## **Online Sign up for Continuing Education Courses**

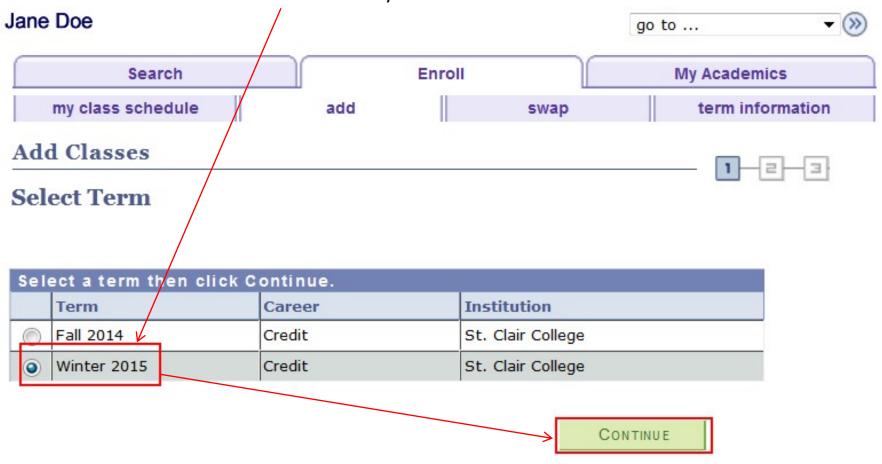
Before you start, the **first step** that is recommended would be that you locate the appropriate **Class Number**. You can locate the Class Number for the course you wish to take by looking in St Clair College's Course Catalogue or by visiting http://www.stclaircollege.ca/con-ed/courses. First find the course description. In the list of available classes under the Term you wish to attend, you will find the 4-digit Class Number immediately following the Section Number. In the example below, the class number would be 2177.

Campus	Section	Class	Dates	Fee	Status
Windsor	050	2142	May 9 - 30 Thu 6:30PM-9:30PM	\$146.90 (Tuition \$130.00 HST \$16.90)	OPEN
Windsor	150	2177	Jun 1 Sat 8:00AM-5:00PM (Exam Prep) Jun 12 Wed 5:30PM-8:30PM Exam	\$500.00 (Register for this section # to have your company invoiced.)	OPEN

Current students should go to the mySt.Clair site:						
0						
0	Site is http://my.stclaircollege.ca/					
0						
0	You will be required to use your St. Clair ONE username and password to log into mySt.Clair. Your					
	al password to this account would had been emailed to your personal/home email address. If you do not					
have	e your initial password, please see <u>FAQ: How do I reset my password if I forget it?</u>					
0						
0	Once inside the mySt.Clair site, click on the SIS tile.					
0						
0	Navigation: Main Menu > Self Service > Enrollment > Enrollment: Add Classes					
0						
0	If you have any difficulties, please contact our Help Desk at 519-972-2727, ext 2500 for assistance.					
0						
0						
Prev	ious students/alumni should go to the Student Information System (SIS) site:					
0						
0	Site is https://campus.stclaircollege.ca/					
0						
0	Username is W+your student id number. ie. W1234567					
0						
0	If you forget this password, please contact the Helpdesk at 519-972-2727 extension 2500					
0						
0	Once inside the campus SIS site:					
0						
0	Navigation: Main Menu > Self Service > Enrollment > Enrollment: Add Classes					

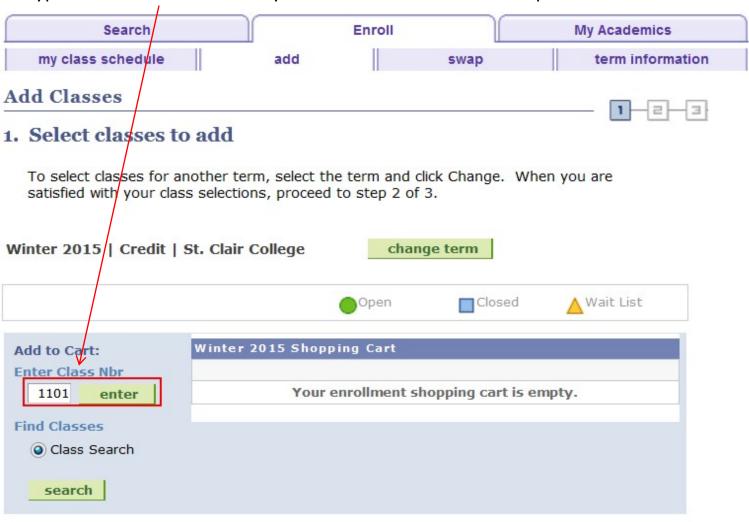
• If you have any difficulties, please contact our Help Desk at 519-972-2727, ext 2500 for assistance.

Choose the **Term** in which you wish to enroll then click **CONTINUE**.

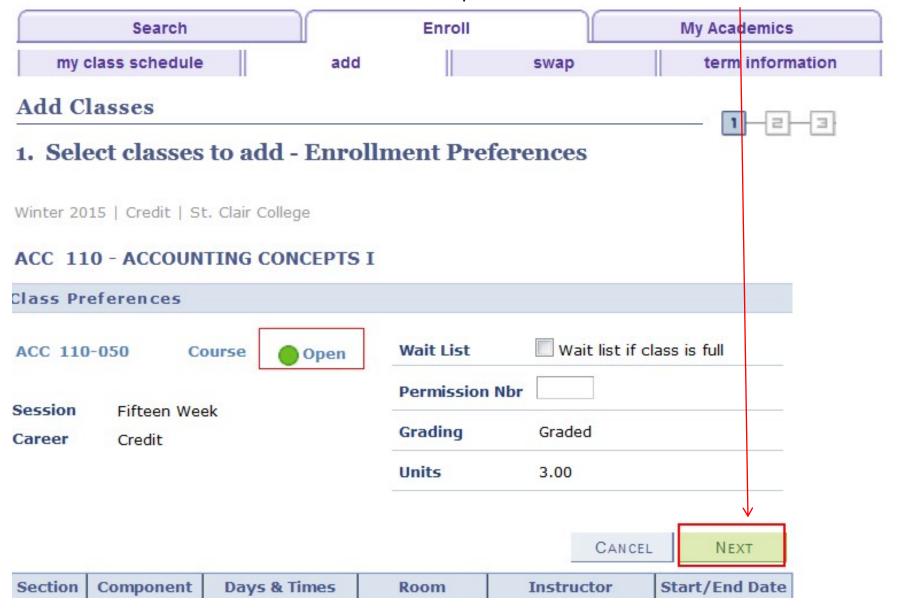


If the Term in which you wish to enroll does not show please contact the IT Help Desk at (519) 972-2727 ext 2500 or in person in the Main Lobby (South Campus).

Type the **Class Number** that you had located in the first step and then click **enter**.



If the Course indicates that it is still Open for enrollment then click **NEXT**.



## If you are satisfied with your class selection then click **PROCEED TO STEP 2 OF 3**. My Academics Search Enroll term information my class schedule add swap Add Classes 1. Select classes to add To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3. ACC 110 has been added to your Shopping Cart. change term Winter 2015 | Credit | St. Clair College Closed Wait List Add to Cart: Winter 2015 Shopping Cart Instructor Units Status Delete Class Days/Times Room **Enter Class Nbr** Mo 6:30PM enter ACC 110-050 10:00PM TBA î John Doe 3.00 (1101)Mo 6:30PM -TBA Find Classes

10:00PM

Class Search

search

## To process your request click FINISH ENROLLING. Otherwise click CANCEL

