



Secondary Post-Degree Professional Program (Diploma or BEd)

Application information for September 2015 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?

Applications are due by January 2 in Undergraduate Admissions and Records. Applicants who are new to UVic apply online (see page 2). The application for returning or continuing UVic students (see page 2) may be submitted by email, fax, mail or in-person at the University Centre building.

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

Email
New to UVic: adms2@uvic.ca
Current/returning UVic: reco2@uvic.ca

Fax
(250) 721-6225

In the subject line of your email please write:
Education 2015 Application from [your name]

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 or Sarah by telephone (250-721-7877) or email adve@uvic.ca.

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

The number of applications received, and the number of available spaces (quota), varies from year to year. The 2015 quota will be set in February 2015. In 2014, of the applications we received for 80 program seats, 115 were eligible for an offer of admission.

When will you contact me?

The Teacher Education Advising Office may contact you at anytime between February and August.

February and March: We write to confirm an applicant's eligibility for admission or to explain why an applicant is not admissible.

April and May: We make offers of admission.

May and June: We confirm offers of admission once grades for second term courses are available.

July and August: Offers of admission are made to waitlisted applicants, if applicable.

To ensure that you don't miss an important email, add adve@uvic.ca to your contact list and also check your 'junk folder' regularly between February 1 and August 30. 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!** Some students report that they did not receive a message from us because it went into their 'junk folder.'

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 Secondary PDPP website:

<<http://www.uvic.ca/education/prospective/teacher/programs/secpdpp/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, 2015. 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+ average on the most recent 30 units of graded coursework attempted to December 31, 2014 **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.

What to submit and when

what	give it to	by
UVic Undergraduate admissions application - for new to UVic students only. You'll find it online at < www.uvic.ca/students/undergraduate/admissions/index.php >.	Undergraduate Admissions Online <i>refer to page 1 for contact information</i>	January 2
Teacher education program application form – for continuing and returning UVic students only. Find it online at < http://www.uvic.ca/education/home/home/apply/ugapply/index.php > (click on Continuing and Returning Students tab).	Undergraduate Records <i>in-person, mail, fax or email</i> <i>refer to page 1 for contact information</i>	January 2
Application fees <ul style="list-style-type: none"> No fee if you're attending UVic 2014 – 2015 winter; \$18.25 if you last attended prior to August 2014. \$70.25 if you've never attended UVic before and all your transcripts come from institutions within Canada; \$114.50 if at least one of your transcripts will arrive from an institution outside of Canada. 	Undergraduate Admissions & Records <i>refer to page 1 for contact information</i>	January 2
Official transcripts (you'll find more detailed information on the next page) <ul style="list-style-type: none"> transcript (s) showing grades for courses taken to December 31, 2014 transcript (s) showing course registration for January to April 2015 transcript (s) showing grades for courses taken January to April 30, 2015 	Undergraduate Admissions & Records Undergraduate Admissions & Records Undergraduate Admissions & Records	January 31 January 31 May 31

Letter of intent, resumé and letters of reference (see next page for details)	Teacher Education Advising	January 31
Statement of Degree Completion (non-UVic students only) You need a degree to be admitted to this program. If you do not yet hold an undergraduate degree but expect to receive one in June 2015, please have your university's registrar's office send a statement to confirm that. If you are registered in a graduate degree program , you must provide a confirmation letter from your university's records office stating that your program requirements will be completed by August 30, 2015 or that you will be taking a leave of absence from your program starting September 2015. You may not be concurrently registered in a graduate program and the Diploma in Secondary Teacher Education.	Undergraduate Admissions & Records refer to page 1 for contact information	January 31 (undergraduate) February 28 (graduate)
Courses-in-progress form – for continuing and returning UVic students only. <i>Complete this form if you're taking courses in the January to April 2015 term at an institution other than UVic.</i>	Undergraduate Admissions & Records refer to page 1 for contact information	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. Call 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 do accept applications received after January 2, **students who apply by the deadline are given priority.** Students who apply late will be considered if space remains in the quota after all eligible on-time applicants have been admitted. A late application fee (\$35) will be assessed to those applying after January 2.

Letter of intent, resumé and letters of reference (2)

As an applicant to a professional program, we invite you to tell us about your experiences and how they relate to your goal of becoming a classroom teacher. Please submit a letter of intent, resumé and 2 reference letters. If admitted, this information may be shared with the field experience office to aid in finding a suitable practicum placement.

Submit the letter of intent, resumé and reference letters directly to the **Teacher Education Advising Office**. **Tip!** Provide the people writing the reference letters with an envelope addressed to the Teacher Education Advising Office.

Teacher Education Advising Office
Faculty of Education
University of Victoria
PO Box 1700 STN CSC
Victoria, BC V8W 2Y2

Re: [your name]

The letter of intent, no more than a single typed page, will describe the reasons you wish to become a teacher, how your life experiences (employment, volunteer activities, work with diverse groups of children or adults, special skills or talents, leadership roles) are relevant to teaching, and why you think these experiences are appropriate preparation for a career in teaching.

The **resumé** (no more than 2 typed pages) will list your education, employment history, teaching experience (volunteer and paid), work experience with youth (volunteer and paid) and references.

The **reference letters** (2) should be written by individuals for whom you've worked or volunteered and/or who are familiar with your personal characteristics, skills and expertise relevant to the teaching profession. Ideally, they've observed you interacting with children or adolescents. **Tip!** The reference letter may not be written by a family member or personal friend.

Your application may be cancelled if you do not submit the letter of intent, resumé and reference letters by January 31.

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. **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.

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 and your degree was awarded by UBC.

Alert! List **every** post-secondary institution that you've **attended** (including AP and IB) on your application. Tip! The IB declaration appears under 'High Schools attended' on the UVic application form; the AP declaration appears under the 'Post Secondary Institutions attended.'

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 (continuing or returning) are not required to submit their 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, and you have completed coursework at another post-secondary institution, 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. **Alert!** Your application will not be processed until the \$40 document evaluation fee (if applicable) has been received.

Transcript deadlines

☐ **January 31, 2015** for all courses attempted to December 31, [2014](#) and to show course registration during January to April 2015, if applicable

☐ **May 31, 2015** for all courses attempted during January to April 2015.

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 Undergraduate Admissions and Records. 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. 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. At the very latest you can expect to receive an email by April 15.

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

Notify the Teacher Education Advising Office at adve@uvic.ca and Undergraduate Admissions (new UVic students) or Records (continuing and returning UVic students). If you want to apply to a different UVic faculty or program for entry in September 2015 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. Applications will then be added to the university's application information system in date order (processing times will vary). Applicants will also receive email notification from Undergraduate Records to indicate when the Records officer's review is complete. This email will confirm an application is being forwarded to the Faculty of Education for the next stage of review.

Using My UVic Application:

- Once your application is uploaded 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>.
- Look at the 'Applied to' section on the form. Your program should be EDUC: Diploma.
- Next, look at the '**Checklist**' to check the received date for the program application, fee, and any other required transcripts or -documentation related to your academic records.

The Letter of Intent, References, and Résumé will not be logged on the application checklist; to check on receipt for these items please email adve@uvic.ca with your full name and student number.

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 2015 as you did in the fall 2014 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'.

Selection process and offer of admission

Eligible applicants are ranked and admitted on the basis of their 30-unit grade-point average calculated on courses attempted to December 31. Successful applicants with courses-in-progress in the January to April term are admitted conditionally. If the conditions are not satisfied by the end of May, the offer of admission is withdrawn. **Note:** Quotas are also established for each teaching area; therefore, your teaching area may also be used to determine admission.

Teacher education advisers will check for completion of admission requirements as soon as final grades for second term become available.

- Grades for UVic courses taken in the second term should be posted no later than May 15.
- Transcripts from other institutions start arriving at UVic at the end of April. Due to the high volume of transcripts received at UVic, final transcripts received on May 31 may not be forwarded to the Teacher Education Advising Office until mid-June.

Tip! We'll begin making offers of admission as early as April 15. At the latest, you'll know by June 15 if you have been offered admission or placed on a waitlist



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.

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 2015 be deferred?

No. If you can't take the program in 2015, 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/calendar2014-09/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 **2014** rate is \$343.94 per unit. Most students will take 19.5 units in the first year: $19.5 \times \$343.94 = \6706.83 . The 2015 rate will be announced in May 2015. Students with a music teaching area take 15 units of courses in year one: $15 \times \$343.94 = \5159.10 .*

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)