
Admissions

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Key Process Area:	Student Development
Owner:	VP AR
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POLICY STATEMENT

New Brunswick Community College (NBCC) is committed to promoting accessibility to post-secondary education in New Brunswick and to maintaining an objective admission process. NBCC will rank qualified applicants according to the date and time of a complete application ("First Qualified, First Accepted").

NBCC shall also apply an equitable and accessible admissions process for International applicants.

NBCC may reserve capacity for Indigenous, International, out of province, and Special Admissions applicants in any of its regularly-funded programs. As well, seating may be reserved in any programming associated with approved NBCC partnerships or agreements.

PURPOSE

This policy describes the steps in the process for admission to training programs in the New Brunswick Community College. This process begins with the receipt of the candidate's application for admission and ends when the applicant registers in the program or withdraws their application.

SCOPE AND LIMITATIONS

The provisions of this policy apply to all regular programs that are part of the program calendar, and to those delivered on a contract basis.

1.0 DEFINITIONS**Additional Assessment**

- particular admission requirement such as a structured interview, audition, demonstration of practical skills, written work, generic or subject-specific testing, language proficiency tests. Note: The additional assessment is distinct from the requirements included in the admission profiles.

Admission Profile

- grouping of various requirements for admission into a whole to determine admission to a program or group of programs. Profiles are based on the academic level of subjects rather than on the specific content of the courses.

Applicant

- an individual who has submitted an application form to College Admissions Service.

Career

- a Student Information Management System (SIMS) term used to separate "streams" of academic work from one another. There are post-secondary, secondary education and continuing education careers.

Continuing Education Career

- any program/plan of studies leading to a certification of achievement or a certificate of participation.

External Transfer

- an applicant who applies to College Admissions Service (CAS) and is not an active (current) NBCC-CCNB

student. This includes students using established articulated and block transfer agreements and students applying for transfer from an external post-secondary institution.

Internal Transfer

- an active student who moves from one campus to another within the NBCC and CCNB network.

Mature Applicants

- an applicant who does not meet the program/plan admission requirements and will be 21 years old prior to the program registration date.

Post-Secondary Career

- any program/plan of studies leading to a certificate, diploma, or diploma of advanced studies.

Program

- a field of studies for which an approved curriculum standard exists, has a predetermined duration time frame, and leads to an official certification.

Regular Program

- a program that is subsidized through the provincial grant to the Colleges, is offered at the regular tuition rate, and forms part of the seat capacity as expressed in the Training Plan. From time to time, government may wish to temporarily add to the regular seat program from a source other than the provincial grant to the Colleges. In such an instance, the program is to be considered **regular**, and is to be added to the training program for as long as that program lasts.

Secondary Education Career

- any program/plan of studies at the high school level.

Student

- a person who has attended a course.

2.0 IMPLEMENTATION

2.1 Responsibilities

2.1.1 College Admissions Service (CAS) will:

- a) process applications for all regular and contract programs in post-secondary (PS) and secondary Education (SE) at NBCC.
- b) process both external transfers and applications for Year One of NBCC programs.
- c) process program changes for matriculated students who apply for a new program choice (a program not previously indicated on the application form).
- d) proceed to fill empty seats after registration within timelines set by NBCC - for up to three weeks after the start of classes.

2.1.2 NBCC will process:

- a) applications for programs and courses in Continuing Education (CE).
- b) applications for part-time training and late entry/re-entry applications.
- c) internal transfers and program changes for matriculated students throughout NBCC.

Admission to Apprenticeship programs are the responsibility of the Apprenticeship and Occupational Certification Branch of the Department of Post-secondary Education, Training and Labour.

The Vice President - Academic and Research establishes and approves NBCC admission profiles. In exceptional circumstances, some programs may have additional requirements beyond these admission profiles and these are set out in each program's description.

The minimum requirement for admission to a program is the New Brunswick High School Diploma, or equivalent recognized by NBCC. The following are recognized as equivalents:

- a) General Education Diploma (GED)
- b) Adult High School Diploma
- c) General Studies Certificate
- d) Academic Studies Certificate
- e) Basic Training for Skills Development (BTSD) program
- f) Pre-Science program; *or*
- g) a minimum score of 900 (until 2005) and 1,500 (after 2005) on the SAT (Scholastic Aptitude Test), accompanied by external proof of successful completion of prerequisite courses. External proof may be in the form of a final mark awarded by a high school in the public education system, or a provincial exam.

Applicants who have successfully completed post-secondary education studies in a related field will be considered as having met the minimum requirements for admission to a program. Where specific prerequisite courses are required, an exemption may be granted by the designated authority responsible for the program. To facilitate the admission process, admission requirements are grouped into profiles (refer to Admission Profiles 1314.2741) depending on the nature and complexity of the program.

Specific considerations such as medical examinations, criminal record checks and employer-related testing are no longer considered to be admission requirements, but rather as particular considerations of programs. They should be treated as such when, for example, writing abstracts. NBCC will not apply newly revised requirements to the disadvantage of a candidate whose high school courses were established in accordance with earlier requirements.

Notwithstanding the general and specific program admission requirements set out in this policy, NBCC reserves the right to determine the admissibility of all applicants, and to deny admission when, in the opinion of NBCC, there is reason to conclude that granting admission would not be in the best interest of the applicants or NBCC. This includes, but is not restricted to, applicants who have been terminated from a program and/or NBCC for disciplinary or academic reasons. An applicant thus denied admission may appeal the decision using the Student Assessment and Appeal Process.

2.2 Admissions

College Admissions Service (CAS) and all key stakeholders must be informed of any significant changes to programs/plans according to NBCC's Training Plan.

Applicants may apply for admission to a maximum of two (2) programs in any academic year.

Applicants may apply for admission to an unlimited number of programs or courses in their Continuing Education (CE) career.

Qualified applications are valid for the current academic year or transferred to the following year for the same program/location if they remain on the waitlist once the admission cycle is

complete for the associated program. Program waitlists will rollover each year and will be maintained until an offer is made or upon client withdrawal.

Applicants accepted four (4) weeks prior to the start of a program will have a one-time option to defer their application to the next academic year for the same program/location.

- 2.2.1** NBCC's Registrar will determine the seat allocation plan for Years One, Two, and Three (including reserved seats and overbooking) and advise the College Admissions Service (CAS) no later than the day prior to the start of the application cycle of a program.
- 2.2.2** Applications must be accompanied by all relevant documents and applicable fees as follows:
 - a) an official transcript of high school, college and/or university marks (mandatory); Grade 11 transcripts are accepted pending the receipt of final high school transcripts. Note: Transcripts of marks from public high schools indicating a modified level will require additional evaluation and are considered by NBCC's Special Admissions Office where applicable.
 - b) where applicable, a Mature Student Application including a letter of reference of related employment indicating duration and type of employment (f)
 - c) application fee per program/plan (mandatory, non-refundable)
 - d) Applicants are required to have paid all outstanding tuition fees before a new application for admission will be considered by CAS.
- 2.2.3** Applicants will be notified by CAS of missing items. If these are not received within 30 days of receiving the application, the application will be withdrawn.
- 2.2.4** Applicants may apply for two (2) programs/plans only per academic year. Both choices will be processed. If applicants are accepted into their preferred choices, the second choice will automatically be cancelled. If applicants are admitted into their second choices and confirm by paying the deposit (confirmation) fee and seat becomes available in the preferred choice, the applicant will be given a one-time option to make a program change and transfer their confirmation fee. If an applicant changes their program of choice before paying the confirmation fee, they will have 30 days to confirm the change. A change of program by a waitlisted applicant is considered a new application. The waitlist number is non-transferable.
- 2.2.5** Applications to co-op programs shall be accepted to the regular programs without the co-op designation by CAS, and then the student file shall be transferred to the co-op option at the campus upon availability.
- 2.2.6** Applicants applying for programs or courses in Continuing Education (CE) can be admitted by individual campus or by CAS.
- 2.2.7** An applicant may change their choice of program or be reconsidered for a previous program/plan at no extra charge by contacting CAS. The revised choice is dated as of the date the change request was received by CAS.
- 2.2.8** Priority for application processing is as follows:
 - a) permanent residents of New Brunswick
 - b) residents of other Canadian provinces and territories
 - c) applicants from other countries

2.3 Backfilling

Campuses shall communicate the list of confirmed no-shows to CAS. CAS will contact applicants on the waiting list in a timely manner and advise the Registrar when seats have been filled.

2.4 Out of Province Applicants

NBCC will allocate a minimum number of seats each year for candidates from other Canadian provinces. This rule may be waived by the NBCC Registrar for applications to programs which have historically been under-subscribed.

2.5 Indigenous Applicants

A number of seats are reserved for Indigenous applicants (one (1) seat per program/plan with fewer than 20 seats, and one (1) per 20 seats for programs/plans with more than 20 seats), or more as outlined for specific programs by the Vice President - Academic and Research. These are reserved until June 1 of each year.

2.6 Students with Disabilities

Appropriate academic accommodations require time to plan and implement; therefore, early self-identification is encouraged. To self-identify, the applicant completes the form available on NBCC's website and forwards it with the application for admission to CAS.

2.7 Mature Applicants

CAS considers applications for admission from adults (21 years old prior to the program registration date) who do not meet the program admission requirement. They must, however, have training or experience in the chosen field of study and/or show that these past experiences indicate they are likely to successfully complete their training. If they do not, the file is transferred to the campus, which performs an additional assessment of prior training or experience in the chosen field to determine if they can be considered for the program. The Registrar's office then advises CAS of the result of their assessment.

2.8 Applicants from Private Schools

NBCC and CAS shall develop a pre-approved list of private schools based on cross-referencing curriculum with New Brunswick's Department of Education. CAS will accept students from the pre-approved list by assessing transcripts at face value based on the admission profile of the requested program applied. CAS may require proof from a new or unapproved school that their curriculum meets admission profile requirements.

2.9 Homeschooled Applicants

For programs with an Admission Profile of A or B, homeschooled applicants may be administered CAAT Level Three (3) testing by NBCC. An alternate assessment tool may be used to test for programs with more intense Admission Profiles.

2.10 Conditional Admission

Applicants who are in the process of completing the program admission requirements for a chosen program may be admitted on a conditional basis. Conditions must be met prior to registration, and proof of completion of the requirements (transcript) must be received by CAS.

2.11 Re-Admission

A student must apply for re-admission in any of the following circumstances:

- a) if the student has failed to remain continuously registered following the typical sequence of terms for their program
- b) if the student was not dismissed from NBCC for academic or disciplinary reasons
- c) if the student has failed or withdrawn from previous courses, or a program in which that program's Academic Chair and/or the NBCC Registrar have determined the student has a reasonable chance of success

Note: Re-admission date and time are subject to the approval date in question in order to qualify as a complete application.

Determination of Admissibility:

- a) Students who have been terminated due to college Expulsion from NBCC and wish to apply for re-admission require the approval of the Vice President - Academic Development.
- b) Students who have been suspended from NBCC for academic or disciplinary reasons will be denied admission until suspension has been lifted.
- c) NBCC and the College Registrar are responsible for notifying CAS of students who have been terminated or suspended from a program or the College.
- d) CAS must also be notified of the conditions under which a student may be re-admitted to a program and NBCC.

2.12 Records

Records required by College Admissions Services for processing include:

- a) complete application (application form, transcript of marks or other pre-requisite requirements and application fee)
- b) results of portfolio requirements
- c) Student Information Management System Reports.

2.13 Appeal

Appeals to decisions regarding application for admission may be done by submitting a notice of appeal in writing to CAS within 30 days of the decision. The appeal process must involve the College Registrar.

2.14 International Applicants

Applicants with "International" residency is an applicant who is not a permanent resident of Canada, or who does not have either landed immigrant or refugee status.

- a) **Deadlines**
 - (i) All deadlines must allow reasonable delays for sending communication, and for international applicants to obtain their student permit on time.
 - (ii) CAS is committed to acknowledging receipt of an application within three (3) business days.
 - (iii) CAS is committed to sending an applicant the status of their application within 10 business days.

b) Seat Reservation

In principle, all seats are reserved for applicants with New Brunswick residency status; however, to have programs more accessible to minority groups and targeted clients, and to meet the internationalization goals of the Province of New Brunswick, 10% of NBCC's seats are designated for international applicants, whose applications are considered on a continuous basis. These seats are reserved for a period of 12 months beginning April 1 of each year.

c) Items Required for Evaluating an Application

The applicant must provide the following items for CAS to proceed with the evaluation of the file:

- (i) application form (using the approved NBCC Application Form);
- (ii) application fee;
- (iii) official transcript(s) in the applicant's language of origin attesting to the successful completion of high school and/or post-secondary education;
- (iv) official transcripts translated by a certified translator if the language of origin is not English or French; and,
- (v) translated official documentation attesting to successful completion of a national exam (as applicable).

d) Program Admission Requirements

- (i) To be admitted to a post-secondary program, applicants must have a minimum of a high school diploma and demonstrate proof of a valid study VISA issued by Citizenship and Immigration Canada.
- (ii) The high school transcript must be recognized by the New Brunswick Department of Education, by the government of a Canadian province, and/or by the country of origin. If applicable, an international applicant must successfully pass the national exam of their country of origin for NBCC to grant a New Brunswick High School equivalency.
- (iii) Depending on the program, an international applicant must have completed or be in the process of completing, the prerequisite courses as identified by NBCC.
- (iv) The submitted documentation must be sufficient to demonstrate that the international applicant meets the admission requirements of the program.

e) Conditional Admission

Applicants demonstrating that they are in the process of meeting the admission requirements will be granted a conditional admission to the desired program.

f) Specific Considerations

Some programs have specific considerations that do not constitute an "academic admission requirement". These considerations shall be clearly communicated to the applicant.

g) Language Requirements

Full participation in learning activities depends upon adequate proficiency in the language of instruction. In the case of non-English transcripts, NBCC will require translation into either of the two official languages. Adequate competency in the English language is required for international and permanent resident (landed immigrants) applicants.

NBCC may request the submission of a valid test score on a recognized linguistic test if:

- (i) the applicant's first language is not English; or
- (ii) a minimum of three (3) years of secondary education has not been in English; or
- (iii) a minimum of one (1) year successful completion in a recognized post-secondary institution has not been in English.

English competency requirements are as follows:

- (i) TOEFL: 550 on paper based test or 80 on internet-based test;
- (ii) IELTS: score of 6.0 with no subtest score less than 5.5;
- (iii) MELAB: score of 77 – 80;
- (iv) CAEL: score of 60.

Note: International students must purchase health insurance from a carrier of the institution's choosing, which shall be paid prior to Registration.

a) **Confirmation of Acceptance**

Applicants are required to confirm his or her acceptance by submitting the requisite, non-refundable payment.

The process must allow a reasonable amount of time to confirm:

- (i) without extending the deadline unnecessarily;
- (ii) to allow time to withdraw the application if the applicant doesn't confirm; and,
- (iii) to issue a letter of acceptance to another qualified applicant.

b) **General Information**

- (i) An amount that reflects administrative costs is required for every international application for admission.
- (ii) The process must take into consideration the necessary delays for submitting an application:
 - A) communication, acquiring study permit, and to arrive on time for registration to the campus;
 - B) acceptance packages to international candidates shall be sent electronically, or by courier.

3.0 OTHER RELATED DOCUMENTS

Admission Profiles (1314.2741)

Conversion Charts (1314.2798)

Application for Admission (1314.2849)

NBCC Applicants with no Official Transcript of Marks (Homeschool) Application Process Provincial Guideline (1314.4295)

NBCC Private School Application Process Provincial Guideline (1314.4297)

Student Onboarding Standard (1314.4930)

Academic Year (1206)

Tuition and Other Student Fees (2331)

Admission – Applicants with no Official Transcript of Marks Request (1306.4294)

Access to Accessibility Services (1305)

Mature Student Admission Evaluation Process (1314.4296)

Mature Student Admission Form (1306.4293)