



# STUDENT GUIDE TO DUAL CREDITS

Congratulations! You are embarking on an exciting new type of learning experience. This handbook contains everything you need to know about dual credits.



# Good to Know

**W** **Who** is your instructor?

**W** **What** is the name of your course?

**W** **Where** is your course located?

**W** **When** is your course scheduled to occur?

**W** **Why** are you taking this class?



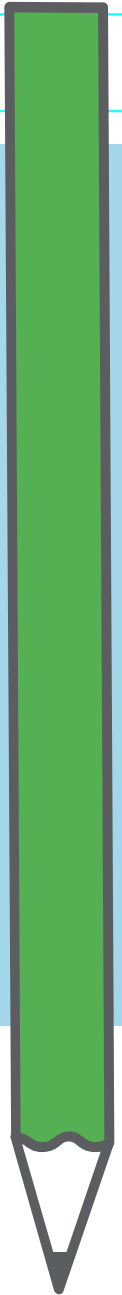
# What is a Dual Credit?

The secondary School Boards and Northern College work together to provide you with the opportunity to take post-secondary courses that count towards your high school diploma. This means that you have the opportunity to earn both a college credit and a high school credit by participating in a single class. The dual credit program, funded by the Government of Ontario, is intended to encourage you to reach your full potential, explore new pathways, and complete your secondary school education. Dual credit courses are hosted by Northern College, taught by college instructors, and reflective of college-level curriculum. Most importantly, you have the opportunity to experience college free of charge!

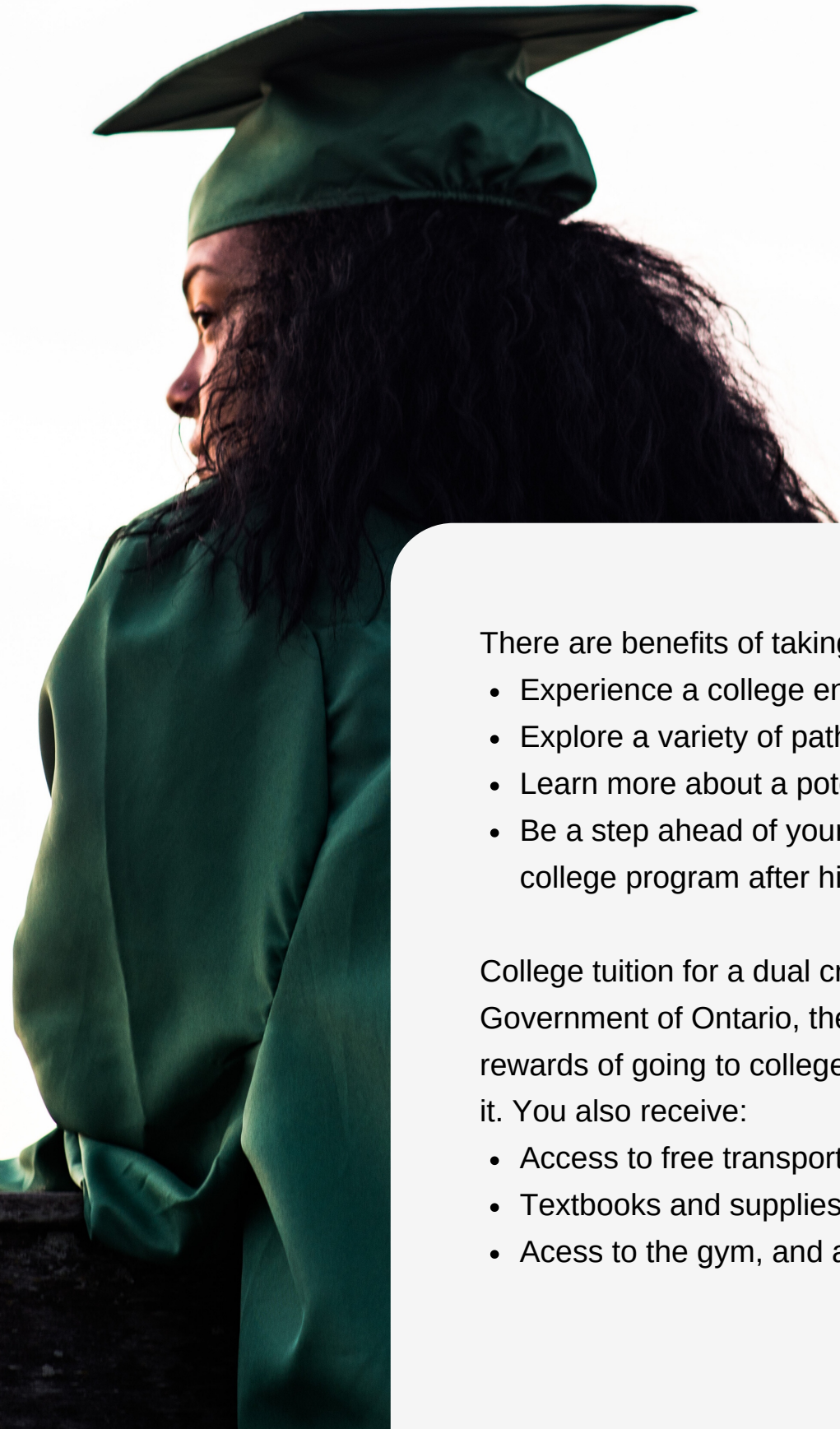
Note that all students must apply and be accepted into the program based on specific criteria (primary target group, SHSM, OYAP).

## Sample Dual Credits

- Abnormal Psychology
- Basic Welding
- Canadian Law
- Emergency Patient Care
- Entrepreneurship
- Popular Nutrition
- Provincial Offences
- Residential Wiring
- Youth in Conflict with the Law
- Autism Spectrum Disorder
- Anatomy and Physiology
- Conflict Resolution
- Community Policing
- Health & Nutrition
- Issues in Environmental Sustainability
- Managing for Success



# Benefits of Taking a Dual Credit



There are benefits of taking a dual credit course:

- Experience a college environment free of charge
- Explore a variety of pathways
- Learn more about a potential future career
- Be a step ahead of your peers when you enroll in a college program after high school

College tuition for a dual credit is paid for by the Government of Ontario, therefore you get to reap the rewards of going to college without having to pay for it. You also receive:

- Access to free transportation while in the program
- Textbooks and supplies are additionally provided
- Access to the gym, and all other college amenities!

# Assignments, Deadlines and Tests

"KNOWING IS NOT ENOUGH;  
WE MUST APPLY. WISHING  
IS NOT ENOUGH; WE MUST  
DO." – J.W.V. GOETHE

Consult with your college instructor concerning missed class work, homework assignments, and/or tests.

Failure to submit class work, homework assignments, lab work, or tests without prior authorization from the instructor could result in an incomplete grade. An unauthorized absence from an exam could result in a mark of "0" which will be used as part of the calculation of your final mark.

In order to acquire your high school credit, you must achieve a minimum of 50% in the dual credit course. To acquire your college credit, you must achieve either a 50% or 60%, depending on the college course. Please consult your syllabus for more information.

**The dual credit instructor is not obligated to provide you with additional time to make up for class work, homework assignments, lab work, or tests. If you know about an upcoming absence, you must contact the college instructor and dual credit teacher or guidance counsellor as soon as possible to make alternative arrangements to submit work prior to the date.**



# Attendance and Punctuality

Regular attendance and punctuality in dual credit classes is essential for your overall success. Missing more than three dual credit classes will make it difficult to recover the missed college-level material. **For this reason, if you miss more than three dual credit classes, you will be removed from the program.** Practical courses require consistent attendance, and the completion of all work assignments.

If you are aware of an upcoming absence, you are required to account for it. It is your responsibility to notify the college instructor and the dual credit teacher or guidance counselor immediately. Participation in school sports, events, and social activities do not supersede academic expectations at the College.



I understand what is expected of me \_\_\_\_\_

# College Success

A positive experience is dependant on your personal development:

- Attend dual credit classes as scheduled and maintain marks representative of your ability
- Submit all assignments on time and demonstrate appropriate conduct that portrays a positive image of yourself
- Demonstrate behavior and maturity consistent with a college learning environment
- Meet the expectations of your course as outlined by your dual credit instructor
- Bring necessary items to class (e.g. books, pens, pencils, personal protective equipment)
- Follow instructions established by faculty and management within designated shop areas to ensure your health and safety
- Let us know if you have an Individual Education Plan (IEP)

## Withdrawal

All attempts at completion of a dual credit course, both successful and unsuccessful, will be recorded on your Ontario Student Transcript (OST).

**Please be mindful of these dates.**

| Deadline for Withdrawal                                                         | Grade on Transcript                                                    |
|---------------------------------------------------------------------------------|------------------------------------------------------------------------|
| Within the first 6 hours of course delivery (Typically 12.5% of course content) | The student is withdrawn with no record on the college transcript      |
| Between 7-30 hours of course delivery (typically 13-65% of course content)      | The student is withdrawn and "W" is placed on the college transcript   |
| Between 31- 45 hours of course delivery (typically 66-100% of course content)   | The student is withdrawn and a "0" is placed on the college transcript |



“LIFE IS A JOURNEY, NOT  
A DESTINATION.”  
–RALPH WALDO  
EMERSON

## Role of a Dual Credit Teacher

The dual credit teacher is an important contact between you, Northern College, and the various school boards that compose the N.E.X.T. team. They are responsible for:

- Keeping track of your attendance
- Providing assistance when required
- Maintaining a relationship of support throughout the semester.

The dual credit teacher will bring you to your first class, check in throughout the semester, and provide the guidance and tools to guarantee your success. If you have any questions about your success in a dual credit, do not hesitate to reach out to your dual credit teacher!

# Accessibility Services

Accessibility Services ensures that the academic environment is accessible whether you are onsite or online. Barriers to learning are identified and resources are offered to support learning. Accessing services is easy, follow these three steps:

**1**

## **Step One:**

Visit Accessibility Services between 8 a.m. - 4 p.m. (Monday to Friday)

**2**

## **Step Two:**

Complete a release form

**3**

## **Step Three:**

Notify your instructor and dual credit teacher to ensure your accommodation is honoured and respected

Accommodations are designed to meet the unique needs of each individual. Accommodations may include:

- Note-taking for lectures
- Access to alternate format materials such as textbooks in electronic format
- Access to a word processor with spell check, grammar, and thesaurus for the completion of the final copy of written work
- Extended time for tests and exams
- Tests and exams in a quiet place (outside the classroom)

### **Haileybury Campus**

Tel: 705-672-3376 ext. 1-8818

[jibbw@northern.on.ca](mailto:jibbw@northern.on.ca)

### **Kirkland Lake Campus**

Tel: 705-567-9291 ext 1-3625

[connorsk@northern.on.ca](mailto:connorsk@northern.on.ca)

### **Moosonee Campus**

Tel: 705-336-2913 ext. 1-5603

[smallw@northern.on.ca](mailto:smallw@northern.on.ca)

### **Timmins Campus**

Tel: 705-235-3211 ext. 1-2237

[lecuyers@northern.on.ca](mailto:lecuyers@northern.on.ca)

# Textbooks and Supplies

As a dual credit student, college textbooks and necessary supplies are provided to you free of charge. It is your responsibility to take care of the textbooks and supplies provided to you. If you lose your supplies or textbook, you might not be issued a replacement.

All supplies and textbooks will be issued to you on the first day of class by the dual credit instructor, or a dual credit coordinator. You must bring them to every class, and keep them in good condition. At the end of the semester, you are expected to return your supplies to either the dual credit instructor or the dual credit coordinator.

If required, transportation will be arranged on your behalf. A dual credit teacher or guidance counsellor can provide you with a transportation schedule.



## Snow Days

If your secondary school has announced a snow day, then you are not required to come to class unless directed otherwise. **Always clarify expectations with your dual credit instructor.**

# Wi-Fi Access



## OFFICE OF THE REGISTRAR- CONFIRMATION OF REGISTRATION

Jane Doe  
123 Canada Drive  
Ontario, Canada  
1A2 3D4

Student ID#: 201805772

Issue Date: 3/19/19    Expiry Date: 5/31/19

Start Date: 3/27/19    End Date: 4/27/19

| Program                                | Version     | AAL      | Status    | Term           |
|----------------------------------------|-------------|----------|-----------|----------------|
| G283    School College Work Initiative | 2018        | 01       | PART-TIME | 2018/19 WINTER |
| Course(s)                              | Course Code | Section# |           |                |
| Introduction to Welding                | WE1013      | 220      |           |                |

On your first day of class you will receive a Confirmation of Registration. This is your key to all college amenities and Wi-Fi access. Your username will be everything that comes before the '@' in your college-issued e-mail address. Your password will be listed just above.

Computer ID  
and Password



Computer ID: **dj1234567**  
Password: **1234ABCD5678**  
Domain: **SIGMA**  
Student Email: **doejane@northern.on.ca**



College Email Address

To use the computers in the Resource Centre, use the 'Computer ID' and 'Password' provided in your Confirmation of Registration.