

## FAQ's for Dual Credit

- 1. Who do I contact at my high school if I want to take a Saskatchewan Polytechnic dual credit course?**

*Your high school counsellor.*

- 2. Where do I submit my Saskatchewan Polytechnic dual credit registration form?**

*When you are ready to register in a course, click on the dual credit page*

*<http://saskpolytech.ca/admissions/resources/dual-credit.aspx> and select the course you wish to enroll in. When you click register, you will be asked to set up an account before completing the registration process. A confirmation email will be sent to you following your online registration.*

- 3. How do I pay for my Saskatchewan Polytechnic Dual Credit course?**

*When ready to register online through Saskatchewan Polytechnic, you will be asked for a credit card payment in order to complete the registration. Your school division may subsidize the course costs at their discretion.*

- 4. If I take an approved dual credit course does that mean I am admitted to a program?**

*No. If you apply to, and are admitted to a Saskatchewan Polytechnic program, and your dual credit course is a recognized course within that program, you will be awarded credit for your dual credit course.*

- 5. How do I know if there are pre-requisite requirements for a dual credit course I want to take?**

*All pre-requisite information will be listed with the course on the Saskatchewan Polytechnic dual credit webpage.*

- 6. How do I find out more about what a Saskatchewan Polytechnic dual credit course will cover or which programs accept dual credit courses?**

*Review the course information on the Saskatchewan Polytechnic dual credit webpage.*

*Information on that course will also be included on the Saskatchewan Polytechnic program pages if you look up one of the programs that offers that course.*

- 7. Can I register in any available section of the course on the Saskatchewan Polytechnic for dual credit?**

*No. You must register in the course section listed on the dual credit webpage in order to receive the corresponding high school credit.*

- 8. Besides course fees what other kinds of costs will be involved?**

*Depending on the course delivery format, there may be some additional fees such as required books or learning resources. Please call the Saskatchewan Polytechnic bookstore call centre at 1-866-569-8398 and indicate that you are in a dual credit section.*

- 9. How do I contact my Saskatchewan Polytechnic instructor if I am taking a dual credit course?**

*Once you are registered in a Saskatchewan Polytechnic dual credit course you will receive login information in the personal email account you provided to us to access your MySaskpolytech account. On the Student homepage you will find course information specific to you close to or on the course start date.*

- 10. How do I find out if a Saskatchewan Polytechnic course will be accepted for transfer credit at one of the two Saskatchewan universities?**

*Visit either of the two university websites and go to the transfer credit section and enter the course where indicated.*

**11. If I want to take the CAD Drafting Courses do I have to buy the CAD software?**

*Saskatchewan Polytechnic CAD Drafting Students are given information on how to download the software for use during the course. The licence is only valid for that time period.*

**12. Where do I have to go to take my tests?**

*Generally you will be taking your tests at your high school as arranged by your high school principal. If you are not attending a physical high school, your school division contact will help you in arranging a testing site.*

**13. Who do my parents contact if they want to talk to my Saskatchewan Polytechnic instructor?**

*As you are taking a post-secondary Saskatchewan Polytechnic distance education course the Saskatchewan Polytechnic instructor will not be able to communicate directly with your parents due to privacy policies.*

**14. What are the attendance requirements for Saskatchewan Polytechnic dual credit courses?**

*Saskatchewan Polytechnic dual credit courses offered through distance education do not have attendance requirements. However, there will be an exam and assignment schedule for you to adhere to. This schedule will be provided in your course information package.*

**15. What are the pass marks for Saskatchewan Polytechnic courses?**

*Most Saskatchewan Polytechnic courses have a 50% pass mark. If the pass mark is different than 50% it will be stated in the course information package.*

**16. How are my high school grades determined?**

*The grade you receive for your high school "equivalent" course will be determined by your high school principal or assigned teacher based on the mark you achieve on your Saskatchewan Polytechnic course.*

**17. How does my high school get my marks from Saskatchewan Polytechnic?**

*As a student, you can log in to see your unofficial transcript and marks on MySaskpolytech about 10 days after your final exam. You will need to print an unofficial transcript and provide that to your high school in order to receive the high school credit for your course. If you want or need an official transcript, you will need to request one from Registration Services.*

**18. What happens if I fail my Saskatchewan Polytechnic course?**

*If you fail your Saskatchewan Polytechnic course your grade will be suppressed on your Saskatchewan Polytechnic records. This means that if you eventually register in a program you will have to take that course over again but the previous failure will not show up on your transcript. Depending on your mark you may still be given credit for your high school "equivalent" course.*

**19. Who do I contact if I have not been contacted by my instructor within a week of the course start date?**

*If you have any questions about dual credit contact the Saskatchewan Polytechnic Learner Pathways office whose contact information is listed on the dual credit webpage.*