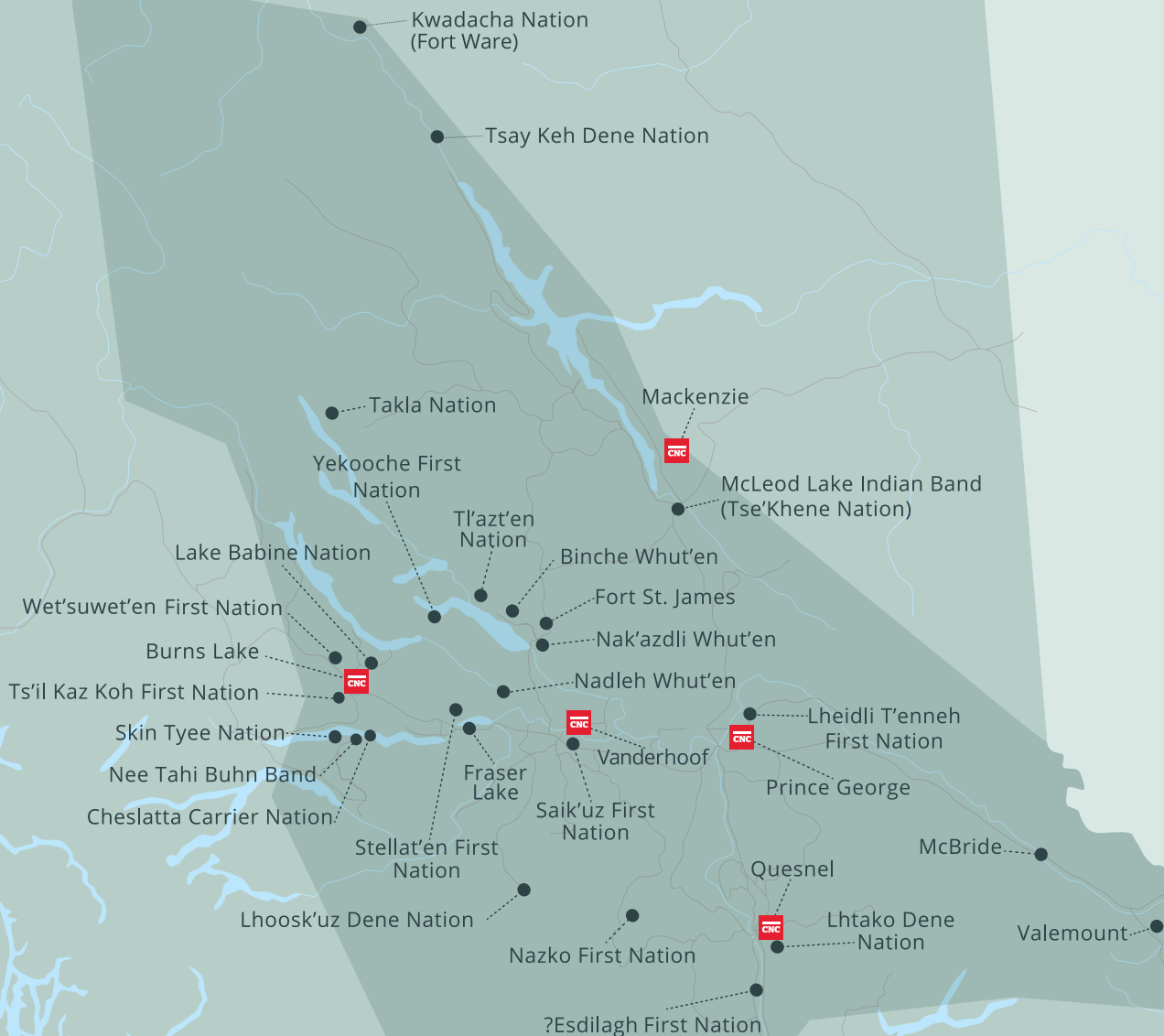


Dual Credit Handbook





Traditional Territory Acknowledgement

The College of New Caledonia (CNC) is honoured to work with the Indigenous communities in this region, inclusive of the First Nations, Metis, and Inuit peoples. We acknowledge the graciousness of the First Nations peoples in welcoming those seeking knowledge on their traditional territories.

We respectfully acknowledge that our Prince George campus is located on the unceded traditional territory of the Lheidli T'enneh First Nation. Through our four community campuses, we are proud to serve and build relationships with 22 First Nations and the Métis Nation across the region.

Hadih | Dahooja | Dana Chea | Hello

CNC



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Welcome to Dual Credit!

Your CNC Journey Starts Here.

Congratulations on becoming a Dual Credit student at the College of New Caledonia (CNC)!

You've taken an exciting step toward your future. As a Dual Credit student, you have the opportunity to experience post-secondary learning while you are still completing high school, getting a head start on your college education.

Your Dual Credit experience can help you:

- **Experience college-level learning** while still in high school.
- **Earn high school and post-secondary credits** at the same time.
- **Explore your interests and future career possibilities.**
- **Build confidence and independence** as a post-secondary student.
- **Develop valuable academic, technical, and workplace skills.**
- **Get a head start on your post-secondary journey** and potentially reduce the time and cost of completing a future credential.

Find Your Path

Every student journey looks different. Depending on the opportunity you have chosen, you may be taking an individual academic course, or you may be part of a career-focused program, trade, or technical training.

Your experience may look different from your peers', and that's okay! Course schedules, locations, delivery methods, program requirements, and learning experiences vary depending on your unique Dual Credit pathway.

What you all have in common is that you are CNC students. Your CNC courses become part of your post-secondary learning experience, and you will have opportunities to develop the independence, skills, and confidence that can help prepare you for what comes next.

Starting college while you're still in high school can bring new experiences, expectations, and responsibilities. We are here to support you every step of the way, by providing the tools and resources to help you thrive at CNC.

Keep this handbook handy throughout your Dual Credit experience and use it as a guide whenever you have questions.

 **Welcome to CNC! We're excited to have you here!**

Before You Begin

You will receive important information about your course or program from both your high school and CNC. Be sure to regularly check the personal email address you used when applying, including your spam or junk folder, as well as your CNC student email for messages from your high school, CNC Admissions, or the Office of the Registrar.

Before your first day, complete this checklist:

- ❑ **Know your program:** Confirm your course or program name and your start and end dates.
- ❑ **Find your classes:** Check when and where your classes take place using your most up-to-date schedule in [myCNC](#). Use [Campus Maps](#) to find your classrooms.
- ❑ **Confirm how you'll learn:** Find out whether your classes are in person, online, HyFlex, or delivered through a combination of formats.
- ❑ **Activate your CNC accounts:** Make sure you can access your student account, CNC email, and online learning tools. Visit the [CNC Email Services](#) page to sign in.
- ❑ **Find your username:** If you do not know your CNC username, look it up using your student ID or Social Insurance Number on the [CNC Account Management](#) page.
- ❑ **Gather your supplies:** Confirm whether you need textbooks, technology, tools, equipment, or other materials. Visit the [CNC Bookstore](#) to search for supplies, plan for costs, and order online or in person. While you're there, check out the CNC gear!
- ❑ **Save your key contacts:** Know who to contact at your high school and at CNC if you have questions or need support.



HyFlex: A course that lets students choose to attend in person or online.

Check your [Moodle account](#) and CNC email regularly. Important information about your studies, registration, classes, and other CNC updates may be sent there.

Have Questions? Connect With Us!

We're here to help you get ready for your Dual Credit experience. If you have questions or aren't sure what to do next, connect with your high school counsellor, your high school's Dual Credit contact, or CNC Future Student Services at futurestudent@cnc.bc.ca.

If you have questions about your program options, admission requirements, educational pathways, or next steps after high school, book an appointment with a Future Student Advisor. Our team can help you explore your post-secondary options and plan your next steps.

Visit the CNC [Future Student Services Booking](#) page to learn more and connect with us.

Attendance Expectations

CNC classes may have a different schedule than what you're used to in high school. There won't be a bell to let you know when it's time to move to your next class, so add your classes, labs, and important deadlines to your phone calendar, and set reminders to help you stay organized and on track.

Regular attendance and active participation are essential for success. As a Dual Credit student, you are both a high school student and a CNC student. You are expected to meet the attendance requirements set by both your high school and CNC.

Your Responsibilities

You are responsible for:

- Attending all scheduled classes, labs, and other required activities.
- Arriving on time and remaining in class for the full scheduled session. Participating actively and completing assigned work by the established deadlines.
- Reviewing the course outline and understanding your instructor's attendance expectations.
- Checking your CNC email, Moodle, and other course communication platforms regularly.
- Planning ahead for potential conflicts between your high school and CNC schedules.
- Notifying the appropriate contacts as soon as possible if an absence or late arrival is unavoidable.
- Asking for help early if personal, academic, transportation, or scheduling challenges are affecting your attendance.

For online courses, attendance may include joining scheduled virtual classes, accessing course materials regularly, participating in discussions, communicating with the instructor, and submitting assignments by their deadlines.

Can't Make it to Class?

Notify your CNC instructor and high school counsellor as early as possible if you plan to be absent or late to class. CTC and TekX students should also notify the CTC Coordinator at CNC. Follow the reporting process outlined by your instructor or high school counsellor.

When reporting an absence:

- Provide as much advance notice as possible.
- Ask what course content or responsibilities need to be completed.
- Identify the class or activity you will miss.

Remember: notifying an instructor does not automatically excuse an absence or remove responsibility for missed work. Your instructor may ask you for additional documentation or information about the reason for your absence.

For more information, please see [*Academic Concessions policy*](#).

Frequent Absences

Frequent absences, lateness, limited participation, or missed coursework may affect grades and could result in withdrawal or unsuccessful completion. When attendance concerns arise, we may work with you and the appropriate school contact to identify supports and determine the next steps.

If you are experiencing ongoing challenges causing absences or lateness, you should contact your instructor, CTC Coordinator (CTC and TekX students) or high school counsellor. Support may also be available through CNC Student Services.

If ongoing challenges are affecting your attendance, take action early:

- **Coursework or academic challenges:** Contact your instructor, CTC Coordinator (CTC and TekX students) and the [Academic Success Centre](#) for help with tutoring, study strategies, or course content.
- **Disability or medical-related barriers:** Contact [Accessibility Advising Services](#) to discuss eligibility, possible accommodations and available supports.
- **Personal or mental health concerns:** Contact [Counselling Services](#) for confidential support.
- **Schedule, transportation, or high school conflicts:** Contact the CTC Coordinator (CTC and TekX students) or high school counsellor to discuss possible solutions.



Accommodation:

Support or adjustments that help a student access and succeed in their education.

Keep your CNC instructor, CTC Coordinator (CTC and TekX students) and high school counsellor informed so they can work with you to identify the right support and next steps.



Grading and Academic Expectations



Academic Expectations

College courses are designed to help you develop the knowledge, skills, and independence needed for post-secondary education. As a Dual Credit student, you are expected to:

- Attend and participate in your classes. Complete coursework and meet deadlines.
- Check your CNC email and course learning platform regularly. Manage your time and balance your commitments.
- Ask for help early if you are experiencing academic or personal challenges.
- Demonstrate honesty, integrity, and respect.



Grading

Your work will be assessed using the grading practices outlined in your CNC course syllabus. At the beginning of each course, your instructor will explain:

- How your final grade will be calculated.
- Assignment and exam requirements.
- Attendance or participation expectations (if applicable).
- Important course policies and deadlines.

Keep in mind: unlike many high school courses, your CNC instructor may not remind you about every upcoming deadline or provide opportunities to redo missed work. It is your responsibility to keep track of your assignments, tests, and exams.



Understanding Your Grades

Your final grade will be recorded by CNC and will also be shared with your high school as part of the Dual Credit program.

Many post-secondary programs require students to achieve a minimum grade to continue into the next course or to meet admission requirements. If you are unsure how your grades may affect your future education plans, speak with your instructor, CTC Coordinator (CTC and TekX students), ***Student Success Advisors***, or high school counsellor.



Stay-ahead tip:

As soon as you receive your course syllabus, add every assignment, test, and exam date to your phone or calendar. Set reminders a few days before each deadline, so nothing sneaks up on you.



Syllabus: A course outline that lists topics, assignments, requirements, and key dates.



Respectful Classroom Environment

As a CNC student, you are part of a diverse learning community. Help create a safe, respectful, inclusive, and honest learning environment by:

- Respecting different perspectives, cultures, identities, and lived experiences.
- Following CNC policies, course requirements, and classroom expectations.
- Completing your own work and properly acknowledging someone else's words, ideas, or work.
- Following your instructor's directions about working with others and using tools such as artificial intelligence (AI).
- Asking questions when you are unsure.

Academic misconduct can include copying another person's work, plagiarism, cheating on a test or exam, working with others when individual work is required, or using AI tools when they are not permitted. Academic misconduct is taken seriously and may result in consequences under CNC policies.



Plagiarism: Using someone else's work or ideas without giving proper credit.

College can feel different from high school, and it's normal to need support as you adjust.

If academic, personal, health, transportation, or scheduling challenges are affecting your success:

- Speak with your instructor as early as possible.
- Contact your, CTC Coordinator (CTC and TekX students), high school counsellor or your school's Dual Credit contact .
- Reach out to CNC Student Services for academic supports and resources.
- Use available tutoring, accessibility, wellness, and learning support services.

Asking for help early is one of the best ways to stay on track and achieve your goals.

Know What is Expected of You

As a CNC student, you are responsible for following the College's academic and non-academic conduct expectations. This includes completing your own work, properly acknowledging your sources, behaving respectfully, and helping maintain a safe and supportive learning environment.

Review the CNC [Student Policies and Code of Conduct](#) to understand your rights and responsibilities. You should also review the [Academic Conduct Policy](#) for information about academic integrity, plagiarism, cheating, and other forms of academic misconduct.



Stay-ahead tip:
When in doubt, ask your instructor!



Student Roles and Responsibilities

As a Dual Credit student, you are joining a community of more than 100,000 CNC alumni making a meaningful impact in their communities.



Be an Active Member of the CNC Community

Your CNC experience extends beyond the classroom. We encourage you to:

- Use the supports and services available to you.
- Ask questions and seek help when needed.
- Participate in campus events, activities, clubs, and Students' Union opportunities.
- Explore opportunities to build new skills, friendships, and connections.
- Treat others with respect and help create a welcoming campus community.
- Take pride in your learning and celebrate your achievements.

Get involved, stay curious, and make the most of your time at CNC!



Student Success Checklist

As a Dual Credit student, remember to:

- ☐ Attend your classes regularly.
- ☐ Check your CNC email frequently.
- ☐ Keep track of assignment and exam deadlines.
- ☐ Communicate with your instructor.
- ☐ Balance your high school and college responsibilities.
- ☐ Complete your own work honestly.
- ☐ Use the supports and resources available to you.



How to Navigate Moodle

Moodle is CNC's learning management system. Your instructors might use Moodle to share resources, announcements, collect assignments, give quizzes, and more. Moodle will become available on the first day of classes.

➡ How do I login to Moodle?

Using your CNC Account Information, you can log in to Moodle by either:

- Visiting the CNC homepage cnc.bc.ca and selecting **LOGIN** in the top right corner. Moodle will appear on the drop-down list.
- Or you can go directly to moodle.cnc.bc.ca

❓ Who can I ask for help with Moodle?

Your instructor is your main contact when you have a Moodle question. If you cannot reach your instructor, contact the Centre for Teaching and Learning at ctl@cnc.bc.ca or contact the Helpdesk at helpdesk@cnc.bc.ca.

What if I have trouble navigating my Moodle course?
moodle.cnc.bc.ca

New to Moodle? Check out the [Moodle Basics for Students](#) video for a quick tour and helpful tips to get comfortable navigating your Moodle courses!

For further assistance, please contact your instructor.

Guidance for Parents/ Guardians

You play an important role in helping your child navigate their Dual Credit experience. Your encouragement and support can help them build confidence, independence, and the skills they need for future success.



You can help your student succeed by:

- Encouraging them to take responsibility for managing their coursework and deadlines.
- Talking regularly about their learning experiences and future goals.
- Helping them develop effective time management and study habits.
- Encouraging them to seek help early if they encounter academic or personal challenges.
- Celebrating their accomplishments and recognizing their progress.
- Supporting a healthy balance between school, extracurricular activities, work, and personal well-being.

Developing these skills now can help students feel more confident and prepared for future college or university studies.



Student Privacy

As a Dual Credit student, your child is both a secondary school student and a CNC student. While participating in their CNC course or program, students are expected to communicate directly with their instructors and CNC and to take an active role in managing their college education.

CNC protects student personal information in accordance with British Columbia's Freedom of Information and Protection of Privacy Act (FIPPA). Being a parent or guardian does not automatically provide access to a student's CNC records, grades, attendance information or other personal information. Students may choose to authorize CNC to share information with a parent or guardian where appropriate.

Students who want CNC to share information with a parent or guardian can complete the **Information Waiver Form** included in the Dual Credit application package. The form allows the student to authorize CNC to discuss specified student information with the parent or guardian they identify.

Because Dual Credit is delivered in partnership with high schools, CNC and designated high school staff may share information necessary to administer the student's Dual Credit program and support their participation and success. This may include information about enrolment, attendance, academic progress, course completion, conduct, or concerns requiring coordination between CNC and your high school.

Parents and guardians are encouraged to support students in communicating directly with CNC. Questions about high school graduation requirements, responsibilities, or the overall Dual Credit arrangement should normally be directed to the student's high school counsellor, Dual Credit contact, CTC Coordinator for CTC and TekX students.



Starting college can be both exciting and challenging.

Encourage your child to make use of the many supports available to them, including academic advising, accessibility advising services, Indigenous student supports, financial aid & awards, wellness resources, and more.

Seeking support is a sign of strength, and students are encouraged to ask for help whenever they need it.

Visit [**Student Services**](#) to learn more.



Student Services

Your success.
We take it personally.

We want your experience at CNC to go beyond academics. As a CNC student, you are encouraged to access the many student supports available to you, all designed to help you succeed.

Visit [***Student Services***](#) to learn more.

Indigenous Student Supports

Each CNC campus is committed to creating safe, inclusive spaces where Indigenous students feel welcomed, supported, and connected.

The main Aboriginal Resource Centre (ARC) is located at our Prince George campus with Indigenous inclusive learning spaces at the Quesnel, Vanderhoof, Mackenzie, and Burns Lake campuses.

Indigenous Advisor and Community Liaisons are located at community campus locations as an extension of the Indigenous Education team and hold up culturally safe services and advice in those respective territories.

Visit [***Indigenous Students***](#) to learn more.

Accessibility Services

Everyone learns differently. Let's find what works for you.

Connect with Accessibility Advising Services if you have a disability, temporary medical condition, injury, or other accessibility need that may affect your learning.

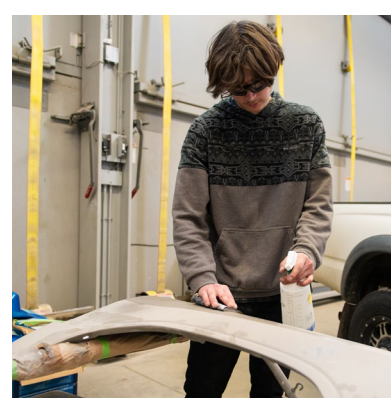
We can help you explore accommodations, resources, and supports to help you succeed at CNC.

Visit [***Accessibility Services***](#) to learn more.

Financial Supports and Resources

Did you know? There are over 400 scholarships and bursaries available to CNC students, with awards ranging from \$150 to \$2,000. Connect with the Financial Aid and Awards team to learn more about available opportunities and how they can help support the cost of your education.

Visit [***Financial Aid and Awards***](#) to learn more.





Key Contacts

Need Help With...	Who to Contact
General questions about Dual Credit	Future Student Services Futurestudent@cnc.bc.ca
Admissions & registration	Admissions & Registration admissions@cnc.bc.ca regoffice@cnc.bc.ca
Course selection or academic planning	Your High School Counsellor & CNC's Academic Advisor Visit CNC's Ask an Advisor for help
CTC and TekX related questions	School of Technologies, Applied Arts & Trades Office ctc@cnc.bc.ca Doug Borden, CTC Coordinator (SD57) bordend2@cnc.bc.ca
Questions about your course	Your Course Instructor
High school graduation requirements or Dual Credit planning	You High School Counsellor
Indigenous student supports	Aboriginal Resource Centre arc@cnc.bc.ca
Accessibility accommodations	Accessibility Advising Services access@cnc.bc.ca
Financial assistance, scholarships and bursaries	Financial Aid & Awards finaid@cnc.bc.ca



Health and wellness supports

Health & Wellness Clinic

health@cnc.bc.ca

Counselling Services

counselling@cnc.bc.ca

Academic support and learning resources

Your High School Counsellor & CNC's Academic Advisor

Visit CNC's [Ask an Advisor](#) for help

Technical support (CNC email, learning platforms, etc.)

Information Technology Services (ITS) Help Desk

helpdesk@cnc.bc.ca

Campus safety or emergency assistance

Campus Security

In the event of an emergency requiring police, fire, or ambulance, **dial 911 immediately.**

Prince George

24 Hours/Day, 7 days/week

250 961 0786

Burns Lake

Monday - Friday: 9:00am - 8:00pm

250 692 6840

Mackenzie

Monday - Friday: 8:30am - 4:30pm

250 997 7200

Quesnel

Monday - Friday: 7:30am - 9:30pm

Saturday: 8:30am - 4:30pm

250 255 4685

Vanderhoof

Monday - Friday: 8:30am - 4:00pm

250 567 3200

Library services, research support, and tutoring

CNC Learning Commons

cnclibrary@cnc.bc.ca

Academic Success Centre

asc@cnc.bc.ca



**Your Dual Credit experience
is just the beginning. Explore
80+ programs and start
planning what's next.**

cnc.bc.ca/programs

**Want to discuss
your next steps
after graduating
high school?**



Connect with a Future
Student Advisor.

[**cnc.bc.ca/future**](https://cnc.bc.ca/future)

**Ready to
apply to CNC?**

[**cnc.bc.ca/apply**](https://cnc.bc.ca/apply)



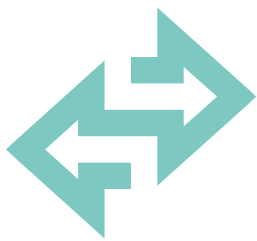
**Learn about
other Dual Credit
opportunities
and benefits**

[**cnc.bc.ca/dualcredit**](https://cnc.bc.ca/dualcredit)



**Access Your
Courses**

[**moodle.cnc.bc.ca**](https://moodle.cnc.bc.ca)



Dual Credit Handbook

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