



DOUGLAS COLLEGE

How to Register for Courses

Step by Step Instructions to Registering Online

Winter 2021



Douglas International – dci@douglascollege.ca

Registration – Three Questions

- 1. When do I register?**
- 2. What courses do I register for?**
- 3. How do I register?**

Registration Process

1. Check your registration date & time

2. Find out which courses to register for
(Check program and courses webpage, check myPath, meet an Academic Advisor)

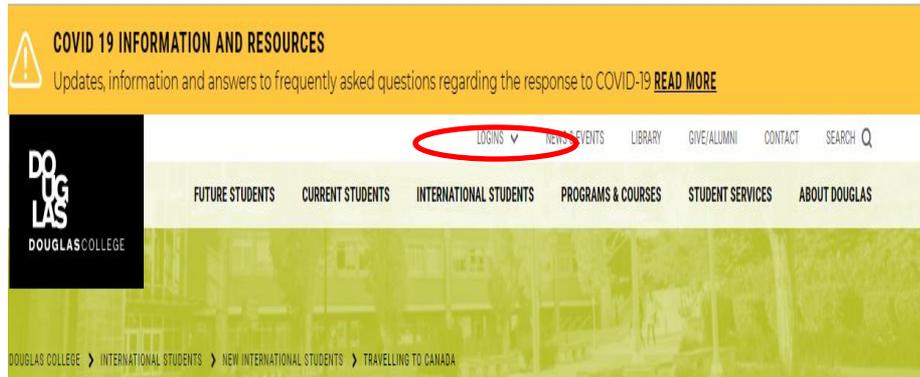
3. Create a draft schedule (Course Scheduling Tool)

4. Register on your date & time

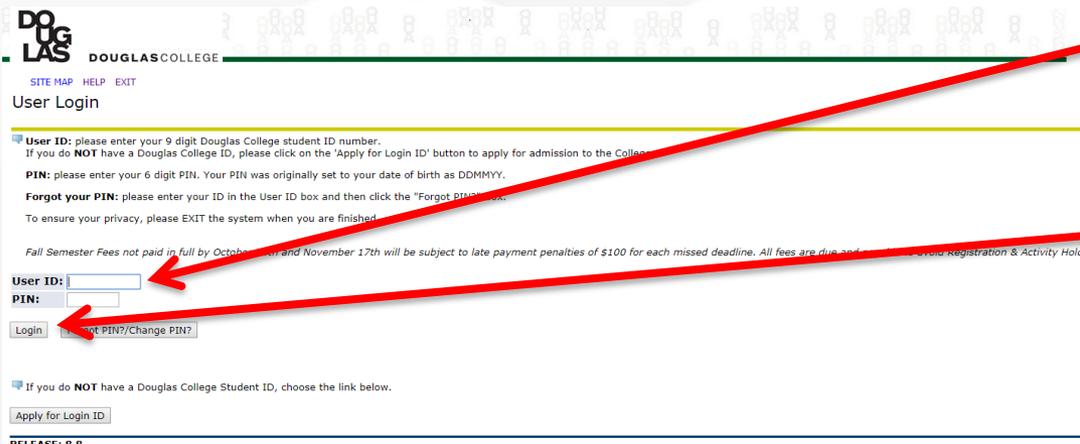
WHEN DO I REGISTER?



Step 1: Check your registration date & time



Enter:
User ID & PIN (default is
DOB: ddmmyy) *or*
(DDMMYYDouglas)



Click on “Login” (or reset
password option)

Step 1: Check your registration date and time



DOUGLAS COLLEGE

[RETURN TO HOME PAGE](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Main Menu for Credit

Last web access on Nov 06, 2017 at 02:06 pm

Registration

Add/drop classes, waitlisting, student schedule, tuition, payment and medical/dental Opt-Out

Student Records

View holds, final grades and unofficial transcript, order official transcript, account summary, T2202A Tax Forms, personalized booklist, print documents & letters

Personal Information

View or update your address, phone numbers, E-mail address, emergency contact information, PIN, view name change information, Elections and Surveys.

Financial Aid

View Financial Aid payments and enter applications (scholarships, awards, bursaries, and fee deferrals).

Appointment Schedule

Create and view appointments for the Learning Centre. View appointments with Academic Advising.

Assessment Tests

Book/cancel assessment tests, view schedule

myPath

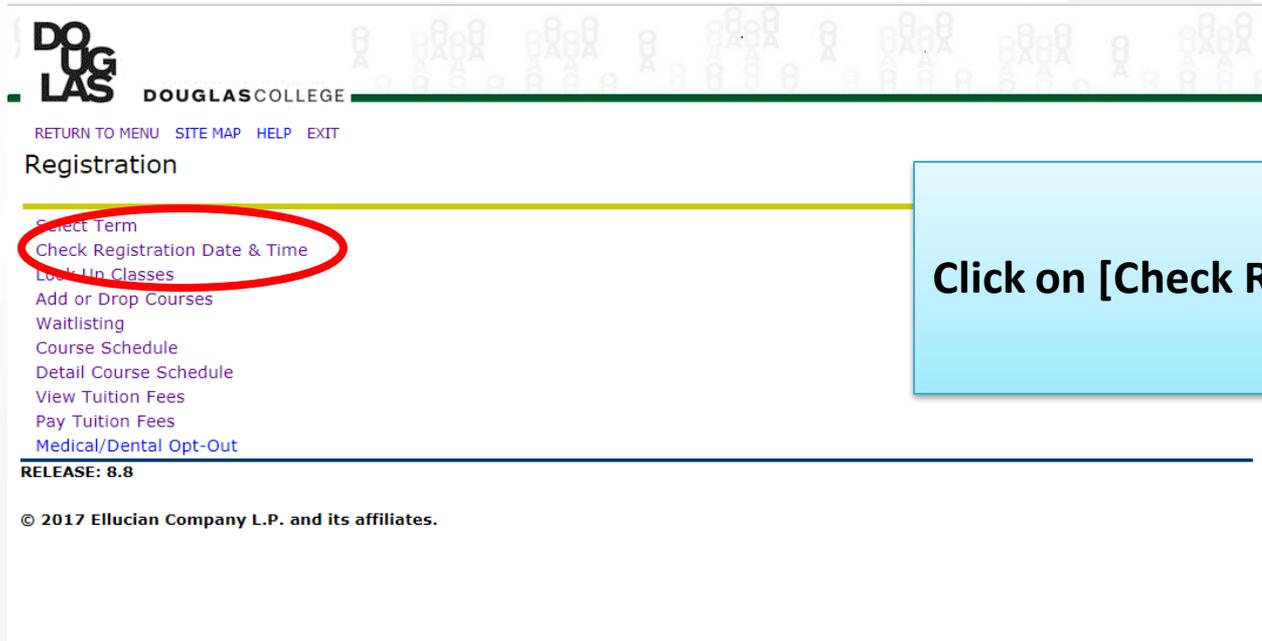
Degree Works login

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Click on [Registration]

Step 1: Check your registration date & time

A screenshot of the Douglas College website's registration page. The page header includes the Douglas College logo and navigation links: 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Registration'. A list of menu items is displayed, with 'Check Registration Date & Time' circled in red. Other items include 'Select Term', 'Look Up Classes', 'Add or Drop Courses', 'Waitlisting', 'Course Schedule', 'Detail Course Schedule', 'View Tuition Fees', 'Pay Tuition Fees', and 'Medical/Dental Opt-Out'. At the bottom, it says 'RELEASE: 8.8' and '© 2017 Ellucian Company L.P. and its affiliates.'

DOUGLAS DOUGLAS COLLEGE

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Registration

- Select Term
- Check Registration Date & Time**
- Look Up Classes
- Add or Drop Courses
- Waitlisting
- Course Schedule
- Detail Course Schedule
- View Tuition Fees
- Pay Tuition Fees
- Medical/Dental Opt-Out

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Click on [Check Registration Date & Time]

Step 1: Check your registration date & time

Select Term

Credit Students: Please choose from semesters described by a term and a year (eg. Winter 2008).

Continuing Education Students: Please choose from semesters described by a month range and a year (eg. January to April 2008).

Select a Term:

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Select "Summer 2021"
and then click on
[Submit]

- Have you found your registration date & time?
- Please note: If you do not have a registration time or if it says you don't have a "time ticket", you have to contact the Registrar's Office to get a registration time before you can register in any courses.

Note: The registration system will not allow you to register for courses until your allotted time

Step 1: Check your registration date & time



Registration Date	Registration Time
-------------------	-------------------

Jul 07, 2020	09:00 am
--------------	----------

- ✓ You have no Holds which prevent registration.
- ✓ Your Academic Standing permits registration.
- ✓ Your Student Status permits registration.

WHAT COURSES DO I REGISTER FOR?

Step 2: Find out your program requirements



- **[Programs & Courses]**
- **Go to your program page** (i.e.: PDDIBM; DPC SIS, Assc. Arts – Psych)
- **myPath**
- **Academic Advising**

[SITE MAP](#) [HELP](#) [EXIT](#)

Main Menu

Registration

Check registration date & time, add/drop classes, waitlisting, student s

Student Records

View holds, final grades, unofficial transcript, order official transcript, s

Personal Information

View or update your address, phone numbers, E-mail address, emerge

Employee Information

View your pay information, leave balances, benefits and deductions, or

Financial Aid

List awards won and apply for scholarships, awards, bursaries, award

Appointment Schedule

Create and view appointments with advisors.

myPath

Login



HOW DO I REGISTER?



Step 3: Create a draft schedule

<https://www.douglascollege.ca/current-students/enrolment-services/course-scheduling-tool>



HELP EXIT

Select Term

To view course availability please start by selecting your term of choice.

Select Term:

This service is provided to the public for information and to students to assist in pre-planning for registration. **This is a working sheet only. Selections made to this working sheet do not register you in a course. If you are not accessing the working sheet from within the secure Registration Site, you must log in to register in courses.**

This course schedule is published for informational purposes only and does not constitute a contract between the College and the student. The College expressly reserves the right to change the content and cost of any course or program for any reason and to re-schedule, change instructors, suspend or terminate any course or program without liability for any resulting loss or damage.

Please contact an Academic Advisor if you need help with course planning.

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Step 3: Create a draft schedule



Select "Summer 2021"

Select Term

To view course availability please start by selecting your term of choice.

Select Term: **Summer 2021**

This service is provided to the public for information and to students to assist in pre-planning for registration. **This is a working sheet only. course.** If you are not accessing the working sheet from within the secure Registration Site, you must log in to register in courses.

This course schedule is published for informational purposes only and does not constitute a contract between the College and change the content and cost of any course or program for any reason and to re-schedule, change instructors, suspend or terminate or damage.

Please contact an Academic Advisor if you need help with course planning.

Continue

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- **Please note:** Classes are sometimes added, changed or cancelled without warning, so don't rely on the printed schedule.

Step 3: Create a draft schedule

Enter search fields

Define your course search by choosing from options below.
Press 'Control' + click to choose multiple criteria from the same category.

Associated Term: Winter 2020

Fee Type: To provide an estimate of course tuition and fees please indicate whether you are a Domestic or International student.

B.C. Resident
International Students

Subject: Select one or more course subjects.

All Subjects
Accounting (ACCT)
Anthropology (ANTH)
Astronomy (ASTR)
Biology (BIOL)
Business (BUSN)
Career Employment Preparation (CAEP)

Number: Define your search, if desired, by entering all or part of a course number. No wildcard is needed.

1110

Campus: Define search, if desired, by selecting a campus.

All Campuses
Coquitlam Campus
New Westminster Campus

Session Type: Define your search, if desired, by online only, in person and online, day, evening or weekend sessions.

All Sessions
Day Session
Evening Session

Days: For a full listing, leave all days ticked. Selecting one or more days will return courses scheduled on all indicated days.

Mon Tue Wed Thu Fri Sat Sun

Instructor: Define search by selecting one or more instructors.

All Instructors
Abbasi, Reza
Abid, Shahima
Aboofazeli, Mohammad
Addison-Jones, Brenda

Sections with available seats only?:

To select a different semester, press the Return to Term button.

Search Worksheet Reset Return to Term

RELEASE: 8.6.2

Select "International Student"

Select your subject
(ELLA students:
Choose English Language Learning
and Acquisition: ELLA)

Select other categories as
needed and then click on
[Search]

Step 3: Create a draft schedule

Each course has a 5 digit number, which is the **Course Reference Number (CRN)**

Associated Term: Fall 2020

Select	CRN	Subject	Credits	Title	Max.	Enr.	Rem						
<input type="checkbox"/>	32583	MARK 1120 002	3	Introductory Marketing	35	20	15						
	Days:	Mon Wed	Time:	14:30 - 16:20	Building:	Room:	Section Notes: This course will include synchronous on-line activities. Students should plan to be available on-line at scheduled course times. Access to computer with reliable internet, webcam and speakers/mic or headset will be required						
<input type="checkbox"/>	32377	MARK 1120 003	3	Introductory Marketing	35	20	15	0	Open	08-SEP-2020 to 07-DEC-2020	0	Benny Hakak	Yes
	Days:	Mon Wed	Time:	14:30 - 16:20	Building:	Room:	Section Notes: This course will include synchronous on-line activities. Students should plan to be available on-line at scheduled course times. Access to computer with reliable internet, webcam and speakers/mic or headset will be required						
<input type="checkbox"/>	33125	MARK 1120 004	3	Introductory Marketing	35	19	16	0	Open	08-SEP-2020 to 07-DEC-2020	0	Douglas Beech	Yes
	Days:	Mon Wed	Time:	16:30 - 18:20	Building:	Room:	Section Notes: This course will include synchronous on-line activities. Students should plan to be available on-line at scheduled course times. Access to computer with reliable internet, webcam and speakers/mic or headset will be required						
<input type="checkbox"/>	32395	MARK 1120 005	3	Introductory Marketing	35	19	16	0	Open	08-SEP-2020 to 07-DEC-2020	0	Benny Hakak	Yes
	Days:	Mon Wed	Time:	16:30 - 18:20	Building:	Room:	Section Notes: This course will include synchronous on-line activities. Students should plan to be available on-line at scheduled course times. Access to computer with reliable internet, webcam and speakers/mic or headset will be required						

- To choose your section:
1. click on the check box
 2. click on [Worksheet]

To select a different semester, press the **Return to Term** button.

Worksheet

Return to Search

Return to Term

Step 3: Create a draft schedule - Worksheet



TO REGISTER:

If you are not accessing the Worksheet from within the secure **Student myAccount** you must **log in** to register in courses.

Associated Term: Fall 2020

Remove CRN	Subject	Title	Credits	Tuition Fee	Registration Fee	Other Fees	Total Fees	Campus Name	
<input type="checkbox"/>	32377	MARK 1120 003	Introductory Marketing	3.00	\$323.40	\$35.30	\$81.73	\$440.43	Off Campus

U-Pass fee will apply if enrolled in a minimum of 3 credits (few exceptions apply).

Please refer to the **Tuition Fee Schedule** for a detailed listing of fees.

Only courses scheduled on the week identified below will appear in the fo

Course conflicts will appear in orange.

For the week starting:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
02:30 pm MARK 1120 003		MARK 1120 003			
03:00 pm MARK 1120 003		MARK 1120 003			
03:30 pm MARK 1120 ---		MARK 1120 003			
04:00 pm MARK 1120 003		MARK 1120 003			

To select a different semester, press the **Return to Term** button.

- This is the timetable where you can see if the courses and sections you selected will **conflict** (most all classes are “Off Campus” aka online).
- Make sure to select – 2nd week of classes
- To continue adding courses, click on [Return to Search].
- Take notes/screenshots/pictures of the CRN of each course you choose.

Step 4: Register for your courses - myAccount

RETURN TO MENU SITE MAP HELP EXIT

Registration

- Select Term
- Check Registration Date & Time
- Look Up Classes
- Add, Drop or Waitlist Courses**
- Drop and Waitlist options cannot be used for CE courses
- Course Schedule
- Detail Course Schedule
- View Tuition Fees
- Pay Tuition Fees
- Medical/Dental Opt-Out
- Registration History

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Click on [Add, Drop or Waitlist Courses]

College

Add or Drop Courses

RETURN TO MENU 300103:

To add a class, enter the Course ID in the pull-down list.

* Click the Submit Changes button below to process all adds and drops. Please view your Current Schedule submitting to verify that your current registration is accurate and correct.

Click the Update Fee button below to process all fee updates. Update fees are not required in full by the deadline.

Add Classes Worksheet

CRNs

<input type="text"/>									
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Click the Submit Changes button below to process all adds and drops. Please view your Current Schedule submitting to verify that your current registration is accurate and correct.

Submit Changes Class Search Reset Update Fees

If you already know the CRNs of your courses, type in the CRNs in each box and click [Submit Changes]

Step 4: Register for your courses – myAccount



DOUGLAS COLLEGE

RETURN TO MENU SITE MAP HELP EXIT

Registration

- Select Term
- Check Registration Date & Time
- Look Up Classes**
- Add, Drop or Waitlist Courses
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- Registration History

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If you don't know the CRNs, Click on [Look Up Classes]

This will take you to the Course Scheduling Tool that has an option to register at the end.

Associated Term: Fall 2018

Remove	CRN	Subject	Title	Credits	Tuition Fee	Registration Fee	Other Fees	Total Fees	Campus Name
<input type="checkbox"/>	32354	ACCT 1110 004	Principles of Accounting I	3.00	\$0.00	\$17.00	\$1,786.18	\$1,803.18	New Westminster Campus
<input type="checkbox"/>	32505	BUSN 1200 002	Fundamentals of Business	3.00	\$0.00	\$17.00	\$1,786.18	\$1,803.18	New Westminster Campus
Totals:				6.00	\$0.00	\$34.00	\$3,572.36	\$3,606.36	

U-Pass fee will apply if enrolled in a minimum of 3 credits (few exceptions apply).
Please refer to the **Tuition Fee Schedule** for a detailed listing of fees.
Only courses scheduled on the week identified below will appear in the following table.

Course conflicts will appear in orange.

For the week starting: September 03, 2018

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
08:30 am			BUSN 1200 002		BUSN 1200 002		
09:00 am			BUSN 1200 002		BUSN 1200 002		
09:30 am			BUSN 1200 002		BUSN 1200 002		
10:00 am			BUSN 1200 002		BUSN 1200 002		
10:30 am		ACCT 1110 004		ACCT 1110 004			
11:00 am		ACCT 1110 004		ACCT 1110 004			
11:30 am		ACCT 1110 004		ACCT 1110 004			
12:00 pm		ACCT 1110 004		ACCT 1110 004			

To select a different semester, press the **Return to Term** button.

Update Worksheet Delete all Courses Return to Search Return to Term **Register**

Step 4: Register for your courses

Add, Drop or Waitlist for Courses

To add a course, enter the Course Reference Number (CRN) in the Add or Waitlist Courses section. Offers will expire after 23 hours, so it is important that students check this section daily.

* Click the Submit Changes button below to process all registration changes

IMPORTANT: When registering, viewing courses or verifying your waitlist position on mobile devices, you may be viewing out of date, archived information and you WILL miss your waitlist offer.

Click the Update Fee button below to review your account balance.

2nd Summer 2018 FEE PAYMENT DEADLINE: **May 22** for courses that are added from April 2018. Students who do not drop unwanted courses using the on-line registration system. Students who do not drop unwanted courses will be charged for the course.

All fees are due and payable to avoid Registration & Activity Holds and Late Payment Penalties.

Add or Waitlist Courses

CRNs

32354	32505						
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The CRNs for the courses you selected will automatically appear in the boxes

Submit Changes

Click on [Submit Change] to register.

Step 7: Register for your courses

Add, Drop or Waitlist for Courses

To add a course, enter the Course Reference Number (CRN) in the Add or Waitlist Courses section. Offers will expire after 23 hours, so it is important that students check this section daily.

* Click the **Submit Changes** button below to process all registration changes

IMPORTANT: When registering, viewing courses or verifying your waitlist position on mobile devices you may be viewing out of date, archived information and you **WILL** miss your waitlist offer.

Click the **Update Fee** button below to review your account balance.

2nd Summer 2018 FEE PAYMENT DEADLINE: **May 22** for courses that are added from April 2018. Students who do not drop unwanted courses using the on-line registration system.

All fees are due and payable to avoid Registration & Activity Holds and Late Payment Penalties.

Add or Waitlist Courses

CRNs

<input type="text" value="32354"/>	<input type="text" value="32505"/>	<input type="text"/>					
------------------------------------	------------------------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Add the CRNs for the courses you selected in the boxes

Submit Changes

Click on [Submit Change] to register.

Confirm registration

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Nov 24, 2009	None	12061	PSYC	1100	001	Undergraduate	3.000	Normal	Grading Mode	An Intro to Psychology I
Registered on Nov 24, 2009	None	12405	PHIL	1101	001	Undergraduate	3.000	Normal	Grading Mode	Critical Thinking
Registered on Dec 19, 2009	None	13660	MODL	1101	002	Undergraduate	3.000	Normal	Grading Mode	Basic French I
Registered on Jan 02, 2010	None	13360	MODL	1101	L05	Undergraduate	0.000	Normal	Grading Mode	Basic French I

Total Credit Hours: 9.000
Billing Hours: 9.000
Minimum Hours: 0.000
Maximum Hours: 17.500
Date: Jan 22, 2010 10:46 am

Add Classes Worksheet

CRNs

Click the Submit Changes button below to process all adds and drops. Please view your Current Schedule after submitting to verify that your current registration is accurate and correct.

This is where your classes will be displayed if you have been successfully registered in them.

Click on [Update Fees] to see your total tuition fees.

Possible registration statuses

1. **“Registered”**
→ Success!
2. **“Pre-req in progress”**
→ Got a seat for now. Watch for your final grades.
3. **“Pre-req not met”**
→ Sorry, you have not met the requirement(s) to register for this course .
4. **“Class full”**
→ You can put yourself on the waitlist.

- If you tried registering for a course that is full, “Registration Add Error” will appear if the course/section is full. Use the [Action drop-down] menu, select “Waitlist” and click [Submit Changes] to waitlist for the course.

Steps to Waitlist

Add, Drop or Waitlist for Courses

To add a course, enter the Course Reference Number (CRN) in the Add or Waitlist Courses section below. To waitlist or drop a course, use the option available in the Action pull-down list and submit changes. Waitlist offers will expire after 24 hours, so it is important that students check this page each day for updated information.

* Click the **Submit Changes** button below to process all registration changes

IMPORTANT: When registering, viewing courses or verifying your waitlist position on mobile devices, it is important to log out of your myAccount and clear your browsing cache/data after each session. If you fail to **out of date**, **archived** information and you **WILL** miss your waitlist offer.

Click the **Update Fee** button below to review your account balance.

Winter Semester Fees not paid in full by February 22nd and March 22nd will be subject to late payment penalties of \$100 for each missed deadline. All fees are due and payable to avoid Registration & Activity Hold

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title	Waitlist
Registered on Apr 26, 2018	None	22019	ANTH	1100	001	Undergraduate	3.000	Normal	Grading	Mode Intro Social & Cultural Anth	

Total Credit Hours: 3.000

Billing Hours: 3.000

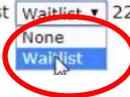
Minimum Hours: 0.000

Maximum Hours: 17.500

Date: Apr 26, 2018 09:12 am

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title	Waitlist
Open seats are reserved for waitlisted students, please add yourself to the waitlist	Waitlist	22052	PSYC	1100	004	Undergraduate	3.000	Normal	Grading	Mode An Intro to Psychology I	



- To waitlist for a class, you must choose 'Waitlist' from the Action drop down menu.
- You must then click on the **“Submit Changes”** button to complete the waitlist process.

Steps to Waitlist



Check your course schedule

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title	Waitlist
Registered on Apr 26, 2018	None ▾	22019	ANTH	1100	001	Undergraduate	3.000	Normal	Grading Mode	Intro Social & Cultural Anth	
Waitlist on Apr 26, 2018	None ▾	22052	PSYC	1100	004	Undergraduate	0.000	Normal	Grading Mode	An Intro to Psychology I	

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 17.500
Date: Apr 26, 2018 09:14 am

If you have successfully waitlisted, the class will show up in your current schedule

How do I check my wait list position?

Checking Your Position on the Waitlist

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Registration

[Select Term](#)

[Check Registration Date & Time](#)

[Look Up Classes](#)

[Add, Drop or Waitlist Courses](#)

Drop and Waitlist options cannot be used for CE courses

[Course Schedule](#)

[Detail Course Schedule](#)

[View Tuition Fees](#)

[Pay Tuition Fees](#)

[Medical/Dental Opt-Out](#)

[Registration History](#)

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Click on **“Detail Course Schedule”** from the Registration Menu.



Checking Your Position on the Waitlist

“Detail Course Schedule” Menu

[RETURN TO M](#)

Student Detail Schedule for

Total Credit Hours: 3.000

Total Credit Hours: 3.000

Systems Analysis & Design - CSIS 2200 - 004

Associated Term: Summer 2019
CRN: 23258
Status: **Registered** on Mar 12, 2019
Assigned Instructor: Noman Saleem , Simhadri R. Manabala 
Grade Mode: Normal Grading Mode
Credits: 3.000
Level: Undergraduate
Campus: New Westminster Campus

This is where you would normally see your waitlist position



Scheduled Meeting Times

Type Time	Days Where	Date Range	Schedule Type	Instructors	Waitlist #
Class 3:30 pm - 6:20 pm R	New Westminster - North Bldg. N5107	May 06, 2019 - Aug 07, 2019	Lecture/Seminar	Noman Saleem (P)  , Simhadri 	

Accepting a Waitlist Offer

“Add, Drop or Waitlist Courses” Menu

- Check if you have received an offer
- Accept the offer

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title	Waitlist
Registered on Apr 26, 2018	None	22019	ANTH	1100	001	Undergraduate	3.000	Normal	Grading Mode	Intro Social & Cultural Anth	
Waitlist on Apr 26, 2018	**Registered** None Drop **Registered**	22052	PSYC	1100	004	Undergraduate	0.000	Normal	Grading Mode	An Intro to Psychology I	Offer

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 17.500
Date: Apr 26, 2018 09:26 am

- Once you receive an offer, select ****Registered**** from the Action drop down menu
- Click the **“Submit Changes”** button at the bottom of the page to complete the registration process.

Accepting a Waitlist Offer

Important Tips

- Make sure to check the waitlist **everyday** during registration (Offers are sent at **12:30pm** each day).
- Emails may not be sent automatically with offers
- You must accept within **23 hours** of being offered the seat.
- If you don't accept an offer in the time allowed, you will be removed from the waitlist and you will have to re-register to get back on the [waitlist](#).
- During late registration (first two weeks of semester), offers are sent **immediately** if they are given from your instructors.

Important Waitlist Information

- You may put yourself on the waitlist for up to **10 courses/sections**.
- You will automatically be dropped from the waitlist for any other sections of the same course you register.
- If you accept an offer after the payment deadline, payment should be made in the next business day.
- When you put yourself on the waitlist, **the registration system does not check for time conflicts**. You are responsible for scheduling a conflict-free timetable.
- “If you have not received an offer to register for any classes you are waitlisted for, plan to attend the first class of the semester to see if the instructor will accept you into their class. Please respect that the instructors have the right to decide how many additional students they will let into their classes.”
- First class is a **MUST** (You may lose the seat if missing the 1st class)
- Possible Time Conflict (NW/DL - about 45 mins. transit; NW/AOT - 5 mins. walk)

How to pay your tuition fees

Please pay all fees to Douglas College in Canadian funds.

We accept the following:

- Credit cards (VISA or Master Card) (pay online via myAccount)
- Flywire (Online)
- No Cash Payments

Need help?

- Issues with MyAccount? Call **604 527 5400**
- Check your MyAccount to make sure there are no issues
- Course planning: dciadvising@douglascollege.ca
 - Daily zoom sessions by DCI and RO
 - Need to change program? Contact us ASAP
 - <https://www.douglascollege.ca/current-students/advising-services/advising-services>
 - <https://www.douglascollege.ca/international-students/current-international-students/advising-services>

- Watch a Recording
 - <https://www.douglascollege.ca/international-students/current-international-students/international-student-workshops>

- Come to drop in!
 - <https://www.douglascollege.ca/international-students/current-international-students/advising-services>

Questions?





DOUGLAS COLLEGE

THANK YOU

douglascollege.ca

