

Required reading for students admitted to the
Collaborative Nursing Degree Program | **Fall 2012**

Approval Guide



RYERSON
UNIVERSITY

CENTENNIAL
COLLEGE



Congratulations!

You have been approved for one of the most dynamic and quality-driven nursing programs in Ontario – the Collaborative Nursing Degree program offered in partnership by Ryerson University, Centennial College and George Brown College. Your Offer of Admission is enclosed. After completion of first and second year at the Centennial or George Brown campus, you will complete third and fourth year at the Ryerson University Daphne Cockwell School of Nursing.

Leadership Knowledge Compassion

nursingdegree.ca

WE FOCUS ON NURSING

You will learn from faculty who are experts in professional nursing practice, in the teaching/learning process, as well as in research and leadership within the nursing profession. You will complete your practice placements in some of the Greater Toronto Area's finest health-care settings and professional agencies. Practice settings reflect the diversity of student and client populations and provide all students with the opportunity to successfully meet the College of Nurses of Ontario Professional Practice Competencies.

SECTION A

ADMISSION POLICIES AND PROCEDURES | Fall 2012

■ CONFIRMATION OF OFFER

Accept your Offer by responding within the stated time frame. Your **confirmation deadline date** is clearly stated in your Offer of Admission.

When you accept your Offer you certify that all application information/documentation is correct and complete. Otherwise, your admission to and/or registration in the Collaborative Nursing Degree program may be revoked at any time.

Confirmation Instructions:

1. If you applied via the Ontario Universities' Application Centre (OUAC), you must confirm directly to the OUAC using the website noted in your Offer of Admission.

2. If you applied via ontariocolleges.ca, you must confirm to the Collaborative Nursing Degree program at Ryerson as noted in your Offer of Admission.

3. If you applied via a Ryerson Application form, you must confirm to the Collaborative Nursing Degree program at Ryerson as noted in your Offer of Admission.

Responses Received Outside of the Stated Time Frame

Your Offer will expire and the online system will not allow you to confirm acceptance after your **confirmation deadline date**. In this case, the Offer is automatically cancelled and considered

null and void by Ryerson. Requests to have your Offer status re-activated will be considered only subject to space availability. After confirmation, you must meet the tuition deposit and conditional clear deadlines to maintain your Offer. Offers may still be cancelled if required tuition deposits and/or documents are not received on time.

Changes in your Offer of Admission

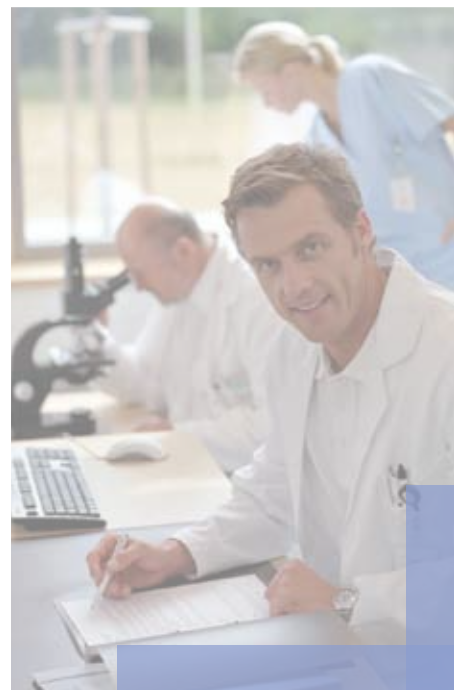
Nothing about your Offer of Admission may be changed verbally. Requests for changes must be made in writing to Undergraduate Admissions and Recruitment at Ryerson University. Amendments to an Offer of Admission are issued in writing only.

Revoking Your Offer of Admission

Ryerson reserves the right to revoke your Offer of Admission if you do not meet Ryerson admission requirements, complete your current studies satisfactorily and/or you do not meet specific requirements noted in your Offer.

Validity and Deferrals of Offer of Admission

Normally, Ryerson does not defer Offers of Admission. Only in the case of a serious, extenuating circumstance will a request for a deferral be considered. Such a request must be made in writing and sent through surface mail to the Executive Director of Undergraduate Admissions and Recruitment at Ryerson University by July 27, 2012.



■ ADMISSION CONDITIONS

If you were granted a conditional Offer of Admission, this will be stated in your Offer. It is your responsibility to ensure the Collaborative Nursing Degree program receives your final grades. If you are currently attending an Ontario secondary school, the OUAC or **ontariocolleges.ca** (whichever application centre you applied through) will forward your grades to the site you have chosen. Your guidance office is responsible for sending your final standing and grades on to either the OUAC or **ontariocolleges.ca**. It is your responsibility to inform your guidance office about enrolment in ALL of your courses, including summer, night, online and/or correspondence and to verify that the information submitted on your behalf is correct.

It is your responsibility to meet the academic admission requirements, which include achieving the required overall average and subject prerequisites with the required grades, as stated in your conditional Offer of Admission.

We recommend you review the conditions of your Offer on an ongoing basis, as we do not start reviewing conditional Offers until final grades and standings are received in late July or early August. You will know if you meet your condition(s) before we do. If you do not meet your condition(s) or will not meet them on time, contact Heather Palmer in Undergraduate Admissions and Recruitment at Ryerson University.



■ SUBMISSION OF TRANSCRIPTS/GRADES

Current Ontario Secondary School Applicants

If you are a current Ontario secondary school student, the OUAC or **ontariocolleges.ca** will notify us of your final standing and grades after this information is received from your guidance office. It is your responsibility to inform both your guidance office and the OUAC or **ontariocolleges.ca** about your enrolment in ALL of your courses, including summer, night school, e-school, distance education and/or correspondence and to verify that all information submitted to the OUAC or **ontariocolleges.ca** on your behalf is correct.

All Other Applicants

Proof, in the form of officially certified transcripts/documents, that you have met your admission conditions must be received by Undergraduate Admissions and Recruitment at Ryerson by the **condition clear deadline date** noted in your Offer of Admission or your Offer will be cancelled. You are required to personally request that the transcripts be forwarded by the appropriate high school, college, university and/or other agencies, syndicates, etc. It is your responsibility to ensure that Ryerson University receives your final transcripts. Please be advised that all transcripts submitted must be officially certified. Photocopies are not acceptable.

Courses taken at Ryerson

If you have taken, are taking and/or will take courses through The G. Raymond Chang School of Continuing Education or were/are a current student at the time of application, your grades will be retrieved from our internal system.

Courses Completed after June 30, 2012

If you accept a conditional Offer of Admission, you are required to successfully complete all admission requirements by June 24 (unless stated otherwise in your Offer). In most cases, this will exclude the possibility of summer school, night school, e-school, correspondence and/or distance education courses completed after this date to meet admission requirements. Admission conditions are strictly enforced. The university will cancel the admitted status of any student who does not comply with the deadline for submission of final grades to ensure enrolment objectives are met and/or to consider wait-list candidates. If you think you will need an extension beyond June 24 in order to meet the conditions stated in your Offer letter, visit **www.ryerson.ca/undergraduate/admission/apply/after** and follow the links for Summer School or Other Extensions to make a request for consideration.

■ PREVIOUS NURSING/HEALTH SCIENCE STUDENTS

Confirmation of your Offer of Admission indicates that all information submitted in support of your application is complete, true and accurate. If you have attended a community college or university and have not submitted your transcript(s) for this program prior to admission, you are verifying that you have not been suspended or withdrawn from this program when you accept your Offer of Admission. Your admission or registration may be revoked if this information is withheld.

■ SITE TO SITE TRANSFER

Once you have accepted your Offer of Admission, you may not apply to transfer between sites. Site transfers in years one and two are not permitted as seating is limited at each site. After successfully completing first and second year, you will continue your studies at Ryerson University for third and fourth year and graduate from Ryerson with your BScN Degree.

■ INFORMATION AND/OR ADDRESS CHANGES

Information and address changes may not be made verbally. You must make all changes of application, mailing address, email address, telephone numbers and/or other information as soon as possible. We cannot overstate the importance of this, as communication from Ryerson to applicants is date sensitive and made via the active postal and email addresses on file. If you fail to respond within the stated time frames, your application regrettably will be cancelled. Always include your name, Ryerson number, program choice, signature and date in any correspondence with us. Please be clear and explicit concerning your identity and the change(s).

Whom to Advise When Making Changes

Prior to August 17, 2012:

- If you have applied via the OUAC or **ontariocolleges.ca**, please advise the appropriate centre directly.
- If you applied via the Ryerson online application, submit the Ryerson Change Form, available at **www.ryerson.ca/undergraduate/admission/apply/forms**, directly to Ryerson University.

*After August 17, 2012, advise your program site directly of any changes and Ryerson University through your **my.ryerson.ca** account. It is extremely important that your contact information at both your college site and Ryerson remain current. For details on how to establish a **my.ryerson.ca** account, refer to "Establishing a Ryerson Email Account" on page 3.*

THE PROCEDURES IN THIS APPROVAL GUIDE

These procedures take precedence over any procedures and/or information that you receive from other offices.

If your Ryerson, Centennial or George Brown Offer of Admission is cancelled or revoked at any time, any other related material received is to be considered null and void. Admission conditions must be met. If you receive anything that appears to contradict the terms of your Offer of Admission, you should contact Ryerson's Undergraduate Admissions and Recruitment immediately by telephone or in writing, and receive written clarification. Please note that no exceptions to policies and procedures are ever made verbally. Policies and procedures are subject to change without prior notification.



■ ACADEMIC CALENDAR

By accepting your Offer, you accept all of the Collaborative Nursing Degree program's policies and procedures governing this program as stated in the Ryerson Undergraduate Calendar available at www.ryerson.ca/undergraduate/calendars. You are expected to familiarize yourself with this general academic information.

■ TRANSFER CREDITS

Students who have confirmed their Offers of Admission are eligible to submit online or paper-based transfer credit applications for courses that were completed at accredited colleges or universities. Complete application instructions, deadline dates and forms are available at www.ryerson.ca/transfercredits.

Students are eligible to apply for transfer credits based on completed external courses, however, no more than a total of 50 per cent of the program's curriculum requirements may consist of transfer credits, challenge credits and credits granted on a letter of permission. Refer to your Offer of Admission for any applicable transfer credit restrictions.

Students enrolled in the International Baccalaureate (IB) diploma or certificate may apply for transfer credits for IB Higher Levels with grades of 5 or better. Students enrolled in Advanced Placement (AP) course(s) may apply for transfer credit for AP subject examinations with grades of 4 or higher. To view specific Ryerson equivalents, visit www.ryerson.ca/undergraduate/admission/overview, click on Alternative/Equivalent Standing Required from Applicants Not Educated in the Province of Ontario and scroll down to International Baccalaureate transfer credits or Advanced Placement transfer credits. A course outline/syllabus is not required if an IB or AP subject is listed on this site as eligible for transfer credit. You must still follow the application instructions and adhere to the deadline dates noted at www.ryerson.ca/transfercredits. If you have not been approved and confirmed your Offer to the Collaborative Nursing degree program, you cannot apply for credits. **Transfer credit applications should not be submitted to your college site.**

■ ESTABLISHING A RYERSON EMAIL ACCOUNT

In order to view the status of your transfer credit application form, you must establish a Ryerson email account through the following address: www.ryerson.ca/accounts. As well, you will require a Ryerson email account to view your grades during your years of study. You will not be able to view the final results of your transfer credit assessment on this site until mid to late August.

■ PRIVACY AND CONFIDENTIALITY

Ryerson University is committed to protecting your privacy and the confidentiality of your personal information. Ryerson University policies as well as the Freedom of Information and Protection of Privacy Act allow us to only speak with you, the applicant, about your record/application unless you have provided Ryerson with written permission to discuss your application and information with someone else (e.g., parents, guardians, other relatives or friends). Information collected by Undergraduate Admissions and Recruitment via application forms, request cards, web forms and portals, telephone, voluntary surveys and in person during advising or information sessions is collected under the authority of the Ryerson University Act, and will be used to create and maintain your inquiry and/or application profile, and to evaluate and determine your qualifications so the university can make competitive admission decisions. This information will form part of your permanent student record at the university, if admitted, and upon program registration. To read the full Registrar's Notice of Collection and Use of Personal Information statement visit www.ryerson.ca/undergraduate/admission/privacy.

■ FINANCIAL ASSISTANCE

Applications for financial assistance or bursaries must be made at the site you will be attending. If you change your site during the admission process, you must apply for financial assistance immediately at your new site. Further information can be obtained by telephone at:

**Centennial 416-289-5000, ext. 2504 or
George Brown 416-415-5000, ext. 2476**

■ ONTARIO STUDENT ASSISTANCE PROGRAM (OSAP)

OSAP application forms and instructions are available at osap.gov.on.ca. To avoid frustration and/or delays, we suggest you apply as early as possible. **Remember when applying for OSAP that you must apply to the specific site that you have been approved for and plan to attend.** For example, if you are attending Centennial College you must apply for OSAP indicating you will be attending Centennial College. If you are attending George Brown, you must indicate George Brown. Do not indicate you are attending Ryerson University on your OSAP application form or funds granted to you will not be released as you are not attending Ryerson University in your first year.

■ REGISTERED EDUCATION SAVINGS PLAN

Prior to classes commencing RESP release forms must be submitted at Ryerson University. Once you have accepted your Offer of Admission, your confirmation deposit has been received and the conditions of your Offer of Admission met, your RESP form will be released to you. Please visit the following web address for instruction and to download the form:

www.ryerson.ca/undergraduate/admission/downloads/UARRESP.pdf

■ FEES

Subject to final confirmation in June 2012, tuition and ancillary fees for full-time attendance for the 2012-2013 academic year will be in the following ranges:

Canadian Citizens/Permanent Residents

Tuition Fees \$6,001 to \$8,498
Ancillary Fees \$550 - \$650

International Students

Tuition Fees \$17,602 to \$19,256
Ancillary Fees \$550 - \$650

In addition, we estimate books and other supplies will cost approximately \$1,200 per year.

■ DEPOSIT

A confirmation deposit of \$1,000 will be due no later than July 3, 2012, unless otherwise noted in your Offer. It is to be made payable to Ryerson University.

The deposit slip can be found at www.nursingdegree.ca. Click on the 'Downloads' link. Follow the payment instructions to ensure your payment is received on time.

This deposit will be refunded if you cancel your Offer (cancellations must be requested in writing) as follows:

- *By the end of June – Full refund less \$100*
- *In July – Full refund less \$200*
- *In August – Full refund less \$300*
- *In September – Full refund less \$400*

All confirmation deposits will be credited to your tuition fees account at your specific college site. If you are a current or former Ryerson student, you are required to pay the \$1,000 deposit so that your approval remains active. If you owe a previous, outstanding debt to Ryerson, your payment will be applied first to that outstanding debt. You should adjust your fee payment accordingly.

Consequences of Late Submission of Deposit

Payment deadlines are strictly enforced. Deposits must be received on time to guarantee continued acceptance at your college site. The acceptance of late payment is solely at the discretion of Undergraduate Admissions and Recruitment at Ryerson University and subject to confirmation of available space.

■ CANCELLING YOUR OFFER OF ADMISSION

To cancel your Offer of Admission and receive a refund as noted above, you must send an email request to collabnr@ryerson.ca. that includes the full name under which you applied, Ryerson ID and the site you confirmed to.

Once classes have begun in September, an Application to Withdraw form must be completed in full and submitted to Ryerson University:

www.ryerson.ca/currentstudents/forms/withdraw_long.pdf

The appropriate withdraw process must also be completed at your college site.

George Brown

www.georgebrown.ca/Marketing/FTCal/withdraw.aspx#howtowithdraw

Centennial College

<http://www.centennialcollege.ca/pdf/printshop/programWithdrawalForm.pdf>

Students who do not have email access can write to:

Collaborative Nursing Degree program

Heather Palmer

Undergraduate Admissions and Recruitment

Ryerson University, 350 Victoria Street

Toronto, ON M5B 2K3

■ TUITION FEES – BALANCE

You will be billed by the Centennial site or the George Brown site directly for the balance of your fees in late July/early August. Payment plans and due dates will be noted in this correspondence. Refunds for this portion of your fees will be administered by each site directly. For more information on billing, please contact:

Centennial site

Julie Kassam, 416-289-5000, ext. 2273

jkassam@centennialcollege.ca

George Brown site

Rana El-Bahrani, 416-415-5000, ext. 4917

relbaha@georgebrown.ca

■ HOUSING

Housing information will be sent by your college site once you have confirmed your Offer of Admission. If you require housing information now, please contact:

Centennial site

Residence 416-438-2216

www.centennialcollege.ca/residence

George Brown site

Housing Office 416-415-5000, ext. 2101

www.georgebrown.ca



■ PRACTICE REQUIREMENTS RECORD, CARDIOPULMONARY RESUSCITATION (CPR) LEVEL HCP AND STANDARD FIRST AID

In accordance with the policy of the Collaborative Nursing Degree program, in compliance with the Public Hospitals Act and other legislation, and to meet the requirements of the nursing practice placement settings utilized by the program, the Practice Requirements Record must be completed in its entirety by your health-care provider (HCP).

In addition, you are responsible for obtaining CPR-Level HCP certification. Standard First Aid is also highly recommended, but not required.

The completion of all aforementioned documentation and annual updating of the Practice Requirements Record is your responsibility for the duration of your studies within the Collaborative Nursing Degree program. The completed Practice Requirements Record must be presented to your college site contact by November 1, 2012. The Practice Requirements Record can be found at www.nursingdegree.ca – select 'Downloads,' and follow the link or instructions as per your admitted site to obtain a copy of the Practice Requirements Record.

■ NURSING PRACTICE AND MASK FITTING

All nursing students, in order to practise nursing, must be active participants, working with and providing care to diverse populations inclusive of male, female and transgender individuals. Students who are unable to meet this requirement will jeopardize their progress in the program.

All nursing students must be mask fitted in their first and third years of the program with a certified safety respirator mask for infection control purposes. The mask must attain a proper seal to be effective. This requires that students must remove all facial hair and any clothing that restricts access to their full face at the time of fitting and at any time during a clinical placement when students may be required by the placement setting to wear their masks.

■ PLACEMENT ID AND SCHOOL UNIFORM

Prior to entering into clinical practice, all students will be required to purchase the school uniform (scrubs) during the fall term. Collaborative placement photo ID badges will also be obtained during the first term of study. Details will be forwarded to you at a later date.

■ PHOTO ID CARDS

You will be eligible to receive a photo ID card from your specific college site during orientation. Details will be forwarded to you at a later date.



■ LIBRARY ACCESS AT A PROGRAM SITE OTHER THAN YOUR HOME SITE

If you wish to use the library of any site other than your home site, you must present your home site photo I.D./library card at the library circulation desk. You must be in good standing with your home institution library and have registered with that library. Completion of an application for 'direct borrower' or 'collaborative borrower' privileges is required. There is no charge for this service. Each institution will have its own rules regarding the number and types of items that can be borrowed. You must adhere to all rules and policies of the library from which you wish to borrow. No reference or reserve items may be borrowed. As a 'direct' or 'collaborative' borrower, you do not have access to electronic databases belonging to other institutions, nor are you eligible to use the Internet or email at that institution.

■ VULNERABLE SECTOR POLICE CHECK

Upon admission, you will require yearly, 'clear' vulnerable sector police checks in order to be registered in the practice courses of the curriculum. You are responsible to obtain a Vulnerable Sector Police Check application form and cover the necessary cost for the police checks. If you reside in the Toronto region (areas in which your postal code begins with 'M'), you must come to your admitted site to complete the consent form. Please bring valid identification information with you (e.g., driver's license). Cost will vary, and you need to retain your receipt. Please note that the Toronto Police Services can take up to 12 weeks or longer to process your police check.

If you live in other municipalities (e.g., Peel or York region) please go to your police headquarters. Information about the Toronto Police Check Reference Program is available on their website: www.torontopolice.on.ca.

Please attach the original copy of your police check to your Practice Requirements Record. Submit your police check as soon as you receive it. All BScN students are required to obtain a yearly vulnerable sector police check. As it takes a long time for the police checks to be processed, it is advised that you begin the process immediately.

Centennial College

Michelle Wray
Placement Requirement Office
School of Community and Health Studies
placementrequirements@centennialcollege.ca
416-289-5000, ext. 8122

George Brown College

Suran Mercer
Support Services Officer
School of Nursing, Centre for Health Sciences
smercerc@georgebrown.ca
416-415-5000, ext. 3965

If you are applying as an international student, you will need to retain a copy of the police clearance that is done at the time of your study permit application.



Your Contact

Your contact for information about your Offer of Admission, transcripts, confirmation deposit, and confirmation or cancellation of Offer is Heather Palmer at Ryerson University. Please contact Heather regarding any of these issues.

Heather Palmer

Undergraduate Admissions and Recruitment
Ryerson University, 350 Victoria Street
Toronto, ON M5B 2K3
416-979-5000, ext. 4122
collabnr@ryerson.ca

If you leave a message, please include your name and your Ryerson student number.

