct term.
- If you have successfully registered, your course sections will turn green, and be marked as 'Registered'.
- Please verify that you have been registered successfully for all of your course selections. (If your courses are marked yellow, as 'Planned' or 'Waitlisted', you have not been registered.)

For additional information and assistance on planning, scheduling and registering for your courses, review the following [registration instructions and videos](#), or contact [Academic Advising](#) for assistance with course selection and program planning.

OCAD U is committed to providing accessible information to our community. If you require any information in an alternate format, please forward your request to regservices@ocadu.ca and let us know what format is preferable.