



ADMISSIONS POLICY

1.0 POLICY STATEMENT

The College ensures admission requirements are grouped into admission profiles and are connected to Curriculum Standards.

The application and acceptance process has:

- Associated fees as per the [Tuition Fees](#) policy and the [Student Fees Other Than Tuition Fees](#) policy. Refer to these policies for further information;
- A review process that determines if an applicant:
 - i. Is qualified;
 - ii. Is proficient in English; and
 - iii. Requires additional evaluation because they have indicated they are:
 - Direct Entry Diploma;
 - International student;
 - Adult Learner;
 - Homeschooled applicant;
 - Special Admissions; or
 - It is determined that the application needs additional evaluation.

A Seat Capacity Plan is developed with seats allocated for applicants who are:

- Indigenous;
- Individual Learning Plan (ILP);
- International;
- Domestic/Permanent Residents; and
- UNB Bachelor of Applied Arts (BAA).

The College reserves the right to deny admission.

Admission profiles and requirements can be found on nbccd.ca/admissions.

2.0 DEFINITIONS

Additional Evaluation

Evaluation above and beyond what is given under usual circumstances. This can take the form of a structured interview, demonstration of practical skills, written work, generic or subject-specific testing, and language proficiency tests.

Admission Profile

Grouping of requirements that outline the minimum academic levels and experience for entry into a specific program.

Advanced Standing

Credit granted to a student towards certification as assessed through PLAR.

Curriculum Standard

An official document that contains all pertinent information required for program delivery.

Direct Entry

Applicants who have not completed the Foundation Visual Arts (FVA) program and who wish to apply directly into a diploma program.

Individual Learning Plan (ILP)

A plan established through academic advising of an approved path to reach a specific learning goal.

International Student

An applicant or student who is not a Canadian citizen or Permanent Resident of Canada.

Adult Learner

Applicant who does not meet the high school admission requirements and will be 21 years old prior to the first day of classes.

Homeschooled Applicant

Applicant who has been educated in a context other than a public school environment.

Post-Secondary

Any program of studies leading to a certificate, diploma, or degree.

Prior Learning Assessment and Recognition (PLAR)

Evaluation and recognition of formal, non-formal, and informal learning that can result in academic credit.

Qualified

When an applicant has completed an application, paid the application fee, and met the admission profile of a program.

Special Admissions

Enhanced screening process available to applicants whose high school transcript indicates modified courses.

Acceptance

Notification to an applicant that they have been accepted to a program of study.

Additional Evaluation

Evaluation above and beyond what is given under usual circumstances. This can take the form of a structured interview, demonstration of practical skills, written work, generic or subject-specific testing, and language proficiency tests.

Admission Profile

Grouping of requirements that outline the minimum academic levels and experience for entry into a specific program.

Advanced Standing

Credit granted to a student towards certification as assessed through PLAR.

Applicant

An individual who has submitted an application for admission to the college.

Conditional Acceptance

Students receive a conditional acceptance on the condition that they complete their current studies and/or a specific condition to meet the admission requirements.

Confirmation Fee

Required payment of confirmation fee to secure a spot in the program. International students must also pay the emergency health insurance fee as part of their confirmation fee.

Equivalent Experience

In the case of admission profiles, equivalent experience may be a combination of prior formal, non-formal, and informal learning and/or a higher-level certification.

External Transfer

An applicant who has studied at another post-secondary institution.

Full-time

Registered in a minimum of 60% of a full course load per term. Students with a permanent disability may register in at least 40% of a full course load to maintain full-time status.

Good Standing

When a students' CGPA is 2.0 or above.

Individual Learning Plan (ILP)

A plan established through academic advising of an approved path to reach a specific learning goal.

Internal Transfer

Approval to move from one program of study to another after the completion of one term of study.

Denial

Notification to an applicant that they are not qualified to attend a program of study.

No-Show

An applicant who is admitted or matriculated and does not register during the first week of classes.

Oversubscribed

When the number of acceptances to a program exceeds the number of available seats.

Part-time

Registered in less than 60% of a full course load per term. Students with a permanent disability may enroll in less than 40% of a full course load to maintain part-time status.

Prior Learning Assessment and Recognition (PLAR)

A collection of courses leading to certification that satisfies the requirements of an approved curriculum standard.

Accepted

When an applicant has completed an application, paid the application fee, and met the admission profile of a program.

Regular Program

Approved programs that are part of the College's business plan.

3.0 PURPOSE

To provide a framework for admission into programs at the New Brunswick College of Craft and Design.

4.0 SCOPE

This procedure begins with the establishment of **admission profiles**, includes the processing for admission, and ends when **applicants** confirm their seat.

5.0 WORKFLOW

5.1 Admission Profiles

- Admission profiles are revised by the admissions team with final approval from the Student Services Manager.
- Admission profiles may contain different requirements for different programs.
- **Equivalent experience** may be considered for all admission profiles.

5.2 Applying to the College

- i. Applications open from October 1 to September 1 of the year prior to the start of the academic term, and are received in an ongoing manner, although priority deadlines exist for all programs. International students can apply until June 1.
- ii. **Full-time** and credential part-time applications to all of the College's **regular programs** are made through the student application portal.
- iii. Bachelor of Applied Arts (BAA) applicants apply through the University of New Brunswick (UNB). For more information, please refer to the BAA information on the [admissions page](#).
- iv. Applications for **Special Admissions** must be received by January first (1).
- v. All full-time applicants will receive an acknowledgment letter upon receipt of the application, outlining next steps and required documents.
- vi. Applicants are responsible for all costs associated with the application and for submitting all the required documents.

5.3 Review of Applications (Domestic and International students)

- i. It is the applicant's responsibility to ensure that all requirements are met, and all documents are submitted in time.
- ii. The admissions team reviews the application, with final approval from the Student Services Manager. Direct entry portfolios are reviewed by the Associate Dean, in consultation with Studio Coordinators, and Advanced Studio Practice (ASP) portfolios are reviewed and interviews are conducted by the ASP Studio Coordinator and committee.
- iii. Students are notified of their admission decision via email.
- iv. Some applications might require additional evaluation, such as interviews or supporting documents.
- v. International students, or students who did not complete their studies in Canada, are required to submit [proof of English proficiency](#).
- vi. International applications may close June 1.

5.4 Acceptance, Conditional Acceptance, and Denial

In all cases, acceptances are made until capacity has been reached, or the end of the second (2) week of classes in special circumstances, whichever comes first.

5.5 Oversubscribed Programs

If a program reaches capacity, the admissions office maintains a waitlist for that program.

5.6 Confirmation Fee

- Admitted applicants will pay the non-refundable confirmation fee within thirty (30) days of the date of receiving an acceptance. If the fee is not received within 30 days, the seat may be forfeited or released to a student on the waitlist.
- Admitted Indigenous applicants will have until July first (1) to pay the confirmation fee.
- International students who obtain NB Medicare coverage may replace their international health insurance fee with the Annual Excursion Canada policy. Please check the Registrar's office page for more information. [LINK](#).
- Confirmation fees are required to secure a spot in a program.
- Requests for payment extensions will be reviewed and processed as requested by the Admissions office.

5.7 Bachelor of Applied Arts (BAA) UNB Applicants

BAA Students Entering into the FVA Program

- There are no application fee or transcript requirements.
- The Admissions Office receives student biodemographic (biodemo) data from UNB admissions.
- The accepted UNB applicant submits an application through the student portal and follows the regular procedure to secure their spot.
- BAA students are required to follow the same deadlines as all other students.

BAA Students entering Diploma Programs

- BAA students entering diploma programs must undergo the regular admission process of all diploma applicants and pay the required application fee.
- Space is not guaranteed, and applicants must compete for a spot.
- If an applicant has previous experience that matches the Foundation Visual Arts certificate, they may compete for direct entry and must undergo all regular processes.

5.8 Changing Program Choice

An applicant may request to change their choice of program prior to receiving an admission decision, by contacting the admissions office.

5.9 Filling Vacated Seats

- If a student confirms they will not attend the College prior to the commencement of classes, seats are filled as per section 5.5.
- After the commencement of classes and up until the end of the second (2) week of classes, the Registrar's Office attempts to contact any **no-show** students to confirm their status.
- In the above two cases, available seats are offered to applicants as per section 5.4.

5.10 Seat Capacity Plan

- The total number of funded seats allocated to the College is determined annually by the Department (PETL).
- The plan is developed by the Academic Dean in consultation with the Student Services Manager. The Student Services Manager provides the plan to the admissions office and the Registrar's office.

Indigenous Seats

- One (1) seat is held in each program until July 1.
- For programs with twenty (20) seats or more, one (1) seat is held for every twenty (20) seats.
- To qualify for an Indigenous seat, the applicant must disclose their Indigenous status on the application form at the time of applying.

Other considerations

- **Individual Learning Plan (ILP)** seats are held as needed and provided there is seat capacity for students whose program of study is extended beyond the normal completion time. For more information, refer to the **Academic Advising** Policy. Students requesting to complete the program under an **ILP** must make this request to the admissions office.
- Generally, for international applicants, there are fifteen (15) seats held in the FVA and one (1) seat held in all other programs until June 1.
- Special Admissions seats are allocated in the FVA Program considering the College's available resources.
- The BAA generally has 10 seats held in the FVA Program.
- The seat allocation may be adjusted at the College's discretion to meet enrolment needs.
- Held seats in non-regular categories are released annually by the admissions office as required and incorporated into the regular seat allocation.

5.11 Applicants with Disabilities

For more information, refer to the [Accommodations Policy](#).

5.12 Homeschooled Applicants & Adult Learners

- Homeschooled applicants and Adult Learners must undergo an interview with the admissions office as part of their assessment.

- Applicants will be evaluated on their academic performance, letter of intent, portfolio, and interview.

5.13 Special Admissions

- i. The admissions office emails the applicant, copying the Learning Strategist, advising them of the process for Special Admissions. Included might be a request for the applicant to ask their high school to release information on their:
 - Special Education Plan;
 - Psycho Educational Assessment; and
 - All other pertinent information.
- ii. The Learning Strategist reviews the information provided and meets with the admissions office to review information as needed.
- iii. The admissions office and Learning Strategist review the application and determine whether there is a possibility the College can provide accommodations for the applicant. If so, a meeting is set by the admissions office to administer the Special Admissions interview. The interview will include the:
 - Applicant;
 - Learning Strategist
 - Admissions Advisor
 - Student advocate
 - Student Services Manager as required
- iv. The applicant is notified of an admission decision by the admissions office.
- v. If the applicant was successful, a meeting will be scheduled by the Learning Strategist and includes advocacy organization (if appropriate). An **Individual Learning Plan (ILP)** may be developed to establish the parameters, accommodations, and duration of the applicant's program of study. For more information, refer to the [Academic Advising Policy](#).
- vi. If admitted, the applicant must pay the confirmation fee to hold their seat as per section 5.6.

5.14 Language Requirements

- Proficiency in English is required.
- Language proficiency requirements may be found on the [admissions requirement](#) page on our website.

5.15 Records

Documentation is held in accordance with the [Student Records Policy](#).

POLICY CUSTODIAN: Camila Vásquez