

**College of New Caledonia
& School District 57
Dual Credit Program**
Application Package



College of
New Caledonia

CNC/School District 57

Dual High School/University Credit Program

School District 57 students in Grade 12 who are in good standing, and have the recommendation from their principal or guidance counsellor, may enrol with CNC in order to earn credits that can be used jointly as elective credits towards high school graduation and as first year university credits towards a degree. This program is designed to allow high school students the opportunity to gain first-hand experience in a university-level course while at the same time earning credits towards their high school diploma. High school students who successfully complete a course(s) can also apply the credits earned toward their future credentials. The courses offered to School District 57 students will be first-year CNC courses. In order to qualify for dual credit, The British Columbia Ministry of Education requires that the course be approved by a representative of School District 57 before the student registers for the course.

High school students wishing to take a CNC course to obtain Dual Credit must be in Grade 12 at the time that they begin their studies and must be in good academic standing at the time of application to the CNC/SD 57 Dual Credit Program. In addition, students must obtain the signature of their principal (*or counsellor*) indicating that they are capable of successfully completing a university level course.

Students may take up to two courses (6 credits) per semester from CNC for Dual Credit. Upon completion of the course(s), a transcript will be mailed to the student and to the high school. It should be noted that successful completion of the Dual High School/College Credit course does not guarantee future admission to CNC.

For further information

CNC Academic Advising

Phone 250 561 5818

Email advising@cnc.bc.ca

cnc.bc.ca

Application Package

School District 57 students in Grade 12 who are in good standing, and have the recommendation enclosed within this package is all of the information that you will need to apply to the School District 57 and College of New Caledonia's Dual Credit program. Follow the steps closely and make sure that you fill out all of the required information before submitting your application to CNC.

CHECKLIST TO FOLLOW:

Step 1: Working With Your School and Parent/Guardian

- Download the CNC/SD57 dual Credit Application package from your school website
- Meet with your Counsellor to discuss the Dual Credit program opportunities that are available to you
- Complete the following parts of the CNC/SD57 Dual Credit application package:
 - CNC/SD57 Dual Credit Application Form
 - Freedom of Information Release

Any questions can be directed to your Secondary School Counsellor or CNC Student Recruitment Officer.

Step 2: Working With your Counsellor

- Complete the following parts of the CNC/SD57 Dual Credit application package with your Counsellor
 - Counsellor Statement
 - School district Sponsorship Form
 - CNC – Contact Accessibility Services to make an appointment if you require accommodation due to a disability

Sign up for Student Transcript Services through the Ministry of Education. Have your Counsellor forward the completed Application Package and a copy of your high school Diploma Verification Report to the CNC Office of the Registrar (registrarsoffice@cnc.bc.ca)

Note: If you plan to use CNC credits to meet your Grade 12 graduation requirements, please be aware that you are responsible for confirming with your school that the courses are acceptable for graduation credit.

Step 3: Working With CNC

Once your application package has been received by the CNC Registrars Office, you will be contacted by a CNC Student Advisor to schedule a readiness interview. You should be prepared to discuss:

- Your CNC/SD57 Dual Credit Application package
- The course(s) you would like to take
- The prerequisites that are required to register in the course(s)
- The responsibility and understanding needed for participation in a college learning environment
- Accessibility issues (if applicable)
- Information specific to the course(s) you have applied to, including but not limited to: the admissions process, the costs of going to college, schedules and course location
- Additional questions that you may have about being a CNC student

If your Dual Credit application package is approved, you will be sent an acceptance letter from CNC and information about how to register in a CNC course.

Information Release Waiver Form



College of
New Caledonia

Please print

I hereby give permission for the College of New Caledonia to disclose personal information pertinent to my application and studies at the College of New Caledonia to my parent/guardian/sponsor/other person.

CNC Student ID Number: _____ Date of Birth: _____

Surname: _____ First: _____ Middle: _____

Parent/Guardian: _____ Name: _____

Please allow the designated person to access the following information from:

Start date (day/month/year) _____ to _____ End date (day/month/year)

NOTE: if no end date is listed on this document then the end date will be one year from the start date listed.

- Grade Information
- Registrar Information
- Application/Waitlist Status
- Financial Information

Other (please specify) _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

The purpose of the personal information collected on this form is to respond to your request for release of your personal information. College of New Caledonia collects personal information on students to fulfill its mandate in the educational process and in compliance with the Freedom of Information and Protection of Privacy Act of BC. Personal information is any information that enables identification of an individual such as name, address, telephone number or any identifying number or symbol assigned to you.

RETURN TO:

CNC - Prince George Campus

3330 22nd Avenue
Prince George, BC
V2N 1P8 Canada
Phone 250 562 2131
Toll Free 1 800 371 8111
Email registraroffice@cnc.bc.ca

CNC - Fort St. James Campus

179 Douglas St
Box 1557, Fort St. James, BC
VOJ 1P0 Canada
Phone 250 996 7019
Toll Free 1 800 371 8111 ext 7101
Email cncfsj@cnc.bc.ca

CNC - Vanderhoof Campus

3231 Hospital Road
Vanderhoof, BC
VOJ 3A2 Canada
Phone 250 567 3200
Toll Free 1 877 567 3270
Email nechako@cnc.bc.ca

CNC - Burns Lake Campus

545 Highway 16 West
Box 5000 Burns Lake, BC
VOJ 1E0 Canada
Phone 250 692 1700
Toll Free 1 866 692 1943
Email lksdist@cnc.bc.ca

CNC - Mackenzie Campus

540 Mackenzie Blvd.
Box 2110, Mackenzie, BC
VOJ 2C0 Canada
Phone 250 997 7200
Toll Free 1 877 997 4333
Email cncmackenzie@cnc.bc.ca

CNC - Quesnel Campus

100 Campus Way
Quesnel, BC
V2J 7K1 Canada
Phone 250 991 7500
Toll Free 1 866 680 7550
Email quesnel@cnc.bc.ca

CNC/School District 57 Dual Credit Program

Student and Parent Information

Applicant Name: _____ Birth Date: _____

School Name: _____

FREEDOM OF INFORMATION RELEASE (to be completed by the applicant)

The information on this form is collected under the authority of the School Act, Section 13. The information will be used for education program purposes, and when required, may be provided to health services, social services or other support services as outlined in Section 88 and 91 of the School Act.

The College of New Caledonia gathers and maintains information used for the purposes of admission, registration, and other fundamental activities related to being a member of the CNC community and attending a public post secondary institution in the Province of British Columbia. Information provided to the College by students, and any other information placed into the student record, will be protected and used in compliance with the BC Freedom of Information and Protection of Privacy Act.

Students are advised that the use of information provided on this application form, and other information placed in a student record, complies with the BC Freedom of Information and Protection of Privacy Act, and with the policies and procedures of CNC and SD 57. In addition to internal administrative uses related to student admission, registration and status, student information may also be used in strict confidence by CNC and /or SD 57 for research and planning. Certain student information is provided on a confidential basis 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.

As the program is a collaborative program between CNC and SD 57, I authorize the institutions to share information concerning my application, admission, registration, academic standing and grades. Questions about the collection and use of this information should be directed to the Freedom of Information and Protection of Privacy Officer, School District No. 57, 2100 Ferry Ave, Prince George, BC V2L 4R5 250 561 6800 local 324 or CNC Registrar's Office, 3330 - 22nd Ave. PG, BC, V2N 1P8, 250 561 2131.

I give permission to share information about my student record, including grades, attendance, performance, and my individual Education Plan (*IEP*) with my parent/guardian and my School District during the current academic year from September to the following June.

Applicant Signature: _____ Date: _____

Name of Parent/Guardian: _____

Address: _____ Phone Number: _____

City: _____ Postal Code: _____ Email Address: _____

CNC/ School District 57 Dual Credit Program

Counsellor Statement (to be completed by the applicant's counsellor)

Counsellor Name: _____ School Name: _____

Phone Number: _____ Email Address: _____

This applicant has indicated an interest in studying at the College of New Caledonia. Keeping in mind they would be studying in an adult learning environment where they would be communicating with adults in a cooperative learning environment, please answer the following questions.

An applicant who requires accommodations and supports must notify CNC Accessibility Services four months before the start of their program to provide time for required accommodations to be put into place (*see page 7*).

Please comment on this student's academic readiness and maturity to study in an adult environment.

Self-motivation and commitment to learning are important attributes for a successful learner at the post-secondary level. How do you view this student in this regard?

Do you recommend this student to take the identified course(s) at CNC?

Yes. I have worked closely with this applicant and I believe they have shown readiness for this opportunity. I support their application to CNC.

No. I do not have enough information at this time to make a recommendation.

Signature: _____ Date: _____ Title: _____

CNC/ School District 57 Dual Credit Program Information for Students with Disabilities

Students with disabilities should self-identify themselves to the CNC Accessibility Services Department. Applicants should contact Accessibility Services at least 4 months in advance of their intended course start date and provide a copy of their Individual Education Plan (*IEP*) and current disability documentation to Accessibility Services.

At the initial meeting between an applicant and the CNC Accessibility Advisor, the role of Accessibility Services will be explained and signed consents for release and exchanges of information will be completed. These consents may be for School District staff, medical professionals or other agencies that may have completed assessments or consultations with the student.

Students are to provide documentation as per the CNC Policy E-1.09 – College Access: Students with Disabilities.

Another meeting will be arranged with the applicant to discuss accommodations and support services that the applicant is eligible to receive through the School District and CNC. School District staff will be invited to this meeting.

Contact Information

CNC Accessibility Services

Phone 250 561 5838

Email access@cnc.bc.ca

CNC/ School District 57 Dual Credit Program Program Sponsorship Form

Date (mm/dd/yyyy) _____ Phone 250 562 2131 ext 5800 Fax 250 561 5861

A. SPONSOR'S DETAILS

School District 57
2100 Ferry Avenue
Prince George, BC V2L 4R5
250 561 6800

Email: _____

B. STUDENT'S DETAIL

Surname: _____ Given Name: _____

CNC Student Number: _____

Birth date if student number is not provided: _____

C. DURATION OF SPONSORSHIP

September Semester
YR _____

January Semester
YR _____

May Semester
YR _____

D. LIMITATION & COVERAGE

*TUITION/LAB/COURSE

FEES ONLY Up to 6 credit hours/term

*Ancillary Fees to be covered by CNC

*Books and other supplies to be covered by student

E. PRINCIPAL'S APPROVAL

Principal's Name (please print): _____

Principal's Signature: _____ Telephone: _____

Application for the CNC/School District 57 Dual Credit Program

Applicants for the dual credit program must first be approved/recommended by the secondary school counsellor. Once approval has been given, the following should be submitted to the appropriate Administrator at your local College of New Caledonia campus.

- A completed/signed Application for the CNC/School District 57 Dual Credit Program Form
- An Official diploma verification

| | | |
|--|---|--|
| A. Personal Information (please print and complete application thoroughly) | | |
| CNC Student Number (if previously applied): | | |
| Last Name | First Name | Middle Name |
| Former Name (if applicable) | | |
| Mailing Address | City/Province | Postal Code |
| Local Address (if different from above) | City/Province | Postal Code |
| E-mail Address | | Birthdate (Year/Month/Day) |
| Phone Number (home) | Phone number (alternate) | Gender <input type="checkbox"/> Male <input type="checkbox"/> Female |
| B. Citizenship | <input type="checkbox"/> Canadian <input type="checkbox"/> Permanent Resident <input type="checkbox"/> International Student | Country of Citizenship (if not Canadian): |
| Primary Language <input type="checkbox"/> English <input type="checkbox"/> Other (please indicate) | | |
| C. Emergency Contact Information | | |
| Last Name | First Name | |
| Emergency Contact -Phone number #1 | Emergency Contact - Phone Number #2 | |
| D. Aboriginal Status | | |
| If you have status, with which band are you currently registered? | Do you identify yourself as an Aboriginal person? | |
| If so, would you like the Aboriginal Resource Centre to contact you regarding support services offered through the Centre <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| If you identify yourself as an Aboriginal person, are you (may provide multiple responses): <input type="checkbox"/> First Nations <input type="checkbox"/> Metis <input type="checkbox"/> Inuit | | |
| E. Accessibility Services | | |
| Are there additional learning supports such as academic accommodations or adaptive technology that you require? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please contact Accessibility Services at 250 561 5838 prior to the start date of the semester. | | |
| F. Education Information | | |
| Secondary school currently attending | Expected date of graduation | BC Personal Education Number (PEN) |
| A. Course Information (please ensure that you have the necessary course prerequisites) | | |
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Note: All College of New Caledonia policies and procedures apply to Dual Credit Studies students. Once approved, this application will admit the student to the semester indicated above only. If the student wishes to attend CNC for any subsequent semesters, s/he must submit another Dual Credit or Application for Admission.

Declaration

Collection of Information: The information on this form and all required admissions and registration documentation is collected for meeting the data requirements for admission, registration, research, alumni and development, statistical analysis, locker and U-Pass administration, and the student health plan. It is collected under the authority of the College and Institute Act and your privacy is protected under the Freedom of Information and Protection of Privacy Act limiting how your information may be used or disclosed. If you have any questions about the collection and use of your information contact the **Freedom of Information Coordinator, College of New Caledonia at 250 561 5828.**

All hard copied materials/information provided by you in support of your application to CNC becomes the property of the College, will not be returned, and may be destroyed within six months of receipt.

Declaration: I declare that the information that I have provided in this application is complete and correct. Completion of this signed application permits the College to request and/or confirm any information necessary to support my application for admission. Falsifying any document or information submitted will result in the cancellation of admission or registration at the College of New Caledonia.

I understand the submission of this application in no way guarantees admission to a program or course, and that admission is subject to meeting program or course prerequisites and space availability.

If I am admitted to the College of New Caledonia, I agree to familiarize myself with, and to abide by, the most current policies of the College during my tenure as a student.

In addition, I agree, as condition of registration at the College of New Caledonia, to pay all fees and charges as approved by the Board of Governors to the College as required by the deadlines posted by the College, and to pay any interest charges on any sum which becomes due and payable according to the payment procedures at the College of New Caledonia.

Signature _____

Date _____

Approved by CNC Representative

Legal Guardian

Name (please print) _____

Name (please print) _____

Signature _____

Signature _____

Date _____

Date _____

Eligible SD#57 Courses for Dual Credit Program

| | |
|----------|--|
| ABST 100 | Yinka Dene Worldview: History and Traditions of the Carrier People |
| ABST 101 | Aboriginal Peoples of Canada |
| ANTH 101 | Introduction to Socio-Cultural Anthropology |
| ANTH 102 | Introduction to Physical Anthropology and Archeology |
| BIO 107 | Cellular and Organismal Biology |
| BIO 120 | Genetics, Evolution, and Ecology |
| BIO 111 | Human Anatomy and Physiology I |
| BIO 112 | Human Anatomy and Physiology II |
| BIO 130 | Anatomy and Physiology for Practical Nurse |
| CHEM 111 | Fundamentals of Chemistry I |
| CHEM 112 | Fundamentals of Chemistry II |
| COM 100 | Fundamentals of Business |
| CRIM 101 | Introduction to Criminology |
| CRIM 103 | Introduction to the Criminal Justice System |
| COM 100 | Fundamentals of Business |
| COM 204 | Financial Accounting |
| CRIM 135 | Introduction to Canadian Law and Legal Institutions |
| CSC 109 | Computing Science I |
| CSC 110 | Computing Science II |
| CUE 101 | College/University Experience |
| DENO 150 | Introduction to Dentistry |
| ECON 201 | Principles of Economics- Micro |
| ENGL 103 | Composition and Style |
| ENGL 104 | Introduction to Literature and Composition |
| ENGL 106 | Film Studies |
| ENGL 107 | Literature and Composition: Aboriginal Literature |
| ENGL 108 | Contemporary Genre |
| FINE 101 | Art History I |
| FINE 102 | Art History II |
| FINE 150 | Fundamentals of Digital Photography – Exploring the Digital Photography Workflow |
| FREN 120 | Introductory French I |
| FREN 121 | Introductory French II |

| | |
|----------|--|
| GEOG 101 | Sense of Place: An Introduction to Human Geography |
| GEOG 103 | Canada: Some Geographical Perspectives |
| HIST 101 | World History: The Early Twentieth Century |
| HIST 102 | World History: The Late Twentieth Century |
| HIST 103 | History of Canada to 1867 |
| HIST 104 | History of Canada Since 1867 |
| MATH 100 | Pre-Calculus Mathematics |
| MATH 101 | Differential Calculus |
| MATH 102 | Integral Calculus |
| MATH 104 | Elementary Statistics |
| MGT 157 | Applied Human Relations |
| MKT 152 | Principles of Marketing |
| PHIL 100 | Introduction to Philosophy |
| PHIL 101 | Moral Philosophy |
| PHIL 102 | Theory of Knowledge |
| PHIL 115 | World Religions I |
| PSYC 101 | Introduction to Psychology I |
| PSYC 102 | Introduction to Psychology II |
| PSCI 100 | Introduction to Politics and Government |
| SOC 101 | Introduction to Sociology I |
| SOC 102 | Introduction to Sociology II |
| SOC 120 | Issues on Sexual Diversity and Equity in Canada |
| SSWK 151 | Social Welfare Policy |
| SSWK 171 | Introduction to Social Work Practice |
| WMST 101 | Introduction to Women's Studies I |
| WMST 102 | Introduction to Women's Studies II |