



## Application Package

### Dual Credit Program

# PLEASE REFER TO THE BACK PAGE FOR INSTRUCTIONS ON HOW TO COMPLETE THIS FORM

#### Please make sure you:

1. Complete the entire application to avoid any delays in processing.
2. Read the FOIP statement (see Section 4) before signing your application.
3. If you wish to keep a copy for your records, photocopy the completed application and submit to the Dual Credit School Contact in your school.

**Student Name** \_\_\_\_\_

**School Contact Name** \_\_\_\_\_

**Email** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Semester 1 – September**

Lakeland College  
2602 59 Avenue  
Lloydminster, AB T9V 3N7  
Tel: 780-871-5746



# DUAL-CREDIT APPLICATION FORM

SECTION I - PERSONAL DATA		
Last Name	First Name	Middle Name
Mailing Address	City/Province	Postal Code
Ph: (home)	Cell	Email
Birth Date: (mo/day/year)	Gender: <input type="checkbox"/> F <input type="checkbox"/> M	
Emergency Contact Name	Emergency Contact Ph:	
High School Attending	Expected Graduation Date	

SECTION II - COURSE SELECTION	
Please indicate the dual-credit course(s) for which you are applying this semester:	
<input type="checkbox"/> Environmental Sustainability <input type="checkbox"/> Introduction to Esthetics <input type="checkbox"/> Introduction to Heavy Oil and Gas <input type="checkbox"/> Introduction to Soil Science <input type="checkbox"/> Play <input type="checkbox"/> Health, Nutrition & Safety	<input type="checkbox"/> Health Care Aide: Section 1 (attach detailed academic report with pre-requisite of 50% in ELA 10-1 or 10-2) <input type="checkbox"/> Health Care Aide: Section 2 <input type="checkbox"/> Health Care Aide: Section 3 <input type="checkbox"/> Health Care Aide: Section 4 <input type="checkbox"/> Health Care Aide: Section 5

SECTION III - VOLUNTARY DISCLOSURES
Do you have an Individualized Education Plan (IEP) or learning condition which may require special assistance? <input type="checkbox"/> YES <input type="checkbox"/> NO <b>If Yes, please attach</b> your IEP documentation for review to determine eligibility for support.
What are your reasons for applying for this course?
Where do you see yourself in five years?

SECTION IV - FOIP
<p><b>Freedom of Information and Protection of Privacy:</b>            Lakeland College complies with the Freedom of Information/Protection of Privacy legislation of the Province of Alberta. Information collected on application forms is used in the normal course of college operation in accordance with this legislation.</p> <p><b>Please read and initial below:</b>            _____ I declare that the information contained in this application is complete and correct. I agree to abide by the rules and regulations of the school district and Lakeland College. I understand that information about my registration and course progress will be shared by the school district and Lakeland College. I understand that this application does not guarantee admission to Lakeland College programs and is subject to the availability of seats. I understand that this is a school district partnership program and agree that the school district and college reserves the right to modify the program without notice or prejudice.</p>

\_\_\_\_\_  
 Print Name/Student Applicant

\_\_\_\_\_  
 Signature/Student Applicant

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name/Parent or Legal Guardian

\_\_\_\_\_  
 Signature/Parent or Legal Guardian

\_\_\_\_\_  
 Date

# DUAL-CREDIT AGREEMENT

## PART 1 - STUDENT

By signing this agreement, I acknowledge my understanding that I am enrolled in a college-level course and that my work will be graded according to the same standards applied to college students. I understand that the final grade earned in this course will be entered into my permanent record at Lakeland College.

As a Lakeland College dual credit student I understand and agree to the following:

- Attend classes and be punctual. Your instructor must be contacted if you will be absent or late.
- Attend all classes as scheduled. Your class schedule will be available from your instructor.
- Meet program homework and study expectations

I understand that I may withdraw from college at any time by submitting a completed Cancellation of Registration/Withdrawal from College form and submitting it to the Office of the Registrar at Lakeland College. A "W" grade will be assigned to the course in the current registration period providing the deadline to withdraw has not passed (generally the five-eighths point of the course). Withdrawals processed past the deadline to withdraw from courses will result in a failing grade.

In signing this application, I agree to abide by the regulations governing study with Lakeland College. I understand that I can access the full listing of policies and procedures at [www.lakelandcollege.ca](http://www.lakelandcollege.ca).

\_\_\_\_\_  
Print Name/Student

\_\_\_\_\_  
Signature/Student

\_\_\_\_\_  
Date

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## PART 2 - PARENT/GUARDIAN

Your son or daughter has expressed an interest in taking a Lakeland College dual-credit as part of their high school program. If accepted into the course, he/she will receive credit for both the College course and will also receive high school credit in CTS (Career and Technology Studies) courses. Students will receive detailed course information from their instructor following their acceptance and registration in the course.

I authorize my child's participation as a Lakeland College student in dual-credit course offerings. I give permission for Lakeland College to share marks with the school, so that the school may report as per high school reporting requirements.

\_\_\_\_\_  
Print Name/Parent/Guardian

\_\_\_\_\_  
Signature/Parent/Guardian

\_\_\_\_\_  
Date

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## PART 3 – RECOMMENDATION FROM PRINCIPAL/TEACHER

I have discussed the dual-credit course with this student and I recommend him/her as a candidate for acceptance.

\_\_\_\_\_  
Print Name/Principal/Teacher

\_\_\_\_\_  
Signature/ Principal/Teacher

\_\_\_\_\_  
Date

**NOTE: Please record the name of a school contact person on the front of this application.**

# INSTRUCTIONS FOR COMPLETING APPLICATION

## I. PERSONAL DATA

### Name:

Please print your full name (including middle name) carefully, as indicated. If you change your name you must notify the Student Services office.

### Address:

Enter your permanent address only. Your address will be used for correspondence relating to admission and all subsequent correspondence from the college.

### Emergency Contact:

To be used as an alternate contact in case of emergencies.

### Transcripts and Other Documents:

Have your high school counsellor or Principal submit a complete statement of marks if indicated. *Ensure that courses taken in high school and those required for your program of choice are included in this report.*

## II. COURSE SCHEDULING

Please indicate the dual credit course of interest. All courses are subject to change upon enrollment.

## III - VOLUNTARY DISCLOSURES

If applicable, please attach IEP or learning disability information to this application. Applicable information can be obtained from your high school. Lakeland College will determine your eligibility for enrolment based on the information provided.

You must also include with your application two written statements:

1. Reasons for applying for dual credit
  2. Where do you see yourself in five years?
- Please use the space provided or attach separate sheet to application.

## IV: FOIP STATEMENT

Please read this section completely before initialing and signing.

## DUAL CREDIT AGREEMENT

Please read this section completely and ensure all signatures are supplied.

**Completed Applications with the dual credit agreement should be forwarded to your school Principal.**

### What Is Dual-Credit?

Dual-Credit the initiative promotes the offering of dual credit courses for high school students. A dual credit course is a college course taken by a high school student that earns both college and high school credit at the same time. Courses may be taught using online technology at the high school during high school hours or may be scheduled after school hours. Participating in *dual-credit* enables you to make substantial progress toward your college program before finishing high school.

### What are the benefits of taking Dual-Credit courses?

**Innovative.** You have the opportunity to take courses using the latest educational technologies available which prepares you for the new technological workforce.

**Convenience.** Courses are taught at the high school campus or online depending on the arrangements made with the high school.

**Close to home.** Learn what College Instructors expect while still in familiar high school surroundings.

**Student Success.** Successful completion of college-level courses helps students be successful in making the transition to a college campus later. Students will have acquired the confidence to succeed academically and personally in college.

### Mailing/Contact Information

Learner Pathways Coordinator, Lakeland College  
2602 59 Ave, Lloydminster, AB T9V 3N7  
Tel: 780-871-5746  
dualcredit@lakelandcollege.ca