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## **NBCC Private School Application Process (Provincial Guideline)**

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### **OVERVIEW**

New Brunswick Community College (NBCC)'s admission process is currently based on the Province of New Brunswick Department of Education's High School graduation requirements.

- High School Diploma
- Adult High School Diploma
- GED

### **PURPOSE**

This guideline details the process required when an application is received through the College Admission Services (CAS) from a private school whose institution is not on a pre-approved list by the NBCC Registrar.

### **SCOPE AND LIMITATIONS**

Private schools follow their own pedagogic curriculum, and therefore curriculum approval must be done by the NBCC Registrar. In order to evaluate an application who is a graduate of a Private school, the school must be on a pre-approved listing or be assessed according to the Admissions policy (1314).

### **1.0 DEFINITIONS**

#### **Private Schools**

- all schools that follow their own pedagogical curriculum outside of the curriculum guidelines for the Department of Education.

### **2.0 ROLES AND RESPONSIBILITIES**

#### **2.1 College Admission Service (CAS)**

- Seat capacity management
  - Matriculation/Activation
- Evaluation of applications
- If the school has not been assessed, CAS is to contact the school, and request a list of the competencies in order to match the Department of Education curriculum requirements for that specific profile.
  - after 30 days, CAS is to advise NBCC Registrar's office and keep the application on hold until further notice.
- Administration of pre-approved private schools based on face value.
- When CAS receives an application from a "new" Private school they are to advise the NBCC Registrar's Office to initiate the evaluation process.

## 2.2 NBCC Registrar

- Communication and pedagogical detailed request to incoming private schools for pre-approved list.
- Five-year renewals with private institutions on current pre-approved list.
- Communication with CAS and campuses regarding approved list of private schools.

## 3.0 PROCEDURE – PRIOR TO REGISTRATION DAY

### 3.1 CAS (College Admission Service)

- CAS, on a continuous basis (beginning November 1<sup>st</sup> 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.
  - Each program has an “Admission Profile” that must be met in order to be accepted into that particular program.
- Students who apply for a program and come from a private school will have their application assessed accordingly.
- If the applicant is from one of the schools on the list, CAS will process the applicant in the same manner as public schools.
- If the school that the applicant has graduated from is not on the pre-approved listing:
  - If the private school has already been assessed and failed to meet the requirement, all applicants will receive a “deny” letter.
  - If the applicant is from a private school that has not been assessed, then CAS will contact the school requesting curriculum related to that specific profile.
    - In order to proceed with the evaluation process, documentation is required within 30 days of the request.
    - After 30 days, CAS is to advise the NBCC Registrar’s office and keep the application on hold until further notice.
  - CAS is to review the curriculum from the private school and forward results to the NBCC Registrar for final approval.
  - Initiate with the Office of the Registrar the evaluation process for new private school.

### 3.2 NBCC Registrar

- Communicate with private schools regarding the pedagogical requirements that must meet the Province of New Brunswick Department of Education High School Diploma standards.
- Discuss and approve any “exceptions” with appropriate Campus Academic Chair.

### 3.3 Maintenance

- Annually, the NBCC Registrar will review the pre-approved list of private schools.
- NBCC Registrar’s Office to engage in a full review every five years or if the Department of Education curriculum has made significant changes.

- “Curriculum/Pedagogical Package” to be sent to new private schools for completion and evaluation.
- Upon receipt of the completed “Package”, CAS to determine if curriculum matches or exceeds the current Province of New Brunswick Department of Education standards for graduation.
  - If approved, school will be added to pre-approved listing for upcoming year
  - If not approved, school will be advised of missing elements and encouraged to resubmit.

## **4.0 OTHER RELATED DOCUMENTS**

Admissions (1314)