

### How to choose an elective:

- Click on the "**Self-Service Login**" Link under the Current Students tab at the top right of the college website.
- To log on to Self-Service you will require your User ID which is "**W**" followed by your **7 digit student number**. (example: W1234567)
- Your default password consists of: First 2 letters of your First Name, followed by the First 2 letters of your Last Name, followed by the last 4 digits of your student number (all in upper case letters).
- You must change your default password after your initial login.
- If you have changed your password and do not remember it; or the Self-Service login is not permitting access, please contact our Help Desk at 519-972-2727, ext 2500 for assistance.
- Once you have successfully logged on, click the following links:
  - SELF-SERVICE
  - ENROLLMENT
  - ENROLLMENT: ADD CLASSES
- Please ensure the 'SWAP' tab is selected as indicated below. Select the appropriate term and click 'CONTINUE'.

The screenshot shows a web interface for swapping a class. At the top, there are four tabs: "my class schedule", "class search", "add", and "swap". The "swap" tab is selected. Below the tabs, the text "Swap a Class" is displayed. To the right of this text is a dropdown menu showing the number "1" and two other options. Below the dropdown is the text "Select Term". A table with the following data is shown:

Select a term then click Continue.			
	Term	Career	Institution
<input type="radio"/>	Fall 2008	Credit	St. Clair College
<input type="radio"/>	Winter 2009	Credit	St. Clair College
<input type="radio"/>	Spring 2009	Credit	St. Clair College

Below the table is a green button labeled "CONTINUE".

- From the drop down menu, please select the 'ELEC 1030' course code as shown in the diagram on the following page.

## Swap a Class

### 1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

Fall 2008 | Credit | St. Clair College

change term

Swap This Class	
Select from your schedule	*BLOCK C862B1: C862-C862 Class B AAL 1
With This Class	
Search for Class	*BLOCK C862B1: C862-C862 Class B AAL 1 ELEC 1030: CHOOSE 1 ELECTIVE COURSE ENG 100W: WRITTEN COMMUNICATIONS I GAS 50: INTRO RESEARCH & ORAL PRESENT GAS 80A: PRE H.S./A.A. MATH I MIC 111: COMPUTER APPLICATIONS I
Enter Class Nbr	<input type="text"/> enter

▶ My Fall 2008 Class Schedule

- You will then select a course utilizing 'SEARCH FOR CLASSES' as indicated below. Click the search button.

With This Class	
Search for Class	Search for Classes <input type="button" value="search"/>
----- OR -----	
Enter Class Nbr	<input type="text"/> enter

- The following screen will appear. From the pull down menu, select the Course Subject and enter the appropriate Course Number. (\*For your convenience, a handout outlining Electives available to your program has been provided in your registration package). Press search to continue. A screenshot has been provided on the following page.

## Swap Classes



### 1. Select a class to swap - Search for Classes

Select at least 2 search criteria. Click Search to view your search results.

St. Clair College | Fall 2008

**Class Search Criteria**

**Course Subject**

**Course Number**

**Course Career**

Show Open Classes Only  
 Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

[▶ Additional Search Criteria](#)

- From the criteria provided, a list of available class sections will be provided. The options available will highlight class start and end times, as well as the instructor. To choose the appropriate class, click the 'SELECT CLASS' button.

Open  Closed  Wait List

#### SSC 164G - INTRODUCTION TO SOCIOLOGY

View All Sections				First	1-3 of 19	Last
<b>Section</b> <a href="#">001-CRS(4484)</a>				<b>Status</b> ●	<a href="#">select class</a>	
<b>Session</b> 14 Week						
<a href="#">Days &amp; Times</a>	<a href="#">Room</a>	<a href="#">Instructor</a>	<a href="#">Meeting Dates</a>			
Th 2:00PM - 5:00PM	South Campus 224	Elizabeth Revenberg	9/1/2008 - 12/7/2008			
<hr/>						
<b>Section</b> <a href="#">002-CRS(4483)</a>				<b>Status</b> ●	<a href="#">select class</a>	
<b>Session</b> 14 Week						
<a href="#">Days &amp; Times</a>	<a href="#">Room</a>	<a href="#">Instructor</a>	<a href="#">Meeting Dates</a>			
M 1:00PM - 4:00PM	South Campus 015	Elizabeth Revenberg	9/1/2008 - 12/7/2008			
<hr/>						
<b>Section</b> <a href="#">003-CRS(4482)</a>				<b>Status</b> ●	<a href="#">select class</a>	
<b>Session</b> 14 Week						
<a href="#">Days &amp; Times</a>	<a href="#">Room</a>	<a href="#">Instructor</a>	<a href="#">Meeting Dates</a>			
F 10:00AM - 1:00PM	South Campus 016	Thomas Groulx	9/1/2008 - 12/7/2008			

- Once a class section is selected, you will be provided with further details relating to the course. This information is for confirmation purposes only. If you are satisfied with this class, please click the 'NEXT' button.

## SSC 164G - INTRO TO SOCIOLOGY

### Class Preferences

<b>SSC 164G-001</b>	Course	<span style="color: green;">●</span> Open	<b>Wait List</b>	<input type="checkbox"/> Wait list if class is full
<b>Session</b>	Fourteen Week		<b>Permission Nbr</b>	<input type="text"/>
<b>Career</b>	Credit		<b>Grading</b>	Graded
			<b>Units</b>	3.00

Section	Component	Days & Times	Location	Instructor	Start/End Date
001	Course	Th 2:00PM - 5:00PM	South Campus 224	Elizabeth Revenberg	9/1/2008 - 12/7/2008

- An additional confirmation screen is presented for your approval. Press the 'FINISH SWAPPING' button to complete the process.

## 2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

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▼ You are replacing this class

✔ Enrolled    ⊗ Dropped    ▲ Wait Listed

Class	Description	Days/Times	Location	Instructor	Units	Status
<a href="#">ELEC 1030-001 (4172)</a>	CHOOSE 1 ELECTIVE COURSE (Course)	Tu 2:00PM - 5:00PM	OFF1_00027	Staff	3.00	<span style="color: green;">✔</span>

▼ With this class

● Open    ■ Closed    ▲ Wait List

Class	Description	Days/Times	Location	Instructor	Units	Status
<a href="#">SSC 164G-001 (4484)</a>	INTRO TO SOCIOLOGY (Course)	Th 2:00PM - 5:00PM	South Campus 224	E. Revenberg	3.00	<span style="color: green;">●</span>

- A message will be provided indicating the successful selection of an elective.