

**PROCEDURE FOR APPLYING ONLINE
TO UNIVERSITY IN ONTARIO
www.ouac.on.ca/101/**

1. Visit www.electronicinfo.ca . Read the COMPASS.101 COMPANION BOOKLET including addenda on-line to get the most up-to-date program information. Check university publications, websites and tours. Be sure to check prerequisite courses for desired programs of each selected schools. Create a list of program choices/ codes and have it available when logging on.
2. The Guidance Secretary will distribute confidential letters containing COMPASS Access Codes in mid-November or December. Codes include PIN's, School numbers and Student numbers. PIN's are to be **kept** confidential. Do not share with anyone else.
3. Method of payment includes three options:
 - VISA/MasterCard/American Express –Card number, expiry date and cardholder's name will be needed.
 - Internet/Telephone Banking
 - Cheque/Money Order- You must send the cheque or money order by mail within two weeks of submitting your application.
4. The cost is \$120 for the first three application choices, and \$40 for each additional choice. Applicants may have a maximum of three program selections at any one university including affiliated colleges.
5. Log on to www.ouac.on.ca/101/ (You may view the Tutorial for On-line Application or Review and Change Your Completed Application.)
6. Select **Apply Online – COMPASS.101**
7. Click on **COMPASS Account** and log in using your confidential access codes. The main navigation bar appears throughout the on-line application to help guide you through the process. There are four basic steps to complete:
 - open the personal COMPASS account
 - select programs
 - prepare the actual application, and
 - submit and pay for the application
8. Click on **Select Programs** and follow the prompts. Read about admission requirements and complete program details (including indicating a "Subject of Major Interest")
9. Once programs have been selected, the application can be prepared by completing the five steps listed in the header bar at the top of the screen.
10. Enter your email address accurately. (Use a business-like address.)
11. Any errors in academic information should be reported to the guidance office.
12. Once the five preparation steps have been completed, the student should click on **Submit** and print application to be kept for records.

- 13 In order to proceed to the payment options screen, the student must click on the grey button at the bottom of the screen verifying that the information presented is correct as shown. Once the applicant has selected the **"I Verify and Agree"** button, they can no longer change their application information within this session.
- 14 Select method of payment. Payments by cheque should be made payable to the "Ontario Universities' Application Centre" and should include the student's OUAC Reference Number on the face of the payment.
- 15 After submitting application, **print screen and keep OUAC reference number for use when communicating with the OUAC or universities.**
- 16 Students can review or make changes to submitted COMPASS.101 applications by accessing the **"Review and Change Your Completed Application"** system at www.ouac.on.ca/101/ (**OUAC Reference Number and PIN/Password is needed to enter this site!**)
- 17 After evaluating applications, universities will email admission decisions to students directly. Applicants can accept or decline offers of admission from the Ontario universities using the **"Review and Change Your Completed Application"** system. **Accepting an offer of admission from one university will not cancel the candidate's application to other universities and/or programs.**

N.B. Students applying to institutions outside Ontario must see Student Services if they wish Ursuline College to send mid-term and/or final marks to the selected school. Please make sure that the school has marks on file that you have taken outside of the Ursuline College Day Program (e.g. Correspondence, ILC...)

APPLICATION DEADLINES 2011-2012	
Schools distribute COMPASS.101 access codes (PIN's)	November 2011
Latest date to submit completed on-line applications to OUAC	January 11, 2012
Recommended last day to make changes to your application	February 7, 2012
Date by which the universities must respond to your application for admission	May 29, 2012
Earliest date by which the universities require a response to offers of admission and a financial commitment from applicants	June 1, 2012