



# WHAT'S HAPPENING WHERE

## The Guide to Start-Up Fall 2019

The information in this guide is only valid during the start-up period:  
**Monday, August 26, 2019 to Monday, September 9, 2019**

Office of the Registrar  
Last Updated: [September 3, 2019](#)

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# Academic Assistance and Advising

**Please note:** Most Academic Department offices will be closed on the morning of **Monday, August 26** and the College will be closed on **Monday, September 2** for Labour Day.

## CENTRE FOR ARTS, DESIGN AND INFORMATION TECHNOLOGY

### School of Computer Technology

Casa Loma Campus  
160 Kendal Avenue, Room C430  
[Monday to Thursday:](#) 8am – 7pm  
[Friday:](#) 8am – 5pm

### School of Design

Waterfront Campus  
3 Lower Jarvis Street, Room 260  
[Monday to Friday:](#) 8am – 3.30pm

### School of Fashion and Jewellery

Casa Loma Campus  
160 Kendal Avenue, Room C430  
[Monday to Thursday:](#) 8am – 7pm  
[Friday:](#) 8am – 5pm

### School of Media and Performing Arts

Dance: Casa Loma Campus  
160 Kendal Avenue, Room C126A  
[Monday to Friday:](#) 8am – 4pm

Theatre: Young Centre for the Performing Arts  
50 Tankhouse Lane  
[Monday to Friday:](#) 8am – 4pm

Media: St. James Campus  
230 Richmond Street East, Room 152  
[Monday to Friday:](#) 8am – 3.30pm

## CENTRE FOR BUSINESS

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

St. James Campus  
200 King Street East

*GENERAL INQUIRIES:* Room 313A  
[Monday to Friday:](#) 8am – 4pm

*CO-OP OFFICE:* Room 314A  
[Monday to Friday:](#) 8am – 4pm

## CENTRE FOR COMMUNITY SERVICES AND EARLY CHILDHOOD

**School of Deaf and Deafblind Studies**  
**School of Social and Community Services**

St. James Campus  
200 King Street East, Room 490F

Regular hours August 26 to August 30:  
[Monday to Friday:](#) 8am – 4pm  
September 3 to September 9:  
[Monday to Friday:](#) 7.30am – 5pm  
Regular hours resume September 10:  
[Monday to Friday:](#) 8am – 4pm

### **School of Early Childhood**

Ryerson Campus – The Sally Horsfall Eaton Centre for Studies in Community Health  
99 Gerrard Street East, Room 597

August 26 to August 30:

Wednesday to Friday: 8am – 5pm

September 3 to September 6:

Monday to Thursday: 7.30am – 6pm

Friday: 8am – 4pm

Regular hours resume September 9:

Monday to Wednesday: 8am – 7pm

Thursday: 8am – 6pm

Friday: 8am – 4pm

## CENTRE FOR CONSTRUCTION AND ENGINEERING TECHNOLOGIES

### **Angelo DelZotto School of Construction Management**

Casa Loma Campus  
146 Kendal Avenue, Room E228  
Monday to Friday: 8am – 4pm

### **School of Apprenticeship and Skilled Trades**

Casa Loma Campus  
160 Kendal Avenue, Room E310  
Monday to Friday: 8am – 4pm

### **School of Architectural Studies**

### **School of Mechanical Engineering Technologies**

Casa Loma Campus  
1 Dartnell Avenue, Room D303  
Monday to Friday: 8am – 4pm

## CENTRE FOR HEALTH SCIENCES

### **School of Dental Health**

### **School of Health and Wellness**

### **School of Health Services Management**

### **Sally Horsfall Eaton School of Nursing**

Waterfront Campus  
51 Dockside Drive, Student Advising Desk – Room 701

September 3 to September 13:

Monday to Friday: 7.30am – 5pm

Regular hours resume September 16:

Monday to Thursday: 8am – 4.30 pm

Friday: 8am – 4 pm

## CENTRE FOR HOSPITALITY AND CULINARY ARTS

### **Chef School**

St. James Campus  
300 Adelaide Street East, Room 318  
Monday to Friday: 7am – 3pm

### **School of Hospitality and Tourism Management**

St. James Campus  
230 Richmond Street East, Room 208  
Monday to Friday: 8am – 4pm

### **Learning Support Services**

St. James Campus  
230 Richmond Street East, Room 208  
Monday to Friday: 8am – 4pm

## CENTRE FOR PREPARATORY AND LIBERAL STUDIES

### Department of English and Communication

Casa Loma Campus  
160 Kendal Avenue, Room C438  
Monday to Friday: 9am – 4pm  
[comm@georgebrown.ca](mailto:comm@georgebrown.ca)

St James Campus  
200 King Street East, Room 264D  
Monday to Friday: 9am – 4pm  
[comm@georgebrown.ca](mailto:comm@georgebrown.ca)

### Indigenous Education & Services (IES)

#### Indigenous Student Centre Locations:

Sahkitcheway  
St. James Campus  
200 King St East, Room 562D\*

Wi Chi Hito Win  
Casa Loma Campus  
160 Kendal Avenue, Room C434\*

\* Regular college hours, but hours may fluctuate due to events and workshops.

*NOTE: Students must register with IES in order to access lounge space. For more information, please contact us via email: [indigenous.services@georgebrown.ca](mailto:indigenous.services@georgebrown.ca)*

### School of English as a Second Language

St. James Campus  
341 King Street East, Room 317  
Monday to Friday: 8.30am – 4.30pm

### School of Immigrant and Transitional Education

St. James Campus  
200 King Street East, Room 524A  
Monday to Friday: 9am – 4pm

### School of Liberal Arts and Sciences

#### General Arts and Science (GAS) Programs:

Casa Loma Campus  
160 Kendal Avenue, Room C438  
Monday to Friday: 9am – 4pm

#### General Education and Liberal Studies Elective Courses:

Casa Loma Campus  
160 Kendal Avenue, Room C438  
Monday to Friday: 9am – 4pm

St. James Campus  
200 King Street East, Room 264D  
Monday to Friday: 9am – 4pm

Waterfront Campus  
51 Dockside Drive  
Student Advising Desk – 7<sup>th</sup> Floor  
Monday to Friday: 9am – 4pm

### School of Work and College Preparation

St. James Campus  
200 King Street East, Room 524A  
Monday to Friday: 8am – 5pm

# Academic Policies

Academic policies are posted online on the George Brown College website at [georgebrown.ca/policies](http://georgebrown.ca/policies). (See the *Office of the Registrar Policies* section).

Academic policies are also published in the student handbook, *The Source*, which is distributed by the [Student Association](#). See below for locations.

## STUDENT ASSOCIATION OFFICE LOCATIONS:

### **Casa Loma Campus**

142 Kendal Avenue, Room E100  
Phone: 416-415-5000, ext. 4730

### **St. James Campus**

200 King Street East, Room 147  
Phone: 416-415-5000, ext. 2455

### **Ryerson Campus**

99 Gerrard Street East, Room 614  
Phone: 416-415-5000, ext. 4049

### **Waterfront Campus**

51 Dockside Drive, Room 033  
Phone: 416-415-5000, ext. 5360

# Accessible Learning Services

George Brown College is committed to equal access to education for students with disabilities. The Accessible Learning Services office serves more than 1,800 students yearly. Our consultants are trained to provide assistance and arrange accommodations for your learning needs.

If you are a student with a disability, your first step is to [register with Accessible Learning Services](#). Intake Forms can be downloaded from [our website](#) or picked up from the Accessible Learning Services office on your campus.

For more information, visit our website at [georgebrown.ca/accessible-learning-services/](http://georgebrown.ca/accessible-learning-services/)

## ACCESSIBLE LEARNING SERVICES OFFICE LOCATIONS:

### **Casa Loma Campus**

160 Kendal Avenue, Room C317  
Phone: 416-415-5000, ext. 4585

### **St. James Campus**

200 King Street East, Room 582C  
Phone: 416-415-5000, ext. 2107

### **Ryerson Campus**

99 Gerrard Street East, Room SHE597  
Phone: 416-415-5000, ext. 2621

### **Waterfront Campus**

51 Dockside Drive, Room 225  
Phone: 416-415-5000, ext. 5370

# Adding and Dropping Courses

The last day to **ADD** a course to your schedule for the Fall term is **Monday, September 9, 2019**.  
The last day to **DROP** a course from your schedule for the Fall term is **Monday, September 16, 2019**.

## 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, use a computer at the [Library Learning Commons](#) to add/drop courses.

## ADD/DROP COURSES IN PERSON

If you are unable to add/drop courses online through [STU-VIEW](#), you may make your request in person. However, please note that there may be longer than usual wait times during Start-Up.

### Casa Loma and St. James Campus:

To add/drop courses in person, go to the [Student Service Centre](#) on your campus, and complete a *Student Action Form*. You must then take a ticket and wait for service, or put the form in the drop box. [Click here for locations and hours of operation](#).

### Ryerson University Campus:

You can add/drop courses in person by completing a *Student Action Form* and leaving it in the Administrative Office:

Ryerson University – The Sally Horsfall Eaton Centre for Community Health  
99 Gerrard Street East, Room 597  
[Monday to Thursday](#): 7.30am – 5pm  
[Friday](#): 7.30am – 4pm

## 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 Fall term (space permitting) is **Monday, September 9, 2019**.
- The last day to **drop** a course for the Fall term and receive a potential refund is **Monday, September 16, 2019**.
  - 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 Fall 2019\*

\* **DOMESTIC APPLICANTS ONLY.** If you are an international applicant, please see [International Admissions](#).

From **Tuesday, September 3, 2019 to Friday, September 13, 2019** the College will consider late applications for open full-time post-secondary programs – i.e. programs which still have seats available for the Fall 2019 term. [A list of open programs will be posted on our website](#) and at the locations listed below – this list will be updated on a daily basis. Please remember that programs may fill up at any time.

## LATE ADMIT PROCEDURE

- 1. Late applications must be completed in person** – See [locations and hours of operation](#).
  - You must apply through [OntarioColleges.ca](#) prior to meeting with an Admissions Officer to complete your application.
  - Programs will remain open on the [OCAS website](#) for applications until **Thursday, September 12**. 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, September 13**.
- 2. Please bring the following:**
  - Your Ontario Colleges (OCAS) application number
    - **Note:** If you have not yet applied, you will be directed by one of our Admissions staff to apply online using college computers. You will need to pay the **\$95 OCAS application fee** in order to apply – credit card payments only. No cash, debit, or personal cheques.
  - Your admission requirements:
    - i.e. official transcripts and proof of graduation from high school, college and/or university
    - **Note:** International transcripts must be evaluated by [ICAS](#) or [WES](#) to be considered. Most programs require a comprehensive assessment.
  - If required, a valid proof of residency (e.g. Permanent Resident card, etc.)
  - 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.

### 3. Once you arrive at the Student Service Centre (Casa Loma or St. James Campus):

- Take a ticket to join the queue for admissions
- [Mature students](#) may be required to take an admission test at the Assessment Centre.
- If your program includes a Divisional Selection component (interview, audition, etc.) you will be sent to the Academic Division.
- **Note:** Admission testing and/or Divisional Selection should be completed immediately so that an admissions decision can be made.

### 4. Upon successful completion of the application process:

- 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
- Students may complete their payment and registration in-person with the registration team.
- Streaming for Math and English will be done following the [assessment/placement test](#).

## LOCATIONS AND HOURS OF OPERATION

### Casa Loma Campus

Student Service Centre  
160 Kendal Avenue, 3<sup>rd</sup> Floor  
[Monday to Thursday](#): 8am – 6pm  
[Friday](#): 8am – 5pm

### St. James Campus

Student Service Centre  
200 King Street East, Lower Level  
[Monday to Thursday](#): 8am – 6pm  
[Friday](#): 8am – 5pm



## 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](mailto:admissions@georgebrown.ca)

## Apprentices – Centre for Construction and Engineering Technologies

CASA LOMA CAMPUS ONLY

Report to the room number indicated below at **8am** on **Tuesday, September 3, 2019**:

Program Title	Level	Room Number
Air Conditioning/Refrigeration	Basic	C540
Air Conditioning/Refrigeration	Intermediate	C250
Electrical	Basic	C517
Electrical	Intermediate	C546
Electrical	Advanced	C547
Millwright	Basic	D332
Millwright	Intermediate	D202
Millwright	Advanced	C536
Plumber	Basic	C136
Plumber	Intermediate	C135
Sheet Metal Worker	Advanced	C123

## Assessment Centre

See [Placement Testing for English and Mathematics](#)

## Athletics and Recreation

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 and Casa Loma Campuses. We offer a wide variety of sport and recreation activities including drop-in sports, fitness classes, recreational tournaments, intramural leagues, and extramural and varsity teams.

Visit the athletics website for more information: [athletics.georgebrown.ca](http://athletics.georgebrown.ca)

### ATHLETIC CENTRES:

#### Casa Loma Campus

160 Kendal Avenue  
Building C, Lower Level  
Tel. No. 416-415-5000 ext. 6795

#### St. James Campus

200 King Street East  
Building A, 6<sup>th</sup> Floor  
Tel. No. 416-415-5000 ext. 3336

# 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.

## LOCATIONS AND SPECIAL HOURS OF OPERATION:

Bring your timetable with you when you visit the bookstore on your campus.

### Casa Loma Campus Bookstore\*

160 Kendal Avenue  
2<sup>nd</sup> Floor, beside the cafeteria

#### Start-Up Hours for September 2019

Monday to Thursday: 9am – 7pm  
Friday: 9am – 4.30pm

Saturday, September 7: 10am – 2pm  
Saturday, September 14: 10am – 2pm

#### New Hours after September 30

Check the [Bookstore Website](#) for the most up-to-date hours of operation

### St. James Campus Bookstore\*

200 King Street East  
Main Floor, East Lobby

#### Start-Up Hours for September 2019

Monday to Thursday: 9am – 7pm  
Friday: 9am – 4.30pm

Saturday, September 7: 10am – 2pm  
Saturday, September 14: 10am – 2pm

#### New Hours after September 30

Check the [Bookstore Website](#) for the most up-to-date hours of operation

### Waterfront Campus Temporary Store\*

51 Dockside Drive, 2<sup>nd</sup> Floor

#### Until September 27

Monday to Thursday: 9am – 6pm  
Friday: 9am – 4.30pm

#### Store Closes after September 27

Web orders only after September 27.

# Continuing Education Registration

## REGISTER ONLINE

Go to the [Continuing Education](#) website to register for courses online.

## REGISTER IN PERSON

Register in person for Continuing Education courses by visiting the Student Service Centre at one of the following locations. Please note that there may be longer than usual wait times during Start-Up.

### Casa Loma Campus

Student Service Centre  
160 Kendal Avenue, 3<sup>rd</sup> Floor  
Monday to Thursday: 8am – 6pm\*  
Friday: 8am – 5pm

### St. James Campus

Student Service Centre  
200 King Street East, Lower Level  
Monday to Thursday: 8am – 6pm\*  
Friday: 8am – 5pm

\* On **Monday, August 26** the Student Service Centres will open at 1pm  
On **Monday, September 2** the College is closed for Labour Day

## Counselling and Student Well-Being

Counselling Services are available for full-time students who are currently enrolled at George Brown College.

- Counselling is **free** and **confidential**.
- You're welcome to explore **academic and non-academic issues** because they all affect your success.
- The counselling office provides **fast service** – walk-in support is offered most days at every campus.
- We can arrange **ongoing support** with a community referral if short-term counselling cannot address your concern.

For more information, visit our website at [georgebrown.ca/current\\_students/counselling/](http://georgebrown.ca/current_students/counselling/)

### COUNSELLING SERVICES OFFICE LOCATIONS:

To schedule a counselling appointment, visit or call the Counselling Services Office on your campus:

#### Casa Loma Campus

160 Kendal Avenue, Room C317  
Phone: 416-415-5000, ext. 4585  
Fax: 416-415-4582

#### St. James Campus

200 King Street East, Room 582C  
Phone: 416-415-5000, ext. 2107  
Fax: 416-415-2272

#### Ryerson Campus

99 Gerrard Street East, Room SHE597  
*Email Carrie Bailey ([cbailey@georgebrown.ca](mailto:cbailey@georgebrown.ca)) for an appointment*

#### Waterfront Campus

51 Dockside Drive, Room 225  
Phone: 416-415-5000, ext. 5370

## Disability Services

See [Accessible Learning Services](#).

## 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](#).

For more information on electives, please refer to the [General Education and Liberal Studies Electives](#) webpage.

### LOCATIONS & HOURS:

#### Casa Loma Campus

160 Kendal Avenue, Room C438  
**Monday to Friday:** 9am – 4pm

#### St. James Campus

200 King Street East, Room 264D  
**Monday to Friday:** 9am – 4pm

#### Waterfront Campus

51 Dockside Drive, 7<sup>th</sup> Floor  
Health Sciences – Student Advising Desk  
**Monday to Friday:** 9am – 4pm

# 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, 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, visit our website at [georgebrown.ca/advising/](http://georgebrown.ca/advising/)

## LOCATIONS & HOURS:

### Casa Loma Campus

160 Kendal Avenue, Building C – Rooms 407, 408A (4<sup>th</sup> Floor)

Monday to Friday: 9am – 5pm

### St. James Campus

200 King Street East, Building A – Room 267 D (2<sup>nd</sup> Floor)

Monday to Friday: 9am – 5pm

## CONTACT INFORMATION:

**Phone:** 416-415-5000, ext. 2949

**Toll Free:** 1-800-265-2002

**TTY:** 1-877-515-5559

**Email:** [collegeadvisor@georgebrown.ca](mailto:collegeadvisor@georgebrown.ca)

# Exemptions

See [Transfer Credits \(Exemptions\)](#).

# 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) 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.

If you don't have internet access, use a computer at the [Library Learning Commons](#).

## PAY YOUR FEES IN PERSON

Go to the [Student Service Centre](#) on your campus to pay your fees in person. You can pay your fees by debit or credit card, certified cheque or money order.

For your safety, we discourage students from carrying large amounts of cash to pay their tuition. Non-cash payments are preferred.

[Click here for locations and hours of operation.](#)

Please note that there may be longer than usual wait times during Start-Up.

## Financial Assistance (OSAP)

Please note that the last ticket to visit the Financial Assistance Office will be issued or transferred at **4.30pm** (**or earlier** during peak times)

### FINANCIAL ASSISTANCE OFFICE LOCATIONS:

#### **Casa Loma Campus**

Student Service Centre  
160 Kendal Avenue, 3<sup>rd</sup> Floor  
Monday to Friday: 8.30am – 5pm\*

#### **St. James Campus**

Student Service Centre  
200 King Street East, Lower Level  
Monday to Friday: 8.30am – 5pm\*

\* On **Monday, August 26** the Financial Assistance Offices will open at 1pm  
On **Monday, September 2** the College is closed for Labour Day

## GO Transit Student Validation Stickers

### GO TRANSIT STUDENT VALIDATION STICKERS:

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

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

### PICK-UP LOCATIONS FOR GO TRANSIT STUDENT VALIDATION STICKERS:

Students must bring a copy of their full-time schedule and their Student ID card to pick up a validation sticker at the [Welcome Desks](#) or [Student Service Centres](#).

Students in the following programs must pick up their validation stickers at the locations indicated below:

- **S118 – Bachelor of Science in Nursing:**  
Go to the [St. James Campus – Student Service Centre](#)
- **S222 – Post-PN Bridge Pathway to Trent:**  
Go to the [St. James Campus – Student Service Centre](#)
- **Sunnybrook Students:**  
Go to the [Casa Loma Campus – Welcome Desk](#)
- **Ryerson Students:**  
Go to the ECE Office at 99 Gerrard Street East, Room 597

# International Admissions

International students seeking admission for Post-Secondary and ESL programs, please go to the following location during Start-Up:

## International Centre

200 King Street East  
Main Floor, Building A

September 3 to September 6:

Tuesday to Friday: 7.30am – 5pm

Regular hours resume September 9:

Monday to Friday: 9am – 5pm

The Online Application for International Students is available at: [applynow.georgebrown.ca](http://applynow.georgebrown.ca)

# Library Learning Commons

The College and all libraries are closed on **Monday, September 2** for Labour Day.

All new full-time George Brown Students will be issued a [Student Photo I.D./Library Card](#) during start-up. This card allows you to:

- Sign out books and DVDs
- Sign out laptops and other A/V equipment
- Book a desktop computer
- Access library resources from off-campus
- Use photocopiers and printers, etc.

For more information about the Library Learning Commons (LLC), visit [georgebrown.ca/llc](http://georgebrown.ca/llc)

## LIBRARY LOCATIONS AND HOURS OF OPERATION:

### Casa Loma Library Learning Commons

160 Kendal Avenue, Room C330

Special Hours of Operation: August 26 to September 2:

DATES	HOURS OF OPERATION
Monday, August 26	12.30pm – 8pm
Tuesday, August 27 to Thursday, August 29	7.30am – 8pm
Friday, August 30	7.30am – 6pm
Saturday, August 31	9am – 6pm
Sunday, September 1	CLOSED
Monday, September 2	CLOSED – Labour Day

Regular Hours resume on Tuesday, September 3:

Monday to Friday: 7.30am – 11pm

Saturday: 9am – 6pm

Sunday: 10am – 5pm

**LLC@300 Adelaide**

300 Adelaide Street East, Room 216

August 26 to September 2:

Monday to Friday: CLOSED

Regular Hours resume on Tuesday, September 3:

Monday to Friday: 8am – 4pm

Saturday: CLOSED

Sunday: CLOSED

**341 King St. Library Learning Commons**

341 King Street East, Room 367

August 26 to September 2:

Monday to Friday: CLOSED

Regular Hours resume on Tuesday, September 3:

Monday to Friday: 10.30am – 6.30pm

Saturday &amp; Sunday: CLOSED

**Ryerson – Sally Horsfall Eaton Academic Resource Centre**

99 Gerrard Street East, Room 677

Special Hours of Operation: August 26 to September 2:

DATES	HOURS OF OPERATION
Monday, August 26	12.30pm – 4pm
Tuesday, August 27 to Thursday, August 29	7.30am – 3.30pm
Friday, August 30	7.30am – 3pm
Saturday, August 31 & Sunday, September 1	CLOSED
Monday, September 2	CLOSED – Labour Day

Regular Hours resume on Tuesday, September 3:

Monday to Thursday: 7.30am – 7pm

Friday: 7.30am – 3.30pm

Saturday &amp; Sunday: CLOSED

**St. James Library Learning Commons**

200 King Street East

Upper Level – Room 121

Lower Level – Room B137

Special Hours of Operation: August 26 to September 2:

DATES	HOURS OF OPERATION
Monday, August 26	12.30pm – 8pm
Tuesday, August 27 to Thursday, August 29	7.30am – 8pm
Friday, August 30	7.30am – 6pm
Saturday, August 31	9am – 6pm
Sunday, September 1	CLOSED
Monday, September 2	CLOSED – Labour Day

Regular Hours resume on Tuesday, September 3:

Monday to Friday: 7.30am – 11pm

Saturday: 9am – 6pm

Sunday: 10am – 5pm

**Waterfront Library Learning Commons**

51 Dockside Drive, Room 618

Special Hours of Operation: August 26 to September 2:

DATES	HOURS OF OPERATION
Monday, August 26	12.30pm – 8pm
Tuesday, August 27 to Thursday, August 29	7.30am – 8pm
Friday, August 30	7.30am – 6pm
Saturday, August 31	9am – 6pm
Sunday, September 1	CLOSED
Monday, September 2	CLOSED – Labour Day

Regular Hours resume on Tuesday, September 3:

Monday to Friday: 7.30am – 11pm

Saturday: 9am – 6pm

Sunday: 10am – 5pm

# Locker Rentals

## 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*

To rent a locker IN PERSON, follow these steps:

1. Visit the [Student Service Centre](#) on your campus to pay the locker fee
2. Take your locker receipt to the [Welcome Desk](#) to register your locker.

## LOCKER RENTAL FEES:

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

Number of Semesters	Locker Rental Fee
1 semester	\$15.00
2 consecutive semesters	\$30.00
3 consecutive semesters	\$45.00

For further details, visit [georgebrown.ca/lockers](http://georgebrown.ca/lockers) or visit the Welcome Desk on your campus:

## WELCOME DESKS:

### Casa Loma Campus

146 Kendal Avenue, E Building, Main Lobby

August 26 to August 30:

[Monday to Friday](#): 8.30am – 4.30pm

September 3 to September 13:

[Monday to Friday](#): 7.30am – 5pm\*

Regular hours resume September 16:

[Monday to Friday](#): 8.30am – 4.30pm

### Ryerson Campus

*There are no lockers at this campus.*

### St. James Campus

200 King Street East, Main Lobby

August 26 to August 30:

[Monday to Friday](#): 8.30am – 4.30pm

September 3 to September 13:

[Monday to Friday](#): 7.30am – 5.30pm\*

Regular hours resume September 16:

[Monday to Friday](#): 8.30am – 4.30pm

### Waterfront Campus

51 Dockside Drive, Main Lobby

Student Success Hub

August 26 to August 30:

[Monday to Friday](#): 8.30am – 4.30pm

September 3 to September 13:

[Monday to Friday](#): 7.30am – 5pm\*

Regular hours resume September 16:

[Monday to Friday](#): 8.30am – 4.30pm

\* The College is closed on **Monday, September 2** for Labour Day



# Photo ID

## HOW TO GET YOUR PHOTO ID:

1. To avoid photo-session line-ups, you can now submit your photo online at [georgebrown.ca/studentcard](http://georgebrown.ca/studentcard)
2. Go to one of the [locations](#) listed below.
3. Please bring the following items:
  - Proof of tuition fee payment or timetable
  - Government-issued personal identification (e.g. Driver's License, Passport, Permanent Resident Card, Ontario Photo ID card, etc.)
4. Have your photo taken if you did not [submit your photo online](#) in advance.
5. Pay the \$12 fee (non-refundable), if needed. You can also pay online with a credit card via [STU-VIEW](#)
  - *Important:* Full-time post-secondary students have pre-paid the Student ID fee as part of the administrative fees for their program

## PHOTO ID PICK-UP LOCATIONS & HOURS:

### Casa Loma Campus

Library Learning Commons  
160 Kendal Avenue, Room C330

Monday, August 26: 12.30pm – 5pm  
Regular Hours resume on Tuesday, August 27:  
[Monday to Friday:](#) 8am – 5pm\*  
[Saturday & Sunday:](#) CLOSED

### St. James Campus

Library Learning Commons  
200 King Street East, Basement, Room B137

Monday, August 26: 12.30pm – 5pm  
Regular Hours resume on Tuesday, August 27:  
[Monday to Friday:](#) 8am – 5pm\*  
[Saturday & Sunday:](#) CLOSED

*You must pick up a Q-Matic ticket for your Photo ID.*

### Ryerson Campus

Tuesday, August 27 to Thursday, September 5:  
Kerr Hall West, Lower Gym – KHW 73  
[Monday to Thursday:](#) 9am – 6pm\*  
[Friday:](#) 9.30am – 4pm  
[Saturday, Sunday & Labour Day:](#) CLOSED

Regular Location and Hours from Friday, September 6:  
One Card Office – Jorgenson Hall  
350 Victoria Street, Room JOR-02  
[Monday to Thursday:](#) 8.30am – 6pm  
[Friday:](#) 9.30am – 4pm  
[Saturday & Sunday:](#) CLOSED

For more information, see the [Ryerson/GBC Student Photo-ID Card – Frequently Asked Questions](#).

### Waterfront Campus

Library Learning Commons  
51 Dockside Drive, 6<sup>th</sup> Floor, Room 618

Monday, August 26: 12.30pm – 5pm  
Regular Hours resume on Tuesday, August 27:  
[Monday to Friday:](#) 8am – 5pm\*  
[Saturday & Sunday:](#) CLOSED

\* On **Monday, September 2** the College is closed for Labour Day  
Photo ID sessions will continue after Start-Up at the Library Learning Commons Help Desk

# Placement Testing for English and Mathematics (1<sup>st</sup> Year Students Only)

The last day to complete placement testing for English and/or mathematics is **Monday, September 9, 2019**.

On **Monday, August 26**, the Casa Loma, St. James and Waterfront Assessment Centres will be **closed**.

## PLACEMENT TESTING PROCEDURE:

The last day to write [English and/or mathematics placement tests](#) for 1<sup>st</sup> year students is **Monday, September 9, 2019**. However, students are encouraged to test as early as possible for timely placement in the appropriate course.

Students who do not complete placement testing will be automatically placed in the Foundation Level course(s) for semester 1 and will be charged additional fees when they register for the College Level course(s), usually in semester 2.

1. Book your placement test online via [STU-VIEW](#)
  - Walk-in testing will also be available, space permitting. See the [Assessment Centre Locations and Hours of Operation](#)
2. Please bring the following items to your testing session:
  - The testing letter which you were sent by mail or received in person from Admissions Office Staff
  - Current Photo ID
  - Pens and pencils

## ASSESSMENT CENTRE LOCATIONS AND HOURS OF OPERATION:

### Casa Loma Assessment Centre

160 Kendal Avenue, Room C343

#### General Hours of Operation\*

Monday: 9am – 3.30pm

Tuesday to Friday: 9am – 4pm

#### Testing Sessions

Session One: 9.30am

Session Two: 1pm

### St. James Assessment Centre

200 King Street East, Room 275

#### General Hours of Operation\*

Monday to Friday: 9am – 5pm

Saturday: 9am – 4.30pm

#### Testing Sessions

Session One: 9.30am

Session Two: 1pm

### Waterfront Assessment Centre

51 Dockside Drive, Room 532

(Located on the lower level of the Library Learning Commons – enter through the main Library entrance on the 6<sup>th</sup> floor.)

#### Testing Sessions

Placement testing available on a walk-in basis.



Tuesday, September 3 to Friday, September 6: 9.30am – 2pm

\* All Assessment Centres will be CLOSED on **Monday, August 26** and **Monday, September 2** (Labour Day)

# 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 Fall 2019 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. Bring your signed/completed forms to your consultation meeting
  - English/Communications Courses  
Call the PLAR Office for a consultation:  
  
PLAR Office  
Tel. No. 416-415-5000, ext. 7527 (PLAR)  
**Monday to Friday: 8.30am – 2.30pm**
  - All Other Courses  
Go to your Academic Division for a consultation with your program coordinator. For locations and hours of operation, please see [Academic Assistance & Advising](#).
4. Pay the PLAR application fee (\$115.20 per course) at the Student Service Centre – [Click here for locations and hours of operation](#)
  - **Important:** Your PLAR Application must be signed by your program coordinator or the PLAR Office before you pay the application fee.
5. Complete your learning assessment, as arranged with your Program Coordinator and/or the PLAR Office.

For more information, visit the [PLAR website](#), call the PLAR Office at 416-415-5000, ext. 7527 (PLAR), or email [plar@georgebrown.ca](mailto:plar@georgebrown.ca)

# Registering for Post-Secondary Programs

The last day to register (space-permitting) is **Monday, September 9, 2019**.

## 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, use a computer at the [Library Learning Commons](#).

**NOTE:** Returning students who require a special timetable may not be able to register online. See [Special Timetables](#) for instructions.

# Special Timetables

Returning students who require a special timetable will need to see their Academic Department for assistance. See [Academic Assistance and Advising](#) for locations and hours of operation.

Prior to visiting your Academic Department, please consult your **Academic Progress Report (CAPP)** to see your program requirements. You can access your CAPP report by logging into [STU-VIEW](#) and selecting 'Credential Audit' from the Main Menu.

## CENTRE FOR HOSPITALITY AND CULINARY ARTS (CHCA)

CHCA Special Timetables for Fall 2019 will be on **Wednesday, August 28, 2019**:

- **Chef School:**  
300 Adelaide Street East, Main Floor Atrium, 8am – 12pm
- **School of Hospitality & Tourism Management:**  
230 Richmond Street East, Room 208, 1pm – 5pm

# Student Service Centres

Please note that there may be longer than usual wait times at the Student Service Centres during Start-Up.

To avoid the queues, please log into your [STU-VIEW](#) account to submit payments online, add/drop courses, book your placement tests or rent a locker, where possible.

## LOCATIONS AND HOURS OF OPERATION:

### Casa Loma Campus

Student Service Centre  
160 Kendal Avenue, 3<sup>rd</sup> Floor, Building C, Room C317  
[Monday to Thursday](#): 8am – 6pm\*  
Friday: 8am – 5pm

### St. James Campus

Student Service Centre  
200 King Street East, Lower Level, Building A, Room B150  
[Monday to Thursday](#): 8am – 6pm\*  
Friday: 8am – 5pm

### Waterfront Campus

Student Success Hub  
51 Dockside Drive, Ground Floor  
[Monday to Friday](#): 9am – 5pm\*  
[georgebrown.ca/current-students/student-success-hub/](http://georgebrown.ca/current-students/student-success-hub/)

\* On **Monday, August 26** the Student Service Centres will open at 1pm  
On **Monday, September 2** the College is closed for Labour Day

# Student Success Services

Peerconnect is a peer support service offering student-led workshops, drop-ins and activities under two branches: career advising; and community supports.

For more information about Peerconnect, visit [georgebrown.ca/peerconnect](http://georgebrown.ca/peerconnect)

## PEERCONNECT CAREERS

### St James Campus

200 King St East, Rm B121

### Casa Loma Campus

160 Kendal Avenue, Building D, Rm D313

## PEERCONNECT COMMUNITY

### St James Campus

200 King St East, Rm 593F

### Ryerson Campus

99 Gerrard St East, SHE Building, Rm 535

# Timetables

Once you have registered, you can print your timetable online through [STU-VIEW](#).

You may use the computer facilities at the [Library Learning Commons](#) to self-register and print your timetable. Alternately, you may go to the [Student Service Centre](#) to request a copy of your timetable.

# Transcripts

Official Transcripts now available to order online at [records.georgebrown.ca](https://records.georgebrown.ca)

Students and alumni can now securely [order, view, and share transcripts and e-transcripts online](#). As of August 16, 2019, all requests for transcripts must be made online or through our new [request form](#) and can no longer be processed by the Student Service Centre.

For additional information, please visit [georgebrown.ca/registrars](https://georgebrown.ca/registrars).

To view your grades or print out unofficial transcripts, go to [STU-VIEW](#).

# Transfer Credits (Exemptions)

The last day to apply for transfer credits (exemptions) for the Fall 2019 term is **Tuesday, September 3, 2019**.

## TRANSFER CREDITS

### Exemptions based on courses completed at another post-secondary institution

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 – [click here for submission methods](#). 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 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

### Exemptions based on courses previously completed at George Brown College

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

1. Check your **Academic Progress Report (CAPP)** to see if your previously-completed GBC course has already been applied to your current program requirements. If so, no further action is required.
  - o NOTE: You can access your CAPP report by logging onto [STU-VIEW](#) and selecting 'Credential Audit' from the *Main Menu*.
2. Visit your current Academic Department to request a substitution—for locations and hours of operation, please see [Academic Assistance & Advising](#).