



Avon Maitland District School Board Dual Credit Student Handbook



CONESTOGA
Connect Life and Learning

Conestoga College

This handbook belongs to:

Name	
Student #	
AMDSB Dual Credit Teacher	
AMDSB Dual Credit Teacher Email	
Dual Credit Teacher Phone #	
AMDSB Pathways Twitter	@AMDSBPathways
Conestoga Dual Credit Twitter	@DualCreditatCC

Introduction

This document has been developed to inform Avon Maitland District School Board dual credit students and guardians of the relevant guidelines, expectations and procedures of the dual credit program with Conestoga College.

Due to ongoing development of dual credit programming, information in this document is correct at time of printing and is subject to change at any time.

More information can be found Ministry of Education, Dual Credit Programs, Policy & Program Requirements, 2013 (<http://www.edu.gov.on.ca/eng/teachers/studentssuccess/DualCreditPro.pdf>)

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Dual Credit Program

Dual credit programs are intended to assist secondary school students in completing their OSSD and making a successful transition to college and/or apprenticeship programs. The program is designed to assist in creating a seamless transition for students from secondary school to college while clarifying a student's post-secondary or career aspirations.

The Dual Credit program is not an entitlement. Students must apply and be accepted into the program based on criteria for three groups of students (Primary target group, SHSM, OYAP). This is a unique opportunity for those accepted to obtain post-secondary experience at our local colleges. The Dual Credit program allows secondary students the opportunity to receive both secondary and college credits at the same time. The program has many benefits: sample college culture, experience college course expectations, tuition free college course with textbooks and transportation provided for college attendance.

Students may count a maximum of four optional credits towards the OSSD earned through approved college-delivered dual credit programs, if they are not also claiming credit for external (music) credentials.

The number of optional credits that can be earned through team-taught dual credit courses is not restricted.

EXPECTATIONS OF STUDENT:

Home School Expectations:

- Attend home school and dual credit classes as expected;
- make alternate arrangements due to specialized timetable;
- Maintain marks representative of your ability;
- Submit all assignments on time;
- Absolutely no "alternate plans" in regards to transportation. You must arrive at college and return to your home school using the transportation provided for you;
- Inappropriate behaviour on transportation provided will result in removal from the dual credit program.

College Expectations:

- Appropriate conduct that portrays a positive image of yourself, your classmates, the Avon Maitland District School Board and the college;
- Behaviour and maturity consistent with an adult-oriented community college learning environment;
- Attend each and every dual credit class. Practical courses require good attendance and being prepared each day to participate in the learning environment;
- Meet the expectations of any dual credit course as outlined by the college instructor. This may include, but is not limited to, attending field trips or Reach Ahead activities;
- Cell phones and other electronic communication devices may not be used in classrooms and labs without prior permission from the instructor or staff member;
- There is no food permitted in any classroom or lab. Beverages are permitted in unbreakable, re-sealable containers. Please note that no food or beverages are allowed in labs;



- For health and safety reasons, instructions will be established by faculty and management within designated shop areas, such as Electrical, Metal Machining and Woodworking;
- Items such as books, pens, pencils, and personal protective equipment (PPE) are required each class;
- Adherence to Conestoga College Student Academic Policy (see page 7).

***Students unable to meet the Dual Credit behaviour and attendance expectations
MAY be removed from the Dual Credit program.***

TRANSPORTATION

Dual Credit programs require transportation at some point. The transportation might be to attend the class at a participating college or to take part in a field trip.

Students are provided transportation in a variety of ways. The normal mode of transportation is a school bus. In the event that a registered taxi company is used, parents/guardians must understand that all standard options for transportation have been explored but are not able to be provided.

There are absolutely no “alternate plans” in regards to transportation. Students must arrive at college and return to their home school using the transportation provided for them. Use of a personal vehicle to travel to a Dual Credit experience is not permitted. If principals believe that a one-time exceptional circumstance exists related to transportation, he/she must consult with the Superintendent of School Operations/Student Success for approval of alternate transportation.

Students will be picked up and dropped off at their home school. Parents/guardians need to be aware that not all modes of transportation will be supervised and that the expectation of student behaviour must be reflective of the AMDSB, Southwestern Ontario Student Transportation Services and College policy. Additionally, students are responsible for attending their college class on time and returning to their home school.

Inappropriate behaviour on the transportation provided will result in removal from the dual credit program.

“Avon Maitland District School Board does not provide any accidental death, disability, dismemberment or medical expense insurance on behalf of students, parents/guardians/volunteers or supervisors for this activity.”

ATTENDANCE AND PUNCTUALITY

Regular attendance and punctuality at dual credit classes is essential for the overall success of students. Missing more than three dual credit classes will make it difficult to recover the college level material and overall success in dual credit will be at risk.

Practical courses require good attendance and being prepared each day to participate in the learning environment. Colleges have attendance and punctuality requirements that are expected to be followed by dual credit students.



Participation in class activities, discussions and completing all work assignments are essential to obtain success at dual credit.

Students aware of an upcoming absence are required to account for their absence, it is the student's responsibility to notify the college instructor, the school and the dual credit teacher.

Students should consult with their college instructor concerning missed class work, homework assignments and/or tests that they may or have missed. Failure to submit class work, homework assignments, lab work or tests without prior authorization from the instructor could result in an "incomplete."

An unauthorized absence from an exam could result in a mark of "0" which may be used to calculate the final mark. The student should contact the college instructor and dual credit teacher as soon as possible if this should take place.

Students are required to provide written verification from parents/guardians or the student if the student is over 18 years of age for any absences from dual credit classes in accordance with AMDSB AP No. 308 - Absence of Students. Additionally, the college and/or faculty policy may require a valid reason or legal/medical certificate as well.

As mentioned at time of submitting a dual credit application, participation in school sports, events and social activities do not supersede academic expectations at the college. Conestoga College does not shut down for secondary school Professional Activity days or Easter Monday.

INCLEMENT WEATHER AND DUAL CREDIT CANCELLATIONS

Students are expected to attend each and every dual credit class unless the following occurs:

1. Dual credit classes are cancelled.
 - Student is then responsible to log into college portal to be informed of instructions of the College Instructor.
2. Dual Credit transportation has been cancelled.
 - Student is then responsible to log into college portal to be informed of instructions of the College Instructor.
3. If the student's parents/guardians are not comfortable with the student travelling to his/her home school to board Dual Credit transportation while the home school is closed due to inclement weather.
 - Student is then responsible to log into college portal and inform college instructor. Student to also inform school and dual credit teacher of absence. Student is then responsible to log into college portal to be informed of instructions of the College Instructor.

In the event that dual credit classes or transportation has been cancelled **but** the students home school is open, the student is required to attend regularly scheduled classes.



DUAL CREDIT CANCELLATION COMMUNICATION

In the event of inclement weather or college closure, information will be posted on the www.ourschoolbuses.ca website and [@AMDSBPathways](https://twitter.com/AMDSBPathways) (Twitter) as it becomes available. Students and parents/guardians should check this information before leaving the house in the morning.

Conestoga attempts to remain officially open at all scheduled times. In the event of cancellations caused by bad weather or emergencies, the College notifies selected local broadcast stations as soon as a decision is made to cancel classes.

In a College-wide cancellation situation, these media outlets receive notification first:

- CKCO-TV
- CJIQ 88.3 FM (the Conestoga College radio station)
- Kitchener stations 570 News AM/96.7 CHYM FM
- Waterloo stations KFUN 99.5 105.3 KOOL FM

Information will be posted on Twitter [@DualCreditatCC](https://twitter.com/DualCreditatCC) as it becomes available.

ASSESSMENT, EVALUATION, AND REPORTING IN DUAL CREDIT

Dual credit students will be informed by the college, on or before the first day of instruction, of the percentage or letter grade required in order to pass and earn credit for the course. Students who do not successfully complete the course by attaining the passing grade established by the college will not receive credit towards the OSSD for the course.

You must meet the expectations of the college course in order to be granted the high school credit. In some college courses a pass may be over 60%.

The college instructor or professor is responsible for the assessment and evaluation of student achievement. College instructors are not allowed to share academic information with anyone other than the student and the Dual Credit teacher.

Credit Recovery and/or PLAR do not apply to dual credit.

The result of the college assessment and evaluation of student achievement is to be reported on the provincial report card and on the Ontario Student Transcript.

DUAL CREDIT DELIVERY TYPES

College-delivered courses

A **college-delivered** course occurs when a student engages in a college course or Level 1 apprenticeship program.

Students take a course from a college professor or instructor and receive additional support from a secondary school dual credit teacher. The student's achievement is evaluated by the college according to its own standards. Students earn credit that counts towards their OSSD (awarded by the school principal) and their Ontario college certificate, diploma, or bachelor's degree (awarded by the college). Credit is recorded on the college record; credit is also recorded on the Ontario Student Transcript (OST) using a special dual credit course code assigned by the Ministry of Education.



Team-taught delivered courses

A **team-taught** course occurs when a student engages in a closely matched college or apprenticeship and secondary curriculum. Content is taught by both a college professor or instructor and a secondary school teacher.

Students are enrolled in a course that covers the content of both a secondary curriculum course and a college curriculum course. Courses that are paired must have significant overlap. A college professor or instructor delivers the portion of the course from the college curriculum, and a secondary school teacher delivers the portion contained in the Ontario curriculum course. The student's achievement of the content contained in the college course is evaluated by the college professor or instructor according to the standards of the college, and his or her achievement of the content contained in the secondary course is evaluated separately by the secondary school teacher. Credit for successful completion of the secondary curriculum course is recorded on the student's OST. Credit for the completion of the college course, if granted, is recognized in a record issued to the student by the college.

School Within A College (SWAC) Program

In this type of program, secondary school courses are taught by secondary school teachers, and college dual credit courses are taught by college professors or instructors, within a collaborative learning community on a college campus. Entry into this program is at the discretion of the home school. Students must be enrolled and participate in one or more dual credit courses in each semester.

SWAC students participate in a comprehensive program at a college five days a week. Students work on secondary school courses (including courses they may be taking through credit recovery), along with one or two dual credit course(s) taught by a college professor or instructor.

Teachers also assist students in accessing support from the college and the school board as needed.

COLLEGE REGISTRATION

Participants in dual credit programs will be registered as college students (in addition to their enrolment in a secondary school). No tuition fees or apprenticeship classroom fees will be charged. Colleges will inform students and their parents where appropriate (if under 18yrs old), of the supports and services available to them, as well as of the applicable grading, assessment, attendance, and withdrawal policies of the college.

COURSE WITHDRAWAL

Full disclosure will apply to dual credit courses: All attempts at completion of dual credit courses, both successful and unsuccessful, will be recorded on the student's OST.

For withdrawals from dual credit courses, the college's deadline for withdrawal without academic penalty will be observed (equivalent to "day ten"). If the student withdraws after the college's "day ten" deadline, a "W" is entered in the "Credit" column and the student's percentage grade at the time of withdrawal is not recorded in the "Percentage Grade" column on the OST. A course dropped after the academic deadline (approximately three weeks before the end of class) then will receive the grade earned to that point on their OST and normally an "F" on their College transcript. Students need to be mindful of those dates.



Students should strongly consider withdrawing from a dual credit course if their credit is in jeopardy five days after the issuing of the midterm report card. If a student should want to withdraw from a dual credit course, they should immediately speak with their Dual Credit teacher. A Conestoga College Dual Credit Withdrawal Request Form must be completed.

COLLEGE RECORD

A college record will be generated to document students' achievement and will be sent to the secondary school principal to be placed in the students' Ontario Student Record (OSR). Students may obtain a copy of the college record by requesting it from the college, or they may obtain a copy from their OSR.

Completion of Level 1 apprenticeship in-school training is recorded by the college. In most cases, for registered apprentices, the Ministry of Training, Colleges and Universities also records the completion of Level 1 apprenticeship in-school training. Students should confirm that this has been done by visiting their local MTCU apprenticeship office. The completion of the Level 1 apprenticeship in-school training may result in advanced standing in a college program.

HEALTH AND SAFETY

The use of protective equipment, safety training and regulations must be followed. Students must comply with all safety standards of the course and college including the wearing of personal protective clothing, equipment and/or uniforms.

ILLNESS AND INJURY

Students who become ill or who are injured during dual credit must report this to the college instructor and dual credit teacher. The home school will be notified. If necessary, a parent or guardian will be called to pick the student up. If necessary the student will be transported to the local hospital.

MEDICALLY AT-RISK STUDENTS

Students who are medically at-risk must self-advocate for assistance and/or accommodations in a college course. The Consent for Exchange of Information permission is part of the College application. Dual Credit teachers and the dual credit contact at the student's home school can assist with this process. College may require a Medical Emergency Plan and Physician approval to participate.

STUDENTS WITH SPECIAL NEEDS

Students with an Individual Education Plan (IEP) must self-advocate for assistance and/or accommodations in a college course. The Consent for Exchange of Information permission is part of the College application. Dual Credit teachers and the dual credit contact at the student's home school can assist with this process.



DISMISSAL FROM DUAL CREDIT PROGRAM

A student may be removed from the Dual Credit Program if the student participates in any of the following violations but not limited to:

- breaking any college rule for which a college student would be dismissed (e.g. habitual lateness or absenteeism, allegations of criminal misconduct, swearing, disrespectful conduct)
- sexual harassment
- use or possession of tobacco
- possession of alcohol and or drugs for non-medical use
- being under the influence of alcohol and/or drugs for non-medical use
- distribution of alcohol, tobacco, and/or drugs on any mode of transportation or school or college property
- selling of alcohol, tobacco, and/or drugs on any mode of transportation or school or college property
- use of inhalants for the purpose of intoxication
- use of steroids and other performance enhancing drugs
- other actions which in the opinion of the teacher, college and/or administration warrant removal from the program

CONESTOGA STUDENT ACADEMIC POLICY

This policy applies to all students, full time and part time and to all clients of Conestoga.

- Possessing unauthorized material or aids in a test or examination situation.
- Claiming to have completed assigned tasks that were, in fact, completed by another person.
- Plagiarizing materials or works, in whole or in part.
- Allowing another person to take a test or examination in one's place.
- Altering or falsifying academic records in any way.
- Submitting false medical, academic or other documentation.
- Improperly obtaining through theft, bribery, collusion or otherwise, any test or examination paper prior to the date and time for writing such test or examination.
- Aiding or abetting anyone in an act of academic dishonesty.
- Submitting the same work in one course which has also been submitted or presented in another course without the prior written agreement of all involved faculty members.
- Fabricating information or other types of material to meet course or program requirements.
- Misrepresenting the reasons for deferring an exam or assignment.

CONESTOGA ANTI-VIOLENCE POLICY

Violence is not tolerated at Conestoga College! Any incident of violence must be reported immediately in accordance with this policy.

Introduction

Conestoga College promotes the highest level possible of safety and security in all of its activities. While violence is not pervasive at Conestoga, no college is immune from it.

All College employees and students strive, and share a responsibility, to create and maintain an environment that is free from violence.

This policy recognizes that violence often begins with harassing acts or disruptive behaviours that can escalate into threats to personal safety. It is meant to augment all existing College policies that address inappropriate behaviours.



It does so by specifically dealing with those elements of actual or threatened violence associated with any incident.

Definition

Violence includes assaults, threats, bullying, stalking, intimidation and other disruptive behaviours. It can involve oral, written or electronic statements, gestures or expressions that communicate a direct or indirect threat of harm.



Communications

Security Services will ensure appropriate members of the College community are informed when they have reasonable grounds to believe a risk of violence exists.

Disciplinary Sanctions

Any individual who commits or plans a violent act on college premises may be banned from all campuses and/or subject to disciplinary actions, criminal charges or both.

Victim Support

In addition to the processes described above, the College is committed to providing support services to victims of violence. Students have access to assistance from Student Services Counselors.



CONESTOGA CAREER CENTRE/CAREER SERVICES

Career Centre

Students are encouraged to access Co-op and Career Services for career and employment support.

The Conestoga Career Centre is a FREE resource open to the public. Information is available on careers and occupations, the local job market, assistance with program registration, training opportunities and job search strategies. Customer Service staff are available to guide your educational and career goals.

For more information, contact or drop-in to the Career Centre at:

Stratford Campus: Serving Clinton, Exeter, Goderich, Listowel, St. Mary's, Seaforth, Stratford, Wingham

Stratford Email: stratfordcareercentre@conestogac.on.ca

Telephone: 519-271-5700 or 1-800-463-0796

Career Services

Career Advisors and Employment Advisors provide students with resources, workshops and one-on-one assistance in career and education investigation and employment preparation. Career Advisors assist students in the development of meaningful educational and career plans. They also provide guidance on academic policies, transfer processes, articulation agreements and alternative access routes within Conestoga College and other post-secondary institutions in Canada and abroad.

Each Employment Advisor is responsible for a specific group of co-op students by program. Advisors deliver the Co-op and Career Preparation.

AMDSB & CONESTOGA DUAL CREDIT LOCATIONS AND EXPERIENCES

Conestoga College - Stratford Campus

130 Youngs Street, Stratford, Ontario N5A 1J7 Tel. 519-271-5700

Dual Credit Teacher Office: Room #38A Tel.: 519-271-5700 x7230

SWAC: Room #44 Tel.: 519-271-5700 x7245

COPE: Room #53 Tel.: 519-271-5700 x7230

Career Services: Room #45 Tel.: 519-271-5700 x7224

Computer Services Help Line: helpdesk@conestogac.on.ca

Campus Administration: Julie Gibson Tel.: 519-271-5700 x7221

Day Away Course Info: Digital Photography (1 credit)
Introduction to Audio (1 credit)

Notes:

Enter the front doors and follow the left hallway to the computer lab Room 40. Bus/Taxi students will be arrive/depart in the same location.

Textbook and other materials are supplied at no cost. Please bring a pen/pencil and paper.

Students are strongly encouraged to bring a lunch. A vending machine is available for purchases.



Ingersoll Campus

420 Thomas Street, Ingersoll, Ontario, N5C 3J7 Tel.: 519-485-5666

Computer Services Help Line: helpdesk@conestogac.on.ca

Campus Administration: Sarah Reid Tel.: 519-485-5666 x7801

Day Away Course Info: Package 1 (2 credit package)
Construction Codes
Blueprint Reading
Package 2 (2 credit package)
Exploring HRAC Mechanical
Residential Plumbing Basics

Notes:

Bus/Taxi students will arrive/depart in the same location.

Safety-toed work boots (green patch) and safety glasses are required.

Textbook is supplied at no cost. Please bring a pen/pencil and paper.

Students are strongly encouraged to bring a lunch. A vending machine is onsite but no Automatic Teller Machine (ATM) is available.

Knox Church

142 Ontario Street, Stratford, ON N5A 3H2 Tel.: 519-271-0373

Computer Services Help Line: helpdesk@conestogac.on.ca

Day Away Course Info: Culinary - Beginner part 1 & part 2 (2 credit package)
Culinary - Advanced part 1 & part 2 (2 credit package)

Notes:

Entrance to the kitchen facility through the double doors marked BANQUET found in the alley off Ontario Street. Bus/Taxi students will be arrive/depart in the same location.

A Chef uniform, including a hat, neck tie, jacket and pants is sized the first class and supplied at no additional charge. Please wear this uniform laundered to each class. Please wear non-slip shoes.

Textbook is supplied at no cost, textbook to be returned at the end of dual credit. Please bring a pen/pencil and paper.

Upon successful completion students receive a Food Sanitation and Safety Certificate from the Waterloo Board of Health expiring in 5 years.

Students are provided lunch each week from the menu created. Please advise the Chef of any related allergies or dietary restrictions that may be a possible concern at the beginning of the course.



Stratford YMCA

204 Downie Street, Stratford, Ontario, N5A 1X4 Tel.: 519-271-0480

Computer Services Help Line: helpdesk@conestogac.on.ca

Day Away Course Info: Package 1 (2 credit package)
Get Fit
Live Well

Notes:

To the left hand side of the front desk is a secured locked door. The YMCA staff will let dual credit students through. Morning attendance begins in the theory classroom located through a door at the end of the hall. Students are asked to go directly to this classroom upon arrival.

Please wear/bring suitable attire to exercise in such as pants/shorts and running shoes. A t-shirt is supplied. A water bottle is strongly suggested. Also, a bathing suit if students would like to use the pool. Towel service is located at the front desk and towels are to be returned after use.

Lockers in the Family Change Room are for students under 18 years old. Students over 18 years old may use the Adult Change Room. Locks are available to be signed out in the theory classroom through the dual credit teacher.

Textbook is supplied at no cost, textbook to be returned at the end of dual credit. Please bring a pen/pencil and paper.

Students are supplied a daily pass for the YMCA facility. All the YMCA facilities are available to use; fitness classes, squash/racquet ball courts, gymnasium including volleyball, floor hockey equipment, basketball, running track, swimming pool, steam room and lifestyle centre.

Students are strongly encouraged to bring a lunch. A vending machine is available for purchases. There is the option of take-out from Twice the Deal pizza 1 block away. Sign up is available in the theory classroom during morning attendance. This supervised trip leaves at 12:00pm and immediately returns to the YMCA.

Team-Taught (Various Locations)

Computer Services Help Line: helpdesk@conestogac.on.ca

Team Taught Course Info:	Electrical Basics	(1 credit)
	Exploring Interior Finishing Systems	(1 credit)
	Get Fit	(1 credit)
	HRAC Basics	(1 credit)
	Plumbing	(1 credit)

Notes:

Textbook is supplied at no cost. Please bring a pen/pencil and paper.

Students must comply with all safety standards of the secondary course and college including the wearing of personal protective clothing, equipment and/or uniforms.

Trip to college will be arranged to enhance curriculum.

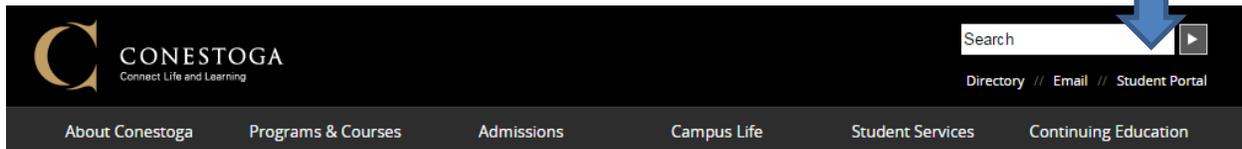
STUDENT PORTAL

Login for access to your Timetables, Courses, Student Achievement Report, Grades & ANGEL

Login

From the Conestoga College website www.conestogac.on.ca

Click on the link to the **student portal**



LOGIN INFORMATION



On Campus Web Login

Login Name: Username (eg jsmith4567)

Default Password for dual credit students:

CcstudentID# (eg Cc1234567)

Your username is listed on your enrollment form or can be found on the Student Portal as the “username” portion of your email address (see Student Portal Login).

New students will be prompted to reset their password on first login.



<https://myconestoga.ca>

Login Name: Username (eg jsmith4567)

Default Password for Dual Credit students:

Ccstudent# (eg Cc1234567)



myConestoga allows you access to your student email, student network drives, student portal, and eConestoga (D2L) without having to enter your password over again



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my CONESTOGA

Hi Carolyn Menu Sign Out Search...

Welcome Photo Upload

QuickLaunch Navigation

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Student Tools

D2L is now referred to as eConestoga

The D2L icon is now replaced with the eConestoga icon in the LaunchPad at left. All references to Desire2Learn (D2L) will now be replaced with eConestoga in all systems.

Welcome to the myConestoga Portal

Welcome to the myConestoga portal – a one-stop-shop service to help consolidate information and tools that are important to you! Use this service to simplify how you access applications and find information you need to stay connected with everything that is happening in the Conestoga Community.

One click access support is available for the following services:

- Email
- Employee HR Portal
- Student Portal
- Network Drives
- CampusNav (SIS)

If you have any suggestions, comments or ideas on how we can make this service better let us know by clicking on this [feedback link](#) or the one located in the footer of this page. Come back often to make sure you don't miss out on new features that we are continuing to add.

Quick Launch Navigation buttons:



Student Email



Student Network Drive



Student Portal



eConestoga (D2L)