

Navigating myCMTN: A Student Guide

FINANCE

HOW TO PAY FOR DEPOSIT/TUITION FEE

1. Navigate to **Financial Information > Student Finance > Make a Payment.**

Home

Financial Information

Student Finance

Account Summary

Make A Payment

Account Activity

Pay for Registration

Registration Activity

Student Tax Information

Banking Information

Employment

Academics

Daily Work

Vendor Information

TEST!

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.

Student Finance
Here you can view your latest statement and make a payment online.

Student Tax Information
Here you can change your consent for e-delivery of tax information.

Banking Information
Here you can view and update your banking information.

Employee
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

Course Catalogue
Here you can view and search the course catalog.

Grades
Here you can view your grades by term.

Graduation Overview
Here you can view and submit a graduation application.

Enrollment Verifications
Here you can view and request an enrollment verification.

Transcript Requests
Here you can view and request a transcript.

Nonacademic Attendance
Here you can view your nonacademic attendance.

Academic Attendance
Here you can view your attendances by term.

Social Insurance Number (SIN) Information
Review or enter your Social Insurance Number

Faculty
Here you can view your active classes and submit grades and waivers for students.

Departmental Oversight
Here you can access your department faculty and view their sections.

2. Select a **payment method.**

Choose either **Mastercard, Visa, or American Express**, as these are the accepted payment options. You may also adjust the payment amount to reflect how much you would like to pay toward your account balance. If you want to pay via Debit or Cash, you should visit your nearest local campus.

Financial Information > Student Finance > Make a Payment

TEST!

Make a Payment

Use this page to make a payment on your account

Alert: Please be advised if you are sponsored for tuition or any related fees the following balances may not accurately reflect your account. Please contact [Accounts Receivable](#) for account inquiries. All other inquiries should be directed to your local campus.

Total Payment : \$2,915.76 Choose a Payment Method Proceed to Payment

Collapse All

2026 Fall \$2,915.76

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
☒	Student Receivables	PAY	2025-08-21 (Overdue)	\$2,915.76	\$ 2,915.76

Total Amount Due \$2,915.76

- Once you have selected your payment method and entered the desired payment amount, click **Proceed to Payment** to continue.

Make a Payment

Use this page to make a payment on your account.



Alert: Please be advised if you are sponsored for tuition or any related fees the following balances may not accurately reflect your account. Please contact [Accounts Receivable](#) for account inquiries. All other inquiries should be directed to your local campus.

Total Payment : \$1,000.00

VISA Charge

Proceed to Payment

Collapse All

2026 Fall

\$2,915.76

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
☒	Student Receivables	PAY	2025-08-21 (Overdue)	\$2,915.76	\$ 1,000.00

Total Amount Due

\$2,915.76

- Review the payment details carefully. If all the information is correct, click **Pay Now** to complete your payment.

Payment Review

Review your Payment information below

Payment Review

Payment Information

Item	Amount
Student Receivables	\$1,000.00
Total Payment Amount	\$1,000.00

Payment Method: VISA Charge

Pay Now

- You will be redirected to a secure portal where you can enter your credit card details to complete the payment.

HOW TO DOWNLOAD T2202

1. Navigate to **Financial Information > Student Tax Information**.

The screenshot shows the College Self-Service portal. On the left is a dark navigation menu with the following items: Home, Financial Information (highlighted with a red box), Student Finance, Student Tax Information (highlighted with a red box), Banking Information, Employment, Academics, Daily Work, Vendor Information, and User Options. The main content area has a header that says 'Hello, Welcome to Colleague Self-Service! Choose a category to get started.' Below this is a grid of 16 tiles. The first two tiles are 'Student Finance' and 'Student Tax Information' (highlighted with a red box). Other tiles include Banking Information, Course Catalogue, Graduation Overview, Transcript Requests, Academic Attendance, Faculty, Employee, Grades, Enrollment Verifications, Nonacademic Attendance, Social Insurance Number (SIN) Information, and Departmental Oversight.

2. You will be taken to the T2202 screen, where you can select the tax year you wish to view or print. Every time your T2202 has been accessed, a notification email will be sent to your college email address.

The screenshot shows the 'Tax Information' section with a sub-header 'T2202 Information'. Below this is a section titled 'T2202 Statements' containing a table with two columns: 'Tax Year' and 'Notation'.

Tax Year	Notation
2025	2025 T2202 Statement
2024	2024 T2202 Statement
2023	2023 T2202 Statement

HOW TO CHECK FOR BALANCE/ACCOUNT SUMMARY

1. Navigate to **Financial Information > Student Finance > Account Summary**.

The screenshot shows the Colleague Self-Service portal. The left sidebar contains a navigation menu with the following items: Home, Financial Information (selected), Student Finance (selected), Account Summary (highlighted with a red box), Make A Payment, Account Activity, Pay for Registration, Registration Activity, Student Tax Information, Banking Information, Employment, Academics, Daily Work, and Vendor Information. The main content area displays a grid of service tiles. The 'Student Finance' tile is highlighted with a red box and contains the text: 'Student Finance Here you can view your latest statement and make a payment online.'

2. On this screen, you can view your account summary, including your total amount due and your account activity for each semester.

The screenshot shows the 'Account Summary' page. The header reads 'Account Summary View a summary of your account'. Below this is the 'Account Overview' section. It displays the 'Amount Overdue' as '\$2,915.76' (highlighted with a red box). Below this, it shows '= Total Amount Due' as '\$2,915.76' with a 'Make a Payment' link. Further down, it shows 'Total Account Balance' as '\$2,915.76' with an 'Account Activity' link (highlighted with a red box). A list of semesters is shown on the left, with '2026 Fall' highlighted by a red box. The semesters listed are: 2026 Fall, 2025 Winter, 2024 Winter, 2023 Fall, 2023 Winter, and Other. The corresponding balances are: \$2,915.76, \$0.00, \$0.00, \$0.00, \$0.00, and \$0.00.

3. Click **Account Activity** to access a detailed view of your account. From this screen, you can select **View Statement** and/or review a breakdown of your charges and transactions.

The screenshot shows the 'Account Activity' page. The header reads 'Account Activity View your Financial Activity'. Below this is a warning message: 'Alert: Please be advised if you are sponsored for tuition or any related fees the following balances may not accurately reflect your account. Please contact Accounts Receivable for account inquiries. All other inquiries should be directed to your local campus.' Below the warning is a 'Term' dropdown menu set to '2026 Fall - Balance: \$2,915.76'. To the right of the dropdown is a 'View Statement' link (highlighted with a red box). Below the dropdown is a visual representation of the account balance: 'Charges \$2,915.76' and 'Balance \$2,915.76'. Below this is an 'Expand All' button. At the bottom, there is a table with two rows: 'Charges' with a value of '\$2,915.76' (highlighted with a red box) and 'Balance' with a value of '\$2,915.76'.



4. This is an example of how your account statement will appear when you select **View Statement**.



Coast Mountain College
5331 McConnell Ave
Terrace, BC V8G 4X2
Toll Free #: 1.877.277.2288

Student Statement

Name	
Student ID	
Total Balance	\$2,915.76
Amount Overdue	\$2,915.76
Current Amount Due	\$0.00
Total Amount Due	\$2,915.76
Amount Enclosed	

Please return this portion of the statement to the institution, along with your payment.

Date Generated: 6/16/2026

Account Activity Summary - 2026 Fall

	Previous Balance (Charges before 2026 Fall)	\$0.00
=	2026 Fall Balance	\$2,915.76
=	Total Amount Due	\$2,915.76
	Total Balance	\$2,915.76

Course Schedule

Section	Course Title	Credits	CEUs	Days	Times	Classroom	Start/End Dates
PSYC-101-ONF1	Introductory Psychology I	3.00		F	3:00-6:00 PM	ON ONLN ONLINE	9/11/2026-12/18/2026
SOCI-101-ONF1	Introductory Sociology I	3.00		Tu	9:00 AM-12:00 PM	ON ONLN ONLINE	9/8/2026-12/15/2026

Balance **\$2,915.76**

5. This is an example of how the breakdown of charges will appear when selected. It displays the exact amounts charged for each item.

Charges									\$2,915.76	^
Tuition									\$2,781.84	^
Section	Course Title	Billing Credits	CEUs	Days	Times	Classroom	Instructor	Status	Amount	
PSYC-101-ONF1	Introductory Psychology I	3.00		F	3:00 p-6:00 p.m.	Online Offering ONLINE	M. Brandt	New	\$1,390.92	
SOCI-101-ONF1	Introductory Sociology I	3.00		T	9:00 a-12:00 p.m.	Online Offering ONLINE	C. Carr	New	\$1,390.92	
Fees									\$87.72	^
Description									Amount	
Can. Fed. of Students Fee									\$11.48	
Fee - Student Support Services									\$26.32	
Universal Fee - Registration									\$13.98	
Fee - Grad Fee									\$3.90	
Universal Fee - Infrastructure									\$4.08	
Universal Fee - Technology									\$27.96	
Miscellaneous									\$46.20	^
Invoice	Date	Description						Amount		
000666279	2026-06-16	Registration - 2026F						\$46.20		
000666278	2026-06-16	Registration - 2026F						-\$46.20		

ACADEMIC

HOW TO REGISTER FOR COURSES

1. Navigate to **Academics > Register for Classes**.

Home

Financial Information

Employment

Academics

Register for Classes

Course Catalogue

Grades

Graduation Overview

Enrollment Verifications

Transcript Requests

Unofficial Transcript

Nonacademic Attendance

Academic Attendance

TEST!

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Review or enter your Social Insurance Number.

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Here you can view your active classes and submit grades and waivers for students.

Departmental Oversight
Here you can access your department faculty and view their sections.

2. In the upper right corner, use the search function to find the course you want to register for.

If you are unsure which courses to take, you can contact our Educational Advisors at advising@coastmountaincollege.ca or book an appointment directly [here](#).

TEST!

Register for Classes

PSYC 101

Schedule

Non-term Courses

Filter Sections

Save to iCal

Print

Not Registered: 0 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

ACCT-150: Financial Accounting I

View other sections

BCPT-150: Business Computers

View other sections

ECON-150: Micro Economics

View other sections

ENGL-050: Provincial English (LIL)

Sun Mon Tue Wed Thu Fri Sat

8am

9am

10am

11am

12pm

1pm

2pm

3pm

4pm

5pm

6pm

3. You can also filter your search results by availability, subject, location, term, and instructor to help narrow down your options.

Search for Courses and Course Sections

[Back to Course Catalogue](#)

Search for courses...

Filter Results

Hide

Availability

☐ Open and Waitlisted Sections

☐ Open Sections Only

Subjects

☐ Anthropology (1)

☐ Applied Coastal Ecology (1)

☐ Biology (2)

☐ Chemistry (3)

☐ Criminology (1)

[Show All Subjects](#)

Locations

☐ Terrace (22)

☐ Prince Rupert (16)

☐ Online (10)

☐ Smithers (10)

☐ Hazelton (5)

Terms

☐ 2026 Fall (13)

☐ 2026 Winter (9)

☐ 2027 Winter (5)

☐ 2026 Spring (1)

Instructors

Filters Applied: None

PSYC-101 Introductory Psychology I (3 Credits)

This course provides learners with an introduction to theories, concepts, and research findings in psychology. Specific topics covered include methods of psychological research, psychobiology, sensation, perception, consciousness, human development, learning and habit formation, and memory. Some practical applications of these topics for the learners' personal lives and careers are also introduced. Whenever possible learners will be encouraged to engage in cross-cultural analyses of psychological phenomenon through an Indigenous lens.

Requisites:
None

Locations:
Terrace, Prince Rupert, Smithers, Hazelton, Online

View Available Sections for PSYC-101

PSYC-260 Psyc of Religion&Spirituality (3 Credits)

This course explores how religious belief and spiritual experience (and their absence) mold our behaviours and psychological processes. The course starts with an introduction to psychology of religion and spirituality, followed by a review of Indigenous spirituality and research methods. Then pioneers in the field and spiritual experiences are examined. Additional critical topics include: personality factors, health and well-being, religions organizations, and social attitudes and religion. Whenever possible learners will be encouraged to engage in cross-cultural analyses of psychological phenomenon through an Indigenous lens.

Requisites:
PSYC 101 and PSYC 102 - Must be completed prior to taking this course.
PSYC 101 and PSYC 102 - Must be completed prior to taking this course.

Locations:
Terrace, Prince Rupert, Smithers

PSYC-205 Psyc of Drugs & Chem Addiction (3 Credits)

This course surveys topics related to the effects of drugs on behaviour and chemical addiction. Specific topics will include neurological effects of drugs, the causes and circumstances of addiction and the prevention and treatment of addiction. Classes of drugs studied will include alcohol, marijuana, stimulants, opiates, tranquilizers, nicotine, hallucinogens, antidepressants and antipsychotics.

Requisites:
PSYC 101 and PSYC 102 - Must be completed prior to taking this course.

4. Once your results appear, click **View Available Sections** to select the schedule that fits your availability.

PSYC-101 Introductory Psychology I (3 Credits)

This course provides learners with an introduction to theories, concepts, and research findings in psychology. Specific topics covered include methods of psychological research, psychobiology, sensation, perception, consciousness, human development, learning and habit formation, and memory. Some practical applications of these topics for the learners' personal lives and careers are also introduced. Whenever possible learners will be encouraged to engage in cross-cultural analyses of psychological phenomenon through an Indigenous lens.

Requisites:

None

Locations:

Terrace, Prince Rupert, Smithers, Hazelton, Online

[View Available Sections for PSYC-101](#)

PSYC-260 Psyc of Religion&Spirituality (3 Credits)

This course explores how religious belief and spiritual experience (and their absence) mold our behaviours and psychological processes. The course starts with an introduction to psychology of religion and spirituality, followed by a review of Indigenous spirituality and research methods. Then pioneers in the field and spiritual experiences are examined. Additional critical topics include: personality factors, health and well-being, religions organizations, and social attitudes and religion. Whenever possible learners will be encouraged to engage in cross-cultural analyses of psychological phenomenon through an Indigenous lens.

Requisites:

PSYC 101 and PSYC 102 - Must be completed prior to taking this course.

PSYC 101 and PSYC 102 - Must be completed prior to taking this course.

Locations:

Terrace, Prince Rupert, Smithers

PSYC-205 Psyc of Drugs & Chem Addiction (3 Credits)

This course surveys topics related to the effects of drugs on behaviour and chemical addiction. Specific topics will include neurological effects of drugs, the causes and circumstances of addiction and the prevention and treatment of addiction. Classes of drugs studied will include alcohol, marijuana, stimulants, opiates, tranquilizers, nicotine, hallucinogens, antidepressants and antipsychotics.

Requisites:

PSYC 101 and PSYC 102 - Must be completed prior to taking this course.

PSYC-221 Abnormal Psyc and Therapy I (3 Credits)

This is the first half of a two-semester course for students who are interested in learning about psychological disorders and therapy. We will examine the causes, diagnosis, assessment, symptoms, treatment and possible prevention of psychological disorders: including historical and current theoretical perspectives, classification systems, cultural perspectives and legal/ethical issues. Examples of topics may include: anxiety disorders, depressive disorders, dissociative disorders and personality disorders.

coast
mountain
college



5. Select your preferred schedule, then click **Add Section to Schedule**.

View Available Sections for PSYC-101			
2026 Fall			
PSYC-101-ONF1 Introductory Psychology I Add Section to Schedule			
Seats ⓘ	Times	Locations	Instructors
1 / 36 / 0	F 3:00 p.m. - 6:00 p.m. 2026-09-08 - 2026-12-18	Online, Online Offering ONLINE Distributed Learning Lecture	Brandt, M (Distributed Learning Lecture)
PSYC-101-ONF1R Introductory Psychology I Add Section to Schedule			
Seats ⓘ	Times	Locations	Instructors
15 / 36 / 0	F 3:00 p.m. - 6:00 p.m. 2026-09-08 - 2026-12-18	Online, Online Offering ONLINE Distributed Learning Lecture	Brandt, M (Distributed Learning Lecture)
PSYC-101-PRF1 Introductory Psychology I Add Section to Schedule			
Seats ⓘ	Times	Locations	Instructors
15 / 36 / 0	T/Th 4:00 p.m. - 5:30 p.m. 2026-09-08 - 2026-12-18	Prince Rupert, Prince Rupert Campus BOOKROOM Lecture	Riesen, Y (Lecture)
PSYC-101-PRF1R Introductory Psychology I Add Section to Schedule			
Seats ⓘ	Times	Locations	Instructors
17 / 36 / 0	T/Th 4:00 p.m. - 5:30 p.m. 2026-09-08 - 2026-12-18	Prince Rupert, Prince Rupert Campus BOOKROOM Lecture	Riesen, Y (Lecture)

6. A prompt with the section details will appear. Review the information, then click **Add Section** to continue.

Section Details

PSYC-101-ONF1
 Introductory Psychology I
 2026 Fall

Instructors Brandt, M (250-635-6511 x5292)

Meeting Information F 3:00 p.m. - 6:00 p.m.
 2026-09-08 - 2026-12-18
 Online, Online Offering ONLINE (Distributed Learning Lecture)

Dates 2026-09-08 - 2026-12-18

Seats Available ⓘ 1 / 36 / 0

Credits 3

Grading

Graded ▾

Requisites None

Course Description This course provides learners with an introduction to theories, concepts, and research findings in psychology. Specific topics covered include methods of psychological research, psychobiology, sensation, perception, consciousness, human development, learning and habit formation, and memory. Some practical applications of these topics for the learners' personal lives and careers are also introduced. Whenever possible learners will be encouraged to engage in cross-cultural analyses of psychological phenomenon through an Indigenous lens.

Topic Fixed Intake

Books Total

Close

Add Section

7. You will then receive a notification confirming that the section has been added to your schedule.

Academics · Course Catalogue

TEST!

Search for Courses and Course Sections

Back to Course Catalogue

Search for courses...

Filter Results [Hide](#)

Filters Applied: None

Availability

☐ Open and Waitlisted Sections
☐ Open Sections Only

Subjects

☐ Anthropology (1)
☐ Applied Coastal Ecology (1)
☐ Biology (2)
☐ Chemistry (3)
☐ Criminology (1)
[Show All Subjects](#)

Locations

☐ Terrace (22)
☐ Prince Rupert (16)
☐ Online (10)
☐ Smithers (10)
☐ Hazelton (5)

Terms

☐ 2026 Fall (13)
☐ 2026 Winter (9)
☐ 2027 Winter (1)

PSYC-101 Introductory Psychology I (3 Credits)

This course provides learners with an introduction to theories, concepts, and research findings in psychology. Specific topics covered include methods of psychological research, psychobiology, sensation, perception, consciousness, human development, learning and habit formation, and memory. Some practical applications of these topics for the learners' personal lives and careers are also introduced. Whenever possible learners will be encouraged to engage in cross-cultural analyses of psychological phenomenon through an Indigenous lens.

Requisites:
None

Locations:
Terrace, Prince Rupert, Smithers, Hazelton, Online

View Available Sections for PSYC-101

2026 Fall

PSYC-101-ONE1
Introductory Psychology I

[Add Section to Schedule](#)

Seats	Times	Locations	Instructors
1 / 36 / 0	F 3:00 p.m. - 6:00 p.m. 2026-09-08 - 2026-12-18	Online, Online Offering ONLINE Distributed Learning Lecture	Brandt, M (Distributed Learning Lecture)

PSYC-101-ONE1B
Introductory Psychology I

[Add Section to Schedule](#)

Seats	Times	Locations	Instructors
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8. Next, return to the **Register for Classes** tab and click **Register** to confirm your course registration.

Schedule

2026 Fall

[Remove Unregistered Sections](#) [Register Now](#)

[Filter Sections](#) [Save to iCal](#) [Print](#)

Not Registered: 6 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

PSYC-101-ONE1: Introductory Psychology I

✓ Not Registered

Credits: 3 Credits
Grading: Graded
Instructor: Brandt, M
2026-09-08 to 2026-12-18
Seats Available: 1

Meeting Information

[Register](#)

[View other sections](#)

SOCI-101-ONE1: Introductory Sociology I

✓ Not Registered

Credits: 3 Credits
Grading: Graded
Instructor: Carr, C
2026-09-08 to 2026-12-18
Seats Available: 33

Meeting Information

[Register](#)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							

9. Once your registration is confirmed, it should appear as shown below.

If anything appears differently or you encounter any issues, please contact info@coastmountaincollege.ca for assistance.

Schedule

< > 2026 Fall Register Now

Filter Sections Save to iCal Print Not Registered: 0 Credits Enrolled: 6 Credits Waitlisted: 0 Credits

PSYC-101-ONF1: Introductory Psychology I

✓ **Registered, but not started**

Credits: 3 Credits
Grading: Graded
Instructor: Brandt, M
2026-09-08 to 2026-12-18

Meeting Information

Drop

[View other sections](#)

SOCI-101-ONF1: Introductory Sociology I

✓ **Registered, but not started**

Credits: 3 Credits
Grading: Graded
Instructor: Carr, C
2026-09-08 to 2026-12-18

Meeting Information

Drop

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am			SOCI-101-ONF1				
10am							
11am							
12pm							
1pm							
2pm							
3pm						PSYC-101-ONF1	
4pm							
5pm							
6pm							
7pm							
8pm							

HOW TO REGISTER FOR CONTINUING STUDIES

1. Navigate to **Academics > Continuing Studies**.

Financial Information

Employment

Academics

Register for Classes

Course Catalogue

Grades

Graduation Overview

Enrollment Verifications

Transcript Requests

Unofficial Transcript

Nonacademic Attendance

Academic Attendance

Continuing Studies

Social Insurance Number (SIN) Information

TEST!

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.

Student Finance
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Student Tax Information
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Banking Information
Here you can view and update your banking information.

Employee
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

Course Catalogue
Here you can view and search the course catalog.

Grades
Here you can view your grades by term.

Graduation Overview
Here you can view and submit a graduation application.

Enrollment Verifications
Here you can view and request an enrollment verification.

Transcript Requests
Here you can view and request a transcript.

Nonacademic Attendance
Here you can view your nonacademic attendance.

Academic Attendance
Here you can view your attendances by term.

Social Insurance Number (SIN) Information
Review or enter your Social Insurance Number

Faculty
Here you can view your active classes and submit grades and waivers for students.

Departmental Oversight
Here you can access your department faculty and view their sections.

Financial Management
Here you can view the financial health of your cost centers and your projects.

Finance Administration
Here you can view the Student Finance information as a student would so you can help the student with any questions.

2. Narrow down your course options by entering the **Course Code Number**, **Days of the Week**, **Topic Code**, and/or **Location**. You can find the Course Code Number [here](#). Once you've entered your desired filters, click **Search**.

Search for Sections

Catalog Advanced Search

Meeting Start Date or After

2026-08-24

Meeting End Date

yyyy-MM-dd

Course Code Number

CEFAID

Days Of Week

☐ Sunday

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

☐ Saturday

Topic Code

Select Topic Code

Location

Select Location

Clear

Search

2. Select your preferred schedule.

Search for Sections

[Back to Course Catalogue](#)

Search for sections...

CancelNext

Filter Results

Locations

☐ Smithers

Terms

☐ 2026 Fall
☐ 2027 Winter

Days of Week

☐ Thursday
☐ Friday

Instructors

☐ CETE

Topics

☐ 1st Aid Related Training

Advanced Search Selection: CEFAID, Meeting Dates On or After 2026-08-24

Filters Applied: None

CEFAID-788-SMF01
Spec. Chainsaw Safety - 2 Day

Select

Seats ⓘ	Times	Locations	Instructors
8 / 8 / 0	Th/F 9:00 a.m. - 5:00 p.m. 2027-02-11 - 2027-02-12	Smithers, Smithers New Campus 122 Lecture	CETE

CEFAID-788-SMF01
Spec. Chainsaw Safety - 2 Day

Select

Seats ⓘ	Times	Locations	Instructors
8 / 8 / 0	Th/F 9:00 a.m. - 5:00 p.m. 2026-09-24 - 2026-09-25	Smithers, Smithers New Campus 122 Lecture	CETE

Page 1 of 1

3. A prompt with the section details will appear. Review the information, then click **Add Section** to continue.

Section Details

CEFAID-788-SMF01 Spec. Chainsaw Safety - 2 Day 2027 Winter

Instructors	CETE
Meeting Information	Th, F 9:00 a.m. - 5:00 p.m. 2027-02-11 - 2027-02-12 Smithers, Smithers New Campus 122 (Lecture)
Dates	2027-02-11 - 2027-02-12
Seats Available ⓘ	8 / 8 / 0
Credits	1.6 CEUs
Grading	Graded, Pass/Fail, Audit
Requisites	None
Course Description	This two-day course that classroom instruction and practical experience. Personal protection, chainsaw handling and safe practices are covered. Also covered is regular chainsaw maintenance, troubleshooting and minor repairs on-site. Students must bring their own chainsaw and safety gear.
Additional Information	\$655
Topic	1st Aid Related Training
Books Total	

Close

Add Section



4. You will receive a notification confirming that the section has been added to your schedule. Once confirmed, click **Next**.

Academics • Continuing Studies

TEST!

Search for Sections

Back to Course Catalogue

Search for sections...

Cancel Next

Filter Results

Locations

Smithers

Terms

2026 Fall

2027 Winter

Days of Week

Thursday

Friday

Instructors

CETE

Topics

1st Aid Related Training

Advanced Search Selection: CEFAID, Meeting Dates On or After 2026-08-24

Filters Applied: None

CEFAID-788-SMF01
Spec. Chainsaw Safety - 2 Day

Select

Seats	Times	Locations	Instructors
8 / 8 / 0	Th/F 9:00 a.m. - 5:00 p.m. 2027-02-11 - 2027-02-12	Smithers, Smithers New Campus 122 Lecture	CETE

CEFAID-788-SMF01
Spec. Chainsaw Safety - 2 Day

Select

Seats	Times	Locations	Instructors
8 / 8 / 0	Th/F 9:00 a.m. - 5:00 p.m. 2026-09-24 - 2026-09-25	Smithers, Smithers New Campus 122 Lecture	CETE

Page 1 of 1

5. Fill out the **Education Goal**, **Reason for Taking**, and **How You Learned About This Class** fields. Once you've completed all the required information, click **Submit**.

Register and Pay for Continuing Education Classes

Return to Instant Enrollment Course Catalog

Additional Details

Education Goal

Professional Development

Class

CEFAID-788-SMF01 Spec. Chainsaw Safety - 2 Day

Reason for Taking

Need for my current job

How You Learned About this Class

Web site

Cancel Reset Submit

6. Review the **Course Summary** to make sure all the information is correct. Then, select a payment method. The only accepted payment methods are **American Express**, **Visa**, or **Mastercard**. Once you've made your selection, click **Proceed to Payment**.

Register and Pay for Continuing Education Classes

Return to Additional Information form

Pay for Classes

Before registering, you can choose to add/remove classes.

CEFAID-788-SMF01
Spec. Chainsaw Safety - 2 Day

\$655.00 Delete

Seats	Times	Locations	Instructors
8 / 8 / 0	Th/F 9:00 a.m. - 5:00 p.m. 2027-02-11 - 2027-02-12	Smithers, Smithers New Campus 122 Lecture	CETE

Add More Classes

Courses Summary

CEFAID-788-SMF01 Spec. Chainsaw Safety - 2 Day \$655.00

Total \$655.00

Payment Details

Click Proceed to Payment to pay the section's cost.

Payment Methods *

American Express

Cancel Proceed to Payment

7. Review your payment details to ensure everything is correct, then click **Pay Now** to complete your registration.

Payment Review

[Return to Pay for Classes](#)

Payment Information	
Item	Amount
CEFAID-788-5MF01 Spec. Chainsaw Safety - 2 Day	\$655.00
Total Cost	\$655.00

Payment Method: American Express

Pay Now

8. You will be redirected to a secure portal where you can enter your credit card details to complete the payment.

HOW TO CHECK YOUR SCHEDULE

1. Navigate to **Academics > Register for Classes**.

Home

Financial Information

Employment

Academics

Register for Classes

Course Catalogue

Grades

Graduation Overview

Enrollment Verifications

Transcript Requests

Unofficial Transcript

Nonacademic Attendance

Academic Attendance

TEST!

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.

- Student Finance**
Here you can view your latest statement and make a payment online.
- Banking Information**
Here you can view and update your banking information.
- Course Catalogue**
Here you can view and search the course catalog.
- Graduation Overview**
Here you can view and submit a graduation application.
- Transcript Requests**
Here you can view and request a transcript.
- Academic Attendance**
Here you can view your attendances by term.
- Faculty**
Here you can view your active classes and submit grades and waivers for students.
- Student Tax Information**
Here you can change your consent for e-delivery of tax information.
- Employee**
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
- Grades**
Here you can view your grades by term.
- Enrollment Verifications**
Here you can view and request an enrollment verification.
- Nonacademic Attendance**
Here you can view your nonacademic attendance.
- Social Insurance Number (SIN) Information**
Review or enter your Social Insurance Number
- Departmental Oversight**
Here you can access your department faculty and view their sections.

2. Your schedule will then appear on the right side of your screen.

Schedule

2026 Fall

Register Now

Filter Sections Save to iCal Print

Not Registered: 0 Credits Enrolled: 6 Credits Waitlisted: 0 Credits

PSYC-101-ONF1: Introductory Psychology I

✓ Registered, but not started

Credits: 3 Credits
Grading: Graded
Instructor: Brandt, M
2026-09-08 to 2026-12-18

Meeting Information

Drop

View other sections

SOCI-101-ONF1: Introductory Sociology I

✓ Registered, but not started

Credits: 3 Credits
Grading: Graded
Instructor: Carr, C
2026-09-08 to 2026-12-18

Meeting Information

Drop

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
4am							
5am							
6am							
7am							
8am							
9am			SOCI-101-ONF1				
10am							
11am							
12pm							
1pm							
2pm							
3pm						PSYC-101-ONF1	
4pm							

3. You also have the option to print your schedule by clicking the **Print** button. It will appear as shown in the example below.

Schedule

2026 Fall

Register Now

Filter Sections Save to iCal Print

Not Registered: 0 Credits Enrolled: 6 Credits Waitlisted: 0 Credits

PSYC-101-ONF1: Introductory Psychology I

✓ Registered, but not started

Credits: 3 Credits
Grading: Graded
Instructor: Brandt, M
2026-09-08 to 2026-12-18

Meeting Information

Drop

View other sections

SOCI-101-ONF1: Introductory Sociology I

✓ Registered, but not started

Credits: 3 Credits
Grading: Graded
Instructor: Carr, C
2026-09-08 to 2026-12-18

Meeting Information

Drop

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
4am							
5am							
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							

2026 Fall

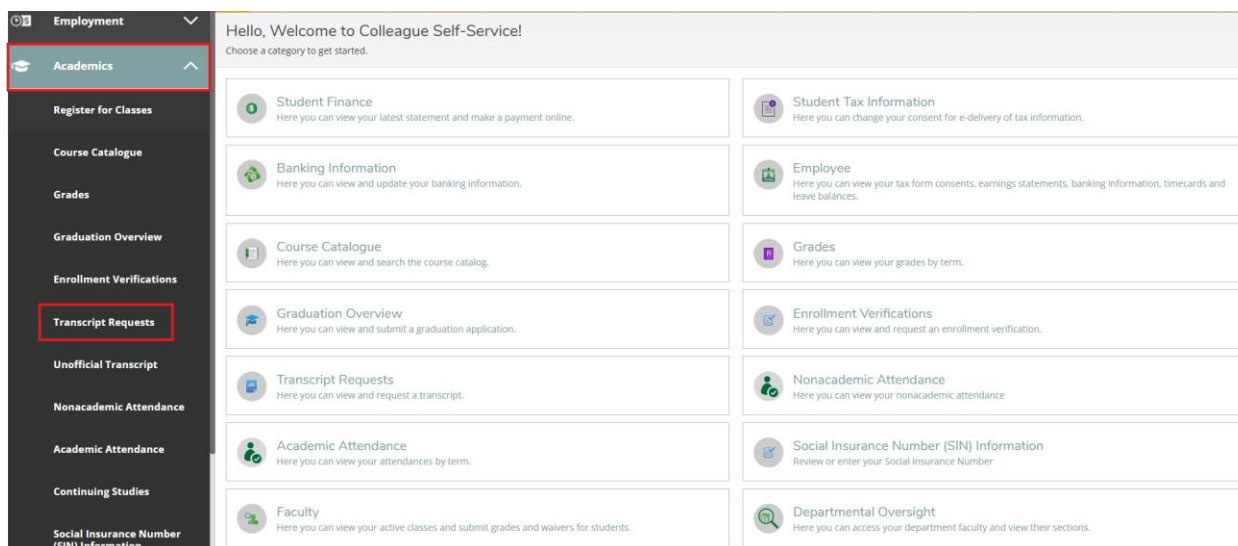
Schedule Details

Not Registered: 0 Credits Enrolled: 6 Credits Waitlisted: 0 Credits

Status	Course Title	Credits	Time	Location	Instructor
Registered, but not started	PSYC-101-ONF1: Introductory Psychology I	3 Credits	F 3:00 p.m. - 6:00 p.m. 2026-09-08 - 2026-12-18	Online Offering, ONLINE	Brandt, M
Registered, but not started	SOCI-101-ONF1: Introductory Sociology I	3 Credits	T 9:00 a.m. - 12:00 p.m. 2026-09-08 - 2026-12-18	Online Offering, ONLINE	Carr, C

HOW TO ORDER A TRANSCRIPT

1. Navigate to **Academics > Transcript Requests**.



Employment

Academics

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Transcript Requests

Unofficial Transcript

Nonacademic Attendance

Academic Attendance

Continuing Studies

Social Insurance Number (SIN) Information

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

Student Finance
Here you can view your latest statement and make a payment online.

Student Tax Information
Here you can change your consent for e-delivery of tax information.

Banking Information
Here you can view and update your banking information.

Employee
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

Course Catalogue
Here you can view and search the course catalog.

Grades
Here you can view your grades by term.

Graduation Overview
Here you can view and submit a graduation application.

Enrollment Verifications
Here you can view and request an enrollment verification.

Transcript Requests
Here you can view and request a transcript.

Nonacademic Attendance
Here you can view your nonacademic attendance.

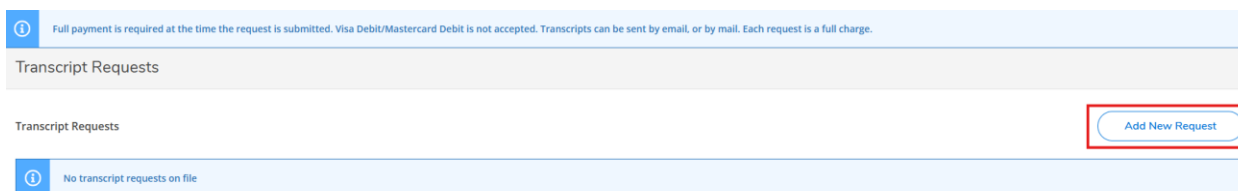
Academic Attendance
Here you can view your attendances by term.

Social Insurance Number (SIN) Information
Review or enter your Social Insurance Number.

Faculty
Here you can view your active classes and submit grades and waivers for students.

Departmental Oversight
Here you can access your department faculty and view their sections.

2. Click **Add New Request** to begin.



Full payment is required at the time the request is submitted. Visa Debit/Mastercard Debit is not accepted. Transcripts can be sent by email, or by mail. Each request is a full charge.

Transcript Requests

Transcript Requests

Add New Request

No transcript requests on file

3. Please ensure that all required fields are completed accurately.

If you would like your transcript to include all final grades, select **Hold till Courses Graded** under **Special Handling**.

If you would like your transcript sent to a specific email address, please include that information in the **Comments** section.

Then, click **Proceed to Payment** to continue.

Request a Transcript

[Back to Transcript Requests](#)

Please complete the form below to request a transcript. For more information please contact the Registrar.

Recipient *

Test

Address *

☐ Outside US/Canada

Address Line 1 *

5331 Mcconnell Ave

Address Line 2

Address Line 2

City *

Terrace

State/Province *

British Columbia

ZIP/Postal Code *

V8G4X2

Copies *

1

Copies *

1

Special Handling

Please Select

Comments

Cancel

Proceed to Payment



- A warning message will appear indicating that a full payment of the transcript request fee is required. Continue by selecting **Proceed to Payment** to proceed.

Warning!

Transcript Requests must be paid in full in order to be processed. Please Confirm if you wish to cancel this request or proceed to enter your payment

[Cancel this Request](#)[Proceed to Payment](#)

- Select your payment method. Only **Visa**, **Mastercard**, and **American Express** are accepted.

Once you have chosen your payment method, click **Make a Payment** to proceed.

Transcript Request Payment Details

[Back to Transcript Requests](#)

Click Make a Payment to pay the transcript request fee.

Number Of Copies	1
Amount Due	\$10.00
Payment Methods *	
Please Select	

[Cancel](#)[Make a Payment](#)

- Review your payment details and charges, then click **Pay Now** if everything looks good. You will be redirected to a secure portal where you can enter your credit card information to complete the payment. If you encounter any issues with the process or payment, please contact Enrollment Services at **1.877.277.2288** or through email at info@coastmountaincollege.ca for assistance.

Payment Review

Review your Payment information below

Payment Review

Payment Information	
Item	Amount
Transcript Request Fee	\$10.00
Total Payment Amount	\$10.00

Payment Method: VISA Charge

[Pay Now](#)

HOW TO ORDER AN ENROLMENT VERIFICATION LETTER

1. Navigate to **Academics > Enrollment Verifications**.

Home

Financial Information

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Enrollment Verifications

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Unofficial Transcript

Nonacademic Attendance

Academic Attendance

TEST!

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

Student Finance
Here you can view your latest statement and make a payment online.

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Here you can change your consent for e-delivery of tax information.

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Here you can view and submit a graduation application.

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Academic Attendance
Here you can view your attendances by term.

Social Insurance Number (SIN) Information
Review or enter your Social Insurance Number

Faculty
Here you can view your active classes and submit grades and waivers for students.

Departmental Oversight
Here you can access your department faculty and view their sections.

2. Click **Add New Request** to begin.

3.

Please state the **type of enrollment verification required** (program extension, enrollment verification for other purposes). If you are **extending your study permit**, please indicate it in your order and a **PAL Exemption letter** will also be issued for you for no additional fee.

Enrollment verifications for **financial purposes** should be sent directly to financialaid@coastmountaincollege.ca.
PLEASE NOTE: Enrollment verifications are only able to verify current registration at the time of the request, not a future or past enrolment. **Please ensure you are currently registered for courses before making a request.**

Please state the **type of enrollment verification required** (program extension, enrollment verification for other purposes). If you are extending your study permit please indicate in your order and a PAL Exemption letter will also be issued for you for no additional fee.

Enrollment verifications for financial purposes should be sent directly to [Financial Aid](mailto:financialaid@coastmountaincollege.ca)

Enrollment verifications are only able to verify current registration at the time of the request, not a future or past enrolment. Please ensure you are currently registered for courses before making a request.

Payment is required at the time the request is submitted. Visa/Mastercard Debit is not accepted. Please contact 1.877.277.2288 or [Enrollment Services](#) if you have additional questions.

Enrollment Verification Requests

Enrollment Verification Requests

Add New Request

No enrollment verification requests on file

4. Ensure that all required fields are completed accurately. Please indicate the purpose of your enrollment verification letter in the **Comments** section.

If everything has been filled out correctly, select **Proceed to Payment** to continue.

Please complete the form below to request an enrollment verification.

Recipient *

Test

Address *

☐ Outside US/Canada

Address Line 1 *

5331 McConnell Ave

Address Line 2

Address Line 2

City *

Terrace

State/Province *

British Columbia

ZIP/Postal Code *

V8G4X2

Copies *

1

Comments

Cancel

Proceed to Payment

5. Select your payment method. Only **Visa**, **Mastercard**, and **American Express** are accepted. Once you have chosen your payment method, click **Make a Payment** to proceed.

Enrollment Request Payment Details

[Back to Enrollment Requests](#)

Click Make a Payment to pay the enrollment verification request fee.

Number Of Copies

1

Amount Due

\$10.00

Payment Methods *

Please Select

Cancel

Make a Payment

- Review your payment details and charges, then click **Pay Now** if everything looks good. You will be redirected to a secure portal where you can enter your credit card information to complete the payment.

If you encounter any issues with the process or payment, please contact Enrollment Services at **1.877.277.2288** or through email at info@coastmountaincollege.ca for assistance.

Payment Review

Review your Payment Information below

Payment Review

Payment Information	
Item	Amount
Enrollment Verify Request Fee	\$10.00
Total Payment Amount	\$10.00

Payment Method: VISA Charge

Pay Now

HOW TO CHECK FOR GRADES

1. Navigate to **Academics > Grades**.

The screenshot shows the 'Hello, Welcome to Colleague Self-Service!' page. On the left sidebar, the 'Academics' menu is highlighted with a red box, and the 'Grades' sub-menu is also highlighted with a red box. The main content area displays a grid of service tiles. The 'Grades' tile, located in the second row, second column, is highlighted with a red box. It contains the text: 'Grades Here you can view your grades by term.'

2. It will display all terms for which you have recorded grades. Select a term to expand and view the details. You also have the option to **Print** your grades.

The screenshot shows the 'Grades' page. At the top right, there is a 'Print' button highlighted with a red box. Below the header, a list of terms is displayed, each with a dropdown arrow on the right. The '2023 Winter (2023-01-09-2023-04-28)' term is selected, and its details are expanded below. The expanded view shows a table of course sections with columns for Course Section, Title, Credits, and Final Grade.

Course Section	Title	Credits	Final Grade
BADM-HDINS-REB1 2023-01-09 - 2024-01-08	SJ Health & Dental - BADM	0	
BADM-SUP-TEB1 2023-01-09 - 2023-04-28	Student Union Fees - BADM	0	
BENG-150-ONF1 2023-01-09 - 2023-04-28	Business Communications	3	A-
BLAW-152-TEF2 2023-01-09 - 2023-04-28	Canadian Business Law	3	A+
ECON-151-TEF2 2023-01-09 - 2023-04-28	Macro Economics	3	B-
ETHC-150-TEF2 2023-01-09 - 2023-04-28	Business Ethics	3	A-
IEINS-100-TEB1 2023-01-09 - 2023-04-28	International Health Insurance	0	
MARK-150-TEF2 2023-01-09 - 2023-04-28	Introduction to Marketing	3	B

3. Select a term, then click **Print** to print your grades.

Print Grades

×

Select a term from the list below to print grades.

☐ 2026 Fall

☐ 2026 Winter

☐ 2025 Spring

☐ 2025 Winter

☐ 2024 Fall

☐ 2024 Winter

☐ 2023 Fall

☐ 2023 Winter

Cancel

Print

4. This is an example of how the print preview will appear when you choose to print your grades.

Course Section	Title	Credits	Final Grade
BADM-HDINS-REB1 2023-01-09 - 2024-01-08	SU Health & Dental - BADM	0	
BADM-SUF-TEB1 2023-01-09 - 2023-04-28	Student Union Fees - BADM	0	
BENG-150-ONF1 2023-01-09 - 2023-04-28	Business Communications	3	A-
BLAW-152-TEF2 2023-01-09 - 2023-04-28	Canadian Business Law	3	A+
ECON-151-TEF2 2023-01-09 - 2023-04-28	Macro Economics	3	B-
ETHC-150-TEF2 2023-01-09 - 2023-04-28	Business Ethics	3	A-
IEINS-100-TEB1 2023-01-09 - 2023-04-28	International Health Insurance	0	
MARK-150-TEF2 2023-01-09 - 2023-04-28	Introduction to Marketing	3	B

HOW TO DOWNLOAD UNOFFICIAL TRANSCRIPT

1. Navigate to **Academics > Unofficial Transcript**.

Home

Financial Information

Employment

Academics

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Grades

Graduation Overview

Enrollment Verifications

Transcript Requests

Unofficial Transcript

Nonacademic Attendance

Academic Attendance

Continuing Studies

Social Insurance Number (SIN) Information

TEST!

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Here you can view the financial health of your cost centers and your projects.

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Here you can view and request an enrollment verification.

Nonacademic Attendance
Here you can view your nonacademic attendance.

Social Insurance Number (SIN) Information
Review or enter your Social Insurance Number

Departmental Oversight
Here you can access your department faculty and view their sections.

Finance Administration
Here you can view the Student Finance information as a student would so you can help the student with any questions.

2. Click **Simplified Official Transcript Transcript** to download your unofficial transcript.

Unofficial Transcript

These documents are unofficial and should not replace the official signed and sealed transcript provided by the registrar.

Simplified Official Transcript Transcript

HOW TO APPLY FOR GRADUATION

1. Navigate to **Academics > Graduation Overview**.

Home

Financial Information

Employment

Academics

Register for Classes

Course Catalogue

Grades

Graduation Overview

Enrollment Verifications

Transcript Requests

Unofficial Transcript

Nonacademic Attendance

Academic Attendance

Continuing Studies

Social Insurance Number (SIN) Information

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Here you can access your department faculty and view their sections.

Financial Management
Here you can view the financial health of your cost centers and your projects.

Finance Administration
Here you can view the Student Finance information as a student would so you can help the student with any questions.

2. If you are in your final term of study and nearing program completion, you must apply to graduate. Select your program and click **Apply** to proceed.

NOTE: Submitting this does not guarantee graduation. It simply notifies us to review your student account and ensure all required information is received, such as final grades.

Questions about your program of study? If you do not see the program or specialization from which you would like to graduate, please contact info@coastmountaincollege.ca and request a Program Change form.

Graduation Application

Please click on one of the apply links below to apply for graduation. For more information about our graduation and commencement process please visit [Commencement Information](#)

Program of Study	Major	Application Status
University Credit	University Credit	Apply

3. Ensure that all required fields and forms are completed. Double-check your Full Name and Program of Study.

Graduation Application

[Back to Programs of Study](#)

Name and Hometown	Program of Study
Full Name [Redacted]	University Credit
Graduation Term * Please Select Graduation Term	Major University Credit
Preferred Name on Credential *includes traditional/indigenous names* [Redacted]	CCD Certificate in University Credit
Phonetic Spelling [Redacted]	
Hometown and State/Province [Redacted]	
What is your primary location? Terrace	

4. If you wish to attend convocation, please complete the convocation details. The convocation information can also be checked [here](#). Then click **Submit** to finish.

X

Convocation Details

Commencement Location *

Terrace

Cap and Gown

Gown size *

Fits 5'3" to 5'5"

☒ Will you attend convocation?

Diploma Mailing Address

☒ Ship to preferred mailing address

☐ Ship to a new address

☒ Include name in commencement program?

Number of Guests (Maximum 3) *

3

Do you or your guests need any accessibility seating? If you would like to have your indigenous name included on your credential, please make a note here for follow up.

Special Accommodations

Cancel

Submit

5. Once submitted, you will see a confirmation message indicating that your submission was successful.

[← Back to Programs of Study](#)



Your graduation application has been successfully submitted.

