

SPRING 2020 REGISTRATION AND FEE GUIDE

# TAKE THE NEXT STEP

SECURE YOUR SPOT IN YOUR PROGRAM TODAY



# Welcome to Mohawk

Photo by Ema Peter

## **We're here to help you succeed even before you start class!**

This guide is your go-to resource for securing your spot in your program and getting ready to become a Mohawk student. You'll find answers to when and how to pay your fees, select your timetable to register, and get ready for your first day of class.

Need help paying for college? In addition to applying for OSAP (Ontario Student Assistance Program), Mohawk has scholarships, awards, bursaries and jobs on campus that you may qualify for.

You'll also find information about the wide range of student services available to you, including a variety of online tools, the Mo' Money Financial Literacy Resource Centre, Get Set sessions, the Library and more.












We are delighted you have chosen Mohawk and are committed to providing you with a future ready education and an unforgettable student experience.

Welcome to Mohawk! We can't wait to meet you!

**Tip:** Refer to the back cover for important dates and deadlines.

## **Your college ready checklist**

You're on your way to becoming a Mohawk student. Use this handy checklist to keep track of what you need to do before you start your first semester.

|   |  |
|---|--|
|    | Do your research.  |
|    | Apply at <a href="https://ontariocolleges.ca">ontariocolleges.ca</a> .                           |
|    | Receive and accept your offer – congratulations!   |
|    | <b>Secure your spot – pay your tuition deposit by the due date, see page 6 for instructions.</b> |
|    | Apply for scholarships and bursaries – see page 8.   |
|    | Complete your Assessments for Success – see page 12.   |
|    | Sign up for Get Set sessions – see page 13.  |
|   | Select your timetable to register – see page 14.   |
|  | Get your ONE Card – see page 15.   |
|  | Attend Day One Orientation – see page 17.  |
|  | Begin your classes!  |

## Did you know?

As a Mohawk student, you'll participate in different learning environments including classroom, online, work-integrated learning experiences and a combination of face-to-face and online.

Mohawk students have access to computers and Wi-Fi at all campuses. Students can also borrow laptops and other tech accessories for short or longer use.

## Need tech support?



In person



Chat



Phone



Email

Learn more at  
[mohawkcollege.ca/techsupport](https://mohawkcollege.ca/techsupport).

# An introduction to the **online tools** you'll use at Mohawk.

Get familiar with Mohawk's online systems where you'll connect with faculty, staff and fellow students, complete financial transactions, select your timetable and more. Some of the systems you'll access are listed below.

## MyCanvas

MyCanvas, Mohawk's online learning space, is where you'll find course materials, assignments, quizzes, grades and more.

## MyMohawk email account

Your Mohawk email account is your main way to communicate with the college community. Find out how to add your account to your mobile device at [mohawkcollege.ca/email](http://mohawkcollege.ca/email).

## MyMohawk

MyMohawk, your personalized portal, provides 24/7 access to online services and transactions including fee payment and registration. Log in with your 9-digit MohawkID at [mymohawk.mohawkcollege.ca](http://mymohawk.mohawkcollege.ca).

## LinkedIn Learning

Get free access to high-quality instructional videos on a wide variety of topics.

## Library website

Access online research tools and learn more about the library's services and locations at [library.mohawkcollege.ca](http://library.mohawkcollege.ca).

## Co-curricular Record

Your Co-Curricular Record helps you track all your non-credit activities during your time at Mohawk College. Learn more at [mohawkcollege.ca/CCR](http://mohawkcollege.ca/CCR).



## Mohawk Students' Association (MSA)

The MSA is your student government. Learn more on page 11.

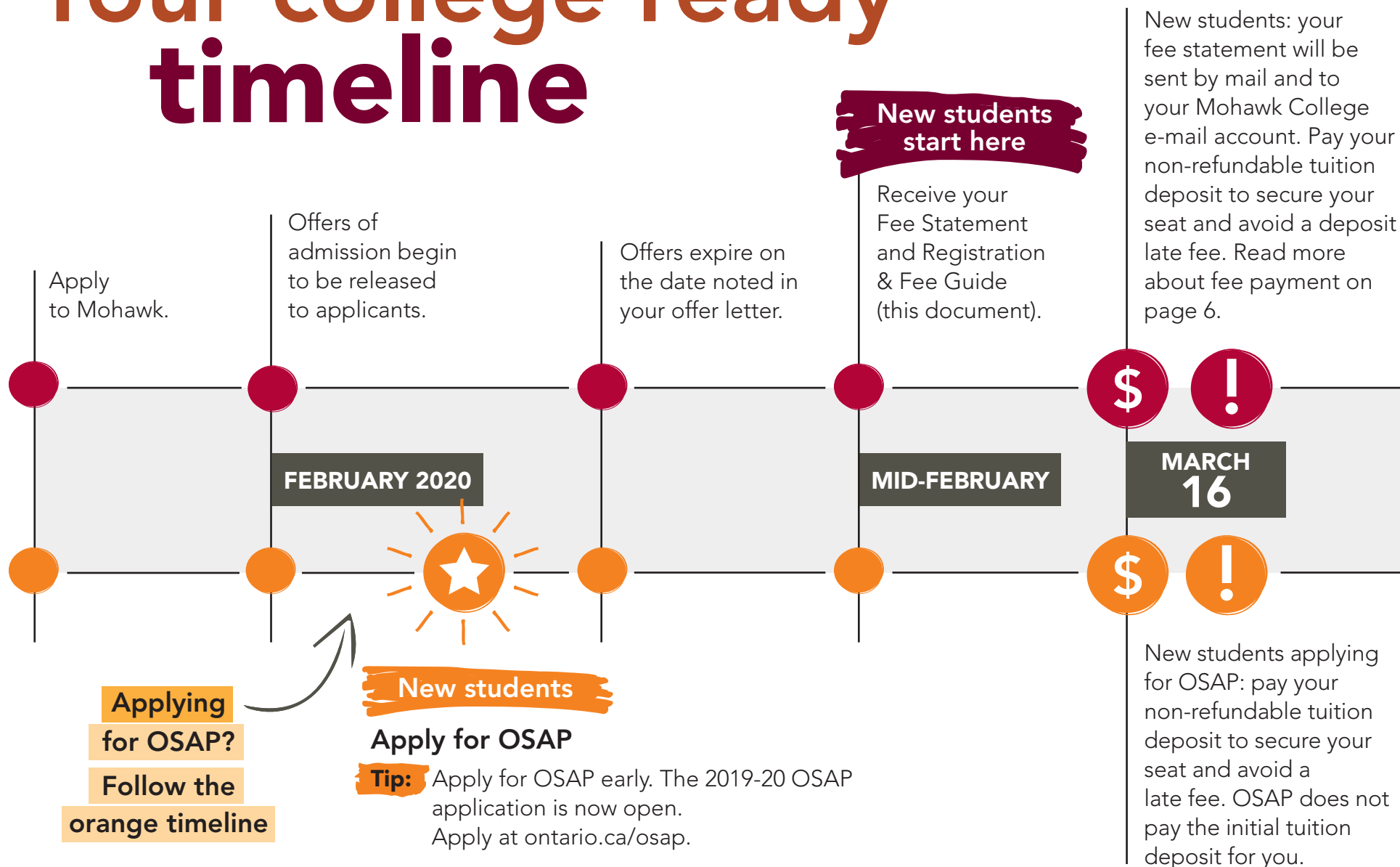
## Social media

Find out what's happening around the college, visit [mohawkcollege.ca/social](http://mohawkcollege.ca/social) for student groups and college accounts.

## mohawkcollege.ca

Get to know the college's website where you'll find student services information, events, contacts and more.

# Your college ready timeline



## Legend



Important payment deadline



A late fee of \$150 is charged if you pay after the due date

Returning students: your fee statement will be sent to your Mohawk College e-mail account only.

**New and returning students:** pay the balance of your Spring Semester fees to select your timetable to register. You may choose to opt out of optional ancillary fees. Read more about fee payment on page 6.

**Tip:** Apply for scholarships and bursaries by filling out your MyMohawk Financial Assistance Profile. Read more on page 8.

### Returning students start here

Deadline to pay the balance of your Spring Semester fees. A late fee will apply after this date.

Spring Semester begins.

Day One Orientation.

If you applied after March 16, 2020, refer to your Fee Statement for fee deadlines.



APRIL  
6



### Returning OSAP students start here

Select your timetable to register. You must be registered before your OSAP funds can be released. Read more about fee payment and deferral, as well as optional ancillary fees, on page 6.

**Tip:** Apply for scholarships and bursaries by filling out your MyMohawk Financial Assistance Profile. Read more on page 8.



APRIL  
29



MAY  
4



For students receiving OSAP, the balance of your Spring Semester fees are due. Pay by the deadline to avoid a balance owing late fee.



Timetable selection/registration

**Sponsored students:** Read more about your payment options on page 6.



## Secure your spot

Pay your tuition deposit by the due date indicated on your Fee Statement.



## Choose one of the following options to pay your fees

Your total amount owing will change if you opt out of optional ancillary fees when you select your timetable to register. See Terms and Definitions for more information.

**Option A:** Pay the total amount owing by the tuition deposit deadline indicated on your Fee Statement.

**Option B:** Returning students refer to your fee statement to determine if a deposit is required. New students pay the \$500 non-refundable tuition deposit by the due date on your Fee Statement. The non-refundable tuition deposit is not covered by OSAP. A \$150 deposit late fee will be charged after the due date listed on your Fee Statement (OSAP and non-OSAP students). Payments made after the due date do not guarantee a spot in the program. Please contact a Student Services Coach at [coach@mohawkcollege.ca](mailto:coach@mohawkcollege.ca) when paying past the tuition deposit due date to confirm space remains in the program.

Next, you'll need to pay the balance of your full tuition to select your timetable and register. Or, if you are applying for OSAP, you may defer the balance of your fees owing by providing verification of your OSAP eligibility. Read more about deferring fees in the Terms and Definitions.

**Option C:** If your education is being funded by an employer or agency, please submit a letter from your sponsor with your fee statement to Accounting by your tuition deposit due date. Alternatively, your sponsor can send a sponsorship letter to Accounting by fax at 905-575-2330 or email at [arsponsors@mohawkcollege.ca](mailto:arsponsors@mohawkcollege.ca). Receipt of your sponsorship letter by the tuition deposit deadline will secure your seat in your program and enable you to select your timetable to register.

**NOTE:** Your sponsor may not cover optional ancillary fees. Check with your sponsoring agency or institution prior to selecting your optional fees. The student is responsible for any fees not covered by the sponsor.



## TERMS AND DEFINITIONS

**Ancillary fees** – Learn more about ancillary fees and the services they support at [mohawkcollege.ca/fees](http://mohawkcollege.ca/fees) and [mohawkstudents.ca](http://mohawkstudents.ca).

**Bus pass fee** – Read more about the bus pass fee on page 16 or online at [mohawkstudents.ca](http://mohawkstudents.ca).

**Health and dental plan fee** – The Mohawk Students' Association (MSA) provides students with extended health and dental coverage as well as other services not covered by the Ontario Health Insurance Plan (OHIP) including prescription drugs, vision and dental care, and more. The plan can also be extended to a spouse or dependents. Already have coverage? You may choose to opt out. Visit [ihaveaplan.ca](http://ihaveaplan.ca) and enter "Mohawk College (MSA)" to learn more.

**Holdback fee** – Students who choose to withdraw from the college must formally withdraw by the tenth day of class to be eligible for a tuition refund less the \$500 holdback fee. Lack of attendance or OSAP denial does not constitute a formal withdrawal. Students who withdraw after the tenth day of class are responsible for paying their full fees for the semester. Learn more at [mohawkcollege.ca/fees](http://mohawkcollege.ca/fees).

**Late fees** – Colleges in Ontario must follow the Ministry Tuition Policy that includes charging a \$150 late fee for all missed payment due dates. Avoid late fees by paying your fees by the due date. You'll find a list of important dates on the back cover of this publication.

**Optional Ancillary Fees** – Mohawk College and the Mohawk Students' Association (MSA) offer many services, events and activities to enhance your student experience that are funded through optional ancillary fees. Read more about optional ancillary fees, including costs and when they are charged, at [mohawkcollege.ca/optional-fees](http://mohawkcollege.ca/optional-fees). You may choose to opt out of optional ancillary fees when you select your timetable to register, or up to the tenth day of class. Should you wish to opt back in, you may do so at any time by visiting The Square at any campus.

**OSAP balance due date** – If you are an OSAP student, you will need to pay the required \$500 tuition deposit by March 16, 2020, or by the due date indicated on your Fee Statement, and the balance of your fees by June 15, 2020. A \$150 deferral balance owing late fee will be applied after this date. If your available OSAP funding does not cover all of your outstanding fees, it is your responsibility to pay the difference prior to your Mohawk College invoice due date to avoid late payment fees. Visit [mohawkcollege.ca/fees](http://mohawkcollege.ca/fees) for more information.

**Mohawk Students' Association Fees** – These fees support the operations of the MSA's essential and non-essential services, including the Health and Dental Plan, student transit pass and academic, counselling and career services. The MSA also offers optional fees for Student Events and Activities, Student Clubs, Student Food Bank and Mohawk Students' Association advocacy. The MSA is operated by students for students.

## How you can pay

### 1. Online

Pay online with VISA or Mastercard. Visit [mohawkcollege.ca/fees](http://mohawkcollege.ca/fees) for instructions.

### 2. Electronic banking

Take your SBID number (on your Fee Statement) to your banking institution or pay through your banking website. Allow five business days for processing.

### 3. Mail

Send a certified cheque, money order or credit card number (VISA or Mastercard with expiry date and signature) with the bottom portion of your Fee Statement. Students are advised not to send cash through the mail.

### 4. In person

Bring your Fee Statement to The Square at any campus and pay with cash, certified cheque, debit card, VISA or Mastercard.



## Apply for scholarships and bursaries

Each semester, complete your MyMohawk Financial Assistance Profile to be considered for all the awards, bursaries and scholarships available through Mohawk College. The application opens prior to the start of every semester at [mohawkcollege.ca/financialprofile](http://mohawkcollege.ca/financialprofile).

In 2018-19, Mohawk supported students with \$3.3 million dollars through various bursaries, scholarships and campus employment positions.



# Get help paying for college

When it comes to paying for your education, investing in your future can be more affordable than you think.

## Apply for OSAP

The Ontario Student Assistance Program (OSAP) is a financial aid program that can help you pay for college. To find out how much you may be eligible for and to apply online, visit [ontario.ca/osap](http://ontario.ca/osap)

In 2018–2019, more than 70% of full-time Mohawk students relied on OSAP.

## Money Management

At Mohawk, we're ready to help you discover the full suite of financial assistance options you may qualify for, including over 900 scholarships and bursaries. In addition to the millions of dollars available in award funding, you may also qualify for our Campus Student Employment Program (CSEP) and OSAP. Finally, the Mo' Money Financial Literacy Resource Centre can help you tie it all together.

**Tip:** Full-time OSAP students are eligible to apply for scholarships and bursaries!



## Mo' Money

Financial Literacy Resource Centre

We believe it's important to get a handle on your finances – preferably before you start classes. You need to know how to pay for school, what costs to expect and which ones you can live without.

At the Mo' Money Financial Literacy Resource Centre, staff will work with you to create an individualized plan to manage your money and minimize financial stress.

Check us out at [mohawkcollege.ca/momoney](http://mohawkcollege.ca/momoney).



# Your Mohawk Students' Association

Once you've registered as a student, you're a part of the Mohawk Students' Association (MSA), your elected student government on campus. The MSA provides students with unlimited public transit within Hamilton, a health and dental plan, academic services, career services, campus events and activities.

The MSA offers a broad range of services and activities for all students at all campuses such as:

- Student Advocacy
- Life Services
- Events & Activities
- Academic and Career Support

## LEAN ON WE.

We are your built-in best friend on campus. We welcome your input and influence through student representation and governance, and we will be there to support you each step of the way.



## Services for Indigenous students

Indigenous Education & Student Services offers a wide range of services and activities for our Indigenous students designed to make your experience here at the college both successful and fun. Services include:

- Indigenous Centre & Lounge
- Student workshops and events
- Indigenous Peer Tutoring
- Elder as Resource program
- And more!

Visit [mohawkcollege.ca/indigenous](https://mohawkcollege.ca/indigenous) to learn more or call 905-575-1212, ext. 3428



Learn more at [mohawkstudents.ca](https://mohawkstudents.ca)

f t i @msamohawk



## Complete your Assessments for Success

Assessments for Success are required for first semester Mohawk students and are designed to assess your incoming literacy and math skills so we can better help you succeed. Results of your assessment do not affect your offer of admission.

Visit [mohawkcollege.ca/assessment](https://mohawkcollege.ca/assessment) for instructions and to book your assessment.





Sign up for Get Set sessions

# We're here to help you prepare for college



## Get Set sessions

Sign up for a Get Set session offered throughout March and April. Get Set is a small one-hour group session facilitated by a student services staff member to help answer your questions, review important deadlines, get tips for success, and a chance to get to know our online systems and on-campus services.

Register for a session at [mohawkcollege.ca/getset](http://mohawkcollege.ca/getset).

It's also important to attend Day One Orientation. See page 17 for more information.

**Tip:** Stay up to date on student events, activities, updates and more through our social media accounts and groups.

  @mohawkcollege  @mohawk.college



## Get the help you need

If you know or suspect you have a disability, register with **Accessible Learning Services (ALS)** to access a full range of services. Learn more at [mohawkcollege.ca/als](http://mohawkcollege.ca/als), visit us in The Square at all campuses, or call:

- **Fennell Campus:** 905-575-2211
- **Institute for Applied Health Sciences at McMaster:**  
905-575-1212, ext. 6107
- **Stoney Creek Campus for Skilled Trades:**  
905-575-1212, ext. 5401



## Did you know?

Students who have successfully taken a course at another postsecondary institution may be able to earn credit toward their Mohawk credential. Learn more at [mohawkcollege.ca/exemptions](http://mohawkcollege.ca/exemptions).

Students who can demonstrate past learning through informal study, work and life experiences may receive course credit. Learn more at [mohawkcollege.ca/plar](http://mohawkcollege.ca/plar).



## Select your timetable to register

Before you can select your timetable and register, one of the payment options listed on page 6 must be met.

### Step 1: Find out when you can select your timetable

You'll select your timetable online in MyMohawk. Timetable selection dates vary by program and begin as early as Monday, March 23, 2020. Find the date and time that timetable selection begins for your program in MyMohawk on Monday, April 6, 2020. Select the 'Registration' tab, then select 'Find out when to register online' under the 'Postsecondary students' section.

**Tip:** No computer? No problem! Computers are available in The Square at all campuses.

### Step 2: Select your timetable

Most programs have predefined courses each semester that are grouped together in timetable blocks. Most programs will have a choice of timetable blocks, however, if your program has only one timetable block, you are still required to select that block to complete your registration. You'll also select elective courses at this time if they are required for your program. Be sure to complete your registration by clicking the 'Submit to register' button.

### Step 3: View your timetable

To view your timetable, log in to MyMohawk and select the 'Academics' tab, then select the 'View my timetable' link under 'Academic profile' section. Review your timetable regularly before classes start as changes to timetables are sometimes necessary.

## Congratulations!

**You're now ready to begin your semester.**

# How to read your timetable

**Program:** Business; (3201FFMAA)  
May 4, 2020-Aug 15, 2020

Program code and block registration code  
(unique to each program)

| Monday | Tuesday                          | Wednesday  | Thursday   | Friday |
|--------|----------------------------------|--|--|--------|
|        | Course                           | <b>MATH MA101</b>  |  |        |
|        |                                  | 11735  |  |        |
|        | Campus code, wing, room location | FE E004  |  |        |
|        |                                  | 9:00 am-10:29 am   |  |        |
|        | Course time                      | Course Start:<br>06-MAY-2020<br>Course End:<br>15-AUG-2020 |  |        |
|        |                                  | Full course duration                                       |  |        |
|        |                                  |  | <b>MRKT CB158</b>  |        |
|        |                                  |  | 11950  |        |
|        |                                  |  | FA A123  |        |
|        |                                  |  | 9:30 am-10:59 am   |        |
|        |                                  |  | Course Start:<br>07-MAY-2020<br>Course End:<br>15-AUG-2020 |        |

Sample timetable

**LEGEND:** FE (Fennell E-Wing)  
FA (Fennell A-Wing)

Legend indicating campus code and wing

**NEW**

FEA Fennell is the campus and EA is the location code for  
The Joyce Centre for Partnership & Innovation building.



**Get your  
ONE Card**

Your ONE Card is your student card and so much more. Skip the lineups and upload your photo online. Find locations on and off campus to use your card and get instructions on how to load funds at [mohawkcollege.ca/one-card](http://mohawkcollege.ca/one-card).



**Need help? We're here for you.**

The Square provides a full range of services and supports at each campus. How to reach us:

**Phone:** 1-844-767-6871 | **Email:** [ask@mohawkcollege.ca](mailto:ask@mohawkcollege.ca) | **Visit:** [mohawkcollege.ca/thesquare](http://mohawkcollege.ca/thesquare)



# We're here for YOU!

As a student, you'll have access to on-campus services and supports that will help you get the most out of your Mohawk experience:

- Academic and learning supports
- Activities and student leadership
- Athletics and recreation
- Employment opportunities
- Events, concerts and social activities
- Health and wellness
- Library, study space and tech support
- Mohawk Students' Association
- Mo' Money Financial Literacy Resource Centre
- Student Life
- Student Success Advisors
- Transportation and parking
- Off-campus housing and residence
- On-campus retail and food services

For a full list of services for students, visit [mohawkcollege.ca/campuslife](http://mohawkcollege.ca/campuslife).

**Tip:** Get your parking permit before the semester starts.

## Your bus pass and other transportation options

All full-time students are eligible for a four-month Hamilton Street Railway (HSR) bus pass for each semester they are enrolled. This pass allows you to ride the HSR anywhere, anytime throughout the city.

Your HSR bus pass is managed using a PRESTO card. For more information on how to get your PRESTO card and voucher code, visit [mohawkstudents.ca/transit](http://mohawkstudents.ca/transit).

Planning on walking, biking or driving to school? Visit [mohawkcollege.ca/transportation](http://mohawkcollege.ca/transportation) for information, parking rates and more.



# Your Mohawk Library



The Library at Mohawk is the top destination for academic resources, study space and digital support.

## Access Library Resources Online, Anytime

- Research Guides
- eBooks
- Online databases, journals and videos

## Tech Support at the Library TECH BARs

- Wi-Fi & email
- MyCanvas and MyMohawk
- Office 365 help
- Creative software tips
- Laptop and Chromebook loans

## Study Space

- Quiet and silent study for individuals
- Collaborative, bookable group space
- Access to PCs
- Printing and copying

## Digital Creativity Centre

- Media studios (Recording, editing, and AR/VR)
- Bookable project rooms
- 3D printing
- Laser engraving
- Visualization wall
- Creative workshops



## Attend Day One Orientation

Join your classmates on Monday, May 4 for welcome activities designed to support your transition to college life. Get all the details at [mohawkcollege.ca/orientation](http://mohawkcollege.ca/orientation).

Ask us!

Learn more at  
[library.mohawkcollege.ca](http://library.mohawkcollege.ca)

# Important dates

**What's next?** Your tuition deposit is due on the date indicated on your Fee Statement. Secure your spot in your program and avoid late fees by paying on time.

## MARCH 2020

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

## APRIL 2020

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |

## MAY 2020

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

## JUNE 2020

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |

## JULY 2020

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

## AUGUST 2020

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

**Mar 16**

**Non-refundable tuition deposit due** for new domestic students OR by the due date indicated on your Fee Statement.

**Mar 23**

Timetable registration dates posted—find the date for your program.

**April 6**

Summer Semester timetables posted. Registration starts.

**April 29**

**Deadline for full fee payment**—late fee will apply after this date.

**May 4**

**Day One Orientation** for new students.

**May 4**

Classes start for new and returning students.

**May 15**

Last day to apply for course exemption(s) and to add or drop courses for a tuition refund (if applicable).

**May 18**

College closed – Victoria Day

**June 15**

Balance of deferred Summer Semester fees due. Late fee will apply after this date.

**Jun 22 – 26** Summer break

**July 1**

College closed—Canada Day

**Jul 11–12**

College shutdown

**July 17**

Last day to withdraw without academic penalty.

**Aug 3**

College closed – Civic holiday.

**Aug 7**

Classes end.

**Aug 14**

Last day to apply to graduate for Fall convocation.

**Aug 21**

Report grades to students.

## Connect with us online



[mohawkcollege.ca](http://mohawkcollege.ca)



@mohawkcollege



@mohawk.college

Alternative formats available upon request.

[mohawkcollege.ca/accessibility](http://mohawkcollege.ca/accessibility)

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