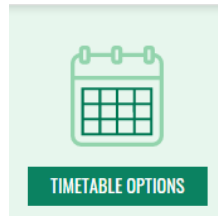


How to Swap Courses

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

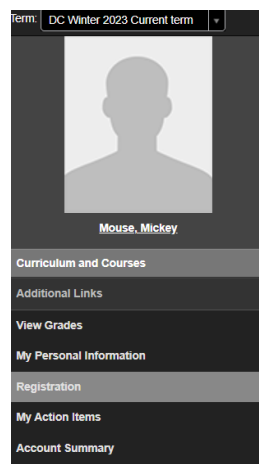


3. Log-in to the Portal using your 9-digit student ID (beginning with 100) and password.

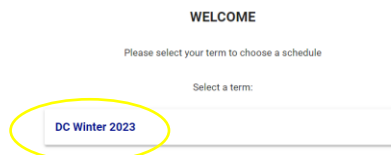
Please visit [IT Services](#) for password information.

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.



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

SELECT YOUR BLOCK OPTIONS TO PROCEED:



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

Select Courses

Import from: MY PLANNER(0)

BLCK 1000 BLOCK MAX (NON-COURSE) **Enrolled**

Stay enrolled in Other 11994

GNED 1222 MAKING MONSTERS **Enrolled**

Stay enrolled in Lec 13538

GRP 0018 OFFICE ADMIN STREAM **Enrolled**

Stay enrolled in Lec 13639

GRP 0026 CHAMBER OF COMMERCE INFORMATION STREAM **Enrolled**

Stay enrolled in Online P 13647

INFT 1106 TECHNOLOGY AND OFFICE PROCEDURES **Enrolled**

Stay enrolled in Lec 15124

COMM 1100 COMMUNICATION FOUNDATIONS **Enrolled**

Stay enrolled in Lec 14924

SOCI 1101 OFFICE PROFESSIONALISM 1 **Enrolled**

Stay enrolled in Lecture/ 15299

COMP 1117 DOCUMENT PRODUCTION 1 **Enrolled**

Course Legend

Sort by: Select...

Online classes On-campus classes

RESULT 1 OF 1

	Mon	Tue	Wed	Thu	Fri	Sat
8 am						
9 am						
10 am						
11 am						
12 pm						
1 pm						
2 pm						
3 pm						
4 pm						
5 pm						
6 pm						
7 pm						
8 pm						

BLCK 1000 BLOCK MAX (NON-COURSE) DC Winter 2023: Jan 9 - Apr 21 Session: Full Term
Other **Enrolled**
 11994
 Seats Taken: Available (unscheduled)
 Course Attributes: Course not eligible for T2202A
 Oshawa ONLINE

GNED 1222 MAKING MONSTERS DC Winter 2023: Jan 9 - Apr 21 Session: Full Term
 Mon : 12:10 PM to 2:00 PM
Lec **Enrolled**
 13538
 Seats Taken: Available
 3.0 Credits
 Course Attributes: DC General Education Course
 Restricted Level: Undergraduate Degree (DC) (Exclude)
 Oshawa
 Mon : 12:10 PM to 2:00 PM A319

GRP 0018 OFFICE ADMIN STREAM DC Winter 2023: Jan 9 - Apr 21 Session: Full Term
Lec **Enrolled**
 13639
 Seats Taken: Available (unscheduled)
 Course Attributes: Course not eligible for T2202A
 Oshawa ONLINE

GRP 0026 Chamber of Commerce Information Stream DC Winter 2023: Jan 9 - Apr 21 Session: Full Term
Online P **Enrolled**
 13647
 Seats Taken: Available
 Oshawa ONLINE

INFT 1106 Technology and Office Procedures DC Winter 2023: Jan 9 - Apr 21 Session: Whitby - PS
 Fri : 3:10 PM to 5:00 PM
Lec **Enrolled**
 Whitby

COMP 1117 DOCUMENT PRODUCTION 1 DC Winter 2023: Jan 9 - Apr 21 Session: Whitby - PS
 Fri : 3:10 PM to 5:00 PM
Lec **Enrolled**
 Whitby

SOCI 1101 OFFICE PROFESSIONALISM 1 DC Winter 2023: Jan 9 - Apr 21 Session: Whitby - PS
 Fri : 3:10 PM to 5:00 PM
Lec **Enrolled**
 Whitby

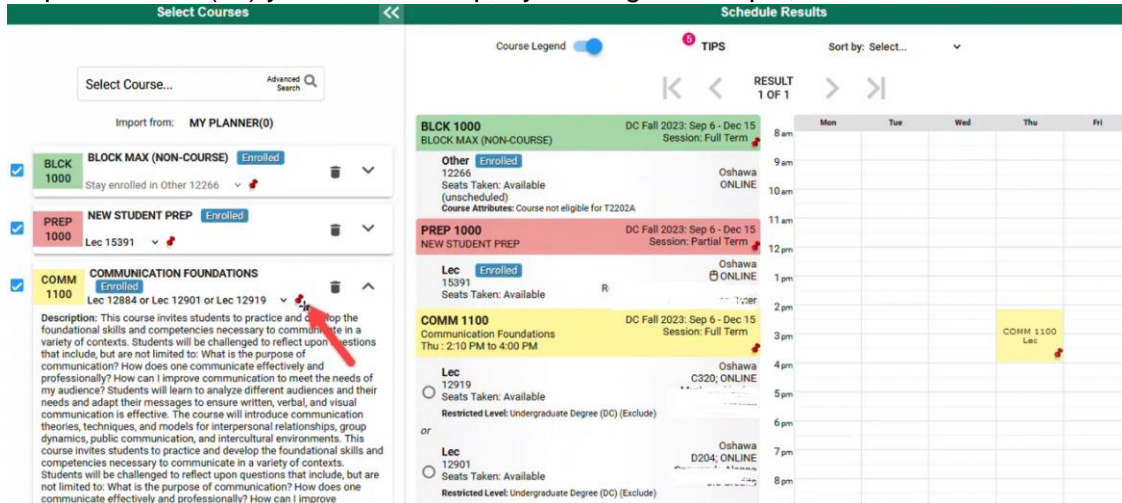
COMM 1100 COMMUNICATION FOUNDATIONS DC Winter 2023: Jan 9 - Apr 21 Session: Whitby - PS
 Fri : 3:10 PM to 5:00 PM
Lec **Enrolled**
 Whitby

INFT 1106 TECHNOLOGY AND OFFICE PROCEDURES DC Winter 2023: Jan 9 - Apr 21 Session: Whitby - PS
 Fri : 3:10 PM to 5:00 PM
Lec **Enrolled**
 Whitby

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

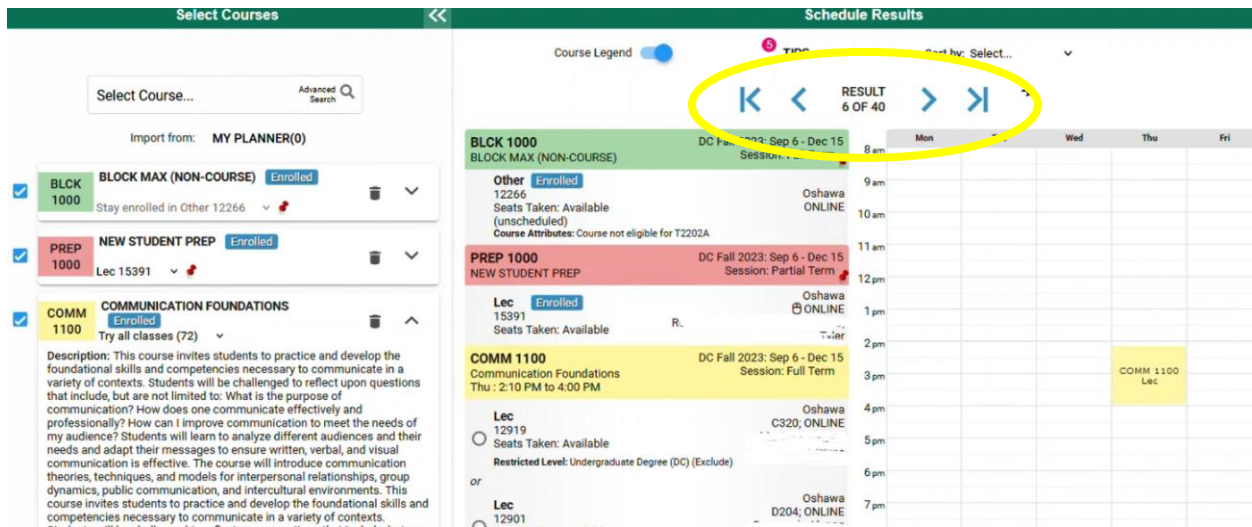
Jan 23 Feb Mar Apr
 BLOCK MAX (NON-COURSE)
 MAKING MONSTERS
 OFFICE ADMIN STREAM

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



The screenshot shows the 'Select Courses' panel on the left and the 'Schedule Results' panel on the right. In the 'Select Courses' panel, the 'COMM 1100' course is selected, and a red pin icon is visible next to the course name. A red arrow points to this pin. The 'Schedule Results' panel shows a grid of course offerings for various times and days.

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



The screenshot shows the 'Select Courses' panel on the left and the 'Schedule Results' panel on the right. In the 'Schedule Results' panel, the 'Results' arrow is highlighted with a yellow circle. The 'Select Courses' panel shows the same course selection as the previous screenshot.

9. 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**

Schedule Results			
Getting Schedule			
Class	Action	Options	Result
BLCK 1000 DC Fall 2023: Sep 6 - Dec 15 BLOCK MAX (NON-COURSE) Session: Full Term Other Enrolled 12266 Seats Taken: Available (unscheduled) Course Attributes: Course not eligible for T2202A	Oshawa ONLINE (Already enrolled in this class)	N/A	N/A
PREP 1000 DC Fall 2023: Sep 6 - Dec 15 NEW STUDENT PREP Session: Partial Term Lec Enrolled 15391 Seats Taken: Available	Oshawa ONLINE (Already enrolled in this class)	N/A	N/A
COMM 1100 DC Fall 2023: Sep 6 - Dec 15 Communication Foundations Session: Full Term Mon : 2:10 PM to 4:00 PM Lec 12927 Seats Taken: Available Restricted Level: Undergraduate Degree (DC) (Exclude)	Oshawa D204; ONLINE Swap	Lec 12884: **Web Drop** v ...then register for Lec 12927: Register v	
<p>← CANCEL</p> <p>DO ACTIONS</p>			

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

Schedule Results			
Getting Schedule			
Class	Action	Options	Result
BLCK 1000 DC Fall 2023: Sep 6 - Dec 15 BLOCK MAX (NON-COURSE) Session: Full Term Other Enrolled 12266 Seats Taken: Available (unscheduled) Course Attributes: Course not eligible for T2202A	Oshawa ONLINE (Already enrolled in this class)	N/A	N/A
PREP 1000 DC Fall 2023: Sep 6 - Dec 15 NEW STUDENT PREP Session: Partial Term Lec Enrolled 15391 Seats Taken: Available	Oshawa ONLINE (Already enrolled in this class)	N/A	N/A
COMM 1100 DC Fall 2023: Sep 6 - Dec 15 Communication Foundations Session: Full Term Mon : 2:10 PM to 4:00 PM Lec 12927 Seats Taken: Available Restricted Level: Undergraduate Degree (DC) (Exclude)	Oshawa D204; ONLINE Swap	Lec 12884: **Web Drop** v ...then register for Lec 12927: Register v	Swapped From section 12884 to section 12927.
		<p>RETURN TO 'SELECT COURSES'</p> <p>Click this button to view the latest state of your courses.</p>	

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.

Select Courses

Select Course...

Advanced Search

Import from: MY PLANNER(0)

ACCT
1100

ACCOUNTING 1

Enrolled

Stay enrolled in Lec 11563