How To Select A Class

If you need to add a course(s), please review the options listed below:

Option 1 - Add a class to your timetable (only available for FT students registered in the current semester). If you are not registered FT you will need to follow the PT registration process.

Option 2 – Register for the class through Continuing Education or Distance Education
(Go to http://www.durhamcollege.ca/coned to find available courses. Please note full payment is required at the time of registration).

Option 3 – Visit your school office to discuss taking the class during a future semester.

Step #1 – View Your Final Grades
After viewing your final grade(s), once released, on your MyCampus account, you will be able to determine if you were unsuccessful in one or more courses.

- Go to http://www.durhamcollege.ca/mycampus and log in.
- Select “Self Service Options” located at the top right corner of the webpage.
- Select “Student Information – Durham College”.
- Select “Student Records”.
- Select “Final Grades”.

Step #2 - Choose “Preview available courses” under the ‘Information’ column.
• Choose the current term and click on “Submit”
  (January – April: DC Winter / May – August: DC Spring / September – December: DC Fall).

• Under ‘Subject’ choose the class you need to take, e.g. GNED (general education course/ elective), and click on “Class Search”.

  Please note: You can narrow down your search options based on availability times in your timetable, but you may only choose (1) day at a time (i.e.; Mondays at 9:00 am to 11:00 am).

  This will display the available classes in the selected times.
To register, you will require the 5-digit CRN number. Please note that if you are FT and picking up a class this may result in overload fees, which will be applied to your financial account. You will be responsible for paying the fees.

Step #3 – Please note, only FT students are able to register through MyCampus.

If you are not registered FT you will need to go through the part-time registration steps. You will need to find your CRN number and come in to make a payment or calling 905.721.3000 to register and make a credit card payment.

For FT students, once you have found the required 5 – digit CRN number, please follow the steps below to register yourself for the class:

- Go to www.durhamcollege.ca/mycampus.
- Select “Self Service Options” located at the top right corner of the webpage.
- Select “Student Information – Durham College”.
- Select “Registration”.

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Student Services & Financial Aid

- Paying Your Fees
- Registration
- Student Records
- Financial Aid
- Canadian Tax Forms
- Student Success Survey (First Year Students)
• Select “Add/Drop Classes”.

• Select the current term and click “Submit”.
• 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.