



Avon Maitland District eLearning Centre (AMDEC)

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Education for the Digital Generation

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AMDEC Registration Agreement – 2019-20

We have recently received a registration for you (or your child) to take an eLearning course 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 conditions listed below.

For all AMDEC courses:

- I must begin working on my AMDEC course(s) as soon as I have been granted access to the course.
- I must communicate with my teacher and actively participate in my course(s) every week.
- If I fail to meet attendance requirements, and/or fail to meet my course due dates, I understand that consequences may include a decreased mark, limited teacher feedback and/or removal from my course(s).
- 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.
- I am responsible for completing all assigned work and establishing a schedule that meets both AMDEC's due dates (see chart below) and my needs (e.g. completing the course by the end of first semester or meeting post-secondary mark submission deadlines).
- Between Sept 3, 2019 and May 22, 2020, I may submit a maximum of 2 modules per course per week, and between May 25, 2020 and June 5, 2020, 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 my enrolling school.
- Report cards in full credit courses will be issued after Module 10 (Midterm), after Module 15 (Progress 2) and when the course is complete, or when the corresponding due date (below) has passed, whichever comes first.
- My communication with AMDEC will take place via the email tool provided by the Avon Maitland District School Board. If I am under the age of 18, I must provide a valid parent/guardian 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.

For designated semestered courses (CHV20 and GLC20 only):

- I must actively participate in my course(s) every week and complete all assigned work, including the final exam (if applicable), on the date determined by my teacher.
- CHV20 and GLC20 (half credit courses) will be issued a midterm and a final report card.

AMDEC Due Dates for Full Credit Courses

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. 01/19	Nov. 22/19	Dec. 20/19	Jan. 24/20	Feb. 28/20	March 06/20
Module 10	Jan. 10/20	Feb. 07/20	Feb. 21/20	March 06/20	April 03/20	April 09/20
Module 15	Mar. 27/20	April 17/20	April 24/20	April 24/20	May 01/20	May 08/20
Module 18	By May 22, 2020 at the latest all students must have the first 18 modules submitted in all courses.					
Module 19	By May 29, 2020 at the latest all students must have Module 19 submitted in all courses.					
Module 20	Friday, June 5, 2020 is the last day on which submissions of term work will be accepted.					
Exam	Wednesday, June 10, 2020 is the last day to write a final exam in a non-semestered course. Completed final exams must arrive at the AMDEC office before 3:00 p.m. on June 12, 2020 .					
Note: The last day to register for AMDEC courses for the 2019-20 school year is February 14, 2020. All required paperwork must be submitted before 4:00 p.m. on February 19, 2020.						
Note: CHV20 and GLC20 are semestered courses. Module due dates will be determined by the teacher.						