



Queen's | LAW

CERTIFICATE
IN LAW

COURSE
ENROLLMENT

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.

This document assumes you have already applied and been accepted to the Certificate program. If this is not the case, please consider applying to the Certificate program before continuing.

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.

The screenshot shows the MyQueen'sU portal interface. On the left is a navigation sidebar with 'Queen's University' and 'MyQueen'sU' logos at the top. Below the logos are sections for 'SOLUS', 'MyHR', and 'Filter by:' with an 'All' button. Under 'Filter by:', there are icons for 'Student', 'Faculty', and 'Staff'. A 'Sort by...' dropdown and a search bar labeled 'Search MyQueen'sU...' are also present. At the bottom of the sidebar, it says 'To customize your own list: Sign in to MyQueen'sU'. The main content area is titled 'MyQueen'sU' and has a 'Group By Category' toggle. Below this is a grid of application tiles under the heading 'Applications'. The tiles include: CareerQ for Applicants, Class Schedule Subscription, EAS Student (Exam Accommodation System), Elentra, Interlibrary Loan, International SOS, LinkedIn Learning, My Library Account, NetID Profile Manager, Office 365, Office 365 Email, OneDrive for Business, onQ, PrintQ, QSpace, Queen's Wiki, Software Centre, SOLUS (highlighted with a red box), Teams, and Web Proxy. Yammer is also visible at the bottom left of the grid.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Student Center

Queen's UNIVERSITY

Welcome to SOLUS Student Center

▼ Academics

Search
Plan
Enroll
My Academics

other academic... ▾ >>

Deadlines URL

2017 Fall Schedule

Class	Schedule

Weekly Schedule ▶
Enrollment Shopping Cart ▶

Search for Classes

▼ Holds
No Holds.

▼ To Do List
No To Do's.

▼ Enrollment Dates

Shopping Cart Appointment
Your Shopping Cart for the 2017 Fall Regular Academic Session session is available for use beginning 4 July 2017.

Enrollment Appointment
You may begin enrolling for the 2017 Fall Regular Academic Session session on 19 July 2017.
[Details ▶](#)

▼ Links for Queen's

[SOLUS Help](#)
[Library System](#)
[Academic Calendars](#)

▼ Finances

My Account
Account Inquiry
File Payment Methods
File Statement
Out-Out Options
Service Charge Rates (past and current)

Financial Aid
View Financial Aid
View Award Application Status

Links to Online Bursary Applications
Queen's Admission Bursary Application
Queen's General Bursary Application
Queen's Summer General Bursary Application
OSAP or Phone 1-877-672-7411

other financial... ▾ >>

Account Summary

Assessed fees, not yet paid [REDACTED]

Charges by due date
Note: Undergraduate winter term fees are not assessed until the end of September.
[Tuition Fee Schedules](#)

Unapplied Credit (\$0.00)

Examples:

- Tuition deposit to be applied to future charges not yet assessed
- Graduate awards in excess as banking information is not on file for refund
- Awards to be applied to charges not yet assessed for the academic year (All awards for Undergraduate and Professional Programs and need-based awards for Graduate students)
- Credits available for [refund](#)

When you click the following link you will be transferred to a page that will allow you to pay your tuition using a credit card.
Click here to  [Pay Distant Education Tuition Using Credit Card](#)

When you click the following link you will be transferred to a page that will allow you to enter / review bank account details.
Click here to  [Enter/Review Bank Information](#)

Step 2: Start the Enroll process

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".

Favorites ▾ Main Menu ▾ > Self Service ▾ > Student Center

Queen's UNIVERSITY

go to ... ▾ >>

Search Plan **Enroll** My Academics

My Class Schedule | Add | Drop | Swap | Edit | Term Information

Add Classes

Select Term

Select a term then select Continue.

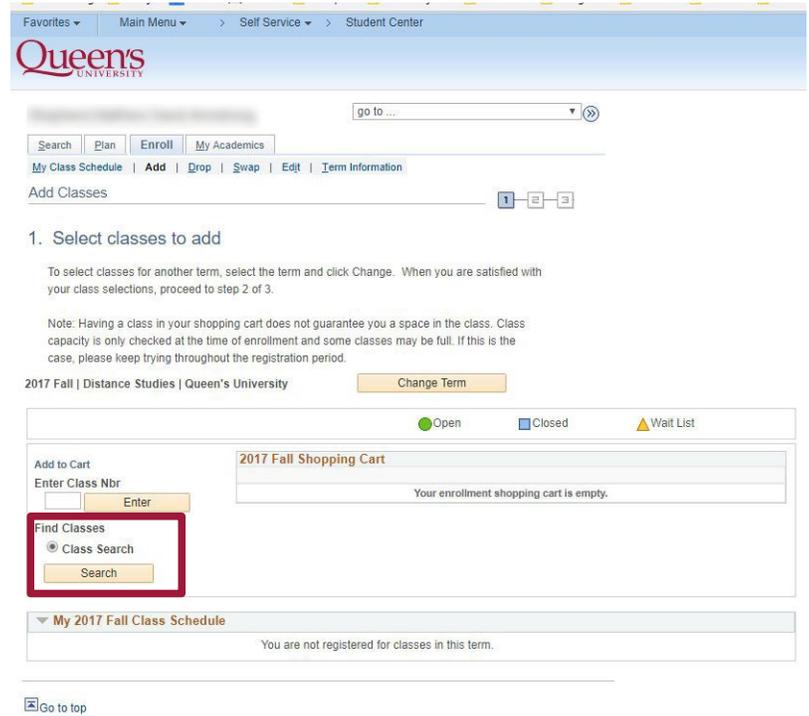
Term	Career	Institution
<input type="radio"/> 2017 Summer	Distance Studies	Queen's University
<input type="radio"/> 2017 Fall	Distance Studies	Queen's University
<input type="radio"/> 2018 Winter	Distance Studies	Queen's University

[Continue](#)

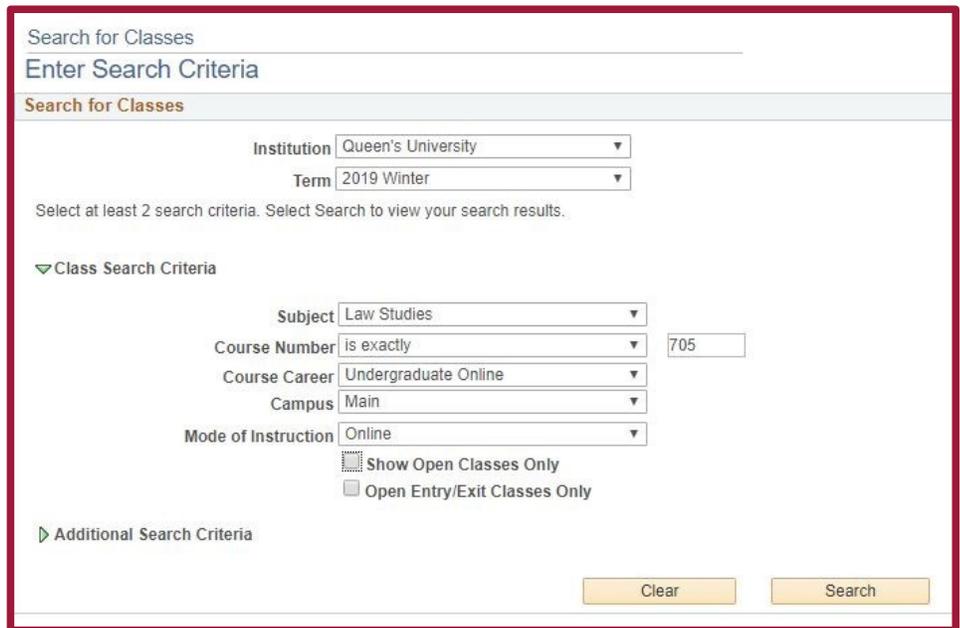
[Go to top](#)

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!

Search results for LAW 702 - Aboriginal Law:

Class Section	Days & Times	Room	Instructor	Meeting Dates	Status	Action
3640 700-ONL Regular	TBA	TBA	Maur, Mary Jo	11/09/2017 - 01/12/2017	Open	Select
3642 700-ONL Regular	TBA	TBA	Choquette, Hugo Yvon Denis	11/09/2017 - 01/12/2017	Open	Select
3644 700-ONL Regular	TBA	TBA	Staff	TBA	Open	Select
3641 700-ONL Regular	TBA	TBA	Maur, Mary Jo	11/09/2017 - 01/12/2017	Open	Select
3643 700-ONL Regular	TBA	TBA	Choquette, Hugo Yvon Denis	11/09/2017 - 01/12/2017	Open	Select
3645 700-ONL Regular	TBA	TBA	Staff	TBA	Open	Select

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.

1. Select classes to add - Enrollment Preferences

2017 Fall | Distance Studies | Queen's University

LAW 702 - Aboriginal Law

Class Preferences

LAW 702-700	Online	Open	Wait List	<input checked="" type="checkbox"/> Wait list if class is full
Session	Regular Academic Session		Grading	Graded
Career	Distance Studies		Units	3.00
			Program	ASC Non-Degree

You have selected a class that is offered online. Click on the magnifying glass below to select a location to write your final exam.

*Exam Centre Location

Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
700 Online			TBA	Choquette, Hugo Yvon Denis	11/09/2017 - 01/12/2017

Look Up Exam Centre Location

Academic Institution: QUNIV

Exam Centre Location: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

Exam Centre Location	Description
8007	Abu Dhabi
3400	Accommodation
8003	Athens Greece
8183	Bader Intl Study Cntr England
3020	Barrie ON
4027	Belleville ON
8031	Berlin Germany
8024	Bethlehem PA USA
8034	Boston MA USA
8050	Boulder CO USA
1028	Bracebridge ON
4028	Brockville ON
0215	Calgary AB
6415	Charlottetown PE
2051	Chatham ON
3052	Cobourg ON
3051	Collingwood ON
8055	Colorado Springs CO USA
4052	Cornwall ON
0008	Creston BC
6822	Dawson YT
1076	Dryden ON
8102	Edinburgh Scotland
0229	Edmonton AB
0238	Fort McMurray AB

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.

Queen's UNIVERSITY

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Note: Having a class in your shopping cart does not guarantee you a space in the class. Class capacity is only checked at the time of enrollment and some classes may be full. If this is the case, please keep trying throughout the registration period.

✓ LAW 702 has been added to your Shopping Cart.

2017 Fall | Distance Studies | Queen's University

Change Term

Open Closed Wait List

Add to Cart

Enter Class Nbr

Enter

Find Classes

Class Search

Search

Delete	Class	Days/Times	Room	Instructor	Units	Status
	LAW 702-700 (3643)		TBA	H. Choquette	3.00	

Proceed to Step 2 of 3

My 2017 Fall Class Schedule

You are not registered for classes in this term.

Go to top

Queen's UNIVERSITY

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

Add Classes

2. Confirm classes

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

2017 Fall | Distance Studies | Queen's University

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
LAW 702-700 (3643)	Aboriginal Law (Online)		TBA	H. Choquette	3.00	

Cancel Previous Finish Enrolling

Go to top

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!

3. View results

Courses with an 'A' or 'B' as part of the course code are multi-term courses (they run for the Fall and Winter terms or Spring and Summer sessions). When enrolling in 'A', you will be automatically enrolled in 'B', so you are registered for the full course. Please view the following status reports for enrolment confirmations and errors:

2017 Fall | Distance Studies | Queen's University

✓ Success: enrolled

✗ Error: unable to add class

Class	Message	Status
LAW 702	Success: This class has been added to your schedule.	

My Class Schedule Add Another Class

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