DURHAM COLLEGE
SUCCESS MATTERS

How to part-time register

1. **Complete the part-time registration form here.**

   - Submit the completed form to oes@durhamcollege.ca or wes@durhamcollege.ca for processing.

2. **Find the course(s) you would like to register for:**

   Go to http://www.durhamcollege.ca/mycampus/

   - Choose "Preview available courses" under the 'Information' column.

   - Choose the 'Term' (DC Winter 2021) and click on "Submit".

   - Under 'Subject' choose the class you need to take (ie; GNED) and click on "Class Search".

You can search by course number (ie; 1208)
OR
by course name (ie; ACCOUNTING FOR HOSPITALITY)

Please note: You can narrow down your search options based on availability in your timetable, but you may only choose (1) day at a time

November 2020

This will display the available classes in the selected times.

*Please note: this is a live page as such course availability is subject to change at any time.

Class Schedule Listing

CRN

Sections Found
ACCOUNTING FOR HOSPITALITY - 13186 - ACCT 1208 - P01

Associated Term: DC Spring/Summer 2020
Registration Dates: Apr 20, 2020 to May 08, 2020
Levels: Post Secondary

Whitby Campus
Lec Schedule Type
In-class Delivery Instructional Method
3.000 Credits

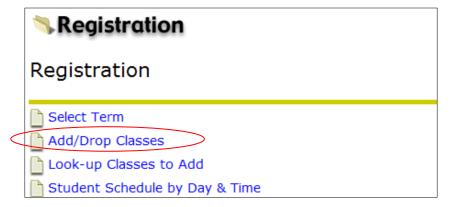**You require this 5 digit CRN number to register**

Registration Availability

	Capacity	Actual	Remaining
Seats	48	0	48
Waitlist Seats	0	0	0

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	1:10 pm - 4:00 pm	W	Whitby 1-0	May 19, 2020 - Aug 07, 2020	Lec	Roxanne Marie Stewart (P)

3. Once part-time registration begins please follow the steps below to register yourself for the class, using the required 5 – digit CRN number:

- Go to www.durhamcollege.ca/mycampus and log in
- Select the **"DC Home"** tab
- View "Helpful Links - Registration"
- Select "Add/Drop Classes"

Registration

Registration

- Select Term
- Add/Drop Classes
- Look-up Classes to Add
- Student Schedule by Day & Time

- Select the Term (i.e. "DC Spring/Summer") and click "Submit"

Helpful Links

Personal Information

- SIN entry/verification (mandatory)
- Consent for electronic T4A
- Change PIN/Password
- Update address and phones
- Update email
- Update emergency contacts

Paying Your Fees

- View program fee calculator
- Credit card payment
- Account summary
- Account summary by term
- Historical account summary
- Student transaction detail history

Registration

- Timetable selection
- Student schedule by day and time
- Student detail schedule
- Look-up Classes to Add
- Add/Drop Classes
- Course outlines
- Books for term
- Application for Credit Transfer
- Personalized exam schedule
- Application for graduation

- To add a course enter the CRN into the subject boxes under "Add Classes Worksheet"
- Click "Submit Changes".
- A pop-up box will show you what CRN's you have successfully changed.
- 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 the error message means. Please call 905-721-3000 to correct these errors.

Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ] [ ]

Submit Changes   Reset

4. Determine amount owing for your course(s)

- Go to www.durhamcollege.ca/mycampus
- Select the "DC Home" tab
- View "Helpful Links – Account Summary"
- Review the owing fees listed
- Use one of the payment options listed here to pay fees.

*Please note: you have 5 business days from the time of registration to pay your owning fees. Failure to do so may result in you being removed from your course(s).

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