Automation of Transfer of Credit (Exemption) Requests
Student User Manual

CREATED: July 2015

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INTRODUCTION

The automation of the Transfer of Credit (Exemption) application process using ACSIS has been developed to facilitate the submission of exemptions for students. The launch of this application took place January 2015 for the Winter 2015 Academic Term.

This document outlines the steps that you must follow when submitting internal and external exemption requests on ACSIS.

Email Address on File

If your student profile does not have an email address, you will receive a warning message to add an email address by editing your student profile on ACSIS. You will be prevented from applying for an exemption until you have added an email address on file.

Who can use this application?

Students who have a returning or a paid/confirmed status or have been registered can use this application.

Grades Not Accepted

When requesting an exemption for a basis course with one of the following grades you will not be able to submit your request.

- EX, F, W, AU, FSP, AG, MB, N, NSC, SC,
- IA+, IA, IA-, IB+, IB, IB-,
- IC+, IC, IC-, ID+, ID, ID-, IF, IP

Acceptable Method of Payment

When requesting an external exemption you must pay an external exemption fee using a credit card. If you do not have a credit card, you may purchase a pre-paid credit card at any number of retail stores.

REQUEST FOR TRANSFER OF CREDIT (EXEMPTION)

STUDENT APPLICATION PROCESS

The following outlines the procedures and screens you will go through when applying for an exemption.

Launching the Transfer of Credit Application

Log onto ACSIS using this link: https://acsis.algonquincollege.com/students/. At the ACSIS login screen, type your **Student Number** and **Password** and click on **Login**.

ACSIS displays the menu selection screen. From the **COURSES** section, select **Transfer of Credit (Woodroffe Only) *New*.**

ACSIS displays the "*Transfer of Academic Credit (Exemption)"* information screen, select the type of exemption **Internal** or **External** and click on **Click Here to Read the Procedures Before Continuing**.

The two options below are greyed out. You will not be able to move forward until you access the "*Procedure"* page. You will only be prompted to read the "*Procedure"* page the first time you log onto the Transfer of Credit application and every 30 days thereafter. See Appendix A for content of this screen capture.

ACSIS displays the following procedures, please read the procedures and press **Continue** when done. See Appendix A for content of this screen capture.

INTERNAL AND EXTERNAL TRANSFER OF CREDIT (EXEMPTION) PROCEDURES

IMPORTANT INFORMATION AND PROCEDURES:

1. This application must be completed in full. Enter the course code and name of the course successfully completed at the academic institution (i.e. Algonquin or other Colleges, Universities, CEGEP, etc.) that is equivalent and that is the basis of your exemption request.

2. The Registrar's Office will automatically process the request for transfer credit if the course(s) appears on the transfer credit database (Table of Recognized Course Equivalencies) based on College approvals previously granted. Where a course has not previously been evaluated for equivalency, the application will be forwarded to the appropriate Academic Administrator.

3. Normally, transfer credit (exemption) will only be granted for courses completed during the last five (5) years, excluding General Electives which have no time restriction. You may submit older courses for review. (A minimum grade of "C" is required for external courses only).

4. Should a student status drop from full-time to part-time, as a result of granted exemptions, they are encouraged to meet with their Program Coordinator or Student Success Specialist to select other courses (if possible) to add to their timetable. A change in status may affect funding from OSAP.

5. Students who request transfer credit after the fourth week of term will have their request processed for the upcoming term. Students should attend classes until a decision has been made regarding the exemption. If an exemption is approved, the student will be withdrawn from the course in question by the Registrar's Office.

6. Credit based on knowledge and skills gained through life or work experience will be evaluated through the Prior Learning Assessment and Recognition (PLAR) Office. For information about PLAR, please call 613-727-4723, ext. 7027.

7. The Registrar's Office may request submission of original documents. If requested, the documents must be received within 10 business days or any granted exemption may be rescinded.

TIMELINES

1. Students who wish to add course(s) to replace the transfer credit granted, must request the transfer credit at least three weeks prior to the start of term.

2. Students must request exemptions for the current term within the first four weeks of term, exemption requests are processed towards the current term; after this time period has passed, approved requests will be posted to the following term.

Continue

Pressing **Continue** brings you back to the previous page and the two options become active.

To apply for a Transfer of Credit (Exemption), select one of the following:
◉ Internal Exemption
○ External Exemption

Click Here to Read the Procedures Before Continuing

Proceed with Exemption Application   Do Not Proceed and Exit

The system auto-populates the *"Term, Program no., Program Name and Program Level"* fields based on the program selection you made:

Please select the term   2014W ▼   0336X ▼
Program Name   **Computer Programmer**
Program Level   2

Internal Exemption Application

Pressing the "*Proceed with Exemption Application*" button enables you to enter an exemption request; pressing the "*Do Not Proceed and Exit*" button brings you back to the main ACSIS screen. Make sure **Internal Exemption** is selected and click on **Proceed with Exemption Application.**

To apply for a Transfer of Credit (Exemption), select one of the following:
◉ Internal Exemption
○ External Exemption

Click Here to Read the Procedures Before Continuing

Proceed with Exemption Application   Do Not Proceed and Exit

Any time you hovers over a field a description of that field is displayed.

INTERNAL EXEMPTION

Submit your exemption request course by course
1. Select or enter all required data.
2. Click on [Save] to save the entered information.
3. Click on [Add Another Course] to enter another internal exemption.
4. Click on [Next] to review the course(s) submitted during this session.
5. Click on [Back] to return to the previous page.
6. The asterisk [*] indicates a mandatory field that must be filled in.

Please select the term 2015W 1438N
Program Name GAS - One Year - Pre-Nursing
Program Level 2

Course Type * ○ Core ● General Education

Course Number *

Core Course is a mandated course that is part of your Program of Study. General Education course covers an area of general interest such as: <1> Arts in Society, <2> Civic life, <3> Social and Cultural Understanding, <4> Personal Understanding, <5> Science and Technology.

Basis Course Number *
Course Date Completed
Course Hours Completed
Grade Received

Additional Information (Optional)

[Back] [Save] [Add Another Course] [Clear Screen] [Review and Submit]

ACSIS displays the following screen. Fields with an (*) asterisk are mandatory fields that must be completed. All other fields are auto-populated.

INTERNAL EXEMPTION

Submit your exemption request course by course
1. Select or enter all required data.
2. Click on [Save] to save the entered information.
3. Click on [Add Another Course] to enter another internal exemption.
4. Click on [Next] to review the course(s) submitted during this session.
5. Click on [Back] to return to the previous page.
6. The asterisk [*] indicates a mandatory field that must be filled in.

Please select the term 2014W 0336X
Program Name Computer Programmer

Course Type * ● Core ○ General Education

Course Number *

Basis Course Number *
Course Date Completed
Course Hours Completed
Grade Received

Additional Information (Optional)

[Back] [Save] [Add Another Course] [Clear Screen] [Next]

Select the *Term* if the exemption request is for a term other than the one listed. ACSIS auto-populates the *"Program No., Program Name and Level"* fields based on your program status (confirmed/accepted and/or registered). Select the *Course Type*. There are two possible scenarios:

Core Course: When selected, you must enter both the *"Course Number"* and the *"Basis Course Number"*.

- Course Number: must be a valid course offered at the College.
- Basis Course Number: must be a course appearing on your transcript with a passing grade.

General Education Course: When selected, ACSIS auto-populates the *"Course Number"* field with GENED1; you only have to enter the Basis Couse Number. You cannot exceed more than 5 GENED exemption requests per term (i.e. GENED1, GENED2, etc.).

In the following example, "*Core Course Type"* was selected therefore you must type the **Course Number** you want exempted and the **Basis Course Number**, all remaining fields will be auto-populated. You can add additional information (limit of 250 characters) that will be made available to the Registrar's Office who processes exemptions and academic departmental staff who approve/deny exemptions. Click on **Save** to save the exemption request.

When you click on **Save**, the "*Application is saved/updated successfully"* message is displayed and the "*Save"* button is greyed out. The "*Add Another Course"* button is now active. You have two choices; you can add another exemption request or proceed to the "*Next"* step.

To add another exemption request, click on **Add Another Course**, the fields are cleared, allowing you to make another exemption request.

At any time you can clear the information in the fields by pressing the "*Clear Screen"* button. The "*Back"* button brings you back to the main page, allowing you to change from an "*Internal Exemption"* to an "*External Exemption"* request or vice versa or to exit the application.

To proceed to the next step, click on **Next**. ACSIS displays the following screen listing the exemption request(s) you submitted. You can make a change to an existing request by highlighting the exemption request and clicking the "*Back"* button or you can click on the "*Submit"* button to submit the exemption request(s). Click on **Submit** to submit your request.

When the "*Submit*" button is clicked, an email is sent to the Registrar's Office via the exemption@algonquincollege.com email address.

ACSIS displays the following message. Your exemption request(s) has(have) been submitted and an email will be sent to you shortly.

Courses have been submitted successfully...
Your application data was sent to: theriam@algonquincollege.com

Your email address will be displayed here.

Back

Clicking on the "*Back*" button indicated in the above ACSIS screen capture brings you back to the main exemption screen allowing you to submit other Internal or External exemptions.

To apply for a Transfer of Credit (Exemption), select one of the following:
◉ Internal Exemption
○ External Exemption

Click Here to Read the Procedures Before Continuing

Proceed with Exemption Application   Do Not Proceed and Exit
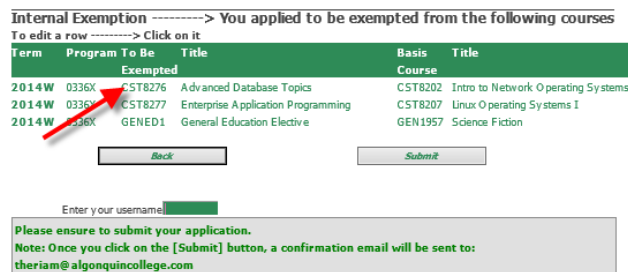
Modifying or Deleting Exemption Requests

You can modify or delete exemption requests if you have not clicked on the "*Submit*" button. Once the "*Submit*" button has been pressed you must contact the Registrar's Office to have the request changed or removed.

Modifying an Exemption Request

To modify an exemption request, from the ACSIS screen where your exemption requests are listed, select the *request* to be modified.

Internal Exemption ---------> You applied to be exempted from the following courses
To edit a row ---------> Click on it

Term	Program To Be Exempted		Title	Basis Course	Title
2014W	0336X	CST8276	Advanced Database Topics	CST8202	Intro to Network Operating Systems
2014W	0336X	CST8277	Enterprise Application Programming	CST8207	Linux Operating Systems I
2014W	0336X	GENED1	General Education Elective	GEN1957	Science Fiction

Back   Submit

Enter your username

Please ensure to submit your application.
Note: Once you click on the [Submit] button, a confirmation email will be sent to:
theriam@algonquincollege.com

ACSIS brings you back to the previous screen and both the "*Save"* and "*Delete"* buttons are active.

The only information you can modify is the *"Basis Course Number"*. All other information is greyed out. Change the **Basis Course Number** and press **Save** to save the change.

INTERNAL EXEMPTION

Submit your exemption request course by course
1. Select or enter all required data.
2. Click on [Save] to save the entered information.
3. Click on [Add Another Course] to enter another internal exemption.
4. Click on [Next] to review the course(s) submitted during this session.
5. Click on [Back] to return to the previous page.
6. The asterisk [*] indicates a mandatory field that must be filled in.

Please select the term	2014W 0336X
Program Name	Computer Programmer
Program Level	2
Course Type	○ Core ● General Education
Course Number	CST8276 Advanced Database Topics
Basis Course Number	CST8202 Intro to Network Operating Systems
Course Date Completed	18-Dec-201
Course Hours Completed	60.00
Grade Received	B
Additional Information (Optional)	this is a test

Save   Delete

ACSIS displays the "*Submit"* screen, noting the change in the *"Basis Course Number"*, press **Submit** to submit the exemption requests.

Internal Exemption ---------> You applied to be exempted from the following courses
To edit a row ---------> Click on it

Term	Program	To Be Exempted	Title	Basis Course	Title
2014W	0336X	CST8277	Enterprise Application Programming	CST8207	Linux Operating Systems I
2014W	0336X	GENED1	General Education Elective	GEN1957	Science Fiction
2014W	0336X	CST8276	Advanced Database Topics	CST8300	Achieving Success in Changing Envir

Back   Submit

Please ensure to submit your application.
Note: Once you click on the [Submit] button, a confirmation email will be sent to:
theriam@algonquincollege.com

Deleting an Exemption Request

To delete an exemption request, from the ACSIS screen where your exemption requests are listed, select the **request** to be deleted.

Internal Exemption ---------> You applied to be exempted from the following courses
To edit a row ---------> Click on it

Term	Program	To Be Exempted	Title	Basis Course	Title
2014W	0336X	CST8276	Advanced Database Topics	CST8202	Intro to Network Operating Systems
2014W	0336X	CST8277	Enterprise Application Programming	CST8207	Linux Operating Systems I
2014W	0336X	GENED1	General Education Elective	GEN1957	Science Fiction

Back   Submit

Please ensure to submit your application.
Note: Once you click on the [Submit] button, a confirmation email will be sent to:
theriam@algonquincollege.com

ACSIS brings you back to the previous screen and both the "*Save*" and "*Delete*" buttons are active.
To delete the exemption request, click on **Delete**.

ACSIS displays the "*Submit*" screen, with one request removed. Press **Submit** to submit the exemption requests.

INTERNAL EXEMPTION

Submit your exemption request course by course
1. Select or enter all required data.
2. Click on [Save] to save the entered information.
3. Click on [Add Another Course] to enter another internal exemption.
4. Click on [Next] to review the course(s) submitted during this session.
5. Click on [Back] to return to the previous page.
6. The asterisk [*] indicates a mandatory field that must be filled in.

Please select the term	2014W 0336X
Program Name	Computer Programmer
Program Level	2
Course Type	○ Core ● General Education
Course Number	CST8276 Advanced Database Topics
Basis Course Number	CST8202 Intro to Network Operating Systems
Course Date Completed	18-Dec-2010
Course Hours Completed	60.00
Grade Received	B
Additional Information (Optional)	this is a test

Save   Delete

Internal Exemption ----------> You applied to be exempted from the following courses
To edit a row ----------> Click on it

Term	Program To Be Exempted	Title	Basis Course	Title
2014W	0336X	CST8277	Enterprise Application Programming	CST8207	Linux Operating Systems I
2014W	0336X	GENED1	General Education Elective	GEN1957	Science Fiction

Back   Submit

Please ensure to submit your application.
Note: Once you click on the [Submit] button, a confirmation email will be sent to:
theriam@algonquincollege.com

Emails Sent to Students

Confirmation Email of Exemption Request

Below is a sample copy of an email sent to you when internal exemption requests are submitted on ACSIS.

From:	exemption@algonquincollege.com		Sent: Tue 1/20/2015 3:52
To:	Marie Theriault		
Cc:			
Subject:	Your Exemption Application		

Hello,

We have received your request(s) for the following course exemption(s):

01. 2015W 1456X ACC2301 Financial Accounting I..................Basis for Exemption: ADV1601 Ad Workshop I

We will notify you by email once your submission has been assessed. Please allow 2-3 weeks for processing.

If you have made an error in this submission please contact the Registrar's Office at the number indicated below.

Thank you.

Registrar's Office:
Telephone: 613-727-0002
Toll-free: 1-800-565-4723
Email: exemption@algonquincollege.com
Address: 1385 Woodroffe Ave, Room C150
Ottawa, ON K2G 1V8

Email when Exemption Request is Approved

Below is a sample copy of an email sent to you when your exemption request has been approved.

From:	exemption@algonquincollege.com		Sent: Mon 1/26/2015 8:03
To:	AC exemption		
Cc:			
Subject:	Student Exemption Application Status		

Dear Marie,

Your exemption was reviewed by your academic department and returned to the Registrar's Office. A thorough review of your request has been conducted and the following decision resulted.

Transfer of Academic Credit request for the following course has been granted and is listed below:

ACC2385 - Micro. Applications in Accounting

If you have any further questions, please contact the Registrar's Office or your Program Coordinator.

Sincerely,

Registrar's Office:
Telephone: 613-727-0002
Toll-free: 1-800-565-4723
Email: exemption@algonquincollege.com
Address: 1385 Woodroffe Ave, Room C150
Ottawa, ON K2G 1V8

Email when Exemption Request is Denied

Below is a sample copy of an email sent to you when your exemption request has been denied.

From:	exemption@algonquincollege.com		Sent: Mon 1/26/2015 8:03
To:	AC exemption		
Cc:			
Subject:	Student Exemption Application Status		

Dear Marie,

Your exemption was reviewed by your academic department and returned to the Registrar's Office. A thorough review of your request has been conducted and the following decision resulted.

Transfer of Academic Credit request for the following course has been denied and is listed below:

BUS2305 - Spreadsheet Applications

Reason for Denial: Grade is too low
Also course outline is incomplete.

If you have any further questions or concerns regarding the transfer credit/exemption that was denied, please contact the Registrar's Office or your Program Coordinator. If this exemption request was for a College General Education Elective, please contact the General Education Coordinator, Mark Keedwell at keedwem@algonquincollege.com to setup an appointment.

Sincerely,

Registrar's Office:
Telephone: 613-727-0002
Toll-free: 1-800-565-4723
Email: exemption@algonquincollege.com
Address: 1385 Woodroffe Ave, Room C150
Ottawa, ON K2G 1V8

Have you been denied your exemption for a core course?

• Have you acquired college level learning through life experience such as self-directed study, paid employment, voluntary work, travel and other learning experiences?
• Does this learning match the learning requirements that are indicated on the course outline?
• Through Prior Learning Assessment and Recognition (PLAR) you may be able to obtain a credit by writing an exam, preparing a portfolio or other.

Have you been denied your exemption for a General Education Elective course?

• Have you acquired significant knowledge and skills through employment, seminars, military training or service, corporate training, volunteer work or community service, personal and professional development, travel or hobbies?
• If yes, you have the opportunity to have your learning related to the appropriate Gen Ed theme assessed and possibly recognized in the form of academic credit.
• Through Prior Learning Assessment and Recognition (PLAR) you may be able to obtain a credit by preparing a portfolio/assignment.

For more information, visit http://www3.algonquincollege.com/plar/ or email the PLAR Administrator at plar@algonquincollege.com.

External Exemption Application

Pressing "*Proceed with Exemption Application"* enables you to enter an exemption request; pressing "*Do Not Proceed and Exit"* brings you back to the main ACSIS screen. Make sure **External Exemption** is selected and click on **Proceed with Exemption Application.**

ACSIS displays the following screen. Fields with an (*) asterisk are mandatory fields that must be completed. All other fields are auto-populated.

Select the **Term** if the exemption request is for a term other than the one listed. ACSIS auto-populates the *"Program No., Program Name and Program Level"* fields based on what you are confirmed/accepted and/or registered into. Select the **Course Type**. There are two possible scenarios:

Core Course: When selected, you must enter both the *"Course Number"* and the *"Basis Course Number"*.

- Course Number: must be a valid course offered at the College.
- Basis Course Number: must be a course appearing on your transcript with a passing grade.

General Education Course: When selected, ACSIS auto-populates the *"Course Number"* field with GENED1; you only have to enter the *"Basis Course Number"*. You cannot exceed more than 5 GENED exemption requests per term (i.e. GENED1, GENED2, etc.).

Note: If you login and get the message displayed on the right, it means that a previous exemption request was made and not completed. You need to complete this transaction by pressing **Review and Pay**.

In the following example, "*Core Course Type"* is selected; therefore the following mandatory fields must be completed:

- *Course Number* to be exempted from
- *Choose an Institution* - use the drop down list or select *"99-Other"* and type the name of the institution
- *Basis Course Number*
- *Basis Course Name*
- *Course Date Completed*
- *Grade Received*
- Not Mandatory - *Additional Information* can be provided. You can add additional information (limit of 250 characters) that will be made available to the Registrar's Office who processes exemptions and academic departmental staff who approve/deny exemptions. Click on *Validate* to validate the data. Once clicked the *"Uploading"* section becomes active, allowing you to upload a PDF of your transcript and course outline.

If your transcript is already on file in the Registrar's Office you are not required to upload a transcript. If not on file, the transcript must be uploaded. Failure to do so, will delay the processing of your exemption request. All attachments must be in a .PDF format.

Transcript on File	Click on *check box* beside "*Transcript already on file"*. The "*Browse"* button is greyed out, therefore no upload is required.
Transcript not on File	Click on *Browse* at the "*Upload Transcript"* field to upload your transcript.
Course Outline	Click on *Browse* at the "*Upload Course Outline"* field to upload the course outline.

When all required documents have been uploaded, click on **Save** to save your exemption request.

When you click on "*Save*", the "*Application is saved/updated successfully*" message is displayed, upload document fields are emptied and the "*Save*" button is greyed out. The "*Add Another Course*" and "*Review and Pay*" buttons become active. You have two choices; you can add another exemption request or proceed to "*Review and Pay*".

To add another exemption request, click on **Add Another Course**, the fields are cleared, allowing you to make another exemption request.

At any time you can clear the information in the fields by pressing the "*Clear Screen*" button. The "*Back*" button brings you back to the main page, allowing you to change from "*Internal Exemption*" to "*External Exemption*" request or vice versa or to exit the application.

To proceed to the next step, click on **Review and Pay**. ACSIS displays the following page. You can make a change to an existing request by highlighting the exemption and clicking the "*Back*" button or you can click on the "*Pay and Submit*" button to submit your exemption request(s) and pay the required fee. Click on **Pay and Submit** to submit your application and pay the required fee.

ACSIS displays the following screen. You must pay the fee before the transaction can be finalized. The payment will be added to your sub-ledger in GeneSIS.

EXEMPTION CHECKOUT

Exemption Fees Balance

Total to be paid: $20.00

The above total includes HST. Business Number # 106699549.
All prices are in CDN funds.

[Proceed With Payment] [Cancel]

Click on *Proceed with Payment*.

ACSIS brings you to the *"Payment"* screen. You must type the following information:

- Cardholder Name - as it appears on your credit card
- Credit Card Number
- Expiry Date (MMYY)
- Security Code - for Visa and Master Card it is a 3 digit code, for American Express it is a 4 digit code

Click on *Pay with Your Credit Card* button to complete the transaction*.*

ALGONQUIN COLLEGE   **Acsis Stage Payment Stage**

Review Your Order

Total Amount: **CAD 20.00**

Enter name as it appears on your credit card.

Pay With Your Credit Card

Cardholder Name

Enter credit card no.

Credit Card Number

Expiry Date(MMYY)

Enter Expiry Date (MMYY)

Security Code
[Present]

Enter Security Code as displayed on the back of your credit card

CVV2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.

[Pay With Your Credit Card]

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.

Secure Payment provided by E-xact Transactions Ltd.

e-xact TRANSACTIONS

If you enter incorrect information in the payment screen, the system displays an error message. See example below:

Review Your Order

Total Amount: **CAD 20.00**

Pay With Your Credit Card

Cardholder Name
testuser

Credit Card Number

Invalid credit card number

4111111111111114

Expiry Date(MMYY)
1215

Security Code
[Present]

CVV2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.

[Pay With Your Credit Card]

When the payment has been processed ACSIS displays the information as indicated below.

It also brings you back to the main ACSIS screen.

If you wish to submit another exemption request, click on "*Transfer of Credit*" under the "*Courses*" section of the main ACSIS page.

An application request email and a confirmation of payment email will be sent to you. (See Email sent to Student section.)

Modifying or Deleting Exemption Requests

You can modify or delete exemption requests if you have not clicked on the "*Review and Pay*" button. Once the "*Review and Pay*" button has been pressed you must contact the Registrar's Office to have the request changed or removed.

Modifying an Exemption Request

To modify an exemption request, from the ACSIS screen where the exemption requests are listed, select the **request** to be modified.

ACSIS brings you back to the previous screen and both the "*Save*" and "*Delete*" buttons are active.

The only information you can modify is the *"Basis Course"* information. All other information is greyed out. Change the **Basis Course Number** and press **Save** to save the change.

If you want to change the *"Course Number"*, you must delete the current request and type a new *"Course Number"*.

ACSIS displays the "*Submit*" screen, displaying the change in the "*Basis Course Number*", press **Pay and Submit** to pay the required fee and submit the exemption requests.

Deleting an Exemption Request

To delete an exemption request, from the ACSIS screen where the exemption requests are listed, select the **request** to be deleted.

ACSIS brings you back to the previous screen and both the "*Save"* and "*Delete"* buttons are active. To delete the exemption request, click on **Delete**.

ACSIS displays the "*Pay and Submit"* screen, with one request removed. Press **Pay and Submit** to submit the exemption requests.

Click on **Proceed with Payment**.

ACSIS brings you to the *"Payment"* screen. You must type the following information:

- Cardholder Name - as it appears on the credit card
- Credit Card Number
- Expiry Date (MMYY)
- Security Code - for Visa and Master Card it is a 3 digit code, for American Express it is a 4 digit code

Click on **Pay with Your Credit Card** button to complete the transaction.

Emails Sent to Students

Below are samples of emails sent to you when external exemption requests are submitted on ACSIS.

Confirmation Email of Exemption Request

From: exemption@algonquincollege.com
To: Marie Theriault
Cc:
Subject: Your Exemption Application
Sent: Wed 1/21/2015 1:29 P

Hello,

We have received your request(s) for the following course exemption(s):

01. 2015W 1456X ACC0048 Principles of Auditing   Basis for Exemption: ABCD123   GFSDFG

We will notify you by email once your submission has been assessed. Please allow 2-3 weeks for processing.

The Registrar's Office may request submission of original documents.

If requested, the documents must be received within 10 business days or any granted exemption may be rescinded.

If you have made an error in this submission please contact the Registrar's Office at the number indicated below.

Thank you.

Registrar's Office:
Telephone: 613-727-0002
Toll-free: 1-800-565-4723
Email: exemption@algonquincollege.com
Address: 1385 Woodroffe Ave, Room C150
Ottawa, ON K2G 1V8

Confirmation Email of Credit Card Payment

From: exemption@algonquincollege.com
To: Marie Theriault
Cc:
Subject: Your Exemption Receipt

We have processed your payment. This is your official receipt.

Your application data and this receipt have been emailed to you for your records.

Please e-mail askus@algonquincollege.com if you have suggestions regarding this service.

Your Transaction ID is: 3673851
Your Receipt Number is: 2976428

Payment amount: $20.00 Non Refundable
Submission Date/Time: Thu Nov 13 16:07:56 2014

Payment Details

Card Type: VISA
Card Number: 1111
Name of Cardholder: testuser
Requested on: Thu Nov 13 16:07:56 2014

The charge on your credit card will list **Algonquin College** as the merchant.

This transaction was processed at https://acsis.algonquincollege.com.
For more information on this service, please contact the Registrar's Office at:

Algonquin College
1385 Woodroffe Ave
Ottawa, Ontario
K2G 1V8
(613) 727-0002
askus@algonquincollege.com

Email when Exemption Request is Approved

Below is a sample copy of an email sent to you when your exemption request has been approved.

From:	exemption@algonquincollege.com	Sent: Mon 1/26/2015 8:03
To:	AC exemption	
Cc:		
Subject:	Student Exemption Application Status	

Dear Marie,

Your exemption was reviewed by your academic department and returned to the Registrar's Office. A thorough review of your request has been conducted and the following decision resulted.

Transfer of Academic Credit request for the following course has been granted and is listed below:

ACC2385 - Micro. Applications in Accounting

If you have any further questions, please contact the Registrar's Office or your Program Coordinator.

Sincerely,

Registrar's Office:
Telephone: 613-727-0002
Toll-free: 1-800-565-4723
Email: exemption@algonquincollege.com
Address: 1385 Woodroffe Ave, Room C150
Ottawa, ON K2G 1V8

Email when Exemption Request is Denied

Below is a sample copy of an email sent to you when your exemption request has been denied.

From:	exemption@algonquincollege.com	Sent: Mon 1/26/2015 8:03
To:	AC exemption	
Cc:		
Subject:	Student Exemption Application Status	

Dear Marie,

Your exemption was reviewed by your academic department and returned to the Registrar's Office. A thorough review of your request has been conducted and the following decision resulted.

Transfer of Academic Credit request for the following course has been denied and is listed below:

BUS2305 - Spreadsheet Applications

Reason for Denial: Grade is too low
Also course outline is incomplete.

If you have any further questions or concerns regarding the transfer credit/exemption that was denied, please contact the Registrar's Office or your Program Coordinator. If this exemption request was for a College General Education Elective, please contact the General Education Coordinator, Mark Keedwell at keedwem@algonquincollege.com to setup an appointment.

Sincerely,

Registrar's Office:
Telephone: 613-727-0002
Toll-free: 1-800-565-4723
Email: exemption@algonquincollege.com
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Ottawa, ON K2G 1V8

Have you been denied your exemption for a core course?

• Have you acquired college level learning through life experience such as self-directed study, paid employment, voluntary work, travel and other learning experiences?
• Does this learning match the learning requirements that are indicated on the course outline?
• Through Prior Learning Assessment and Recognition (PLAR) you may be able to obtain a credit by writing an exam, preparing a portfolio or other.

Have you been denied your exemption for a General Education Elective course?

• Have you acquired significant knowledge and skills through employment, seminars, military training or service, corporate training, volunteer work or community service, personal and professional development, travel or hobbies?
• If yes, you have the opportunity to have your learning related to the appropriate Gen Ed theme assessed and possibly recognized in the form of academic credit.
• Through Prior Learning Assessment and Recognition (PLAR) you may be able to obtain a credit by preparing a portfolio/assignment.

For more information, visit http://www3.algonquincollege.com/plar/ or email the PLAR Administrator at plar@algonquincollege.com.

Content of Main Page

APPLY FOR A TRANSFER OF ACADEMIC CREDIT (EXEMPTION)

Internal Transfer of Credit (Exemption) - For Studies Completed at Algonquin

The College recognizes that courses delivered within the College in different programs may lead to essentially the same learning outcomes. With the College assigning an equivalency status to courses, this allows students to receive an internal transfer of credit for identical or equivalent College courses when entering another program of study. Normally, only those courses completed during the last five (5) years will be considered for transfer of credit, excluding General Electives which have no time restriction. For detailed information refer to policy AA09 – Transfer of Academic Credit (Internal).

External Transfer of Credit (Exemption) - For Studies Completed at Other Institutions

The College will award transfer of credit to students for courses completed at other recognized post-secondary institutions, on the basis that the learning outcomes are equivalent and current to the courses within their program of study. Normally, only those courses completed during the last five (5) years will be considered for transfer of credit, excluding General Electives which have no time restriction. A minimum grade of "C" or equivalent is required. For detailed information refer to policy AA10 – Transfer of Academic Credit (External). Prior to processing, each application must be supported by an official transcript, course outline and a payment of $10.00 per external course credit requested (non-refundable).

Special Note for International Students

Applications for transfer of international credits may require a third party assessment. It is not a guarantee of credit transfer. The suggested organizations for assessment are World Education Services or International Credential Assessment Services of Canada.

Should you have any questions, please visit our FAQs site or contact us via email at askus@algonquincollege.com or by telephone at 613-727-0002 or using our toll-free no. at 1-800-565-4723.

To apply for a Transfer of Credit (Exemption), select one of the following:

◉ **Internal Exemption**
◯ **External Exemption**

[*Click Here to Read the Procedures Before Continuing*]

[*Proceed with Exemption Application*]   [*Do Not Proceed and Exit*]

INTERNAL AND EXTERNAL TRANSFER OF CREDIT (EXEMPTION) PROCEDURES

IMPORTANT INFORMATION AND PROCEDURES:

1. This application must be completed in full. Enter the course code and name of the course successfully completed at the academic institution (i.e. Algonquin or other Colleges, Universities, CEGEP, etc.) that is equivalent and that is the basis of your exemption request.

2. The Registrar's Office will automatically process the request for transfer credit if the course(s) appears on the transfer credit database (Table of Recognized Course Equivalencies) based on College approvals previously granted. Where a course has not previously been evaluated for equivalency, the application will be forwarded to the appropriate Academic Administrator.

3. Normally, transfer credit (exemption) will only be granted for courses completed during the last five (5) years, excluding General Electives which have no time restriction. You may submit older courses for review. (A minimum grade of "C" is required for external courses only).

4. Should a student status drop from full-time to part-time, as a result of granted exemptions, they are encouraged to meet with their Program Coordinator or Student Success Specialist to select other courses (if possible) to add to their timetable. A change in status may affect funding from OSAP.

5. Students who request transfer credit after the fourth week of term will have their request processed for the upcoming term. Students should attend classes until a decision has been made regarding the exemption. If an exemption is approved, the student will be withdrawn from the course in question by the Registrar's Office.

6. Credit based on knowledge and skills gained through life or work experience will be evaluated through the Prior Learning Assessment and Recognition (PLAR) Office. For information about PLAR, please call 613-727-4723, ext. 7027.

7. The Registrar's Office may request submission of original documents. If requested, the documents must be received within 10 business days or any granted exemption may be rescinded.

TIMELINES

1. Students who wish to add course(s) to replace the transfer credit granted, must request the transfer credit at least three weeks prior to the start of term.

2. Students must request exemptions for the current term within the first four weeks of term, exemption requests are processed towards the current term; after this time period has passed, approved requests will be posted to the following term.

Continue

APPENDIX B – DISPLAY MESSAGES

The following table describes messages displayed on course exemption screens. Unless the condition indicates otherwise, the message applies to both internal and external course exemptions.

No.	Condition	Message
1.	[Basis Course] text field empty.	*** The [Course Basis for Exemption] field cannot be empty.
2.	[Course Hours Completed] contains invalid data.	Course hours completed can only be between 0 and 999.99.
3.	[Course Hours] field empty.	*** The [Course Hours Completed] field cannot be empty.
4.	[Course Type] not selected.	*** Please select a Course Type.
5.	[Course] text field empty.	*** The [Course To Be Exempted] field cannot be empty.
6.	[Grade] field empty.	*** The [Grade Received] field cannot be empty.
7.	[Institution Name] field empty.	*** The [Institution Name] field cannot be empty.
8.	[Month] field empty.	*** The [Course Date Completed Month] field cannot be empty.
9.	[Month] for Course Date Completed field empty.	Select a valid month from the drop down list.
10.	[Next] button clicked with unsaved course changes on screen (from [Course Type] option and below).	*** You did not save yet ... Press the [Save] button to save or press the [Clear Screen] button to discard the data on screen.
11.	[Next] button clicked without any course changes, and without any saved exemptions.	*** You have not submitted any course for exemption yet.
12.	[Program Level] field contains invalid data.	Field Program Level ... Valid values are between 1 and 8.
13.	[Program Level] field empty	***The [Program Level] field cannot be empty.
14.	[Program] drop-down field empty.	*** The [Program] field cannot be empty.

No.	Condition	Message
15.	[Program] text field empty.	*** The [Program] field cannot be empty.
16.	[Review & Pay] button clicked before saving entered data.	You have unsaved application data ... please finish and press the [Save] to save or press the [ClearScreen] button before continuing.
17.	[Review & Pay] button clicked with no existing application	*** You have not submitted any course for exemption yet.
18.	[Term] field empty.	*** The [Term] field cannot be empty.
19.	[Year] field empty.	*** The [Course Date Completed Year] field cannot be empty.
20.	Attempt to save with no changes.	Nothing changed to Save.
21.	Attempted to apply for sixth GENED course exemption in a single term.	You cannot exceed more than 5 GENED courses per term.
22.	Basis Course (Internal) found.	*** The [Basis Course Number] was NOT found on your transcript; please provide the correct course number.
23.	Basis Course entered (Internal) does not qualify for exemption.	*** Cannot use a course with NO GRADE or with a grade such as [EX, F, or W].
24.	Combination of [Month] and [Year] picked in the future.	The month cannot be in the future in this year. Select an appropriate month.
25.	Combination of [Month] and [Year] picked in the future.	The year cannot be in the future. Select an appropriate year.
26.	Course exemption successfully deleted.	*** The course is deleted successfully.
27.	Course grade entered (External) missing or does not qualify for exemption.	*** Cannot use a course with NO GRADE or with a grade such as: [EX, F, or W].

No.	Condition	Message
28.	Duplicate (Internal) course exemption for same student number, term, and course number.	*** You have already submitted an exemption request for this course [Course Number] with the term [Term].
29.	Exempt course same as basis course.	*** Course number cannot be the same as the Course to be Exempted from.
30.	Failed to delete record.	*** Network not responding, please try again later. If the problem persists, contact the Registrar's Office at (613) 727-0002.
31.	Failed to save changes.	*** Network not responding, please try again later. If the problem persists, contact the Registrar's Office at (613) 727-0002.
32.	Failed to save data to database.	*** Network not responding, please try again later. If the problem persists, contact the Registrar's Office at (613) 727-0002.
33.	Failed to save record.	*** Network not responding, please try again later. If the problem persists, contact the Registrar's Office at (613) 727-0002.
34.	General database error occurred.	*** Database error contact the Registrar's Office at (613) 727-0002.
35.	Invalid course code.	*** [Course Number] is an invalid course number. If you cannot locate the course number, check the website at: http://www3.algonquincollege.com/future-students/fulltime/ and enter the proper course number or contact the Registrar's Office at (613) 727-0002.
36.	Invalid program code.	*** [Program Code] is an invalid program. If you cannot locate the program code, check the website at: http://www3.algonquincollege.com/future-students/fulltime/ and enter the first 5 characters of the Program Code or contact the Registrar's Office at (613) 727-0002. Example: [Program Code] = [1111X]
37.	Network not available.	Network not responding, please try again later. If the problem persists, contact the Registrar's Office at (613) 727-0002.
38.	No active term available.	No Active Term available; please contact the Registrar's Office for term availability periods.
39.	No course outline specified.	*** The [Course Outline File] field cannot be empty.
40.	No Institution.	*** Please select or type the Institution name.

No.	Condition	Message
41.	No program picked from drop-down list.	*** Please Choose a Program.
42.	No transcript specified.	*** The [Transcript File] field cannot be empty.
43.	PDF file creation error.	Network not responding, please try again later. If the problem persists, contact the Registrar's Office at (613) 727-0002.
44.	PDF file successfully created.	Your exemption request for [Course Number] has been successfully submitted.
45.	Program drop-down list contains no programs.	*** There is no program to select from.
46.	Record already saved.	You already saved this record.
47.	Record saved successfully.	*** Application is saved/updated successfully.
48.	Selected Core course type, and entered one of the following course codes: GED0011, GED0012, GED0013, GED0014 or GED0015.	Course Number must NOT be either one of the following: GED0011, GED0012, GED0013, GED0014 or GED0015.
49.	Student data not found.	Network not responding, please try again later. If the problem persists, contact the Registrar's Office at (613) 727-0002.
50.	Student data not found.	There is no student information on database.
51.	Student has no email address.	You currently do not have an email address on your profile. To continue please add an email address on your profile using ACSIS.
52.	Table creation error.	Network not responding, please try again later. If the problem persists, contact the Registrar's Office at (613) 727-0002.