



Procedure Information	
Related to Policy No:	E-1.01
Approved by:	Executive Management
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Executive Responsible:	VP Academic/VP C&SS
Administrator Responsible:	Registrar
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ADMISSION TO THE COLLEGE PROCEDURES

Definitions

1. **Accepted applicant**
A qualified or conditionally qualified applicant who has been offered a seat in a program of study.
2. **Admission requirements**
A set of academic and non-academic criteria that must be met prior to an offer of admission to a program is presented.
3. **Application Deadline**
A deadline before which applicants must apply in order to be considered for admission to programs with selective admission criteria or a deadline for which domestic applicants must apply to limited entry programs in order to be considered for admission prior to international applicants being considered for those same programs.
4. **Conditionally Qualified Applicant**
An otherwise qualified applicant who has submitted proof of current registration and has been provided with timelines for successful completion of the remaining admission requirements for the program.
5. **Domestic Applicant**
An applicant who is in possession of documentation confirming their legal status as a Canadian citizen, a permanent resident, a convention refugee or with diplomatic status.
6. **Permanent Resident**
A permanent resident is someone who has been given permanent resident status by immigrating to Canada, but is not a Canadian citizen. Permanent residents are citizens of other countries. Permanent residents confirm permanent resident status under Canadian immigration regulations.
7. **International Applicant**
An applicant who is not a domestic applicant and meets the guidelines established by *Citizenship and Immigration Canada* for international students studying in Canada.

8. Convention Refugee

Upon presentation of documentation that confirms the applicant as a “protected person” by the Immigration and Refugee Board of Canada, applicants with convention refugee status will be assessed for admission in the same manner as a Canadian citizen/permanent resident.

9. Diplomatic status

For those countries with diplomatic representation in Canada, applications to CNC of diplomatic status (or those who are a dependent of a person of diplomatic status) are eligible to apply for admission and will be assessed in the same manner as a domestic applicant.

10. Exchange Student

A student attending the College of New Caledonia as a participant in a formal exchange agreement with another institution. Exchange students may be of domestic or international status and pay tuition and fees to their home institution and not CNC.

11. Letter of Permission (LOP)

A letter issued by the Registrar (or designate) from a student’s home institution providing advanced permission to take a course at another accredited institution for transfer credits towards their credential at their home institution. If an LOP is not provided, it is the responsibility of the student to ensure transferability of CNC courses back to their home institution.

12. Limited Admission Program

A program with a limited number of seats per intake.

13. Proof of permission to study in Canada as an International Student

A visitor’s visa and/or a study permit, depending on length of study, as outlined on the Canadian Government Study in Canada website.

14. Qualified Applicant

An applicant who has provided all required documentation and successfully meets the admission requirements for the program to which they have applied.

15. Reserved seats

A specific number or percentage of seats in a specific program set aside by a department in accordance with an established Statement of Terms or MOU between the College and a community partner or for qualified Aboriginal applicants.

16. Community Partner

A sponsor or community group with whom the College has an established Memorandum of Understanding (MOU) or statement of Terms.

17. Open Admissions

Any program of study that does not have a selective admission process or a fixed capacity.

18. Selective Admission Program

A program for which seats are filled based on approved selection criteria. Such criteria may include, but are not limited to, assessment, portfolio submissions, interviews and grade point average.

19. Unused capacity

Seats that remain available in a program after the application deadline.

20. Visiting Student

A student who is enrolled at another accredited post-secondary institution and is taking courses from CNC to gain credit toward a credential at their home institution. Visiting students must have a letter of permission.

Procedures

1. Guiding Principles

Eligibility for admission is based on satisfying citizenship, age, and academic requirements. In cases where applicants may not meet the specific admission requirements for a desired program, the College offers a broad range of developmental programs which lead to the qualifications necessary for specific program entry.

In all cases, specific program admission requirements take precedence over general admission requirements and should be checked at the time of application.

Applicants must provide all required documentation proving that they meet the entry requirements.

Offers of admission may be rescinded if any aspect of the application or submitted documentation is deemed to have been falsified.

Applicants may only be admitted to one program at any one time. Exceptions to this restriction shall be at the discretion of the Registrar.

Deans reserve the right to waive admission requirements under special circumstances. The completed waiver form will be submitted to the Office of the Registrar for processing.

2. General admission

The following qualifications are generally accepted where Grade 12 or equivalent is listed as a requirement for admission:

- a) BC Adult Graduation Diploma;
- b) Secondary School Graduation Diploma; or
- c) Senior Alternate Education (SAE) with English 12. Student must be 18 years of age or older.

3. Citizenship and immigration requirements

The College of New Caledonia accepts applications for admission from prospective students only if they

- a) Are citizens of Canada,
- b) Hold status granted by Citizenship and Immigration Canada as Permanent Residents (landed immigrants), proof of which must be submitted, or
- c) Meet the International Applicant definition.

4. International Students

Must possess a valid study permit for programs exceeding 6 months.

Must be a visitor to Canada for programs less than six months.

Admission requirements for English as a Second Language (ESL) program:

- a) Must complete a placement test to determine levels of comprehension and writing

Admission requirements for non-ESL programs:

- a) Must have completed high school or equivalent of Grade 12 in British Columbia
- b) Must meet all program admission requirements
- c) Must have a minimum TOEFL score of 550 (PBT), 213 (CBT) 80 (IBT), a 6.0 IELTS score, or have successfully completed Level 4, English for Academic Purposes, at CNC or equivalent language proficiency test. Specific countries may be exempt from this requirement.

5. Special admission

In addition to meeting the general admission requirements, many students may gain entry to the College through other avenues:

- a) Students without Grade 12
Students who are deficient by no more than two courses or eight credits for BC secondary school graduation, but do have English 12, English 050, or equivalent may be admitted as having Grade 12 or equivalent, but are subject to specific program requirements.

b) Mature students

Students who are at least 19 years of age on the first day of the term for which admission is sought, do not meet the secondary school graduate (or equivalent) requirements and have been out of the secondary school system for at least one year may gain entry as mature students.

c) Underage Students

Students who are less than 18 years of age prior to the first day of classes may be granted special admission to a program upon the written recommendation of the appropriate Dean, or designate, of the specific program. The College of New Caledonia reserves the right to determine whether an under-aged student will be permitted to register. Students must have the written consent of the parent or legal guardian. These students will fall under one of two categories:

1. Students will generally have an outstanding academic record and will complete Grade 11 in the year in which they are applying for admission. They will also require the authorization of the appropriate secondary school principal and will be admitted as early entry students.
2. Students that have completed grade 12 in the year in which they are applying for admission.

d) Home Educated Students

Home schooled applicants must provide proof that they have met secondary school graduation requirements from a recognized educational jurisdiction and also program specific minimum subject and academic admission requirements. In addition, all applicants are required to take provincial exams, or equivalent, for all courses in which they are mandatory. In cases where applicants do not meet the above-mentioned requirements, they must submit a Letter of Intent outlining the reasons for not being able to meet these requirements and provide SAT scores and/or any other relevant documentation for admission consideration.

Note: The College of New Caledonia reserves the right to limit admission to those applicants who, in the opinion of the College, possess the requisite capabilities for success.

6. Documents required

Applicants are required to submit the following documents with their applications.

a) Transcripts (i.e., signed and sealed):

Official transcripts for all secondary and/or post-secondary education or training must be submitted with the Application for Admission.

Applicants who have completed post-secondary courses in other institutions and who request advance credit must submit an official transcript for evaluation.

Applicants from outside Canada, and those whose documents are not in English, must provide a notarized translation as well as notarized course descriptions.

Applicants who are currently attending secondary school may initially submit an official verification of secondary school subjects at the midpoint of the final semester or term and subsequently complete their application by forwarding official transcripts as soon as they become available.

b) Other supporting documents for specific programs:

Some programs have specific document requirements. Students are encouraged to check specific program document requirements at the time of application.

Applications will not be considered complete until all transcripts and required documents are received. Students who are unable to submit transcripts or any of the documents should contact the Admissions office.

7. Admission processes

There are three different program admission processes – open, limited and selective:

a) Open admission

Applications are accepted and admission determined on a “first qualified, first admitted” basis for qualified applicants, using the date by which the application was received. See the Calendar for programs that offer open admissions. Students who apply while still in Grade 12 can be given conditional admission. Under this process, being admitted and invited to register is not a guarantee that space will be available in the desired courses, as new student registration priority is based on the date of application.

b) Limited admission

When there is a limited number of seats available in a program, applications are accepted, and admission is determined on a “first qualified, first admitted” basis, using the date by which applicants have met all of the program admission requirements. Once an applicant is determined to be qualified, they will be offered admission, having a specified date to confirm acceptance by submitting payment of a registration deposit. Once all seats are filled, qualified applicants will be placed on a waitlist.

For some limited capacity programs, students may be admitted on a selective basis as described below.

c) Selective admission

All applications are accepted up to the priority deadline date, after which they are assessed using an established selection process. Meeting the minimum requirements for admission does not guarantee acceptance to the program. Once the assessment and ranking of qualified applicants has been completed, the limited number of seats in the program will be filled by offers

of admission to those students selected; all other qualified applicants will be placed on a waitlist. Applicants being offered admission will have a specified date to confirm their acceptance by submitting payment of a seat deposit.

Criminal record searches

Given the scope of the Criminal Records Review Act, CNC requires criminal record searches for applicants to program areas that involve working with children or other vulnerable persons. Check program requirements for criminal record search and criminal record review requirements.

Links to Other Related Policies, Documents and Websites

Related Policies

- E-1.01 Admission to the College
- E-1.24 International Students
- E-1.25 New Program Development