ST. CLAIR
COLLEGE

JUST THE FACTS

Fall 2026

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REGISTRATION PROCEDURES

FEE PAYMENT FOR NEW AND RETURNING STUDENTS

Your student invoice outlines your current account summary. If you have not already paid your Fall fees in full, the remainder of your fees are due by **August 3rd, 2026**. We cannot guarantee that a position will be held for you if you do not pay the balance of your fees by the deadline date.

If you are going to pay your full year's tuition, please remit payment *by the due date*, to the College using one of the payment methods mentioned below.

If you have applied for OSAP, the balance of your tuition is due upon receipt of your OSAP funds. OSAP should automatically redirect proceeds towards your tuition. If, by chance, this did not occur, it is the student's responsibility to ensure tuition is paid in full by the end of each semester. For further information, please speak with a representative in our Financial Aid Department.

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

PAYMENT METHODS

We encourage you to pay for your tuition using one of the following methods:

Through your bank: fees can be paid through all major Financial Institutions using either online or telephone banking. You will need to set up 'St. Clair College' as a payee. The account number is your 7-digit student ID; if they require 8 digits add an extra (0) at the front making it 8 digits. Please allow 3 business days from the date of payment to show on your student account.

Credit Card: Current St. Clair College students can make payments using Visa, MasterCard and AMEX by logging in to **MySt.Clair** > Select the Flywire Tuition Payment Platform Tile. VISA, Mastercard and AMEX payments will be subject to a 2.5% service fee for each withdrawal. As it is not a St Clair College fee, the service fee will not appear as a transaction on your MySt.Clair. Instead, this fee will appear as a separate item on the credit card statement.

International Payment Options: Overseas payments should be made online using our online payments platform Flywire **stclaircollege.flywire.com**.

You can pay online or by bank transfer in the currency of your choice. Click here for more information

Please Note: St. Clair College no longer accepts credit cards as a form of payment for tuition except as outlined above. We encourage students to pay using online banking through their financial institution.

CHOOSING AN ELECTIVE

Should you need to choose an elective (i.e. ELEC appears on your course list). Please use the elective listing and register for your elective on your SIS - MySt.Clair portal. Elective information will be released to students the week of August 11th for the Fall semester and can be found at https://www.stclaircollege.ca/registrars-office/electives

MANDATORY TRAINING MODULES FOR ALL STUDENTS

St. Clair College requires all New Students for the Fall semester to complete three training modules. The modules are each 20-30 minutes in length and include the following:

- St. Clair College Emergency Response for Students
- St. Clair College Consent and Sexual Misconduct Reporting
- Student Code of Rights & Responsibilities

It is important to everyone in the College community to understand what to do during an emergency, how to prevent and respond to sexual violence and sexual misconduct and how to protect yourself from violating the Code of Student Rights and Responsibilities.

All Fall 2026 students, new to the College this academic year, must complete the three mandatory training modules by October 31, 2026. The training modules are on your Blackboard page. You should also be able to see whether you have completed the training if you are uncertain.

Failure to complete these modules will result in your account being classified as 'not in good standing' which could prevent eligibility opportunities for scholarships or bursaries. Please complete these very important training modules before October 31, 2026, in order to be enrolled in your next semester.

For more information please view https://www.stclaircollege.ca/hub/student-mandatory-training-faqs.

ABOUT YOUR FEES 2026/2027

FEES	WINDSOR	CHATHAM	INTL WINDSOR	INTL CHATHAM	USA WINDSOR	USA CHATHAM
Standard Tuition	2777.07	2777.07	14,752.44	14,752.44	8,480.45	8,480.45
Student Buildings - Windsor Building Operating	180.00	N/A	180.00	N/A	180.00	N/A
Student Buildings - Windsor - Academic Tower/Student Centre Expansion	100.00	N/A	100.00	N/A	100.00	N/A
Student Buildings - Chatham Building Operating	N/A	130.00	N/A	130.00	N/A	130.00
Student Buildings - Chatham Student Centre Capital	N/A	150.00	N/A	150.00	N/A	150.00
Student Buildings - Chatham - Healthplex Capital Equipment Renewal	N/A	75.00	N/A	75.00	N/A	75.00
Student Achievement and Records	35.00	35.00	35.00	35.00	35.00	35.00
Health Insurance	347.00	347.00	711.47	711.47	711.47	711.47
Athletics & Recreation - Windsor Capital	150.00	N/A	150.00	N/A	150.00	N/A
Athletics & Recreation - Windsor Operating	255.00	N/A	255.00	N/A	255.00	N/A
Athletics & Recreation - Chatham Operating	N/A	200.00	N/A	200.00	N/A	200.00
Academic Support - Student Representative Council	81.70	N/A	81.70	N/A	81.70	N/A
Academic Support - Thames Student Incorporated	N/A	81.70	N/A	81.70	N/A	81.70
Academic Support - St. Clair College	13.30	13.30	13.30	13.30	13.30	13.30
Campus Safety - Windsor Campus	15.00	N/A	15.00	N/A	15.00	N/A
Campus Safety - Chatham Campus	N/A	5.00	N/A	5.00	N/A	5.00
Nexus Operations Fee	100.00	N/A	100.00	N/A	100.00	N/A
Career Services	10.00	10.00	10.00	10.00	10.00	10.00
Student ID Cards	15.00	15.00	15.00	15.00	15.00	15.00
Health & Counselling	25.00	25.00	25.00	25.00	25.00	25.00
Student Legal Support Fee	33.90	33.90	33.90	33.90	33.90	33.90
Transit Windsor Bus Pass	851.79	N/A	851.79	N/A	851.79	N/A
SRC Membership Fee	70.00	N/A	70.00	N/A	70.00	N/A
TSI Membership Fee	N/A	90.00	N/A	90.00	N/A	90.00
Alumni Membership Fee	50.00	50.00	50.00	50.00	50.00	50.00
Total Tuition Fees	**$5,109.76**	**$4,037.97**	**$17,449.60**	**$16,377.81**	**$11,177.61**	**$10,105.82**

Please Note: The College reserves the right to change, amend or alter fees as necessary without notice or prejudice.

TUITION FEES

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. A list of fee descriptions and program applicable material fees are available on the College website. Click Here for more information.
4. Optional fees, such as lockers and parking, books, and deposit/deferrals are not shown.

FEE PENALTIES

- Full time students who have not registered and paid fees by the registration deadline indicated on their registration letter for the Fall 2026 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 approximately 30 days after the beginning of each new semester. 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 and YOUR TUITION

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. Domestic students will be charged at the rate of $6.23 per additional contact hour and International students at the rate of $25.75 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 YOUR PROGRAM

Should you decide to withdraw from the College, it is your responsibility to complete an official College Withdrawal Form on, or before, the deadline date * **Non-attendance does not mean "withdrawal"**. (*Deadline dates are posted on the Registrar's Office website). You can find the form here: https://www.stclaircollege.ca/forms/request-withdraw

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). An encumbrance may be placed against your record should you fail to follow the official withdrawal procedures.

Students who are not granted Ontario Student Assistance Program (OSAP) funds or who have a fee deferral deposit on file with the College, should take special note of the paragraph above. Please be sure to complete a College Withdrawal Form regardless of when you find it necessary to leave during the semester. Requests are not accepted over the telephone. Only a receipt by the Registrar's Office of a completed, signed Withdrawal Form makes the withdrawal official. A closed or incomplete OSAP application does NOT replace the requirement for a completed College Withdrawal form, students who fail to complete a withdrawal form will be liable to the college for all outstanding tuition and fees. If you have closed your OSAP application it is your responsibility to notify the college if withdrawing.

International and USA Students

International and U.S.A. students are provided with a student visa with the understanding that the student will register, and remain, as a full-time student. The College will require proof of registration at another institution and other supporting documentation (please check the College website for more detail), in order to process a withdrawal and refund prior to the tenth (10) day of class for the current semester. Additional bank fees (i.e. wire transfer) may be applied upon processing a refund.

i) International and U.S.A. students who officially withdraw prior to the tenth (10) day of class of the beginning of a semester and provide all required supporting documentation, may receive a refund of full tuition paid, less the $2649.95 administration fee and any applicable bank fees (i.e. wire transfer) the institution will incur.

ii) International and U.S.A. students who officially withdraw prior to the tenth (10) day of class of the beginning of a semester and provide all required supporting documentation, may receive a refund of full tuition paid, less the $2649.95 administration fee and any applicable bank fees (i.e. wire transfer) the institution will incur.

For International withdrawals, please follow link: Withdrawal and Refund Policy | St. Clair College (stclaircollege.ca)

RECEIVING A REFUND

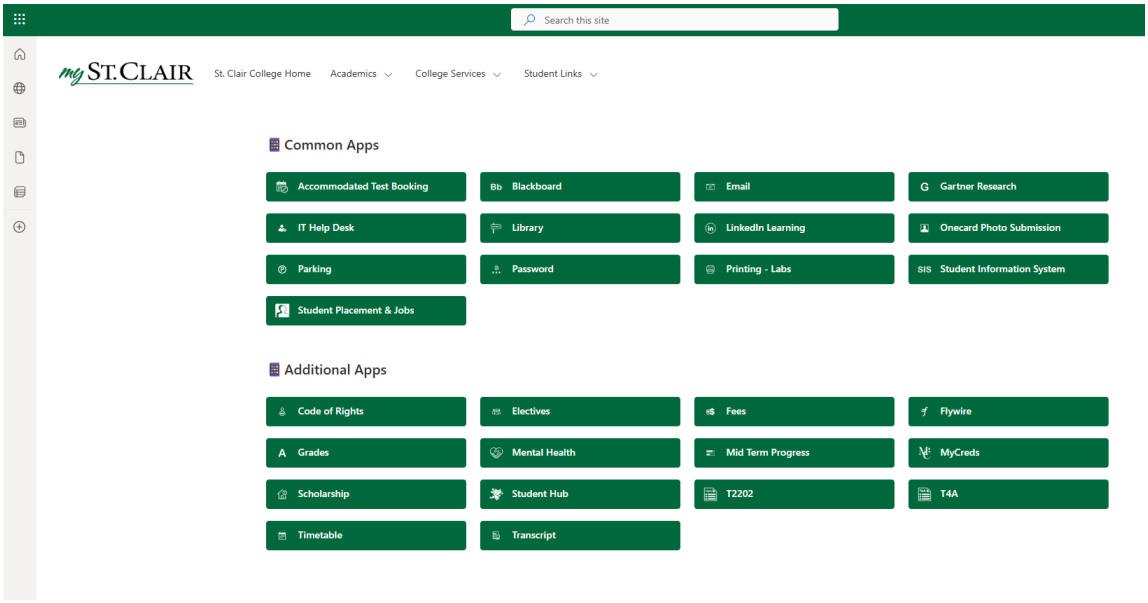
You will receive a refund for all but $100.00 ($2,649.95 for International and U.S.A. Students) of a semester's tuition if your withdrawal is received by the Registrar's Office up to and including the tenth day of classes in the semester. If you fail to withdraw during this period, you will be liable 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 Important dates to Remember for deadline dates).

If you would like a refund for a credit on your account, you can do this in your SIS – Self Service – Campus Finances – Request a Refund. Instructions can be found online. https://www.stclaircollege.ca/sites/default/files/inline-files/Students-How-to-Request-a-Refund.pdf

My ST. CLAIR

Through your my St. Clair you can access your Student Information Systems (SIS), Blackboard, Onecard, Parking and many other college services. http://my.stclaircollege.ca/



IMPORTANT THINGS TO KNOW - Academic

DROPPING or ADDING A COURSE

You must contact the Registrar's Office if you wish to add a course(s) or withdraw from a course(s) or

complete the online Drop form https://www.stclaircollege.ca/forms/drop-form.

You may **"add"** courses during the first 10 (ten) days from the start of classes.

Students who **"drop"** courses during the first 10 (ten) days from the start of classes, will not have these classes recorded on their transcripts. In addition, dropping classes at this time could affect fees and student full time status. If you have questions, please ask the Registrar's Office for further clarification before dropping classes.

As of day 11 (eleven) of class 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. (see Important dates to Remember for deadline dates).

IMPORTANT:

- **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.**
- **NO COURSE(S) CAN BE ADDED after the first 10 days of classes in any semester.**
- **NO COURSE(S) CAN BE DROPPED during the last week of any semester.**

***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 and Your Tuition). Students should always check with the Registrar's office regarding their tuition is classes were added outside of the Registrar's Office.

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 Registrar's Office 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.

CREDIT TRANSFER INFORMATION

Please refer to the Ontario's Transfer & Pathways Guide's website: www.ontransfer.ca to see if your course may already be pre-approved.

To request a credit transfer for courses you are currently enrolled in, please input an application through your MyStClair account. If you are not registered in the class you would like to apply for, please contact the Registrar's Office for further assistance. A completed transfer credit package includes:

- A completed request for Transfer of Academic credit
- Official transcript from previous institution
- Course outlines for courses previously taken
- Payment

Please note: A minimum 23 hours of instruction are required to be equivalent to a 2.0 credit course, 38 hours of instruction for 3.0 credit course and 53 hours of instruction for a 4.0 credit course. A minimum grade of C or 60% is required in the previous course to be eligible for credit transfer. A charge of $25.00 per course evaluation, up to a $100 maximum per

submission is applicable and must be paid at the time the assessment is requested. Refunds will not be issued for requests not approved. Courses should not be dropped until students have verified on their SIS or via email that the request has been granted. Dropping classes could result in a change from full-time to part-time status, which could affect your OSAP. Please contact the Financial Aid Office at financialaid@stclaircollege.ca to discuss. Dropping a course does not automatically remove you from that course on Blackboard. It is recommended that you send an email to the instructor of the dropped course(s) and ask that you be removed from their course on Blackboard. *All requests can take 2-4 weeks to be completed.

Instructions for requesting a Credit Transfer can be found online. https://www.stclaircollege.ca/registrars-office/credit-transfers

ACADEMIC STANDING

To be academically eligible to graduate from a certificate or diploma 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. To be academically eligible to graduate from a four-year degree program, students must have a minimum cumulative program G.P.A of 2.5 in order to continue to the final year of the 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.

Students needing assistance with their academic standing or their academic pathway, can visit the Registrar's Office in-person, or contact us at: https://rosupport.stclaircollege.ca or reach out to their Program contact: https://www.stclaircollege.ca/sites/default/files/inline-files/RO-Chair-Contact-Info.pdf

Academic Standing: Good

A student will receive academic "good" standing at the end of their current semester when the student has successfully completed all courses and received their program minimum GPA or greater. In cases of substandard performance, students will receive one of the following standings:

Academic Standing: Warning

A student will receive an academic "warning" at the end of their current semester if the student has failed 1-15% of the program credit hours.

Academic Standing: Probation

A student will be placed on academic "probation" at the end of their current semester if the semester Grade Point Average falls below Their program minimum GPA (ie: 2.0 or 2.5) 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 their current semester's 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 Dismissal.
4. fails the same course twice.
5. is on probation following re-admission to a program and fails to achieve their program minimum GPA (ie: 2.0 or 2.5) by the next evaluation period

READMISSION POLICY

Students who receive an initial dismissal from a program must apply for re-admission through the Student Information System.

Students who have received a Dismissal Notice from St. Clair College, should review the communication sent from the Registrar's Office. The Dismissal Letter includes instructions for next steps should a student wish to be considered for re-admission based on College policies and procedures.

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 without approval from the Program Chair. If denied, the student will not be eligible for a return to that program under any conditions for a period of two years from the start of the semester from which the student was dismissed. Students whose requests are denied by the Program Chair will be allowed the opportunity to choose a new program of study.

A student who has been dismissed three times from any post-secondary program at St. Clair will not be eligible to enroll in another full time St. Clair College 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.

Students needing academic advising to assist with mapping out a path to graduation after a dismissal or being unsuccessful in a course can contact their Registrar's Office Program Officer or visit us in person
https://www.stclaircollege.ca/sites/default/files/inline-files/RO-Chair-Contact-Info.pdf

EXAMINATION POLICY

A student who is unable to write an examination at the scheduled time must notify the faculty, in writing with supporting documentation as soon as the examination conflict becomes known to them. Deferral of an examination will be considered for the following circumstances: Religious Grounds, Medical Grounds and Compassionate Grounds or Extenuating Circumstances. Vacations and sports practices are not suitable grounds for deferred examination. Supporting documentation must be provided along with the request (death certificate etc.). Failure to notify faculty of issue pertaining to deferral in a timely manner constitutes grounds to reject the request.

IMPORTANT DATES TO REMEMBER

IMPORTANT DATES - FALL 2026

CAMPUS	CODE	PROGRAM NAME	AAL	TERM	WEEKS	START DATE	END DATE	ADD/ W'DRAW	DROP DATE	GRADE DATE
ALL	**ALL**	**All Programs - unless noted below**		**26F**	**15**	**9/8/2026**	**12/18/2026**	**9/21/2026**	**11/17/2026**	**12/25/2026**
SOUTH	B992	Child And Youth Care	A01	26F	12	9/8/2026	11/27/2026	9/21/2026	11/3/2026	12/4/2026
SOUTH	B992	Child And Youth Care	A04	26F	12	9/8/2026	11/27/2026	9/21/2026	11/3/2026	12/4/2026
SOUTH	B992	Child And Youth Care	A07	26F	12	9/8/2026	11/27/2026	9/21/2026	11/3/2026	12/4/2026
SOUTH	H796	Diagnostic Medical Sonography	A07	26F	14	9/8/2026	12/11/2026	9/21/2026	11/12/2026	12/18/2026
SOUTH	H837	Medical Laboratory Science	A05	26F	30	9/8/2026	4/23/2027	9/21/2026	2/9/2027	4/30/2027

* The Collaborative Nursing programs (H850, H854, K950 and K954) follow the University of Windsor Important Dates.
https://www.uwindsor.ca/registrar/events-listing

GRADE RETRIEVAL …. How to Get Your Grades

You will need your St. Clair College username and password to retrieve your grades on-line through our self-service website https://campus.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

Fill out the Notice of Grade Appeal Form online. https://www.stclaircollege.ca/registrars-office/grade-appeal The Registrar's Office will apply the $25/appeal fee and send you confirmation with instructions how to pay. The Registrar's Office will send the appeal and supporting documentation to the Chair and Executive Director, Institutional Appeals.

Step 2

The first level is an appeal directly to the Program Chair; the second and final level is a referral to the College Grade Appeal Panel. The Program Chair will conduct a thorough inquiry and decide if the appeal will be allowed, dismissed, or decide on an agreement on a resolution. The Program Chair will decide within 8 business days. The decision will be communicated clearly to the faculty member and the student.

If you disagree with the Chair's decision, you have 3 business days to lodge an appeal to the College Grade Appeal Panel which is the second level in this process. The faculty also have a right to appeal to the College Grade Appeal Panel, if they disagree with the Program Chair's decision.

Step 3

The Second Level – Appeal to the College Grade Appeal Panel

You can lodge an appeal to the College Grade Appeal Panel one of two ways should you disagree with the Program Chair's decision:

1. A signed document delivered directly to the Executive Director, Institutional Appeals, or
2. An email sent directly to the Executive Director, Institutional Appeals - Wayne Beneteau wbeneteau@stclaircollege.ca

In your appeal to the College Grade Appeal Pannel, please make sure you provide all related information, including your full name, student number, and appeal communications received thus far.

Step 4

College Grade Appeal Panel – this panel is made up of three people. A representative from administration, a representative from the student body, and a representative from faculty.

Once this appeal meeting has been set, you should be fully prepared to show precisely how the grade assigned is not an appropriate assessment. The instructor will also take part in the meeting and will demonstrate how the grade was determined.

The decision of the College Grade Appeal Panel is final and binding.

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. A Quick Guide to Appeals and Concerns, Grade Appeal Policy and Notice of Grade Appeal Form are all available by the links provided to our website.

IMPORTANT THINGS TO KNOW - Other

HOW TO BOOK AN IN-PERSON SERVICE APPOINTMENT

St. Clair College students at our Windsor Campus can access services at our Dr. Patti France Welcome Centre. It hosts many upgraded features, service stations, a new queuing system, and a beautiful tranquil space.

The Registrar's Office, Financial Aid, OneCard, and International Student Office all serve students in one location, year-round. During the first few weeks of school, Parking Services is also located in the Welcome Centre, truly making it a one-stop-shop for all student needs.

For your convenience, students at our Windsor Campus can now check-in for an appointment using one of our service kiosks or book an appointment from the comfort of their home or using their mobile device. Appointments are serviced at our Welcome Centre. https://reservation.frontdesksuite.ca/stclair/book/

Please visit us in-person or contact us at https://rosupport.stclaircollege.ca for any inquiries.

WHERE TO FIND INFORMATION - ST. CLAIR COLLEGE STUDENT HUB

St. Clair College has provided a number of helpful links and created the St. Clair College Student Hub as a one stop shop to help students navigate all the services we offer as well as links to frequently asked questions. Try visiting this page if you haven't found the information, you're looking for in Just the Facts: https://stclaircollege.ca/hub

ST. CLAIR ONECARD

OneCard is essential to campus life at St. Clair College. Currently your OneCard is St. Clair College's official identification card, library card and print card.

Your OneCard will be required for:

- Writing an officially scheduled exam.
- Checking out books at the library facilities.
- Printing your documents at print stations.

The OneCard serves many functions and can provide you with access to a wide variety of services. The benefits associated to the OneCard include savings, convenience, flexibility and security.

For more information and instructions to receive your St. Clair One Card visit - https://www.stclaircollege.ca/onecard

LOCKERS

Lockers can be rented online through self-service (SIS).

Lockers are automatically assigned based on the program you are registered in. if you require your locker to be in another area, please contact the locker office at:

Main Windsor Campus:

519-972-2727 ext. 5625 or room A2617

Chatham Campus:

519-354-9100 ext. 3306 or room W1023

*For a full explanation of locker services and policies, please download our **Locker Information Brochure (PDF)**.*

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.

USERNAMES AND PASSWORDS FOR SIS (PEOPLESOFT) AND ACADEMIC COMPUTING

For information relating to your accounts and logging into Student Self-Service go to: I.T. Services

The Information Technology Services departments support the College's computers, audiovisual, IT infrastructure, cybersecurity, systems services, web services, telecommunication services, and the **One Card**.

For students, St. Clair ONE accounts are created 24h to 48h after you have officially registered for your program. For staff, St. Clair ONE accounts are created 24h to 48h after your contract has been entered in PeopleSoft.

If you have any support issues, please enter a ticket via the **MySt.Clair** portal and choose the IT Help Desk tile or call 519-972-2727 ext. 2500.

If you do not have access to your account, please complete the web form on the **contact us page**.

All students and staff are to register for Self Service Password Reset. This will allow you to reset your password for your St. Clair One account without having to contact the IT Help Desk.

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 Release of Personal Information.

TRANSCRIPTS

St. Clair College transcripts are now accessed online in a secure electronic format using the MyCreds™ transcript platform.

St. Clair College has joined the ARUCC National Network called **MyCreds™** which provides secure online documents through a learner focused online portable wallet. **For more information about MyCreds, please click here.**

Transcripts requested from St. Clair College will be delivered through the MyCreds™ Learner Portal. After requesting your transcript, you will receive an email in 1-2 business days with instructions on how to set-up your MyCreds™ account to access your transcript. Please ensure that your email is up to date when requesting your transcript.

HOW TO REQUEST YOUR TRANSCRIPT

You may request a transcript via your **MySt.Clair account**. Enter the email address you want to use as your MyCreds login. **This email account must belong to the student.** Through the MyCreds portal you will have the opportunity to share/send your transcripts. Students wishing to send/share their official transcripts will be charged $10.00 per share through the MyCreds platform.

Previous students who no longer have access to their **MySt.Clair account** can request their transcripts by email.

Send to transcripts@stclaircollege.ca, your email request must contain the following.

- Student Number
- Registered Program
- Social Insurance Number or Date of Birth
- Current Address
- Email address where the transcript is to be sent.

DIPLOMAS DEGREES OR CERTIFICATES

Can be MAILED to the student's "Home" or "Local" address providing it matches our Student Information System.

Two weeks after the official graduation ceremonies (January, June, and October), diplomas or certificates that have not been picked up will be mailed to the student's "Home" address as indicated in our Student Information System.

To obtain a diploma or certificate students must complete the "Application for Certificate" form or be in their graduating semester.

To obtain a replacement diploma or certificate students must complete a replacement certificate/diploma application. There is a $15 charge due at the time of the request, payment can be made via online banking. Replacement Certificate/Diploma Application

Students must provide photo identification when PICKING UP their diploma or certificate.

PROOF OF ENROLMENT

Students attending St. Clair College can print off their own Proof of Enrolment for the semester that they are currently enrolled in, as well as past semesters. To do this, log in through the SIS - MySt.Clair portal. Once you are logged into your account click on "Self Service". Next on "Academic Records". Finally click on "Print Proof of Enrolment".

GRADUATION LETTER

Students will be reviewed for program completion approximately 3 weeks after the release of final grades, from your last semester. Once this is done, students who have met all requirements will be completed in their program. At that time students who met all requirements will be able to access their Graduation Letter through their SIS. This letter can be used to show completion until you receive your diploma/certificate/advanced diploma/degree at the upcoming Convocation. Students can access their Proof of Graduation Letter through their SIS - MySt.Clair portal. Once you are logged into your account click on "Self Service". Next on "Academic Records". Finally click on "Graduation Letter".

International students who are in their final semester of their program will have access to print off an International Convocation Letter. This letter is used to show proof that you are in your final semester of a program and may be helpful to assist family members from out of town to attend your upcoming Convocation. To do this, log in through the SIS - MySt.Clair portal. Once you are logged into your account click on "Self Service". Next on "Academic Records". Finally click on "Intl. Convocation Invitation".

NAME CHANGE

Students must provide legal documented proof to change their first or last name. (Examples: Marriage certificate, divorce decree, driver's license.). To request a name change click on the following link: **Name Change Form (Student)**

ADDRESS CHANGE

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

- Student Number
- Registered Program
- Social Insurance Number or Date of Birth
- Current Address

T2202 TUITION TAX FORM

Students are issued a T2202 tax form at the end of February for all credit course(s) taxable fees at St. Clair College.

Please note that T2202 are for the previous calendar year (January - December) and not based on the school year (September - August).

In addition, the tax form shows fees based on when the classes were taken, and not date of payment. E.g., Payment made in December 2026, but class started in January 2027, this payment would show on the 2027 T2202 form. For more information on how to access this document please visit https://www.stclaircollege.ca/it-services/sis

In preparation for the release of Form T2202, Canada Revenue Agency requires your Social Insurance Number (SIN) to be included for the 2026 taxation year. Your SIN can be added to your T2202 through your MySt.Clair student portal log-in (SIS). T2202 Tax forms will be available to download by February 28th.

RELEASE OF PERSONAL INFORMATION

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 & matching signature.
2. The Registrar's Office receiving a signed Consent Form from the student that has been notarized and verified using photo ID & matching signature.
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

REGISTRAR'S OFFICE – Contact Information and Hours of Operation

Should you have any questions or require assistance, please contact the Registrar's Office:

Monday through Thursday between 9:00 a.m. and 5:00 p.m. and Friday between 9:00 a.m. and 4:00 p.m.

Registrar's Office can be contacted at https://rosupport.stclaircollege.ca.

For a complete listing of the Registrar's Office Program Contacts, please visit
https://www.stclaircollege.ca/sites/default/files/inline-files/RO-Chair-Contact-Info.pdf

DOMESTIC STUDENT HEALTH INSURANCE PLAN 2026-2027

Eligibility & Enrolment:

All full-time fee paying post-secondary students in Windsor and Chatham are enrolled in the Student Health Insurance program. Spouses and children are not included in this plan by default. See below for how to add them.

Withdrawing / Opting Out:

If you already have health insurance NOT through OHIP+ or the CDCP (Green Shield, Sunlife, Great West Life, etc.) you can opt-out of our plan during the first month of your enrolment. Visit www.alumo.ca to opt-out of our plan before your designated deadline.

Note: Full-time students are not eligible for the Canadian Dental Care Plan (CDCP).

Coverage Overview:

- Prescription drugs - most are covered at 80% to a maximum of $5000 per coverage year.
- Dental services - maximum of $750 per coverage year
    - Basic and preventative 100% once per coverage year
    - Minor restorative (fillings) and extractions - 75%
    - Wisdom teeth - 75% (up to 2 teeth)
    - Endodontics, periodontics, major restorative - 10%
- Vision services
    - $75 max - Eye exam once every 24 consecutive months
    - $150 max - Prescription glasses, contacts, and/or frames every 24 consecutive months.

Using The Coverage:

Pharmacies and dental offices can process the payment right away using the following information (this will be your health insurance information):

Provider Name: ClaimSecure
Group Number: 513982
Certificate ID: L 0 0 _____(your 7-digit student ID)

Vision claims must be paid in full upfront, and receipts must be brought to SRC / TSI for reimbursement.

Adding Family Members
Legal spouses and legal dependents can be added for an additional fee during the first month of your enrolment. Visit www.wespeakstudent.com to add them before your designated deadline.

Part-Time Students

Part-Time students are eligible to opt-in to our plan for an additional fee during the first month of your enrolment. Visit SRC / TSI office for more information.

More Information & Questions

For all coverage information, please visit www.alumo.ca. For all general inquiries, you can contact Katie Rizea at krizea01@stclaircollege.ca.

INTERNATIONAL STUDENT HEALTH INSURANCE PLAN 2026-2027

International students attending St. Clair College are registered for the SCC International Student Medical & Wellness Plan provided by Student VIP, as part of your tuition costs. Coverage begins 30 days before your program's scheduled start. **It is mandatory for all international students here on a Study Permit to have medical insurance coverage while in Canada.**

The Medical & Wellness Plan includes insurance for doctor and hospital visits, surgery, medication, dental, vision, accident, travel expenses and more. The plan also includes a free 24/7 mental health counselling service for any student who needs to speak privately to a counsellor.

To learn more about the SCC International Student Medical & Wellness Plan, please visit www.studentvip.ca/scc or info@studentvip.ca for support.

FINANCIAL AID and AWARDS

OSAP (Ontario Student Assistance Program)

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 a $100.00 OSAP Deferral deposit fee to be enrolled while waiting for OSAP.

If you have any questions concerning OSAP, please do not hesitate to contact the Financial Aid Office in Windsor at (519) 972-2718 or by email at financialaid@stclaircollege.ca

The Process....
Applying:
Students are encouraged to apply using the OSAP on-line application system at www.ontario.ca\osap

OSAP TUITION DEFERRAL/DEPOSIT

- Tuition fees are payable at the time of registration.
- If you have applied for OSAP, you can request a tuition deposit 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 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.

OSAP PROCESS

- OSAP **CANNOT** be disbursed until your enrolment has been confirmed in an approved program with a course load of no less than 60% (or 40% if you have a permanent disability).
- OSAP **WILL NOT** be released if you have not registered your Master Student Financial Aid Agreement form (MSFAA). Your OSAP Notice of Assessment includes your 10-digit MSFAA number. Once you receive an email from the National Student Loans Service Centre, it is important to follow the instructions & register your MSFAA. **Your OSAP will not proceed until this is completed.** The Master Student Financial Assistance Agreement (MSFAA) is your lifetime loan agreement.

OSAP BURSARIES

The "Bursary for Students with Disabilities" is available to students with permanent disabilities that are OSAP eligible and have exceptional education expenses. Submission of appropriate documentation and a meeting with a counselor from Student Services is required to access this bursary. Contact: StudentServices@stclaircollege.ca or call (519) 972-2727, Ext. 4226

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.

Visit https://www.stclaircollege.ca/financial-aid for information pertaining to bursaries.

General Scholarships are available in October with a deadline of Mid December of each academic year. A listing of Scholarships can be found at https://www.stclaircollege.ca/financial-aid/scholarships

PLEASE INFORM THE FINANCIAL AID OFFICE IN WRITING OF ANY CHANGES TO YOUR ORIGINAL OSAP APPLICATION (i.e., course load, program, address, marital status, etc.)

Financial Aid Office
financialaid@stclaircollege.ca

STUDENT SERVICES

STUDENT WITH DISABILITIES

The Service

St. Clair College provides educational support services to 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 Accessibility Services prior to the start of your program.

Windsor Main Campus: (519) 972-2727 ext. 4226 - studentservices@stclaircollege.ca - Room A2110

Downtown Windsor Campus (St. Clair Centre for the Arts): (519) 972-2727 ext. 4348 - downtownstudentservices@stclaircollege.ca – Room Q4022

Chatham Campus: (519) 354-9100 ext. 3306 - chathamstudentservices@stclaircollege.ca - Room W1023.

LIBRARY SERVICE

The Service

Students have on-campus and remote access to up-to-date research databases, videos, eJournals and eBooks on a wide range of topics located at www.stclaircollege.ca/library. On-campus services offered include an extensive book collection, photocopiers, meeting rooms and a quiet study environment.

Access the online resources from anywhere and email us for research assistance. Need an answer right away? Click on the AskON logo to chat or text your question.

Please email us at library@stclaircollege.ca for inquiries about database access, library materials, and research assistance.

PEER TUTORING SERVICE

The Service

FREE tutoring services are available on all campuses to enrolled students who need assistance to improve academic performance! ! Tutoring Services are accessible through our **Nimbus Learning app**! Through the app, students can directly match with tutors based on course needs and shared availability. Choose between one-on-one or group tutoring, on-campus or virtual tutoring, or access the schedules for our many program-specific or core skills walk-in sessions.
Walk-in tutoring is provided in the Tutoring labs on campus: Get the app - Nimbus Learning

Chatham Campus: Room W1026M
Downtown Campus: SCCA - Room Q0032
Windsor Campus: Room A2302.

Download the Nimbus Learning app through the following link: nimbuslearning.com/get-the-app. Once downloaded, create an account using your St. Clair College email address. Students must register an account to access our free campus tutoring services.
For more information on how to ask for a tutor or how to become a tutor, visit the tutoring website at stclaircollege.ca/tutoring

MENTAL WELLNESS SUPPORT AND RESOURCES

If you are feeling overwhelmed, facing a problem you don't know how to handle or would just like to talk to someone in a safe place, HELP IS AVAILABLE.

Counsellors can provide support and make connections to community Mental Health support if needed. Call or email to meet with a college Counsellor at:

Windsor: studentservices@stclaircollege.ca (519) 972-2727 ext. 4226 – Room A2110

Chatham: chathamstudentservices@stclaircollege.ca (519) 354-9100 ext. 3306 - Room W1023

Downtown: downtownstudentservices@stclaircollege.ca (519) 354-9100 ext. 4348

We also have FREE Online Resources available 24/7/365. WeConnect – Call/text 1-888-377-0002 or www.wespeakstudent.com and Good2Talk 1-866-925-5454 www.good2talk.ca or more information about Mental Wellness Support and Resources, visit www.stclaircollege.ca/mentalhealth

THRIVES

The first semester is an important time in College and it can also be the most challenging. Why? Because, for many students, adjusting to college isn't easy. Statistics show that students who succeed in their first year are most likely to continue to complete their program.

The THRIVES Modules present some of what we know about the actions and attitudes of successful students. It's a Toolbox for Help and Resources to Increase Value and Empower Students. With wellness in mind, each portion of THRIVES is intended to help ease stress and provide beneficial resources.

The information in the THRIVES modules can help you stay motivated when things get tough, and you can learn the skills and behaviours for succeeding in college. Almost everything in these modules —from time management to social skills, from study skills to staying healthy—will contribute to your overall success and, yes, to achieving better grades.

We have provided all First Semester Students with access to THRIVES in Blackboard as one more way to gain access to a range of valuable information. These modules will remain available to you throughout your first year, so come back at any time. We invite you to explore THRIVES as the first step of your transition to St. Clair College - and know, we'll be here every step of the way!

THRIVES is available first semester students St. Clair College students in Blackboard. Simply log into MySt.Clair and access Blackboard.

ACCOMMODATION STATEMENT

The College will provide supports and services to all students with disabilities, both temporary and permanent, with valid supporting documentation. Interim accommodation requests will be received in good faith and can be provided pending receipt of medical documentation. Retroactive accommodations will be considered based on the unique circumstances of the individual matter. The College will give all Human Rights Code-related requests for accommodation meaningful consideration.

Procedure: The student is responsible to meet with a counsellor in Accessibility Services to discuss their functional limitations and accommodation needs and provide Accessibility Services with supporting documentation. Students are not required under the Ontario Human Rights Code to disclose their disability diagnosis (with the exception of Learning Disabilities) to receive accessibility supports and services and/or academic accommodations. Students are encouraged to meet with a counsellor prior to the start of a semester to provide information and arrange accommodations.

PRIVACY ACT AND NOTICE OF DISCLOSURE

St. Clair College adheres to the Freedom of Information and Protection of Privacy Act.

St. Clair College is required to report student-level enrolment-related data to the **Ministry of Training, Colleges and Universities** under the authority of the Ontario Colleges of Applied Arts and Technology Act, 2002, S.O. 2002, Chapter 8, Schedule F, Section 6. The Ministry collects this data, which includes limited personal information such as Ontario Education Numbers, student characteristics and educational outcomes, in order to administer government postsecondary funding, policies and programs, including planning, evaluation and monitoring activities.

Information collected by the college is used for educational, administrative and statistical purposes of the College and/or ministries and agencies of the Government of Ontario and the Government of Canada.

Further information on the collection and use of student-level enrolment-related data can be obtained from the Government of Ontario or Ministry of Training Colleges and Universities websites or by writing to the:

Director, Postsecondary Finance Branch,
Postsecondary Education Division,
7th Floor, Mowat Block, 900 Bay Street
Toronto, ON M7A 1L2

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: **www.statcan.gc.ca** or by writing to the: Postsecondary Section

Centre for Education Statistics
17th Floor, R.H. Coats Building
Tunney's Pasture
Ottawa, K1A OT6

ST. CLAIR
COLLEGE

Windsor Campus
2000 Talbot Road West
Windsor, ON N9A 6S4
519-972-2727

St. Clair College MediaPlex
275 Victoria Ave.
Windsor, ON N9A 6Z8
519-972-2727

St. Clair College Centre for the Arts
201 Riverside Dr. W.
Windsor, ON N9A 5K4
519-927-2727

Chatham Campus
1001 Grand Ave. W.
Chatham, ON N7M 5W4
519-354-9714

RISE ABOVE THE ORDINARY