

EDUCATION PLANNER INSTRUCTIONS FOR STUDENTS TAKING A DUAL CREDIT PROGRAM



NOTE: Students applying for a program **MUST** first receive confirmation from the SIP office that they have secured a seat before registering through Education Planner.

Education Planner Instructions

1. Go to <https://apply.educationplannerbc.ca/>
2. Sign up for an account creating your Username and Password as follows:
 - a. **USERNAME:** First Name.Last Name – ex. Jane.Smith
 - b. **PASSWORD:** First initial, Last Name, a special character, and year of birth – ex. Jsmith@1999

Once you have successfully created an account, you will automatically be logged in
3. Complete your Profile:
 - a. **Personal Info**
 - b. **Contact Info** (Select **YES** for emergency contact. Enter your parent/guardian information)
 - c. **Academic History**
4. Select your Institution - **Camosun College**
5. At the Program Selection,
 - a. select the Category - **South Island Partnership,**
 - b. select your subject area - **TASK, Welding or Joinery etc.**
 - c. select your program/course - **Dual Credit Courses – South Island Partnership**
6. Under Additional Information, **select “NO” for Agent information for international applicants**
7. **Review and Submit** application – the last step is to pay.
If needed, you can save your information and return using your USERNAME and PASSWORD when you have access to a credit card
8. **Pay the application fee.**
This is non-refundable, and valid for a continuous 12 months for South Island Partnership courses.
Please note that you will have to pay the application fee again if you switch from a course to a different program or when you graduate and apply again for a new program
9. **Submit** online application, notify career coordinator it's complete.

Are you having trouble?

Go to: camosun.ca/learn/south-island-partnership

Select: **Become a Dual Credit Student**

Click: **How to Apply for SIP on Education Planner**

Note: The online application is only one part of your registration process. You will also need to complete a South Island Partnership application package provided by your Teacher or Career Coordinator.