

Cedarbrae C.I. Key Steps for University Application

1. Access the website www.ouac.on.ca/101/
2. Do the **Tutorial for on Line Application** before trying to complete your application. When you are ready to apply go back to the above stated website and click on **Apply On-line – Compass 101**.
3. Once you are on the **101 Secondary School** page, click on **Compass Account** located on the left side of the screen. Enter the school number, your student number, and your **PIN** exactly as written (case sensitive) and log into your account.
4. Choose **Select Programs**. If you know where you are applying and the codes of the programs, you may use the **Fast Track Option**. Program codes can be found at **eINFO** (www.electronicinfo.ca) or in the on-line Compass 101 Companion Booklet (www.ouac.on.ca/101/). Enter your **program codes** in the boxes provided (3 choices for \$115.00 and \$38.00 for each additional choice).
5. If you are not sure where to apply, use the **Search Options** provided. Choose one of the options and continue to follow the on-line instructions. Select the University and the program you are interested in and complete all details for each program. At the top of the program screen, the admission requirements for the program selected are there for you to confirm that you meet all requirements.
6. Review your choices. If they are what you want, proceed to **Prepare Your Application**.
7. There are 6 areas for you to access here, preferably in sequence. The first is your **Program Choices**. The next box is **Order Choices** where you will put your program choices in the order (by number) of preference (1st, 2nd, and so on). Check University admission and scholarship information to see if the order is important.
8. The next two areas are **Personal Information** and **Address Information**, which will contain data already filled in. Please correct what is wrong and add what is missing including your E-mail address. This information was obtained from Cedarbrae school records. Please correct school records too!
9. The **Additional Questions** box requires you to answer 9 questions. Make sure when you answer the questions that you say yes **you will be** applying to the Queen Elizabeth Aiming for the Top Scholarship; if you say no you will never be able to apply to this scholarship again.

10. The final box, **Academic Information**, is your school data. If any of the **Academic Information** is incorrect, please print your **Academic Info** page, make the appropriate changes, attach proof of any earned credit that needs to be added and return it to your alpha counsellor in Student Services, but continue with your application. When ready, click the **Submit** box. At this point, you will see your whole application and get another chance to verify that it is correct. Once you are satisfied that it is correct, print a copy of your whole application and then click on **I verify and agree.....**
11. You will now need to select one of the methods of payment. When the payment option is chosen and the process is completed click on the **Finish** button. OUAC will not start to process your application until your payment has cleared.
12. When all of the above is done, you will see a final page confirming your application has been received and giving you an **OUAC Reference Number** (2010-XXX-XXX) which you will use for any further communication with OUAC or the universities. Write your Reference Number on the application you printed and file it in a safe place. You will also need to keep your **PIN** in a safe place so you have it for future use.
13. You will not be able to change your completed application until OUAC processes your payment (2 business days minimum). You will not use **APPLY-ON-LINE** again. Any further access after submission will be done on **Review and Change your Completed Application**. Preview the tutorial before making changes. (www.ouac.on.ca/101/)
14. The deadline date for on-line applications is **January 13, 2010**. Please do not wait until the last minute to submit your application as internet volume is very high at this time. After your application is submitted, **February 5, 2010** is the **recommended** last date for students to submit to OUAC, university and program changes, and any additional choices to be eligible for consideration for early admission. Please note: This is not a deadline date. Changes will be accepted and processed by the OUAC at any time.
15. If you need assistance from OUAC, use the following contact information:

General Inquiries: secondary@ouac.on.ca
Applicant Services: 101_support@ouac.on.ca
or by telephone at: 519-823-1940 x556

Office Hours: 8:30 am - 4:30 pm ET
Telephone Hours for Monday, Tuesday, Wednesday, Friday:
9:00 am - 4:30 pm ET
Telephone Hours for Thursday: 10:00 am - 4:30 pm ET

Mailing Address

101 Division
Ontario Universities' Application Centre
170 Research Lane
Guelph ON N1G 5E2