

## Full-time **ON** Campus Students Registering into Online Courses and Programs Student Information Guide

Are you thinking of taking an online course offered through **AC Online** as part of your full-time program? Maybe you are thinking about transferring into an online program offered in AC Online? If so, the information below will help you make a smooth transition.

### **Taking an Online Course as Part of Your Program**

Below is information you need to know when registering into an online course as part of your on campus program. Please ensure that you have reached out to your Chair/Program Coordinator for guidance on your program progression and to make sure that online learning is for you. You can also visit the AC Online [website](#) to review basic requirements for learning online.

### **Learning Management System (LMS)**

- All Algonquin College courses are offered through Brightspace.
- It is possible to take an online course offered in partnership with OntarioLearn (OL). The LMS for OL courses is determined by the college hosting each course; OL courses may be offered through Brightspace, Blackboard, or Moodle.
  - OntarioLearn courses are accessed through the [OL Portal](#).
  - Most OntarioLearn courses have firm late registration guidelines. However, many courses have a new intake at the beginning of every month so you can register for the next intake if you missed an earlier registration.
  - Students are given an Algonquin College credit upon successful completion of courses taken through OntarioLearn.

### **Fees**

- Any student who wishes to take an online course that is not part of their program, can register online via the AC Online [website](#) as a Course Registrant (part-time student) into any semester or monthly intake and pay the related fees.
- Any student, who wishes to take an online course as part of their program, will register with their Chair/Program Coordinator. Unless the online course is considered an overload (in addition to full-time studies), there will be no additional fees.
- There are differences with some withdrawal deadlines that may affect your fees. Please refer to the Registrar's [website](#) for all dates.

### Welcome Letter and Login Information

- Students are sent a welcome email within 3 business days after they have paid their fees and the course registration is finalized.
- The welcome email is sent to the personal email provided to the college upon registration.
- It includes a link to a program/course landing page where they will find instructions on how to log into their courses, and other important information procedures.

### Textbooks

- Textbooks and resources for Online Learning are not included as part of program or course fees and must be purchased separately.
- Some online courses do not use the same textbook or e-text as the on campus course and as such will require you to purchase them separately.
- Most textbooks and materials for online courses can be purchased at [Connections - The Campus Bookstore](#).
- Please contact [OLtexts@algonquincollege.com](mailto:OLtexts@algonquincollege.com) if you have any questions regarding the textbook requirements for your course.

### In-person Final Exams

- As an AC Online student, you may be enrolled in courses that require in-person exams. Students are required to book their exam dates/times on the myAC Community Exam Booking System.
- First-time users will receive an initial set-up email after the first month of your course asking you to set-up your account. Once that is done, you will then be able to book your exams.
- Please note that there are exam booking deadlines to adhere to and late fees for missing these deadlines.
- All information regarding in-person exams for online students can be found on our [Exam Webpage](#). For questions regarding booking your online exams, please contact [olexams@algonquincollege.com](mailto:olexams@algonquincollege.com)

### Final Grades

- Students can view their official grades through the [Algonquin College Student Information System \(ACSIS\)](#). Online grades are finalized up to three weeks after the end of the term.
- If your exam is delayed to a later date, your final grade will be delayed as well. This could affect your registration for the next term, as you may not have the prerequisite grade for your online course before the start of the next term.
- If your grades are not available one month after your course end date please contact [olgrades@algonquincollege.com](mailto:olgrades@algonquincollege.com), please include your course code, semester, full name and student number.

### Transferring to an Online Program

Below is information you need to know when considering transferring from your on campus program into the same or different online program. Please ensure that you have reached out to your Chair/Program Coordinator for program transfer guidance and to make sure that online learning is for you. You can also visit the AC Online [website](#) to review basic requirements for learning online.

As a full-time online student, your network account information will remain the same. You will still use these credentials to access your College email, Brightspace, the Digital Resource Portal, the on campus network and computers, etc.

### Textbooks

- You can still access the [Algonquin Digital Resource Portal](#), but you will not be using it to download your textbooks for online courses.
- Textbooks and resources for Online Learning are not included as part of program or course fees and must be purchased separately.
- Some online courses do not use the same textbook or e-text as the on campus course and as such will require you to purchase them separately.
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### Fees

- If you are transferring from an on campus program, you must understand that this will affect the fees that you pay.
- Online tuition does not include fees such as the U-Pass, e-texts, and Health Plan.
- Please contact the [Registrar's Office](#) to understand fully how your fees will be impacted.

### OSAP Funding

- Any OSAP funded student who is registered on campus and would like to transfer to an online program would need to speak with their [Financial Aid Officer](#) prior to transferring to understand the effects this may have on their funding.
- Once the transfer is complete, please complete and submit a Change Request form available in room C225, in the [Financial Aid and Student Awards Office](#).

## Course Offerings

- As you transition to online learning, please note that not every course that is offered on campus is offered online (and vice-versa), some online programs may use substitutes and/or equivalent courses.
- We do not guarantee that all courses will be offered in all delivery modes at Algonquin College.

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### Student Supports and Accessible Learning

- All students registered at Algonquin College, including those in online courses/programs can take advantage of student services and supports. For a complete list of student support services such as counselling, health services and others visit the Student Support Services [website](#).
- The [Centre for Accessible Learning \(CAL\)](#) provides academic accommodations and educational support services for on campus and online students who have permanent and/or temporary disabilities. Services are confidential, free and voluntary. Students are required to self-identify in order to access services. Please visit the CAL [website](#) to learn more.

**For more information about taking an online course or program contact:**  
**[OLStudentSuccess@algonquincollege.com](mailto:OLStudentSuccess@algonquincollege.com)**