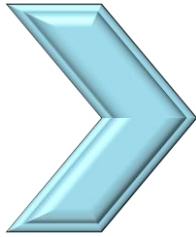


SLC Continuing Education (CE)

Full-time Students Registering for OntarioLearn (OL) Courses

OL course for recovery, general education, personal interest, etc.



To register for an OL course students must:

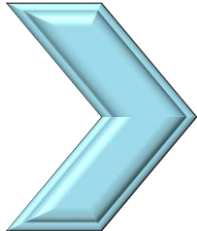
- Have the correct course code (i.e. **CSSL68**) and course title (i.e. Taxation 1). All OL course codes begin with **CS**.
- Confirm the course you need with your Program Coordinator, Faculty or Student Success Facilitator.
- Go to:
<https://parttime.stlawrencecollege.ca/stlaw> to search by course code, title, or keywords, using the magnifying glass in top right corner of webpage.

SIGN IN
Students that have already taken a course through CE will have an account. Sign in to register for the course(s).

OR

CREATE AN ACCOUNT
Students that have not taken a course with CE must create an account. Follow the instructions on the registration page.

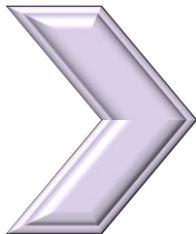
REGISTER FOR COURSE(S)



All Students:

- Search for the course using the course code or title key words.
- Add the course(s) to the shopping cart.
- Proceed to Check Out to the Payment Method (defaults to Credit Card), click next.

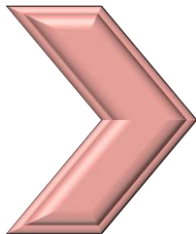
PAYMENT
DOMESTIC STUDENTS



DOMESTIC STUDENTS

- Click Purchase
- A payment page will open
- Enter credit card information
- Click Submit

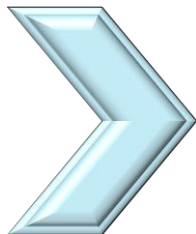
PAYMENT
INTERNATIONAL STUDENTS



INTERNATIONAL STUDENTS
(Courses are subject to international fees):

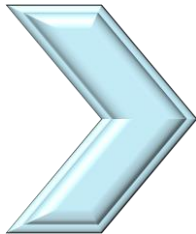
- Click Purchase > a payment page will open
- Do not submit payment (close payment page)
- Email lifelonglearning@sl.on.ca to arrange payment. Email must include your name, course code and title. CE will provide the amount due for course(s) and instructions on how to pay for your course.

REGISTRATION CONFIRMATION
(All students)



Once payment has been processed students will receive an email from lifelonglearning@sl.on.ca with the subject line "Your registration with St. Lawrence College". This email will go to the address in your registration profile.

ONTARIOLEARN PORTAL ACCESS/COURSE INFORMATION
(All students)



- Students will receive access credentials to the OntarioLearn-portal from OntarioLearn Administration closer to the course start.
- Students will receive an email from CE regarding SLC general information.