

Self-Registration Using Student Planning

What is Student Planning

Self-Service Student Planning allows you to plan and register for courses you need to complete your academic program. This process helps you plan, schedule and register for courses in your program. You will also have the ability to change and Add/Drop courses during the College's Add/Drop period.

Three main functions within student planning are:

- **My Progress** shows an approximate percentage of program requirements completed or need to complete for academic program.
- **Plan and Schedule** allows you to see a calendar view of the courses you are planning to take or registered for in a particular term. It also gives you an overview of the steps needed to plan all courses required to complete your program.
- The **Course Catalog** provides the option to search Red River College's Course Catalog.

Checklist Before You Start

- Please ensure both your **HUB** and **Self-Service Student Planning** accounts are working before your scheduled registration date.
- Information on how to retrieve your credentials is sent to your **RRC Email** account (username@academic.rrc.ca) as well as your personal email account provided to the College during your application process.
- Self-registration dates vary by program. Please review communications sent to your **RRC email** account (name@academic.rrc.ca) to confirm your registration dates.
- Ensure that you do not have an outstanding account as this prevents you from registering for your selected course sections(s).
- Please follow the instructions included in this document to ensure a successful self-registration experience.
- There are **4 Steps to Self-Registration**:
 - **Choosing your Program Schedule** from your program website [Transportation Trades - Home \(rrc.ca\)](http://TransportationTrades-Home.rrc.ca)
 - **Planning your Courses**, in HUB in the Student Planning Application, according to your chosen schedule
 - **Planning your Course Schedule (Sections)**, choose the Sections (includes date, time, section #, course code, etc.), according to your chosen schedule
 - **Registration**

Step 1: Logging into HUB and Accessing Student Planning

- Choose your schedule from your program Self-Registration webpage [Transportation Trades - Home \(rrc.ca\)](https://www.rrc.ca/transportation-trades-home)
- Login into your [HUB Account](#)
- Click on Student Planning

Step 2: Planning Your Courses

1. The first thing for you do before you start planning is click on **View My Progress**. This section of the Student Planning tool provides a list of required courses to graduate from your program. As you complete courses, the View My Progress screen will display the approximate percentage you have completed for your academic program.
2. The courses listed in the **Requirements** section are required to complete your program.
3. For a list of courses to plan for the upcoming term, **refer to your chosen schedule from your program website**. Then click on your first course.
4. This next screen will display the course code, title and description. Click on **Add Course to plan**.
5. You also have the option to click on **View Available Sections** link at the bottom. However, we recommend using the **Add Course to plan**, which allows you to view all selected courses in a calendar. This makes it easier to organize and schedule once you have added all your courses.
6. The next popup window will display more course details. Select the correct term from the dropdown menu (i.e. FT2021 FA Fall Term).
7. Click on **Add Course to plan**
8. Click on the **Back to My Progress** arrow on top left corner and repeat this process to add your remaining courses for your upcoming term.
9. Once you added all your courses for the upcoming term, return back to the **Student Planning** homepage.

Step 3: Creating Your Course Schedule (Section)

1. Click on **Plan & Schedule** under the Student Planning hyperlink in the top tool bar.
2. The courses you planned will be on the left and the schedule on the right.
3. **Please Note:**
 - To remove a planned section, click the X at the top right of the box in the right-hand schedule.
 - To remove a planned course, click the X in the relevant course box in the left-hand menu.
4. It is very important to **plan your sections in *the order as written on your schedule***. Plan first core courses sections, then related course sections.
5. Choose the first course from your core course list of your schedule and click on **View Other Sections** to see the options.
6. Please note, your course code and section (schedule) number (i.e. SAFE-1033-FTN03) will appear in the top left-hand corner of each section window
7. It is of utmost importance that you choose section hours that reflect your chosen schedule. For a morning core course schedule, choose morning hours. For an afternoon schedule, afternoon hours.
8. Section options will display on the left-hand side of your screen. All options will show as greyed out squares in your schedule.
9. When you hover over a section option on the left, the corresponding time block will turn dark in the schedule on the right.

10. To plan a section, click your desired time on the left-hand menu or on the right-hand schedule and verify the following information:

- your *course code*, make sure it is from your Core Course schedule first, (i.e. SAFE-1033)
- your *section number*, make sure it is correct according to your chosen schedule (i.e. FTN03)
- the section hours, make sure to choose a section with either morning hours or afternoon hours, according to your core course schedule
- and that the **Additional Information**, which has your program listed in it (except Comm-1173)

Section Details

Seats Available 12 of 12 Total

Credits 5

Grading Graded, Pass/Fail, Audit

Requisites None

Course Description This course will provide students with the knowledge and hands-on skills that are required to safely and effectively use hand and power tools, shop equipment, and fasteners. Safe vehicle hoisting and jacking will be taught. Instruction will include basic shop operations and the use of the measuring tools and metal fabrication tools that are used to cut, drill and tap metal. The use of scan tools and multimeters, V.I.N. numbers, service information, and the preparation of trade related documents may also be covered.

Additional Information This section is reserved for students in the Heavy Duty Equipment Mechanic program.

Books [Bookstore Information](#)

Close

11. If it does not have **your** program listed in the **Additional Information**, please select a **different section**.

If it does not have **any** program listed in the **Additional Information** section (i.e. COMM-1173), you are free to plan and register for that section.

12. Once all correct information is verified, click **Add Section**.

13. If Successful, the planned section will turn gold/yellow.

- 14.** You may notice that some courses display side by side with no conflict. These courses are offered during the same time slot but during different date ranges.
- 15.** If you accidentally plan a time conflict, the affected schedule times will turn red, and an alert will show on the course information on the left-hand side. You will not be able to register for any course sections that have conflicts. Refer to Step 3 of this section to correct your schedule.

Step 4: Registering Your Courses

1. Once your sections are planned, and you are eligible for registration according to the registration date given to you in your registration information email, you can register courses individually by clicking **Register** on each course on the left-hand menu. You can also register for all at once by clicking the **Register Now** button on the top right.
2. If successful, the yellow fields will turn green.
3. Congratulations! You are registered!
4. Please note: Once registration is complete, you will receive a generic acknowledgement. Approximately 5-7 business days following your registration, your Student Records Officer will send you a more detailed registration confirmation to your RRC email account.