

Part-time Registration Form

Office of the Registrar

Oshawa Campus
2000 Simcoe Street North, Oshawa, ON L1G 0C5
oes@durhamcollege.ca

Whitby Campus
1610 Champlain Avenue, Whitby, ON L1N 6A7
wes@durhamcollege.ca

If you require an alternate set-up of this form email oes@durhamcollege.ca

PERSONAL IDENTIFICATION		
First Name	Last Name	Student Status <input type="checkbox"/> New Student <input type="checkbox"/> Returning Student
Student ID	Date of birth (mm-dd-yyyy)	Phone number
Email	Address	
Program (if applicable)		

- 1) Please complete all areas of this form in order to register for part-time post-secondary school courses.
- 2) We will create a record for you as a part-time student that will allow you to add courses through MyCampus as of the part-time registration date.
- 3) If you are paying for your course(s) with OSAP please contact deferments@durhamcollege.ca, instead of completing this form.
- 4) It is your responsibility to determine what course(s) you are required to take for your program. You may contact your student advisor if you have questions.
- 5) You are required to go on MyCampus to determine the 5 digit CRN (course reference number eg. 32156) required to online register. Please find instructional guides on this [link](#).
- 6) Once you have registered into your course(s) you will need to pay for your tuition. You are responsible for paying these fees **within five business days**. You can view the amount outstanding on your account summary or when you make a credit card payment on MyCampus. If you do not have a credit card please make your payment through your banking institution. Use "Durham College - Tuition" as the payee and your student number as the account number. Please note it could take three to five business days for us to receive payment.
- 7) Failure to pay within five business days may result in you being deregistered from the course(s) or your account can be referred to a third party collections agency.

Student Signature	Date
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OFFICE USE ONLY	
Date Received	Term code effective date
Processed by	Date