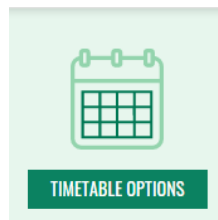


How to Add Courses

Please check your timetable schedule regularly, as class days and times may change up until [Day 10](#) of the term.

Please note, you can add courses up until [Day 5](#) of the term.

1. Begin by going to your [MyDC](#) homepage.
2. Select **TIMETABLE OPTIONS** on the right-side under Helpful Links.

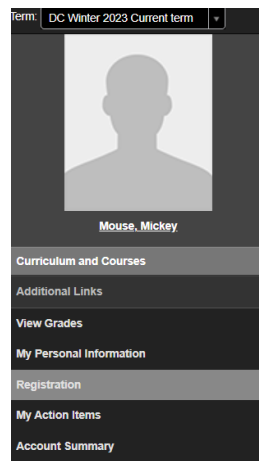


3. Log-in to the Portal using your 9-digit student ID (beginning with 100) and password.

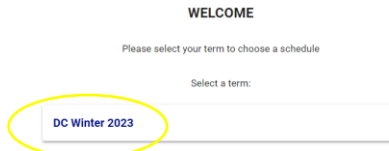
Please visit [IT Services](#) for password information.

If you have issues, please contact IT Services at 905-721-3333 option #1

4. Once on your Student Profile, select **Registration** (found under Additional Links)



5. Select the term.

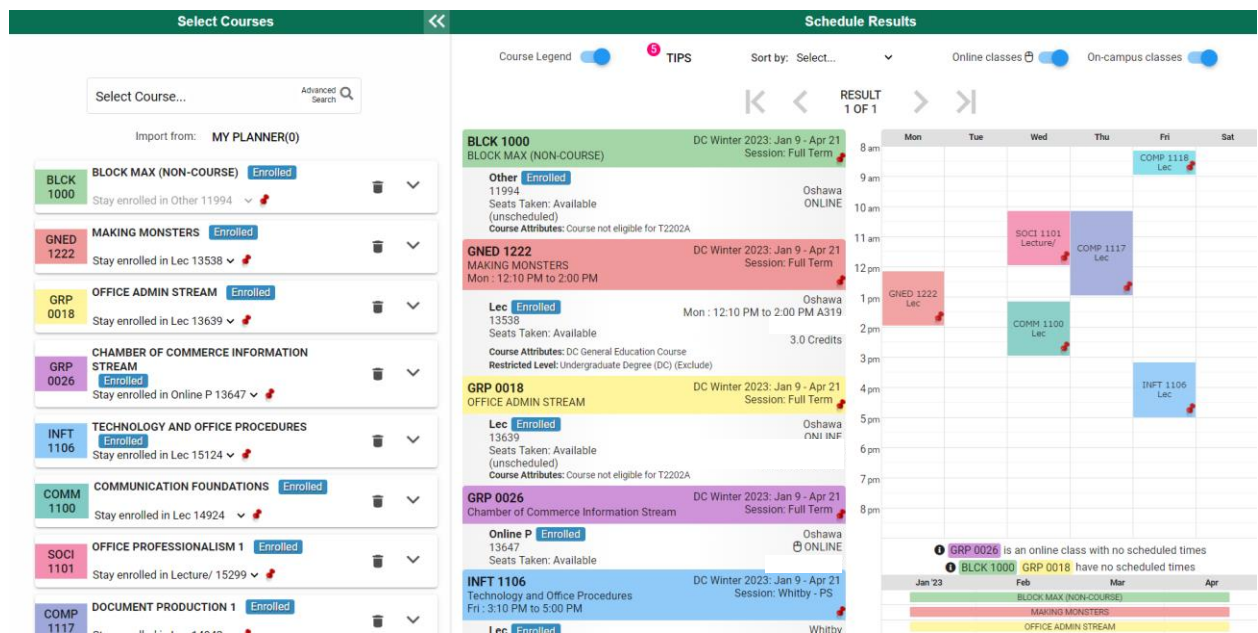


6. Select your Block Options to Proceed (if applicable).

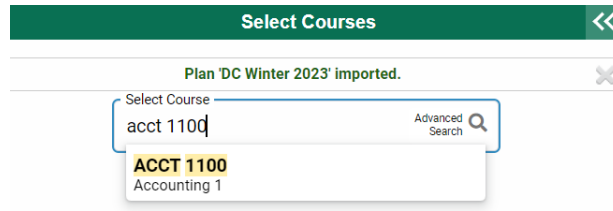
SELECT YOUR BLOCK OPTIONS TO PROCEED:



This is the screen you will be directed to:

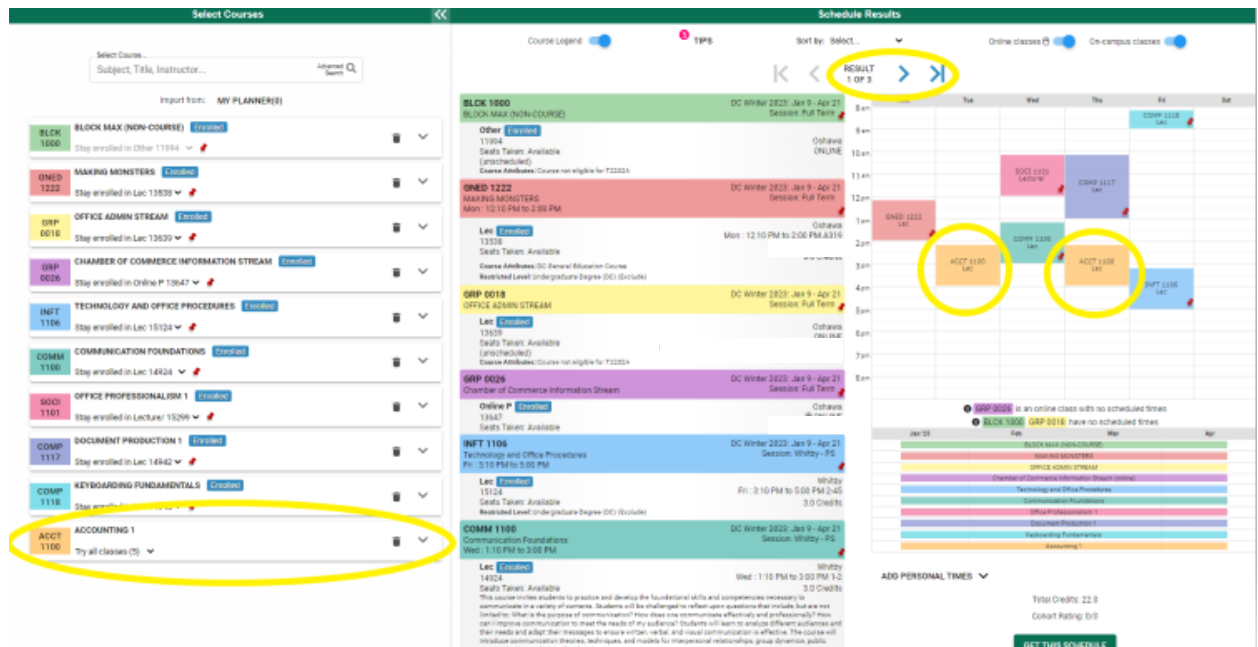


7. Under the **Select Courses** panel, search for the class you require by the course code (i.e., ACCT 1100) and select the course.

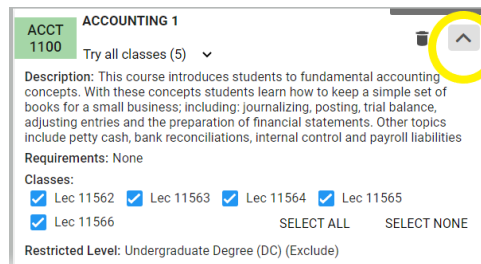


8. The course will appear at the bottom of **Select courses** (your current timetable) as well as under **Schedule Results**.

You can click the arrows to view different options on the visual schedule builder.



You can expand the arrow under **Select Courses** to see a description of the course.



9. Once you have found your preferred courses, dates and times; select **Get this Schedule**

GET THIS SCHEDULE

PRINT SHARE

10. When the list of your courses and actions have loaded, scroll to the bottom, verify the information, and click **Do Actions**

Getting Schedule

Class	Action	Options	Result
ACCT 1100 DC Winter 2023: Jan 9 - Apr 21 Accounting 1 Session: Full Term Tue, Thu : 2:10 PM to 4:00 PM Oshawa Tue : 2:10 PM to 4:00 PM A150 Lec 11562 Thu : 2:10 PM to 4:00 PM Seats Taken: Available L203 4.0 Credits Restricted Level: Undergraduate Degree (DC) (Exclude)	Enroll	Lec 11562: Register ▾	

← CANCEL
DO ACTIONS

The results column will show the status of the registration attempt: next to each registered course you will see **Registered**; if you were attempting to register for a course where you don't meet the requirements, an error will be displayed in **Red**.

Please **view error codes/troubleshooting [here](#)**.

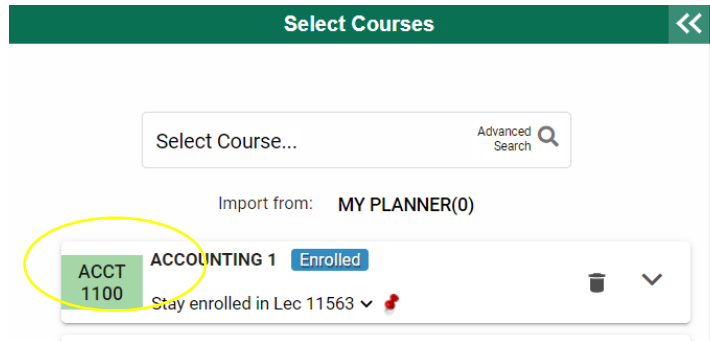
On the bottom right click on **Return to Select Courses** button, to return to the main window.

Getting Schedule

Class	Action	Options	Result
ACCT 1100 DC Winter 2023: Jan 9 - Apr 21 Accounting 1 Session: Full Term Tue, Thu : 2:10 PM to 4:00 PM Oshawa Tue : 2:10 PM to 4:00 PM A150 Lec 11562 Thu : 2:10 PM to 4:00 PM Seats Taken: Available L203 Pigozzo, Melisa 4.0 Credits Restricted Level: Undergraduate Degree (DC) (Exclude)	Enroll	Lec 11562: Register ▾	Registered

RETURN TO 'SELECT COURSES'

11. Verify the courses in which you have enrolled: in the **Select Courses** panel, each of the enrolled courses will have an “enrolled” flag



Please check your timetable schedule regularly, as class days and times may change up until [Day 10](#) of the term