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GUIDING PRINCIPLE

With regards to admissions, the New Brunswick Community College - Special Operating Agency (NBCC - SOA), hereafter called the *Organization*, has adopted the "First Qualified, First Accepted" concept. This policy reflects each College's (NBCC and CCNB) intention to promote access to postsecondary level technical and occupational training as per its mandate. The instructional and administrative requirements set out herein have as their goal the implementation of an effective, fair and transparent system, the application of which should not constitute an obstacle to admission.

POLICY STATEMENT

- The provisions of this policy apply to all regular programs/plans that are part of the program calendar and to those delivered on a contract basis.
- In addition to the provisions outlined herein, the college institutions and their campuses will implement an admission process for all other training activities that respects the guiding principle and quality assurance practices set out in this policy.
- *College Admissions Service (CAS)* and all key stakeholders must be informed of any significant changes to programs/plans according to the *Training Plan Program Changes Communication Process*.

- Applicants may apply for admission to a maximum of two (2) programs/plans (regular or contract) in the Postsecondary (PS) and Secondary Education (SE) careers. Application fees will be charged for each program.
- Applicants may apply for admission for an unlimited number of programs/plans or courses in the Continuing Education (CE) career.
- The Organization may reserve capacity in any of its regularly funded programs to accommodate students in an approved preparatory program of college level courses, who wish to, and meet the requirements for admission to another NBCC College program. These students may be admitted through the early admission process as per the established procedure.

College Admissions Service (CAS) will:

- process applications for all regular programs/plans and contract programs/plans in the Postsecondary (PS) and Secondary Education (SE) careers.
- process applications for Year 1, 2 and 3 for both external applications and external transfers. For external applications and transfers, applicants must apply through the normal admission process.
- process program/plan changes for matriculated students who apply for a new program choice (a program not previously indicated on the application form).
- proceed to fill empty seats after registration within timelines set by campuses and up to three weeks after registration.

Colleges (NBCC and CCNB) will:

- process applications for programs/plans and courses in the Continuing Education (CE) career.
- process applications for part-time training.

- process internal transfers and program/plan changes for matriculated students between campuses or Colleges.

- Admissions to apprenticeship programs are the responsibility of the Apprenticeship and Occupational Certification Branch of the Department.

- The Assistant Deputy-Minister with the NBCC-CCNB Executive Committee, on behalf of the Minister, establishes and approves the NBCC and CCNB admission profiles. In exceptional circumstances, some programs may have additional requirements approved by the Assistant Deputy-Minister beyond these admission profiles and these are set out in each program's description.

- The minimum requirement for admission to a program/plan is the New Brunswick High School Diploma, or a diploma recognized by the New Brunswick Department of Education, or the equivalent. The following are recognized as equivalents: the General Education Diploma (GED); the General Studies Certificate, the Academic Studies Certificate, the Basic Training for Skills Development (BTSD) program, or the Pre-Technology program; a minimum score of 900 (up to 2005) and 1500 (after 2005) on the SAT (Scholastic Aptitude Test) accompanied by external proof of successful completion of prerequisite courses. External proof may be in the form of a final mark awarded by a high school in the public education system or a provincial exam.

- Applicants who have successfully completed postsecondary studies in a related field will be considered as having met the minimum requirements for admission to a program. Where specific prerequisite courses are required, an exemption may be granted by the designated authority responsible for the program.

- To facilitate the admission process, admission requirements are grouped into profiles (refer to *NBCC-CCNB Admission Profiles*) depending on the nature and complexity of the program.

- Specific considerations such as medical examinations, criminal record checks and employer related testing are no longer considered to be admission requirements but rather as particular considerations of programs. They should be treated as such when, for example, writing abstracts.
- Colleges (*NBCC* and *CCNB*) will not apply newly revised requirements to the disadvantage of a candidate whose high school courses were established in accordance with earlier requirements.
- Notwithstanding the general and specific program admission requirements set out in this policy, the Organization reserves the right to determine the admissibility of all applicants and to deny admission when, in the opinion of the Organization, there is reason to conclude that granting admission would not be in the best interest of the applicant or the Organization. This includes, but is not restricted to, applicants who have been terminated from a program and/or the NBCC College for disciplinary or academic reasons. Applicants thus denied admission may appeal the decision using the Organization's Appeal Process.

DEFINITIONS

- [Academic Plan](#)
- [Additional assessment](#)
- [Admission profile](#)
- [Applicant](#)
- [Career](#)
- [Continuing Education Career](#)
- [Contract Training](#)
- [External Transfer](#)
- [Internal Transfer](#)
- [Postsecondary Career](#)
- [Regular Program](#)
- [Secondary Education Career](#)
- [Student](#)

SUGGESTION BOX

Your suggestions for improvement to this document and/or its content

CONTROLLED REFERENCE DOCUMENTS

Num	Document Name	Type	Document Custodian	Document Reviewer(s) Stakeholders	Document Approver
Org-3106	Academic Year	Policies	Provincial Management Representative		Assistant Deputy Minister
Org-4107	Admission of International Applicants	Policies	Provincial Management Representative		Assistant Deputy Minister
Org-4207	Inclusion of Students with Disabilities	Policies	Provincial Management Representative		Assistant Deputy Minister
Org-2305	Tuition Fees	Policies	Provincial Management Representative		Assistant Deputy Minister
05_2316	Work Instruction - Admissions	Work Instructions	CAS Director	NBCC-CCNB Executive Committee	Director - QSS Branch
06_1930	List of Approved Preparatory Programs	Reports/Studies/Stats	Director - QSS Branch	NBCC-CCNB Executive Committee members	ADM
Org-4105.019	Admissions	Procedures	Provincial Management Representative		Assistant Deputy Minister
08_2429	Admission Profiles (effective Academic Year 2010-2011)	Guides and Standards	Director - QSS Branch	NBCC-CCNB Executive Committee	NBCC-CCNB Executive Committee
09_2393	Training Plan Program Changes Communication Process (Process & Form)	Strategic Planning	Director - QSS Branch	NBCC-CCNB Executive Committee	ADM

APPROVAL: *by designated authority via the Integrated Document Management System (IDMS)*

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