



OntarioLearn Help
Embanet

Tel#: 416-494-6622
ext. 1

Toll-Free: 1-800-695-5008

Sheridan College Help
Call Center

Tel#: 905-459-7533
Ext. 2961

The '**Location Identifier**' on your registration receipt will indicate where your Online course is located.

Courses with a Location of "SLATE"

- your course is located on the Sheridan College server.
- You will receive your UserID and initial PassWord in the mail.
- Then click this link to log in.
- <https://vista.sheridaninstitute.ca/webct/entryPage.doweбct> - and follow the instructions
- To get help with Sheridan UserID and PassWord, click the following link...
- <http://it.sheridaninstitute.ca/slate/students/studenthelp.html>

Courses with a Location of "ONTLEARN"

- The log-in to these courses is done in two(2) steps, using the same Username and PassWord in Both steps.
- your course is located on the OntarioLearn server.
<http://oleportal.embanet.com/>
- **Step 1:** Follow the 1, 2, 3 instructions for username and password to access the OntarioLearn Portal – (course web site). You now get a listing of all the courses you are taking. Just click on a course to access it.
- **Step 2:** Enter the same username and password to login to your course.
- If you have problems logging-on to your course, click the help link...
- <http://www.ontariolearn.com/help/>
- **Important Note:**
When you change a password in OntarioLearn, please remember that you may have different passwords for the different course platforms, but your username stays the same.

Textbooks for "ONLINE" courses

- To find out which book or material is needed please contact the Davis Campus bookstore.
- <http://www.sheridan-davis.bkstr.com>
- By phone Call 905-874-4337

For Further Course Information, visit our website.

- <http://conedonline.sheridaninstitute.ca>

Withdrawal from courses can only be done by e-mail to:
ce.online@sheridaninstitute.ca

- **Withdrawal Deadline 1.**
You are eligible for a refund of the course cost less \$30.00 if withdrawal occurs within 13 days from the scheduled start date. There will be no record on your transcript.
- **Withdrawal Deadline 2.**
If you withdraw after 13 days from the scheduled start date, but before 42 days from the scheduled start date, you may be eligible for a partial refund. There will be no record on your transcript.
- **Withdrawal Deadline 3.**
If you withdraw after 42 days from the scheduled start date, but before 30 days from the scheduled end date, there is no refund available. A grade of 'W' (withdrawn) will be on your transcript.
- **After 30 days before the scheduled end date,** you cannot withdraw from courses and you will receive a grade based upon the course achievements.
- **Please read the detailed course withdrawal policies on the website**
<http://conedonline.sheridaninstitute.ca>

For further support you may e-mail us at

- ce.online@sheridaninstitute.ca
Please include your Name, Student Number, and course code...



Continuing Education - Online Education and Programs

Sheridan Institute of Technology and Advanced Learning
Revised January 14, 2010 – 20100114.

Distance Learning and Online Courses Winter/Spring 2010

Winter Semester 2010 (for date information only)

Courses Start: January 15, 2010

Last Date to Register: January 22, 2010

Last Date to Book Final Exams: April 1, 2010

Final Exams: Tue – Wed – Thu – Sat (week of April 20, 2010)

Summer Semester 2010 (for date information only)

Courses Start: May 14, 2010

Last Date to Register: May 21, 2010

Last Date to Book Final Exams: August 1, 2010

Final Exams: Tue – Wed – Thu – Sat (week of August 17, 2010)

This and more detailed information is available on our website:

<http://distancelearning.sheridaninstitute.ca>

Sheridan offers online courses in the following formats.

- OntarioLearn Hosted Online Courses
- Sheridan Hosted Online Courses
- Sheridan Hosted Online Hybrid Courses

Note: Hybrid courses are a predetermined mix of online and in-class delivery. The information for online courses does not apply to Hybrid courses.

OntarioLearn is a consortium of 22 Ontario Colleges who have partnered to develop and deliver online courses, following the principle:

- All Colleges are developing and hosting courses
- Students may register for any of the courses at any of the 22 Colleges

For admission to online courses, students must be a Grade 12 graduate or a mature student, 19 years of age or over.

All distance learning, online courses are exempt from Senior's fees.

Please register 1 week prior to the term start date as it may take up to 48 hours to have your online account activated.

Suggested minimum computer requirements

Hardware

- Pentium II or higher
- 256 Mbytes of RAM memory or higher
- 250 Mbytes of free hard drive storage space
- VGA or better graphics card
- 56.6 Kbd modem or faster DSL Internet connection
- Printer is optional

Software

- Internet access
- Windows browser (IE Versions 6 or higher)
- Email account, or use Sheridan email account

Note: It is the student's responsibility to acquire the appropriate software for any of the courses offered.

Course Access depends upon where the course is hosted. For detailed step by step instructions on how to access your course, please refer to our website.

Courses with Location of Online(Sheridan)

Your Course is located on the Sheridan server

You will receive your UserID and initial PassWord in the mail.

Then Log in via this link: <https://vista.sheridaninstitute.ca/webct/entryPage.dowebct> - and follow the instructions

Courses with a Location of Online(OntarioLearn)

Your course is located on the OntarioLearn Embanet server.

Your UserID and initial PassWord is available on the Ontario Learn web site at: <http://oleportal.embanet.com/> - and follow the instructions.

For textbooks, or to find out if you need a text book, please contact the Davis Campus Bookstore, online at: www.sheridan-davis.bkstr.com You'll need the Sheridan course code when you order your text(s) online.

Withdrawal from courses can only be done by email to:

ce.online@sheridaninstitute.ca

Withdrawal Deadline 1

You are eligible for a refund of the course cost less \$30.00 if withdrawal occurs within 13 days from the scheduled start date. There will be no record on your transcript.

Withdrawal Deadline 2

If you withdraw after 13 days from the scheduled start date, but before 42 days from the scheduled start date, you may be eligible for a partial refund. There will be no record on your transcript.

Withdrawal Deadline 3

If you withdraw after 42 days from the scheduled start date, but before 30 days of the scheduled end date, you are not eligible for a refund. A grade of 'W' (withdrawn) will be on your transcript.

After the 30 days before the scheduled end date, you cannot withdraw from courses and you will receive a grade based upon the course achievements.

Refunds take approx. 30 days to process. For full details of all the refund policies, please see our website.

Final Exams

Please observe that all final exams are held at the Davis Campus in Brampton only, and can only be booked online, using the following address: <http://distancelearning.sheridaninstitute.ca/examdates> You will receive an email confirmation of your exam booking right away.

Final grades are posted on the Access Sheridan website. It may take **2 – 3 weeks** to receive your grades from OntarioLearn, which could be critical if you need your grade to graduate.

For course availability and registration information refer to our website at <http://ce.sheridaninstitute.ca> or call 905-845-9430 or 905-459-7533.

[Current Offerings are listed alphabetically by Course Code in the back of the Calendar.](#)

SHERIDAN ONLINE COURSES

ACCG70001	Accounting 1 - DL.....	91	BUSM70019	Small Business Financial Management - DL	101
ACCG70002	Accounting 2 - DL.....	91	BUSM70020	Small Business Operation Legal Issues - DL.....	102
ACCG70004	Accounting, Intermediate 1-DL.....	92	BUSM70021	Environmental Policy Economic - DL	102
ACCG70005	Accounting, Intermediate 2-DL.....	92	BUSM79001	Continuous Improvement Process.....	102
ACCG70006	Accounting, Intermediate 3- DL.....	92	BUSM79002	Coaching and Developing People	102
ACCG70007	Accounting, Managerial 1-DL.....	92	BUSM79003	Developing Effective Teams	102
ACCG70008	Accounting, Managerial 2-DL.....	92	BUSM79004	Supervisory Skills for Business and Industry.....	102
ACCG70010	Finance and Management Accounting, Intro - DL.....	92	BUSM79013	The Business of Tomorrow -MLCP.....	103
ACCG70012	Auditing 1 - DL	92	CHEM70000	Chemistry, Preparatory - DL.....	104
ACCG70013	Auditing 2 - DL	92	COMM16165	Technical Reports and Presentations.....	105
ACCG70014	Forensic Accounting, Intro - DL.....	93	COMM70003	Business Writing Strategies-DL	106
ACCG70015	Financial Management 1 - DL	93	COMM70004	Researching and Reporting-DL	106
APPL25360	Accounting Software Applications 1	93	COMM70011	Writing Grammatically - DL	106
APPL30275	Accounting Software Applications 2	93	COMM70013	Writing Romance Fiction-DL.....	106
APPL70010	Dreamweaver (Webpage Authoring) - DL.....	94	COMM70014	Grammar for Writing Professionals -DL	107
APPL70012	Flash XML - DL	94	COMM70016	Writing for Publication - DL.....	107
APPL70013	Flash, Intro to - DL	94	COMM70018	Writing Short Stories - DL.....	107
APPL70015	MS Access, Core - DL	94	COMM70019	English 1-DL	107
APPL70016	MS Access, Expert - DL.....	94	COMM70020	English 2-DL	107
APPL70017	MS Excel, Core - DL	94	COMM70026	What in the World is Going On?.....	107
APPL70018	MS Excel, Expert - DL.....	94	COMM70029	Technical Communications - DL.....	107
APPL70019	MS Office Prof: XP	94	COMM70030	Writing for Publication II -DL.....	107
APPL70020	MS PowerPoint - DL	94	COMM78002	Writing Sales Material - DL.....	107
APPL70021	MS Word, Core - DL	94	COMM78003	Writing a Business Manual - DL.....	107
APPL70022	MS Word, Expert - DL.....	95	COMM78004	Writing a Marketing Plan - DL	108
APPL70023	Photoshop Level 1 - DL	95	COMM78005	Writing for the Web - DL	108
APPL70024	QuickBooks, Introduction - DL	95	COMM79901	Communication and Professional Practices	108
APPL70026	Simply Accounting -DL	95	DBAS70001	Database Fundamentals - DL.....	109
APPL70027	Dreamweaver, Advanced - DL	95	DSGN70000	Active Server Pages-DL.....	110
APPL70029	FrontPage - Distance Learning.....	95	EDUC70026	Adult Learning - DL.....	114
APPL70032	Windows XP - DL.....	95	EDUC70027	Working With Parents - DL	114
APPL70033	Creating Web Pages with HTML	95	EDUC77014	Online Delivery, Intro to - DL	115
APPL70034	MS Outlook - DL	95	ENGI70005	Fire Protection - DL	116
APPL70038	Photoshop Level 2 - DL	95	ENGI79801	Air Conditioning and Heat Pumps Inspection	117
APPL70039	Software Application Integration - DL	96	ENGI79802	Electrical Inspection	117
APPL70048	GIS, Introduction to - DL.....	96	ENGI79803	Exterior Inspection	117
APPL70050	GIS ArcView -Distance Learning.....	96	ENGI79804	Heating Inspection 1.....	117
APPL70058	ACCPAC General Ledger - DL	97	ENGI79805	Heating Inspection 2.....	117
APPL70059	ACCPAC Accounts Payable - DL.....	97	ENGI79806	Interior and Insulation Inspect	117
APPL70060	ACCPAC Accounts Receivable-DL	97	ENGI79807	Plumbing Inspection	117
APPL70061	MS Office 2007 Version 12 - DL	97	ENGI79808	Roofing Inspection.....	117
APPL79000	Project Management Scheduling Software.....	98	ENGI79809	Structure Inspection	117
BIOL70000	Biology, Preparatory - DL.....	100	FINA10378	Financial Choices in Your Life	118
BUSM70002	Business Law - DL.....	100	FINA70003	Taxation 1 - DL	119
BUSM70003	Entrepreneurship-DL	100	FINA70004	Taxation 2 - Distance Learning	119
BUSM70004	Macroeconomics, Intro - DL.....	101	HRMT70003	Compensation Management - DL.....	124
BUSM70006	Payroll Administration-DL.....	101	HRMT70004	Human Resources Management, Principles of.....	124
BUSM70008	Microeconomics, Intro - DL.....	101	HRMT70008	Human Resources Planning and Development-DL	125
BUSM70011	Statistics-DL.....	101	HRMT70010	Industrial Relations - DL	125
BUSM70012	Ethical Issues in Business - DL	101	HRMT70014	Occupational Health and Safety - DL	125
BUSM70014	Age Wave, The: Demographic Business Impact	101	HRMT70015	Organizational Behaviour.....	125
BUSM70015	Population Aging: Marketing and Communication Skills for Business	101	HRMT70016	Personnel Research Techniques and HR Information Systems-DL	126
BUSM70016	Policy Initiative: Emerging Framework.....	101	HRMT70017	Recruitment, Selection and Interviewing Techniques-DL	126
BUSM70018	Small Business Entrepreneurship, Intro to-DL	101	HRMT70020	Training and Development - DL	126

HRMT70022	Health Safety Program Management - DL.....	126	MGMT79010	Managing Scope and Time	141
HUMN18888G	Aging Matters	127	MGMT79011	Managing Project Procurement and Cost.....	141
INFO70001	Network + - DL	127	MGMT79012	Managing Project Human Resources and Communication	141
INFO70005	Presentation and Desktop Publishing-DL	127	MKTG22183	Marketing on the WWW.....	142
INFO70007	Computers 1, Intro to - DL	127	MKTG70000	Customer Relations, Building and Maintaining.....	142
INFO70008	Acquisitions - DL.....	128	MKTG70001	Market Research, Applied - DL.....	142
INFO70009	Cataloguing Electronic and Internet Research-DL.....	128	MKTG70005	Purchasing - Distance Learning	142
INFO70010	Client Services - DL	128	NUTR76001	Body and Nutrition-DL	143
INFO70011	Collect Maintenance and Inventory Control - DL.....	128	NUTR76002	Nutrition, Introduction-DL	144
INFO70012	Database Design for Information Workers - DL.....	128	OADM70002	Legal Office Procedures-DL.....	144
INFO70013	Descriptive Access Cataloguing I - DL	128	OADM70003	Legal Terminology-DL.....	144
INFO70014	Descriptive Access Cataloguing II - DL	128	OADM70010	Medical Terminology - DL	145
INFO70016	Government Information - DL.....	128	OADM70012	Office Technology and Procedures - DL	145
INFO70017	Health Libraries and Resources - DL.....	128	OADM70014	Health Records Management - DL.....	145
INFO70019	Indexing and Abstracting Intro - DL	128	OADM70016	Working and Communicating in a Medical Setting -DL....	145
INFO70023	Library and the Information Industry Intro DL.....	129	OADM70017	Veterinary Office Skills and Procedures-DL	145
INFO70024	Library Financial Management Budgeting - DL.....	129	OADM70018	Veterinary Terminology - DL.....	145
INFO70025	Multimedia - Distance Learning.....	129	OMDP70002	Human Relations	145
INFO70027	Serials - Distance Learning	129	OMDP70003	Critical and Creative Thinking.....	146
INFO70028	Subject Analysis and Classification - DL	129	OMDP70011	Management for Results	146
INFO70029	Computer Skills for Business - DL	129	OMDP70016	Personal Success.....	146
JUST70010	Canadian Justice System Legislation - DL.....	129	OMDP70020	Small Business Bookkeeping	146
JUST70016	Criminology - DL.....	129	OMDP70024	Dealing with Difficult People	146
JUST70018	Police Powers 1 - DL	130	PHAR70001	Professional Practices for Pharmacy Technician Bridging..	147
JUST70024	Criminal Psychology and Psychopathic Minds-DL	130	PHIL70000	Environmental Citizenship-DL.....	147
LANG70020	Francais 1 - DL.....	130	PHIL70001	Environmental Ethics - DL	147
LANG70023	Francais 2 - DL.....	131	PHYS70000	Preparatory Physics - DL.....	147
LANG70024	Francais 3 - DL.....	131	PROG70002	Client Side JavaScript, Intermediate	148
LAWS70000	Law in Society, Intro. to -DL.....	132	PROG70004	Fundamental: HTML, JavaScript, CGI.....	148
LAWS70002	Community and Social Services - DL	132	PROG70005	Java Introduction - DL	148
LAWS70004	Law for the Workplace - DL	132	PROG70006	Java Intermediate - DL	148
LEIS70003	Genealogy - DL.....	133	PROG70017	C# Programming, Intro to - DL	148
LEIS70007	GPS Global Position Systems-DL.....	133	PROG70018	Programming in C - DL.....	148
LEIS78021PC	Maritime Radio Course VHF/DSC-DL.....	133	PROG70019	XML Introduction - DL.....	148
LITT70009	Intro to Children's Literature-DL	134	PSYC70001	Abnormal Psychology - DL.....	149
LITT70010	Literature, Understanding - DL.....	134	PSYC70003	Developmental Psychology-DL.....	149
LITT70011	Myths and Legends - DL.....	134	PSYC70005	Psychology - Introduction - DL.....	149
LITT70012	Science Fiction - DL.....	135	QUAL79001	Quality Concepts	149
LITT70013	Children's Fantasy Literature -DL	135	QUAL79003	Quality Auditing 1 (QA).....	149
LITT78001	Creative Writing for Beginners-DL.....	135	RELG12403G	Paths of Faith.....	150
MATH16269	Business Mathematics 1.....	135	SCIE70000	Botany, Basic - DL.....	151
MATH29875	Statistical Methods and Analysis.....	136	SCIE70006	The Healthy Garden - DL	151
MATH70005	College Math, Foundations of - DL	136	SCIE16048G	Technology: Apocalypse or Eden.....	150
MATH70006	Finance and Accounting Math - DL.....	136	SOCI70003	Sociology - Introduction - DL.....	152
MATH70007	Mathematics, Fundamental - DL.....	136	SOCI70006	Human Sexuality - DL.....	152
MATH70008	Mathematics, Technical - DL	136	SOCI70008	Contemporary Canadian Social Problems-DL	152
MATH70009	Basic and Algebraic Math -DL.....	136	SOCI70009	Sexual Violence - DL.....	152
MGMT70004	Management Principles - DL.....	138	SOCI70010	Soccer and Impact on Society.....	152
MGMT70006	Management Skills - DL	138	SOCI70011	Hockey Hall of Fame Presents.....	152
MGMT70009	Employment Law-DL	138	SOCI70012	Active Aging: Myths and Realities.....	152
MGMT70018	Writing: Project Management - DL	139	SOCI13454G	Cybernation.....	152
MGMT70019	Environment Management, Intro - DL.....	139	SOCS70001	Canada-70 Years-Good Times and Bad	153
MGMT70020	Environmental Services - DL	139	SOCS70002	Canadian Politics - DL	153
MGMT78000	Writing a Business Proposal-DL.....	139	SOCS70003	Critical Thinking - DL.....	153
MGMT78001	Writing a Business Plan - DL	139	SOCS70012	Age Related Challenges and Opportunities: Implications for Business.....	153
MGMT79001	Fundamentals of Project Management	141			
MGMT79009	Managing Project Quality and Risk.....	141			

General Information

Admissions

Admission Requirements

Prior to registering, you should be aware of the following:

For credit subjects, you must be a Grade 12 graduate or a mature student, 19 years of age or over.

Some programs may have additional admission criteria or selection processes. Please refer to each program area for specific requirements.

All instruction within Sheridan is in English. Your communication, listening, comprehension, reading and writing skills must be at a level sufficient to meet the demands of postsecondary study in order to be successful.

Prerequisites

A prerequisite is a course (or other qualification) required as preparation for entry to another course. It is your responsibility to ensure that all prerequisite requirements are met before registering for a course.

Note: Students who do not meet prerequisite requirements may be asked to withdraw from courses.

Advanced Standing

Advanced Standing refers to the transferring of credit earned at another recognized postsecondary institution towards a Sheridan credential. Candidates must have achieved a minimum course grade of 65% or the minimum pass for promotion within the program, whichever is higher, for a request for advanced standing to be considered. Courses considered for advanced standing must have been completed within five years prior to the request, except with the permission of the respective School.

To apply for Advanced Standing credit, you must complete an Advanced Standing application form available from any Office of the Registrar office. Attach corresponding transcripts and the course outline to the application and return the documents to the Office of the Registrar. Please email ceinfo@sheridaninstitute.ca for full details on this policy and procedures.

Note: Use of Advanced Standing credits is subject to the requirements of Sheridan's Graduation and Second Credential Policies.

Prior Learning Assessment and Recognition

Sheridan recognizes that the learning outcomes defined for an individual course can be achieved by a number of alternative means including relevant work/life experience. A student may apply for Prior Learning Assessment and Recognition (PLAR) when mastery of the learning outcomes of a Sheridan course can be clearly demonstrated through the assessment of a portfolio and/or by means of a challenge process.

This PLAR credit is different from an Advanced Standing credit which is a transfer credit, usually from another college or a university.

There is a \$91.60 non-refundable fee for each course in which you would like to seek PLAR credit, payable prior to challenging each course. You may be asked to demonstrate your knowledge and skills through any combination of exams, simulations, case study assignments, or the development of a personal portfolio. For more information, please email ceinfo@sheridaninstitute.ca.

Student Identification Cards

The bottom portion of your schedule receipt is your student identification card which should be with you at all times. Use this card to help you with future registration and access to your student records. You also need the card when using Sheridan facilities such as the computer labs, the library and A/V resources.

Sheridan Policies and Procedures

All students are bound by regulations set out in Sheridan's Policies. It is your responsibility to obtain a copy of the latest edition of these policies at <http://policies.sheridaninstitute.ca>

Fees

Course Fees

Course fees are noted in the individual course descriptions. They include tuition and administrative fees, and, where applicable, lab and/or material fees. The Federal Goods and Services Tax (5%) and Provincial Sales Tax (8%) are included in the course fee as required. Any changes to tax laws will result in an adjustment of fees, as required.

Breakdown of Mandatory Continuing Education

Administration Fees:

Registration Fee: \$12.50/course

Transcript Fee: \$2.00/course

Career Advisement Fee: \$1.50/course

Student Advisement Fee: \$1.00/course

Information Technology Fee: \$0.417/student contact hour

Student Centre Building Fund: \$0.048/student contact hour

Health Services Fee: \$0.036/student contact hour

Student Life Fee: \$.024/student contact hour

Additional Costs

The cost of text books, art supplies and/or other items (such as pens, paper, computer file storage, project materials, etc.) required by students is not included in the course fee. Students should be prepared to pay these costs in addition to their course fees.

Seniors' Fee

Seniors (65 years and older) may register in Continuing Education courses for a reduced fee of \$50 plus any applicable lab and/or material fees. Registration for courses with reduced fees can be done by fax, mail, or in-person but not through our online e-store.

Note: All online distance learning, association-related, CAD/CAM, AVID, IATSE, motorcycle, crafts and design summer series courses and certain general interest courses (as indicated in the program section) are exempt from the Seniors' fee policy.

Withdrawal Policy

It is your responsibility to officially withdraw from courses you do not intend to complete. Courses that you are registered in are part of your academic record.

- If you cannot complete a course in which you are enrolled, it is your responsibility to contact the Office of the Registrar, in writing, to initiate a withdrawal.
- Failure to attend classes does not constitute an official withdrawal from credit classes.
- A grade of 'NE' (indicates credit not earned) will be recorded for failure to attend, submit work for evaluation or officially withdraw from a course.
- For most courses, withdrawal requests received before the third scheduled class meeting, will result in a class drop without academic penalty. Withdrawal requests received from the third class to the 3/4 point in a course will show as a 'W' on the academic record – withdrawal without academic penalty.
- Withdrawals received past the 3/4 point of a class will not be processed and the grade earned will appear on the academic record.
- All withdrawal requests must be made in writing through the Office of the Registrar. Advising your instructor of your intent to withdraw is not sufficient.

For Most Credit Courses:

- Withdrawals will be accepted up to the 3/4 point of a class. For example, if your course is 14 sessions, you may withdraw up to the 11th session without academic penalty.

For Most Non-Credit Courses:


- A grade of "S" is given for complete attendance and an "NG" for incomplete attendance.
- Withdrawals made before the first class will result in the class not appearing on your academic record.

Special withdrawal policies have been developed for some programs. This will be noted in the specific program information.

Please refer to our refund policy for the dates that withdrawals must be received to be eligible for a refund.

Refund Policy

You are eligible for a refund, less a \$30 withdrawal charge* if you have requested your refund, in writing, from the Office of the Registrar according to the following schedule.

Note: Material fees are non-refundable for most courses, once the course has started. This is noted in the specific program information section. **MORE** 

Number of Sessions:	Refund Request Received before the close of business hours in the Office of the Registrar by:
One to Three	24 hours prior to class start
Four to Nine	Before the second scheduled class
Nine or more	Before the third scheduled class
For all Distance Education Classes	14 days after class start
For Motorcycle Courses	48 hours prior to class start

* Special refund policies are in effect for some programs. The policy will be noted in the program information. In most of these cases the withdrawal charge is higher and more notice is required.

Refund cheques will be issued for cash, cheque and debit card payments. Credit cards will be refunded for credit card payments. Please allow four to six weeks for refund processing.

Class Transfers

Full Term Course (10 - 14 weeks): You may submit a request to transfer to another class/evening or campus location in person or by mail to the Office of the Registrar prior to the date of the third scheduled class of the course, provided space is available. Additional fees/refunds will be assessed where class fees are different.

Short Duration Course/Workshop/Seminar: To be eligible for a transfer to another short duration course, workshop or seminar, you must submit a request to transfer in person or by mail to the Office of the Registrar a minimum of 24 hours prior to the start of the first session.

A minimum of 48 hours is required to transfer from a Motorcycle course.

Course Cancellations

Sheridan reserves the right to cancel/reschedule classes as may be necessary from time to time. In the event that Sheridan must cancel your course, your course fees will be refunded to you in full.

Grades/Certification

Attendance/Grade Evaluation

An attendance record of 80% is recommended for all Continuing Education courses and is mandatory for the Management Studies courses. Intensive courses in Management Studies require 100% attendance. Valid grades and their numeric equivalents follow.

Grading System

1. Students will be evaluated according to the specific learning outcomes described in the course outlines (which includes an evaluation plan) received. A grade will be issued for each course in which a student is registered and a report will be viewable on Access Sheridan after the end of each term to show the grades earned.

2. The chart illustrates grades, their numeric equivalents and grade points.

Grade	Numeric Equivalent	Description	Grade Point Equivalent
A+	90-100		4.0
A	80-89		4.0
B+	75-79		3.5
B	70-74		3.0
C+	65-69		2.5
C	60-64		2.0
D	50-59		1.0
F		Below 50, unsatisfactory, credit not earned	0.0
S		Satisfactory, credit earned	N/A
U		Unsatisfactory, credit not earned	N/A
Temporary Grades			
IP		Course in progress	N/A
I		Incomplete, course requirements not complete	N/A
SU		Eligible for supplemental assessment	N/A
Other Designations			
AG		Aegrotat Standing; credit granted	N/A
AS		Credit granted for advanced standing	N/A
NE		Registered but did not attend or submit work for evaluation and did not officially withdraw; credit not earned	0.0
E/I		Repeat designation; "I" included in the GPA, "E" excluded from the GPA	N/A
NG		No grade assigned	N/A
TM		Enrolment terminated on the grounds of academic dishonesty	0.0
W		Withdrew from subject officially; no academic penalty	N/A

3. Calculation of Grade Point Average

Grade point average (GPA) is calculated per term (TERM GPA OR TGPA) and over the student's entire academic history with Sheridan (Cumulative GPA or CGPA). Courses re-taken will have grades from all attempts recorded on the transcript; however, only the highest grade will be used in the GPA calculations. Grade Point Averages are weighted calculations based on the grade received and the credit value of the course.

An example of a weighted GPA is:

Course Grade	Grade Points		Credit Value		Weighted Credit Value
A	4.0	x	3.0	=	12.0
B+	3.5	x	3.0	=	10.5
B	3.0	x	3.0	=	9.0
C+	2.5	x	3.0	=	7.5
C	2.0	x	3.0	=	6.0
D	1.0	x	3.0	=	3.0
Total			18.0		48.0

GPA = Total Weighted Credit Value ÷ Total Credit Value

Based on previous example:

$$48.0 \div 18.0 = 2.6 \text{ GPA}$$

Students may withdraw up to the 3/4 point of the course duration without academic penalty. For example, if your course is 14 sessions, you may withdraw up to the 11th session without academic penalty. If you withdraw after this point, you will receive the grade earned. This policy applies only to courses and not seminars or workshops.

Note: You may enrol in a credit course for interest purposes only. However, if you choose not to complete the course assignments/ tests, etc., you will receive an "NE" grade. The Grade Point equivalent to an NE grade is 'O' and will impact the GPA.

Auditing is not permitted.

Association-Related Courses/Programs

Certain associations/institutes assign grades directly from their offices or forward them to Sheridan for processing. Refer to the program information section for further grading information.

Certification

Many of the courses listed in this Calendar can lead to a Sheridan granted Recognition of Achievement, Certificate or Diploma. Others may lead to certification or accreditation by external professional or licensing bodies. You may earn more than one credential through Sheridan. Requirements are clearly outlined in the program descriptions. To obtain a credential through Sheridan, you must complete a minimum of 50% of the required curriculum at Sheridan.

In order to qualify for a second Sheridan credential, 50% of the program course of study must be completed at Sheridan and be independent of courses completed for a previously earned credential. You may be required to complete additional courses to meet this requirement to qualify for a second credential.

Sheridan reserves the right to reassess previously granted credits more than five years old to ensure their relevancy at the time of graduation.

Credentials

In choosing a program of study that will meet your career aspirations, you'll need to consider whether your needs are best served by simply taking a few courses or by earning a recognized college credential.

The Ministry of Training, Colleges and Universities introduced a new Framework for Programs of Instruction for Ontario's colleges. This framework provided for new credentials to be awarded effective September 1, 2004. The credentials that Ontario's colleges may award are as follows.

- **Recognition of Achievement** (Recognizes successful completion of programs generally less than one full-time term duration where student learning is evaluated.)
- **Certificate**** (Recognizes programs of study of less than one year's full-time duration.)
- **Ontario College Certificate *** (Recognizes programs of study of approximately one year's full-time duration.)
- **Ontario College Diploma *** (Recognizes programs of study of approximately two year's full-time duration as approved by Ontario.)

- **Ontario College Advanced Diploma** * (Recognizes programs of study of approximately three year's full-time duration.)
- **Ontario College Graduate Certificate** * (Recognizes post-diploma programs of study of approximately one year's full-time duration.)
- **Applied Degree** * (Recognizes programs of study of approximately four year's full-time duration.)

* Includes Program Admission Requirements that must be met.

** May include Program Admission Requirements that must be met.

Any Continuing Education students that were completing a program of study, prior to September 1, 2004 will have their courses recognized under the new framework and be awarded the appropriate credential that is in effect as of September 1, 2004.

Grade Report

A grade report is issued for the majority of courses and is sent by mail. Grades will not be released to students over the telephone. To view your grades, back to Fall 1998, log in to AccessSheridan at <https://access.sheridaninstitute.ca> and follow the link titled O.A.S.I.S. Self Service.

Graduation Requirements

Each program at Sheridan has specific requirements for graduation. Students must ensure that they are taking all the courses required for graduation in their program. Assistance is available from the Office of the Registrar. Students who leave their program before graduating and return at a later date may be required to take additional courses. Sheridan reserves the right to reassess previously granted credits more than five years old to ensure their relevancy at the time of graduation. Please Note: The Sheridan residency requirement is that no fewer than 50% of all required credits for any program must be completed through Sheridan in order for a student to graduate from that program.

For students in Sheridan Certificate, Ontario College Certificate, Ontario College Diploma, Ontario College Advanced Diploma and Ontario College Graduate Certificate programs an overall GPA of 2.0 is required.

When you complete your program of study, you must contact the Office of The Registrar to request your credential. The preferred method of communication is via email at cerrecords@sheridaninstitute.ca and you should include your name, student number, program and the credential you are seeking.

A review of your record will be completed to confirm your eligibility to graduate and you will be notified of the result. Effective September 2004, all admission requirements must be met in order to graduate. Students who meet the requirements to graduate from a certificate/diploma program that has a minimum of 18 credits will be invited to the annual Sheridan convocation held in the second week of June. Details will be forwarded to graduating students.

Note: You must complete your program of study by April 30 to be included in the June convocation for that year.

Academic Appeals

In instances where students have concerns about a decision that has been made, and it affects their academic status, they may initiate an academic appeal. An academic appeal is deemed to be an appeal against a decision of Sheridan and not a complaint against a faculty or staff member. An academic appeal must be initiated within 5 business days of receipt or Web display of the grade being appealed. Please email ceinfo@sheridaninstitute.ca for full details on this policy and procedures.

Academic Honesty

It is a breach of academic honesty to falsely claim credit for the ideas, writing, projects, or creations of others either by presenting such works as your own or through impersonation. Similarly, it is a breach of academic honesty to cheat, attempt or actually alter, suppress, falsify or fabricate any research data or results, official academic record, application or document.

All Sheridan faculty members, staff and students are expected to be vigilant regarding breaches of academic honesty and are responsible for taking appropriate action when it is believed that a breach of academic honesty has occurred. All suspected breaches of academic honesty will be investigated. A finding of guilt will lead to the imposition of a penalty from the range of sanctions. A lack of familiarity with the Policy and Guidelines on Academic Honesty on the part of any member of the Sheridan community does not constitute a defense against misconduct. Please email ceinfo@sheridaninstitute.ca for full details on this policy and procedures.

Student Records

Office of the Registrar – Student Records

The Office of the Registrar centralizes the processing of requests from students for advanced standing, grade reports, transcripts, program eligibility status checks, certificates, and diplomas. Please refer to the centrefold for office hours and contact information.

Online Services for Students

AccessSheridan, Sheridan's online service portal, offers convenient and easy access to O.A.S.I.S. (Online Academic Services Information System). O.A.S.I.S. allows students to perform the following online services;

- View and update personal information
- View class schedules
- View grades
- View T2202A tax receipts
- View transfer credit reports (for Advanced Standing/Prior Learning Assessment)

Follow the instructions below to connect to AccessSheridan:

1. Go to <https://access.sheridaninstitute.ca>
2. Log-in using your Sheridan network username and password
3. This will bring up the AccessSheridan page. In the box labeled Sheridan Applications, follow the link titled: O.A.S.I.S. – Self Service.

Changes to Personal Status

In order that we may maintain accurate student records, it is necessary that you notify us of any changes to your name, address or telephone number. Requests for changes to names shown in Sheridan records must be accompanied by official documentation supporting such a change and should be directed to the Office of the Registrar. To update your address or telephone number, log-in to AccessSheridan at <https://access.sheridaninstitute.ca> and follow the link titled O.A.S.I.S. – Self Service. Alternatively, you can advise the Office of the Registrar in person, or by mail, fax or phone.

Protection of Personal Privacy

All records are confidential. Information about any student's record will not be released without the student's written authorization.

Transcripts and Duplicate Grade Reports

Official transcripts of your academic record and duplicate grade reports can be requested through transcripts@sheridanc.on.ca. There is no charge for this service.

Income Tax Receipts for Tuition Fees (T2202A)

Official tax receipts for the tuition portion of your course fees will be available to you online via AccessSheridan before the end of February.

Services

Computer Labs

Once you register in a Continuing Education course, you'll automatically have access to Sheridan's computing facilities; your account information will be mailed to you. Please bring your Student ID and your Sheridan username and password with you to each class.

If you do not automatically get an account and require access to computer facilities, please check with our staff in the Instructional Technology Support Centres:

- Davis Campus Room B195
- Trafalgar Road Campus Learning Commons, C-Wing

All students using computer facilities are expected to follow the Sheridan Telephone and Information Access Policy as posted on the Sheridan website.

Disability Services

The Disability Services Office coordinates academic accommodations and support services for students with disabilities. Accommodation plans and services are tailored to meet the needs of each student. Disability Services offers transition programs, workshops, assistance with learning strategies and technology, etc.

If you are a student with a disability, visit the Disability Services website at <http://disabilityservices.sheridaninstitute.ca> or contact the Disability Services Office to discuss your needs at:

- Trafalgar Road Campus (Room B103)
905-845-9430, ext. 2530
- Davis Campus (Room B231)
905-459-7533, ext. 5160

Health Centres

Health Services are available at both the Trafalgar Road and Davis campuses, and offer professional health care, lifestyle and health counselling and referrals.

In addition to their regular hours of operation, the Trafalgar Road and Davis Health Centres will be open scheduled evenings for your convenience.

Oral contraceptives are sold to students at reduced prices.

Contact us at 905-845-9430, ext. 2550 (Trafalgar Road Campus) or 905-459-7533, ext. 5153 (Davis Campus).

For more information or to download forms visit our website at <http://healthservices.sheridaninstitute.ca>

Library Services

As a Continuing Education student you are entitled to use the resources of both campus libraries. To register for a library card, bring your course receipt to the circulation desk at either location.

The library hours are:

Monday – Thursday	8:30 a.m. – 10 p.m.
Fridays	8:30 a.m. – 4:30 p.m.
Saturdays and Sundays	11 a.m. – 4 p.m.
Summer hours are:	
Monday – Friday	8:30 a.m. – 4:30 p.m.
Saturdays and Sundays	11 a.m. – 4 p.m.

For more information:

- Trafalgar Road Campus (C-Wing) 905-845-9430, ext. 2482
- Davis Campus (Room B212) 905-459-7533, ext. 4338
- Website - <http://libraryservices.sheridaninstitute.ca>

Career Counselling

Career counselling services are available to Continuing Education students. To find out more information call 905-459-7533, ext. 5190 for Davis Campus appointments or 905-845-9430, ext. 2690 for Trafalgar Road Campus appointments.

Tutoring – Math and English

Current Continuing Education students can receive free tutoring in math or English. Appointments are available during the evening at the Davis or Trafalgar Road campuses. Call 905-459-7533, ext. 5190 (Davis Campus) or 905-845-9430, ext. 2690 (Trafalgar Road Campus) to set up a personal 30 minute appointment.

Student Accounts – Email, Login and Passwords

An AccessSheridan account is set up for all students the first time they register for either a Continuing Education course or when applying to a full-time program. This account remains with the student for the entire time of their association with Sheridan. Once an account is set-up, the user name and password to AccessSheridan is provided to the student via Canada Post mail. AccessSheridan is Sheridan's online service portal that provides students with the following services: view and update personal information, view class schedules, view grades, view and obtain T2202a tax receipts. Please retain your AccessSheridan username and password for future reference.

To register for a Continuing Education course via the Web, you must set up a separate username and password through our online e-store. The log on ID for this site is set up by the student and is your email address. The password is also set up by the student. This site enables Continuing Education students to register for courses, pay for them and track their orders. It is also important to retain this username and password to retain access to online Continuing Education registration services.

Additional Information

Finding a Campus Location

Refer to the map at the back of this publication for directions to campus locations.

Parking

Free parking is available after 6 pm and on weekends. Continuing Education students attending classes during daytime business hours (8 am to 6 pm) will be required to pay daily parking fees or obtain a term parking pass. Parking passes for students attending class during daytime hours are available from the Cash Office, located in the Office of the Registrar. Parking at off-site locations is available on a first-come, first-served basis.

Finding a Classroom

Classroom numbers will be posted at the main entrance of each campus on the first night of class and are not available before then. Continuing Education staff will also be on hand to assist you in finding your classroom. Please bring your course schedule with you. This will enable us to quickly identify your course and where it is located.

Cafeterias

Our Trafalgar Road and Davis campuses have cafeterias. Hours of operation will be posted and may be subject to change.

Smoking Policy

All Sheridan campuses are smoke free. Please refrain from smoking while in any Sheridan campus building. The Halton/Peel Boards of Education also have smoking policies in effect at locations where Sheridan Continuing Education courses are offered. All staff and students are required to follow these policies.

Textbooks

Your instructor will inform you of the required textbook or supplies on the first night of class. As well, textbooks are included in the course outline. Please refer to the Bookstore section for information on hours, locations, and off-campus service.

Unscheduled Closings

Sheridan announces school closures due to inclement weather via our website www.sheridaninstitute.ca and through our main telephone switchboard. Closures are also announced on the following radio stations:

FM

• CIDC	103.5	Brampton	• CHFI	98.1	Toronto
• Y108	107.9	Burlington	• CFNY	102.1	Toronto
• CKLH	102.9	Hamilton	• CFXJ	93.5	Toronto
• CJXY	95.3	Hamilton	(FLOW)		
• CHUM	104.5	Toronto	• CBC	99.1	Toronto
• KISS	92.5	Toronto			
• CILQ	107.1	Toronto			
• CKFM	99.9	Toronto			

AM

• CHAM	820	Hamilton	• CFRB	1010	Toronto
• CKOC	1150	Hamilton	• CFMJ	640	Toronto
• CHML	900	Hamilton	• CFTR	680	Toronto
• JOY	1250	Oakville	• CHUM	1050	Toronto
• AM	740	Toronto	• FAN	590	Toronto

TV

• CHCH News	Hamilton	• Cable Pulse 24	Toronto
• CFTO	Channel 9	• CITY TV	Toronto
	Cable 8, Toronto	• Global TV	Toronto

Accuracy of Information in this Calendar

Every effort is made to ensure the accuracy of the information in this Calendar as of the date of publication; however, changes may occur subsequent to publication, and Sheridan reserves the right to alter information as required, without notice.

Changes to start dates, times, locations and fees will be posted to our Continuing Education homepage on Sheridan's website at <http://ce.sheridaninstitute.ca> as soon as possible after they have been identified.

Sheridan will not be held liable in any material way for difficulties created by changes to published information.

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BOOKSTORE

Regular Hours

Davis Campus Bookstore

905-874-4337

Order your textbooks online at www.sheridan-davis.bkstr.ca

8 a.m. – 4:30 p.m., Monday – Friday

Trafalgar Road Campus Bookstore

905-815-4050

Order your textbooks online at www.sheridancollege.bkstr.ca

8 a.m. – 5 p.m., Monday – Friday

Extended Hours: Winter 2010

Davis Bookstore

January 4 – 8	Monday – Friday	8 a.m. – 4:30 p.m.
January 11 – 14	Monday – Thursday	8 a.m. – 8 p.m.
January 15	Friday	8 a.m. – 4:30 p.m.
January 16	Saturday	8 a.m. – 1:30 p.m.
January 18 – 21	Monday – Thursday	8 a.m. – 8 p.m.
January 22	Friday	8 a.m. – 4:30 p.m.
January 23	Saturday	8 a.m. – 1:30 p.m.
January 25 – 28	Monday – Thursday	8 a.m. – 7 p.m.
January 29	Friday	8 a.m. – 4:30 p.m.

Trafalgar Road Bookstore

January 4 – 8	Monday – Friday	8 a.m. – 5 p.m.
January 11 – 14	Monday – Thursday	8 a.m. – 8 p.m.
January 15	Friday	8 a.m. – 5 p.m.
January 16	Saturday	8:30 a.m. – 1:30 p.m.
January 18 – 21	Monday – Thursday	8 a.m. – 8 p.m.
January 22	Friday	8 a.m. – 5 p.m.
January 23	Saturday	8:30 a.m. – 1:30 p.m.
January 25 – 28	Monday – Thursday	8 a.m. – 7 p.m.
January 29	Friday	8 a.m. – 5 p.m.

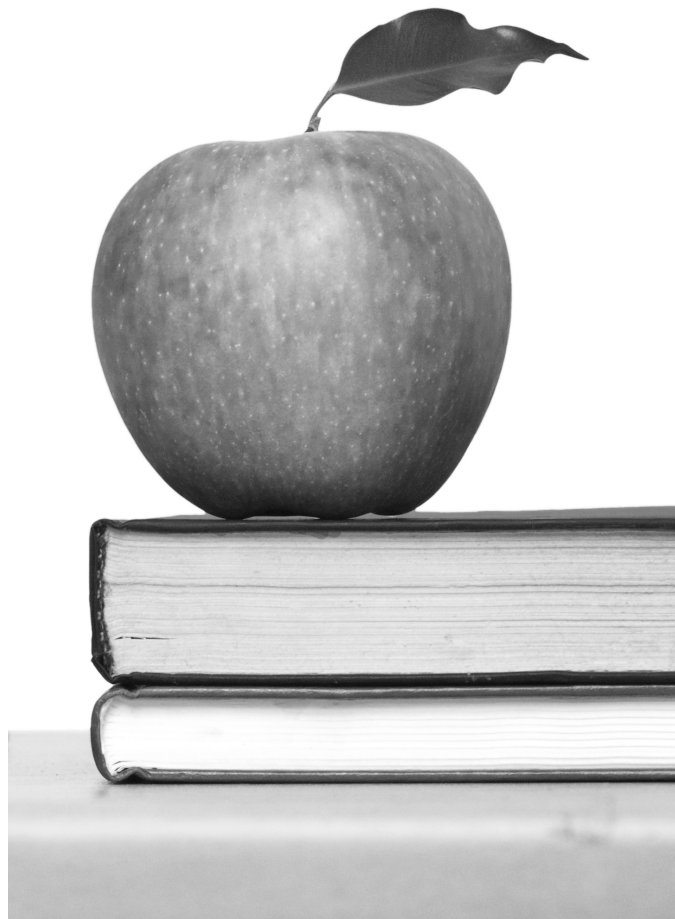
Extended Hours: Spring/Summer 2010

Davis Bookstore

April 26 – 29	Monday – Thursday	8 a.m. – 8 p.m.
April 30	Friday	8 a.m. – 4:30 p.m.
May 1	Saturday	8 a.m. – 1:30 p.m.
May 3 – 6	Monday – Thursday	8 a.m. – 8 p.m.
May 7	Friday	8 a.m. – 4:30 p.m.
May 8	Saturday	8 a.m. – 1:30 p.m.
May 10 – 13	Monday – Thursday	8 a.m. – 7 p.m.
May 14	Friday	8 a.m. – 4:30 p.m.

Trafalgar Road Bookstore

April 26 – 29	Monday – Thursday	8 a.m. – 8 p.m.
April 30	Friday	8 a.m. – 5 p.m.
May 1	Saturday	8:30 a.m. – 1:30 p.m.
May 3 – 6	Monday – Thursday	8 a.m. – 8 p.m.
May 7	Friday	8 a.m. – 5 p.m.
May 8	Saturday	8:30 a.m. – 1:30 p.m.
May 10 – 13	Monday – Thursday	8 a.m. – 7 p.m.
May 14	Friday	8 a.m. – 5 p.m.



Purchasing Textbooks for Other Campuses

Skills Training Center (Oakville)

Textbooks may be purchased at the Trafalgar Road Campus Bookstore.

St. Joseph Secondary School (Mississauga)

Textbooks may be purchased the first night of class at this location.

Online Courses

Textbooks may be purchased at the Davis and Trafalgar Campus Bookstores.

Payment at the Mississauga location by cash, Visa, MasterCard, American Express, and Interac, which is subject to availability.

Payment at the Davis and Trafalgar Road Bookstores by cash, Visa, MasterCard, American Express, and Interac.

