



**NORTH ISLAND  
COLLEGE**

**DUAL CREDIT / TRANSITION PROGRAM**

**APPLICATION PROCESS AND FORMS**

**FOR TRADES PROGRAMS**





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Due the school semester prior to the start date of the College program you are interested in.	
<b>NIC Application Form .....</b>	<b>14</b>
Due March 30 for September start. Due October 31 for January/February start.	
• Must complete Release of Information section for School District Sponsored Students	
• Must attach Final Official Secondary Transcript showing completed Admission requirements (or Interim Official Transcript showing in progress Admission requirements)	
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# Dual Credit/Transition Program Application Process and Forms for Trades Programs

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

## **STEPS TO TAKE**

### ***A. Career Preparation and Education Plan***

1. Work with your District Career Coordinator/High School Counsellor to identify careers of personal interest and prepare documentation to support your intended career direction. Programs at NIC require evidence of this preparation, about which your District Career Coordinator/High School Counsellor can provide detailed information.
  - Interested students meet with a District Career Coordinator/High School Counsellor to discuss Dual Credit/Transition.
  - Find out about programs and related careers of personal interest. Obtain relevant work experience or try job shadowing, volunteering, and informational interviews with employers.
  - Visit the North Island College website for detailed program information: [www.nic.bc.ca](http://www.nic.bc.ca)
  - Questions may be directed to your District Career Coordinator/High School Counsellor or to NIC's Counsellors or Student Advisors.
  - Complete the attached form *Student Education/Transition Plan* with your District Career Coordinator/High School Counsellor
  - Enrol in courses at your high school that will best prepare you for your chosen career path and which will meet the post-secondary program prerequisites that you will require for admission to North Island College.

### ***B. Apply to North Island College***

1. At the beginning of the school semester prior to the start date of the College program you are interested in, you must meet with your District Career Coordinator/High School Counsellor to confirm your dual-credit education plan. Your District Career Coordinator/High School Counsellor will help guide you through the North Island College application process. For students with disabilities, please see timelines and information provided below.
2. 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.

3. Submit to NIC Student Services:
  - a. NIC Application form – page 14
  - b. Secondary School transcript
  - c. Assessment fee (\$15) for the following programs only (see C3 below):
    - Metal Fabrication Foundation
    - Plumbing & Piping Foundation
    - Professional Cook (Culinary Arts)
    - Welding

Each program has specific entrance prerequisites that must be met prior to entry into the program. These are listed in the NIC calendar on the web page for each program at [www.nic.bc.ca](http://www.nic.bc.ca). Work with your District Career Coordinator/High School Counsellor to ensure these prerequisites are met through your education plan. Math and English assessment options in place of specific course prerequisite requirements are intended for students no longer attending high school. Dual Credit students must have the appropriate high school course prerequisites to qualify for the program.

**C. Complete Program Prerequisites and NIC Dual Credit/Transition Program Application Form.**

1. Complete the NIC Dual Credit/Transition Program Application Package. Submit completed form to your District Career Coordinator/High School Counsellor who will submit it to the NIC Counsellor on your behalf.
2. You will be contacted to schedule a readiness interview with a North Island College Counsellor. During this interview be prepared to discuss:
  - The evidence you have developed to demonstrate your exploration and preparation that supports your program choice.
  - The program/course you have applied to.
  - The prerequisites for taking this program/course.
  - The responsibility and understanding needed for participation in an adult learning environment.
  - Information specific to the program or course you have applied to, including but not limited to admissions process, tuition and other costs, schedules and course location.
3. If a Program specific Assessment is required as part of the admission process (as listed above), the NIC Counsellor will assist you in arranging with NIC Student Services to complete the appropriate assessment.
4. Arrange a meeting with the NIC Instructor – your District Career Coordinator/High School Counsellor or NIC Counsellor can assist you with this. During this meeting be prepared to discuss:
  - a. Program and course content
  - b. Level of skill necessary for successful program completion
  - c. Expectations of an adult learning environment
5. If your NIC Dual Credit/Transition Program application package is approved, your NIC Program Application (page 14) will be processed. If you meet the Program Admission Requirements you will be sent an Acceptance Letter and information about registration will be included.
6. Students with disabilities
  - Students with disabilities should identify themselves, or with the assistance of their District Career Coordinator/High School Counsellor, to the NIC Access for Students with Disabilities (ASD)

Department contact at the relevant NIC campus. Applicants should be identified to the NIC ASD Faculty member at least 6 months in advance of the intended program start date.

- At the initial meeting the role of ASD 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.
- ASD will then gather disability-related documentation from the School District (SD) or other sources as needed. This information is required to assess the support needs of each student with disabilities attending NIC.
- ASD Faculty will review the documentation, will meet with the instructor and applicant 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.
- ASD will then develop an Accommodation (Support) Plan, as is done for any student receiving ASD services at NIC.
- ASD will then consult with School District personnel on a case by case basis regarding who best can provide the disability supports that are required. All accommodations required within the NIC classes, including exam accommodations, will be coordinated by NIC faculty.
- 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 NIC. SD staff will be invited to this meeting.
- When completed, ASD will sign off on the Underage Applicant form and return to the NIC Counsellor.
- If accepted into the program a standard accommodation letter will be sent to the program instructor and will be signed by the student, NIC/ASD faculty and SD staff (if involved) in the delivery of supports and/or accommodations.

**STUDENT EDUCATION/TRANSITION PLAN**

*(To be completed by the Applicant and the District Career Coordinator/High School Counsellor)*

Develop your education plan including the courses required for entry into the program and the dual credit courses you will receive while attending North Island College or other post-secondary institution.

**Note:**

1. Ensure you have included and considered your graduation requirements in your Transition plan.
2. You may need to modify your timeline to achieve your graduation requirements and to participate in the program.
3. Complete the 3 Year Education/Transition plan in full, beginning with your Grade 10 courses.
4. Timetable changes should be made with the approval of your District Career Coordinator/High School Counsellor.
5. Include any Dual Credits and SSA Credits in your predicted credit count.

Name: \_\_\_\_\_

High School: \_\_\_\_\_

Dual Credit Program: \_\_\_\_\_

Date: \_\_\_\_\_

Students are required to complete a minimum of 80 credits (equivalent to 20 four-credit courses) in Grades 10 – 12 for graduation. Most students choose to complete more than 80 credits.						
<b>1. Required Courses - 52 credits in courses listed below:</b>						
<b>Course</b>		<b>Credits</b>		<b>Course</b>		<b>Credits</b>
Language Arts 10		4		Language Arts 11		4
Fine Arts or Applied Skills 10, 11, 12		4		Social Studies 11,Civics 11, First Nations 12		4
Science 10		4		Mathematics 11 or 12		4
Mathematics 10		4		Science 11 or 12		4
Physical Education 10		4		Language Arts 12		4
Planning 10		4		* Graduation Transitions 12		4
Social Studies 10		4				
<b>Note:</b> Graduation = Minimum 4 Grade 12 level courses + * Graduation Transitions 12.						
<b>2. Elective Courses – 28 credits</b> Students can choose to complete elective requirements through the North Island Partnership – Dual Credit Programs/Courses (PSIB Credits) and/or Secondary School Apprenticeship Program (SSA Credits=SSA 11A, 11B, 12A, 12B, available)						
Year		Year		Year		Year
Gr 10 Sem 1	Gr 10 Sem 2	Gr 11 Sem 1	Gr 11 Sem 2	Gr 12 Sem 1	Gr 12 Sem 2	Post-Sec (PSIB)
Total credits		Total credits		Total credits		Total credits
Total credits predicted (Required + Elective) =			Predicted Graduation Date			

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Teacher/Counsellor Signature



# **APPLICANT RESEARCH**

## **Preparation:**

- Arrange an information interview by phone, fax or email with an employer in your career area of interest.
- Dress appropriately, arrive on time, be polite and be sure to thank the person you interviewed.
- The employer should not be a relative or a teacher.

<p><b>Student Name:</b> _____</p> <p><b>Employer Contact Information:</b> <b>Name/Title:</b> _____ <b>Phone#</b> _____</p> <p><b>Company/Address:</b> _____</p>
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## **Information Interview**

### **THE QUESTIONS:**

1. In your career area, what work does an employee perform on a typical day? (current projects)

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2. What education or training is required for this type of work? Does the company provide wages or tuition during training?

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3. What other work might be available with your qualifications?

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4. What personal qualities or abilities are important for being successful in this career?

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5. What part of this job do you find most satisfying? Most challenging?

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6. What was your (the employer's) pathway toward this career?

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7. How do you see careers in this field changing in the future (i.e. new technology)?

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8. How has this work affected you physically over the years?

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9. What advice would you give a person entering this field?

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10. What is the salary range for various levels in this career field? What lifestyle could I expect to afford?

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11. Which professional journals, organizations or websites would help me learn more about this field?

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12. Do you know someone who could give me further information about a related career and may I use your name as the referral person?

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\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

## **FREEDOM OF INFORMATION RELEASE**

*(To be completed by the Applicant)*

North Island College 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 both your parent/guardian and your School District 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 and my School District during the current academic year \_\_\_\_\_.  
Sept-June year (ie 2011-12)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Parent/Guardian

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
City

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Email Address

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## **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 your son or daughter's ability and comfort level in communicating with adults.

Please tell us about your son or daughter'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

# DISTRICT CAREER COORDINATOR/HIGH SCHOOL COUNSELLOR

(To be completed by the School District)

\_\_\_\_\_  
Name of District Career Coordinator/High School Counsellor

\_\_\_\_\_  
District

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email Address

*This applicant has indicated an interest in studying at North Island College. 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.*

Does this student have any identified special needs or learning challenges?

YES            NO

**Applicants who require accommodations and supports must notify NIC /ASD six months before the start of their program to provide time for required accommodations to be put into place.**

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)/program at NIC?

- No. I do not have enough information at this time to make a recommendation.
- Yes. I have worked closely with this applicant and I believe they have shown readiness for this opportunity. I support their application to NIC.

Is NIC to invoice the School District directly for any fees for this applicant?

- No. District Career Coordinator/High School Counsellor will inform the Applicant how to request reimbursement if applicable.
  - Yes. District Career Coordinator/High School Counsellor to complete attached School District Sponsorship Agreement (attached) for NIC permission to invoice the School District directly.
- or
- Yes. District Career Coordinator/High School Counsellor will provide NIC with letter of sponsorship under separate cover. Note: Sponsorship letter must be received by NIC prior to fee deadline for student to retain seat in program/courses.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title





NORTH ISLAND  
COLLEGE

# School District Sponsorship Agreement for Dual Credit High School Students

(To be completed by the appropriate School District personnel)

## SCHOOL DISTRICT INFORMATION

Student Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

We hereby undertake to sponsor \_\_\_\_\_ in the \_\_\_\_\_ from:  
Name of Student Name of program or course(s)

\_\_\_\_\_ to \_\_\_\_\_ for the following amounts (please tick all applicable boxes):  
MONTH DAY YEAR MONTH DAY YEAR

- Assessment Fee \$ 15.00
- Books up to \$ \_\_\_\_\_
- Fees Tuition only (includes lab fees) \$ \_\_\_\_\_
- Fees Tuition (includes lab fees) and NISU (Student Society) \$ \_\_\_\_\_
- Fees Tuition only (does not include lab fees) \$ \_\_\_\_\_
- Additional Instructions \_\_\_\_\_

School District Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Contact Name & Title (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

CAMPBELL RIVER CAMPUS  
1685 South Dogwood Street  
Campbell River, BC V9W 8C1  
T (250) 923-9700 F (250) 923-9703

COMOX VALLEY CAMPUS  
2300 Ryan Road  
Courtenay, BC V9N 8N6  
T (250) 334-5000 F (250) 334-5018

PORT ALBERNI CAMPUS  
3699 Roger Street  
Port Alberni, BC V9Y 8E3  
T (250) 724-8711 F (250) 724-8700

MOUNT WADDINGTON CAMPUS  
PO Box 901/ 9300 Trustee Road  
Port Hardy, BC V0N 2P0  
T (250) 949-7912 F (250) 949-2617



**NORTH ISLAND  
COLLEGE**

# Dual Credit – High School Application

www.nic.bc.ca

Comox Valley Campus  
Campbell River Campus  
Port Alberni Campus  
Mt. Waddington Campus

2300 Ryan Rd. Courtenay, BC V9N 8N6  
1685 South Dogwood St. Campbell River, BC V9W 8C1  
3699 Roger St. Port Alberni, BC V9Y 8E3  
Box 901, 9300 Trustee Rd. Port Hardy, BC V0N 2P0

Tel (250) 334-5000 Fax (250) 334-5018  
Tel (250) 923-9700 Fax (250) 923-9791  
Tel (250) 724-8711 Fax (250) 724-8700  
Tel: (250) 949-7912 Fax (250) 949-2617

North Island College Student Number	PEN: Personal Education Number
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Legal Last Name / First Name / Middle Name	Preferred First Name:			
Mailing Address	City	Province	Country	Postal Code
Phone: Home	E-Mail Address			
Birth Date: YY/ MM/ DD	Gender M <input type="checkbox"/> F <input type="checkbox"/>	Social Insurance No.		
Emergency Contact Name:	Emergency Phone: BUS	Emergency Phone: Home		
(Voluntary Disclosure) Disability/medical condition? Yes <input type="checkbox"/>	(Voluntary Disclosure) Do you identify yourself as an Aboriginal person? Yes <input type="checkbox"/> No <input type="checkbox"/>			
NIC will provide you with information about receiving support services.	If yes, are you: First Nations <input type="checkbox"/> Metis <input type="checkbox"/> Inuit <input type="checkbox"/>			

<b>Program</b>	Use FULL program name as listed in the North Island College Calendar.		
Campus/Centre			
Start Term: Choose which session by entering the year beside the term.			
Fall (Sept-Dec)/Year	Winter(Jan-Apr)/Year	Spring(May-June)/Year	Summer(July-Aug)/Year

<b>Courses</b>	

**DECLARATION PLEASE READ THE FOLLOWING BEFORE SIGNING:**

I declare that the information I have submitted on the application is true and correct. Falsifying any document or information submitted will result in the immediate cancellation of admission or registration at the College.

I understand that this information along with subsequent information is collected under the authority of the College and Institute Act. This information will be protected and used in compliance with the BC Freedom of Information and Protection of Privacy Act for the purpose of admission, registration, research, graduation, alumni development and other purposes consistent with the mandate of the institution.

For individuals admitted to a co-admission program with partner institutions, I understand that all the details of my application, studies, and student conduct record will be shared openly between NIC and the partner institution.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>For Office Use Only</b>
Received By _____ Date and Time Received _____