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Adult Education - STAR Outreach Schools **Academic Upgrading Program 2023-2024**

STAR Outreach School operates as an accredited high school and offers courses that follow the Alberta Education curriculum. The courses are offered to assist students in preparing to enter programs at any post-secondary institution in Alberta and across Canada. It is the student's responsibility to ensure they are completing any required programming to gain entrance into their desired field of study.

Adult students can choose to upgrade courses required for post-secondary entrance or they can earn a [high school diploma](#) or a [high school equivalency diploma](#). A GED program is not being offered at our school.

In order to qualify as an adult student you must:

- be 20 years of age or older as of September 1 of the current school year (students under the age of 20 are eligible for fully funded high school courses)
- be a Canadian citizen, lawfully admitted to Canada for permanent residence, a child of a Canadian citizen, or a child of an individual who is lawfully admitted to Canada for permanent or temporary residence
- provide proof of citizenship (i.e., birth certificate, landed immigrant, or resident documentation)

Commonly Asked Questions

How do I register?

- Complete the [registration form](#) and attach all supporting documents, including citizenship documentation (if required)
- Provide additional documentation in support of student needs as required (e.g., Individualized Program Plan, psychological/psycho-educational assessments, and/or medical assessments/documentation)

What is MyPass and why do I need it?

[MyPass](#) is the Alberta government's online application for students to:

- order high school transcripts in English or French
- view diploma exam marks (students receive notification electronically)
- register to write or rewrite diploma exams with online payment
- view and print Detailed Academic Reports (DAR)

- view progress towards a credential (diploma or certificate)
- order additional copies of an awarded credential in English or French

To sign up, go to: <https://public.education.alberta.ca/PAS/myPass/welcome> you must have:

- an Education Account (current students can contact their school and former students can contact Alberta Education Student Records)
- the student's Alberta Student Number (ASN)
- the student's date of birth
- a current personal email address (not your STAR Catholic account)

NOTE: to request a High School Equivalency Diploma be awarded, you must email studentrecords@gov.ab.ca, list all the information noted above, and state you wish to have the document issued to you. Only the general Alberta High School Diploma is awarded automatically (email to be sent once final course grade is posted)

When are the courses offered?

Courses are offered in accordance with [STAR Catholic's Leduc/Beaumont Year Calendar](#) which runs from the beginning of September to mid-June. **No courses are offered in July or August.** **All courses must be completed in the Academic School year the student is registered in.**

	January Course Completion	April Course Completion	June Course Completion	Full Year* (Sep-Jun)
Course Start Date	Sep 6	Nov 6	Feb 5	Sep 6
Registration Deadline	Oct 11	Dec 20	Mar 6	Dec 20
Midterm Date	Nov 3	Jan 26	Apr 12	Jan 26
Withdraw Deadline	Nov 10	Jan 31	Apr 19	Jan 31
Diploma Coursework Due	Humanities - Dec 20 Math/Science - Jan 15	Humanities - Apr 2 Math/Science - Apr 3	Humanities - Jun 4 Math/Science - Jun 10	Humanities - Jun 4 Math/Science - Jun 10
Non-Diploma Coursework Due	Jan 17	Apr 3	Jun 12	Jun 12
Diploma Exams	Dates are Course Specific	Dates are Course Specific	Dates are Course Specific	Dates are Course Specific
Non-Diploma Exam Week	Jan 22-26	Apr 8-12	Jun 14-20	Jun 14-20

Students who do not complete the Midterm Exam and prerequisite assignments by the Midterm Deadline will be required to extend their course into the next available section. Students who do not complete the Midterm Exam by the Semester 2 Midterm Deadline may be required to withdraw from the course.

Which courses are offered?

- As an accredited high school, we offer a full complement of core courses required to receive an Alberta high school diploma.
- Students registering for a 30-level diploma course are required to take a government standardized test in addition to completing school-based coursework to receive credit for completion. These exam dates are not changeable. They are mandated by the province of Alberta.
- Diploma exams at STAR Outreach School are administered each year in January, April, and June.
- The entire Alberta [diploma exam schedule](#) can be downloaded from the Alberta Education website.

What does it cost to take a course as an adult?

1 credit = \$131

- A standard **5 credit course costs \$655.**
- Course fees must be paid at the time of registration.
- Students will have an intake meeting with the instructor and gain access to course materials only after they have paid the course fees in full.
- Any applicable diploma rewrite fees are not included in course fees.
- Students will be invoiced for the full replacement cost for any materials not returned.
- Non-Refundable Registration Fee: \$58.00
- Non-Refundable Outreach Technology Fee: \$21.00 (Non-current STAR Students only)
- **Once registered all fees are non-refundable**

Is there a Refund Policy?

There are no refunds for courses once a student has registered.

How long does it take to complete a standard 5-credit core course?

Generally speaking, most students take approximately 16 weeks to complete a 5-credit, 30-level course. Students should be prepared to spend an average of 6 to 7 hours per week on their coursework.

Can I take more than one course at the same time?

Yes. However, your success is our priority and we recommend you do not take more than 2 courses consecutively.

Do I have access to an instructor?

- This is a self-directed program that requires students to work independently at home, at their own pace, via supplied materials provided through our Canvas Platform.
- The instructor will work with each individual student to establish and maintain a schedule for regular assignment submission that fits their lifestyle.
- The Outreach is available for drop-in access to adult students. All students are required to sign in and out of the building. Adult students are encouraged to book pre-scheduled Appointments when possible. Appointments can occur Online, In-Person or over the phone.
- Appointment space is limited and we cannot guarantee one to one guidance for drop-ins. Appointments may be grouped with other students completing courses in that subject area.

How do I submit completed work and take exams?

- Work submission is done directly through the Canvas Platform, where all students will access their course materials. This process will be outlined during the intake meeting with the instructor.
- To ensure student success, students must have reliable access to the internet, a device to access their course, and a means to print materials. It is beneficial for students to have access to a scanner, but instructions are provided for using a phone to scan and create PDFs for submission.
- There are required on-site evaluations of progress. **All exam times must be pre-booked with the instructor** during our regular school hours of operation.
- Students must write a midterm, final exam, and diploma exam (if applicable) in the course(s) in which they are registered.

Do I need prerequisite courses?

Adult students do not require prerequisite courses, but they do need to demonstrate that they have the prerequisite skills. This is especially important for students who have attended high school outside of Alberta. At times, students may be asked to show their prerequisite skills through a placement exercise/evaluation to ensure we are setting them up for success. It may be recommended by your instructor to complete prerequisite courses.

Code of Conduct - See Website for more information

At STAR Outreach, the student code of conduct is to maintain a positive, productive and safe learning environment for all members of our school community. More specifically, the term “conduct” refers to student behaviour, attitudes, and effort while at school or while involved in school-related activities. It is expected that adults adhere to our school’s code of conduct while onsite, or they will be immediately removed from the premises and only be permitted back at the principal’s discretion.