

Admission and Registration

Admission Requirements (to post-secondary programs)

Applicants who are 19 years of age or older by the first day of classes and who lack the academic entrance qualifications may be considered for admission to an appropriate post-secondary program(*) as mature applicants. Mature applicants will be considered on an individual basis. Please note that applicants lacking program prerequisites may be admitted on a probationary basis and will be required to achieve a GPA of 60 per cent after completing six credit courses. The admission requirement for post-secondary programs is a high school diploma (OSSD) with 30 credits at the general or college level or equivalent. Some programs have specific course prerequisites.

*Exceptions include: Dental Assisting, Dental Hygiene, Design Arts General, Digital Photography, Fine Arts, Fine Arts Advanced, Pre-Service Firefighter, Interior Design, Graphic Design, Graphic Design Production, Massage Therapy, Opticianry, Paramedic, Practical Nursing and Veterinary Technician. Part-time applicants to these programs must meet admission and selection requirements.

Admission Requirements (to degree programs)

Mature applicants must meet all of the following criteria:

- must be 21 years of age or older by the first day of classes
- must have no recent unfavourable academic performance
- must have demonstrated potential for success in degree studies through academic accomplishments

The admission requirement for degree programs is a high school diploma (OSSD) with 30 credits at the general or college level or equivalent plus six courses at the 4U or 4M level. Some programs have specific course prerequisites.

Admission Requirements (to post-graduate programs)

The admission requirements for post-graduate programs is a college diploma or university degree. Some programs identify the specific area of study to be eligible.

Prerequisites

A prerequisite is a course (or other qualification) required as preparation for entry to another course. It is your responsibility to ensure that all prerequisite requirements are met before registering for a course.

Exemptions

You may wish to apply for an exemption from a credit course based on a previous credit course or courses taken. This involves an examination of previous educational credentials presented by you in the form of an official transcript and course outline(s). The assessment is based on equivalency to Georgian's course learning outcomes. Contact the Office of the Registrar or the registration office nearest you for the "Request for Assessment of Previous Learning" form. A fee for this service is applicable where courses were completed outside of Georgian College or where challenge exams or "Credit for Prior Learning" reviews are required. See below.

Advanced Standing

You can be granted advanced standing of up to 75 per cent of a certificate or diploma program based on the number of equivalent credit courses completed at a post-secondary level. Contact the Office of the Registrar or the registration office nearest you for the "Request for Assessment of Previous Learning" form. A fee for this service is applicable where courses were completed outside Georgian College.

Credit for Prior Learning

You can be granted credit for courses in a certificate or diploma program based on Prior Learning Assessment and Recognition (PLAR) which involves the assessment and evaluation of acquired equivalent skills and knowledge through life and work experience. The focus of assessment is on evaluation of learning using a variety of techniques including challenge testing. Contact the PLAR co-ordinator, the Office of the Registrar or the registration office nearest you for details and the "Request for Assessment of Previous Learning" form. A fee for this service is applicable for all PLA assessments.

Admission Process Part-time to Full-time Studies

If you are a part-time student at Georgian College and you are interested in applying to the first year of full-time studies, you must apply through the Ontario College Application Service (OCAS) and follow the normal admission process. Part-time student status does not necessarily provide preferred access to a full-time program where programs are heavily oversubscribed. Part-time registration for credit courses in full-time programs is encouraged provided space is available and admission requirements are met. Contact the Office of the Registrar for details on desired courses and dates for registration.

Registration

Registration procedures and options are outlined on the inside front cover. Early registration is recommended. Attend the first session of your course for which you have registered unless notified otherwise by the College.

Waiting Lists

Where possible, and when enough interest is shown, extra sections will be scheduled when courses fill. If the course you are applying for has already been filled, ask to have your name put on a waiting list. **Note:** Waiting lists are not kept once the semester is completed.

Changes to Personal Status

To maintain accurate student records, notification of any changes to your name, address or telephone number is required. Please let the Office of the Registrar know of any such changes by calling **(705) 722-1511** or completing a "Change of Information" form.

Academic Records

The Office of the Registrar processes all requests from students for exemptions, advanced standing, Prior Learning Assessment and Recognition (PLAR), grade reports, transcripts, program/course eligibility checks, certificates and diplomas.

Protection of Personal Privacy

All records are confidential. Information about any student's records will not be released without the student's written authorization.

Credit and Audit Status

Credit status applies when you are registered in a credit course for the purpose of receiving credit.

Audit status applies when you are registered in a credit course but have chosen not to receive credit. Audit status must be specified at the time of registration; otherwise, it is assumed you are taking the course for credit. All prerequisite requirements are applicable to audited courses and permission to register for audit status must be obtained from the Program Manager. Tuition fees for audited courses and credit courses are the same, but you are not entitled to examination or other evaluation privileges when taking a credit course through the audit status.

Course Cancellations and Transfers

Every course and seminar in this calendar must have a minimum enrolment. If cancellation is necessary due to insufficient enrolment, registrants will be notified using the phone numbers on your registration form. Make certain we have your correct day and evening phone numbers. Once a course is cancelled, and providing space is still available, registrants may transfer to another course or seminar in the same semester. Otherwise they will receive a full refund. The College reserves the right to withdraw, postpone or combine classes and/or courses, to limit registrations and to change instructors.

Withdrawals

If you decide to withdraw, you must notify the Office of the Registrar in writing or submit an official withdrawal form. Forms are available at all campus locations. Failure to attend your course does not constitute a withdrawal. If you do not advise the Office of the Registrar in writing or complete a withdrawal form, you will receive a final grade based on the grade achieved at the point of leaving the course and you will forfeit any potential refund.

Class Cancellations

If a campus is closed due to inclement weather or other such occurrence, it will be announced on local radio stations and the College's phone-in system. If an instructor is unable to attend class, the College will attempt to notify students, using phone numbers you have recorded with the Office of the Registrar. Be sure your phone numbers are correct. If we cannot reach you, we will attempt to leave a message at your home or work.

Last Day to Drop a Course without Academic Penalty

To drop a course officially and avoid having a failed grade assigned, you must complete the Request for Change of Course/Program/Section form (obtained in the Office of the Registrar) or withdraw from the course with your academic area or the Office of the Registrar. The last day to withdraw from a course without academic penalty is two-thirds of the way through the course. In most cases the dates for dropping a credit course in the fall, winter or summer semesters are normally November 15, March 15 and July 15 respectively. Please check dates on the College website. After the drop date passes, the student will be issued a final grade based on the grade achieved at the point of leaving the course. Please check dates with the Office of the Registrar.

Graduation

If you have completed an entire program and feel you qualify for a College diploma or certificate, please complete a Request to Graduate form. These forms are available at the Office of the Registrar at any campus. Please note that graduation fees are payable at the time of submitting your Request to Graduate form and are non-refundable. For those who wish to attend a convocation ceremony, requests must be submitted at least six weeks prior to the ceremony. Please refer to the diploma and certificate fees section below.

Student Identification Card

The student identification card is used to identify you as a student at the College and is used for library access at the Barrie, Orillia and Owen Sound campuses. It is also used as identification in all service areas and in the computer labs.

Please note that if you wish to purchase a student identification card, the fee is \$5.67 per semester. It can be purchased in the Office of the Registrar in Barrie, Orillia and Owen Sound.

Fees and Financial Information

Georgian College has used its best efforts to ensure that the information herein is accurate at the time of publication recognizing that any such information is subject to ongoing review and change.

Fee Descriptions

If you have questions regarding fees, please contact us at registrar@georgianc.on.ca or at **(705) 722-1511**.

Student Activity

This fee covers the following functions administered by the Students' Administrative Council (SAC) and the Student Athletic Association (SAA): social, recreational, cultural, leisure, clubs, varsity and intramural sports.

Education Technology

This fee covers the cost of a number of college technology initiatives that directly benefit students. These include software and hardware upgrades in student computer labs, the establishment of high tech classrooms on all three main campuses, Internet access and an Open Learning Centre for students.

Student ID Card

This fee covers the cost of the student ID card which is required to write exams, pick up OSAP loans, to access library services, gain admission to the Student Centre, borrow athletic equipment, access computer labs and when dealing with service areas.

Student Success

This fee covers the costs of a number of service areas such as Career Services, the Centre for Access, Counselling, Orientation and Peer Services to ensure effective learning experiences for students.

Convocation

The convocation fee covers all costs directly related to graduation preparation (i.e. diplomas and certificates, ceremonies, etc.). The convocation fee must be paid by all students at the beginning of their program. This fee is non-refundable to non-graduates.

Alumni

The alumni fee must be paid by students at the beginning of their program and is a "once only" fee. It provides the student with a lifetime membership in the College Alumni Association. Further details are available from the Alumni office. This fee is non-refundable to non-graduates.

College Placement Assessment (CPA)

An assessment process used by the College to place students into appropriate courses. For more info, please call the Centre for Access **(705) 728-1968, ext. 1347**.

Athletic Centre Expansion

The Athletic Expansion fee covers a portion of construction costs for the expansion to the Barrie Athletic Centre.

Part-time Administration

Covers costs associated with running courses through continuing education; printing materials, etc.

Payment of Fees

See inside front cover for details.

Seniors' Discount

Seniors (60 and over) receive a 10 per cent discount of the tuition fee for most courses,* with a minimum fee of \$12 in any course. The discount applies to the tuition fee only, which does not include materials, books, or incidental fees. If you qualify for the discount please indicate this when registering and provide proof of age (driver's licence or birth certificate).

*Exceptions include: Real Estate, Associations, and Motorcycle Training. Please check with registration staff for further exceptions.

Financial Aid

For applications and information regarding eligibility for the Ontario Student Assistant Program (OSAP) contact the Financial Aid office at (705) 722-1530, or inquire at the Office of the Registrar or your nearest registration office.

Diploma, Certificate and Certificate of Achievement Fees

Alumni: A one-time fee of \$46.12
Convocation: \$30.59 per program

Recognition of Successful Completion

Graduation verification fee: \$30.59

Receipts

If you would like to receive a receipt, please ask for one when you register.

Income Tax Receipts

Where the course is eligible for the tuition tax credit, and the tuition fees exceed \$100 in the calendar year, an official receipt for income tax purposes can be printed from your Web account. The listed fees paid for your courses represent total fees and include fees other than just the tuition. Please note only the tuition amount is eligible for income tax purposes as per Revenue Canada guidelines.

Refunds

For the most up-to-date information on policies and procedures, please visit www.georgianc.on.ca/academics/policies.

• Courses with more than 8 sessions

PARTIAL REFUND

Full refund less \$20 (plus material fees, where applicable) if written request is received in the Office of the Registrar before the third regularly-scheduled session.

NO REFUND – After third regularly scheduled session.

• Courses with 4-8 sessions

PARTIAL REFUND

Full refund less \$20 (plus material fees, where applicable) if written request is received in the Office of the Registrar before the second regularly-scheduled session.

NO REFUND – After second regularly scheduled session.

• Courses with fewer than 4 sessions

PARTIAL REFUND

A written request must be received in the Office of the Registrar prior to the start of the course. Then, if the fee paid was less than \$40, half the fee is refunded; otherwise the full fee less \$20 is refundable (plus material fees, where applicable).

NO REFUND – After the class begins.

Note: The following have a special refund policy: Canadian Automotive Institute online courses, Canadian Firearms, Computer Education, Hunter Education, Motorcycle, Real Estate, Teaching and Training Adults, day seminars and conferences.

For **Advanced Foot Care for RNs and RPNs**, withdrawals must be made in writing five (5) full working days before the course start date to receive a refund.

For **Canadian Automotive Institute online courses** a written request must be made to take advantage of the following refund policy: prior to course start date – full refund. Up to three (3) days after course start date – full refund less a \$25 administration fee. More than three (3) days after the course start date – no refund.

For **some Computer Education** courses, withdrawals must be made in writing seven (7) working days prior to the course start date to receive a refund, less a \$25 administrative charge.

For **Heavy Equipment Operator Training**, withdrawals must be made in writing prior to the third scheduled class to receive a refund less \$100.

For **Motorcycle courses**, withdrawals must be made in writing five (5) full working days before the course start date to receive a refund, less a \$50 administrative fee.

For **Teaching and Training Adults** program, First Aid, CPR courses, conferences and day seminars, withdrawals must be made in writing seven (7) working days prior to the course start date to receive a refund, less a \$25 administrative fee. For the Teaching and Training Adults program, transfers must also be made seven (7) working days prior to the course start date.

For **Yoga Teacher Training and Reflexology**, withdrawals must be made in writing seven (7) working days prior to the start date to receive a refund, less a \$20 administrative fee.

Registrants who fail to attend scheduled activities are not entitled to refunds.

Refunds will be paid by cheque within 15 business days of the Office of the Registrar receiving your request to withdraw. If you paid for your course by credit card and you wish to receive your refund on your credit card, please call the Office of the Registrar.

Students In Default

If you have outstanding fees, fines, emergency loans, or fail to return books to the library, or equipment owned by Georgian College, a transcript of grades will not be issued. You might be refused admission to subsequent semesters. If eligible, you will not be awarded your graduation diploma or certificate until the situation is resolved.

Note: Where there are fees outstanding to the College from previous activities, any refund will be applied to these situations.

College Academic Procedures

Academic Regulations

The College's academic regulations apply to all courses and programs. It is your responsibility to be familiar with these regulations. The calendar contains academic regulations of Georgian College and is available for viewing on the web, in all academic departments, the Office of the Registrar, the Learning Commons/Library and the Career Development Centre.

Grade Appeals

The procedure to appeal a grade is outlined in the official Academic Calendar or visit www.georgianc.on.ca.

Grading System

Numerical percentage grades are submitted by the instructors unless otherwise specified in the course outlines. A pass grade is 50 per cent unless indicated otherwise. The most recent grade achieved will be used in calculating a program average (if applicable). The promotional status of part-time students will be assessed once they have completed six (6) credit courses. They must achieve a weighted average of at least 60 per cent to proceed in good standing. Those with averages of between 50 per cent and 60 per cent will be placed on probation.

Symbols:

ATT	attended courses with no evaluation factor, normally a non-credit course
AU	course audit
DNA	student did not attend, normally a non-credit course
EX	exemption granted based on previous educational credits or work experience
F	unsatisfactory performance; failed to meet course requirements
IN	course incomplete; further work required and must be completed within one semester
NMS	no mark submitted; will convert to an "F" after 10 days if mark is still outstanding
P	course requirements met
WD	withdrawal in accordance with College conditions

Progressive Policy

Part-time students who complete six credit courses will be evaluated to determine their academic progression. You must achieve a weighted average of at least 60 per cent to proceed. For further details, please refer to the official Academic Calendar.

Cheating Policy

Although cheating is a rare occurrence, it does happen occasionally. Cheating is a very serious offence and penalties applied to students found cheating are accordingly severe. Please consult the Academic Calendar or www.georgianc.on.ca for the College practice on academic misconduct.

Grade Reports

Final marks can be viewed on the Web. Students will receive instructions on how to access when they register.

Transcripts

Transcripts of your academic record (officially certified with the College seal and the signature of the Registrar) can be requested from the Office of the Registrar **(705) 728-1968, ext. 1694**. A fee of \$10 per transcript or grade report will be charged for processing. Note: Official transcripts are not issued to students.