

Step-by-Step Online Registration Instructions For Returning AQ Students

Important Information: (Read First)

- 1) If you have attended Nipissing University, have been an Associate Teacher for a Nipissing University B.Ed. student, or have applied to Nipissing University for any programs in the past, you already have a file created in our system. If you don't know your login information, please contact the Registrar's Office during business hours at the number above to have your account updated. Otherwise please complete the AQ/ABQ Course Registration Package which can be found on the PD for Teacher's webpage at www.nipissingu.ca/aq and click on *Forms and Schedules*.
- 2) If you are registering in a Part II, or Part III AQ course, a Statement of Experience form signed by the Superintendent of your Board is required. The Statement of Experience Package can be found on the PD for Teachers' webpage at www.nipissingu.ca/aq and click on *Forms and Schedules*. Please note that the Statement of Experience form is due no later than the last day of the course but preferably prior to the course start date. If the form is not received by the Office of the Registrar by the posted end date of the course, the course will not be reported to the Ontario College of Teachers. No exceptions will be made.
- 3) If you are planning on enrolling in an Intermediate or Senior ABQ course, please note that pre-approval is required prior to registering. For information on the pre-approval process, please follow the information on the page 3. If you have already been pre-approved with Nipissing University in a past term for this course, please contact the Registrar's Office at registration@nipissingu.ca or at 705-474-3450 ext. 4760 so that your file can be updated for this current term.
- 4) **IMPORTANT ADVISORY: REQUIREMENT TO BE REPORTED**

The Ontario College of Teachers requires that all teachers pay their OCT membership dues and be a member in good standing with them no later than the end date of a course in order to accept reporting of AQ/ABQ courses from providers. Any teacher who fails to pay their dues and is not a member in good standing by the course end date will NEVER be reported for the AQ/ABQ course taken.

If you are not a member in good standing, or will not be a member in good standing by the course end date you should delay enrolment in AQ/ABQ courses in this session. Otherwise courses taken will be deemed to have been taken for personal professional learning purposes by the Ontario College of Teachers.
- 5) If you are a certified teacher through another province or country, you will not be able to register online. You will need to fill out the AQ and ABQ Course Registration Package which can be found on the PD for Teacher's webpage at www.nipissingu.ca/aq and click on *Forms and Schedules*. A current teaching certificate will need to accompany this package.

Step-by-Step Online Registration Instructions For Returning AQ Students

1. Access Nipissing University's Home page at www.nipissingu.ca and click on **My Nipissing**. Go to login box on the right hand side of the screen.
2. To login, enter your **username** (the first letter of your surname in lower case, followed by your seven digit student ID number) and **password** which is initially your date of birth in the following case-sensitive format: **Mmmddyyy** (i.e. Sep091985) or whichever password you have already created. If you cannot remember your username and password, click on **What's my User ID?**
3. Select the **Go To WebAdvisor** tab.
4. Select **Additional Qualification Students** for your point of entry.
5. Select **Register OCT number** and enter your OCT registration number if you have not already done so. Click **Submit**.
6. Click on **Search & Register for classes**.
7. Choose the term **AQ****** (for AQ/ABQ courses and enter appropriate course dates.) For onsite/blended courses select the appropriate location. For online courses select **WEBCT online**.
8. Click on the box beside the course you wish to register in. Scroll down to the bottom and then click **Submit**.
9. Confirm your **Home and Mailing Address Verification**. Make changes as necessary and **Submit**.
10. Complete the **Choose one of the following**: drop down box and **Submit**.
11. Click on **Continue**.
12. Complete the payment information and enter **Pay Now**.
13. You will be emailed a Confirmation of Registration letter overnight to the email address provided.

Pre-Approval Process

Candidates intending on registering either in an Intermediate ABQ, or a Senior ABQ course, must be pre-approved before registering. If you have previously been pre-approved by Nipissing University for the course, please contact the Registrar's Office at the number or email below to have your pre-approval transferred to the current term.

Required Documents

The following are the documents required to determine whether you meet the prerequisite requirements. The Registrar's Office will accept these documents either by fax, email or mail.

- 1) Copy of undergraduate transcript (transcript does not need to be official for the pre-approval process - however, if approved and you do register for the course, an official transcript is then required to be mailed to our office);
- 2) Copy of your OCT Certificate (can be printed from the OCT website).
- 3) A cover letter or an email with the following information:
 - Full names;
 - OCT number;
 - Email address;
 - Telephone number;
 - The name of the qualification you are seeking pre-approval for (e.g. Honour Specialist – Mathematics or Intermediate ABQ – History, etc.).

Please allow up to 1 week for the pre-approval process. Results of the evaluation will be emailed to the email address indicated on the cover letter or email.

Nipissing University
Office of the Registrar – AQ Registration
100 College Drive
P.O. Box 5002
North Bay, ON P1B 8L7

Telephone: 705-474-3450 ext. 4760 or
1-800-655-5154 ext. 1
Fax: 705-495-1772
E-mail: registration@nipissingu.ca