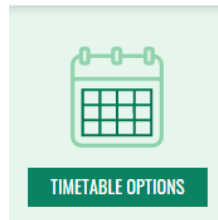


How to Select a Timetable

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

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

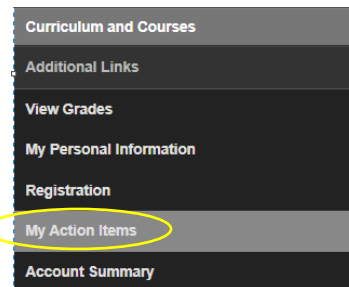
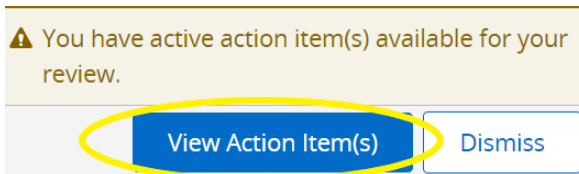


3. Log-in to the Portal using your 9-digit student ID (beginning with 100) and password.

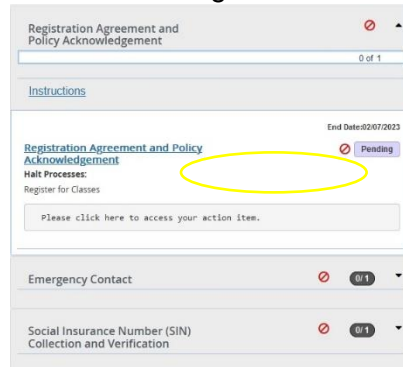
Please visit [IT Services](#) for password information.

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

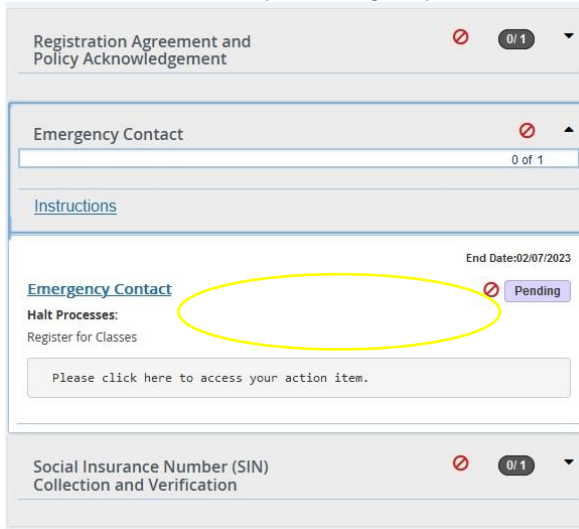
4. If applicable, complete Action Items. Select **View Action Item(s)** button or select **My Action Items** (found under Additional Links)



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



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](#)

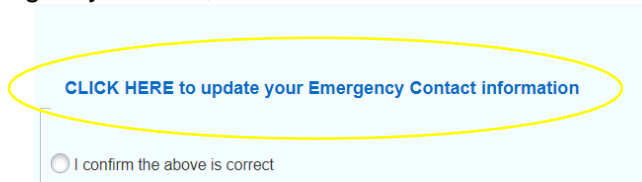
[Emergency Contact](#) Pending End Date:02/07/2023

Halt Processes:
Register for Classes

Please click here to access your action item.

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

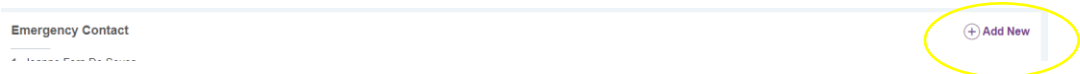
To add an emergency contact, select **CLICK HERE**.



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

I confirm the above is correct

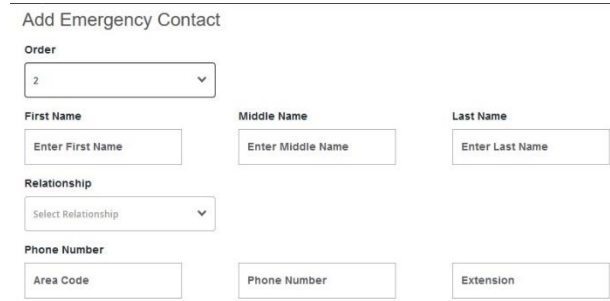
Select, **ADD NEW**



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

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

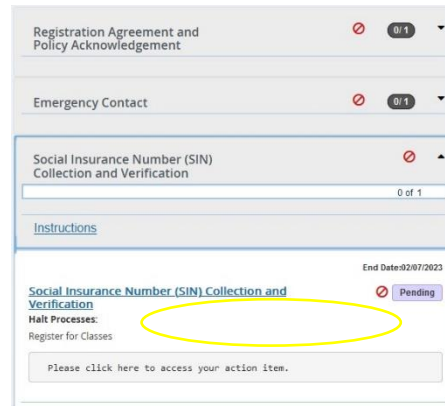
[CLICK HERE to update your Emergency Contact information](#)

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

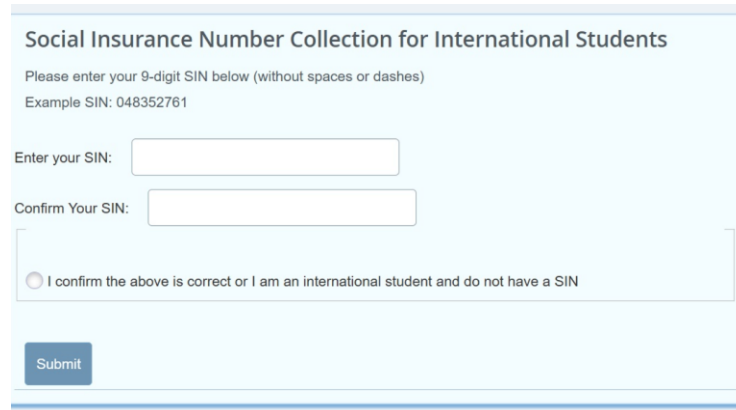
Social Insurance Number (SIN) Collection and Verification Pending

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

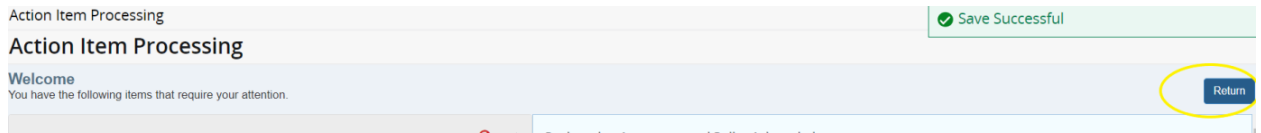
Enter your SIN:

Confirm Your SIN:

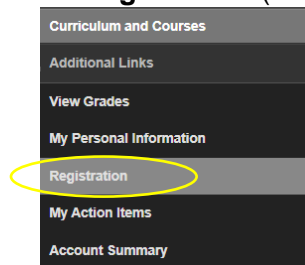
I confirm the above is correct or I am an international student and do not have a SIN

Submit

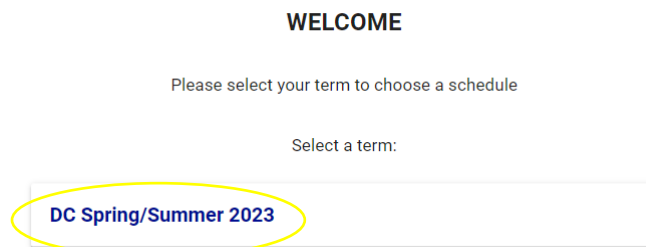
- Once all action items are complete and saved, click **Return** to return to your Student Profile or exit the browser tab to return



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

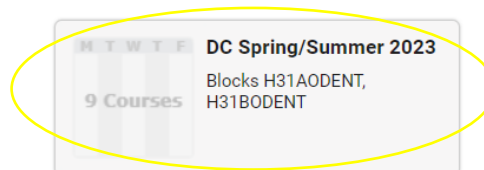


- Select the term you are registering into (i.e. DC Spring/Summer 2023)



- 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

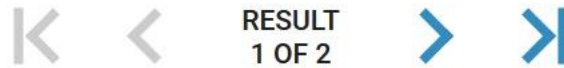
This column shows the courses on a visual school-week calendar

D 0000'. The 'Schedule Results' panel on the right shows a detailed view of selected courses with their times and locations, alongside a visual school-week calendar for May, June, July, and August." data-bbox="174 282 943 583"/>

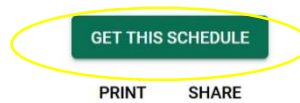
- If your block requires you to select an elective course (GNED) scroll to the bottom of your core courses under **Select Courses**. Use the dropdown list to see all electives/GNED's and select the option you prefer.

D 0000' section, which includes a dropdown menu for selecting a course and a red warning message: 'Please select a course from the dropdown'." data-bbox="407 668 641 902"/>

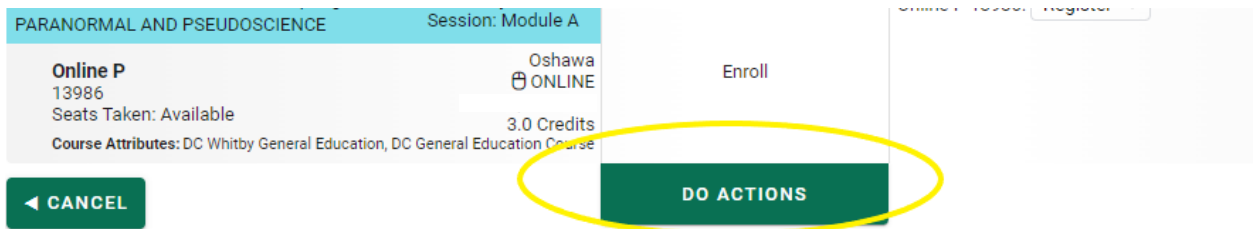
10. The SCHEDULE RESULTS panel displays all available timetables. You may navigate through the different results using the arrows below until you find a timetable you like.



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



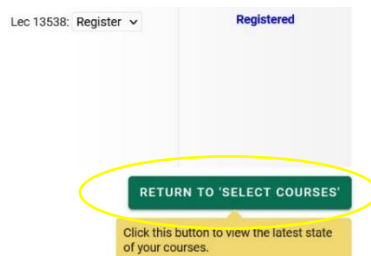
12. When the list of courses and actions has loaded, verify the information, and click **DO ACTIONS** at the bottom of the page.



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)**

BLCK 1000	BLOCK MAX (NON-COURSE) Enrolled Stay enrolled in Other 11976	▼		▼
GNEED 1222	MAKING MONSTERS Enrolled Stay enrolled in Lec 13538	▼		▼
GRP 0018	OFFICE ADMIN STREAM Enrolled Stay enrolled in Lec 13639	▼		▼

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