

ADMISSIONS, REGISTRATION AND ENROLMENT

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Undergraduate Admissions

Trinity Western University desires to provide, for people of any race, colour, or creed, university education in the arts and sciences with an integrated Christian worldview.

Each applicant should be acquainted with the aims, objectives, regulations, and standards of conduct at Trinity Western University as outlined in this Calendar and in the application materials. In making formal application for admission, the applicant agrees to respect these aims and objectives and to adhere to these regulations and standards of conduct.

The University reserves the right to grant, deny, or revoke the admission of any applicant or student on the basis of his or her inability to fully commit to and comply with the University's "Responsibilities of Membership." Further, the University reserves the right to grant or deny admission to any applicant on the basis of criteria outlined below. Limitation of facilities, personnel, or other considerations may also place restrictions on admission to the University and/or specific programs.

Application Deadlines

Fall Semester

Priority acceptance deadline – February 28

Financial aid and awards deadline – February 28

Application deadline for Nursing – February 28
(Applications may be accepted after this date subject to space availability.)

Application deadline for Aviation – April 30

On-campus housing application deadline – June 1

Final application deadline – June 15 (Applications may be accepted after this date subject to space availability.)

Spring Semester

On campus housing application deadline – November 15

Application deadline – December 1

Students must submit a completed application including all official transcripts and the \$35 application fee before an admissions decision is made.

Students must submit both the completed application for admission and the application for financial aid and awards by February 28 and be admissible to the University to be eligible to receive financial aid.

Visiting Campus

Preview campus visits are normally available throughout the week to provide prospective students with the most realistic exposure to a TWU education. Students are encouraged to attend one of nine View Days but personal visits are also available. Visits on Saturdays and Sundays and during TWU final exams are discouraged.

Academic Success

For academic success at Trinity Western University, consideration should be given to taking the appropriate background courses for your intended

major, or admission to the program may be deferred. Contact the Admissions Office if you have further questions: 604.513.2019, toll free at 1.888.GO.TO.TWU (468.6898), admissions@twu.ca, or www.twu.ca/admissions.

Normally an overall average of at least C+ (67 per cent) or higher in high school course work is required for admission. Consideration will also be given to the student's character and career goals. Applicants who fail to meet normal academic requirements will be assessed individually on their potential for success in university studies. Additional conditions may be prescribed which must be fulfilled if admission is granted.

Canadian Students

British Columbia – Graduation from a British Columbia secondary (high) school or equivalent with a university preparatory program. This should include English 12 plus three additional Grade 12 academic subjects at a minimum 67 per cent average. A minimum grade of 60 per cent or better is expected on the provincial examination portion of BC English 12.

Academic subjects include:

- Biology
- Calculus
- Chemistry
- Comparative Civilization
- English
- English Literature
- Foreign Languages
- French
- Geography
- Geology
- History
- Mathematics
- Physics
- Principles of Mathematics
- Probability and Statistics
- Survey of Mathematics
- Western Civilization
- Writing
- Advanced placement courses (except Art and Music)

International Baccalaureate courses (except Art, Business, and Music)

Bible 12 or an equivalent course may be considered as an academic subject for students graduating from a Christian (Protestant or Catholic) school which uses the regular B.C. curriculum.

Alberta – Graduation from an accredited high school with English 30 and three other academic 30 level subjects with an average of 65 per cent. Math 31 is acceptable as an academic subject.

Saskatchewan – Graduation from an accredited high school with English 30 and three other academic 30 level subjects with an average of 65 per cent.

Manitoba – Graduation from an accredited high

school with English 300 and three other academic 300 level subjects with an average of 65 per cent.

Ontario – Completion of the Ontario Secondary School Diploma (OSSD) including a minimum of six Ontario academic courses (OACs), one of which must be English, with a minimum of 65 per cent overall average in OACs.

Consideration for admission will be given to students who have completed the OSSD with four OACs (including English) where a minimum of 70 per cent overall has been achieved.

Students graduating from the Ontario High School curriculum must meet the following requirements: successful completion of an Ontario Secondary School Diploma (OSSD), or equivalent, with an overall minimum average of 65 per cent in six Grade 12 U or M courses, one of which must be Grade 12 U English. In addition to English, normally three courses should be from the following areas: computer studies, classical studies, geography, history, mathematics, modern languages, or sciences.

Quebec – Successful completion of the first year of a CEGEP program including academic subjects with a 60 per cent average. Students who have completed a two-year CEGEP program may be eligible for transfer credit to a maximum of 30 sem. hrs. A minimum grade of 65 per cent must be achieved in order for a course to be considered for transfer credit.

New Brunswick – Graduation from an accredited high school with a minimum average of 65 per cent in English 12 and three other academic Grade 12 subjects.

Nova Scotia – Graduation from an accredited high school with a minimum average of 65 per cent in English 12 and three other academic Grade 12 subjects.

Prince Edward Island – Successful completion of Grade 12 examinations in a university preparatory program with an overall average of 65 per cent. Program must include English and three other academic Grade 12 subjects.

Newfoundland and Labrador – Graduation from an accredited high school with Language 3101 and three other academic 3000 level subjects with a minimum average of 65 per cent.

International Baccalaureate – Trinity Western University will grant advanced credit for higher level International Baccalaureate courses earning a minimum grade of 4. Subsidiary level courses may be the basis for advanced standing recognition subject to the approval of the Faculty Dean concerned. An IB transcript is required to make this assessment. A transfer guide of IB courses to TWU is available at www.bccat.bc.ca/tg/tgfs.htm.

Advanced Placement – Trinity Western University will grant high school graduates credit for Advanced Placement courses in which a minimum grade of 4 (on a scale of 1 to 5 with 5 the highest) has been achieved. Transfer credit will be based on courses approved for first year or equivalent course credit by the faculty(ies) concerned. An Advanced Placement grade report is required to make this assessment. A transfer guide of AP courses to TWU is available at www.bccat.bc.ca/tg/tgfs.htm.

Unaccredited High Schools – Students graduating from unaccredited high schools are considered for admission on *academic trial* and may be required to

meet additional conditions before admission to Trinity Western University. Graduates of the Accelerated Christian Education program are considered for regular admission if they graduate from a Model Status school with the college preparation program and submit an acceptable SAT or ACT score.

Homeschool Policy – Students who complete their secondary education through homeschooling must complete the regular application for admission and the Homeschool Education Background Chart (both are available from the Admissions Office or at www.twu.ca/admissions/Tour5-6.asp). They must also submit official SAT or ACT scores. For information about these tests, students should contact: SAT at (609) 771.7600 or www.collegeboard.org; ACT at (319) 337.1448. Scores may be sent directly to Trinity Western Admissions by using the following code numbers: SAT – 0876; ACT – 5242.

General Education Development (GED) – Students who do not complete a regular provincial high school diploma may complete a Test of General Education Development as an alternative to high school graduation. Admission to Trinity Western will be granted providing that a standard score average of 50 is achieved with a minimum of 45 in any of the five individual tests. Eligibility to complete the GED may vary from province to province. Students are encouraged to contact their local school board for more information.

B.C. Adult Graduation Diploma (BCAGD) – Applicants who have completed the Adult Graduation diploma should be at least 19 years old and have completed the diploma with four provincial level academic courses, one of which must be English. A minimum average of 67 per cent is required in these courses.

U.S. Students

To ensure success at university, applicants should have graduated from an accredited high school and should have the following units in their college preparation course work:

English	4
Mathematics	3
Social Sciences	2
Science	2 (with one lab science)
Other college prep	2

It is recommended that a minimum of six solid subjects be completed in the applicant's junior and senior years, including a minimum of three solids in the senior year.

Admission is based upon a combination of the applicant's GPA in the above course work and satisfactory standardized test scores. A minimum GPA of 2.5 in these courses with an SAT score of 1060 or an ACT score of 22 meets the minimum admission requirement. Scores may be sent directly to Trinity Western Admissions by using the following code numbers: SAT – 0876; ACT – 5242.

Students on U.S. curriculum studying outside of America are expected to meet the same criteria.

Advanced Placement and International Baccalaureate – Please see details under Canadian Students section.

General Education Development – Students who do not earn a regular high school diploma may complete a Test of General Education Development as an alternative to high school graduation. Admission to Trinity Western will be granted providing that a standard score average of 50 is achieved with a minimum of 45 in any of the five individual tests. Students who are under 19 must submit a SAT or an ACT score report in addition to the completion of the GED. A minimum of 1060 on the SAT and 22 on the ACT is expected for admission.

Immigration Requirements – United States citizens and legal residents thereof are allowed to apply for student visas at a Canadian port of entry. A student must be in possession of a letter of acceptance from Trinity Western University, have evidence of sufficient funds for all tuition and accommodation expenses, be in good health and of good character, and have either identification establishing his or her U.S. citizenship or a U.S. alien resident card. A processing fee (\$125 Cdn. cash) will be collected at the port of entry. Students should contact the nearest Canadian embassy or consulate with questions about required documentation.

International Students

Requirements for international students include:

- A. English language proficiency (see English Proficiency Requirement below)
- B. General Certificate of Education standing in five subjects of which at least two must be taken at the Advanced level.

Students may be eligible for 3 sem. hrs. of credit for each Advanced level course completed to a maximum of 12 sem. hrs. provided that a minimum grade of C is achieved in that course. Departments will determine if credit awarded is general or course specific.

The following equivalents will be considered:

1. School Certificate: same as GCE with at least two passes at the principal level of the Higher School Certificate
2. Certificate of matriculation from recognized universities
3. International Baccalaureate with at least two subjects at the higher level
4. Other countries: write to the Admissions Office for specific information.

Documents – Official supporting documentation must be submitted. However, documents that cannot be replaced should not be sent, but certified copies or photocopies should be submitted. Students admitted on the basis of such copies must present the original documents for inspection upon registration.

English Proficiency Requirement – Applicants must possess proficiency in both oral and written English. Those applicants whose native language is not English are normally required to demonstrate this proficiency, regardless of their academic qualifications, by presenting Test of English as a Foreign Language (TOEFL) scores or by completing the academic TWU/ESL program (see below - Academic ESL Requirements). Students must also complete ENGL 101 and one of ENGL 103 or 104 at Trinity Western University in their first year.

TOEFL Requirements – International students who choose to enter TWU by means of a TOEFL score must submit a TOEFL report as part of their application with the exception of natives from:

Australia
Ireland
New Zealand
United States
United Kingdom

Countries of the West Indies except Cuba, Dominican Republic, Haiti, Martinique, Netherlands Antilles, Puerto Rico, St. Lucia

In the case of those who are not native to these countries but who have studied at a high school or post-secondary level in one of them, the TOEFL requirement is still applicable if less than five years of study have been completed. In cases of five years or more, their completed application will be reviewed and the TOEFL may be waived. If the TOEFL is waived, the student must normally complete ENGL 101 in his or her first semester.

Normally, regular admission requires a TOEFL score of at least 570 (230 computer-based) and a Test of Written English (TWE) score of at least 5. If the TWE score is less than 5, the student may be admitted to the University, but will be required to write a Diagnostic Test for placement in the appropriate first year English course. The test will be written as part of Orientation. Students who score at least 600 are not required to submit a TWE score.

For more information about TOEFL examinations, please contact:

Educational Testing Service
Box 899
Princeton, New Jersey
USA 08541
(609) 771-7100
www.toefl.org

TOEFL results will be sent directly to Trinity Western University if you use code 0876.

Students who have completed university-level English courses may receive transfer credit from TWU for those courses providing that they have fully met the TOEFL requirement. A student who has completed university-level English courses but does not meet the TOEFL requirement will be required to complete ENGL 101 at Trinity Western. Upon successful completion of ENGL 101, credit will be awarded for the previously completed English course(s).

Students who have not completed the TOEFL but who have completed at least two years of study in a Canadian or U.S. college, university, or high school (at least Grades 11 and 12) may write a Placement Test through the ESLI department. Students who achieve a high test score will be admitted to a regular university program. Students who do not achieve the minimum score required for admission to a university program may study in the ESLI program until they have achieved the recommended standing. Students must first make full application to Trinity Western before they have the opportunity to write the Placement Test.

IELTS Requirement – Trinity Western University will also accept the International English Language Testing System (IELTS) score report as an

alternative to TOEFL. A minimum score of 6.5 is required for admission.

Academic ESL Requirements – Students whose TOEFL or IELTS scores do not meet the minimum requirement but who qualify academically to attend TWU may seek entrance to the University through the English as a Second Language International (ESLI) program at Trinity Western. These students must register with ESLI and will be assessed regarding their English skills during Orientation, at which time they will be placed in the appropriate ESL level. Upon completion of level 6, they may enrol in a degree program without a TOEFL or IELTS score. See Additional Programs: ESLI Language Centre for more information.

International Credit Evaluations – Transfer credit from international schools must be assessed by an external international credit evaluation agency. The cost is determined by the agency. TWU recommends the International Credential Evaluation Service through the Open Learning Agency, a member of the Alliance of Credential Evaluation Services of Canada. This agency does the evaluations for several B.C. universities. They may be contacted at www.ola.bc.ca/ices.

Immigration Requirements – International students need to make application for a student authorization with the Canadian Embassy, High Commission, or Consulate in their own countries. Students from Taiwan and developing countries are also required to have a student visa before they will be granted permission to study in Canada. No person will be permitted to enter Canada as a student without presenting the required documents (authorization and student visa, if necessary) to immigration officials at the port of entry. Application for student authorization and student visa should be made as early as possible to ensure sufficient time for processing. For more information, please visit <http://cicnet.ci.gc.ca/english/visit/index.html#study>.

Transfer Students

Transfer students must present the same application forms and high school transcript as those applying for first year standing. In addition, an official transcript from each post-secondary institution attended must be submitted. Additional information such as course outlines may be requested from the Admissions Office to assist in this evaluation. An official transfer credit assessment will be completed upon submission of a completed application.

Transfer students may be eligible for admission to the University upon completion of one semester of full-time studies (12 credits/hours or more) in a university transfer program. Admission will be based upon achievement in this post-secondary course work and previous college or high school work. A minimum cumulative GPA of 2.0 (C average) is required on all course work attempted. Students who have completed a minimum of 27 credits/hours of course work may be admitted solely on the basis of their performance in that course work. A minimum cumulative GPA of 2.0 (C average) is required on all course work attempted. A high school transcript is still required as part of the application.

The University reserves the right to accept only

such courses as comply with the academic standards established by TWU and with the requirements for graduation. See Graduation Requirements section in this Calendar.

The maximum number of hours accepted for transfer credit from various post-secondary institutions is 75. Individual maximums are as follows:

Universities and community colleges – A maximum of 75 sem. hrs. transfer credit will be given for all acceptable courses with a passing grade.

Note: Some required courses in Business, Education, and Nursing programs require a minimum letter grade above that of a mere pass. In cases where a lower grade than the minimum required is achieved, general elective credit will be granted and the course must be retaken at Trinity Western University to meet graduation requirements.

Bible colleges accredited with the Accrediting Association of Bible Colleges (AABC) – A maximum of 60 sem. hrs. of appropriate courses, of which a maximum of 24 sem. hrs. may be biblical studies and 36 sem. hrs. may be liberal arts courses. Transfer credit will be given for all acceptable courses completed with a C- grade (60 per cent) or better.

Bible college courses that have been articulated with a public university may be assigned credit for these courses above the maximum totals indicated.

Applicants from Bible colleges with *candidate* status with the AABC are eligible for a maximum of 48 sem. hrs. of appropriate courses, of which 24 sem. hrs. may be biblical studies and 24 sem. hrs. may be liberal arts courses. Transfer credit will be given for all acceptable courses completed with a C- grade (60 per cent) or better.

Applicants from Bible colleges not accredited with the Accrediting Association of Bible Colleges should not expect to receive transfer credit for work completed at Bible college except by appeal and careful review by the University. (Such a review would normally include course syllabus evaluation and instructor credentials.) No credit will be given for work completed in practical discipleship training programs.

Note: Education students should note that normally Bible college transfer credit does not count toward teacher certification in British Columbia. When a Bible college has an articulation agreement for specific courses with a Canadian public university, courses will be assessed for transfer. In all other cases, while such transfer credit may be used to waive some core requirements, education degrees must consist of Trinity Western or other university-level courses if students wish to obtain B.C. professional certification. Bible college transfer students wanting to take an education degree should see the Director of Professional Education Programs to ensure that they will meet B.C. certification requirements.

Institutes of technology and colleges of applied arts – Courses will be considered on a course-by-course basis where a minimum grade of B- has been obtained. A maximum of 45 sem. hrs. of credit will be awarded for such course work. Course outlines/syllabi are normally required to facilitate this process.

Transfer Credit Limits – Students will be able to transfer upper-level courses taken at other institutions subject to the following limits:

1. Courses in student's major field: 24 to 27 upper-level sem. hrs. are required; at least 12 of these must be taken at Trinity Western University.
2. Courses in student's field of concentration: 12 upper-level sem. hrs. are required; at least 6 of these must be taken at TWU.
3. Courses in student's minor field: 9 to 12 upper-level sem. hrs. are required; at least 6 of these must be taken at TWU.
4. Courses outside of student's major, concentration, or minor:
 - No limit to the transferability of appropriate upper-level courses for elective credit, subject to the policies on (1) residency and (2) limits in major, concentration, or minor fields.
 - Notwithstanding the above, no Trinity Western University baccalaureate degree can be earned in a major (or general degree in minors) which the University does not offer.
 - A student may not declare a major, concentration, or a minor in any field not offered as such by the University, e.g. engineering.
 - Students who have transferred to Trinity Western University from other post-secondary institutions with at least 57 sem. hrs. of transfer credit may be eligible for adjustment in the core requirements (see Graduation Requirements section.)

Block Transfer for British Columbia Associate of Arts or Science Degrees - Trinity Western University guarantees 60 sem. hrs. of transfer credit to students who enter TWU with an Associate of Arts or Associate of Science degree that is awarded by a recognized college or university college in B.C. Students must still meet all 100 and 200 level course requirements for specific degree programs and this may require students to take more than 122 sem. hrs. to earn a Trinity Western degree. It is advised that transfer students plan their college course selection well in advance of transfer to TWU to help ensure courses meet graduation requirements. Courses for which no equivalent TWU course exists will be given unassigned credit at the lower level.

International Transfer Credit Evaluations – Transfer credit from international schools must be assessed by an external international credit evaluation agency. The cost is determined by the agency. TWU recommends the International Credential Evaluation Service through the Open Learning Agency, a member of the Alliance of Credential Evaluation Services of Canada. This agency does the evaluations for several B.C. universities. They may be contacted at www.ola.bc.ca/ices.

Mature Students

Some applicants who do not fully meet the academic requirements for admission to the University may be admitted if there are indications of compensating strengths or other factors which would point to probable success in university-level studies. Such students should be 21 or older and have been out of school *for at least one year*.

Applicants in this category should have completed a high school diploma or equivalent. Please refer to the previous Canadian Students and U.S. Students sections for more information about the Test of General Education Development and the B.C. Adult Graduation diploma.

Student Classifications

Traditional (Degree) Studies Student

Regular admission as either a part-time (1 to 11 sem. hrs. per semester) or full-time (12 or more sem. hrs. per semester) student.

Global Learning Center (Continuing Studies) Student

Individuals who wish to register in university courses for up to 9 sem. hrs. in one semester without admission to a degree program or specific program may do so through the Global Learning Center (GLC). Credit courses taken in this program may count towards a degree program upon application and admission to the Traditional (Degree) Studies Program. Students may complete up to a total of 27 sem. hrs. before full application and admission to TWU is required. For information contact the Global Learning Center. International students must meet the regular university TOEFL requirement.

Individuals who desire to take credit and non-credit courses in the areas of (1) Professional Programs, (2) Associate Programs, (3) Summer Sessions, (4) Special Sessions should register as a GLC student. Admissions and application procedures are simplified and vary according to programs (see Additional Programs: GLC section in this Calendar). GLC programs may be held either on campus or as part of an extension program off campus.

Auditor

A limited number of people who wish to enjoy some of the benefits of university study without being required to fulfil the normal requirements of courses taken for credit may enrol as auditors.

In all cases, admission to the University is required, although a simplified admission procedure will be used. International students must meet the regular university TOEFL requirement. Students may not pre-register to audit a course.

Students wishing to change to audit status in a course must do so within the first two weeks of each semester. Faithful attendance must be maintained by auditors.

Program Specifics

Aviation

In addition to the general University requirements, applicants must also have completed the following with a minimum grade of C+ in each: Mathematics 11 (preference given to applicants with Mathematics 12), Physics 11, and English 12. Physics 12, Computer Science 11, French or another second language are strongly recommended. Basic keyboarding skills are also very useful.

Applicants must have completed a Canadian Private Pilot Licence or make arrangements for

completion prior to enrolment. Summer courses are offered at Coastal Pacific Aviation for students to complete their Private Pilot's Licence before beginning in the fall. Please contact Coastal Pacific Aviation for more information on summer courses.

Applicants must hold a Licence Validation Certificate showing Transport Canada Category 1 medical.

Applicants must also satisfy an entrance evaluation which includes (an) interview(s), a qualifying exam, and an assessment of references.

The Aviation program starts in September and the application deadline is March 31. Late applications may be considered if space permits. Students must make separate applications to Trinity Western University and to Coastal Pacific Aviation and must be accepted by both for admission to the program. For an application to TWU, call 604.513.2019, 1.888.GO.TO.TWU (468.6898), or admissions@twu.ca. For further information regarding the flight training component and for an application packet call Coastal Pacific Aviation at 604.855.1112, or visit www.coastalpacific.com.

Nursing

Admission to the TWU Nursing program is limited to 45 students and is granted only beginning in the fall semester. Students applying to Nursing must complete both an application to the University and one to the Nursing program (a separate application and reference).

Admission into the Nursing program is competitive and based upon academic admission requirements, the Nursing application, references, and relevant work and volunteer experience. Applications are reviewed for Nursing admission after the February 28 deadline for the following fall semester. Applications will not be considered until all required components are on file.

In addition to meeting TWU entrance requirements, admission to the Nursing program requires completion of Grade 12 or GED with a minimum cumulative GPA of B- in courses required for Nursing admission, and completion of Biology 12, Chemistry 12, English 12 and Math 11 with a minimum standing of C+ in each course.

Transfer students from colleges and universities, including TWU, must meet the entrance requirements outlined above. University credits must meet the stipulated minimum requirements within the Nursing program: C in science courses, C average in all other courses, and C+ in any prior nursing credits. Please note the transferability of nursing credits into the TWU Nursing program should not be assumed. Courses will be considered on an individual basis. However, transfer credits will not usually shorten the four years required to complete the TWU Nursing degree.

Admitted students will receive notification by letter. All students admitted to the program must forward a \$150 enrolment deposit by May 1 to confirm their admission into Nursing. Those who do not make this payment by May 1 will lose their place in the program. This deposit is non-refundable after May 1. Students who meet the entrance criteria, but are not admitted, will be placed on a deferred admission list. Students from this list may be admitted after May 1 providing there is a place in the program. Applications received after March 15 will be reviewed on a space availability basis.

Students with English as a second language will be required to meet the English Proficiency Requirement as per the TWU Academic Calendar.

Personal interviews with Nursing faculty may be required prior to admission to the Nursing program.

Current TWU students who wish to transfer into the Nursing program must pick up an application package from the Nursing secretary. Completed application forms, with supporting documentation, must be submitted by February 28.

Learning Disabilities

Students with a diagnosed learning disability requiring special instructional arrangements must identify themselves to their professors within the first week of classes. Documented identification of the disability must be submitted to the Director of the Equity of Access Office at the University. Special instructional arrangements, at the discretion of the University, will be determined on an individual basis but may include extended testing, an alternate testing room, and/or oral examinations.

Application Procedure

Applications for admission are available from the Undergraduate Admissions Office. All completed applications and supporting documentation should be returned to:

Trinity Western University Admissions
7600 Glover Road or PO Box 1409
Langley, BC Blaine, WA
V2Y 1Y1 98231-1409

Students may also apply online at www.twu.ca/admissions.

Orientation

An orientation program for all new students occurs at the beginning of each semester and continues for the first several weeks. The purpose of the extended orientation program is to assist students in adjusting to university life. During this program, important lectures, instructions, and tests are given, making it *imperative for all new students to be present*.

Residence Requirement

Trinity Western believes strongly in the contribution that residential living makes to the educational, spiritual, and emotional development of the total person. Therefore, all single students under 21 years of age are required to live in residence unless living with their parents or legal guardian. Students who are under 21 but who are granted at least 57 sem. hrs. of transfer credit by Trinity Western may choose to live off campus. Those students who, due to extenuating circumstances, desire to live off campus but not with their parents, *must* appeal for special permission by submitting a written request to the University Housing Appeals Committee (care of The Front Desk) *no later than June 15 (fall semester) and October 15 (spring semester)*.

The Undergraduate Admissions Office

Sam Rehman, Director

The Undergraduate Admissions Office provides prospective students and their families with information and counselling pertaining to selecting and enrolling in an undergraduate program at Trinity Western University. The Undergraduate Admissions Office aspires to provide prospective students with personalized service in a timely and efficient manner.

Undergraduate Admissions Office services include high school visits, representation at college and career fairs, on-campus visitation programs and campus tours for prospective students, individual appointments with Admissions Counsellors, and academic advising and pre-registration for new students. The Undergraduate Admissions Office is responsible for the distribution of all information related to Trinity Western University and its undergraduate programs including applications and the Academic Calendar. The Office serves as a liaison between prospective and new undergraduate students and other University offices such as Financial Aid and Awards, Enrolment Services, and The Front Desk (Housing).

Each year, the Undergraduate Admissions Office selects seven returning students to serve as Admission Student Assistants whose primary responsibilities include managing campus visits, conducting campus tours, and assisting Admissions Counsellors in meeting their enrolment objectives. The Office also hires several marketing assistants who contact prospective students by phone to offer them a personal perspective of the TWU experience. Several office workers are also hired to assist with mailings, phone reception, and data entry. For information on Admissions policies, please see Admissions section of this Calendar.

Hours: 8:30 a.m. to 5 p.m. (PST), Monday - Friday

Mattson Centre
 Admissions inquiries: 1.888.GO.TO.TWU (468.6898)
 Tel: 604.513.2019
 Fax: 604.513.2064
 E-mail: admissions@twu.ca
 Web site: www.twu.ca/admissions

Registration and Enrolment

Pre-registration

New Students

Course selection and scheduling for new students may be completed through the pre-registration program and services provided by the Admissions Office. Details regarding new student pre-registration will be included with the student's letter of admission. (Pre-registration for new students is not available for the spring semester). Students who do not pre-register will register in person upon arrival at the University.

Current Students

Students currently enrolled at TWU can pre-register for classes in November (for spring) and in March (for fall). Refer to the Calendar of Events for exact dates.

Late registration is permitted until the last day to add a course. However, a fee of \$50 will be charged to students registering after the first Friday of the semester. (See Course Withdrawal Policy and Full Withdrawal Policy below.)

Course Load

Normal course load per semester is 15 to 17 sem. hrs.; the maximum load a student may carry without special permission from a Faculty Dean is 19 sem. hrs., including any combination of courses being taken concurrently at other post-secondary institutions.

Course Changes

All course changes made after registration has been completed must be handled through Enrolment Services. See Change of Registration section for details.

Academic Advising

An academic advisor will assist each student in the development of his or her program of studies and the selection of courses for each semester while at Trinity Western. (A student may change to an advisor in his or her field once a major is chosen.)

In developing a program of studies, consideration should be given to the student's background and special interests as well as to the general course requirements for graduation as outlined in the course requirement section of this Calendar. Of necessity, the course selection for a given semester will depend upon the official timetable of course offerings for that semester. (Some courses listed in this Calendar are offered in alternate years.)

Students planning on continuing their education at another college or university should exercise particular care in developing a program of study that will meet the requirements of the institution to which they intend to transfer. Such students will still be obliged to meet certain stipulations required of all full-time students, such as 6 sem. hrs. of 100-level English for all full-time first year students, and IDIS 102 (in the spring semester) for all new full-time students (except

those with at least 42 sem. hrs. of initial transfer credit.)

Note: It is the sole responsibility of the student to ensure that the courses required for the granting of a degree have been completed satisfactorily. Students are therefore cautioned to be absolutely certain that the number and combination of their courses meet all University and departmental requirements.

Directed Studies

A directed study course is intended to allow students to explore an academic area of special interest not normally provided by the existing curriculum. This arrangement may also be used when students wish to take an established course during the summer or during a semester in which it is not being offered as part of the regular curriculum. It is desirable that such a course be a required component of the student's program. (It should also be noted that certain courses simply do not lend themselves to directed study, e.g. language courses, some lab sciences, etc.) Students must apply during the first week of the semester to allow sufficient time for the instructor and Assistant Academic Dean to process it prior to the Add/Drop deadline. Directed study courses will normally be available only to third and fourth year students. Students are allowed a maximum of 12 sem. hrs. of directed study in their degree program and may not take more than one directed study course per semester unless specific permission is granted by the Assistant Academic Dean.

Permission to Study Elsewhere

Trinity Western students who wish to pursue studies at other universities or colleges with the intention of obtaining credit toward a degree at Trinity Western must complete a Letter of Permission worksheet available from Enrolment Services prior to their enrolment at another institution. Once the requested courses have been evaluated, Enrolment Services will send a Letter of Permission to the host institution and it will serve as the basis for the student's admission as a special student there. Students are responsible for requesting that an official transcript of their grades be sent from the host institution to Trinity Western.

Note: Application for evaluation does not guarantee TWU Transfer Credit. There is a \$25 processing fee for a Letter of Permission for non-B.C. institutions.

Testing

English Language Competency Examination - Please see Graduation Requirements section.

Music Placement Test - This test is designed by the Department of Music to measure the knowledge of rudimentary music theory of all students wishing to take courses in music theory or history (not for MUSI 110 Fundamentals of Music, or MUSI 150 Music Appreciation). It is not required for students who wish to participate in applied music courses. This short test covers material equivalent to Grade 2 Rudiments as prescribed by the Royal Conservatory of Music in Toronto.

RELS 101, 102 Challenge Examination - Please see Graduation Requirements section: Degree program 4f. See Religious Studies department chair for details.

Academic Standing

Scholastic Distinction - To encourage high standards of scholarship at Trinity Western University, the following scholastic honours will be recognized:

1. Full-time students who have achieved 3.60 or higher current grade point average will be listed on the Dean's List each semester. (Pass/Fail courses do not count toward Dean's List status.)
2. Recognition of high levels of scholastic achievement will be made upon graduation, i.e. great distinction for a cumulative grade point average of 3.70 or higher and distinction for a cumulative grade point average of 3.30 to 3.69.

Academic Probation - Although Trinity Western University seeks to give all possible assistance and encouragement to students in their academic endeavours, there is, of necessity, a minimum level of achievement that can be considered satisfactory. Those minimum levels as indicated by cumulative grade point averages (GPAs) have been established as a working guideline for the Probation Committee and are subject to the committee's discretion.

*Up to 26 sem. hrs. 1.70 GPA
From 27 or more sem. hrs. 2.00 GPA*

Those students with a very low GPA will normally be required to withdraw or, in exceptional circumstances, may be assigned special accountability status, which involves taking a reduced academic load and having a weekly accountability meeting with one's academic advisor. Other students with averages below the accepted GPA will be placed on academic probation, which requires taking a reduced course load and a study skills course and often reduction in or elimination of extra-curricular activities. Students seeking permission to continue their studies must direct a request in writing to the Probation Appeals Committee by August 1 prior to the semester in which they are seeking re-enrolment.

Academic trial for the first semester of attendance may be required of students with a low standardized test score or who have completed an ACE or homeschool program, providing these students with an opportunity to achieve success in university studies. Such students should take SKLS 001 (Study Skills) and will have a reduced academic course load.

Attendance

It is the responsibility of the student to attend all class sessions of courses for which he or she is registered. Responsibility in this sense is intended to include participation in the class discussion as well as receiving the benefits of class lectures and reports. An instructor may bar a student from writing the final examination in any course where the student has been absent without permission or legitimate cause for more than one-quarter of the classes. Specific regulations regarding attendance in individual courses will be announced in the course syllabus by the faculty member concerned.

Chapel Attendance - Although it is optional, students are strongly encouraged to attend daily chapel services as part of their regular schedule of activities.

Change of Registration (Add/Drop) and Withdrawal

A student who wishes to make a change in the program of courses for which he or she has registered must request a Change of Registration form at Enrolment Services and secure the necessary approvals by the Add/Drop deadline.

1. **Adding Courses** - Courses may not normally be added after the second full week of lectures. Signed approval by the course instructor, by means of a Change of Registration form submitted to Enrolment Services, is required for all course additions made subsequent to registration.
2. **Dropping Courses** - A student who desires to drop any course for which he or she is registered must complete a Change of Registration form and obtain the approval of the course instructor and Enrolment Services. Courses dropped during the first two weeks of classes are not noted on the student's permanent record. (See also Graduation Requirements section in the Academic Information chapter: Grading System.) If a student drops all courses, fees which apply to withdrawing students will be assessed.
3. **Withdrawing from Courses** - Between the end of the second week and the end of the sixth week of classes, a student who withdraws from a course will be assessed a late course withdrawal fee and will receive a grade of 'W' on his or her permanent record. Signatures of the student's instructor(s) as well as the appropriate faculty dean(s) are required. Withdrawal after six weeks is not permitted except in severe extenuating circumstances (as assessed by the Associate Academic Vice President); documentation of the severe extenuating circumstances is required. In such cases a WP or WF grade will be assigned by the instructor(s) concerned. There is no tuition refund on withdrawals after week six. Forms for 3 to 6 week and 7 to 11 week withdrawals must be obtained from Enrolment Services. Withdrawal from a course is not permitted after the eleventh week of classes in a semester.

4. **Withdrawal from the University** - Any student who, after registration, finds it necessary to withdraw from the University should request a withdrawal form at the Student Life Office and obtain signed approvals and releases from various departments as indicated. The date on which the completed form is submitted to the Student Life Office will be used by Enrolment Services for calculating refunds of tuition and residence fees. The administration of the University may request a student to withdraw from the University at any time for unsatisfactory conduct, for failure to abide by University regulations, or for exceptionally low academic performance.

Official Transcripts

All transcript requests require the student's signature plus the current fee (see Student Fee section). Telephone requests will not be accepted. Fax requests will be accepted if signed and charged to a credit card. Please apply for transcripts with sufficient lead time, which is normally one week during the academic year and slightly longer in April, May, December, and January. Official transcripts cannot be transmitted by fax. A rush transcript service is available for a fee of \$35. These "rush" transcripts will be processed within 24 hours and delivered by courier within North America.

Address all transcript requests to:

*Transcripts, Enrolment Services
Trinity Western University
7600 Glover Road
Langley, BC V2Y 1Y1*

You may also fax a signed request with a credit card number and its expiry date to:

604.513.2096.

Enrolment Services Office

Lawrence VanBeek, DTh, Registrar and Director

Enrolment Services is the combined Registration and Student Accounts office located on the upper floor of the Mattson Centre. Through Enrolment Services, students register for courses, add or drop courses, inquire about grades, receive letters for agencies, order transcripts, and make student account payments and inquiries.

Hours:

8:30 a.m. to 4:30 p.m., Monday, Tuesday, Friday
9:30 a.m. to 4:30 p.m., Wednesday, Thursday

Tel: 604.513.2070

Fax: 604.513.2096

E-mail: es@twu.ca

Web site: www.twu.ca/es