



Office of the Registrar  
2300 Ryan Road  
Courtenay BC V9N 8N6  
T: 1-800-715-0914 E: Admissions-CW@nic.bc.ca

## DUAL CREDIT/ TRANSITION PROGRAM APPLICATION PROCESS AND FORMS FOR UNIVERSITY TRANSFER COURSES

This package contains information about the process you will need to follow and forms you are required to complete if you desire to engage in dual-credit, University Transfer courses at North Island College.

### REQUIRED APPLICATION STEPS

1. Undertake Career Preparation and Education Planning with your high school
  - Meet with a District Career Coordinator/High School Counsellor to discuss Dual Credit/Transition.
  - Visit the North Island College website for detailed course information: [www.nic.bc.ca](http://www.nic.bc.ca)

1. Apply to North Island College
  - Complete the Dual Credit/Transition Program Application form.

Questions may be directed to your District Career Coordinator/High School Counsellor or to NIC's Educational Advisors. Once completed, submit to your District Career Coordinator/High School Counsellor who will submit it to the NIC.

**Note:** If you want to use NIC course credits for your high school graduation certificate, please be aware that you are responsible for confirming with your District Career Coordinator/High School Counsellor that those courses are acceptable to your high school for graduation credit.

If your NIC Dual Credit/Transition Program application package is approved, your NIC Application will be processed. If you meet the admission requirements you will be sent an acceptance letter and information about registration will be included.

### APPLICATION Checklist (please complete all forms in ink and keep a copy for your records)

NIC Dual Credit Application Form  
Parent/Guardian Statement  
District Career Education Facilitator Form  
School District Sponsorship Agreement  
Freedom of Information Release  
High School Transcripts

Return full admission package to your District Career Coordinator/High School Counsellor to submit to NIC on your behalf. NIC Educational Advisors are available to assist with course selection.



## ADDITIONAL APPLICATION STEPS

(Specifically for students with disabilities)

Applicants who may require accommodations and supports must notify NIC Department of Accessible Learning Services (DALs) at least one month before the start of their program *in order to arrange appropriate accommodations*. For more information or to book a meeting go to <https://www.nic.bc.ca/student-services/accessible-learning-services/> or call 1-800-715-0914 (switchboard). Please note that additional time may be required for some accommodations (i.e., ASL interpreting).

1. At an initial meeting with the prospective student, the role of DALs will be explained and signed consents for release and exchange 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 encouraged to bring their IEP or other relevant documentation to this meeting.
2. DALs (with the support of the School District (SD)) will gather disability-related documentation or other sources as needed and forward it to the DALs department. This information is required to assess the support needs of each student with disabilities attending NIC.
3. DALs Faculty will review the documentation, will meet with the prospective student and instructor (if necessary) to discuss possible technical or classroom/practical requirements for the trade or career they are pursuing, e.g. determine the hearing requirements for Nursing, physical demands for plumbing, etc.
4. DALs will then develop an Accommodation (Support) Plan
5. DALs will determine the required accommodations and will then consult with SD personnel on a case by case basis regarding who best can provide the disability supports that are required.
6. DALs will arrange a further meeting with the prospective student to discuss accommodations and support services that they are eligible to receive through the School District and NIC. School District staff will be invited to this meeting (if required).
7. If accepted into a program, an accommodation letter will be sent to the prospective student and program instructor.



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**Applicant/Student Name:**

**PARENT/GUARDIAN STATEMENT**

(to be completed by the Applicant's Parent or Guardian)

The applicant named above has indicated an interest in studying at North Island College. Keeping in mind that they would be studying in an adult learning environment, in which they are expected to be self-motivated and self-directed and not reliant on others to assist in the organization of their learning activities, we ask you to answer the following questions:

Please tell us about the applicant's ability and comfort level in communicating with adults.

Please tell us about the applicant's ability to be an independent and self-directed learner.

Your signature indicates your support for this applicant to take the identified program or course at NIC and your responsibility to support this student in their studies.

Parent/Guardian Signature

Date