



PROCEDURES

Procedures Name	Indigenous Education Enrolment
Policy No.	D.3.10
Approval Body	Board of Governors, Education Council (advice)
Sponsor	Vice President, Students & Community Development
Next Scheduled Review Date	November 2027
Effective Date	November 23, 2022

1. The Registrar's Office will work closely with the Indigenous Education and Community Engagement (IECE) Department to manage designated seating for Indigenous learners.
2. The Registrar's Office will:
 - a. provide the IECE Department with access to information pertaining to current Indigenous applicants;
 - b. notify the IECE Department when an Indigenous learner has been offered a seat in a program;
 - c. notify the IECE Department before releasing designated seats that have not been filled by Indigenous learners; and
 - d. notify the IECE Department before withdrawing the completed application of an Indigenous learner.
3. The Registrar's Office and IECE will work together to exercise flexibility for Indigenous learners around tuition and fee payments, including tuition deposits/commitment deadlines where applicable.
4. If an Indigenous learner declines a designated seat before the established deadline, the seat will be filled by the next eligible Indigenous learner.

Program Admission

5. Programs will designate two (2) seats for Indigenous learners. Additional seats may be available in some programs.
6. Designated seats will be administered as indicated below:
 - a. Programs with no published application deadline
 - Seats designated for Indigenous learners that are not allocated will be released two (2) months before the start of a program; and
 - Eligible Indigenous learners who apply after the designated seats have been released (within two (2) months of the start of a program) will have priority admission should a seat become available.
 - b. Programs with non-competitive entry and where an admission requirement is in progress

- Conditional admission will be offered provided interim documentation is submitted that supports the successful completion of that pre-requisite. Proof of successful completion will be required before the start of the program.
- c. Programs with published application deadlines
 - Designated seats will be held until the admission processes have been completed, and if no eligible applications from Indigenous learners have been received, designated seats will be released.
- d. Programs with competitive admission
 - Designated seats will be held for Indigenous learners who meet at least the minimum program requirements until the selection process is complete.
 - Where there are more than two Indigenous applicants who meet the minimum requirements but who do not gain admission through the competitive process, offers of admission will be given on a first come first serve basis.
- e. Programs that require the submission of a portfolio or an audition
 - Designated seats will be held until the selection process is complete.

Course Registration

7. Course registration for Indigenous learners will open two days before the scheduled start of course registration.

RELATED RESOURCES

Indigenous Education Enrolment Policy D.3.10