Mature Student Admission Evaluation Process

PURPOSE
This document outlines the Mature Student Admissions process, the key stakeholders involved, & their accountabilities.

PLEASE NOTE: The Mature Student Admissions process does not apply to the Practical Nurse program due to external accreditation requirements.

1.0 DEFINITIONS & ACRONYMS
Mature Student
An applicant who:

• is at least 21 years of age, AND
• does not meet the admission requirements for direct acceptance to a “regular” NBCC program.

AR  Associate Registrar
CAAT  Canadian Adult Achievement Test
CAS  College Admissions Service
CWBC  Career & Well-Being Counsellor
AC  Academic Chair
MS  Mature Student
MSA  Mature Student Application
2.0 PROCESS MAP

MATURE APPLICANT
- Complete on-line application
- Complete MSA electronically
- Submit electronic MSA & attachments (electronic resume & reference letter) to CAS

COLLEGE ADMISSIONS SERVICE
- Validate electronic MSA is complete (including an attached electronic resume & reference letter)

Academic Chair
- Evaluate the electronic MSA within 5 business days
- Is the MSA adequate to make a decision?

YES
- Approve or Deny the MSA evaluation
  - Electronically date & sign the MSA
  - Submit signed MSA to CAS
  - Cc AR

NO

ACADEMIC CHAIR
Complete one, or both, of the following:
- Arrange an interview with applicant
- Arrange CAAT testing with CWBC

COLLEGE ADMISSIONS SERVICE
- Email ACs electronic MSA
- Cc AR
- Advise applicant the evaluation process is underway

COLLEGE ADMISSIONS SERVICE
- Request applicant complete MSA electronically (including an electronic resume & reference letter) & re-submit to CAS

COLLEGE ADMISSIONS SERVICE
- Request applicant complete any/all missing MSA components (including an electronic resume & reference letter) & re-submit to CAS

Academic Chair
- Advise MS of acceptance or denial within 2 business days
- If denied, email “standard” denial communication (i.e.: Contact AC)

ACADEMIC CHAIR
If contacted by denied applicant
- Provide “case-specific” feedback for next steps

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