

# 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 (2006)

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  
(Applications may be accepted after this date subject to space availability.)

Refund deadline for fall deposits (residence or commuter) – June 1

#### Spring Semester (2007)

On-campus housing application deadline – November 15

Refund deadline for spring deposits (residence or commuter) – November 15

Application deadline – December 1

Students must submit a completed application including all official transcripts and the \$40 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

A campus visit program is 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, students should consider taking the appropriate background courses for their intended major, or admission to the program may be deferred.

Contact the Admissions Office for more information: 604.513.2019, toll free at 1.888.GO.TO.TWU (468.6898), admissions@twu.ca, or www.twu.ca/undergraduate.

Normally, an overall average of at least C+ (67 per cent) or higher in high school course work is required for admission to TWU (except for the Nursing program). 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/Language Arts 12 plus three additional Grade 12 academic subjects (choose from the list below) at a minimum overall average of 67 per cent. A minimum grade of 60 per cent or better is expected on the provincial examination portion of BC English 12. A maximum of two non-provincially examined courses may be used towards entrance requirements (e.g. Bible and/or Comparative Civilization). When a provincial exam is available, the Admissions Office requires it as partial fulfilment of entrance requirements.

Three academic subjects must be selected from this list (in addition to one of the English courses):

Biology  
Calculus  
Chemistry  
Comparative Civilization  
English/Language Arts  
English Literature  
Foreign Languages  
French  
Geography  
Geology  
History  
Physics  
Principles of Mathematics

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.

Advanced placement courses (except Art, Music, or Psychology)

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

### Alberta, Northwest Territories, and Nunavut

Graduation from a secondary (high) school or equivalent with a university preparatory program. This should include English 30 plus three additional academic 30 level subjects with an

average of 65 per cent from the following list:

Aboriginal Studies 30  
 Algebra 30  
 AP Courses (except Art, Music, or Psychology)  
 Applied Math 30  
 Bible / Religious Studies 30  
 Biology 30  
 Chemistry 30  
 Foreign Languages at the 30 level  
 Math 30  
 Math 31  
 Physics 30  
 Pure Math 30  
 Science 30  
 Social Studies 30

### Saskatchewan

Graduation from a secondary (high) school or equivalent with a university preparatory program. This should include English A30 plus three additional academic 30 level subjects with an average of 65 per cent from the following list:

Algebra 30  
 AP Courses (except Art, Music, or Psychology)  
 Biology 30  
 Biology 30 CORE  
 Calculus 30  
 Chemistry 30  
 Christian Ethics 30  
 Cree 30  
 French 30  
 Geography 30  
 Geology 30  
 Geometry-Trigonometry 30  
 History 30  
 Math 30  
 Math A30  
 Math B30  
 Math C30  
 Native Studies 30  
 Physics 30  
 Social Studies 30

### Manitoba

Graduation from a secondary (high) school or equivalent with a university preparatory program. This should include English 40S plus three additional academic 40 level subjects with an average of 65 per cent from the following list:

Applied Math 40S  
 AP Courses (except Art, Music, or Psychology)  
 Bible / Religious Studies 40  
 Biology 40S  
 Chemistry 40S  
 French 40S  
 Geography 40S  
 History 40S  
 Math 40S  
 Physical Science 40S  
 Physics 40S  
 Pre-Calculus Math 40S  
 Western Civilization 40S

World Geography 40S

World Issues 40S

### Ontario

Old Curriculum:

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.

New Curriculum:

Students graduating from the new 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:

#### Geography:

Canadian and World Issues:

A Geographic Analysis (CGW4U)

World Geography: Human Patterns and Interactions (CGU4U)

The Environment and Resource Management (CGR4M)

Geomatics: Geotechnologies in Action (CGO4M)

#### History:

Canada: History, Identity and Culture (CGI4U)

World History: the West and the World (CGY4U)

#### Politics:

Canadian and World Politics (CPW4U)

#### English:

English (ENG4U)

Studies in Literature (ETS4U)

The Writers Craft (EWC4U)

#### Languages:

Any Foreign Language at the U level

#### Math:

Geometry and Discrete Mathematics (MGA4U)

Advanced Functions and Introductory Calculus (MCB4U)

Mathematics and Data Management (MDM4U)

#### Native Studies:

Issues of Indigenous Peoples in a Global Context (NDW4M)

Aboriginal Governance: Emerging Directions (NDG4M)

#### Science:

Science 12 (SNC4M)

Biology (SBI4U)

Chemistry (SCH4U)

Earth and Space Science (SES4U)

Physics (SPH4U)

**Philosophy:**  
Philosophy: Questions and Theories (HZT4U)

**Religion:**  
Religious Education (HRE4M)

**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 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 122, plus three other academic subjects from the following list:

Adv. Math 120  
Adv. Math 122  
American History 120  
AP courses (except Art, Music, or Psychology)  
Biology 122  
Calculus 120  
Canadian Geography 120  
Canadian History 121 or 122  
Canadian Literature 120  
Chemistry 122  
French 121, 122  
Mathematics 121 or 122  
Modern European History 120  
Native Studies 120  
Physics 122  
Political Science 120  
20th Century Literature

**Nova Scotia**  
Graduation from an accredited high school with a minimum average of 65 per cent in English 12 plus three other academic Grade 12 subjects from the following list:

AP courses (except Art, Music, or Psychology)  
Biology 12 (441, 541)  
Canadian Literature 12  
Canadian Geology 12  
Chemistry 12 (441, 541)  
Etude Plan. Geog 12  
Foreign Languages 12  
Geography 12  
Global Geography 12  
Global History 12  
History 12  
Math 12 (441, 541)  
Math Pre-Cal (MPC) 12  
Physics 12 (441, 541)  
Political Science 12  
Sociology 12

**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 621 plus three other academic subjects from the following list:

AP courses (except Art, Music, or Psychology)  
Biology 621  
Chemistry 621  
French 621  
Geography 621  
History 621  
Mathematics 611 or 621  
Oceanography 621  
Physics 621

**Newfoundland and Labrador**  
Graduation from an accredited high school with Language 3101 plus three other academic 3000 level subjects with a minimum average of 65 per cent from the following list:

AP courses (except Art, Music, or Psychology)  
Biology 3201  
Biologie 3231  
Chemistry 3202  
Chimie 3252  
French (core) 3201  
French (accel) 3203  
French (immer) 3202  
Français (1st lang) 3230  
Géographie 3232  
Global Issues 3205  
History 3201  
Histoire Mondiale 3231  
Literary Heritage 3202  
Thematic Lit 3201  
Math (acad) 3200  
Math (adv) 3201, 3204, 3205, or 3207  
Physics 3204  
Physique 3254  
World Geography 3202

**International Baccalaureate**  
Trinity Western University will grant advanced credit for Higher Level (HL) International Baccalaureate courses earning a minimum grade of 4. Subsidiary Level (SL) 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/otg/ib/index.html](http://www.bccat.bc.ca/otg/ib/index.html).

**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/otg/ap/index.html](http://www.bccat.bc.ca/otg/ap/index.html).

**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 (please see SAT and/or ACT details in the U.S. Students section).

### 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/undergraduate/applyonline.asp](http://www.twu.ca/undergraduate/applyonline.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](http://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 (please see SAT and/or ACT details in the U.S. Students section).

### 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 500 is achieved with a minimum of 450 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 application, the applicant's GPA in the above course work, and satisfactory standardized test scores. A minimum GPA of 2.5 in these courses with a combined SAT score of 1060 or an ACT score of 22 meets the minimum admission requirement. Scores should be sent directly to Trinity Western Admissions by using the following code numbers: SAT – 0876; ACT – 5242. For

information on the new SAT requirements, contact the Admissions Office.

Students studying U.S. curriculum outside the United States 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 500 is achieved with a minimum of 450 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 1) an official letter of acceptance from Trinity Western University; 2) have evidence of sufficient funds for all tuition and accommodation expenses; 3) be in good health and of good character; 4) 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 regarding 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 or email the Admissions Office for 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 during Orientation Week. Students who score at least 600 are not required to submit a TWE score. Students who are required to write the Diagnostic Test, but fail to do so during Orientation Week, will be placed in English 099.

For more information about TOEFL examinations, please contact:

*Educational Testing Service*

*Box 899*

*Princeton, New Jersey*

*USA 08541*

*Tel: 609.771.7100*

*Web site: [www.toefl.org](http://www.toefl.org)*

To send TOEFL results directly to Trinity Western University and to receive them more quickly, students should 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 who does not meet the TOEFL requirement is 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). TWU's English

Language Competency Exam is still required at the end of the student's second year at TWU.

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 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. For more information on the IELTS test, visit [www.ielts.org](http://www.ielts.org).

### CAEL Requirement

Trinity Western University will accept the Canadian Academic English Language score as an alternative to the TOEFL or IELTS. A minimum score of 70 is required for admission, with no score lower than 60 for undergraduate admissions. For more information on the CAEL test, go to [www.cael.ca](http://www.cael.ca).

### Academic ESL Requirements

Students whose TOEFL, IELTS, or CAEL 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. For more information, see Special Programs and Information: ESLI Language Centre section in this Calendar.

### 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.bcit.ca/ices](http://www.bcit.ca/ices). Students are welcome to use any evaluation agency that is a member of the Alliance of Credential Services of Canada.

### Immigration Requirements

International students need to apply 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, visit [www.cic.gc.ca/english/study/index.html](http://www.cic.gc.ca/english/study/index.html).

## 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/syllabi 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 as the Admissions Office requires a complete academic history of all students.

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 semester 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. (D and higher)

*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 Association for Biblical Higher Education (ABHE) –

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 ABHE 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 Association for Biblical Higher Education (ABHE) 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 evaluation of course syllabus and instructor credentials.) No credit will be given for work completed in practical discipleship training programs.

*Note: Due to teacher certification requirements, TWU's Teacher Education program can accept Bible College transfer credit only if the Bible college is a fully accredited member of the Association for Biblical Higher Education (ABHE) or is a member of a recognized regional college and university accreditation body. Students must still meet the normal education degree and other TWU degree graduation requirements. Transfer credit from colleges with candidate or unaccredited status will not be accepted.*

### 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.

*Note: Students transferring from BCIT may transfer up to 75 sem. hrs. of course work to TWU. Courses eligible for transfer must have equivalency and have a passing grade (no less than a D).*

### Transfer Credit Limits –

Students will be able to transfer upper-level courses taken at other institutions subject to the following limits (Note: Any exceptions to the major, concentration, and minor upper level limits stipulated below must be recommended by the relevant Faculty or School Dean and approved by the Associate Academic Vice-President. See the department concerned for further details):

1. Courses in student's major field: 24 to 27 upper level sem. hrs. are required; a maximum of 9 of these can be taken at institutions other than Trinity Western University.
2. Courses in student's field of concentration: 12 upper level sem. hrs. are required; a maximum of 6 of these can be taken at institutions other than Trinity Western University.
3. Courses in student's minor field: 9 to 12 upper level sem. hrs. are required; a maximum of 3 of these can be taken at institutions other than Trinity Western University.
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) that the University does not offer.

- A student may not declare a major, concentration, or 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 BCIT, 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.bcit.ca/ices](http://www.bcit.ca/ices). Students are welcome to use any evaluation agency that is a member of the Alliance of Credential Services of Canada.

### **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.

Any U.S. student admitted as a mature student must obtain a high school diploma or its equivalent to be eligible for Title IV funds.

### **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 Connections (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 Centre. International students must meet the regular university TOEFL, IELTS, or CAEL requirements.

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 Special 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, IELTS, or CAEL 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.

Applicants must have completed a Canadian Private Pilot's 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 at 604.855.1112 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 that 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](mailto: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](http://www.coastalpacific.com). Students will also need to complete a separate application to the University College of the Fraser Valley. Contact the Admissions Office for more information.

## Nursing

Admission to the TWU Nursing program is limited to 40 students and is granted beginning in the fall semester only. Students applying to Nursing must complete both an application to the University and one to the Nursing program (a separate application and reference). See [www.twu.ca/undergraduate/applyonline.asp](http://www.twu.ca/undergraduate/applyonline.asp).

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 have been received. Late applications will be considered on a space availability basis.

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 and/or a telephone call from their Admissions counsellor. 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 who 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 space permitting.

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 Department secretary. Completed application forms and supporting documentation must be submitted by February 28.

Students with English as a second language will be required to meet the English Proficiency Requirement as outlined in this Calendar.

## Learning Disabilities

Students with a disability who need assistance are encouraged to contact the Equity of Access Office upon admission to TWU to discuss their specific needs. All disabilities must be recently documented by an appropriately certified professional and include the educational impact of the disability along with recommended accommodations.

Within the first two weeks of the semester, students must meet with their professors to agree on accommodations appropriate to each class.

For further information see Students with Disabilities section in this calendar.

## Application Procedure

Applications for admission are available from the Undergraduate Admissions Office at [www.twu.ca/undergraduate/applyonline.asp](http://www.twu.ca/undergraduate/applyonline.asp). Online applications are preferred.

All completed paper applications and supporting documentation should be mailed to:

*In Canada:*

*Trinity Western University Admissions  
7600 Glover Road  
Langley, BC V2Y 1Y1*

*In USA:*

*Trinity Western University Admissions  
PO Box 1409  
Blaine, WA 98231-1409*

## Orientation

An orientation program for all new students occurs at the beginning of each semester 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 discussions, instructions, and tests are given, making it imperative for all new students to be present. Contact the Admissions Office for the Orientation dates.

## Residence Requirement

Trinity Western University is committed to providing on campus residence that assists students in personal growth. The University believes that residential living significantly contributes to the development of the total person and his/her persistence in post-secondary studies. To enhance the accomplishment of its mission "to develop godly Christian leaders," the University requires that all full-time (12 or more semester hours) students live on campus for their first two years or until third-year standing of at least 57 semester hours is achieved. Automatic exceptions to this policy will apply to anyone who is: married, or living with parent(s)/legal guardian, or at least 21 years of age, or enrolled in part-time studies (11 semester hours or less). Appeals for circumstances not mentioned in the previous exceptions may be submitted in writing to The Front Desk in the Reimer Student Centre *no later than June 1 (fall semester) and October 1 (spring semester)*. Until an appeal is granted the Residence Requirement remains in effect. Students found living outside Trinity Western's Residence Requirement will be seen as not fulfilling the requirements of enrolment and may be required to deregister from the University.

## 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 Admissions 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: 9 a.m. to 5 p.m., 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](mailto:admissions@twu.ca)*

*Web site: [www.twu.ca/undergraduate](http://www.twu.ca/undergraduate)*

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## 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/school 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 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 program is chosen.)

In developing a program of study, 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 full-time first year students, IDIS 102 (in the spring semester) for new full-time students (except those with at least 42 sem. hrs. of initial transfer credit), and UNIV 101 for new full-time students (except those with 27 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.*

### 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 institutions outside of B.C.*

## Testing

**English Language Competency Examination** – Please see Graduation Requirements section.

**Math Survey Exam** – All students entering Natural and Applied Science programs in Biology, Chemistry, Computing Science, Environmental Studies, Mathematics, or Physics must write a Math Survey Exam during Orientation Week. The exam tests general understanding of math skills, mainly at the Grade 9 to 11 level and provides an indication of the student's overall ability in math.

**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 GPA of 3.70 or higher and distinction for a cumulative GPA 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  
For 27 sem. hrs. or more 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 an academic advisor. Other students with averages below the accepted GPA will be placed on academic probation, which requires taking a reduced course load, a study skills course, and often a 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 no later than the first day of the month 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 – 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. Courses may not normally be added after the second full week of lectures.
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/school 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

Official transcripts of a student's TWU academic record can be ordered online at [www.twu.ca/es](http://www.twu.ca/es). All requests will be ready for pick-up or delivery by noon the following day.

Students should note online if they want to delay the release of their Official Transcript pending receipt of final grades for a particular semester or upon confirmation of graduation.

Transcript fees (see Student Fees section) include regular mail service to North America. Courier service within North America or delivery outside of North America can be purchased for an additional fee.

Unofficial transcripts can be viewed online at [www.twu.ca/es](http://www.twu.ca/es).

## Enrolment Services Office

*Lawrence VanBeek, DTh, Registrar and Director*

Enrolment Services is the foremost resource for students' registration and financial account activity during their studies and beyond. Located in Mattson Centre, Enrolment Services serves students in person, online, and through a Self-Serve Form Centre.

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](mailto:es@twu.ca)*

*Web site: [www.twu.ca/es](http://www.twu.ca/es)*

*or*

*[www.students.twu.ca](http://www.students.twu.ca)*