

SURREY SCHOOL DISTRICT

&

KWANTLEN POLYTECHNIC UNIVERSITY

**KPU SURREY HIGH SCHOOL ON CAMPUS
(HSOC) APPLICATION PACKAGE
Spring 2024**

Student Name: _____

High School: _____

Email: _____

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

Contents

- **HSOC Dual Credit Application Checklist**
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- **Post-Secondary Plan**
- **HSOC Student Transition Plan (July 1, 2023 to June 30, 2024)**
- **KPU High School Dual Credit Application for Admission**
- **KPU HSOC Spring 2024 Course Descriptions**
- **HSOC Spring 2024 Course Offerings Selection Guide**

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"/> Statement of Interest
<input type="checkbox"/> KPU Course Selection
<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 Dual Credit Application for Admission
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 October 13, 2023.
<input type="checkbox"/> Final approved applications will be forwarded to KPU Admissions by October 19, 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.

SPRING 2024 HIGH SCHOOL ON CAMPUS 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. Courses are held in person at the KPU Surrey Campus. Scheduling is subject to change.

Note: You are only selecting one course for January – April 2024.

Please indicate your choice with “ ✓ ”

Monday (In Person)

INFO 1113: Systems Analysis and Design (4:00 - 6:50 pm)

NOTE PREREQUISITIES

Tuesday (In Person)

ACCT 1110: Introductory Financial Accounting (4:00 - 6:50 pm)

INFO 1112: Principles of Program Structure and Design (4:00 - 6:50 pm)

NOTE PREREQUISITIES

MRKT 1199: Introduction to Marketing (4:00 - 6:50 pm)

Wednesday (In Person)

INFO 1113: Systems Analysis and Design (4:00 - 6:50 pm)

NOTE PREREQUISITIES

MRKT 1199: Introduction to Marketing (4:00 - 6:50 pm)

Thursday (In Person)

MRKT 1199: Introduction to Marketing (4:00 - 6:50 pm)

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)?

I am enrolled in or have previously completed an academic dual credit course.

Yes

No

If yes, please indicate the name of the course. _____

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

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:

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

2. 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

3. 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. ▪ _____ 10 / 11 / 12 ▪ _____ 10 / 11 / 12 ▪ _____ 10 / 11 / 12 ▪ _____ 10 / 11 / 12 ▪ _____ 10 / 11 / 12 ▪ _____ 10 / 11 / 12 ▪ _____ 10 / 11 / 12 ▪ _____ 10 / 11 / 12	2 or 4 _____ _____ _____ _____ _____ _____ _____ _____	Provide location if different from current high school _____ _____ _____ _____ _____ _____ _____ _____
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 ▪ _____ 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	4 _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	Provide the location for where the courses will be taken. _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

Graduation Date (Month/Year): _____

Anticipated High School Credential: Dogwood Diploma Adult Graduation Diploma

Post-Secondary Plans: College/University – Please specify career path/occupation: _____
 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



High School Dual Credit Application for Admission

School District Partner		Term/Start Year	
PERSONAL INFORMATION			
Surname (Legal Last/Family name)		Former Surname (if applicable)	
Legal Given First Name	Legal Given Middle Name	Preferred First Name	
Gender Identity: <input type="checkbox"/> Woman <input type="checkbox"/> Man <input type="checkbox"/> Non-Binary Gender <input type="checkbox"/> Prefer not to answer		Date of Birth: DD-MMM-YYYY	
CONTACT INFORMATION			
Mailing Street Address		City/Municipality	
Province	Postal Code	Country	Primary Phone Number
Email address			
EMERGENCY CONTACT			
Surname (Legal Last/Family Name)		Legal Given First Name	Phone Number
CITIZENSHIP STATUS		ABORIGINAL IDENTITY	
Citizenship: <i>Please check one of the following:</i> <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident (landed immigrant) <input type="checkbox"/> Approved Conventional Refugee <input type="checkbox"/> Minister's Permit <input type="checkbox"/> Diplomat or Dependent <input type="checkbox"/> International Student Visa (Not a Citizen of Canada) <input type="checkbox"/> Other _____		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 be identified 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 (include Status, non-status, Treaty and non-Treaty) <input type="checkbox"/> Métis <input type="checkbox"/> Inuit	
SECONDARY SCHOOL INFORMATION			
When will you graduate from secondary/high school? MMM-YYYY		PEN (Personal Education Number)	
School Name		School Location/City	
DECLARATION AND PRIVACY			
<p>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.</p> <p>If I am accepted into KPU's Dual Credit Program, I agree to familiarize myself with and comply with all relevant policies of the University during my tenure as a student at KPU and I understand that I may be subject to consequences should breaches occur</p> <p>KPU collects Personal Information about me under the authority of the University Act and s.26(c) of the Freedom of Information and Protection of Privacy Act of BC ("FIPPA") for the purposes of determining my eligibility for and managing my participation in KPU's Dual Credit Program and meeting federal and provincial government reporting requirements. I authorize KPU to collect Personal Information about me from my School District and/or my parent/guardian for purposes related to and necessary for the Dual Credit Program.</p> <p>With my signature below, I consent to the disclosure of my Personal Information by KPU in accordance with FIPPA to the School District for purposes related to and necessary for the Dual Credit Program and to other post-secondary institutions if I have been found to have falsified documents or other information on my application for admission to KPU. I understand that if I wish to consent to the disclosure of my Personal Information to any other third parties or to authorize third parties to act on my behalf (such as my parent or guardian) I will complete, sign, and submit KPU's Third Party Waiver/Release of Information Form to KPU. If I have any questions about how KPU collects or manages my Personal Information, I may contact registrar@kpu.ca.</p>			
Signature: _____		Date: _____	
For Internal Use			
Entered by	Date	Cohort	

High School on Campus Spring 2024 Course Descriptions

**Course offerings and descriptions subject to change.*

ACCT 1110 Introductory Financial Accounting I

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.

INFO 1112 Principles of Program Structure & Design I (Prerequisites) (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)

Required course for Bachelor of Technology in Information Technology & Diploma in Computer Information Systems

INFO 1113 Systems Analysis and Design (Prerequisites) (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.

High School on Campus Course Offerings Spring 2024

Course Code	Course Name	Career	Educational Rationale
ACCT 1110	Introductory Financial Accounting (3 credits)	Accountant	Foundation level course required for the Accounting: Bachelor of Business Administration degree. However, students must also take ACCT 1210 to complete the full requirement. A degree is required in Canada to get an accounting designation. (CPA).
INFO 1112	Principles of Program Structure and Design 1	IT Consultant, Network Administrator, Security, Web Developer, Software Engineer	Year 1 requirement for the Information Technology: Bachelor of Technology Degree.
INFO 1113	Systems Analysis and Design	IT Consultant, Network Administrator, Security, Web Developer, Software Engineer	Year 1 requirement for the Information Technology: Bachelor of Technology Degree.
MRKT 1199	Introduction to Marketing	Market research analyst, advertising manager, promotions, etc	Business foundation level course required for Bachelor of Business Administration in Accounting, Entrepreneurial Leadership, Marketing Management, Human Resources Management, Marketing and Diploma in Public Relations