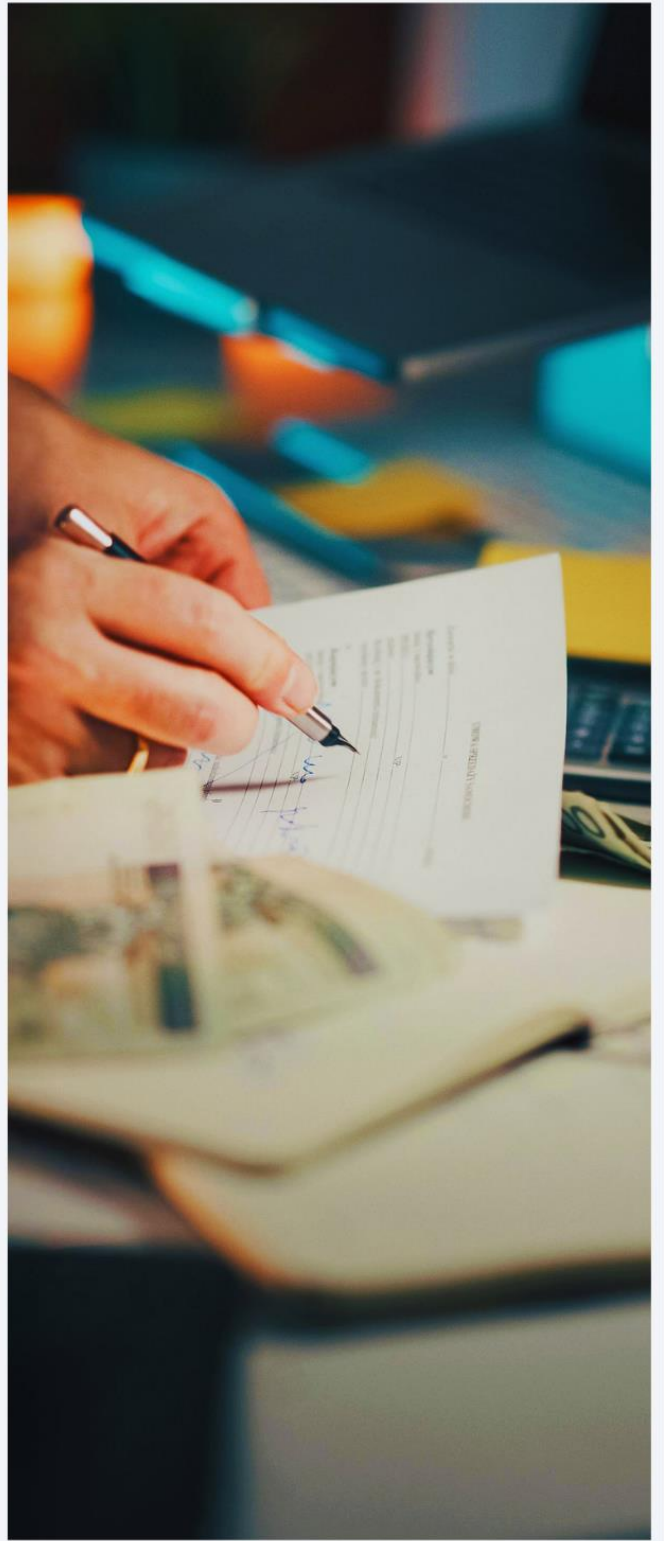


ALTERNATIVE EDUCATION

STUDENT HANDBOOK



DUAL CREDIT

CONTENTS

A MESSAGE TO ECSD DUAL CREDIT STUDENTS	3
POST-SECONDARY PARTNERSHIPS	4
1 YEAR CERTIFICATE PROGRAMS	8
Delivery Method	
Location	
Semester 1 + 2	
Practicum	
PREPARING FOR THE FIRST DAY OF CLASS	10
First Day of Class Checklist	
RESPONSIBILITIES AND EXPECTATIONS	11
Student Responsibilities	
Experiencing Challenges?	
Site Coordinators	
Withdrawal Information	
Transcript Information	
CALENDARS – IMPORTANT DATES	13
DUAL CREDIT FEES	14



A MESSAGE TO ECSD DUAL CREDIT STUDENTS

Welcome ECSD students enrolled in dual credit classes and to ECSD students enrolled in the 1-year dual credit certificate programs offered in partnership with post-secondary institutions in Alberta!

Dual credit is a unique opportunity to challenge yourself, explore your interests, and experience post-secondary level learning while **earning credits** toward both your **high school diploma and post-secondary credentials**.

As a dual credit student, you're considered a post-secondary student. That means you'll receive a post-secondary student ID, have access to online platforms like Brightspace, Moodle, and earn a post-secondary transcript showing the credits you've earned upon completion of your course(s). It also means you are expected to meet the standards of a post-secondary level course, and we are confident you are ready for the challenge.

Taking dual credit courses can help you:

- Get a feel for what it's like to be a post-secondary student.
- Explore programs and careers you are considering pursuing after high school.
- Reduce your future course load and save on tuition costs if you decide to continue your studies at a post-secondary institution.
- Earn CTS credits towards your diploma requirements.

You're not doing this alone! Your dual credit site coordinator (ECSD school administrator), your post-secondary instructor, and our dual credit team at Alternative Education are all here to support your success.

Good luck and we can't wait to see what you accomplish!

Sincerely,

Alternative Education

Contact Information:

T: 780-441-6080

E: dualcredit@ecsd.net

GETTING STARTED – Post-Secondary Partnerships

Please note: dual credit course offerings / availability are subject to enrolment.

Concordia University of Edmonton

Courses offered in partnership with Concordia University:

Course	Delivery Method	Location	Semester
Introduction to Information Technology (IT 101)	In-Person	Mother Margaret Mary Catholic High School	I
Computer Systems and Platforms (IT 110)	In-Person	Mother Margaret Mary Catholic High School	II

MacEwan University

Courses offered in partnership with MacEwan University:

Course	Delivery Method	Location	Semester
Introduction to Sustainable Business (BUSN 201)	In-Person	Mother Margaret Mary Catholic High School	I
Policing in Canada (PSSC112)	In-Person	St. Joseph Catholic High School	I or Summer School
Law and the Administration of Justice (PSSC121)	In-Person	St. Joseph Catholic High School	II

NAIT

Course offered in partnership with NAIT:

Course	Delivery Method	Location	Semester
Fundamental Kitchen Skills and Trade Calculations (CULA 1100)	In-Person	Mother Margaret Mary Catholic High School	II or Summer School

Courses offered in partnership with NorQuest College:

Course	Delivery Method	Location	Semester
Administrative Professional	In-Person	Cardinal Collins Catholic Academic Centre Clareview Campus	1 year certificate program & practicum in July
Educational Assistant	In-Person	Cardinal Collins Catholic Academic Centre Clareview Campus	1 year certificate program & practicum during school year
Anatomy and Physiology I (ANPH 1001)	In-Person	Holy Trinity Catholic High School	I
Anatomy and Physiology II (ANPH 1002)	In-Person	Holy Trinity Catholic High School	II
Human Body, Health and Chronic Illness (HLTH 1032)	In-Person	Holy Trinity Catholic High School	I
Health Care Aide Roles and Responsibilities (HLTH 1031)	In-Person (mandatory lab date TBD at Norquest College on Saturday)	Holy Trinity Catholic High School	II

Courses offered in partnership with NorQuest College continued:

Course	Delivery Method	Location	Semester
Introduction to Early Learning and Child Care (ELCC1002)	In-Person	Cardinal Collins Catholic Academic Centre Clareview Campus	I
Learning through Play (ELCC 1006)	Online Asynchronous (mandatory in-person check-in meeting once per month)	Cardinal Collins Catholic Academic Centre Clareview Campus	I
Literacy (ELCC 1007)	In-Person	Cardinal Collins Catholic Academic Centre Clareview Campus	II
Human Development (ELCC 100)	Online Asynchronous (mandatory in-person check-in meeting once per month)	Cardinal Collins Catholic Academic Centre Clareview Campus	II
Introduction to Psychology I (PSYC 1040)	In-Person	Mother Margaret Mary Catholic High School	I
Introduction to Psychology II (PSYC 1050)	In-Person	Mother Margaret Mary Catholic High School	II

Olds College

Courses offered in partnership with Olds College:

Course	Delivery Method	Location	Semester
Introduction to the Veterinary Profession (AHT 1050)	Online	N/A	I
Veterinary Medical Terminology (ANH 1510)	Online	N/A	II

Prairie College

Courses offered in partnership with Prairie College:

Course	Delivery Method	Location	Semester
Private Pilot License Ground School (AV100)	Online	N/A	II

SAIT

Course offered in partnership with SAIT:

Course	Delivery Method	Location	Semester
Aircraft Systems I (ASYS-245)	Online & In Person	<u>Monday</u> – Online (4pm-7pm) <u>Wednesday</u> – St Joseph Catholic High School (In Person, 4pm-7pm)	I

1 YEAR DUAL CREDIT CERTIFICATE PROGRAMS

ADMINISTRATIVE PROFESSIONAL

Program Overview:

This full-year program runs from September to July and is delivered in a unique, fast-tracked format. Students will complete **ten months of classroom instruction, followed by a one-month full-time practicum experience.**

Through this program, students will explore innovative business practices while developing the skills needed to meet current and future workplace demands.

Upon successful completion, students will:

- Earn **40 Career and Technology Studies (CTS) credits** toward their high school diploma.
- Receive an **Administrative Professional Certificate** from NorQuest College.
- Gain valuable post-secondary experience within a supportive ECSD high school environment.

Location:

Cardinal Collins Catholic Academic Centre – Clareview Campus
3802 139 Ave NW

Delivery Method (Schedule):

A.M. Cohort: 8:45 a.m. – 11:30 a.m., weekdays (excluding Thursdays)

P.M. Cohort: 12:15 p.m. – 3:30 p.m., weekdays (excluding Thursdays)

Students attend classes in a structured high school setting while experiencing college-level coursework.

Practicum Experience:

Students will complete a **one-month full-time practicum in July**, gaining hands-on experience in a professional workplace. This placement allows students to apply their knowledge in real-world settings, build confidence, and develop valuable industry connections.

EDUCATIONAL ASSISTANT

Program Overview:

This full-year program runs from **September to June and includes a practicum component integrated throughout the school year**, allowing students to apply their learning in real-world educational settings.

The program emphasizes diversity, inclusion, and student-centered support strategies. Through a combination of classroom learning and practical experience, students develop the knowledge and skills needed to help individuals reach their full potential.

Upon successful completion, students will:

- Earn **40 Career and Technology Studies (CTS) credits** toward their high school diploma.
- Receive **34 credits toward their Educational Assistant Certificate** from NorQuest College.
- Gain valuable post-secondary experience in a familiar ECSD high school environment.

Location:

Cardinal Collins Catholic Academic Centre – Clareview Campus
3802 139 Ave NW

Delivery Method (Schedule):

A.M. Cohort: 8:45 a.m. – 11:30 a.m., weekdays (excluding Thursdays)

Students participate in college-level coursework delivered within a supportive high school setting.

Practicum Experience:

Students will complete a **hands-on practicum experience in an Edmonton Catholic School** as part of the program, providing real-world opportunities to apply classroom learning in educational and community settings.

This practicum allows students to build confidence, develop practical skills, and gain meaningful experience working with children and youth in inclusive environments.

PREPARING FOR THE FIRST DAY OF EVENING DUAL CREDIT CLASS

Use this checklist to help you stay on track and make sure you've completed all the steps before your first dual credit class:



- ☐ Create your post-secondary account.
- ☐ Save your student ID, username, and password.
- ☐ Provide your student ID and information to your high school dual credit coordinator and/or the instructor prior to the first day of class.
- ☐ Install and log onto your designated learning platform.
- ☐ Arrange transportation to your dual credit location. If taking the bus, know your route and schedule ahead of time.
- ☐ Arrive on time. Classes start at **4:00 PM**.
 - **In-person students:** Arrive early at your class location.
 - **Online students:** Log in a few minutes early and be ready to start at 4:00 PM.
- ☐ Bring basic class supplies to every class:
 - Binder
 - Paper
 - Pens and/or pencils
 - Textbooks/ Learning materials needed (you will receive these on the first day of class).

You're all set! Enjoy your dual credit course! This is a great opportunity to explore post-secondary level learning and get a head start on your future. You've got this!

LEARNING TOOLS

We recommend you familiarize yourself with these classroom tools before your first day of class. Each post-secondary institution uses their own online system. Your instructor will share the learning platforms with you.

RESPONSIBILITIES AND EXPECTATIONS

STUDENT RESPONSIBILITIES

As a dual credit student, you're expected to **meet the same standards as a post-secondary** student when it comes to attendance, participation, and academic performance. **Missing classes or not engaging in coursework can negatively impact your final grade.**

Please note, there are strict deadlines to meet if you choose to withdraw from a course without academic penalty.

EXPERIENCING CHALLENGES?

If you come across any challenges (with technology, attendance, the subject matter of your course, etc.), be sure to reach out to your instructor and/or your dual credit coordinator at the high school you are taking your dual credit course or program as soon as possible so that we can offer you support. Dual credit coursework can be demanding, and it's important that you help identify any challenges you're facing.

SITE CORDINATORS

Mother Margaret Mary Catholic High School - Geis, Jason (Jason.Geis@ecsd.net)

Holy Trinity Catholic High School - Astill, Dale (Dale.Astill@ecsd.net)

Cardinal Collins Catholic High School Academic Centre-Clareview Campus

– Olivieri, Anna (Anna.Olivieri@ecsd.net)

St. Joseph Catholic High School - Armstrong, Gary (Gary.Armstrong@ecsd.net)

CONTACT ALTERNATIVE EDUCATION

780-441-6080

dualcredit@ecsd.net

WITHDRAWAL

If you need to withdraw from a course, please speak to both your instructor and your high school dual credit site coordinator. After your discussion, if you decide to withdraw, you must email dual credit with your decision and you will be provided a withdrawal form that you will need to complete and submit to the **dualcredit@ecsd.net**

IMPORTANT: If you choose to withdraw from your dual credit course, you need to understand how the **timing of your withdrawal can affect your post-secondary record**. A withdrawal may appear on your transcript, and in some cases, it may come with an academic penalty, which means it could impact your Grade Point Average (GPA).

Whether or not your GPA is affected depends on when you withdraw.

Note: *Your high school dual credit coordinator and your instructor will provide you with the specific withdrawal dates for your dual credit course.*

DEADLINE TO WITHDRAW WITHOUT ACADEMIC PENALTY

Please ask your dual credit instructor for the deadline.

TRANSCRIPT

Once you have successfully completed your dual credit course, you are eligible to order an official post-secondary transcript. This document is an important record of your achievement and will be required when you apply to post-secondary institutions after high school

For more details on how to order your transcript, visit the post-secondary website.

SEPTEMBER

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

 Dual Credit
 No Dual Credit Classes

LOCATIONS

- | | | |
|---|--------------|------------------|
| • CARDINAL COLLINS CATHOLIC HIGH SCHOOL | 780 944-2002 | 3802 139 AVE NW |
| • ACADEMIC CENTRE-CLAREVIEW CAMPUS | | |
| • HOLY TRINITY CATHOLIC HIGH SCHOOL | 780 462-5777 | 7007 28 AVE NW |
| • MOTHER MARGARET MARY CATHOLIC HIGH SCHOOL | 780 988-2279 | 2010 LEGER RD NW |
| • ST. JOSEPH CATHOLIC HIGH SCHOOL | 780 426-2010 | 10830 109 ST NW |

DUAL CREDIT 2026/2027
SEMESTER I



	Location	First Day of Class	Last Day of Class
Administrative Professional (1 year certificate program)	Cardinal Collins - Clareview High School	Sep. 2, 2026	July (Practicum)
Educational Assistant (1 year certificate program)	Cardinal Collins - Clareview High School	Sep. 2, 2026	Jun. 28, 2027
ANPH 1001 Anatomy and Physiology I	Holy Trinity Catholic High School	Sep. 9, 2026	Jan. 13, 2027
ASYS-245 Aircraft Systems I	Online (Synchronous) & St. Joseph Catholic High School	Sep. 9, 2026	Jan. 13, 2027
BUSN 201 Introduction to Sustainable Business	Mother Margaret Mary Catholic High School	Sep. 9, 2026	Jan. 13, 2027
ELCC 1002 Introduction to Early Learning and Child Care	Cardinal Collins - Clareview High School	Sep. 9, 2026	Jan. 13, 2027
ELCC 1006 Learning Through Play	Online (Asynchronous) with pre-scheduled in-person meetings (6-7pm)	Sep. 9, 2026	Jan. 13, 2027
HLTH 1032 Human Body, Health and Chronic Illness	Holy Trinity Catholic High School	Sep. 9, 2026	Dec. 16, 2026
IT 101 Introduction to Information Technology	Mother Margaret Mary Catholic High School	Sep. 9, 2026	Dec. 16, 2026
PSSC 112 Policing in Canada	St. Joseph Catholic High School	Sep. 9, 2026	Jan. 13, 2027
PSYC 1040 Introduction to Psychology I	Mother Margaret Mary Catholic High School	Sep. 9, 2026	Jan. 13, 2027
AHT 1050 Introduction to the Veterinary Profession	Online (Synchronous)	Sep. 23, 2026	Dec. 16, 2026

DUAL CREDIT FEES

PAYMENT	Caution Fee: *Refunded upon return of all materials in good condition	User Fees	Course Fee	TOTAL
Dual Credit (with textbook)	*\$90	\$39	\$71	\$200
Dual Credit (no textbook)		\$39	\$71	\$110
Dual Credit (Certificate Program ex. Admin Professional)		\$39	\$181	\$220
Adult Student (20 years of age as of Sept. 1, 2026)	*\$90	\$39	\$561	\$690