

How to
access your
Verification
of Enrolment



St. Lawrence
College

This manual contains pertinent information about viewing and printing your Verification of Enrolment form.

August 2024

Verification of Enrolment

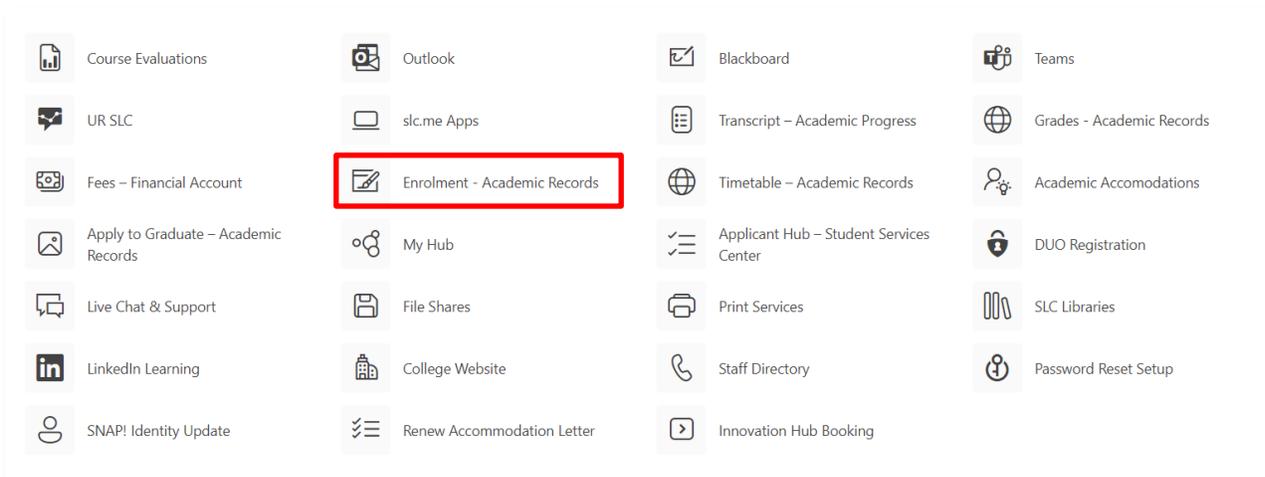
About

This How-to Guide will allow you to view, save, and print your Verification of Enrolment.

Log into your slc.me Portal

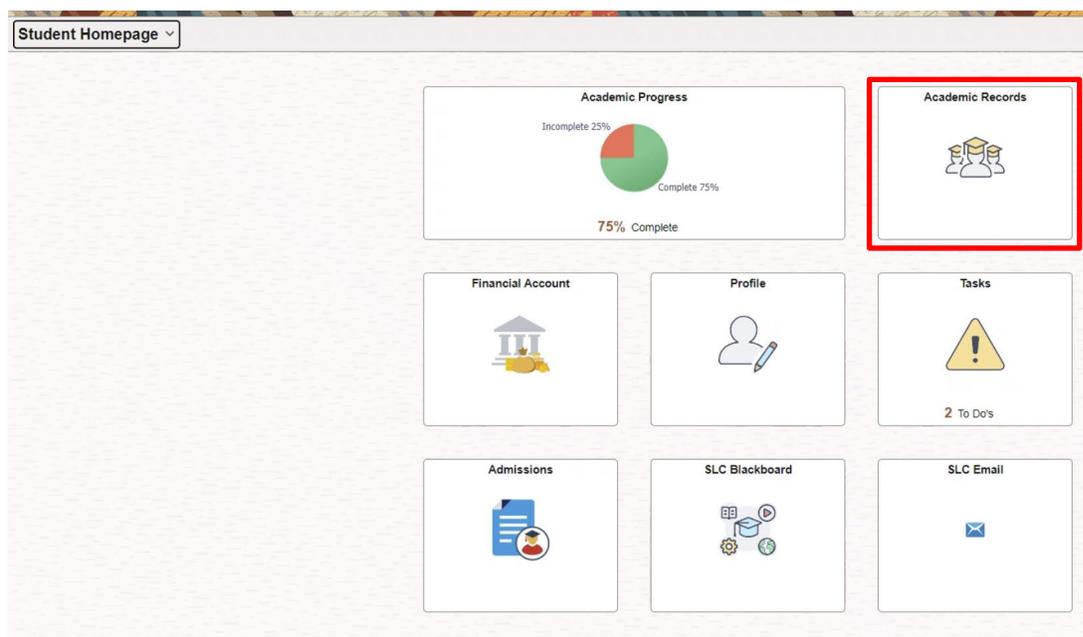
Scroll Down until you see the small black & white icons:

1. Click on 'Enrolment – Academic Records'



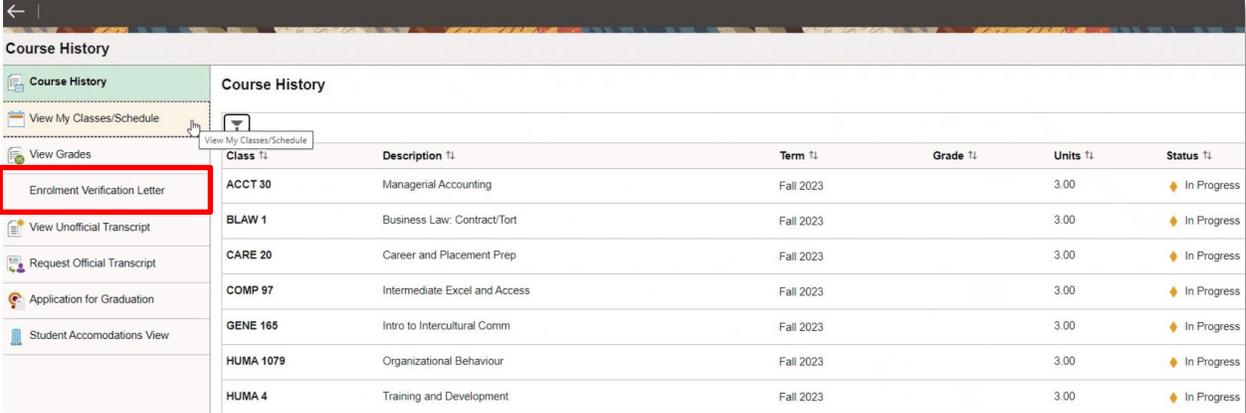
2. You will be brought to the PeopleSoft 'Student Homepage'

3. Click on 'Academic Records'



Verification of Enrolment

- Click on 'Enrolment Verification Letter'



| Class T1 | Description T1 | Term T1 | Grade T1 | Units T1 | Status T1 |
|-----------|-------------------------------|-----------|----------|----------|-------------|
| 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 |

- Once loaded, the 'Enrolment Verification Request' page will display with a drop-down menu with choice of semester for verification. Once you select the semester you'd like (Term Required), click 'Create Letter'. *Please ensure that your Pop-Up blocker is turned off.*

SI Enlver Req

Enrolment Verification Request

1234567 Johlene Smith Create Letter

Term Required: 1243 - Fall 2024

123 Main St.
Anytown, ON
CANADA K7L 5A6

Please ensure that your Pop-Up blocker is turned OFF

Verification of Enrolment

6. Click on 'Create Letter'

SI Enlver Req

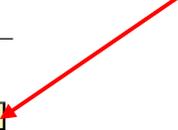
Enrolment Verification Request

1234567 Johlene Smith

Term Required 1243 - Fall 2024 ▼

123 Main St.
Anytown, ON
CANADA K7L 5A6

Create Letter



Please ensure that your Pop-Up blocker is turned OFF

Please note: Applicants will only be able to access the first semester of their program until their status changes to Student. For more information about your status, please contact Student Services.

7. Your 'Verification of Enrolment' form will be created, which can be printed or saved. Please note that this letter will populate **two pages** that you can submit. You do not need to get these pages stamped or signed, as the two pages will suffice at your bank or other institution. An example of the form is shown on the following two pages.

Verification of Enrolment

Sample – Verification of Enrolment (Page 1)



Verification of Enrolment

Brockville Campus
5588 Parkedale Avenue
Brockville, ON
K6V 5X3
Phone: 613-345-0660

Cornwall Campus
2 St. Lawrence Drive
Cornwall, ON
K6H 4Z1
Phone: 613-933-6080

Kingston Campus
100 Portsmouth Avenue
Kingston, ON
K7L 5A6
Phone: 613-544-5400

| | |
|----------------|-------------------|
| Student's Name | Student ID Number |
|----------------|-------------------|

Student's Address

| | |
|-------------------|------------------------|
| Student's Address | |
| City Kingston | Province / State ON |
| Country Canada | Postal Code |

| | |
|---|--|
| Program of Study Electrical Eng Technician - Level 4 Program Duration 2 Years | Country of Academic Institution Canada |
| Current Academic Session Winter 2022 - Kingston Campus | Number of Courses Successfully Completed 25 |
| Term Start and End Dates 2022-01-17 - 2022-04-29 | Current Enrolment 7 Courses |

Notes:

Legend:
Current Enrolment in less than 2/3 of the required courses is considered a PART TIME load.
Level represents semester

Year 1 = Level 1 = 8 Courses Required - Level 2 = 9 Courses Required
Year 2 = Level 3 = 8 Courses Required - Level 4 = 7 Courses Required

Verification of Enrolment

Sample – Verification of Enrolment (Page 2)

Verification of Enrolment

The Verification of Enrolment form has been designed to provide an on-line system to expedite the confirmation of information required by students. This process will replace all hand – processed forms (with the exceptions of Government Student Loans and Canada Pension Plan forms).

This form is to be used for such purposes as: Registered Education Savings Plans (RESP); Student Line of Credit; Provincial Health Care Insurance; Non St Lawrence College Scholarships and Awards; etc.

Since Verification of Enrolment documents are being created using a secure log in protocol, a College signature and /or seal in not required.

Government Student Loans: this verification of enrolment does **not** satisfy the required confirmations for government student financial assistance (e.g. OSAP, Canada Student Loans, Provincial Student Loan programs). To keep your government student loans in interest – free status you must complete the appropriate government approved forms available from the Financial Aid Office located in Student Services.

Canada Pension Plan: this verification of enrolment does **not** satisfy the required confirmations required to access funding through the Canada Pension Plan Children's Benefit. After you have completed the registration process you must bring the appropriate form to your Academic School office (Kingston Campus) or Student Services (Brockville and Cornwall Campus's)