

Student Planning Guide

Step 1: Get Ready



Find your CNC Username and Password

Before you can access Student Planner, you need your CNC Connect login credentials.



Understand Required vs. Elective Courses

Some programs have two types of courses:

- **Required Courses:** These courses are mandatory for the completion of your program.
- **Elective Courses:** These are the optional courses that you choose, based on interest, from an approved list to meet your program's credit requirements. Some programs require elective courses from specific subject areas.



Get Familiar with Student Planner

Login to your CNC Connect account and select Student Planner to view:

- Your progress throughout the program, including completed coursework and any remaining course requirements.
- Your grades and GPA.
- Links to detailed course descriptions.
- A summary of the courses you've taken at CNC.

Watch the tutorial videos on how to use CNC Connect. Watching these videos will help you to navigate this system and help to make course registration smoother.

Step 2: Meet with an Academic Advisor

Getting help from an Academic Advisor is recommended if you find yourself unsure at any point. An Advisor can help you plan which courses to take and answer any questions you have about your program.

Contact Method	How to Access
Submit a Question	Use the Advising tab in Student Planner.
Zoom Drop-In Sessions	Join a live drop-in session with Academic Advisors. <i>(Please note that there may be wait time).</i>
Book an Appointment	Schedule a 30-minute in-person or virtual meeting.



Scan the QR code or visit the link to find your credentials at tools.cnc.bc.ca/cncaccount



Scan here to visit cnc.bc.ca/planner



Scan here to watch the tutorial videos on how to use CNC Connect.



Connect with an Academic Advisor at cnc.bc.ca/services/advising

Student Planning Guide

Step 3: Know the Important Dates

Fall and Spring Semesters

- Course schedules available: Late April
- Meet with an Academic Advisor: Early May
- Registration opens: Mid-May

Intersession (Summer)

- Course schedules available: Late February
- Meet with advisor: Late February/Early March
- Registration opens: March

Step 4: Register for Your Courses

Once registration opens, you'll be assigned a specific date and time to register for your courses.



Find your Registration Time

Login to CNC Connect and view Student Planner. Select "Schedule" to view your assigned registration date and time.



Plan Ahead

Plan your courses once the course schedules become available, so you are prepared when your registration opens.



Register During your Assigned Time

Login during your assigned time and select your courses. Courses fill up fast, so register promptly.



Register for Multiple Semesters at Once

If registering for multiple semesters, register for all during your assigned time. This helps you to secure your seat in the courses you want to take.



If You're Waitlisted

Check your email (including junk/spam) regularly for a seat offer. If you receive one, you'll have a deadline to register.



View events and important dates at cnc.bc.ca/calendar



Start your registration at cnc.bc.ca/planner

Student Planning Guide

Step 5: Prepare for College

View Your Timeline

Go to the Timeline tab in Student Planner to see your courses by semester, along with your grades and GPA.

Drop or Withdraw from a Course

Please note the different deadlines for dropping or withdrawing from courses:

- **Financial refund deadline:** The last date to withdraw and still receive a financial refund.
- **Withdraw without academic penalty deadline:** The last dates to withdraw from a course without it affecting your grades and GPA.

When you successfully withdraw from a course, it shows a "W" on your account.

If you don't withdraw by the deadline and receive an "F" grade instead, the "F" remains on your transcript and affects your cumulative GPA.

Quick Facts

Program Timelines

- **Diploma programs:** 60 credits
- **Certificate programs:** 30 credits
- **2-year completion:** 5 courses per semester (Fall and Spring only)
- **3-year completion:** 4 courses per semester (Fall and Spring only)
- Finish sooner by taking Intersession courses (May-July)

Cohort vs. Non-Cohort Programs

- **Cohort:** Set schedule and course sequence (Trades, Medical, Civil Engineering)
- **Non-cohort:** Flexible schedule (Associate, Business Programs)



You'll find all deadlines and important dates in the Calendar section of Student Planner at cnc.bc.ca/calendar



Start Your Registration at cnc.bc.ca/planner



Student Planning Guide

🔍 Frequently Asked Questions

What if I don't meet course prerequisites?

You must meet all course prerequisites before registering. You can request a course prerequisite waiver from the instructor, but approval is not guaranteed. Connect with an Academic Advisor for more information.

Can I receive credit for previous coursework?

You may be eligible for credit from:

- Previous coursework you completed at CNC
- Transfer credit from another institution

Ask an Academic Advisor about CNC's transfer credit policies and any timeline extensions that might apply.

Can I transfer credits from another college or university?

Yes, you may be eligible for transfer credit from another institution. Meet with an Academic Advisor to discuss your options and learn about CNC's transfer credit policies.

📖 Helpful Resources



Find Your CNC Credentials

tools.cnc.bc.ca/cncaccount/



Academic Advising Website

cnc.bc.ca/services/advising



Student Planner

cnc.bc.ca/planner



Advising FAQ

cnc.bc.ca/services/advising/faq



Learn to Use CNC Connect (Videos)

youtube.com/playlist?list=PLNnEVMv80L_5yuL-su7NDZ-DTLK3YIUNA



New Student Information

cnc.bc.ca/current-students/new-students



Digital Student Resource Guide

cnc.bc.ca/docs/default-source/student-services/cnc-studentguide-2024.pdf

