



**Paul Kane's OnSIDE Program  
offering  
Alberta Distance Learning Centre (ADLC) courses**



**Course Name:** \_\_\_\_\_ **Credits:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Delivery:**  Print or  Online      **Language:**  English or  French

**Prerequisite Course?**  N/A or  Yes      **Diploma Exam:**  N/A  Jan  Apr  June  Aug  Nov

**PERSONAL INFORMATION: (Please print clearly)**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ (M/D/Y)

Student **Personal** Email Address: \_\_\_\_\_  
(ADLC requires your personal email address – not a school email)

Student Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Current School: \_\_\_\_\_ Current Grade: \_\_\_\_\_

**Parent/Guardian of student regarding this ADLC course:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Parent/Guardian Email Address: \_\_\_\_\_

Phone Number: Cell: \_\_\_\_\_ Home or Work: \_\_\_\_\_

**UNSUCCESSFUL COMPLETION/WITHDRAWAL:** If a student does not successfully complete or withdraws from the course, the student's school account will automatically be invoiced \$30 per credit and for any outstanding ADLC textbooks not returned. ***Any unpaid invoices may be sent to a collection agency.***

**Note:** No fee will be assessed if Notice of Withdrawal is received within 7 days of the original registration date.

- Parent initial required
- Registration will not be processed unless this box is initialed

The following criteria will be taken into consideration determining acceptance into an ADLC course:

- reasons for taking the ADLC course
- past performance
- enrollment capacity

**CONDITIONS:**

- **Mandatory Attendance-** All Students registered in ADLC courses will be scheduled to attend classes in room 208 (unless they have a full time-table). OnSIDE courses are not spares and will not be treated any differently than other Paul Kane courses. Attendance is taken every block in OnSIDE.
- Students must complete one assignment within **two weeks** of receiving materials in order to be considered as registered in the course.
- If there is a final exam in the course, a student must achieve at least 40% on the final exam in order for the assignment marks to be used in the calculation of the final mark in the course.

My reason for wanting to enroll in this ADLC course: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Paul Kane's OnSIDE Program

Keep for  
Future Reference

### ADLC Code of Student Conduct:

*"Submitting work (in whole or in part) that has been copied from another student is a form of plagiarism and results in disciplinary action. At ADLC, any student who commits plagiarism receives a mark of zero for the assignment in question and may also be subject to further disciplinary action at the discretion of the teacher and administration." Please see Section 4.6 of the Paul Kane High School Student Handbook.*

### Diploma Courses

- For students enrolled in a diploma course, the ADLC portion of the course must be completed at least 3 weeks prior to the diploma exam. This ensures that both marks are calculated together.
- Students must register themselves with Alberta Education to order diploma exams to be written at Paul Kane. Please visit [www.mypass.alberta.ca](http://www.mypass.alberta.ca) to register.

### Time

- ADLC courses can begin any time of year.
- It is recommended that ADLC courses be completed in one semester.
- Students must complete the course by June 30 of the current school year, but can finish it sooner if they like.

### ADLC Email Notifications

Student can expect to receive the following messages if assignments are not completed on a regular basis. Students can ask their ADLC teacher for due dates in order that they do NOT receive one of the following emailed messages:

#### Stalled Enrollment- Drop Notification- 1<sup>st</sup> Notification

- This message is to alert you that your enrollment will be withdrawn in 30 days. The policy is that enrollments that have not had work submitted and assessed in 60 days will be withdrawn.

#### Stalled Enrollment- Drop Notification- 2<sup>nd</sup> Notification

- This message is to alert you that your enrollment will be withdrawn in 15 days. The policy is that enrollments that have not had work submitted and assessed in 60 days will be withdrawn.

#### Stalled Enrollment Drop- 3<sup>rd</sup> Notification

- This message is to alert you that you have been sent a warning message that your enrollment will be withdrawn in 10 days.

#### Stalled Enrollment Drop

- This message will inform you that you have been withdrawn from your ADLC course. It has been 60 days since work was submitted or assessed. Please contact Mrs. Chanasyk about possible reinstatement in your course.

### Marks

- ADLC will email students their username and password. Student must login to access their course details, marks and assignment feedback.
- Each ADLC course has an ADLC teacher who can be contacted by email or by phone. You will find your teacher's contact information when you login in the top right corner (click on My Teacher).
- Parents can contact Mrs. Chanasyk, the ADLC Facilitator, for an update on their student's progress at [donna.chanasyk@spschools.org](mailto:donna.chanasyk@spschools.org) or phone 780-459-4405 ext 3.

Please turn over



### 3 Credit Courses

In order to complete a 3 credit course within one semester students must:

- Spend a minimum of 6 hours a week on the course.
- Attend the OnSIDE classroom for 3 periods a week until the course is complete.
- Complete one assignment every week or every two weeks depending upon the course.
- Write the ADLC final. All assignments in a course must be received prior to exams being released.

### 5 Credit Courses


In order to complete a 5 credit course within one semester students must:

- Spend a minimum of 12 hours a week on the course.
- Attend the OnSIDE classroom for 6 periods a week until the course is complete.
- Complete one assignment every week or every two weeks depending upon the course.
- Write the ADLC final. All assignments in a course must be received prior to exams being released.

## How to Submit your Assignment Booklets

### Electronic Submission- you scan and upload your documents

**NOTE:** when starting an assignment be sure to download and save it first before you start filling it out- if you don't your document will not save your work. Your document will be blank!

- Students must scan completed assignments and upload it to their ADLC account. Students will find they will need their documents to be converted to PDF format most of the time. PDFs can be made on a desktop computer using Adobe Acrobat or with a smartphone using an app such as Tiny Scanner.
- Save the file to your computer using your full name and assignment number.
- Then go to [www.adlc.ca](http://www.adlc.ca), log in to SIS using your username and password.
- Next select your course, click on the tab "GRADES" (top of the screen) and then scroll to the correct assignment.
- To attach your document scroll down, select 'Add Submission', drag and drop the you saved or click the icon , 'Upload a file', 'choose file', select your file, 'upload this file', 'save changes', and then 'submit assignment'.
- Please note attaching your document DOES NOT submit it, you have to submit it after it's attached. You will know your assignment is submitted when you see 'Submission status: submitted for grading'.

### Paul Kane Teacher Supported Submission- submit your documents to Mrs Chanasyk

- Students who are not able to scan their assignments can submit them to Mrs. Chanasyk (OnSIDE Room 208). She will scan them to the student's ADLC account.
- Students can pick up their hard copy assignments in the OnSIDE room at a later date.
- The assignments are marked by your ADLC teacher.
- Marks and assignment feedback are available via your ADLC account. Booklets are not mailed back to you.
- To view your marked assignments you must login to your ADLC account.
- Students must login to their ADLC account to access their marks.
- This process usually takes 1 week.
- Colour copies of assignment booklets can be accessed at: [www.adlc.ca](http://www.adlc.ca)