

Minnedosa Collegiate Independent Study / Correspondence Program

Independent Study programs are offered at Minnedosa Collegiate for the following reasons:

- Timetable conflicts
- Course not offered at MCI
- Other

Procedures

- 1) Students wanting to enrol in the Independent Study Program must meet with school administration and obtain written approval.
- 2) Students must complete an Independent Study Program application form with a cheque for the required amount. All cheques are to be made out to the Minister of Finance.
- 3) Principal/Supervisor approves application and forwards it to the Independent Study Branch.
- 4) Students must work on modules and present completed modules to Principal/Supervisor in order to be eligible to write the midterm and final examinations.
- 5) When a student successfully completes the program, the final mark will be placed in their credit records and the transcript will be placed in the Independent Study Program for future reference.
- 6) Students who successfully complete the program will be reimbursed from MCI if either of the two above conditions applies. The Cheque will be made out to the parent/guardian of the student.
- 7) The school will only reimburse students for the original registration costs. At no time will reimbursements be processed for re-write or re-registration costs.
- 8) If the school does not have the required resources, students will be responsible for purchasing all required textbooks, workbooks, tapes and videos.

A one-credit Independent study course requires approximately 165 hours to complete. All students will be given 12 months from the date of registration to complete the course and the final examination. Students who have not completed their course of study within 12 months from the date of registration will be considered inactive and will be automatically withdrawn from the Independent Study Program. All exams are written in the library. Examination periods will be posted in the library and exams will be written at these times only.

Minnedosa Collegiate Independent Study / Correspondence Program

Registration

Students have 12 months from the date of registration to complete a course. Students who have not completed their course within the 12-month period will be withdrawn from the course. Students attending school may enrol in an ISO course during registration periods.

- August 18, 2003 - October 17, 2003
- January 12, 2004 – March 5, 2004
- May 31, 2004 – June 25, 2004

Minnedosa Collegiate Independent Study / Correspondence Program

Course structure

Most courses consist of booklets called modules or sequences. The number of these varies from course to course. In modular-form courses, each module covers a section of the course content and contains several lessons. At the end of most lessons, there are assignments which ISO students are expected to complete and evaluate. The applicable answer keys are included in the course package.

In some cases, modules contain one or more tests which students must complete on a self-testing, self-evaluation basis or which must be sent to the ISO for evaluation by the course marker/tutor. Test keys are included in the package for the test to be self-evaluated. Students may be evaluated by a variety of different methods in an ISP course. These include projects, tests, portfolios, assignments, essays and/or examinations. A complete explanation and instructions regarding the evaluation are found in individual course introductions as well as the course descriptions in this course guide.

Obtaining Credit for a Course

Students must achieve a final mark of 50% or greater to receive credit for a course.

Minnedosa Collegiate Independent Study / Correspondence Program

Tuition Fees and Refunds

All course tuition fees are tax-exempt

Tuition	½ credit course	\$104.00
	1 credit course	\$124.00

Tuition refunds must be applied for during the first 30 calendar days of the student's registration. An administration fee of \$25.00 is charged if students withdraw voluntarily from a course and return the ISO course materials that have been opened.

Refunds will not be issued for course reference materials, textbooks, videotapes, audiotapes, or other learning resources.

Minnedosa Collegiate Independent Study / Correspondence Program

Course Transfers

Students may transfer from one course to another of equal or lesser credit value within 30 calendar days of registering. Only one course transfer will be permitted per initial registration. The transfer fee is \$26.75 (GST included). To transfer a subject of a higher credit value, a student will have to pay the tuition difference and the transfer fee of \$26.75. ISO courses are not transferable between students.

Minnedosa Collegiate Independent Study / Correspondence Program

Examinations

Students **MUST** write examinations during these dates in a supervised setting.

- September 13-17, 2004
- November 15-19, 2004
- January 10-14, 2005
- March 14-18, 2005
- May 23-27, 2005

Corrected exams will not be returned to the student; however, students will receive a Statement of Standing. Statements of Standing for midterm and final marks for students attending school will be mailed to the ISP facilitator. Statements will not be mailed directly to a student's home address nor will marks be given to students via telephone.

Examination Rewrites/Rereads

Students who fail an examination will be allowed to rewrite that exam (midterm and/or final) only once. An examination rewrite must take place within the 12-month course registration time period. A fee of \$52.43 (GST included) must be paid for an examination rewrite.

Students may request a reread of an ISO exam. This request must be made in writing to the ISO in Winkler. A fee of \$26.75(GST included) per examination will be assessed. Students have 30 calendar days from the date the Statement of Standing is issued to request a reread for that subject.

Minnedosa Collegiate Independent Study / Correspondence Program

Course Repeats/Re-registration

Courses may be repeated in the following circumstances:

- A student who is unable to complete the course within one year may re-register once only.
- A student fails to achieve a passing grade of 50% or more may re-register only once.

Re-registration for a course must occur within 3 months of the expiry date of the original registration. A new registration form must be submitted when re-registering. Please refer to the following re-registration fee schedule for applicable fees.

- ½ credit course \$67.41
- 1 credit course \$111.28

Minnedosa Collegiate Independent Study / Correspondence Program

Is Distance Learning For Me?

How well would distance learning courses work for you? Circle and answer for each question and score as directed. Answer honestly – no one will see this but you.

(Based on is ELI for me? © 1989-2002 Extended Learning Institute Northern Virginia Community College)

1. My need to take this course now is:
 - a. High – I need it to graduate.
 - b. Moderate- I could take it later or take another course.
 - c. Low – I am interested in doing it, but I don't really need it.

2. Feeling that I am part of a class is:
 - a. Not necessary for me.
 - b. Somewhat important for me.
 - c. Very important for me.

3. I would classify myself as someone who:
 - a. Often gets things done ahead of time.
 - b. Needs reminding to get things done on time.
 - c. Puts things off until the last minute or doesn't complete them.

4. Classroom discussion is:
 - a. Rarely helpful to me.
 - b. Sometimes helpful to me.
 - c. Almost always helpful to me.

5. When a teacher hands out an assignment I prefer:
 - a. Figuring out the instructions myself.
 - b. Trying to follow directions on my own, asking for help if needed.
 - c. Having the instructions explained to me.

6. I need teacher comments on my assignments:
 - a. Within a few weeks, so I can review what I did.
 - b. Within a few days, or I forget what I did.
 - c. Right away or I get very frustrated.

7. With my personal schedule, the amount of time I have to work on a course is:
 - a. More than enough time for an in-school course.
 - b. The same as for a class in-school.
 - c. Less than a class on in-school.

8. Attending school on a regular schedule is:
 - a. Extremely difficult for me – I have commitments (work, family or personal) during times when classes are offered.
 - b. A little difficult, but I can rearrange my priorities to allow for regular attendance at school.
 - c. Easy for me.

9. As a reader, I would classify myself as:
 - a. Good – I usually understand the text without help.
 - b. Average – I sometimes need help to understand the text.
 - c. Slower than average.

10. When I need help understanding a subject:

- a. I am comfortable approaching a teacher to ask for clarification.
- b. I am uncomfortable approaching a teacher but do anyways.
- c. I never approach a teacher to admit I don't understand something.

SCORING

Add 3 points for A's
2 points for B's
1 point for C's

11-20 points – Distance learning may work for you but you need to make a few adjustments in your schedule and study habits.

10 or less – Distance learning may not currently be the best option for you. Call the ISO office at 1-800-465-9915 or contact Mrs. Schofield at 867-2794 (MCI).