



Build your Foundation

Enrolment Services & Student Records

Office of the Registrar &
International Education



Agenda

Office of the Registrar & International Education
Enrolment Services & Student Records

Communications

MyDC Navigation

Web Registration Demonstration

Important Dates & Deadlines

Payment Information

Verification of Student Records

Student ID/U-pass Overview

Connecting with Us

Office of the Registrar & International Education

Provide services to prospective students, applicants, registered students, and graduates of Durham College

Domestic Admissions
Enrolment Services
Reporting & Student Information systems
International Finance
International Admissions
International Student Advising
International Scholarships

Non-academic department supporting your academic journey!

Enrolment Services & Student Records

Class Registration: Full-time, Part-time,
Professional & Part-time Learning (PPL) and
Apprenticeship

Domestic Withdrawals and Refunds
Student Course Load Review (FT/PT)

Tuition Payment Transactions

Official Transcripts

Verification Letters: Enrolment and Graduation

T2202s – tax forms

Updating Student Records / Grades

Graduation Audits

Official Name / Gender Changes

Credential Production / Requests for Reprints

Communications

24 – 48 hours after your first payment, you will have access to your Network Account which includes DC mail

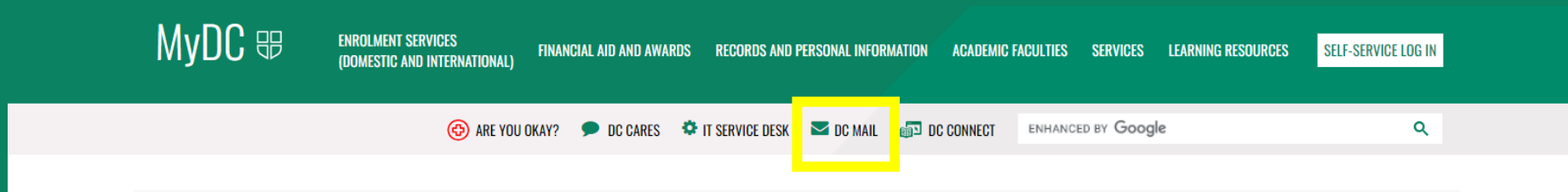
Log-in Credentials:

Username: 9-digit student ID

Password: Date of birth in MMDDYY format (Feb 16, 2000 = 021600)

Support: IT Services, 905-721-3333

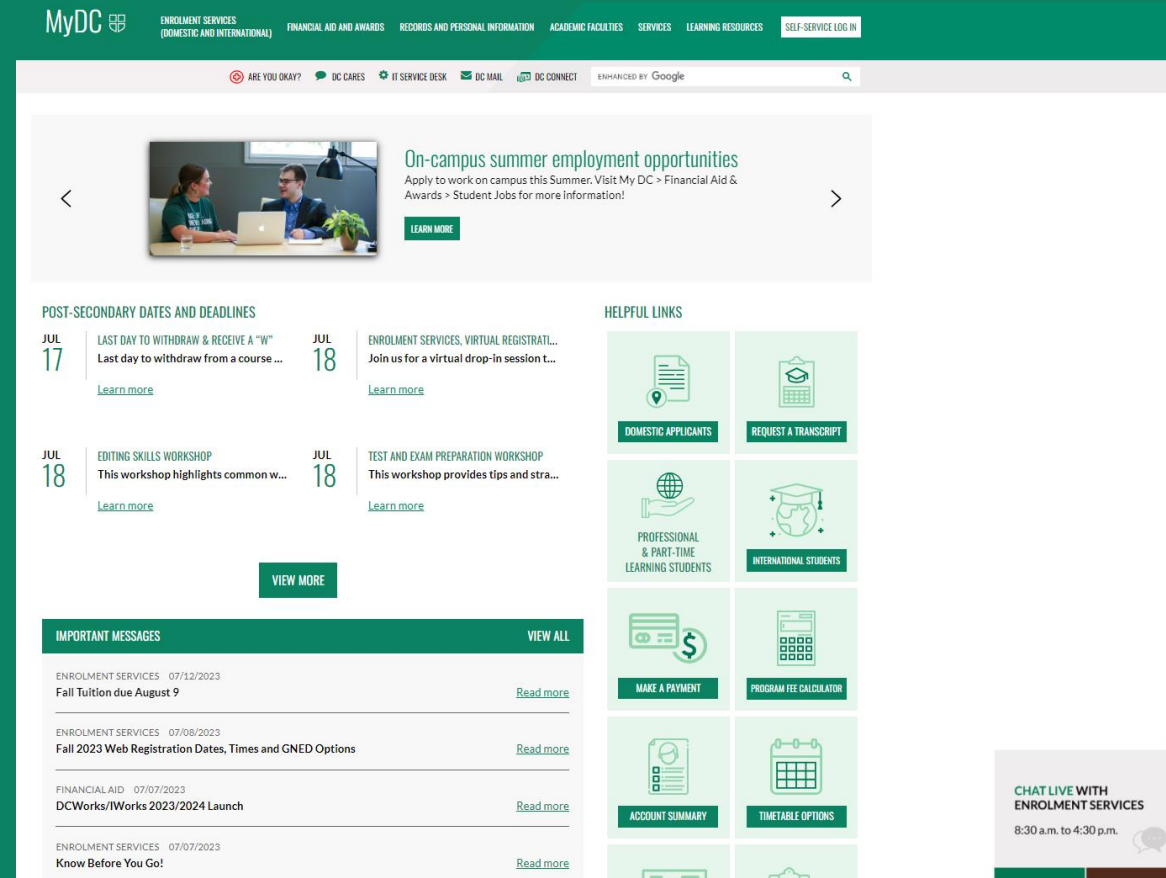
All communication will be sent via DC mail



The screenshot shows the MyDC website navigation bar. The top navigation menu includes: MyDC, ENROLMENT SERVICES (DOMESTIC AND INTERNATIONAL), FINANCIAL AID AND AWARDS, RECORDS AND PERSONAL INFORMATION, ACADEMIC FACULTIES, SERVICES, LEARNING RESOURCES, and SELF-SERVICE LOG IN. The bottom navigation bar includes: ARE YOU OKAY?, DC CARES, IT SERVICE DESK, DC MAIL (highlighted with a yellow box), DC CONNECT, and ENHANCED BY Google. A search icon is also present in the bottom right corner of the navigation bar.

MyDC Navigation

- How-to tutorials
- Academic calendar
 - Web Reg dates/times
- Important messages
 - Livechat
- MyDC Navigation



The screenshot displays the MyDC website interface. At the top, there is a navigation menu with links for ENROLMENT SERVICES (DOMESTIC AND INTERNATIONAL), FINANCIAL AID AND AWARDS, RECORDS AND PERSONAL INFORMATION, ACADEMIC FACULTIES, SERVICES, LEARNING RESOURCES, and SELF-SERVICE LOGIN. Below the menu is a search bar and utility links like 'ARE YOU OKAY?', 'DC CARES', 'IT SERVICE DESK', 'DC MAIL', and 'DC CONNECT'. A main banner features an image of two people at a computer and the text 'On-campus summer employment opportunities' with a 'LEARN MORE' button. The central content area is divided into 'POST-SECONDARY DATES AND DEADLINES' and 'HELPFUL LINKS'. The dates section lists events for July 17 and 18, such as 'LAST DAY TO WITHDRAW & RECEIVE A "W"' and 'EDITING SKILLS WORKSHOP', each with a 'Learn more' link. The helpful links section includes buttons for 'DOMESTIC APPLICANTS', 'REQUEST A TRANSCRIPT', 'PROFESSIONAL & PART-TIME LEARNING STUDENTS', 'INTERNATIONAL STUDENTS', 'MAKE A PAYMENT', 'PROGRAM FEE CALCULATOR', 'ACCOUNT SUMMARY', and 'TIMETABLE OPTIONS'. At the bottom left, an 'IMPORTANT MESSAGES' section lists recent updates with 'Read more' links. A 'CHAT LIVE WITH ENROLMENT SERVICES' widget is visible in the bottom right corner, showing the chat hours as 8:30 a.m. to 4:30 p.m.

Web Registration Demonstration

Student Web Registration Tutorial

Scheduled results: typically 1 – 4 schedule options

Timetable changes – April 24, 2024 at 4 p.m.

Registration by Day 5 – May 10, 2024

Web Registration – Important Information

It is important to check the courses you register in, and compare it to your Program of Study (POS)

→ [Program page](#)

Important Dates & Deadlines

Important dates that could impact your studies

Plan ahead!

- Course add/drop dates
- Day 1, Day 5, Day 10
- Grade release dates
- Tuition due dates
- Orientation dates
- Reading week: week without scheduled classes (catch-up week!)
- Statutory holiday dates

[Durham College Important Dates & Deadlines](#)

Starting Classes: Day 1, Day 5, Day 10



Day 1 – May 6:
Classes start

Day 5 – May 10:
Last day for program
registration, program
changes and adding
courses

Day 10 – May 17:
Last day for full-time
students to withdraw or
drop to part-time status
with a refund of semester
fees
(less the \$500 deposit)

Payment Information

How to Pay

Electronic Banking

Credit Card

The remainder of your spring/summer semester tuition is due April 10, 2024.

Students not receiving OSAP.

Payment Information – OSAP Students

If you are receiving sufficient funds from OSAP to pay your full semester tuition, OSAP will pay Durham College directly when your funds are released

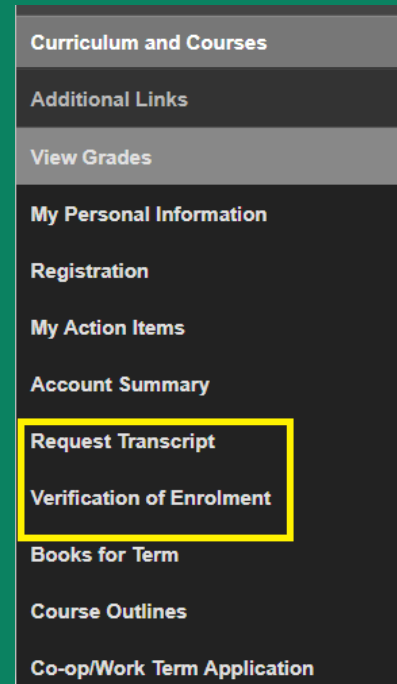
- Please ensure all required documentation is submitted to your OSAP application
 - Confirmation of enrolment will occur automatically on completed OSAP applications after the study period begins which will prompt the release of funds
- Once the COE is confirmed, OSAP money will deposit in 4 – 10 business days

Verification of Student Records

Student Profile

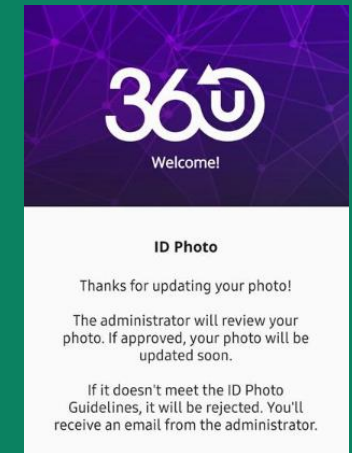
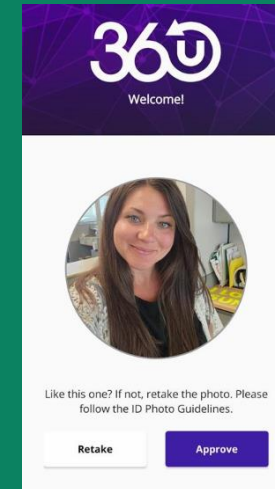
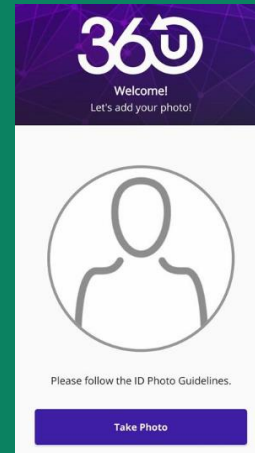
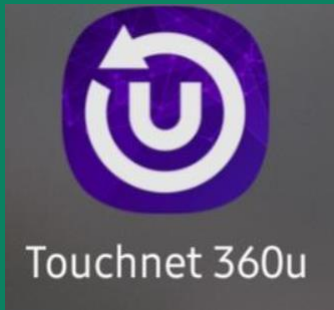
Verification of Enrolment / MyCreds

Transcripts / MyCreds



Student ID card/U-pass Overview

- Once your timetable registration is finalized, you will have access to Touchnet 360u (student ID card)



- One week before classes start in May, you will receive an email via DC mail in regards to the Upass

Connecting with Us

Enrolment Services Locations

Oshawa – Student Services Building

Whitby – main building / Atrium entrance



Enrolment Services Availability

Monday – Friday

8:30 a.m. – 4:30 p.m.

It is advised to visit us before 4:00 p.m.

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

Enrolment Services Contact

In-person

LiveChat online

Phone: 905.721.3000

Email

CHAT LIVE WITH
ENROLMENT SERVICES

8:30 a.m. to 4:30 p.m.



central@durhamcollege.ca

Thank you!

We are happy to answer any
questions you may have