

SURREY SCHOOL DISTRICT

&

KWANTLEN POLYTECHNIC UNIVERSITY

**KPU SURREY HIGH SCHOOL ON-CAMPUS (HSOC)
APPLICATION PACKAGE
Fall 2023**

Student Name: _____

High School: _____

Email: _____

HSOC School Contact: _____
(Counsellor/Career Facilitator) (Please Print)

Contents

- **HSOC Dual Credit Application Checklist**
- **KPU Fall 2023 HSOC Course Selection Sheet**
- **Statement of Interest**
- **HSOC Dual Credit Application Contract**
- **Teacher Reference Form**
- **Post-Secondary Plan**
- **HSOC Student Transition Plan (July 1, 2023 to June 30, 2024)**
- **KPU Application for High School Dual Credit Programs**
- **KPU Waiver and Release of Information**
- **KPU Fall 2023 Course Descriptions**

HIGH SCHOOL ON CAMPUS DUAL CREDIT APPLICATION CHECKLIST

Check each box when completed.

Step 1: School Recommendation and Document Review
<input type="checkbox"/> Student meets with school counsellor to review eligibility and suitability (grades, attendance record, work habits, extra-curriculars, behavior or special needs information).
<input type="checkbox"/> Discuss and determine if student meets academic requirements to apply for this program (English 11 – B, Socials 11 – B, a Math or Science 11 – B).
<input type="checkbox"/> Review university course descriptions to discuss courses of interest and relevance.
<input type="checkbox"/> Review the application package, directions for completion and deadlines for submission.

Step 2: Complete Application Package
<input type="checkbox"/> KPU Course Selection Sheet
<input type="checkbox"/> Statement of Interest
<input type="checkbox"/> HSOC Dual Credit Application Contract
<input type="checkbox"/> Teacher Reference Form
<input type="checkbox"/> Post-Secondary Plan
<input type="checkbox"/> HSOC Student Transition Plan
<input type="checkbox"/> KPU Application for HS Dual Credit
<input type="checkbox"/> KPU Waiver and Release of Information Form
Attach Additional Documents
<input type="checkbox"/> Transcript of Grades
<input type="checkbox"/> If applicant is not a Canadian citizen, include a copy of permanent resident card

Step 3: Submit Application
<input type="checkbox"/> Return completed application package to your Counsellor by _____.

Step 4: Selection Process
<input type="checkbox"/> Application package will be reviewed by school to make recommendations to the District.
<input type="checkbox"/> Approved applications must be forwarded to the Surrey School District for further review no later than May 1, 2023.
<input type="checkbox"/> Final approved applications will be forwarded to KPU Admissions by May 4, 2023.
<input type="checkbox"/> You will be informed if you have been accepted by KPU.
<input type="checkbox"/> Course registration details will be available upon successful admission.

****INSTRUCTIONS FOR REFERENCES:**

- ✓ Request references to comment on your academic record and motivation & engagement in the learning environment as well as other pertinent information.
- ✓ Allow references sufficient time to prepare your reference.

**HIGH SCHOOL ON CAMPUS FALL 2023
KPU COURSE SELECTION SHEET**

Name: _____ Personal Education Number: _____

Choose one course from the following list. We will do our best to accommodate your course request though there is limited seat availability. All courses are delivered on KPU's Surrey Campus.

Note: you are only selecting one course from September to December 2023

Tuesday

- ___ BUSI 1115 Interpersonal and Self-Management Skills *(4:00-6:50PM)*
- ___ BUSI 1215 Organizational Behaviour *(4:00-6:50PM)*
- ___ ACCT 1110 Introductory Financial Accounting *(7:00 PM-9:50 PM)*
- ___ INFO 1113 Systems Analysis and Design *(4:00 PM-6:50 PM)*

Wednesday

- ___ BUQU 1130 Business Mathematics *(4:00 PM-6:50 PM)*
- ___ MRKT 1199 Introduction to Marketing *(4:00 PM-6:50 PM)*

Thursday

- ___ INFO 1112 Principles of Program Structure and Design 1 *(4:00 PM-6:50 PM)*

Comments:

Please indicate other courses that are of interest for future consideration as dual credit options:

HIGH SCHOOL ON CAMPUS DUAL CREDIT APPLICATION STATEMENT OF INTEREST

Please respond to the following questions. You may attach additional pages if needed.

- 1. What has motivated you to start university course work while still in high school?**
- 2. Describe how the KPU course you would like to take will contribute to your educational goals after high school.**

3. Describe your knowledge, skills and attitudes that will support you to do well in university course work.

4. What part(s) of attending university do you believe will be the most challenging for you and how do you plan to address that challenge(s)?

HIGH SCHOOL ON CAMPUS DUAL CREDIT APPLICATION

CONTRACT

- I understand that the Surrey School District will pay tuition and student fee costs for this program and that students can be funded for one course each semester; to a maximum of two courses.
- I understand that KPU has waived the application fee and student association fees for this program; future applications to KPU will require payment of an application fee.
- I understand there are textbook costs for this program for which students are responsible.
- I understand that students are responsible for arranging transportation to and from campus.
- I understand that students must commit at least 7-10 hours a week for a university course.
- I understand that the grades (incl. withdrawals) earned in these courses will be placed on the student's high school record, and post-secondary academic history.

APPLICANT DECLARATION

- I agree to the above statements and conditions of the program.
- I certify that all statements in this application package are true.

Student Printed Name: _____ **Date:** _____

Student's Signature: _____

PARENT/GUARDIAN DECLARATION

- I agree to the above statements and conditions of the program.
- I support my son/daughter's participation in the HSOC dual credit program.

Parent/Guardian Printed Name: _____ **Date:** _____

Parent/Guardian's Signature: _____

HIGH SCHOOL COUNSELLOR DECLARATION

- I have verified this student meets the academic requirements for this program.
- I have reviewed the commitments of this program with the student.

Counsellor Printed Name: _____ **Date:** _____

Counsellor Signature: _____

PRINCIPAL/VICE-PRINCIPAL APPROVAL

School Admin Signature: _____ **Date:** _____

Teacher Reference Form
(Program area teacher)

Student Name: _____ **Grade:** _____
Last Name First Name

This student has applied for a seat in the _____ High School on Campus _____ Program.

Please help by providing frank comments about this student. This will aid in the selection of appropriate candidates for this program.

Please check the following traits as:	Excellent	Good	Satisfactory	Needs Improvement
1. Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Accuracy / ability to follow instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Enthusiasm and interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Adaptable - adjusts to new situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Follows through on assigned tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Shows motivation to learn new skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Can work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Has positive attitude towards work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Accepts constructive criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Makes changes as a result of constructive criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Could this student be counted on to represent the District favourably in a college setting?				
	Yes <input type="checkbox"/>	Possibly <input type="checkbox"/>	No <input type="checkbox"/>	
14. Do you feel this student has a sincere interest in this Program?				
	Yes <input type="checkbox"/>	Possibly <input type="checkbox"/>	No <input type="checkbox"/>	

Teacher Name
(Please Print): _____

Course Taught: _____

Please make a personal comment(s) about this student:

Signature: _____ **Date:** _____

Post-Secondary Plan



Student Full Name: _____ Home School: _____

Current Grade: _____ Date of Birth: _____ PEN: _____

PSI Course Applying for: _____ Year Course to be Taken: 20____ - 20____

NOTE: The post-secondary course for which you are applying must be a required course in the program you intend to pursue toward a specific future career/occupation pathway. (Example, if psychology is not a course required for the engineering program, you would be ineligible to take this course in support of your intended career pathway.)

Please respond to the following thoroughly and clearly:

- State your current intended occupation or career pathway upon graduation from high school.

- List the specific post-secondary schools and programs you plan to apply for in your grade 12 year.

Post -Secondary School Name	Program/diploma/certificate	Your intended Career /Occupation Pathway

- For the program(s) above, **attach the list of required first year courses to show that the post-secondary course you have applied for is a required course in the post-secondary program you intend to complete.**
 - (*check when complete*) Complete and attach a copy of your graduation transition plan that outlines all completed and future high school courses. Include anticipated HSOC course.
 - (*check when complete*) Ensure all signatures are completed on the form.

We agree that the Post-Secondary course identified above supports and aligns with this student's future post-secondary career/occupation pathway.

Parent Name (print) _____ Parent Signature _____ Date _____

Student Name (print) _____ Student Signature _____ Date _____

For Secondary School Counsellor or Administrator Use Only:

Application Complete Missing Items: _____

Student will be school aged (19 or under) for duration of Post-Secondary course No Yes

Post-secondary course selection aligns with student's specific post-secondary career pathway No Yes

Name: _____ Signature: _____ Date: _____

High School on Campus Transition Plan for the School Year 20 ____ to 20 ____

(Please complete this form with your Career Facilitator)

NAME: _____ HIGH SCHOOL _____

PROGRAM: High School on Campus

High School Courses	Credits	Location
Provide the full name of the course and include the Grade level.	2 or 4	Provide location if different from current high school
▪ _____ 10 / 11 / 12	_____	_____
▪ _____ 10 / 11 / 12	_____	_____
▪ _____ 10 / 11 / 12	_____	_____
▪ _____ 10 / 11 / 12	_____	_____
▪ _____ 10 / 11 / 12	_____	_____
▪ _____ 10 / 11 / 12	_____	_____
▪ _____ 10 / 11 / 12	_____	_____
▪ _____ 10 / 11 / 12	_____	_____
▪ _____ 10 / 11 / 12	_____	_____
Post Secondary Course(s)	Credits	Location
List the Post-Secondary course that the student is planning to complete through HSOC. Example: ENVI 1121 Environmental Issues PSIJ 12A	4	Provide the location for where the courses will be taken.
▪ _____ 12A	_____	_____
▪ _____ 12B	_____	_____
▪ _____ 12C	_____	_____
▪ _____ 12D	_____	_____
▪ _____ 12E	_____	_____
▪ _____ 12F	_____	_____
▪ _____ 12G	_____	_____
▪ _____ 12H	_____	_____
WRK, WEX, and/or Other:		
▪ _____ 11 / 12	_____	_____
▪ _____ 11 / 12	_____	_____
▪ _____ 11 / 12	_____	_____
▪ _____ 11 / 12	_____	_____
▪ _____ 11 / 12	_____	_____
▪ _____ 11 / 12	_____	_____

Graduation Date (Month/Year): _____
Anticipated High School Credential: <input type="checkbox"/> Dogwood Diploma <input type="checkbox"/> Adult Graduation Diploma
Post-Secondary Plans: <input type="checkbox"/> College/University – Please specify career path/occupation: _____ <input type="checkbox"/> Other – Please specify: _____

I have discussed the completion of my transition plan with my parent(s) / guardian(s) and appropriate school personnel. The courses listed provide credits for high school graduation and improve transition success for trades certification and/or post-secondary credentials.

Student Name – Please Print/Type	Student Signature	Date
Parent / Guardian Name – Please Print/Type	Parent / Guardian Signature	Date
Career Facilitator Name – Please Print/Type	Career Facilitator Signature	Date



Please type in fields, then print and sign before submitting.

Application for Admission

High School Dual Credit Programs

School District Partner	
Start Term: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Start Year:

FULL LEGAL NAME (NO INITIALS)		
Surname (Legal Last/Family name)		Former Surname (if applicable)
Legal Given First Name	Legal Given Middle Name	Preferred First Name

Preferred name is displayed in KPU's e-learning environment

CONTACT INFORMATION			
Email Address			
Mailing Address			City / Municipality
Province	Postal Code	Home Telephone	Cellular/Mobile Phone

PERSONAL INFORMATION	CITIZENSHIP STATUS	OPTIONAL			
*Gender <input type="checkbox"/> Woman <input type="checkbox"/> Man <input type="checkbox"/> Non-binary <input type="checkbox"/> Choose not to disclose * Date of Birth <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 33%;">DD</td> <td style="width: 33%;">MM</td> <td style="width: 33%;">YYYY</td> </tr> </table> * Gender and date of birth are required for you to access the online student system and for identification purposes.	DD	MM	YYYY	Country of Citizenship _____ First Language _____ Country of Birth _____ Citizenship Status* <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident (landed Immigrant) <input type="checkbox"/> Approved Convention Refugee <input type="checkbox"/> Minister's Permit <input type="checkbox"/> Diplomat or Dependent <input type="checkbox"/> Not a Citizen of Canada <i>*Legal documentation may be required</i>	KPU is dedicated to Aboriginal student success. An Aboriginal person is identified as "an Indian, Métis or Inuit person of Canada" [Constitution Act of 1982, Part II, Section 35(2)]. <input type="checkbox"/> I wish to be identified as an Aboriginal person. If you have chosen to identify as an Aboriginal person, for statistical purposes we invite you to select one or more of the three options that best describes your Aboriginal identity: <input type="checkbox"/> First Nations <input type="checkbox"/> Métis <input type="checkbox"/> Inuit <input type="checkbox"/> Please contact me regarding Aboriginal student support and services
DD	MM	YYYY			

EMERGENCY CONTACT		
Surname (Legal Last/Family name)		Legal Given First Name
		Telephone

ADDITIONAL INFORMATION

I am requesting information on student services related to:

- Illness or disability Students with children Scholarships and financial assistance

SECONDARY SCHOOL EDUCATION (HIGH SCHOOL)

When will you graduate from Secondary (High) School? _____ Personal Education Number (BC only) _____

School Name _____

Location _____

LEGAL

I certify that all statements on this application are true and complete and that no information has been withheld. I understand that any misrepresentation of this may result in the cancellation of my admission or registration status and that falsifying documents or information on the application may result in immediate permanent dismissal from Kwantlen Polytechnic University. Completion of this signed application permits Kwantlen Polytechnic University to request and/or confirm any information necessary to support my application for admission.

I authorize the release of all British Columbia secondary school interim and final grades by the British Columbia Ministry of Education to Kwantlen Polytechnic University. If I am admitted to Kwantlen Polytechnic University, I agree to familiarize myself with and to abide by the most current policies of the University during my tenure as a student at the University.

In signing this application for admission, I understand that this information, along with subsequent information placed in my student records will be used for the purposes of admission, registration, graduation, research, alumni and development, student association and other purposes consistent with the mandate of the institution. Kwantlen Polytechnic University reserves the right for the Registrar to share information with the Ministry of Advanced Education, Training and Technology, or other related government agencies and dual enrolment partners. Kwantlen Polytechnic University also reserves the right for the Registrar to share information with other post-secondary institutions in situations where an applicant has been found to have falsified documents or other information on their Application for Admission. The use of this information will be in compliance with the Freedom of Information and Protection of Privacy Act. The information on the admission form is being collected under the authority of the University Act.

Signature: _____

Date: _____

FOR OFFICE USE ONLY (Do not write in shaded areas)

Date

Entered By:

Initials

Comments:

Cohort:



Third Party Waiver/Release of Information Form for Dual Credit partnership programs

Submit form to Student Enrolment Services on any campus.

Student Name:			
First Name	Last Name	Date of Birth (dd/mm/yy)	KPU Student Number <i>(office use only)</i>

Part I – Student Information
I authorize _____ and _____ access to the following information: <i>(optional: print name of additional person)</i>
<input checked="" type="checkbox"/> Academic status <input type="checkbox"/> Convocation information (only for CTC/Youth TRN Foundations) <input checked="" type="checkbox"/> Enrolment status information <input checked="" type="checkbox"/> Grades <input checked="" type="checkbox"/> Registration information (including current registration status) <input type="checkbox"/> Special needs documentation/Disability accommodations

Part II – Financial Information (Note: refund cheques will only be issued to the student, not a third party, even in cases where a waiver is in place)
I authorize _____ and _____ access to the following information: <i>(optional: print name of additional person)</i>
<input checked="" type="checkbox"/> Student account balance <input type="checkbox"/> Student awards <input type="checkbox"/> Student loan information <input checked="" type="checkbox"/> Tuition and fees assessment

Part III – Student Transactions
I authorize _____ to carry out the following transactions on my behalf:
<input checked="" type="checkbox"/> Add/drop courses <input checked="" type="checkbox"/> Pay fees <input type="checkbox"/> Order transcripts, confirmation of enrolment letters, signed scholarship/RESP forms <input type="checkbox"/> Other (specify) _____

Part IV – Duration (waivers are valid for a maximum of one year only from the start date)
This waiver will be valid for the following period:
From: Date (day/month/year) _____ To: Date (day/month/year) _____

IMPORTANT!! Access to online fee payment and registration services is controlled through each student's User ID and PIN (password). It is the responsibility of each student to control access to their PIN. Under no circumstances will a student's PIN be released to a third party, even in cases where a third party waiver has been signed.

Part V – Signature - Student records are confidential and are not changeable without the written consent of the student, unless otherwise required by law. Your signature indicates that you are requesting your records be revised and that information contained herein is accurate to the best of your knowledge. KPU considers a falsified waiver form as fraud.

Student signature	Date
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Office Use Only		
Date received:	Received by:	Date entered (dd/mm/yy):

FALL 2023 KPU COURSE DESCRIPTIONS

**course offerings and descriptions subject to change*

ACCT 1110 **Introductory Financial Accounting I (3 Credits)**

Students will learn to prepare financial statements using Canadian Generally Accepted Accounting Principles (GAAP). Students will be introduced to the accounting cycle, accrual accounting concepts, and the asset side of the balance sheet, specifically cash, receivables, inventory, and long-lived assets for service and merchandising companies operating as a sole proprietorship. This course is designed to be followed by ACCT 1210, which covers the liabilities and equity side of the balance sheet as well as partnerships and corporations. For graduation purposes a maximum of 6 credits can be obtained for any combination of ACCT 1110, ACCT 1210 and ACCT 2293.

BUQU 1130 **Business Mathematics (3 Credits)**

Students will learn methods, procedures and applications of business mathematics, including the mathematics of merchandising, simple interest, and compound interest. Applications include discounts and markups, cost-volume-profit, short-term and long-term loans, credit card debt, savings and payment plan annuities, mortgages, bonds and investment decisions. Note: Students may earn credit for only one of ACCT 1130 or BUQU 1130, as they are identical courses.

BUSI 1115 **Interpersonal and Self-Management Skills (3 credits)**

Students will explore the importance of self-awareness and self-regulation skills for success in business. Students will use a self-assessment of their emotional intelligence, evaluate their strengths and identify areas for development. Students will also explore how emotional intelligence can be used in various business scenarios, including leadership, decision making, managing conflict, and working in teams. Additionally, students will be introduced to personal management skills, including lifelong professional learning strategies, effective time and stress management, and how to reflect on self-management skills via e-Portfolio or similar. Students will be active participants, engaging in experiential exercises and practice sessions throughout the course.

BUSI 1215 **Organizational Behaviour (3 credits)**

Students will learn how the behaviour of individuals and groups in work environments affect organizational performance. Topics will include individual attributes, motivation theories and strategies, group dynamics, teamwork, organizational structure, job design, leadership, organizational culture and politics, communication, conflict, stress and change management. Special emphasis is placed on diversity, cross-cultural issues and ethical conduct in organizations.

INFO 1112 (Prerequisites) Principles of Program Structure and Design I (3 credits)

Students will learn the fundamental logic and structure of computer programs. They will develop skills in different aspects of the problem-solving and programming process including analyzing requirements, designing solutions, coding, testing and writing documentation with emphasis on structured programming and modular design techniques. Students will be required to design and implement a software application. **Prerequisite(s):** One of: Pre-Calculus 11(C), Foundations of Mathematics 11 (C+), IB Mathematics (SL) (C), Principles of Mathematics 12 (P), Principles of Mathematics 11 (C), Applications of Mathematics 12 (C), or Applications of Mathematics 11 (C)

INFO 1113 (Prerequisites) Systems Analysis and Design (3 credits)

Students will study current strategies, methodologies and techniques of systems analysis and design with an emphasis on the role of systems analysts in an organization and collaboration within the overall process. Students will learn how to elicit general information system requirements, perform object-oriented system analysis and design, and generate user documentations. Students working in groups will analyze and design small information systems using object-oriented methodology. Students will examine, from an ethical perspective, issues specific to information technology professionals, such as intellectual property, access, security and protection of private information, and codes of conduct. **Prerequisite(s):** One of: Pre-Calculus 11(C), Foundations of Mathematics 11 (C+), IB Mathematics (SL) (C), Principles of Mathematics 12 (P), Principles of Mathematics 11 (C), Applications of Mathematics 12 (C), or Applications of Mathematics 11 (C)

MRKT 1199 Introduction to Marketing (3 credits)

Students will learn the fundamentals of marketing and explore the relationships between companies, their customers and their competition. They will examine concepts that are integral to the field of marketing including marketing environment, customer behaviour, marketing research, product analysis, distribution, pricing strategies and promotion. They apply these concepts in solving marketing problems.