

## 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:
  - 
  - 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: Add Classes
  - 
  - If you have any difficulties, please contact our Help Desk at 519-972-2727, ext 2500 for assistance.
  - 
  -
- **Previous students/alumni** should go to the Student Information System (SIS) site:
  - 
  - Site is <https://campus.stclaircollege.ca/>
  - 
  - Username is W+your student id number. ie. W1234567
  - 
  - If you forget this password, please contact the Helpdesk at 519-972-2727 extension 2500
  - 
  - Once inside the campus SIS site:
  - 
  - 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**.

Jane Doe

go to ... 

**Search**      **Enroll**      **My Academics**

my class schedule      add      swap      term information

## Add Classes

**1** **2** **3**

## Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	Fall 2014	Credit	St. Clair College
<input checked="" type="radio"/>	Winter 2015	Credit	St. Clair College

**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**.

Search      Enroll      My Academics  
my class schedule    add    swap    term information

## 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.

Winter 2015 | Credit | St. Clair College

change term



Open



Closed



Wait List

Add to Cart:

Enter Class Nbr

1101

enter

Winter 2015 Shopping Cart

Your enrollment shopping cart is empty.

Find Classes

Class Search

search

My Winter 2015 Class Schedule

You are not registered for classes in this term

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

<b>Search</b>	<b>Enroll</b>	<b>My Academics</b>
my class schedule	add	swap
		term information

## Add Classes



### 1. Select classes to add - Enrollment Preferences

Winter 2015 | Credit | St. Clair College

#### ACC 110 - ACCOUNTING CONCEPTS I

##### Class Preferences

ACC 110-050

Course

 Open

Wait List

Wait list if class is full

Permission Nbr

Session

Fifteen Week

Grading

Graded

Career

Credit

Units

3.00

CANCEL

**NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
---------	-----------	--------------	------	------------	----------------

If you are satisfied with your class selection then click **PROCEED TO STEP 2 OF 3**.

Search      Enroll      My Academics

my class schedule      add      swap      term information

## Add Classes

1 — 2 — 3

### 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.

Winter 2015 | Credit | St. Clair College

change term



Open



Closed



Wait List

Add to Cart:

Enter Class Nbr

enter

Find Classes

Class Search

search

### Winter 2015 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">ACC 110-050 (1101)</a>	Mo 6:30PM - 10:00PM Mo 6:30PM - 10:00PM	TBA TBA	John Doe	3.00	

PROCEED TO STEP 2 OF 3

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

Search      Enroll      My Academics

my class schedule    add    swap    term information

## Add Classes



### 2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Winter 2015 | Credit | St. Clair College

Open    Closed    Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ACC 110-050 (1101)	ACCOUNTING CONCEPTS I (Course)	Mo 6:30PM - 10:00PM Mo 6:30PM - 10:00PM	TBA TBA	John Doe	3.00	

CANCEL    PREVIOUS    **FINISH ENROLLING**