



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL PROCEDURE

### TOPIC: PROGRAM ELIGIBILITY LIST & PROGRAM WAITLIST

<b>Procedure No.</b>	AC-119-PR	<b>Division</b>	Academic
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	GP-A-101
<b>Related Policies &amp; Procedures</b>	AC-102; AC-102-PR	<b>Effective Date</b>	November 4, 2016 (R1)

## PROCEDURE

### 1.0 Application Status

Applications must be accompanied by all relevant documents and applicable fees. Applications will not be considered eligible until all required documentation is received. Applicants should refer to the College Calendar for program specific application documentation requirements.

An application is complete when package includes:

- A. Completed application form
- B. Payment of fee
- C. Proof of how applicant meets, or is in the process of meeting, the admission requirements (i.e. transcript)
- D. Any other required documentation (i.e. proof of language proficiency, portfolios, licenses, medical documentation, etc.)
- E. NOTE: Applicants enrolled in their final year of high school will be accepted conditionally pending receipt of final exam results.

### 2.0 Program Eligibility Lists

A Program Eligibility List is a list of applicants meeting program admission requirements based on the date of completed applications.

2.1 Placement on Program Eligibility List

- A. For programs with “First Qualified, First Accepted” Admissions, applicants who meet admissions criteria will be placed on a Program Eligibility List by time stamp based on the date that the application is complete (i.e. date that last required piece of documentation of application package is received).
- B. CAS Transition Subsequent Program applicants and Program Transfer applicants will be time stamped based on the date of receipt of the student’s application to the program for which they are currently enrolled.
- C. For Competitive Entry Programs, candidates who meet admissions criteria will be placed on a Program Eligibility List by rank determined by competitive entry process.
  - i. Unsuccessful applicants who are not offered a seat in a Competitive Entry program in a given academic year will not be maintained on a Program 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.

2.2 Selection Process: “First Qualified, First Accepted” programs

Applicants meeting admission criteria programs with “First Qualified, First Accepted” Admissions for will be made an offer of admission in the order in which they are placed on Program Eligibility List (i.e. based on the date of completed application).

2.3 Program Entry: Programs with “First Qualified, First Accepted” Acceptance

- A. Qualified applicants are admitted from Program Eligibility Lists and Program Waitlists as/if space becomes available. It is expected that applicants will be prepared to begin their program any time after the term for which they applied.
- B. Applicants who are made an offer of admission into a program BEFORE AND UP TO six (6) weeks prior to the scheduled program start date AND who decline their offer will be removed from the Program Eligibility List or Program Waitlist and will be required to re-apply for admission.

- C. Applicants on Program Eligibility Lists or Program Waitlists who are not offered a seat in an academic year will not be required to re-apply, but will have their applications rolled over with applicants retaining their original time stamp date of eligibility until a seat is offered.

#### 2.4 Deferment of Acceptance

- A. Deferment rules for applicants offered seats with LESS THAN six (6) weeks' notice
  - i. Applicants who are notified of admittance into a program LESS THAN six (6) weeks prior to program start and who are unable to accept a seat may request a deferment for the next program in-take.
  - ii. Applicants who defer a seat with LESS THAN six (6) weeks prior to program start will retain current program eligibility/ waitlist placement.
  
- A. Deferment rules for applicants offered seats in the same program at a different campus
  - i. Applicants who are offered seats in the same program at a different campus and who are unable to accept a seat may request a deferment for the next program in-take.
  - ii. Applicants who defer a seat in the same program at a different campus will retain current program eligibility/ waitlist placement for their original program choice.

### 3.0 Program Waitlists

- A. Once available seats in a program are filled, remaining eligible applicants will be moved from the Program Eligibility List and placed on a Program Waitlist by time stamp based on the date that the application was complete (i.e. date that last required piece of documentation of application package is received).
- B. As seats become available, Program Waitlisted applicants will be offered seats in the order they are placed on the Program Waitlist.
- C. After the last day to add courses (or, in the case of off-cycle programs, 2 weeks after the first day of classes), waitlisted applicants will be contacted and asked:
  - i. EITHER: if they wish to keep their application active for the next intake of the program. If applicants wish to keep their application

active for the next intake of the program, they will be required to indicate in writing their request to be placed on the Program Eligibility List for the next available intake of program within a specified time period. Waitlisted applicants who wish to remain on the list will be placed on the Program Eligibility List for the next available intake, and will retain their original application time stamp position.

- ii. OR: if they wish to withdraw their application. If applicants indicate they want their application withdrawn, or do not respond within the specified time period, the application will be withdrawn and the applicant will be required to reapply for admission.

Approval History	
Approved by President	March 15, 2016
Revision 1	November 4, 2016