



2016 - 2017

COURSE APPLICATION PACKAGE

Revised September 2016
Submit to your Secondary School
Career Education Contact or Coordinator



SOUTH ISLAND PARTNERSHIP COURSE APPLICATION INFORMATION

GETTING STARTED

- Students and parents **meet with a school career coordinator/counsellor** to discuss SIP course options.
- **Visit our website:** camosun.ca/learn/south-island-partnership. Questions can be directed to your school career coordinator/counsellor or the SIP office (250-370-4208, email SIP@camosun.bc.ca).
- **Important:** college course(s) will be recorded on your permanent post-secondary file. Careful consideration is to be made when deciding to take a post-secondary course.
- Students should not take a post-secondary course unless they have met the pre/co requisites and they are prepared to attend all classes and complete all required assignments.
- **Withdrawal Process:** If for any reason you are not able to fully participate in the post-secondary course (attend all classes and complete all required assignments), you may withdraw from the course without academic penalty prior to completion of 66% of the course. Please inform your Camosun instructor, the SIP office (250-370-4208), and your school career coordinator/counsellor of your withdrawal immediately.
- **Individual Education Plan (IEP):** Students with a learning condition or other disability which may require additional support services should make an appointment with the *Disability Resource Centre* (250-370-4049).

HOW TO APPLY (please complete all forms in ink)

- See your school career coordinator/counsellor for assistance completing this package.
- Return the completed application package to your school career coordinator/counsellor for submission to SIP office
- Apply to Camosun through applybc.ca – see attached instructions
- Students are accepted based on meeting qualifications and date of application received in the SIP office.
- Where applicants exceed availability, a waitlist may be established.

APPLICATION SUBMISSION CHECKLIST (please complete all forms in ink)

- ☐ Signed Course Selection and Permission to Release Information Form (one for each semester)
- ☐ Completed and signed Responsibility Agreement - school requirement
- ☐ Completed and signed Student Education/Transition Plan - school requirement
- ☐ Transcript of marks for the last completed year, including grades ten and eleven
- ☐ Teacher Recommendation Form, where applicable
- ☐ Completed and signed Sponsorship Form, where applicable
- ☐ Required documentation for International students and permanent residents
- ☐ English Assessment, where applicable
- ☐ Applybc online application and credit card payment *non-refundable, good for 12 consecutive months for SIP program

NOTES:

- **Incomplete or late applications will delay registration**
- Tuition fees will be paid by your school district if a completed and signed sponsorship form is provided.
- You are responsible for the non-refundable application fee, textbooks, equipment, supplies, and clothing.
- Fees may change without notice.

DUAL CREDIT PROCESS

- Students will receive high school credits and marks on their high school transcript.
- Students will also receive college credit for the course. Apply for a college transcript to receive your report.
http://camosun.ca/services/_documents/transcript-request.pdf

Course Acceptance Disclaimer: These courses may not be governed by Camosun College's policies on admission and academic progress and promotion.



PERMISSION TO RELEASE INFORMATION & AUTHORIZATION TO ACT ON MY BEHALF

The *British Columbia Freedom of Information and Protection of Privacy Act* provides that the college may not release any information pertaining to student records to anyone other than the student owner of the record without the student's consent.

Further, the college does not normally allow any person other than the student to conduct student-related business with the College on behalf of the student.

In order to allow the South Island Partnership and your parent(s)/guardian(s) to conduct student-related business on your behalf, you must complete and submit this form as part of the SIP application package.

Student Name: _____
Legal Last Name (print) Legal First Name (print) Preferred First Name (print)

Email: _____ Phone: _____ Date of Birth: _____

To the Registration Department and the South Island Partnership:

The following secondary school _____

and Parent(s)/Guardian(s) (please print) _____

have permission for the following academic year(s) (e.g. 2016/17) _____ to access my student records and conduct student-related business on my behalf while I am registered in a South Island Partnership course/program.

Student Signature: _____

PEN #: _____ ABORIGINAL (Y/N): _____ SPECIFY (STATUS/NON-STATUS/METIS/INUIT): _____

IEP (Y/N): _____ CANADIAN CITIZEN (Y/N): _____ PERMANENT RESIDENT (Y/N): _____ (IF YES, INCLUDE COPY OF CARD FRONT AND BACK)

INTERNATIONAL (Y/N): _____ (IF YES, INCLUDE COPIES OF VISA & PASSPORT INFORMATION)

SIP COURSE SELECTION* (E.g. MATH 100 or ENGL 151. Include section number if attending at Lansdowne or Interurban campus)		
COURSE	SECTION NUMBER	COURSE START DATE ____ / ____ / ____
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***We will do our best to accommodate your selection(s), however, seats are not guaranteed**

OFFICE USE ONLY: Camosun Student #: C _____

Questions? Email SIP@camosun.bc.ca



TEACHER RECOMMENDATION FORM

*This form is required if a pre/co-requisite has not been met.
If the English 12 requirement has not been met, we **strongly** suggest
that the student take the English assessment.*

*See the Assessment Centre for more information -
<http://camosun.ca/services/assessment-centre/>*

NOTE: *This recommendation does not guarantee placement in a course.
The final decision is made by the Camosun Department Chair.*

Provide a separate Recommendation Form for each missing pre/co-requisite

*For more information regarding pre or co-requisites, assessment, or group sponsorship forms,
please contact the SIP office – 250-370-4208 or sip@camosun.bc.ca*

Student name: _____

Camosun College course applied for: _____

Prerequisite/co-requisite needed: _____ (e.g. English 12, Math 11)

The student is projected to achieve a final grade/percent of _____ in _____.
(e.g. English 12, Math 11)

Skills Assessment - Please rate the student on the following areas:

1) Excellent 2) Good ***3)** Average ***4)** Needs Improvement ***5)** Not ready at this time

Writing Skills _____ Work Ethic _____

Reading Skills _____ Numeracy Skills _____

Please comment on student readiness for post-secondary learning. (Comments required for *3, *4, *5)

Teacher Name

Teacher Signature

Date (day/month/year)



STUDENT EDUCATION/TRANSITION PLAN



Develop your Education/Transition Plan. Include courses required for entry into the program you will participate in while attending Camosun College.

Name: _____ High School: _____ Date: _____

1. Ensure you have included and considered your graduation requirements in your Education/Transition Plan.
2. You may need to modify your timeline to achieve your graduation requirements & participate in the program.
3. Complete the 3-Year Education/Transition Plan in full, beginning with your Grade 10 courses.
4. Timetable changes should be made with the approval of your school's Career Coordinator/Counsellor.
5. Include any Dual Credits and SSA Credits in your predicted credit count.

Students are required to complete a minimum of 80 credits (equivalent to 20 four-credit courses) in Grades 10 - 12 for graduation. Most students choose to complete more than 80 credits.		
1. Required Courses - 52 credits in courses listed below:		
Course	Credits	Credits
English 10	4	4
Fine Arts or Applied Skills 10, 11, 12	4	4
Science 10	4	4
Mathematics 10	4	4
Physical Education 10	4	4
Planning 10	4	4
Social Studies 10	4	4

Note: Graduation = Minimum 4 Grade 12 level courses + * Graduation Transitions 12

2. Elective Courses - 28 credits
Students can choose to complete elective requirements through a Dual Credit Transition Pathway offered by the South Island Partnership

Transition Pathway:

- ☐ Business ☐ Communications ☐ Health
☐ Technology ☐ Trades

Specific Career:

Year	Gr 10 Sem 1	Gr 10 Sem 2	Gr 11 Sem 1	Gr 11 Sem 2	Gr 12 Sem 1	Gr 12 Sem 2	Year	Transition Program/Course(s) Sem 1 Sem 2
Total Credits:							Total Credits:	Total Credits:
Total Credits Predicted (Required + Elective) =							Predicted Graduation Date:	

Teacher/Counsellor (Print Name) _____ Parent/Guardian (Print Name) _____

Teacher/Counsellor Signature _____ Parent/Guardian Signature _____

Student Signature _____



RESPONSIBILITY AGREEMENT - COURSES

High School/School District, SIP, and Camosun Responsibilities

We will:

- provide tuition funding (NB: students are responsible for the application fee)
- inform you of the requirements specific to your course(s) and provide you with background information on requirements for Camosun College
- assist you to meet all prerequisites and create an Education/Transition Plan that maps your final years of high school
- help you to complete a SIP application package and submit it to SIP on your behalf 8 or more weeks prior to the start of your course(s)
- work with SIP to ensure you are enrolled in your course(s)
- provide you with student support services as needed (assessment, learning skills, math upgrading, counselling, disability resources)
- encourage you to be proactive in informing the Disability Resource Centre of your specific learning needs and IEPs (make an appointment with our DRC by calling 250-370-4049)
- liaise with your parents, high school teachers, and Camosun instructors regarding your college progress and participation
- provide post-secondary marks to your high school for graduation credits

Student Responsibilities

As a South Island Partnership student, I agree to:

- ☐ ensure that I have met all prerequisites
- ☐ submit a completed application package and the application fee to my school career counsellor at least 8 weeks before the start of my course(s)
 - I understand that without a completed and submitted application, I will not have access to the D2L (online) component of my course(s)
- ☐ contact a post-secondary academic advisor if I am taking **more than two** Dual Credit courses
- ☐ purchase required textbooks, support materials, equipment, and clothing
- ☐ be prepared for the rigors of a first year post-secondary course which include:
 - a commitment to matching course hours with home study
 - high standards in writing competency and attention to detail in written assignments
- ☐ contact my instructor if I will be absent or late; I understand that punctuality and attendance are mandatory requirements of Camosun College
- ☐ inform my Camosun instructor, my school counsellor, and the SIP office (250-370-4208) if I drop a course
Dropping a course only happens before the end of the second week of course start up without financial or academic penalty.
- ☐ inform my Camosun instructor, my school counsellor, and the SIP office of withdrawal from my course(s)
 - **Failure to withdraw in advance of 66% of course completion may result in an "F" on both my high school and post-secondary transcripts; (withdrawal must occur before the final third of the course begins)**
- ☐ follow the Camosun College Student Conduct Policy (refer to <http://www.camosun.bc.ca/learn/becoming/policies.html>)
- ☐ respect that my home school *Code of Conduct* applies to all courses and programs
 - *respect, compliance, and effort are required at all times*

Student Name (please print clearly): _____ Date: _____

Student Signature: _____ High School: _____

Parent/Guardian Name (please print clearly): _____

Parent/Guardian Signature: _____ Date: _____

Career Counsellor Name (please print clearly): _____

APPLYBC INSTRUCTIONS FOR STUDENTS TAKING A DUAL CREDIT COURSE

1. Go to <https://apply.educationplannerbc.ca/>
2. Select an institution: **Camosun College** (top right)
3. Click on Apply Now
4. Create an Account
5. Create a USER ID and Password.

USER ID: First Name.Last Name – ex. Jane.Smith

Password: First initial, Last Name and year of birth – ex. Jsmith1999

6. Once you have successfully created an account, you will receive an e mail confirming your USER ID
7. Next, you will need to fill in your contact information
8. Select YES for emergency contact and enter your parent/guardian information
9. Enter your high school information
10. At the Program screen, select **South Island Partnership**, select your subject area and for Program select **Dual Credit Courses – South Island Partnership** * if dual credit does not come up under program, select a different subject area
11. Under Additional Information, select “**NO**” for Agent information for international students
12. Save and Continue – the last step is to pay so you can save your information to this point and return using your USER ID and password when you have access to a credit card
13. Pay the application fee. This is non-refundable, and valid for a continuous 12 months for South Island Partnership courses.
14. Print a receipt and give to your Teacher or Career Coordinator as proof you have completed the online application.

** The online application is only one part of your registration process. You will also need to complete a South Island Partnership application package provided by your Teacher or Career Coordinator.