



**Online Registration Instructions for
new Additional Qualification (AQ) Students
Timmins**

If you have attended Nipissing University, have been an Associate Teacher for a Nipissing University BEd. student, or have applied to Nipissing University for any programs in the past, you already have a file created in our system and therefore need to register as a returning student.

If you meet the criteria above and do not know your login information you can complete a search with your surname, SIN or student number [here](#) or alternatively please contact our University Technology Services (UTS) team by email at techsrv@nipissingu.ca for assistance with retrieving your account information. Please include in your email your full name, DOB, OCT member number and address you expect we may have on file for you.

If you are registering in a Part II or Part III course, a Statement of Experience form signed by the Superintendent of your Board is required. Please note that the Statement of Experience form is due no later than the last day of the course. This form can be accessed [here](#).

How to online register:

- Access Nipissing University's Home page at www.nipissingu.ca and select the WebAdvisor link at the top right.
- Select the "Additional Qualifications Students" link.
- Select "Search and Register for Courses – New Additional Qualification (AQ) Students".
- Enter the course code of the course you wish to take:
 - 1235 – Special Education, Part I
 - 2235 – Special Education, Part II
 - 3235 – Special Education, Part III (Specialist)
- Select Timmins in the location field. Submit.
- Place a check mark in the select box of the appropriate course. Submit.
- Fill out your personal information. Submit.
- Fill out your financial information. Submit. The course must be paid in full upon registration. Only major credit cards are accepted (Visa, Mastercard and American Express). Debit cards payment is not available.

- You are now registered in the course.
- Overnight you will receive a Confirmation of Registration letter emailed to the email address you have provided with your personal information.
- Please review the mandatory COVID policy information posted [here](#).