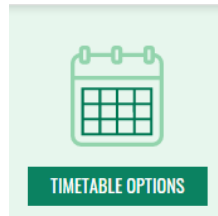


## How to Drop Courses

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

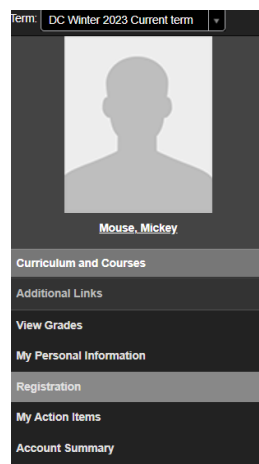


3. Log-in to the Portal using your 9-digit student ID (beginning with 100) and password.

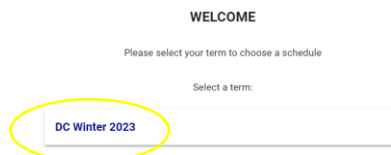
Please visit [IT Services](#) for password information.

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.

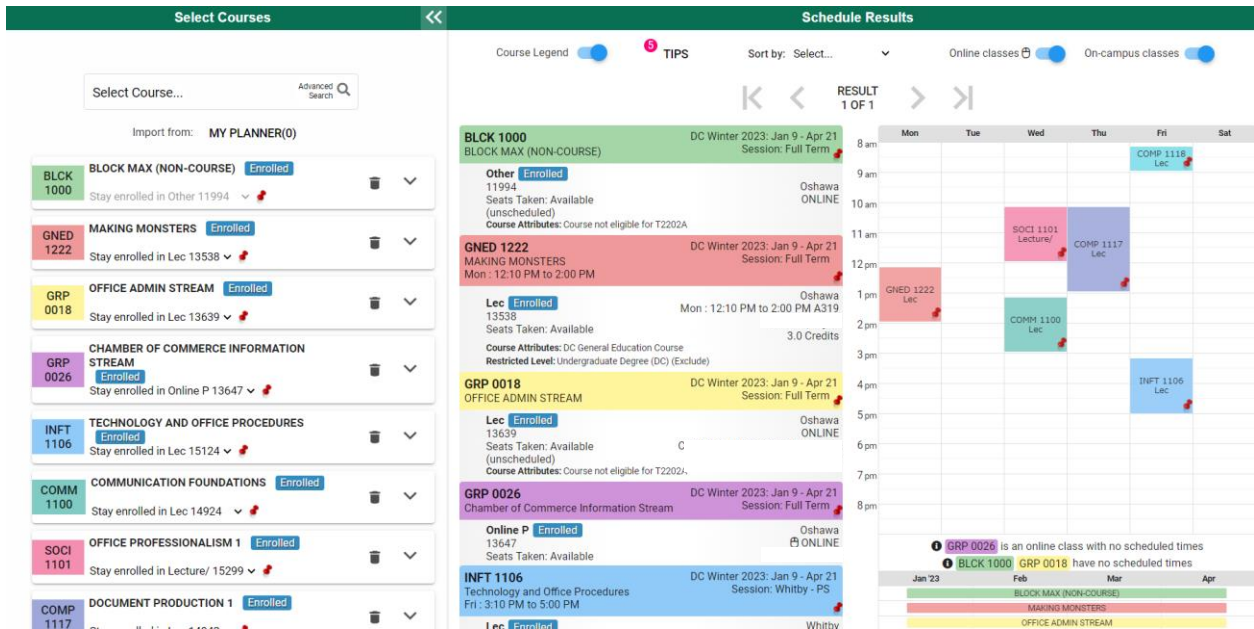


6. Select your Block Options to Proceed (if applicable).

**SELECT YOUR BLOCK OPTIONS TO PROCEED:**



This is the screen you will be directed to:



**Select Courses**

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

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						

**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 13538  
Seats Taken: Available 3.0 Credits  
Mon: 12:10 PM to 2:00 PM  
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  
Fri: 3:10 PM to 5:00 PM

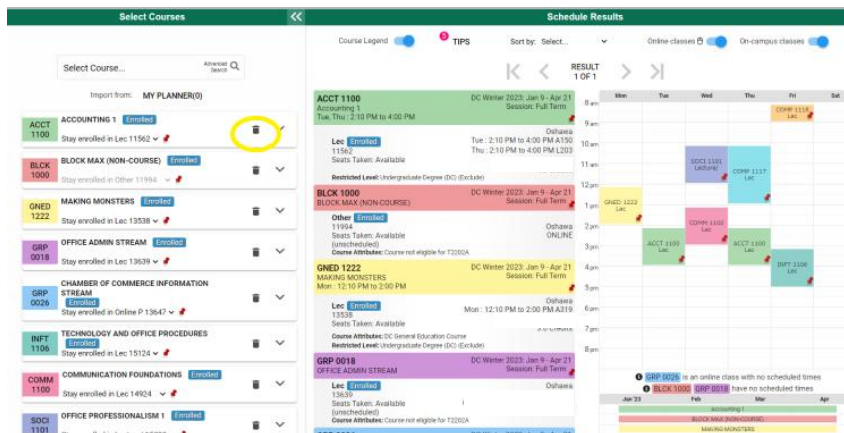
**Legend:**  
 **GRP 0026** is an online class with no scheduled times  
 **BLCK 1000** **GRP 0018** have no scheduled times

**Timeline:**  
 Jan 23 Feb Mar Apr  
 BLOCK MAX (NON-COURSE)  
 MAKING MONSTERS  
 OFFICE ADMIN STREAM

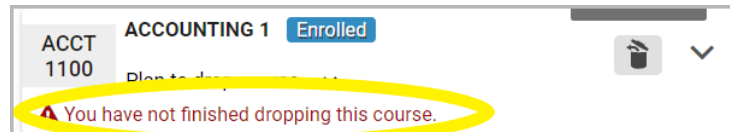
## Dropping a Class

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](#).

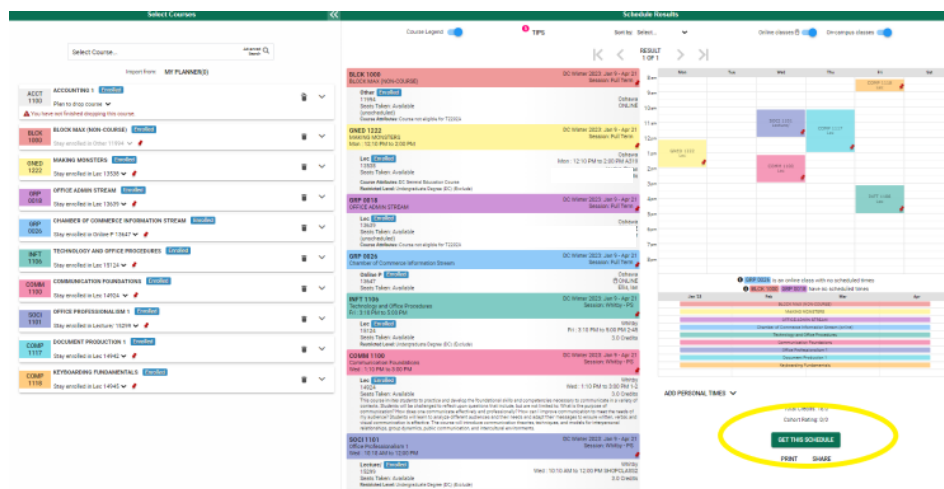
- Under the **Select courses** panel, find the class you wish to drop (example: Accounting 1) and click the trash can beside the class.



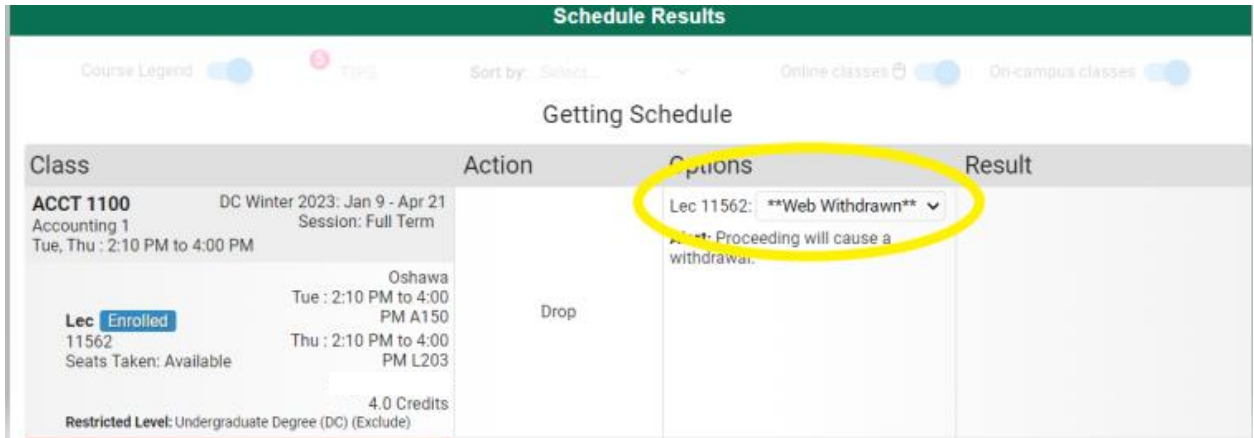
- Once you click the trash can, the page will refresh and you will see this notification under the course.



- Click **Get Schedule** to confirm.



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

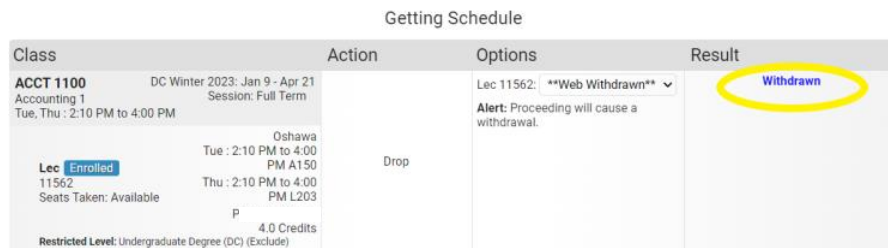


Class	Action	Options	Result
<b>ACCT 1100</b> DC Winter 2023: Jan 9 - Apr 21 Accounting 1 Tue, Thu : 2:10 PM to 4:00 PM  Oshawa Tue : 2:10 PM to 4:00 PM A150 Thu : 2:10 PM to 4:00 PM L203  Lec <b>Enrolled</b> 11562 Seats Taken: Available  4.0 Credits Restricted Level: Undergraduate Degree (DC) (Exclude)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

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.