

A STUDENT GUIDE TO DUAL CREDITS

WHAT'S INSIDE:

- ✓ Dual credit overview and program details
- ✓ Guidelines and policies
- ✓ Cambrian College services
- ✓ How to login to campus computers, myCambrian, WiFi, and Moodle
- ✓ Campus map
- ✓ And much, much more

CONGRATULATIONS

You are taking steps to completing your high school diploma while earning college credits. This is your guide to making your dual credit experience a success.



Dual credit teacher: _____

Email: _____

Phone number: _____

School board: _____

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This document has been developed to inform Rainbow District School Board and Sudbury Catholic District School Board students of the guidelines, expectations, and general information related to the dual credit program at Cambrian College. Due to ongoing development of the program, information in this document is correct at the time of printing and is subject to change.

WHAT IS A DUAL CREDIT?

Dual credits allow secondary students to “take a free ride” to college!

Students participate in apprenticeship training or postsecondary courses that count towards both their secondary school diploma and their postsecondary diploma or apprenticeship certification at no cost.

The dual credit program is intended to encourage secondary school students to complete their secondary school education and to consider continuing on to postsecondary education. The program provides opportunities to explore career prospects; and it ensures a successful transition to college and apprenticeship programs.

Students must apply and be accepted into the program based on specific criteria (primary target group, SHSM, OYAP).

BENEFITS OF TAKING A DUAL CREDIT COURSE

- › Experiencing the college atmosphere
- › Gaining free college credits
- › Access to free transportation
- › Free textbooks and supplies provided on a lending program
- › Exploring career options at the college level



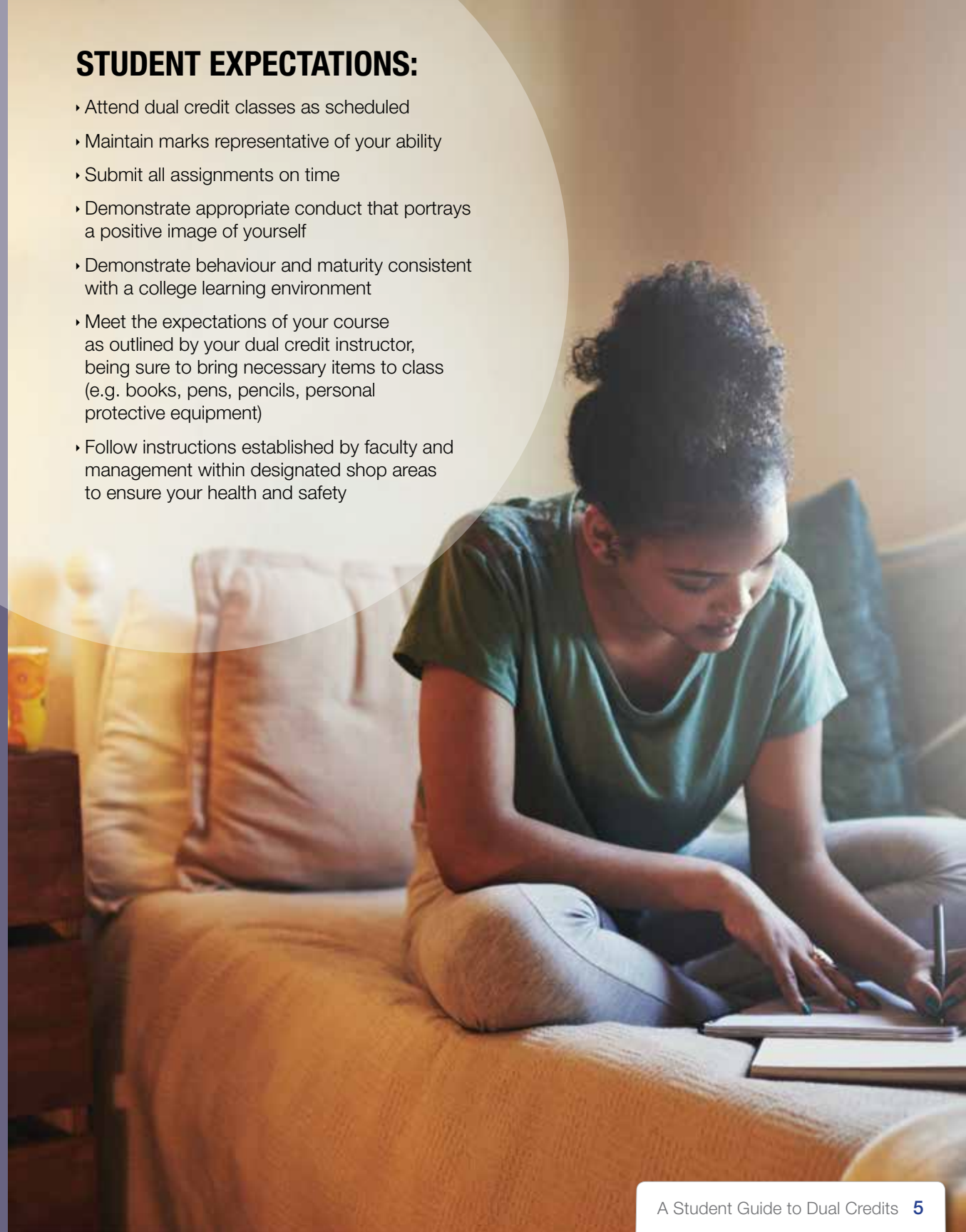
ROLE OF A DUAL CREDIT TEACHER

While at Cambrian College as a dual credit student, you will be monitored and supported by a dual credit teacher. They will interact and communicate with you, your teachers, and your college professors to ensure your success. Your dual credit teacher will also help you adjust to the college learning environment, access college resources and support, and be your go-to throughout the semester.

Your dual credit teacher will liaise regularly with the coordinator of dual credits at the College as well as the school board staff affiliated with the program. They will also communicate with your home school regarding your grades and address any concerns at mid-term reporting and throughout the semester.

STUDENT EXPECTATIONS:

- › Attend dual credit classes as scheduled
- › Maintain marks representative of your ability
- › Submit all assignments on time
- › Demonstrate appropriate conduct that portrays a positive image of yourself
- › Demonstrate behaviour and maturity consistent with a college learning environment
- › Meet the expectations of your course as outlined by your dual credit instructor, being sure to bring necessary items to class (e.g. books, pens, pencils, personal protective equipment)
- › Follow instructions established by faculty and management within designated shop areas to ensure your health and safety





MISSED ASSIGNMENTS, DEADLINES AND TESTS

You should consult with your college instructor concerning missed class work, homework assignments, and/or tests that you may have missed. Failure to submit class work, homework assignments, lab work, or tests without prior authorization from the instructor could result in an “incomplete.”

An unauthorized absence from an exam could result in a mark of “0” which will be used to calculate the final mark. You should contact the college instructor and dual credit teacher as soon as possible if this should take place.

ATTENDANCE AND PUNCTUALITY

Regular attendance and punctuality at dual credit classes is essential for your overall success. Missing more than three dual credit classes will make it difficult to recover the college-level material and your overall success in dual credit will be at risk.

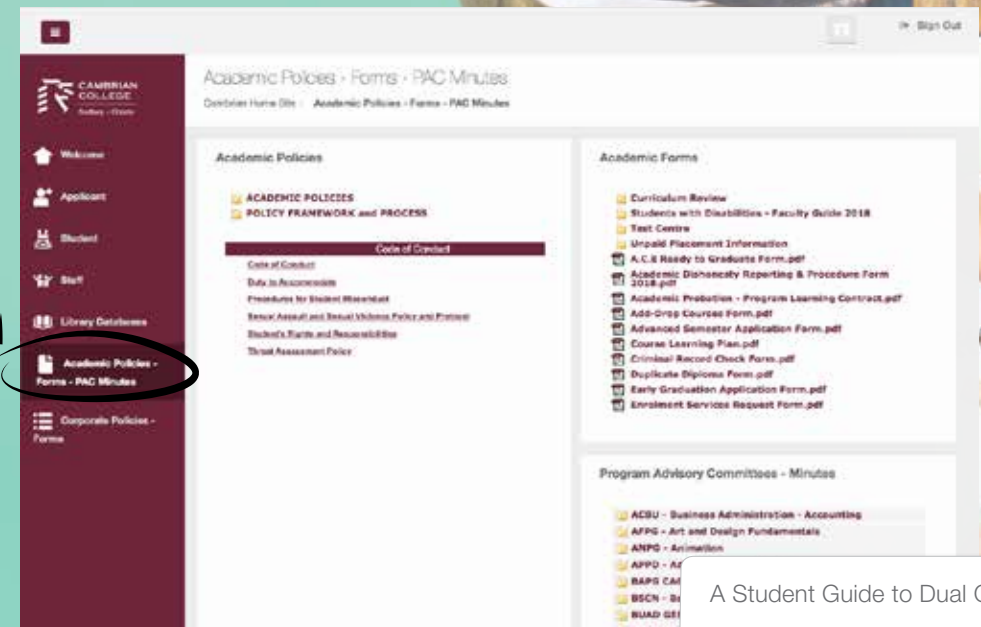
Practical courses require good attendance and being prepared each day to participate in the learning environment. Colleges have attendance and punctuality requirements that are expected to be followed. Participation in classroom activities, discussions, and completing all work assignments are essential to ensure success in your dual credit program.

If you are aware of an upcoming absence, you are required to account for it. It is your responsibility to notify the college instructor and the dual credit teacher.

Participation in school sports, events, and social activities do not supersede academic expectations at the College.

CODE OF CONDUCT

The Code of Conduct Policy can be found online or on myCambrian under the “Academic Policies” tab.



TEXTBOOKS AND SUPPLIES

As a dual credit student, you are able to use textbooks, equipment and supplies during your course, free of charge. These items are available on a rental program and can be signed out during the second week. They are to be returned at the end of the course.

If you do not return items that were signed out you may not receive your secondary or postsecondary credit in a timely manner.

COURSE WITHDRAWAL

All attempts at completion of dual credit courses, both successful and unsuccessful, will be recorded on your Ontario Student Transcript (OST).

The College's deadline for withdrawal without academic penalty will be observed (equivalent to "day ten"). If you withdraw after the college's "day ten" deadline, a "W" is entered in the "Credit" column and the percentage grade at the time of withdrawal is not recorded in the "Percentage Grade" column on your OST. A course dropped after the academic deadline (approximately mid-way through the semester) will receive the grade earned to that point on your OST and normally an "F" on your College transcript. Please be mindful of those dates.

SNOW DAYS

If your secondary school has announced a snow day, you may still be required to attend your scheduled classes at Cambrian College.

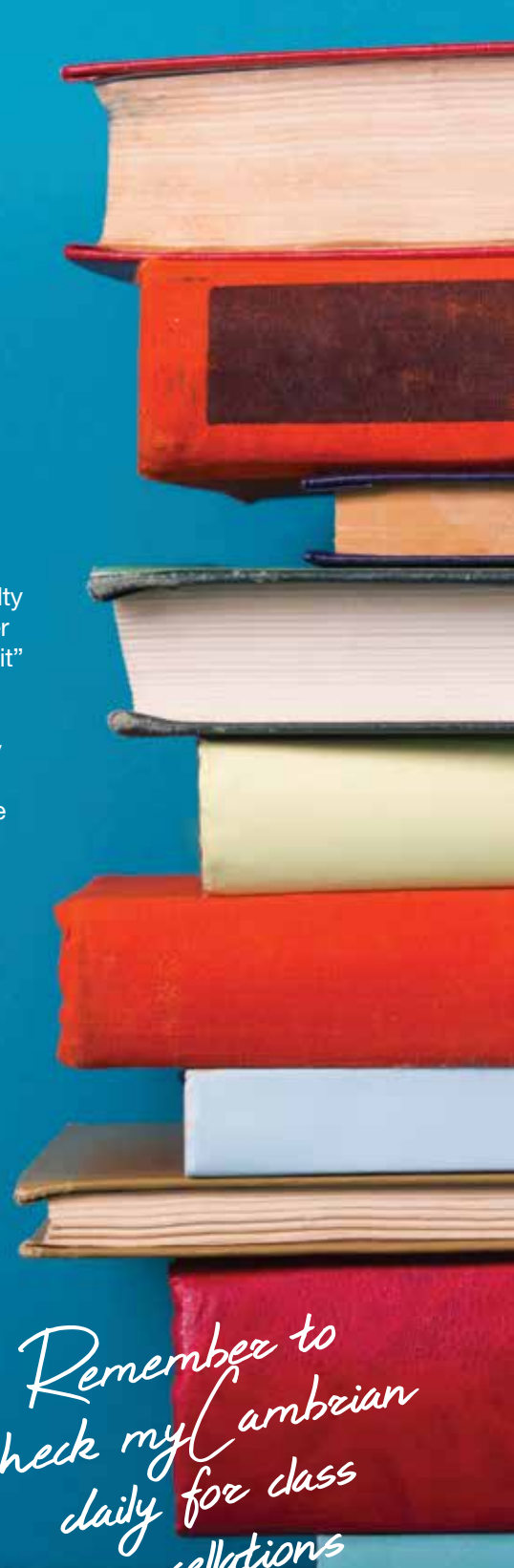
▸ If the City Transit system buses ARE RUNNING, the College is open. Check on myCambrian to see if the teacher has cancelled class. If there is no cancellation notice and your class is still scheduled for the day but you are unable to get to the College, contact your dual credit teacher or call the dual credit assistant at (705) 566-8101, extension 7200, to arrange a taxi.

If you have regular scheduled taxis, you can call your taxi service to arrange pickup from your house.

▸ If the City Transit system buses are NOT running, radio stations will be notified of the College being closed and it will also be posted on myCambrian.

Your safety is our first concern. Please use discretion when deciding to venture out on a snow day.

Remember to check myCambrian daily for class cancellations



You are entitled to a Cambrian College Student ID Card. Your teacher will indicate to your class when student cards are available for pickup at the Enrolment Centre.

HOW TO GET A STUDENT ID CARD

Please note that we must manually register you in the Cambrian College system before you pick up your student card. This process takes up to two weeks. Dual credit students are registered in priority sequence according to the class they are taking. This means that some dual credit students can pick up their student cards earlier than others.

HOW TO LOGIN ON A CAMBRIAN COLLEGE COMPUTER

Your username is your **Student ID Number**, as found on your student card.

Your password is your **date of birth (MMDDYY)**.
For example, if you were born on July 1, 1996, your password would be 070196.

 [Forgot password?](#)

If you forget your password contact:
HelpDesk, Room 2165
(705) 566-8101, extension 7370
helpdesk@CambrianCollege.ca

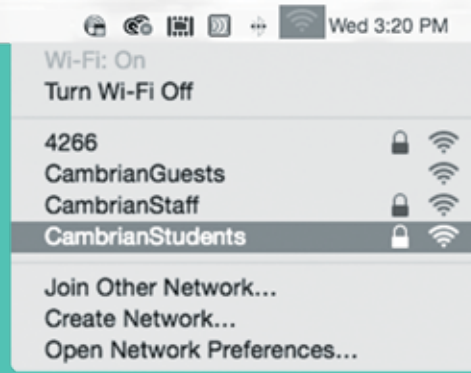
The first time you login, a message will appear that has a red "X", indicating that you must change your password immediately.

Click "OK" and change your password to something you will remember.

HOW TO ACCESS WIFI

To access WiFi from a personal device, you must first login on a Cambrian College computer. See the section titled "How to login on a Cambrian College computer."

- Once you've logged in on a Cambrian computer, you can then select "Cambrian student" on your WiFi settings.
- You can then use your Cambrian login information to gain access.

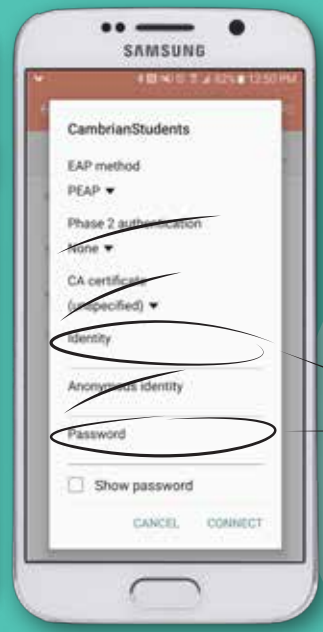
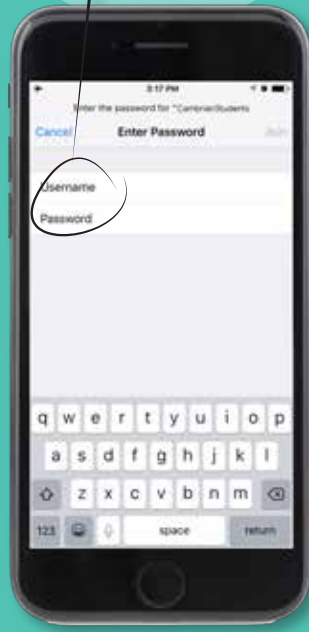


Mac
and/or PC



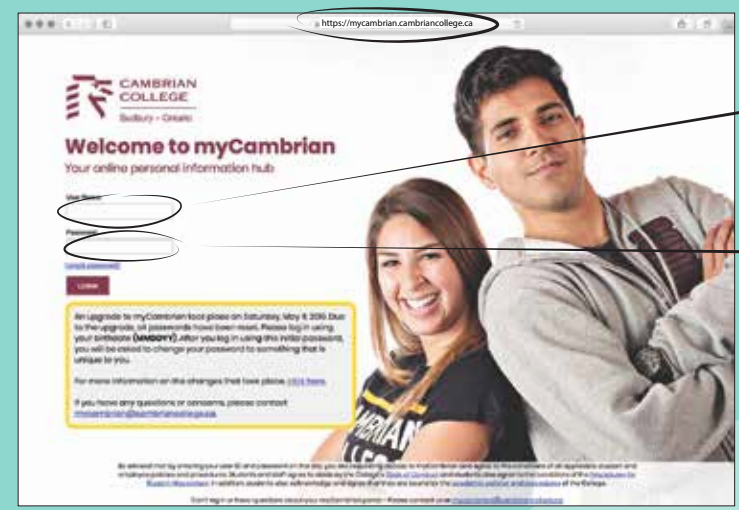
On an **Android**, you will skip "Phase 2 authentication" and "CA certificate." Enter your username in the "Identity" field. Scroll down, skip "Anonymous identity" and enter your password in the "Enter password" field.

On an **iPhone**, you will complete the "Username" and "Password."



HOW TO LOGIN TO MYCAMBRIAN

Open your web browser and go to:
<https://mycambrian.cambriancollege.ca>



Enter your **Student ID**, as found on your student card or provided by your teacher.

Your **password** is your **date of birth (MMDDYY)**.

For example, if you were born on July 1, 1996, your password would be 070196.

It is strongly recommended that you change your password. Look for the 'Password Change and Security Question Setup' option in myCambrian.

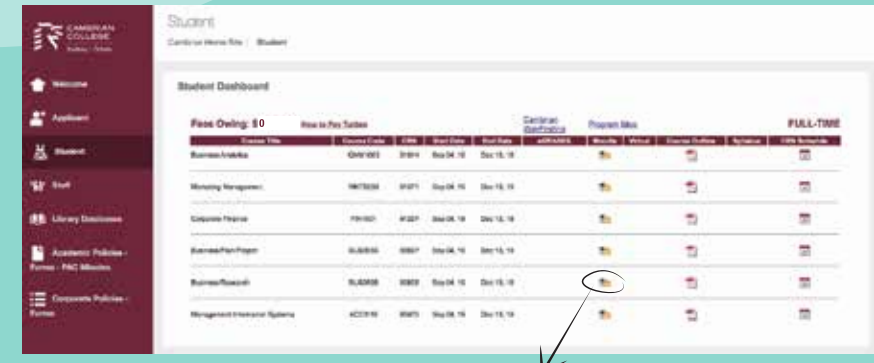
It is important that you setup your myCambrian account as it will provide you access to key information, like class cancellations and college policies. **Be sure to include a valid email address because you will be notified of any class cancellations this way.**

HOW TO LOGIN TO MOODLE

Some dual credit teachers provide information and instruction through Moodle.

To access Moodle, you must first login to myCambrian.

You are required to provide an email address on your application in order to access Moodle.



Click on the **"m"** under the title "Moodle" in your course.

TRANSPORTATION

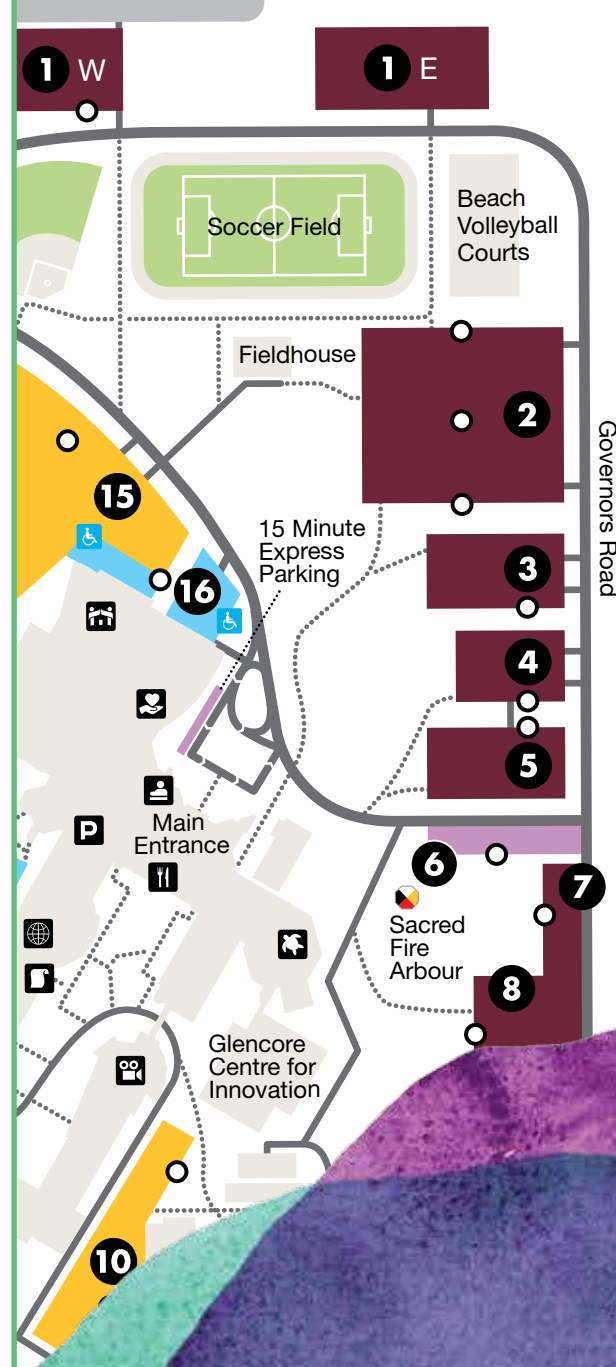
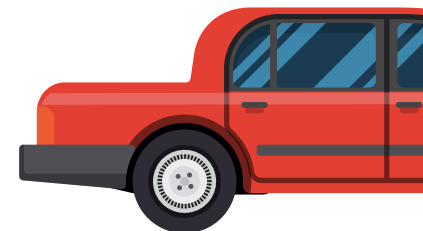
TAXI

Should you require taxi service, please connect with your co-op teacher or guidance counsellor if you are in the Rainbow District School Board. If you are from the Sudbury Catholic District School Board, please connect with the dual credit teacher.

- You will be required to provide your name, the dual credit course you are enrolled in, pick up and drop off locations and times, as well as a contact number.
- It is your responsibility to contact Lockerby Taxi at least two hours in advance if you are cancelling a service for a particular day, otherwise a charge to the project will be incurred. They can be reached at (705) 522-2222.
- If your transportation is with a different taxi service, follow a similar process as outlined above.

BUS

Bus tickets and/or passes (passes if in more than one dual credit) are also available by connecting with your co-op teacher or guidance counsellor if you are in the Rainbow District School Board. If you are from the Sudbury Catholic District School Board, please connect with the dual credit teacher.



PARKING PASSES

As a dual credit student, you are able to obtain a parking pass if you drive to and from the College for your class(es). A pass is only issued if you are not using taxis or buses. If your situation changes, please let us know.

The process for obtaining a pass are as follows:

- 1 Visit Room 2120 and speak with the dual credit assistant.
- 2 Provide your name, high school, and dual credit program you are enrolled in.
- 3 The dual credit assistant will provide you with a temporary pass and your information will be provided to the Parking Services office.
- 4 You will be advised when you can pick up your permanent pass, usually three weeks after the start of the course.
- 5 You will need to pick up your parking pass from the Parking Services office in Room 2207. You will need to provide your license plate information.
- 6 Display your pass in your windshield (hanging from your rearview mirror is best).
- 7 Your parking pass is your responsibility. Do not lose it as you will not be given a replacement.

You can park in any of the burgundy parking lots across the campus. Gold passes are not provided. If you get a parking ticket, you are responsible for paying for it.

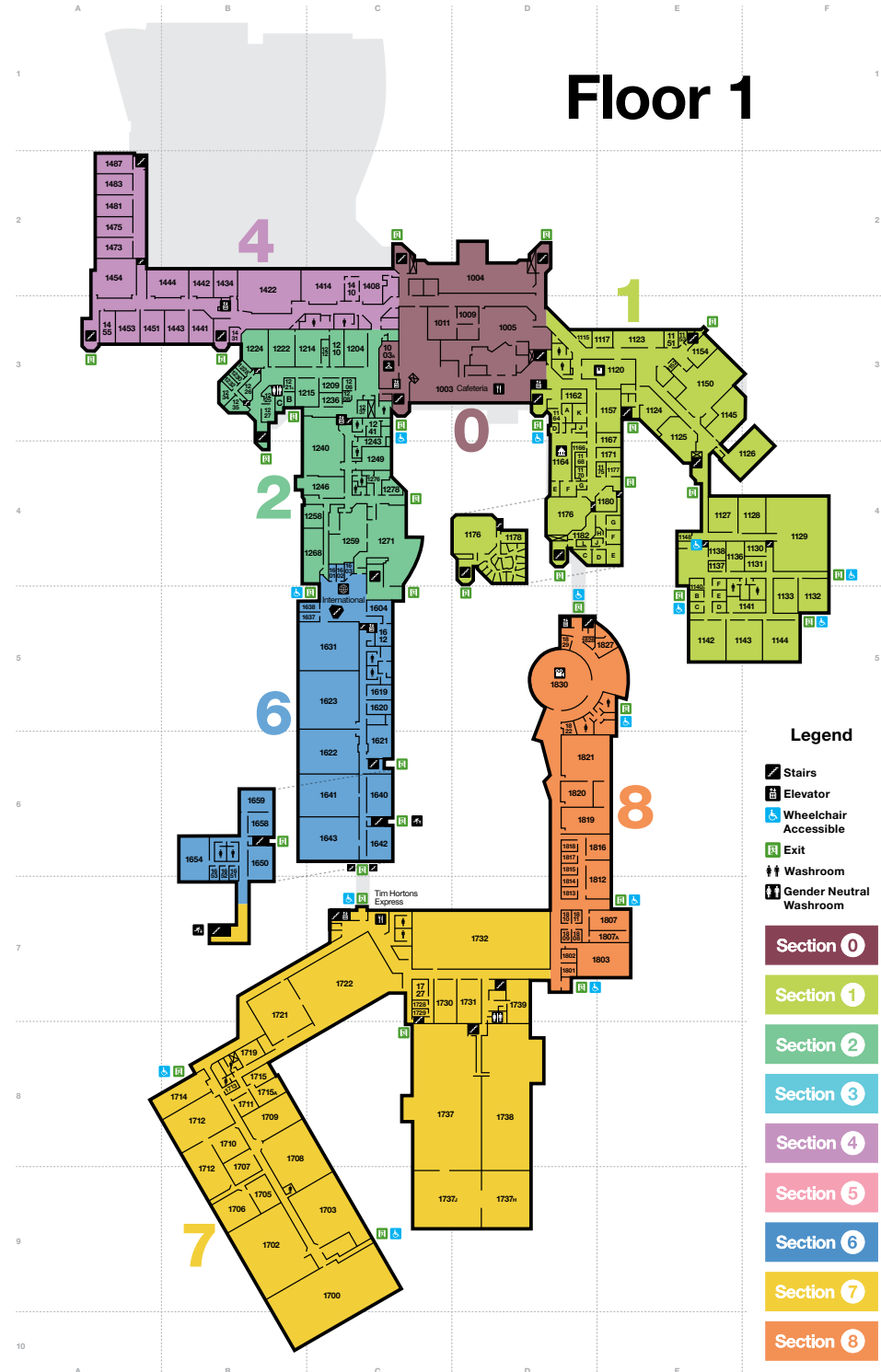
If you are from Lasalle Secondary School, please park at your school and walk to the College. You will not be provided with a parking pass.

We do not pay for mileage if you take your own vehicle, as bus tickets and/or passes are available.

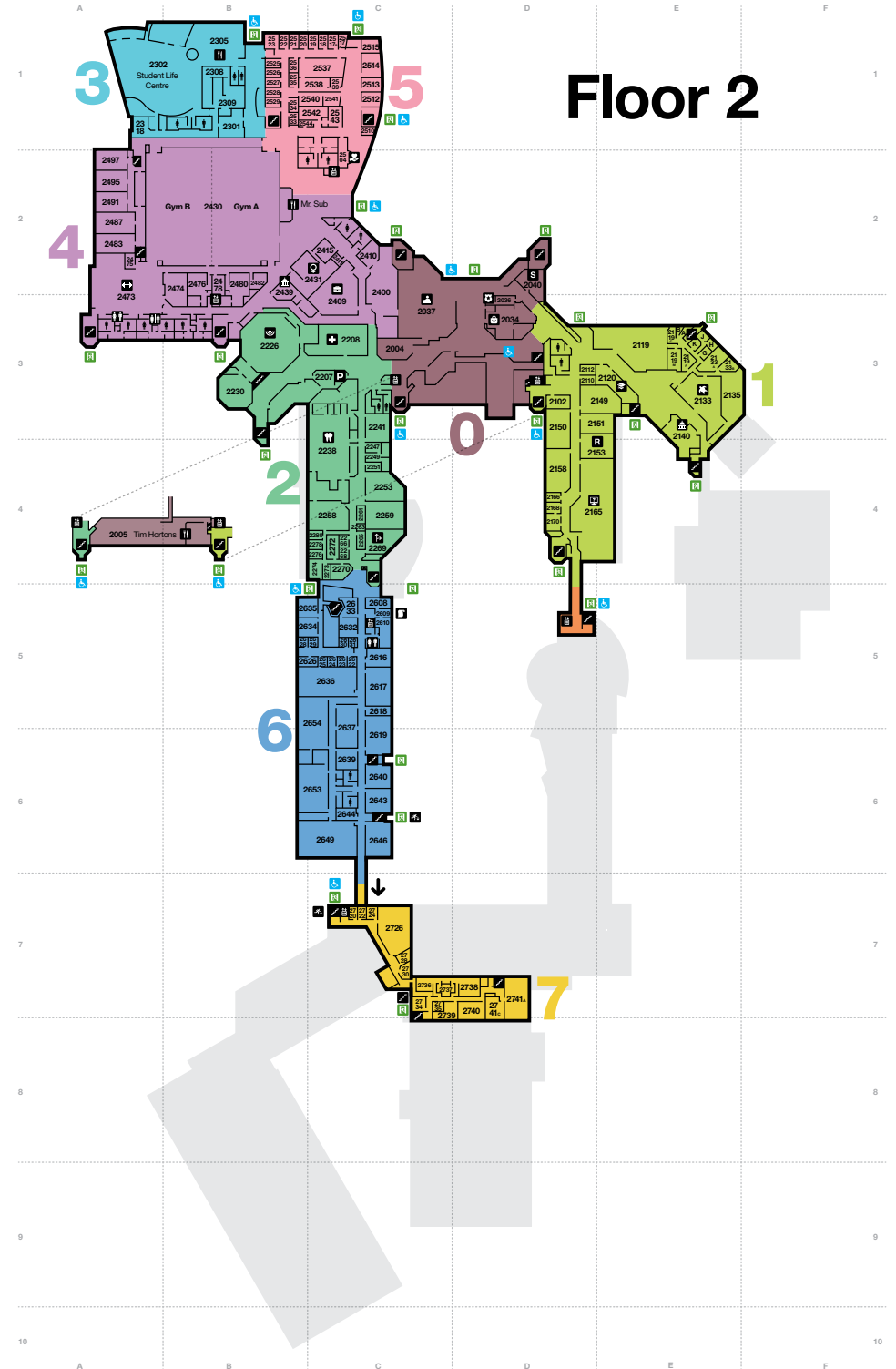
All transportation for dual credit students is funded by School College Work Initiative (SCWI)

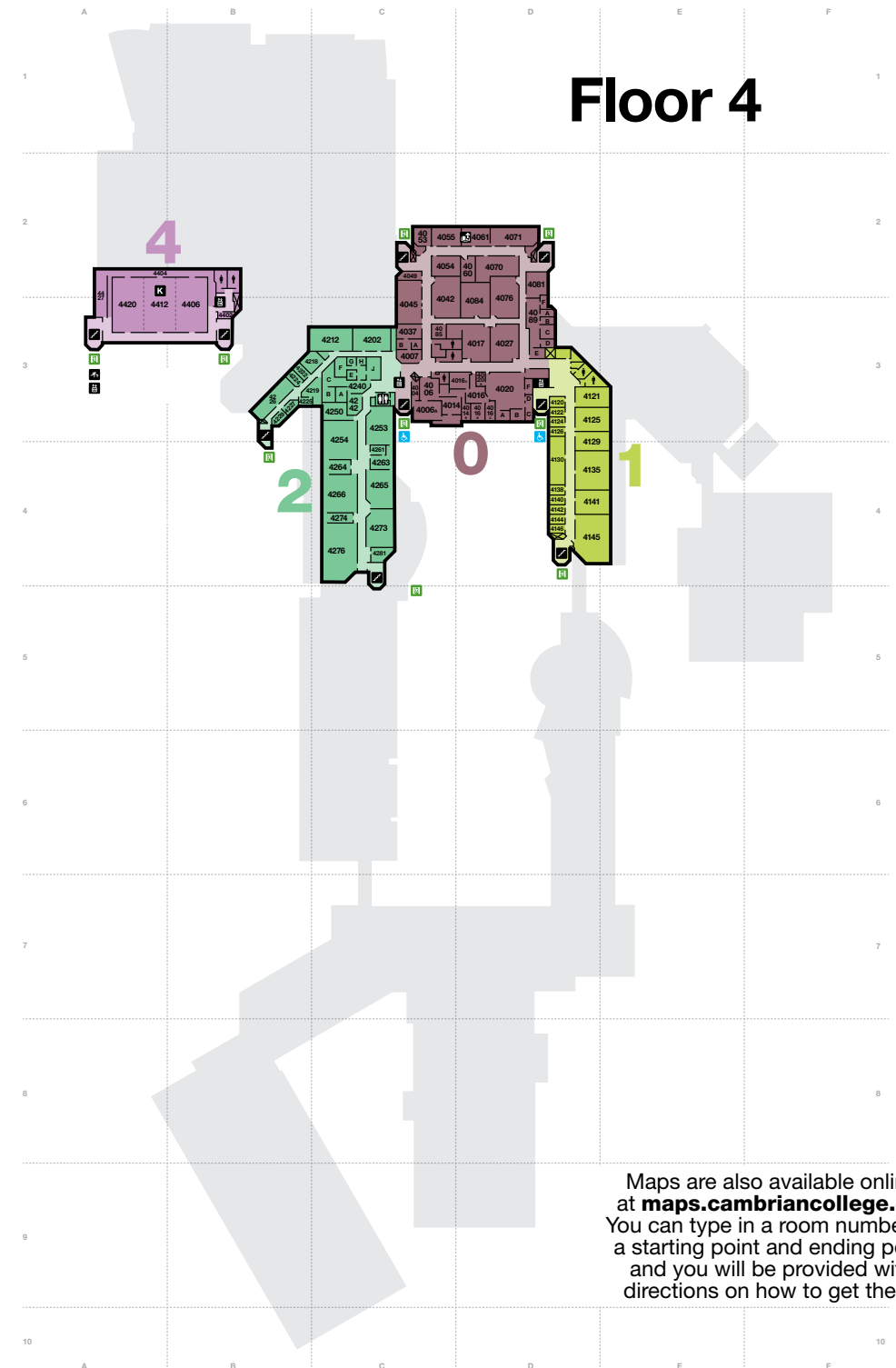
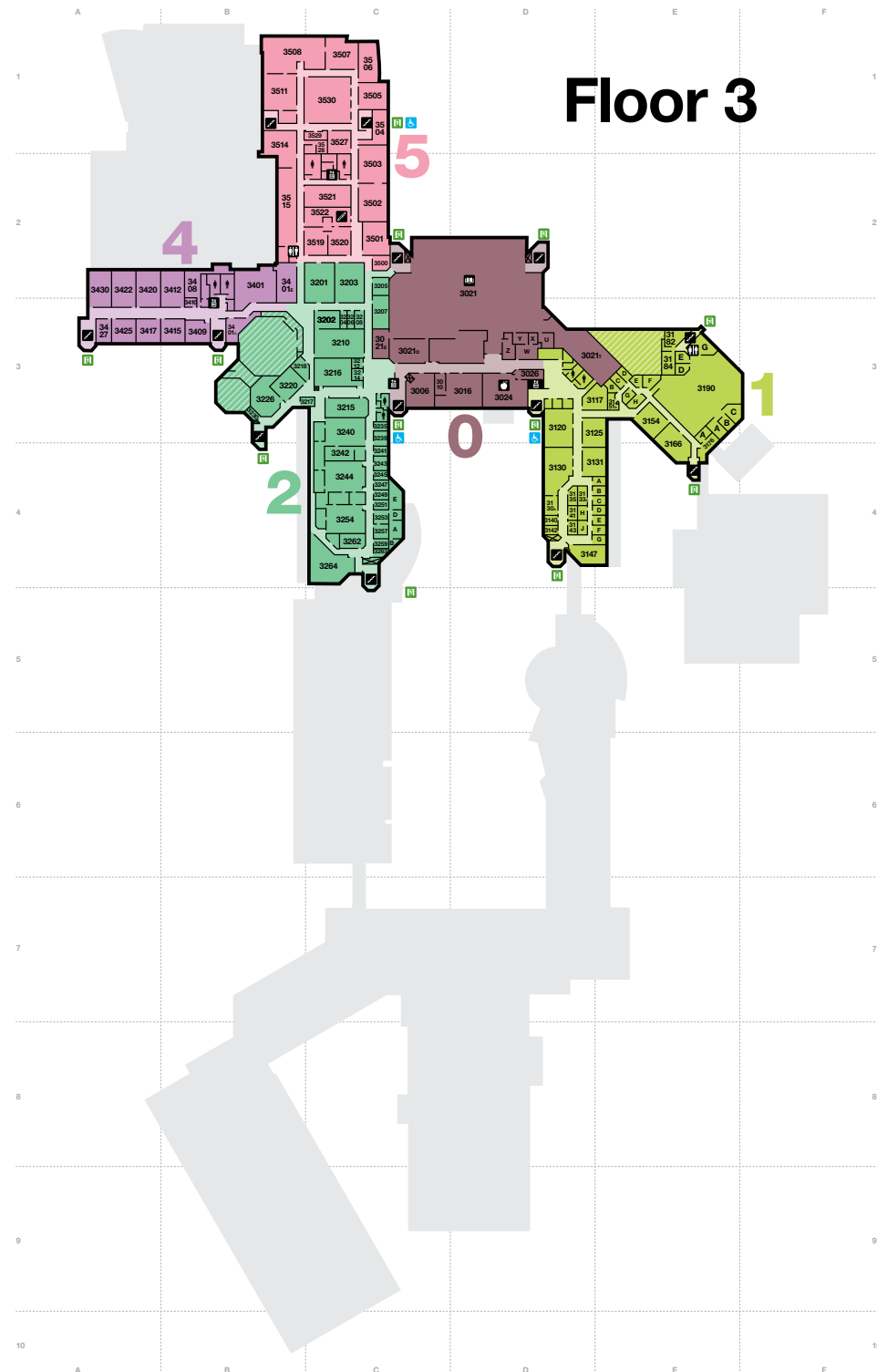
CAMBRIAN COLLEGE CAMPUS MAPS

Floor 1



Floor 2





Maps are also available online at maps.cambriancollege.ca. You can type in a room number as a starting point and ending point and you will be provided with directions on how to get there.

CAMPUS SERVICES

Athletics Centre



It may take up to two weeks before you are able to pick up your Student ID Card, as dual credit students are registered in priority sequence according to what class they are in. Please see the section titled “How to Get a Student ID Card” for more information.

If you wish to go to the gym before you receive your Student ID Card, you are able to purchase a daily pass at your own expense.

Your Cambrian College Student ID Card provides you free access.

Glenn Crombie Centre for Student Support



If you have an IEP or require in-class support, it is your responsibility to make an appointment with the Glenn Crombie Centre for Student Support as soon as possible to ensure a smooth transition. Call (705) 566-8101, extension 7420, or go to room 2504.

There are no modifications or alterations given for College courses if accommodations have not been determined by the Glenn Crombie Centre.

For more information contact:

Disability Services, Room 2504
(705) 566-8101, extension 7420



OTHER SERVICES



› **Library** – Access to computers, study rooms, Zen Den, and quiet areas.



› **Tutoring** – Access to free online or on-campus tutoring services. This is a great way for you to ensure successful completion of your dual credit course.



› **Wabnode Centre for Indigenous 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. Anyone can access the Wabnode Centre.



› **Career Centre** – Provides professional assistance for you to research career paths, revamp your résumé, find job opportunities, and practice your interview skills.



› **Campus Store** – Offers a variety of items from notebooks to College clothing.



› **Print Shop** – Your one-stop shop for all your printing, copying, finishing, and scanning needs. Fees are applicable.



› **Food Services** – The cafeteria, Student Life Centre, and Tim Hortons are places to grab a bite to eat or to hang out and do homework with classmates.

Additional information about the College’s services can be found in the Cambrian College agenda, or online at cambriancollege.ca/student-services or cambriancollege.ca/academic-services.

EMERGENCY PROCEDURES

Medical Emergency

- ▶ If illness or injury is serious, do not move the person.
- ▶ Call 7911 and provide Security with information about the injuries and the location of the victim
- ▶ Provide medical assistance only if necessary and if trained to do so.
- ▶ Remain with victim until first responders arrive.

Fire

- ▶ Activate nearest fire alarm and alert others.
- ▶ Evacuate via the nearest exit. Stay clear of affected area.
- ▶ Close all doors behind you and, along the way, assist anyone who needs help.
- ▶ Call 7911 to report the fire – provide location of fire to Security.

Hazardous Material

- ▶ If danger is indoors, evacuate the building. If danger is outdoors, go inside and seek shelter in a safe place.
- ▶ Alert others to stay clear of the area.
- ▶ Call 7911 and provide Security with location and nature of the incident.
- ▶ Notify emergency personnel if you have been exposed to or have information about the release of hazardous material.

Suspicious Person

- ▶ Do not confront, stop, or apprehend the person.
- ▶ Note the person's description, suspicious activity, and direction of travel.
- ▶ Call 7911 and provide details to Security staff.

Lockdown

- ▶ If you are in a classroom, office, or other enclosed space, remain there.
- ▶ If you are in a corridor, quickly get to a classroom, office, or place that is not already secured.
- ▶ Close blinds and lock or barricade doors.
- ▶ Stay away from windows and doors.
- ▶ Stay low and quiet.
- ▶ Wait for an all-clear signal from emergency personnel.
- ▶ Follow instructions of emergency personnel only.

Evacuation

- ▶ Leave using the nearest exit, or an alternate exit if nearest exit is blocked.
- ▶ Take personal belongings (keys, jacket, identification), but do not delay your exit to retrieve items.
- ▶ Stay clear of affected area.
- ▶ Do not re-enter until instructed by emergency personnel/Security.


Power Failures

- ▶ Call Security at 7911 if there is a potential danger to occupants.
- ▶ During business hours notify Facilities Management at 7384.
- ▶ After business hours notify Security at 7911.
- ▶ Move cautiously to lighted area.
- ▶ Turn off and unplug computers and other voltage-sensitive equipment.
- ▶ Wait for further instruction from supervisor or College Administration.

Active Threat

- ▶ **Get Out:** If safe to do so, escape the area and evacuate the area. If you hear sounds of gunshots, don't wait: get out.
- ▶ **Hide:** If the location of the gunshots is unclear, or it is too late to escape safely, hide. Get behind a lockable door if possible, barricade the door. Use any object you can to prevent someone from entering.
- ▶ **Fight:** This is your last resort. Only confront an active shooter if you are trapped in a space with no escape. Find an object you can use to strike the shooter with; trip them with a chair; be as aggressive as you can; do anything you can to survive.

You will need to decide if you can do this. Remember, it is your decision.



DID YOU KNOW...
more than 20,000 students from across Ontario participate in dual credit courses each year?

NEXT STEPS AFTER DUAL CREDIT

If you haven't had an opportunity through your dual credit class, arrange a campus tour to familiarize yourself with the College and its facilities.

Talk to a recruiter about a postsecondary option!

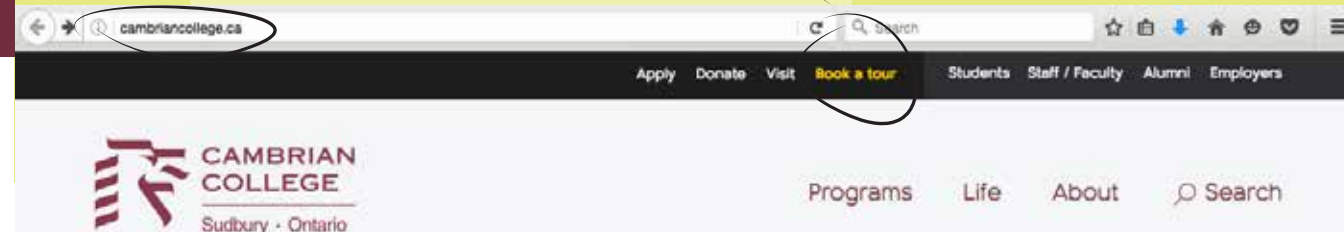
You can do this by visiting cambriancollege.ca and clicking on **"Book A Tour"** located at the top of the home page.

In the event of an emergency, call **(705) 566-8101**, extension **7911**, or extension **7911** from a College phone.

Check the College's website for emergency updates:

cambriancollege.ca

Emergency procedures can be found in each classroom near the exit or on the Cambrian College website.



FAQ

Q. Where do I find class cancellations?

A. Login to myCambrian to find class cancellations. Make sure you provide your email address on myCambrian. An email will be sent to you when a cancellation occurs.

Q. What do I do if a class is cancelled?

A. If your class is cancelled, login to myCambrian to see if your teacher has left instructions on any homework that should be completed.

Q. I'm having difficulty logging into the computers at Cambrian College or having difficulty accessing WiFi on my phone or personal computer. Who do I contact?

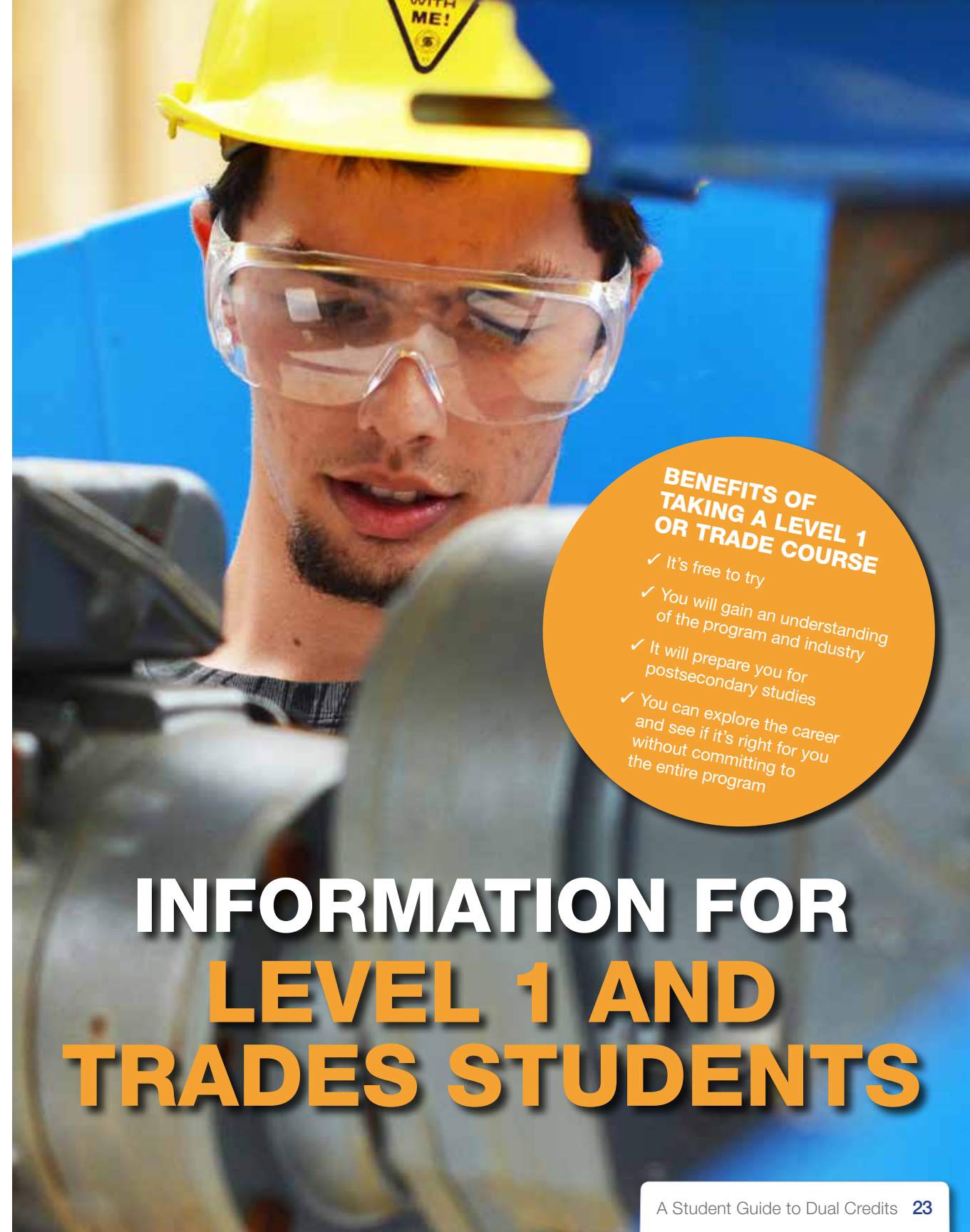
A. Visit Helpdesk in Room 2165, call (705) 566-8101, extension 7370, or email helpdesk@cambriancollege.ca.

Q. I'm having difficulty logging into the myCambrian portal. Who do I contact?

A. Visit the Enrolment Centre in Room 2037, call (705) 566-8101, extension 3003, or email mycambrian@cambriancollege.ca

Q. I have a question that hasn't been addressed in this booklet. Who do I contact?

A. Contact the dual credit assistant at (705) 566-8101, extension 7200 or visit the Dual Credit Office in Room 2120.



BENEFITS OF TAKING A LEVEL 1 OR TRADE COURSE

- ✓ It's free to try
- ✓ You will gain an understanding of the program and industry
- ✓ It will prepare you for postsecondary studies
- ✓ You can explore the career and see if it's right for you without committing to the entire program

INFORMATION FOR LEVEL 1 AND TRADES STUDENTS

HOW TO MEET THE LEVEL 1 REQUIREMENTS

- Attend scheduled classes. Classes are held Monday to Friday from 12:30 p.m. to 4:30 p.m. Attendance will be monitored as there are Ministry regulations for completed hours.
- Complete mandatory safety training. You will not be able to enter the lab if you have not completed this training successfully.
- Successfully pass each component of the course with a minimum of 70%.

REGISTERED TRAINING AGREEMENTS (RTA)

A Registered Training Agreement is when a student agrees to be an apprentice for a particular employer. This agreement is organized through the Ministry of Training, Colleges and Universities (MTCU). Each student who has a Registered Training Agreement prior to the course starting will have signed an agreement. Each Level 1 class is comprised of RTA students and non-RTA students, so you may have a different agreement than other Level 1 students.

UPON COMPLETING A LEVEL 1 COURSE

RTA Students

- If you have successfully passed all in-class components of the program you will NOT receive a letter from the College.
- Your completion status will be provided to MTCU.
- Contact MTCU at 1-800-603-5999, or in person at 159 Cedar St., Suite 506, in Sudbury to find out your next steps for continuing your apprenticeship.

VS

Non-RTA Students

- If you have successfully passed all in-class components of the program you WILL receive a letter from the college.
- If you have secured an apprenticeship within two years, you can bring this letter to the MTCU office to continue your apprenticeship pathway.

APPRENTICESHIP VS. POSTSECONDARY ROUTE

There are two ways you can be successful in getting to your chosen career:

Apprenticeship

- Sign a Registered Training Agreement (RTA) with an employer.
- Alternate between in-class and on-the-job learning over the course of a number of years.
- Receive a certificate and ticket once you have met all the requirements and successfully written any tests applicable to the industry you've selected.

VS

Postsecondary

- Attend college and complete the in-class training.
- Receive a college certificate or diploma for your program.
- After receiving your certificate or diploma, find an employer to take you on as an apprentice to get your on-the-job hours.
- Write any required industry tests to get your ticket.

Next steps after Level 1 dual credit

- Complete apprenticeship hours.
- Complete Level 2 theory.

- If you pursue this route in the future, the credits from your Level 1 dual credit program are not transferrable because Level 1 is a different pathway.

BEFORE AND DURING THE FIRST FEW WEEKS

At orientation, you will be provided with information on how to complete the mandatory safety training. You will not be able to enter the lab if you have not completed this training successfully. The Dean's office will be notified once you've successfully completed it.

You will also need to purchase safety boots before your first class. They must be 8-inch tall boots with the CSA logo (green triangle).



At the orientation session you will be asked to try on coveralls for sizing.

During the first couple weeks, the dual credit assistant will visit your classroom to deliver your personal protective equipment, tools, locker combination lock, and textbooks.

STEPS FOR SAFETY TRAINING ON MOODLE



- 1 You must first login on a Cambrian College computer (see page 11 for details).
- 2 Login to myCambrian.
- 3 Click on the "Student" tab.
- 4 Click on the Moodle link next to the dual credit course you are enrolled in.
- 5 Click on the link in Moodle to access the training course.
- 6 Complete the training course.
- 7 Your results will automatically be sent to the Dean, School of Skills Training.

You are now prepared to enter the lab.

PERSONAL PROTECTIVE EQUIPMENT, TEXTBOOKS, AND LOCKERS

As as a level 1 and trade student, you will have various equipment and supplies provided to you through a lending program, at no charge to you. These supplies include, but are not limited to, safety glasses, coveralls, tools, a combination lock for your locker, and textbooks. Safety boots must be purchased by you prior to your first lab day.

You will be able to store all of your equipment and supplies at the College in an assigned locker. Lockers will be assigned at the same time textbooks and equipment are provided, which is normally during the first or second week of class. Please ensure that you make note of your locker number and combination either in your phone or another safe place in case you forget it. Like high school, it is your responsibility to know how to access your locker.

FAQ'S FOR LEVEL 1 AND TRADES STUDENTS

Q. I'm having difficulty accessing the safety training. Who do I contact for help?

A. If you provided an email address on your application, the safety training Moodle module is found in your myCambrian account. If you continue to experience difficulty, ask your teacher or contact the Dual Credit Assistant in room 2120.

Q. I'm having difficulty completing my safety training. Who do I contact for help?

A. Connect with your dual credit teacher for assistance. Their information is found inside the front cover of this booklet.

Q. I broke my safety glasses. Where do I get another pair?

A. Ask your teacher if they have any, and, if not, visit the Dual Credit Assistant in room 2120 and you will be provided with another pair.

Q. A piece of equipment I was loaned is damaged or I've used it up. Where do I get replacement equipment?

A. Ask your teacher if they have a replacement, and, if not, visit the Dual Credit Assistant in room 2120 and you will be provided with a replacement.

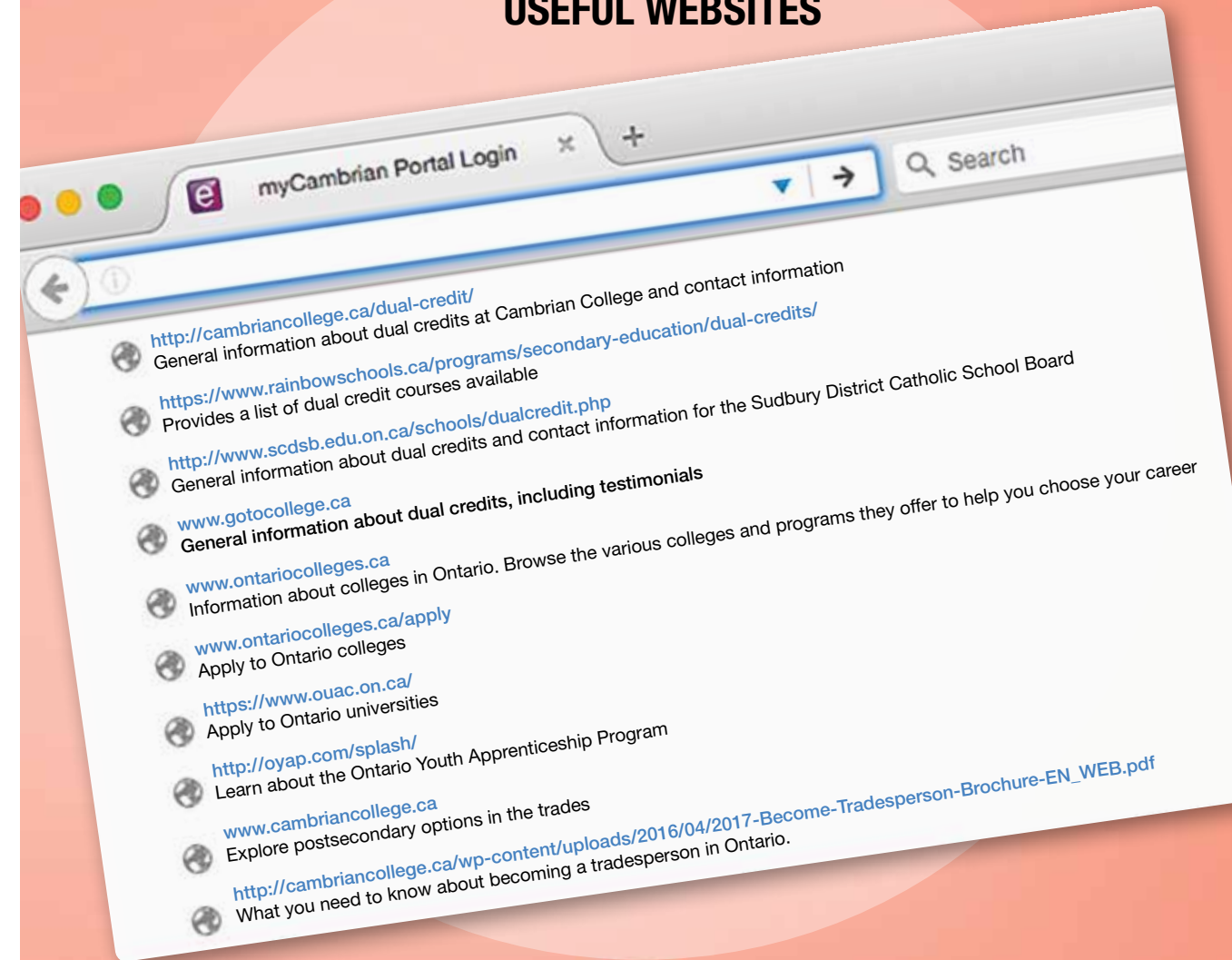
Q. I forgot my safety boots. What do I do?

A. Visit the Dual Credit Assistant in room 2120. You will be provided with a loaner pair that is to be returned after your class is finished for the day.

Q. I forgot my locker combination. How do I find out what it is?

A. Ask your teacher for your locker combination.

USEFUL WEBSITES



DID YOU:

- Arrange transportation
- Meet with a representative from the Glenn Crombie Centre for Student Support (if needed)
- Get your Student ID Number
- Sign out textbooks and/or equipment
- Login to a computer on campus
- Sign into your myCambrian portal
- Login to Moodle (if applicable)

HAVE QUESTIONS?

Contact us at any time.

Dual Credit Office:

Room 2120

(705) 566-8101, extension 7200

Dual Credit Teacher Office:

Room 2112



A collaboration between Rainbow District School Board,
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