

## FREQUENTLY ASKED QUESTIONS

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<b>Q 1</b>	<b>I am buying a new computer/laptop this week, what software should I have put on?</b>
A 1	The college is moving toward Office 2013 in the Fall. It would be best to have Office 2013 version loaded. Doing your homework at home on Office 2010 and then bringing it to school where you are using 2013, could cause formatting errors and that can cause you frustration, extra work, and possibly lose marks because you are being asked to enhance documents.
<b>Q 2</b>	<b>Do I need to buy all my books?</b>
A 2	Yes. Office Admin texts are ALL well used. Some texts are used over two courses and it is imperative that you purchase all your own resources. Some texts can be purchased used. Check with faculty first before purchasing used to make sure the edition is current.
<b>Q 3</b>	<b>I am going to apply for OSAP. Can I wait until I start school to do that?</b>
A 3	No. You should apply for OSAP as soon as you/your parents have completed their current income tax returns. The reason for this is that it takes a fair amount of time to have the application processed. You want your money ready for you when you START classes in September so you can have the funds available to purchase all your textbooks so you don't get behind. Office Admin classes start immediately and therefore early purchase of textbooks aids you in reducing stress by having them ready for your first class.
<b>Q4</b>	<b>What are my class times going to be like?</b>
A4	When you sign up for Georgian, you need to be aware that your classes can run anywhere from 8 a.m. to 6 p.m. There may be days where you do not have any classes, days where you have one hour, or days where you have 6 hours of class time.
<b>Q 5</b>	<b>I am a single parent and if I have classes until 6, my daycare will be an issue.</b>
A5	If you have a child/children in public daycare, and you have a day where you have a class until 6, you need to have an alternative plan for someone to pick up your child/children on that day. Your class will go to either 5:50 or 5:40 depending on if it is a 1-hour class or a 2 or 3-hour class.
<b>Q6</b>	<b>If I am having a problem in a class, what kind of help is available to me?</b>
A6	If you are having difficulties in a course, it is important to recognize that early and be proactive in seeking out help. You can speak with your faculty first to determine the nature of your struggles and he/she will direct you to get a peer tutor or go see a learning strategist.
<b>Q7</b>	<b>I am nervous as this is my first time away from home, and I don't know anyone. What would you suggest I do to feel like I belong?</b>
A7	There are many activities that you can become involved in right away. You can go to the SAC (Student Activity Council) and help out in that office. You can join a sports club. You can join the Gym. You can go to the Peer Mentor Club and be paired up with a second-year student.
<b>Q8</b>	<b>I have signed up for Office Admin Executive but I changed my mind and would like to do Office Admin Medical. Is it hard to change programs or am I stuck with my initial decision?</b>
A 8	When you start in a program and find it is not what you want, you need to make an appointment with your coordinator and fill out a Change of Program form to take to the Registrar's Office to have your major changed. This should be done <u>before</u> the beginning of the winter, 2 <sup>nd</sup> semester, because there are major-specific courses that start in the 2 <sup>nd</sup> semester that you will need to be enrolled in for January start.
<b>Q9</b>	<b>I have worked in an office environment for a few years and after reading the course outlines, I think I have already done some of that. Is there anything I can do?</b>
A9	Yes. It is called PLAR. If you feel you have completed 80% of the content listed on a course outline, make an appointment with your coordinator ASAP and see if you qualify to get exemptions from any of your courses.