TAKE THE NEXT STEP

WINTER 2019 REGISTRATION AND FEE GUIDE

SECURE YOUR SPOT IN YOUR PROGRAM TODAY
Welcome to Mohawk

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 to 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 Resource Centre, Start Smart 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!

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 ontariocolleges.ca
- Receive and accept your offer – congratulations!
- Secure your spot – pay your tuition deposit by the due date, see page 6 for instructions.
- Apply for scholarships and bursaries – see page 7
- Complete your Assessments for Success – see page 8
- Sign up for Get Set and Start Smart sessions – see page 9
- Select your timetable to register – see page 10
- Get your ONE Card – see page 11
- Attend Day One Orientation – see page 13
- Begin your classes!

Refer to the back cover for important dates and deadlines.

Questions? Email ask@mohawkcollege.ca or call 1-844-767-6871
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.

Mohawk Students’ Association (MSA)
The MSA is your student government — learn more about student advocacy, events, activities and more at mohawkstudents.ca.

Library website
Access online research tools and learn more about the library’s services and locations at library.mohawkcollege.ca.

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.

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

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

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

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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.
Apply to Mohawk.

Offers of admission begin to be released to applicants.

Offers expire on the date noted in your offer letter.

Receive your fee statement and Registration & Fee Guide (this document).

Pay your non-refundable tuition deposit to secure your seat and avoid a deposit late fee. Read more about fee payment on page 6. New students only.

Pay the balance of your Winter semester fees to select your timetable to register. Read more about fee payment on page 6.

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

Day One Orientation and Winter Semester begins.

JULY

MID-OCTOBER

NOVEMBER 16

DECEMBER 10

JANUARY 2

JANUARY 7

FEBRUARY 28

Important payment deadline

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

$ Timetable selection/registration

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

IF YOU APPLIED AFTER NOVEMBER 16, 2018, REFER TO YOUR Fee STATEMENT FOR Fee DEADLINES.

For students receiving OSAP, the balance of your Winter semester fees are due. Pay by the deadline to avoid a balance owing late fee.
You may choose to pay your fees by one of the following payment options:

**Option A:** Pay the total amount owing by the tuition deposit deadline indicated on your fee statement. A $150 late fee will be charged after the due date listed on the fee statement. Payments made after the due date do not guarantee a spot in the program as Offers may be extended to waitlisted applicants. Please contact a Student Services Coach at 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. 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 section (see below).

**Option B:** Pay the $500 non-refundable tuition deposit by the due date indicated on your fee statement. A $150 deposit late fee will be charged after the due date listed on the fee statement. If your education is being funded by an employer or agency, please attach a letter from your sponsor to your fee statement and submit it to Accounting by the tuition deposit due date on your fee statement. Alternatively, your sponsor can send a sponsorship letter on letterhead Accounting by fax at 905-575-2330 or email at arsperson@mohawkcollege.ca. Receipt of your sponsorship letter by the tuition deposit deadline on your fee statement will secure your seat in your program and enable you to select your timetable to register.

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

**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. You may choose to extend the tenth day of class to be eligible for a tuition refund fee. Late fees – Colleges in Ontario must follow the Ministry of Training, Colleges and Universities’ (MTCU) fee policy that includes charging a $150 late fee for any account with a balance owing late fee will be applied after this date. Students must check their account summary at mohawkcollege.ca/fees for instructions.

**Bus pass fee –** Read more about the bus pass fee on page 12 or online at mohawkstudents.ca. If your education is being funded by an employer or agency, please attach a letter from your sponsor to your fee statement and submit it to Accounting by the tuition deposit due date on your fee statement. Alternatively, your sponsor can send a sponsorship letter on letterhead Accounting by fax at 905-575-2330 or email at arsperson@mohawkcollege.ca. Receipt of your sponsorship letter by the tuition deposit deadline on your fee statement will secure your seat in your program and enable you to select your timetable to register.

**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 fee. Late fees – Colleges in Ontario must follow the Ministry of Training, Colleges and Universities’ (MTCU) fee policy that includes charging a $150 late fee for any account with a balance owing late fee will be applied after this date. Students must check their account summary at mohawkcollege.ca/fees for instructions.

**Student activity fee –** Read more about the student activity fee on page 12 or online at mohawkstudents.ca. If your education is being funded by an employer or agency, please attach a letter from your sponsor to your fee statement and submit it to Accounting by the tuition deposit due date on your fee statement. Alternatively, your sponsor can send a sponsorship letter on letterhead Accounting by fax at 905-575-2330 or email at arsperson@mohawkcollege.ca. Receipt of your sponsorship letter by the tuition deposit deadline on your fee statement will secure your seat in your program and enable you to select your timetable to register.

**Terms and Definitions**

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**Apply for Scholarships and Bursaries**

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

In 2017-18, Mohawk supported students with 3.6 million dollars through various bursaries, scholarships and campus employment positions.

**Get help paying for college**

**Apply for OSAP**

The Ontario Student Assistance Program (OSAP) is a financial aid program that can help you pay for college. Find out how much you may be eligible for at ontario.ca/osap.

In 2017-18, more than half of Mohawk students relied on OSAP and received $79.8 million in grants and loans.

Apply online at ontario.ca/osap.

**Money Management**

Mohawk’s Money Management Centre educates and supports you with tools and resources to help you manage your money including information about paying for school, budgeting, understanding credit and debt, saving strategies plus much more. Check us out at mohawkcollege.ca/money.

**Student activity fee –** The Mohawk Students’ Association (MSA) collects the student activity fee (SAF) for Mohawk College on behalf of the Mohawk Students’ Association (MSA). The SAF is used by the MSA to invest in services, events, facilities and student advocacy. Learn more about the services, events, facilities and other activities provided by the MSA at mohawkstudents.ca.

**How you can pay**

1. **Online** – Pay online with VISA or Mastercard. Visit 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 three to five business days for processing.

3. **Mail** – Send a certified cheque, money order or certified cheque 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.

**OSAP balance due date –** If you are funding your education through OSAP you may choose to pay the $500 tuition deposit by the due date and the balance of your fees by the OSAP balance due date on your fee statement. Alternatively, your sponsor can send a sponsorship letter on letterhead Accounting by fax at 905-575-2330 or email at arsperson@mohawkcollege.ca. Receipt of your sponsorship letter by the tuition deposit deadline on your fee statement will secure your seat in your program and enable you to select your timetable to register.

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Complete your Assessments for Success

Assessments for Success are required for first semester Mohawk students and are designed to assess your skills and help you succeed. Results of your assessment do not affect your offer of admission. Visit mohawkcollege.ca/assessment for instructions and to book your assessment.

Get Set sessions

Sign up for a Get Set session offered throughout the summer starting in July. Get Set is a small one-hour group session facilitated by a student services staff member and a current Mohawk student 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.

Start Smart sessions

Want a more in-depth campus experience? Join the hundreds of students who have attended Start Smart, a one-day program that offers you the opportunity to learn how to use our online technologies and eLearn system, finance your education, manage your time, and help you succeed at Mohawk. Start Smart is offered January 7, 2019. Register for a session at mohawkcollege.ca/startsmart.

We’re here to help you prepare for 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, 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

We’re here to help you prepare for college
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, December 10, 2018. Find the date and time that timetable selection begins for your program in MyMohawk on Monday, November 26, 2018 by selecting ‘Find out when to register online’ under the ‘Registration’ link.

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’ link, then select the ‘View my timetable’ link under ‘Academic profile’. 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

<table>
<thead>
<tr>
<th>Program: Business</th>
<th>Program code and block registration code (unique to each program)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[DDD1FFMAA]</td>
<td>[11735]</td>
</tr>
<tr>
<td>[11950]</td>
<td>[9:00 am-10:29 am]</td>
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<tr>
<td>[11950]</td>
<td>[9:30 am-10:59 am]</td>
</tr>
<tr>
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</tr>
</tbody>
</table>

**LEGEND:**
- **FE (Fennell E-Wing)**
- **FA (Fennell A-Wing)**
- **FEA** Fennell is the campus and EA is the location code for The Joyce Centre for Partnership & Innovation building.

**NEW:**

### Get your ONE Card

Your ONE Card is your student card and so much more. Skip the lineups and upload your photo online. Find instructions on how to load funds at mohawkcollege.ca/one-card.
We’re here for YOU!

Your bus pass and other transportation options
All full-time students are eligible for a HSR (Hamilton Street Railway) bus pass. This service, offered by the Mohawk Students’ Association (MSA), allows full-time students to ride on HSR transit each semester—including weekends. Read more at mohawkstudents.ca.

Planning on walking, biking or driving to school? Visit mohawkcollege.ca/transformation for information, parking rates and more.

Tip: Get your parking pass before the semester starts.

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 interesting and fun. Services include:

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

Visit mohawkcollege.ca/indigenous to learn more or call 905-575-1212, ext. 3428

Attend Day One Orientation
Participate in Day One Orientation, the most important day of your academic career (other than graduation). Day One Orientation happens on Monday, January 7, 2019 at each campus and features your program’s launch, a college welcome, social events and more. Get all the details at mohawkcollege.ca/orientation.

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- Office 365 tips
- Digital tools for assignments
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Study space
- Quiet and silent study for individuals
- Collaborative, bookable group space
- Access to PCs
- Printing and copying

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 Resource Centre
- Student Success Advisors
- Transportation and parking
- Off-campus housing and residence
- On-campus retail and food services

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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.

Nov 16 Non-refundable tuition deposit due for new domestic students. Late fee will apply after this date. Returning students please refer to your personal fee statement.

Nov 26 Timetable registration dates posted—find the date for your program.

Dec 10 Winter Semester timetables posted. Registration starts.

Jan 2 Deadline for full fee payment—late fee will apply after this date.

Jan 3 Special authorization/add period begins.

Jan 7 Day One Orientation events for new students.

Jan 10 Start Smart session

Jan 18 Classes start for new and returning students.

Jan 21 Last day to apply for course exemption(s) and to add or drop courses for a tuition refund (if applicable).

Feb 18 College closed—Family Day

Feb 18-22 Winter break

Feb 28 Balance of deferred Winter Semester fees due. Late fee will apply after this date.

Mar 22 Last day to withdraw without academic penalty.

Connect with us online

mohawkcollege.ca /mohawkcollege
@mohawkcollege @mohawk.college

Alternative formats available upon request.
mohawkcollege.ca/accessibility