

WEB FOR ADMISSIONS Instructions for Applicants

As an OCAS applicant to Georgian College, you now have access to Georgian's Web for Admissions. Most admission decisions will be made in:

- **February** for Fall and Winter open programs
- **March** for Fall and Winter oversubscribed programs (those programs requiring testing, resumes, etc.)

Georgian's Web for Admissions will enable you to:

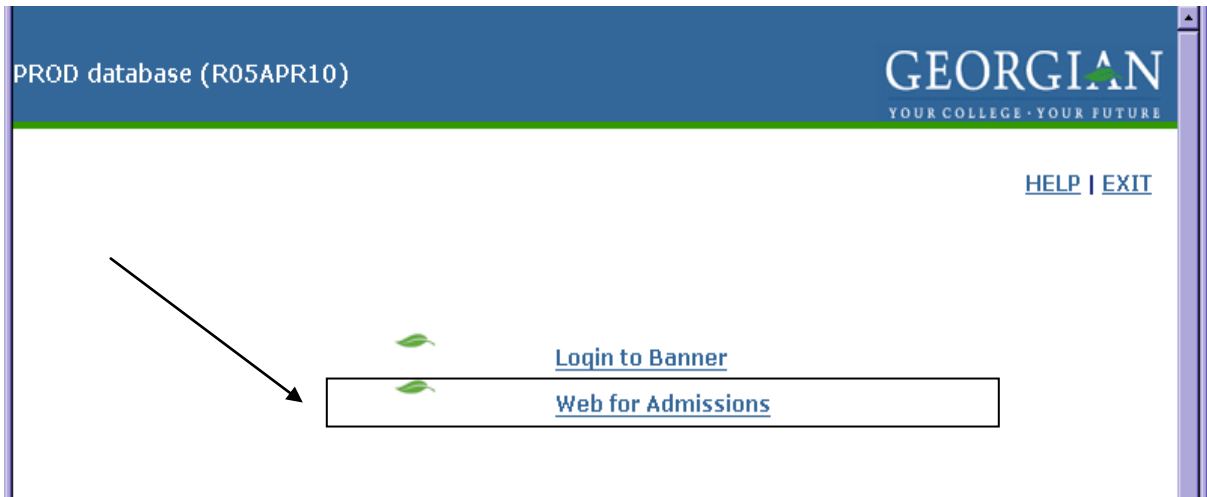
- View your active programs
- Ensure that Georgian has received proof of prerequisite courses or documentation such as resumes, etc., as required for each active program
- Check to see if you meet admission criteria for your active programs
- Check whether you've been admitted to the College once decisions have been made (these windows will open after the timelines posted above)

IMPORTANT

It is your responsibility to check the Web for Admissions to ensure that we have received all information required to make a decision on your application.

General Access Information

- You can access Georgian's Web for Admissions from an external location or by using a computer in any College lab or the Library Commons on any campus. The preferred browser is Internet Explorer but Firefox may also be used. **We STRONGLY recommend you NOT use Google Chrome as it can cause unexpected results.**
- To log in to Web for Admissions, you need to access the following Web site: <http://sis.georgianc.on.ca/> You will need your 9-digit student ID number (located at the top of your acknowledgement letter) and your Personal Identification Number (PIN).



Login Procedure

- If this is your first time logging into Georgian's OCAS Web for Admissions, your PIN will be your birth date in the format of **YYMMDD**. For example, if your birthday is March 17, 1991 then your PIN will be 910317.
- Once you have logged in for the first time you will be prompted to change your PIN. You can use any alphanumeric combination to a length of six characters. You will also be prompted to enter a question and answer so that if you forget your PIN, your PIN will be reset to your birth date.
- If you experience problems logging in, send an email to registrar@georgiancollege.ca or call the Office of the Registrar at (705) 722-1511.

- Once you have logged in you will be asked to enter a security question and answer:

- You will then be presented with the following menu:

To view your program information

- It will be necessary for you to select your OCAS application number first. Go into **Select OCAS Applicant Number**. You will then be given a dropdown menu. Choose the year and OCAS application number that applies (there may only be one number if you have only applied to the current year).

- Submit the year and applicant number. You will then be taken back to the previous menu.
- You may now go to **Program Application Status** to view your current programs and related information.

- In the next screen, active programs, alternate programs (if an alternate was offered) and inactive programs will be displayed for the application year selected.

Program Application Status

 OCAS Year: 2012 120250062
 200217059 Student Test

Active Programs

Program Name	Semester	Start Date	Term	Campus	Date Program Received	Eligibility Met	Offer Status	Confirmation Due by	Fees Due Date	Confirmation Received	Program Amounts
PNRS - Practical Nursing	1	SEP-2012	Fall 2012	Barrie	28-NOV-11	Yes	No Decision				Ancillary Tuition Other Total

[Missing Requirements](#)
[Missing Documentation](#)

Alternate Programs

Program Name	Semester	Start Date	Term	Campus	Date Program Received	Eligibility Met	Offer Status	Confirmation Due by	Fees Due Date	Confirmation Received	Program Amounts
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Inactive Programs

Program Name	Semester	Start Date	Term	Campus	Date Program Received
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Eligibility Met

- If "Eligibility Met" is **Yes**, this means that you meet or will meet* the admission requirements for the program and we will be able to make an admission decision. (*We have received information that you are attending the required courses and will complete prior to the start of classes.)
- If "Eligibility Met" is **No**, this means that something is missing and you do not meet the admission and/or selection requirements for the program. We will not be able to make a decision until the missing information is received. **It is your responsibility to check the missing requirements section to find out what is missing.**

Missing Requirements

- If courses or testing have not been submitted or written, you will be able to click on this menu to view what is missing for that specific program.
- If you are taking a course, you will also see displayed any conditional requirements – see below.

Missing Requirements

OCAS Year: 2004 04TESTIN
100027948 Test Studer

General Requirements

General Requirement Description	Activity Date
Proof of receipt of OSSD	18-NOV-04

Program Requirements

Program Requirement Description	Activity Date
Proof of Grade 12 English or equivalent	18-NOV-04
Proof of Grade 12 U or C Level Math or equivalent	18-NOV-04

OK

Missing Requirements

OCAS Year: 2012 120250062
200217059 Student Test

Applied Program

Program:	PNRS - Practical Nursing
Term:	Fall 2012
Start Date:	SEP-2012
Missing Requirements as of:	04-JAN-2012

Program Requirements Met Conditionally

Program Requirement Met Conditionally
1. Proof of Grade 12 Math or equivalent

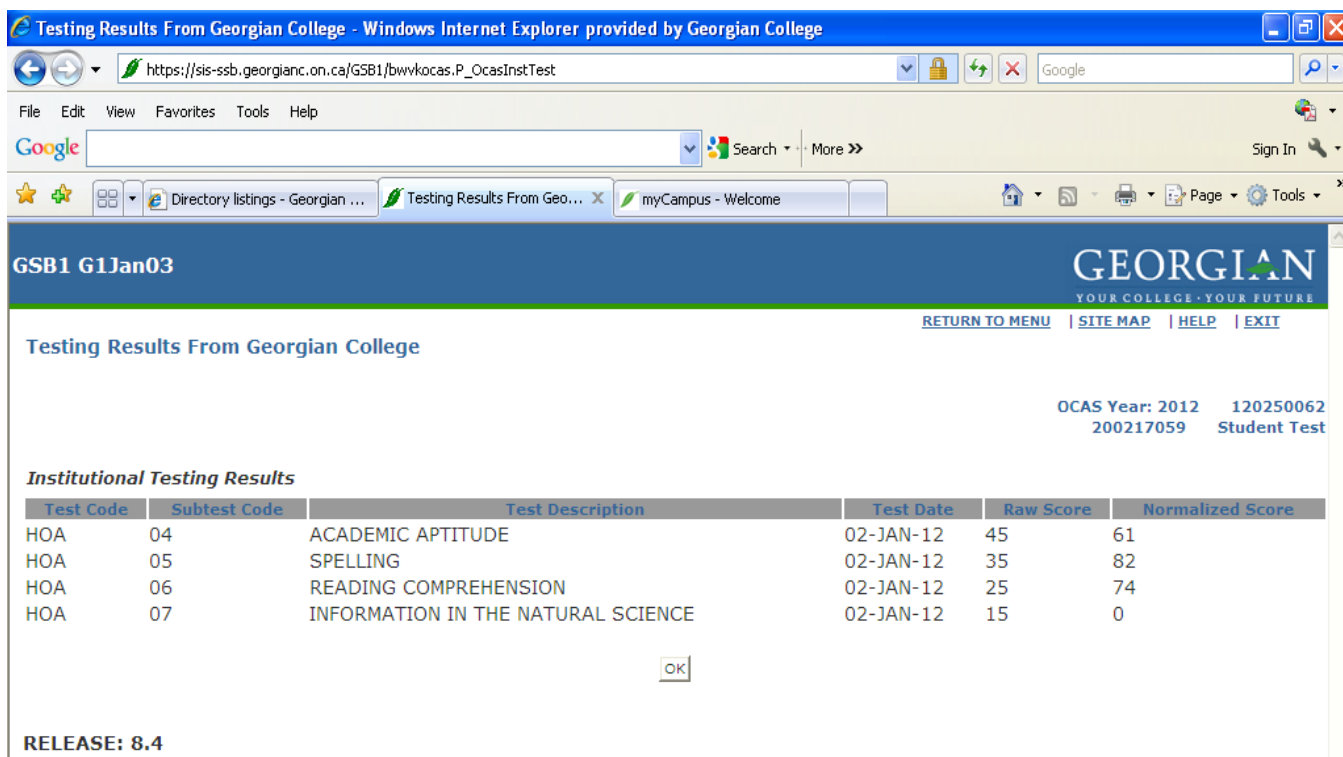
Missing Documentation

- If you indicated on your application that you were sending documents to OCAS (such as high school transcripts) and it has not been received or not entered, you will be able to see what is missing under "Missing Documentation". If your program does not require high school transcripts, such as post-graduate certificate programs, you do not need to send these to OCAS.

IMPORTANT
It is your responsibility to check the Web for Admissions to ensure that we have received all information required to make a decision on your application.

Institutional Testing

- At the main menu, choose **Testing Results Written at Georgian College**. Any tests that you have written or documentation submitted to support your application will be displayed:



The screenshot shows a web browser window displaying the OCAS testing results page. The page title is "Testing Results From Georgian College". The URL is "https://sis-ssb.georgianc.on.ca/GSB1/bwvkocas_P_OcasInstTest". The page features the Georgian College logo and navigation links: "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The page displays the student's OCAS Year (2012) and Student Test ID (120250062). The main content is a table titled "Institutional Testing Results" with the following data:

Test Code	Subtest Code	Test Description	Test Date	Raw Score	Normalized Score
HOA	04	ACADEMIC APTITUDE	02-JAN-12	45	61
HOA	05	SPELLING	02-JAN-12	35	82
HOA	06	READING COMPREHENSION	02-JAN-12	25	74
HOA	07	INFORMATION IN THE NATURAL SCIENCE	02-JAN-12	15	0

Below the table is an "OK" button. At the bottom left of the page, it says "RELEASE: 8.4".

- The raw score is the number of correct answers achieved by the applicant for that particular test e.g. HOA 04 Academic Aptitude has 75 questions. This applicant scored 45/75. We use a range to normalize the score to 61%.
- The normalized score is the percentage received for that test e.g. 61% and will be used in the selection process.

Ontario Post-Secondary Transcripts

- If you applied online at OCAS and are currently attending or have previously attended an Ontario College or University, you can request official transcripts by completing the online OCAS Transcript Request Form. You must pay for each transcript you request. OCAS will not accept originals or photocopies of Ontario post-secondary transcripts; they will be destroyed.

Acceptances

- Should you be accepted to your program, you will receive a complete acceptance package. In addition, this information will be posted to the College's Web for Admissions and on the OCAS website.

Alternate Program Acceptances

- If applicants do not get admitted to their original programs, Georgian will sometimes provide an alternate offer to another program for which the applicant meets eligibility. For example, Georgian may offer the preparatory program Pre-Health Sciences to applicants of an oversubscribed program such as Dental Hygiene or Practical Nursing
- These alternate programs will be identified in the Web for Admissions.
- If applicants wish to accept the offer, they can follow the instructions in the offer letter.

Confirming an Offer of Acceptance

- Applicants will be able to accept their offer at the OCAS Web site. Accepted applicants should refer to their offer of acceptance for details.

Questions

- Please remember that we are legislated under the Freedom of Information and Protection of Privacy Act and can only accept inquiries from applicants directly.
- If you have questions regarding your application, please contact the Admissions Representative listed on your acknowledgement letter or email your question directly to:
registrar@georgiancollege.ca