



Continue your education with

# PART-TIME STUDIES

**STUDENT  
HANDBOOK**



**FANSHAWE**

**Spring 2019**  
**PART-TIME STUDIES**  
 STUDENT HANDBOOK

This handbook contains Fanshawe College services, policies, and procedures for Fanshawe College Part-time Studies students. For up-to-date information, in case of any changes, please check [fanshawec.ca/pt](http://fanshawec.ca/pt).

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## LOCATIONS

Part-time Studies programming is offered at multiple Fanshawe College campuses and sites. Each location provides Part-time Studies registration with the exception of our location in downtown London (431 Richmond St.). All locations with contact information are listed on the back of this Part-time Studies Student Handbook.

## FREQUENTLY ASKED QUESTIONS

### **How do I know if I qualify to register for a course?**

Please refer directly to the current course guide (online or in print) of the location you wish to register at and the specific course that you wish to take. The details in the guide will cover any course pre-requisites and exemptions (if applicable), as well as contact information for further questions. Course fees vary, please see the *Academic Policies* section for details.

### **When do the courses begin?**

Most courses are offered at the start of September, January and May. However, some courses start throughout the year especially online courses and are offered with monthly intakes. Please refer to the current course guide or visit [fanshawec.ca/pt](http://fanshawec.ca/pt) for up-to-date course offering information.

### **Is there financial aid for Part-time Studies students?**

Yes, please see the *Financial Services* section for details.

### **How do I register?**

See page 10 and 11 for the registration form and how to contact us.

### **What are the opportunities to gain a credential?**

The courses that you are interested in or have already taken may lead to a certificate or diploma. Please review our program offerings in our current course guide and/or review the *Prior Learning Assessment and Recognition (PLAR)* steps within the *Academic Policies* section.

Fanshawe College students can access their own Program Evaluation Summary (EVAL) on WebAdvisor; visit [fanshawec.ca/web-advisor](http://fanshawec.ca/web-advisor) for FAQs about EVAL and to login. Contact us at any point for information about Fanshawe College programs or courses.

### **As a part-time student how do I declare my program?**

Part-time Studies students can declare a program by completing the Part-time Studies Program Declaration form available under your WebAdvisor Student Registration menu.

### **How do I access my online course?**

Please see the *Online Learning* section for details.

### **I am internationally trained, what services and programming does Fanshawe College offer?**

Please visit [fanshawec.ca/newcomers](http://fanshawec.ca/newcomers) or contact us.

### **How do I obtain a tax receipt for the course(s) I took?**

T2202A tax forms may be printed from WebAdvisor ([fanshawec.ca/web-advisor](http://fanshawec.ca/web-advisor)) for eligible course fees by the end of February of the next year. Tax forms will not be mailed, so please ensure the College has your current email address.

### **What does Part-time Studies offer for Fanshawe College Alumni?**

Please see the *Registration Information* section for details.

## ACADEMIC POLICIES

### **DISCLAIMER**

The policies and procedures were those in effect at the time of publication. The provisions of this handbook are not to be regarded as an irrevocable offer by Fanshawe College to the student. Fanshawe College reserves the right to make changes, without prior notice, affecting but not limited to, areas such as admission procedures, tuition, other fees, courses of instruction, and programs of study and general regulations. Fanshawe College will not be liable for any loss or damage incurred by the student as a result of such changes.

Below outlines some of the College's academic policies. For a full copy of College policies, please visit: [fanshawec.ca/policies](http://fanshawec.ca/policies). You are responsible to know and follow College policies.

### **AUDIT STATUS**

Students who register in a graded course, but do not wish to complete assignments, to write tests or exams, or receive a final grade, must declare their audit status to their faculty before the conclusion of the third class meeting. Verify your audit status, symbol noted as 'X', on WebAdvisor and notify your current Part-time Studies location or the Office of the Registrar (Room E1012 or 519-452-4444) of any discrepancy. Fees are still paid for Audit Status.

### **COURSE GRADE SYSTEM**

## **PRIOR LEARNING?**

Learn how to have your prior learning assessed, see page 4.

GRADE	RANGE	COMMENT	GRADE
A+	90-100	Distinguished	4.2
A	80-89		4.0
B+	75-79		3.5
B	70-74		3.0
C+	65-69		2.5
C	60-64		2.0
D+	55-59		1.5
D	50-54	Marginal	1.0
F	0-49	Unsatisfactory	0
P	greater than 50	Pass	N/A
I	N/A	Incomplete	N/A
N	N/A	No Credit Achieved	N/A
W	N/A	Withdrawn	N/A
X	N/A	Audit	N/A

### WITHDRAWAL WITHOUT ACADEMIC PENALTY

To withdraw from a course without academic penalty (e.g. without an 'F' grade), you must officially withdraw before the withdrawal without academic penalty date, which falls between the refund date and a date representing 70% of the total course duration calculated from the course start date. Course specific refund dates for each Part-time Studies course are listed on the website or in the course list PDF, which is available upon request.

### ACADEMIC APPEALS

You have the right to appeal your grade in any course or program based on the grounds and procedures outlined in College policy 2-G-02: Student Appeal of a Decision Affecting Academic Standing or Progression. Please take note of specific deadlines associated with Grade Appeals.

### FEE APPEALS

Students must submit a written request to the Office of the Registrar detailing the student's rationale for a review of the fees paid. This review will not be initiated if the student remains active in his/her program or course(s). Written requests must be submitted by the fee appeal deadline. Appeals received by the deadline are considered on the grounds outlined in College policy 2-E-01: Student Fees.

### FINAL GRADES

Your final grade will be available on WebAdvisor approximately three weeks after your course end date, visit: [fanshawec.ca/web-advisor](http://fanshawec.ca/web-advisor). Your WebAdvisor username and password may not be the same as your FanshaweOnline or Ontario Learn username and password. If you encounter any login difficulties, contact the HelpDesk at 519-452-4430 x4357. The hours of operation are: Mon-Thurs 8:00am-8:00pm and Fri 8:00am-4:30pm.

### COLLEGE RESIDENCY REQUIREMENT

To be eligible for a College approved credential the student must be enrolled and complete at least 25% of that program's credit units at Fanshawe College.

### PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)

PLAR can be applied to a number of the College's diploma and certificate programs. Get the credit you deserve!

#### Steps to PLAR:

1. Contact a PLAR Advisor to obtain the course outlines that interest you. If you can demonstrate that your knowledge

and skills from work experience or on-the-job-training are equivalent to the curriculum of a Fanshawe College course, you should seek PLAR credit.

2. Make an appointment to meet with a PLAR Advisor to discuss PLAR opportunities and decide on the method of assessment. The PLAR Advisor will provide course information sheets, parts of the portfolio and show the applicant sample portfolios.
3. Complete PLAR Application for a challenge evaluation with a PLAR Advisor and pay the PLAR fee (\$111 per course credit). The PLAR Advisor forwards the form and the portfolio (if applicable) to the Program Consultant (London) or regional campus representative.
4. PLAR Assessor completes evaluation in 8-12 weeks and the Program Consultant (London) or regional campus representative sends the results to the PLAR Advisor.
5. PLAR Advisor notifies applicant of PLAR decision and returns portfolio (if applicable) and records results on Datatel.

To find out more, contact the Advising Centre at 519-452-4277 or [advising@fanshawec.ca](mailto:advising@fanshawec.ca).

### PROGRAM COMPLETION

While the College makes every effort to allow students to complete an entire program on a part-time basis, this may not be possible in all instances due to insufficient student registrations. 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 years (full or part-time) to complete program curriculum (three years for computer programs). Students extending beyond that time frame and/or not meeting the standards and competencies will be assessed to determine if upgrading measures are necessary or available. In circumstances where a program has been cancelled, the student has four years to complete its curriculum from the date of the program's suspension. In instances where the curriculum change is deemed to have health and safety implications the new curriculum requirements to graduate will be effective immediately. Graduation from College programs requires a student to complete the program curriculum, meeting its academic standards and achieving a minimum cumulative GPA of 2.0. Some programs have a higher minimum GPA for progression purposes. In circumstances where a program has been cancelled, please contact the program area for completion deadlines.

### GRADUATION FROM A PROGRAM

Graduation ceremonies are held once or twice each year, in June and November for London campus and November for other Part-time Studies locations. The College does not track each student individually and therefore it is the responsibility of the students to advise Part-time Studies when they are in the final course of a program. **Students must apply to graduate by the application deadline**, visit: [fanshawec.ca/pt](http://fanshawec.ca/pt) to complete and submit the form. Once your graduation application has been reviewed, you will be notified of your eligibility via email. Please ensure we have your correct email address on file.

### STUDENT CODE OF CONDUCT

Fanshawe College is a community, and as a community it is everyone's job to conduct themselves in a manner that is respectful towards others. You are responsible to know and follow College policy 2-G-01: Student Code of Conduct. For more information to any College policy, please visit: [fanshawec.ca/policies](http://fanshawec.ca/policies).

## REGISTRATION INFORMATION

**Register at least 5 days prior to the start of the course date.**

### LOCATIONS

Visit [fanshawec.ca/pt](http://fanshawec.ca/pt) for location details.

### TAKING A COURSE OR PROGRAM

You may register for a course listed in this guide, as long as you meet the course's admission and pre-requisite requirements and pay the required fees. Register well in advance of the course's start date to secure a seat.

If you plan to take a program, which is a collection of prescribed courses, you should enrol as early as you can. This will facilitate better graduation tracking. **Note:** Some programs have special admission requirements.

You are not obligated to take a program to register for courses associated with the program. Should you subsequently enrol in a program, all applicable courses previously completed will count towards your graduation.

### COURSE/PROGRAM PRE-REQUISITES

Pre-requisites are listed with each course or program description on the website and you are required to complete any pre-requisite prior to registration.

### PROGRAM DECLARATION

Part-time Studies students register on a course-by-course basis; therefore, declare your program to assist Fanshawe in offering the courses when you need them. To take advantage of Part-time Studies Program Declaration, you must have taken at least one course in the past with Fanshawe College; therefore, have a student record and a WebAdvisor account. Part-time Studies Program Declare is available under your WebAdvisor Student Registration menu.

### REGISTRATION DEADLINE

It is highly recommended that you register as soon as possible and at least 5 days prior to the start of your course. Register early to avoid the disappointment of the class being full. However, you must meet the necessary course/program requirements and be prepared to pay the necessary fees. For courses, you must register before the start of the first scheduled class. Past the first scheduled class you must contact your Part-time Studies location. Late registration does not alter the refund deadline. For workshops, you can register for individual workshops or register for a workshop package (e.g. Project Management Package), which is a grouping of workshops by topic at a discounted package price point. For both Series and Professional Development you register on a course-by-course basis; the grouping of courses are identified on the website at [fanshawec.ca/pt](http://fanshawec.ca/pt). When registering please provide your current email address and phone number for the College to contact you with any timetable (schedule) changes.

### FANSHAWE COLLEGE FEES

While every effort is made to verify fees at the time of printing, fees are subject to change. All required fees must be paid before you are registered. Where fees are to be paid by a third party (e.g. a government agency or employer), special procedures exist. For more details, please contact your Part-time Studies location. Each course has a number of fees which coincide with Government of Ontario guidelines.

#### The fee components are:

- Tuition
- Copyright fee
- Administration fee
- Course materials (*may apply*)
- Host College fee (*Ontario Learn courses only*)
- Embanet fee (*Ontario Learn courses only*)
- Ontario Learn fee (*Ontario Learn courses only*)

#### **Harmonized Sales Tax (HST) may apply to your course fees; however, HST does not apply to the \$3.50 copyright fee.**

For your information and assistance, our HST number is R107376576. In order to process your registration, you must pay your course fees in full. Should you register in person, you may pay by cash, debit card, credit card (we welcome VISA or MasterCard), cheque, or money order. If you register online, by phone or fax, you must pay by credit card. If you mail in your registration form, you may pay by credit card, cheque, or money order. Please do not send cash by mail. Partial payment is not acceptable. Tuition fees may be tax deductible. T2202A Tax Forms may be printed from WebAdvisor ([fanshawec.ca/web-advisor](http://fanshawec.ca/web-advisor)) for eligible course fees in February of the next year. Tax forms will not be mailed. Please ensure the College has your current email address.

### INTERNATIONAL STUDENTS

Foreign student fees apply to part-time courses and are payable to the Office of the Registrar upon registration.

### FANSHAWE COLLEGE ALUMNI

Fanshawe College Alumni (graduates of certificate or diploma programs) should contact the Office of the Registrar (Room E1012 or by phone 519-452-4444) to receive a 10% discount on tuition, before any applicable fees or HST. The discount can be applied up to a maximum discount of \$50 per term.

### STUDENT NUMBER

The first time you apply to take a course at Fanshawe College, a student number is assigned to you - it appears on your registration confirmation. Your student number is the key to accessing services and accurately maintaining all your records and files as a Fanshawe College student. This number is your login to your online student record at Fanshawe College - your timetable, payments, tax certificates, and grades ([fanshawec.ca/web-advisor](http://fanshawec.ca/web-advisor)).

### TIMETABLE

Timetables (schedules) are included on your registration confirmation and available on WebAdvisor before classes begin. Visit: [www.fanshawec.ca/web-advisor](http://www.fanshawec.ca/web-advisor) to print your timetable (schedule). They are not mailed. If available, room numbers will be posted on your registration confirmation along with any course specific details (e.g. what to bring, etc.). If registered online, course specific details will be sent in a separate email. When registering please provide your current email address and phone number for the College to contact you with any timetable (schedule) changes.

### WAITING LIST

If you apply for a course that is filled, ask to have your name added to the waiting list. We will prioritize the wait list by date.

### TRANSFERRING TO ANOTHER COURSE OR SECTION

To transfer to another course, or a different section of the same course, fill out a Student Withdrawal form and return it to the Office of Registrar (Room E1012 or fax 519-453-5021) or your Part-time Studies location. A registration form for the new course is required to be completed. There may be a refund or new tuition charge, depending on the cost of the courses. Once your request is processed, you'll receive a confirmation of the change. You can confirm that your request for change has been processed by checking online through WebAdvisor ([fanshawec.ca/web-advisor](http://fanshawec.ca/web-advisor)). There is an administrative fee per course, and the change is subject to seat availability.

### COLLEGE CLOSURE

With the exception of emergencies (such as snowstorms), or statutory or other designated holidays, Fanshawe College is open throughout the year. In the event of adverse weather conditions, every reasonable effort will be made to keep each campus or regional location open. The decision to cancel evening classes will be made, where possible, by 3:00pm. The College posts a closure message to [www.fanshawec.ca](http://www.fanshawec.ca), and where possible on other media communications.

### COURSE CANCELLATIONS AND STUDENT CONTACT INFORMATION

Fanshawe College makes every effort to offer courses as described on the website. However, the College reserves the right to cancel or change courses, fees, faculty, locations and hours of instruction without prior notice. In the event a course is cancelled, every effort will be made to notify students by phone or email. Please ensure we have your current home and business phone numbers and email addresses. **Note:** *If you register online the information entered on the profile screen does not automatically update your student record. To update your student record contact information, visit: [www.fanshawec.ca/web-advisor](http://www.fanshawec.ca/web-advisor) or submit a written request to the Office of Registrar (Room E1012 or fax 519-453-5021) or your Part-time Studies location. Should you register for a course which is subsequently cancelled by the College, you may transfer to another section of that course (if space permits), to another course, or opt for a full fees refund.*

### WITHDRAWALS AND REFUNDS

Once registered, a seat is reserved for you. You are academically and financially responsible for your course(s) unless you withdraw officially by the given refund deadlines. To do this, you must complete a Student Withdrawal form found at [fanshawec.ca/pt](http://fanshawec.ca/pt) and submit this form to the Office of the Registrar (Room E1012 or fax 519-453-5021) or your Part-time Studies location. The effective date of withdrawal is the date we receive your written notice. Should you cease to attend classes, and do not withdraw officially, you will remain enrolled and will be assigned an 'F' grade. Withdrawals before the refund deadline will result in a full refund less Administrative Fee and Material Fee, if applicable. A withdrawal after the refund deadline, but before the course is 70% complete, will result in an official withdrawn status but no monetary refund. For more details, please contact the Office of the Registrar (519-452-4444 or Room E1012) or your Part-time Studies location. **Note:** *If you are a full-time student, please contact the Office of the Registrar for policies and procedures.*

### ACADEMIC TRANSCRIPT

You can complete a Transcript Request form at the Office of the Registrar (Room E1012) or fax a written request to the Office of the Registrar (fax 519-453-5021) clearly stating the following:

- Full name of the student (*and maiden name if applicable*)
- Student number and/or date of birth
- Last program attended
- Approximate last date attended

Include whether the transcript will be picked up or where it should be mailed along with your signature and your phone number. Forms can be completed at your Part-time Studies location or the Office of the Registrar.

### CONFIDENTIALITY

Ontario's Freedom of Information and Protection of Privacy Act requires that we protect student privacy. This means we cannot give any information about you to anyone outside the College (some specific exceptions apply), not even to a parent, guardian, spouse, family member or friend. We cannot release, for example, information about your:

- Address and phone number
- Student status
- Timetable
- Grades and academic record
- Attendance
- Financial application or need

If you need proof of academic achievement for an employer, you may request an official transcript or complete a Release of Information form through the Office of the Registrar.

## STUDENT SERVICES

### PLAN YOUR FUTURE

**NEW** Fanshawe College students can access their own Program Evaluation Summary (EVAL) on WebAdvisor. Students will be able to easily view their progression toward graduation, plan for future registration and consider other program options. Within WebAdvisor, the students also have the ability to link to FAQs about the EVAL. Login at: [fanshawec.ca/web-advisor](http://fanshawec.ca/web-advisor).

### BOOK STORE

Website: [fanshawe.bookware3000.ca](http://fanshawe.bookware3000.ca)  
Telephone: 519-452-4260  
Location: Room F1002, F Building

#### Store Hours (September to mid-April):

Mon-Thurs 8:30am-7:00pm  
Fri 8:30am-4:30pm

#### Store Hours (mid-April to September):

Mon-Fri 8:30am-4:30pm

**Note:** *Closed on public holidays. Some extended hours may occur during peak periods.*

Part-time Studies students can participate in the Buyback program. Please contact the Bookstore at 519-452-4260 or by email: [bookstore@fanshawec.ca](mailto:bookstore@fanshawec.ca).

### COMPUTER STORE

Website: [fanshaweretail.ca](http://fanshaweretail.ca)  
Telephone: 519-452-4495  
Location: Room F1010, F Building

#### Store Hours:

Mon-Fri 8:30am-4:30pm

**Note:** Closed public holidays. Some extended hours may occur during peak periods.

We are a full service computer store. We also sell the software required for many of the programs taught by the college at educational prices, saving you up to 80% off the list price. Take advantage of this valuable benefit while you are a student at Fanshawe College.

### COUNSELLING AND ACCESSIBILITY SERVICES

Accessibility Services are available to students who require academic accommodations as a result of a disability. Call 519-452-4282 or visit [fanshawec.ca/earlyid](http://fanshawec.ca/earlyid) for more information.

### COUNSELLING SERVICE

Counselling for adult learners in a college environment is available before and after admission to programs. For prospective students, a pre-admission counsellor is available for telecounselling weekdays from 8:30am-4:30pm (Friday until 4:00pm) by calling 519-452-4282. For adult learners enrolled in CE courses, counselling concerns can be addressed in a confidential manner by calling 519-452-4282 to make an appointment.

### FOOD AND DRINK

The food court at the junction of D, E and F buildings is open until 9:00pm Mon-Thurs.

### LIBRARY (ON-CAMPUS AND VIRTUAL)

Website: [fanshawec.ca/library](http://fanshawec.ca/library)  
Telephone: 519-452-4236  
Location: Room L1003, L Building

**Hours (mid-September to end-April):**

Mon-Thurs 8:00am-10:00pm  
Fri 8:00am-4:30pm  
Sun 1:00pm-5:00pm

**Hours (mid-May to mid-August):**

Mon/Wed/Fri 8:30am-4:30pm  
Tue/Thurs 8:30am-9:00pm

*Doors lock 15 minutes before closing.*

**Note:** Library hours may vary.

### PARKING

Parking is free to students at the London campus from 5:00pm-11:00pm. Parking between the times of 6:00am-5:00pm Monday to Friday will be subject to parking fees. Violation may result in the vehicle being towed at the owner's expense.

### STUDENT ACADEMIC COMPUTER LABS

"Shared" computer labs are used for both scheduled and unscheduled student computer activities. The labs are: A2036, C1019, D1004-1, D3017, F3005, F3006, F3007, F3008, F2009, F3010 and G2014. **Note:** There are occasions when labs are CLOSED during normally open hours when urgent maintenance is required.

### Normal Lab Hours:

Mon-Thurs 8:00am-10:00pm  
Fri 8:00am-6:00pm  
Sat 9:00am-4:00pm  
Sun 9:00am-4:00pm

## STUDENT AWARDS

We know that sometimes it is financially challenging to return to school and we encourage you to explore all opportunities for financial assistance. Bursaries and awards are available for part-time learners – more information can be found below and at: [fanshawec.ca/money](http://fanshawec.ca/money).

### AWARDS AND BURSARIES

To learn more about awards and bursaries available, contact Awards & Scholarships (Room K1003) at 519-452-4466, or visit: [fanshawec.ca/money](http://fanshawec.ca/money).

### The W.J. Pillsworth Award

The W.J. Pillsworth Award was created in honour of Bill Pillsworth's 21 year career with Fanshawe College. It was established to assist part-time students enrolled in a diploma or certificate program to pursue their studies through the School of Continuing Education. This College-Wide Award is given to a student who has:

- Demonstrated motivation and interest in achievement of career goals while completing a Fanshawe College certificate or diploma program with the majority (at least 50%) of credits completed through Continuing Education courses
- Maintained a minimum cumulative 3.5 GPA in his or her current program of study

Applications are open at the beginning of each term (fall, winter, summer). Approximate award value: \$500. Selection of recipients is done by a selection team.

### Fanshawe College Alumni Association Continuing Education Award

The Fanshawe College Alumni Association CE Award was established to recognize Fanshawe Alumni who are returning to Fanshawe College to obtain an additional diploma or certificate through Part-time Studies. This College-Wide Award is given to a student who has:

- Faced obstacles/hardships while obtaining an additional diploma/certificate through Part-time Studies at Fanshawe College
- Maintained a minimum cumulative 3.0 GPA in his or her current program of study

Applications open beginning in March and closing in April each year. Approximate award value: \$500.

### Carole Eyre Memorial Award

This Award was created to honour the memory of Carole Eyre, who served as a volunteer with Human Resources Professional Association of Ontario and HRPLD executive from 2004 until her sudden passing in 2007. Carole last served as Director of Community Partnerships, whose mandate was to create and endorse meaningful ties within the community to promote Human Resources as a profession and network within those partnerships. The Carole Eyre Memorial Award will be presented to:

- A graduating student from the Human Resource Management (HRS1) certificate, or Human Resource Management diploma (HMG1)
- Maintained a minimum cumulative 3.0 GPA in his or her current program of study
- Demonstrated involvement in community activities and volunteerism (preferably in the field of HR)

Applications are open at the beginning of each term (fall, winter, summer). Approximate award value: \$1,000.

**FINANCIAL ASSISTANCE**

If you are registered in a Ministry approved credit course, certificate, diploma or degree program, financial assistance may be available to those who qualify. To learn more, contact Financial Aid Services (Room E2020) at 519-452-4280 or fad@fanshawec.ca.

**Part-Time OSAP Assistance**

Part-time funding may be available to students who are taking 20 - 59% of a full course load in an OSAP approved program leading to a certificate, diploma or degree.

To apply for this assistance, you must be a Canadian citizen or Permanent Resident or Protected Person and:

- Require only a few courses to complete their full-time program **OR**
- Want to study part-time to avoid excessive debt load **OR**
- Want to remain in the work force full-time while pursuing their education **OR**
- Have family responsibilities which prevent student from taking full-time studies **OR**
- Have a permanent disability which makes full-time studies difficult **OR**
- Want to upgrade an 'F' to a passing grade

**Fanshawe College Student Assistance Bursary for Part-Time Studies and Continuing Education**

The purpose of this bursary is to assist students who:

- Have low family income and resources **AND**
- Are pursuing their *first* certificate, diploma or degree on a part-time basis

Maximum bursary assistance available per academic year is \$2,500.

To apply for this bursary you must be a Canadian Citizen or Permanent Resident or Protected Person registered in a graded, Ministry approved course and have explored and been deemed ineligible for any other type of government financial assistance.

**CONTINUING EDUCATION**

# ONLINE

*Our Programs. Your Schedule.*

Fanshawe's Part-time Studies online learning programs and courses are administered through two online learning management systems, FanshaweOnline and Ontario Learn.

**Ontario Learn Important Dates:**

SECTION INTAKE	ASSOCIATED SECTION CODE	START DATE	REGISTRATION DEADLINE	REFUND DEADLINE	END DATE
May	50LC	May 14	May 21	May 27	Aug 20
Jun	51LC	Jun 3	Jun 10	Jun 17	Sep 9
Jul	52LC	Jul 2	Jul 9	Jul 15	Oct 8
Aug	53LC	Aug 1	Aug 8	Aug 14	Nov 7

**FANSHAWEONLINE.ca**

**FanshaweOnline** is Fanshawe College's learning management system. Through this online portal you can login to access your 100% online Fanshawe courses. You will receive a personal FanshaweOnline email address, access to all course related content, participate in moderated online discussions and chats, submit assignments to a virtual drop box, gain access to your grades, and communicate with your instructor and fellow students.

**FANSHAWEONLINE (OL) LOGIN PROCEDURES**

Once registered in your course(s), please allow two business days for your FanshaweOnline profile to be created. Courses can be accessed after their official start date. Thereafter, the following steps will guide you through the FanshaweOnline login process:

1. Go to [www.FanshaweOnline.ca](http://www.FanshaweOnline.ca)
2. Click on Login Help link
3. Click on FanshaweOnline Account Information
4. Enter your Student Number and click Submit
5. Select Send Password (which will send your login username and password to the email account you provided upon registration)
6. Retrieve your password from your email account
7. Go back to [www.FanshaweOnline.ca](http://www.FanshaweOnline.ca) and login
8. Select the link to your course

*If you have taken a FanshaweOnline course in the past your existing username and password may be used.*

If you experience any problems with obtaining your FOL username or password, please contact the Help Desk at 519-452-4430 x4357 or helpdesk@fanshawec.ca.

### FANSHAWEONLINE (OL) STUDENT ORIENTATIONS

In-person FanshaweOnline orientations are available for those students who are willing and able to attend. Each session is designed to walk through the login process, answer any questions regarding FanshaweOnline. For more information about scheduled times, orientation room numbers, or for general inquiries about the orientations, email Continuing Education at ce@fanshawec.ca or contact your Continuing Education location.

For more information about your FanshaweOnline courses, how to order textbooks, and frequently asked questions, visit: fanshawec.ca/ce/onlinelearning.



**Ontario Learn** is a learning management system similar to FanshaweOnline; only its courses are offered 100% online through a partnership with 22 Ontario Colleges, which comprise the Ontario Learn consortium. Ontario Learn courses are Fanshawe College approved, but are not offered on FanshaweOnline; rather they are hosted on their host college learning management systems. Access to all course-related content, participation in moderated online discussions and chats, submission of all assignments, access to your grades, and communication with your instructor and fellow students is all available online once registered in your course(s).

### ONTARIO LEARN (OL) LOGIN PROCEDURES

You will gain access to your course on the start date. If you register on or after the start date please allow two business days for your Ontario Learn profile to be created. Courses can be accessed after their official start date. Thereafter, the following steps will guide you through the Ontario Learn login process:

1. Go to [www.OntarioLearn.com](http://www.OntarioLearn.com)
2. Click Login in the lower left-hand corner
3. Enter your username, which will be:
  - fa-
  - The first three letters of your first name
  - Your last name**Example:** fa-johsmith (John Smith)
4. Your password is: newone
5. Once in, click on a course and it will ask you to re-login. Please use the same username and password

Your username should be in all lowercase and a maximum of 15 characters (including fa-).

### INFORMATION PACKAGES

An information package will be emailed to you after you register for your course(s). The information will be provided by your registering college. Depending on the registering college and the course you are taking, the information package will include any or all of the following: details confirming the course(s) you are registered in; details confirming "when" you can access your course; instructions on how to access your online course; technical service contact information; information on how and where to purchase your course texts and materials; details about final exams (if applicable).

### ONTARIO LEARN (OL) STUDENT ORIENTATIONS

For more information about your Ontario Learn courses, how to order textbooks, and frequently asked questions, visit: [www.fanshawec.ca/continuing-education/online-learning/frequently-asked-questions](http://www.fanshawec.ca/continuing-education/online-learning/frequently-asked-questions).

### RECOMMENDED SYSTEM REQUIREMENTS FOR ONLINE STUDIES USING FANSHAWEONLINE AND ONTARIO LEARN

PC USERS	MAC USERS
<ul style="list-style-type: none"><li>• Internet Explorer 9</li><li>• Windows 7</li><li>• 1GB of RAM</li><li>• 1GHz (gigahertz) processor</li></ul>	<ul style="list-style-type: none"><li>• Safari 5.1</li><li>• Mac OS X v.10.7</li><li>• 2GB of RAM</li><li>• Intel Core 2 Duo, Core i3, Core i5, Core i7, or Xeon processor</li></ul>

**Note:** System requirements may change based upon course requirements. Internet browsers listed are the official browsers supported by FanshaweOnline. Compatibility with other browsers will vary.

### Ontario Learn Final Exams

Most final exams can be taken in class or online. Consult your instructor for specific instructions. If you need to book an in class exam please email [olexam@fanshawec.ca](mailto:olexam@fanshawec.ca) to make arrangements.

## Part-time Student Orientations In-Person, FanshaweOnline and Ontario Learn

Room A2018

**To reserve a seat please contact:**  
[folambassador@fanshawec.ca](mailto:folambassador@fanshawec.ca)

Part-time Studies offers 60 minute in-person orientations for both FanshaweOnline and Ontario Learn online course offerings.

If you feel that you would benefit from attending any one of our scheduled orientation sessions, please contact us at the email address above to announce your intent to attend.

We are very happy to answer any and all of your questions and get you comfortable with your online course!

### ORIENTATION DATES:

1. Tuesday, May 14, 2019
2. Thursday, May 16, 2019

**FanshaweOnline:** 5:30pm-6:30pm, Room A2018

**Ontario Learn:** Available upon request

# CONTINUING EDUCATION COURSE REGISTRATION FORM

## How to register:

- 1 ON THE WEB:** Use our web registration process. Go to [fanshawec.ca/pt](http://fanshawec.ca/pt) to browse and select courses. Follow the instructions to enroll by using the shopping cart feature. Payment by Visa or MasterCard is accepted (we currently do not accept Visa debit cards). If you know your student number, have it ready.
- 2 BY MAIL:** Fill out the registration form below and mail it to your closest Fanshawe College campus (see Contact Us) or Office of the Registrar. Be sure to include either your cheque or money order.
- 3 IN PERSON:** Bring your completed registration form, along with payment to your closest Fanshawe College campus (see Contact Us) or Office of the Registrar. Payment methods are Interac, Visa, MasterCard, cheque or money order payable to Fanshawe College.

Hours of operation and contact information can be found on the attached Contact Us page or by visiting [fanshawec.ca/contact-us](http://fanshawec.ca/contact-us)

## Please ensure that we have your current information on file

Have you ever taken a course at Fanshawe College?  No  Yes Student Number: \_\_\_\_\_  
Name: \_\_\_\_\_  Male  Female  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

COURSE CODE & SECTION NUMBER (eg. ACCT-1004-20LC)	COURSE NAME	START DATE/TIME	LOCATION (eg. London, Woodstock, Simcoe, St. Thomas)	TOTAL FEE

*Fees subject to HST as applicable.*

**DECLARE YOUR PROGRAM** Continuing Education students register on a course-by-course basis each term. If you are planning to complete all courses and earn a program credential, declare your program in advance to assist Fanshawe in offering the courses when you need them. Continuing Education Program Declare is available under the WebAdvisor Student Registration menu at [fanshawec.ca/webadvisor](http://fanshawec.ca/webadvisor)

Signature: \_\_\_\_\_

**FREEDOM OF INFORMATION AND PROTECTION OF INDIVIDUAL PRIVACY** The information on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002, Ontario Regulation 34/03. The information is used for administrative and statistical purposes of the college and/or the ministries and agencies of the Government of Ontario and the Government of Canada. For further information, please contact the Office of the Registrar, Room E1012, 1001 Fanshawe College Blvd., P.O. Box 7005, London, Ontario N5Y 5R6 (519-452-4277).

# CONTACT US

## OFFICE OF THE REGISTRAR

1001 Fanshawe College Blvd.,  
P.O. Box 7005  
Room E1012  
London, Ontario N5Y 5R6

**Phone:** 519-452-4277

**Fax:** 519-453-5021

### Hours of Operation:

Monday 8:30 a.m. - 7 p.m.  
Tuesday 8:30 a.m. - 7 p.m.  
Wednesday 9:30 a.m. - 7 p.m.  
Thursday 8:30 a.m. - 7 p.m.  
Friday 8:30 a.m. - 4 p.m.  
Saturday 9 a.m. - 12:30 p.m.  
Sunday: Closed

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## SIMCOE/NORFOLK REGIONAL CAMPUS

634 Ireland Road, P.O. Box 10  
Simcoe, Ontario N3Y 4K8

**Phone:** 519-426-8260

**Fax:** 519-428-3112

[simcoe@fanshawec.ca](mailto:simcoe@fanshawec.ca)

[fanshawec.ca/simcoe](http://fanshawec.ca/simcoe)

### Hours of Operation:

Monday-Friday 8:30 a.m. - 4:30 p.m.  
Saturday & Sunday: Closed

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## ST. THOMAS/ELGIN REGIONAL CAMPUS

120 Bill Martyn Parkway  
St. Thomas, Ontario N5R 6A7

**Phone:** 519-633-2030

**Fax:** 519-633-0043

[stthomaselgin@fanshawec.ca](mailto:stthomaselgin@fanshawec.ca)

[fanshawec.ca/stthomas](http://fanshawec.ca/stthomas)

### Hours of Operation:

Monday 7:30 a.m. - 4:30 p.m.  
Tuesday 8:30 a.m. - 8 p.m.  
Wednesday 9:30 a.m. - 8 p.m.  
Thursday 8:30 a.m. - 8 p.m.  
Friday 7:30 a.m. - 4 p.m.  
Saturday & Sunday: Closed

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## WOODSTOCK/OXFORD REGIONAL CAMPUS

369 Finkle Street  
Woodstock, Ontario N4V 1A3

**Phone:** 519-421-0144

**Fax:** 519-539-3870

[oxford@fanshawec.ca](mailto:oxford@fanshawec.ca)

[fanshawec.ca/woodstock](http://fanshawec.ca/woodstock)

### Hours of Operation:

Monday 8 a.m. - 6:30 p.m.  
Tuesday 8 a.m. - 6:30 p.m.  
Wednesday 8 a.m. - 6:30 p.m.  
Thursday 8 a.m. - 6:30 p.m.  
Friday 8 a.m. - 4 p.m.  
Saturday & Sunday: Closed

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## HURON/BRUCE REGIONAL SITES

### Clinton site

169 Beech Street  
Clinton, ON NOM 1L0  
**Phone:** 519-606-1484

### Goderich site

33 St David Street  
Goderich, ON N7A 1L4  
**Phone:** 519-452-4430 x6545

### Kincardine site

385 Queen Street  
Kincardine, ON N2Z 2R4  
**Phone:** 519-396-4146

[clinton@fanshawec.ca](mailto:clinton@fanshawec.ca)

[fanshawec.ca/huron-bruce](http://fanshawec.ca/huron-bruce)

### Hours of Operation:

Monday-Friday 8:30 a.m. - 4:30 p.m.  
Saturday & Sunday: Closed