

**If you're
ready,
so are we.**

DUAL CREDIT

Fleming College

TABLE OF CONTENTS

What is Dual Credit?	1
Role of Dual Credit Faculty.	1
Student Expectations	2
Missed Assignments, Deadlines, and Tests	3
Attendance and Punctuality	3
Textbooks and Supplies	4
Course Withdrawal	4
Snow Days	4
How To Register For a Dual Credit Course	5
How to Login to MyCampus	8
How to Navigate Desire2Learn (D2L) / My Courses	11
My Student Centre	12
Fleming Email	12
How to Access Wi-Fi When on a Fleming Campus	13
Fleming College Campus Maps	15
Emergency Procedures	17
Student Rights and Responsibilities	18
College Services	19
Student For a Day	20
Frequently Asked Questions	21
Pathways Into a College Program	22

Student Name: _____

Dual Credit Instructor: _____

Student Email: _____

Phone Number: _____

WHAT IS DUAL CREDIT?

Dual Credit courses are a way for you to try a College course for FREE. Dual Credit courses are delivered by college faculty either at Fleming College or the secondary school. If successful, you will get both secondary school and college credit(s). These courses are designed to assist you in making a seamless transition from secondary school to college or apprenticeship.

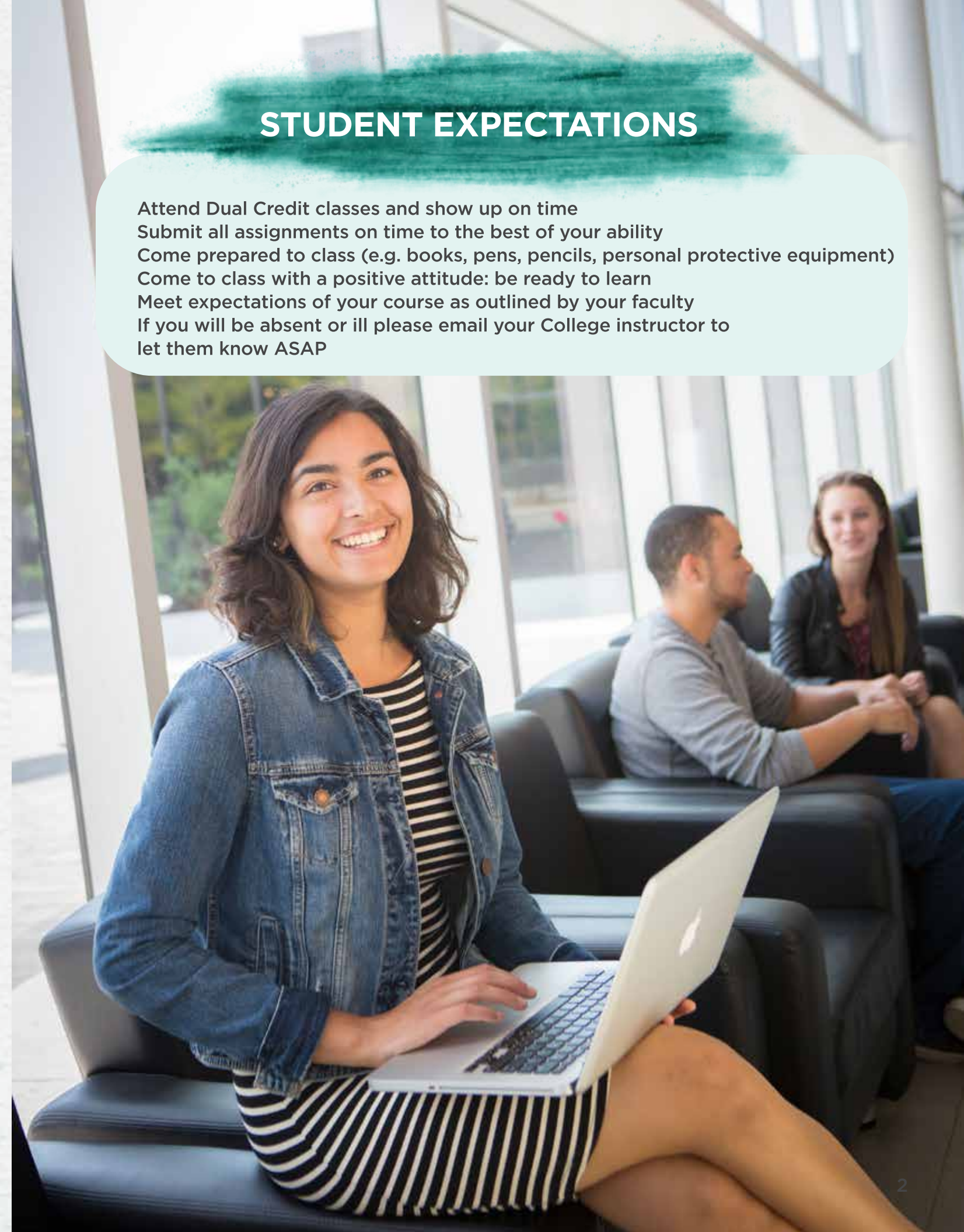
One of the greatest advantages of taking a Dual Credit course is having the college experience. All Dual Credit students are set-up with a Fleming student account, including a student number. This will help you gain experience using the College learning management system Desire2Learn (D2L) before entering as a post-secondary student.

ROLE OF DUAL CREDIT FACULTY

As a Dual Credit student, you will be supported by Dual Credit faculty. The role of the faculty is to deliver course content, while working closely with your secondary school teacher to ensure your success in the course. Taking a Dual Credit course gives you a great opportunity to adjust to the college learning environment and grants you access to college resources and supports. At the end of your course, your Dual Credit faculty will ensure your high school teacher and school board receive your final grades. You can also view your grades through your student account on D2L.

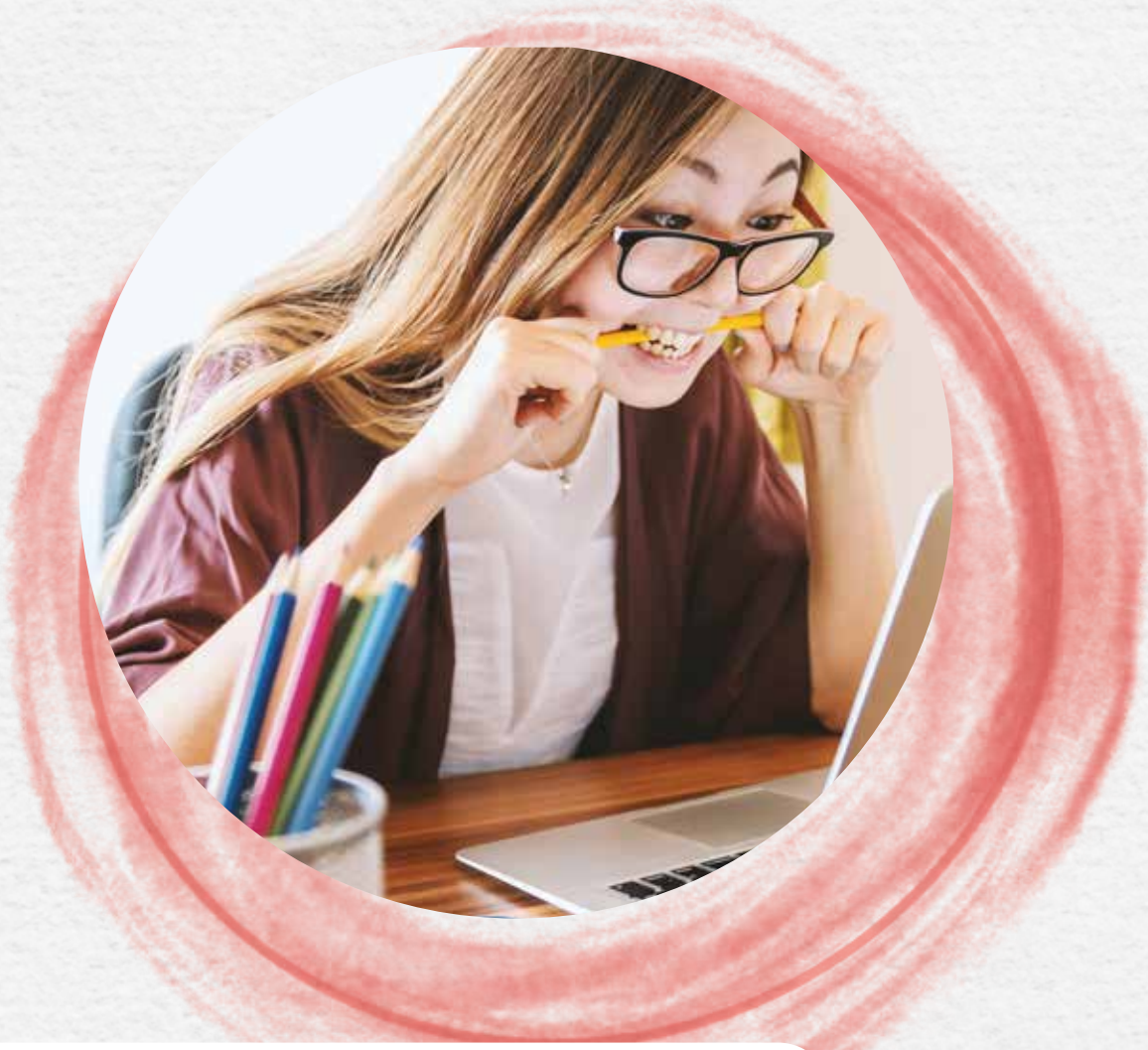
STUDENT EXPECTATIONS

Attend Dual Credit classes and show up on time
Submit all assignments on time to the best of your ability
Come prepared to class (e.g. books, pens, pencils, personal protective equipment)
Come to class with a positive attitude: be ready to learn
Meet expectations of your course as outlined by your faculty
If you will be absent or ill please email your College instructor to let them know ASAP



MISSED ASSIGNMENTS, DEADLINES AND TESTS

If you have missed any class work, homework assignments and/or tests please consult with your College faculty. By missing assignments or tests or not handing your work in on time, you could be jeopardizing both your college credit and your high school credit. If you know you will be absent for a Dual Credit class, please contact your College faculty before the class by email as soon as possible, to make other arrangements. Failing to make arrangements with your faculty before an assignment is due may result in a mark of zero.

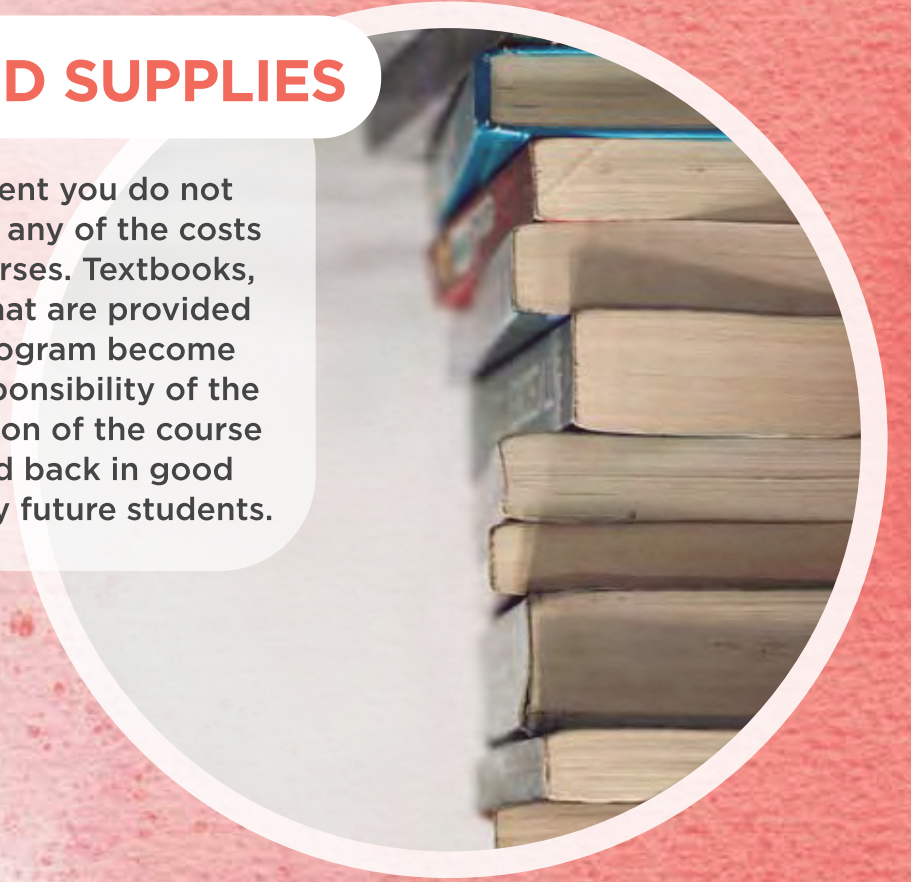


ATTENDANCE AND PUNCTUALITY

Attendance is closely related to success. If you have missed three or more classes, you may not be eligible to receive the College credit.

TEXTBOOKS AND SUPPLIES

As a Dual Credit student you do not pay out of pocket for any of the costs related with your courses. Textbooks, tools and materials that are provided by the Dual Credit program become the property and responsibility of the student for the duration of the course and should be handed back in good condition for reuse by future students.



COURSE WITHDRAWAL

If you are unsure that you will be able to complete the Dual Credit course, please let your high school teacher or College faculty know right away. Dual Credit students are required to complete a Dual Credit Drop Form. Without an official withdrawal, you will be considered as a registered student until the end of the course. The completed course drop form is a guarantee that you will not receive a zero as a final mark. The zero will stay permanently on your College record.

Note: You will receive a transcript if you drop a Dual Credit course with a mark of "W" for withdrawal. This will not impact admission to a post-secondary school or your GPA.

SNOW DAYS

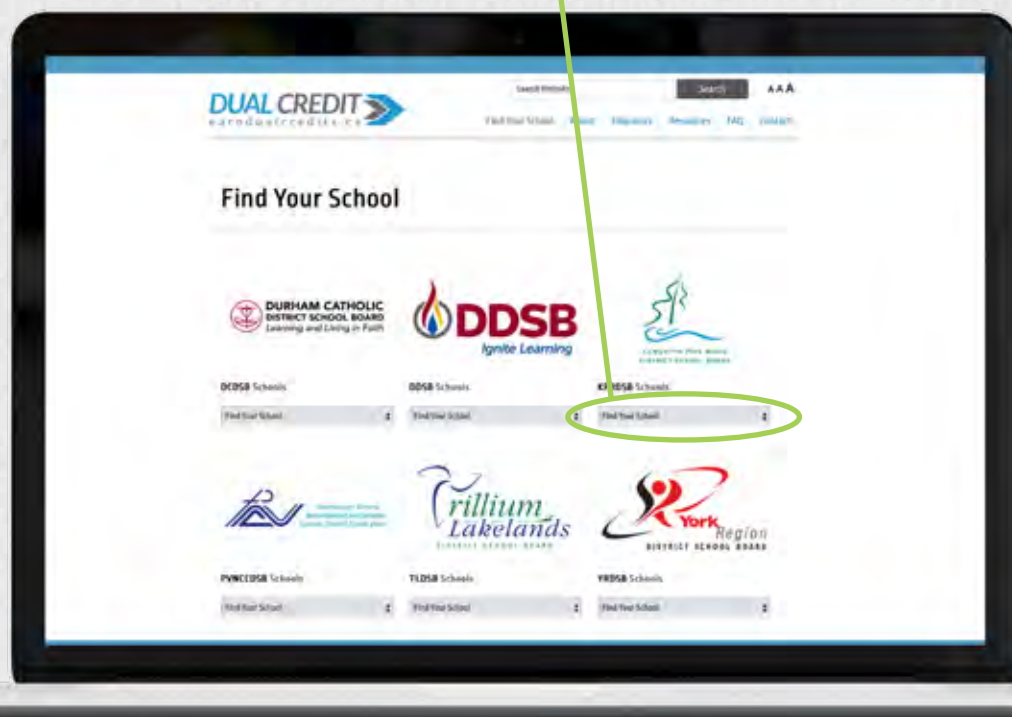
In the event of school bus cancellation due to a snow day, the Dual Credit class will be cancelled by the College faculty for that day and may be rescheduled in collaboration with the secondary school teacher.

1 Have you registered for your Dual Credit course? If not, please follow these instructions:

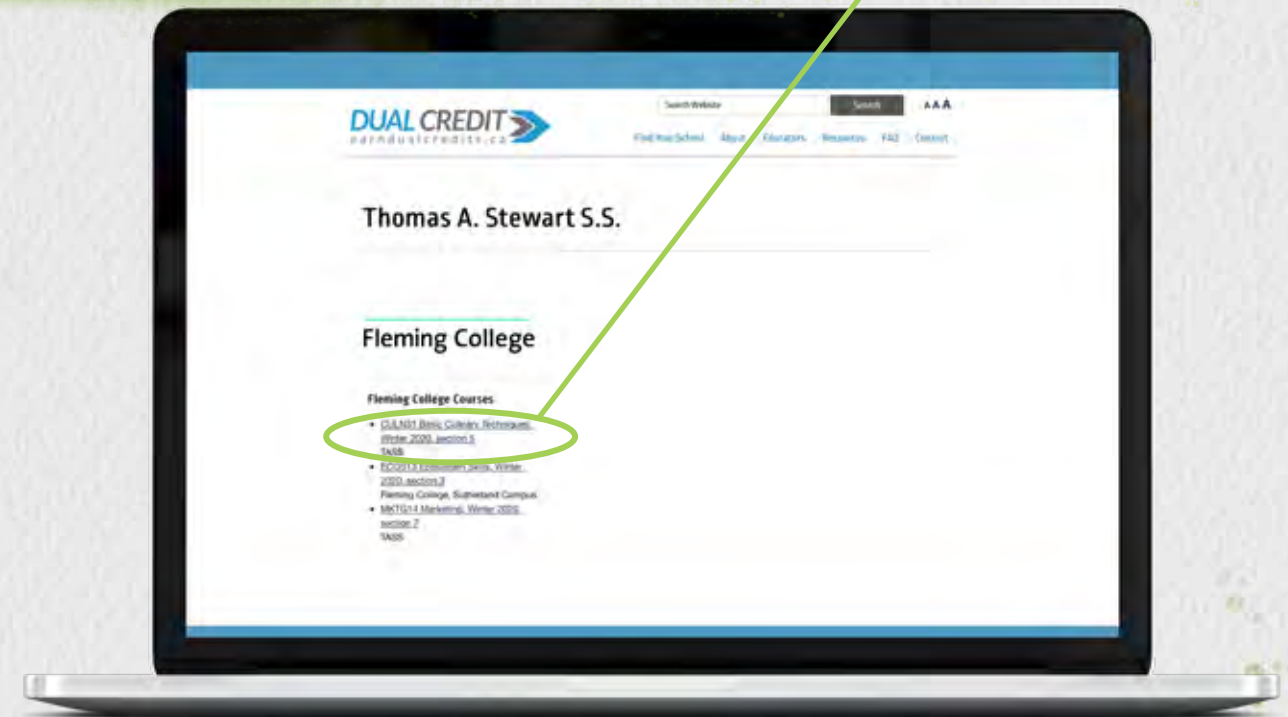
Go to earndualcredits.ca
Start by clicking on “Find Your School”.



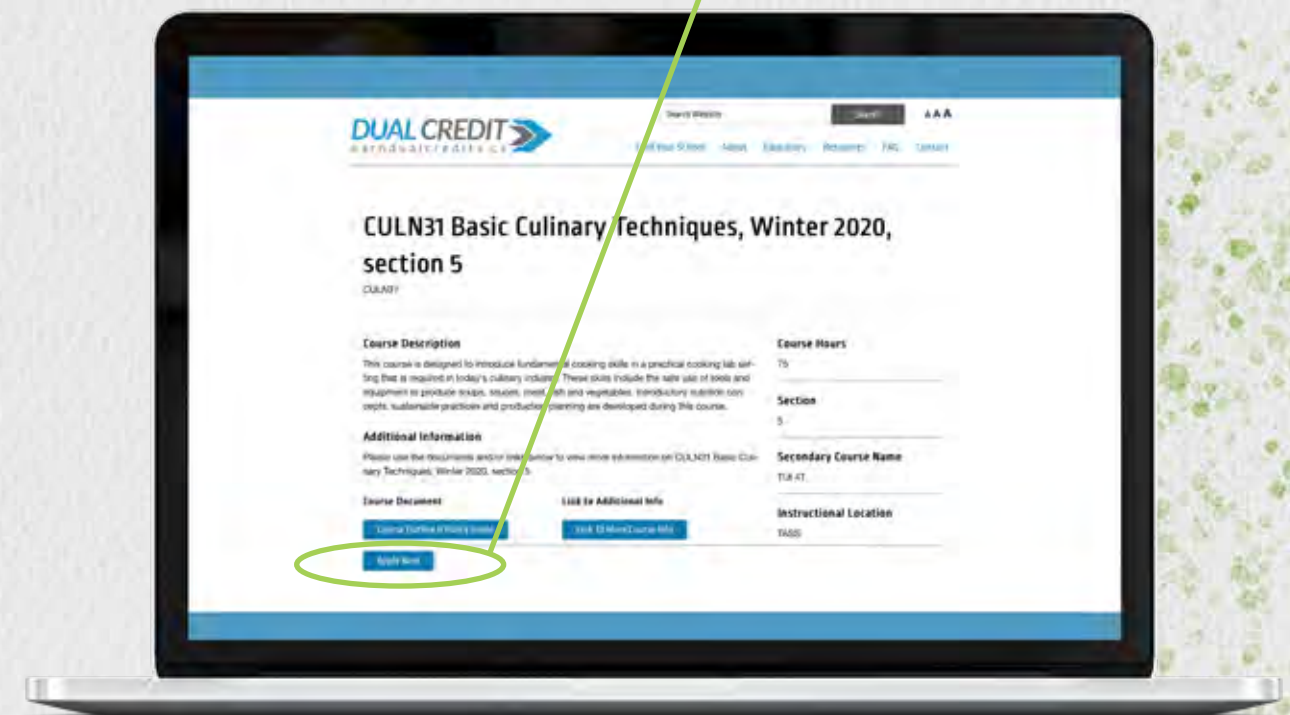
2 Then find your school board and click on the drop down menu to find your High School.



3 Click on the course that you are enrolling in.



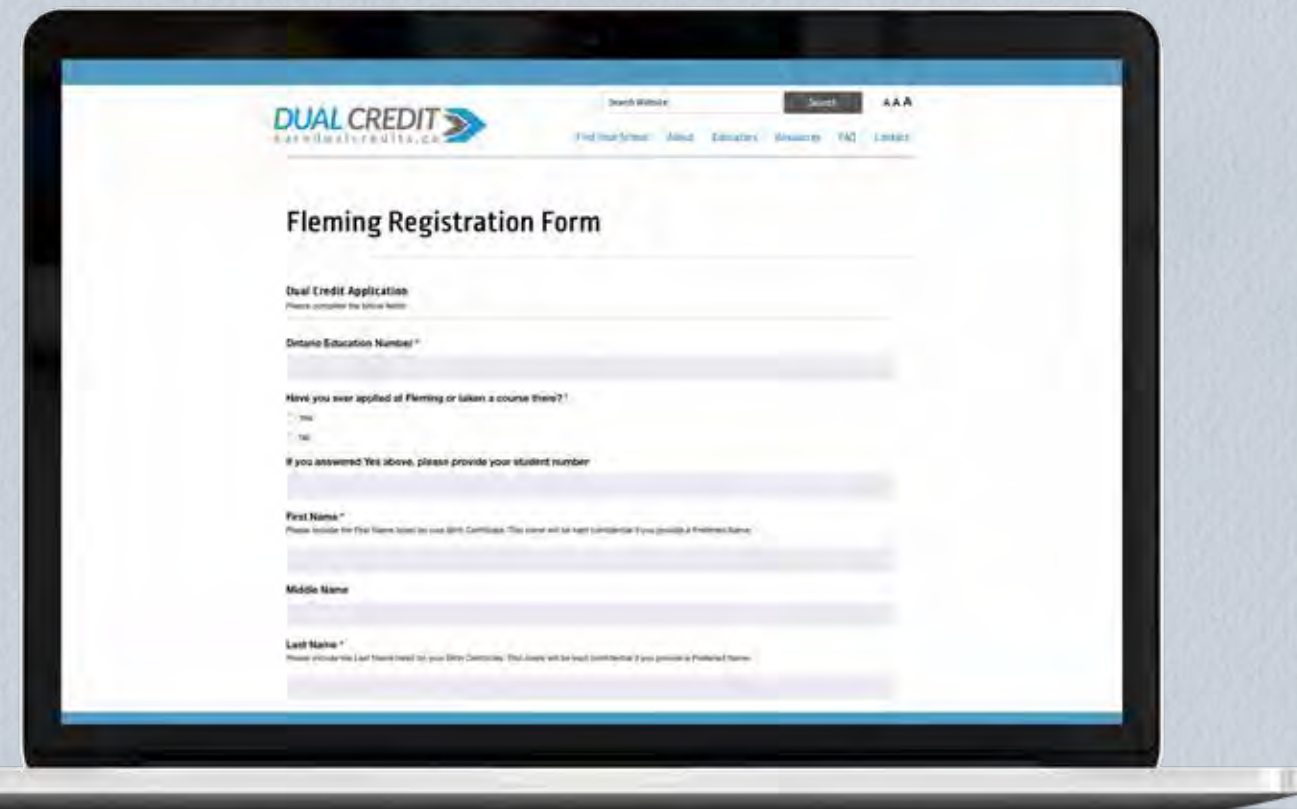
4 Click “Apply Now” to register for the Dual Credit course. A description of the course and course outline are also available on this page.





You will need your OEN (Ontario Education Number) to fill out your registration form. If you do not have this number please check with your teacher.

When filling out the application be sure to use your full legal name, as it appears on your Health Card as well as your full address. If you have a preferred name you can enter it on the preferred name line. Once you have completed the application click submit at the bottom of the page. Please note that registration process could take several days once you have filled out the registration form.



How to Login to MyCampus

Before logging into MyCampus you will need your Fleming College student number. Please ask your College faculty or Dual Credit Coordinator to help you with this. Once you have your number you can then follow the steps below to obtain your username and password.

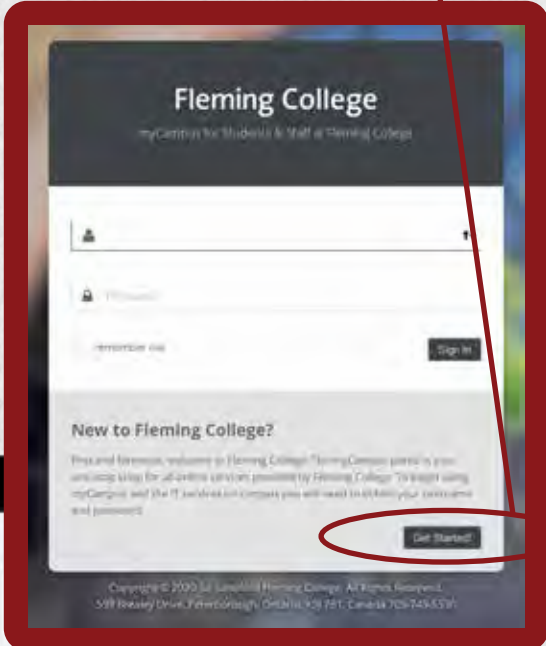
Within the myCampus portal, the following menu items will be of most interest to you;

- My Courses (D2L)** – view and submit assignments, complete quizzes, review course materials and track grades in your Dual Credit course
- My Course Outlines** – view, print or save course outlines to submit when applying a Dual Credit course to a College program
- Email** – access student @flemingcollege.ca email account through Microsoft Office 365
- Grades** – Dual Credit grades will be available after the course is complete

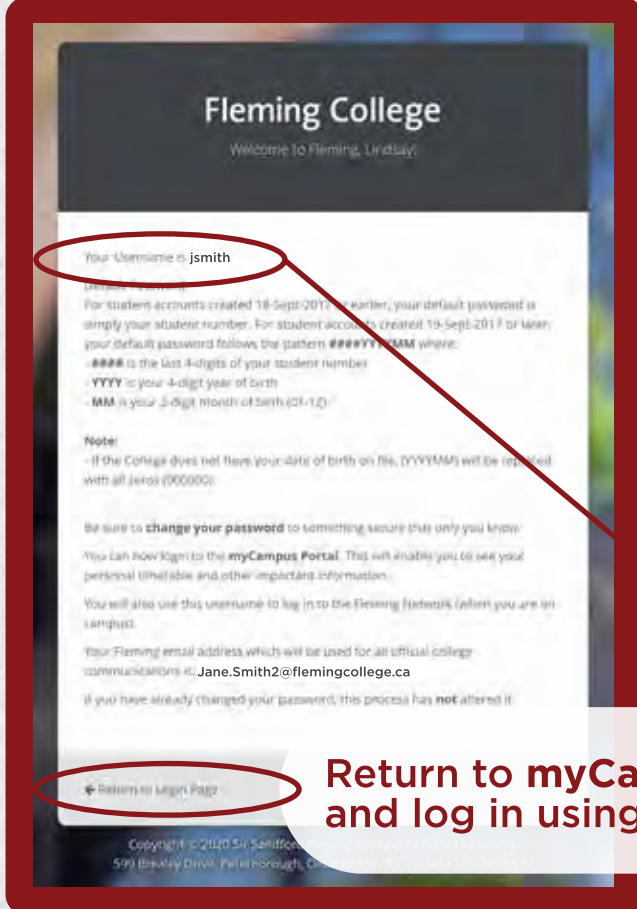
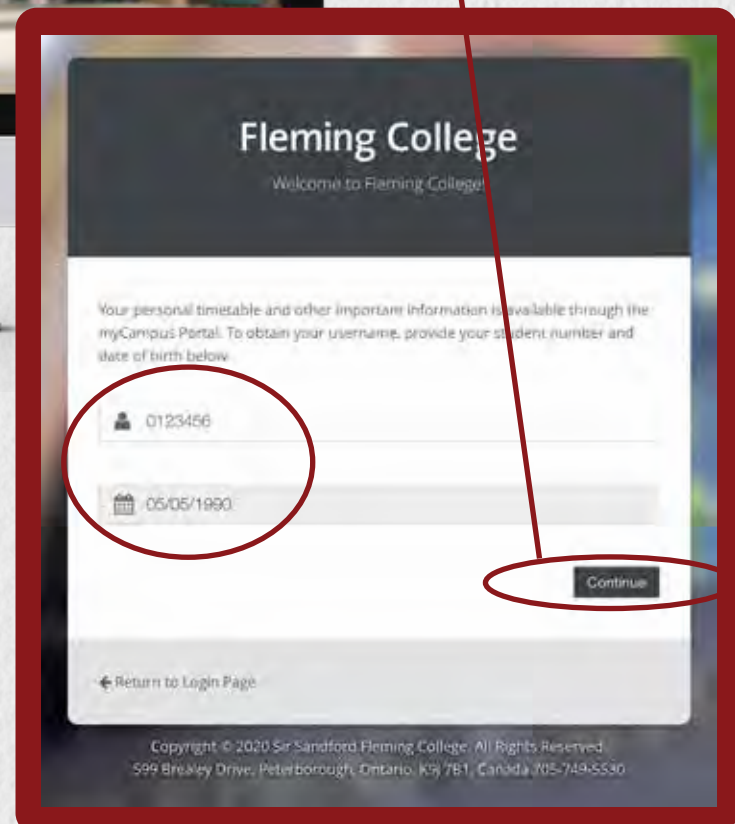
At flemingcollege.ca, click on “myCampus”



Find the "New to Fleming College" section and select the "Get Started!" Button



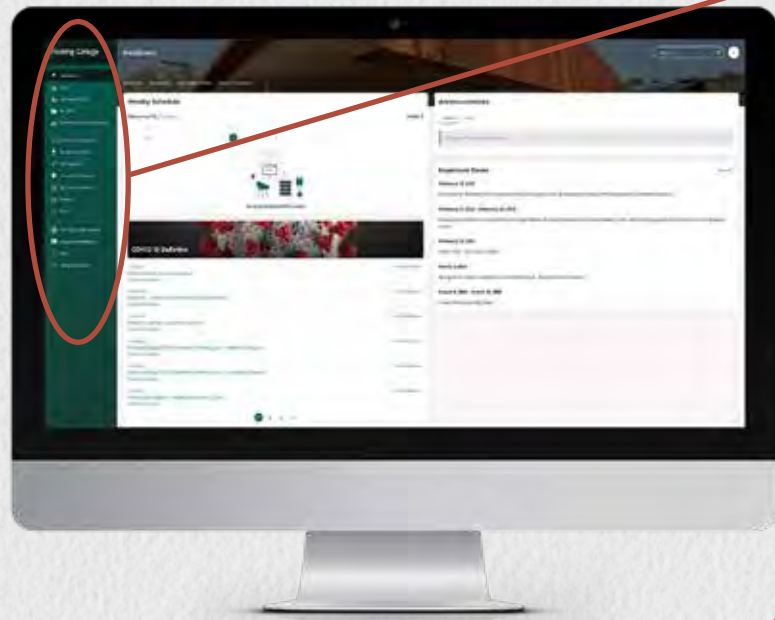
Enter your Student Number and Date of Birth. Click "Continue"



Your Username will be displayed as well as your default password

Return to myCampus login page and log in using this information

From here, you can use the side panel links to access such items as your Fleming Email, Desire2Learn (D2L) and My Student Centre.



Fleming College

- Dashboard
- Email
- myCourses (D2L)
- My Files
- Evolve Administrative System

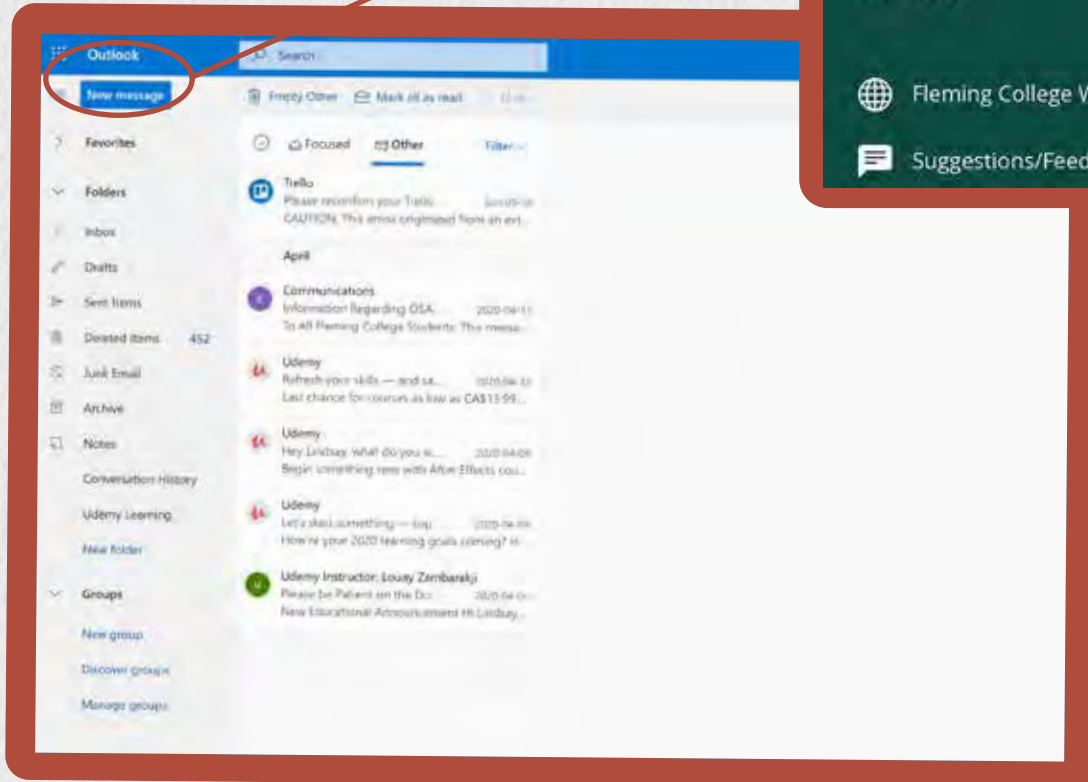
STUDENT RESOURCES

- My Student Centre
- My Program
- Co-Curricular Record
- My Course Outlines
- Grades
- More

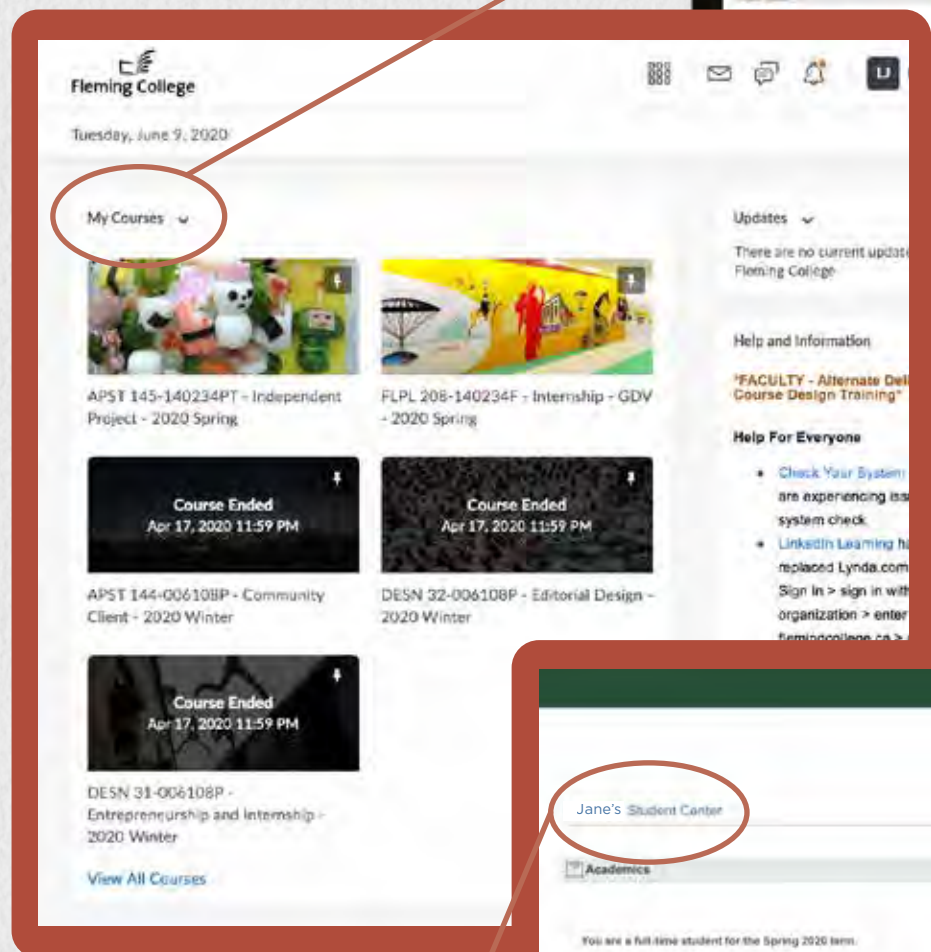
Fleming College Website

Suggestions/Feedback

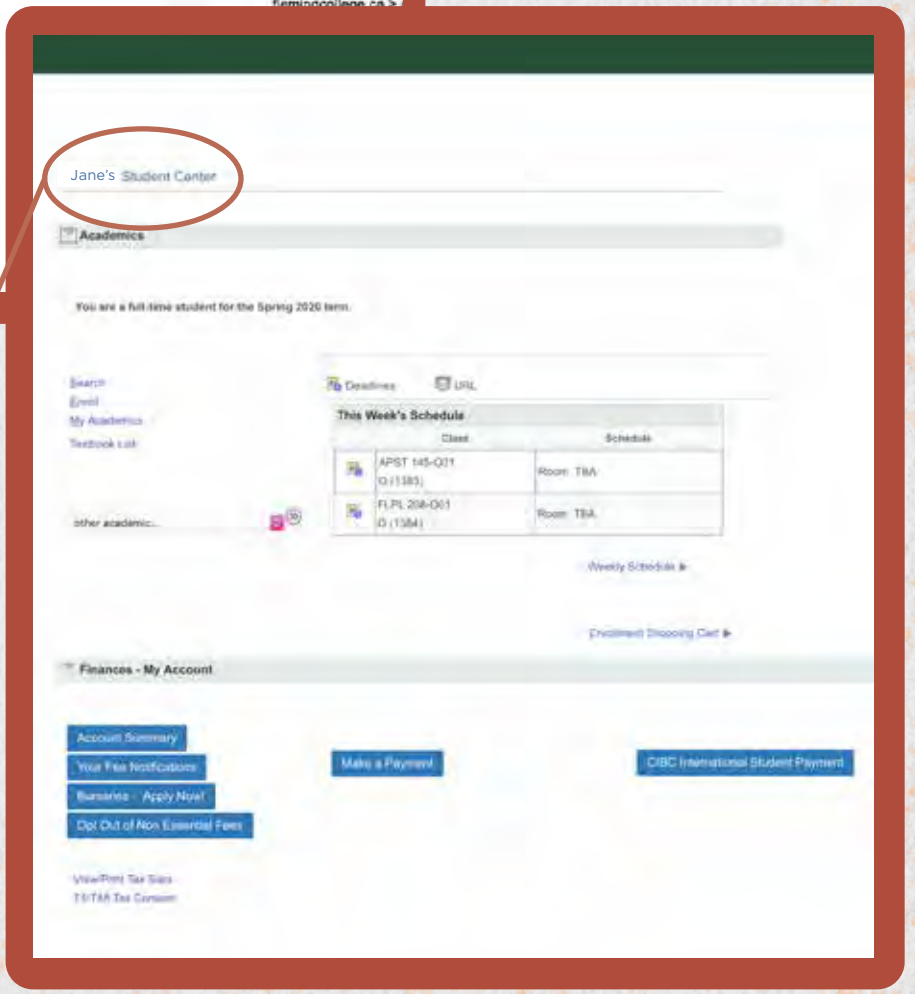
Email



My Courses (D2L)
This is where you will find information and documents regarding your Dual Credit classes. Your assignments and grades will also be posted here.



My Student Centre

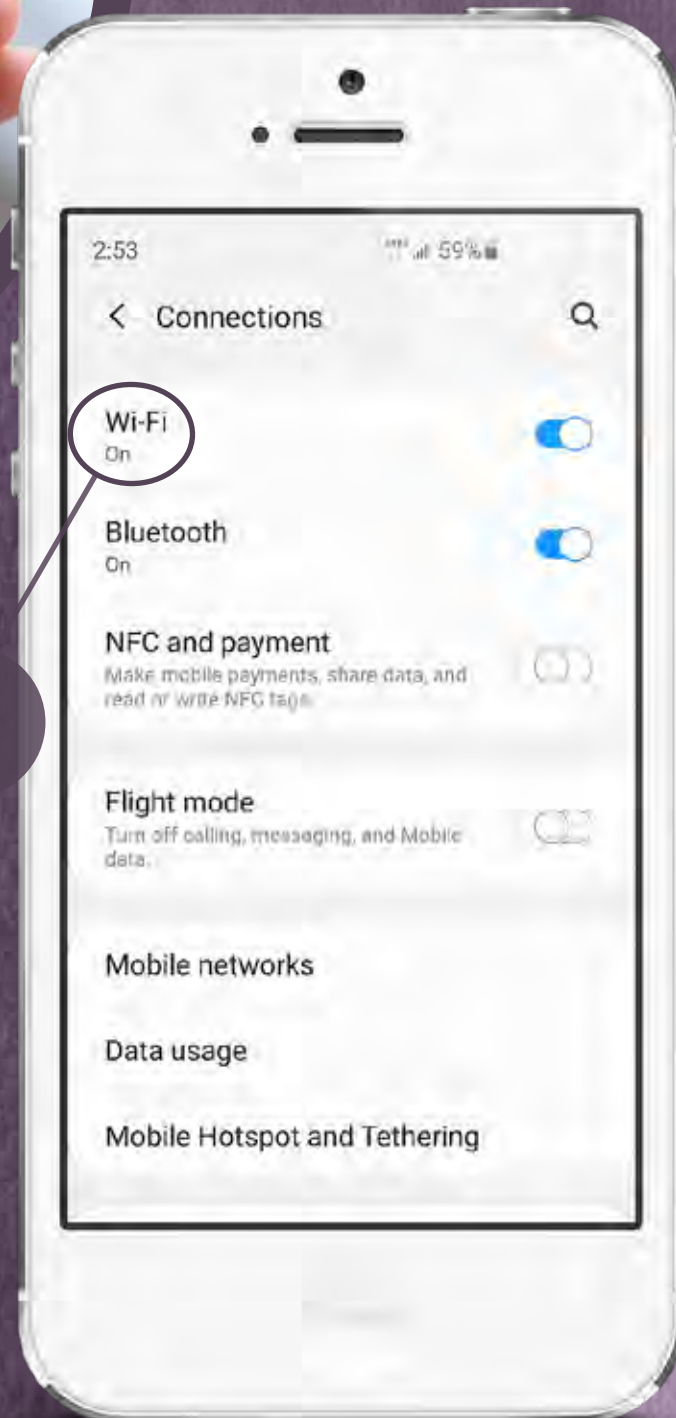


Connect to Campus Wi-Fi on Your Device

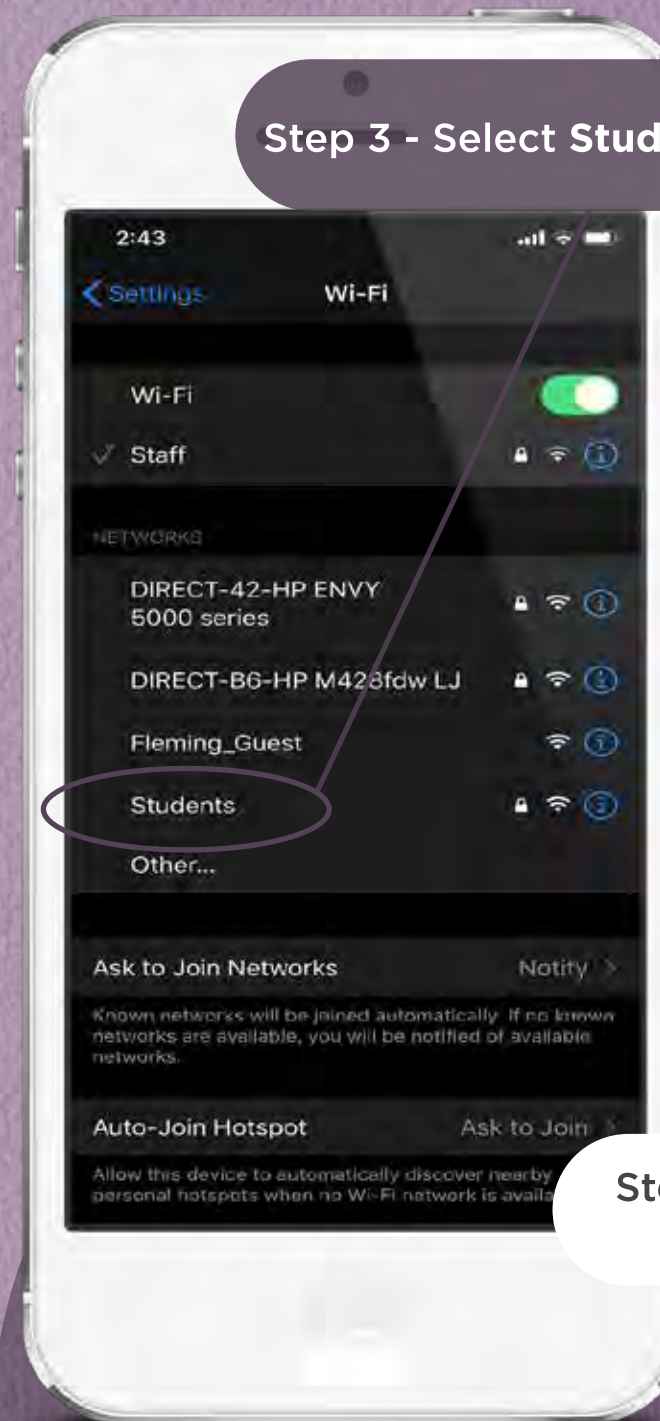
Step 1 • Click **SETTINGS**

Step 2 - Click **Wi-Fi**

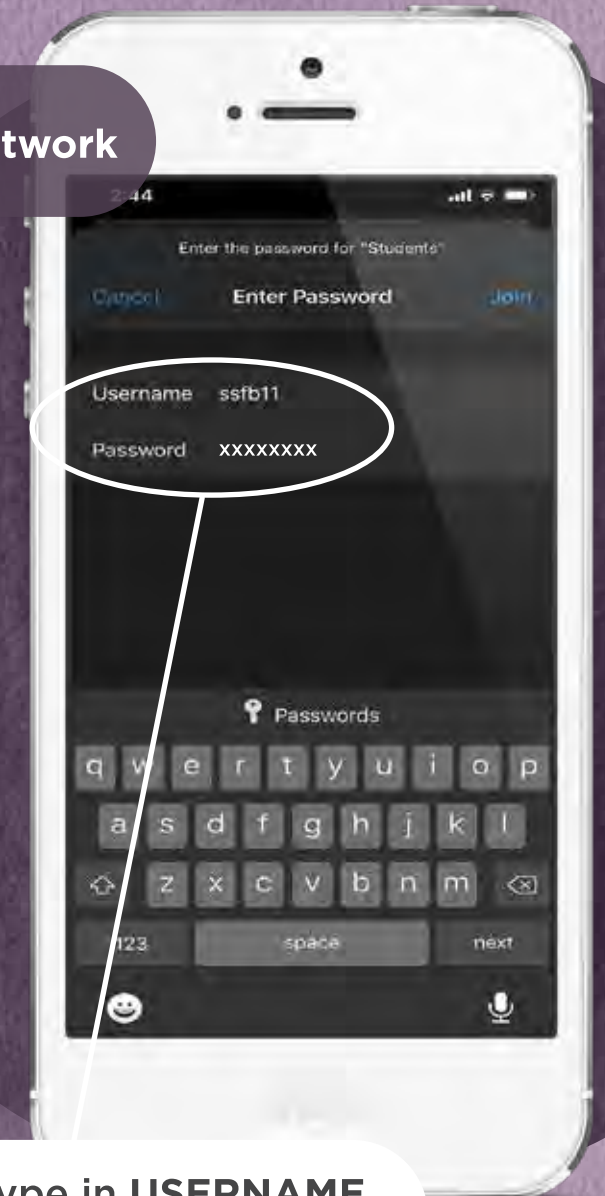
Once you have registered for your Dual Credit course you will be given your Fleming student number. With that number you can obtain your username and password, as seen in the steps above. You can then access the "Student" Wi-Fi by entering your username and password that was given to you.



Step 3 - Select **Students Network**



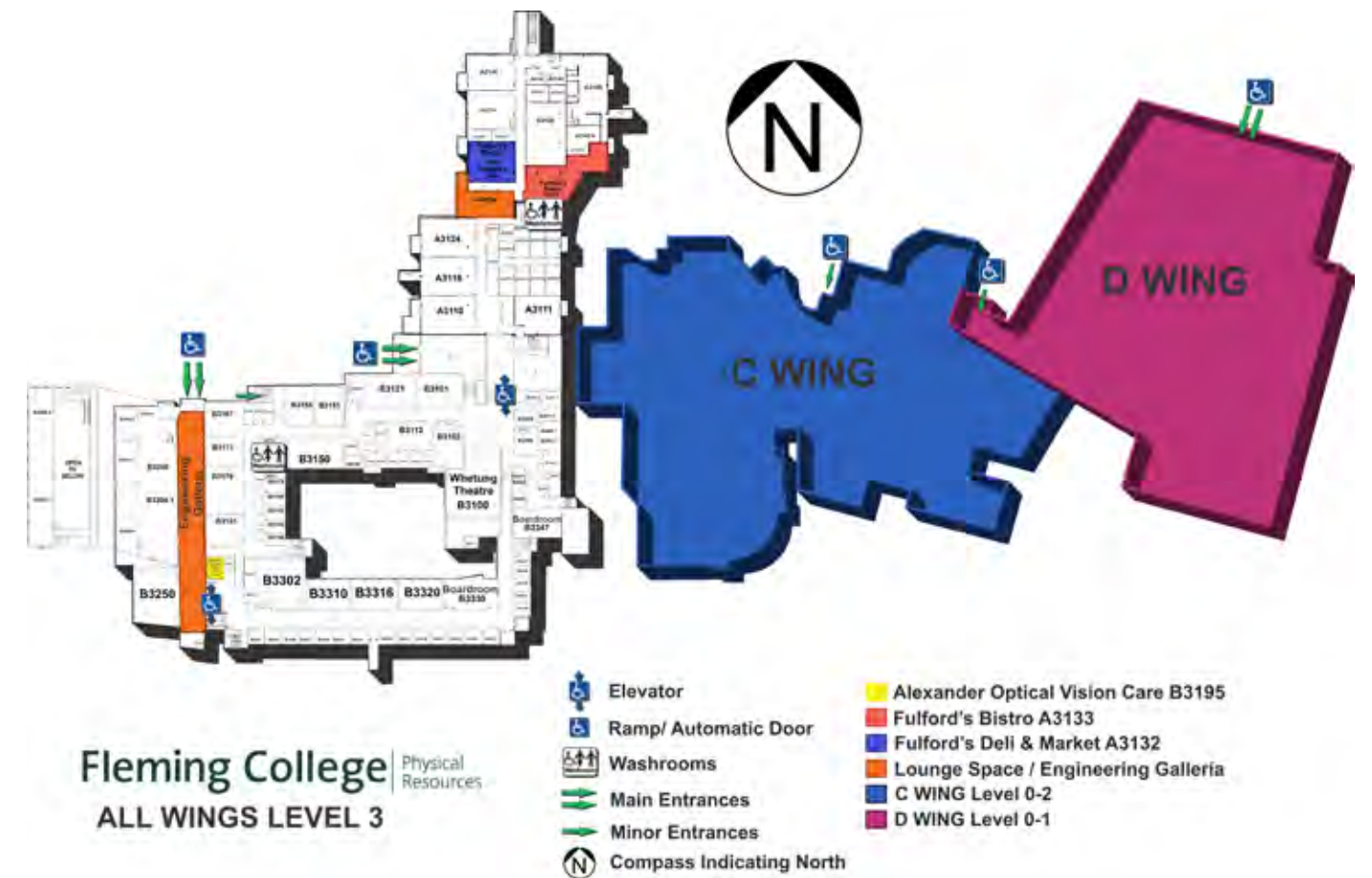
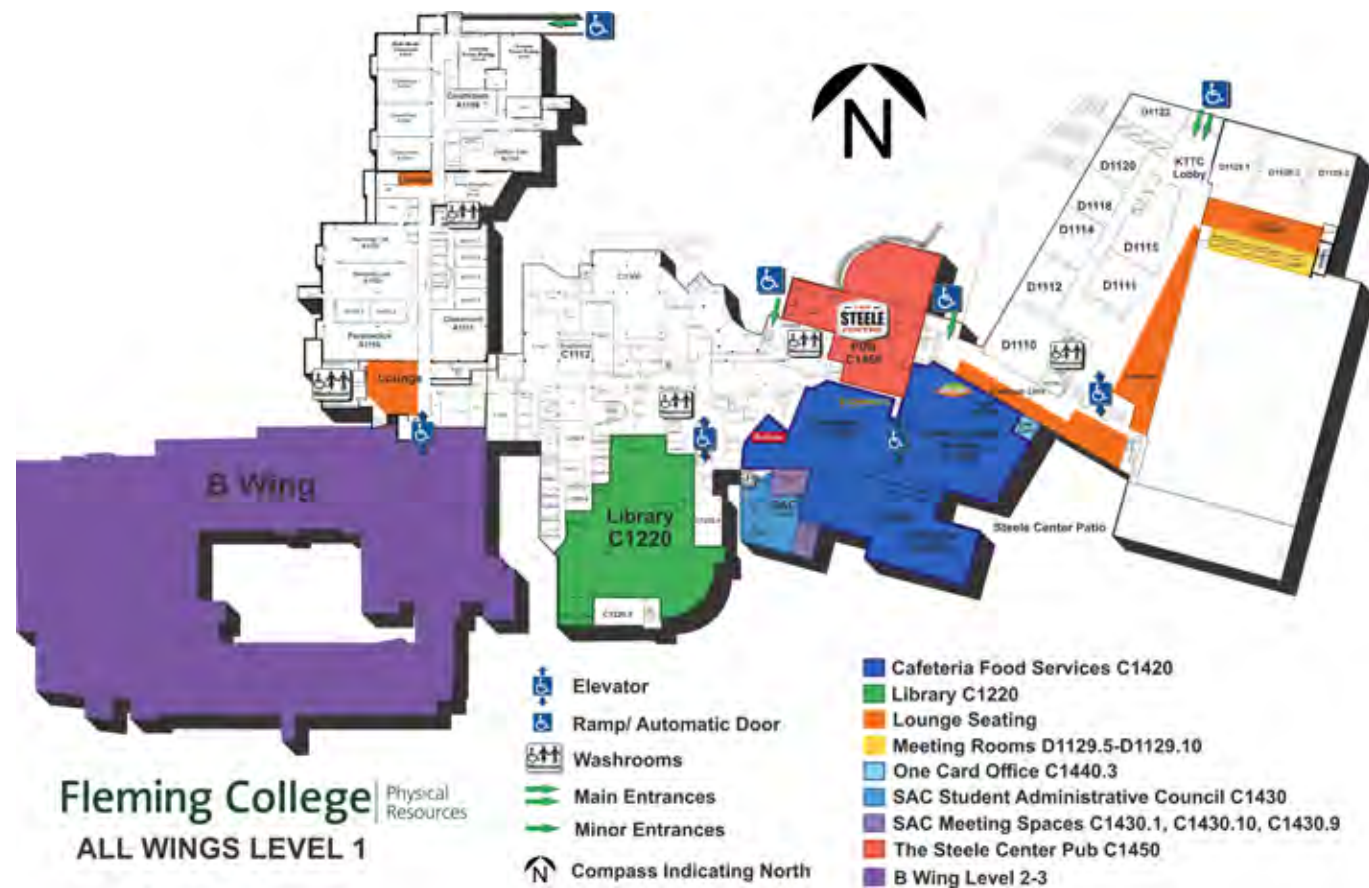
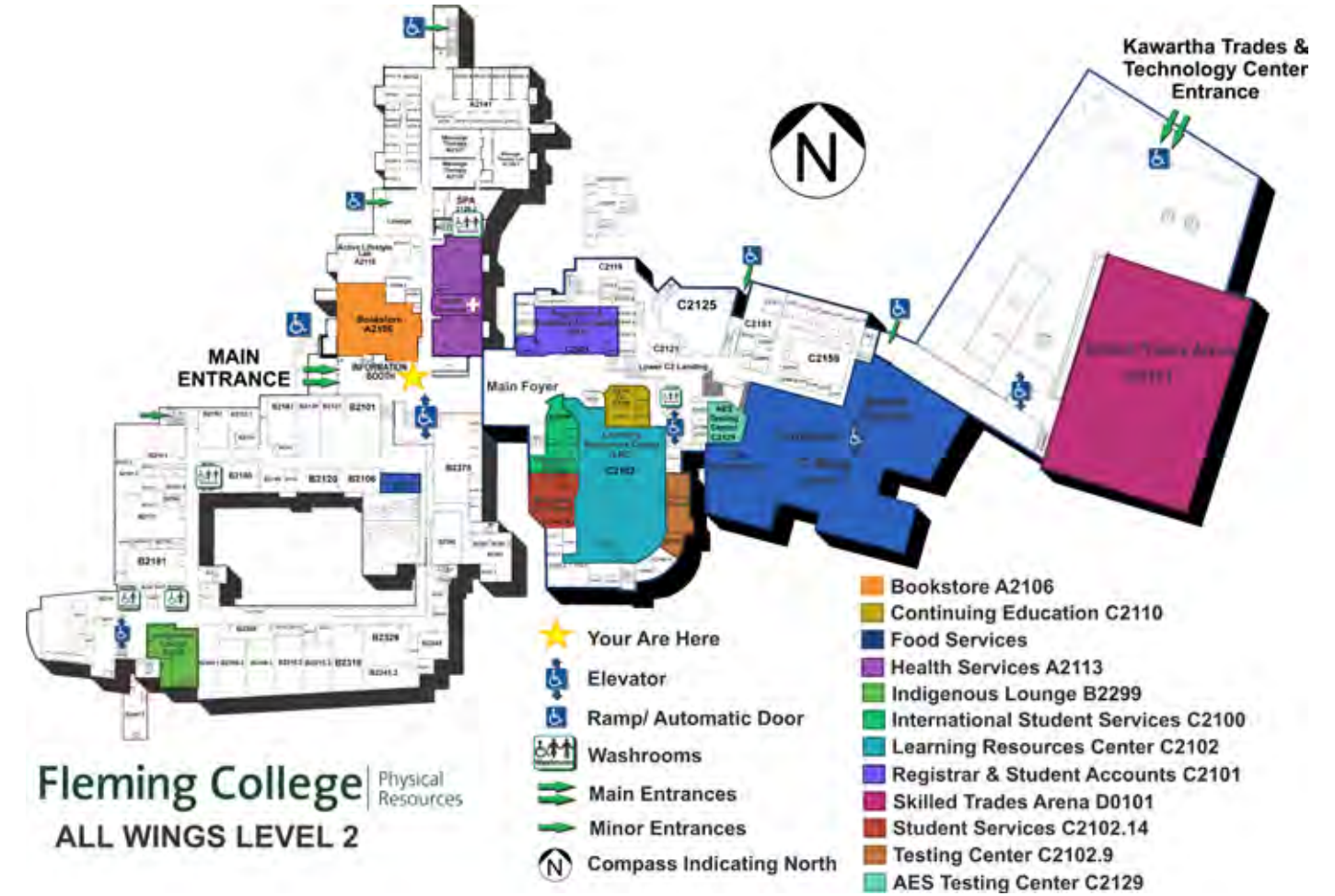
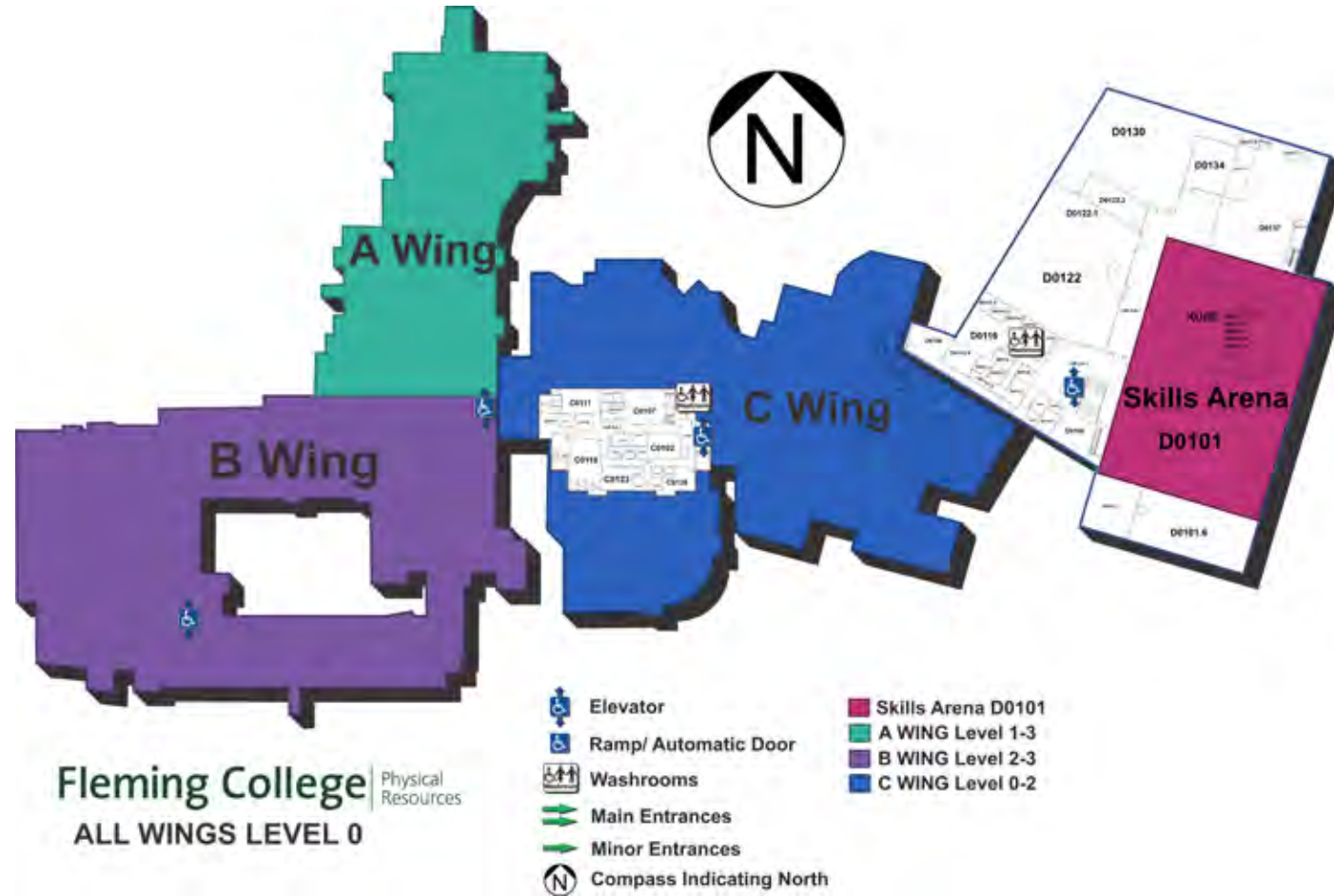
Step 4 - Type in **USERNAME** and **PASSWORD**



Step 5 - Click **TRUST**



Sutherland Campus Map



EMERGENCY PROCEDURES

Assess Your Situation - Consider Your Options - Take Action

VIOLENCE RESPONSE PROTOCOL

For a violent threat inside the building, an announcement will be made via the Emergency Notification System.

GET OUT

- Exiting the area or building is a good option
- Choose a safe exit and leave immediately
- Notify anyone you encounter to get out
- Once in a safe location dial 911

HIDE

- If you can't get out, hiding is an option
- Close and lock the door. If the door can't be locked, tie or barricade it shut using heavy objects
- Silence cell phones and other devices
- Do NOT answer door and wait for further instruction

FIGHT

- As a last resort, you may have to defend yourself
- Quietly develop a plan to subdue the attacker(s)
- Improvise weapons from objects in the room
- Commit to an aggressive attack
- Stop the Threat

FIRE ALARM

Upon discovery of Fire:

- Leave fire area immediately and close doors
- Activate the fire alarm system, use a fire pull station
- Use nearest exit to leave building

Upon hearing Alarm:

- Use nearest exit to leave building, closing doors behind you
- If you encounter smoke, use alternate exit

FIRST AID

If someone requires First Aid or an ambulance:

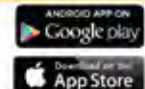
- Dial 4444 from any campus phone and request First Aid assistance
- Security will send a First Aid Responder to your location immediately
- Security will coordinate 911 response if required

HOLD & SECURE PROTOCOL

For danger outside the building, an announcement will be made via the Emergency Notification System.

- Do not leave the building until informed it is safe
- Do not use cell phone unless you have urgent information to relay to campus security
- Security will coordinate 911 response if required
- Await further instructions via the Emergency Notification System

F FLEMING SAFE
Official Campus Safety App



Campus Security

Emergencies: Dial 4444 General Info: Dial 8000 Safe Walk: Dial 8000



F

Fleming

Student Rights and Responsibilities



ACADEMIC SUPPORTS



ACCESSIBLE EDUCATION



ATHLETICS + RECREATION



CAMPUS STORE



CAREER SERVICES



COUNSELLING



EQUITY, DIVERSITY + INCLUSION



FINANCIAL AID



GET INVOLVED



HEALTH SERVICES



HOUSING + FOOD



INDIGENOUS SERVICES



LIBRARY



IT SERVICES



RIGHTS + RESPONSIBILITIES

The student rights and responsibility policy can be found on the Fleming College website or on your MyCampus page under "Student Life" - RIGHTS + RESPONSIBILITIES

COLLEGE SERVICES



Library - Access to computers, study rooms and quiet areas.



Tutoring - Access to free on-campus tutoring services. This is a great way for you to ensure successful completion of your courses while you're a College student.



Career Centre - Provides professional assistance for you to research career paths, revamp your resume, find job opportunities, and practice your interview skills.



Indigenous Student Services - If you are of Indigenous (First Nation/Métis/Inuit, non-status) descent, the Centre can help you stay connected with family, friends, and peers. They also provide support academically, spiritually, emotionally, and physically.



Learning Resource Centre (LRC) - Access to computers, printing, copying, finishing, and scanning. Fees may be applicable for printing.



Food Services - The cafeteria is a place to grab a bite to eat or to hang out and do homework with classmates.

DID YOU KNOW?

More than 20,000 students from across Ontario participate in Dual Credit courses each year?

11% of all first semester students at Fleming College have completed a Dual Credit either through Fleming or through another Ontario College.



STUDENT FOR A DAY!

Our Student Recruitment Office can provide you with an opportunity to be a student for a day. Get to see what being a Fleming College student is like: attend a class, explore the campus, and speak with faculty! Planning on applying to Fleming? Don't forget to attend our Open House events in November and April to meet faculty, current students and program coordinators - we have staff who can even help you apply to College for FREE!



Frequently Asked Questions

Q: Who offers Dual Credit (DC) courses?

A: DC courses are available at virtually every secondary school and college in Ontario.

Q: What DC course(s) are offered at my school?

A: DC courses vary from school to school and semester to semester. Contact your school Guidance or Student Success office for more information.

Q: What are the General Education Courses?

A: Some DC courses are General Education Electives that may satisfy the general education requirement across a variety of College programs. For more information: flemingcollege.ca/programs/general-education-electives

Q: Can anyone sign up for a DC course?

A: DC courses are offered to specifically identified students and entrance requirements for DC courses may vary by course, school or board. Your local guidance counselor can tell you what is available, what the requirements are, and can help you apply.

Q: How many DC courses can a student take?

A: Students are allowed to have up to four college-delivered DC courses and an unlimited number of team-taught DC courses.

Q: What does it cost to take a DC?

A: There are no costs for secondary school students attending a DC Course. Books and transportation are provided free of charge to all students attending regularly.

Q: How long is a DC course?

A: College course hours vary. DC courses are usually delivered once or twice per week within the normal high school timetable. Travel time and required field trips may impact other secondary school courses in certain cases.

Q: What do I do if I am going to be absent?

A: If you are going to be absent you must contact your secondary school following the normal absence procedures. You should also notify your College faculty by email. Frequent absences will put the successful completion of the credit in jeopardy.

Pathways into a College Program

Q: What are the pathways into a College program?

A: Fleming DC students, who are now attending a full-time program at the College, may be eligible to transfer their previously completed DC courses to their current program of study. Please visit the Registrar's office or email transfercredit@flemingcollege.ca if you have any questions about the transfer credit process.

Q: How do I know which Fleming program my DC course can be used towards?

A: Check out our website flemingcollege.ca/dual-credit and search by DC course to find out which program you may be eligible for a transfer credit.

Q: Will my Fleming College DC apply at another College?

A: In some cases, your Fleming College DC will apply to your course of study at another college. Contact the Office of the Registrar of the college you will attend for more information.

Q: Will a DC from another college be applicable at Fleming College?

A: Depending on your program and the DC taken, it might. If you have taken a DC course at another College, please send a sealed official transcript and course outline to the Registrar's Office ATTN: Transfer Credit Coordinator, along with a completed Transfer Credit Form. The Transfer Credit Form can be submitted by signing-in to myCampus and accessing the link under Student Self Serve Options > Transfer Credit Request.

Q: Who do I contact if my questions wasn't answered in this booklet?

A: The Dual Credit Coordinator - dc@flemingcollege.ca

Notes



“The course also boosted my confidence in my abilities as I saw myself adapting to the change and overcoming the challenges I met. The Dual Credit program challenged me to look inside myself and realize my full potential.”

— Scott



QUESTIONS?

Email dc@flemingcollege.ca for more information

DUAL CREDIT

Fleming College