College of New Caledonia

UNBC UNIVERSITY OF NORTHERN BRITISH COLUMBIA

SCHOOL DISTRICT 57

# Technology Exploration (TeKX) Dual Credit
# Application Package

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# Description

Thank you for your interest in the Technology Exploration (TekX) Dual Credit Program. TekX is a collaboration between the College of New Caledonia (CNC), the University of Northern British Columbia (UNBC), and School District 57. Throughout the TekX program, you will engage in hands-on learning while expanding your knowledge of current and advancing topics in technology and earn credits at high school and post-secondary at the same time. Upon successful completion of the TekX program, you will graduate with an Associate Certificate in Technology Exploration.

Note that to qualify for dual credit, the British Columbia Ministry of Education requires that the course be approved by an authorized representative of School District 57. before the student registers for the course.

Students interested in TekX must:

- Be in good academic standing.
- Obtain the signature of their principal (or counsellor) and a parent or guardian (if under 18) as part of the application process, indicating that their readiness to complete a post-secondary coursework successfully.
- Be Canadian Citizens or Permanent Residents.

Applications for the TekX program are now open! To secure your place, submit a completed application at least one month before the start of your desired semester. The program is available for the September and January semesters, but seats are limited, and applications may close early once all spots are filled.

**For Further Information:**

**College of New Caledonia**
Telephone: 250.561.5855
Email: futurestudent@cnc.bc.ca
Web: cnc.bc.ca/future-students
TekX: cnc.bc.ca/tekx

**University of Northern British Columbia**
Telephone: 250.960.6306
Email:futurestudents@unbc.ca
Web: unbc4u.unbc.ca
TekX: unbc.ca/tekx

# Application Package

Enclosed within this package is all the information that you will need to apply to the College of New Caledonia (CNC), the University of Northern British Columbia (UNBC) and School District 57 (SD57). TeKX Dual Credit program. Follow the steps closely and make sure that you fill out all the required information before submitting your application to CNC and UNBC.

## Checklist

### Step 1: Working With Your School & Parent/Guardian

- ☐ Download the TekX Dual Credit Application package from your school website.
- ☐ Meet with your Counsellor to discuss the TekX Dual Credit program
- ☐ Complete the following parts of the TekX Dual Credit Application
  - ☐ CNC/UNBC/SD57 School Dual Credit Application
  - ☐ Personal Information Collection Notice and Acknowledgement
  - ☐ Parent/Guardian Statement

Any questions can be directed to your Secondary School Counsellor or a Student Recruitment Officer at CNC or UNBC by emailing futurestudent@cnc.bc.ca or futurestudents@unbc.ca

### Step 2: Working With Your Counsellor

Complete the following parts of the TekX Dual Credit application package with your

- ☐ School Staff Statement
- ☐ School District Sponsorship Form
- ☐ Have your Counsellor forward the completed Application Package to the College of Caledonia (ctc@cnc.bc.ca) and the University of Northern British Columbia (admissions@unbc.ca)

### Step 3: Working With CNC and UNBC

Once your application package has been received by the CNC and UNBC Admissions Office, you will be contacted via email with important information about the next steps for the TekX program.

# CNC/UNBC/SD57 Dual Credit Application Form

## PERSONAL INFORMATION

| **Legal Name(s) Only:** | | |
|---|---|---|
| First Name | Middle Name(s) | Last/Family Name |
| Gender Identity:<br>☐ Woman ☐ Man ☐ Non-Binary ☐ Prefer not to disclose | Preferred First Name | Former Last Name |
| Date of Birth (ddmmyyyy)<br>☐☐ ☐☐ ☐☐☐☐ | BC Personal Education Number (PEN) (9 digits): | **Indigenous Identity** (voluntary declaration)<br>☐ First Nations Status ☐ Métis<br>☐ First Nations Non-Status ☐ Inuit<br>*If you are First Nations Status, what is your Band?* |
| Intended Start Year at CNC | Intended Start Term (select one) | |

| **Permanent Address** | | |
|---|---|---|
| Apt #, Street # and Name, PO Box, RR/SS, Site, Comp. | | City or Town |
| Province or State | Country | Postal or ZIP code |
| Home Phone # | Cell # | Email Address |

| **Mailing Address (if different than above)** | | |
|---|---|---|
| Apt #, Street # and Name, PO Box, RR/SS, Site, Comp. | | City or Town |
| Province or State | Country | Postal or ZIP code |
| Home Phone # | Cell # | Students Email Address |

## CITIZENSHIP AND LANGUAGE

| **Citizenship Status:** | Country of Citizenship | Country of Birth |
|---|---|---|
| **Language of origin:** | ☐ English<br>☐ French<br>☐ Other (specify): _____ | |

## ACADEMIC HISTORY

| Secondary Schools Attended (list most recent first) | | | | | | |
|---|---|---|---|---|---|---|
| From (mm-yy | | To (mm-yy) | | Name of School | Location (City/Province) | Level Completed |
| | | | | | | |

## EMERGENCY CONTACT (optional)

| | |
|---|---|
| **Emergency Contact's Name** | |
| **Relationship to You:** | |
| **Phone #:** | |

## AUTHORIZATION TO ACT ON YOUR BEHALF (optional)

You may wish to authorize someone to **act on your behalf** with respect to application status, registrations, financial information/activities, transcripts or graduation. This information release will be valid for one calendar year. If you wish to designate someone to act on your behalf, please provide the following information:

| | |
|---|---|
| Name of Authorized Individual: | |
| Relationship to You: | |

## DECLARATION

I hereby declare the information I have submitted in this Application Package is correct and true. I understand that completion of this signed application permits the College of New Caledonia and the University of Northern British Columbia to request and/or confirm any information necessary to support my Application Package; that submission of any false statement or documents will result in the immediate cancellation of admission or registration to the College of New Caledonia and the University of Northern British Columbia; and that information on falsifications may be shared with the Member Institutions of the Association of Registrars of Universities and Colleges of Canada.

## INFORMATION RELEASE STATEMENT

Students are advised that the use of information provided on this application form, and other information placed in a student record, complies with the BC Freedom of Information and Protection of Privacy Act, and with the policies and procedures of the College of New Caledonia and University of Northern British Columbia. In addition to internal administrative uses related to student admission, registration and status, student information may also be used in strict confidence in institutional research and planning. Certain student information is provided on a confidential basis to Partner Institutions, to Statistics Canada as governed by the Canada Statistics Act, and to the BC Government. The internal use of student records and the obligatory reporting of student data to external bodies, respect the absolute confidentiality of student information.

**I have read and understand the statements contained in the "Declaration" and "Information Release Statement" sections above.**

Signature of Applicant _____ Date _____

## Institution Contact Information

**University of Northern British Columbia**

Office of the Registrar
**Phone:** (250) 960-6300
**E-mail**: admissions@unbc.ca
3333 University Way, Prince George, BC V2N 4Z9

**College of New Caledonia**

Office of the Registrar
**Phone:** 250-562-2131
**E-mail:** regoffice@cnc.bc.ca
3330-22nd Avenue, Prince George, BC V2N 1P8

# Student & Parent Information: Freedom of Information Release

*To be completed by the Applicant*

Applicant Name: _____ Birthdate:_____

School Name: _____

School District Academic Year: September _____ to June _____.

The information on this form is collected under the authority of the School Act, Section 13. The information will be used for education program purposes, and when required, may be provided to health services, social services or other support services as outlined in Section 88 and 91 of the School Act.

The University of Northern British Columbia and College of New Caledonia gathers and maintains information used for the purposes of admission, registration, and other fundamental activities related to being a member of the UNBC and CNC community and attending a public post- secondary institution in the Province of British Columbia. Information provided to the University/College by students, and any other information placed into the student record, will be protected and used in compliance with the BC Freedom of Information and Protection of Privacy Act (1992)

Students are advised that the use of information provided on this application form, and other information placed in a student record, complies with the BC *Freedom of Information and Protection of Privacy Act*, and with the policies and procedures of UNBC, CNC and SD 57. In addition to internal administrative uses related to student admission, registration and status, student information may also be used in strict confidence by UNBC, CNC and/or SD 57 for research and planning. Certain student information is provided on a confidential basis to Statistics Canada as governed by the *Canada Statistics Act*, and to the BC Government. The internal use of student records and the obligatory reporting of student data to external bodies respect the absolute confidentiality of student information.

As the program is a collaborative program between UNBC, CNC and SD 57, I authorize the institutions to share information concerning my application, admission, registration, academic standing and grades. Questions about the collection and use of this information should be directed to the Freedom of Information and Protection of Privacy Officer, Cedars Christian School, 600 Preston Road, Prince George, BC V2K 1A8 (250-564-0707local 324 or the UNBC Governance Officer, UNBC, 3333 University Way, Prince George, BC V2N 4Z9 (250) 960-5850 or CNC Registrar's Office,3330-22nd Ave. Prince George, BC V2N 1P8 (250) 562 21

I give permission to share information about my student record, including grades, attendance, performance, and my Individual Education Plan (IEP) with my parent/guardian and my School District during the current academic as listed above.

| | |
|---|---|
| Applicant Signature | Date |
| Name of Parent/Guardian | Parent Email Address |
| Address | Parent Phone Number |
| City | Postal Code |

# Parent/Guardian Statement

*To be completed by the Applicant's Parent or Guardian*

The applicant named above has indicated an interest in studying at the College of New Caledonia and the University of Northern British Columbia. Studying in a university/college environment means that adult content may form part of the course content to support the learning outcomes. Also, keeping in mind that students 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.

Do not provide any personal information about the applicant that is not necessary 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.**

Does the applicant have any identified special needs or learning challenges? (please check) ☐ YES ☐ NO

Your signature indicates your support for this applicant to take the identified course(s) at CNC and UNBC and your responsibility to support this student in their studies.

Parent/Guardian Signature | Date

# School Staff Statement

*To be completed by the Applicant's Counsellor*

This applicant has indicated an interest in studying at the College of New Caledonia and the University of Northern British Columbia. Keeping in mind that they would be studying in an adult learning environment where they would be communicating with adults in a cooperative learning environment. Please ensure the student has a clear understanding of the program, student expectations, and the implications for graduation. Please answer the following questions. Do not provide any personal information about the applicant that is not necessary to answer the following questions. Do not provide any personal information about the applicant that is not necessary to answer the following questions.

**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) at CNC and UNBC?**

- ☐ Yes. I have worked closely with this applicant, and I believe they have shown readiness or this opportunity. I support their application to CNC and UNBC.
- ☐ No. I do not recommend the student at this time.

| | |
|---|---|
| Counsellor Name | School Name |
| Telephone | Email Address |
| Signature | Date |

# School District Sponsorship Form

| | | |
|---|---|---|
| **Sponsor Details** | School District 57<br>2100 Ferry Ave Prince George, BC V2L 4R5<br>(250) 561 – 6800 | |
| **Student Details** | Surname:<br>Given Name:<br>Student No.<br>Birth Date (if no student no. is provided) | _____<br>_____<br>_____<br>_____ |
| **Duration of Sponsorship** | September Semester<br>**Year:**_____ | January Semester<br>**Year:**_____ |
| **Limitation & Coverage** | Tuition/Lab/Course Fee | At the College of New Caledonia: 12 credits in the TekX Program<br><br>At the University of Northern British Columbia: 3 credits in the TekX Program |

**Please note:**

- Ancillary student services fees are to be covered by the institution the student is currently attending.
- Books and other supplies to be covered by the student.

**Principal's Approvals**

| | |
|---|---|
| Name | Email |
| Telephone | Signature |

## Your next steps after you apply

- ☐ **Check your email regularly!**
  - We will send you important updates about your application, acceptance and registration to your email.
  - Be sure to check your junk/spam folder.
- ☐ **Stay in touch with your school counsellor**
  - Keep your school informed. Let them know:
    - If you've been accepted
    - What class(es) you are interested in
    - Your schedule
    - If you need to change anything in your application.
- ☐ **Set up your myCNC account**
  - This is your go-to spot for everything CNC!
  - Once you are accepted, you will receive a separate email from IT to set up your username and password.
  - Use this information to log into your myCNC account.
  - Download the app- so you're always in the loop
- ☐ **Stay tuned for further directions from UNBC**
  - Watch your email for important details before you start at UNBC.

## Keys to Success at CNC and UNBC

- **Attendance Matters!**

  While enrolled in the TekX program, it is the expectation that you will attend every class to successfully meet course competencies.
  - Make sure you have transportation to and from CNC.
  - Notify your CNC instructor via email if you will be late and/or absent.
  - If you are continuously late or absent from class, you run the risk of being withdrawn from CNC.
  - SD57 Non-Instructional Days (NID) are not observed at CNC. Students are expected to attend CNC classes as scheduled.

- **CNC and UNBC Community Values**

  At CNC and UNBC, we strive to foster a campus community characterized by accountability, respect, inclusivity, and safety. We expect integrity, academic honesty, and respectful behavior from students, faculty and staff, trusting that they will conduct themselves accordingly in all aspects of campus life.

  CNC and UNBC students are expected to adhere to the respective Codes of Conduct at all partner institutions. You are encouraged to visit CNCs and UNBCs for a comprehensive list of policies and procedures.