



# What's Happening Where

Guide to Start-Up & Academic Departments and College Services

## Spring 2024

The information in this guide is only valid during the start-up period and may not be accurate after this time:  
**Wednesday, May 1 to Friday, May 17, 2024**

Office of the Registrar  
Last Updated: April 8, 2024

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# Office of the Registrar – Student Services

For the Spring 2024 term the Office of the Registrar is happy to announce that we will be offering in-person and virtual services at each of the 3 main campus locations. Information Specialists are available to assist you with questions and information related to domestic admissions, international admissions & enrolment services, financial assistance and registration services. 2<sup>nd</sup> tier support is available by referral to one of our other service specialists and their support hours are noted below.

## In Person Services

Starting **Wednesday, May 1 to Friday, May 17**

### Casa Loma Campus

160 Kendal Avenue  
C317, Student Service Centre  
**Monday to Friday: 9:00 a.m. – 4:00 p.m.**

### Waterfront Campus

51 Dockside Drive  
Please visit us on campus at the Main Floor Welcome Desk  
**Monday to Friday: 9:00 a.m. – 4:00 p.m.**

### St James Campus

200 King Street, Main Floor Welcome Desk and B150,  
Student Service Centre  
**Monday to Friday: 9:00 a.m. – 4:00 p.m.**

**Inquiries can be supported at our Welcome Desks**

**Monday to Friday 8:30 a.m. – 4:30 p.m.**

## Virtual Services

Starting **Wednesday, May 1 to Friday, May 17**

Office of the Registrar Virtual Service Desk via our WaitWell app: [14907.waitwell.ca/join/19](https://14907.waitwell.ca/join/19)  
**Monday to Friday, 10:00 a.m. to 2:00 p.m.**

**Regular service hours resume on Tuesday, May 21:**

**Monday to Thursday, 10:00 a.m. – 2:00 p.m.**

**Friday, 10:00 a.m. – 4:00 p.m.**

# Academic Assistance and Advising

## Centre for Arts, Design, and Information Technology

### School of Computer Technology

Casa Loma Campus, Room C430

Monday to Friday: 9:00 a.m. – 4:00 p.m.

Phone: 416-415-5000 ext. 4287

Email: [computertechnology@georgebrown.ca](mailto:computertechnology@georgebrown.ca)

### School of Design

Waterfront Campus

Monday to Friday: 8:00 a.m. – 3:30 p.m.

Phone: 416-415-5000 ext. 2137 and 3129

Email: [design@georgebrown.ca](mailto:design@georgebrown.ca) or [game@georgebrown.ca](mailto:game@georgebrown.ca)

### School of Fashion and Jewellery

Casa Loma Campus: Room C430

Monday to Friday: 9:00 a.m. – 4:00 p.m.

Phone: 416-415-5000 ext. 4840

Email: [fashionandjewellery@georgebrown.ca](mailto:fashionandjewellery@georgebrown.ca)

### School of Media and Performing Arts

Dance: Casa Loma Campus, Room C126

Monday to Friday: 8:00 a.m. – 4:00 p.m.

Email: [dance@georgebrown.ca](mailto:dance@georgebrown.ca) or [education@balletjorgen.ca](mailto:education@balletjorgen.ca)

Theatre: Young Centre for the Performing Arts

Monday to Friday: 8:00 a.m. – 4:00 p.m.

Email: [performingarts@georgebrown.ca](mailto:performingarts@georgebrown.ca)

Media: St. James Campus, 230 Richmond St E, Room 116A

Monday to Friday: 8:00 a.m. – 3:30 p.m.

Email: [media@georgebrown.ca](mailto:media@georgebrown.ca)

## Centre for Business

School of Accounting and Finance

School of Human Resources

School of Management

School of Marketing

The Centre for Business Support Team is available to assist Business students with registration, program transfers, academic holds, and other student service issues. Students can connect with our support team by email, the virtual desk or come in to speak with a Student Support Specialist in person.

**NEW!** A co-op representative is available in the CfB office (SJA 313-A) to provide information on co-op programs.

### CfB In Person Service:

St. James Campus: Room 313A

Monday to Friday: 8:00 a.m. – 4:00 p.m.

Email: [business@georgebrown.ca](mailto:business@georgebrown.ca)

### CfB Virtual Service Desk:

Monday to Friday: 10:00 a.m. – 12:00 p.m. & 1:00 p.m. – 4:00 p.m.;

Saturday: 8:30 a.m. – 12:00 p.m.

Website: [georgebrown.ca/business/contact](http://georgebrown.ca/business/contact)

Co-op Info Email: [coopinfo@georgebrown.ca](mailto:coopinfo@georgebrown.ca)





### **Business Student Success Hub (D2L Brightspace-Communities)**

The Business Student Success Hub is a dynamic online community tailored for George Brown College Business students. Functioning as a central hub, it offers a welcoming and inclusive environment where students can stay abreast of events, opportunities, and job openings. This online space is dedicated to providing valuable information, tips, and resources, all designed to elevate student engagement and support career readiness. Building a network of support that encourages achievement among George Brown College students.

## **Centre for Community Services and Early Childhood**

### **School of Deaf and Deafblind Studies School of Social and Community Services St. James Campus**

Online hours: Monday to Friday: 9:00 a.m. – 4:00 p.m.  
In person appointments available upon request  
Email: [communityservices@georgebrown.ca](mailto:communityservices@georgebrown.ca)

### **School of Early Childhood**

Toronto Metropolitan University Campus – The Sally Horsfall  
Eaton Centre for Studies in Community Health Room: SHE 597  
In person hours: Monday to Thursday: 8:00 a.m. – 5:30 p.m.;  
Friday 8:00 a.m. - 4:00 p.m.  
Email: [ece@georgebrown.ca](mailto:ece@georgebrown.ca)

## **Centre for Construction and Engineering Technologies**

### **Angelo DelZotto School of Construction Management Casa Loma Campus**

Monday to Friday: 8:00 a.m. – 4:00 p.m.  
Email Construction Engineering:  
[construction\\_eng@georgebrown.ca](mailto:construction_eng@georgebrown.ca)  
Email Civil Engineering:  
[civil\\_eng@georgebrown.ca](mailto:civil_eng@georgebrown.ca)  
Email Honours Bachelor of Technology:  
[construction\\_degree@georgebrown.ca](mailto:construction_degree@georgebrown.ca)  
Email Postgraduate Programs:  
[construction\\_mgmt@georgebrown.ca](mailto:construction_mgmt@georgebrown.ca)

### **School of Apprenticeship and Skilled Trades Casa Loma Campus**

Monday to Friday: 8:00 a.m. – 4:00 p.m.  
Email: [skilledtrades@georgebrown.ca](mailto:skilledtrades@georgebrown.ca)

### **School of Architectural Studies Casa Loma Campus**

Monday to Friday: 8:00 a.m. – 4:00 p.m.  
Email: [architecturalstudies@georgebrown.ca](mailto:architecturalstudies@georgebrown.ca)

### **School of Mechanical Engineering Technologies Casa Loma Campus**

Email: [engineeringtech@georgebrown.ca](mailto:engineeringtech@georgebrown.ca)

## Centre for Health Sciences

### Student Advising Desk:

Located on the 7<sup>th</sup> floor at 51 Dockside Dr.

Hours of operation: Monday to Friday 8:00 a.m. to 4:00 p.m.

### School of Dental Health

Waterfront Campus

Phone: 416-415-5000 ext. 2367

Email: [sdhprograms@georgebrown.ca](mailto:sdhprograms@georgebrown.ca)

S400 – RESTORATIVE DENTAL HGYIENE

Program Coordinator: Melissa Crawford

Email: [mcrawfor@georgebrown.ca](mailto:mcrawfor@georgebrown.ca)

### School of Health and Wellness

Waterfront Campus

Phone: 416-415-5000 ext. 2367

Email: [hwprograms@georgebrown.ca](mailto:hwprograms@georgebrown.ca)

S102, S407 – ORTHOTHICS/PROSTHETICS PROGRAMS

Email: [applicant\\_info@gbcpando.com](mailto:applicant_info@gbcpando.com)

### School of Health Services Management

Waterfront Campus

Phone: 416-415-5000 ext. 2367

Email: [hsmprograms@georgebrown.ca](mailto:hsmprograms@georgebrown.ca)

### Sally Horsfall Eaton School of Nursing

Waterfront Campus

Phone: 416-415-5000 ext. 2367

Email: [nursing@georgebrown.ca](mailto:nursing@georgebrown.ca)

## Centre for Hospitality and Culinary Arts

### Centre for Hospitality and Culinary Arts

#### Learning Support Services

St. James Campus, SJB, Room 318:

Monday to Friday: 7:00 a.m. – 4:00 p.m.

Email: [CHCAStudentSupport@georgebrown.ca](mailto:CHCAStudentSupport@georgebrown.ca)

Phone: 416-415-5000 ext. 2228 or 2240

#### Certificate Courses

(Basic Sanitation, First Aid/CPR, Smart Serve, TICO, WHMIS)

Email: [Certificatecourses@georgebrown.ca](mailto:Certificatecourses@georgebrown.ca)

## Centre for Preparatory and Liberal Studies

### Department of English and Communication

\*MS Teams Contacts: Tanisha McWaters

Email: [comm@georgebrown.ca](mailto:comm@georgebrown.ca)

Website: Online Inquiry Form

\*Virtual Service Desk [14909.waitwell.ca/join/21](https://14909.waitwell.ca/join/21)

Monday to Friday, 9:00 a.m. – 4:00 p.m.

\*Preferred: Students use service desk; staff use Teams.

### School of English as a Second Language

St. James Campus, 341 King Street East, room 317

Virtual office hours: Monday to Friday: 8:30 a.m. – 4:30 p.m.

In-person office hours: Tuesday to Friday: 8:30 a.m. – 3:00 p.m.

Phone: 416-415-5000 ext. 4826

Email: [esl@georgebrown.ca](mailto:esl@georgebrown.ca)

## School of Liberal Arts and Sciences

R101, R104 – GENERAL ARTS AND SCIENCE (GAS) PROGRAMS:

\*MS Teams Contacts: Ming Zhang

Email: [gas@georgebrown.ca](mailto:gas@georgebrown.ca)

Room 524A, 200 King St. East.

Wednesday and Friday 9:00 a.m. – 4:00 p.m.

\*Preferred: Students use email/visit in person; staff use Teams.

## General Education and Liberal Studies Elective Courses

\*MS Teams Contacts: Ana Maria Kobori, Jiatong (Ada) Chen

Email: [LASelectives@georgebrown.ca](mailto:LASelectives@georgebrown.ca)

Website: [Online Inquiry Form](#)

\*Virtual Service Desk [14909.waitwell.ca/join/21](https://14909.waitwell.ca/join/21)

Monday: 9:00 a.m. – 1:00 p.m.

Tuesday to Thursday: 9:00 a.m. – 12:00 p.m. ;1:00 p.m. – 4:00 p.m.

Friday: 9:00 a.m. – 1:00 p.m.

(subject to change without notice)

Room 524A, 200 King St. East.

Monday to Friday 9:00 a.m. – 4:00 p.m.

\*Preferred: Students use service desk; staff use Teams.

## School of Work and College Preparation

St. James Campus, 341 King Street East, 6th floor

In-person reception hours:

Monday to Thursday: 8:30 a.m. – 3:30 p.m.

Email: [preparation@georgebrown.ca](mailto:preparation@georgebrown.ca)

## Elective Registration

See Adding and Dropping Courses

**Important:** Most full-time students are required to select electives as part of their program of study. All full-time students registering for electives must do so online through STU-VIEW.

For more information on electives, please refer to the [General Education and Liberal Studies Electives webpage](#).

### Contact and hours of operation

Virtual Service Desk - Electives Office [14909.waitwell.ca/join/21](https://14909.waitwell.ca/join/21)

Monday: 9:00 a.m. to 1:00 p.m.

Tuesday – Thursday: 9:00 a.m. – 12:00 p.m.; 1:00 p.m. – 4:00 p.m.

Friday: 9:00 a.m. – 1:00 p.m. (subject to change without notice)

## Indigenous Education and Services

### Indigenous Education & Services (IES)

Phone: 416-415-5000 ext. 3969

Email: [Indigenous.services@georgebrown.ca](mailto:Indigenous.services@georgebrown.ca)

Website: [Indigenous Education & Services](#)

## Academic Policies

Academic policies are posted online on the George Brown College website at [georgebrown.ca/policies](https://georgebrown.ca/policies).

See the Office of the Registrar Policies section.

# Accessible Learning Services

Accessible Learning Services (ALS) provides academic support and services for all George Brown College students with disabilities or ongoing medical concerns who register with our service. We are committed to ensuring students with disabilities receive reasonable and effective academic accommodations and support services to participate fully in the academic environment. Our services are free and confidential

## Register with Accessible Learning Services

If you are a student with a disability, your first step is to register with Accessible Learning Services.

1. Download the ALS registration form from the [Accessible Learning Services webpage](#).
2. You may submit your registration form and medical documentation by email to [ALSregister@georgebrown.ca](mailto:ALSregister@georgebrown.ca) or you may bring your documentation to our office at your campus. Our Welcome Desk will make a copy and return the original documents to you.
3. After registering, you will meet with an Accessibility Consultant who will create an accommodation plan which will be shared with your instructors each semester.  
**NOTE:** Your disability documentation and the nature of your disability is kept confidential.

[Click here for more information about how to register with Accessible Learning Services.](#)

## NEW STUDENTS

For questions regarding disability registration, please contact: **Don Kezima**, Intake Coordinator: [dkezima@georgebrown.ca](mailto:dkezima@georgebrown.ca)

## RETURNING STUDENTS

To book appointments with Accessibility Consultants, Learning Strategists or Adaptive Technologists, please contact Accessible Learning Services for your campus:

### St. James Campus

#### Toronto Metropolitan University Campus

Email: [letstalk@georgebrown.ca](mailto:letstalk@georgebrown.ca)

Phone: 416-415-5000 ext. 2622

### Waterfront Campus

#### Daniel's Building

Email: [letstalkwf@georgebrown.ca](mailto:letstalkwf@georgebrown.ca)

Phone: 416-415-5000 ext. 5370

### Casa Loma Campus

Email: [letstalkcl@georgebrown.ca](mailto:letstalkcl@georgebrown.ca)

Phone: 416-415-5000 ext. 4845

**Hours of operation: Monday to Friday, 8:30 a.m. – 4:30 p.m.**

# Adding and Dropping Courses

The last day to **ADD** a course to your schedule for the Spring term is **Friday, May 10, 2024**.

The last day to **DROP** a course from your schedule and receive a potential refund for the Spring term is **Friday, May 17, 2024**.

To add/drop a Continuing Education course, please see Continuing Education Registration.

## Add/Drop Courses Online

Students should add/drop courses online by logging into their [STU-VIEW](#) accounts. Click on the Registration Services tab, select the Registration menu and follow the on-screen instructions to register for and/or drop courses.

If you don't have access to the internet at home, see [Library Learning Commons Equipment Loan](#) options for assistance.

If you are unable to add/drop courses online through [STU-VIEW](#), please [send an inquiry to the registration department](#). Wait times may be longer than our typical response times during Start-Up.

## Important Notes about Adding and Dropping Courses

- Prior to adding/dropping a course, please seek [Academic Assistance and Advising](#) from your Academic Department. **It is your responsibility to ensure that you are registered for all required courses for your program of study.**
- The last day to **add** a course for Winter term (space permitting) is **Friday, May 10, 2024**.
- The last day to **drop** a course for the Winter term and receive a potential refund is **Friday, May 17, 2024**.
- Students may continue to drop courses online until the Withdraw without Academic Penalty deadline – see [Important Dates](#) for details.
- Please note that students who drop more than two courses may fall into part-time status, **which can impact tuition fees and OSAP eligibility.**

# Admissions – Late Admits for Spring 2024\*

\***DOMESTIC APPLICANTS ONLY.** If you are an international applicant, please see International Admissions.

From Monday, May 6, 2024, to Friday, May 17, 2024, the College will consider late applications for open full-time post-secondary programs – i.e. programs which still have seats available for the Spring 2024 term. [A list of open programs will be posted on our website](#) – this list will be updated daily. Please remember that programs may fill up at any time.

## Late Admit Procedure

### 1. Late applications must be completed online

- You must apply through [OntarioColleges.ca](https://www.ontariocolleges.ca) prior to contacting an Admissions Officer to complete your application.
- Programs will remain open on the [OCAS website](#) for applications until **Wednesday, May 15, 2024**. George Brown will receive your application from OCAS within 24 hours.
- Please remember that programs can fill up at any time.
- We will stop releasing offers to programs with availability after **May 16, 2024**.
- We will continue to process acceptances in our system to programs until **Friday, May 17, 2024**.

### 2. After applying, please submit the following:

- Once you have applied, we require your admission requirements to complete your application:
  - i.e. official transcripts and proof of graduation from high school, college and/or university.
  - International transcripts must be evaluated by [ICAS](#) or [WES](#) to be considered. Most programs require a comprehensive assessment.
- **Note: All official transcripts must be requested via Ontario Colleges.**
- If required, a valid proof of residency (e.g. Permanent Resident card, etc.). Residency documents can be submitted via email to [admissions@georgebrown.ca](mailto:admissions@georgebrown.ca).
- If required, proof of English language proficiency.
- If your age is 18 years or under, proof of your Ontario Secondary School Diploma (OSSD) must be provided prior to the start of classes.
- [Mature students](#) may be required to take an admission test online through the [Assessment Centre](#).
- If your program includes a Divisional Selection component (interview, audition, etc.) you will be required to contact the Academic Division. You will receive an email with further instructions if you qualify.

# Athletics and Recreation

## St James Athletic Centre

200 King St E. Building A, 6th Floor

## Casa Loma Athletic Centre

160 Kendal Ave. Building C, Lower Level

## Fitness Centre/Weight Room Hours:

Monday to Friday: 9:00 a.m. - 6:00 p.m.

## Gymnasium Hours:

Monday to Friday: 9:00 a.m. – 4:00 p.m.

Follow us on social media to learn of all the exciting ways to get involved in various sports, recreation, and fitness activities throughout the semester. Please visit the athletics website for more information on our in-person and virtual programming: [athletics.georgebrown.ca](http://athletics.georgebrown.ca)

The George Brown College Athletics and Recreation department is home to two gymnasiums, and two unique fitness centres located at both our St. James and Casa Loma Campuses. We offer a wide variety of sport and recreation activities including wellness activities and initiatives, drop-in sports, fitness classes, recreational tournaments, intramural leagues, and extramural and varsity teams.

## Stay Connected, Follow Us on:

: [@gbchuskies](https://www.instagram.com/gbchuskies) & [@gbcrecreation](https://www.instagram.com/gbcrecreation)

: [@GBC\\_Huskies](https://twitter.com/GBC_Huskies)

: [@GeorgeBrownHuskies](https://www.facebook.com/GeorgeBrownHuskies)

### 3. Upon successful completion of the application process:

- Students will be expected to pay within 24 hours. Please see the [Fee Payment](#) section for information on how to pay your fees.
- **Note: : Your fee payment must be received by the College on or before the due date or you will lose your seat in the program. Please note that it can take 3-5 business days for the College to receive payment via online banking**
- Students must complete their payment and registration online at [stuvview.georgebrown.ca](http://stuvview.georgebrown.ca).
- Streaming for Math and English will be done following the [assessment/placement test](#).

### Contact Information

Please direct any admissions inquiries to [admissions@georgebrown.ca](mailto:admissions@georgebrown.ca) or visit the Virtual Service Desk: [14907.waitwell.ca](http://14907.waitwell.ca)

## Advanced Standing

Applicants applying for advanced standing are seeking admission to a semester higher than semester one for a particular program. Upon admission, a student who has been granted advanced standing is given credit for previously completed courses in a related area of study, which enables direct entry to the second (or higher) semester of their program.

For more information, go to the Advanced Standing section of our website or contact the Admissions Office at [admissions@georgebrown.ca](mailto:admissions@georgebrown.ca).

# Apprentices

## Centre for Construction and Engineering Technologies

### Casa Loma Campus Only

Apprenticeship classes start on **Monday, April 22**. The date below indicates the first day of on campus classes.

Progran Title	Level	First Day on Campus	Room Number & Time
Refrigeration	Basic (OYAP GRP A) (T697)	Monday, April 22	C541 at 8 a.m.
Refrigeration	Basic (OYAP GRP B) (T697)	Monday, April 22	C541 at 8 a.m.
Refrigeration	Intermediate (T632)	Monday, April 22	C547 at 8 a.m.
Electrical	Basic (T688) (OYAP)	Monday, April 22	C517 at 8 a.m.
Electrical	Basic (T615)	Monday, April 22	C517 at 8 a.m.
Electrical	Intermediate (T645) (Class A)	Monday, April 8	C544 at 8 a.m.
Electrical	Intermediate (T645) (Class B)	Monday, April 8	C544 at 8 a.m.
Electrical	Advanced (T646)	Monday, April 8	C533 at 9 a.m.
Millwright	Basic (T625)	Monday, April 22	C116 at 7 a.m.
Millwright	Intermediate (T655)	Monday, April 22	D214 at 7 a.m.
Millwright	Advanced (T656)	Monday, April 22	E323 at 8 a.m.
Plumber	Basic (T687) (OYAP)	Monday, April 22	C136 at 8 a.m.
Plumber	Intermediate (T630)	Tuesday, April 23	C135 at 8 a.m.
Sheet Metal Worker	Advanced (T602)	Monday, April 22	C123 at 8 a.m.

## Contact Information

### Apprenticeship Programs Support Officer

Casa Loma Campus

146 Kendal Avenue, Room E308

Phone: 416-415-5000 Ext.: 6711

Tuesday & Friday: 8:30am – 4:00pm

Email: [skilledtrades@georgebrown.ca](mailto:skilledtrades@georgebrown.ca)

# Campus Store

## Order Online!

Order your textbooks and supplies at any time via the

[Campus Store Website](#).

The site also has a link to the Computer Store.

For assistance, please email us, and include your timetable in your email:

### Casa Loma Campus Bookstore

Email: [clbookstore@georgebrown.ca](mailto:clbookstore@georgebrown.ca)

### St. James Campus Bookstore

Email: [sjbookstore@georgebrown.ca](mailto:sjbookstore@georgebrown.ca)

### Computer Store

Email: [stjamescomputerstore@georgebrown.ca](mailto:stjamescomputerstore@georgebrown.ca)

# Career Services

Career Services is here to help you succeed! Our team is here to support you with a range of supports, such as: one on one career planning and job search consultations with a career advisor, career workshops, and a dedicated GBC online job board. Career Services supports are available virtually and in person at the George Brown Casa Loma Campus, St. James Campus and Waterfront Campus.

## Career Service Contact Information

Email: [careercentre@georgebrown.ca](mailto:careercentre@georgebrown.ca)

Phone: 416-415-5000 ext. 5301

Website: [georgebrown.ca/career-services](http://georgebrown.ca/career-services)

GBCareers: [gbcareers.georgebrown.ca](http://gbcareers.georgebrown.ca); : [@careersgbc](https://www.instagram.com/careersgbc)

# Continuing Education Registration

## Register Online

Go to the [Continuing Education](#) website to register for courses online.

Alternately, you can [Send an Inquiry to the Continuing Education Registration department](#) for assistance.

# Financial Assistance (OSAP)

## Please email us for assistance.

For verification purposes, please use your George Brown student email account. Please note that due to the increase in volume, there may be a delay in response to your inquiry.

## Contact Information

Assistance regarding OSAP: [FinAid@georgebrown.ca](mailto:FinAid@georgebrown.ca)

Assistance regarding Awards: [Awards@georgebrown.ca](mailto:Awards@georgebrown.ca)

# Contact Centre

## The Contact Centre provides support with:

- Departmental contact information
- Password assistance for Identity Management (IDM)
- Placement test booking
- Web registration and transfer credit inquiries
- Web navigation for all other STU-VIEW services, including:
  - Locker Rental
  - Fee Payment
  - View Invoices
  - View Tuition and Tax Receipt
- How to apply for OSAP
- Referral for student support services: Career Services, Counselling and Student Well-Being, Tutoring and Learning Centres, Library Services, Bookstore, etc.

For more information, visit our FAQ page at: [ask.georgebrown.ca](http://ask.georgebrown.ca)

## Contact Us

Phone: 416-415-2000 or  
Toll-Free: 1-800-265-2002 (in Canada and the United States)  
TTY: 1-877-515-5559  
Email: [ask.george@georgebrown.ca](mailto:ask.george@georgebrown.ca)

# Entry Advising

Entry Advising is a free George Brown College service that matches your academic skills, educational background, and career goals with options from the college's certificate, diploma and degree programs.

Our Entry Advisors provide **one-on-one advising sessions** (in-person, by phone, online or by email) as well as **group sessions** (information session or workshop) to help you navigate educational programs and pathways, providing information on and/or referrals to:

- Preparatory programs and upgrading for college
- Programs and services for internationally educated immigrants, including credential evaluation
- English for Academic Purposes (EAP), English as a Second Language (ESL) and IELTS
- Prior Learning Assessment and Recognition (PLAR)
- Second Career
- Other college departments and community agencies

For more information, or to book an advising appointment, visit our website at [georgebrown.ca/advising/](http://georgebrown.ca/advising/)

To connect directly with Entry Advising, email: [collegeadvisor@georgebrown.ca](mailto:collegeadvisor@georgebrown.ca)

# Counselling and Student Well-Being

Counselling and Student Well-Being Services offers resources aimed at supporting mental health and well-being to all students who are currently enrolled at George Brown College. For more information, visit our website at [georgebrown.ca/current\\_students/counselling](https://georgebrown.ca/current_students/counselling).

- [Counselling](#) is free and confidential and available to students currently located in Ontario. Services are provided virtually and in-person on campus.
- Students located outside of Ontario may access our [Guide to Accessing Mental Health Supports Outside of Ontario](#) for counselling options.
- The counselling office provides intakes (first appointments) and single session appointments, which can generally be accessed within a few days.
- We can support in arranging ongoing support with a community referral if short-term counselling with a GBC Counsellor cannot address your concern.

To schedule a counselling appointment, please [login to the Counselling Portal](#) or contact/visit us at any of our [locations](#).

## Peer Mentor+ Services

We offer peer programs centered around mental health and well-being, with a focus on the relationship between peers. Through one-on-one mentorship and peer-led groups, Peer Mentor+ services are designed to offer increased resiliency and wellness. We also offer inclusion-based services around the support and development of a vibrant Deaf community at George Brown. Students can be referred to us through Counselling or Accessible Learning Services, or they can reach out directly to get information or use our services.

### Services Include:

- Deaf Inclusion Programming, including Sign Language Basics, Deaf Board Games and Sign Language Media sessions.
- Student designed, evidence-based, skills-building programs for students (The Community Club).
- One-on-One peer support drop-ins, available in-person and online.
- Group Supports for communities at the margins, including International Student support, LGBTQ2IA+
- Support and ASD & Friends.
- For more information, check out: [georgebrown.ca/current\\_students/services/counselling/peer-mentor](https://georgebrown.ca/current_students/services/counselling/peer-mentor)
- Email contact: [peermentorplus@georgebrown.ca](mailto:peermentorplus@georgebrown.ca)

## Contact Information

To schedule a counselling appointment, call or email the Counselling and Student Well-being office on your campus:

### St. James Campus

Toronto Metropolitan University Campus

Email: [letstalk@georgebrown.ca](mailto:letstalk@georgebrown.ca)

Phone: 416-415-5000 ext. 2622

### Waterfront Campus

Daniel's Building

Email: [letstalkwf@georgebrown.ca](mailto:letstalkwf@georgebrown.ca)

Phone: 416-415-5000 ext. 5370

### Casa Loma Campus

Email: [letstalkcl@georgebrown.ca](mailto:letstalkcl@georgebrown.ca)

Phone: 416-415-5000 ext. 4845

**Hours of operation: Monday to Friday, 8:30 a.m. – 4:30 p.m.**

# Fee Payment

**Note: The \$500 deposit for full-time domestic students is non-refundable.**

## Pay Your Fees Online

Log onto your [STU-VIEW](#) account to pay your fees by credit card (Visa, MasterCard, Amex, and Discover, UnionPay, Visa Debit) or by Visa Debit.

Alternately, you can pay your fees via Online Banking. Please select 'GEORGE BROWN COL.-CUR.YR.-TUITION' as the payee; your student ID is your account number. Please note that it can take 3-5 business days for the College to receive payment via online banking– payments must be received by the deadline.

**Note: A receipt will be automatically sent through emailed after the following day. If you did not receive your receipt, please email our Finance Office at**

[accountsreceivable@georgebrown.ca](mailto:accountsreceivable@georgebrown.ca).

If you don't have internet access at home, see [Library Learning Commons Equipment Loans](#).

# GO Transit Student Validation

GO Transit Student Validation

Registered full-time post-secondary students are eligible for GO Transit Student ID validation to qualify for discounted student fares. See the [GO Transit website](#) for details.

# Food Services

Food Halls are located across all three campuses and provide healthy, affordable meal options in addition to other restaurants and retail outlets.

## Waterfront Campus

### **GBC Eats Food Hall (Main Floor, East)**

Featuring: Tim Hortons, Pizza Pizza, Grill & Co., sMOOthies, On-The-Go, Bento Sushi, and more.

## St. James Campus

### **GBC Eats Food Hall (SJA, Lower Concourse)**

Featuring: Tim Hortons, Pizza Pizza, On-The-Go, Bento Sushi, and more.

### **Kings Lounge (SJA, Room 150)**

Featuring: Subway, INS Convenience, and more

### **GBC Café/Chef on the Run (SJB, Main Level & Second Floor)**

Featuring: sandwiches, coffee, pastries, and take away food.

## Casa Loma Campus

### **GBC Eats Food Hall (Building C, Level 2)**

Featuring: Tim Hortons, Pizza Pizza, Grill & Co., On-The-Go, Bento Sushi, and more.

### **STUDENT LOUNGE (Building E, Level 1)**

Featuring: Subway, INS Convenience, Dolce Vita, and more

Visit the [GBC EATS](#) website to learn more about food hall menus and hours.

# International Admissions

International students seeking admission for Post-Secondary and ESL programs, should email [intladmissions@georgebrown.ca](mailto:intladmissions@georgebrown.ca) for assistance.

## How to Apply

International applicants can apply online at [applynow.georgebrown.ca](http://applynow.georgebrown.ca).

### Current and Returning Students:

Please contact us by:

1. Email at [intladmissions@georgebrown.ca](mailto:intladmissions@georgebrown.ca)
2. Visiting our [Virtual Service Desk](#)

**Virtual Service Desk** [14907.waitwell.ca/](http://14907.waitwell.ca/)

Monday to Friday: check [our website](#) for most up to date hours.

**International Admissions Team will be located at the following campuses:**

- St. James Campus, 200 King St. East, Room B150, Student Service Centre
- Casa Loma Campus, 160 Kendal Avenue, Room C317, Student Service Centre

**New** international students requesting for late attendance date due to visa issues, must fill out the late arrival form: [forms.office.com/r/ih7hxBVUky](http://forms.office.com/r/ih7hxBVUky)

# Library Learning Commons (LLC)

### Campus Locations:

The LLC has library locations on all main campuses, plus satellite locations. [See library locations and hours.](#)

### Library services on campus include:

- Borrow books, magazines, DVDs and other collections
- 24-hour loans of textbooks and other course reserve items
- Study areas and [bookable group study rooms](#)
- Open access computer labs
- [Printing, Photocopying, and 3D printing](#)
- [Adaptive Technology Labs](#) (at St. James and Casa Loma)
- Tech help by phone, in person (at circulation desks) and online through [GBC Assist](#)

## Online Services

**You can access the following library services online at [georgebrown.ca/library](http://georgebrown.ca/library):**

- Academic Resources (E-books, articles, dictionaries and encyclopedias, etc.) (GBC login required)
- LinkedIn Learning. (GBC login required)
- [Research help](#): tutorials, live chat, or by contacting your program's liaison librarian by email

## Equipment loans

Equipment such as laptops, iPad, and portable Wi-Fi devices are available to borrow at campus library locations for up to 7 days (with up to two renewals depending on availability). For more information, see [Borrow Equipment](#).

# Locker Rentals

**NOTE:** Locker rentals are only available to students studying on campus

## How to Rent a Locker:

To rent a locker **ONLINE**, follow these steps:

1. Log into your [STU-VIEW](#) account
2. Click on the Student Support Services tab
3. Select Rent a Locker
4. Follow the on-screen instructions to pay and register for a locker
5. You will receive two confirmation emails: Locker Payment and Locker Rental Details

## Locker Rental Fees:

The fees and registration costs for a locker are as follows:

Number of Semesters	Locker Rental Fee
1 semester	\$20.00
2 consecutive semesters	\$40.00
3 consecutive semesters	\$60.00

Locker Administrator can be reached via email at: [lockers@georgebrown.ca](mailto:lockers@georgebrown.ca)

# Photo ID

For Spring 2024, students will receive a digital photo ID

## How to Get Your Photo ID

As soon as you have completed your registration, you can order your Digital Student ID by uploading your photo online and accessing it through the [George Brown App](#).



For more information and instructions on validating your digital ID, visit [georgebrown.ca/current-students/id-card/how-to-get](https://georgebrown.ca/current-students/id-card/how-to-get).

Students that are required to attend classes on campus and need access to rooms with card reader door locks may request a student ID card from the library through [cardoffice@georgebrown.ca](mailto:cardoffice@georgebrown.ca).

# Placement Testing for English and Math (1st Year Students Only)

Placement testing will be taking place at the St. James Assessment Centre room C343 at 200 King Street.

## Placement Testing Procedure

The last day to write [English and/or mathematics placement tests](#) for 1st year students is **Friday, May 3rd, 2024**. However, students are encouraged to test as early as possible for timely placement in the appropriate course. Testing seats are very limited, it is important that you book an appointment early and keep that appointment.

If you have not completed your placement assessment, you have been automatically placed in the foundation level English and/or math course(s). Book your placement assessment as soon as possible so you may be placed at the appropriate level of your course(s). If you remain in your foundation-level course(s), you will be charged additional fees when you register for the college-level course(s), usually in semester 2.

1. Book your placement test online via [STU-VIEW](#) or call our [Contact Centre](#) at 416-415-2000
  - Demand for test seats is high, so we strongly encourage you to keep your scheduled appointments.
2. For more information about your test and to prepare for your assessment, visit: [georgebrown.ca/assessment-centre](http://georgebrown.ca/assessment-centre)

## Accommodations

If you require accommodations, please email [booktest@georgebrown.ca](mailto:booktest@georgebrown.ca). **Please note, 5 business days advanced notice is required to provide accommodations.**

For more information or assistance, please email [gbctest@georgebrown.ca](mailto:gbctest@georgebrown.ca).

## Registering for Post-Secondary Programs

The last day to register (space-permitting) is **Friday, May 10, 2024**.

## Register Online

All new and returning full-time students should self-register online through [STU-VIEW](#). Please register as soon as possible.

If you don't have access to the internet at home, please [Library Learning Commons Equipment Loans](#) for assistance.

**Note: Returning students who require a special timetable may not be able to register online.** See [Special Timetables](#) for instructions.

# Prior Learning Assessment and Recognition (PLAR)

Prior Learning Assessment & Recognition (PLAR) is a process that gives students an opportunity to obtain academic credit for one or more courses in a certificate, diploma, or degree. Students will need to demonstrate that they have acquired the necessary knowledge and skills through life experiences (e.g. work, training, volunteering, independent study, etc.). The PLAR process may be started and completed a semester in advance.

**Students who wish to apply for PLAR for the Spring 2024 semester should follow these steps:**

1. Download and complete the [Application for Prior Learning Assessment and Recognition \(PLAR\)](#)
2. Download and complete the [PLAR Self-Assessment Form](#)
3. Email your signed forms appropriate office for assistance.
  - English/Communications Courses  
Email: [comm@georgebrown.ca](mailto:comm@georgebrown.ca)
  - All Other Courses  
Email your Academic Division for a consultation with your program coordinator. For locations and hours of operation, please see [Academic Assistance & Advising](#).
4. Complete your learning assessment, as arranged with your Program Coordinator and/or the PLAR Office.

For more information, visit the [PLAR website](#), or email [plar@georgebrown.ca](mailto:plar@georgebrown.ca)

# Special Timetables

Special Timetable assistance will be delivered online for Spring 2024

Returning students who require a special timetable will need to email their Academic Department for assistance. See [Academic Assistance and Advising](#) for contact information. Prior to emailing your Academic Department, please consult your **Academic Progress Report** to see your program requirements. You can access your Academic Progress Report by logging into [STU-VIEW](#) and selecting Academic Records > Academic Progress Report.

## Chef School

Chef School Special Timetable Day will be on **Wednesday, May 1, from 9:00 a.m. – 4:00 p.m.**

[Please submit George Brown Chef School- Special Timetable Day \(Spring 2024\) form for assistance.](#)

## School of Hospitality & Tourism Management

School of Hospitality Special Timetable Day will be on **Friday, May 1, from 9:00 a.m. – 1:00 p.m.**

[Please submit School of Hospitality and Tourism Management- Special Timetable Day \(Spring 2024\) form for assistance.](#)

# Student Life

College is an exciting and challenging time, so at George Brown, we work towards giving students ways to help shape their college experience in and out of class.

Hosting events, activities, and opportunities which promote learning, growth, and connection, the Student Life team at George Brown is dedicated to supporting the success of all students by providing opportunities for you to connect with campus life outside of the classroom.

[georgebrown.ca/current-students/student-life](https://georgebrown.ca/current-students/student-life)

📷: [@GBC.StudentLife](https://www.instagram.com/GBC.StudentLife)

## The GBC Orientation Experience

There are many parts to orientation and what is relevant to each student and their needs varies. Students should pay attention to communications sent to them from the college, their academic area, or any specific student groups they may be a part of.

We've put together five pages to help navigate the college experience. Each page has content and tasks related to that part of a student's journey.

[georgebrown.ca/current-students/orientation](https://georgebrown.ca/current-students/orientation)

[georgebrown.ca/current-students/orientation/before-you-start](https://georgebrown.ca/current-students/orientation/before-you-start)

[georgebrown.ca/current-students/orientation/getting-started](https://georgebrown.ca/current-students/orientation/getting-started)

[georgebrown.ca/current-students/orientation/events](https://georgebrown.ca/current-students/orientation/events)

[georgebrown.ca/current-students/orientation/transitioning-semester](https://georgebrown.ca/current-students/orientation/transitioning-semester)

## Online Orientation Modules

New students to the college can get a jump start on their college journey with GBC's Online Orientation! This site will help them carry out practical and administrative tasks like getting their digital Student ID, planning their academic accommodations (if needed), getting the steps to access equipment loans and much more before the semester begins.

[georgebrown.ca/online-orientation](https://georgebrown.ca/online-orientation)

## Online Learning Site

We've put together a comprehensive site for student's online learning needs at George Brown to help them be successful. This resource will help them find out about the college platforms used, how to navigate them, and personal and academic strategies they can use when studying remotely.

[georgebrown.ca/online-learning](https://georgebrown.ca/online-learning)

## Black Student Success Network

The Black Student Success Network (BSSN) is a community of black students, faculty and staff dedicated to encouraging the success of black students at George Brown and beyond. BSSN provides a safe space in which to meet, share, socialize and learn from black community members and allies.

**Location:** 200 King St. East, Room SJA B130

**Black Student Support Specialist & BSSN Coordinator:**

Abisola Asha

Email: [bssn@georgebrown.ca](mailto:bssn@georgebrown.ca)

## Good Food Market

The Good Food Market is a weekly, non-profit fruit and vegetable market on St. James Campus. We aim to support student food security by providing low cost/discounted access to fresh produce. As a non-profit program, all funds are used to repay our produce supplier (FoodShare).

**Location:** 200 King St. East (in front of GBC Bookstore)

**Days & Times:** Every Thursday, 11 a.m.\* – 3 p.m. (\*Start time may vary slightly depending on delivery time.)

**How To Access:** All students & GBC community members are welcome to visit us in person on market day! Shop in person or submit a pre-order for Thursday pick-up. To receive pre-order forms, pricelists and other Good Food program info via email, ask us to add you to the mailing list at [goodfoodmarket@georgebrown.ca](mailto:goodfoodmarket@georgebrown.ca).

**Contact:** [goodfoodmarket@georgebrown.ca](mailto:goodfoodmarket@georgebrown.ca)

## Supper Club

Supper Club is a free monthly community kitchen program for GBC students. The Good Food Program aims to support student food security and address social isolation through community food access hubs & events. At Supper Club, we cook a meal together – always includes a soup, salad, main course, dessert – and eat together. All ingredients and equipment are provided by us, all you need to do is sign up and bring yourself! We also recommend you bring your own container to take leftovers home – there are usually lots!

**Location:** 200 King St. E., Rm. 250E

**Days & Times:** Program will be on a break during the Spring semester and will reopen again in Fall 2024

**How To Access:** For further information about Supper Club, please email [goodfoodmarket@georgebrown.ca](mailto:goodfoodmarket@georgebrown.ca)

## Indigenous Student Mentoring

Providing one on one and group mentoring to GBC's indigenous students. Peer to peer mentorship, community connection, workshops, leadership and learning, and ceremony and cultural activities.

**Indigenous Mentorship Program Lead,** Jolene May

Email: [JMay2@georgebrown.ca](mailto:JMay2@georgebrown.ca)

## Housing Information

Housing information is available for students searching for off-campus housing online. We currently have a partnership with Places4Students and encourage students to view their listings. It can take some time to find an apartment in Toronto. Apartment listings usually go up 1-2 months prior to their availability. So if you're looking to move beginning of September it is usually good to start looking in July.

[georgebrown.ca/current-students/services/housing](https://georgebrown.ca/current-students/services/housing)

**Coordinator, Volunteer & Engagement Initiatives**

Davor Mamuzic

Email: [dmamuzic@georgebrown.ca](mailto:dmamuzic@georgebrown.ca)

## Experience Record

The Experience Record at George Brown College is designed to help students find opportunities outside of the classroom to help develop skills and capture these experiences while also reflecting the experiences in the classroom that have supported their development. With the ability to share via LinkedIn and a shareable URL, the Experience Record helps students articulate the learning that has taken place to give them a professional edge.

### **Interim Manager, Student Life, Manager Co-Curricular Experiential Learning and Leadership Development**

Thomas Kaddour

Email: [Thomas.Kaddour@georgebrown.ca](mailto:Thomas.Kaddour@georgebrown.ca)

## Student Residence, The George

George Brown College has a student residence, The George, that features all-inclusive living, with the flexibility of 8-month (Fall/Winter) and 4-Month (Summer) agreements. The George houses over 500 students in fully furnished 2-bedroom suites that include a kitchenette and 3-piece bathroom. The rooms are fully loaded, with Wi-Fi, cable television and a flat screen TV, phone with local calling and floor to ceiling windows.

### **General Manager, The George**

Marc Athanas

Email: [mathanas@georgebrownresidence.ca](mailto:mathanas@georgebrownresidence.ca)

## Volunteer squad

At George Brown College, students participating in the Student Life Volunteer Squad (SLVS) will foster the development of human skills, further your career clarity, and be an active volunteer and member of the George Brown College and global communities.

Volunteering through the Volunteer Squad is a great way to meet people around the college and develop the soft skills employers tell us they value such as Critical Thinking; Self-awareness; Professionalism and Self-Management; Effective Communication; Collaborative Teamwork and Leadership Skills [georgebrown.ca/volunteer](http://georgebrown.ca/volunteer).

### **Davor Mamuzic**

Email: [Dmamuzic@georgebrown.ca](mailto:Dmamuzic@georgebrown.ca)

## Timetables

Once you have registered, you can print your timetable online:

1. Log into your [STU-VIEW](#) account
2. Click on the **Registration Services** tab
3. Then select **Registration > View Weekly Timetable**

# Transcripts & Credentials

Request your Official Transcript online at [records.georgebrown.ca](https://records.georgebrown.ca).

**NEW** – Your official digital documents will now be available to view and share via [MyCreds.ca](https://mycreds.ca)

Students and alumni can now request their official transcript at [records.georgebrown.ca/](https://records.georgebrown.ca/). When processed, you will receive an email notification to register or sign into [MyCreds](https://mycreds.ca) to view, pay and securely share a digital copy of your transcript. For more information see [Frequently Asked Questions about MyCreds](#).

## Transcripts with Graduation Status:

Winter term graduates can request transcripts with graduation statuses starting on **Thursday, May 2**.

## Credentials:

Winter term graduates will have their credentials (certificates, diplomas, and degrees) published online via [MyCreds](https://mycreds.ca) throughout mid-January, in mid-July. Graduates not attending convocation will receive their credentials by mail starting in July. Please be sure to update your mailing address by **June 3**.

For additional information, please visit [georgebrown.ca/registrars](https://georgebrown.ca/registrars).

To view your grades or print out unofficial transcripts, log into your [STU-VIEW](#) account.

## Transfer Credits (Exemptions)

**The last day to apply for transfer credits (exemptions) for the Spring 2024 term is: Monday, May 6.**

### Transfer Credits

Transfer credits are exemptions based on courses completed at another post-secondary institution. See [Lighten Your Course Load with Transfer Credits](#) for details.

If you are seeking exemptions from your program based on similar courses you've previously completed at a different institution, please complete and submit the online Application for Transfer Credit, available on [STU-VIEW](#).

### To apply for transfer credits:

1. Log onto [STU-VIEW](#)
2. Click on the Registration Services tab
3. Select Registration
4. Select Submit or Modify an Application for Transfer Credit
5. Follow the on-screen instructions to complete your application

You will be required to upload your **course outline(s)** as part of the online application.

An **official transcript** from your previous institution is also required. However, please note that if you have already sent your official transcript to the Admissions Office, you do not need to submit it again.

For assistance on how to submit an official transcript please email [transfercredit@georgebrown.ca](mailto:transfercredit@georgebrown.ca).

For educational institutions outside of Canada, applicants must submit an evaluated transcript from [ICAS](#) or [WES](#). Please see the [Transfer Guide](#) for more information.

For more information regarding the application process, please visit the following webpage:  
[How to Apply for Transfer Credits Online](#).

### **Substitutions – i.e. Internal Transfer Credits**

Transfers based on courses previously completed at George Brown College

If you are seeking substitutions from your current program based on similar courses you've previously completed at George Brown College, you should:

1. Check your Academic Progress Report (Degree Works) to see if your previously completed GBC course has already been applied to your current program requirements. If so, no further action is required.  
**Note:** You can access your Academic Progress Report by logging onto [STU-VIEW](#) and selecting 'Academic Records'.
2. Please see [Lighten your Course Load with Internal Transfer Credits](#) for details.
3. Email your current Academic Department to request a substitution—for contact and hours of operation, please see [Academic Assistance & Advising](#).