

## Manufacturing Leadership FAQ

### Do I have to have any related prior experience?

Students are not required to have any previous experience in a related field.

### What are the admission requirements for the program?

There are no formal admission requirements for this program. However, students should have a working knowledge of Microsoft Word and Microsoft Excel.

### Is the entire program online? Can I go at my own pace?

The courses in this program are completed entirely online through OntarioLearn. Some courses may require you to write an in-person final exam during the last week of the course. All courses have scheduled start and end dates, and each course will maintain a schedule of due dates for assignments, quizzes, tests, etc. Students are typically not required to be online at a certain time of day on a certain day of the week.

### What is OntarioLearn?

The OntarioLearn courses are all online courses. The courses are all instructor led course. There is no specific day and time to access the course, it is available 24/7 to be flexible for students schedules. However, there will be specific due dates for assignments, discussion posts, exams, etc. Students are expected to access the course minimally on a weekly basis and follow the timeline provided by the instructor.

OntarioLearn is a partnership between the community colleges in Ontario, where the colleges share their online curriculum. You will have learners from a number of different colleges in your course. Course material is accessed through [www.ontariolearn.com](http://www.ontariolearn.com) with a username and password. Your username and password is provided to you in an emailed confirmation letter, which is sent to your student email account.

### What are the mandatory courses?

All of the course codes and course names can be viewed on this link:

<https://www.georgiancollege.ca/academics/part-time-studies/programs/manufacturing-leadership-mlcp/>

## What type of program is Manufacturing Leadership (MLCP)?

MLCP is a collection of non-credit, part-time courses delivered online through OntarioLearn. MLCP is not a “full-time” program.

## How do I apply?

To get started in these courses, please call 705-722-1511 to set up your student number and declare your major (MLCP). Once you have your student number and major declared, you can register for courses online.

## How do I register?

Online - if you already have a student number

- Go to <https://www.georgiancollege.ca/academics/part-time-studies/programs/manufacturing-leadership-mlcp/>
- Click on the course that you would like to register for
- Choose Add to Cart
- Add any other courses, and then Check Out

Email – if you have trouble registering online

- Email [Registrar@GeorgianCollege.ca](mailto:Registrar@GeorgianCollege.ca)
- Have your student number available.
- Provide the course code and course registration number (CRN) of the course(s) you'd like to take.

Students can also go to [Continuing Education - Georgian College - YouTube](#) for support registering online.

Once you have registered, an emailed confirmation letter will be sent to your student email account (not the personal email account that the college has on file). This confirmation email contains all of the information that you need to access the course, how to order course materials, and how to book exams.

You can access your student email account by going to <http://mymail.georgianc.on.ca>

Your user name will be your student number ie. 123456789@student.georgianc.on.ca

Your password is your birthdate YYMMDD if you have not already changed it.

## How can I pay?

Full payment of course fees is made at the time of registration. Textbooks are not included in course fees. When HST is applicable, it has been included in the course fee. Note: course fees are subject to change.

Payment can be made one of two ways:

- Register for your courses and pay online with a credit card, OR
- Register online, checkout, and then pay through your personal online banking/banking app. The payee is “Georgian College TUITION” and your account number is your nine-digit student number.
- If you register over the phone, please note that due to remote delivery of services, payments (credit card and other) cannot be taken over the phone at this time.

## How do I get my certificate?

Once a student has successfully completed all of the program requirements, they need to email the OntarioLearn Office at [ol@georgiancollege.ca](mailto:ol@georgiancollege.ca). Please make sure to provide your full name and student number.

## Who can I contact for more information about this program?

OntarioLearn

General Mailbox

705-722-1500

[ol@georgiancollege.ca](mailto:ol@georgiancollege.ca)

*Last updated January 27, 2023*