

## **BREAKDOWN OF DUAL CREDIT SPONSORSHIP PROCESS**

- It is the Career Teacher and Counselor's role to provide students with the dual credit application package; as well, to support with some academic guidance. A Career Coordinator is available to support students with questions around dual credit and sponsorship, and to provide support with the application process.
- What is available for study? Please see the following links:
  - SIP Courses and Programs:  
<http://camosun.ca/learn/south-island-partnership/programs-courses/>
  - Camosun at Belmont: <http://camosun.ca/learn/areas/westshore.html>
  - All courses and programs: <http://camosun.ca/learn/az/>

### **QUICK SPONSORSHIP INFORMATION FOR NON-GRADS:**

- SD62 may sponsor *up to four (4)* courses as long as all courses are *required* for the student's career and pathway choices (stated on their Transition Plan).
- SD 62 may sponsor *eight courses* of a program.
- SD62 may sponsor an *eight-credit-or-less* certificate program.
- **Please review all details below if you wish to apply for dual credit. Also, please review the grid at the bottom of this document for non-grad vs graduate registration details.**

### **QUICK SPONSORSHIP INFORMATION FOR GRADS:**

- SD62 may sponsor *up to four (4)* courses as long as all courses are *required* for the student's career and pathway choices (stated on the Transition Plan which was completed when the student was a non-grad, and is in their home school file).
- SD62 may sponsor *term one* of a program or certification. A Transition Plan will need to be in the students home school file from when they were a non-grad for sponsorship.
- **Please review all details below if you wish to apply for dual credit. Also, please review the grid at the bottom of this document for non-grad vs graduate registration details.**

There are **NO GUARANTEES** for sponsorship due to: necessary pre-requisites, competitive entry, transition plan/Career and Pathway choices, Camosun confirmation of acceptance and the student's submission of a *fully completed* application package.

Sponsorship can be limited upon the discretion of the counselor, career teacher or SD62 career coordinator. For instance, if a student is not ready to commit to four highly rigorous and academic post-secondary courses, then sponsorship may be limited in term one. This is to ensure successful transition.

Interviews with students and collaborative conversations are possible if there is such an instance of student concern around readiness for transition.

**If a student is sponsored:**

**ONLY TUITION WILL BE PAID.** All other fees are the student's responsibility.

**Students will have to pay for:** auxiliary fees, textbooks, deposits, transportation, and any additional course fees.

## **DUAL CREDIT CHECKLIST**

➤ **TEACHERS AND COUNSELORS:**

- For tracking purposes, all **prospective** dual credit student information can be submitted by email to the Career Coordinator, or email Tanya Larkin.

Please provide the following student information:

- Student's full name.
- What they wish to apply for (list all courses and possible career/pathway).
- Home school name.
- Date of birth and current age.
- Progress report for application if possible: pre-requisites met, student readiness, and any additional information that you think fits.
- At this point we can support the student with their application process.

➤ Student requirements for dual credit sponsorship:

- Under the age of 19 on July 1<sup>st</sup> for the upcoming school year of sponsorship.
- Non-graduate application process reviewed with career coordinator.
- For graduated applicants, the process can be reviewed with the career coordinator and the grad will need to meet with a WCLT Academic Advisor for school registration. Have the graduated applicant make an apt at WCLT 250-391-9002, once they have spoken with the career coordinator (unless this is over the summer and the career coordinator is not available, then call WCLT).
- Check the career coordinators schedule online under "Westshore" tab and under "Dual Credit": <http://careerssd62.staff.sd62.bc.ca/>
- Pre-requisites are met for *all* courses and programs. See pre-requisites required on Camosun's website.
- Transition plan is completed, reviewed, and in the student's file:
  - The transition plan must have been completed while the student was in high school as a non-grad.
  - Transition plan cannot change or be altered under any circumstances. If a student has been a previous SIP student then the programs and

courses that the student wishes to take must fall under the pathway and career already detailed.

- If a student already has a transition plan (has taken dual credit courses previously) then sponsorship may possibly not occur. Audit language suggests that a high school student's transition period must be continuous, there can't be semester breaks between dual credit courses. Please email or call the career coordinator, or Tanya Larkin for clarity, in some instances we may be able to sponsor. [tlarkin@sd62.bc.ca](mailto:tlarkin@sd62.bc.ca) or 250-882-7900
- If the *end date* of a program is past the July 1<sup>st</sup> of when a student is 19, the sponsorship will terminate; however, SD62 can partially sponsor the student up until the July 1<sup>st</sup> of when they are 19. Please see the *example at the bottom of this document* for more clarity "U-19 Information and Examples".
- For additional SIP program and course information - these are courses and programs already under the sponsorship umbrella with reserved seats - please go to:

<http://camosun.ca/learn/south-island-partnership/programs-courses/>

- Check CamLink open dates, review the attachment in student application and instructions package.
  - The CamLink dates let the student know when they need to have applied for Camosun courses or programs by. Once a student is accepted into a course or program by Camosun, they can then submit their *SD62 Dual Credit Application Package* for sponsorship.
  - **A Career Coordinator is available to support** students with their applications, transition plan etc. Please encourage students to get support to ensure sponsorship and ease of application. More info and contact details can be found online under "WestShore" and Dual Credit" <http://careersd62.staff.sd62.bc.ca/>
  - CamLink FAQ:  
<http://mycusthelp.ca/CAMOSUN/cs/AnswerDetail.aspx?sSessionID=&aid=25>
  - CamLink steps: <https://camsq1-prod.camosun.bc.ca/WebAdvisor/WebAdvisor?TOKENIDX=8275299347&SS=1&APP=UT&CONSTITUENCY=WBST>
- Student Number for Registration:
  - A student needs to have a student number prior to accessing CamLink for registration. This can be accomplished by following the *Ed Planner Instructions*. These instructions can be found in the application package or on Camosun's dual credit webpage under "Become a Dual Credit Student" tab. The applicant will need to pay a \$41 application fee at this time – it is **non-refundable**. Once the student has a student number they can then go to CamLink for provisional

registration, Sept 15-May 15. Once a student receives an acceptance letter from Camosun they can then complete their *SD62 Dual Credit Application Package* for course / program sponsorship.

- A Transition Plan must be in the students file for dual credit sponsorship. If a non-grad this is a part of the application process, if a graduate, then this will need to have been completed prior to grad.

➤ **Sponsorship and checklist:**

- Once all steps are completed:
  - met with career coordinator for support on how to apply and to receive details on what options are available (must be U-19),
  - ensured their Transition Plan is in their high school file prior to grad,
  - completed Ed Planner to become a Camosun student,
  - registered for Camosun courses or program,
  - received an acceptance letter from Camosun,
  - completed the SD62 application package,
  - ensure the WCLT Cross Enrollment Form has been completed,
  - met with WCLT Academic Advisor if applicant is a graduate,
  - submit all details listed above to the Career Coordinator, or to the District Career Coordinator (Tanya Larkin at [tlarkin@sd62.bc.ca](mailto:tlarkin@sd62.bc.ca)) for sponsorship,
  - applicant will receive confirmation from SD 62 for dual credit sponsorship, and tuition **only** will be covered.

➤ Online forms that are available:

1. WestShore Centre for Learning and Training Cross Enrollment Form
  - <http://www.westshorecentre.com/registration/cross-enrollment-forms/>
2. Camosun Ed Planner: <http://camosun.ca/learn/south-island-partnership/become-sip-student.html> (see pdf under “Dual credit Forms” title on lower left of web page)
3. Course application/program application packages:
  - <http://camosun.ca/learn/south-island-partnership/become-sip-student.html>

**IMPORTANT:** Do not fax, scan or drop any applications to SIP or Camosun yourselves as it must be tracked in SD62 through the Careers department and WCLT in order for invoicing to be paid.

**U-19 INFORMATION AND EXAMPLES**

- Sponsorship for students close to 19 years of age is restricted by exact birthdate and exact program start and end dates. Sponsorship can be full or partial depending on student birthdate and program start and end dates.

- The reason for sponsorship restrictions is because SD62 financial assistance is limited to the *school calendar year*, which resets on July 1<sup>st</sup>.
- Examples:  
Martha is 18 years old. Her birthday is September 3<sup>rd</sup>. She has filled out a transition plan in high school – it does not matter if she is a graduate or non-graduated student. Martha is 18 on July 1<sup>st</sup> 2017. She applies for a program which begins on September 1<sup>st</sup> 2017 and ends on June 30<sup>th</sup> 2018. Since Martha is U-19 on July 1<sup>st</sup> for the school year of her program start date, SD62 *will be able to sponsor Martha for the entire school year*. Even though Martha turns 19 only 2 days after program start, Martha will be fully sponsored.

Zach is 18 years old. His birthday is March 21<sup>st</sup>. He has filled out a transition plan in high school – it does not matter if he is a graduate or non-graduated student. Zach is 18 on July 1<sup>st</sup> 2017. He applies for a program which begins on January 1<sup>st</sup> 2018 and ends on November 30<sup>th</sup> 2018. Since Zach is U-19 on July 1<sup>st</sup> for the school year of his program start date, SD62 *will be able to sponsor Zach from January 2018 until July 1<sup>st</sup> 2018*. Zach has his birthday in March. He is 19 on July 1<sup>st</sup> 2018. The *school calendar year resets* and Zach is no longer U-19. He is *partially sponsored* by SD62. Zach will then be responsible for the *last portion of his program*, from July 1<sup>st</sup> 2018 to its end date on November 30<sup>th</sup> 2018.

Gertrude is 18 years old. Her birthday is July 1<sup>st</sup>. She has filled out a transition plan in high school – it does not matter if she is a graduate or non-graduated student. Gertrude will turn 19 on July 1<sup>st</sup>. She is *not* U-19. Even if she completes all application packages at the end of her high school career, she *will not be sponsored*.

→ **One exception:** If a student is part of a trades program which has overlapping course dates then it *may* be possible for continued SD62 support past July 1<sup>st</sup> – but only if 20% of the program has been completed by July 1<sup>st</sup> of that year (no guarantees). Contact Tanya Larkin for details *prior to registration* for discussion of this possibility.

**The following grid may provide clarity around sponsorship based on whether or not the student is a grad or non-grad:**

	<b>Graduated Applicant</b>	<b>Non-Graduated Applicant</b>
<b>Where does a student submit their application?</b>	-Pick-up an application from a careers teacher or counselor. -Make an apt at WestShore Centre (WCLT) 250-391-9002 to speak with an academic advisor. They'll provide the applicant with an application and	-Pick-up an application from a careers teacher or counselor. -For SIP courses / programs submit a completed application to the career coordinator or careers teacher.

	<p>details. WCLT is a graduated student's home school for dual credit. WCLT can provide career coordinators contact info as well.</p> <ul style="list-style-type: none"> <li>• Talk with advisor or coordinator,</li> <li>• make sure you have <u>Transition Plan</u>, this will have to have been completed in high school when a non-grad, talk to high school careers teacher/counselor,</li> <li>• apply to Camosun,</li> <li>• once accepted into courses/program, submit SD62 dual credit application package to the career coordinator.</li> </ul>	<p>-If the student is applying for a Camosun course or program, not already under the SIP umbrella, then the applicant can:</p> <ol style="list-style-type: none"> <li>1. review their Camosun registration and course/program request with the career coordinator (for assurance of sponsorship and transition plan),</li> <li>2. submit their Camosun application to Camosun,</li> <li>3. sponsorship and SD62 application accepted by career coordinator once Camosun acceptance letter is received.</li> </ol> <p>*This letter will need to be submitted with the SD62 dual credit application package to the career coordinator.</p>
<p><b>Who can help a student with dual credit?</b></p>	<p>-<b>Career Coordinator</b>, find schedule at home school in career/counseling suite, or for contact info go online and check under the students previous home school (Ex "WestShore") tab and then under "Dual Credit" for career coordinator contact info and schedule. <a href="http://careerssd62.staff.sd62.bc.ca/">http://careerssd62.staff.sd62.bc.ca/</a></p> <p>-District Career Coordinator (WCLT office or email <a href="mailto:tlarkin@sd62.bc.ca">tlarkin@sd62.bc.ca</a> )</p>	<p>-Career coordinator, find schedule at home school in career/counseling suite. -Careers teacher or counsellor can answer <b>quick questions</b>. -For contact info go online and check under the students previous home school (Ex "Royal Bay") tab and then under "Dual Credit" for career coordinator contact info and schedule. <a href="http://careerssd62.staff.sd62.bc.ca/">http://careerssd62.staff.sd62.bc.ca/</a></p> <p>-District Career Coordinator Tanya Larkin <a href="mailto:tlarkin@sd62.bc.ca">tlarkin@sd62.bc.ca</a></p>
<p><b>When does a student apply?</b></p>	<p>-Student must be U-19 on July 1<sup>st</sup> of the school year they're wishing to be sponsored. U-19 July 2018 for Sept 2018-June 2019 sponsorship. -Student can apply while a high school student for sponsorship as a graduate. -Student must apply and be accepted by Camosun before SD62 sponsorship can occur. -<u>Transition Plan</u> must be in student's high school file, and must have been completed when they were a non-grad. This plan must align with what the student is apply for.</p>	<p>-In high school, support from career coordinator or district career coordinator can be given. -Student will cross enroll through WCLT, this will be the applicant's school for dual credit courses/programs. -<u>Transition Plan</u> must be in file at home school and have been filled out while in high school. It can't change once sponsored. A copy will need to be given to WCLT as part of application. -Student must be U-19 grad and non-grad. -SIP Cohort dual credit courses can be accomplished with support from home</p>

	<p>-Acceptance letter must be provided with application, or the student can check with the career coordinator prior to applying, once they have their acceptance letter.</p>	<p>school careers teacher, these happen in student's home school during the school year. Once student has done a dual credit course the transitioning / sponsorship will conclude, unless the student takes another dual credit course the following semester. -Only two semesters of sponsorship.</p>
<p><b>What can a student apply for?</b></p>	<p>-One term of courses, not exceeding four (4). Courses over more than one semester will not be accepted for graduates. One term of sponsorship only, up to four courses. -Term one of sponsorship in a certificate or multi-year program – four (4) courses. -SD62 may be able to sponsor more than four courses if the courses are two or less credits. For more than four course sponsorship a discussion with the career coordinator or district career coordinator will need to occur. -All courses must fall under the career and pathway the student detailed on their <u>Transition Plan</u>. -If a student takes four courses in term one, but only two fall under the career and pathway noted on the Transition Plan, then two of the four will be sponsored.</p>	<p>-Four (4) consecutive courses (one sem or back to back over two sem). -A certification or program: up to eight (8) courses in a certification program or multi-year program. If the certification/program is already under the SIP umbrella then it may exceed eight courses E.g. HCA or Heavy Duty. -If the student has taken one dual credit course then applies for a program, then the program must fall under the same career and pathway and the program must follow the semester in which the course was taken – no breaks between courses / program.</p>
<p><b>When does a student submit their application?</b></p>	<p>-Same as section one: once the student has their acceptance letter and so long as they are U-19. -Once the student has received confirmation from Camosun for entrance.</p>	<p>- While the student is in high school, as a non-grad. - So long as student is U-19 on July 1<sup>st</sup> for the upcoming year they are applying. -Once the student has received confirmation from Camosun for entrance. -Different rules for SIP applicants as SD62 already has seats reserved for these. See careers teachers in careers suite or read above regarding SIP.</p>
<p><b>Where's the students home school for dual credit?</b></p>	<p>-WestShore Centre for Learning 814 Goldstream Ave 250-391-9002. - If accepted into a program when in high school (before graduation), then a student can complete the application</p>	<p>-WestShore Centre for Learning 814 Goldstream Ave 250-391-9002. -Students that will be transitioning into Camosun (taking dual credit courses or a program) while in high school (as a</p>

	<p>form for dual credit, and a <i>WCLT Cross Enrollment Form</i> is a part of this package. The application package will need to be submitted before graduation. So long as this occurs prior to grad, then the student's file will be sent to WCLT (over the summer, prior to start date), at which time WCLT will then become the student's home school.</p> <p>-If a student is accepted into a course or program, and the student has a transition plan in their file, but the student has not registered for Dual Credit sponsorship prior to graduation, then the student will need to make an apt with an Academic Advisor at WCLT and register to become a WCLT student. Once this has occurred then the student can complete the SD62 application for course or program sponsorship. A student must be a SD62 student in order to apply for sponsorship.</p>	<p>non-grad) can fill in the <i>WCLT Cross Enrollment Form</i>, which is a part of the application package. WCLT will be the student's school of record for their dual credit courses / program. If the applicant is still taking regular high school courses then their current school of record will still remain for the high school based courses, and WCLT will be their school for dual credit courses only.</p>
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