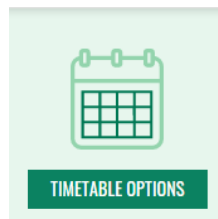


How to Swap Courses

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

Please note, you can change/swap courses up until [Day 5](#) of the term.

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

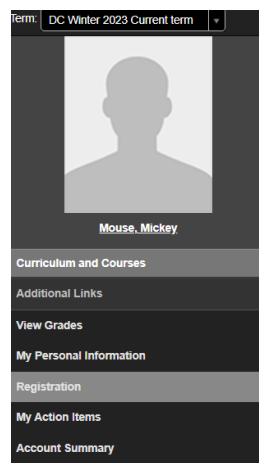


3. Log-in to the Portal using your 9-digit student ID (beginning with 100) and password.

Please visit [IT Services](#) for password information.

If you have issues, please contact IT Services at 905-721-3333 option #1

4. Once on your Student Profile, select **Registration** (found under Additional Links)



5. Select the term.

WELCOME

Please select your term to choose a schedule

Select a term:

DC Winter 2023

6. Select your Block Options to Proceed (if applicable).

SELECT YOUR BLOCK OPTIONS TO PROCEED:

M T W T F
DC Winter 2023

9 Courses
Block X1JAWOFFC

This is the screen you will be directed to and you will notice **pinned** classes:

Select Courses
Schedule Results

Select Course... Advanced Search

Import from: MY PLANNER(0)

- BLCK 1000
BLOCK MAX (NON-COURSE)
Enrolled
- GNED 1222
MAKING MONSTERS
Enrolled
- GRP 0018
OFFICE ADMIN STREAM
Enrolled
- GRP 0026
CHAMBER OF COMMERCE INFORMATION STREAM
Enrolled
- INFT 1106
TECHNOLOGY AND OFFICE PROCEDURES
Enrolled
- COMM 1100
COMMUNICATION FOUNDATIONS
Enrolled
- SOCL 1101
OFFICE PROFESSIONALISM 1
Enrolled
- COMP 1117
DOCUMENT PRODUCTION 1
Enrolled

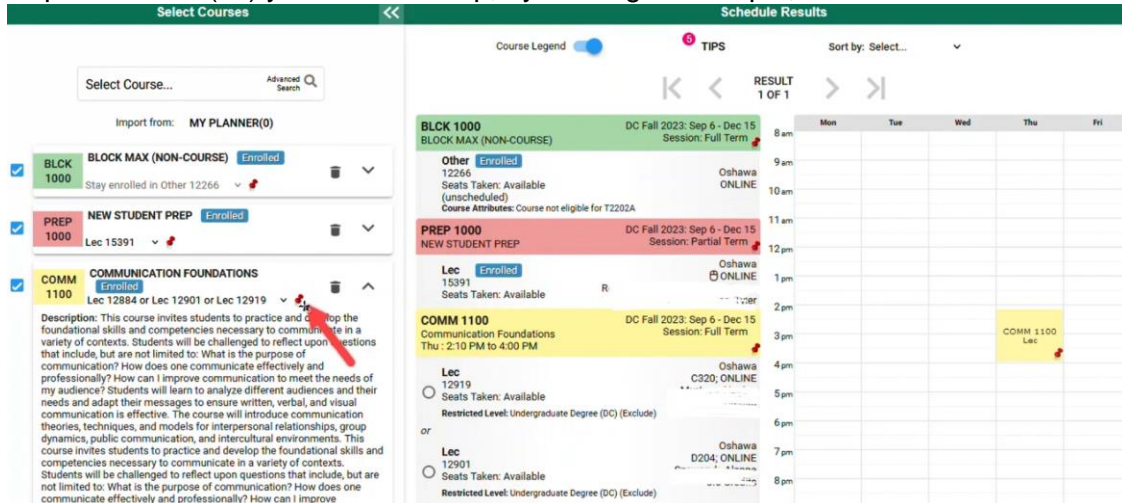
Course Legend
TIPS
Sort by: Select...
Online classes
On-campus classes

RESULT 1 OF 1

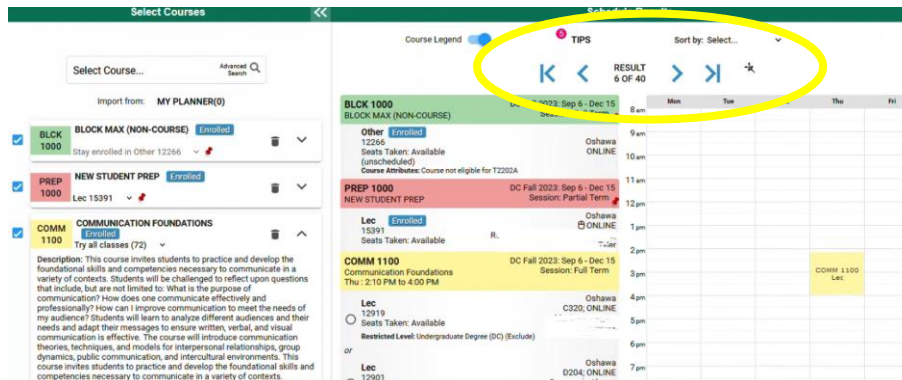
		Mon	Tue	Wed	Thu	Fri	Sat
BLCK 1000 BLOCK MAX (NON-COURSE) DC Winter 2023: Jan 9 - Apr 21 Session: Full Term	8 am						COMP 1118 Lec
Other 11994 Seats Taken: Available (unscheduled) Course Attributes: Course not eligible for T2202A	9 am						
GNED 1222 MAKING MONSTERS DC Winter 2023: Jan 9 - Apr 21 Session: Full Term Mon: 12:10 PM to 2:00 PM	11 am			SOCL 1101 Lecture/	COMP 1117 Lec		
Lec 13538 Seats Taken: Available Course Attributes: DC General Education Course Restricted Level: Undergraduate Degree (DC) (Exclude)	12 pm						
GRP 0018 OFFICE ADMIN STREAM DC Winter 2023: Jan 9 - Apr 21 Session: Full Term	1 pm	GNED 1222 Lec					
Lec 13639 Seats Taken: Available Course Attributes: Course not eligible for T2202A	2 pm		COMM 1100 Lec				
GRP 0026 Chamber of Commerce Information Stream DC Winter 2023: Jan 9 - Apr 21 Session: Full Term	3 pm						
Online P 13647 Seats Taken: Available	4 pm					INFT 1106 Lec	
INFT 1106 Technology and Office Procedures DC Winter 2023: Jan 9 - Apr 21 Session: Whitby - PS Fri: 3:10 PM to 5:00 PM	5 pm						
Lec Whitby	6 pm						
	7 pm						
	8 pm						

GRP 0026 is an online class with no scheduled times
BLCK 1000 GRP 0018 have no scheduled times

- Unpin the class(es) you wish to swap, by clicking the red pin, under **Select Courses**.



- On the **Schedule Results** panel, use the **Results** arrow to look at different options (days/times) the class is offered.

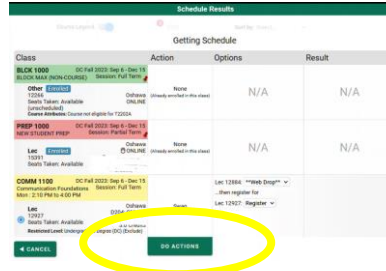


- Once you have found your preferred dates and times for that course; select **Get this Schedule** at the bottom of **Scheduled Results**.

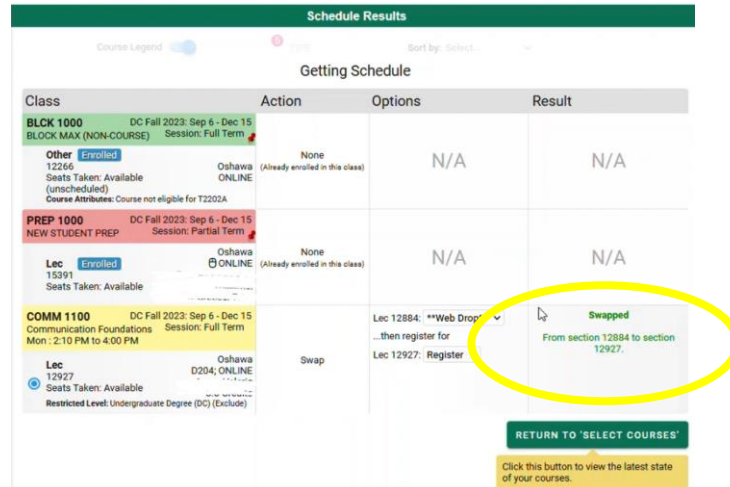
GET THIS SCHEDULE

PRINT SHARE

10. When the list of your courses and actions have loaded, scroll to the bottom, verify the information, and click **Do Actions**

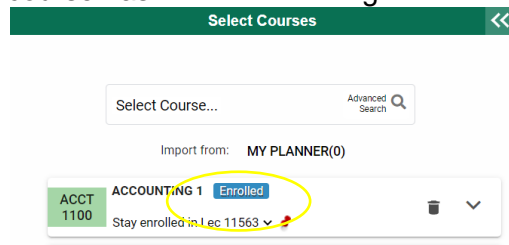


The results column will show the status of the registration attempt: If you receive an error, please [view error codes/troubleshooting here](#).



On the bottom right click on **Return to Select Courses** button, to return to the main window.

11. Verify that the swapped course has an “enrolled” flag.



Please check your timetable schedule regularly, as class days and times may change up until **Day 10** of the term