

# Registration Package - Castlegar

Selkirk  College

September 2010



## CONTENT

- CPT
- Student Success Skills Course
- Guide to Using Timetable
- Registration Help

Nelson 1.866.301.6601 | Castlegar 1.888.953.1133 | [selkirk.ca](http://selkirk.ca)

# Computerized Placement Test (CPT)

## **MANDATORY PRE-ADMISSION ASSESSMENT**

All applicants for the 2010/2011 Academic Year are required to take the pre-admission basic skills tests in English and Math.

### **WHY MUST I DO THIS?**

This assessment is for the purpose of providing advisory information about basic skills to all incoming students.

### **WHAT'S INVOLVED?**

Onsite sessions involve sitting in a computer lab with other people taking the same assessment. The assessment is a multiple-choice, point-and-click type of test. You do not need computer skills to take this assessment. There is no time limit although most people finish somewhere between one (1) and three (3) hours. Your results will come up on the screen right at the end of your assessment and the person overseeing the session will print them off and explain them to you in relation to your academic goals.

### **WHAT IF I LIVE FAR AWAY?**

For those who live too far away, there is a distance option. You will need to find a person to proctor this assessment. For complete instructions on how to arrange for the CPT in your area, please email [cpt@selkirk.ca](mailto:cpt@selkirk.ca).

If you have already done this assessment, please disregard this notice.

To register for your CPT, please contact the switchboard at:  
Nelson 250.352.6601  
Trail 250.368.5236  
Castlegar 250.365.7292

# Registration Help

## COURSE SELECTION ASSISTANCE

Selkirk College counsellors are available to help you plan your course selection for the Fall semester. The college counsellors can provide you with assistance and information on the following:

- ✓ Course selection for various educational and career goals.
- ✓ Course transferability.
- ✓ University requirements.
- ✓ Registration procedures.
- ✓ Course timetabling for the Fall semester.
- ✓ Workload considerations.
- ✓ Tuition, fees, and general financial aid eligibility requirements.
- ✓ Adding and dropping courses, course withdrawal deadlines, grading systems and implications for university transfer.
- ✓ Career planning.
- ✓ Other concerns.

On the Castlegar Campus, counselling appointments are available Monday through Friday from 8:30 am to 4:00 pm. Counselling appointments are in great demand closer to the registration dates, you are strongly encouraged to make an appointment as soon as possible.

To make a counselling appointment phone Student Services on the Castlegar Campus at 250.365.1273. To see a Selkirk counsellor in Nelson phone 250.352.6601.

Aboriginal students may contact the Aboriginal Services Coordinator, Marilyn James, for assistance or referral, at 250.365.7292 ext. 357 or [mjames@selkirk.ca](mailto:mjames@selkirk.ca).

# Student Success Skills Course

## FREE Workshop on Student Success Skills - Castlegar

If you are starting college after some years absence from school or if you are entering directly from high school and determined to improve your school performance, then this twelve and a half hour FREE workshop will be helpful to you.

Topics to be covered include:

- ✓ GET READY FOR COLLEGE! Time management, goals, self-esteem.
- ✓ GET SET FOR CLASS! Listening skills, note-taking, reciting.
- ✓ STUDY! Highlighting, main ideas, memory techniques.
- ✓ THINK! TALK! WRITE! Summarizing, mind mapping.
- ✓ TAKE TESTS! Stress management, exam skills.

**College Success** - Workshop Schedule - choose one:

- a. Aug. 23 - 27, 9 am – 12 noon
- b. Aug. 30 - Sept. 3, 9 am – 12 noon

I would like to attend the FREE **COLLEGE SUCCESS WORKSHOP**.

Please check session of choice:  SESSION A (Aug. 23 - 27)  SESSION B (Aug. 30 - Sept. 3)

Surname \_\_\_\_\_ Given Names \_\_\_\_\_ Student Number (if known) \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

For registration information call Admissions at: 250.365.1233 or email [info@selkirk.ca](mailto:info@selkirk.ca).

# How to Register

## A. TO REGISTER ONLINE

To register for your semester courses online, follow these steps:

1. Go to <http://www.selkirk.ca>.
2. Click on "Students".
3. Click on "Current Students".
4. Click on "Student Records and Online Registration".
5. Click on "ACCESS YOUR STUDENT RECORD," and enter your Student Number and PIN.
6. Go to Fall semester dates (i.e. 2010/09/07).
7. Read and follow the directions on each web page to complete your registration. Refer to the handout in this package "GUIDE TO USING THE TIMETABLE" for help.
8. Now go to Add/Drop Courses.
9. Go to Search Subject Area on right hand side of screen and choose your courses by subject area.
10. Click on Year Level and then Search. If you are in a program (Forestry, Nursing, etc.) choose "Any Level."
11. Now choose the section or time slot that works best for you.
12. Be sure to choose a seminar or lab if specified for course, as well as the course lecture times.
13. If you choose an on-line distance course (eg. PSYC 100 F10 CD1) you must log on to <http://moodle.selkirk.ca/course/view.php?id=5> or call the Admissions Office.
14. Once you have chosen your courses, click on Course Schedule to review your timetable for any conflicts. NOTE: It is possible to set up your timetable before your official registration date by following the steps outlined above and then click on "Save Plan". On your registration date you simply need to submit your choices (on the registration date the "Save Plan" button will change to Submit Changes). Check Course Schedule for conflicts and wait lists.

NEED HELP: For assistance with web registration please phone Admissions and Records at 250.365.1259.

## B. If you do not have access to a computer, you can register online at the Castlegar Campus.

### Health and Dental Plan

If you are registered in 60% of a full-time course load you will automatically be enrolled and charged a fee for the Selkirk College Students' Union (SCSU) Health and Dental Plan. For more information please contact the Health and Dental Coordinator, David Lubbers at [healthanddental@selkirkstudents.ca](mailto:healthanddental@selkirkstudents.ca) or call 250.365.1262.

# Guide to using the TIMETABLE

EXAMPLE:

<b>1. Course</b> ANTH 100	<b>2. Intake</b> F10C01	<b>3. Instructor</b> Barkley, L.
<b>4. Days</b> T R	<b>5. Time</b> From      To 10:00    11:50	<b>6. Location</b> Campus    Building    Room C            KOK        10

Selkirk College reserves the right to revise course schedules, room assignments and fees.

To assist you in using the timetable, refer to the Selkirk College calendar.

- 1) COURSE:            The abbreviations used in the course descriptions, e.g., ANTH (Anthropology), followed by the course number - 100. For a complete list of course abbreviations refer to the current College calendar.
- 2) INTAKE            F = Fall  
10 = Year  
C = Castlegar Campus  
01 = Lecture section number. L1 refers to a lab section which is taken with a lecture section. S1 refers to a seminar section which is also taken with a lecture section, e.g., PSYC 100. Some courses such as CHEM 110 and CHEM 122 share common lab sections. C1 refers to Nursing clinical sections only. D1 refers to a distance education section. For distance education courses please contact the instructor before classes start.
- 3) INSTRUCTOR    Name of the instructor assigned to teach a particular section. Instructor assignments are subject to change without notice.
- 4) DAYS              M = Monday; T = Tuesday; W = Wednesday; R = Thursday; F = Friday; S = Saturday; N = Sunday
- 5) TIME              All times refer to the 24 hour clock.
- 6) LOCATION        C        = Castlegar Campus  
ADM = Administration Building            LAR = Lardeau Wing  
LLB = Bonnington Basement              MON = Monashee Wing  
BON = Bonnington Wing                    SEN = Sentinel Wing  
KOK = Kokanee Wing                        VAL = Valhalla Wing

# How to drop a course/program

If you have to drop a course, it is important to follow the guidelines.

## Guidelines

- You may drop a course online anytime before September 7, 2010.
- After September 7th, to drop a course/program, your decision **MUST** be communicated to the Records Office by filling out & submitting a course change form (found in the Admissions Office) within the deadlines noted below.
- If you do not communicate the dropping of a course/program to the Records Office, this may result in a DNW (Did Not Withdraw) and **NO** tuition refund. Please note that a DNW can have a negative impact on your overall GPA (a DNW receives a Grade Point Value of 0.00).

TUITION IS DUE AND PAYABLE PRIOR TO THE FIRST DAY OF CLASSES. (A late fee will be charged for all unpaid tuition and fees.)

## Drop Policy – Refund of Tuition\*

<b>If you drop a course/program:</b>	<b>You get a tuition refund of:</b>
Between Sept. 7 & Sept. 20, 2010	75%
Between Sept. 21 & Oct. 4, 2010	50%
After October 4, 2010	0%

## Drop Policy – Transcript Note

<b>If you drop a course/program:</b>	<b>On your final transcript you will see:</b>
Between September 7 & October 5, 2010	Nothing
Between October 6 & November 12, 2010	W = Withdrew
After November 12, 2010 – <b>Withdrawals Not Allowed</b>	DNW = Did Not Withdraw

\*Where there is a discrepancy between the Selkirk College Calendar 2010/2011 and College Policy, the one that is most favourable for the student will apply.

## FAQ's

**IS THE HEALTH AND DENTAL PLAN RUN BY SELKIRK COLLEGE?** The Health and Dental Plan is run by the Selkirk College Students' Union for students registered in 60% of a full time course load. Students WILL automatically be enrolled and charged a fee for this plan. For information contact Dave Lubbers at: [healthanddental@selkirkstudents.ca](mailto:healthanddental@selkirkstudents.ca) or call 250.365.1262.

**WHEN IS TUITION DUE?** All student fees are due prior to the start of classes. A late fee is applied to all outstanding fees. Please see "Important Dates" in the College calendar or online at : [www.selkirk.ca/students/current/academic-dates/](http://www.selkirk.ca/students/current/academic-dates/).

**HOW CAN I PAY MY TUITION?** Fees may be paid online through your bank or by cash, cheque, debit card, money order, MasterCard or Visa.

**DOES SELKIRK COLLEGE INVOICE FOR TUITION?** Students are responsible to go to their student record online at <https://www3.selkirk.bc.ca/reg/index.htm> and check their accounts by clicking on "View My Accounts".

**HOW DO I REQUEST ADVANCE (TRANSFER) CREDIT?** At least two weeks prior to the start of classes you need to contact the Records office and get an Advance Credit form. Complete and return it along with an official transcript and course outlines, if required, from the institution you wish advance (transfer) credit.

**CAN MY PARENTS ACCESS INFORMATION ABOUT ME AT SELKIRK COLLEGE?** It is against the Freedom of Information and Protection of Privacy Act to release any information to anyone other than the student. However, you can fill out an Authorization of Release of Student Information form so that we can give information to your parents or guardian.

**WHEN IS THE VERY LAST DAY TO DROP A COURSE?** The last day to drop a course or change to an audit status is two thirds of the way through the course. Please see "Important Dates" in the College calendar or online at [www.selkirk.ca/students/current/academic-dates/](http://www.selkirk.ca/students/current/academic-dates/).

**On-campus and off-campus housing information is located at:**  
[selkirk.ca/students/kootenay-life/](http://selkirk.ca/students/kootenay-life/).

### Admissions Offices at Selkirk College

301 Frank Beinder Way  
Castlegar BC V1N 4L3  
Phone 250.365.7292

2001 Silver King Rd.  
Nelson BC V1L 1C8  
Phone 250.352.6601

Selkirk  College