



<b>SUBJECT</b>	<b>Open Learning</b>
<p><b><u>BACKGROUND</u></b></p> <p>The Open Learning Centre offers students an opportunity to take courses and/or to earn a certificate or diploma in a wide range of programs on a continuous intake basis.</p> <p><b><u>POLICY</u></b></p> <p>Full- and part-time students may take courses through the Open Learning Department as part of, in addition to, their full-time course load.</p> <p>The Open Learning Centre policies and procedures are given to the student at registration.</p> <p><b><u>PROCEDURE</u></b></p> <ol style="list-style-type: none"> <li>1. A student may substitute Open Learning courses for required courses, subject to the following:             <ol style="list-style-type: none"> <li>a) If a student wishes to take a <u>required</u> course(s) through Open Learning, he/she must declare those wishes <u>by</u> the “Last Date to Add Courses” as identified in the Academic Calendar. That student may do so at no additional tuition cost.</li> <li>b) If a student wishes to take a <u>required</u> course(s) through Open Learning <u>after</u> the date identified in the Academic Calendar, that student will be charged a transfer fee.</li> </ol> </li> <li>2. If a full-time student who does not have a full course load wishes to take a course(s) through Open Learning during the semester, he/she will be able to do so at no additional cost to the regular full-time tuition fee. The end date for this process is the “Last Date to Add Courses” as identified in the Academic Calendar.</li> <li>3. If a student wishes to take an Open Learning course in addition to their full-time course load all Open Learning course fees will be charged.</li> </ol>	

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