

# Welcome to Continuing Education

---

**Dawson**  
— COLLEGE

How do I register?

A step-by-step guide

---



# Continuing Education Registration

## *Opening a File*

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

- Apply online at [www.dawsoncollege.qc.ca](http://www.dawsoncollege.qc.ca) under Continuing Education, starting on November 23, 2023
- 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 200BC*



# Continuing Education Registration

## *Course Registration*

Online Course Registration starts in January 2024

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

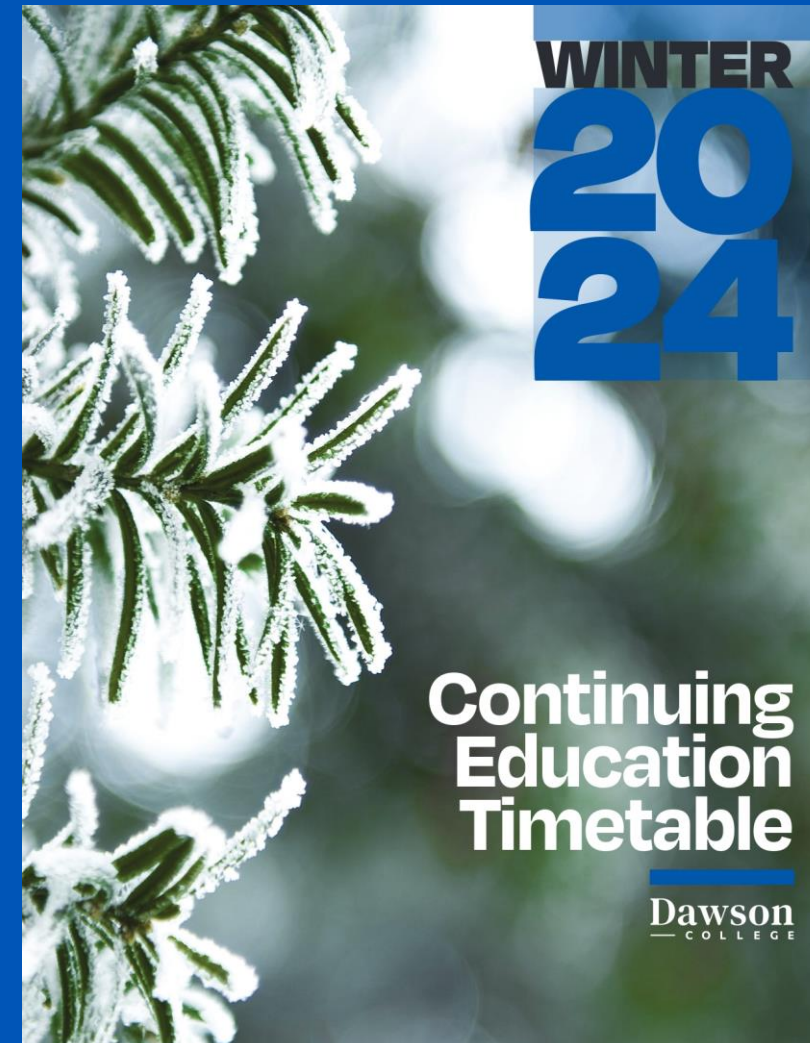


# Continuing Education Registration

## *Timetable and Registration Guide*

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

These documents contain important information about the semester and course offerings





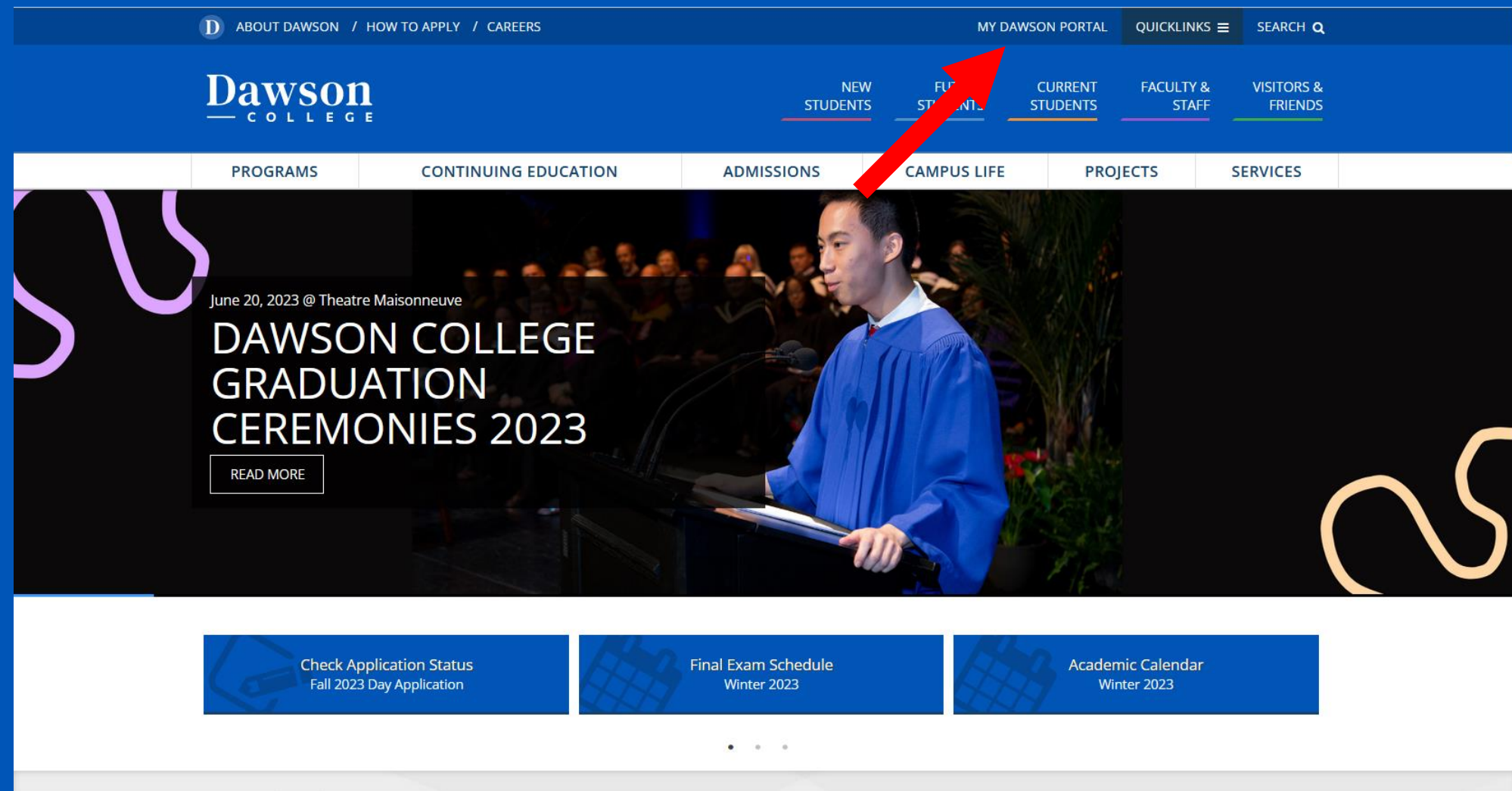
# Course registration via the MyDawson (Omnivox) Portal

---



# MyDawson (Omnivox) Portal

## *Creating the Account*

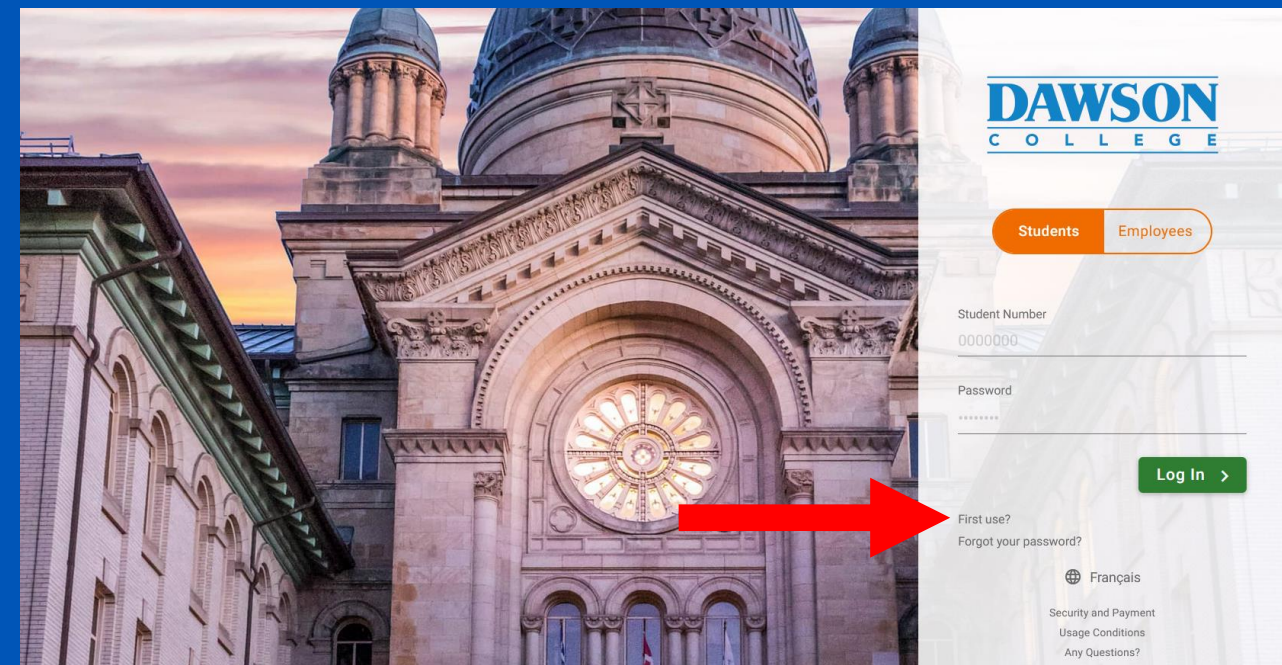


# MyDawson (Omnivox) Portal

## *Creating the Account*

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

Click on the **First use?** link





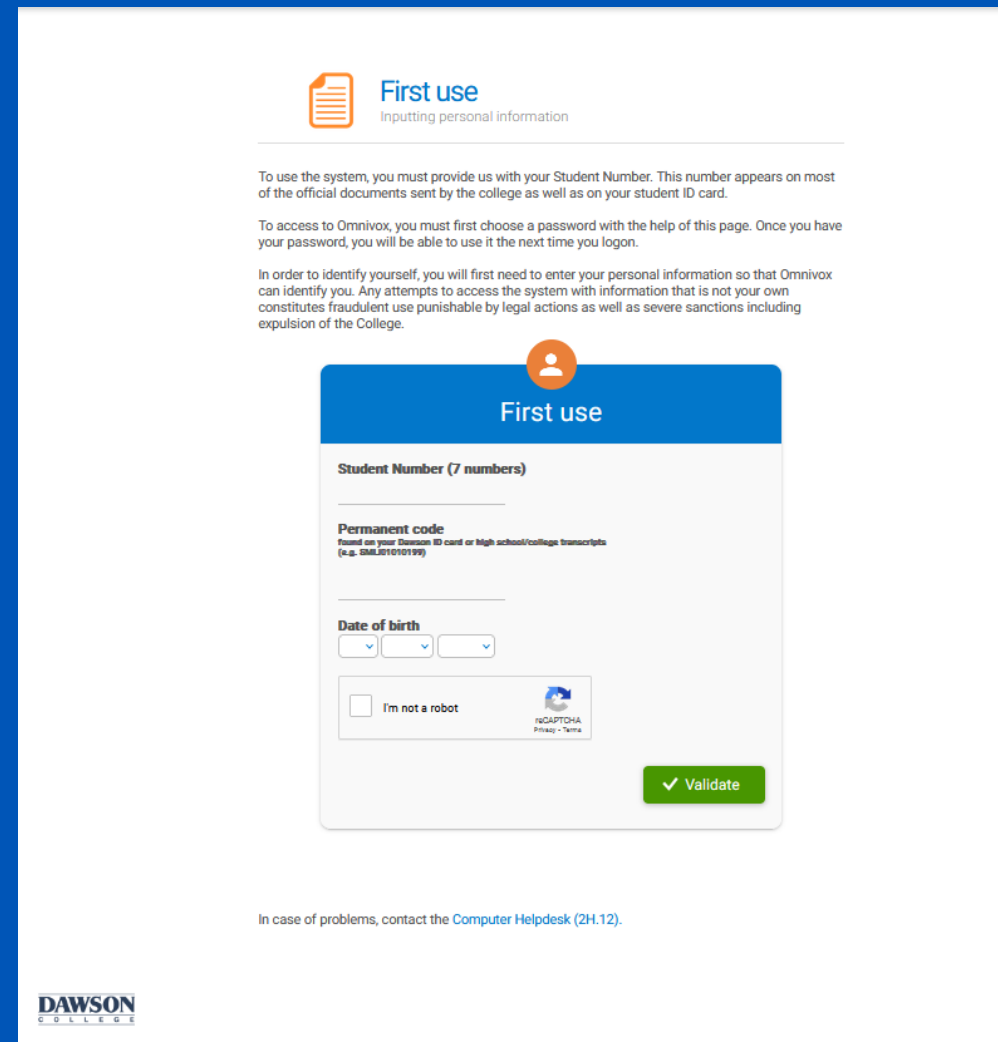
# MyDawson (Omnivox) Portal

## *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*)



The screenshot shows the 'First use' 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 providing a Student Number, choosing a password, and entering personal information for identification. The main form area is titled 'First use' and contains the following fields: 'Student Number (7 numbers)' with a text input field, 'Permanent code' with a text input field and a note 'Found on your Dawson ID card or high school/college transcripts (e.g. 5MJS1010199)', 'Date of birth' with three dropdown menus for day, month, and year, and a checkbox for 'I'm not a robot' next to a reCAPTCHA logo. A green 'Validate' button is located at the bottom right of the form. At the bottom of the page, there is a footer with the Dawson College logo and the text 'In case of problems, contact the Computer Helpdesk (2H.12)'.

**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. 5MJS1010199)

**Date of birth**

☐ I'm not a robot

**Validate**

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

**DAWSON**  
COLLEGE



# 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 displays the MyDawson (Omnivox) Portal interface. On the left sidebar, under the 'My Omnivox Services' heading, the 'Course Registration' link is highlighted with a red arrow. The main content area includes a 'Latest News and Messages' section, a 'Calendar of Events' for December 2009, and a 'What's new?' section. The 'Calendar of Events' shows a grid of dates with specific events listed for each day, such as 'Exam day' and 'Deadline'. The right sidebar contains sections for 'My Intranet Community', 'The Headlines', 'Class Cancellations', and 'My favorite Web Sites'.



# MyDawson (Omnivox) Portal

## *Course Registration Module*

Enter the course code in the in the search filed

- 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 course registration module. 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' and 'Introduction to Economics'. Each entry has a 'Group' dropdown menu and a 'Remove' button. The 'Free periods' section has a text area for setting free periods and an 'Add' button. The 'Other options' section contains three checkboxes for displaying non-available schedule configurations. A 'Search for schedule configurations' button is located at the bottom.

Generation parameters	
COURSE ADDITION	
Course no. : ex: 34010304 or 340-103-04	<input type="text"/> <input type="button" value="Add"/>
<b>Courses list</b>	
1 General Psychology 350-101-DW gr. 00002	Group: 00002 - 2/36 - S. Parkovnick <small>Multiple selection</small> <input type="button" value="Remove"/>
2 Introduction to Economics 383-101-DW gr. 00008	Group: 00008 - 2/38 - M. Mayer <small>Multiple selection</small> <input type="button" value="Remove"/>
<small>All the groups from all courses   Reset the selection of groups</small>	
<b>Free periods</b>	
To force one or more free period on the schedule, set them here below: <input type="button" value="Add"/>	
No free period is set.	
<b>Other options</b>	
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, before the registration deadline

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	<b>Team Sports</b> Course no. 109-105-02	Section: 00044	<b>Added - On Hold</b> 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 Winter 2024 Timetable and Registration Guide

You must finalize your registration and pay fees before the registration deadline





Winter 2024

**Classes begin after course  
registration deadline**

---



# 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  
dawsoncollege.qc.ca



**Dawson**  
— COLLEGE