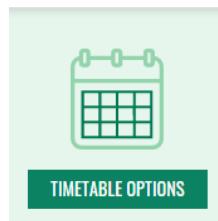


How to Part-time Register

1. Complete the [Part time Registration](#) form.
 - a. Submit the completed part time registration form to oes@durhamcollege.ca (Oshawa) or wes@durhamcollege.ca (Whitby) for processing. 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.

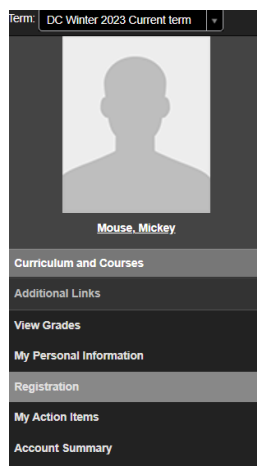


4. Log-in to the Portal using your 9-digit student ID (beginning with 100) and password.

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:

Select Courses

Begin typing a course code or name that you would like to take.
Example: ACCT 2110, or ENGL 1120

Select Course...

Import from: MY PLANNER(0)

Schedule Results

Course Legend: ● TIPS Sort by: Select...

Online classes ● On-campus classes ●

RESULT 0 OF 0

No Courses Selected

Select at least one course to see potential schedules here.

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

Select Courses

Plan 'DC Winter 2023' imported.

Select Course

acct 1100

ACCT 1100
Accounting 1

Advanced Search

8. 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.

Select Courses

The course ACCT-1100 was selected

Select Course: ACCT 1100

Subject, Title, Instructor...

Import from: MY PLANNER(0)

ACCT 1100 ACCOUNTING 1

Try all classes (5)

Schedule Results

Course Legend: ● ● TIPS Sort by: Select...

Online classes ● On-campus classes ●

RESULT 1 OF 5

ACCT 1100 DC Winter 2023 Jan 9 - Apr 21 Session: Full Term

Accounting 1 Tue, Thu, 2:10 PM to 4:00 PM

Lee 11502 Seats Taken: Available 4.0 Credits

Restricted Level: Undergraduate Degree (DC) (Exclude)

Visual Schedule Builder

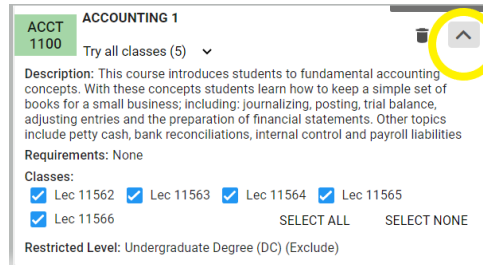
Jan 13 Feb Mar Apr

ADD PERSONAL TIMES

Total Credits: 4.0
Cohort Rating: 5/5

GET THIS SCHEDULE

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 ▾	🗑️ ▾

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.](#)