



School District No. 57
(Prince George)

UNBC & SCHOOL DISTRICT 57 DUAL CREDIT PROGRAM: APPLICATION PACKAGE

UNBC/School District 57 Dual High School/University Credit Program

School District 57 students entering grade 12 who are in good standing and have the recommendation from their principal or guidance counsellor, may enroll with UNBC during their grade 12 year in order to earn credits that can be used jointly as elective credits towards high school graduation and as first year university credit towards a degree. This program is designed to allow high school students the opportunity to gain first-hand experience in a university-level course while at the same time earning credits towards their high school diploma. High school students who successfully complete a course(s) can also apply the credits earned towards their future university degree. The courses offered to 57 School District students will be first-year UNBC courses. To qualify for dual credit, the British Columbia Ministry of Education requires that the course be approved by a representative of School District 57 before the student registers for the course.

High school students wishing to take a UNBC course to obtain Dual Credit must be in grade 12 at the time that they begin their studies and must be in good academic standing at the time of application to the UNBC/SD 57 Dual Credit Program. In addition, students must obtain the signature of their principal (or counsellor) and a parent or guardian (if under 18 years old) indicating that they are capable of successfully completing a university level course.

While students may take up to three courses from UNBC for Dual Credit, they may only take one course at a time. Upon completion of the course(s), a transcript will be mailed to School District 57 (Prince George). It should be noted that successful completion of a Dual High School/University Credit course does not guarantee future admission to UNBC.

Completed applications are due one (1) month before the start of the first semester (Aug. 1 for Fall start and Dec. 1 for Winter start).

For further information, please contact our Future Student Liaisons.

Email:	futurestudents@unbc.ca
Telephone:	250.960.6306
Web:	unbc.ca/future-students

University of Northern British Columbia and School District 57

Dual Credit Application Package

Enclosed within this package is all of the information that you will need to apply to the School District 57 and University of Northern British Columbia's Dual Credit program. Follow the steps closely and make sure that you fill out all of the required information before submitting your application to UNBC.

CHECKLIST TO FOLLOW:

Step 1: Working With Your School & Parent/Guardian

- Download the UNBC/SD57 Dual Credit Application package from your school website
- Meet with your Counsellor to discuss the Dual Credit program opportunities that are available to you
- Complete the following parts of the UNBC/SD57 Dual Credit application package:
 - UNBC/SD57 Dual Credit Application Form
 - Freedom of Information Release

Any questions can be directed to your Secondary School Counsellor or a UNBC Future Student Liaison.

Step 2: Working With Your Counsellor

- Complete the following parts of the UNBC/SD57 Dual Credit application package with your Counsellor:
 - School District Sponsorship Agreement
- Have your Counsellor forward the completed Application Package, a copy of your high school transcript and a copy of the Permanent Residency Card (if applicable) to the UNBC Admissions Office (admissions@unbc.ca)

Note: If you plan to use UNBC credits to meet your Grade 12 graduation requirements, please be aware that you are responsible for confirming with your school that the courses are acceptable for graduation credit.

Step 3: Working With UNBC

Once your application package has been received by the UNBC Admissions Office, you will be contacted by a UNBC Future Student Liaison to schedule a readiness interview. At this meeting, the following will be discussed:

- Your UNBC/SD57 Dual Credit Application package
- The course(s) you would like to take
- The prerequisites that are required to register in the course(s)
- The responsibility and understanding needed for participation in a university learning environment
- Information specific to the course(s) you have applied to, including but not limited to: the admissions process, the costs of going to university, schedules and course location
- Additional questions that you may have about being a UNBC student

If your UNBC/SD57 Dual Credit application package is approved, you will be sent an acceptance letter from UNBC and information about how to register in UNBC courses

University of Northern British Columbia and School District 57

Freedom of Information Release

Applicant Name: _____ Birthdate: _____

School Name: _____

FREEDOM OF INFORMATION RELEASE

(To be completed by the Applicant)

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 gathers and maintains information used for the purposes of admission, registration, and other fundamental activities related to being a member of the UNBC community and attending a public post- secondary institution in the Province of British Columbia. Information provided to the University 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 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 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 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, School District No. 57, 2100 Ferry Ave, Prince George, BC V2L 4R5 (250)561-6800 local 324 or the University Governance Office, UNBC, 3333 University Way, Prince George, BC V2N 4Z9 (250)960-6310.

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 year September 20__ to June 20__.

Applicant Signature

Date

Name of Parent/Guardian

Address Phone Number

City Postal Code Email Address

UNBC/School District 57 Dual Credit Program Information for Students with Disabilities

Students with disabilities should identify themselves to the UNBC Access Resource Centre (ARC). Applicants should contact ARC at least 6 months in advance of their intended course start date and provide a copy of their Individual Education Plan (IEP) and current disability documentation to the Centre's Coordinator.

At the initial meeting between an applicant and the ARC Coordinator, the role of ARC 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.

Please contact the Access Resource Centre for more information.

Email:	arc@unbc.ca
Telephone:	250.960.5682
Location:	5-157 of the Geoffrey R. Weller Library Building



Office of the Registrar
University of Northern British Columbia
3333 University Way, Prince George, BC V2N 4Z9
Telephone: (250) 960-6300 **Fax:** (250) 960-6330
E-mail: admissions@unbc.ca
Web: www.unbc.ca

Application for the UNBC/School District 57 Dual Credit Program

1. PERSONAL INFORMATION (Please print clearly)

Intended Semester of Study:

September May Year:

January

Have you ever attended UNBC or applied and not attended?

Yes No

If "yes" please provide your UNBC Student Identification Number:

UNBC 9 digits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

A. Legal Name(s)

(The following must be your **legal** names for use on all official UNBC documentation.)

Mr. Miss Mrs. Ms. Other (specify): _____

Last/Family Name:

First Name:

Middle Name(s):

Former Name(s), if applicable:

Preferred First Name:

B. Mailing Address

Street # and Name, Apt. # PO Box, RR/SS, Site, Comp:

City or Town:

Province:

Postal Code:

Country:

Telephone Number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	---	----------------------	----------------------	----------------------	----------------------	----------------------	---	----------------------	----------------------	----------------------	----------------------

C. Email Address

Email:

D. Emergency Contact

Last/Family Name:

First Name:

Relationship:

Telephone Number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	---	----------------------	----------------------	----------------------	----------------------	----------------------	---	----------------------	----------------------	----------------------	----------------------

E. Personal Data

Gender:

Woman Man
 Non-Binary Prefer not to disclose

Marital Status (statistical purposes)

Married or equivalent
 Single, never married
 Single, previously married

Date of Birth

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y

BC Personal Education Number (PEN) (9 digits):

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Indigenous Identity (voluntary declaration)

First Nations Status Métis
 First Nations Non-Status Inuit

If you are First Nations Status, what is your Band?

F. Immigration Status (Mandatory; all applicants must complete)

Canadian Citizen
 Permanent Resident/Landed Immigrant

(Please provide a copy of your Permanent Residency Card with your application)

G. First Language (mother tongue)

What is your language of origin

English Indigenous (specify): _____
 French Other (specify): _____

Application Deadline: One (1) month before start of first semester

2. ADMISSION ROUTES

UNBC/School District 57 Dual Credit Program

3. UNBC ACCESS RESOURCE CENTRE

Do you have a documented disability? Yes* No

*If "Yes", provide a copy of your current disability documentation and SD 57 Education Plan (IEP)

4. ACADEMIC HISTORY

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

Include a Transcript from your current secondary school with the application package

5. DECLARATION

I hereby declare that the information I have submitted in this Application for Admission is correct and true. I understand that completion of this signed application permits UNBC and/or SD 57 to request and/or confirm any information necessary to support my Application for Admission; that submission of any false statement or documents will result in the immediate cancellation of admission or registration to 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.

6. INFORMATION RELEASE STATEMENT

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 gathers and maintains information used for the purposes of admission, registration, and other fundamental activities related to being a member of the UNBC community and attending a public post-secondary institution in the Province of British Columbia. Information provided to the University 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 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 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 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, School District No. 57, 2100 Ferry Ave, Prince George, BC V2L 4R5 (250)561-6800 local 324 or the UNBC Information Governance Officer, University of Northern British Columbia, 3333 University Way, Prince George, BC V2N 4Z9 (250) 960-5139..

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

Signature of Applicant

Date

7. AUTHORIZATION TO ACT OF BEHALF OF APPLICANT

You may wish to authorize someone to act on your behalf with respect to application status, registrations, financial information/activities, transcripts or graduation. If you wish to designate someone to act on your behalf, please provide the following information (please print clearly):

Name of Designate

Relationship



University of Northern British Columbia
 3333 University Way
 Prince George, BC
 V2N 4Z9

School District No. 57
 2100 Ferry Ave
 Prince George, BC
 V2L 4R5



UNBC/ SCHOOL DISTRICT 57 DUAL CREDIT PROGRAM SPONSORSHIP FORM

Date of Application (mm/dd/yyyy): _____

A. SPONSOR'S DETAILS

**School District 57
 2100 Ferry Ave
 Prince George, BC V2L 4R5
 (250) 561 – 6800**

B. STUDENT'S DETAILS

Surname: _____ Given Name: _____
 Student No.: _____
 Birth date if student no. is not provided: _____

C. DURATION OF SPONSORSHIP

FALL SEMESTER	WINTER SEMESTER	SPRING/SUMMER SEMESTER
YR: _____	YR: _____	YR: _____

D. LIMITATION & COVERAGE

TUITION/LAB/ COURSE FEE ONLY	Up to 4 Credit Hours	Up to 4 Credit Hours
	_____	_____

PLEASE NOTE:

- UNBC Ancillary & Northern Undergraduate Student Society Fees to be covered by UNBC
- Books and other supplies to be covered by the student

E. Principal's APPROVAL

Principal's Name (please print): _____
 Principal's Email: _____
 Principal's Signature: _____ Telephone: _____