

Program Description

Gap Closing/Upgrading courses are available for DDSB students who, during the 2020-2021 school year, have been successful in one or two courses, but who feel they have instructional gaps in those courses that may impact their future studies. The student must take the same course grade and stream that was previously taken. Courses will not result in additional credits towards the overall credit count. Grade 9/10 course marks will replace the existing mark on the student transcript. Grade 11/12 course marks will show as a second attempt on the student transcript.

The expectation is that students are online during class time from 8:30 AM to 2:15 PM, Monday to Friday. This program is delivered in a Synchronous/Real Time learning model. Synchronous/Real Time learning provides student-teacher contact in either Google Classroom or the D2L Brightspace platform with the use of Google Meet. Instruction may include students watching video lessons, participating in live interactive lessons, completing assigned tasks in an online classroom environment, or contributing to online discussion boards.

Regular attendance is crucial for student success. Students MUST be available online from 8:30 AM to 2:15 PM for the duration of the program; timing is not flexible. The program cannot not be compressed, and the course calendar cannot be altered. Note: It is the responsibility of students and their guidance counsellors to ensure that all prerequisites have been met before registering for an eLearning course.

Note: Civics (CHV201) and Career Studies (GLC201) are separate courses and require separate registrations.

Program Dates

Semester 1 Program Dates: July 5 – July 15

Civics (CHV20) July 5 – July 9 (10:30 AM dismissal)

Careers (GLC20) July 9 (12:00 PM start) – July 15

Semester 2 Program Dates: July 16 – July 28

Civics (CHV20) July 16 – July 22 (10:30 AM dismissal)

Careers (GLC20) July 16 (12:00 PM start) – July 28

Course Registration Deadlines

Registration closes Monday June 28, 2021, 12:00 pm (for Semester 1 Gap Closing/Upgrading courses) and Tuesday July 13, 2021, 12:00 pm (for Semester 2 Gap Closing/Upgrading courses). No additional registrations will be accepted after these dates. **Durham Continuing Education** reserves the right to revise, limit or cancel programming because of the COVID-19 pandemic, enrollment, and other circumstances. Students will be notified of course cancellations.

Course Access – First Day Procedures

Durham District School Board students – all DDSB students will access their course using DDSB credentials via the MyCampus portal (<http://student.ddsb.ca>). Courses may not be accessible until the first day of program.

Login Assistance on the First Day of Program: *if you are unable to login as instructed, please email DCEInfo@ddsb.ca ONCE ONLY. Include your full name (first and last), course code (i.e., ENG4U), home school and contact email and phone number. The DCE team will work through responses on a first come first served basis.*

Full Disclosure

Students should be advised that all attempts for grade 11 or 12 secondary school courses (whether completed successfully or not) will be disclosed on a student's transcript unless the student withdraws prior to the full disclosure date. If a student has been unsuccessful in their first attempt to earn a credit and takes the course again, both attempts appear on the Ontario Student Transcript. **Full disclosure dates are as follows: Semester 1 courses – Monday July 12, 2021 (9:00 am) and Semester 2 courses – Friday July 23, 2021 (9:00 am).** Students wishing to withdraw must complete a withdraw request using the link in the navigation bar in their course by the disclosure deadline.

Report Cards

Final report cards will be available by the end of August/early September. For DDSB students enrolled in a day school, the report card will be sent to their **home school**.

Marks will NOT be given out over the telephone. If students wish to know their mark prior to formal reporting, they should request their teacher to send a final unofficial mark summary at the end of their program.

Mark Transmission to College/Universities

Students enrolled in a Durham District School Board School during the 2020/2021 year who have applied to Ontario College or University entrance in Fall 2021, will have their marks automatically transmitted electronically in mid-August 2021. Should the student need a proof of mark prior to or after the transmission date, please request official proof of mark letters via a link in the navigation bar in their course.

For ALL other students who have applied to post-secondary destinations for Fall 2021 entry and who wish their marks transmitted or proof mark letters sent, please complete the request via the appropriate link in the navigation bar of your course.

Note: Students are responsible to provide their Ontario College Application Service (OCAS)/Ontario Universities Application Centre (OUAC) number, full mailing address and institution email for the official letter. Letters will be prepared and mailed/emailed within two business days after the end of the summer school program. Durham Continuing Education is NOT responsible for letters once they have been mailed/email or for delays in processing at the College or University locations.

All proof of mark letters or electronic transmission requests MUST be completed using the link in the course navigation bar prior to the end of program.

Course Withdraw

Withdraws PRIOR to the first day of the course:

- DDSB students must withdraw through their home school guidance department.

Withdraws AFTER the first day of the course (even if student has not attended):

- Students must use the withdraw link found in the navigation bar of the course or our online [Withdraw Form](#)

DDSB Secondary School Acceptable and Safe Use Procedure for Computing and Information Technology

The Durham District School Board's computing and information technology facilities and resources are made available to students in support of their learning, research requirements and career preparation. Students and parents/guardians will be asked to review the [DDSB's Secondary School Acceptable and Safe Use Procedure for Computing and Cyber Safety](#)

NOTE: Use of a laptop, tablet or desktop computer is **HIGHLY** recommended for this program. The program is not designed for completion on a cell phone.