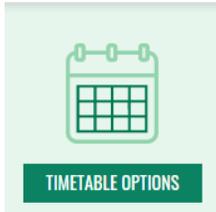


How to Select a Timetable

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

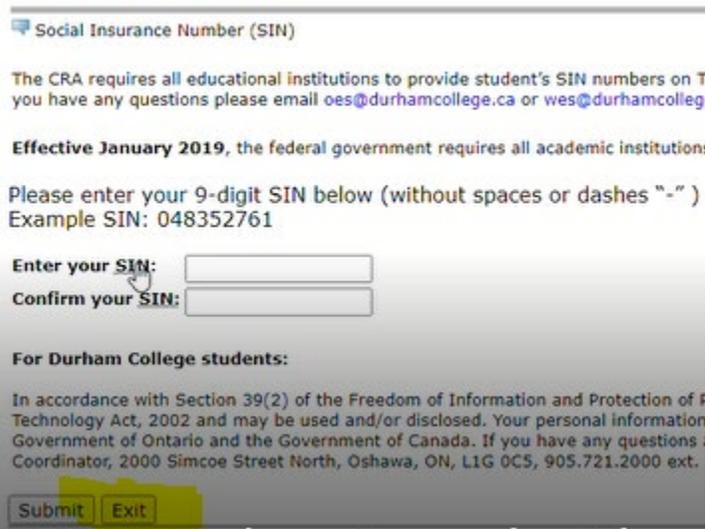


3. Log-in to the Portal using your 9-digit student ID (beginning with 100) and password. Your password should be your date of birth in MMDDYY format (i.e. 111690 for birth date Nov 16, 1990). If this does not work please try using your Postal Code, all capitals and no spaces (i.e. L1G0C5).

If you have trouble logging-in you will need your password reset. Please contact IT Services at 905-721-3333 option #1 or through [LiveChat](#).

4. Click “**Timetable Selections**”.
5. Social Insurance number (SIN):
 - a. **Domestic students:** you will be promoted to input your 9-digit SIN (Social Insurance Number) if you do not have your SIN recorded on file. This is mandatory for tax purposes. Enter your SIN, confirm your SIN and click Submit.
 - b. **International Students:** please skip the SIN page by clicking “Exit” at the bottom left.

Social Insurance Number Collection

A screenshot of a web form titled "Social Insurance Number Collection". The form has a header "Social Insurance Number (SIN)" with a speech bubble icon. Below the header is a paragraph: "The CRA requires all educational institutions to provide student's SIN numbers on T you have any questions please email oes@durhamcollege.ca or wes@durhamcolleg". Below that is another paragraph: "Effective January 2019, the federal government requires all academic institution:". Then a prompt: "Please enter your 9-digit SIN below (without spaces or dashes \"-\") Example SIN: 048352761". There are two input fields: "Enter your SIN:" and "Confirm your SIN:". Below the input fields is a section for "For Durham College students:" followed by a paragraph of legal text: "In accordance with Section 39(2) of the Freedom of Information and Protection of S Technology Act, 2002 and may be used and/or disclosed. Your personal information Government of Ontario and the Government of Canada. If you have any questions : Coordinator, 2000 Simcoe Street North, Oshawa, ON, L1G 0C5, 905.721.2000 ext.". At the bottom are two buttons: "Submit" and "Exit".

6. Update your Emergency Contacts information:

- a. If you do not have an Emergency Contact on file, you **must** enter one in order to continue.
- b. Click “Update Emergency Contacts”.

View **Emergency Contacts**

 No Emergency Contact Information found.

Exit

[Update Emergency Contacts]

RELEASE: 8.7

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- c. Click “New Contact” and complete the information that is asked of your Emergency Contact.
 - d. Then click “Submit changes”.
7. Under Select Term, click the term you are registering into (i.e. DC Winter 2022) and click submit.
8. Under Course Selection Page you will see your list of timetable options, which we have created in advance, under Program Schedule Options:

- a. Click an option (i.e. BUS YR1 A 45) and then click “Preview the Schedule” to see the schedule.
- b. Click the browser back button after previewing the schedule to view another schedule option.
- c. Again, click the next option you wish to view (i.e. BUS YR1 B 45) and then click “Preview the Schedule” to see the schedule.
- d. **You may preview all options until you find the option that best suits your needs. If only one option is visible, then you must register into that option**
- e. Once you find the schedule you like, click it again and ensure the correct option displays under “Your Current Selection is BUS YR1 A 45.”

Course Selection Page DC Winter 2022

Steps to registration:

- 1) View the schedule options available for your program by selecting a “PROGRAM SCHEDULE OPTION” from the list below and hit the “Preview your program schedule” button.
- 2) Review the “General Education Electives” or “Breadth Courses” listed and add the number of courses indicated.
- 3) When you have a schedule where everything fits, hit the “Register” and wait for confirmation that your registration was successful.

Notes:

- If your program does not require a general education elective or breadth course this term, there will be no options to select.
- If you see “NO SCHEDULE OPTIONS FOUND”, you will need to contact your school office for assistance.

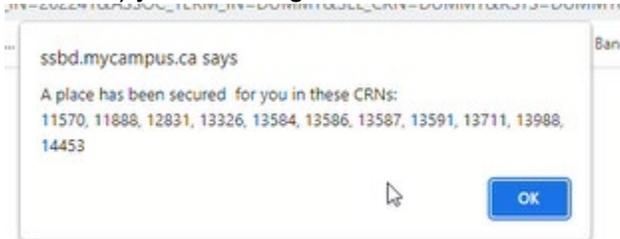
<< Select Another Term

Program Schedule Options:
 BUS YR1 A 45
 BUS YR1 B 45
 BUS YR1 C 45
 BUS YR1 D 45
 BUS YR1 E 45

Your Current Selection is: BUS YR1 A 45

- f. Then click “Register”.

9. Click “OK” to the pop-up box. This pop-up box confirms the CRN’s (Course registration numbers) you have registered into.



10. You will then come to a page called Add/Drop Classes. Please note that add/drop classes (changing your timetable) does not open until approximately three weeks after web registration. Please view our [Important Dates Calendar](#) to determine the date/time add/drop opens for that term.
11. Learn [how to view/print your timetable](#) after registration is complete.