

# Admissions

## **English Language Proficiency:**

English is the primary language of instruction and communication in all programs. Applicants must possess an adequate knowledge of written and spoken English.

## **Academic Entrance Requirements:**

Applicants to all programs must possess a high school completion certificate or equivalent. Those applicants who have not completed high school may still apply under the Alternate Student Admission policy (see section below). In addition to these requirements, applicants applying to our Inclusion and Intervention Diploma program must have successfully completed either our two year diploma program in Early Childhood Education or Youth Worker, or their equivalent.

## **Professional Development:**

Individuals may choose to enroll in a specified number of credit hour courses without going through the complete application process. However, if students wish to continue their studies beyond these initial courses, they must complete the full application process.

## **Notification of Acceptance:**

Applicants will be informed of the results of their applications within four weeks of the date that their completed application files have been reviewed by the Admissions and Academic Review Committee.

The College reserves the right to refuse admission to any student. Owing to the nature of the human services profession, and limitations to enrollment, the possession of the minimum requirements does not guarantee that an applicant will be granted admission.

## **Student Responsibility:**

Every effort is made to keep students informed of applicable registration or program information. In the event that a student has not received information as expected, he/she should contact the College to make an inquiry.

## **Alternate Student Admission Policy:**

Applicants who do not meet basic admission requirements are encouraged to apply under the Alternate Student Admission Policy. Alternate admission applicants will be reviewed for special admission provided that the following conditions are met:

1. The applicant participates in an interview process with the RPL/Assessment Coordinator.
2. Provide the following documentation prior to or at the interview:
  - School Transcripts
  - Psycho-Educational Assessment (no older than 5 years from the time of program start date). In the absence of Psycho-Educational Assessment the perspective student will be required to complete the TABE Reading and Language Test.

### **Application Process:**

Application forms can be obtained by contacting the College or visiting our web site. Each application must be accompanied by a \$20.00 processing fee (this fee is non-refundable) and the applicable supporting documents listed below. Student applications will not be reviewed for admission until the following information is received:

#### ***High School Applicants***

1. Completed application form accompanied by the processing fee.
2. The completed Confidential Report Form or two letters of reference (preferably one personal and one based on work experience or community involvement).
3. Official transcript of grade 10, 11 and 12 (first term) marks.

#### ***High School Graduates***

1. Completed application form accompanied by the processing fee.
2. Two letters of reference (preferably one personal and one based on work experience or community involvement).
3. Official transcript of high school grades and photocopy of high school diploma.

#### ***Previous Post-secondary Study***

1. Completed application form accompanied by the processing fee.
2. Two letters of reference (preferably one personal and one based on work experience or community involvement).
3. Official transcript of high school grades, photocopy of high school diploma and official transcript of all other post-secondary academic studies.

#### ***Professional Development***

1. Completed application form (sections 1 to 3 and signature); no processing fee is required.

#### ***Alternate Student Admission***

1. Completed application form accompanied by the processing fee.
2. Official School Transcripts
3. Interview with RPL/Assessment Coordinator

4. Psycho-Educational Assessment (no older than 5 years from the time of program start date). In the absence of Psycho-Educational Assessment the perspective student will be required to complete the TABE Reading and Language Test.

### ***Admissions and Academic Review Committee***

The Admissions and Academic Review Committee is a group of faculty and staff who meet on a regular basis to:

- review all student applications
- monitor student progress (academic and practical) and advise students experiencing difficulties of alternative measures available i.e. reduced course load and/or tutorial services
- approve all applicants for graduation
- ensure that all students follow the academic and professional guidelines outlined in the codes of conduct
- administer disciplinary actions to any students who do not follow the academic and professional guidelines of the Codes of Conduct.

The Review Committee has the authority to put students on academic probation or if necessary to suspend them from the Institute. Students have the right to appeal decisions made by the Committee. All appeals must be made in writing within one week of receiving the Committee's decision.

### **Transfer of Credit:**

Students who have attended a postsecondary program prior to their enrollment at the Institute may apply to the Admissions & Academic Review Committee for transfer of credit. A Transfer of Credit application may be obtained at the College's administrative offices or on line at [www.janenorman.ca](http://www.janenorman.ca).

Any student applying for transfer of credit must provide course descriptions/outlines and official transcripts for any courses he/she wishes to have considered. Courses considered for transfer credit must have a minimum grade of 65.

Students must complete a minimum of 50% of the course work required for any program at the Institute and meet all academic requirements.

### **Recognized Prior Learning:**

#### ***What is RPL?***

Recognized Prior Learning (RPL) is a means of awarding college credit using a variety of tools to help learners reflect on, identify, articulate and demonstrate past learning acquired through study, work and other life experiences. RPL allows the evaluation of relevant college level past learning against established academic standards so that

credit can be awarded by trained RPL assessors. In order to be eligible for RPL, students must be accepted into the program of their choice at the College.

### ***Rationale***

Jane Norman College recognizes that adults have significant relevant prior learning experiences. The RPL process allows students to receive credit for college level learning that has been gained outside the traditional classroom, such as work experience, life experience, volunteering, self-study, and work-related courses.

### ***Who should apply for RPL?***

PLAR is available to all accepted students, in any program at the Institute, who have a minimum of five years relevant experience.

### ***How will the College assess my learning?***

Portfolio Assessment. Students must complete an educational portfolio to identify and articulate past learning and to collect materials to demonstrate and document what an individual has learned from experience. Other assessment tools may include challenge exams, essays, interviews, demonstrations or projects.

### ***How many courses can be gained through RPL?***

It is possible to complete one half of your program through PLAR. One half of practicum requirements may also be completed through PLAR.

Jane Norman College reserves the right to have students complete a minimum of one half of course/program requirements at the College.

### ***Sources of Prior Learning***

Credit Transfer

- formal post-secondary credit courses

### ***Recognized Prior Learning***

- on-the-job training
- self-training
- seminars / conferences / workshops
- non-credit courses
- learning from life experiences
- volunteer activities
- family responsibilities

### ***Criteria for Challenging for Credit***

- Credit is awarded for learning not experience
- Learning must be college level
- The learning must be relevant to the course being challenged
- The learning must be equivalent to the learning outcomes for the course(s) being challenged
- The learning must be verifiable

- The learning must be clearly demonstrated and documented

### ***Guidelines for Applying for RPL***

- Apply for the Program of your choice
- Contact: Debbie Connolly, Registrar (902) 893-3342. Request an interview.
- Request course outline and learning outcomes for the course(s) you wish to challenge for credit.
- You will be required to complete an educational portfolio. You can complete this independently, with the help of our Student Success Coordinator or in a more formal way, if there is sufficient demand from other students. An information session will be provided on RPL and portfolio development.
- A fee equal to the cost of the course must be paid for each course being challenged. This fee must be paid prior to the RPL assessment.
- Your portfolio will be assessed by RPL assessors using your educational portfolio and any combination of assessment tools. You will be contacted by an assessor to give you feedback on assessment results.

### ***Initial Interview Questions***

Briefly describe your prior learning as it relates to Curriculum Requirements in the program for which you are applying (Specific Curriculum Requirements) under the following headings:

- Work Experience (including on-the-job training)
- Workshops / Seminars / Conferences / Non-credit Courses
- Self-Training
- Volunteer Work / Family Responsibilities / Other Life Experiences

### **Registration:**

The registration dates for most programs are listed in the official Academic Calendar released each July. All students are informed in writing of the registration procedures that are applicable to their program. Only those students who have received official letters of acceptance are authorized to register in a College program.

During registration all new students are required to sign student contracts which will be kept on file at the College. Each student will receive the original copy of this document.

Full time student program timetables are determined by the administration and are not available until registration. Classes normally run between 9:00 a.m. to 4:00 p.m. from Monday to Friday. However, the administration reserves the right to add evening classes or the occasional weekend class if necessary.