



**2018/2019 DUAL CREDIT
PRE-REGISTRATION PACKAGE – Part 1+ 2
ENRICHMENT**



www.ctc-careerpaths.ca

PRE-REGISTRATION PACKAGES ACCEPTED: FEB. 5 - MARCH 16, 2018

Student Name: _____	Date of Birth: _____
School: _____	Counselor: _____
Email: _____	Phone: _____
Parent Name: _____	Parent Email: _____

This pre-registration package must be submitted, with original signatures to either:

(1) CTC Office

Attn: Dual Credit Coordinator, CTC Career Pathways/Learning Alternatives
c/o John Barsby Secondary School, Room 130, 550, 7th Street, Nanaimo

(2) your high school

Call 250-753-6331 or email ctc@sd68.bc.ca (subject: Dual Credit) to make pick-up arrangements.

Only complete pre-registration applications will be reviewed. All applicants will be contacted by email about the application status.

PRE-REGISTRATION CHECKLIST:

PART 1 Online Registration – www.ctc-careerpaths.ca

*Note: *Uploads can be attached to Part 2*

Government ID + Diploma Verification/Transcript – see counselor

PART 2 Pre-Registration Application Package

(Paper package with originals signatures only)

Letter of Understanding for Fees, Withdraw Policy & Assignments

Student Learning/"Transition" Plan

How Will Dual Credit Support my 'Specific Career' Pathway form

Signature from VIU Advisor

ID (if not uploaded to online application)

Transcript or Diploma Verification (if not uploaded to online application) – see counselor

Attend VIU Information Night,

Monday, Feb. 5, VIU, Bldg 356, Room 109

For office use only: International Student DC-E DC-SA DC-C Fall Spring Summer

Copy for: VIU SD68 Pre-Reg Approval Email PART 3: Sponsor Form Spreadsheet File

ABOUT DUAL CREDIT ENRICHMENT

Dual Credit registration is open to grade 11 students! This program allows grade 12 students to attend VIU. Grade 11 students are able to apply for VIU courses before regular registration opens! This exciting opportunity is available to our top academic students. To qualify, students must have at least 3A's and 1B in academic courses (English 10/11, Math 10/11, SS 10/11, Sc10/11). Students can enroll in 1-2 courses per semester and a maximum of four courses. It is important to discuss this option with your parents, counselor, VIU advisor and SD68 Coordinator.

1. Dual credit students will earn both high school (grade 12 elective) and university credit.
2. To be considered, a student **MUST** be school age (18 years old as of July 1st of the school year that they will be attending VIU courses) and a non-graduate.
3. To be considered, a student **MUST** be attending both district high school courses and VIU courses (students can **NOT** be registered in dual credit courses only).
4. **Dual Credit Enrichment** students can apply to *take up to 2 courses*, per semester, and maximum of 4 courses (or equivalent), total, if they meet the 3A's + 1B criteria, and meet VIU course requirements.
5. Grades from the following academic courses will be reviewed: English 10/11, Math 10/11, SS 10/11, Sc10/11. Other courses may be reviewed if it is applicable to the VIU course prerequisites (i.e. English 12).
6. If the number of applications received (dual credit enrichment/cohort) exceeds available seats then applications will be selected, in this order:
 - a. GPA (calculated using grade 11/12 academic courses)
 - b. Recommendation of counselor and/or teachers
 - c. Date received

GRADING

5% **ACTIVATION ASSIGNMENT**

Dual Credit Registration Package Part 1, 2 and 3

***VIU Course Outline - REQUIRED**

**If the course outline is not submitted before the financial drop date deadline then you will be withdrawn from the VIU course.*

VIU Sample of Work - REQUIRED

** This sample of course work must be worth at least 5%, graded, and match the course outline*

95% **VIU Course Final Grade**



Letter of Understanding for Fees, Withdraw Policies and Assignments

COMMUNICATION

It is important that contact information, especially email is active and checked regularly because information and deadlines are shared by email.

FEES/COSTS

The School District pays your tuition and the student is responsible for all other costs including application fee (\$39.30), student service, student union, student activity, textbooks or other fees, etc. Please note that there could be other costs such as commuting and parking.

WORKLOAD

In general, a university course will consist of approximately 3 hours of lectures each week and require an additional 8-10 hours or homework.

WITHDRAW

Students wishing to withdraw must do so officially. An email must be sent to both the Nanaimo Ladysmith Public Schools Coordinator and VIU Advisor. Please see both the financial and academic drop dates below. School counselor(s) should be informed to ensure that graduation requirements are fulfilled. Finally, the VIU instructor should receive confirmation that the course has been dropped.

The school district pays student tuition. Please note that when a student is approved and registered at VIU, this student holds a seat in a course(s). If a student withdraws then the district is charged a non-refundable deposit of \$200. If the course is withdrawn after the financial drop date then the district is charged the full tuition.

DROP DATES

Fall Term
FINANCIAL DROP DATE: **Sept 17, 2018**
ACADEMIC DROP DATE: **Oct. 29, 2018**

Spring Term
FINANCIAL DROP DATE: **January 18, 2019**
ACADEMIC DROP DATE: **March 1, 2019**

ASSIGNMENTS

A condition of sponsorship is that the student must submit 1) VIU Course Outline and (2) sample of course work for each course. These assignments **MUST** be submitted to the SD68 Dual Credit Enrichment Advisor on or before the deadline dates.

DUAL CREDIT RULES

Students **MUST** be a non-grad, registered at a high school and school-age.

I have read and understand the procedures and policies listed above:

Student Name

Parent Name

Student Signatures

Parent Signature

For office use only:

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Student Learning/"TRANSITION" Plan

Please complete this student education and career plan.

TRANSITION PLAN

List courses you are taking during this year and next year (grade 12). State which post-secondary institution and program(s) you are considering after graduation.

Grade 11 Courses	Grade 12 Courses	Plans for Post-secondary

ACADEMIC SUMMARY - as of _____ (date)

Please summarize completed, current and future high school courses. Please specify the elective or other courses ie. Elective - Foods 12, Science 11 - Chem 11, etc.

LEGEND: ✓ Completed * Currently attending → To be completed next year

REQUIRED COURSES			ELECTIVE COURSES <i>(list elective credit i.e. Foods 11, Physics 12, etc.)</i>		
✓ * →	Final Grade		✓ * →	Final Grade	
		Planning 10 (4 credits)			Elective (4 credits)
		Language Arts 10 (4 credits)			Elective (4 credits)
		Language Arts 11 (4 credits)			Elective (4 credits)
		Language Arts 12 (4 credits)			Elective (4 credits)
		Math 10 (4 credits)			Elective (4 credits)
		Math 11 (4 credits)			Elective (4 credits)
		SS 10 (4 credits)			Elective (4 credits)
		SS11 (4 credits)			Extra credit
		Fine arts and/or Applied skills 10/11/12 (4 credits)			Extra credit
		Science 10 (4 credits)			Extra credit
		Science 11 (4 credits)			Extra credit
		PE 10 (4 credits)			Extra credit
		Grad Transitions (4 credits)			Extra credit
		TOTAL CREDITS = <i>(52 required credits)</i>			= TOTAL CREDITS <i>(min. 28 credits required)</i>

***16 credits must be at the Grade 12 level (academic or elective);**

Why are you considering the dual credit enrichment course?

List non-academic commitments or responsibilities, i.e. work (job), students' union, track, job, etc.

List strategies for coping with stress and managing a heavy course load.

What additional training or career-related courses do you have or need? Explain.

i.e I require standard first aid (2 days) for the nursing program.

Do you have any learning challenges? Do you need any learning adaptations/accommodations?

_____ Student signature

_____ Date

For office use only:

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How will Dual Credit support my 'Specific Career' Pathway?

The purpose of this assignment is to show how dual credit courses will meet your academic goals and support your transition from high school to post-secondary training.

VIU ADVISORS - Review your plan with a VIU Advisor

Please meet with your VIU advisor to identify/review VIU courses that will match your academic goals.

VIU Advising Centre: advising@viu.ca / (250) 740-6410

VIU Advisors at your high school:

Dover: Jennifer Merner **Wellington/Cedar:** Michelle Steele **NDSS:** Jamie Wood **Ladysmith/Barsby:** Shawn O'Toole
jennifer.merner@viu.ca michelle.steel@viu.ca jamie.wood@viu.ca shawn.o'toole@viu.ca

I _____ met with this student _____.
VIU Advisor _____ Date _____ Signature _____

SPECIFIC CAREER GOAL(S)

TYPE OF PROGRAM - CERTIFICATE / DIPLOMA / BACHELOR

(circle one)

POST-SECONDARY TRAINING

Post-Secondary Institution: _____ Program Length: _____ YEARS

PRINT/ATTACH a **PROGRAM OUTLINE** to show course(s) required for your future program.

Are you planning to attend a different university? Please use the **BC Transfer Guide** to show that your VIU Dual Credit courses will transfer: <http://www.bctransferguide.ca> (please print/attach)

DUAL CREDIT COURSE

List dual credit course that you would like to take. Please list in order of priority.

1. _____ **Fall/Spring** _____
(course name) (circle one or both) Prerequisite(s)
2. _____ **Fall/Spring** _____
(course name) (circle one or both) Prerequisite(s)
3. _____ **Fall/Spring** _____
(course name) (circle one or both) Prerequisite(s)
4. _____ **Fall/Spring** _____
(course name) (circle one or both) Prerequisite(s)
5. _____ **Fall/Spring** _____
(course name) (circle one or both) Prerequisite(s)
6. _____ **Fall/Spring** _____
(course name) (circle one or both) Prerequisite(s)