How to Select your 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.

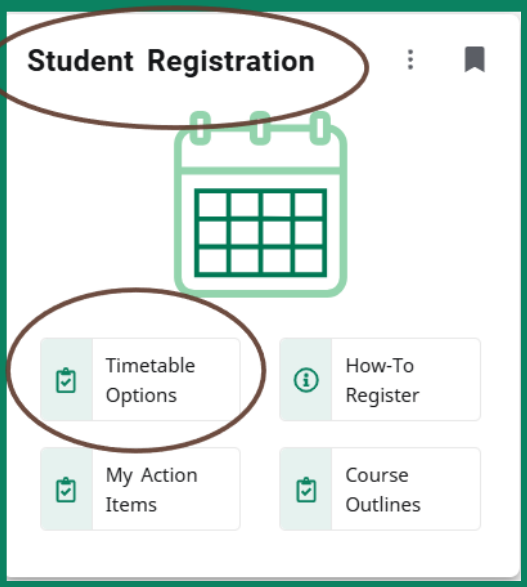
1. Begin by going to your MyDC homepage.

2. Select **Self-Service Log In.**

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. Once logged-in, click "Timetable Options" on the Student Registration card.



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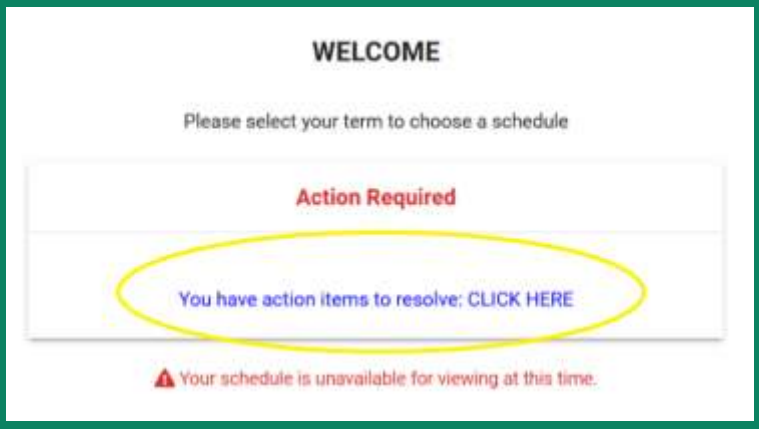
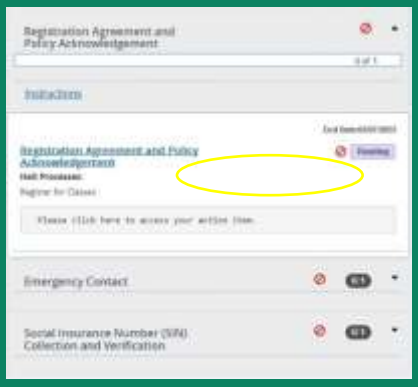
5. You will be directed to a screen where action is required. Select **CLICK HERE** to action.



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



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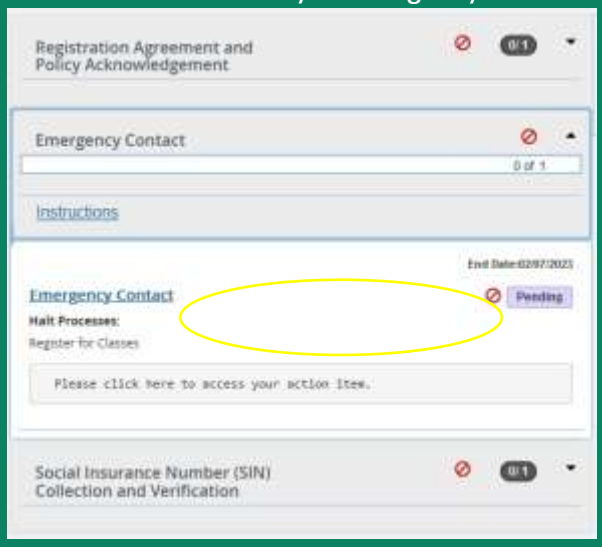
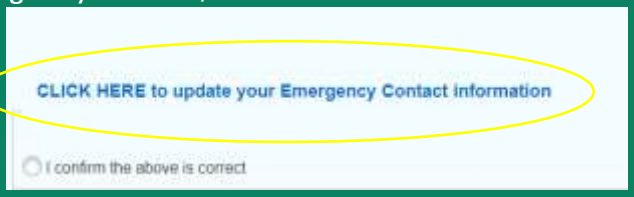
b. Emergency Contact: Select the item by clicking anywhere in the white box

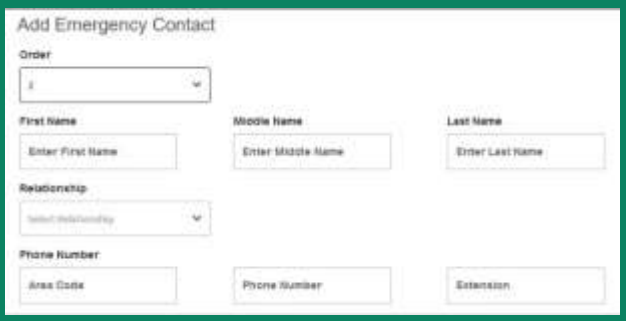


To add an emergency contact, select **CLICK HERE**.



Select, **ADD NEW**

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



***TIP* the area code of a phone number is the first three digits (Example – 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".**

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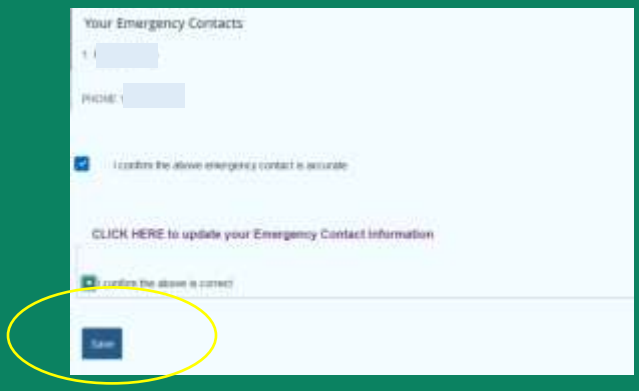
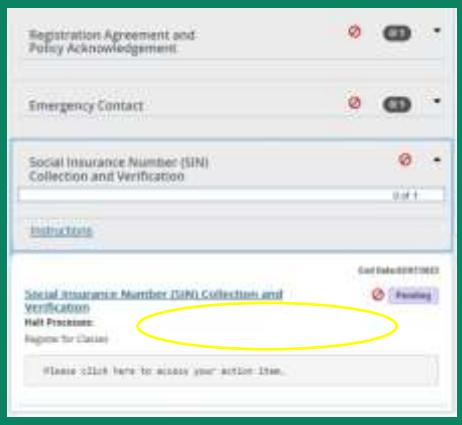
Close the window, Return to Action Items, **REFRESH THE PAGE**, review input and save.



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



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)."

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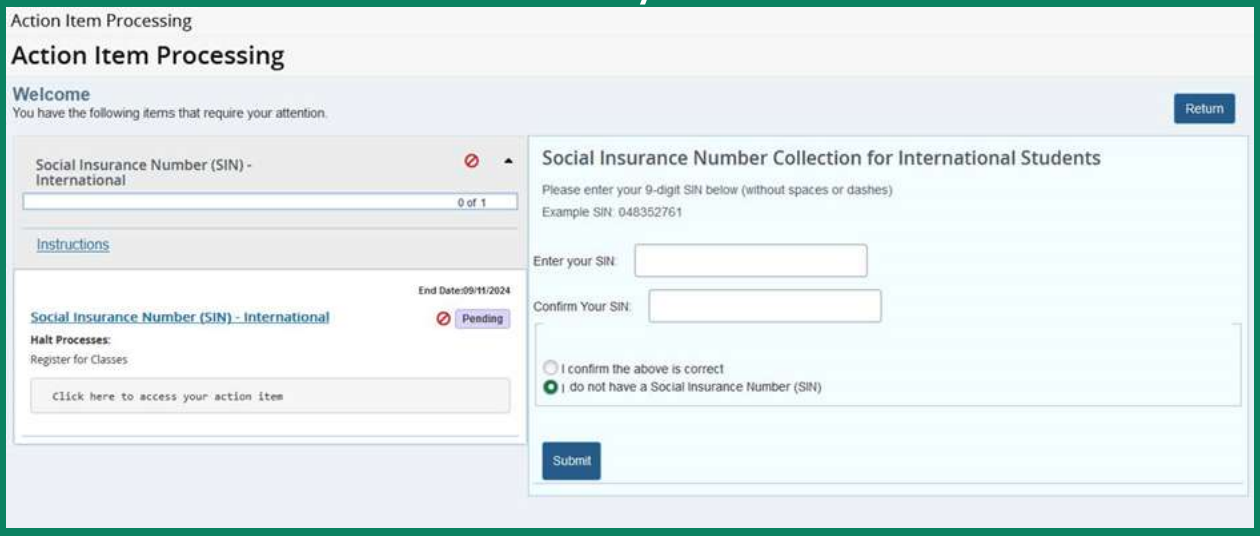
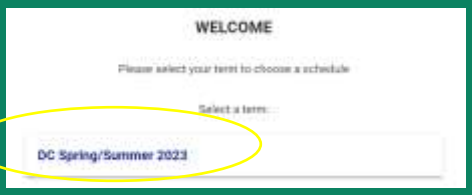
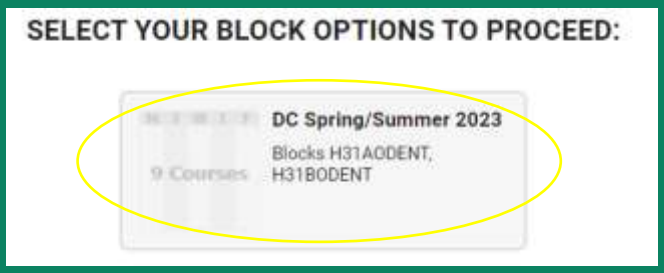


6. Once all action items are complete and saved, click **Return**.

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



8. Select your Block Options to Proceed



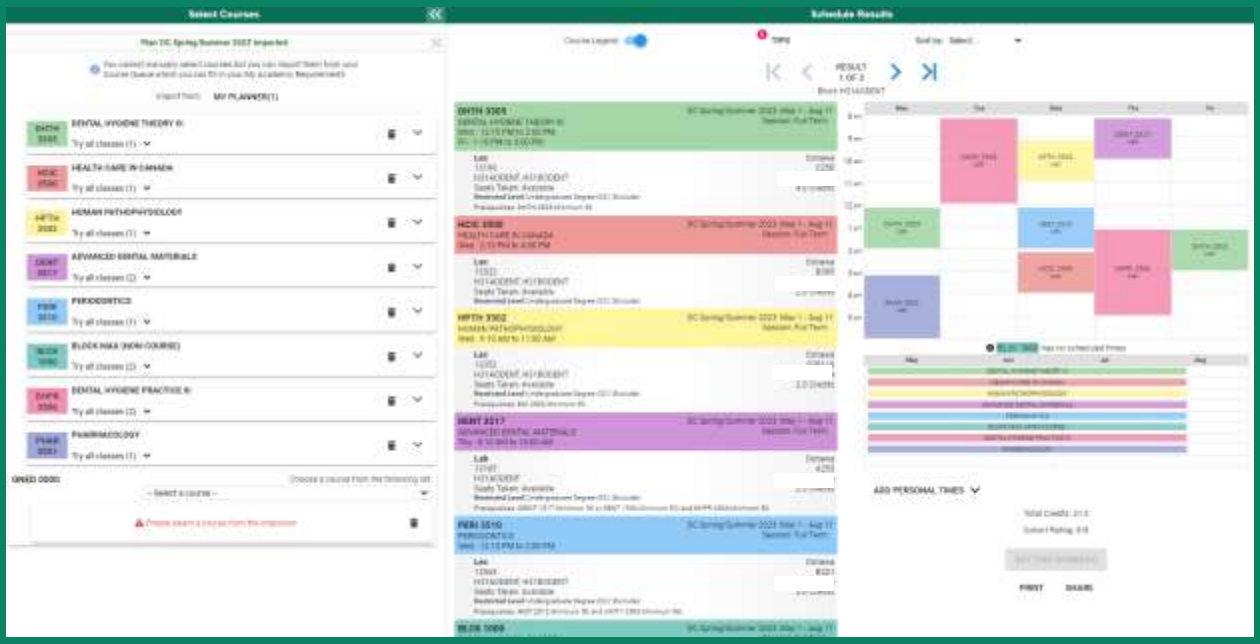
How to Select your Timetable

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

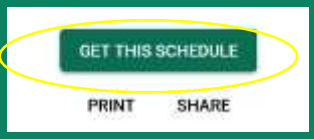


9. If your block requires you to select an elective course (GNED) scroll to the bottom of your core courses under **Select Courses**. Use the dropdown list to see all electives/GNED's and select the option you prefer.

How to Select your Timetable

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.**

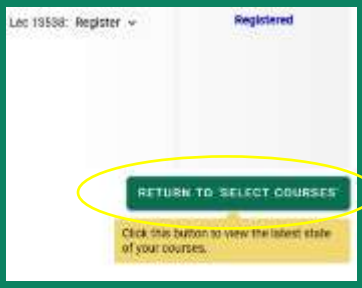


12. When the list of courses and actions has loaded, verify the information, and click **DO ACTIONS** at the bottom of the page.

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**.

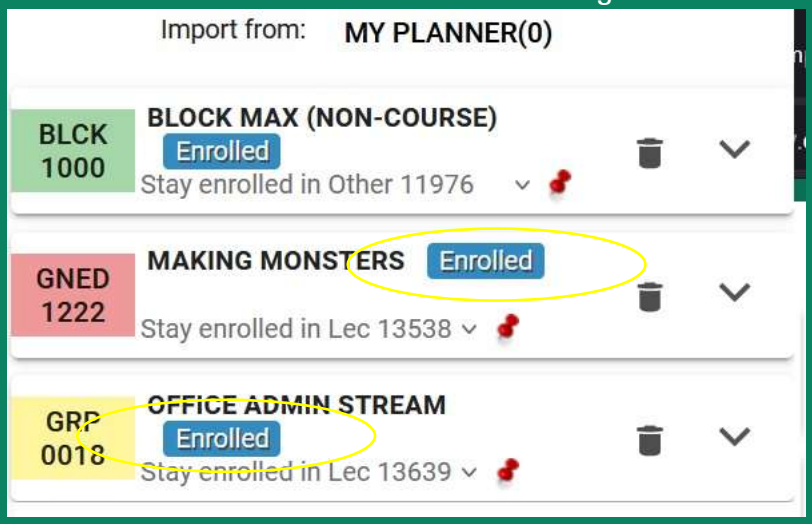
Please **view error codes/troubleshooting here**.

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



How to Select your Timetable

14. 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