



COUNSELLORS & COORDINATORS GUIDE

DUAL CREDIT AT NORTH ISLAND COLLEGE

2023-2024

nic.bc.ca/dual-credit

Malcolm, Dual Credit Alum

We are honoured to acknowledge the traditional territories of the combined 35 First Nations of the Nuu-chah-nulth, Kwakwaka'wakw and Coast Salish traditions, on whose traditional and unceded territories we live and work within.

NORTH ISLAND COLLEGE





COUNSELLORS AND COORDINATORS GUIDE TO DUAL CREDIT AT NIC

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OVERVIEW OF DUAL CREDIT

Dual credit is an opportunity for high school students to begin post-secondary programs and courses while they're still in high school. Most dual credit students are grade 12 students who take a program or course in their second semester (February) of their grade 12 year. Grade 11 students can also apply if they meet the pre-requisites.

Students participating in dual credit courses and/or programs receive both post-secondary credit and high school graduation credit. Successful completion of one three credit course at a post-secondary typically provides the secondary student with a high school elective course credit, equivalent to four high school graduation credits.





PARTNERSHIPS

School districts sponsoring Dual credit students must have a Memorandum of Understanding (MOU) with NIC. The MOU is typically signed between the school district superintendent and NIC's vice president of academic.

To inquire about developing or renewing an MOU with NIC, school district representatives can contact the Office of the Dean at fasmoffice@nic.bc.ca

DUAL CREDIT PATHWAYS AT NIC

ACADEMIC - CONCURRENT PATHWAY

Students in this pathway often take one to two courses in the winter term concurrently with their high school courses. Students can enroll in any course that is scheduled in the timetable for which they meet the pre-requisites. Some sections of courses are reserved only for students who are enrolled in specific programs. See "Making Sense of Course Codes" for more information at nic.bc.ca/admissions/registration/course-codes

Students may have the option to enroll in a specific section of a course that is reserved for their school district. These sections are structured to work with the high school schedule and are known as a "G-section".

Courses in this pathway often transfer towards a certificate program at NIC, or transfer to another post-secondary institution. Check the BC Transfer Guide for more information at bctransferguide.ca

ACADEMIC - PROGRAM PATHWAY

Dual credit students may enroll in a certificate program if they meet the pre-requisites. Certificate programs are offered in arts, science and management, health & human services, and Indigenous studies and are not usually taken concurrently with high school courses. Certificates may transfer into other programs at NIC or may transfer to another institution. Check the BC Transfer Guide to find out more at bctransferguide.ca. Students can also enroll in a micro-credential, a mini bundle of courses providing industry recognized training.

TRADES & TECHNICAL TRAINING - PROGRAM PATHWAY

High school students may enroll in a trades certificate program if they meet the pre-requisites. A certificate program is also known as a foundation program in the trades. Trades programs are not usually taken concurrently with high school courses. Certificates may transfer into other programs at NIC or may transfer to another institution. Check the BC Transfer Guide to find out more about transferring to another institution: bctransferguide.ca

Students can also enroll in a micro-credential - a mini bundle of courses providing industry recognized training. Depending on the micro-credential, students may or may not take these courses concurrently with high school courses.

Once students have applied to an NIC program they can meet with an educational advisor to plan their journey: nic.bc.ca/admissions/advising





NIC COURSE AND PROGRAM OFFERINGS

NIC has multiple terms of study,
Fall – September to December,
Winter – January to April,
Spring/Summer – May to August.

Course offerings scheduled for each academic term are listed in the timetable. The timetable is released in April prior to the upcoming academic year, which starts in September. The timetable can be searched by course type, campus, delivery mode and more. Another way to find courses offered is through the academic calendar, a list of all courses at NIC.

NIC has many program areas of study, each with differing start dates, pre-requisites, and delivery methods. Programs in health and human services and the trades may have start dates that differ from traditional academic schedules at NIC.

For more detailed information on programs offered and their start dates, we recommend you visit the individual program pages at nic.bc.ca/programs

Timetable and Academic Calendar: selfservice.nic.bc.ca/Student/Courses

HOW TO APPLY & DROP/WITHDRAW PROCEDURE

Getting Started

- Students meet with their high school careers counsellor/coordinator in grade 10 or 11 to discuss their interest in dual credit for their grade 11 or grade 12 year.
- Careers counsellors/coordinators assist students to determine how dual credit courses will fit into their graduation transition plan, which prerequisites are required for the course/program, and the transferability of the courses.
- Careers counsellors/coordinators inform students which fees will be covered by school district sponsorship and which fees the student is responsible for paying.
- Students and their high school careers counsellor/coordinator complete the dual credit sponsorship form and freedom of information release forms available at nic.bc.ca/dual-credit.

Note: Regardless of whether the student is being financially sponsored or not, a representative of the school district/high school must sign the sponsorship form.

How to Apply

1. Apply online through educationplannerbc.ca. There are no application fees for dual credit students.
2. Upload completed sponsorship and freedom of information release documents. Both must be complete and uploaded at the time of application.
3. Transcripts must be submitted electronically via the BC Student Transcript Service: <https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates>.
4. If invited, admissions will send a welcome email to the student's personal email address as well as the district/high school representative indicated on the sponsorship form. All subsequent communications will be sent to the student's NIC email address.

Once an application is submitted any required changes, questions or status updates should be communicated directly to NIC at admissions-cw@nic.bc.ca.

Important to note:

- International students enrolled in a school district with an active MOU with NIC will apply for dual credit courses through EPBC and are charged the same tuition as a domestic student.
- Counsellors/coordinators supporting students enrolled in private schools and supporters of students who are home schooled should contact dualcredit@nic.bc.ca for guidance on the application process.

Drop/Withdraw Procedure

Students who wish to drop or withdraw from their course(s) are required to make a request to their high school career's counsellor/coordinator. It is the responsibility of the careers counsellor/coordinator to make the request to NIC before the appropriate deadlines. Requests should be emailed to admissions-cw@nic.bc.ca

Important to note: Instructors and enrollment services representatives are unable to process drop and withdraw requests from students. It is important that students are informed of all policies and procedures above.

DROP: A request for removal from a course within 10 days of the course start date. The first day of the course is day one in counting. Refunds are issued for courses dropped on or before the deadline.

WITHDRAW: A request for removal from a course after the 10-day drop deadline. To withdraw without academic penalty the request must be made before 60% of the course is complete. Refunds are not provided unless there are extenuating circumstances communicated.

COMMUNICATIONS AND PROGRESS REPORTS

Communications

STUDENTS AND NIC INSTRUCTORS

We encourage that all communications to NIC instructors be student led. Enrolled students should reach out to their instructor directly for any information regarding their course that is unclear.

Some instructors will utilize Brightspace, a platform to communicate with the class and host course materials. It's important that students explore this platform before the start of classes for any key information from their instructor. Support for navigating Brightspace can be found through Student Tech Services: library.nic.bc.ca/studenttech/Brightspace. Not all instructors will utilize Brightspace, if unclear, students should reach out to their instructor directly.

Students who have concerns about their educational or service experience and require guidance in addressing these concerns have support at NIC through a complaint advisor and/or the North Island Students' Union. Visit the Student Rights and Responsibilities website for more information: nic.bc.ca/student-life-support-services/student-life/rights-responsibilities

SCHOOL DISTRICT AND NIC

The youth & community outreach liaison (YCOL) is the first point of contact for high school and school district representatives. The YCOL assists with functions including scheduling and planning of courses, support during the academic year, grade reports, and more. The YCOL can be contacted by emailing dualcredit@nic.bc.ca

Progress Reports

The mid-term progress report is a resource to promote communication about student progress with school district partners. The progress report includes an unofficial grade provided by the instructor based on the student's body of work. Regular in-school support and check-ins are encouraged from a student's high school, as the mid-term report is not an accurate reflection of student success in all cases.

Mid-term progress reports can be requested by contacting the YCOL at dualcredit@nic.bc.ca

ORIENTATION, TOURS AND TRANSITION RESOURCES

Orientation

An orientation is provided for the NIC student community, including live virtual sessions, in person orientation events, and Orientation-on-Demand resources.

More details about orientation activities scheduled for each term can be found at nic.bc.ca/orientation.

Students studying in reserved sections for their district will receive an in-class orientation session in their first week of classes.

Tours

Tours of NIC campuses can be scheduled for students from a specific school or school district who are enrolled in upcoming courses/programs at NIC. Tours are generally 1 hour in length and provide a brief overview of campus spaces and services.

Group tours can be scheduled by emailing futurestudents@nic.bc.ca.

Virtual tours are available at: nic.bc.ca/audience/future-students/campus-tours.

Transition Resources for Students

Transition resources are designed to help enrolled students prepare for their course/program at NIC, as well as guide students to supports and services available to them during their course/program. Transition resources include:

- Dual credit Welcome Package and Preparation Checklist: nic.bc.ca/dual-credit
- Student Tech Services Orientation Video: nic.bc.ca/dual-credit.
- Orientation-on-Demand: nic.bc.ca/orientation.
- Trades specific orientation: nic.bc.ca/student-life-support-services/student-life/orientation-and-transition/orientation-trades.

PURCHASING BOOKS AND SUPPLIES

Most dual credit students are required to purchase their own books and supplies. Book Search is an online tool used to find and order required texts. Students can also visit campus stores in person for assistance. Students will need to know their course code and the section number, as it's important that the correct materials are purchased. Students in courses/programs requiring purchase of additional supplies should check their NIC email address for information or reach out to their course instructor.

Information about Book Search and campus stores can be found at nic.bc.ca/student-life-support-services/campus-services/bookstores.

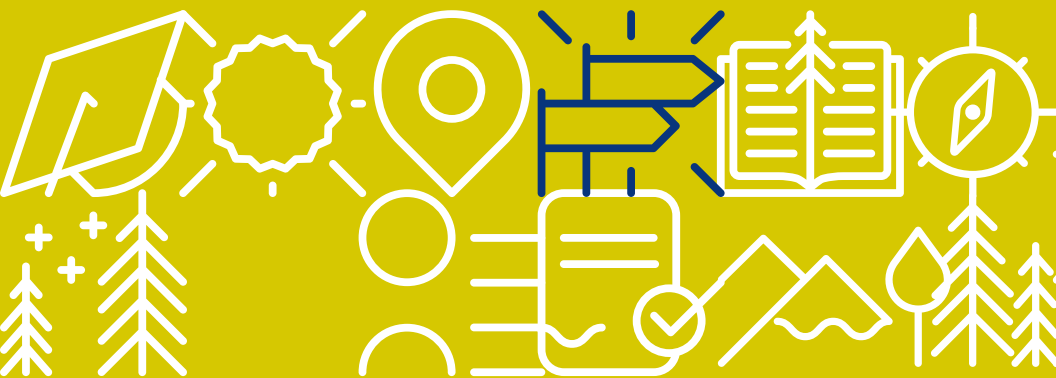
For assistance making a bulk textbook order for your school or district, contact dualcredit@nic.bc.ca.

EXPECTATIONS OF DUAL CREDIT STUDENTS

Dual credit students can expect a welcoming, safe, and inclusive environment. In turn, dual credit students carry the responsibility of conducting themselves in a respectful and considerate manner and being prepared to learn.

As members of the campus community in an adult learning environment, dual credit students are expected to:

- Manage their time, allowing for at minimum two to three hours of study time for every one hour of in-class time per week.
- Attend each class prepared to learn, starting with the first class of the term and have appropriate learning resources and supplies.
- Communicate frequently with their course instructor(s), including when classes are missed, to makeup assignments or exams as required.
- Communicate frequently with their high school counsellors and/or career coordinators regarding their course progress.
- Educate themselves on the procedure to drop/withdraw from a course, as the process may be different for a dual credit student than a regular NIC student.
- Be aware of their rights and responsibilities.
 - » More information nic.bc.ca/student-life-support-services/student-life/rights-responsibilities



SUPPORTS AND SERVICES FOR DUAL CREDIT STUDENTS AT NIC

Dual credit students have access to the same support, resources, and services at NIC as the regular student-body. Students may be referred to these services/supports by instructors, or they may self-refer.

Supports and Services include:

- Library and Learning Commons – Peer Tutoring, Math and Writing Support, Study Spaces
- Student Tech Services
- Accessible Learning Services
- Early Assist
- Counselling
- Educational Advising
- Indigenous Education Navigators
- Indigenous Student Resources

Please note, dual credit students do not qualify for financial aid and student loans.

A full list of supports and services for students can be found at nic.bc.ca/audience/current-students



EARLY ASSIST

If a student needs support and they're not sure where to go, they should reach out to Early Assist. Early Assist is a free and confidential service that will not show up on a student's academic or financial records. Students can be referred to Early assist by NIC staff, faculty, high school teachers or counsellors, or they can self-refer to the program through email.

At Early Assist, a student outreach liaison will actively listen to what the student is saying and connect them with the resources that meet their needs. Example of free NIC supports include:

- Library and Learning Commons – Including Study Tips, Peer Tutoring, Math and Writing Support
- Student Tech Services
- Counselling & Mental Health Supports
- Educational and Financial Aid Advising
- Elders-in-Residence
- Indigenous Education Navigators
- Department for Accessible Learning Services

Learn more about the program at nic.bc.ca/early-assist

To connect with Early Assist, email earlyassist@nic.bc.ca



EARLY ASSIST

Connects you to the supports you need, when you need them

- Available to all students
- FREE and confidential
- Uses a holistic approach
- Works collaboratively with you
- Accesses campus and community resources

INDIGENOUS STUDENT RESOURCES

NIC's Indigenous education team supports student success through academic advising, counselling, connection to culture through the Elders, and informal connections through events and spaces. Indigenous Student Services work closely to support both Indigenous and non- Indigenous students who may be seeking similar connections.

- The Indigenous counsellor assists students with their holistic health and has a special understanding of Indigenous mental health and traditions. Students are welcome to meet with the Indigenous counsellor while they're studying at NIC.
- Each campus has one or two Elders in Residence. The Elders support the college in a variety of ways however they're also available to meet with students who may be seeking a stronger connection to culture.

For more information or to connect a student with Indigenous education resources and services, visit nic.bc.ca/indigenous-students.

Indigenous Education Navigators

If students have questions about their educational path, would like mental, emotional, spiritual, physical, or financial support, Indigenous Education Navigators can support them to access additional services.

Campbell River

Rylee LaTrace

Tel: 250-923-9741

Email: rylee.latrace@nic.bc.ca

Port Alberni

Luke George

Tel: 250-724-8746

Email: luke.george@nic.bc.ca

Comox Valley

Willow Hunt-Scott

Tel: 250-334-5029

Email: willow.hunt-scott@nic.bc.ca

Port Hardy

Rebecca MacKenzie

Tel: 250-949-7912 ext. 2863

Email: rebecca.mackenzie@nic.bc.ca

If you are outside the region email: indigenousnavigators@nic.bc.ca

HEALTH AND HUMAN SERVICES STUDENT SUPPORTS

Students invited to a health and human services program receive guidance from NIC towards completing special forms, receiving required immunizations, obtaining criminal record checks, and completing pre-requisite training. Once their program begins, students can expect the following supports:

- In-class orientation during the first week of classes.
- Peer support from their learning cohort.
- Activities structured to build community within the learning cohort.
- Ongoing check-ins and feedback from instructors.
- Referrals to student wellness supports at NIC.
- Access navigators who assist with upgrading and requirements.
To contact an access navigator, email questions@nic.bc.ca.

Contact dualcredit@nic.bc.ca to connect with the health and human services department.

TRADES STUDENT RESOURCES

There are specific resources available at NIC to support success and wellness for students enrolled in trades programs. Students can expect access to:

- Trades specific orientation guide: nic.bc.ca/orientation-trades
- In-class orientation sessions during the first week of classes
- Healthy students liaison for the trades
- Access navigators

Access Navigators

Access navigator services are for upgrading students interested in career programs in health & human services and trades and technical training. An access navigator can assist students with exploring the pathways for planning their career program, personalized ongoing guidance, and referrals to NIC student services.

To connect a dual credit student with an access navigator contact:

Comox Valley:

sherryl.eagle@nic.bc.ca

Campbell River:

nicole.hamilton@nic.bc.ca

Outside of the above regions?

Contact questions@nic.bc.ca

Healthy Students Liaison for the Trades

The healthy students liaison provides dedicated support to students in the NIC trades, apprenticeship, and technical training programs, promoting mental health and wellness.

Students can drop in virtually or in-person to chat about their experience as a trades student at NIC, or explore leadership training, events and workshops designed to help them find their way to wellness and success.

For more information contact healthytrades@nic.bc.ca



HEALTHY TRADES

Connect with your
Healthy Students Liaison for:

- Drop-in chats
- Leadership training opportunities
- Events and workshops
- Wellness support





APPENDIX

WHO TO CALL ABOUT WHAT

Once a student is enrolled and courses have started, all communications are encouraged to be student led. High school and/or school district representatives who are supporting students in their academic journey are welcome to attend meetings with the student when invited by the student directly.

Who	What	Contact
Future Students Engagement Officer	<ul style="list-style-type: none">• Student appointments.• In-school presentations.• Campus tours.• Program specific materials.• Posters, promo materials, viewbooks.• NIC community event information.• Information night support.	futurestudents@nic.bc.ca
Youth & Community Outreach Liaison	<ul style="list-style-type: none">• First point of contact for school district representatives.• General dual credit inquiries.• Scheduling a reserved section for your district.• Bi-weekly email updates regarding upcoming important dates and information.• Guidance with book order requests• Facilitation of mid-term report process.	ali.sandholm@nic.bc.ca or dualcredit@nic.bc.ca
Admissions Officers	<ul style="list-style-type: none">• Application acceptance• Welcome emails.• Application requirements and pre-requisite information.• Facilitate required student forms.	admissions-cw@nic.bc.ca

Educational Advisors	<ul style="list-style-type: none"> • Create an educational plan based on education and career goals. • Investigate programs and courses. • Explore financial aid. • Make a university transfer plan. • Book appointments online through myNIC or send an email. 	advising@nic.bc.ca
Indigenous Education Navigators	<ul style="list-style-type: none"> • Complete applications. • Develop educational plans. • Liaise with instructors. • Contact Indigenous sponsorship organizations. 	indigenousnavigators@nic.bc.ca rylee.latrace@nic.bc.ca willow.hunt-scott@nic.bc.ca luke.george@nic.bc.ca rebecca.mackenzie@nic.bc.ca
Access Navigators	<ul style="list-style-type: none"> • Help students continue in trades or health & human services education pathway. • Determine student requirements to Transition between certifications. • Identify upgrading opportunities. 	sherryl.eagle@nic.bc.ca nicole.hamilton@nic.bc.ca
Faculty Instructors	<ul style="list-style-type: none"> • Provide resources such as Brightspace and textbooks. • Feedback and academic support. • Referrals to services and support. • Grading. 	Students can find the instructor's email address in their myNIC account under 'My Courses' and clicking on the course title.
Early Assist	<ul style="list-style-type: none"> • Early Assist connects students with a range of support available at NIC or in the community. • Any student can use Early Assist when concerned about academic performance or overall well-being. • A student is not required to be in crisis to access Early Assist. 	earlyassist@nic.bc.ca

Healthy Students Liaison	<ul style="list-style-type: none"> • Support students in the trades, apprenticeship, and technical Training programs • Connect students to the supports and resources that best fit their needs. 	healthytrades@nic.bc.ca
North Island Students Union Student Advocate	<ul style="list-style-type: none"> • Student advocate supports students while navigating a resolution. • Join students for meetings with instructors, department chair, dean or NIC administrator. • Can provide advocacy with grade or other appeals. 	advocacy@nisu.ca
Complaint Advisor	<ul style="list-style-type: none"> • Guidance addressing concerns. • Guidance on process when efforts to reach resolution are not successful. 	studentaffairs@nic.bc.ca

NIC LINGO

APPLICATION: A formal submission through Education Planner BC. There are no application fees for domestic or international dual credit students enrolled in a BC school district. Find out more at educationplannerbc.ca

ADMISSION REQUIREMENTS: The requirements needed to enter the program a student is applying to. Requirements vary by program.

PRE-REQUISITE(S): A course that is required before another course can be taken.

TRANSCRIPTS: An official, permanent record of the courses completed and marks in those courses. Official transcripts must be ordered from the institution, with the cost paid by the student. NIC students can access unofficial transcripts through their MyNIC account.

PLACEMENT ASSESSMENT: NIC accepts English and math placement tests in lieu of transcripts. Students can either provide a high school transcript or take a placement test to ensure that they have the necessary English and/or math skills for their studies.

INVITATION: Being accepted into a program after the requirements for entering the program have been met. For most NIC programs, students are invited on a first-qualified, first-invited basis.

TUITION DEPOSIT: A non-refundable tuition deposit prior to registration that can hold a seat in a program and will then be applied towards the tuition amount. Tuition free courses/program do not require a tuition deposit.

REGISTRATION: Signing up for a specific section of a course to confirm a seat in that course.

KEY DATES: List of important dates for the school year and where you will find drop/add dates, holidays and breaks, withdrawal deadlines and exam dates.

ACADEMIC CALENDAR: Provides a full list of NIC courses and programs by area of study.

TIMETABLE: The NIC timetable shows which courses are currently scheduled in the current academic year, including location, start date, delivery method and instructor information. Available seats are also reflected in the timetable.

SEMESTER/TERM: The divisions of the academic year. NIC has 3 terms: Fall – September to December, Winter – January to April, Spring/Summer – May to August. Note: from May to August, students can register in classes that run in just Spring (7 weeks), just Summer (7 weeks) or throughout the Spring/Summer term (14 weeks)

COURSE: A structured learning opportunity teaching skills and knowledge in a specific field of study. A course may also be referred to as a class. Usually, multiple courses make up a program.

SECTION: A section is an offering of a specific course that is scheduled in the timetable during a specific term. There can be one section of a course offered per term, or there can be multiple sections of the same course scheduled in the same term.

RESERVED SECTION: A section of a course that is reserved for students who are enrolled in a program area such as a certificate, diploma, or degree.

G SECTION: A section of a course reserved for a specific high school or district, scheduled to fit with the high school semester schedule. Example: ENG-115-CVSI

PART-TIME AND FULL-TIME STATUS: Refers to the number of credit hours students are enrolled in each semester. Students enrolled in nine or more credit hours are considered full-time. Students registered with the Department of Accessible Learning are considered full-time when registered in six or more credit hours.

ADD/DROP: The period at the beginning of each semester when students can change the courses they are registered for without a penalty.

WITHDRAWAL DEADLINE: The latest possible dates to withdraw from a class without affecting a student's grade point average (GPA). A "W" will show on their transcript, but that course will not be used in the calculation of your grade point average.

GRADE POINT: The value of the final mark in a course rated on a scale between 0 and 4.33.

GRADE POINT AVERAGE (GPA): GPA is the value of each course's final mark multiplied by the credit value of each course, divided by the number of courses taken.

CREDENTIALS: The official document students receive when they complete an academic program.

MICRO-CREDENTIAL: A short-duration, competency-based learning opportunity that aligns with labor market or community needs and can be assessed and recognized for employment or further learning opportunities.

CERTIFICATE: A credential of 30 credit hours, usually completed in one year and includes trades foundation programs.

DIPLOMA: A credential of 60 credit hours, which can be completed in two years of full-time study.

DEGREE: An undergraduate degree of 120 credit hours, which can be completed in four years of full-time study. Also known as a bachelor's degree.

TRADES FOUNDATION: Trades program covering foundation knowledge, in-class and hands-on learning which sometimes includes level one of apprenticeship training. An employer sponsor is not required.

TRADES APPRENTICESHIP TRAINING: A combination of on-the-job and in-school training. Apprentices need an employer sponsor to complete their apprenticeship levels. Apprentices also need to be registered with Skilled Trades Training BC to record their work hours.

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