

Welcome to Georgian College

International student handbook

Orillia Campus



GEORGIAN
COLLEGE

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WELCOME

Welcome to Georgian! You'll be joined by almost 900 international students from 52 countries who, like you, chose to study at Georgian. I'm delighted you're here and confident you can look forward to an extraordinary and life-changing experience while you are in Canada.

From high quality work placements and cutting-edge curriculum, to applied research projects and opportunities to make a difference in the community, we've got the programs you need to exceed your goals. We also offer everything you need to enjoy your college experience: exciting events, great student services and a friendly, inclusive environment.

I know it won't always be easy being far away from home, but we're here for you every step of the way with career advice, learning strategies, personal and academic counselling, financial aid options and more. Don't hesitate to talk to our knowledgeable faculty and staff if you have any questions or concerns.

I also encourage you to take the time to get to know and share your experiences with our Canadian students. There's a lot they can learn from you – and a lot they can share with you too about Georgian and life in Canada.

I look forward to seeing you on campus.

MaryLynn West-Moynes

President and CEO



GEORGIAN COLLEGE- ORILLIA CAMPUS

The Orillia Campus is home to the Justice and Public Safety Institute and the Community Education Partnership Centre. A privately run on-campus residence is available, as well as off-campus housing. Specialty program facilities include counselling labs, use-of force room, multidisciplinary apartment-style lab, multipurpose room and state-of-the-art fitness facilities. The campus is accessible by car or public transit.

Georgian College Campus Tour

Want to show off Georgian College to your friends and family back home? The Georgian College campus tour allows viewers to take a tour through many main areas of the college while providing great information! Visit the link below to check out the Georgian College Orillia campus tour.

<http://www.georgiancollege.ca/about-georgian/campuses/orillia-tab/>



INTERNATIONAL STAFF PROFILES – BARRIE CAMPUS

Bea Collins

International Student Advisor
bea.collins@georgiancollege.ca
ext. 1219, Office location at Orillia campus: B200

Jenny La Forge

Manager, International Education and Training
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ext. 1841

Jenna Hubbert

International Student Services Officer
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ext. 1342

Leslie Palson

Director of International Education
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ext. 1366

Madeline Anderson

International Recruitment & Partnership Assistant
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Marina Tomchak

International Housing Coordinator
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ext. 1357 or 1392

Tamara Fisher-Cullen

English for Academic Purposes (EAP) Coordinator
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ext. 1216

Patricia Manser

International Office Clerk
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Lily Li

Regional Manager: East Asia
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Gabriela Facchini

Regional Manager: Latin America
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Samina Kuwajerwala

Regional Manager: South Asia, Middle East, Africa
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Counsellor
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Cindy Mutchler

Associate Registrar, Financial Aid/OSAP &
International Admissions and Student Services
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ext. 5820

Paige Gannon

International Admissions and Registration Officer
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ext. 5820

Allison Papenhuyzen

International Information Officer
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ext. 5820

Cheryl Lightheart

International Admissions and Registration Officer
cheryl.lightheart@georgiancollege.on.ca
ext. 1733

Joanne Foxton

International Co-op Consultant
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ext. 1042

Guisselle MejaLobo

International Clerk- Office of the Registrar
guisselle.MejaLobo@georgiancollege.ca
ext. 1890

Ashley Antonick

Office of the Registrar
ashley.Antonick@GeorgianCollege.ca
ext. 1918

Domenic Parisi

International Student Services Assistant
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ext. 1232

STAFF PROFILES- ORILLIA CAMPUS

Student Services

Gail Hudson: Student Services Clerk
Gail.Hudson@GeorgianCollege.ca
ext. 3098
Location: A115D

Samantha Walker: Student Success Services
Samantha.Walker@GeorgianCollege.ca
Ext. 3070

Counsellors

705.325.2740 ext. 3113
Location: room A200

Co-op and Career

Kelly Evans: Coop Central
Kelley.Evans@GeorgianCollege.ca
ext.3090
Located in A200 B

SAC Office

Mike Zecchino: Student Life Manager
mike.zecchino@georgiancollege.ca
ext. 3007

Brittany Smith: SAC President
Brittany.Smith@GeorgianCollege.ca
ext.3008

Registrar's Office

Cathy Empie: Campus Services Officer
School of Human Services and Community Safety
Cathy.Empie@GeorgianCollege.ca
ext. 3533

Laura Brown: Campus Services Officer
School of Human Services and Community Safety
Laura.Brown@GeorgianCollege.ca
ext.3011

Rob Reid: Campus Services Officer/Continuing
Education
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ext.3523

FREQUENTLY ASKED QUESTIONS

Q: Are students or visitors allowed to work in Canada?

A: Students and visitors are only allowed to work in Canada if they have authorization. For detailed information, please visit: www.cic.gc.ca or meet with Bea Collins at the International Centre

Q: Can international students be part-time students?

A: Immigration Canada is very strict about their policy regarding full-time status. All international students must be in full-time attendance (the exception is a graduating semester – one time only).

Q: When are the holidays that Georgian College will be closed?

A: Georgian College is open most weekdays during the year (except the Christmas break)

National holidays occur on the first Monday of July, August and September

Thanksgiving is celebrated in early October

Christmas is celebrated December 25th

Boxing Day is December 26th

January 1st (New Year's Day) is a holiday Christian Good Friday and Easter Sunday are in April

The third Monday in May is a celebration of the Queen's birthday

You can see the College's schedule with this link: <http://www.georgiancollege.ca/admissions/important-dates>

Q: Can I register and then pay my fees late?

A: No! All students must pay their fees before registration can take place. Immigration Canada will not process documents or consider you "officially registered" until all fees are paid. If you are late for your payments, you will get an extra late fee of \$65 and you might have fewer selections when it comes to choosing courses. All fees for the term are due by the last day in the first month (e.g. September 30, January 31, May 30). After that date, if you have fees outstanding, a late fee of \$500 will be added to your account.

Q: Should students attend co-operative education courses?

A: Yes. It is very important to attend all co-operative education courses. These courses are especially important for international students because co-operative education courses teach you everything that could happen in your co-op and how you can deal with difficult work situations.

Q: Do quizzes and quick tests count towards final grades?

A: Yes. Most faculty factor all assignments and evaluations towards final grades.

Q: Who do we contact if we want to make some changes to our program of study?

A: It is very important to meet with the Academic Coordinator before you make any changes to your program. You may also want to check with the International Student Advisor, Bea Collins (bea.collins@georgiancollege.ca), as there may be Immigration Canada implications that must be considered when students go out of program sequence.

INTERNATIONAL STUDENT ACTIVITIES & FACEBOOK GROUP

Facebook

Join us by "liking" the Georgian College International Centre Facebook page. Connect with other International Students and receive updates on trips and activities. On the International Centre Facebook page, you will find photos, videos, discussions, activity calendars and much more.



Twitter

Students can also stay up to date on important information, upcoming events and activities through Twitter. Follow @GCISABarrie today to stay current with the Georgian College International Centre.

LEARNING SUPPORT

Counselling

Georgian College's counsellors are trained professionals who can assist and support students through free, confidential services, including:

- Academic Counselling
- Career Development
- Crisis counselling
- Personal counselling
- Information on college programs
- Information regarding college application and admission procedures
- Educational planning

Counsellor records are strictly confidential and can only be shared with appropriate individuals with the signed consent of the student.

Orillia and Muskoka students phone 705.325.2740 ext. 3113 or 705.329.3113 to book an appointment. Or, drop by the office, which is located within the Centre for Access and Student Services area on the second floor, room A200.

Co-op/Internship & Career Services

The team can provide expertise, guidance and resources to students, graduates and alumni in a wide range of career and employment services.

Orillia Campus contact careerandcoop@georgiancollege.ca

Kelley Evans, Career Consultant:

Located in Room A200 (Orillia), ext. 3113

Testing Services

Testing Centres provide services to students who require accommodations or need to write a missed or make-up test. Priority will be given to students requiring test accommodations.

The testing office is located in Room A200.

Learning Strategists

Learning how to learn! Not happy with your grades? Learning Strategists can help!

Room A210A – Phone: 705.325.2740 ext. 3036

For more information, visit: <http://www.georgiancollege.ca/student-services/>

First Year Experience

Visit the First Year Experience Office to ask any question. They will be able to help you get a locker, purchase your books, find classes, give tours, or answer any general questions about Georgian College life.

Your contact at the Orillia campus is Shanna Henderson 705.325.2740 ext. 3070

Credit Transfer Centre

Use your past to carry you forward! Your past courses and learning/life/work experience could be used toward course exemptions in your program or for continuing your education in Canada or abroad.

Come talk with us if:

- You have attended another College or University
- You have life or work experience related to your Georgian program
- You want to take a course at another school and use it for your Georgian program
- You are in a Georgian diploma program and want a degree

We serve all Georgian College Campuses.

Website: georgiancollege.ca/admissions/credit-transfer

Email: CTCRegistrar@GeorgianCollege.ca

The Registrar's Office

The Office of the Registrar is responsible for admissions, fees, registration, student records, timetabling, student financial programs and certification for graduation purposes. Student who require information about programs, fees, refunds, program transfers, requests for prior learning assessment recognition as well as Second Career opportunities, exemptions or advanced standing, program or course withdrawals, transcripts, grade information, convocation requirements or online service, should contact the Office of Registrar: (705) 728-1968 x 5820; or email: reginternational@georgiancollege.ca.

Office location at Orillia campus A100.

Peer Tutoring

Peer Services provides tutoring services to Georgian College and UPC students in most courses. Drop in services are available during scheduled times in the Library Commons in Barrie, Orillia, Owen Sound, Midland and Orangeville. Tutoring may be provided in one-to-one or small group sessions. There is no charge for tutoring services.

For more information about getting at tutor, make an appointment with the Peer Services Advisor/Specialist on your campus or send e-mail to PeerServices@GeorgianCollege.ca.

Contact for Orillia campus:

Meagan Peters, B.A. (Hons), B.Ed., Peer Services Advisor – Orillia

Room A210A, Phone: 705.325.2740 ext. 3036

Learning Services

Writing Help: Write On! Centre (Barrie, Orillia, Owen Sound, Orangeville)

- Drop in or book a 30 minute appointment
- Get help with essay writing, thesis development, APA or MLA
- Learn how to proofread
- Bring your assignment in progress and class materials
- Book an appointment in K112 (the library) or by calling extension 1144 in Barrie
- In Orillia and Owen Sound, visit the library to book an appointment

Math Help Centre (Barrie, Owen Sound)

- Drop in for help with your math courses
- Get help with calculators, formulas, word problems and more!
- Bring your assignment in progress and class materials
- Book an appointment in K112 (the library) or by calling extension 1305 in Barrie
- In Owen Sound, visit the library to book an appointment

Knowledge Hubs (Barrie, Orillia, Owen Sound, Midland and Orangeville)

- Drop in for help in Business, Engineering, and Liberal Arts courses
- Bring your assignment in progress and class materials

One-to-One Tutors (Barrie, Orillia, Owen Sound)

- For information about one-on-one tutoring in a specific course, make an appointment with the Peer Services Advisor

Learning Strategists (Barrie, Orillia, Owen Sound)

- Learn how to improve your grades. Meet with Learning Strategists one-to-one
- Help with time and task management, test-taking, study skills, math or writing
- Book an appointment in K112 (the library) or by calling extension 1305 in Barrie
- In Orillia, book an appointment in A200. The office is located in A210.
- In Owen Sound, visit the Student Success Office

Computer Help Centre

- For help with Microsoft Office programs, book an appointment with a co-op student at Click On (the desk in the middle of the Library Commons)

Research Help Centre

- For help with research skills, including our online databases, finding source material and help with catalogues, visit the library staff at the centre desk in the Library Commons
- Instant message for research help. Click on "Ask Us!" on <http://library.georgianc.on.ca>

Check schedules and locations for your campus at <http://www.georgiancollege.ca/student-services/learning-centres/>

Library Commons



The Library is a great place to do work on school assignments, do research or have group meetings.

Orillia Library Hours: 7:30am – 10pm

For assistance in research help, visit the office hours of: 10am – 4pm

CAMPUS SERVICES

Media Services

Media Services provides equipment and the expertise to make your aid your presentations. Equipment can be borrowed such as: audio-visual equipment (including 35mm cameras and camcorders), laptops and multi-media projectors.

Phone Contact at Orillia Campus: 705.728.1968 ext. 3055

Office hours are September to April

Monday to Thursday: 7:30 a.m. to 8 p.m.

Friday: 7:30 a.m. to 4:30 p.m.

Saturday: 9 a.m. to 4 p.m.

Office hours are May to August

Monday to Friday: 7 a.m. to 4 p.m

Books, Supplies and Printing Services

Bear Essentials offers a selection of clothing, technology, snacks, art supplies, stationery, giftware, stamps, bus passes, phone cards and specialty items such as rings and diploma frames. Daily textbook buyback, and rental returns can also be processed here.

At the **Depot** students can pick up their course materials including new, used, digital or rental textbooks, kits and uniforms. The Depot also offers computer repairs and service, textbook buyback, rental textbook returns, name badge ordering, and special order pick up.

Please visit www.georgianstores.com for hours.

Campus Food Services

The Den is the student-run pub on campus. Open from 10:30 a.m. to 7 p.m., Monday to Friday. On Thursday, pub nights, open 10 p.m. to 2 a.m.

Orillia cafeteria located on campus includes: The Fresh Grille, Tim Hortons, Menutainment, hot soups, fresh-baked goods, a full beverage line and On the Go salads and sandwiches.

Athletics Centre

The athletics centre is an 8,000 sq ft Fitness Centre containing a complete line of strength & rehabilitation and cardio equipment. Students can get a membership for only \$35 per semester.

Hours of operation are:

Monday to Thursday: 6 a.m. to 10 p.m.

Fridays: 6 a.m. to 8 p.m.

Saturdays: 8 a.m. to 5 p.m.

Sundays: 10 a.m. to 8 p.m.

For more information, visit: <http://www.georgiancollege.ca/campus-life/athletics/fitness-centres/orillia-tab/>

Student Administrative Council (SAC)

- Students elected to represent ALL students within Georgian
- Organize fun events, concerts, and trips for the students
- Offer services like health insurance, grad portraits, and March break trip programs
- Offer a variety of employment and volunteer opportunities for students
- www.georgiancollege.ca/sac

HOUSING & HOMESTAY

There are a number of accommodation choices:

1. Homestay with meals
2. Homestay without meals
3. Renting a room privately
4. Residence

Homestay:

Full Homestay with a family \$750:

- You can expect the opportunity to have dinner with your homestay host (at least 4 times a week) and learn about Canadian foods

- You may have to prepare your own breakfast and lunch
- If there is special food you like, you may be required to purchase them yourself

Shared Homestay with a family \$500:

- You will be responsible for purchasing your own food and preparing your own meals
- The Homestay host will give you access to the kitchen and space to put food in the fridge, cupboard

Note: Only some Canadian families eat a vegetarian diet. If you require a vegetarian diet, you are best to choose option #2 so that you can purchase your own food and prepare your own meals. The Homestay option also gives priority to new students arriving for the first time.

Georgian College International will try their best to make the most suitable arrangements; however, we cannot guarantee that all student preferences will be met.

Payment is exchanged between the homestay host and student. You are expected to pay first and last month's rent upfront when you arrive. Your last month's rent is used as a deposit for the homestay host and you are expected to make another payment after the first month. You should be prepared to come with 3 months payment for your first two months. Payment must be made in Canadian Dollars.

- Full Homestay \$1500 upon arrival
- Shared Homestay \$1000 upon arrival

You are required to stay in homestay for a minimum of two months, and provide 30 days' notice to the host before you leave. Notice must be given at the beginning of the rent period. If you do not complete a minimum two months stay or give 30 days' notice before you leave your homestay, there will be no refund available.

General Rules and Guidelines for homestay:

- Most Canadian families have either young children or pets and do not allow smoking in the home.
- You should ask about any general rules your homestay host has. Remember that you are a guest and you should treat their home as you treat your own.
- A good rule to follow is that when you are finished in a room, you should leave it a little cleaner than you found it.
- The Bathroom: It is common to share a bathroom with others in a Canadian family. Please be considerate of the time used; take a short shower, clean up after yourself and hang towels to dry.
- House Guests: If you wish to invite a guest to your homestay, you **MUST** request permission from your host family in advance. Guests are **NOT** permitted to sleep overnight at your homestay.
- Basic Internet Connection: The Internet connection is for educational purposes and reasonable communication with friends or family, not for downloading.

For more information and the Homestay Program Policy for Students, visit the Housing webpage under the Homestay tab or contact homestayprogram@georgiancollege.ca or ext. 1392.

Residence:

The on campus residence is **Campus View Orillia**. The residence is located directly on the campus of Georgian College.

Website: <http://campusvieworillia.com/>

Telephone: (705) 242-2852

E-mail: orillia@campusviewresidence.ca

Off-Campus Housing:

If you prefer finding accommodations on your own, visit www.Places4Students.com, a company that specializes in providing Off-Campus Housing solutions for postsecondary students. This service is free for all students to use as an effective method of finding a place to live off-campus. Landlords can list properties at rates that are very competitive and less than most other mediums of advertising. Please note that Georgian College has not verified and is not otherwise responsible for the accuracy of the information listed or for any liability of any kind relating to or arising out of the information or any use of the information

Temporary Accommodation:

If you are looking for off campus housing, you may want to consider booking a room at a hotel for a night or two to give you the chance to view some rooms. Georgian College has a student rate for \$60/night with the Highwayman Inn Hotel in Orillia. You can find the hotel contact information by visiting the Housing webpage under the Temporary Accommodation tab.

Tenant's Insurance

Tenant's insurance is for individuals renting from a property owner. This form of insurance covers you for a certain amount if any damage occurs to your personal belongings (e.g., fire, earthquake or other natural disaster). This form of insurance is not required, however it is helpful as replacing items that have been damaged can be extremely costly. For more information about tenant's insurance, please visit www.abc.ca/en/home_insurance/tenant_insurance.

ACADEMIC POLICIES AND PROCEDURES

Georgian College has comprehensive policies and procedures in place to ensure that all rights and responsibilities of students, staff and faculty are respected. These policies and procedures are discussed at all orientation sessions and reinforced during the academic year. There are severe academic consequences for academic dishonesty and misconduct (plagiarism, cheating etc.) and formal systems in place to calculate semester-weighted averages that are used to determine student program promotional status. Should you require further information, please schedule an appointment with the Counselor. For more information about the academic policies, please visit: <http://www.georgiancollege.ca/admissions/policies-procedures>

Plagiarism:

Plagiarism is the representation of the words or ideas of another as one's own in any academic work. To avoid plagiarism, every direct quotation must be identified and properly cited in the text or as noted in Cites and Sources, Georgian College's guide to the APA style of documentation.

- Acknowledgment of sources is required when material from another source, stored in print, electronic or other medium, is quoted, paraphrased or summarized in whole or in part. Faculty members have the right to submit a student's work for electronic detection of plagiarism or to require that the student submits his or her own work for detection of same.
- Students should be aware that plagiarism of any part of a work is academic misconduct; there is no partial culpability or penalty.
- Plagiarism can be subtle, so it should be discussed with the instructor.
- A recommended source for more information about plagiarism and how to avoid it, can be viewed at: <http://cai.ucdavis.edu/plagiarism.html>

Cheating:

Cheating is the use of inappropriate, restricted or unacknowledged materials, information or aids in any academic work. The use of books, notes, calculators and conversation with others is restricted or forbidden in many instances of academic work and their use constitutes cheating.

- Students may not request others (including commercial or free term-paper organizations) to conduct research or prepare any work for them.
- Students may not submit identical work, or portions thereof, for credit or honors more than once without prior approval.

Penalties for Academic Misconduct

If a student commits an act of academic misconduct, the penalties are severe and potentially ruinous to an individual's academic career. An academic misconduct may lead to a student losing a course credit (which may postpone graduation), or the student may even be expelled.

AWARDS AND SCHOLARSHIPS

A number of Awards and Scholarships are available to Georgian International students. They have different eligibility requirements. Please refer to the full-time Post-Secondary Calendar or contact the Awards Office located at each campus.

- Bruce Hill International Awards – 2 awards valued at \$550 each (#50483)
- EAP Graduate Award – 7 awards valued at \$1000 each (#50761)
- International Education & Training Entrance Scholarships – 10 awards valued at \$500 each (#50762)
- International Student Services Award – 1 award valued at \$500 (#50799)

To search for awards, please click on the following link: www.georgiancollege.ca/awards/. You will then need to click on international student form the list next to Awards to open. To view open awards (awards open to all programs) check the box marked YES next to Show Awards Open to all Programs. Please note that you cannot search for the open awards and awards specific by program in the same search – you must do two separate searches.

Note: awards that are by faculty nomination are posted on this website. As a student, you cannot apply for these awards but you are encouraged to approach your program coordinator to request that they nominate you for the award (as long as you meet the criteria). Please know that the nomination process is handled by the Awards Office with the program coordinators. How do you know if an award is by faculty nomination? You will see this information next to Application Method when reviewing the awards from your search results.

Please note the level of study:

- Entrance is your first year of study,
- Undergraduate is your second or third year of study, and
- Graduate is when you have completed your program and are graduating (for graduate awards, you are eligible for any award deadlines up to the date of your convocation ceremony)

It is important to search for awards periodically through the year as the terms of reference are often updated and new scholarships are added. You must submit your completed applications, with all required supporting documents, to the Office of Development and Alumni Relations, by the application deadline.

Awards Office is located in Room A100A

Contact is Sheryl McLean , Financial Aid Office, 705.325.2740, ext. 3010 sheryl.mclean@georgiancollege.ca

HEALTH INSURANCE

What is Health Insurance?

Insurance is provided through a company called Guard.me Insurance. This coverage plan is for emergency health conditions and anything new (flu, sore throat, rash, etc.) that first starts after your insurance coverage begins. It will not cover any pre-existing conditions. Please visit the Guard.me website for more details on the benefit plan at www.guard.me

As an international student, health insurance is mandatory in order to attend any programs at Georgian College. You must be registered into courses in an academic semester or registered for a work term/co-op term in the Banner Student Information System in order for health insurance coverage to begin for that term.

If you do not register into courses in an academic semester or do not register for a work-term/co-op term in the Banner Student Information System, you will not be covered for health insurance. It is your responsibility to ensure you have health insurance while in Canada. You may be assessed additional health insurance fees.

If you are out of the normal program progression, it is your responsibility to ensure you have health insurance by checking with the International Centre. You may be assessed additional health insurance fees due to your irregular program progression.

If you officially withdraw from the College (or transfer to another institution) your health insurance coverage will **not** be terminated for that term. Your card is valid until its expiration date.

Please refer to the Health Insurance Coverage dates on the international webpage (www.georgiancollege.ca/international) under the Student Services/Health Insurance/"Coverage FAQ's".

Guard.Me Covers:

- Hospital: 100% of eligible charges; semi-private room; private room where medically required.
- Dental – Accidental Injury: 100% of eligible charges up to \$4000 for emergency dental treatment as the result of an injury caused by an accidental blow to the mouth.
- Prescription Drugs: If the doctor prescribes medication (pills, medicine, anything to help you feel better) you are 100% covered for those expenses to a maximum 30-day supply.
- Paramedical Services: 100% of eligible charges up to \$500 for chiropractor, naturopath, acupuncturist, chiropodist, or podiatrist.
- Out of Canada Coverage: All eligible charges anywhere in the world EXCEPT – no coverage in Home Country; Coverage in USA limited to 30 days.

Do I get a health insurance card?

Once you are registered into courses in an academic semester or you are registered for a work term/co-op term in Banner, your coverage for health insurance will begin for that term.

You will receive an email to your Georgian College email account at the start of each Post-Secondary semester or EAP session start. To access your card, click on the print ID card button. Keep the ID card with you in your wallet as proof of health insurance coverage.

Who do I contact if I have questions about guard.me health insurance?

Frequently asked questions and instructions on how to make a claim online are available on the international webpage (www.georgiancollege.ca/international) under the Student Services/Health Insurance tab. You can also email jenna.hubbart@georgiancollege.ca, ext. 1342

SAC Insurance

In addition to Guard.me Insurance, the Students Administrative Council (SAC) provides additional insurance benefits to Post-Secondary students.

SAC Student Health Insurance Covers:

- Vision: 1 exam and \$120 towards glasses in a 24 month period
- Dental: \$500 maximum coverage during each policy year
- Paramedical: 80% up to \$300 each policy year
- Medication: maximum \$5,000 per policy year, 90% for most medication under the Ontario Formulary
- Orthopedic: 80% to a maximum of \$200

For detailed information, please visit mystudentplan.ca and select Georgian College or visit the SAC Office for more additional details.

Campus contact for your SAC insurance:

Student Insurance Office

Gail Hudson, 705-325-2740 ext. 3098

Gail.Hudson@GeorgianCollege.ca

Where to go if I need to see a doctor?

Walk in Clinics:

Orillia After Hours Medical Clinic 705-327-0578

210 Memorial Ave.

Open: Monday to Thursday 6:30 p.m. to 9:00 p.m., Saturday 10 a.m. to 1 p.m.

Orillia Walk-In Dentistry 705-327-8062

52 Mississauga St. E.

Open: Monday to Friday 9 a.m. to 4 p.m., Saturday 9 a.m. to Noon

Hospital:

Soldiers Memorial Hospital is located at 170 Colborne Street West. This is the nearest hospital for students in Orillia.

Telehealth Ontario:

Telehealth Ontario is a free, confidential telephone service you can call to get health advice or general health information from a Registered Nurse. A phone call to Telehealth Ontario can help you decide your best first step, whether that be self-care, visiting a clinic or going to a hospital emergency room. Telehealth Ontario services are provided in both English and French and there are translation services available in other languages. Contact Telehealth Ontario at 1-866-797-0000 or visit <http://www.health.gov.on.ca/en/public/programs/telehealth/>

STUDY, WORK PERMITS AND VISA

If you decide to change any of the terms and conditions of your stay (for example change of program/institution, extensions of study and work permits), you must complete the appropriate application and send the applicable fee to Canada Immigration. It is very important to contact with Bea Collins (bea.collins@georgiancollege.ca) in the

International Centre for academic advising at least four months before such a change to your immigration documents is required. Processing times for immigration applications can be lengthy and you should leave ample time for processing.

Detailed information about immigration and applications can be found on the Citizenship and Immigration Canada website: www.cic.gc.ca

The CIC website is the official source for immigration information.

Please contact your co-op consultant in your subject area for all matters relating to co-op work terms, or your international co-op consultant. Please contact Bea Collins (bea.collins@georgiancollege.ca) in the International Centre for all matters relating to lost or stolen passports, co-op work permits, and graduate work permits.

You are responsible for maintaining your immigration status by following these procedures:

- Keep a copy of your passport, study and work permit information in a safe place.
- Keep your passport and student permits valid at all times.
- Keep your passport and student permits in a secure place and do not give these to anyone for any reason.
- Maintain full-time enrolment in your college program. International students are not permitted to be part-time students in Canadian post-secondary institutions.

Do not work without proper permits. If caught, you may lose your immigration status. All students in Co-operative Educations Programs must meet with their Co-op Consultant to discuss their individual work requirements. A work permit is required from Immigration Canada before the student may begin employment. Meet with Bea Collins in the International Centre the semester before you are scheduled to go on co-op to apply for the work permit. All International Students at Georgian College are permitted to accept part-time employment on-campus at Georgian college or work 20 hours per week off-campus with a proper authorization, and may also be authorized to work in Canada for one or two years after graduation from their program. Please visit the CIC website for more information and to answer any questions.

We are here to help but please remember you are responsible for your immigration status.

It is possible to work in Canada while you are here as a student. In some cases, you will need to apply for a student work permit.

NOTE: New rules for prospective international students are now in effect (as of June 1, 2014). Read about these changes and how they may impact you.

Work on campus

You may work on campus at the institution where you study without a work permit if:

- you are a full-time student at:
 - a public post-secondary institution, such as a college or university, or a collège d'enseignement général et professionnel (CEGEP) in Quebec
 - a private post-secondary institution that operates under the same rules and regulations as a public institution, and receives at least 50 percent of its financing for its overall operations from government grants (currently only private college-level educational institutions in Quebec qualify) or
 - a Canadian private institution authorized by provincial statute to confer degrees and
- you have a valid study permit
- <http://www.cic.gc.ca/english/study/work-encampus.asp>

Work off campus

Study permit holders in Canada may gain work experience by working off campus while completing their studies.

As of June 1, 2014, you may qualify to work off campus without a work permit. If you qualify, your study permit will allow you to work up to 20 hours per week:

- during regular academic sessions and
- full-time during scheduled breaks, such as the winter and summer holidays or spring break.

To qualify, you must have a valid study permit,

- be a full-time student,
- be enrolled at a designated learning institution at the post-secondary level or, in Quebec, a vocational program at the secondary level, and
- be studying in an academic, vocational or professional training program that leads to a degree, diploma or certificate that is at least six months in duration. <http://www.cic.gc.ca/english/study/work-offcampus.asp>

How to get a CIC Confirmation to Work Off Campus

Step 1: Complete an International Student Letter Request form and hand it in to the Registrar's Office

Step 2: Fill out a Case Specific Enquiry on the CIC website. You MUST provide the following:

- provide your client ID number (unique client identifier),
- provide your file number (study permit number),
- select 'International Student – Confirmation letter to work off campus' in the form,
- attach your Official Georgian College Letter proving your status as a full-time Post-secondary student, and
- Provide your address in the text box provided

Step 3: Receive your [CIC Confirmation To Work Off Campus Letter](#)

Step 4: Take CIC Confirmation Letter, Study Permit, and Passport to a Service Canada office and request a SIN

Working Off Campus: How It All Works

<http://www.cic.gc.ca/english/study/work-offcampus.asp>

As of June 1, 2014, you may qualify to work off campus without a work permit. If you qualify, your study permit will allow you to work up to 20 hours per week during regular academic sessions and full-time during scheduled breaks, such as the winter and summer holidays or spring break.

To qualify, you must:

- have a valid study permit,
- be a full-time student,
- be enrolled at a designated learning institution at the post-secondary level and,
- be studying in an academic, vocational or professional training program that leads to a degree, diploma or certificate that is at least six months in duration.

Use the self-assessment tool to see if you are eligible to work off campus without a work permit.

<http://www.cic.gc.ca/english/study/study-assess.asp>

****You do not need a work permit to work off-campus, but you will need a Social Insurance Number.. Even if you work off campus, your studies must be the main reason you are in Canada. ****

Requesting a SIN number: Confirmation to work off campus

You may be asked to present a confirmation to work off campus document issued by Citizenship and Immigration Canada (CIC) when applying for a Social Insurance Number from Service Canada.

To get a confirmation document from CIC, you must:

- have a valid study permit;
- have applied for a study permit prior to June 1, 2014;
- not have a work permit under the Off-Campus Work Permit Program;
- Have a confirmation of enrolment from your designated learning institution. A Letter Request Form must be submitted to the Registrar’s Office in order to receive this letter. You must write “off-campus work permit” on the form. Form can be found here: <http://www.georgiancollege.ca/wp-content/uploads/Intl-student-letter-request.pdf>
- The confirmation of enrolment must include the following:
 - The official letterhead of the designated learning institution;
 - The designated learning institution’s name;
 - The name a contact at the institution;
 - Your full name and date of birth; and
 - Confirmation that you are a full-time student, and
 - Confirmation that the program in which you are enrolled:
 - is a post-secondary program leading to a degree, diploma or certificate (ESL/FSL programs and general interest programs are not eligible), or a vocational training program at the secondary level offered in Quebec;
 - is of a duration of six months or more

Note: To facilitate processing of your request, the confirmation of enrolment may also include: the DLI number of the institution; and the position title, and telephone number of a contact at the institution.

Submit your request by completing a [Case Specific Enquiry form](#).

https://dmp-portal.cic.gc.ca/enquiries-renseignements/canada-case-cas-eng.aspx?_ga=1.74291408.339258141.1381173196

You must select “International Student – confirmation letter to work off campus” under “Type of application”. You must also provide your Client Identification Number (UCI), and upload the confirmation of enrolment from your designated learning institution. Failure to do so will result in your request being refused.

Applying for a Social Insurance Number

ORILLIA Service Canada

Located: 50 Andrew Street South, Orillia

Office Hours: 8:30 AM – 4:00 PM, Phone: 705-326-7336 or 1-800-206-7218

<http://www.servicecanada.gc.ca/cgi-bin/sc-dsp.cqi?rc=3595&ln=eng>

SIN Number is a nine digit number that is required for every worker in Canada and it may be used for identification purposed as well. If you plan to work while in Canada either on-campus or off campus on co-op, you must have a Social Insurance Number. Applications are available in the Service Canada office or you can download it from the internet. This service is free of cost.

Social Insurance Numbers and Expiry Dates

Stating March 30, 2003 Social Insurance Numbers (SIN) Beginning with a “9” will have an expiry date. SIN’s that begin with a “9” are issued to individuals who are neither Canadian citizens nor permanent residents and who need a SIN for employment purposes or for other authorized uses. SIN's stating with a “9” will be valid until the end of the person’s authorized stay in Canada, as determined by Citizenship and Immigration Canada (to a maximum of five years). In most cases, individual affected will need a Work Permit, or a study permit with a contract of employment.

Existing 900- series SN holder without an expiry date have one year to reapply for a new card if a SIN is still required. You will keep the same number but you will receive a new card with an expiry date. To reapply you will have to complete a SIN application and provide valid proof of identification, such as new study permit or work permit. If you do not reapply within the one year your SIN will be deactivated.

Work as a co-op student or intern

For some academic programs, work experience is part of the curriculum. Foreign students who wish to participate in a co-op or internship program must apply for a work permit as well as a study permit.

Determine your eligibility

To be eligible for a work permit, you must meet the following requirements:

- You must have a valid study permit.
- Your intended employment must be an essential part of your program of study in Canada.
- Your employment must be part of your academic, vocational or professional training program offered by a designated learning institution, certified by a letter from a responsible academic official of the institution.
- Your co-op or internship employment cannot form more than 50% (percent) of the total program of study.

You will not be eligible to work during your studies if:

- you study English or French as a second language (ESL/FSL), or
- You participate in general interest or preparatory courses.

Apply

There are three steps to apply for a work permit:

1. Determine how you will apply.

There are two ways you can apply:

Apply online

To apply online you must have access to a scanner or camera to create electronic copies of your documents for uploading and have a valid credit card for payment. Determine your eligibility and apply online.

Note: If you provide an email address on your application, please ensure you check it regularly for automated emails from CIC regarding your case. Some spam filters block these emails, and clients are requested to ensure emails from CIC are not blocked. If you are unsure whether emails from CIC are being sent, please check your myCIC account on a regular basis.

Apply on paper

Please follow steps 2 to 4 below.

2. Get application package

The package includes the application guide and all the forms you need to fill out. Download the application package.

Read the guide carefully before you complete the application form. Photocopy the blank forms and use one as a working copy. Keep the working copy for your records.

3. Complete application and attach necessary documents

The application form contains instructions. Read those instructions and be sure to provide the required documents. If information or documents are missing, your application may be delayed. The document checklist in the application kit will enumerate the documents that you need to include.

Answer all questions carefully, completely and truthfully. Answers can be typed or handwritten (print clearly in black ink). Incomplete applications will not be processed. They will be returned to you. This will delay the application process.

There is no processing fee for this work permit.

4. Submit application

The application kit contains the mailing address where you must send your application.

Apply online

<http://www.cic.gc.ca/english/study/work-coop.asp>

Stay in Canada after graduation

New rules for prospective international students are now in effect (as of June 1, 2014).

Read about these changes and how they may impact you.

To work in Canada after you graduate, you must apply for a work permit under the Post-Graduation Work Permit Program (PGWPP). If you want to stay in Canada as a permanent resident after you graduate, there are a number of programs available, each with its own requirements.

Get a post-graduation work permit

The PGWPP allows students who have graduated from a participating Canadian post-secondary institution to gain valuable Canadian work experience. Skilled Canadian work experience gained through the PGWPP helps graduates qualify for permanent residence in Canada through the Canadian Experience Class (CEC).

A work permit under the PGWPP may be issued for the length of the study program, up to a maximum of three years. A post-graduation work permit cannot be valid for longer than the student's study program, and the study program must be a minimum of eight months in length. For example, if you graduate from a four-year degree program, you could be eligible for a three-year work permit if you meet the criteria. If you graduate from an eight-month certificate program, you would be eligible for a work permit that is valid for no more than eight months.

Determine your eligibility

Find out if you are eligible for a post-graduation work permit.

Apply

Follow the steps to apply for the post-graduation work permit.

<http://www.cic.gc.ca/english/study/work-postgrad.asp>

Questions?

If you have any questions or require further information or assistance, please do not hesitate to contact Bea Collins, International Student Advisor, bea.collins@georgiancollege.ca

Phone: 705-728-1968 ext. 1219

Hiring Process- Finding the right job

Since you are now eligible to have a part-time job (insert applicable restrictions), you should give some attention to Canadian resume styles and job search process. Workers in Ontario are covered by the Ontario Employment Standards and provincial Ministry of Labour, to ensure a fair (legal) wage, safety in the workplace, and fair

treatment. The hiring process is governed by the Ontario Human Rights code, which requires employers to select a qualified individual determined by ability to do the job, and to not eliminate the candidate for any personal reason.

For assistance with the hiring process and career information there are a number of services available on campus to assist you. One of them is your Orillia Career Consultant (Room A200 Career Development Centre), who can work with you individually on any career matter. Additionally, we have a community service on campus that anyone can use independently for job activity (Room A201 Employment Ontario).

CELL PHONES

If you are interested in using a cell phone while you are in Canada, there are a few things to consider. First, it is important that you decide if you are interested in prepaid or postpaid billing:

<u>Pay As You Go (Prepaid)</u>	
Advantages	Disadvantages
No credit check required	Calls and SMS Text will be more expensive per minute than using a plan
No deposit required	You could run out of credit at a crucial time that you need to make a call
No hidden fees	Your account credit may expire if not used within a certain time
No termination fee if you decide not to use your phone again	Phones can be more expensive; limited selection
No service fee	You cannot accept collect calls
Always in control of call costs, phone bill	

<u>Contact (Postpaid)</u>	
Advantages	Disadvantages
Free phones when you sign a contract	Requires a credit check
Lower rates per minute and per text message	Easy to overspend
You do not need to worry about buying phone cards and your phone services are always intact	Fee for breaking the contract (Usually over \$250)

Second, research the cell phone providers available and decide which company offers the best rates for you. Some of the popular cell phone companies in Canada are:

- Bell
- Rogers
- Telus
- Fido
- Virgin
- Koodo
- Wind

Tips for Cell Phone Buyers

Department and electronic stores like Walmart and Futureshop sell very inexpensive prepaid phones; otherwise you can pay hundreds of dollars for a phone if you choose to purchase the phone outside of a contract.

If you choose prepaid billing, check to see if your cell phone provider offers add-ons like unlimited text messaging or unlimited nights and weekends for a daily or monthly fee.

WASTE DISPOSAL

Proper disposal of waste helps to keep our environment clean. Most waste containers on campus are clearly labelled. Make sure you do your part in helping to reduce, reuse, recycle.

Disposal

Depending on where you live, there will be a day(s) during the work week (Monday- Friday) that you will be responsible to setting out your garbage, recycling and compost bin. Typically you would set these out at the end of the driveway by the street curb. The city's waste disposal trucks will collect the waste each week. If you live in an apartment, you may have a central waste bin used by the whole building.

Garbage

Usually there is a limit to how many bags of garbage you can put out; you may want to check with a roommate, homestay host or landlord if you have more than one bag of garbage.

Acceptable Garbage Items:

- Ceramics (Plates, Mugs, etc)
- Baby wipes
- Cigarette Butts
- Diapers
- Disposable Mops, Dusters & Wipes
- Drinking Glasses
- Dryer Sheets
- Feminine Hygiene Products
- Light Bulbs
- Plastics not accepted in blue box
- Textiles
- Vacuum Bags
- Window Glass (boxed & sealed)
- Wrappers
- Plastic Bags/Film

Recycling

Recycling is a way to filter out used items that don't belong in the trash. These types of items can be reused again which is why they go in separate recycling bins. Most cities have a 2-stream recycling program in place, which means that containers and paper fibers must be separated with 2 recycling bins.

Compost

Compost bins are designed to hold organics like food scraps. It's important to remove all wrappings and plastics from any of your food waste before you put it into the bin.

Examples of food waste:

- Bread, grains and cereals
- Coffee filters and grounds
- Corn cobs and husks
- Dairy products
- Eggs and egg shells
- Fruits and vegetables

DRIVER'S LICENSE – WITH A CURRENT LICENSE

There are two main ways to get a driver's license in Ontario if you already have a license

- 1) If you have a license from: Australia, Austria, Belgium, France, Germany, Great Britain, Isle of Man, Japan, Korea, Switzerland or the USA, there is a reciprocal exchange program with Ontario.

This means if you have at least two years of experience during the last three years, you can get a full license without taking a written or road test. However, you must pass a vision test and show proof of your license and driving experience.

If you have less than two years' experience during the last three years, you must gain more experience in Canada first before taking a G2 license road test.

If your license is not in English or French, it must be accompanied by a written translation from a qualified translator.

Licenses from Japan must be accompanied by a Certificate from the Japanese Consulate.

Licenses from Korea must be accompanied by a Letter of Confirmation from the Korean Consulate or Korean Transport Authority.

For all questions and issues, please contact us at the International Centre or refer to this website:

<http://www.mto.gov.on.ca/english/dandv/>

- 2) If you are not from one of the countries listed above, you must follow the Out of Country driver's application process and meet the following requirements:
 - Declare driving experience on driver's license form
 - Present a valid foreign driver's license (accompanied by a written translation from a qualified translator if not in French or English)
 - Present proof of driving experience from home country agency or Embassy or consulate if you want to get credit for your experience (this can greatly speed up the process)
 - Pass a vision test
 - Pass a written test about Ontario's rules and laws
 - Pay all fees
 - Provide acceptable proof of identity

Providing all of these conditions are met, you will be granted a driving level based on your experience level and completion of a road test.

Website for out of Country Drivers: <http://www.drivetest.ca/en/licensing/pages/out-of-country-drivers.aspx>

DRIVER'S LICENSE – NEW DRIVER

If you are at least 16 years old, you can apply for a driver's license in Ontario. As a new driver, you will need to practice driving and gain experience over time. For most people, the two-step process takes about 20 months to finish. Here's how you get a driver's license:

The Ontario driver's license is a blue, plastic card that displays your name, address, date of birth, photo and signature. The license has an expiry date which means you have to renew it before it expires.

Driving in Ontario

To drive on Ontario roads, you need to:

- Carry a valid driver's license at all times
- Have a valid owner's permit, license plate and insurance
- Obey traffic laws and drive safely

License Types

Ontario has 15 types of licenses. Each license certifies you to drive a specific type of vehicle. To drive a car, van or small truck, you will need a G class license. All licenses come with certain conditions. See Ontario's full list of licenses <http://www.mto.gov.on.ca/english/dandv/driver/classes.shtml>

Apply for a Driver's License

To apply for a driver's license in Ontario, you need to:

- Be at least 16 years old
- Pass an eye test
- Pass a written test about the rules of the road and traffic signs

Once you pass these tests, you will get a G1 license. You are considered a beginner driver and need to practice driving and gain experience over time.

Where to Apply

To apply and take the required tests, visit:

- A DriveTest Centre or
- The ServiceOntario College Park location in downtown Toronto

You will need to bring original identification that shows your legal name, date of birth and your signature.

ServiceOntario information can be found here:

<https://www.services.gov.on.ca/locations/locationDetail.do?id=12043>

First a DriveTest Centre closest to you: <http://www.drivetest.ca/EN/bookatest/Pages/LocationFinder.aspx>

Accepted Identify Documents

- Canadian Citizenship
- Passport (Canadian or foreign)
- Canadian Citizenship Card with photo
- Secure Certificate of Indian Status Card (issued on or after December 15, 2009 by Indian and Northern Affairs Canada)
- Ontario Photo Card

Permanent Residents

- Permanent Resident (PR) card
- Record of Landing (IMM 1000)
- Confirmation of Permanent Resident (IMM 5292)
- Ontario Photo Card

Temporary Residents

- Study Permit/Student Authorization (IMM 1442)
- Work Permit/Employment Authorization (IMM 1442)
- Visitor Record (IMM 1442)
- Temporary Resident Permit (IMM 1442)
- Refugee Status Claim (IMM1434)
- Acknowledgement of Intent to Claim Refugee Status (IMM 7703) with photo
- Report Pursuant to the Immigration Act (IMM 1442) with photo
- Ontario Photo Card

For a full list of acceptable identification: <http://www.drivetest.ca/EN/licensing/Pages/How-to-Apply.aspx>

Fees

You will need to pay a fee to apply for a license and take the written test.

Please note that fees for Driver Examination Services are set by the Government of Ontario Effective September 1, 2013

G1 License	\$145.00
(Cost includes knowledge test, G2 road test and five year license. This fee is payable at the time of application)	
Knowledge Test	\$15.00
Class G2 Road Test	\$50.00
Five Year License	\$80.00
G or M Road Test	\$85.00

For more details, visit: <http://www.drivetest.ca/EN/licensing/Pages/License-Fees.aspx>

Study for the Knowledge Test

Ontario's Official Driver Handbook will help you prepare for your written knowledge test. It covers the rules of the road and practical driving tips. The cost is approximately \$14.95 plus tax. You can buy the handbook:

- Online through ServiceOntario
- At a DriveTest Centre
- Retail stores (Rexall Pharma Plus, Shopper's Drug Mart, Chapters, etc.)

To see a portion of the book, visit this link: <http://www.mto.gov.on.ca/english/dandv/driver/handbook/index.shtml>

Learning to Drive: Graduated Licensing

Once you have passed your eye and written tests, you get your G1 license. Before you can get a full G license, you have to:

- Finish two learning levels: G1 and G2
- Pass two road tests

This process is called “graduated licensing”. It is designed to give new drivers time to practice and gain driving experience over time. You have up to five years to finish the whole process. After five years, if you do not get your full G license, you will need to start over.

G1 License

By law, when you have a G1 license, you must:

- Maintain a zero blood alcohol level (no alcohol in your blood)
- Make sure every passenger with you wears a properly working seatbelt
- Not drive between midnight and 5am
- Not drive on 400-series highways or high-speed expressways (e.g., 401, Queen Elizabeth Way (QEW), Gardiner Expressway)
- Drive with a fully licensed driver who has:
 - At least four years of driving experience
 - A blood alcohol level of less than .05 (if this person is 21 and under, their blood alcohol level should be zero)

The driver accompanying you must be the only other person in the front seat. If you are driving with a driver instructor certified in Ontario, you can drive on any road. In most cases, you practice with your G1 license for 12 months.

G1 Road Test

The G1 road test is the first of two you need to take as a new driver.

- You can take your first road test after 12 months with a G1 license
- This exam tests your basic driving skills (e.g., turning left and right, stopping, parking)
- Once you pass, you get your G2 license

If you finish a government-approved driver education course, you can take your first road test after just eight months.

Driver Education Course Locations

- Len's Driving School, 10 Peter Street North, Suite 104,
Orillia, ON L3V 4Y7
705-325-0011
- Rick's Driving School, 6 West Street North, Suite 202,
Orillia, ON, L3V 5B8
705-326-0006
- Simcoe County District School Board - Orillia Learning Centre, 575 West St Unit 15,
Orillia, ON L3V 7N6
705-325-9279
- Young Drivers of Canada (Orillia), 4337 Burnside Line, Unit 4,
Orillia, ON L3V 6H4
705-326-1882

G2 License

After passing your G1 road test, you get a G2 license. You practice with your G2 license for 12 months. You can now drive:

- Without another experienced driver in the car

- On all Ontario roads
- At any time of the day, in most cases

You must still:

- Have a zero blood alcohol level
- Carry only as many passengers as there are working seatbelts

If you are 19 and under, some other restrictions apply.

G2 Drivers: 19 and under

Between midnight and 5am: you can only drive with one passenger who is 19 or under in your car. This condition applies for the first six months of G2. After six months, you can drive with up to three passengers 19 or under between midnight and 5am. This condition does not apply, if:

You have a fully licensed driver in the car (with four years plus experience driving)

Your passengers are immediate family members (e.g., a parent, brother or sister)

G2 Road Test

This is the second of two road tests you take as a new driver.

You can take the test after 12 months with a G2 license

The test covers more advanced driving skills (e.g., driving on a highway, parallel parking). Once you pass, you get a full G license

If you fail the G1 or G2 road test

If your G1 license is not expired, you can try the road test again

If your G1 license is expired, you need to start all over and pay the test fees again

If your G2 license is about to expire, you can take your G1 road test again and get five more years as a G2 to finish the process

Booking a Road Test

To book a road test appointment, you will need to provide:

- Your valid Ontario driver's license number
- A preferred location for taking the test
- A second and third choice of location
- A preferred date and time

You can book, cancel or reschedule a road test appointment:

- Online – <https://www.irtb.rus.mto.gov.on.ca/default.aspx>
- By phone at 416-325-8580 or 1-888-570-6110
- In person at any DriveTest Centre

For a fact sheet on the road test and a checklist:

http://www.drivetest.ca/EN/bookatest/Documents/road_test_preparation_fact_sheet.pdf

For more information and videos: <http://www.ontario.ca/driving-and-roads/get-a-drivers-license-new-drivers>

Automotive Insurance

It is very important and a requirement to have automotive insurance on your vehicle if you plan on driving. Automotive insurance is used to provide financial protection against physical damage and/or bodily injury resulting from traffic collisions and against liability that could result of an accident. The specific terms of automotive insurance will be different depending on what coverage you have and the insurance company you're with. Your age, gender and model of vehicle will also have an impact on the cost of insurance.

There are many automotive insurance companies to choose from. Look online or ask your bank provider as sometimes they will have their own automotive insurance.

Remember to always keep a copy of your insurance and ownership in the vehicle.

THE CITY OF ORILLIA: THINGS TO DO

Whether you are looking for new friends, something fun to do or a way to become part of the community, Orillia has a lot to offer! Here at the International Centre, we have put together some of our favourite places to visit, groups, clubs, and services in the community for you to try out.

Events

Every year, popular events such as the Mariposa Folk Festival, Scottish Festival, Blues and Jazz festivals, Starry Night Art Walk, Arts for Peace Festival, and Festival of Banners, bring many thousands to Orillia to celebrate works of the imagination. For a full list of events and festivals in the city, including Canada Day Celebrations visit <http://www.orillia.ca/en/visitorillia/festivalsandevents.asp>

Arts and Culture

The **Orillia Museum of Art and History**, with its prominent four-sided clock tower, is the centre of the city's art district on Peter Street South. Formerly a post office, police station, court house, and jail, this handsome heritage building showcases local artwork and historical artifacts.

Built in 1895, the **Orillia Opera House** is a downtown landmark, home to professional and amateur performances in its 700-seat main auditorium and 100-seat studio theatre. The building's acoustics are exceptional. Classical pianist, Glenn Gould, used to slip in from his cottage on Lake Simcoe to play the grand piano during off hours. A resident ghost has been known to make impromptu appearances when lights are dimmed.

The **Leacock Museum** is a National Historic Site. It lovingly recreates the early 1900s atmosphere and preserves manuscripts, photos, and memorabilia. A summer reading festival on the museum's lakeside property attracts many of Canada's most notable writers.

Shopping

The Local Farmers Market

Corner of West and Mississauga Streets (downtown by the Opera House), every Saturday year round

The Farmers' Market has a range of locally produced foods, handmade crafts from around the county and regularly scheduled special events for the family. Local growers look forward to Saturdays on the Market, where they offer fresh-picked produce in season, and naturally raised meats, with a variety of baked goods and ready-to-eat treats in a sociable atmosphere.

Downtown Orillia is home to more than 150 thriving shops, restaurants, salons, and services to suit every need while enjoying a heritage-themed, quaint cityscape.

Giant Tiger

130 Atherley Rd, Orillia, ON L3V 1N3

This is a great shopping locations for clothes, items for around home and some grocery selection as well. Giant Tiger is one of the more inexpensive shopping centres so it's great for students on a budget.

Dollarama

As the name suggests, Dollarama has small, useful items for only one dollar or a very inexpensive price. School materials and items for your home can be found here.

3 locations in Orillia: 165 Murphy St (705) 326-3307, 187 Memorial (705) 327-2659, and 425 W N (705) 326-4138

Orillia Square Mall

1029 Brodie Drive, Orillia 705-325-2366

Orillia Square Mall is ideally located just off Highway 11 and is the perfect place to enjoy a warm and hospitable shopping experience with more than 50 stores including Canadian Tire and Target.

West Ridge

West Ridge is a growing commercial and shopping district on the western edge of Orillia.

This area, bordered by Highway 12 West and Old Barrie Road, is now home to Lakehead University and the West Orillia Sports Complex - and a vast assortment of big box stores, shops, restaurants, a movie theatre, and much more.

Walmart

Walmart is a department store where you can purchase anything from clothes, electronics, furniture, footwear and groceries.

175 Murphy Rd, Orillia 705-325-7403

Shopping Tips:

- ✓ Shopping for Winter clothes, boots or gloves, Wal-Mart or Target have the most reasonable prices
- ✓ Monday to Friday, malls open from 9am to 9pm; Saturday and Sunday, most malls open at 11am and close at 5pm.
- ✓ Most stores accept debit, visa cards, but personal cheques are not common.
- ✓ The greatest discounts are offered during Boxing Week, the week during Christmas.

Staying Active

There are number of sport leagues that run through the city of Orillia

- Orillia Adult Hockey League
- Drop In Hockey Programs
- Orillia Girls Softball League
- Orillia Co-Ed Adult Dodgeball League

Community Parks

Orillia has several community parks that are a great place to walk, spend the day or do some cycling.

Centennial Park: is a seven-acre park on the shores of Lake Couchiching and is one of the jewels in the Orillia parks crown and incorporates the Port of Orillia, a busy port of call on the Trent-Severn Waterway.

Couchiching Beach Park: includes the town dock and sandy beach areas that attract many to Lake Couchiching each summer. This 14.5-acre park is home to many special events and features the historic Champlain Monument.

The Rotary Train, run by the Rotary Club of Orillia, is stationed at Couchiching Beach Park and brings joy to many visitors during the summer months. It runs June 21 to September 2, 2014 on Fridays, Saturdays and Sundays from 12:00 p.m. to 5:00 p.m. It does run on holiday Mondays.

J.B. Tudhope Memorial Park: is on Lake Couchiching is an active park for baseball and slo-pitch, and attracts water lovers to its popular Moose Beach swimming area.

YMCA Orillia: Located at 6604 Rama Rd, Orillia, ON L3V 6H6, the YMCA offers a variety of services such as newcomers, employment, literacy but also has great activities, day camps and athletic programs.



Memorial Park

Kitchener Park: On the shores of Lake Simcoe at the bottom of West Street, Kitchener Park offers 25 acres of sports fields, baseball diamonds, and green space.

Veterans' Memorial Park: is a 1.9-acre parcel of green space that is part of the Lake Couchiching park system, along the Lightfoot Trail, and includes the following amenities:

- Flower garden
- Picnic shelter
- Skateboard park

West Orillia Sports Complex: Unveiled in 2010, the West Orillia Sports Complex is already well-known for Rotary Place, its twin-pad arena. The West Orillia Sports Complex includes 27 acres of sports fields, trails, and green space. Amenities include:

- Accessible playground
- Lit artificial turf sports field
- Lit and unlit sports fields
- Lit tennis courts

- Trail
- Washrooms

Entertainment

Casino Rama

Casino Rama is located just outside of Orillia at 5899 Rama Road. It offers more than 2,500 slot machines and more than 110 games tables. The complex includes 10 restaurants, various shops and holds concerts all year around.

OPP Museum

The OPP museum is located at 777 Memorial Ave. It showcases the culture and heritage of the OPP from 1909 through to today.

Movie Theatre

There is one main movie theater in Orillia:

Galaxy Cinemas Orillia
865 W Ridge Blvd, (705) 330-3456

For more information about things to do in Orillia, visit <http://www.orillia.ca/en/index.asp>

DRESSING FOR THE WINTER SEASON

It's winter in Canada, what should I wear?

T-Shirts

Short sleeve shirts are worn year round by many people. However, it is not something to wear outside during the colder months without a sweater and jacket over top. Price: \$10-30

Sweaters

It does get cold in Canada during the winter season and staying warm is important. Sweaters are made to keep you warm and for that reason, they are thicker than t-shirts. They are often worn loose on the body to allow for a t-shirt to be worn underneath. Price: \$20-60

Winter Jackets

During winter, an extra layer is needed over top of a sweater when spending time outdoors. Winter jackets not only add the extra layer of warmth, but also provide protection from the elements (snow, wind, and cold temperatures). There are many styles available in winter jackets with a variety of extra features. Some jackets are made specifically for skiing/snowboarding while others are made for the person who only walks to and from school. Ski/snowboarding jackets come with extra features.

What do I look for in a winter jacket?

A common mistake is buying a jacket that does not fit properly. If you will be wearing a sweater underneath your jacket, be sure you try it on while wearing your sweater. A jacket that fits well when you are wearing a t-shirt will not fit the same once you are wearing a sweater (since sweaters are thicker, the jacket will feel smaller). Be sure to move your arms around in the jacket. You do NOT want it to feel tight around your shoulders. Raise your arms to see if you have the proper sleeve length. Price: \$100-600

Winter Hats and Gloves

Keep your hands and head protected with these items. The thicker the glove, the warmer it will be. Since hats and gloves come in a variety of sizes and colours, make sure they fit comfortably before you purchase them. Price: \$10-40

Where to buy winter clothing

All clothing stores will sell winter apparel, some more expensive than others. Wal-Mart, Target and the Orillia Square Mall all sell winter attire.

The Features of a winter jacket

Different winter jackets use different materials to keep you warm. Down Jackets are great for those who only want to walk to school. If you are looking to be more active in the winter, a Ski Jacket is recommended.

Not sure what you are looking for? Ask a sales associate at the store you are in. They are there to help you.

Special Pockets

Extra pockets may be placed throughout the jackets that hold cell phones and iPod's.

Waterproof Outer Layer

For protection against the cold and wetness of the snow that a sweater does not provide. It stops any snow from seeping through and making you cold and wet.

Hood

Protect your head from the snow and stop yourself from losing body heat

Inner Layer

Contains the insulation. Winter jackets are made to keep you warm in the winter and the materials here are what get the job done. Avoid spring jackets as they provide no warmth.

Wrist Closure

Prevent snow and cold air from going inside your sleeves.



The (anatomy of a) winter boot: What to look for

This winter, stay safe on driveways, parking lots, and walkways. Protect yourself from slips and falls by wearing sturdy footwear made for Canadian winters.

Your safety in winter conditions is an investment in the health and well-being of you and your loved ones – take the time and effort to invest in quality winter boots that will keep you safe and warm all winter long.

Proper boot height

so snow doesn't get inside your boots and melt, making you uncomfortable, wet, and cold. Some come with a fleece collar or drawstring at the top of the boot to prevent this.

Full lacing system

for a tighter fit and to prevent socks from slipping down, keeping you toasty warm.

Tread

Look for cross-hatching that will grip in icy conditions without clogging full of snow.



Liner

Thick and soft liner inside to keep your feet warm and dry.

Upper

Waterproof material such as water-resistant treated leather, suede or synthetic faux-fur for warm uppers.

Sole

Light-weighted rubber. Rubber provides protection from water and chilly temperatures, and is easy to clean.

Heel

Low, wide heels with a solid tread.

THE CITY OF ORILLIA: TRANSPORTATION

Orillia Transit, owned by the City of Orillia and operated under contract by First Student Canada, provides bus service throughout the City of Orillia on weekdays and Saturdays. There are five different routes, offering service to most areas of the city.

Terminal is located at West and Mississauga Streets.

- Weekday service begins at 6:15 a.m. with final departures from the terminal at 10:15p.m.
- Saturday service begins at 8:45 a.m. with final departures from the terminal at 7:45 p.m.
- Sunday Service begins at 8:45 a.m. with final departures from the terminal at 4:15 p.m.
- No service on Holidays. Transfers can only be made at the terminal.

Visit <http://www.orillia.ca/en/livinginorillia/resources/busroutemap.pdf> for the transit bus route.

THE CITY OF ORILLIA: WHERE TO EAT

Grocery Stores

Zehrs Markets: 289 Coldwater Rd
(705) 325-5777

Food Basics: 975 West Ridge Bl
(705) 326-5200

Walmart – Orillia: 175 Murphy Rd
(705) 325-7403

Foodland: 80 Fittons Rd E
(705) 325-9072

Metro (Metro):70 Front St N
(705) 325-6789

Giant Tiger: 130 Atherley Rd
(705) 329-1207

Jason's No Frills #704: 1029 Brodie Dr
(705) 329-1140

Country Produce: 301 Westmount Dr N
(705) 325-9902

Weekly Grocery Budget

- Milk: \$3-5
- Juice \$3-5
- Meat: \$5-20

- Vegetables: \$5-10
- Fruits: \$3-5
- Bread: \$2-5
- Coffee/Tea: \$2-5
- Snacks: \$0-unlimited
- Eggs: \$2-4
- Toiletries, etc.: \$5-10

Total expenses for weekly grocery per person: \$35-80 or more per week. The total expenses for weekly groceries may vary from person to person and season to season.

Restaurants

Bars, Pubs, and Grills:

Boston Pizza: 3300 Monarch Drive, Orillia

Brewery Bat Food Company: 117 Mississaga Street East, Orillia

Broken Road: 35 West Street South, Orillia

West 22- The Bar: 22 West Street South, Orillia

McCabe's Restaurant and Bar: 201 Woodside Drive, Orillia

East Side Mario's: 315 Memorial Avenue, Orillia

Kelsey's Restaurant : 405 Memorial Avenue, Orillia

Moe's Tap and Wings: 99 Mississaga Street East, Orillia

Montana's: 3250 Monarch Drive, Orillia

The Lion: 85 Mississaga Street East, Orillia

Tux II Nightclub and Patio Bar: 2 Front Street North, Orillia

Studabakers Pub: 211 Mississaga St E

Casual Dining:

Royal Oak Restaurant: 8 Laclie St, Orillia, ON L3V 4M8

Koi Sushi: 660 Atherley Rd, Orillia, ON L3V 1P2

Gung Ho Restaurant : 438 West St N, Orillia, ON L3V 5E8

Ace Chinese Food: 28 Mississaga St E, Orillia, ON L3V 1V5

Golden Wok Restaurant: 72 Colborne St W, Orillia, ON L3V 2Y7

Aladdin Indian Cuisine and Banquet Hall: 1035 Mississaga St W, Orillia, ON L3V 3C7

Grover's Family Restaurant: 331 Atherley Rd

Local Mariposa Market: 109 Mississaga St E

BANKING IN ORILLIA

BMO (Bank of Montreal)

285 Coldwater Rd W, (705) 325-1378

CIBC (Canadian Imperial Bank of Commerce)

1 Mississauga St W, (705) 325-4441

RBC (Royal Bank of Canada)

40 Peter St S, (705)-326-6417

3205 Monarch, (705) 326-6225

ScotiaBank

56 Mississauga St. E, (705) 325-1341

3305 Monarch Dr, (705) 325-2267

TD Bank Financial Group

39 Peter St. N, (705) 329-4828

3300 Monarch Dr, (705) 327-7900

CANADIAN CURRENCY

Typical Canadian Currency



Transferring Funds

From your own country to Canada: go to your bank in Canada, ask for your bank address, your account number and transit number.

Make sure you know what type of currency (U.S. dollar, Canadian dollar, or your own currency) that your parents will send you as you will be charged an exchange fee if the currency is not in Canadian dollars.

If you have two different accounts (e.g. one is Canadian and the other is U.S.) make sure to tell the right account to your parents or the bank may automatically transfer your money into the account with the same currency.

Check the currency exchange rates: <http://www.x-rates.com/>

Always keep in touch with your bank and remember to check your account when the transfer arrives. If you have any questions, be sure to call your bank right away!

ATM Machines in Georgian College

ATM machine on Orillia campus is located at the bottom of the main stairs, close to Campus Connections.

Canadian Tax System

Sales Taxes

13% Harmonized Sales Tax (HST) added to most purchases.

Income Tax

International Students Income Tax

You must file an income tax return if:

- You have income and owe taxes
- You want to claim and refund
- You want to apply for the HST (and other tax credits)

If you have no income, then you are not required to complete tax forms, though you may be eligible for the HST Credit and Provincial Tax Credits. To receive this refund, you must file a tax return.

Note: Income from employment is taxable as are scholarships, bursaries and interest income. However, money transferred to you from your parents is not considered taxable income.

For more information:

Call International Tax Services at 1-800-267-5177

Canada Customs and Revenue Agency website: <http://www.ccr-aadrc.gc.ca/>

You can file your tax return at H&R Block at a special student rate. For more information, visit <http://www.hrblock.ca> or one of the locations below:

H&R Block Locations in Orillia

- 25 Front St S #5: (705) 325-8091
- 3280 Monarch Dr (705) 329-4496

YOUR PERSONAL SAFETY

Personal Safety

- If you must walk at night, travel with a companion on well-lit, frequently travelled streets
- Do not respond to any unwanted attention or behaviour (e.g. people screaming at you when passing by in a car)
- Do not remain in a situation where you feel uncomfortable and always be aware of your surroundings (But not too sensitive)
- Do not carry large amounts of cash
- If you require police/medical/fire assistance, dial 911
- Always lock your room, apartment, or home when leaving; always lock yourself in at night and be very careful about opening your door to strangers
- It is very common for a salesperson to visit your neighbourhoods asking to enter your house for a promotion. If you do not wish to receive a demonstration about their products, saying “No, thank you” is very acceptable
- Many charitable organizations also send people door to door to collect donations and funds. You don’t have to respond to them if you are not willing to. If you feel threatened or pushed by them, talk to the International Centre staff or call 911 if necessary
- When receiving a long distance call in your residence, remember that it might be a business trying to sell products to you. Hang up or tell them politely that you are not interested and never will be. Tell them not to call again
- It is illegal in Canada to drive or travel without wearing a seatbelt. Please ensure that all passengers are “buckled up”

Water Safety

In Canada, we enjoy participating in a lot of water activities including boating, swimming and playing water sports. Whatever activities you decide to participate in when you're in or around the water, it is important to put safety first. Tips to avoid water-related injuries:

- Never swim alone! Even the most experienced swimmers should swim with a friend or family member
- Practice caution when diving. If you see a sign that says "No Diving" or "Shallow Water", respect the signs and do not dive in that area. If you are not careful when diving, it can result in serious injuries or death
- Be careful at the beach or when swimming in lakes that the land can drop off suddenly and the water can come over your head with no warning
- Avoid the water if you have an open wound or infection
- Ensure there is a life guard or emergency equipment (including a first aid kit and a phone) in the immediate pool area
- When boating, ensure everyone in the boat has their life jacket on and fastened
- Don't consume alcohol before or during swimming or boating activities
- Be cautious about swimming in currents, and know what to do if you get into trouble
- Be proactive! Get trained through swimming and water safety lessons; get your Pleasure Craft Operator Card if you operate a boat; know how to respond in an emergency by taking first aid lessons
- If you are ever faced with an emergency situation, call 911 immediately

Fire Safety

- Working smoke alarms will provide you with the early warning you will need to escape a fire. Make sure that the smoke alarm is installed and working. If not, contact your landlord immediately to inform them. Do not disconnect smoke alarms! Install them and make sure the batteries are replaced at least once a year
- Install carbon monoxide alarms near all sleeping areas
- Stay in the kitchen while cooking. Keep the stove area clear and keep a pot lid handy to "Put a Lid On It" if a fire starts in a pan
- In case of a fire, get out and call 911 immediately
- Pull to the right and stop when you see emergency vehicle lights and hear sirens. Every second counts
- Blow out all candles before leaving the room or going to bed. Use sturdy holders and keep candles up and away from children and pets
- Keep matches and lighters up out of sight and reach of children
- Ensure cigarettes are completely stubbed out and empty only cold cigarette butts in the trash
- Use power bars with built-in circuit breakers, never use damaged cords and keep heaters away from things that can burn
- Excessive drinking contributes to fatal fires. Watch anyone in your home who drinks excessively and then smokes or cooks

Legal Issues

Signature:

- Be aware of signing your name on any contract, or bill of sale
- Under no circumstances should you sign any paper unless you completely understand every word and what your obligations may be
- Once you sign a contract, you are legally responsible to fulfill the terms of that contract

Drugs:

- May only be purchased for medical purposes from a pharmacy or drug store and only with a written prescription (note) from a doctor
- It is illegal to see or use restricted drugs (cocaine, heroin...)
- Possession of these drugs is illegal and any involvement could result in charges laid with a possible jail sentence

Alcohol:

- In Ontario, one must be 19 years of age to legally consume or purchase liquor
- It is against the law to consume alcohol or carry it in an unsealed container in a public place (including parks and vehicles)
- Providing alcohol to anyone under the age of 19 is strictly forbidden
- College students tend to attend the local bars and will be asked for appropriate identification (passport, driver's license, birth certificate, etc.) that must contain a photo
- Driving under the influence (DUI) of alcohol or drugs is against the law and will result in the loss of a driver's license, fines starting at \$500, and possible time in jail

Cigarettes:

- Identification providing age of majority (19 years) is also required for the purchase of cigarettes

Smoking areas in Georgian College: The Smoke-Free Ontario Act applies to all campuses of Georgian College. The College is responsible under this legislation to ensure compliance with the smoking regulations under the Act. The intent of the Act is to provide a near complete ban on smoking in any enclosed spaces. The College has clearly posted signage to indicate where smoking is or is not allowed. Please contact the HR Department for further information.

Gambling:

- Identification providing age of majority is also required for the act of gambling
- In Canada, one must be 18 years of age to gamble through store bought scratch or lottery tickets. All stores will ask for proof of age by photo identification before the sale is made.
- In order to enter any Casino institution, one must be 19 years of age or older. Before entering a Casino, proof of age must be made (passport, driver's license, birth certificate, etc.) Students under the age of 21 must show a second piece of identification (credit card, student card, or other identification) with your name confirming your identity.
- Gambling can be fun in moderation. Problem gambling is gambling that is done excessively and negatively affects other areas of a person's life, such as their physical or mental health, school or work performance, finances, and/or interpersonal relationships. Stay within your limits.

Shop Lifting:

- Stealing/taking something that does not belong to you is a crime. It could be from a retail store (clothing, grocery store or restaurant) or from someone else's personal property.
- Shoplifting is one of the most common crimes that police catch young adults doing.
- Taking anything that does not belong to you without permission or paying for it is considered theft and is punishable by law. The consequences for theft done by an international student are serious.
- In grocery stores in Canada, we must pay for our food before we start to eat it.

IMPORTANT PHONE NUMBERS

EMERGENCY: 911- Fire, Ambulance, Police

Non-Emergency Assistance (In Orillia): (705) 326-3536

Walk-In Clinics & Hospitals

Orillia After Hours Medical Clinic (705) 327-0578

Orillia Walk-In Dentistry (705) 327-8062

Soldiers Memorial Hospital (705) 325-2201

Simcoe Muskoka District Health Unit (705) 721-7520

General Numbers

Bell Canada: (705) 327-3232

Orillia Transit: (705) 325-8434

Orilla Taxi: (705) 325-8888

Able Taxi: (705) 418-0234

Act-All Canadian Taxi: (705) 329-3333

Residence & Georgian College

Georgian College (www.georgiancollege.ca): (705) 728-1968 + Ext.

Georgian College Residence (www.georgiancollege.ca/residence): (705) 730-5600

International Centre (www.georgiancollege.ca/international): Ext 1218

Georgian College Emergency Numbers:

Security: Ext 5100

Lockdown: (705) 722-4000 or Ext 4000

ORILLIA CAMPUS MAP

