

Admissions and Registration

Application Procedures

Applicants to Ontario Colleges of Applied Arts and Technology must submit an application form through

**ONTARIO
COLLEGES .CA**

Ontariocolleges.ca (OCAS)

60 Corporate Court

Guelph ON

Canada N1G 5J3

Telephone: (519) 763-4725 or

toll free 1-888-892-2228

Applicants are encouraged to apply online at www.ontariocolleges.ca

Ontariocolleges.ca receives and records applications and student responses to college offers of admission. The applicable, non-refundable fee of \$95.00 (subject to change) must accompany the application.

Ontario secondary school students whose schools have registered for the online application service may apply to college online. If an applicant's school has not registered for this service, he or she must request an application from the guidance department at his or her school.

Non-secondary school applicants may obtain an application form directly from any Ontario College of Applied Arts and Technology or ontariocolleges.ca. These applicants may also apply online at www.ontariocolleges.ca. If applicants apply online, they must mail their official transcript to their college as soon as possible. Applicants are asked to print their Ontario Colleges' application number on their documents.

An applicant may accept only one offer of admission. Applicants may confirm their offer of admission online at www.ontariocolleges.ca

Applicants must not mail their acceptance of an offer to ontariocolleges.ca. Applicants who do not want to confirm online, may call ontariocolleges.ca's Customer Contact Centre at 1-888-892-2228 (Canada) or (519) 763-4725 to confirm. Applicants who are unable to confirm online or by phone may call Northern College's Admissions Office, (705) 235-7222 for more information.

For post-secondary programs beginning in September, applications received at ontariocolleges.ca by February 1 will receive equal consideration. Applications received after that date will be considered on a first-come, first-served basis until no vacancies remain in the program in question.

Offers of admission will be mailed to applicants starting February 1. Offers can be viewed online. Offers for oversubscribed programs will be sent by March 1st.

If there are more qualified applicants than spaces available in a given program, selection of those to be offered admission shall be made based on specific academic requirements, grades, testing, and other criteria as determined by the College, respecting the equal consideration date.

Applicants are also required to complete a student information form and registration form. Applicants who are not granted acceptance into the program of their choice may contact Northern College's Admissions Office for the reason for their refusal. The College will assist these students in considering other programs.

Ministry of Training, Colleges and Universities Credentials

The following are the credentials awarded by the Ministry of Training, Colleges and Universities

Ontario College Graduate Certificate
(Replaces post-diploma certificate.)

Ontario College Advanced Diploma
(Replaces three-year diploma.)

Ontario Advanced Diploma, Co-op
(Replaces the three-year co-op diploma.)

Ontario College Diploma
(Replaces two-year diploma.)

Ontario College Diploma, Co-op
(Replaces two-year co-op diploma.)

Ontario College Certificate
(Replaces one-year (or less) certificates.)

Admission Requirements

The minimum requirement for admission to a post-secondary program is an Ontario Secondary School Diploma (OSSD) or its equivalent, including Grade 12 English. Note that the minimum requirement for admission to the College Vocational Certificate program is an Ontario Secondary School Certificate (OSSC). Additional admission requirements apply to some programs. Applicants should refer to individual program descriptions or the accompanying Admission Requirements chart.

Northern College (NORT) Admission Requirements

Applicants should continue to refer to the Northern website www.northernnc.on.ca for any updates and the most current information.

Program Code	Program Name	OSS* Subject-Specific Requirements for Admissions to the 2009-2010 Academic Year Plus Ontario Secondary School Diploma (OSSD) *OSS refers to College Preparation, University Preparation University/College Preparation and Open level credits.	Recommended Subjects	Additional Requirements
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School of Business and Office Administration

B028 (KL), B028B (KL), B005 (PC), B005B (PC), B205 (CK), B026 (HL), B035 (OL),	Business (2 yrs) B028B & B005B (January intakes)	<ul style="list-style-type: none"> Grade 12 English (College Prep)(ENG4C or equivalent) Grade 12 College and Apprenticeship Mathematics (MAP4C or equivalent) Mature student may be admitted after testing		
B002 (PC), B029 (KL), B106 (HL), B253 (CK)	Business Administration - Accounting (3 yrs)	<ul style="list-style-type: none"> Grade 12 English (College Prep)(ENG4C or equivalent) Grade 12 College and Apprenticeship Mathematics (MAP4C or equivalent) Mature student may be admitted after testing		
B001 (PC)	Business Administration - General (3 yrs)	<ul style="list-style-type: none"> Grade 12 English (College Prep)(ENG4C or equivalent) Grade 12 College and Apprenticeship Mathematics (MAP4C or equivalent) Mature student may be admitted after testing		
T060 (PC)	Business Administration - Information Systems (3 yrs)	<ul style="list-style-type: none"> Grade 12 English (College Prep)(ENG4C or equivalent) Grade 12 College and Apprenticeship Mathematics (MAP4C or equivalent) Mature student may be admitted after testing		
B006 (PC), B095 (HL), B104 (KL), B207 (CK)	Business - Accounting (2 yrs)	<ul style="list-style-type: none"> Grade 12 English (College Prep)(ENG4C or equivalent) Grade 12 College and Apprenticeship Mathematics (MAP4C or equivalent) Mature student may be admitted after testing		
B007 (PC)	Business - Marketing (2 yrs)	<ul style="list-style-type: none"> Grade 12 English (College Prep)(ENG4C or equivalent) Grade 12 College and Apprenticeship Mathematics (MAP4C or equivalent) Mature student may be admitted after testing		
B238B (KL) B241B (CK) B245B (HL)	Community Economic and Social Development - Administration (3 yrs - Compressed Format completed in 2 yrs)	<ul style="list-style-type: none"> Grade 12 English (College Prep)(ENG4C or equivalent) Grade 12 College and Apprenticeship Mathematics (MAP4C or equivalent) Mature student may be admitted after testing		
B238 (KL), B240 (CK), B244, (HL)	Community Economic and Social Development Worker (2 yrs)	<ul style="list-style-type: none"> Grade 12 English (College Prep)(ENG4C or equivalent) Grade 12 College and Apprenticeship Mathematics (MAP4C or equivalent) Mature student may be admitted after testing		
B239 (KL), B241 (CK), B245 (HL)	Community Economic and Social Development - Administration (3 yrs)	<ul style="list-style-type: none"> Grade 12 English (College Prep)(ENG4C or equivalent) Grade 12 College and Apprenticeship Mathematics (MAP4C or equivalent) Mature student may be admitted after testing		
B158 (JB)	Introductory Management (1 yr) (offered based on community need)	<ul style="list-style-type: none"> Grade 12 English (College Prep)(ENG4C or equivalent) Mature student may be admitted after testing		
B263 (CK)	Public Administration (2 year) (pending Ministry approval)	<ul style="list-style-type: none"> Grade 12 English (College Prep or equivalent (C,M,U) Grade 12 Math or equivalent (C,M,U) 		
B224 (PC), B224B (PC), B225 (KL), B226 (HL), B231 (OL), B232 (CK)	Management (1 yr) B224B (January intake)	<ul style="list-style-type: none"> Grade 12 English (College Prep)(ENG4C or equivalent) Grade 12 College and Apprenticeship Mathematics (MAP4C or equivalent) Mature student may be admitted after testing		
B011 (PC), B034 (JB), B027 (KL), B025 (HL), B249 (CK)	Office Administration (1 yr) B034 (offered based on community need)	<ul style="list-style-type: none"> Grade 12 English (College Prep)(ENG4C or equivalent) Mature student may be admitted after testing		
B012 (PC)	Office Administration - Executive (2 yrs)	<ul style="list-style-type: none"> Grade 12 English (College Prep)(ENG4C or equivalent) Mature student may be admitted after testing		

School of Engineering Technology and Trades

T092 (PC) T092B (Black board)	Building Inspection Technician (2 yrs)	<ul style="list-style-type: none"> OSSD or equivalent including Mathematics for College Technology MCT4C or MAP4C and English ENG4C Mature student may be admitted after testing	SPH4C (Grade 12 Physics) recommended	Minimum 60% GPA required for MAP4C
T003 (PC)	Civil Engineering Technology (2 yrs) Fast Track	<ul style="list-style-type: none"> Grade 12 English (College Prep)(ENG4C or equivalent) Grade 12 Mathematics for College Technology (MCT4C) or Grade 12 College and Apprenticeship Mathematics (MAP4C) or equivalent Mature student may be admitted after testing		

R- Police record search required – cost incurred by student.

Mature student testing is only available for English and Math admission requirements.

All Science admission requirements must be met through high school credit or equivalent e.g. upgrading.

Admissions and Registration

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T067 (PC)	Construction Engineering Technician - Building Management (2 yrs)	<ul style="list-style-type: none"> Grade 12 English (College Prep)(ENG4C or equivalent) Grade 12 Mathematics for College Technology (MCT4C) or Grade 12 College and Apprenticeship Mathematics (MAP4C) or equivalent Mature student may be admitted after testing	SPH4C (Grade 12 Physics) recommended	Minimum 60% GPA required for MAP4C
T007 (PC)	Electrical Engineering Technician 2 yrs)	<ul style="list-style-type: none"> Grade 12 English (College Prep)(ENG4C or equivalent) Grade 12 Mathematics for College Technology (MCT4C) or Grade 12 College and Apprenticeship Mathematics (MAP4C) or equivalent Mature student may be admitted after testing	SPH4C (Grade 12 Physics) recommended • Keyboarding Skills	Minimum 60% GPA required for MAP4C
T074 (PC)	Electrical Engineering Technology (3 yrs)	<ul style="list-style-type: none"> Grade 12 English (College Prep)(ENG4C or equivalent) Grade 12 Mathematics for College Technology (MCT4C) or Grade 12 College and Apprenticeship Mathematics (MAP4C) or equivalent Mature student may be admitted after testing	SPH4C (Grade 12 Physics) recommended Keyboarding Skills	Minimum 60% GPA required for MAP4C
T089 (KL) Next intake 2009	Environmental Technician - Water, Wastewater and Waste Resources (Co - op optional) (2 yrs)	<ul style="list-style-type: none"> Grade 12 English (College Prep)(ENG4C or equivalent) Grade 12 Mathematics for College Technology (MCT4C) or Grade 12 College and Apprenticeship Mathematics (MAP4C) or equivalent Mature student may be admitted after testing		Minimum 60% GPA required for MAP4C Ontario Class 'G' driver's license for Co - op placements
T093 (PC)	Heavy Equipment Techniques (1 yr) (co - op apprenticeship)	<ul style="list-style-type: none"> OSSD or equivalent including any Grade 12 English [C, U, or M] and any Grade 11 mathematics [C, U, or M]. Mature student may be admitted after testing		
T094 (PC)	Mechanical Techniques –Industrial Millwright (1 yr) (co - op apprenticeship)	<ul style="list-style-type: none"> OSSD or equivalent including any Grade 12 English [C, (U), or (M)] and any Grade 11 mathematics [C, (U), or (M)] Mature student may be admitted after testing		
T099 (KL)	Plant Automation and Data Logging	<ul style="list-style-type: none"> Student must have a current diploma in a recognized Instrumentation Technician, Environmental Technician Water/Wastewater and Waste Resources, Computer Programmer, or Computer Engineering Technology - Science program 		
M001 (HL)	Instrumentation Engineering Technician - Industrial (2 yrs)	<ul style="list-style-type: none"> Grade 12 English (College Prep)(ENG4C or equivalent) Grade 12 Mathematics for College Technology (MCT4C) or Grade 12 College and Apprenticeship Mathematics (MAP4C) or equivalent 	*SPH4C and SCH4C (College level Physics and Chemistry) recommended	Minimum 60% GPA required for MAP4C
W012 (KL) W012B (KL)	Welding Fitter (38 wks) (5 blocks - 38 weeks) Entry at Level 2 (28 weeks)	<ul style="list-style-type: none"> Grade 12 English (College Prep)(ENG4C or equivalent) Grade 10 Math (MFM2P or equivalent) Mature student may be admitted after testing		
School of Mining Engineering Technology				
M002 (HL) M002A (HL) M002B	Mining Engineering Technician (2 yrs) Distance Education Distance Education 2nd Intake in January	<ul style="list-style-type: none"> Grade 12 English (College Prep)(ENG4C or equivalent) Grade 12 Mathematics for College Technology (MCT4C) or Grade 12 College and Apprenticeship Mathematics (MAP4C) or equivalent 	*SPH4C, SCH4C (College level Physics and Chemistry)	Minimum 60% GPA required for MAP4C
School of Natural Resources				
N001 (HL)	Natural Resource Technician (2 yrs)	<ul style="list-style-type: none"> Grade 12 English (College Prep)(ENG4C or equivalent) Grade 12 Mathematics for College Technology (MCT4C) or Grade 12 College and Apprenticeship Mathematics (MAP4C) or equivalent Mature student may be admitted after testing	Grade 11 Biology SB13C (or equivalent) and Grade 12 Chemistry SCH4C (or equivalent) are recommended	Minimum 60% GPA required for MAP4C
School of Computer Studies				
T084 (KL)	Computer Programmer (2 yrs)	<ul style="list-style-type: none"> Grade 12 English (College Prep)(ENG4C or equivalent) Mature student may be admitted after testing		
T045 (PC)	Computer Science Technology (3 yrs)	<ul style="list-style-type: none"> Grade 12 English (College Prep)(ENG4C or equivalent) Grade 12 Mathematics for College Technology (MCT4C) or Grade 12 College and Apprenticeship Mathematics (MAP4C) or equivalent Mature student may be admitted after testing	Any of the following pairs of high school courses are recommended: ICS 3M, ICS 4 M, ICE 3M, ICE 4M, ICE 3E, or ICE 4E (ICS: Computer and Information Science and ICE: Computer Engineering - Workplace Preparation)	Minimum 60% GPA required for MAP4C
T072 (KL)	Graphic Design - Electronic Design & Desktop Publishing (1 yr)	<ul style="list-style-type: none"> Grade 12 English (College Prep)(ENG4C or equivalent) Mature student may be admitted after testing		
T095 (KL)	Microcomputer Support Services (1 yr)	<ul style="list-style-type: none"> Grade 12 English (College Prep)(ENG4C or equivalent) Mature student may be admitted after testing		
School of Welding Engineering Technology				
W010 (KL), W138 (KL)	Welding Engineering Technician - Inspection (2 yrs) (W138 Co - op option recommended)	<ul style="list-style-type: none"> Grade 12 English (College Prep)(ENG4C or equivalent) Grade 12 Mathematics for College Technology (MCT4C) or Grade 12 College and Apprenticeship Mathematics (MAP4C) or equivalent 	SPH4C Grade 12 Physics - strongly recommended	Minimum 60% GPA required for MAP4C
W009 (KL), W139 (KL)	Welding Engineering Technology (3 yrs) (W - 139 Co - op option recommended)	<ul style="list-style-type: none"> Grade 12 English (College Prep)(ENG4C or equivalent) Grade 12 Mathematics for College Technology (MCT4C) or Grade 12 College and Apprenticeship Mathematics (MAP4C) or equivalent 	SPH4C Grade 12 Physics - strongly recommended	Minimum 60% GPA required for MAP4C
W208 (KL)	Welding Design - International Certificate (3 semesters)	<ul style="list-style-type: none"> Ontario College Advanced Diploma from an Engineering Technology program (e.g. Mechanical, Manufacturing, Civil, Structural, Electrical) or Ontario College Diploma from a Welding Engineering Technician program 		

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School of Health Sciences and Emergency Services

H099 (PC) Next intake 2009	Paramedic (2 yrs)	<ul style="list-style-type: none"> Grade 12 English (College Prep)(ENG4C or ENG4U or equivalent) Grade 12 Mathematics (College Prep) MAP4C or equivalent) Grade 11 or 12 Biology (SBI3C or SB14C or SB13U SB14U or equivalent) Grade 11 or 12 Chemistry (SCH3C or SCH4C or SCH3U or SCH4U or equivalent) Minimum 70% in C level and 60% in U level courses 		Ontario Class 'G' driver's license ** See additional information in Calendar
H099B (PC)	Paramedic Bridging (Firefighter Education and Training to Paramedic Bridging Program (3 semesters)	<ul style="list-style-type: none"> Must be graduate of a Pre - Service Firefighter program or have the courses listed below as well as completed OSSD and secondary school senior level Biology and Chemistry (Grade 11 or 12, C or U), MAP 4C (or equivalent - M,U):equivalent <p>If you're not a graduate of a Pre - Service Firefighter program you must have the courses listed below:</p> <ul style="list-style-type: none"> Postsecondary Communications I or English Focus on Fitness I, II (or equivalent) Introduction to Psychology or Developmental Psychology Abnormal Psychology or Crisis Intervention I Crisis Intervention II <p>Mature student may be accepted but must be able to demonstrate equivalency to the program admission requirements</p>		Ontario Class 'G' driver's license ** See additional information in Calendar
H112 (PC)	Nursing (BScN - Laurentian University) (4 yrs)	<ul style="list-style-type: none"> 6 4U credits - of which 3 must be: Biology, Chemistry and English & 3 - 4U elective credits Mature Student (21 years of age by Dec. 31 of year of admission + applicable entry requirements for mature student - contact Admissions Office) <p>Northern College PreHealth Program will provide all admission requirements if successfully completed with a minimum 2.74 GPA</p>	General Math Course is strongly recommended	Minimum 70% average achievement over all 6 - 4U credits
H136 (PC) H138 (KL) 2009 H139 (HL) 2009	Personal Support Worker (1 yr) Dependent on sufficient enrolment Dependent on sufficient enrolment	<ul style="list-style-type: none"> Grade 12 English (ENG4C or equivalent) <p>Mature student may be admitted after testing</p>		
H117 (PC), H118 (KL), H129 (HL)	Practical Nursing (2 yrs) KL and HL offered every second year depending on enrolment numbers	<ul style="list-style-type: none"> Grade 12 English (College Prep)(ENG4C or ENG4U or equivalent) Grade 11 Mathematics (College Prep) (MCR3U or MCF3M or equivalent) Grade 11 or 12 Biology (SBI3C or SBI3U or equivalent) Grade 11 or 12 Chemistry (SCH4C or SCH4U or equivalent) 		See additional agency requirements in Calendar Minimum overall average of 60% in pre-requisite courses
H142 (PC), H145 (JB)	Pre - Health Sciences (1 yr) H145 (offered only upon sufficient enrolment)	<ul style="list-style-type: none"> Grade 12 English (College Prep)(ENG4C or ENG4U or equivalent) Grade 11 Mathematics (College Prep) (MCR3U or MCF3M Preferably functions & relations or equivalent) GED with Grade 12 English and Grade 11 Math 		
T085 (PC)	Pre - Service Firefighter (3 semesters)	<ul style="list-style-type: none"> Grade 12 English (College Prep)(ENG4C or ENG4U or equivalent) Grade 11 or 12 Biology (SBI3C or SBI3U or equivalent) Grade 11 (SCH3U) or 12 Chemistry (SCH4C or SCH4U or equivalent) <p>Note: Mandatory Math C,M,U if planning to enroll in Paramedic Bridging program</p>	Grade 12 Math (MCR3U, MCF3M, MAP4C, MCT4C, MCB4U, MGA4U, MDM4U or equivalent) recommended	Ontario Class 'G' driver's license See additional information in Calendar

School of Veterinary Sciences

H146 (HL)	Agriculture (1 yr)	<ul style="list-style-type: none"> Grade 12 English (ENG4C or equivalent) <p>Mature student may be admitted after testing</p>	Proficiency in word processing recommended	Rabies Vaccine Required
H133 (HL)	Animal Grooming (1 yr)	<ul style="list-style-type: none"> Grade 12 English (ENG4E or equivalent) <p>Mature student may be admitted after testing</p>		
H057 (HL)	Veterinary Assistant (1 yr)	<ul style="list-style-type: none"> Grade 12 English (ENG4C, ENG4E or equivalent) Grade 11 Biology (SBI3C or equivalent) 	Proficiency in word processing recommended	Rabies Vaccine and titre required (cost incurred by student)
H058 (HL)	Veterinary Technician (2 yrs)	<ul style="list-style-type: none"> Grade 12 English (ENG4C or equivalent) Grade 12 Mathematics (College Prep) (MAP4C or equivalent) Grade 11 Biology (SBI3C or equivalent) Grade 12 Chemistry (SCH4C or equivalent) 	Proficiency in word processing recommended	Minimum 60% GPA required in each pre - requisite course Rabies Vaccine and titre required (cost incurred by student)
H134 (HL)	Veterinary Technology - Wildlife Rehabilitation (3 yrs)	<ul style="list-style-type: none"> Grade 12 English (ENG4C or equivalent) Grade 12 Mathematics (College Prep) (MAP4C or equivalent) Grade 11 Biology (SBI3C or equivalent) Grade 12 Chemistry (SCH4C or equivalent) 	Proficiency in word processing recommended	Minimum 60% GPA required in each pre - requisite course Rabies Vaccine and titre required (cost incurred by student)

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School of Human Services

(Note: Those students who have achieved a GPA of 65% and over will be exempt from CM1092 Comprehensive English in Semester I)

A001 (PC)	Child and Youth Worker (3 yrs.)	<ul style="list-style-type: none"> Grade 12 English (ENG4C or equivalent) Mature student may be admitted after testing		R Minimum 60% GPA required in English course
A005 (PC), A052 (OL), A186 (CN)	Developmental Services Worker (2 yrs)	<ul style="list-style-type: none"> Grade 12 English (College Prep) (ENG4C or equivalent) Mature student may be admitted after testing		R Minimum 60% GPA required in English course
A003 (PC) A209 (JB)	Early Childhood Education (2 yrs) Moosonee (offered only upon sufficient enrolment)	<ul style="list-style-type: none"> Grade 12 English (College Prep) (ENG4C or equivalent) Mature student may be admitted after testing		R Minimum 60% GPA required in English course
A169 (PC)	Education Assistant (2 yrs)	<ul style="list-style-type: none"> Grade 12 English (College Prep) (ENG4C or equivalent) Mature student may be admitted after testing		Minimum 60% GPA required in English course
G165 (PC), G166 (KL), G167 (HL), G174 (CK) G175 (OL)	General Arts and Science (1 yr)	<ul style="list-style-type: none"> Grade 12 English (College Prep) (ENG4C, ENG4E, ENG4U or equivalent) Grade 10 Math (MFM2P or equivalent) Mature student may be admitted after testing		
G045 (PC) G046 (KL) G047 (HL) G049 (JB)	General Arts and Science (2 yr)	<ul style="list-style-type: none"> Grade 12 English (College Prep) (ENG4C, ENG4E, ENG4U or equivalent) Grade 10 Math (MFM2P or equivalent) Mature student may be admitted after testing		
A007 (PC), A036 (KL), A068 (HL), A104 (CN)	Social Service Worker (2 yrs) Alternate Delivery	<ul style="list-style-type: none"> Grade 12 English (College Prep) (ENG4C or equivalent) Mature student may be admitted after testing		R Minimum 60% GPA required in English course
A195 (PC), A196 (JB), A197 (HL), A198 (KL)	College Vocational (1 yr)	Mature student or student 18 years of age who have graduated from high school with workplace credits or modified courses, OSSC		Applicants must participate in interview/assessment with learner services department staff
A193 (PC)	Addictions Counsellor (1 yr)	<ul style="list-style-type: none"> Prior Post - secondary program completion required in Social Sciences, Health Sciences or Human Services Grade 12 English (ENG4C or equivalent) **Ontario Graduate Certificate Program Mature student must undergo English language comprehension and grammar testing prior to admission into this program and demonstrate through a prior learning assessment process (PLA) equivalency with the admission requirements		

School of Law and Justice

A171 ((CK) A177 (PK)	Police Foundations (2 yrs) (January intake will be offered in 2009 & 2010)	<ul style="list-style-type: none"> Grade 12 English (College Prep) (ENG4C or equivalent) Mature student may be admitted after testing		R
B256 (HL) B258 (CH)	Law Clerk (2 yrs) (B258 CH - delivered through Contact North)	<ul style="list-style-type: none"> Grade 12 English (College Prep) (ENG4C or equivalent) Mature student may be admitted after testing	High school computer credit or equivalent recommended	

Note: Programs offered in Moosonee and Moose Factory (JB) are offered based on sufficient enrolment. Please contact the Admissions Office at 705-235-7222 or admissions@northern.on.ca or Diane Ryder, Campus Manager at ryderd@northern.on.ca or 705/336 - 2913 ext. 22 for further information.

Mature Students

An applicant who lacks the formal admission requirements but who is 19 years or older on or before the commencement of the program, may be admitted to the College as a mature student if he or she is able to demonstrate the ability to succeed in college work and successfully completes pre-admission testing (as required).

Note that the College currently does not recognize pre-admission testing for Biology or Chemistry prerequisite courses. Therefore, all applicants must show proof of successful credit completion in these subject areas to be considered for admission to programs with Biology and/or Chemistry listed as prerequisite courses. Please refer to individual program descriptions or the Admission Requirements chart.

Be advised that applicants to the Nursing (BScN) collaborative degree program must successfully complete six OAC/4U courses three of which must be English, Biology and Chemistry, and their overall average of the 6 courses must be 70%.

Mature applicants who are uncertain of their academic eligibility for admission are encouraged to contact the College's Admissions Office.

Should a mature applicant require academic upgrading, special government-funded courses and programs are available through the College.

Applicants from other provinces or countries who possess recognized equivalents of the Ontario Secondary School Diploma and/or academic or work experience may be considered for admission.

Police Records Search

Applicants to Emergency Services, Health Sciences, and Human Services programs should be aware that a Police Records Search is required for some activities in these programs. Only criminal convictions relevant to the program activities may exclude participation, but in some cases this may impact on a student's ability to graduate from a program. Therefore, if an applicant has past criminal convictions or pending charges under federal statutes, he or she must contact the program director's office before accepting an offer from the College. It is important for applicants to clarify their status early. In some cases, failure by the applicant or student to notify the program director's office may result in dismissal from the program.

Program Directors' Offices

- Health Sciences and Emergency Services:
705-235-3211 Ext. 2187
- Police Foundations:
705-567-9291 Ext. 604
- Human Services:
705-235-3211 Ext. 2218

If the Police Records Search identifies a criminal record, the student must contact the program director's office within 10 days of receipt of the Police Records Search. Failure to do so may adversely affect the student's academic status. Prospective students should know that if a criminal record exists, the student's ability to complete the academic requirements and graduate from his or her program may be in jeopardy. In the event of complicated CIPC reports, fingerprinting may be required. All costs associated with this process are the student's responsibility. In some programs, placements in the second and third year may require fingerprints in addition to CIPC.

A Police Records Search is necessary because Northern College is bound by its policies, as well as the policies of its placement providers. Given this, the purpose of a clear Police Records Search includes but is not limited to the following:

- the protection of vulnerable persons
- the protection of the interests of students
- the protection of the interests of the placement agencies
- the protection of the interests of the College and its employees

Students enrolled in these programs will be working with, or have unsupervised access to, vulnerable persons. Vulnerable persons are defined by the Criminal Records Act as "persons who because of their age, disability, or other circumstances, whether temporary or permanent, are in a position of dependence on others or who are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them".

A current (within six months) Police Records Search is required for clinical, lab and fieldwork activities in Northern's Emergency Services, Health Sciences and Human Services programs. The Police Records Search will include:

- National Criminal Record (Adult) for which a pardon has not been granted
- National Criminal Record (Young person provided it is not subject to non-disclosure under the Young Offenders Act)
- Pending charges under federal statutes
- Pardoned sexual offences (Bill C-7)

Applicants may obtain a Police Records Search from their local police service provider or police station. Students must apply for a Police Records Search in the community where they have resided for at least one year. The Police Records Search usually takes up to two weeks to complete. The full cost of obtaining the Police Records Search is the responsibility of the applicant. Students must present this document on the first day of school during orientation. Applicants may be in the process of pursuing a legal pardon for conviction(s). This information should be shared with the program director's office upon submission of the Police Records Search. This document is the property of the individual and the College shall maintain no photocopy. All information shall be considered confidential and private. Notations concerning the contents of the Police Records Search will be placed in the student file. The information will include that documentation was received according to policy and the status of the search documents. The original document will be returned to the student. The student will retain the original document as placement/clinical agencies will request it. The placement agency director will review the documentation and decide whether the student is permitted to continue into placement. All agency decisions are final. Students with charges pending will be suspended from placement until charges are resolved. Decisions regarding permanent placement status remain on hold until charges are resolved.

As of the 2008 – 2009 academic year, the following programs will require a Police Records Search clear of all convictions relevant to the programs for students to take part in field placements, clinical, practicum or other relevant academic activities. Only convictions relevant to the program activity will exclude student participation.

- Addictions Counsellor
- Bachelor of Science – Nursing
- Child and Youth Worker
- Developmental Services Worker
- Early Childhood Education
- Educational Assistant
- Paramedic
- Paramedic - Bridging
- Personal Support Worker
- Police Foundations
- Practical Nursing
- Pre-Service Firefighter Education and Training
- Social Services Worker

Note: Programs may be added to this list as needed.

For more information on admission requirements and program prerequisites, please visit www.northernnc.on.ca or contact the Admissions Office at (705) 235-7222 or 1-866-736-5877 (toll free in Ontario).

Please note that Northern College reserves the right to make changes, with advance notice, to the admission requirements as deemed necessary. These changes will be publicized through the website one year prior to the start of a new academic cycle.

Priority for Admission

The admission of an applicant into a program is the sole prerogative of the Office of the Registrar/Admissions Office and is delivered in writing specifying what conditions, if any, must be met before the commencement of classes. Students will be accepted to colleges in the following order of preference as established by the Ministry of Training, Colleges and Universities:

1. Permanent residents of Ontario
2. Permanent residents from other Canadian provinces and territories
3. Other applicants

International Students

International applicants for whom English is a second language must demonstrate proficiency in both spoken and written English by taking the Test of English as a Foreign Language (TOEFL). A score of 550 paper and 213 computer-based; 79-IBT; IELTS: 6.5 is required. Further information may be obtained by writing to:

TOEFL Services

Educational Testing Service
P.O. Box 6151
Princeton, NJ
08541-6151 USA
Email: toefl@ets.org
Tel : 1-609-771-7100

Registration Procedures

To fulfill registration requirements, the student must complete the registration form and pay all fees. The student is not officially registered until all fees have been paid.

The College will mail instructions to applicants who have been granted final acceptance and to returning students. Students should register by mail or in person as soon as possible once they have received their registration instructions.

Part-Time Registration

Part-time/evening courses are available for registered full-time students who are unable to carry a full course-load or who wish to take additional courses. Arrangements must be authorized by the program coordinator and students are responsible for paying the appropriate fees.

Part-Time Students

Part-time students are those taking less than 70% of the regularly scheduled hours or 66.67% of the regularly scheduled courses. Fees charged for part-time studies are based on a per-hour rate as determined by the Ministry of Training, Colleges and Universities.

Part-time enrolment is subject to availability of space in a given course and must therefore be approved by the program coordinator.

Distance Education

Northern College is part of the progressive trend in education that involves innovative methods of delivery of some courses. For example, courses may require the use of a laptop computer or may be offered through teleconferencing, videoconferencing, computer-, and web-based learning to ensure that a greater number of students have access to post-secondary education. These methods of program delivery also prepare students for working in settings that increasingly utilize these various media. Many of our students have told us that they believe they have acquired additional workplace skills in learning how to use this technology. Students taking courses via certain alternate modes of delivery must have access to a Contact North site. Please note that not all of Northern College's distance education (or Open Learning) courses are available as traditional correspondence courses. For more information, refer to the Distance Learning section in this calendar.

Late Registration

A surcharge will be levied upon students who delay their registration beyond the published deadline.

Cancellation of Courses and Programs

Availability of programs and courses announced in this calendar is subject to sufficient enrolment, the availability of qualified professors and/or the provision of adequate facilities. Programs and courses announced in this calendar are not necessarily offered at all Northern College campuses. These programs and/or courses may differ from one College campus to the next. Northern College reserves the right to make, without prior notice, whatever changes are deemed necessary.

Sponsorships

Applicants interested in sponsorship should first contact their regional Services Canada office (formerly HRSDC). Applicants not eligible for sponsorship by Services Canada should contact Student Services at the campus they wish to attend to obtain further information.

Oversubscribed Programs

An oversubscribed program is one that, as of February 1 in any particular intake year, has more than enough qualified applicants to fill the seats available. Historically, students accepted into oversubscribed programs have paid their fees early to reserve a place in their chosen program.

The following are oversubscribed programs: Electrical Engineering Technician/Technology, Paramedic, Bachelor of Science – Nursing, Practical Nursing, Pre-Service Firefighter Education and Training, Veterinary Technician, Veterinary Technology – Wildlife Rehabilitation. Students interested in these programs are encouraged to apply before February 1.

Receipts

The receipt the College issues upon payment of fees is a temporary receipt. Official receipts for income tax purposes are issued in February. The cost for a duplicate receipt is \$20.

Photo ID Card

Upon completion of registration, Northern College will issue an official Photo ID card. All lost or stolen cards must be reported to Student Services. There is a \$10 charge for each replacement card.

Audit Students

Audit students are students who are registered in a course or program but who do not receive credit towards a diploma or certificate. They normally do not take examinations or receive grades. Regular course fees will be paid upon enrollment. Audit students must be declared at the time of registration. Admission of audit students is conditional upon the availability of space and the approval of the program coordinator.

Transcripts

There is a charge of \$8.00 for each transcript requested. There is an additional charge of \$1.00 for each transcript mailed or \$2.00 for each transcript faxed. GST is also added to the total cost (transcript + mailing or fax.)

Adult Training Programs

Northern College offers a variety of programs including skills training, academic upgrading, retraining and apprenticeship programs. The College offers these programs on an ongoing basis and their starting dates may be verified by calling Northern College.

Minimum Requirements for Adult Training Programs

Please refer to individual program descriptions for admission requirements.

Advanced Standing

If a student has, through extensive work experience or previous study, gained the knowledge or skills normally taught in a course, he/she may request the opportunity to demonstrate his/her competence with a view to obtaining credit. Documentation or diagnostic assessment is required to determine the student's eligibility to gain credit.

A student may qualify for advanced standing through one of the following means:

- Course already completed at Northern College (Exemption)
- Transfer Credit
- Challenge by Examination
- Prior Learning Assessment (PLA)

Advanced Standing Procedures

Full-time students choosing to apply for advanced standing in which they are registered must do so within the time frame outlined in the Academic Calendar. Application must be made by the Last Date to Apply for Advanced Standing as stated in the Academic Calendar. The completed Request for Advanced Standing form and/or Record Amendment form must be received in the Office of the Registrar within three weeks from the Last Date to Apply for Advanced Standing.

Courses Already Completed at Northern (Exemption)

Students need not repeat courses successfully completed as long as the content is equivalent. To have the credit recognized in the new program, students meet with the Coordinator who will verify the course equivalency and complete the Request for Amendment Form. There is no fee for this. The grade achieved in the original course will be calculated in the GPA.

Transfer Credit

Transfer of credits from Ontario Colleges of Applied Arts and Technology and other public colleges and universities will be considered on a course-by-course basis. Transfer credits will be granted when, in the opinion of the College, the work covered is equivalent in content, objectives and evaluation standards to the corresponding course of study at Northern College. The College will also help students to pursue their education at a higher level or to transfer to another college.

Request for Advanced Standing Forms and applicable fee information are available from Student Services. An application processing fee per transfer credit shall be paid at the time of application. Each application must be supported by an official transcript and course outline/description, provided directly to the Office of the Registrar or Student Services from the former college or university. Credit may be given for courses in which a student earned a grade of "C" or at least 60% or as indicated in departmental policies. Upon receipt of all documentation, the student's application will be forwarded for faculty evaluation, and the completed evaluation returned to the Office of the Registrar.

No transfer credits will be given for courses used to meet the initial admission requirements of the College program. Students are advised to attend classes in the course until a decision is made.

For more information on partnerships between Northern College and other post-secondary institutions, please refer to the Transferring to Other Institutions section of this calendar.

Challenge by Examination

"Exam" is as defined in the course outline. Each faculty member will determine whether or not the course may be challenged by examination. Students who feel they have the required knowledge (through audit, informal studies, OACs, experience, etc.) to address the course outcomes, may apply for challenge by examination.

Request for Advanced Standing Forms and applicable fee information must be obtained from Student Services and fees paid. The date for completing the challenge exam will be determined by the faculty member (respecting the dates outlined in the Academic Calendar for those students currently enrolled in the course they wish to challenge). The grade achieved on the challenge exam will be recorded on the student's transcript. A student who fails a Challenge by Examination may not challenge the course through challenge examination again until one full academic semester has passed. Students may not challenge a course more than twice; if the student is unsuccessful after two challenges, he/she will have to take the course.

Prior Learning Assessment (PLA)

Knowledge and skills gained through life experience may be assessed for credit through the process of PLA. Assessment may take the form of written portfolios, demonstration, testimonials, tests, projects, etc. Students applying for PLA should contact Student Services (within the timeframe outlined in the Academic Calendar) who will direct them to the campus-designated PLA staff member. Students must apply using the Request for Advanced Standing Form, pay all applicable fees, and provide documentation. Credit obtained through PLA is recorded as "CR" on the student's transcript and is not factored into the GPA.

General Education

Students enrolled in post-secondary programs other than post-graduate certificate and apprenticeship programs are required to enroll in one General Education course per semester. General Education courses are defined as post-secondary experiences that enable learners to meet more effectively the societal challenges which they face in their community, family and working life.