

## **TAKING GENERAL EDUCATION ELECTIVES THROUGH THE CENTRE FOR CONTINUING AND ONLINE LEARNING**

In some cases, when the College Pool (day) general education electives are not available or course sections are full, students will be referred to select and register in a general education elective offered by Centre for Continuing and Online Learning. The following outlines the registration process:

### ***Students with Full-time Status***

- a. Approval by the Coordinator, Student Success Specialist, General Education Representative or Designate is required to ensure that the student is registering in an elective that meets the Theme requirements for his/her program.
- b. The Coordinator, Student Success Specialist, General Education Representative, or Designate sends an email to the program's Client Service Officer (CSO) in the Registrar's Office which will include the student information and the course and section the student is to be registered in indicating that it is a fee waiver (for both the tuition fee and the \$50 Embanet material fee.)

### ***Students with Part-time Status:***

- a. Approval by Coordinator, Student Success Specialist, General Education Representative or Designate is recommended to ensure that the student is registering in an elective that meets the theme requirements for his/her program.
- b. Student registers at the Registrar's Office. Regular Online Learning fees apply.

Go to the Online Learning – General Education Website to review the approved electives and identify the available sections at:

<http://www6.algonquincollege.com/ccol/approved-electives/>

## **CONFIRMATION OF REGISTRATION AND SUPPORT**

Students registering in a General Education elective through Online Learning will receive a confirmation letter that includes all information required to commence their course (i.e. start/end dates, user id, password, textbook information, examination information, contact individuals, etc.). This letter is sent to the student the next business day from the date of registration. All courses are instructor-led and students have access to 24x7 technical support (1-800 toll free number).

Online Learning staff provide support pertaining to administrative issues, part-time faculty handle the academic issues, and the technical support group (Embanet) handles the technical account.