

Admissions Procedure

Procedure Title	Admissions
Procedure Holder	Vice President Academic
Procedure Approver(s)	Senior Team
Related Policies	Ch5-s1-12 Admissions – Bonus Points for Prior Post-Secondary Education Ch5-s1-13 Aviation Technician – Aircraft Maintenance Applicants to Aviation Flight Management _____ Freedom of Information and Protection of Privacy Act (FIPPA) Ch5-s1-11 Personal Support Worker into Practical Nursing Program Seat Reservation Ch5-s1-08 Program Re-admission Operating Practice Ch5-s1-07 Prior Learning Assessment and Recognition (PLAR) Policy Program Re-admission Ch5-s1-03 Transfer Credits
Related Procedures	
Appendices	Appendix 1 – Admission Form
Storage Location	Website - https://www.confederationcollege.ca/policies-and-procedures
Effective Date	2025-02-01
Next Review Date	2030-02-01

Purpose

This practice provides a consistent and fair framework for considering all applicants to Confederation College post-secondary programs, as outlined in the Ministry of Colleges and Universities (MCU) Binding Directive on Admissions.

Scope

The practice applies to all applicants seeking admission to Confederation College post-secondary programs, including Ontario College Certificates, Ontario College Diplomas, Ontario College Advanced Diplomas, Ontario College Graduate Certificates and Degrees granted by Confederation College.

Definitions

Admission Requirements	Confederation College's specific academic criteria for entry into a program, which may include secondary/post-secondary grades or additional assessments.
Academic Year	The academic year consists of three terms starting in September and ending in August.
Alternate Offer of Admission	Applicants who don't meet the specific program's requirements may be considered for other related programs.
Applicant	An individual applying to a program.
Applicants for Part-time Studies	Students taking less than 70% of the required credits and fewer than two-thirds of the courses in their program are considered part-time. For OSAP purposes, part-time status applies to students taking less than 60% of a full-time course load. Students with a documented permanent disability are considered part-time if they are enrolled in less than 40% of a full-time course load.
Bonus Points for Prior Post-Secondary Education	Applicants who have completed significant postsecondary education from an accredited college or university may be eligible for bonus points added to their overall application score. Applicants must have completed a minimum of 5 college courses or 3 university courses and achieved a minimum grade point average (GPA) earned of 3.0.
Competitive Program	A program where the number of qualified applicants exceeds available seats.
Conditional Offer of Admission	Issued when an applicant has not yet completed certain admission requirements. The offer is contingent upon meeting these requirements by a specific deadline.
Domestic Applicant	An applicant legally eligible to study in Canada (e.g., citizens, permanent residents, refugees).
Eligibility	An assessment process to determine if an applicant meets the program's admission requirements.
English Proficiency	The ability to communicate effectively in English, determined through standardized testing if English was not the language of instruction.
Equal Consideration Date	The date (February 1st) by which all qualified applicants are equally considered for admission.

Facilitated Admission	A process supporting Indigenous learners, allowing them to enter competitive programs by meeting minimum but not necessarily the same score as other applicants.
Home-Schooled Applicants	Individuals who completed the Ontario secondary school curriculum outside of traditional public or private school settings.
Indigenous Learner	An applicant who has self-identified as a member of the Indigenous peoples of Canada.
International Applicant	Is a foreign national who is authorized under the immigration and Refugee Protection Act (Canada) to enrol as a student in an educational institution in Canada.
Joint Admission Agreement with Lakehead University	An agreement allowing diploma-to-degree progress between Confederation College and Lakehead University, minimizing duplication and easing transitions between institutions.
Mature Applicant	An applicant who has not completed the OSSD but is 19 years old or older and may be required to complete an assessment.
Ontario College Application Service (OCAS)	The centralized application portal for Ontario Colleges (www.ontariocolleges.ca).
Ontario Secondary School Diploma (OSSD)	A credential earned by successfully completing secondary school requirements.
OSSD Equivalent	A secondary school graduation diploma, such as the General Education Diploma (GED), or the Canadian Adult Education Credential (CAEC) from another jurisdiction, Academic and Career Entrance (ACE) program, or documentation, as determined by the college, that supports the applicant's claim of having completed the learning outcomes of an OSSD.
Permanent Resident	A non-citizen who has the right to live, work, or study in Canada.
Protected Persons (Convention Refugee)	Individuals who have been granted refugee status under the Immigration and Refugee Protection Act.
Re-Admission	For students returning to programs after a semester or more of absence, subject to program availability and admission requirements.

Recognized Post-Secondary Institutions	<p>Confederation College recognizes the following types of institutions for the purpose of admission:</p> <ul style="list-style-type: none"> a) Member institutions of the Ontario Council on Admission and Transfer Credit (ONCAT) b) Canadian public post-secondary institutions c) University Canada member institutions d) International institutions considered accredited or recognized in their country, as determined by the Office of the Registrar and/or the International Education Centre through accreditation reference materials or the Ministry of Education of that country <p>All other institutions are considered unrecognized. This would include, but is not limited to: Career Colleges, professional organizations and private institutions that do not meet the criteria above. Confederation College reserves the right to not recognize credentials from certain institutions.</p>
Residency Priority	<p>Preference, as defined by Ministry of Colleges, Universities, Research Excellence and Security (MCURES) Admissions Policy Framework, for admission is given first to Ontario residents, then to other Canadian residents, and finally to international applicants.</p>
Waitlist	<p>A list of applicants for oversubscribed programs, which is maintained until the first 10 days of class.</p>

Governing Laws and Regulations

[Programs of Instruction: Minister’s Binding Policy Directive](#)

[Admissions Criteria: Minister's Binding Policy Directive](#)

[Ontario Qualifications Framework](#)

[Ontario Human Rights Code](#)

Procedure Statements

Applicants will be evaluated based on their complete academic history and qualifications. Each program has specific admission requirements, detailed on the college website. Applicants must meet these program-specific criteria to be eligible for admission consideration.

1. Admission Process

- 1.1. Applicants must complete the application form and pay the required fee at [Ontario College Application Services \(OCAS\)](#).
- 1.2. The Admissions team will assess each applicant's eligibility based on program-specific requirements.

- 1.3. The first round of Offers of Admission will be issued to applicants who applied by the Equal Consideration deadline. Subsequent offers will be made until the program reaches capacity.
- 1.4. For competitive programs, applicants will be ranked based on scores derived from courses required for admission.
- 1.5. Admissions will adhere to the Ministry of Colleges and Universities (MCU) priority for competitive programs, in the following order:
 - 1.5.1 Ontario residents;
 - 1.5.2 Residents of other Canadian provinces and territories;
 - 1.5.3 Other applicants.
- 1.6 Applicants must accept their Offer of Admission by the deadline specified in the offer letter, through [OCAS](#).
- 1.7 To secure their seat, applicants must pay the tuition deposit by the deadline specified in the Offer of Admission.

2. Conditional Admission

- 2.1. Admissions will review evidence of enrolment in courses or programs that fulfill program requirements.
- 2.2. If applicable, a conditional Offer of Admission may be extended. This offer will specify the outstanding requirement(s) to be fulfilled.
- 2.3. The deadline to meet outstanding requirements will be stated in the Offer of Admission. Offers will be rescinded if conditions are not met by the deadline.
- 2.4. It is the applicant's responsibility to submit final transcript(s) verifying successful completion of the required courses or program by the deadline.

3. Waitlist

- 3.1. Waitlists will be established for programs where the number of eligible applicants exceeds available seats.
- 3.2. Admissions will manage the waitlist and fill seats if they become available, maintaining the waitlist until the 10th day of program commencement.
- 3.3. Applicants may request information about their relative position on the waitlist.

4. Facilitated Admissions

- 4.1. Indigenous applicants applying to competitive programs may participate in the Facilitated Admission Process by completing the Facilitated Admission Form.
- 4.2. Applicants must also complete the OCAS application form and pay the applicable fee by the Equal Consideration deadline.
- 4.3. These applicants must provide proof of course completion but are not required to meet the score threshold to receive an Offer of Admission.

5. Home-schooled Applicants

- 5.1. Applicants must complete the application form and pay the applicable fee at [OCAS](#).
- 5.2. Home-schooled applicants must submit documentation for evaluation, including curriculum outlines, course descriptions, exams, and exam results, certified by the appropriate school board.
- 5.3. Admissions will review submitted documents and assess eligibility equivalency on a case-by-case basis.
- 5.4. Home-schooled applicants may need to complete a Mature Student Assessment to determine their eligibility for admission.

6. Joint Admission Agreement with Lakehead University

- 6.1 Applicants should complete the [Joint Admission application form](#).
- 6.2 An email will be sent to the applicant to confirm the submission.
- 6.3 Lakehead University will assess applications on an individual basis.

7. Admission Review

- 7.1. Applicants who are not admitted to the College may request an explanation for their admission denial.
- 7.2. Applicants who wish to contest the denial may request a review of their application.
- 7.3. Requests must be submitted in writing (email) to the Registrar’s Office, including the reason for the review and any supporting information.
- 7.4. The Registrar or a designate will review the decision along with supporting documentation.
- 7.5. A final decision will be communicated to the applicant within five business days of receiving the review request.

Non-Compliance

It is the responsibility of the Registrar to ensure that the guidelines contained in this policy are followed and adhered to in order to comply with the Ministry’s Binding Policy Directive and support the equitable and transparent admission process. Non-compliance would result in adverse outcomes for the College.

Revision History

Version	Change	Author	Date of Change
2025-02-01	Facilitated Admission to support Indigenous Learners	Lynn Dyll	2025Jan15

INDIGENOUS FACILITATED ADMISSION FORM

APPLICATION FOR FACILITATED ADMISSION PROCESS

The Indigenous Facilitated Admission process is designed to directly support Indigenous learners entering competitive programs at Confederation College. Applicants in this category must meet the minimum admission requirements of the program they are applying to; however, they do not have to meet the score requirement of admitted students in the application cycle.

Application Process

Step 1: Apply to Confederation College

- Visit the Ontario College Application Service website at www.ontariocolleges.ca to apply for a Confederation College competitive program before Feb 1st
- A list of our competitive programs can be found at www.confederationcollege.ca/departments/admissions/selection-statistics
- If you would like to meet with an Indigenous Student Navigator please make an appointment www.confederationcollege.ca/student-support-appointment-bookings
- After applying to Confederation College through ontariocolleges.ca, applicants will receive a letter in the mail with their Confederation College student ID

Step 2: Fill Out the Indigenous Facilitated Admissions Form

- Complete the Indigenous Facilitated Admissions Form available on the Confederation College website.
- Deadlines to submit the form:
 - September Start: before Feb 1 (Equal Consideration Deadline)
 - January Start before Nov 1 (Equal Consideration Deadline)
 - Spring intake April 1 (Equal Consideration Deadline)

Step 3: Gather Supporting Documents

- Attach documentation supporting your Indigenous identity (e.g., First Nation status, Métis card, Inuit identification, etc.).

Step 4: Submit Your Application

- Ensure all details are correct, attach your documents, and submit the form.
- Submit the form to The Information Hub or
- **Fax to:** 807-473-3731 or
- **Mail to:** Admissions Office, 1450 Nakina Drive, Thunder Bay, Ontario, P7B0E5 or
- **Email to:** admissions@confederationcollege.ca

Once you have completed your application in full you will be considered for a seat in one of our competitive programs. If you receive an offer, you will be notified through ocas.ca and by mail.

FREEDOM OF INFORMATION AND PROTECTION OF INDIVIDUAL PRIVACY

The information on this form is collected under the legal authority of the Ministry of Colleges and Universities Act, R.S.O. 1980, Regulation 640. The information is used for administration and statistical purposes of the College and/or Ministries and agencies of the Government of Ontario and the Government of Canada. For further information please contact the Registrar's Depart