



Build your Foundation

Enrolment Services & Student Records

Office of the Registrar & International Education
Presented by: Autumn Cassar



Agenda

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

Communications

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Web Registration Demonstration

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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

Tuition Payment
Transactions

Verification Letters:
Enrolment and
Graduation

Updating Student
Records (Grades)

Official Name /
Gender Identity
Changes

Domestic and
International
Withdrawals and
Refunds

Student Course Load
Review (FT/PT)

Official Transcripts

T2202 – tax forms

Graduation Audits

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

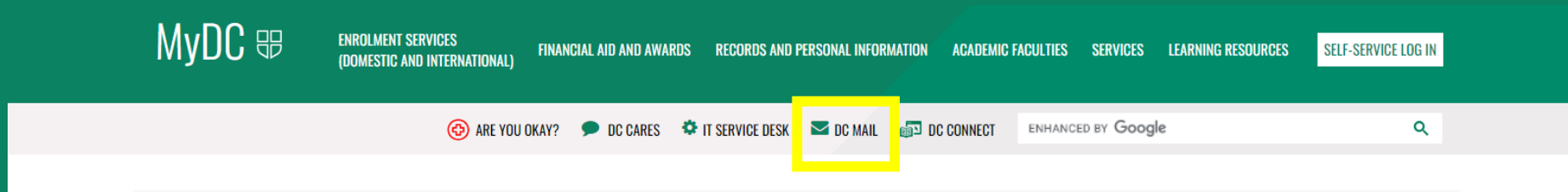
Log-in Credentials:

Username: 9-digit student ID

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

Support: IT Services, 905-721-3333

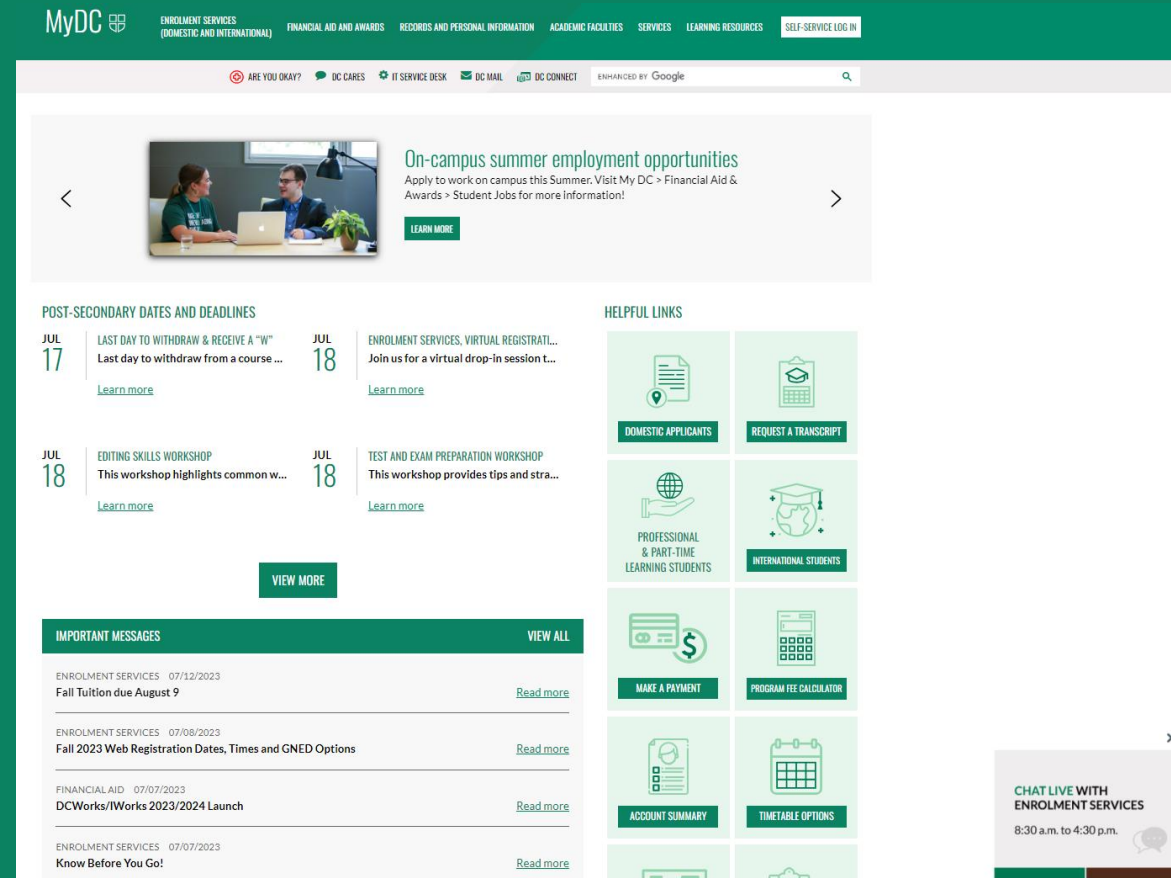
All communication will be sent via DC mail



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
- Important messages
 - Web Reg dates/times
- Helpful links
- 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 a utility bar with links for ARE YOU OKAY?, DC CARES, IT SERVICE DESK, DC MAIL, DC CONNECT, and ENHANCED BY Google. The main content area features a banner for 'On-campus summer employment opportunities' with a 'LEARN MORE' button. Below the banner is a section for 'POST-SECONDARY DATES AND DEADLINES' with four items: JUL 17 LAST DAY TO WITHDRAW & RECEIVE A "W", JUL 18 ENROLMENT SERVICES, VIRTUAL REGISTRATI..., JUL 18 EDITING SKILLS WORKSHOP, and JUL 18 TEST AND EXAM PREPARATION WORKSHOP. A 'VIEW MORE' button is located below this section. To the right is a 'HELPFUL LINKS' section with icons and buttons for DOMESTIC APPLICANTS, REQUEST A TRANSCRIPT, PROFESSIONAL & PART-TIME LEARNING STUDENTS, INTERNATIONAL STUDENTS, MAKE A PAYMENT, PROGRAM FEE CALCULATOR, ACCOUNT SUMMARY, and TIME TABLE OPTIONS. At the bottom left is an 'IMPORTANT MESSAGES' section with a 'VIEW ALL' button and three messages: 'Fall Tuition due August 9', 'Fall 2023 Web Registration Dates, Times and GNED Options', and 'DCWorks/Works 2023/2024 Launch'. At the bottom right is a 'CHAT LIVE WITH ENROLMENT SERVICES' chat window with the hours 8:30 a.m. to 4:30 p.m.

Web Registration Demonstration

Student Web Registration Tutorial

There are typically 1 – 4 schedule options to choose from.

You can process timetable changes (add/drop) – December 18, 2024 at 4 p.m.

Please register by Day 5 – January 10, 2025.

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](#)

REMINDER!



Please check your timetable schedule regularly, as class days and times may change up until Day 10 (January 17, 2025) of the winter term.

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 – January 6:
Classes start

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

Day 10 – January 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

Electronic Banking through your bank

Online (MyDC) Credit Card and phone (905 721 3000)

In-person (debit, credit or bank draft) in Whitby or Oshawa

The remainder of your Winter semester tuition is due December 11, 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

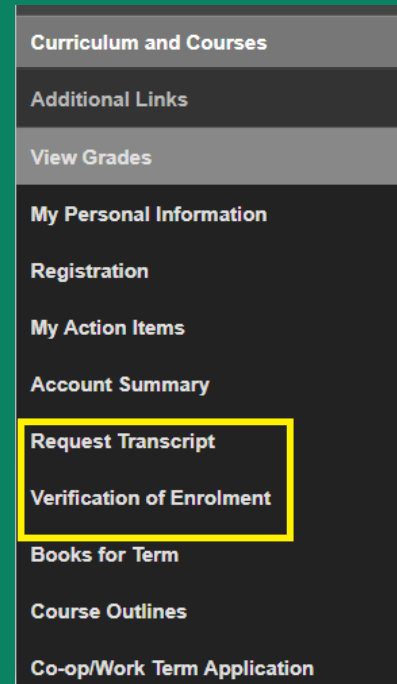
- Please ensure all required documentation is submitted to your OSAP application
 - Confirmation of enrolment will occur automatically on completed OSAP applications after the study period begins which will prompt the release of funds
- Once the COE is confirmed, OSAP money will deposit in 4 – 10 business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

Student Records

Student Profile

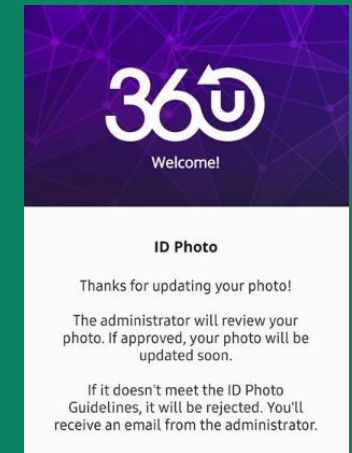
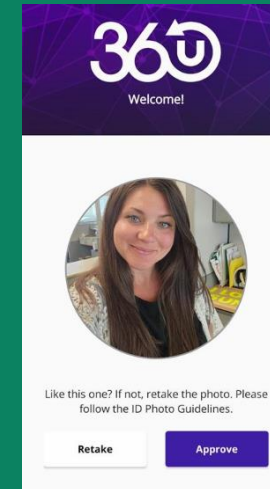
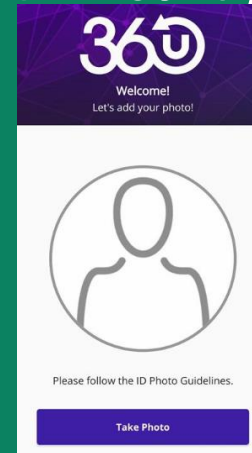
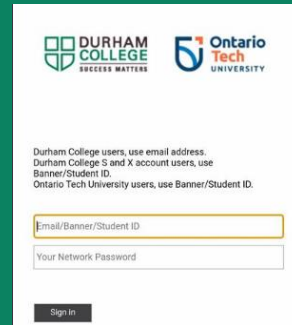
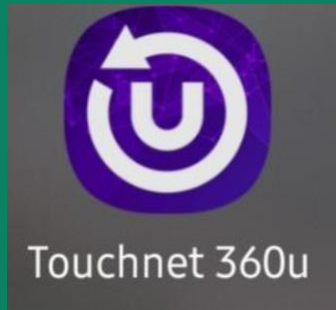
Verification of Enrolment / MyCreds

Transcripts / MyCreds



Student ID card/U-pass Overview

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



Before the Holiday break, 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
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Enrolment Services Contact
In-person
LiveChat online
Phone: 905.721.3000
Email



central@durhamcollege.ca

Thank you!

We are happy to answer any questions you may have.