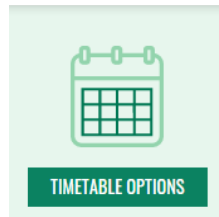


How to Select a Timetable

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

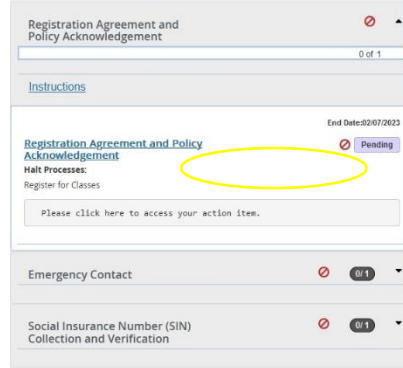
Please select your term to choose a schedule



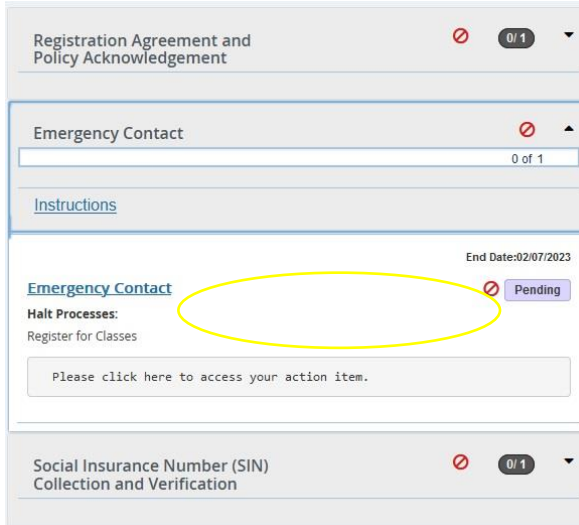
⚠ Your schedule is unavailable for viewing at this time.

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.

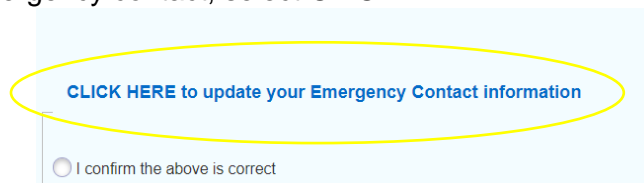
- a. Registration Agreement and Policy Acknowledgement: Select the item by clicking anywhere in the white box. Review the agreement and save your response



- 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

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

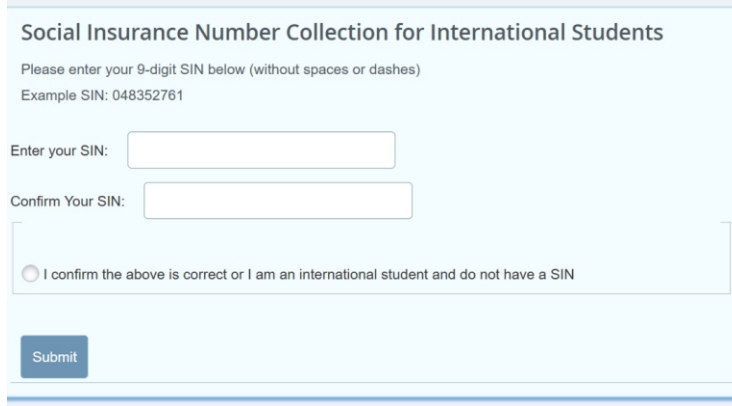
Social Insurance Number (SIN) Collection and Verification Pending

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: 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

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)

WELCOME

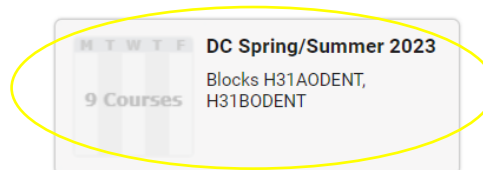
Please select your term to choose a schedule

Select a term:

DC Spring/Summer 2023

7. Select your Block Options to Proceed

SELECT YOUR BLOCK OPTIONS TO PROCEED:



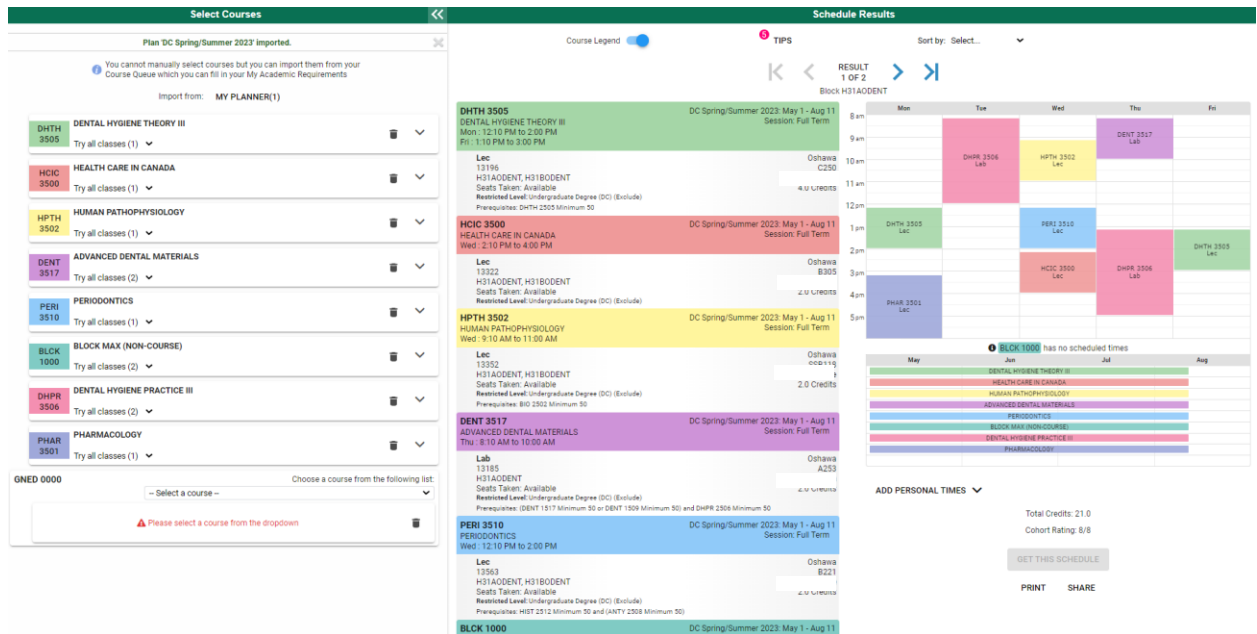
MTWTF DC Spring/Summer 2023
9 Courses Blocks H31AODENT,
H31BODENT

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

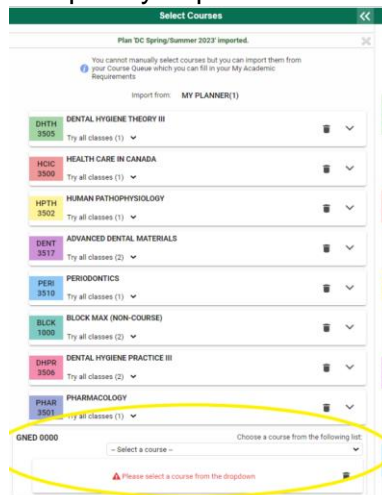
This column shows the course names and codes (i.e. GNED 1512)

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

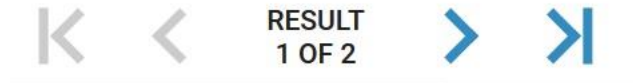
This column shows the courses on a visual school-week calendar



- 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.



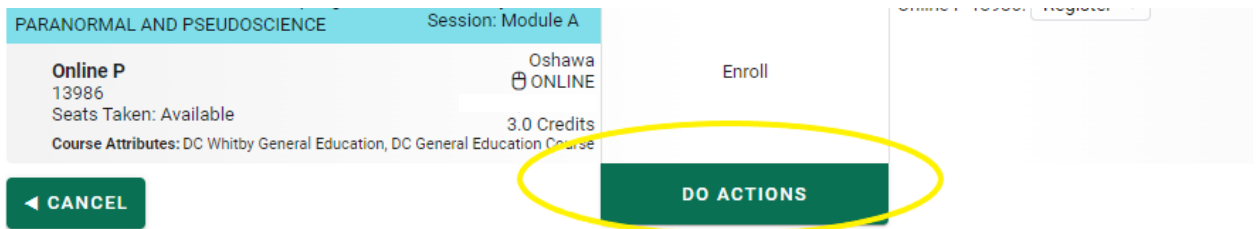
9. The SCHEDULE RESULTS panel displays all available timetables. You may navigate through the different results using the arrows below until you find a timetable you like.



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



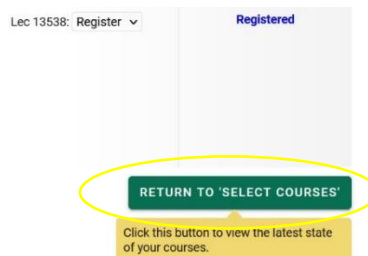
11. When the list of courses and actions has loaded, verify the information, and click **DO ACTIONS** at the bottom of the page.



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

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

BLCK 1000	BLOCK MAX (NON-COURSE) Enrolled Stay enrolled in Other 11976	 
GNED 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.