

<b>Title:</b>	<b>Admission Standards - Procedures for Continuing Education</b>
<b>Type:</b>	Academic
<b>Policy #:</b>	AC100-02
<b>Responsibility:</b>	Academic Policies and Procedures Committee
<b>Approved by:</b>	Board of Governors, December 2005
<b>Effective date:</b>	
<b>Revised:</b>	
<b>Review date:</b>	

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### **1. Policy**

Refer to Admission Standards Policy # AC100-01

### **2. Introduction**

Before choosing a course, applicants can learn more about their career and education choices by talking to one of our program supervisors or program officers in the School of Continuing Education. For general information, students can contact (416) 289-5325 for a brochure or visit. <http://www.centennialcollege.ca/parttime/howtoregister>.

For the most up-to-date information on admission requirements, please refer to Centennial's Continuing Education calendar. Copies are available at the Information Centers of all of our campuses or can be accessed online at <http://www.centennialcollege.ca/future/cecalendar.jsp>.

Applicants select their course(s) from Centennial College's Continuing Education calendar. After choosing their course(s), applicants may register with Enrollment Services or online or follow the registration process identified in the calendar.

Applicants should attend classes – they may check registration status, timetable and grades on-line at MyCentennial at <http://my.centennialcollege.ca/cp/home/loginf> or through the Enrollment Services. Timetables and grades are NOT mailed out.

If applicants have a documented disability such as a learning disability which requires testing accommodations, they are asked to go to the Centre for Students with Disabilities at <http://www.centennialcollege.ca/csd> for information.

### **3. Course Cancellation**

Before the start of a course, staff reviews course enrolment to ensure that there are sufficient registrants to effectively deliver the course. Applicants are advised to register as soon as possible to avoid cancellation of courses or programs. Classes must sometimes be cancelled due to low enrolment. On these occasions, every effort will be made to notify students.

Applicants should ensure Centennial has correct contact information (current phone number, email and home address) can be updated on myCentennial or at Enrollment Services.

Should applicants register for a course which is subsequently cancelled, they may transfer to another section of that course (if space permits), or to another course, or opt for a full fees refund.

Centennial College makes every effort to offer courses as described in this calendar. However, the college reserves the right to cancel or change courses, fees, professors, locations and hours of instruction without prior notice.

**4. Other Related Procedures**

Admission Standards Policy

**5. Revisions**

February, 2008