

## **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:

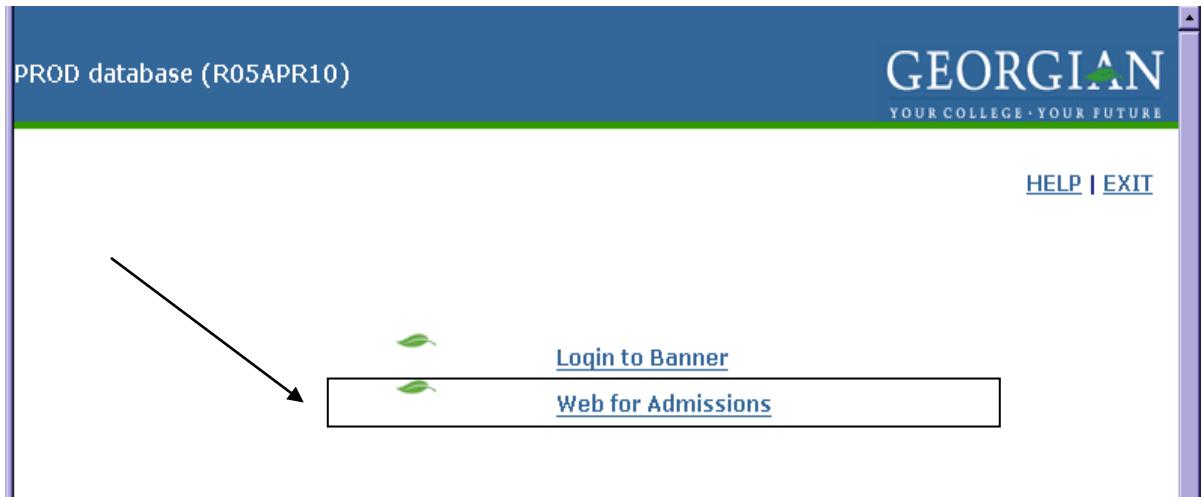
- View your active programs
- Ensure that Georgian has received proof of prerequisite courses or documentation such as resumes, etc., as required for each active program
- Check to see if you meet admission criteria for your active programs
- Check whether you've been admitted to the College once decisions 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.georgian.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](mailto:registrar@georgiancollege.ca) or call the Office of the Registrar at (705) 722-1511.

A screenshot of a computer screen showing a login form. The top bar is blue with the text 'Georgian College Production' on the left and the 'GEORGIAN' logo with the tagline 'YOUR COLLEGE · YOUR FUTURE' on the right. Below this is a white content area. In the top right corner of the content area are the links 'HELP | EXIT'. In the center of the content area, there is a message in green text: 'Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.' Below this message, there is another message in green text: 'To protect your privacy, please Exit and close your browser when you are finished.' Below these messages are two input fields: 'User ID:' followed by an empty input box, and 'PIN:' followed by an empty input box. At the bottom of the form are two buttons: 'Login' and 'Forgot PIN?'.

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

PROD database (R05APR10)

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HELP | EXIT

Login Verification Security Question and Answer

Enter Question:

Answer:

Submit

- You will then be presented with the following menu:

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ACCESSIBILITY | SITE MAP | HELP | EXIT

OCAS Main Menu

Test Student  
Please select from the following menu items:

**INSTRUCTIONS ON HOW TO INTERPRET YOUR HOAE RESULTS CAN BE FOUND ON OUR WEB PAGE UNDER 'ADMISSIONS', THEN 'APPLYING' - UNDERNEATH THE LOGIN FOR "WEB FOR ADMISSIONS" - [www.georgianc.on.ca](http://www.georgianc.on.ca)**

- Select OCAS Applicant Number  
Select an OCAS Application Number depending on the year you want to work with
- Testing Results written at Georgian College  
Results of tests that have been written at the institution
- Program Application Status  
Active programs, application status, missing courses/requirements, confirmation status
- Book your Admission Selection Test  
If the program you've applied to requires a selection test (such as Health programs or Pre-Service Firefighter) you can book and pay for your test here

RELEASE: 8.3

## 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).

OCAS Applicant Number Selection - Windows Internet Explorer provided by Georgian College

File Edit View Favorites Tools Help

Google Search More >

Sign In

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RETURN TO MENU | SITE MAP | HELP | EXIT

200217059 Student Test

OCAS Applicant Number Selection

Select a Year and Applicant Number:

Year 2011 - 110820375  
 Year 2011 - 110820375  
 Year 2012 - 120250062

Submit

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- 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.

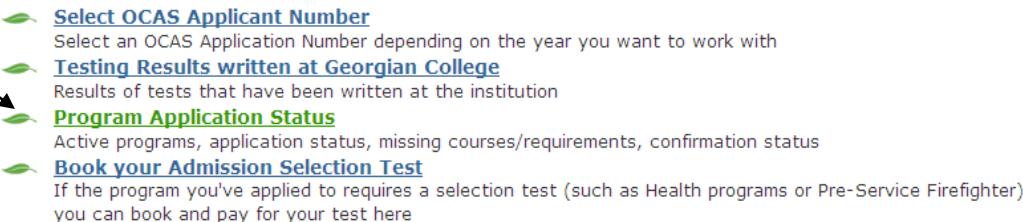
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OCAS Main Menu

**INSTRUCTIONS ON HOW TO INTERPRET YOUR HOAE RESULTS CAN BE FOUND ON OUR WEB PAGE UNDER 'ADMISSIONS', THEN 'APPLYING' - UNDERNEATH THE LOGIN FOR "WEB FOR ADMISSIONS" - [www.georgianc.on.ca](http://www.georgianc.on.ca)**



RELEASE: 8.3

- 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

## Inactive Programs

Program Name	Semester	Start Date	Term	Campus	Date Program Received

OK

## 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

### General Requirements

#### General Requirement Description

Proof of receipt of OSSD

OCAS Year: 2004 04TESTIN  
100027948 Test Studer

#### Activity Date

18-NOV-04

### Program Requirements

#### Program Requirement Description

Proof of Grade 12 English or equivalent

#### Activity Date

18-NOV-04

Proof of Grade 12 U or C Level Math or equivalent

18-NOV-04

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## 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:

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Testing Results From Georgian College

OCAS Year: 2012 120250062  
200217059 Student Test

**Institutional Testing Results**

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

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](mailto:registrar@georgiancollege.ca)