



glückwunsch

恭喜你

selamat

tillykke

*congratulations*

mubarak

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felicidades

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gratulacje

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*Shine Brighter*

**Sheridan**



INTERNATIONAL

# *Welcome and Congratulations!*

We are very pleased to offer you admission to Sheridan. The information provided in this publication includes all the steps you need to follow to secure your place at Sheridan, and to access our extensive student services.

Why are we so excited to offer you a place at Sheridan? It is our mission to help you thrive in this fast changing world so you can shine brighter. We are a fast-growing institution with a proud history of helping our graduates succeed in their careers; students like you can help us build on our record so that together we will all shine brighter.

We are different to high school and university. Our objective is not just to give you knowledge but also to teach you the skills that are going to help you get a job that is more rewarding.

Here are a few of the ways we will help you achieve a richer, more rewarding future:

- We are a creative community where you are encouraged to learn about new technologies and marry that knowledge with creativity, so you can solve problems and adapt to new situations
- Our faculty and instructors offer you practical knowledge; many have come from successful careers or continue to work professionally outside Sheridan
- We provide practical, hands-on learning with co-op, field placements and internships that help you jump right into the workforce
- State-of-the-art learning environments and our Mobile Computing program give you access to online resources and help you to collaborate with other students
- We give you support through Student Advisement Centres, peer mentors and the Career Centre
- We encourage you to showcase your work on [SheridanShineBrighter.com](http://SheridanShineBrighter.com) so prospective employers can see your talents

We look forward to welcoming you to Sheridan.





***Follow these steps to secure your place at Sheridan:***

- 1. Confirm your Offer of Admission.
- 2. Pay your fees by the deadline date indicated on your invoice (view on Access Sheridan after you confirm your offer).
- 3. Apply for your study permit [www.cic.gc.ca](http://www.cic.gc.ca)
- 4. Access your online services.
- 5. Apply for residence or find off-campus housing (if applicable).
- 6. Determine if you are in a Mobile Computing program and review your options.
- 7. Register for your Language Assessment (If applicable).

# Confirm Your Offer of Admission

To confirm your acceptance of this offer, please send your completed Confirmation of Acceptance Form to the International Centre by the date indicated on your offer letter. You may fax this form to 905-815-4004 or you can scan and email it to us at [international@sheridanc.on.ca](mailto:international@sheridanc.on.ca)

If you have applied to more than one program, you may receive an offer letter for each program; however, you can only accept to one program. If you wish to change your decision at a later time you may change your choice, space permitting.

## FIRM OFFERS OF ADMISSION

If your admission status is firm, **you must accept your offer of admission** by the deadline indicated on your offer letter. A firm offer of admission means that all requirements have been met.

## CONDITIONAL OFFERS OF ADMISSION

If your admission status is conditional, **you must accept your offer of admission** by the deadline indicated on your offer letter. The conditions noted on your letter must be met by the date indicated. Please note all conditions must be met **prior to the start of classes**. Keep in mind a firm offer cannot be issued until all conditions are met.

## ALTERNATE OFFERS OF ADMISSION

Some applicants may receive an alternate offer of admission to a related program should they not be admitted to their first choice program. Please carefully view the program name included in your offer of admission.

# Pay Your Fees

Sheridan fee invoices will be available online via your AccessSheridan account. (Please see dates below). You must first send us your confirmation of acceptance form in order to view your invoice. For a tuition guide containing estimated costs, please refer to the fee guide insert or our website at [www.studyatsheridan.ca](http://www.studyatsheridan.ca) Pay your fees by the due date indicated to secure your place at Sheridan and avoid late payment penalties.

TERM	INVOICES AVAILABLE*	DUE DATE
Fall 2010	April 1	June 23
Winter 2010	September 20	October 20
Spring 2011	February 7	March 9

\* Continue to check your AccessSheridan account as invoice dates may vary.

# *Payment Options*

*The following forms of payment are accepted: Bank wire transfer, credit card, money order, certified cheque, cash or debit card. Please see details below.*

## **1. Bank – Electronic Wire Transfer**

Please use your Sheridan student number as the account/reference number. Please allow sufficient time for payment to reach Sheridan by the due date. For more information on how to pay by bank wire transfers please view our website at [www.studyatsheridan.ca](http://www.studyatsheridan.ca). **Please send a copy of wire transfer details to [wiretransfer@sheridanc.on.ca](mailto:wiretransfer@sheridanc.on.ca)** Please include your full name, date of birth and your Sheridan student ID number.

## **2. By Fax**

Complete the Remittance Form and fax it to the Financial Service Department at 905-815-4042 or the International Centre at 905-815-4004. Payment must be in Canadian funds and can be paid by Visa or Mastercard.

## **3. By Mail**

Complete and return the remittance form with payment in Canadian funds by: Certified cheque or money order (Payable to Sheridan College) Visa or MasterCard. Please do not send a personal cheque or cash.

## **4. In Person**

You may pay in person by cash, certified cheque, money order, Visa, Mastercard, or debit card in Canadian funds only by the date specified on your invoice.

## **REFUNDS**

All fees are subject to a non-refundable registration charge. This charge varies by program. International students who are refused their study permit must provide documented proof of the refusal (copy of immigration document) within the first 10 days of classes to receive a full refund of fees paid.

# *Apply for your Study Permit*

Once you receive your Offer Letter you will need to contact the nearest Canadian Embassy, Consulate or High Commission to apply for your Study Permit and/or Temporary Resident Visa. Information is available from the Citizenship and Immigration Canada website at: [www.cic.gc.ca](http://www.cic.gc.ca)

# *Scholarship and Awards*

For a list of available scholarships and awards please visit [www.studyatsheridan.ca](http://www.studyatsheridan.ca)

# Housing Information

## APPLY ONLINE AT:

<http://sheridanresidence.ca>

Online applications available February 1, 2010. The lottery application deadline for the fall term is May 1, 2010. The lottery will take place on May 2, 2010.

Please notify the International Centre once you have applied and paid the deposit. Please specify which campus you have applied to in your email to [international@sheridanc.on.ca](mailto:international@sheridanc.on.ca)

## SHERIDAN RESIDENCE

### Davis Campus (Brampton)

Phone: 905-874-4393

Email: [sheridan.davis@stayrcc.com](mailto:sheridan.davis@stayrcc.com)

### Trafalgar Road Campus (Oakville)

Phone: 905-815-4150

Email: [sheridan.trafalgar@stayrcc.com](mailto:sheridan.trafalgar@stayrcc.com)

## SUITE FEATURES

- Private two bedroom suite, includes double beds
- Kitchenette with sink, microwave and refrigerator
- Private three-piece bathroom within each suite
- Large desk and work area
- High-speed Internet access
- Private phone line with voicemail and local access
- Cable TV in each room
- Air conditioned suites
- Barrier-free suites available

## RESIDENCE FEATURES

- 24-hour customer service counter
- Secure building with controlled access entrance and video recorded commons rooms
- Sign-in policy enforced for all guests
- On-site staff
- Games and movie lounge
- Common kitchen and laundry facilities
- On-site maintenance

## RESIDENCE LIFE

- Weekly events movie nights, hockey nights, Sunday Sundaes, Cheap Nights...
- Monthly jam sessions to showcase your talents with fellow residents
- Off-campus events such as Wonderland, Toronto Zoo, Blue Jays, Ikea, Shopping Trip, Niagara Falls, Go-Carting, Bowling, Mini Putting plus more!

## FALL 2010 & WINTER 2011 RESIDENCE FEES

Davis & Trafalgar Campus - \$5,700.00

*\*Fees are subject to change with notice.  
Please refer to the Residence's website  
to obtain the most current fee schedule.*

## Off-Campus Housing

Sheridan's Student Union provides a listing of available off-campus housing and is dedicated to helping you find a convenient place to live. For more information, please visit the Student Union website at [www.sheridansu.net](http://www.sheridansu.net)

## Homestay

Sheridan refers students to Homestay Connection [www.homestayconnection.ca](http://www.homestayconnection.ca) and Golden Source International [www.goldensource.ca](http://www.goldensource.ca)



## INTERESTING FACTS

- 95% of residents feel safe in Residence
- 95% of residents rate the Residence staff as being approachable and friendly
- 76% of students live in Residence due to location
- Proximity to class means more study time & less travel time
- Public & GO Transit just outside your door

# Online Services for Students

Use your login name and password assigned to you in our earlier correspondence to connect to the AccessSheridan website. Go to <https://access.sheridaninstitute.ca> and log in. From AccessSheridan\* choose **myStudent Centre**. This **personalized portal** gives you access to the information required to manage your campus life. **myStudent Centre** allows you to easily access and edit your details whenever and wherever necessary. This Web-based portal provides you with convenient and easy access to view selected Sheridan information and services.

## AccessSheridan\* gives you the ability to:

- View and update personal information
- Access your Sheridan email (see details below)
- Monitor your application status
- Choose elective classes (if applicable)
- Access your timetable (approximately two weeks prior to term start)
- View your grades and academic standing
- View your fee invoice

\*Not all services are available to students in all programs

## Accessing Your Sheridan Email

Many of the communications you receive from Sheridan will come to you exclusively via your Sheridan email account. It is important that you monitor your Sheridan email account regularly so that you do not miss any important messages and/or deadlines. Your Sheridan email account can be configured and accessed from your favourite email program. Complete instructions on how to configure your Sheridan account settings are available at <http://it.sheridanc.on.ca/self-help.html> under the "Email" tab. Alternatively, you can use the Web-based mail client that can be found in the AccessSheridan portal. Log-in to AccessSheridan and follow the WebMail link under the "Sheridan Resources" heading.

- Login to AccessSheridan at <https://access.sheridaninstitute.ca> using your account information. If you have not received your login name and password please email us at [international@sheridaninstitute.ca](mailto:international@sheridaninstitute.ca)

## Forgotten Usernames and Passwords

Call the Postsecondary Contact Centre to request a password change.

Sheridan Postsecondary Contact Centre

- Monday – Thursday 8 a.m. – 8 p.m.
- Friday 8 a.m. – 4:30 p.m.
- Saturday 9 a.m. – 1 p.m.

905-845-9430 (Oakville) or

905-459-7533 (Brampton) or

905-681-4611 (Hamilton)

(Once you connect, press #4.)





## *Mobile Computing*

Sheridan has one of the largest and most advanced Mobile Computing programs in Canada, with over 5,000 students benefiting from the integration of laptop computers into their learning experience. Students in Mobile Computing programs are **required to own a laptop computer** that complies with their program's hardware and software standards. Our Mobile Computing programs allow students to learn in the way that they will need to work after graduation: collaboratively, using online resources.

To determine if your program is mobile and see other important information, including laptop requirements, news, and deadlines, visit the Mobile Computing website: <http://it.sheridanc.on.ca/mobile.html>

# Language Assessments

**Essential Communication Skills (ECS)** course code COMM19999 is a **mandatory component** of some programs. Students who are required to take ECS as part of their program must first complete a language assessment prior to the start of classes so they can be placed into the appropriate communications skills course.

International students who are required to take the ECS course as part of their program, and have completed a TOEFL, IELTS, EPA test or ESL program, are still required to take this Mandatory Language Assessment. The Language Assessment is written after you have been granted admission to a program.

## How do I know if I have to take the assessment?

A list of the programs that require a Language Assessment is available on Sheridan's website: <http://assessment.sheridaninstitute.ca>

Before your program starts you will receive an email (in your Sheridan account) with additional information and instructions for registering for the assessment.

For more information about Language Assessments, please visit the Sheridan Assessment Centre website: <http://assessment.sheridaninstitute.ca>

## Why is this assessment important?

ECS is a communications course intended to help you develop the written and spoken communication and presentation skills your future employers tell us you will need. This course will also help you develop the academic writing skills you will need throughout your program.

Sheridan will assess your written language ability in order to place you in a communications class. Based on the results of the assessment, you will be enrolled in either Essential Communication Skills (COMM 19999) or Basic Communication Skills (COMM 19997). Students enrolled in COMM 19997 must successfully complete this course, and then complete COMM 19999, which is a requirement for graduation. An additional course fee will be charged to students who must complete both COMM 19997 and COMM 19999.

It is important to note that if you do not complete the assessment, you will not be enrolled in a required communications course, and this will impact your graduation from your program.

**EMPLOYMENT  
SUCCESS RATE** **88%**

*\* Based on 2009 Key Performance Indicators,  
an annual Ontario government initiative  
that measures college performance*

# *Take Advantage of Your Student Services*

Student Services focuses on YOUR success as a Sheridan student:

- As you enter Sheridan and in those important first few weeks of school
- Throughout your years as a Sheridan student, providing the support you may need as you work toward completion of your academic program
- In preparation for your future beyond graduation which might include a career in your field of study or continuing your education

## *Student Information and Advisement*

As a first year student, you are bound to have questions, and need advice or support. The Student Advisement Centre offers you a central campus location to ask your questions, and get the information and advice you need to help you make informed decisions throughout your Sheridan experience. We're here to help! In fact, if you have questions or need further assistance right now, please email us at [askanadvisor@sheridaninstitute.ca](mailto:askanadvisor@sheridaninstitute.ca)

## *New Student Orientation*

New Student Orientation is a one-day event prior to the start of classes designed to assist you in your transition to Sheridan. Make sure you take advantage of this opportunity to explore the campus, connect with faculty, meet key members of the Sheridan team and learn about the services available to support you! Further information on this will be emailed to you.

### **First Year Connections**

This program provides you with an opportunity to attend events and activities where you can connect with other Sheridan students. First year students are paired with senior students, who assist you with getting settled and being prepared.



## **Athletics, Fitness and Recreation**

You have the opportunity to get involved in varsity and intramural sports while at Sheridan. Your free athletic membership provides you access to our instructional fitness classes and our weight rooms.

## **Cooperative Education**

Co-op links classroom education with relevant employment experience. You'll apply theory to practice, develop a meaningful view of the working world and cultivate an awareness of yourself as a professional.

## **Counselling and Study Skills Support**

Counsellors are available to meet with you to discuss any issues or concerns that may arise. These include challenges with study skills, homesickness, time management, anxiety and financial concerns.

## **Health Services**

Through our on-campus Health Centres, we offer a full range of health services to meet students' needs. Services are provided by registered nurses on a drop-in basis and by appointment with doctors on a strictly confidential basis.

## **Library and Research Assistance**

Many resources are available to you at our two on-site libraries or through our many 24/7 services, allowing you to give your assignments an edge that makes teachers take note. Through our training tools and sessions, we help you further develop your research skills.

## **Peer Mentoring**

Peer Mentors (senior students) are positioned throughout Student Services and academic programs to provide you with support and direction when you first arrive on campus and throughout your time at Sheridan. Peer Mentors can help you make the most of your college experience.

## **Register with Disability Services**

If you are a student with a disability that requires accommodation, please register with Disability Services before the start of your classes. For more information or to register, visit Disability Services (Trafalgar Road: Room B103, Davis: Room B230) or <http://disabilityservices.sheridaninstitute.ca>

## **Student Union Programs**

An assembly of your peers, the Sheridan Student Union delivers activities and programs focused on you and provides advocacy for all of your concerns. Whether it is academic, social or cultural, the Student Union has something for everyone to enjoy. Get involved!

## **Tutoring**

To assist with your academic success, we have a number of options for tutoring. As a full-time student, you may access our tutoring services in English and Math, as well as requesting assistance with other specific subject areas. Visit the Career Centre for more information.

# *Preparing for and Managing Your Career*

A solid understanding of trends in the labour market, employer expectations, and where employment opportunities lie now and in the future is extremely valuable information. This allows you to make informed choices today that will affect your career achievements tomorrow.

## **Job Search Assistance**

Sheridan's online job posting system, [job.sheridan](http://job.sheridan), is available to all full-time students. Registering provides you access to part-time, full-time and summer opportunities, while you are a student here at Sheridan, as well as after you graduate.

## **Employment Advising**

We are here to help you successfully market yourself to employers and can assist you with assessing your current job search skills. Our Employment Advisers assist with the development of résumés, cover letters and professional portfolios, interview preparation and developing a job search strategy.

## **Graduate Recruitment and Professional Networking**

Employers want to hire Sheridan graduates. The Career Centre provides you with our online posting system, career fairs and networking opportunities, designed to help connect you with industry and the right graduate employment position!

# *International Centre*

Sheridan's International Centre provides a comprehensive range of services for international students. Our dedicated and supportive professionals take pride in caring for our international students' needs every step of the way.

Sheridan's staff work to assist international students with social and cultural integration.

### **Our services include:**

- An orientation to help you become familiar with your new surroundings and with Sheridan's campuses
- Information about health insurance, on-campus employment, SIN cards and scholarships
- Social activities
- Access to dozens of student groups, associations and organizations which host events throughout the year
- Assistance in answering questions regarding study/work permits, extensions and provide letters of attendance
- Advice on selecting a career-oriented program, admission requirements and registration
- Information about scholarships and awards
- General inquiries

# Studying and Working in Canada

You are required to submit a copy of your Study Permit to the International Centre at your campus. If you withdraw, cease to attend classes or become part-time, you should be aware that this may affect your status in Canada.

## Citizenship and Immigration Canada (CIC)

CIC is your resource to immigration and work permit information. CIC processes all work permit (Off-Campus, Co-op, and Post-Graduate) and Study Permit extension applications.

For further information, please visit [www.cic.gc.ca](http://www.cic.gc.ca)



EMPLOYER SATISFACTION RATE **94%**

*\* Based on 2009 Key Performance Indicators, an annual Ontario government initiative that measures college performance*



*All information provided is current as of publication;  
Sheridan Marketing and Communications, March 2010.*



**CONTACT INFORMATION FOR THE INTERNATIONAL CENTRE**

**Anytime:** <http://asksheridan.sheridaninstitute.ca>

**Web:** [www.studyatsheridan.ca](http://www.studyatsheridan.ca)

**Email:** [international@sheridaninstitute.ca](mailto:international@sheridaninstitute.ca)

**Telephone:** 905-815-4001