Policy Name	Admission and Registration		
Policy #	C.12	Category	Academic Matters
Approving Jurisdiction	Board of Governors	Replaces	New
Administrative Responsibility	Registrar	Version	2025-01-16
Procedures Approved by	President	Next Review Date	*See Policy Review Date or as needed*

See the related POLICY (link to policy when loaded)

DEFINITIONS
Mature student: A student who:
• is age 20 or older;
• has not met the required academic qualifications for a particular program; and
• has been out of the K-12 school system for a minimum of one year.

Probationary Acceptance: Acceptance into a program on a probationary basis when a student does not meet all the requirements for full admission and needs to complete preparatory courses to remain enrolled.

Definitions Specific to this Procedure
Handling: The action taken by the Office of the Registrar to sort and process incoming applications. The date on which a prospective student sends their application may be earlier than the date on which it is processed and sorted.

PROCEDURES

1. **Applications**
   1.1. Prospective students submit their application and documentation online through Aurora College's Student Information System (SIS) portal. (Assistance by staff is available where possible.)

   1.2. Applications will be sorted by the date of initial handling.

   1.3. The Registrar's Office will notify prospective students of receipt of their application within five working days, and acknowledge if application is complete.

1.4. Applicants for certain programs may need to complete an Aurora College Placement Package if they do not posses the necessary supporting documents.

2. **Admissions**
   2.1. All applications will be given equal consideration for admission to the College. If the number of qualified applicants exceeds the number of seats, admission will be based on the date the complete application package was received.

   2.2. Applicants must meet both the academic and non-academic requirements for the program, which may include the completion of a criminal record check, current immunizations, or a health check as stated in the program outline.

   2.3. Offers of admission will be decided by the program in consultation with the Registrar.

   2.4. Some programs may target or give priority to a specific group of people. If this is the case, applications from members of the priority group will be considered before all others.

   2.5. Applicants must be in good financial standing with Aurora College.

   2.6. Under certain circumstances, applicants under the age of 17 may be accepted for certain programming. This will be the decision of the program in consultation with the Registrar.

   2.7. Program admission requirements will be identified in the program outline and will be published in the Aurora College Academic Calendar one year prior to implementation.

   2.8. Changes made to program admission requirements should follow the procedures identified in G.15 Curriculum Committees.

   2.9. Applicants who do not meet the academic requirements may be eligible for admission with mature student status. In some cases, applicants admitted with mature student status may be required to meet the academic requirements before they can graduate from the program.

   2.10. Tests of General Educational Development (GED) are not considered equivalent to academic requirements for the purposes of admission to Aurora College Certificate, Diploma and Degree programs.

   2.11. Applicants who meet all other selection criteria for a specific program may be granted conditional admission based on their mid-term marks for courses or programs which the applicants are currently taking and which meet the admission requirements.

2.12.   Applicants whose academic qualifications are marginal for admission to an Aurora College program may be admitted to a program on a probationary status (refer to section 3 of C.05.1 Academic Standing Procedure).

2.13.   An agency or organization may recommend candidates for a third party contract credit program. These applicants are then subject to Aurora College general admission criteria as well as specific program eligibility criteria.

2.14.   Students may take courses part-time without enrolling in a program; however, a student who plans to be eligible for program certification must complete an Application for Admission prior to completing 40 percent of the course work.

2.15.   Aurora College reserves the right to refuse admission to any person who does not meet the program admission requirements or who has a history of recurring program dismissals.

2.16.   Applicants who are accepted and do not attend, students who completely withdraw from a program, or students who leave the College for longer than one term (excluding approved leave of absence) must reapply for admission. Current admission criteria will apply.

3. Selection

3.1. Applications from qualified applicants will be considered in order of date of receipt unless a specific group has been given priority.

3.2. A priority wait list of qualified applicants will be established by the Registrar's Office once a program is fully subscribed. Selection of qualified applicants from the priority wait list will be in order of the date the application is fully completed or based on program priorities.

3.3. Applications received after the closing date will only be considered if there are seats available.

3.4. The Registrar's Office will notify applicants who have been fully accepted or conditionally accepted.

3.5. The Registrar's Office will notify applicants who are not accepted and tell them if they have been added to a wait list.

3.6. Applicants must confirm their acceptance by the deadline stated in their notice of acceptance.

RELATED DOCUMENTS

C.05.1 Academic Standing Procedure

C.12.2 Registration Procedure

G.15   Curriculum Committees Policy

J.04   Student Financial Credit Policy