

Registration

Tips and Tricks

Double-check your program map

Make sure you're registering for the right courses by checking your program map. Need a copy? [Reach out to your Academic Advisor.](#)

Plan your schedule ahead of time

[Preview available courses](#) and [make a draft schedule](#). This way you can make sure none of your classes overlap, and you're meeting the requirements of your program map.

Check for linked labs and tutorials

When [previewing courses](#) and planning your schedule, always check for labs and/or tutorials that are linked to your preferred lecture. Select the **show linked section** button listed with any lecture to see its linked components.

Don't forget the CRNs

You'll need the CRN to register for each course, lab or tutorial you're interested in. While [previewing available courses](#), this five-digit number can be found between the course name and course code.

Confirm your registration time

Make a note of and triple check your [registration window](#). This way, you'll give yourself the best chance of getting into all the courses you're interested in.

Read the registration contract

By agreeing to this contract, you're also complying to supply any required documentation, and to pay all fees associated with any courses you enrol in. This includes following all outlined course [drop deadlines](#) and consequences.

Review common registration errors

If you run into any roadblocks when registering for your courses. [Check out our registration FAQs](#)—including common errors—for next steps. You can also [view our handy registration video](#) for more help.

Register for your fall and winter semesters

If you're planning to study in both the fall **and** winter, register for **both** at the same time. If you wait to register for the winter term, you may not get the classes you need or want.

Know the important dates

There are important dates in all semesters—the last day to add classes, the dates on which courses can be dropped and fee deadlines. Familiarize yourself with our [important dates and deadlines](#) and the concerns of not meeting them.

Print your schedule

Confirm your schedule by printing out a hard copy, which can be found on [MyCampus](#). Make sure you print it over a few weeks so all bi-weekly classes, labs or tutorials are all included.

Confirm your schedule before class starts

Double-check your course schedule a week before classes start to make sure no room changes have been made.

Verification of enrolment

Once you've registered for your classes, you'll be able to print your verification of enrolment letter. This document can be used for RESP and insurance purposes. You can access this letter on [MyCampus](#), on the **OT Undergraduate** tab and under the **Student Records** heading on the right-hand side of the page.

Contact us

If you can't find an answer to your question on our website, you can email us at connect@ontariotechu.ca. Please include **Registration Question** in your subject line to help us prioritize your request, as well as your full name and student number in your email. If you'd like us to give you a call, make sure to include your phone number in the subject line as well. Please note: A 226 area code will appear for all calls.