

Welcome to
English Language
Development (ELD)
at Camosun College

How to Register on myCamosun

*Part 1: Plan & Schedule your
Courses*



Photo by Andrew Neel from Pexels

myCamosun: Plan your Courses & Schedule

- Before registering, **plan and schedule your courses** in myCamosun for your next term.



You can ask ELD Registration for help with myCamosun.

Domestic Students:

- eldregistration@camosun.bc.ca (250-370-4951)
- Or go to CBA 134 in person

International Students:

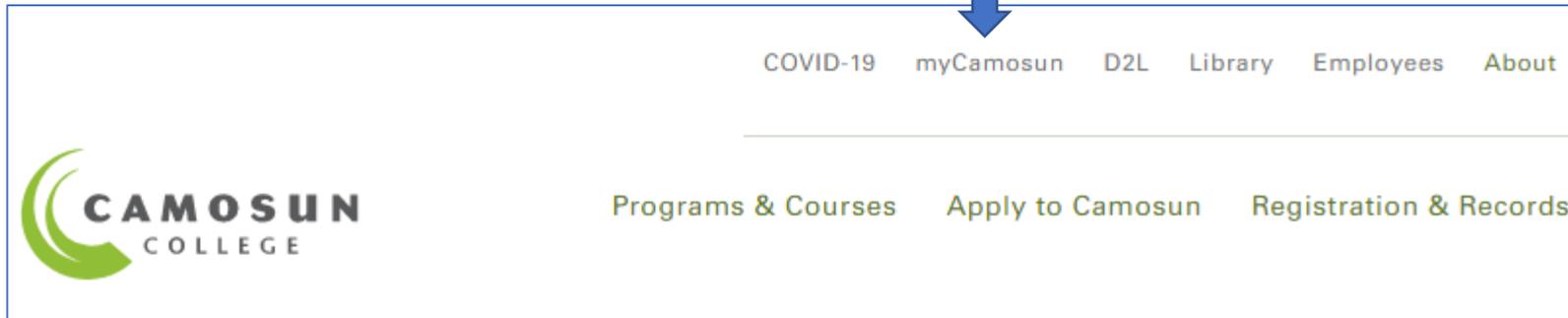
- International_advisors@camosun.bc.ca
- Or go to Campus Centre 251 (Interurban Campus – next to the bookstore)
- ELD students can also go to the ELD Help Centre (CBA 160)



Photo by Tirachard Kumtanom from Pexels

myCamosun: Plan your Courses & Schedule

1. Go to camosun.ca and click on myCamosun at the top



2. Log in with your Camosun ID (C#) and your password

Log in

Log in to **myCamosun** and **Colleague** with your [Camosun domain account](#).
We recommend you sign up for Camosun's [password reset service](#).

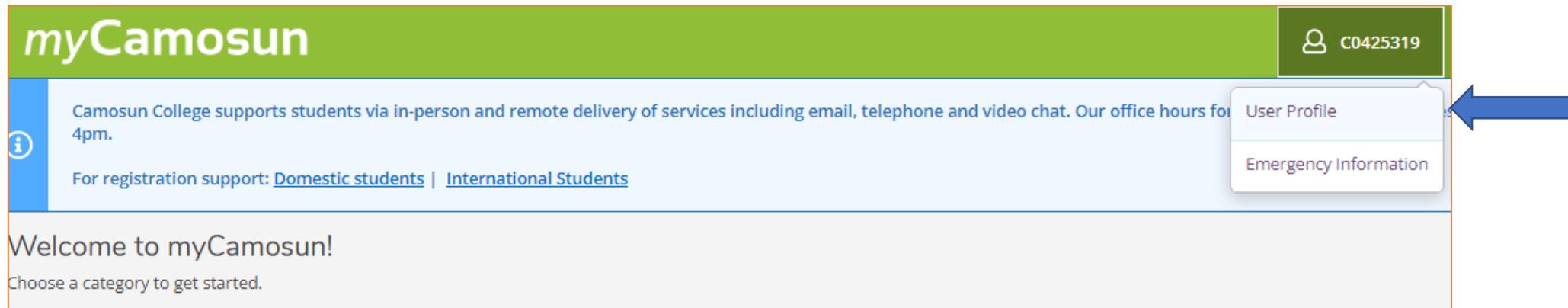
Camosun ID

Password

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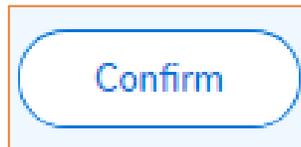
3. Next, check that your profile information is correct

Go to your information in the top right corner. Click on 'User Profile'



The screenshot shows the myCamosun website interface. At the top right, there is a green header with the myCamosun logo and a user profile icon with the ID C0425319. A blue arrow points to a dropdown menu that is open, showing two options: 'User Profile' and 'Emergency Information'. Below the header, there is a blue information bar with a white 'i' icon and text: 'Camosun College supports students via in-person and remote delivery of services including email, telephone and video chat. Our office hours for 4pm. For registration support: [Domestic students](#) | [International Students](#)'. Below the information bar, there is a grey welcome message: 'Welcome to myCamosun! Choose a category to get started.'

Scroll down and check your address, email address, etc. Click '**Confirm**' if they are correct.



myCamosun: Plan your Courses & Schedule

5. Go back to the home page. Click on **'Student Planning'** and then **'Plan & Register'**. The links are on the main menu or the side menu.

The screenshot displays the myCamosun website interface. On the left, a dark sidebar menu is labeled 'A' in a box. It contains a main menu with 'Academics' highlighted in blue, and a sub-menu under 'Student Planning' with 'Plan & Register' selected. A blue arrow points from the 'Plan & Register' link in the sidebar to a callout box labeled 'B'. This callout box, titled 'Then click 'Plan & Register'', shows a 'Plan & Register' button with a calendar icon and the text 'Next, plan your terms, create your schedule and register for your courses' and 'Go to Plan & Register'. Another blue arrow points from the 'Student Planning' link in the sidebar to the 'Student Planning' tile on the main dashboard. The main dashboard features a grid of service tiles including 'Student Finance', 'Financial Aid & Awards', 'Tax Information', 'Banking Information', 'Student Planning', 'Course Catalogue', 'Grades', 'Graduation Overview', and 'Verification of Enrolment Request'. The 'Student Planning' tile is highlighted with a blue arrow. The top navigation bar includes the myCamosun logo, user ID 'C9990004', and links for 'Sign out' and 'Help'. The browser's address bar shows the URL 'https://colss-dev.ec.camosun.ca:8172/Student/'.

myCamosun: Plan your Courses & Schedule

6. Type a course for next term (e.g. “ELD 032”) in the search box

A

Plan & Register

Search for courses...

My Schedule My Plan My Notes My Permissions

< > 2021 Fall +

Filter Sections Save to iCal Print

Planned: 0 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

B

ELD-032 English Basics 3 Read/Write (0 Credits)

In this integrated skills course, non-native English speakers continue to develop basic reading and writing skills using limited vocabulary in familiar, non-demanding, well-supported contexts. Students can expect to progress from Canadian Language Benchmark 3 to 4. By the end of this course, students will be working at Canadian Language Benchmark 4.

Requisites:
COM in ELD 020 - Must be completed prior to taking this course.

Add Course to Plan

View Available Sections for ELD-032

This information will appear.
Click 'Add Course to Plan'

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7. You will see this pop-up box. **Choose the next term**, then click **“Add Course to Plan”**

Course Details

ELD-052 Engl Essentials 2 Read/Write
In this integrated skills course, non-native speakers develop essential reading and writing skills using an expanding range of vocabulary in mostly familiar, moderately demanding, sometimes supported contexts. Students can expect to progress from Canadian Language Benchmark 5 to 6. By the end of this course, students will be working at Canadian Language Benchmark 6.

Credits 0

Locations Offered No Scheduled Times

Requisites

 COM in ELD 042 - Must be completed prior to taking this course.

Term

Close Add Course to Plan

myCamosun: Plan your Courses & Schedule

8. Are you taking two ELD courses next term? (Full-time). Go back and repeat the process for your other course:

The screenshot shows the 'Plan & Register' interface. At the top, there is a search bar labeled 'Search for courses...'. Below it are tabs for 'My Schedule', 'My Plan', 'My Notes', and 'My Permissions'. The 'My Schedule' tab is active, showing a navigation bar with left and right arrows, '2021 Fall', and a plus sign. Below this are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. A summary bar shows 'Planned: 0 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. A callout box labeled 'A' points to the search bar with the text: 'Type the course (e.g., "ELD 034") in the search box'. Below the main interface, a callout box labeled 'B' points to an 'Add Course to Plan' button on a course card for 'ELD-032 English Basics 3 Read/Write (0 Credits)'. The course card also includes a description, prerequisites, and a 'View Available Sections for ELD-032' link. To the right, a callout box labeled 'C' points to a 'Course Details' modal for 'ELD-052 Engl Essentials 2 Read/Writ'. This modal shows course details, credits, locations, and prerequisites. A 'Term' dropdown menu is highlighted with a blue arrow, and a blue arrow points down to the 'Add Course to Plan' button at the bottom right of the modal.

A Type the course (e.g., "ELD 034") in the search box

B Click 'Add Course to Plan'

C Choose next term and click 'Add Course to Plan'

myCamosun: Plan your Courses & Schedule

9. Schedule your Courses: Go back to **Plan & Register** then click on **'My Schedule'**. Change the term to the **next term**.

My Schedule My Plan My Program Course Catalogue Notes Assessment Summary Unofficial Transcript Transfer Summary

< 2021 Summer - + Remove Planned Courses

Student's registration period for 2021 Summer begins on 2021-03-30 at 8:00 AM Refresh

Print Planned: 9 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

List Calendar

ELD-020: English Basics 2

COM in ELD 010 - Must be completed prior to taking this course.

View/Schedule sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm							
2pm							
3pm							

10. For your first course, click on **'View/Schedule sections'**

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11. Each course has different **sections** (e.g., ELD 032-**001**, ELD 032-**002**, etc.). On this page, you can see the different **times** for the sections (usually mornings or afternoons – and sometimes evenings).

You can see all the information for each course section. Most important for you is the **time** of the course section

Scroll down to see another section at a different time

The screenshot displays the myCamosun interface for planning courses. At the top, it shows the semester '2022 Winter' and a 'Remove Planned Courses' button. A notification bar indicates the registration period for 2022 Winter begins on 2021/11/16 at 9:00 AM, with a 'Refresh' button. Below this are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. The status bar shows 'Planned: 0 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. The main content area is divided into two parts: a list of course sections on the left and a weekly schedule grid on the right. The section list includes details for 'ELD-052: Engl Essentials 2 Read/Write', such as 'Seats Available: 20', 'Instructor: TBD', and various time slots (M 10:30 AM - 12:20 PM, T 10:30 AM - 12:20 PM, WTh 10:30 AM - 12:20 PM, F 10:30 AM - 12:20 PM) and locations. The schedule grid shows a weekly layout from Sunday to Saturday, with time slots from 9am to 7pm. Course sections are placed in the grid cells, with some cells containing multiple section identifiers (e.g., ELD-052-X01, ELD-052-X02, ELD-052-X03, ELD-052-X04). Blue arrows point from the text boxes to the section list and the schedule grid.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9am							
10am							
11am		ELD-052-X01 ELD-052-X02	ELD-052-X01 ELD-052-X02	ELD-052-X01 ELD-052-X02	ELD-052-X01 ELD-052-X02	ELD-052-X01 ELD-052-X02	ELD-052-X01 ELD-052-X02
12pm		ELD-052-X02	ELD-052-X02	ELD-052-X02	ELD-052-X02		
1pm							
2pm							
3pm							
4pm							
5pm							
6pm		ELD-052-X03	ELD-052-X03	ELD-052-X03	ELD-052-X03		
7pm							

myCamosun: Plan your Courses & Schedule

12. Click on the course section that you want. You will see this box with information. Click “Add Section”.

The screenshot displays the myCamosun interface with a 'Section Details' modal window open. The modal window contains the following information:

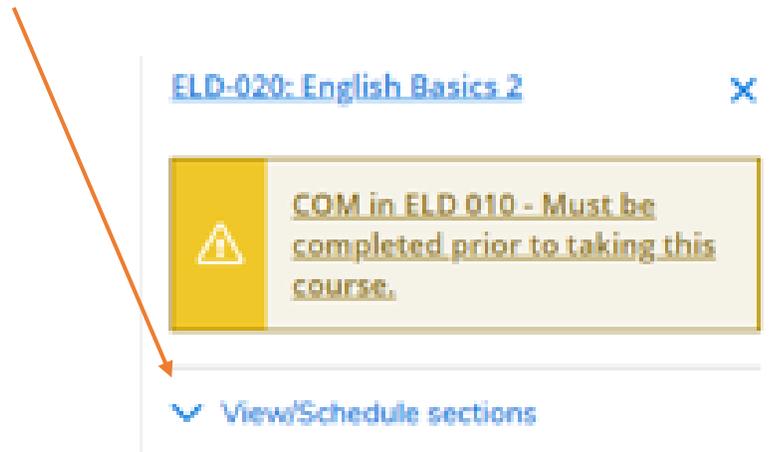
- Section Details**
- ELD-020-001 English Basics 2**
- 2021 Summer**
- Instructors:** TBD
- Meeting Information:** M, W, Th, F 8:30 AM 10:20 AM
2021-05-03 - 2021-08-13
Interurban Campus, Centre Business & Access 143 (Lecture)
T 8:30 AM 10:20 AM
2021-05-03 - 2021-08-13
Interurban Campus, Centre Business & Access 159 (Laboratory)
- Dates:** 2021-05-03 - 2021-08-13
- Seats Available:** 11 of 11 Total
- Credits:** 0
- Grading:**

At the bottom of the modal window, there are two buttons: 'Close' and 'Add Section'. A blue arrow points to the 'Add Section' button. The background shows a calendar grid with course sections listed for Thursday, Friday, and Saturday.

myCamosun: Plan your Courses & Schedule

13. Go back to “My Schedule” and repeat the steps for your other course:

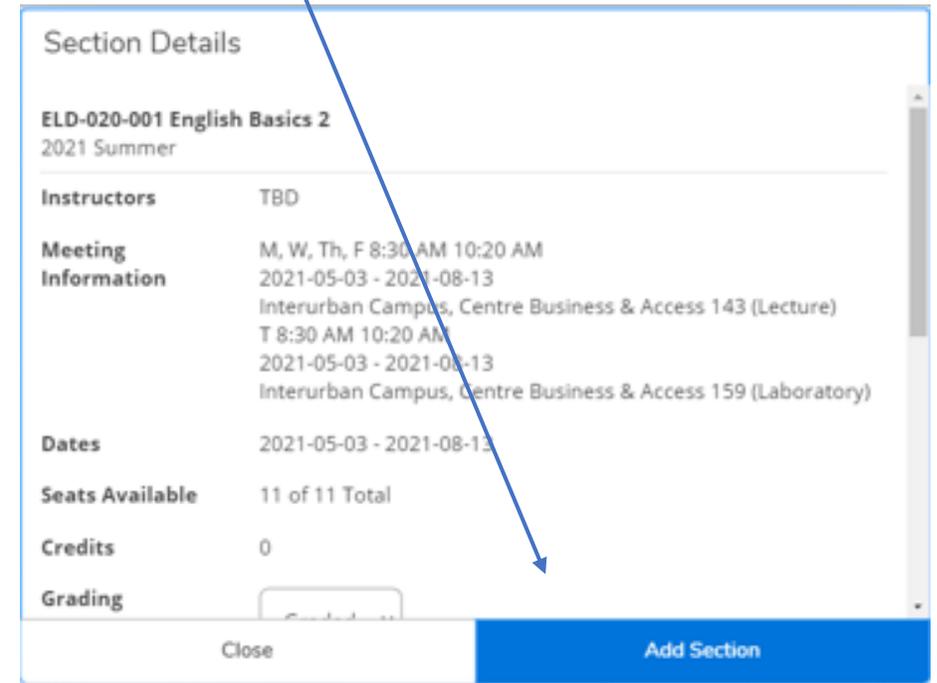
a) View/Schedule sections



b) Choose the course section that matches your other course:

Example: If your first course is **8:30-10:20**, then choose **10:30-12:20** for your other course.

c) Click on the course section that you want, then click ‘Add Section.’



myCamosun: Plan your Courses & Schedule

14. Your two courses for next term are now **planned** 😊. You can see the **course section information** and also the **schedule**.

Course sections are planned and scheduled

✓ Planned

The screenshot displays the myCamosun interface for planning courses. At the top, it shows the term '2022 Winter' and a 'Remove Planned Courses' button. A notification bar indicates that the registration period for 2022 Winter begins on 2021/11/16 at 9:00 AM, with a 'Refresh' button. Below this are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. On the right, it shows 'Planned: 0 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'.

Two course sections are listed on the left:

- ELD-052-X01: Engl Essentials 2 Read/Write** (Planned)
 - Credits: 0 Credits
 - Grading: Graded
 - Instructor: TBD
 - 2022/01/10 to 2022/04/22
 - Seats Available: 20
 - Meeting Information
 - View/Schedule sections
- ELD-064-X01: Intermediate Engl Listen/Speak** (Planned)
 - Credits: 0 Credits
 - Grading: Graded
 - Instructor: TBD
 - 2022/01/10 to 2022/04/22
 - Seats Available: 20

The schedule grid on the right shows the following sections:

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am		ELD-064-X01	ELD-064-X01	ELD-064-X01	ELD-064-X01	ELD-064-X01	
9am							
10am							
11am		ELD-052-X01	ELD-052-X01	ELD-052-X01	ELD-052-X01	ELD-052-X01	
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							

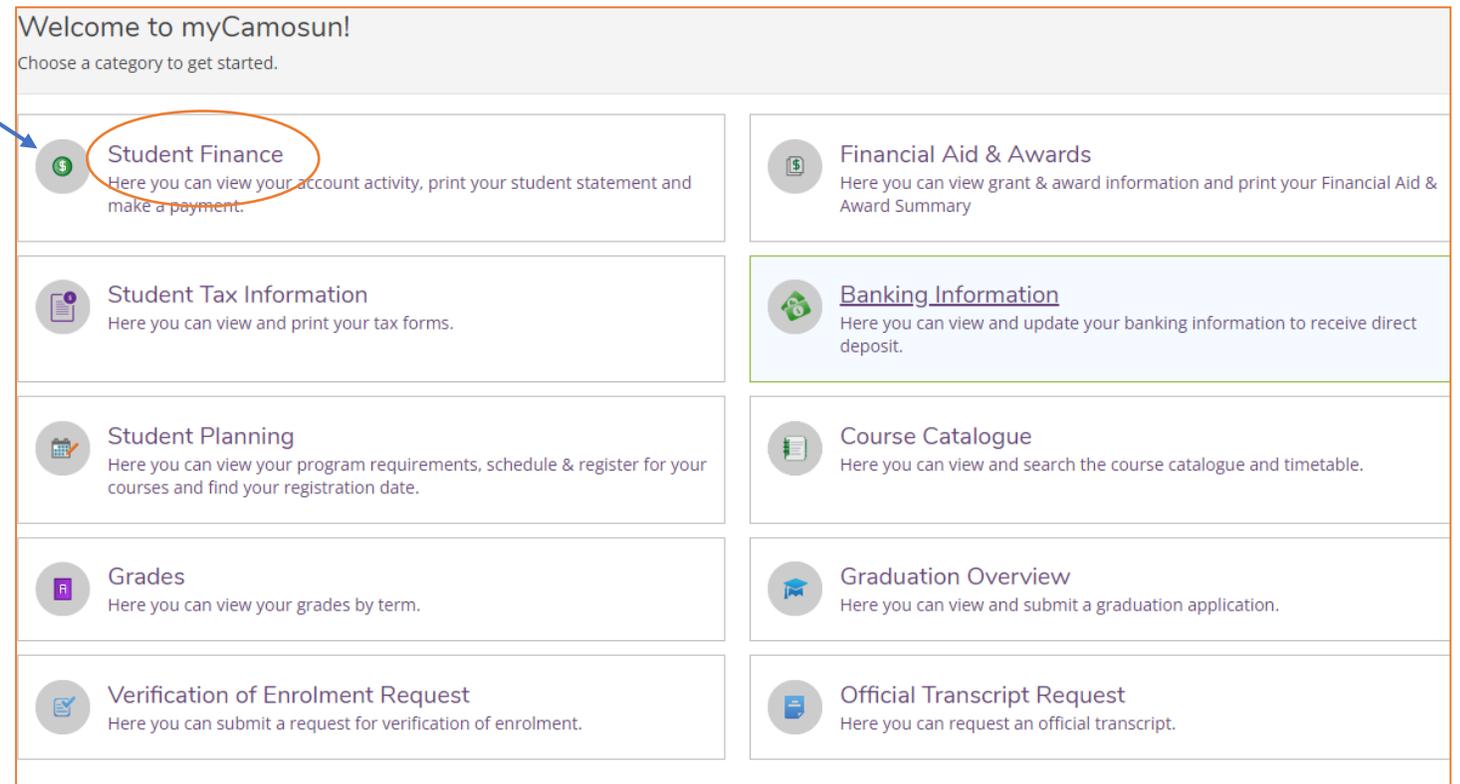
myCamosun: Plan your Courses & Schedule

You are finished planning and scheduling your courses! Go back to the myCamosun home page 

- 1) Click on 'Student Finance'
- 2) You can see your deposit amount. Pay your deposit before you register.

OR

- 3) You can email Financial Aid To apply for AUG funding. (augfunding@camosun.bc.ca)



Welcome to myCamosun!
Choose a category to get started.

 Student Finance Here you can view your account activity, print your student statement and make a payment.	 Financial Aid & Awards Here you can view grant & award information and print your Financial Aid & Award Summary.
 Student Tax Information Here you can view and print your tax forms.	 <u>Banking Information</u> Here you can view and update your banking information to receive direct deposit.
 Student Planning Here you can view your program requirements, schedule & register for your courses and find your registration date.	 Course Catalogue Here you can view and search the course catalogue and timetable.
 Grades Here you can view your grades by term.	 Graduation Overview Here you can view and submit a graduation application.
 Verification of Enrolment Request Here you can submit a request for verification of enrolment.	 Official Transcript Request Here you can request an official transcript.

myCamosun: Plan your Courses & Schedule

Remember to go back to myCamosun after Registration opens. Go to 'My Schedule' and click 'Register' under each course that you planned.

You can ask ELD Registration for help with myCamosun.

Domestic Students:

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- Or go to CBA 134 in person

International Students:

- [International advisors@camosun.bc.ca](mailto:International_advisors@camosun.bc.ca)
- Or go to Campus Centre 251 (Interurban Campus – next to the bookstore)
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*Good luck with your
Registration planning!!!*

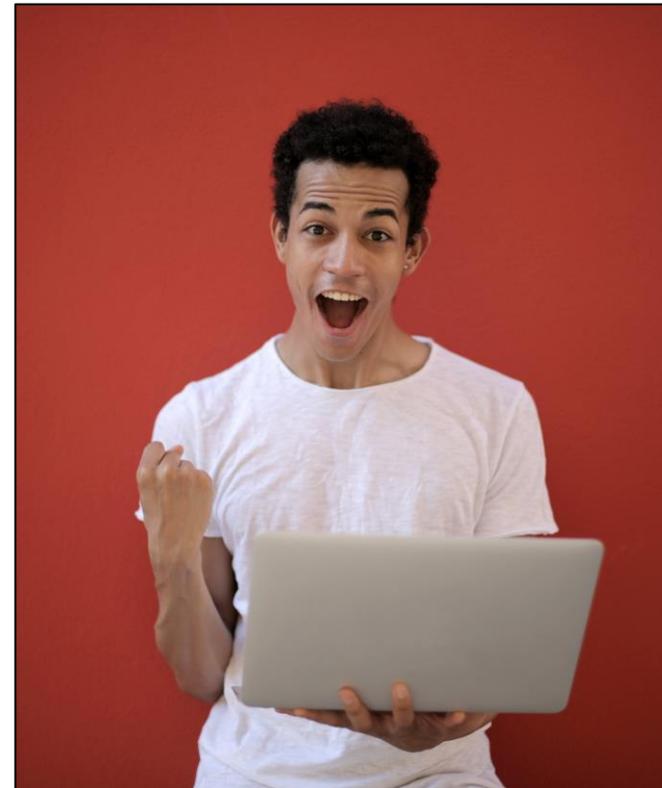


Photo by Andrea Piacquadio from Pexels