# How to Register for the Environmental Protection Technology (EPT) Program using Block Registration

Students in the first term of the Environmental Protection Technology (EPT) Program will register for their Fall 2024 courses using Block Registration. Block Registration means that you are able to register for all your required courses with one click. Here is how to do it.

#### Things to know:

- The Registration App can be accessed either by the *Register for Classes* icon on <u>one.kpu.ca</u> or by clicking the Registration link in your online self-service account at <u>kpu.ca/oss</u>.
- To check your registration date and time, select Prepare for Registration from the Registration App landing page.

### Registering

Once your registration date and time arrive, it's time to register. From the Registration App landing page, select the *Register for Classes* link.



#### Select the Fall 2024 term in the drop-down menu.



If you have been assigned a block code for the Fall 2024 term, you will see the Blocks tab. If you do not see a Blocks tab, please contact <u>registration@kpu.ca</u> for assistance.

Student • Registration • Select a Term • Register for Classes													
	Register for Classes												
	Find Classes Enter CRNs Plans Blocks Schedule and Options Select Your Block Option												
	Term: Fall 2024												
Suppested Block: ENVI - Term 1													
	Title	Details Hours		CRN Term		Instructor	Meeting Times	Campus	Status	Reserved Seats			
	Business Problem Solving with Spreadsheets	CBSY 1110, L10	3	36117	202430		SMTWTFS 10:00 AM - 12:50 PM Type: Class Building: None Roo	Langley	35 of 35 seats remain. 35 of 35 waitlist seats rem				
	Environmental Chemistry I	ENVI 1106, L40	4	30895	202430	Sud, David (Primary)	SMTTWTFFS 08:00 AM - 09:50 AM Type: Class Building: None Roo	Langley	35 of 35 seats remain. 35 of 35 waitlist seats rem				

Click on the Blocks tab - this is where you will register for your block of courses, there is only one option to choose. Click

at the bottom right of your page.

Once you have clicked the submit button, you can view your registration in the Summary window; your schedule will display in the Schedule Details window. Please note that you are only fully registered when you see the green *Registered* icon under Registration Status in your Summary window. (Please note that the following images are examples and may not be exactly the same as your actual schedule)

Summary <u>Tuition and Fees</u>										
Title	Course/Section	Schedule Type	Instructional Method	Credit	CRN	Registration Status	Action	*		
Business Problem Solvin	CBSY 1110, L10	Class	In-person	3	36117	Registered	None	•		
Environmental Chemistry I	ENVI 1106, L40	Class	In-person	4	30895	Registered	None	•		
Environmental Chemistry I	ENVI 1106, L01	Lab	In-person	0	31096	Registered	None	•		
Environmental Issues	ENVI 1121, L40	Class	In-person	3	30486	Registered	None	•		
Environmental Mathema	MATH 1117, L	Class	Blended Synchron	3	30359	Registered	None	•		
Introduction to Professio	COOP 1101,	Class	In-person	1	35317	Registered	None	•		
Introductory Biology I	BIOL 1110, L40	Class	In-person	4	31076	Registered	None	•		
Introductory Biology I	BIOL 1110, L03	Lab	In-person	0	35458	Registered	None	•		

Congratulations! You are now registered in all the courses for the Fall 2024 term in the EPT program.

## Don't need all the courses in the block?

Now that you are registered, if there is a course in your schedule that you do not need (e.g. if you have already taken MATH 1117), you may drop it by choosing the Find Classes tab and, under Action in your Summary window, choose Drop/Dropped.

Summary									and Fee
Title	Course/Section	Schedule Type	Instructional Method	Credi	CRN	Registration Status	Action		*
Environmental Mathem	MATH 1117,	Class	Blended Synchron	3	30359	Registered	None	*	
Environmental Issues	ENVI 1121, L40	Class	In-person	3	30486	Registered	None		
Environmental Chemist	ENVI 1106, L40	Class	In-person	4	30895	Registered	Drop/Dropped		
Introductory Biology I	BIOL 1110, L40	Class	In-person	4	31076	Registered	None	*	
Environmental Chemist	ENVI 1106, L02	Lab	In-person	0	31096	Registered	None	•	
Term Summary   Registered Credits: 21   Charged Credits: 21   Credit Limit: 24									

If you need help with your schedule, please contact Academic Advising.