

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/programs/coned/>. 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 1101.

ACCOUNTING CONCEPTS I

ACC 110

This course provides a conceptual approach to the study of the basic principles of accounting and financial statements. The accounting cycle, as an aid to the preparation of financial statements, will be applied. 3 units of credit. \$254.10 (Online \$303.10 includes \$49.00 access fee) Text extra.

FALL

WIN 050 1067 Sep 15-Dec 8, Mon, 6:30P-10:00P

CHA 550 1096 Sep 17-Dec 3, Wed, 6:00P-9:30P

ONL 065 1066 Sep 15-Dec 5

WINTER

WIN 050 **1101** Jan 19-Apr 13, Mon, 6:30P-10:00P

Enter your **User ID and Password**, and then click on the **Sign In** button.

User ID:

Password:

Next click on **Self Service**.

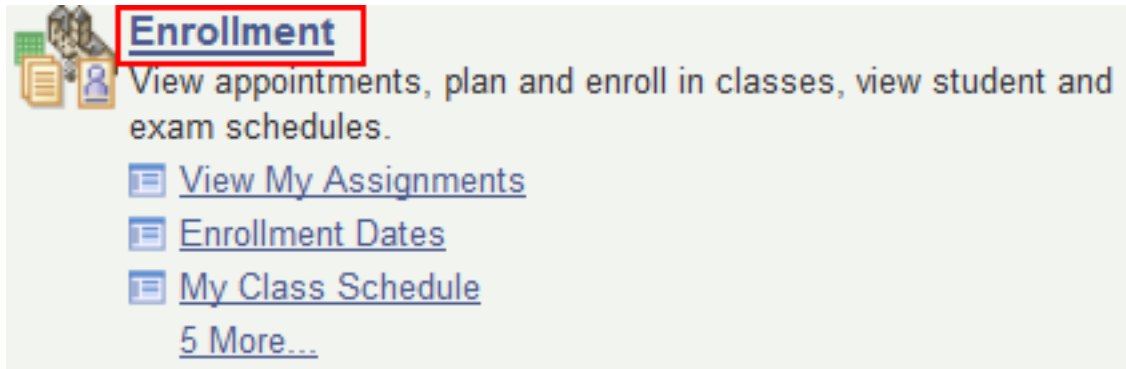


Menu ↻ - ×

Search:

- ▶ [Self Service \(Click Here\)](#)
- [Change My Password](#)
- [My System Profile](#)

Now click on **Enrollment**.



Enrollment
View appointments, plan and enroll in classes, view student and exam schedules.







- [View My Assignments](#)
- [Enrollment Dates](#)
- [My Class Schedule](#)
- [5 More...](#)

Next click on **Enrollment: Add Classes**.

[Main Menu](#) > [Self Service \(Click Here\)](#) >

Enrollment

View appointments, plan and enroll in classes, view student and exam schedules

 View My Assignments View your assignments for a specified class.	 Enrollment Dates View your enrollment appointments.
 My Weekly Schedule View your weekly schedule in a calendar format.	 Enrollment: Add Classes Enroll in classes from your Shopping Cart.
 View My Grades View or print a listing of your grades and check your current grade point average.	 View My Mid Term Progress View My Mid Term Progress

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



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**.

Navigation tabs: Search, Enroll, My Academics
Sub-navigation: 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
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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
	ACC 110-050 (1101)	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**

If the Status indicates that your class has been successfully added to your schedule then click **MAKE A PAYMENT** to secure your position in that course.

Search Enroll My Academics
my class schedule add swap term information

Add Classes



3. View results

View the following status report for enrollment confirmations and errors:

Winter 2015 | Credit | St. Clair College

✓ Success: enrolled

✗ Error: unable to add class

Class	Message	Status
ACC 110	Success: This class has been added to your schedule.	✓

MAKE A PAYMENT MY CLASS SCHEDULE ADD ANOTHER CLASS

Enter the amount in full in the **Payment Amount** field for your course and click **NEXT**.

Account Inquiry

Electronic Payments/Purchases

Make a Payment



1. Specify Payment Amount

Listed below are the charges you are allowed to pay online. Your other charges can be paid through the Cashiers office or mailed in separately.

Item Description	Due Date	Outstanding Charges	Payment Amount
Excess Payment		0.00	303.10
Total		0.00	

pay charges

zero out amounts

calculate grand total

Currency used is Canadian Dollar.

CANCEL

NEXT

Please note: online enrollment is dependent upon receipt of full payment and will not be approved by St Clair College until such time as payment has been confirmed.

Enter all required credit card payment details and click **NEXT**.

Credit Card Details

Enter the information requested exactly as it appears on your credit card.

First Name

Last Name

Credit Card Type

Card Number

Expiration Date /

The billing address you specify must match your credit card company's records.

Phone

Email Address

Country [Edit Address](#)

Address

Verify accuracy of the information and click **SUBMIT**.

3. Confirm Payment

If the information below is accurate, click the Submit button.

Payment Summary	
Payment Amount	303.10
Currency used is Canadian Dollar.	
First Name	Jane
Last Name	Doe
Credit Card Type	MasterCard
Card Number	XXXXXXXXXXXX 9999
Card Expiration Month	10 / 2014
Telephone	519/966-1656
Email Address	MyEmail.Address@stclairconnect.ca
Country	Canada
Address	My Address

Make sure that you copy down the reference number for the transaction. Once St Clair College has had confirmation from your credit card company your enrollment will be finalized.

Account Inquiry

Electronic Payments/Purchases

Make a Payment



4. Payment Result



Your payment has been accepted. It will be posted to your account at the end of the business day. Save the information below for your reference.

Confirmation Details

Reference Number	000000016615	Payment Amount	303.10
Credit Card Number	XXXXXXXXXXXX 9999	Transaction Date	09/19/2014
		Transaction Status	

Currency used is Canadian Dollar.

MAKE ANOTHER PAYMENT