

Welcome to Continuing Education

Dawson
— COLLEGE

How do I register?

A step-by-step guide



Continuing Education Registration

Opening a File

To register for Fall 2024, you must be a current Continuing Education student or make an application to Continuing Education:

- Apply online at www.dawsoncollege.qc.ca under Continuing Education, starting on May 21, 2024
- You will need to choose from one of the Continuing Education profiles/programs
 - *Springboard to a DCS (Tremplin DEC) 08125*
 - *University Prerequisites 08040*
 - *Social Science DEC 300CG*
 - *Science DEC 200PC*



Continuing Education Registration

Course Registration

Online Course Registration starts in August 2024

- Check your personal registration time in Omnivox
 - *Log into Omnivox, under the My Omnivox Services heading, click on Course Registration*



Continuing Education Registration

Timetable and Registration Guide

Please consult the [Fall 2024 Timetable and Registration Guide](#) and [Fall 2024 Credit Course Schedule](#)

These documents contain important information about the semester and course offerings

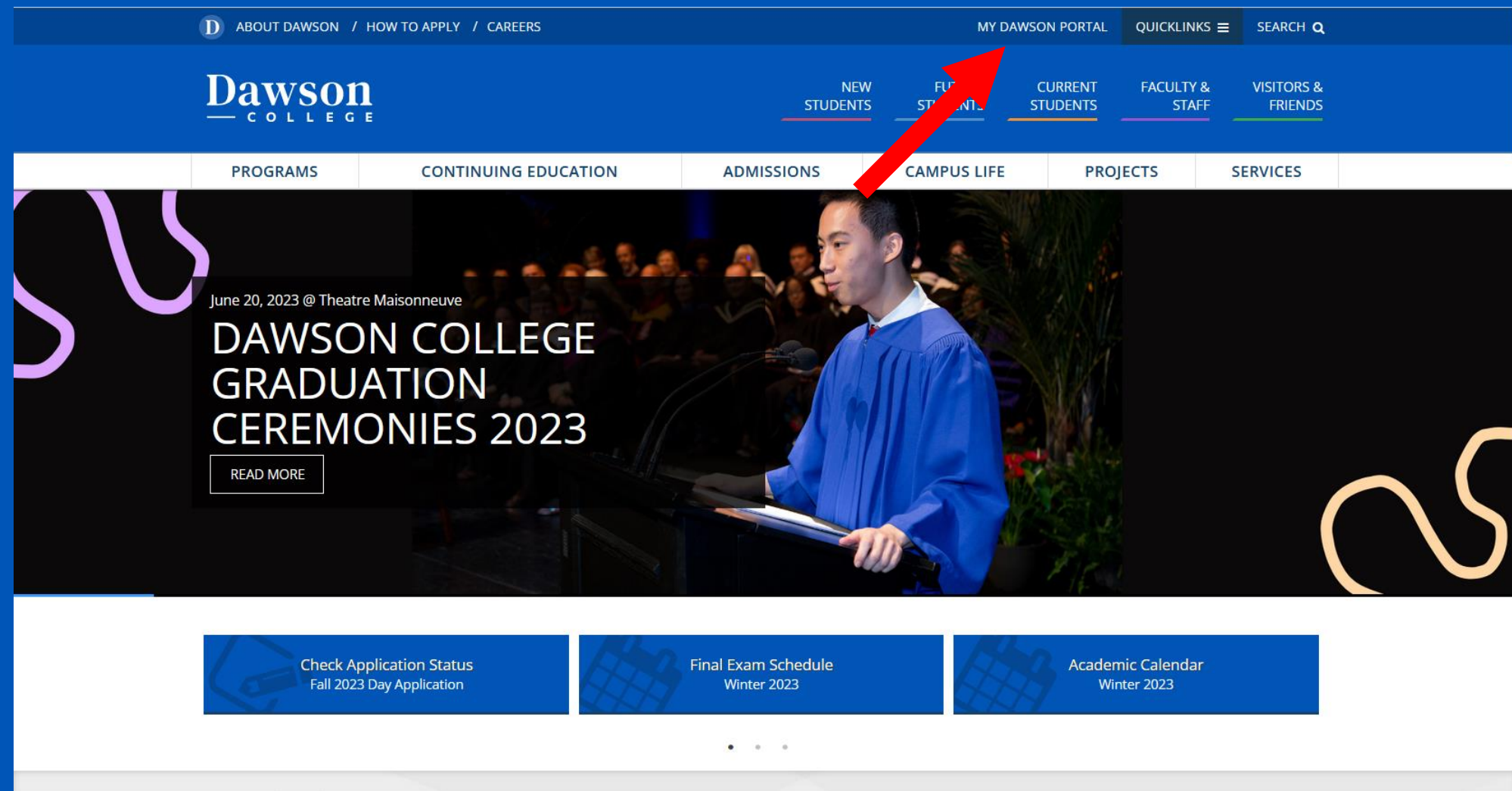


**Course registration via the
MyDawson (Omnivox) Portal**



MyDawson (Omnivox) Portal

Creating the Account

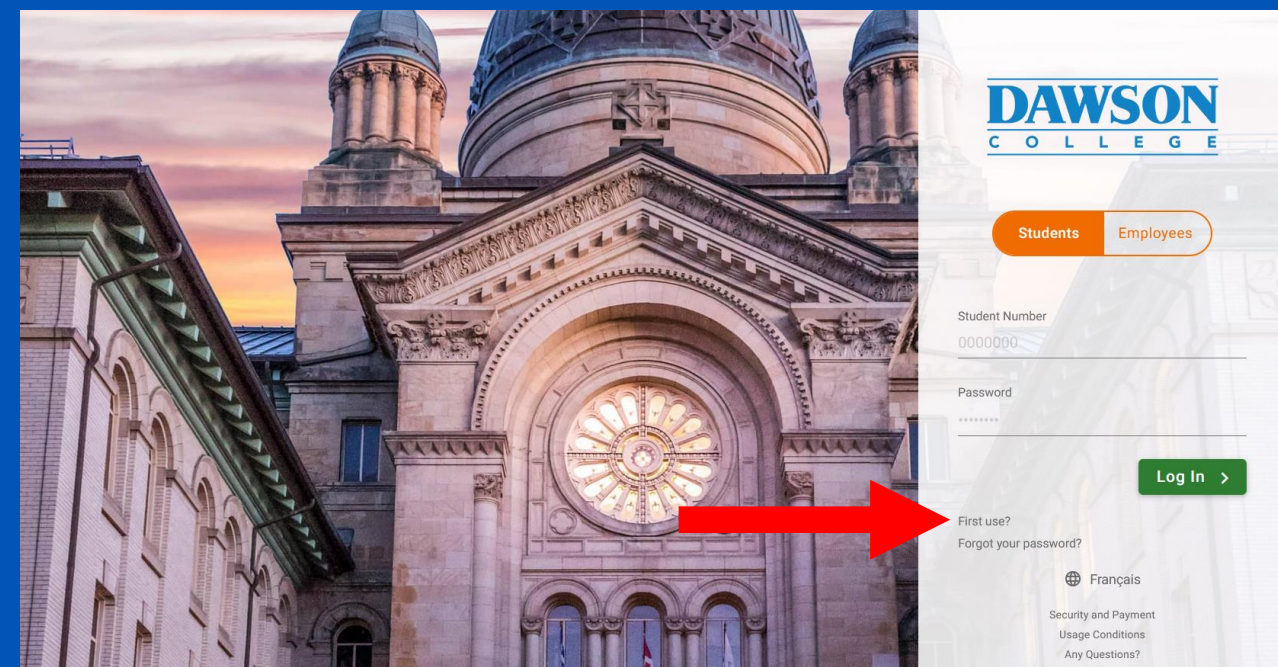


MyDawson (Omnivox) Portal

Creating the Account

New/first-time users will need to create a password

Click on the **First use?** link



MyDawson (Omnivox) Portal

Creating the Account

Complete the requested information to create your Omnivox account

Your Dawson Student Number can be found on your Admission letter

Your Quebec Permanent Code can be found on your high school report card or government transcript (Achievement Record / *Relevé des apprentissages*)

First use
Inputting personal information

To use the system, you must provide us with your Student Number. This number appears on most of the official documents sent by the college as well as on your student ID card.

To access to Omnivox, you must first choose a password with the help of this page. Once you have your password, you will be able to use it the next time you logon.


In order to identify yourself, you will first need to enter your personal information so that Omnivox can identify you. Any attempts to access the system with information that is not your own constitutes fraudulent use punishable by legal actions as well as severe sanctions including expulsion of the College.

First use

Student Number (7 numbers)

Permanent code
Found on your Dawson ID card or high school/college transcripts
(e.g. 058J21010199)

Date of birth

I'm not a robot 

In case of problems, contact the [Computer Helpdesk \(2H.12\)](#).

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MyDawson (Omnivox) Portal

Quebec Permanent Code - Out of Province Students

Temporary Permanent Code for students who have not studied in a Quebec high school; adult education or vocational training centre; or CEGEP:

- First three letters of your last (family) name
- First letter of your first name
- Birthday - day, month, year
 - *Add 25 to your month of birth*
 - *If you were born in the year 2000 or later, add 62 to your day of birth*

Examples:

- John Smith born July 5, 1995 (05-07-1995) = SMIJ053295
- Melanie Jones born May 27, 2003 (27-05-2003) = JONM893003



MyDawson (Omnivox) Portal

Course Registration Module

Click on the Course Registration module, found under the My Omnivox Services heading

The screenshot shows the MyDawson (Omnivox) Portal interface. The left sidebar contains several sections: 'My Services', 'My Home Page', 'GO', 'My Dawson Life', 'MIO', 'Registration', 'Non-Academic Services', 'My Online Classroom', 'My Omnivox Services', and 'Personal Profile'. A red arrow points to the 'Course Registration' link under the 'My Omnivox Services' section. The main content area includes 'Latest News and Messages', 'Calendar of Events', and 'What's new?'. The 'Calendar of Events' shows a calendar for December 2009 with various events listed, such as 'Exam day' and 'Deadline'. The right sidebar contains 'My Intranet Community', 'The Headlines', and 'My favorite Web Sites'.



MyDawson (Omnivox) Portal

Course Registration Module

Enter the course code in the search field

- Course codes can be found in the course schedule under a course's title

Clicking on the **Search for schedule configurations** button will propose different schedules to you based on available sections

The screenshot shows the 'Generation parameters' section of the MyDawson portal. It includes a 'COURSE ADDITION' form with a 'Course no.' field and an 'Add' button. Below this is a 'Courses list' table with two rows: 'General Psychology' and 'Introduction to Economics'. Each row has a 'Group' dropdown menu and a 'Remove' button. The 'Free periods' section contains an 'Add' button and the text 'No free period is set.'. The 'Other options' section has three checkboxes for displaying non-available configurations. At the bottom is a 'Search for schedule configurations' button.

| Generation parameters | |
|---|---|
| COURSE ADDITION | |
| Course no.: | <input type="text"/> <input type="button" value="Add"/> |
| ex: 34010304 or 340-103-04 | |
| Courses list | |
| 1 General Psychology 350-101-DW gr. 00002 | Group: 00002 - 2/36 - S. Parkovnick <input type="button" value="Remove"/> Multiple selection |
| 2 Introduction to Economics 383-101-DW gr. 00008 | Group: 00008 - 2/38 - M. Mayer <input type="button" value="Remove"/> Multiple selection |
| All the groups from all courses Reset the selection of groups | |
| Free periods | |
| To force one or more free period on the schedule, set them here below: <input type="button" value="Add"/> | |
| No free period is set. | |
| Other options | |
| Also display the non available schedule configurations: | |
| <input type="checkbox"/> For not respecting available seats (min or max) | |
| <input type="checkbox"/> For not respecting other pedagogical rules | |
| <input type="checkbox"/> Start by displaying schedule with at least one day off (if available) | |
| <input type="button" value="Search for schedule configurations"/> | |



MyDawson (Omnivox) Portal

Saving Your Courses

When you are happy with your schedule, make sure to save your schedule configuration

You can always go back later and make changes, but saving the configuration reserves your seat in the course section(s)

You will need to enter your Omnivox password to save your schedule configuration

Do Not Lose Your Seats. SAVE!



MyDawson (Omnivox) Portal

Finalizing Your Schedule

You can make changes to your schedule before you finalize your registration. You will not be able to make changes after you finalize

You must pay your fees when you finalize your course registration, by August 20, 2024


You will know when you have finalized your registration when you see a message confirming your registration

Registration validation completed

Your registration respects all the rules of the system.

The course(s) you selected have been reserved. You must Finalize to confirm your registration by [clicking here](#). ←

COURSE REQUEST FORM

 **Consult my progression chart (graduation profile)**
Review your progression chart so you will know which courses you should register for. By clicking on courses listed as "proposed" on the progression chart (courses which you should be taking this semester), you can begin selecting your courses.

| Search for a course | Check for available seats |
|--|---|
| To search for a course, enter the course number (e.g. 201-NYA-05) and press Add. | To check for seats, enter the 8-digit course number and click on the "View" button. |
| Course number: <input type="text"/> | Course number: <input type="text"/> |
| <input type="button" value="Add"/> | <input type="button" value="View"/> |

Course List

| | | | |
|-----------|---|----------------|---|
| Read-Only | Team Sports Course no. 109-105-02 | Section: 00044 | Added - On Hold section 00044 |
|-----------|---|----------------|---|



MyDawson (Omnivox) Portal

Continuing Education Registration Help Form

If you have a problem registering for courses, you can complete and submit a **Continuing Education Registration Help Form**

You will find the form in your Omnivox, under the heading **My College Services**



MyDawson (Omnivox) Portal

Fees Payment

After finalizing your course registration, you will be directed to the Payment Centre

You must pay your fees in full when you finalize your schedule

If you do not pay your fees, your course registration may be cancelled and you will remain liable for non-refundable fees

For more information, consult pages 10 and 11 in the Fall 2024 Timetable and Registration Guide

You must finalize your registration and pay fees by August 20, 2024



Fall 2024

**Classes begin on August 21,
2024**



Dawson College

Available Services to Students

- [Academic Skills Centre](#)
- [Counseling](#)
- [Career Resource Centre](#)
- [Continuing Education Academic Advising](#)
- [Athletics Campus Recreation](#)
- [Financial Aid](#)
- [CLEO French Tutoring and Support](#)
- [First Year Student's Office](#)
- [Student Accessibility Centre](#)
- [Library](#)
- [Health Services](#)
- [HelpDesk \(Information Systems and Technology\)](#)
- [Student Ombudsperson](#)



Thank you!

+1 514.931.8731

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