

Important Information

Next Steps for Classes

Dear Student,

Thank you to for your continued patience and understanding during this unprecedented time.

Further to our correspondence earlier this week, we now have next steps in place for all CAPS Continuing Education classes.

Starting Monday, March 23rd, 2020, all CAPS Continuing Education classes will be transitioned to online / alternate delivery. **All course content will be available by Monday, March 23rd.**

Below are some next steps for accessing your course(s) through SLATE:

- SLATE is easily accessible with your Sheridan username and password – if you do not know your credentials, please call IT at 905-845-9430 ext. 2150.
- You will need to search for your course(s) using the search box in the top nav bar. Here is a helpful tutorial video about how to navigate [SLATE](#).
- View the list of helpful [step-by-step instructions for students](#) using SLATE, including instructions for **discussion boards** and **quizzes**.

Information regarding your classes:

- Please check your SLATE class and / or email in the upcoming days for further instructions regarding your class(es).
- Instructors will start to communicate exclusively through SLATE email – please check SLATE frequently.
- Instructors will amend weekly topical outlines to adjust to the online / alternate delivery – this will also be distributed as the weeks progress.
- Instructors will amend course outlines and revised outlines for this term, which will be delivered to students.
- Class evaluations and assignments may be amended to reflect the online / alternate nature of the class(es).
- Class evaluations and assignment due dates may be amended appropriately to reflect the new online / alternate delivery.

We understand that the evolving nature of the Coronavirus (COVID-19) situation has created many uncertainties in students' personal lives.

A kind reminder that we are waiving transfer, refund, and withdrawal rules for the time being.

Students are able to transfer to our Summer 2020 semester by emailing caps@sheridancollege.ca. If you would like to withdraw, please complete the [withdrawal form](#).

With the above steps in place, we anticipate that we will still end our semester on time. We thank everyone for their ability to be flexible and responsive during this time.

We encourage all students to frequently check the [Sheridan College website](#) for frequent Coronavirus (COVID-19) updates.

Stay safe and healthy!

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