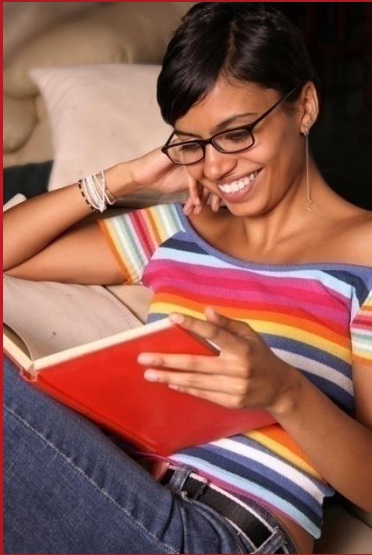


NICOLA VALLEY INSTITUTE OF TECHNOLOGY

PROSPECTIVE AND NEW STUDENT TUTORIAL

ACADEMIC
PLANNING



Introduction

The information in this tutorial is designed to help new students and students who plan to attend Nicola Valley Institute of Technology.



Campuses

Merritt Campus

4155 Belshaw St.
Merritt, BC V1K 1R1
(250)378-3300
Fax: (250)378-3332



Vancouver Campus

200 - 4355
Mathissi Place
Burnaby, BC V5G 4S8
(604)602-3422
Fax: (604)602-3400



What you will learn in this tutorial:

- How to find information on NVIT's programs and admission requirements
- How to apply
- How and when to register for courses
- How to purchase textbooks
- Estimated costs
- How and when to pay
- Academic Planning services
- Other support services






NVIT'S PROGRAMS

- NVIT is a unique institution which provides education from an Aboriginal perspective. We offer programming that will enhance Aboriginal communities and people socially, politically and economically.
- You do not have to be Aboriginal to attend. In fact, 25% of our student population is not.
- We offer certificates and diplomas, and Associate Degrees with most of our courses being transferable to Universities.
- We also offer a Bachelor of Social Work Degree.

NVIT'S PROGRAMS

- To find out more about NVIT's programs and courses visit our website at www.nvit.bc.ca
- See "Programs and Courses" on the left hand side of the screen. 
- You may also request an NVIT Calendar by calling (250)378-3300 or toll free at 1-877-682-3300
- Examples of what you will find at the website above or in our Calendar are program descriptions, course descriptions, admission requirements, registration, fee deadlines and much more.

NVIT'S PROGRAMS

- Program admission requirements can be found by clicking on your program of interest at <http://www.nvit.bc.ca/nvitprograms.htm> or from the appropriate page of NVIT's Calendar. Example from the Natural Resource Technology Program:

Program Admission Requirements :
Grade 12 graduation or equivalent including a 'C' grade minimum in:
Applications of Math 11 or Math 050; and,
Biology 11 or Biology 050;

- If you need assistance in choosing a program or determining if you meet the admission requirements contact one of NVIT's Academic Planners.

Anna Brown (Merritt) (250)378-3361 or toll free

1-877-682-3300 (362)

Charlotte Heppner (Merritt) (250)378-3381 or toll free

1-877-682-3300 (381)

Jessica Jarrette (Vancouver) (604)602-3410



How to apply

- Nicola Valley Institute of Technology does not have an application fee. Simply follow the steps below to apply for your program of choice.
- **Fill out an Application Form either by downloading it from our website at <http://nvit.bc.ca/forms.htm> and sending or faxing it in to the campus of choice.**



How to apply

- Or apply online through the Post-Secondary Application Service of British Columbia (PASBC) www.pas.bc.ca
- Or visit one of our campuses and ask for an “Application Form”, fill it out, and hand it in. (While there ask for a tour of the campus)
- Application forms can also be found at the back of the NVIT Calendar



How to apply

- Along with your application submit your high school transcript or other institution transcripts. If you do not have your transcripts at the time of application you should send for it immediately. Acceptance is based on your high school grades.
- If you can not obtain a high school transcript or did not graduate you can have an assessment done to determine skill level for eligibility into the program applied for.



How to apply

For an assessment contact one of our Academic Planners listed below:

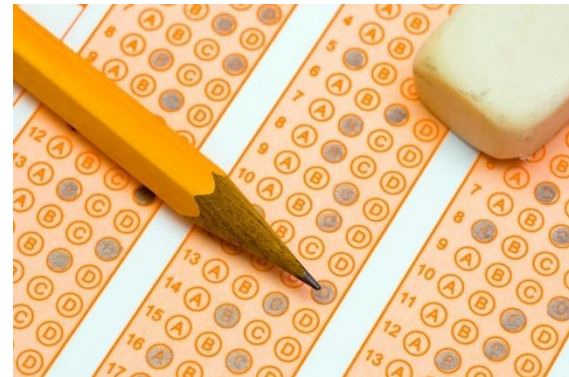
Merritt Campus:

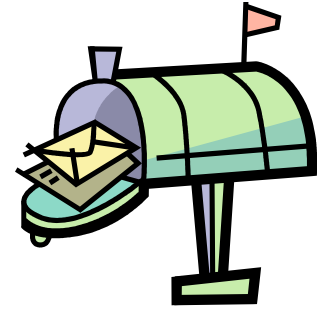
Anna Brown
(250)378-3361

Charlotte Heppner
(250)378-3381

Vancouver Campus:

Jessica Jarrette
(604)602-3410





Next Steps

- Wait for your letter of acceptance in the mail. You may receive a conditional offer of acceptance if we are missing a requirement for the program such as your high school transcript. Missing requirements will be outlined in your "Conditional Offer Letter"
- Once all requirements are received you will either receive a "Full Offer Letter" or a "Eligible to Register" letter. A "Full Offer Letter" means you have been given a full offer but registration is not open yet. An "Eligible to Register" letter means you have been given a full offer and registration is open. If you receive a "Full Offer Letter" you will receive another letter when registration is open.

Next Steps

Transfer Credit:

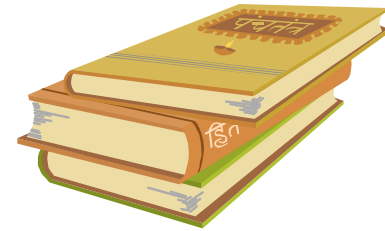
- If you have attended another college or university and have some courses or credits that may transfer in to your program of choice, fill out the "[Application for Transfer Credit](#)" and attach your transcript from the college or university you attended.
- If the transfer you are requesting is not part of a transfer agreement on the BC Transfer Guide you will need to attach course outlines as well. Contact an Academic Planner to help you determine this.

How and when to register

- When you receive a letter stating that registration is open, instructions will be included on how to register on-line through **NVITCONNECT**.
- **NVITCONNECT** is our on-line system that lets you search for courses, register for courses, check your grades, apply to graduate and more.
- If at any point you need help picking out courses to register in, or need help with registering, you can contact any of our Academic Planners.



TEXTBOOKS



- All textbooks can be purchased at our NVIT Book Stores. Book lists will be posted at the Book Store.
- Simply look on the book list for your course(s) and find the textbook requirements for your course(s).
- Payment can be made by Cash, Debit, Visa or Mastercard
- To order a textbook for an on-line course you can call the book store and order it by phone. Shipping costs and tax may apply.

Estimated Costs

2009-2010 Fees for Canadian Students	
Application Fee	No Charge
Tuition (Three Credit Course)	\$215.22
College Readiness Courses	No Tuition
Student Fees	\$20.00 per course up to a maximum of \$60.00
Lab Fees	\$30.00 per course for Science and Computer Courses
Textbooks	Varies – can count on approximately \$100 per course



How and when to pay

- Tuition and Fees are due two weeks into the semester
- Payments can be made in person by Cash, Debit, Visa, Mastercard, Passport to Education or Letter of Sponsorship from a NVIT recognized sponsor. Cheques should be made payable to NVIT.
- Tuition and fees can also be paid on line through **NVITCONNECT** with Visa or Mastercard.
- If you are sponsored – Sponsorship form must be on file by payment deadline.
- Refund policy can be found at <http://www.nvit.bc.ca/registration/index.htm>

Academic Planning Services

Academic Planners can help with and answer questions concerning:

- Admission requirements and process
- Program costs
- Course planning and registration
- College policies and procedures
- Transfer credits
- Assessments
- Financial Aid





Academic Planning Services

FINANCIAL AID

Student Loans, Bursaries, Grants, NVIT Assistance and Awards

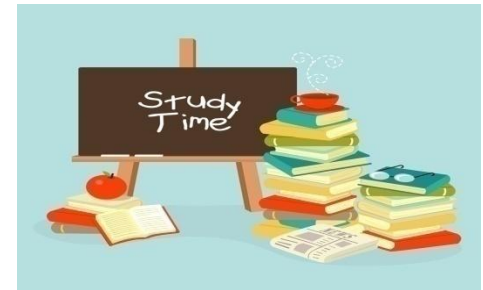
- Do you need help with your expenses during the school year? The **Academic Planners** have information and assistance for students on applying for government and NVIT administered awards, budgeting and money management, program and education costs, appealing government student loan decisions and sources of student aid. If you need information on program costs, start/end dates, program eligibility and course loads information check with one of the **Academic Planners**.



Academic Planners also

- Coach and encourage students to be successful
- Refer students to the Student Success Centre
- Refer students to the Elders Council
- Refer students to outside agencies





Other Support Services

STUDENT SUCCESS CENTRE

- The Student Success Centre helps all NVIT students face the learning demands of post-secondary education. The Student Success Centre offers workshops to help students acquire effective learning and study skills, including, time management, reading textbooks, learning from lectures, note taking, exam preparation and writing, etc.
- Individual and group sessions are also available to help students with:
 - writing abilities: how to interpret assignments, generate ideas, organize, revise, and edit, including grammar and punctuation;
 - reading comprehension;
 - basic mathematics and statistics; and
 - basic computing.

Other Support Services



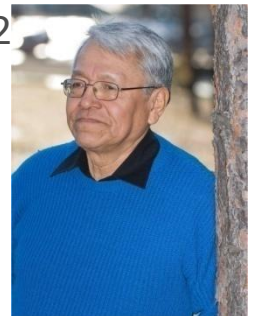
THE LIBRARY

- The NVIT library is designed to meet the learning and teaching needs of students and staff. The library promotes the ongoing development of research skills and independent study habits to encourage lifelong learning among students, and provides support for curriculum development among staff. As a partner in BC's Electronic Library Network, NVIT co-operates with other post-secondary libraries to provide expanded access to information. In the library online catalogue over 25000 titles of electronic books are available full text. Internet access and a self-serve photocopier are also available in the library.
- There is a computer lab in the library with 18 stations. The library loans instructional equipment, including mobile computers. A spacious layout allows both private and group study areas. Two seminars can be booked for group meetings.

Other Support Services

ELDERS COUNSELLING

- Just as they do in their communities, Elders play an integral role in providing counselling and support to the students at NVIT. In addition to their role in the classroom, resident and community Elders are available for individual or group counselling sessions. To meet with an Elder, or to invite an Elder to an activity or event, students can either drop by the Elder's office on the main floor of the NVIT campus, or request assistance from one of the Advisors to arrange an appointment.
- Merritt Campus Elder's Office Phone: 250.378.3350
- Vancouver Elder's Office Contact: 604.602.3432



The End

- If you are still confused or need some more clarification contact one of the Academic Planners below. We are here for you.

Merritt Campus



Anna Brown
(250)378-3361

1-877-682-3300 (361)

abrown@nvit.bc.ca

Merritt Campus



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1-877-682-3300 (381)

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Vancouver Campus



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