

Self-Service Block Registration Guide for Students

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1. What is Block Registration?

Block Registration allows you to register for a **group of courses at once**.

If your program uses block registration, your courses will already be grouped together in a predefined schedule. Instead of registering for each course individually, you can register for all courses in the block with a single submission.

2. Before You Begin

Before registering:

- Make sure you have been admitted to your program.
- Confirm that registration is open for your term by reviewing the [How to register webpage](#).
- Review any registration information sent by Okanagan College.

3. How to Register Using Block Registration

Step 1 - Open Self-Service

1. Log in to [myOkanagan](#).
2. Select **Registration**.

The screenshot shows the myOkanagan student portal interface. At the top, there is a navigation bar with the OC logo, the text 'myOkanagan', and user roles 'Student' and 'Applicant'. On the right side of the navigation bar are buttons for 'Ask OC', 'Moodle', and 'Email', along with a profile icon.

The main content area is divided into several sections:

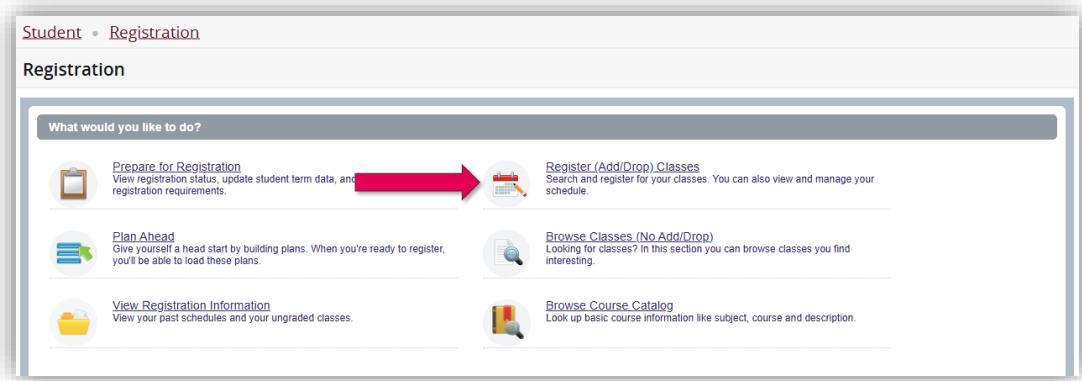
- Ask OC:** A one-stop shop to connect you to our self-help resources.
- Self-service:** View and update personal information, access academic records.
- Registration:** View course information, build plans, add and drop classes. This button is highlighted with a red arrow.
- Final exam schedules:** View final exam schedules.
- Tuition deposits, payments and refunds:** Manage tuition and payments.
- Bookings:** Book a study room or appointment.
- View my schedule:** View all student schedules and ungraded classes.

Below these sections are three main content areas:

- My program:**
 - View my applications
 - Registration (highlighted with a red arrow)
 - How to register
 - Browse classes
 - Education advising
 - Accommodate
 - Careers Hub
 - How to use 'View my schedule'
- My student resources:**
 - Academic:** Check grades, Final exam schedules, Apply to graduate, Request transcripts, Enrolment verifications.
 - Financial:** My account summary, Financial Aid, T2202 tax form.
- My useful links:**
 - Important dates
 - Student forms
 - Digital forms guide
 - Student housing portal (StarRez)
 - Microsoft 365 for students
 - Parking
 - Services for students
 - Bookstore (campus store)
 - Library services
 - Pay Per Print
 - Health and wellness
 - Indigenous self identification
 - Moodle orientation for students course
 - Fee Payment Deadlines

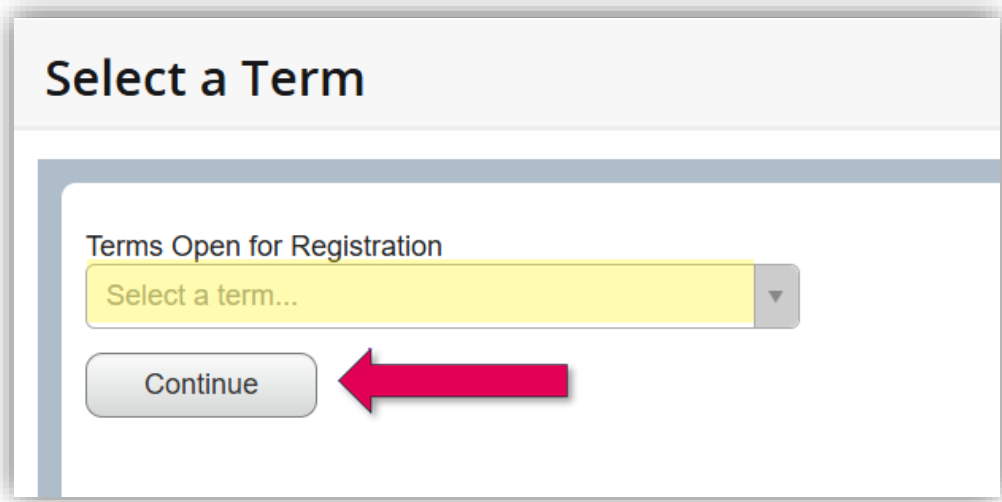
Step 2 - Open the Student Menu

1. On the Registration homepage, select **Register (Add/Drop) Classes**.



Step 3 - Select Your Term

1. Select the academic term you would like to register for from the drop-down menu.
2. Click **Continue**.



Step 4 - Review Your Courses and Register

1. Go to the **Blocks** tab.
2. Review the courses included in your block.
3. If multiple block options are available, scroll down to review all available options and select the block that suits your personal schedule and preferences.
4. Click **Submit** to complete your registration.

Register for Classes

Find Classes Enter CRN **Blocks** Schedule and Options

Select Your Block Option

Term: Winter 2026 Continuing Studies

Alternative Block: Graphic Design Ess. MC

Title	Details	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute
Introduction to Graphic...	GDE 110, K01	0	80100	202...	Lowe, Jayna (Prim...	S M T W T F S 06:00 PM - 08:50 PM Type: Class Building: None Room: None Start Date: 03/17/2026 End Date: 04/02/2026 S M T W T F S 09:00 AM - 02:50 PM Type: Class Building: None Room: None Start Date: 03/21/2026 End Date: 03/28/2026	Kelo...	20 of 20 seat...	

Panels ▾ Submit

Note: If no block appears, contact [Registration Services](#) for assistance.

Step 5 - Confirm Registration

After submitting, look for the green **Save Successful** message at the top of the page.

Your registered courses will appear in the schedule and summary sections.

This confirms that your registration was completed successfully.

The screenshot shows the Okanagan College registration interface. At the top, a navigation bar includes the college logo and a user profile icon. Below it, a breadcrumb trail reads "Student • Registration • Select a Term • Register for Classes". A green banner at the top right displays a checkmark and the text "Save Successful".

The main section is titled "Register for Classes" and includes tabs for "Find Classes", "Enter CRNs", "Blocks", and "Schedule and Options". Under "Select Your Block Option", the term is set to "Winter 2026 Continuing Studies" and the selected block is "Alternative Block: Graphic Design Ess. MC".

A table lists available classes with columns for Title, Details, Hours, CRN, Term, Instructor, Meeting Times, Campus, Status, and Attribute. One class is visible: "Introduction to Graphic De..." with details GDE 110, K01, 0 hours, CRN 80100, Term 202611, and Instructor Lowe, Javna (Primary). Meeting times are listed as 06:00 PM - 08:50 PM and 09:00 AM - 02:50 PM.

At the bottom, there are two panels. The "Schedule Details" panel shows a weekly grid for "Class Schedule for Winter 2026 Continuing Studies" with columns for Sunday through Saturday and rows for 9am, 10am, 11am, 12pm, and 1pm. The "Summary" panel shows a table of registered courses:

Title	Details	Hour	CRN	Schedule	Status	Action
Professional Writing f...	GDE 100, K...	0	80099	Lecture	Registered	None
Introduction to Graph...	GDE 110, K01	0	80100	Lecture	Registered	None
Your Digital Toolkit ...	GDE 120, K...	0	80101	Lecture	Registered	None
Your Digital Toolkit ...	GDE 130, K...	0	80102	Lecture	Registered	None

At the bottom of the summary panel, it shows "Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999,999,999" and a "Submit" button.

4. Adjusting Your Schedule

In some programs, you may be able to adjust your schedule or drop a course after you registered in the block.

- If you have already completed one of the courses required in your program (for example, ENGL 100), you may drop it *after* you have registered in your block of courses for that term.
- In some programs, you can drop a course, such as ENGL 100, and register for a different section that better suits your schedule.
- **Please consult the [Education Planning Team](#) before making changes to your schedule.**

5. Register for Additional Terms

Registration requirements vary by program.

Some students may be required to register for multiple terms at the same time, while others will register for subsequent terms at a later date.

If you need to register for multiple terms, Okanagan College will provide instructions outlining:

- Which terms you need to register for.
- When registration opens for each term.
- Any additional registration requirements for your program.

If you are not required to register for subsequent terms at this time, Okanagan College will contact you when it is time to register for your next term.

Important: Be sure to check your student email regularly for registration updates and instructions regarding subsequent terms.

6. After Registration

After submitting your registration:

- Your registered courses will appear in your schedule.
- You can review your registered courses through Self-Service.
- Check your student email regularly for important updates.
- Note the [fee payment deadlines](#) for each term
- Request a Verification for Enrolment if required.
 - [Domestic](#) students
 - [International](#) students

7. Common Issues

I do not see a block available.

If no block appears when you access registration, your registration may not yet be available, or there may be an issue with your student record.

Contact [Ask OC](#) for assistance.

I received a registration error.

Registration may be affected by:

- Scheduling conflicts
- Program or campus information issues.
- Student status issues
- Technical problems

If you receive an error message, contact [Ask OC](#) and include a screenshot of the error if possible.

I can see courses but cannot register.

In some cases, courses may appear but cannot be selected.

Contact [Ask OC](#) for assistance.

8. Need Help?

If you experience any issues with block registration, visit [Ask OC Help Centre](#) or contact [Ask OC](#).

When contacting us, include:

- Your student ID number
- Your program
- The term you are trying to register for
- A screenshot of any error message you receive

Providing this information will help us resolve your issue more quickly.