

# Continuing and Professional Studies Student Checklist

As you prepare for the start of classes, here are some things you can do to get ready!

- ✓ **Know your 9-digit student ID number**  
Your student ID number uniquely identifies you as a Sheridan student. This number was provided to you at the time of registration and should be kept on hand.
- ✓ **Activate your Sheridan username and password**  
Your username and password give you access to a wide variety of resources including AccessSheridan (the portal linking you to College services), your Sheridan email account, and SLATE (our online learning environment where much of your course information will be displayed). To activate, [click here](#).
- ✓ **Log into AccessSheridan and familiarize yourself with myStudentCentre**  
myStudentCentre is where you'll view personalized information like your class schedule, grades, tax receipts and course history. Much of this information is also available at [caps.sheridancollege.ca](https://caps.sheridancollege.ca) located in the Manage My Account tab. Here there are 4 tabs to help track your learning journey: My Enrolment Status, My Progress, My Academic History and My Favourites.
- ✓ **Check your personal email regularly**  
Important information and announcements from Sheridan will be sent to this email address during your studies.
- ✓ **Purchase your textbooks and course materials**  
Textbooks and course materials can be purchased [online](#) or at the [Bookstore](#). Required textbooks will be listed on your [course outline](#). It's recommended that you wait to purchase your textbook until after the first class.
- ✓ **Familiarize yourself with the student services available to you**  
At Sheridan, we're committed to your success. We offer many services for you to take advantage of while you're studying including [Career Counselling](#), [Health Services](#), [Library Services](#), [Tutoring](#) and [Student Advisement](#).
- ✓ **Register with Accessible Learning**  
If you're a student with a documented disability (or diagnosed mental health concerns) who requires accommodations, be sure to register with Accessible Learning *before* your class(es) start. For more information, [click here](#).
- ✓ **Get to know the Centre for Indigenous Learning and Support**  
Status, Non-Status, First Nations, Métis and Inuit students: The Centre strives to be your home-away-from-home –a hub of activity and a key resource of support. We look forward to meeting you. Call Elijah Williams at 905-845-9430, x5444.
- ✓ **Connect with us**  
If you have any questions about getting started at Sheridan, please feel free to contact us at 905-845-9430/905-459-7533 and press #3 or email us at [caps@sheridancollege.ca](mailto:caps@sheridancollege.ca). You can also join the conversation on:

## Additional Information for Students Taking a Course(s) On-Campus

- ✓ **Review your parking and transit options**
- ✓ **Know where to go**  
You can find the most up-to-date class location information online at [myStudentCentre](#) or at [My Enrolment Status](#).  
**Note:** The letter indicates the building your class is located in and the first number indicates the floor.  
(i.e. B104 = Building B, 1st floor, Room 04.)

## Additional Information for Students Taking a Course(s) Online

- ✓ **Know which online platform your course is offered on**  
Check your registration email or class schedule to determine which learning environment your class(es) fall under: [SLATE](#) or [OntarioLearn](#).
- ✓ **Access your course online**  
**Log into your course.** Once you've logged in, it's recommended that you review your course outline, create a calendar of due dates, and familiarize yourself with the layout of the course.  
**Note:** Most learning environments don't open until the class start date.

All information provided is current as of publication and is subject to change; Sheridan Marketing and Brand Strategy, December 2017. ID#8532 | FCAPS Checklist