

Your Guide to Online Registration



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Welcome to Camlink Registration

Camlink is Camosun's online registration system.

You can access Camlink from camosun.ca/camlink to:

- View what, when and where courses are offered
- Web Declare – continuing students tell us you want to come back in the next term
- Find out your registration date
- Find [Important Dates](#)
- Build your timetable
- Register in courses
- Check your waitlists
- Drop classes
- View and/or print a class schedule
- View your final grades
- View your unofficial transcript
- Change your email address
- Change your mailing address
- View and print your T2202A tax receipt

Do you need a computer to access Camlink while on campus?

You can use free computers located in our Student Services areas.

Stay connected!

Your mailing address, phone number and email address are important to keep up to date. We want you to receive the information that is necessary for your success. Please update your personal information on Camlink.

Registration Office

Lansdowne Campus

Isabel Dawson Building
3100 Foul Bay Road
Victoria BC V8P 5J2



camosun.ca/faq

Interurban Campus

Liz Ashton Campus Centre
4461 Interurban Road
Victoria BC V9E 2C1

Mon, Tues, Wed, Fri 9:00 am to 4:00 pm
Thurs 9:00 am to 5:30 pm

How to register

Step 1: Web Declare

Continuing Students: Web Declare and Receive Your Registration Date

To receive your registration date, go to camosun.ca/camlink:

- From the main Camlink menu select login
- Enter your Camosun ID number into the User ID field, capital C followed by all 7 digits
- Enter your password
 - If you are logging in for the first time you will need to enter your assigned password (birth date MMDDYY) and follow the directions to change your password
- After logging in select the Web Declare link under Registration Steps menu page
- Select the correct term you wish to declare for
- Select only one program
- Select your course load (full-time or part-time) and campus location (e.g. LA – Lansdowne or IN – Interurban)
- Make note of your registration date

Step 2: Pay your Registration Deposit

- Pay your non-refundable registration deposit prior to your registration date. Payments can be made on Camlink directly with credit card, or by using online banking. Alternative methods include cheque, debit, sponsorship, or with your passport to education.
- *Online banking payments* take 3-5 business days to be received by the college. Please be aware that you will not be permitted to register prior to this payment being received and processed by the college.
- To pay online using Camlink choose Step 2: Pay My Deposit in the Students Menu and follow the instructions provided

Step 3: Build your Timetable

This function lets you search for classes and build a preferred timetable.

Your preferred course selections will be saved to use **as a guide** to help you complete Step 4

You **MUST** complete Step 3 before you can use Camlink to register into the classes you have selected.

Instructions:

- Log into camosun.ca/camlink
- Select BUILD MY TIMETABLE under the Registration Steps heading on the Student Menu
- Select the term, subject, and course number (if applicable) of the class(es) that you wish to add to your timetable list. You may also enter additional criteria to narrow your search. Matches to your search criteria will appear on the Search Results page
- From the Search Results page, build your timetable by selecting the check box beside the courses listed

Factors to remember in order to build a conflict-free timetable:

- Make a list of the required and elective courses for your program
- Timetable the courses that have the fewest sections offered first
- Make a note of the campus location and make sure if you have to travel between campuses you leave yourself enough time
- Be sure course times do not overlap
- Check the accuracy of your course selection and determine if the selected courses will meet requirements for graduation
- Ensure you have met the prerequisites and co-requisites for each course and the Registration Office has proof on file for each course prior to registration
 - Prerequisite: A requirement that must be met before entry into the course. **Course prerequisites require a minimum grade of "C"** unless otherwise noted. Students lacking the prerequisites for courses may be withdrawn
 - Corequisite: A course that can be taken at the same time (concurrently) as the course that requires it. Register for a corequisite before registering for the course that requires it. If you withdraw from a co-requisite you must also withdraw from the related course

Step 4: Register, Waitlist, or Drop

On your registration date:

If you have paid your non-refundable registration deposit you will be able to register, waitlist or drop courses on your assigned registration date.

Register:

- Log into camosun.ca/camlink
- Select Step 4: Register & Drop Sections in the Students Menu
- For courses with space availability choose **Register** from the Action drop down menu, scroll down to the bottom of the page and select the submit button

Waitlist:

- If the course is full or has a waitlist choose **Waitlist** from the Action drop down menu, scroll down to the bottom of the page and select the submit button **or** return to the main menu and search for another section
- You can waitlist for any full course section, except those marked "Restricted." The waitlist opens at the first day of registration (once the course is full, the waitlist is activated) and closes prior to the last day to add to waitlists.
- You must satisfy all prerequisite or corequisite requirements in order to be enrolled in a course from the waitlist.
- You may waitlist for a class that does not fit into your currently registered courses, however, if you are offered a seat, you must correct the time conflict before you will be able to register for the waitlisted course.

Drop:

- Use Camlink to drop classes **until the drop deadline – Refer to [Deadlines - Fees, Drop and Tuition Refund](#)**
- In the Students Menu, select Step 4: Register & Drop Sections. Check the box beside each course you wish to drop from your current Course Registrations and click Submit
- Once you have dropped any or all of your courses, proceed to My Class Schedule in the Students Menu to confirm these courses no longer appear on your current class schedule
- **After the fee deadline, all withdrawals must be done in person with the Registration Office and no course refunds will be issued.**

Step 5: Manage My Wait Lists

- You can view your waitlisted classes and position by logging into CAMLINK and selecting "Step 5 - Manage My Waitlist".
- If you are first on the waitlist when a seat becomes available, you will be notified through your email account. Registration is not automatic. You will have a **24-hour period to register**, which will be noted in the email. If you don't register during the 24-hour period, you will be removed from the waitlist.
- **You will only receive one email notification of an available seat.** You must be sure to check your email on a regular basis, or you will miss the chance to get a seat from the waitlist. If you miss your chance, you can place yourself on the waitlist again, however, you will be at the bottom of the waitlist.
- After classes have started, you should attend the class and let the instructor know you are on the waitlist. If a seat becomes available for you after classes have started, you will receive an email notification as described above. 'Permission to Register' forms are no longer required.
- If you have not been offered a seat by the last day to add classes occurs, you will need to cease attending the class.

Auditing:

All courses except those listed as “Restricted” may be available to audit. Current students auditing courses must be aware of the following requirements:

- On the first day of class, go to the classroom and ask the instructor to sign a ‘Permission to Audit’ form
- Drop completed Permission to Audit form in the on-campus Students Services drop boxes located at either campus:
Lansdowne: East entrance, Dawson building Interurban: 2nd floor hallway, Campus Centre Building

If permission to audit is granted:

- prior to the fee deadline, 50% of the tuition is charged for audited courses
- after the fee deadline, full tuition fees are applicable

Tuition and Fees

Fee Payment

- Deposit – most students are required to pay a \$175 non-refundable deposit for each registration period. The deposit is applied to the total fees payable for the academic term.
- Balance of fees is due by the fee deadline. Please check [here](#) for important dates.

Method of Payment

Payments can be made by using online banking. Alternative methods include cheque, debit, sponsorship, or a passport to education. Fee balances CANNOT be paid using credit card.

To determine your total fees per semester, see **Step 6** in the Students Menu under the **Fee Payment & Details** heading on Camlink. This screen will provide you with a breakdown of your tuition per class, plus applicable Student Society fees and levies.

A late payment fee is applied to accounts with outstanding balances after the fee deadline date. A restriction to most college services is also applied until late fees are paid.

Fee Refund Policy

Familiarize yourself with the [fee policies](#) prior to enrolling in courses.

If you decide not to attend, you must officially drop course(s) on or before the fee deadline, or you will owe the remainder of the fees.

After the fee deadline, all withdrawals must be done in person with the Registration Office and **no refunds will be issued.**

Student Society Fees & Levies

Refund of these fees and levies is not provided after published fee deadlines. For a complete list of Camosun College Student Society fees please refer to camosun.ca/fees.

Camlink Timetable Definitions

- COURSE: A particular subject (e.g. ENGL 151)
- SECTION: A 3-5 digit number listed after the course number (e.g. ENGL 151 001). Some section numbers have special identifiers:
 - “X” indicates that the section is restricted to students in specific programs (e.g. ENGL 151 X01);
 - If “00” are the first two digits (e.g. ENGL 151 001), this indicates either: an open section, or, a reserved (RSVD) section which will become open to anyone who has the prerequisites on the date indicated on the comment line;
 - “IE” at the end of the section number indicates that the section is reserved for International Education students (e.g. ENGL 151 001 IE);
 - “B” indicates a section delivered through a combination of blended, in-class and online instruction (e.g. ENGL 151 B01);
 - “D” indicates the section is delivered entirely online via distance education (e.g. ENGL 151 D01);
 - “S” indicates a self-paced course (e.g. ENGL 032 S01);
 - “BS” indicates a section that is blended self-pace, delivered through a combination of self-paced in-class and online instruction (e.g. ENGL 151 BS01);
- LOCATION: Courses are scheduled at both campuses as well as off-campus. Be sure to note the location of the course(s) you are registering for:

▪ IN Interurban Campus	▪ OCPLV Project Literacy Victoria
▪ LA Lansdowne Campus	▪ OCSAE Saanich Adult Education Center
▪ OC Off Campus	▪ OCSLC Songhees Employment Learning Centre
▪ OCFRC Victoria Native Friendship Centre	▪ DE Distance Education
▪ OCWSH - WestShore	
- TERM: The term the course is offered: 2013F is the Fall Semester, and 2013Q1 is Quarter 1.
- BLDG/ROOM: Refer to [campus maps](#) for a complete list of building codes.
- DAYS: The days are scheduled class days. The day codes are:
 - M = Monday
 - Tu = Tuesday
 - W = Wednesday
 - Th = Thursday
 - F = Friday
 - Sa = Saturday
 - Su = Sunday
- AVAILABLE/CAPACITY/WAITLIST: The total number of seats available, total capacity of a class and number of students on the waitlist.
- COMMENT LINE: The line(s) of notes following the Section Name and Title of a course section that indicates reserves, restrictions, or special circumstances pertaining to that course section.
 - (e.g. RESTRICTED to BSN1 means that this section is restricted to first year Nursing students only).
- Program codes are in the credit calendar

Timetable Worksheet

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8:30 – 9:20						
9:30 – 10:20						
10:30 – 11:20						
11:30 – 12:20						
12:30 – 1:20						
1:30 – 2:20						
2:30 – 3:20						
3:30 – 4:20						
4:30 – 5:20						
5:30 – 6:20						
6:30 – 7:20						
7:30 – 8:20						
8:30 – 9:20						
9:30 – 10:20						

Camosun Online & Distributed Education

What is Distributed Education (DE)?

Distributed Education is delivery of course material using a variety of learning technologies by correspondence, or a combination of distance education media with on-campus components.

Students taking DE courses may spend less time on campus than students who are engaged in more traditional course delivery. DE offers the flexibility and accessibility that would otherwise not be possible.

Some courses may require permission of the instructor to take in a distance format. Many courses will have face-to-face contact at some point in the course, requiring the ability to access the campus locations.

Orientations: Some DE courses have orientations at the beginning of the term. Please make a note of these orientation dates/times/rooms as listed in the timetable and plan to attend. For further details on Distributed Education please see camosun.ca/de.

Not sure which course to take?

The Academic Advising team helps students to understand information related to college programs, courses, degrees, diplomas and certificates. Advisors help students to define, develop and strategize a course of study based on their career and educational goals.

Contact Academic Advising

Appointments with [Academic Advising](#) can be made by emailing: academicadvising@camosun.bc.ca

For answers to other important questions, please visit our [FAQs!](#)

Permission to Release Information and Authorization to Act on my Behalf

Do you want an employer, spouse,
parent or friend
to access your student file?

The Freedom of Information and Protection of Privacy Act (FOIPOP) states that we may NOT release any information pertaining to a student record to anyone other than the student owner of the record.

You can provide someone else with details to register you using Camlink. However, due to FOIPOP legislation, Camosun College cannot assist anyone with registration or access to student records without your written permission.

Please complete and sign a Permission to Release Information and Authorization to Act on My Behalf form to give permission to another person to obtain your personal information. Download the form from our website:

camosun.ca/foipop

Or obtain one from the Admissions Department



Contact Information

Admissions & Registration Services

250-370-3550 or 1-877-554-7555

Camosun.ca/faq

Assessment Centre

250-370-3597 or 250-370-3598

assessment@camosun.bc.ca

Camosun.ca/assessment

Counselling

Lansdowne: 250-370-3571

Interurban: 250-370-4925

counselling@camosun.bc.ca

Camosun.ca/counselling

Disability Resource Centre

Lansdowne: 250-370-3312

Interurban: 250-370-4049

TTY/TDD: 250-370-3311

drc@camosun.bc.ca

Camosun.ca/drc

Financial Aid & Awards

Lansdowne: 250-370-3596

Interurban: 250-370-4862

financialaid@camosun.bc.ca

Camosun.ca/financialaid

Academic Advising

250-370-3550 or 1-877-554-7555

academicadvising@camosun.bc.ca

Camosun.ca/advising



Thank you for choosing Camosun College. Best wishes for continued success in your studies and beyond.

