

# SIP

SOUTH ISLAND PARTNERSHIP

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**2019-2020**  
**COURSE**  
**Application Package**

Revised July 2019  
**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](https://camosun.ca/learn/south-island-partnership). Questions can be directed to your school career coordinator/counsellor or the SIP office (250-370-4827), email [SIP@camosun.bc.ca](mailto: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 all the pre-requisites and are prepared to attend all classes and complete all assignments.
- **Withdrawal Process:** Students wishing to withdraw from a course must contact the school career coordinator and SIP Office immediately.
- **Individual Education Plan (IEP):** Students with a learning condition or other disability which may require additional support services must make an appointment with the *Centre for Accessible Learning (CAL)* before starting a course (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 [EducationPlannerBC.ca](https://EducationPlannerBC.ca) **see attached instructions** (p.3)
- Students are accepted based on meeting qualifications and date a complete application is received by the SIP office.
- Where applicants exceed availability, a waitlist may be established.

## APPLICATION SUBMISSION CHECKLIST (please complete all forms in ink)

- Complete *EducationPlanner* online application and pay the application fee \*non-refundable, good for 12 consecutive months for SIP program
- Signed Permission to Release Form (one for each semester)
- Completed and signed Responsibility Agreement - school requirement
- Completed and signed Student Education/Transition Plan - school requirement
- Most recent transcript of marks
- Teacher Recommendation Form, where applicable to meet pre-requisites
- Completed and signed Sponsorship Form, where applicable
- Required documentation for International students and permanent residents
- English and Math Assessment, where applicable

## NOTE:

- Only completed applications will be considered for available seats.
- Tuition fees will be paid by your school district.
- You are responsible for the non-refundable application fee, textbooks, equipment, supplies, and clothing.

## DUAL CREDIT PROCESS

- Students will receive high school credits and grades on their high school transcript.
- Students will also receive college credit for the course. You need to apply for a college transcript to receive your report. [http://camosun.ca/services/\\_documents/transcript-request.pdf](http://camosun.ca/services/_documents/transcript-request.pdf)

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

# EDUCATION PLANNER/PAYMENT INSTRUCTIONS FOR STUDENTS TAKING A DUAL CREDIT COURSE

## Education Planner Instructions

1. Go to <https://apply.educationplannerbc.ca/>
2. Sign up for an account creating your Username and Password as follows:
  - a. **USERNAME:** Email Address (that you check on a regular basis)
  - b. **PASSWORD:** First initial, Last Name, a special character, and year of birth – ex. Jsmith@1999

*Once you have successfully created an account, you will automatically be logged in*
3. Complete your Profile:
  - a. **Personal Info**
  - b. **Contact Info** (Select **YES** for emergency contact. Enter your parent/guardian information)
  - c. **Academic History**
4. Select your Institution - **Camosun College**
5. At the Program Selection,
  - a. select the Category - **South Island Partnership,**
  - b. select your subject area - Business, Science, Technology, Art, Health
  - c. select your program/course - **Dual Credit Courses – South Island Partnership**
6. Under Additional Information, **select “NO” for Agent information for international applicants**
7. **Review and Submit** application – the last step is to pay.  
If needed, you can save your information and return using your USERNAME and PASSWORD when you have access to a credit card
8. **Pay the application fee.**  
This is non-refundable, and valid for a continuous 12 months for South Island Partnership courses.  
Please keep your credit card/visa handy while applying online  
*Please note that you will have to pay the application fee again if you switch from a course to a different program or when you graduate and apply again for a new program*
9. **Submit** online application
10. **Print** or take a screenshot of your receipt and **attach it to your paper application.**

### Are you having trouble?

Go to: [camosun.ca/learn/south-island-partnership](https://camosun.ca/learn/south-island-partnership)

Select: **Become a Dual Credit Student**

Click: **How to Apply for SIP on Education Planner**

**Note:** 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.

## APPLICATION

### 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)

Gender:    Male    Female    Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

#### TO THE REGISTRATION DEPARTMENT AND THE SOUTH ISLAND PARTNERSHIP:

The following secondary school \_\_\_\_\_  
 and Parent(s)/Guardian(s) (please print) \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

have permission for the following school year (e.g. 2017/18) \_\_\_\_\_ 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: \_\_\_\_\_

**Do you have an IEP** (Individual Education Plan), learning condition, or other disability for which you may require additional support services? (Y/N) \_\_\_\_ *\*if yes, please make an appointment with the Centre for Accessible Learning ([www.camosun.ca/services/accessible-learning](http://www.camosun.ca/services/accessible-learning))*

**CITIZENSHIP:** Please select your official status in Canada and attach documentation to this form

Canadian (Y/N) \_\_\_\_ OR Permanent Resident (Non-Canadian) (Y/N) \_\_\_\_ *\*if yes, provide copy of card front & back*

International (Y/N) \_\_\_\_ *\*if yes, include copies valid study permit, visa and passport*

Indigenous (Y/N) \_\_\_\_ *\*if yes, please specify (Status/Non-Status/Metis/Inuit):* \_\_\_\_\_

SIP COURSE SELECTION ( E.g. MATH 100 or ENGL 151. Include section number if attending at Lansdowne or Interurban campus)		
COURSE	SECTION NUMBER (Office Use)	COURSE START DATE
COURSE	SECTION NUMBER (Office Use)	COURSE START DATE
SECONDARY SCHOOL (HIGH SCHOOL) INFORMATION		
GRADE CURRENTLY ENROLLED IN	SD #	EXPECTED GRADUATION DATE
TEACHER / COUNSELLOR NAME (please print):	APPROVAL (signature):	DATE

*\*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](mailto:SIP@camosun.bc.ca)



# RESPONSIBILITY AGREEMENT - COURSES

## High School/School District, SIP, and Camosun Responsibilities

### We will:

- provide tuition funding for course(s) training at Camosun College (Students are responsible for the application fee and course materials)
- inform you of the training requirements specific to your career area 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
- register you as a Youth Train in Trades student (for trades programs only)
- provide you with student support services as needed (assessment, learning skills, English and/or math upgrading, counselling, disability resources)
- encourage you to be proactive in informing the Centre for Accessible Learning of specific learning needs and IEPs (make an appointment with our CAL by calling 250-370-4049 INT. /250-370-3312 LANS.)
- liaise with your parents, high schools 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 pay the online application fee through **Education Planner** 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 and that completing the paired school based course is an expectation.
- 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://camosun.ca/learn/calendar/current/procedures.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: \_\_\_\_\_

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 Youth WORK in Trades Credits in your predicted credit count.

Students are required to complete a minimum of <b>80 credits</b> (equivalent to 20 four-credit courses) in Grades 10 – 12 for graduation. Most students choose to complete more than 80 credits.			
<b>1. Required Courses - 52 credits in courses listed below:</b>			
Course	Credits	Course	Credits
an English Language Arts/First Peoples 10	4	an English Language Arts/First Peoples 11	4
an Arts Education and/or Applied Design Skills and Technologies 10, 11 or 12	4	a Social Studies 11 or 12	4
a Science 10	4	a Mathematics 11 or 12	4
a Mathematics 10	4	a Science 11 or 12	4
Physical Education and Health Education 10	4	an English Language Arts/First Peoples 12	4
Career Life Education	4	Career Life Connections	4
Social Studies 10	4		
Note: Graduation = Students also need to write the Numeracy and Literacy Assessments in order to graduate			

**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 + Human Services  Technology  Trades

**Specific Career/Occupation:**

\_\_\_\_\_

Grade 10		Grade 11		Grade 12		Transition Pathway	
Total Credits:		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 \_\_\_\_\_

## TEACHER RECOMMENDATION FORM

**This form is required if a pre-requisite has not been met and/or a co-requisite is satisfied.**

*The purpose of this form is to assess the skill and ability of the student and ensure they are best prepared for the course they are applying for.*

*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-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](mailto: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 (related subject area)

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date (day/month/year)