

UNBC Dual Credit Pre-Registration Information Sheet

It is required that new Dual Credit students review the information contained in this document.

Congratulations on your acceptance to the UNBC Dual Credit (DC) Program! We are excited to have you attend UNBC during your final year of high school to experience UNBC ahead of graduation.

Prior to beginning your UNBC studies, it is important that we share with you the following information and advice so that you know the services and supports available to you, as well as your responsibilities as a UNBC student. Lastly, this document will go over the process for registering for your courses. If you have any questions, do not hesitate to contact the Future Students office by emailing futurestudents@unbc.ca. We welcome you to UNBC!

Your responsibilities as a Dual Credit student

Through your application, you have demonstrated initiative and ability toward taking university-level coursework during your senior year of high school. Your application has been supported by nominations from a school representative and a parent or guardian. You have been admitted to take one university course in each of the UNBC semesters that overlap your high school year.

- You will be treated as a university student as you experience UNBC student life and learning.
- Your instructors are not notified if there is a DC student in their course (although you are welcome to introduce yourself to your instructors).
- You are responsible for attending class and completing assignments and exams.
- Your final grades are transcribed and become part of your academic record.
- It is your responsibility to drop/withdraw from a course before deadlines if you do not wish to proceed with the course.
- Your instructors and the staff at UNBC are here to help you if you have any questions or concerns. Just ask!

Fee and Cost Information

The Dual Credit program is a partnership between UNBC and secondary school education organizations. The funding structure and financial responsibilities of all parties are:

For the secondary education partner:

- Covers the tuition costs for the course(s) taken.

For UNBC:

- Waives the undergraduate application fee.
- Covers the student fees for each semester the DC student enrolls.
 - o Full semester tuition and student fee details are available on the [UNBC Finance page](#).

For the Dual Credit Student:

- Textbook costs are borne by the student.
 - o Courses may require and/or optional textbooks. The [UNBC Bookstore](#) produces a textbook list before the start of each semester that indicates the textbooks for each course and the prices for new, used, and rental copies of the book (not all courses have used or rental copies available).
- Additional course fees are borne by the student.
 - o In some cases, a course has its own fees for expenses such as equipment, supplies, or field trips. After registering, course fees will be applied to a student's Student Account, viewable through [myUNBC](#).

Important Dates and Deadlines – 2025/26 academic year

Fall Semester

Date	Event	Description
September 3	First Day of Classes	Classes begin (your first class may be later in the week or the week following)
September 17	Add/Drop Date	Last day to drop a course without academic or financial penalty
October 23	Withdrawal Date	Last day to drop a course (you receive a "W" grade on your transcript; 50% refund)
December 5	Final Day of Classes	
December 19	Final Day of Exams	Exam Period: Dec. 9 – Dec. 19

Winter Semester

Date	Event	Description
January 8	First Day of Classes	Classes begin (your first class may be later in the week or the week following)
January 22	Add/Drop Date	Last day to drop a course without academic or financial penalty
February 27	Withdrawal Date	Last day to drop a course (you receive a "W" grade on your transcript; 50% refund)
April 13	Final Day of Classes	
April 25	Final Day of Exams	Exam Period: Apr. 16 – Apr. 25

Spring Intersession *(Spring intersession is 6 weeks long instead of 12 weeks)*

Date	Event	Description
May 11	First Day of Classes	Classes begin (your first class may be later in the week or the week following)
May 15	Add/Drop Date	Last day to drop a course without academic or financial penalty
June 2	Withdrawal Date	Last day to drop a course (you receive a "W" grade on your transcript; 50% refund)
June 19	Final Day of Classes	
June 26	Final Day of Exams	Exam Period: Jun. 22 – Jun. 26

*If there are any discrepancies between this table and the [UNBC Academic Calendar](#), the UNBC Academic Calendar's information will prevail.

Supports and Services Available to You

Your UNBC student fees grant you access to the many services and supports, including:

- [Academic Success Centre](#)
- [First Nations Centre](#)
- [UNBC Library Services](#)
- [Student Advising](#)
- [UNBC Counselling Services](#)
- [UNBC Medical Clinic](#)
- [UNBC Access Resource Centre](#)
- [Northern Sport Centre membership](#)
- [U-PASS transit pass](#)
- [Student-Led Organizations \(SLOS; Clubs\)](#)
- And many more!

Privacy Information

Per the agreement between UNBC and your School or School District, UNBC will share your final grades with your school. This is necessary to verify your high school graduation requirements as well as for reporting back to the Ministry of Education for funding. A privacy statement was included in the Dual Credit application form. If you have any questions, please contact futurestudents@unbc.ca.

How to Register for Your Dual Credit Courses

There is a registration hold placed on your student account that prevents Dual Credit students from registering in courses without approval, and to limit the number of credit hours per semester a DC student can register in. These are in place to a) ensure the course(s) chosen are from the Approved Dual Credit Course list and b) to make sure DC students do not mistakenly register for too many credit hours per semester.

As a result, DC students must follow the below procedure to register in their courses:

1. Activate your UNBC student email, multi-factor authentication and your myUNBC account. If you require assistance, you can review activation steps on our [ITS webpage](#) and/or reach out to our IT Service Desk at support@unbc.ca
2. Once familiar with the DC program and your responsibilities as a DC student (all information is provided in this guide), locate your desired course(s) using the [Course Schedule tool](#) or the Add/Drop Classes tool through [myUNBC](#).
 - a. Before registering, it is important to verify through the online schedule the date/time of any courses found on the Approved Course List because the course schedule can change after the Approved list is released.
3. When reviewing course options, check for the following:
 - a. Days of week and time of day when the course is offered – ensure the section aligns with your schedule.
 - b. Seats remaining in the desired section – ensure there is space.
 - c. Mode of delivery for the course (face-to-face, online synchronous, online self-directed, etc) – ensure you are prepared to take the course as it is delivered.
 - d. Prerequisite(s) for the course – ensure you have completed any prerequisites for the course before the semester starts (in some cases, you will need to provide proof of course completion before you can register for the course)
4. Make note of the desired course(s) Course Registration Number (CRN)
 - a. This is a five-digit number for a particular course section.

Class Details for World History to 1550 History 190 A1

i Term: 202405 | CRN: 50414

5. Using your UNBC student email account, email studentinfo@unbc.ca to register in your desired course.
 - a. In your email, you must include:
 - i. The 5-digit CRN for the course
 - ii. Your UNBC student number (provided to you; format of 2301XXXXX)
6. UNBC Registration Staff will verify:
 - a. You are requesting to be registered in your chosen course(s) using your UNBC student email account. If you do not request your course(s) using your student email account, Registration Staff will not be able to process your registration. To ensure the registration process can be completed in a timely manner **you must use your UNBC student email account.**
 - b. You have been admitted to the DC program for the semester indicated
 - c. You possess any necessary course prerequisites
 - d. There is space in the course
7. You will be notified when you are registered for the course, or if there are issues preventing registration.

Welcome!

We welcome you to UNBC! We wish you the best of luck in your studies, both in high school and at UNBC!

- The UNBC Future Students Team