

# SCWI Dual Credit Instructor Guide 2024-2025

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# Table of Contents

- 1** Message from the Chair
- 2** Meet the Team
- 3** Advantages of Dual Credits for Students and Instructors
- 4** Dual Credit Instructors
- 5-7** Accessibility Services, Individual Education Plans (IEPS),  
Students with an Individual Education Plan,
- 8** Dual Credit Teacher/Board Contact
- 9** Dual Credit Course Attendance and Punctuality
- 10** Course Withdrawal
- 11-12** Inclement Weather Statement
- 13** Grade Submission
- 14** Northern College Instructor - Access to Email, Onboarding and  
Setting up Direct Deposit
- 15-18** Employee Connect - Timesheets, Payroll Instructions, Pay Schedule
- 19** Pay Schedule



# Message from the Chair

Welcome to the School-College-Work Initiative (SCWI) program offered in partnership with Northern College! As Dean of Technology, Trades, and Apprenticeship, I am delighted to welcome you to this program. At Northern College, we take pride in providing opportunities that empower students to succeed in their educational journeys and prepare for their futures.

Whether you are a new faculty member joining our team or a student participating in the program for the first time, we are here to support you every step of the way. This program is designed to inspire, challenge, and guide you as you explore and achieve your goals.

We are honored to be a part of this important chapter in your journey, and I hope you find the experience both rewarding and enriching. Together with the SCWI Team, Northern College is committed to helping you take your next steps toward a bright future!

-Jamie Johnston

Dean of Technology, Trades & Apprenticeship



# Meet the Team!

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## **Jamie Johnston**

*Dean of Technology, Trades & Apprenticeship  
School-College-Work Chair*

## **Lisa Yee**

*School-College-Work Coordinator  
yeel@northern.on.ca*

## **Krystal Zajac**

*SCWI Liaison  
Zajack@northern.on.ca*

Membership of the School-College- Work Initiative Regional Planning Team:

The membership comprises of members from the following:

Northern College of Applied Arts and Technology (4 campuses)  
District School Board Ontario North East (9 secondary schools)  
Northeastern Catholic District School Board (1 secondary school)  
James Bay Lowlands Secondary School Board (1 secondary school)  
Moose Cree Education Authority (Affiliated Partner) (1 secondary school)  
Mamawmatawa Holistic Education Centre (Affiliated Partner) (1 secondary school)

# Advantages of Dual Credits for Students and Instructors

## Students

01

### Student credits

Students experience a college environment and earn college credit(s) while still in secondary school

02

### Pathways

Students can learn more about a future career and explore a variety of pathways, including the apprenticeship program

03

### Ministry Funding

Student tuition and transportation is funded by the School-College-Work Initiative

## Instructors

01

### Make a Difference

Students enrolled in dual credits are often at risk of not graduating students. By joining the dual credit team, you are helping to make a difference in the young adults you teach.

02

### Support Students

Dual Credit instructors help students achieve their full potential.

03

### Guide Students

Dual Credit instructors are helping to guide students to pathways and potential future careers.

# Dual Credit Instructors

## Dual Credit Instructor

The Dual Credit Instructor must teach the required course hours. If absent, they must notify the SCWI Liaison in advance to arrange makeup classes. Any schedule changes should also be reported, and the SCWI Liaison will coordinate adjustments with the SCWI Coordinator.

## Classroom & Instruction

- Teach the required hours in-person and notify the SCWI Liaison in the event the instructor will be absent.
- Make up any missed instructional hours. Provide suggestions for alternate schedule to SCWI Liaison. Revised schedule will be coordinated with SCWI Coordinator and School Board contacts.
- Review Attendance Policy. Take attendance at the start of each class and report absences or at-risk students to the SCWI Liaison and Dual Credit Teacher/school board contact. Note: Dual Credit teacher contact will be provided to you by the SCWI Liaison.
- Support/follow plans for students registered with Accessibility Services.

## Course & Equipment Management

- Review and follow all requirements for the course.
- Notify the SCWI Liaison in advance if equipment needs to be ordered.
- Enter teaching hours by payroll deadlines; if missed, submit prior to the when the course ends.
- Submit course grades within five business days after the course ends. Note: If alternate arrangements have been made between the school board personnel and the SCWI Coordinator, this takes precedence.
- Review and follow all requirements for the course.



# Accessibility Services


Accessibility Services is committed to fostering an inclusive academic environment by identifying and removing barriers to learning. The necessary resources and support are provided to ensure all students have equal access to education and the tools needed for success.


The Accessibility Team provides the following services:

- **Accessibility Advisors** – Assist with academic accommodations, advocacy, and psycho-educational assessments. Students can meet with an advisor to discuss available services and explore options for obtaining necessary documentation.
- **Learning Strategists** – Help students understand their unique learning styles, strengths, and challenges, offering personalized strategies to enhance learning.
- **Assistive Technologists** – Provide training and support in assistive technology to help students overcome disability-related academic challenges.
- **Testing Centre** – Coordinates and facilitates accommodated tests and exams for students registered with Accessibility Services.
- 

## Hours & Contact Information

 Monday to Friday, 8 a.m. – 4 p.m.

 Students are encouraged to contact Accessibility Services directly, as a release form must be completed before accommodations can be arranged. **Note: Secondary schools are highly encouraged to support students in registering with Accessibility Services prior to the start of classes.**

 Individualized Education Plans (IEPs)—whether disclosed or undisclosed—are respected and honored.

# Accessibility Services

## Individual Education Plan (IEP)

Individual Education Plans (IEPs) are developed and assessed by the student's high school, and Northern College is committed to honoring these plans to support student success. **Students must schedule a meeting with an Accessibility Advisor at their campus to register.**

### Role of an IEP in College Disability Support

An Individual Education Plan (IEP) outlines a student's required special education services, learning expectations, and accommodations.

Since IEPs may be created without a formal diagnosis,

✦ Students with suspected disabilities should schedule an appointment with an Accessibility Advisor for screening and possible referral.

### Transition Programs for Students with Disabilities

Northern College offers programs to help students with disabilities transition smoothly from high school to post-secondary education.

💡 CollegeBound: A Post-Secondary Transitional Program

Held before the Fall semester, CollegeBound helps students navigate college life and access available resources.

### Accessibility Services and Student Academic Success Services offer:

workshops for:

📖 Study skills & exam preparation

😞 Managing anxiety & procrastination

🧘 Mindfulness & stress reduction



# Accessibility Services

## Students with an Individual Education Plan (IEP)

Students are encouraged to communicate their needs early to ensure appropriate accommodations are in place. They can discuss their requirements with their instructor, dual credit teacher, guidance counselor, or board contact.

Since each IEP is unique, accommodations are tailored to individual needs. At the college level, they are based on formal documentation demonstrating the need for specific supports, which may differ from those provided in high school. **Accessibility Services develops a letter of appropriate accommodation that is communicated to professors/instructors**

- 01 **In-Class Accommodations:** Note-taking support, access to offline materials; FM system; preferential seating; recorded lectures.
- 02 **Test/Exam Accommodations:** Extra time, alternative location (smaller, quieter setting), alternative format/use of assistive software; reader/scribe assistance

### **Timmins Campus**

[TimminsAccessibility@northern.on.ca](mailto:TimminsAccessibility@northern.on.ca)  
705-235-3211 ext. 2237

### **Haileybury Campus**

[jibbw@northern.on.ca](mailto:jibbw@northern.on.ca)  
705-672-3376 ext. 1-8818

### **Kirkland Lake Campus**

[connorsk@northern.on.ca](mailto:connorsk@northern.on.ca)  
705-567-9291 ext. 3625

### **Moosonee Campus**

[smallw@northern.on.ca](mailto:smallw@northern.on.ca)  
705-336-2913 ext. 5603

[Accessibility Services – Northern College](#)

# Dual Credit Teacher or Board Contact

## Dual Credit Teacher (Day School and After-School Dual Credits)

The Dual Credit Teacher/school board contact plays a vital role in ensuring a smooth and supportive learning experience for students. The Dual Credit teacher/board contact ensures student success through monitoring of student attendance and providing ongoing support for students. Communication between the Dual Credit teacher and College Instructor is critical.

### Responsibilities:

- **Support & Communication**

- Introduce themselves in the first class or through email and check in regularly with the College Instructor.
- Assist students with academic needs and ensure they understand course requirements. Check in with students to ensure they are on track with submitting assignments and completing course requirements.
- Coordinate the delivery of supports and services for all students, including any accommodation(s) specified in Individual Education Plans (IEPs).
- Help students navigate the college environment and access available resources.
- Maintain communication ongoing, regular communication with the College Instructor, College staff, and other secondary contacts, including the Board Lead.
- Communicate concerns to your Board Dual Credit Lead who will also communicate with the SCWI Coordinator to address concerns. The SCWI Liaison personnel communicates with the College Instructors only.

# Dual Credit Course

## Attendance & Participation

Regular attendance and punctuality are essential for success in Dual Credit classes. Missing more than three classes makes it difficult to recover college-level material, and students who exceed this limit will be removed from the program.

### Key Expectations:

- **Practical courses** require consistent attendance and preparation to participate effectively.
- **School College-Work and College** have strict attendance policies that must be followed.
- **Active participation** in class discussions, activities, and assignments is crucial for success.
- **School events, sports, and social activities** do not override academic responsibilities.
- **Students must notify their instructor, dual credit teacher, or guidance counselor in advance of any absences.** For mitigating circumstances, the SCWI Coordinator and School-Board Lead will determine the process/outcome.

### Instructor Responsibilities:

- Track student attendance for each class. Keep an ongoing attendance record!
- Report two consecutive absences to the **Dual Credit Liaison** and **school board Dual Credit Teacher/Board Contact**. Report absences exceeding three classes Dual Credit Liaison and school board Dual Credit Teacher/Board Contact.
- Timely withdrawal processing is crucial to avoid an "F" on the student's Ontario Student Transcript (OST) and college transcript.

# Course Withdrawal

## Course Withdrawal Policy

All dual credit course attempts, whether successful or unsuccessful, are recorded on the student's Ontario Student Transcript (OST). The College's withdrawal deadline without academic penalty (equivalent to Day 10) will be followed.

## Withdrawal Deadlines & Transcript Impact:

- Before Day 10: No academic penalty. Note: Day 10 differs for each individual Dual Credit Program. The official deadline for withdrawal and grade on transcript will be determined by the SCWI Coordinator. (Chart used below)
- After Day 10: A "W" (Withdrawal) appears in the Credit column, but no percentage grade is recorded.
- After the academic deadline (mid-semester): The earned grade to that point is recorded on the OST, and an "F" is typically assigned on the college transcript.
- 

## Instructor & School Responsibilities:

- If a student stops attending, notify the **Dual Credit Liaison** and **school board Dual Credit Teacher/Board Contact**. This information will be shared with the SCWI Coordinator who will determine next steps.
- A school board staff member (Guidance Counselor or Dual Credit Teacher) must submit a withdrawal form to officially remove the student from the course.

Within the first 6 hours of course delivery (Typically 12.5% of course content)	The student is withdrawn with no record on the college transcript
Between 7-30 hours of course delivery (typically 13-65% of course content)	The student is withdrawn and "W" is placed on the college transcript
Between 31- 45 hours of course delivery (typically 66-100% of course content)	The student is withdrawn and a "0" is placed on the college transcript

# Inclement Weather STATEMENT

## Rationale:

When there are unsafe road conditions for students to travel to their dual credit, alternate arrangements are required.

## Inclement Weather Statement (SCWI Regional Planning Team)

- School buses are canceled, and the college is closed → dual credits/ OYAP Level 1 will run online (virtually).
- School buses are canceled, and the college is open → dual credits / OYAP Level 1 will not run and directed to run online(virtually), if possible. Otherwise, they will be rescheduled. Communication will be sent by the SCWI Liaison when there is inclement weather.
- If an anticipated weather event is forecasted to be significant → dual credits/OYAP Level 1 will be directed to run virtually(to be determined the night before).
- School board personnel will need to advise the SCWI Coordinator or SCWI Liaison when school buses are cancelled. Dual credits run in various regions, and we are not always aware of where buses are cancelled. The SCWI Liaison personnel will communicate with the instructor(s) and advise them of the bus cancellation.

# Inclement Weather STATEMENT

## **Schools or School Board Personnel will:**

- Advise students that the course will be moved online (virtual) and/or be rescheduled (OYAP Level 1 or trades-related courses).
- Ensure students have their CoR's (Confirmation of Registration) and Northern College login credentials.
- Ensure students have technology needed (iPad, laptop, Smartphone) to access their dual credit virtually.
- Provide technology needed (iPad, laptop, Smartphone) to students who may not have their own device.
- Provide portable internet to students who do not have home internet where possible.
- Communicate that virtual dual credit classes are mandatory.

## **Northern College / SCWI will ensure:**

- Instructors are aware of the inclement weather statement.
- Instructors are online (synchronous learning) and connect with students.
- Instructors deliver their dual credit/OYAP Level 1 virtually using Blackboard. Use Blackboard or MS Teams for online (virtual) learning.
- Instructors deliver course material or post student work and/or assignments on Blackboard Collaborate or MS Teams



# Grade Submission

Please submit your grades no later than 5 days after the last day of class. Please input the final grade as a percentage only. Please refer to the individual course outlines for a breakdown of grades.

Once the grade is determined, please forward your grades to the following:

**Krystel Zajac, SCWI Liaison**  
**[zajack@northern.on.ca](mailto:zajack@northern.on.ca)**

*Thank you!*





# Northern College Instructor

## Access to Email, Onboarding and Setting up Direct Deposit

Northern College instructors are required to set-up their College issued email address. Your Confirmation of Pay and tax documents will be sent to your Northern College address only. To access the Northern College Network, you will first have to log in through Citrix.

You will receive a 'Welcome' email from Northern College (CIMS@northern.on.ca). This email contains instructions on how to begin your onboarding and set up your direct deposit.

### Email example:

#### **Welcome to Northern College!**

Welcome to Northern College! In order to begin your onboarding and set up your direct deposit, click here:

<https://cims.northern.on.ca/EmployeeConnect/EmployeeSignonE.aspx>. To log in for the first time, click "Retrieve Initial Password" and enter the e-mail address that you provided to the College. If you've been given a College network username/password, log in here instead:

<https://cims.northern.on.ca/EmployeeConnect/> For assistance contact [hr@northern.on.ca](mailto:hr@northern.on.ca).

If you have issues accessing the Network, please contact IT at x7000 and they can help you login.

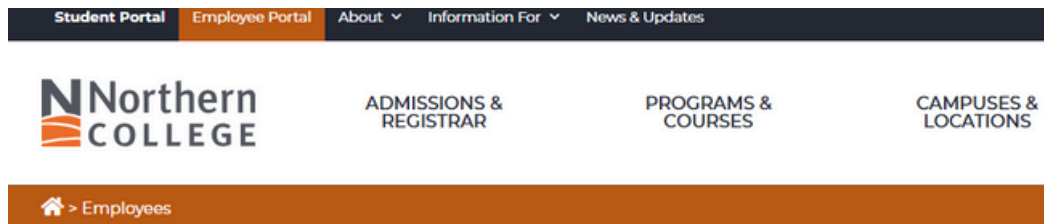


# Timesheets

## Employee Connect

Once your Employee Assignment is created, you will have access to the Northern College network. All time sheets are submitted electronically via Employee Connect. Click the Employee Portal on the Northern College website (top left). It is your responsibility to submit your time sheet through Employee Connect prior to the Pay Period ending.

Northern College issues pay every two weeks. Casual employees are paid 2 weeks in arrears. All late time sheets will be paid on the following pay date. Please see below for instructions on submitting your pay and the pay schedule.



### INFORMATION FOR EMPLOYEES

**Having trouble logging into your Blackboard account?**

**Employee Connect** is our internal system for employees to access payroll information, log professional development and workshops, and update personal and contact information for our Human Resources department.

**Webmail** can be accessed in a web browser or with Microsoft Outlook. Employees, and students, have access to **Microsoft Office 365** products, including Outlook, Word, Excel, Teams, and more.

**Noraction** is used for notices from Human Resources regarding internal job postings, new hires, and other important notices and documentation from Administration, including the President's blog. Noraction is a website that is only accessible by employee access on-campus or with VPN.

**Employee Login** provides faculty and staff access to other services, such as timetabling and course sections.

**Citrix** allows students and staff to access college applications.

# Brief Instructions for Additions to Pay

Sign into Employee Connect and under the Payroll tab>select Additions to pay

Then select “Add” for your assignment usually located below the orange line... once that opens up select your assignment again from the drop down list:

- In Line #1 enter the date (note that the date defaults to today’s date)

- Enter start/stop times and number of hours that you worked

Please enter hours worked in 15 min increments (example .25 hrs=15 min)

- Able to select add line copy previous for Line #2 and edit as needed
- When done click “Save”
- If completed and ready to submit for approval, check off the box “Completed and Ready for approval” either at the end of the week or pay period



# Payroll Instructions

**Step One:** Once you have logged in once with Citrix, you will be able to access Employee Connect via the Employee Portal. Enter your Northern College credentials. Your Network Account login and Network Password will

**Step Two:** Click on *Payroll*, a drop-down menu will appear. In the drop-down menu, click *Additions to Pay (Overtime, Casual...)*

**Step Three:** Select your job in the drop-down menu and click add. You will be directed to a new screen.

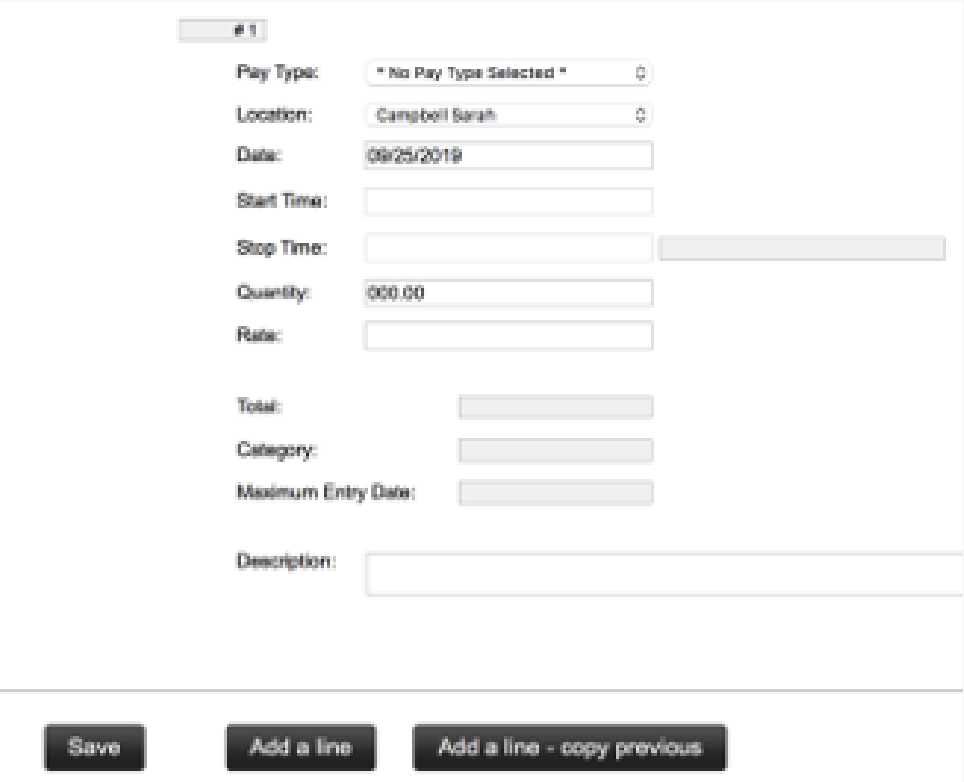
## Additions to Pay

Addition to Pay Job:

\* No Job Selected \*

Add

# Payroll Instructions - Continued



The screenshot shows a payroll entry form for line #1. The form includes the following fields and values:

- Pay Type: \* No Pay Type Selected \*
- Location: Campbell Sarah
- Date: 09/25/2019
- Start Time: (empty)
- Stop Time: (empty)
- Quantity: 000.00
- Rate: (empty)
- Total: (empty)
- Category: (empty)
- Maximum Entry Date: (empty)
- Description: (empty)

At the bottom of the form, there are three buttons: Save, Add a line, and Add a line - copy previous.

- 4** **Step Four:** Enter your pay. You are required to enter the time you worked each day separately. Once you are finished with the hours you worked on a single day, click *Add a line* to enter the hours you worked on a different day.
- 5** **Step Five:** Once you have entered all of your worked hours, click save. Once you click save, your timesheet will be ready for approval.

# Pay Schedule

## 2025 PAYROLL DEADLINES For Non-Full Time Employees



*Applies to leaves and addition to pay requests*

All leave requests are to be submitted to your supervisor for approval a minimum of 10 days prior to the start of your leave except in extenuating circumstances.

In extenuating circumstances (sick day, bereavement, etc.), please submit your request in accordance with the deadlines below to ensure that your pay/attendance is accurate.

Hours worked Start Date (Week 1)	Hours worked End Date (Week 2)	Submission Deadline for Additions to Pay	PAY DATE
December 01, 2024	December 14, 2024	December 16, 2024	December 27, 2024
December 15, 2024	December 28, 2024	January 02, 2025	January 10, 2025
December 29, 2024	January 11, 2025	January 13, 2025	January 24, 2025
January 12, 2025	January 25, 2025	January 27, 2025	February 07, 2025
January 26, 2025	February 08, 2025	February 10, 2025	February 21, 2025
February 09, 2025	February 22, 2025	February 24, 2025	March 07, 2025
February 23, 2025	March 08, 2025	March 10, 2025	March 21, 2025
March 09, 2025	March 22, 2025	March 24, 2025	April 04, 2025
March 23, 2025	April 05, 2025	April 07, 2025	April 17, 2025
April 06, 2025	April 19, 2025	April 21, 2025	May 02, 2025
April 20, 2025	May 03, 2025	May 05, 2025	May 16, 2025
May 04, 2025	May 17, 2025	May 20, 2025	May 30, 2025
May 18, 2025	May 31, 2025	June 02, 2025	June 13, 2025
June 01, 2025	June 14, 2025	June 16, 2025	June 27, 2025
June 15, 2025	June 28, 2025	June 30, 2025	July 11, 2025
June 29, 2025	July 12, 2025	July 14, 2025	July 25, 2025
July 13, 2025	July 26, 2025	July 28, 2025	August 08, 2025
July 27, 2025	August 09, 2025	August 11, 2025	August 22, 2025
August 10, 2025	August 23, 2025	August 25, 2025	September 05, 2025
August 24, 2025	September 06, 2025	September 08, 2025	September 19, 2025
September 07, 2025	September 20, 2025	September 22, 2025	October 03, 2025
September 21, 2025	October 04, 2025	October 06, 2025	October 17, 2025
October 05, 2025	October 18, 2025	October 20, 2025	October 31, 2025
October 19, 2025	November 01, 2025	November 03, 2025	November 14, 2025
November 02, 2025	November 15, 2025	November 17, 2025	November 28, 2025
November 16, 2025	November 29, 2025	December 01, 2025	December 12, 2025
November 30, 2025	December 13, 2025	December 12, 2025	December 24, 2025

All Late additions to pay/leave requests will be paid on the following pay date.  
\*\*Revisions to some dates may be required\*\*