

Frequently Asked Questions – Online Exemption Process

1. Is there a paper version that I can use instead of the online process?

There is no longer a paper version of the exemption process. For assistance, please contact the Registration Centre, Room C066, Fennell Campus, or the Student Services office at your campus, or call (905)-575-2000 or, from Brantford, at (519)-759-7200 ext. 2000, or toll-free at 1-866-410-4795, or by email: ask@MohawkCollege.ca.

2. How long will it take after I enter the request?

Once you enter your request and print your copy, you will be directed to:

***Situation A* - take your official transcript and course outlines to an academic area, OR
Situation B - take your official transcript to a Registration office.**

For *Situation A*, your coordinator/academic representative will need to review your submission and determine the outcome. The more complete your information is, the more likely the decision can be made quickly.

For *Situation B*, as soon as you bring your official transcript to the Registration Centre, Room C066, Fennell Campus, or the Student Services office at your campus, the passing grade can be confirmed.

3. How will I know what the outcome is?

Your Student Exemption Report available on the Exemption Menu through Self Service in Mocomotion will show the exemption request has been Approved/Confirmed. You can View Your Grades through Mocomotion to see the Exemption (E grade) on your academic record.

4. When do I drop the course I have currently registered for?

If the exemption was requested and approved during the same term that you are registered in the course, the course will be automatically dropped from your timetable. Once your exemption has been approved, check your timetable to make sure the course has been removed. If the course has not been dropped, please contact the Registration Centre for assistance (see contact information in question 1. above)

5. What can I do if my exemption request has been Denied?

The reason for a denial is stated on the Student Exemption Report. If you have further questions, please contact the Approver identified in the report.

6. Do exemption requests affect anything else?

Yes, they could influence your full-time/part-time status, which may affect OSAP or Dean's Honours eligibility. Also, exemptions do not contribute to your overall weighted GPA. For more information we recommend you contact your Student Success Advisor.