

Frequently Asked Questions

1. How do I know where my class is and when I should come to the College?

Your class time and location will be on your timetable. Come early for your first class and ask someone if you are lost. If you are really lost, come to the Dual Credit Office (J213) or call us – we can help!

2. How do I know what will be expected of me in my course and how I am doing?

Print your course outlines and the learning schedules from your Brightspace account as soon as possible, and be sure to keep it in a place you can reference often – like the front of your binder! To see how you are doing, be sure to check “Grades” on Brightspace.

3. How will I know what my assignments are and when they are due?

Your College instructor will talk about assignments before they are due in class. Listen to their instructions and tips. Assignments will also be posted on Brightspace so check your Brightspace at least twice a week!

4. If I have a PD Day or Snow Day at high school, do I still have to go to my Dual Credit at Algonquin that day?

Sorry, but the answer is YES!!

What should I do if I have an exam at high school, or I have already planned absence?

Tell the instructor and your Dual Credit Support teacher well before the conflicted date. If it is a high school exam, you will write the exam and miss the college class. If possible, make a plan to complete assigned work BEFORE you are away on a planned absence. Connect on Brightspace while you are away. Remind the instructor again that you will be away, shortly before your conflict occurs. You are responsible for any assignments.

5. What should I do if I am having trouble getting my book or other required course supplies?

Call or email the Dual Credit Office - *(613) 727 7423 ext. 3492 or dualcredit@algonquincollege.com

6. I need extended time for my tests – how do I get that?

You will need to make an appointment with Gordon McGregor at the beginning of the program. To do this, YOU will need to get a copy of your personal documents (such as your IEP, Psychoeducational Assessment) and bring them with you. You can reach Gordon by calling (613) 727-4723 ext. 2937. Once you have completed this, you and Gordon will meet to assess your needs and determine appropriate accommodations.

7. If I am having trouble with my course or completing an assignment, what should I do?

Contact your Dual Credit Support Teacher. Talk to your instructor. Help can be arranged with a peer tutor or other College supports that are available at Algonquin.

8. If I do not have a computer and/or I have lost my password, how will I do my assignments now?

Ask your Dual Credit Support Teacher for help retrieving your password or call ITS at 613-727-4723 ext. 5555. You can use the computers at the College 24 hours a day! Log on to the computers using your Network ID and Password. You can save your work to your “N” drive on a computer at the College. You also have 1000 pages of free black-and-white printing. Computers for your use are located in T201.

9. What should I do if I am going to miss class because I am sick?

Let your instructor know by calling or sending an email. Let your Dual Credit Support teacher know as well by sending an email or calling. Your instructor will cover with you what to do if you have a test or assignment due on a day you are absent in class.

10. What do I do if I have questions about anything else, or I need to talk about my situation?

Call your Dual Credit Support Teacher and they will help you out!