

HOW TO APPLY TO SAULT COLLEGE

1. Apply online at www.ontariocolleges.ca by February 1st to be eligible for equal consideration. Follow the prompts to complete the process. There is a non-refundable \$95 fee to apply, payable to ontariocolleges.ca.
2. Various communications will be provided to you, from Sault College. An email will be sent acknowledging receipt of your application.
3. Offers of admission for the fall intake are mailed as early as February 1st to the address provided on your application. Confirm your offer by May 1st at www.ontariocolleges.ca
4. Your fees must be paid by the fee deadline date to reserve your seat. Further documentation is available on the Student Portal.

ADMISSIONS

A. GENERAL INFORMATION

i) Minimum Requirement

The minimum requirement for admission to any post-secondary program is an Ontario Secondary School Diploma (OSSD) (30 credits) with courses from the College (C), University (U), University/College (M), or Open (O) stream or its equivalent or mature student status. For applicants who graduated from Ontario's former curriculum, the minimum requirement for admissions to a post-secondary program is an Ontario Secondary School Diploma (30 credits), general or advanced level, or its equivalent or mature student status.

Most programs have specific requirements in addition to this minimum requirement. Applicants should consult individual program descriptions available online at www.saultcollege.ca for specific details of these additional requirements and recommended courses.

ii) Mature Students

A mature student is an applicant who has not earned an Ontario Secondary School Diploma or equivalent but has reached the age of 19 on or before the start of the program. Mature student applicants may be referred for admission testing. Other requirements as part of the mature student admission process may include a resume summarizing work and life experience as well as the submission of any other academic transcripts.

iii) Academic Career Entrance Program (ACE)

Successful completion of the ACE program is accepted as Grade 12 equivalent for the purpose of admissions into post-secondary and apprenticeships programs. Specific program admission requirements must still be completed.

iv) Workplace Level Credits

An applicant who has completed some or all of his/her high school credits at the "workplace" or equivalent level will be considered on an individual basis through the mature student applicant process and may require admission testing.

v) General Education Diploma in Ontario (GED)

Applicants successfully completing GED requirements will be assessed for admission as equivalent to secondary school graduates. Specific program admission requirements must still be completed.

vi) Other Applicants

Applicants who have completed studies using independent curriculum (i.e. home-schooled) may be admitted through a process similar to that of the mature student. The applicant will be referred for admission testing as well as being required to submit available transcripts and curriculum for equivalency review.

B. GRADE 12 EQUIVALENTS

Recognized equivalents to the Ontario Secondary School Diploma are listed below and are accepted on the understanding that the student meets all requirements in particular subjects and/or subject averages:

- All provinces other than Quebec - Grade 12
- Quebec - High School Leaving Certificate (Secondary V)
- England and Wales - General Certificate of Education, O Level with credit in 5 subjects.
- U.S.A. - Grade 12 university programs

Other academic qualifications may be evaluated as equivalent, as deemed appropriate by the College.

C. INTERNATIONAL STUDENTS

The international student admission process adheres to the Ministry of Advanced Education and Skills Development procedures. Applicants from countries other than Canada whose first language is not English or whose previous academic experiences were not in English must demonstrate proficiency in the English language. Achieving 550 on the written TOEFL test, 213 on the computerized TOEFL, 79 on the Internet-based TOEFL, 6.0 on the IELTS or 60 on the CAEL will be accepted as a demonstration of English proficiency for admission. Where appropriate, if applicants do not meet these minimum requirements, successful English language training may be required prior to the start of the academic program. Specific programs may have higher English language requirements, dependent on curriculum delivered.

Applicants for admission may be referred to the Academic Chair who is empowered to reject or defer the admission of any applicant whose qualifications are not adequate to the demands of the program in which the applicant wishes to register. In addition, schools may request applicants to demonstrate acceptable verbal communication skills.

Possession of the minimum admission requirements does not guarantee admission as other factors such as class size or facilities limitations may affect enrolment.

D. PRIORITY OF ADMISSIONS

The Ministry of Advanced Education and Skills Development has established priorities for admission according to the following order of preference:

- permanent residents of Ontario
- permanent residents from other Canadian Provinces
- students from other countries

E. OVERSUBSCRIBED PROGRAMS

SELECTION PROCEDURES

If there are more qualified applicants than spaces available in a given program, as of the equal consideration deadline, the College may use a selection process. The criteria for selection shall be determined on a program-specific basis and shall be relevant to the program.

Waiting lists are established for oversubscribed programs and maintained up to the end of the registration period. The College will inform applicants of their relative positions on the waiting list. When vacancies arise, offers of admission are made to students based on their rank on the waiting list.

Acceptance in oversubscribed programs may be granted at any time before the last date to register for the semester.

Grade differential – Sault College treats courses taken at the C (College), U (University or M (College/University) level equally. No grade differential is given for ranking purposes.

For limited enrolment or oversubscribed programs, the College will guarantee ten percent of the program enrolment capacity for students who have completed the General Arts and Science – One Year Program. In addition to the above criteria, the student must have also obtained a grade point average of 2.5 in their preparatory program and, when required, be successful in any program specific admission requirement. In the event that the number of qualified General Arts and Science applicants exceeds the ten percent capacity, the students will be ranked based on their overall grade point average for the General Arts and Science program. If there are more qualified General Arts and Science applicants than available seats, offers of admission will be issued to the top ranked applicants. The balance of the General Arts and Science applicants will also be considered in the ranking.

Aboriginal Self-Declaration for Health Program Admissions

Sault College is committed to improving access to education that results in necessary Human Resources within Aboriginal (First Nation, Metis, and Inuit) communities and making education meaningful, responsive to, and inclusive of Aboriginal peoples.

Health programs at Sault College are often over subscribed, which results in an admissions ranking. To ensure access to necessary Health program education for Aboriginal students, Sault College is reserving 5% of seats in each of the following programs:

Program	# of seats
Bachelor of Science in Nursing	5
OTA/PTA	3
Practical Nursing	5
Pre-Health Sciences	5

Students have the option to self-identify through the Ontario Colleges application website at www.ontariocolleges.ca

F. ACCESS PROGRAMS

Students who have successfully completed Level 4 (English, Mathematics and Science) of the Academic and Career Entrance (ACE) Program will be considered for their program choice provided all admission requirements have been met and application to the program is made on time. For limited enrolment programs, the student must have also obtained a grade point average of 2.5 in the ACE program, and when required, be successful in any specific admission requirement or ranking criteria.

Students registered in their final Academic Upgrading course may be eligible for dual enrolment in a College designated course.

G. COLLABORATIVE PROGRAM STANDARDS

A collaborative program refers to a program where the College partners with a University to jointly deliver a program that leads to a degree rather than a diploma. Admission standards for collaborative programs will be determined with the post-secondary institutions involved.

H. POLICE RECORDS CHECKS

Applicants applying for enrolment in programs that involve placement, practicum or outreach activities may require Police Records Checks and/or a Vulnerable Sector Check as part of the admission process. The applicant is required to review and follow individual program requirements.

I. ADMISSION PROCEDURES

The college system has adopted a central college application system. Detailed information is available from your secondary school counselling office or Sault College Registrar's Office. Sault College recruitment staff are available to help students apply to college on-line. For an appointment, call 705-759-2554, Ext.2222.

The following process will apply:

Secondary School Graduate

1. Submit an online application for Ontario's Colleges of Applied Arts & Technology at www.ontariocolleges.ca.
2. Complete the application according to the instructions. Please note that applications will not be considered if they are incomplete.
3. The Application Centre will acknowledge the receipt of each application. Where testing before admission is necessary, the College will, within a reasonable time, contact applicants to arrange a suitable time and place.

Important dates:

1. Students can apply as early as October of each year at www.ontariocolleges.ca
 - a. All applications received up to February 1 are treated equally.
 - b. All applications received on or after February 2 are treated on a first-come, first-served basis.
 - c. All offers are subject to the final achievement of an Ontario Secondary School Diploma or its equivalent, and successful completion of specific program admission requirements.
2. An application fee as designated in the application guidelines must be received by ontariocolleges.ca in order for the application to be processed and sent to the college.
3. It is the responsibility of the student to ensure that their official mid-term grades and final Grade 12 grades are forwarded to the Ontario College Application Service directly from their school. A decision regarding acceptance cannot be made if grades are not submitted.
4. Sault College Registrar's Office staff, recruiters and counsellors are available to assist prospective students.
5. You must accept your offer of admission at www.ontariocolleges.ca
6. May 2nd is the earliest date any college can withdraw an offer of admission.
7. Payment or deferral of tuition fees must be made by the fee payment date, as established on the "Key Dates Calendar" in order to reserve a seat.

J. FREQUENTLY ASKED QUESTIONS

For programs listed, at www.ontariocolleges.ca, (the application processing service owned and operated by Ontario's publicly-funded colleges). There is a non-refundable fee to apply (see www.ontariocolleges.ca for details).

Q. How do I contact ontariocolleges.ca?

A. Call the Customer Contact Centre at 1-519-763-4725 or 1-888-892-2228 (toll free within Canada) or Email:

ask-us@ontariocolleges.ca

The mailing address is:

Ontario Colleges
60 Corporate Court, Guelph, ON, N1G 5J3

Q. What do I need to do about my transcripts?

A. What you need to do depends on a number of items:

If you are currently in high school in Ontario - let your Guidance Office know that you are applying to college and they will send your transcripts to ontariocolleges.ca for you.

If you are currently in high school in another Canadian province - you need to send one (1) official transcript to www.ontariocolleges.ca

If you are out of high school - you need to arrange with your last high school to have one (1) official transcript sent to ontariocolleges.ca. Depending on where you went to high school, you may be able to request your transcript electronically through the transcript request service at www.ontariocolleges.ca. If not, contact your last high school directly. Call the Board of Education if your high school has closed.

If you are applying as a mature student – you need to arrange with your last high school to have one (1) official transcript sent to ontariocolleges.ca.

If you have attended an Ontario college or university - order your official transcripts through the transcript request service at www.ontariocolleges.ca.

If you attended a college or university outside Ontario, but still in Canada - you must request that the institution you attended send an official transcript to ontariocolleges.ca.

If you are sending documents from any educational institution outside of Canada, an original or certified copy of the documents needs to be sent directly to Sault College or to one of the following agencies to have an evaluation of your credentials completed:

WORLD EDUCATION SERVICES

www.wes.org/ca

Tel: 416-972-0070

Toll free: 800-361-6106

OR

International Credential Assessment Service of Canada

ICAS of Canada

Ontario AgriCentre

100 Stone Road West, Suite 102

Guelph ON N1G 5L3

Telephone: 519-763-7282

Toll free in Canada: 1-800-321-6021

Fax: 519-763-6964

e-mail: info@icascanada.ca

K. DIRECT ENTRY

Applicants may apply for direct entry, which is entry to any year other than year one of a selected program of study. Credit may be secured on the basis of training or experience beyond minimum requirements for admission, provided that such training and experience, in the opinion of the department Chair/Dean, is equivalent to the course(s) for which credit is requested.

L. ADVANCE CREDIT TRANSFER

Sault College is committed to giving credit for previous courses that match Sault College course outcomes. Transfer credit will be granted where, in the opinion of the College, the work covered is equivalent in content or objectives, to the corresponding course of study at Sault College. Students must complete at least 25 percent of the program

requirements at Sault College either through on-campus courses or approved distance education courses. Credit for courses taken at another post-secondary institution are denoted on the student transcript as "CR" (Credit) and not included in the Sault College grade point average. Should the grading system of the transferring institution vary from Sault College, the numeric value of the grade will be used.

*reference: Advance Credit Transfer Policy, dated April 1, 2009