



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 Programs Coordinator/High School Counsellor to discuss Dual Credit/Transition.
 - Visit the North Island College website for detailed course information: www.nic.bc.ca
2. Apply to North Island College
 - Complete the Dual Credit/Transition Program Application form.

Questions may be directed to your District Career Programs Coordinator/High School Counsellor or to NIC's Educational Advisors. Once completed, submit to your District Career Programs 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 Programs 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 and your District Career Programs Coordinator/High School Counsellor will be sent an acceptance letter and information about registration will be included.



ADDITIONAL APPLICATION STEPS

(Specifically for students with disabilities)

Students with disabilities should identify themselves to North Island College's Department of Accessible Learning Services (DALs) contact at the relevant NIC campus. Applicants should be identified to the NIC DALs Faculty member at least 6 months in advance of the intended program start date.

1. At an initial meeting, 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.
2. DALs 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.
3. DALs 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.
4. DALs will then develop an Accommodation (Support) Plan, as is done for any student receiving DALs services at NIC.
5. DALs 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.
6. 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. School District staff will be invited to this meeting.
7. When completed, DALs will sign off on the Underage Applicant form and return to the NIC Admissions.
8. If accepted into the program a standard accommodation letter will be sent to the program instructor and will be signed by the student, NIC/DALs faculty and School District staff (if involved) in the delivery of supports and/or accommodations.
9. Does the applicant have an Individual Education Plan (IEP)? yes no

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

- NIC Dual Credit Application Form
- District Career Education Facilitator Form
- School District Sponsorship Agreement
- Freedom of Information Release
- High School Transcripts
- Return full admission package to your District Career Programs Coordinator/High School Counsellor to submit to NIC on your behalf. NIC Educational Advisors are available to assist with course selection.



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

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 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

NIC ACCESS FOR STUDENTS WITH DISABILITIES (to be completed by NIC if applicable)

DALS Faculty will sign this form once they have reviewed the applicant’s documentation, recommended a plan for accommodations and supports and determined how these will be provided.

Accommodation Plan is in place and agreed upon: Yes No Not Applicable

Comments:

Name

Signature

Date