

 Policies and Procedures		Number: 8611		Admissions		
		Replaces	Previously included in 8610 Admissions and Standards			
		Effective	2013-09-01	Next review :	2017-05-16	
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee		2013-06-06		
Vice President Education and Students	Registrar	Recommended/Approved by Education Council		2013-06-11		
		Approved by President		2013-06-17		

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.

5 Procedure

5.1 College Admissions Requirements

5.2 General College Admissions

- (1) An applicant must apply as either a domestic student or an international student.
 - (a) Applicants should apply as domestic students if they are in possession of valid documentation confirming their legal status as Canadian citizens, permanent residents, or convention refugees.
 - (b) Applicants should apply as International students if they are not domestic students and if they meet the guidelines established for international students studying in Canada by Citizenship and Immigration Canada or if they choose to study a Selkirk College program from outside of 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.
- (3) Applicants, whose first language is not English, or who have received their primary education in a language other than English, are required to provide proof of English language proficiency in one of the following ways:
 - (a) completion of BC English 12 with a minimum final grade of C+ at an English curriculum secondary school where English is the primary language
 - (b) completion of International Baccalaureate (IB) English Language A (Higher level) with a minimum grade of 3 or C
 - (c) completion of the Advanced 4 and 5 (or equivalent) of the Selkirk College English Language Program with a minimum of "C+" (60%) average in core subjects and provincial level English 51, with at least a "C+" grade
 - (d) submission of an Official TOEFL score of 213 (CBT), or TOEFL (IBT) score of 79-80, or TOEFL (PBT) score of 550, or better;
 - (e) submission of an IELTS score of at least 6.0 overall with no band score less than 5.5
 - (f) submission of an EIKEN Grade Pre -1
 - (g) submission of a CELPIP –Academic test result with a minimum score of 4L in each component of the Academic test; or
 - (h) submission of a score of 4 or better on the Language Proficiency Index (LPI) in conjunction with a satisfactory oral language interview with Selkirk International, or
 - (i) successful completion of an English language program that is part of the BC transfer system or is an officially approved pathway program with Selkirk International and Selkirk College

All English Language Proficiency tests used as a basis for admissions must have been completed within the last three years.

5.3 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

5.4 Special Admissions

- (a) An applicant who does not meet any of the above admission criteria may apply to the Registrar for special admission. Testing and attendance at an interview may be required and the applicant must provide supporting documentation as requested.
- (b) Special admission may be offered to documented members of the Confederated Tribes of the Colville Reservation.

5.5 Program Admissions Requirements

- (a) 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.
- (b) Program applications are received during the 12-month period preceding the start date for the program unless the program policy allows for early admission.
- (c) Applicants must submit official transcripts of all previous academic work.
- (d) The Admissions Office will acknowledge receipt of application forms (application documents will not be returned).
- (e) 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.
- (f) Except for programs with competitive admission (item 12 below), fully qualified applicants will be offered admission based on application date.
- (g) 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.
- (h) Partially qualified domestic 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.
- (i) 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.
- (j) On an annual basis, in time for the start of the application process, program seats will be

designated for domestic and for international applicants. Six months prior to the start date of the program these designations will be removed. For example, the international/domestic designation will be removed in March for programs that start the following September. The Registrar may request that vacant international-designated seats are made available to domestic applicants at any time, based on domestic waitlists.

- (k) An applicant who has been accepted into a program, and paid their seat deposit, 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.

- (l) Notwithstanding items 6 through 11, some programs may admit students through a competitive ranking process instead of first applied-first accepted process. Such a process will be explicitly described in the program policies.

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 Student Withdrawal and Refund Policy

8617 Credentials and Graduation

3400 Student Code of Conduct

8400 Student Appeals

6550 Freedom of Information and Protection of Privacy Policy

8600 College Readiness Tool