

Franciscan Advantage Partnership Courses

After enrolling in the HSC course AND with the Franciscan Advantage Partnership (two separate enrollments), follow these steps at the times indicated.

Week 1:

If you cannot complete any of these steps, notify your parent and HSC staff asap.

If you do not have a message from Tom Costello containing your login, email him (tjcostello@franciscan.edu).

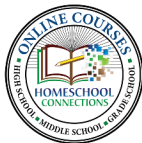
- ☐ Check your email for a message from Tom Costello (from Franciscan University). This will contain your login details for Franciscan's Canvas website.
- ☐ Log into the Franciscan website
- ☐ Make sure you can see the course you are enrolled in
- ☐ Open the course syllabus and READ IT in detail
- ☐ Locate your study resources and check these each week throughout the course
- ☐ Check the "announcements" tab

Week 6:

- ☐ Log into the Franciscan website
- ☐ Check out the study resources posted in your course (midterm study guide, video resources, etc.)
- ☐ Double check when the date of the final exam is and write this in your calendar
- ☐ Download "Respondus", which is Franciscan lockdown browser. You will need this for the exam, so make sure your computer supports it.
- ☐ Check the "announcements" tab in case there have been any updates from Franciscan
- ☐ Make sure you are signed up for the second semester of this course, if applicable. You will not get college credit if you only complete one semester!

Week 12:

- ☐ Log into the Franciscan website
- ☐ Check the "announcements" tab in case there have been any updates from Franciscan
- ☐ Take the final exam from Franciscan. Make sure you check your exam dates!



Benedictine College Partnership

After enrolling in the HSC course AND filling out the college credit form and paying the Benedictine fees (all done through HSC), follow these steps at the times indicated.

Week 1:

- ☐ Fill out the HSC Electronic Enrollment Form (emailed to your parent within a week of the first class)
- ☐ Opt in for college credit, and make sure you have paid the Benedictine fees to HSC. (We pass on the fees to Benedictine.)
- ☐ Once you have confirmation from HSC that you have enrolled in college credit, follow along with this course as normal! Your HSC teacher will grade your work, assign you a grade, and log this grade on your Benedictine transcript.

Week 6:

- ☐ Make sure you are signed up for the second semester of this course. You will not get college credit if you only complete one semester!
- ☐ Ask your teacher for your Benedictine student number. Make sure you save this, as you will need it to get your college credit transcript later!

Week 12:

- ☐ Make sure you complete all your course work, and check with your teacher about your grade for Benedictine credit.
- ☐ Once your teacher has entered your grade in the Benedictine site, you can retrieve your official transcript from GetMyTranscript.com.
- ☐ Note that you can only get your transcript after you complete the whole course (2 semesters).
- ☐ You will need your Benedictine student number to get your transcript. If you don't have this, ask your teacher for your student number.