

Your Next Steps

Now that you have paid your Durham College fees or completed a tuition deferment, you have access to more services on MyCampus. Payment and registration reminders are posted on the **Need to Know** section on the DC home tab. How to information and forms are on the DC How to/forms tab.

Orientation

Please visit our orientation website <https://durhamcollege.ca/orientation>, which will provide you with lots of great information on Start Strong activities, registration, IT services, PREP 1000 and campus related services.

Log In To MyCampus

1. Go to <http://www.durhamcollege.ca/mycampus>
2. Enter in your Username (your 9-digit student ID number) and 6-digit Password and click on Login.
 - **NOTE:** The first time you log in, your password will be your birth date, which must be entered as MMDDYY. If you experience an error with your password, please try your postal code with no spaces.

IMPORTANT: To prevent unauthorized access to your personal information, never share your student ID number or password. You are responsible for any activity that is carried out using your student ID and password.

Select Your Timetable and Register in Courses

1. For Timetable Selections, go to the **Helpful Links** column on the right side of the screen, under **Registration**, click on **"Timetable selection"**.
2. Select **"Timetable Selection"** a second time on the **Registration** page.
3. If required, on the **View Emergency Contacts** screen, click **"Update Emergency Contacts"** at the bottom of the page to update your emergency contact before you can proceed and select your timetable.
4. Select the term you are registering for and click **"Submit"**.
5. If the information on the contract page is correct, click **"Agree"**. Otherwise, click **"I Do Not Agree"** and call Enrolment Services at 905-721-3000.
6. A timetable selection page will appear. Each schedule option represents a different timetable, if applicable. You are able to view each timetable block by clicking on **"Show Me the Schedule"** before selecting your GNED course. Previewing the schedule does not mean you have registered into this timetable.
7. If your semester requires a GNED course, review the options below your timetable selections. GNED courses will only appear if they fit in your timetable. You may view your timetable selection again showing your GNED.
8. Once you have decided on a timetable, make sure it is selected and click **"Register"**.
9. The subjects you were successful in registering for will appear along with any errors that may have occurred at the bottom of the page (e.g. Prerequisite errors). If there is an error, you have not been registered into that subject. Click on the error message under **Status** to see a detailed description of what the error message means. Please call 905-721-3000 to correct these errors.
10. A pop-up box will show you what CRNs you have successfully registered for. Click **"OK"**. If you do not see this screen, you have not successfully registered.
11. Once you have registered in a timetable, no changes can be made until the **add/drop** course date. Please refer to the important academic dates for registration timelines.

Please Note: First year, semester one students should not make any changes to their timetable without first consulting with their student advisor.

View/Print Timetables

1. Select **"Student Schedule by Day & Time"** located under **'Registration'** of the Helpful Links column on the right side of the screen.
2. Enter the date (use the Monday of the first full week of classes) in the Go To box to view your entire timetable.
3. **Note: If your timetable is blank – You are NOT registered**

Print Course Outlines

1. Go to the **Helpful Links** column on the right side of the screen, under **Registration**, click on “**Course outlines**”.
2. Select the **Term** of the semester you require from the drop down menu.
3. Select the school of study (i.e., **School of Justice & Emergency Services**) from the drop down menu.
4. Please note GNEDs appear under the School of Interdisciplinary Studies.
5. Select “**Submit**”.
6. Locate the correct course number in the list.
 - a. If the right hand column indicates the outline is available, click the course title in blue to select it
7. Select “**View Course Outline**” for saving and printing.

Access Booklists

1. Once you have registered for your courses, you can view your required textbooks for the semester.
2. Select “**Books for Term**” located under '**Registration**' in the Helpful Links column on the right.
3. You will then need to re-enter your MyCampus login information to connect to the Campus Bookstore.
4. With the current term selected, click “**GO**”. A list of courses you are currently registered in will appear.
5. You will see "To see the book list for the semester, click here", and it will show you the list of textbooks required of the courses you are currently registered in.
6. You can purchase your books online at that point, or visit the Campus Bookstore in person in room A125 of the Oshawa Campus or at the Whitby Campus.

Get Your Student ID & UPASS

1. In person only: Campus ID office C128. (Or as advertised at the Whitby Campus during start-up).
2. Bring proof of registration (your timetable) along with one piece of valid Government produced photo ID.
3. Universal Transit Pass (UPASS) allows you access to any Durham Region Transit buses and some GO buses. More information detailing available routes can be found on the Durham College website under **Student Life → Campus Services → Transportation**

Purchase Your Locker or Get Your Parking Pass

1. Go to <http://durham.parkadmin.com/users/> to get your parking pass.
2. Go to <http://durhamlockers.parkadmin.com/users/> to purchase your locker.
3. Create account and follow steps depending on need.

How to Print a Verification of Enrolment Letter

Verifications of Enrolment (VOE) are available to be printed on MyCampus, under **Helpful Links – Student Records – Verification of Enrolment**.

Options available are:

- 1) **Program Enrolment** – This letter will show the program you are in, program length, and estimated graduation date and can be run at any time after you have paid for your program.
- 2) **Semester Enrolment** – This letter will show your current semester registration including the program name, length of program, enrolment status (eg. full-time vs. part-time) and the semester start and end dates. You can print this letter once you have paid and registered into your current semester.

If you print your VOE but the requestor will not accept this letter, please bring the letter to Enrolment Services and we will put the official Durham College stamp on it to confirm authenticity. There is no charge for this request.

Please note government issued verifications such as CPP and Service Canada requires Enrolment Services to complete the original document. This can only be completed once the first day of classes begin.

If you need to have an RESP or customized verification letter or form filled out, you may request this in person at Enrolment Services once you have registered into your program. Please note there is a \$6.00 charge for this service.

Please Note: Letters open in a new window, so if you have a pop-up blocker installed please temporarily disable to allow your letter to open.