FAQ: Program Declare Continuing Education

Definitions

The terms listed below are defined to assist in using the Continuing Education Program Declare

Catalog – The academic year you started your program.

Residency - To be eligible for any College approved credential, you must be enrolled and complete at least 25% of that program's credit units at Fanshawe College. Internal credits and courses used for other programs, do not count towards residency.

Terms – The College Academic Year is divided into terms. Typically fall, winter and summer.

Program Evaluation Summary (EVAL) – compares your academic record and the requirements of the program to show your academic progress.

Questions and Answers

1. **What does it mean to Program Declare with Continuing Education?**

Continuing Education students register on a course-by-course basis; therefore, declare your program to assist Fanshawe in offering the courses when you need them.

2. **Where do I go to Program Declare with Continuing Education?**

You must have taken at least one course in the past with Fanshawe College; therefore, have a student record and a WebAdvisor account. Continuing Education Program Declare is available under your WebAdvisor Student Registration menu or visit fanshawec.ca/ce for instructions.

3. **How many programs can I declare to?**

You may declare up to two Continuing Education programs, if you wish to declare to more than two you must contact your closest Continuing Education office.

4. **What if the program I want is not on the list?**

Some programs within Continuing Education have admission requirements; therefore, you will need to complete an application for admission available through your closest Continuing Education office. If your application is accepted the program will be added to your student record by the Office of the Registrar.

5. **How do I find program information?**

To learn more about Continuing Education programs visit fanshawec.ca/ce or within the current Continuing Education Guide.

6.   How long do I have to complete my program?

Students must meet the academic standards and current competencies of the program in order to graduate. From initial registration, there is a maximum of seven (7) years (full-time or part-time) to complete program curriculum. Students extending beyond that time frame and/or not meeting the standards/competencies will be assessed to determine if upgrading measures are necessary or available.

7.   How are changes to program requirements communicated? And how would it affect me as a student declared to a Continuing Education program?

There are occasionally changes to program curriculum and requirements. Changes are announced in July and are effective in September. Each academic year has a catalog of courses that comprises of your program degree audit your program catalog is assigned based on when you started your program.

8.   How do I change my program?

Please contact Continuing Education to explain the process to you. Certain programs within Continuing Education have admission requirements, visit fanshawec.ca/ce. Contact your closest Continuing Education office.

9.   How much will the new program cost?

For students in a part-time status, fees are calculated on a per-course basis. Course fees are outlined within the current Continuing Education Guide or by visiting fanshawec.ca/ce. The Continuing Education Student Handbook outlines College policies and procedures.

10.   How do I know when the courses I need will be offered?

Course availability varies by term. If you are missing a course and would like to discuss when you can take it, please contact your closest Continuing Education office.

11.   How do I know which courses are still outstanding in my program?

Outstanding courses are listed as 'course needed' in the Program Evaluation Summary (EVAL). You can run your Program Evaluation Summary (EVAL) from WebAdvisor.

12.   How do I know which courses are transferrable or can be reused in another program?

You can use the proposed program options in the Program Evaluation Summary (EVAL) to determine if you can use courses from your previous program towards another program. It is also strongly recommended that you meet with Continuing Education to determine if any additional credits would be eligible to transfer to the new program and to review the residency requirement.

13.   What is the purpose of the Program Evaluation Summary (EVAL)?

The Program Evaluation Summary (EVAL) is designed to:

A)   Help you understand your program requirements. It shows you what courses you have taken and what courses you need to take in order to complete your program and graduate. It is a record of your progress in the program. You can see the final grades you received, as well as your overall GPA.

B)   Assist you if you are thinking of another program. You will be able to view what courses may be transferable to another program. Residency must be reviewed with Continuing Education.

Review your Program Evaluation Summary (EVAL) on WebAdvisor to plan your courses.

14. What happens next after I have declared my program with Continuing Education?

You will be contacted by Continuing Education at the start of each term to review your program requirements and progress towards completion. If you have not taken any courses within two full academic cycles, which consists of three terms each cycle you will become inactive in the program. If this happens, to reactivate yourself in the program you must contact the Office of the Registrar.