



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL PROCEDURE

### TOPIC: ADMISSION

<b>Procedure No.</b>	AC-102-PR	<b>Division</b>	Academics
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	n/a
<b>Related Policies</b>	AC-102 & AC-104	<b>Effective Date:</b>	March 9, 2011(R5)

## PROCEDURE

### 1.0 Entry into Full-Time Programs

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

- A. Meet the educational and other requirements for entry into the particular program or meet the mature learner requirements.
- B. Have reached the legal school-leaving age on the date of commencement of the course/program.
- C. Apply on-line or in writing on the approved application form and submit the non-refundable application processing fee.
- D. Show evidence of physical qualification in accordance with the requirements of the program selected, where applicable.
- E. In the case of high school learners, provide a copy of marks obtained. In the case of ABE learners, provide a Record of Achievement or other equivalent official transcript.
- F. Provide further documentation or report for an interview or for testing when required.

1.1. Comprehensive Arts & Science (CAS) Graduation

Comprehensive Arts & Science graduation means the successful completion of required credit courses as specified by individual programs.

1.2. High School Definition

Senior high school graduation means the successful completion of required credit courses as specified by the Department of Education.

High School learners 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.

1.3. High School Equivalency

The following High School Equivalency Certificates will be considered for acceptance into any college program:

- a) Basic Training for Skill Development (BTSD) Level 4
- b) Adult Basic Education Certificate (ABE) Level 3 (Level 4 prior to 1991)
- c) General Educational Development (GED)
- d) The Grade XI Certificate (Department of Education, Public Exams)

Persons holding certificates as listed in a), b), or c):

- Will be accepted into certificate programs without further evaluation.
- May be required to report for further evaluation before acceptance into diploma programs is established; and upon being accepted, those applicants may be required to complete additional courses before entering the diploma program of their choice.

**1.4 Mature Student Requirements**

Applicants who do not meet the educational prerequisites for the program they wish to enter may be considered for admission on an individual basis provided the following conditions are met:

- a) Applicants are at least 19 years of age at the time of application.
- b) Applicants have been out of school for at least one year.
- c) Applicants present a certified copy of grades for the highest educational level attained.
- d) Applicants complete the standardized assessment instrument at a level approved by the College.

**1.5. 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.

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.

Applicants with disabilities, who do not meet program entrance requirements, will undergo further review to determine eligibility for admission. This may include:

- a) Reviewing the applicant's qualifications,
- b) Reviewing the recommendation of the sponsoring or supporting group (if applicable),
- c) Summarizing the applicant's strengths and abilities,
- d) Determining the need for support staff required to facilitate the integration of the applicant,
- e) Identifying necessary resources/equipment required to facilitate the training.

**1.6 Home Schooling Admission Guidelines**

Home schooled applicants 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 the standardized assessment instrument used by the College.

**1.7 Admissions Portfolio Guidelines**

Definition:

A portfolio is a compilation of materials such as drawings, photographs, paintings, film or videos, writings, prints, collages, ceramics, crafts, textile patterns, audio tapes, musical scores, computer imaging, design or other areas of creativity that reflect the prospective learner's interests, abilities and experience.

Purpose:

The purpose of the portfolio is to establish applicant suitability for the program of study.

General Guidelines:

1. All work in the portfolio should be clearly labelled with the prospective applicant's name, title of the work, number of pieces, date completed and materials used.
2. The College will only accept portfolios in a proper portfolio folder or case.
3. Portfolios should include a printed listing of the contents of the portfolios.
4. All works should fit into a standard size portfolio case and may be presented in their original form.
5. Large scale, fragile or 3-dimensional work should be submitted in 35mm colour slide form, as digital images at a resolution of 150 ppi or as colour photographic or digital prints.
6. All visual-related work should be original. An affidavit is

required stating that the work is original. All music-related work should be performed by the applicant and reference should be made as to whether or not the work is:

- i. A “cover” of another’s work
- ii. Public domain

7. Applicants should be advised that they are responsible for the return of submitted materials after they have been reviewed by the Assessment Committee. Applicants are urged to include pre-stamped and self-addressed mailing envelopes, prepaid courier invoices, or cheques or money orders to cover postage costs if they wish their work to be returned after review. Portfolios will be destroyed if they are not claimed within one month of the date of notice of the decision of the Assessment Committee. The College assumes no responsibility for loss of or damage to portfolios submitted.

#### Portfolio Screening:

All portfolios will be reviewed by an Assessment Committee that includes faculty representatives. The Assessment Committee will be looking for the following in a portfolio:

- a) Originality of ideas or concepts;
- b) Technical skills;
- c) Observation and interpretive skills;
- d) A variety of media;
- e) Presentation and organization of material

#### Submission Deadline:

Applicants are strongly urged to apply early as programs are filled on a first-come, first-served basis. Portfolios should be submitted with the application.

#### Effective Date:

The requirements for portfolios as an admission criteria in specified programs became effective September 1, 2003. All applications received prior to that date have been processed without a portfolio requirement.

1.8 Re-admission of Learners:

## A. Academically Dismissed Learners

- (i) Applications from academically dismissed learners will be received at any time but learners 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, learners who have been academically dismissed will be permitted to register for one course for credit in a certificate or diploma program, any number of courses in the Adult Basic Education Program, or the Comprehensive Arts & Science Transition Program
- (ii) Learners 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.
- (iii) Learners who are required to withdraw from the College under numbers 1 and 2 (above) must apply for readmission and their names will be placed at the end of the existing eligibility list.

## B. Voluntary Withdrawal

Learners who are in good standing and who voluntarily withdraw due to extenuating circumstances (confirmed by the counsellor or a campus administrator) will be required to reapply to return to the program; these learners will be admitted into the first available seat.

1.9 Eligibility Lists

Eligibility Lists will be maintained for each program on a first-come, first-served basis. Candidates will be placed on the eligibility list by original date of application, provided all entrance requirements are satisfied and all necessary documentation is received.

1.10 Selection Process – Original Application

- A. Applications will be processed on a “first-come, first-served” basis. Each application will be dated on the date of receipt provided that:
  - The application is correctly completed with all documentation, and
  - All educational and other requirements are met, and

- All required fees are paid.
- B. Applicants will be notified immediately 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 their intent to register and will be required to pay a registration fee in advance. If applicants fail to confirm within the time specified their places will go to the applicant next on the eligibility list.
- E. First Year Engineering Technology: The College offers a first year in the Engineering Technologies that allows learners to attend the first two semesters of an engineering technology program at the campus nearest their hometown. After completing the first two semesters, learners then enter the campus which offers the program of their choice, 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-come, first-served 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, learners progress to the Technical Intersession in the program for which a seat has already been reserved. Learners who, after registration, wish to change their program choice MUST apply using the Program Transfer process.

#### 1.11 Student Numbers

- A. Student numbers will be assigned to learners who enter the College either on a full-time or part-time basis.
- B. Learners will use the number assigned to them regardless of the number of times they register at the college or the campus on which they register.
- C. Student numbers must appear on all documents to be added to the learners' academic or financial files.

- D. Once student numbers are assigned, they will not be reassigned; e.g., if numbers are assigned to learners who do not register - those numbers become inactive.

## **2.0 Entry – Non Program Specific**

The entrance requirement for candidates wishing to apply for a credit course through General Studies is the course prerequisite, if applicable. Applicants must also have reached the legal school-leaving age on the commencement of the course.

Acceptance to any of the courses does not constitute a commitment to or admission into any college program.

## **3.0 Entry – Part-Time Learners**

Learners who apply for part-time status in any program must meet all the requirements outlined for full-time status and will be considered only if a vacancy exists after full-time learners have been accommodated.

## **4.0 Entry – “Concurrent Studies” Learners**

Learners in or about to enter their final year of high school will be admitted into College level credit courses in accordance with the following:

- A. Learners must hold an academic record with a minimum overall average of 80% based on the marks for all courses completed in high school.
- B. Learners will be accepted on a first-come, first-served basis on the provision that space is available.
- C. Access will normally be limited to one credit course in a given semester. Eligibility to enrol is restricted to one semester and will be reviewed for a second semester upon successful completion of the first semester course.
- D. All fees and deadlines for regularly admitted learners will apply.
- E. Learners 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 requesting enrolment in a specific course.

## 5.0 Landed Immigrants: Refugees and other Canadian Status Learners

Learners pay the provincial rates, as outlined in the calendar; however, if the learner’s first language is not English, the College reserves the right to test the English proficiency of these learners before admission.

## 6.0 Entry – Learners with International Study Permit

Applicants must submit:

- A. A fully completed application for Admission (incomplete forms may result in delays to your application);
- B. A transcript of academic record;
- C. An application fee of CN \$100 (non-refundable).
- D. Proof of proficiency in English.

## 7.0 International Learners

### 7.1 Application Procedure

- A. International applicants must complete an International Learner Application Form and forward it, along with application fee, proof of English competency and academic transcripts to the address listed on the application form. Applications can be submitted on-line or 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 Learner Coordinator**

Learner Services Division  
College of the North Atlantic  
1 Prince Philip Drive  
P. O. Box 1693  
St. John’s, NL  
Canada A1C 5P7  
Tel: + 1 709 758-7290  
Fax: +1 709 758-7304  
Email: intstudents@cna.nl.ca

Web: [www.cna.nl.ca](http://www.cna.nl.ca)

- B. The application will be reviewed and, if accepted, a **Letter of Acceptance** or a **Letter of Conditional Acceptance** will be issued to the learner. The letter will confirm fee, enrolment, program of study and length of program.
- C. Upon receipt of the Letter of Acceptance/Conditional 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 learner provides a letter and evidence to support this claim, the tuition will be refunded in full except for the application fee.
- D. International applicants 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. Generally, applicants will need:
- Documentation verifying personal identification (such as a passport);
  - An original **Letter of Acceptance/Conditional Letter of Acceptance**;
  - Proof of funds available to cover tuition and living expenses; and
  - Assurance that the learner will return to his/her country of residence.
- E. Once an applicant has been issued with 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.

## 7.2 English Proficiency

All international learners must meet the college's English proficiency requirements for acceptance into regular programs. The college will accept most internationally recognized tests of English proficiency (e.g. Toefl 550, or equivalent, ielts, etc.). Learners who do not provide evidence of English proficiency will be accepted into English as a Second Language (ESL) and conditionally accepted into their program of choice if they meet all other entrance requirements.

Upon arrival, conditionally accepted students may take the college's

English proficiency test. If learners successfully demonstrate English proficiency on this test, they are accepted into their program of choice and may begin immediately. If English as a Second Language is required prior to program entry, learners may be allowed to complete some courses from their program concurrent with their English program, depending on their English ability.

### 7.3 Academic Prerequisites

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

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

The Medical Care Plan (MCP) program applies to any international student issued an official study permit by Citizenship and Immigration Canada before entering the country. The individual must be attending an 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.

An application for Newfoundland and Labrador Health Care Coverage must be completed by the applicant. Forms can be obtained from post-secondary institutions and via the Government website at [www.health.gov.nl.ca/mcp/](http://www.health.gov.nl.ca/mcp/).

Health care benefits listed under the Medical Care Insured Services Regulations and the Hospital Insurance Plan Regulations will be accessible. A detailed explanation of these services can be found on the Provincial Government website at [www.health.gov.nl.ca/mcp/](http://www.health.gov.nl.ca/mcp/).

Services listed under the Medical Care Insured Services Regulations and the Hospital Insurance Plan Regulations will be accessible for international

students. Health insurance for other services (i.e., coverage for prescription drugs) is currently available for International Students to purchase through the other health insurance companies.

International learners will be eligible for coverage while visiting outside the province only during the period specified on their study permit provided the authorization remains valid through Citizenship and Immigration Canada.

Coverage will become effective for eligible students on the date of arrival in the province or the effective date of study permit, whichever is later. Coverage terminates upon expiry of the study permit or the date of departure from Newfoundland and Labrador, whichever is earlier.

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

7.5 Proof of Status

International learners must provide proof of status in Canada at the time of registration.

7.6 Learner Services

The International Program Office, in co-operation with the Division of Learner Services, will provide assistance to international learners in such areas as: accommodations through apartments, boarding houses or home-stay; orientation and general information. The full range of learner services as outlined in this calendar will be made available to International learners.

Approval History	
Approved by President	May 30, 1997
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