



 CENTRAL OKANAGAN PUBLIC SCHOOLS

DUAL CREDIT APPLICATION

ACADEMIC OC



Dual Credit SD23



dualcreditsd23



Dual Credit SD23



Dual Credit SD23



www.dualcredit23.com

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 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.

APPLICATION SUBMISSION CHECKLIST. (check off items as you complete)

- SD23 Information Form
- Okanagan College Permission to Release Information Form
- Completed and signed Accountability Agreement
- Completed and signed Student Graduation and Transition Plan
- High school transcript (DVR)
- Teacher Recommendation Form
- Principal Recommendation Form
- Okanagan College application (paper version)

NOTES:

- Incomplete applications will delay registration.
- Tuition fees only will be paid by SD No. 23. You are responsible for books/supplies and ancillary fees.
- Fees are subject to change.

For Office Purposes
Only:

CENTRAL OKANAGAN PUBLIC SCHOOLS APPLICATION FORM

Please print

Name* _____
Last Name First Name Middle Name

Address* _____ City* _____

Home Phone* _____ Student Cell _____ Postal Code* _____

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

Are you of First Nations Heritage? Yes No Canadian Citizen Yes No

Student email address: (most used)* _____

Parent email address:* _____

Parent / Guardian Contact* _____

Home Phone * _____ Work/Cell* _____

Emergency Contact Person _____

Home Phone _____ Work/Cell _____

*Are you currently on an IEP or Learning Plan? No Yes If yes, please specify which one:
 IEP Learning Plan Behaviour Support Plan

If you have access to an employer in your **area of study**, please list the following:

Name of Employer/Contact _____

Company _____

Phone # _____

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 Programs 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.

Student Signature* _____ Date* _____

Parent/Guardian Print Name _____

Parent/Guardian Signature* _____ Date* _____

All signatures must be in place before application is accepted.



DUAL CREDIT APPLICATION FORM

Okanagan College
ID Number (if known) _____ / _____ / _____

FOR OFFICE USE ONLY	<input type="checkbox"/> Non-refundable \$30 fee paid. <input type="checkbox"/>
	Not applicable
	DATE/TIME:
	INITIALS:

Personal Information – Please Print Clearly

Legal Last or Family Name		First Name		Middle Name(s)																	
Previous (Maiden) Name (if applicable)		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female																			
E-mail Address (Okanagan College uses email and mail to communicate with all applicants. Please ensure you have entered your email address correctly. It is your responsibility to provide the College with your current email so we can communicate important information to you)																					
Permanent Address (correspondence regarding your application will be mailed to this address)				City/Town																	
Province/State and Country			Postal Code/Zip Code																		
Telephone – Primary ()			Telephone – Alternate ()																		
Date of Birth		<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> <tr> <td>day</td><td>month</td><td colspan="2">year</td><td colspan="3"> </td><td> </td> </tr> </table>										day	month	year							
day	month	year																			
Country of Citizenship		Note: Non-Canadians must submit proof of immigration status with application (original documents must be submitted to Okanagan College for photocopying). Permanent Resident/Landed immigrant effective Date: <table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> <tr> <td>day</td><td>month</td><td colspan="2">year</td><td colspan="3"> </td><td> </td> </tr> </table>												day	month	year					
day	month	year																			
Emergency Contact Name																					
Emergency Contact Telephone - Primary ()		Emergency Contact Telephone - Alternate																			
Program Name		Term																			
_____		<input type="checkbox"/> Fall (September) <input type="checkbox"/> Winter (January) <input type="checkbox"/> Summer Session I (May) <input type="checkbox"/> Summer Session II (July)																			
Campus																					
<input type="checkbox"/> Salmon Arm <input type="checkbox"/> Vernon <input type="checkbox"/> Distance <input type="checkbox"/> Kelowna <input type="checkbox"/> Penticton <input type="checkbox"/> Revelstoke																					

High School

Personal Education Number (PEN) _____ / _____ / _____ (if known)					
Current School	City/Province	From Year/Month	To Year/Month	Currently Attending	Grade/Year Completed

Voluntary Disclosure

Do you identify yourself as an Aboriginal person, that is, First Nations, Métis, or Inuit?

If you answered Yes No, please indicate if you are:

- First Nations Métis Inuit

Do you identify yourself as a first generation student, that is, neither of your parents attended a post- secondary institution (college or university) in Canada?

- Yes No

What influenced your decision to apply today?

Select up to three.

- High school counsellor
- Friend, parent or family member
- Someone from OC was at my high school
- Someone from OC was at a fair or trade show
- OC on Facebook or other social media
- OC website
- OC advertisement
- Another website such as educationplanner.com
- Referral from overseas agent

1) Is your educational goal to complete an entire program of study (any length) at Okanagan College?

(Degree, Diploma etc.)

- Yes No

2) If you answered “No” to question 1, what is your educational goal at Okanagan College?

- Study for two years at Okanagan College
- Take a few courses at Okanagan College
- Study for one year at Okanagan College
- I haven't decided yet
- Other _____

3) After achieving your educational goal, what do you intend to do next?

- Enter or re-join the workforce
- Transfer to another college, university or institute
- Nothing in particular – I'm here for general interest
- I haven't decided yet
- Other _____

Personal Information

Okanagan College is a public body governed by the *Freedom of Information and Protection of Privacy Act* (FIPPA), which permits us to collect, use and share your personal information only for authorized purposes. We collect, use and share personal information that relates directly to and is necessary for Okanagan College's programs and activities. The information on this form is collected under the authority of the FIPPA, the *College and Institute Act* and from other government agencies. The information will be used for the purposes of admission and registration. If admitted, your personal information is used and shared for a variety of purposes consistent with our mandate. Your information may be shared with the students' association, the alumni association and the Okanagan College Foundation for purposes such as provision of student services; alumni development; recognition of academic excellence, convocation program and donor awards. Information may also be used for research purposes but in those cases, individual identities will not be disclosed. Additional information may be found in our "Protection of Privacy Policy" on the Okanagan College website. Questions about the collection, use and sharing of your personal information may be directed to the Registrar.

Under the FIPPA, staff may not release personal information such as your student record or registration to anyone other than you without your consent. We must, therefore, deal directly with you on all inquiries, transactions or appeals. If, for any reason, you need a parent or other person to act on your behalf, and wish to give them full authority to do so, you must provide Okanagan College with your written consent authorizing the release of your personal information to that person by completing a "Consent to Release Information" form which can be found in your myOkanagan account at <http://myokanagan.bc.ca>.

Communication: Communications from the College will be by email in most cases. Other important information and policies can be found on the College website. Please notify the College of any change to your email address. Please refer to the "Electronic Communication for Students and Applicants Policy" in the Calendar for details: www.okanagan.bc.ca/calendar.

Declaration and Consent: I certify that the information contained herein and that all statements made in connection with this application are true, correct and complete. I understand that any misrepresentation, incomplete disclosure or falsified information on this application may result in the cancellation of my admission or registration status. I consent for the College to collect and use my personal information. I agree that Okanagan College may verify the information provided by contacting any secondary or post-secondary institutions. I authorize Okanagan College to access Okanagan University College (OUC) records in the event I previously attended OUC. I understand and agree that my admission will not be final until my file is complete and I have satisfied all document and other requirements by Okanagan College. I authorize the posting of my grades where such posting identifies me only by my personal OC student ID number.

I understand and agree to abide by the rules, regulations and policies of Okanagan College as outlined in the Calendar and on the Okanagan College website, as amended, while I am a student at Okanagan College. In the event there is a conflict between verbal advice and Okanagan College's official Calendar, regulations and policies, I will rely on the official version only.

I agree to pay all tuition, fees and charges to Okanagan College within the payment deadlines posted by the College.

Applicant's Signature: _____

Date of Application: _____

CONSENT TO RELEASE INFORMATION

contained in student academic records

In order to comply with privacy legislation and College policy, any student who wishes Okanagan College to release their information to a third party must complete and sign this form or fill in the online form in their myOkanagan account.

STUDENT PROFILE

Legal Last Name: _____ Legal First Name: _____

OC Student ID: _____ N/A _____ Date of Birth (dd/mm/yy): _____

Add Release (only one person per release)

Name (First and Last): _____ Central Okanagan Public Schools - Career Life Programs _____

Relationship to you:

- | | | |
|---|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Citizenship & Immigration Canada | <input type="checkbox"/> Employer | <input type="checkbox"/> Family |
| <input type="checkbox"/> Friend | <input type="checkbox"/> Lawyer | <input type="checkbox"/> Parent |
| <input checked="" type="checkbox"/> School District | <input type="checkbox"/> Sponsor | <input type="checkbox"/> Spouse |
| <input type="checkbox"/> Other: _____ | | |

Note: Select "All" and enter the effective dates to consent all of the items to be released. Or select specific items and enter the effective dates to consent to the specified items to be released.

Effective Dates (maximum of 2 years): From: _____ To: _____
(today's date) (two years from today's date)

INFORMATION TO RELEASE

<input checked="" type="checkbox"/> All current information listed below	<input type="checkbox"/> Status of application <i>Application decision, outstanding items and deadlines</i>
<input type="checkbox"/> Name	<input type="checkbox"/> Financial information <i>Tuition, fees, fines, invoices/statements/receipts and tax receipts, which all may include your program, name, address and student ID</i>
<input type="checkbox"/> Address	<input type="checkbox"/> Transcript of academic record and confirmation of enrolment <i>Official or unofficial transcript and related information, including grades, academic standing, and current, past, future registrations. Transcripts may include your name, address, and student ID</i>
<input type="checkbox"/> Phone	<input type="checkbox"/> Media information <i>All images and sound recordings in any media for any purpose</i>
<input type="checkbox"/> Email	<input type="checkbox"/> Other: _____ _____

You may rescind or amend this authorization in writing or in your myOkanagan account at any time.

Signature: _____ Date: _____

✉ Submit the completed form with an original signature to the Registrar



RESPONSIBILITY AGREEMENT

High School/School District/Okanagan College Responsibilities

We will:

- provide Okanagan College 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 Okanagan College 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 Okanagan College instructors regarding your participation in the program.
- report post-secondary marks for your high school transcript.

Student Responsibilities

As a SD No. 23 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 Okanagan College.
- Communicate with Okanagan College 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 Okanagan College, 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 the Okanagan College General Academic Regulations and Policies regarding student conduct, withdrawal, etc. (<http://webapps-5.okanagan.bc.ca/ok/Calendar/GeneralAcademicRegulationsandPolicies>)
- 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 _____ **Parent/Guardian Signature** _____
(please print) _____

Career Coordinator Name (print) _____



TEACHER STATEMENT OF RECOMMENDATION

Thank you for completing the *Teacher Statement of Recommendation* regarding the student named below. The information on this reference will be used to determine candidates for the Central Okanagan Public Schools Dual Credit Programs. 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	_____				
2. Work Ethic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	_____				
3. Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	_____				
4. Mechanical Ability in Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	_____				
5. Initiative/Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	_____				
6. Interpersonal Skills/Citizenship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	_____				
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: _____ **Principal Phone #:** _____

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

Principal Signature: _____ **Date:** _____