



**ST. CLAIR**  

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**COLLEGE**

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# **ADMISSION PROCEDURES**

**2011/2012 APPLICATION CYCLE**

**October, 2010**

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## **ADMISSION REQUIREMENTS FOR POST-SECONDARY PROGRAMS**

1. The minimum entrance requirement is an Ontario Secondary School Diploma (30 credits) with the majority of the credits at the general, advanced, College, University, University/College, open level, or equivalent. In addition to the minimum requirements, some programs also require specific secondary school courses and other qualifications. These requirements are specified in the individual program descriptions in the Full Time Calendar.
2. Basic Training for Skill Development (B.T.S.D.) Level IV was a College administered program designed to provide work at a level of difficulty comparable to an O.S.S.D. at the general or College level. Successful completion of a B.T.S.D. Level IV certificate constitutes an equivalent to grade 12 for entry into post-secondary programs.
3. Graduates of Ontario Vocational Secondary Schools, or graduates who have a majority of courses at the basic/essentials level, and who have earned the Ontario Secondary School Diploma (O.S.S.D.) (30 credits) will be considered on an individual basis in consultation with the academic department involved.
4. Applicants who have received an Ontario High School equivalency certificate are considered on the same basis as an O.S.S.D. applicant. In addition, program specific requirements in English, Math and the Sciences may be required over and above the General Education Development certificate.
5. Applicants who lack the normal entrance requirements but are at least 19 years of age may be considered for admission as mature students. Such applicants may be required to write a series of tests in English and Mathematics and complete the pre-requisites for certain programs, if they lack the required academic qualifications but can give evidence of probable success in a program. All applicants for admission as mature students are considered on an individual basis.
6. Applicants whose secondary school studies have been completed outside the Province of Ontario must submit evidence of equivalent standing. Recognized equivalents to O.S.S.D. may be accepted if the applicant meets the requirements for admission to the College in levels, subjects, and overall averages and other qualifications required. Generally, the requirements are as follows:

A valid secondary school graduation diploma or equivalent:

Alberta	Newfoundland	Quebec
British Columbia	Northwest Territories	Saskatchewan
Manitoba	Nova Scotia	United States of America

New Brunswick  
Nunavut Territory

Prince Edward Island

Yukon Territory

A general certificate of education at the ordinary level with credit in 6 appropriate subjects:

England

Commonwealth Countries

Wales

Applicants not meeting the above requirements will be considered on an individual basis in consultation with the academic department involved.

### **ADMISSION PROCEDURES FOR POST-SECONDARY PROGRAMS**

1. The on-line application at [www.ontariocolleges.ca](http://www.ontariocolleges.ca) is the quickest and easiest way to apply. If an applicant is a current Ontario high school student, the school will send grades to the Ontario Colleges Application Services. If the applicant is not a current high school student, they must make arrangements to send their high school transcripts to *ONTARIOCOLLEGES.CA, 60 Corporate Court, Guelph, Ontario N1G 5J3*. If the applicant previously attended an Ontario College/University, they should contact the Customer Contact Centre at 1-888-892-2228.
2. Certain programs, which are oversubscribed, also require the submission of additional material. A complete listing of admission procedures for oversubscribed programs may be found beginning on page 10.

***NOTE: No application is considered complete until payment has been made.***

3. Applicants may apply on-line starting October, 2010 for the 2011/2012 application cycle. All applications received by ***February 1, 2011*** will be assured consideration. After February 1, applications will be considered on a first-come, first served basis, provided there are still vacancies. The College will accept applications to a program until the program is full and a realistic waiting list has been established. Applications for over-subscribed programs (i.e. the number of qualified applicants exceeds the number of places available) must be submitted no later than February 1, 2011 in order to be certain of consideration. Notification of admission decisions for all applicants will be made commencing February 1, 2011 for most programs.

Applicants may apply and be considered for as many as three St. Clair College program choices at the same time.

Applicants who submit applications for programs scheduled to begin at different **times of the year other than the fall semester, should contact the Registrar's Office**

for details on when to apply.

4. Applicants who lack required percentages in English and/or Math may qualify for admission by writing appropriate admission tests. **This applies to non oversubscribed programs only.**
5. Applicants who lack certain prerequisites and/or whose probability of success in a particular program would be increased by pre-program enrichment studies may take appropriate courses prior to registration for the regular session or may enrol in one of our Preparatory programs. For details, contact our Admissions Information Officer at (519) 972-2727, Ext. 4350.
6. Courses taken at the advanced level in the old curriculum and courses taken at the College (C), University (U) and University/College (M) level will be treated equally. There will not be any grade differential. There is an approximate ten per cent weighting between courses taken at the advanced level and the general level in the old curriculum (i.e. 70% at the general level is equal to 60% at the advanced level).

## **APPRENTICESHIP PROGRAMS**

Apprenticeship programs provide individuals with the opportunity for skills training that would be required to become Journeypersons in construction, industrial, motive power and service industries.

These individuals form a nucleus of skilled workers for business and industry.

Apprenticeship training may last from two to five years, depending on the trade. In most apprenticeship occupations, about 90 percent of the training is conducted in the workplace. This on-the-job training is supplemented by training conducted at a College of Applied Arts and Technology.

All applicants wishing to enrol in apprenticeship programs must register as apprentices with the:

**MINISTRY OF TRAINING COLLEGES & UNIVERSITIES –  
APPRENTICESHIP CLIENT SERVICES  
EMPLOYMENT ONTARIO  
Windsor: 3155 Howard Avenue, Suite 200  
Windsor, Ontario N8X 4Y8  
Telephone: (519) 973- 1441**

The MTCU Apprenticeship Client Services will provide complete details regarding admission requirements, length of programs, etc.

The following Apprenticeship programs are offered at St. Clair College:

<b>WINDSOR CAMPUS</b>
<b>FULL-TIME PROGRAMS (Day Release)</b> <b>Contact: Ms. Ayla Umac (519) 972-2727, Ext. 4472</b>

- 415A - Cook Branch 2
- 309A - Electrician (Construction & Maintenance)
- 403A - General Carpenter
- 310S - Automotive Service Technician
- 332A - Hairstylist
- 306A - Plumber
- 401A – Brick & Stone Mason

<b>WINDSOR CAMPUS</b>
<b>PART-TIME PROGRAMS (Evening &amp; Day Classes)</b> <b>Contact: Ms. Christine Epp (519) 972-2727, Ext. 5000</b>

- 310T – Truck & Coach Technician
- 429A – General Machinist
- 430A – Tool & Die Maker
- 431A – Mould Maker
- 430M – Machine Tool Builder Integrator
- 433A – Industrial Mechanic Millwright
- 442A – Industrial Electrician
- 634A - IT Contact Centre - Technical Support Agent
- 634D - IT Contact Centre - Inside Sales Agent
- 364E - IT Contact Centre - Customer Service

<b>WINDSOR CAMPUS</b>
<b>PART-TIME PROGRAMS (Day Release)</b> <b>Contact: Marie Coppola Saunders (519) 972-2727 ext. 5467</b>

- 620 C – Early Childhood Educator

<b>CHATHAM (THAMES) CAMPUS</b>
<b>PART-TIME PROGRAMS (Day Release)</b> <b>Contact: Kimberly Smart (519) 354-9100 ext. 3246 (D620)</b> <b>Brenda Huff (519) 354-9100 ext. 3252 (C620)</b>

C620 – Early Childhood Educator

D620 – Developmental Service Worker

## PROVINCIALY SPONSORED STUDENTS

### Literacy Basic Skills/College & Employment Prep

- The Literacy Basic Skills (LBS) services are provided at no cost to learners and focus on people whose literacy skills are below Grade 9 of the Ontario Curriculum. The LBS program also provides academic upgrading to assist individuals to access post-secondary training programs or employment.
- The LBS program is open to individuals who are out of school, who can communicate effectively in English and who are eligible to work in the province of Ontario. There is a special emphasis on serving individuals receiving social assistance through Ontario Works.
- Applicants interested in sponsorship should contact the College Adult Education office at (519) 972-2727 ext. 4537 Windsor Campus.

### Academic and Career Entrance (ACE)

- Academic and Career Entrance courses are designed to provide learners with the skills and knowledge necessary to meet admission requirements for college post-secondary studies, apprenticeship training and to pursue employment opportunities.
- ACE courses are provided at no cost and focus on providing learners with a strong knowledge of the subject areas. Courses are offered in the areas of mathematic, communications, biology, chemistry, physics, computers and self-management/self direction.
- Applicants interested in ACE courses should contact the College Adult Education office at (519) 972-2727 ext. 4537 Windsor Campus or (519) 354-9714 ext. 3257 Chatham Campus.

## ADULT TRAINING PROGRAMS

The following Adult Training Programs are available at St. Clair College. Admission requirements for these programs are shown with each program description in the Admissions Handbook:

<b>Program Name</b>	<b>Duration</b>	<b>Campus</b>
College & Employment Prep	12 weeks per level	Windsor
English as a Second Language	15 weeks-Basic	Windsor
	15 weeks-Intermediate	Windsor
	15 weeks- Advanced	Windsor
Academic and Career Entrance	15 Weeks	Windsor & Chatham

## **ADMISSIONS INFORMATION & CAREER PLANNING**

Admission information and career planning is recommended to any prospective student who would like more information about college studies, or assistance in selecting an appropriate program.

Admissions Drop-In Centre  
St. Clair College  
Windsor Campus, Room 164  
2000 Talbot Road West  
Windsor, Ontario  
N9A 6S4  
Telephone: (519) 972-2727, Ext. 4350

The Counselling Centre  
St. Clair College  
Chatham Campus, Room 148  
1001 Grand Avenue West  
Chatham, Ontario  
N7M 5W4  
Telephone: (519) 354-9100 Ext. 3218

## **ADMISSION & SELECTION PROCEDURES FOR OVERSUBSCRIBED PROGRAMS**

Normally applicants who meet the minimum academic qualifications for the program of their choice are offered admission to that program. However, in the case of heavily oversubscribed programs, particularly in Health Sciences, where the number of applicants who meet the academic requirements exceeds the number of seats available, additional criteria for selection will be implemented. Applicants can apply and be considered for three program choices at St. Clair College.

**NOTE:** *In order to be assured consideration for these programs, fully completed applications, accompanied by the **\$95.00** application fee must be received by [ontariocolleges.ca](http://ontariocolleges.ca), **no later than February 1, 2011.***

The following is a list of programs which are anticipated to be oversubscribed for 2011/2012:

### **COLLABORATIVE NURSING**

**Minimum Academic Requirements:** Ontario Secondary School Diploma with 6 Grade 12 (U) or (M) courses including Grade 12 (U) English, (U) Chemistry and (U) Biology with an overall average of 70% or better (with a minimum of 70% in both (U) Chemistry and (U) Biology).

Additional requirements may apply to mature applicants.

#### **Selection Procedure:**

A score is determined for each applicant derived from **the student's final first semester** Grade 12 required (U) courses. If he/she has not taken the required Chemistry or Biology in his/her first semester of Grade 12, Grade 11 (U) science marks will be used. Scores are then ranked by highest score and selection will be made on a conditional basis for the available positions and places on the waiting list.

#### **Health Requirements:**

Accepted applicants must submit prior to entry into the Program proof of:

- A satisfactory medical examination.
- An up-to-date immunization record including a Hepatitis B titre (within the last 24 months).
- **Proof of a current First Aid and CPR "C" certificate (CPR for Health Care Professionals is recommended) and TB skin test.**

- NIOSH N95 Respirator Fit testing.
- **Clinical Placements:** Employers who provide our clinical placement settings require a police record check for criminal offences before accepting a student into a clinical setting. The College will provide further information regarding police clearances in a separate mailing.

**NOTE:** A Flu vaccine will be required for specific clinical placements  
Decision letters will be sent out no later than March 31, 2011.

### ***DENTAL HYGIENE PROGRAM***

**Minimum Academic Requirements:** Ontario Secondary School Diploma with the majority of the credits at the general or advanced, College or University level or mature student status or equivalent plus the following program specific requirements:

- grade 12 English "ENG/EAE/EAL"
- senior level Biology
- senior level Chemistry

#### **Pre-Admission Test:**

All applicants will be required to write a pre-admission test. Information on dates and location will be mailed out upon receipt of application to the College. Test is \$50.00 per applicant. (Test fee subject to change once fees are confirmed for the 2011/2012 academic year.)

#### **Selection Procedure:**

A score for a current high school applicant is determined for each applicant derived from the pre-admission test score and from the overall average of all Grade 11 courses and the first semester of Grade 12 courses. Applicants must be registered in all required courses in order to be considered. Applicants will be ranked by highest score and selection will be made on a conditional basis for the available positions and places on the waiting list.

**Health Requirements:**

- Accepted applicants must submit proof of a satisfactory medical examination including a Mantoux test (tuberculosis) and Hepatitis B immunization prior to entry into the program.
- **Accepted students must provide proof of a current First Aid and CPR "C"** certificate prior to the start of the program.
- **Clinical Placements:** Employers who provide our clinical placement settings require a police record check for criminal offences before accepting a student into a clinical setting. The College will provide further information regarding police clearances in a separate mailing.

Decision letters will be sent out no later than March 31, 2011.

***HAIRSTYLIST PROGRAM***

**Minimum Academic Requirements:** Ontario Secondary School Diploma with the majority of the credits at the general or advanced, College or University level or mature student status or equivalent.

**Selection Procedure:**

Successful completion of Cosmetology Student Aptitude Test. This test is designed to evaluate desired traits and aptitudes (including artistic traits ability to understand lines, colour and figure perception) for a successful career in Cosmetology (details will be provided upon receipt of your application).

Decision letters will be sent out no later than March 31, 2011.

***MEDICAL LABORATORY SCIENCE***

**Minimum Academic Requirements:** Applicants who started High School in Ontario in September, 1999 or later (OSS): OSSD with courses at the College (C), University (U), University/College (M), or Open (O) level.

- grade 12 English (C) or (U) "**ENG/EAE/EAL**"
- grade 12 Mathematics (C) or (U)
- senior level Chemistry (C) or (U)
- senior level Physics (C) or (U)
- senior level Biology (C) or (U)

**Selection Procedure:**

A score for a current high school applicant is determined for each applicant from the overall average of all Grade 11 courses and the first semester of Grade 12 courses. Applicants must be registered in all required courses in order to be considered. Applicants will be ranked by highest score and selection will be made on a conditional basis for the available positions and places on the waiting list.

**Health Requirements:**

- Accepted applicants must submit proof of a satisfactory medical examination and immunization including Hepatitis B.
- **Clinical Placements:** Employers who provide our clinical placement settings require a police record check for criminal offences before accepting a student into a clinical setting. The College will provide further information regarding police clearances in a separate mailing.

**Additional Expenses:** Books and supplies cost approximately \$1,000.00 per year. Students may be placed in out-of-town sites for clinical internship and will be responsible for their accommodations.

Decision letters will be sent out no later than March 31, 2011.

***MEDICAL LABORATORY TECHNICIAN PROGRAM***

**Minimum Academic Requirements:** Ontario Secondary School Diploma with the majority of the credits at the general or advanced, College or University level or mature student status or equivalent.

- grade 12 English "ENG/EAE/EAL"
- grade 12 Mathematics
- senior level Biology
- senior level Chemistry

**Selection Procedure:**

A score for a current high school applicant is determined for each applicant from the overall average of all Grade 11 courses and the first semester of Grade 12 courses. Applicants must be registered in all required courses in order to be considered. Applicants will be ranked by highest score and selection will be made on a conditional basis for the available positions and places on the waiting list.

**Health Requirements:**

Accepted applicants must submit prior to entry into the Program proof of:

- A satisfactory medical examination.
- An up-to-date immunization record including a Hepatitis B titre.
- **Clinical Placements:** Employers who provide our clinical placement settings require a police record check for criminal offences before accepting a student into a clinical setting. The College will provide further information regarding police clearances in a separate mailing.

Decision letters will be sent out no later than March 31, 2011.

## ***PARAMEDIC PROGRAM***

**Minimum Academic Requirements:** Ontario Secondary School Diploma with the majority of the credits at the general or advanced, College or University level or mature student status or equivalent.

Minimum 60% or better at the advanced, College or University level or 70% or better at the general level in:

- **grade 12 English "ENG/EAE/EAL"**
- grade 12 Mathematics
- senior level Biology
- senior level Chemistry

### **Selection Procedure:**

A score for a current high school applicant is determined for each applicant from the overall average of all Grade 11 courses and the first semester of Grade 12 courses. Applicants must be registered in all required courses in order to be considered. Applicants will be ranked by highest score and selection will be made on a conditional basis for the available positions and places on the waiting list.

Upon application, you will receive a questionnaire, asking if you possess these additional qualifications, which will increase likelihood of acceptance:

- Current Standard First Aid Certificate
- Basic Cardiac Life Support (BCLS) course (Health Care Provider), CPR
- Senior level Physics
- First Aid Instructor, CPR Instructor
- Other emergency care courses (i.e. lifeguard, ski patrol, fire training)
- Employment with ambulance/transfer patient care service
- Volunteering with First Aid agencies (i.e. **Red Cross, St. John's Ambulance**)
- Post-secondary courses

- College certificate or diploma
- University degree
- **Class F driver's license or equivalent (Class 'B', 'C', 'E')**
- Volunteer or employment with any health care organization

### **Health Requirements:**

- Accepted applicants must submit proof of a satisfactory medical examination and immunization including Hepatitis B.
- NIOSH N95 Respirator Fit testing.
- **Clinical Placements:** Employers who provide our clinical placement settings require a police record check for criminal offences before accepting a student into a clinical setting. The College will provide further information regarding police clearances in a separate mailing.

Decision letters will be sent out no later than March 31, 2011.

## ***PRACTICAL NURSING***

**Minimum Academic Requirements:** Ontario Secondary School Diploma with the majority of the credits at the general or advanced, College or University level or mature student status or equivalent.

- grade 12 English "ENG/EAE/EAL"
- grade 12 Mathematics
- senior level Biology
- senior level Chemistry

### **Selection Procedure:**

A score for a current high school applicant is determined for each applicant from the overall average of all Grade 11 courses and the first semester of Grade 12 courses. Applicants must be registered in all required courses in order to be considered. Applicants will be ranked by highest score and selection will be made on a conditional basis for the available positions and places on the waiting list.

### **Health Requirements:**

Accepted applicants must submit prior to entry into the Program proof of:

- A satisfactory medical examination.
- An up-to-date immunization record including a Hepatitis B titre (within the last 24 months) and TB skin test.

- Proof of a current **First Aid and CPR “C”** certificate (CPR for Health Care Professionals is recommended).
- NIOSH N95 Respirator Fit testing.
- Mask fit testing.
- **Clinical Placements:** Employers who provide our clinical placement settings require a police record check for criminal offences before accepting a student into a clinical setting. The College will provide further information regarding police clearances in a separate mailing.

**NOTE:** A Flu vaccine will be required for specific clinical placements. The College will provide further information regarding police clearances in a separate mailing.

Decision letters will be sent out no later than March 31, 2011.

## ***VETERINARY TECHNICIAN PROGRAM***

**Minimum Academic Requirements:** Ontario Secondary School Diploma with the majority of credits at the general or advanced, College or University level or equivalent.

- grade 12 English “ENG/EAE/EAL”
- grade 12 Math
- senior level Biology (C) or (U)
- senior level Chemistry (C) or (U)

### **Selection Procedure:**

A score for a current high school applicant is determined for each applicant from the overall average of all Grade 11 courses and the first semester of Grade 12 courses. Applicants must be registered in all required courses in order to be considered. Applicants will be ranked by highest score and selection will be made on a conditional basis for the available positions and places on the waiting list.

### **Health Requirements:**

- Prophylactic Rabies immunization, which is strongly recommended, should be arranged through your family physician or local Public Health office. The cost is approximately \$650.00 and is usually recovered through most drug plans.
- **Clinical Placements:** Employers who provide our clinical placement settings require a police record check for criminal offences before accepting a student into a clinical setting. The College will provide further information regarding police clearances in a separate mailing.

**Additional Expenses:** Books and supplies cost approximately \$750.00 per year.

Decision letters will be sent out no later than March 31, 2011.

## **ADMISSION & SELECTION PROCEDURES FOR RANKED PROGRAMS**

The following programs may be ranked in the event that the number of applicants who meet the minimum academic requirements exceeds the number of available seats in the program.

**NOTE:** *In order to be assured consideration for these programs, fully completed applications, accompanied by the **\$95.00** application fee must be received by [ontariocolleges.ca](http://ontariocolleges.ca), **no later than February 1, 2011.***

### **SCHOOL OF COMMUNITY STUDIES**

- Child and Youth Worker
- Early Childhood Education
- Social Service Worker – Gerontology
- Protection, Security & Investigation (formally Law & Security Administration)
- Community & Justice Services
- Educational Assistant

#### **Selection Procedure:**

A score for a current high school applicant is determined for each applicant using their Grade 12 English mark, in the event that an applicant does not have a Grade 12 English mark at the College or University Level, Grade 11 will be used for ranking purposes. Applicants will be ranked by highest score and selection will be made on a conditional basis for the available positions and places on the waiting list.

#### **Please note for programs listed above:**

**Clinical Placements:** Employers who provide our clinical placement settings require a police record check for criminal offences before accepting a student into a clinical setting. The College will provide further information regarding police clearances in a separate mailing.

Decision letters will be sent out no later than February 15, 2011.

## ***PHARMACY TECHNICIAN***

**Minimum Academic Requirements:** Ontario Secondary School Diploma with the majority of credits at the general or advanced, College or University level or equivalent.

- grade 12 English "ENG/EAE/EAL"
- grade 12 Math
- senior level Biology (C) or (U)
- senior level Chemistry (C) or (U)

### **Selection Procedure:**

A score for a current high school applicant is determined for each applicant from the overall average of all Grade 11 courses and the first semester of Grade 12 courses. Applicants must be registered in all required courses in order to be considered. Applicants will be ranked by highest score and selection will be made on a conditional basis for the available positions and places on the waiting list.

### **Health Requirements:**

Accepted applicants must submit prior to entry into the "second year" of the program proof of:

- A satisfactory medical examination.
- An up-to-date immunization record.
- **Clinical Placements:** Employers who provide our clinical placement settings require a police record check for criminal offences before accepting a student into a clinical setting. The College will provide further information regarding police clearances in a separate mailing.

Decision letters will be sent out no later than February 15, 2011.

## ***DENTAL ASSISTING – LEVEL I & II***

**Minimum Academic Requirements:** Ontario Secondary School Diploma with the majority of credits at the general or advanced, College or University level or equivalent.

- grade 12 English "ENG/EAE/EAL"
- senior level Biology (C) or (U)
- senior level Chemistry (C) or (U)

### **Selection Procedure:**

A score for a current high school applicant is determined for each applicant from the overall average of all Grade 11 courses and the first semester of Grade 12 courses. Applicants must be registered in all required courses in order to be considered. Applicants will be ranked by highest score and selection will be made on a conditional basis for the available positions and places on the waiting list.

### **Health Requirements:**

- Accepted applicants must submit proof of a satisfactory medical examination including a Mantoux test (tuberculosis) and Hepatitis B immunization prior to entry into the program.
- **Accepted students must provide proof of a current First Aid and CPR "C"** certificate prior to the start of the program.
- **Clinical Placements:** Employers who provide our clinical placement settings require a police record check for criminal offences before accepting a student into a clinical setting. The College will provide further information regarding police clearances in a separate mailing.

Decision letters will be sent out no later than February 15, 2011.

## ***OCCUPATIONAL THERAPIST ASSISTANT/ PHYSIOTHERAPIST ASSISTANT***

**Minimum Academic Requirements:** Ontario Secondary School Diploma with the majority of credits at the general or advanced, College or University level or equivalent.

- grade 12 English "ENG/EAE/EAL"
- senior level Biology (C) or (U)

### **Selection Procedure:**

A score for a current high school applicant is determined for each applicant from the overall average of all Grade 11 courses and the first semester of Grade 12 courses. Applicants must be registered in all required courses in order to be considered. Applicants will be ranked by highest score and selection will be made on a conditional basis for the available positions and places on the waiting list.

**Clinical Placements:** Employers who provide our clinical placement settings require a police record check for criminal offences before accepting a student into a clinical setting. The College will provide further information regarding police clearances in a separate mailing.

Decision letters will be sent out no later than February 15, 2011.