

 Policies and Procedures		Number: 8611		Title: Admissions			
		Replaces		Previously included in 8610 Admissions and Standards			
		Effective				Next review :	
Executive Responsibility		Administrative Responsibility		Recommended by Policy Review Committee			
Chair, Education Council		Chair, Admissions and Standards		Recommended/Approved by Education Council			
				Approved by President			

1 Purpose

This policy fulfills the following purposes:

- (1) To provide general admission requirements to the College; and
- (2) To provide guidelines for specific admission requirements for programs and courses.

2 Scope / Limits

This policy applies to all domestic and international applicants seeking admission to Selkirk College credentialed programs.

3 Principles

- (1) The intent of admission requirements is to ensure that applicants are adequately prepared for success in the course or program.
- (2) All College, program and course admission requirements will be published, measurable, and consistently applied.
- (3) Programs may have specific admission requirements that must be satisfied prior to enrolling in the program.
- (4) In addition to program admission requirements, individual courses may have pre-requisites that must be satisfied prior to enrolling in the course.
- (5) Any changes to admission requirements must be approved by the Education Council. Approved changes that raise admission requirements must be published at least one year prior to becoming effective.
- (6) When changes are made to admission requirements, the changes will only be applied to subsequent applicants.

4 Definitions

See Glossary of Education Terms in 8610.

5 Procedure

5.1 College Admissions

5.1.1 General College Admissions

- (1) An applicant must apply as either a domestic student or an international student.
 - (a) Domestic students are applicants who are in possession of valid documentation confirming their legal status as Canadian citizens, permanent residents, or convention refugees.
 - (b) International students are applicants who are not domestic students, and who meet the guidelines established for international students studying in Canada by Citizenship and Immigration Canada.
- (2) General admission to the College is open to anyone who:
 - (a) has graduated from a British Columbia Senior Secondary School or equivalent, or
 - (b) is a mature student. Anyone who is not a secondary school graduate (or equivalent) but who will be nineteen (19) years of age or older on the first day of classes for the term is eligible to attend the College as a mature student.

5.1.2 Admission of Underage Students

Students under the age of 19 who have not graduated from high school may qualify for admission to the College if they:

- (a) are enrolled in the Secondary School Transitions Program, or
- (b) are enrolled in a program under an agreement with the local School District, or
- (c) include in their application written consent from a parent or guardian and letters of support from individuals who are familiar with the applicant's circumstances, such as a school principal or health care provider.

5.1.3 Special Admissions

An applicant who does not meet any of the above admission criteria may apply to the Registrar to be admitted as a Special Admission student. Testing and attendance at an interview may be required and the applicant must provide supporting documentation as requested.

5.2 Program Admissions

- (1) Once applicants have met the College admission requirements stated in 5.1 College Admissions , they must meet the admission requirements of their program. Specific program admission requirements are stated in the individual program policies.
- (2) Program applications are received during the 12-month period preceding the start date for the program unless the program policy allows for early admission.
- (3) Applicants must submit official transcripts of all previous academic work.
- (4) The Admissions Office will acknowledge receipt of application forms (application documents will not be returned).
- (5) Applicants who are not able to provide all official requisite documents may be offered a conditional acceptance. An interim statement of grades will be used for the purposes of conditional acceptance providing that program admission requirements are met.
- (6) Fully qualified applicants will be offered admission based on application date.
- (7) Fully qualified applicants who have not been offered admission due to program seat limitations will be placed on a waitlist for the next available seat. Placement on the waitlist will be maintained for 12 months from the program start date; after 12 months students must reapply to affirm their continued interest in the program.
- (8) Partially qualified applicants (applicants who have not yet met all program admission requirements) may be conditionally accepted into a program. Program seats will be offered to these applicants on a first qualified, first served basis.
- (9) When program seats are limited, partially qualified applicants who have been conditionally accepted will be placed on a waitlist and offered the next available seat as long as they meet program admission requirements by the date specified in their letter of conditional acceptance. Otherwise the seat will be offered to the next qualified applicant on the waitlist.
- (10) An applicant who has been accepted into a program may request a deferral of their program start date for a period of up to 12 months from the accepted program start date. Deferral for more than 12 months requires the applicant to reapply.
- (11) A student who is continuing to a subsequent year is required to re-apply.

6 Other Relevant Documents and Policies

Glossary of Education Terms in 8610

8612 Grading Policy

8613 Student Evaluation Policy

8614 Advanced Standing Policy

8615 Standards of Academic Progress

8616 Withdrawal Policy

8617 Graduation

3400 Student Code of Conduct

8400 Student Appeals

Freedom of Information and Protection of Privacy

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