

Central Okanagan Public Schools

Academic Dual Credit Program



Central Okanagan Public Schools

Together We Learn

STUDENT APPLICATION

- All students applying for the College/University Transfer Courses and Academic Dual Credit Support need to complete this application package.
- Students will need to complete the application form to the specific institution they are wishing to attend.
 - **UBC Okanagan Engineering Pilot**
 - Application via UBC's Non-Degree Studies Application Portal) - follow *steps outlined in this application*
- You will be notified once your application has been reviewed.

Central Okanagan Public Schools - Dual Credit Programs

GETTING STARTED

- Students/parents meet with their school Career Coordinator/counsellor to review program options.
- Students should not be taking a post-secondary programs unless they have a superior academic record, and have met the prerequisites and are prepared to attend all classes and complete all course work.
- Careful consideration should be exercised when deciding on enrolling in post-secondary courses. College/University courses will be permanently recorded on your post-secondary file.
- Withdrawal process: If you are not able to complete the program you may withdraw without academic penalty as per the withdrawal policy of the institution that students have been accepted to.

HOW TO APPLY:

- See your school career coordinator/counsellor prior to filling out application.
- Students are to return the completed application package to their school career coordinator/counsellor.
- A Career Coordinator will contact you to notify you of your acceptance and what the next steps are.
- Students are accepted based on a first come-first serve basis in addition to meeting the prerequisites and the student's readiness for an adult learning program.
- Where the number of applicants exceed availability a waitlist may be created.

ACADEMIC DUAL CREDIT PROGRAM APPLICATION CHECKLIST. (check off items as you complete)

- SD23 General Information/Parental Consent Form
- Completed and signed Responsibility Agreement
- Completed and signed Dual Credit Transition Plan (see your school's Career Coordinator)
- High school transcript (DVR) (see your Career Centre)
- English Proficiency Statement Form
- Principal Recommendation Form
- Once you have been accepted into the Academic Dual Credit Program, you may proceed to the UBC-O application and registration checklist (online process).

UBC-O APPLICATION & REGISTRATION CHECKLIST (ONLINE PROCESS)

- UBC-Okanagan Apply online <https://secure.students.ubc.ca/nondegree/apply.cfm>
- Email Supporting Documents nondegree.ok@ubc.ca
- Course Registration (opens in July 2019): Engineering APSC 171
- Submit UBC-O Course Registration Confirmation to SD#23: dualcredit@sd23.bc.ca.

ONCE COURSE IS COMPLETE

- Submit Final Grades to SD#23: dualcredit@sd23.bc.ca.

NOTES:

- Incomplete applications will delay registration.
- Tuition fees only will be paid by Central Okanagan Public School. Students are responsible for any books/supplies and application and student fees. Fees are subject to change.

SD23 GENERAL INFORMATION/PARENTAL CONSENT FORM

(Please print neatly)

Name _____
Last Name First Name Middle Name

Address _____ City _____

Home Phone # _____ Student Cell # _____ Postal Code _____

Date of Birth (dd/mm/yyyy) _____ **SIN (Mandatory)** _____

Are you of a Canadian Citizen? Yes No Are you a Permanent Resident? Yes No

Student email address: (all correspondence is sent to this address) _____
Please print neatly

Parent /Guardian Contact

Name _____
Last Name First Name Middle Name

Home Phone # _____ Work/Cell # _____

Parent email address: (all correspondence will be cc'd to this address) _____
Please print neatly

Emergency Contact Person

Name _____
Last Name First Name Middle Name

Home Phone # _____ Work/Cell # _____

✓ Student is **NOT** _____ on an IEP or a Learning Plan

✓ Student is **currently** on an _____ IEP or a _____ Learning Plan _____ Behaviour Support Plan

I/We certify the information given in this application is true and complete to the best of my knowledge and understand that, if selected for a Dual Credit Program, falsified statements may be reason for removal. I authorize investigation of all statements contained herein and the references listed in this application. I allow the Dual Credit Department to communicate to all Post-Secondary Institutions for educational purposes relating to my selected field of study. I allow the Dual Credit Programs Department to use any work or school related picture of myself for the purpose of promotion and communication of the program.

Parental Note: Some of the content of the program may be adult oriented. By signing this form, you are acknowledging that you are aware that some of the content in the program is mature in its nature and you are granting your child permission to fully participate in all aspects of the program.

Student Signature _____ **Date** _____

Parent/Guardian (carefully print name) _____

Parent/Guardian Signature _____ **Date** _____

Applications will not be accepted without all signatures in place.


UBC-O: ONLINE APPLICATION & REGISTRATION PROCESS

Step 1: Apply Online

To apply, students will need to submit an online application via the UBC's Non-Degree Studies application portal <https://secure.students.ubc.ca/nondegree/apply.cfm>

Under the “**Education experience**” section, student will need to indicate **SD23 Dual Credit** so the evaluator at UBC will know this application is specifically for this program.

Please tell us why you are applying to take courses at UBC through Non Degree Studies (max. 200 characters)

SD23 Dual Credit 

Once all necessary fields are filled in, click the “Submit application” button at the bottom of the page.

Step 2: Email Supporting Documents

After the online application is complete, students will need to support their application for admission by emailing the following documents to nondegree.ok@ubc.ca:

- A recent Diploma Verification Report (DVR), transcript, or report card demonstrating superior academic performance
- A written recommendation from their high school principal
- A letter of recommendation from their English teacher, guidance counsellor, or principal that attests that the student's level of English proficiency is strong and will not impede their ability to succeed in a post-secondary setting
- A written consent from their parents or legal guardian

Once admitted, student will be prompted to pay an application fee of approximately **\$65.00**.

Watch your EMAIL: you will receive an email from UBC-O informing you of the admission & registration requirements that must be met and deadline dates. You will also receive an 8 digit reference number. Please include this number in any future correspondence with UBC.

Step 3: Registration (opens in July 2019)

Admitted students will be eligible to register for **Engineering APSC 171**. In order to confirm your seat in the program, you are required to pay \$165.00 in Student Fees and textbooks (choose to "opt out" of the Medical and Dental Plan, if you have extended coverage at home).

*If students have any questions, please contact Engineering Advisor, **Marie Reid** (marie.reid@ubc.ca)*

Step 4: Submit Course Registration Confirmation to SD#23

When you receive confirmation of your registration and student number from UBC-O, please email it to dualcredit@sd23.bc.ca. We will then submit your tuition payment to UBC-O.

Step 5: Submit Final Grades to SD#23

Once your course is complete, please submit your official UBC-O transcript showing course completion and grades to dualcredit@sd23.bc.ca. We will then update your high school transcript.

English Proficiency Statement

Thank you for completing the *English Proficiency Statement* regarding the student named below. This recommendation attests that the student's level of English proficiency is strong and will not impede their ability to succeed in a post-secondary setting. A quality response to the general comments section is also important.

Student Name: _____

Teacher: _____ Class: _____

School: _____ Teacher Phone #: _____

	<i>Excellent</i>	<i>Very Good</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>
1. Attendance/Punctuality Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Work Ethic Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Attitude Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Mechanical Ability in Field Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Initiative/Motivation Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Interpersonal Skills/Citizenship Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. General Comments:					

Teacher Signature: _____

Date: _____

Principal Statement of Recommendation

Thank you for completing the *Principal Statement of Recommendation* regarding the student named below. The information on this reference will be used to determine candidates for the College/University Transfer and Academic Dual Credit Support. A quality response to the general comments section is also important.

Student Name: _____

Principal: _____ School: _____

Principal Email Address: _____ Phone #: _____

	<i>Excellent</i>	<i>Very Good</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>
1. Attendance/Punctuality Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Work Ethic Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Attitude Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Mechanical Ability in Field Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Initiative/Motivation Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Interpersonal Skills/Citizenship Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. General Comments:					

Principal Signature: _____

Date: _____

RESPONSIBILITY AGREEMENT

High School/School District/UBC Okanagan Responsibilities

We will:

- provide UBC Okanagan tuition funding only for approved programs.
- inform you of the program prerequisites and requirements.
- help you create a transition plan that helps you navigate high school graduation and transition into post-secondary.
- work with UBC Okanagan admissions to ensure you are enrolled in your program of choice.
- assist you with the identification of student support services as needed (assessment, learning skills, math & English upgrading, disability services, etc.)
- liaise with your parents, high school teachers, and UBC Okanagan instructors regarding your participation in the program.
- report post-secondary marks for your high school transcript.

Student Responsibilities

As a Central Okanagan Public Schools Dual Credit student I agree to:

- Ensure that I meet with my counsellor and career program coordinator to plan my high school timetable and transition plan to ensure I have all the prerequisites and grad requirements.
- Submit a completed application package to my school's career center and pay any applicable application/requisite fees to UBC Okanagan.
- Communicate with UBC Okanagan admissions to ensure all prerequisites and payments are made on time.
- Pay all required fees for student ancillary fees and textbooks/supplies.
- Be prepared to fully commit to the rigors of post-secondary school and agree to match course hours with home study.
- Contact my instructor if I will be late or absent. Daily attendance and punctuality are required at the post-secondary level. Failure to attend daily, and on-time may result in removal from the program without any refund.
- Inform UBC Okanagan, your parents, and your home school (counsellor and career coordinator) if you withdraw from the program. Remember withdrawing from the program may affect your permanent post-secondary record.
- Follow UBC Okanagan General Academic Regulations and Policies regarding student conduct, withdrawal, etc.
- I will continue to respect the School District No. 23 student code of conduct regardless of program location.

Student Name (print clearly) _____ **Date** _____

Student Signature _____ **High School** _____

Parent/Guardian Name (print) _____ **Parent/Guardian Signature** _____

Career Coordinator Name (print) _____