

Nicola Valley Institute of Technology



Merritt Campus:

4155 Belshaw Street Merritt, BC V1K 1R1

Phone: (250) 378-3300

Toll Free: 1-877-682-3300

Vancouver Campus:

200-4355 Mathissi Place Burnaby, BC V5G 4S8

Phone: (604) 602-9555

Email: info@nvit.ca

Website: www.nvit.ca

REGISTRATION FORM

1. This form is to be used ONLY if you are registering in a prescribed cohort program or if you are located in one of NVIT's community programs, otherwise all registration is done on [NVIT Self-Service](#).
2. If you are unsure of what course to take you can see an [Academic and Financial Planner](#) for assistance.
3. Ensure the selected courses do not conflict with each other.
4. Complete this form and submit to the Registrar's Office along with payment or sponsorship letter by the posted deadline. Once processed, your schedule can be viewed in NVIT Self-Service.

Student Information

Student Number: Student Name: _____

Mailing Address: _____ City: _____ Prov: _____

Postal Code: _____ Phone Number: _____

Email Address: _____

Program Information

Semester Fall Spring Summer Academic Year

Program

Course Selection Information

Course Code	Number	Section	Course Title	Misc Notes

DECLARATION:

I understand that:

1. Once this form is submitted I will be registered for the above courses, subject to successful completion of prerequisites. If a course is full, I will be placed on a waitlist and will be automatically registered in the course if a space becomes available.
2. If I wish to withdraw from courses or be removed from a waitlist, I must submit a completed Course Change form to the Registrar's Office by the deadlines stated in the Section. **Non-attendance will not result in a withdrawal.**
3. I am responsible for ensuring payment of the fees associated with the requested courses as stated in the Schedule of Events.
4. I am responsible for ensuring that I fulfill graduation requirements for my program as listed in the Calendar.
5. I am responsible for ensuring program and course prerequisites are fulfilled or I will seek permission of instructor via the required form(s).

I accept the conditions of registration and request registration in the above courses.

Signature _____

Date _____

How do I know what courses I require?

1. If you are pursuing a certificate or diploma, check the program requirements in the calendar. Cross off those you have already taken at NVIT or received credit for; you must take the remaining courses to earn the credential. Log into *Student Planning* in [NVIT Self-Service](#) to view your audit.
2. It is strongly recommended that you see an Academic Planner regarding course selections if:
 - a. you are taking upgrading, wanting to obtain an adult graduation certificate, or starting in College Readiness courses;
 - b. you have transfer or PLA credits (completed courses toward your program before coming to NVIT);
 - c. there has been a change in program requirements since you started at NVIT;
 - d. you plan to apply for NVIT Bachelor of Social Work program;
 - e. you are taking courses to transfer into a program at another institution;
 - f. you are on academic probation or are concerned about your grades;
 - g. you have any questions regarding what courses to choose or how many to take; or
 - h. you have outstanding fees on your account.
3. Students are responsible for ensuring their course plans are up to date and/or meet graduation requirements for their program.

How many courses should I take?

1. Consider your commitments outside of school; family, employment, etc., and how much time you really have to devote to your studies.
2. Know the rules of your funding/sponsor agency. Find out how many courses you must take to be eligible for continued funding.
3. Consider your goals. How quickly do you want to complete your certificate and/or diploma? Most programs require 5 courses each term to complete a credential in one year; Applied and College Readiness programs are exceptions to this. If you take fewer courses each term, it will take you longer to earn your credential.

Which courses are most important?

1. If you are not taking the suggested block of courses each term, you will have to decide which courses are most important or seek the help of an Academic Planner.

The most important courses are:

 - a. prerequisites to higher level courses required in your program or admission requirements for a program you are preparing for;
 - b. specific courses required for graduation in your program;

Other considerations are:

 - c. courses offered once a year or less should take priority over courses offered more frequently. It is easier to pick up more frequently offered courses later; (An Academic Planner can help you with this information)
 - d. courses that will help you decide on future goals are more important than more general electives. For example, someone considering social work as a career would be well advised to take Social Work 200A and 200B over other electives. That way you can find out early whether or not it is the field for you;
 - e. courses that may open employment opportunities or be particularly useful for you, in which case, they may be more important than other electives.

Glossary (Commonly Used Terms):

PREREQUISITE	A course that must be completed before enrolling in a course or program.
COREQUISITE	A course that must be taken at the same time as another course.
REQUIRED COURSE	A course required to complete a program.
CREDENTIAL	A micro-credential, certificate, diploma, or degree.
PROGRAM	A series of courses that must be completed to earn a credential.
ELECTIVE	A graduation requirement that offers a choice of course(s). For example, the Bachelor of Social Work program allows students to take 6 electives which offers students many choices in the courses that will fulfill this elective requirement.
AUDIT	Students may audit courses with the approval of the instructor. An audit student, pay's the same tuition as a regular student, attends classes and participates in activities, but does not complete assignments or exams. Audit students do not receive credit for the course and receive an AUD grade.