

## AMDEC Registration Agreement

We have recently received a registration for you (or your son/daughter) 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 meet attendance requirements, and/or fail to meet my course due dates, I understand that consequences may include a decreased mark, limited teacher feedback and/or removal from my course(s).
- 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 my enrolling 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 parent/guardian email 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 week and complete all assigned work, including the final exam, on the date determined by my teacher.
- Semestered courses will be issued a midterm and a final report card.

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

- I must communicate with my teacher and actively participate in my course(s) every week.
- I am responsible for completing all assigned work and establishing a schedule that meets both AMDEC's non-semestered due dates (see chart below) and my needs (e.g. completing the course by the end of first semester or meeting post-secondary mark submission deadlines).
- Between Sept 4, 2018 and May 24, 2019, I may submit a maximum of 2 modules per course per week, and between May 27, 2019 and June 7, 2019, I may submit a maximum of 1 module per course per week.
- Report cards for non-semestered courses will be issued after Module 10 (Midterm), after Module 15 (Progress 2) and when the course is complete, or when the corresponding due date (below) has passed, whichever comes first.
- For **GLC20 & CHV20 only**, students are expected to complete at least half the number of modules for each due date listed in the chart below.

<b>Due Dates for Non-Semestered Courses</b>						
Due dates are determined by the month when the student is granted access to the course.						
Modules up to and including	September Start Date	October Start Date	November Start Date	December Start Date	January Start Date	February Start Date
<b>Module 5</b>	Oct. 26/18	Nov. 23/18	Dec. 21/18	Jan. 25/19	Feb. 22/19	March 8/19
<b>Module 10</b>	Dec. 21/18	Feb. 8/19	Feb. 15/19	March 1/19	March 29/19	April 4/19
<b>Module 15</b>	March 22/19	April 12/19	April 18/19	April 18/19	April 26/19	May 3/19
<b>Module 18</b>	By <b>May 24, 2019</b> at the latest all students must have the first 18 modules submitted in all courses.					
<b>Module 19</b>	By <b>May 31, 2019</b> at the latest all students must have Module 19 submitted in all courses.					
<b>Module 20</b>	<b>Friday, June 7, 2019</b> is the last day on which submissions of term work will be accepted.					
<b>Exam</b>	<b>Tuesday, June 11, 2019</b> is the last day to write a final exam in a non-semestered course. Completed final exams <b>must arrive</b> at the AMDEC office before 3:00 p.m. on <b>June 13, 2019</b> .					
<b>NOTE:</b> The last day to register for AMDEC courses for the 2018-19 school year is February 15, 2019. All required paperwork must be submitted before 4:00 p.m. on February 20, 2019.						