



Academic Planning

All students should have an academic plan provided during admission. If you do not have a plan or need a revision to your plan, please contact the ECEC/EA Office at ece-ea-office@nlc.bc.ca. Please include how many courses you wish to take per semester.

Some theory courses and all practicum courses require access to children in a school or early care & learning centre. Please review the list here:

<http://www.nlc.bc.ca/Portals/0/documents/ECEC/ECEC%20Fall%202017%20Docs/Courses%20Requiring%20Access%20to%20Children%20March%202017.pdf?ver=2017-09-13-114229-297>

A valid CRC with NLC is required for all courses that may require access to children.

****If you have not already done so, begin the Criminal Record Check Process now:**

<http://www.nlc.bc.ca/Portals/0/documents/ECEC/General%20ECEC%20Docs/NLC%20eCRC%20Procedure%20Info.pdf?ver=2017-09-11-140202-990>

Want to confirm a copy has been received or need a copy of your current CRC clearance letter?

Email records@nlc.bc.ca

Review your Academic Plan and ensure you have the necessary pre-requisites. If you do not have an academic plan, please contact the ECEC/EA office at ece-ea-office@nlc.bc.ca

Make sure you review the Annual Offerings, courses requiring access to children, course pre-requisites, teleconference schedule, course costs, and textbook list. These can be found on the ECEC/EA Admissions pages

Decide how many and which courses you plan to take: Remember to refer back to your Academic Plan!

Click on the link to Academic Plan Options on the ECEC or EA Admissions website and choose the best option for you to complete your courses. Email your plan choice to the office at ece-ea-office@nlc.bc.ca

If you do not see an option that works for you, or if you are transferring in courses, please contact the Program Chair at ece-ea-chair@nlc.bc.ca

Ready to Register? Need Help? Go to: <http://www.nlc.bc.ca/Registration>

Note: please pay close attention to the location - online students should ONLY register in sections with a location titled: ONLINE (i.e. not Educacentre)

Important Semester Dates

Click on Year at a Glance <http://www.nlc.bc.ca/Programs/NLC-Year-at-a-Glance> to review:

- * Semester start and end dates
- * Last Day to Add/Drop Courses (no refunds after this date)
- * Last Day to Withdraw to receive a “W” instead of an “F”

A “Program Change” form must be used to complete any of the above actions. The form can be found on the NLC Forms site at: <http://www.nlc.bc.ca/Current-Students/Forms>

Please fax the Program Change form to: 250-787-6222 or scan/email to ece-ea-office@nlc.bc.ca

Students can find the information regarding Add/Drop or Withdraw procedures on our website here: <http://www.nlc.bc.ca/Registration/enrolling>

For Textbook returns, please contact the FSJ Campus Bookstore toll free at: 1-866-463-6652, Local 2008 or by email at: fsj-bookstore@nlc.bc.ca with any questions or concerns regarding text returns/refunds. Please save all receipts and ensure the textbook is **unopened**, and that you contact the Bookstore within 20 days in order to have your textbooks be considered for return.