

Continuing Education

How to Register:

PAY VIA CREDIT CARD – REGISTER ONLINE:

You can register online: <https://cambriancollege.ca/coned/>

1. Scroll down the page, under all courses, click on the appropriate course catalogue (example: Fall Registration 2022)
2. Sign into your account, using your student number, and password. Default password is: mmddyy of your date of birth, 2 digits from each, no slashes. If you do not remember your credentials, please email continuing@cambriancollege.ca with your student number, or full name and date of birth.
3. Type in the course code, description, or CRN (if you use course code, place a space after the first 3 letters, before the 4 numbers – ex DEC 1001)
4. You can view further details on the course by clicking on Details, or you can add the course to your shopping cart by clicking Register.
5. To check out, click on Manage Registration in the upper left hand corner of the screen.
6. Click on Proceed to Registration.
7. Click Proceed to Payment.
8. Click either I Decline, or I Accept. Only those who click I Accept will be able to complete the registration process.
9. Ensure pop up blockers are turned off. Once you click I Accept, a pop up or another tab should populate and take you to a payment screen.
10. Enter in the details of your payment method – accepted payment method is via credit card only.
11. An automated email will be sent to you 7 days before the start of your course with instructions regarding how to access your course. If you do not receive this email, please email continuing@cambriancollege.ca with your student number for assistance.

Please note that while the login ID is the same for both your myCambrian and Continuing Education registration system, the passwords are housed separately. Changing one password does not update the other. You must remember each password separately.

This method of registration is only valid for domestic students, who are paying via credit card. Failure to complete the payment via credit card will result in you not being registered for the course via this registration method.

TIPS AND TRICKS FOR ONLINE REGISTRATION:

- Do not use the backward and forward buttons on your browser. This will cause duplicate CRN error message and will not allow you to proceed to payment.
- If you are trying to register for more than one course you may instead choose to register for 1 course at a time and pay for it, before registering for the next course. This will help avoid the duplicate CRN error message.
- Ensure you are on a laptop or desktop computer. Tablets or phones may not work with the online registration system.
- A separate screen will populate in a new tab for payment. Make sure that you do not have pop up blockers turned on. You will need to proceed to payment within 10 minutes of adding a course to your cart.
- If you do receive an error message, please wait 2 hours for the system to clear and try again.
- If you are still having issues, please send a screenshot of the issue and we can offer solutions. You may need to choose an alternative method of registration.
- If you have made a payment and you do not receive an automated email from us at minimum 7 days before the course starts, please email continuing@cambriancollege.ca with your student number. If you are registering after the 7 days before the course starts, please allow 2 business days for that email.

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SPONSORED STUDENTS

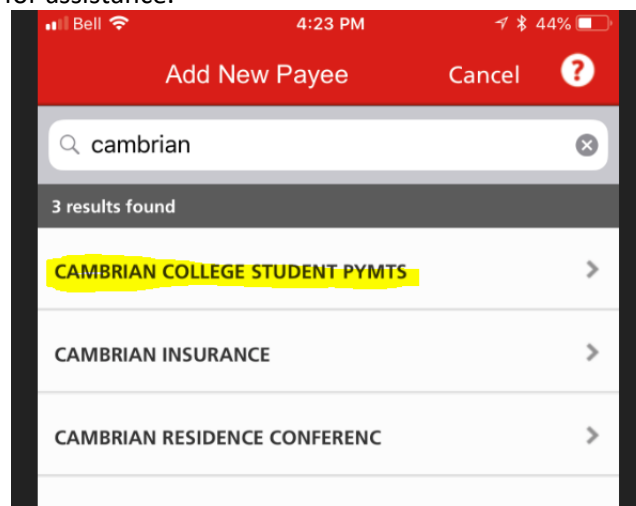
If you are a sponsored student, or on Second Career, email a copy of your sponsorship letter, or second career contract to both continuing@cambriancollege.ca and sponsorships@cambriancollege.ca with your student number, and the course you wish to register in.

An automated email will be sent to you 7 days before the start of your course with instructions regarding how to access your course. If you do not receive this email, contact continuing@cambriancollege.ca for assistance.

PAY VIA ONLINE BANKING – REGISTER VIA EMAIL

If you are an **international student**, or a **senior citizen** use this method of payment and registration for your fees to be updated to your account correctly. ****Cambrian College does not do e-transfers.**

1. Find the cost of your course by accessing the PDF catalogue for the term you wish to register for.
 - a. Go to: <https://cambriancollege.ca/coned/>
 - b. Scroll down the page. Under All courses click on the appropriate document (example: Fall 2022 Catalogue)
 - c. You can search the catalogue for the course you wish to take, and the cost associated with it. The catalogue is organized alphabetically by course name.
 - i. Please note that for international students, if this is the first course you are taking a course for this academic year, you may need to add additional fees for health insurance. Confirm these details by emailing continuing@cambriancollege.ca
2. Pay for your course via online banking.
 - a. Go to Bill Payments, and add Cambrian College as a Bill Payee.
 - b. Search by key word Cambrian, and select the one that says Cambrian Student payments. How it is set up can vary by bank. *see diagram below.
 - c. Use your 9-digit student number as the account number. If they do not accept the A, replace it with a 0.
 - d. Pay the amount needed.
 - e. It can take 3-5 business days for us to receive the payment online. Please budget the appropriate amount of time to ensure the payment is received and processed by the due date.
3. Email continuing@cambriancollege.ca with your student number, and the CRN for the course you wish to register for, stating that you have paid for the course. The CRN can be found in the same Catalogue document you used to find the cost of the course. **If you skip this step, you will not be registered.**
4. An automated email will be sent to you 7 days before the start of your course with instructions regarding how to access your course. If you do not receive this email, contact continuing@cambriancollege.ca with your student number for assistance.



Continuing Education

Forgotten Student Number or Password Reset

Please email continuing@cambriancollege.ca with

- your full name
- date of birth
- What you need:
 - Student number
 - OR Password reset for Continuing Education registration system.

New Student

If you do not already have a student number, contact continuing@cambriancollege.ca with the following information:

- Last Name:
- First Name:
- Middle Name
- Street Address:
- City:
- Province:
- Postal Code:
- Country:
- Date of Birth (dd/mm/yy):
- Gender:
- Telephone:
- Preferred Email Address:
- Are you a Canadian Citizen?

*Domestic includes: Canadian Citizen, Permanent Residence (PR) status, or Refugee Status. If you have PR, or are a Refugee, you will need to scan the required documented proof, and attach to the email.

**International students need to include a copy of their valid study permit.

Book and Exam Lists

Can be found on our website at: <https://cambriancollege.ca/coned/resources/>

Please note, books are a separate cost to the student and not included in the registration cost for the course.