

## KEEP ME! I am important.....

**Winter 2019 schedules will be available online after 4:00 p.m. on Wednesday, January 9, 2019.** 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](mailto:bettya@slc.qc.ca)) immediately so that she can 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:

- **Thursday, January 10, 2019**
  - 8:30 a.m. – 12:00 p.m.
    - Science Students
  - 1:00 p.m. – 3:30 p.m.
    - ALC, Business, DEC Pathway and Social Science Students

### **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. Then, bring your list to the Bookstore, room 294, and we will prepare your book order.

When your books are ready, you will receive a MIO message asking you to go pay and pick up your books in the Library (Room 202). 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 semi-annual and much appreciated used books sale in the Atrium from Thursday, January 10, 2019 to Thursday, January 17, 2019. You must have a printed version of your booklist in hand. **N.B. First-come, first-served.**

From Monday, January 14, 2019 to Friday, January 18, 2019, the bookstore will be open from 8:00 a.m. to 4:00 p.m. The bookstore will follow the regular schedule as of Monday, January 21, 2019. The Bookstore, room 294, is located near the reception desk. Regular bookstore hours will be posted on the door. Please note that returns will only be accepted as of Monday, January 21, 2019. **All receipts are required.**

### **COMPUTER SERVICES – How do I access my SLC Portal Account?**

1. Go to our website: [www.slc.qc.ca](http://www.slc.qc.ca) and click on SLC 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. As of January 14, 2019, if you experience difficulty with your computer access, see Mathieu Côté, IT technician, in room 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. on Friday, January 18, 2019. You must use the **Course Schedule Modification Module**, which will be activated as of Wednesday, January 9, 2019 at 4:00 p.m. and will remain open until 4:00 p.m. on Friday, January 18, 2019. 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 a course at any time. **A \$25.00 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 Friday, January 18, 2019. The deadline to withdraw from a course without penalty is 4:00 p.m. Thursday, February 14, 2019. **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 in 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 before choosing to stop attending a course.

### **Courses with additional fees:**

109-101-O4	Health, Snowshoeing and XCountry Skiing	\$35
109-103-E4	Winter Camping and Autonomy	\$165
109-103-O4	Hiking and Autonomy	\$55
109-103-S4	Alpine Skiing, Snowboarding and Autonomy	\$230
320-260-LW	Cultural and Political Geography	\$35
401-101-LW	Introduction to Business	\$30
401-260-LW	Marketing	\$30
602-BNR-LW	Fondement de la communication française	\$24
602-BNS-LW	Langue française et réalité	\$24

These fees will be generated the week of January 22, 2018.

## **FEES FOR ACADEMICS (FEES FOR SPECIAL SERVICES)**

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 Payment Fee (pending Board approval)	\$25
Late Registration Fee	\$50
Mailing of Diploma	\$15
Transcripts – Student Copy	\$10 per copy
Transcripts – Official Transcript	\$20 per copy

## **FINAL FALL 2018 SEMESTER GRADES / REQUEST FOR RE-EVALUATION**

All the final grades for the Fall 2018 semester are available in Omnivox. Please note that requests for re-evaluation forms are available on the college website under Academics/Rules and Regulations as well as outside of rooms 232 and 233. The deadline for requesting a re-evaluation for a Fall 2018 course is **Friday, January 11, 2019.**

## **FINANCIAL AID / LOANS AND BURSARIES**

See Joanne Gosselin in room 272 for information on loans and bursaries.

## **ID CARDS / OPUS CARDS**

ID card photos for **new students only will be taken** on Thursday, January 10, 2019 in room 272 between 8:30 a.m. to 4:00 p.m. (lunch break from 12:00 p.m. to 1:00 p.m.) 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 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**

Returning students must keep the locker that were assigned in August 2018. You will find your locker number on your schedule. When you come on Welcome Day, it is highly recommended that you bring a padlock with you and put it on your locker immediately. This is the best way to avoid locker problems on the first day of classes. Pay attention to your assigned locker number. First year students have bottom lockers. If you have a problem with the locker you have been attributed, do not grab another. Locks will be cut if found on the wrong lockers. Please go to room 272 for help or send a MIO message to Joanne Gosselin or Jérémie Ouellet for more information.

## **MIO/TV MONITORS**

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

## **PARKING**

Parking spaces can possibly be rented at neighboring apartments: Pavillon Montcalm (418) 656-0553 and there is a parking area down on Nérée-Tremblay at the Coopérative funéraire du Plateau. For information, please see the receptionnist. **Do not park at the Pyramid, they will tow your car immediately.**

## **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.**

## **WHEN THE SEMESTER ENDS**

The Winter 2019 semester ends on **Friday, May 17, 2019, unless a reserve day for final exams is needed on Saturday, May 18, 2019. All students are expected to be available until the end of the semester.** In exceptional circumstances (ie; 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 Organization immediately.**
- **IF YOU PLAN A TRIP DURING THE EXAM PERIOD, YOU RUN THE RISK OF FAILING THE COURSE.**