How to Select a Timetable

1. Log into MyCampus (www.durhamcollege.ca/mycampus).

2. Select **Timetable Selection** from the **Registration** section of the **Helpful Links** tab on the right-hand side of the **DC Home** tab.

3. Select **Timetable Selections** a second time on the **Registration** page.
4. You will be promoted to confirm or update your emergency contact(s). You must do this before you can proceed with your timetable selection.

OR:

5. Review the Registration and Policy Acknowledgement. If all information is correct, select “I Agree” to proceed with timetable selection.
6. Select the term that you are registering for and click **Submit**.

```
Select a Term: DC winter 2020
Submit
```

7. A **Course Selection** page will appear. Timetable option(s) will be listed in the **Program Schedule Options**.

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Course Selection Page DC Winter 2020

Steps to registration:
1) View the schedule options available for your program by selecting a "PROGRAM SCHEDULE OPTION" from the list below and hit the "Preview your program schedule" button.
2) Review the "General Education Electives" or "Elective Courses" listed and add the number of courses indicated.
3) If you have a schedule where everything hit on "Required" and wait for confirmation that your registration was successful.

Notes:
- If your program does not require a general education elective or breadth course this term, there will be no options to select.
- If you see "NO SCHEDULE OPTIONS FOUND", you will need to contact your school office for assistance.

<< Select Another Term

Your Current Selection is: NOTHING CURRENTLY SELECTED

Add Classes

CBNs

Preview the Schedule
Register

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8. If you are required to select a general education elective (GNED) as part of your timetable, a list of available elective courses will be listed. You can click on the elective course to view the course description.

```
This semester your program has general education elective(s). Please choose 1 general education course(s) from the list below.

General Education Electives

- GNED 1106 - INTRO TO PSYCN APPL SCIENCE
- GNED 1108 - HUMAN RELATIONS
- GNED 1109 - FUNDAMENTALS OF KNOWLEDGE MGMT
- GNED 1119 - MONEY MATTERS
- GNED 1120 - STRESS WELLNESS NUTRITION
- GNED 1122 - ETHICS IN YOUR DAILY LIFE
- GNED 1123 - GENDER & SEXUALITY
- GNED 1132 - THE QUEST FOR HAPPINESS
- GNED 1138 - FIND YOUR FIT
- GNED 1141 - UNDERSTAND HUMAN INTELLIGENCE
- GNED 1201 - LITERATURE
- GNED 1204 - HISTORY OF POPULAR MUSIC
- GNED 1205 - IMPACT OF ROCK & ROLL EARLY YR
- GNED 1209 - THE HISTORY OF ANIMATED FILM
- GNED 1222 - MAKING MONSTERS
- GNED 1227 - FUNNY BONE: THE CANADIAN
- GNED 1237 - PRINCIPLES OF LITERATURE

Psychology is the study of human behavior. This course is designed to increase student understanding of the basic principles that underlie behavior. Through practical examples, students will be introduced to important psychological concepts and key research findings. The course examines such processes as: biology and behavior, sensation and perception, learning, memory, emotion, motivation, and social psychology.

Close Window
```

Updated Winter 2019/2020
9. Once you’ve selected a general education elective course, you will be prompted to choose the day/time you wish to take the course.

   ![General Education Electives]

   This semester your program has general education elective(s). Please choose 1 general education course(s) from the list below.

   - **GNED 1106 - INTRO TO PSYC-AN APL SCIENCE**
     - January 6, 2020 - April 17, 2020 (25109 Online)
     - January 6, 2020 - April 17, 2020 (25110 Online)
     - January 6, 2020 - April 17, 2020 (25111 Online)

10. You can then **Preview the Schedule** or **Register** (at the bottom of the page).

11. A pop-up window will appear to show you which CRNs you have registered for. If you do not see this, you have not successfully registered.

   ![CRN Registration]

   A place has been secured for you in these CRNs:

   25359, 25111, 25227, 25404, 25595

   ![OK Button]

   OK

12. You will see the courses you successfully registered in under **Current Schedule**.

   ![Current Schedule]

   Add/Drop Classes:

   To add a class, enter the course reference number in the Add Class section. To drop a class, use the options available in the Action pull-down list.

   Your current status is each course section is listed below. To request a change in status (i.e. to drop a course section) select the appropriate action from the drop-down list in the Action column and then press “Submit Changes”. Be sure to verify the results of your request by viewing your updated status in each section.

   If you are making timetable changes, make sure before you drop your course that there is space available in the course that you are selecting.

   **Important**: Since courses are only available until the last day of the semester, you may be subject to additional tuition fees. Please note that courses dropped after day ten are still included in your semester enrollment for tuition purposes. You cannot drop your last class. Please contact Enrollment Services. If you wish to withdraw please complete the “Request to Withdraw” form.

   Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Type</th>
<th>Status Code</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Successfully</td>
<td>Web Registered</td>
<td>25359</td>
<td>Flex</td>
<td>1600/00</td>
<td>Nov 21, 2019</td>
<td>Dec 18, 2019</td>
</tr>
<tr>
<td>Successfully</td>
<td>Web Registered</td>
<td>25111</td>
<td>Online</td>
<td>3000</td>
<td>Nov 21, 2019</td>
<td>Jan 18, 2020</td>
</tr>
<tr>
<td>Successfully</td>
<td>Web Registered</td>
<td>25227</td>
<td>Flex</td>
<td>1600/00</td>
<td>Nov 21, 2019</td>
<td>Dec 18, 2019</td>
</tr>
<tr>
<td>Successfully</td>
<td>Web Registered</td>
<td>25404</td>
<td>Online</td>
<td>3000</td>
<td>Nov 21, 2019</td>
<td>Jan 18, 2020</td>
</tr>
<tr>
<td>Successfully</td>
<td>Web Registered</td>
<td>25595</td>
<td>Online</td>
<td>3000</td>
<td>Nov 21, 2019</td>
<td>Jan 18, 2020</td>
</tr>
</tbody>
</table>

   Total Credit Hours: 9.00

   Billing Hours: 120.00

   Date: Nov 21, 2019 11:11 am
13. If there were issues with your registration, a pop-up window will appear. You can also scroll down to the bottom of the page to review registration errors. If there is an error, then you have not registered in the course.

Note: If you feel you were dropped from a course in error, please contact Enrolment Services at 905-721-3000, otherwise please consult with your school office (i.e. School of Business, IT & Management) to discuss picking up any missed pre-requisite courses, etc.

After you've selected your timetable, you will not be able to select a different timetable or make changes until the add/drop window has opened. Please consult MyCampus for the exact date/time that you can start to add/drop classes.