

KEY INFORMATION FOR DUAL CREDIT FACULTY & TEACHERS

Winter 2018

Timelines	Courses start: Week of Feb 12
	Courses end: Week of May 21
	Classes run during College Study Days
Key Deadlines	Final grades into Banner by May 30 . Student Data Reports due June 1 .
Withdrawals	Must complete a form (available at www.centrallakes.ca) submitted by dual credit teacher
	Must be received by the college before the start of the 3rd class
Attendance	Not reported on secondary report card
	Tracked by DC Teacher and faculty as they see fit
	Some courses do have 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 provided by Michelle Rao/Kayla Elliott ASAP for student numbers.
	DC Teacher linked to BB; inform Michelle if not operational
	Contact itsupport@georgiancollege.ca for log in issues
FOI Form	Must be signed by student before grades will be released
	Will be provided by Kayla Elliott to DC teacher
Exit Surveys	Will be provided to DC teacher for completion during class
Marks Transfer	Completed by the college Registrar's office directly to high school principals. DC teachers are not responsible.
Communication	DC faculty can contact Michelle Rao for issues. DC teachers should contact school board lead.
Transportation	Schedules will be shared by Katrina McKnight. DC teachers troubleshoot daily issues with providers.
Resources	Dual Credit Toolkit: www.centrallakes.ca
	Provides a wealth of resources developed by dual credit faculty and teachers
	Short PowerPoint presentations ready to use; student handouts ready to copy
	Centre for Teaching and Learning: http://www.georgiancollege.ca/academics/centre-for-teaching-learning/
	DC Faculty are eligible to take Professional Development. Many online tools too.