

This document is intended to assist ADLC's partner Affiliation staff with understanding the enrollment caps and restrictions placed on Student Instruction (SI) course registrations for the 2020-21 school year.

Enrollment Caps

Due to increased demand and budgetary constraints, caps have been placed on the number of enrollments available in ADLC Student Instruction (SI) courses.

The number of spots available can be viewed in the [Course Listing](#) as well as during the registration process. The number is listed in brackets listed behind the course name.

For Super Users

As affiliation Super Users register students in Student Instruction (SI) courses, they will see the number of spots available in a course listed in brackets behind the course name.

If the course is listed as (*FULL*), the course name will appear 'greyed out' and be unable to be selected.

Enrollment Screen

Select an Affiliation:

Term:

Delivery Method:

Course Level:

Course:

Section:

Registration Date:

Timeline Start Date:

Timeline End Date:

Enrollment Expiration Date:

PO Number:

If the course required is listed as FULL:

- The Affiliation Super User can add the student to the waiting list (linked on the Super User SIS dashboard under *Important Information*. ADLC Partner Support will enroll students on waiting lists as spots become available.)
- We encourage you to check back often as spots can become available.

Enrollment Restrictions

Parameters have also been put into place on how many SI enrollments students can have for the 2020/21 school year.

- **Senior High (grades 10-12)** - maximum of 17 credits per student for the year
- **Elementary and Junior High** - maximum of 2 courses per student for the year

Note: These caps include withdrawals (i.e. due to the automatic withdrawal policies) but not course deletions.

- **CTS/Electives** - *Within the above parameters*, students can also only be enrolled in a maximum of two CTS/Elective courses at any one time (once a course is completed, the student can be enrolled in another CTS/Elective course).

***Students are still subject to the Non-Starter and Stall Automatic Withdrawal policies for their courses. For students requiring course reinstatements, please contact ADLC Partner Support to have the student reinstated (or put on the waiting list if the course is full.)*

Questions?

Give us a call at 1-866-774-5333, ext. 5378 or email info@adlc.ca.