

Macros

#	Title	Details
1.	Open Enrollment Not Open	<p>Thank you for your inquiry.</p> <p>Open enrollment for all students does not start until Thursday August 9, 2018 unless you were notified by email of your enrollment window.</p> <p>If you are trying to make changes to your timetable on Student Centre, and are unable to, it means your window for enrollment is not open. Please try again on Thursday August 9.</p> <p>To ensure you can enroll in your courses, make sure that you do not have any outstanding fees and have paid the required fees for Fall 2018 semester. Check your Student Centre portal for more details.</p>
2.	Missing complete Course Code	<p>We would be glad to help. You did not provide us with a complete course code, including the section, for example, BUS400-NAA. Please provide us with the complete information in order for us to assist you.</p>
3.	Course Has Been Added	<p>Thank you for your email. Your course has been added, please check your timetable.</p> <p>Have a great semester!</p>
4.	Last Day to Add/Switch	<p>Monday September 10, 2018, is the last day to "Add a Course" or "Switch Sections" day courses on your timetable.</p> <p>Please note your request needs to be submitted by 12pm in order to ensure we can try to assist with your request. There is no guarantee for late requests. Your timetable should be complete by this date.</p> <p>Please note that you may register for part time studies (evening, weekend or online courses) up to the 3rd offering of the course. Visit the website at http://www.senecacollege.ca/ce to see if the course is being offered</p>
5.	Last Day to Add/Switch Courses has Passed	<p>The last date to add or swap courses and to change programs was Monday September 10th, 2018.</p> <p>At this time Senecabusiness411.com is only processing requests to add part-time classes and to drop courses (if you are not able to on the Student Centre). Kindly note that Monday September 17, 2018, is the final day to drop a full-time class without receiving a grade.</p> <p>If you still need a course, you can choose something from our part-time studies (evening, weekend or online courses) http://www.senecacollege.ca/ce. If you decide to take a class during part-time studies, please reply back that you agree to the following Terms & conditions, with the course code and section:</p> <ol style="list-style-type: none"> 1. I have read and understand that permission to take a Faculty of Continuing Education course (Part Time Studies) in place of a day class does not constitute a guarantee that I will be able to add the class. I understand that there are several

		<p>reasons I might not be able to add the class including, but not limited to the class being full, or not qualifying for "borrowed" status.</p> <ol style="list-style-type: none"> I have read and understand that there might be additional lab or material fees for the course. I will pay these as soon as they are posted on my account. <p>In order to qualify for "borrowed" status, without paying for the part time studies course, you must:</p> <ol style="list-style-type: none"> Be affiliated to a full-time program Carry less than a full course-load on the current full-time timetable. If you exceed the number of courses allowed for the semester, extra subject(s) fee(s) will be applied to your student account If your course load drops below 66% of the normal load and 70% of the course load hours, fees for the subject(s) taken part-time will be due and payable immediately in the Registration office <p>Thank you.</p>
6.	View Other Sections	<p>Please try to add the courses again, but this time make sure you scroll down to view the different sections to make your selection. Click the following link to that shows how to view other sections (http://bit.ly/1GbOCFy).</p> <p>The system allows students the ability to quickly enroll in classes without any difficulty. Please let us know if you have any further problems.</p> <p>If you receive an error message, please read it carefully, as it may provide a reason as to why you cannot add the course (e.g. course is full, course is reserved for a specific program, you do not meet the pre-requisite requirements)</p>
7.	Class is Full	<p>Thanks for your email. We are not able to add you into a course that is full.</p> <p>If there is space in the course, you will see it on the Student Centre and you can register in it yourself. If you don't see it on the Student Centre, it means that there are no seats available.</p> <p>If all the sections are full, and you require the course, please keep checking as seats may become available. The last day to add a course is Monday September 10, 2018. You may inquire about part time options for this course on www.senecacollege.ca/ce</p>
8.	Drop a Course	<p>The following instructions will help you to drop a class (including professional, General Education, or Liberal Studies courses) from your timetable.</p> <p>From the Online Student Centre home page:</p> <ol style="list-style-type: none"> Select Enroll in the Academics section of the page. Select the drop tab at the top of the page. Click on the radio button beside the term from which you wish to drop classes. Click CONTINUE to proceed to the Drop Classes page. Click change term to view another term. Click on the check box beside the Class you want to drop from your current schedule. Click DROP SELECTED CLASSES to proceed to the confirmation page. Click CANCEL to exit the drop class process. Click PREVIOUS to return to the previous page.

		<p>10. Click FINISH DROPPING to confirm your drop class request.</p> <p>11. Click MY CLASS SCHEDULE to return to your class schedule.</p> <p>12. Click on the following link for a video tutorial https://inside.senecacollege.ca/i3/e-Learning/StudentCentre_Captivate_DropAClass/index.html</p>
9.	Last Day to Drop Course has Passed	<p>Sorry, but the last day to drop a course from your timetable was on Day 10 (Monday September 17, 2018). Kindly note that the first day for "DNC" Grading is on Tuesday September 18, 2018. For more information on DNC grade please visit the Registration website (http://www.senecacollege.ca/registrar/records/senecatranscript.html) or the office in person.</p>
10.	Schedule Changed	<p>Thanks for your email. Your schedule was changed due to one of the following reasons:</p> <ol style="list-style-type: none"> 1. A required class was added to your timetable (English/Math) and we need to move your timetable around to accommodate the class. 2. The class section you were enrolled in was closed. 3. The class section you were enrolled in was moved. <p>Unfortunately, we are unable to make any further changes back to your previous schedule.</p>
11.	Add English and Math for new Student	<p>Thank you for your email.</p> <p>Once you have completed your Skills Assessment, please continue to check your timetable to see if these courses have been added. If you do not have English/Math on your timetable prior to September 7th please let us know.</p> <p>If you are not a Business student and Math is missing please visit your Student Advisor of your program.</p> <p>If you need to book your Skills Assessment, you can do so by visiting the Test Centre at your campus or by booking online: http://www.senecacollege.ca/testcentre/assessment.html</p> <p>Have a great semester.</p>
12.	You Need to take the English/Math Skills Assessment Test	<p>Thank you for your email. I can see that you haven't completed the English/Math assessment. Please be sure to check out the Test Centre link below and book your appointment on the website: http://www.senecac.on.ca/testcentre/</p> <p>Once you have completed your assessment, please continue to check your timetable to see if these courses have been added. If you do not have English/Math on your timetable prior to September 7th please let us know.</p> <p>Have a great semester.</p>
13.	EAP Doesn't Fit/Full	<p>Thank you for your email.</p> <p>EAP300 doesn't fit your timetable, please go to part time studies ((evening, weekend or online course) website for more options:</p>

		<p>http://www.senecacollege.ca/ce/classes/ESL932.html</p> <p>ESL933 is equivalent to EAP300. Please let me know the course code and section of the day you would like to take the course on.</p> <p>Please be aware that based on starting in this level (EAP300/ESL933), you will need to then complete EAP500/EAC149 and then COM101 which will complete the English requirement for your diploma.</p>
14.	COM101 replaces EAC150	<p>College English (EAC150) has been replaced with Communicating Across Contexts (COM101).</p> <p>If you have already completed the EAC150 course, you are not required to take the COM101 class. However, if you have not completed your EAC150 course, you will need to complete COM101 as a graduation requirement.</p> <p>More information is available on the School of English & Liberal Studies website.</p>
15.	You Already Have English	<p>I just checked your timetable and it looks like the course has already been added to your schedule. Please select the “Seneca Timetable” option to view all courses for the semester.</p> <p>The English course that appears on your timetable is based on your Skills Assessment results. There are 3 levels of English, COM101 being the highest level:</p> <ul style="list-style-type: none"> • COM101 • EAC149 or EAP500 • EAP300 <p>Have a great semester.</p>
16.	I Need to Add/Swap EAC150 Returning Student	<p>As per the email that you received, please be advised that if you have completed EAC149/EAP500, you now have the ability to select an COM101 (replaces EAC150) class for next term through Self Service. If it is not on your timetable when your registration window is active, you are free to select a section on your own. Please keep in mind that the section codes that begin with an “N”, i.e. NBA are sections offered at the Newnham campus, “M” for Markham campus, “K” for King campus, and “SY” for the Seneca@York campus.</p> <p>For a tutorial on how to add courses through Self Service, please copy and paste the link below:</p> <p>http://senecabusiness411.com/tutorials/</p>
17.	Why EAP	<p>Yes, your program does require COM101. Before we place students in their English class, we have students complete an English Skills Assessment to determine their level. Some students are placed directly in COM101.</p> <p>Please be aware that based on starting a lower level, you will need to then complete extra English courses. If you are placed into EAP300, once you complete that course the next level is EAP500/EAC149 and then COM101, which will complete the English requirement for your diploma</p>

18.	MBF100/MBF101 replaces QNM103/QNM104 & QNM106	<p>If you have already completed the Mathematics of Finance (QNM106) course, you are not required to take Mathematics of Business and Finance (MBF100 or MBF101) course. However, if you have not completed your QNM106 course, you will need to complete MBF101 as a graduation requirement</p> <p>If you have completed QNM103, you can register for MBF100 in order to satisfy the math requirement. MBF100, is a credit course, 4 hours and offered twice a week. Once you successfully pass MBF100, you have met the Math requirement.</p> <p>If you have been placed in MTH158, you will need to complete that level first and next semester enroll in MBF100. MBF100, is a credit course, 4 hours and offered twice a week. Once you successfully pass MBF100, you have met the Math requirement</p>
19.	How Many GenEd's Do I need to take?	<p>Students must successfully complete at least 3 general education courses. In order to meet Seneca's breadth requirements, students must complete 1 general education course from each category – 1 course from Arts & Humanities, 1 course from Sciences & Social Sciences, and 1 course from either category – for a total of 3 general education courses.</p> <p>Please note that some one-year certificate programs require general education courses; courses may be taken from any category for certificate programs.</p>
20.	GenEds, LSO & English Offered	<p>Hello,</p> <p>For a list of General Education and Liberal Studies courses offered for Fall 2018 semester, please visit the website and select the campus you would like to attend http://www.senecacollege.ca/school/els/</p>
21.	Gened or English Doesn't Fit/Full	<p>Sorry you are having trouble finding a General Education or English course that fits your timetable. You can take one through part-time studies. If you are interested, please provide the following information to us:</p> <p>Here's what we need:</p> <ol style="list-style-type: none"> 1. Super important! Please give us your choices as we need to know the full subject code and section. For example, PSY100N1A, or COM101N1A: <ol style="list-style-type: none"> 1st 2nd 3rd 2. Agreement to the Terms & Condition: <ol style="list-style-type: none"> i. I have read and understand that permission to take a Faculty of Continuing Education course (Part Time Studies) in place of a day class does not constitute a guarantee that I will be able to add the class. I understand that there are several reasons I might not be able to add the class including, but not limited to the class being full, or not qualifying for "borrowed" status. ii. I have read and understand that there might be additional lab or material fees for the course. I will pay these as soon as they are posted on my account.

		<p>Please note:</p> <ul style="list-style-type: none"> • If you are taking an online subject through part-time, there is an additional \$65 • Request to drop or switch to another section of part time studies course will require permission and will result in a \$25 fee charged to your account. Here is our policy about transferring and withdrawing: http://www.senecacollege.ca/ce/info/transfer-withdrawals.html <p>In order to qualify for “borrowed” status, you must:</p> <ol style="list-style-type: none"> 1. Be affiliated to a full-time program 2. Carry less than a full course-load on the current full-time timetable. If you exceed the number of courses allowed for the semester, extra subject(s) fee(s) will be applied to your student account 3. If your course load drops below 66% of the normal load and 70% of the course load hours, fees for the subject(s) taken part-time will be due and payable immediately in the Registration office
22.	Add Degree LSO	<p>Thank you for your email. I can help!</p> <p>The good news is that you can add LSOs from any campus and even through night school. Check out the list at: http://www.senecacollege.ca/school/els/index.html. Please send me your top three picks. I need to know the full subject code and section, for example, LSO199NBA or LSO540NBC.</p>
23.	What Do I need to take to Graduate?	<p>Thank you for your email.</p> <p>Check your Program/Academic requirement report on your Student Centre. Please visit this link below: https://inside.senecacollege.ca/export/sites/inside.senecac.on.ca/i3/i3_Training/i3_Training_Documents/tipsheet-student-centre-view-advisement-report.pdf</p> <p>If you are still unsure please visit your Student Advisor for more details.</p>
24.	Transfer Program Request	<p>Thank you for your email. Your request to transfer will be reviewed at the end of the term when final grades have been submitted. Upon grade release you will need to check your Student Centre portal under “Transcript: View Unofficial>>Advising Transcript” where your request to transfer will be answered. If the transfer has been granted, at that time you will be able to arrange your timetable based on your new program requirements.</p>
25.	Transfer Credit-Canadian Education	<p>If you wish to apply for Transfer Credits for a Seneca subject based on a subject you have completed at another educational institution, please complete the “Transfer Credit Request” form and submit it to the Degree & Credit Transfer Office, room D2000. Provide your official transcript, and detailed subject outline(s). Please be advised that official transcripts will not be returned to you. A minimum grade of “C” (60%) is required for a diploma subject to be considered for Transfer Credit Requests. For degrees, the minimum grade is C+ (65%). Transfer Credit Requests may take up to four weeks to process, due to the volume of inquiries at this busy time of the year. You will be able to view your Transfer Credits through the Student Centre under “Course History”.</p> <p>More information about transfer credits can be found at the link below:</p>

		http://www.senecacollege.ca/degreetransfer/applying-for-transfer-credit
26.	Transfer Credit- International Education	<p>If you wish to apply for Transfer Credits for a Seneca subject based on a subject you have completed at a foreign educational institution, please complete the “Transfer Credit Request” form and submit it to the Degree & Credit Transfer Office, room D2000. Kindly provide your official transcript, detailed subject outline(s), and a foreign credential evaluation from one of the two following organizations: WES or ICAS. Please be advised that official transcripts will not be returned to you. A minimum grade of “C” (60%) is required for a diploma subject to be considered for Transfer Credit Requests. For degrees, the minimum grade is C+ (65%). Transfer Credit Requests may take up to four weeks to process due to the volume of inquiries at this busy time of the year. You will be able to view your Transfer Credits through the Student Centre under “Course History”.</p> <p>More information about transfer credits can be found at the link below:</p> <p>http://www.senecacollege.ca/degreetransfer/applying-for-transfer-credit</p>
27.	Check Transcript/Advice ment	<p>Thank you for your email.</p> <p>Please ensure you have checked your final grades. You must also check your Advising Transcript for your Academic Standing and for any possible Advising Comments. This is where any academic advisement comments will be written, such as; DEF/INC exam dates and times, Program transfer requests, Recommendations into other programs that may include action you are required to take.</p> <p>The following how-to video will show you how to generate an advising transcript. Choose "Advising Transcript" from the "Report Type" drop-down menu: https://inside.senecacollege.ca/i3/e-Learning/StudentCentre Captivate ViewUnofficialTranscript/index.html</p>
28.	Fee Questions	Please visit the Registration Office, at your campus, for assistance regarding fees. You can pay your fees online through your Student Centre portal.
29.	GAP Students	<p>Unfortunately, we are unable to add the particular course to your timetable, since you have indicated that you are enrolled in the GAP program.</p> <p>Please contact Riaz Saloojee, your GAP Program Coordinator at: riaz.saloojee@senecacollege.ca in room B3033, or Samantha Fracassa, your GAP Student Adviser at: samantha.fracassa@senecacollege.ca for assistance in room A1513.</p> <p>If it’s a technical problem, you may also want to email the Service Desk (servicedesk@senecacollege.ca) or call 416-491-5050 ext. 22129.</p> <p>Thank you.</p>
30.	Case Forwarded to Adviser	<p>Thank you for your email. We are forwarding your question to the program's student adviser, who will respond to you shortly.</p> <p>Have a great day!</p>

		Your SenecaBusiness411 Support Team
31.	Cannot Assist- Professional Course	<p>Unfortunately, we are unable to add the particular course to your timetable, as you have indicated a course that is not English or General Education course. Please visit your Student Adviser for assistance regarding this request, see list below:</p> <p>GAP, IMH, MHI, VTA, VTE---Alexandra Burke/GH2072: KG BBP, BCMH, BHS, CYC, SSWA, SSWG, SSWI---Elisha Galicia/GH2072: KG BHM, BSCN, PHS, PND---Julie McGuigan/GH2068: KG AIE, DTR, ESC, EVLC, LAW---Leyla Ghadghoni/GH2072: KG BCD, ECE, ECYA---Alexandra Burke GH2072/Dominique Lazaris D4013: NH APF, ASE, AVO, FPR---Sarah Osborne/A4015: NH AED, ECT, EEN, EET ---Diana Samuel-De Roche/A4045: NH BTS, EMB, EMT, ESM, ETM, MATD, MATP, MATT, MBT, MIT, PME, UWS ---Eva Qadeer/A4047: NH CVL, CVT ---June Lewis/A3047: NH FFP, FPN, FPT ---Susan Taylor/A3044: NH CTM, EAS, EST, FAA, FAB, FBM, FST, FDN, VMA ---Nicola Fillier/D3035: NH FHP, OPTC ---Dominique Lazaris/D4013: NH CTA, CTAT, EXS, LCK, LCKA, LES, LIT, LITA, MES, PAD, PLE, PLEA, RPA, RPAA ---Shanda Reid/B4044: NH ASU, GAP, INS, LAT ---Samantha Fracassa/A1513: NH, DB3114: SY ACV, DNM, GRA, IDP, IMP, INM, IPS ---Daman Panesar/S2070: S@Y AFD, ANI, DAN, GAA, ILU, VFT ---Mark Schranz/S2068: SY BTA, BIF, CHY, CLP, CLT, RAQC ---Monica Russell/S3037: SY EMP, GRM, JRN, MFD, PRC, RTVR, RTVT ---Deanna Georgeson/S2058: SY CNS, CTY, DAD, IFS, PMC ---Hans Heim/DB2077: SY BSD, CPA, CPD ---Myriam Rodriguez/DB2076: SY</p>
32.	CE Terms & Condition Not Confirmed	<p>We would be happy to enroll you in the Part Time Studies (evening, weekend or online course).</p> <p>If you have not already provided us with the part-time subject(s) code(s) and the specific section(s) you would like to be enrolled in (e.g. N1A, N1Q, N1X), please include it in your message back to us. Availability of part-time courses can be checked at http://www.senecacollege.ca/ce/index.html</p> <p>Before we can add the course, you must first reply back that you <u>agree</u> to the following terms and conditions:</p> <ol style="list-style-type: none"> 1. I have read and understand that permission to take a Faculty of Continuing Education course (Part Time Studies) in place of a day class does not constitute a guarantee that I will be able to add the class. I understand that there are several reasons I might not be able to add the class including, but not limited to the class being full, or not qualifying for "borrowed" status. 2. I have read and understand that there might be additional lab or material fees for the course. I will pay these as soon as they are posted on my account. <p>In order to qualify for "borrowed" status, without paying for the part time studies course, you must:</p> <ol style="list-style-type: none"> 1. Be affiliated to a full-time program

		<ol style="list-style-type: none"> 2. Carry less than a full course-load on the current full-time timetable 3. If you exceed the number of courses allowed for the semester, extra subject(s) fee(s) will be applied to your student account 4. If your course load drops below 66% of the normal load and 70% of the course load hours, fees for the subject(s) taken part-time will be due and payable immediately in the Registration office
33.	CE Course has been Added	<p>Okay, we're done! Please check your timetable to confirm your course(s) has/have been added.</p> <p>Please note, if by Day 10 (Monday September 17, 2018) you are enrolled in more than 100% (or below 66%) of your daytime course load, you will be charged separately for this evening/online course.</p> <p>To register in a part-time course (evenings, weekends, or online) without paying additional fees – "Borrowed" status you must qualify for the following:</p> <ol style="list-style-type: none"> 1. Be affiliated to a full-time program 2. Carry less than a full course-load on the current full-time timetable 3. If you exceed the number of courses allowed for the semester, extra subject(s) fee(s) will be applied to your student account 4. If your course load drops below 66% of the normal load and 70% of the course load hours, fees for the subject(s) taken part-time will be due and payable immediately in the Registration office <p>Please note that there is an additional \$65 lab fee for course(s) taken online through part time studies. Here is our policy about transferring and withdrawing: http://www.senecacollege.ca/ce/info/transfer-withdrawals.html</p> <p>Also, each change request to drop or switch to another section of part time studies course will require permission and will result in a \$25 fee charged to your account. If permission is not granted, no additional fee will be charged.</p> <p>Have a great semester.</p>
34.	Access Online CE Subject	<p>If you are taking an online subject through Faculty of Continuing Education (Part Time Studies), it will not appear in your regular BlackBoard as your other full-time classes do. You must access this online subject through a separate platform. Cflex will email you instructions with log in information. They will give you a special username and password just before your subject starts. The email will not come weeks in advance, but you should have access by the start date of the subject. Your course may be delivered on BlackBoard or Moodle.</p> <p>If you need more information visit: http://www.senecacollege.ca/ce/cdl/logging-in-online.html. You can contact Cflex if you have any questions.</p>
35.	Need Section Code for CE Subject	<p>Please visit the Faculty of Continuing Education (Part Time Studies) website (http://www.senecacollege.ca/ce), find the subject you want, and provide us with the full six-character subject code you wish to take.</p> <p>e.g. LGE101 N1A</p>

36.	Who is the CE teacher?	Thank you for your email. I understand that you are looking for the name of a teacher at the Faculty of Continuing Education. Unfortunately, we do not have access to the faculty names.
37.	Room Number-I'm Taking a Night Course	<p>Thank you for your email. I understand that you are looking for the room number of your course through part-time studies. It is not available yet, but if you attend the first night of classes, you will see many helpers in red shirts. They have all of the room numbers for you.</p> <p>Please check the start date of your CE course at the following website: www.senecacollege.ca/ce This info can also be found at the bottom of your timetable on the Student Centre in a separate box.</p>