



Admitted Students

Frequently Asked Questions





Welcome to Your Campus

Thank you for choosing to study at Olds College!

You have chosen a college experience we are positive you will remember for the rest of your life. Formal education is only one of the many steps along the way to achieving your goals and we are very excited to play a role in your journey. Many students have started their road to success at Olds College and we want you to have the same positive experiences they have had. As such, please remember that we are here to help!

Office of the Registrar

Enrolment Checklist

- [Pay Your Tuition Deposit](#) *(Page 4)*
- [Access Your Olds College Email](#) *(Page 6)*
- [Confirm Your Admission Status](#) *(Page 8)*
- [Apply to Live in Residence](#) *(Page 10)*
- [Learn How to Access Your “My Olds College” Account](#) *(Page 12)*
- [Pay Your Tuition & Fees](#) *(Page 14)*
- [Course Registration & Timetables](#) *(Page 16)*
- [Important Dates & Deadlines](#) *(Page 18)*
- [Explore Your Campus Resources](#) *(Page 20)*
- [Other Helpful Things to Know](#) *(Page 22)*



Pay Your Tuition Deposit Keep your well-earned seat!

- Once you are admitted into a program you are required to pay a tuition deposit to confirm your attendance at Olds College and to secure your seat in the program.
- The deadline to pay your deposit is stated in your admission letter.
- For further details on the amount of your tuition deposit and the refund policy, please refer to the Admitted Student website.
- Your tuition deposit will be applied towards your first term tuition.
- Students paying with student loans, sponsorships and/or waivers must still ensure their deposit is paid before the deadline.
- ***If you fail to pay your tuition deposit prior to the deadline, you risk losing your seat in the program.***

FAQ's

How much is my tuition deposit?

It varies by program and will be either \$200, \$500, or \$2,500.

For a detailed breakdown of the tuition deposits required for each program, please visit the Admitted Student site and click on the Tuition Deposit link.

When is my tuition deposit due?

- Your tuition deposit is due within 30 days if you are admitted 4 or more months prior to your program start date.
- It is due within 15 days if you are admitted within 4 months of the program start date.
- The tuition deposit is due within 2 weeks if you are offered a seat off of a wait list or if you are admitted within 2 weeks of the program start date.
- Your tuition deposit is due within 2 weeks upon admission to any competitive entry program regardless of admission date.

Your admission letter will tell you when your tuition deposit is due.

How can I pay my tuition deposit?

- You can pay in-person at the Office of the Registrar (cheque, bank draft, or debit card).
- You can pay online with a credit card through your My Olds College account, through the **“View and Pay Your Bill”** link.
- You can also pay through online banking. Just pick Olds College as the payee and use your nine-digit Student ID Number as your account number.

What if I change my mind? Can I get a refund?

- Tuition deposits are fully refundable if you cancel your admission up to 4 months prior to the program start date (i.e. September 4th program start date, tuition deposit is refundable if you cancel on or before May 4th).
- Tuition deposits are non-refundable if you cancel within 4 months of the program start date.
- Your tuition deposit will be refunded minus \$100 anytime for Conditional Admitted applicants if you do not meet academic admission requirements for Full Admission.



Access Your Olds College Email Important Information Will Be Sent Here

- Once you have been admitted into a program, your Olds College email address will be activated within 48 hours of you receiving your Admission Email & Letter.
- Unless otherwise indicated, your Olds College email address will be formatted as firstname.lastname@oldscollege.ca.
- All further information from Olds College and your Admission Officer will be sent to your Olds College email address, so you need to ensure you check it regularly.
- If you have another email address you check frequently, you can forward your Olds College email address to that account.
- The password that you use to access your Olds College email is the same that you will use to log into computers and WiFi on campus and to also access your Moodle account. It is NOT the same as the PIN you use to access your “My Olds College” account.

FAQ's

How do I know what my email address is?

Your Olds College email address will be formatted as

firstname.lastname@oldscollege.ca.

In the rare occasion that someone with the same name as you has already attended Olds College, the email address will be formatted as firstname.middleinitial.lastname@oldscollege.ca.

How do I login to my Olds College email account for the first time?

1. Change your password:

- Go to mypassword.oldscollege.ca
- Click on "change password"
- The username is your 9-digit Student ID Number
- The default password is PWMMDDYY (your birthdate, i.e. PW012090 for Jan 20, 1990)
- Change your password, it just has to be a minimum of 8 characters long

2. To login to your email:

- Go to either oldscollege.ca and click the Sign In at the top right and select "Network Email", or gmail.com and click "Sign In"
- Your student email is your firstname.lastname@oldscollege.ca
- The password is the one you just created

What if my Olds College email account isn't working?

If you are experiencing any technical issues with your Olds College email account, you can contact Technology Support Services and they would be happy to assist you.

Phone: 403-507-7777

Email: itsupport@oldscollege.ca

Why is it important to check my Olds College email account?

All future correspondence from Olds College, including important information and reminders from your Admission Officer, will be sent ONLY to this email address.

It will also be the email address used by other departments at Olds College to send you important information, as well as the email address used by your instructors.

It is imperative that you check this account frequently or that you forward it to another account that you check regularly.



Confirm Your Admission Status Completing Your Application

- Prior to attending Olds College, you must ensure that you have achieved Full Admission status.
- Conditional Admission provides you with a seat in the program and is granted on the basis of your current/mid-term marks and confirmation of enrolment in the courses needed to fulfill the admission requirements for your program.
- Final marks must be submitted within one month following the completion of each required course, and no later than one month prior to the program start date.
- Final marks will be reviewed and your admission status will be reassessed when we receive your final transcripts.
- If you went to high school in Alberta, then the Admissions Office will be able to get your final transcripts on your behalf. If you attended a high school in another province or country, then it is your responsibility to get a final and official copy of your transcripts sent to the Office of the Registrar as soon as possible.

FAQ's

How do I know if I have Conditional or Full Admission?

The email that you receive from your Admission Officer, as well as your admission letter, will let you know if you have been given Conditional or Full Admission to Olds College.

Why was I given Conditional Admission instead of Full?

Typically, Conditional Admission is given to applicants who are still in high school and have not yet completed all of the courses required for admission.

Conditional Admission may also be given to individuals who have completed high school but are upgrading their courses in order to meet the admission requirements or to make themselves more competitive.

Olds College grants Conditional Admission so that you are able to hold a seat in the program of your choice, even if you haven't quite completed all of the requirements.

How do I get Full Admission?

Once you have successfully completed all of the courses required for admission to your program, you must submit an official transcript to your Admission Officer so they can move you to Full Admission status.

If you went to high school in Alberta, your Admission Officer will be able to access a copy of your official transcript on your behalf.

If you went to high school outside of Alberta, you will be required to obtain an official copy of your transcript and have it sent to the Office of the Registrar.

What happens if I fail one of my required classes?

If you are not successful in one of the courses that is required for admission into your program, your Admission Officer will need to cancel your application.

Some programs have an Alternate Admission process that might allow you to still gain admission to your chosen program, so it's strongly advised to contact your Admission Officer in order to determine what all of your options are.



Apply to Live in Residence It's Your Campus....Live On It!

- Living on campus has many advantages, both socially and academically.
- Centennial Village allows you the privacy of your own suite and bathroom, but the benefits of living with your peers. All students living in Centennial Village are required to have a meal plan.
- College Courts are 4-bedroom townhomes that you would share with 3 other students. You each have your own bedroom but you share the kitchen, living room and bathrooms.
- If you are attending the Fashion Institution by Olds College, located in downtown Calgary, you may apply to live in Student Housing at the Southern Alberta Institute of Technology (SAIT) campus.
- You can apply for residence as soon as your are given your Olds College ID number and you have accessed your Olds College email account.
- Visit the Campus Housing Olds College (CHOC) website for room rates, meal plan information, etc.

FAQ's

How do I apply for Residence?

- To apply for Residence, visit the CHOC (Campus Housing Olds College) website and access the application portal.
- You will need to have your Olds College email set-up to start the application process.
- There is a \$30 application fee and a \$495 deposit that you must pay at the time you apply.
- The application fee is non-refundable and the \$495 deposit will become your security deposit when you move into Residence.

How many spots are available in Residence?

There are 450 private rooms in our new Centennial Village residence. In the College Courts Townhomes, there are 184 rooms in these 4-bedroom units.

When should I apply for Residence?

- Spots in Residence are available on a first-come, first-serve basis, so it's best to apply early.
- You can apply for Residence once you have your Olds College Student ID Number, which is included in your admission letter and email.

What is included in my unit? What do I bring from home?

- **Centennial Village:** double bed, nightstand, desk & chair, closet, private bathroom
- **College Courts:** double bed, nightstand, desk & chair, closet, shared bathrooms, kitchen table & chairs, living room furniture

All residence units also include WiFi internet through O-Net, and you can add on telephone or television for an additional cost.

You should be prepared to bring your own: linens, towels, bathroom mat, cleaning supplies, hangers, storage containers, personal electronics, extension cords and power bars.

You may also want to bring some decor to make your room your own!

Do I need to have a meal plan?

- If you are living in Centennial Village, you are required to purchase a meal plan, as there are no kitchens in those units.
- If you are living in the College Courts, you do have a kitchen, so are more than welcome to cook for yourself. However, if you'd like to take advantage of the delicious options at Elements Dining Fusion, you are also able to purchase a meal plan.



Your “My Olds College” Account

Accessing Your Important Student Information

- This is the central location for many Olds College online services, including:
 - Timetable - see your class schedule *your schedule will be available one month prior to the start date of your program*
 - Account Information - see any outstanding balances or account credits
 - Course Grades - you can even print an unofficial transcript
 - Tax Receipts - find your T2202A here
 - Make Payments - Tuition Deposit or Tuition Payments can be made online with a credit card
 - Update Your Information - make sure your addresses, phone number, etc are up-to-date
- Your 9-digit Olds College Student ID Number is the user ID for your “My Olds College” account.
- Your PIN is randomly generated and is included in your admission letter.
- If you require your PIN to be reset, please contact the Office of the Registrar.

FAQ's

How do I login to “My Olds College” account for the first time?

- Go to *my.oldscollege.ca*
- Click on Enter Secure Area
- User ID: 9 digit Olds College Student ID number
i.e. 000012345
- PIN: Please find your My Olds College PIN on your Early or Full Admission letter
- Click on the Login button
- You will be notified that your PIN has expired and asked to enter a new PIN (must contain at least one alpha character)
- You will then select and answer 3 security questions

*Please note: if you attempt to log into your account more than 3 times with errors, your account will be deactivated.

*Should you Forget your PIN, please select "Forgot PIN" to reset your PIN number.

What if the “My Olds College” account isn't working?

If you are experiencing any technical issues with your “My Olds College” account, you can contact Technology Support Services and they would be happy to assist you.

Phone: 403-507-7777

Email: itsupport@oldscollege.ca

Why don't I see anything in my timetable or fees?

Certain areas of your “My Olds College” account will not be populated with information until closer to the start date of your program.

Your timetable will become available approximately one month prior to the start date of your program, once you have been automatically registered in your courses.

Once you have been registered, the tuition and fees you owe for those courses will show up on your account. If you are living in Residence or are on a meal plan, those charges will also be on your account approximately one month prior to your program start date.

How do I make payments through my “My Olds College” account?

You can now pay your Tuition Deposit or make Tuition payments through your “My Olds College” account.

You just click on the “View and Pay Your Bill” link to be taken to the payment area. You will click on “Make Payment” and then follow the prompts.

You can also have an Authorized User (ie. a Parent) sign in and make payments on your behalf.



Pay Your Tuition & Fees

Your Education is an Investment!

- Visit your specific program page to see the Fee Schedule for your program. It will tell you what you can expect to pay for tuition & fees for the academic year.
- Tuition amounts are assessed per credit and student fees are based on the program you are in.
- Books & Supplies are included on the Fee Schedule and are an estimate.
- There are many ways to pay for your education, including:
 - Savings/RESPs/RRSPs
 - Government Student Loans
 - Scholarships, Grants & Bursaries
- Financial Aid & Awards assistance and information can be found at the Office of the Registrar.
- Once you have been registered in your classes (one month prior to the start date) you will be able to see the amount you owe in your “My Olds College” account.

FAQ's

How can I pay my tuition and fees?

There are lots of ways to pay!

- Online banking
- Through your “My Olds College” account with a credit card
- In-person at the Office of the Registrar (cheque, debit)
- Mail a cheque/money order
- Sponsorship
- Government Student Loans
- Scholarships, Bursaries & Awards

We encourage you to explore multiple funding sources, including parents/family members, personal savings, part-time work, a bank line of credit, government student loans, scholarships, etc.

When do I have to pay my tuition and fees?

Your tuition and fees are due each term. If you go to your program specific page on the website, there is a link to the Fee Schedule that will show you all the important due dates.

Typically, tuition and fees are due on the first Friday of each term.

What will happen if I can't pay my tuition & fees?

If you are unable to pay your tuition & fees for the term by the deadline, you will be assessed a late payment fee and may eventually be removed from your program.

If you are concerned that you will not be able to pay on time, please contact the Financial Aid Office, located in the Office of the Registrar, as soon as possible to discuss the possibility of a payment plan or what other options may be available to you.

How do I apply for Olds College scholarships?

You can apply online for Olds College scholarships, bursaries & awards starting on September 4, 2018.

The Fall Application Deadline will be mid-November 2018.

The Winter Application Deadline will be mid-January 2019.

For information on how to apply, visit the website here:

[Scholarships & Awards](#)

If you are successful and receive an award from Olds College, an email will be sent to your Olds College email address to inform you of the good news!



Course Registration & Timetables When & How Are Courses Scheduled?

- With the exception of Open Studies students, you will be automatically registered in the required classes for your program.
- Registration will happen **approximately one month prior** to the start date of your program.
- Your timetable, as well as the tuition and fees owing for those courses you've been registered in, will be available for you to see in your "My Olds College" account.
- Should you wish to make any revisions to your schedule or if you have any questions about the classes you've been registered in, feel free to contact the Office of the Registrar at 403.556.8281.
- If you have completed courses at another post-secondary institution, you can arrange for copies of your post-secondary transcripts to be sent to Olds College so they can be reviewed for transfer credit.
- If you are admitted to an online program, you will be contacted approximately one month prior to the start date of your program and provided with information necessary to being your studies on schedule.

FAQ's

How do I know what classes I have to take?

Every program has a Program of Study that can be found on the webpage for that particular program. It will show you all the courses you are required to take each term in order to successfully complete your program.

Please note, you do not have to worry about registering yourself into your classes (with the exception of students in Open Studies) as you will automatically be registered in all of your required courses.

Can I make changes to my schedule?

It really depends on the program. Some programs that are larger (Agricultural Management, Business Management, etc) may have multiple sections of each required class, so it may be possible to switch a few of them around for different times.

Smaller programs may not have that option, as there may only be one section available for each class.

If you are required to pick electives as part of your program (Equine Science, for example) or are in the Open Studies program, you can contact the Office of the Registrar at 403-556-8281 for assistance in registering for the classes that are available to you.

I have previous education & experience...can I get credit for that?

Yes! Olds College recognizes that learning is a continual process that can be achieved through formal, non-formal, and informal avenues including credit courses and programs offered at other institutions, non-credit courses, on-the-job training, professional workshops and skills gained outside the classroom through life and workplace experiences.

There are five (5) ways in which Recognition of Prior Learning can be undertaken:

- Transfer Credit
- Prior Learning Assessment and Recognition (PLAR) of Experiential Learning
- Challenge Exam
- Course Waiver
- Course Substitution

For more details on the processes required to receive Recognition of Prior Learning, please visit our website [HERE](#).

For a comprehensive breakdown of the policy governing RPL processes reference Policy D13.



Important Dates & Deadlines

Don't Miss Something!

- **Orientation Day (varies by program)**
 - This is the first day of your Olds College experience! This is the start date of your program and can be found on the Fee Schedule. Information on what this day will look like will be sent to your Olds College email address approximately 1-month prior to your program start date.
- **Add Deadline & Tuition/Fees Deadline**
 - The last day to add classes to your schedule and the deadline to pay your tuition & fees. This date can also be found on the Fee Schedule for your specific program. It is typically 6% of the way through a course.
- **Drop Deadline**
 - The last day to drop a class without any financial penalty. The class will also not show up on your transcripts. This is typically 12% of the way through the course.
- **Withdrawal Deadline**
 - The last day to withdraw from a course. You will receive a “W” grade on your transcript, so it will not negatively impact your Grade Point Average, but you will not be refunded any tuition for that course.
- **Application to Graduate**
 - You must submit an application to graduate once you have completed your program at Olds College. If you wish to attend the Convocation ceremony, you can also fill out the application to Participate in Convocation.

FAQ's

Why should I come to Orientation Day?

This is officially the first day of your program, so it is very important for you to attend. It will give you a chance to get comfortable on campus, figure out where your classes are, and meet instructors and students in your program.

Where do I go on Orientation Day?

A general schedule for the day can be found by clicking on the Registration/Orientation Day link on the Admitted Students page.

If you are starting your program on September 4, 2018, we are asking that all students check-in at the Alumni Centre, which is located in the Learning Resource Centre building.

When are my important program deadlines?

You can find the important dates & deadlines (Add deadline, Withdraw deadline, etc) for your specific program on the [Program Dates & Fees](#) webpage.

What is the difference between Add, Drop and Withdraw?

The Add deadline is usually within the first week of each term. This deadline is important for a number of reasons, as it is the deadline to pay your tuition & fees and is also the last day when you can add classes in your schedule.

The Drop deadline is usually a bit further into the term, giving you some time to try the class before you decide whether you want to continue taking it or not. If you drop a class before the Drop deadline, there will be no record of it on your transcripts, and you will not be charged the tuition for that class.

The Withdrawal deadline is usually a few months into each term. This deadline is important if you find that you are struggling to be successful in a course.

If you withdraw from a class after the Drop deadline, but before the Withdraw deadline, you will not receive any refund for that course, but you will receive a "W" grade on your transcript. "W" grades have no negative impact on your semester or overall Grade Point Average, so they are preferable to failing a course.

If you withdraw from a course after the Withdrawal deadline, you will receive an "F" grade in the class and no refund will be given.

For more information on these important dates and deadlines, visit the [Program Dates & Fees](#) webpage.



Explore Your Campus Resources We Are Here to Help You Succeed!

● Bookstore

- This is where you can purchase the majority of the books & supplies you will need while you are at Olds College.
- You should wait to purchase your textbooks until you attend your first classes, as your course outline will tell you what you need to buy.
- Apparel Technology students will be contacted approximately one month prior to their program start to arrange the purchase of textbooks.
- Online/Blended Delivery students can also purchase textbooks through the Bookstore.



● Student Wellness

- Counselling
- Accessibility Services
- Indigenous Student Supports
- These services are available to students at no charge.



● Learning Commons & Library Services

- Offers a variety of resources and services, including: 2 computer labs, study areas, laptop or iPad loans, printing, high speed WiFi
- The Learning Centre (TLC) is located in the Learning Commons and can help students with tutoring in a variety of areas, as well as developing their skills in areas like writing, time management, note taking, etc.
- You will need your Olds College Student ID Card in order to access many of these services.



● Students' Association Olds College (SAOC)

- The SAOC is here to represent your needs, issues and priorities to college staff, faculty and executive.
- The SAOC Executive is made up of students who were elected by the student body.
- They provide services such as: health insurance, clubs, off-campus housing list, fun activities, and much more.



● Health Services

- Nurses on campus 5 days a week.
- There is a rotation of Doctors available as well, to see to your health needs.
- Other services include: massage therapy, emergency first aid assistance, tips for eating well, dealing with stress, etc.



● Athletics

- The Olds College Broncos participate in the ACAC in the following sports: women's hockey, M&W basketball, M&W volleyball, M&W soccer, M&W futsal, badminton, and curling.....we also have a varsity Rodeo team!
- All full-time Olds College students are eligible to compete in Broncos Athletics...connect with the coaches to find out how to get involved!
- Even if you don't compete, attending Broncos games is a great way to engage in the Olds College community.



● Fitness & Recreation

- You have access to the CLC Fitness Centre, which includes a weight room, running track, gymnasium and squash court, and the Town of Olds Swimming Pool, which has a large pool, hot tub and waterslide.
- You pay a recreation fee as part of your required student fees, so there are no additional charges to use these facilities.
- You can also participate in recreation league activities like dodgeball, street hockey and volleyball.



● Technology Services

- Located in the Library/Learning Commons.
- Available to help you with any issues relating to college computers, wireless access, your Gmail, Moodle or "My Olds College" accounts, and much more.





Other Helpful Things to Know

Get Ready, Get Set, Go!

● ID Card

- Your photo ID card is your official Olds College student identification, library card and meal card (if applicable).
- Make sure you have it with you at all times!
- Submit your own picture for your ID card at least one month prior to the start date of your program. This will allow us to have your ID card ready for you on the first day of school....and you won't have to wait in a long lineup to get your picture taken!
- Follow the ID card link on the Admitted Student site to submit your photo ASAP!

● Lockers

- You are required to purchase your own lock.
- Go to the Administration Desk in the building that you wish to have a locker in. They will be able to help you reserve one.

● Parking

- Student wishing to park on campus are required to purchase a Parking Pass.
- You have the option to purchase a pass for a plug-in or non-plug-in parking lot.
- Students living in Residence are required to purchase a Residence Parking Pass.

● Horse Boarding

- There is minimal boarding at the College for horses other than those being used in classes. Board horses are kept in large, multi-horse outside pens and are fed by round bale. The limited spots are assigned on a first come, first serve basis. Arena riding times are also very limited.
- Please email Bill Harper at bharper@oldscollege.ca if you are interested. There are some stables close to Olds that routinely board horses for students and that you may wish to contact if you want to bring your horse with you. They are Mane Attraction Stable at 403.990.0786, Vonavet Stables at 403.224.2662 and Rock Spring Farm at 403.335.4519.



Other Helpful Things to Know

Get Ready, Get Set, Go!

● Materials & Supplies

- On your program specific webpage, there is a drop-down section at the bottom of the page that will give you all the information you need as an Admitted student.
- There you will find important information that is specific to your program, including a list of required Materials & Supplies, if applicable.
- Material & supply lists may not be available until closer to the program start date, so keep checking back for any updates.
- Please also note, the *preferred device* noted in this list.

● Come Visit!

- Coming for a campus tour is a great way to familiarize yourself with Olds College before you officially start your classes.
- Tours are available all summer, Monday - Friday, between 8:30-4:30.
- Contact the Office of the Registrar to arrange a tour today! (403-556-8281)
- If you can't make it to campus, take a look at our Virtual Tour to get a sneak peek at our beautiful campus.
- COMING SOON: we are developing an app that will take you on a guided tour right from your cell phone, so that you can come explore the campus on your own on an evening or weekend.

● Your Information & FOIP Laws

- Olds College is not allowed to share your information with anyone, including your parents or guardians, without your consent.
- If you wish a parent, guardian or other individual to have access to your information, such as student account balances, grades, etc, then you must fill out and submit a [Consent to Release Information Form](#) to the Office of the Registrar.
- Only the information that you have permitted will be shared with the authorized individuals.