



Online Dual Credit Student

Congratulations! You have taken important steps by taking a Dual Credit Course. These courses provide you the opportunity to explore career pathways and better understand what career you may want to train in after high school, as well these courses prepare you for the expectations of your first year training in a career. We are excited to have you in our Olds College courses!

As a dual-credit student at Olds College, you will have an official Olds College transcript with the course(s) that you are taking. These courses will also be on your high school Detailed Academic Record (DAR) as PSI courses. Grades earned during your classes are calculated into your high school grade point average and will also be reflected on your permanent Olds College transcript.

While you are in the course, our Olds College instructors will provide you with information related to grading, deadlines for assignments and dates for quizzes and exams. At the end of the course, your final grade will be communicated directly to your school division who will then record this in your high school records.

Ensure you are aware of expectations around assignments, quizzes and exams by clarifying with your Olds College instructors. Deadlines matter in a post-secondary course and you must stay on top of all timelines and due dates set out in you Moodle classroom.

It is important to know that as a dual-credit student at Olds College, you are held to the same academic standards and requirements as all Olds College learners. It is important you review and understand the [Student Code of Conduct](#) and the [Academic Integrity & Grading Procedures](#). In the event of any concerns, your school division will work with Olds College to determine a next step.

We are thrilled to have you in our Olds College courses and are confident you will have a great learning experience. Please see the [Tips for Success in Dual Credit](#). We know that if you follow these tips, you will be very successful in your learning!

To learn more about Olds College and our programs, we encourage you to take advantage of the linked information about [PROGRAMS](#) or [SERVICES](#).

Student Tips for Success in Dual Credit Online Courses

These courses are asynchronous, which means there is no set time in your week when you have to be scheduled into the class. These classes are flexible to fit where it works best for you! With this flexible schedule comes great responsibility as a learner to carefully plan out each week's learning and follow your plan. The below tips will help assist you in making a strong learning plan!

- **WEEK ONE: This is a VERY important week!**
 - You need to log into your Moodle class on **DAY ONE**. It is important to start each week on the Monday and plan what to do through to Sunday.
 - Olds College will send you an email with all of the details needed to log into your Moodle Course. If you have any struggles, the email will also have a contact person for you to reach out to for help.
 - Each student in dual credit has a person at your school assigned to oversee your learning. This is a requirement, just like all of your other courses have an assigned teacher to guide your learning. This person does need to see your Moodle course too and will work with you to co-create a shared password.
- Your course is 12 weeks long. This time goes fast! It is important to set a week by week plan that maps out when you will do assignments, study and complete tests/exams.
 - Start each learning week on Monday and review the expectations from your instructor. We also encourage you to do this with the person at your school assigned to oversee your learning.
 - Plan out your week's work and set a schedule in your calendar that you stick to.
 - Your course will require 5 to 10 hours per week of learning. Some weeks will have a little less and some weeks a little more.
 - Attendance matters. You must be engaged in your course each week. Your instructor will be able to see your log in time to Moodle and will be able to know your level of engagement. Your full participation is important for success.
 - Deadlines matter! Your instructor will set deadlines for all of your work. These deadlines are firm. You must meet them and plan your weeks out to achieve this. If you miss deadlines, you will receive a reduced mark or even a zero. If you have any concerns with any of the deadlines, you must communicate well in advance with your instructor (and include your assigned school person in this communication).
- Communication is VERY important. Check your School EMAILS and MOODLE regularly. If there is any important information that your instructor needs to know, or you have questions, you are responsible to start these conversations well in advance of deadlines, etc. Every time that you connect with your instructor, always include your assigned school person when needing to make arrangements with your instructor.
- If you are a student who requires any learner accommodations, please have your school assigned person reach out early in the course to arrange this with the instructor.
- We know that high school students do extremely well in the Olds College courses when the above tips are followed. **We are confident that you will have a great learning experience!**