

How to Complete the Online Learning Term Form

Spring Term OC1, Intersession OC2, Summer session OC3

Term Address

- Please update your address on your LORIS account.
- Assignments will be returned to this address.

Mid-term/Final Exam Centre

- A centre must be chosen whether or not your course has a mid-term test or final exam. Only one centre may be selected.
- Choose the centre nearest you. You are expected to write all mid-term tests and final exams at one of the four designated centres unless you live more than 100 km away or have made arrangements with the Accessible Learning Centre.
- All exams are to be written at the same exam centre. To change exam centres you must submit a request to onlinemidterms@wlu.ca at least TWO WEEKS before your scheduled midterm date.
- Mid-term test dates and locations are available at the beginning of each term from the Online Learning website
- The Office of the Registrar posts final examination dates and locations online mid-way through the term.
- If you choose "other" as your centre, and the above circumstances do not apply, you will automatically be reassigned to the nearest exam centre.
- If you choose "other" as your exam centre, you are responsible for arranging a proctor for all mid-term tests and final exams and paying for all associated fees (e.g., courier and proctor fee).

- A proctor form (found on the online learning website) must be submitted to the Centre for Online Learning by the first Friday of term.

Please note: a separate proctor form is required for final examinations.

- Acceptable proctors:
 - approved faculty or officer of a university
 - approved faculty or officer of a college
 - elementary or secondary-school principal
 - university examination officer

Please note: Students residing outside Canada and the United States may only write with approved faculty at an accredited university.

- Test materials are sent directly to the proctor with a letter of instruction. Test materials will not be sent directly to students.

Pick Up or Ship

- Materials for spring term, intersession and summer session will be available beginning on April 4, 2011. You must bring photo ID with you to pick up your materials.
- A Online Learning Term Form must be received by the Centre for Online Learning by the specified deadlines in order for materials to be shipped with a \$10 charge within Canada, \$25 Int'l.
- If you choose to pick up your materials they will not be mailed to you. Failure to pick up materials does not exempt you from applicable online learning administration fees and deadlines.

- If you are unable to pick up your materials and send someone else in your place, you must send an email in advance to notify us of who will be picking up your materials. That person will be required to provide identification and to sign for your materials.

- Registered students residing outside of Canada and the United States for a given term are encouraged to pick up their online learning course materials to avoid shipping delays and transportation fees.

- Shipped materials are sent by courier and require a signature upon receipt. If your shipping address is different from your term address, please provide your shipping address in the space provided on the form. **Please note:** we cannot ship to P.O. Box addresses.

Materials Required

- Please indicate which materials you require to be included in your online learning package by checking the appropriate box. Refer to the course materials page available from the online learning website for a list of materials associated with your course. **Online Learning course material fees can be found at: www.wlu.ca/onlinelearning.**
- Refer to Important Dates for refund deadlines for textbooks and loaned materials (videotapes, video CD-ROMs and DVDs). Textbooks must be in perfect condition and be returned in their original packaging for a complete refund.
- Your administrative fee and course reading package are non-refundable.
- Materials will not be guaranteed in stock for students after the second Friday of term.

Centre for Online Learning

202 Regina St. N., Room 293
Phone (519) 884-1970 ext. 3505 or 4881
www.wlu.ca/onlinelearning
onlinelearning@wlu.ca

Online Learning website: www.wlu.ca/onlinelearning

LORIS (Laurier Online Registration and Information System)

<http://telaris.wlu.ca>

You are responsible for checking exam schedules; and for making arrangements (e.g., time off work) to write your mid-term tests and final exams as scheduled.



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