ADMISSION POLICY

Date Policy Written or Last Modified: July 2024

Position(s) Responsible for Administering this Policy: Program Advisors, Program Registrars, Vice President of Admissions

Program admission requirements are designed to ensure that the students have the basic knowledge, skills, and abilities to be successful in their education and career goals.

When a student enquires about a Stenberg College program, an appointment is scheduled with a Program Advisor. Before the meeting, students complete an application form providing basic personal data. During the meeting, the application form is reviewed and program admission requirements, employment opportunities, program interest, goals and objectives are discussed. Financial arrangements for payment of tuition and other fees are also reviewed. The Program Advisor assesses student suitability for the program and ensures that all criteria are in evidence. Depending on the program, there may be supplementary requirements (i.e. attendance at an information session, completion of an entrance essay or an entrance exam or a second selections interview). Stenberg College defines mature student status as being 19 years of age or older. **The admission criteria cannot be waived by either the Institution or the applicant.**

Completed student applications are then reviewed and approved by a Senior Location Official (Director or designate) to confirm that all admissions criteria have been met. Once this has been confirmed, the Senior Location Official (Director or designate) signs the Letter of Acceptance. The Program Advisor then prepares a Student Enrolment Contract and meets with the prospective student to review the institutional policies that will affect the student during his/her completion of the program of study and to review the contract.

Each program may also have specific forms / policies for students to review and sign off on as part of their admissions process (i.e. an online learning acknowledgement form for programs with an online learning component or a typing policy for programs with typing speed requirements).

For the Psychiatric Nursing and Practical Nursing programs, the BCCNM Requisite Skills and Abilities document (RSA), as well as a direct link to the RSA on the BCCNM website, is provided to prospective students at the time of their appointment with a Program Advisor/Registrar. Once a student begins their program of study, the RSA document is reviewed during the student orientation and again during their course of study.