



NICOLA VALLEY INSTITUTE OF TECHNOLOGY

Office of the Registrar 4155 Belshaw St.
Merritt, BC V1K 1R1 www.nvit.bc.ca
Phone: (250) 378-3300 or 1-877-682-3300

Registration Form

Instructions

1. This form is to be used ONLY if you are registering after the regular scheduled start date of the term or if you are located in one of NVIT's community programs, otherwise all registration is done on NVITConnect.
2. If you are unsure of what course to take you can see an Academic Planner for assistance.
3. Ensure the selected courses do not conflict with each other.
4. Complete this form and submit to the Registrar's Office along with payment or sponsorship letter. Once processed, you will receive a course schedule.

PERSONAL INFORMATION

Student Number: _____ Student Name: _____ Email Address: _____

Current Mailing Address: _____ City: _____

Province: _____ Postal Code: _____ Telephone: (_____) _____ - _____

PROGRAM INFORMATION

Registration Term Fall Spring Summer Academic Year _____

Academic Program (Please check one box only)

- | | |
|---|---|
| <input type="checkbox"/> Aboriginal Early Childhood Education Certificate | <input type="checkbox"/> Environmental Resource Technician Certificate |
| <input type="checkbox"/> Aboriginal Early Childhood Education Diploma | <input type="checkbox"/> Environmental Resource Technologist Diploma |
| <input type="checkbox"/> Access to Practical Nursing Diploma | <input type="checkbox"/> Health Care Assistant |
| <input type="checkbox"/> Associate of Arts (General Arts, Criminology, First Nations Studies) | <input type="checkbox"/> Law Enforcement Preparation Certificate |
| <input type="checkbox"/> Bachelor of Social Work Degree | <input type="checkbox"/> Unclassified (interest only, not pursuing a diploma or credential at NVIT) |
| <input type="checkbox"/> Business Administration Certificate | <input type="checkbox"/> Other (Community Course or Program not listed above) _____ |
| <input type="checkbox"/> Business Administration Diploma | |
| <input type="checkbox"/> College Readiness (Upgrading/ Adult Graduation Diploma) | <input type="checkbox"/> Trades (Please Specify) _____ |

COURSE SELECTION INFORMATION:

Please indicate your courses by following the **example** given.

	Course Code				Number			Section		Course Title	Misc Notes
ex.	<i>N</i>	<i>R</i>	<i>T</i>	<i>C</i>	<i>1</i>	<i>5</i>	<i>0</i>	<i>0</i>	<i>1</i>	<i>Intro. to Natural Resource Management</i>	<i>Location - Merritt</i>

DECLARATION AND SIGNATURE:

I understand that:

1. Once this form is submitted I will be registered for the above courses, subject to successful completion of prerequisites. If a course is full, I will be placed on a waitlist and will be automatically registered in the course if a space becomes available.
2. If I wish to withdraw from courses or be removed from a waitlist, I must submit a completed Course Change form to the Registrar's Office by the deadlines stated in the Calendar. **Non-attendance will not result in a withdrawal.**
3. I am responsible for ensuring payment of the fees associated with the requested courses as stated in the Calendar.
4. I am responsible for ensuring that I fulfill graduation requirements for my program as listed in the Calendar.

I accept the conditions of registration and request registration in the above courses.

Signature _____

Date _____

How do I know what courses I require?

1. If you are pursuing a certificate or diploma, check the program requirements in the calendar. Cross off those you have already taken at NVIT or received credit for; you must take the remaining courses to earn the credential.
2. It is strongly recommended that you see an Academic Planner regarding course selections if:
 - a. you are taking upgrading, wanting to obtain an adult graduation certificate or starting in College Readiness courses;
 - b. you have transfer or PLA credits (completed courses toward your program before coming to NVIT);
 - c. there has been a change in program requirements since you started at NVIT;
 - d. you plan to apply for NVIT Social Work program;
 - e. you are taking courses to transfer into a program at another institution;
 - f. you are on academic probation or are concerned about your grades; or
 - g. you have any questions regarding what courses to choose or how many to take.

How many courses should I take?

1. Consider your commitments outside of school; family, employment, etc., and how much time you really have to devote to your studies.
2. Know the rules of your funding agency. Find out how many courses you must take to be eligible for continued funding.
3. Consider your goals. How quickly do you want to complete your certificate and/or diploma? Most programs require 5 courses each term to complete a credential in one year; Natural Resource Technology and the Adult Dogwood programs are exceptions to this. If you take fewer courses each term, it will take you longer to earn your credential.

Which courses are most important?

1. If you are not taking the suggested block of courses each term, you will have to decide which courses are most important or seek the help of an Academic Planner.

The most important courses are:

 - a. prerequisites to higher level courses required in your program or admission requirements for a program you are preparing for;
 - b. specific courses required for graduation in your program;

Other considerations are:

 - c. courses offered once a year or less should take priority over courses offered more frequently. It is easier to pick up more frequently offered courses later; (An Academic Planner can help you with this information)
 - d. courses that will help you decide on future goals are more important than more general electives. For example, someone considering social work as a career would be well advised to take Social Work 200A and 200B over other electives. That way you can find out early whether or not it is the field for you;
 - e. courses that may open employment opportunities or be particularly useful for you, in which case, they may be more important than other electives.

Glossary (Commonly Used Terms):

PREREQUISITE	A course that must be completed before enrolling in a course or program.
COREQUISITE	A course that must be taken at the same time as another course.
REQUIRED COURSE	A course required to complete a program.
CREDENTIAL	A certificate or diploma.
PROGRAM	A series of courses that must be completed to earn a certificate or diploma.
ELECTIVE	A program requirement that offers the student a choice of courses. For example, the social work program allows students to take 6 electives which offers students many choices in the courses that will fulfill this elective requirement.
AUDIT	Students may audit courses with the approval of the instructor. An audit student, pay's the same tuition as a regular student, attends classes and participates in activities, but does not complete assignments or exams. Audit students do not receive credit for the course and receive an AUD grade.



APPLICATION FOR ADMISSION

MERRITT CAMPUS:

4155 Belshaw Street
Merritt, BC V1K 1R1
Phone: 1-250-378-3300
Fax: 1-250-378-3332
Toll Free: 1-877-682-3300

VANCOUVER CAMPUS:

200-4355 Mathissi Place
Burnaby, BC V5G 4S8
Phone: 1-604-602-9555
Fax: 1-604-602-3400

[WWW.NVIT.CA](http://www.nvit.ca)

INSTRUCTIONS

1. Fill out this form completely and be sure to sign it. Mark sections that are not applicable with N/A. If you have questions regarding how to complete this form please contact the Registrar's Office or email info@nvit.bc.ca.
Review Dates* are set for the Fall (September) term as the end of July of each year.
Review Dates* are set for the Spring (January) term at the end of November of each year.
Seats will be offered to qualified applicants in the order applications are completed (all required documents and assessments are received).
**Applications will be accepted after these dates if there are still seats available, but applications submitted before the deadline will be given priority and we cannot guarantee late applications will be evaluated in time for the start of term.*
2. Arrange to have official transcripts sent directly to NVIT from your high school and any post-secondary institutions you have attended. Unofficial copies of transcripts may be provided for faster evaluation of an application, but official transcripts are required to finalize offers of admission. High school transcripts may be ordered directly from your high school or the Ministry of Education (contact the Ministry at 250-356-2432).
3. Mail, fax or drop off your application to the Registrar's Office.
4. If you will not be available while this application is being evaluated, or to register, and wish to have someone else act on your behalf, please submit a signed Release Form to the Registrar's Office. The Release Form is available on our website at nvit.ca
5. If your address or contact information changes, inform the Registrar's Office in writing so we can continue to contact you about your application.

PERSONAL INFORMATION

Have you attended NVIT before: No Yes If yes, previous Student Number: _____

Name: _____ (LAST) _____ (FIRST) _____ (MIDDLE)

Current Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: (Home) _____ (Work) _____ (Cell) _____

Gender: M F Birthdate (YY/MM/DD): _____

Citizenship: Canadian Permanent Resident Student Visa Other

Previous/Maiden Name: _____

Email Address: _____

Note: You will be assigned an NVIT email address. Format will be: firstnamelastname@nvit.bc.ca

PEN (Personal Education Number): _____
Assigned to all BC High School students

OFFICE USE ONLY

Program: _____ Entered By: _____

VOLUNTARY DISCLOSURE

Are you of Aboriginal Ancestry? No Yes

If yes, your Band or Nation: _____

Province: _____

Check applicable box: Status Non Status Metis Inuit

Do you have a disability? No Yes If yes, do you wish to be contacted by an Academic Advisor? No Yes

EMERGENCY CONTACT INFORMATION

Emergency contact name: _____ Emergency contact phone: _____

Relationship to You: _____

APPLICATION INFORMATION

Before completing this section, refer to the current NVIT program calendar or NVIT website at www.nvit.ca for information on programs available at NVIT. If you are unclear about which program to apply for, contact the Registrar's office at 250-378-3300.

Start Term: (Circle One) Fall (Sep-Dec) Spring (Jan-Apr) Summer (May-Aug) Year: _____

Name of program: _____

Are you planning to attend: Full-Time Part-Time

Please indicate where you would like to start your classes: Merritt Vancouver

Do you require a student housing application? (Available at Merritt campus only) Yes No

Do you require a Daycare Application? (Available at Merritt campus only) Yes No

HIGH SCHOOL INFORMATION

Note: Official high school transcripts must be forwarded from the high school or Ministry for admission to be granted.

Name of High School: _____

City/Town: _____ Province: _____ Last year attended: _____

Did you graduate: No Yes If yes, Graduation Year: _____

POST-SECONDARY EDUCATION

Note: Official post-secondary transcripts must be forwarded from the institution for transfer credit/admissions to be awarded.

UNIVERSITY OR COLLEGE	FROM (YEAR/MONTH)	TO (YEAR/MONTH)	PROGRAM

DECLARATION

Applicant Declaration: I declare that the information I have submitted in this application is complete and correct. Omission of information or falsification of any document submitted may result in the immediate cancellation of admission or registration. Completion of this application permits the Institute to request and/ or confirm any information necessary to support my application for admission.

Information Release: I understand that the information provided in this application, as well as other information contained in a student record, is collected under the authority of the College and Institute Act. All information contained in student records will be protected and used in compliance with the B.C. Freedom of Information and Protection of Privacy Act (1996). It may be used for internal administration of admission, registration, grade notification, income tax receipts, awards, institutional research, planning, and other fundamental activities related to being a member of the Nicola Valley Institute of Technology community and attending a public post-secondary institution in B.C.

Limitations of the Application: I understand that this application is a request for admission, and does not guarantee admission to any program or course. Admission is subject to provision of all requested documents and assessments, completion of admission requirements, and space availability. If admitted, I agree to abide by the established rules and regulations of Nicola Valley Institute of Technology, including those of the program in which I shall be registered.

Signature: _____ Date: _____



Secwepemc Indigenous Language Certificate (SILC) Program



In Partnership with Nicola Valley Institute of Technology

HIST 236 – History of Secwepemc (3 Credits – 45 hours)

Instructor: Nola Markey

Course Dates: March 5 & 6; March 19 & 20; April 9 & 10, 2016

Time: 9:00 am to 4:00 pm

**** Please note: this course is on the weekend – attendance is mandatory ****

Tuition per course: \$150, plus textbooks

**Location: Sníne Basic Adult Education Program, Room #341, Chief Louis Centre
(red brick building)**



Questions? Contact Jessica Arnouse at 250-828-9734 or Larissa Blank at 250-828-9726

*The Tk'emlúps te
Secwépmc Education
Department started the SILC
Program in 2011. This
program ladders into a
B.Ed. for Secwepemc
language & culture
teachers.*

*Language and culture
students are welcome to
continue their studies.*