### **Dual Credit Application Process**

Grade 11 and 12 students can apply to take courses through College of the Rockies (COTR). Successful applicants will be able to earn dual credit (high school and University) for any classes that they complete. Students are selected based on their academic standing, work habits and attendance. If successful, students are able to take one COTR course at a time.

1. **Determine if you are eligible**
2. Talk to Mr. McIndoe about credits and fitting a COTR course into your timetable.
3. Complete - “Selkirk Secondary – College of the Rockies Dual Credit Application Form”.
4. **Research COTR courses**

Determine what COTR courses you might be interested in taking. The following considerations are important:

* What format is the class (online or in person)?
* Are there pre-requisites for the class?
* Does the class transfer to other colleges or universities?

 The following Sites might be helpful:

**BC Transfer Guide** – provides information about how courses transfer between institutions.

<https://www.bctransferguide.ca/>

**COTR Program Page** – Provides course information broken down by area of study.

<https://cotr.bc.ca/programs/>

1. **Complete College of the Rockies Application Forms.**

College of the Rockies requires the following forms to be completed:

1. Secondary School Permission Form
2. Application for Program Admission Form

When these forms are completed, students can submit them directly to COTR. Selkirk staff can help with questions, but it is the students' responsibility to complete their application paperwork.

#### **Course Registration**

Once accepted to COTR students will be sent a student number and an invitation to register for classes. Selkirk staff cannot register students for coursework at COTR so it will be the student's responsibility to navigate the COTR site and register for the course they would like.

1. **Fee’s and Payments**

Students attending COTR will have course fees paid for by School District 6. COTR invoices schools individually so students do not have to worry about paying fees and being reimbursed. Fees associated with textbooks or class materials (workbooks, lab manuals, equipment...) are not covered by SD 6.

1. **Course completion and Assessment**

When students are enrolled in COTR courses Selkirk Secondary does not get updates or interim grades. This means that students will get an I (InProgress) grade on their quarterly report cards. Once students complete their COTR course, they can bring a transcript to Mr. McIndoe and he will make sure that their final grade is entered for high school credit (their grade will show up on their report cards at the end of the semester).