

# Admissions & Registration Policies & Procedures

## Admission Policy

Note: *The complete college policy is available on the college's [website](#).*

### Purpose/Rationale

The purpose of this policy is to define the criteria and conditions for admission to Camosun College and its programs.

### Scope/Limits

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

Programs specifically intended to prepare students for direct entry into upper levels of further or advanced programs at partner institutions shall be governed by the admission requirements of those institutions.

### Principles

The college will establish program admission requirements of both an academic and nonacademic nature that will optimize students' access and success.

As defined in the college's Mission Statement and Values, Camosun College is committed to providing our community with access to the knowledge and skills relevant to the future economic and social development of the region.

Camosun College is committed to meeting the diverse needs of its community and may, therefore, tailor its admission criteria to support demonstrated community need or to enable appropriate partnerships.

As defined in the college's Strategic Plan, Camosun College is committed to integrating a diverse, international perspective into its community and curriculum and will provide opportunities for international students to study at Camosun College.

The college will accept valid and/or official documentation that demonstrates students' qualifications for entry to the college and its programs.

The college reserves the right to limit application to oversubscribed programs.

The college reserves the right to deny admission.

## General College Admission

To be admitted to the college, applicants must qualify as either domestic students or international students.

### Domestic Students

Applicants who are in possession of valid documentation confirming their legal status as Canadian citizens, permanent residents, or convention refugees. (*Note: Admission requires proof of Permanent Resident status at the time of application.*)

### International Students

Applicants who are not domestic students who meet the guidelines established for International students studying in Canada by Citizenship and Immigration Canada. For information on International Education applications, please refer to our [website](#).

### All applicants must be:

- high school graduates;
- OR
- 19 years or older at the start of the student's first academic term unless special college admission is granted.

Applicants must indicate an intended primary program of study.

## Special College Admission

### 1. Current British Columbia (BC) and Yukon High School Students

Provisional program admission will be granted to British Columbia (BC) and Yukon High School students who apply for Fall admission in their Grade 12 year. If interim and/or final high school grades fall below program admission requirements, applicants will be deemed ineligible for admission and advised on how to meet admission requirements. These grades become the official version used to assess admission requirements to programs and courses unless more current/advanced grades exist or are provided.

*Note: Interim and final grades received by the Ministry of Advanced Education annually will be used to verify that program admission requirements have been met. If interim and/or final grades do not meet the program admission requirements, the seat, if offered, will be rescinded.*

## 2. Underage Applicants

The college may consider granting special admission to underage applicants on an individual basis, subject to the following:

- Underage *domestic* applicants must 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);
- Underage *international* applicants are subject to the guidelines established by Citizenship and Immigration Canada.

## 3. Visiting Students

Visiting students are students who are enrolled at other post-secondary (sending) institutions and are taking courses from Camosun College to grant them credit toward a credential at the sending institution. To be admitted as a Visiting Student, applicants must submit a 'Letter of Permission' from a sending post-secondary institution and must meet general college admission criteria and all prerequisites for each Camosun College course in which they are seeking enrolment.

## 4. Reciprocal Exchange Students

Students, either domestic or international, may be admitted to Camosun College under a reciprocal exchange agreement established between the student's home institution and Camosun College.

## Program Admission

1. Applicants must be deemed qualified in order to be admitted into a program. Admission to programs will be granted on a first-qualified, first-served basis.

2. BC/Yukon high school students can apply after September 15 until May 15 in their Grade 12 year. Applicants who apply under this category will be considered provisionally admitted.

We strongly recommend high school students apply by February 28 so interim secondary school marks can be transferred electronically to Camosun.

BC/Yukon high school students applying between March 1 and May 15 will need to take the extra step of personally submitting interim and final grades to the college. Applicants who apply under this category will be considered provisionally admitted.

High school students applying after May 15 will need to submit official sealed high school transcripts which indicate final grades.

**Note:** *Interim and final grades received by the Ministry of Advanced Education annually will be used to verify that program admission requirements have been met. If interim and/or final grades do not meet the program admission requirements, the seat, if offered, will be rescinded.*

3. Applicants to associate degree programs are encouraged to submit their application by April 15 to ensure priority in the registration process. Applications received after April 15 will be processed, but registration priority cannot be guaranteed.

4. Applicants to apprentice programs may apply on an ongoing basis for all levels. Click [here](#) to see the apprenticeship schedule for your trade.

5. To audit credit courses for general interest purposes, submit an audit application form. (The form is available on our [website](#).) Prerequisites are not assessed when auditing a course; therefore, transcripts are not required.

6. Current students receive provisional application status when:

- enrolled at Camosun College;
- completing the academic admission requirements to their chosen program and they will complete the necessary course(s) *two months* prior to the program start;
- all non-academic admission requirements to the program have been met.

## How to Apply

**Note:** *For information on International Education applications, please refer to our [website](#).*

1. Read and clearly understand the [college admission policy](#) and the academic and nonacademic requirements for their program and courses.

2. Submit an application. Applicants are encouraged to [apply online](#). Applications may also be downloaded from our web site or picked up from Enrolment Services at either campus. Paper applications may then be mailed, faxed or dropped off in person to either Enrolment Service department location.

3. Pay a non-refundable application fee of \$36.41 (effective September 2011).

4. Provide official\* copies of all secondary (high school) and post-secondary transcripts and other documentary evidence showing completion of the admission requirements for the program or course. Applications with incomplete documentation will become inactive, and must be resubmitted if the required documentation is not received

within 12 months. All transcripts submitted become the property of Camosun College and will not be returned.

\* *Official paper transcripts must be submitted to Camosun College in an envelope sealed by the sending post-secondary or secondary institution.*

### Other Applications

1. Apprentice (beyond Foundation level)

Complete a specific [application form](#), which can be faxed, mailed, submitted in person or dropped off to either Enrolment Services office. Students must be registered with the Industry Training Centre (ITA) before registering in classes at Camosun. To obtain an ITA Individual ID number (formerly Trades Worker ID number or TWID), or for information on challenging a particular level, please visit the [ITA website](#) or call 1-866-660-6011.

2. Audit for general interest

For more information and to access an application form to audit a course for general interest, see our [website](#).

## Admission Requirements

**Note:** *The college does not accept responsibility for the cancellation or discontinuation of any program, course or class of instruction that may be necessary as a result of an act of God, fire, labour problems, lack of funds, or other similar causes.*

Other than in the case of programs requiring admission requirements at the post-secondary level, course and program admission requirements are expressed in terms of BC secondary school courses and/or Camosun alternatives. (See our [website](#) for more information.) Students from out-of-province should be aware that out-of-province secondary school courses to be used as prerequisites must be academic.

All program admission requirements and course prerequisites must be met with a minimum "C" grade unless otherwise noted.

For high school graduates 2007 onward, Camosun will not require BC provincial exam grades for courses in which the exams are optional for BC high school graduation. The only BC provincial exam mark Camosun requires for high school graduates 2007 onwards is English 12, or equivalent. (Home schooled students can write either the provincial exam for English 12, or English 12 First Peoples (EFP 12), or equivalent, or our English assessment). For all other admission requirements (math, biology, chemistry, physics), the provincial exam mark is optional. We will accept the higher of the exam/final or final grade only. For applicants who have completed the BC Adult Graduation Diploma program, provincial exams are not required.

For high school graduates between 1984-2006, provincial exams are required and will be used for admission and prerequisite requirements.

Some programs/courses have Grade 10 level admission requirements/prerequisites. If so, students must ensure Grade 10 transcripts are submitted.

### Assessment Tests

Assessment or competency testing of English, math, or computer skills may be necessary for students who do not have documentation of certain admission requirements. The purpose of assessment tests is to determine the level at which the student can be placed, which may result in placement into an appropriate upgrading course level. English and math tests are designed to be written only once. Computer Skills tests may be written twice. Completed assessments become the property of Camosun College.

To enrol in any course or program with an English 12 "C+" prerequisite, students who have a "C" or lower in English 12 have two options:

- obtain an assessment of their English skills at the Assessment Centre prior to enrolling; or,
- enrol in a Camosun English alternative course as described on our [website](#).

Students with a "C" in English 10 or 11 may:

- obtain an assessment of their English skills at the Assessment Centre; or,
- enrol in a Camosun English alternative course as described on our [website](#).

Students who do not have proof of having English 10 with a "C" or who have not completed English 10 can either:

- obtain an assessment of English skills (call the Assessment Centre to book an appointment at 250-370-3597); or,
- make an appointment for an alternate assessment through the School of Access by calling 250-370-3295. Testing may result in placement at the Fundamental Math and/or the Fundamental or Intermediate English levels.

Also see our [website](#) for more information about assessment testing.

### Assessment of Prior Learning

Camosun College recognizes that learning, which some adults acquire from life and work experiences, may be equivalent to college-level learning. A complete policy on Prior Learning Assessment can be found in the *Academic Policies & Procedures* chapter of this calendar.

## Assessment of Transfer Credit

Transfer credit is the process whereby official post-secondary transcripts (from recognized institutions) are evaluated to determine academic course equivalency towards Camosun College programs.

Official transcripts are evaluated by the Transfer Credit Coordinator once admission requirements for the program have been assessed by Enrolment Services.

Where admission to a program is based on transfer credit evaluation, this evaluation begins once an application and fees are processed by Enrolment Services and transcripts are forwarded to the Transfer Credit Coordinator.

Credit is assessed/outlined for all courses relevant to the program of application.

Students with education from within Canada may be requested to submit detailed course outlines in order for the evaluation to begin.

Students with out-of-country transcripts are required to submit detailed course outlines before credit will be assessed. Transcripts and course outlines in languages other than English must be submitted with official translations into English.

Students who enrol in a course for which the transfer credit evaluation is pending are responsible for withdrawal from duplicate courses and are subject to all college refund and withdrawal policies in the event transfer credit is granted.

An evaluation form is mailed upon completion of the evaluation.

Processing timelines for general evaluations are approximately 4-8 weeks. Complex credit assessment that requires consultation with other educational personnel may take considerably longer. Therefore, it is important that all documentation related to the evaluation of credit be submitted well in advance of the program commencement.

Please visit the Transfer/Credit section of our [website](#) for:

- more information about the transfer credit process; and
- step-by-step details on how to apply transfer credit.

## Dean Assessment of Program Admission Requirements

A Dean or designate may ascertain upon assessment that a student can enter a program without meeting the defined admission requirements. The Dean or designate will provide the student with written permission for the student to present to the Enrolment Services office. This permission does not preclude the necessity of completing all program requirements.

## Language Placement Tests

### Language Proficiency Index (LPI), International English Testing System (IELTS) and Test of English as a Foreign Language (TOEFL)

In place of a "C+" in English 12, Camosun accepts a LPI score of 5 or higher; or an IELTS score of 6.5 overall, with a minimum of 6.5 in Reading and Writing, and a minimum of 6.0 in Listening and Speaking; or the following TOEFL scores: IBT 88-90 (min 20 in each section), CB 230 (min 4.5 TWE), PB 570 (min 4.5 TWE); or assessment. (Call 250-370-3597 for more information.)

Testing of students with 0 – 2 years of English Language study occurs at the School of Access, Interurban Campus, 250-370-4941. Students who have studied English for two years or more will test at the Lansdowne Campus, Assessment Centre, 250-370-3597. International students should contact Camosun International at 250-370-3681 prior to arranging testing.

## International Credentials

### Baccalaureate and Advanced Placement

Camosun College generally grants credit for International Baccalaureate and Advanced Placement subjects. Official documents outlining the courses and grades completed in these programs must be submitted and are subject to the processes as outlined in the "Assessment of Transfer Credit" section.

## Admission Process

Applications are processed in order of receipt, and are reviewed to:

- ensure application fee is paid, if required;
- ensure applications are complete;
- determine applicant satisfies the college's Admission Policy; and
- determine admission requirements have been submitted and have been met.

Complete applications are processed on a first-qualified, first-served basis. Applications with incomplete documentation will become inactive, and must be resubmitted if the required documentation is not received within 12 months.

Acceptance of an application does not guarantee admission to a program or course. Seat offers in programs and courses are based on space availability.

Official notification of the status of an application will be mailed within four weeks of receiving the application. Written notification will include any further steps the applicant must complete and the associated deadline(s). It is the applicant's responsibility to ensure deadlines are met.

While Camosun College will make every attempt to provide realistic deadlines, the college cannot accept any responsibility for delays resulting from Canada Post.

For information on International Education Applications, please contact [Camosun College International](#).

## Student Status

### New Students

A new student is one who submits an application and has never attended the college.

### Returning Students

A student who has experienced an enrolment break of greater than 12 months (from the month of his or her last attendance to the month of his or her return to the college) needs to submit a new application and application fee.

### Continuing Students

A continuing student is one who is registered in the current academic year and will continue to take classes in the same program in the next academic year; there is no need to reapply.

## Seat Deferral

Applicants who are unable to accept a seat offer may defer their space one time within 12 months. One seat deferral per program is granted. Deferrals will be granted only when the request is received *prior to the start date of the program*.

Requests for deferrals received after the program start date will not be granted. A new application must be submitted to be processed and the applicant will be placed on the Applicant list as of this date.

## Registration

### Student Responsibility

Students are responsible for the accuracy and completeness of their program at Camosun College. They must:

- ensure the Enrolment Services office has proof of prerequisites on file for each course registration;
- ensure they meet the prerequisite requirements for courses in which they enrol, and in the event requirements are not met, they must withdraw from the course or may be withdrawn;
- check the accuracy of their registration;
- ensure that the selected courses are appropriate to their final goal;
- determine if the selected courses will meet requirements for graduation at Camosun College or transfer to another institution (if required to meet the students' future educational goals);

- ensure fees are paid by published deadlines;
- ensure they withdraw from courses by published deadlines; and,
- ensure the Enrolment Services office has their current mailing and email address and phone numbers on file at all times.
- ensure his or her complete high school records (usually Grades 10, 11 and 12) and any post-secondary records are on file prior to registration in classes.

Students planning to transfer from Camosun College to another post-secondary educational institution are advised to consult with the institution to which they are transferring in order to confirm suitability of their courses and gather information on quotas, grade point averages (GPA) or other admission requirements.

### Attendance

It is each student's responsibility to attend the first class meeting of each course. If a student does not attend and does not contact the instructor within two working days following the first class with a satisfactory explanation, admittance to the course may be denied.

If a student does not attend classes and does not officially withdraw (via Camlink or Student Services) prior to fee deadlines, he or she will be required to pay all outstanding fees, will receive no further service until the fees are paid, and may receive an "F" grade.

### Compassionate Leave of Absence

If there is a death of an immediate family member and a student has to be absent from classes, the student should notify the college by contacting the education school offering the program or course. School phone numbers are listed at the beginning of each school chapter in this calendar.

If a student does not attend classes and does not officially withdraw (via Camlink or Enrolment Services) on or before fee deadlines, he or she will be required to pay all outstanding fees, will receive no further service until the fees are paid, and may receive an "F" grade.

### Full-Time Enrolment

There are many different guidelines for determining whether a student is a "full-time" student. Camosun College's definition of full time is that the student be enrolled in at least 60% of a full-time course load for his or her program of studies. (This measure is used to support eligibility for financial aid.) Some external agencies may set different requirements and guidelines (e.g., Canada Customs and Revenue requires students to be enrolled in a minimum of 10 hours per week).

### Registration Process

### Camlink

Camosun College uses a web-based registration system called Camlink. Camlink provides services for students to check available course offerings and timetables, self-register in classes, pay fees, view grades, update personal contact information, and provides information relevant to each registration period.

Students who are required to register in courses using Camlink will be provided access and instructions on using Camlink prior to their first registration period.

Students who are not required to use Camlink will be notified.

### Web Declare

Web Declare is used by continuing students to inform the college they plan to return to study in the upcoming semester or term.

This process also provides students with their registration date.

### Registration Deposit

*Note: For information on International Education Applications, please see our [website](#).*

For each academic session, most new and continuing students are required to pay a \$175 non-refundable registration deposit:

- at least one week prior to their registration date;

OR

- according to deadlines provided by Enrolment Services to confirm acceptance into a credit program.

This registration deposit is not an additional fee. It will be applied to the total fees for that academic period.

*Note: Payment of a registration deposit does not guarantee entry to courses as this is dependent upon academic prerequisites and upon the availability of seats.*

### Registration Priority

For some college programs, it is necessary to assign different registration dates to students needing the same courses. The following guidelines direct this process:

- Continuing students generally have registration priority;
- Priority for continuing students may be established by number of credits successfully completed and successful academic standing;
- The college reserves the right to register new and returning students before continuing students who fail to demonstrate satisfactory academic progress.
- For most career programs, full-time students have a priority for registration over part-time students.

## Course Prerequisite Assessments

Course prerequisite assessments can occur when a Chair, Coordinator or designate ascertains a learner can enter a course without meeting the defined prerequisites. If approved, the Chair, Coordinator or designate will provide the learner with a signed 'Permission to Register' form to present to the Enrolment Services office. Course prerequisite assessments are course- and term-specific and do *not* provide entry to other courses with the same prerequisite.

## Auditing Courses

### Course Audit – General Interest

Course Audit – General Interest registration is for those individuals who are interested in taking a credit course for general interest only, and who have no intention of completing course work or writing exams for the audited course. Students auditing a course for general interest only:

- Will apply and register from the first day of class until the fee deadline, and only with instructor permission. The application is available [here](#);
- An instructor may sign an 'Audit Application' form if space is available after waitlisted students have been served;
- Will pay 50% of the course tuition plus ancillary fees;
- Will not have to satisfy course prerequisites;
- Will be expected to attend classes regularly. No assignments are expected, no examinations are written;
- Cannot use audited courses as credits for student loan purposes;
- Cannot be changed to credit (enrolled status);
- Are not assigned a grade other than "AUD";
- Cannot use an "AUD" grade as a prerequisite for other courses; and,
- An "AUD" grade is not calculated in GPA.

### Course Audit – Students Currently Enrolled in Credit Courses

An audit student is one who participates in a credit course while concurrently enrolled in other credit classes. Current students auditing courses must be aware of the following requirements:

- Will register between the first day of class until the fee deadline, and only with instructor permission.
- An instructor may sign a 'Permission to Register' form if space is available after waitlisted students have been served;
- Will be expected to attend classes regularly. No assignments are expected, no examinations are written;

- Will pay 50% of the tuition for the audit course (applicable until fee deadline); However, if *changing* from registered to audit status after the fee deadline, full tuition fees will be applied;
- Enrolled students can *change to audit* during the first 66% of the semester/ term/quarter with instructor permission. An authorized 'Request to Add, Audit, or Drop Course After Fee Deadline' form must be submitted to Enrolment Services;
- Cannot use audited courses as credits for student loan purposes;
- Are assigned a grade "AUD";
- Cannot use an "AUD" grade as a prerequisite for other courses; and,
- An "AUD" grade is not calculated in GPA.

## Course Wait Lists

In the event that a preferred course is full, students should:

- select an alternate section (time/day);
- select an alternate course; or,
- waitlist for the preferred course and section.

### Course Wait List Procedure

Students in college preparatory and university transfer courses, associate degrees, bachelor and specified part-time career programs will be automatically enrolled from wait lists until midnight of the day prior to when the semester or term commences, if seats become available, prerequisites are met, and the waitlisted course does not conflict with enrolled courses.

Students should not waitlist for a different section of a course in which they are registered. Should this occur, they will not be registered in the waitlisted section. Students who waitlist in more than one section of the same course will be offered a seat (if available) in only one section.

During the first week of classes, waitlisted students should attend the classes for which they are waitlisted. If there is space, instructors may sign a 'Permission to Register' form (PTR) which students must present to Enrolment Services\* to register. All fees must be paid by published deadlines. PTR forms will not be issued or accepted until the first day of classes, and will be accepted only up to the fee deadline for the term.

*\*Can be dropped in Drop Boxes. Look for the blue drop boxes around campus (Isabel Dawson and Fisher buildings at Lansdowne or Liz Ashton Campus Centre and CBA buildings at Interurban).*

## Changes in Registration

Students should refer to the college's refund policy in the *Fees and Financial Policies & Procedures* chapter of this calendar.

## Adding and Changing Courses

Regular online course registration will cease at midnight of the day prior to when the semester or term commences. From the first day of class to the published fee deadline, courses can be added only with permission of the instructor and submission of a completed 'Permission to Register' form to Enrolment Services.

In rare cases, a student may be added to a course after the fee deadline; however, a 'Request to Add, Audit, or Drop Course After Fee Deadline' form must be authorized by both the instructor and the Dean.

Exception: Academic Upgrading Foundation level courses may accept students up to two months after the start of classes, with permission of the school.

Dropping or changing courses may negatively affect completion of Camosun programs or transfer to university. Students are recommended to assess the impact of adding/changing courses. Students may wish to consult with Academic Advisors or program Chairs.

Dropping or changing courses and/or programs during the academic year may jeopardize students' eligibility to continue to receive financial aid during that year. It is imperative that students receiving assistance consult the Financial Aid & Awards office before any drop or change of course(s) or program.

## Withdrawing from Programs and Courses

Camosun College recognizes that students may need to withdraw from course(s). Financial and/or academic penalties for course withdrawals may be imposed depending on whether students withdraw before or after the fee deadline or course withdrawal deadline.

As established in the Course Withdrawal Policy, students who have attended one or more classes who do not officially withdraw prior to the published deadlines, and who fail to successfully complete required course work will be assigned a final grade of "F" or "NC" depending on the grading system being used in the course.

Students can withdraw from courses up to the tuition fee deadline without tuition charge, less the registration deposit. Students who fail to withdraw prior to the fee deadline will be required to pay outstanding fees. Refer to late fee penalties in the *Fees and Financial Policies & Procedures* chapter.

Prior to the course withdrawal date students must follow official course withdrawal procedures. A "W" (withdrawal) status will be entered on the student's record to indicate an official withdrawal has taken place.

Students wishing to officially withdraw from a course *after* the tuition fee deadline must submit a signed 'Request to Add, Audit, or Drop Course After Fee Deadline' form to the Enrolment Services office.

Withdrawing from credit courses does not affect grade point averages (GPA) providing students officially withdraw before the deadline.

The deadline to withdraw without academic penalty falls after completion of 66% of the academic term. Please see the *Important Dates* chapter for the precise date. Withdrawals will not be permitted after this deadline date. Students who do not withdraw prior to official published deadlines and fail to successfully complete the course will be assigned an "F" grade.

*Note: Students receiving financial assistance such as student loans are advised to speak to a Financial Aid Advisor before withdrawing from courses.*

## Career and Vocational Programs

To be fully informed of the implications of withdrawing from a course, students enrolled in career and vocational programs are *required* to obtain the signature of their program Chair/Leader prior to withdrawal via completion of a 'Request to Withdraw from Career or Vocational Program or Course(s) After Fee Deadline' form.

## International Students

International students who wish to withdraw are required to obtain a signature from an International Advisor.

## Medical/Compassionate Withdrawals

To request a refund (less the non-refundable registration deposit and all Student Society fees and levies) after the fee deadline for medical or compassionate reasons, obtain a 'Request for Withdrawal for Medical/Compassionate Reasons' form from Enrolment Services, and submit with cover letter and appropriate documentation to Enrolment Services.

*Note: Requests for Medical/Compassionate Withdrawals will normally be approved only prior to the beginning of the next semester, quarter or term.*

## Student File Restrictions

Refer to the *Fees and Financial Policies & Procedures* chapter for more information on student file restrictions.

Students will be restricted from registration and other services in the event a restriction has been placed on a student file. File restrictions are due to a financial obligation to the college, and are initiated by the affected department.