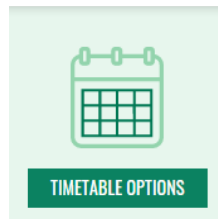


How to Select a Timetable

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

Please check your timetable schedule regularly, as class days and times may change up until [Day 10](#) of the term

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 or 101) 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

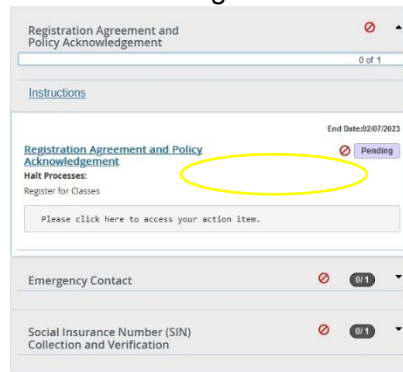
Please select your term to choose a schedule



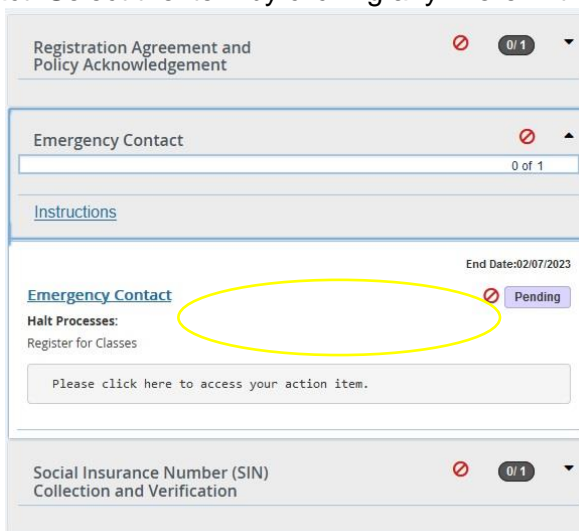
⚠ Your schedule is unavailable for viewing at this time.

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.

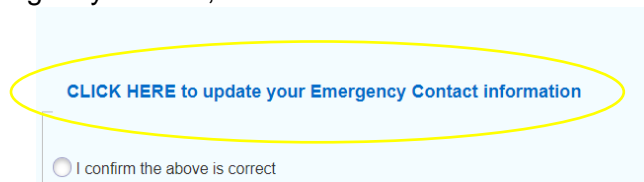
- a. Registration Agreement and Policy Acknowledgement: Select the item by clicking anywhere in the white box. Review the agreement and save your response



- 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

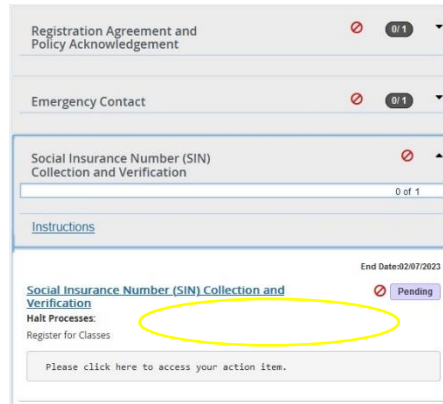
[CLICK HERE to update your Emergency Contact information](#)

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

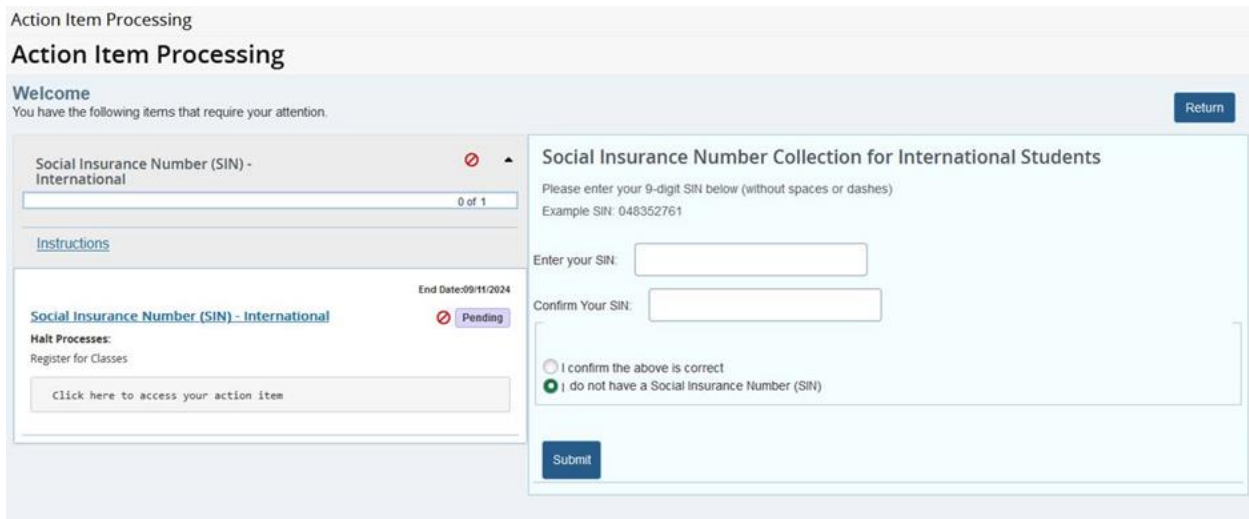
Halt Processes:
Register for Classes

Please click here to access your action item.

International Students

You may enter a SIN if eligible and click “I confirm the above is correct”.

If you do not have a SIN, leave the boxes blank and click “I do not have a Social Insurance Number (SIN).”



Action Item Processing

Action Item Processing

Welcome
You have the following items that require your attention. Return

Social Insurance Number (SIN) - International 0 of 1

Instructions

End Date: 09/11/2024

Social Insurance Number (SIN) - International Pending

Halt Processes:
Register for Classes

Click here to access your action item

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:

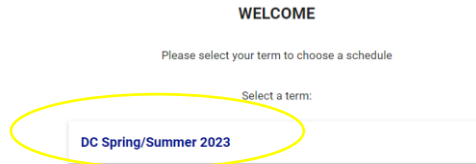
I confirm the above is correct

I do not have a Social Insurance Number (SIN)

Submit

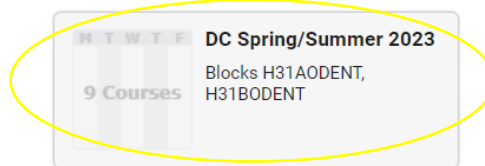
5. Once all action items are complete and saved, click **Return**.

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



7. Select your Block Options to Proceed

SELECT YOUR BLOCK OPTIONS TO PROCEED:

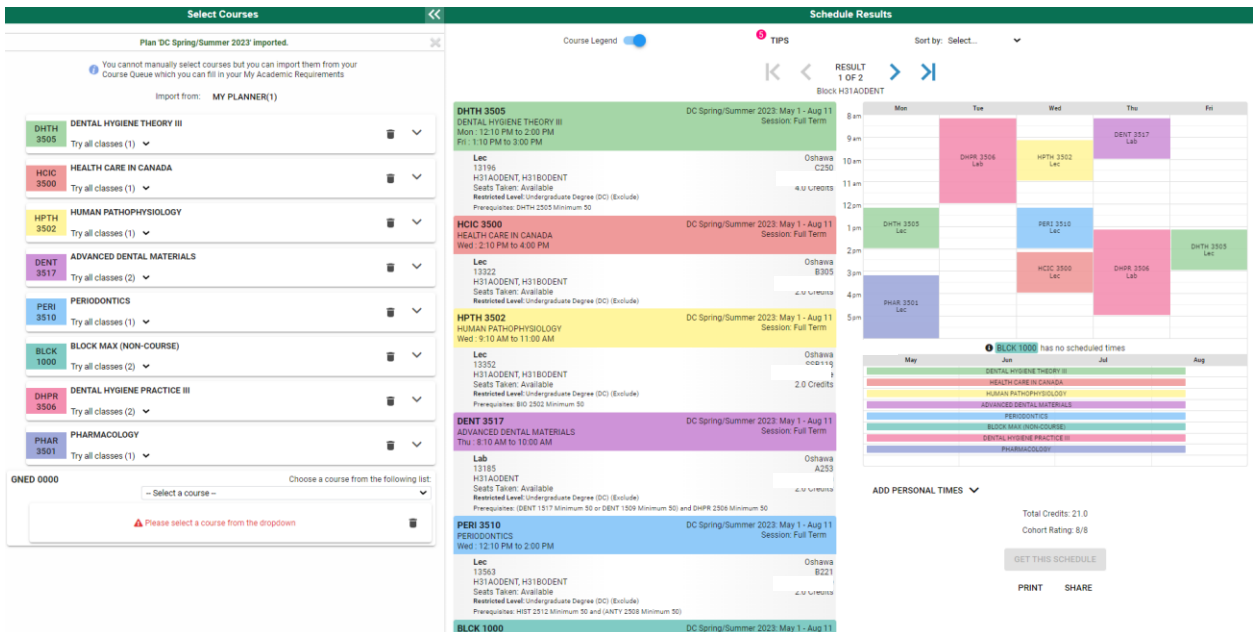


A list of courses should automatically appear in the SELECT COURSES panel.

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



Select Courses

Plan DC Spring/Summer 2023 imported.

You cannot manually select courses but you can import them from your Course Queue which you can fill in your My Academic Requirements

Import from: MY PLANNER(1)

- DHTH 3505 DENTAL HYGIENE THEORY III
- HCIC 3500 HEALTH CARE IN CANADA
- HPTH 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

GNED 0000 - Select a course -

Please select a course from the dropdown

Schedule Results

Block H31AODENT

DHTH 3505 DENTAL HYGIENE THEORY III
Mon: 12:10 PM to 2:50 PM
Fri: 1:10 PM to 3:00 PM
Lec
13196
H31AODENT, H31BODENT
Seats Taken: Available
Restricted Level: Undergraduate Degree (DC) (Exclude)
Prerequisites: DHTH 2502 Minimum 50

HCIC 3500 HEALTH CARE IN CANADA
Wed: 2:10 PM to 4:00 PM
Lec
13322
H31AODENT, H31BODENT
Seats Taken: Available
Restricted Level: Undergraduate Degree (DC) (Exclude)
Prerequisites: BIO 2502 Minimum 50

HPTH 3502 HUMAN PATHOPHYSIOLOGY
Wed: 9:10 AM to 11:00 AM
Lec
13352
H31AODENT, H31BODENT
Seats Taken: Available
Restricted Level: Undergraduate Degree (DC) (Exclude)
Prerequisites: BIO 2502 Minimum 50

DENT 3517 ADVANCED DENTAL MATERIALS
Thu: 8:10 AM to 10:00 AM
Lab
13185
H31AODENT
Seats Taken: Available
Restricted Level: Undergraduate Degree (DC) (Exclude)
Prerequisites: (DENT 1517 Minimum 50 or DENT 1509 Minimum 50) and DHPR 2508 Minimum 50

PERI 3510 PERIODONTICS
Wed: 12:10 PM to 2:00 PM
Lec
13363
H31AODENT, H31BODENT
Seats Taken: Available
Restricted Level: Undergraduate Degree (DC) (Exclude)
Prerequisites: HIST 2312 Minimum 50 and (ANATY 2508 Minimum 50)

BLCK 1000 DC Spring/Summer 2023, May 1 - Aug 11

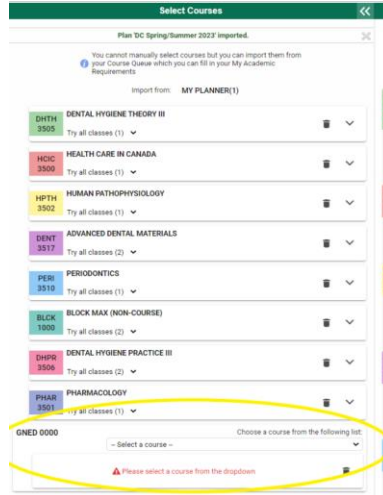
Visual calendar showing course placement from May to August.

ADD PERSONAL TIMES

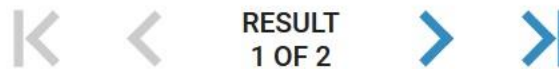
Total Credits: 21.0
Cohort Rating: 8/8

GET THIS SCHEDULE
PRINT SHARE

- 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.



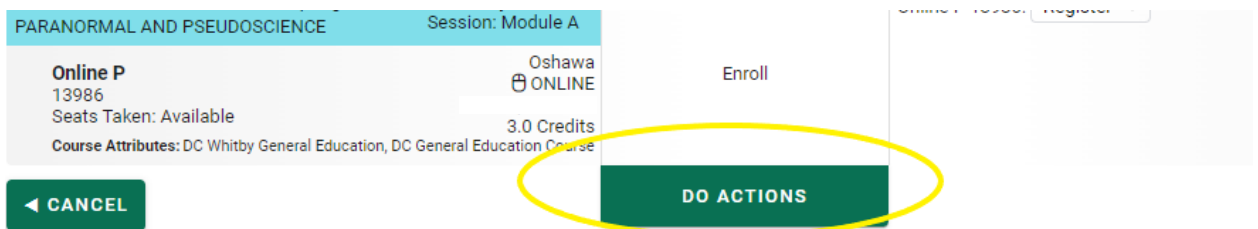
- The SCHEDULE RESULTS panel displays all available timetables. You may navigate through the different results using the arrows below until you find a timetable you like.



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



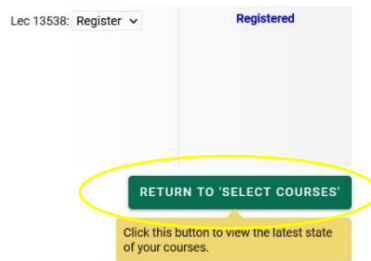
- When the list of courses and actions has loaded, verify the information, and click **DO ACTIONS** at the bottom of the page.



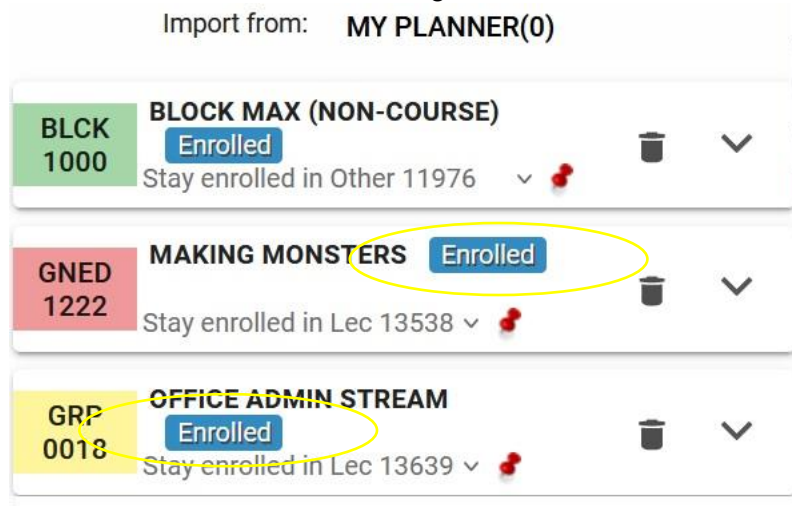
Once clicked, the results column will show the status of the registration attempt: next to each registered course you will see **Registered**; if you were attempting to register for a course where you don't meet the requirements, an error will be displayed in **Red**.

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.

Please check your timetable schedule regularly, as class days and times may change up until [Day 10](#) of the term