



Diploma in Secondary Teacher Education

Application information for September 2014 entry

This program has been carefully designed to provide engaging, relevant, and high-quality preparation for the responsibilities, complexities, and challenges inherent in today's secondary classrooms. It provides preparation in teaching one or two of the following subjects: art, biology, chemistry, computer science, English, French, general science, technology innovation in education, Japanese, mathematics, music, physics, social studies, Spanish and theatre.

Upon completion, graduates are eligible for a Diploma in Secondary Teacher Education (awarded by the University of Victoria) and a BC teaching certificate (issued by the Ministry of Education's Teacher Regulation Branch). Program students may opt to transfer into a Bachelor of Education degree before or after diploma graduation.

To qualify for the diploma and teaching certificate, students take 24 units of specified education courses in three terms over a 16-month period including two teaching practicums of 6 weeks and 9 weeks. Those who *opt* to transfer to the BEd degree will take an additional 6 units of thematically related upper-level education courses. We schedule these courses in the summer session preceding the final fall practicum enabling BEd-completion within 16 months. Diploma graduates may return to complete the BEd within 10 years.

Music Applicants

Only those students who've completed the UVic Bachelor of Music degree with a major in secondary music education (or approved equivalent) are eligible to apply with a music teaching major or concentration. The diploma program format for the music teaching area includes 15 units of specified education courses full-time over an eight-month period including one practicum of 12 weeks. One month of school observation precedes the practicum. Those who opt to complete the BEd degree will take an additional 15 units of approved courses within 10 years of diploma graduation.

General information

What is the application deadline?

The application deadline is January 2. Drop your application off in-person at the University Centre or submit it by fax, email, or mail.

Mail

Undergraduate Admissions and Records
University of Victoria
PO Box 3025 STN CSC
Victoria, BC V8W 3P2

Email

New to UVic: adms3@uvic.ca
Current/returning UVic: reco2@uvic.ca

Fax

(250) 721-6225

In the subject line of your email please write:
Education 2014 Application from [your name]

How many applications do you receive and how many students do you accept each year?

The number of applications received varies from year to year. Of the applications we received for 80 program seats in 2013, 100 were eligible for an offer of admission. We expect to be able admit 80 students again in 2014.

When will I know if I've been accepted?

All applicants will know the outcome of their application by the end of June. Eligible applicants not initially admitted to the program quota will be offered a place on the program waitlist.



Be sure to read all email received from **UVic Teacher Education Advising** <adve@uvic.ca>. If you won't have email access for more than one week, arrange to have someone you trust check your email on your behalf. **Tip!** To ensure that you don't miss an important message, add adve@uvic.ca to your contact list and also check your junk or spam email folder regularly between January 2 and August 30.

Who do I call if I have a question about this program or the admission requirements?

Contact the **Teacher Education Advising Office**. If you can't visit our office in-person (room A250 in the MacLaurin Building), you may contact Carol, Nicole, Sarah or Seema by telephone (250-721-7877) or email <adve@uvic.ca>. Our mailing address is:

Education Dean's Office
Teacher Education Advising
University of Victoria
PO BOX 1700 STN CSC
Victoria BC V8W 2Y2

Freedom of information/protection of privacy

To protect each applicant's privacy, detailed information that requires a review of the applicant's academic record will be provided only upon presentation of acceptable picture identification. Some information may be provided by email or telephone if the applicant is able to provide the academic adviser with sufficient personal information to prove identity.

Applicants wishing a third party to act on their behalf must provide written authorization (emails are not acceptable). This letter may be included with the application or dropped off in room A250 of the MacLaurin Building at a later date. Applicants must provide the third party's full name as well as information regarding the third party's relationship to the applicant.

Admission requirements

What do I need to be considered for admission?

For all of the admission requirements visit the UVic Diploma in Secondary Teacher Education website:

<<http://www.uvic.ca/education/prospective/teacher/programs/secdpdp/index.php>>.

You need an approved undergraduate degree, 3 units of approved English with sufficient grades to demonstrate written English competency, and two teaching concentrations or one teaching major. You'll find self-assessment forms that list the course requirements for each teaching subject on the Admission requirements tab.

Tip! A 3.0-unit UVic course meets for at least 3 lecture hours per week for 26 weeks (two terms; same as 6 credits); a 1.5-unit UVic course meets for at least 3 lecture hours per week for 13 weeks (one term; same as 3 credits).

What is the deadline for completing admission requirements?

April 30, 2014. *Speak with an academic adviser if you don't think that you'll be able to complete the admission requirements by this date. Don't assume that deadlines will be extended.*

What is the minimum GPA needed for admission?

*To be considered for admission, you need a minimum C+ grade average on the most recent 30 units of graded course work attempted to December 31, 2013 **and** on the last session attempted to April 30. If the last session is less than 12 units, grades obtained in a previous session will be included.*

Tip! A C+ grade is equivalent to 65 to 69% on UVic's percentage scale or a 3 on UVic's 9-point grading system.

Do I need anything else?

Eligible applicants may be invited to attend an interview in March or April.

What to submit and when		
What	Give it to	By
Faculty of Education teacher education program application form All applicants must submit this form. Find it online at http://www.uvic.ca/education/home/home/apply/ugapply/index.php (click on Step 2).	Undergraduate Admissions & Records <i>in-person, mail, fax or email</i>	January 2
UVic Undergraduate admissions online application If you've never attended UVic before, you must complete an online application (in addition to the teacher education application form listed above). Find it online at: www.uvic.ca/students/undergraduate/admissions/index.php .	Undergraduate Admissions (online)	January 2
Application fees <ul style="list-style-type: none"> No fee if you've attended UVic at all since August 2013; \$17.85 if you last attended prior to August 2013. \$68.85 if you've never attended UVic before and all your transcripts come from institutions within Canada; \$112.20 if you've never attended UVic before and at least one of your transcripts will arrive from an institution outside of Canada. 	Undergraduate Admissions & Records	January 2
Official transcripts (see next page for more information) <ul style="list-style-type: none"> transcript(s) showing grades for courses taken to December 31, 2013 transcript(s) showing course registration for January to April 2014 transcript(s) showing grades for courses taken January to April 30, 2014 	Undergraduate Admissions & Records Undergraduate Admissions & Records Undergraduate Admissions & Records	January 31 January 31 May 31
Statement of Degree Completion This letter is required if your undergraduate degree will be granted in spring 2014. Request this letter from your university's records office. More information is provided on the "courses-in-progress" form. If you are registered in a graduate degree program , you must provide confirmation that your program requirements will be completed by August 30, 2014 or that you will be taking a leave of absence from your program starting September 2014. You may not be concurrently registered in a graduate program and the Diploma in Secondary Teacher Education.	Undergraduate Admissions & Records	January 31 (undergraduate) February 28 (graduate)
Courses-in-progress form Necessary if you will complete any courses during January to April 2014 at an institution other than UVic. Find it online at http://www.uvic.ca/education/home/home/apply/ugapply/index.php (click on Step 2).	Undergraduate Admissions & Records	January 2
Supplementary form for First Nations, Métis and Inuit applicants The Faculty of Education is committed to increasing the number of First Nations, Métis and Inuit teachers and has reserved 5% of the positions in teacher education programs for applicants who meet the Faculty of Education's admission requirements. If you have Aboriginal ancestry please submit this supplementary form. Find it online at http://www.uvic.ca/education/home/home/apply/ugapply/index.php (click on Step 2). Contact Nick Claxton, Indigenous Education Adviser, at (250) 721-8389 if you have questions or need assistance with the form.	Indigenous Education Office	February 28



Late application? While we will accept applications received after January 2, **students who apply by the deadline are given priority.** Students who apply late will only be considered if space remains in the quota after all eligible on-time applicants have been admitted. A late application fee will be assessed to those applying after January 2.

Transcripts

Official transcripts are those sent directly from the issuing institution to UVic. Transcripts issued directly to a student won't be accepted. Transcripts in English or French are accepted. Transcripts in other languages must be submitted together with notarized English translations.

If you've never attended UVic, you must provide an official transcript from **every** college and university that you've attended, including withdrawals, incomplete, failed/repeated studies. For example, if you've attended Okanagan College and University of British Columbia, you must provide an Okanagan College transcript and a UBC transcript, even if transfer credit information for Okanagan College appears on your UBC transcript. **We can't process your application until we've received all of your transcripts.** **Tip!** We also require Advanced Placement (AP) and/or International Baccalaureate (IB) transcripts.

Alert! List **every** post-secondary institution that you've **attended** (including AP and IB) on the teacher education program application form. New UVic applicants must also provide this information on the online UVic Undergraduate Admissions Application form.

Tip! If you haven't yet completed your undergraduate degree, you'll need to submit a statement of degree completion. Refer to the courses-in-progress form.

UVic students are not required to submit UVic transcripts because we have access to UVic transcripts, however, if you've taken courses at UVic as well as another college or university, please order transcripts from the other institution(s), unless you've already done so previously.

After an absence of three consecutive years UVic paper records are **destroyed**. If it has been longer than three years since you attended UVic please **reorder** any transcripts that might have been destroyed.

UVic students who completed studies at another university or a college since last attending UVic, or while attending UVic, and who didn't request a letter of permission to take these courses will be assessed a **\$40 document evaluation fee**. You won't be charged this evaluation fee if you've already received transfer credit for a course or courses taken elsewhere.

Transcript deadlines

☐ **January 31, 2014** for all courses attempted to December 31, 2013 and to show course registration during January to April 2014, if applicable

☐ **May 31, 2014** for all courses attempted during January to April 2014.

Order transcripts at least three weeks in advance of January 31 and May 31 to ensure you meet these deadlines.

If a required transcript(s) isn't received at UVic Admissions and Records by these deadlines your application may be cancelled.

What happens next?

An admissions or records officer will review your application once all application items have been received in the Office of the Registrar. The application package is then forwarded to the Teacher Education Advising Office for evaluation.



January 2 is the application deadline for most undergraduate programs offered by the Faculty of Education. Last year, the faculty received 500 teacher education applications. Our goal is to review all applications before April 15.

Teacher Education Advising will write to you after your application has been reviewed to let you know if you are eligible. You can expect to receive an email by April 15.

What should I do if I decide not to proceed with my application?

To cancel your application, notify the Teacher Education Advising Office at adve@uvic.ca and Undergraduate Admissions and Records. If you want to apply to a different UVic faculty of program for entry in September 2014 ask Undergraduate Admissions and Records at the same time as you cancel.

Check application status

New UVic applicants: Undergraduate Admissions will send an email within several days of receiving your UVic Undergraduate Admissions application. You will be provided with your UVic student number, admissions office contact information, and instructions for how to check the status of your application online using [My UVic Application](https://www.uvic.ca/BAN2P/bzsklogn.p_display_login) <https://www.uvic.ca/BAN2P/bzsklogn.p_display_login>.

Returning and continuing UVic students: Undergraduate Records will confirm receipt of your application by email. You will be able to check the status of your application online using [My UVic Application](https://www.uvic.ca/BAN2P/bzsklogn.p_display_login) <https://www.uvic.ca/BAN2P/bzsklogn.p_display_login>.

Using My UVic Application:

- Look at the 'Applied to' section on the form. Your program should be **EDUC: Diploma**.
- Next, look at the 'Checklist' to find out if all supporting documents have been received.

Check My UVic Application once a week as items may be added to the checklist. It can take 2 weeks from the time a document is received at UVic before it's recorded on the checklist. Contact the issuing institution if 4 weeks have passed from the time you ordered the transcript and it's still not recorded as 'received' by UVic.

If you're attending the same institution (other than UVic) during January to April 2014 as you did in the fall 2013 term, you'll see at least two entries for that institution on the checklist.

- Transcripts due by January 31 and transcripts due by May 31.
- The Faculty of Education teacher education program application will either be entered on the checklist either as 'program application form' or 'supplemental application form.'

Offer of admission

Starting mid-April advisers check for completion of admission requirements when second term UVic grades are posted and as transcripts from other post-secondary institutions (showing grades for courses completed to April 30) are received. Due to the high volume of transcripts received at UVic, some final transcripts received on-time may not be forwarded to the Teacher Education Advising Office until mid-June.

Our goal is to notify all applicants of an admission decision by June 15.



How will you contact me?

You'll receive email from the Teacher Education Advising Office <adve@uvic.ca>. Check your 'junk folder' to ensure that you don't miss an important email. If your email address changes, update your online UVic record and notify the Teacher Education Advising Office. Conditional offers of admission are made by mid-May.

What do I do if I'm offered admission?

Respond to the offer with a brief email. To hold your space in the program, you'll need to submit a **\$150 Faculty of Education acceptance deposit** within a set period of time. Students who've never attended UVic before must also pay a \$200 University of Victoria acceptance deposit before course registration can take place. **Tip!** Acceptance deposits are applied towards tuition fees.

If you won't have regular email access after May 1, arrange to have someone you trust check your email. You may choose to leave a letter accepting an offer of admission and a cheque for \$150 with that person. If you receive an offer of admission, that person can submit the acceptance letter and deposit on your behalf. Alternatively, you may leave your acceptance letter and cheque with the Teacher Education Advising Office.

Who should I contact if, after accepting an offer of admission, I must decline it.

Please write to the Teacher Education Advising Office at adve@uvic.ca.

A few commonly asked questions

May an offer of admission to the program in 2014 be deferred?

No. If you can't take the program in 2014, you'll need to re-apply for another entry point.

May I attend this program on a part-time basis?

Consult an academic adviser if there are extenuating circumstances that prevent you from attending on a full-time basis.

What courses will I take?

The program outline can be found in the UVic Calendar. View it online at <<http://web.uvic.ca/calendar2013/FACS/FoEd/10CeaDP/16DiiSTE.html>>.

Will I qualify for a teaching certificate in another province?

The Agreement on Internal Trade enables labour mobility across Canada for all trades and professionals. If you qualify for a teaching certificate in British Columbia, you can expect to qualify for a teaching certificate in another province.

Where can I get information about tuition?

Accounting services. Go to <https://web.finance.uvic.ca/tuition/>.

Tuition is based on a per-unit fee that varies from year to year. The **2013** rate is \$337.20 per unit. Most students will take 19.5 units in the first year: $19.5 \times \$337.20 = \6575.40 . The 2014 rate will be announced in May 2014. Students with a music teaching area take 15 units of courses in year one: $15 \times \$337.20 = \5058.00 .

In addition to tuition, you must budget for miscellaneous fees (athletic and student society), room and board, practica travel and other living expenses. For a break down of annual costs, go to <<http://registrar.uvic.ca/safa/>>.

About student loans, bursaries, and scholarships?

Student Awards and Financial Aid Office. Go to <<http://registrar.uvic.ca/safa/>> or telephone (250) 721-8423.

About housing?

Housing, Food and Conference Services. Go to <www.hfcs.uvic.ca> or telephone (250) 721-8395.

Teacher Certification in British Columbia

In British Columbia, the Ministry of Education's Teacher Regulation Branch issues teaching certificates. You must submit an application to the TRB when you finish our program. We'll recommend you for a teaching certificate if you are successful in completing our program.

If you've been charged with, or convicted of, a criminal offense, you should write to the Teacher Regulation Branch for clarification of your status before undertaking a teacher education program. **Note:** As a student in a teacher education program you will be required to have a Criminal Record Check in compliance with the [BC Criminal Record Review Act](#).



[Teacher Regulation Branch](#)

Ministry of Education
400 – 2025 West Broadway
Vancouver, BC V6J 1Z6
Tel: (604) 660-6060 (Metro Vancouver)
1-800-555-3684 (toll free within North America)