

Registration Package

Selkirk  College

Winter 2011



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Nelson 1.866.301.6601 | Castlegar 1.888.953.1133 | selkirk.ca

Computerized Placement Test (CPT)

MANDATORY PRE-ADMISSION ASSESSMENT

All applicants for the 2011/2012 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.

This person should be someone from a school, library or other type of institution and has access to the Internet. Once you find this person, have them send an email to cpt@selkirk.ca indicating their willingness to supervise the CPT. Relevant information will then be sent to the proctor. Once you have completed the assessment you will be notified with comments about your results.

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 FOR UNIVERSITY TRANSFER APPLICANTS

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 and University-College 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 about 8:30 am to 4:00 pm. Since counselling appointments are in great demand closer to the registration dates, you are strongly encouraged to make an appointment earlier to avoid disappointment.

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.

First Nations, Metis or Inuit students may contact the Aboriginal Advisor, Marilyn James, for assistance or referral, at 250.365.7292 ext. 357 or mjames@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 Winter semester dates (i.e. 2011/01/04).
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 W11CD1) 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.

Guide to using the TIMETABLE

EXAMPLE:

1. Course ANTH 100	2. Intake W11C01	3. Instructor Barkley, L.
4. Days T R	5. Time From To 10:00 11:50	6. Location 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**
W11C01
W = Winter
11 = 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	LAR = Lardeau Wing
ADM = Administration Building	MON = Monashee Wing
LLB = Bonnington Basement	SEN = Sentinel Wing
BON = Bonnington Wing	VAL = Valhalla Wing
KOK = Kokanee Wing	

How to drop a course/program

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

GUIDELINES

- You may drop a course on-line anytime before January 4, 2011.
- After January 4th, 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

If you drop a course/program:	You get a tuition refund of:
Between January 4 & January 17, 2011	75%
Between January 18 & January 31, 2011	50%
After January 31, 2011	0%

Drop Policy – Transcript Note

If you drop a course/program:	On your final transcript you will see:
Between January 4 & January 31, 2011	Nothing
Between February 1 & March 11, 2011	W = Withdrew
After March 11, 2011 – Withdrawals Not Allowed	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.

For programs with a shorter semester, refunds are based on the date of notification of withdrawal if received in writing by the Admissions Office. Refund of fees prior to or during the first five days of instruction is 75 percent of the tuition fee plus 100 percent of the Activity Fee and Student Association Membership in the case of complete withdrawal. Refund of fees during the 6th to 10th day of instruction is 50 percent of the tuition fee plus 100 percent of the Activity Fee and Student Association Membership in the case of complete withdrawal. After the 10th day of instruction, no refunds will be granted.

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 or call 250.365.1262.



Admissions Office
Selkirk College
301 Frank Beinder Way
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