



NEW STUDENT CHECKLIST

For Registered Students who have been approved for Second Career funding.



"I feel like we have made a lot of progress in a short time. It's been fun meeting other students in my situation and be able to use my experience to help others."

Gail Williams, Second Career Program Strategist,
Business Accounting

- PRESENT A SIGNED COPY OF YOUR MCU SECOND CAREER CONTRACT TO GEORGE BROWN'S STUDENT SERVICE CENTRE** at the St. James or Casa Loma Campus and present this information to one of the Information Specialists.
- WRITE THE NAMES AND CONTACT INFORMATION OF ALL THE KEY PLAYERS** who will assist you throughout your studies as a Second Career Program student. These include: Your Employment Centre Case Manager, Ministry of Colleges and Universities (MCU) Training Consultant, George Brown College's Second Career Program Officer and your Program Coordinator. Should any issues arise during your studies, you will have to contact the relevant staff member or institution to ask for assistance.
- REGISTER AND ATTEND ORIENTATION WEEK**
Orientation for new students happens the week before each semester begins
Visit georgebrown.ca/orientation
- EXPLORE YOUR CAMPUS** and ensure you locate important services such as the Library, Gym, Peer Assisted Learning Centre, Counselling and Accessible Learning Services and the Career Centre.
- GET YOUR STUDENT ID CARD.**
Go to georgebrown.ca/studentcard
- REGISTER AND ATTEND** program-related orientation sessions.



- CHECK THE OFFICE OF THE REGISTRAR'S WEBPAGE** for important dates and deadlines, financial assistance and information on College processes. Go to georgebrown.ca/registrars
- REVIEW THE LIST OF COUNSELLING WORKSHOPS** offered by the PeerConnect and make a note of the ones you would like to attend. Workshops range from Stress Management, Time Management, Health and Wellness, Budgeting and others. Go to georgebrown.ca/peerconnect to register.
- SAVE ALL RECEIPTS** for textbooks and other required school supplies and submit them to your Case Manager.

*Keep careful track of your textbook and supply expenditures. The MCU audits textbook/supply receipts and requires unaccounted for funds to be returned.
Only purchase [mandatory textbooks/supplies](#).
- NOTIFY YOUR CASE MANAGER** at your Employment Centre if you intend to receive additional income through a part-time job, scholarship or bursary. These will be counted as income and can affect the amount you receive for SC funding.
- CREATE A BUDGET** that work for your needs. Determine whether you will need additional sources of income, either through a part-time job or through scholarships and bursaries.
 - For scholarships and bursaries log into your Stuvie account (stuvie.georgebrown.ca) and select the Student Awards tab.
- CHECK THE SECOND CAREER WEBPAGES** on the George Brown College website for updates and information. Go to georgebrown.ca/secondcareer
- CONTACT THE SECOND CAREER PROGRAM OFFICER** at the Community Partnerships Office if you have any questions/concerns during your first few weeks of classes. If you make any changes to your program pathway or course load (i.e. adding or dropping courses). These changes can impact your Second Career funding. Always seek advice prior to dropping courses - Your Second Career advisor is here to help!
- ENJOY BEING A NEW STUDENT!** There is a lot to learn and many people to meet but new adventures in life are worth celebrating.

For more information, please contact:

Second Career Program Officer
Community Partnerships Office
George Brown College
230 Richmond St. East Rm 160

Telephone: 416 415 5000 x 3714
Email: kferrie@georgebrown.ca

CONGRATULATIONS AND WELCOME TO GEORGE BROWN COLLEGE!