

GETTING STARTED

**ADMISSION INFORMATION
FOR APPLICANTS**

WHAT`S IN THIS DOCUMENT

INFORMATION ABOUT:

FINANCIAL ASSISTANCE

ASSESSMENT

ACADEMIC PREPARATION

GETTING CREDIT

ACCEPTING OUR OFFER

APPLICANT CHECKLIST – After you have applied

ASSISTANCE FOR STUDENTS WITH DISABILITIES

Please refer to information on disability accommodation and support services on page 10.

TELEPHONE DIRECTORY

 613-727-4723 and enter the relevant extension listed below:

ACADEMIC REFERRAL CENTRE

Woodroffe ext. 5722

ASSESSMENT CENTRE

Woodroffe ext. 7079

Pembroke 613-735-4700 ext. 2742

Perth 613-267-2859 ext. 5604

ATHLETICS

Woodroffe ext. 7709

CAREER AND COLLEGE PREPARATION

Woodroffe ext. 5722

TTY 613-727-7720

Smiths Falls Ext. 3536

Pembroke 613-735-4700 ext. 2764

TTY 613-735-4744

COUNSELLING

Woodroffe ext. 7200

Pembroke 613-735-4700 ext. 2804

Perth 613-267-2859 ext. 5610

ENGLISH AS A SECOND LANGUAGE

Woodroffe ext. 5700

FINANCIAL AID

Woodroffe ext. 7678

Pembroke 613-735-4700 ext. 2709

Perth 613-267-2859 ext. 5604

TELEPHONE DIRECTORY CONT'D

GENERAL ARTS AND SCIENCE COORDINATOR

Woodroffe

ext. 5242

Pembroke

613-735-4700 ext. 2766

INTERNATIONAL EDUCATION CENTRE

Woodroffe

ext. 7031/7038

Fax 613-727-7665

MAMIDOSEWIN CENTRE FOR ABORIGINAL STUDENTS

Woodroffe

ext. 5566

PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)

Woodroffe

ext. 7027

Pembroke

613-735-4700 ext. 2756

Perth

613-267-2859 ext. 5604

RECRUITMENT OFFICE/CAMPUS TOURS

Woodroffe

ext. 5482

Pembroke

613-735-4700 ext. 2709

Perth

613-267-2859 ext. 5601

REGISTRAR'S OFFICE

Woodroffe

613-727-0002 or 1-800-565-4723

Fax: 613-727-7632

TTY: 613-727-7766

Pembroke

613-735-4700 ext. 2708 Fax: 613-735-8800

TTY: 613-735-4744

Perth

613-267-2859 ext. 5604

TTY: 613-267-3950

CENTRE FOR STUDENTS WITH DISABILITIES

Perth and Woodroffe

ext. 7683

Pembroke

Fax: 613-727-7661

613-735-4700 ext. 2729

TTY: 613-735-4744

WELCOME

Thank you for applying to Algonquin College. You've made a wise choice! Just ask any of our thousands of graduates!

Now that you've applied, there are a few steps you need to take to become an Algonquin student. This booklet tells you all you need to know about the admissions process, and provides answers to questions most commonly asked by prospective students. Keep this booklet handy for reference in the coming months and don't hesitate to contact the Registrar's Office with any questions you may have.

Algonquin College will issue Offers according to the following schedule:

ADMISSION TO THE 2009 FALL TERM

February 1, 2009	Equal Consideration Date – 2009 Fall Term applications received by this date are considered equally; applications received after this date are processed on a first-come, first-served basis, as long as space is available.
February 5, 2009	Offers of Admission for 2009 Fall are mailed to applicants for non-highly-competitive programs.
March 5, 2009	Offers of Admission for 2009 Fall are mailed to highly-competitive programs.
May 1, 2009	Date by which 2009 Fall applicants must confirm their Offer of Admission to ontariocolleges.ca
July 15, 2009	Tuition fees are due in order to hold your seat in your chosen program.
July 31, 2009	Timetable release date via ACSIS.
September 2, 2009	Start of 2009 Fall Term for most post-secondary programs.

ADMISSION TO THE 2010 WINTER TERM

September 2009	Application processing begins.
November 15, 2009	Tuition fees due.
December 4, 2009	Timetable release date via ACSIS.
January 11, 2010	Start of Winter 2010.

ADMISSION TO THE 2010 SPRING TERM

September 2009	Application processing begins (ongoing).
April 1, 2010	Tuition fees due.
April 6, 2010	Timetable release dates via ACSIS.
May 10, 2010	Start of Spring 2010 term.

ACSIS - Algonquin College Student Information System

You can use ACSIS to:

- View your application status
- Confirm with ontariocolleges.ca
- View your grades
- Print your timetable
- View your account
- Submit credit card payments
- Update your personal information
- Request an official transcript
- Drop and add courses, and course section changes
- Select General Education Electives
- Get usernames and passwords
- Change your passwords
- Download forms
- View your Final Assessment timetables
- Register for employment as a graduate
- View employment opportunities
- Print tax receipts

Login: acsis.algonquincollege.com

User ID: Student number

Password: Date of birth

FINANCIAL ASSISTANCE

GENERAL INFORMATION

Financial Aid Offices at Algonquin College are located on both the Woodroffe and Pembroke Campuses. Students at the Perth Campus can obtain information at the Registrar's Office. These offices administer financial assistance in the form of federal and provincial student loan programs and student bursaries.

Algonquin College offers Entrance Bursaries to fulltime first year students enrolled in degree or diploma programs. Entrance Bursaries are awarded based upon demonstrated financial need. Successful bursary recipients enrolled in a degree program may receive a \$1,000 Entrance Bursary; successful bursary recipients enrolled in a diploma program may receive a \$500 Entrance Bursary.

The Ontario Student Assistance Program (OSAP) is intended as a supplement to the cost of your education while attending Algonquin College.

Apply online at: osap.gov.on.ca

Apply early. You do not have to wait for a reply about admission to apply for OSAP. Most libraries and educational institutions have computers with Internet access for public use. Out-of-province students who wish to apply for financial assistance should also visit our website for links to student assistance programs in other provinces.

Tuition Fee Deferment is a process by which a student requests the Algonquin College Financial Aid Office to arrange for the payment of his/her tuition fees with a source of government assistance administered by the Financial Aid Office (i.e. OSAP).

Please note that any student qualifying for a Tuition Fee Deferment will be charged a non-refundable \$20 administration fee for each term in which a fee deferment is processed.

Detailed fee deferment information is available at: algonquincollege.com/financialaid

For more information, about the Entrance Bursary please visit: algonquincollege.com/financialaid/bursary_information

DEADLINE DATES FOR FEE PAYMENT/DEFERMENT

Fall Term – July 15, 2009

Winter Term – November 15, 2009

Spring Term – April 1, 2010

Note: If any of these dates fall on a holiday or weekend, the last date for fee payment/deferment arrangement without penalty will be the first working day following the holiday/weekend.

If your fees are not paid or you have not made arrangements to pay your fees by the dates noted, you run the risk of losing your seat in the program.

ADMISSIONS ASSESSMENT

Applicants to some Algonquin programs are required to complete an admissions assessment as a part of the admissions process. Admission assessments are designed to help both the college and the applicant determine which Algonquin program is the best starting point to maximize the probability of academic success. Admission assessments are also used to rank those applicants who are competing for seats in highly-competitive programs.

After an applicant has submitted a formal application to an Algonquin program through the Ontario College Application Service (OCAS), they will receive a letter informing them whether or not they are required to complete an assessment. This letter also informs the applicant which assessment(s) they need to complete and how they can book an appointment to complete the assessment. It is important that you complete the tests as soon as possible.

For more information about booking an assessment appointment, visit:

<http://www.algonquincollege.com/studentsupportservices/testcentre/index.htm>

THE ASSESSMENT PROCESS

The nature of each admission assessment completed by each applicant depends on the program for which they have applied. Most admission assessments administered by Algonquin's [Assessment Centre](#) are web-based multiple-choice tests administered on a laptop computer in the Admission Centre's testing room. However, some assessments also include writing samples. A full description of the assessment tools used by the [Assessment Centre](#).

The Assessment Centre is located at the Woodroffe Campus, Room C224, 613-727-4723 ext. 7079.

Some testing is also available at our Pembroke Campus 613-735-4700 ext. 2742 and our Perth Campus 613-267-2859 ext. 5604.

IS ENGLISH YOUR SECOND LANGUAGE?

If English is not your first language, you may be asked to complete an assessment to confirm that you meet the required level of English proficiency for the program(s) you have selected.

ADMISSIONS ASSESSMENT CONT'D

LIVE OUT OF TOWN?

If you live more than 40 km from Algonquin College, arrangements can be made for you to complete the tests under the supervision of a staff member at an educational institution in your area.

For more information about arranging to complete an admissions assessment at a local testing site, visit:

<http://www.algonquincollege.com/studentssupportservices/testcentre/index.htm>

As there may be variations in testing at different campuses, please wait for your letter concerning testing requirements for more comprehensive and detailed information on how to proceed.

ARE YOU A MATURE STUDENT WITHOUT AN ONTARIO SECONDARY SCHOOL DIPLOMA?

Mature students—applicants 19 years of age and over who do not have an Ontario Secondary School Diploma—will be asked to complete an admissions assessment to confirm their competency in areas such as reading, vocabulary, grammar and mathematics.

HAVE YOU BEEN TESTED AT ALGONQUIN BEFORE?

If you have written tests at Algonquin before, you may be able to use the same results for your current application. Consult the Assessment Centre to determine if your previous assessment results can be used for your current application. Please note that test results are valid for no more than one (1) year unless otherwise indicated.

THE COST OF TESTING

The standard testing fee is \$40. Testing fees may be paid by credit card at the time of booking an assessment appointment through the Assessment Centre's online booking system or by cash, money order, debit card at the Assessment Centre. Personal cheques are not accepted.

Please note: Testing fees are currently under review and are subject to change.

NOT SURE HOW YOU'LL MEASURE UP?

If you're unsure of your knowledge in the areas in which you're to be tested, we advise you to study before attempting the tests. It is essential that you come prepared.

For more information visit the [Assessment Centre](#).

ASSISTANCE FOR APPLICANTS WITH DISABILITIES

The Centre for Students with Disabilities (CSD) provides support services for applicants with disabilities. If you require disability related accommodations or alternative formats for testing, please contact the CSD as soon as you receive your letter.

Accommodations cannot be provided if they have not been approved and arranged in advance.

Woodroffe Campus TTY: 613-727-7747

Pembroke Campus TTY: 613-735-4744

Visit the CSD website at: [algonquincollege.com/csd](http://www.algonquincollege.com/csd)

ACADEMIC PREPARATION

Algonquin College offers a number of services to assist you in completing prerequisite courses to qualify for admission.

ACADEMIC REFERRAL CENTRE

A free consultation is available to help you determine the best way to become eligible for your chosen Algonquin program. Meet with one of our advisors to explore your options.

To make an appointment, call 613-727-4723 ext. 5722 or email us at: arc@algonquincollege.com

ACADEMIC UPGRADING IN COMMUNICATIONS, MATHEMATICS, COMPUTERS AND SCIENCES

Algonquin College offers fulltime and part-time college preparation courses that enable prospective students to upgrade their skills—in communications, computers, mathematics, biology, chemistry, and/or physics—to obtain an ACE Certificate (Grade 12 equivalency) or to acquire a college prerequisite.

For more information, please contact the following:

Woodroffe Campus – 613-727-4723 ext. 5722 or 1-800-565-4723 ext. 5722

TTY: 613-727-7720

Pembroke Campus – 613-735-4700 or 613-735-4744

ENGLISH AS A SECOND LANGUAGE (ESL)

If English is not your first language, the Algonquin College Language Institute offers eight levels of ESL courses and various courses that can help you develop and upgrade your written and verbal English skills in the areas of comprehension, vocabulary and grammar. The Language Institute also offers courses that focus on TOEFL preparation. Full-time or part-time courses are available year-round.

For more information, call the Language Institute at 613-727-4723 ext. 5700 or consult [onCourse](#), Algonquin College's School of Part-time Studies catalogue.

SPECIALIZED COURSES

Algonquin College offers a variety of part-time courses in the areas of business, technology, health sciences and applied arts. To obtain a copy of [onCourse](#), our School of Part-time Studies catalogue, call 6137270002. In Pembroke, call 613-735-4700 ext. 2721.

For more information, visit: algonquincollege.com/oncourse

LOCAL DISTRICT SCHOOL BOARDS

In order to complete the college prerequisites needed for your program and to complete an Ontario Secondary School Diploma, you may also choose to take daytime or evening courses at your local high school. Please contact your district school board for information. The Ministry of Education offers correspondence courses in most high school subjects.

For more information, call 1-800-387-5512 or visit the Independent Learning Centre at:

ilc.org

NEED CAREER COUNSELLING?

Algonquin offers academic and career planning for prospective students. The College's Counselling Department provides a free, 30-minute interview with a counsellor.

For more information, contact the Counselling Office at your nearest

GETTING CREDIT

Algonquin College recognizes previous academic and employment experience.

TRANSFER OF ACADEMIC CREDITS (Exemptions)

You can request a Transfer of Academic Credit (exemption) after you receive your Offer of Admission. A processing fee of \$10 per credit applies for external credits.

PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)

You may have valuable knowledge and skills that you've gained in the workplace and/or through volunteer work and other life experience. The PLAR Office can help you document your learning from these experiences so you can earn college credits.

Contact the PLAR Office at 613-727-4723 ext. 7027. For the Pembroke Campus, please call 613-735-4700 ext. 2756. For the Perth Campus, please contact the Administration Office at 613-267-2859 ext. 5604.

ADVANCED STANDING

If you are requesting entry to Algonquin College beyond Level 01, you must apply via ontariocolleges.ca and complete a special Advanced Standing Request Form. You must also submit official transcripts and course outlines and the list of courses for which you are seeking transfer of academic credit. A processing fee of \$50 applies.

GENERAL ARTS AND SCIENCE

If you have your Ontario Secondary School Diploma (OSSD)—or the equivalent—and want to explore different career opportunities, then our General Arts and Science program is for you. In General Arts and Science, you have the option to complete a one-year certificate or two-year diploma.

For the one-year certificate, students choose one of 13 streams concentrating in Aboriginal Studies, Pre-Animation and Illustration, Community Studies, Media and Communication Studies, Pre-Music Production, Environmental Studies, Introduction to Fine Art, Pre-Health Sciences, Design Studies, Pre-Nursing, Justice Studies, Pre-Technology and Pre-Trades. Each concentration provides courses that can be used for transfer of credit or exemptions for other programs at the College and some concentrations provide prerequisite courses.

With the one-year certificate, students may be eligible to apply to university. Students who graduate with a two-year diploma may transfer some credits toward a university degree.

For more information about General Arts and Science, contact the Program Coordinator, Paul Hillock, at 613-7274723 ext. 5242.

In Pembroke, the General Arts and Science Program is a one-year certificate program that includes several courses that apply to other full-time Algonquin programs. To learn more, contact the Program Coordinator at 6137354700 ext 2717.

Contact the Registrar's office for more information at: Algonquincollege.com/RegistrarsOffice

ACCEPTING OUR OFFER—TAKE THE NEXT STEP

After we have reviewed your transcripts and tabulated your assessment results, we'll send you a letter notifying you of your acceptance into Algonquin College. At that time, we will provide additional information about fees, registration, orientation, and student services.

February 5, 2009

Offers of Admission for 2009 Fall Term are mailed to applicants for non-highly-competitive programs.

March 5, 2009

Offers of Admission for 2009 Fall Term are mailed to applicants for highly-competitive programs.

2009 Fall Term applications received after February 1, 2009 will have offers issued on a first-come, first-served basis as long as space is available in the program.

2010 Terms

2010 Winter and 2010 Spring Term applications are processed on a first-come, first-served basis as long as space is available; applicants will be notified as their applications are processed. Processing of 2010 Winter and 2010 Spring applications begins in September 2009.

WAITING LISTS

When all available spaces in a program are filled, qualified applicants are placed on a waiting list. As space become available, applicants on the waiting list are notified by mail or by telephone. Waiting lists are maintained until the start of classes. Waitlisted applicants who would like to be considered for a subsequent program start must re-apply to the program through ontariocolleges.ca, must comply with the application deadline, and may have to repeat all program entrance screening procedures. Waitlisted applicants are not given preferential selection or entry to a subsequent program intake.

Waitlisted applicants are asked to complete all outstanding admission requirements so that if a space becomes available the applicants will be ready for that seat.

NOTE: Applicants must ensure that their contact information is updated and remains current so that the College can contact them should a space become available.

Waiting lists are not carried forward to subsequent terms.

As we work on your application, we encourage you to do your part in speeding along your admission to Algonquin by submitting any documents requested and completing all testing requirements as soon as possible.

OUR DOORS ARE ALWAYS OPEN

If at any time you want to take a closer look at the College and arrange a tour, or meet with one of our recruitment staff, please give us a call.

Woodroffe Campus
613-727-4723 ext. 5482
Pembroke Campus
613-735-4700 ext. 2709
Perth Campus
613-267-2859

Waitlisted applicants are asked to complete all outstanding admission requirements so that if a space becomes available the applicants will be ready for that seat.

IN SUMMARY

ASSESSMENT

Complete all required testing, if applicable, as soon as possible. You will be advised, by letter, which tests you must complete. If you have applied to more than one program, check what assessment is required and, if possible, set a single test date.

For those who apply by the Equal Consideration Date of February 1, 2009 all assessments should be completed by February 20, 2009, in order to meet the offer of admission deadline of March 5, 2009.


KEEP IN TOUCH

If you are in the process of completing an admission requirement—a college preparation course, for example—submit proof of registration in the course, along with its expected completion date. You may earn conditional or special acceptance whereby a seat will be held for you in your chosen program, provided all requirements for that program are met by August 1, 2009.

CHECK YOUR STATUS

You may check the status of your application by logging into ACSIS at acsis.algonquincollege.com and following the link to “Program Status”.

Call the Registrar's Office at:


Woodroffe Campus  613-727-0002 or 1-800-565-4723



613-727-7747



613-727-7766

Pembroke Campus  613-735-4700 ext. 2708



613-735-4744

Perth Campus  613-267-2859 ext. 5604

NEED TO MAKE A CHANGE TO YOUR APPLICATION

If your qualifications have changed or you wish to apply to a new program, please make your changes to your applications online at:

ontariocolleges.ca

Toll-free: 1-888-892-2228

Fax: 519-763-4866

DOCUMENTATION

Submit all required documentation as soon as possible to:

ONTARIOCOLLEGES.CA

60 Corporate Court

Guelph, ON N1G 5J3

ontariocolleges.ca

Please note that you may receive multiple requests for documents from different Officers if you have applied to more than one program. You need to send only one response package; the material will be circulated to all Officers concerned.

College calendars and printed information can be obtained in alternative-to-print formats upon request.

CHECKLIST: AFTER YOU`VE APPLIED

- ✓ Have you noted the ontariocolleges.ca application file number, and verified program and campus location?
- ✓ Have you informed your guidance counsellor that you have applied to college, ensuring that your transcripts are forwarded to ontariocolleges.ca
- ✓ Have you completed the required testing?
- ✓ Have you submitted additional requirements (e.g. questionnaire, portfolio, etc.)?
- ✓ Do you require financial assistance, and if so, have you applied for OSAP (Ontario Student Assistance Program)?
- ✓ Have you submitted the all required documentation to ontariocolleges.ca?
- ✓ Have you submitted the Authorization for Release of Student Information?
- ✓ Have you noted your Algonquin College Student ID number?
- ✓ Have you requested any required post-secondary transcripts online at ontariocolleges.ca or OUAC?

ASK Algonquin

Go to algonquincollege.com/registrarsoffice and click on ASK Algonquin to have your questions answered.

Please visit ASK Algonquin at: algonquincollege.com/registrarsoffice

Call the Registrar's Office at:



613-727-0002 or 1-800-565-4723



AskAlgonquin@algonquincollege.com

YOUR FILE IS CONFIDENTIAL

In accordance with the Freedom of Information and Protection of Privacy Act, Algonquin College may not discuss an application with anyone other than the applicant. To arrange for the release of information—to a parent, legal guardian, spouse or sponsor—you must complete the [Authorization for Release of Student Information form](#).