



ST. CLAIR
COLLEGE

JUST THE FACTS

Fall 2011

A Registration Handbook for Postsecondary Students

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This booklet is prepared in advance and every effort is made to ensure the information is accurate; however changes may take place from the time of publication. The College reserves the right to change, amend or alter information published as necessary without notice or prejudice. Check the college website at www.stclaircollege.ca for the most up-to-date information.

REGISTRATION PROCEDURES

Please find enclosed your account summary for the 2011/2012 school year.

A. Fee Payment Information for First Year Students

The enclosed student invoice outlines your current account summary. Further payment is not required at this time as you have supplied the appropriate deposit to secure your position. If you have only paid your Fall semester tuition, a \$40.00 split fee will be applied to your account.

B. Fee Payment Deadline for Returning Students

Your Fee Payment Deadline Date is **August 5, 2011**. If you do not pay your fees by the Fee Payment Deadline Date, we cannot guarantee that a position will be held for you.

If you are paying your full year's tuition please remit payment to the College using one of the payment methods mentioned below by the deadline date.

If you are only paying your Fall semester's tuition please remit payment to the College using one of the payment methods mentioned below by the deadline date. Please add the \$40.00 split fee to your Fall semester's tuition as you will be assessed this additional charge.

If you have applied for OSAP, you need to complete the OSAP Deferral Form and pay a minimum of \$100.00 (if you have not already done so for the Fall semester). For more information regarding the OSAP Deferral Form, please see page 15.

If you are being sponsored by WSIB, DIA, MCSS, etc., please complete the Agency Sponsor Form and return it to the College. In order to process your registration, we must have a sponsorship letter from your sponsoring agency on file at the College and the signed Agency Sponsor Form from you.

Payment Methods

To avoid waiting in line, we encourage you to make payment by returning the Tuition Payment Form by Canada Post in the enclosed, self-addressed envelope to: St. Clair College, Registrar's Office, Room 166, 2000 Talbot Rd. West, Windsor, ON N9A 6S4. For your convenience drop boxes are located at both the Windsor and the Chatham campuses, or you may fax all forms with credit card payments to (519) 972-3811.

You may also make payment on-line through our self-service website at <https://ecampus.stclaircollege.ca>. Please see page 8 regarding your

username and password information. Should you require assistance with your username and password, please contact Information Technology Services by e-mail at selfservice@stclaircollege.ca or by phone at (519) 972-2727, Ext. 2500.

Payment can be made by: Visa, MasterCard, American Express, Cheque (made payable to St. Clair College), Money Order, Debit Card or Cash. (Please do not send cash payment through the mail. We will not be responsible for the receipt of cash sent by mail.)

C. Choosing an Elective

Should you need to choose an elective (i.e. ELEC 1030 appears on your class summary). Please use the enclosed elective listing and Choosing an Elective Form to select and register for your elective.

Fees

2011/2012 ANNUAL FULL-TIME POST-SECONDARY FEE SCHEDULE

(Based on Two Semesters)

	WINDSOR	THAMES	INTERNATIONAL	INTERNATIONAL	USA	
	GRAD.	GRAD.	GRAD/WINSOR	GRAD/THAMES	WINDSOR	THAMES
Standard Tuition	\$2,424.40	\$2,424.40	\$ 9,588.00	\$ 9,588.00	\$6,050.00	\$6,050.00
Student Activity	322.40	322.40	322.40	322.40	322.40	322.40
Student Centre	50.00		50.00		50.00	
Graduation	33.00	33.00	33.00	33.00	33.00	33.00
Health Insurance	130.89	130.89	600.00	600.00	600.00	600.00
Technology Access	70.00	70.00	70.00	70.00	70.00	70.00
Lifetime Transcript/Certification	8.00	8.00	8.00	8.00	8.00	8.00
Recreation/Fitness Centre Capital	150.00	150.00	150.00	150.00	150.00	150.00
Student Card	7.00	7.00	7.00	7.00	7.00	7.00
TOTAL FEES	\$3,195.69	\$3,145.69	\$10,828.40	\$10,778.40	\$7,290.40	\$7,240.40

1. Students enrolled in programs longer than two semesters per year will pay additional fees.
2. Health Insurance fees are pro-rated according to program start date.
3. All post-secondary students are assessed a \$23.00 liri pipe fee in their graduating semester.
4. A listing of applicable material fees is available on the College website, www.stclaircollege.ca/registrar/2011_2012_Student_Fee_Structure.pdf.
5. Optional fees, such as lockers and parking, books, late fees, and deferrals are not shown.

Below please find brief descriptions regarding the above fees:

Standard Tuition Fee - is determined by the Ministry of Training, Colleges and Universities.

Student Activity Fee - is distributed and noted as the Alumni Association, Student Representative Council, the Student Athletic Association, and Thames

Students Inc.

	WINDSOR CAMPUS	CHATHAM CAMPUS
Alumni Association	\$ 40.30	\$ 40.30
Student Representative Council, Inc.	141.05	
Student Athletic Association	141.05	
Thames Students Inc.		282.10
TOTAL	\$322.40	\$322.40

Student Centre Fee - assists with the costs of the Student Centre.

Graduation Fee - covers graduation and convocation expenses.

Liripipe Fee - is a fee for the liripipe received at the graduation ceremony.

Health Insurance Fee - cover the cost of student insurance plans for Windsor/Chatham and all international students (see page 12).

Technology Access Fee - assists with the cost of providing students with up-to-date information/instructional technologies, software, maintenance, etc.

Transcript/Certification Fee - covers the cost of transcript and certification letters requested by current and former students.

Recreation/Fitness Capital Centre Fee – offsets capital construction costs of the Recreation/Fitness Centre for a period of ten (10) years.

Material Fee – offsets any program specific materials, equipment, or clothing that are retained by the student.

Locker Fee - at the Windsor Campus are optional (see page 13). Chatham Campus students are assigned a locker and assessed a fee per year.

Fee Penalties

- Full time students who have not registered and paid fees by the registration deadline indicated on their registration letter for the Fall 2011 semester, may be allowed to pay their fees and register if there is still room in the program.
- Notification of outstanding tuition fees will begin September 30, 2011 for the Fall semester and January 31, 2012 for the Winter semester and approximately 20 days after the beginning of the Spring and Summer semesters. Academic results and graduation certificates/diplomas will be withheld if you have outstanding tuition fees.
- You may not re-register if you have an outstanding debt with the College.
- We cannot guarantee your place in the program or course if payment or financial arrangements are not made at the time of registration.

Total Contact Hours

If you register in courses that bring your total contact hours above the normal contact hours of your program for a semester, you will be subject to an additional fee at the rate of \$5.49 per additional contact hour. If you register in deregulated program courses, you will also be subject to an increased additional fee per additional contact hour (varies by program).

Part Time Status

To be assessed as a part time student, you must be registered for less than 66 2/3% of the suggested courses for your semester and 70% of the hours associated with your semester registration.

Withdrawal from the College

We hope that you do not withdraw from the College without first seeking the advice of a counsellor or your faculty advisor.

Should you decide to withdraw from the College, ***it is your responsibility***, to complete an official College Withdrawal Form and submit it to the Registrar's Office on, or before, the deadline date (please see Important Dates attached). Non-attendance and does not mean "**withdrawal**".

If you fail to complete an official College Withdrawal Form and submit it to the Registrar's Office, you will be liable to the College for any and all outstanding fees for which you have been assessed and have not paid for the semester in which the withdrawal occurs (see Receiving a Refund).

Students who are not granted Ontario Student Assistance Program (OSAP) funds or who have a fee deferral on file with the College, should take special note of the paragraph above. Please be sure to complete a Withdrawal Form regardless of when you find it necessary to leave during the semester.

A Withdrawal Form will be mailed to you if requested by phone. However, the telephone contact does not make the withdrawal official. Only a receipt by the Registrar's Office of a completed, signed Withdrawal Form makes the withdrawal official.

Receiving a Refund

You will receive a refund for ***all but \$100.00 (\$432.00 for International Students)*** of a semester's tuition ***if your withdrawal is received by the Registrar's Office up to and including the tenth day of classes in the semester***. If you fail to withdraw during this period, you will be liable for any and all tuition assessed for the semester.

If you withdraw from the College after the tenth day of classes in any semester, you will be refunded **only** that portion of fees which has been paid for future semesters (see enclosed chart on page 7 for deadline dates).

Dropping or Adding a Course

You must see the appropriate program/subject Chair, or Co-ordinator if you wish to add a course(s) or withdraw from a course(s).

You may “**add**” courses during the first 10 (ten) days from the start of classes. You may “**drop**” courses within the first two-thirds (2/3) of a given semester. If you drop courses during this time period you will notice that "DROPPED", "DROP", or "DR" will appear on your record.

You may be permitted to drop a course(s) after the "drop" period, excluding the last week of any semester, with the permission of the academic Chair. Grades of Withdraw/Passing (WP) or Withdraw/Failing (WF) will be assigned by the instructor(s) based on your performance at the time of withdrawal. It is your responsibility to complete the paperwork for the assignment of a 'WP' or 'WF'. While 'WF' is calculated in the Grade Point Average for the semester, 'WP' is not.

<p><u>Please note that:</u></p>	<p>NO REFUND will be given for courses dropped after the first 10 days of classes or for Advanced Standing requested after the first 10 days of classes.</p> <p>NO COURSE(S) CAN BE ADDED after the first 10 days of classes in any semester.</p> <p>NO COURSE(S) CAN BE DROPPED during the last week of any semester.</p>
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***PLEASE NOTE:** If adding a course(s) brings your course contact hours above the program maximum hours, additional fees will be assessed (see Total Contact Hours, page 4).

It is your responsibility to ensure that your Account Summary matches the timetable that you are following. For example, if after registering, any changes in courses or sections occur in your program, you must see the appropriate program/subject Chair or Co-ordinator to correct your registration. Please remember, that if you remain registered in a course you are not taking, an "F" grade will automatically be assigned to that course on your grade report and your transcript. If you take a course which is not listed on your registration, you will not receive credit for the work you have done in that course.

Academic Standing

To be academically eligible to graduate from a program at St. Clair College a student must pass all required courses and achieve a 2.00 Grade Point Average in the courses related to that program. In cases of sub-standard performance, students will receive one of the following standings: academic warning, academic probation, or academic dismissal.

A student on academic warning or probation may be required to successfully complete failed courses before proceeding in the program.

Provisions of this policy may not apply to certain programs. Any other exceptions to the regular policy for academic standing will appear in the program descriptions in the current issue of the handbook.

Academic Standing: Good

A student will receive academic good standing at the end of a semester when the student has successfully completed all courses and received a Grade Point Average of 2.00 or greater.

Academic Standing: Warning

A student will receive an academic warning at the end of a semester if the student has failed 1 to 15% of the program credit hours.

Academic Standing: Probation

A student will be placed on academic probation at the end of a semester if the semester Grade Point Average falls below 2.00 or if the student fails 16 to 32% of the credit hours.

Academic Standing: Dismissal Mode (Dismissal 1, Dismissal 2, Dismissal 3)

A student will receive an academic “dismissal” if he/she:

1. Fails 3 or more courses, or
2. Fails 33% or more of the program credit hours, or
3. Any student that has been previously placed on probation and their next consecutive semester calculates a 2nd probation, the student will automatically be placed on a 1st Dismissal, or
4. Fails the same course twice, or
5. Is on probation following re-admission to a program and fails to achieve a semester Grade Point Average of 2.00 by the next evaluation period.

St. Clair College Re-Admission Policy

Students who receive an initial dismissal from a program must apply for re-admission through the Registrar's Office.

Students who are re-admitted in accordance with above, will be placed on probation and must achieve a semester Grade Point Average of 2.00 by the next evaluation period. If a student fails to meet such requirements, the student will be dismissed (2nd dismissal) and will not be eligible for re-admission into that program under any conditions for a period of two years from the start of the semester from which the student was dismissed. During this time, the student may re-apply to another program.

A student who has been dismissed three times from any post-secondary program at St. Clair will not be eligible to enrol in another post-secondary program for a period of two years from the start of the semester from which the student was dismissed.

For students whose dismissal pre-dates this policy, implementation of their re-admission will be at the discretion of the Chair.

Important Dates to Remember - Fall 2011

	START DATE	END DATE	FINAL DATE TO ADD COURSES & WITHDRAW WITH FULL REFUND (10DAYS)	FINAL DATE TO DROP COURSES (2/3)	GRADE RELEASE DATE
Most Post Secondary Programs (15wks) CYW	09 06 2011	12 16 2011	09 19 2011	11 15 2011	12 23 2011
Graphic Design Yr. 3 (12wks)	09 06 2011	11 25 2011	09 19 2011	11 01 2011	12 23 2011
Med. Lab. 3yr (35wks)	08 08 2011	05 04 2012	08 19 2011	02 01 2012	05 11 2012

Grade Retrieval...How to Get Your Grades

For the date when grades for the 2011 Fall semester will be available, please see the "Grade Release Date" column in the "Important Dates" chart above.

You will need your St. Clair College user name and password to retrieve your grades on-line through our self service website <https://ecampus.stclaircollege.ca>.

Academic Grade Review Policy

If a student wishes to have a final grade reassessed, it is suggested that the student address the concern with the faculty member who conferred the grade. However, in the event an official grade appeal is required, the following two levels of formal appeal are available.

Step 1

Appeal the final grade by filing an official Grade Appeal Application with the Registrar's Office within **ten (10) college business days** following the release of grades. The student will complete Part A and B of the Notice of Grade Appeal. The Academic Chair will conduct a first level inquiry and attempt to secure a mediated resolution within **five (5) college business days**.

Step 2

In the event the Chair has not been able to mediate a resolution of your grade appeal, or if the time line (5 college business days) has passed without a resolution, complete Part C of the Notice of Grade Appeal and file with the Registrar's Office in order to refer the appeal to the College Appeal Panel. The Appeal Panel holds a hearing within **ten (10) college business days**. The office of the Vice President, Academic will communicate the decision to the student within **two (2) college business days**.

A \$25.00 fee per course must accompany the application. This fee will be refunded if the review is upheld.

NOTE: Time limits are expressed in college business days. Grade Appeal Forms and procedures are available in the Registrar's Office or via the College website, <http://www.stclaircollege.ca/registrar/>.

Student Identification Validation Policy

To ensure we protect students' privacy and personal information the following will outline the approved processes to access, change, distribute and release student information:

1. Username and Passwords for PeopleSoft and Academic Computing

Username and Passwords will be automatically generated for students who are Term Activated for a given semester for one academic year. The naming convention used to generate the Username and Password will consist of the following:

Username: "Usernames" will consist of the entire Student Number, beginning with the letter "W".

Password: Will consist of the first two letters of your First Name, the first two letters of your Last Name and the last 4 digits of

your Student Number.

Example:

First Name	Last Name	Student Number	Username	Password
Jane	Doe	0123456	W0123456	JADO3456

Please note that your “Username” and “Password” are case sensitive and therefore must be entered using **Uppercase**.

A password change will be forced at the first login.

If students forget their passwords they must go in person to the IT Consolidated Service Desk and show photo ID. For support in Chatham, students should go to Room T102.

2. Telephone Verification and Opt Out Option

Telephone Verification: In the event the student is unable to attend the IT Consolidated Service Desk in person, i.e. geographic location, the student will be referred to the Registrar (or designate) for validation purposes. The Registrar (or designate) will provide information to the student once verification has been confirmed.

Opt Out Option: In the event the student does not want the College to release information over the telephone to anyone, including the student, an opt out form is available. Please see the attached form for details (see page 11). The form is also available on the College website, <http://www.stclaircollege.ca/registrar>, under “Just the Facts”.

3. Transcripts

Requesting

Transcript requests will require at minimum, a 24 hour turn around period. Active students should be directed to request transcripts using Self Service. Transcript requests can also be made:

1. In person, by completing the attached “Request for Transcript” form.
2. By telephone, if the following information is validated:

- Student Number
- Registered Program
- SIN Number or DOB
- Current Address

* Opt Out option available. Refer to item #2 for details.

Pick Up

Students must provide photo identification to pick up a transcript.

Mailing of Transcripts

Upon request, transcripts can be mailed to any educational institution, the student’s “Home” or “Local” address providing it matches the Student Information System.

4. Diplomas/Certificates

Requesting

To obtain a diploma or certificate students must complete the “Application for Certificate from Continuing Education” form, or be in their graduating AAL.

Pick Up

Students must provide photo identification to pick up a diploma or certificate.

Mailing

Diplomas or certificates can be mailed to the student’s “Home” or “Local” address providing it matches the Student

Information System .

After two weeks of the official graduation ceremony, diplomas or certificates that have not been picked up will be mailed to the student's "Home" address as indicated on the Student Information System .

5. Name Change

Students must provide legal documented proof to change their first or last name. (Examples: Marriage certificate, divorce decree, driver's license.)

6. Address Change

If possible, students should be directed to change their address using PeopleSoft Self Service. Address changes can also be requested by telephone, if the following information is validated:

- Student Number
- Registered Program
- SIN Number or DOB
- Current Address

7. Inquiries & Requests to Release Personal Data

For approved agencies, organizations or individuals (colleges, universities, police, banks, prospective employers, etc.) the Registrar's Office will only:

- ❖ Confirm that a student is or has been registered at the College.
- ❖ Confirm whether a student has graduated from a specific program.

Please note that no other student information, including educational history, will be released without:

1. The Registrar's Office receiving a signed Consent Form from the student which has been received and validated with photo ID.
2. The Registrar's Office receiving a signed Consent Form from the student that has been notarized and verified using photo ID.
3. The issuing of a legal warrant.

Opt Out – Telephone Verification

I, _____ do not authorize St. Clair College to release any of my personal or academic information over the telephone, including requests made by myself. The cancellation of this opt out option must be completed through the Registrar's Office.

Student Name	Student ID #
Student Signature	Date

Student Health Insurance Plan 2011-2012

Eligibility

All full time fee paying post-secondary students in Windsor and Chatham. Information booklets are available on-line at www.stclair-src.org. Your student card is your health card.

Prescription Drugs (Pay-Direct)

When injury or sickness requires drugs or medicines which require a written prescription, by a legally qualified physician, the insurer will pay 80% (to a

maximum of \$5,000/yr.) of the actual costs of such medication for use while your coverage is in force. Fertility drugs, anti-smoking remedies or over the counter medications are **not included**.

Accident and Medical

- Accidental death and dismemberment
- Accidental medical expense reimbursement
- Dental accident expense reimbursement
- Tutorial expense
- Ambulance expense reimbursement
- Excess hospital/medical reimbursement out-of-province (the Student Representative Council recommends securing additional coverage to supplement the benefits covered under this plan if you are traveling outside the Province or Country.)

Health Insurance Cards and Claims Submission

Your St. Clair College Health Insurance number is "L00 + your student number". Use your Student ID card at the drug store. Claim submission forms will be available in the SRC Office (Windsor) or the TSI Office (Chatham). Insurer Claimsecure Policy # 100003982, Group # 513982.

NOTE: IF YOU HAVE OPTIONAL COVERAGE I.E., BLUE CROSS YOU HAVE AN OPTION OF FILLING OUT AN OPT-OUT FORM ON-LINE (www.stclair-src.org) – THERE IS A DEADLINE. IF YOU HAVE ANY QUESTIONS REGARDING THE PLAN COME TO THE SRC OFFICE FOR DETAILS.

Optional family coverage is available. Application forms will be available in the SRC Office and TSI Office. All benefits are subject to all conditions, limitations, exclusions and other terms of the master group insurance policies.

Parking

Sale of Annual Student Parking Permits

Students planning to park a motor vehicle at any Campus will be required to purchase a parking permit. A limited number of permits will be available each semester on a first-come, first-serve basis at a cost ranging from \$30, \$37.50, \$62.50 or \$125.

All St. Clair College students are asked to report to the Main Lobby, Parking Office to fill out a parking contract and purchase a parking permit.

Parking – Hours of Operation

Parking information can be obtained in person from the Information Desk located in the College's Main Lobby during the following times:

8:00 a.m. to 7:00 p.m. – Monday to Thursday

8:00 a.m. to 3:00 p.m. – Friday

By phone: (519) 972-2727 Ext. 4515

Lockers (Windsor Students Only)

The Service....

1. St. Clair College has full-length lockers (with locks) available to officially registered full time post-secondary day students.
2. A limited number of lockers are available; registering before school starts will improve your chance of getting a locker. If you are unable to get a locker, it is advisable to consider sharing a locker with a classmate or friend.
3. Locker numbers correspond to the floor on which they are located. (Locker numbers beginning with "0" are in the basement, locker numbers beginning with "1" are on the first floor, etc.)
4. There is a yearly (two semester) one time fee of \$25.00 for the locker (lock provided). Students at the St. Clair Centre for the Arts will be charged \$20.00.
5. Part-time, Apprenticeship, Con-Ed, and Adult Training students are not eligible for a locker under this system.

The Process...

Students are to register for lockers in Room 280, Monday to Friday 9:00 a.m. to 4:00 p.m., lockers are assigned beginning in July.

You must bring with you the Account Summary you received from the Registrar's Office showing you have registered and paid your tuition. A cash payment of \$25.00 is required for lockers.

You will receive a locker receipt. Your locker number, combination, etc., will appear on this form. You are required to hold onto this form for future locker business.

The Policy...

The assigned student is responsible for the locker and lock.

Students assigned lockers, who officially withdraw from the College within 10 school days from their start date, will be reimbursed the user fee. No refunds will be given following this date.

The lockers and locks are the property of St. Clair College. Locks are not to be removed and replaced with private locks. Written graffiti, stickers, etc., constitute abuse of lockers and are not allowed. Failure to comply with the above will result in a hold placed on your official grades until restitution is made to the College.

You are expected to remove your personal belongings and leave the lock latched on the locker when the rental of the locker is finished or, when you finish school.

Contents left in lockers will be removed and stored for a period of 45 days. After this period, contents become the property of St. Clair College. The College does not assume any responsibility for any lost or stolen items left in the lockers.

For more information, contact the Locker Coordinator in Room 280 or by telephone at (519) 972-2727, Ext. 5625.

Financial Aid Office
OSAP (Ontario Student Assistance Program)

The Service....

The objective of OSAP is to assist students with limited financial resources to meet the costs of post-secondary education (fees, books, local transportation and living expenses). OSAP is intended to ***supplement, but not to replace***, the financial resources of the applicant and the family which are, or should be, available to finance the applicant's education.

Monies from OSAP are not available before the start of classes, therefore, students are expected to make arrangements to complete an OSAP Deferral Form and pay a \$100.00 OSAP Deferral payment.

If you have any questions concerning OSAP, please do not hesitate to contact the Financial Aid Office at (519) 972-2718.

The Process

Applying:

On the website at <http://osap.gov.on.ca>

Students are encouraged to apply in this manner, as there is no charge when applying on-line using the Internet. Please be sure to print your proof of application.

Application Form:

\$10.00 FEE PAYABLE TO THE MINISTER OF FINANCE APPLIES IF USING THE PAPER APPLICATION FORM

- Applications are available at High Schools, St. Clair College -Windsor and Chatham Campuses.
- Paper applications must be sent to St. Clair College, Financial Aid Office for processing.

OSAP Tuition Deferrals

- Tuition fees are payable at the time of registration.
- If you have applied for OSAP, you can request a tuition deferral which delays payment of tuition fees until monies are available from OSAP. A minimum payment of **\$100.00** is required, (\$100.00 is non-refundable if you withdraw within the first 10 days).
- An OSAP application must have been received by St. Clair College - Financial Aid Office in order to qualify for a deferral (either on-line or paper application).
- An OSAP tuition deferral does not mean that you qualify for OSAP, only that you applied.

Picking-Up OSAP

- OSAP **CANNOT** be picked up until you start classes in an approved program with a course load no less than 60% or 40% if you have a permanent disability.
- When you receive your Notice of Assessment, call the Financial Aid Office, (519) 972-2718 to make an appointment to pick up your OSAP.
- OSAP **WILL NOT** be released without the following documentation:
 1. Proof of Social Insurance Number
Proof can be:
 - Social Insurance card
 - Temporary Social Insurance card issued by Service Canada (400 City Hall Square East)
 - Government issued document with name and S.I.N. on it (i.e. Notice of Assessment from Revenue Canada)
NOTE: T4's **are not** acceptable
 2. Proof of Registration
 3. Valid government issued photo identification (i.e. Driver's License, Passport, or a B.Y.I.D. Card from the L.C.B.O. If none of these are available, please contact the Financial Aid Office.
 4. Total of gross summer or pre-study income from all sources such as:
 - Employment
 - Employment Insurance
 - Ontario Works
 - Disability
- When you receive your OSAP assessment you can call our office at (519) 972-2718, if you have any questions.

OSAP Bursaries:

- Child Care bursary for **married or sole-support students with 3 or more children** (all must be age 11 or under) receiving OSAP, who need additional funds for babysitting costs, can obtain application forms from the Financial Aid Office.

- Students with Disabilities bursary for **special needs students** receiving OSAP who have exceptional educational expenses, can obtain application forms from the Learning Commons - Windsor - Room 206, Chatham - Room 148.

Awards:

- Awards are taxable money (USUALLY \$100.00 - \$1000.00) provided by various benefactors to assist students demonstrating financial need. The money does not have to be repaid.
- Check the bulletin board outside Room 166 at the Windsor Campus or at the Chatham Campus for information.

PLEASE INFORM THE FINANCIAL AID OFFICE OF ANY CHANGES OF ADDRESS, MARITAL STATUS OR COLLEGE PROGRAM.

Windsor Campus
Financial Aid Office
Room 166 (519) 972-2718

Chatham Campus
Registration Office
Room 134 (519) 354-9100,
Ext. 3216

Students with Disabilities - Learning Commons

The Service....

St. Clair College provides educational support services to qualified students with disabilities who are applying to or attending the College. **Early self-identification** of your learning disability, emotional disorder, or temporary or permanent physical, visual, or auditory limitation is important to ensure the provision of appropriate accommodations. The disclosure of disability related educational needs is not used to discriminate against students but rather is used to determine the assistance required to help equalize your opportunity for success in your chosen program. If you require any of these support services, please contact Disability Services at the Windsor Campus at (519) 972-2727, Ext. 4226 or at the Chatham Campus at (519) 354-9714 prior to the start of your program.

Library Service

The Service....

The Library is offering a new service to all registered students. Our electronic databases are available to all daytime and evening students at St. Clair College and to College Alumni. Please contact the Library at St. Clair College, (519) 972-2739 or visit our website at www.stclaircollege.ca.

Peer Tutoring Service

The Service....

Comprehensive tutoring is offered to all St. Clair College students **FREE OF CHARGE** in the Learning Commons area. For more information, phone Marilyn Vieceli at (519) 972-2727, Ext. 4406 or e-mail mvieceli@stclaircollege.ca.

Notification of Disclosure of Personal Information to Statistics Canada

Personal Information

Under the Federal Privacy Act, individuals can request access to their own, individual information held on federal information banks, including those held by Statistics Canada.

Students who do not wish to have their information used are able to ask Statistics Canada to remove their identification and contact information from the national database.

Further information on the use of this information can be obtained from Statistics Canada's website: <http://www.statcan.ca> or by writing to the Post Secondary Section, Centre for Education Statistics, 17th Floor, R.H. Coats Building, Tunney's Pasture, Ottawa, K1A 0T6.

Calendars

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matter, including education.

It is essential to be able to follow students across time and institutions to understand, for example, the factors affecting enrolment demand at Post Secondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand 'outcomes'. In order to carry out such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education, and labour force activity.

The Federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The

information may be used only for statistical purposes, and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify a student.

Students who do not wish to have their information used are able to ask Statistics Canada to remove their identification and contact information from the national database.

Further information on the use of this information can be obtained from Statistics Canada's website: <http://www.statcan.ca> or by writing to the Post Secondary Section, Centre for Education Statistics, 17th Floor, R.H. Coats Building, Tunney's Pasture, Ottawa, K1A OT6.