



オタワ日本語学校

Ottawa Japanese Language School Inc.
École de langue japonaise d'Ottawa

September 05, 2020

ojls.ca

Registration Guide - Fall 2020

Step 1) Reserve space in class

- 1) Go to: <https://ottawa-japanese-language-school.square.site/>
- 2) Select your class group (Children, Youth, or Adult)
- 3) Select your class from the option menu, and the number of spots, and click “join”.
If there are insufficient spots in the course, the site will let you know. If you wish to put your name down for a waiting list, please email chairperson@ojls.ca with your name and the course you wish to enrol in. You do not need to do Step 2 if going on a waitlist.
- 4) Returning students should have received a credit code from their teachers to apply. This can be entered as a “coupon code” at checkout.
- 5) When the order is complete, you will get a nine-digit confirmation number with your receipt. This number can also be found on the receipt emailed to you.
- 6) At this point, you have guaranteed a spot in the class. You can now proceed to submit the registration form.

Step 2) Submit registration form

- 1) Go to: https://ojls.ca/reg/Registration_Form.php
- 2) Fill in all the fields presented.
- 3) In the field for “order number”, please enter the confirmation number you received from the purchase receipt.
- 4) Submit the form. You will be given a chance to review the information before clicking “confirm”.
- 5) You have now fully registered in the class. Your contact information will be passed on to your teacher, who will send you everything needed prior to class starting.

Step 3) Prepare for classes

As all class content is being operated through Zoom and Google classroom this semester, you will need to create an account for each if you do not already have an account.

- 1) You can sign up for a Zoom account here: <https://zoom.us/signup>
- 2) If you have not done so already, ensure you have a place in your home set up without distractions in the background so you are ready for classes.