

## REGISTRATION INFORMATION for Secondary School Credit courses ONLY

For other programs' schedule please see the calendar: <http://stlouis.wcdsb.ca/calendar/pdf/School-Year-Calendar.pdf>

**ESL students, please note: Proof of level 6 ESL is required to register for credit courses.**

### How to Register:

- For Day Classes, applicants must be 18 years of age on the first day that classes begin
- Students under 18 may attend night school using registration forms provided at their own high school Guidance Dept.
- Students under 18 and still in school may take a correspondence course for an additional fee
- Students leaving school within the last year without a diploma require a principal to principal transfer form
- Contact your last high school to request a transcript of your courses and marks
- Bring the transcript, any other certificates, or international documents, and documents listed below.

### Important NOTE!

#### Secondary School Credit Registration Requirements:

##### New Students:

You must bring with you documents to substantiate:

1. Your Legal Name and Date of Birth
2. Your Status in Canada
3. Photo Identification with current mailing address
4. Previous High School Transcript or Credit Counselling Summary

##### Documents Accepted for Legal Name, Birth Date and Status in Canada:

Birth Certificate, Passport, Permanent Resident Card, Record of Landing, Foreign Students must show valid Visa

**YOU WILL NOT BE ALLOWED TO REGISTER WITHOUT ALL REQUIRED DOCUMENTS!**

##### Returning Students:

You must show Photo ID and pay the annual counselling fee (if you have not received a refund).

**Fee:** \$20 counselling fee per academic year, \$80 refundable book deposit  
(Add \$30 for each correspondence course, and if students are still in full-time high school, an additional \$300 per course. Part-time high school students do not pay the extra fee but will need a Principal-to-Principal Transfer Request stating part-time and asking for the student to take a correspondence course.)

#### St. Louis - Kitchener Main Campus, 80 Young Street

#### Registration Hours

**Important:** Registration for **Day Classes** start on **August 23** for term 1 (Sept. 13 - Oct. 27, 2010)  
Registration for **Night Classes** start on **Sept. 1** for term 1 (Sept. 20 - Dec. 15, 2010)  
(NO registration on Friday, August 27 and Friday, September 3)

- **Note:** *there is NO SSC registration 2 days before the start of each term.*

For Correspondence courses **ONLY** there is on-going registration from September to June

Monday	Tuesday	Wednesday	Thursday	Friday
9:00am - 2:00	9:00am - 2:00	9:00am - 2:00	9:00am - 2:00	9:00am - 2:00
4:30pm - 7:30		4:30pm - 7:30		

**Note:** For Correspondence courses, students may register at these registration times but are required to pick up course materials **at St. Louis - St. Joseph Campus, 160 Courtland Ave. E.** any Wednesday, between 12:30 – 3:00 pm or 6:00 pm – 9:00 pm., Tuesday or Thursday 8:30 am - 12:00 and 1:30 pm - 3:00 pm.

#### St. Louis - Cambridge Campus, 82 Beverly Street

#### Registration Hours

**Important:** Registration for **Day Classes** start on **August 30** for term 1 (Sept. 13 - Oct. 27, 2010)  
For Correspondence courses **ONLY** there is on-going registration from September to June  
(Registration for Correspondence starts September 13, 2010)

Monday	Tuesday	Wednesday	Thursday	Friday
10:00am - 2:30	10:00am - 2:00	10:00am - 2:00	10:00am - 2:00	Closed
6:00pm - 8:00				

- **Note:** Correspondence course materials, may only be picked up on **Mondays**, but students may register during any of the above times. Also see note at bottom of page (\*)

#### St. Louis - St. Joseph Campus, 160 Courtland Ave. E., Kitchener

#### Registration Hours

- **ONLY Correspondence offered at this campus!**

On-going registration from September to June (Registration starts September 15, 2010)

Monday	Tuesday	Wednesday	Thursday	Friday
Closed	8:30am - 12:30	12:30pm - 3:00	Closed	Closed
	1:30pm - 3:00	6:00pm - 8:30		

\* **Students who need a course for postsecondary entrance should begin their correspondence course no later than MARCH, to ensure completion!**