Part-time
POST-SECONDARY Students
2021-22
Welcome to FANSHAWE COLLEGE!

We are excited to help you unlock your potential.

Please review all of the information in this booklet to prepare for your part-time studies. Don’t hesitate to contact us along the way!

admissions@fanshawec.ca
519-452-4277

For updates regarding COVID-19, please see fanshawec.ca/covid19.

WHAT YOU NEED TO DO NOW

- Review program requirements
  Log in to fanshawec.ca/webadvisor and use the My Progress tool to review the courses required for your program.

- See which courses are offered this term
  Visit fanshawec.ca/ptpostsecondary/learning to see your program’s progression map and course offerings for the fall, winter and summer terms.

- Pay your deposit
  A $250 non-refundable deposit is required in order to register for courses each term. The balance of fees will be due on the 10th day of the term.

- Register for courses
  You can take one, two or three courses per term. Step-by-step directions are on the next pages.

- Buy your course materials
  You can find your course materials list and shop online at fanshaweretail.ca.

- Upload your photo for your FANCARD
  Your FANCARD is your official Fanshawe student ID. To get started, visit fanshawec.ca/fancard.

- Register for Prepare to Learn sessions
  Before you begin, brush up on math, English, study skills, research and how to use FanshaweOnline - the home of your courses. Visit fanshawelibrary.com/PTL.

- Participate in orientation
  Check your email a month before your term start date (below) for updates on your program orientation. Visit fanshawec.ca/orientation.

IMPORTANT DATES

<table>
<thead>
<tr>
<th>Term</th>
<th>Due date for $250 non-refundable term-based deposit</th>
<th>Registration opens</th>
<th>Term start date</th>
<th>Registration closes (5th day of term)</th>
<th>Due date for balance of fees (10th day of term)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2022</td>
<td>March 15, 2022</td>
<td>April 4, 2022</td>
<td>May 2, 2022</td>
<td>May 6, 2022</td>
<td>May 13, 2022</td>
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Need help PAYING FOR COLLEGE?

Find out about budgeting, money saving tips and OSAP.

fanshawec.ca/payingforcollege
ontario.ca/osap

What is OSAP?
The Ontario Student Assistance Program (OSAP) is a financial aid program that can make it easier for students to attend college.
The program offers funding for school through two kinds of money:

- grants: money you don’t have to pay back*
- student loans: money you need to repay

OSAP part-time funding is provided by the governments of Ontario and Canada. Your aid can be a combination of loan and/or grants.
The amount you get depends on many factors, including your annual income (and that of your spouse if applicable), if you have a permanent disability and/or you have dependent children.

Apply today at ontario.ca/osap to find out if you are eligible.

*some exceptions apply

STUDENTS with disabilities

We recognize there may be some increased costs associated with managing a disability at college. Find out more about OSAP for students with a disability at ontario.ca/osap.

- Make sure to apply for OSAP!
- Complete the OSAP Disability Verification Form as early as possible, found at ontario.ca/osap.
- Register early for accommodations and support at fanshawec.ca/earlyid.
Before you begin registration

1. Discover which courses you need using the My Progress tool in WebAdvisor and check which courses are being offered for the term at fanshawec.ca/ptpostsecondary/learning.

2. Pay your $250 non-refundable deposit in order to gain access to registration.

Express registration in WebAdvisor

1. Log in to WebAdvisor at fanshawec.ca/webadvisor
   - Choose the student menu
   - Choose Express Registration

2. Enter the course subject, number, section number and term

   You may enter one or many course selections on this screen.

   For the course selection functions, the Subject is the first four alpha characters e.g. ACCT. The Course Number is the next four numeric characters e.g. 1011. The Section number is the final set of numbers, usually 01PT or 40PT.

   For example, the course ACCT-1011-01PT-21F breaks down as:
   - Course Subject ........ ACCT
   - Course Number .......... 1011
   - Section Number .......... 01PT
   - Term .......................... 21F 2021 Fall

   Select CONTINUE at the bottom of the page when you have selected your course(s).

Note: A common error message is that your course section is not available for this registration period. The information may have been entered incorrectly. Review the information you entered to ensure it is accurate.
3. Register and drop sections

The system will automatically take you to the Register and Drop Sections page. Locate the course or courses you want to register for and select RG – Register in the Action Drop Down box. Select CONTINUE at the bottom of the page. If there was a problem with your registration, an error message will be displayed at the top of the page. This may be due to missing a pre-requisite, registration restriction rules or the section is full. If this is the case, select CONTINUE to return to the main menu and select another course. You may need to change the action from Register to either blank or Remove from list for the courses you do not want to register in.

4. Registration results

If your registration was successful, you will be taken to the Registration Results page. Your registration is now complete. At the top of the page you should see the course you have just registered for. In the middle of the page you should see all the courses you are registered for. At the bottom of the page there is a link to view your Schedule.

5. Confirm your registration

Check your Class Schedule under the Student Academic Info menu and select Class Schedule List. Select the correct Term from the drop down list. This is the same term you selected during the course selection process. Review your Class Schedule and the list at the bottom of the schedule to ensure all classes appear.

OR

Re-run the My Progress tool. The courses you just registered in will now be populated on the list.

6. Make changes if needed

Choose Register and Drop Sections if you want to drop a course you previously registered in using WebAdvisor, or to complete a course selection for a course you previously viewed.
STUDENT RESOURCES

fanshawec.ca/online-learning

Being an online learner
Visit Online Learning Resources at fanshawec.ca/online/resources for tips on how to be a successful online student, as well as the opportunity to experience Fanshawe’s online learning environment. If you have questions about learning online, please contact your school’s eLearning coordinator at fanshawec.ca/elearning-coordinators.

FanshaweOnline (FOL)
Course materials will be available on the first day of class at fanshaweonline.ca.
Your username and password is the same as WebAdvisor. If you have any issues accessing FOL, please contact IT Services at connected.fanshawec.ca.
A three-minute orientation to FOL is available atyoutu.be/fHJ2VUpiHXE.
Further information about FOL is available at fanshaweonline.ca > Help > FanshaweOnline Help.

Have an IEP?
If you have a documented disability, identify with us early at fanshawec.ca/earlyid.

Check your email!
Check your junk email! Some email services such as Hotmail, Yahoo and Gmail may interpret our emails as unsolicited bulk and store it under “Junk Mail”. To prevent this, please add the domain name fanshawec.ca to your email address book and/or safe list.

Need to update your info? Go to fanshawec.ca/webadvisor and select “My Contact Information”.

Where do I get help?
Chat with us at chat.fanshawec.ca or call us at 519-452-4277. For on-campus help, visit our Student Service Hubs.

Academic questions:
contact your Academic Advisor at fanshawec.ca/myssa.

Online Learning questions:
contact your eLearning Coordinator at fanshawec.ca/elearning-coordinators.

Financial aid:
fad@fanshawec.ca.

Technical support:
connected.fanshawec.ca.
IMPORTANT INFORMATION

The $250 tuition deposit is non-refundable. If you pay the deposit and choose not to register for classes, this deposit will not be refunded or moved to a subsequent academic term. If you register for classes and choose not to attend, written notification of withdrawal is still required. Please complete the form at forms.fanshawec.ca/withdrawalform by the 10th day of the term. Non-attendance will not constitute official withdrawal and you will be responsible for all fees for the term. Students are responsible for the payment of all fees unless written notification is received by the Office of the Registrar. Please see fanshawec.ca/withdrawal for withdrawal and fee policies.

Methods of payment
- Online by Visa or MasterCard using Fanshawe’s WebAdvisor fanshawec.ca/webadvisor. We are unable to accept debit cards.
- By online or telephone banking through all major financial institutions. The payee is “Fanshawe College Tuition” and your account number is your seven-digit student number;
- Having difficulties? We’re here to help. Call us at 519-452-4277.

Late fee
Avoid the late fee of $150 by paying your tuition fees in full on or before the 10th day of term.

Sponsorships
If you are being sponsored by an agency, you need to present your student fee invoice to your agency and they can mail or fax a letter to the Office of the Registrar authorizing payment of your fees.

Policies and code of conduct
All students at Fanshawe College are required to abide by the policies and regulations of Fanshawe College. You should familiarize yourself with the Student Code of Conduct, Academic Offences and other policies, as well as the Statement of Rights and Responsibilities available at fanshawec.ca/policies.

Program cancellations
The College reserves the right to cancel programs or courses, a program major or option, to change the location and term in which program/courses are offered, or withdraw an offer of admission because of insufficient registrations or for other budgetary reasons. If you decide to not accept another available program, your $250 deposit will be refunded in full.

Will my personal information be kept private?
Fanshawe College is governed by the provisions of the Freedom of Information and Protection of Privacy Act (FIPPA).
Students must complete a Release of Information Form before the College can legally disclose personal information to a third party, including parents. Forms can be downloaded at fanshawec.ca/fippa.

WRIT placement assessments
Some programs require you to write a WRIT assessment of your writing skills to help you succeed in college and the workplace. If you do not write the WRIT assessment or you write it but it is judged by two professors to not be at a passing level, you will be required to register in a 45-hour WRIT course. Please visit fanshawec.ca/writ for more information and available dates to write the assessment.

General education electives
Every diploma, advanced diploma, and degree at Fanshawe incorporates at least one general education elective, which is a required part of your program and is needed to graduate. These courses provide students with knowledge outside of their vocational field of study. Learn more at fanshawec.ca/gened.
If you have already taken a course similar to an elective, whether at Fanshawe or another accredited institution, you can apply for an External Credit. Complete the form at forms.fanshawec.ca/course_credit_transfer. Please use your Fanshawe username and password to log in. If you have trouble logging in, please contact our IT department at connected.fanshawec.ca where you can connect with them via live chat, email or phone.