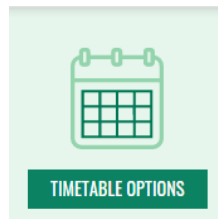


How to Part-time Register

1. Complete the [Part time Registration](#) form.
 - a. Please wait for a return email from us advising you that you are eligible to register.
2. Begin by going to your [MyDC](#) homepage.
3. Select **TIMETABLE OPTIONS** on the right-side under Helpful Links.

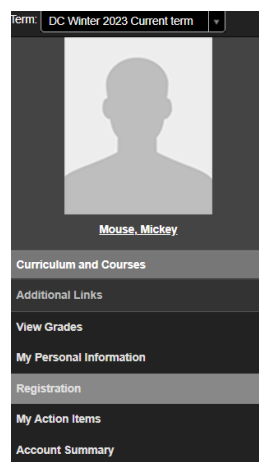


4. Log-in to the Portal using your 9-digit student ID (beginning with 100) and password.

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

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

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



6. Select the term.

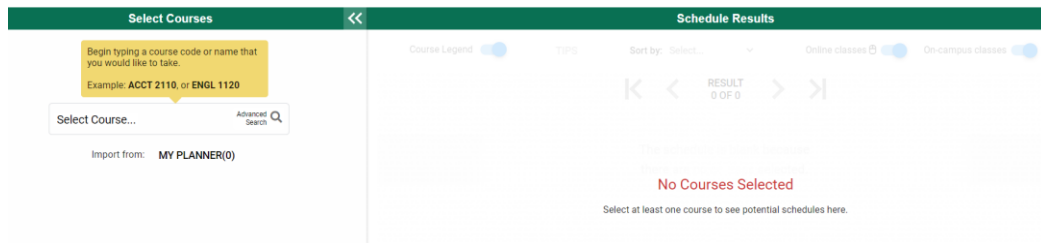
WELCOME

Please select your term to choose a schedule

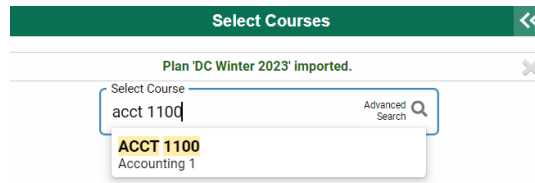
Select a term:

DC Winter 2023

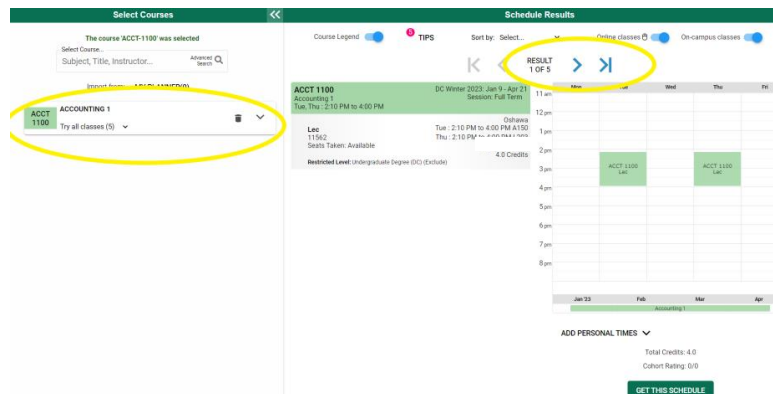
This is the screen you will be directed to:



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



- The course will appear under **Select courses** 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.

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 part-time courses and actions have loaded, 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 L203 Seats Taken: Available 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 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 ▾	🗑️ ▾
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12. Learn how to [view/print your timetable](#) after registration is complete.

Pay for your Part-time Courses within 5 business days

- To determine how much you owe, view your Account Summary. [Click here.](#)
- Make a payment on MyDC. [Click here.](#)