

# Registration Package - Nelson

Selkirk  College

September 2010



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.

In Nelson, counselling appointments are available Monday through Friday from 8:30 am to 3:30 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 in Nelson phone 250.352.6601. To see a Selkirk counsellor in Castlegar phone 250.365.1273.

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).

# College Success Course

## FREE WORKSHOP ON STUDENT SUCCESS SKILLS

Want to be more successful in your college studies? Consider these skill-building workshops!

### AREAS OF STUDY AND SUPPORT

- Learn 'how to learn'
- Enhance your memory and concentration
- Improve study skills such as reading, note-taking, time management and dealing with test anxiety
- Assess and strengthen your personal support system
- Stress management
- Develop a 'success plan'

### GETTING STARTED

#### Classes:

August 9 - 27, 2010 (Monday - Friday 1-4:00 pm)

FREE to all Selkirk College students who are registered in any 2010-2011 programs.

**Register before August 6, 2010.**

To register, please call 250.352.6601 or toll free at 1.866.301.6601 **before August 6, 2010.**

Adult Basic Education students can arrange for this to become a credit course.

*\* Students completing this course will receive a \$100 tuition credit (non-transferrable) for Selkirk College.*

**\*Ask about  
the \$100  
tuition  
credit!**

# Access to Trades Math

## FREE WORKSHOP ON STUDENT SUCCESS SKILLS

The Access to Trades Math course is designed to refresh the basic math skills needed to succeed in all trades courses. This course does not replace entrance requirements but allows students to refresh their math skills before entering a trades program.

### AREAS OF STUDY AND SUPPORT

- Whole numbers and fractions
- Decimals and percents
- Geometry and formulas
- Simple algebra
- Measurement
- Other skills relevant to trades

### GETTING STARTED

#### Classes:

August 3 - 26, 2010 (Monday - Thursday 6-8:30 pm)

To register, please call 250.352.6601 or toll free at 1.866.301.6601 **before July 30, 2010.**

*\* Students completing this course will receive a \$100 tuition credit (non-transferrable) for Selkirk College.*

**\*Ask about  
the \$100  
tuition  
credit!**

# How to Register

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## A. To Register Online at Home

To register for your semester courses online from home, 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). Read and follow the directions on the screen.
7. Scroll down to your program name and click on Add/Drop Courses.
8. Go to Search Subject Area on the right hand side of the screen and choose your program (Professional Cook Training, Resort Hotel Management, etc.) then choose "Any Level."
9. Click on your "Program Fall Courses" (which includes all required courses for your program).
10. Scroll to bottom of screen and click on "Submit Changes".
11. You are now registered for your full slate of fall semester courses.
12. You might want to check out other features on this website such as changing your address online.

NEED HELP: For assistance with web registration please phone Admissions and Records at 250.354.3204.

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

# 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

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