

## Dual Credit Application Package

The CNC Dual Credit Program allows high school students to earn college credits while completing their high school education. This package will guide you and your parent/guardian through the steps needed to apply and begin your exciting journey into post-secondary learning.:

- ☐ Download the Dual Credit program package.
- ☐ Complete the Application Package. This includes the following forms:
  - Application For Admissions and Sponsorship Details
  - Course Request Form
  - Personal Information Collection Notice and Acknowledgment
  - School Staff Approval Form
- ❖ Work with your high school counsellor to select courses that fit your schedule and align with your goals.
- ❖ Your counsellor will submit the dual credit program application, signed copies of both the student and parent information form and sponsorship form, with a completed diploma verification to [regoffice@cnc.bc.ca](mailto:regoffice@cnc.bc.ca).

**Please ensure applications are filled out completely before submitting.  
Incomplete applications will be returned to counsellors for review.**

Application submission deadlines:

- June for the Fall and Spring terms
- January for the Intersession term

We strongly recommend that students apply before the end of their Grade 10 or 11 year to get the best course selection. This allows us to register the student into their preferred courses before seats fill up. Applications submitted after the deadline will still be processed, but course selection may be limited.

**It should be noted that successful completion of your CNC courses does not guarantee admission to future CNC programs. If you wish to continue your studies at CNC after graduation, you must submit a new application for the desired program and meet all admission requirements at that time.**

## Dual Credit Course Offerings

For course details please visit [cnc.bc.ca/admissions/register](http://cnc.bc.ca/admissions/register) and select "View the Catalog" to see course descriptions as well as their scheduled dates and times. Please review courses carefully as some courses may only be offered in certain semesters.

**Aboriginal Studies**

ABST-100  
ABST-101  
ABST 110  
ABST 111  
ABST 150

**Accounting**

ACC-170

**Anthropology**

ANTH-101

**Biology**

BIO-130

**Communications:**

COM-100  
COM-204

**Criminology**

CRIM-101  
CRIM-103  
CRIM-135

**Computer Science**

CSC-105

**Early Childhood  
Care and Learning**

ECCL 150  
ECCL 156  
ECCL 165  
ECCL 166  
ECCL 172

**Economics**

ECON-201  
ECON-202

**English**

ENGL-103  
ENGL-113

**Geography**

GEOG-101  
GEOG-103

**Independent Studies**

INDS-101

**Kinesiology**

KINS-100

**Math**

MATH-101  
MATH-102

**Medical Terminology**

MEDT 100

**Management**

MGT-150  
MGT-157

**Marketing:**

MKT-152

**Philosophy**

PHIL-101  
PHIL-102  
PHIL-115

**Political Science**

PSCI-100

**Psychology**

PSYC-101  
PSYC-102

**Sociology**

SOC-101  
SOC-120

**Social Work**

SSWK-151  
SSWK-171

**Women's Studies**

WMST-101

## Application for Admission and Sponsorship Details

PEN (Personal Education Number)							

CNC Student Number (if known)						

Required for all BC Grade 12 students

### RESIDENCY

☐ Canadian Citizen

☐ Permanent Resident

*Proof of immigration status required*

### PERSONAL INFORMATION

Legal Last Name	Legal First Name	Middle Name(s)
Maiden/Former Last Name(s)		Preferred Name(s)
Address		City
Province	Postal Code	Country
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary <input type="checkbox"/> Undisclosed		Phone
Date of Birth (YYYY/MM/DD)	Primary Language	Email
Do you identify as an Aboriginal/Indigenous Person? <input type="checkbox"/> Yes <input type="checkbox"/> No	Aboriginal/Indigenous Identity: <i>(including Non-Status)</i> <input type="checkbox"/> First Nations <input type="checkbox"/> Métis <input type="checkbox"/> Inuit	

### EMERGENCY CONTACT

Last Name	First Name	Phone Number	Relationship

### CAMPUS

Campus of Study
<input type="checkbox"/> Vanderhoof <input type="checkbox"/> Burns Lake <input type="checkbox"/> Fort St. James

### EDUCATION

Current High School

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High School Name

Grade

## COLLECTION, USE, AND DISCLOSURE OF STUDENT INFORMATION

The College of New Caledonia collects personal information through this application form under section 26 of British Columbia's Freedom of Information and Protection of Privacy Act for the purpose of student admission, registration and status, 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. If you have any questions regarding the management of your personal information on this application form, please contact regoffice@cnc.bc.ca

## DECLARATION

I hereby declare the information I have submitted in this Dual Credit Application Package correct and true. I understand that completion of this signed application permits the College of New Caledonia to request and/or confirm any information necessary to support my Dual Credit 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 your submission of any false statement or documents may be shared with the Member Institutions of the Association of Registrars of Universities and Colleges of Canada.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*Parent/Guardian Signature only required if applicant is 17 years of age or younger on the first day of school.*

## SPONSORSHIP DETAILS

### Sponsor's Details

Nechako Lakes School District  
153 E. Connaught Street,  
PO Box 129  
Vanderhoof, BC V0J 3A0  
Phone: (250) 567-2284

### Student's Details

Surname: \_\_\_\_\_

Given Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_

**Duration of Sponsorship:** check all that apply

☐ Fall (September) Year: \_\_\_\_\_ ☐ Spring (January) Year: \_\_\_\_\_ ☐ Intersession (May) Year: \_\_\_\_\_

### Limitation & Coverage

- ☒ Tuition/Lab/Course Fees to be covered by School District 91
- ☒ Student/Ancillary Fees to be covered by CNC
- ☒ Books and other supplies to be covered by the student
- ☒ Books and other supplies to be covered by the student

### Vanderhoof Campus

195 1st Street East  
Vanderhoof, BC, V0J 3A2  
Tel: +1 250-567-3200  
nechako@cnc.bc.ca

### Burns Lake Campus

545 Highway 16 West  
Box 5000, Burns Lake, BC, V0J 1E0  
Tel: +1 250-692-1700  
lksdist@cnc.bc.ca

### For St. James Campus

179 Douglas Ave.  
Fort St. James, BC, V0J 1P0  
Tel +1 250-996 7019  
cncfsj@cnc.bc.ca

## Course Request Form

CNC offers a variety of dual credit courses for high school students. Please follow the steps below to select the courses you are interested in:

☐ **Choose your courses:**

Select from the list of available dual credit courses. Make sure your selected course(s) are:

- ✓ Approved by your high school
- ✓ Compatible with your school schedule

☐ **Enter the course codes:**

Write the course code(s) in the space below (e.g. Math 100). If you are adding more than one course, please rank them in order of preference.

*Note: We recommend taking no more than 2 courses per semester.*

☐ **Add preferred time:**

Let us know when you would prefer to attend your class(es) (select all that apply):

- ✓ Morning
- ✓ Afternoon
- ✓ Evening

☐ **Preferred course delivery method:**

- ✓ **Scheduled in person** – Taught live in the classroom, face-to-face.
- ✓ **Scheduled online** – online class held at a particular time
- ✓ **Unscheduled online directed** – online class that is paced by week
- ✓ **Unscheduled online self-directed** – online class that is self-directed to be completed at the student's pace at a particular time
- ✓ **Hyflex** – taught live in the classroom and broadcast online. May be recorded for future viewings

☐ **Select the semester(s) when you would like to take the course(s):**

- ✓ **Fall** (September to December)
- ✓ **Spring** (January to April)
- ✓ **Intersession** (May to July)

Semester	Course code(s)	Time	Course Delivery
Fall			
Spring			
Intersession			

## Personal Information Collection Notice and Acknowledgment

(to be completed by the student)

Applicant Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_

The College of New Caledonia collects and manages personal information under British Columbia's Freedom of Information and Protection of Privacy Act as necessary for the purposes of admission, registration, and support services for students in the CNC community. Personal information collected during application, and throughout a student's studies is also used for the purposes of reporting, quality assurance and improvement of our programs and services, research, and any other legally required or authorized use. Personal information that directly identifies students is only released when necessary to complete the above activities. The 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 CNC community and attending a public post-secondary institution in the Province of British Columbia. Information provided to the 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.

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 CNC and SD 91. In addition to internal administrative uses related to student admission, registration and status, student information may also be used in strict confidence by CNC and /or SD 91 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 CNC and SD 91, I acknowledge the institutions will share information concerning my application, admission, registration, academic standing, and grades as needed.

Questions about the collection and use of this information should be directed to:

Nechako Lakes School District  
153 E. Connaught Street,  
PO Box 129  
Vanderhoof, BC V0J 3A0  
Phone: (250) 567-2284

Office of the Registrar,  
College of New Caledonia  
3330 - 22nd Ave, Prince George,  
BC, V2N 1P8  
[regoffice@cnc.bc.ca](mailto:regoffice@cnc.bc.ca)

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

Parent/Guardian Phone Number: \_\_\_\_\_

## School Staff Approval

As part of the dual credit application process, we want to ensure that the student is set up for success and fully supported in their journey. Please share your assessment of the student's readiness, including whether the student has a clear understanding of expectations in a post-secondary setting, student responsibilities and commitments required to succeed. Insights will help us understand how this student is prepared to transition into an adult learning environment at CNC. Do not provide any personal information about the student that is not necessary to answer the following question. Consideration should be given to any necessary high school pre-requisites.

- Do you believe this student has shown academic readiness and maturity to study in an adult environment and will be successful in their courses at CNC? Do not provide any personal information about the applicant that is not necessary to answer the question.

☐ The student has demonstrated readiness for this opportunity, and I fully support their application to CNC.

☐ No, I do not recommend the student at this time.

Optional - Please share any additional thoughts about this applicant and their suitability in the space below:

Counsellor or Principal Name: \_\_\_\_\_

Counsellor or Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 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 CNC course 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

## Keys to Success at CNC

- **Attendance Matters!**

While enrolled at CNC, 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.

- **CNC Community Values**

At CNC, 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 students are expected to adhere to the respective Codes of Conduct at all partner institutions, including but not limited to the following:

- [CNC Academic Conduct Policy](#)
- [CNC \(Non-Academic\) Conduct Policy](#)
- [CNC Student Complaint Resolution Policy](#)
- [CNC Student Sexual Misconduct Policy](#)

You are encouraged to visit [CNC's Policy Webpage](#) for a comprehensive list of CNC policies and procedures.