

How to Swap Courses

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

TIMETABLE OPTIONS

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

Please visit <u>IT Services</u> 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 2	023



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					Sched	ule Re	sults					
				Course Legend 🍏 🚳	TIPS	Sort by: Select		v	Online clas	ises 🖰 🧰	On-camp	us classes 🤇	0
	Select Course Advanced Q					KK	ESULT	>	Х				
	Import from: MY PLANNER(0)			BLCK 1000 BLOCK MAX (NON-COURSE)	DC Wi	nter 2023: Jan 9 - Apr 21 Session: Full Term	8 am	Mon	Tue	Wed	Thu	Fri COMP 1118	
BLCK 1000	BLOCK MAX (NON-COURSE) Enrolled Stay enrolled in Other 11994 v	Û	~	Other Enrolled 11994 Seats Taken: Available		Oshawa ONLINE	9 am 10 am					Lec 🦸	
GNED 1222	MAKING MONSTERS Enrolled Stay enrolled in Lec 13538 ~	Ŧ	~	(unscheduled) Course Attributes: Course not eligible for T GNED 1222 MAKING MONSTERS	2202A DC Wi	nter 2023: Jan 9 - Apr 21 Session: Full Term	11 am			SOCI 1101 Lecture/	COMP 1117 Lec		
GRP 0018	OFFICE ADMIN STREAM Enrolled Stay enrolled in Lec 13639 ~	Ŧ	~	Mon : 12:10 PM to 2:00 PM Lec Enrolled 13538 South Teken: Available	Mon : 12	Oshawa 10 PM to 2:00 PM A319	1 pm 2 pm	GNED 1222 Lec		COMM 1100			
GRP 0026	CHAMBER OF COMMERCE INFORMATION STREAM Enrolled Stay enrolled in Online P 13647 ~	ŧ	~	Course Attributes: DC General Education C Restricted Level: Undergraduate Degree (D GRP 0018	ourse C) (Exclude) DC Wi	3.0 Credits nter 2023: Jan 9 - Apr 21 Session: Full Term	3 pm 4 pm			4		INFT 1106 Lec	
NFT 106	TECHNOLOGY AND OFFICE PROCEDURES	Û	~	Lec Enrolled 13639 Seats Taken: Available (unscheduled)	с	Oshawa ONLINE r	5 pm 6 pm						
OMM 1100	COMMUNICATION FOUNDATIONS Enrolled Stay enrolled in Lec 14924 v	Ŧ	~	Course Attributes: Course not eligible for T GRP 0026 Chamber of Commerce Information Street	2202A DC Wi am	nter 2023: Jan 9 - Apr 21 Session: Full Term 🍠	7 pm 8 pm						
SOCI 1101	OFFICE PROFESSIONALISM 1 Enrolled	ĩ	~	Online P Enrolled 13647 Seats Taken: Available		Oshawa ONLINE		0	GRP 0026 0 BLCK 10	is an online cl	ass with no s have no sch	cheduled tim eduled times	es
OMP	DOCUMENT PRODUCTION 1 Enrolled	-	_	INFT 1106 Technology and Office Procedures Fri : 3:10 PM to 5:00 PM	DC WI	nter 2023: Jan 9 - Apr 21 Session: Whitby - PS		Jan '23		Feb BLOCK MAX (MAKING I	Mar NON-COURSE) MONSTERS		A
1117			~	Lec Enrolled		Whitby				OFFICE ADI	IN STREAM		



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

			Course Legend	6 TIPS		Sort	by: Select	~		
	Select Course Advanced Q			< < P	OF 1	>	\geq			
	Import from: MY PLANNER(0)		BLCK 1000 BLOCK MAX (NON-COURSE)	DC Fall 2023: Sep 6 - Dec 15 Session: Full Term	8 am	Mon	Tue	Wed	Thu	1
BLCK 1000	BLOCK MAX (NON-COURSE) Enrolled Stay enrolled in Other 12266 v	• •	Other Enrolled 12266 Seats Taken: Available (unscheduled) Course Attributes: Course not eligible for 12	Oshawa ONLINE 202A	9am 10am					
PREP 1000	Lec 15391 V	• •	PREP 1000 NEW STUDENT PREP	DC Fall 2023: Sep 6 - Dec 15 Session: Partial Term	11 am					
COMM 1100	COMMUNICATION FOUNDATIONS Enrolled Lec 12884 or Lec 12901 or Lec 12919 V	• ^	Lec Enrolled 15391 Seats Taken: Available R	Oshawa ONLINE	1 pm					
Descrip foundat variety of that incl	tion: This course invites students to practice and tional skills and competencies necessary to communi- of contexts. Students will be challenged to reflect upon Jude, but are not limited to: What is the purpose of	op the te in a restions	COMM 1100 Communication Foundations Thu : 2:10 PM to 4:00 PM	DC Fall 2023: Sep 6 - Dec 15 Session: Full Term	3 pm				COMM 1100	
commu profess my audi needs a commu	inication? How does one communicate effectively and ionally? How can I improve communication to meet the lience? Students will learn to analyze different audiencer and adapt their messages to ensure written, verbal, and inication is effective. The course will introduce commun	needs of and their visual ication	Lec 12919 Seats Taken: Available Restricted Level: Undergraduate Degree (DC	Oshawa C320; ONLINE	4 pm 5 pm					
theories dynamic course i compet Student not limit commu	s, techniques, and models for interpersonal relationship cs, public communication, and intercultural environment invites students to practice and develop the foundation tencies necessary to communicate in a variety of contex is will be challenged to reflect upon questions that inclu- ted to: What is the purpose of communication? How do inclate effectively and professionally? How can i improv	s, group ts. This al skills and ts. de, but are es one e	or Lec 12901 Seats Taken: Available Restricted Level: Undergroduate Degree (DC	Oshawa D204; ONLINE (Exclude)	6 pm 7 pm 8 pm					

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





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 Sc	Sort by: Select				
Class	Action	Options	Result			
BLCK 1000 DC Fall 2023: Sep 6 - Dec 15 BLOCK MAX (NON-COURSE) Session: Full Term						
Other Enrolled 12266 Oshawa Seats Taken: Available ONLINE (unscheduled) Course Attributes: Course not eligible for T2202A	None (Already enrolled in this class)	N/A	N/A			
DC Fall 2023: Sep 6 - Dec 15 Session: Partial Term						
Lec Enrolled Oshawa 15391 Seats Taken: Available	None (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 12884: **Web Drop** 🗸				
Lec Oshawa 12927 D204; ONLINE Seats Taken: Available Restricted Level: Undergraduate Degree (Dr. crclude)	Swap	Lec 12927: Register V				
◄ CANCEL	DO ACTIONS	D				

The results column will show the status of the registration attempt: If you receive an error, please **view error codes/troubleshooting** <u>here</u>.

	Schedule I	Results	
	Getting Sc	Sort by: Select	
Class	Action	Options	Result
BLCK 1000 DC Fall 2023: Sep 6 - Dec 15 BLOCK MAX (NON-COURSE) Session: Full Term			
Other Enrolled 12266 Oshawa Seats Taken: Available ONLINE (unscheduled) Course Attributes: Course not eligible for T2202A	None (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 Errolled Oshawa 15391 Seats Taken: Available	None (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 12884: **Web Drop*	From section 12884 to section
Lec Oshawa 12927 Seats Taken: Available Restricted Level: Undergraduate Degree (DC) (Exclude)	Swap	Lec 12927: Register	12327.
			RETURN TO 'SELECT COURSES'
			Click this button to view the latest state of your courses.

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 Q Search		
	Import from: MY PLA	NNER(0)		
ACCT 1100	ACCOUNTING 1 Enrolled Stay enrolled in Lec 11563 ~		• •	