

KEEP ME! I am important....

Fall 2018 schedules will be online as of Wednesday evening, August 8, 2018. The college reserves the right to make changes to the timetable without notice. Make sure to check your schedule on a daily basis for changes. If you are no longer attending St. Lawrence and have received a schedule, please contact Betty Ableson (bettya@slc.qc.ca) immediately to cancel your registration.

You are invited to come to the college, by program, to purchase your books (see the schedule below). A system is in place to make this as easy and as quick as possible. **You must have your printed booklist with you in order to buy your books.**

You are expected to follow the schedule below, in order to maximize your experience with your peers in the same program. For students unable to attend on the specific day, please come to the Wednesday, August 15th activities. It is important that all students new to the BUSINESS program attend the information session on Monday, August 13, 2018, as there will be specific information about your program. You **must purchase** your equipment and software prior to the 2:00 p.m. meeting in rooms 347 and 348. **This schedule is subject to change between now and August 13, 2018. Please refer to the information sent to students prior to the event.**

Step 1: Go to the welcome/info presentation in the Auditorium.

Step 2: Purchase your books at the used book sale downstairs in room 146 or at the bookstore, room 294.

Step 3: Go to the gym to sign a few important documents and to pick-up your ID card and agenda.

Step 4: Have your picture taken in the gym if you do not have an ID card already.

Step 4: Go to the locker room and put a lock on your locker.

Step 5: Find your first classroom for Thursday morning (Remember, Thursday will follow the Monday schedule).

Monday, August 13th – PM ALC, Business and DEC Pathway Students		
Time	Who	What
12:00 p.m.	1 st -year P.W. Sims business students	Bookstore opens for 1 st -year business students. You must purchase a USB key before IT presentation at 2 p.m.
12:45 p.m. to 2:00 p.m.	1 st year only ALC, DEC Pathway, and P.W. Sims Business students	Welcome greeting and information session by the Administration and the SLCSA in the Auditorium
2:00 p.m. to 3:00 p.m.	1 st -year P.W. Sims business students	IT presentation by IT technician in rooms 347 and 348
1:00 p.m. to 4:00 p.m.	Returning ALC, DEC Pathway and P.W. Sims Business students	Books, locker, ID, agenda, etc.

Tuesday, August 14th Social science students (all profiles)		
Time	Who	What
8:30 a.m. to 9:30 a.m.	1 st year Social Science students	Welcome greeting and information session by the Administration and the SLCSA in the Auditorium
9:30 a.m. to 4:00 p.m.	All Social Science students (new and returning)	Books, locker, ID, agenda, etc.

Wednesday, August 15th Science students (all profiles)		
Time	Who	What
8:30 a.m. to 9:30 a.m.	1 st year Science students	Welcome greeting and information session by the Administration and the SLCSA in the Auditorium
9:30 a.m. to 4:00 p.m.	All science students (new and returning)	Books, locker, ID, agenda, etc.

* Please take note that cafeteria services will not be available during the Welcome Days.

BOOKLIST & BOOKSTORE

Your booklist becomes available at the same time as your schedule. You must first retrieve and confirm your course schedule on your Omnivox portal. Look at the left-hand menu when you log into your account. Once you have confirmed your schedule, scroll down to print. You will then have the option of selecting to print your booklist as well.

Please bring a printed version of your booklist to purchase your books. Cross off any books you do not wish to purchase. This will be the purchase order that you will drop off at the Bookstore, room 294, and your book order will be prepared for you. When your books are ready, you will be asked to pick them up and pay for them in the library. You can pay using cash, credit or debit. If you have to pay by cheque, **please do not fill** in the amount ahead of time as the total cost varies. While you are waiting for the MIO telling you that your order is ready, you may go to the cafeteria or outside the school. However, you must be ready to pick up your order as soon as you receive the MIO message.

If you wish to purchase **used books**, the St. Lawrence Entrepreneurship Club will be holding their annual and much appreciated used books sale in room 146 from Monday, August 13 to Friday, August 24, 2018. You must have a printed version of your booklist in hand. **N.B. First-come, first-served.**

The bookstore will be open from 8:00 a.m. to 4:00 p.m. from Monday, August 13, 2018, to Friday, August 24, 2018, and will resume its regular schedule as of Monday, August 27, 2018. Hours will be posted beside the door. The Bookstore, room 294, is located near the reception desk. Please note that returns will only be accepted as of Tuesday, September 4, 2018. **ALL Receipts are required.**

Please check your booklist closely, **ALL custom editions and some new books are non-refundable or exchangeable.** **NON-REFUNDABLE** will be indicated beside the title of the book on your booklist. These titles are not included in the refund deadline indicated beside the bookstore. Please see Joanne Kyvetos in room 294 if you have any questions.

COMPUTER SERVICES – How do I access my MYSLC Portal Account?

1. Go to our website: www.slc.qc.ca and click on MYSLC Portal (at the top of the page).
2. Your username is your 7-digit student number.
3. If you have forgotten your password, you will be able to recreate one by following the instructions online.
4. During the Welcome Days (August 13 to 15, 2018), you will be able to go to room 241 (computer room) for assistance. As of August 16, 2018, if you experience difficulty with your computer access, see Mathieu Côté, IT technician, in office 227.

Please verify that the information we have concerning your address, telephone numbers, and e-mail is accurate and complete. Should you have any problems accessing the St. Lawrence Portal or local computers, please see Mathieu Côté in room 227.

COURSE CHANGES / ADDING/ DROPPING A COURSE

The deadline for course changes is 4:00 p.m. Wednesday, August 22, 2018. You must use the **Course Schedule Modification Module** which will be activated as of Wednesday, August 8, 2018, in the evening and will remain open until 4:00 p.m. on Wednesday, August 22, 2018. This module allows you to view other schedule possibilities depending on the number of spots available in a given class. There may be no other schedule for your program when you try viewing possibilities; however, you may use the Course Schedule Modification Module at different times during the day since other students may drop out of a course at any time. **A \$25 fee will be charged for every schedule modification you make.**

Only students with the following reasons may meet an advisor for schedule changes in room 270:

- You are missing one or more courses.
- You have too many courses in your schedule.
- You failed a course and no longer have the prerequisite to take a course.
- You have no lunch hour in your schedule.
- You have a medical reason (medical note required).

You may also send a MIO message to “Schedules” concerning adding or dropping courses. An Advisor will answer your question(s) as soon as possible.

You will no longer be able to add a course or make changes to your schedule after Wednesday, August 22, 2018. The deadline to withdraw from a course without penalty is 4:00 p.m. Wednesday, September 19, 2018. **Note:** You must officially withdraw from a course by meeting with the Academic Advisor, Alexandre Roussel, in room 270 if you do not want to receive a failing grade. **No longer going to class is not considered an official withdrawal.**

IMPORTANT

Dropping a course has an immediate and direct impact on your academic progression. The College cannot guarantee which semester an abandoned course will be offered again. Dropping out of a prerequisite course may extend the duration of your studies. Contact Alexandre Roussel (aroussel@crcmail.net) before choosing to stop attending a course.

Courses with additional fees:

There may be additional fees related to some courses, more notably, but not restricted to, the following courses:

109-102-N4	Golf and Effectiveness
109-102-T4	Mountain Biking and Effectiveness
109-102-V4	Rock Climbing and Effectiveness
109-103-M4	Canoe Camping and Autonomy
109-103-O4	Hiking and Autonomy
320-255-LW	Geography of World Development

The amounts related to each course has not been finalized but will be communicated to you as soon as they are.

These fees will be generated the week of August 27, 2018, and should be paid before Friday, September 14, 2018.

FEES FOR ACADEMICS (FEES FOR SPECIAL SERVICES, UPDATED AS OF JANUARY 2017)

Additional Copy of Student Schedule, Tax Receipts, or other receipts and documents from student file	\$10
Analysis of Dossier to convert a DEC sans Mention to a regular DEC	\$20
Analysis of Dossier requiring a manual DEC request	\$100
Attestation of Attendance	\$10 per request
Course Outlines (for prior semesters)	\$10 per outline
Equivalence Request	\$25 per request
Late Registration Fee	\$50
Mailing of Diploma	\$10
Transcripts – Student Copy	\$10 per copy
Transcripts – Official Transcript	\$20 per copy

FINAL WINTER 2018 SEMESTER GRADES / REQUEST FOR RE-EVALUATION

All the final grades for the Winter 2018 semester are available in Omnivox. Please note that request for re-evaluation forms are available on the college website under Academics/Rules and Regulations as well as between rooms 232 and 233. The deadline for requesting a re-evaluation for a Winter 2018 course is Friday, August 17, 2018.

FINANCIAL AID / LOANS AND BURSARIES

See Nicole-Anne Daigle in room 266 for information on loans and bursaries.

ID CARDS / OPUS CARDS

ID cards/Bus card photos for new students will be taken in the gym on Welcome Days then in room 272 from Thursday, August 16th to Wednesday, August 22nd.

ID cards **are obligatory** in order to have access to all SLC facilities including English Exit Exam, library, fitness centre, final exam entrance, and any other related SLC activities. Please note that a \$15 fee is charged by the RTC for a replacement card.

St. Lawrence is part of the *abonne BUS Étudiant* program. Students may purchase their monthly pass online. For more info, please go to the [RTC website](#).

LOCKERS

All students must keep the locker which is assigned to them. Your locker number is indicated on your schedule. It is highly recommended that you bring a lock with you and put it on your locker when you show up for Welcome Days. This is the best way to avoid locker problems on the first day of classes. Locks will be cut if found on the wrong lockers. First-year students have bottom lockers. If you have a problem with the locker you have been attributed, please see Joanne Gosselin or Jérémie Ouellet in room 272 for help or send them a MIO message.

MIO/TV MONITORS

St. Lawrence staff communicates with students regularly. Please check your MIO messages and the TV monitors daily.

SLC NEWSLETTER

Every Monday, the SLC Newsletter is sent to you by e-mail from Student Activities. If you do not have it in your INBOX, it is most likely that it went in your Junk Mail. Please look for it and unblock us. **Students are RESPONSIBLE for getting essential information.** If you do not receive the newsletter by e-mail, please come to room 272.

WHEN THE SEMESTER ENDS

- The Fall 2018 semester ends on **Friday, December 21, 2018** All students are expected to be available **until the end of the semester**. In exceptional circumstances (e.g.: two exams scheduled at the same time, illness, etc.) students may be permitted to write a special exam.
- **Should you have an unexpected emergency during the final exam period, contact Betty Ableson or Josée Guilbault in Academic Affairs immediately.**
- **IF YOU PLAN A TRIP DURING THE EXAM PERIOD, YOU RUN THE RISK OF FAILING THE COURSE.**