

**UNDERGRADUATE PROGRAM ADVISORY COMMITTEE (UPAC)
MEETING**

Friday, November 24, 2006
9:30 a.m. – Room A225
Abbotsford Campus

APPROVED MINUTES

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**Present:** S. Brigden, B. Cooke, J. Carroll, L. Howe, J. Snodgrass, E. Dennis, G. Mimmack, S. StegmueLLer  
**Guests:** J. Anderson, R. Apostolakis, R. Arnold, J. Bishop, N. Campbell, D. Francis, N. Goad, E. Harris,  
M. Kloster, O. Steyn, J. Nolte, S. Piper, R. Snow, L. Toews, R. Welch.  
**Recorder:** A. Hallman

**1. APPROVAL OF UPAC AGENDA****MOTION:****S. StegmueLLer/S. Brigden**

To approve the agenda with the addition of “Adding to program elements – how admission decision is made” as item 3.10.

**CARRIED****2. APPROVAL OF UPAC MINUTES****2.1. UPAC Draft Minutes: Oct. 27, 2006****MOTION:****S. StegmueLLer/L. Howe**

To approve the October 27, 2006 draft minutes as presented.

**CARRIED****3. UPAC BUSINESS****3.1. English as a Second Language**

New program and change to program: ESL 60- and 70-level certificates

B. Cooke clarified that these are not really “programs” so much as recognition for proficiency certificates.

**MOTION:****S. Brigden/G. Mimmack**

To approve the new 60-level proficiency certificate (“Advanced I”) and name change to the 70-level proficiency certificate (from “Advanced” to “Advanced II”) as presented.

**CARRIED****RECOMMENDED TO UCC FOR APPROVAL****3.2. Early Childhood Education**

Change to program: ECE certificate admission requirements

**MOTION:**

**S. Brigden/J. Snodgrass**

To amend the proposed statement from "must have the prerequisites" to "must meet the prerequisites" and approve the admission requirements.

**CARRIED**

**RECOMMENDED TO UCC FOR APPROVAL**

**3.3. Science**

Change to program: Associate of Science

**MOTION:**

**E. Dennis/S. Brigden**

To approve the change in credit requirements for the Associate of Science degree as presented.

**CARRIED**

Changes to program: BSc general requirements

**MOTION:**

**J. Snodgrass/E. Dennis**

To approve all changes to the Bachelor of Science general requirements as presented.

**CARRIED**

**SENT TO UCC FOR INFORMATION**

Change to program: BSc admission requirements

**MOTION:**

**S. StegmueLLer/E. Dennis**

To approve the addition of COMP 125 and COMP 152 as alternatives for university admission into the Bachelor of Science as presented.

**CARRIED**

**RECOMMENDED TO UCC FOR APPROVAL**

**MOTION:**

**J. Carroll/J. Snodgrass**

To approve the change to admission requirements for direct entry from high school into the Bachelor of Science as presented.

**CARRIED**

**RECOMMENDED TO UCC FOR APPROVAL**

Change to program: BSc competitive entry criteria

S. StegmueLLer questioned how mandatory attendance at an information session (as part of the basis for decision) might impact students from out of town. D. Francis indicated that this does not happen frequently, and is usually addressed on a case-by-case basis. Generally, an initial phone consultation will be followed by an in-person meeting once the student is on campus.

**MOTION:**

**S. Brigden/J. Snodgrass**

To approve the competitive entry criteria and basis of decision for the Bachelor of Science as presented.

**CARRIED**

**RECOMMENDED TO UCC FOR APPROVAL**

### 3.4. Trades

New program: Automotive Collision Repair and Refinishing certificate

**MOTION:**

S. Brigden/S. StegmueLLer

To approve the certificate as presented, for September 2007.

CARRIED

RECOMMENDED TO UCC FOR APPROVAL

New program: Plumbing and Piping certificate

**MOTION:**

G. Mimmack/S. StegmueLLer

To approve the certificate as presented, for September 2007.

CARRIED

RECOMMENDED TO UCC FOR APPROVAL

### 3.5. Computer information Systems

Change to program: BCIS direct degree entry

B. Cooke clarified that direct entry into the degree was a UCC initiative.

**MOTION:**

S. Brigden/E. Dennis

To amend the mathematics requirement from "BC Math 11 ... (or equivalent)" to "Principles of Math 11 or MATH 085", delete the reference to the CPT in Note 2, edit calendar copy for consistency, and approve direct degree entry into the BCIS for September 2007.

CARRIED

RECOMMENDED TO UCC FOR APPROVAL

Change to program: BCIS alternative courses to satisfy statistics requirement

**MOTION:**

S. Brigden/E. Dennis

To approve the alternatives to the statistics requirement as presented.

CARRIED

Change to program: BCIS calendar copy revisions

**MOTION:**

S. Brigden/J. Snodgrass

To approve the changes to calendar copy as presented.

CARRIED

### 3.6. Visual Arts

Change to program: VA diploma structural changes

**MOTION:**

S. StegmueLLer/J. Carroll

To approve the changes as presented, effective September 2007.

CARRIED

RECOMMENDED TO UCC FOR APPROVAL

### 3.7. Nursing

Changes to program: BSN competitive entry criteria and changes to application process

B. Cooke noted that changes to the "How to Apply" section are procedural and do not need to be approved by UPAC.

#### MOTION:

J. Snodgrass/E. Dennis

To approve the competitive entry criteria as presented, effective September 2008.

**CARRIED**

**RECOMMENDED TO UCC FOR APPROVAL**

### 3.8. Cross-listing of courses

The members of the original ACC cross-listing subcommittee were invited to participate in the UPAC discussion. B. Cooke presented a revised response to the original recommendations, incorporating discussion from the last UPAC meeting.

#### **Course ownership**

A cross-listed course will be owned by one department; ownership is indicated on the course outline under "Faculty/Department". The original recommendations from the subcommittee indicated that a course could be cross-listed in up to four areas. S. Piper confirmed that this was an arbitrary number; B. Cooke determined that there is no need to limit the number of cross-listings.

#### **Course outlines and calendar course descriptions**

There will be only one official outline for a cross-listed course, stored under the owner department. Cross-listed outlines will simply refer back to the original outline, eliminating the potential for divergent outlines.

#### **Calendar course descriptions**

Full calendar descriptions should continue to be listed in the calendar for each course, with a statement indicating that it is cross-listed. When each version of the course is entered into Banner, full information should be included so that the course description and prerequisites can be generated to the calendar.

From a student's point of view, ownership of the course is somewhat irrelevant and does not need to be indicated in the calendar. A course will appear as HIST 323 in the History section and as EDUC 323 in the Education section, rather than as HIST/EDUC 323.

E. Harris suggested a boilerplate statement that should appear in the calendar with every version of a cross-listed course, to the effect of: "This course is offered as both HIST 323 and EDUC 323. Students may take only one of these for credit." A similar statement already appears with many cross-listed courses, but there is a lack of consistency. J. Carroll suggested that a general definition of a cross-listed course should also be included in the calendar.

#### **Program requirements**

In most cases, there is no reason to impose a limit on the number of cross-listed courses a student can take towards a particular program. If a program area wishes to limit cross-listed courses, this should be specifically stated.

R. Welch suggested that it is theoretically possible to create a program completely from cross-listed courses. B. Cooke indicated that the calendar could include lists of courses that apply to a theme, although not all programs have the flexibility to allow students to take advantage of themes. The Bachelor of General Studies is currently the only program that allows this kind of flexibility.

#### **Registration and transcript**

S. Piper expressed a preference for having a course listed as HIST/EDUC 323 or EDUC/HIST 323 on transcripts, but R. Snow and J. Anderson agreed that this may actually be a disadvantage to students.

For example, a student going on to study English at a graduate school may be at a disadvantage if a course appeared as ENGL/VA or ENGL/CMNS rather than simply ENGL.

Students will choose which course designation will appear on their transcripts at the time of registration, but will be able to make changes prior to graduation. J. Bishop suggested that any changes to which courses appear on a transcript should be done in consultation with an advisor.

### **Summary**

UPAC will revisit cross-listing at the next meeting and make a decision on what will be recommended.

### **3.9. High school provincial exams**

From this year on, provincial exams will be optional for virtually all grade 12 courses. Most other post-secondary institutions in BC have established whether or not they will require provincial exams for admission. UCC has asked that UPAC make a recommendation as to UCFV's position on this issue.

E. Harris presented a survey of other institutions. All BC universities have indicated that they intend to require provincial exams, as have the other university colleges. Colleges and institutes vary in their positions – some will not require exams, some will, and some have not yet decided.

J. Anderson questioned what would happen to students who had high grades in the course but chose not to take the exam. If UCFV requires provincial exams, these students will be at a disadvantage. However, E. Harris mentioned that students with higher grades will be encouraged to take the exams in order to get into a university. Since the exam score may slightly lower a student's overall mark, we will be disadvantaging *these* students if we do *not* require exams. Additionally, provincial exams can be taken at any time as a form of upgrading if necessary.

S. Stegmuller stressed that communication with high school counselors (and consequently with high school students) should be very clear. A cohesive message contributes to the overall message that an institution projects, and is very important in how UCFV is perceived. UCFV offers equivalent upgrading for any students that require it, unlike other universities.

#### **MOTION:**

**J. Snodgrass/L. Howe**

To require provincial exams for all provincially examinable courses.

#### **MOTION:**

**L. Howe/J. Carroll**

To postpone a decision on UCFV's position regarding provincial exams until the next meeting, when more information can be considered.

**CARRIED**

### **3.10. Adding to program elements – how admission decision is made**

The BSc proposal discussed earlier included a "Basis for decision" section. B. Cooke recommended that this be added to the program elements.

#### **MOTION:**

**S. Stegmuller/E. Dennis**

To add "Basis for decision" to the program elements.

**CARRIED**

## **4. INFORMATION ITEMS**

### **4.1. Modern Languages**

Removal of course: SPAN 210 was never offered, and will not appear in the calendar.

### **4.2. Social Work and Human Services**

Change to prerequisites: HSER 131, 192, 196 have been published.

#### **4.3. Geography**

Revisions: GEOG 241, 445 have been published.

#### **4.4. Adult Education**

Reviews: ADED 380, 405 have been published.

#### **4.5. Communications**

New course: CMNS 175: Writing for the Internet has been published.

#### **4.6. Indo-Canadian Studies**

New course: INCS 396: Identity, Cultural Politics, and Service Delivery has been published.

#### **4.7. Visual Arts**

Change to prerequisites: VA 123, 131, 151, 171, 183 have been published.

#### **4.8. English**

New course: ENGL 303: Writing Historical Fiction has been published.

New course: ENGL 311: Novel Writing has been published.

New course: ENGL 315: Writing Children's Literature has been published.

New course: ENGL 381: Playwriting has been published.

### **5. ADJOURNMENT**

The meeting was adjourned at 12:15 pm.

# CALENDAR COPY

## 3.1. English as a Second Language

### Certificates

The ESL department offers four English language proficiency certificates. Students must apply for a certificate. Students must achieve a grade of C- or better in each of the listed courses, and must have an overall GPA of 2.0 or higher on all the courses for the certificate.

#### **Intermediate:**

- Reading and Vocabulary 58
- Writing and Grammar 54
- Speaking 56 or Pronunciation 45

#### **Advanced I:**

- Reading and Vocabulary 68
- Writing and Grammar 64
- Speaking 66

#### **Advanced II:**

- Reading 70
- Writing and Grammar 74
- Speaking 66
- One other 70 or 80 level ESL course

#### **Academic:**

- Reading 80
- Writing Grammar 84
- Any two other 80 level ESL courses

Note: It is not the intention of the ESL Department to issue certificates for work not done at UCFV.

## 3.2. Early Childhood Education

### Early Childhood Education certificate

#### **Entrance requirements**

1. Applicants must be 19 years of age or older before being accepted into the program.
2. Ability to supply own transportation to field sites.
3. You must meet the prerequisites for CMNS 155 or ENGL 105.
4. Satisfactory completion of interview or questionnaire.

## 3.3. Science

### Associate of Science degree

#### **First Year**

#### **Fall semester — the following required courses:**

| Course   | Title      | Credits |
|----------|------------|---------|
| MATH 111 | Calculus I | 4       |

|              |                                                |              |
|--------------|------------------------------------------------|--------------|
| Science      | 100-level science (see Note 1)                 | 4 or 5       |
| Science      | 100-level science (see Note 1)                 | 4 or 5       |
| Science      | 100-level science or other transferable course | 4 or 5       |
| <b>Total</b> |                                                | <b>16-19</b> |

**Winter semester — the following required courses:**

| Course       | Title                                        | Credits      |
|--------------|----------------------------------------------|--------------|
| MATH 112     | Calculus II                                  | 4            |
| Science      | 100-level science (see Note 1)               | 4 or 5       |
| Science      | 100-level science (see Note 1)               | 4 or 5       |
| Science      | 100- or 200-level science (see Note 1 and 2) | 4 or 5       |
| <b>Total</b> |                                              | <b>16-19</b> |

**Second Year**

**Fall semester**

| Course       | Title                            | Credits   |
|--------------|----------------------------------|-----------|
| ENGL 105     | The Reading and Writing of Prose | 3         |
| Elective     | Arts (see Note 3)                | 3         |
| Science      | 200-level science (see Note 2)   | 4         |
| Science      | 200-level science (see Note 2)   | 4         |
| Science      | 200-level science (see Note 2)   | 4         |
| <b>Total</b> |                                  | <b>18</b> |

**Winter semester**

| Course               | Title                          | Credits      |
|----------------------|--------------------------------|--------------|
| ENGL                 | One of ENGL 120-170            | 3            |
| Elective             | Arts (see Note 3)              | 3            |
| Science              | 200-level science (see Note 2) | 4            |
| Science              | 200-level science (see Note 2) | 4            |
| Science              | 200 level science (see Note 2) | 4            |
| <b>Total</b>         |                                | <b>18</b>    |
| <b>Program Total</b> |                                | <b>68-77</b> |

**Bachelor of Science**

**General BSc requirements**

To be eligible for the BSc a student must satisfy the following general requirements:

- 120 applicable university-level credits, with a minimum GPA of 2.0. At least 30 of these university-level credits must be completed at UCFV.
- 44 university upper-level credits (credits obtained from courses numbered 300 and above) with a GPA of 2.0. In addition, a GPA of 2.0 is required in the upper-level credits in each major or minor subject. At least 50% of the upper-level credits in each major or minor subject must be completed at UCFV.
- MATH 111 and 112
- At least one of the following pairs:
  - BIOL 111 and 112
  - CHEM 113 and 114
  - PYHS 111 and 112
- At least one computing science course selected from the following:
  - COMP 125
  - COMP 150



- COMP 152
  - COMP 155
  - or any COMP 200-level course or higher with a programming emphasis
6. Two courses selected from the following:
- any ENGL courses numbered 105 or above
  - CMNS 155
  - any CMNS course numbered 235 or above
7. Discipline requirements for either a major or a double minor. The major must be in one of the following subject areas: biology, chemistry, mathematics, or physics. The double minor must be a combination of minors in any two of the following areas: biology, chemistry, mathematics, physics, or computing science.

### **Entrance requirements**

In order to be admitted to the BSc program a student must obtain:

#### **OPTION 1: (For students with high school graduation only)**

1. B.C. secondary school graduation or equivalent.
2. Two provincially examined Grade 12 sciences with a minimum grade of C+. Grade 12 sciences are: Biology 12, Chemistry 12, and Physics 12.
3. Completion of the prerequisite for Math 111 (Principles of Math 12 provincially examined, with a grade of B or better or equivalent). See Math 111 course listing for other prerequisite options.
4. Attendance at a Bachelor of Science information session or personal interview with the science advisor.

#### **OPTION 2: University Entrance (for students who have attended some post secondary school)**

1. 28 university-level credits with:
  - a) A minimum GPA of 2.0 in all university-level courses attempted, and
  - b) A minimum GPA of 2.33 in four of the following courses or their equivalents:
    - BIO 111
    - BIO 112
    - CHEM 111 (previously offered) or CHEM 113
    - CHEM 112 (previously offered) or CHEM 114
    - COMP 125
    - COMP 150
    - COMP 152
    - COMP 155
    - MATH 111
    - MATH 112
    - PHYS 111
    - PHYS 112
    - Any course numbered 200 or above in biology, chemistry, mathematics, or physics, or any course numbered 175 or higher in computing science.

### **Basis for admission decision**

#### **Option 1: (For students with high school graduation only)**

1. Students must meet the minimum standard for entry.
2. An admission GPA will be calculated based on the best two grades in Grade 12 provincially examined sciences, and Mathematics 12 or equivalent.

3. Applicants who qualify will be offered seats in order (from highest to lowest) of the admission GPA if they attend the mandatory information session. Students who meet the minimum academic requirement, but fail to attend the information session, will be offered seats after students who have attended the information session.
4. Application date and time will be used to break ties when students have the same GPA.
5. Students who do not meet the minimum standard will be admitted to General Science.

**Option 2: University Entrance (for students who have attended some post secondary school)**

1. Students must meet the minimum standard for entry.
2. Applicants who qualify will be offered seats in order (from highest to lowest) of their cumulative GPA based on all university credits attempted
3. Application date and time will be used to break ties when students have the same GPA
4. Students who do not meet the minimum standard will be admitted to General Science.

### **3.4. Trades**

**Automotive Collision Repair & Refinishing certificate**

**Entry-level trades training**

At UCFV, we can put students on the road towards a career as an Automotive Collision Repair & Refinishing Technician. The program will prepare students for entry into the automotive collision repair & refinishing industry. Successful completion may also provide students with advanced placement into the Autobody Repair or Refinishing Apprenticeship program. Students will get a thorough introduction to the trade and develop skills expected by employers. Students will have the opportunity to acquire a general knowledge on most systems used on current vehicles.

Theory and shop procedures are set up to simulate job conditions, so punctuality and good work habits are essential. This program can ladder into the BC apprenticeship system, following the National Occupational Analysis.

**Employment opportunities**

After successfully completing the program, students will be prepared for employment opportunities in areas such as auto body shops, independent shops, and specialty shops such as restoration or custom hot rods, fleet shops, fabrication shops, and marine industries.

**Entrance requirements**

1. B.C. secondary school graduation or equivalent (ABE Provincial, Advanced, or GED).
2. A math and reading comprehension entrance exam.

**How to apply**

1. Submit a UCFV application form, along with the \$45 application fee, to the Admissions & Records office. Applicants currently in Grade 12 may apply during their Grade 12 year. A statement from the school counsellor or principal, indicating that you are likely to meet graduation requirements by June, must be presented at the time of entrance exam appointments.

2. Applicants will be notified of entrance exam dates by the Trades & Technology Centre. There is no fee for writing these exams. Applicants who have not been contacted within two weeks of submission of their applications should call 604-854-4548.

3. Read the program description and information carefully. If you wish to speak to the instructor, call \_\_\_\_\_ at \_\_\_\_\_.

4. Prior to classes starting in September, applicants will be notified by telephone of the registration procedures. Applicants who cannot be reached by telephone after three attempts will be removed from the wait list.

### **Fees and other expenses**

Automotive Collision Repair & Refinishing students should also budget approximately \$750 for required tools, \$750 for textbooks and \$400 for appropriate working apparel.

Note: A deposit (currently \$200) must be paid at the time of registration, which typically takes place one or two months before the start of each semester. The balance of fees must be paid by the second week of the semester.

### **Medical requirement**

A medical statement from a qualified physician may be required at any time before or during the program. Students will be notified by a UCFV official if/when the statement is required.

### **Location**

The Automotive Collision Repair & Refinishing program is offered at the Chilliwack campus.

### **Dates & attendance requirements**

The Automotive Collision Repair & Refinishing program starts in September and ends in May.

The Automotive Collision Repair & Refinishing program requires continuous attendance through all three semesters to successfully complete all requirements for the program. Students will be expected to attend classes five days per week for the duration of the entire program.

Students who fail to meet the attendance requirements as outlined in their individual program guides may be subject to a failing grade or academic warning.

- See UCFV Policy 340.03 (Academic Warning)
- See UCFV Policy 310.02 (Attendance)

### **Program requirements**

Students must complete all requirements with a minimum of 70% or better to receive a Credit (CR) grade in order to graduate.

Students who do not receive a Credit (CR) grade in all required areas by the end of May can apply to their instructor for re-entry into the program the following year. Students who reapply may register as upgrading students and must complete all program requirements no later than May of the following year. See upgrading policy for more details.

### **Graduation**

Students must apply for graduation by completing a Request to Graduate form. We recommend this be done at the beginning of the final semester.

### **Academic warnings**

Trades & Technology students who demonstrate unacceptable academic performance will be placed on Academic Warning.

- See UCFV Policy 340.03 (Academic Warning)

Unacceptable academic performance may, at the discretion of the instructor, include poor attendance, slow progress in theory and practical tasks, and/or lack of satisfactory participation in class activities.

- See UCFV Policy 310.02 (Attendance)

Trades & Technology students are expected to conduct themselves in a mature and responsible manner and will be held responsible for their actions, whether acting alone or in a group.

- See UCFV Policy 310.12 (Student Conduct)

## **Withdrawal policy**

### **Student-initiated withdrawal (discontinuing)**

If a student wishes not to continue or return for the next semester, the Trades Centre will advise Admissions & Records and initiate a withdrawal from the student's current Trades program.

### **Required to withdraw (failed grades)**

Failed grades may result in withdrawal from the program.

### **Required to withdraw (academic warning)**

Students may be required to withdraw from a course or program for failing to comply with any of the following three policies.

- UCFV Policy 340.03 (Academic Warning)
- UCFV Policy 310.02 (Attendance)
- UCFV Policy 310.12 (Student Conduct)

## **Upgrading policy**

The upgrading program allows those currently or recently employed in the industry to complete their certificate requirements or to become proficient in specific processes or techniques.

An upgrading student will be enrolled for no more than 15 weeks. Upgrading students will not displace anyone registered in the next intake.

Upgrading students are expected to meet program prerequisites through previous enrolment or proof of industry experience approved by the program instructor.

## **Re-admission policy**

Students who begin a Trades program, but withdraw before completing the program, may contact the department to request re-entry provided their absence is less than two years. Re-entry is subject to space availability.

Students who are absent more than two years will be required to apply for re-admission.

- An application for admission form and application fee will be required
- Trades & Technology entrance exams will need to be retaken

## **Program outline**

The Automotive Collision Repair & Refinishing program starts in September and ends in May.

Students must show that they understand the theory by successfully completing a written test for each unit.

They must then apply their knowledge to demonstrate an acceptable level of practical skills as assigned in that unit.

The learning materials may include printed handouts, worksheets, videotapes, display boards, lab manuals, and written instructions.

At regular stages, students will be required to perform various tasks in order to develop their practical skills.

As much as possible, study and lab instruction is patterned after “on-the-job” situations where a limited amount of direct supervision is required.

The training follows a modular system that begins by developing a wide variety of basic skills, and builds on these to develop intermediate and specialized skills required in this industry.

All unit tests and assigned practicals must be completed with a passing grade before writing the final exam, which is scheduled in May.

### **Learning objectives**

- Safe work practices
- Process technical information
- Tools and equipment
- Hardware and trim
- Surface preparation
- Oxy-acetylene welding
- MIG welding
- Sheet metal repair
- Plastics and composites
- Undercoats
- Topcoats
- Selected repairs
- Panel replacement
- Structural repairs
- Steering and suspension
- Mechanical components
- Pre-delivery
- Preparation for employment
- Collision repair level-one exam
- Automotive refinishing prep level-one exam

### **Methods**

The Automotive Collision Repair & Refinishing program is an “Entry-Level” program, operating on a “Training-Day” format, which is five hours per day, five days per week. The program is 34 weeks long, starting in September and ending in May.

The program is divided into 20 modules and each module contains a varying number of learning objectives. Students will be expected to attend full-time and each day will consist of lecture and practical applications. The content and format has been designed in line with Provincial program outlines which follow the National Occupational Analysis.

### **PLAR**

Prior Learning Assessment is not achievable in a program such as this, because of the extensive training times and content being covered. However, if seats become available, the upgrading policy may apply.

### **Textbooks & reference materials**

No material will be required from the library. Students will be expected to purchase the required textbooks from the UCFV Bookstore. Some reference material will be purchased by the program and housed in the dedicated classroom.

## **Supplies/materials**

Textbooks approximately \$750, hand tools approximately \$750, working apparel approximately \$400.

## **Student evaluation**

For the Automotive Collision Repair & Refinishing program, tests are administered by the instructor.

### **Test Results**

1. The passing mark for all tests is 70%. If your score on a test is less than 70%, it is your responsibility to contact the instructor to rewrite that test within 10 school days or sooner, at the instructor's discretion and convenience.
2. Failure to accomplish a rewrite within the designated time frame could result in failure of the test, and subsequent failure of that module.
3. Passed tests cannot be re-written to increase marks.

### **Rewriting Tests**

1. Marks from both your first write and your re-writes will be averaged and that average must be 70% or greater to pass.
2. You may rewrite the test only if there is a mathematical opportunity for you to achieve an average mark of 70% on the two attempts. A mark of less than 40% on the first write will result in failure of the test and subsequent failure of that module.
3. If you fail to achieve an average mark of 70% or greater on your first and second writing, you will be allowed to rewrite a third and last time, but only if there is a mathematical opportunity for you to achieve an averaged mark of 70% or greater for all three tests.
4. If after the third attempt your averaged mark is still less than 70%, that section of the program will be recorded as "No Credit" and UCFV's Training Certificate will not be issued to you and you may be withdrawn from the program.

### **Missed Tests**

The instructor may exercise the option of reducing your mark by 5% if you are not in attendance to write a previously scheduled test.

Note: Before any attempts to rewrite a failed exam, the instructor may choose to assign additional studies, practice tests, or practical assignments. The instructor is under no obligation to review any test with a student, regardless of a pass or fail.

## **Plumbing and Piping certificate**

### **Entry-level trades training**

At UCFV, we can put students on top of the construction boom, which is expected to continue into the future. Students will be well prepared for entry-level positions in the vast field of water and waste control management. Theory and shop procedures are set up to simulate job conditions, so punctuality and good work habits are essential. This program can ladder into the BC apprenticeship system, following the National Occupational Analysis.

### **Employment opportunities**

After successfully completing the program, students will be prepared for employment opportunities in areas such as heating and plumbing companies; institutions such as hospitals and schools; shopping malls and hotels; and city and municipality water and sanitation departments.

### **Entrance requirements**

1. B.C. secondary school graduation or equivalent (ABE Provincial, Advanced, or GED).
2. A math and reading comprehension entrance exam.

### **How to apply**

1. Submit a UCFV application form, along with the \$45 application fee, to the Admissions & Records office. Applicants currently in Grade 12 may apply during their Grade 12 year. A statement from the school counsellor or principal, indicating that you are likely to meet graduation requirements by June, must be presented at the time of entrance exam appointments.
2. Applicants will be notified of entrance exam dates by the Trades & Technology Centre. There is no fee for writing these exams. Applicants who have not been contacted within two weeks of submission of their applications should call 604-854-4548.
3. Read the program description and information carefully. If you wish to speak to the instructor, call \_\_\_\_\_ at \_\_\_\_\_.
4. Prior to classes starting in September, applicants will be notified by telephone of the registration procedures. Applicants who cannot be reached by telephone after three attempts will be removed from the wait list.

### **Fees and other expenses**

Plumbing & Piping students should also budget approximately \$500 for required textbooks, \$600 for basic tools, and \$200 for appropriate working apparel.

Note: A deposit (currently \$200) must be paid at the time of registration, which typically takes place one or two months before the start of each semester. The balance of fees must be paid by the second week of the semester.

### **Medical requirement**

A medical statement from a qualified physician may be required at any time before or during the program. Students will be notified by a UCFV official if/when the statement is required.

### **Location**

The Plumbing & Piping program is offered at the Chilliwack campus.

### **Dates & attendance requirements**

The Plumbing & Piping program starts in September and ends in May.

The Plumbing & Piping program requires continuous attendance through all three semesters to successfully complete all requirements for the program. Students will be expected to attend classes five days per week for the duration of the entire program.

Students who fail to meet the attendance requirements as outlined in their individual program guides may be subject to a failing grade or academic warning.

- See UCFV Policy 340.03 (Academic Warning)
- See UCFV Policy 310.02 (Attendance)

### **Program requirements**

Students must complete all requirements with a minimum of 70% or better to receive a Credit (CR) grade in order to graduate.

Students who do not receive a Credit (CR) grade in all required areas by the end of the program may apply to their instructor for re-entry into the program the following year. Students who reapply may register as upgrading students and must complete all program requirements no later than May of the following year. See upgrading policy for more details.

## **Graduation**

Students must apply for graduation by completing a Request to Graduate form. We recommend this be done at the beginning of the final semester.

## **Academic warnings**

Trades & Technology students who demonstrate unacceptable academic performance will be placed on Academic Warning.

- See UCFV Policy 340.03 (Academic Warning)

Unacceptable academic performance may, at the discretion of the instructor, include: poor attendance, slow progress in theory and practical tasks, and/or lack of satisfactory participation in class activities.

- See UCFV Policy 310.02 (Attendance)

Trades & Technology students are expected to conduct themselves in a mature and responsible manner and will be held responsible for their actions, whether acting alone or in a group.

- See UCFV Policy 310.12 (Student Conduct)

## **Withdrawal policy**

### **Student-initiated withdrawal (discontinuing)**

If a student wishes not to continue or return for the next semester, the Trades Centre will advise Admissions & Records and initiate a withdrawal from the student's current Trades program.

### **Required to withdraw (failed grades)**

Failed grades may result in withdrawal from the program.

### **Required to withdraw (academic warning)**

Students may be required to withdraw from a course or program for failing to comply with any of the following three policies.

- UCFV Policy 340.03 (Academic Warning)
- UCFV Policy 310.02 (Attendance)
- UCFV Policy 310.12 (Student Conduct)

## **Upgrading policy**

The upgrading program allows those currently or recently employed in the industry to complete their certificate requirements or to become proficient in specific processes or techniques.

An upgrading student will be enrolled for no more than 15 weeks. Upgrading students will not displace anyone registered in the next intake.

Upgrading students are expected to meet program prerequisites through previous enrolment or proof of industry experience approved by the program instructor.

## **Re-admission policy**



Students who begin a Trades program, but withdraw before completing the program, may contact the department to request re-entry provided their absence is less than two years. Re-entry is subject to space availability.

If you are absent more than two years, you will be required to apply for re-admission.

- An application for admission form and application fee will be required
- Trades & Technology entrance exams will need to be retaken

### **Program outline**

The Plumbing & Piping program starts in September and ends in May.

Students must show that they understand the theory by successfully completing a written test for each unit. They must then apply their knowledge to demonstrate an acceptable level of practical skills as assigned in that unit.

The learning materials may include printed handouts, worksheets, videotapes, display boards, lab manuals, and written instructions.

At regular stages, students will be required to perform various tasks in order to develop their practical skills. As much as possible, study and lab instruction is patterned after “on-the-job” situations where a limited amount of direct supervision is required.

The training follows a modular system that begins by developing a wide variety of basic skills, and builds on these to develop intermediate and specialized skills required in this industry.

All unit tests and assigned practicals must be completed with a passing grade before writing the final exam, which is scheduled in May.

### **Learning objectives**

- Describe safe work practices
- Use work practices
- Interpret drawings, specifications, and code
- Use tools
- Use pipes, valves, and fittings
- Install drain, waste, and vent systems
- Use rigging
- Use soldering and brazing
- Use oxy-acetylene welding and burning
- Use arc welding
- Install water systems and components
- Perform pipe fabrication
- Perform pipe bending
- Describe fire protection systems
- Install hydronic heating and cooling systems
- Install fixtures
- Describe properties of gas and supply systems
- Install pumps and equipment

### **Methods**

The Plumbing & Piping program is an “Entry-Level” program, operating on a “Training-Day” format, which is five hours per day, five days per week. The program is 34 weeks long, starting in September and ending in May.

The program is divided into 18 modules and each module contains a varying number of learning objectives. Students will be expected to attend full-time and each day will consist of lecture and practical applications. The content and format has been designed in line with Provincial program outlines which follow the National Occupational Analysis.

## **PLAR**

Prior Learning Assessment is not achievable in a program such as this, because of the extensive training times and content being covered. However, if seats become available, the upgrading policy may apply.

## **Textbooks & reference materials**

No material will be required from the library. Students will be expected to purchase the required textbooks from the UCFV Bookstore. Some reference material will be purchased by the program and housed in the dedicated classroom.

## **Supplies/materials**

Textbooks approximately \$500, basic hand tools approximately \$600, working apparel approximately \$200.

## **Student evaluation**

For the Plumbing & Piping program, tests are administered by the instructor.

## **Test Results**

1. The passing mark for all tests is 70%. If your score on a test is less than 70%, it is your responsibility to contact the instructor to rewrite that test within 10 school days or sooner, at the instructor's discretion and convenience.
2. Failure to accomplish a rewrite within the designated time frame could result in failure of the test, and subsequent failure of that module.
3. Passed tests cannot be re-written to increase marks.

## **Rewriting Tests**

1. Marks from both your first write and your re-writes will be averaged and that average must be 70% or greater to pass.
2. You may rewrite the test only if there is a mathematical opportunity for you to achieve an average mark of 70% on the two attempts. A mark of less than 40% on the first write will result in failure of the test and subsequent failure of that module.
3. If you fail to achieve an average mark of 70% or greater on your first and second writing, you will be allowed to rewrite a third and last time, but only if there is a mathematical opportunity for you to achieve an averaged mark of 70% or greater for all three tests.
4. If after the third attempt your averaged mark is still less than 70%, that section of the program will be recorded as "No Credit" and UCFV's Training Certificate will not be issued to you and you may be withdrawn from the program.

## **Missed Tests**

The instructor may exercise the option of reducing your mark by 5% if you are not in attendance to write a previously scheduled test.

Note: Before any attempts to rewrite a failed exam, the instructor may choose to assign additional studies, practice tests, or practical assignments. The instructor is under no obligation to review any test with a student, regardless of a pass or fail.

### 3.5. Computer information Systems

#### General calendar copy

UCFV offers the following programs to prepare students for careers in a business computing environment:

- Bachelor of Computer Information Systems degree  
A four-year program. A Co-operative Education option is available.
- Computer Information Systems diploma  
The diploma may be applied for after two years of designated course work in the degree. Students will remain in the degree program after being awarded the diploma, and may continue with third- and fourth-year degree courses if they wish. A Co-operative Education option is available.
- Computer Information Systems certificate  
The certificate may be applied for after one year (30 credits) of designated course work in the degree. Students will remain in the degree program after being awarded the certificate, and may continue with second-, third-, and fourth-year courses if they wish. The certificate is a customizable one-year program, combining a mixture of CIS/COMP and other courses, that may apply to the CIS diploma or degree.
- Minor in Computer Information Systems  
A minor in computer information systems is a valuable addition to a degree in any other area, and greatly increases career opportunities in most areas. Interested students should consult with their program advisor and the CIS department.
- Extended Minor In Computer Information Systems  
An extended minor in computer information systems provides more breadth and can be used as a larger minor with a major, or in combination with a second extended minor in an Arts degree. The extended minor is also recommended for students interested in obtaining a computer information systems minor for teaching purposes. Interested students should consult with their program advisor and the CIS department
- Minor in Computing Science  
The minor in computing science is designed for science students and others desiring a minor more focused on the theoretical and mathematical aspects of computing. Interested students should consult with their program advisor and the CIS department.
- Continuing Studies in Computing  
Non-credit continuing studies courses in a wide range of computing areas are offered over the year. Current and planned offerings are described at [www.ucfv.ca/cs/Courses/Computer\\_Skills.htm](http://www.ucfv.ca/cs/Courses/Computer_Skills.htm).

#### Bachelor of Computer Information Systems

##### **Entrance requirements**

##### **Option 1: High School (for students with high school graduation only)**

- B.C. secondary school graduation or equivalent
- B.C. Principles of Math 11 or MATH 085 with a minimum grade of C
- The prerequisite to CMNS 125 (See Note 2)

##### **Option 2: University Entrance (for students who have attended some post-secondary school)**

- B.C. Principles of Math 11 or MATH 085 with a minimum grade of C
- The prerequisite to CMNS 125 (See Note 2)

And one of the following:

- Completion of a minimum of 15 university-level credits with a cumulative GPA of 2.0 on all credits attempted  
or
- Completion of a minimum of nine university-level credits with a GPA of 3.0 or better on all credits attempted  
or

- Completion of a minimum of nine CIS/COMP university-level credits (excluding CIS 100 and CIS 110) with a GPA of 2.33 or better on all credits attempted

### **Option 3: Mature Students (for students 19 years of age or older)**

- B.C. Principles of Math 11 or MATH 085 with a minimum grade of C
- The prerequisite to CMNS 125 (See Note 2)
- Those students 19 years or older may be considered if they can demonstrate a reasonable chance of success. Applicants will be required to submit a portfolio and be interviewed.

Note 1: All students entering the CIS programs are expected to be computer literate. This includes knowing how to run programs and manage files in a Windows environment and having basic Internet, word processing, and spreadsheet skills. Students should consult the CIS website for specific prerequisite skills needed for beginning courses.

Note 2: Completion of the prerequisite for entry into CMNS 125. This course is normally taken in the first semester of study in the CIS diploma program. Basic English skills are a requirement for all CIS programs. Students should note that if the Composition Placement Test (CPT) is used to meet the prerequisites, it should be written at least four weeks prior to registering in CMNS 125.

Note 3: Requests for transfer of computing-intensive courses will be checked for currency relative to the current CIS program.

### **How to apply**

1. Submit the application fee along with your UCFV application for admission form to the Admissions and Records (A&R) office. Application forms are available from any A&R or Student Services office. You can also print an application form from our website at [www.ucfv.ca/ar](http://www.ucfv.ca/ar), or you can apply directly through the internet at [www.pas.bc.ca](http://www.pas.bc.ca). See the [Program Charts](#) for a complete list of application dates and general information.

Additional documents required for a complete application:

- Proof of B.C. secondary school graduation or equivalent, or permission from the program head.
- Transcript (or interim transcript) showing grade/course achievement as per entrance requirements.
- An official transcript (original sealed envelope) from every post-secondary institution you have attended. Unofficial copies may accompany the application form if official transcripts have been ordered.

2. You will be informed of the orientation meeting date. This meeting is usually held on a weekday evening in April or May. You must attend or make special arrangements with the department.

3. Upon admission to the program you will be provided with registration information. A deposit is required when you register (see the [Fees and Other Costs](#) section). The deposit will be applied to the tuition fees. Final payment of all course fees is due the end of the second week of classes.

If the program is full, or you are waiting to find out about admission to the program, you will be given an opportunity to register as a general student. It is not necessary to submit a separate application form. If you meet the entrance requirements and a space becomes available later, you will be contacted.

4. In some cases where interim transcripts are submitted, an admission decision may be made conditional upon completion of academic requirements. Proof of completion of entrance requirements is due by the end of the first week in August.

### **Length of programs**

The full degree program may be completed in four years (eight semesters) of full-time study.

The diploma takes two years (four semesters) of full-time study. This is the minimum length of time required for students who enter the program with no previous computing experience and who expect to have a solid grounding in the subject. The co-op diploma is 28 months and includes four academic semesters and three work terms.

The certificate requires two full semesters and can be completed in one year or less.

## Program outline

(Example of typical program)

### Year I

#### Semester one

| Course     | Title                                          | Credits |
|------------|------------------------------------------------|---------|
| CIS 145    | Web Publishing                                 | 3       |
| or CIS 146 | Intermediate Web Publishing (see Note 1 below) | 3       |
| CIS 190    | Systems Hardware Concepts                      | 4       |
| COMP 125   | Principles of Computing                        | 3       |
| COMP 150   | Introduction to Programming                    | 4       |
| CMNS 125   | Business Communications                        | 3       |

#### Semester two

| Course      | Title                                                 | Credits |
|-------------|-------------------------------------------------------|---------|
| CIS 180     | Introduction to Visual Programming                    | 4       |
| CIS 192     | Introduction to Networking                            | 4       |
| COMP 155    | Advanced Programming                                  | 4       |
| MATH 125    | Introduction to Discrete Mathematics                  | 4       |
| or COMP 138 | Applied CIS Math Concepts                             | 3       |
| Elective    | Approved Arts or other approved elective (see Note 3) | 3–4     |

### Year II

#### Semester three

| Course   | Title                                            | Credits |
|----------|--------------------------------------------------|---------|
| CIS 230  | Databases and Database Management Systems        | 4       |
| CIS 270  | Analysis and Design                              | 3       |
| CIS 291  | Networking Theory and Applications               | 4       |
| COMP 251 | Data Structures and Algorithms                   | 4       |
| Elective | Business or Communications elective (see Note 5) | 3       |

#### Semester four

| Course   | Title                                                                | Credits   |
|----------|----------------------------------------------------------------------|-----------|
| CIS 285  | End User Training and Support                                        | 3         |
| COMP 256 | Introduction to Machine Architecture                                 | 4         |
| CMNS 251 | Professional Report Writing                                          | 3         |
| Two:     | CIS electives chosen from the following: CIS 221, 245, 280, 292, 296 | 8 (total) |

### Year III

#### Semester five

| Course   | Title                                                   | Credits |
|----------|---------------------------------------------------------|---------|
| CIS 385  | Project Management                                      | 3       |
| COMP 340 | Operating Systems                                       | 3       |
| One:     | Statistics course (see Note 2)                          | 4       |
| Elective | Approved Arts elective (see Note 3)                     | 3       |
| Elective | Lower-level elective in another discipline (see Note 4) | 3       |

#### Semester six

| Course      | Title                                                   | Credits |
|-------------|---------------------------------------------------------|---------|
| CIS 390     | Data Communications                                     | 3       |
| CIS or COMP | Course numbered 200 or above                            | 3       |
| CIS or COMP | Course numbered 300 or above                            | 3       |
| Elective    | Business or Communications (see Note 5)                 | 3       |
| Elective    | Lower-level elective in another discipline (see Note 4) | 3       |

### Year IV

#### Semester seven

| Course  | Title                            | Credits |
|---------|----------------------------------|---------|
| CIS 485 | Ethics & Other Management Issues | 3       |

|          |                                            |           |
|----------|--------------------------------------------|-----------|
| Three:   | CIS or COMP courses numbered 300 or above  | 9 (total) |
| Elective | Upper-level elective in another discipline | 3         |

### Semester eight

| Course   | Title                                      | Credits   |
|----------|--------------------------------------------|-----------|
| CIS 440  | Project                                    | 3         |
| Three:   | CIS or COMP courses numbered 300 or above  | 9 (total) |
| Elective | Upper-level elective in another discipline | 3         |

Note 1: CIS students cannot obtain credit for both CIS 145 and CIS 146 towards their program.

Note 2: Statistics options: MATH 106 (recommended), or Math 104 (with a grade of B+ or higher), or Psyc 110 (with a grade of B+ or higher), or CYC 425.

Note 3: The current approved Arts elective options are available online at:  
[www.ucfv.ca/cis/courses/artselectives](http://www.ucfv.ca/cis/courses/artselectives)

Note 4: Students who have completed COMP 138 (rather than MATH 125) must complete an approved elective as specified on the CIS website ([www.ucfv.ca/cis](http://www.ucfv.ca/cis)). Students who have completed MATH 125 as part of CIS program requirements are free to take an elective of their choice.

Note 5: Business or Communications electives options: BUS 100, 102 (previously offered), 120, 143, 144, 145, 162, 201, 203, 223, or CMNS 212, 235, or 275.

## 3.6. Visual Arts

### Visual Arts diploma

#### Program outline

#### Year One

##### Fall semester

| Course                         | Title                                       | Credits   |
|--------------------------------|---------------------------------------------|-----------|
| AH 101                         | History of Western Art to 1400              | 3         |
| VA 113                         | Introduction to Drawing & Illustration      | 3         |
| VA 115                         | Introductory Studio I: Material Practices   | 3         |
| VA 116                         | Introductory Studio II: Space, Form, & Time | 3         |
| ENGL 104 or higher or CMNS 155 |                                             | 3         |
| <b>Total</b>                   |                                             | <b>15</b> |

##### Winter semester

| Course          | Title                                       | Credits   |
|-----------------|---------------------------------------------|-----------|
| AH 102          | History of Western Art: 1400 to the Present | 3         |
| <b>Four of:</b> |                                             |           |
| VA 123          | Painting/Drawing I                          | 3         |
| VA 131          | Sculpture I                                 | 3         |
| VA 151          | Print Media I                               | 3         |
| VA 171          | New Media I                                 | 3         |
| VA 183          | Photography I                               | 3         |
| <b>Total</b>    |                                             | <b>15</b> |

#### Year Two

##### Fall semester

| Course          | Title                               | Credits |
|-----------------|-------------------------------------|---------|
| AH/VA 205       | Art Practices and Popular Culture I | 3       |
| <b>Four of:</b> |                                     |         |
| VA 124          | Painting/Drawing II                 | 3       |

|              |                |           |
|--------------|----------------|-----------|
| VA 132       | Sculpture II   | 3         |
| VA 152       | Print Media II | 3         |
| VA 172       | New Media II   | 3         |
| VA 184       | Photography II | 3         |
| <b>Total</b> |                | <b>15</b> |

### Winter semester

| Course           | Title                                | Credits   |
|------------------|--------------------------------------|-----------|
| AH/VA 210        | Art Practices and Popular Culture II | 3         |
| One              | 200-level Art History course         | 3         |
| <b>Three of:</b> |                                      |           |
| VA 321           | Painting/Drawing III                 | 3         |
| VA 331           | Sculpture III                        | 3         |
| VA 351           | Print Media III                      | 3         |
| VA 371           | New Media III                        | 3         |
| VA 381           | Photography III                      | 3         |
| <b>Total</b>     |                                      | <b>15</b> |

Note 1: Students should be aware that courses beyond the first semester normally have prerequisites.

Note 2: Independent Study credit (VA 400-level courses) in one area (painting, sculpture, print media, interdisciplinary media, or photography) cannot be substituted for an upper-level credit (VA 300-level courses) in another area. Diploma students must meet all program requirements.

## 3.7. Nursing

### BSN degree applicants

#### How to apply

1. The following documents must be submitted to the Admissions and Records office, along with your application fee, in order to process your application.

- UCFV application form
- Nursing program application
- Proof of B.C. secondary school graduation or equivalent (except for high school students, who may apply once they are registered in Grade 12).
- Prerequisite course(s) — submit an official transcript showing final grades in all prerequisite courses (except Grade 12 students who will be required to submit an official transcript showing final grades in all prerequisite courses in early August).

Once these documents have been received by the Admissions & Records office, an application date will be recorded and your application will be forwarded to the Nursing program.

2. Submit all remaining documents to the Health Sciences Centre, Chilliwack campus.

Documents required in order to achieve “complete applicant” status for degree applicants:

- Nursing program application form
- Proof of B.C. secondary school graduation or equivalent
- Official transcript(s) from all post-secondary institutions attended
- Volunteer health care experience reference(s)
- CPT score
- Official identity documents (birth certificate, marriage certificate, proof of change-of-name document, landed immigrant status)
- Valid Standard First Aid certificate
- Basic Rescuer — Level C certificate
- Completion of ESL Advanced Speaking, Listening and Writing course sequence as necessary
- Proof of valid driver's licence.

3. Attendance at a program information session and an interview with the program faculty is required for all "complete" applicants. You will be contacted when dates and times have been established.
4. Applicants will be accepted based on points achieved on the applicant rating.
5. You will be notified in writing regarding your acceptance. Upon acceptance to the program you will be provided with registration information. A deposit is required by a specified date in order to reserve a seat in the program. This money will be applied to the tuition fees and is not refundable. If you do not register for courses and pay the deposits, your place will no longer be held for you.
6. If you meet the minimum requirements but are not selected to the class, your application will be held for consideration for the next intake. If you are not selected for a second intake, you will be required to reapply.

### **Basis for admission decision**

Students will be rated based on the points achieved on the applicant rating form. Points will be given for academic performance on prerequisite courses, work/volunteer experience, personal essay, reference(s), and personal interview.

Applicants with the highest number of points will be given priority for program seats.

### **LPN Access applicants**

#### **How to apply**

1. You may apply to the program prior to the completion of all entrance requirements. The following documents must be submitted to the Admissions & Records department, along with the application fee, in order to process your application:

- UCFV application form
- Nursing program application
- Proof of full scope practicing registration as an LPN

Once these documents have been received by the Admissions & Records office, an application date will be recorded and your application will be forwarded to the Nursing program.

2. Submit all remaining documents to the Health Sciences Centre, Chilliwack campus.

Documents required in order to achieve "complete applicant" status for LPN applicants:

- Nursing program application form
- Proof of completion of English 105 or equivalent requirement
- Proof of completion of HSC 110 and HSC 112 or equivalent or challenge exam requirement
- Completed reference form
- Basic Rescuer — Level C certificate
- Official identity documents (birth certificate, marriage certificate, verification of change of name, landed immigrant status)
- Proof of valid driver's licence
- Completion of ESL Advanced Speaking, Listening, and Writing course sequence as necessary.

3. Attendance at a program information session and an interview with the program faculty is required for all "complete" applicants. You will be contacted when dates and times have been established.

4. Applicants will be accepted based on points achieved on the applicant rating.

5. You will be notified in writing regarding your acceptance. Upon acceptance to the program you will be provided with registration information. A deposit is required by a specified date in order to reserve a seat in the program. This money will be applied to the tuition fees and is not refundable. If you do not register for courses and pay the deposit, your place will no longer be held for you.



6. If you meet the minimum requirements but are not selected to the class, your application will be held for consideration for the next intake. If you are not selected for a second intake, you will be required to reapply.

**Basis for admission decision**

Students will be rated based on the points achieved on the applicant rating form. Points will be given for academic performance on prerequisite courses, work experience, personal essay, reference(s), and personal interview.

Applicants with the highest number of points will be given priority for program seats.