



OLDS COLLEGE
OF AGRICULTURE & TECHNOLOGY



Olds College Dual Credit Program Guide for Students



Table of Contents

Welcome to Olds College Dual Credit	3
Important dates & contacts	4
Getting Started with Your Olds College Dual Credit Program	5
Setting Up Your Student Accounts	6
Student Supports	7
Academic Information	8
Attendance	9
Student Success in Dual Credit	10
Using Artificial Intelligence (AI)	10
On-Campus Expectations and Information	11
Top 10 Things Every Dual Credit Student Should Know	12
Next steps after high school	12
Frequently Asked Questions	13
Campus Information	15
Emergency Procedures	15

Welcome to Olds College Dual Credit

Welcome to Olds College! By enrolling in our Dual Credit program, you are taking an exciting first step toward your post-secondary journey and future career. Dual credit programming gives you the unique opportunity to earn college credits while completing your high school diploma, allowing you to explore career pathways, experience college-level learning and gain a confidence-building head start on your goals, all within the familiar support network of your high school.

As a dual credit student, you are officially an Olds College student, which comes with exciting privileges and important responsibilities. You will engage directly with college instructors, handle advanced coursework and navigate expectations designed to prepare you for the post-secondary environment and the workforce. Whether you are learning online or joining us on campus, we are committed to supporting your growth, safety and academic success every step of the way.

Embrace the challenge, stay curious and make the most of this head start on your future. We are thrilled to have you as part of the Olds College community!

BENEFITS OF PARTICIPATING IN DUAL CREDIT

Dual credit programming at Olds College allows students in grades 10 to 12 to take approved post-secondary courses while still in high school.

These programs support career exploration and provide early exposure to post-secondary learning, helping students prepare for future education and career decisions within the familiar support structures of their high school. In Alberta, dual credit programming is overseen by Alberta Education, which sets the overall framework and design, while individual school authorities determine the specific opportunities .

EARNING HIGH SCHOOL & POST-SECONDARY CREDIT

Dual Credit provides students with the opportunity to earn 3 post-secondary credits (PSI) and five 30-level high school credits. . This provides an excellent opportunity to explore career pathways, gain valuable college experience and begin working toward a credential before graduating from high school

If you continue into a full-time college program, successfully completing dual credit courses may count toward your program requirements, potentially reducing your course load and providing greater flexibility in your schedule.



IMPORTANT CONTACTS

Director, Community Learning Campus Brianna Fletcher bfletcher@oldscollege.ca	Animal Health programming Erin Pelletier Epelletier@oldscollege.ca 403.556.8259
Onsite Skilled Trades Indoor Agriculture and Meat Processing Samantha Comish Scomish@oldscollege.ca 403.556.8331	Online Programming and General Inquires dualcredit@oldscollege.ca
IT Support itsupport@oldscollege.ca 403.507.7777	
ON-SITE PROGRAMMING	
Campus Security 403.556.8225	Residence 403.507.7999 residenceservices@oldscollege.ca
Non-Emergency Security 403.556.5224	Hours of Operation: Monday - Friday: 8:30 a.m. - 4:30 p.m. Sunday: 2 - 6 p.m. (Closed Sundays from May through August)

IMPORTANT DATES

ACADEMIC YEAR

- Fall term starts in September
- Winter term starts in February
- Summer term starts in July

COLLEGE HOLIDAY CLOSURES

- Canada Day
- Civic Holiday/Heritage Day
- Labour Day
- National Day for Truth and Reconciliation
- Thanksgiving
- Remembrance Day
- Christmas Break (Dates may vary each year)
- New Year's Day
- Good Friday
- Easter Monday
- Victoria Day
- Additional Closure Day
 - ◊ Olds College Convocation

Getting Started with Your Olds College Dual Credit Program

APPLICATION CHECKLIST

- ☐ Get approval from your school division for dual credit programming.
- ☐ Complete the Apply Alberta application. Instructions will be provided to approved students.
- ☐ Watch for an automated email from Olds College with your email and student ID.
- ☐ Set up your Olds College email account *Refer to the student accounts section for instructions on setting up your account.
- ☐ Create your password and keep your login information secure.
- ☐ Check your Olds College email regularly for important updates and deadlines.

MATERIALS, TEXTBOOKS & FEES

ONLINE PROGRAMMING

Students may be required to purchase textbooks or other course materials. Once textbooks or required learning materials have been shipped or received, they are non-refundable.

Materials purchased through a third-party vendor are subject to that vendor's refund and return policies.

ON-SITE PROGRAMMING

Students will receive their required learning materials on their first day of class. Once materials have been issued, the associated fees will be charged to the student's account and become the student's responsibility to pay.

Materials issued to students are non-refundable.

ANIMAL HEALTH STUDENTS

If you are required to complete a make-up lab, additional fees may apply. Please contact your school division for information regarding the applicable charges.

HOW TO ACCESS COURSE INFORMATION

Course details and learning competencies can be found in the [Academic Calendar](#).

ONLINE PROGRAMMING

Course outlines and schedules will be posted in Moodle by your instructor at the beginning of the course.

ON-SITE PROGRAMMING:

Course schedules will be provided to your school division and shared with students prior to the start of on-site learning.

Setting Up Your Student Accounts (if required)

CREATING YOUR PASSWORD

To access your Olds College accounts, you must first create your password:

1. Go to mypassword.oldscollege.ca
2. Select Reset My Password
3. Enter your Olds College Student ID as your username and click Login
4. Select Use Email Verification
5. Check the personal email address you used during registration and follow the link to create your password

ACCESS MOODLE

Moodle is Olds College's online learning platform where students will access course materials, assignments, and important course information.

To access Moodle:

1. Go to ocmoodle.oldscollege.ca
2. Select Login with Azure SSO
3. Enter your Olds College email and password

ACCESS YOUR OLDS COLLEGE EMAIL

Your Olds College email is the primary method of communication for important updates, course information, and college notifications. Students are expected to check their college email regularly.

1. Go to gmail.com
2. If you are already signed in, select your profile picture and choose **Add another account**
3. Enter your Olds College email address: **firstname.lastname@oldscollege.ca**
4. Enter your password
5. Complete the **2-step verification** setup (some courses may have this step disabled).

Student Supports

ACCOMMODATIONS

ONLINE LEARNERS

If a student requires learning accommodations, it is the school division's responsibility to communicate these needs with the instructor and ensure they are in place before assessments. This may include accommodations such as:

- Extra time for exams and quizzes
- A distraction-reduced space for exams
- Note-taking support
- Assistive technology support

The key teacher and instructor should work together to coordinate accommodations, including supervising assessments when required.

ON-SITE LEARNERS

Your Dual Credit Coordinator will work with the Olds College instructor to arrange any required accommodation supports for your on-site learning experience. Please communicate your accommodation needs as early as possible.



Academic Information

PASSING REQUIREMENTS

SINGLE COURSES

Students must achieve a minimum grade of 50% to successfully complete individual dual credit courses.

CERTIFICATE PROGRAMMING (VETERINARY TECHNICAL ASSISTANT (VTA) AND PRE-EMPLOYMENT PROGRAMS)

Students must maintain a minimum cumulative GPA of 2.00 to successfully complete certificate programming, graduate, and remain in good academic standing.

OLDS COLLEGE TRANSCRIPTS

Instructions on how to request a transcript can be found [HERE](#). Select **Transcript Request** and complete the form. Once your request has been submitted, there will be a processing period before you receive an email from Olds College with further instructions and updates regarding your transcript request.

ADDITIONAL STUDENT POLICIES

[Academic Misconduct Procedure](#)

[Non-Academic Misconduct Procedure](#)



Attendance

ONLINE PROGRAMMING

Online courses require consistent participation throughout the term. There are no scheduled breaks in course delivery.

You are expected to:

- Work on your course regularly throughout the semester.
- Meet all assignments, quizzes and exam deadlines.
- Check your Olds College course and email frequently for announcements and updates.
- Communicate with your instructor if you encounter challenges that may affect your progress.

Staying on schedule and completing coursework consistently is essential for success in an online learning environment. If your high school is closed for a scheduled break, professional development day or other non-instructional day, you are still expected to continue working in your online course.

ON-SITE PROGRAMMING

Attendance is expected for all scheduled classes at both Olds College and your high school. Dual credit courses are taken in addition to your high school courses; they are not a substitute for regular high school attendance. Your continued participation in dual credit programming depends on maintaining regular attendance at your high school.

You are expected to:

- Work on your Individual Learning Module (ILM) self-tests regularly throughout the semester.
- Meet all assignments, quizzes and exam deadlines.
- Check your Olds College course and email frequently for announcements and updates.
- Communicate with your instructor if you encounter challenges that may affect your progress.

If you will be late or absent from an Olds College class, it is your responsibility to notify both your instructor, the Olds College on-site coordinator and your school division contact as soon as possible.

Olds College and your high school may follow different academic calendars. If your high school is closed for a non-instructional day, professional development day or other school-specific closure, you are still expected to attend your Olds College class unless you have been notified otherwise.

You are not required to attend classes during scheduled Olds College closures or other approved breaks communicated by your instructor or on-site coordinator.

STUDENT SUCCESS IN DUAL CREDIT

BALANCING HIGH SCHOOL & COLLEGE COURSEWORK

Dual credit students are expected to balance both their high school and college responsibilities. This includes maintaining attendance, completing assignments and meeting deadlines for both institutions.

If a student is unable to keep up with their high school or college coursework, their school division may determine that they are no longer eligible to continue in the dual credit program.

WITHDRAWAL POLICY

Students wishing to withdraw must notify their school division. The school division is responsible for completing and submitting the required withdrawal form to Olds College to finalize the withdrawal.

EARNING HIGH SCHOOL & POST-SECONDARY CREDIT

Dual credit courses allow students to earn both high school credits and post-secondary credits at the same time. This provides an excellent opportunity to explore career pathways, gain valuable college experience and begin working toward a credential before graduating from high school.

If you continue into a full-time college program, successfully completing dual credit courses may count toward your program requirements, potentially reducing your course load and providing greater flexibility in your schedule.

ACADEMIC HONESTY

Academic Misconduct includes any action that compromises academic integrity, including plagiarism, cheating, unauthorized collaboration and misuse of AI tools. Violations are investigated through the formal [Academic Misconduct Procedure](#), potentially leading to failing grades, probation or suspension.

USING ARTIFICIAL INTELLIGENCE (AI)

Artificial Intelligence (AI) tools are becoming more common in schools and workplaces. When used properly, AI can help students learn by generating ideas, explaining concepts and supporting skill development. However, AI should be used as a tool to support learning and should not replace a student's own work, effort or understanding.

Students must:

- Use AI tools ethically and responsibly.
- Follow all course-specific instructions regarding AI use.
- Acknowledge when AI has been used, when required by the instructor.
- Ensure submitted work reflects their own understanding and learning.
- Protect personal, confidential and course-related information when using AI tools.

Using AI to complete assignments, assessments or other coursework when it is not permitted may be considered academic misconduct. Students are encouraged to communicate with their instructor if they are unsure whether AI can be used for a specific activity.

Misuse of AI tools, including using AI when not permitted, may result in a grade of 0% on the assignment or quiz.

Students must successfully complete an online AI information course prior to resuming their dual credit course.

On-Campus Expectations and Information

ON CAMPUS EXPECTATIONS

While participating in programming at Olds College, you are considered an Olds College student and are expected to follow all college policies, procedures and expectations. Students are expected to conduct themselves in a respectful, responsible and professional manner while on campus.

Students must:

- Treat instructors, staff, classmates and campus community members with respect.
- Follow all Olds College policies, safety procedures and classroom expectations.
- Arrive on time, be prepared and actively participate in all scheduled learning activities.
- Use appropriate language and behaviour that supports a positive learning environment.
- Follow all lab, shop and classroom safety requirements, including the proper use of required personal protective equipment (PPE).
- Keep personal devices, including cell phones and smart watches, put away during instructional time unless permitted by the instructor.
- Respect campus facilities, equipment and shared spaces.
- Not engage in disruptive, unsafe or inappropriate behaviour.
- Follow campus smoking, vaping and substance use policies.
- Remain on campus during scheduled programming hours unless approved by your school division or Olds College.

Failure to meet these expectations may result in disciplinary action, including removal from programming, loss of campus privileges or further action in accordance with Olds College policies.

CELL PHONE, SMARTWATCH & ELECTRONIC DEVICES

Cell phones, smartwatches and other electronic devices are not permitted during instructional time unless authorized by your instructor for learning purposes or specific course activities.

SMOKING/VAPING POLICY

There is a zero-tolerance policy for dual credit students regarding smoking and vaping while on the Olds College campus, just as it would be at your high school, regardless of Olds College's campus smoking policies.

PHOTO/VIDEO PERMISSIONS

Photos and videos may be taken during campus activities and events. All students are required to complete a photo permission form before participating in programming. Students who do not have permission to be photographed must be identified and communicated to Olds College by their school division.

TOP 10 THINGS EVERY DUAL CREDIT STUDENT SHOULD KNOW

1. You are expected to act as a college student.
2. Attendance is mandatory.
3. Arrive on time and prepared.
4. Wear required PPE every lab day.
5. Check your course information regularly.
6. Ask questions early if you need help.
7. Be respectful of instructors, classmates and other campus users.
8. Follow all safety rules.
9. Balance your high school and college responsibilities.
10. Enjoy the experience; you're getting a head start on your future!

Next steps after high school

If you have completed dual credit courses and plan to continue your education as an adult student, you will need to apply to Olds College through the regular admissions process.

Olds College Application Process

- Submit an application through [ApplyAlberta](#).
- For Apprenticeship Registration, you will need to follow the instructions linked [HERE](#).
- Ensure all admission requirements are met for your chosen program.
- Watch your email for important updates, offers of admission and registration information.

HOW YOUR DUAL CREDIT COURSES CAN HELP

Dual credit programs taken while you are in high school can help reduce your course load during your first semester of post-secondary, provide a flexibility in your class schedule and assist in progressing your program more efficiently. As an example, by successfully completing TEC 1000, WLD 1167 and TEC 1100, you have already completed 3 of the 5 first-semester courses in the Agriculture & Heavy Equipment Technician certificate program, reducing your first-semester course load and allowing you to focus on the remaining courses.

Student Funding Information can be found [HERE](#).



Frequently Asked Questions

WHAT HAPPENS IF I'M SICK?

Attendance at all on-site training days is mandatory. If you are sick or unable to attend an on-site class, you must notify your school division as soon as possible. Your school division will communicate your absence to Olds College. Students are expected to make up any missed on-site training. If a make-up day is available, you are required to attend. If a make-up day is not available, you must complete any missed coursework or training as directed by your instructor. Missing more than one on-site training day without completing the required make-up work may result in removal from the dual credit program.

If illness prevents you from completing your coursework or meeting assignment deadlines, you are responsible for communicating directly with your instructor as soon as possible. Maintaining regular communication is essential to ensure appropriate support and to discuss any available accommodations or revised deadlines.

CAN I LEAVE CAMPUS DURING LUNCH?

No, students are not permitted to leave campus at any time during scheduled on-site programming, including lunch breaks. The only exception is students enrolled in pre-employment programs, who may have different attendance requirements.

WHAT IF I FORGET MY PERSONAL PROTECTIVE EQUIPMENT (PPE)?

Olds College has a limited supply of PPE available to loan on a first-come, first-served basis. Students are responsible for arriving with the required PPE for their program. If you do not have the required PPE, you will not be permitted to enter the shop or participate in lab activities.

HOW DO I ACCESS MY GRADES?

Online programming: Your grades are available in Moodle. Select the grades tab located at the top of your course page to view your assignment marks, feedback and overall course progress.

On-site programming: Instructors will communicate grades to both students and the on-site coordinator throughout the course.

WHO DO I CONTACT FOR TECHNICAL ISSUES?

IT Support:

itsupport@oldscollege.ca

403.507.7777



1. Duncan Marshall Place (DMP)
2. Werklund Agriculture and Technology Centre (WATC)
3. Dr. Robert Turner Building (OCCI)
4. Just Jacks Restaurant
5. Pomeroy Inn & Suites
6. Land Sciences Centre (LSC)
7. Greenhouse
8. Landscape Pavilion
9. W.J. Elliott Building/Trades (WJE)
10. Metals Building
11. Animal Health Education Centre (AHEC)
12. Meat Retail Store
13. Industry Training Centre (ITC)
14. Learning Resource Centre (LRC)
15. Alumni Centre
16. E-Learning Centre (ELC)
17. Frank Grisdale Hall (FGH)
18. Campus Facilities
19. Technology Access Centre for Livestock Production (TACLPL)
20. College Court Townhouses
21. Centennial Village Residence
22. Fine Arts & Multi Media Centre
23. Ralph Klein Centre (RKC)
24. Chinook's Edge Bus Maintenance
25. Livestock Centre
26. Cold Barn
27. Beef Centre
28. Brawn Arena (South)
29. McClellan Arena (North)
30. Equine Centre/Farrier Lab
31. Foaling Barn
32. Smart Ag Innovation Centre (SAIC)

- Campus Security
- Office of the Registrar
- Restaurant
- EV Charging Stations

P Parking Permits are required

Monday to Friday: 5 a.m. - 5 p.m. (Residence Zone 24/7)

Visitor parking available in Lots B, C, K or L.

Passes can be bought online at oldscollege.ca/parking.

Student Lots

Residence - F, FF, G, GG, H or R
Student General - I, J, D, S

Staff Lots

Paved - A, AA, B, C, K or L
Gravel - I, J, D, M, or S

4500 - 50th Street
Olds, AB, T4H 1R6, Canada

oldscollege.ca/map

CAMPUS INFORMATION

[Campus map](#)

[Parking information](#)

[How to Apply for Residence](#)

Residence spaces are limited and typically fill quickly. Students interested in living on campus are encouraged to apply early to increase their chances of securing a room. Applying for residence does not guarantee placement, as spaces are assigned based on availability. Students should complete their residence application as soon as possible and ensure they are aware of application deadlines and required deposits.

[Meal plans](#)

First-year students are required to have a meal plan when staying on campus.

[Student ID Cards](#)

Student ID cards are only required for on-site certificate program students

WHERE TO EAT

The Crossing

E-Learning Centre
(Hours will vary during Summer)

Tim Hortons Express

Duncan Marshall Place
(Closed April-September)

Bloom Cafe

Land Sciences Building
(Hours will vary during Summer)

Elements Dining Hall

Frank Grisdale Hall
(Hours will vary during Summer)

STUDENT LOUNGES AND STUDY SPACES

The Hive: A newly renovated, light-filled collaborative study and social space located on the lower level of the [Learning Resources Centre](#). It features diverse seating, break-out rooms and a kitchenette.

Centennial Village Lounges: Students living in campus housing have access to a massive 3,000 sq. ft. residence lounge equipped with comfy seating, a big-screen TV, a fireplace and ping-pong tables.

The Learning Commons: Provides access to library resources, student supports and research help.

EMERGENCY PROCEDURES

Emergency response procedures can be found [HERE](#)

Campus Security

403.556.8225

Non-Emergency Security

403.556.5224



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