

How to choose an elective:

- **Current students** should go to the mySt.Clair site:
 - Site is <http://my.stclaircollege.ca/>
 - You will be required to use your St. Clair ONE username and password to log into mySt.Clair. Your initial password to this account would have been emailed to your personal/home email address. If you do not have your initial password, please see [FAQ: How do I reset my password if I forget it?](#)
 - Once inside the mySt.Clair site, click on the SIS tile.
 - **Navigation: Main Menu > Self Service > Enrollment > Enrollment: Swap Classes (screen shots below)**
 - If you have any difficulties, please contact the Registrar's Office at info@stclaircollege.ca or 519-972-2759 for assistance.

my class schedule class search add swap

Swap a Class

1

Select Term

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

CONTINUE

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

my class schedule class search add swap

Swap a Class

1

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	<input type="text" value="*BLOCK C862B1: C862-C862 Class B AAL 1"/>
With This Class	<input type="text" value="*BLOCK C862B1: C862-C862 Class B AAL 1"/>
Search for Class	<input type="text" value="ELEC 1030: CHOOSE 1 ELECTIVE COURSE"/>
Enter Class Nbr	<input type="text" value=""/> 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	<input type="text" value="Search for Classes"/> <input type="button" value="search"/>
----- OR -----	
Enter Class Nbr	<input type="text"/> <input type="button" value="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	<input type="text" value="SSC - Social Sciences"/>
Course Number	<input type="text" value="is exactly"/> <input type="text" value="164G"/>
Course Career	<input type="text" value="Credit"/>
<input checked="" type="checkbox"/> Show Open Classes Only	
<input type="checkbox"/> Show Open Entry/Exit Classes Only	
Use Additional Search Criteria to narrow your search results.	
<input type="button" value="▶ 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
Section	001-CRS(4484)	Status	●	<input type="button" value="select class"/>		
Session	14 Week					
<u>Days & Times</u>	<u>Room</u>	<u>Instructor</u>	<u>Meeting Dates</u>			
Th 2:00PM - 5:00PM	South Campus 224	Elizabeth Revenberg	9/1/2008 - 12/7/2008			
Section	002-CRS(4483)	Status	●	<input type="button" value="select class"/>		
Session	14 Week					
<u>Days & Times</u>	<u>Room</u>	<u>Instructor</u>	<u>Meeting Dates</u>			
M 1:00PM - 4:00PM	South Campus 015	Elizabeth Revenberg	9/1/2008 - 12/7/2008			
Section	003-CRS(4482)	Status	●	<input type="button" value="select class"/>		
Session	14 Week					
<u>Days & Times</u>	<u>Room</u>	<u>Instructor</u>	<u>Meeting Dates</u>			
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	
SSC 164G-001	Course ● Open
Session	Fourteen Week
Career	Credit
Wait List	<input type="checkbox"/> Wait list if class is full
Permission Nbr	<input type="text"/>
Grading	Graded
Units	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.

Fall 2008 | Credit | St. Clair College

▼ You are replacing this class

✔ Enrolled ⊗ Dropped ▲ Wait Listed

Class	Description	Days/Times	Location	Instructor	Units	Status
ELEC 1030-001 <small>(4172)</small>	CHOOSE 1 ELECTIVE COURSE <small>(Course)</small>	Tu 2:00PM - 5:00PM	OFF1_00027	Staff	3.00	✔

▼ With this class

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Location	Instructor	Units	Status
SSC 164G-001 <small>(4484)</small>	INTRO TO SOCIOLOGY <small>(Course)</small>	Th 2:00PM - 5:00PM	South Campus 224	E. Revenberg	3.00	●

CANCEL

FINISH SWAPPING

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