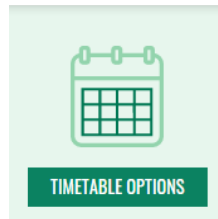


## How to Select a Timetable

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. You will be directed to a screen where action is required. Select **CLICK HERE** to action.

### WELCOME

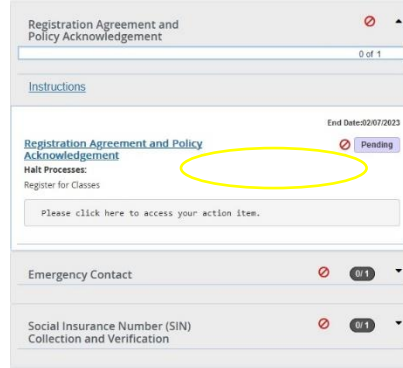
Please select your term to choose a schedule



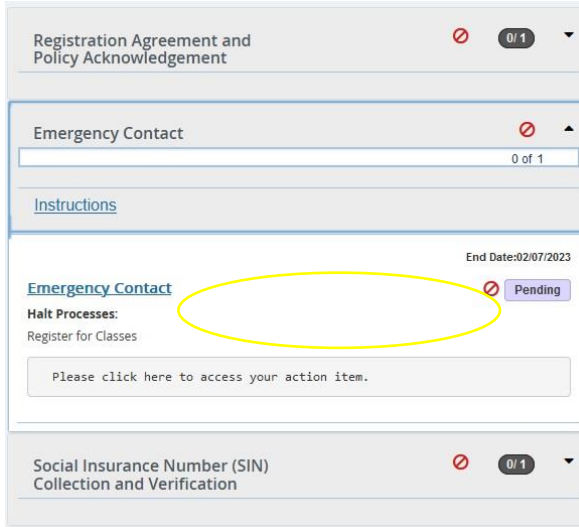
 Your schedule is unavailable for viewing at this time.

You will now need to confirm to the Registration agreement, update your Emergency contact and input your SIN. If you have completed this information before, not all action items may be asked.

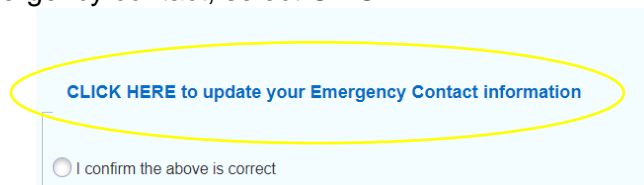
- a. Registration Agreement and Policy Acknowledgement: Select the item by clicking anywhere in the white box. Review the agreement and save your response



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



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



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

**\*TIP\*** the area code of a phone number is the first three digits (i.e. 905, 416, 289, 647, etc.). Please add these three numbers under “area code” and the remainder 7 digits of the phone number under “phone number”.

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

Your Emergency Contacts

1.1

PHONE 1

I confirm the above emergency contact is accurate

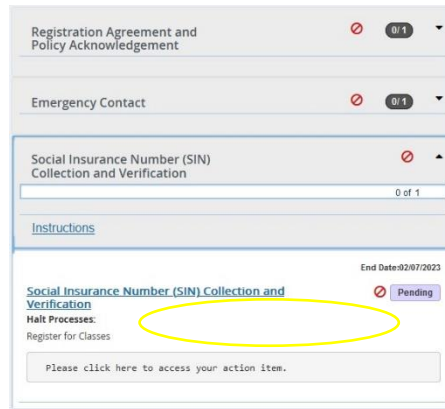
[CLICK HERE to update your Emergency Contact information](#)

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

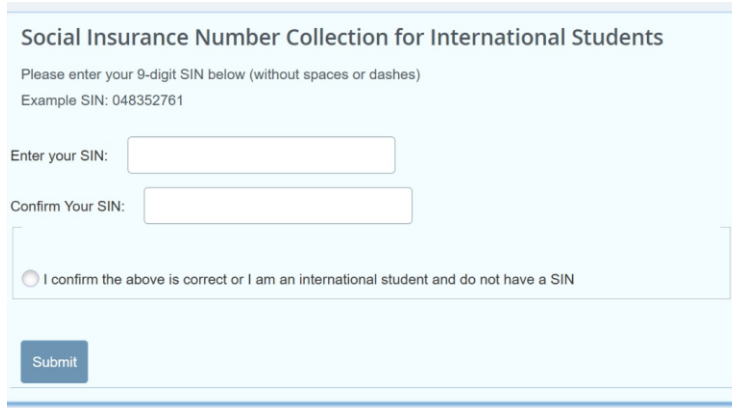
[Social Insurance Number \(SIN\) Collection and Verification](#) Pending

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: 048352781

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

## WELCOME

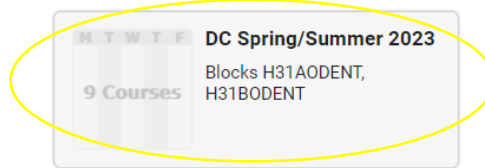
Please select your term to choose a schedule

Select a term:

[DC Spring/Summer 2023](#)

## 7. Select your Block Options to Proceed

### SELECT YOUR BLOCK OPTIONS TO PROCEED:

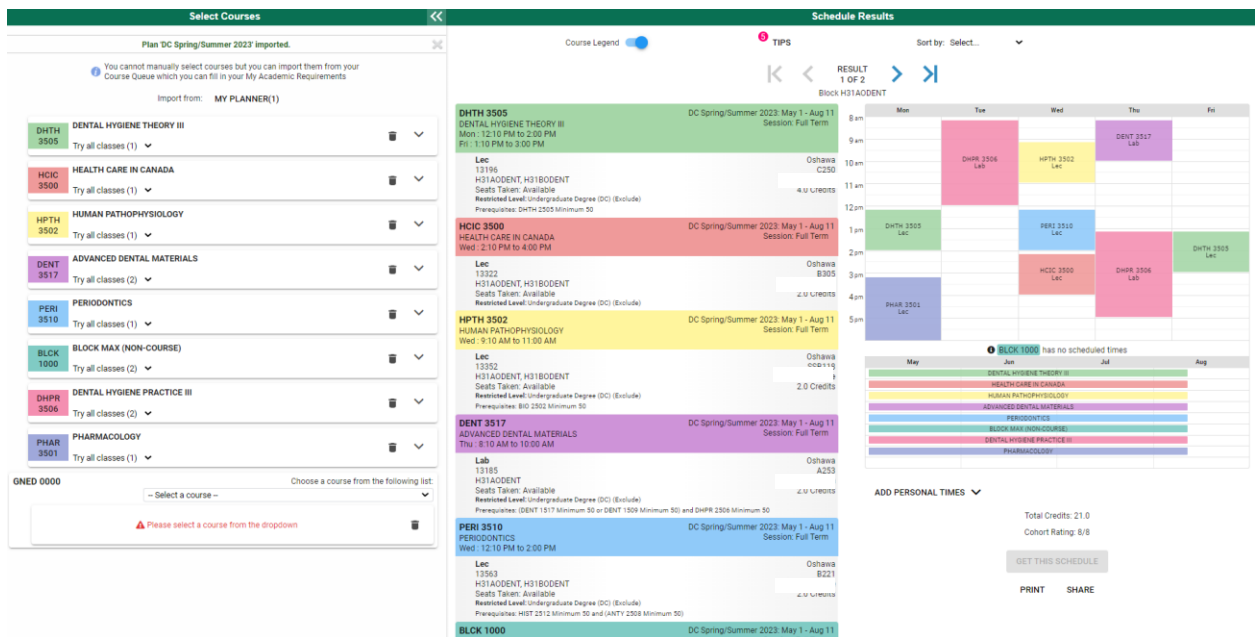


A list of courses should automatically appear in the SELECT COURSES panel.

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 two main panels: 'Select Courses' on the left and 'Schedule Results' on the right.

**Select Courses Panel:** This panel lists various courses with their names and codes. A search bar at the bottom is set to 'GNED 0000'. The list includes:

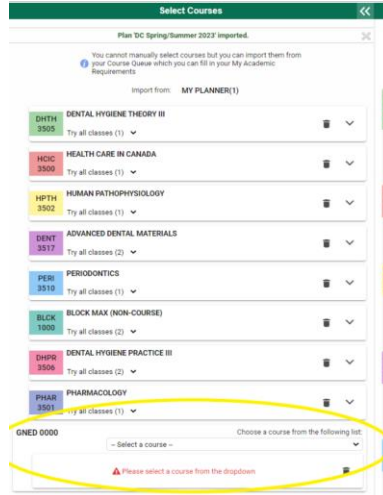
- DHTH 3505 DENTAL HYGIENE THEORY III
- HCIC 3500 HEALTH CARE IN CANADA
- HPHT 3502 HUMAN PATHOPHYSIOLOGY
- DENT 3517 ADVANCED DENTAL MATERIALS
- PERI 3510 PERIODONTICS
- BLCK 1000 BLOCK MAX (NON-COURSE)
- DHPR 3506 DENTAL HYGIENE PRACTICE III
- PHAR 3501 PHARMACOLOGY

**Schedule Results Panel:** This panel shows a detailed view of the selected courses. It includes a 'Course Legend' and a 'TIPS' section. The main area displays a grid of courses with their names, codes, and times. A visual school-week calendar is shown below the grid, with columns for May, June, July, and August. The calendar shows the following courses scheduled:

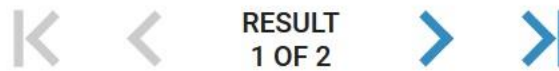
- DENTAL HYGIENE THEORY III (May 1 - Aug 11)
- HEALTH CARE IN CANADA (May 1 - Aug 11)
- HUMAN PATHOPHYSIOLOGY (May 1 - Aug 11)
- PERIODONTICS (May 1 - Aug 11)
- BLOCK MAX (NON-COURSE) (May 1 - Aug 11)
- DENTAL HYGIENE PRACTICE III (May 1 - Aug 11)
- PHARMACOLOGY (May 1 - Aug 11)

The calendar also shows 'BLCK 1000' has no scheduled times. The total credits for the schedule are 21.0, and the cohort rating is 8/8.

- 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.



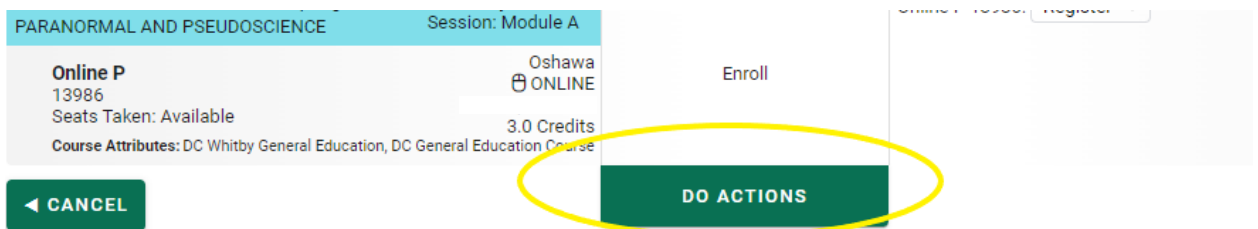
- The SCHEDULE RESULTS panel displays all available timetables. You may navigate through the different results using the arrows below until you find a timetable you like.



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



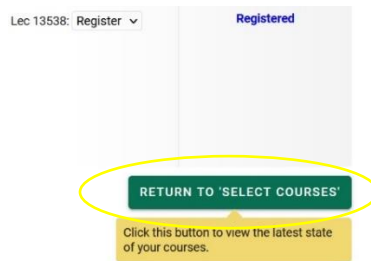
- When the list of courses and actions has loaded, verify the information, and click **DO ACTIONS** at the bottom of the page.



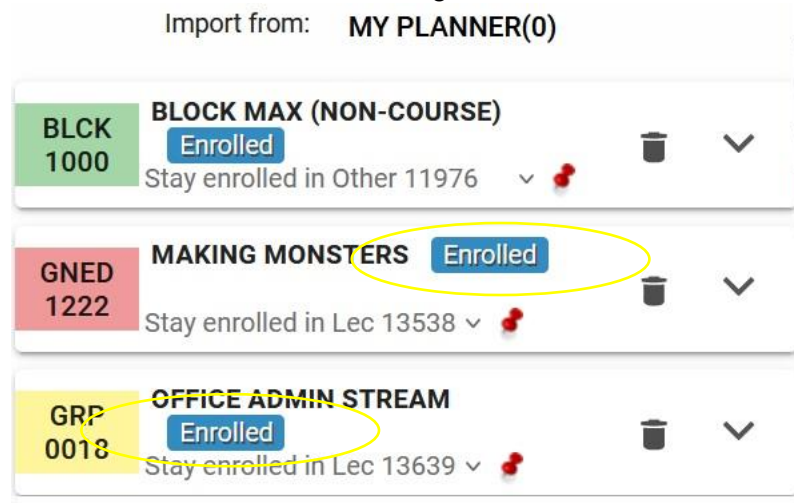
Once clicked, the results column will show the status of the registration attempt: next to each registered course you will see **Registered**; if you were attempting to register for a course where you don't meet the requirements, an error will be displayed in **Red**.

Please **view error codes/troubleshooting** [here](#).

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



13. 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.