

This document provides steps for the student to register on the web through the DMC portal.

To log into the portal, you will need to go to the Del Mar homepage at www.delmar.edu and you will click on the **WebDMC** icon. This will take you to a spot that says logon to WebDMC. You need to follow the instructions to log in. There is information on the landing page to assist you with your userid.

Once you are logged in you will get the main portal screen. You will notice several things on this page that are important to your registration process. If you have any “holds” that would prevent you from registering, you will see a tab to the far left called DMC Notifications. This will list any holds that need to be cleared and give you instructions to help you take care of this. You need to be sure all your holds are cleared before trying to register.

The screenshot shows the Del Mar College Student Portal. At the top left, it says "Del Mar College Portal > Student". Below this is a "Datatel Notifications" tab with a warning icon and the text "You have 4 Notifications". The notifications list includes:

- Past Due Installment Plan**: You have a past due installment plan. Contact the Business Office at 361-698-1555.
- Advising Hold**: You must contact the Department of your major to be able to register for classes.
- Need New Admission Application**: You must complete a new admission application. You can go to www.applytexas.org and complete a 2 year application on the web or complete a paper application at the Admissions/Registrar office.
- Missing High School Transcript**: Student must provide official high school transcript to Admissions/Registrar Office. For questions, call 361-698-1255.

Below the notifications is a "My Week" tab with a calendar for April 2010. Today's date is Wednesday, April 07, 2010. The calendar shows the following dates: 28, 29, 30, 31, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 1, 2, 3, 4, 5, 6, 7, 8.

On the right side of the portal, there is a "You have 1 unread message." notification, a weather widget showing "Weather 79°F" from Yahoo! Weather, and two sections: "Campus News" and "Campus Events".

Campus News includes links for:

- [Domestic Violence Awareness Workshop Scheduled for April 9](#)
- [Press Club and Foghorn Hosting Legislator Roundtable Discussion April 7](#)
- [Foundation Holding Crawfish Boil Scholarship Fundraiser on April 15](#)
- [Journalism Students Bring Home 36 TIPA Awards](#)
- [Del Mar Drama Presents Murder/Mystery Dinner Theater](#)

Campus Events includes links for:

- [May 1: Cultural Programs Series Presents DEAFIA](#)
- [April 9: Friday Science Seminar](#)
- [April 9-10: DMC Dance Ensemble Spring Concert](#)
- [April 28: Voices of Now Concert of New Music](#)
- [April 28: Informal DMC Jazz Bands Concert](#)

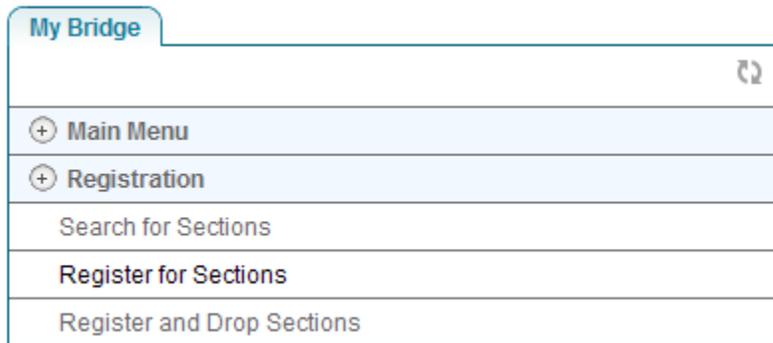
At the bottom right, there is a "My Team Sites" tab.

If all of your holds are cleared, then you can start the registration process on the web. On the right hand side of the page you will notice a tab called **My Bridge**.

The screenshot shows the "My Bridge" tab in the student portal. It contains four expandable sections:

- Financial Information**
- Communication**
- Registration**
- Academic Profile**

This is where you have access to register. Find the Registration link and click the word Registration. This will open a menu for some choices as seen below.



To register for classes you want to click on the “**Register for Sections**”. This will bring up a menu on the left hand side of the screen and a tab called “Register for Sections” with a small x next to it. Go ahead and **click the “x”** to close that tab.



Once you have closed the tab, click on “Registration” again on the menu on the left side of the screen. Once again your choices will drop down.

Home - Student



Del Mar College Portal > Student

	↻
+ Main Menu	
+ Registration	
Search for Sections	
Register for Sections	
Register and Drop Sections	

Please select a menu option on the left

Click “**Register for Sections**” again and the appropriate box will appear.

Here you have several choices.

Register for Sections

Please choose which type of registration you would like to use:

[Search and register for sections](#)

Use this option if you would like to look for sections, add them to your preferred list of sections and then register for them.

[Express registration](#)

Use this option if you know the exact subject, course number, and section (or synonym) of the sections for which you wish to add to your preferred list and then register. (Example: MATH*100*01 or Synonym 42765).

[Register for previously selected sections](#)

Use this option if you have already placed sections on your preferred list and would like to now register.

[Drop sections](#)

Use this option if you would like to drop a section. (Other choices also allow you to drop a section while you register for another.)

OK

One way to register is to click the **Search and Register for Sections** link. This will open up the following screen.

Search/Register for Sections ✕

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Term

Starting On/After Date Ending By Date

Subject	Course Level	Course Number	Section
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After Sections Ending Before

Mon Tue Wed Thu Fri Sat Sunday

Course Title Keyword(s)

Location Academic Level

Instructor's Last Name

To use this, you **click the drop down box** next to Term. You will have a choice of whatever terms are available for the current registration. **Choose a term.** In the subject box, you can use the drop down box to **find the subject you are looking for.** Hist,Acct,Psyc, etc. **Click the one you want.** The course number box is for the course you are trying to find. In the screen below we are searching for Hist 1301. Once you have put this in **click the SUBMIT button** at the bottom of the page.

[Search/Register for Sections](#) ✕

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Term

Starting On/After Date Ending By Date

Subject	Course Level	Course Number	Section
<input type="text" value="History-HIST"/>	<input type="text"/>	<input type="text" value="1301"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After Sections Ending Before

Mon Tue Wed Thu Fri Sat Sunday

Course Title Keyword(s)

Location Academic Level

Instructor's Last Name

A list of all Hist 1301 classes being offered will appear. This will include all classes, open or closed. To make a selection just **click on the box to the left of the class you are interested in** and then **click SUBMIT**. If none of them appeal to you, just click the back button under SECTION SELECTION RESULTS tab.

Section Selection Results ✕

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Co-requisite classes that do not meet your selection criteria may be displayed.

Narrow my search

Re-sort my results Term, Section Name ▼

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
<input type="checkbox"/>	Summer 1 2010	Open	HIST-1301-002 (1309) United States History I	East Campus	06/01/2010-07/08/2010 Lecture Monday, Tuesday, Wednesday, Thursday 08:00AM - 09:40AM, Heritage Hall, Room 119	L. Welch	30 / 30	<input type="text" value="3.00"/>	
<input type="checkbox"/>	Summer 1 2010	Open	HIST-1301-003 (1310) United States History I	East Campus	06/01/2010-07/08/2010 Lecture Monday, Tuesday, Wednesday, Thursday 08:00AM - 09:40AM, Heritage Hall, Room 120	J. Reed	30 / 30	<input type="text" value="3.00"/>	
<input type="checkbox"/>	Summer 1 2010	Open	HIST-1301-004 (1313) United States History I	East Campus	06/01/2010-07/08/2010 Lecture Monday, Tuesday, Wednesday, Thursday 10:00AM - 11:40AM, Heritage Hall, Room 119	L. Welch	30 / 30	<input type="text" value="3.00"/>	
<input checked="" type="checkbox"/>	Summer 1 2010	Open	HIST-1301-005 (1314) United States History I	East Campus	06/01/2010-07/08/2010 Lecture Monday, Tuesday, Wednesday, Thursday 12:00PM - 01:40PM, Heritage Hall, Room 119	H. Krenek	30 / 30	<input type="text" value="3.00"/>	
<input type="checkbox"/>	Summer 1 2010	Open	HIST-1301-006 (3534) United States History I	East Campus	06/01/2010-07/08/2010 Lecture Monday, Tuesday, Wednesday, Thursday 12:00PM - 01:40PM, To Be Announced, Room TBA	T. Staff	30 / 30	<input type="text" value="3.00"/>	
<input type="checkbox"/>	Summer 1 2010	Open	HIST-1301-500 (1315) United States History I	East Campus	06/02/2010-07/07/2010 Lecture Monday, Wednesday 05:30PM - 08:50PM, Heritage Hall, Room 119	J. Boudreau	30 / 30	<input type="text" value="3.00"/>	
<input type="checkbox"/>	Summer 1 2010	Open	HIST-1301-709 (1324) United States History I	East Campus	06/01/2010-07/08/2010 Lecture Days to be Announced, Times to be AnnouncedInternet, Room INET	B. Hart	30 / 30	<input type="text" value="3.00"/>	
<input type="checkbox"/>	Summer 1 2010	Open	HIST-1301-710 (1328) United States History I	East Campus	06/01/2010-07/08/2010 Lecture Days to be Announced, Times to be AnnouncedInternet, Room INET	B. Hart	30 / 30	<input type="text" value="3.00"/>	

After you picked a course, the entry will go in your shopping cart. **NOTE: YOU HAVE NOT SECURED A PLACE IN THE CLASS YET.** To register for the class, you must click the drop down box next to the class you put in your shopping cart and **select REGISTER**. Then **click SUBMIT**.

Name Patty Pronto

Action for ALL Pref. Sections (or choose below) ▼

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
RG Register ▼	Summer 1 2010	HIST-1301-005 (1314) United States History I	East Campus	06/01/2010-07/08/2010 Lecture Monday, Tuesday, Wednesday, Thursday 12:00PM - 01:40PM, Heritage Hall, Room 119	H. Krenek	30 / 30	<input type="text" value="3.00"/>	

Current Registrations

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>			You are not currently registered for any sections.					

If one of my choices is not available

PART Complete only available ▼

If all conditions have been met (no conflicts, pre-requisite problems, etc) then you will see the information on the following screen. The shopping cart area will say you have registered for the section and the middle part will show the classes in your schedule.

Registration Results x

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The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Summer 1 2010	Registered for this section		HIST-1301-005 (1314) United States History I	East Campus	06/01/2010-07/08/2010 Lecture Monday, Tuesday, Wednesday, Thursday 12:00PM - 01:40PM, Heritage Hall, Room 119	H. Krenek	3.00	

Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Summer 1 2010		HIST-1301-005 (1314) United States History I	East Campus	06/01/2010-07/08/2010 Lecture Monday, Tuesday, Wednesday, Thursday 12:00PM - 01:40PM, Heritage Hall, Room 119	H. Krenek	3.00	

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
You are not currently waitlisted in any courses.							

OK

You will then **click the OK button** and it will take you back to your registration menu. Just repeat the process for each of your courses.

Home - Student



Del Mar College Portal > Student

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- [+ Main Menu](#)
- [+ Registration](#)
- [Search for Sections](#)
- [Register for Sections](#)
- [Register and Drop Sections](#)

Please select a menu option on the left

If you want to drop any sections after you have registered for some courses, choose the Register and Drop Sections link. This will display basically the same screen you saw when you completed your registration with all courses you are registered for in the middle of the screen. To drop a course, just click the drop box next to the course or courses you want to drop and then click SUBMIT.

Name Patty Pronto

Action for ALL Pref. Sections (or choose below)

Preferred Sections **Register and Drop Sections**

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
<input type="text"/>		You do not have any preferred sections.						<input type="text"/>

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	Summer 1 2010		HIST-1301-005 (1314) United States History I	East Campus	06/01/2010-07/08/2010 Lecture Monday, Tuesday, Wednesday, Thursday 12:00PM - 01:40PM, Heritage Hall, Room 119	H. Krenek	3.00	

If one of my choices is not available

PART Complete only available

You will see the results of your actions, then click OK and you will return to the registration menu again.

There is another way you can register. When you click the Register for Sections link, one of the choices is called EXPRESS REGISTRATION. This form allows you to enter classes either with the subject, course, section, and term OR you can use the synonym that is listed in parentheses after the course when you do a search for sections. On the screen above the HIST-1301-005 course has (1314) after it which represents the synonym of the course. Either way works in this screen. You can even combine them as seen in the following example. Just enter the classes and click SUBMIT.

Express Registration ✕

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Synonym	Subject	Course Number	Section Number	Term
	Speech-SPCH	1315	004	2010S1 Summer 1 2010
710				2010S1 Summer 1 2010

SUBMIT

The results are the same as the other type of registration. The courses are put in a shopping cart. Again, **YOU ARE NOT ENROLLED IN THE CLASSES YET.** You must click register by each one or you can click register in the box labeled ACTION for ALL PREF Sections.

Name

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
<input type="button" value="RG Register"/>	Summer 1 2010	KINE-1100-001 (710) Cardio, Strength Trends, Begin	East Campus	06/01/2010-07/08/2010 Lecture Monday, Tuesday, Wednesday, Thursday 08:00AM - 09:40AM, Kinesiology, Room 203	S. Bonnette	38 / 38	<input type="text" value="1.00"/>	
<input type="button" value="RG Register"/>	Summer 1 2010	SPCH-1315-004 (1218) Public Speaking	East Campus	06/01/2010-07/08/2010 Lecture Monday, Tuesday, Wednesday, Thursday 10:00AM - 11:40AM, Memorial Classroom Building, Room 102	T. Staff	12 / 12	<input type="text" value="3.00"/>	

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	Summer 1 2010		HIST-1301-005 (1314) United States History I	East Campus	06/01/2010-07/08/2010 Lecture Monday, Tuesday, Wednesday, Thursday 12:00PM - 01:40PM, Heritage Hall, Room 119	H. Krenek	3.00	

If one of my choices is not available

SUBMIT

It will check to make sure there are not any conflicts, prereq issues, or whatever and if all is okay the courses will be added to your schedule.

Registration Results ✕

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The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Summer 1 2010	Registered for this section		KINE-1100-001 (710) Cardio,Strength Trends,Begin	East Campus	06/01/2010-07/08/2010 Lecture Monday, Tuesday, Wednesday, Thursday 08:00AM - 09:40AM, Kinesiology, Room 203	S. Bonnette	1.00	
Summer 1 2010	Registered for this section		SPCH-1315-004 (1218) Public Speaking	East Campus	06/01/2010-07/08/2010 Lecture Monday, Tuesday, Wednesday, Thursday 10:00AM - 11:40AM, Memorial Classroom Building, Room 102	T. Staff	3.00	

Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Summer 1 2010		HIST-1301-005 (1314) United States History I	East Campus	06/01/2010-07/08/2010 Lecture Monday, Tuesday, Wednesday, Thursday 12:00PM - 01:40PM, Heritage Hall, Room 119	H. Krenek	3.00	
Summer 1 2010		KINE-1100-001 (710) Cardio,Strength Trends,Begin	East Campus	06/01/2010-07/08/2010 Lecture Monday, Tuesday, Wednesday, Thursday 08:00AM - 09:40AM, Kinesiology, Room 203	S. Bonnette	1.00	
Summer 1 2010		SPCH-1315-004 (1218) Public Speaking	East Campus	06/01/2010-07/08/2010 Lecture Monday, Tuesday, Wednesday, Thursday 10:00AM - 11:40AM, Memorial Classroom Building, Room 102	T. Staff	3.00	

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
You are not currently waitlisted in any courses.							

Again just click the OK at the bottom of the screen and you will return to the registration menu.

Links for paying are under the Financial Information tab.

To exit from the system, just click on the STUDENT tab to the far right of the screen and that will bring you back to your Portal page. Find your name at the top right and click on it. You will see several choices. One of these is SIGN OUT. Just click this and a box will pop up saying the window is trying to close the browser. Answer yes and the session will be closed.