

Transfer Advisors in Ontario

*A general resource for
new and recent hires*



This document provides an overview of transfer advisor resources and information in Ontario's postsecondary institutions. This is a dynamic document. We will continue to update and revise as new information becomes available.

Contents

Skills & Competencies	2
Transfer advising in the province of Ontario	2
The Ontario Council on Articulation and Transfer (ONCAT)	2
ONCAT Activities.....	3
About ONTransfer.ca.....	4
Transfer Advisor Group (TAG)	4
Transfer Mentors.....	5
Principles for Credit Transfer Policies & Procedures	5
Frequently Asked Questions	6
1. Where can I find out whether an institution charges for credit transfer assessments?	6
2. How do I find pathways where our institution is the sending institution? 6	
3. How do I find out which college / university is close to Little Current? Collingwood? Bancroft? Any other location?	6
4. How can I find out who is the Pathway Administrator at Institution x?	7
5. How can I find out what documentation is required for a credit transfer assessment at Institution x?	7
6. I'm a Pathway Administrator at a receiving institution. How do I find out which colleges / universities offer Business Marketing programs?	7
7. How do I find course equivalencies where another institution has an equivalency to one of our courses and our institution has not considered creating an equivalency back?	8
8. How do I know whether my institution has signed on to the Ontario's Principles for Credit Transfer?	9
9. Where can I find research regarding transfer students?	9
10. Other Resources	10

Transfer advising in the province of Ontario

Transfer advisors at Ontario institutions (Colleges, Universities, Indigenous Institutes) may play different and varied roles depending on the institution type, size, and focus and commitment, to student mobility both in, and out, (receiving and sending) of the institution.

Transfer Advisor is not yet recognized as a formal designation. For this reason, some of your peers in the sector may have varying titles, including: Manager, Pathways and Special Projects, Pathway Development Coordinator, Pathways Advisor, Pathways Officer, Senior Admissions Officer, Student Mobility Advisor, Transfer Credit Coordinator, Transfer Pathways Coordinator, etc.

For the most part, these roles have similar functions depending on the size and scope of the institution, and transfer-related functions within the institution.

Furthermore, some institutions have whole departments dedicated to transfer, while some smaller institutions have one dedicated staff person. Around 53% of institutions have 2-5 staff members involved in transfer in some capacity (ONCAT, 2018).

The Ontario Council on Articulation and Transfer (ONCAT)

Founded in 2011, the Ontario Council on Articulation and Transfer (ONCAT) was created to develop a system of mobility for students by building academic pathways and course equivalencies through its network of Ontario's 45 colleges and universities, as well as Indigenous Institutes.

With more than 52,000 students transferring every year, ONCAT helps to remove barriers for students, making their postsecondary education more seamless and affordable. ONCAT provides support to students looking to transfer through its website ONTransfer.ca. To learn more, visit www.oncat.ca.

Skills & Competencies

According to a recent survey (ONCAT, 2018), respondents from 16 Colleges and 15 Universities in Ontario identified their top 5 duties and responsibilities in their roles as:

1. Manual transfer processing (59%)
2. Training/education to colleagues (56%)
3. One-to-one student advising (53%)
4. Admissions (47%)
5. Automatic transfer processing (41%)

Key competencies included:

1. Problem solving/analysis (91%)
2. Policy knowledge (82%)
3. Counselling/advising (71%)
4. Presentation/facilitation (68%)
5. Technical knowledge (68%)
6. Leadership (65%)

ONCAT Activities

ONCAT aims to increase opportunities and the ease of mobility for students in Ontario's postsecondary education system. We do this through:



Outreach

- *ONTransfer.ca*
- *Knowledge mobilization*
- Student Fairs
- [High School & Postsecondary Student Brochures](#)
- Communications (ads, newsletters, etc.)



Projects

- Research
- Innovative Transfer
- Pathway Development



Groups

- Francophone Steering Committee
- Northern Steering Committee
- Student Transfer Expert Panel
- Faculty Fellows
- *Transfer Advisors Group*
- Discipline-Based Transfer Committees
- Learning Outcomes Committee



Events

- Annual ONCAT Conference
- ONTransfer.ca Day
- Pan-Canadian Consortium on Admissions & Transfer (PCCAT) Conference

About ONTransfer.ca

ONTransfer.ca is a service provided by ONCAT to connect current and prospective students to transfer opportunities among the publicly funded colleges and universities, as well as Indigenous Institutes in Ontario. It provides information on:

Did you know that
ONTransfer.ca hosts over
210,000 course equivalencies
and **1,800** transfer pathways?

- **Course transfers** detailing how individual courses can be transferred from one institution to another; and,
- **Program transfers** detailing how a block of credit from a current program can be applied to a similar program at another institution:
 - College and advanced diploma programs to degree programs at colleges and universities;
 - College certificate to diploma, and diploma to advanced diploma programs at other colleges;
 - Apprenticeship Certificates of Qualification to college diploma programs in related fields; and,
 - Secondary school dual credit courses to college programs.

Transfer Advisor Group (TAG)

The purpose of TAG is to establish and support a community of transfer advisors across the province to address transfer issues that may impact students and explore possible solutions. TAG maintains an on-going dialogue on student mobility with a focus on promising practices and knowledge transfer across Ontario's postsecondary institutions.

At present, its primary goals are to:

1. Share promising practices/successes across institutions;
2. Build capacity among individual advisors and those working directly with students;
3. Identify issues from a student affairs/admissions perspective;
4. Focus on data to inform effective practices; and,
5. Feed into ONCAT and ONTransfer.ca initiatives.

We do this through various events and activities. These include:

1. A mentoring program for new transfer advisors where you can chat with a senior advisor to get a more system-wide understanding of how transfer works and strategies that could be tried at your institution;
2. An online communication hub ([Facebook Workplace Standard](#)) where you can connect easily with other members, share resources, and update information;
3. In-person events where you can network, build individual capacity, and share promising practices happening at our institutions; and,
4. Other virtual/online knowledge sharing activities to hone your skills and learn from others.

Transfer Mentors*

Mentors are seasoned staff with diverse expertise in the transfer space. They support the work ONCAT is doing and are open to having new or current transfer advisors contact them for support and general information sharing.

Judy Tavares

Judy.Tavares@humber.ca

Manager, Student Transfer Services,
Humber College

Andrew Wilson (TAG Chair)

awilso@yorku.ca

Assistant Director, Transfer & Transitions,
York University

Victoria Baker

victoria.baker@senecacollege.ca

Manager, Degree & Credit Transfer,
Seneca College

Mat Brown

mat.brown@uwaterloo.ca

Undergraduate Admissions & Recruitment
Officer, University of Waterloo

Linda Basso

linda.basso@mohawkcollege.ca

Manager, Pathways & Special Projects,
Academic Quality, Mohawk College

David Adam Baker

david.baker@flamingcollege.ca

Business Intelligence Analyst & Pathway
Coordinator, Fleming College

**This list is subject to change. For an updated list of mentors, please visit the online hub or contact Carolyn Poplak Project Lead: Collaborations and Community Programs, cpoplak@oncat.ca.*

Principles for Credit Transfer Policies & Procedures

The Principles for Credit Transfer Policies and Procedures are intended to act as goals for Ontario's 45 publicly funded postsecondary institutions to achieve. Given the complexities of credit transfer and the diversity of operational contexts, the Principles are broadly stated so that the resulting goals can be achieved in a variety of ways. Although the Principles are presented sequentially, they are fundamentally interrelated and work as a whole to encompass the various activities connected to credit transfer, and to balance institutional responsibilities for academic integrity with the needs of students.

An overview of the key principles includes:

1. Students should have the information they need to make informed decisions about the transfer process;
2. Students can expect to be treated equitably by all member institutions; and,
3. All members acknowledge and respect the primary jurisdiction of each institution for transfer policy and academic integrity.

To view the full document, please visit this [link](#).

Did you know that the Pan-Canadian Consortium on Admissions & Transfer (PCCAT) has a Transfer Glossary and Guide? It can be found [here](#).

Frequently Asked Questions

The information below has been collated and was shared at the November 2018 TAG meeting. The questions will guide readers to more detailed information and resources as required. The answers provided are comprehensive, but not exhaustive.

1. Where can I find out whether an institution charges for credit transfer assessments?

Go to the Institutional Profile

- Navigate to www.ontransfer.ca
- Option 1:
 - Select “How We Can Help” from the top navigational bar
 - Select “Find a Transfer Policy / Advisor”
 - Select the institution
- Option 2:
 - Select “Where can I Transfer?”
 - Select “institution transfer information”
 - Select the institution

2. How do I find pathways where our institution is the sending institution?

Pathway Administrators should:

- Navigate to https://ontransfer.ca/index_en.php?page=login
- Select “View Reports”
- Select the “Generate Report” button under the section entitled “Sending Institution Report”

3. How do I find out which college / university is close to Little Current? Collingwood? Bancroft? Any other location?

- Navigate to <https://ontransfer.ca>
- Option 1:
 - Select “How We Can Help” from the top navigational bar
 - Select “Find a College or University”
- Option 2:
 - Select “Useful links” from top navigational bar
 - For colleges, scroll down to “Colleges of Applied Arts and Technology in Ontario”
 - Select “Colleges in Ontario by Location”
 - For universities, scroll down to “Universities in Ontario”
 - Select “Universities in Ontario by Location”

Help us keep this information current. If there are missing campuses, please send an email to Rose Chan at: rchan@oncat.ca.

4. How can I find out who is the Pathway Administrator at Institution x?

Administrators can log into ONTransfer.ca

- Navigate to https://ontransfer.ca/index_en.php?page=login
- Select “Institution Information”
- Select “View administrative contact information for other institutions”

Via ONTransfer.ca front-end

- Navigate to <https://ontransfer.ca>
- Option 1:
 - Select “How We Can Help” from the top navigational bar
 - Select “Find a Transfer Policy / Advisor”
 - Select the institution
- Option 2:
 - Select “Where can I Transfer?”
 - Select “contact transfer advisor”
 - Select the institution

Via ONCAT.ca

- Navigate to <https://www.oncat.ca/en/welcome-oncat>
 - Scroll to bottom of page for list of members
 - Select the institution

5. How can I find out what documentation is required for a credit transfer assessment at Institution x?

- Navigate to <https://ontransfer.ca>
- Option 1:
 - Select “How We Can Help” from the top navigational bar
 - Select “Find a Transfer Policy / Advisor”
 - Select the institution
- Option 2:
 - Select “Where can I Transfer?”
 - Select “institution transfer information”
 - Select the institution

6. I’m a Pathway Administrator at a receiving institution. How do I find out which colleges / universities offer Business Marketing programs?

Pathway Administrators, when entering or updating a pathway, will have access to a MS Excel spreadsheet listing college and university programs being offered at institutions.

Sending Institution

[Return to Pathway](#)

Please edit the fields below to change the sending institution entry for this pathway.

*Indicates a required field

[Program Details 2018 \(xlsx file: 707 KB\)](#)

Sending Institution Information

***Institution:**

Colleges

** denotes Colleges that offer Degrees*

<input type="checkbox"/> Algonquin College*	<input type="checkbox"/> George Brown College*
<input type="checkbox"/> Cambrian College	<input type="checkbox"/> Georgian College*

As noted at the TAG meeting, college programs are assigned a MTCU code and all programs with the same MTCU code share a common set of program learning outcomes. Also discussed, some colleges teach more than the common set of program learning outcomes and this may be reflected in the Program Title for those colleges.

Lastly, the information ONCAT receives is generally one year out-of-date. As of this writing, the 2019 College program details were received and the Excel file has been updated. The name of the Excel file is now "Program_Details_Last_Updated_Nov_2018.xlsx"

Updated

- Navigate to https://ontransfer.ca/index_en.php?page=login;
- Select Pathway Admin
- Option 1
 - Select "Enter a New Pathway"
 - Fill in the form
 - Select "Save Pathway"
 - Select "Add New Sending Institution"
- Option 2
 - Select "View & Manage Pathways"
 - Select any pathway in Edit mode by selecting the ID
 - Select "Add New Sending Institution"

7. How do I find course equivalencies where another institution has an equivalency to one of our courses and our institution has not considered creating an equivalency back?

The OCEMC, Ontario Course Equivalency Management Centre, Administrator has access to a Reciprocal Equivalency Opportunities Report.

- Navigate to <https://oced.ontransfer.ca>
- Select “Reciprocal Equivalency Opportunities” under the section entitled “Display all by type”
- The report can be downloaded by selecting the Excel icon

The screenshot shows the Ontario Course Equivalency Management Centre interface. On the left is a search sidebar with sections for 'Search Again', 'General Search Criteria' (including 'Equivalency Type' set to 'Reciprocal Equivalency Opportunity'), and 'Target Course Criteria' (including 'Course ID' and 'Subject (keyword)'). The main area is titled 'Course Equivalency Search Results' and includes a 'Key to Icons' section with three entries: a right-pointing arrow for 'This course transfers via other equivalencies', a green arrow for 'Accepted as a direct equivalency', and a green double arrow for 'Accepted as an equivalency involving more than one source or target'. Below this, it states 'Total Number of Reciprocal Opportunities: 157' with a red box highlighting a download icon (Excel) and a print icon. At the bottom are three buttons: 'My Courses', 'Source Courses', and 'Source Institution'.

8. How do I know whether my institution has signed on to the Ontario’s Principles for Credit Transfer?*

Go to the Institutional Profile

- Navigate to <https://ontransfer.ca>
- Option 1:
 - Select “How We Can Help” from the top navigational bar
 - Select “Find a Transfer Policy / Advisor”
 - Select the institution
- Option 2:
 - Select “Where can I Transfer?”
 - Select “institution transfer information”
 - Select the institution
- Navigate to <https://www.oncat.ca/en/welcome-oncat>
 - Scroll to bottom of page for list of members
 - Select the institution

*If an institution has signed on, the following statement will appear beside the institution’s logo: “This institution has signed on to Ontario’s Principles for Credit Transfer.”

9. Where can I find research regarding transfer students?

- ONCAT website, navigate to: www.oncat.ca;
- ONCAT Student Pathways in Higher Education Conference: <https://oncat.ca/en/our-expertise/events-0>;
- Seneca’s Centre for Research in Student Mobility: www.senecacollege.ca/mobilityresearch;

- HEQCO, Higher Education Quality Council of Ontario: www.heqco.ca/en-CA/Pages/Home.aspx;
- OISE, Ontario Institute for Studies in Education: www.oise.utoronto.ca/oise/Home/index.html;
- Other provincial Councils on Articulation and Transfer. BCCAT and ACAT are listed here because these organizations conduct research regarding transfer students:
 - BCCAT, British Columbia Council on Admissions & Transfers: www.bccat.ca;
 - ACAT, Alberta Council on Admissions and Transfer: <https://acat.alberta.ca>; and,
 - PCCAT, Pan-Canadian Council on Admissions & Transfer: <https://pccatweb.org/pccat/>.
- Student Groups:
 - Canadian Federation of Students – Ontario: www.cfsontario.ca;
 - College Student Alliance: www.collegestudentalliance.ca; and
 - Ontario Undergraduate Student Alliance: www.ousa.ca.
- International (North American):
 - NISTS, National Institute for the Study of Transfer Students: www.nists.org;
 - CCRC, Community College Research Centre: <https://ccrc.tc.columbia.edu/research-project/tackling-transfer.html>; and,
 - AACRAO, The American Association of Collegiate Registrars and Admissions Officers: <https://consulting.aacrao.org/home>.

10. Other Resources

Resource	Link	Notes
Quality Assurance Framework	http://connectingcredentials.org/wp-content/uploads/2015/02/Ontario-Qualifications-Framework-Grid.pdf	Describes various credentials, typical duration, admission requirements, qualification awarded, etc.
500 jobs profile	www.ontario.ca/page/labour-market	Lists a variety of jobs with the ability to filter on Annual Income, estimated Growth Rate for 2017-2021, and an estimate on the Total openings from 2017-2021.
Transcripts for Private Career Colleges no longer in operation	Send Email <ul style="list-style-type: none"> • To TCAF-TCU@ontario.ca • Subject Line: must say “Diploma/Transcript Request” • Body: must include identifying details <ul style="list-style-type: none"> ◦ Name at time of graduation ◦ Year of graduation ◦ Program studied ◦ Credential received (if applicable) ◦ Birthdate 	