College of New Caledonia
CNC

Dual Credit School Staff Application Checklist

This checklist is designed to support school staff and counsellors in reviewing Dual Credit applications before they are submitted to CNC. Please use this checklist when reviewing each student's application package. Taking a few minutes to confirm that all applicable items have been completed will help reduce delays, prevent applications from being returned for missing information, and support timely processing and registration.

Please note that all communication regarding scheduling/courses must come from school staff/counsellors to CNC through the regoffice@cnc.bc.ca email.

Application for Admission (Page 2 + 3)

- ☐ Completed in full and all information is legible
- ☐ International students need to have checked off their section in the declaration
- ☐ Student has signed and dated application
- ☐ Parent has signed application

Personal Information Notice and Freedom of Information Release (Page 4 + 5)

- ☐ Both forms filled out in full by the student

Course Options (Page 6 +7)

- ☐ Student has checked off either Course Registration or Program Registration

<u>If the student has selected Course Registration:</u>

- ☐ Complete the Course Request Form (Page 7)
- ☐ Confirm that the student's chosen courses are all approved under the agreement (the most up-to-date list is on the CNC website under Dual Credit)

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If the student has selected Program Registration:

- ☐ Program is indicated in the Program Request Form (Bottom of page 6)
- ☐ Student has selected either Part Time or Full Time which matches the Availability from the table on page 6
- ☐ If the student has selected Part Time program admission, please work with them to choose which courses they would like to be registered in on the Course Request form (Page 7)

School Staff Approval (Page 8)

- ☐ Check off whether you recommend the student for the Dual credit program or not.
- ☐ Fill out the years, next to the semesters the student will be registered for
- ☐ Fill out the Number of Approved courses (This will be the number of courses you and the student have determined they will be registered in.) (This way the student can indicate many courses on their priority list, but will only be registered in the amount you determine will fit within their abilities and schedule)
- ☐ Pint and sign your approval
- ☐ Have your principal sign and date the form

Once all the above portions are complete, send the form to regoffice@cnc.bc.ca

We will complete the following:

- Entry of the student's application
- Registration in courses
- Email the student to view their schedule and login to their account
- Email school staff/counsellor student schedule

We try to complete every request within 4-5 business days. Please follow up if you do not receive a response.