

## HOW TO PRINT YOUR SCHEDULE AND COURSE OUTLINE

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

**MYCAMPUS LOGIN CURRENT STUDENTS' PORTAL**

Username:

Password:

**SUBMIT**

Forgot your password? Locked account?  
[Click here](#) to reset your MyCampus/WebCT PIN.

Having problems? We're here to help! Please call IT Support at 905.721.3333 or [click here](#) to go to the Service Desk portal.

**INFORMATION:**

- MyCampus Supported Browsers
- What is my MyCampus Username and Pin/Password?
- Preview available courses
- Payment procedures
- Student guide to online registration
- Mobile Learning Program

**MYCAMPUS BULLETINS:**

- IT Service Desk and Computer Commons - Hours of Operation - Spring/Summer 2012

2. Go to “**Click here for Administrative Services**”

**DURHAM COLLEGE** MyCampus

Content/Layout You are currently logged in: [user info]

Navigation: My Campus | World News | School Services | **Tutorials** | My Courses | DC Student

**Administrative Services** (circled in red)  
[Click here to access Administrative Services](#)  
This link will take you to your school's Administrative Services page where you will be able to access different services depending on your role at the school.

**Messages from the Registrar**  
From Durham College Office of the Registrar

- Important Notice about Tuition Invoices**  
Students in their 2nd or 3rd year will not receive a tuition invoice in the mail this year. Invoices will be available to students electronically via their MyCampus account in June. Please ensure you check for your invoice and make your payments on time to avoid late charges and/or possibly losing your seat. If your MyCampus account is not accessible please contact the IT Help Desk at 905.721.3333.
- Registration for **Spring and Summer Semester courses** begins on Monday, April 27. If you have failed a subject during the Fall or Winter semester, or would like to take a course to lighten your subject-load next year, it may be offered during the spring or summer.
- Grade Report Notice
- Grade Report Meetings - Durham College 2008

**Picture of the Week**

Please click the picture to view description. Submit your own photos! We are looking for a different view of everyday life at DC and UOIT. Send us photos of your best college or university experiences and you could be picture of the week. Email us: [mycampus@dc-uoit.ca](mailto:mycampus@dc-uoit.ca)

**WebCT Vista**

[Click here to access your courses](#)  
WebCT Vista Student Tutorial

**MS Office 2007 Training**

MS Office 2007 Training

[Click here to complete the self paced MS Office 2007 training.](#)  
Microsoft Office Compatibility Pack

**Personal Announcements**

- Important Message From DC Office of the Registrar
- Student Brendon Van der Weer Wins Again

Durham College Online Subject Outlines

### 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. The navigation bar is identical to the previous screenshot. Below the header, there is a list of menu items: "Paying Your Fees" (with sub-description: "Payment options, payment methods, withdrawal and refund procedures, credit card payment, complete account summary and account summary by term"), "Registration" (with sub-description: "Check your registration status; Display your class schedule; Apply to graduate."), "Student Records" (with sub-description: "View your holds; Display your grades and transcripts; Check your progress to graduation."), "Financial Aid" (with sub-description: "Submit your Financial Profile; OSAP website."), and "Canadian Tax Forms" (with sub-description: "View T2202A Form; View UPASS Form"). The "Registration" item is circled in red. At the bottom left, it says "RELEASE: 7.3.3". 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. The navigation bar is identical to the previous screenshots. Below the header, there is a list of menu items: "Select Term", "Add/Drop Classes", "Lock up Classes", "Student Schedule by Day & Time" (circled in red), "Student Detail Schedule", "Check Your Registration Status", "Timetable Selections", "Laptop Registration", "Personalized Exam Schedule", and "Application for Graduation". At the bottom left, it says "RELEASE: 7.3.3". At the bottom right, it says "powered by SUNGARD HIGHER EDUCATION".

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

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

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.”

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.

