



**STUDENT GUIDE TO
ONLINE REGISTRATION**

2011-2012

INSTRUCTIONS FOR WEB REGISTRATION

To Log In:

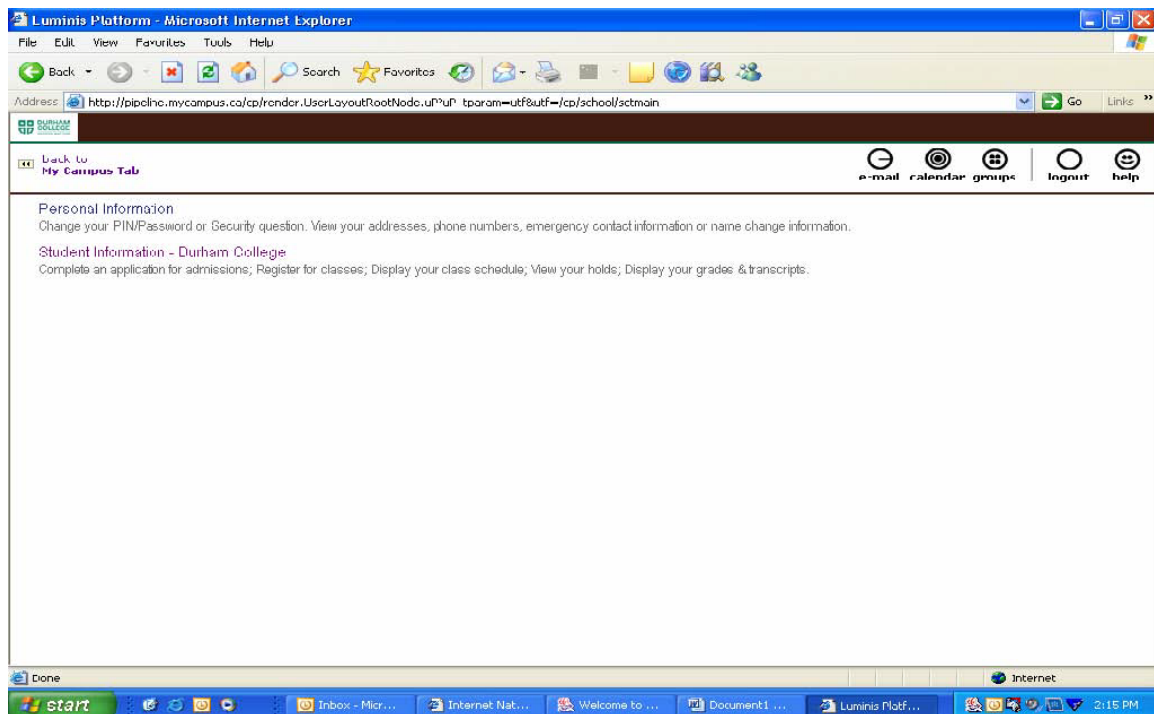
1. Go to <http://www.durhamcollege.ca/mycampus>
2. Enter in your Username (your 9-digit student **ID** number) and 6-digit **Password** and click on **Login**.

Note: The first time you log in, your Password will be your birth date which must be entered as MMDDYY.

IMPORTANT: To prevent unauthorized access to your registration information you should never share your student ID number or date of birth. You are responsible for any activity that is carried out using your student ID and password.

3. Click on **Administrative Services**.

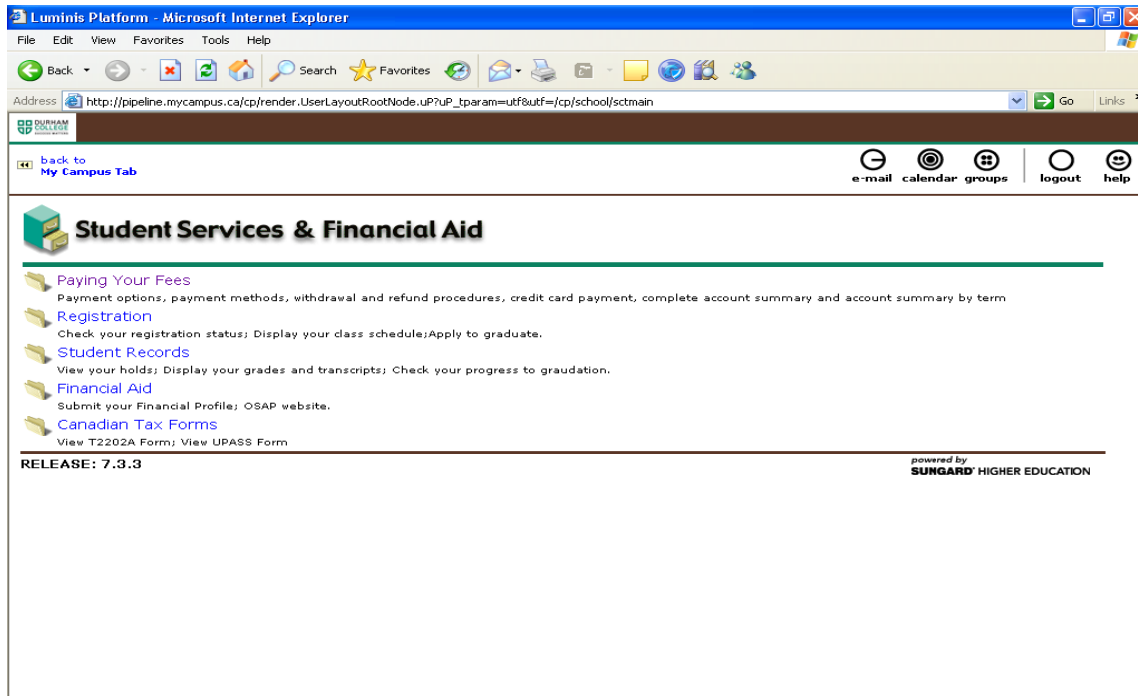
You will then see two menus: Personal Information and Student Information. The Personal Information menu will allow you to view personal information such as: addresses, telephone numbers, e-mail addresses and emergency contact information. The Student Information menu will allow you to register and view your academic records.



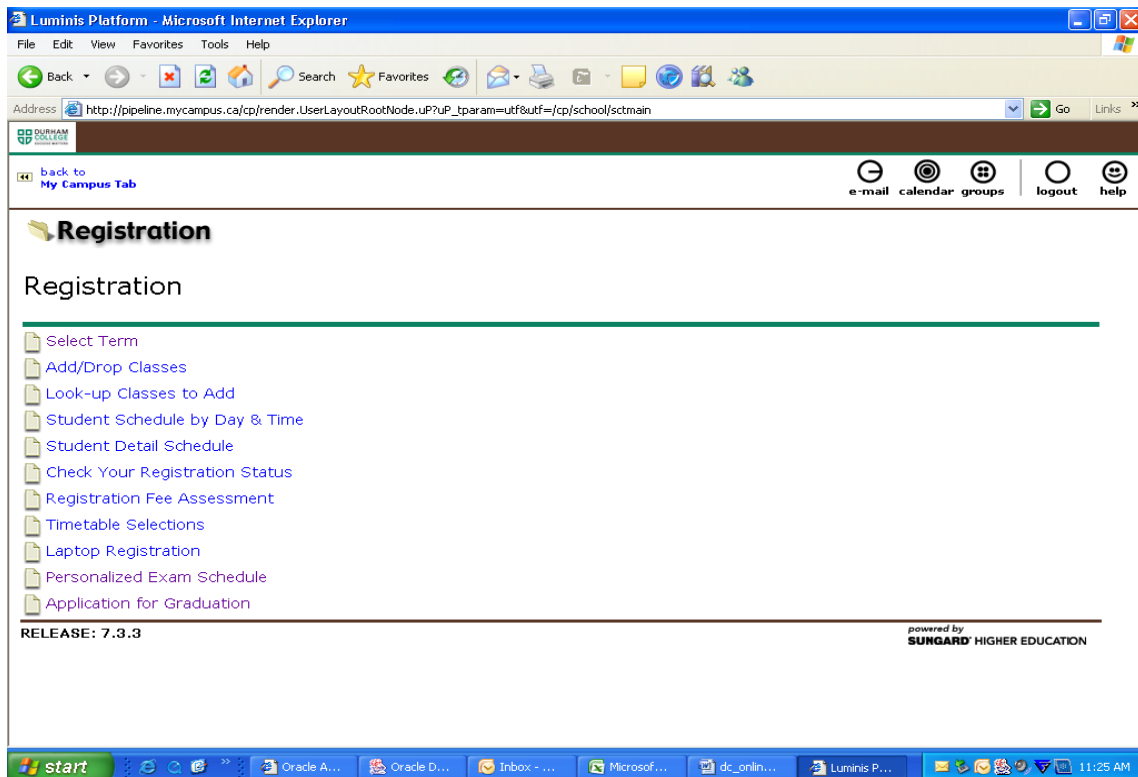
Click on Personal Information. To ensure that your address and phone number are correct, click on View Address(s) and Phone(s). In order to contact someone for you in case of an emergency, make sure that you click on Update Emergency Contacts and then Add Emergency Contact.

To start the registration process click on Student Information – Durham College.

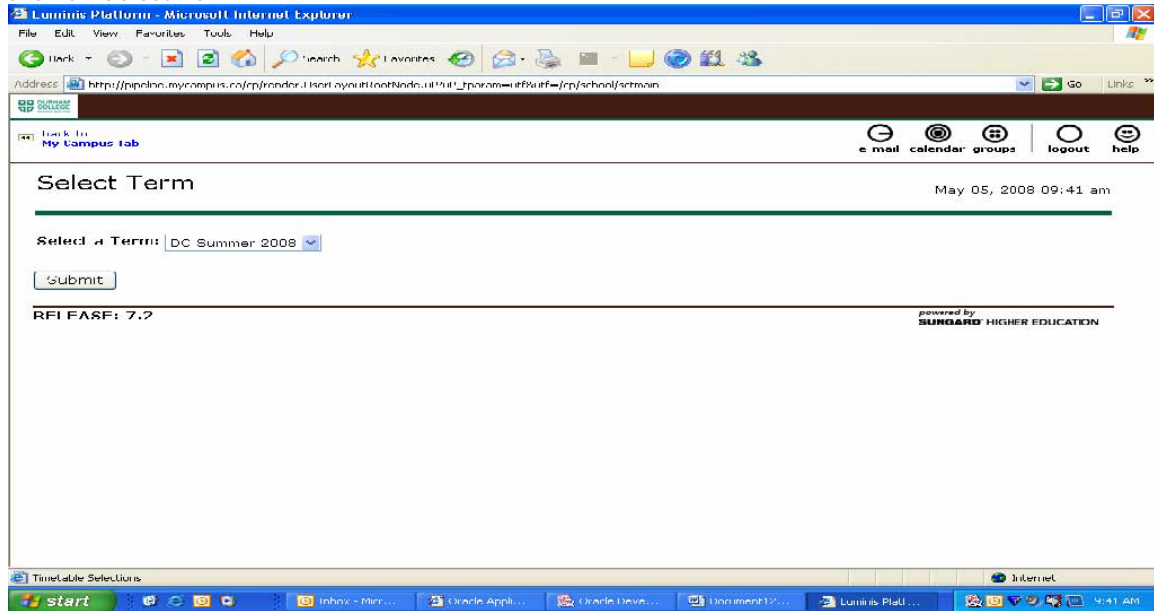
PLEASE NOTE: In the following examples the term DC Summer 2008 was used for illustrative purposes only. Please make sure that you select the correct term for which you need to register.



Click on Registration



Click on Select Term



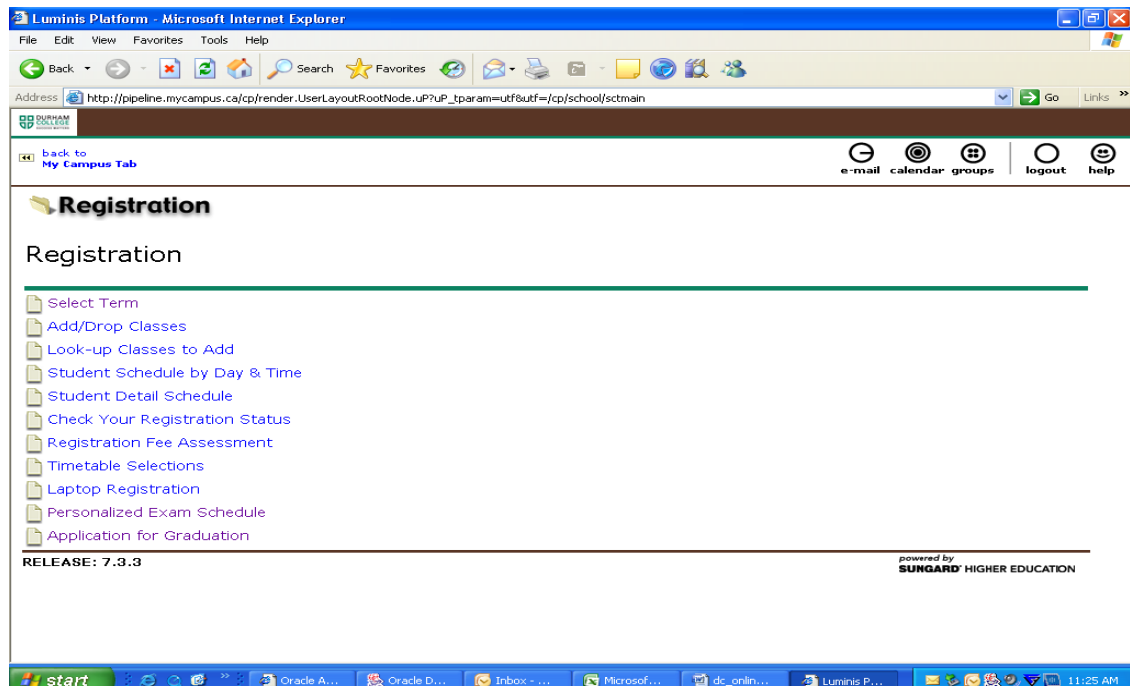
Select the term that you are registering for and click the Submit button.

NOTE: DC Fall = September – December

DC Winter = January – April

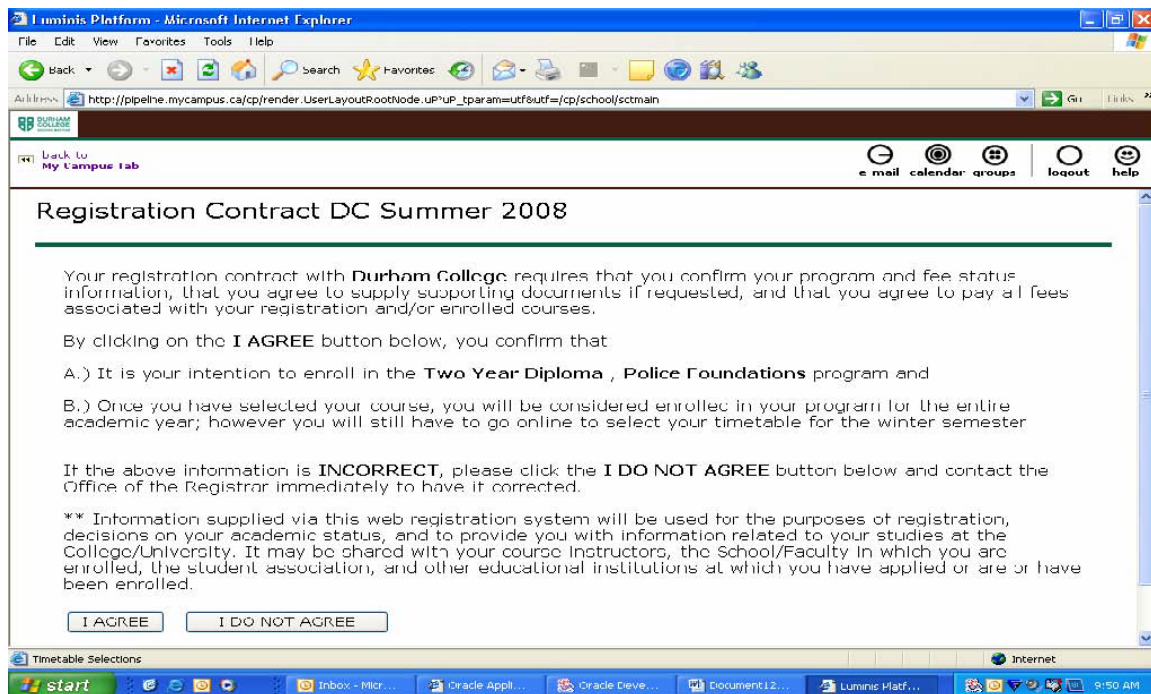
DC Summer = May – August

Make sure that you select the current year.



Click on Timetable Selections.

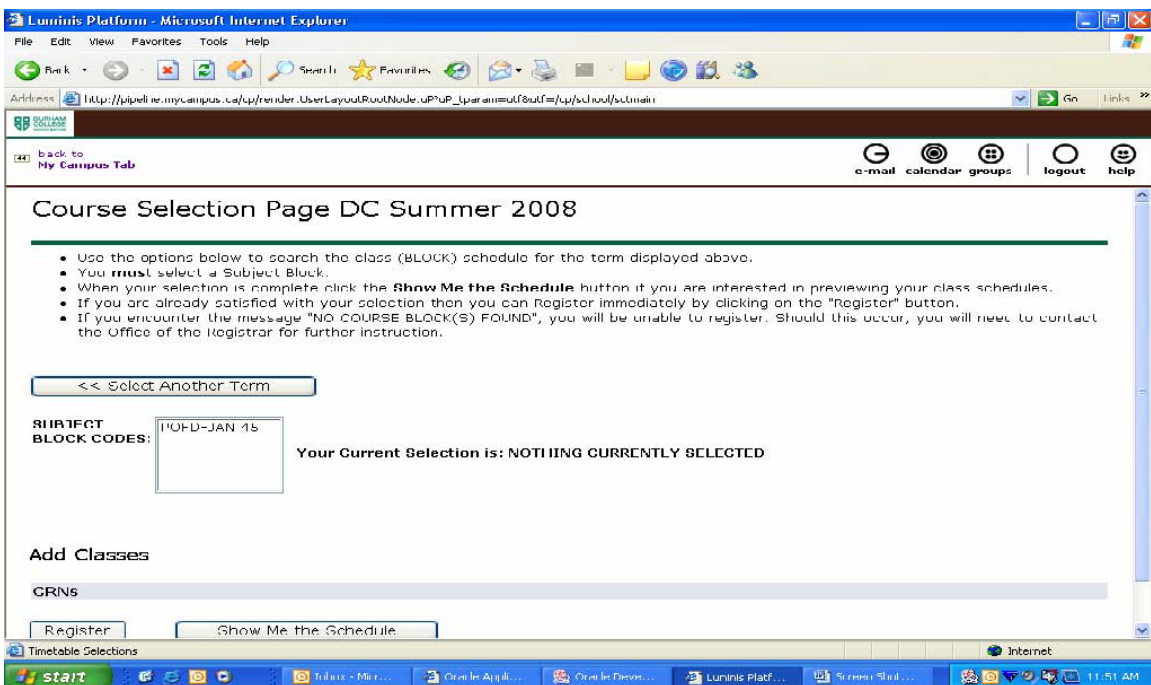
PLEASE NOTE: The Add/Drop Classes and the Look-up Classes to Add links will only be available once timetable changes are permitted.



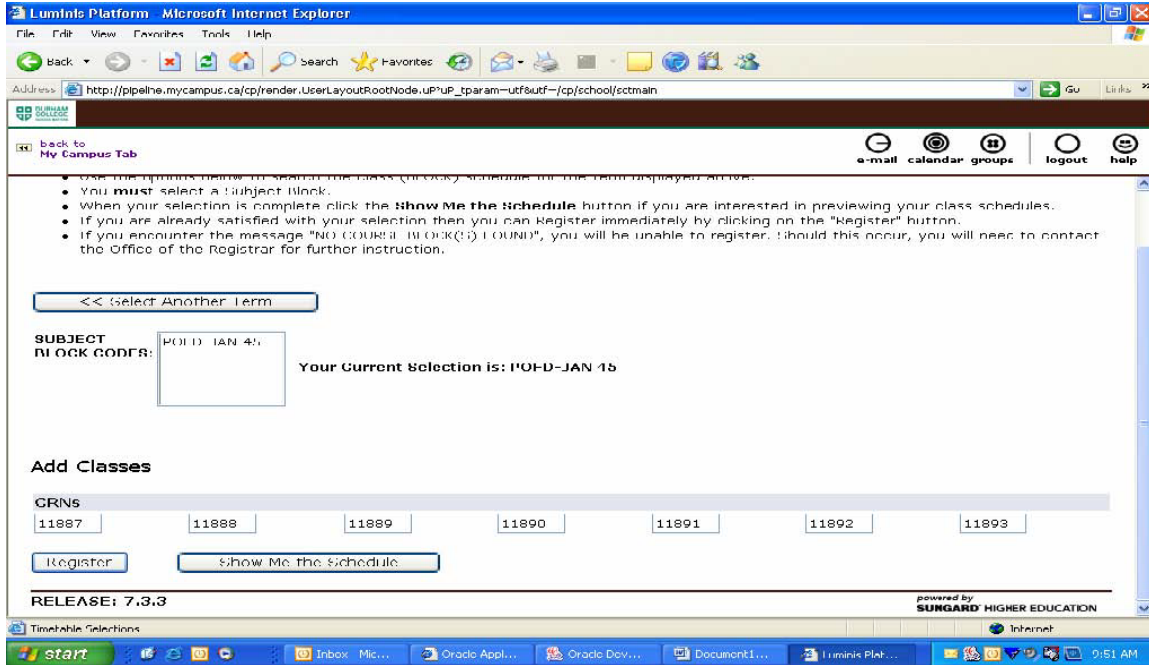
Once you have clicked on Timetable Selections a Registration Contract Page will come up.

This page confirms the program that you are registering for, that you are considered enrolled for the entire academic year and that you agree to pay all applicable fees. Click 'Agree' if the information is correct; otherwise click 'I do not Agree' and contact the Office of the Registrar at 905-721-3000.

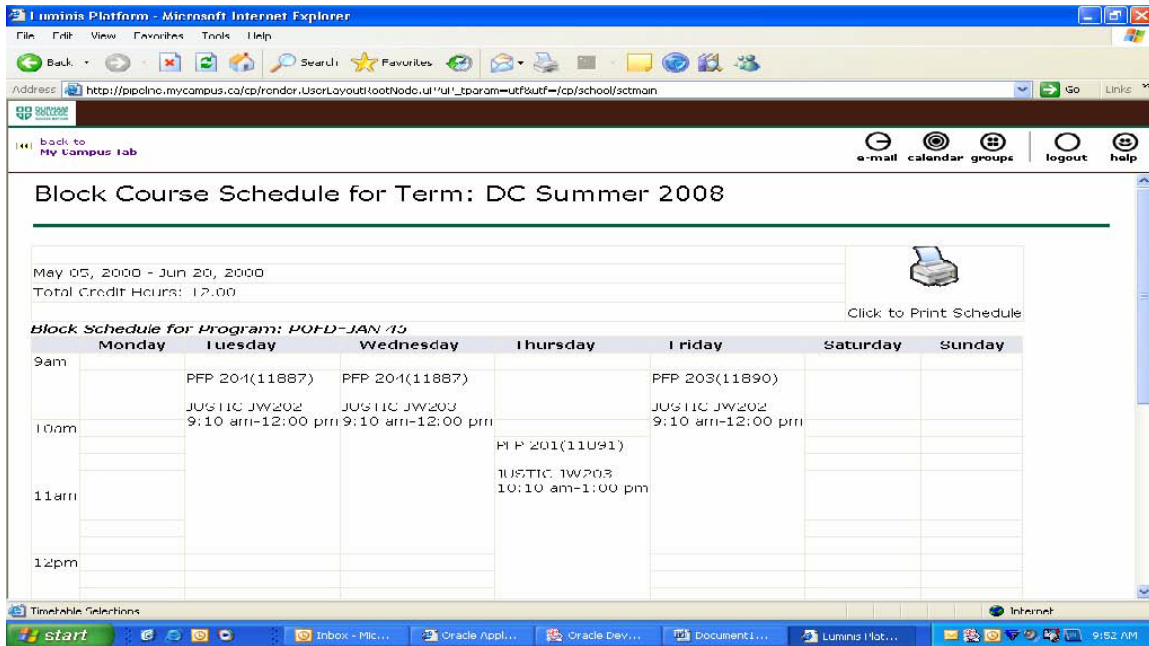
REMINDER: DC Summer 2008 is being used for illustrative purposes only. For September registration your screen should read: Course Selection Page DC Fall and the current year, for January/February registration your screen should read DC Winter and the current year.



Each block code represents a different timetable. The block code(s) that correspond to your program will be displayed. Select one by clicking on it.

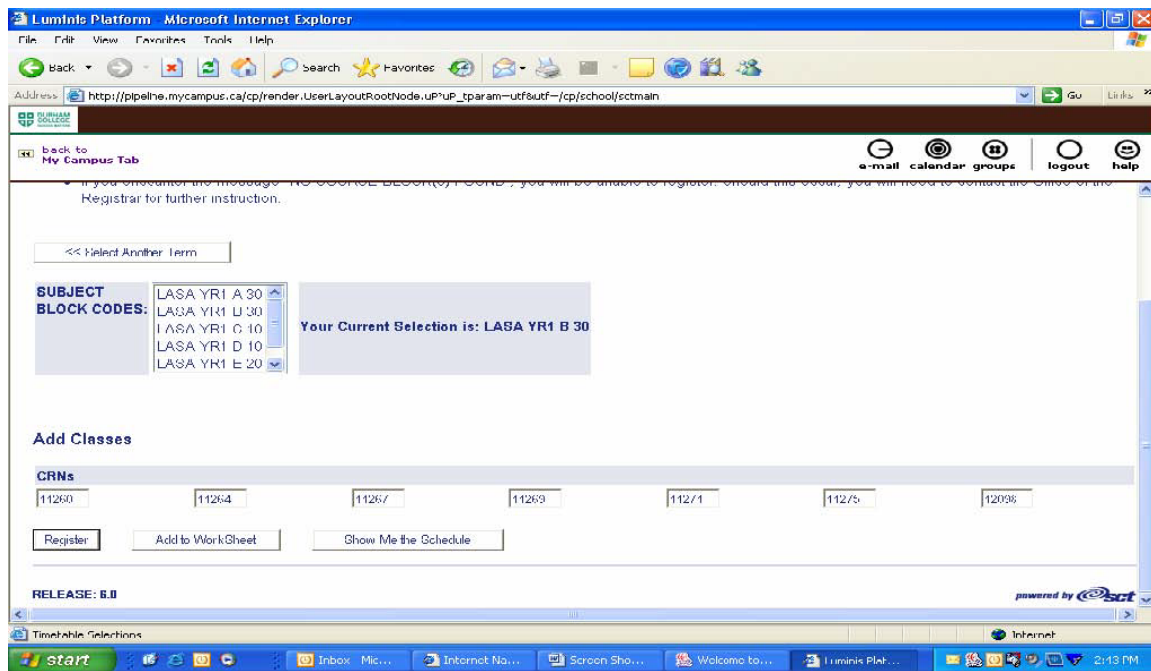


You will see that numbers have been populated in the boxes below **CRNs**. The CRNs (course reference numbers) are associated with the subjects that you are required to take. To preview the timetable click on 'Show Me the Schedule' button.



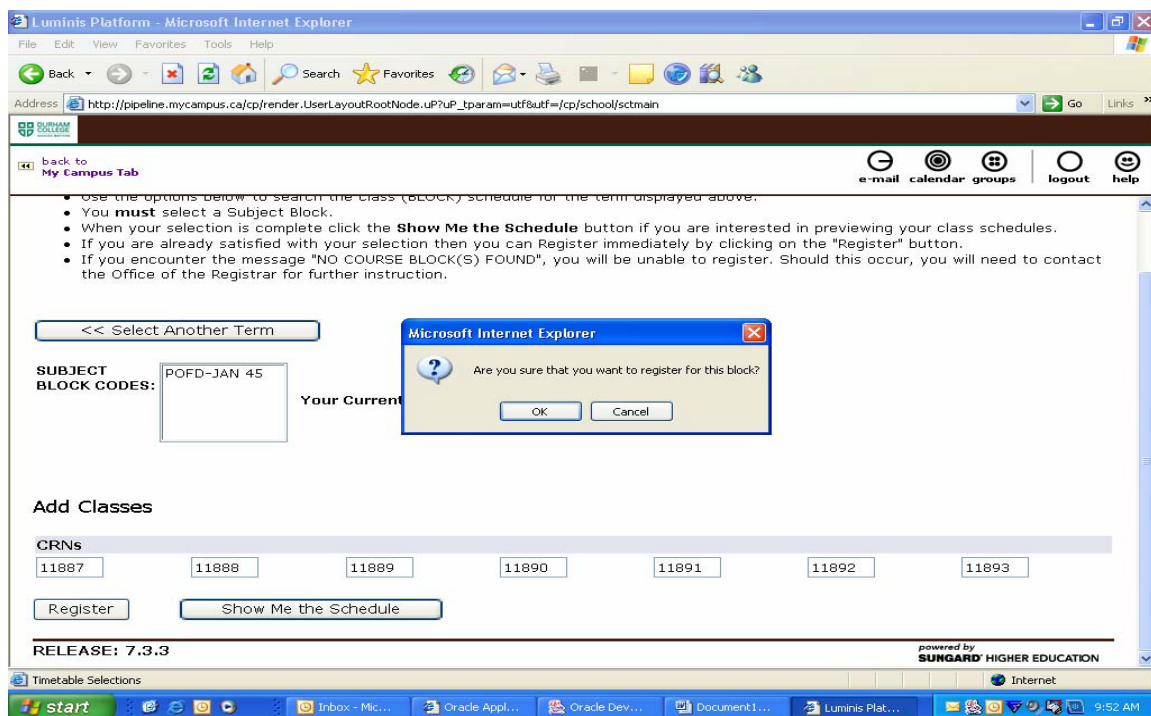
If you have a choice of more than one block and want to see what the other timetable looks like, then click on the Back button at the bottom of the page.

REMEMBER: Previewing the schedule does NOT mean that you have registered.



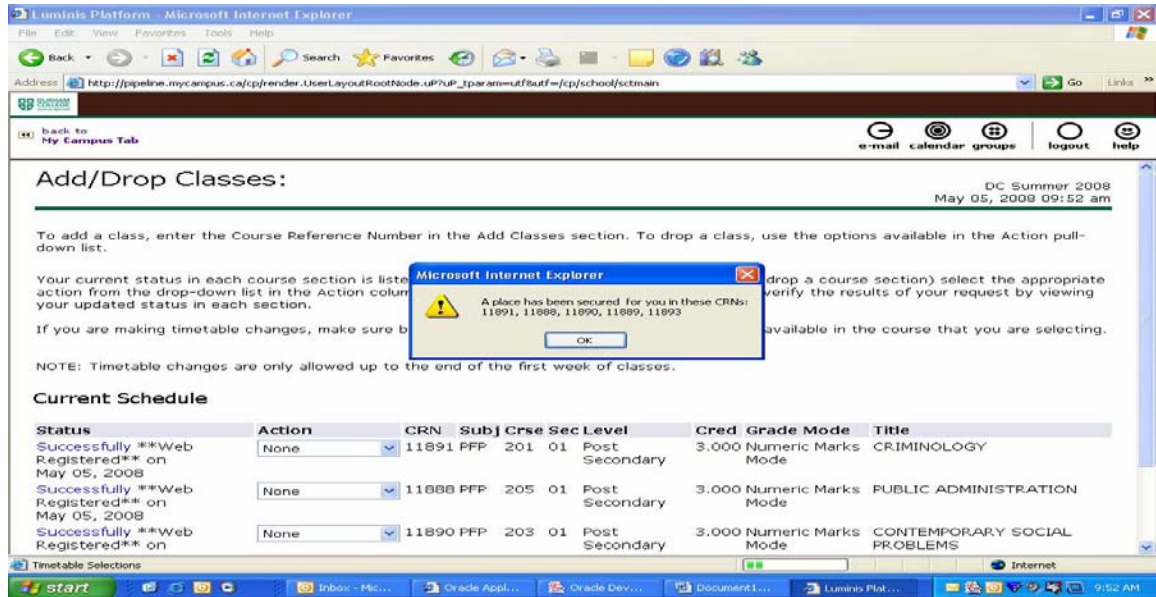
Select another block and again click on the Show Me the Schedule button. Once you have decided on the block that you want, click on the **Register** button. When you are registered you will see a **BLCK 1000** course on your list of courses, this is used to control registration it is not a course you are required to take and is not scheduled on your timetable.

NOTE: Once you have registered in a block **NO** changes will be allowed until the last week of August for the fall and the week after Christmas for the winter.



You will get a pop-up window that requires you to confirm your choice. If you have selected the wrong block, click on Cancel and select the block that you want.

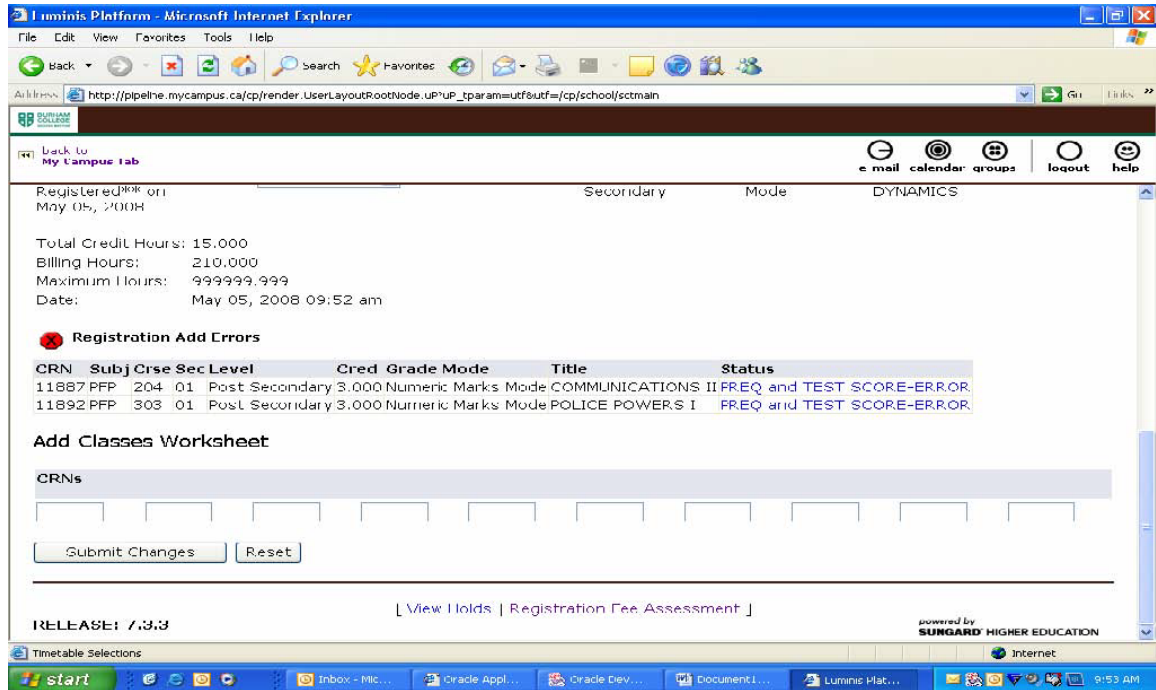
REMINDER: DC Summer 2008 is being used for illustrative purposes only. Your view should read: Add/Drop Classes: Fall (or Winter) and the current year.



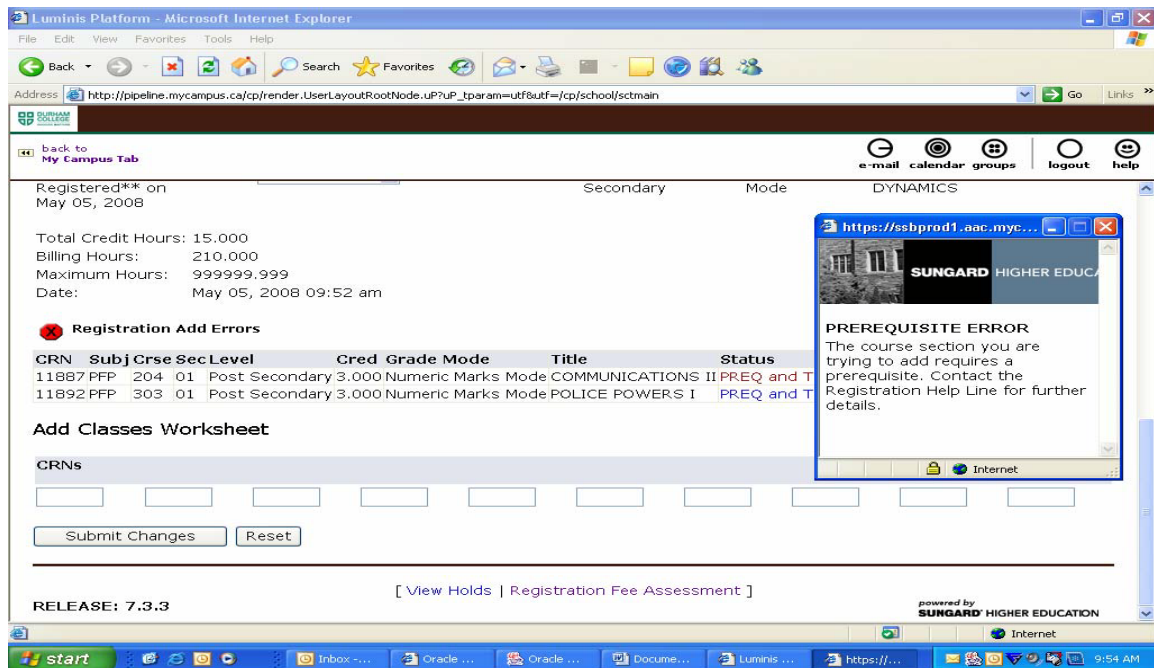
You will now be taken to the page that will show what subjects you were successful in registering for and it will also show any errors that may have occurred at the bottom of the page.

A pop-up box will come up and show you what CRN's you have successfully registered for. Click OK.

NOTE: If you do not see this screen, then you have not successfully registered.



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 into that subject.



By clicking on the error message under Status you will get a detailed description of what the error message means.

Most Common Types of Registration Errors

PREQ AND TEST SCORE ERROR:

The subject that you are trying to register for requires a pre-requisite.

This means that either:

- the prerequisite subject is missing (never been taken) or
- you failed the prerequisite subject

To correct the problem you will need to pick up the failed/missing subject before being allowed to continue with the next level. This can be done by adding it to your timetable (once changes are allowed) if it is available and it fits into your timetable or by registering to take it through Continuing Education. If you require further assistance, you will need to contact your School Office.

PREQ IN PROGRESS ERROR:

You have not yet completed the prerequisite for this subject.

This means that the mark for the prerequisite subject is not yet available.

You will need to contact the Office of the Registrar for further information. The web registration helpline number is 905-721-3000.

CLOSED SECTION:

There are currently no seats available in this course section.

This means this particular class is full and you will have to find another section that has seats available in it. If there are no sections available, then you will be unable to take this class at this time.

TIME CONFLICT:

The section you are trying to add creates a time conflict with another course already on your timetable and cannot be added. You will have to find another section that will fit with your timetable. If there are no sections available, then you will be unable to take this class at this time.

LINK ERROR:

The section you are trying to add requires registration in a lecture and a lab component. You must register for each part of the course at the same time.

NOTE: To ensure that you are selecting a lecture/lab combination the lecture section of the course will have hours listed under Credit while the lab section will have zero hours.

If there is space available in the lecture section but the lab sections are full you will be unable to take this subject at this time.

CORO (subject code) REQ:

The section you are trying to add requires a co-requisite subject that must be taken concurrently (at the same time). This error will show you which subject it is that must be taken. You will need to find the CRN for the co-requisite subject and register into both of them at the same time. Failure to register for the co-requisite subject will also prevent registration of the subject you are trying to add. If either subject is unavailable, then you will not be able to take either of them at this time.

MAJOR RESTRICTION:

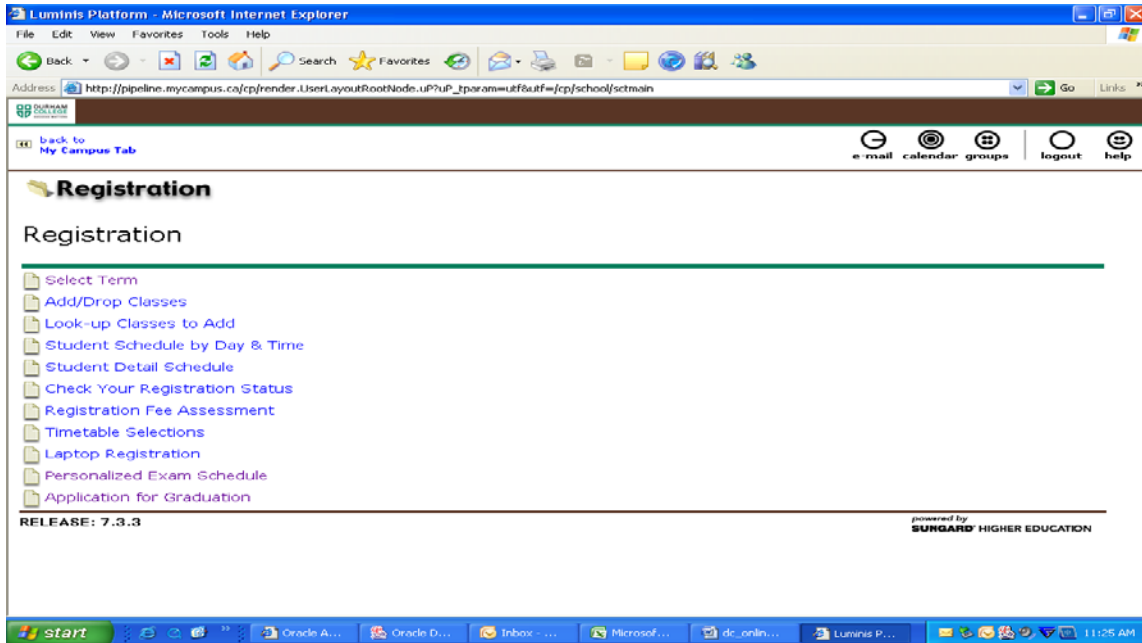
The course section you are trying to add is restricted to students in a particular program. You will need to find a section that is not restricted.

NOTE: Many sections are restricted to students who are in laptop programs, so you will be unable to register if you are not in one of those programs.

REPEAT COUNT EXCEEDS 1:

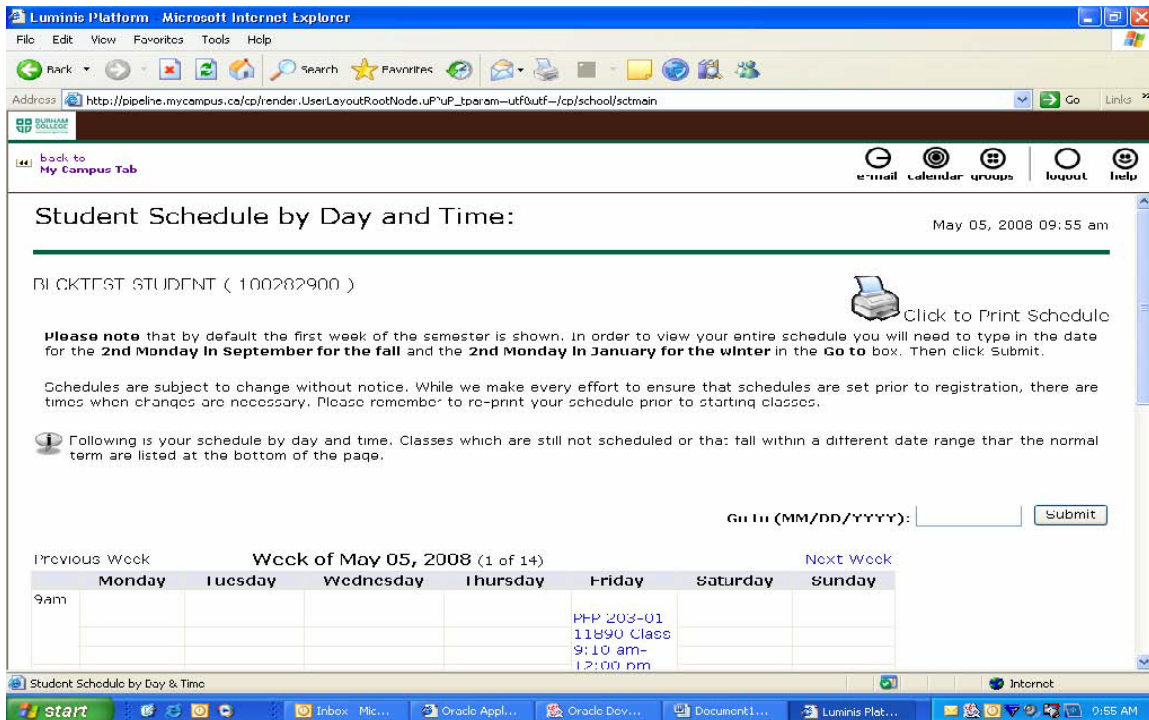
This means that you have already taken the subject twice. You will need to contact your School Office to discuss your options.

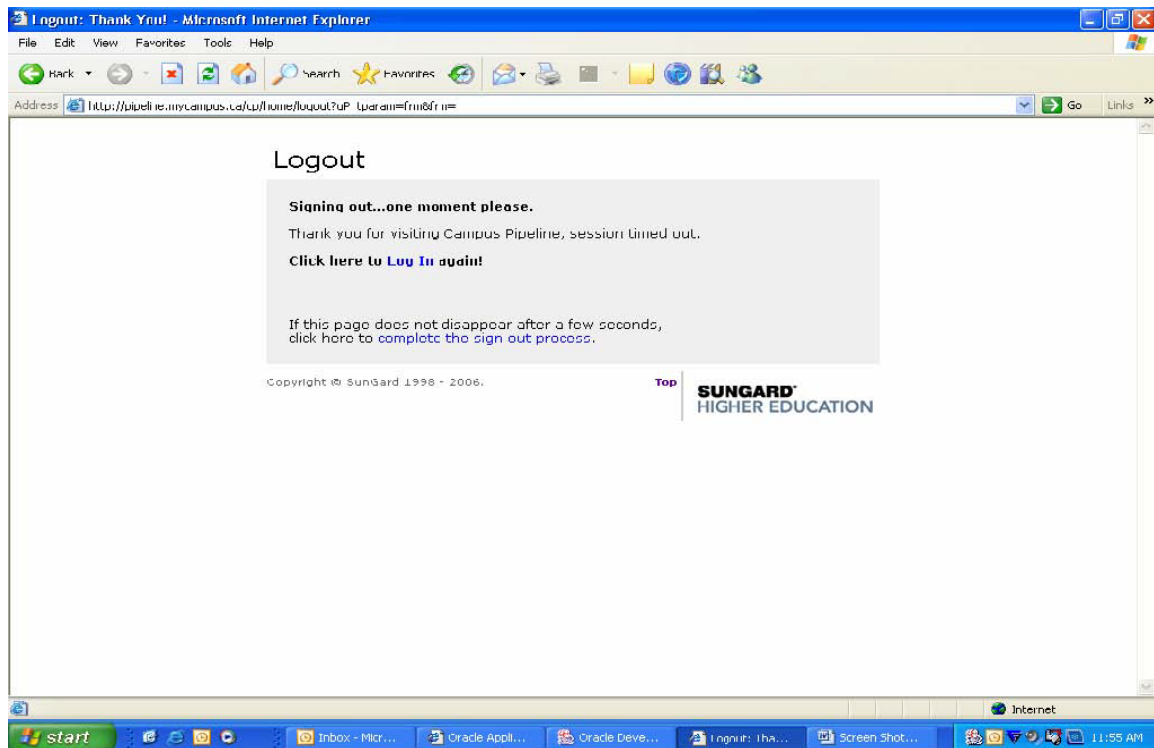
Click on your browser's back button to return to the menu.



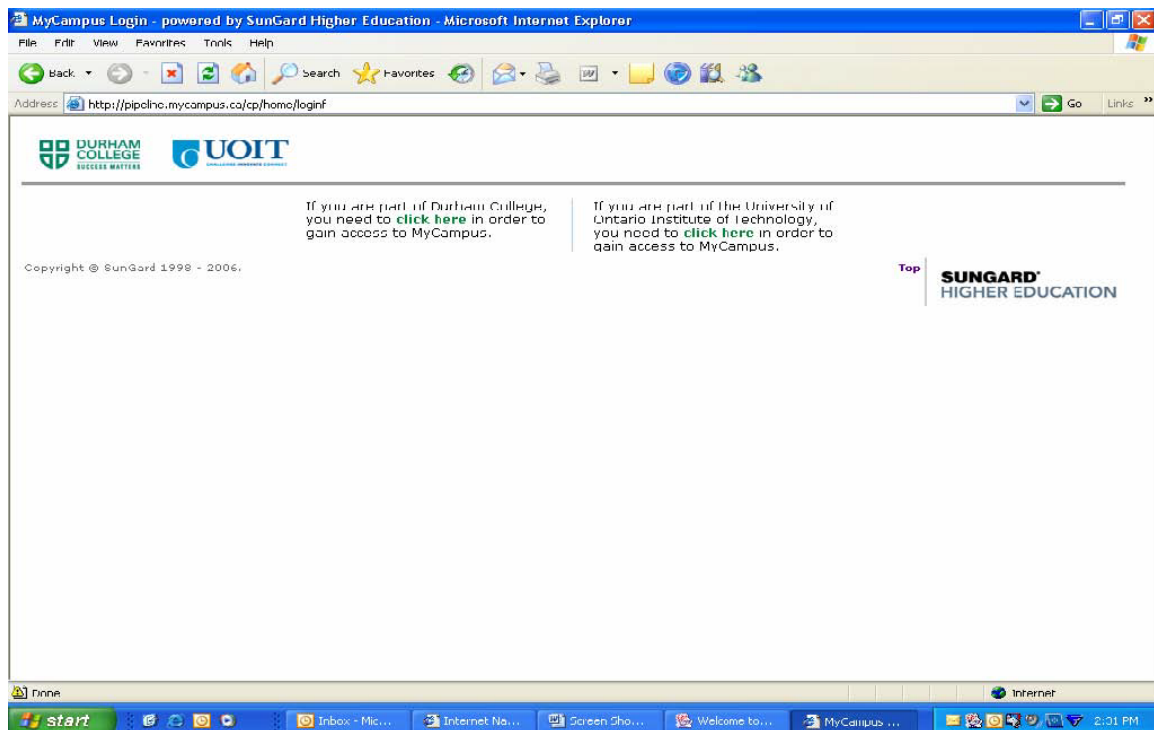
This will bring you back to the Registration Menu.

To view your timetable, click on Student Schedule by Day & Time





To protect your privacy be sure to logout properly when you are finished.



If you have successfully logged out you will see this screen.