

## **New Credit: On-site**

Due to the compressed instructional time, onsite courses require a high level of discipline and commitment on the part of the students to be successful. Students need to be able to handle both the six hours of daily instruction and the after-school time required for homework and assignments for the 19 school days of summer school.

### **TERMS AND CONDITIONS OF SUMMER SCHOOL ENROLMENT**

- A refundable book deposit of \$100.00 is required if a text is used. Provide a cheque for \$100.00, made payable to the “Centre for Lifelong Learning”, to the teacher on first day of summer school. Your cheque will be returned once the text(s) are returned in good condition.
- **Final examinations are compulsory** for on-site new credits in Summer School and must be written on **Thursday, July 25, 2019. There are no exceptions to this policy.**
- Exam and final mark review take place **on Friday, July 26, 2019** from 8-10 a.m. **Failure to attend forfeits student’s ability to review exam/mark results.**
- **Classes are filled on a first-come, first-served** basis with the fax time stamp as the method used to determine placement priority.
- Students who do not arrive to class by 8:30 a.m. on the first day may be removed from the course due to possible wait lists.
- **100% attendance is expected.** Students must be punctual and must attend every day. If for serious reasons, as approved by the summer school site principal, a student must be absent, the limit is 3 days. More than 3 days absence will result in the automatic removal of the student from the course.
- The pace and volume of work at summer school are demanding. Students should expect daily homework, as well as tests, quizzes and assignments each week. The timeline for assignments cannot be extended for any students due to the short timeframe of summer school.

All registration confirmations will be sent either by email or phone call. Ensure the email address provided on the registration form is accurate and legible. Students must log in on before July 2, 2019 to remain in the course. **Confirmation of course registration will begin May 20, 2019.**

**Please be aware that it is academic fraud when a student has anyone else do his or her coursework. If concern is raised about a student's performance related to validity of his or her on-line work, the final mark will be held until the student can attend a meeting with the instructor and demonstrate that he or she has indeed completed the coursework independently**