

## How to Add/Drop a Class

1. Open Internet Browser or Internet Explorer
2. Go to [www.durhamcollege.ca/mycampus](http://www.durhamcollege.ca/mycampus)
3. Select **“Administrative Services”**
4. Select **“Student Information – Durham College”**
5. Select **“Registration”**
6. Select **“Add/Drop a Course”**
7. Select the Term (i.e. “DC Winter 2013”) and click **“Submit”**
8. 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
9. To add a course enter the CRN into the subject boxes under **“Add Classes Worksheet”**
10. Click **“Submit Changes”**
11. A pop-up box will show you what CRN’s you have successfully changed.
12. 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.

