College of New Caledonia
CNC

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# 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.

**Important Information:**

Registration for each semester opens on the following timelines:

- **Fall (September)** and **Spring (January)**: early **May**
- **Intersession (May)**: early **February**

To ensure the best course selection, we strongly recommend applying before the end of your Grade 10 or Grade 11 year. Early applications allow us to register you in your preferred courses before seats fill.

Applications submitted after the recommended timelines will still be processed; however, course availability may be limited.

**Next Steps:**

☐ Download and complete the Dual Credit application package.

☐ Work with your school staff / school counsellor to select courses that fit your schedule and align with your goals.

☐ Have your school staff / school counsellor submit the completed and signed application package to regoffice@cnc.bc.ca

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

*Note: 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 your desired program and meet all admission requirements at that time.

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# Application for Admission

| PEN *(Personal Education Number)* | CNC Student Number (if known) |
|---|---|
| | |

## RESIDENCY

☐ Canadian Citizen ☐ Permanent Resident (*Proof of immigration status required)* ☐ International Student

## PERSONAL INFORMATION

| **Legal Last Name** | **Legal First Name** | **Middle Name(s)** |
|---|---|---|
| **Maiden/Former Last Name(s)** | **Preferred Name** | **Date of Birth (YYYY/MM/DD)** |
| **Gender Identity**<br>☐ Man ☐ Woman ☐ Non-Binary ☐ Prefer not to answer/unknown | | **Primary Language** |
| **Email** | | **Phone** |
| **Address** | | |

| **City** | **Province** | **Postal Code** | **Country** |
|---|---|---|---|

| **Do you identify as an Aboriginal/Indigenous Person?** | **Aboriginal/Indigenous Identity:** *(Including Non-Status)* |
|---|---|
| ☐ Yes ☐ No | ☐ First Nations ☐ Métis ☐ Inuit |

## EMERGENCY CONTACT

| **Last Name** | **First Name** | **Phone Number** | **Relationship** |
|---|---|---|---|
| | | | |

## EDUCATION

| **Current High School** | **Grade** |
|---|---|
| | |

## ADDITIONAL RESOURCES

If you require additional learning support, such as academic accommodations or adaptive technology, please contact Accessibility Services at least four months prior to the start date of the semester. **Call 250 561 5837 or email** access@cnc.bc.ca

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## COLLECTION, USE, AND DISCLOSURE OF STUDENT INFORMATION

The information on this form is collected under section 19 of the College and Institute Act and section 26(c) of British Columbia's Freedom of Information and Protection of Privacy Act for the purpose of determining admission, registration, research, statistical analysis, locker and U-Pass administration, student health plan, and the ongoing administration of the student experience. The Freedom of Information and Protection of Privacy Act specifically limits how your information may be accessed, used, or disclosed. If you have any questions about the collection and use of the personal information you provide on this form, contact the Office of the Registrar at 250-561-5800 or regoffice@cnc.bc.ca.

## DECLARATION

I acknowledge and agree that the information I have submitted in this application for admission is accurate and complete and that no information has been withheld to the best of my knowledge. Submission of this application permits the college to request and/or confirm any information necessary to support my application for admission.
I understand that any omission or misrepresentation of information may result in the cancellation of my admission or registration status and that falsifying documents or information may result in immediate removal from the College of New Caledonia.
I understand that submission of this application in no way guarantees admission to a program or course and that admission is subject to meeting program and course prerequisites and space availability. In addition, I understand that no decision on my eligibility for admission will be made until the application fee, and all required documents have been submitted.
I agree to follow the rules, regulations, and policies of the College of New Caledonia as published in the Calendar and website, and those of the Department and program I applied to, and any changes that may be made while I am a student at the College of New Caledonia.

## ☐ International Students:

I understand that, as an international student, I may enroll in the Dual Credit program as an *ordinarily resident,* as determined by the school. I further acknowledge that if I am accepted into any future program at CNC as an international student, I may be subject to all applicable international admissions requirements, tuition fees, and related conditions.

**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.*

# Personal Information Collection Notice and Acknowledgment

*(to be completed by the student)*

Applicant Name: _____ Birth Date: _____

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

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 28. 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 28 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 28, I authorize /acknowledge the institutions will share information concerning my application, admission, registration, academic standing, and grades as needed.

Applicant Signature: _____ Date: _____

Name of Parent/ Guardian: _____

Parent/Guardian Email: _____ Parent/Guardian Phone Number: _____

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

**School District 28 Quesnel**
401 North Star Road
Quesnel BC V2J 5K2
250-992-8802

**Office of the Registrar**
College of New Caledonia
3330 - 22nd Ave, Prince George, BC, V2N1P8
regoffice@cnc.bc.ca

# Freedom of Information Release

(to be completed by the student)

College of New Caledonia is governed by the Freedom of Information and Privacy Act (FIPPA) and, as such, is not able to discuss student progress and attendance with a parent/guardian without the permission of the applicant/student. Your signature below provides permission to your parent/guardian to access your student record information.

I give permission to share information about my student record, including grades, attendance, and performance, with my parent/guardian.

| Applicant / Student Name (print) | Birthdate |
|---|---|

| Parent/ Guardian Name (print) | has my permission to access my student records, registration and any personal information necessary for, or pertaining to, my application and enrolment at College of New Caledonia. |
|---|---|

This permission is in effect for the duration of my Dual Credit studies at the College of New Caledonia.

**Student Authorization:**

I hereby give authorization as identified above:

Student Signature: _____ Date: _____

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# Course Options

Dual Credit students may be eligible to take individual CNC courses or apply for direct entry into an approved CNC program.

## Choose one of either Course Registration or Program Registration below

☐ **Course Registration** (Checked if you would like to register in a variety of courses at CNC)

Complete the course request form on page 7

**To View the list of approved Dual Credit courses, visit:**
**https://cnc.bc.ca/programs-courses/programs/dual-credit-courses#apply**

If you are unable to access the direct link, you can find the course offerings by:

1. Searching "CNC Dual Credit" online.
2. Opening the Dual Credit Courses page on the College of New Caledonia website.
3. Scrolling to the 'How to Apply' section.
4. Expanding the Course Offerings drop-down menu under Step 1.

Only courses listed on the approved Dual Credit course list are eligible for registration.
Courses not included on the list cannot be requested.

☐ **Program Registration (**Checked if you would like to register in one of the programs below)

Complete the program request form below

| Programs | Seat Allocation | Availability | Intakes |
|---|---|---|---|
| Early Childhood Care and Learning Certificate | 1 | Part Time or Full Time | Fall |
| Education Assistant Certificate | 1 | Part Time or Full Time | Fall and Spring |

Registration in either full-time or part-time courses must follow the availability indicated in the table above. If selecting a Part Time option, you must also list the specific courses you wish to take. Unless Part Time is indicated, you will be considered for Full-Time program entry.

Part Time students may not be able to complete the full program within the Dual Credit timeframe. Students looking to continue their program outside of Dual Credit will be required to re-apply and meet CNC's admission requirements.

### Program Request form:

| Program | Part Time or Full Time |
|---|---|
| | ☐ **Full Time** — I am requesting registration in the full program schedule.<br>☐ **Part Time** — Registration requested in selected program courses on the course request form |

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# Course Request Form

Please follow the steps below to select the courses you are interested in:

☐ **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)

☐ **Enter the course codes:** Write the course code(s) in the space below in order of priority (e.g. Math 100).

☐ **Add preferred time:** Let us know when you would prefer to attend your class(es):

- **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
- **Hyflex** – taught live in the classroom and broadcast online. May be recorded for future viewings

| Semester | Priority | Course Code(s) | Preferred Time of Day | Preferred Course Delivery |
|---|---|---|---|---|
| Fall | 1 | | Select preferred time | Select preferred course delive |
| | 2 | | Select preferred time | Select preferred course delive |
| | 3 | | Select preferred time | Select preferred course delive |
| | 4 | | Select preferred time | Select preferred course delive |
| Spring | 1 | | Select preferred time | Select preferred course delive |
| | 2 | | Select preferred time | Select preferred course delive |
| | 3 | | Select preferred time | Select preferred course delive |
| | 4 | | Select preferred time | Select preferred course delive |
| Intersession | 1 | | Select preferred time | Select preferred course delive |
| | 2 | | Select preferred time | Select preferred course delive |
| | 3 | | Select preferred time | Select preferred course delive |
| | 4 | | Select preferred time | Select preferred course delive |

We will do our best to register you in courses during your preferred time of day whenever possible. However, this cannot be guaranteed and will depend on course scheduling and seat availability.

**All course selections must be reviewed by your high school and fit within your school timetable.**

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# 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. Do not provide any personal information about the student that is not necessary to answer the following question. 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.

☐ 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:* |
|---|
| |

For each approved term (Fall, Spring, Intersession), enter the year the student is approved for and the number of courses they will be registered in. Leave all non-approved/nonregistered terms blank.

| **Term** | **Year** | **Number of approved courses** |
|---|---|---|
| Fall | | |
| Spring | | |
| Intersession | | |

School Staff's Name: _____ School Staff's Signature: _____

Principal's Signature: _____ Date: _____

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# Next steps once you,ve applied:

### ☐ 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 staff

- Keep your school informed. Let them know:
  - If you've been accepted
  - 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.