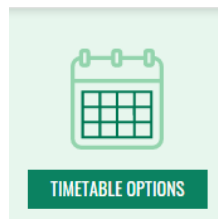


How to Add GNEDs

Please note that students are responsible to ensure they are not duplicating their GNED or FNMI selections as per their diploma requirements. For a successful program completion, students must have successfully completed three unique elective courses as per their program of study.

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

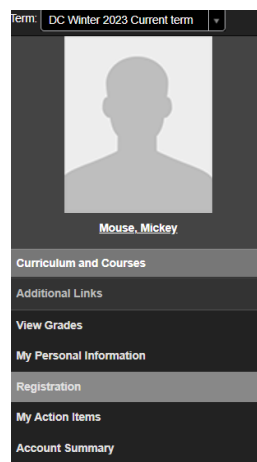


3. Log-in to the Portal using your 9-digit student ID (beginning with 100) and password.

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.

WELCOME

Please select your term to choose a schedule

Select a term:

DC Winter 2023

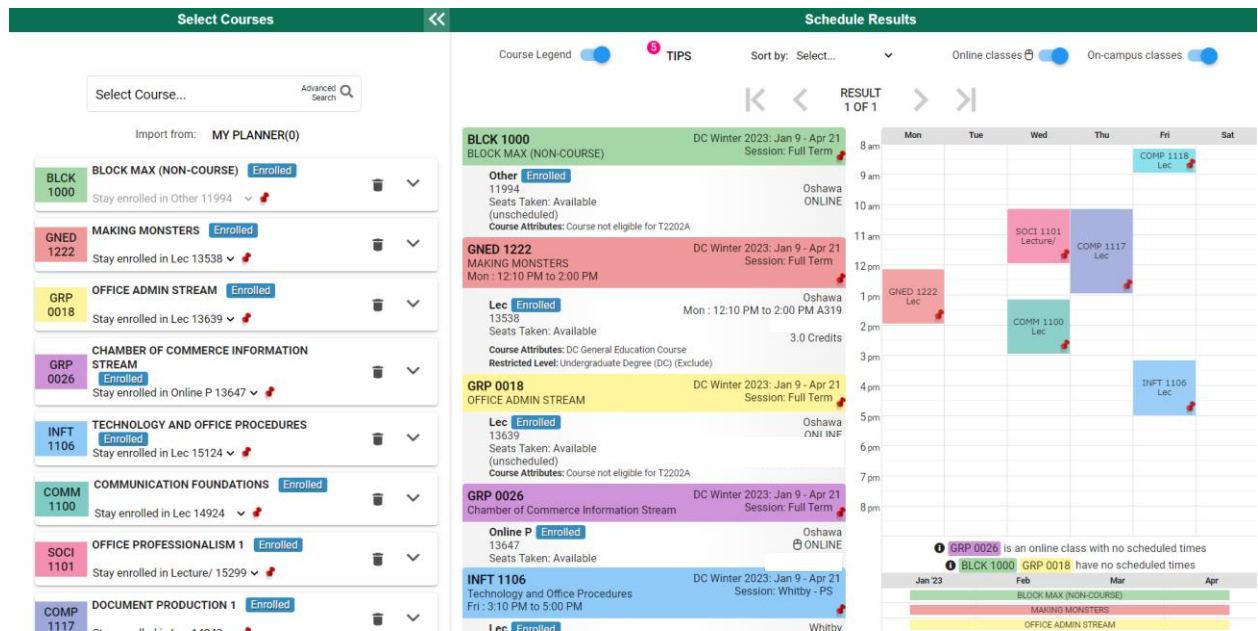
6. Select your Block Options to Proceed (if applicable).

SELECT YOUR BLOCK OPTIONS TO PROCEED:

MTWTF DC Winter 2023
Block X1JAWOFFC

9 Courses

This is the screen you will be directed to:



Select Courses | **Schedule Results**

Course Legend | TIPS | Sort by: Select... | Online classes | On-campus classes

Select Course... Advanced Search

Import from: MY PLANNER(0)

- BLCK 1000** BLOCK MAX (NON-COURSE) **Enrolled**
- GNED 1222** MAKING MONSTERS **Enrolled**
- GRP 0018** OFFICE ADMIN STREAM **Enrolled**
- GRP 0026** CHAMBER OF COMMERCE INFORMATION STREAM **Enrolled**
- INFT 1106** TECHNOLOGY AND OFFICE PROCEDURES **Enrolled**
- COMM 1100** COMMUNICATION FOUNDATIONS **Enrolled**
- SOCI 1101** OFFICE PROFESSIONALISM 1 **Enrolled**
- COMP 1117** DOCUMENT PRODUCTION 1 **Enrolled**

BLCK 1000 BLOCK MAX (NON-COURSE) DC Winter 2023: Jan 9 - Apr 21
Session: Full Term

GNED 1222 MAKING MONSTERS DC Winter 2023: Jan 9 - Apr 21
Session: Full Term

GRP 0018 OFFICE ADMIN STREAM DC Winter 2023: Jan 9 - Apr 21
Session: Full Term

GRP 0026 Chamber of Commerce Information Stream DC Winter 2023: Jan 9 - Apr 21
Session: Full Term

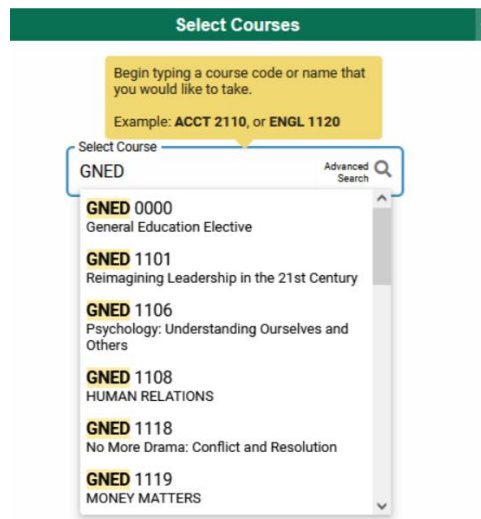
INFT 1106 Technology and Office Procedures DC Winter 2023: Jan 9 - Apr 21
Session: Whitby - PS

RESULT 1 OF 1

Time	Mon	Tue	Wed	Thu	Fri	Sat
8 am					COMP 1118 Lec	
9 am						
10 am						
11 am			SOCI 1101 Lecture/	COMP 1117 Lec		
12 pm						
1 pm	GNED 1222 Lec					
2 pm			COMM 1100 Lec			
3 pm						
4 pm					INFT 1106 Lec	
5 pm						
6 pm						
7 pm						
8 pm						

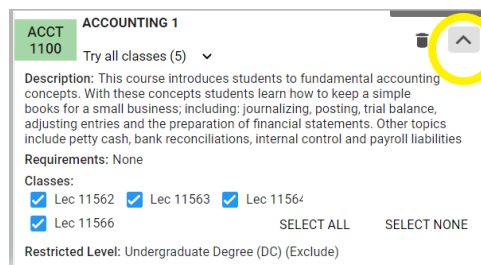
GRP 0026 is an online class with no scheduled times
BLCK 1000 GRP 0018 have no scheduled times

7. Under the **Select Courses** panel, search GNE



8. All GNEs will show that are available. You will look for one of interest, that has seats available and fits into your timetable.

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



9. Once you have found your preferred GNE; 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 ▾	

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**.

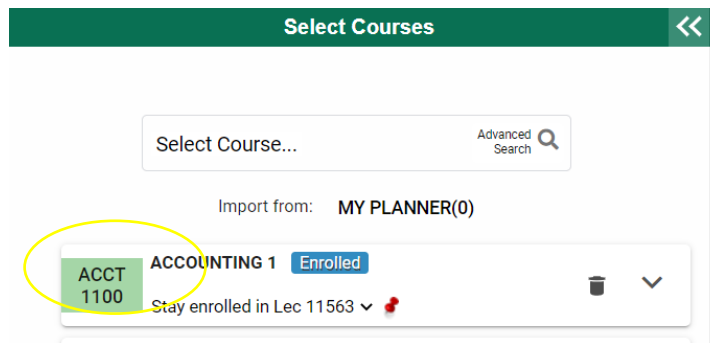
Please **view error codes/troubleshooting** [here](#).

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 4.0 Credits Restricted Level: Undergraduate Degree (DC) (Exclude)	Enroll	Lec 11562: Register ▾	Registered

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