

Distributed Learning Students Applying to Post-Secondary Institutions

Application process

1. Choose a program of interest and sign up for pre-requisite courses

- Check out www.educationplanner.ca for post-secondary institutions (PSIs) in BC.
- Meet with the Academic Advisor, Lee Millar, to sign up for courses and consult about your plan.

2. Apply to the institution by the deadline

- Check deadlines on PSI websites.
- Early admission for most programs is January 31st at UBC, February 28th at SFU, and March 31st at CapU. Double-check the deadline at the institution of your choice.

3. Follow the instructions you receive from the PSI about self-reporting and interim marks

- The PSI will acknowledge your application with an email or letter and provide a list of required documents.
- Check the document deadline and how the PSI wants the marks to be submitted (see other side for more info).

4. Tell the Ministry of Ed where you have applied

- Make your PSI selections at www.bced.gov.bc.ca/exams
- Click on >Student Secure Web
- You must complete this step in order to have your interim and final marks sent to your PSI.

5. Finish 50% of your course by **April 1st, 2013** and 100% of your course by **June 1st, 2013**.

- In early April, interim marks for Gr. 12 courses will only be forwarded to the Ministry if the course is 50% or more complete.
- All course work must be complete by June 1st in order to prepare a final mark in time for PSI admission.



Do you need an interim report sent to a PSI?



**Instructions for Grade 12 DL students requesting interim marks
for post-secondary institutions**

If you have submitted your PSI selections online to the Ministry of Education, your interim marks will be sent automatically in April and your final marks in June.

If you need an interim mark / certified report card before then:

- Students must contact their teacher and ask for an interim mark.
- An interim report card mark will be entered and include a comment indicating how much of the course has been completed.
- Students need to determine how each PSI wants to receive interim marks then advise office with typed instructions. Mailing labels appreciated.

If PSI will accept fax a from North Vancouver Distributed Learning:

Provide name of Institution, fax number, to the attention of _____

If PSI wants a copy mailed directly from North Vancouver Distributed Learning:

Complete mailing address, to the attention of _____

If PSI will accept certified copies from student in North Vancouver Distributed Learning sealed envelope:

Advise how many copies (student to pick up form North Vancouver Distributed Learning)

If you have any questions, please contact the office at 604-903-3333.

