WELCOME TO RDC WEB REGISTRATION

LOG on to the REGISTRATION system

- Go to www.rdc.ab.ca
- Click on get into TheLoop
• Enter your **User Name and Password** and Click **Login**
  ➢ Your **User Name** is your first initial and last name (in lowercase with no spaces).
  ➢ If this is the first time using TheLoop – your **Password** is set to your date of birth in a 6 digit YYMMDD format e.g. May 31, 1984 would be 840531.
  ➢ If you receive a message indicating that your username and password are not a match, you would need to contact IT Services at 403.342.3580 to get your exact username. This happens in cases where there is more than one common name in the system (e.g. jsmith).
  ➢ Once you click **Login**, you may create a new **Password**.

Once logged into theLoop this is the main screen.
To change your password (the Registrar’s Office **strongly** recommends you change your password), to do so, go into the Loop and to Email.

Once in email, go into the Options button

Select change password and enter old password (your date of birth in a 6 digit YYMMDD format e.g. May 31, 1984 would be 840531) and enter new password, confirm password.
Once your password is updated, go into the Services tab, selecting Online Services (Banner Self Service), where you will have access to your online self service options.

**MAIN MENU**

**Personal Information**

This option will allow you to view your current address, phone number, email address, and your emergency contact information.

**Student Services**

This option will allow you to apply for Admission or Awards, register in courses for the next Academic year, view an existing schedule of classes, view any holds on your student record or account, view and pay your statement of fees and/or view your Academic Transcript.
By selecting the **Student Services** option, you will be ready to begin your registration process by selecting the **Registration** icon.

**Faculty and Advisors**

If you are a Faculty member or Advisor as well as a Student, this option will be available to you.

**Employee**

If you are an Employee as well as a Student, this option will be available to you.
REGISTRATION MENU

To begin your registration, you will need to select the term that you want to register for. You can only register for one term at a time so this process will have to be repeated for each term. Click on the Select Term option.

Select the term from the drop down list and submit. You will then be returned to the Registration menu.
Add or Drop Classes

Using the Add or Drop Classes link is one option to register for courses. If you know the CRN's (Course Reference Numbers) associated with the courses you have selected for the term, you can simply enter these numbers in the boxes provided and click on the Submit Changes button when complete.

Add Classes Worksheet

Look Up Classes

Using the Look Up Classes link is another option to register. If you do not know the course numbers for the term, you can search for them within this link and register in them or add them to your worksheet.

You will be prompted once again to select a term before getting to the Look Up page.
You may search for course offerings in a number of ways or combinations - by Subject, by Course Number, by Title, by Instructor, by Start Time and End Time and by Days. Try to refine your search so that the results are manageable for you to review. The minimum information required in a Subject.

Some sample searches are:

To find all English courses offered at Red Deer College for the term selected, highlight English from the drop down Subject list. Leave all other fields as they are. This will bring up all offerings of English courses for the term specified.

To find all offerings of OADM 220, highlight Office Administration from the drop down Subject List. Enter 220 in the Course Number field. Leave all other fields as they are. This will bring up all offerings of OADM 220 for the term specified.

To find all offerings of CHEM 211 offered on Thursdays between 8:00am and 4:00pm (including Labs and Seminars), highlight Chemistry from the drop down Subject List. Enter 08 in the Start time Hour field; enter 04 in the End time Hour field and pm in the am/pm field. Click Thursday in the Days field. This will bring up all offerings of CHEM 211, including labs and seminars, for the term specified.

Once you locate your course (es), click the box in front of the CRN(s). There may be one of four values under the Select column:

- If there is an open box, registration is allowed
- If the class box has a C in front of it, the class is closed (full)
- If SR is in the box, there is a restriction preventing registration (check your Registration Status link for more information)
- If NR is in the box, on-line registration is no longer allowed for the term you have selected.
When all of your selections are complete, click on the Register or Add to Worksheet button at the bottom of the page.

If the Add to Worksheet button is clicked, you will have to register into your courses by clicking the Submit Changes button. If the Register button is clicked, registration processing will occur immediately.

Am I registered now?

Using either option of registration, after clicking Submit Changes or Register, your Current Schedule will appear showing the course sections that you successfully registered in. (Status of **Registered Web** means you are in the class)

If there are Registration Errors, this means you are not registered in the course section(s), as per the explanation located in the Status field. Refer to the document Registration Error Messages for a more detailed explanation of what these errors mean.

- If you encounter difficulties with error messages while attempting to register on-line, you can send an email to bannerwebhelp@rdc.ab.ca and it should be answered the next business day or you can contact the Registrar’s Office at (403) 342-3400 for help.
Drop a Course

If you want or need to drop a course(s), select the option **Drop Web** from the drop down list under the Action column. Click on the Submit Changes button at the bottom of the page in order to process this drop. When the changes have been submitted, any courses you have dropped will no longer show up under the Current Schedule heading.

NOTE: The system will not allow you to drop your last course. Refer to the Registration errors document for more information.

NOTE: There is a time-out security feature. You will be logged off the system if there is no mouse (point and click) activity for a 15-minute period. Save your changes frequently.

Waitlist for Courses

You are eligible to waitlist for a course if the following conditions apply:

- you have attempted to register in all other available sections of the course
- you have checked to ensure the course you want to waitlist for does not conflict with courses in which you are currently registered
- you have checked to ensure the course you want to waitlist for is not restricted or reserved for a program other than the one you are admitted to
- you are not already registered in the course

If the conditions above are met, then you may request a waitlist for a course that is full in a number of ways:

- On-line: by completing the on-line course request form located on the Registration menu of your personal web account
- Email: send an email to coursewaitlist@rdc.ab.ca. You must include the term of the course, the CRN of the course, the Subject, Number and Section of the course (e.g. CRN 1242, term Fall 2004, KDNC 200A). Also include your name, ID number and a phone number where we can reach you.
- Fax: fax a request to (403) 357-3660. Be sure to include all of the information as stated above in the email option.
- In-person: in-person at the Registrar’s Office using an add/drop form

Print Your Schedule and Fees

To view or print your schedule of classes, return to the Registration menu and select either the Week at a Glance or Student Detail Schedule options.

To view, print or pay your tuition owing, select the Account Summary by Term option under the heading of Student Records and use the Credit Card Payment link.
Registration Status

Select the Registration Status link to review information about the program you are currently in, your eligibility to register, any outstanding fees, etc.

If you are unable to access the Add or Drop Classes link or unable to register using the Look Up Classes link, it may be because:

- You have a hold on your account that is preventing registration. To view any holds, click on the View Holds link. These holds must be cleared up before registration can occur.

- Your program may not allow for registration on-line. Refer to the Information Chart for New Students or the Information Chart for Continuing Students to determine if you must meet with your Chairperson and register in person only.

- You have not been admitted to a program yet at Red Deer College. Check with the Admissions Office at (403) 342-3400 for more information.

- There may be other reasons why you cannot register. Contact the Registrar’s Office at (403) 342-3400 for assistance.

WHERE CAN I GET HELP WITH MY ONLINE REGISTRATION?

If you encounter difficulties while attempting to register online, you may:

- Send an email to bannerwebhelp@rdc.ab.ca and it should be answered the next business day

- Contact the Registrar’s Office at (403) 342-3400 during business hours

- Ensure you have read all the relevant documentation located at www.rdc.ab.ca/registrars_office/ and web registration documentation located at www.rdc.ab.ca/registrars_office/webregistration.

Refer to the document Understanding the Timetable, if you do not understand your web timetable.