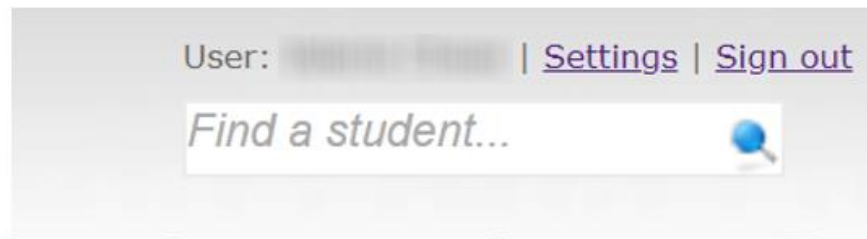


Extensions are used when a student has reached the end of their current registration period and the school wishes them to continue in the same course. This is *different* from a withdrawal where a student has not started a course (requires a *Re-registration*) or a student who stalled, or started a course but then stopped submitting work (requires a *Reinstatement*). You can only apply an extension to a withdrawn enrollment that has occurred in the last 6 months.

Affiliation Super Users can apply extensions to enrollments until **May 15th**.

1. Log into [ADLC SIS](#).
2. Find the student in SIS by typing the student's last name followed by a comma, then their first initial of first name in the search field. You can also use an ASN or student ID number.

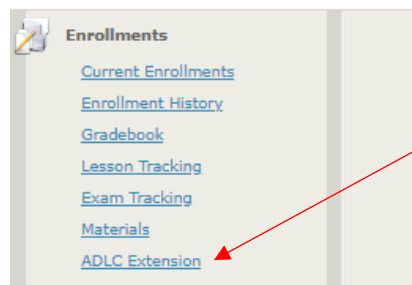


3. Click on the *hyperlinked* student name to bring up their profile.

There is 1 record(s) matching your criteria:

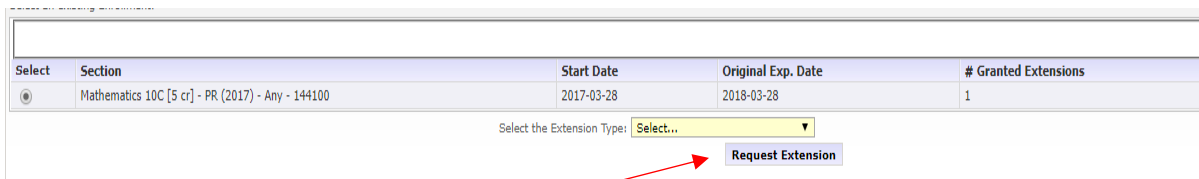
Student	Student	ASN	Email	Phone	Login	Guardian 1	Guardian 2
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	,	,

4. Scroll down left side in the Enrollments section and select **ADLC Extension**.



5. Select the check box on the enrollment you want to extend, then select the option provided in the *Extension Type* drop-down menu under the enrollment list.

Note: There will only be one Extension Type to choose from. The option given is based on the time of year that you are applying the extension (Summer Extension or School Extension). The system will automatically display the correct one based on the date you are applying the extension. There are no more fees for ADLC extensions.



The screenshot shows a table with the following data:

Select	Section	Start Date	Original Exp. Date	# Granted Extensions
<input checked="" type="radio"/>	Mathematics 10C [5 cr] - PR (2017) - Any - 144100	2017-03-28	2018-03-28	1

Below the table, there is a label "Select the Extension Type:" followed by a dropdown menu with "Select..." and a downward arrow. To the right of the dropdown is a button labeled "Request Extension". A red arrow points from the "Request Extension" button towards the text of step 6.

6. Select the **Request Extension** button to complete the process.

Summer Extensions expire on August 15th

School Year Extensions expire on June 30th

Each enrollment is eligible for only *one* Summer Extension and one School Year Extension.

The student should now be able to continue in their course.

If at any time you have questions, please contact:

Learning Network Support Team

1-866-774-5333

LearningNetwork@adlc.ca