

Frequently Asked Questions

Registration Questions

What will I need to bring to register?

Please bring:

- a. A copy of your transcript from the last high school or adult education centre you attended.
- b. One piece of ID to show your legal name, date of birth and current mailing address.
- c. If you were born outside of Canada, please bring documents to show your status in Canada (e.g. Canadian Citizenship card, Canadian Passport, Permanent Resident Card, Employment Permit) .
- d. Copies of IEP's or other documentation related to any special accommodations that may be required.
- e. For LINC/ESL Students: proof to verify CLB 6 completed in all four skills: Listening, Speaking, Reading and Writing.
- f. List of courses required for post-secondary education if applicable.

How can I get my transcript if I do not have one?

You can call the high school or Adult Learning Centre where you last attended. They will be able to send it to you or give you information about what you need to do to get a copy. They may charge a fee for this. If you are having difficulty obtaining a transcript, check with your CEL to see if they can be of assistance.

How many courses can I take at a time?

Students start with one course. After your first course is done, you can talk with the site coordinator at your site to determine if you can take one or more courses.

When can I register?

We offer continuous registration all year long. If you have deadlines for post-secondary or employment requirements it is better to register as early as possible. Leaving it until the last minute is never a good idea.

If I need a course for a post-secondary program for September when should I register?

It is better to register early to have the time to complete work to best of your ability. You should plan to register by the end of March. This will allow for completion of course work by the end of June to guarantee that your marks will be sent before clerical staff goes on summer break. If you do not finish by the end of June, your marks will not be sent until the end of August.

Course Work

How long does it take to do a credit?

All of our courses have 20 lessons. How quickly you can complete a credit depends on prior knowledge, how quickly you learn, the type of course etc...

Can I resubmit lessons if I don't get the mark I expect?

No, you cannot resubmit lessons. Please take the time to hand in your best work. If you are not sure of the material contact your teacher prior to submission.

I started a course X years ago, do I have to start again?

Students who start a course and submit work, then have a prolonged absence, can normally resume where they left off within a year of the last submission, provided the curriculum has not changed. Should the curriculum have changed, normally students would be expected to start with the new curriculum.

Please discuss any extenuating circumstances with the Site Coordinator.

I was told I could receive maturity credits to finish up, how do I get them?

Maturity credits can be used to bring you up to your last 4 credits. As an adult, you must earn your last 4 credits through correspondence courses or co-op credits. You could be eligible for up to 10 maturity credits depending on your individual circumstance. Your site coordinator will review the maturity credit application process with you.

Can I switch courses if I don't like the one I am working on?

In most circumstances you can switch courses. Return your books to the Centre and choose a new course. There are certain situations, such as with the completion of a grade 12 English credit, or other compulsory requirements for graduation where it may not be possible. Talk to your site coordinator to see what your options are.

How often should I be submitting work?

In order to ensure the best chances for success you should set aside regular time for completion of course work. You can work at your own pace and submit completed individual lessons or the entire unit at once. It's up to you. The average student should aim to complete 1 to 2 lessons per week. However, your site coordinator will work with you to set goals that will work for your individual circumstances.

If I get stuck on my lessons, what should I do?

Don't give up! Call your local Centre for Employment & Learning. They will be able to connect you with your teacher who can work with you.

Graduation

How long will it take me to graduate?

This depends on your individual circumstances. Factors such as how far along you were when leaving high school, how much time you can dedicate to completion of school work, eligibility for maturity credits, how quickly you learn will all affect the timeline. At your initial intake appointment, the site coordinator will review what you need and can give you a rough estimate.

When I meet all the diploma requirements when can I get my diploma?

We will print your transcript upon receiving the final marking back from your teacher. The transcript *will* show employers or postsecondary institutions that you are a graduate. If we have them available, we will print your diploma at this time also. If diplomas are on order it could be a few weeks or months before it is ready for pickup.