



HOW TO GET A LOCKER

- 1 Log in to **Student Self-Service** campus.stclaircollege.ca
- 2 Click **"Get A Locker"**
- 3 Select the semesters that you would like to rent the assigned locker* & click **"Confirm Locker"**
- 4 Click **OK** to confirm the fee (\$15 per semester) charge to your account.
- 5 Click **"View My Locker"** to get locker information & combination.
- 6 Locker Fee will be charged to your student account. Payments can be made online or through the Registrar's office (like tuition payments). If you receive OSAP your account will be cleared, including locker fee.

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
Windsor: ext. 5625 or room A2617
Chatham: ext. 3306 or room W1023

A lock is provided with your fee.

LOCKERS

**Windsor Campus:
 Room A2617
 519-972-2727 ext.5625**

**Chatham Campus:
 Room W1023
 519-354-9100 ext.3306**

Contact Us When...

- You need to switch your locker.
- You need help locating your locker.
- You wish to give up the locker if you are not using it. (Refunds will be issued if prior to full refund date)
- The combination lock no longer works.
- Damage to your assigned locker.
- You have contents in storage.

YOU'RE GOING TO NEED A LOCKER!



LOCKERS CAN BE RENTED ONLINE THROUGH SELF-SERVICE!

NO Lines... NO Cash... NO PROBLEM!

ST. CLAIR
 COLLEGE

The Service...

1. St. Clair College has full & half 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.). Locker maps are on the college website - www.stclaircollege.ca
4. There is a fee of \$15 per semester for the locker (lock provided).
5. Part-time, Con-Ed, and Adult Training students are not eligible for a locker under this system.

The Process...

Students are to register for lockers through student self-service. There is a **fee of \$15.00 per semester.**

1 semester (exp. end of December)	\$15.00
2 semesters (exp. end of April)	\$30.00
3 semesters (exp. end of August)	\$45.00

Fee will be charged to your student account. Payments can be made online or through the Registrar's office (like tuition payments). If you receive OSAP your account will be automatically cleared, including locker fee. **Failure to pay your fee will result in a hold placed on your official grades until restitution is made to the College.**

You will be able to see all information about your locker (locker expiry, refund date, locker number, lock combination) anytime by logging into Student Self-Service and clicking "My Locker".

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.

You are expected to remove your personal belongings and leave the lock latched on the locker when the rental of the locker is expired 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.

All communication with students regarding their assigned lockers, including expiry notices, will be made through their student email address.

