

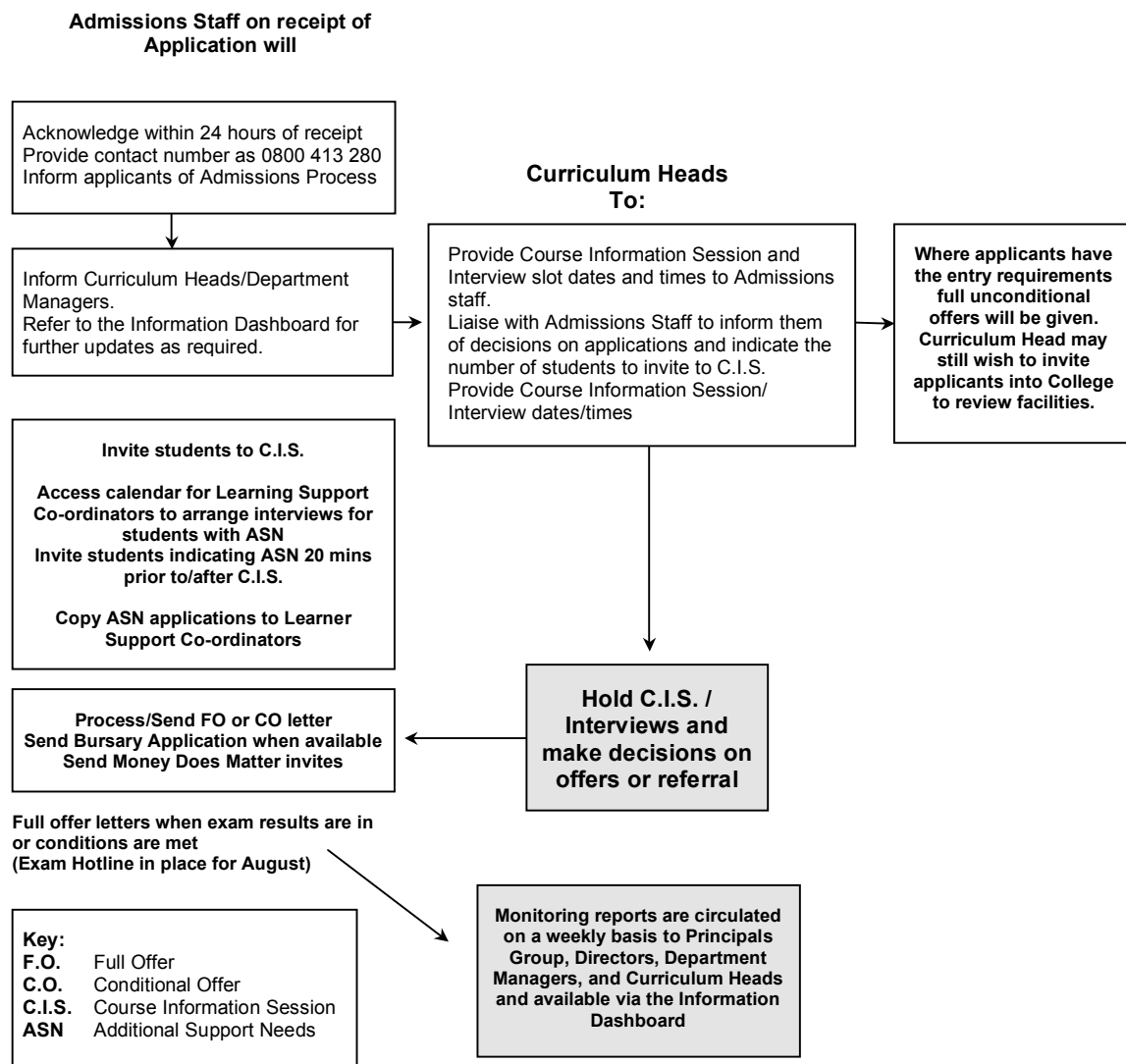
# Admissions Procedure



**ADAM SMITH COLLEGE**  
INSPIRING LEARNING

Procedure Number:	QP2.38
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Responsibility for implementation:	Teaching staff and Information, Admissions & Student Funding staff
Responsibility for review:	Director of Learner Services
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Date of last revision:	March 2008
Date of next review:	March 2011

## Admissions Procedures Session 2008-09 (Programme leading to an assessed Qualification)



### IMPORTANT INFORMATION

- A full range of applicant and application reports can be accessed via the Information Dashboard at all times for monitoring purposes.
- All applicants will receive an offer/invite to a Course Information Session within 2 weeks of receipt of their application. **Where interviews are to be held on an individual basis this should be approved by the Department Manager**
- Applicants who do not have the necessary qualifications/ experience, etc should be informed on the day of the C.I.S.
- Guidance and or Learning Support staff may be available by appointment to provide support for Curriculum Heads and students in this situation.
- **Current NC students** progressing to the next level or the next year must complete an abbreviated application form.
- **Current HN Students** progressing to the next level or year of study should complete the Progression Slip with the Curriculum Head.

#### Please note

An appointment with Learning Support is mandatory for current students with ASN, as system is different at HN level.

- Applicants to be advised of detail of their Conditional Offer by Easter break 2008.
- By end June 2008 conditional offers will be progressed to full offers if conditions are met.

### PART-TIME/DAY/EVENING/ PROGRAMMES

