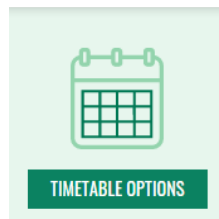


## How to Select a Timetable

If you encounter any errors during registration, please see how to troubleshoot [here](#).

Please note, there are no waitlists for timetable blocks or courses.

1. Begin by going to your [MyDC](#) homepage.
2. Select the **TIMETABLE OPTIONS** box on the right side under Helpful Links.

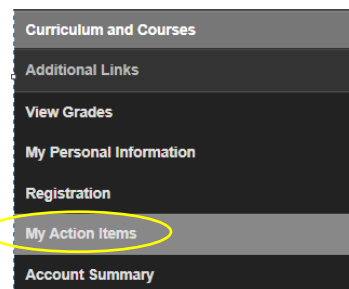
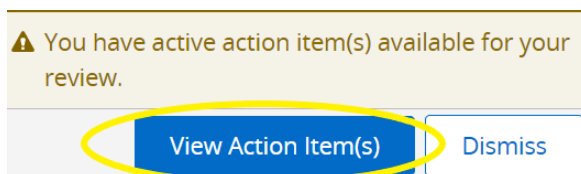


3. Log-in to the Portal using your 9-digit student ID (beginning with 100) and password.

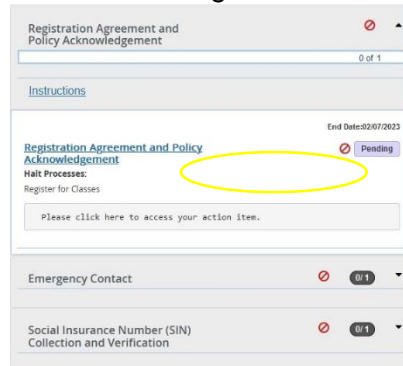
Please visit [IT Services](#) for password information.

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

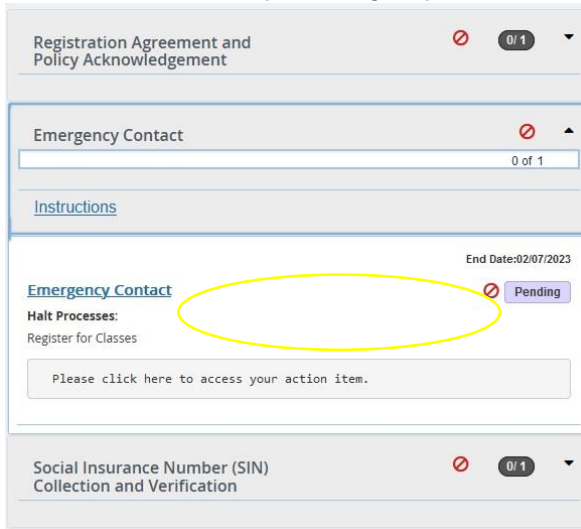
4. If applicable, complete Action Items. Select **View Action Item(s)** button or select **My Action Items** (found under Additional Links)



- a. Registration Agreement and Policy Acknowledgement: Select the item by clicking anywhere in the white box. Review the agreement and save your response

A form titled "Registration Agreement and Policy Acknowledgement" with a progress indicator "0 of 1". It includes an "Instructions" link, a "Registration Agreement and Policy Acknowledgement" section with a "Pending" status (highlighted with a yellow circle), and a "Please click here to access your action item." link. Below this are sections for "Emergency Contact" and "Social Insurance Number (SIN) Collection and Verification", both with "0/1" progress indicators.

b. Emergency Contact: Select the item by clicking anywhere in the white box



Registration Agreement and Policy Acknowledgement 0/1

Emergency Contact 0 of 1

[Instructions](#)

End Date: 02/07/2023

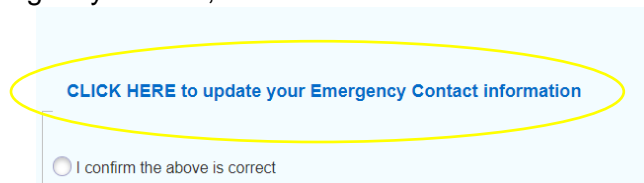
[Emergency Contact](#) Pending

Halt Processes:  
Register for Classes

Please click here to access your action item.

Social Insurance Number (SIN) Collection and Verification 0/1

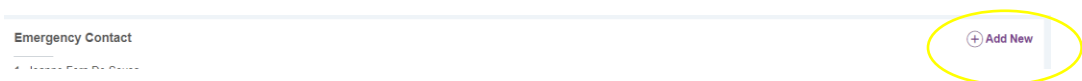
To add an emergency contact, select **CLICK HERE**.



[CLICK HERE to update your Emergency Contact information](#)

☐ I confirm the above is correct

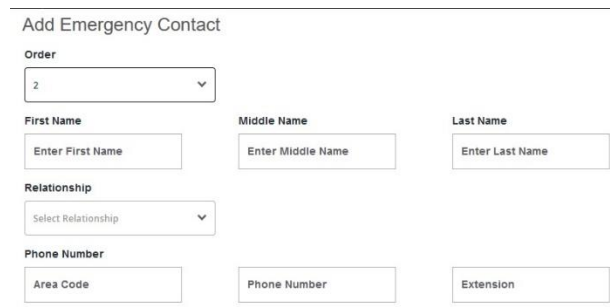
Select, **ADD NEW**



Emergency Contact

[+ Add New](#)

Enter information: first name, last name, relationship, area code and phone number. Select **ADD**



Add Emergency Contact

Order  
2

First Name  
Enter First Name

Middle Name  
Enter Middle Name

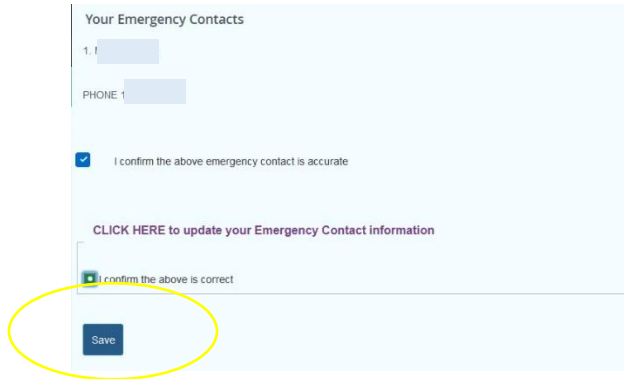
Last Name  
Enter Last Name

Relationship  
Select Relationship

Phone Number  
Area Code Phone Number Extension

[Add](#)

Close the window, Return to Action Items, **REFRESH THE PAGE**, review input and save.



Your Emergency Contacts

1.1 [Redacted]

PHONE 1 [Redacted]

☒ I confirm the above emergency contact is accurate

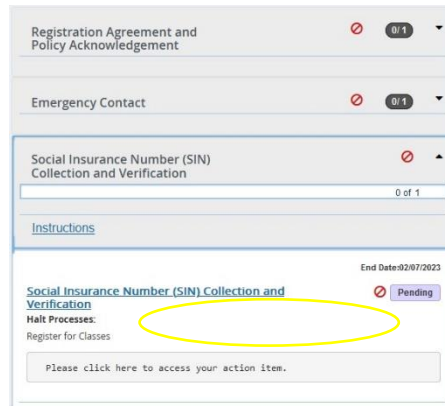
[CLICK HERE to update your Emergency Contact information](#)

☒ I confirm the above is correct

**Save**

- c. Social Insurance Number (SIN) Collection and Verification: Select the item by clicking anywhere in the white box. Enter your SIN, confirm the information and submit.

### Domestic Students



Registration Agreement and Policy Acknowledgement 0/1

Emergency Contact 0/1

Social Insurance Number (SIN) Collection and Verification 0 of 1

[Instructions](#)

End Date: 02/07/2023

Social Insurance Number (SIN) Collection and Verification Pending

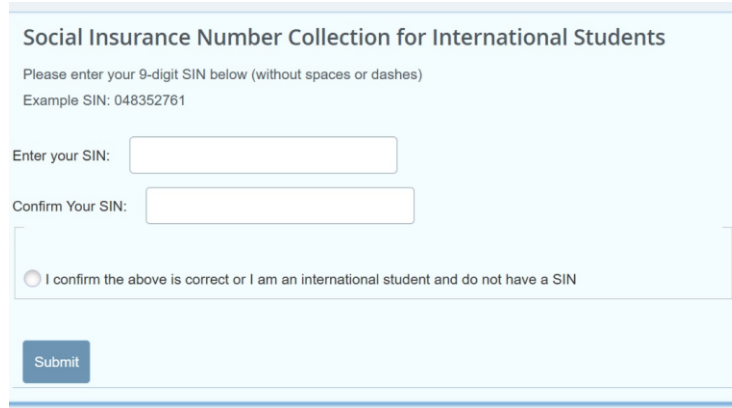
Halt Processes:

Register for Classes

Please click here to access your action item.

### International Students

You may or may not enter a SIN, then click “I confirm the above is correct or I am an international student and do not have a SIN” then click submit



**Social Insurance Number Collection for International Students**

Please enter your 9-digit SIN below (without spaces or dashes)

Example SIN: 048352761

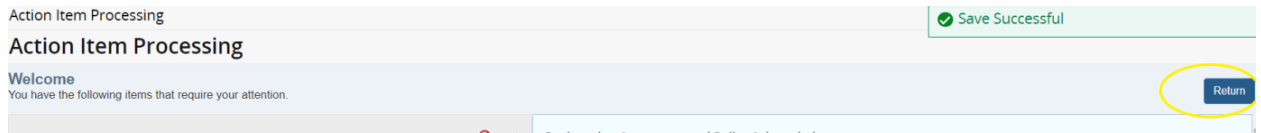
Enter your SIN: [Text Box]

Confirm Your SIN: [Text Box]

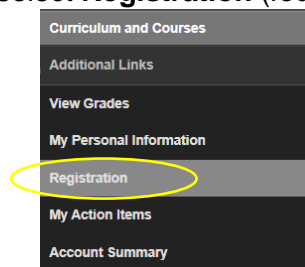
☐ I confirm the above is correct or I am an international student and do not have a SIN

**Submit**

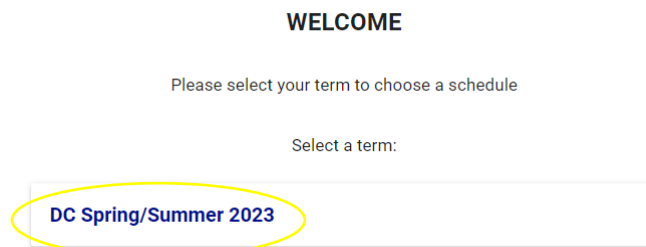
5. Once all action items are complete and saved, click **Return** to return to your Student Profile **or exit the browser tab to return**



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

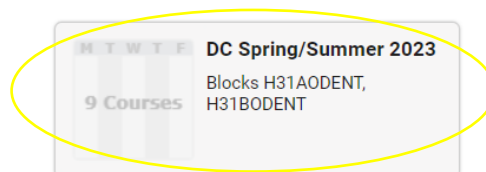


7. Select the term you are registering into (i.e. DC Spring/Summer 2023)



8. Select your Block Options to Proceed

**SELECT YOUR BLOCK OPTIONS TO PROCEED:**

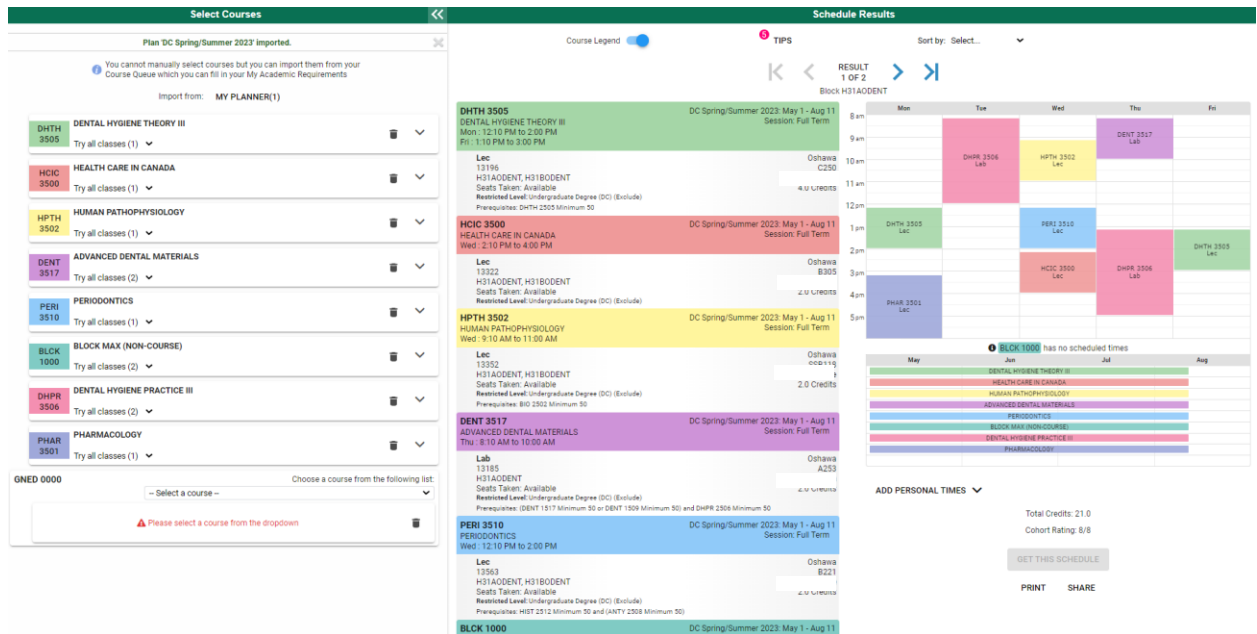


A list of courses should automatically appear in the **SELECT COURSES** panel.

This column shows the course names and codes (i.e. GNED 1512)

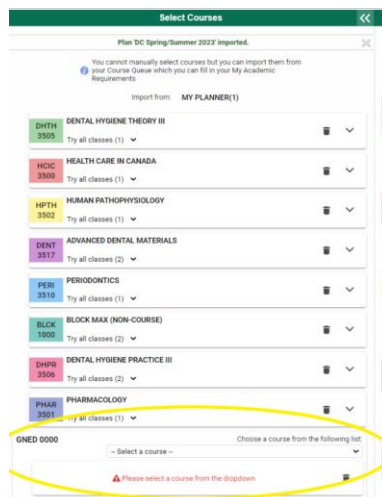
This column shows a more in-depth break-down of the courses, course times, course location, instructor

This column shows the courses on a visual school-week calendar



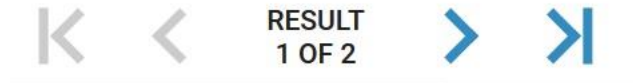
The screenshot displays the Durham College course selection interface. On the left, the **Select Courses** panel lists various dental hygiene courses, including DENTHY 3505, HCIC 3500, HPTH 3502, DENT 3517, PERI 3510, BLCK 1000, DENTHY 3506, and PHAR 3501. Each course entry includes a 'Try all classes' button. Below this list, there is a section for **GNED 0000** with a dropdown menu to select a course from a list. The right side of the interface shows the **Schedule Results** panel, which provides a detailed view of the selected courses, including their times, locations, and instructors. A visual school-week calendar is also displayed, showing the placement of these courses across the semester.

- If your block requires you to select an elective course (GNED) scroll to the bottom of your core courses under **Select Courses**. Use the dropdown list to see all electives/GNED's and select the option you prefer.



This close-up screenshot focuses on the **Select Courses** panel, specifically the **GNED 0000** section. It shows a dropdown menu with the text '- Select a course -' and a red warning message: 'Please select a course from the dropdown'. The dropdown menu is highlighted with a yellow circle, indicating where the user should click to view the list of available elective courses.

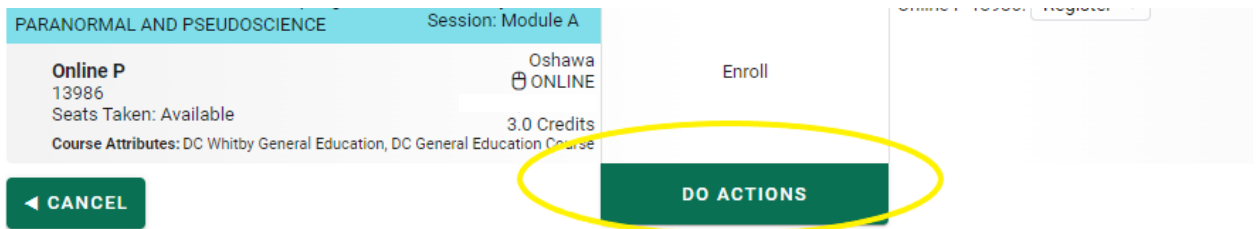
10. The SCHEDULE RESULTS panel displays all available timetables. You may navigate through the different results using the arrows below until you find a timetable you like.



11. Once you have found your preferred timetable select **GET THIS SCHEDULE**



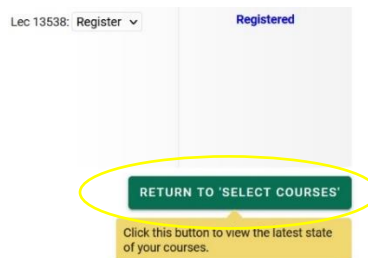
12. When the list of courses and actions has loaded, verify the information, and click **DO ACTIONS** at the bottom of the page.



Once clicked, 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](#).

13. On the bottom right click on **RETURN TO SELECT COURSES** button, to return to the main window.



14. Verify the courses in which you have enrolled: in the SELECT COURSES panel, each of the enrolled courses will have an “enrolled” flag

Import from: **MY PLANNER(0)**

<b>BLCK 1000</b>	<b>BLOCK MAX (NON-COURSE)</b> <b>Enrolled</b> Stay enrolled in Other 11976	▼	🗑️	▼
<b>GNED 1222</b>	<b>MAKING MONSTERS</b> <b>Enrolled</b> Stay enrolled in Lec 13538	▼	🗑️	▼
<b>GRP 0018</b>	<b>OFFICE ADMIN STREAM</b> <b>Enrolled</b> Stay enrolled in Lec 13639	▼	🗑️	▼

Learn how to [view/print your timetable](#) after registration is complete.