

Online Registration

Step by Step

Step 1 – Reply to your Offer of Admission

Before you can register, you must respond to the Offer of Admission you received with this guide. Read it carefully and return each of the forms in the appropriate envelope.

You will be able to register for your courses when you see the following message on your online admissions file: “We have received your acceptance of our offer of admission ...”. However, it could take between **10 to 15 working days** before this message is posted.

Faculty and school Internet addresses

www.arts.uottawa.ca
www.education.uottawa.ca
www.engineering.uottawa.ca
www.health.uottawa.ca
www.management.uottawa.ca
www.science.uottawa.ca
www.socialsciences.uottawa.ca

Step 2 – Visit the Web site of your faculty or school, acquaint yourself with the courses in your program and, if helpful, prepare some timetable scenarios.

- Consult the list of courses in which you must register (compulsory and elective) on your faculty or school Web site. (See addresses at top of page)
- If helpful, use the timetable form grid on pages 11 and 12 to write down a few timetable scenarios for the fall and winter sessions (online timetable - www.timetable.uottawa.ca). Note – Classes usually end 10 minutes earlier than the time indicated so that you can get to your next course.
- Select your compulsory courses first as set out by your program of studies. Make sure you include all laboratories (LAB) and discussion groups (DGD).
- Next, select your elective courses.
- Consult the online course descriptions – icon “C” on the toolbar (top right); select “Browse by courses” in the right-side menu.
- Read the “Questions and Answers” section (page 14) section to include French as a second language courses in your electives or to find out how to get a second-language certificate.

Step 3 – Accessing RN® (Registration Navigator®)

Important!

Activation of your file – There could be a 24-hour wait after you first try to use the Registration Navigator®.

Access to the RN® – Online registration is open to full- and part-time students in most faculties. See the “Questions and Answers” section for exceptions.

Confirmation number – Always record the confirmation number of each transaction in RN® (registration and drop). It appears only once and is your only proof of registration.

InfoWeb – Do not exit InfoWeb until you have completed your transactions in RN®, because it will also close RN® and erase all selections that have not been confirmed.

Maximum of 45 minutes – You cannot work for more than 45 minutes at a time on InfoWeb. After that, all of your transactions are blocked. To avoid this problem, exit InfoWeb before the end of the 45-minute limit and begin a new session, if necessary. Work in stages.

Fall and winter sessions – Register now for the fall and winter sessions. You can always make changes later.

- Access the RN® through InfoWeb (www.infoweb.uottawa.ca). Select the profile “Student/Alumni,” then enter your student number and InfoWeb password and click “Submit.” Read the “Questions and Answers” section if you forget your password. Also, see the note on the activation of your file.
- Select “Registration” in the left menu, then “Registration Navigator®.”
- Carefully read the information provided, check your personal data and make any changes required.
- When you have agreed to the conditions, a dialogue box appears: read it carefully.
- Once you accept the conditions, a map of the faculties (red “islands”) appears on your screen. Your name is also written across the top left portion of the map.

Need help?

1. Consult the RN® tutorial (first button in the top left corner).
2. Attend an information and registration session and register with the help of the staff in your faculty or school. (Time: about two hours).
3. Consult your faculty’s Web site and, if necessary, send an e-mail message to or call your faculty or school for questions about the courses required in your program.
4. For technical questions, send an e-mail message to the Computing Help Centre at cybersos@uottawa.ca.
5. Ask your questions through our automated InfoReply system (www.see.uottawa.ca) and you’ll get real-time answers.

Note – In all communications about your school academic record, give your **first name, last name, student number and program of studies**.

Tutorial	Profile	My Program	Course List	Report	Available	Schedule	Search	Suggested Courses
Register								
To drop								
Swap								

Step 4 – Consult your program requirements.

- Click on **My Program** to consult your program requirements.
- Click in the blue “sea” to make towers appear and disappear. The course bubbles are grouped according to requirement types.

Tutorial	Profile	My Program	Course List	Report	Available	Schedule	Search	Suggested Courses
Register								
To drop								
Swap								

Step 5 – Print a Full Report of the requirements of your program of studies.

- Click on **Report**, then “Full Report.” Print it. This document gives you all of the requirements and University regulations applicable to your program of studies. It’s your study roadmap.

Tutorial	Profile	My Program	Course List	Report	Available	Schedule	Search	Suggested Courses
Register								
To drop								
Swap								

Step 6 – Select your compulsory courses

Note – This is only a selection, not a registration.

- Click again on **My Program**
- Select your compulsory courses from those appearing in the islands (fall and winter sessions). Refer to your paper timetable.

- To consult the course description or schedule, click on a bubble and select “Course Description” from the drop-down list.
- Click on the course bubble and select “Select for browsing” from the drop-down menu to select a course. Make sure to specify the desired session. **Note!** You are still not registered. The course bubble selected moves into the left column and into your RN[®] timetable. RN[®] assigns you a place in the first section, discussion group and laboratory by default. You can change these selections in the next step.

Consult your timetable

- As you select your courses, RN[®] builds your personalized timetable. At any time, you can click on the “Timetable” button in the toolbar to consult your timetable.

Suggestion – As you make your choices, write down a second course, section, laboratory or discussion group, because you may have to change your initial choice.

Tutorial	Profile	My Program	Course List	Report	Available	Schedule	Search	Suggested Courses
Register								
To drop								
Swap								

Step 7 – Register in your compulsory courses

- Click on **Register** at the top of the left column. A window opens and your courses appear on the left.
- Double-click on the course bubble, which then moves from the left to the right of the window.
- Select a section, laboratory or discussion group, if applicable. Refer to your paper timetable.
- Repeat for each course.
- When your selection is complete, click on the “Register” button at the bottom left to confirm your registration. **Note!** **Immediately record the confirmation number on the screen.** It appears only once and you can’t retrieve it. Transactions without a confirmation number are incomplete and are not recognized by the University.
- Carefully read the message that appears with the confirmation number for each course. Check that all of your courses have been approved.
- Start over if the course, section, laboratory or discussion group has been refused. Select **Register**, click on the course bubble, select “Register” from the drop-down menu and choose another section, laboratory or discussion group.
- **You are now registered in your compulsory courses.**

Note! – Has the 45-minute limit almost elapsed since the start of your InfoWeb session? If so, exit InfoWeb and begin a new session.

Tutorial	Profile	My Program	Course List	Report	Available	Schedule	Search	Suggested Courses
Register								
To drop								
Swap								

Step 8 – Select—and register for— your elective courses.

- Click on **Search**, enter the subject, year/credits and sessions, etc., for your search. Be as specific as possible. Then click on “Find.” One or more towers with course bubbles appear.
- Click on the desired course bubble; then, select “Select for browsing” as you did for your compulsory courses. Repeat the process to select all of your electives.

- Follow Step 7 to register for your elective courses.

Note – For some programs that allow several elective courses, this step can take a long time. Remember the 45-minute time limit.

- **You are now registered for all of your courses, compulsory and elective.**

Tutorial	Profile	My Program	Course List	Report	Available	Schedule	Search	Suggested Courses
Register								Print Timetable
To drop								
Swap								

Step 9 – Print your timetable and end the session.

- Click on **Schedule**, then on “Print timetable” after specifying the preferred session.
- Exit RN®.

Note – If you’re using a public computer, the next user may be able to read and change your personal information. Make sure that you exit your InfoWeb session.

Step 10 – Check your personal information

- Click on “Registration,” then select “Confirmation of registration” to check the information in your school academic record. **Note** – Request any necessary changes before the deadlines!! Also check your permanent address and mailing address.
- Exit InfoWeb.

Check for conflicts prior to the beginning of classes.

Consult your timetable before classes begin to see if schedules or rooms have changed. You may have to adjust your registration if the schedule has changed for one or more of your courses.

- **Through RN®** – If there is a timetable conflict, RN® will tell you by posting the following message: “course not added to timetable.” Courses that need to be reconsidered appear at the bottom right of the screen, so that you can select alternative courses, sections, laboratories or group discussions.
- **Through InfoWeb** – You have access to a personalized timetable of the courses you’ve registered in. Select “Registration,” then “Personalized course timetable.”