



Avon Maitland District e-Learning Centre

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AMDEC Registration Agreement

You (or your son/daughter) have recently registered in (an) online course(s) 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 following:

- 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 begin working on my AMDEC course(s) as soon as I have been granted access to the course.
- I must actively participate in my course(s) at least once per week.
- If I fail to participate in my course(s) weekly, and/or fail to meet the due dates posted below, I understand that I risk being removed from my course(s).
- In addition to submitting all work assigned by the teacher, I may be required to participate in group discussions. Registration in math classes requires that I **fax** in my work.
- 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.
- Between Sept 7, 2010 and May 20, 2011, I may submit a maximum of 2 modules per course per week, and between May 23, 2011 and June 3, 2011, I may submit a maximum of 1 module per course per week.
- 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 FirstClass email. 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.

Due Dates						
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. 5/10	Dec. 3/10	Jan. 7/11	Jan. 28/11	Feb. 18/11	Mar. 25/11
Module 10	Jan. 21/11	Feb. 4/11	Feb. 18/11	Mar. 4/11	Apr. 1/11	Apr. 15/11
Module 15	Apr. 1/11	Apr. 8/11	Apr. 15/11	Apr. 21/11	Apr. 29/11	May 6/11
Module 18	May 20/11	May 20/11	May 20/11	May 20/11	May 20/11	May 20/11
Module 20	June 3/11	June 3/11	June 3/11	June 3/11	June 3/11	June 3/11
Exam	June 6-10	June 6-10	June 6-10	June 6-10	June 6-10	June 6-10
Report cards will be issued after Module 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 a minimum of 18 modules per course completed by May 20, 2011 .						
June 3, 2011 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 is June 10, 2011 . Completed final exams must arrive at the AMDEC office no later than 3:00 p.m. on June 14, 2011 .						

Maximum module submission per week	
Sept 7, 2010 - May 20, 2011	2 modules per week per course
May 23, 2011 - June 3, 2011	1 module per week per course

Note: For GLC20 & CHV20, students are expected to complete at least half the number of modules for each due date listed above.