



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 School District 57 students will be first-year UNBC courses. In order 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, Dec. 1 for Winter start, Apr. 1 for Summer start).

### **For Further Information:**

#### **UNBC Student Recruitment & Advising Centre**

Telephone: 250.960.6306  
Email: [futurestudents@unbc.ca](mailto:futurestudents@unbc.ca)  
Web: [unbc4u.unbc.ca](http://unbc4u.unbc.ca)

# 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
  - Parent/Guardian Statement

Any questions can be directed to your Secondary School Counsellor or a UNBC Student Recruitment Officer

#### Step 2: Working With Your Counsellor

- Complete the following parts of the UNBC/SD57 Dual Credit application package with your Counsellor:
  - Counsellor Statement
  - School District Sponsorship Agreement
  - UNBC Access Resource Centre "Information for Students With Disabilities" (if applicable)
- Have your Counsellor forward the completed Application Package and a copy of your high school transcript to the UNBC Admissions Office ([admissions@unbc.ca](mailto: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 Student Recruiter 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
- The UNBC Access Resource Centre "Information for Students With Disabilities" section (if applicable)
- 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.

# UNBC/School District 57 Dual Credit Program

## Student & Parent Information

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 UNBC Manager of Access, Privacy and Records, 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 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 University of Northern British Columbia. Studying in a university 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:

Please tell us about the applicant's ability and comfort level in communicating with adults.

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Please tell us about the applicant's ability to be an independent and self-directed learner.

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

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

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# UNBC/School District 57 Dual Credit Program Counsellor Statement

(To be completed by the Applicant's Counsellor)

\_\_\_\_\_  
Counsellor Name

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email Address

This applicant has indicated an interest in studying at the University of Northern British Columbia. Keeping in mind they would be studying in an adult learning environment where they would be communicating with adults in a cooperative learning environment, please answer the following questions.

Applicants who require accommodations and supports must notify the UNBC Access Resource Centre six months before the start of their program to provide time for required accommodations to be put into place (see page 7).

**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 UNBC?**

- Yes. I have worked closely with this applicant and I believe they have shown readiness for this opportunity. I support their application to UNBC.
- No. I do not have enough information at this time to make a recommendation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## **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.

The Access Resource Centre will then gather 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 UNBC.

ARC will then consult with individual school counsellors on a case-by-case basis regarding who best can provide the disability supports that are required. All accommodations required within UNBC classes, including exam accommodations, will be coordinated by UNBC.

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 UNBC. School District staff will be invited to this meeting.

When completed, ARC will sign off on the Dual Credit Applicant form and return it to the UNBC Student Recruitment & Advising Centre. If accepted a standard accommodation notification will be sent to the course instructor and will be signed by the student, UNBC's ARC Coordinator and the school counsellor (if involved) in the delivery of supports and/or accommodations.

### **Contact Information:**

UNBC Access Resource Centre

Email:            arc@unbc.ca  
Telephone:       250.960.5682 (toll free 1.888.960.5682)1  
Location:         5-157 of the Geoffrey R. Weller Library Building

## UNBC ACCESS RESOURCE CENTRE

(To be completed by UNBC Access Resource Centre)

The UNBC Access Resource Centre Coordinator will sign this form once they have reviewed the student's documentation, recommended a plan for accommodations and supports and determined how these will be provided.

Accommodations Plan is in place and agreed upon (please check):      **Yes**      **No**      **Not Applicable**

Comments:

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\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date