

## KEEP ME! I am important....

You are officially registered for the Fall 2015 semester. **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.**

### **ADDRESS / E-MAIL VERIFICATION**

Please log on to your SLC Portal and verify that the information we have concerning your address, telephone numbers and e-mail is accurate and complete.

### **BOOKSTORE**

The Bookstore is located in room 294 (beside the reception area). Opening hours will be posted by the Bookstore. A used-book sale will also take place in the cafeteria in the fall and will be announced on the website. Used books may also be purchased via your SLC portal.

### **COMPUTER SERVICES**

You can log on to our local computers by using your student ID number and the password you created in your portal. 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 p.m. Friday, August 28, 2015**. Use the **Course Modification Module** which will be activated from **Friday evening, August 21, 2015 until Friday, August 28, 2015**. **If you wish to remove or add a course from your schedule, go to room 234 from Monday, August 24, 2015 to Friday, August 28, 2015.**

### **COURSE WITHDRAWALS**

You can withdraw from a course without academic penalty until **4 p.m. Friday, September 18, 2015**. See the Academic Advisor in room 234 for more information and officially withdraw from courses. **If you do not follow the official procedure to have a course removed by the deadline, you will receive a failing grade.**

### **FINAL WINTER 2015 SEMESTER GRADES / REQUEST FOR RE-EVALUATION**

All the final grades for the Winter 2015 semester are now available in Omnivox. Please note that request 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 from a Winter 2015 course is Thursday, August 20, 2015.

### **FINANCIAL AID / LOANS AND BURSARIES**

See Emilie Brushett in room 230 for information on loans and bursaries or to pick up your '*certificat de garantie*'.

### **ID CARDS / OPUS CARDS**

ID cards/Bus card photos will be taken in room 272 from Friday, August 21, 2015 to Wednesday, August 26, 2015 from 8 a.m. to 4 p.m. for all new students who were not present on the Welcome Evening in May. ID cards are **obligatory** in order to have access to all SLC facilities including: library, fitness centre, final exam entrance, and any other related SLC activities. Returning students who have lost their ID card or who wish to have their picture re-taken will be charged \$10 for a replacement.

### **LOCKERS**

Your locker number should appear on your class schedule. If you have a problem with the locker you have been assigned, please see Joanne Gosselin in room 272. Locks will be cut off if found on the wrong lockers. Padlocks are on sale at the bookstore.

### **MIO / TV MONITORS**

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

### **PARKING**

**There are NO parking spaces available for students on the college grounds.** Parking spaces can 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 Fall 2015 semester ends on **Wednesday, December 23, 2015**. **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 emergency, contact Academic Services immediately.**
- **IF YOU PLAN A TRIP DURING THE EXAM PERIOD, YOU RUN THE RISK OF FAILING THE COURSE.**