





**1**

Calgary's only comprehensive community college

**93%**

Graduates satisfied with quality of their program

**15,000**

Learners Bow Valley College serves

**148**

Countries represented by students at Bow Valley College



There is no limit to where you can go once your journey begins, and every journey can begin here.

Bow Valley College is a place where you can triumph. You can graduate with a work-ready education in one or two years.

The skills you gain are exactly what employers are looking for, making you an in-demand graduate in the dynamic fields of business, health care, human services, justice, administration, and creative technologies.

Start your journey with us today.

## Contents

Services for Learners.....	4
Chiu School of Business .....	6
School of Community Studies .....	7
School of Creative Technologies.....	8
School of Health and Wellness.....	9
Open Studies.....	10
Academic Upgrading.....	11
English Language Learning .....	12
Academic Requirements .....	14
How to Apply.....	20
Submitting Proof of Enrolment .....	21
Awards and Financial Aid .....	22
Visit Us .....	23

**89%**

Employment rate of alumni within six months of graduation

**23**

Countries where Bow Valley College has engaged in partnerships



# Experience the Bow Valley College difference.



"Bow Valley College is really amazing. I met people from other countries and cultures and now I have good friends from around the world. I really like the College's multicultural atmosphere and learner-centred approach. The volunteer experience as a president of the international student club enhanced my leadership and social skills. Thanks for your support!"

*Ricardo Alvarez, 2017*

A Bow Valley College education is designed to get you into the work world *faster* and with the qualifications that will lead you to success.

**1** Whether you are seeking a one or two year post-secondary career program, English language learning, professional development, or even academic upgrading, Bow Valley College will help you succeed.

**2** We keep our finger on Alberta's industry pulse, meeting the needs of the workforce.

**3** Choose from nine different course delivery methods including traditional classrooms, online, self-paced, or a combination of methods.

**4** Many career programs include a work placement component to give you hands-on experience and help make sure you're prepared for the workplace when you leave the College.

**5** A post-diploma certificate helps you focus on a specific skill to supplement a degree or diploma you already have. Keep yourself ready to adapt to a changing workforce.

**6** Your learning pathway doesn't have to end with a certificate or diploma. Bow Valley College offers many transfer agreements to further your education at other institutions.

# Learn more about Bow Valley College.

## Calgary and region's only comprehensive community college

We offer over 40 career programs, and more than 900 courses including a wide range of Continuing Education courses.

Our main campus is located in the heart of downtown Calgary, close to great restaurants, shopping, and cultural events. Just steps from the CTrain and numerous city bus stops, we are accessible from all quadrants of Calgary.

Come visit us, and see for yourself the wealth of programming and services Bow Valley College has to offer!

For more information, see [bowvalleycollege.ca/visit](https://bowvalleycollege.ca/visit).

## More options in your community

Bow Valley College also offers a growing number of learning opportunities in communities throughout south central Alberta, including Airdrie, the Bow Corridor, Cochrane, High River, Okotoks, and Strathmore.

For more information, visit [bowvalleycollege.ca/regional-campuses](https://bowvalleycollege.ca/regional-campuses).





## Services for Learners

We create an environment where you can triumph. We provide programs to deliver an excellent education on your terms. Support from instructors and staff ensure you overcome any barriers to a fulfilling career.

### **Iniiikokaan Centre**

The Iniiikokaan Centre provides programs and services aimed at supporting Indigenous learner success. The Centre features a gathering space for our elders and students to conduct sharing circles, smudging, and cultural ceremonies. Culturally-relevant workshops, gatherings, and speakers' series are delivered throughout the year, in collaboration with community agencies.

Support and advocacy are provided for Métis and First Nations. Band funding and presentations are offered regarding Indigenous student scholarships and bursaries.

### **Academic Advising Services**

Available to students who are registered in career programs to help them plan their path to graduation.

For more information, see [bowvalleycollege.ca/advising](http://bowvalleycollege.ca/advising).

### **Imagine Health Centres**

Located at Bow Valley College West Campus, Imagine Health Centres is a multi-disciplinary medical centre staffed with medical doctors, nurses, physiotherapists, clinical pharmacists, and other allied health practitioners.

For more information, visit [imaginehealthcentres.ca](http://imaginehealthcentres.ca).



## Intercultural Centre

The Intercultural Centre offers services, workshops, and engagement activities year round for learners, staff, and faculty. Programming is designed to allow for campus stakeholders to connect, develop intercultural skills, and advance the potential of diversity. There are many opportunities to volunteer at events and workshops.

For more information, visit [centre.bowvalleycollege.ca](http://centre.bowvalleycollege.ca).

## Learner Success Services

Learner Success Services provides services to support academic and personal success. Supports include financial aid, scholarships and awards, career advising and job search, counselling and wellness services, learner orientation activities, leadership development, and support for learners with disabilities\*.

For more information, see [bowvalleycollege.ca/LSS](http://bowvalleycollege.ca/LSS).

## Multi-Faith Room

The Multi-Faith Room is available for prayer, worship, and other spiritual practices. It may also be used for faith studies and educational events specifically related to religious practice and spirituality. [bowvalleycollege.ca/otherservices](http://bowvalleycollege.ca/otherservices).

## RGO Library and Learning Commons

The RGO Library and Learning Commons includes Library and Information Services, Testing Services, Computer Support, and other supports for your studies including computers, printing, group work rooms, and study areas.

For more information, see [bowvalleycollege.ca/library](http://bowvalleycollege.ca/library).

## Safewalk

Bow Valley College is pleased to offer a SAFEWALK program as a complimentary service. A Campus Security representative will walk you to your bus stop or car within a two-block radius of the College. (This service is available 24/7, but some restrictions may apply.)

For more information, see [bowvalleycollege.ca/otherservices](http://bowvalleycollege.ca/otherservices).

## Students' Association (SABVC)

The Students' Association of Bow Valley College provides students with volunteer opportunities, student events, and a variety of services to make the most of their time at Bow Valley College. SABVC also represent student interests on a variety of College committees.

For more information, visit [sabvc.ca](http://sabvc.ca).

## Tutorial services

Bow Valley College provides opportunities for one-on-one support, group tutoring, workshops, and supports such as Learning Boot Camp and Reboot. Many services are available free of charge.

## YWCA Child Care Centre at Bow Valley College

The YWCA of Calgary delivers quality child care at our Calgary campuses for children aged 12 months to five years. Hours of operation 7:00 a.m. – 5:30 p.m. [bowvalleycollege.ca/ywca](http://bowvalleycollege.ca/ywca).

\* Learners with disabilities who require academic accommodations must contact Learner Success Services at least four months prior to the commencement of scheduled classes to establish an academic accommodation plan. Bow Valley College will make reasonable effort to provide suitable academic accommodations for requests; however, there is no guarantee that services will be available and it is possible that in order to provide required accommodation, we may have to defer start dates.



# Chiu School of Business

Start an exciting new career...or get ahead in one you already love. Prepare for your future with fast, flexible, and affordable programs.

## One year programs

- Administrative Professional Certificate
- Business Administration Certificate
- Dental Business Assistant Certificate
- Events Management Certificate
- Hospital Unit Clerk Certificate
- Human Resources Certificate
- Medical Office Assistant Certificate
- Veterinary Office Assistant Certificate

## Two year programs

- Business Administration Diploma
  - *Accounting*
  - *Digital Marketing*
  - *Event Management*
  - *Financial Services*
  - *General Business*
  - *Global Tourism*
  - *Human Resources*
  - *Insurance and Risk Management*
  - *Marketing*
  - *Public Relations*
  - *Supply Chain Management\**
- Legal Assistant Diploma

For more details about course content, and possible work experience and transferability options, visit [bowvalleycollege.ca/business](http://bowvalleycollege.ca/business).

## Academic Requirements

See page 15 for information.

\* pending government approval





# School of Community Studies



Prepare to meet the challenges of the future. Be the game-changer who makes our communities better, safer, and stronger.

## One year programs

- Addiction Studies Certificate
- Disability Studies Certificate
- Early Learning and Child Care Certificate
- Education Assistant Certificate
- Fetal Alcohol Spectrum Disorder Education Certificate (online)

## Two year programs

- Addiction Studies: Aboriginal Focus Diploma
- Child and Youth Studies Diploma\*
- Disability Studies Diploma
- Early Learning and Child Care Diploma
- Justice Studies Diploma
  - *Aboriginal Focus*
  - *Correctional Studies*
  - *General Justice*
  - *Law Enforcement*
  - *Youth Justice*
- Social Work Diploma

## Post-Diploma Certificate

- Health and Human Services Management

For more details about course content, and possible work experience and transferability options, visit [bowvalleycollege.ca/community](http://bowvalleycollege.ca/community).

## Academic Requirements

See page 16 for information.

# School of Creative Technologies

Discover the thrill of combining your creativity with the latest technology. See your imagination come alive across exciting industries and leading-edge workplaces.

## Two year programs

- Digital Design Diploma\*
- Interior Decorating Diploma
- Software Development Diploma

## Post-Diploma Certificates

- Data Management and Analytics\*
- Digital Marketing
- Kitchen and Bath Design
- Software Development

For more details about course content, and possible work experience and transferability options, visit [bowvalleycollege.ca/creativetech](http://bowvalleycollege.ca/creativetech).

## Academic Requirements

See page 17 for information.

\* pending government approval



# School of Health and Wellness



Change lives in powerful, positive ways. When you choose a future of caring, you make a difference in the lives of others.

## One year programs (or shorter)

- Health Care Aide Certificate
- Nutrition Manager Certificate (online)
- Recreation Therapy Aide Certificate (part-time)

## Two year programs

- Pharmacy Technician Diploma
- Practical Nurse Diploma

For more details about course content, prior learning options, and possible work experience and transferability options, visit [bowvalleycollege.ca/health](http://bowvalleycollege.ca/health).

## Academic Requirements

See page 18 for information.



# Open Studies

Open Studies gives you access to a selection of Bow Valley College post-secondary credit courses without being admitted or committed to one of the College's post-secondary programs.

Open Studies allows you to:

- Obtain advanced standing credits in a Bow Valley College post-secondary program.
- Explore post-secondary program areas at Bow Valley College prior to making a commitment to a specific program.
- Enrol in post-secondary courses while taking upgrading or English Language Learning courses.
- Enrol in courses of general interest without intent to apply to a certificate or diploma program.
- Enrol as a visiting student with a letter of permission.

Every term, a selection of credit courses from the College's post-secondary career programs may be offered through Open Studies. Prior to the registration period, a list of courses is made available on [bowvalleycollege.ca/openstudies](https://bowvalleycollege.ca/openstudies).

## Admission Requirements

See English Proficiency Requirements on page 19.

## More information

[bowvalleycollege.ca/openstudies](https://bowvalleycollege.ca/openstudies)  
info@bowvalleycollege.ca | 403-410-1402



# Academic Upgrading



Place yourself on a path to further education with Academic Upgrading. Adult Basic Education and Essential Skills will help you improve your reading, writing, math, and computer skills. Or you can upgrade your core subjects with High School Upgrading.

## More flexibility

You can choose from courses offered in a variety of settings including traditional classroom learning, flexible self-paced classrooms, or independent online learning.

- Full-time study options
- Earn Alberta Education high school credits
- Multiple start dates throughout the year

## Programs

- Basic Literacy to Grade 12
- Aboriginal High School
- GED preparation and exams
- Artstream
- Workplace certificates
- Career Program Pathway in Business or Health

## More educational opportunities

Our upgrading courses give you more options for further study. Complete upgrading courses to meet the entrance requirements for post-secondary career programs.

## More information

[bowvalleycollege.ca/upgrading](http://bowvalleycollege.ca/upgrading)  
info@bowvalleycollege.ca | 403-410-1402



# English Language Learning

Learning another language and culture isn't easy. As Calgary's largest English Language Learning (ELL) provider, Bow Valley College has developed ELL programs that provide you with the skills you need to live, study, and work in Canada. We work with newcomers to Canada, Canadian citizens, international students, and corporate clients. You are individually assessed for your English language ability and placed in the appropriate class.

## More flexibility

- Full-time and part-time options
- Programs funded by LINC and Alberta Works
- Programs for young adults
- IELTS Preparation courses
- Corporate Readiness Training Program (CRTP)

## More educational opportunities

Our ELL programs give you more options for further study. Successful completion of the English for Academic Purposes (EAP) program meets the language proficiency requirements for a majority of Bow Valley College career programs. Visit page 19 for more information about English language proficiency requirements.

## More information

[centre.bowvalleycollege.ca/apply-ell](https://centre.bowvalleycollege.ca/apply-ell)  
info@bowvalleycollege.ca | 403-410-1402







# Academic Requirements

## 2017/2018

- 1 Academic Requirements are subject to change; see the full program listing at [bowvalleycollege.ca](http://bowvalleycollege.ca) for a complete list of non-academic program requirements. Applicants whose first language is NOT English must also demonstrate English Language Proficiency. For more information, please refer to the English Language Proficiency Requirements on page 19.
- 2 Costs (tuition and fees) are estimated based on normal full-time loads for each program for the 2017-18 academic year and are subject to change. For up-to-date tuition and fee information, please see [bowvalleycollege.ca/fees](http://bowvalleycollege.ca/fees). Note: Costs do not include books or supplies. Costs also do not include optional work experience placements in the Chiu School of Business.
- 3 See [bowvalleycollege.ca](http://bowvalleycollege.ca) for exact program start dates.
- 4 For exact GED score requirements, see [bowvalleycollege.ca](http://bowvalleycollege.ca)
- 5 See [bowvalleycollege.ca/programs](http://bowvalleycollege.ca/programs) for more information about new programs.

# Chiu School of Business – 2017/2018

Program	Academic Admission Requirements <sup>1</sup>	Cost <sup>2</sup>	Start Dates <sup>3</sup>
<b>Administrative Professional Certificate</b>	Credit in English 30-1 or minimum 65% in English 30-2 or equivalent AND a credit in a Grade 10 Math (excluding Math 10-4 and Math 16 levels) OR: GED <sup>4</sup> scores OR: Bow Valley College Admission Test results may be considered	\$4,614	●
<b>Business Administration Certificate</b>	Credit in English 30-1 or minimum 65% in English 30-2 or equivalent AND a credit in Math 30-1 or 30-2 or equivalent OR: GED <sup>4</sup> scores OR: Bow Valley College Admission Test results may be considered	\$5,064	●
<b>Business Administration Diploma: All majors</b>	Credit in English 30-1 or minimum 65% in English 30-2 or equivalent AND a credit in Math 30-1 or 30-2 or equivalent OR: GED <sup>4</sup> scores OR: Bow Valley College Admission Test results may be considered OR: Students may enter Year Two of the Business Administration Diploma upon completion of 30 post-secondary credits from a recognized business program.	Yr 1: \$5,064 Yr 2: \$5,064	●
<b>Dental Business Assistant Certificate</b>	Same as requirements for Administrative Professional Certificate program, above	\$4,064	▼ ▲
<b>Events Management Certificate</b>	Same as requirements for Business Administration Certificate program, above	\$5,064	▼ ▲
<b>Hospital Unit Clerk Certificate</b>	Same as requirements for Administrative Professional Certificate program, above	\$4,164	●
<b>Human Resources Certificate</b>	Same as requirements for Business Administration Certificate program, above	\$5,064	●
<b>Legal Assistant Diploma</b>	Credit in English 30-1 or minimum 65% in English 30-2 or equivalent AND a credit in a Grade 10 Math (excluding Math 10-4 and Math 16 levels) OR: GED <sup>4</sup> scores OR: Bow Valley College Admission Test results may be considered <i>Minimum keyboarding speed of 25 wpm is strongly recommended</i>	Yr 1: \$4,114 Yr 2: \$4,064	●
<b>Medical Office Assistant Certificate</b>	Same as requirements for Administrative Professional Certificate program, above	\$4,108	●
<b>Veterinary Office Assistant Certificate</b>	Same as requirements for Administrative Professional Certificate program, above	\$4,108	▼ ▲

(Information subject to change)

- ▼ Fall Start Date
- ▲ Winter Start Date
- All Semesters

## More Information

info@bowvalleycollege.ca  
403-410-1402



# School of Community Studies – 2017/2018

Program	Academic Admission Requirements <sup>1</sup>	Cost <sup>2</sup>	Start Dates <sup>3</sup>
<b>Addiction Studies Certificate</b>	Credit in English 30-1 or 65% in English 30-2 or equivalent OR: GED scores <sup>4</sup> OR: Bow Valley College Admission Test results may be considered	\$4,843	▼
<b>Addiction Studies: Aboriginal Focus Diploma</b>	Same as requirements for Addiction Studies Certificate	Yr 1: \$4,843 Yr 2: \$4,407	▼
<b>Disability Studies Certificate</b>	Same as requirements for Addiction Studies Certificate	\$4,371	▼
<b>Disability Studies Diploma</b>	Same as requirements for Addiction Studies Certificate	Yr 1: \$4,371 Yr 2: \$4,887	▼
<b>Early Learning and Child Care Certificate</b>	Credit in English 30-1 or 65% in English 30-2 or equivalent OR: GED <sup>4</sup> scores OR: Bow Valley College Admission Test results may be considered	\$4,347	▼ ▲
<b>Early Learning and Child Care Diploma</b>	Same as requirements for Early Learning and Child Care Certificate program, above	Yr 1: \$4,347 Yr 2: \$4,142	▼ ▲
<b>Education Assistant Certificate</b>	Credit in English 30-1 or a minimum final mark of 65% in English 30-2 or equivalent OR: GED scores <sup>4</sup> OR: Bow Valley College Admission Test results may be considered	\$4,165	▼
<b>Fetal Alcohol Spectrum Disorder Education Certificate</b>	Same as requirements for Early Learning and Child Care Certificate program, above	\$4,214	●
<b>Health and Human Services Management Post-Diploma Certificate</b>	Diploma or degree in health or human services. Equivalencies will be considered on a case-by-case basis.	\$5,108	●
<b>Justice Studies Diploma: Aboriginal Focus, Correctional Studies, General, Law Enforcement, Youth Justice</b>	High school diploma with credit in English 30-1 or 65% in English 30-2 or equivalent OR: GED scores <sup>4</sup> OR: Bow Valley College Admission Test results may be considered	Yr 1: \$4,095 Yr 2: \$4,244	▼
<b>Social Work Diploma</b>	60% in English 30-1 or equivalent AND completed a minimum of 100 voluntary and/or paid hours in the human services field within the last 5 years, with one organization. Documentary evidence required. For details, go to <a href="http://bowvalleycollege.ca/community">bowvalleycollege.ca/community</a>	Yr 1: \$5,405 Yr 2: \$5,875	▼

(Information subject to change)

- ▼ Fall Start Date
- ▲ Winter Start Date
- All Semesters

## More Information

[info@bowvalleycollege.ca](mailto:info@bowvalleycollege.ca)  
403-410-1402

# School of Creative Technologies – 2017/2018

Program	Academic Admission Requirements <sup>1</sup>	Cost <sup>2</sup>	Start Dates <sup>3</sup>
<b>Digital Marketing Post-Diploma Certificate</b>	Completion of a diploma or degree <i>Additional Requirements</i> Applicants are recommended to have previous education or work experience in communications, English, political science, journalism, public relations, marketing or business. Additional course-specific software may be required.	\$6,106	▼
<b>Interior Decorating Diploma</b>	Credit in English 30-1 or 65% in 30-2 or equivalent AND minimum final mark of 60% in Math 10C or equivalent OR: GED <sup>4</sup> scores OR: Bow Valley College Admission Test results may be considered	Yr 1: \$4,314 Yr 2: \$4,449	▼
<b>Kitchen and Bath Design Post-Diploma Certificate</b>	A diploma or a degree in interior decorating, interior design, architectural technology, or a related program. Education and work experience equivalencies considered on a case-by-case basis by departmental approval. <i>Additional Requirements</i> • A Letter of Intent • A CV/resume • A physical portfolio of work For more information, go to: <a href="http://bowvalleycollege.ca/creativetech">bowvalleycollege.ca/creativetech</a> .	\$6,716	▼ ▲
<b>Software Development Diploma</b>	Credit in English 30-1 or 65% in English 30-2 or equivalent AND credit in Math 30-1 or Math 30-2 or equivalent OR: GED <sup>4</sup> scores OR: Satisfactory results on the Bow Valley College Admissions Test	Yr 1: \$6,114 Yr 2: \$6,114	▼
<b>Software Development Post-Diploma Certificate</b>	Completion of a diploma or degree Credit in Math 30-1 or Math 30-2 or equivalent <i>Additional Requirements</i> Applicants are recommended to have previous education or work experience in a technical field. A pre-term preparatory course may be recommended for learners who require technical foundation training prior to starting the program.	\$6,624	▼

(Information subject to change)

- ▼ Fall Start Date
- ▲ Winter Start Date
- All Semester

## More Information

[info@bowvalleycollege.ca](mailto:info@bowvalleycollege.ca)  
403-410-1402

# School of Health and Wellness – 2017/2018

Program	Academic Admission Requirements <sup>1</sup>	Cost <sup>2</sup>	Start Dates <sup>3</sup>
<b>Health Care Aide Certificate</b>	Credit in English 10-1 or 10-2 or equivalent OR: GED scores <sup>4</sup> OR: Bow Valley College Admission Test results may be considered	\$2,424	●
<b>Nutrition Manager Certificate</b>	Credit in English 30-1 or 65% in English 30-2 or equivalent AND credit in Math 20-1, 20-2, 20-3 or equivalent OR: GED scores <sup>4</sup> OR: Minimum score of Level 3 in each domain (reading, document use, and numeracy) on the Test of Workplace Essential Skills (TOWES) Office Administration (ADM) Version, or alternate assessment as approved by department	\$3,549	●
<b>Pharmacy Technician Diploma</b>	High School Diploma or equivalent AND: Minimum 60% in English 30-1 or 70% in English 30-2 or equivalent AND: 60% in Math 30-1 or Math 30-2 or equivalent AND: 60% in Biology 30 or equivalent AND: 60% in Chemistry 30 or equivalent AND: 70% on the Bow Valley College Math Skills Assessment AND: 30 wpm on Bow Valley College keyboarding assessment	Yr 1: \$5,483 Yr 2: \$3,624	▼
<b>Practical Nurse Diploma</b>	Minimum final mark of 60% in English 30-1 or 70% in English 30-2 or equivalent AND: credit in Math 20-1 or a minimum final mark of 60% in Math 20-2 or equivalent AND: minimum final mark of 60% in Biology 30 <sup>+</sup>	Yr 1: \$5,046 Yr 2: \$4,845	●
<b>Recreation Therapy Aide Certificate</b>	Successful completion of a recognized Health Care Aide Certificate Program or equivalent AND current employment in the health care field (please submit documentation from your employer)	\$1,452	▼

(Information subject to change)

- ▼ Fall Start Date
- ▲ Winter Start Date
- All Semesters

## More Information

info@bowvalleycollege.ca  
403-410-1402

+ Applicants may complete Anatomy and Physiology (ANAT 1101) at Bow Valley College before the program starts through Open Studies



# English Language Proficiency Requirements – 2017/2018

Program	IELTS – Academic (see notes)	TOEFL (see notes)	Academic English 2 (Bow Valley College course)	Academic English 1 (Bow Valley College course)	Canadian language benchmarks (CLB)/ milestones test: (see notes)
<b>All career programs, with the exception of those programs listed below</b>	6 with minimum band score of 5.5	83	Minimum grade of Grade B-	n/a	8 in each strand
<b>Health Care Aide, Recreation Therapy Aide</b>	5.5 with minimum band score of 5.0	71	n/a	Minimum grade of Grade B-	7 in each strand
<b>Social Work* (see below for more information)</b>	6.0 with no band score below 6.0	84 with no section score below 21	n/a	n/a	8 in reading, 8 in writing, and no lower than 7 in speaking/listening
<b>Pharmacy Technician** (see below for more information)</b>	6.5 with minimum band score of 6.0	91 with minimum scores Listening – 21 Reading – 22 Writing – 25 Speaking – 23	n/a	n/a	n/a
<b>Practical Nurse programs</b>	Listening – 7.5 Reading – 6.5 Writing – 7.0 Speaking – 7.0	92	Minimum Grade of B	n/a	8 in each strand

*(Information subject to change)*

OR Successful completion of an Alberta Education English Language Arts course that is consistent with the specified academic admission requirements for the career program (does not apply to Pharmacy Technician Diploma program)

OR Transcripts demonstrating successful completion of three years of full-time secondary education at a school where English was the language of instruction (does not apply to Pharmacy Technician Diploma program)

OR Transcripts demonstrating successful completion of one year of full-time post-secondary education at a school where English was the language of instruction (does not apply to Pharmacy Technician Diploma program)

**\* Social Work** – other accepted English proficiency requirements

- CELPIP General overall score of 7, with a minimum band score of 7
- CAEL 60, with no subtest below 60
- Completion of NorQuest Listening/Speaking 700 (ESLS7000)/Listening/Speaking 710 (ESLS7100) and Reading/Writing 800 (ESLW8000)/Reading/Writing 810 (ESLW8100) with a minimum 80%

**\*\* Pharmacy Technician** – additional information

Proof of English Proficiency is required for all applicants who have not:

- Graduated from a high school in Canada with three consecutive, first language English courses/credit or
- Completed an undergraduate degree from a university in Canada, where instruction was provided in English

The following English proficiency tests are also accepted for the Pharmacy Technician program:

- MELAB: Overall score of 81, with a minimum score of 3+ in speaking, 80 in writing, 83 in reading, and 80 in listening
- CanTEST: Minimum score of 4.5 in speaking, 4.0 in writing, 4.5 in reading, and 4.5 in listening

## English Proficiency Tests

CLB, IELTS (Academic) and TOEFL results are valid for two years from the day of testing. Results that expire prior to the Start Date of the program cannot be accepted. Official results must be submitted.



## How to Apply

### Follow these steps to become a Bow Valley College student.

#### 1 Choose your program of study

Choose the program that interests you. Contact the Prospective Student Centre to find out about the status of applications for your program of interest.

#### 2 Check the application open date

Find out when applications are open by checking [bowvalleycollege.ca/apply](http://bowvalleycollege.ca/apply).

#### 3 Submit your application

Refer to [bowvalleycollege.ca/apply](http://bowvalleycollege.ca/apply) to link to the online application form and for details about how to apply for admission.

#### 4 Gather Your Transcripts

When applying online to Bow Valley College through [ApplyAlberta.ca](http://ApplyAlberta.ca), applicants authorize Bow Valley College to obtain their Alberta high school and post-secondary transcripts.

All other applicants must arrange for their transcripts to be sent to Bow Valley College, either through the provincial education department or the institution that issued the transcript(s). Transcripts can be submitted by mail to the Registrar's Office (see address under step #5).

See the following page for information about submitting Proof of Enrolment for in-progress courses.

#### 5 Pay the non-refundable application fee

In order for us to process your application, you must pay the non-refundable application fee.

Applying Online: Pay using Visa or MasterCard or choose the "Pay Later" option.

Pay Later: Your application information will be held until payment is made. Applicants can pay:

- by phone (403-410-1400) using Visa or MasterCard;
- in person, at the Office of the Registrar;
- by mail with a personal cheque, certified cheque, or money order to address below:

Office of the Registrar, Bow Valley College,  
345 – 6 Avenue SE, Calgary, AB T2G 4V1

**We strongly recommend applying a minimum of 12 – 13 months in advance of the intended start of your studies. Students are admitted on a first-qualified, first-admitted basis, so applying early and submitting all relevant documents is key.**



## Submitting Proof of Enrolment

If you are currently registered in courses that you need for admission to your program of interest, you will need to submit proof of enrolment.

Proof of enrolment must be issued by your school OR school board and include:

- Your name
- Course names AND course codes AND start and end dates of your courses
- Diploma exam date, if applicable
- Estimated date of graduation (for programs that require a high school diploma only)

The following types of documents may be submitted as proof of enrolment, provided that they include all of the details listed above:

- Course schedule
- Interim transcripts (please note that Alberta Education transcripts may not show in-progress courses)
- Letter from your school

If you are registered at Bow Valley College, email [admissions@bowvalleycollege.ca](mailto:admissions@bowvalleycollege.ca) with your Bow Valley College Student ID number and your program in the subject line so your application can be reassessed.

If you are **scheduled to write an English proficiency test** for admission to your program of interest, you will need to submit the following information:

- Your name
- Receipt and proof of test date for your English proficiency test (i.e., IELTS Academic, TOEFL)

### How to submit your proof of enrolment documents

- Submit a PDF copy of your proof of enrolment (photos and screenshots are not acceptable) by email to [admissions@bowvalleycollege.ca](mailto:admissions@bowvalleycollege.ca).
- In the subject line of your email, include your Bow Valley College ID number and the name of the program you have applied for.

You can drop off your documents in-person at the Office of the Registrar if you prefer.

### After you submit your proof of enrolment

An Admissions Officer will review your proof of enrolment documents.

You may be granted Conditional Acceptance (or a Conditional Waitlist position) if your documents show that you will complete all of the admission requirements prior to the assigned deadline.

Students who are granted Conditional Acceptance will have their offer cancelled if they fail to achieve any of the required conditions (Example: minimum required grade in a course).



## Awards and Financial Aid

### Scholarships and Bursaries

Bow Valley College offers a number of Entrance Awards for students applying to the College. These awards can range from one-time awards of \$1,000, to awards that are renewable to a maximum of \$10,000.

To apply for Bow Valley College Entrance Awards, you must first apply for admission to Bow Valley College, be accepted into a program, and pay the confirmation deposit. Find out how to apply to the College on page 20.

For more information on scholarships and awards, visit [bowvalleycollege.ca/awards](http://bowvalleycollege.ca/awards).

### Financial Aid

Our Learner Success Services Financial Aid team can help you learn more about student loans, budgeting, and other financial supports.

Attend a Student Loan Information Session. Check the Financial Aid page on the Bow Valley College website for more information.



"Winning an award is more than just about getting money. It was assurance that I am doing something I was meant to do."

*Lindsay Goodbrand, Business Administration graduate*





## Visit Us

### Drop In

#### Get More Information

To find out more about how to apply for Bow Valley College programs, visit the Prospective Student Centre on the first floor of Calgary South Campus.

#### Career Exploration Workshops

If you aren't sure what career is best for you, please attend a Career Exploration Workshop. These free weekly workshops are a great way for you to discover more about yourself and the potential careers and education opportunities available at Bow Valley College. For more information, see [bowvalleycollege.ca/careerservices](http://bowvalleycollege.ca/careerservices).

#### Open House

Every October, we welcome prospective students and their families to the Open House, and we want you to join us! For more information, see [bowvalleycollege.ca/openhouse](http://bowvalleycollege.ca/openhouse).

### Schedule a Visit

#### Campus Tours

We can customize a tour of our campus based on your needs and areas of interest. We are happy to accommodate a tour for you or your group. For more information, see [bowvalleycollege.ca/visit](http://bowvalleycollege.ca/visit).

#### Information Requests

Please submit your request to the Prospective Student Centre at [info@bowvalleycollege.ca](mailto:info@bowvalleycollege.ca) to have a package sent by mail.

#### Prospective Student Centre

First Floor, South Campus  
345 – 6 Avenue SE, Calgary, AB T2G 4V1  
403-410-1402 | [info@bowvalleycollege.ca](mailto:info@bowvalleycollege.ca)

#### Office Hours

Monday to Thursday 8:00 a.m. to 4:00 p.m.  
Friday 9:30 a.m. to 4:00 p.m.  
(Closed statutory holidays)









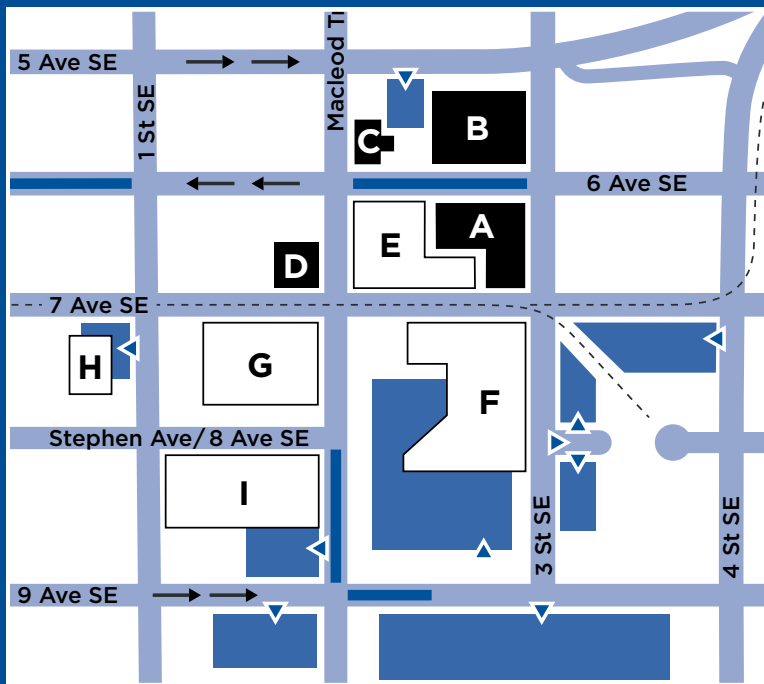
# How to get to Bow Valley College



**Transit:** The Calgary campuses are located north of the City Hall CTrain Station. For bus and CTrain schedule information, see [CalgaryTransit.com](http://CalgaryTransit.com)



**Driving:** There is limited visitor parking at the Bow Valley College South Campus. Downtown parking rates apply.



- |                                  |                                   |
|----------------------------------|-----------------------------------|
| <b>A.</b> South Campus           | <b>H.</b> TELUS Convention Centre |
| <b>B.</b> North Campus           | <b>I.</b> Arts Commons            |
| <b>C.</b> West Campus            | Parking Lot                       |
| <b>D.</b> Rocky Mountain Plaza   | Street Parking                    |
| <b>E.</b> Calgary Public Library | Entry Point                       |
| <b>F.</b> City Hall              | Train Line                        |
| <b>G.</b> Olympic Plaza          | Street Direction                  |



@bowvalley



/bowvalleycollege



@bowvalley

Prospective Student Centre: 403-410-1402  
[info@bowvalleycollege.ca](mailto:info@bowvalleycollege.ca)  
 First Floor, South Campus  
 345 – 6 Avenue SE, Calgary, Alberta, T2G 4V1  
[bowvalleycollege.ca/viewbook](http://bowvalleycollege.ca/viewbook)

