



# Distance Education Course Calendar



2011-2012

[www.alberta-north.ca](http://www.alberta-north.ca)

# CAP Site Map



## Alberta-North:Your Education Café Education and Training in Your Community!

Alberta-North is a partnership of seven post-secondary institutions who work together to bring distance education to northern communities throughout Alberta and the Northwest Territories. Our partners provide facilities, learning technologies and support services to over 80 community learning sites called Community Access Points (CAP sites). At these sites, students can take courses and programs offered by many different post-secondary institutions.

### Why choose distance education?

- ✓ You can study in your home community—no costly relocation.
- ✓ You don't need to invest in any equipment. It's all at your local CAP site - computers, high-speed Internet service and learning technologies.
- ✓ You can take advantage of a variety of course delivery methods.
- ✓ You can work while you go to school.
- ✓ You can enjoy the flexibility of studying on your own schedule.
- ✓ You can pick from hundreds of program and course choices.

### Here's how you get started...

**Use this calendar to find a course that interests you.** The distance education courses and programs outlined in this calendar are categorized into seven sections: academic upgrading, business, health, human services, trades and technology, university and graduate studies, online courses, continuing education and workforce training. Every program description includes prices, dates, textbook prices and delivery modes for each of its courses. If you need more information than is offered in the calendar about any course or program, please contact the delivering institution.

**Visit a CAP site or browse our web site.** Our friendly and knowledgeable staff will be happy to help you with your studies and provide you with valuable career, funding and scholarship information. Alberta-North's web site [www.alberta-north.ca](http://www.alberta-north.ca) has contact information for each CAP site as well as the delivering institutions whose courses are listed in this calendar. The web site also offers a valuable list of learning resources. Over 250 educational web sites have been evaluated and organized around numerous topics to assist students pursuing post-secondary or high school education. Filled with interactive features, study aids, media-rich content and more, these sites provide endless possibilities to help you with your studies.

It is Alberta-North's goal to ensure that northern learners have access to affordable and equitable university and college level educational and training opportunities and the quality services needed in order to succeed. If you are considering post-secondary education, distance education may be the right choice for you. Why wait? Enroll today!



- Athabasca University
- Aurora College
- Grande Prairie Regional College
- Keyano College
- NorQuest College
- Northern Lakes College
- Portage College

## About Alberta-North

### Mission

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*Alberta-North, through strong collaboration among its partner organizations, will work inclusively with stakeholders to ensure the growth and sustainability of a network of educational opportunities and services designed to meet the needs and circumstances of northern learners.*

Alberta-North is committed to northern communities, northern learners and northern needs. Alberta-North helps residents of northern communities to overcome barriers to education by providing on-site facilitators at over 80 Community Access Points (CAPs). These facilitators assist with learning support services, provide meaningful information and offer resources needed to build readiness and develop skills for learning. Through its CAP sites, Alberta-North is able to provide distance education programs and learning support services to citizens in 60 per cent of Alberta's geographic area, representing nine per cent of the province's total population and 51 per cent of its Aboriginal population.

### Mandate

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Alberta-North will build the collective capacity and ability of its partners to increase:

- Educational opportunities for adult learners in the North
- The participation and success rate of adult learners in the North
- Collaborative opportunities and initiatives for improving the post-secondary system in the North

### History

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The Northern Alberta Post-Secondary Institutions Society (Alberta-North) partnership began in 1994 as a means of increasing and improving access to educational and training opportunities for learners in northern Alberta communities. The partners realized that, through co-operation, this task could be accomplished. By collaborating and pooling resources, they created a network of educational services. In the process, they realized northern Alberta's adult learning system needed a transformation. As a result, Alberta-North has become more than a partnership, it has become a model for other educational collaborations. In 2010, the partnership saw an opportunity to support the vision of Campus Alberta and initiated a merger with eCampus Alberta which will take effect July, 2010.

### Who is Alberta-North?

- ✓ Athabasca University
- ✓ Aurora College
- ✓ Grande Prairie Regional College
- ✓ Keyano College
- ✓ NorQuest College
- ✓ Northern Lakes College
- ✓ Portage College

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**Disclaimer:** Program and course information in the calendar represent the best information available at the time of printing. Please contact the delivering institution for the most up-to-date information.

## CAP Site Locations and Contacts

### AURORA COLLEGE

CAMPUS	PHYSICAL ADDRESS	MAILING ADDRESS	TELEPHONE
<b>Aklavik CLC</b>		P.O. Box 31 Aklavik, NT X0E 0A0	867-978-2224
<b>Behchokö CLC</b>		P.O. Box 90 Behchokö, NT X0E 0Y0	867-392-6366
<b>Colville Lake CLC</b>		P.O. Box 45 Colville Lake, NT X0E 1L0	867-709-2999
<b>Déline CLC</b>		P.O. Box 178 Déline, NT X0E 0G0	867-589-3701
<b>Dettah N'dilo CLC</b>	4509 Franklin Avenue	Bag 9700 Yellowknife, NT X1A 2R3	867-920-2003
<b>Fort Good Hope CLC</b>		P.O. Box 20 Fort Good Hope, NT X0E 0H0	867-598-2270
<b>Fort Liard CLC</b>		General Delivery Fort Liard, NT X0E 0A0	867-770-3064
<b>Fort McPherson CLC</b>		P.O. Box 87 Fort McPherson, NT X0E 0I0	867-952-2559
<b>Fort Providence CLC</b>		P.O. Box 66 Fort Providence, NT X0E 0L0	867-699-3231
<b>Fort Resolution CLC</b>		General Delivery Fort Resolution, NT X0E 0M0	867-394-5401
<b>Fort Simpson CLC</b>		P.O. Box 29 Fort Simpson, NT X0E 0N0	867-695-7339
<b>Fort Smith Thebacha Campus</b>	<i>50 Conibear Crescent</i>	<b>Box 600 Fort Smith, NT X0E 0P0</b>	<b>866-266-4966 867-872-7509</b>
<b>Gamèti CLC</b>		P.O. Box 2 Gamèti, NT (Rae Lakes)X0E 1R0	867-997-3200
<b>Hay River CLC</b>	12 Lepine Street	12 Lepine Street Hay River, NT X0E 1G1	867-874-4375
<b>Hay River Reserve</b>		P.O. Box 3060 Hay River Reserve, NT X0E 1G4	867-874-3107
<b>Inuvik Aurora Campus</b>	<i>87 Gwich'in Road Inuvik</i>	<b>P.O. Box 1008 Inuvik, NT X0E 0T0</b>	<b>866-287-2655 867-777-7817</b>
<b>Inuvik Learning Centre</b>	54 MacKenzie Road	P.O. Box 1008 Inuvik, NT X0E 0P0	867-777-7830
<b>Łutsel'k'e CLC</b>		General Delivery Łutsel'k'e, NT X0E 1A0	867-370-3902
<b>Norman Wells CLC</b>	Edward Hodgson Bldg.	10 Raven Avenue Norman Wells, NT X0E 0V0	867-587-3071
<b>Paulatuk CLC</b>		P.O. Box 88 Paulatuk, NT X0E 1N0	867-580-3071
<b>Tsiigehtchic CLC</b>		General Delivery Tsiigehtchic, NT X0E 0B0	867-953-3036
<b>Tuktoyaktuk CLC</b>		P.O. Box 148 Tuktoyaktuk, NT X0E 1C0	867-977-2328
<b>Tulita CLC</b>		P.O. Box 171 Tulita, NT X0E 0K0	867-588-4313
<b>Ulukhaktok CLC</b>		General Delivery Ulukhaktok, NT X0E 0S0	867-396-4213
<b>Wekwèti CLC</b>		Box 31 Wekwèti, NT X0E 1W0	867-713-2023
<b>Wha Ti CLC</b>		General Delivery Wha Ti, NT X0E 1P0	867-573-3084
<b>Yellowknife Campus</b>	<i>5004 – 54 Street</i>	<b>Bag Service 9700 Yellowknife, NT X1A 2R3</b>	<b>867-920-3039</b>

## CAP Site Locations and Contacts

### GRANDE PRAIRIE REGIONAL COLLEGE

CAMPUS	PHYSICAL ADDRESS	MAILING ADDRESS	TELEPHONE
Beaverlodge	Beaverlodge Public Library 406 – 10 Street	P.O. Box 119 Beaverlodge, AB T0H 0C0	780-354-2569
Fairview	11235-98 Avenue	P.O. Box 3000 Fairview, AB T0H 1L0	780-835-6601
Grande Cache	Yellowhead Region Educational Consortium	P.O. Box 336 10601 Shand Avenue Grande Cache, AB T0E 0Y0	780-827-4340
<i>Grande Prairie (Main Campus)</i>	<i>10726 – 106 Avenue</i>	<i>10726 – 106 Avenue Grande Prairie, AB T7V 4C4</i>	<i>1-888-539-4772</i>
Hythe	10031-101 Street	Hythe Municipal Library P.O. Box 601 Hythe, AB T0H 2C0	780-356-3014
Rycroft	Peace Adult Learning Society	P.O. Box 438 4724 – 50 Street Rycroft, AB T0H 3Z0	780-765-2500
Spirit River	4201 - 50 Street	Box 99 Spirit River, AB T0H 3G0	780-864-3741

### KEYANO COLLEGE

CAMPUS	PHYSICAL ADDRESS	MAILING ADDRESS	TELEPHONE
Conklin		General Delivery Conklin, AB TOP 1H0	780-881-0957
Fort Chipewyan		P.O. Box 60 Fort Chipewyan, AB TOP 1B0	780-697-3666
Fort MacKay		General Delivery Fort MacKay, AB TOP 0C0	780-828-4433
<i>Fort McMurray (Main Campus)</i>	<i>8115 Franklin Avenue</i>	<i>8115 Franklin Avenue Fort McMurray, AB T9H 2H7</i>	<i>1-800-539-4772</i>
Gregoire Lake		8115 Franklin Avenue Fort McMurray, T9H 2H7	780-334-2559
Janvier		General Delivery Chard, AB TOP 1G0	780-559-2047

### NORQUEST COLLEGE

CAMPUS	PHYSICAL ADDRESS	MAILING ADDRESS	TELEPHONE
Hinton		247 Pembina Avenue Hinton, AB T7V 2B3	780-865-7666
Westlock	#2, 10007 - 100 Avenue	#2, 10007 - 100 Avenue Westlock, AB T7P 2H5	780-349-7775
Whitecourt	4739 - 50 Avenue	Box 779 Whitecourt, AB T7S 1N8	780-778-2000

## CAP Site Locations and Contacts

### NORTHERN LAKES COLLEGE

CAMPUS	PHYSICAL ADDRESS	MAILING ADDRESS	TELEPHONE
<b>Athabasca</b>	4904 – 50 Street	P.O. Box 540 Athabasca, AB T9S 2Z5	780-675-9484
<b>Atikameg</b>		P.O. Box 30 Atikameg, AB T0G 0C0	780-767-3893
<b>Barrhead</b>	4925 - 50 Avenue	Box 4537 Barrhead, AB T7N 1A4	780-674-4719
<b>Cadotte Lake</b>		General Delivery Cadotte Lake, AB T0G 0N0	780-629-3934
<b>Calling Lake</b>		P.O. Box 13 Calling Lake, AB T0H 0K0	780-331-3925
<b>Driftpile</b>		P.O. Box 30 Driftpile, AB T0G 0V0	780-355-3550, ext. 8251
<b>East Prairie</b>		P.O. Box 1387 High Prairie, AB T0G 1E0	780-523-2493
<b>Faust</b>		P.O. Box 93 Faust, AB T0G 0X0	780-355-3554
<b>Fort Vermilion</b>	4113 – 50 Street	P.O. Box 197 Fort Vermilion, AB T0H 1N0	780-927-2450
<b>Fox Creek</b>	304A – 4 Avenue	304A – 4 Avenue Fox Creek, AB T0H 1P0	780-622-3758
<b>Fox Lake</b>	221 Hammond Drive (Kayas)	P.O. Box 160 Fox Lake, AB T0H 1R0	780-659-2297
<b>Garden River</b>		Kayas Cultural College P.O. Box 160 Fox Lake, AB T0H 1R0	780-659-3760
<b>Gift Lake</b>		P.O. Box 139 Gift Lake, AB T0G 1B0	780-767-3739
<b>Grouard</b>	64 Mission Street	Bag 3000 Grouard, AB T0G 1C0	780-751-3245
<b>High Level</b>	10901-93 Street	P.O. Box 1613 High Level, AB T0H 1Z0	780-926-5625
<b>High Prairie</b>	4208 – 53 Avenue	P.O. Box 1508 High Prairie, AB T0G 1E0	780-523-4111
<b>John D'or Prairie</b>		Kayas Cultural College P.O. Box 160 Fox Lake, AB T0H 1R0	780-659-3760
<b>La Crete</b>	10105 – 94 Avenue	P.O. Box 368 La Crete, AB T0H 2H0	780-928-2008
<b>Loon River</b>		P.O. Box 9 Red Earth Creek, AB T0G 1X0	780-649-3832
<b>McLennan</b>	107 – 1 Street East	P.O. Box 98 McLennan, AB T0H 2L0	780-324-3737
<b>Manning</b>	400 – 3 Street	P.O. Box 1210 Manning, AB T0H 2M0	780-836-3545
<b>Paddle Prairie</b>		P.O. Box 150 Paddle Prairie, AB T0H 2W0	780-981-2972
<b>Peace River</b>	8106-99 Avenue	Bag 700 Peace River, AB T8S 1Z3	780-624-5176 Ext. 3702
<b>Peavine</b>		P.O. Box 3039 High Prairie, AB T0G 1E0	780-523-5318

## CAP Site Locations and Contacts

### NORTHERN LAKES COLLEGE - Continued

CAMPUS	PHYSICAL ADDRESS	MAILING ADDRESS	TELEPHONE
Peerless Lake		P.O. Box 60 Peerless Lake, AB T0G 2W0	780-869-3811
Rainbow Lake	Rainbow Lake Learning Store 6A Commercial Drive	Box 295 Rainbow Lake, AB T0H 2Y0	780-926-3626
Slave Lake		1201 Main Street SE Slave Lake, AB T0G 2A3	780-849-8636
Smith		P.O. Box 266 Smith, AB T0G 2B0	780-829-3877
Swan Hills	5407 Plaza Street	P.O. Box 833 Swan Hills, AB T0G 2C0	780-333-2990
Valleyview	5003 – 50 Street	P.O. Box 266 Valleyview, AB T0H 3N0	780-524-3300
Wabasca-Desmarais	Mistassinay Road	P.O. Box 240 Wabasca, AB T0G 2K0	780-891-3766

### PORTAGE COLLEGE

CAMPUS	PHYSICAL ADDRESS	MAILING ADDRESS	TELEPHONE
Bonnyville	Centennial Centre	4313 - 50 Avenue Bonnyville, AB T9N 2G8	780-594-3255
Boyle	5032 Taylor Road	Box 180 Boyle, AB T0A 0M0	780-689-3647
Cold Lake	Cold Lake South	101 - 7825 51 Street Cold Lake, AB T9M 0B6	780-639-0030 Ext. 112
<i>Lac La Biche Main Campus</i>	<i>9531 – 94 Avenue</i>	<i>P.O. Box 417 Lac La Biche, AB T0A 2C0</i>	<i>866-623-5551</i>
St. Paul	5025 – 50 Avenue	P.O. Box 1471 St. Paul, AB T0A 3A0	780-645-5223
Saddle Lake		P.O. Box 1471 St. Paul, AB T0A 3A0	780-645-5223
Goodfish		P.O. Box 1471 St. Paul, AB T0A 3A0	780-645-5223
Vegreville		P.O. Box 1471 St. Paul, AB T0A 3A0	780-645-5223
Wainwright		P.O. Box 1471 St. Paul, AB T0A 3A0	780-645-5223

## Services Available at a Community Access Point (CAP Site)



### Who can use a CAP site?

**Community Access Points serve northern residents who want to access learning opportunities and information.**

Individuals who are pursuing a career, working on a post-secondary degree, or upgrading their employment and professional skills are welcome at any CAP site. CAP services such as career and educational information or counselling, study space, or Internet services may be used even if you have not registered in a course.

### What services are available?

#### Programs and Courses

Northern Alberta post-secondary institutions are the primary providers of instructional services to the CAP sites. From our course and program lists, you can choose the courses, programs, and credentials that best suit their needs, including:

- ✓ University degree and certificate courses and programs
- ✓ College certificate and diploma courses and programs
- ✓ Specialized trades and technology courses and programs
- ✓ Academic upgrading courses and programs
- ✓ Continuing education and workforce training

You are able to access course and program offerings from other institutions as well at the CAP site.

#### Learning Support Services

You have access to a diversity of services provided by the local CAP sites and institutions. Learning and support services include:

- ✓ Exam supervision
- ✓ Tutoring Referrals (e.g. writing and numerical skills, content tutoring)
- ✓ Study skills, exam preparation, test writing skills, communication skills, managing time
- ✓ Counseling referrals (e.g. financial, career and employment counseling)
- ✓ Opportunities for interaction with instructors and other students
- ✓ Timely feedback on progress and performance

#### Information and Learning Resource Services

With the assistance of the CAP Coordinator, you have access to:

- ✓ Electronic and print-based learning resources
- ✓ Inter-library loans
- ✓ Information retrieval skills training
- ✓ Educational media

#### Learning Technology Services

Learning technologies are used to send and receive information such as course materials, instruction, assignments, messages, and electronic mail. Alberta-North uses technologies to support a wide range of learning opportunities. The following are brief descriptions of these technologies:

##### *Audioconference*

Used for group instruction or individual tutoring sessions. Students and instructor are at different locations and communicate orally using the phone system, speaker phone or convener and microphones.

##### *Audiographics*

Students and instructors communicate orally and through text messages in real time, view slides on the computer screen, interact by using drawing tools (a mouse or tablet and pen), and surf the Internet together. Group sessions are scheduled and usually mandatory.

##### *Videoconference*

Students see and hear their instructor and other students through two-way video. Sessions are scheduled and usually mandatory.

##### *Learning Management Systems (LMS)*

Students are provided with continuous access to course information via the Internet as well as around-the-clock communication with the instructor and other students.

##### *Internet Services*

The Internet provides a gateway to vast amounts of information from all around the world.

##### *Specialized Support*

*Labs* – Field work, work placement, clinical placement or practicums that are part of the program will be arranged by the program department.

## Services Available at a Community Access Point (CAP Site)

### Assistance from the CAP Coordinator

The Community Access Point Coordinator is available to help people find information, apply for a course, use the equipment, find resources and support students throughout their programs.

#### Program and Career Information

CAP Coordinators have information about the programs and courses that are available. They have copies of current program calendars and web site addresses for all of Alberta's post-secondary institutions. They have assessment tools and information on career choices to help people select a suitable career.

#### Forms

CAP Coordinators can help find the necessary forms and assist in completing them. The forms frequently required are:

- ✓ Application for Admission
- ✓ Transcript Request
- ✓ Withdrawal/Change of Registration

#### Fees and Funding

CAP Coordinators can help identify the fees required and in some cases will collect those fees and forward the money to the institution. Some of the fees are:

- ✓ Application/registration fees
- ✓ Tuition fees
- ✓ Transcript fees
- ✓ Other fees such as library, late registration, course challenge, graduation, etc.

CAP Coordinators may also help with applications for scholarships, bursaries and grants, or make a referral to a counselor.

#### Resource Centre

CAP sites will have a collection of books, pamphlets, and materials that students may use to complete their course work. These resources are used on-site. Typical resource materials include: career resources, student orientation materials, computer guides, encyclopedias, dictionaries, thesauruses, etc.

#### Preparation for Courses

CAP Coordinators schedule the equipment students need for receiving a course. They will show students how to use the equipment and the fax machine. As well they will help get the materials and texts needed for the course.

#### Support for Learners

Throughout a course, CAP Coordinators are available to supervise exams, provide referrals for tutoring and counseling, provide information on time management, study skills and other topics, and provide encouragement and support. Their goal is to make each student's learning experience a positive experience.

### Technical Requirements

#### ■ LMS Courses – Portage College

- ✓ Access to a computer with CD- ROM, printer, and Internet access

#### *Basic Hardware Recommendations*

- ✓ Windows XP or newer - Purchase a full copy of Microsoft Office Academic 2010 online at low cost; MacOS System 10 or higher

#### *Basic Software Recommendations*

- ✓ MS Word 2003 or later version
- ✓ Anti-virus software
- ✓ Internet Explorer 8.0 or better, or Mozilla Firefox 3.6 or better
- ✓ An active email account
- ✓ Adobe Reader 8.0 or better
- ✓ Flash Player 10.0 or better
- ✓ Firefox is the recommended Internet Browser to use with Moodle.

#### *Screen Resolution*

- ✓ Recommended resolution is 1024 by 768 pixels.

#### ■ Audiographics Courses – Northern Lakes College

#### *Minimum System Requirements*

- ✓ Processor: 1Ghz Pentium or equivalent (no Celerons)
- ✓ Memory: 21256 Gmb
- ✓ Video Memory: 64MbB
- ✓ Monitor: 155" CRT @ 1024x768 resolution
- ✓ Software: Internet Explorer, Java support enabled Version 86.x
- ✓ Anti-Virus: Scheduled Daily HDD scans with automatic virus definition updates
- ✓ Peripherals: Headset with microphone/speakers with a good stem microphone; Printer

#### *Recommended System Requirements*

- ✓ 2.2Ghz Duo Core or equivalent
- ✓ Memory: 432Gb
- ✓ Video Memory: 256 Mb
- ✓ Operating System: Windows 7XP Pro home or pro or UltimateVista home preferred
- ✓ Monitor: 2219" LCD @ 1280x7681024 resolution or greater
- ✓ Software: Internet Explorer, Java support enabled Version 87 or 98
- ✓ Anti-Virus: Real time scanning and scheduled HDD scanning with automatic virus definition updates. (Symantec, McAfee, Trend)
- ✓ Peripherals: Headset with noise cancelling microphone, should have an inline volume adjustment and a mute button. Should be comfortable to wear for long periods; Any printer compatible with your computer's operating system

## Alberta-North - Admission & Registration Information

### Admissions

The information in this section applies to students taking courses at the CAP sites. (Students taking courses directly from any of the member institutions will follow the normal institutional admission and registration processes which can be found on each institution's web site.)

#### Follow these steps to be admitted to an Alberta-North institution:

1. Before registering for a course, first time applicants must complete an "Application for Admission" form from an Alberta-North member institution of the student's choice. This form is then sent to the institution with the "Application Fee" where required.
2. If the student has already taken a course from a member institution, and it has been more than one year, a "Re-Admission" form may be needed. Check with the institution.
3. Application forms may also be submitted by fax or mail, and some institutions offer online admission/registration at their web site or through a telephone registration system.
4. The student should receive a letter from the institution(s) indicating whether prerequisites are satisfied and/or if they will be admitted into the course or program. (Requesting that the Registrar's office respond by fax to the CAP site can speed up this process.)
5. The Registrar's office will make ALL decisions relating to the admission of students who apply to that institution.
6. Because the admission/registration process is quite time sensitive, if you have not heard back in a timely fashion, students may ask the CAP Coordinator to contact the institution's Registrar on behalf of the student.

#### The CAP Coordinator will assist the students in arranging the following:

- ✓ Interviews for admission, finance, or funding processes
- ✓ Meetings for educational planning or career advisement
- ✓ Appointments for entrance, placement, or aptitude testing

#### Transcripts (Unofficial and Official)

Students may request that an unofficial transcript be sent from one Alberta-North institution to another at no cost to the student. Fees are charged for all official transcripts requested by a student, regardless of where they are sent. Refer to the "Summary of Ancillary Fees" in the institution's calendar for specific information on transcript fees. A student must complete the transcript request form of the institution where the student's grades are being held. This form is then to be submitted to the CAP Coordinator to forward.

NOTE: If a student has grades at more than one institution, then a transcript request form must be filled out for each institution.

### Registration

Registration procedures vary at each of our member institutions. Students are asked to contact the institution directly for details on fees, scheduling and admissions.

#### Athabasca University

1-800-788-9041  
www.athabasca.ca/registrar

#### Aurora College

1-866-266-4966  
http://www.auroracollege.nt.ca

#### Grande Prairie Regional College

1-888-539-4772  
www.gprc.ab.ca/prospective/admissions

#### Keyano College

1-800-251-1408  
www.keyano.ca/prospective\_students/admission/index.htm

#### NorQuest College

1-866-534-7218  
www.norquest.ab.ca/applynow/index.asp

#### Northern Lakes College

1-866-652-3456  
www.northernlakescollege.ca/student/student\_admissions.cfm

#### Portage College

1-866-623-5551  
www.portagecollege.ca

## Credit Transferability

### Alberta-North is NOT an educational institution

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The granting of course credits and accreditation in programs is done by the partner member institutions within Alberta-North. This is a coordinated effort among the institutions.

The following regulation has been agreed to by the member institutions:

*“For purposes of fulfilling residency requirements, courses taken at Athabasca University, Aurora College (NT), Grande Prairie Regional College, Keyano College, NorQuest College, Northern Lakes College, and Portage College, will be considered to be courses taken at all partnering institutions and may be used to fulfill residency requirements to the extent that they have been approved for transfer credit and fit into the individual program.”*

“Residency” is the requirement by a delivering institution that a certain number of courses or credits must be completed at that institution before it will grant a parchment.

“Parchment” is a certificate, diploma, or degree granted by a college or university for completion of an approved program, as specified by Alberta Advanced Education and Technology (the provincial government department responsible for monitoring all post-secondary education within Alberta).

### Determining Transferability of Credits

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To determine credit transferability is often complex and may be confusing. Since students may need to earn credits to complete a certificate, diploma, or degree, it is critical that accurate credit transfer information is provided. The Alberta Council on Admissions and Transfer (ACAT) prepares a guide which can be used to explore transferability with a student. The guide is available at [www.acat.gov.ab.ca](http://www.acat.gov.ab.ca).

NOTE: To be sure of accurate information, students are advised to contact the institution that will be awarding the parchment. Students are recommended to ask the institution to provide, in writing, their decision about whether the credits can be transferred.

### Prior Learning Assessment

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Prior learning assessment is a process that may save a person time as well as money when completing a certificate or degree program. The process reviews previous learning that may have been mastered through a variety of life experiences, including professional responsibilities, civic and volunteer experiences, military and corporate training, and independent study or courses of similar content and at a level similar to that which is required. Through prior learning assessment, individuals with learning that has been acquired outside of a formal classroom setting have the opportunity to have that learning reviewed for college-level equivalency and advanced standing in some courses.

First, find the program/course you are interested in and then contact the delivering institute directly as some of our Alberta-North partners recognize prior learning, but some do not. Please review the following links:

1. Athabasca University does assess prior learning for their programs (please see <http://priorlearning.athabascau.ca/>)
2. Grande Prairie Regional College - <http://www.gprc.ab.ca/downloads/documents/AdvancedStanding-RecognitionofOtherLearningExperiences.pdf>
3. Keyano College - <http://www.keyano.ca/>. Contact the program area directly.
4. NorQuest College - <http://student.norquest.ca/collegeservices/policies/plar.htm>
5. Northern Lakes College - [http://www.northernlakescollege.ca/Courses\\_Details.aspx?id=5328](http://www.northernlakescollege.ca/Courses_Details.aspx?id=5328) (type “plar” in the search box).
6. Portage College - <http://www.portagecollege.ca/>. Contact the program area directly.