

Registration

Tips and Tricks

Double-check your program map

Make sure you're registering for the right courses by checking your program map. If you're unsure of which program map you should be following, [reach out to your Academic Advisor](#).

Plan and create your schedule

[Preview and search for available courses](#) and then use the **plan ahead** option to create a mock schedule for each semester you're registering in. Once you're ready to register for your courses, you can quickly save and upload it.

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.

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.

Know the important dates

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

View your schedule

View your current term schedule on [MyCampus](#) by locating your **student schedule** and selecting the appropriate term. It can be viewed by a calendar setting or detailed list.

Confirm your schedule before class starts

Double-check your course schedule a week before classes start to make sure no changes have been made in regards to the blended-learning model.

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, [CPP](#) and insurance purposes. You can access this letter on [MyCampus](#), on the **OT undergraduate** tab, 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 contact us at connect@ontariotechu.ca. Please include **Registration Question** in the subject line to help us prioritize your request, as well as your full name and student number in your email.

If you wish to speak to someone on the phone, give us a call at 905.721.3190. Our phone lines are open Mondays, Tuesdays, Thursdays and Fridays from 9 a.m. to 4 p.m., and Wednesdays from 11:30 a.m. to 4 p.m.