Course Registration Package Checklist

<table>
<thead>
<tr>
<th>Online Course Delivery</th>
<th>Course Dates</th>
<th>Registration Begins</th>
<th>Early Bird Registration Deadline</th>
<th>Final Registration Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Fall/Winter 2018</td>
<td>October 3 - December 21, 2018</td>
<td>July 25/18</td>
<td>September 12/18</td>
<td>October 1/18</td>
</tr>
</tbody>
</table>

Please refer to the Nipissing University website located at www.nipissingu.ca/aq for information about the Tuition Refund Schedule and the Academic Withdrawal Schedule for Additional Qualification courses.

Note: It is the student’s responsibility to become familiar with the academic and financial regulations and penalty dates as published by Nipissing University.

Required Documentation

Use the attached registration forms if you are registering by paper only. If you registered online, we do not require your registration forms. All supporting documents must be included with your registration. It is the student’s responsibility to ensure all documentation and information has been submitted. All tuition fees for each course(s) must be paid in full at the time of registration.

- **Course Registration form** (Required for all courses)
- **Current copy of Certificate of Qualification** (Required for all courses) – Can be printed from OCT website (**see below**)
- **Method of Payment Form** (Required for all courses)
- **Statement of Experience** (Required for Part II & Part III courses ONLY) – In order to be reported to the Ontario College of Teachers for this qualification, the Statement of Experience form must be received by the Office of the Registrar no later than the last day of honourable withdrawal (3 weeks after the course start date) for the course. (Faxed copies will be treated as original)
- **Official Transcripts** of all post-secondary undergraduate academic studies are required ONLY for registration to either Intermediate ABQ or Senior ABQ courses. They are not required for any Part I, II or III of a Three-Session Specialist or a One-Session AQ course. Nipissing University graduates, your transcripts might still be on file. Please contact the Registrar’s Office to confirm. Your registration can be processed with a copy of a transcript, however the Official transcript must follow by mail prior to the course start date. Faxed or scanned copies of transcripts are not official transcripts.

**IMPORTANT ADVISORY:** Transitional Certificate holders are not eligible to enroll in College-accredited AQ courses including ABQ courses.

If you are a certified member from another province/country, you will need to include a copy of your Teaching Certification from the province/country you are certified in. PLEASE NOTE that upon successful completion of the course, you will not be reported to the College now or in the future if you later become a member of the Ontario College of Teachers.

Attach all required documentation and mail, fax, scan and email, or deliver to:

Office of the Registrar - AQ  
Nipissing University  
100 College Drive, PO Box 5002  
North Bay, ON P1B 8L7

**Tel:** 705-474-3461 ext. 4600  **Fax:** 705-495-1772  **www.nipissingu.ca/aq/  
**E-mail:** registrar@nipissingu.ca
Confirmation of Registration Letter

Once you are successfully registered in a course, a Confirmation of Registration email will be sent the following business day. Please ensure your email address is updated through WebAdvisor and that you add inservice@nipissingu.ca as a safe sender. This confirmation letter is important as it provides information on how to access WebAdvisor and your online course in Blackboard (if applicable).

Course Withdrawals

Course withdrawals on or after the course start date are refunded according to the Tuition Refund Schedule. Information regarding Academic Withdrawal and Tuition Refund Schedules can be found under the tab “Important Dates” on our website www.nipissingu.ca/aq.

All course withdrawals after the course start date are subject to a non-refundable cancellation fee of $200.

Withdrawals can be done either through WebAdvisor or by sending an email to registrar@nipissingu.ca. If you withdraw through WebAdvisor, you will need to contact the Finance Department at finance@nipissingu.ca to make arrangements for the refund.

Textbooks

All of our ABQ and AQ courses make use of online resources.

Blackboard Access (for On-Line or Blended Delivery Courses only)

You will be able to log into Blackboard one day before your course starts. The URL for Blackboard is: learn.nipissingu.ca. To log into Blackboard, you will need your Nipissing ID / Student number. Your student number will be included in your “Confirmation of Registration” letter which will be e-mailed to you after you are registered in a course. To find out how to log into Blackboard, please go to http://www.nipissingu.ca/departments/technology-services/it/elearning/Pages/blackboard-login.aspx. Any questions or problems concerning Blackboard should be directed to our Technology Services Department either by email at techsrv@nipissingu.ca or by telephone at (705) 474-3450 ext. 4342.

What to Expect at the Completion of your AQ/ABQ Course

Once you successfully complete the course and your final mark is received by our office, we will automatically report the course to the Ontario College of Teachers. You will also be mailed a transcript of your final mark to the mailing address listed on file. Please make sure your mailing address is updated at all times through WebAdvisor. Should you have any outstanding documents or fees due by the end of the reported end date of the course, the course will not be reported to the Ontario College of Teachers. No exceptions will be made.
All students are encouraged to register on-line using WebAdvisor at “webadvisor.nipissingu.ca”

### Course Registration Form
#### In-Service Education Courses

**IMPORTANT**
If the Ontario College of Teachers has placed any restrictions, limitations or conditions on your teaching certificate, which may jeopardize your registration or eligibility to be reported to OCT, it is your responsibility to ensure you meet OCT’s requirements prior to registering. As well, you must ensure that you meet OCT and Nipissing University’s course prerequisites.

- [ ] New Admission; OR
- [ ] Re-Admission (No courses within past calendar Year); OR
- [ ] Continuing Student

<table>
<thead>
<tr>
<th>GENDER</th>
<th>NIPISSING STUDENT ID NUMBER (if known)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td></td>
</tr>
</tbody>
</table>

**SURNAME** | **FIRST NAME** | **MIDDLE NAME** | **FORMER SURNAME(S)**
--- | --- | --- | ---

**OCT REGISTRATION NUMBER** - *Mandatory

**SOCIAL INSURANCE NUMBER** (Required by OCT) -

**HOME EMAIL** - *Mandatory

**MOTHER TONGUE**
- [ ] English
- [ ] French
- [ ] Other

**DATE OF BIRTH** (MM/DD/YY) - *Mandatory

**PERMANENT ADDRESS**

**NAME OF SCHOOL BOARD** (if applicable)

**NAME OF SCHOOL** (if applicable)

**Postal Code:**

**HOME PHONE**

**CELL PHONE**

**WORK PHONE** (if applicable)

**EXT.**

**CITIZENSHIP**
- [ ] Canadian Citizen
- [ ] Permanent Resident (Landed Immigrant)*
- [ ] Student Visa *
- [ ] Other*

*If not Canada, Country of Citizenship __________________________. Date of Entry into Canada __________________________

**SESSION** (Check one)
- [ ] Spring
- [ ] Summer
- [ ] Spring/Summer (Online)
- [ ] Fall
- [ ] Winter

**SUBJECT** | **NUMBER** | **COURSE TITLE** | **START DATE (MM/DD/YY)** (required) | **LOCATION**
--- | --- | --- | --- | ---
**EDUC -** | | | |   (City course held at)
- [ ] On-Site
- [ ] On-line

**EDUC -** | | | |   (City course held at)
- [ ] On-Site
- [ ] On-line

IF COURSE(S) IS CANCELLED OR FULL, PLEASE INDICATE A PREFERENCE:
- [ ] Refund;
- [ ] ALTERNATE COURSE (indicate alternate selection below)

**DECLARATION:** I hereby certify that all statements on this form are correct and complete including my declaration of citizenship and immigration status. I understand that misrepresentation of this data may result in admission to or registration in the university being rescinded. I also accept that information on falsified documents is shared with the Association of Universities and Colleges of Canada.

I ALSO CERTIFY THAT I UNDERSTAND AND AGREE TO ALL TERMS AND CONDITIONS AS LISTED ABOVE.

**SIGNATURE OF STUDENT**

**DATE (MM/DD/YY)**

---

**PRIVACY:** Personal information in connection with this form is collected under the authority of the Nipissing University Act, 1992 for educational, administrative and statistical purposes. The information will be used to process your enrolment and registration in academic programs; to record and track your academic progress; and for related record-keeping purposes. If you have any questions regarding the collection, use and disclosure of this information by the University, please contact the Registrar’s Office, Nipissing University, Box 5002, North Bay ON P1B 8L7, (705) 474-3461, ext. 4521.
Method of Payment Form

Student Name: ____________________________ Nipissing Student ID #: ____________________________ (if known)

Home Email Address: ____________________________

Course registered in: ____________________________

Do you have a Tuition Credit Voucher?  No □  Yes □  If yes, please provide Certificate Number ____________________________

<table>
<thead>
<tr>
<th>Fall/Winter (Online) 2018/2019</th>
<th>AQ Courses</th>
<th>ABQ Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Bird Registration Fee</td>
<td>$ 675</td>
<td>$ 750</td>
</tr>
<tr>
<td>Final Registration Fee</td>
<td>$ 715</td>
<td>$ 790</td>
</tr>
</tbody>
</table>

*Fees subject to change without notice
All fees for the entire course must be paid in full at the time of registration.

Method of Payment
Payment in full by:
- Visa (Visa/Debit cards are not accepted)
- MasterCard
- Cheque or Money Order (payable to “Nipissing University”)
- Online Banking (7-digit student number is your account number. Student number will be emailed to you after registration is processed.)

Credit Card Information
Name on Credit Card ____________________________
Cardholder Signature: ____________________________
Credit Card Expiry Date: Month_________ Year_________
Credit Card Number: ____________________________

Please Note:
◆ This form is considered to be your written authorization for the payment transaction. Verbal authorization will NOT be accepted.

Course withdrawals on or after the course start date are refunded according to the Tuition Refund Schedule. Information in regards to Academic Withdrawal and Tuition Refund Schedules can be found under the tab “Important Dates” on our website www.nipissingu.ca/aq.

All course withdrawals after the course start date are subject to a non-refundable cancellation fee of $200.

Declaration: I hereby certify that all statements on this form are correct and complete. I also certify that I understand and agree to all terms and conditions as listed above.

X

Signature of Student ____________________________ Date ____________________________

PRIVACY: Personal information in connection with this form is collected under the authority of the Nipissing University Act, 1992 for educational, administrative and statistical purposes. The information will be used to process your enrolment and registration in academic programs; to record and track your academic progress; and for related record-keeping purposes.

Additionally, personal information may be used by University staff in many offices on a “need to know” basis to identify and contact students who require their services.

If you have any questions regarding the collection, use and disclosure of this information by the University, please contact the Finance Office, Nipissing University, Box 5002, North Bay ON P1B 8L7, (705) 474-3461, ext. 4419.

Finance Office  ●  100 College Dr., P.O. Box 5002  ●  North Bay, Ontario  P1B 8L7

Tel: 705-474-3461 ext. 4294  ●  Fax: 705-495-1772  ●  www.nipissingu.ca/aq/  ●  E-mail: finance@nipissingu.ca
Statement of Experience Form
For Additional Qualification Courses

The signed Statement of Experience form is required for all Part II and Part III AQ courses ONLY. This is to satisfy the Ontario Regulation 176/10 as listed on the OCT website.

All students taking a Part II AQ course: If you have previously taken a Part II course with Nipissing University your form will be on file with the Office of the Registrar. All other students must submit a Statement of Experience form signed by a Supervisory Officer. One year of successful classroom teacher experience is required.

All students taking a Part III AQ course: ALL students must submit the signed Statement of Experience form. Two years of successful classroom teaching experience, including at least one year teaching the subject is required.

The Statement of Experience has to be signed by a Supervisory Officer. (A Principal’s signature does not satisfy this requirement.)

For this purpose a Supervisory Officer is defined as follows:

a) For a teacher employed by a District School Board of Education, this person is a Superintendent or Director of Education. A Principal’s signature does not satisfy this requirement. Experience outside of Ontario must be certified by an appropriate supervisory official.

b) For a teacher employed by a private school, or First Nations Education Authority, this person is the Ministry of Education official appointed to provide supervisory services for the school. A Principal’s signature does not satisfy this requirement.

Please Note:
- All teaching experience must be from the date of initial Teaching Certification.
- Incomplete forms will not be processed.
- Faxed or scanned copies will be treated as originals.

The required Statement of Teaching Experience Form for Part II and Part III courses must be received by the Office of the Registrar no later than the last day of honorable withdrawal (3 weeks from course start date) for the course.

The Office of the Registrar will remove students who have not submitted the Statement of Teaching Experience by this date and no refunds will be given.

The Statement of Experience form can be mailed, faxed, scanned and emailed, or delivered to: (You should keep a copy of the form for your own records)

Office of the Registrar - AQ
Nipissing University
100 College Drive, P.O. Box 5002
North Bay, ON  P1B 8L7
Fax: (705) 495-1772
Email: registrar@nipissingu.ca

PRIVACY: Personal information in connection with this form is collected under the authority of the Nipissing University Act, 1992 for educational, administrative and statistical purposes. The information will be used to process your enrolment and registration in academic programs; to record and track your academic progress; and for related record-keeping purposes. If you have any questions regarding the collection, use and disclosure of this information by the University, please contact the Registrar’s Office, Nipissing University, Box 5002, North Bay ON P1B 8L7, (705) 474-3461, ext. 4521.
Statement of Experience Form
For Additional Qualification Courses

NAME OF APPLICANT: ____________________________
NIPISSING ID #: ____________________________

OCT REGISTRATION #: ____________________________
SESSION: ☐ Spring  (March start date)
☐ Summer (July start date)
☐ Spring/Summer (May start date)

COURSE REGISTERED IN: ____________________________
APPLICANT APPLIED FOR: ☐ PART II; ☐ PART III;
*This section must be completed for a Part III AQ course only:

SUBJECT (i.e. Special Education, Guidance, Math, etc.):
☐ Fall  (October start date)
☐ Winter (February start date)

For this purpose a Supervisory Officer is defined as follows:

a) For a teacher employed by a District School Board of Education, this person is a Superintendent or Director of Education. A Principal’s signature does not satisfy this requirement. Experience outside of Ontario must be certified by an appropriate supervisory official.

b) For a teacher employed by a private school, or First Nations Education Authority, this person is the Ministry of Education official appointed to provide supervisory services for the school. A Principal’s signature does not satisfy this requirement.

Please Note: ♦ Incomplete forms will not be processed.
☐ Faxed or scanned copies will be treated as originals.

PART II AQ COURSES

Supervisory Officer’s Certification
I certify that the applicant named above has successfully completed at least one (1) school year (194 days) of successful teaching experience, (in accordance with Article 26 of O. Reg. 176/10).

Name of Supervisory Officer (please print)

Signature of Supervisory Officer

Title of Supervisory Officer

Date

Name of School Board

Telephone Number

PART III AQ COURSES

Supervisory Officer’s Certification
I certify that the applicant named above has successfully completed at least two (2) school years (388 days) of successful teaching experience, including at least one school year (194 days) of experience in the subject listed above (in accordance with Article 26 or 27 of O. Reg. 176/10).

Name of Supervisory Officer (please print)

Signature of Supervisory Officer

Title of Supervisory Officer

Date

Name of School Board

Telephone Number

Office of the Registrar  •  100 College Dr., P.O. Box 5002  •  North Bay, Ontario  P1B 8L7
• Tel: 705-474-3461 ext. 4600  •  Fax: 705-495-1772  •  E-mail: registrar@nipissingu.ca