

## How to Guide - Personal Learning Schedule

Students applying for programs that do not require a timetable adjustment at their home school are required to submit a Personal Learning Schedule (PLS), which outlines their plan to complete work for their Dual Credit program. This applies to programs that are:

- online, asynchronous courses (no scheduled time to work, students choose their own time) OR
- online, synchronous (livestreamed) courses that occur outside of school hours

Students will be expected to meet the academic rigor of post-secondary studies by signing in to watch a lecture of up to 3 hours AND complete assignments/readings that could take up to 5 hours each week.

Please provide a one-week example schedule, detailing the approximate days and times you plan to complete the work. See examples below.

### Example 1 – Online, Asynchronous Program - Student with a spare / free period:

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
P4 free at school to work on Dual Credit	Dual credit evening	P4 free at school to work on Dual Credit	Dual Credit evening		Dual Credit Study time

### Example 2 – Online, Synchronous Program - Student without a spare / free period:

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
Dual Credit readings/homework 7-8 pm	Dual Credit Synchronous Lecture 4-6pm	Dual Credit readings/homework Homeroom time	Dual Credit Synchronous Lecture 4-6pm	Dual Credit Study time	