

# Self-Service Registration: Online General Education Requirement

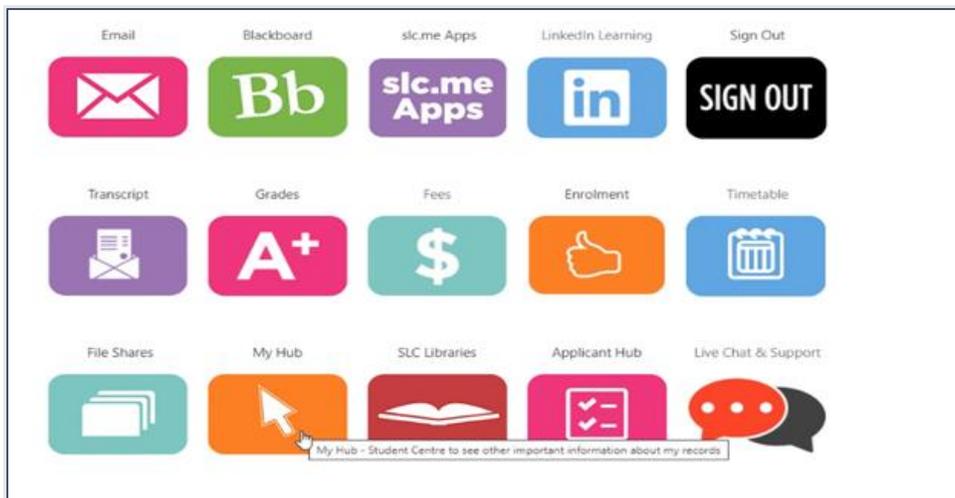
## Overview

This document summarizes the information featured within the accompanying [instructional video](#) that outlines the steps students will need to complete in order to finalize their online general education course selection.

## Step 1: Login into SLC.me

Students should navigate complete the following steps to log into SLC.me

- Use your web browser to navigate to [SLC.me](#)
- Use your Duo token to login
- Select the **My Hub** tool



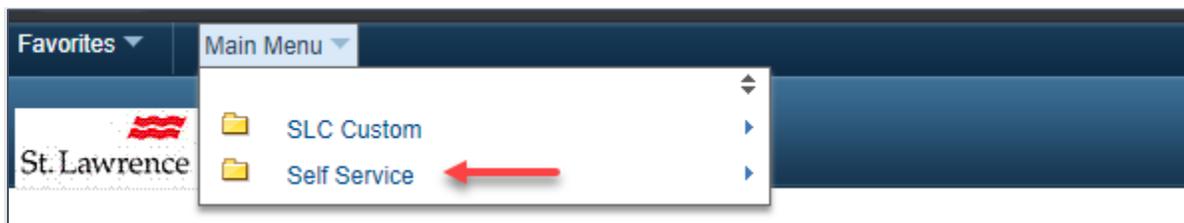
Screenshot 1 Highlight the My Hub area on SLC.me

If you have trouble logging into SLC.me, contact [ITS@sl.on.ca](mailto:ITS@sl.on.ca)

## Step 2: Navigate to Self-Service to complete your selection

Student should follow these steps using the Self-Service tool to complete their registration.

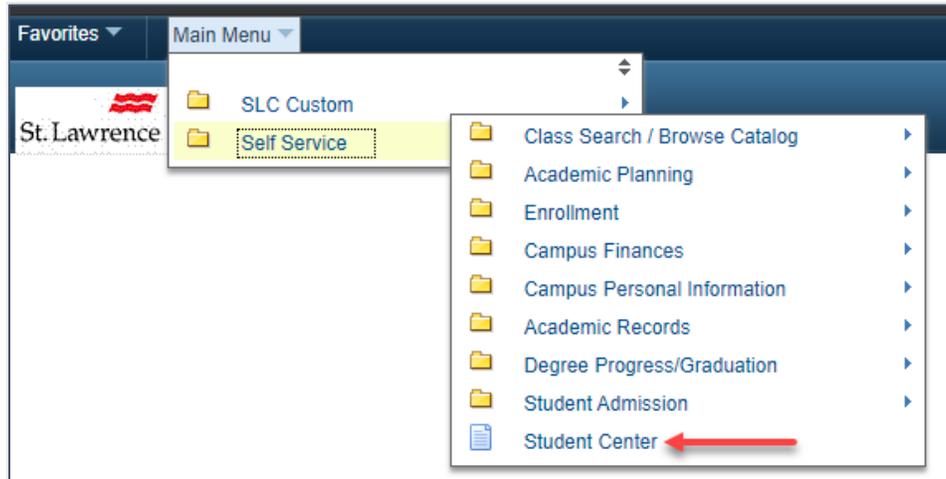
- In the main menu select **Self Service**



Screenshot 2 Self-Service Tool

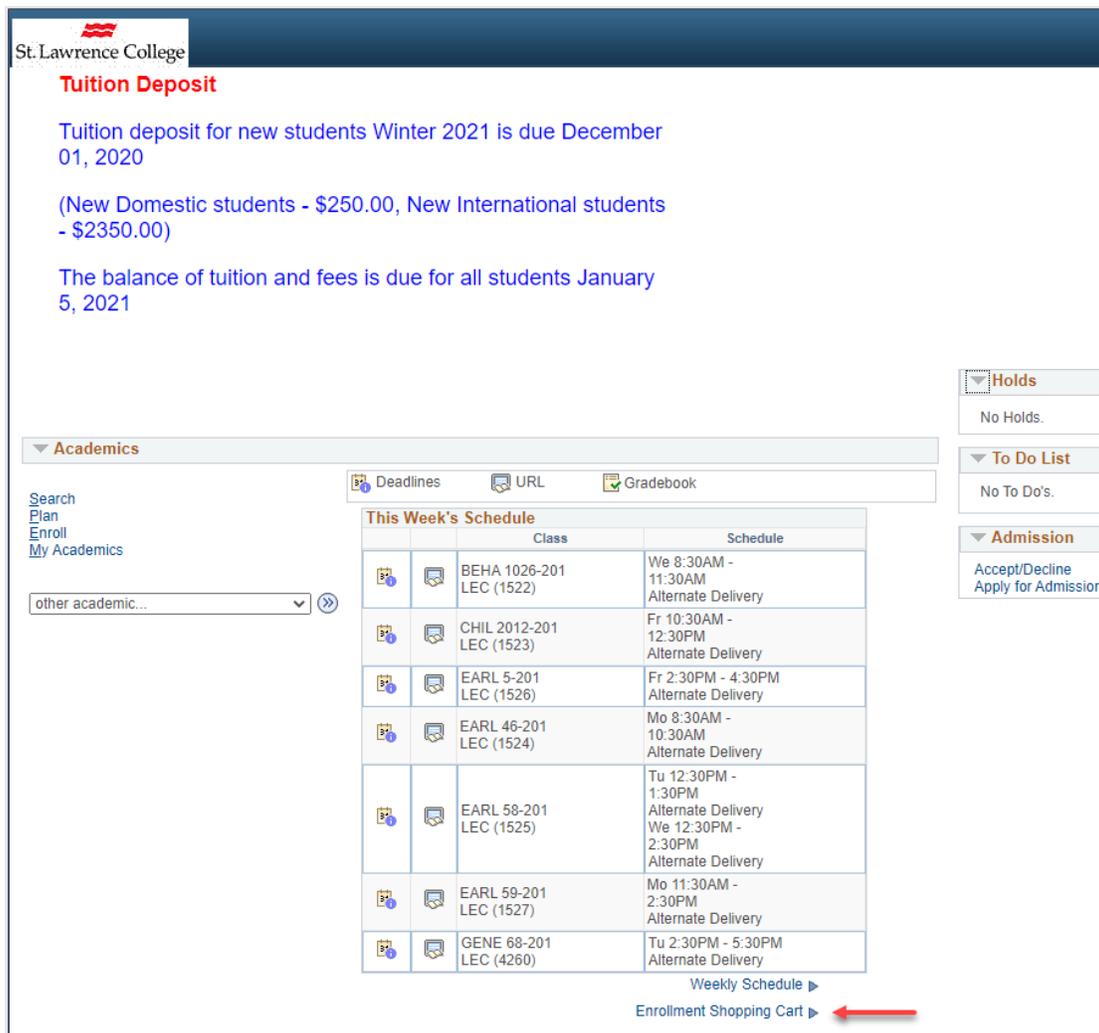


- Select **Student Centre**



Screenshot 3 Student Centre Tool

- Select **Enrollment Shopping Cart**



Screenshot 4 Highlight of the Enrollment Shopping Card button



- Select the term then click **Continue**

St. Lawrence College

go to ...

Search Plan Enroll My Academics

My Planner | Shopping Cart | Course History

Shopping Cart

Select Term

Select a term then select Continue.

Term	Career	Institution
<input type="radio"/> Fall 2020	Undergraduate	St. Lawrence College
<input checked="" type="radio"/> Winter 2021	Undergraduate	St. Lawrence College

Continue

Go to top

Screenshot 5 Select the appropriate term (example: Winter 2021)

- Select **My Requirements** and click **Search**

Search Plan Enroll My Academics

My Planner | Shopping Cart | Course History

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term.

Winter 2021 | Undergraduate | St. Lawrence College

Change Term

Open Closed

Add to Cart

Enter Class Nbr

Enter

Find Classes

Class Search

My Requirements

My Planner

Search

Winter 2021 Shopping Cart

Your enrollment shopping cart is empty.

My Winter 2021 Class Schedule

You are not registered for classes in this term.

Screenshot 6 My Requirements (radial button) and the Search Tool



- To enroll in your online general education course click on **Show Detail Winter 2021**
  - TIP:** You can click “**Show Requirement Detail**” to display all required courses for your program, what you have taken, and what is still required to complete

The screenshot shows a web interface for course registration. At the top, there are navigation tabs: Search, Plan, Enroll, and My Academics. Below these are links for My Planner, Shopping Cart, and Course History. The main heading is 'Add Classes'. A red text box with a red arrow points to the 'Show Requirement Detail' radio button, which is currently unselected. The text in the box reads: 'You can click Show Requirement Detail to display all required courses for your program, what you have taken and what is still required to complete'. Below this, there are radio buttons for 'Hide Requirement Details' (selected) and 'Show Requirement Detail'. A legend indicates 'Taken' (green checkmark), 'In Progress' (yellow diamond), and 'Planned' (blue star). The main content area shows a requirement for 'Early Childhood Education' which is 'Not Satisfied'. Underneath, it lists 'Level 1 Courses' with a 'Hide detail Winter 2021' button. A table of courses is displayed with columns for Course, Description, Units, When, Grade, and Status. Below the table, there are several expandable sections for 'Level 1 Gen Ed', 'Level 2 Courses', 'Level 2 Gen Ed', 'Level 3 Courses', 'Level 4 Courses', and 'Level 4 Online Gen Ed Select 900 series sections numbers only'. Each section has a corresponding 'Show detail Winter 2021' button. A red arrow points to the 'Show detail Winter 2021' button for the 'Level 4 Online Gen Ed' section.

Screenshot 7 Highlight of the Show Detail Winter 2021 button



- Click on the **Description** hyperlink to select and enroll in your choice.

Level 4 Online Gen Ed Select 900 series sections numbers only, Hide detail Winter 2021

The following courses may be used to satisfy this requirement:

Personalize   View All   First 1-10 of 13 Last						
Course	Description	Units	When	Grade	Notes	Status
GENE 24	<a href="#">Ethics and Critical Thinking</a>	3.00				
GENE 25	<a href="#">Film Studies</a>	3.00				
GENE 31	<a href="#">Human Sexuality</a>	3.00				
GENE 36	<a href="#">Introduction to Nutrition</a>	3.00				
GENE 45	<a href="#">Media and the Arts</a>	3.00				
GENE 53	<a href="#">Overview of Addictions</a>	3.00				
GENE 57	<a href="#">Personal Stress Management</a>	3.00				
GENE 89	<a href="#">The Impact of Music on Society</a>	3.00				
GENE 130	<a href="#">Society, Culture/Globalization</a>	3.00				
GENE 158	<a href="#">Field to Fork: Intro to Local</a>	3.00				

Click the Description of the course you wish to enroll in  
**NOTE: this must be a 900 series section number**

[Return to Add Classes to Shopping Cart](#)

Screenshot 8 Description option that helps select a specific course

- You will then choose one of the **900** series section numbers by clicking **Select**
  - TIP:** If you see multiple sections, please select a 900 series section (900, 901, 902, etc.) for your online GENE course.

Section				Personalize   Find   View All   First 1 of 1 Last		
Section	Session	Status				
201-LEC (3648)	CRG	<span style="color: green;">●</span>	<a href="#">Select</a>			

Section Details							Personalize   Find   View All   First 1 of 1 Last		
Days	Start	End	Room	Instructor	Dates				
TBA	TBA		TBA	Staff	01/18/2021 - 04/30/2021				

Section				Personalize   Find   View All   First 1 of 1 Last		
Section	Session	Status				
900-LEC (4212)	KRG	<span style="color: green;">●</span>	<a href="#">Select</a>			

Section Details							Personalize   Find   View All   First 1 of 1 Last		
Days	Start	End	Room	Instructor	Dates				
TBA	TBA		TBA	Staff	01/18/2021 - 04/30/2021				

Section				Personalize   Find   View All   First 1 of 1 Last		
Section	Session	Status				
901-LEC (4213)	KRG	<span style="color: green;">●</span>	<a href="#">Select</a>			

Section Details							Personalize   Find   View All   First 1 of 1 Last		
Days	Start	End	Room	Instructor	Dates				
TBA	TBA		TBA	Staff	01/18/2021 - 04/30/2021				

Screenshot 9 Highlight of 900 section series course options



- Your class details will display and click **Next**

Search | Plan | Enroll | My Academics

My Planner | Shopping Cart | Course History

Shopping Cart

### 1. Select classes to add - Enrollment Preferences

Winter 2021 | Undergraduate | St. Lawrence College  
GENE 158 - Field to Fork: Intro to Local

**Class Preferences**

GENE 158-901      Lecture      ● Open      Permission Nbr

Session Regular Kingston Session      Grading St. Lawrence Grading Scheme  
Career Undergraduate      Units 3.00

**Enrollment Information**

- GENE 158 Online

Cancel      **Next**

Section	Component	Days & Times	Room	Instructor	Start/End Date
901	Lecture	TBA	TBA	Staff	

Screenshot 10 Highlight of the Next button that helps users move forward

- Your class is now in your **Enrollment Shopping Cart**. Select the checkbox beside the course title and click **Enroll**.

Search | Plan | Enroll | My Academics

My Planner | Shopping Cart | Course History

Shopping Cart

### Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term.

✔ GENE 158 has been added to your Shopping Cart.

Winter 2021 | Undergraduate | St. Lawrence College      Change Term

● Open       Closed

**Winter 2021 Shopping Cart**

Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	GENE 158-901 (4213)	TBA	TBA	Staff	3.00	<span style="color: green;">●</span>

for selected      Delete      **Enroll**

Add to Cart  
Enter Class Nbr  Enter

Find Classes  
 Class Search  
 My Requirements  
 My Planner  
 Search

▼ My Winter 2021 Class Schedule

You are not registered for classes in this term.

Screenshot 11 Highlight of course being added to shopping cart, checkbox for course title, and Enroll button



- You must now confirm classes and select **Finish Enrolling**.

Search Plan Enroll My Academics

My Planner | Shopping Cart | Course History

Shopping Cart 1 2 3

**2. Confirm classes**

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Winter 2021 | Undergraduate | St. Lawrence College

Open  Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
GENE 158-901 (4213)	Field to Fork: Intro to Local (Lecture)	TBA	TBA	Staff	3.00	<span style="color: green;">●</span>

Cancel Previous **Finish Enrolling**

Screenshot 12 Highlight of the "Confirm classes" area and the Finish Enrolling button

You have now successfully enrolled in your class and can click My Class Schedule to review your timetable.

Search Plan Enroll My Academics

My Planner | Shopping Cart | Course History

Shopping Cart 1 2 3

**3. View results**

View the following status report for enrollment confirmations and errors

Winter 2021 | Undergraduate | St. Lawrence College

✔ Success: enrolled ✘ Error: unable to add class

Class	Message	Status
GENE 158	Success: This class has been added to your schedule.	<span style="color: green;">✔</span>

Make a Payment **My Class Schedule** Add Another Class

Screenshot 13 Highlight of successful registration page with "enrolled" status

**Important Reminder:** If you have a red X under **Status**, students will receive a message explaining why they are not enrolled in the course. This information will display under **View Results**. If this occurs please contact your Academic School Office (Kingston students) or the student services department (Brockville/Cornwall students)



## Additional Resources

Please visit the [Online General Education page](#) for additional information on semester timelines, instructional videos, and other information pertaining to general education.

- Issues with online general education course registration process
  - Students registered in a program delivered on Kingston campus should contact their academic school office
  - Students registered in a program delivered on Brockville/Cornwall campus should contact the campus student services representatives.
- Issues with SLC.me or SLC accounts
  - Any student experiencing issues with SLC.me should contact ITS service desk at [ITS@sl.on.ca](mailto:ITS@sl.on.ca)

