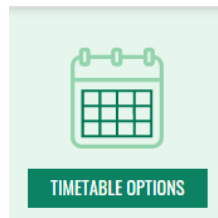


How to Drop Courses

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

Please check the [Important Dates & Deadlines](#) to know the dates when dropping courses can impact your student record.

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

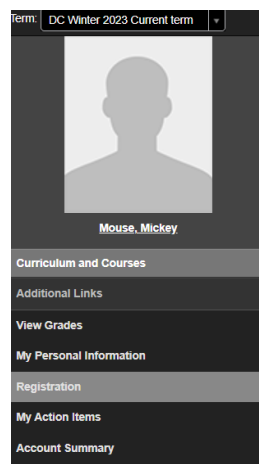


3. Log-in to the Portal using your 9-digit student ID (beginning with 100) and password.

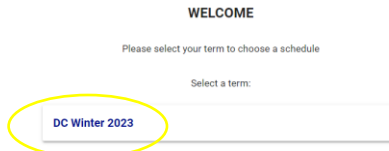
Please visit [IT Services](#) for password information.

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.

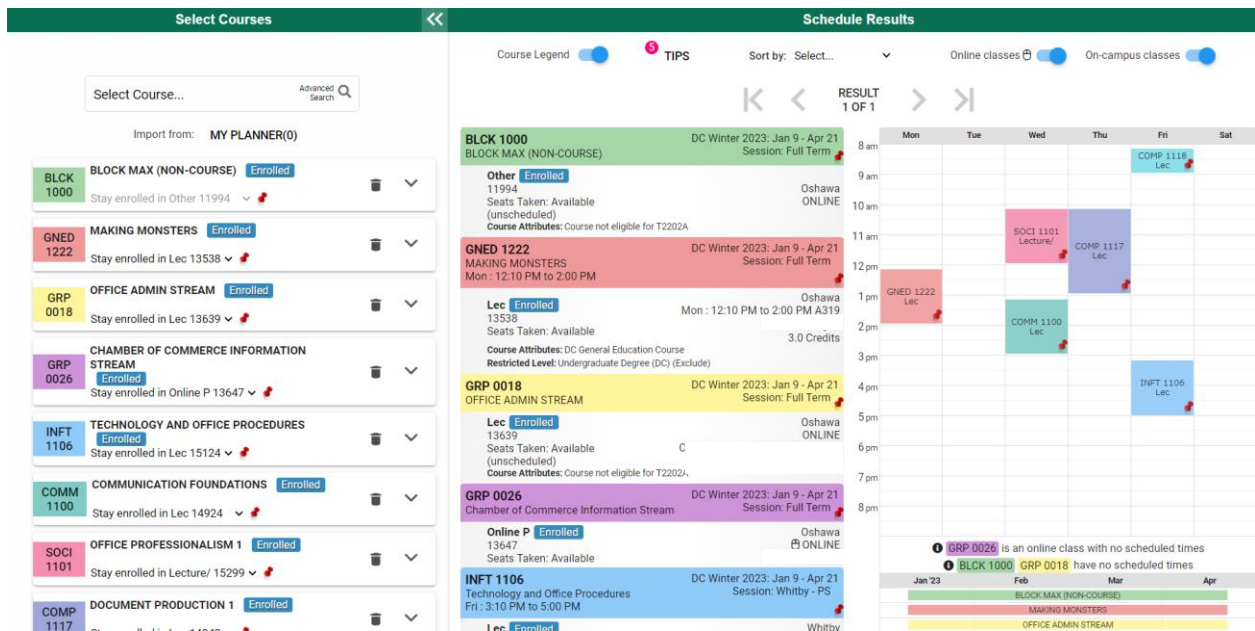


6. Select your Block Options to Proceed (if applicable).

SELECT YOUR BLOCK OPTIONS TO PROCEED:



This is the screen you will be directed to:



Select Courses << >> **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**
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**

BLCK 1000 BLOCK MAX (NON-COURSE) DC Winter 2023: Jan 9 - Apr 21 Session: Full Term
Other **Enrolled** 11994 Oshawa ONLINE
Seats Taken: Available (unscheduled)
Course Attributes: Course not eligible for T2202A

GNED 1222 MAKING MONSTERS DC Winter 2023: Jan 9 - Apr 21 Session: Full Term
Lec **Enrolled** 13538 Oshawa ONLINE
Mon : 12:10 PM to 2:00 PM A319
Seats Taken: Available 3.0 Credits
Course Attributes: DC General Education Course Restricted Level: Undergraduate Degree (DC) (Exclude)

GRP 0018 OFFICE ADMIN STREAM DC Winter 2023: Jan 9 - Apr 21 Session: Full Term
Lec **Enrolled** 13639 Oshawa ONLINE
Seats Taken: Available C
Course Attributes: Course not eligible for T2202A

GRP 0026 Chamber of Commerce Information Stream DC Winter 2023: Jan 9 - Apr 21 Session: Full Term
Online P **Enrolled** 13647 Oshawa ONLINE
Seats Taken: Available

INFT 1106 Technology and Office Procedures DC Winter 2023: Jan 9 - Apr 21 Session: Whitby - PS
Lec **Enrolled** 15124 Whitby

RESULT 1 OF 1

Time	Mon	Tue	Wed	Thu	Fri	Sat
8 am						
9 am					COMP 1118 Lec	
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

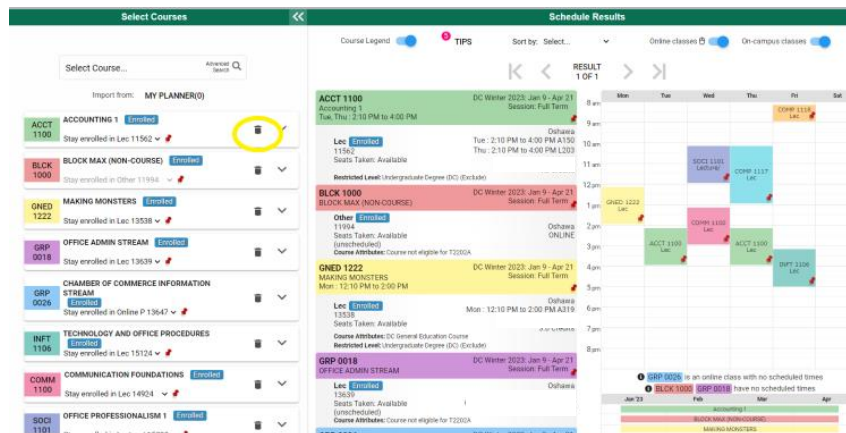
Jan 23 Feb Mar Apr

BLOCK MAX (NON-COURSE)
MAKING MONSTERS
OFFICE ADMIN STREAM

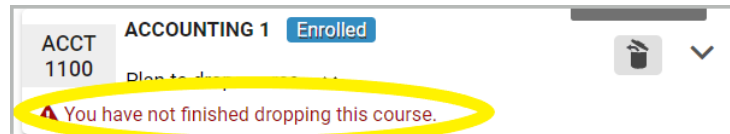
Dropping a Course

Please note: if you drop any course between day 5 and day 10, you cannot add a new one or re-register into the one you dropped. Please reach out to your [Student Advisor](#).

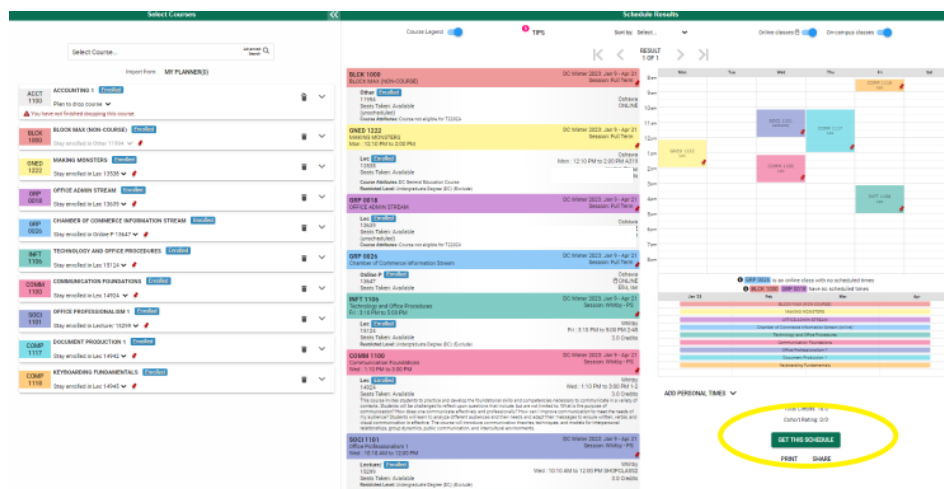
- Under the **Select courses** panel, find the class you wish to drop (example: Accounting 1) and click the trash can beside the class.



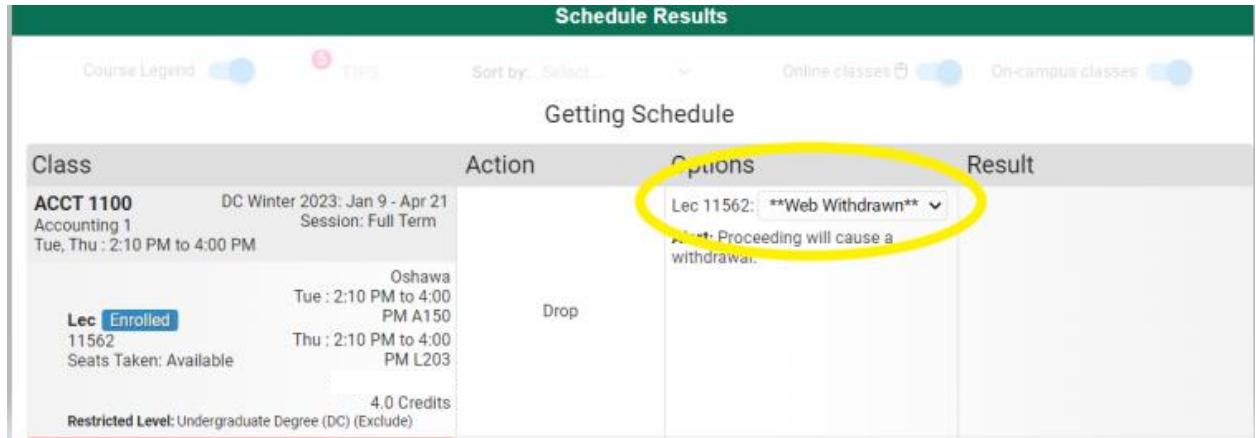
- Once you click the trash can, the page will refresh and you will see this notification under the course.



- Click **Get Schedule** to confirm.



4. You will see ****Web Withdrawn**** under **Options**

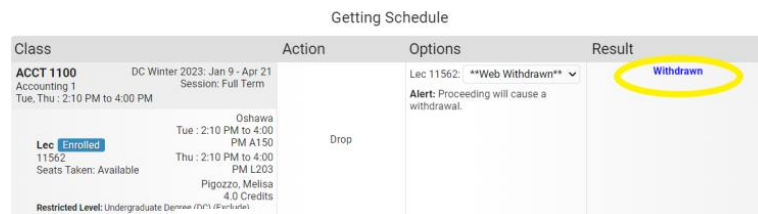


Class	Action	Options	Result
ACCT 1100 DC Winter 2023: Jan 9 - Apr 21 Accounting 1 Tue, Thu : 2:10 PM to 4:00 PM Oshawa Tue : 2:10 PM to 4:00 PM A150 Thu : 2:10 PM to 4:00 PM L203 Lec Enrolled 11562 Seats Taken: Available 4.0 Credits Restricted Level: Undergraduate Degree (DC) (Exclude)	Drop	Lec 11562: **Web Withdrawn** ▾ Alert: Proceeding will cause a withdrawal.	

5. Scroll to the bottom of the page and click **Do Actions** to confirm



6. The result will show **Withdrawn**



Class	Action	Options	Result
ACCT 1100 DC Winter 2023: Jan 9 - Apr 21 Accounting 1 Tue, Thu : 2:10 PM to 4:00 PM Oshawa Tue : 2:10 PM to 4:00 PM A150 Thu : 2:10 PM to 4:00 PM L203 Lec Enrolled 11562 Seats Taken: Available Pigozzo, Melissa 4.0 Credits Restricted Level: Undergraduate Degree (DC) (Exclude)	Drop	Lec 11562: **Web Withdrawn** ▾ Alert: Proceeding will cause a withdrawal.	Withdrawn

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

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



Learn how to [view/print your timetable](#) after adding/dropping courses is complete.

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