

KEEP ME! I am important.....

Winter 2018 schedules will be online after 4:00 p.m. on Wednesday, January 10, 2018. The college reserves the right to make changes to the timetable without notice. Make sure to check your schedule on a daily basis for changes. If you are no longer attending St. Lawrence and have received a schedule, please contact Betty Ableson (bettya@slc.qc.ca) immediately so that she can cancel your registration.

You are invited to come to the college, by program, to purchase your books (see the schedule below). A system is in place to make this as easy and as quick as possible. You must have your printed booklist with you in order to buy your books:

- **Thursday, January 11, 2018**
 - 8:30 a.m. – 12:00 p.m.
 - Business Administration Students, ALC Students, DEC Pathway Students
 - 1:00 p.m. - 4:00 p.m.
 - Science Students

- **Friday, January 12, 2018**
 - 8:30 a.m. - 4:00 p.m.
 - Social Science Students & any Latecomers

BOOKLIST & BOOKSTORE

Your booklist becomes available at the same time as your schedule. You must first retrieve and confirm your course schedule on your Omnivox portal. Look at the left-hand menu when you log into your account. Once you have confirmed your schedule, scroll down to print. You will then have the option of selecting to print your booklist as well.

Please bring a printed version of your booklist to purchase your books. Cross off any books you do not wish to purchase. Then, bring your list to the Bookstore, room 294, and we will prepare your book order.

When your books are ready, you will receive a MIO message asking you to go pay and pick up your books in the Library (Room 202). You can pay using cash, credit or debit. If you have to pay by cheque, please **do not fill** in the amount ahead of time as the total cost varies. While you are waiting for the MIO telling you that your order is ready, you may go to the cafeteria or outside the school. However, you must be ready to pick up your order as soon as you receive the MIO message.

If you wish to purchase **used books**, the St. Lawrence Entrepreneurship Club will be holding their annual and much appreciated used books sale in the Atrium from Thursday, January 11, 2018 to Thursday, January 18, 2018. You must have a printed version of your booklist in hand. **N.B. First-come, first-served.**

The bookstore will follow the regular schedule as of Monday, January 29, 2018. The Bookstore, room 294, is located near the reception desk. Regular bookstore hours will be posted on the door.

Please note that returns will only be accepted as of Monday, January 29, 2018. **All receipts are required.**

COMPUTER SERVICES – How do I access my SLC Portal Account?

1. Go to our website: www.slc.qc.ca and click on SLC Portal (at the top of the page).
2. Your username is your 7-digit student number.
3. If you have forgotten your password, you will be able to recreate one by following the instructions online.
4. As of January 15, 2018, if you experience difficulty with your computer access, see Mathieu Côté, IT technician, in room 237.

Please verify that the information we have concerning your address, telephone numbers and e-mail is accurate and complete. Should you have any problems accessing the St. Lawrence Portal or local computers, please see Mathieu Côté in room 237.

COURSE CHANGES / ADDING/ DROPPING A COURSE

The deadline for course changes is 4:00 p.m. on Friday, January 19, 2018. You must use the **Course Schedule Modification Module**, which will be activated as of Wednesday, January 10, 2018 at 4:00 p.m. and will remain open until 4:00 p.m. on Friday, January 19, 2018. This module allows you to view other schedule possibilities depending on the number of spots available in a given class. There may be no other schedule for your program when you try viewing possibilities; however, you may use the Course Schedule Modification Module at different times during the day since other students may drop out of a course at any time. **A \$25.00 fee will be charged for every schedule modification you make.**

Only students with the following reasons may meet an advisor for schedule changes in room 234:

- You are missing one or more courses.
- You have too many courses in your schedule.
- You failed a course and no longer have the prerequisite to take a course.
- You have no lunch hour in your schedule.
- You have a medical reason (medical note required).

You may also send a MIO message to “Schedules” concerning adding or dropping courses. An Advisor will answer your question(s) as soon as possible.

You will no longer be able to add a course or make changes to your schedule after Friday, January 19, 2018. The deadline to withdraw from a course without penalty is 4:00 p.m. Wednesday, February 14, 2018. **Note:** You must officially withdraw from a course by meeting with the Academic Advisor, Kiki Papaconstantinou, in room 234 if you do not want to receive a failing grade. **No longer going to class is not considered an official withdrawal.**

IMPORTANT

Dropping a course has an immediate and direct impact on your academic progression. The College cannot guarantee which semester an abandoned course will be offered again. Dropping out of a prerequisite course may extend the duration of your studies. Contact Kiki Papaconstantinou before choosing to stop attending a course.

Courses with additional fees:

109-101-O4	Health, Snowshoeing and XCountry Skiing	\$35
109-103-E4	Winter Camping and Autonomy	\$165
109-103-O4	Hiking and Autonomy	\$55
320-260-LW	Cultural and Political Geography	\$25
401-101-LW	Introduction to Business	\$35
401-260-LW	Marketing	\$35
602-BNR-LW	Fondement de la communication française	\$24

These fees will be generated the week of January 22, 2018.

FEES FOR ACADEMICS (FEES FOR SPECIAL SERVICES)

Additional Copy of Student Schedule, Tax Receipts, or other receipts and documents from student file	\$10
Analysis of Dossier to convert a DEC sans Mention to a regular DEC	\$20
Analysis of Dossier requiring a manual DEC request	\$100
Attestation of Attendance	\$10 per request
Course Outlines (for prior semesters)	\$10 per outline
Equivalence Request	\$25 per request
Late Payment Fee (pending Board approval)	\$25
Late Registration Fee	\$50
Mailing of Diploma	\$10
Transcripts – Student Copy	\$10 per copy
Transcripts – Official Transcript	\$20 per copy

FINAL FALL 2017 SEMESTER GRADES / REQUEST FOR RE-EVALUATION

All the final grades for the Fall 2017 semester are available in Omnivox. Please note that requests for re-evaluation forms are available on the college website under Academics/Rules and Regulations as well as outside of rooms 233 and 234. The deadline for requesting a re-evaluation for a Fall 2017 course is **Monday, January 22, 2018**

FINANCIAL AID / LOANS AND BURSARIES

See Nicole-Anne Daigle in room 254 (Library) for information on loans and bursaries.

ID CARDS / OPUS CARDS

ID cards/Bus card photos for new students only will be taken from Thursday, January 11, 2018 to Thursday, January 18, 2018 in room 272 between 8:30 a.m. to 4:00 p.m. (lunch break from 12:00 p.m. to 1:00 p.m.) ID cards are obligatory in order to have access to all SLC facilities including; English Exit Exam, library, fitness centre, final exam entrance, and any other related SLC activities. Please note that a \$15 fee is charged for a replacement card.

St. Lawrence is part of the "*Abonne BUS Étudiant*" program. Students may purchase their monthly pass online. For more info, please go to the [RTC website](#).

LOCKERS

Returning students must keep the locker that was assigned in August 2017. You will find your locker number on your schedule. When you come on Welcome Day, it is highly recommended that you bring a padlock with you and put it on your locker immediately. This is the best way to avoid locker problems on the first day of classes. Pay attention to your assigned locker number. First year students have bottom lockers. If you have a problem with the locker you have been attributed, do not grab another. Locks will be cut if found on the wrong lockers. Please go to room 272 for help or send a MIO message to Joanne Gosselin or Jérémie Ouellet for more information.

MIO/TV MONITORS

St. Lawrence staff communicates with students regularly. Please check your MIO messages and the TV monitors daily.

PARKING

Parking spaces can possibly be rented at neighboring apartments: Pavillon Montcalm (418) 656-0553 and there is a parking area down on Nérée-Tremblay (418) 653-7458. **Do not park at the Pyramid, they will tow your car immediately.**

SLC NEWSLETTER

Every Monday, the SLC Newsletter is sent to you by e-mail from Student Activities. If you do not have it in your INBOX, it is most likely that it went in your Junk Mail. Please look for it and unblock us. **Students are RESPONSIBLE for getting essential information.**

WHEN THE SEMESTER ENDS

The Winter 2018 semester ends on **Friday, May 18, 2018, unless a reserve day for final exams is needed on Saturday, May 19, 2018. All students are expected to be available until the end of the semester.** In exceptional circumstances (ie; two exams scheduled at the same time, illness, etc.) students may be permitted to write a special exam.

- **Should you have an unexpected emergency during the final exam period, contact Betty Ableson or Josée Guilbault in Academic Affairs immediately.**
- **IF YOU PLAN A TRIP DURING THE EXAM PERIOD, YOU RUN THE RISK OF FAILING THE COURSE.**