

AMDEC Registration Agreement

We have recently received a registration for you (or your child) to take an eLearning course through AMDEC. After carefully reading this *Registration Agreement*, please download, print and sign the *Application for Registration* form to verify that you understand and agree to the conditions listed below.

For **all** AMDEC courses:

- I must begin working on my AMDEC course(s) as soon as I have been granted access to the course.
- If I fail to participate in my course(s) weekly, and/or fail to meet the course due dates, I understand that I risk being removed from my course(s).
- Registration in math classes requires that I submit my work in PDF format.
- I will ensure all submitted work is my own. I will abide by the rules and procedures in the *AMDEC Student Handbook* (available at <http://www.amdec.ca>) including those related to academic honesty.
- I will write my final exams under the supervision of an approved proctor at an Ontario school.
- My communication with AMDEC will take place via the email tool provided by the Avon Maitland District School Board. If I am under the age of 18, I must provide a valid parental email and phone number to AMDEC for communication purposes.
- Changes to my enrolment status at my school may affect my eligibility to take/remain in courses with AMDEC.

And, for designated **semestered courses**:

- I must actively participate in my course(s) every school day and complete all work, including the final exam, on the date arranged by my teacher and proctor.

And, for designated **non-semestered courses**:

- I am responsible for establishing a schedule that meets both AMDEC's due dates (outlined in the chart below) and my needs (e.g. completing the course by the end of first semester or meeting post-secondary mark submission deadlines). Students are encouraged to complete their course(s) prior to the final due date.
- I must actively participate in my course(s) at least once per week.
- Between Sept 5, 2017 and May 25, 2018, I may submit a maximum of 2 modules per course per week, and between May 28, 2018 and June 8, 2018, I may submit a maximum of 1 module per course per week.

| Due Dates | | | | | | |
|---|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| Due dates are determined by the month when the student is granted access to the course. | | | | | | |
| Modules up to and including | Sept Start Date | Oct Start Date | Nov Start Date | Dec Start Date | Jan Start Date | Feb Start Date |
| Module 5 | Oct. 27/17 | Nov. 24/17 | Dec. 22/17 | Jan. 26/18 | Feb 23/18 | March 9/18 |
| Module 10 | Dec. 22/17 | Feb. 2/18 | Feb. 16/18 | March 2/18 | March 29/18 | April 6/18 |
| Module 15 | March 23/18 | April 6/18 | April 13/18 | April 20/18 | April 27/18 | May 4/18 |
| Module 18 | May 25/18 | May 25/18 | May 25/18 | May 25/18 | May 25/18 | May 25/18 |
| Module 20 | June 8/18 | June 8/18 | June 8/18 | June 8/18 | June 8/18 | June 8/18 |
| Exam | No later than June 12,2018 | No later than June 12,2018 | No later than June 12,2018 | No later than June 12,2018 | No later than June 12,2018 | No later than June 12,2018 |

Note: For **GLC20 & CHV20**, students are expected to complete at least half the number of modules for each due date listed above.

Report cards will be issued after Modules 10, 15 and when the course is completed, or when the due date has passed, whichever comes first. After Module 5 interim progress will be viewable in Front Desk.

The last day to register for AMDEC courses for the 2017-18 school year is **February 16, 2018**. All required paperwork must be submitted before 4:00 p.m. on February 21, 2018.

Regardless of start date, all students must have a minimum of 18 modules per course completed by **May 25, 2018**

June 8, 2018 at 3:00 p.m. is the last day on which submissions of term work will be accepted.

The last day to write a final exam is **June 12, 2018**.

Completed final exams **must arrive** at the AMDEC office no later than 3:00 p.m. on **June 14, 2018**.

| Maximum module submission per week | |
|------------------------------------|-------------------------------|
| Sept 5, 2017 - May 25, 2018 | 2 modules per week per course |
| May 28, 2018 - June 8, 2018 | 1 module per week per course |