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

You are eligible to register for classes using the online system if you are as:
- returning student
- new student who has been accepted at Brandon University

You are NOT eligible to use the online system if you:
- have not yet been accepted at 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 FENT or CSE programs
- are registering for classes after the final registration date
- are in the Faculty of Education (A.B. or Concurrent program) and have not received your acceptance letter (first year only) and 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, click "claim your id". If you need further assistance, please try by calling 204-727-9600 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
Login

Required: Enter your Username...
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.
Log in using your username and new password
In the “Select Session” dropdown menu select the Regular Session
After you select the Regular Session, click Add/Drop Courses/Labs
Click Add Course
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.
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.
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.