

## **FREQUENTLY ASKED QUESTIONS (FAQs)**

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# ANSWERS TO YOUR FREQUENTLY ASKED QUESTIONS!

## ABOUT CALC

### 1. Who can register at TDSB 'adult' schools?

The TDSB offers tuition-free classes to individuals with Canadian citizenship, permanent resident status, or convention refugee status (study permits will be required and we can help with an 'invitation to study'). (Individuals with Canadian visas should contact the TDSB's International Department for more information at contact: [StudyToronto@tdsb.on.ca](mailto:StudyToronto@tdsb.on.ca) or visit the website at <https://www.tdsb.on.ca/about-us/international-programs/international-students>.

### 2. What is the difference between CALC's Adult and Edvance programs?

There are two programs at the City Adult Learning Centre, one for Adults aged 21+ (<https://schoolweb.tdsb.on.ca/cityadult/>), and one (called Edvance or CALC Secondary) for youth aged 18-20 (<https://schoolweb.tdsb.on.ca/calc/>)

### 3. What courses does CALC offer?

CALC offers credit courses from the Ontario Curriculum including ESLA to ESLD courses and a full range of courses for the Ontario Secondary School Diploma and pre-requisites for post-secondary study. Please see the website for courses planned for the 2020-2021 school year. Not all courses are offered in every quad so please consider the pre-requisite offerings when planning your path. <https://schoolweb.tdsb.on.ca/Portals/cityadult/docs/CALC%20Adult%20Proposed%20Courses%202020-2021.pdf>

### 4. How are the courses scheduled?

The Adult and Edvance programs at CALC are split into four 9-week terms called 'Quadmesters' or 'Quads'. There are three periods scheduled into each quad with the potential to take 12 courses in one year. With our accelerated schedule senior level courses are limited to two per quad.

Quad 1 runs from September to mid-November.

Quad 2 runs from mid-November to end of January.

Quad 3 runs from February to mid-April

Quad 4 runs from mid-April to end of June.

(Please note: During the pandemic the schedule will be limited to one 4.5 hour in-school class per day instead of the usual three 2-hour periods.)

### 5. Where is the school located, and what are office hours?

The City Adult Learning Centre is located at 1 Danforth Avenue, across from the Broadview Subway Station at Broadview and Danforth. The school building is presently closed except for staff and students with confirmed appointments. The school will re-open for registered students on September 15th. If you have questions about registration, please see the registration information and links below.

**6. Is parking available at CALC?**

No. Most of our students use TTC and there are Green P parking lots along the Danforth for paid parking. CALC's few parking spots are used for students with documented needs on a quad by quad basis. To be considered for a parking permit, students must submit a "Parking Request" form during the first week of the quad. These forms can be picked up from the main office.

## **HOW TO REGISTER**

**7. When and how do I register as a NEW student?**

Registrations for NEW students take place in the weeks preceding each quadmester. Please visit the registration section of the website for registration dates and enter your information on the 'NEW' student form. You will be emailed with an appointment for assessment, registration and course selection and what documents to bring. All students without Ontario transcripts will be required to take assessments for English (as well as Math and/or Science if choosing those subjects). Students with Ontario credits earned more than five years will also be assessed for appropriate placements and successful outcomes.

[https://docs.google.com/forms/d/e/1FAIpQLSe4WhxxeUx3ED-w1oxXwpcRiMqyTcKLk7xjmFGH\\_pGFV3vbsA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSe4WhxxeUx3ED-w1oxXwpcRiMqyTcKLk7xjmFGH_pGFV3vbsA/viewform)

**8. When and how do I register as a RETURNING student?**

Current adult students select their courses through MyBlueprint. If you were with us last quad, please visit [www.MyBlueprint/TDSB](http://www.MyBlueprint/TDSB) and log in to select courses. If you are a student returning to CALC from a previous year or quad, or a former TDSB student, please visit the registration section of the website and enter your information on the 'RETURNING' student form. You will be emailed with instructions for course selection after you are re-registered.

<https://docs.google.com/forms/d/e/1FAIpQLSfhpTazXKmYybeLona-MyiQEIORRd88e0OTINi9xgszgACgw/viewform>

**9. What is the deadline for registering?**

Courses 'close' and become unavailable as they become full. Registration will remain open until approximately three days preceding the Quad start when timetables are finalized. We usually do a late registration on the third day of quad for remaining seats but this will not take place during the pandemic measures.

**10. Will you be offering online classes?**

At present our Quad 1 classes are going to be a 'hybrid' of small in-school classes, scheduled online classes, and self-directed online study. The TDSB is still determining how fully online classes would be made available for those students who are unable to return to class.

**11. What will in-school classes be like during the COVID pandemic?**

The TDSB is following the direction and safety protocols of Toronto Public Health and the Ministry of Health. Please see the TDSB website <https://www.tdsb.on.ca/Return-to-School> for more information.

In brief, all students and staff will be required to do a daily self-assessment before entering the building. All students and staff will be required to wear a mask (unless they have a documented medical exception). All students and staff will be expected to follow the directional arrows and maintain safe distances of 2m (6ft) apart. Classes will be divided into two cohorts so that only half the class (approximately 15 students) is in attendance at any one time. The school will run on a six-day tumbling timetable with half of period 1 students scheduled in on Day 1 for 4.5 hours and the other half of the class scheduled in for 4.5 hours on Day 2. Period 2 students will be in on Day 3 and Day 4, and period 3 students will be in on Day 5 and Day 6.

**12. I am a current or returning CALC student but I need to write an assessment for a course I wish to add. How do I get an assessment?**

Assessments dates for current and returning students will be made available by appointment on our website on August 31, 2020. Please pay close attention to those dates on the website to book your assessment appointment.

**13. I paid a book deposit last year. Can I get my \$100 back if I lost my receipt?**

Although we always recommend keeping your pink copy of the receipt we have another copy on hand. If you return the book(s) and/or we have a record of your returns we can process a refund. If we cannot find a copy of your receipt, we will be unable to issue a refund.

**14. What are the student fees going to be in 2020-2021?**

For Quad 1 of 2020-2021, the student activity fee of \$30 and the book deposit of \$100 will be waived. Students are still responsible for any materials issued by classroom teachers. Fees for our specialty programs that are paid to outside agencies (PSW program, CCA program) will still be applied.

## **REGISTERING FOR SPECIALTY PROGRAMS AT CALC**

**15. When are the Personal Support Worker (PSW) information and registration sessions?**

The PSW program runs for 27 weeks and registration is open every Quad. Please fill out the form on the website to be emailed further information on the assessment and registration process. Those students who are not successful in the language assessment are encouraged to look at our ESL and English offerings and re-apply to their desired program in a future quad. The Quad 1 program is currently full but a list is online for applicants in Quad 2 who will also be waitlisted if openings become available in Quad 1.

For more information on the PSW program see  
<https://schoolweb.tdsb.on.ca/cityadult/Home/Personal-Support-Worker-Certificate-Program>

**16. When are the Child Care Assistant (CCA) information and registration sessions?**

The CCA program runs for 18 weeks and accepts registrants for Quad 1 and Quad 3. Please fill out the form on the website to be emailed further information on the assessment and registration process. Those students who are not successful in the language assessment are encouraged to look at our ESL and English offerings and re-apply to their desired program in a future quad. For more information on the Child Care Assistant program see  
<https://schoolweb.tdsb.on.ca/cityadult/Home/Early-Childcare-Assistant-Certificate-Program>

**17. When are the Canex Co-op information and registration sessions?**

The Canex Co-op program runs for 18 weeks and approximately the first half is in school while the second half is in a placement. Canex Coop runs in Quad 1&2 (Sept start) and Quad 3&4 (Feb start). Students are not guaranteed a job placement but approximately 90% of our students do get placements in a working environment related to their training and education. For more information on Canex see <https://schoolweb.tdsb.on.ca/cityadult/Home/CAREER-CONNECTION-CANEX-Co-op>.

**18. What is the schedule like for the specialty programs like PSW/CCA/Canex?**

The classroom schedule will be altered during the pandemic measures but all specialty programs require a full time commitment with class schedules of six hours of classes every day (8:30am until 3:30pm with a break for lunch). Placement schedules may change depending on special training and/or job placements.

## **GUIDANCE & STUDENT SUCCESS QUESTIONS**

**19. How many credits do I need to graduate with an Ontario Secondary School Diploma (OSSD)?**

- The OSSD is made up of 18 compulsory credits (4 x English, 3 x Math, 2 x Science etc.) and 12 elective credits for a total of 30 credits.
- The diploma also has a literacy requirement and a volunteer hour requirement (the latter is waived for adults 21+).
- Students will be assessed and enter courses at the appropriate level.
- Once credits are achieved, the earlier levels will be attributed through a Prior Learning Equivalent (PLE) process. There is another process, Prior Learning Assessment and Recognition (PLAR) that can also be used to grant credits. This can be pursued by registered students once they are in senior level classes.

**20. How do I get a copy of my transcript?**

Current CALC students and students who have attended CALC within the last year can email Guidance at [CityAdultStudentServices@tdsb.on.ca](mailto:CityAdultStudentServices@tdsb.on.ca) or request their transcripts from the Guidance Office (Room 119).

Students who have not attended CALC in the last two years must contact the TDSB's Central Transcript Office to retrieve a copy of their transcript. The website form is at <https://www.tdsb.on.ca/High-School/After-High-School/Transcripts>.

**21. Do I need a home computer?**

With the current hybrid model of 'remote learning' students will need internet access and a device. The TDSB has lent computers to students and measures will be in place to distribute more as they become available.

**22. How can I access Special Education accommodations?**

As an accelerated program doing a year's worth of material in nine weeks, the courses can be challenging for accommodations such as extra time. Once registered, students are encouraged to speak with their teachers and to contact our Student Success teachers to discuss needs and accommodations. For adult students please contact [Sharry-Anne.Taylor@tdsb.on.ca](mailto:Sharry-Anne.Taylor@tdsb.on.ca) If you have challenges with mobility please let your VP know at registration so that accessible learning environments can be arranged.

**23. Do you help students find resources or medical help for physical or mental health issues?**

CALC is fortunate to have partnerships with a number of agencies who come in to the school to provide services to our students including The Neighbourhood Organization (TNO) and the South Riverdale Community Health Centre. We also have our own TDSB Child & Youth Worker, our own TDSB Social Worker, and access to a TDSB School Psychologist. Please speak with one of our guidance counsellors to start the process of seeking supports or services. Let our office staff know if the "matter is confidential".

**24. How do I get a letter for proof of enrolment prior to quad start?**

We are unable to issue attendance letters prior to the start of the quad. For proof of enrolment prior to the start of the quad, we recommend submitting your proof of payment (pink payment receipt) along with the registration package. Alternatively if you have received your timetable, this should suffice as proof of enrolment.

**25. How do I get a letter of enrolment for subsidy?**

Once school is underway a letter can be requested from the Guidance Office (Room 119) or the guidance email at [CityAdultStudentServices@tdsb.on.ca](mailto:CityAdultStudentServices@tdsb.on.ca). Please allow 48 hours for processing. Students must have attended at least three days to receive a letter.

**26. How can I register for night classes?**

Night school registration (and summer school registration) is done through the TDSB's Continuing Education website at [www.creditprograms.ca](http://www.creditprograms.ca).

**27. How do I stay in communication with CALC, especially during the pandemic when we aren't in school every day?**

The best way to stay in touch is through the MySchoolDay app which is used as a Student Agenda and calendar and for notifications regarding school announcements or scheduling changes. You can download the app at <https://myschoolday.app/download>. You will also receive emails such as your timetable from the school's guidance email account and messages through your teacher's classroom platforms (Google Classroom or Brightspace).

**If you have further questions  
not answered above  
please send a detailed email to  
[cityadultstudentservices@tdsb.on.ca](mailto:cityadultstudentservices@tdsb.on.ca).**