



# COLLEGE AND UNIVERSITY RESOURCE PACKAGE 2015 – 2016

The purpose of this package is to assist students and their families in researching and selecting a post-secondary institution.

Selecting a college or university is an important step and a very personal decision. Students should be prepared to invest significant time, energy and careful reflection in the process.

## *Some Questions to Consider when Selecting a Post-Secondary Institution*

1. Where is the institution located?
2. Does the institution offer the program I am looking for?
3. Do they offer co-op programs? In which areas?
4. What are the admissions requirements? What were the academic cut-off averages from last year?
5. What are the deadlines for applications and scholarships?
6. What are the dollar values of the scholarships awarded?
7. What criteria are considered in the scholarship process?
8. Are scholarships guaranteed for a specified academic (grade) standing?
9. Is there a campus tour program? How does it work?
10. Is there an Open House or Summer Orientation? What do these events offer new students?
11. What is the cost of attending, ie; tuition, including residence? What other fees are assessed? Cost of books?
12. What are the sources of funding that I should investigate?
13. How do I know what classes/courses to take?
14. What on campus housing is available? How do I apply? Is residence guaranteed for first year?
15. Is off-campus housing available?
16. What extra-curricular activities/intramural activities are available - how do I sign up or get involved?
17. How do I get an on-campus job? Are OSAP or bursary students given priority for these jobs?
18. Can I transfer to (from) the institution after first year?
19. Can I change programs without restriction within the institution?
20. What services are available on campus? Health care? Personal counselling?
21. What is the class size maxima for first year courses?
22. Is there a place where I can get academic assistance/counselling?
23. What services does the institution provide with respect to the Internet and software?
24. What services does the institution provide for Exceptional Learners? How & when do I access these services and what documentation is required to receive services?
25. Does the campus have a food bank or a compassionate program should assistance be required?

# RESOURCES

The following is a list of resources available to assist the students in their research.

**Handbooks:** These books are produced primarily by colleges and universities and provide an overview of the programs that they offer. **They may also be accessed on-line.**

**Calendars:** These books are produced for college and university students and contain detailed course descriptions as well as the rules and regulations of the institution. In addition, they provide information on admission requirements, awards and financial aid and residence. **The same information may be accessed on-line.**

**Einfo:** This web resource allows students to research university programs and requirements, providing links to the various universities, where they can find more specific program information, such as course content. There is also a “compare” tool which allows students to select several programs and create their own comparison chart. Scholarship and residence information are also included. [www.electronicinfo.ca](http://www.electronicinfo.ca)

**Ontario Colleges Web Site:** This web site is a one-stop shop for students wishing to find information about programs at Ontario colleges. There are four areas within the website: Plan, Find, Apply and Confirm. Students are able to obtain specific information regarding many different programs including start dates, admission requirements, program overviews, specific course information and costs associated with the program and residence. There is also a searchable scholarship function. Please note: community colleges also offer applied degrees and joint programs between the colleges and universities. [www.ontariocolleges.ca](http://www.ontariocolleges.ca)

**Liaison Visits:** Sign up for the college and university presentations that are scheduled throughout the fall. These presentations are excellent opportunities to ask questions directly of the college and university representative.

**Campus Visits:** It is important, if all possible, for students visit the college or university campus to which they are applying. Visits can be arranged by phoning the registrar’s office directly or on-line: make sure you ask to see the residences. A visit to campus may also include an opportunity to sit in on specific classes within a faculty.



## OVERVIEW OF APPLICATION PROCESS BY MONTH

The timeline below provides a very general overview of the application process.

### *July - August (of the summer preceding grade 12)*

- ❖ Visit and research post-secondary options; scholarship preparation

### *September - November*

- ❖ Students begin to /continue to research post-secondary options

### *December*

- ❖ Students complete ONLINE application through OUAC and OCAS.

### *January - March*

- ❖ Students complete and submit any additional criteria associated with program choices, ie; personal statements, portfolio, auditions.

### *April - May-June*

- ❖ OSAP applications and final program selection. **\*PLEASE NOTE:** Read all correspondence from colleges and universities carefully.
- ❖ Most correspondence will be via email; check spam filters/junk mail regularly in case correspondence has gone to the wrong folder so nothing critical is missed.
- ❖ Acceptance of admission offers completion of Residence applications, payment of Residence & tuition deposits.

## CRITICAL DATES 2015 - 2016

### *College*

The cost to submit an application cost is \$95.00. **This includes five college choices, no more than 3 programs at one college.**

- November 23, 2015:** The earliest date that colleges may acknowledge applications. First date that 2015/2016 school demographic data can be sent to the college.
- December 16, 2015:** Internal school deadline for application to be submitted.
- February 1, 2016:** Applications received and paid for on or before this date will be given equal consideration by the colleges. **NOTE:** Applicants are encouraged to apply before this date.  
Earliest release of offers by the colleges to all applicants. Offers will continue to be issued until programs are filled or waitlists are established.  
Earliest date that applicants may confirm an offer of admission.

- ❑ **May 1, 2016:** Applicants must confirm their acceptance (if they have not done so already) of an offer of admission to their chosen program through [www.ontariocolleges.ca](http://www.ontariocolleges.ca) by this date.
- ❑ **June 15, 2016:** Earliest date that colleges may require payment of tuition fees.

## *University*

The cost to submit an application to Ontario Universities Application Centre is \$150.00. **This includes three program choices.** Additional university/program choices may be made at a cost of \$50.00 **per choice university/program beyond the initial three.**

- ❑ **December 16, 2015:** Internal school deadline for application to be submitted.
- ❑ **January 13, 2016:** Deadline for completed on-line applications to the OUAC. The original application procedure will include the collection of all final grades from previously completed Grade 11 and 12 courses, and a listing of all current year courses in progress.
- ❑ **February 5, 2016:** Recommended last date for university and program changes, as well as additional active choices. Changes will be accepted and processed by the OUAC at any time.
- ❑ **May 27, 2016:** The latest date by which all secondary school applicants shall expect a response from an Ontario university. Such a response will be one of:
  - 1) an offer of admission
  - 2) a refusal; or
  - 3) a deferral pending the receipt of specific additional information.
- ❑ **June 1, 2016:** The earliest date by which Ontario universities may require a response to an offer of admission and a financial commitment of any kind ie, residence deposit. All other admissions-related items, such as scholarships and bursaries (non-application base) are sent with student's offer of admission.

**PLEASE NOTE:** E-mails are required when filling in your applications. Please make sure it is one you check all the time. It is the primary way colleges and universities communicate with students.

## **OUT OF PROVINCE APPLICATIONS**

1. Students applying to college and university outside Ontario are encouraged to consult specific college/university websites as they contain the most up to date information. Each college/university has individualized timelines, applications and fee structures.
2. In some cases, out of province universities have data sharing agreements, with OUAC to facilitate the transfer of transcript data. Students require an OUAC number for transcript data to be shared. This presupposes a student is also making application to Ontario Universities.

3. The following out of Province universities have data sharing agreements with OUAC: Bishop's, UBC, University of Calgary, Concordia, Dalhousie, McGill, University of New Brunswick, St. Mary's, Simon Fraser and University of Victoria.

## APPLYING TO THE ROYAL MILITARY COLLEGE OF CANADA

The Royal Military College of Canada (RMCC) is **not** part of the OUAC's processing service for applications.

A separate form along with additional application materials must be obtained from a Canadian Forces Recruiting Centre at 1-800-856-8488 or visit the RMCC website at: [www.rmc\\_cmr.ca](http://www.rmc_cmr.ca). The closest recruiting centre in Kingston is located at 255 Bagot Street.

## ACCOMMODATIONS FOR EXCEPTIONAL STUDENTS

To receive accommodations, students with an exceptionality require diagnosed learning needs by a psychologist/clinical psychologist through a psycho educational assessment. Each Post Secondary institution has specific guidelines regarding assessments. Its best to contact the institution directly for more specific information.

**Once a student has accepted an offer of admission**, they should contact the Accessibility Services Office to set up a meeting at the college/university. Generally speaking, the Accessibility writes an accommodation letter that students share with their professors. Students are not required to disclose their exceptionality to faculty. **The letter of accommodation does not identify the exceptionality, just the accommodations to which the student is entitled.** Therefore, students can make the personal choice to disclose as much or as little as they wish to faculty.

Sample Documentation:

Queen's website for Accessibility Services Office and documentation:  
<http://www.queensu.ca/studentwellness/accessibility-services>

St. Lawrence website for Accessibility Services Office and documentation:  
<http://www.stlawrencecollege.ca/campuses-and-services/accessibility>

## TRANSITION RESOURCE GUIDE

This guide provides comprehensive information regarding resources available at colleges and universities. It can be accessed at [www.transitionresourceguide.ca](http://www.transitionresourceguide.ca)

# SCHOLARSHIPS

There are **two** main types of scholarships:

1. **SCHOLARSHIPS that do not require an application.**

The great majority of scholarships are this type. Students are automatically considered for these scholarships upon submission of a post-secondary application. Entrance and Faculty Scholarships DO NOT require separate application form. Some universities will offer scholarships at the time of the admissions offer, others will offer scholarships at a later date. These scholarship offers are made on the basis of grades.

2. **SCHOLARSHIPS that require a separate application form in addition to the original university application.**

Each post-secondary institution establishes its own academic and extra-curricular criteria for scholarships. Please refer directly to websites of all institutions to which you have applied for scholarship information. Non-school specific scholarships (like the TD and Terry Fox) can be found at the general scholarship links listed on the next page.

## SCHOLARSHIPS REQUIRING A SCHOOL NOMINATION

Some scholarships require a school nomination as part of the application process. In this case, students are asked to submit an Extended Resume and covering letter for consideration. A sample of both is posted on the school website.

The covering letter should detail specifically for which scholarships students wish to be considered. An exemplar of both a covering letter and an Extended Resume are posted on the Student Services page on LCVI.ca. The deadline for submission of the Extended Resume and Covering letter is Student Services is the end of September. The school's scholarship Committee, consisting of representation from Administration and staff, meet to select the school's nominee. Students are notified of the committee's final decision.

## SCHOLARSHIP INFORMATION SOURCES

**SCHOLARSHIP** information is made available to students by:

- University/College information assembly** given by LCVI Student Services in October
- Scholarship Drawer** - all incoming scholarship information is housed in a file cabinet drawer in Student Services. Students are welcome to review this information at any time.

- ❑ **University/College calendars** - available in the Student Services or on institution websites.
- ❑ **Scholarship Web Sites:**
  - ❖ individual university and college websites
  - ❖ <http://www.electronicinfo.ca>
  - ❖ <http://gwmisc.ca>
  - ❖ <http://studentawards.ca>
- ❑ Scholarship information is also posted on the monthly post secondary update (posted on the Student Services page).

## BURSARIES

Bursaries are monetary awards given to college/university students without the expectation of repayment. Most bursaries require some application and have various associated criteria. Information on bursaries can be found on post-secondary websites under awards/scholarships or on financial assistance page. Like scholarships, bursaries have specific deadlines.

Tip! Students should visit the financial aid office of their selected post-secondary institution as soon as possible once they hit campus. Financial Aid Office staff often are a wealth of knowledge and can direct students to those opportunities most appropriate for them.



## UPCOMING WORKSHOPS & PRESENTATIONS

- ❖ Financial Literacy & How to Fund Post-Secondary application
- ❖ How to Write a Personal Statement of Experience - January, 2016
- ❖ OSAP Workshop - April - May 2016
- ❖ Transitioning to Post Secondary Education - May 1, 2016

# FINAL NOTES

- ❖ Carefully read all correspondence from universities/colleges and adhere to ALL STATED DEADLINES.
- ❖ If you don't understand something ASK! We are here to help you!
- ❖ DO NOT CHANGE YOUR EMAIL DURING THE APPLICATION PROCESS.
- ❖ Trust your gut instincts. You know yourself best; your decision has to be based on what's best for you in terms of program choice and location.

*With contributions from:*  
*Atlantic Provinces' Registrar*  
*Kingston Collegiate & Vocational Institute*  
*Learning Disabilities Association of Kingston*  
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*Institute*  
*Lisgar Collegiate & Vocational Institute*  
*OCAS & OUAC*