

Establishing a Contracting Small Business in Ontario Microcredential FAQ

What are the admission requirements for the program?

- Ontario Secondary School Diploma (OSSD) or equivalent, or mature student status
- Grade 12 English (C or U)
- Grade 12 Mathematics (C, M or U)

Is the entire program online? Can I go at my own pace?

The courses in this program are completed entirely online through OntarioLearn. All courses have scheduled start dates. Students are typically not required to be online at a certain time of day on a certain day of the week.

What is OntarioLearn?

The OntarioLearn courses are all online courses. The courses are all instructor led course. There is no specific day and time to access the course, it is available 24/7 to be flexible for students schedules. However, there will be specific due dates for assignments, discussion posts, etc.

OntarioLearn is a partnership between the community colleges in Ontario, where the colleges share their online curriculum. You will have learners from a number of different colleges in your course. Course material is accessed through www.ontariolearn.com with a username and password. Your username and password is provided to you in an emailed confirmation letter, which is sent to your student email account.

What are the mandatory courses?

All of the course codes and course names can be viewed on this link:

<https://www.georgiancollege.ca/academics/part-time-studies/programs/contracting-small-business-mc-sbmc/>

What type of program is Establishing a Contracting Small Business in Ontario (SBMC)?

SBMC is a part-time micro-credential delivered online through OntarioLearn. SBMC is not a “full-time” program.

How do I apply?

To get started in the program, please call 705-722-1511 to set up your student number and declare your major (SBMC). Once you have your student number and major declared, you can register for courses online.

How do I register?

Online - if you already have a student number

- Go to <https://www.georgiancollege.ca/academics/part-time-studies/programs/contracting-small-business-mc-sbmc/>
- Click on the course that you would like to register for
- Choose Add to Cart
- Add any other courses, and then Check Out

Email – if you have trouble registering online

- Email Registrar@GeorgianCollege.ca
- Have your student number available.
- Provide the course code and course registration number (CRN) of the course(s) you would like to take.

Students can also go to [Continuing Education - Georgian College - YouTube](#) for support registering online.

Once you’ve registered, an emailed confirmation letter will be sent to your student email account (not the personal email account that the college has on file). This confirmation email contains all of the information that you need to access the course, how to order course materials, and how to book exams.

You can access your student email account by going to <http://mymail.georgianc.on.ca>

Your user name will be your student number ie. 123456789@student.georgianc.on.ca

Your password is your birthdate YYMMDD if you have not already changed it.

How can I pay?

Full payment of course fees is made at the time of registration. Textbooks are not included in course fees. When HST is applicable, it has been included in the course fee. Note: course fees are subject to change.

Payment can be made one of two ways:

- Register for your courses and pay online with a credit card, OR
- Register online, checkout, and then pay through your personal online banking/banking app. The payee is “Georgian College TUITION” and your account number is your nine-digit student number.
- If you register over the phone, please note that due to remote delivery of services, payments (credit card and other) cannot be taken over the phone at this time.

How do I get my micro-credential?

When you have successfully completed each of the courses, as well as the program, you can contact the OntarioLearn depart at ol@georgiancollege.ca

Who can I contact for more information about this program?

OntarioLearn	General Mailbox	705-722-1500	ol@georgiancollege.ca
OntarioLearn	Amy Hutchinson	249-388-1917	Amy.Hutchinson@georgiancollege.ca

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