



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: ADMISSION

Procedure No.	AC-102-PR	Division	Academic
Related Policies	AC-102 AC-101 AC-104 SS-207	Board Policy Ref.	GP-A-101
Related Procedures	AC-101; AC-102; AC-104; SS-207	Effective Date	March 4, 2016 (R7)

PROCEDURE

1.0 Entry into Regular Programs, Full-Time Student Status

Candidates applying for full-time status must satisfy the following requirements:

- A. Apply on-line or in writing on the approved application form and submit the non-refundable application processing fee.
- B. Meet the educational and other requirements for entry into the particular program; minimum of high school graduation diploma or recognized equivalent, or as otherwise specified.
- C. In the case of high school students, provide an official copy of high school transcript. In the case of ABE students, provide a Record of Achievement or other equivalent official transcript.
- D. Provide required documentation or report for an interview or for testing when requested.
- E. Meet physical entrance requirements of the program, where applicable.

- F. Irrespective of the A & B above, applicants may apply for admission under Special Admissions or may be considered as a Mature Student as identified in 1.1.D. of this procedure.

1.1. Admission Requirements

Applicants must meet all identified admission requirements of the program.

A. High School Graduation

High school graduation means the successful completion of required credit courses as specified by the Newfoundland and Labrador Department of Education & Early Childhood Development, or other equivalent Canadian jurisdiction.

High School students who complete modified programs and courses with the third digit “6” or alternate courses with a third digit “7” may require further assessment before eligibility is determined. The completion of a modified program or course may prevent the applicant from being accepted into regular college programs. Application from such applicants will be referred to the Coordinator of Disability Services.

B. High School Equivalency

Graduation with the following High School Equivalencies will be considered for acceptance into any college program:

- i. Basic Training for Skill Development (BTSD) Level 4 Certificate
- ii. Adult Basic Education Certificate (ABE) Level 3 (Level 4 prior to 1991)
- iii. General Educational Development (GED) Certificate
- iv. Grade XI Certificate (Department of Education, Public Exams prior to 1982)

Persons holding certificates as listed in i., ii. or iii.:

- May require further evaluation before being accepted into a program; and upon being accepted, those applicants may be

required to complete additional courses before entering the program.

C. Comprehensive Arts & Science (CAS) Transition

To be accepted into regular College programs, CAS Transition students must meet the admission requirements of their chosen subsequent program as articulated under the relevant program section of the College Calendar.

D. Mature Student Requirements

Applicants who do not meet the educational prerequisites for programs with “First Qualified, First Accepted” admissions process may be considered for Mature Student admission on an individual basis provided the following conditions are met:

- i. For the 2016-17 academic year, applicants must be at least 19 years of age at the time of application and out of school for at least one (1) year. Effective September 2017, applicants must be at least 21 years of age at the time of admission and out of school for at least three (3) years.
- ii. Applicants present an official transcript of grades for the highest educational level attained.
- iii. Applicants must complete the standardized assessment instrument at a level approved by the College and attain the required scores for the program.
- iv. Applicants younger than 21 years of age and/or less than 3 years out of school may apply for special admission under section 1.1.E. below, but are required to meet conditions in section 1.1. D. ii. and iii. above.

Mature student status does not apply to programs with Competitive Entry admissions process. Specific academic course prerequisites, in disciplines such as English, Math, Biology, Chemistry, and Physics, or any others specifically identified for admission cannot be waived via the Mature Student process.

E. Special Admissions

Special circumstances may exist whereby applicants who fail to meet all of the criteria for admission may be recommended for acceptance. In such cases, the application will be referred to the Committee on Special Admissions.

The College may choose to designate groups comprised of individuals who face traditional barriers to post-secondary entry. In such cases, applicants who are high school students who do not meet the academic requirements (including having reached the legal school leaving age on the date of commencement of the program) must provide a letter of recommendation from the High School Principal or Guidance Counsellor or any other special admission requirement as established by the College. In such cases, the College will establish a committee to review applications and ensure fairness through transparency in the admission process.

Applicants with disabilities, who do not meet program admission requirements, will undergo further review to determine eligibility for admission, as outlined in Policy SS-207.

Specific academic course prerequisites as detailed in program admission requirements in the College Calendar, in disciplines such as English, Math, Biology, Chemistry, and Physics, or any others specifically identified for admission cannot be waived via the Special Admissions process.

Non Program Specific

Students may enroll in up to two (2) General Studies courses per semester or 1 course in Intersession, up to a total of eight (8) courses. The admission requirement for candidates wishing to apply for a credit course through General Studies is the course prerequisite, if applicable. Admission into General Studies is only available if entry into CAS Transition or another program is not an option as determined by the Registrar or designate.

Registration/enrollment in a course does not constitute a commitment to or admission into any college program.

F. Home Schooling Admission Guidelines

Home schooled applicants who do not possess a High School Graduation Diploma as specified by the Department of Education & Early Childhood Development will be reviewed for general admission by the College's Special Admissions Committee. The applicant may be asked to provide some proof of standardized assessment results and/or complete a standardized assessment instrument used by the College (e.g. Canadian Adult Achievement

Test - CAAT) and attain the required scores for the selected program.

1.2 Admissions Portfolio Guidelines

Some programs may require submission of a portfolio (as approved by the relevant School Dean and identified in the College Calendar). The guidelines will be outlined in the program details contained in the College Calendar, and shall include:

- A. Required pieces of applicant's work and documentation.
- B. Materials sought.
- C. Appropriate format.
- D. Whether original work is required.
- E. Established evaluation criteria.
- F. Return of materials procedures.

The College assumes no responsibility for loss of or damage to portfolios submitted.

Portfolio Screening:

Each program area will identify how portfolios will be screened, with criteria as approved by the School Dean responsible for the program.

1.3 Re-admission of Students:

- A. Academically Dismissed Students
 - i) Students who have been academically dismissed must apply for readmission.
 - ii) Applications from academically dismissed students will be received at any time but students will not be accepted to return on a full time basis until a six-month period from the date of dismissal has elapsed. Notwithstanding the above, students who have been academically dismissed from any program will be permitted to register for one course for credit in a certificate or diploma program per semester providing that course prerequisites are met. Students enrolled in the

Comprehensive Arts and Science Transition Program will be permitted to continue to register for courses for credit in that program providing that the course prerequisites are met.

- iii) Students who have been academically dismissed from a program on **two** or more occasions will not be eligible for readmission to the College for a period of two years from the date of dismissal.
- iv) Students who are required to withdraw from the College under numbers i, ii, and iii above must apply for readmission and their names will be placed at the end of the existing eligibility list.

B. Voluntary Withdrawal

Students who are in good standing and who voluntarily withdraw due to extenuating circumstances (confirmed by the counsellor or a campus director/manager) will be required to reapply to return to the program; these students will be admitted into the first available seat in accordance with Program Eligibility List and Program Waitlist procedures.

1.4 Eligibility Lists

For programs with “First Qualified, First Accepted” admissions process, candidates who meet admissions criteria will be placed on a program eligibility list by date of receipt of the last document received that determines program eligibility (i.e. all required documents to determine program eligibility).

For programs with Competitive Entry admissions process, candidates who meet admissions criteria will be placed on a program eligibility list by the rank determined by the competitive entry process. Unsuccessful applicants who are not offered a seat in a program with Competitive Entry admissions process in a given academic year will not be retained on an eligibility list after the last day to add courses. Should the applicant wish to be considered for the next program intake, they will be required to reapply for the next available program start date.

1.5 Selection Process – Original Application

- A. Programs with “First Qualified, First Accepted” Admission Process: Qualified applicants will be accepted on a “First Qualified, First Accepted” basis.

- Applications must be correctly completed with all required documentation.
 - Complete applications will be dated as of the date of receipt of the last document received in order to assess program eligibility.
 - Applicants must meet all educational and any other requirements;
 - All required fees must be paid.
- B. Applicants will be notified upon receipt of their application.
- C. Applicants enrolled in their final year of high school will be accepted conditionally pending receipt of final exam results.
- D. When accepted, applicants will be asked to confirm in writing (or electronically) their intent to register and will be required to pay a confirmation/registration fee in advance.
- E. If applicants fail to confirm within the time specified they will be required to reapply for admission.
- F. Once all seats are filled, remaining and new qualified applicants will be placed on a program waitlist.
- G. If seats become available, wait-listed applicants will be offered a seat on a “first qualified, first accepted” basis from the program waitlist
- H. First Year Engineering Technology: The College offers a first year in the Engineering Technology programs that allows students to attend the first two semesters of an engineering technology program at select campuses, as noted on the College’s website. After successfully completing the first two semesters, students then enter the campus which offers the program for which they were initially provided admission to complete the Spring Technical Intersession and the subsequent years of their program.

Individuals must submit their application to the campus where they intend to complete the first two semesters of their program. This begins a first-qualified, first-accepted provincial process which reserves a seat at the designated campus for the appropriate Technical Intersession, and subsequent years of program study.

After successful completion of the first two semesters, students progress to the Technical Intersession in the program for which a

seat has been reserved. Students who, after registration, wish to change their program choice MUST apply using the Program Transfer process.

- I. Admission to programs with a Competitive Entry admissions process will not be conducted on a “First Qualified, First Accepted” basis, but will be determined by a process in which applicants are ranked using the results of each admissions component to produce an overall candidate score. For more details, please refer to the specific program entry requirements in the College Calendar.

1.6 Student Numbers

- A. Student numbers will be assigned at the time of application.
- B. Students will use the number assigned to them regardless of the number of times they apply to the College.
- C. Student numbers must appear on all documents to be added to the students’ academic or financial files.
- D. Once student numbers are assigned, they will not be reassigned.

2.0 **Entry into Regular Programs: Part-Time Student Status**

A part time student is a student who is enrolled in courses but who does not meet the program specific criteria of a full time student. Students who apply for part-time status in any program must meet all the requirements outlined for full-time status. Some programs may not be able to accommodate part time enrollment.

3.0 **Entry into Regular Programs: Concurrent Studies Student Status**

Students in or about to enter their final year of high school may be admitted into College level credit courses by the Committee on Special Admissions in accordance with the following:

- A. Students must hold an academic record with a minimum overall high school average of 80% based on the marks for all courses completed in high school.
- B. Students will be accepted on a “First Qualified, First Accepted” basis on the provision that space is available, and that the program does not have Competitive Entry admission process.
- C. All fees and deadlines for regularly admitted students will apply.

- D. Students applying for admission under this policy will be required to submit:
- A completed application form;
 - An official high school transcript;
 - A letter from the high school principal or guidance counsellor clearly recommending admission to “Concurrent Studies”; and
 - A letter from the applicant providing rationale to be considered for concurrent studies and requesting enrolment in a specific course.

4.0 Permanent Resident, Refugees and other Canadian Status Students

If the applicant’s first language is not English, the College reserves the right to test English proficiency or request official scores on internationally recognized tests of English language proficiency as per section 5.2 - English Proficiency of this procedure.

5.0 International Students

5.1 Application Procedure

- A. International applicants must complete a Student Application Form and forward it, along with application fee, proof of English language proficiency and official academic transcripts issued directly from the originating institution to the address listed on the application form. Official transcripts or degree certificates issued in languages other than English must be translated into English and submitted to College of the North Atlantic along with the original official documents. An official translation is an exact, precise English translation of your academic documents that has been prepared by the issuing institution or a professional translator. Applications can be submitted on-line or application forms can be obtained by contacting College of the North Atlantic by email, telephone, fax, mail (see contact information below), from any Canadian Education Centre office or from any of our agents.

International Student Coordinator

Student Services Division
College of the North Atlantic
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St. John’s, NL Canada A1C 5P7
Tel: + 1 709 758-7290
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Email: internationaladmissions@cna.nl.ca
Web: www.cna.nl.ca

- B. The application will be reviewed for eligibility and, if accepted, a **Letter of Acceptance** will be issued to the student. The letter will confirm fees, enrolment, program of study and length of program.
- C. Upon receipt of the Letter of Acceptance, tuition for the first semester of the program of studies is due to the College. In the event that a student visa is not awarded by the Canadian Embassy and the student provides a letter and evidence to support this claim, the tuition will be refunded in full except for the application fee and the registration confirmation fee.
- D. International applicants who plan to study in Canada should take their letter of acceptance to the nearest Canadian Embassy, High Commission, or Consulate to apply for a **Student Study Permit**. An immigration officer will then provide the applicant with an information package about the documents that are necessary to process a student study permit. Information about Application to Study in Canada, Study Permits can be found at <http://www.cic.gc.ca/english/information/applications/student.asp> .

Generally, applicants will need:

- Documentation verifying personal identification (such as a passport);
- An original **Letter of Acceptance**;
- Proof of funds available to cover tuition and living expenses; and
- Assurance that the student will return to his/her country of residence.

International applicants who plan to remain in their home country while completing their program at College of the North Atlantic (i.e. Distributed Learning Online Programs) are not required to obtain a Student Study Permit or travel to Canada.

- E. Once an applicant has been issued a Student Study Permit from the Canadian Diplomatic Mission, they should advise the college and make arrangements to travel to Canada and begin their program at College of the North Atlantic.

5.2 English Proficiency

All international students must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept most internationally recognized tests of English

language proficiency (e.g. TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.5 and 6.0 for reading and writing, MELAB minimum 85, etc.)

Some programs may require specific English language requirements and proficiency scores that differ from those stated above, and are advised to please refer to the specific program admission requirements as identified in the College Calendar.

5.3 Academic Prerequisites

Admission requirements for each program are set out in the program description. For most programs the admission requirement is graduation from high school with overall high school average of 60% or better in the Canadian system. Certain programs require achievement in specific subject areas, such as English, Mathematics, Biology, Chemistry or Physics. Applicants from British-oriented educational systems should present the General Certificate in Secondary Education. All applicants should submit the most recent official high school transcript of marks which will be assessed on an individual basis. Those applicants who have completed advanced courses in Mathematics and Sciences may be eligible to receive advanced standing for those courses.

5.4 Health Insurance: Newfoundland and Labrador's Medical Care Plan (MCP) and International Students

International students undertaking full time post-secondary studies in Newfoundland and Labrador may be eligible for MCP coverage. A detailed explanation of MCP services can be found on the Provincial Government website at <http://www.health.gov.nl.ca/health/mcp/international.html> .

The Medical Care Plan (MCP) program applies to any foreign individual issued an official study permit by Citizenship and Immigration Canada before entering the country. The individual must be attending a recognized post-secondary educational institution in Newfoundland and Labrador for a period of at least 12 months. Dependents of the student will also be covered under MCP, provided they are living in the province and have relevant documentation to support their application.

In order to receive coverage, international students must apply for and receive an MCP card. The Medical Care Plan (MCP) application form can be found at http://www.health.gov.nl.ca/health/mcp/forms/ben_reg.pdf . Coverage becomes effective for eligible students and dependents on the later of the date of enrollment in a full time post-secondary program or

arrival in the province. Eligible students must present a letter of enrollment from the educational institution at the time of registration. Coverage must be renewed annually at which time a current letter of enrollment must be provided. Coverage terminates upon completion of the study program; termination from the study program; or the date of permanent departure from the province, whichever is earlier. Students must be attending school and residing in the province in order to avail of coverage.

Coverage is available for services listed under the Medical Care Insured Services Regulations and the Hospital Insurance Plan Regulations. Health insurance for other services (i.e. coverage of prescription drugs) may be available for International Students with MCP cards to purchase through the College or other health insurance companies. Proof of coverage equivalent to Canadian coverage must be received prior to the start of classes if a student is opting out of the College insurance plan.

International students temporarily leaving the Province for vacation or other purposes may qualify for out-of-province coverage for up to 182 days in any 365-day period. The residency requirement for international student beneficiaries must be satisfied in each subsequent 365 day period in order to receive future out-of-province coverage. In order to ensure out of province coverage, international students must apply for and receive an Out-of-Province Coverage Certificate prior to leaving the province, for which the application can be found at http://www.health.gov.nl.ca/health/mcp/forms/oop_rqst.pdf .

Registered students of College of the North Atlantic are covered under an accident insurance plan. This DOES NOT provide routine medical coverage for students.

5.5 Proof of Status

International students must provide proof of status in Canada on the first day of classes.

5.6 Student Services

The International Admissions Office, in co-operation with the Division of Student Services, will provide assistance to international students in such areas as: providing local accommodations listings; orientation and general information. The full range of student services as outlined in the College Calendar will be made available to International students.

Approval History	
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