Spring 2027 Registration Dates and Instructions

Please review the ***Academic Schedule and Important Dates 2026-2027*** located on the Registration Dates webpage, for additional information on upcoming dates and important deadlines.

Registration Period

November 16 – 25, 2026

- The time period where Registration Time Tickets open for registration. A time ticket is the specific date and time a student is eligible to begin registering for classes for the upcoming term.
- Spring 2027 Registration Time Tickets and course schedule will be published in the first week of November.

Please note

  - Once a time ticket opens, it does **not** close. Students are able to register online for courses right up until the end of the **Add/Drop Period**, and by paper registration after that point, if a late registration is approved by the instructor.

Standard Term Dates

January 4 – April 9, 2027

- The first day to the last day of standard term classes.
- Non-standard term dates can be found on the **Non-Standard Add, Drop and Withdrawal Dates** document on the Registration Dates webpage.

Add/Drop Period

January 4 – 15, 2027

- During this period, students can add additional classes, switch course sections, or change their Enrolment Status to "Audit", without penalty. Students can also drop one or more of their classes and receive an 80% fee refund of their tuition fees. For information on tuition and fee refunds during the Add/Drop period, see Tuition Refunds.
- To register into a course **after** the Add/Drop Period, please submit a completed Registration form to the Registrar's Office – registration@capilanou.ca.Your instructor will need to sign off on the late registration.
- Courses that do not run for the standard term are considered "non-standard" and will have different add, drop and withdrawal dates. Please consult the **Non-Standard Add, Drop and Withdrawal Dates** document on the Registration Dates webpage.

  Please note:
  - There is a $50 per credit late fee for courses added **after** the Add/Drop Period.
  - When courses are dropped during the Add/Drop period they **will not** appear on your permanent student record or transcript.

Withdrawal Period

January 16 – March 12, 2027

- During this period, students can drop one or more of their classes, but they will receive a "W" standing on their transcript and they **will not** be eligible for a Tuition Refund.

  Please note:

- A “W” standing shows the student attempted a course but chose not to continue taking it that term
- A “W” standing **will** appear on your permanent student record.
- A “W” standing **will not** be included in the Grade Point Average (GPA) calculation.

- Courses that do not run for the standard term are considered “non-standard” and will have different add, drop and withdrawal dates. Please consult the **Non-Standard Add, Drop and Withdrawal Dates** document on the Registration Dates webpage.
- Students **cannot** drop their courses **after** the Withdrawal period, unless unusual circumstances beyond the student's control makes it impossible for them to complete their coursework and affects their academic performance. To withdraw if this occurs, students must submit an Extenuating Withdrawal application form to the Registrar’s Office – extenuatingwithdrawal@capilanou.ca.

Final Exam Period

April 12 – 21, 2027

- The Final Exam Schedule is updated and posted to the Registrar’s Office webpage by the beginning of March.

Non-Standard Add, Drop and Withdrawal Dates

Various Dates

- Courses that **do not** run for the *standard term* are considered “non-standard” and will have different add, drop and withdrawal dates from courses that run for the standard term.
- Information on these courses is listed on the **Non-Standard Add, Drop and Withdrawal Dates** document on the Registration Dates webpage.
- To add a *non-standard* course **after** the *standard* Add/Drop Period deadline, you will need permission from your instructor and to submit a completed Registration Form to the Registrar’s Office – registration@capilanou.ca. Dropping a non-standard course during its withdrawal period will also require submitting a registration form, but it does **not** need instructor approval.
- For information on tuition and fee refunds during the Add/Drop period, please visit the Tuition Refunds webpage.

Please note:

- There is a $50 per credit late fee for courses added after the non-standard Add/Drop Period.
- When courses are dropped during the Add/Drop period they **will not** appear on your permanent student record or transcript.

Payment Information

Tuition & Fee Payment Deadline – December 21, 2026 (4:00pm)

- To avoid being automatically deregistered (withdrawn) from your classes, all course fees for the Spring 2027 term must be submitted to Student Financial Accounts by **4:00 pm on December 21, 2026**.
- For more information, please visit the Fee Payment Deadline and the How to Pay webpages.
- It is the **student’s responsibility** to ensure that **all** fees and deposits are paid in full by the fee payment deadline, or that a valid fee deferral request has been submitted and approved.
- For more information please visit the Fees and Finances webpage.
- There is **no** tuition & fee payment deadline for courses that are registered into **after December 22, 2026**, but late fees will be applied to student accounts each month of the current term when the balance remains

unpaid. For the late payment fee schedule, please visit the Fee Payment Deadline webpage.

Fee Deferral Application Deadline (to avoid deregistration) – December 18, 2026 (4:00pm)

- A fee deferral is an extension of the fee payment deadline and can be granted if you meet the eligibility criteria.
- All Fee Deferral Applications for approved **student loans, scholarship or awards,** or for **Work BC Skills Development Employment Benefits funding** must be submitted to Financial Aid & Awards by **4:00 pm** on **December 18, 2026,** in order to avoid deregistration. Please consult the Fee Deferrals webpage for more information.
- All **other** Fee Deferral requests (**international money/wire transfers**, **sponsored students**, **etc**.), should be submitted to Student Financial Accounts by **4:00 pm** on **December 18, 2026** (in order to avoid deregistration).
- Please visit the Fee Payment Deadline webpage or contact Student Financial Accounts at 604.984.1786 or by email at SFA@capilanou.ca, for more information.

Fee Refunds

- Depending on when you drop your course, you may be eligible for a Tuition Refund.
- Refunds are processed six weeks after the start of the term and are mailed to the address currently listed in your myCapU Account.

Registration Information

Registration Takes Place Online

- For complete instructions, see the **Registration Guide**, the **Waitlisting Guide** and the **Registration Error Message Guide** on the How to Register webpage.

Are You Eligible To Register?

Check your Registration Time Ticket

- If you have applied and been accepted into your program, you will have a Registration Time Ticket. To view your Registration Time Ticket, log into your myCapU Account. Under **Student Services** select *Prepare for Registration* and select the term from the drop down menu.
- If you have any "holds" that prevent registration (e.g. outstanding fees, library holds, etc.), or if your academic standing (see below) prevents registration, you will not be able to register.
- If you have any questions regarding your time ticket, holds, or academic standing, please contact the Registrar's Office.

Academic Standing

- If your academic standing is "Required to Withdraw", you may not be eligible to register.
- If you have already registered for a subsequent term, you will be deregistered from that term and your payment(s) will be refunded.
- For more information, please visit the **Academic Standing** section of the Capilano University Calendar > *Select the Calendar Year > Academic Information & University Policies > Academic Policies and Procedures > Academic Standing*

What Courses Will You Take?

Course Planning Tools and Resources

- If you would like help in choosing your courses, you should make an appointment with an Academic Advisor. You may email advising@capilanou.ca for simple academic advising questions, or visit the Academic Advising website for information on our services and to register for a Course Planning Workshop.
- Choose courses using the online myCapU Account > *Plan Ahead* and to plan your class schedule. Ensure that you have the prerequisites for the courses you choose. Select a few additional courses as alternatives in the event some of your first choices are full.
- You may also choose to refer to the Capilano University Calendar to identify courses required to complete your program.
- **Note that** not all courses listed in the calendar are offered each term. You should check course availability using the *Plan Ahead*.
- Information on how to register and waitlist into your courses, can be found on the How to Register webpage, by reviewing the **Registration** and **Waitlist** Guides.

Labs/Conversations/Tutorials

- Some courses have a lab, conversation, or tutorial component in addition to the lecture. When registering in a lab, conversation, or tutorial component, you must register in the **same section** as the lecture.
- Please note that courses linked with a lab, conversation, or tutorial do not allow waitlisting. For more information, please consult the 'Registration' notes for each course.

Course Clashes/Time Conflicts

- The system will not let you register in two or more courses with conflicting class times (i.e. two or more courses scheduled at the same time or with overlapping times).
- If the overlap is small, please contact your instructors for information on the *Time Conflict Override* form.

Course Availability

- Admission to the University does **not** guarantee registration in any or all courses in which you wish to register.

Audit Status

- Audit registrations will only be permitted during the Add/Drop period and are dependent on available space and instructor's approval.
- Audit changes are not available online via myCapU Account. In order to change your course status from credit to audit or from audit to credit during the Add/Drop period, you must submit a Registration Form to the Registrar's Office with the instructor's signature.
- Regular tuition and all other student fees are assessed for Audit registrants.
- Audit students do not sit examinations, submit work, papers, lab reports, etc.; however, attendance at lectures, labs, and seminars is required. For those students who do not meet the attendance

requirement, their permanent student record and transcript will be annotated with the comment 'Audit Denied'.

- Audit status is not calculated in GPA, does not have credit, and cannot be used toward the completion of a credential.
- For more information on Audit enrolment, please see the *Academic Policies and Procedures* section of the Capilano University Calendar.

Glossary of Registration Terms

Class	The abbreviated name for the course - Example: ENGL 100 01: • Subject = **ENGL** (English), Course Number = **100**, Section Number = **01**
Course Title	• Name of the course - Example: Academic Writing Strategies (ENGL 100).
CRN	A 5 digit system generated course reference number that is used for web registration. Each section has their own unique CRN.
Instructor	Name of the instructor(s) teaching the class.
Campus Locations	**North Vancouver** (NV): 2055 Purcell Way, North Vancouver, BC V7J 3H5 **Ts'zil Learning Centre** (TS)**:** 125 Lillooet Lake Road, Mount Currie, BC V0N 2K0 **Squamish** (SQ): 3200 University Blvd, Squamish, BC V8B 0N8 **Online:** Sections are delivered online **Off-Campus:** Sections are delivered off-campus
Instructional methods	**Remote Asynchronous (RA):** Sections *do not* require students to join the online class on specified days/times. **Remote Synchronous (RS):** Sections require that students join the online class on specified days/times. These sections are scheduled in *Pacific Time*. **Remote Asynchronous + Synchronous (RAS):** Sections are delivered using both asynchronous and synchronous methods in combination. These sections require that students join the online class during specified days/times, but not exclusively. **Dual Delivery (In-person + Remote) (DD):** Sections are delivered using BOTH in-person and remote methods in combination. These sections require that students join the class in-person on specified days/times, but not exclusively. Remote classes may be synchronous and/or asynchronous. **In-Person (IP):** Sections require that students join the class on specified days/times and locations. **Online (ON):** Sections delivered online prior to Covid-19 or if Online offering type is approved for Summer 2021. Please note online sections *do not* have specific synchronous days/times. **Off-Campus (OF):** Sections are delivered off-campus.
Pre-requisites	A requirement that must be completed **before** taking the desired course. Courses considered as pre-requisites, that are in progress at the time of registration will satisfy this requirement.
Co-requisites	A course requirement that should be fulfilled **at the same time as, or before** taking the desired course. Courses considered as co-requisites, that are in progress at the time of registration will satisfy this requirement.
Seats	Number of students currently enrolled in the class over the total capacity.

	Example: “Seats: 24/35” indicates that 24 students are enrolled in a class that has a total capacity of 35.
Waitlist	The number of students that are currently waiting to get into a course that has reached its total seating capacity. Students can waitlist in a maximum of 5 courses.
Registration Error Messages	Registration Error Messages occur when a course requirement is not met, the student does not have the necessary pre-requisite, or they are not registering into the required co-requisite at the same time as their initial course. • Course requirements are listed in the registration notes section. Registration Error Messages must be resolved **before** you can register into the course. For a full listing of possible Error Messages and their solutions, please consult the **Registration Error Message Guide** on the How to Register webpage.

Do You Have The Required Prerequisites For Your Courses?

Prerequisites

- Course pre-requisites are automatically checked against your academic record. The system will not let you register for a course for which you do not have the prerequisite(s) or if the prerequisite(s) does not appear on your academic record. You must ensure that you have submitted all official high school and post-secondary transcripts at least six (6) weeks prior to registration to allow enough time for the courses to be recorded on your academic record.
- Capilano University courses that are in progress at the time of registration will satisfy prerequisites. However, the Registrar's Office will recheck all students' prerequisites once final grades have been entered at the end of each term or session. If you do not meet a required prerequisite for a course based on your final grades, you will be deregistered from that course and you will not be charged for that course. You will be notified by email to your via your Capilano University email account if you have been deregistered due to not meeting a required prerequisites for a course.

English Placement Test Requirements

- The English Diagnostic Test (**EDT**) or the *Language Proficiency Index* (**LPI**) test is required for registration in some courses, including first year English (ENGL) courses. Please ensure that your EDT or LPI exam results are submitted to the Registrar's Office at least 48 hours prior to registration so that the results can be recorded in advance on your academic record.

Math Placement Test Requirements

- The Math Placement Test (**MPT**) is required for registration in some courses. Please ensure that your results are submitted to the Registrar's Office at least 48 hours prior to registration so that the results can be recorded in advance on your academic record.

Registration Assistance

You may contact the Registrar’s Office for registration assistance by:

Phone: 604.984.4900 (option 5)

Email: registration@capilanou.ca

Phone Hours*:

Monday	9:00am – 4:00pm	Thursday	9:00am – 4:00pm
Tuesday	9:00am – 4:00pm	Friday	9:00am – 4:00pm
Wednesday	10:00am – 4:00pm	Saturday & Sunday	Closed

** Hours of service might differ during holidays*