
NBCC Applicants with no Official Transcript of Marks (Home School) Application Process

PURPOSE

This guideline details the process required when an applicant, through the College Admission Services, does not meet the pre-requisites for direct acceptance to a “Regular” NBCC program.

Applicant (home schooled, etc.) has not provided an official transcript of marks and has not received an approved “diploma” sanctioned by the Province of NB and the Department of Education.

SCOPE AND LIMITATIONS

The applicant with no official TOM process begins with CAS forwarding the request to the Campus Registrar for assessment and evaluation.

1.0 DEFINITIONS

Applicant with no Official TOM

- has completed their education through home schooling or other means and is not eligible for a New Brunswick High School Diploma.

2.0 ROLES AND RESPONSIBILITIES

- **College Admission Service (CAS)**
 - ❖ Seat Capacity Management
 - Matriculation/Activation
 - ❖ Processing of applications
 - ❖ Forwarding applications to Campus Registrar for evaluation from applicants to Profile A & Profile B programs.
 - ❖ Continuing evaluation process upon results of evaluation
- **Campus Registrar (CR)**
 - ❖ Standardization of evaluation process for these applicants will be applied to both over and under subscribed programs
 - Sent to the Counselor for preapproved assessment tool
 - ❖ Consultation with NBCC Registrar prior to final approval
- **Campus Counselor (CC)**
 - ❖ In consultation with the Campus Registrar and Department, the CC is to administer assessment tools required for evaluation
 - ❖ Discuss results of testing with Department Head
- **Department Head (DH)**
 - ❖ Forward communication to Campus Registrar with results and recommendations
- **NBCC Registrar (NBCCR)**
 - ❖ Final approval communicated to CAS

Any document appearing in paper form is uncontrolled and must be compared to the electronic version.

3.0 IMPLEMENTATION

Regular Programs

Prior to Registration Day

3.1 CAS

- ❖ CAS, on a continuous basis, (beginning November 1st annually) evaluates all applications for “Regular” NBCC programs.
- ❖ NBCC has adopted the “First Qualified, First Accepted” concept.
 - In order to maintain an objective process NBCC will **rank** applicants for programs which have more applicants than its associated seat capacity based on a date sensitive evaluation process.
- ❖ Applicants with no Official TOM who do not meet the pre-requisites for an **undersubscribed** program, will have their application forwarded to the Campus Registrar for evaluation.
 - CAS to complete
 - ✓ Admission – Applicant with no Official TOM Evaluation Request
 - Form to be emailed to Campus Registrar
 - Applicant to be advised that application has been sent to the Registrar for evaluation
 - Application put “on hold” until results from NBCC Registrar is received
 - Upon receiving results CAS to contact applicant:
 - ✓ Acceptance Letter
 - ✓ Deny Letter
- ❖ For **oversubscribed** programs, applicants with no Official TOM will be evaluated and if approved will be placed at the bottom of the wait list
- ❖ based on the application date.

3.2 Campus Registrar

- ❖ Review application and any related documentation to determine appropriate plan of action.
- ❖ Forward to Campus Counsellor immediately for assessment and evaluation.
- ❖ Department Head to advise CR of evaluation results and recommendation.

3.3 Campus Counsellor

- ❖ Upon receipt of communication from Campus Registrar - CC to:
 - Contact Department Head for discussions regarding applicant program/plan choice.
 - Initial contact with the applicant to set up arrangements for evaluation to be made within 3 business days.
 - Results to be recorded on Applicant with no Official TOM Evaluation Request form
- ❖ CC to communicate the results and recommendations of evaluation with the Department Head.

3.4 Department Head

Department Head to review evaluation with Campus Counselor

- ❖ If available program specific tests approved by the AVPA or VPA can be administered as an alternative assessment tool

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NOTE: Provide detailed information to validate the rationale to accept or deny. Information must be included in the Admission – Home School Applicant Evaluation Request form

- ❖ DH to communicate with the Campus Registrar the evaluation results and recommendation.
- ❖ All documentation to be forwarded to the Campus Registrar's Office.