

Dear Dual Credit Student in the Dual Credit or School within a College (SWAC) program:

Congratulations on completing your Dual Credit College Course!

George Brown College transcripts will be provided to former dual credit students by request only. If you would like a copy of your transcript with your final grade(s), please email dualcreditprogram@georgebrown.ca. First transcript requests are free; there will be a charge of \$15 for each additional copy. Please note that transcript requests can take several weeks to process. Transcripts will then be directly mailed to you or if requested, you can access an online version.

If you decide to attend an Ontario college as a full-time student, in order to potentially receive a course exemption in a full-time program for your dual credit course, you will need the following information:

- 1) Your George Brown College transcript
- 2) The course outline for the dual credit course(s) that you completed (copies are available online under Course Outlines) or email dualcreditprogram@georgebrown.ca to request a course outline.
- 3) Your George Brown College student number (beginning with 101...)

For students who are now enrolled in full-time programs at George Brown College, you can complete the Application for Course Exemption Form available at: [Current Students Transcripts](#). Once this form has been completed, submit it to the Registrar's Office at George Brown College. Course exemption(s) help students transition to college by reducing course workload for those enrolled in full-time programs at George Brown College; however, it does not lower tuition cost. If you have any additional questions or should you require clarification, please do not hesitate to contact us.

Best of luck in your future academic endeavors,

The Dual Credit Team
Community Partnerships Office
George Brown College – St. James campus
Email: dualcreditprogram@georgebrown.ca