



APPLICATION & REGISTRATION INFORMATION For Non-Degree and Visiting Students

NON-DEGREE STUDENTS

A Non-Degree student is an individual who has been given permission to take a course or courses for credit, but has not been admitted to a degree program of NSCAD. To qualify to become a non-degree student, a person must have successfully completed high school or its equivalent, or qualify for mature student status. Non-Degree students are evaluated by the same standards used for degree students and are subject to the same academic regulations as degree students. A Non-Degree student may take up to 30 credits at NSCAD. In order to change from Non-Degree to Degree status, a student must apply for formal admission to NSCAD through the regular application process. Non-degree students must first apply for admission; a meeting with the Director of Admissions and Enrolment Services may be required. If the potential non-degree student is not in Halifax, s/he should contact admissions@nscad.ca to coordinate the appropriate documents and forms. They will be assigned spaces alongside degree student requests on a first-come-first-served basis, space permitting.

Non-degree students will be permitted to register at NSCAD only after they have submitted the following documents:

- NSCAD Application form & \$50 Application Fee
- Test of English or Proof of English Proficiency (i.e. completed High School English or 1 year of English-speaking Post Secondary study)
- Documentation of previous academic study (High School, College or University transcript).
- Any other required documentation as may be necessary to support eligibility to register
- Mature Students (aged 21 or over, and 3 or more years of High School and have not previously attended a post-secondary institution for credit) are required to meet with the Director of Admissions and Enrolment Services.

Until admitted to NSCAD, Non-Degree Students are not permitted to register. A Letter of Acceptance will be sent. Once accepted to NSCAD to take courses as a Non-Degree student, the student is then required to submit the following:

- Registration form(s) for courses \$100 tuition Deposit for the semester (not refundable once classes begin)
- Written permission (via instructor signature or attached email from the course instructor.) In the case of Foundation classes, permission should be sought from the Foundation Chair. Some exceptions apply. See exempt list in Visiting Student section below

VISITING STUDENTS (on Letter of Permission):

A Visiting student is an individual permitted to take courses at NSCAD for transfer of credit towards a degree/ diploma program at another university of post-secondary institution. Visiting students must submit a Letter of Permission from their home institution before they will be permitted to register. Visiting students require signatures for most courses they wish to take at NSCAD, with some exceptions. Courses that **Visiting and Non-Degree Students do NOT need signatures** for include:

- FNDN 1350 Foundation Computer
- FNDN 1310 Foundation Photography
- FNDN 1360 Foundation Movement Art
- FNDN 1330 Foundation Video
- FNDN 1340 Foundation Wood and Metal
- 2000 – 2700 level Art History courses (2800 level need permission)

Visiting Students may register by mail, fax (902 425-2987) or in person, and will be assigned spaces alongside degree student requests on a first-come-first-served basis, space permitting. Visiting students will be permitted to register at NSCAD only after they have submitted the following documents:

- Letter of Permission from their home institution
- NSCAD Application form

Once accepted to NSCAD to take courses as a Non-Degree student, the student is then required to submit the following:

- Registration form(s) for courses \$100 Tuition Deposit for the semester (non-refundable after classes begin)
- Written Permission (via instructor signature or attached email from the course instructor.) In the case of Foundation classes, permission should be sought from the Foundation Chair.

REGISTRATION INFORMATION

COURSE MATERIALS & FEES

Students are expected to provide materials for their classes. In most cases, these materials can be purchased from the NSCAD Supply Store. However, in some cases, due to the nature of the materials and the economy of bulk purchasing, materials will be purchased by the University and made available to students from the department or instructor. Students registered in courses for which such bulk purchasing is done will be required to pay a Materials Fee. In such cases, the amount of the Materials Fee will be published in the course outline distributed at the first class meeting, and the amount will be automatically charged to the student's account. Material fees are listed on the timetable of classes each semester.

NSCAD ID Cards

ID picture will be taken in the Office of Student and Academic Services, should a degree, certificate, non-degree or visiting student require evening/weekend access or wish to use the NSCAD library. Students wishing to gain access to NSCAD facilities and classes after business hours or on weekends are required to show their NSCAD ID Card. Student ID cards must be **revalidated** each semester that the student is registered at NSCAD. There is no initial charge for a Student ID card. If the card is lost, there is a \$10.00 charge for its replacement.

NSCAD Student Email

All students enrolled at NSCAD are assigned a NSCAD Student Email which should be checked regularly. Visiting and Non-Degree Students will be assigned a NSCAD Email account, and this information will be sent to the alternate email account provided on their application form. Announcements to classes regarding change of venue, cancellation, fee payments and other important notifications that are sent from the University will only be sent to NSCAD student email addresses.

REGISTRATION PERMISSION

If permission is required, a course selection **will NOT be processed until the signature is submitted.** (Dropping courses NEVER requires a signature, only Additions, based on the criteria below). If students have submitted their registration requests via email or fax, they MUST also provide a signed registration form for the courses requiring signatures.

WAITLISTS

Due to increased demand and enrolment limits, some courses accrue waitlists. A student will only be waitlisted for a maximum of THREE courses. Students should check their NSCAD student email accounts regularly if they are waitlisted for classes. After 12:00 pm (Noon) the day after a waitlisted spot is offered, if no response is received, or if the student chooses not to accept the offered space, the space in the course will be offered to the next person on the waitlist and there will be no opportunity to reclaim that spot. For these reasons it is VERY IMPORTANT that students who are on waitlists check their NSCAD student email frequently so as not to miss enrolment opportunities.

Removal from Waitlists: Students who are on waitlists and know that they do NOT want to be considered for those spaces should, as a courtesy to others on the waitlist, notify us by emailing registration@nscad.ca.

WORKLOAD

Courses at NSCAD are measured in semester credits (increments of 3). Each semester credit is equivalent to an average of three (3) hours of work per week in and out of class. Therefore, each 3-credit course offered during a 14-week semester requires approximately nine (9) hours of work per week, including class time and time spent outside of class.

FINANCIAL INFORMATION & SCHEDULE OF TUITION PAYMENT

WITHDRAWAL PROCEDURES

Students withdrawing from classes must complete a Withdrawal Form obtained from the Office of Student and Academic Services. Once a student submits a Course Selection Form for Winter classes, s/he will not be considered to be withdrawn from these classes until the Withdrawal Form has been filled out and submitted. If a student does not formally withdraw from NSCAD, the student will be charged full tuition fees and other applicable fees. If the student's withdrawal will result in a refund, the student must apply for the refund at the time of her/his change in registration status.

NON-ATTENDANCE DOES NOT CONSTITUTE OFFICIAL WITHDRAWAL. The schedule of dates may be found in the Academic Calendar of Dates: <http://nscad.ca/en/home/studentresources/academicdates.aspx>

*****STUDENTS SHOULD NOTE THAT FINANCIAL WITHDRAWAL DATES (and subsequent charges) ARE DIFFERENT FROM ACADEMIC WITHDRAWAL DATES*****

FEES AND TUITION

The Office of Financial Services at NSCAD determines, charges, and collects all student-related fees and expenses.

4th Floor, 5163 Duke Street NSCAD University, Halifax, NS B3J 3J6	Phone: (902) 494-8222 Fax: (902) 429-4925; E-Mail: studentaccounts@nscad.ca
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All NSCAD students pay their tuition and other academic and miscellaneous fees through the Office of Financial Services.

Current Fees and Deadlines are found at:

<http://nscad.ca/en/home/studentresources/feestuition/default.aspx>

NON-DEGREE OR VISITING APPLICATION FOR ADMISSION

1.0 Contact details

LAST NAME	FIRST NAME	MIDDLE NAME
STREET ADDRESS		CITY
PROVINCE/STATE	COUNTRY	POSTAL CODE
CITY/PROVINCE/STATE/ COUNTRY OF ORIGIN OR PERMANENT RESIDENCE		
EMAIL	TELEPHONE	ALTERNATE TELEPHONE
DATE OF BIRTH (MM/DD/YYYY)	FIRST LANGUAGE	SIN (CANADIANS ONLY)

2.0 Emergency contact

LAST NAME	FIRST NAME	RELATIONSHIP
<input type="checkbox"/> Address is same as above. If not, complete the following:		
STREET ADDRESS		CITY
PROVINCE/STATE	COUNTRY	POSTAL CODE
EMAIL	TELEPHONE	ALTERNATE TELEPHONE

3.0 Personal details

3.1 For statistical purposes only; information will not be used for determining eligibility for admittance.

Immigration status: Canadian citizen landed immigrant student visa other visa
Gender: male female
Have you previously attended NSCAD University: no yes

STUDENT NUMBER	DATES ATTENDED
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4.0 Program

4.1 Student Status for which you are making application

- Non-degree. Semester of entry: September January May
 Visiting on a letter of permission. Semester of entry: September January May

Home Institution (source of Letter of Permission) _____

5.0 Current activity

- attending high school
- attending post-secondary, non-university
- attending university
- employed
- seeking employment
- other

6.0 Education

List all secondary (high school) and post-secondary (college/university) study.
 Official transcripts must be sent directly from all institutions or high schools listed and become the property of NSCAD University.
 Transfer evaluation will only be considered for previous studies stated on this form at time of application.

SCHOOL NAME AND LOCATION	DATES ATTENDED	GRADE/ DIPLOMA /DEGREE

7.0 Declaration

Applicants who have been out of school for three or more years should include a brief description of their experience and request two letters of recommendation to be sent directly to the Director of Admissions and Enrolment Services.

I hereby apply to the Nova Scotia College of Art and Design and acknowledge that all information stated herein is correct. I agree to comply with the regulations of the university. I understand that all information in this application will be used solely for university purposes.

SIGNATURE _____

DATE _____

FOR OFFICE USE ONLY

Admission Decision & Notes (Non-Degree Applicants only):

Non-Degree Applicants	Visiting Student Applicants
<p>Director of Admissions:</p> <p><input type="checkbox"/> Application Form & \$50.00 Application Fee</p> <p><input type="checkbox"/> High School Transcript</p> <p><input type="checkbox"/> Post-Secondary Transcript(s)</p> <p><input type="checkbox"/> English Proficiency</p> <p><input type="checkbox"/> Acceptance / Denial Sent</p>	<p>Assistant Registrar</p> <p><input type="checkbox"/> Application Form</p> <p><input type="checkbox"/> Letter of Permission</p> <p><input type="checkbox"/> Registration Permission Secured</p>
<p>Next Steps:</p> <p><input type="checkbox"/> Applicant entered in database; Student ID# assigned; Appended to SIS (DN)</p> <p><input type="checkbox"/> Email assigned, student contacted regarding registration procedure (MB)</p>	