How-To Guide

Selecting General Education Electives/Program Electives

AC Online students do not use ACSIS to select their General Electives. If you are enrolled in an ACO full-time online program requiring an elective, you will receive the next steps to select your elective by email in the weeks before your term begins.

Select your top three choices for General Education Electives or your preference for Program Electives using the Algonquin College Student Information System, otherwise known as ACSIS.

STEP 1

Log in to ACSIS using your student number.

STEP 2

View the General Education Electives website and Important Dates to verify whether you are applying during the General Education Elective Selection time period or the Timetable Change Period/Course Registration period.

If you are selecting your elective during the General Education Elective Selection period (typically around the Fees Due Date), view STEP 3A – Early Elective Selection Period below.

If you are selecting your elective during the Timetable Change Period/Course Registration period (typically from the timetable release date until classes begin), skip to STEP 3B – Timetable Change Period.

If you have passed the General Education Elective Selection period and don't yet have a timetable, you will need to wait for your timetable to be released and then follow the Timetable Change/Course Registration process (STEP 3B – Timetable Change Period).

If you have passed both the General Education Elective Selection and the Timetable Change/Course Registration period (typically once classes have started), view the information for *Late Registration* in the General Education Electives – How to Register site.

STEP 3A – Early Elective Selection Period

If you are selecting your elective during the General Education Elective Selection time period (typically around the Fees Due Date), select *Gen. Ed. or Program Electives* under *Courses*.

Note: If this function is unavailable, ensure that you have paid/deferred your fees. If this function is still unavailable, skip to STEP 3B – Timetable Change Period or TROUBLESHOOTING at the end of this tutorial.
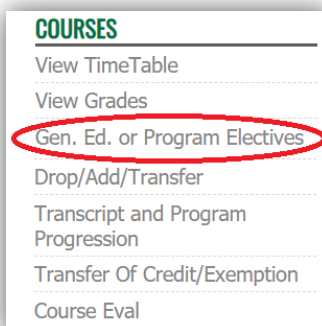
STEP 4A - Early Selection Time Period

You will be provided with a list of electives to choose from.

Enter numbers 1, 2, and 3 to indicate your top three choices, then click *Submit Preferences*.

If you see "Full" beside a course, then this course has no more available seats and cannot be selected as one of your preferences. Be sure to pay/defer your fees early to get first pick!

GENERAL EDUCATION OR PROGRAM ELECTIVE SELECTION

For more information on General Education, please visit the website at: http://www.algonquincollege.com/gened/ or contact your Academic Advisor, Program Coordinator or Student Success Specialist.

For more information about your Program Elective, please see your Program Coordinator.

General Education Electives for EME Technician (0550X)

Term: 2020F (08-Sep-2020 to 20-Dec-2020)
Level: 3

Please select by preference, three (3) General Education electives. You are eligible to choose from the following:

Course Code	Course Title	Normative Hours	Preference
GED6022	A Sense of Humour	42	1
GEN2007	Community Service	42	3
GED5301	Death, Dying and Euthanasia	42	0
SCI2200	DyNAmic DNA: You are not alone	42	0
ENV0002	Environmental Citizenship	42	Full
GEO0012	Foreign Landscapes & Inhabitants	42	2
GED2200	Free Speech and Social Media	42	0
PSI0003	Globalization and Sustainability	42	Full
GED5005	Greek Mythology	42	Full
DSN2001	History of Design	42	0
MVM8800	Impact of the Car on N.A. Culture	42	0
AST2000	Introduction to Astronomy	42	Full
FIN2300	Introduction to Personal Finance	42	Full
GED5200	LD: The Invisible Disability	42	0
RAD2001	Popular Culture	42	0
ENV5004	Waste-Free Ontario	42	0
HOS2228	Wine, Food and Culture	42	0
GED5006	World Religions	42	0

Enter your three elective choices with numbers 1,2,3. (Number 1 is the one you want most.)

This course is already full. You cannot select it this term.

Submit Preferences

Please Note:

If you do not select your elective by this date you will be required to go to your department at the start of the term to have this course added to your timetable.

Note: The above is a General Education Elective list. The Program Elective selection page is identical, except that the list of courses is often much shorter. There may only be two to choose from, in which case you can show your preference by rating them 1 and 2. If you have no preference, please enter a selection anyway to ensure you are registered in an elective.

STEP 5A - Early Selection Time Period

You will see a confirmation page, displaying the elective selections you have made and confirming that your selections have been submitted. The Registrar's Office will register you into one of these choices when they create your timetable.

GENERAL EDUCATION ELECTIVE SELECTION

Selection Confirmation

Thank you for submitting your General Education Elective Selections. Please note, this is confirmation that your request has been received. It does not mean that you have been registered. Your request will be processed at a later date by the Registrar's Office, and the course in which you are registered will be reflected on your timetable.

Your General Education Elective Selections have been recorded as:

General Education Electives for EME (0550X)

Term: 2020F

Course Code	Course Title	Preference
GED6022	A Sense of Humour	1
GEN2007	Community Service	3
GEO0012	Foreign Landscapes & Inhabitants	2

These courses will not be available to you via Brightspace until the courses have officially started.

If you change your mind or made a mistake in your selections, you can change them anytime during the General Education Elective Selection time period. Simply select *Gen. Ed. or Program Electives* again from the ACSIS menu, make the desired changes, and click *Submit Preferences.* (If you no longer want one of your original selections, enter a "0" where you previously had a 1, 2, or 3.)
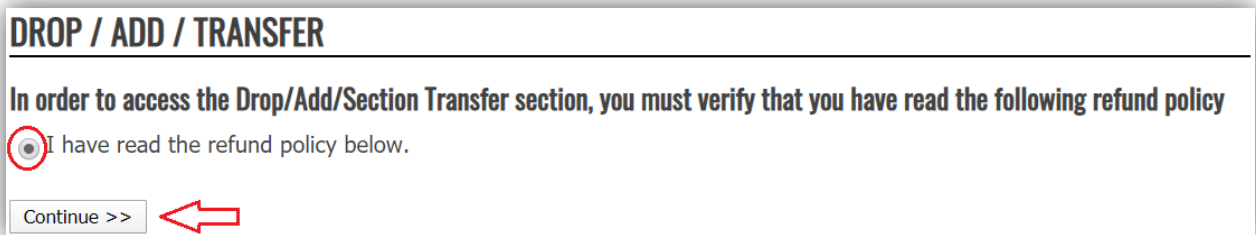
STEP 3B – Timetable Change Period

If you are selecting your elective during the Timetable Change Period/Course Registration period (typically from the timetable release date until classes begin), select *Drop/Add/Transfer* under *Courses.*
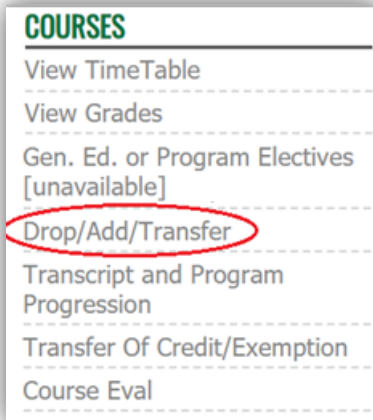
STEP 4B – Timetable Change Period

Read the Refund Policy, select "I have read the refund policy below," and then click *Continue*.

STEP 5B – Timetable Change Period

You will be provided with a page indicating your program and level, your current course registrations, and your timetable.

Click *Add*.

DROP / ADD / TRANSFER

Tourism - Travel Services (0224X)

Term: 2020S   (19-May-2020 to 16-Aug-2020)
Load: Full Time   **Group:** 1   **Level:** 2   **Academic Manager:** A. Sovani

Courses

Course	Section	Title	Instruction Mode	Course Type	Status
ENL1823H	310	Communications II	On-line - Hybrid	Theory	Conditional
GEO1723	300	Customized Vacations	On-line - Hybrid	Theory	Registered
TRV2220	010	Computer Reservations II	Standard	Theory/Lab	Conditional
TRV2227	300	Flights and Fares	On-line - Hybrid	Theory	Conditional
TRV2251	010	Niche and Group Travel	Standard	Theory	Registered
TRV2253	300	Introduction to Tourism Marketing	On-line - Hybrid	Theory	Registered

Please choose what action you want. It is strongly recommended to do your drops first, since this will free up your timetable and allow you a greater amount of courses to choose from.

[Drop] [Add] [Section Transfer]

Daily Timetable

Day	Start	End	Loc	Bldg	Rm	Start Date	End Date	Academic Penalty Withdrawal Date

STEP 6B – Timetable Change Period

You will be provided with a list of the courses from your program that you are allowed to add without special permission from your academic department.

Click *Display Timetable* beside each section to view the date/time that section is offered. Select a course/section you wish to add to your schedule and then click *Add*.

Available Course Sections For Adding

Select	Course	Section	Instruction Mode	Course Type	Course Title	Display Section Timetable
☐	CST8300	315	On-line - Hybrid	Theory	Achieving Success in Changing Envir	Display Timetable
☑	CST8300	320	On-line - Hybrid	Theory	Achieving Success in Changing Envir	Display Timetable
☐	MAT8001C	040	Standard	Theory	Tech Math for Computer Science	Display Timetable
☐	MAT8001C	050	Standard	Theory	Tech Math for Computer Science	Display Timetable

Check off the course section(s) you want to add.

NOTE: In the case of Aggregates / Disaggregates, if you add the aggregate, you must also select one of its disaggregate. You cannot add only the disaggregate by itself. Aggregate/Disaggregate: When a large group of students in a course section splits into smaller groups for a specific number of hours for the same course, the large group is considered the aggregate course section and the smaller groups are disaggregates of it. Students must register in both the aggregate and disaggregate course sections, but only one grade is assigned to the student for the course.

Cancel   Reset   ADD

Note: To verify that the course you wish to add is a General Education Elective, go to the General Education Electives website (https://www.algonquincollege.com/gened/) and view the list of electives for your program and term.

![Algonquin College General Education Electives navigation bar]

General Education Electives

Home | How to Register | Course Offerings | What Can I Select? | One-Time Meeting Schedule | Contacts

STEP 7B – Timetable Change Period

You will be shown a new list of your courses reflecting the change you have made. The course that you added will be listed as pending. Review the information to make sure it is correct.

If you are happy with the change, click *Confirm Changes*.

Note: If you do not click Confirm Changes*, your change will not be saved.*

Courses

Course	Section	Title	Instruction Mode	Course Type	Status
CST8101	301	Computer Essentials	Standard	Theory/Lab	Registered
CST8101	300	Computer Essentials	On-line - Hybrid	Theory/Lab	Registered
CST8110	301	Intro to Computer Programming	Standard	Theory/Lab	Registered
CST8110	300	Intro to Computer Programming	On-line - Hybrid	Theory/Lab	Registered
CST8215	301	Database	Standard	Theory/Lab	Registered
CST8215	300	Database	On-line - Hybrid	Theory/Lab	Registered
CST8300	320	Achieving Success in Changing Envir	On-line - Hybrid	Theory	Pending

Please choose what action you want. It is strongly recommended to do your drops first, since this will free up your timetable and allow you a greater amount of courses to choose from.

[Drop] [Add] [Section Transfer] [Confirm Changes] [Cancel Changes]

Daily Timetable

Day	Start	End	Loc	Bldg	Rm	Start Date	End Date	Academic Penalty Withdrawal Date

Your will be shown your new timetable. You have now successfully added your course.

TROUBLESHOOTING

If neither *Gen. Ed. or Program Electives* nor *Drop/Add/Transfer* are a selectable option on ACSIS, please verify that the following criteria are met:

- You have a status for the up-coming semester. (Select *View Application Status* on ACSIS to verify.)

  ➢ If you do not have a status, contact your Program Coordinator if you are an in-class student.

- You have paid or deferred your fees for the upcoming semester. (Select *View Application Status* or *Account Balance* on ACSIS to verify.)

  ➢ If you have not paid/deferred your fees, see Payment Options.

- You have an elective required for the coming semester. (Search for your program description and view the *Courses* tab to determine whether you are supposed to have an elective during the next level of your program.

  ➢ If you wish to add an elective that is not part of the next level of your program, contact your Program Coordinator if you are an in-class student.

- You are within the Course Selection Timeframe. (View the General Education Electives website and Important Dates to verify.)

  ➢ If you have passed the early selection window, wait until your timetable has been released, then use the *Drop/Add/Transfer* option on ACSIS to add an elective to your timetable. See STEP 3B – Timetable Change Period above.

  ➢ If you have passed the Timetable Change Period, view the information for *Late Registration* in the General Education Electives – How to Register site.

For more information about General Education Electives, please visit the General Education Electives website.

For more information about your Program Elective, please see your Program Coordinator.