

Grad Handbook 2018 - 2019



“Goals are the fuel in the furnace of achievement.”
-Brian Tracy

POST-SECONDARY EDUCATION COSTS
ESTIMATED 2018-2019 SCHOOL YEAR

Estimated Education Expenses (1st year)
(Living away from home)

	College (2 year program)	University (4 year program) Bachelor of Commerce
Tuition	\$ 3 025.00	\$ 8 986.98
Books and Supplies	1 500.00	1 500.00
Student Fees	1 245.17	1 768.78
Transportation	500.00	500.00
Accommodation	7 300.00	7 300.00
Food	5 558.00	5 558.00
Personal Expenses	<u>2 000.00</u>	<u>2 000.00</u>
	\$21 128.17	\$27 613.76
2 nd year @ 3% inflation rate	\$21 762.02	\$28 442.17
3 rd year @ 3% inflation rate		\$29 295.44
4 th year @ 3% inflation rate		\$30 174.30
<u>Estimated Total</u>	<u>\$42 890.19</u>	<u>\$115 525.67</u>

HOW CAN COSTS BE MET?

1. PARENTS/RELATIVES
2. STUDENT INCOME (part-time, summer, co-op)
3. SCHOLARSHIPS & BURSARIES (pg.11)
4. OSAP - ONTARIO STUDENT ASSISTANT PROGRAM (pg.12)
5. STUDENT LOANS/LINE OF CREDIT
6. For information on financial and budget planning visit www.canlearn.ca
Hint: University/college websites usually include a budget calculator

THREE MAIN DECISION-MAKING FACTORS:

1. What program(s) am I interested in?
Do I have the required prerequisite courses and marks?
2. How much can I afford? For how long?
3. Where will I be comfortable?
How far away from home?
How large a university/college do I want to attend?
Class size preference?
Small or large city?

***Helpful hint:**

1. Revisit Career Cruising and redo the Matchmaker; peruse the “Careers” section based on subject areas for ideas.
2. Visit www.mycareerinfo.ca You will find information on job market trends, online job banks, resume writing and a careers personality quiz.

EVERYTHING YOU NEED TO KNOW ABOUT APPLYING TO UNIVERSITY

To apply to an Ontario university, you should first:

- A) Be sure you are **eligible** (6 university (U), university/college preparation courses (M)) and have the correct **prerequisites** for the programs you are considering. (For example, engineering programs require certain science and math university, preparation courses). Check as well that your marks meet the estimated cut-offs. All this information is available online at eINFO www.electronicinfo.ca
- B) PIN numbers are required to apply. These will be available in Guidance around mid to end of October.
- C) Select the 3 or more **universities** and/or **programs** to which you will apply.
- D) Complete the application process. All applications are directed to the University Application Centre (OUAC) in Guelph, which communicates with the universities. All applications will include Grade 11 and 12 completed marks. Be sure to check with the individual universities and the OUAC site for details concerning their individual admission procedures. See a guidance counsellor for details.

UNIVERSITY TERMS YOU SHOULD BE FAMILIAR WITH

Honours Degree

Consists of 20 full year courses typically completed over four years of full-time study.

General Degree

Consists of 15 full year courses typically completed over three years of full-time study.

Major

The main area(s) of study in a degree.

Minor

A secondary area of study when completing a single major honours degree.

Single Major Degree

Consists of one major.

Joint Major Degree

Consists of two majors. Also known as a Double Major Degree.

Specialization

A group of courses in a particular area of study that may only be completed with a specific major.

Emphasis Program

A group of courses in a particular area of study that may be completed with any major.

Credit

The equivalent of one hour of instruction per week for a 15-week semester. It is assumed that for every credit hour, the student will spend at least an additional hour per week in homework/preparation.

Undergraduate Degree

The first degree you earn at university - i.e. Bachelor of Arts/Science.

Graduate Degree

Any degree you earn after your undergraduate degree - i.e. Masters Degree.

Professional Degree

A Graduate degree earned in a particular profession - i.e. medicine, law, education.

Concurrent Education Program

A six-year program that combines Bachelor of Arts or Science degree with Bachelor of Education degree.

Consecutive Education Program: Completing a three or four-year degree and then continuing on to the Bachelor of Education degree at the same or at another university.

IMPORTANT DATES

AUGUST 21, 2018: OUAC commences distribution of OUAC 101 application materials to secondary schools. In consultation with parents and counsellors, students will select their program and university choices.

NOVEMBER 8, 2018: The OUAC 101 (**online**) application will be available through OUAC's website: www.ouac.on.ca/ouac-101/ The cost of applying is \$150.00. Additional choices can be made at a cost of \$50.00 each. **Applications must be submitted electronically to OUAC by January 16, 2019 to be given equal consideration.** Check your information very carefully to ensure that it is accurate. Students may make program changes online at this time (details will follow). Applicants should log in to their online application to monitor and amend their application data as required and to respond to offers of admission. Acknowledgement emails are immediately sent to applicants once the online application is successfully submitted.

NOVEMBER 2018: PIN Access Letters are mailed to secondary schools. Pick yours up in Guidance.

JANUARY 16, 2019: DEADLINE FOR STUDENTS TO SUBMIT COMPLETED ONLINE APPLICATIONS TO OUAC

However, the earlier you apply, the better; applications can be modified after submission. **Note:** Although the deadline for the online applications is January 16, 2019, problems could arise if all students wait until that date to apply.

FEBRUARY 5, 2019: Recommended last date for students to submit all information to the OUAC, including university and program changes as well as additional active choices, to be eligible for consideration for early admission.

FEBRUARY 14, 2019: Deadline for the OUAC to receive all final first semester grades and current full-year grades for 4U/M courses from Ontario high schools.

MARCH-JUNE 2019: Ongoing conditional offers of admission may be received. An online response instructional video is available at: www.ouac.on.ca/ugrad-tutorials/

APRIL 25, 2019: Deadline date for receipt of 2nd semester mid-term marks to the OUAC.

MAY 29, 2019: The date by which students shall expect a response from a university. Such a response will be one of: a) an offer of admission; b) a refusal; c) a deferral pending receipt of additional information.

JUNE 3, 2019: The earliest date by which Ontario universities may require a response to an offer of admission and give a financial commitment of any kind (e.g. registration deposit, residence deposit, etc.) from an Ontario secondary school student. All other admissions-related elements including scholarships, other forms of student assistance or financial incentives and offers of residence are considered part of the offer of admission. Therefore, a student may accept these other offers prior to June 1, 2019, but Ontario universities shall not compel a student in any way to make an earlier decision.

NB. The preceding information relates only to Ontario universities. Please contact the Guidance office for information on applying to institutions outside of Ontario.

FALL 2018 UNIVERSITY SEMINARS

Thursday, September 20	University of Western	10:00 am
Monday, September 24	Lakehead University	1:15 pm
Tuesday, October 2	Laurentian University	8:45 am
Wednesday, October 3	University of Toronto	8:45 am
Thursday, October 4	Brescia University College	10:00 am
Friday, October 5	Queen's University	1:15 pm
Tuesday, October 9	Trent University	10:00 am
Tuesday, October 9	Carleton University	1:15 pm
Monday, October 15	University of Guelph	1:15 pm
Friday, October 19	McMaster University	8:45 am
Monday, October 22	University of Ottawa	8:45 am
Tuesday, October 23	Bishop's University	8:45 am
Wednesday, October 24	UOIT	8:45 am
Monday, October 29	Brock University	8:45 am
Monday, October 29	Ryerson University	1:15 pm
Tuesday, October 30	University of Windsor	10:00 am
Wednesday, October 31	University of Waterloo	1:15 pm
Wednesday, November 14	Redeemer University College	10:00 am
Thursday, November 15	University of Guelph-Humber	8:45 am
Monday, November 19	King's University College@Western	10:00 am

To attend seminars:

1. Must sign up ahead in Guidance for presentations and attend.
2. Must be eligible for university (6 U/M courses).
3. Must have special permission for Grade 11 students.
4. Attendance will be taken. If you fail to attend without advance notice you will not be eligible to attend any further seminars.

UNIVERSITY INFORMATION SESSIONS

Ontario Universities' Fair 2018: Friday, September 28, 2018, Saturday, September 29, 2018, Sunday, September 30, 2018. (10 am-5 pm daily) Metro Toronto Convention Centre, South Building, 222 Bremner Blvd.

University Information Program: November 8, 2018, 6:00 pm- 7:30 pm, Clarington Central S.S.

Study and Go Abroad Fair 2018: October 14, 2018 Metro Toronto Convention Centre 1:00 pm – 5:00 pm (This fair is for students who will be graduating from high school and wish to pursue their university studies outside of Canada.)

University of Toronto Campus Days 2018:

St George Campus - Saturday, October 20, Mississauga Campus - Sunday, October 28, Scarborough Campus - Saturday, November 10

Maclean's: www.macleans.ca/education-hub Information on education and campus news stories.

www.macleans.ca/rankings/ This site has information on their national university ranking done on a yearly basis.

EVERYTHING YOU NEED TO KNOW ABOUT APPLYING TO COMMUNITY COLLEGES (Colleges of Applied Arts & Technology)

To apply to community college, you should first:

- A) Be sure you are **eligible** and have the correct **admission requirements** including prerequisites for the program you are considering.
- B) This information is available in the individual college calendars in the Guidance office, or online at the college's websites. Program information is also available online at www.ontariocolleges.ca and you must select the "Find a Program" link. Course calendars are also available at the College Information Program at Durham College.
- C) You may apply to five colleges with no more than three program choices at any one college. Private institutions and colleges outside Ontario require a separate application. See the institution's website for details. There is a User Guide under the "How to Apply" tab if necessary
- D) Complete the on-line application at: **www.ontariocolleges.ca** Your grades are directed automatically to the college application centre (OCAS) in Guelph. There is a processing fee.

TYPES OF PROGRAM DELIVERY

Certificate

Certificate programs require the completion of two semesters (or one year) of study, as approved by the Ministry of Training, Colleges and Universities.

Diploma (Regular/Advanced)

Regular diploma programs require the completion of at least four semesters (or two years) of study, as approved by the Ministry of Training, Colleges and Universities. An advanced diploma is granted after six semesters (or three years).

Post-Diploma/Post-Graduate/Post-Certificate

Building on knowledge or broad experience gained through previous post-secondary study, these programs require a college diploma/certificate or university degree for admission.

Bachelor's Degree

Four-year academic programs offer the best of both worlds - the practical, technical strengths of a college education and the theoretical foundation of a bachelor's degree.

Joint College/University (Collaborative)

Collaborative programs involve taking courses at both the college and university levels. Students may earn either one credential or two credentials (one from the college and one from the university).

Co-op

Scheduled periods of employment in related industries within the academic year give co-op students an edge and help them to relate in-school training with real work experience. These placements are typically paid positions and are usually a requirement for graduation. Also offered are field placements, work terms and internships. Students are usually not paid during this type of placement.

FALL 2018 COLLEGE SEMINARS

Tuesday, September 25	Fleming College	1:15 pm
Tuesday, October 2	Algonquin College	1:15 pm
Friday, October 12	Niagara College	10:00 am
Monday, October 15	Loyalist College	8:45 am
Wednesday, October 17	Durham College	10:00 am
Friday, November 9	Humber College	8:45 am
Friday, November 9	Centennial College	10:00 am
Wednesday, November 28	Georgian College	8:45 am

To attend seminars:

1. Must sign up ahead in Guidance for presentations and attend.
2. Attendance will be taken. If you fail to attend without advance notice you will not be eligible to attend any further seminars.

COLLEGE INFORMATION SESSIONS

Ontario College Information Fair 2018: Tuesday, October 23, 2018 5:00 – 9:00 pm and Wednesday, October 24, 2018 9:00 am - 2:00 pm Enercare Centre - Hall B - Exhibition Place, Toronto, ON (www.ocif.ca)

College Information Program at Durham College: October 1, 2018
Oshawa Campus 10:00am -12:00pm, Whitby Campus 6:00 pm - 8:00 pm

Careers in the Military: Interested students please sign up in Guidance. Date to be determined.

IMPORTANT DATES

OCTOBER 2018: In consultation with parents and counsellors, students will select program and college choices. Access the online college application at www.ontariocolleges.ca Instructional video on how to apply is on this site.

The **online** application will be available through the OCAS website: www.ontariocolleges.ca The cost of applying is \$95.00. **Applications must be submitted electronically to OCAS by February 1, 2019 to be given equal consideration.** Check your application **very carefully** to ensure that the information is accurate. Students may make program changes at this time.

FEBRUARY 1, 2019: DEADLINE FOR STUDENTS TO SUBMIT COMPLETED ONLINE APPLICATIONS. All applications received and paid for on or before this date will be given equal consideration for acceptance. **Note:** *Applicants are encouraged to apply before this date as website volumes are at their highest at this time.*

FEBRUARY/APRIL 2019: Depending on the program, students will receive questionnaires or requests for interviews from the colleges concerned. **Failure to complete requests usually results in the application being terminated. It is essential you adhere to all dates and return information on time.**

MARCH - MAY, 2019: Colleges are giving offers of admission in your OCAS accounts under View Offers. Candidates must respond by confirming their acceptance. Students

may accept only one offer of admission. A confirmation email of acceptance will follow from OCAS.

MAY 1, 2019: Students must confirm acceptances of an offer of admission to their chosen program through ontariocolleges.ca by this date.

JUNE 15, 2019: Earliest date that colleges may expect payment of tuition.

COLLEGE ADMISSION PROCESS

Admission Requirements:

Requirements vary from program to program. Selection criteria may be based on any combination of the following:

- a review of the applicant's academic record;
- a review of any additional documentation submitted to support the application as required by the program (i.e. volunteer or work experience, including co-op);
- results of a test, an essay or questionnaire;
- a review of a portfolio;
- an interview.

Selection of Applicants:

Selections will be based on all criteria listed under individual program descriptions as entrance requirements. All applications received and paid for on or before **February 1, 2019** will be considered equally. Early application is encouraged. Candidates are then rank ordered and the best qualified applicants are offered seats or placed on a waiting list.

Highly Competitive Programs:

The term "Highly Competitive" denotes programs for which there are more qualified Ontario applicants than are required to fill the available seats. As a result, qualified applicants who have submitted applications no later than **February 1** will undergo a specific selection process. Visit ontariocolleges.ca →Applying→Highly Competitive Programs for each colleges list and requirements for these programs.

The admissions office reserves the right to add to or delete from the following list based on applicant demand, program changes, etc. The following are some examples of programs that are anticipated to be highly competitive at Durham College:

- Animal Care
- Community Integration through Cooperative Education
- Dental Hygiene
- Occupational Therapist Assistant/Physiotherapist Assistant
- Paramedic
- Practical Nursing
- Social Services Worker

Student Checklist

Applying to Ontario's colleges

Explore your college options.

- Check out college publications, websites and tours.
- Research program admission requirements.
- Take a look at the Ontario College Guide online at www.ontariocolleges.ca
- Get a valid email account.
- Think of a unique username and password.
- Know your Ontario Education Number (OEN).
- Know your correct address and postal code.
- Have a VISA, MasterCard or American Express number, including the expiry date, if you plan to pay online.
- Take a look at the tutorial online at

ontariocolleges.ca

PROSPECTIVE APPRENTICES

If you are ambitious and interested in pursuing a career in a skilled trade, Ontario needs you.

Skilled workers - called journey persons - are in high demand in a wide variety of occupations, and the opportunities and rewards available are getting more exciting all the time. To become a journey person in a particular occupation, you require a combination of on-the-job experience and in-school training, called an apprenticeship.

A powerful means of obtaining practical experience and skills, apprentices spend about 75% to 90% of their learning time on-the-job and the remaining 10% to 25% in the classroom. Apprentices are paid for the work and become certified in their trade after completing the training requirements set by the province.

What is Apprenticeship

An apprenticeship is an agreement between a person who wants to learn a skill, and an employer who requires a skilled worker. An apprenticeship is a proven way to learn. It has a long tradition and in today's world, it's as important as it ever was. Canadian journey persons, trained through an apprenticeship, have been part of the teams that built:

- the robotic arm on the United States' space shuttle crafts;
- the Rogers Centre,
- the CN Tower

Journey persons also bake your bread, fix your cars and build your homes.

An apprenticeship takes time - anywhere from two to five years - but it is time well spent. It's an investment in your future. This investment is a partnership shared by you and the employer.

Many journey persons use their skills and experience as stepping stones toward a career in management, while others go into business for themselves.

Benefits of an Apprenticeship and a Career in a Skilled Occupation

- earn while you learn
- enjoy future job security
- learn new skills
- perform challenging and satisfying work
- start a career with the confidence that your skills will always be in demand and with the security that those skills are more in demand every year
- receive a good salary and benefits package
- advancement opportunities
- a possibility of starting your own business
- an opportunity to break out of an unfulfilling role and experience personal growth
- independence and the confidence to start a new life

<http://www.tcu.gov.on.ca> Click on "Trades"

www.earnwhileyoulearn.ca [Outlines steps to Apprenticeship]

www.durhamworkforceauthority.ca - 905-438-8916

www.collegeoftrades.ca

Special Education Support for Post Secondary Education

- **Most colleges and universities receive provincial grant funding to provide support services to students with disabilities** - contact the office that assists students with special needs and find out what specific services are available and what documentation is required. You can locate the office by accessing www.transitionresourceguide.ca. Providing step-by-step guidance for navigating the special education process at the post-secondary level, it lists specific support services, information on campus accessibility, and contact lists for every publically funded post-secondary institution in Ontario. You can also call the school and ask to be directed to the office that assists students with special needs.
- **Identify College/Universities that offer the training you need -**

Example:

Durham College - contact number 905-721-3123

website: <https://durhamcollege.ca/student-life/student-services/access-and-support-centre>

Queen's University - contact number: 613-533-6467

website: <http://www.queensu.ca/studentwellness/accessibility-services/>

- **Classroom accommodations** - vary from class to class, instructor to instructor and school to school. What is important is that everyone is aware that students will need to self-disclose and advocate in order to receive services and accommodations.
- **Specific accommodations if staying in residence** - it can be helpful to coordinate the accommodations between academic and residential situations with the assistance of the post-secondary special needs office.
- **Use of New Technologies** - *Use of a personal laptop is encouraged with adaptive technology software - e.g. math software, programs that read text and transcribe speech to accommodate any physical challenge with handwriting.
- **Canada Study Grants for Students with Permanent Disabilities** - available to students with physical or learning disability who meet the criteria. *Note:* to be eligible for this grant you must need exceptional education-related services or

*Equipment to perform the daily activities necessary to participate in studies at a post-secondary level. For more information check:

Program Information -

<https://www.canada.ca/en/employment-social-development/services/education/grants/disabilities.html>

Inquire - at any post-secondary education institution **or**

Contact your province or territory's student financial assistance office.

Your school contact: Special Education Department:

Michelle McKinnon—Special Education Lead Teacher – michelle_mckinnon@kprdsb.ca

RESIDENCE AND SCHOLARSHIPS

Residence

Residence information can be requested on the online university or college application form. Many colleges/universities send a residence application with an offer of admission. Some require a separate application. Selection methods vary with each institution. Be sure to research this area. Many residences require a DEPOSIT to hold a room (\$100-\$200). Do not miss the deadlines.

Scholarships

Students must be aware that it is their responsibility to research this area. Register with yconic.com and scholarshipscanada.com to receive emails regarding upcoming scholarships. Also *Google* “scholarships in Canada” and “financial aid Ontario” throughout the year.

Several different types of scholarships exist:

1. Students are encouraged to explore the possibility of being eligible for a scholarship offered through a community agency or parent’s employer.
2. All universities and colleges offer a number of scholarships based on marks. Check the **eINFO/College Guide** books and institution calendars for details.
3. Most scholarships require a special application procedure. For these, extra-curricular activities and community service are often weighted more heavily than marks. In order that we may assist you with this process, we ask that anyone considering applying for a special scholarship, submit to the Guidance office by November 1, a resumé or an outline describing extra-curricular and community involvement.

Where to find Scholarships and Bursary Information

Awards Websites:

- www.scholarshipscanada.com
- www.yconic.com
- www.canlearn.ca
- www.fastweb.com
- www.ontarioscholarships.ca

Hints & Tips:

- Check your employer or family member employers to see if they offer any scholarships, grants or bursaries.
- Research on the websites of your chosen schools for possible scholarships and bursaries. These are specific to each institution.

- Check with organizations you are involved with (banks, unions, churches, sports clubs, girl guides, etc...)
- Using various Search Engines (Google, Yahoo, etc.) type in some of the following words to obtain more info: *scholarships, college, university, bursary, awards.*

Ontario Student Assistance Program (O.S.A.P.)

OSAP is a financial aid program that provides money, through loans and grants, to students for post-secondary education expenses. The program offers two types of funding: grants – money you don't have to pay back and loans – money that you must repay. Both the Ontario and federal government provide this money. The amount of money you can get depends on your education expenses (tuition, books, etc.) and personal financial situations (your income, family contributions, etc.). Specific information about eligibility and how to apply is on the government website. Applications are completed online at www.osap.gov.on.ca. Although you will receive confirmation during the summer stating your loan/grant, the money itself will not be made available until you register at the school. The process for picking up your loan documents will be communicated to you by your post-secondary institution. **Hint: Go to the website and try the instant calculator and the aid estimator.**

Basic Facts about applying:

- Each application is about a specific program at a specific school. That means if you are interested in two different programs (even if they are at the same school), you must fill out a separate application for each program. The same goes if you are taking the same program but at a different school. The reason? Programs and schools may have different study periods and costs associated with them.
- You can fill out an application before you receive notification of acceptance from the school you have applied to. **However, it is advised to apply once you've received an acceptance to avoid the time required for multiple applications.**

INTERNET RESOURCES FOR POST-SECONDARY & CAREER INFORMATION

APPLICATION INFORMATION: www.ouac.on.ca (university)
 www.ontariocolleges.ca (college)

American Colleges & Universities	http://nces.ed.gov/ipeds/cool/
Campus Access	www.campusaccess.com
CanLearn	www.canlearn.ca
Career Research:	www.careercruising.com www.jobbank.gc.ca/careertool
Employment and Social Development Canada	www.esdc.gc.ca
Independent Learning Centre	www.ilc.org (ILC)
International College & University Information	www.youth.gc.ca/
Job Seekers Resource	www.smartbiz.com/sbs/careers.htm
Mazemaster - Career Information Site	www.mazemaster.on.ca
Ministry of Education and Training sites	www.edu.gov.on.ca www.youthjobs.gov.on.ca
Job Finding Tool for Graduates -	www.eluta.ca www.indeed.ca www.workopolis.com
Online Career Centre	www.monster.ca/
Ontario Student Assistance Plan (OSAP)	http://osap.gov.on.ca
Ontario School Counsellor Association	www.osca.ca/
Ontario College/University Transfer Guide	www.ocutg.on.ca/
Resumes	www.youth.gc.ca
Scholarship Research Sites	www.yconic.com www.scholarshipscanada.com www.finaid.org/scholarships http://www.osca.ca (pull down "Students")
School Finder for Canadian College & Universities	www.schoolfinder.com

Information is available in the Guidance Office, including scholarships, and college/university calendars. These are updated continuously as new information is received. Students are encouraged to consult this information on a regular basis and make appointments to discuss your goals with a counsellor.

**FOR FURTHER INFORMATION
VISIT YOUR GUIDANCE AND CAREER EDUCATION DEPARTMENT
N O W!**

Teacher - Counsellors
Mrs. Kirkland - tracey_kirkland@kprdsb.ca
Ms. Stone – kariann_stone@kprdsb.ca