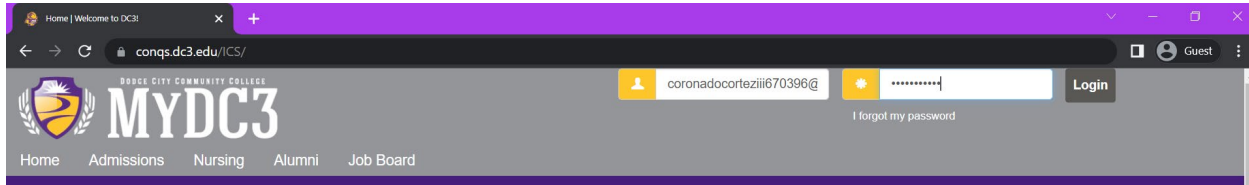


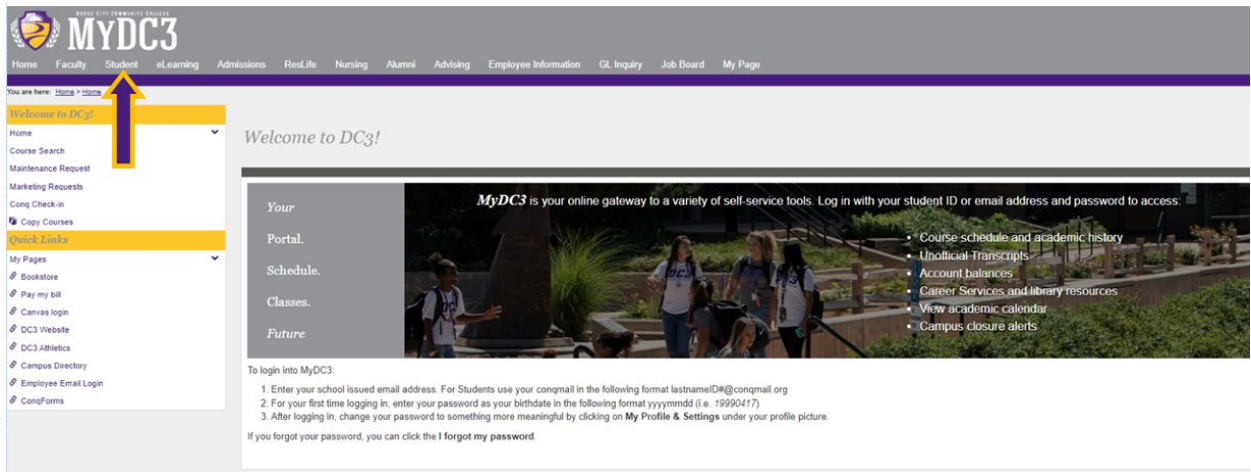
MyDC3 Online Enrollment

1. After reviewing your personalized Advising Worksheet and/or visiting with your advisor to confirm which classes you need to enroll in, log in to your [MyDC3](#) portal using your ConqMail email address and password.

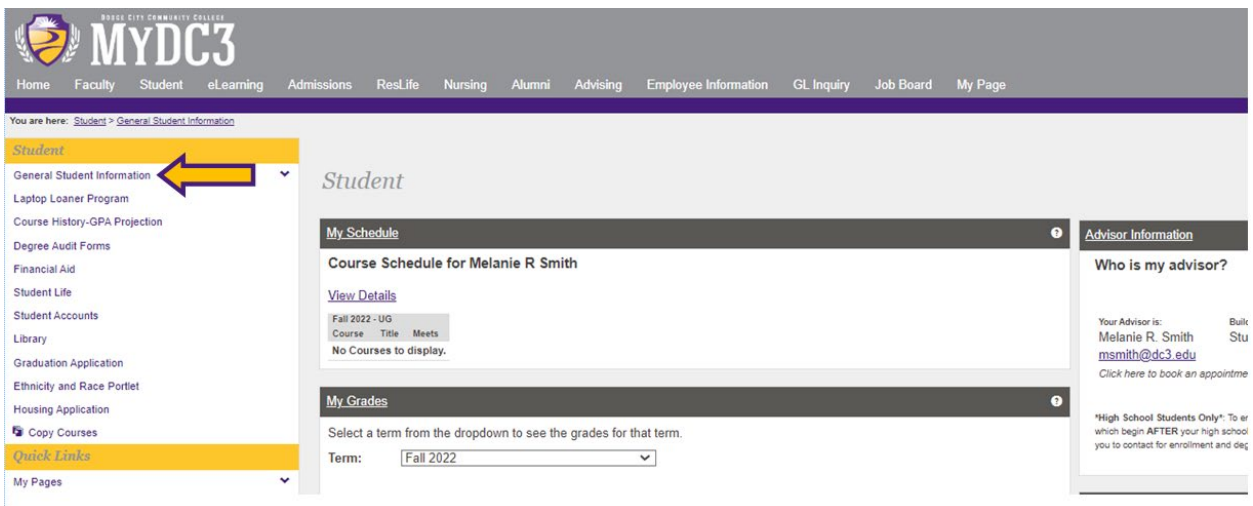


- If you have forgotten or do not have a password, click “I forgot my password”. Reset instructions will then be sent to your **ConqMail** email address.

2. Click on the “Student” tab in the gray header area.

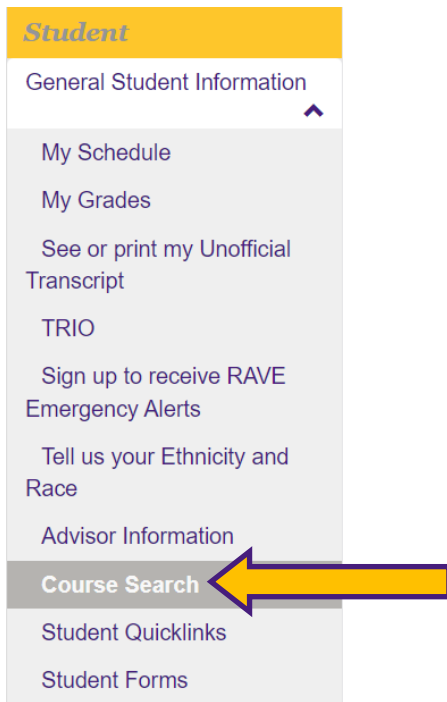


3. Click “General Student Information” on the left side

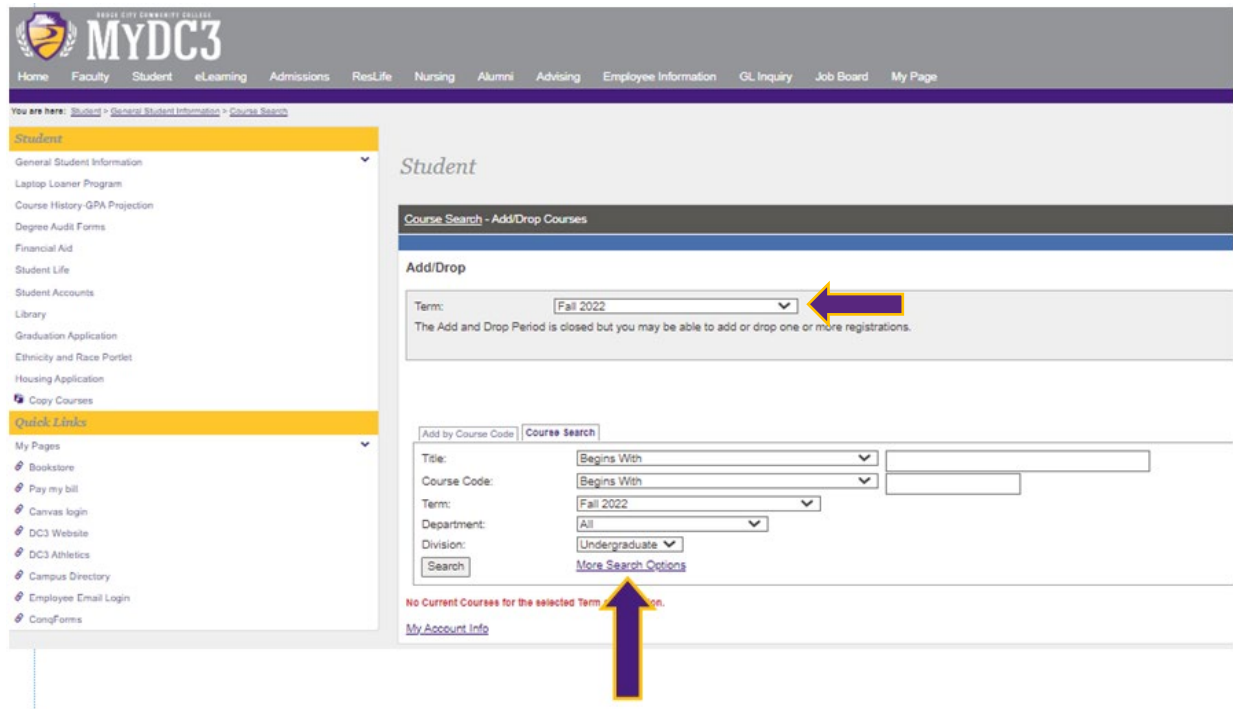


MyDC3 Online Enrollment

4. Choose "Course Search" from the drop-down menu



5. Click More Search Options: Make sure you have your desired semester selected



MyDC3 Online Enrollment

- Choose the Term (semester) you are looking to enroll in from the Add/Drop section. If you know which class you are looking for, enter the department or available information you have available in the search parameters, then click “Search” at the bottom. Otherwise, just clicking “Search” at the bottom will populate all courses listed for the selected semester.

The screenshot displays the MyDC3 website interface. The top navigation bar includes links for Home, Faculty, Student, eLearning, Admissions, ResLife, Nursing, Alumni, Advising, Employee Information, GL Inquiry, and Job E. The breadcrumb trail indicates the user is in the 'Student' section, navigating through 'General Student Information' and 'Course Search' to the 'Add/Drop' section.

The left sidebar contains a 'Student' menu with options like General Student Information, Laptop Loaner Program, Course History-GPA Projection, Degree Audit Forms, Financial Aid, Student Life, Student Accounts, Library, Graduation Application, Ethnicity and Race Portlet, Housing Application, Copy Courses, and Quick Links. The Quick Links section includes My Pages, Bookstore, Pay my bill, Canvas login, DC3 Website, DC3 Athletics, Campus Directory, Employee Email Login, and ConqForms.

The main content area is titled 'Student' and contains a 'Course Search - Course Search' form. The form includes the following fields and options:

- Term:** A dropdown menu set to 'Fall 2022', highlighted with a blue arrow.
- Department:** A dropdown menu set to 'Mathematics', highlighted with a blue arrow.
- Course Number Range:** Two dropdown menus for 'to' and 'from' values.
- Title:** A text input field with a 'Begins With' dropdown menu.
- Course Code:** A text input field with a 'Begins With' dropdown menu.
- Division:** A dropdown menu set to 'Undergraduate'.
- Meeting Type:** A dropdown menu set to 'All'.
- Time:** Two dropdown menus for 'To' and 'From' values.
- Meets on any day(s):** A radio button that is selected.
- Meets only on the selected days:** A radio button that is unselected, with checkboxes for Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday.
- Faculty:** A dropdown menu set to 'All'.
- Campus:** A dropdown menu set to 'All'.
- Building:** A dropdown menu set to 'All'.
- Section Status:** A dropdown menu set to 'Open', highlighted with a blue arrow.
- Min/Max Hours:** Two text input fields for 'to' and 'from' values.
- Search and Reset buttons:** Located at the bottom of the form.

MyDC3 Online Enrollment

- You will be able to view the Course Code, Course Name, Faculty, Available Seats, Enrollment Status, Course Schedule, Credits, and Begin and End Dates.
- Once you have decided on classes to enroll in, select the check box in the Add column to the left, and click “Add Courses”.

Add	Textbooks	Course code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
<input type="checkbox"/>		SOC 203 1301	Sociology of Families	Lloyd, Karen	0/30	Full	Online class; Online Courses (DC3)	3.00	10/17/2022	12/15/2022
<input type="checkbox"/>		SP 106 1307	Public Speaking	Copeland, Kasey L	16/20	Open	Online class; Online Courses (DC3)	3.00	10/17/2022	12/15/2022
<input checked="" type="checkbox"/>		SPAD 101 1001	Intro to Sports Administration	Cardoza-Oquendo, Carlos Esteban	22/25	Open	TR 6:30 PM-9:15 PM; Main Campus, Science & Math, SM 207	3.00	10/17/2022	12/15/2022
<input type="checkbox"/>		SPAD 201 1301	Sport Facilities Management	Werremeyer, Nathan	2/25	Open	Online class; Online Courses (DC3)	3.00	10/17/2022	12/15/2022

Add Courses

[<-- Previous page](#) [AR - EN](#) | [EN - SO](#) | [SO - SP](#)

- If there is an issue with your classes such as overlapping times, you may receive an error message like this: and will need to choose a different course section that has a time that does not conflict.

We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (if available).

ELEC 120 1002	Error:	Time Conflict with ELEC-140-1002 Note: Approval Required: This course requires Advisor's approval before it can be confirmed. Unless it is approved by 10/13/2022 10:43 AM, it will be dropped.	OK
ELEC 140 1002	Error:	Time Conflict with ELEC-120-1002 Note: Approval Required: This course requires Advisor's approval before it can be confirmed. Unless it is approved by 10/13/2022 10:43 AM, it will be dropped.	OK

Clear All Alerts

- If the class you chose has a pre-requisite or test score required for enrollment, you may receive an error message like this: and will need to click “Clear All Alerts” & contact an advising specialist for further assistance.

✖ Courses Not Yet Registered

We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (if available).

MATH 120 1001	Course Info:	MTWRF 11:30 AM-12:20 PM
Error:	A prerequisite for this course has not been met. Note: This course does not contribute to the academic program and will not count towards the financial aid enrollment status. It may impact the financial aid award.	
Resolution:	You are missing a requisite for this course or are otherwise unable to register for it. You can use the Course Search to search for a different course.	

Clear All Alerts

MyDC3 Online Enrollment

11. Once you are done creating your schedule, you can then view and print your schedule from the Student tab – My Schedule – View Details. You will also be able to link to the bookstore website to see if you will need any physical textbooks or lab materials.

The screenshot shows the MyDC3 Student portal interface. The top navigation bar includes links for Home, Student, Admissions, ResLife, Nursing, Alumni, Job Board, and My Page. The main content area is titled 'Student' and contains several sections:

- My Schedule:** A section with a 'Course Schedule for' link and a 'View Details' link, both highlighted with yellow arrows. Below these links is a table of courses for Fall 2022:

Course	Title	Meets
ART 101 1001	Art Appreciation	MWF -8:30 - 9:20 AM
BUS 247 1001	Personal Finance	MF -9:30 - 10:20 AM W -9:30 - 10:20 AM
CS 101 1303	Computer Concepts and Applications	Online class -
HLTH 101 1301	First Aid	Online class -

- My Grades:** A section with a dropdown menu for 'Term' set to 'Fall 2022' and links for 'View Final Grade Report' and 'View Midterm Grade Report'.
- See or print my Unofficial Transcript:** A section with a link to 'View Unofficial Transcript' and a 'Division: Undergraduate' label.
- IRIQ:** A section at the bottom of the main content area.
- Advisor Information:** A section titled 'Who is my advisor?' with contact information for Olivia De La Torre (Building: Student Union, Room: 208, Phone: 620-227-9372, Email: odelatorre@dc3.edu).
- Course Search:** A section with an 'Add/Drop' button and a search bar.
- Your Schedule:** A table showing the current schedule:

Course	Title	Status
ART 101 1001	Art Appreciation	Current

CONGRATULATIONS!! You are now enrolled for your courses at DCCC!

What's next you ask?.....See Next Page

MyDC3 Online Enrollment

Tips for SUCCESS!!!

- a. Make certain you can log into your **CANVAS** portal ON or BEFORE the day classes begin. **CANVAS** is the online portal where each of your classes will have the syllabus, weekly assignments, grades, discussion boards ect.

The screenshot shows the MyDC3 Student portal interface. At the top, there is a navigation bar with links for Home, Student, Admissions, ResLife, Nursing, Alumni, Job Board, and My Page. Below this, a breadcrumb trail indicates the user is in the Student > General Student Information section. The main content area is divided into several sections: 'My Schedule' (Course Schedule for Tucker Jon Smith), 'Advisor Information' (Who is my advisor?), 'My Grades' (Select a term from the dropdown to see the grades for that term), and 'Add/Drop' (Alert: The Add and Drop Period is closed but you may be able to add or drop one). The 'My Schedule' section includes a table of courses for Fall 2022 - All Divisions:

Course	Title	Meets
ART 101 1001	Art Appreciation	MWF -8:30 - 9:20 AM
BUS 247 1001	Personal Finance	MF -9:30 - 10:20 AM W -9:30 - 10:20 AM
CS 101 1302	Computer Concepts and Applications	Online class -
HLTH 101 1301	First Aid	Online class -

The 'Advisor Information' section provides contact details for Olivia De La Torre, including her email (odelatorre@dc3.edu) and phone number (620-227-9372). The 'My Grades' section has a dropdown menu set to 'Fall 2022'. The 'Add/Drop' section displays a warning message and the current term (Fall 2022). The 'TRIO' section is also visible at the bottom.

2. Pay your student balance or set up a payment plan by clicking “Pay my bill”, call 620-227-9209, or visit the Business office in the Administration Building.
3. Would you like to visit more about creating a Completion Action Plan toward graduation or speaking with your Advising Specialist about your transfer options or how courses will transfer? Make an appointment with your Advising Specialist under “Advisor Information” or email advising@dc3.edu.
4. Have questions about Financial Aid? Email finaid@dc3.edu, call 620-227-9291 or stop by the Student Union.