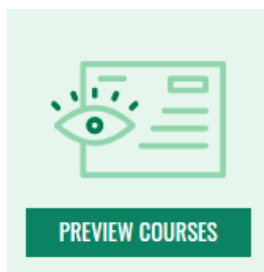

How to Part-time Register

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.

Before Registering, you will need to look-up available courses to add to your schedule.

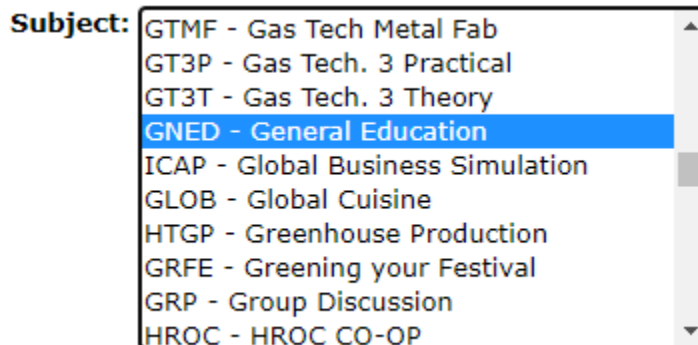
2. Look-up the courses you would like to register for by going to your [My DC](#) homepage.
3. Select “**PREVIEW COURSES**” on the right-side under Helpful Links.



4. Select the term and click “**Submit**”.

Example: We are searching for course code GNED 1106.

5. In the Subject box, type the 4-letter course code you are searching for (i.e. type **GNED** to search for GNED) and it will come up highlighted in blue.



6. The Course Number box type in the 4-digit number associated with the course code (i.e. for GNED 1106, in this box type in **1106**).

- Do not complete any other boxes.** You only need to search for a class using the Subject box and Course number box. Then click “Class Search”.

Class Schedule Search

Subject:
 GTMF - Gas Tech Metal Fab
 GT3P - Gas Tech. 3 Practical
 GT3T - Gas Tech. 3 Theory
GNED - General Education
 ICAP - Global Business Simulation
 GLOB - Global Cuisine
 HTGP - Greenhouse Production
 GRFE - Greening your Festival
 GRP - Group Discussion
 HROC - HROC CO-OP

Course Number: 1106

Title:

Credit Range: hours to hours

Part of Term:
Non-date based courses only

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

Class Search Reset

[Return to Previous](#)

- The page will now display the available courses from the selected class search (i.e. GNED 1106).

Please note: this is a live page as such course availability is subject to change at any time.

- You will need to obtain the **5-digit CRN** (course registration number) to register. You may browse the different options taking note of the Time of class, Days of the week, and Where (in-class or online) that best suits your needs.

INTRO TO PSYC-AN APPL SCIENCE - 13480 - GNED 1106 - AA8

Associated Term: DC Winter 2022
Registration Dates: Nov 22, 2021 to Jan 14, 2022
Levels: Post Secondary

Oshawa Campus
 Online PS Schedule Type
 Fully Online Instructional Method
 3.000 Credits

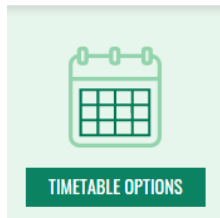
This highlighted number is the CRN which is required to register

Registration Availability			
	Capacity	Actual	Remaining
Seats	50	0	50
Waitlist Seats	0	0	0

Scheduled Meeting Times						
Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA		Online Class ONLINE	Jan 10, 2022 - Apr 22, 2022	Online PS	Lynne Kennette (P)

How to Register once Part-time Registration opens

1. Begin by going to your [My DC](#) 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. Your password should be your date of birth in MMDDYY format (i.e. 111690 for birth date Nov 16, 1990). If this does not work please try using your Postal Code, all capitals and no spaces (i.e. L1G0C5).
If you have trouble logging-in you will need your password reset. Please contact IT Services at 905-721-3333 option #1 or through [LiveChat](#).
4. Select “**Add/Drop Classes**”.
5. Select the term and click “**Submit**”.
6. Click “**I AGREE**” to the Registration and Policy Acknowledgement for Durham College.
7. Add your course(s) by typing in the 5-digit CRN(s) you noted from Preview available courses page, into the CRNs boxes under “**Add Classes Worksheet**”. Then click “**Submit Changes**”.

Add/Drop Classes:

DC Winter 2022
Nov 18, 2021 11:42 am

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Your current status in each course section is listed below. To request a change in status (i.e. to drop a course section) select the appropriate action from the drop-down list in the Action column and then press 'Submit Changes'. Be sure to verify the results of your request by viewing your updated status in each section.

If you are making timetable changes, make sure before you drop your course that there is space available in the course that you are selecting.

NOTE: Adding courses is only available up until day five from the start of the semester.
If you are adding additional course hours to your timetable please note you may be subject to additional tuition fees.
Please note courses dropped after day ten are still included in your semester enrolment for tuition fee purposes.


You cannot drop your last class. Please contact Enrolment Service's. If you wish to withdraw please complete the 'Request to Withdraw' form.

Add Classes Worksheet

CRNs

13489

8. You will be able to see if you successfully registered under Current Schedule, “**Status**”.
Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Successfully  *Web Registered** on Nov 18, 2021	None	13480	GNE	1106	AA8 Post	Secondary	3.000 Numeric Marks Mode	INTRO TO PSYC-AN APPL SCIENCE

Pay for your Part-time Courses within 5 business days

1. To determine how much you owe, check your **Account Summary**.
2. Go to your [MyDC](#).
3. Click Self Service Log in at the top right.

Log-in to the Portal using your 9-digit student ID (beginning with 100) and password. Your password should be your date of birth in MMDDYY format (i.e. 111690 for birth date Nov 16, 1990). If this does not work please try using your postal code, all capitals and no spaces (i.e. L1G0C5).

If you have trouble logging-in you will need your password reset. Please contact IT Services at 905-721-3333 option #1 or through [LiveChat](#).

4. Click “**Student Information**”.
5. Click “**Paying Your Fees**”.
6. Click “**Account Summary**” to view your fees.
7. Make your payment through the “Make a Payment” portal on MyDC