

# Centre for Continuing Education

## Spring 2013 Envision (Distance education) Courses (Tentative)

## Fall / Winter 2013 Envision (Distance Education) Courses (Tentative)

Calendar requests and general inquiries regarding the Envision program may be forwarded in several ways:

by e-mail: [cce\\_L@laurentian.ca](mailto:cce_L@laurentian.ca)

by telephone: (705) 673-6569 -option 1

by fax : (705) 675-4897

### in writing :

Continuing Education  
Laurentian University  
935 Ramsey Lake Road  
Sudbury, Ontario, Canada  
P3E 2C6

The Centre for Continuing Education (CCE) at Laurentian University was founded in 1960 to accommodate students wishing to study on campus on a part-time basis. To respond to off-campus students' needs for autonomy and self-directed study, the distance education program was launched in September 1972. In 1986, CCE commissioned a local business to develop an identity and logo for its distance education program and Envision was the result. Since its inception, our Envision program has grown from one course to an inventory of over 360 courses offered in a variety of delivery modes and now offers numerous complete degrees and several certificate programs.

While the majority of the distance education courses are offered through CCE, many others are offered through Laurentian's federated universities:

**University of Sudbury** - The University of Sudbury is a university in the Catholic tradition committed to bilingualism and the heritage of Canada's First Nations. It offers courses in Folklore, Native Studies, Philosophy, and Religious Studies.

**Huntington University College** - Affiliated with the United Church of Canada, Huntington offers courses in Communication Studies, Gerontology, Philosophy and Religious Studies.

**Thorneloe University College** - Thorneloe is a university of the Anglican faith. It offers courses in Classical Studies, Religious Studies, Theatre Arts, and Women's Studies.

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## IMPORTANT LINKS AND FORMS

### ADMISSION

<http://laurentian.ca/content/mature-applicants>

### APPLICATION FORM

[http://laurentian.ca/webfm\\_send/486](http://laurentian.ca/webfm_send/486)

### TUITION AND FEES

<http://laurentian.ca/content/tuition-fees>

## ADMISSION/REGISTRATION/WITHDRAWALS

### **April 12**

Recommended last date to apply for *admission* for first-term and full-term courses, and to *register* for *Envision* first-term and full-term courses to avoid delays. You may pick up first-term and full-term Envision course manuals beginning on this date.

### **April 28**

An administrative fee of \$30 per registration applies to first-term and full-term courses after this date.

### **May 5**

The Envision material fee will be refunded only for those course drops/changes received no later than May 5 for first-term and full-term courses.

### **May 10**

No registrations or changes after this date for all Envision courses, and first term and full-term on-campus courses.

### **May 30**

If you withdraw from a first-term on-campus course after this date, you will receive an “F”.

### **June 20**

If you withdraw from a full-term course after this date, you will receive an “F”.

### **July 11**

If you withdraw from a second-term on-campus course after this date, you will receive an “F”.

### **September 14**

No registrations or course changes after this date for first-term and full-term On-campus courses.

## COURSES BEGIN AND END

### **May 6**

Courses begin. All Envision courses run for 12 weeks.

### **June 13**

First-term on-campus courses end.

**June 17**

Second-term on-campus courses end..

**July 25**

Courses end.

**EXAMS****June 14 and 15**

Mid-term exams for first-term Envision courses when applicable.

Final exams for first-term on-campus courses.

**July 26 and 27**

Final exams for second-term and full-term on-campus courses.

**July 26 to August 3**

Final exams for all Envision courses.

**CONVOCATION****August 30**

Last day to apply for graduation for Fall Convocation 2013.

**October 26**

Fall Convocation 2013

**UNIVERSITY CLOSURES****March 29**

Good Friday

**April 1**

Easter Monday

**May 20**

Victoria Day

**July 1**

Canada Day Holiday

## DATES FOR FALL/WINTER 2013-2014

### ADMISSION/REGISTRATION/WITHDRAWALS

#### **August 16**

Recommended last date to apply for *admission* for first-term and full-term courses, and to *register* for *Envision* first-term and full-term courses to avoid delays. You may pick up first-term and full-term Envision course manuals beginning on this date.

#### **September 3**

The Envision material fee will be refunded only for those course drops/changes received no later than September 3 for first-term and full-term courses.

An administrative fee of \$30 per registration applies to first-term and full-term courses after this date.

#### **September 9**

No registrations or changes after this date for first-term and full-term Envision courses.

An administration fee of \$30 per registration applies to all first-term and full-term courses after this date.

#### **September 13**

No registrations or course changes after this date for first-term and full-term On-campus courses.

#### **November 4**

If you withdraw from a first-term course after this date, you will receive an "F."

#### **November 22**

Recommended last day to register for second-term Envision courses.

#### **January 5**

The Envision material fee will be refunded only for those course drops/changes received no later than January 5 for second-term courses.

#### **January 9**

No registration or changes after this date for second-term Envision courses.

An administrative fee of \$30 per registration applies to second-term courses after this date (new registrants only).

**January 17**

No registrations or course changes after this date for second-term On-campus courses.

**January 31**

If you withdraw from a full-term course after this date, you will receive an "F."

**February 26**

If you withdraw from a second-term course after this date, you will receive an "F."

**COURSES BEGIN AND END****September 4**

First-term and full-term courses begin.

**November 28**

First-term Envision courses end.

**December 4**

First-term On-campus courses end.

**January 6**

Second-term courses begin and full-term courses resume.

**March 27**

Second-term and full-term Envision courses end.

**April 4**

Second-term and full-term On-campus courses end.

**EXAMS****October 10**

Mid-term exams for first-term Envision courses when applicable.

**November 29 to December 14**

Mid-term exams for full-term Envision courses when applicable.

Final exams for first-term Envision courses.

**December 5 to 22**

Mid-term exams for full-term On-campus courses when applicable.

Final exams for first-term On-campus courses.

**February 13**

Mid-term exams for second-term Envision courses when applicable.

**March 28 to April 12**

Final exams for second-term and full-term Envision courses.

**April 7 to 30**

Final exams for second-term and full-term On-campus courses.

## STUDY BREAKS

**October 21 to 25**

University is open from October 21 to 25. Envision courses continue, but On-campus courses pause.

**February 17 to 21**

University is open from February 18 to 22. Envision courses continue, but On-campus courses pause.

## CONVOCATION

**January 31**

Last day to apply for graduation for Spring Convocation 2014.

**June 2 to June 6**

Spring Convocation 2014

## UNIVERSITY CLOSURES

**August 5**

Civic Holiday

**September 2**

Labour Day

**October 14**

Thanksgiving Day

**December 24 to January 1**

Christmas Break

**February 17**

Family Day


**April 18**

Good Friday

**April 21**

Easter Monday

**LEGEND FOR COURSE PROGRAMS**

<b>LEGEND</b>			
<b>10</b> Print based	<b>12, 40, 41, 42</b> Internet		
<b>19</b> Material fee does not apply.	 Also offered in French		
<b>e.g., ANTR 2005 EL 10 indicates that the material for this course is provided in print.</b>			
<b>Spring</b> - (May - July)	<b>Fall</b> - (Sept - Dec)	<b>Winter</b> - (Jan - Apr)	<b>Fall/Winter</b> -(Sept-Apr)

**ANTHROPOLGY**

Sessions	Course	Title
2014W	ANTR 1006 EL 10	Introduction to Anthropology I
2013SP / 2013F / 2014W	ANTR 1007 EL 10	Introduction to Anthropology II
2013SP / 2013FW	ANTR 2005 EL 10	Child Rearing Across Cultures
2013SP / 2013F / 2014W	ANTR 3047 EL 12	Public Health and Epidemiology

## BIOLOGY

Sessions	Course	Title
2013SP	BIOL 1000 EL 10	Canadian Environmental Biology
2013 FW	BIOL 1000 EL 10	Canadian Environmental Biology
2013SP / 2013FW	BIOL 1700 EL 10	Structure and Function of the Human Body
2013SP / 2014W	BIOL 2011 EL 10	Fundamentals of Genetics
2013FW	BIOL 2110 EL 12	Medical Microbiology
2013SP / 2013F / 2014W	BIOL 2701 EL 10	Human Physiology
2013F / 2014W	BIOL 2757 EL 10	Biological Aspects of Human Sexuality

## CHEMISTRY

Sessions	Course	Title
2013SP / 2013F	CHMI 1031 EL 10	Elementary Chemistry
2013SP / 2014W	CHMI 1032 EL 10	Essential Concepts of Organic Chemistry
2013F	CHMI 2031 EL 10	Natural Products: Organic and Biochemical Features
2013F / 2014W	CHMI 2041 EL 10	Introductory Environmental Chemistry
2013SP / 2013FW	CHMI 2220 EL 10	Clinical Chemistry
2013F	CHMI 3031 EL 10	Industrial Inorganic Chemistry

## **CLASSICAL STUDIES**

Sessions	Course	Title
2013SP / 2013F	CLAS 1006 EL 10	Greek Civilization
2013SP / 2014W	CLAS 1007 EL 10	Roman Civilization
2013SP / 2013FW	CLAS 2005 EL 10	Greek Mythology
2013SP / 2013FW	CLAS 2095 EL 10	Women in the Ancient World
2013SP / 2014W	CLAS 2136 EL 10	Greek and Latin Roots of English

## **COMMERCE**

Sessions	Course	Title
2013SP / 2013F / 2014W	COMM 1206 EL 12	Business Communication
2013SP / 2013F / 2014W	COMM 4716 EL 10	Law for Commerce

## **COMMUNICATIONS STUDIES**

Sessions	Course	Title
2013SP / 2013F	COST 2446 EL 10	Dynamics of Interpersonal Communication, Part I
2013SP / 2014W	COST 2447 EL 10	Dynamics of Interpersonal Communication, Part II
2013SP	COST 2526 EL 10	Broadcast Journalism and Production

## **EARTH SCIENCE**

Sessions	Course	Title
2013F	GEOL 1021 EL 10	Understanding the Earth I
2014W	GEOL 1022 EL 10	Understanding the Earth II
2014W	GEOL 2022 EL 10	The Dynamic Earth
2013W	GEOL 3811 EL 10	Chemistry of Earth Materials

## **ECONOMICS**

Sessions	Course	Title
2013SP / 2013F	ECON 1006 EL 10	Introduction to Microeconomics
2013SP / 2014W	ECON 1007 EL 10	Introduction to Macroeconomics
2013 SP	ECON 2015 EL 10	Intermediate Macroeconomic Theory
2013F	ECON 2016 EL 10	Intermediate Macroeconomic Theory I
2014W	ECON 2017 EL 10	Intermediate Macroeconomic Theory II

## **ENGLISH**

Sessions	Course	Title
2013SP / 2013FW	ENGL 1540 EL 10	Academic Reading and Writing in English
2013SP / 2013FW	ENGL 1705 EL 12	Introduction to Writing and English Studies

## GERONTOLOGY

Sessions	Course	Title
2013SP / 2013F	GERO 1016 EL 10	Introduction to Gerontology I: Understanding Aging Today
2013SP / 2014W	GERO 1017 EL 10	Introduction to Gerontology II: Caring for the Elderly in Canada
2013SP / 2013F	GERO 2016 EL 10	Optimal Aging I
2013 SP / 2013F	GERO 2017 EL 10	Optimal Aging II
2014W	GERO 3016 EL 10	Critical Skills for the Gerontologist I
2014W	GERO 3017 EL 10	Critical Skills for the Gerontologist II
2013F	GERO 3106 EL 10	Theories and Models of Counselling in the Field of Gerontology
2014W	GERO 3107 EL 12	Internship in Gerontology
2013SP / 2014W	GERO 3306 EL 10	Dementia Studies
2013F	GERO 3326 EL 10	Food & Nutrition in Later Life

## HISTORY

Sessions	Course	Title
2013SP / 2013F	HIST 1106 EL 12	Introduction to the 20th Century
2013SP / 2014W	HIST 1107 EL 12	Contemporary Issues in Historical Perspective
2013SP	HIST 2566 EL 12	20th Century Europe to World War II
2013SP / 2014W	HIST 2567 EL 12	European History Since World War II
2013SP / 2013F	HIST 3006 EL 10	Approaches to Canadian History
2013SP / 2014W	HIST 3066 EL 10	Cities in Canada : An Historical Perspective
2013SP / 2014W	HIST 3096 EL 10	History and Historians : Ideas and Methods
2013SP / 2013F	HIST 3106 EL 10	History of the Canadian Family
2013SP / 2014W	HIST 3196 EL 10	Canada in the 20th Century:

2013SP	HIST 3216 EL 12	Selected Problems The First Nations in Canada in Historical Perspective
2013SP / 2013F	HIST 3616 EL 10	History of Women and the Family in the Pre-Industrial Era
2013SP / 2014W	HIST 3617 EL 10	History of Women and the Women's Movement in the Modern Era
2013SP / 2013FW	HIST 3905 EL 10	History of Science

## **HUMAN KINETICS**

Sessions	Course	Title
2013SP / 2014W	PHED 2526 EL 10	Introduction to Ergonomics
2013SP / 2013W	PHED 3546 EL 10	International Health Education I
2013SP / 2013F	PHED 3556 EL 12	Alternative Health

## **LAW AND JUSTICE**

Sessions	Course	Title
2013SP	JURI 1105 EL 10	Introduction to Legal Studies
2013SP	JURI 2106 EL 10	Introduction to Private Law
2013SP	JURI 2107 EL 10	Introduction to Public Law
2013SP	JURI 2136 EL 10	Introduction to Interpersonal Dispute Resolution
2013SP / 2013F / 2014W	JURI 2306 EL 10	Commercial Law

## MATHEMATICS

Sessions	Course	Title
2013SP / 2013 F / 2014W	MATH 1036 EL 10	Calculus I
2013SP / 2013 F / 2014W	MATH 1037 EL 10	Calculus II
2013SP / 2013 F / 2014W	MATH 1057 EL 10	Linear Algebra I
2013SP / 2013 F / 2014W	MATH 1912 EL 10	Elementary Calculus

## MUSIC

Sessions	Course	Title
2013SP / 2013F	MUSC 1021 EL 12	Music Appreciation I: Middle Ages to the Classical Era
2013SP / 2014W	MUSC 1022 EL 12	Music Appreciation II: Romantic Contemporary Era
2013SP / 2013F	MUSC 1101 EL 10	Introduction to Music II
2013SP / 2014W	MUSC 1102 EL 10	Introduction to Music II

## NATIVE HUMAN SERVICES

Sessions	Course	Title
2013SP	NWLF 1006 EL 10	Introduction to Social Welfare
2013SP	NWLF 1007 EL 10	Introduction to Native Social Welfare and Social Work Practice
2013F	NWLF 2006 EL 12	Native Social Welfare Issues
2014W	NWLF 2007 EL 12	Applied Native Social Work Issues
2013FW	NSWK 3305 EL 10	Native Theories and Perspectives in Social Work Practice I
2013SP	NSWK 3605 EL 19	Field Instruction I

2013FW	NSWK 4305 EL 10	Native Theories and Perspectives in Social Work Practice II
2013F	NSWK 4406 EL 12	Colonizing/Decolonizing Issues of Violence in Native Communities
2014W	NSWK 4426 EL 12	Mental Health Policy and Services - The Native Context
2013F	NSWK 4507 EL 10	Social Work with Native Individuals, Groups and Families
2014W	NSWK 4517 EL 10	Management and Administration in Native Social Work
2013SP	NSWK 4605 EL 19	Field Instruction II

## **NATIVE STUDIES**

Sessions	Course	Title
2013F	NATI 1016 EL 10	Introductory Nishnaabemwin A
2013SP	NATI 1116 EL 10	Foundations of Aboriginal Peoplehood
2013F	NATI 1117 EL 10	Implications of Aboriginal Peoplehood
2013SP	NATI 2216 EL 10	Native Women: Perspectives and Issues
2013FW	NATI 2285 EL 10	North American Native People: Tradition and Culture
2014W	NATI 2516 EL 10	Intermediate Nishnaabemwin A
2013F	NATI 2616 EL 10	Canadian Native Literature: Exploring Genre
2014W	NATI 2617 EL 10	Canadian Native Literature: Novels and Plays
2013SP	NATI 3105 EL 10	Canadian Law, Politics and Aboriginal People
2014W	NATI 3116 EL 10	Aboriginal People and the Criminal Justice System
2013F	NATI 3117 EL 10	Social Policy and Family Law with Native People
2013FW	NATI 3215 EL 10	Native Community-Based Research

**NURSING**

Sessions	Course	Title
2014W	NURS 2276 EL 40	Nursing Healthy Individuals and Families
2013SP	NURS 3316 EL 40	Epidemiology and Biostatistics
2013SP	NURS 3317 EL 40	Issues and Directions in Nursing and Health Care
2013F	NURS 4005 EL 40	The Evolution of Nursing Knowledge
2013SP / 2014W	NURS 4015 EL 40	Nursing Research

**PHILOSOPHY**

Sessions	Course	Title
2013SP / 2013FW	PHIL 2345 EL 10	Bioethics: Human Life Issues
2013SP / 2013FW	PHIL 2525 EL 10	Contemporary Moral Issues
2014W	PHIL 2536 EL 10	Ethical Issues in Contemporary Sport
2013SP	PHIL 3636 EL 10	Philosophy of Religion
2013F	PHIL 3346 EL 10	Bioethics: Case Studies

**PHYSICS**

Sessions	Course	Title
2013F	PHYS 1211 EL 10	Understanding Physics I
2014W	PHYS 1212 EL 10	Understanding Physics II
2013SP / 2013FW	PHYS 1905FW	General Astronomy
2013F	PHYS 2606 EL 10	Biophysics of Fluids
2014W	PHYS 2616 EL 10	Physics of Hearing and Vision
2013F	PHYS 3616 EL 10	Use of Lasers and Fibre Optics in

## **POLITICAL SCIENCE**

Sessions	Course	Title
2013SP/2013FW	POLI 2705 EL 12	Canadian Government and Politics
2013SP	POLI 3105 EL 10	Canadian Law, Politics and Aboriginal People

## **PSYCHOLOGY**

Sessions	Course	Title
2013SP	PSYC 1105 EL 10	Introduction to Psychology
2013SP	PSYC 2005 EL 10	Developmental Psychology
2013SP	STAT 2126 EL 12	Introduction to Psychology
2013SP	PSYC 2127 EL 10	Scientific Method and Analysis II
2013SP	PSYC 2706 EL 10	Emotion
2013SP	PSYC 2707 EL 10	Motivation
2013SP	PSYC 3206 EL 10	Fundamentals of Psychometrics
2013SP	PSYC 3306 EL 10	Learning

## **RELIGIOUS STUDIES**

Sessions	Course	Title
2013F	RLST 1106 EL 10	Religion for a New Generation, Part I
2014W	RLST 1107 EL 10	Religion for a New Generation, Part II
2013SP / 2013F	RLST 1116 EL 10	Ideas of Love I
2013SP / 2014W	RLST 1117 EL 10	Ideas of Love II
2013SP	RLST 2105 EL 10	Event and Meaning in the Bible: Foundations of the Judaeo-Christian Tradition
2013SP / 2013F	RLST 2136 EL 10	Christian Thought and Culture I
2013SP / 2014W	RLST 2137 EL 10	Christian Thought and Culture II
2014W	RLST 2186 EL 10	Jesus in the Historical

2013SP	RLST 2205 EL 10	Context
2013SP / 2013FW	RLST 2245 EL 10	The World's Living Religions
2013FW	RLST 2285 EL 10	Women, Religion and Spirituality
		North American Native People:
		Tradition and Culture
2013SP / 2013F / 2014W	RLST 2326 EL 10	Dimensions of the
2013SP / 2013FW	RLST 2345 EL 10	Paranormal
2013SP / 2013F	RLST 2446 EL 10	Bioethics: Human Life Issues
		Dynamics of Interpersonal
2013SP / 2014W	RLST 2447 EL 10	Communication, Part I
		Dynamics of Interpersonal
2013SP / 2013F	RLST 3126 EL 10	Communication, Part II
2013SP / 2014W	RLST 3166 EL 10	The Prophets of Israel
2013FW	RLST 3215 EL 10	Mark's Gospel
2013SP / 2013FW	RLST 3235 EL 10	Religion and the Arts
		Judaism
2013SP / 2014W	RLST 3306 EL 10	Issues in Religion and
2013SP	RLST 3316 EL 10	Science
2013F	RLST 3366 EL 10	Religion and the State in Canada
		Religion and the Future of Humanity

## **SOCIAL WORK**

Sessions	Course	Title
2013SP / 2013F	SWLF 1006 EL 12	Introduction to Social
2013SP / 2014W	SWLF 1007 EL 12	Welfare
2013SP / 2013F	SWLF 3736 EL 12	Introduction to Social Work
		Critical Perspectives On Disability

## **SOCIOLOGY**

Sessions	Course	Title
2013SP / 2013F / 2014W	SOCI 1015 EL 10	Understanding Society
2013SP	SOCI 2006 EL 10	The Child and Society
2014W	SOCI 2007 EL 12	The Adolescent and Society
2013SP / 2013F	SOCI 2016 EL 12	Thinking Sociologically

2013SP / 2014W	SOCI 2017 EL 10	Emergence of Sociological Theories
2013SP / 2013F	SOCI 2086 EL 12	Crime and Punishment I: Explanation of Crime
2013SP / 2014W	SOCI 2087 EL 12	Crime and Punishment II: Police, Courts, Prisons and Rehabilitation
2013SP / 2013F	SOCI 2127 EL 12	Research Methods and Data Analysis
2013F	SOCI 2636 EL 12	Desire, Love and Work: Part One - The Social Making of Gender
2013SP / 2014W	SOCI 2656 EL 10	Social Inequality : Gender, Race, Class and Power
2013SP / 2013F	SOCI 3016 EL 12	Modern Sociological Theories : Manifestations and Issues
2014W	SOCI 3636 EL 12	Desire, Love and Work: Part Two - The Social Making of Sexuality

## THEATRE

Sessions	Course	Title
2013SP / 2014W	THEA 2356 EL 10	Theatre in Education I

## WOMEN'S STUDIES

Sessions	Course	Title
2013SP / 2013FW 2013F	WOMN 1005 EL 10 WOMN 2006 EL 12	Introduction to Women's Studies Women as Visual Artists I: A Women's Art History
2013SP / 2014W	WOMN 2007 EL 12	Women as Visual Artists II: Contemporary Art and Issues
2014W 2013SP / 2014W	WOMN 2016 EL 10 WOMN 2036 EL 10	The Production of Knowledge Gender, Work and Families
2013SP / 2014W	WOMN 2106 EL 12	Representations of Gender in the News Media
2013SP / 2013F	WOMN 2107 EL 12	Women and Popular Culture
2013SP / 2013F / 2014W	WOMN 2357 EL 10	Women and Aging
2013SP / 2014W	WOMN 2406 EL 10	Violence Against Women
2013SP / 2013F / 2014W	WOMN 2456 EL 10	Women's Health Issues
2013FW	WOMN 3015 EL 10	Feminist Theories
2013F	WOMN 3037 EL 10	Gender, Work and Global Economy
2013SP / 2014W	WOMN 3306 EL 12	Female Sexualities
2013F	WOMN 3407 EL 10	The Gendered Construction of Knowledge

# ENVISION REGULATIONS

## 10 THINGS YOU NEED TO KNOW

### 1. COURSE MANUALS

A copy of most Envision courses offered by the Centre for Continuing Education is available at the Reserve Desk of the J.N. Desmarais Library for examination by students.

**We cannot guarantee immediate delivery of course materials nor will we accept appeals for withdrawal based on late registration if you register later than two weeks before the start of the term.**

Once your registration is complete, Envision courses are automatically mailed to your permanent address. If you want your manual sent to a different address, you must advise one of the [Envision](#) staff at (705) 673-6569, option 3.

#### **Centre for Continuing Education - Room P141, R.D. Parker Building**

for courses and subject areas listed below:

Anthropology	Commerce	History	Music	POLI 2705
Biology	Earth Science	Human Kinetics	Native Human Services	Psychology
Cardiac Care	Economics	Law and Justice	Nursing	Sociology
Chemistry	English	Mathematics	Physics	SWLF 3736

#### **Huntington University - Room 117**

for courses and subject areas listed below:

COST 2446/2447	RLST 1106/1107	RLST 2447	RLST 3326
Gerontology	RLST 2115	RLST 3215	RLST 3327
PHIL 2536	RLST 2246	RLST 3316	

**Thorneloe University - Main Office**

for courses and subject areas listed below:

Classical Studies	RLST 2136	RLST 2395	RLST 3306
RLST 1116	RLST 2137	RLST 3126	THEA 2356
RLST 1117	RLST 2326	RLST 3166	Women's Studies

**University of Sudbury - Room 316**

for courses and subject areas listed below:

Native Studies	PHIL 2575	RLST 2105	RLST 3235
PHIL 2345	POLI 2575	RLST 2285	

PHIL 2525	POLI 3105	RLST 2345	
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If you have not received your course package, contact the Distance Education unit responsible for the course.

- **Huntington University courses**  
[Susanne Neufeld](#)  
(705) 673-4126, ext. 207
- **Thorneloe University courses**  
[David Macdonald](#)  
(705) 673-1730, ext. 33
- **University of Sudbury courses**  
[Suzanne Paquin](#)  
(705) 673-5661, ext. 315
- **Native Studies courses**  
[Mary Recollet](#)  
(705) 673-5661, ext. 225
- **All other courses**  
[Centre for Continuing Education](#)  
(705) 673-6569, option 3

## 2. MATERIAL FEE

The material fee covers the cost of the course manual, supplementary material, printing and postage, as well as access to a toll-free line. Therefore, the \$52 Envision material fee will be refunded only for course drops/changes received no later than the following:

<i>Spring 2013</i>	<i>Fall/Winter 2012-2013</i>
<b>May 5</b>	<b>September 3</b> (1 <sup>st</sup> and full term) <b>January 5</b> (2 <sup>nd</sup> term)

The Federated Universities may charge an additional fee for supplementary readings.

### 3. TEXTS

As delivery can take several weeks, order the required and/or suggested text(s) (listed after each course description) as soon as possible. Check our [website](#) or at the [Bookstore](#) for up-to-date listings. Students with Internet access must order their texts [on-line](#). Students without Internet access must mail or fax the completed [Text Order Form](#). A postage and handling fee applies. In a few courses, you must order *Selected Readings* from the University of Sudbury.

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### 4. LIBRARIES - OFF CAMPUS SERVICES

As a distance education student at Laurentian, Huntington, Thorneloe, or the University of Sudbury, you now have access to all library services and resources at the click of a button!

**You** do the research online, request your chosen resources using RACER, and the materials will be delivered to you by mail or email.

#### **Who can use this service?**

All distance education students who live over 50 kilometres from Sudbury

#### **How much does the service cost?**

It's free!

#### **What resources are available?**

- o Library books – mailed directly to your house.
- o Journal articles – emailed to your Groupwise email account
- o Access to books found in university libraries all over the world

#### **How do I use this service?**

You will conduct your own research online using the J.M. Desmarais Library's catalogue and databases. Once you have identified the books and articles you require, you can request the material using [RACER](#) (the library's online interlibrary loan service).

As part of the registration process you will first require a library barcode. To obtain your barcode contact Off-Campus Library Services or phone **1-800-661-1058**.

After obtaining your barcode, please register for [RACER](#) by completing the online registration form. For the "Choose your location" field select "Home Delivery - for Distance Education students only".

#### **Laurentian University - [J. N. Desmarais Library](#)**

1-800-661-1058 or (705) 675-1151, ext. 3317  
(705) 671-3803 (fax)

University of Sudbury [Library](#)  
(705) 673-5661, ext. 207

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## 5. ASSIGNMENTS

You may mail your assignments, according to the published schedules, in the envelopes provided with the course package. In selected courses, you may e-mail the assignments. Some courses require that assignments be submitted via the D2L course site. Or if you are on campus, you may drop off your assignments in the beige/green Envision box until 11 p. m., seven days a week. This drop-off box is situated in the Main Floor Foyer of the R.D. Parker Building. On campus, assignments pertaining to the Federated Universities must be dropped off in a "campus mail" box; otherwise, your assignment may be received a day later.

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## 6. EXAMS

Invigilated exams are written, according to the published schedules, at the designated centre nearest you. If you live more than **60 km** from an established exam centre or are identified (by Laurentian's Special Needs Office) as a Special Needs student writing an exam in a centre other than Sudbury, the Centre for Continuing Education will contact you to make arrangements.

**Do not make plans that conflict with the exam dates.** Normally, exams are scheduled during the evening Monday through Saturday and during the day on Saturday. However, exams may also be held during the day, Monday through Friday. Further, students living in the Sudbury Region during the session will be required to write their exam(s) on campus.

<i>Spring 2013</i>	<i>Fall/Winter 2013-2014</i>
<b>June 14 and 15 July 26 to August 3</b>	<b>October 10 November 29 to December 14 February 13 March 28 to April 12</b>

Consult our [Homepage](#) under "Links," where you will find exam schedules as they become available. Photo-identification is required to write exams.

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## 7. EXAM CENTRES

Barrie	Belleville	Blind River	Bracebridge	Brampton
Brantford	Brockville	Chapleau	Chatham	Cochrane
Cornwall	Elliot Lake	Espanola	Fort Frances	Guelph
Hamilton	Hawkesbury	Hearst	Huntsville	Iroquois Falls
Kapuskasing	Kenora	Kingston	Kirkland Lake	Little Current
London	Midland	Montreal	New Liskeard	Newmarket
Noëlville	North Bay	Orillia	Oshawa	Ottawa

Owen Sound	Parry Sound	Pembroke	Peterborough	Port Hope
Sarnia	Sault Ste Marie	Scarborough	Shelburne	Simcoe
South River	Sturgeon Falls	Sudbury	Thunder Bay	Timmins
Toronto	Waterloo	Welland	Windsor	

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## 8. EXAM LOCATION CHANGES

The location of your exam is determined by the address on file in the Centre for Continuing Education/Envision for the current session.

All requests for changes of location for the writing of mid-term and final exams MUST BE IN WRITING by e-mail to [Envision](#), by fax (705) 675-4839, or in person and MUST BE SUBMITTED FOUR WEEKS PRIOR TO THE BEGINNING OF THE EXAM PERIOD to avoid an administrative fee of \$40 (+ HST). This fee will apply to all requests submitted AFTER THE FOUR-WEEK deadline and must be paid in full BEFORE the exam arrangements are changed. No requests for a change of location will be accepted within two weeks of the scheduled exam date.

**NOTE: Only requests to a location where there is an existing designated exam site will be considered.**

## 9. ADDRESS/NAME CHANGES

If you change your address or your name during an Envision course, you must notify the [Centre for Continuing Education](#) immediately . Please provide your new telephone number if applicable.

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## 10. GRADES

The Centre for Continuing Education does not release final grades. You may view them at the end of each session through your Laurentian University [WebAdvisor](#) account.