Enrolling for courses in the Queen’s Certificate in Law

Congratulations on your acceptance to the Certificate in Law! We’ve prepared this document to help you enroll in the Certificate courses you want to take. You’ve already logged into SOLUS to accept your offer, and you’ll be registering for your courses in SOLUS as well.

Step 1: Log into SOLUS

If you’re already been accepted to the Certificate in Law, you should have a NetID and password as a Queen’s student. Visit http://my.queensu.ca and log into My Queen’s U, then select “SOLUS” under Applications or Teaching and Learning Applications if grouped by category.
Welcome to SOLUS! There’s a lot of tools and services in this system, which you can learn all about at the Queen’s Solus Central page at http://www.queensu.ca/registrar/solus. For now, let’s focus on getting you enrolled in a course.

Click the “Enroll” link at the top of the page. Then select the term you want to study in, and “Continue”.
Step 3: Start Class Search

Search for a class to add to your term by using the “Class Search” function on the lower part of the screen.

Select “Law Studies” as your Subject, and “Undergraduate Online” as your Course Career to view online courses. Uncheck “Show Open Classes Only” if you want to see all available classes (even those that are full and may have spots available on a wait list).
Step 4: Select Your Class

You should see a list of available classes for Undergraduate Online students, in the Law Studies category. Find the course you want to take, and click the ‘Select’ button on the right.

Only Queen’s students taking full undergraduate degrees should select 200-level courses, and may only have two 200-level courses contributing toward their Certificate in Law.

If you are not a full-time Queen’s undergraduate student, all courses should be taken as 700-level courses. If you have any questions about what courses to select, feel free to contact us!

Step 5: Add Class(es)

Confirm your class(es) are the ones you want, and then click “Next” to add them to your shopping cart.

You’ll be prompted to pick an exam location near you. All students, regardless of location, should sort the list alphabetically and choose “Kingston” or use code 4251. Since we run our exams online, choosing “Kingston” will help off-campus students avoid unnecessary off-campus exam fees.
Step 6: Complete Enrollment

Confirm the courses in your cart by clicking “Proceed to Step 2 of 3”.

Finalize your enrollment by clicking “Finish Enrolling,” to finally confirm the courses you intend to take. You will be given payment prompts once enrollment is complete.

You should see a “Success” message telling you that you have successfully added the course to your schedule. You can now view your class schedule or add another class!

Good luck with your studies! If you have any questions, don’t hesitate to let us know at lawcertificate@queensu.ca