



NVIT

NICOLA VALLEY INSTITUTE OF TECHNOLOGY

BC's Indigenous Public Post-Secondary Institute



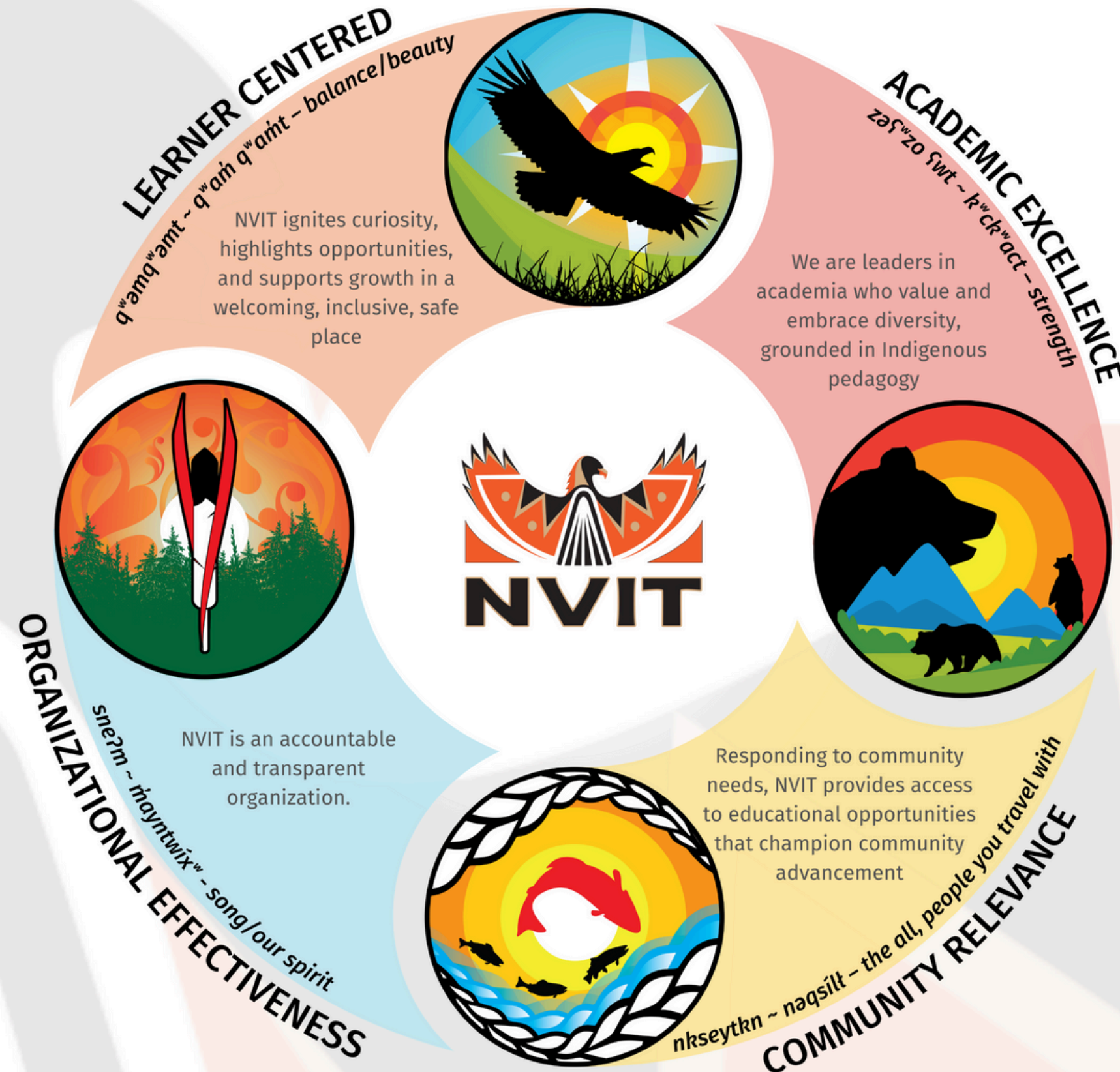
Nicola Valley Institute of Technology (NVIT)

is located on the unceded lands of the Coast Salish, Nt̓eʔkepmx', and Sylix Peoples. Specifically, the shared territories of the Coldwater, Shackan, Nooaitch, Lower Nicola, and Upper Nicola First Nations - NVIT's 5 founding communities in 1983, as well as the Sk̓wx̓wú7mesh (Squamish), Səlílwətaʔ (Tsleil-Waututh), and xwməθkwəy̓əm (Musqueam) First Nations.

cʔex^wmintimet te s̓áʔekep ne tmix^wkt liml̩amt kl snm'ayʔm'aʔtnet

~ Welcome to Our Institute

NICOLA VALLEY INSTITUTE OF TECHNOLOGY



VISION

yehetłl ~ xstcawt

Our spirit, essence, emotions, and intelligence are good.

MISSION

słəqméyt ~ nak^wúlaʔmnt

We commit ourselves to sharing our traditional ways.



Merritt Campus

4155 Belshaw St, Merritt, BC



Burnaby Campus

4355 Mathissi Place, Burnaby BC

Enrolment Services Team

Lisa Rousay

Enrolment Services Planner-
Community Education



Hilary Thomas

Associate Registrar



Kennedy Bergstrom

Admissions and Registration Officer-
Community Education



Timeline of Admissions Process

8 weeks prior to the start date:
Application packages to be submitted by students

4 Weeks (Halfway Point) prior to start date:
Email from Enrolment Services giving an update on students progress. Community Based assessment recommendation if necessary.

1-2 Weeks prior to start date:
Update on who is registered in courses and who may need support in doing so



Application Process

All students must start with an application to NVIT
This will be done either with the fillable application
form (left) or with Education Planner BC (right)



 EducationPlannerBC

APPLICATION FORM FOR ADMISSION

MERRITT CAMPUS:
4300 Harrison Street
Merritt, BC V2Y 3K1
Phone: 250-247-1300
Toll Free: 1-877-482-3300

VANCOUVER CAMPUS:
250-101 Westhill Place
Burnaby, BC V5K 4J8
Phone: 604-663-2400
Toll Free: 1-877-482-3300

INSTRUCTIONS

- Fill out this form completely and be sure to sign it. Mark sections that are not applicable with N/A. If you have questions regarding how to complete this form please contact the Registrar's Office or email info@nvt.ca.
Review Dates* are set for the Fall (September) term as the end of July of each year.
Review Dates* are set for the Spring (January) term as the end of November of each year.
Seats will be offered to qualified applicants in the order applications are completed (all required documents and assessments are received).
*Applications will be accepted after these dates if there are still seats available, but applications submitted before the deadline will be given priority and we cannot guarantee late applications will be evaluated in time for the start of term.
- Arrange to have official transcripts sent directly to NVT from your high school and any post-secondary institutions you have attended. Unofficial copies of transcripts may be provided for faster evaluation of an application, but official transcripts are required to finalize offers of admission. High school transcripts may be ordered directly from your high school or the Ministry of Education (contact the Ministry at 250-356-2432 or visit <https://www2.gov.bc.ca/gov/content/education-training/teaching-support/transcripts-and-certificates>).
- Mail or drop off your application to the Registrar's Office. Students may be able to mail their applications to info@nvt.ca.
If you will not be available while this application is being evaluated, or to register, and wish to have someone else act on your behalf, please submit a signed Release Form to the Registrar's Office. The Release Form is available on our website at www.nvt.ca.
- If your address or contact information changes, inform the Registrar's Office in writing so we can continue to contact you about your application.

PERSONAL INFORMATION

Have you attended NVT before: ☐ No ☐ Yes If yes, previous Student Number: _____

Name: _____ (Last) _____ (First) _____ (Middle)

Current Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone (Home) _____ (Work) _____ (Cell) _____

Gender: ☐ M ☐ F ☐ Non-Binary ☐ I choose not to answer Pronouns: ☐ She ☐ He ☐ They ☐ Ze ☐ Name

Birthdate (DD/MM/YYYY): ____/____/____ Citizenship: ☐ Canadian ☐ Permanent Resident ☐ Student Visa ☐ Other

Previous/Maiden Name: _____

Email Address: _____

Note: You will be assigned an NVT email address. Personal use by your Student ID is allowed by NVT. Do not use for personal or commercial purposes.

PEN (Personal Education Number): _____

Assigned to all BC High School students

OFFICE USE ONLY

Program: _____ Entered By: _____

Academic Advisor? ☐ No ☐ Yes

Cell phone: _____

at www.nvt.ca for information on the Registrar's office at 250-378-3300.

Year: _____

☐ Community: _____ (Please specify)
☐ No

or admission to be granted.

ded: _____

credit/admissions to be awarded.

SM

complete and correct. Omission of information or registration. Information necessary to support my

application for admission.

Information Release: I understand that the information provided in this application, as well as other information contained in a student record, is collected under the authority of the College and Institute Act. All information contained in student records will be protected and used in compliance with the B.C. Freedom of Information and Protection of Privacy Act (FIPPA). It may be used for internal administration of admission, registration, grade notification, income tax receipts, awards, completion of student records, planning, and other fundamental activities related to being a member of the Nicola Valley Institute of Technology community and attending a public post-secondary institution in B.C.

Limitations of the Application: I understand that this application is a request for admission, and does not guarantee admission to any program or course. Admission is subject to provision of all requested documents and assessments, completion of admission requirements, and space availability. If admitted, I agree to abide by the established rules and regulations of Nicola Valley Institute of Technology, including those of the program in which I shall be registered.

Signature: _____

Date: _____

Information needed on applications:

Full name

Birthdate

Email address and Phone number

Ancestry information

After an application is submitted, students receive a Conditional Offer Letter outlining the program entrance requirements.

Official Transcripts are required for most NVIT programs. Students request them to be sent to NVIT through the Ministry of Education

LINK:<https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates>

Other supporting documents required may include:

References

Confidential Reference Forms

ITA #'s (Trades)

➤ Final Offer Letters are received once a student has met all entrance requirements

Eligible to Register Letters will come once courses are ready for registration and they will be sent with the registration form. The registration form is what allows students to join the necessary courses!

[illegible]


Importance of Release of Information



Release of Information (ROI) Forms:
NVIT upholds the Freedom of Information and Protection of Privacy Act. In order for Enrolment services to discuss student admission processes, students must complete the release of information form provided in the application package.

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 Mathias Place Burnaby, BC V5G 4S8
Phone: (604) 602-9555
Email: info@nvit.ca Website: www.nvit.ca



STUDENT INFORMATION RELEASE

Information contained in a student record, is collected under the authority of the College and Institute Act. All information contained in student records will be protected and used in compliance with the B.C. Freedom of Information and Protection of Privacy Act (1996). The Nicola Valley Institute of Technology is prohibited from providing information from your student records to a third party unless permission is granted via the Student Information Release form.

Submit this form to the NVIT Registrar's Office via the address or email above. Please note that should a start and end date not be provided for this form; it is assumed to be an indefinite permission. Should you wish to revoke the authorization, please contact the Registrar's Office.

Student Information

Student Number: Student Name:
Email Address:

Authorization

Please check one or more boxes below to grant authorization of information specified:

☐ Invoices, charges, credits, payments, overdue tuition/fees, and/or accounts receivable activities.

☐ Grades/GPA/transcripts, personal information, enrolment & registration, admissions, academic progress, attendance, graduation, and other information related to academics.

☐ Admissions/Registration Proxy: In the event I am unable to complete admissions and/or registration, this person may act on my behalf and submit information. I understand that I am responsible for maintaining my student record.

☐ Financial aid, awards, bursaries, scholarships, Student Aid BC, and sponsorship information.

☐ T2202 (tax information)

☐ Other, Please Specify:

Authorized Designate(s)

Name of Designate	Relationship to Student
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Certification

I acknowledge that this authorization starts as of the date this form is signed and has no expiration date, however, I can revoke the authorization at any time by submitting a written request to the Registrar's Office. By signing this form, I authorize NVIT to release the information specified to the person(s) or agency listed above.

Student Signature: Date:

How to Request Official HS Transcripts

- Official transcripts are academic records submitted by either the Ministry of Education, or the school the applicant attended.
- Unofficial transcripts are submitted by the student, or a third party. Unofficial transcripts cannot be used to verify an applicant's academic requirements.
- Requesting official high school transcripts is a part of the admissions process for most of NVIT's programs. This can be done online using the online request service through the Ministry of Education. Instructions to do so will be provided (link below)

<https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates>



Community Based Assessments/ Proctored Assessments

- If Students do not meet the academic entrance requirements needed to enter their program, they may be asked to sit for an Accuplacer.
- An Accuplacer is an assessment where students show what they know so we can evaluate their current academic levels.
- These can be done in a variety of options.
 - Community Based Assessment
 - Proctored Accuplacer
 - Third Party Accuplacer
- Community based assessments are where we will come to your community to hold an Accuplacer.
- A proctored Accuplacer is where the community can provide an Accuplacer proctor to oversee the assessments
- A third party Accuplacer is done in correspondence with other institutes who can share the assessment results with NVIT



What to do when:

If a student is needing to withdraw from their program for any reason, they will need to submit a *Course Change Form*

Nicola Valley Institute of Technology

Memorandum:

4155 Bellshaw Street Merritt, BC V1X 1R1
Phone: (250) 378-1300
Toll Free: 1-877-682-1300

Vanouver Campus:

200-4355 Mathias Place Burnaby, BC V5G 4S8
Phone: (604) 602-9555
Website: www.nviti.ca

COURSE CHANGE FORM

1. If you have already registered in one or more courses, use this form to make changes to your registration (add/drop/withdraw).
2. If you are unsure if a course change will affect your graduation, you can see an [Academic and Financial Planner](#) for assistance.
3. If you wish to audit a course, clearly write that in the notes section to the right of the course information. Instructor's approval is required for audit registration. Please have the instructor initial next to the entry.
4. Complete this form and submit to the Registrar's Office along with any additional 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

Courses to Add (see the section/calendar for add deadlines):

Course Code	Number	Section	Course Title	Notes

Courses to Drop or Withdraw (see the section/calendar for drop/withdraw deadlines):

Course Code	Number	Section	Course Title	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. Nonattendance 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 fulfil 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

Course Change Form


5/1/2017

This will also need to be done if a student begins to “No-Show” their courses.


If you have any students who are having conduct issues, or anyone who has any concerns, please direct them to the Department Chair of the program.

If you have any students who need any additional supports, we can connect them with our Student Success Centre team who can provide many different supports.

When requesting
Official NVIT
Transcripts, students
will complete an *Official
Transcript Request Form*

<h2 style="margin: 0;">Nicola Valley Institute of Technology</h2>		
March Campus: 4155 Selkirk Street Merritt, BC V1K 1R1 Phone: (250) 378-3300 Toll Free: 1-877-662-3300 Email: info@nvit.ca Website: www.nvit.ca	3800 Campus: 200-4355 Mainway Place Burnaby, BC V5G 4S5 Phone: (604) 602-8555	
<h1 style="margin: 0;">OFFICIAL TRANSCRIPT REQUEST FORM</h1>		
Information: <ol style="list-style-type: none"> 1. An official transcript is to be sent directly from NVIT to another institution or agency in a sealed envelope or by approved electronic methods. 2. Transcripts will not be issued if students have outstanding accounts or library books with NVIT. 3. Courses taken at NVIT prior to 1996 were taken in affiliation with other colleges or universities. Please order your transcript through that college or university. 4. Transcripts will be processed as requested. Please ensure your final grades have been entered. Grades can be viewed in NVIT Self-Service 		
Student Information		
Student Number: <input style="width: 150px;" type="text"/>	Student Name: <input style="width: 200px;" type="text"/>	
Mailing Address: <input style="width: 150px;" type="text"/>		City: <input style="width: 50px;" type="text"/> Prov: <input style="width: 50px;" type="text"/>
Postal Code: <input style="width: 50px;" type="text"/>	Phone Number: <input style="width: 100px;" type="text"/>	Previous Last Name (If Applicable): <input style="width: 100px;" type="text"/>
Email Address: <input style="width: 150px;" type="text"/>		Date of Birth: <input style="width: 50px;" type="text"/>
Transcript Information		
ORDERING OPTIONS (Select ONE or MULTIPLE options below and indicate number of copies) <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 30%;"> <input type="checkbox"/> MAIL TO MY ADDRESS: </div> <div style="width: 30%; border: 1px solid black; height: 20px;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 30%;"> <input type="checkbox"/> PICK UP AT ENROLLMENT SERVICES: </div> <div style="width: 30%; border: 1px solid black; height: 20px;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 30%;"> <input type="checkbox"/> MAIL TO THE ADDRESS BELOW: </div> <div style="width: 30%; border: 1px solid black; height: 20px;"></div> </div>		
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">NAME/INSTITUTION/AGENCY <input style="width: 150px;" type="text"/></div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">DEPARTMENT (if applicable) <input style="width: 150px;" type="text"/></div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">MAILING ADDRESS <input style="width: 150px;" type="text"/></div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">EMAIL ADDRESS <input style="width: 150px;" type="text"/></div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="width: 45%; border: 1px solid black; padding: 5px;">CITY/TOWN/VILLAGE <input style="width: 100px;" type="text"/></div> <div style="width: 45%; border: 1px solid black; padding: 5px;">PROVINCE/STATE <input style="width: 50px;" type="text"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border: 1px solid black; padding: 5px;">POSTAL CODE/ZIP CODE <input style="width: 50px;" type="text"/></div> <div style="width: 45%; border: 1px solid black; padding: 5px;">COUNTRY <input style="width: 50px;" type="text"/></div> </div>		
<div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border: 1px solid black; padding: 5px;">STUDENT SIGNATURE</div> <div style="width: 45%; border: 1px solid black; padding: 5px;">DATE</div> </div>		
Office Use Only		
Received on: <input style="width: 150px;" type="text"/>		Notes:
Prepared by: <input style="width: 150px;" type="text"/> Date: <input style="width: 50px;" type="text"/>		
<i>Official Transcript Request Form</i>		





All services offered
through the Success
Centre are free for NVIT
students!

Student Success Centre Supports

Tutoring for

- Writing support
- Presentation skill building
- Math (fall & spring semesters)
- Listening and note taking strategies
- Time management and study skills

Wellness support

- Elder referral
- Referrals to counselling services

Check-ins with the Success Centre

Accommodation and Accessibility Support

- Discuss learning barriers and identify helpful accommodations for the student
- Develop an Individual Service Plan (ISP) that minimizes barriers and promotes independence, self-awareness, and self-advocacy
- The Individual Service Plan is shared to the student's instructors only after the student has signed the consent to release form.

[You can find the online booking site here!](#)



Elders' Message

The NVIT Elders Council is here to support the students as they embark on their journey to a higher education. For generations Elders have passed on their knowledge, culture, tradition and wisdom as we are now passing on to you.

We are here to assist and support student's success whether it is spiritually, mentally, emotionally, to be a grandparent, to comfort you or to be there when you need to talk. It is very important for us to be here for you as you grow and keep moving forward on your journey.

The path that we travel down as we discover our teachings will help us to embrace our history and identity. Our identity and culture are the past. It is only when we can unwrap the past that we will also embody our healing and the gift that NVIT is. That is the journey.

The doors of our building welcome us every day and remind us, as we enter, of the footprints that we are leaving for the next generation. Just as our Elders taught us, we welcome all nations through our doors building a unity.

We also thank the students who help us to remember through their diligence that we are all still learning. We never stop learning no matter how old we are. As long as Mother Earth is alive we will need her teachings. We invite you to come and share with us; we need your questions, answers, tears, wisdom, comfort and love.

We honour those Elders that came before us and who are continuing their journey spiritually and those who are no longer able to join us but are still in our thoughts and prayers.

To Schedule an Appointment with an Elder
please contact:

Merritt Elders-Pat Brown
250-378-3306/ pabrown@nvit.ca

Burnaby Elders- Brenda Ferguson
604-602-3414/ bferguson@nvit.ca



Library Resources

As NVIT Continuing Education students, the library can provide you with services like:

- Borrowing materials from our library like:
 - Books
 - DVDs
 - iPads, Kindles, laptops
- Borrowing materials from other libraries through reciprocal borrowing or interlibrary loan (ILL)
- Access to a wide variety of online databases through our EBSCOhost subscription
- Our Information Literacy Program (ILP) on Moodle, a series of helpful “cheat sheets” on subjects like citation, essay writing, and copyright
- Other helpful tips and resources, found on the Learning Commons Moodle page



In addition, we can help you in other ways:

- One-on-one assistance thru Teams, e-mail, or phone on a variety of subjects including:
 - Research
 - Citation
 - Copyright
- Access to AskAway, a live chat service that connects students with library specialists from across the province seven days a week

Our Team:

Rita Cavaliere, NVIT Librarian- rcavaliere@nvit.ca

David Leggett, Merritt Library Coordinator- dleggett@nvit.ca

Never hesitate to ask us. If we don't have an answer, we usually know who does!

I.T. Tech supports

Logging into student accounts:

Student I.D. is your username

eg:N0012345

Signing into Microsoft Suite; you will need to use your NVIT email address

eg:n0012345@nvit.ca

(Moodle & NVIT Self-Service will just be username)

Password will be the students date of birth:

eg:29Feb1985

Getting Help:

Email: helpdesk@nvit.ca

- Phone: 250-378-3380 (when unable to email)
- When emailing, please include:
- Your full name
- Student I.D. #
- Detailed description of issue (error messages/type of device you are using/web browser/steps taken to resolve issue)
- a non-NVIT email for potential contact

Moodle Course Help:

For any issues with Moodle, please contact
Jaime Grismer-jgrismer@nvit.ca



Faculty Moodle Supports

Moodle is a Learning Management System (LMS) that instructors can use to deliver or organize their course materials!

Moodle is one of the few places where you sign in with only your username (eg. flastname)

The Moodle homepage has several resources you may find useful, including:

- A link to install the app to your mobile device.
- Moodle quick start and training
- A practice Moodle course to help you learn the system.
- Links to the library databases
- Many other links and resources you may find beneficial.

To sign in and access your courses, click either the arrow on the right side of the screen, or the Login button in the top right corner.

Then enter your username and password.

For assistance building your Moodle course (or shell), adding content, or other Moodle tools and functions, please contact Jamie Grismer: **jgrismer@nvit.ca**

CO-Operative Education

CO-OP For Students:

Becoming a Co-op Student helps you get paid as you explore potential career paths and gain valuable work experience.

- Build relationships with professionals from your industry
 - Apply your classroom learning
 - Develop valuable workplace skills
 - Earn money to help with tuition costs
 - Explore different career opportunities
- Build on your resume by adding relevant Co-op experience
 - Access job postings only available to Co-op students
 - Gain perspective on your industry
- Receive guidance and assistance with your job search

CO-OP For Employers:

- Supplements staffing during peak periods and temporary leaves
 - Bring in a new perspective to your organization
 - Market your organization to potential future employees
 - Assess new talent for future recruitment after graduation
 - Develop the leadership potential of your existing staff
- Receive support and assistance from WIL staff at post-secondary institutions

For more information contact

Bev Currie-Mclean

Phone #: 250-378-3384

Email: bcurriemclean@nvit.ca

You can also visit the NVIT.ca website
for more details

Who to go to if you have any questions

Admissions and Registration Officer

- Admissions (applications, outstanding documents, registrations, transcripts)
- Any forms needed

I.T. Tech Supports

- Tech issues
- Login/Access



Enrolment Services Planner

- Registration Information Packages
- Acceptance letters
- Financial aid (awards and bursaries)



Community Education Dept

- Pre-requisites for programs
- Schedules
- Tuition/Textbooks

Student Success Centre

- Tutoring supports
- Wellness Supports
- Workshops



Library and Learning Commons

- Books for research purposes
- EBSCO access/supports
- AskAway- Research, reference, and general question support service



Department Chair

- Conduct concerns



*Experience the NVIT
Difference*

Contact Us

nvit.ca

admissions@nvit.ca

1.877.682.3300



[Fb.com/nvit83](https://fb.com/nvit83)



[@nvit_83](https://www.instagram.com/nvit_83)



[@nvit_83](https://twitter.com/nvit_83)



[Linkedin.com/company/nvitbc](https://www.linkedin.com/company/nvitbc)

