

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 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 within my AMDEC course. If I am under the age of 18, I must provide a valid parental 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 school day and complete all work, including the final exam, on the stated due date assigned by my teacher.

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 6, 2016 and May 26, 2017, I may submit a maximum of 2 modules per course per week, and between May 29, 2017 and June 9, 2017, I may submit a maximum of 1 module per course per week.

Due Dates and Information for Non-Semestered Courses						
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
Module 5	Nov. 3/16	Nov. 25/16	Dec. 23/16	Jan. 27/17	Feb. 24/17	March 10/17
Module 10	Dec. 23/16	Feb 3/17	Feb. 17/17	March 3/17	March 31/17	April 7/17
Module 15	March 24/17	April 7/17	April 13/17	April 21/17	April 28/17	May 5/17
Module 18	May 26/17	May 26/17	May 26/17	May 26/17	May 26/17	May 26/17
Module 20	June 9/17	June 9/17	June 9/17	June 9/17	June 9/17	June 9/17
Exam	No later than June 14, 2017	No later than June 14, 2017	No later than June 14, 2017	No later than June 14, 2017	No later than June 14, 2017	No later than June 14, 2017
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 5, 10, 15 and when the course is completed, or when the due date has passed, whichever comes first.						
Regardless of start date, all students must have the first 18 modules submitted in each course by May 26, 2017 .						
June 9, 2017 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 in a non-semestered course is June 14, 2017. Completed final exams must arrive at the AMDEC office no later than 3:00 p.m. on June 16, 2017 .						

Maximum module submission per week for non-semestered courses	
Sept 6, 2016 - May 26, 2017	2 modules per week per course
May 29, 2017 - June 9, 2017	1 module per week per course