WHAT’S HAPPENING WHERE
Guide to Start-Up
&
Academic Departments and College Services - Contacts and Locations
Spring 2023

The information in this guide is only valid during the start-up period and may not be accurate after this time:
Monday May 1, 2023, to Friday, May 19, 2023

Office of the Registrar
Last Updated: April 14, 2023
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Office of the Registrar – Student Services

For the Spring 2023 term the Office of the Registrar is happy to announce that we will be offering in-person and virtual services at each of the 3 main campus locations. Information Specialists are available to assist you with questions and information related to domestic admissions, international admissions & enrollment services, financial assistance and registration services.

IN PERSON SERVICES

Starting Friday, May 5 and running until Friday, May 26

**Casa Loma Campus**
160 Kendal Avenue
C317 Across from the Library
**Monday to Friday:** 8:30am – 4:30pm

**Waterfront Campus**
51 Dockside Drive
Please visit us on campus at the Main Floor Welcome Desk
**Monday to Friday:** 8:30am – 4:30pm

**St James Campus**
300 Adelaide St E, Main Floor, Welcome Desk
**Monday to Friday:** 8:30am – 4:30pm

VIRTUAL SERVICES

Starting Monday, May 1 and running until Friday, May 19
Virtual Service Desk: Monday to Friday, 10:00am to 3:00pm
https://waitwhile.com/welcome/clssvirtualdesk

Regular service is Monday to Thursday, 10 a.m. to 2 p.m. and will start on Tuesday, May 23.
Please note: For up-to-date information on COVID-19 and policies at George Brown College, visit: https://www.georgebrown.ca/covid-19

CENTRE FOR ARTS, DESIGN, AND INFORMATION TECHNOLOGY

School of Computer Technology
Casa Loma Campus, Room C430
Monday to Friday: 9:00am – 4:00pm
Phone: 416-415-5000 ext. 4287
Email: computertechnology@georgebrown.ca

School of Design
Waterfront Campus
Monday to Friday: 8:00am – 3:30pm
Phone: 416-415-5000 ext. 2137 and 3129
Email: design@georgebrown.ca or game@georgebrown.ca

School of Fashion and Jewellery
Casa Loma Campus: Room C430
Monday to Friday: 9:00am – 4:00pm
Phone: 416-415-5000 ext. 4840
Email: fashionandjewellery@georgebrown.ca

School of Media and Performing Arts

Dance:
Casa Loma Campus
Monday to Friday: 8:00am – 4:00pm
Email: dance@georgebrown.ca or education@balletjorgen.ca

Theatre:
Young Centre for the Performing Arts
Monday to Friday: 8:00am – 4:00pm
Email: performingarts@georgebrown.ca

Media:
St. James Campus
Monday to Friday: 8:00am – 3:30pm
Email: media@georgebrown.ca

CENTRE FOR BUSINESS

School of Accounting and Finance
School of Human Resources
School of Management
School of Marketing

St. James Campus

General Inquiries:
Monday to Friday: 8:00am – 4:00pm
Email: business@georgebrown.ca

Virtual Service Desk:
Tuesday to Thursday: 10:00am – 12:00pm & 1:00pm – 4:00pm
Website: https://www.georgebrown.ca/business/contact
* In-person advising will be available at Casa Loma Campus Room C317 by appointment only; Book through the virtual service desk link

Co-Op Office:
Monday to Friday: 8:00am – 4:00pm
Email: coopinfo@georgebrown.ca
CENTRE FOR COMMUNITY SERVICES AND EARLY CHILDHOOD

School of Deaf and Deafblind Studies
School of Social and Community Services
St. James Campus
Online hours: Monday to Friday: 9:00am – 4:00pm
In person appointments available upon request
Email: communityservices@georgebrown.ca

School of Early Childhood
Toronto Metropolitan University Campus – The Sally Horsfall Eaton Centre for Studies in Community Health
Room: SHE 597
In person hours: Monday to Thursday: 8:00am – 5:30pm; Friday 8:00-4:00pm
Email: ece@georgebrown.ca

CENTRE FOR CONSTRUCTION AND ENGINEERING TECHNOLOGIES

Angelo DelZotto School of Construction Management
Casa Loma Campus
Monday to Friday: 8:00am – 4:00pm
Email: Construction Engineering – construction_eng@georgebrown.ca
Email: Civil Engineering – civil_eng@georgebrown.ca
Email: Honours Bachelor of Technology - construction_degree@georgebrown.ca
Email: Postgraduate Programs – construction_mgmt@georgebrown.ca

School of Apprenticeship and Skilled Trades
Casa Loma Campus
Monday to Friday: 8:00am – 4:00pm
Email: skilledtrades@georgebrown.ca

School of Architectural Studies
Casa Loma Campus
Monday to Friday: 8:00am – 4:00pm
Email: architecturalstudies@georgebrown.ca

School of Mechanical Engineering Technologies
Casa Loma Campus
Email: engineeringtech@georgebrown.ca

CENTRE FOR HEALTH SCIENCES

School of Dental Health
Program Support Officer: Qian Yang
Email: qyang@georgebrown.ca

S400 – RESTORATIVE DENTAL HYGIENE
Program Coordinator: Melissa Crawford
Email: mcrawfor@georgebrown.ca

School of Health and Wellness
Program Support Officer: Yan Sang Feng
Email: yansang.feng@georgebrown.ca

S102, S407 – ORTHOTICS/PROSTHETICS PROGRAMS
Email: applicant_info@gbcpando.com

School of Health Services Management
Program Support Officer: Yan Sang Feng
Email: yansang.feng@georgebrown.ca

Sally Horsfall Eaton School of Nursing
Waterfront Campus
Phone: 416-415-5000 ext. 2367
Email: nursing@georgebrown.ca

Student Advising Desk:
Located on the 7th floor at 51 Dockside dr.
Hours of Operation: Monday - Thursday 8:00am-4:30pm, Friday 8:00am-4pm

Centre for Health Sciences Virtual Student Service Desk
Virtual Service Desk Hours: 9:00a.m. – 3:00p.m. (closed 12 p.m. 1 p.m. for lunch)

Prospective Students:
Click Here (https://waitwhile.com/welcome/prospectivestudents)
When it is your turn in the virtual que, an advisor will contact you on the phone number you provided.

Current students:
Click Here: https://waitwhile.com/welcome/georgebrowncollege
When it is your turn in the virtual que, an advisor will contact you via Microsoft Teams.
CENTRE FOR HOSPITALITY AND CULINARY ARTS

Centre for Hospitality and Culinary Arts
(Chef School, School of Hospitality & Tourism Management, Learning Support Services)
St. James Campus, SJB - Room 318
Monday to Friday: 8:00am – 5:00pm
Email: CHCAStudentSupport@georgebrown.ca
Phone: 416-415-5000 ext. 2228 or 2240

Certificate Courses
(Basic Sanitation, First Aid/CPR, Smart Serve, TICO, WHMIS)
Email: Certificatecourses@georgebrown.ca

CENTRE FOR PREPARATORY AND LIBERAL STUDIES

Department of English and Communication
*MS Teams Contacts: Tanisha McWaters, Ana Maria Kobori, Jiatong (Ada) Chen
Email: comm@georgebrown.ca
Website: Online Inquiry Form
*Virtual Service Desk: https://14909.waitwell.ca/join/21 : Monday to Friday, 9:00am to 4:00pm
*Preferred: Students use service desk; staff use Teams.

School of English as a Second Language
St. James Campus, 341 King Street East, room 317
Virtual Office Hours - Monday to Friday: 8:30am – 4:30pm
In-person Office Hours – Tuesday to Friday: 8:30am – 2:00pm
Phone: 416-415-5000 ext. 4826
Email: esl@georgebrown.ca

School of Liberal Arts and Sciences
R101, R104 – GENERAL ARTS AND SCIENCE (GAS) PROGRAMS:
*MS Teams Contacts: TBC
Email: gas@georgebrown.ca
*Virtual Service Desk: https://14909.waitwell.ca/join/21 : Monday to Friday, 9:00am to 4:00pm
*Preferred: Students use service desk; staff use Teams.

GENERAL EDUCATION AND LIBERAL STUDIES ELECTIVE COURSES:
*MS Teams Contacts: Tanisha McWaters, Ana Maria Kobori, Jiatong (Ada) Chen
Email: LASelectives@georgebrown.ca

INDIGENOUS EDUCATION AND SERVICES

Indigenous Education & Services (IES)
Phone: 416-415-5000 ext. 3969
Email: Indigenous.services@georgebrown.ca
Website: Indigenous Education & Services

Academic Policies

Academic policies are posted online on the George Brown College website at georgebrown.ca/policies.
See the Office of the Registrar Policies section.

Website: Online Inquiry Form
*Virtual Service Desk: https://14909.waitwell.ca/join/21: Monday to Friday, 9:00am to 4:00pm
*Preferred: Students use service desk; staff use Teams.

School of Work and College Preparation
St. James Campus, 341 King Street East, 6th floor
In-person reception hours: Monday to Thursday: 8:30am – 3:30pm
Email: preparation@georgebrown.ca
Accessible Learning Services

Accessible Learning Services provides academic accommodation and support services for George Brown College students with permanent or temporary disabilities. Students may seek accommodation for medical, mental illness, learning disabilities, sensory and/or physical disabilities.

REGISTER WITH ACCESSIBLE LEARNING SERVICES

If you are a student with a disability, your first step is to register with Accessible Learning Services.

1. Download an Intake Form from the Accessible Learning Services website.
2. Submit disability documentation along with your completed intake form by email or fax:
   - EMAIL: Don Kezima (Intake Coordinator): dkezima@georgebrown.ca
   - FAX: 416-415-2726

2. After registering, you will meet with an Accessibility Consultant who will create an accommodation plan which will be shared with your instructors each semester. NOTE: Your disability documentation and the nature of your disability is kept confidential.

Click here for more information about how to register with Accessible Learning Services

CONTACT INFORMATION

NEW STUDENTS

For questions regarding disability registration, please contact:

Don Kezima
Intake Coordinator
dkezima@georgebrown.ca.

RETURNING STUDENTS

To book appointments with Accessibility Consultants, Learning Strategists or Adaptive Technologists, please contact Accessible Learning Services for your campus:

St. James Campus
Toronto Metropolitan University Campus
Email: letstalk@georgebrown.ca
Phone: 416-415-5000 x 2622

Waterfront Campus
Daniel’s Building
Email: letstalkwfl@georgebrown.ca
Phone: 416-415-5000 x 5370

Casa Loma Campus
Email: letstalkcl@georgebrown.ca
Phone: 416-415-5000 x 4845

Monday to Thursday: 8:30am – 5:00pm
Friday: 8:30am – 4:30pm
Adding and Dropping Courses

The last day to ADD a course to your schedule for the Spring term is Friday, May 12, 2023.
The last day to DROP a course from your schedule and receive a potential refund for the Spring term is Friday, May 19, 2023.

To add/drop a Continuing Education course, please see Continuing Education Registration.

ADD/DROP COURSES ONLINE
Students should add/drop courses online by logging into their STU-VIEW accounts. Click on the Registration Services tab, and then select the Registration menu and follow the on-screen instructions to register for and/or drop courses.

If you don’t have access to the internet at home, see Library Learning Commons Equipment Loan options for assistance.

If you are unable to add/drop courses online through STU-VIEW, please Send an Inquiry to the Registration department. Wait times may be longer than our typical response times during Start-Up.

IMPORTANT NOTES ABOUT ADDING AND DROPPING COURSES

- Prior to adding/dropping a course, please seek Academic Assistance and Advising from your Academic Department. It is your responsibility to ensure that you are registered for all required courses for your program of study.
- The last day to add a course for the Spring term (space permitting) is Friday, May 12, 2023.
- The last day to drop a course for the Spring term and receive a potential refund is Friday, May 20, 2023.
  - Students may continue to drop courses online until the Withdraw without Academic Penalty deadline – see Important Dates for details.
  - Please note that students who drop more than two courses may fall into part-time status, which can impact tuition fees and OSAP eligibility.

Admissions – Late Admits for Spring 2023*

* DOMESTIC APPLICANTS ONLY. If you are an international applicant, please see International Admissions.

From Monday, May 8, 2023, to Friday, May 19, 2023, the College will consider late applications for open full-time post-secondary programs – i.e. programs which still have seats available for the Spring 2023 term. A list of open programs will be posted on our website – this list will be updated daily. Please remember that programs may fill up at any time.

LATE ADMIT PROCEDURE

1. Late applications must be completed online
   - You must apply through OntarioColleges.ca prior to contacting an Admissions Officer to complete your application.
   - Programs will remain open on the OCAS website for applications until Thursday, May 18, 2023.
   - George Brown will receive your application from OCAS within 24 hours.
   - Please remember that programs can fill up at any time.
   - We will continue to process applications in our system to open programs until Friday, May 19, 2023.

2. After applying, please submit the following:
   - Once you have applied, we require your admission requirements to complete your application:
     - i.e. official transcripts and proof of graduation from high school, college and/or university.
     - International transcripts must be evaluated by ICAS or WES to be considered. Most programs require a comprehensive assessment.
   - NOTE: All official transcripts must be requested via Ontario Colleges.
   - If required, a valid proof of residency (e.g. Permanent Resident card, etc.). Residency documents can be submitted via email to admissions@georgebrown.ca.
   - If required, proof of English language proficiency.
   - If your age is 18 years or under, proof of your Ontario Secondary School Diploma (OSSD) must be provided prior to the start of classes.
   - Mature students may be required to take an admission test online through the Assessment Centre.
If your program includes a Divisional Selection component (interview, audition, etc.) you will be required to contact the Academic Division. You will receive an email with further instructions if you qualify.

3. Upon successful completion of the application process:
   o Students will be expected to pay within 24 hours. Please see the Fee Payment section for information on how to pay your fees.
     ▪ Note: Your fee payment must be received by the College on or before the due date or you will lose your seat in the program. Please note that it can take 3-5 business days for the College to receive payment via online banking
   o Students must complete their payment and registration online at stuview.georgebrown.ca
   o Streaming for Math and English will be done following the assessment/placement test.

CONTACT INFORMATION

Please direct any admissions inquiries to admissions@georgebrown.ca, or visit the Virtual Service Desk: https://waitwhile.com/welcome/clssvirtualdesk

Advanced Standing

Applicants applying for advanced standing are seeking admission to a semester higher than semester one for a particular program. Upon admission, a student who has been granted advanced standing is given credit for previously completed courses in a related area of study, which enables direct entry to the second (or higher) semester of their program.

For more information, go to the Advanced Standing section of our website or contact the Admissions Office at admissions@georgebrown.ca

Apprentices – Centre for Construction and Engineering Technologies

CASA LOMA CAMPUS ONLY

Apprenticeship classes start on Monday April 10 & Monday April 24, 2023. The date below indicates the first day of on campus classes.

<table>
<thead>
<tr>
<th>Program Title</th>
<th>Level</th>
<th>First Day on Campus</th>
<th>Room Number &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refrigeration</td>
<td>Basic OYAP (T697) (Class A)</td>
<td>Monday, April 24</td>
<td>E073 @ 8am</td>
</tr>
<tr>
<td>Refrigeration</td>
<td>Basic OYAP (T697) (Class B)</td>
<td>Monday, April 24</td>
<td>E073 @ 8am</td>
</tr>
<tr>
<td>Electrical</td>
<td>Basic (T615)</td>
<td>Monday, April 24</td>
<td>C533 @ 8am</td>
</tr>
<tr>
<td>Electrical</td>
<td>Basic OYAP (T688)</td>
<td>Monday, April 24</td>
<td>C533 @ 8am</td>
</tr>
<tr>
<td>Electrical</td>
<td>Intermediate (T645) (Class A)</td>
<td>Monday, April 10</td>
<td>E219 @ 8am</td>
</tr>
<tr>
<td>Electrical</td>
<td>Intermediate (T645) (Class B)</td>
<td>Monday, April 10</td>
<td>E219 @ 8am</td>
</tr>
<tr>
<td>Electrical</td>
<td>Advanced (T646)</td>
<td>Monday, April 10</td>
<td>C517 @ 8am</td>
</tr>
<tr>
<td>Millwright</td>
<td>Basic (T622)</td>
<td>Monday, April 24</td>
<td>D114 @ 7am</td>
</tr>
<tr>
<td>Millwright</td>
<td>Intermediate (T649)</td>
<td>Monday, April 24</td>
<td>D202 @ 7am</td>
</tr>
<tr>
<td>Millwright</td>
<td>Advanced (T656)</td>
<td>Monday, April 24</td>
<td>C114 @ 7am</td>
</tr>
<tr>
<td>Plumber</td>
<td>Basic OYAP (T687)</td>
<td>Monday, April 24</td>
<td>C136 @ 8am</td>
</tr>
<tr>
<td>Plumber</td>
<td>Advanced (T631)</td>
<td>Monday, April 24</td>
<td>C135 @ 8am</td>
</tr>
<tr>
<td>Sheet Metal Worker</td>
<td>Basic (T602)</td>
<td>Monday, April 24</td>
<td>C123 @ 8am</td>
</tr>
</tbody>
</table>

CONTACT INFORMATION:

Apprenticeship Programs Support Officer
Casa Loma Campus
146 Kendal Avenue, Room E308
Phone: 416-415-5000 Ext.: 6711
Monday to Friday: 8:30am – 4:00pm
Email: skilledtrades@georgebrown.ca
Athletics and Recreation

Please note that due to ongoing construction at 200 King St., all programming will be offered out of the Casa Loma Campus Athletic Centre ONLY.

Fitness Centre/Weight Room Hours:
Monday to Friday: 9:00am - 6:00pm

Gymnasium Hours:
Monday to Friday: 9:00am – 4:00pm

Follow us on social media to learn of all the exciting ways to get involved in various sports, recreation, and fitness activities throughout the Spring.

Please visit the athletics website for more information on our in person and virtual programming: athletics.georgebrown.ca

The George Brown College Athletics and Recreation department is home to two gymnasiums, two unique fitness centres and fitness studios located at both our St. James (currently under construction and closed) and Casa Loma Campuses. We offer a wide variety of sport and recreation activities including wellness activities and initiatives, drop-in sports, fitness classes, recreational tournaments, intramural leagues, and extramural and varsity teams.

STAY CONNECTED, FOLLOW US ON:

Instagram: @gbchuskies & @gbcrecreation
Twitter: @GBC_Huskies
Facebook: @GeorgeBrownHuskies
Website: https://athletics.georgebrown.ca

Bookstore

Order Online!
Order your textbooks and supplies at any time via the Bookstore Website. The site also has a link to the Computer Store.

For assistance, please email us, and include your timetable in your email:

Casa Loma Campus Bookstore
Email: clbookstore@georgebrown.ca

St. James Campus Bookstore
Email: sjbookstore@georgebrown.ca

Computer Store
Email: stjamescomputerstore@georgebrown.ca

Career Services

Career Services is here to help you succeed! Our team is here to support you with a range of supports, such as: one on one career planning and job search consultations with a career advisor, career workshops, and a dedicated GBC online job board.

CONTACT INFORMATION:

Email: careercentre@georgebrown.ca
Phone: 416-415-5000 ext. 5301
Website: georgebrown.ca/current-students/services/career-services/students
Contact Centre & Student Success Hubs

The Contact Centre provides support with:

- Departmental contact information
- Password assistance for Identity Management (IDM)
- Placement test booking
- Web registration and transfer credit inquiries
- Web navigation for all other STU-VIEW services, including:
  - Locker Rental
  - Fee Payment
  - View Invoices
  - View Tuition and Tax Receipt
- How to apply for OSAP
- Referral for student support services: Career Services, Counselling and Student Well-Being, Tutoring and Learning Centres, Library Services, Bookstore, etc.

For more information, visit our FAQ page at: ask.georgebrown.ca

CONTACT US
TTY: 1-877-515-5559
Email: ask.george@georgebrown.ca

STUDENT SUCCESS HUBS
Our team of Information Specialists are available to assist you with services and referrals at the following locations:

Casa Loma Campus
160 Kendal Avenue
C317 Across from the Library
Monday to Friday: 8:30am – 4:30pm

Waterfront Campus
51 Dockside Drive
Please visit us on campus at the Main Floor Welcome Desk
Monday to Friday: 8:30am – 4:30pm

St James Campus
300 Adelaide St. E., Main Floor, Welcome Desk
Monday to Friday: 8:30am – 4:30pm

Our Welcome Desk Student Ambassadors are also located across the college at the following locations and hours of support may vary:
200 King St E., Main Lobby
341 King St E., Main Lobby
146 Kendal Ave, Main Lobby Welcome Desk
230 Richmond St. E

Continuing Education Registration

REGISTER ONLINE

Go to the Continuing Education website to register for courses online.

Alternately, you can Send an Inquiry to the Continuing Education Registration department for assistance.

Counselling and Student Well-Being

Counselling and Student Well-Being Services offers mental health resources to all students who are currently enrolled at George Brown College. For more information, visit our website at georgebrown.ca/current_students/counselling/

- Counselling is free and confidential and available to students currently located in Ontario. Services are provided virtually and in-person on campus.
- You’re welcome to explore academic and non-academic issues because they all affect your success.
- The counselling office provides fast service – single session appointments can be accessed within a few days.
- We can arrange ongoing support with a community referral if short-term counselling cannot address your concern.

Login to the portal to schedule a counselling appointment.
Peer Mentor + Services:

We offer peer programs centered around mental health and well-being, with a focus on the relationship between peers. Through one-on-one mentorship and peer-led groups, Peer Mentor+ services are designed to offer increased resiliency and wellness. We also offer inclusion-based services around the support and development of a vibrant Deaf community at George Brown.

Services Include:

- American Sign Language drop-in classes (Sign Language Basics)
- Student designed, evidence-based, learning groups. (The Community Club)
- Deaf Media nights (Sign Language Media Night)
- Mental health strolls to downtown green spaces (Mood Routes)
- For more information, check out: https://www.georgebrown.ca/current-students/services/counselling/peer-mentor

COUNSELING SERVICES CONTACT INFORMATION:

To schedule a video counselling appointment, call, or email Counselling Services Office on your campus:

Casa Loma Campus
Email: letstalkcl@georgebrown.ca

St. James Campus & Ryerson Campus
Email: letstalk@georgebrown.ca

Waterfront Campus
Email: letstalkwf@georgebrown.ca

For more information on electives, please refer to the General Education and Liberal Studies Electives webpage.

CONTACTS & HOURS OF OPERATION

Virtual Service Desk: Monday to Friday, 9:00am to 4:00pm
Virtual Service Desk - Electives Office

General Education and Liberal Studies Electives
Email: LASelectives@georgebrown.ca

Entry Advising

Entry Advising is a free George Brown College service that matches your academic skills, educational background, and career goals with options from the college’s certificate, diploma, and degree programs.

Our Entry Advisors provide one-on-one advising sessions (in-person, by phone, online, or by email) as well as group sessions (information session or workshop) to help you navigate educational programs and pathways, providing information on and/or referrals to:

- Preparatory programs and upgrading for college
- Programs and services for internationally educated immigrants, including credential evaluation
- English for Academic Purposes (EAP), English as a Second Language (ESL) and IELTS
- Prior Learning Assessment and Recognition (PLAR)
- Second Career
- Other college departments and community agencies

For more information, or to book an advising appointment, visit our website at georgebrown.ca/advising/

Elective Registration

See Adding and Dropping Courses.

Important: Most full-time students are required to select electives as part of their program of study. All full-time students registering for electives must do so online through STU-VIEW.
Fee Payment

**NOTE:** The $500 deposit for full-time domestic students is **non-refundable.**

**PAY YOUR FEES ONLINE**

Log onto your [STU-VIEW](#) account to pay your fees by credit card (Visa, MasterCard, Amex, and Discover, UnionPay, VisaDebit) or by Visa Debit.

Alternately, you can pay your fees via Online Banking. Please select ‘GEORGE BROWN COL.-CUR.YR.-TUITION’ as the payee; your student ID is your account number. Please note that it can take 3-5 business days for the College to receive payment via online banking—payments must be received by the deadline.

**Note:** A receipt will be automatically sent through emailed after the following day. If you did not receive your receipt, please email our Finance Office at accountsreceivable@georgebrown.ca

If you don’t have internet access at home, see [Library Learning Commons Equipment Loans](#).

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**Financial Assistance (OSAP)**

**Please email us for assistance.**

For verification purposes, please use your George Brown student email account.

Please note that due to the increase in volume, there may be a delay in response to your inquiry.

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**CONTACT INFORMATION**

Assistance regarding OSAP: FinAid@georgebrown.ca

Assistance regarding Awards: Awards@georgebrown.ca

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**GO Transit Student Validation**

**GO TRANSIT STUDENT VALIDATION**

Registered full-time post-secondary students are eligible for GO Transit Student ID validation to qualify for discounted student fares.

See the [GO Transit website](#) for details.

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**International Admissions**

International students seeking admission for Post-Secondary and ESL programs, should email intladmissions@georgebrown.ca for assistance.

**HOW TO APPLY:**

International applicants can apply online at [applynow.georgebrown.ca](http://applynow.georgebrown.ca)

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**CURRENT AND RETURNING STUDENTS:**

Please contact us by:

1. Email at intladmissions@georgebrown.ca
2. Visiting our Virtual Service Desk

**Virtual Service Desk**

Click here to join: [https://v2.waitwhile.com/welcome/georgebrowncoll1](https://v2.waitwhile.com/welcome/georgebrowncoll1)

Monday to Friday: check [our website](#) for most up to date hours.

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**In-Person Services**

**St James Campus** in the International Centre, SJA

Tuesdays to Friday from 10:00am to 3:30pm (appointment only)

**Casa Loma Campus** in the Student Service Centre

Wednesdays and Thursdays from 8:30am to 4:30pm (walk-ins)
Library Learning Commons (LLC)

CAMPUS LOCATIONS:
The LLC has library locations on all main campuses, plus satellite locations. See library locations and hours. Visit Library Services During COVID-19 for the latest service availability notices.

Library services on campus include:
- Borrow books, magazines, DVDs and other collections
- 24-hour loans of textbooks and other course reserve items
- Study areas and bookable group study rooms
- Open access computer labs
- Printing, Photocopying, and 3D printing
- Adaptive Technology Labs (at St. James and Casa Loma)
- Tech help by phone, in person (at circulation desks) and online through GBC Assist

ONLINE SERVICES:
You can access the following library services online at georgebrown.ca/library:
- Academic Resources (E-books, articles, dictionaries and encyclopedias, etc.) (GBC login required)
- LinkedIn Learning. (GBC login required)
- Research help: tutorials, live chat, or by contacting your program’s liaison librarian by email

EQUIPMENT LOANS:
Equipment such as laptops, iPad, and portable Wi-Fi devices are available to borrow at campus library locations for up to 7 days (with up to two renewals depending on availability). For more information, see Borrow Equipment.

Locker Rentals

NOTE: Locker rentals are only available to students studying on campus

HOW TO RENT A LOCKER:
To rent a locker ONLINE, follow these steps:
1. Log into your STU-VIEW account
2. Click on the Student Support Services tab
3. Select Rent a Locker
4. Follow the on-screen instructions to pay and register for a locker
5. You will receive two confirmation emails: Locker Payment and Locker Rental Details

LOCKER RENTAL FEES:
The fees and registration costs for a locker are as follows:

<table>
<thead>
<tr>
<th>Number of Semesters</th>
<th>Locker Rental Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 semester</td>
<td>$15.00</td>
</tr>
<tr>
<td>2 consecutive semesters</td>
<td>$30.00</td>
</tr>
<tr>
<td>3 consecutive semesters</td>
<td>$45.00</td>
</tr>
</tbody>
</table>

Locker Administrator can be reached via email at: Email: lockers@georgebrown.ca
Photo ID

For Spring 2023, students will receive a digital photo ID

HOW TO GET YOUR PHOTO ID

As soon as you have completed your registration, you can order your Digital Student ID by uploading your photo online and accessing it through the George Brown App.

For more information and instructions on validating your digital ID, visit georgebrown.ca/current-students/id-card/how-to-get.

cardoffice@georgebrown.ca.

Placement Testing for English and Mathematics (1st Year Students Only)

Placement tests are only available online through webcam technology.

PLACEMENT TESTING PROCEDURE:

The last day to write English and/or mathematics placement tests for 1st year students is Friday, May 5, 2023. However, students are encouraged to test as early as possible for timely placement in the appropriate course. Testing seats are very limited, it is important that you book an appointment early and keep that appointment.

If you have not completed your placement assessment, you have been automatically placed in the foundation level English and/or math course(s). Book your placement assessment as soon as possible so you may be placed at the appropriate level of your course(s). If you remain in your foundation-level course(s), you will be charged additional fees when you register for the college-level course(s), usually in semester 2.

1. Book your placement test online via STU-VIEW or call our Contact Centre at 416-415-2000
   - Demand for test seats is high, so we strongly encourage you to keep your scheduled appointments.
2. For more information about your test and to prepare for your assessment, visit: https://www.georgebrown.ca/assessment-centre
3. 24-48 hours before your appointment, you will receive an email with instructions on how to join your test session. Please check your email “junk” folder if you have not received the email.

ACCOMMODATIONS

If you require accommodations, please email booktest@georgebrown.ca. Please note, 5 business days advanced notice is required to provide accommodations.

For more information or assistance, please email gbctest@georgebrown.ca. 
Prior Learning Assessment and Recognition (PLAR)

Prior Learning Assessment & Recognition (PLAR) is a process that gives students an opportunity to obtain academic credit for one or more courses in a certificate, diploma, or degree. Students will need to demonstrate that they have acquired the necessary knowledge and skills through life experiences (e.g. work, training, volunteering, independent study, etc.). The PLAR process may be started and completed a semester in advance.

Students who wish to apply for PLAR for the Spring 2023 semester should follow these steps:

1. Download and complete the Application for Prior Learning Assessment and Recognition (PLAR)
2. Download and complete the PLAR Self-Assessment Form
3. Email your signed/completed forms appropriate office for assistance.
   - English/Communications Courses
     Email: comm@georgebrown.ca
   - All Other Courses
     Email your Academic Division for a consultation with your program coordinator. For locations and hours of operation, please see Academic Assistance & Advising.
4. Complete your learning assessment, as arranged with your Program Coordinator and/or the PLAR Office.

For more information, visit the PLAR website, or email plar@georgebrown.ca

Registering for Post-Secondary Programs

The last day to register (space-permitting) is Friday, May 12, 2023.

REGISTER ONLINE

All new and returning full-time students should self-register online through STU-VIEW. Please register as soon as possible.

If you don’t have access to the internet at home, please Library Learning Commons Equipment Loans for assistance.

NOTE: Returning students who require a special timetable may not be able to register online. See Special Timetables for instructions.
Special Timetables

Special Timetable assistance will be delivered online for Spring 2023.

Returning students who require a special timetable will need to email their Academic Department for assistance. See Academic Assistance and Advising for contact information. Prior to emailing your Academic Department, please consult your Academic Progress Report to see your program requirements. You can access your Academic Progress Report by logging into STU-VIEW and selecting Academic Records > Academic Progress Report.

CHEF SCHOOL

Chef School Special Timetable for Spring 2023 will be on Tuesday, May 2nd, 2023.

Please submit George Brown Chef School- Special Timetable Day (Spring 2023) form for assistance.

Chef School
St. James Campus, SJB- Room 318
Monday to Friday: 8:00am – 5:00pm
Email: CHCAStudentSupport@georgebrown.ca
Phone: 416-415-5000 ext. 2240

SCHOOL OF HOSPITALITY & TOURISM MANAGEMENT

School of Hospitality and Tourism Management Special Timetable for Spring 2023 will be on Monday, May 1st, 2023.

Please submit School of Hospitality and Tourism Management- Special Timetable Day (Spring 2023) form for assistance.

School of Hospitality & Tourism Management
St. James Campus, SJB- Room 318
Monday to Friday: 8:00am – 5:00pm
Email: CHCAStudentSupport@georgebrown.ca
Phone: 416-415-5000 ext. 2240

Student Life

From the day you accept your offer to the day you graduate the Student Life team provides orientation and transition programming to support you on your journey!

College is an exciting and challenging time, so at George Brown, we work towards giving students ways to help shape their college experience in and out of class. Hosting events, activities, and opportunities which promote learning, growth, and connection, the Student Life team at George Brown is dedicated to supporting the success of all students by providing opportunities for you to connect with campus life outside of the classroom.

https://www.georgebrown.ca/current-students/student-life

THE GBC ORIENTATION EXPERIENCE

There are many parts to orientation and what is relevant to each student and their needs varies. Pay attention to communications sent to you from the college, your academic area, or any specific student group you may be a part of. It’s worth paying attention as these will increase your chances of success and offer you additional supports.

We’ve put together five pages to help you navigate your journey at the college. Each page has content and tasks around that part of your orientation experience and your time as a student.

https://www.georgebrown.ca/current-students/orientation

GOOD FOOD MARKET

The Good Food Market is a weekly, non-profit fruit and vegetable market on St. James Campus. We aim to support student food security by providing low cost/discounted access to fresh produce. The market will reopen on Thursday, May 11 for the full spring/summer 2023 term. As a non-profit program, all funds are used to repay our produce supplier (FoodShare).

Location – 300 Adelaide St. East (left of Atrium)

Days & Times – Every Thursday, 10:30/11am*-3pm (*start time may vary slightly depending on delivery time)
How To Access – All students & GBC community members are welcome to visit us in person on market day! Shop in person or submit a pre-order for Thursday pick-up. To receive pre-order forms, pricelists, and other Good Food program info via email, ask us to add you to the mailing list at goodfoodmarket@georgebrown.ca.

Contact – goodfoodmarket@georgebrown.ca

SUPPER CLUB
Supper Club is a free monthly community kitchen program for GBC students. The Good Food Program aims to support student food security and address social isolation through community food access hubs & events. At Supper Club, we cook a meal together – always includes a soup, salad, main course, dessert – and eat together. We will be keeping Covid guidelines in mind to promote community safety. All ingredients and equipment are provided by us, all you need to do is sign up and bring yourself! We also recommend you bring your own container to take leftovers home – there are usually lots!

How To Access – For further information about Supper Club, please email goodfoodmarket@georgebrown.ca

BLACK STUDENT SUCCESS NETWORK
The Black Student Success Network (BSSN) is a community of black students, faculty and staff dedicated to encouraging the success of black students at George Brown and beyond. BSSN provides a safe space in which to meet, share, socialize and learn from black community members and allies.

Black Student Support Specialist & BSSN Coordinator
Abisola Asha
Email: bssn@georgebrown.ca

HOUSING INFORMATION
Housing information is available for students searching for off-campus housing. We currently have a partnership with Places4Students and encourage students to view their listings. It can take some time to find an apartment in Toronto. Apartment listings usually go up 1-2 months previous to their availability. So if you’re looking to move beginning of September it is usually good to start looking in July.

Coordinator, Housing
Davor Mamuzic
Email: dmamuzic@georgebrown.ca

EXPERIENCE RECORD
The Experience Record at George Brown College is designed to help students find opportunities outside of the classroom to help develop skills and capture these experiences while also reflecting the experiences in the classroom that have supported their development. With the ability to share via LinkedIn and a shareable URL, the Experience Record helps you articulate the learning that has taken place to give you a professional edge.

Coordinator, Co-Curricular Experiential Learning and Leadership Development
Matthew Harris
Email: matthew.harris3@georgebrown.ca

STUDENT RESIDENCE, THE GEORGE
George Brown College has a student residence, The George, that features all-inclusive living, with the flexibility of 8 month (Fall/Winter) and 4 Month (Summer) agreements. The George houses over 500 students in fully furnished 2-bedroom suites that include a kitchenette and 3-piece bathroom. The rooms are fully loaded, with Wi-Fi, cable television and a flat screen TV, phone with local calling, and floor to ceiling windows.

General Manager, The George
Marc Athanas
Email: mathanas@georgebrownresidence.ca

Timetables
Once you have registered, you can print your timetable online:

1. Log into your STU-VIEW account
2. Click on the Registration Services tab
3. Then select Registration > View Weekly Timetable
Transcripts & Credentials

Official Transcripts now available to order online at records.georgebrown.ca

Students and alumni can now securely order, view, and share transcripts and e-transcripts online.

TRANSCRIPTS WITH GRADUATION STATUS:

Winter term graduates can request transcripts with graduation statuses starting on Wednesday May 3.

CREDENTIALS

Fall term graduates will have their credentials (certificate, diplomas, and degrees) published online throughout mid-July. Credentials will be mailed starting the week of July 4. Please be sure to update your mailing address by June 5.

For additional information, please visit georgebrown.ca/registrar.

To view your grades or print out unofficial transcripts, log into your STU-VIEW account.

Transfer Credits (Exemptions)

The last day to apply for transfer credits (exemptions) for the Spring 2023 term is: Monday, May 8, 2023.

TRANSFER CREDITS

Transfer credits are exemptions based on courses completed at another post-secondary institution. See Lighten Your Course Load with Transfer Credits for details.

If you are seeking exemptions from your program based on similar courses you’ve previously completed at a different institution, please complete and submit the online Application for Transfer Credit, available on STU-VIEW.

To apply for transfer credits:
1. Log onto STU-VIEW
2. Click on the Registration Services tab
3. Select Registration
4. Select Submit or Modify an Application for Transfer Credit
5. Follow the on-screen instructions to complete your application

You will be required to upload your course outline(s) as part of the online application.

An official transcript from your previous institution is also required. However, please note that if you have already sent your official transcript to the Admissions Office, you do not need to submit it again.

For assistance on how to submit an official transcript please email transfercredit@georgebrown.ca.

For educational institutions outside of Canada, applicants must submit an evaluated transcript from ICAS or WES. Please see the Transfer Guide for more information.

For more information regarding the application process, please visit the following webpage: How to Apply for Transfer Credits Online

SUBSTITUTIONS – I.E. INTERNAL TRANSFER CREDITS

Transfers based on courses previously completed at George Brown College

If you are seeking substitutions from your current program based on similar courses you’ve previously completed at George Brown College, you should:

1. Check your Academic Progress Report (Degree Works) to see if your previously completed GBC course has already been applied to your current program requirements. If so, no further action is required.
   - NOTE: You can access your Academic Progress Report by logging onto STU-VIEW and selecting “Academic Records”.
2. Please see Lighten your Course Load with Internal Transfer Credits for details
3. Email your current Academic Department to request a substitution—for contact and hours of operation, please see Academic Assistance & Advising.