MyHumber Step by Step A Guide for Applicants and Students

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Log in to MyHumber

- Go to humber.ca/MyHumber
- Type your username and password.
- Click "Log In"

MyHumber Main Menu

You will be able to view the following:

- Personal Information
- Registration
- Student Records

- Student Account
- Academic Progress
- Student Awards and Financial Aid

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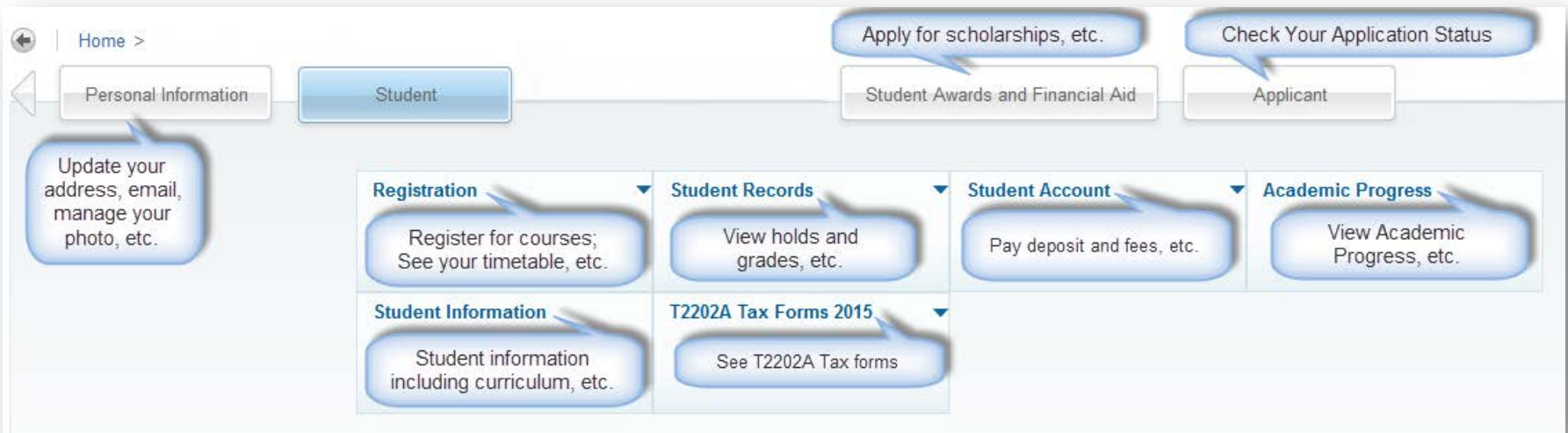
Tracking Admissions Applications Status

1. Select **Applicant** tab.
2. Select **Applied Programs** tab.
If you had previously applied to Humber, there will be a prompt asking to select a **Year** and **Applicant Number.**
3. Select the **Year** and **Applicant Number.**
4. Click on **Submit.**

Tracking Admissions Applications Status continue

Program Name and Application status are viewable.
1. Select 'Please click here for important information about how to understand your current application status.' For an Explanation of Terms
2. Select 'Do I Have Any Missing Requirements' for each program to view outstanding academic/secondary requirements

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Checking Missing Requirements

You may have more than one missing requirement for each program.

In this example, applicant has three missing requirements for Practical Nursing program:
1. Proof of Receipt of OSSD as General Requirement;
2. Admissions testing HFA01 as Secondary Requirement;
3. English Language Proficiency as Program Requirement

Checking Missing Requirements continue

Click **OK** to return to the **Applied Programs** page to view missing requirements for other programs or click on **Applicant** to return to the **Applicant menu**

Applicants who are required to register for an admission event (e.g. test, portfolio presentation, audition) will see the link to '**Book an Event**' displayed under Secondary Requirement Not Met

Checking Missing Requirements continue

- '**Book an Event**' icon will change to '**View or Manage My Event**' after you have booked your event
- Click on '**View or Manage My Event**' to view your registered event date and time, or reschedule the event
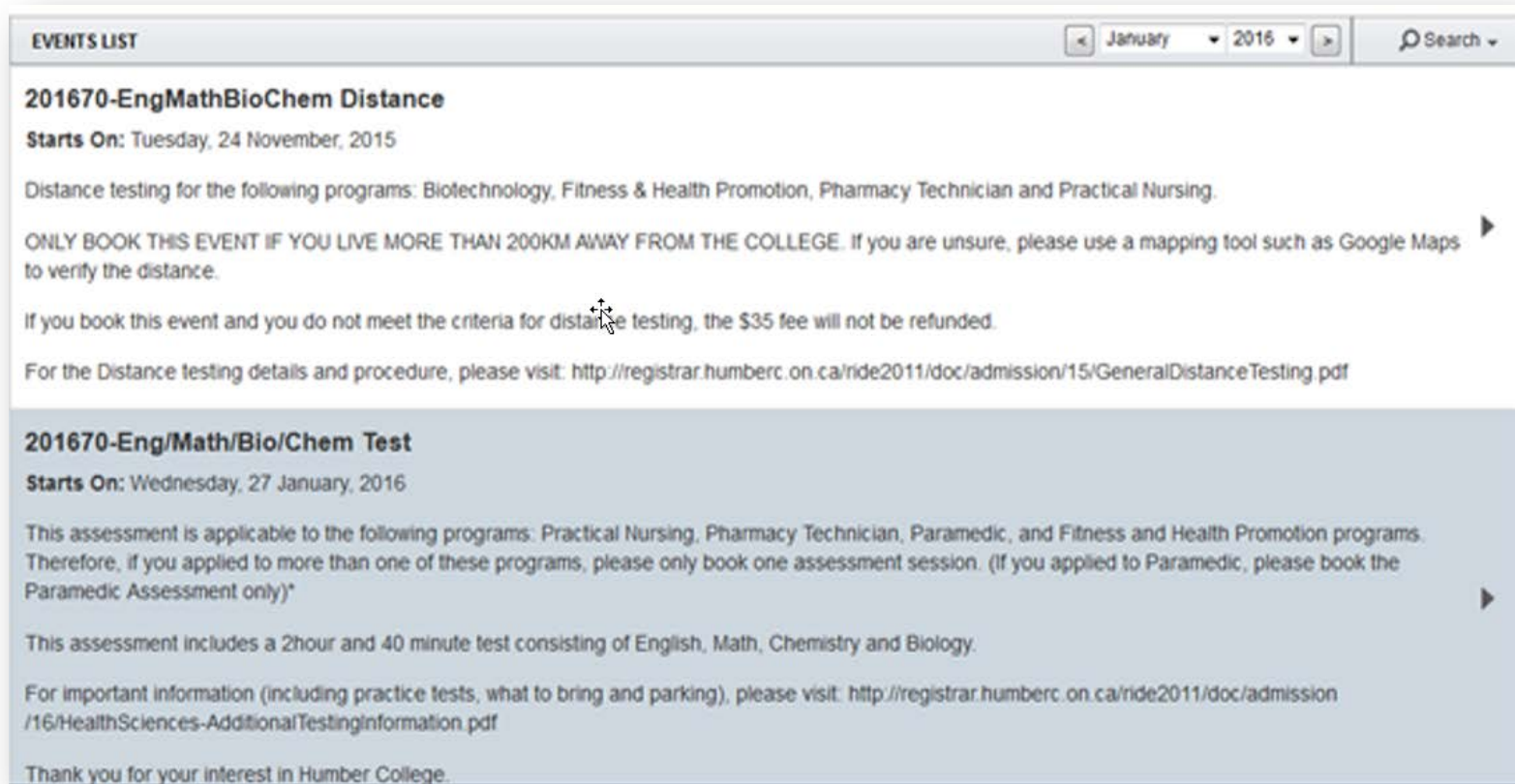
Secondary Requirements Not Met

	Test Code	Test Description	Link
3.	HFA 01	ENG, Math, BIO, CHEM Test 07041-10331-07731-BT211	View or Manage My Event

Registering for an Admissions Assessment (Event)

1. Once you click on '**Book an Event**', you will be taken to **Event Management** with a list of available assessments.

Registering for an Admissions Assessment (Event) continue

Select the distance or on-campus assessment. A list of available assessment dates will display.

Registering for an Admissions Assessment (Event) continue

- Select the desired assessment and click on '**Register'.** If fees are required for an assessment, a disclaimer around non-refundable assessment fees will display

> ⚠ Event registration fees are non-refundable; however, you may reschedule to other functions, where available, without additional fee payments. If you agree, click 'OK' to proceed with registration; otherwise, click 'Cancel'.
>
> [OK] [Cancel]
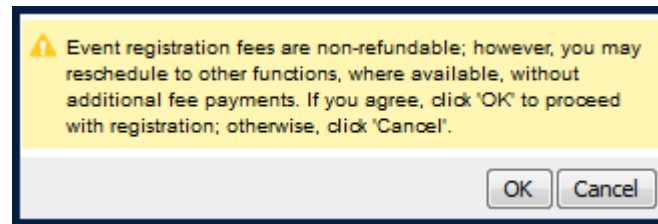
- Click **OK** to continue
- Click on '**Complete Registration'** to register in the assessment. If fees are required for this assessment, by the payment page will display
- Once the registration is completed, the assessment that the applicant is registered in will display at the right under '**My Events'**
- Click on the Home button or back arrow to go back to MyHumber to the list of applied programs
- Click **OK** to return to the **Applied Programs** page to view missing requirements for other programs or click on **Applicant** to return to the Applicant menu

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Viewing Conditions of My Offer

1. If your offer of admissions is conditional, '**Conditional Offer**' is indicated under **Offer Status**
2. Click on '**View Conditions of My Offer**' to view outstanding conditions

Active Programs

Program Name	Semester	Start Date	Term	Campus	Date Application Received	Offer Status	Confirmation Due by	Fees Due Date	Confirmation Received
11071 - Police Foundations	1	SEP-2016	Fall 2016	Lakeshore Campus	03-MAY-16	Conditional Offer	20-MAY-2016		

View Conditions of My Offer

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Confirming your Offer

Domestic Applicants: Confirm your offers at Ontariocolleges.ca

International Applicants: Confirm your offer at MyHumber
View the How to Confirm video to guide you through this process

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Registration: Select Term

Select Term: Select the term you will be registering for from the dropdown menu.

The "View only" message next to the year is displayed when the term is not active for registration (such as adding, dropping or withdrawing from classes).

Registration Status

1. Ensure you have a green check mark beside each item.
2. Ensure your program is correct

If you see this message:

⚠ **You have Holds which will prevent registration.**

Check **Holds** under the **Student Records tab.**

Note: Contact your program coordinator if any information is incorrect. Please check your program on the www.humber.ca/registration site to see if it is block or course based.

Registration Status

⬅ | Home > Student & Financial Aid > Registration > **Registration Status**

✔ You have no Holds which prevent registration.
✔ Your Academic Standing is No Decision which permits registration.
✔ Your Student Status permits registration.
Your Class for registration purposes is Semester 1.

> Look for the green check mark by each item to ensure you can proceed to register

Earned Credit

Level	Type	Hours
Continuing Education	Institutional	0.000
Postsecondary	Institutional	127.000

Curriculum Information

Current Program
Ontario College Adv Diploma

Level:	Postsecondary
Program:	3D Animation, Art & Design
Admit Term:	Winter 2015
Catalog Term:	Winter 2015
College:	Media Studies & Info Tech
Campus:	North Campus
Major:	3D Animation, Art & Design

> Ensure the **Curriculum Information** is correct
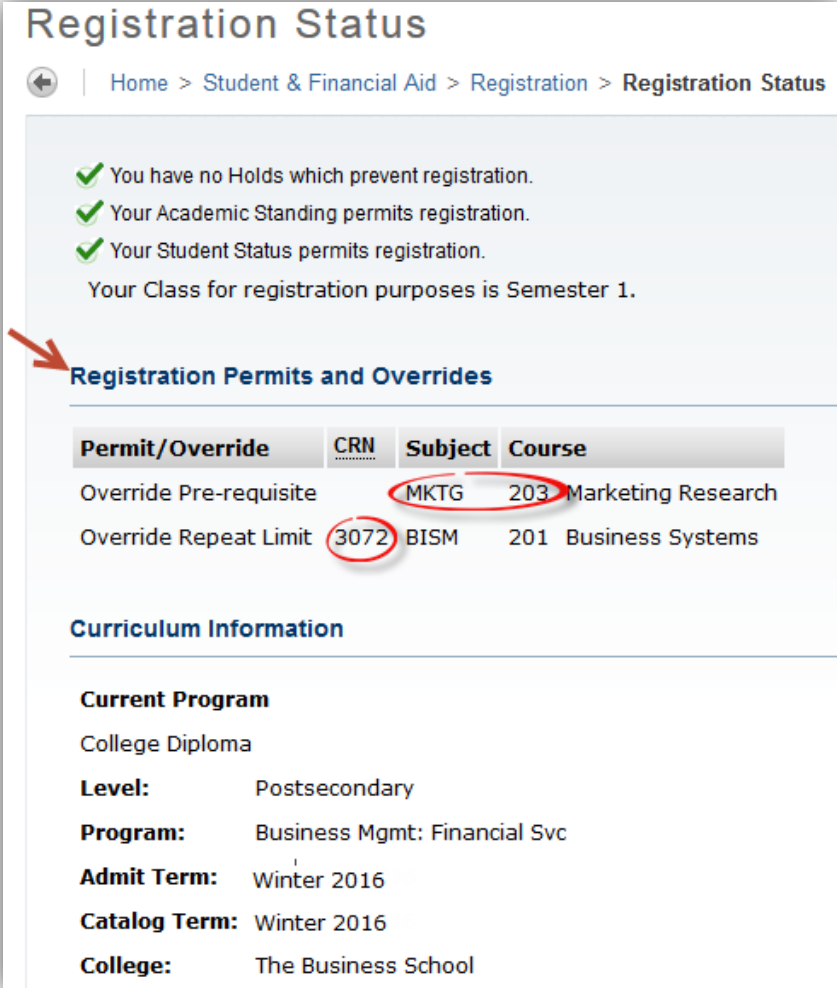
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Registration Status

Course based Registration students:

You may see the **Registration Permits and Overrides** field in your Registration Status.

Special permission has been given by your Program Coordinator to register for this course or CRN
You are responsible to register for either the specific CRN displayed or when you are given the Subject and Course information only, you will have to search for a course to register for it.
Please see Course Based Registration.

Registration Status

Home > Student & Financial Aid > Registration > **Registration Status**

✔ You have no Holds which prevent registration.
✔ Your Academic Standing permits registration.
✔ Your Student Status permits registration.
Your Class for registration purposes is Semester 1.

Registration Permits and Overrides

Permit/Override	CRN	Subject	Course	
Override Pre-requisite		MKTG	203	Marketing Research
Override Repeat Limit	3072	BISM	201	Business Systems

Curriculum Information

Current Program
College Diploma

Level:	Postsecondary
Program:	Business Mgmt: Financial Svc
Admit Term:	Winter 2016
Catalog Term:	Winter 2016
College:	The Business School

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Test Scores

Test Scores:

If you are a new student in Semester 1 of your program.

- You <u>must</u> complete a Computerized College Placement Test (CCPT) before registering for your first semester writing and mathematics courses.
- Students enrolled in degree and postgraduate programs are not required to complete CCPTs.

More information on CCPT can be found at:
http://registrar.humberc.on.ca/ride2011/doc/ccpt/CCPTCodeList.pdf

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Test Scores

Test Scores

1. Check your "Test Scores" at the bottom of this page.
2. Check the Legend and see what course you need to register for.

② Legend

English Placement Test Score	Course you will be registering for	Math Placement Test Score - Business	Course you will be registering for
W01 or W02	WRIT 050	Math Test (Alg and Ari) = less than 100	BMTH 010
W11, W12 or W13	WRIT 1XX	Math Test (Alg and Ari) = greater than or equal to 100 and less than 140	BMTH 100
E01 or E02	ESOL 050	Math Test (Alg and Ari) = greater than or equal to 140	BMTH 120
E11, E12 or E13	ESOL 100		
X00 or X01	Exempt from 1st semester course	**Math Placement Test Score - Applied Techonology**	**Course you will be registering for**
		Math Test (Alg and Ari) = less than 160	TMTH 010
		Math Test (Alg and Ari) = greater than or equal to 160	TMTH 1XX

For information on test score results, please click here

① Test Scores

After writing your CCPT, your scores will be displayed here

Test Description	Test Score	Date Taken
Algebra CPT Results	088	Aug 04, 2014
Arithmetic CPT Results	106	Aug 04, 2014
Math Test (Alg and Ari)	194	Dec 23, 2014
Writing Sample Results	W12	Aug 04, 2014

Return to Previous

Humber College

For more information on English Test Scores, follow the link entitled click here

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Note: Based on your CCPT score, you may be placed in an ESOL (English as a Second Language) course. You may also be placed in a lower WRIT or MATH course than the one shown in your Academic Progress and this may incur extra charges.

Important You will not be able to register for your WRIT nor BMTH / TMTH courses if you do not see your test scores here.

Checking Academic Progress

Check your Academic Progress Worksheet for your current program to assist with registration

Checking Courses Available for Registration in Academic Progress

Course Based Registration students can plan a timetable prior to registration by checking classes available for registration on Academic Progress:

- See courses with "Still Needed" requirement.
- Click on the course code you would like to see the scheduled sections, see example below.

Business Management - Financial Services				Catalog Term: Winter 2016 Courses Required: 24
				Cumulative Program GPA: 0.0 Courses Applied: 4

Unmet conditions for this set of requirements:	24 courses are required. You currently have 4. You still need 20 more courses. A minimum of 6 courses must be taken at Humber. Your Cumulative Program GPA is 0.0. A 60% Cumulative Program GPA is required.

SEMESTER 1						
Economics: Financial Services	BECN 110	Economics: Financial Services	IP	(3)	Winter 2016
PC Business Essentials	BISM 100	PC Business Essentials	IP	(3)	Winter 2016
Interpersonal Communications: Financial Services	BMFS 100	Interpersonal Comm: Finl Svc	IP	(3)	Winter 2016
Financial Products and Services	BMFS 102	Financial Products & Services	IP	(3)	Winter 2016
Mathematics of Finance	Still Needed:	1 Class in **BMTH 120***			
College Reading and Writing Skills	Still Needed:	1 Class in **WRI**...*			

Mathematics of Finance - 3 Credits

SEMESTER 2

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Academic Progress
Scheduled Sections Displayed in Details

When you click on the course code hyperlink, a pop-up window displays with all scheduled sections in details:
- Term
- Campus
- CRN
- Section
- Seats Open
- Meeting Times

Write down the CRN(s), go to Add or Drop / Withdraw Classes and type the CRN(s) in the boxes then click Submit Changes.

BMTH 120 3 Credits **Mathematics of Finance** Print

This course introduces commercial and financial mathematics. Procedures to establish price in manufacturing, wholesaling, distributing and retailing are discussed. Problems involving compound interest and annuities are solved. This knowledge is used in investment decision applications.

Prerequisites: **BMTH 010** minimum grade of 50

Attributes: BMTH - Mathematic Elective

Sections:

Term	Campus	Crn	Section	Seats Open	Meeting Times	
Winter 2016	LA	1028	0YG	11 (out of 35)	Tu	11:40 - 13:25
					Th	12:35 - 14:20
	NO	3254	0AC	0 (out of 35)	M	11:40 - 12:30
					Th	11:40 - 13:25
	NO	3255	0AD	0 (out of 35)	M	13:30 - 14:20
					W	13:30 - 15:15
	NO	3256	0AG	0 (out of 35)	Tu	09:50 - 10:40
					F	09:50 - 11:35
	NO	3257	0AH	0 (out of 35)	Tu	11:40 - 13:25
					F	12:35 - 13:25
	Online	3258	0AJ	18 (out of 35)		TBA
	LA	3259	0AN	1 (out of 25)	M	09:50 - 11:35
					Th	10:45 - 11:35
	LA	3260	0AR	5 (out of 25)	Tu	09:50 - 11:35
					F	09:50 - 10:40

Checking the Status of Your Transfer Credits

Your application is under review when you will see the course listed as "**IP" (In Progress)**

Once your transfer credits are approved, the requirement will be checked in green with a **"TRC"** code
If your transfer credits are not approved, the "IP" status will be removed and the course will remain as still needed.

Block Based Registration

Blocks available for registration will be viewable when registration for your program opens as per the registration calendar at http://www.humber.ca/registration/

Click on the **Registration** tab; then **Add or Drop/Withdraw Classes**

- The list of Primary Blocks and their respective Additional blocks may require scrolling depending on the program.
- Choose your Primary block by clicking on a radio button then go to the bottom of the page and click **Register.**

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How to Register for Additional Block Courses

From the **Current Schedule** page, you will be able to "Choose Additional Block" courses.

Primary Block Registration Successfully Processed

Once you register into your primary block, the system will display your Current Schedule.

No Primary Blocks Available for Registration

You will see this page when all Primary Blocks are closed.

- This error indicates that at least one course in each of the available primary blocks is closed. When that happens, the block will not be displayed.

Contact your Program Coordinator (Primary Advisor) found on the Student Information tab regarding course availability.
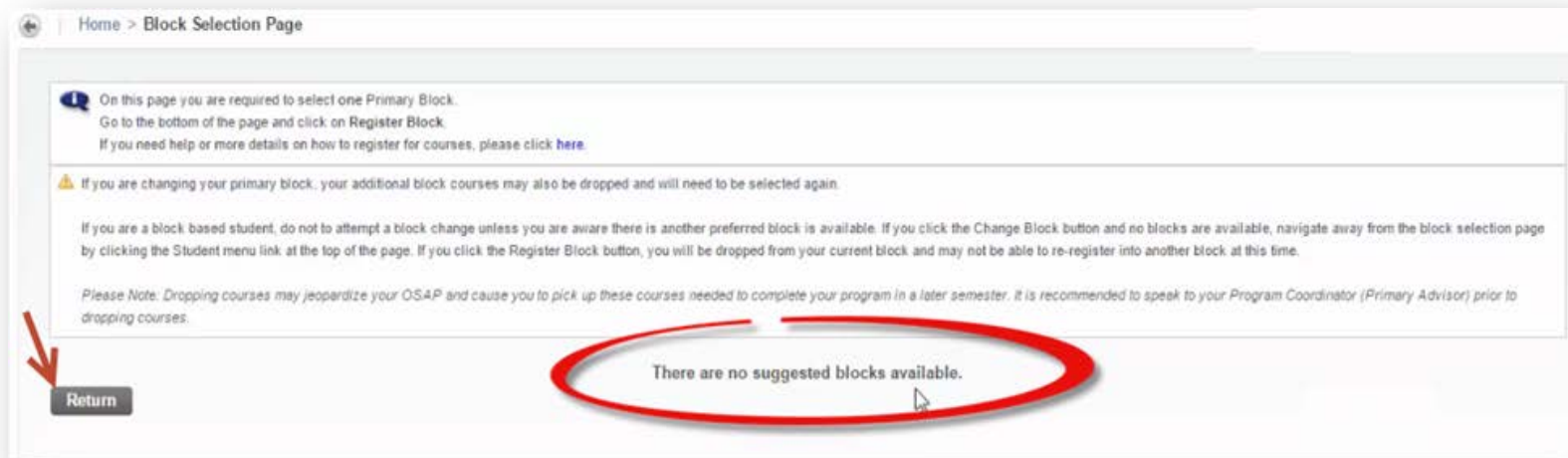
Additional Block (s) Registration

Additional Blocks are displayed just below the Primary Block you registered for (see example below, ITAS000GGG and WRIT000LLL). Registering for Additional Blocks:

- Check the box of one of the courses displayed, then click "Register Additional Block".

"C" (Closed Section) is displayed next to the CRN when the course has reached its maximum enrollment.

Course Based Registration

If your program is course based, you are advised to plan your timetable prior to registration. You can do that by checking courses available for registration through your Academic Progress and entering the CRNs in the Add or Drop Classes page

Registration → ■ Add/Drop/Withdraw Classes
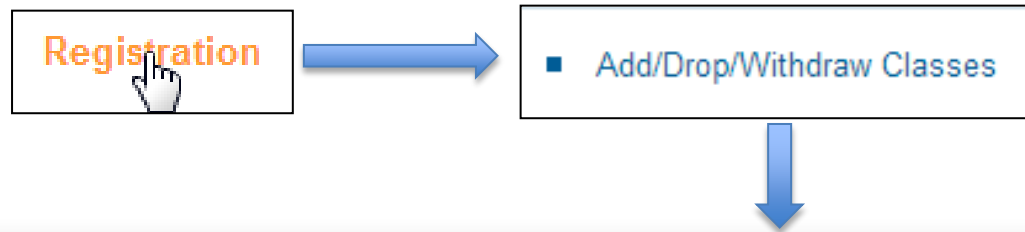
Add or Drop Classes

Home > **Add or Drop Classes**

To add a class, enter the Course Reference Number in the Add Classes Worksheet section below. Click on **Submit Changes**.
To drop a class, use the options available in the Action pull-down list.
If you need help or more details on how to register for courses, please click here.
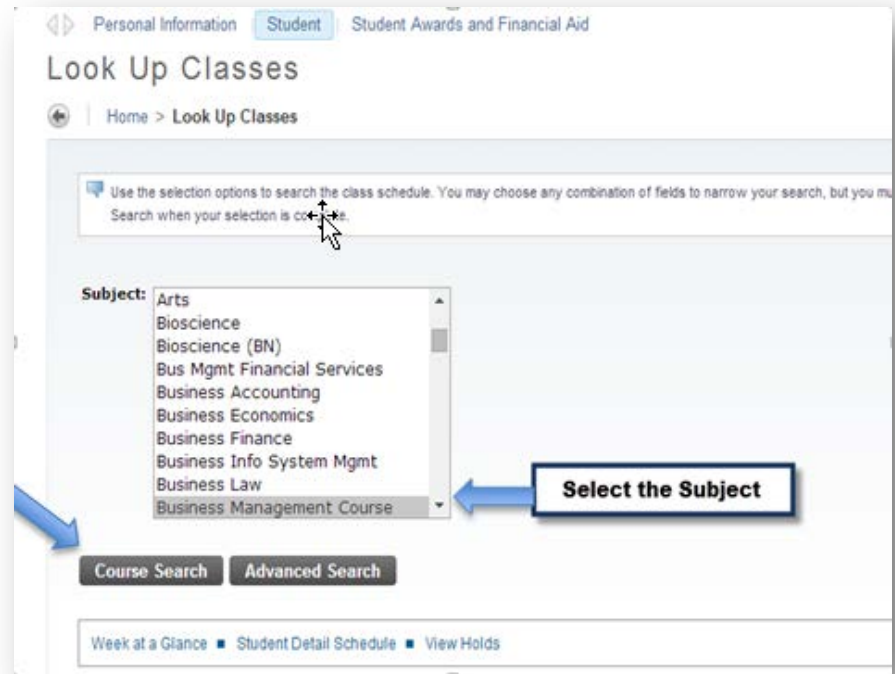
Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Submit Changes **Class Search** **Reset**

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Searching a Subject and Course

From the
MyHumber Main Menu
select:
- Student
- Registration
- Look Up Classes
  - Select a **Subject**
  - Click **Course Search**

A new page will be populated with all options.
- Select a course
- Click **View Sections**

Browsing and Registering for a Course Section

Sections Found

Select ONE class and click Register

Business Management Course

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
☑	3163	BMGT	100	005	NO	3.000	Introduction to Business	T	06:30 pm-09:30 pm	40	0	40	0	0	0	0	0	0	TBA	09/02-12/12	NO-H 334	Fee Rate 01 Business
☐	3164	BMGT	100	009	NO	3.000	Introduction to Business	U	03:00 am-06:00 am	50	0	50	0	0	0	0	0	0	TBA	09/02-12/12	TBA	Fee Rate 01 Business
☐	3165	BMGT	100	0NA	NO	3.000	Introduction to Business	W	08:00 am-10:40 am	40	2	38	0	0	0	0	0	0	Debbie Johnston (P)	09/02-12/12	NO-F 231	

[Register] **[Add to WorkSheet]** **[New Search]** **[Previous Page]**

Current Schedule   🔍 Find a page...

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title	Days	Schedule	Data (MM/DD)
Register Online on Apr 21, 2014		3163	BMGT	100	005	Postsecondary	3.000	Numeric	Introduction to Business	TUE	06:30 pm-09:30 pm	09/02-12/12
Register Online on Apr 21, 2014		3462	ESOL	100	0CA	Postsecondary	3.000	Numeric	College Reading And Writing Skills: English for Speakers of Other Languages	MON	08:00 am-09:45 am	09/02-12/12
Register Online on Apr 21, 2014		3415	ECON	204	0AB	Postsecondary	3.000	Numeric	People, Money and Markets	TUE	10:45 am-01:25 pm	09/02-12/12
Register Online on Apr 21, 2014		3784	MKTG	100	015	Postsecondary	3.000	Numeric	Marketing	THU	06:30 pm-09:30 pm	09/02-12/12

Total Credit Hours: 12.000
Billing Hours: 195.000
Minimum Hours: 0.000
Maximum Hours: 999.990
Date: Apr 21, 2014 01:17 pm

**The class will be displayed in the Current Schedule page.
You can re-start the search or Add a CRN in the boxes displayed below and click Submit Changes.**

Add Classes Worksheet

CRNs

[3164] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

[Submit Changes] **[Class Search]** **[Reset]**

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How to Drop a Class – Block Based Registration

Click the Add or Drop / Withdraw Classes tab to see your Current Schedule.

- **Primary block courses:** Visit your program coordinator, so a Student Action Form (SAF) can be submitted to the Registrar's Office, or fill out the eForm under the Registration tab.
- **Additional block courses:** Use the Action drop down window, and Select "Web Drop Course", see example below.

How to Drop a class - Course Based Registration

- Click Add or Drop / Withdraw Classes to see your Current Schedule.
- Use the Action drop down window, and Select "Web Drop Course", see example below.

How to Drop/Withdraw Classes

After the last day to add a class until the last day to withdraw for refund, all students (block and course) will be able to drop classes by selecting "Web Drop Course" from the **Current Schedule** page, see example below:

The Academic Calendar highlights important dates throughout the year: http://humber.ca/admissions/academic-calendar

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How to Drop/Withdraw Classes continue

After the Last day to withdraw for refund until the **Last day to withdraw without academic penalty**, all students (block and course) will be able to withdraw classes by selecting "Web Withdrawn Course" from the **Current Schedule** page, see example below:

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title	Days	Schedule	Date (MON DD)
Registered on Sep 10, 2015	None	4925	GNED	101	0AC	Postsecondary	3.000	Numeric	An Introduction to Arts and Sciences	MON	01:30 pm-03:15 pm	SEP 08-DEC 18
Registered on Sep 10, 2015	None	2821	ANMN	103	0NB	Postsecondary	3.000	Numeric	3D Art 1	FRI	02:25 pm-06:00 pm	SEP 08-DEC 18
Registered on Sep 10, 2015	None	2826	ANMN	200	0NA	Postsecondary	3.000	Numeric	Animation Art 3	FRI	03:20 pm-06:00 pm	SEP 08-DEC 18

None
Web Withdrawn Course

Total Credit Hours: 9.000
Billing Hours: 150.000
Minimum Hours: 0.000
Maximum Hours: 12.000
Date: Nov 21, 2015 12:16 am

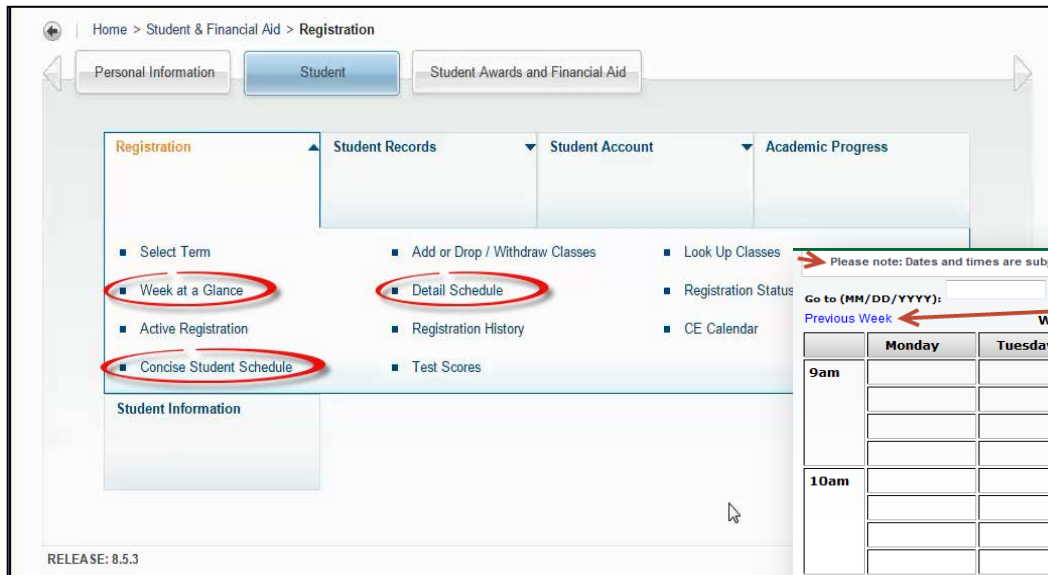Submit Changes   Change Block   Choose Additional Block   Reset

The Academic Calendar highlights important dates throughout the year:
http://humber.ca/admissions/academic-calendar

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View your Timetable

You can view your timetable under 3 different menus:
- Week at a Glance
- Concise Student Schedule
- Detail Schedule

Week at a Glance

Student Detail Schedule

Concise Student Schedule

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Records/Registration Inquiries

You can submit records and registration inquiries to the registrar's office:
- Go to registration
- Click Records/Registration Inquiries
- Complete the form to the best of your ability and click the "submit" button. You can expect a response from Office of the Registrar within 2-3 business days.
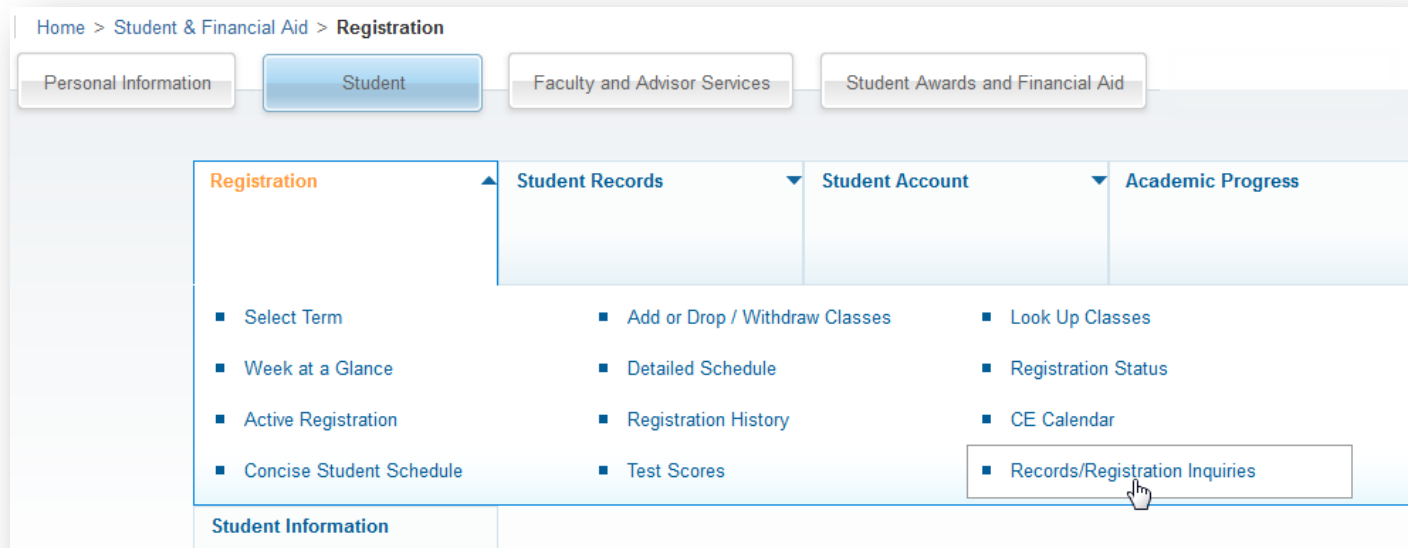
Paying Your Tuition Deposit

- As per the Academic Calendar, there are due dates for the Tuition Deposit for new students and Continuing Student once per academic year

- Under the **Student** menu Select **Student Account** then **Pay Tuition Deposit**

- Once you have paid your deposit, you can view your Deposit payment under View Deposit Payment History/Account Information, if it is no longer there, it has been applied to your Registration charges once Registration commences.

Registration ▼	Student Records ▼	Student Account ▲	Academic Progress
▪ Account Summary by Term	▪ Account Detail for Term / Humber College Receipt	▪ View Holds	
▪ T2202A Tax Forms 2014 and Prior	▪ Pay Tuition Deposit	▪ View Deposit Payment History/Account Information	
Student Information	T2202A Tax Forms 2015 ▼		

T2202A Tax Forms

- For Tax Receipts 2014 and Prior click on T2202A Tax Forms 2014 and Prior

- For Tax Forms for the 2015 tax year, click on the T2202A Tax Form 2015

Registration ▼	Student Records ▼	Student Account ▲	Academic Progress
■ Account Summary by Term	■ Account Detail for Term / Humber College Receipt	■ View Holds	
■ T2202A Tax Forms 2014 and Prior	■ Pay Tuition Deposit	■ View Deposit Payment History/Account Information	
Student Information	T2202A Tax Forms 2015 ▼		

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Account Detail for Term/Humber College Receipt

- Select Account Detail for Term to see details of a specific term.

- Select the term that you would like to view.
- View Account Balance and Click Pay Now to pay outstanding fees by credit card or interact online.
- To view another term go back to Select Term under Registration and choose the term.

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Account Summary by Term

- Select Account Summary to view fees for your current and past terms

- Click Credit Card Payment to pay your outstanding fees.