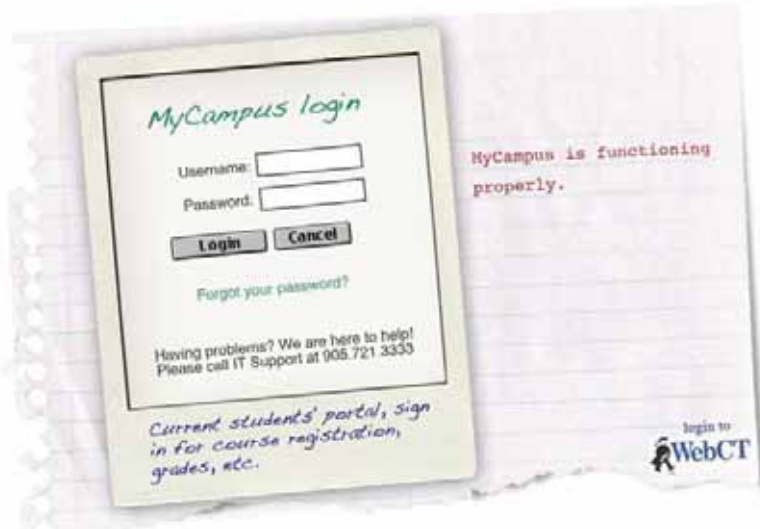
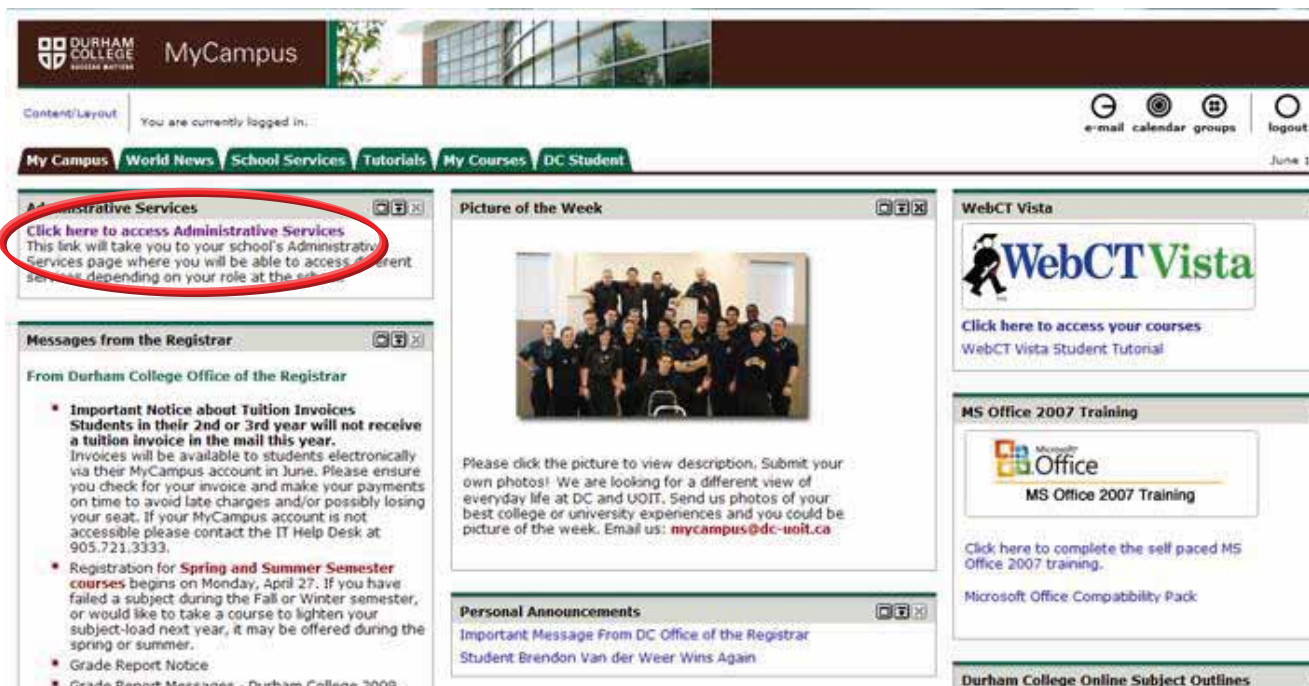


# HOW TO PRINT YOUR SCHEDULE AND COURSE OUTLINE

1. Log-in to your **MyCampus** account using your **student ID** and **password**.



2. Go to "Click here for Administrative Services"



### 3. Go to “Student Information – Durham College”

The screenshot shows the top navigation bar of the Durham College My Campus Tab. On the left, there is a "back to My Campus Tab" link. On the right, there are icons for "e-mail", "calendar", and "groups". Below the navigation bar, there are two menu items: "Personal Information" (with a sub-description: "Change your FPL/Password or account information; View your addresses, phone numbers, emergency contact information or name change information.") and "Student Information - Durham College" (with a sub-description: "Complete an application for admissions; Register for classes; Display your class schedule; View your holds; Display your grades & transcripts."). The "Student Information - Durham College" item is circled in red.

### 4. Click on “Registration”

The screenshot shows the "Student Services & Financial Aid" page. At the top, there is a "back to My Campus Tab" link and icons for "e-mail", "calendar", "groups", and "log out". Below the header, there is a list of service categories, each with a folder icon and a sub-description: "Paying Your Fees" (Payment options, payment methods, withdrawal and refund procedures, credit card payment, complete account summary and account summary by term), "Registration" (Check your registration status; Display your class schedule; Apply to graduate.), "Student Records" (View your holds; Display your grades and transcripts; Check your progress to graduation.), "Financial Aid" (Submit your Financial Profile; OSAP website.), and "Canadian Tax Forms" (View T2202A Form; View UPASS Form). The "Registration" item is circled in red. At the bottom left, it says "RELEASE: 7.3.3" and at the bottom right, it says "powered by SUNGARD HIGHER EDUCATION".

### 5. Next click on “Student Schedule by day and time”

The screenshot shows the "Registration" page. At the top, there is a "back to My Campus Tab" link and icons for "e-mail", "calendar", "groups", and "logout". Below the header, there is a list of registration options, each with a folder icon: "Select Term", "Add/Drop Classes", "Lock up Classes", "Student Schedule by Day & Time", "Student Detail Schedule", "Check Your Registration Status", "Timetable Selections", "Laptop Registration", "Personalized Exam Schedule", and "Application for Graduation". The "Student Schedule by Day & Time" item is circled in red. At the bottom left, it says "RELEASE: 7.3.3" and at the bottom right, it says "powered by SUNGARD HIGHER EDUCATION".

6. Type in "01/10/2011" and click "Submit".

Student Schedule by Day and Time: Jun 12, 2009 01:45 pm

back to My Campus Tab e-mail calendar groups logout help

Click to Print Schedule

Please note that by default, the first week of the semester is shown. In order to view your entire schedule you will need to type in the date for the **2nd Monday in September** for the fall and the **2nd Monday in January** for the winter in the Go to box. Then click Submit.

Schedules are subject to change without notice. While we make every effort to ensure that schedules are set prior to registration, there are times when changes are necessary. Please remember to re-print your schedule prior to starting classes.

Following is your schedule by day and time. Classes which are still not scheduled or that fall within a different date range than the normal term are listed at the bottom of the page.

Go to (MM/DD/YYYY): 01/10/2011 Submit

Your schedule will come up as shown.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am				SALE 1301-01 10776 Class 8:10 am-11:00 am L-WING L220	COMP 2335-01 10767 Class 8:10 am-10:00 am A-WING A320		
9am							
10am							
11am			ENG 2304-01 10772 Class 11:10 am-2:00 pm A-WING A318				
12pm		CRTK 2302-02 10769 Class 12:10 pm-3:00 pm L-WING L220					
1pm							
2pm							

7. Go to "Click to Print Schedule" in the top right corner of the screen.

Click to Print Schedule  
or the **2nd Monday in September**

8. Once you have printed your schedule click on “back to My Campus Tab” to return to the MyCampus main page.

back to My Campus Tab

Student Schedule by Day and Time: Jun 12, 2009 01:45 pm

Click to Print: Schedule

Please note that by default the first week of the semester is shown. In order to view your entire schedule you will need to type in the date for the **2nd Monday in September for the fall** and the **2nd Monday in January for the winter** in the Go to box. Then click Submit.

Schedules are subject to change without notice. While we make every effort to ensure that schedules are set prior to registration, there are times when changes are necessary. Please remember to re-print your schedule prior to starting classes.

Following is your schedule by day and time. Classes which are still not scheduled or that fall within a different date range than the normal term are listed at the bottom of the page.

Go to (MM/DD/YYYY): 01/10/2010 Submit

9. To print your course outlines, which you will need on your first day of classes, click on the “Online Subject Outlines” in the “Durham College Online Subject Outlines box.”

MyCampus

Content/Layout You are currently logged in.

My Campus World News School Services Tutorials My Courses DC Student

Administrative Services

Click here to access Administrative Services

Messages from the Registrar

From Durham College Office of the Registrar

Picture of the Week

WebCT Vista

Durham College Online Subject Outlines

Online Subject Outlines

10. A new window will open titled Online Course Outlines. Go to the “Select a term” drop down menu and select “DC Winter 2011”. Select your school from the “Select a school” drop down menu and then “Submit”.



Select a term: DC Winter 2011

Select a school: School of Media, Art & Design

Submit Close window

**Please Note:**

This site requires that you have Adobe Reader installed to view the course outlines.

Please click on the following icon to download and install the Reader



11. You will be taken to a page containing all of the course outlines available for your school.

[Return to Previous](#) | [Return to Main Page](#)



Term: DC Winter 2010 School: School of Media, Art & Design

Subject	Course	Course Title	Description	Outline
MEDI	2301	<a href="#">3D BASICS</a>	Available	Available
DESN	1308	<a href="#">3D DESIGN STUDIO</a>	Available	Available
MGMT	3304	<a href="#">ACCOUNT MANAGEMENT</a>	Available	Available
ACCT	2306	<a href="#">ACCOUNTING II</a>	Available	Available
COMP	2315	<a href="#">ADOBE ILLUSTRATOR (ADVERT.)</a>	Available	Available
DESN	3300	<a href="#">ADVERTISING DESIGN</a>	Available	Available
ANIM	3310	<a href="#">ANIMATING AND RIGGING I</a>	Available	Available
ANIM	5310	<a href="#">ANIMATING AND RIGGING III</a>	Available	Available
ANIM	3300	<a href="#">ANIMATING I</a>	Available	Available
ANIM	5300	<a href="#">ANIMATING III</a>	Available	Available
ANIM	1301	<a href="#">ANIMATION ARTS I</a>	Available	Available
MGMT	1321	<a href="#">ARTIST MANAGEMENT</a>	Available	Available
COMP	1394	<a href="#">AUDIO I</a>	Available	Available
MEDI	3301	<a href="#">AUDIO PRODUCTION</a>	Available	Available

12. Use the course codes contained in the schedule you printed earlier to find all of your course outlines. Ex. INTRO TO PUBLIC RELATIONS

DIR	2301	<a href="#">INTERACTIVE CONTENT DESIGN I</a>	Available	Available
DESN	1306	<a href="#">INTERFACE DESIGN I</a>	Available	Available
JOUR	1303	<a href="#">INTERVIEWING &amp; RESEARCH</a>	Available	Available
ADVT	1301	<a href="#">INTRO TO ADVERTISING</a>	Available	Available
COMP	1332	<a href="#">INTRO TO COMPUTER CONCEPTS</a>	Available	Available
COMP	1339	<a href="#">INTRO TO COMPUTERS AND WORD</a>	Available	Available
DIGI	1300	<a href="#">INTRO TO DIGITAL RESOURCES</a>	Available	Available
COMP	1340	<a href="#">INTRO TO MAC FOR PRE-MEDIA</a>	Available	Available
MKTG	1301	<a href="#">INTRO TO MARKETING</a>	Available	Available
JOUR	1301	<a href="#">INTRO TO NEWS WRITING</a>	Available	Available
PR	1301	<a href="#">INTRO TO PUBLIC RELATIONS</a>	Available	Available
DTP	1302	<a href="#">INTRO TO MACINUSE</a>	Available	Available
JOUR	1302	<a href="#">INTRODUCTION TO JOURNALISM</a>	Available	Available
ETHC	1302	<a href="#">ISSUES &amp; ETHICS IN SCIENCE</a>	Available	Available
DESN	1301	<a href="#">LAYOUT AND DESIGN I</a>	Available	Available
DESN	3320	<a href="#">LEVEL DESIGN I</a>	Available	Available
DESN	5320	<a href="#">LEVEL DESIGN II</a>	Available	Available
ENG	1304	<a href="#">LITERATURE</a>	Available	Available
MGMT	1304	<a href="#">LIVE SOUND REINFORCEMENT</a>	Available	Available
EDIT	2303	<a href="#">MAGAZINE DESIGN FOR P.R.</a>	Available	Available
WKSP	4309	<a href="#">MAGAZINE PUBLISHING WORKSHOP I</a>	Available	Available
MAGA	5300	<a href="#">MAGAZINE WRITING I</a>	Available	Available

13. All course outlines are available as Adobe PDF documents, shown below. You will need this program in order to open and save your course outlines. It is recommended that you print and save a copy of all course outlines for future reference.

