Art and Design Fundamentals (AADF)

PART-TIME

Frequently Asked Questions

When can I start taking courses?
September or January
***NOTE: students starting the program in September 2027 forward, this program will be running at the Downtown campus
https://www.georgiancollege.ca/why-georgian/campuses/downtown-barrie-location/

Do I need to apply?
Part-time students do not go through an application process for this program.
In order to register into courses, you will need a Georgian College student number and the major AADF. Declaring a major allows you to take all courses under that major.

Please review this document as there are instructions on how to get started on page 4.

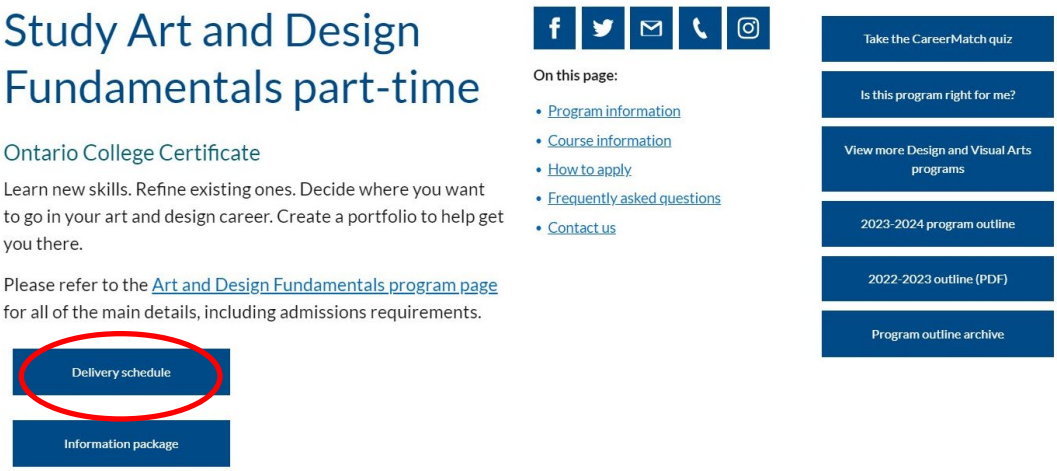
How many courses do I need to take?
You can review the graduation requirements and the list of program courses on the program outline.

Graduation requirements
5 Program Courses
5 Program Option Courses
1 Communications Course
1 General Education Course

Can I take this program online?
Not all courses in this program are available online. Most courses are delivered in-person on campus. To discuss course delivery, please connect with the program coordinator, Jason Hunter.
jason.hunter@GeorgianCollege.ca

How do I know which courses to take?

We have set a schedule up for you – review the DELIVERY SCHEDULE posted on the program page: [Art and Design Fundamentals]



How long will it take to complete the certificate?

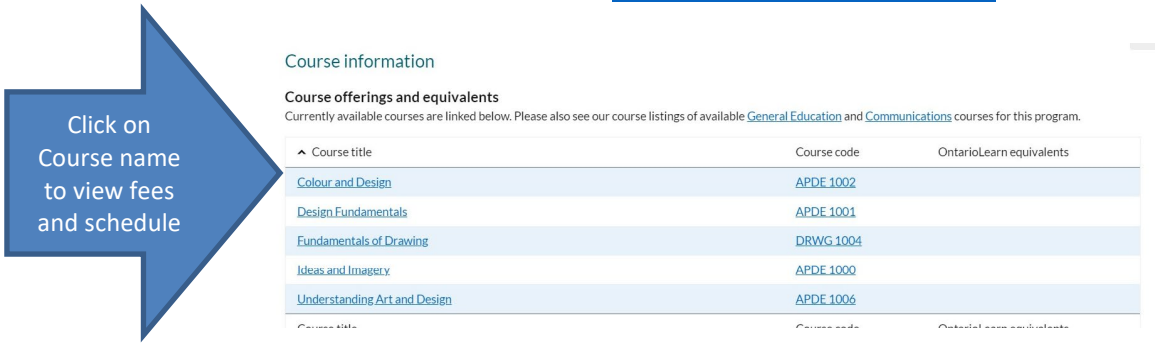
This varies. If you follow the Delivery Schedule:
2 courses most semesters (following the Delivery Schedule) finish in under 3 years (8 semesters)
Fall-Winter-Summer- Fall-Winter-Summer- Fall-Winter

What is the cost of the program?

There is no program fee for part-time students in this certificate program.
Part-time students pay per course, as they register. Part-time students can take a maximum of 3 courses per semester in this program. (You have the option of 1, 2 or 3 courses in any semester.)

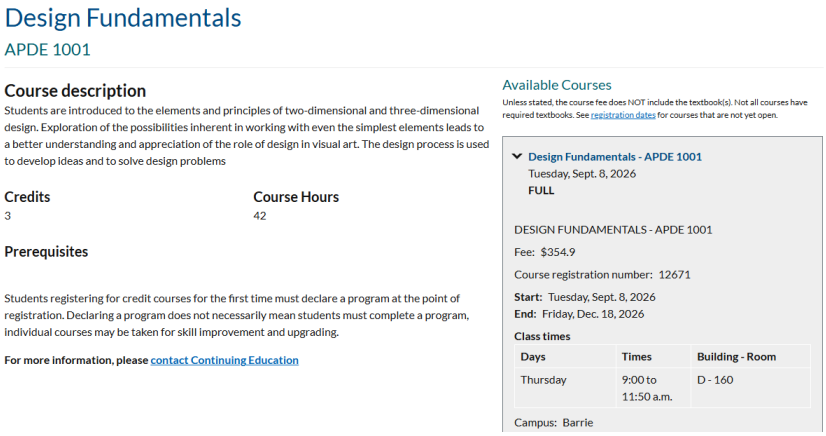
In order to calculate an approximate total cost to study the entire program part-time, calculate the course fee below multiplied by 12 as there are 12 courses required to graduate.
The course fees change year-to-year and course to course. And the final cost depends on which courses you choose to take as courses can vary in fees.

The best source for accurate fees is to check the website: [Art and Design Fundamentals]



Each course listed links to course sections with fees and delivery information:

NOTE: courses in this program only show on the website during the part-time (add/drop) registration period which is open 2 weeks before the semester start date.



Design Fundamentals

APDE 1001

Course description

Students are introduced to the elements and principles of two-dimensional and three-dimensional design. Exploration of the possibilities inherent in working with even the simplest elements leads to a better understanding and appreciation of the role of design in visual art. The design process is used to develop ideas and to solve design problems

Credits
3

Course Hours
42

Prerequisites

Students registering for credit courses for the first time must declare a program at the point of registration. Declaring a program does not necessarily mean students must complete a program, individual courses may be taken for skill improvement and upgrading.

For more information, please contact Continuing Education

Available Courses

Unless stated, the course fee does NOT include the textbook(s). Not all courses have required textbooks. See registration dates for courses that are not yet open.

Design Fundamentals - APDE 1001
Tuesday, Sept. 8, 2026
FULL

DESIGN FUNDAMENTALS - APDE 1001

Fee: $354.9

Course registration number: 12671

Start: Tuesday, Sept. 8, 2026
End: Friday, Dec. 18, 2026

Class times

Days	Times	Building - Room
Thursday	9:00 to 11:50 a.m.	D - 160

Campus: Barrie

The fees for Communications and General Education courses vary. View the course listing for Communications and General Education.

Are part-time students eligible for OSAP?

Part-time students MAY be eligible – this is individual and based usually on number of courses you take per semester. For more information, visit our Financial Aid page.

Can I transfer credits/use prior learning?

The Credit for Prior Learning centre assists with:

- Transferring courses completed at another accredited institution which may be eligible for transfer towards your education at Georgian.
- Prior Learning Assessment and Recognition (PLAR) – students can challenge course requirements based on relevant work or life skills and knowledge gained.

  More information on the above options as well as the processes to apply for exemptions, visit the Credit for Prior Learning webpage.

I'm ready to get started in this program. What are my next steps?

Step 1: Pre-registration – getting set up as a student
This program does not require part-time students to go through the application process.

You will need a Georgian College student number and the major AADF in order to register into courses.

Create your student number online: Student Number

Students taking this program must declare a Major. Majors are assigned through the Registrar's Office – please email ptsregistrar@georgiancollege.ca with "**Declare a major AADF**" in the subject line. Include your student number with this request.

Students can also call 705-722-1511 to declare a major.

Once you have your student number, your major (AADF), and your login information, you can plan for course registration.

Step 2: Plan your courses
Prior to registering, review the Delivery schedule found on the website to choose the courses you need to take.

Step 3: Registration
There are two ways you can register:

1. **Web Registration** – through the website – open year round
2. **Banner Registration** – you must log in to Banner – only available during part-time registration window (add/drop)

1. **Web Registration**
   On the Art and Design Fundamentals page:

   Click on the course name in the Current Course Offerings chart to view the course section details. (See above on page 3 for screenshots.)

   When you find the course you want to register for, click on Add to cart. You will then go through the payment process (this requires you to log in to Banner – ensure you have your login information!).

   Students registering through the Web can do so at any time once course sections are open.

   NOTE: courses in this program are only open for registration during the part-time credit registration period (or add/drop). See Important Dates for more information.

For Registration ASSISTANCE, contact the Registrar's Office
registrar@GeorgianCollege.ca
or call 705-722-1511

2. **Banner Registration**
   Part-time students can also register for courses in our student information system, Banner. In this system, you "add a course" to register. For information on Banner, logging in to Banner and adding courses in Banner, VIEW THIS DOCUMENT.

   TIPS:
   Step 3 for Part-time students: Select Term
   Step 4 for Part-time students: Choose Add/Drop/Withdraw from courses
   (View Recommended courses for term is ONLY for full-time students using Banner.)

   NOTE: courses in this program are only open for registration during the part-time credit registration period (or add/drop). See Important Dates for more information.

NOTES on registration:

- There is a 24 hour processing period once you register – this means you will not be able to access your course immediately after you register.
- If when you go to register, and registration is open, courses show as FULL, connect with the program coordinator, Jason Hunter, jason.hunter@georgiancollege.ca with your intent to register as there may be room in the course for part-time students. Some courses do fill so you may not get into the course you prefer to take. Jason does not process registrations, but he can advise as to whether the course is available.

Why do some courses have (ODE) in the name?

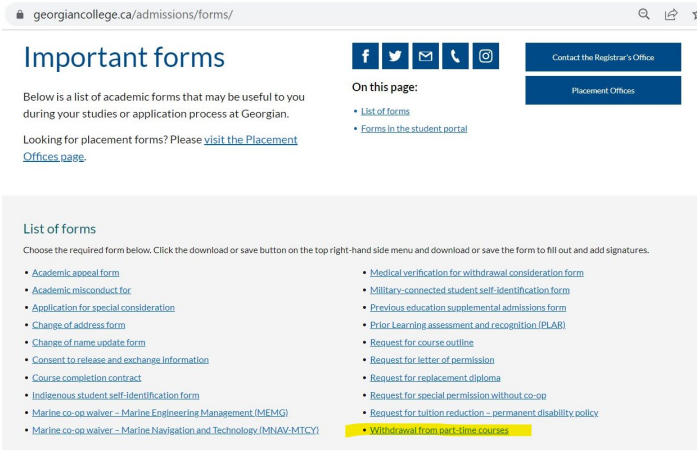
- Some of our Communication and General Education course offerings are offered through OntarioLearn (ODE). You can find more information on OntarioLearn in the OntarioLearn FAQ: https://www.georgiancollege.ca/academics/online-learning/ontariolearn/#faq
- NOTE: registration for these courses is the same process as your program courses.
  However, you access these courses differently. They will not be in your Georgian BlackBoard. Once you are registered into an ODE course, you will receive login information via email from the OntarioLearn office.

WITHDRAWING FROM A COURSE

- Part-time students can be registered into a maximum of 3 courses at any time.
  If, for example, you register into 3 courses and decide to change one of your courses, you will need to withdraw from the course first. Once you are unregistered in the course (this can take up to 48 hours) you will be able to register into a new course.

How do I withdraw from a course?

- Part-time students CANNOT drop a course through Banner. You must fill out a Withdrawal form and request to withdraw from the course through the Office of the Registrar. You can find the form on the website: https://www.georgiancollege.ca/admissions/forms/



PLEASE NOTE: if you drop a course in Banner, it may seem like you have dropped the course but you have not been unregistered – please ensure you use the Withdrawal form.

How do I confirm I am registered? How can I view my account balance?

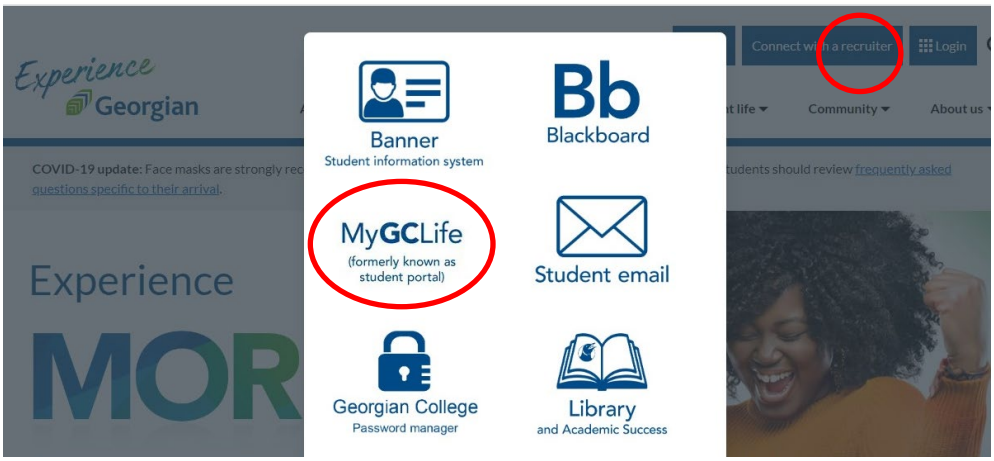
You can log in to Banner to view the courses you are registered into and to view your account balance.

How to I order textbooks?

Please email Tammy Burke-Marson for textbook ordering information.
Tammy.burke-marson@georgiancollege.ca

Logging in to Student Systems

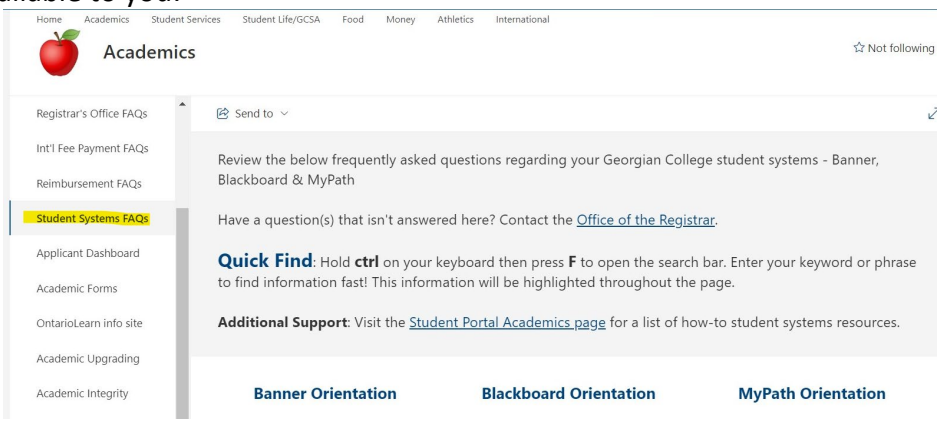
For information on logging into Banner and other systems, please visit the **Student Portal.** You can access the student portal through MyGC Life. (Go to last page of this guide for information on the Student Portal.) You can find a link to the portal on the main webpage under Login:



I'm registered into my courses, how do I access them?

All courses that are not (ODE) courses are accessed through Blackboard. (You may choose a Communications or a General Education course which is an OntarioLearn or (ODE) offering.

Review the above screenshot to view the Blackboard login site. Information on Blackboard can be found in the Student Portal. Take a moment to review the Banner/Blackboard and MyPath Orientations available to you:



Looking for assistance with our systems? See below

https://www.georgiancollege.ca/new-students/#systems

https://www.georgiancollege.ca/student-life/remote-learning-and-supports/#blackboard

https://www.georgiancollege.ca/student-life/remote-learning-and-supports/#ms-teams

Frequently Asked Questions

I need to withdraw from one or more courses – what are my options?

Students can withdraw from a course with a refund up until Day 10 of the semester.

If you decide after that date that you want to withdraw you can do so up until a certain date. There will be no refund, however, there is no academic penalty – your transcript will show WD.

All dates for the semester can be viewed on the website under Important Dates:
https://www.georgiancollege.ca/admissions/important-dates/

How do I view my grades?

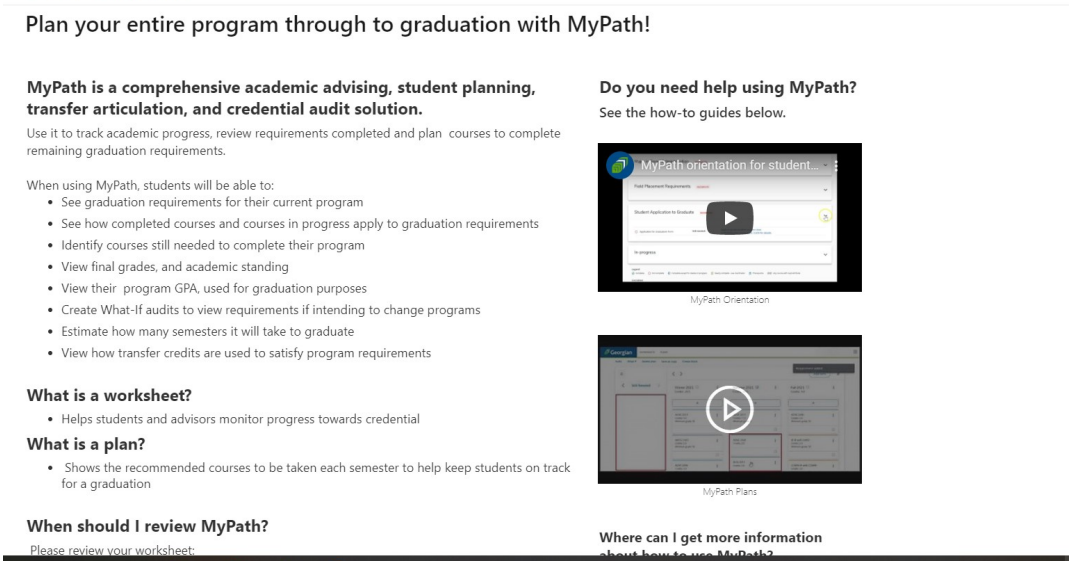
Grades can be viewed in Banner and in MyPath.

How do I track my progress through the program?

1. Track your progress/plan your courses you want to take using the Delivery Schedule.

2. You can also view your progress in **MyPath**. This is a useful tool where you can see which courses you have taken, your grades, and the courses you still need to graduate.
   Any exemptions you apply for using PLAR or transfer credits will show here too.

MyPath can be accessed through the Student Portal. Below is a screen shot of what you will see regarding instructions for MyPath. It is optional to use MyPath but it can be a very useful tool to track your progress in your program.



You will not be able to view your records in MyPath until after you have registered into courses.

How do I graduate? How do I know I am meeting program requirements?
Full program details can be viewed on the Program Outline.

When you have successfully completed all of the program requirements, you can apply to graduate. All students must apply to graduate. You can do this in your last semester of taking courses.
View dates for Requesting to Graduate on our Important Dates webpage:
https://www.georgiancollege.ca/admissions/important-dates/

The process for How to Graduate can be found on our graduation page:
https://www.georgiancollege.ca/student-life/graduation/

Additional Information you may need

I took courses in a different program at Georgian – will my credits transfer into the Art and Design Fundamentals program?
In most cases, courses that are shared between different programs at Georgian will have the same course code and will automatically transfer once you register in a new program.
You will see these courses show up in MyPath.

I took courses at a different college or university – can I transfer credits?
Visit our Credit for Prior Learning page to learn more about your options.
https://www.georgiancollege.ca/admissions/credit-transfer/#transfer-in

The FAQs section for Credit Transfer are very helpful!
https://www.georgiancollege.ca/admissions/credit-transfer/credit-transfer-centre-faq/#transfer-credits

My GCLife / Student Portal – your student resource
You can find most answers on this site – if you have questions around academic regulations, registration, withdrawals, transcripts, etc. visit the portal to find the answers.

Keep in mind that this site is for both full-time and part-time students and some of the information does not apply to part-time students. If you have questions regarding information you find and you are not sure if it applies to you, please connect with your Part-time Studies Staff.

Part-time Studies Contacts:
Tammy Burke-Marson, Programming Support Assistant
tammy.burke-marson@georgiancollege.ca
249-388-1911

Jenny Wilcox, Program Manager
Jenny.Wilcox@georgiancollege.ca
249-388-1930