

AD101 Admissions

AD101	Admissions	Admission
Handbooks	Student	
Programs	Degree	
	Effective Date	April 2020
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	Accountability	Registrar
Documents/Forms		

Policy Statement

Western Community College (the College) provides “offers of admission” based on student eligibility. Applicants must submit a completed application package including all required official documentations and supporting papers, The Admissions Counsellor will receive these documents which will be forwarded to the Registrar’s Office for review. It is suggested that documentation be submitted well in advance of the start of term.

Each program will consider the knowledge, skills, values and attributes conducive to student success in the program. Based on the applicant profile, the College in consultation with faculty and the Academic Council will establish a minimum standard for admission for each degree program. Where specific quotas and/or articulation agreements are planned, each program will seek Academic Council approval.

The College is committed to enrolling students who meet all degree program admission requirements.

Scope

This policy applies to the application process from initial application to acceptance.

Admission Requirements and Conditions

- Original documents are required for submission by applicants. Photocopies may be accepted during the online application process but original or notarized copies in English must be before the 1st day of class.
- Applications with official documents and transcripts must be received prior to the 1st day of class unless otherwise instructed by the Registrar’s Office. If applications are received after the application deadline, applications may be processed for the subsequent term.
- Applicants who receive an offer of admission must submit a registration deposit.

Registration deposits should be paid within two weeks of the offer of admission being issued, unless otherwise instructed in writing from the Registrar's Office.

- The College may specify admissions with conditions as per policy.
- If the applicant's file is incomplete by the start of the 1st day of the semester and without any indication of extenuating circumstances, the application may be declined and any offers of admission withdrawn.
- All documents submitted become the property of the College and will not be returned unless at the time of submission, the applicant/student is able to demonstrate that they are irreplaceable.
- No student may register for courses unless they have received a Letter of Acceptance (LOA) or a Conditional Letter of Acceptance (CLOA)
- Policies on Admission are reviewed and approved by the Academic Council and Leadership Team.

Admission Procedures

Admissions to programs at the College require that applicants follow an application procedure that ensures that they meet all program admission requirements.

1. Admissions Interview

The Admissions counsellor interviews the prospective student to explore the applicants' interests as they relate to the programs offered, assist applicants to identify an appropriate area of study consistent with their stated interests and educational goals. The interview may be conducted in person via phone or other digital application.

When the applicant decides on a program of study the Admissions Counsellor will:

- Ensure that the applicant has all of the appropriate program information
- Describe the student support services available at the College
- Answer any additional inquiries with respect to the program, curriculum, and program delivery
- Provide program admission criteria, assist the applicant in determining if they meet the requirements, and if they do, provide the applicant with a list of required program admissions documents
- Provide the applicant with information on program tuition, ancillary costs and refund policies
- Review with the applicant the content and terms and conditions of the Enrolment Contract which indicates the *Tuition Refund, Attendance, Work Experience, Dismissal, Withdrawal, Grade Appeal, and Dispute Resolution* policies.

2. Enrolment Contract

When it has been determined that the applicant meets the degree program admission requirements, the applicant will complete the application documents and submit this to the Admissions Counsellor:

- An admission application and signed Enrolment Contract.
If the applicant is not of the age of majority, this must be completed and signed by a parent or guardian
 - Original supporting documentation
 - A non-refundable application fee
 - Written agreement that the applicant has read the program outline and had understood the admission and program requirements.
3. The Admissions Counsellor will review the application and complete the application checklist. The Admissions Counsellor will notify the applicant if there are any documents missing and/or if there are any further questions with respect to the information provided. Notes are placed in the applicant's file.
 4. The applicant will be reminded that tuition and program specific fees (if any) and all required documentation must be received and approved before the first day of instruction, otherwise the student will not be allowed to start.
 5. When the applicant's file is complete and verified by the Admissions Counsellor, and the non-refundable application fee has been received, the file is sent to the Registrar's Office.
 6. The Registrar's Office will verify that all program admission requirements have been met, all documents have been submitted and verified. The requests for course credits or equivalences are submitted and assessed in consultation with the Dean of Programs. The Registrar's Office will then issue a 'Letter of Acceptance' (LOA).
 7. If the application file is incomplete, the Registrar's Office will determine if the application should be returned to the Admissions Counsellor for follow up. If not, the Registrar's Office may consult with the Dean of Programs to address any concerns or issues and/or to determine if a 'Conditional Letter of Acceptance' (CLOA) should be issued. At this stage it is the responsibility of the Registrar's Office to communicate with the applicant to ensure that stipulated conditions are satisfied as per policy and unless otherwise indicated, that these stipulations must be satisfied before the first day of the term. See 'Admission Notification' below.
 8. The applicant will be notified within two weeks of submission of their application of the status of their application.
 9. Upon approval, the applicant will receive a Letter of Acceptance along with instructions to review the College Academic Calendar.
 10. The applicant will confirm in writing that they have read, had an opportunity to ask questions, and understood the policies and procedures as described in the Academic Calendar.
 11. The Registrar will officially notify candidates of their acceptance or refusal. The Registrar, Dean of Programs, and/or Academic Council reserve the right to specify

conditions concerning an individual applicant's admission or re-admission to a program, consistent with approved policies.

International students who have been offered admission and have paid the registration deposit, must submit a copy of their approved student visa by the deadline for each term in order to confirm their program. Spaces in programs will be reserved until the programs are full.

All new students should arrive on time to attend a new student orientation. They should allow themselves sufficient time before the start of the term to secure accommodation, to purchase textbooks and other instructional resources.

Admission Notification and Admission Status

No implicit or explicit offers should be made by Admissions Counsellors to applicants or agents that may suggest acceptance or conditions of acceptance. It is the Registrar's Office that will provide written notification to advise all applicants whether their application for admission has been approved or not.

There are three (3) types of admission status:

- Full admission, with no conditions: Applicant meets all entrance admissions criteria and will be able to register in courses as per degree plan. Applicants will receive a Letter of Acceptance (LOA).
- Admission with conditions: Applicant meets most admissions criteria, but specific conditions will be specified, such as the achievement of a minimum course grade average or GPA; the participation in additional program or course upgrading, and/or conditions in case of limited course registrations. Applicants will receive a Conditional Letter of Acceptance (CLOA).
- Admission denied: Applicant does not meet admission requirements. Applicants will receive a Letter of Denial of Admission (LOD) indicating why the application was denied.

No student may be registered for courses at the College unless they have received a LOA or CLOA.

Selection Criteria

Each program shall maintain a description of the selection criteria applicable to applicants who wish to enroll in that program. This selection criteria includes:

- Application deadline
- Admission requirements
- Quotas or class size, where applicable

- Number of intakes per year
- Documentation required for admission
- Methods of evaluating eligibility
- Any additional notes not covered above.

Applicant Types

Domestic applicants are those who are either:

- Canadian citizens.
- Permanent residents of Canada who hold a Permanent Resident Card.

International applicants are those who are citizens of any country except Canada and who do not hold permanent resident status in Canada. Exceptions include students whose status is one of the following:

- Ministerial permit claiming refugee status.
- Diplomatic visa or dependent of a person on a diplomatic visa.
- Restricted employment authorization or dependent of a person on a restricted employment authorization.

Mature Students are those who have not completed grade 12 or its equivalence. They are normally at the age of 19 years.

General Admission Requirements

In general admission requirements are degree program specific. For a complete description of the policy, refer to the statement on *Admission Procedure* (above) and to policy *AD110 Student Recruitment*.

Applicants will be required to meet the following minimum criteria.

- Have, at minimum, a Canadian high school (Grade 12) diploma (or equivalent) with a course grade overall average of C or better or GED with an average of C.
- Applicants with less than C in English 12 or its equivalent may be required to take a preparatory English course.
- Applicants with less than C in Math 11 or its equivalent may be required to take a preparatory mathematics course. Equivalents include but are not limited to WCC's MATH 099 or similar courses provided by accredited providers, post-secondary course work requiring quantitative skills at or above the Grade 11 level, or an assessment provided by WCC or another accredited provider or assessor.
- Satisfy the English Language proficiency requirements (*Policy AD105: English Language Proficiency Policy*).

Applicants must furnish information necessary for the College record, disclosing all post-secondary institutions attended, and arranging for all official (or certified) transcripts to be sent to the Registrar's Office.

Domestic Applicants

High school students applying for admission to the College must submit documentations verifying that they are 18 years of age or older by the 1st day of the term at the College and have satisfied the program's admission requirements.

Applicants who are permanent residents must provide a copy of their Permanent Resident Card (PRC) with their application. Applicants who are Convention Refugees must provide proof of their status with their application.

International Applicants

In addition to what is described above, the following documents are required for International students:

- Original or official copies of all educational transcripts and credentialing documents. Documents must be in English. If the document has been translated, the original along with a certified translated copy must be submitted
- Proof of English language proficiency as described in the College's Policy AD105: *English Language Proficiency Policy*
- Photocopy of a current passport for proof of citizenship and date of birth
- A completed and signed 'Application for Admission' form
- A completed and signed 'Enrolment Contract'
- A study permit
If a study permit is denied, the applicant will provide the College with a copy of the denial document
- A work permit (if the program has a co-op work experience component); and
- Evidence of healthcare coverage.

The student may not be permitted to start the program if all required program documents are not submitted before the start of the student's program.

The College may request additional documentation to support the review of an application including documentation provided by a recognized credential evaluation service agency.

Course Equivalency

Course equivalency is defined for the purposes of this policy as the student having met university-level admission requirements in their home jurisdiction, otherwise it is defined in the *Credit Transfer (AD103)* and *Prior Learning Assessment Recognition (AD111)* policies. Eligibility for admission does not preclude the need to meet entry-level requirements specified for individual courses and programs.

Study Permit

To study at the College, international applicants will be required to obtain a 'Study Permit' prior to entering Canada. Obtaining a 'Study Permit' is the applicants' responsibility. Additional information can be found in the website of Citizenship and Immigration Canada, (www.cic.gc.ca)

If students need to extend their study permit, they will need to contact the nearest Canadian Immigration Centre at least two-months before the expiry date on the study permit.

When an international student on a study permit has been dismissed or is withdrawn from a program for which a study permit has been issued, the College will notify Citizenship and Immigration Canada using the Designated Learning Institutions Compliance Report (DLI).

If an international student's study permit has been denied, the College will refund any monies paid towards tuition.

Work Permit

An International student will need to obtain a work permit to participate in a degree program with co-op work experience. This can be obtained before or after a student enters the country (www.cic.gc.ca/english/study/work-coop.asp)

English Language Proficiency

All College applicants must meet the program and *English Language Proficiency (AD105)* policy requirements.

Individual programs may have additional admission requirements.

Transfer Credit

On application, students may apply for course transfer credits or prior learning assessment recognition for courses completed at recognized post-secondary institutions. Credits may be granted by the Registrar's Office based on existing articulation agreements or on those found at bccat.bc.ca or maybe referred to the Dean of Programs, for review and approval.

The College requires that all applications with supporting documentation must be submitted for review before the first day of the term, otherwise applications for transfer credits will not be considered, unless the student is a late applicant.

Further details of the number of credits, limitations and other information pertaining to transfer credits can be found in the policy on *Credit Transfer (AD103)* and *Prior Learning Assessment Recognition (AD111)* policies.

Advanced Standing

Course credit received from any combination of transfer, advanced placement, international baccalaureate and prior learning assessment may not exceed fifty percent (50%) of the total credential credit requirement at the College, unless otherwise specified. Credit cannot be received for 300 and 400 level courses.

Notification of New Admissions Criteria or Course Prerequisites

New or revised admission criteria will be published in all the College public documents and on-line before they are implemented. An effective date will be indicated. Dates will coincide with term start dates in order to provide adequate lead-time for applicants to fulfill the requirements without delaying the application process.

Required Documentation

All official documentation must be received before a Letter of Acceptance or Letter of Acceptance Conditional will be issued.

All applicants must submit official copies of required supporting documentation, including official transcripts of past education. Transcripts are deemed official if they are received directly by the Registrar's Office from the sending institution in a sealed envelope. Unless otherwise indicated, program applicants will submit:

- An official high school transcript (or attested copy)
- Official post-secondary transcripts from all post-secondary institutions attended
- A completed and signed 'Application for Admission' form
- A completed and signed 'Enrolment Agreement' and
- Proof that English Language Proficiency requirements have been met.

Applicants who are permanent residents must provide a copy of their Permanent Resident Card (PRC) with their application. Applicants who are Convention Refugees must provide proof of their status with their application.

In addition to what is described above, the following is required for submission by International students:

- Photocopy of a current passport for proof of citizenship and birth date
- Documentation (if applicable) from the sending and/or receiving government stating that the person can be allowed to stay in the country
- A study permit
- A work permit (if the program has a co-op work experience component); and
- Evidence of healthcare coverage.

All required program documentation must have been submitted before the start of student's program, otherwise they may not be permitted to start.

Credentials from any non-Canadian sources must be accompanied by an International Credit Evaluation Service (ICES) report, or World Education Services (WES) report or report from another recognized verification service such as Educational Credential Evaluators Inc.

Photocopies, faxes, or notarized copies of transcripts are only used for preliminary evaluation. They are not acceptable for final admission to the College degree programs. In exceptional circumstances (i.e., countries where students only receive one copy of an original transcript), notarized copies may be accepted in combination with an ICES report.

Any applicant who is conditionally accepted based on photocopies, faxes, or notarized copies of transcripts must provide official, original documents to the Registrar's Office prior to, or upon arrival at the College, unless otherwise approved by the Dean of Programs. If official documents are not provided by the first day of the term, the College may rescind the offer of admission and withdraw the student with a full tuition refund. The application fee will not be refunded.

Applicants from countries where only one official transcript is ever issued must present their original documents to the Registrar's Office upon arrival for their first term so that attested hi-resolution copies can be made and placed in the student's file. Original documents will be returned.

Applicants who are unable to submit secondary school transcripts must file a written statement explaining why they cannot meet this requirement. The Registrar will review the statements.

The College may request additional documentation or form of evaluation deemed appropriate to assess the applicant's potential for success or to verify the applicant's information of qualifications.

Applicants will not be admitted if the College determines that fraudulent or misleading documents, records, information, or data have been submitted.

Applicants must submit a non-refundable application fee with their applications.

Deferred Admission

Once an applicant has been admitted, they may defer their start date for a maximum of 3 terms. If they do not start by that date, they must provide updated documentation to be re-considered for admission.

Failure to Start Program

If an accepted student does not start their studies, the College retains the admission documents for 1 year, after which they are destroyed. If an applicant renews their application after that date, the applicant must provide completely new documentation.

Credential Evaluation

Credentials from any non-Canadian source must be accompanied by an International Credit Evaluation Service (ICES) report, or World Education Services (WES) report or report from another recognized verification service.

The College reserves the right to request credential documentation verification and/or evaluation.

The College will notify the applicant if credential documentation verification and/or evaluation is required. The applicant will be required to submit the requested document(s) within 60 days. Failure to do so will result in the application being withdrawn and authorities will be notified as needed.

Appealing Admission Decisions

Applicants denied admission or re-admission, and who can demonstrate extenuating circumstances (e.g., medical or compassionate circumstances, etc.), or provide information not presented initially, may appeal to the Office of the Vice-President of Academic Affairs. The appeal must contain additional information explaining why the appeal should be considered.

Responsibility

International applicants are responsible for obtaining their student visas, study permits, work permits, and are required to present copies on or before the first day of the term.

If required documentation is not provided, the College will withdraw the offer of admission and withdraw the student from their program. With the exception of the admissions/registration fee, a full tuition refund will be provided.

The Dean of Programs

- Is responsible for reviewing and approving all applications for admission
- Has the authority to require additional application documentation and/or apply conditions
- Issues all offers of admission, admission with conditions, and denial of admission documentation through the Registrar's Office.

The Registrar is responsible for reviewing any applications for which the applicant is requesting an appeal.

The decision of the Registrar is final. The Dean of Programs will report application appeal circumstances and outcomes to the Academic Council.

Documentation Misrepresentation

All applicants and students are required to provide all requested documentation, in the form requested. Documents must not misrepresent their personal circumstance and academic history. By doing so' this may impact their eligibility for admission, program continuance or graduation.

If it is determined that an applicant submits any false statements or inaccurate, altered or forged

documents in support of an admissions application or if documents or information are found to be fraudulent before or during the admissions process the application will be denied.

If documents or information are found to be false after the applicant has been admitted the student will be dismissed from their program and will not be permitted to reapply.

If it is determined that during the course of a program a student submits any false statements or inaccurate, altered or forged documents, the Registrar's Office will inform the Dean of Programs, who will investigate and determine if the student will be dismissed from the program.

Terminology

Application for Admission - Formal request by an applicant to attend the College and includes submission of required documentation.

Admission with Conditions - Formal letter issued by the Registrar's Office to applicants who have been accepted into a specific program of study for a specific term, and with specific conditions indicated which the student must meet.

Denial - Formal rejection of an application for admission issued by the Registrar's Office when an applicant does not meet the minimum admission requirements and who is not eligible under flexible admissions rules.

Letter of Acceptance (LOA) - Formal letter issued by the Registrar's Office to applicants who have been accepted into a specific program of study for a specific term with no conditions.

Conditional Letter of Acceptance with (CLOA) - Formal letter issued by Registrar's Office to applicants who have been accepted into a specific program of study for a specific term with conditions.

Letter of Denial of Acceptance (LOD) - Formal letter issued by the Registrar's Office to applicants who have not been accepted into a program of study.

Deferred Admission - Offer of admission that, on request of the applicant, is deferred to a later start date.

Official Transcript - Official, original signed and sealed document sent directly to the Registrar's Office from the issuing high school or post-secondary institution outlining the applicant's educational experiences.

Academic Council Admissions Committee – An ad-hoc appeal body that reviews all requests for appeal from applicants who were denied.

Re-entry - Formal process by which a student returns to the College after a period of inactivity.

ICES (International Credential Evaluation Service) - A British Columbia-based service which provides a detailed report to compare an international credential to Canadian educational standards. See www.bcit.ca/ices.

WES (World Education Services) - An Ontario-based service which provides a detailed report to compare an international credential to Canadian educational standards.