



# 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

Updating your Address

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

Tuition Payment Transactions

Verification Letters: Enrolment and Graduation

Updating Student Records / Grades

Official Name / Gender Changes

Domestic and International Withdrawals and  
Refunds

Student Course Load Review (FT/PT)

Official Transcripts

T2202s – 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

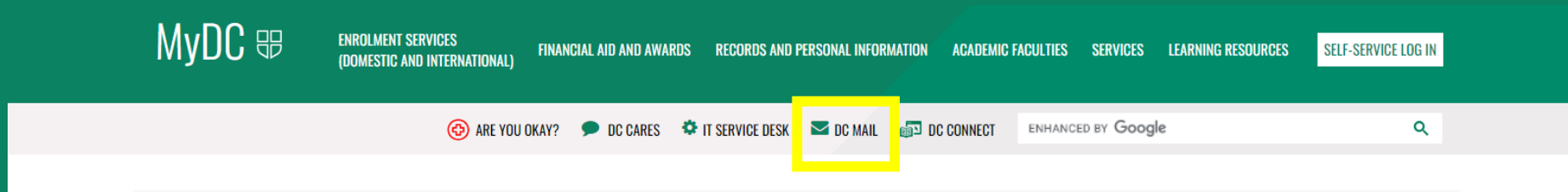
Log-in Credentials:

Username: 9-digit student ID

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

Support: IT Services, 905-721-3333

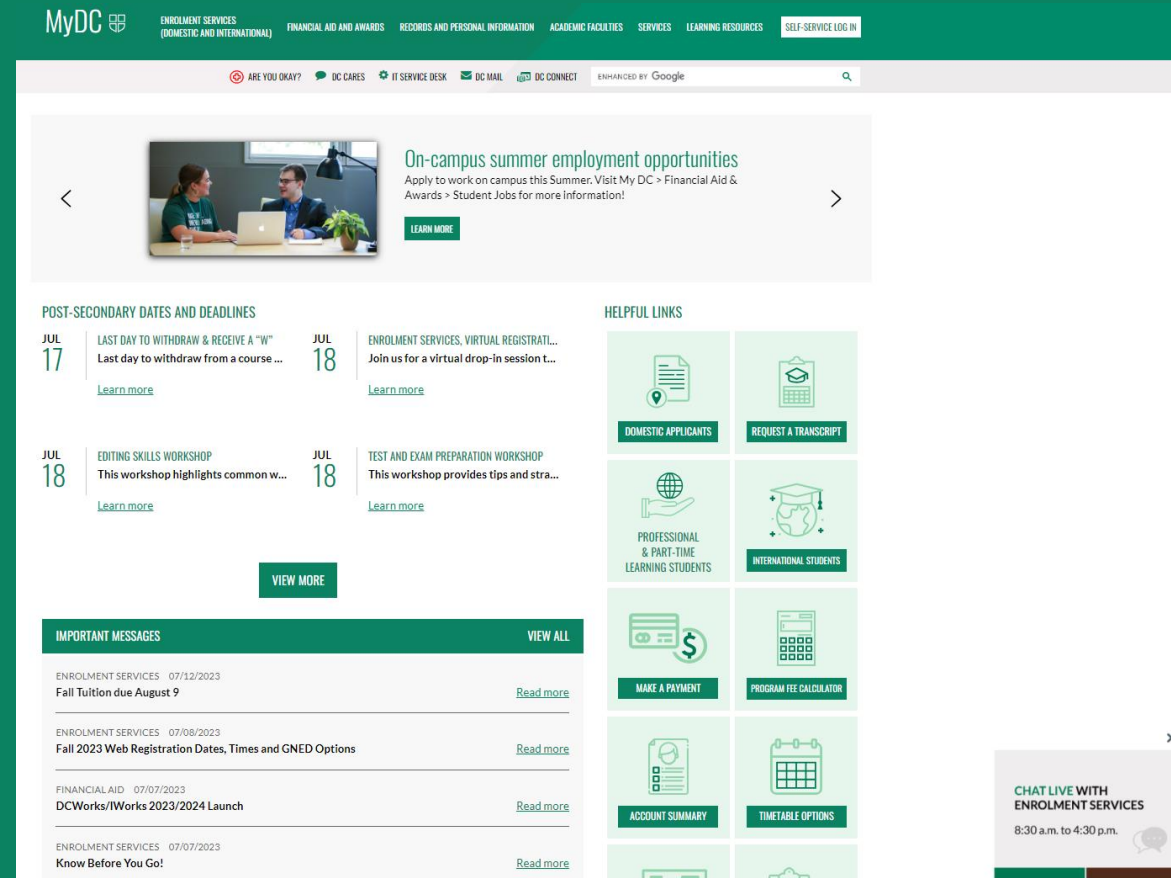
All communication will be sent via DC mail



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.

# 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 utility links like 'ARE YOU OKAY?', 'DC CARES', 'IT SERVICE DESK', 'DC MAIL', and 'DC CONNECT'. A main banner features an image of two students and the text 'On-campus summer employment opportunities' with a 'LEARN MORE' button. The central 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

## Action Items

### Emergency Contact

It is very important to provide emergency contact information for someone who is living in Canada.

### SIN

You will be able to bypass the SIN collection as an International student.

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

[→Program page](#)



# Important Dates & Deadlines

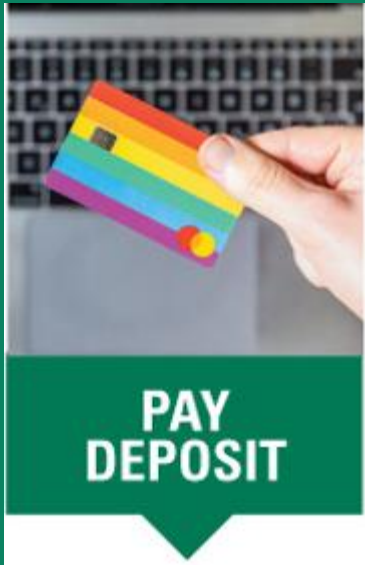
Important dates that could impact your studies

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 with  
a refund of semester fees  
(less appropriate  
deductions)  
or  
defer to another intake

# Payment Information

How to Pay

Electronic Banking

Credit Card

Flywire – International Students

CIBC Portal – International Students

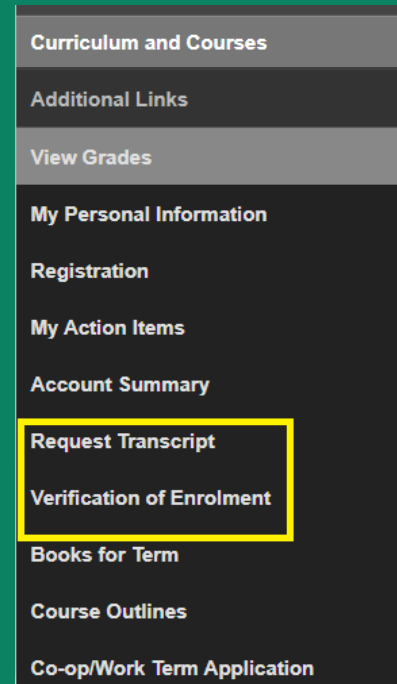
**Please follow payment instructions exactly, in order to avoid scammers.**

# Verification of Student Records

Student Profile

Verification of Enrolment / MyCreds

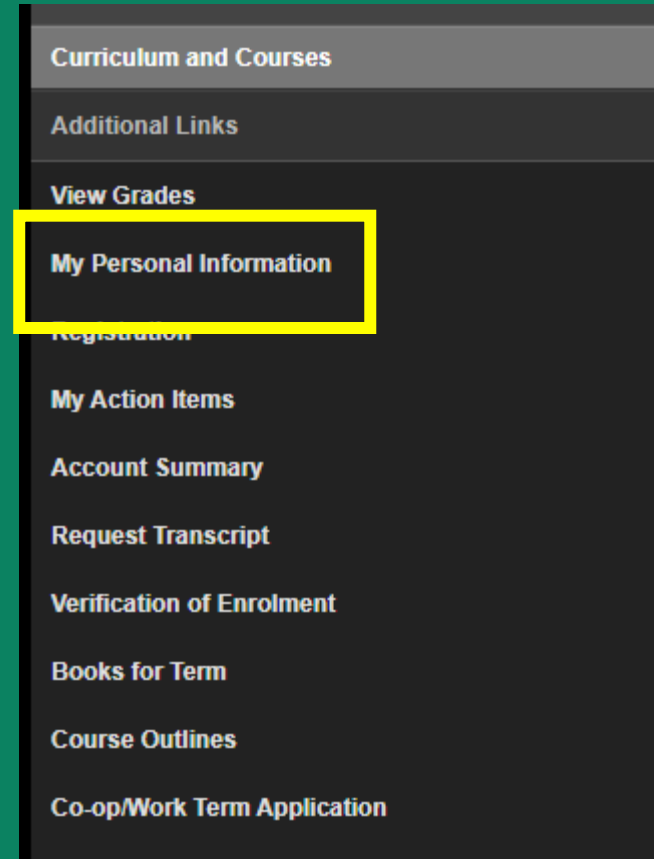
Transcripts / MyCreds



# Updating your Address

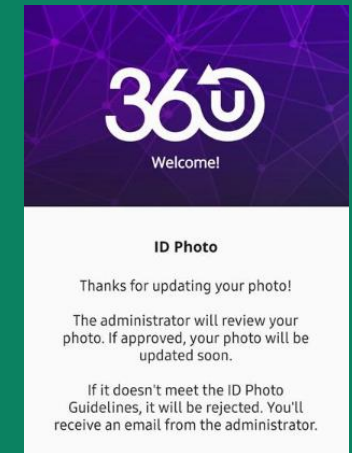
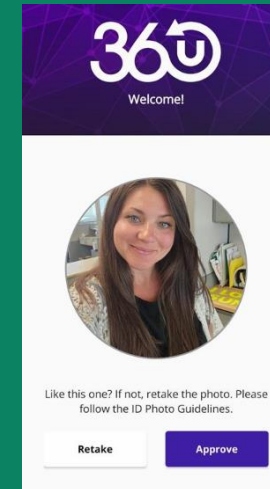
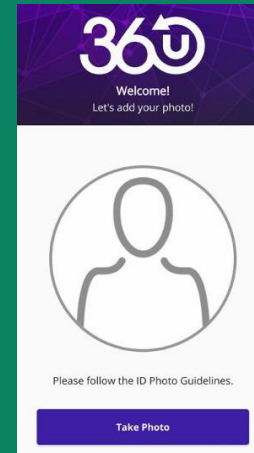
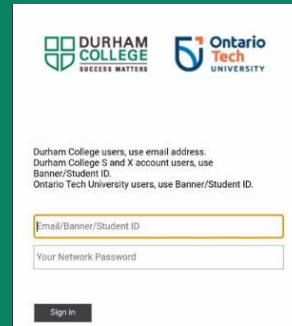
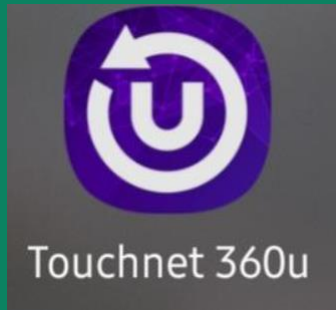
## Student Profile

It is mandatory for International students to update their address to their current Canadian address.



# 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](mailto:central@durhamcollege.ca)

# Thank you!

We are happy to answer any  
questions you may have