## KEY INFORMATION FOR DUAL CREDIT FACULTY & TEACHERS Fall 2021

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| **Timelines** | Courses start: Week of Sept 13 |
|  | Courses end: Week of Dec 13 |
|  | Classes run through College Study Week. Classes will run on secondary PA days. |
| **Key Deadlines** | Final grades into Banner by Dec 22  |
| **Withdrawals** | Must be made by board key contact through online process.  |
|  | Must be received by the college by Friday November 5. Students who withdraw by Oct 1 are removed entirely; those who withdraw between Oct 2 and Nov 5 will be noted as WD. |
| **Attendance** | Not reported on secondary report card. Tracked by DC teacher and faculty as they see fit, meeting any course specific attendance policies. |
| **Evaluation** | Assessment is completed by faculty meeting college policy |
|  | DC teachers complete Learning Skills section of report cards; may request input from DC faculty |
| **Student Deadlines** | College policies apply.  |
|  | Faculty to stick to established practices; exceptions not encouraged. |
| **Blackboard** | Blackboard site linked from www.georgiancollege.ca |
|  | Class roster accessible through Blackboard. Rosters are shared by department Project Assistant. |
|  | DC Teacher linked to BB; inform Michelle if not operational |
|  | Contact itsupport@georgiancollege.ca for log in issues |
| **FOI Form** | Now an electronic process. Links to be shared with faculty for distribution through Blackboard to students. |
|  | Deadline for completion Friday November 26. Without this form, student marks cannot be released to schools.  |
| **Exit Surveys** | Will be provided to DC teacher week of November 29. Deadline for completion December 17. |
| **Marks Transfer** | Completed by the college Registrar’s office directly to high school principals. DC teachers are not responsible.  |
| **Student Data** | Forms sent to DC teachers. Most data can be entered early in semester. Due to Michelle Rao by Dec 24. |
| **Communication** | DC faculty can contact Michelle Rao for issues. DC teachers to reach out to their board lead. |
| **Resources** | **Student and Faculty Toolkits**: [centrallakes.ca](http://www.centrallakes.ca)  |
|  | Provides a wealth of resources for students including how to log into Blackboard, college expectations and college support services including mental health  |
|  | Faculty resources include an overview of dual credit, troubleshooting tips, and educational technology  |
|  | Faculty should also view this page on the college portal: <https://georgiancollege.sharepoint.com/sites/Employee/TeachingResources/>  |
|  | **Centre for Teaching and Learning**: <https://www.georgiancollege.ca/ctlae/> DC Faculty are eligible to take Professional Development.  |