

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

1. Go to our website: 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 13, 2020, if you experience difficulty with your computer access, please send an email to our IT team at ITSupportStlo@crcmail.net.

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 send an email to ITSupportStlo@crcmail.net.

COURSE CHANGES / ADDING / DROPPING A COURSE

The deadline for course changes is 4:00 p.m. on Friday, January 17, 2020. You must use the **Course Schedule Modification Module**, which will be activated as of Wednesday, January 8, 2020 at 4:00 p.m. and will remain open until 4:00 p.m. on Friday, January 17, 2020. 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 17, 2020. The deadline to withdraw from a course without penalty is 4:00 p.m. Friday, February 14, 2020. **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 (prices may vary):

109-101-O4	Health, Snowshoeing and XCountry Skiing	\$35
109-103-E4	Winter Camping and Autonomy	\$165
109-103-O4	Hiking and Autonomy	\$55
320-260-LW	Cultural and Political Geography	\$40
401-101-LW	Introduction to Business (online registration)	\$35
602-008-RE	Mise à niveau français	\$25
602-210-LW	Qu'est-ce qu'un classique québécois	\$25-\$30
602-930-LW	Projet créatif	\$15
602-BNR-LW	Fondement de la communication française	\$25-\$30

These fees will be generated the week of January 20, 2020.

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 2019 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 2019 course is **Friday, January 10, 2020.**

FINANCIAL AID / LOANS AND BURSARIES

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

ID CARDS / OPUS CARDS

All students (both new and returning) who currently have a picture in our system will have access to an electronic school ID card accessible through Omnivox. For those who do not yet have a picture in our system, the system will prompt you to take a selfie. Follow the guidelines as indicated. Opus cards must be requested through your Omnivox Services under Reduced Fare Opus Card. Your bus card will then be mailed to you. When ordering your Opus card, you will need a credit card as you will need to pay a \$15 fee.

If you have any questions in regards to this, send Joanne Gosselin a MIO and she will try to help you out.

LOCKERS

Returning students must keep the locker that were assigned in August 2019. 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 2020 semester ends on **Friday, May 15, 2020, unless a reserve day for final exams is needed on Saturday, May 16, 2020. 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.**