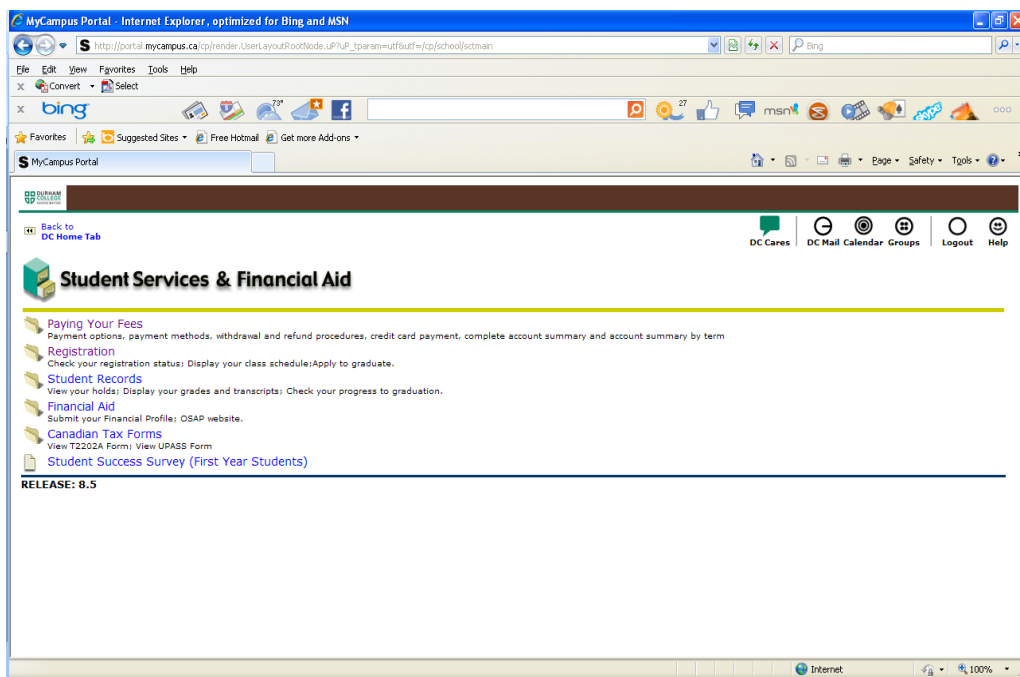


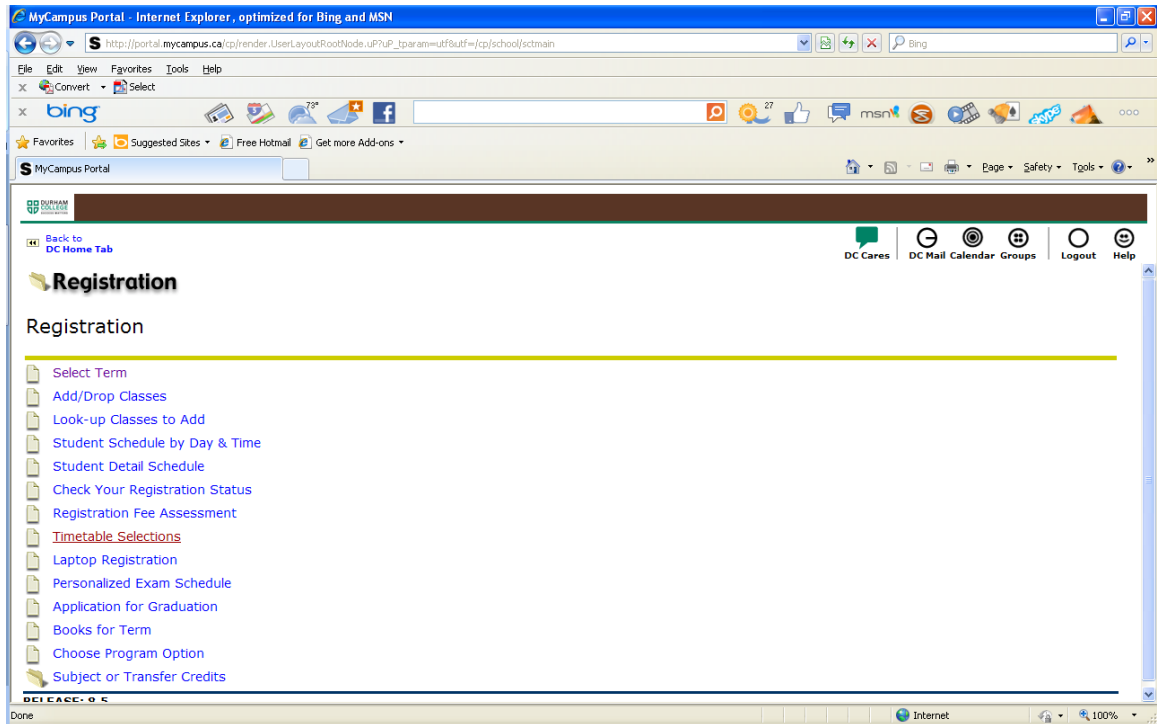
## DETAILED GUIDE TO WEB REGISTRATION

To log in to MyCampus go to <http://www.durhamcollege.ca/mycampus>

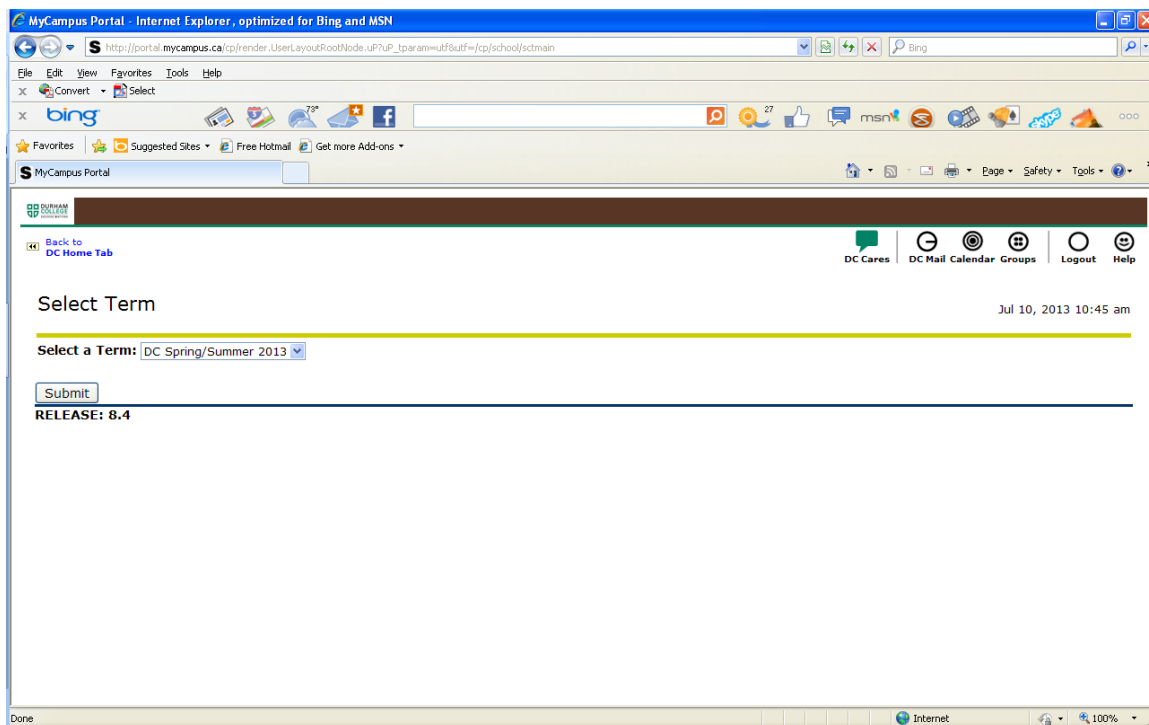
1. Enter your **Username** (your 9-digit student **ID** number) and 6-digit **Password** and click on **Login** (Your password will be your birth date in MMDDYY format. If you experience error with your password please try your postal code with no spaces).
2. Click on '**Administrative Services**'.
3. Click on '**Student Information**'.
4. Click on '**Registration**'.



5. Click on 'Timetable Selections'.



6. Select the term that you are registering for and click the **'Submit'** button.  
(DC Fall = September–December; DC Winter = January–April; DC Summer = May–August)



MyCampus Portal - Internet Explorer, optimized for Bing and MSN

http://portal.mycampus.ca/cp/render.UserLayoutRootNode.u?PUP\_tparam=utfauf=/cp/school/sctmain

File Edit View Favorites Tools Help

X Convert Select

bing

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msn

MyCampus Portal

Back to DC Home Tab

DC Cares DC Mail Calendar Groups Logout Help

Select Term

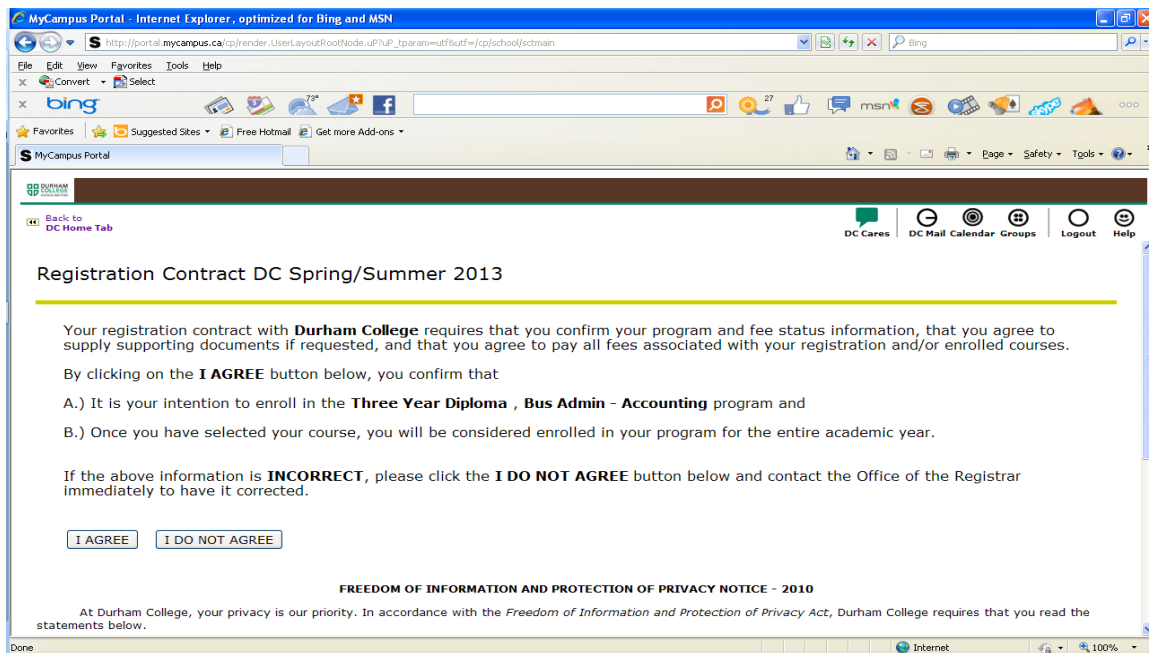
Jul 10, 2013 10:45 am

Select a Term: DC Spring/Summer 2013

Submit

RELEASE: 8.4

7. Click on **'Submit'** and a Registration Contract Page will appear.
8. Click **'Agree'** if the information is correct; otherwise click **'I do not agree'** and contact the Office of the Registrar at **905.721.3000 (Oshawa)** or **905.721.3300 (Whitby)**.



MyCampus Portal - Internet Explorer, optimized for Bing and MSN

http://portal.mycampus.ca/cp/render.UserLayoutRootNode.u?PUP\_tparam=utfauf=/cp/school/sctmain

File Edit View Favorites Tools Help

X Convert Select

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msn

MyCampus Portal

Back to DC Home Tab

DC Cares DC Mail Calendar Groups Logout Help

Registration Contract DC Spring/Summer 2013

Your registration contract with **Durham College** requires that you confirm your program and fee status information, that you agree to supply supporting documents if requested, and that you agree to pay all fees associated with your registration and/or enrolled courses.

By clicking on the **I AGREE** button below, you confirm that

A.) It is your intention to enroll in the **Three Year Diploma , Bus Admin - Accounting** program and

B.) Once you have selected your course, you will be considered enrolled in your program for the entire academic year.

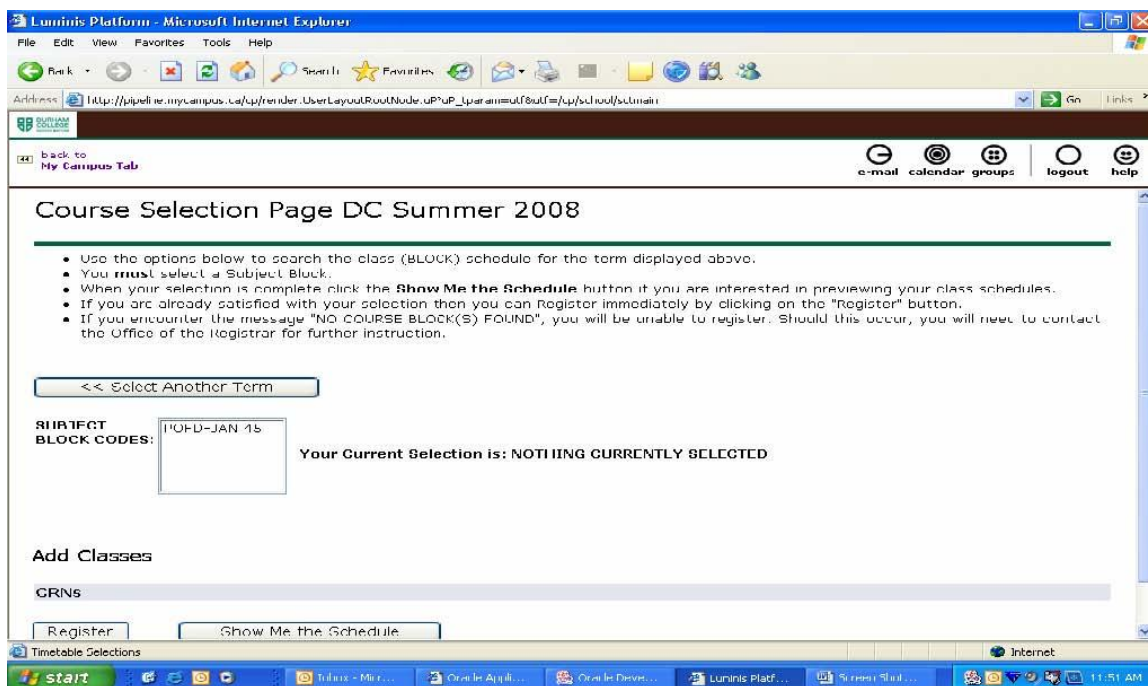
If the above information is **INCORRECT**, please click the **I DO NOT AGREE** button below and contact the Office of the Registrar immediately to have it corrected.

I AGREE I DO NOT AGREE

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY NOTICE - 2010**

At Durham College, your privacy is our priority. In accordance with the *Freedom of Information and Protection of Privacy Act*, Durham College requires that you read the statements below.

9. A **Course Selection Page** will appear. Each line in the clear box next to **Subject Block Codes** box represents a different timetable. The block code(s) that correspond to your program will be displayed. Select a block of courses by clicking on it. To preview the timetable click on the '**Show Me the Schedule**' button. You may print each timetable from the preview page.



The screenshot shows a web browser window titled "Luminis Platform - Microsoft Internet Explorer". The address bar shows a URL from mycampus.ca. The page header includes a "back to My Campus Tab" link and navigation icons for e-mail, calendar, groups, logout, and help.

### Course Selection Page DC Summer 2008

- Use the options below to search the class (BLOCK) schedule for the term displayed above.
- You **must** select a Subject Block.
- When your selection is complete click the **Show Me the Schedule** button if you are interested in previewing your class schedules.
- If you are already satisfied with your selection then you can Register immediately by clicking on the "Register" button.
- If you encounter the message "NO COURSE BLOCK(S) FOUND", you will be unable to register. Should this occur, you will need to contact the Office of the Registrar for further instruction.

<< Select Another Term

**SUBJECT BLOCK CODES:**

**Your Current Selection is: NOTHING CURRENTLY SELECTED**

**Add Classes**

CRNs

Timetable Selections

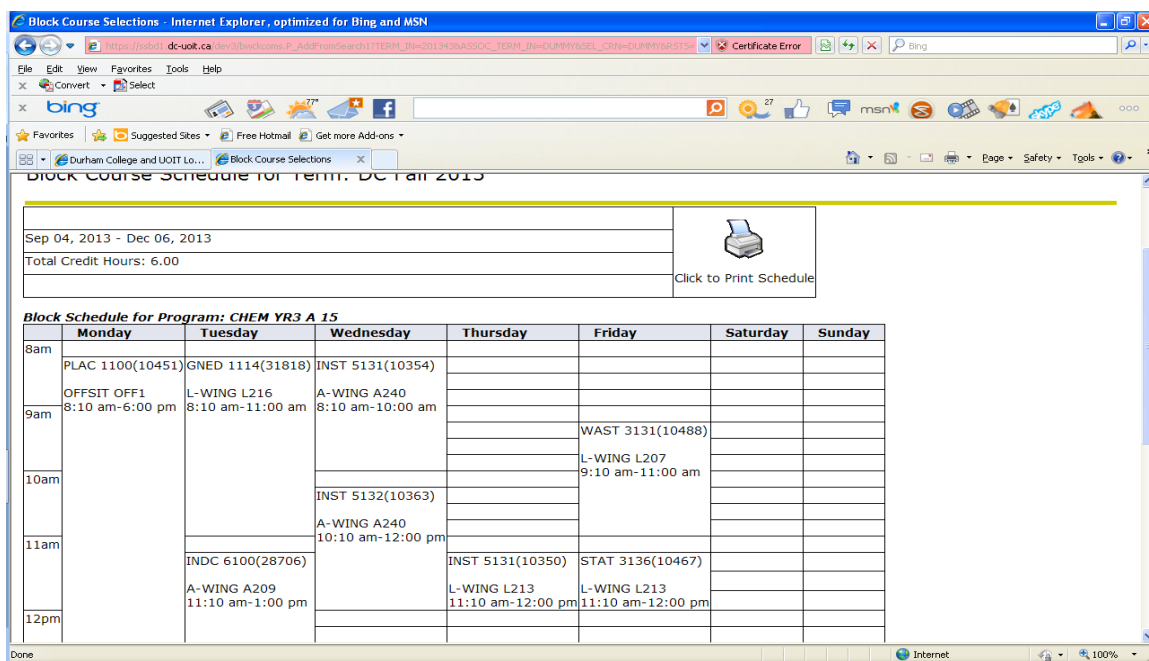
The taskbar at the bottom shows several open applications including "start", "Tutor", "Oracle Appli...", "Oracle Data...", "Luminis Platf...", and "Screen Stud...". The system clock shows 11:51 AM.

10. If your program is required to choose a **general education course** a list will appear of all of the GNED courses available to you, click on the '+' sign to expand and see the days and times the course is offered, also if you click on the course title a course description will appear. If you wish to choose that GNED course click on the radio button, then proceed to the bottom and click **'Show Me the Schedule'** button.



11. If you have a choice of more than one timetable and want to see what the other timetables look like, then click on the **'Back'** button for the web browser.

**Previewing the schedule does not mean that you have registered.**



Block Course Selections - Internet Explorer, optimized for Bing and MSN

https://sbsd1.dcu-ut.ca/... Certificate Error

Block Course Schedule for Term: BC Fall 2013

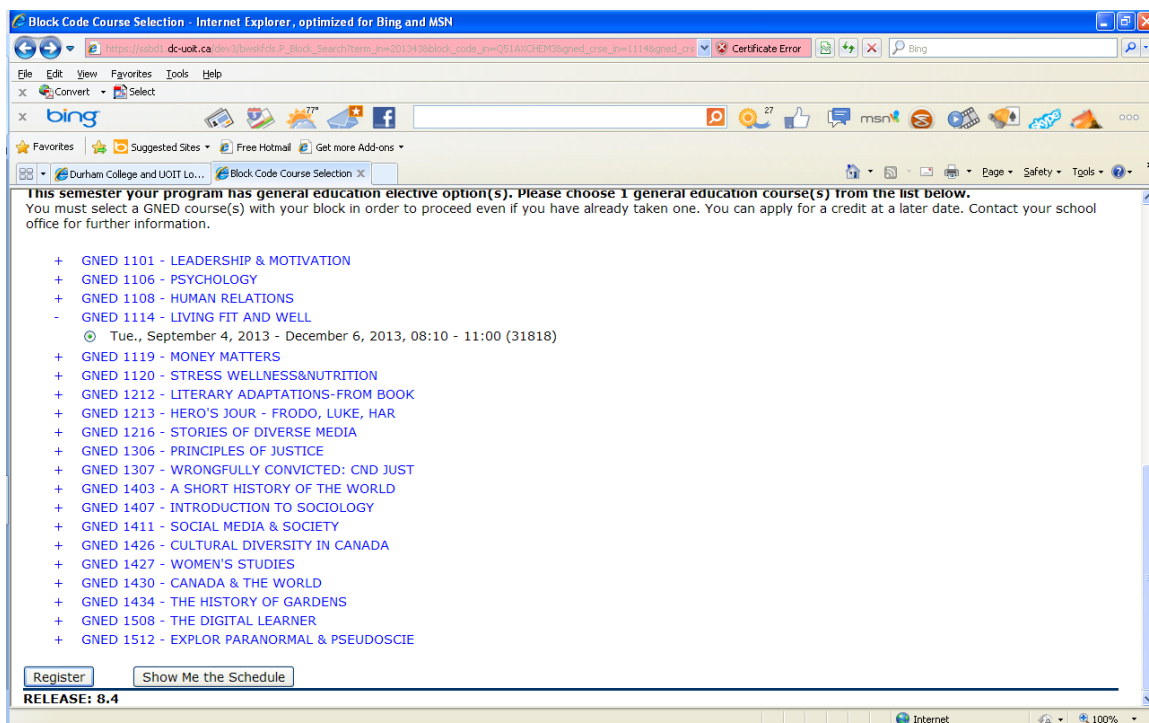
Sep 04, 2013 - Dec 06, 2013  
Total Credit Hours: 6.00

Click to Print Schedule

**Block Schedule for Program: CHEM YR3 A 15**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am	PLAC 1100(10451)	GNED 1114(31818)	INST 5131(10354)				
9am	OFFSIT OFF1 8:10 am-6:00 pm	L-WING L216 8:10 am-11:00 am	A-WING A240 8:10 am-10:00 am		WAST 3131(10488)		
10am			INST 5132(10363)		L-WING L207 9:10 am-11:00 am		
11am		INDC 6100(28706)	A-WING A240 10:10 am-12:00 pm	INST 5131(10350)	STAT 3136(10467)		
12pm		A-WING A209 11:10 am-1:00 pm		L-WING L213 11:10 am-12:00 pm	L-WING L213 11:10 am-12:00 pm		

12. Once you have decided on the timetable that you want, select it again by clicking on it; then click on the **'Register'** button.



Block Code Course Selection - Internet Explorer, optimized for Bing and MSN

https://sbsd1.dcu-ut.ca/... Certificate Error

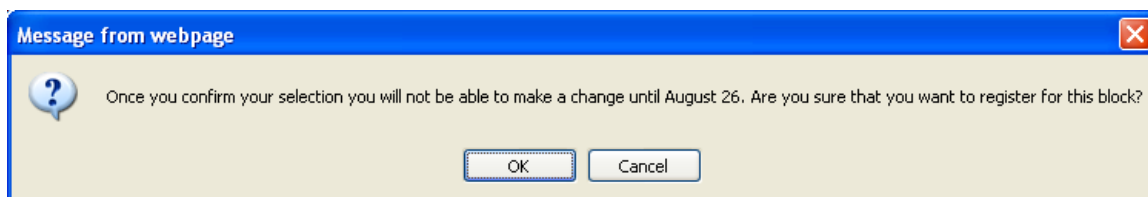
This semester your program has general education elective option(s). Please choose 1 general education course(s) from the list below.  
You must select a GNED course(s) with your block in order to proceed even if you have already taken one. You can apply for a credit at a later date. Contact your school office for further information.

- + GNED 1101 - LEADERSHIP & MOTIVATION
- + GNED 1106 - PSYCHOLOGY
- + GNED 1108 - HUMAN RELATIONS
- GNED 1114 - LIVING FIT AND WELL
- Tue., September 4, 2013 - December 6, 2013, 08:10 - 11:00 (31818)
- + GNED 1119 - MONEY MATTERS
- + GNED 1120 - STRESS WELLNESS&NUTRITION
- + GNED 1212 - LITERARY ADAPTATIONS-FROM BOOK
- + GNED 1213 - HERO'S JOUR - FRODO, LUKE, HAR
- + GNED 1216 - STORIES OF DIVERSE MEDIA
- + GNED 1306 - PRINCIPLES OF JUSTICE
- + GNED 1307 - WRONGFULLY CONVICTED: CND JUST
- + GNED 1403 - A SHORT HISTORY OF THE WORLD
- + GNED 1407 - INTRODUCTION TO SOCIOLOGY
- + GNED 1411 - SOCIAL MEDIA & SOCIETY
- + GNED 1426 - CULTURAL DIVERSITY IN CANADA
- + GNED 1427 - WOMEN'S STUDIES
- + GNED 1430 - CANADA & THE WORLD
- + GNED 1434 - THE HISTORY OF GARDENS
- + GNED 1508 - THE DIGITAL LEARNER
- + GNED 1512 - EXPLOR PARANORMAL & PSEUDOSCI

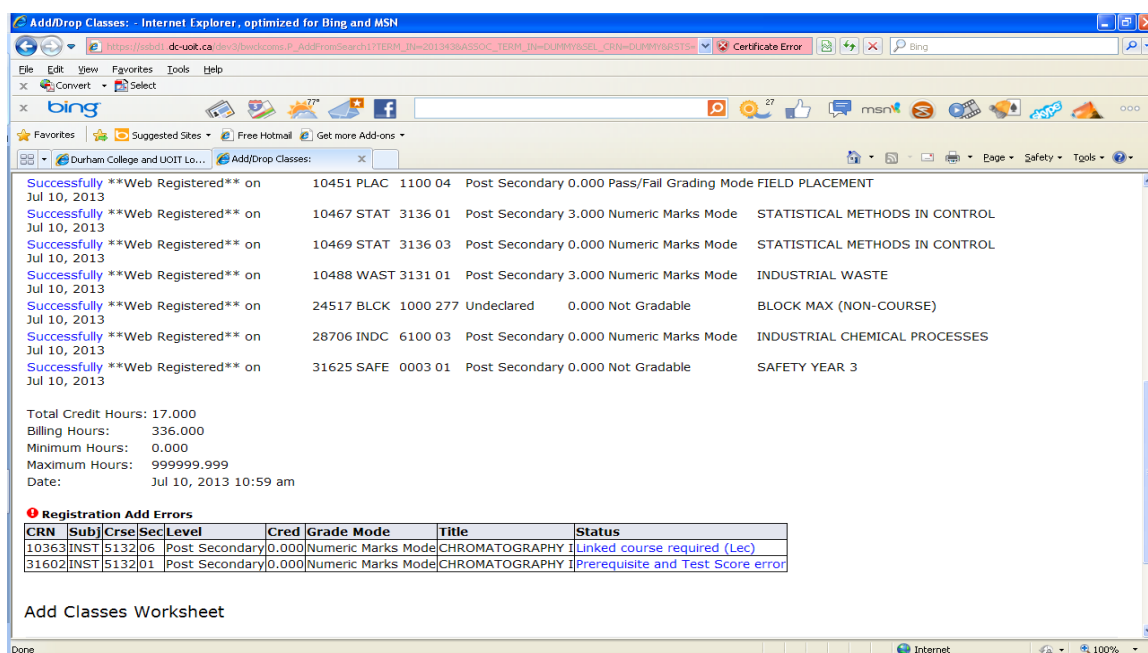
Register Show Me the Schedule

RELEASE: 8.4

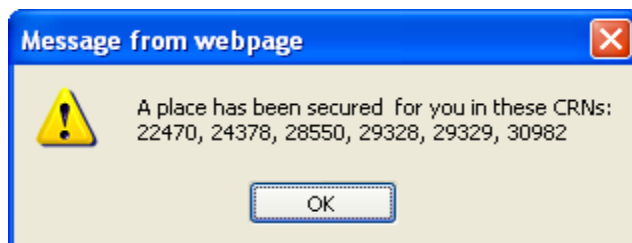
13. A pop-up window requires you to confirm your choice. If you have selected the wrong block, click on **'Cancel'** and select the block that you want.



14. The subjects you were successful in registering for will appear along with any errors that may have occurred at the bottom of the page.



15. A pop-up box will show you what CRN's you have successfully registered for. Click **'OK'**. If you do not see this screen, then you have not successfully registered.



16. 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. Please call **905.721.3000 or 905.721.3300** to correct these errors.

*Please call the Registrar's Office at 905.721.3000 (Oshawa) or 905.721.3300 (Whitby) for assistance with Web Registration.*