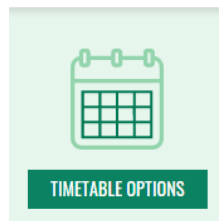

How to Part-time Register

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.

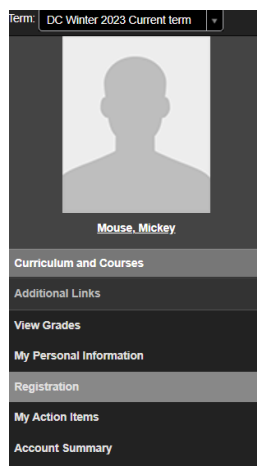


4. Log-in to the Portal using your 9-digit student ID (beginning with 100) and password.

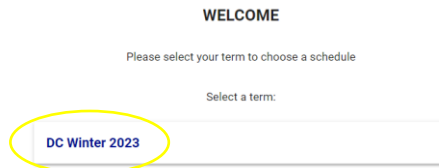
Please visit [IT Services](#) for password information.

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

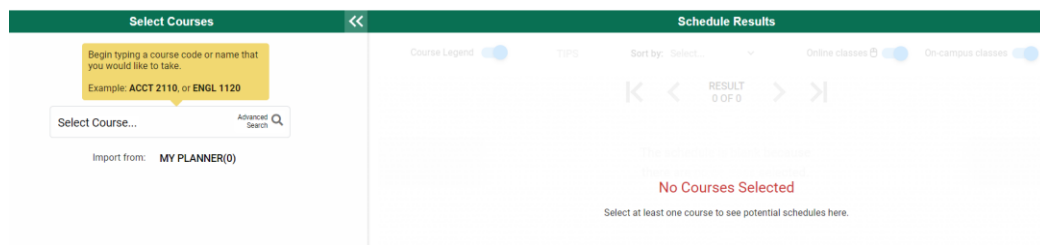
5. Once on your Student Profile, select **Registration** (found under Additional Links)



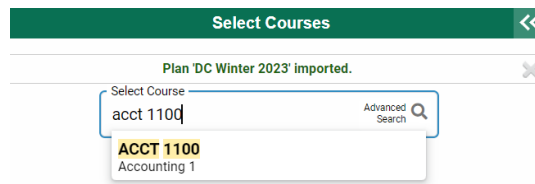
6. Select the term.



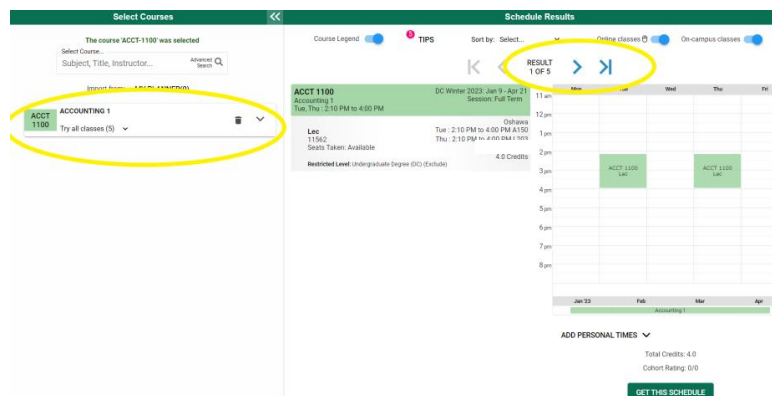
This is the screen you will be directed to:



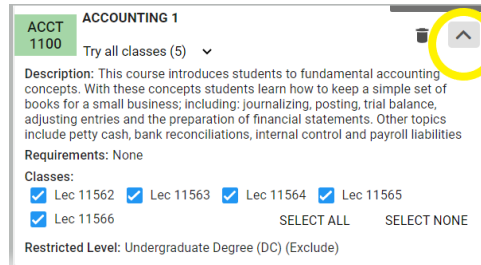
7. Under **Select Courses**, search for the class you require by the course code (i.e., ACCT 1100) or the 5-digit CRN (found on [Preview available courses](#)) and select the course.




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.



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)


- Once you have found your preferred courses, dates and times; select **Get this Schedule**



GET THIS SCHEDULE

PRINT SHARE

- 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 	

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](#).

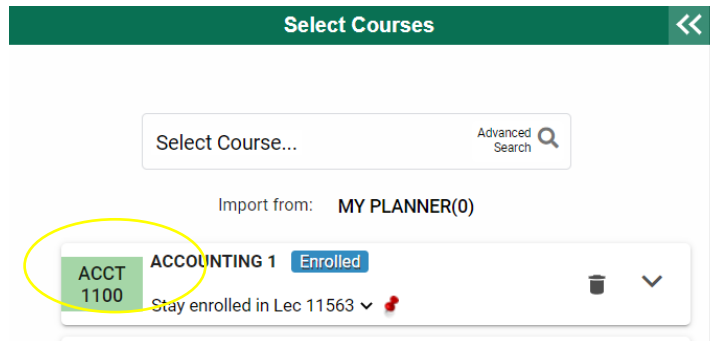
On the bottom right click on **Return to Select Courses** button, to return to the main window.

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	Enroll	Lec 11562: Register ▾	Registered
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)			

RETURN TO 'SELECT COURSES'

- Verify the courses in which you have enrolled: in the **Select Courses** panel, each of the enrolled courses will have an “enrolled” flag



- 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.](#)