# PAGE 1:

# Continuing Education (Main page)

Thinking of starting your next step in your learning journey? Continuing Education offers part-time learning opportunities that fit your lifestyle, enhance real world learning, and build in-demand skills. Self-service registration makes for convenient and quick access to courses. Your Continuing Education team provides personalized support on your learning journey.

Students participate/interact with our instructors / facilitators and peers about course content via in-person/online discussions. Students’ progress through the course schedule week by week, meeting the curriculum requirements.

Registration remains open all year. You can register for available courses at St. Lawrence College at any time.





**GENERAL INFORMATION – or some other title to describe this section**

4 Image cards with links to new pages:

[**Page 2**](#_PAGE_2:_-) **- OntarioLearn Student Guide** – Everything you need to know about taking OntarioLearn courses at St. Lawrence College

[**Page 3**](#_Page_3:) **- International Students** - Resource for SLC students/staff

[**Page 4**](#_Page_4:_How) **- How to Register** – 3 Easy steps to register.

[**Page 5**](#_Page_4:) **- Resources/Policies** – Learn about the services you can access at St. Lawrence College;

Withdrawal/Refund policy and more.

TESTIMONIALS

Rotating banner style with pics or videos, once CE has content and consent.

Contact Us button [Register button](https://parttime.stlawrencecollege.ca/stlaw/category/category.aspx)

lifelonglearning@sl.on.ca

# PAGE 2: -

# OntarioLearn Student Guide

Thank you for registering for an OntarioLearn course with St. Lawrence College College.

Review all the important information in this guide to help you prepare for your course(s). Some documents are available to download.

The OntarioLearn system serves as a virtual classroom for your course, that you can attend anytime. It is recommended that learners log in to their course at **least once a week**.  Here, you can interact with your fellow students and your facilitator(s) through LMS-based discussions and receive and submit assignments.

GETTING STARTED

1. [REGISTER](https://parttime.stlawrencecollege.ca/stlaw/category/category.aspx) for a course(s).
2. Within 2-3 business days students receive a username and temporary password from SLC Information Technology Services (ITS).
3. Use the St. Lawrence College (SLC) username and temporary password to access the SLC student portal SLC.ME.
4. OntarioLearn course portal access will be emailed to registered students 4-5 days prior to the course start date.

ACCESSING ONTARIOLEARN COURSES

Registered students will receive access to their course(s) 4-5 days prior to course start date.

**IMPORTANT UPDATE**: As of **February 2024**, all students will be required to use St. Lawrence College student email and password to access courses through the OntarioLearn portal. Follow these steps:

1. Go to [OntarioLearn.com](https://www.ontariolearn.com/)
2. Enter your St. Lawrence College student email address and the password provided to you in the “Your OntarioLearn Log In Details” email sent to your student email address.
3. Once you complete your first login you will have the opportunity to update your password.
4. Use your St. Lawrence College email address and new password for all subsequent logins.

To help you with this process view the video tutorial: [Your Guide to login to the OntarioLearn Portal](https://www.youtube.com/watch?v=g9wQx33BDts)

## **Download the ONTARIOLEARN CRITICAL DATES (link to PDF)**

## WITHDRAWALS/REFUNDS

Continuing Education has scheduled timeframes for registration, start & end dates, and withdrawal/refund requests, it is crucial to be aware of these dates to avoid any complications or potential refund issues. See [OntarioLearn Critical Dates](#_ONTARIOLEARN_CRITICAL_DATES).

The policy for OntarioLearn courses may be found at the [Continuing Education Refund/Withdrawal/Transfer policy](https://www.stlawrencecollege.ca/learn/slc-plus/general-information). All withdrawal requests must be submitted in writing to lifelonglearning@sl.on.ca in accordance with the policy requirements.

**SLC.ME – The St. Lawrence College student portal**

**New Students**

SLC.me is a student hub and provides you access to more resources at the College. In this portal you can access your student email address, view available SLC resources, final grades, enrolment history, library services, student wellness, etc.

**Returning Students**

If you have previously taken a course with St. Lawrence College (either in person or online) you can continue to use your student email, username and password to access the SLC.me student hub and take advantage of the SLC resources available.

Need help in accessing your slc.me student hub? How to guides and contact information for IT Services available [here](https://www.stlawrencecollege.ca/services/campus-services/information-technology-services-its).

TECHNICAL REQUIREMENTS

Technical requirements include:

* Regular access to a computer. One of the following:
	+ - PC: Windows XP, or higher; OR
		- Mac: OS X 10.5, or higher
* High-speed broadband access (LAN, Cable, or DSL) is highly recommended.

Tip Recommended Browsers: Firefox, Chrome, Safari, Internet Explorer 10 or higher. Test browser compatibility here: [Browser Checker](https://help.blackboard.com/Learn/Administrator/Hosting/Release_Notes/Browser_Support/Browser_Checker)

TECHNICAL SUPPORT

**ONTARIOLEARN Technical Support is available 24 hours/day, 7 days/week.**

Forgot your OntarioLearn username/password? Having trouble connecting to your course in ontariolearn.com? Support is available by telephone, ticket submission form, or online chat to assist you around the clock. Visit the Help Centre website for assistance: [OntarioLearn Help](http://www.ontariolearn.com/help).

**ST. LAWRENCE COLLEGE (SLC) Technical Support (**[**see SLC IT Services for hours of operations**](https://www.stlawrencecollege.ca/services/campus-services/information-technology-services-its)**)**

St. Lawrence College technical support can assist you with issues with your SLC email account, or issues accessing slc.me (St. Lawrence College Portal). SLC technical support does not have access to OntarioLearn courses and does not support OntarioLearn learning management systems. See OntarioLearn Technical Support.

NAVIGATING THE LEARNING MANAGEMENT SYSTEM (LMS)

Courses are in one of the following Learning Management Systems (LMS). Click on the LMS your course uses to learn more.

* [Blackboard](https://www.youtube.com/watch?v=a6kUKsZAvEY)
* [Moodle](https://www.youtube.com/watch?v=Mt3v9T2b-us)
* [D2L](https://www.youtube.com/watch?v=FCwDPYWQLCQ)

**TIP:** Familiarize yourself with how to navigate your course LMS. Each LMS also has an app. To learn more about downloading the apps click here: [LMS Apps](https://www.ontariolearn.com/learning-management-system-apps/)

COURSE DELIVERY

The courses are delivered in an online format using a Learning Management System (LMS) and are asynchronous, meaning that students are not required to be online at certain times for class instruction.

**TIP:** **Tips for Being a Successful Online Learner** (PDF) <https://stlawrencecollege.libguides.com/ld.php?content_id=35224390>

COURSE FACILITATORS

Course facilitators help/guide/assist learners to acquire, retain, and apply knowledge and skills in the form of support and constructive feedback. Students participate/interact with the facilitator and peers about course content via online discussions in the LMS. Students progress through the course syllabus week by week, meeting all the curriculum requirements.

# Page 3:

# International Students

**Frequently Asked Questions for St. Lawrence College (SLC) Full-time International Students**

**Dropdowns**

* What is Continuing Education at SLC, and who is it for?

Continuing Education at St. Lawrence College course offerings are available to international and domestic, full-time and part-time students. We offer certificate programs, micro-credentials, and individual courses for career advancement, course recovery, and personal enrichment.

* How can Continuing Education benefit international students?

Continuing Education courses provide students an opportunity to make up for the failed credits, supplement their course program load and continue their academic journey successfully. International students interested in taking Continuing Education as a part of their full-time program **must** first seek advice from their Student Success Facilitator (SSF) and their Program Coordinator **BEFORE** registering for a course. Additional fees may apply.

* How do I know if I need credit recovery through Continuing Education?

If you are an international student facing challenges with failed courses, the Student Success Facilitators (SSF) can assess your academic situation and guide you on whether Continuing Education is the right option for you.

* How can I seek guidance from an SSF about Continuing Education?

[Find your SSF here](https://www.stlawrencecollege.ca/services/academic/student-success-facilitator).

* What if I register for Continuing Education but later realize I do not need credit recovery?

If you mistakenly register for a Continuing Education course and determine that you do not need credit recovery, contact the Continuing Education team in writing at lifelonglearning@sl.on.ca. It is the student’s responsibility to connect with your SSF to discuss your situation. The SSF will assist you in finding the appropriate course of action.

* Can I get a refund if I decide to withdraw from a Continuing Education course?

[Review the Continuing Education Withdrawal/Refund Policy](https://www.stlawrencecollege.ca/learn/slc-plus/general-information)

* What are the fees for international students taking Continuing Education courses?

Fees vary depending on the course and the credit hours.

Credit courses: It is recommended to budget approximately $1300 or more per credit course, not including textbooks and examination charges.

Non-credit courses: There are no additional international fees for non-credit courses. Most non-credit courses can be identified by the course code which normally starts with GENI. These courses **cannot** be applied to any full or part-time program or certificate.

* How can I contact the Continuing Education Team?

You can contact Continuing Education at lifelonglearning@sl.on.ca.

* Is a Post Graduate Work Permit available for international students taking Continuing Education courses?

Continuing Education courses are available to international students, but these courses do not lead to a study permit or post-graduation work permit. To learn more please contact isa@sl.on.ca.

# Page 4: How to Register

**Registering for courses is easy! Register online 24 hours a day, seven days a week.**

Follow these simple steps to start your studies at St. Lawrence College:

1. Go to <https://parttime.stlawrencecollege.ca/stlaw/category/category.aspx> to search for courses that interest you. Use the magnifying glass in the top right corner to search for a course using keywords, course title or course code.
2. Add the course(s) to your cart.
3. Follow the prompts to view your cart and proceed to checkout.
4. You may be prompted to create/update your registration profile (used only for registering and paying for the course). Follow the steps and then proceed to payment.
5. A new payment window will open at the end of checkout requesting a credit card.

# Page 5:

# Resources/General Information

CONTINUING EDUCATION WITHDRAWAL, REFUND & TRANSFER POLICY **drop down**

**REGISTERED NURSE CRITICAL CARE NURSING:** A full refund if the program is cancelled by the College. A refund less a $250.00 fee, if the withdrawal request is received in writing/email prior to accessing the course online. Withdrawal requests must be sent to RNCCNP@sl.on.ca.

**PRACTICAL NURSING & REGISTERED NURSE PERIOPERATIVE NURSING:** A full refund if the program is canceled by the College. A refund less a $250.00 fee, if the withdrawal request is received in writing/email prior to accessing the course online. Withdrawal requests must be sent to periopnursing@sl.on.ca.

**CONTINUING EDUCATION CREDIT, AND NON-CREDIT COURSES:** A full refund if the course is cancelled by the College. A refund less a $25 administrative fee, per course, if the withdrawal request is received in writing/email five (5) business days prior to the start date of the course. Withdrawal requests must be emailed to lifelonglearning@sl.on.ca

Non-attendance does not constitute withdrawal from a course.

**NONVIOLENT CRISIS INTERVENTION/RECERTIFICATION TRAINING (effective December 1, 2022):** A full refund if the course is canceled by the College. A refund less a $25 administrative fee, per course, if the withdrawal request is received in writing/email five (5) business days prior to the start date of the course. Non-attendance does not constitute withdrawal from a course.

Requests to transfer to an alternate section of NVCI training are subject to a $50 transfer fee.
Withdrawal and/or transfer requests must be in writing and emailed to lifelonglearning@sl.on.ca

**ONTARIOLEARN COURSES:** A full refund if the course is cancelled by the College. A refund less a $25 administrative fee per course. To withdraw with refund, you must send an email to Continuing Education at lifelonglearning@sl.on.ca by the deadline listed for your course intake, see Critical Dates here. There are no refunds on material fees.  Any withdrawal requests received after the deadline for your course intake will be processed without any refund being issued. See OntarioLearn Critical Dates.

CONTINUING EDUCATION FREQUENTLY ASKED QUESTIONS **drop down**

* What happens after I register and pay for a course?

Once payment has been received you will receive a confirmation from Continuing Education that outlines what you have paid and registered for.

* Do I get an SLC account?

All SLC Continuing Education students receive an SLC student number, email address, username and password. SLC Information Technology Services (ITS) will forward this information to students within 2-3 business days of registration and payment. This allows you to access the SLC student portal – SLC.ME.

* What is SLC.ME?

SLC.ME is the St. Lawrence College student portal

**New Students**

SLC.me is a student hub and provides you access to more resources at the College. In this portal you can access your student email address, view available SLC resources, final grades, enrolment history, library services, student wellness, etc.

**Returning Students**

If you have previously taken a course with St. Lawrence College (either in person or online) you can continue to use your student email, username and password to access the SLC.me student hub and take advantage of the SLC resources available.

* What resources are available to me while I am a student at SLC?

Using your slc username and password to access SLC.ME you will be able to see the resources available to you including library services, student success support, student wellness, grades, enrolment history and more.

* What if the College cancels a course?

Though every effort is made to offer courses/programs as published in the print guide and on the website, the College reserves the right to change, cancel or modify courses/programs as necessary. To help avoid course cancellation due to insufficient enrollment, register early.

OTHER IMPORTANT INFORMATION **drop down**

The following links provide information all students should be aware of when participating in SLC Continuing Education courses. Click on the links below for more information.

**College Policies**

Registered students are responsible for reviewing the [academic policy, guidelines, and codes of conduct](https://www.stlawrencecollege.ca/about/reports-and-policies). College policies can also be found in your SLC.me student hub under Academics.

[Parking at the SLC campuses](https://www.stlawrencecollege.ca/services/campus-services/parking).

[Ordering textbooks.](https://www.stlawrencecollege.ca/services/campus-services/bookstores)

[Inclement Weather.](https://www.stlawrencecollege.ca/about/reports-and-policies/inclement-weather-faq)

[Tax Receipts](https://www.stlawrencecollege.ca/fees/tax-forms)