

ADMISSIONS

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

Category:	A. Academic
Parent Policy:	A04
Approval Date:	June 18, 2024
Effective Date:	June 18, 2024
Procedure Owner:	Registrar & Director, Student Services Director, International & Recruitment

Overview:	<p>Olds College of Agriculture & Technology (the “College”) evaluates applications using a combination of academic, non-academic and English language proficiency requirements.</p> <p>The College uses a first qualified, first admitted admission process in accordance with program enrolment targets and quotas. The College maintains the right to use a competitive selection process and to limit applications. Competitive selection programs may require additional screening criteria such as an interview. This information will be indicated on program websites when applicable.</p> <p>All admission decisions made by the Office of the Registrar are final, except in the case where an appeals procedure is defined.</p>
Procedures:	<p>Admission Status Applicants are admitted under one of two admission statuses:</p> <ol style="list-style-type: none"> 1. Full Admission <ol style="list-style-type: none"> a. Standard Admission - Applicants have met all admission requirements. b. Alternate Admission - Applicants who do not meet admission requirements may be admitted provided there is space available in the program. <ol style="list-style-type: none"> i. Eligible programs are determined by the Associate Dean, in consultation with the Registrar and are identified on the program’s web page. ii. Applicants must provide the following: <ol style="list-style-type: none"> 1. Transcript(s) of high school and/or post-secondary courses; 2. Letter of introduction and intent. This is a personally prepared statement outlining the applicant’s background and experience preparing them for the program; and 3. Resume of work experience.

- iii. Admission may be offered based on the Alternate Admission Process, which is established for each program by the Office of the Registrar, in consultation with the Associate Dean and Program Curriculum Committee (PCC).
- iv. Alternate admission applicants may be required to participate in an interview, and/or provide letter(s) of reference, and/or a portfolio of related academic/project work.
- v. Alternate admission applicants admitted under this process may be subject to conditions (e.g., reduced course load in the first term).

2. Conditional Admission

- a. Applicants who have not yet met requirements for admission but have shown proof of enrolment in the required courses and/or are in the process of completing required non-academic requirements are eligible for conditional admission.
- b. Conditional admission is a temporary status and applicants must submit requested documentation by the stated deadline in their Letter of Admission.
- c. Conditional admission may be revoked if requested documentation is not provided by the deadline.

Multiple Applications

Applicants to more than one program of study within the same term of entry may only hold active admission to one program. If an applicant is admitted to multiple programs in the same term and pays multiple tuition deposits, additional offers of admissions for the same term will be cancelled and all tuition deposits paid will be applied to the tuition of that term for the program.

Waitlist

To ensure programs meet enrolment targets, the College may over-admit where required. When determined necessary, a program waitlist is established by the Office of the Registrar. Admission from the program waitlist follows the admission process for that program.

International Applicants

International applicants must account for adequate time to obtain the appropriate documentation. Admitted international applicants must submit a tuition deposit in order to confirm their offer of admission. Once granted admission, applicants must submit proof of a study permit (for students from countries for which having it in advance is a requirement) at least one (1) month prior to the program start or as indicated on the admission letter. Admission may be withdrawn for applicants who are unable to meet this requirement, however, admission may be reinstated pending appropriate documentation and space permitting. Study permit procedures are regulated by Immigration, Refugees and Citizenship Canada.

Change of Major

Students requesting a change of major are required to complete and submit the appropriate form to the Office of the Registrar. Requests will be assessed according to the admission process and space availability for that program.

English Language Proficiency Requirement

The language of instruction at the College is English. Applicants whose first language is not English must demonstrate that they have completed at least three

	<p>(3) years of academic study conducted entirely in English. Applicants who do not meet this requirement must demonstrate language proficiency through successful completion of a recognized English Language Proficiency assessment dated within two (2) years of application submission. Approved assessments and minimum score requirements are published on the College website.</p> <p>Tuition Deposit A tuition deposit is required to secure a seat in a program. The tuition deposit amounts and deadlines are determined by the Office of the Registrar and published on the College website. Tuition deposits may be refundable as per the conditions outlined in I10 Registration, Payments & Refunds Procedure.</p> <p>Correspondence All admission-related correspondence will be sent by email. Prior to admission, all correspondence will be sent to the applicant's personal email address on record. Upon admission, all further correspondence will be sent to their College email address.</p>
Definitions:	<p>Non-Academic Requirements: Requirements that may include documentation or achievement in demonstrated areas beyond academic requirements. Examples may include First Aid Certification or a Criminal Record Check.</p>
Related Information:	<p>I10 Registration, Payments and Refunds Procedure A04 Admissions Policy</p>
Review Period:	<p>3 years</p>
Revision History:	<p>Revised: November 2018 Revised: May 2021 Revised: June 2024</p>