

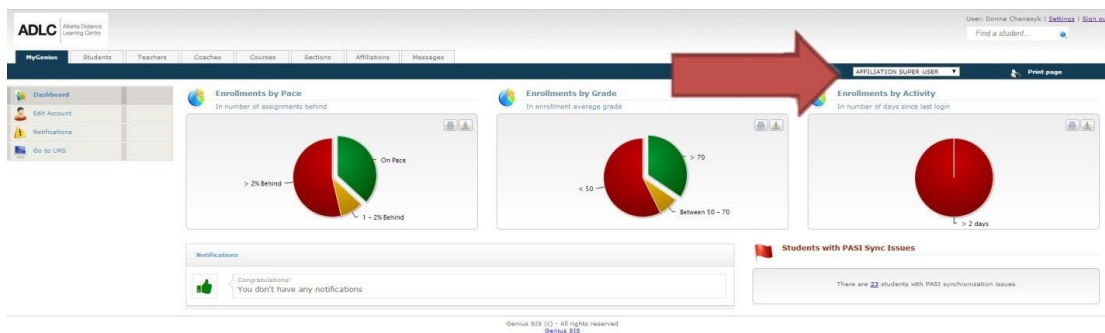
*This document is intended to assist Super Users in requesting extensions in ADLC's Student Information System (SIS).*

Extensions are used when a student has reached the end of their current registration period and the school wishes them to continue the same course. This is different from:

- a *withdrawal* where the student has not started a course (which required re-registration)
- a student who has started a course but stopped submitting work or stalled (requires reinstatement).

You can apply an extension to a withdrawn enrollment that has occurred within the last six months and to enrollments until May 15.

1. When you are logged into the SIS, make sure your **Affiliation Super User** role is selected before you begin. This can be found in the drop-down menu on the dark blue bar that runs along the screen.



2. Enter the student's last name, first name, Alberta Student Number (ASN), or the student's SIS file number in the **Find a student...** field.



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



4. From the menu on the left-hand side, under **Enrollments** 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 requesting the extension*

- **School-year Extension** - Can be applied from August 16 to April 30 - changes expiration date to *June 30*
- **Summer Extensions** - Can be requested from May 1 to May 15 - changes expiration date to *August 15*



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

***Summer Extensions must be requested between May 1-15. Partner Schools will receive notification if their requests have been granted by June 1.***

## Questions?

Give us a call at 1-866-774-5333 or email [info@adlc.ca](mailto:info@adlc.ca)