

The screenshot shows the Brandon University homepage in a web browser. A blue arrow points to the address bar showing www.brandonu.ca. Another blue arrow points to the 'Online Registration' link in the 'Student Resources' section. The page features a header with the university logo, name, and navigation links. A large banner image shows a person on a trail with the text 'Trek BU' and 'Begin your journey today!'. Below the banner are sections for 'Faculties and Schools', 'Programs', 'Scholarships', 'Visit Us', 'Apply now!', 'Student Resources', and 'Giving to BU'.

Brandon University

Future Students Programs Student Life Athletics Alumni Services Give

Trek BU
Begin your journey today!

Faculties and Schools

- Faculty of Arts
- Faculty of Education
- Faculty of Graduate Studies
- Faculty of Science
- Faculty of Health Studies
- School of Music

Research

- BU Research Office
- Rural Development Institute
- Tourism Research Centre

Programs
Find the program that's right for you.

Scholarships
View our Scholarships and Bursaries.

Visit Us
Book a campus tour or be a student for a day.

Apply now!
Ready to apply to BU? Start your application!

Student Resources

- Course Calendars
- Registration Guides
- Scholarships/Bursaries
- John E. Robbins Library
- Moodle Log In
- Online Registration
- Online Account Payments
- Student Information
- Tax Receipts
- Graduation Application

Giving to BU

- Annual Fund
- Presidents' Circle
- BU Foundation
- Donate Today!

At the BU homepage (www.brandonu.ca) click on Online Registration.

Mozilla Firefox (Private Browsing)

File Edit View History Bookmarks Tools Help

http://listt.brandonu...ne/BUSStart/Logon.aspx

listt.brandonu.ca/BUSOnline/BUSStart/Logon.aspx

Most Visited Customize Links Windows Brandon University - S...

Brandon University Online Registration
[Important Registration Dates](#)

Welcome to the BU Online Registration System.

You are eligible to register for classes using the online system if you are a:

- returning student
- new student who has been accepted to Brandon University

You are NOT eligible to use the online system if you:

- have not yet been accepted to Brandon University
- are currently on academic suspension or withdrawal
- Are registering for courses that require written approval from Rural Development (Graduate level only), Indigenous & Human Health Services (IHHS), First Nations & Aboriginal Counselling (FNAC) or from the PENT, or CBE programs
- are registering for classes after the final registration date
- are in the Faculty of Education (A.D.) or Concurrent program and have not received your acceptance letter (first year only) and/or course schedule timetable from the Faculty of Education

To use the BU Online Registration System enter your username and password (the same as your [BU webmail](#)). Be aware that you will be timed out after 10 minutes of inactivity.

If you are not sure what your username and password are [claim your id](#). If you need assistance by calling (204) 571-8500 between 8:30am and 4:30pm Monday through Friday or by email at HelpDesk@BrandonU.ca

For the regular session, a change of registration fee will be charged after the initial registration and two additional changes of registration.

Refunds for courses dropped after commencement of classes will be prorated.(see Refund Schedule)

Username

Password

Required: Enter your Username

start Novell GroupWise - C... Fomine Net Send GUI... Brandon University - ... Mozilla Firefox (Privat... online reg supplemen... 9:40 AM

Click "claim your id"


Page 3 - Mozilla Firefox (Private Browsing)

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http://liszt.brandon.../BUStart/Logon.aspx Page 3

https://webapp.brandonu.ca/pls/claimid/f?p=103:3:0::NO::: Google

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 **Brandon University**

Student details

- Student Number
- Enter Last Name
- Enter Birthdate (YYYY-MM-DD)

Enter your student number, your last name, and your birthdate, including the dashes. At the next screen, write down the user id and password. Follow the instructions on the screen to change your password. Your new password must include at least one number, one capital letter, one special symbol (like \$ or *) and be at least 8 characters long without containing a complete word (eg: **BU2014**). Go to the Online Registration screen again.

The screenshot shows a web browser window with the address bar displaying `http://liszt.brand...BUStart/Logon.aspx`. The page title is "Brandon University Online Registration" with a link to "Important Registration Dates". The main content area has a yellow header and a white body. The body contains the following text:

Welcome to the BU Online Registration System.

You are eligible to register for classes using the online system if you are a:

- returning student
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You are NOT eligible to use the online system if you:

- have not yet been accepted to Brandon University
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To use the BU Online Registration System enter your username and password (the same as your [BU webmail](#)). Be aware that you will be timed out after 10 minutes of inactivity.

If you are not sure what your username and password are [claim your id](#). If you are having problems logging on then Contact the HELPDESK by calling (204) 571-8500 between 8:30am and 4:30pm Monday through Friday or by email at HelpDesk@BrandonU.ca

For the regular session, a change of registration fee will be charged after the initial registration and two additional changes of registration.

Refunds for courses dropped after commencement of classes will be prorated.(see Refund Schedule)

Below the text is a login form with two input fields: "Username" and "Password". A large blue arrow points to the "Username" field. Below the fields is a "Logon" button.

Log in using your username and new password

Mozilla Firefox

File Edit View History Bookmarks Tools Help

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142.13.24.3/BUOnline/BURegistration/default.aspx

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Brandon University Online Registration
[Important Registration Dates](#)
[Refund Schedule](#)

Home Personal Other Address Degree Registration Make Payment Contacts Personal Information FAQ Logout

The following information will assist you in using the BU Online Registration System.

- Check that your personal, address, degree and other student information is correct.
- To register for, add or drop courses, click on [Add/Drop Courses/Labs](#).

For more assistance please click on [FAQ](#).

Select Session 2013 Spring

Personal Information [View personal information](#)

Other Student Information [View other student information](#)

Address Information [Change address information](#)

Degree Information [Change degree information](#)

Current Registration [View current registration](#)

Add/Drop Courses/Labs [Add/Drop Courses/Labs](#)

Changes Being Processed [View changes submitted to Financial & Registration Services for processing](#)

Logout [Logout](#)

[See "Privacy" for important information.](#)

In the "Select Session" dropdown menu select the Regular Session
After you select the Regular Session, click Add/Drop Courses/Labs

Mozilla Firefox

File Edit View History Bookmarks Tools Help

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142.13.24.3/BUOnline/BURegistration/CourseChange.aspx

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Home Personal Other Address Degree Registration Make Payment Contacts Personal Information FAQ Logout

Add/Drop Courses

If you do NOT want to add/drop a course/lab listed below, click the "remove" button beside that course/lab.

Unsubmitted Requests

[Request](#) [Courses](#) [Time & Location](#) [Term](#) [Section](#) [Credits](#) [Instructor](#) [Exam Date](#)

Total Cost: \$0.00

		1st Term	2nd Term
<input type="button" value="Add Course"/> <input type="button" value="Drop"/>			
Select Session	2013 Spring	Current Credit Hours	0 0
		Requested Changes	0 0
		Total	0 0

For statistical purposes only:

Do you consider yourself to be an Aboriginal person? Answering this question is voluntary. The information will be used to help Brandon University provide services for Aboriginal students.

No

Were you registered at BU last year?

* Please Pick One

Click Add Course

Add Courses - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://liszt.brand...BUStart/Logon.aspx

142.13.24.3/BUOnline/BURegistration/CourseAdd.aspx

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[Important Registration Dates](#)
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Home Personal Other Address Degree Registration Make Payment Contacts Personal Information FAQ Logout

Choose Courses

- Choose a cohort or a department
- Register for or add courses/labs by clicking the 'add' button
- To see a description of courses/labs click on the course number

You are currently registered for 0 crhrs in 1st term, and 0 crhrs in 2nd term.

Department

BUS ADMINISTRATION [16] **Courses**

BUS ADMINISTRATION [16]
 ECONOMICS [22]
 EDUC-FOUNDATIONS [04]
 EDUC-MASTERS [07]
 ENGLISH/CREAT WRITNG [30]
 HISTORY [54]
 NON-DEPARTMENTAL [99]
 PSYCHIATRIC NURSING [69]

Section	Term	Time & Location	Credits	Instructor	Exam Date
16:365 CONSUMER BEHAVIOUR	A00 1	Time/Slot: MON-09:00-12:00 Location: CHO 3 Room 4	3	Gillander, H.	22-JUL-2013
	A00 2	Time/Slot: TUE-09:00-12:00 Location: Room Time/Slot: WED-09:00-12:00 Location: Room Time/Slot: THU-09:00-12:00 Location: Room	3	Edmunds, K.	21-AUG-2013

add

[\[Home \]](#)

From the dropdown Department menu, select the Department of your course. This will give you a list of all the courses offered in that Department this year. Find the course you want using the title and course number. Be sure you are selecting the correct term (first or second) if it is a 3 credit hour course and the correct section/slot time. Click the add button beside the course. If you are adding a course with a lab, it will take you to a screen where you can select the lab section you want. If the course is full, it will immediately ask if you want to go on the wait list. You can go on the wait list and choose an alternate course (then drop the alternate course if a space becomes available on the wait list), or you can skip the wait list and just choose an alternate course.

Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://142.13.24.3...CourseChange.aspx x http://liszt.brand...BUStart/Logon.aspx x +

142.13.24.3/BUOnline/BURegistration/CourseChange.aspx

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Add/Drop Courses

If you do NOT want to add/drop a course/lab listed below, click the "remove" button beside that course/lab.

Unsubmitted Requests

[Request](#) [Courses](#) [Time & Location](#) [Term](#) [Section](#) [Credits](#) [Instructor](#) [Exam](#) [Date](#)

Total Cost:\$0.00

Select Session 2013 Spring

	1st Term	2nd Term
Current Credit Hours	0	0
Requested Changes	0	0
Total	0	0

For statistical purposes only:

Do you consider yourself to be an Aboriginal person? Answering this question is voluntary. The information will be used to help Brandon University provide services for Aboriginal students.

No

Were you registered at BU last year?

* Please Pick One

Click Add Course and repeat the above step for each course you want to take. When you are done, check the 1st term and 2nd term credit hour totals to be sure you have the correct number of credit hours you want to take.

For statistical purposes only:

Do you consider yourself to be an Aboriginal person? Answering this question is voluntary. The information will be used to help Brandon University provide services for Aboriginal students.

No

Were you registered at BU last year?

* Please Pick One

* Check the following that apply:

Man. Gov't Burs. ☐

Can. Stud. Loan ☐

B.U. Schol/Burs. ☐

None of the above ☐

* Are you sponsored by an agency?

No ☐

Yes ☐

If yes, provide agency name

[I have read, understand and agree to the uses of my personal information as described on the "Personal Information" tab.](#)

Yes ☐

No ☐

1. It is the student's responsibility to see that prerequisite, major/minor, degree and graduation requirements are met.

2. Students must complete their own registration.

3. I am aware that a \$20 change of registration fee will be charged after the initial registration and two changes of registration in Regular Session. (No charge in Summer) See FAQ

4. I have confirmed that my address information is current.

[I have read the spring/summer payment conditions.](#)

* I have read and agree to the above, and certify that all information is correct, complete and true. ☐

Complete the required statistical questions (the required ones have a red star on the left margin). Hit Submit Request at the bottom of the page. This should take you to a screen that will have a tracking number at the top. Write down and save the tracking number (you can use it to find the submission if anything goes wrong with your registration). You must SUBMIT your courses and receive a tracking number for the request to be processed.