



# **DUAL CREDIT HANDBOOK**

**STAR Catholic School Division**

**Fall 2025**



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## GENERAL INFORMATION

STAR Catholic is pleased to introduce our new Dual Credit course offerings! Through this program, High School students are able to take College/University level courses from a partner **Post-Secondary Institution** (PSI) and receive BOTH high school credits and credits from the approved PSI. This partnership is between STAR Catholic and several Post Secondary Institutions, including Bow Valley College, Lethbridge Polytechnic, Norquest College, Olds College, Southern Alberta Institution of Technology (SAIT) and Alberta Education.

### BENEFITS OF DUAL CREDIT

The benefits of Dual Credit include:

- Earning credits in both high school **AND** post-secondary **AT THE SAME TIME**
- Get a jump start on students' post-secondary education while still in high school
- Tuition is free for high school students enrolled in a Dual Credit course. The student only pays for textbooks/supplies.
- Gaining confidence to succeed academically in a post-secondary environment, easing the transition between high school and post-secondary education.
- Asynchronous Delivery of the course means online, independent study at your own pace.

### COSTS

Tuition is free for high school students enrolled in Dual Credit courses with our approved post-secondary partners. Students are responsible for purchasing any required textbooks and additional supplies/materials. These approx. costs are indicated in the course descriptions. Please note that some courses do not require any additional materials. Information about purchasing the required materials will be provided to the student once they have been accepted into the course.

### CREDITS

- Most of the courses offered count towards 5 high school credits and 3 PSI credits. Please check each individual Post Secondary course offering for specific details.

### APPLICATION DEADLINES

- For Fall courses **JUNE 15, 2025** (STAR Catholic deadline)
- For Winter 2026 courses **NOVEMBER 15, 2025** (STAR Catholic deadline)
- These are internal deadlines for STAR Catholic; each PSI has their own deadlines, but these are for application (see appendix) and approval with the Dual Credit Supervisor at your school and then you will proceed with the individual application to your Post-Secondary Institution with the help of your Dual Credit Supervisor/Counsellor or the Division Off-Campus Coordinator.

## DUAL CREDIT APPLICATION PROCESS

### STEP 1: Determine if Dual Credit is right for you

These are college/university level courses taught by post-secondary professors. The student must ensure that they are capable of and ready to engage in post-secondary material. A conversation between the student, parents and high school Dual Credit Supervisor is an important first step to deciding whether Dual Credit is the right choice. Have a conversation with the Dual Credit Supervisor at your High School (usually the Principal) or speak with your High School Counsellor to begin the process.

#### Prior to registering for a Dual Credit course, the following must be in place:

- ✓ Ensure you have any and all pre-requisites completed
- ✓ Have a block of time available in your class schedule to work on the Dual Credit course (e.g. spare)
- ✓ Are committed to COMPLETING the course. Limited numbers of students can participate so it is imperative that the student be committed to completing the course. Dual Credit courses require a major commitment from the student, parents, the high school and the post-secondary institution. In addition, if you withdraw from or fail a course, this is reflected permanently on your high school AND PSI transcripts.
- ✓ Understand that it is your responsibility to purchase any and all textbooks and materials required for the course. Instructions will be sent to you once you have been accepted into the course, and the required textbooks/materials can usually be purchased through the post-secondary bookstore and/or Amazon.ca. STAR Catholic pays all tuition costs.

### STEP 2: Apply for Dual Credit approval from your school

For students who have met these requirements, a **STAR Catholic Dual Credit Interest Application Form (see appendix)** will be given to the student to complete together with their parents to ensure they are familiar with the expectations and responsibilities of Dual Credit. Incomplete forms will not be accepted. Please ensure the application form is submitted prior to the deadline (June 15 for Fall Semester, November 15 for Winter/Spring) to ensure ample time to review the application. Available course spots will be filled on a first-come first-served basis.

### STEP 3: Confirmation

Once the STAR Catholic Dual Credit Interest Application Form (see appendix) has been reviewed and approved by your high school Dual Credit Supervisor, the student is approved to continue on to register through the Post-Secondary Institution. Please note there is a High School Interest Application Form AND a Post-Secondary Registration process. These are two separate processes. An email will be sent to the student and parent with instructions on how to register with the Post-Secondary Institution (often through Apply Alberta) once they have been approved by the Dual Credit Supervisor at their school. \*Please note each PSI has a different registration process.

\*Important note: The post-secondary institution creates student accounts and communicates using student emails. Students are encouraged to use their personal email account and check the account frequently for messages. They may also receive a unique personalized email address from the PSI they are registering for.

## OTHER IMPORTANT INFORMATION

**Pre-Requisites:** Although many Dual Credit courses do not indicate any pre-requisites, it is highly advised to have a minimum of 70% in the following courses prior to enrolling in any Dual Credit course.

- ELA 30-1 or 30-2, 20-1 or 20-2
- Math 30-1 or 30-2, 20-1 or 20-2

**Unlisted Courses:** We are actively working to partner with new Post Secondary Institutions and offering more courses that are of interest to our students. If there is a course from a specific Post Secondary Institution that you are interested in and that is not listed here, please contact the Division Off Campus Coordinator [amy.hiebert@starcatholic.ab.ca](mailto:amy.hiebert@starcatholic.ab.ca)

**Further Information:** If you have any questions please contact the Dual Credit Supervisor at your school, usually the Principal and/or the Guidance Counsellor. Alternatively, you can contact the Division Off-Campus Coordinator, Mrs. Amy Hiebert, at [amy.hiebert@starcatholic.ab.ca](mailto:amy.hiebert@starcatholic.ab.ca)

**Transferability:** Many courses are transferable between Post Secondary Institutions. If you are looking into a specific program and are wondering if the Dual Credit course is transferable, please go to [Transfer Alberta](#) and follow the prompts.

## COURSES AVAILABLE

### Agriculture

Electronics and Control Systems in Precision Agriculture (ATG 1007)	Olds College	Pg. 10
Fundamentals of Controlled Environment Agriculture (CEA1000) *pending approval	Olds College	Pg. 10
Introduction to GIS Geographic Information Systems (GIS1300) *pending approval	Olds College	Pg. 10
Solving Agriculture Technology Problems (ATG 1008)	Olds College	Pg. 10
Operating Controlled Environment Systems (CEA1040)	Olds College	Pg. 10

### Animal Health

Introduction to the Veterinary Profession (ANH 1050)	Olds College	Pg. 10
Small Animal Health Management (VOAS1202) *pending approval	Bow Valley College	Pg. 11

### Arts & Science (General Studies)

Canadian Government (PSC1165)	Lethbridge Polytechnic	Pg. 9
Global & Sustainable Tourism (HAT1255)	Olds College	Pg. 10
Interpersonal Relationships and Communication (COM1162)	Lethbridge Polytechnic	Pg. 9
Introduction to Indigenous Studies (INS1155)	Lethbridge Polytechnic	Pg. 9
Introduction to Psychology (PSY1160)	Lethbridge Polytechnic	Pg. 9
Introduction to Psychology I (PSYC1040)	Norquest	Pg. 11
Workplace Communication: Preparing for Post-Secondary Communication Success (COMM 1020)	Olds College	Pg. 11

### Business

Accounting Principles I (ACT 1011)	Olds College	Pg. 10
Accounting Principles II (ACT 1012)	Olds College	Pg. 10
Engineering Math (MTH1150)	Lethbridge Polytechnic	Pg. 9
Entrepreneurship (BUS1177)	Lethbridge Polytechnic	Pg. 9
Introduction to Business (MNGT-200)	SAIT	Pg. 11
Introduction to Management (BUS1170)	Lethbridge Polytechnic	Pg. 9
Marketing Principles (MKG 1021)	Olds College	Pg. 10
Principles of Management (MGT1000) *pending approval	Olds College	Pg.10
Workplace Communication: Preparing for Post-Secondary Communication Success (COMM 1020)	Olds College	Pg. 11
Writing for the Workplace (ENG1159)	Lethbridge Polytechnic	Pg.10

## Computer Sciences/Technology

Digital Media Production – Video, Audio and Images (MDL1040) *pending approval	Olds College	Pg. 10
Game Design (GAME1101) *pending approval	Bow Valley College	Pg. 11
Internet of Things (TECH1102)	Bow Valley College	Pg. 11
Introduction to Esports (ESPR1101)	Bow Valley College	Pg. 11
Programming Fundamentals (SODV1101)	Bow Valley College	Pg. 11

## Early Learning & Child Care / Early Childhood Education

Health, Nutrition and Safety (ECE1151)	Lethbridge Polytechnic	Pg. 9
Introduction to Early Childhood Education (ECE1155)	Lethbridge Polytechnic	Pg. 9

## Education Assistant

Foundations of Educational Assistance (EDU1153)	Lethbridge Polytechnic	Pg. 9
Role of the Education Assistant (EDAS1000)	Norquest College	Pg. 12

## Environmental Science/Ecology

Applied Ecology (EVS 1210)	Olds College	Pg. 10
Global and Sustainable Tourism (HAT 1255)	Olds College	Pg. 10

## Healthcare & Wellness (Healthcare)

Anatomy & Physiology (ANPH-209)	SAIT	Pg. 11
Health Education: Individual Health & Wellness (HEED1000)	Norquest	Pg. 11
Infection and Prevention Control (INFC-215)	SAIT	Pg. 11
Introduction to Rehabilitation (RHAB1001)	Norquest	Pg.11
Introduction to Therapeutic Recreation (TRG1150)	Lethbridge Polytechnic	Pg. 9
Medical Terminology (MEDT-211)	SAIT	Pg. 11
Medical Terminology/Anatomy & Physiology (CSP1150)	Lethbridge Polytechnic	Pg. 9
Science of Health & Wellness (SCIE-2230)	SAIT	Pg. 11
Wellness & Health Issues (BIO1156)	Lethbridge Polytechnic	Pg. 10

## Indigenous Studies

Introduction to Indigenous Studies (INS1155)	Lethbridge Polytechnic	Pg. 9
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## Social Sciences & Criminal Justice

Introduction to Criminal Justice (CJP1160)	Lethbridge Polytechnic	Pg. 9
Introduction to Law (LEGL-200)	SAIT	Pg. 11
Introduction to Procedural Law in Canada (LAW1177)	Lethbridge Polytechnic	Pg. 9
Introduction to Psychology (PSY1160)	Lethbridge Polytechnic	Pg. 9
Introduction to Psychology I (PSYC1040)	Norquest	Pg. 11
Introduction to the Study of Society (SOCA1000)	Norquest	Pg. 11
Public Safety Communications/Interpersonal Relations (COM1165)	Lethbridge Polytechnic	Pg. 9

## Sports

Introduction to Sports Management (SPM 1260)	Olds College	Pg. 10
Training for Performance (SPM 1020)	Olds College	Pg. 10

## Writing
















Composition (ENG1150)	Lethbridge Polytechnic	Pg. 9
Writing for the Workplace (ENG1159)	Lethbridge Polytechnic	Pg. 10




## DUAL CREDIT COURSE SCHEDULE 2025-2026

POST SECONDARY COURSE	Fall	Winter	INSTITUTION	Prerequisite(s)	Pathway	Student Cost (Est.)
Canadian Government (PSC1165)	✓		 LETHBRIDGE POLYTECHNIC	None	General Studies	~\$125
Composition (ENG1150)		✓	 LETHBRIDGE POLYTECHNIC	None	Arts & Science (General), Variety	None
Engineering Math I (MTH1150)	✓		 LETHBRIDGE POLYTECHNIC	Math 20-2 (70%+)	Business, Engineering	~\$80
Entrepreneurship (BUS1177)		✓	 LETHBRIDGE POLYTECHNIC	None	Business	~\$130
Foundations of Educational Assistance (EDU1153)	✓		 LETHBRIDGE POLYTECHNIC	None	Education Assistant	None
Health, Nutrition & Safety (ECE1151)	✓		 LETHBRIDGE POLYTECHNIC	None	Early Childhood Education	~\$135
Interpersonal Relationships & Communication (COM1162)	✓		 LETHBRIDGE POLYTECHNIC	None	Arts & Science (General)	~\$120
Introduction to Early Childhood Education (ECE1155)	✓	✓	 LETHBRIDGE POLYTECHNIC	None	Early Childhood Education	~\$105
Introduction to Indigenous Studies (INS1155)	✓	✓	 LETHBRIDGE POLYTECHNIC	None	Indigenous Studies, Arts & Science (General)	~\$125
Introduction to Management (BUS1170)	✓		 LETHBRIDGE POLYTECHNIC	None	Business	~\$110
Introduction to Procedural Law in Canada (LAW1177)	✓		 LETHBRIDGE POLYTECHNIC	None	Criminal Justice	~\$125
Introduction to Psychology (PSY1160)		✓	 LETHBRIDGE POLYTECHNIC	None	General Studies, Social Sciences	~\$100
Introduction to the Criminal Justice System (CJP1160)		✓	 LETHBRIDGE POLYTECHNIC	ENG 20-1 or 20-2	Criminal Justice	~\$60
Introduction to Therapeutic Recreation (TRG1150)	✓		 LETHBRIDGE POLYTECHNIC	None	Healthcare	~\$100
Medical Terminology/Anatomy & Physiology (CSP1150)	✓		 LETHBRIDGE POLYTECHNIC	None	Healthcare	~\$100
Public Safety Communications /Interpersonal Relations (COM1165)	✓		 LETHBRIDGE POLYTECHNIC	None	Criminal Justice	~\$90

POST SECONDARY COURSE	Fall	Winter	INSTITUTION	Prerequisite(s)	Pathway	Student Cost (Est.)
Wellness & Health Issues (BIO1156)	✓		 LETHBRIDGE POLYTECHNIC	None	Health, Sports	~\$50
Writing for the Workplace (ENG1159)	✓	✓	 LETHBRIDGE POLYTECHNIC	None	Arts & Science (General), Variety	~\$100
Accounting Principles I (ACT1011)	✓		 OLDS COLLEGE OF AGRICULTURE & TECHNOLOGY	Math 20-1 or 20-2	Business	~\$100
Accounting Principles II (ACT1012)		✓	 OLDS COLLEGE OF AGRICULTURE & TECHNOLOGY	ACT1011	Business	~\$100
Applied Ecology (EVS1210)	✓		 OLDS COLLEGE OF AGRICULTURE & TECHNOLOGY	None	Ecology	None
Digital Media Production – Video, Audio and Images (MDL1040)	✓		 OLDS COLLEGE OF AGRICULTURE & TECHNOLOGY	None	ICT	TBA
Electronics and Control Systems in Precision Agriculture (ATG1007)		✓	 OLDS COLLEGE OF AGRICULTURE & TECHNOLOGY	None	Agriculture	~\$40
Fundamentals of Controlled Environment Agriculture (CEA1000)	✓		 OLDS COLLEGE OF AGRICULTURE & TECHNOLOGY	None	Agriculture	TBA
Global & Sustainable Tourism (HAT1255)	✓		 OLDS COLLEGE OF AGRICULTURE & TECHNOLOGY	None	Tourism	None
Intro to Veterinary Profession (ANH1050)	✓	✓	 OLDS COLLEGE OF AGRICULTURE & TECHNOLOGY	None	Animal Health	None
Introduction to GIS (Geographic Information Systems)		✓	 OLDS COLLEGE OF AGRICULTURE & TECHNOLOGY	None	Agriculture	TBA
Introduction to Sports Management (SPM1260)	✓		 OLDS COLLEGE OF AGRICULTURE & TECHNOLOGY	None	Sports	None
Marketing Principles (MKG1021)	✓		 OLDS COLLEGE OF AGRICULTURE & TECHNOLOGY	None	Business	None
Operating Controlled Environment Systems (CEA1040)		✓	 OLDS COLLEGE OF AGRICULTURE & TECHNOLOGY	None	Agriculture	TBA
Principles of Management (MGT1000)		✓	 OLDS COLLEGE OF AGRICULTURE & TECHNOLOGY	None	Business	None
Solving Agriculture Technology Problems (ATG1008)	✓		 OLDS COLLEGE OF AGRICULTURE & TECHNOLOGY	Math 20-1 or 20-2	Agriculture	TBA
Training for Performance (SPM1020)		✓	 OLDS COLLEGE OF AGRICULTURE & TECHNOLOGY	None	Sports	None

POST SECONDARY COURSE	Fall	Winter	INSTITUTION	Prerequisite(s)	Pathway	Student Cost (Est.)
Veterinary Medical Terminology (ANH1510)	✓	✓		None	Animal Health	TBA
Workplace Communication: Preparing for Post Secondary Success (COMM1020)		✓		None	Business, General Studies	None
Anatomy & Physiology (ANPH 209)	✓	✓		None	Healthcare	TBA
Infection Prevention & Control (INFC215)		✓		None	Healthcare	TBA
Intro to Business (MNGT200)	✓	✓		None	Business	TBA
Intro to Law (LEGL200)	✓			None	Criminal Justice, Social Sciences	TBA
Medical Terminology (MEDT211)	✓	✓		None	Healthcare	TBA
Science of Health & Wellness (SCIE2230)		✓		None	Healthcare	TBA
Game Design (GAME1101)		✓		None	ICT	TBA
Internet of Things (TECH1102)		✓		None	ICT	TBA
Introduction to Esports (ESPR1101)	✓	✓		None	Esports, ICT	TBA
Programming Fundamentals (SODV1101)	✓			None	ICT	TBA
Small Animal Health Management (VOAS1202)	✓	✓		None	Animal Health	TBA
Health Education: Individual Health and Wellness (HEED1000)		✓		None	Healthcare, General Studies, Social Sciences	TBA
Introduction to Psychology I (PSYC1040)	✓	✓		None	General Studies, Social Sciences	TBA
Introduction to Rehabilitation (RHAB1001)		✓		None	Healthcare	TBA
Introduction to the Study of Society (SOCI1000)		✓		None	General Studies, Social Sciences	TBA

POST SECONDARY COURSE	Fall	Winter	INSTITUTION	Prerequisite(s)	Pathway	Student Cost (Est.)
Role of the Education Assistant (EDAS1000)		✓	 <b>NORQUEST COLLEGE</b>	None	Early Childhood Education	TBA

## POST SECONDARY INFORMATION

### Bow Valley College

[Dual Credit Website](#)

#### Application Deadlines

- Fall Semester Application Deadline June 2, 2025
- Winter Semester Application Deadline November 3, 2025

#### Course Semester Dates

- Fall Semester runs September 8, 2025 to December 19, 2025
- Winter/Spring Semester runs February 2 to May 22, 2026



### Lethbridge Polytechnic

[Dual Credit Website](#)

[Dual Credit Guidebook](#)

#### Application Deadlines

- Fall Semester Application Deadline June 13, 2025
- Winter Semester Application Deadline November 28, 2025

#### Course Semester Dates

- Fall Semester runs September 2, 2025, to December 5, 2025
- Winter Semester runs February 2, 2026, to May 13, 2026



### Norquest

[Dual Credit Website](#)

#### Application Deadlines

- Fall Semester Application Deadline July 1, 2025
- Winter Semester Application Deadline December 1, 2025

#### Course Semester Dates

- Fall Semester runs September TBA
- Winter Semester runs February TBA



## Olds College of Agriculture & Technology



[Dual Credit Website](#)

### Application Deadlines

- Fall Semester Application Deadline June 15, 2025
- Winter Semester Application Deadline December 15, 2025

### Course Semester Dates

- Fall Semester runs September 24 to December 17, 2025
- Winter Semester runs February 25 to May 20, 2026

## Southern Alberta Institute of Technology



[Dual Credit Website](#)

### Application Deadlines

- Fall Semester Application Deadline May 30, 2025
- Winter Semester Application Deadline November 15, 2025

### Course Semester Dates

- Fall Semester runs September 8 to December 19, 2025
- Winter Semester runs February 2 to June 4, 2026



# INTERNAL APPLICATION

## DUAL CREDIT INTEREST 2025-26 School Year

Hand in completed application to your Dual Credit Supervisor by the following dates:

Fall 2025 course deadline to indicate interest: **June 15, 2025**

Winter/Spring 2026 course deadline to indicate interest: **November 15, 2025**

First & Last Name:	
Address:	
School Email:	
Phone:	ASN#:
High School:	Grade in 2025-26:
Birthdate (dd/mm/20yy):	

**Course Selection:** Indicate **ONE** course you are interested in taking.

Course Name:
Course Code:
Post Secondary Institution:
<input type="checkbox"/> Fall <input type="checkbox"/> Winter/Spring
Have you met all of the pre-requisites for this course? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know
Do you have a spare in the upcoming semester to complete the course work? <input type="checkbox"/> Yes <input type="checkbox"/> No
The Dual Credit Course is free. However, you are responsible for any additional supplies (e.g. textbooks, software, etc.). Please indicate you are aware of this. <input type="checkbox"/> Yes, I am aware.
Briefly describe why you are interested in taking this course:

**Parental approval** and support is vital to the success of Dual Credit.

Parent Name:
Parent Email:
Parent Signature:
Date Signed:

### Dual Credit Supervisor (Principal or Counsellor)

<input type="checkbox"/> Application approved. Can proceed with Post Secondary Institution Application	
<input type="checkbox"/> Application denied and reason/next steps	
Date Signed:	