



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

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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

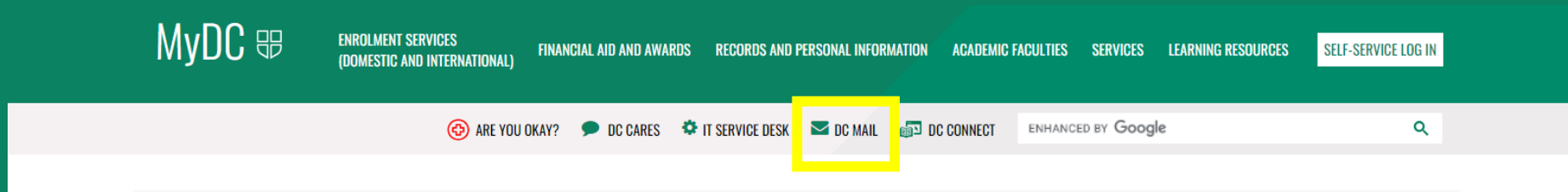
Log-in Credentials:

Username: 9-digit student ID

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

Support: IT Services, +1 (905) 721-3333

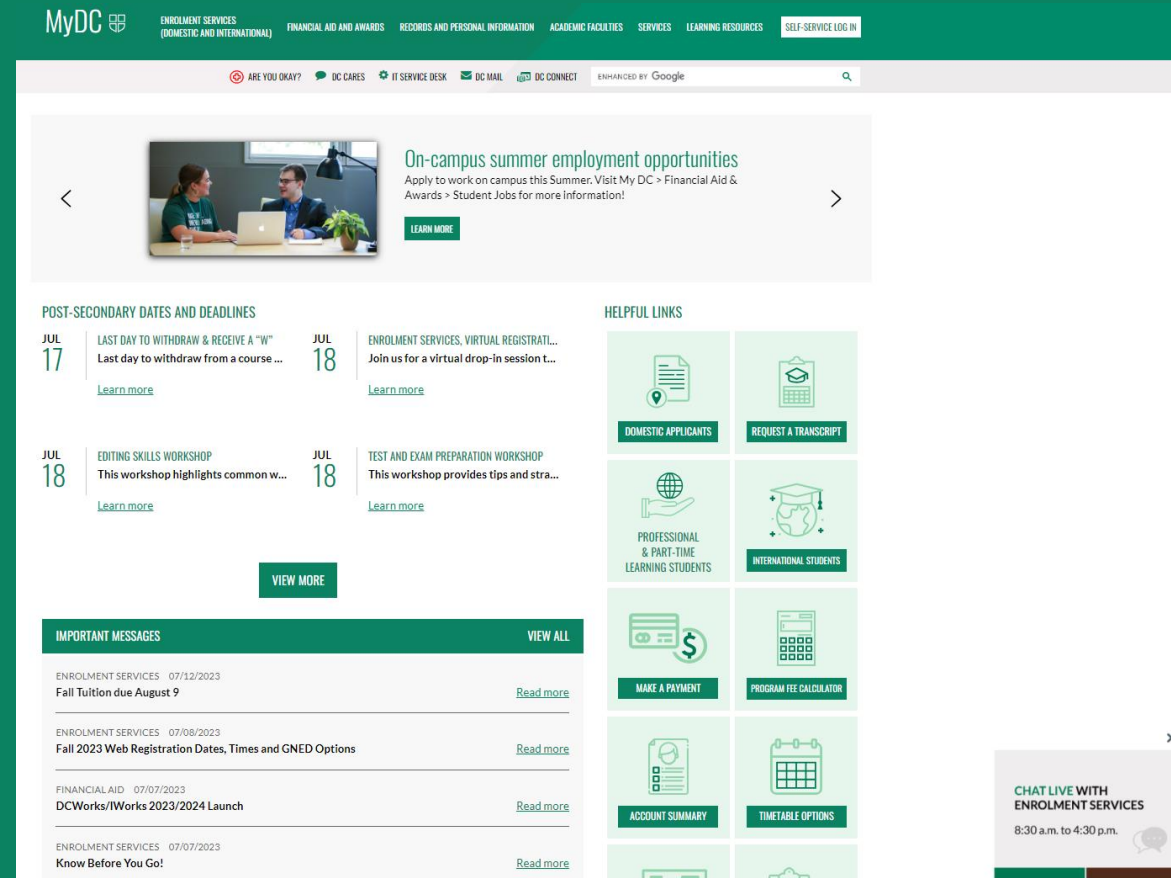
All communication will be sent via DC mail



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 on the right side of the bottom navigation bar.

MyDC Navigation

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



The screenshot shows 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 like 'ARE YOU OKAY?', 'DC CARES', 'IT SERVICE DESK', 'DC MAIL', and 'DC CONNECT'. The main content area features a banner for 'On-campus summer employment opportunities' with a 'LEARN MORE' button. Below this is a 'POST-SECONDARY DATES AND DEADLINES' section 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 these items. 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 'TIMETABLE OPTIONS'. At the bottom left is an 'IMPORTANT MESSAGES' section with a 'VIEW ALL' button and three message items: '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.' and a chat icon.

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

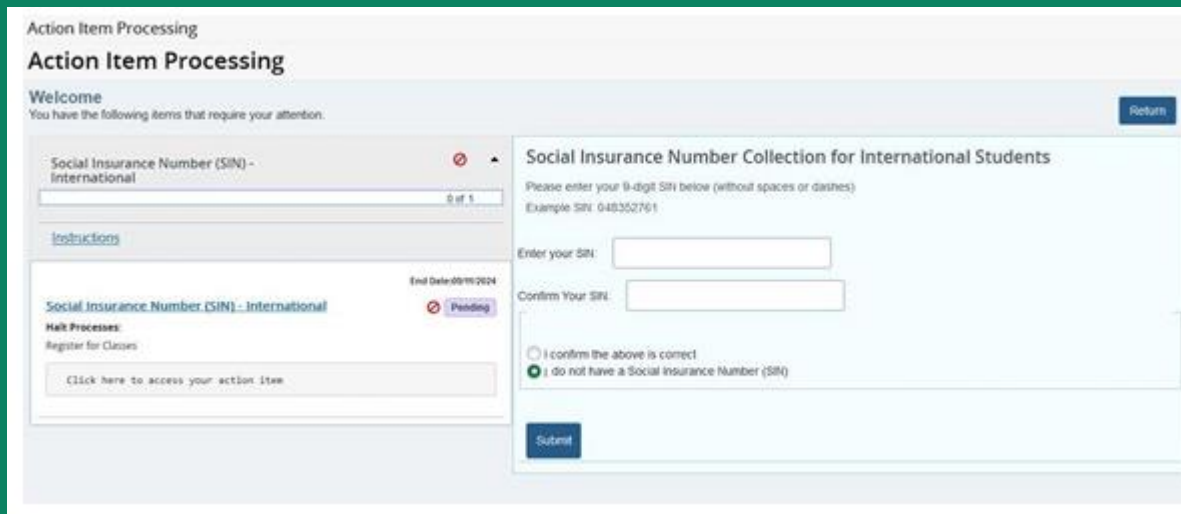
Action Items

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.



The screenshot displays the 'Action Item Processing' interface. At the top, it says 'Action Item Processing' and 'Welcome'. Below this, it states 'You have the following items that require your attention.' and includes a 'Return' button. The main content area is divided into two sections. The left section, titled 'Social Insurance Number (SIN) - International', shows a progress indicator '0 of 1' and a 'Pending' status. It includes a 'Click here to access your action item' button. The right section, titled 'Social Insurance Number Collection for International Students', provides instructions: 'Please enter your 9-digit SIN below (without spaces or dashes). Example SIN: 048352761'. It contains two input fields: 'Enter your SIN:' and 'Confirm Your SIN:'. Below these fields are two radio button options: 'I confirm the above is correct' (unselected) and 'I do not have a Social Insurance Number (SIN)' (selected). A 'Submit' button is located at the bottom of this section.

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

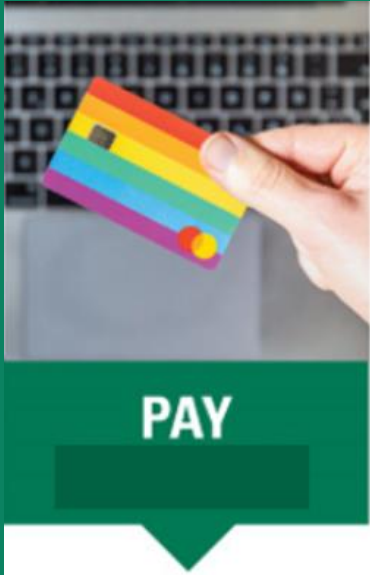
Important dates that could impact your studies

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

Payment Information

Electronic Banking through your bank

Online (MyDC) Credit Card and phone (+1 (905) 721 3000)

Flywire – International Students

CIBC Portal – International Students

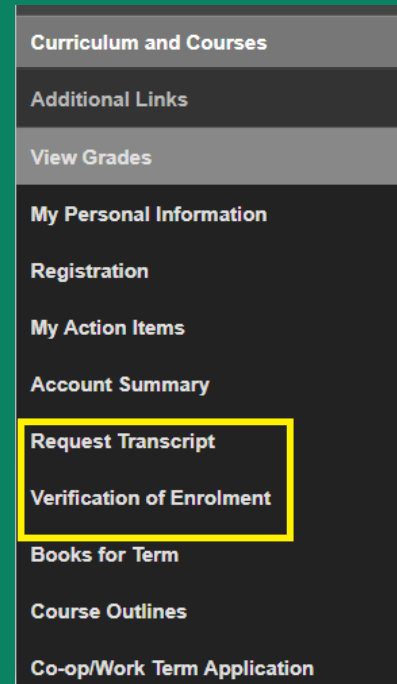
Please follow payment instructions exactly, in order to avoid scammers.

Student Records

Student Profile

Verification of Enrolment / MyCreds

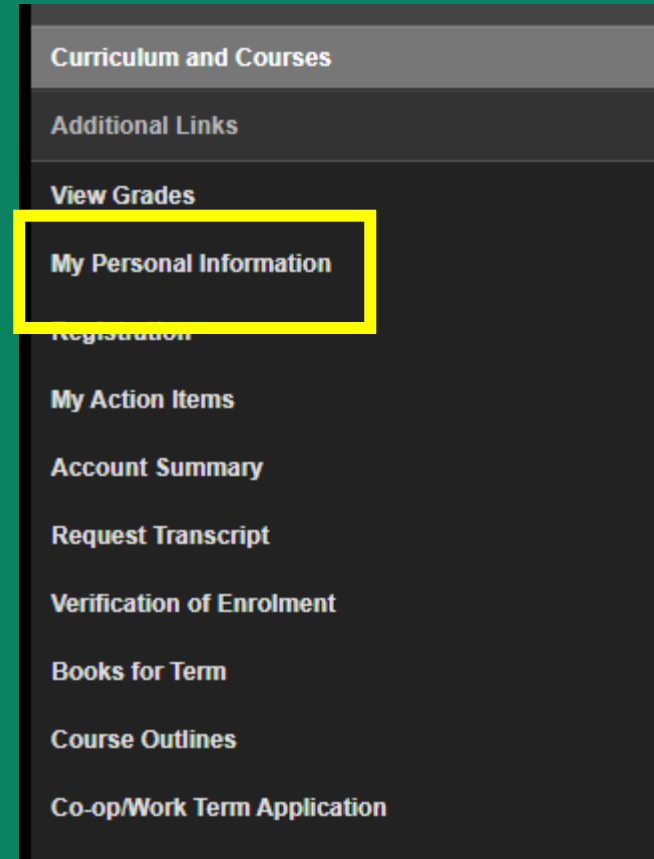
Transcripts / MyCreds



Updating your Address

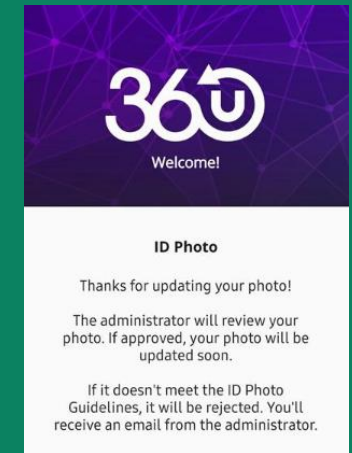
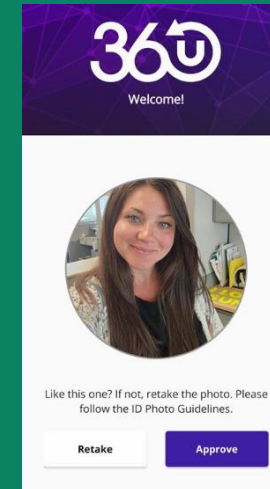
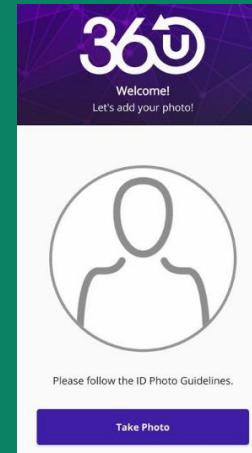
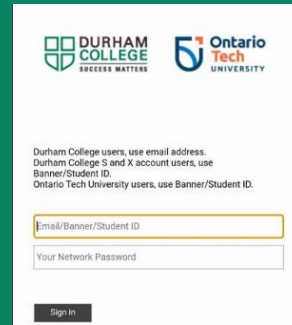
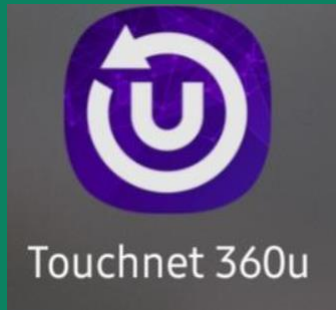
Student Profile

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)



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

Enrolment Services Contact

In-person

LiveChat online

Phone: +1 (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.