

# Policy

Procedure

College Standard

Standard Operating Procedure

Guideline

Local Practice



|                                                          |                           |                     |
|----------------------------------------------------------|---------------------------|---------------------|
| Policy Title                                             | Policy No.                |                     |
| <b>Admissions</b>                                        | <b>E-1.01</b>             |                     |
| Executive Responsible                                    | Administrator Responsible |                     |
| <b>Vice President Academic</b>                           | <b>Registrar</b>          |                     |
| Approving Body                                           | Approval Date             | Date of Next Review |
| <b>Board of Governors</b>                                | <b>June 30, 2026</b>      | <b>June 2031</b>    |
| Associated Procedure and Resources                       |                           |                     |
| Admission Decision - Application for Appeal Form         |                           |                     |
| Admissions Procedure E-1.01a                             |                           |                     |
| Admissions – International Procedure E-1.01b             |                           |                     |
| English Language Proficiency College Standard ES-1110-CS |                           |                     |

## PURPOSE

To outline the principles and requirements for applicants to access programs at the College of New Caledonia (CNC). It provides flexible admission pathways that prevent barriers and improve access to post-secondary education across the communities we serve.

## SCOPE

This policy applies to all applicants (domestic or international), students, administrators, faculty and employees applying to programs at CNC.

Programs specifically intended to prepare students for direct entry into upper-levels of further study, mandated by regulatory bodies, or advanced programs at partnership institutions are required to follow admission requirements as outlined in the specific agreements with CNC or accreditation criteria.

## GUIDING PRINCIPLES

1. CNC welcomes all applicants wherever they may be on their educational journey and strives to reduce barriers allowing students to achieve their goals.
2. Each applicant will be assessed in a fair, timely, and consistent manner.
3. CNC may require applicants to provide authenticated documentation in English to verify an application.
4. Applicants have the right to know the admission requirements under which they will be assessed before they apply. Changes to admission requirements will not normally be made after an application cycle has begun, unless it is beneficial to the applicants.

5. If admission requirements are changed mid-application cycle, all applicants will be reassessed under the new admission criteria.
6. CNC admits by program, and students should only be active in one program at a time.
  - 6.1 Applicants can apply to multiple programs, but once accepted, they are expected to choose one.
  - 6.2 If applicants request to be in multiple programs, special approval may be granted by the registrar.
7. CNC normally admits on a first-qualified, first-accepted basis, ensuring applicants who meet requirements are offered available seats in the order in which they become qualified. For high-demand programs, the College may implement and publish a program-specific selection process.
8. Where applications exceed available seats, CNC reserves the right to establish and manage waitlists.
9. Meeting the admission requirements set out by the College does not guarantee admission. CNC reserves the right to refuse admission to anyone.

## **ROLES AND RESPONSIBILITIES**

### **10. Applicant**

- 10.1 Submit a complete and truthful application.
- 10.2 Respond to any requests from CNC for additional information.

### **11. Registrar or designate**

- 11.1 Maintaining, evaluating, and administering admission requirements to the College across all campuses.

| <b>Definitions and Acronyms</b>                     |                                                                                                                                                                                                                      |
|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Admission Requirements</b>                       | The minimum qualifications required for entrance to a program.                                                                                                                                                       |
| <b>Applicant</b>                                    | An individual who completes an application for admission to the College of New Caledonia.                                                                                                                            |
| <b>Supporting Information</b>                       |                                                                                                                                                                                                                      |
| <b>Related Policies, Forms, Documents, Websites</b> | Change of Enrolment Status E-1.14<br>Domestic Application for Admission Form<br>International Application for Admission Form<br>Tuition, Fees, and Refunds Policy E-1.15                                             |
| <b>Acts and Regulations</b>                         | <a href="#">BC Colleges and Institute Act Section 19(1)(f), 23(1)(m)</a><br><a href="#">BC Freedom of Information and Protection of Privacy Act</a><br><a href="#">Department of Citizenship and Immigration Act</a> |