

Policy Name:	ADMISSION AND REGISTRATION	
Approved By:	Board of Governors	
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Policy Holder:	Education Council	
Operational Lead:	Registrar and Director of Institutional Research	
Policy Number:	EDU-009	

## ADMISSION AND REGISTRATION POLICY

### 1.00 PURPOSE

- 1.1 This policy outlines the principles, requirements, and procedures for students to access programs and courses at Coast Mountain College (CMTN). Applicants to the College generally exhibit a wide array of educational backgrounds, and access to the College will be transparent, fair, and timely while respecting the diversity of prospective students. All programs will ensure that requirements will be developed to maximize enrolment while optimizing student success in their studies.

### 2.00 DEFINITIONS

- 2.1 For a list of all definitions related to Educational Policies see: [Education Council Policy and Procedures Definitions](#).

### 3.00 POLICY

- 3.1 The College provides all people equal opportunity for access to programs and courses except where College operations are governed by legislation or accrediting bodies.
- 3.2 The minimum age of attendance for most programs at CMTN is 16 years of age.
- a) Special programs and courses may be designed for younger students with College approval.
  - b) Programs may set minimum age restrictions with College approval.
  - c) Underage students wishing to attend classes must have guardian consent for consideration.
  - d) There is no upper age limit.
- 3.3 The College supports dual credit programming for high school students to accelerate academic and career opportunities. The College will work collaboratively with the regional school districts to promote student success.
- 3.4 Dual credit applicants require confirmation from the School District that courses will be honoured for high school graduation and whether funding is available.

- 3.5 Dual credit applicants are not required to meet the high school graduation requirement. Dual credit applicants may require instructor authorization, or an approved admissions appeal if they have not met the course or program pre-requisites.
- 3.6 Dual credit students will be treated as College students in all respects while attending on campus.
- 3.7 Persons aged 65 and over are welcome to attend programs and courses tuition-free provided they do not displace fee-paying students and meet the course requirements. These registrants are still responsible for all non-tuition fees. Cost recovery programs and Continuing Education courses do not apply.
- 3.8 Individual students may audit academic and business courses provided they do not displace credit-seeking students and meet the requirements.
- 3.9 The College reserves the right to guarantee space for cohorts of contracted credit-seeking and auditing students.
- 3.10 The College may reserve seats in courses or programs for specific student populations.
- 3.11 Mature student status (19+) may be used in lieu of high school graduation, except where accrediting bodies explicitly require high school graduation.
- 3.12 Admission requirements should reflect the rigor of instruction and foundational knowledge required for students to be successful.
- 3.13 Prospective students must meet both academic and non-academic requirements specific to the program or course of study. Assessments may be available to demonstrate these requirements.
- 3.14 Any documents submitted with an application are the property of the College and are not returned to the applicant.
- 3.15 The College will adhere to the regulations outlined by Immigration, Refugees and Citizenship Canada (IRCC) regarding Admission for international students.
  - a) International applicants are required to pay an application fee, applicable tuition rates, and fees.
  - b) International applicants must provide translations of all required documents.
  - c) The College will accept either of the two official languages of Canada. English is preferred.
  - d) For certain programs and advanced credit, official transcript evaluations will be required.
  - e) Accepted students are required to have a valid study permit and medical insurance to attend programs over six months in duration that lead to a credential. For non-credential programs or courses under six months in duration, students may attend on work permits or visitor visas. Medical insurance is still required.
  - f) The College will reserve seats in identified programs or courses for international students. These seats will be released with ample time for domestic students to register.
- 3.16 The College reserves the right to restrict enrolment for a minimum of one year for any applicant who submits fraudulent documents.

- 3.17 Applicants may appeal admission decisions. Refer to [EDU-004, \*Academic Integrity and Appeals Policy\*](#).
- 3.18 Tuition and associated fees must be paid in accordance with the deadlines outlined in the Admission correspondence. See [FIN-002, \*Payment and Refund Policy\*](#).
- 3.19 Late registrations may be accepted at the discretion of the specific course instructor. Generally, the last date to register for a course aligns with a program/course's stable enrolment date.

#### 4.00 RESPONSIBILITY

- 4.1 The program area is responsible for recommending the setting of Admission requirements in consultation with the Registrar's Office.
- 4.2 Education Council will review and approve Admission requirements.
- 4.3 The College will ensure that Admission requirements comply with the accrediting organization's requirements.
- 4.4 The Registrar's Office is responsible for determining if applicants meet the approved Admission requirements.
- 4.5 The applicant is responsible for ensuring all personal information is correct and up to date. The applicant must supply documentation to meet all academic and nonacademic requirements of the program or course(s).
- 4.6 The Registrar's Office is responsible for all applicant notifications.
- 4.7 The applicant is responsible for registering in courses and paying all appropriate fees (or securing sponsorship) once acceptance has been offered.
- 4.8 EdCo will work with the Registrar's Office to amend the Admission's Procedures as operationally required.

#### 5.00 RELATED POLICIES, PROCEDURES AND SUPPORTING DOCUMENTS

- 5.1 [ADM-009, \*Student Non-Academic Conduct Policy\*](#)
- 5.2 [Education Council Policy and Procedure Definitions](#)
- 5.3 [EDU-002, \*Prior Learning Assessment Policy\*](#)
- 5.4 [EDU-004, \*Academic Integrity and Appeals Policy\*](#)
- 5.5 [EDU-006, \*Transfer Credit Policy\*](#)
- 5.6 [EDU-008, \*Program and Course Development Policy\*](#)
- 5.7 [EDU-013, \*International Education Policy\*](#)
- 5.8 [FIN-002, \*Payment and Refund Policy\*](#)

#### 6.00 RELATED REGULATIONS

- 6.1 Accrediting bodies (Program Specific)
- 6.2 [Immigration, Refugees, and Citizenship Canada \(IRCC\)](#)
- 6.3 [College and Institute Act](#)

7.00 HISTORY

<b>Created/Revised/ Reviewed</b>	<b>Date</b>	<b>Author's Name and Role</b>	<b>Approved By</b>
Created			