



Dual Credit High School Checklist

At Northern Lakes College, we want all parties involved in the Dual-Credit Program to have a successful experience. With that in mind, here is a useful checklist your High School may use to pave the way for student success.

Administrative Readiness

- | | |
|--------------------------|---|
| <input type="checkbox"/> | A Dual Credit Agreement has been SIGNED by both the School Division and Northern Lakes College. |
| <input type="checkbox"/> | School/School Division are aware of the high school courses that the College courses align with. |
| <input type="checkbox"/> | Both parties to the agreement have discussed and provided each other with an agreed upon set of project deliverables. |
| <input type="checkbox"/> | There is an agreement on location and who is responsible for transportation, if required. |

Student Readiness

- | | |
|--------------------------|--|
| <input type="checkbox"/> | The student has acquired the necessary prerequisite and/or co-requisite courses. |
| <input type="checkbox"/> | The school has discussed with the student the commitment required to be successful in college level courses. |
| <input type="checkbox"/> | The school and student are aware of the delivery model used by the College course(s). |
| <input type="checkbox"/> | There is time reserved on the student's schedule for attending classes or working on the course. |
| <input type="checkbox"/> | The student has submitted a Dual Credit Application to the College prior to the application deadline. |

School Readiness

- | | |
|--------------------------|--|
| <input type="checkbox"/> | There is a location where the student can work on a computer with internet access uninterrupted. |
| <input type="checkbox"/> | The school has ascertained the computer has the necessary operating system and speed. |
| <input type="checkbox"/> | Someone at my school is able to train (support) the student with Moodle and Collaborate AND the student is aware of who to contact if he/she is experiencing difficulties. |

*If you have technology inquiries, please contact: **Brian Panasiuk** – Chair, Dual Credit and Recruitment; (780) 751-3311; panasiuk@northernlakescollege.ca

Accommodations and Modifications

- | | |
|--------------------------|---|
| <input type="checkbox"/> | I have communicated with Northern Lakes College the names of students with Alberta Special Education Codes. |
| <input type="checkbox"/> | I have informed Northern Lakes College of specific accommodations and/or modifications used both in the classroom setting and during tests/exams. |
| <input type="checkbox"/> | I have shared the Individualized Education Plan (IEP) with Northern Lakes College. |

*If you have information or inquiries regarding accommodations, modifications and/or IEPs, please contact: **Tammy Purchase** – Coordinator, Learner Assistance Services; 780-849-8735; purchaset@northernlakescollege.ca