



The following steps are outlined for your information and are intended to help you understand the application process and timing of document submission. All official admissions correspondence regarding your application should be with the Sport Science Admissions Officer in the Registrar's office at Douglas College. Students who apply for the Bachelor of Physical Education and Coaching (BPEC) and are not accepted, **should also apply** to the Sport Science (SPSC) Diploma if they wish to be considered for that program. Each student can submit two applications with their registration fee, therefore, it is highly recommended you apply to 1) the BPEC degree and 2) the SPSC diploma at the time of your initial application.

<b>1</b>	<input type="checkbox"/> Apply online at <a href="http://registrar.douglas.bc.ca/">http://registrar.douglas.bc.ca/</a>
<b>2</b>	<input type="checkbox"/> Douglas College issues you a student number and sends instructions via mail identifying receipt of your online application.
<b>3</b>	<p>Submit the following documentations to the registrar's office either with your application or by the deadline provided by your admissions officer. Download forms at: <a href="http://www.douglascollege.ca/calendar/programs/pss/index.html">http://www.douglascollege.ca/calendar/programs/pss/index.html</a></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 2 letters of reference</li> <li><input type="checkbox"/> Official transcripts from high-school and/or post-secondary institution.</li> <li><input type="checkbox"/> Medical self-declaration</li> </ul> <p>(In some cases document deadlines may be extended. If you have an application in process and require a documentation deadline extension, please contact the Sport Science Admissions Officer in the Registrar's Office.)</p>
<b>Program Application Deadlines</b>	
<b>Bachelor of Physical Education and Coaching – February 28<sup>th</sup></b>	
<b>Sport Science Diploma – April 30<sup>th</sup> or October 1<sup>st</sup></b>	
<b>Students are ranked based on their GPA, reference letters and any other preferential ranking criteria listed in the Douglas College calendar.</b>	
<b>Students are then offered seats by mail or phone call</b>	
<b>4</b>	<p>Once offered a seat in a program,</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Full time students pay a \$350 tuition deposit to secure their spot.</li> </ul>
<b>5</b>	<input type="checkbox"/> <u>Students accepted to the BPEC degree only:</u> complete and submit a <b>Criminal Records Search</b>

\* Students who do not gain acceptance to either the Bachelor's degree or the Sport Science Diploma on their first attempt are encouraged to take Sport Science courses while enrolled in General Studies. The Sport Science department runs many sections of each course.

**All documentation must be sent to:**

Office of the Registrar,  
Douglas College  
P.O. Box 2503  
New Westminster, BC V3L 5B2  
Phone: 604-527-5478