

Step 1- When to enroll

You will receive an email notification with directions to login to MyNAIT Student Portal to receive your enrolment appointment time.

- Go to www.nait.ca



- Click on the link for “MyNAIT Portal”
- Enter your login information.
- Select “My Account”
- “My e-letters” view your e-letter “Online Enrolment” and this will indicate when your program will be opening for enrolment.

Step 2. How to choose your courses

- To choose your courses go to “My Academics”
- Click “Plan My Program”. Your program will appear.
- Click on the “View Course List” button. Courses are arranged by level. Generally speaking, you should do Level One courses before Level Two, Level Two before Level Three and so on.
- This page will also give you information about the course delivery, for example, it may be available online or through evening classes.
- Some courses have prerequisites and co-requisites. Click on the course name and view under “Requisites”

RESP1200 - MECHANICAL VENTILATION FOUNDATIONS

Course Overview

Mechanical ventilation including technical aspects and troubleshooting of a variety of mechanical ventilators. Classification of ventilators will also be covered. The laboratory sessions will familiarize the students with modern ventilatory equipment.

Credits: 3.00

Requisites

This course is available to students in the Respiratory Therapy program.
Prerequisites: RESP1100, RESP1101, RESP1102, RESP1104, ANPH1101. Co-requisites: ANPH1201, RESP1202. A completion grade of C- in all prerequisite courses is required to enroll.

Course Equivalencies

▶ RET200

- If you are still aren't sure which courses to take or if you have problems enrolling even though you've completed a prerequisite, contact your program area by clicking “Contacts”.

RESPIRATORY THERAPY
ABOUT THE PROGRAM
COURSES
WHAT TO EXPECT
WHERE IT CAN TAKE YOU
HOW TO APPLY
CONTACTS

Sept 3. Plan Your Schedule

- Once you have decided which courses you want to take, go to “My Academics”
- Click “My Online Enrolment” then select “Scheduler Planner”

myNAIT PORTAL

Dashboard > My Academics > My Online Enrolment

My Online Enrolment

If you are in a **credit program** or taking a course through **Open Studies**, you must enrol in your courses online. You must enrol in all your courses each academic year. You should enrol for both the Fall and Winter terms at the same time.

- If you are in the **Building Environmental Systems Technology** program you will be automatically enrolled into your courses for the 2016/17 year and do not need to enrol online.
- Students in **non-credit** and **apprenticeship** programs do not enrol this way.

Enrolment Walkthrough

Use the Enrolment Walkthrough to get step-by-step directions on everything you need to know, from planning your schedule and paying your fees to getting set up with parking on campus. If you already know the enrolment process, start building your schedule now using NAIT's [Schedule Planner](#).

Credit Programs Walkthrough

You must be **accepted** in a credit program in order to enrol.

[Start your enrolment](#)

Open Studies Walkthrough

Take up to **30 credits** before you must apply to a program.

[Enrol in Open Studies](#)

Dashboard > My Academics > My Online Enrolment > Schedule Planner

Schedule Planner

The Schedule Planner helps you plan your class schedule. You may need to disable the pop-up blocker of your internet browser to successfully launch the Schedule Planner.

Instructions:

1. [CLICK HERE](#) to open the Schedule Planner in a pop-up window.
2. Return to this window after clicking 'Send Schedule to Shopping Cart'
3. Visit the [COURSE ENROLLMENT](#) page from your Student Center to continue with course enrollment; click the 'Import Cart' button (see diagram).

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 2.

You have a schedule pending from Schedule Planner. Please press the Import Cart button below to load your schedule into the enrolment shopping cart.

Click here to import cart

[Click Import Cart](#) to continue with registration.

Add to Cart

Enter Class id(s)

Your enrollment shopping cart is empty.

Find Classes

[search](#)

[schedule planner](#)

- Once you are in Scheduler Planner select “Click Here”. The Schedule Planner will launch in a new tab or window.



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Course Status	Open Classes Only	Change	Term	Winter 2016 Term	Change
Campuses	All Campuses Selected	Change	Instruction Modes	All Instruction Modes Selected	Change

Instructions: Add desired courses and breaks and click **Generate Schedules** button!

Courses

[+ Add Course](#)

i Add the courses you wish to take for the upcoming term.

Breaks

[+ Add Break](#)

i Add times during the day you do not wish to take classes.

Schedules

[Generate Schedules](#)

- Once you are in the Scheduler Planner it is strongly recommended to click on the “Help” icon at the top of the page to view the video tutorial.
- You should plan your schedule for both the Fall and Winter terms.
- Click “Add Course” to select the courses you want to enrol in.

Add Course

[By Subject](#) [Search by Course Attribute](#)

Subject:

Course:

[Back](#) [+ Add Course](#)

Accounting 1115 - Intro Accounting I

This course introduces students to the basic principles of the accounting cycle including journal entries, adjusting entries, closing entries, trial balance and financial statements. Accounting for service and merchandising activities, cash controls, current and capital assets is introduced. Generally accepted accounting principles are discussed throughout the course, as they relate to the specific subject areas.

- When you have added all of the courses you want this term, click “Back” button to return to the home page.
- Click “Generate Schedules”. This will create all possible schedules for you to compare.
- Once you have chosen a schedule, select “View” schedule.
- Click “Send to Shopping Cart”. *You can only add one term at a time to your shopping cart.
- Click “OK” to close.
- You now must return to your MyNAIT Student Portal to finish your enrolment.

Step Four: Complete Your Enrolment

Dashboard > My Academics > My Online Enrolment > Schedule Planner

Schedule Planner

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Instructions:

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Add Classes

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To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

You have a schedule pending from Schedule Planner. Please press the Import Cart button below to load your schedule into the enrollment shopping cart.

Click here to import cart

[Click Import Cart](#) to continue with registration.

Open Closed Start List

Add to Cart: Spring 2018 Shopping Cart

Enter Class #/ID:

Your enrollment shopping cart is empty.

Add Classes [Class Search](#)

[search](#) [schedule planner](#)

****Please note you will only be able to complete this step once your program has opened for enrolment (refer to date on our online enrolment e-letter)**

- Click on “Course Enrolment” button.
- Click on “Import Cart” to bring your schedule from Schedule Planner into your MyNAIT Student Portal
- Confirm you’ve got the courses you want, then click on “Next” to proceed
- Click on “Finish Enrolling”. If you see a green checkmark next to a course name, it means you’ve successfully enrolled in that course. If you see a red X, it means you haven’t been able to enrol in that course.
- For help with error messages, see [‘Common Error Messages’](#)

Student Success Contact Centre

Email: askNAIT@nait.ca

Phone: 780.471.6248 Toll-free: 1.877.333.6248