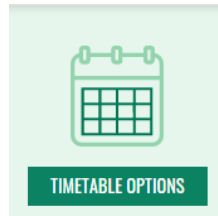


## How to Add Courses

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

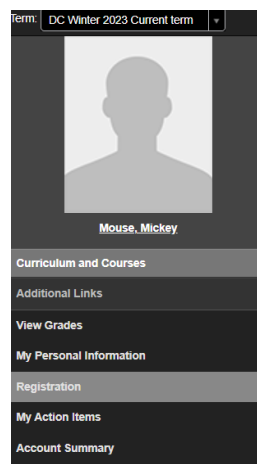


3. Log-in to the Portal using your 9-digit student ID (beginning with 100) and password.

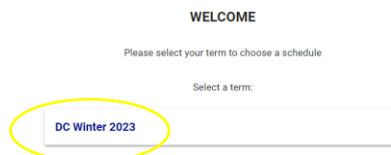
Please visit [IT Services](#) for password information.

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:

Select Courses

Select Course...

Advanced Search

Import from: MY PLANNER(0)

BLCK 1000

BLOCK MAX (NON-COURSE)

Enrolled

Stay enrolled in Other 11994

GNED 1222

MAKING MONSTERS

Enrolled

Stay enrolled in Lec 13538

GRP 0018

OFFICE ADMIN STREAM

Enrolled

Stay enrolled in Lec 13639

GRP 0026

CHAMBER OF COMMERCE INFORMATION STREAM

Enrolled

Stay enrolled in Online P 13647

INFT 1106

TECHNOLOGY AND OFFICE PROCEDURES

Enrolled

Stay enrolled in Lec 15124

COMM 1100

COMMUNICATION FOUNDATIONS

Enrolled

Stay enrolled in Lec 14924

SOCI 1101

OFFICE PROFESSIONALISM 1

Enrolled

Stay enrolled in Lecture/ 15299

COMP 1117

DOCUMENT PRODUCTION 1

Enrolled

Schedule Results

Course Legend

TIPS

Sort by: Select...

Online classes

On-campus classes

RESULT 1 OF 1

BLCK 1000

BLOCK MAX (NON-COURSE)

DC Winter 2023: Jan 9 - Apr 21

Session: Full Term

Other

Enrolled

11994

Seats Taken: Available (unscheduled)

Course Attributes: Course not eligible for T2202A

Oshawa ONLINE

GNED 1222

MAKING MONSTERS

DC Winter 2023: Jan 9 - Apr 21

Session: Full Term

Lec

Enrolled

13538

Seats Taken: Available

3.0 Credits

Course Attributes: DC General Education Course

Restricted Level: Undergraduate Degree (DC) (Exclude)

Oshawa

Mon : 12:10 PM to 2:00 PM A319

GRP 0018

OFFICE ADMIN STREAM

DC Winter 2023: Jan 9 - Apr 21

Session: Full Term

Lec

Enrolled

13639

Seats Taken: Available (unscheduled)

Course Attributes: Course not eligible for T2202A

Oshawa ONLINE

GRP 0026

Chamber of Commerce Information Stream

DC Winter 2023: Jan 9 - Apr 21

Session: Full Term

Online P

Enrolled

13647

Seats Taken: Available

Oshawa

INFT 1106

Technology and Office Procedures

DC Winter 2023: Jan 9 - Apr 21

Session: Whitby - PS

Lec

Enrolled

Whitby

8 am

9 am

10 am

11 am

12 pm

1 pm

2 pm

3 pm

4 pm

5 pm

6 pm

7 pm

8 pm

Mon

Tue

Wed

Thu

Fri

Sat

COMP 1118 Lec

SOCI 1101 Lecture

GNED 1222 Lec

COMM 1100 Lec

INFT 1106 Lec

GRP 0026 is an online class with no scheduled times

BLCK 1000 GRP 0018 have no scheduled times

Jan 23

Feb

Mar

Apr

BLOCK MAX (NON-COURSE)

MAKING MONSTERS

OFFICE ADMIN STREAM



ACCT  
1100

ACCOUNTING 1  
Try all classes (5)

Description: This course introduces students to fundamental accounting concepts. With these concepts students learn how to keep a simple set of books for a small business; including: journalizing, posting, trial balance, adjusting entries and the preparation of financial statements. Other topics include petty cash, bank reconciliations, internal control and payroll liabilities  
Requirements: None  
Classes:  
☒ Lec 11562  
 ☒ Lec 11563  
 ☒ Lec 11564  
 ☒ Lec 11565  
☒ Lec 11566  
 [SELECT ALL](#)   [SELECT NONE](#)  
 Restricted Level: Undergraduate Degree (DC) (Exclude)

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
<b>ACCT 1100</b> 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      L203 Seats Taken: Available  4.0 Credits Restricted Level: Undergraduate Degree (DC) (Exclude)	Enroll	Lec 11562: <a href="#">Register</a>	

← 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
<b>ACCT 1100</b> 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 <b>Lec</b> 11562 Thu : 2:10 PM to 4:00 PM L203 Seats Taken: Available 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

Select Courses

Select Course... Advanced Search

Import from: MY PLANNER(0)

ACCT 1100

ACCOUNTING 1

Enrolled

Stay enrolled in Lec 11563 ▾