

# Dual Enrolment in Science between Kwantlen University College and Simon Fraser University



## Admission to Registration to Course Completion Procedures

### INTERNAL PROCEDURES:

#### Step 1:

Student contacts designate at their home institution indicating a desire to participate and which course(s) they wish to take. Home institution designate will confirm that the student has met the necessary prerequisites to enroll in a course at the visiting institution (see step 4 below).

#### Step 2:

The home institution designate will contact the visiting institution designate to confirm course availability.

#### Step 3:

The home institution designate will assist the student in filling out an admission application for the visiting institution and fax that over to the designate at the visiting institution.

#### Step 4:

SFU will admit Kwantlen students as visiting students. Kwantlen will admit as undergraduate students. For SFU students enrolling at Kwantlen, SFU will seek a Letter of Permission from the Dean of Science Office. For Kwantlen students enrolling at SFU, the Educational Advising office will confirm applicability to the student's program of study.

#### Step 5:

Once approved, the visiting institution designate will manually enroll the student in the applicable course (where space permits). Student will pay the applicable tuition fees to the visiting institution.

#### Step 6:

Upon course completion SFU will fax a transcript to Kwantlen and Kwantlen will send a transcript via EDI to SFU. Applicable transfer credit will be awarded.

### BOTH INSTITUTIONS AGREED TO:

PERMIT BOTH DOMESTIC AND INTERNATIONAL STUDENTS TO PARTICIPATE IN THIS INITIATIVE.

WAIVE THE ADMISSION APPLICATION FEE.

SHARE TIMETABLES/COURSE SCHEDULES AS SOON AS THEY ARE AVAILABLE.

ACCEPT ADMISSION APPLICATIONS UP UNTIL THE END OF THE FIRST WEEK OF CLASSES FOR EACH SEMESTER.

WAIVE ALL STUDENT UNION FEES, STUDENT ASSOCIATION FEES AND THE UPASS FEE FOR A VISITING STUDENT WITHIN THIS INITIATIVE.

ISSUE A STUDENT CARD TO THE VISITING STUDENT.

TRACK ALL STUDENTS PARTICIPATING IN THIS INITIATIVE AND TO SHARE AGGREGATED OUTCOMES WITH EACH OTHER.

### Key Contacts:

Kwantlen – Melinda Henson 604.599 2459 or [melinda.henson@kwantlen.ca](mailto:melinda.henson@kwantlen.ca)

SFU – Name, contact phone number and e-mail address