

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 2025, 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 20, 2025
- 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*

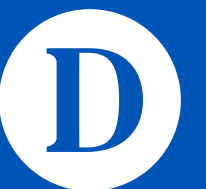


Continuing Education Registration

Course Registration

Online Course Registration starts in August 2025

- 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 2025 Timetable and Registration Guide](#) and [Fall 2025 Credit Course Schedule](#)

These documents contain important information about the semester and course offerings

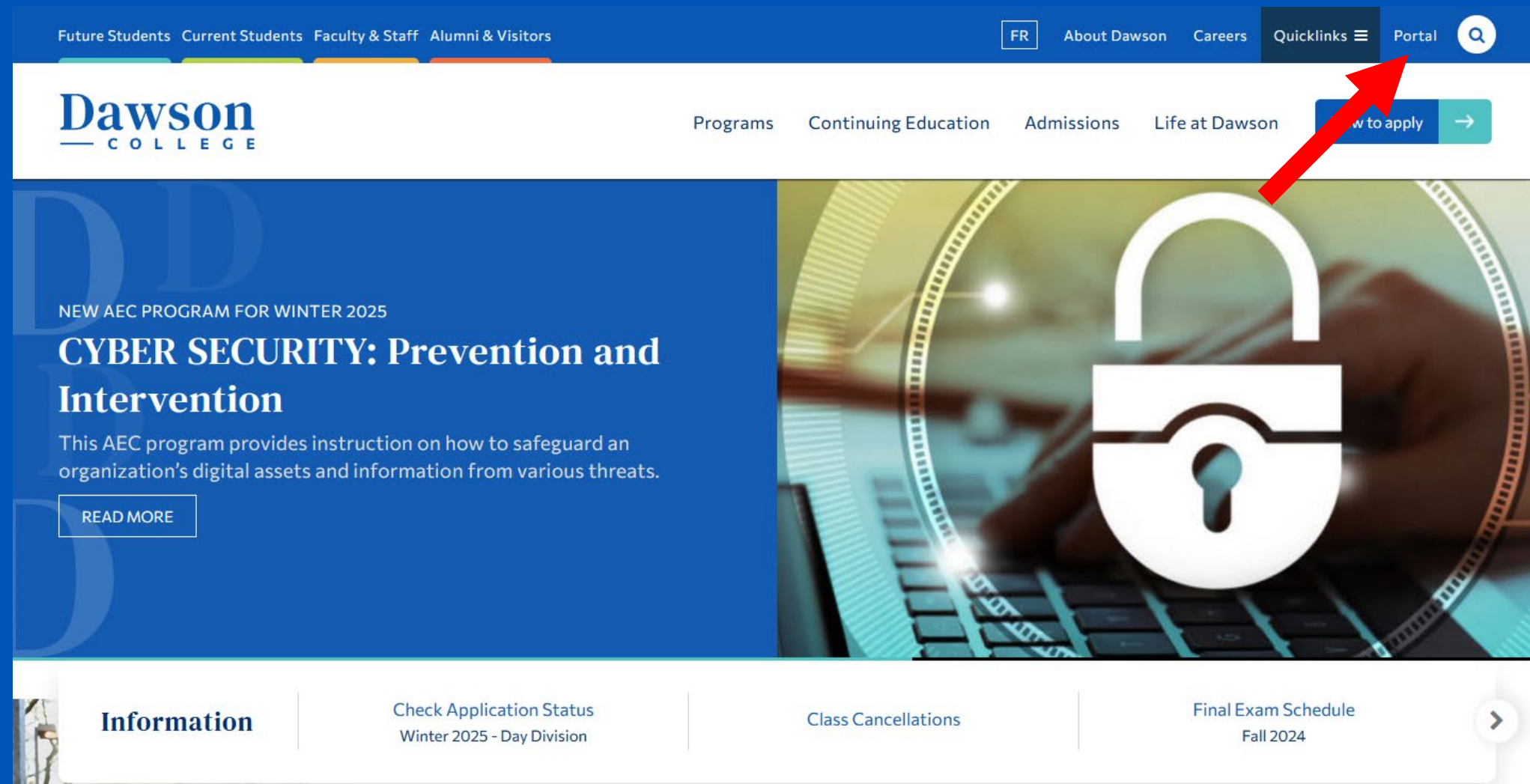


Course registration via the MyDawson (Omnivox) Portal



MyDawson (Omnivox) Portal

Creating the Account

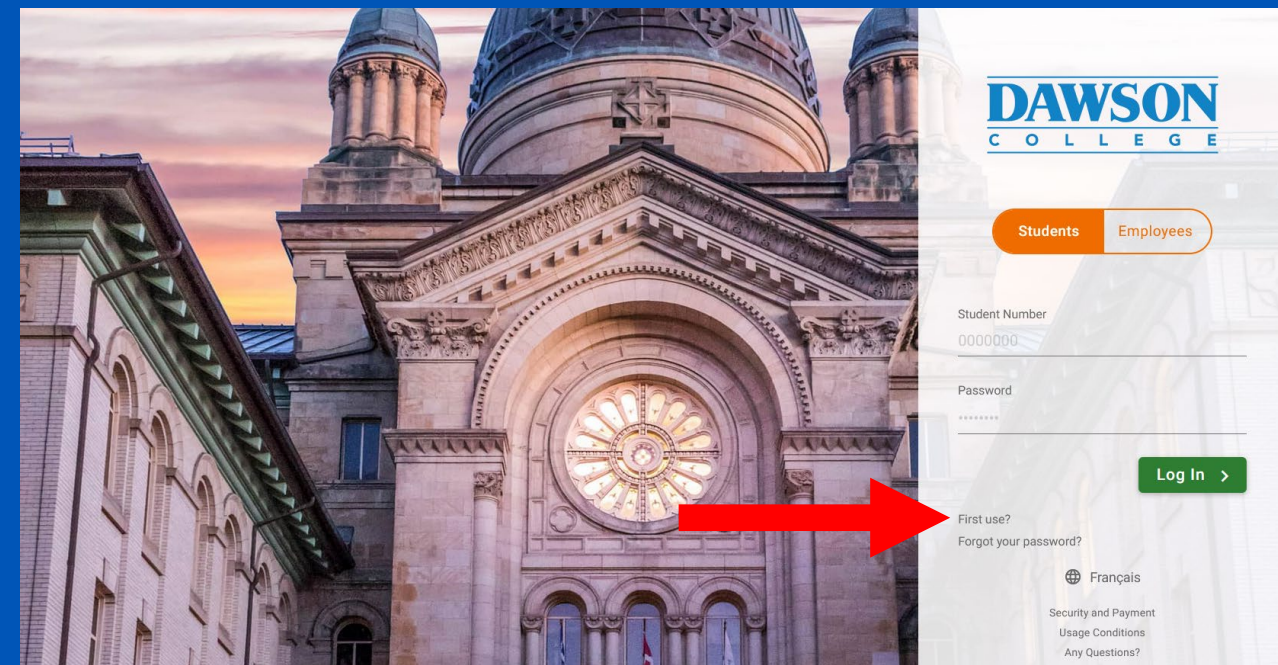


MyDawson (Omnivox) Portal

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*)

The screenshot shows the 'First use' registration page of the MyDawson (Omnivox) Portal. At the top, there is a header with a document icon and the text 'First use' and 'Inputting personal information'. Below this, there are three paragraphs of text explaining the requirements for using the system, including the need for a Student Number, a password, and personal information for identification. The main form area is titled 'First use' and contains fields for 'Student Number (7 numbers)', 'Permanent code' (with a note that it is found on a Dawson ID card or high school/college transcripts), and 'Date of birth' (with three dropdown menus). There is also a checkbox for 'I'm not a robot' and a CAPTCHA image. A green 'Validate' button is at the bottom right of the form. At the bottom of the page, there is a link to the Computer Helpdesk (2H.12) and the Dawson College logo.

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 login.

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. 0000000000)

Date of birth

☐ I'm not a robot

Validate

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

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MyDawson (Omnivox) Portal

Temporary Permanent Code

For students who have not studied in a Quebec high school; adult education or vocational training centre; CEGEP; or university:

- First three letters of your last (family) name
- First letter of your first name
- Birthday - day, month, year
 - *If you were born in the year 2000 or later, add 62 to your day of birth and 25 to your month of birth*
 - *Women born prior to the year 2000 must add 50 to their birth month*

Examples:

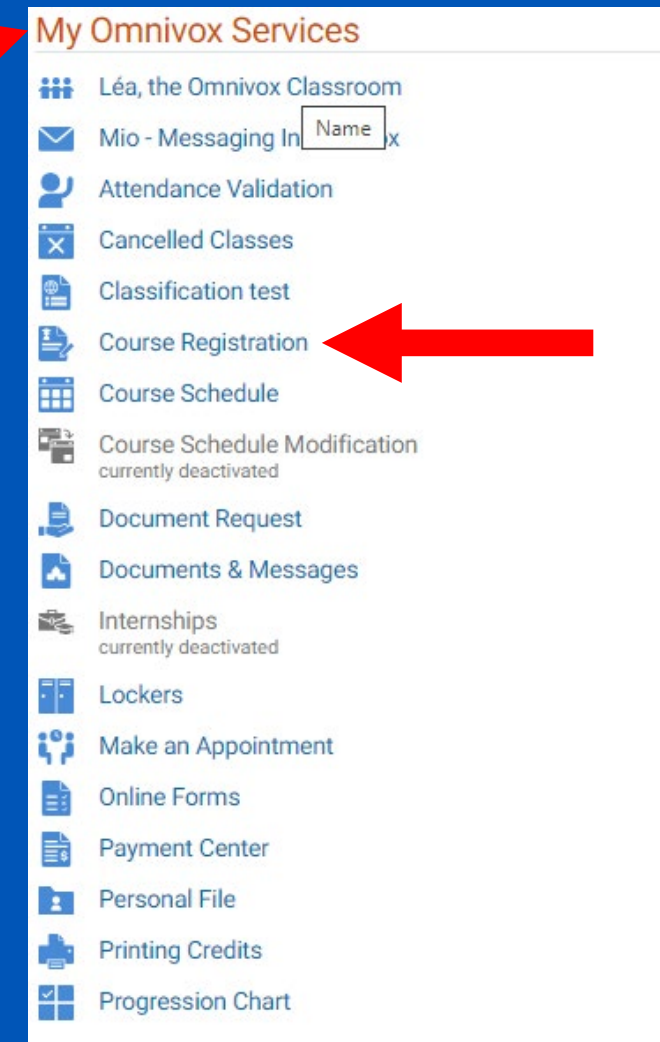
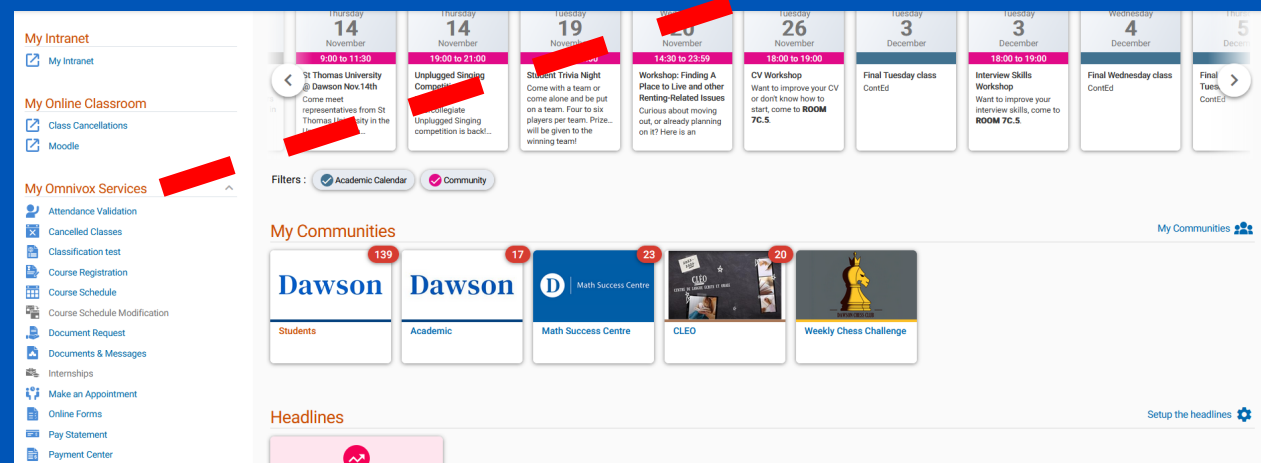
- John Smith born July 5, 1995 (05-07-1995) = SMIJ050795
- Melanie Jones born May 27, 2003 (27-05-2003) = JONM893003
- Joanne Smith born September 7, 1990 (07-09-1990) = SMIJ075990



MyDawson (Omnivox) Portal

Course Registration Module

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



MyDawson (Omnivox) Portal

Course Registration Module

Enter the course code in the 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 displays the 'Generation parameters' section of the MyDawson (Omnivox) 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 entries: 'General Psychology' (350-101-DW gr. 00002) and 'Introduction to Economics' (383-101-DW gr. 00008). Each entry has a 'Group' dropdown menu and a 'Remove' button. The 'Free periods' section contains a text area for setting free periods and an 'Add' button. The 'Other options' section includes checkboxes for displaying non-available schedule configurations and a 'Search for schedule configurations' button at the bottom.

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="Multiple selection"/> <input type="button" value="Remove"/>
2 Introduction to Economics 383-101-DW gr. 00008	Group: 00008 - 2/38 - M. Mayer <input type="button" value="Multiple selection"/> <input type="button" value="Remove"/>
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 19, 2025**


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

To search for a course, enter the course number (e.g. 201-NYA-05) and press Add.

Course number:

Check for available seats

To check for seats, enter the 8-digit course number and click on the "View" button.

Course number:

Course List

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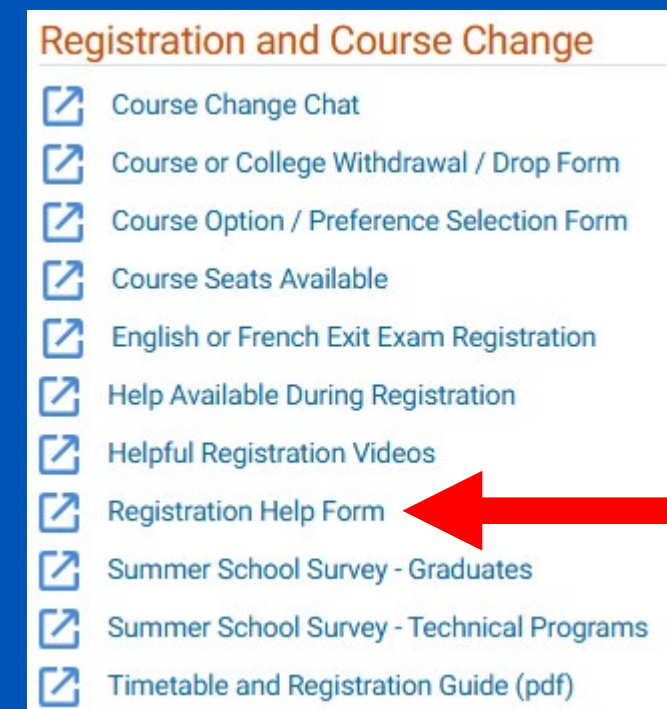


MyDawson (Omnivox) Portal

Continuing Education Registration Help Form

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

You will find the form in your Omnivox, under the heading **Registration and Course Change**



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 2025 Timetable and Registration Guide

You must finalize your registration and pay fees by August 19 2025



Fall 2025

Classes begin on
August 20, 2025



Dawson College

Available Services to Students

- Academic Skills Centre
- Counselling
- Career Resource Centre
- Continuing Education Academic Advising
- Athletics
- Financial Aid
- CLEO French Tutoring and Support
- First Year Student's Office
- Student Accessibility Centre
- Library
- Health Services
- IT Support (Information Systems and Technology)
- Student Ombudsperson



Thank you!

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