

## How To Add/Drop A Class

1. Go to [www.durhamcollege.ca/mycampus](http://www.durhamcollege.ca/mycampus) and log in.
2. Select **“Self Service Options”** located at the top right corner of the webpage.
3. Select **“Student Information – Durham College”**.
4. Select **“Registration”**.
5. Select **“Add/Drop Classes”**.
6. Select the current term and click **“Submit”**  
Jan-Apr: Winter / May-Aug: Spring / Sep-Dec: Fall.
7. To drop a course select the drop down box under **“Action”** for the course that you wish to **drop** and select the option to drop the course.
8. To add a course enter the CRN into the subject boxes under **“Add Classes Worksheet”**.
9. Click **“Submit Changes”**.
10. A pop-up box will show you what CRN's you have successfully changed.
11. By scrolling down the page you will be able to see if any errors occurred. If there is an error, then you have not been registered in that subject. By clicking on the error message under Status you will get a detailed description of what error message means. Please call 905.721.3000 to correct these errors.



**Student Services & Financial Aid**

- Paying Your Fees**  
Payment options, payment methods, withdrawal and refund procedures, credit card payment, complete at
- Registration**  
Check your registration status; Display your class schedule; Apply to graduate.
- Student Records**  
View your holds; Display your grades and transcripts; Check your progress to graduation.
- Financial Aid**  
Submit your Financial Profile; OSAP website.
- Canadian Tax Forms**  
View T2202A Form; View URASS Form
- Student Success Survey (First Year Students)**

RELEASE: 8.5

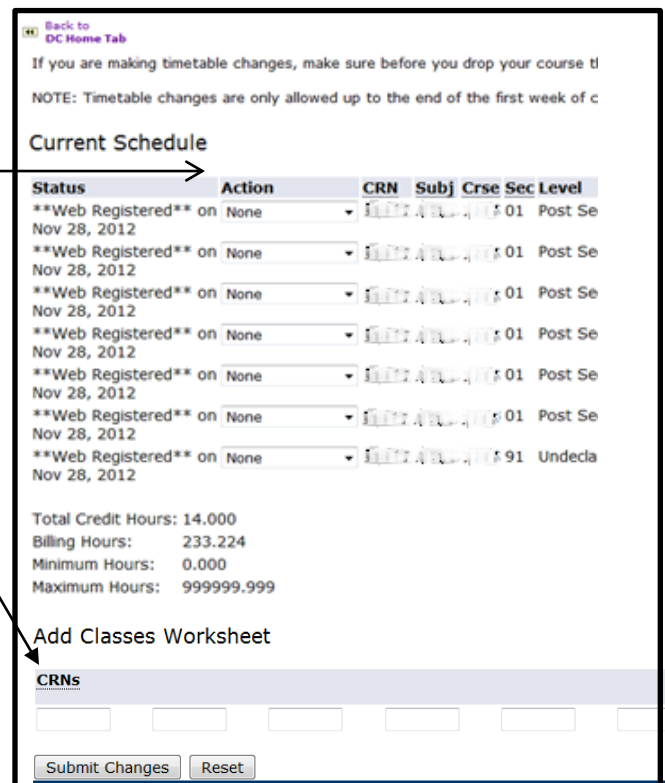


**Registration**

Registration

- Select Term
- Add/Drop Classes
- Look-up Classes to Add
- Student Schedule by Day & Time
- Student Detail Schedule
- Check Your Registration Status
- Registration Fee Assessment
- Timetable Selections
- Laptop Registration
- Personalized Exam Schedule
- Application for Graduation
- Books for Term
- Choose Program Option

RELEASE: 8.5



Back to DC Home Tab

If you are making timetable changes, make sure before you drop your course tl

NOTE: Timetable changes are only allowed up to the end of the first week of c

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec Level
**Web Registered** on Nov 28, 2012	None	11111	A	01	Post Se
**Web Registered** on Nov 28, 2012	None	11111	A	01	Post Se
**Web Registered** on Nov 28, 2012	None	11111	A	01	Post Se
**Web Registered** on Nov 28, 2012	None	11111	A	01	Post Se
**Web Registered** on Nov 28, 2012	None	11111	A	01	Post Se
**Web Registered** on Nov 28, 2012	None	11111	A	91	Undecla

Total Credit Hours: 14,000  
Billing Hours: 233.224  
Minimum Hours: 0,000  
Maximum Hours: 999999.999

**Add Classes Worksheet**

CRNs

Submit Changes Reset