

## Dual Credit Application Package

The CNC Dual Credit Program allows high school students to earn college credits while completing their high school education. This package will guide you and your parent/guardian through the steps needed to apply and begin your exciting journey into post-secondary learning.

- ☐ Download the Dual Credit program package
- ☐ Complete the Application Package. This includes the following forms:
  - Application For Admissions and Sponsorship Details
  - Course Request Form
  - Personal Information Collection Notice and Acknowledgment
  - School Staff Approval Form
- ❖ Work with your career education coordinator to select courses that fit your schedule and align with your goals.
- ❖ Once you complete the application and submit it to the career educational coordinator, the package will be sent to the administrative team for review and application submission.
- ❖ Your school will submit the dual credit program application, signed copies of both the student and parent information form and sponsorship form, along with a completed diploma verification to [regoffice@cnc.bc.ca](mailto:regoffice@cnc.bc.ca).

**Please ensure applications are filled out completely before submitting.  
Incomplete applications will be returned to counsellors for review.**

Application submission deadlines:

- June for the Fall and Spring terms
- January for the Intersession term

We strongly recommend that students apply before the end of their Grade 10 or Grade 11 year to get the best course selection. This allows us to register the student into their preferred courses before seats fill up. Applications submitted after the deadline will still be processed, but course selection may be limited.

**It should be noted that successful completion of your CNC courses does not guarantee admission to future CNC programs. If you wish to continue your studies at CNC after graduation, you must submit a new application for the desired program and meet all admission requirements at that time.**

## Dual Credit Course Offerings

For course details please visit [cnc.bc.ca/admissions/register](http://cnc.bc.ca/admissions/register) and select "View the Catalog" to see course descriptions as well as their scheduled dates and times. Please review courses carefully as some courses may only be offered in certain semesters.

### Aboriginal Studies

ABST-100  
ABST-101  
ABST 110  
ABST 111  
ABST 150

### Accounting

ACC-170

### Anthropology

ANTH-101  
ANTH-102

### Biology

BIO-105  
BIO-107  
BIO-111  
BIO-112  
BIO-120  
BIO-130

### Chemistry

CHEM-111  
CHEM-112  
CHEM-113  
CHEM-114

### Computer Information Systems

CIS 165

### Civil Engineering Technology

CIVE 100  
CIVE 120

### Communications:

COM-100  
COM-204

### Criminology

CRIM-101  
CRIM-103  
CRIM-135

### Computer Science

CSC-105  
CSC-109  
CSC 110

### Economics

ECON-201  
ECON-202

### English

ENGL-101  
ENGL-102  
ENGL-103  
ENGL-104  
ENGL-106  
ENGL-107  
ENGL-108  
ENGL-113  
ENGL-120

### Fine Arts

FINE-101  
FINE-102

### French

FREN-120  
FREN-121

### Geography

GEOG-101  
GEOG-103  
GEOG-201  
GEOG-202

### History:

HIST-101  
HIST-102  
HIST-103  
HIST-104

### Independent Studies

INDS101  
INDS 260

### Kinesiology

KINS-100

### Math

MATH-100  
MATH-101  
MATH-102  
MATH-103  
MATH-104

### Medical Terminology

MEDT 100

### Management

MGT-150  
MGT-157

### Marketing:

MKT-152

### Philosophy

PHIL-100  
PHIL-101  
PHIL-102  
PHIL-115

### Physics

PHYS-101  
PHYS-102  
PHYS-105  
PHYS-106

### Political Science

PSCI-100

### Psychology

PSYC-101  
PSYC-102

### Sociology

SOC-101  
SOC-102  
SOC-120

### Social Work

SSWK-151  
SSWK-171

### Women's Studies

WMST-101  
WMST-102



## Application for Admission and Sponsorship Details

PEN <i>(Personal Education Number)</i>									

*Required for all BC Grade 12 students*

CNC Student Number (if known)							

### RESIDENCY

☐ Canadian Citizen

☐ Permanent Resident

*Proof of immigration status required*

### PERSONAL INFORMATION

Legal Last Name		Legal First Name	Middle Name(s)
Maiden/Former Last Name(s)			Preferred Name(s)
Address			City
Province	Postal Code		Country
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary <input type="checkbox"/> Undisclosed			Phone
Date of Birth (YYYY/MM/DD)		Primary Language	Email
Do you identify as an Aboriginal/Indigenous Person? <input type="checkbox"/> Yes <input type="checkbox"/> No		Aboriginal/Indigenous Identity: <i>(including Non-Status)</i> <input type="checkbox"/> First Nations <input type="checkbox"/> Métis <input type="checkbox"/> Inuit	

### EMERGENCY CONTACT

Last Name	First Name	Phone Number	Relationship

### CAMPUS

Campus of Study
<input type="checkbox"/> Prince George

### EDUCATION

Current High School

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High School Name

Grade



## COLLECTION, USE, AND DISCLOSURE OF STUDENT INFORMATION

The College of New Caledonia collects personal information through this application form under section 26 of British Columbia's Freedom of Information and Protection of Privacy Act for the purpose of student admission, registration and status, institutional research and planning. Certain student information is provided on a confidential basis to Partner Institutions, to Statistics Canada as governed by the Canada Statistics Act, and to the BC Government. The internal use of student records and the obligatory reporting of student data to external bodies, respect the absolute confidentiality of student information. If you have any questions regarding the management of your personal information on this application form, please contact [regoffice@cnc.bc.ca](mailto:regoffice@cnc.bc.ca)

## DECLARATION

I hereby declare the information I have submitted in this Dual Credit Application Package is correct and true. I understand that completion of this signed application permits the College of New Caledonia to request and/or confirm any information necessary to support my dual credit application; that submission of any false statement or documents will result in the immediate cancellation of admission or registration to the College of New Caledonia; and your submission of any false statement or documents may be shared with the Member Institutions of the Association of Registrars of Universities and Colleges of Canada.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*Parent/Guardian Signature only required if applicant is 17 years of age or younger on the first day of school.*

## SPONSORSHIP DETAILS

### Sponsor's Details

Cedars Christian School  
600 Preston Road  
Prince George, BC V2K 1A8  
(250)-564-0707

### Student's Details

Surname: \_\_\_\_\_

Given Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_

**Duration of Sponsorship:** check all that apply

☐ Fall (September) Year: \_\_\_\_\_

☐ Spring (January) Year: \_\_\_\_\_

☐ Intersession (May) Year: \_\_\_\_\_

### Limitation & Coverage

- ✓ Tuition/Lab/Course Fees to be covered by Cedars Christian School
- ✓ Student/Ancillary Fees to be covered by CNC
- ✓ Books and other supplies to be covered by the student

### Prince George Campus

3330-22nd Avenue  
Prince George, BC, V2N 1P8  
Telephone +1 250-562-2131  
[cnc.bc.ca](http://cnc.bc.ca)



## Course Request Form

CNC offers a variety of dual credit courses for high school students. Please follow the steps below to select the courses you are interested in:

☐ **Choose your courses:**

Select from the list of available dual credit courses. Make sure your selected course(s) are:

- ✓ Approved by your high school
- ✓ Compatible with your school schedule

☐ **Enter the course code (s):**

Write the course code(s) in the space below (e.g. Math 100). If you are adding more than one course, please rank them in order of preference.

*Note: We recommend taking no more than 2 courses per semester.*

☐ **Add preferred time:**

Let us know when you would prefer to attend your class(es) (select all that apply):

- ✓ Morning
- ✓ Afternoon
- ✓ Evening

☐ **Preferred course delivery method:**

- ✓ **Scheduled in person** – Taught live in the classroom, face-to-face.
- ✓ **Scheduled online** – online class held at a particular time
- ✓ **Unscheduled online directed** – online class that is paced by week
- ✓ **Unscheduled online self-directed** – online class that is self-directed to be completed at the student's pace at a particular time
- ✓ **Hyflex** – taught live in the classroom and broadcast online. May be recorded for future viewings

☐ **Select the semester(s) when you would like to take the course(s):**

- ✓ **Fall** (September to December)
- ✓ **Spring** (January to April)
- ✓ **Intersession** (May to July)

Semester	Course code(s)	Time	Course Delivery
Fall			
Spring			
Intersession			



## Personal Information Collection Notice and Acknowledgment

(to be completed by the student)

Applicant Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_

The information on this form is collected will become part of the student record managed by Cedars Christian School according to their Student Record Disclosure and Retention Policy developed under section 9(2) of the Independent School Regulation.

The College of New Caledonia collects and manages personal information under British Columbia's Freedom of Information and Protection of Privacy Act as necessary for the purposes of admission, registration, and support services for students in the CNC community. Personal information collected during application, and throughout a student's studies are also used for the purposes of reporting, planning, quality assurance and improvement of our programs and services, research, and any other legally required or authorized use. Any personal information that directly identifies students is only shared when necessary to complete the above activities.

As the program is a collaborative program between CNC and Cedars Christian School, I acknowledge the institutions will share information concerning my application, admission, registration, academic standing, and grades as needed.

Questions about the collection and use of this information should be directed to:

Privacy and Information Sharing Officer  
Cedars Christian School  
600 Preston Road  
Prince George, BC V2K 1A8  
(250)-564-0707

Office of the Registrar,  
College of New Caledonia  
3330 - 22nd Ave,  
Prince George, BC, V2N 1P8  
[regoffice@cnc.bc.ca](mailto:regoffice@cnc.bc.ca)

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

Parent/Guardian Phone Number: \_\_\_\_\_



## School Staff Approval

As part of the dual credit application process, we want to ensure that the student is set up for success and fully supported in their journey. Please share your assessment of the student's readiness, including whether the student has a clear understanding of expectations in a post-secondary setting, student responsibilities and commitments required to succeed. Insights will help us understand how this student is prepared to transition into an adult learning environment at CNC. Consideration should be given to any necessary high school pre-requisites.

- Do you believe this student has shown academic readiness and maturity to study in an adult environment and will be successful in their courses at CNC? Do not provide any personal information about the applicant that is not necessary to answer the question.
  - ☐ The student has demonstrated readiness for this opportunity, and I fully support their application to CNC.
  - ☐ No, I do not recommend the student at this time.

Optional - Please share any additional thoughts about this applicant and their suitability in the space below:

Authorized School Staff Name: \_\_\_\_\_

Authorized School Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Your next steps after you apply**

- ❑ **Check your email regularly!**
  - We will send you important updates about your application, acceptance and registration to your email.
  - Be sure to check your junk/spam folder.
- ❑ **Stay in touch with your school counsellor or career education coordinator**
  - Keep your school informed. Let them know:
    - If you've been accepted
    - What class(es) you are interested in
    - Your CNC course schedule
    - If you need to change anything in your application
- ❑ **Set up your myCNC account**
  - This is your go-to spot for everything CNC!
  - Once you are accepted, you will receive a separate email from IT to set up your username and password.
  - Use this information to log into your [myCNC](#) account.
  - Download [the app](#)- so you're always in the loop

### **Keys to Success at CNC**

- **Attendance Matters!**

While enrolled at CNC, it is the expectation that you will attend every class to successfully meet course competencies.

- Make sure you have transportation to and from CNC.
- Notify your CNC instructor via email if you will be late and/or absent.

- **CNC Community Values**

At CNC, we strive to foster a campus community characterized by accountability, respect, inclusivity, and safety. We expect integrity, academic honesty, and respectful behavior from students, faculty and staff, trusting that they will conduct themselves accordingly in all aspects of campus life.

CNC students are expected to adhere to the respective Codes of Conduct at all partner institutions, including but not limited to the following:

- [CNC Academic Conduct Policy](#)
- [CNC \(Non-Academic\) Conduct Policy](#)
- [CNC Student Complaint Resolution Policy](#)
- [CNC Student Sexual Misconduct Policy](#)

You are encouraged to visit [CNC's Policy Webpage](#) for a comprehensive list of CNC policies and procedures.