

 Policies & Procedures Manual	# Pages: Page 1 of 1	Policy Number: LI-04-02
	Approved by: Learning Council	
Section: Library	Effective Date: July 2013 – updated April, 2017	
Title: Online Courses from External Database	Replaces: LI-04-02	

POLICY STATEMENT

Library and Instructional Services provides the opportunity for non-UCN students to access non-credit online workshops, courses and classes from external databases to support lifelong learning, continuing education and skills improvement.

PURPOSE

This policy allows non-UCN students comparable opportunities to access non-credit online course databases as UCN students currently have.

DESCRIPTION

Online database courses: This type of course does not require the same level of record keeping as that of a regular course. The courses are not included on any transcript, and no records are maintained on who has taken the course beyond the semester they are enrolled in the class. For financial tracking a UCN ID number needs to be generated. Examples of this would be the Universal Class database offered by Library Services. Any funds generated by registration to these database courses would go to help offset the cost of the databases.

PROCEDURES

- 1) Non-Credit courses offered as part of online external databases will be approved by the Dean of Library and Instructional Services.
- 2) Fees for Non Credit online courses are based on the Rate and Fees Schedule approved annually by the Governing Council.
- 3) Because on-line databases are accessed by Internet Protocol number ranges, IT will generate a network account and login to access them. Procedures will be established by agreement between the library, Enrolment Services, and IT administration.