



calendar 2009 - 2010



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2009-2010 CALENDAR

The Web version is now the official Academic Calendar of Red Deer College. The Calendar and timetable set forth the intention of the College, at the time of publication, with respect to all matters contained therein. The College reserves the right, at any time, to make whatever changes are necessary, including the cancellation of particular courses, in order to serve the best interests of the College, or because of circumstances or occurrences beyond the College's control. The College expressly denies responsibility or liability to any person or persons who may suffer loss or who may be otherwise adversely affected by such.

Welcome to RDC



Mr. Ron Woodward
President

Welcome! We're thrilled that you're considering Red Deer College as a part of your future. RDC is college as you always imagined it would be ... great programs, great people and a great campus ... all right in the heart of central Alberta.

Being so strongly connected to the community and our students, RDC is able to offer a genuine educational experience - small enough not to be intimidating, but big enough to offer independence, experience and provide our students with a great education. RDC has adapted with the changing economy and offers a practical grass roots "how to" approach to education.

Because you, our students, are at the core of everything we do, you can feel confident that RDC will provide you with an education that prepares you to succeed in your career and life.

From certificates to diplomas, apprenticeships to degrees, RDC offers more than 75 different programs for you to choose from. Whether your passion is in Motion Pictures, Management or Mechanics, we've got you covered. Not sure where to start? No problem ... the folks in our Student Services Division will be happy to help.

And speaking of student services ... while you're here you'll enjoy a fabulous range of social activities and support services to

ensure your time at RDC really *is* the time of your life. Hang out with your friends in the Far Side, the Forum or one of the lounges, cheer on (or play on!) one of our athletics teams at a game or join one of dozens of on-campus student clubs. Need a place to live? Have kids? Special needs? No problem. Our goal at RDC is to help you succeed and build a bright future. And we've stacked the campus with support services to help you succeed.

One of the most obvious ways we can help you succeed is through financial support. Through an increased bursary, scholarship and awards program, we're making every effort to ensure that if there's a will - there's a way - for you to get to college. Last year alone we gave away 480 scholarships and awards totalling approximately \$390,000. Our website, located at www.rdc.ab.ca has a comprehensive listing of the awards and scholarships we have available including our *guaranteed scholarship* for every entry level student coming directly from high school, with an average of 85% or higher. We know you've worked hard to get this far ... it's our way of saying 'great job!' Based on that, we've designed everything about RDC to ensure your time with us is the very best it can be!

Are you looking for a way to give back to the campus or community while studying? Why not take a study tour and learn a new culture or sign up with a campus club or committee and let your voice be heard. Keep the earth clean by participating in our Green Campus initiative, volunteer with the Students' Association, or share your brilliance as a student tutor. There will never be a lack of opportunities for you to grow at RDC.

And speaking of growing, you should see our campus these days! Not only does RDC offer a quality education in a friendly environment, but we're also on a major expansion track that will allow us to share the RDC experience with even more students in the years to come. Our new Centre for Trades & Technology and

Innovation in Manufacturing opened its doors to students and staff in the fall of 2008. The Centre for Corporate Training opened in February 2009 with the Centre for Visual Art following in late spring 2009. Our largest growth project since 1964 has now added 18,000 square metres (200,000 square feet) of learning space to our campus. That's a lot of space for growing minds we can't wait to welcome to campus!

And if you're looking for an alternative to traditional college programming, we have an extensive line-up of Continuing Education courses for a little 'learning on the side'. From Computer Training to Industrial Training, from 'Managing Stress' to 'Musical Theatre', you can expand both your mind and your opportunities *endlessly* at RDC. Lifestyle not a good fit for being on campus? Also not a problem. Through our involvement with eCampus Alberta, you can be assured a top quality education, online. We'll be wherever you are.

So again, thanks for considering RDC in your post-secondary plans. We are confident that from the moment you walk through our doors you'll find this is college as you always imagined it would be.

when you get here you understand

Academic Schedule - 2009-2010

Some programs may have courses which begin earlier or later than the dates indicated below. Please refer to specific programs or course descriptions for further information.

Note: Apprenticeship programs do not follow the academic schedule other than stat holidays.

July, 2009

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 1 - Canada Day. Forty-sixth College year begins.
- Statutory Holiday. College Closed.
- 3 - Last day to apply for Supplemental exams for Spring.
- 10- Supplemental exams for Spring written.

August, 2009

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 3- Civic Holiday. College Closed.
- 4- First day to apply for Spring Term 2010.
- 14- Fees for Fall Term and Full year courses are due. Registration will be cancelled if fees are not paid.**

September, 2009

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 7 - Labour Day. College Closed
- 8 - New Student Orientation
- 9 - First day of classes for Fall Term.
- 17- Last day to register or add/drop Fall or Full year courses.
- **Last day to have tuition refunded for Fall or Full year courses.**

October, 2009

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 1 - First day to apply for Fall Term 2010
- 6 - Emergency Response Day
- 12- Thanksgiving Day. College closed.
- 30- Mid term feedback date. Instructors give students formal feedback on their academic standing in Fall Term courses.

November, 2009

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 10- Final examination schedule posted
- 11- Remembrance Day. College closed.
- 17- Last day to withdraw from Fall Term courses and receive a WD.

December, 2009

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 8 - Last day of classes for Fall Term courses.
- 12- First day of final examinations for Fall Term courses.
- 18- Last day of final examinations for Fall Term courses.
- 19- Deferred exams written.
- 22- Last day for submission of final grades for Fall Term courses.
- 24- Final grades available.
- 25-31 College closed.

January, 2010

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1 - New Years Day. College closed.
- 4 - College opens.
- 6 - First day of classes for Winter Term.
- Mid term feedback date. Instructors give students formal feedback on their academic standing in Full year courses.
- 11- **Last day to pay fees for Winter. Registration will be cancelled if fees are not paid.**
- 13- Last day to register or add/drop Winter Term courses.
- Last day to withdraw from Full Year courses and receive a WD
- **Last day to have tuition refunded for Winter Term courses.**
- Last day to apply for Supplemental Exam.
- 16- Supplemental Exams written.

Academic Schedule - 2009-2010

February, 2010

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

- 15- Family Day. College closed.
- 16-19 Mid-Term Break.
- 22- Classes resume after mid-term break.

March, 2010

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 3 - Emergency Response Day
- 4 - Mid term feedback date
Instructors give students formal feedback on their academic standing in Winter Term courses.
- 12- Continuing student registration begins.
 - Final examination schedule posted.
- 22- Last day to withdraw from Winter Term courses and receive a WD.

April, 2010

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 1 - First day to apply for Winter 2011.
- 2- Good Friday. College closed.
- 12- Last day of classes for Full Year and Winter Term courses.
- 17- First day of final examinations for Full Year and Winter Term courses.
- 24- Last day of final examinations for Full Year and Winter Term courses.
- 26- Deferred exams written.
- 29- Last day for submission of final grades for Winter Term courses.
- 30- Final grades available.

May, 2010

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 3 - First day of classes for Spring Term.
 - Last day to apply for Supplemental Examinations for Winter.
 - **Last day to pay fees for Spring Term. Registration will be cancelled if fees are not paid.**
- 7 - Last day to register or add/drop courses for Spring Term.
 - **Last day to have tuition refunded for Spring Term courses.**
- 10- Supplemental Examinations for Winter Term written
- 24- Victoria Day. College closed.
- 28- Final examination schedule posted.
 - Mid term feedback date.
Instructors give students formal feedback on their academic standing in Spring Term courses.

June, 2010

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 4- Convocation
- 8 - Last day to withdraw from Spring Term courses and receive a WD.
- 17- Last day of classes for Spring Term courses.
- 21- First day of final examinations for Spring Term courses.
- 24- Last day of final examinations for Spring Term courses.
- 25- Deferred exams written.
- 29- Last day for submission of final grades for Spring Term courses.
- 30- Final grades available
 - College Year ends.

July, 2010

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1 - Canada Day. Forty-seventh College year begins.
- 5 - Last day to apply for Supplemental exams for Spring
- 12- Supplemental exams for Spring written

August, 2010

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 2 - Civic Holiday. College closed.
- 3 - First day to apply for Spring Term 2011.

Academic Schedule - 2010-2011

Some programs may have courses which begin earlier or later than the dates indicated below. Please refer to specific programs or course descriptions for further information.

Note: Apprenticeship programs do not follow the academic schedule other than stat holidays.

July, 2010

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- 1 - Canada Day. Forty-seventh College year begins.
- Statutory Holiday. College Closed.
- 5 - Last day to apply for Supplemental exams for Spring.
- 12- Supplemental exams for Spring written.

August, 2010

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 2- Civic Holiday. College Closed.
- 3- First day to apply for Spring Term 2011.
- 13- Fees for Fall Term and Full year courses are due. Registration will be cancelled if fees are not paid.**

September, 2010

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 6 - Labour Day. College Closed
- 7 - New Student Orientation
- 8 - First day of classes for Fall Term.
- 16- Last day to register or add/drop Fall or Full year courses.
- **Last day to have tuition refunded for Fall or Full year courses.**

October, 2010

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1 - First day to apply for Fall Term 2011
- 11 - Thanksgiving Day. College closed.
- 29- Mid term feedback date. Instructors give students formal feedback on their academic standing in Fall Term courses.

November, 2010

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
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- 9 - Final examination schedule posted
- 11- Remembrance Day. College closed.
- 16- Last day to withdraw from Fall Term courses and receive a WD.

December, 2010

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12	13	14	15	16	17	18
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26	27	28	29	30	31	

- 7 - Last day of classes for Fall Term courses.
- 11- First day of final examinations for Fall Term courses.
- 17- Last day of final examinations for Fall Term courses.
- 18- Deferred exams written.
- 21- Last day for submission of final grades for Fall Term courses.
- 23- Final grades available.
- 25-31 College closed.

January, 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 1 - New Years Day.
- 3 - College closed.
- 4 - College opens.
- 6 - First day of classes for Winter Term.
- Mid term feedback date. Instructors give students formal feedback on their academic standing in Full year courses.
- 11- **Last day to pay fees for Winter. Registration will be cancelled if fees are not paid.**
- 13- Last day to register or add/drop Winter Term courses.
- Last day to withdraw from Full Year courses and receive a WD
- **Last day to have tuition refunded for Winter Term courses.**
- Last day to apply for Supplemental Exam.
- 15- Supplemental Exams written.

Academic Schedule - 2010-2011

February, 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

- 21- Family Day. College closed.
- 22-25 Mid-Term Break.
- 28- Classes resume after mid-term break.

March, 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 4 - Mid term feedback date
Instructors give students formal feedback on their academic standing in Winter Term courses.
- 14- Continuing student registration begins.
- Final examination schedule posted.
- 21- Last day to withdraw from Winter Term courses and receive a WD.

April, 2011

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 1 - First day to apply for Winter 2012.
- 11- Last day of classes for Full Year and Winter Term courses.
- 15- First day of final examinations for Full Year and Winter Term courses.
- 21- Last day of final examinations for Full Year and Winter Term courses.
- 22- Good Friday. College closed.
- 25- Deferred exams written.
- 28- Last day for submission of final grades for Winter Term courses.
- 29- Final grades available.

May, 2011

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 2 - First day of classes for Spring Term.
- Last day to apply for Supplemental Examinations for Winter.
- **Last day to pay fees for Spring Term. Registration will be cancelled if fees are not paid.**
- 6 - Last day to register or add/drop courses for Spring Term.
- **Last day to have tuition refunded for Spring Term courses.**
- 9 - Supplemental Examinations for Winter Term written
- 23- Victoria Day. College closed.
- 27- Final examination schedule posted.
- Mid term feedback date.
Instructors give students formal feedback on their academic standing in Spring Term courses.

June, 2011

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 3 - Convocation.
- 7 - Last day to withdraw from Spring Term courses and receive a WD.
- 16- Last day of classes for Spring Term courses.
- 20- First day of final examinations for Spring Term courses.
- 23- Last day of final examinations for Spring Term courses.
- 24- Deferred exams written.
- 28- Last day for submission of final grades for Spring Term courses.
- 29- Final grades available
- 30- College Year ends.

July, 2011

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1 - Canada Day. Forty-eighth College year begins.
- 4 - Last day to apply for Supplemental exams for Spring
- 11- Supplemental exams for Spring written

August, 2011

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 1 - Civic Holiday. College closed.
- 2 - First day to apply for Spring Term 2012.

Admission

Information and Advice

Contact the Registrar's Office at 342-3400 for information or an appointment.

Policy on Admission to Credit Programs

Each program has specific admission requirements. These are approved by Academic Council.

You should apply and complete your admission file at the earliest possible date. It is to your advantage to apply as early as possible since most programs can accommodate only a limited number of students and the College may stop accepting applications at any time.

Note: Bachelor of Science Nursing applicants will be offered admission on a competitive basis, based on GPA ranking.

Admission Categories

You may apply as one of the following:

Regular Student

You are able to meet the regular admission requirements for the program. (See the program section of this calendar.) The regular admission requirements may include:

- suitable courses, grades, and averages
- tests, auditions, portfolios, or other approved criteria.

Mature Student

You must be 19 years of age or older. You must be out of school for at least one full year before the program starts.

Admission under this category is not automatic. Check the specific admission requirements for the program you want to enter. (See the program section of this Guide.)

Red Deer College Career and Academic Preparation courses and upgrading courses from other colleges are equivalent to Alberta high school diploma courses for admission purposes.

The Registrar will evaluate courses taken in other educational institutions for equivalence.

Unclassified Student

You may take a maximum of two courses per term without presenting documents. Prerequisites for courses must be presented.

Visiting Student

You must present approval from another accredited institution to take a course(s) at Red Deer College. Your home institution will determine admission requirements.

College Advanced Placement

You must have successfully completed at least one 30-level course.

You must have a minimum final mark of 80% in any Grade 12 subject that is a prerequisite for the chosen College course.

You must have a letter from your high school principal indicating:

1. you are currently enrolled in high school
2. you are eligible for, or have had a successful background in, a gifted education program, and
3. you show social maturity, creativity, exceptional talent, and a commitment to finishing tasks.

General Information About Admission

Program Admission Requirements

The admission requirements for each college program are listed in the program sections of this Guide.

Most college programs require computer skills, especially in the areas of word processing, spreadsheets, e-mail and web navigation.

Alberta Grade 12 Course Groups

Because of the changes to English Language Arts Curriculum, Red Deer College accepts English 30-1 as meeting English 30 admission requirements and English 30-2 as meeting English 33 admission requirements.

Admission requirements for specific programs will often refer to Alberta Grade 12 course groups. These groups are:

Group A (Humanities)

1. ELA 30-1
2. Social Studies 30 (Etudes Social)
3. Language (other than English) at the 30 level
4. Additional Language (other than English) at the 30 level
5. Francais 30 or FLA 30

Group B (Fine Arts)

1. Art 30
2. Art 31
3. Commercial Art 35
4. Drama 30
5. Music 30
6. Music 31
7. Performing Arts 35A, 35B, or 35C
8. Visual Communications 32A, 32B, or 32C

Group C (Sciences)

1. Biology 30
2. Chemistry 30
3. Mathematics 30 (Pure)
4. Mathematics 31
5. Physics 30
6. Science 30

Group D (Optional Subjects)

One 5-credit subject at the 30 level, or two 3-credit subjects at the 30 level (Special Projects 30 excluded).

Math 30 (Applied)

OR

Five 1-credit CTS units

Alberta Education Courses Used For Admission and Prerequisite Purposes

Alberta Education Course Name	RDCCAP Course Name
Accounting 10/20	Accounting 075
Biology 10/20	Biology 075
Biology 30	Biology 095
Chemistry 10/20	Chemistry 075
Chemistry 30	Chemistry 095
Computing 20	Computing 085
ELA 10-1/ELA 20-2	English 075
ELA 30-1	English 095
ELA 30-2	English 090
French 10/20	French 101
French 30	French 102
Keyboarding 30	No equivalent
Math 10 (Pure)	Math 075
Math 20	Math 085
Math 20 (Pure)	Math 085
Math 30 (Pure)	Math 096
Math 31	Math 097
Physics 10/20	Physics 075
Physics 30	Physics 095
Social Studies 13	No equivalent
Social Studies 23	No equivalent
Social Studies 30	Social Studies 095
Social Studies 33	Social Studies 090
Spanish 10/20	Spanish 101
Spanish 30	Spanish 102

CAP - Alberta Education Grade Comparison

NOTE: This grade comparison does not represent grade conversions made by Red Deer College instructors when grades are assigned. It is a statement of competence equivalency between Career and Academic Preparation Program and Alberta Education courses, and will be used for admission purposes only.

Alberta Education %	CAP gpa	CAP
100 - 90	4.00	A, A+
89	3.95	
88	3.90	
87	3.85	
86	3.80	
85	3.75	
84	3.70	A-
83	3.63	
82	3.56	
81	3.50	
80	3.43	
79	3.37	
78	3.30	B+
77	3.23	

76	3.15	
75	3.08	
74	3.00	B
73	2.93	
72	2.85	
71	2.78	
70	2.70	B-
69	2.60	
68	2.50	
67	2.40	
66	2.30	C+
65	2.23	
64	2.15	
63	2.08	
62	2.00	C
61	1.93	
60	1.85	
59	1.78	
58	1.70	C-
57	1.60	
56	1.50	
55	1.40	
54	1.30	D+
53	1.23	
52	1.15	
51	1.08	
50	1.00	D
0-49	0.00	F

Credentials from Other Provinces and Countries

If you are from another province or country, you must have qualifications comparable to those of Alberta applicants. The Registrar's Office has information on specific requirements.

Effective for Fall 2009, BC and Yukon high school applicants must present final grades that include a provincial exam grade for English 12. Provincial exams for other courses are optional and if written, the final blended grade shall be used for admission purposes.

Quotas and Enrolment Limits

Many Red Deer College programs and courses have limited enrollment, and fill quickly due to a high number of applications.

Residency Requirement

In order to qualify for an RDC program credential, students must complete 25% of the credit requirements for the credential through enrollment in RDC courses. Please note that some RDC programs may have a different residency requirement.

How to Apply for Admission When to Apply

Applications will be accepted according to the dates published in the Academic Schedule (see page 6).

All Applicants (Except Apprenticeship)

1. Submit a completed Application for Admission form to the Registrar's Office by mail, in person or electronically (<http://www.rdc.ab.ca>)
2. Submit a non-refundable application fee. The fee for Canadian Citizens and Permanent Residents is \$50.00. International Students pay \$75.00.
3. Submit official transcripts of all previous secondary and post-secondary education. Official transcripts must be sent directly from the issuing institution to the Registrar.

Note: All documents submitted become the property of the College. They will not be returned to you.

International Students

For admission to RDC, follow all procedures outlined above, and if your first language is not English, submit evidence that you are capable in the English language. The College will accept as proof:

- a) a minimum TOEFL score of: 550 paper based, or 213 computer based, or 80 internet based

OR

- b) a minimum grade of 60% in ELA 30-1

OR

- c) IELTS - accept minimum score of 6.5 overall, with at least 5.5 on each band score
- d) CAEL - accept minimum score of 60 overall, with at least 60 on each band score
- e) MELAB - accept minimum score of 85 overall, with at least 80 on each band score

*IQAS - you may be required to have your documents evaluated by IQAS (International Qualifications Assessment Service)

For further information, contact
 Assessment
 Room: 1230
 Phone: (403) 342-3219
 Test Centre
 Room 922
 Phone: (403) 342-3292
 Email: test.centre@rdc.ab.ca

For entrance to a University transfer program

1. As above
2. A minimum grade of 60% in English 30
3. An average of 60% overall on subjects required for the particular program

If you are studying at Red Deer College under student visa, you must consult the calendar of the institution to which you intend to transfer regarding their policy on admitting international students.

Readmission

You must apply for readmission if

- you are accepted and do not attend, or
- you completely withdraw from a program, or
- you leave the College for one term or more (Spring/Summer excluded)

Current admission policy will apply in most cases.

Admission to Another Program (for students currently enrolled at RDC)

Apply at the Registrar's Office.

Applications will be accepted according to the dates published in the Academic Schedule (see page 4).

Application Processing Response Letters to Applications

- You will be advised by mail as to which documents are needed to complete your application.

An offer of Conditional Admission is given if:

- your application form shows that you have completed or are completing the program admission requirements.
- you submit official documents (such as final transcripts) before the program begins.

Note: Acceptance may be cancelled if these documents are not received by stated deadlines.

Acceptance of Offer of Admission

- If you wish to accept our offer, you must confirm acceptance within 3 weeks.

Wait Lists

- If you qualify for admission after the program has filled, you will be placed on a wait list. You will be advised if space becomes available.
- If you are on a wait list when the program starts, you may stay on the wait list for admission to the next available term. All admission requirements and documents **MUST** be provided before you will be considered for the next available term.
- If the program for which you are waitlisted has been declared oversubscribed, you will be given an opportunity to indicate that you wish to be considered for the next intake.
- If admission requirements change for the program for which you are waitlisted, you must meet the new requirements by the document deadline for the term you are admitted to.

Clear Admission

- Clear admission will be offered when all final documents have been received, showing you have met all program admission requirements.

Deferring Your Acceptance for Admission

- You can defer your acceptance once if you are unable to attend because of special circumstances.
- You must inform the Registrar's Office in writing if you wish to defer acceptance.

Cancelling Your Program

If, for any reason, you cannot attend the program to which you were admitted, please notify us of your intention to cancel your admission. To do so, you can email us at webadmission.rdc.ab.ca or phone us (403)342-3400.

Test and Interview Results

- Test and interview results will be kept confidential according to College policy and the Freedom of Information and Protection of Privacy Act.
- You may ask the Registrar for results of tests given by the College for admission purposes.
- If you have been rejected on the basis of interviews, you can ask for the rationale for rejection from the program Chairperson.

Choosing Another Program

If you are not admitted into the program of your choice, you will be told the reason and offered assistance in choosing another program.

Refusal of Admission

The College reserves the right to refuse admission to any person.

Appeal of an Admission Decision

Contact the Registrar if you have concerns about an admission decision.

Assessment

To assist students in registering in courses for which they have adequate preparation, Red Deer College requires or suggests assessment in the following areas:

Placement Testing

Placement Testing is a requirement for all students wishing to enter the Career and Academic Preparation Program. General Studies students needing or wishing to take High School equivalency courses may be required to arrange for placement testing prior to registration.

Communications Course Placement

Students will be required to take a College placement test before registering in a 200-level written communications course. (Students with 60% or greater in English 30 or ELA 30-1 will be exempted from this test). Students who do not achieve a satisfactory mark in this test will be required to complete COMM 150 before they can register in the required 200-level course. Students should take the placement test early in the event preparatory work (COMM 150) is required.

Mathematics Diagnostic Test

First year university math is difficult for many students. Red Deer College offers the opportunity for students registering in the courses to complete a diagnostic test prior to the start of classes. Completion of the test will allow students to anticipate weak areas and receive assistance prior to and during classes.

Apply Online!

Visit the RDC website at
www.rdc.ab.ca

Fees

Tuition and Student Association Fees are charged on the number of billing credits for the courses in which you are registered. Some courses are also assessed Material and Special Fees and are subject to change.

Canadian Citizens and Permanent Residents 2009/2010

Approved Tuition	
All Programs	\$ 106.50/cr
SA Fee	\$ 4.25/cr

International Students 2009/2010

(per billing credit)

Tuition	\$311.00/cr
SA Fee	\$ 4.25/cr

Other Fees

Application Fee	
- Canadian Resident	\$ 70.00
- International Students	\$ 140.00
Supplemental Exam	\$ 50.00
Returned Cheque Charge	\$ 25.00
Prior Learning Assessment	\$ 100.00
Graduation Gown Rental	\$ 20.00
Diploma/Cert. Replacement	\$ 25.00
Advanced Placement	\$ 50.00
Deferral or Late Charge	\$ 25.00
Health Fee (per year)	\$ 128.00
Dental Fee (per year)	\$ 128.00

Extension to Incomplete Grade	\$ 50.00
Challenge Exam	\$100.00
Transfer Credit	\$ 50.00
T2202A Replacement Fee	\$ 10.00
iCard - Replacement	\$ 20.00
-Withdrawal	\$ 25.00
-Photo Replacement/Duplicate	\$ 5.00
-Printing/Photocopying	
- white bond	\$.10
- color	\$.50
Letter of Permission	\$ 10.00
Partial Credit for CMPT	\$ 25.00
Parking Replacement Cards	\$ 10.00
Activity & Wellness Fee/term	\$ 20.00
Program Cancellation Fee	\$ 50.00
(per course to a maximum of \$200.00)	

To waive, add family or re-activate Student Health and Dental Plans, contact the Student Benefits Plan Office before September 25, 2009 (403-356-4982 or sardcplan@gallivan.ca).

How Can I Finance My Education?

The RDC Student Funding and Awards Office (Room 1101) is committed to helping you understand and access the sources of financial aid available to you.

The following services are offered:

- Information on government student loans and policies
- Information on government grants
- Assistance in applying for funding
- Information on RDC awards and scholarships
- Information on various external sources for scholarships
- Information on money management and budgeting skills



when you get here you understand

For more information | www.rdc.ab.ca/funding_and_awards | ph: 403.342.3254 | fax: 403.342.3262 | financialaid@rdc.ab.ca

Recognition of Prior Learning

Red Deer College recognizes prior learning of skills, knowledge or competencies that have been acquired through work, formal and informal education or training, self study or volunteer activity in the form of Recognition of Prior Learning (RPL). RPL can take various forms, and the associated outcomes can be used for a variety of purposes relevant to the individual's educational program at RDC.

Students transferring to another post-secondary institution to obtain their final academic credentials should be aware that the receiving institution is not obliged to recognize credit granted through RPL at RDC. Students are strongly advised to check with the receiving institution regarding the transfer of credit. Students who are funded by Student Finance Board should note that credit granted via RPL might affect their status as a full-time student and attendant financial support.

In order to obtain RPL, a student must provide relevant, supporting documentation (usually in the form of an official transcript) acceptable to the college of an equivalent course. Normally the Transfer Guide and the calendar descriptions of equivalent courses will be used to determine if the course may be formally recognized. Recognition may also be granted for experiences which are equivalent to an identified RDC course (i.e. practica or studio). In these cases, the student must provide documentation acceptable to the college. Students registering for programs and courses commencing in September must file completed Recognition of Prior Learning applications before the Add/Drop date in the Fall term, for credit to be applied to that term, and to be eligible to "Drop" the appropriate course. Students seeking Recognition of Prior Learning for courses beginning in January, must file Recognition of Prior Learning applications before the Add/Drop date in the Winter term, for credit to be applied to that term and to be eligible to "Drop". The same provisions are in effect for the Spring term.

To qualify for an RDC program credential, students must complete at least 25% of the credit requirements for the credential through enrollment in RDC. To receive recognition of prior learning by RDC, the individual requesting RPL must have already applied to the College and been admitted to a program.

RPL may take one of the following forms:

1. **Transfer Credit** is applicable when students wish to have formal accredited post-secondary courses transferred to their RDC credential. Official transcripts, course descriptions and course outlines from the sending institution must be provided before the learning is assessed. If granted, "**TR**" and the credit granted would appear on the official transcript, with no grade assigned. A non-refundable fee will be charged per application, with the exception of courses listed in the Alberta Transfer Guide; Block Transfers from other post-secondary institutions with existing transfer agreements and courses from within RDC.
2. **Advanced Placement** is a method of recognizing learning, obtained via formal or informal means, which enables students to waive a prerequisite and register directly into a higher level course. Students must provide appropriate documentation or demonstrations as determined by the assessor. If granted, "**AP**" will appear on the official transcript with no grade or course credit assigned. A non-refundable fee per application will be charged.

3. **Challenge** exams allow students to obtain a course grade in recognition of their learning, obtained via informal or formal means. Students applying to write a Challenge exam must provide appropriate documentation to support the learning experiences they feel qualify them to apply for the exam. You may only write a Challenge exam once, unless you have new/additional learning experiences in the subject after writing the exam. A failing grade in an RDC course is not substantive grounds for a Challenge, unless the student can supply documentation of additional learning experiences. Students may not challenge a course for which Advanced Placement or Transfer Credit has already been granted or which has been waived as a prerequisite for a higher level course. If the Challenge application is approved, a non-refundable fee per course will be charged. A Challenge process must be completed before the last day of final exams for the term in which the student is registered in the Challenge section of the course. Once the Challenge is completed, the Challenge **Letter Grade** will appear on the official transcript with the appropriate credit weight, and a comment indicating the grade was obtained via the Challenge process. After registering in a Challenge, a student may apply to "Withdraw" from this process before the last day of final exams for the term in which they are registered in the Challenge section of the course. If a student withdraws from a Challenge, a "**WD**" with a Challenge comment will appear on the transcript. The Challenge fee is non-refundable. If the Challenge process is not completed within the timelines specified, a grade of "**F**" will appear on the transcript.

4. Prior Learning Credit granted through the Prior Learning Assessment process recognizes formal and informal learning. Applications for Prior Learning Credit must be accompanied by appropriate supporting documentation as determined by the assessor. The assessment process may take many forms including: portfolio, skill demonstrations, documentation, exams, letters of attestation of skill mastery, or other assessment strategies deemed appropriate by the subject matter experts. If granted, "PL" and the credit granted will appear on the official transcript, no grade assigned. A non-refundable fee per course will be charged.

5. Home Schooling
Red Deer College recognizes that students learn and acquire knowledge in a variety of settings. A student who has completed a Home Education Program, authorized or approved by the Alberta Ministry of Education, may qualify for Red Deer College admission by successfully completing a Career and Academic Preparation Course Challenge Assessment, or Alberta Learning Departmental Exams. Applicants must meet the competence equivalencies for all the courses designated as prerequisite requirements for admission to a specific program.

6. Restrictions
Each department is responsible for outlining any restrictions in student access to challenge and advanced standing. The restrictions require the approval of Academic Council.

Courses Not Eligible for Challenge:
All Art courses except ART 201, 203, 301, 303, 305, 306.
BADM 207, 270
BUS 303
CSYS 222
COMM 191, 294
DRAM 205, 212, 213, 303, 304, 305, 306, 307, 308, 310, 311, 312, 313, 314, 315, 316, 317, 318

One of ELCC 210 or 220
One of ELCC 310 or 320
ENGG 200
LAW 250
Music - all MUSP, MUSS, and MUSE courses.
OADM 140, 170, 240
DACS 208, 311, 312
NURS 281, 285, 381, 385, 391, 395
SOWK 206, 208, 308, 309
EDAS 114, 181
Courses Not Eligible for Advanced Standing:
BADM 270
DACS 311, 312
SOWK 206, 208, 308, 309

7. Career and Technical Studies Modules
Career and Technical Studies modules may be considered for admission, or prior learning assessment purposes. Students need to formally apply for Recognition of Prior Learning, and provide documentation from the high school, of the specific modules completed to be eligible for prior learning assessments, or credit awards.

8. Advanced Placement (AP) Program
AP graduates may receive academic credit at RDC for their AP credential earned during high school. Only AP grades of 4 or 5 are accepted for transfer credit. An official AP transcript is required for assessment.

Transfer credit at RDC will be awarded based on current articulation agreements with Alberta Universities as cited in the Alberta Transfer Guide. For courses not governed by an articulation agreement, students may choose to pursue a Challenge process in order to obtain academic credit at RDC.

When registering please tell your Academic Advisor that you have AP courses. Caution must be exercised as Advanced Standing for AP courses may not be recognized by some receiving institutions. Policies of institutions which you plan to attend after Red Deer College should be taken into account.

9. International Baccalaureate (IB) Program
IB graduates may receive up to 30 credits (five full course equivalents) at RDC for their IB credential earned during high school. IB grades of 5 or lower will not be accepted for transfer credit at RDC.

Transfer credit at RDC will be awarded based on current articulation agreements with Alberta Universities as cited in the Alberta Transfer Guide. For courses not governed by an articulation agreement, students may choose to pursue a Challenge process in order to obtain academic credit at RDC.

When registering please tell your Academic Advisor that you have IB courses. Caution must be exercised as Advanced Standing for IB courses may not be recognized by some receiving institutions. Policies of institutions which you plan to attend after Red Deer College should be taken into account.

Assessment of IB or AP Courses
Depending on the form of assessment, a student may receive

- Transfer Credit (credit, but no grade is given for the course) or
- Advanced Placement (the requirement for completing the course as a prerequisite for higher level courses is waived, but students will be required to substitute another course to meet transfer credit requirements) or
- A challenge grade.

Following is an example of how transfer credit for IB is currently awarded based on existing articulation agreements at Red Deer College and the University of Alberta. (See chart on following page).

Example:

<u>International Baccalaureate Course</u>	<u>Red Deer College Course</u>	<u>U of A Course</u>	<u>Credits</u>
Biology HL	BIOL 218	BIOL 107	3 credits
Chemistry SL ⁵	CHEM 211	See Footnote 1	3 credits
English HL	ENGL 210	ENGL 101	6 credits
French SL	FREN 200	FREN 150	6 credits
History HL	See Footnote 2	HIST 120	6 credits
Mathematics SL ⁵	MATH 203 or 212	MATH 100 or 114	3 credits
IB Diploma	See Footnote 4	101 level Open Elective	3 credits

- 1 Students may apply to write a credit by special assessment examination in CHEM 101 or CHEM 103.
- 2 IB History of Europe HL is not equivalent to any course offered at RDC. However, students with IB History credentials who attend RDC and then transfer to U of A will qualify for transfer credit for History 120 when they register at the U of A. Students with Full IB Diplomas will receive credit for a 3-credit option course when they transfer to the U of A.
- 3 Students may apply to write a credit by special assessment examination in Math 100 or Math 114.
- 4 RDC will offer a \$1,000.00 IB Diploma Scholarship to the first year RDC student with the highest IB Diploma score.
- 5 Students who plan to major in the physical sciences will be required by RDC to take the appropriate first year courses in mathematics and chemistry or to write challenge examinations rather than to accept transfer credit for Mathematics 212 and Chemistry 211.

10. Tech Prep - Articulation Agreement existing with the Central Alberta Technology Preparation Consortium include:

Secondary Courses

Community Health Modules 1040, 1050, 1080, 2050, 2070, 3020, 3040, 3050
 Community Health 2120
 Community Health 2070 (ASL 1)
 Community Health - Health Science Modules (Advanced) and NAIT EMR Certificate
 Community Health 3010-3030, 3070, 3100
 Community Health - Health Science Modules (80% minimum mark)
 Construction Technologies Modules
 Electro-Technologies Modules
 Fabrication Studies Modules
 Fashion Studies Modules 1030-1060, 2020, 2030, 2050-2110, 3020-3060, 3090
 Financial Management 2010, 2050, 3030, 3020, 3040
 Financial Management 2010, 2050, 3010, 3020, 3040
 Financial Management 1010-1030
 Financial Management 2020-2050
 Foods 2150
 Information Processing 1010, 1030, 1040, 2050, 2070, 2080
 Information Processing 3110, 3120 & CMPT 110 Projects
 Information Processing 1010, 1030, 1040, 2040
 Information Processing 3030
 Information Processing 3040
 Information Processing 2050
 Information Processing 2040
 Information Processing 2050-2080, 2120
 Information Processing 3030
 Information Processing 2170, 2160, 3150 - 3170 & CSYS 112 final exam and assignment
 Tourism Studies 1010, 1020
 Tourism Studies 1030 (Alberta Best or equivalent)
 Work Experience (250 hours relevant experience)
 Work Experience (250 hours relevant experience)

Work Site Learning (250 hours)
 Industry-related placements only
 Advanced credit relevant to student's major

Red Deer College Course Equivalents

ECD 211 & Course Audit
 Grad requirement for some programs
 Rehabilitation 351
 Rehabilitation 205
 Second year Social Work Option - 3 credits
 Advanced progress in first two years of Nursing
 Advanced Progress in first year apprenticeship
 Advanced Progress in first year apprenticeship
 Advanced Progress in first year apprenticeship
 Drama 105
 Hospitality 202 (non-accounting majors only)
 Hospitality 202 (non-accounting majors only)
 Office Administration 120
 Office Administration 121
 Hospitality 215
 Hospitality 213
 Computing 110
 Hospitality 307
 Law 125
 Law 235
 Law 126
 Office Administration 110
 Office Administration 100/101
 Office Administration 111
 Computer Systems Technology 112
 Hospitality 301
 Hospitality 233
 Meets Social Work entrance requirement
 Hospitality & Tourism Practicum - HOSP 209, 217, or 224 depending on student's major
 One of:
 Hospitality 209 (Marketing major)
 Hospitality 224 (Accounting major)
 Hospitality 217 (Food and Beverage major)

Students seeking advanced credit at the college level must be registered as Tech Prep students in high school, complete the high school courses identified by individual college programs, and focus their studies in the most relevant CTS strand to the college program that they are entering.