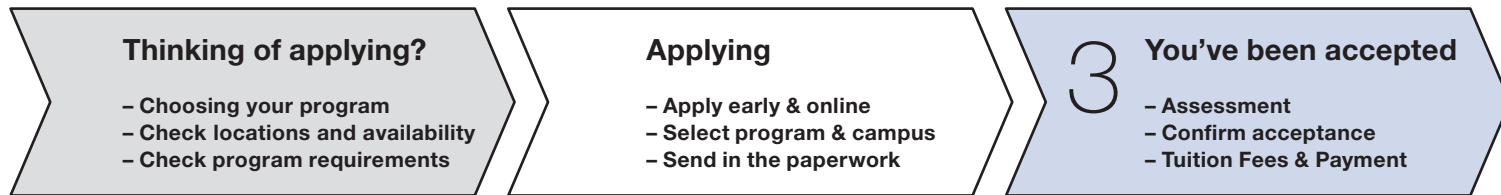


# Program application

# Application information — also available at [nsc.ca](http://nsc.ca)

## Admissions Process



### 1. Thinking of applying?

#### Choose the program that fits you best

Review our programs at [nsc.ca](http://nsc.ca) to choose a program that fits your interests and goals. Review admission requirements for your preferred program. If you're missing some of the requirements, you may still apply and indicate your plan for how you will complete the prerequisites you need.

#### Check for locations and seat availability

Current information is available with each program description available on [nsc.ca](http://nsc.ca).

#### Self-identify and be part of the campus community

If you are a member of the African Canadian or First Nations community, it is important to let us know so we can connect you with the resources and services available to make the most of your learning with NSCC.

Student Services at each campus works with our team of First Nations and African Canadian Student Success Coordinators to offer a number of services such as assistance for accessing scholarships, networking events, tutoring and more.

### 2. Applying

#### Apply early and online

NSCC accepts and admits qualified applicants earlier than ever. It is important that you apply now to avoid missing the opportunity to be admitted to your chosen program. To speed up the application process, you can complete, pay and submit your application online! Look for the link to the online application form at [nsc.ca](http://nsc.ca).

#### Indicate your program and campus choice

You can submit up to three choices for one academic year with one application fee. One program at two different campuses is considered two choices. If you apply for more than one academic year of study, you will incur an application fee for each year. Applying for one program for two different years of study results in two application fees.

#### First Nations/African Canadian applicants

The College is committed to promoting and fostering a diverse learning environment. As part of this commitment, one seat will be reserved in each program section for the first qualified First Nations applicant and one for the first qualified African Canadian applicant (Nova Scotia residency applies). In order to effectively manage our enrollment, the availability of these seats for 2012-2013 can only be guaranteed until May 1, 2012. After that, qualified applicants will be admitted on a first received, first qualified basis for those programs where vacancies exist.

#### Adult Learning Program students

In addition, two seats in each first level program section will be reserved for qualified students of NSCC's Adult Learning Program.

In order to effectively manage our enrollment, the availability of these seats for 2012-2013 can only be guaranteed until May 1, 2012. After that, qualified applicants will be admitted on a first received, first qualified basis for those programs where vacancies exist.

#### Additional information section of form

– Use this section to provide any additional information that may be helpful in processing your application, such as seeking advanced standing in a program based on your previous learning, studying part-time, any special circumstances to be considered, or identifying the need for accommodation or a disability to be considered.

Send sealed copies of your official transcripts (high school, college or university), or arrange with your previous school(s) to send the transcript directly to NSCC Admissions. Official educational documents printed in a language other than English must include a certified English translation. **Transcripts and other documents will not be returned to you.**

If your specific program requires additional documentation, ensure that you send all required components. A description of the stated admission requirements is available at [nsc.ca](http://nsc.ca).

NOTE: Your application is not complete until you submit all the documentation required. **Only complete applications are assessed.**

Submit one application only. If you want to make changes to your application (program choices, locations, personal information) contact us at [admissions@nsc.ca](mailto:admissions@nsc.ca), or by fax at (902) 491-3514.

#### Application fee

– Enclose the required non-refundable application fee:

Canadian Residents or Landed Immigrants	\$25
International Applicants	\$75
Adult Learning Program (ALP)	No fee
African Canadian Transition Program (ACTP)	No fee

– You can pay by Visa, MasterCard, American Express, cheque or money order (made payable to Nova Scotia Community College). Post-dated cheques are not accepted. Do not enclose cash.

– Applications received without the application fee will not be processed until the fee is received.

– International Applicants require a valid student visa to study in Canada. If you currently have a valid student visa, please provide this information on your application. Due to lengthy processing time, applications received after May 1 will be processed for the following year's intake.

### 3. You've been accepted

#### Assessment

– We will review your application and notify you as quickly as possible.

– If you are qualified for a program that has seats available, you will be advised by letter and by email.

– If you are qualified for a program that does not have an available seat, you may be placed on a waitlist. If a seat becomes available at a later date, you will be contacted.

– If you are not accepted into a program, you will be contacted and given other available options.

#### Confirmation

– Once accepted, you must confirm your intention to enrol by paying the required non-refundable confirmation fee within the time frame indicated on your letter/email of offer.

### 3. You've been accepted (cont.)

- After confirming your seat, you will receive correspondence from us welcoming you to NSCC.
- If you do not pay the confirmation fee within the required timeframe as indicated on your letter of offer, **you risk losing your seat in your chosen program.**

#### Tuition & fees payment

- Each year, the first tuition and fees payment is due in early August. This payment includes tuition, Health & Dental Plan costs, Student Association, and other fees. If you do not make payment arrangements on time, **you risk losing your seat in your chosen program.**

### To avoid delays

To be considered for a seat in a program, we require the following:

- completed program application (including application fee)
- official school transcripts
- all other required documentation (entrance portfolio if applicable)

Missing or inaccurate information can also lead to delays. Make sure your application includes the following:

- Full address, contact number(s), and email address. If you move or change your mailing address or email address, please contact NSCC Admissions immediately with your new contact information. We want to ensure you receive all communications from our office.
- Our preferred way to communicate with you is via email. Please ensure that the email address you have provided is secure and accessible. If you change your email address, please notify us immediately.
- Previous last names (especially important if different from the name on your transcripts)
- Program choices and campus locations in order of preference

#### Applicants with disabilities

In keeping with our values of student success, accessibility, diversity and respect, NSCC is committed to providing equal educational opportunities and full participation for students with documented disabilities. If you are a student with a documented disability, you may access accommodations such as alternate format texts, oral testing, extended time on tests, reduced course load. You may also access funding for learning supports such as tutoring, note-taking, or assistive technology. To access accommodations and supports, you must register with Disability Services.

NSCC Special Admissions is a program for students who have/had an Individual Program Plan (IPP) or alternate program in high school. This admissions process provides additional pre-acceptance assessment to support applicants in their program choice. In order to provide quality transition services, the deadline for Special Admission applicants to submit a complete application (including all supporting documentation) is May 1.

To register with NSCC Disability Services, you must:

- Send NSCC Admissions a completed copy of the Medical Assessment Form (available at [disabilityservices.nsc.ca](http://disabilityservices.nsc.ca)) and required accompanying documentation. Psych-Ed Assessments must be completed by a registered psychologist within the last 5 years.
- Apply for support services through the Canada Student Loan application – [studentloans.ednet.ns.ca](http://studentloans.ednet.ns.ca). NSCC partners with the Department of Education's Post Secondary Disability Services to provide support services – [psds.ednet.ns.ca](http://psds.ednet.ns.ca). All students registered with Disability Services are asked to apply for a student loan in order to access these services. Applicants may also be eligible for grants.

Please visit [disabilityservices.nsc.ca](http://disabilityservices.nsc.ca) for more information about available services, required documentation, and to access the Medical Assessment Form.

#### Studying part-time at NSCC

You have a variety of options for studying part-time at NSCC including online courses, in-class learning during the day or at night, seminar and weekend sessions, etc. While the College is working to expand our delivery options, not every program at NSCC can currently be taken on a part-time basis.

If you are presently taking a credit course(s) and you intend to work towards achieving an NSCC diploma or certificate, you must apply to your program of interest. Under the Additional Information section, please indicate that you intend to study your program of choice on a part-time basis. To determine what programs can be taken on a part-time basis, please contact your local campus or visit [nsc.ca/pt](http://nsc.ca/pt).

#### English language requirements

You will need to be competent in the English language to be successful in all aspects of your program work. Applicants whose first language is not English, or who have less than three years of high school or post secondary education in English, must submit the results of an English proficiency test. Please consult [nsc.ca](http://nsc.ca) for a description of language proficiency tests and acceptable test scores. You may be required to provide English Language test scores.

International applicants are not required to provide English language test results if they have successfully completed:

- Grade 12 High School in Nova Scotia, or one full year in an accredited Canadian college or university, or
- three years of study in English in an accredited college or university outside Canada.

Transcripts issued by an institution outside of Canada (in English or any other language), must be assessed by a recognized credential evaluation service. If your transcripts are not in English, an official English translation and the original language version is required. A translation alone is not acceptable. The translator must be certified and indicate this with a stamp or seal and signature on the document.

### Collection, use and disclosure of personal information

The collection, use and disclosure of student information is protected by College policies and government legislation.

#### Collection

As part of the recruitment, admission and enrollment process, the College collects a range of personal information. Following enrollment, it is anticipated that students will participate in academic, portfolio, graduation and other activities where the College collects and may communicate their personal information.

#### Use

Personal information is used by the College for academic and administrative purposes. In addition, a student's personal affairs and welfare may also be monitored so the College can service individual needs. Certain personal information may be used to support college research activities, such as graduate surveys.

#### Disclosure

Certain information will be shared with the Student Association to keep their database current. The College will maintain a database of student, graduate and alumni information on behalf of the NSCC Foundation for philanthropic activities. Personal information may be disclosed to government departments, co-sponsoring organizations and other educational institutions. Occasionally, information may be released, if required by a court order or other legal requirement.

#### Access

A student can request access to his/her personal information and can request the correction, deletion or addition of information that is not accurate, complete, or up-to-date.

For more information on the confidentiality of student information, refer to the College's Academic Policy, Section 11 or contact the College's Chief Privacy Officer.

# Nova Scotia Community College program application

## Personal information

Please print

Legal name (Mr. Ms. Mrs. Dr. first name, middle name, last name) Social Insurance Number

Preferred first name Previous last name Date of birth (mm/dd/yy) Gender  M  F

Apartment number Permanent mailing address (street address, rural route, or PO box)

City/Town County (if NS) Province Country Postal code  
( ) ( ) ( )  
Home telephone Work telephone Cell phone

Email address (please ensure this address is secure and accessible)

Previous NSCC campus attended Program attended Year attended Student ID number

NSCC is committed to access. Seats in programs are held for qualified First Nations, African Canadian applicants and current ALP students who apply before May 1. If you wish to be considered for one of these seats, please check the appropriate box(es).  
 African Canadian  Current ALP student  
 First Nations

## Program choices

An application fee is required for each academic year you apply to.

Only applications to years that have been paid will be assessed for admission.

With one application fee, you can apply for a maximum of three programs per academic year of study. If you would like your application to be considered for multiple years of study, **you must include an application fee for each academic year you apply to.**

Academic year of study:  Fall 2012/Winter 2013  Fall 2013/Winter 2014  Fall 2014/Winter 2015

Preferred program choice Campus

Second program choice Campus

Third program choice Campus

## Application fee

Canadian citizens or landed immigrants: \$25.00  
International: \$75.00

ACTP and ALP: no fee.

Non-refundable.

Please do not send cash.

Visa  MasterCard  American Express  Cheque  Money order (Payable to NSCC. No post-dated cheques.)

Application fee for each academic year applied to

Credit card number Exp. date (mm/yy) Cardholder's signature

## Consent to release

I hereby authorize the release of my financial account information to:  
 Parent/guardian  Spouse  Sponsoring agency

This consent applies to your current period of study with NSCC.

## Residency and citizenship

Select both where you reside and where you are a citizen.

Residency:  
 Nova Scotia  
 Other Canadian province or territory  
 Outside Canada  
Citizenship:  
 Canadian citizen  
 New Canadian/permanent resident  
 Refugee with protected person status  
 Other (fill in country of origin below)

International Applicants require a valid student visa to study in Canada. Due to lengthy processing time, complete applications received after May 1 will be processed for the following year's intake.

Country of origin (if citizenship is other) What is your primary language

## For office use only

1 ID  
2 Receipt number  
3 Received (mm/dd/yy)



# Contact information

## Applications are to be mailed to

NSSC Admissions  
PO Box 220  
Halifax, NS B3J 2M4

## Phone

1-866-679-6722 (toll-free)  
902-491-4911 (in Metro Halifax)

## Fax

1-866-329-6722 (toll-free)  
902-491-3514 (in Metro Halifax)

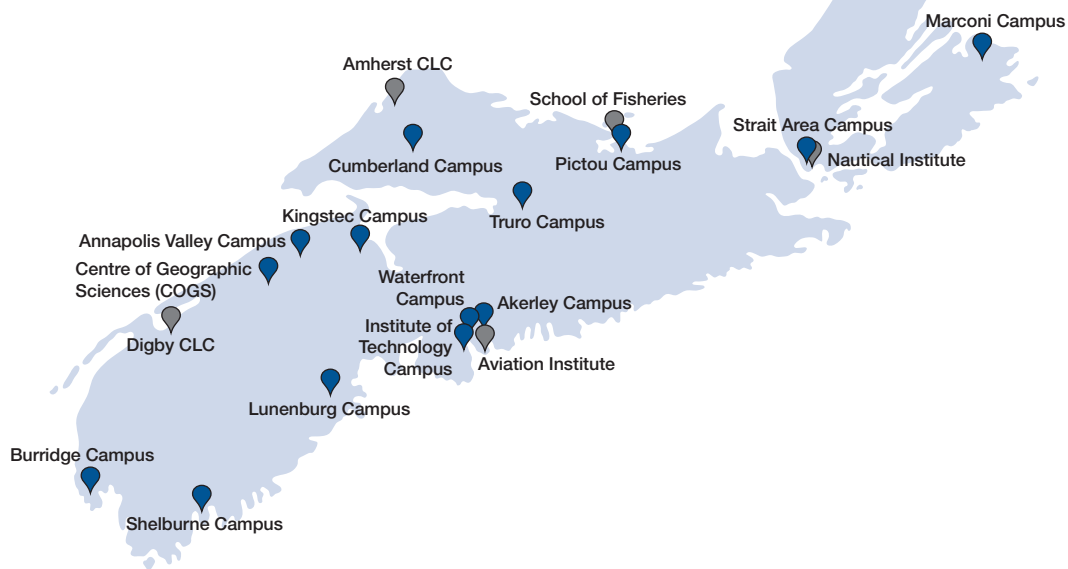
## TTY

1-866-288-7034 (toll-free)  
902-491-5509 (in Metro Halifax)  
Hearing-impaired Service

admissions@nsc.ca  
nsc.ca

## Built for students. Built for learning.

From Sydney to Yarmouth, from Amherst to Halifax,  
there's an NSCC campus or learning centre in towns  
and cities throughout Nova Scotia.



### Akerley Campus

21 Woodlawn Road  
Dartmouth, NS B2W 2R7  
902 491-4900

### Annapolis Valley Campus

RR#1, 50 Elliott Road  
Lawrencetown, NS B0S 1M0  
902 825-3491

### Burrige Campus

372 Pleasant Street  
Yarmouth, NS B5A 2L2  
902 742-3501

### Cumberland Campus

PO Box 550  
1 Main Street  
Springhill, NS B0M 1X0  
902 597-3737

### Institute of Technology

PO Box 2210  
5685 Leeds Street  
Halifax, NS B3J 3C4  
902 491-6722

### Kingstec Campus

236 Belcher Street  
Kentville, NS B4N 0A6  
902 678-7341

### Lunenburg Campus

75 High Street  
Bridgewater, NS B4V 1V8  
902 543-4608

### Marconi Campus

PO Box 1042  
1240 Grand Lake Road  
Sydney, NS B1P 6J7  
902 563-2450

### Pictou Campus

PO Box 820  
39 Acadia Avenue  
Stellarton, NS B0K 1S0  
902 752-2002

### Shelburne Campus

PO Box 760  
1575 Lake Road  
Shelburne, NS B0T 1W0  
902 875-8640

### Strait Area Campus

226 Reeves Street  
Port Hawkesbury, NS B9A 2A2  
902 625-2380

### Truro Campus

36 Arthur Street  
Truro, NS B2N 1X5  
902 893-5385

### Waterfront Campus

80 Mawiomi Place  
Dartmouth, NS B2Y 0A5  
902 491-1100

### NSSC Online Learning

online.learning@nsc.ca