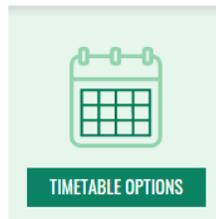


## How to Part-time Register

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.

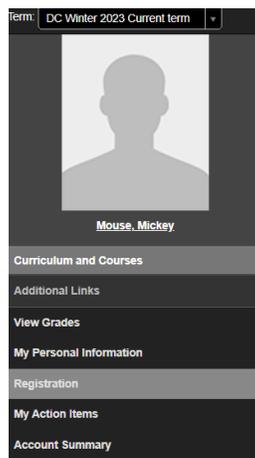


4. Log-in to the Portal using your 9-digit student ID (beginning with 100) and password.

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.

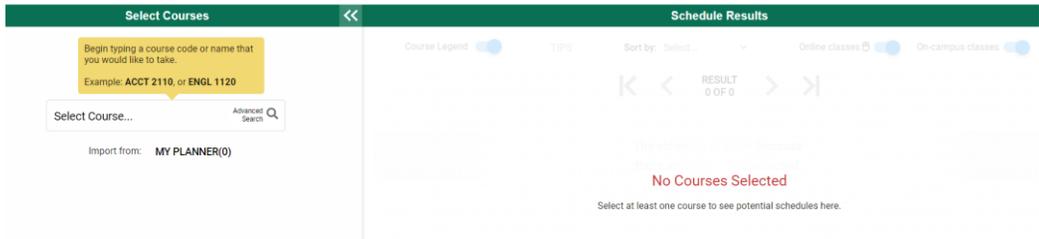
**WELCOME**

Please select your term to choose a schedule

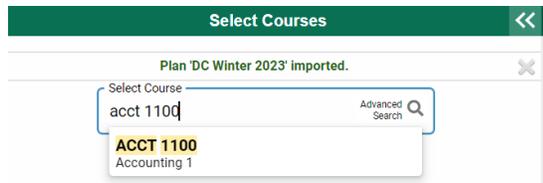
Select a term:

DC Winter 2023

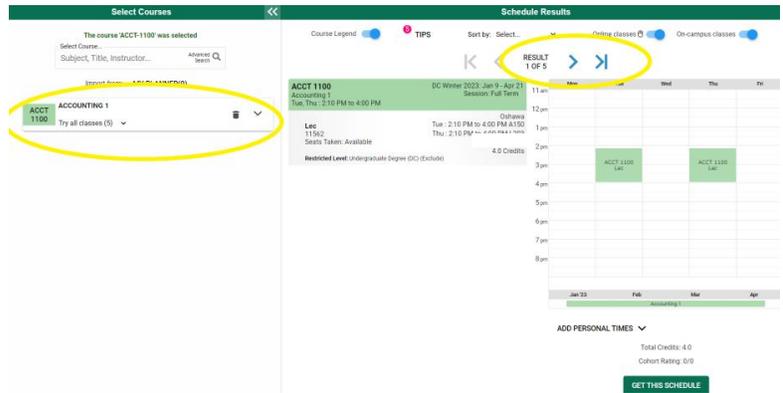
This is the screen you will be directed to:



- 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
<b>ACCT 1100</b> 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 ▾	
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)			
<b>← CANCEL</b>	<b>DO ACTIONS</b>		

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](#).

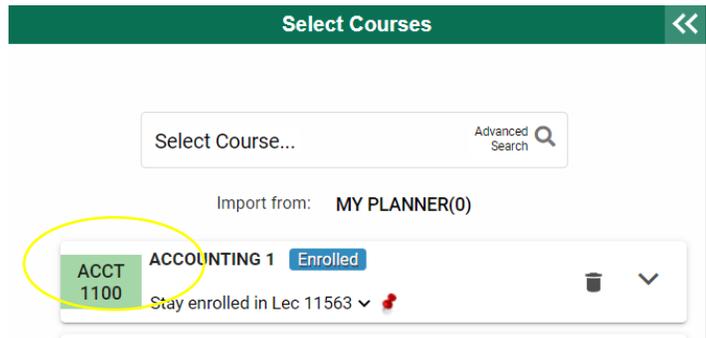
On the bottom right click on **Return to Select Courses** button, to return to the main window.

Getting Schedule

Class	Action	Options	Result
<b>ACCT 1100</b> 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 <b>Lec</b> 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 ▾	<b>Registered</b>

**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.](#)