

Continuing Education – eLearning Student Guide

Congratulations on Your Decision to Become an Online Learner!

You have chosen to take advantage of the many benefits that this non-traditional mode of learning has to offer. The flexibility and ease of access to course materials, the ability to learn anywhere, and the availability of a wide-range of post-secondary opportunities are as close as a mouse click away!



What Do I Need to Know About Online Courses?

Learning online is truly “Education At Your Fingertips”. All of our online courses simply require a computer with access to the Internet and your commitment to succeed.

Like any quality education, considerable effort and discipline is required to be successful. Our online courses are led by professionals who bring with them a wealth of knowledge, and experience, and provide guidance and advice to help you succeed with your studies.

Online learning is especially appealing to learners who need schedule flexibility. This means you can access your course at a time that is convenient to you. All courses do have scheduled end dates.

The online classroom is a rich and engaging environment. The face-to-face interaction that is enjoyed in a traditional classroom-based course is replaced with discussion forums, chats, and email. You can direct questions to your instructor and fellow classmates and submit your completed assignments electronically. Our online courses have “lecture notes” that are enhanced by weekly reading requirements, individual assignments, and in some cases group work. Many courses have a final examination requirement (online or proctored locally).

Cambrian College eLearning provides the opportunity to advance your education towards the career of your choice.

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Online Learning

What You Can Expect...

- **Access to your course material any day, anytime.**

Assignments and tests are typically available as scheduled by the instructor.

Be sure to read the welcome email letter as well as the course outline or syllabus to determine assignment and test schedules.

- **Interactive learning**

Discussion groups present you with the opportunity to share ideas, concerns, and solutions with other members of your online class.

Chat sessions provide you with the means of having real-time discussions with classmates and the instructor.

Email facilitates the private exchange of feedback pertaining to course material, assignments, and class schedule with the instructor.

- **Timely feedback**

As part of the course information, the instructor will clearly state response time regarding assignments, content, and feedback.

- **Online courses containing the following components:**

- ◆ Course Outline or Syllabus
- ◆ Detailed explanation of grading scheme
- ◆ Instructor introduction letter and contact information
- ◆ Assignment and exam schedule
- ◆ Assignment drop-off/pick-up area
- ◆ Discussion, chats, and/or email area
- ◆ Lecture forum
- ◆ Student profile area

- **Continued support from your Cambrian College Coordinator for Off-Campus Learning**

- ◆ Contact your Off-Campus Coordinator with any questions or concerns as soon as possible.

Allan J. Hood
Off-Campus Program Officer
Continuing Education
Cambrian College of Applied Arts and Technology
allan.hood@cambriancollege.ca
(705) 566-8101, ext. 7214



Technical Support:
(705) 566-8101, ext. 7370 or
helpdesk@cambriancollege.ca

“Be sure to read the welcome email letter as well as the course outline or syllabus to determine assignment and test schedules.”



**Interactive Learning ...
anytime ... anywhere**

Role of the Online Learner...

For most students, online education is the only way they can pursue learning given the demands of day-to-day living.

The online student should:

- ◆ Be comfortable communicating in writing.
 - ◆ Participation in class discussion should be polite and respectful.
- ◆ Be self-motivated.
 - ◆ Effective time management.
 - ◆ Hand in assignments when due and complete exams within the time limits stated.
- ◆ Have access to the necessary equipment to participate effectively in the course.
- ◆ Computer, modem, Internet connection (some courses may require additional equipment such as speakers.)
 - ◆ Any specialized software required as part of course studies.
- ◆ Be able to use technology properly.
 - ◆ Know how to; login to your course, download and submit assignments, and interact with the instructor and other students.
 - ◆ Ask for help if you are unsure.
- ◆ Be open-minded about sharing work, educational, and other material and/or experiences as part of the learning process.
- ◆ Be willing to commit the time and energy to completing the course successfully.
- ◆ Make arrangements if you have any special needs that need to be accommodated.
- ◆ All online learning students must adhere to the same academic policies, procedures and guidelines as established for on-campus students.



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“Be willing to commit the time and energy to completing the course successfully.”



Login Instructions...

We recommend that you **login immediately on the start date** to let your instructor know that you are ready to begin and also to familiarize yourself with the course structure, assignment and exam schedule, and course content. This is also the time to identify any access issues or login problems.

It is your responsibility to ensure that you have checked all information in the course as well as assignment submission procedures, deadlines, and final exam requirements. Your instructor will inform you as to what is expected to ensure successful progress and completion of the course.

Please do the following prior to getting started:

- Review the information provided regarding textbooks, academic policies, and examinations.
- Arrange to purchase required texts or materials (see Textbook section)

Account Activation...

Registered students will receive an email containing a password, instructions on how to log in, where to locate a booklist, and who to contact. Those who have registered at more than 3-days prior to the course start date will receive their email shortly before the start date. Others will receive the email within 24 hours of registration. Only registered students with a user ID and password can log into a course. Once a student logs in, he/she will receive further instructions, course information, assignments and other course related resources. He/she will also be able to interact with his/her instructor and fellow classmates.

Student accounts are activated at **4:30 p.m.** daily throughout the registration period. The initial attempt to login to your course should occur after 5:00 p.m. to ensure that the activation process has successfully been completed.

It is assumed that all students taking Internet courses have basic computer literacy and a comfort level with the Internet. Students who plan on accessing their online course material at their place of employment should check on any technical (e.g., firewalls, spam filters) and/or download restrictions. Students are strongly encouraged to log into their course as soon as possible in order to sort out any potential difficulties prior to the course drop and refund dates.



Technical Support:
(705) 566-8101, ext. 7370 or
helpdesk@CambrianCollege.ca

“Those who have registered at more than 3-days prior to the course start date will receive their email shortly before the start date.”



A rich and engaging environment.

Login Procedure...

1. Point your favourite browser to: <http://elearning.cambriancollege.ca>
2. Please read the screen carefully following ALL instructions.
3. Login using:

Username: **C+Student Number** (C and the first 6 numbers of your student number, i.e. C123456)

Initial Password: **your date of birth** as follows: yymmdd (e.g. 801231)

Your STUDENT ID number appears on the receipt for the course.

It is very important that you access this information ASAP.

Technical Support...

Should you encounter any **technical difficulties** accessing our elearning.cambriancollege.ca site, please call Help Desk.

Contact Information:

Technical Support Desk: (705) 566-8101 ext. 7370

Email: helpdesk@cambriancollege.ca

Website: elearning.cambriancollege.ca



Technical Support:
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helpdesk@cambriancollege.ca

**“It is very
important that you
access this
information ASAP”**



Textbooks...

Not all courses require a textbook and you should consult the course outline to see if yours does. A booklist is available online at www.cambriancollege.ca/continuing (Scroll down to the links section and click on **"Booklist—Off-Campus Courses"** at the bottom of the page)

If you have any concerns or questions, please call (705) 566-8101, ext. 7404.

NOTE: For some programming, business, and computer courses, students must provide their own software. Please refer to the individual course descriptions for any additional information and/or requirements.

Bookstore Services...

Hours of Operation

Monday to Friday 8:30 a.m. to 4:00 p.m.*

- ♦ Throughout the start-up/registration period, extended hours may be available. Please call first to confirm.

When ordering or purchasing textbooks from the campus book store, please show proof of registration (i.e. receipt) or Student ID.

Out of Town Registrants

You may arrange to order and ship the required textbook(s). Visa and MasterCard are accepted (no cheques). Shipping and handling charges vary according to the weight of the textbook. This fee is incurred by the student. Please refer to the attached order form (see page 7).

Textbooks can also be ordered on the Web at: <http://www.cambrian.bkstr.com/>

For additional information on textbooks, availability, prices, etc., you can:

Phone: 705-566-8101 ext., 7292, 7404, or 7608

Toll Free: 800-461-7145 ext., 7292, 7404, or 7608

Fax: 705-521-0958

Email: cambrian@bkstr.com



Technical Support:
(705) 566-8101, ext. 7370 or
helpdesk@cambriancollege.ca

"Please contact the college bookstore for textbook availability and pricing information."



Textbook Order Form

Name: _____

Student #: _____

Shipping Address:

*We will courier your materials only to a street address; where Box Office addresses are indicated, materials will be sent by Canada Post.

Student (or other)

Daytime phone #: (____) _____ in case bookstore needs to contact you.

Payment Information

Credit Card – Name on Credit Card _____

Visa _____ MasterCard _____

Card No. __/__/__/__ __/__/__/__ __/__/__/__ __/__/__/__

Expiry Date: _____

Course Start Date: _____

Is this a company credit card? Yes No

Your receipt will accompany your order.

Fax the order form to:

Fax: 1-705-521-0958

ATTENTION:

Cambrian College Bookstore
 1400 Barrydowne Road
 Sudbury, ON
 P3A 3V8

Tips for Online Learning...

- ◆ Posting questions/comments
 - ◆ Post messages in the Discussion area (if applicable) so all students may benefit from your question and respond to it with ideas, solutions, suggestions, or comments for further discussion.
 - ◆ The subject heading should be clear enough to assist others in determining whether or not the message will be of benefit to them.
 - ◆ Check the list of messages and responses before posting your message to see if your question has already been posted by someone else.
 - ◆ Use proper netiquette. Be respectful of others opinions and use appropriate language.
- ◆ Get familiar with your course
 - ◆ Know the structure of the course and investigate the tools and their purposes.
 - ◆ Email the instructor if you are not sure of how to get started or if you are unsure of what is expected of you.
 - ◆ Before you begin, make sure you have the correct resources – i.e., textbooks, software, and computer hardware.
- ◆ Get involved
 - ◆ Being an active member of the class will be both positive and rewarding, leading to a more enjoyable learning experience. Ask questions, add comments, and share your ideas.
- ◆ Stuck?
 - ◆ Don't wait to contact your instructor if you find yourself in trouble. Get in touch immediately with concerns and questions.
 - ◆ Contact your Cambrian College Off-Campus Coordinator as soon as issues arise that impede your learning process.
- ◆ Be Patient
 - ◆ You have access to the course site 24x7, but remember you teacher and classmates are not sitting at the other end waiting for your email or discussion posting. Give them time to reply. 24 hours is the norm; however, at peak times, it may take a little longer.



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“Email the instructor if you are not sure of how to get started or if you are unsure of what is expected of you.”



Ask questions, add comments, and share your ideas.

Academic Policies

Information about Academic Policies, Refunds, Withdrawals, Transfers, and much more can be found on the Continuing Education homepage at: www.cambriancollege.ca/continuing.

Please read and be sure that you understand these policies ASAP.

Transfer Credits/Exemptions

Students who have successfully completed post-secondary studies may apply for transfer credits (TC). Only those courses in which the student has obtained a minimum "C" grade or 60% will be considered. To determine eligibility, detailed course information is required, and an **official transcript and course outline** must support each application for transfer credit. Credit is granted on a course-by-course basis. Requests to review possible transfer credits are made by appointment with the appropriate academic program administrator.

Please note that any transfer credits granted are recorded on the academic record as "TC" and are not computed into the grade point average (G.P.A).

Grades

Grades are due in the Office of the Registrar 3–4 weeks following the last class and will be mailed to you from the Office of the Registrar. If you have not received your grade report three to four weeks after the completion of your course, please contact the Office of the Registrar at (705) 566-8101, ext. 7232. Grades **will not** be released via email or over the telephone.

Please note that you can view your grades through the "[Student 411](#)" Website.

Transcripts

Unofficial transcripts may be released directly to the student upon request. Official transcripts are signed by the Registrar and bear the College seal. They are released only at the student's request and sent directly to the receiving party or institution. **All requests for transcripts should be directed to the Office of the Registrar.** For more information, please see:

<http://www.cambriancollege.ca/CurrentStudents/Pages/ObtainingTranscripts.aspx>



Technical Support:
(705) 566-8101, ext. 7370 or
helpdesk@cambriancollege.ca

"Please note that it is your responsibility to become familiar with the refund policy prior to registering for your course."



Academic Policies...(continued)

Student 411

'Student 411' is an interactive Website that provides students with access to their personal academic record as well as other important academic information. This site allows students to access personal information such as admission decision(s), subjects/grades, view their financial statement, update address information as well as access Library searchable databases. Starting in February 2006, official tax receipts will be posted to 'Student 411' for printing. To access this site, visit www.cambriancollege.ca and scroll down to '**Student 411**'. You will need your student number and the College will need to have your social insurance number recorded in your personal electronic record in order to create a PIN (Personal Identification Number).

Income Tax Receipts

Official tax receipts (T2202A) for courses taken between January 1st and December 31st, will not be mailed to you. Receipts will be provided through the student Web portal, Student 411. Receipts will only be available when the tuition paid exceeds \$100. Please refer to the section titled Student 411 for more details.

If you require a receipt, please request one at the time of registration regardless of whether you register in person, by phone, by fax, or by mail.

Applications to College Certificate Programs

Are you planning to pursue a certificate on a part-time basis through Continuing Education? If so, you need to fill out an application form with the Office of the Registrar. This is a requirement which helps us track your progress, notify you of any curriculum changes and helps us to plan future course offerings to ensure that you are able to complete your certificate in due time. Please contact the Office of the Registrar at (705) 566-8101, extension 7232, for further information.

Graduation

To be eligible to graduate, students must have been admitted and have completed the specific course requirements of their program with a minimum cumulative program G.P.A. of 2.00 and have no outstanding "F" or "I" grades. Please note that students working towards any certificate or diploma must earn a minimum of 25 credits or 25% of that program through Cambrian College.

When you are a few courses away from completing a part-time certificate program, please contact the Office of the Registrar by calling (705) 566-8101, extension 7232. You will need to complete and return an application to graduate form. Following a review of whether or not you have met the requirements for graduation, you will be notified of your status.

Graduates will be invited to participate in the College's annual Convocation ceremonies.



Technical Support:
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helpdesk@cambriancollege.ca

"Student 411 is an interactive Website that provides students with access to their personal academic record as well as other important academic information."



Examination Policies...

- ◆ Students will have until the end date of their course(s) to write their exam, online or otherwise, unless an exam date has been set by the instructor. In such instances, Cambrian will adhere to the specified exam deadline.
- ◆ Students will have the option of writing their exam in the Testing Centre at Cambrian College within the scheduled hours or of writing it off-campus under the supervision of an approved invigilator.
- ◆ Permission to write exams off-campus will be granted to those individuals for whom travel is difficult or to those individuals who live outside of the Region of Sudbury.
- ◆ Students will be required to provide a completed Examination Agreement form for permission to undertake exams off-campus.
- ◆ It is the student's responsibility to ensure that he/she has confirmed with the instructor the length of the exam as well as the format. Students must complete the exam within the timeframes stated for the Testing Centre (see Testing Centre Schedule). Students will not be allowed to leave the Testing Centre and return to continue with the exam.
- ◆ All exams are closed book exams unless otherwise specified by the instructor. No material may be brought into exams unless otherwise specified on the course exam sheet.
- ◆ Students must bring some form of photo-identification.
- ◆ The instructor may be referred to (prior to the exam) for details concerning the duration of the exam and the course content covered in exam.

Our Testing Centre can accommodate only certain software. Please confirm with the Continuing Education office that "practical" exams can be completed in this facility.

Alternative arrangements (i.e., off-campus invigilation) will be made should the appropriate software not be available in our Testing Centre.

Online Exams

For some of the Web delivery courses, the final exam may be taken online. In these instances, the student has one of two options, both of which require supervision.

The first option is to complete the exam in our Testing Centre at the College during the stated Testing Centre hours. The second option enables the student to complete the exam off-campus provided an appropriate invigilator has agreed to supervise the exam. Please refer to the following section for details.



Technical Support:
(705) 566-8101, ext. 7370 or
helpdesk@CambrianCollege.ca

"Students will be required to provide a completed Examination Agreement form for permission to undertake exams off-campus"



Examination Policies...(continued)

Out of Town

Online Learners who, for reasons of distance, cannot access the Testing Centre at either Cambrian's Barrydowne or Espanola campuses must provide the name of an invigilator (such as a teacher, supervisor, clergy, etc. **who is not a relative or personal friend**) to supervise the writing of the test(s).

For Paper Based Exams:

Following College approval of the designated invigilator, exam papers will be sent to the location designated on the enclosed Invigilation Agreement. It is the invigilator's responsibility to return the exam(s) immediately for marking, in the envelope(s) provided. Students will be notified of their grade(s) by mail.

For Online Exams:

Following College approval of the designated invigilator, the student and the invigilator must set a time, date and place for the exam (keeping in mind instructor set deadlines). The invigilator will be required to send the Continuing Education office an email confirming his/her presence during the exam and attest to the completion of such.

Please complete the attached information sheet and return to:

Cambrian College of Applied Arts and Technology
1400 Barrydowne Road
Sudbury, ON
P3A 3V8
Attention:
Allan J. Hood
Off-Campus Program Officer
Continuing Education

or fax to: (705) 524-7362

If you have any further questions, please do not hesitate to call:

(705) 566-8101, extension 7214 or extension 7706, or Toll free 1-800-461-7145



Technical Support:
(705) 566-8101, ext. 7370 or
helpdesk@CambrianCollege.ca

"You must provide the name of an invigilator (such as a teacher, supervisor, clergy, etc. who is not a relative or personal friend) to supervise the writing of test(s)/exam(s)."



Cambrian College of Applied Arts and Technology

OFF - CAMPUS EXAMINATION AGREEMENT

Student Information (please print)

Course Name and Code: _____

Student Number: _____

Student Name: _____

Address: _____

City/Province: _____

Postal Code: _____

Invigilator Information (please print)

Invigilator Name: _____

Profession: _____

Organization: _____

Address: _____

City/Province: _____

Postal Code: _____

Telephone & Extension: () _____

Fax Number: () _____

Email Address: _____

Relationship to Student: _____

Statement of Agreement to Supervise Off-Campus Exams

I, _____ (signature of invigilator) agree to voluntarily supervise _____ (name of student) during the writing of the examination(s) for the above-named course.

It is understood that the invigilator will keep the test(s) confidential and will collect and mail the written test(s) **in the envelope(s) as provided** by the Continuing Education office at Cambrian College, in a prompt fashion. It is also understood that the invigilator will ensure the integrity of the testing results.

Final Grades...

Completed examinations are sent by Purolator or mailed to the college for the instructor to mark. He or she calculates the final grade and submits it to the Off-Campus Coordinator who then submits the final grade to the Office of the Registrar.

Grades are due in the Office of the Registrar 3-4 weeks following the last class and will be mailed to you. If you have not received your grade report three to four weeks after the completion of your course, please contact the Office of the Registrar at (705) 566-8101, ext. 7232. **Grades will not be released via email or over the telephone.**

Grade appeals will be facilitated through Cambrian's Off-Campus Coordinator.

Inquiries related to grades or individual assignments and tests should be directed to the online instructor.

Please note that you can now view policies and your grades through the "[Student 411](#)" website.



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helpdesk@CambrianCollege.ca



"...you can now view your grades through the 'Student 411' Website."



Cambrian College of Applied Arts and Technology

1400 Barrydowne Road
Sudbury, ON P3A 3V8



We're on the Web!

www.cambriancollege.ca/continuing

Online Learning Enquiries...



Registration/General Enquiries/Receipts:

(705) 560-0330

(800) 461-7145

continuing@cambriancollege.ca

Continuing Education Web Page:

www.cambriancollege.ca/continuing

Technical Support:

(705) 566-8101, ext. 7370

helpdesk@cambriancollege.ca

Course Login:

<http://elearning.cambriancollege.ca/>

Course Material/Content:

Consult with your online instructor

Registrar's Office (Transcripts):

Admissions

(705) 566-8101, ext. 7232

admissions@cambriancollege.ca

Course Enquiries:

Allan J. Hood

Off-Campus Program Officer

Continuing Education- Cambrian College

(705) 566-8101, ext. 7214

allan.hood@cambriancollege.ca

Cambrian College in Sudbury is one of the 24 colleges of applied arts and technology that comprise the Ontario College System. Established in 1967, the College System provides career-oriented education that combines theory with practical, hands-on experience to ensure an educated, skilled graduate who is more quickly and easily integrated into the work force.

Created to provide para-professional educational opportunities, the Ontario College System serves a client base ranging from the high school graduate to members of the business, industrial and professional communities...from those just learning to read to the highly skilled...from the young to the not so young.

Cambrian College not only exemplifies the System, but also reflects the role education has come to play in effecting social, cultural and economic change.

Cambrian has over 4,500 full-time students enrolled in business, applied arts, human services, health sciences, technology, communication and creative arts, hospitality and tourism, apprenticeship, skills, and trades, with an additional 9,500 registrations taken annually in part-time personal, professional and human resources development courses and seminars.

The College offers about 80 full-time programs, a number of which are designed specifically for the Native community, and more than 900 part-time continuing education programs, courses, seminars, customized training packages, and distance education opportunities. A number of these programs and courses are delivered in a distance education format—through teleconferencing, independent study, and the Internet.

Cambrian's commitment to its many communities is evidenced by the Anishnaabe Studies Division, the College's centre for the advancement of Native education, by its status as a leader in the field of employment and education equity; and by its status as a leader in meeting the needs of persons facing a variety of learning challenges.

Cambrian exemplifies the Canadian mosaic with about 360 First Nations students and a remaining population that is reflective of the multi-cultural community the College serves.

Sudbury and other northern communities are evolving, are diversifying, are becoming leaders in the global economy. And so, too, is Cambrian.

Working in partnership with the business, industrial and professional communities, Cambrian helps ensure a continued skilled and competitive work force. It is a partnership of many benefits. Through a variety of employee and management professional development opportunities, Cambrian assists business, industry and the professions to address their human resources requirements. In turn, these communities, through membership on the College's Program Advisory Committees and Board of Governors, assist Cambrian in ensuring that programs and courses remain relevant and that graduates have the competitive edge in the job market.

Cambrian also works in partnership with numerous school boards, training institutes, universities and other institutions—locally, nationally, and internationally—in order to provide additional educational opportunities and to share expertise and resources.

On the international scene, Cambrian's collaborations with various business and educational partners abroad contribute to the social, economic, and cultural growth of the community and, ultimately, to that of the country. Through these, the College exchanges expertise, knowledge and experience as well as cultural perspectives and a variety of teaching and learning methodologies.

Cambrian College welcomes the opportunity to present "education at its best" in a milieu that respects the dignity and uniqueness of each individual, that values the cultural and linguistic heritage of each person, and that encourages originality, vision and creativity. At Cambrian, the tradition of excellence continues.