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Approved by: Executive Committee	
Title <b>ADMISSION POLICIES</b>	Effective Date <b>JUNE 2007</b> Replaces <b>N.A.</b>

The admission policies have been developed in accordance with the regulations set out by the Ministry of Training, Colleges and Universities and in keeping with the principles of the Human Rights Code.

### **Postsecondary Programs**

The minimum requirement for admission to a postsecondary program is an Ontario Secondary School Diploma (30 credits), with courses from the College (C), University (U), University/College (M), or Open (O) stream, or its equivalent, or mature student status.

For applicants who graduated from the old curriculum, the minimum requirement for admission to a postsecondary program is an Ontario Secondary School Diploma (30 credits), general or advanced level or its equivalent or mature student status.

For any additional admission requirements, please refer to the individual program descriptions.

### **Skills and Trades Training Programs**

The minimum requirement for some skills and trades training programs, unless otherwise stated, is grade 10 (applied or academic) stream, or its equivalent, or mature student status. For applicants in the old curriculum, the minimum admission requirement, unless otherwise stated, is grade 10 (general or advanced), or its equivalent, or mature student status.

For any additional admission requirements, please refer to the individual program descriptions.

### **Degree Programs**

The minimum requirement for admission to a degree program is an Ontario Secondary School Diploma (30 credits), including 6 courses from the University (U) stream or its equivalent or mature student status.

For applicants who graduated from the old curriculum, the minimum requirement for admission to a degree program is an Ontario Secondary School Diploma (30 credits), including 6 OAC courses, or its equivalent or mature student status.

For any additional admission requirements, please refer to the individual program descriptions.

### **Adult Training Programs**

The minimum academic requirement for some adult training programs, unless otherwise stated, is grade 10 (applied or academic stream) or mature student status. For applicants who graduated from the old curriculum, the minimum academic requirement, unless otherwise stated, is grade 10 (general or advanced) or mature student status. Please note that applicants must still meet the Ministry of Training, Colleges and Universities policies regarding college eligibility – students must either hold an OSSD or have mature student status.

For any additional admission requirements, please refer to the individual program descriptions.

### **Mature Students**

If you are 19 years of age or older before the beginning of classes and you do not have an Ontario Secondary School Diploma (OSSD) or its equivalent, you may apply as a mature student. Please note that mature student applicants must meet any specific entrance requirements of the program to which they are applying; refer to the individual program descriptions for additional admission requirements. All mature student applications are considered individually; pre-testing to determine readiness for college studies may be required. In cases where further academic upgrading is recommended, students may contact Cambrian's Intake Officer, Upgrading/Admissions, at (705) 566-8101, extension 7712 or [mllaforest@cambriancollege.ca](mailto:mllaforest@cambriancollege.ca) for details regarding academic upgrading.

### **Basic Level/Workplace Stream Applicants**

Graduates of Ontario Secondary Schools who have obtained their diploma (OSSD) or certificate (OSSC) may be considered for admission on an individual basis for some programs delivered at the College. Please contact the Admissions Office for further details.

### **Limited Enrolment Programs**

Please note that possession of the requirements specified does not guarantee admission. If the number of qualified applicants exceeds the number of places available in a program, the College reserves the right to select from among those applicants. All students applying by February 1 will be given equal consideration. Preference will be given to Ontario residents. Applicants to limited enrolment programs will be selected based on the information received in the Admissions Office by February 15.

## **Wait Lists**

When all available places in a program have been filled, a reasonable number of qualified applicants will be placed on a waiting list. In the event that a place in the program becomes available, candidates will be notified by mail, email, or by phone.

## **Computer Competency**

If computer competency in relevant software is recommended, students are expected to have a working knowledge of Windows-based software. Self-directed online courses are available for students wanting to improve their computer skills or acquire skills in program-specific software.

## **Student 411**

Applicants can view the status of their application for admission online. To access your record, please visit [Student 411](#).

## **International Applicants/Documents**

Applications submitted by students from countries outside of Canada or by Canadian residents/landed immigrants who are submitting international transcripts for evaluation should note that Cambrian College will only accept official documents. Documents which are submitted in a language other than English must have a certified translation, and a certified credential evaluator must assess all documents in order to be considered. The credential must meet Cambrian's admission requirements. Application must also include a photocopy of a passport and/or birth certificate.

## **English Requirements**

Cambrian College does not accept the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements. Students applying to open enrolment programs may be required to write our internal English comprehension test to satisfy this requirement. The College reserves the right to assess applicants to ensure they possess the minimum communications skills to be successful at the post-secondary level. Students may be referred to our Access/Academic Upgrading or English as a Second Language programs as a result of those assessments. Students applying to limited enrolment programs will need to have completed an English course at a level considered equivalent to the Ontario Secondary School grade 12 (C), (U), or (M) level. Only equivalent academic achievement will be considered for the competition in limited enrolment programs

## **Admission Review**

Applicants who are denied admission into a college program may ask that their file be reviewed by the Admissions Appeals Board. The student must submit the request in writing to the Registrar stating the reason for the review.

## **Sponsorship**

In the event that an applicant's fees and other costs will be paid by a third party (this can be an employer, government agency, or organization), it is the student's responsibility to ensure that the sponsor has notified the College in writing of his/her intent. A sponsorship letter must be submitted to the Office of the Registrar confirming that they may be billed. Please note that sponsored students still must meet all published payment deadlines.

## **Readmission**

Students who have been out of a program for one semester must contact the Department Dean/Director for readmission. Students wanting to be readmitted to the first semester must apply through [ontariocolleges.ca](http://ontariocolleges.ca).

## **Upgrading for Careers and Employment**

These programs are designed for potential students who want to upgrade their math, science, or English skills, prepare for a college program or simply go back to school in an adult environment. Candidates may contact the College's Intake Officer, Upgrading/Admissions, at (705) 566-8101, extension 7712 or [mllaforest@cambriancollege.ca](mailto:mllaforest@cambriancollege.ca) to find out more about testing, admission and assistance for the various programs available.

## **Cancellation of course or program**

Although it is fully intended to adhere to the programs of study and policies as announced in this calendar, the College reserves the right to make, without prior notice, whatever changes are deemed necessary.

## **Prior Learning Assessment for Life and Work Experience**

Cambrian College recognizes that, as an adult learner, you may have gained valuable knowledge and skills in the workplace and through a variety of life experiences.

Through the Prior Learning Assessment and Recognition (PLAR) program, you may be able to acquire college credits for your experiential learning, enabling you to receive a diploma or certificate in less time and with less cost. For more information about PLAR, call (705) 566-8101, extension 7584 or email [plar@cambriancollege.ca](mailto:plar@cambriancollege.ca).