



## Operational Policies and Procedures

<b>Division: Students</b>	<b>Topic: Student Services</b>
Policy No. S012	Effective: September 2015
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### **1. Tutoring Services**

Students experiencing academic difficulties may be eligible for tutoring services. Please see Campus Administration for Tutoring Request Procedures and application form. To be eligible a student must commit to a high standard of effort and attendance.

### **2. Telephone Messages**

**2.1** Students will not be called out of class for personal calls. The receptionist will take a message and post it on a student monitor/board.

**2.2** Only in cases of an emergency will a student be located to accept a telephone call.

**2.3** The telephones in the reception and administration areas are not for student use.

**2.4** Student pay phone(s) are provided at each campus.

### **3. Photocopying**

A student coin-operated photocopier is available at most campus sites. Where a copier is not available, copying will be done for a minimal fee per copy through the front counter office for students. A two-hour turn-around time may be required.

### **4. Equipment**

College equipment is never to be removed from the campus premises without permission from administration and should always be handled with the utmost care and caution.