

Clarington Coyote Grads

HANDBOOK



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Applying to Colleges

To apply to college, you should first:

- a. Be sure you are eligible and have the correct admission requirements including prerequisites for the program you are considering.
- b. This information is available online at the college's websites. Program information is also available online at www.ontariocolleges.ca and you must select the "Find a Program" link.
- c. You may apply to five colleges with no more than three program choices at any one college. Private institutions and colleges outside Ontario require a separate application. See the institution's website for details.
- d. Complete the on-line application at: www.ontariocolleges.ca . Your grades are directed automatically to the college application centre (OCAS) in Guelph. There is a processing fee.

TYPES OF PROGRAM DELIVERY

Certificate

- Certificate programs require the completion of two semesters (or one year) of study, as approved by the Ministry of Training, Colleges and Universities.

Diploma (Regular/Advanced)

- Regular diploma programs require the completion of at least four semesters (or two years) of study, as approved by the Ministry of Training, Colleges and Universities. An advanced diploma is granted after six semesters (or three years).

Post-Diploma/Post-Graduate/Post-Certificate

- Building on knowledge or broad experience gained through previous post-secondary study, these programs require a college diploma/certificate or university degree for admission.

Bachelor's Degree

- Four-year academic programs offer the best of both worlds - the practical, technical strengths of a college education and the theoretical foundation of a bachelor's degree.

Joint College/University (Collaborative)

- Collaborative programs involve taking courses at both the college and university levels. Students may earn either one credential or two credentials (one from the college and one from the university).

Co-op

- Scheduled periods of employment in related industries within the academic year give co-op students an edge and help them to relate in-school training with real work experience. These placements are

typically paid positions and are usually a requirement for graduation. Also offered are field placements, work terms and internships. Students are usually not paid during this type of placement.

IMPORTANT DATES- COLLEGE

Early October

Access to the online college application becomes available for programs beginning in the following academic year. You may create an account and begin your online application at www.ontariocolleges.ca

The cost of applying is \$150.00. Applications must be submitted electronically to OCAS by February 1, 2026 to be given equal consideration.

November 1st

This is the earliest date that colleges may begin to send offers of admission to programs for the upcoming academic year. Offers will continue to be issued until programs are filled or wait-lists are established.

Mid November: First semester midterm marks transmitted by high schools.

February 1st

DEADLINE FOR STUDENTS TO SUBMIT ONLINE APPLICATIONS.

All applications received and paid for on or before this date will be given equal consideration for acceptance.

Note: Applicants are encouraged to apply before this date as website volumes are at their highest at this time.

Mid February

First semester final marks and currently enrolled second semester courses are transmitted by high schools to OCAS.

February/April

Depending on the program, students will receive questionnaires or requests for interviews from the colleges concerned. Additional information required may include: portfolios, interviews, auditions and testing. Failure to complete requests usually results in the application being terminated. It is essential you adhere to all dates and return information on time.

End of April

Second semester midterm marks transmitted by high schools.

March – May

Colleges are giving offers of admission in your OCAS accounts under View Offers. Candidates must respond by confirming their acceptance. Students may accept only one offer of admission. A confirmation email of acceptance will follow from OCAS.

May 1

Students must confirm acceptances of an offer of admission to their chosen program through ontariocolleges.ca by this date.

Colleges may extend offers of admission after this date. Each college will set the deadline to confirm offers made after May 1, and this deadline will be communicated to you with your offer.

June 1

Earliest date that colleges may expect payment of tuition. This will be communicated to you by the college.

Beginning of July

Second semester final marks and proof of graduation transmitted by high schools.

COLLEGE ADMISSION PROCESS

Admission Requirements:

- Requirements vary from program to program. Selection criteria may be based on any combination of the following:
 - a review of the applicant's academic record;
 - a review of any additional documentation submitted to support the application as required by the program (i.e. volunteer or work experience, including co-op);
 - results of a test, an essay or questionnaire;
 - a review of a portfolio;
 - an interview.

Selection of Applicants:

- Selections will be based on all criteria listed under individual program descriptions as entrance requirements.
- All applications received and paid for on or before February 1, 2026 will be considered equally. Early application is encouraged.
- Candidates are then rank ordered and the best-qualified applicants are offered seats or placed on a waiting list.

Highly Competitive Programs:

- The term “Highly Competitive” denotes programs for which there are more qualified Ontario applicants than are required to fill the available seats.
- As a result, qualified applicants who have submitted applications no later than February 1 will undergo a specific selection process.
- Visit ontariocolleges.ca →Applying→Highly Competitive Programs for each college's list and requirements for these programs.
- The admissions office reserves the right to add to or delete from their list based on applicant demand, program changes, etc.

CONNECT WITH COLLEGES

Go to the link below and click the college logos to learn more about upcoming virtual open houses, information and program sessions, tours, and more.

Link: [Connect with Colleges](#)

MACLEAN'S COLLEGE PROFILES

See Canadian College Profiles [here](#).

Applying to Universities

To apply to an Ontario university, you should first:

- a. Be sure you are eligible (6 university (U)/ mixed (M)) and have the correct prerequisites for the programs you are considering. Check as well that your marks meet the estimated cut-offs. All this information is available online at www.ontariouniversitiesinfo.ca
- b. PIN numbers are required to apply. These will be distributed through Guidance.
- c. The fee is \$156 to select the 3 or more universities and/or programs to which you will apply. It is \$50 for each additional program application. Some programs require supplementary fees for specific programs.
- d. Complete the application process. All applications are directed to the University Application Centre (OUAC) in Guelph, which communicates with the universities. All applications will include Grade 11 and 12 completed marks.
- e. Be sure to check with the individual universities and the OUAC site for details concerning their individual admission procedures. See a guidance counsellor for details.

UNIVERSITY TERMS

Honours Degree

Consists of 20 full year courses typically completed over four years of full-time study.

General Degree

Consists of 15 full year courses typically completed over three years of full-time study.

Major

The main area(s) of study in a degree.

Minor

A secondary area of study when completing a single major honours degree.

Single Major Degree

Consists of one major.

Joint Major Degree

Consists of two majors. Also known as a Double Major Degree.

Specialization

A group of courses in a particular area of study that may only be completed with a specific major.

Emphasis Program

A group of courses in a particular area of study that may be completed with any major.

Credit

The equivalent of one hour of instruction per week for a 15-week semester. It is assumed that for every credit hour, the student will spend at least an additional hour per week in homework/preparation.

Undergraduate Degree

The first degree you earn at university - i.e. Bachelor of Arts/Science.

Graduate Degree

Any degree you earn after your undergraduate degree - i.e. Masters Degree.

Professional Degree

A Graduate degree earned in a particular profession - i.e. medicine, law, education.

Concurrent Education Program

A six-year program that combines Bachelor of Arts or Science degree with Bachelor of Education degree.

Consecutive Education Program

Completing a three or four-year degree and then continuing on to the Bachelor of Education degree at the same or at another university.

IMPORTANT DATES

September

The OUAC 101 (online) application will be available through OUAC's website:

www.ouac.on.ca

- The cost of applying is \$156.00 or higher if there is a supplemental program fee. Additional choices can be made at a cost of \$50.00 each.
- Applications must be submitted electronically to OUAC by **January 15, 2026** to be given equal consideration.
- Check your information very carefully to ensure that it is accurate.
- Students may make program changes online at this time (details will follow).
- Applicants should log in to their online application to monitor and amend their application data as required and to respond to offers of admission.
- Acknowledgement emails are immediately sent to applicants once the online application is successfully submitted.

Mid November

Deadline for the OUAC to receive all midterm grades for first semester course for 4U/M courses from Ontario high schools.

January 15, 2026 DEADLINE FOR STUDENTS TO SUBMIT ONLINE APPLICATIONS TO OUAC

However, the earlier you apply, the better, applications can be modified after submission. Note: Although the deadline for the online applications is January 15, 2024, problems could arise if all students wait until that date to apply.

Mid February

Deadline for the OUAC to receive all final first semester grades and current full-year grades for 4U/M courses from Ontario high schools.

March-June

Ongoing conditional offers of admission may be received. An online response instructional video is available at: www.ouac.on.ca/101-tutorials/#respond

End of April

Deadline date for receipt of 2nd semester mid-term marks to the OUAC.

End of May

The latest date all high school applicants can expect a response from a university. This includes: a) an offer of admission; b) a refusal; c) a deferral pending receipt of additional information.

June 1

The earliest date by which Ontario universities may require a response to an offer of admission and give a financial commitment of any kind (e.g. registration deposit, residence deposit, etc.) from an Ontario secondary school student.

All other admissions-related elements including scholarships, other forms of student assistance or financial incentives and offers of residence are considered part of the offer of admission.

Therefore, a student may accept these other offers prior to June 1, but Ontario universities shall not compel a student in any way to make an earlier decision.

Beginning of July

Deadline for the OUAC to receive all final grades for 4U/M courses from Ontario high schools.

Note: The preceding information relates only to Ontario universities. Please contact the Guidance office for information on applying to institutions outside of Ontario.

*Helpful hint: All “How-to” videos for the 101 application can be found at www.ouac.on.ca/101-tutorials/

University Information Sessions

Various University Events

Go to <https://www.ontariouniversitiesinfo.ca/universities/events> to see a list of events from all different universities.

Macleans' University Rankings & Profiles

- This site profiles, articles and rankings for national university rankings for undergraduate and post-graduate programs [here](#).

Prospective Apprentices

If you are ambitious and interested in pursuing a career in a skilled trade, Ontario needs you. Skilled workers - called journey persons - are in high demand in a wide variety of occupations, and the opportunities and rewards available are getting more exciting all the time. To become a journey person in a particular occupation, you require a combination of on-the-job experience and in-school training, called an apprenticeship.

A powerful means of obtaining practical experience and skills, apprentices spend about 75% to 90% of their learning time on-the-job and the remaining 10% to 25% in the classroom. Apprentices are paid for the work and become certified in their trade after completing the training requirements set by the province.

WHAT IS APPRENTICESHIP?

An apprenticeship is an agreement between a person who wants to learn a skill, and an employer who requires a skilled worker. An apprenticeship is a proven way to learn. It has a long tradition and in today's world, it's as important as it ever was. Canadian journey persons, trained through an apprenticeship, have been part of the teams that built:

- the robotic arm on the United States' space shuttle crafts;
- the Rogers Centre,
- the CN Tower

Journey persons also bake your bread, fix your cars and build your homes. An apprenticeship takes time - anywhere from two to five years - but it is time well spent. It's an investment in your future. This investment is a partnership shared by you and the employer.

Many journey persons use their skills and experience as stepping stones toward a career in management, while others go into business for themselves.

Benefits of an Apprenticeship and a Career in a Skilled Occupation

- earn while you learn
- enjoy future job security
- learn new skills
- perform challenging and satisfying work
- start a career with the confidence that your skills will always be in demand and with the security that those skills are more in demand every year
- receive a good salary and benefits package
- advancement opportunities
- a possibility of starting your own business
- an opportunity to break out of an unfulfilling role and experience personal growth
- independence and the confidence to start a new life

SKILLED TRADES LINKS

www.ontario.ca/page/skilled-trades

www.ontario.ca/page/prepare-apprenticeship

www.canada.ca/en/employment-social-development/services/apprentices.html

www.caf-fca.org

www.durhamworkforceauthority.ca

Special Education Support for Post-Secondary

Support is available in post-secondary for students with disabilities through provincial grant funding. The name of the office that assists students with special needs varies from school to school - usually they are called "Student Accessibility Services". To see what services are available and what documents are required, get in contact with the accessibility offices at the schools you're interested in to help you make your choice.

- The [Transition Resource Guide](#) is your best source of information for navigating post-secondary special education supports. On this site you will find:
 - Specific support services
 - Information on campus accessibility
 - Contact lists for every publicly funded post-secondary institution in Ontario
- Once you accept an offer, call your accessibility office right away to make an intake appointment

SAMPLE SERVICES

It is important to note that you won't automatically receive the same accommodations that you did in high school. Your assessments and documentation will help guide the conversation, but each school offers different supports.

Classroom Accommodations → these will vary from school to school, but the big difference from high school is that YOU need to self-disclose and identify what accommodations help you learn in order to receive the accommodations.

Test/Exam Accommodations → these are available but often require that you submit your needs to the accessibility offices by a deadline to access them. This will mean that you need to be organized and know what is coming up.

Summer Transitions/Orientation Programs → some schools offer workshops or transition camps to support your transition to the new school. If your school does this, take advantage!

Peer mentors or learning coaches → many schools have peer tutoring or mentoring programs, or dedicated learning strategists who offer support for academics, learning skills and even the transition out of post-secondary.

Use of New Technologies → Use of a personal laptop is encouraged! Access adaptive technology, such as Google Read and Write, math software and online learning platforms wherever possible. Funding for equipment necessary to participate in post-secondary education is available with appropriate documentation (see the [OSAP website](#) for more information about the Bursary for Students with Disabilities and the Canada Student Grant for Services and Equipment for Students with Permanent Disabilities)

Students with a current Individual Education Plan (IEP) will have a transition meeting in late November to discuss what happens after high school. If you have any questions before that time, please contact:

Deborah Beal or Sarah Hegarty- Special Education Resource Teachers
deborah_beal@kprdsb.ca/ sarah_hegarty@kprdsb.ca

Scholarships & Bursaries

Students must be aware that it is their responsibility to research this area. Register with studentawards.com; scholarshipscanada.com and scholartree.ca to receive emails regarding upcoming scholarships. Also Google “scholarships in Canada” and “financial aid Ontario” throughout the year.

Several different types of scholarships exist:

1. Students are encouraged to explore the possibility of being eligible for a scholarship offered through a community agency or parent’s employer.
2. All universities and colleges offer a number of scholarships based on marks. Check by university at the link [here](#).
3. Most scholarships require a special application procedure. For these, extra-curricular activities and community service are often weighted more heavily than marks.

SCHOLARSHIP & BURSARY INFORMATION

Awards & Bursary Websites:

www.scholarshipscanada.com

www.studentawards.com

www.scholartree.ca

www.ontarioscholarships.ca

www.canlearn.ca [also has budget and career tools]

www.fastweb.com

Check out the list of scholarships for the 2022/23 year [here](#).

Hints & Tips:

- Check your employer or family member employers to see if they offer any scholarships, grants or bursaries.
- Research on the websites of your chosen schools for possible scholarships and bursaries. These are specific to each institution.
- Check with organizations you are involved with (banks, unions, churches, sports clubs, girl guides, etc...)
- Using various Search Engines (Google, Yahoo, etc.) type in some of the following words to obtain more info: scholarships, college, university, bursary, awards.

Ontario Student Assistance Program (O.S.A.P.)

OSAP is a financial aid program that provides money, through loans and grants, to students for post-secondary education expenses.

The program offers two types of funding:

- grants – money you don't have to pay back
- loans – money that you must repay.

Both the Ontario and federal government provide this money. The amount of money you can get depends on your education expenses (tuition, books, etc.) and personal financial situations (your income, family contributions, etc.).

Specific information about eligibility and how to apply is on the government website. Applications are completed online at www.osap.gov.on.ca. Although you will receive confirmation during the summer stating your loan/grant, the money itself will not be made available until you register at the school. The process for picking up your loan documents will be communicated to you by your post-secondary institution.

Hint: Go to the website and try the aid estimator.

Basic Facts about applying:

Each application is about a specific program at a specific school. That means if you are interested in two different programs (even if they are at the same school), you must fill out a separate application for each program. The same goes if you are taking the same program but at a different school.

The reason?

- Programs and schools may have different study periods and costs associated with them.

You can fill out an application before you receive notification of acceptance from the school you have applied to. However, it is advised to apply once you've received an acceptance to avoid the time required for multiple applications.

Residence

Residence information can be requested on the online university or college application form.

Many universities will guarantee first-year students a spot in residence, but you will likely have to apply using a separate application to let the university know you'd like to live in residence. As well, there will probably be a deadline for you to submit your application. If you know for sure you want to live in residence, be sure you submit your application on time! And if you're not sure about residence, check if you can cancel your application. It's often easier to cancel after applying than it is to find a room after the application deadline has passed.

There are different styles of residence rooms. **Dormitory-style rooms** will usually include all the furniture you need and may be for one person or two people. For the washroom, there might be one that you share with a roommate or one that is shared among everyone on the residence floor.

Another style of residence is **apartment-style**, which will have bedrooms for one or two students but also have a shared living space and full kitchen, just like an apartment. Different universities will offer different styles of rooms.

Post-Secondary Costs

All post-secondary schools charge tuition fees for their programs. For Canadian citizens and permanent residents, tuition fees are between \$2,500 and \$11,400 a year, depending on the school and program you've chosen. Tuition fees can be much higher for international students.

Students will also have to pay for

- course materials, like textbooks and supplies
- housing
- food
- transportation
- other expenses

Many students depend on financial support programs to help them cover these costs.

Average cost of tuition for one academic year in an Ontario **college** program:

- Diploma Programs - \$2,400
- Graduate Certificate Programs - \$3,600
- Bachelor's Degree Programs - \$6,100
- Collaborative Programs - \$5,000

For **universities** in Ontario, the cost of tuition ranges from \$5,400 to \$11,400 with the average costs being about \$6,500.

You can also expect an average of \$800 in ancillary fees (student activity fees, athletic fees, health insurance, etc.) and \$1,300 for books and supplies. Please note that these figures do not include living costs, such as rent, utilities and transportation.

Tuition for specialized programs may be higher. For example, programs that involve training on specialized equipment (such as heavy equipment operator or aviation) require college investment in this equipment, as well as in facilities and ongoing maintenance. These costs are often factored into tuition costs. Other programs, such as photography or fine arts programs, may require you to buy extra equipment or supplies on top of the cost of tuition fees, which can increase your expenses.

Check individual college and university websites for the exact fees associated with the programs you are interested in.

Other Post-Secondary & Career Resources

American Colleges & Universities

<http://nces.ed.gov/ipeds/cool/>

Career Research

www.myblueprint.ca/Kawartha

www.jobbank.gc.ca (drop down "Career Planning")

Employment Ontario

www.ontario.ca/page/employment-ontario

Employment and Social Development Canada

www.esdc.gc.ca

Future Further (Ontario Universities' Indigenous Student Resource Portal)

www.futurefurther.ca

Independent Learning Centre

www.ilc.org (ILC)

International College & University Information

www.youth.gc.ca/

Job Finding Tool for Graduates

www.eluta.ca

www.indeed.ca

www.workopolis.com

Ministry of Education and Training sites

www.edu.gov.on.ca

www.youthjobs.gov.on.ca

Online Career Centre

www.monster.ca/

Ontario Student Assistance Plan (OSAP)

<http://osap.gov.on.ca>

Ontario School Counsellor Association

www.osca.ca/ (drop down "Students")

Ontario College/University Transfer Guide

www.ontransfer.ca

Resumes

www.youth.gc.ca

Scholarship Research Sites

www.studentawards.com

www.scholarshipscanada.com

www.scholartree.ca

School Finder for Canadian College & Universities

www.schoolfinder.com