Managing your Course Enrollment Days: Strategies and Options

Each course has a 60 day enrollment, **which starts the day you are enrolled, regardless of when you begin work on the course**. 60 days is the maximum time allowed to complete a course, but you may work at your own pace within this limit. As soon as you complete a course (75% score required) you can move on to the next, which will again have a 60 day enrollment. (There are one or two courses with 90 day enrollments.)

Pacing yourself

Generally, completing one module (and its exam) per week will allow ample time to finish a course within 60 days. Be aware that a few courses have 7 modules instead of the usual six, and those will require a little quicker pace. We recommend logging in at least a couple of times a week to study the material, and planning an undisturbed hour to take and review each exam. Allow sufficient time to prepare for the Final Exam, as it counts double in calculating your course score.

You might consider working at a pace that will leave a few extra days at the end, in case you need to retake an exam to pass the course.

What if something comes up and you can't work on the course? Hold it.

The 60 days are a generous allowance, so short absences such as a long weekend vacation shouldn't hurt your ability to finish. However, if you know you won't be able to work on the course at all for say, two weeks or longer, you can ask us to place you on hold. This 'pauses' your enrollment. You won't have access to the course at all while on hold, but it keeps your enrollment days from ticking away unused. Keep this in mind for emergency situations and longer planned absences.

When you request a hold, we'll send you a note letting you know you've been placed on hold, how many days you'll have left when you return, and what to do when you're ready to resume work (call or email studentservices@hvacredu.net). When you're ready, we'll put you back in the course for the remaining days of your enrollment and notify you of your new expiration date.

Running out of time? Extend it.

If you just can't finish within 60 days for whatever reason, it's always possible to buy course extensions. 30-day and 60-day extensions are available in our online store. Here are the links, which can be used any time, even after your enrollment expires:

http://main.hvacrstore.net/product?catalog=30_Day_Ext
http://main.hvacrstore.net/product?catalog=60_Day_Ext

You'll need a debit or credit card to make the purchase. When your payment clears, we'll enroll you for the additional time and notify you of your new expiration date.

If your course work is nearly complete and you end up needing just two or three extra days to finish up, we can often grant those to you at no charge. Contact studentservices@hvacredu.net and explain your situation, and we'll let you know what we can do.

If you have any questions about these topics, please email studentservices@hvacredu.net and we'll be glad to help.