

Distant Learners:

How to Register for your Classes

1. Read this 'distant learners handbook' to learn about how distant learning is managed.
2. Select your courses for this semester from the timetable.
3. Make payment of \$114, 000 including Tuition and Fees for one year. **Pay in two parts:** Payment 1 \$60, 000 and Payment 2 \$54,000 **OR Pay in Four Parts:** Payment 1 \$46,000. Payment 2 \$14, 000. Payment 3 \$40, 000. Payment 4 \$14,000. Students pay in full before the deadline **pay \$102,000.**
4. Pay examination fees totaling GBP464 per year in four (4) payment s of \$116 each.
5. Pay at any RBC Bank to account number 0081300004385.
6. Fax or email the bank payment to 876-906-8401. Send a copy of both sides of the receipt.
7. Call to confirm that we received the receipt. Call 906-0918/0895.
8. Go to www.colbournecollege.com, select 'current students' and click on 'register for my classes'.
9. A confirmation note will be sent to your email to confirm that you are enrolled, that is, once financial clearance is granted and you successfully scored (100%) on Task One and Task Two of the Induction Module.
10. Next, you will be sent a timetable for the link to access the online notes and lessons.
11. Save **all lessons to your computer**
 1. Each lesson you open can be download to your computer.
 2. Save to your computer in the location 'my downloads'.
 3. Save as - the course title.
 4. Print as desired.

Recommendation! create a new folder for each course and store all your course lessons separately for easy access.
12. You will be sent an invitation by each course Tutor to join iTutor from day one. iTutor is the online discussion forum for your classes. See timetable. **You must be present at the weekly discussion sessions, and on time. 10% of the course grade is for attendance and participation in the ongoing discussion in the class.** If for any reason you will be absent please inform the Tutor.
13. Your class home page has assignments, testing dates and examination deadlines.
14. Your personal program/course coordinator is Michelle Branch who will assist you regarding your courses or academics needs at 906-0918. For administrative support speak to Marsha Clarke at 906-0897. For general query or a complaint speak to Maxine Hunter at 401-0918.

Colbourne College

New Distant Learner Information

The New Distant Learner Information is provided prior to the beginning of your course. This includes information designed to introduce you to the college and to assist you in better understanding the distant learning methods of instruction and acquaint you with the process used in the delivery of your course. Your Support Coordinator will be the key resource person to help you in getting off to a good start as a Colbourne College distant learner and Student Services will continue to support you through the journey towards your degree or diploma.

Distance Education enables you to take courses at Colbourne College outside the traditional classroom setting.

Students studying through distant learning may apply to commence **January, February, May, June, September, and October.**

Distance learning at Cobourne College involves a blended approach to learning;

1. Assignments and lecture notes and videos are posted online on the course homepage.
2. You will become a part of a subject group – iTutor- hosted by a Lecturer on the main campus and consisting of all students - both resident students and distant learners- studying on the course. As a member of the group this will enable you to access the same assignments, class discussions and lecture notes as students studying fulltime on campus. You can host discussions and ask questions of the lecturer and other student members.
3. You are also assigned a personal tutor for the courses on which you are registered.
4. Alternately, you can choose a mixed approach of distance education classes with all of the above benefits as well as **face to face tutorials** (F2F) in a classroom setting to work through lecture notes and the course contents and to receive the needed research support and technique to help you to pass your term papers and written examinations. Tutorage is delivered in **Montego Bay and Ocho Rios (some semesters only)**. Attending F2F is not mandatory you can study entirely through the distant learning modal.

Open House Information Session

Open House provides a great opportunity to visit with us on campus, learn about our programmes, meet our welcoming students' staffs and faculty, and to learn about the many opportunities to be gained from attending Colbourne College.

Distant learner can request to have the information session conducted online using Skype or regular phone. A knowledgeable and pleasant admission staff will discuss with you your career options and the value of studying with Colbourne College. Skype is free and easy to download.

Admission to Distant Learning

Colbourne College requires that you go through the typical admissions process involving submitting the:

1. Admission Application Form,
2. Application Fee of \$3, 000
3. Proof of CXC Passes/ College Transcript if you are transferring credits from another college.
4. Writing a personal statement.
5. Complete the Induction Module for New Student Orientation with the online quizzes.

Students Assessments

All students on distant learning are required to meet the same quality examining standards as students studying on campus. There are two main assessment methods;

1. One Research Project called Term Paper1

This is an independent research project with topics provided by the college. Deadline to submit the term paper is posted on the course homepage.

Term paper values 30% of the course grade.

2. One Mid-semester and One Final Examination covering two papers

Mid-semester examination is conducted at the end of week 8 per course. The final examination is taken for each course, on week fifteen (15).

Value of two written papers

The Midterm Paper (covers week 1-7 course contents) and values 20% of the course grade

- **The Final Paper:** (covers week 9-14 course contents) and values 40% of the course grade.

3. Group Attendance and Participation

10% is awarded to class attendance and participation in iTutor. Participation refers to your contribution to ongoing discussions, and the amount and quality of solutions you provide to the Tutor and peer problems. Attendance is the recorded amount of iTutor sessions you attend.

Conditions for Passing a Course

1. Students must complete all required coursework.
2. Students must pass the written exams with a minimum Grade of 45% (D) to pass the course. 40-44% is a re-sit of the examination. 0-39% is a fail.
3. The written exam is conducted and fully supervised at a distant site in Savannalamar, Ocho Rios and Montego Bay or on campus in Kingston. If you live outside of Jamaica, well here is a perfect opportunity to visit. *Out of the country examinations can occur, however, it will attract separate proctor fees for examination venue and supervision.*
4. The Final Grade you earn for the course is the total of the research, examinations and participation grades earned.

College resources available to you:

As a distant learner you have access to

- Induction Module
- A Student Support Coordinator to help you get started
- Student Services to continue to serve your needs.
- Course outlines for all courses
- Online Course Resources
- A Subject Tutor to provide academic assistance
- Membership in subject group with a support lecturer on campus
- Testing Centre

Brief Overview of Colbourne College

Colbourne is an official representative of the University of Northampton UK and Munroe College, NY.

Colbourne's Team has over 14 years of experience in Education and relies upon the strength and excellence of its Faculty and Student Support Services to provide a warm, friendly and scholarly environment suitable for intellectual discourse. To complement their studies, our students are matched with suitable employers in Jamaica and the United States for valuable work experiences and Internship opportunities in a professional and multicultural environment. In congruence with its Mission and its commitment to higher education, Colbourne rests its philosophy on the belief that students must develop the ability to think and express themselves clearly.

2.1. VISION STATEMENT: (ADAPTED March 13, 2012)

Colbourne College will become a leading University and an industry leader in managing students' successes for nation building.

Programme Accreditation

Ofqual. Colbourne College delivers the UK L5 Higher National Diploma (UK HND) leading to a UK University Bachelor's Degree and the BTEC Edexcel L7 Professional Masters Diploma (PgD) leading to a UK University MBA. The UK HND and the PgD are accredited by the Office of Qualifications and Examinations Regulator (Ofqual), a UK Government's Office that regulates qualifications, examinations and assessments in England, to ensure that all students receive the highest standard of education. The details of qualifications accredited by Ofqual can be found within its Database of Accredited Qualifications at www.ofqual.uk.gov.

Pathway to the Bachelor or the Master of Business Administration

Degrees. *Study by Home Study/Online from right here in Jamaica.*

STEP 1. Earn the UK Level 5 Higher National Diploma in Business and choose ONE in house specialism available for distant learning from the list below:

1. Business with Airline, Travel and Tourism Management (available)
2. Business with Management (available)

STEP 2. Earn a Quality and Affordable UK University Degree.

Complete one more year after the UK HND L5 Diploma for the Bachelor Degree in Business Administration (BBA). Study on our campus or fully online. *Study from right here in Jamaica or transfer for final year of a leading USA or UK University Degree.*

STEP 3. Earn a Post Graduate Diploma (PgD) and the MBA.

Complete the BTEC Edexcel L7 Diploma in Strategic Management and Leadership leading to a prestigious UK University MBA. Do only 2 more courses after the L7 diploma for Anglia Ruskin University MBA or just 5 more courses for the University of Derby MBA. *Study on campus or fully online.*

Is the UK L5 Higher National Diploma accepted for employment and further studies in Jamaica?

The University Council of Jamaica (UCJ) says;

"The International Advanced Diploma in Business is a recognised vocational qualification that offers progression into higher education, further training, or employment. In the assessment of the UCJ, the International Advanced Diploma in Business is broadly equivalent in standard to the Associate Degree and should be assessed for admission to related undergraduate programmes."

ADMISSION REQUIREMENTS

Students are admitted to Colbourne College Distant learning as

1. UNDERGRADUATE STUDENTS

Undergraduates are admitted on the Degree Pathway to pursue the UK L5 HND and/or the Bachelor's Degree. These Students admission status are:

a. Regular Admission

- **5 CXC/GCE Subjects including CXC English and Mathematics/MATH 100**

b. Mature Students

- **3 CXC/GCE Subjects including CXC Mathematics/MATH 100.**

These students must be age 25 years or older with minimum 3-5 years valid work experience.

OR

- **No CXC Subjects Requirements**

These students must be age 30 years or older with minimum 5-10 years valid work experience.

c. Prematriculation

- **Minimum any 3 CXC/GCE Subjects**

These students must meet the Regular Admission Requirements of 5 CXC/GCE Subjects inclusive of English Language and Mathematics/Accounting before the end of year two. They will be asked to submit this requirement at the end of year 2 or withdraw until the same requirement is met.

2. CONTINUING EDUCATION STUDENTS/PRE UNIVERSITY

a. **For Career Preparation or Professional Development only**

- **0 CXC Requirements**

These Students are taking maximum 10 courses in one year preparing for professional/career enhancement skills. Upon completing they will gain one year entry level diploma and 3-4 Subjects. They are prepared to pursue two (2) CXC Subjects - CXC English language and Principles of Business and One to Two (1-2) GCE A Level Subject depending on the specialism chosen.

b. POST GRADUATE STUDENTS

Postgraduate students are admitted on the MBA Degree Pathway to pursue the UK Postgraduate Diplomas. These Students admission status are:

a. Regular Admission

- Students entering with a Bachelor's Degree.

b. RPL Pathway

- Students admitted without a Bachelor's Degree

Students over age 30 years old with over 10 years work experience including minimum of 5-8 years of management and leadership experience.

COURSES EXEMPTIONS/CREDIT TRANSFER

Students entering as Transfer Students can seek some Courses Exemption with;

- 2 CAPE or 2 GCE A Level Subjects in A, B, C
- Or previously completed one (1) semester or more of College/University.

A Credit Exemption Form with the processing Fee must be submitted along with Official Certificates or official transcript sent directly to us from the College/University.

ACADEMIC PROGRAMME INFORMATION

UK L5 Higher National Diploma

Students pursuing studies leading to the UK HND L5 at Colbourne College through distant learning will earn the following credits awards along with the International Diploma:

- **23 Courses/Units covered in 24 months = 240 Credits**

UK L7 Professional Masters Diploma (PgD)

Students pursuing studies leading to the UK PgD will earn the following credits awards along with the International Diploma:

- **6 Courses/Units covered in 8 months = 60 Credits minimum**

Undergraduate Grade Scheme

Percentage Scored	Grade	Quality Points	Definition
90-100	A	4.00	Distinction
80-89	A-	3.66	Higher Merit
70-79	B+	3.33	Merit
65-69	B	3.00	Very Good
60-64	B-	2.66	Good
55-59	C+	2.33	Above Average
50-54	C	2.00	Average
45-49	C-	1.66	Marginal
40-44	D	1.33	Unsatisfactory/ Re-sit
0-39	F	0	FAIL
Incomplete	I	0	FAIL
No Credit	NC		n/a
Withdrew while Passing/ Withdrew while Failing	WP WF		