

What's on
your SLC.me
Portal



St. Lawrence
College

This manual is a guide to accessing
your student information through the
SLC.me portal

August 2024

Contents

About	3
Log into your slc.me Portal.....	3
Applicant Hub	4
Academic Records	5
To View your Classes	6
To View your Timetable:	6
To View your Academic Progress:	8
To View your Grades:	10
To Print your Verification of Enrolment:	10
View your 'Unofficial Transcript':.....	11
Request an 'Official Transcript':	11
Apply to Graduate:	12
View your Student Accommodations:	12
To View your Finances (Account Balance):.....	14
To see a Statement of Account:	14
To see Charges Due on your Account:	15
To see your Payment History:.....	15
Self-Service T2202:	16
To Make a Payment on your Account:	17
To see your Student Profile: (Update SIN and/or Home Address)	18
To see your 'To Do' list:	20

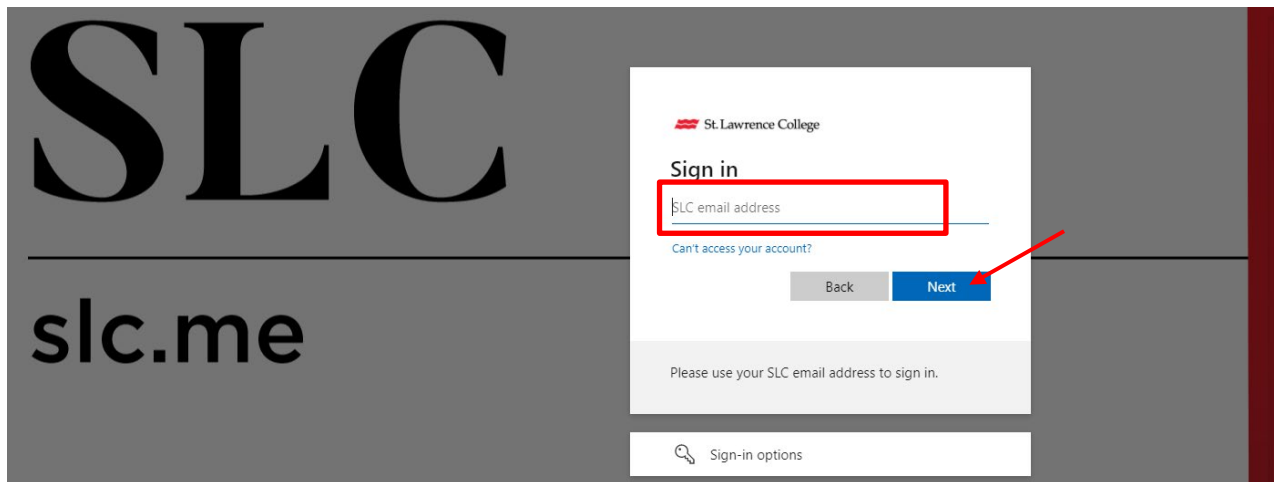
Your SLC.me Portal

About

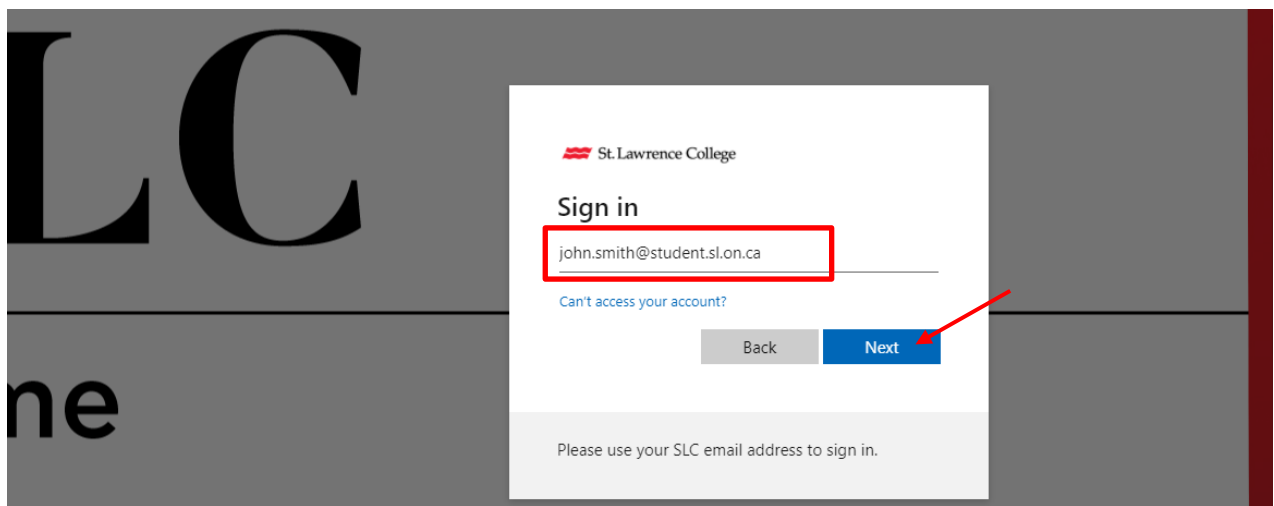
This How-to Guide will show you various functions of your SLC.me Portal.

Log into your slc.me Portal

1. From your computer, Go to <https://slc.me/>. We suggest you use 'Google Chrome' for the best experience. You will be presented with a login screen. Enter your full SLC email address (remember to add @student.sl.on.ca). Click on 'Next'.



2. Enter your SLC password, and click on 'Next'

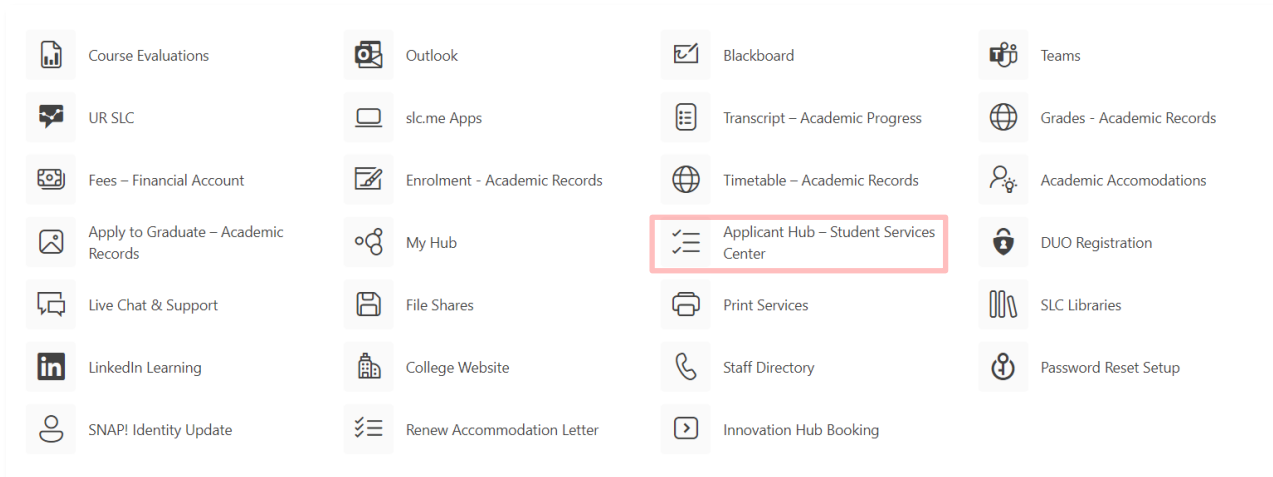


Your SLC.me Portal

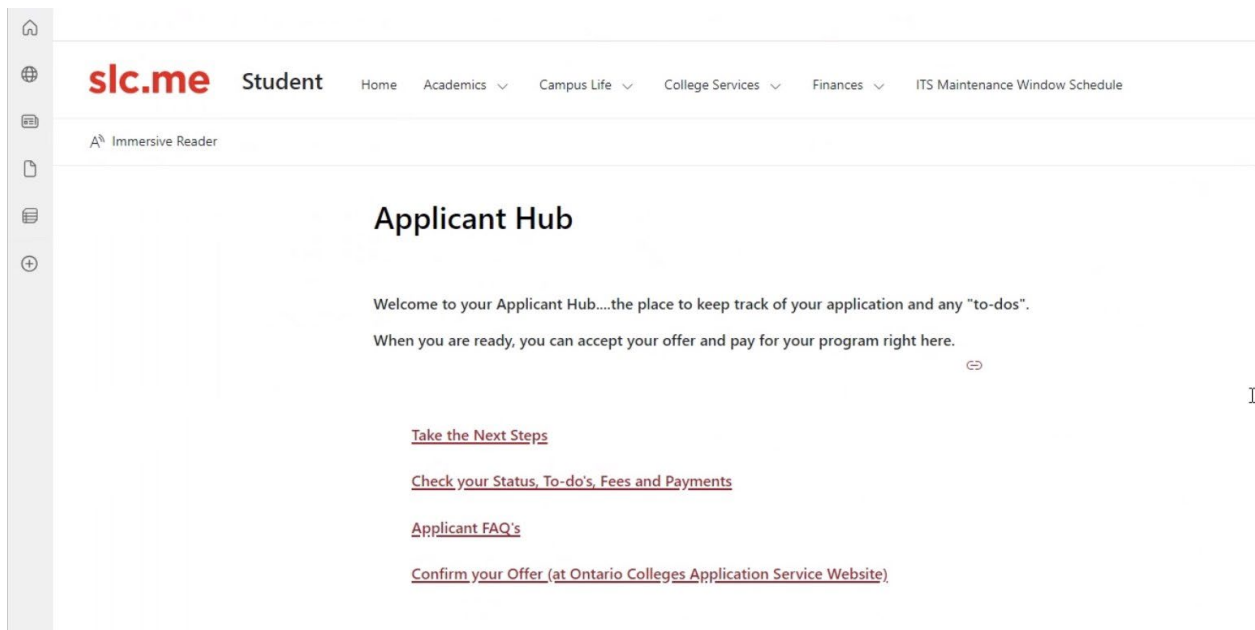
From the SLC.me homepage, scroll down until you see the black & white icons

Applicant Hub

1. Click on 'Applicant Hub – Student Services Center'



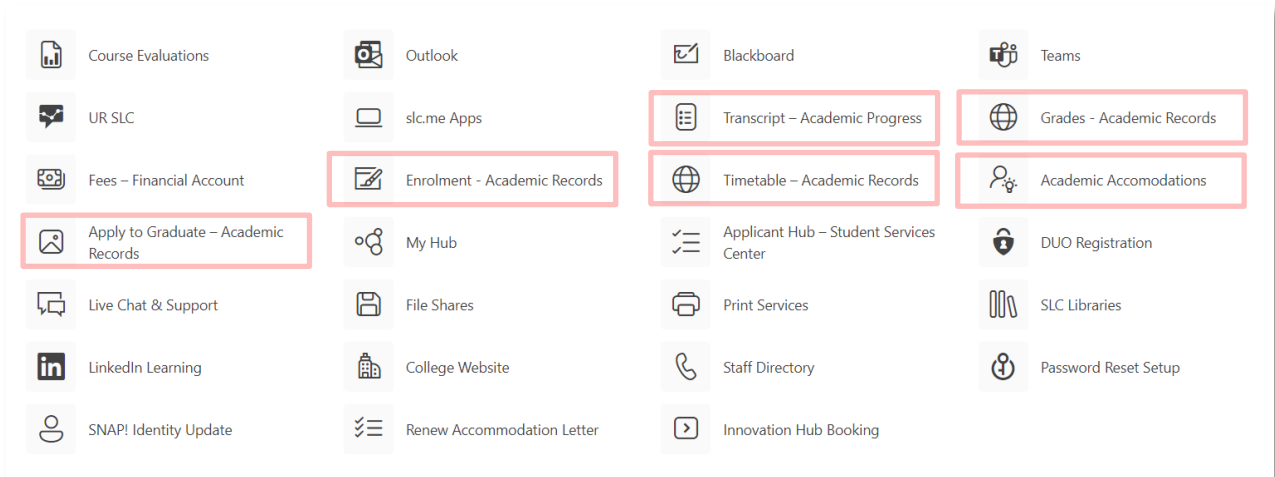
2. Check out your Status, To-do's, Payments, and Confirm your Offer



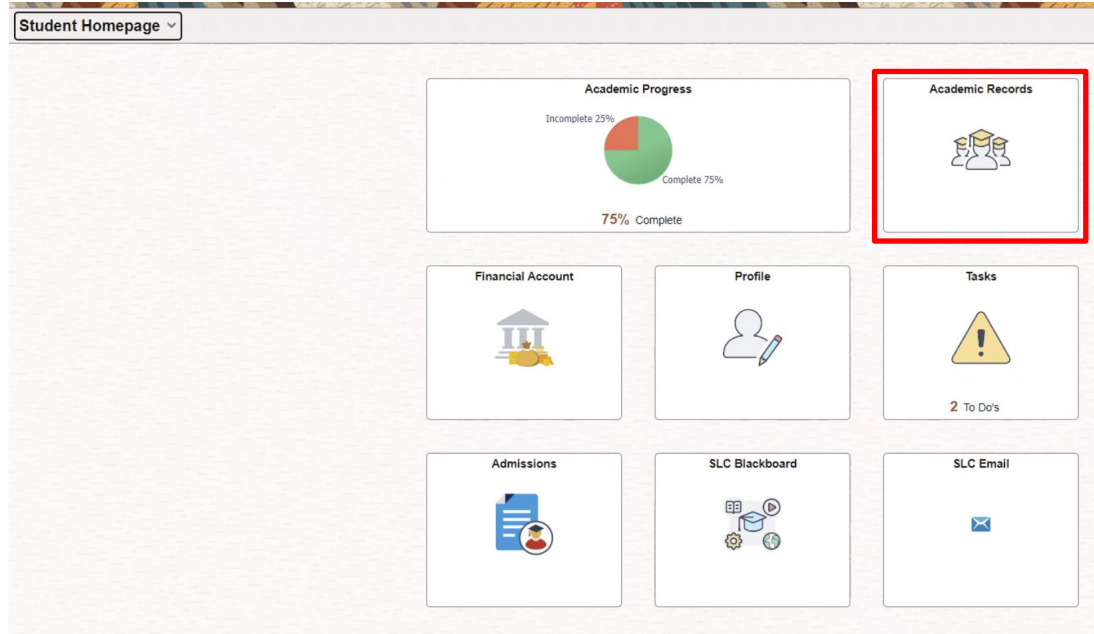
Your SLC.me Portal

Academic Records

1. Clicking on any icon that ends with – ‘Academic Records’ will bring you to the **PeopleSoft ‘Student Homepage’**



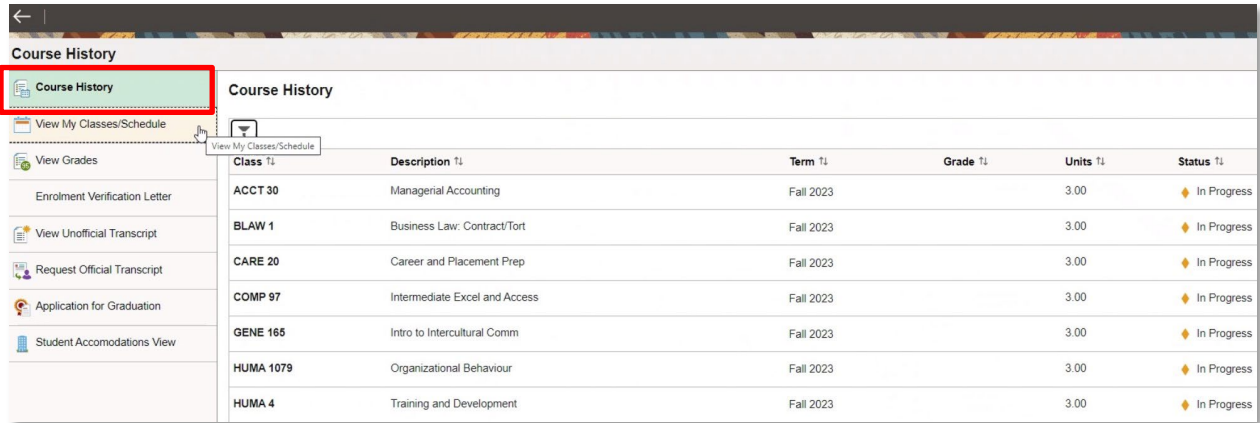
2. Click on **‘Academic Records’**



Your SLC.me Portal

To View your Classes

1. Click on 'Course History' to view your current, and past, courses



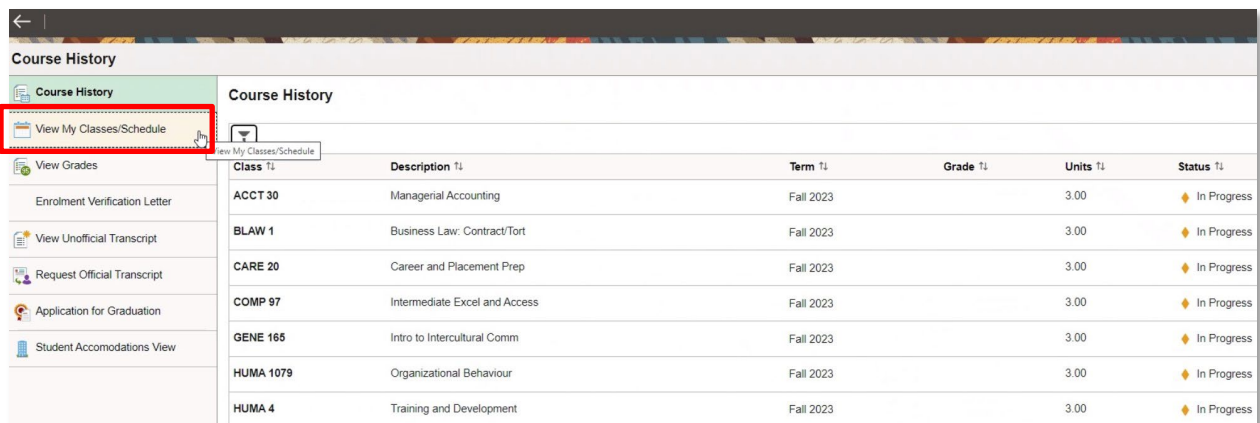
Course History

Course History

Class ¹	Description ¹	Term ¹	Grade ¹	Units ¹	Status ¹
ACCT 30	Managerial Accounting	Fall 2023		3.00	In Progress
BLAW 1	Business Law: Contract/Tort	Fall 2023		3.00	In Progress
CARE 20	Career and Placement Prep	Fall 2023		3.00	In Progress
COMP 97	Intermediate Excel and Access	Fall 2023		3.00	In Progress
GENE 165	Intro to Intercultural Comm	Fall 2023		3.00	In Progress
HUMA 1079	Organizational Behaviour	Fall 2023		3.00	In Progress
HUMA 4	Training and Development	Fall 2023		3.00	In Progress

To View your Timetable:

1. Click on 'View My Classes/Schedule'

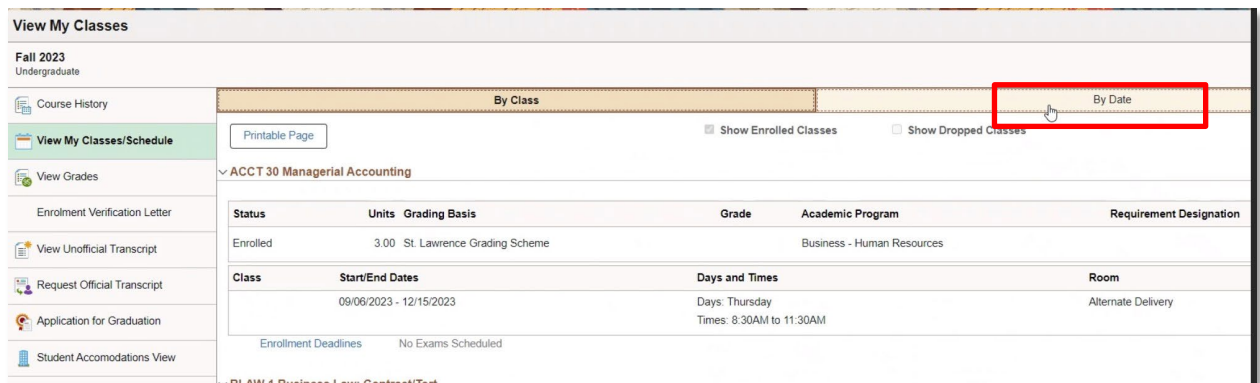


Course History

View My Classes/Schedule

Class ¹	Description ¹	Term ¹	Grade ¹	Units ¹	Status ¹
ACCT 30	Managerial Accounting	Fall 2023		3.00	In Progress
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GENE 165	Intro to Intercultural Comm	Fall 2023		3.00	In Progress
HUMA 1079	Organizational Behaviour	Fall 2023		3.00	In Progress
HUMA 4	Training and Development	Fall 2023		3.00	In Progress

2. Click on 'By Date'



View My Classes

Fall 2023
Undergraduate

By Class By Date

Printable Page Show Enrolled Classes Show Dropped Classes

ACCT 30 Managerial Accounting

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	3.00	St. Lawrence Grading Scheme		Business - Human Resources	

Class	Start/End Dates	Days and Times	Room
	09/06/2023 - 12/15/2023	Days: Thursday Times: 8:30AM to 11:30AM	Alternate Delivery

Enrollment Deadlines No Exams Scheduled

BLAW 1 Business Law: Contract/Tort

Your SLC.me Portal

3. Click on 'Calendar View'

View My Classes

Fall 2023
Undergraduate

Course History

View My Classes/Schedule Printable Page

View Grades

Enrollment Verification Letter

View Unofficial Transcript

Request Official Transcript

Application for Graduation

Student Accommodations View

By Class Show Enrolled Classes Show Dropped Classes Show Exam Schedule **By Date**

List View **Calendar View**

From 11/03/2023 To 11/09/2023

Friday November 3	11:30AM	GENE 165 Lecture	Room: Kingston 33090	Status: Enrolled
Monday November 6	1:30PM	COMP 97 Laboratory	Room: Kingston Bus Computer Lb 11400	Status: Enrolled
Tuesday November 7	8:30AM	HUMA 1079 Lecture	Room: Kingston K01040	Status: Enrolled
	2:30PM	BLAW 1 Lecture	Room: Alternate Delivery	Status: Enrolled

4. Click on one of your classes to see further information about the course.

5. Click on 'Meeting Information'

Class Information ✕

Meeting Information Enrollment Information **Class Details** Class Availability

CARE 20 Career and Placement Prep Status : Open

Units	Grading	Instruction Mode	Location	Campus
3.00	St. Lawrence Grading Scheme	In Person	Kingston	Kingston

6. You will now be able to view other details, including room, time of class, and instructor's name

Class Information ✕

Meeting Information Enrollment Information Class Details Class Availability

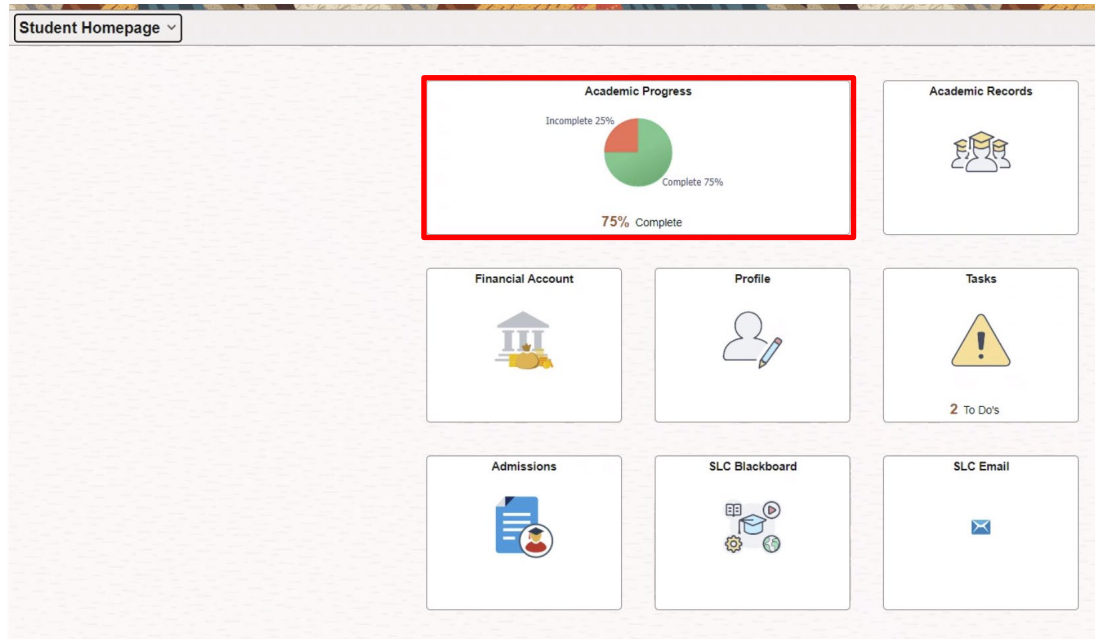
CARE 20 Career and Placement Prep Status : Open

Meeting Dates	Days	Times	Room	Instructor
09/06/2023 - 12/15/2023	Wednesday	3:30PM to 5:30PM	Kingston 33090	John Smith
09/06/2023 - 12/15/2023	Thursday	2:30PM to 3:30PM	Kingston Class Room 44110	John Smith

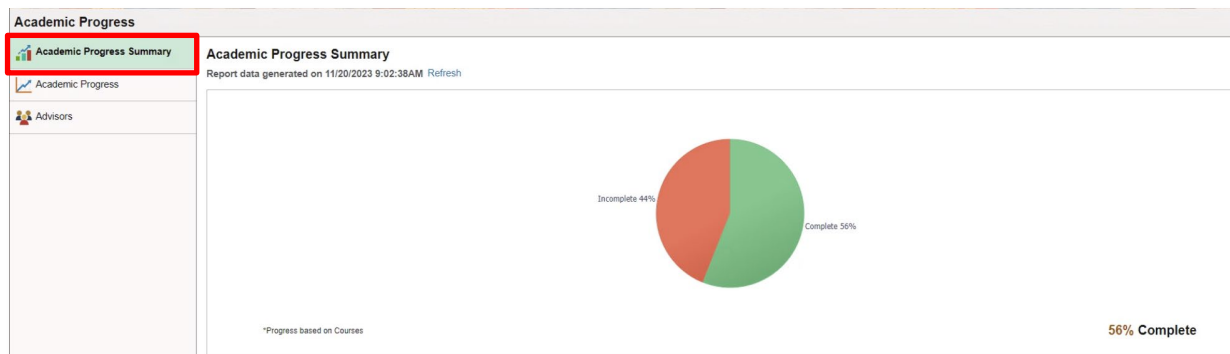
Your SLC.me Portal

To View your Academic Progress:

1. Click on '**Academic Progress**'

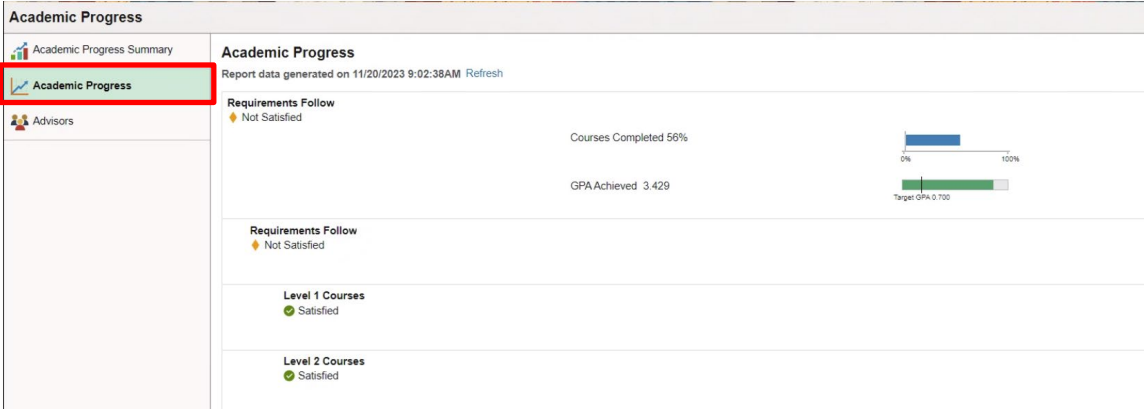


2. Click on 'Academic Progress Summary' to view what percentage of your courses you have completed



Your SLC.me Portal

- Click on 'Academic Progress' to view courses that have been satisfied, and which ones are still required



Academic Progress

- Academic Progress Summary
- Academic Progress**
- Advisors

Academic Progress
Report data generated on 11/20/2023 9:02:38AM Refresh

Requirements Follow
Not Satisfied

Courses Completed 56%

GPA Achieved 3.429

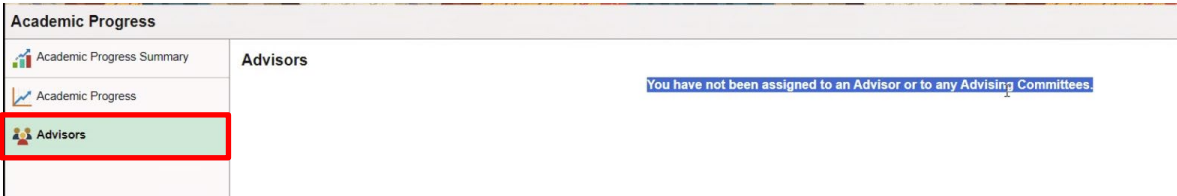
Target GPA: 0.700

Requirements Follow
Not Satisfied

Level 1 Courses
Satisfied

Level 2 Courses
Satisfied

- Click on 'Advisors' to see if you have been assigned to an Advisor or Advising Committee



Academic Progress

- Academic Progress Summary
- Academic Progress
- Advisors**

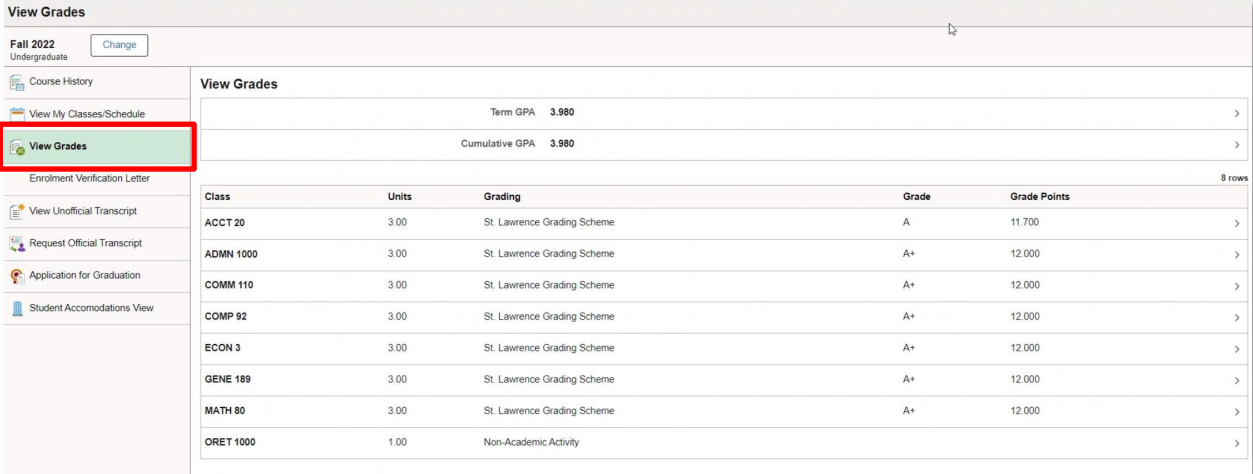
Advisors

You have not been assigned to an Advisor or to any Advising Committees.

Your SLC.me Portal

To View your Grades:

1. Click on 'View Grades' for a list of your courses with accompanying grades.



View Grades

Fall 2022 Undergraduate [Change](#)

Course History

View My Classes/Schedule

View Grades

Enrolment Verification Letter

View Unofficial Transcript

Request Official Transcript

Application for Graduation

Student Accommodations View

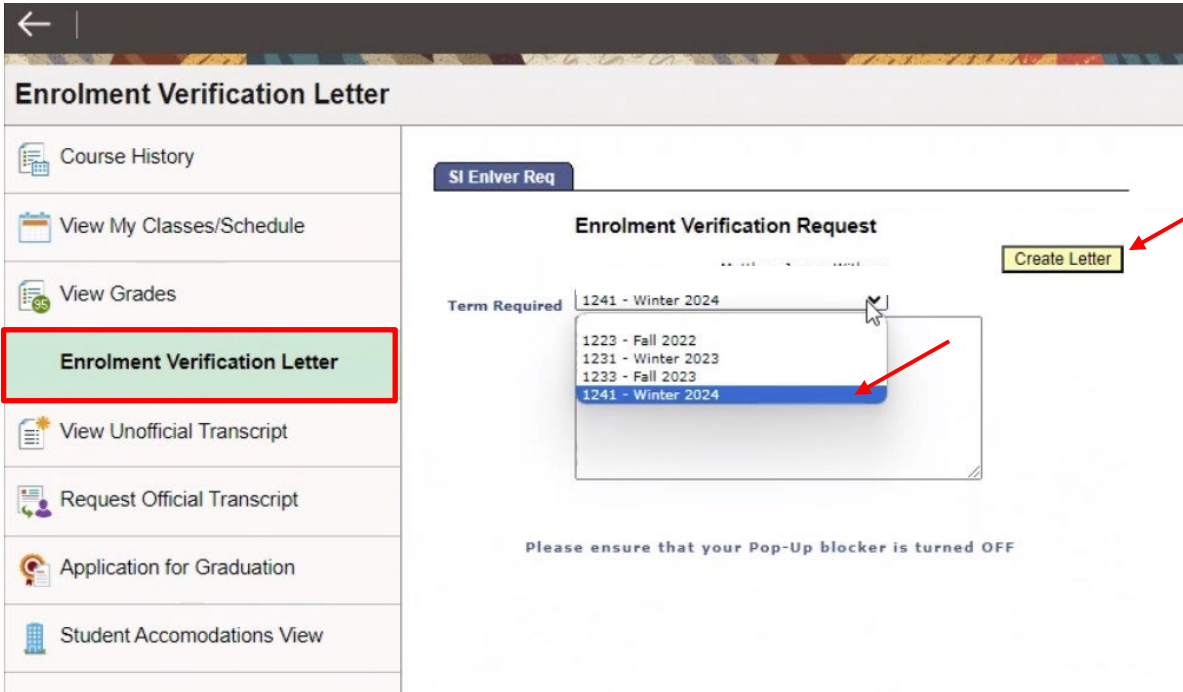
Term GPA **3.980**

Cumulative GPA **3.980**

Class	Units	Grading	Grade	Grade Points
ACCT 20	3.00	St. Lawrence Grading Scheme	A	11.700
ADMN 1000	3.00	St. Lawrence Grading Scheme	A+	12.000
COMM 110	3.00	St. Lawrence Grading Scheme	A+	12.000
COMP 92	3.00	St. Lawrence Grading Scheme	A+	12.000
ECON 3	3.00	St. Lawrence Grading Scheme	A+	12.000
GENE 189	3.00	St. Lawrence Grading Scheme	A+	12.000
MATH 80	3.00	St. Lawrence Grading Scheme	A+	12.000
ORET 1000	1.00	Non-Academic Activity		

To Print your Verification of Enrolment:

1. Click on 'Enrolment Verification Letter'
2. Click on the dropdown arrow in the 'Term Required' field
3. Select the appropriate term
4. Click on 'Create Letter'
5. A PDF will be created



Enrolment Verification Letter

Course History

View My Classes/Schedule

View Grades

Enrolment Verification Letter

View Unofficial Transcript

Request Official Transcript

Application for Graduation

Student Accommodations View

SI Enlver Req

Enrolment Verification Request

Term Required 1241 - Winter 2024

1223 - Fall 2022

1231 - Winter 2023

1233 - Fall 2023

1241 - Winter 2024

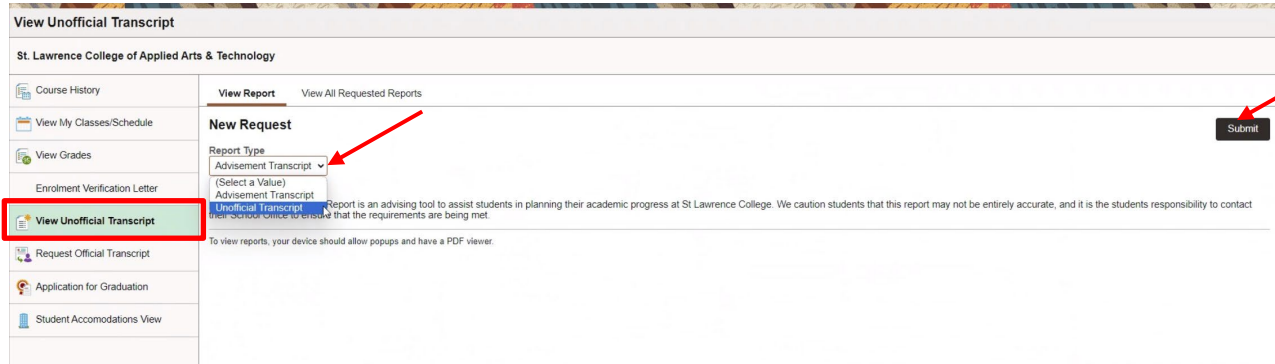
Create Letter

Please ensure that your Pop-Up blocker is turned OFF

Your SLC.me Portal

View your 'Unofficial Transcript':

1. Click on 'View Unofficial Transcript'
2. Click on the dropdown arrow in the 'Report Type' field
3. Select 'Unofficial Transcript'
4. Click on 'Submit'



View Unofficial Transcript

St. Lawrence College of Applied Arts & Technology

Course History | **View Report** | View All Requested Reports

View My Classes/Schedule

View Grades

Enrolment Verification Letter

View Unofficial Transcript

Request Official Transcript

Application for Graduation

Student Accommodations View

New Request

Report Type
(Select a Value)
Advisement Transcript
Unofficial Transcript

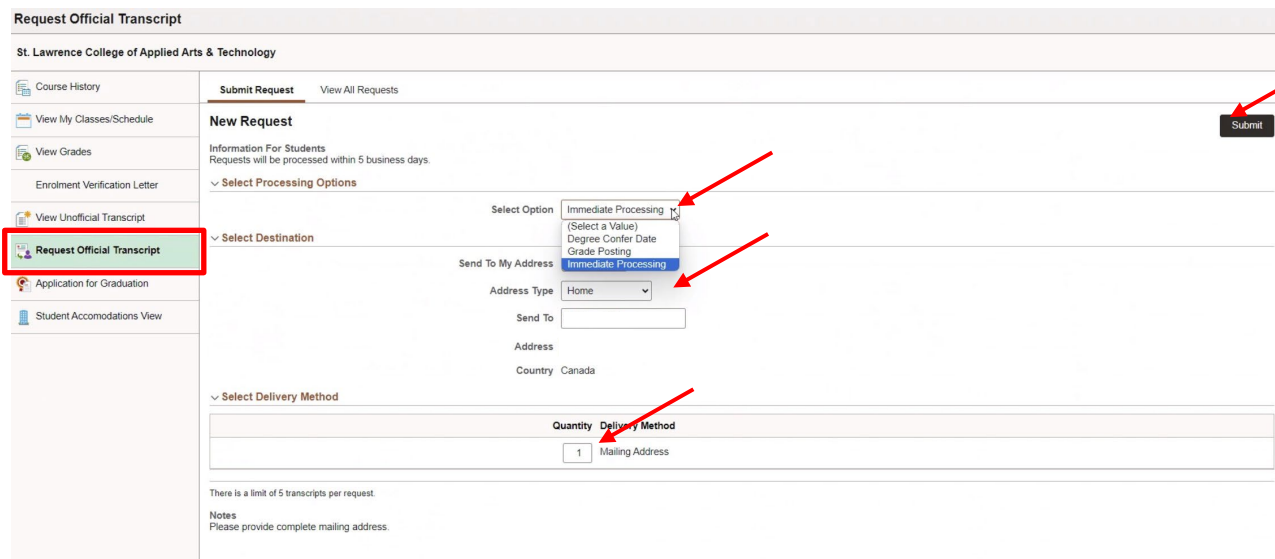
Report is an advising tool to assist students in planning their academic progress at St Lawrence College. We caution students that this report may not be entirely accurate, and it is the students responsibility to contact their school office to ensure that the requirements are being met.

To view reports, your device should allow popups and have a PDF viewer:

Submit

Request an 'Official Transcript':

1. Click on 'Request Official Transcript'
2. Under 'Select Processing Options', click on the drop-down menu, and select the 'appropriate option'
3. Under 'Select Destination', click on the drop-down menu, and select the appropriate address
4. Under 'Select Delivery Method', make sure you have selected the appropriate address
5. Select the quantity of transcripts you'd like (limit of 5 per request)
6. Click on 'Submit'



Request Official Transcript

St. Lawrence College of Applied Arts & Technology

Course History | **Submit Request** | View All Requests

View My Classes/Schedule

View Grades

Enrolment Verification Letter

View Unofficial Transcript

Request Official Transcript

Application for Graduation

Student Accommodations View

New Request

Information For Students
Requests will be processed within 5 business days.

▼ Select Processing Options

Select Option
(Select a Value)
Degree Confer Date
Grade Posting
Immediate Processing

Send To My Address

Address Type
Home

Send To

Address

Country Canada

▼ Select Delivery Method

Quantity	Delivery Method
1	Mailing Address

There is a limit of 5 transcripts per request.

Notes
Please provide complete mailing address.

Submit

Your SLC.me Portal

Apply to Graduate:

1. The 'Application for Graduation' is not currently available. This function will come online in December 2023.

Application for Graduation

Course History	My Academic Programs
View My Classes/Schedule	Application for Graduation is currently not available. Please check again later.
View Grades	
Enrolment Verification Letter	Business - Human Resources
View Unofficial Transcript	
Request Official Transcript	
Application for Graduation	
Student Accommodations View	

Degree	Plan	Sub-Plan
Ontario College Diploma	Post Secondary Business - Human Resources	
<input type="checkbox"/> No <input type="checkbox"/> Not Eligible for Selection		

View your Student Accommodations:

1. Click on 'Student Accommodations View'. If you have academic accommodations, they will appear here...

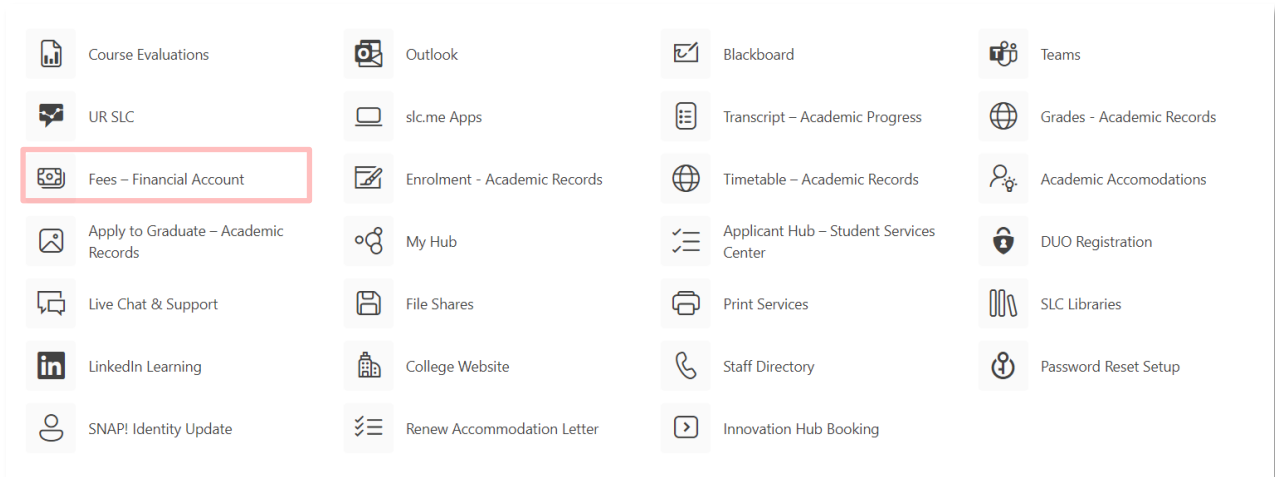
Student Accommodations

Course History	<p>Academic Accommodations</p> <p>You currently do not have academic accommodations; however, if you have a condition or disability that is affecting your studies, please contact Student Wellness & Accessibility to learn more about the supports available to you. Accessibility@sl.on.ca or 613-544-5400 x5504</p>
View My Classes/Schedule	
View Grades	
Enrolment Verification Letter	
View Unofficial Transcript	
Request Official Transcript	
Application for Graduation	
Student Accommodations View	

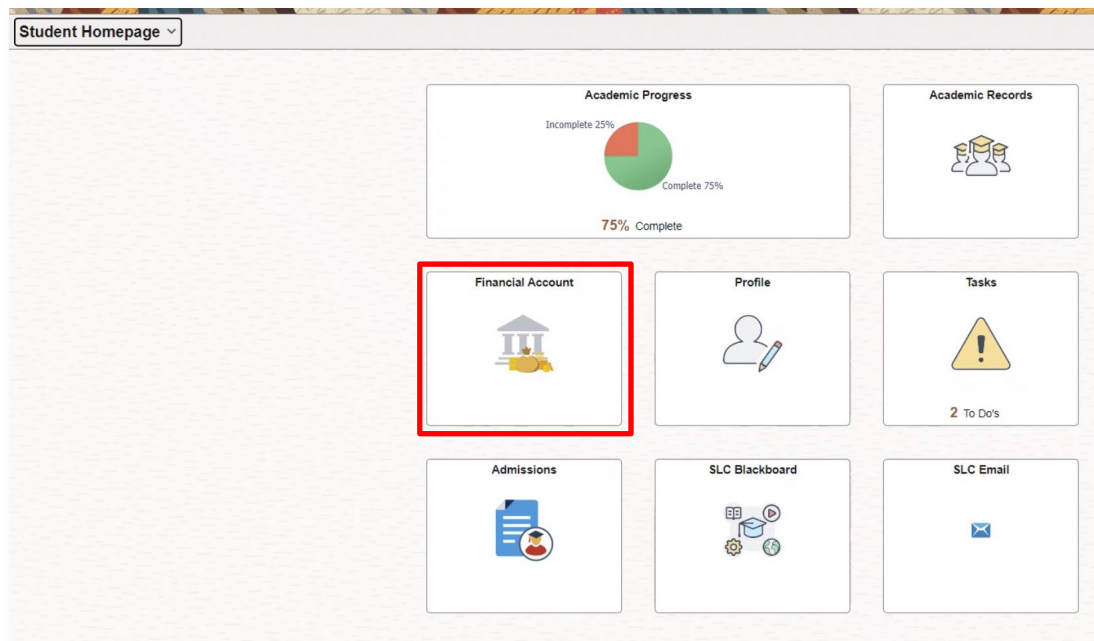
Your SLC.me Portal

Return to the SLC.me homepage, scroll down until you see the small black & white icons

1. Clicking on the icon 'Fees - Financial Account' will bring you to the '**PeopleSoft Student Homepage**'



2. Click on '**Financial Account**'



Your SLC.me Portal

To View your Finances (Account Balance):

1. Click on 'Account Balance' to see what you might owe.

Account Balance

Account Balance

Statement of Account

Charges Due

Payment History

Self-Service Student T2202A*

Make a Payment*

Tuition Deposit
Tuition deposit for Fall 2023 for all domestic and returning students is due June 15, 2023
(Domestic students - \$500.00, International students - \$2350.00)
The balance of tuition and fees is due for all domestic and returning students September 06, 2023.
New and current international students applying to a new program should consult their Letter of Acceptance for fee amounts and deadlines.

What I Owe

Term	Charges & Deposits	Total Due
Winter 2024	1,847.03	1,847.03
Total	1,847.03	1,847.03

Currency used is Canadian Dollar

To see a Statement of Account:

1. Click on 'Statement of Account'
2. Make sure to select the correct Term

Account Summary

Account Balance

Statement of Account

Charges Due

Payment History

Self-Service Student T2202A*

Make a Payment*

Account Summary

Term Specific Account Summary

Show my Financial Account for Term

What I Owe

Term	Outstanding Charges & Deposits	Total Due
Winter 2024	1,847.03	1,847.03
Total	1,847.03	1,847.03

Currency used is Canadian Dollar

3. Click on 'Terms' Statement of Account'; a PDF will be created

Account Summary

Account Balance

Statement of Account

Charges Due

Payment History

Self-Service Student T2202A*

Make a Payment*

Account Summary

Term Specific Account Summary

Show my Financial Account for Term

YOUR CURRENT BALANCE FOR THE WINTER 2023 TERM IS \$0.00 AS OF NOVEMBER 20, 2023.

Balance from Previous Term(s)	0.00
Total Fees for Selected Term	1,859.03
Total Payments & Credits Applied to Selected Term	1,859.03
CURRENT TERM BALANCE	0.00

Terms' Statement of Account

IMPORTANT NOTES

- This Statement of Account is not an invoice and is subject to change.
- Payments and Credits Applied to Term only reflect the portion of the payment that paid off charges in the selected term.
- Payments made through your financial institution may take 2-3 days from the date of payment to be reflected on this Statement of Account.

Your SLC.me Portal

To see Charges Due on your Account:

1. Click on 'Charges Due'
2. You will see any outstanding charges remaining on your account

Charges Due							
Account Balance	What I Owe						
Statement of Account	Summary By Due Date Detail Of Charges Due						
Charges Due	<table border="1"> <thead> <tr> <th>Due Date</th> <th>Amount Due</th> </tr> </thead> <tbody> <tr> <td>01/08/2024</td> <td>70.95</td> </tr> <tr> <td>Total Amount Due</td> <td>70.95</td> </tr> </tbody> </table>	Due Date	Amount Due	01/08/2024	70.95	Total Amount Due	70.95
Due Date	Amount Due						
01/08/2024	70.95						
Total Amount Due	70.95						
Payment History							
Self-Service Student T2202A*							
Make a Payment*							

Currency used is Canadian Dollar

To see your Payment History:

1. Click on 'Payment History'
2. You will see a list of the payments that have been made to your account

Payment History																													
Account Balance	Payment Details 6 rows																												
Statement of Account																													
Payment History	<table border="1"> <thead> <tr> <th>Date Posted</th> <th>Description</th> <th>Business Unit</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>11/13/2023</td> <td>Online Banking Payment</td> <td>St. Lawrence College</td> <td>1,947.67</td> </tr> <tr> <td>11/07/2023</td> <td>Online Banking Payment</td> <td>St. Lawrence College</td> <td>5,380.98</td> </tr> <tr> <td>10/23/2023</td> <td>Bursary</td> <td>St. Lawrence College</td> <td>1,020.00</td> </tr> <tr> <td>08/16/2023</td> <td>Online Banking Payment</td> <td>St. Lawrence College</td> <td>4.04</td> </tr> <tr> <td>06/09/2023</td> <td>Online Banking Payment</td> <td>St. Lawrence College</td> <td>5,829.95</td> </tr> <tr> <td>06/07/2023</td> <td>Online Banking Deposit</td> <td>St. Lawrence College</td> <td>2,350.00</td> </tr> </tbody> </table>	Date Posted	Description	Business Unit	Amount	11/13/2023	Online Banking Payment	St. Lawrence College	1,947.67	11/07/2023	Online Banking Payment	St. Lawrence College	5,380.98	10/23/2023	Bursary	St. Lawrence College	1,020.00	08/16/2023	Online Banking Payment	St. Lawrence College	4.04	06/09/2023	Online Banking Payment	St. Lawrence College	5,829.95	06/07/2023	Online Banking Deposit	St. Lawrence College	2,350.00
Date Posted	Description	Business Unit	Amount																										
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Self-Service Student T2202A*																													
Make a Payment*																													

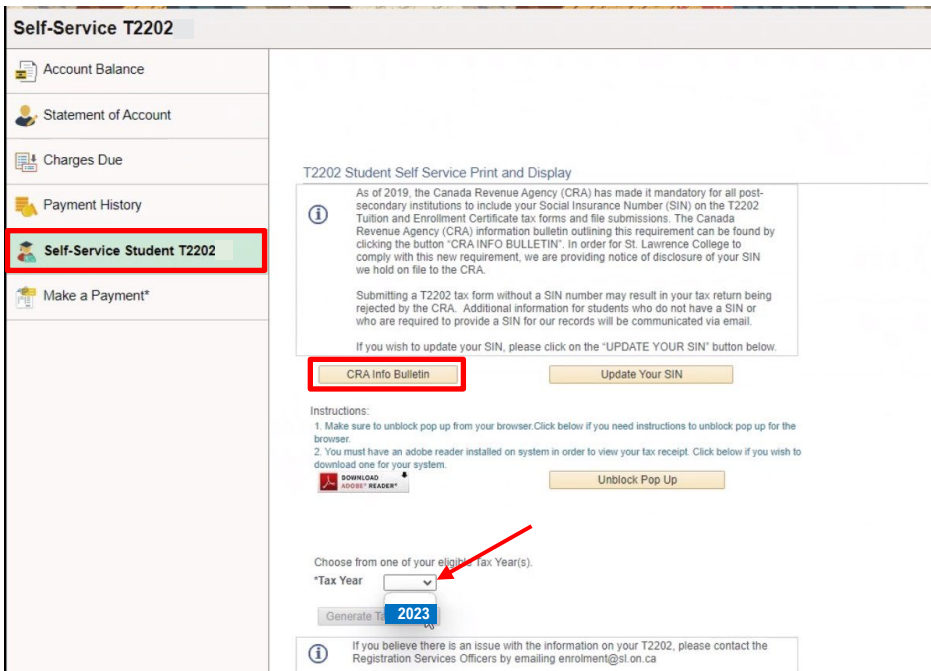
Currency used is Canadian Dollar

Your SLC.me Portal

Self-Service T2202:

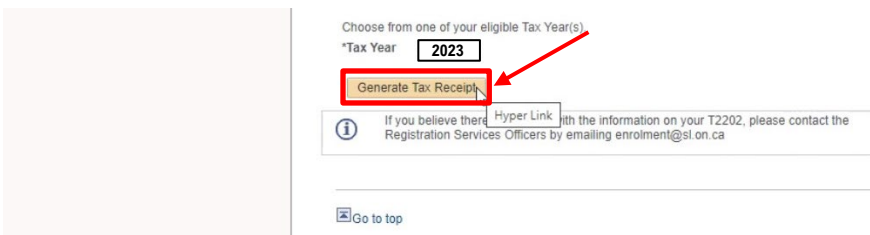
This page will show any outstanding balances on the account, and has tabs for Account balance, Statement of Account, Charges Due, Payments, and T2202. The T2202 tab will display important information from the Canada Revenue Agency (CRA) on the Social Insurance Number (SIN) requirements. To find more information, click on the 'CRA Info Bulletin' button.

1. Click on 'Self-Service Student T2202'
2. Make sure to select the correct Tax Year (typically the previous year)



3. Click on 'Generate Tax Receipt'

At the bottom of the page, you will find a drop-down box where you can select the tax year you would like a tax form for. Enter the previous year (i.e., if it's now 2024, enter 2023 in this field) and click Generate Tax Receipt, this will then open another tab displaying the official T2202 tax form.









Your SLC.me Portal

To Make a Payment on your Account:

1. Click on 'Make a Payment'
2. You can view the 'Item Description' and 'Outstanding Charges'
3. Be aware that online Credit card and Interac payments are only available for tuition deposit
4. For additional payments go to: <http://www.stlawrencecollege.ca/pay-for-college/fees/tuition-and-fees-faq/#PaymentCampus>

Specify Payment Amount

-  Account Balance
-  Statement of Account
-  Charges Due
-  Payment History
-  Self-Service Student T2202A*
-  **Make a Payment***

Make a Payment

Specify Payment Amount

Enter the amount of your payment and select the "NEXT" button to continue; otherwise, select CANCEL to terminate the payment process.

Listed below by term are the charges you may pay online. NOTE: Your payment will be posted to the appropriate charges based on the college payment priority rules and not necessarily for the term that you placed the payment amount for. Your payment will consist of the TOTAL of the "Payment Amounts" entered on this page.

On-line credit card and Interac payments are only available for the non-refundable tuition deposit. To make additional payments, please use one of the other available options listed at <http://www.stlawrencecollege.ca/pay-for-college/fees/tuition-and-fees-faq/#PaymentCampus>

Currency used is Canadian Dollar

My Charges

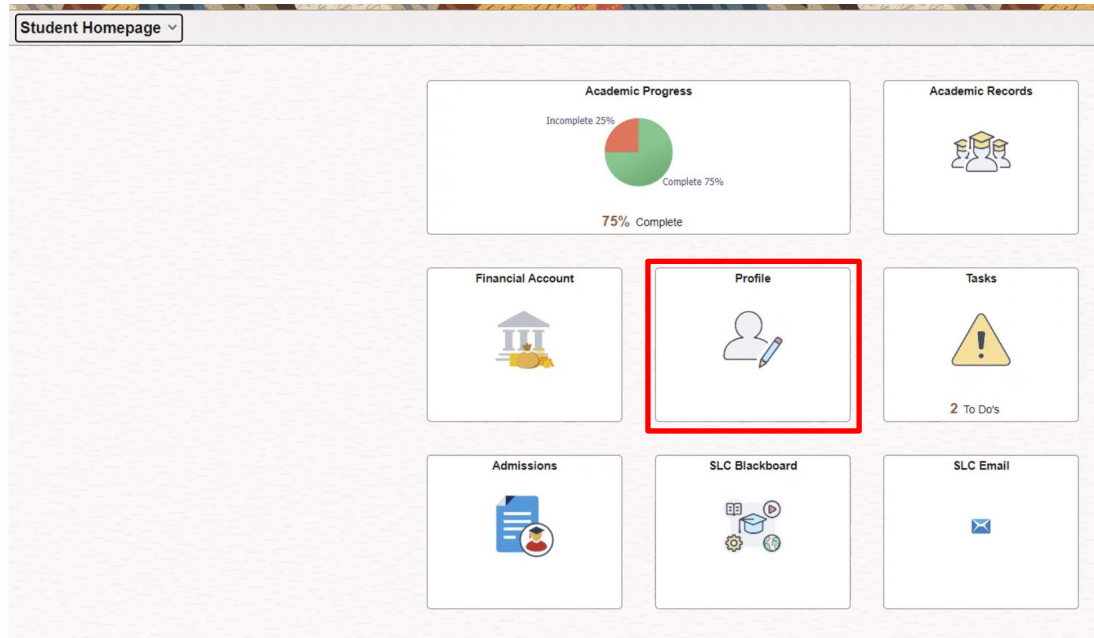
St. Lawrence College

Item Description	Due Date	Item Term	Outstanding Charges
Student Voice - K	01/08/2024	Winter 2024	0.95
Student Association Clubs - K	01/08/2024	Winter 2024	3.50
Student Assoc. Acad. Support-K	01/08/2024	Winter 2024	4.30
Building Expansion Fund - K	01/08/2024	Winter 2024	5.00
Student Housing & Community Su	01/08/2024	Winter 2024	6.00
Student Life & Innov. Centre K	01/08/2024	Winter 2024	7.50
Student Assoc. Events - K	01/08/2024	Winter 2024	7.95
Alumni Fee - K	01/08/2024	Winter 2024	10.00
Career Services - K	01/08/2024	Winter 2024	18.00
Health Centre Fee - K	01/08/2024	Winter 2024	18.00
Std. Wellness & Success Srv K	01/08/2024	Winter 2024	37.50
Student Athletics & Rec. Fee	01/08/2024	Winter 2024	46.00
IT Project Fee - K	01/08/2024	Winter 2024	70.00
Student Life & Innovation Fee-	01/08/2024	Winter 2024	70.00
Kingston SA Space & Operation	01/08/2024	Winter 2024	77.00
SA Bus Pass	01/08/2024	Winter 2024	95.00
Business HR - K	01/08/2024	Winter 2024	1,360.68
Total	Due Date		1,837.38

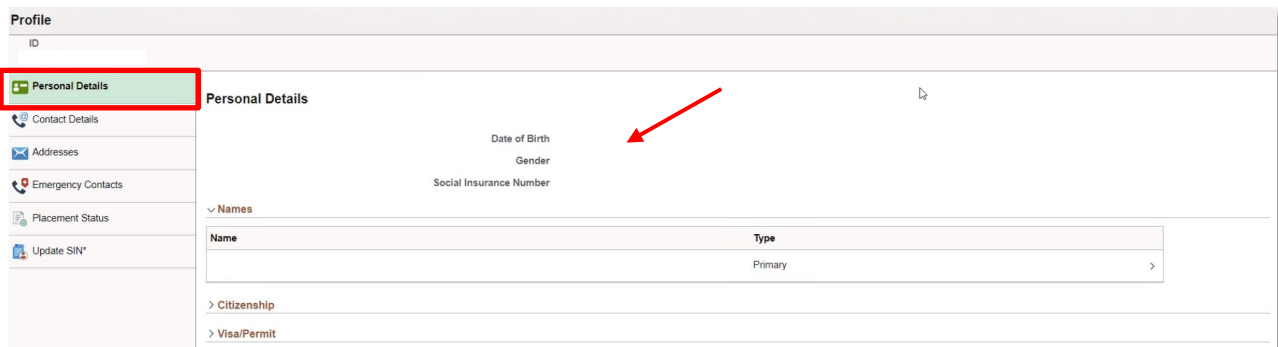
Your SLC.me Portal

To see your Student Profile:

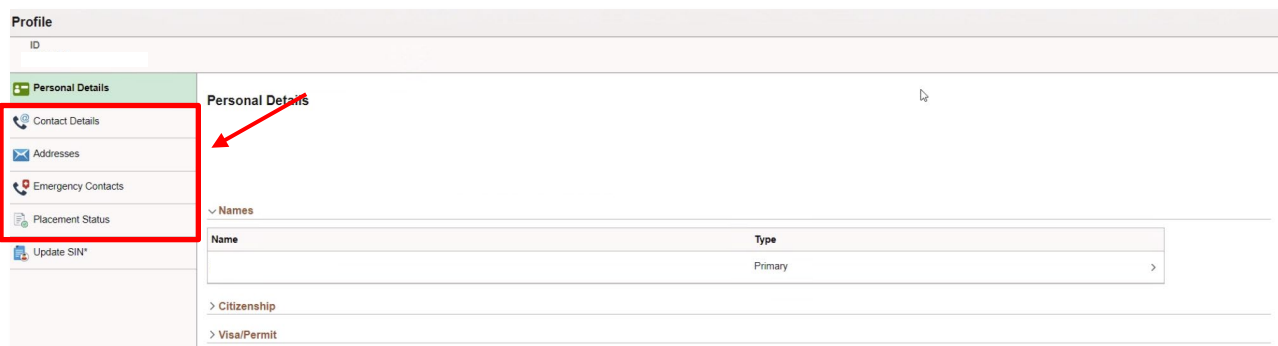
1. On the Student Homepage, click on **'Profile'**



2. Click on 'Personal Details' to view your Date of Birth, Gender, and Social Insurance Number




3. Click on these headings to view your Contact Details, Addresses, Emergency Contacts, and Placement Status:



- 4. Click on 'Update SIN' to view your Demographic Information. If there are any updates to be made, please visit the Student Services department on your campus.

Demographic Data

Personal Details
Contact Details
Addresses
Emergency Contacts
Placement Status
Update SIN*

John Smith Go To 

Demographic Information

ID	1234567
Gender	Male
Date of Birth	01/01/1900
Marital Status	Single

National Identification Number

Country	National ID Type	National ID
Canada	SIN	987-654-321

Citizenship Information

Citizenship Status	Country
Canadian Citizen	Canada

Visa or Permit Data

Type	Visa/Permit	Country
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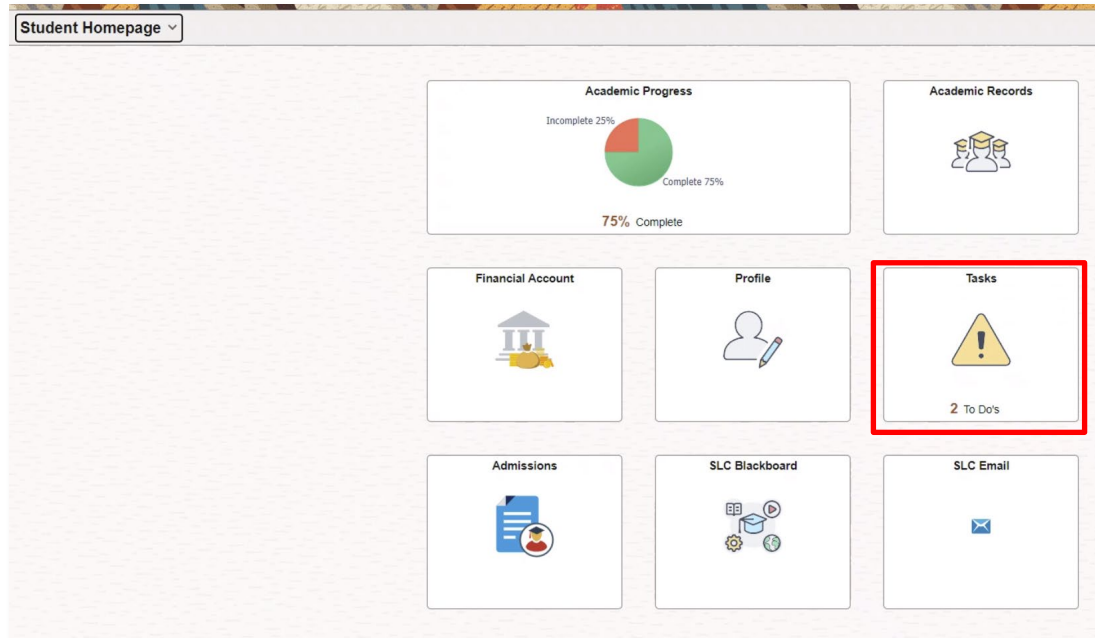
If any of the information is wrong, contact your administrative office.

[Go to top](#)

Your SLC.me Portal

To see your 'To Do' list:

1. On the Student Homepage, click on **'Tasks'**



2. You will see any outstanding Tasks you need to complete:

