Online Courses

Online courses are on the *Online* section of the schedule. On the Registration page of the student portal, these courses are labeled as ONLINE under *Room*. The policies below apply to any student who enrolls in an online course.

Technology Requirements

> Each student enrolled in an online course must have reliable access to a laptop or desktop computer. Tablets and phones are not acceptable devices for attending online courses.

Computer Requirements – General:
Students must have reliable access to a laptop or desktop computer that is in good working condition. Tablets (iPad, etc.) and cellphones are not acceptable devices for attending online courses as they limit the functionality and experience of the course.
If the computer experiences regular crashes or shutdowns, students are expected to make efforts to resolve this issue before the next class or to replace the computer.
If using a laptop, the battery must reliably hold a charge for several hours or be near a power source.
The computer must be secure (password protected) and free of viruses, malware, or other malicious software.

Minimum Computer Hardware Requirements:
The student's laptop or desktop computer is recommended to be manufactured no later than four years from the current date. In addition, the computer should have:
- 250GB SSD (Solid State Drive)
- 8GB RAM
- Webcam and microphone capable of transmitting professional quality audio and video. Your laptop's built-in webcam and microphone may be sufficient, but it is highly recommended to use a USB webcam for online course delivery.

Internet Requirements:
To receive online instruction, the student's computer must have an internet connection that is reliable and strong. Sufficient internet speed will ensure audio and video quality will transmit clearly, and a reliable connection will not unexpectedly drop or go offline during class.
The minimum speed that the computer must be able to reach under normal conditions is:
Download speed: 20 Mb/s
Upload speed: 5 Mb/s
Internet speed can be tested at www.speedtest.net. Note that the speed that internet service providers advertise as part of their service packages does not necessarily indicate the speed a computer will achieve. The actual speed will vary based on many factors that are unique to each physical location and computer.

Clinic Requirements

Any student enrolled in an online clinic must ensure they have a private space from which to attend where no one can hear the consultation, including both the patient's and practitioner's side of the dialogue.

Recordings

Online courses are not recorded. Therefore, attendance in each live class is required to participate in the class or clinic.

Location Requirements

As on-campus space is limited, students enrolled in online courses should be prepared to attend these courses away from campus. Students enrolled in both online and on-campus offerings should plan their schedule to ensure they have time to relocate between classes.

Students are expected to log in to their online courses on time and to be in a space that is private, quiet, and free from distractions. Multi-tasking, including driving, moving locations, or working on unrelated tasks, is not permitted while attending an online class.

Supply Fees

Select online herbal courses include a supply fee. For these courses, a kit of herb samples will be prepared for each enrolled student. Students will be able to pick their kit up on campus or have it mailed for an additional fee. As we are unable to mail herb kits to international destinations, students living outside of Canada will be able to have this fee waived and will instead be provided with a list of herbs that they can source locally. Further information will be provided to enrolled students by email.