

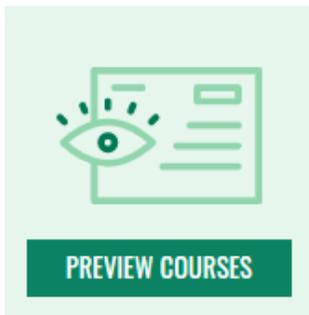
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## How to Preview Available Courses and Add/Drop Classes

First you need to Preview available courses to ensure the course you are looking for is available, then you proceed to add/drop

### How to Preview Available Courses

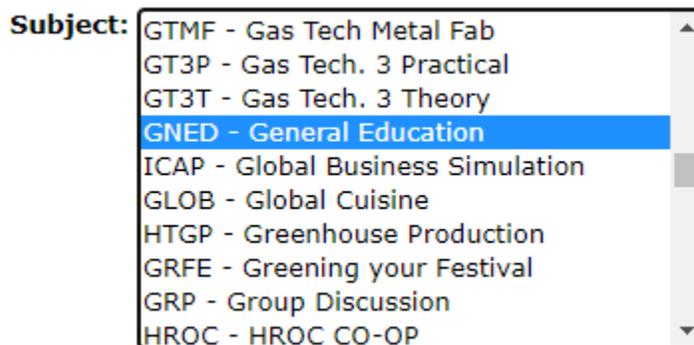
1. Begin by going to your [My DC](#) homepage.
2. Select the “**PREVIEW COURSES**” box on the right-side under Helpful Links.



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

**Example:** We are searching for course code GNED 1106.

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



5. 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**).

6. **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](#)

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

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

8. You will need to obtain the **5-digit CRN** (course registration number) to register / add/drop. 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 - AAS**

**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	60	0	60
Waitlist Seats	0	0	0

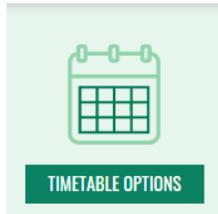
  

Scheduled Meeting Times						
Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA		Online Class ONLINE	Jan 10, 2022 - Apr 22, 2022	Online PS	Lynne Kennette (P)

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## How to Add/Drop Classes

1. Begin by going to your [My DC](#) homepage.
2. Select the “**TIMETABLE OPTIONS**” box 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.

## To Drop a Class

1. Under “**Current Schedule**” find the class you wish to drop and click the drop down under “**Action**” and select “\*\*Web Drop\*\*”
2. You may also add a course at the same time (steps below) or click “**Submit Changes**” to drop the class/es separately.

## To Add a Class

1. Under the “**Add Classes Worksheet**” type in the 5-digit CRN obtained from the Preview Available courses page.
2. Click “**Submit Changes**”.