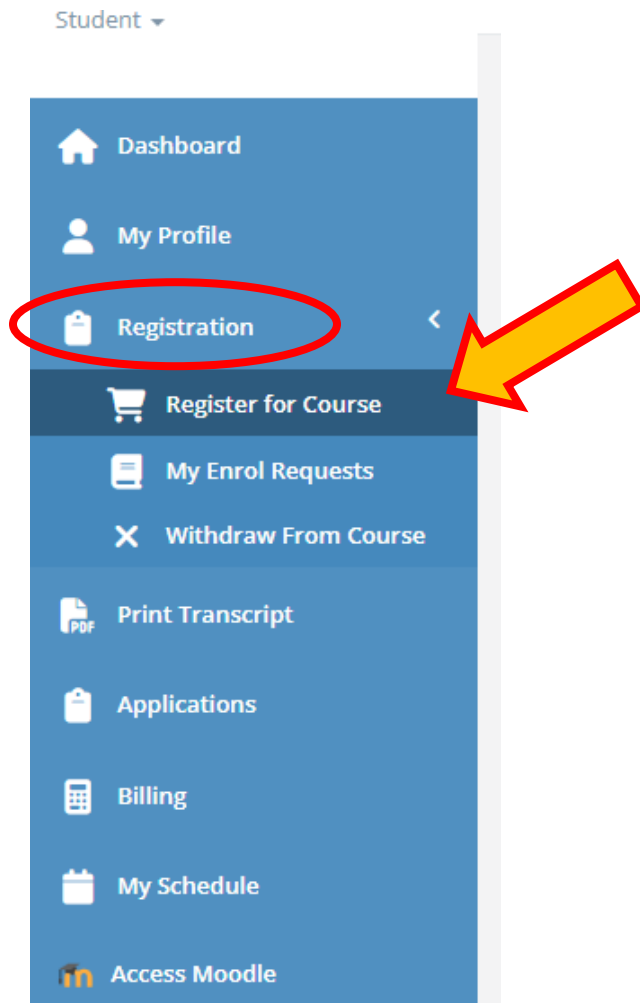


Course Registration through MY-PCU

- 1) **Login:** Visit the MY-PCU portal and login to your student account: [Login | Pacific Coast University \(pcu-whs.ca\)](https://pcu-whs.ca)
- 2) **Course Selection:** Click on **Registration** in the left-hand menu. Then, select **Register for Course**.



3) **Course Catalog:** From the Course Catalog, choose your program of study: *Bachelor of Disability Management*, *ACRTW*, or *University Studies*.

4) **Request Class:** Find your desired course and click on *Request Class*.

The screenshot displays the 'Course Catalog' page. At the top, a dropdown menu is set to 'Bachelor of Disability Management', which is circled in red with a yellow arrow pointing to it. Below the search bar, it indicates '28 courses found.' Three course listings are visible:

- WHDM 105 - Disability Management & Return to Work** (Price: \$7...): The purpose of this course is to introduce students to three components of disability management: disability management as a discipline and the value it provides; corporate disability management programming best practice; and the role of an effective disability management practitioner in driving client experience. Includes an 'Info' button and a 'Request Class' button.
- WHDM 106 - The Body and Mind at Work**: This course provides a multidisciplinary introduction to the interaction between physiological, biomechanical and psychomotor functioning and psychological, cognitive, and emotional processes. Includes an 'Info' button and a 'Request Class' button.
- WHDM 107 - Workplace Prevention & Health Promotion** (Price: \$762.00): The purpose of this course is to provide an understanding of the major components of an occupational health & safety program and management system, as well as of health promotion and workplace wellness, within the context of population health. Includes an 'Info' button and a 'Request Class' button.

A yellow arrow points to the 'Request Class' button for WHDM 105, with the text 'Request Class' written next to it.

- 5) **Review and Confirmation:** We will carefully review your course requests within one working day.
- 6) **Checking Request Status:** To check the status of your request, click on [Registration](#) and then select [My Enrol Requests](#). Here, you can see the status of your registration request.

The screenshot shows a student portal interface. On the left is a navigation menu with items: Dashboard, My Profile, Registration (circled in red), Register for Course, My Enrol Requests (pointed to by a yellow arrow), Withdraw From Course, Print Transcript, Applications, Billing, My Schedule, and Access Moodle. The main content area is titled 'My Enrol Requests' and contains a table with the following data:

Course	Status	Admin Reason	Requested On	Updated On
WHDM 206	Approved		2023-OCT-27	2023-OCT-27

Below the table is a pagination control showing 'Page 1 of 1' and '20' items per page. A yellow arrow labeled 'Status' points to the 'Status' column header, and another yellow arrow labeled 'My Enrol Requests' points to the 'My Enrol Requests' menu item.

Course Withdrawal through My-PCU

- 1) Click on **Registration**, then select **Withdraw From Course**. Click **Request Withdrawal**.

Student ▾

Dashboard

My Profile

Registration ▾

Register for Course

My Enrol Requests

Withdraw From Course

Print Transcript

Applications

Billing

My Schedule

Access Moodle

Withdraw From Course

Request Withdrawal

Request ID	Course	Status	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2) Select the course from the drop-down list, provide the reason, and click **Save**. You may request a refund*, but this will be subject to approval.

1-Select course

2-Provide your reason

3-Toggle to blue to request refund

4-Save

*Minus administration fee of \$75 for tuition refund (as per p. 12 of PCU-WHS 2023-24 Academic Calendar...); no fee for transfer of tuition to a future course if withdraw from course within first week of the course

Technical Assistance: *If you encounter any technical difficulties during this process, please do not hesitate to reach out to Student Services. We are here to help resolve any issues you might face.*