## KEY INFORMATION FOR DUAL CREDIT FACULTY & TEACHERS Winter 2022

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| **Timelines** | Courses start: Week of Feb 14 |
|  | Courses end: Week of May 23 |
|  | Classes run through College Study Week. Classes will run on secondary PA days. |
|  | Classes do NOT run Mar 14-18. Classes do NOT run Feb 21, April 15 & 18, May 23. |
| **Key Deadlines** | Final grades into Banner by June 1 |
| **Withdrawals** | Must be made by board key contact through online process. |
|  | Must be received by the college by Thurs April 14. Students who withdraw by Feb 25 are removed entirely; those who withdraw between Feb 15 and April 14 will be noted as WD. Hand& Power Tools, MU dates: March 11 and April 28 |
| **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](http://www.georgiancollege.ca). Video how-to at: <http://centrallakes.ca/student-toolkit/college-systems/black-board-how-tos/> |
|  | DC Teacher linked to BB; inform Michelle if not operational |
|  | Contact [itsupport@georgiancollege.ca](mailto: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 May 13. 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 May 27. |
| **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 June 3. |
| **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. |