

Locate your program in the options listed below:

- 1. Course Planning Session:** If you are new to RDC and you are admitted to one of the following programs, you will be required to attend a **Course Planning Session** with an Academic Advisor prior to registration in your courses. Further information will be mailed to you in the Spring if you are admitted for September and in the Fall if you are admitted for January.

PROGRAM

Bachelor of Arts	Attend a Course Planning Session. During the session an Academic Advisor will introduce you to the tools that you will need to make decisions about course choices. After the session students are responsible for completing the registration process.
Bachelor of Arts Recreation & Leisure Studies	
Bachelor of Commerce	
Bachelor of Education – Elementary or Secondary	Please read the Course Planning Guidebook for information on how to prepare for the session.
Bachelor of Science (except Nursing and Engineering)	To book a session: <ul style="list-style-type: none"> • Phone 403.342.3400 or toll free 1.888.732.4630. • Phone lines are open 8:30 AM to 4:30 PM Monday- Friday • Have your RDC student identification number and program name available.
Business Administration Year 2	
Management Certificate	
Open Studies	
Kinesiology Programs	If you live more than 2 hours or 200 km away, or if you have trouble coming in person, you may request a telephone Course Planning Session.

- 2. Pre-Set Registration:** If you have been admitted as a **full-time student** to one of the programs below, **you will automatically** be registered in the courses required for your program. Your class schedule, fee statement and other information will be available through the Loop.

If you are admitted into one of these programs as a **part-time student OR a 2nd year student**, you can register for courses by calling 403.342.3400 or toll free 1.888.732.4630 and asking to be transferred to the Chairperson of your program.

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| Auto Service Certificate | Legal Assistant |
| Bachelor of Fine Art | Motion Picture Arts |
| Bachelor of Science Engineering | Music |
| Bachelor of Science Nursing | Office Technology |
| Business Administration Year 1 | Pharmacy Technician |
| Carpentry & Construction Certificate | Practical Nurse |
| Early Learning & Childcare (on-campus) | Social Work |
| Educational Assistant (on-campus) | Theatre Studies |
| Financial Services | Transitional Vocational |
| Health Care Aid | Unit Clerk |
| Hospitality & Tourism | Visual Arts |
| Information Technology | |

3. If you are admitted into one of these programs listed below, please review your registration instructions. Please use our toll free number if you are calling long distance 1.888.732.4630.

PROGRAM	INSTRUCTIONS
Career & Academic Upgrading	Contact your Chairperson, Renate Scheelar, at 403.342.3376. You will be registered based on your interview & assessment.
Early Learning & Childcare(Off-campus)	Complete a program plan with assistance from the department by calling 403.342.3226. Register online or by calling Distance Learning Service at 403.357.3664
Educational Assistant (Off-campus)	You may register online or by calling Maria Cicman, Distance Facilitator at 403.342.3354
Unclassified	You may register online or in person at the Registrar's Office. If you require assistance, please contact an Academic Advisor at 403.342.3400.
Virtual Assistant	You may register online or by calling the Distance Learning Services office at 403.357.3664