



Student Policy Handbook 2022-2023





STUDENT POLICY HANDBOOK 2022-2023

THIS HANDBOOK BELONGS TO:

NAME

PROGRAM

INSTRUCTOR

CAMPUS

Join the
working class.

Welcome to Academy Canada!



Thank you for choosing Academy Canada as your training institution of choice! On behalf of the faculty, students, and staff we appreciate your confidence in us. We are committed to working hard every day to support you as you build what will undoubtedly be an outstanding career.

With over 36,000 graduates, 15 locations, and 35 diploma programs, Academy Canada is proud to be the largest independent career college in Newfoundland and Labrador and one of the most diverse in the entire country. Despite our size, we are pleased to maintain a very personal environment that we believe will suit your learning style. Regardless of your unique needs or background, we will do our very best to help you meet your career goals.

By registering with our college, you are joining a school with a rich history. Academy Canada has had many milestones since being founded by Dr. David Smallwood in Corner Brook during 1985. Notable stages include: Our expansion to St. John's in 1994; the opening of the skilled trades division in 2000; the 2013 introduction of community-based Adult Basic Education (ABE) Learning Centres in eleven new communities; and the 2015 launch of our World Classroom online learning platform.

We are proud of these accomplishments and are looking forward to including you as part of our success story. Welcome to the Academy Canada family! Please ask any of our staff for assistance during your post-secondary training with us. In the meantime, we wish you all the best with your studies.

Notice of Waiver: While every effort is made to ensure the accuracy of this information in the Policy Manual as of the date of publication, details of this type can become outdated with time. The College, therefore, reserves the right to modify or cancel any program, option, course, objective, fee, timetable, or campus location without notice or prejudice. Also, the college does not assume responsibility for changes made after publication in areas beyond its control. Academy Canada's course outlines are updated annually, and textbooks, material, and other information can change with little or no notice. The College reserves the right to modify, change, add, or delete topics without notice or prejudice. **A full set of formal college policies can be found at www.academycanada.com/policies-and-procedures.**

Things That Matter to Us

College Mission Statement

It is the mission of Academy Canada to provide quality education and training to all its students in a supportive learning environment that is academically sound in both content and delivery.

Statement of Values & Guiding Principles

Academy Canada will provide teaching and support staff who are academically and technically prepared for their tasks, have a student-centred approach to teaching and learning, are of good character, perform their duties diligently, and always keep the best interests of our students in mind.

We recognize the importance of total career preparation to our students, and pledge to provide them with the skills necessary to compete for opportunities in today's global economy.

We will encourage open communication amongst our students, create an equal learning opportunity, and be supportive of students with special needs and challenges.

We pledge to create a teaching and learning environment that is governed by the principles of honesty, openness, responsibility, and quality assurance.



Accessibility to Education

Equal Opportunities Policy

Academy Canada is committed to providing a quality education to all students who are interested in building a better life.

It is our policy to provide equal enrollment and employment opportunities regardless of race, religion, sex, nationality, age, disability, sexual orientation, and/or gender identity/expression. The College is committed to making good faith efforts to reach underrepresented groups with information about programs - particularly in career fields in which women or minorities are not currently well represented.

The College accepts responsibility for creating a diverse learning environment. To that end, recruitment and selection processes are transparent and non-discriminatory. Everyone has equal access to training, development opportunities, and resources. Recruitment presentations are planned in such a way as to ensure that they are not based on stereotypical assumptions. Academy Canada also creates positive marketing materials that promote inclusion and participation of everyone. In addition, curricula, teaching and learning methods, and schedules are designed keeping in mind the needs of all students.

Supporting Students with Disabilities

Academy Canada is an equal opportunity educator that is committed to supporting students with disabilities. We have created a Staff Handbook (called *Strategies and Procedures: Accommodating Students with Special Needs*) to help staff identify the various types of special needs and offer strategies to support students.

Once a student self-discloses that they have a disability, the College will work quickly to implement a plan that meets their specific needs. Typically, the following steps are taken once a disability is identified:

- 1) The Admissions Team recognizes a self-disclosure on the application form or through the interview process.
- 2) The student provides documentation explaining the disability and accommodations recommended by appropriate professionals.
- 3) With student permission, the Admission Officer notifies the campus Senior Administrator and, where applicable, the Registrar and/or Student Support Coordinator.
- 4) The support team reviews the documentation and meets with the student to discuss needs and a practical plan.
- 5) The Accommodations Plan will be documented and shared with the student.
- 6) The Plan will be implemented and modified as necessary (upon the request of the student).

Disability-related supports can include physical building accessibility, extended assessment time, alternate exam space, use of calculator where appropriate, use of scribes and oral testing (may include use of technology supports where appropriate), and peer tutoring. Other supports may be introduced as deemed necessary. Once an individual accommodation plan has been prepared it is reviewed regularly (at the student's request) to ensure that it remains appropriate.

Students with disabilities need to remember that they are responsible for informing Campus Administration about their disability and providing the appropriate supporting documentation in order to access college accommodations. A student may disclose a disability at any point in their program, however, Academy Canada cannot guarantee immediate accommodations once a course is underway. Academy Canada will make every effort to implement appropriate accommodations as soon as possible; however, some accommodations take time to plan/implement and, therefore, could be delayed.

Any disciplinary action taken against a student with a diagnosed disability will follow standard college policies and procedures. This action will take into account any impact that the person's disability may have had on the behaviour in question.

Leaders in Education

At Academy Canada, we are proud of our faculty, facilities, programs, and graduates. We know our instructors and staff do a great job training students, and look for every possible way to prove it. External national and provincial accreditations are important to us. They help us continuously improve and offer you (and employers) an assurance that our training is top-notch. Academy Canada has earned endorsements from many amazing organizations, including those noted below.

Program Accreditations

Beyond our national accreditation, Academy Canada maintains numerous program-specific accreditations. The Newfoundland and Labrador Government's Provincial Apprenticeship and Certification Board (PACB), for example, has successfully conducted dozens of rigorous accreditation visits for programs like Auto Body and Collision Technician, Automotive Service Technician, Carpenter, Construction/Industrial Electrician, Cook, Hairstylist, Insulator (Heat & Frost), Plumber, Steamfitter/Pipefitter, Auto Body and Collision Technician and Welder. Standardized for both public and private colleges, the PACB accreditation process ensures that programs conform to the standards as identified in the National Occupational Analysis and are reflected in the Provincial Plans of Training. It also ensures that graduates have the required level of competency to enter the job market.

Enriching Your Learning

College is about so much more than listening in a classroom or shop. The best educators encourage students to take an active role in their community, meet industry leaders, and apply their training to real world situations. At Academy Canada, we're proud to offer students many opportunities to "get out there". We work hard to make your learning experience enjoyable as well as educational. We host several school-sanctioned events throughout the year, including:

Student Orientation offers students the chance to learn more about the college, what to expect, and what is needed to be successful. Orientation activities provide new students an opportunity to have some fun and meet their classmates...many of whom will become lifelong friends.

Socials are a big part of college life. We host many different events throughout the year, our most popular include Halloween, Christmas, Graduation, Winter Carnival, and summer sports events. We encourage you to take part – you will have a great time!

Field Trips and Guest Speakers happen regularly at Academy Canada. We routinely encourage classes to experience real-life work environments or invite industry experts into our classrooms. Our students have had the opportunity to meet many well-known people, including Prime Minister Justin Trudeau, former Prime Minister Stephen Harper, former premier Danny Williams, actor Allan Hawco, and former US president Bill Clinton during school tours and outings.

Volunteer Opportunities are a major part of the Academy Canada experience. Since opening, our students and staff have donated more than 100,000 hours to a wide range of important community organizations and raised thousands of dollars to help them continue their good work. Not only is this an important civic duty, it is also a great resume builder. We encourage you to get involved!

Financing Your Education

At Academy Canada, we understand that a college education is a significant investment that requires both good planning and a great deal of information. We hope that the following details will assist you. If you require clarification on any policy, please contact your campus Business Office.

Tuition

All tuition fees and other charges are due and payable at the beginning of each semester. Students attending our College, whether using a student loan or a sponsoring agency, typically have their tuition taken care of quickly after a brief meeting with personnel from the Business Office. Students who are paying cash, using a credit card, or through any other means can make payment arrangements through the Business Office. If you have questions concerning your finances, your Business Office representative will gladly answer them.

NOTE: Transcripts, certificates, and diplomas will not be forwarded until all fees are paid. Work terms may be postponed until all accounts are settled in full.

Books

At the beginning of each semester, students will receive book and supplies lists. All books and digital e-book subscriptions can be purchased at the campus. Students are required to purchase all books and supplies needed for their program promptly as these will only be available for a limited time. The College will not be responsible for providing student books and materials after inventory surpluses have been returned to the suppliers. Please consult your campus Business Office for purchase deadlines.

You may be able to purchase used books from previous students. Please remember to check with your instructor beforehand to ensure the book being purchased is the correct one.

New books may be returned for full credit on your account provided:

- (a) The books have no markings, no bent page corners, and the spine is not cracked. Where applicable, DVDs and/or CDs must accompany the book. Shrink-wrapped books must be returned in original plastic.
- (b) Books are returned within two (2) weeks of the purchase date or commencement of a course. This includes books that are required for a course from which you have received an exemption.
- (c) You receive permission from Business Office personnel.
- (d) Access to digital e-book subscription is non-refundable.

Income Tax Receipts

Tuition fees are typically income tax deductible. If you do not require the deduction, it can be transferred to a parent or other supporting person in accordance with Canada Revenue Agency rules. The Business Office will automatically issue you an Official Income Tax Receipt (T2202A) by February 28th of each year.

Financial Concerns: Refund Policy

The following refund policy is in keeping with regulations prescribed by the Department of Education. Where the language in this section conflicts with Department wording, the latter shall apply (with the exception of the First 21 Calendar Day Refund Policy).

Retention and Repayment of Fees

1. Where a student has contracted for a course of instruction at a private training institution and subsequently exercises the option to void the contract at least twenty-one (21) days prior to the commencement date of the course the private training institution shall refund money paid by, or on behalf of, the student, including the registration fee under Section 16.
2. Where a student has contracted for a correspondence course at a private institution and subsequently exercises the option to void the contract within fourteen (14) days of signing the contract, the private training institution shall refund money paid by, or on behalf of, the student, including the registration fee under Section 16.
3. Notwithstanding any provision contained in a contract in respect of a course of instruction at a private training institution shall not retain money paid for, or on account of, instruction given by the private training institution where the registrant or representative of the private training institution has made false or misleading statements regarding the course of instruction or regarding the nature of the contract, for the purpose of inducing a person to enter into the contract, and all money so received shall be immediately repaid to the person who has paid it, and the contract is void.

Exception to Refunds

1. Students of private training institutions shall be entitled to a refund of money paid, with the exception of the registration fee, under Section 16, where the student has contracted for a course of instruction at a private training institution and gives notice in writing either delivered personally or by registered mail to the private training institution less than twenty-one (21) days before the commencement date of the course of instruction of the student's intention not to commence the course of instruction.
2. Students of private training institutions shall be entitled to a refund of money paid with the exception of the registration fee under Section 16 and 10% of the total course fees where:
 - (a) The student has contracted for a course at a private training institution and does not give notice in writing by registered mail to the private training institution before the commencement date of the student's intention not to commence the course of instruction and does not attend the first five (5) consecutive days of the course of instruction; or
 - (b) The student has contracted for a course of instruction for a correspondence course at a private training institution and gives notice in writing by registered mail to the private training institution more than fourteen (14) days after signing the contract and provided all lessons have been returned in good condition.
3. Students of private training institutions shall be entitled to a refund of money paid where:
 - (a) The student has contracted for a course of instruction at a private training institution and gives notice in writing, either delivered personally or by registered mail, to the private training institution after the commencement date of the course of instruction of the student's intention to cease taking the course of instruction;
 - (b) The student has contracted for a course of instruction at a private training institution and fails to exercise the option to void the contract under Section 15 before the date upon which the first class is held then exercises the option notwithstanding that the student may not have participated in the course of instruction;
 - (c) The student has contracted for a correspondence course at a private training institution and exercises the option to void a contract under section 15 after part of the course of instruction has been supplied and serviced; or
 - (d) A private training institution
 - (i) Has registration cancelled;
 - (ii) Has the renewal of the registration refused and the registration has expired; or

- (iii) Has not applied for renewal of registration and the registration has expired.
- 4. Refund of money referred to in subsection (3) shall not include:
 - (a) The registration fee under Section 17.
 - (b) The fees for the proportion of the course already supplied and serviced or, in the case of correspondence courses, the fee for lessons supplied and evaluated and for the purpose of this paragraph any portion of a week shall be considered one week in determining the amount of the refund; and
 - (c) The retail cost of equipment that has been supplied to the student by the private training institution unless the equipment has been returned to the private institution unopened or as issued within ten (10) days of receipt by the student.
- 5. Where a student withdraws from a course of instruction twenty-one (21) days after the commencement of a semester a private training institution may impose an administration fee of 10% of that semester's tuition to a maximum of \$500.

NOTE: A complete set of the *Private Training Institutions Act and Regulations* is available upon request or can be accessed directly at www.gov.nl.ca.

First 21 Calendar Day Refund Policy

Making the correct career choice requires a lot of consideration, and sometimes, no matter how much deliberation and advanced research you do, students can find that the career they have chosen is not the right one for them. With this in mind, Academy Canada offers a unique “**21 Calendar Day Refund Policy**” that extends beyond the refund policy required by government legislation. Students who decide within the first 21 calendar days of their program that it is not for them (for any reason), can withdraw or transfer to a different program with no financial penalty. Tuition paid prior to that time will be fully reimbursed.

Student Loans and Loan Repayment

The Government of Canada (National Student Loans Service Centre) and the Government of Newfoundland and Labrador (StudentAidNL) work together to provide student financial assistance to residents of Newfoundland and Labrador. Both loans and grants are available to help you access and pay for post-secondary education. With one application, StudentAidNL will assess you for both federal and provincial financial assistance.

Changes for the 2022-23 Academic Year

Canada Student Financial Assistance Program

- The following Canada Student Grants (CSG) are **remaining** at current funding levels for 2022-23:
 - CSG for Full-Time Students – up to \$750 per month;
 - CSG for Full-Time Students with Dependents – up to \$400 per dependent per month (up to \$4,800 per academic year);
 - CSG for Students with Disabilities – \$4,000 per academic year.
- Changes to the applicable legislation for students with disabilities:
 - Access for students with **permanent** disabilities is unchanged and they will continue to qualify.
 - Students whose disability is not permanent but whose disability is prolonged and persistent, will now be able to qualify as a student with a disability.

Register for Your Online National Student Loans Service Centre (NSLSC) Account

Before You Graduate/Leave School:

Create an online account at NSLSC.ca which will allow you to:

- Confirm and update your address and telephone number.
- Confirm your program end date.
 - If the NSLSC has the wrong end date on file for you, you will go into repayment of your student loans early.
 - In order to correct your program end date, you must log into your account at NSLSC.ca and submit a request for Confirmation of Enrolment or visit the campus Business Office.

After you Graduate/Leave School - Log Into Your NSLSC Account To Review:

- ✓ Your total loan amount
- ✓ Your monthly payment amount
- ✓ Your interest rates
- ✓ Your repayment start date
- ✓ Your repayment schedule
- You do not have to make payments on your loan for the first six months immediately after leaving school. You will receive your repayment notice online in your NSLSC secure inbox in the last month of your six-month non-repayment period. You can access your inbox by logging into your NSLSC account.

Student Loan Repayment Assistance Options

There are options available to make repaying your student loans more manageable. These important options include:

1. **Repayment Assistance Plan (RAP)/Repayment Assistance Plan for Borrowers with a Permanent Disability (RAP-PD)**
 - Calculates decreased monthly payments based on income, debt, and family size;
 - Payments will not exceed 20% of your income and you will not make payments for more than 15 years;
 - If you have a permanent disability, you will not make payments for more than 10 years.
2. **Customize Your Payment Terms**
 - The Customize Your Payment Terms can increase or decrease your monthly payment amount to better suit your budget.
3. **Debt Reduction Grant**
 - This program converts the provincial portion of your student loan into a non-repayable grant – as long as you meet the eligibility requirements:
 - You must successfully complete 80% of a full course load each semester as determined by the school;
 - You apply for and receive assistance for at least half of the required program length;
 - You graduate from a program at least 80 weeks in duration within 10 years of the start date.
4. **Severe Permanent Disability Benefit**
 - If you have a severe permanent disability, you may be eligible to have your loan immediately forgiven;
 - The Canada Student Loans Program defines a severe permanent disability as preventing you from working and from participating in post-secondary education.

*** You must apply for these programs. Log into your NSLSC account or contact 1-888-815-4514 for more information.**

For more information on student loan repayment, visit:

<http://www.academycanada.com/current-students/student-loan-repayment/dealing-with-nslsc/>

Academy Canada	www.academycanada.com	1 800 561 8000
Student Aid NL	www.gov.nl.ca/education/studentaid	1 709 729 5849
NSLSC	www.nslsc.ca	1 888 815 4514

Employment Insurance Sponsorship (Skills Development Funding)

If you are currently receiving or are entitled to EI benefits you may be able to continue these benefits while you attend our College. This funding program is administered by the provincial government through its Department of Immigration, Population Growth and Skills. Please consult your nearest office for eligibility criteria and processes that need to be followed.

Financial Seminar

Academy Canada offers a Financial Seminar during Orientation or upon request to help you understand the various financial resources available. The seminar will cover topics such as tuition payments, book purchasing, budgeting, student loan repayment, and the college withdrawal policy. For additional information on each of these topics, your Business Officer is available to meet with you individually during regular office hours.

Notes:

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Academic Policies, Procedures, & Advisory Services

Academy Canada has very clearly defined policies, procedures, and strategies to ensure that your training is as professional and effective as possible. Some terms and guidelines that you will need to know are listed below. A full and detailed set of formal college policies can be found at www.academycanada.com.

Standards

Programs consist of a variety of academic components as described in the following list:

Core subjects refer to specialty training and knowledge needed for your career. The pass mark for most core subjects is 65%.

Non-core subjects refer to training and knowledge required to ensure you have the basic skills required for employment. The pass mark for non-core subjects is 50%.

Apprenticeship refers to Provincial Apprenticeship Trades programs. The pass mark for apprenticeship programs is 70% in all subject areas. Courses that have a theory and practical component require 70% in each of the theory and practical components of the course. Provincial Apprenticeship Trades programs also require a set number of accumulative training hours. Further information regarding this requirement is available at each campus.

Massage Therapy – Medix Program requires a minimum passing grade of 70% in all subject areas. Courses that have a theory and practical component require 70% in each of the theory and practical components of the course. Students are advised that the final 11 weeks of the Academy Canada Massage Therapy program focuses on preparation for the CMTNL provincial certification examination.

Esthetics and Spa Management with Electrolysis and Electrolysis programs require a minimum of 70% in all core subjects. Courses that have a theory and practical component require 70% in each of the theory and practical components of the course.

Medical Device Reprocessing and Physiotherapist/Occupational Therapist Assistant programs require a minimum of 65% in all core subjects. Courses that have a theory and practical component require a minimum of 65% in each of the theory and practical components of the course.

Work Terms refer to a formally arranged on-site training period which provides students with valuable opportunities to gain experience in their field. In many instances, work terms have led to employment opportunities. While students are typically not paid during their work term experience, some hosts may choose to pay a small honorarium. If a work term is a required component of your program, you must successfully complete it in order to graduate. Failure to adequately meet placement requirements will prohibit you from graduating and require the completion of a new placement (at an additional cost). Students who perform below the expectations of the host and college may be removed at any point during the placement. A work term evaluation will be completed by your host in consultation with campus staff and will include reporting of attendance, performance, and attitude. Work terms must be completed during the academic period indicated in your program outline unless otherwise approved by the principal. Work term hosts are expected to provide a respectful and appropriate environment in which the student can learn a range of skills associated with their program of study. They are required to provide guidance, correct inappropriate behaviour, report attendance, and complete all necessary evaluation forms. The campus will provide additional information prior to the work term start date.

Practicum refers to projects, assignments, and seminars assigned by instructors in addition to duties assigned by hosts while in the field. Please refer to your program outline to see if the practicum program is relevant to you.

Additional Associated Training refers to components such as professional certifications, workshops, and conferences. They offer great networking opportunities and a chance to earn extra certifications.

Expenses such as certification exams, medicals, clothing, conferences, and travel for work terms, practicums, and related training outside of Academy Canada are the responsibility of the student.

Semesters and Terms

A semester is approximately 15 weeks in duration. A term is approximately 7.5 weeks in duration.

Program & Course Information

Start and end dates for all Academy Canada programs can be found by visiting Academy Canada's website at www.academycanada.com. Students can also refer to their student contract for the start and end date of their program of study.

Specific Entrance Requirements for all programs can be found at www.academycanada.com/entrance-requirements

Course Outlines

Course outlines will be provided to students during the first week of classes and will include a course summary, course prerequisites and evaluation criteria.

Trades & Occupational Training

Academy Canada is committed to academic excellence in the delivery of trades and occupational training at all campuses. For non-trades programs, we will help you build credentials that are well-recognized and respected by employers across Canada and abroad. We want you to learn skills that are adaptable to a wide range of situations, and we want to help you develop the confidence needed to build an ambitious and exciting career plan.

For trades programs, we help students follow the Apprenticeship system through to Journeyperson status. This system requires students to first complete their technical and practical training at a recognized college such as Academy Canada. Once the initial training is complete and the student secures employment in their trade, they must register as an apprentice with the Industrial Training Division of the Department of Education. For the next 3-5 years (as required by the trade), apprentices will complete blocks of advanced training at Academy Canada as they continue to build work experience. Once all technical training and required work experiences are completed, apprentices will write the Journeyperson examination. Once passed, graduates will receive their Journeyperson Interprovincial (Red Seal) Qualification and gain virtually unlimited national employment mobility.

Resource-Based Training

The utilization of independent or self-directed study is employed in a number of programs at Academy Canada. These programs use the resource-based learning model for this purpose. For these programs, students will be given a complete resource-based learning study guide that is outcome-based and matches learning outcomes to learning activities via handouts and assignments. Students will work their way through the study guides independently under the direction of an instructor who will be based in the classroom to answer any questions or concerns. Timelines for completion of course assignments, as well as the scheduling of course evaluations, will be clearly outlined. This method of independent study will be explained and appropriate timelines for assignments and evaluations will be assigned at the outset of any programs using resource-based learning.

Distance Learning

Academy Canada delivers some courses using distance learning in order to provide greater flexibility to students. Where offered, students begin their program by completing introductory/prerequisite course(s) via distance prior to beginning their remaining courses in a more traditional classroom environment.

Students should note that introductory/prerequisite courses completed via distance are not “stand-alone” courses; they are simply a selection of courses in a student’s overall program. The student is paired with an instructor who will guide them through the curriculum using online course materials and required textbook(s). All course evaluations will be written on-site at the appropriate campus. If this is not possible, alternate arrangements can be made. At the time of writing, Academy Canada offers distance learning options in several program areas. Please see your Admissions Representative for details.

Independent Course Study

To enjoy the greatest academic success students will be expected to supplement strong attendance in class lectures and labs with independent course study at home or on-campus.

Course Exemptions

You may be able to transfer credits from other diploma or degree programs to an Academy Canada program. Requests for exemptions must be made using a proper application form (available from the Campus Registrar) and be accompanied by an official transcript and course description from the respective college or university. Students who return to complete Diplomas may not receive credit for courses that were completed more than five years prior for practical courses and more than ten years prior for theory courses to the date of readmission.

Exemption requests should be forwarded to the campus registrar who may consult with other college employees. When an exemption is granted, TC (Transfer Credit) will be recorded on your official transcript. Marks from other institutions will not be calculated towards your final overall average. No fee is currently charged for a simple transfer of credit.

Course exemptions will not exceed 20% of the program (except in the case of apprenticeship trades programs where there is no such limit). Refunds are not applicable to exempted courses. High school or Adult Basic Education courses are not eligible for exemption requests, except for some advanced placement courses.

Trades students seeking an exemption from AM 1100 Math Essentials may voluntarily challenge an ACCUPLACER online test. The ACCUPLACER test must be written prior to the start date of AM 1100 Math Essentials. See your campus registrar for more information.

Requests for exemptions must be in writing according to the following deadlines:

- Semester Courses No later than **3 weeks** after the start date of each semester.
- Term Courses No later than **5 days** after the start date of each term.
- Trades Programs No later than **1 day** after the start date for that course.

Prior Learning Assessment Recognition (PLAR)

Academy Canada's Prior Learning Assessment and Recognition (PLAR) process is a procedure that allows the college to recognize and credit previous academic study and practical work experience. The PLAR process uses a variety of measurement tools to assist you in identifying and demonstrating knowledge, skills, competencies, and attitudes that may have been acquired through employment, volunteer or community work, work-based courses, formal training, and self-instruction.

How will PLAR be assessed?

Challenge Examinations – Examinations are designed for students who have not attended a course but provide evidence that they have mastered the course outcomes. This is recommended for students who are requesting credit for highly theoretical courses.

Portfolio Development – A portfolio is a compilation of information about a person's knowledge, skills, and life/work history from non-formal learning experiences. The main objective of the portfolio is to express the knowledge, skills, and learning experiences attained. The portfolio is recommended for students who are requesting credit for practical courses.

Equivalencies – Equivalencies are awarded to students who have successfully completed (through an evaluation process) programs, professional licences, or professional certifications outside the college system. This method also gives recognition for work-based education and training, union, professional and government-sponsored initiatives, and non-credit courses.

A \$50 assessment fee may be applicable to PLAR applications.

Tests

Tests are designed, scheduled, and administered by your instructor. Instructors strive to establish test dates as early as possible in order to assist you in planning your time effectively.

Missed Test Policy

- If you are going to miss a test, you must inform your instructor before the test is scheduled to begin. It is at the instructor's discretion to determine if the reason you give is valid. Please be prepared to supply supporting documentation as requested.
- If you have been given an excused absence from a test, you must write the test on the day of your return or according to a schedule set by the instructor. Proper documentation must be provided before the evaluation is written.
- Instructors are not permitted to allow rewrites to "boost" marks.
- The college recommends that our instructors schedule missed exams after regular class hours.
- If you see a conflict in test dates upon receiving your course outline, you must put your request for an amendment in writing to the Instructor within the first two weeks of receiving the outline. Changes to evaluation schedules are at the discretion of the Instructor and will only be approved in exceptional circumstances.

Submission of Assignment Policy

- Ample time will be given to complete out-of-class assignments, and such assignments are expected on the given due date.
- Unless excused by the instructor (i.e. for serious medical emergencies), 5% per day, including weekends, will be deducted for each day an assignment is late to a maximum of seven days. After the seventh day a grade of zero will be given. Assignments will not be accepted beyond the last day of a course. As assignments are normally given well in advance, it is anticipated that few exceptions will be granted.

Supplementary Exams

Supplementary exams provide students with a second opportunity to meet the minimum pass mark for a course. They are not a right but rather a privilege. They are granted at the discretion of your instructor and administration. In deciding whether to permit a supplementary exam, administration (in consultation with your instructor) will consider such things as attendance, past academic performances, and your commitment to the program. Except in exceptional circumstances, the following requirements must be met:

1. Students must have attended 50% + 1 of all classes.
2. Students must have obtained a minimum grade within 15 points of the pass grade of the course.

Supplementary exams assess all of the course learning objectives, replacing all prior assessments. The transcript will reflect *both* the original grade received in the course and the supplementary examination grade, unless otherwise determined by the principal. Each supplementary exam you write will cost \$20. This non-refundable fee will be paid prior to writing the exam. A supplementary exam must be completed within the first week of the following term (for trades programs a supplementary exam must be completed within 5 instructional days of the conclusion of the course), unless otherwise approved by the College. Supplementary grades are indicated with an asterisk on your transcript.

NOTE: For the Massage Therapy, Esthetics, Medical Device Reprocessing, Physiotherapist/Occupational Therapist Assistant and apprenticeship trades programs, students may qualify to write a supplementary exam in either the theoretical and/or practical components of a course. For example, a supplementary exam for the theoretical component will assess all theoretical course objectives for the course and have a value equivalent to all prior theoretical assignments and tests and replace any grade attained on these assessments. If a student receives an overall grade of 70 (or 65 in the case of Medical Device Reprocessing or Physiotherapist/Occupational Therapist Assistant) but fails either the theoretical or practical components, the grade on the student transcript will be NSC (not successfully completed). If the student qualifies for a supplementary on either the theoretical or practical components and is successful, the new grade received incorporating the supplementary exam mark will show on the student transcript. All other criteria above will apply.

Re-reads

Re-reads refer to the opportunity to have an evaluation re-assessed. Request forms are available through the registrar's office. The fee for each re-read is \$20. This charge may be credited to your account or refunded should your mark increase as a result of the re-read. Re-reads must be requested within 30 days of the end date of the course in which the evaluation was completed.

Progress Reports

Students will receive progress reports approximately every four months. These reports are completed by instructors and will comment on academic performance, attendance, reliability, peer relations, and commitment to the program. Students who are not meeting college standards may be placed on probation and be required to meet with the principal to create a plan for improvement.

Access to Evaluations

Students are given access to evaluations by their instructor once they graded. Evaluations are then returned to the instructor for storage. Specific college policies related to Course Exemptions, Prior Learning Assessments, Supplementary Exams, Academic Probation, Individualized Delivery Plans, Progress Reports, Missed Evaluations, Student Illness, and Re-Reads can be found on the Academy Canada website at <https://www.academycanada.com/Data/files/ACAcademicStatusPolicy.pdf>.

Tutorial Services

Students experiencing academic difficulties may be eligible for tutoring services. Please see campus administration for tutoring request procedures and application forms. To be eligible, students must commit to a high standard of effort and attendance.

Attendance

Employers expect perfect or near-perfect attendance, and our instructors require the same. Daily attendance records are kept on file and shared with funding agencies and Student Aid upon request. Please note that agencies have the right to revoke financial assistance based upon a lack of attendance and/or academic performance.

The following attendance policies apply to all Academy Canada students:

1. Students are expected to attend all classes, labs, trips, etc., in which they are registered. Evaluation in any course is cumulative and based on class assignments, participation, and examinations. Your instructor will inform you about course evaluation schemes.
2. Excused absences will be granted by the instructor for illness when accompanied by a doctor's note stating the number of days approved for sickness. As well, excused absences are granted for bereavement, family illness, and other causes as approved by the instructor.
3. Students must telephone the campus before the start of class to inform the instructor of any absence. All required documentation (doctors' notes, etc.) must be presented to the instructor immediately upon returning to class.
4. Non-emergency medical visits should be scheduled after class hours.
5. If unexcused absences hinder academic performance in any given month, the student may be required to report to the registrar's office. Should absenteeism and academic performance continue to fall below standards, the student will be required to justify their continued enrollment to campus administration.
6. Where a student misses a period of time through illness, s/he is still considered enrolled at Academy Canada and will be charged accordingly.
7. Lateness and leaving class early will be treated in the same manner as unexcused absences.
8. It is the student's responsibility to catch up on any work missed because of absences.

Excessive absenteeism, in most cases, results in a student's inability to maintain academic standards as set by Academy Canada.

Punctuality

Instructors differ in the way they deal with students who are late. Late students cause a disruption. Instructors will clearly state their classroom policies regarding lateness. Please respect these policies.

Academic Probation

Students who are unsuccessful in courses will be placed on academic probation. If they subsequently pass a supplementary exam, this designation will be removed. Otherwise, they will remain on academic probation for the term and be required to meet with their instructor-advisor and campus administration to develop goals for improved academic performance.

If students pass the current term courses, they will be allowed to continue in their studies but will be required to meet with an instructor-advisor and campus administration to develop a plan to complete any outstanding courses. If students continue to fail courses while on academic probation, they may be dismissed from their program.

Notwithstanding Academy Canada's policies, funding agencies (such as Canada Student Loans or Department of Education) have a right to revoke financial assistance for students who do not maintain satisfactory standards.

Academic Dishonesty

1. Plagiarism means presenting the work of others as your own, including literary works, reports, mathematical solutions, data, and computer programs.
2. Cheating involves:
 - a) Using unauthorized aids, assistance, or materials;
 - b) Assisting others in cheating;
 - c) Re-submitting (without the instructor's permission) your own work or that of others for which credit was already obtained in another course.

The consequences of plagiarism or cheating will range from a zero grade on an evaluation to suspension and potential dismissal, depending on the severity of the situation.

Withdrawal from Studies

As per Department of Education *Private Training Regulations*, students wishing to withdraw from their program of study (including within the first twenty-one calendar days from the commencement of their program), are required to provide proper notice to the college. "Proper notice" is defined as a clear written notification of the student's intention to discontinue. This notice must be delivered to the registrar either in person or by registered mail. Notices submitted verbally, by regular mail, by fax, by email, or by third parties are not acceptable and will not constitute a withdrawal.

Dismissal

A student may be dismissed from Academy Canada if one or more of the following situations arise:

1. A student breaches Academy Canada's Academic Dishonesty Policy.
2. A student has been placed on probation and has not met Academy Canada's academic standards in two consecutive terms (see Academic Probation Policies).
3. A student demonstrates other inappropriate conduct including, but not limited to, willful disruption of class, discrimination, sexual harassment, abusive or threatening language or gestures, injury to persons, damage to property, theft, the use or distribution of illegal drugs, and/or the consumption or distribution of alcohol.
4. A student breaches Academy Canada's Improper Computer Usage and Pornography Policy.
5. Where a student discontinues attending classes, fails to provide proper notice and fails to adhere to his/her defined tuition payment schedule the College may dismiss that student once his/her account becomes delinquent.
6. A student fails to adhere to Academy Canada's tuition payment policy.

These policies apply on campus and during all Academy Canada activities off-campus.

Disciplinary Procedures

Academy Canada subscribes to a process of progressive discipline. Where disciplinary action is required, consequences may include verbal or written reprimand, grade of zero on an examination, suspension, or dismissal – depending on the severity of the situation.

Appeals Committee

Students who have been dismissed from Academy Canada have the option to appeal the decision. A letter of appeal may be forwarded to the Board of Directors for review. The Board of Directors will review the situation and render a decision. That decision may include: refusal of readmission, unconditional readmission or conditional readmission.

Complaint Resolution Process

Students with concerns should make all reasonable attempts to resolve their concerns directly with the instructor or other member of the College staff.

If the issue is unresolved, students should forward their concern in writing to the campus principal or vice principal. The administrator will make every effort to resolve the issue in a timely manner. This process may involve utilizing the services of internal or external persons (such as a counsellor). The administrator may arrange an independent review of the issue by one or more individuals and may also consult with Department of Education personnel during the review process.

In the event that the complaint involves an administrator, students should make all reasonable attempts to resolve the issue with that administrator. If the concern is unresolved students should contact Academy Canada's Board of Directors in writing. This will initiate a process similar to that outlined above. The college will respond to the complaint in writing where one is received following the appropriate procedure.

Students are encouraged to exhaust these internal mechanisms before referring the complaint to the Department of Education or other external agencies.

Computer Access, Improper Computer Usage and Pornography

Students will have access to internet-enabled computer lab(s) from 8:00am-4:30pm during days that the campus is open.

The following are computer rules that affect all Academy Canada students. Violation of these regulations may constitute grounds for disciplinary action - including dismissal.

1. Students are not permitted to use chat line software of any type during class without instructor permission.
2. Use of Academy Canada's internet connection to access pornographic, violent, or otherwise objectionable material is strictly prohibited. Possession of such material on school property is also forbidden.
3. Downloading of "hacking" software or instructions is not permitted.
4. Affecting another computer system in any way by planting viruses or sending "nukes" is considered sabotage and will result in severe repercussions.
5. Accessing computer systems belonging to instructor(s) in any lab and classroom is strictly prohibited. Use of these systems without permission will be perceived as intent to obtain unauthorized material.
6. Downloading and installing any computer program from the internet is not permitted without instructor permission.
7. Establishing a "Full Control" network share, into which anyone can drop files, is forbidden.
8. Students are responsible for all materials existing on their systems.
9. Use of non-school software or burners is strictly forbidden without the permission of campus administration.
10. Students are responsible for all materials attached to their internet accounts. A proxy server logs every site accessed on the internet. Academy Canada will have a record of every students' internet history.

Please understand that these rules are for the protection of every student at Academy Canada. These precautions will ensure that no one can implicate you in any questionable activity.

Program Completion Time Frames

Students who do not complete their program in the prescribed time frame from first registration may return to complete the program. Programs change over time, therefore returning students will follow the current program curriculum, which may be different from the curriculum when they originally registered. Students who return more than five years beyond their regular date of completion may be required to demonstrate their learning through a Prior Learning Assessment Recognition process and may also be required to repeat certain courses or complete additional courses before being deemed eligible to receive the diploma. Students who return to complete Diplomas may not receive credit for courses that were completed more than ten years prior to the date of readmission. Students enrolled in the Massage Therapy Program will be permitted a maximum of two additional years to complete their program of studies.

Notes:



General Policies

Code of Professional Conduct and Ethics and Sexual Harassment

Academy Canada students and staff are expected to adhere to the College's *Code of Professional Conduct and Ethics* and *Sexual Harassment Policy*. These specific policies can typically be found on your classroom bulletin boards or received from the campus administration.

Confidentiality

Academy Canada will ensure that all student records are properly stored, maintained and handled confidentially. Administrative and instructional staff members at Academy Canada will be permitted access to all or a part of a student's record in order to carry out their duties. Information will be released to third parties (i.e. funding agencies) with student consent.

Upon completion of your program of study you are entitled to an official transcript of academic achievement if the College has received payment of all fees. Official transcripts will be withheld for nonpayment of fees.

Dress Code

At Academy Canada we require students to dress appropriately for a professional college environment. Although certain programs (for example, Hairstylist, Massage Therapy, Esthetics, shop trades) have specific dress codes, most permit casual attire. Please note that your instructor may establish specific classroom policies that apply to dress. It is expected that students will dress appropriately when visiting outside organizations or groups. While on work terms students are required to adhere to the dress code of the work term hosts.

Smoking

Smoking is only permitted in designated areas outside the College. Students are asked not to smoke on or around campus entrance areas.

Scent-Reduced and Allergies Policy

Given that many of our students and staff have serious allergies to perfumes and other scents, we ask that you not wear unnecessary fragrances. Specific campuses may also instigate, from time to time, other policies reducing the use of specific allergens where deemed necessary. If you have an allergy that requires attention please notify your campus administrator.

Telephone Calls and Text Messages

Students will not be called out of class for personal calls, except in an emergency. In most cases, a message will be left at the front desk. The telephone at the front desk is unavailable for students' use. Use of cell phones (for texting or calls) while classes are in session is prohibited since it causes considerable distraction.

Equipment

Equipment at the College has been purchased to help with your training. Many of these pieces are very costly to replace. College equipment is not to be removed from the campus without permission from administration and should always be handled with utmost care and caution.

Hours

You may be scheduled between 8:00 am and 8:30 pm depending on the program. This may vary throughout the school year, depending on the courses you require. Where circumstances require, administration reserves the right to schedule classes outside these hours.

Change of Address

We like to keep in touch with our students, both current and graduates. Therefore, we will ask you to provide us with your hometown address and current address. If your address changes, please let your campus registrar know. Correspondence, including your diploma, will be forwarded to the address we have on file.

Personal Belongings

Unfortunately, even in the friendly environment of Academy Canada, we have been victims of theft. As a result, we strongly advise that you do not leave valuables, including textbooks, in your classroom without supervision. Academy Canada does not assume responsibility for missing books, personal items, etc.

Parking Facilities

Students must park in designated parking areas only. No-parking and wheelchair parking areas are designated either by a sign, road markings in blue paint, or both. Parking is available at no cost to students. While we have large lots, parking is on a first-come-first served basis and the College cannot guarantee available parking at all times. We encourage you to carpool or use public transportation whenever possible.

Activities

Academy Canada welcomes student involvement in campus activities and we encourage everyone to take part. Students are invited to plan and organize events in conjunction with their homeroom class on behalf of the student body. If you have any ideas for social events, we would love to hear from you!

Students may have classes or activities at alternate locations within the region and are expected to make their own arrangements for transportation. If travel is required outside of the region then travel reimbursement may apply, subject to senior administration approval. Travel reimbursement does not apply to travel for work terms or practicums.

Campus Evacuation Procedures

The administration will ensure that all students are aware of emergency procedures in the event that it is necessary to evacuate the building. Directions will also be posted in classrooms/shops. Fire drills will be held each semester to ensure that everyone knows the proper procedures to follow. The principal shall ensure that fire escape routes are always unobstructed and that fire extinguishers are operational.

Unscheduled Closing Times

Campus administration reserves the right to close the campus and cancel classes in the event of inclement weather or other circumstances. Students will be notified of such closures through public service announcements on local radio stations, Facebook, Twitter, and through our website.

Insurance (For International Students)

It is mandatory for international students to have insurance while studying in Canada. Proof of insurance (provider, policy number, and a copy of insurance certificate) must be provided to Academy Canada on Registration Day. Academy Canada does have insurance options for students who do not have insurance. Information on this policy and an application can be obtained from the Business Office and will be provided should a student arrive without a policy.

Hours of Operation

For detailed hours of operation, please contact your instructor.

Holiday Schedule 2022-23

First Day of Classes	September 7, 2022
Thanksgiving	October 10, 2022
Remembrance Day	November 11, 2022
Winter Break	December 26-January 8, 2023
Civic Holiday – Corner Brook	February 20, 2023
Spring Break	April 7-14, 2023
Victoria Day	May 22, 2023
Canada Day	July 1, 2023
Civic Holiday – St. John's	August 2, 2023
Summer Break	August 10-September 5, 2022
Civic Holiday – ABE sites	Please consult your instructor

Graduate Services

At Academy Canada we are very proud of our graduates and try to do everything possible to support alumni. A sample of services we provide include:

Issuing of Diplomas and Transcripts

Diplomas and transcripts will be issued within three weeks after all documentation (such as marks, completed work term feedback forms) is received by the registrar's office, and all outstanding fees are paid.

Issuing of Additional Transcripts

A processing fee of \$5.00 is charged for each additional copy of the official transcript of marks. The original official transcript is issued free of charge once your account is settled with the business office.

Job Search Support

The ultimate goal of all graduates is to find rewarding employment. In order to support you, Academy Canada offers the services of Employment Specialists. Their role is to build partnerships with the community and identify any employment opportunities.

Refresher Courses

Subject to availability of space and equipment, Academy Canada graduates are able to enroll in daytime or evening courses, provided the course is similar to the one completed as a full-time student. For example, graduates may choose to upgrade competencies by learning the latest version of word processing software if they completed this type of course as a full-time student. Each case will be reviewed on its merits to determine if there is any applicable tuition charge. Students will, however, be required to purchase the applicable textbook(s) and other required material.

Convocation Ceremonies

Convocation ceremonies occur in the spring of each year. Students may participate in the convocation ceremony if they are scheduled to complete all academic courses by August 31 of that year. Convocation awards are granted based on performance to date. Students are required to maintain these standards throughout the remainder of their program in order awards to be designated on their final diploma.

Official transcripts, diplomas, and certificates are forwarded to each individual upon completion of all academics, work term components, and when the student's account is settled in full.

Graduates may achieve one or more of the following designations:

Valedictorian

The annual valedictorian is selected from students who submit valedictories. The person selected should possess exceptional presentation skills, have a good overall average, and demonstrate values such as leadership, professionalism, and positive attitude. All students are encouraged to compete for this honour as it is highly valued by employers.

Honours

Honour's status is awarded to students who achieve a 90% or higher overall average in all academic courses.

Distinction

The top 10% of graduating students from each program who achieve a minimum overall average of 80% will be awarded the *Graduating with Distinction* honour. Note: Both criteria must be satisfied.

Honours with Distinction

Honours with Distinction is awarded to students who achieve a 90% or higher overall average and are in the top 10% of the graduating students from each program.

President's Award

The President's Award is bestowed to the student who displays the values which Academy Canada would like to encourage in all students: Leadership, professionalism, positive attitude, good overall average, and willingness to participate in school activities. This award is determined by recommendations from instructors and/or support staff. These recommendations are forwarded to the president of Academy Canada who selects the recipient from the nominations received. Instructors may nominate any student scheduled to graduate in the applicable academic year.

Program Awards:

Program Instructor(s) will select one student from each program whom they feel reflects the attitudes, skills, and values of both Academy Canada and the student's chosen career field. In the following cases, program awards have been named in honour of a respected member of the Academy Canada family:

The Josephine Harris Memorial (Kenmount Road Campus)

Josephine Harris was a student enrolled in our February 1996 Legal Studies (Paralegal Professional) program. Though her time with us was short, she left a living legacy in the hearts of her classmates and instructors. In honour of Jo, the Josephine Harris Memorial Award is bestowed to a graduating Paralegal Studies student from the Kenmount Road Campus who reflects the essence of the qualities that Jo embodied: integrity, leadership, and passion for life.

The Melissa Glynn Memorial (Kenmount Road Campus)

Melissa Glynn was an Office Administration student who died tragically during the winter of 2002. While a student at Academy Canada, she became tremendously well-respected as caring, warm, dedicated, and professional individual. In her honour, the Melissa Glynn Memorial Award is bestowed upon a student who displays the characteristics that defined Melissa's compassion, focus, and professionalism.

The Beverly Anne Whelan Memorial (Harding Road Campus)

Beverly-Anne Whelan was an academic instructor at Academy Canada who passed away on November 11, 2003. Few individuals have the impact on people around them such as Bev. As a result, Academy Canada awards the Beverly-Anne Whelan Memorial Award to a student who excels in their academic courses and possesses Bev's qualities of respect, dedication, and courage to face one's challenges and love for life.

The Norman Dawe Memorial (Harding Road Campus)

This award honours and celebrates the contribution of Norman Dawe, a student whose life was tragically cut short during the summer of 2004. Norman was a very dedicated student who strived to succeed in everything he did. To honour his memory, Academy Canada presents this award annually to a graduating student from the Computer Aided Drafting program who demonstrates the character traits of Norman's dedication, determination, and positive attitude.

Justin Ingram Memorial (Harding Road Campus)

Justin Ingram was an Automotive Service Technician student who passed away in May 2008. Justin was liked by all who met him, and you could feel the passion and love he had for the automotive trade. You could see the eagerness and willingness in his every task. Academy Canada grants the Justin Ingram Memorial Award to a student who excels in the Automotive Service Technician program, and who possesses some of Justin's qualities of eagerness, likability, aptitude, and willingness to learn, despite having to overcome challenges.

Robert Stone Memorial (Harding Road Campus)

This award is presented in memory of Robert Stone, a great friend, teacher, and mentor of the Academy Canada family, who passed away in March of 2010. This award recognizes an Insulator (Heat & Frost) student who has excelled in academic courses, and has demonstrated Bob's qualities of respect, dedication, strength, and compassion for others.

Mike Purdy Memorial (Harding Road Campus)

This award is presented to the outstanding Construction/Industrial Electrical (CIE) program graduate in a given year. It is named in honour of Mike Purdy, an outstanding friend, instructor, colleague, and mentor of the Academy Canada family who passed away in March 2011. This award is presented to the CIE student who demonstrates Mike's qualities of respect, understanding, patience, and attention to detail.

Jeremy Cross Memorial Award (Kenmount Road Campus)

Jeremy Cross was a Therapeutic Recreation student who passed away in March 2015. Jeremy was a student who embraced every day with positive energy and enthusiasm. He had a 'can-do' attitude, and was able to break down barriers. He taught his classmates the value of patience and understanding as he demonstrated perseverance and willingness to never give up. Academy Canada grants the Jeremy Cross Memorial Award to a student who possesses Jeremy's qualities of inspiration, leadership, passion, and the ability to overcome challenges.

Marilyn Jarvis was a Hairstylist student who passed away in April 2016. Marilyn was a student who embraced every day with positive energy and enthusiasm. She touched the hearts of all those that she interacted with and displayed never-ending kindness and patience. Marilyn was proof that it is always possible to achieve your goals. Academy Canada will award the Marilyn Jarvis Memorial Award to a Hairstylist student who possesses some of Marilyn's qualities of inspiration, leadership, passion, and the ability to overcome adversity to achieve your dreams.

Patsy Trahey was a Business Administration graduate and employee who passed away suddenly in April 2019. Patsy was an integral part of the Academy Canada family for many years. Her dedication to her job, love of her students and deep friendship had a positive influence on everyone. In her honour Academy Canada will present the Patsy Trahey Memorial Award to a Business Administration student who possesses her qualities of compassion, work ethic and commitment to excellence.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.



Organization & Study Tips

15 Organizational Tips for College Students

College life involves a ton of academic responsibilities topped off with a huge dose of social activities. It's challenging to balance work and fun. Get and stay organized so you are able to meet all of your academic obligations and have time for your friends.

1. **Wake Up On Time** - Set your alarm clock in a place where you physically have to get out of bed to turn it off. The more movement your body makes the better chances you will awaken quicker and stay awake.
2. **Place All Academic Responsibilities Together** - Put all your class schedules, assignments, project due dates, and exam dates together on your calendar, whether it's a digital or paper one. It will show you all your short and long-term must-dos in one spot.
3. **Colour Code Your Calendar** - Add colours to your responsibilities. Mark finals and papers due in red, assignment due dates in blue, laundry in orange, and appointments in green. This way, you'll find obligations quicker and it will provide a clearer snapshot of what lies ahead.
4. **Determine Your Best Time** - Are you a morning person or a night person? Schedule your most critical tasks when you are alert and not sluggish. It's smart to book your studying when you will get the most out of it.
5. **Develop a Schedule** - Establish a routine of regular activities including studying, healthy eating, working out, and free time. You will function better physically, emotionally, and mentally. A well-balanced college schedule will give you the most out of your college experience.
6. **Set Daily Goals** - Write down a daily to-do list. A daily plan will give you a sense of direction on how you should spend your time.
7. **Stock Your Backpack** - Don't head out without pens, pencils, highlighters, notebooks – anything you consider essential. Don't show up for class without something to write with and on. For early classes, plan the evening before.
8. **Take Notes** - Intense note taking is required for classes. Whether you are taking notes on lined paper or on your computer, do a quick read-through after class. When the material is fresh on your mind, you will better remember it and can add anything you might have missed.
9. **Create a Clean Workspace** - Make your study area neat and clutter-free. Remove any items that will keep you from doing your homework. Minimize noise in your workspace that might make it hard to concentrate like a blaring television or loud music.
10. **Organize Your Materials** - Keep your class notes and course work in order. When it comes to studying, it's helpful to find everything in one place like one folder on your computer's desktop or one notebook.
11. **Turn Off the Distractions** - When studying, it's essential to stay focused. Turn off your smartphone and don't check your email or social media while on your computer. With your full attention on studying, you will get a lot more accomplished in a shorter amount of time. Phone calls, texts, and emails can wait.
12. **Form a Study Group** - Bringing fellow classmates together could prove to be a good learning strategy. Discussing theories and quizzing each other can help boost your knowledge on subject matter. Try to limit your study group to 6 people to keep it from turning into a social event.
13. **Use Your Phone for Reminders** - Most phones have a reminder feature. Set your phone to remind you in advance of important events, so you don't forget to turn in a project or study for an exam.
14. **Have a Budget** - Keep track of your receipts to help determine where your money goes and what's left over to carry you through your month. Stay on top of your finances to keep from scrambling at month's end.
15. **Sleep** - A simple way to get the most out of every day is getting plenty of sleep. When you are well rested, you will be more alert and ready to take on all the necessary tasks you must complete in your busy college schedule. The more organized you are with your time and activities, the better you will perform at your maximum potential and the more successful you will be.

Ten Study Methods That Work

Studying effectively is not a matter of chance. Educators and psychologists have researched study methods for years. Some of the best studies come from top universities, where precise experiments with student groups have shed light on the most effective study methods. Students who follow these methods learn more easily, retain material for longer periods of time, and save themselves hours of study time. The ten study methods researchers have found that work are:

1. Making and Keeping a Study Schedule

Set aside certain hours of each day for study just as you do for nourishment and sleep. Keep the same schedule faithfully from day-to-day. The amount of time needed for study will vary for each individual based on skills with the subject matter. An average of two hours of study each day for each hour in class is recommended. Going to class is only the beginning; the real work begins afterwards!

2. Studying in an Appropriate Setting – Same Time, Same Place, Every Day

If concentration is your problem, then the right surroundings will help you greatly. Your study desk or table should be in a quiet place – free from as many distractions as possible. You will concentrate better when you study in the same place every day. It's a mind-set. For example, when you sit down at the kitchen table, you expect to eat. When you sit down in an easy chair, you watch TV, etc. Developing the habit of studying in the same place at the same time every day will improve your concentration.

3. Equipping Your Study Area with All the Materials You Need

Your study desk or table should be equipped with all the materials you might need to complete the assignment, e.g., pencils, pens, erasers, paper clips, stapler, dictionary, snacks, and liquid refreshments, etc. For some assignments, you may require a calculator or other supplies. With your materials at hand, you can study without interruption. If your phone has voice mail, let it do its job during your study time. You can return the calls and messages after you have finished studying. Taking your snack food and drinks to the study location will eliminate those endless trips to the kitchen which break your concentration.

4. Not Relying on Inspiration for Motivation

Can you imagine an athlete-in-training waiting for inspiration to strike to practice in preparation for an event? Of course not. They train daily to stay competitive – whether they want to or not. Like the athlete, you must get in training for tests and examinations by doing the assignments and preparing daily through review to be ready for the action.

5. Keeping a Well-Kept Notebook Improves Grades

Researchers tell us that there is definitely a relationship between orderliness and high grades. Knowing where to find your materials when you need them is crucial. Keep a special section for each subject in your notebook as well as a calendar so that you can write down all important assignments as they are announced. Having all of this information together in one place is vital to your success. A well-kept notebook is a part of good time management. If you've ever misplaced an important assignment, you know how much valuable time can be lost looking for it.

6. Keeping a Careful Record of Assignments

Put it down in black and white – including the details – and keep it in your notebook. Knowing just what you are expected to do and when you are expected to do it is the first giant step toward completing important assignments successfully and on time.

7. Making Use of “Trade Secrets”

Flash cards aren't just for kids! They are a legitimate study tool. Use the front of the card to write an important term, and on the back, write a definition or an important fact about that term. Carry your flash cards with you. Use them during “dead time,” such as standing in a check-out line, waiting in a doctor or dentist's office, riding a bus, or waiting at the laundromat. Keep a set in the glove compartment of your car for long lines at your favourite fast food drive-in restaurant or bank. Post them on your bathroom mirror to review while shaving or applying make-up. You'll be surprised how much you can accomplish during those otherwise “dead times.” Think about developing your own “trade secrets” that will improve your study skills.

8. Taking Good Notes as Insurance Against Forgetting

Learn to take good notes efficiently as your instructor's stress important points in class and as you study your assignments. Good notes are a "must" for just-before-test-reviewing. Without notes, you will need to reread and review the entire assignment before a test. This may require you to read anywhere from 100-300 pages of material in one sitting. With notes, you can recall the main points in just a fraction of the time. The time you spend in note taking is not lost, but in fact, is a time-saver.

9. Over-learning Material Enhances Memory

Psychologists tell us that the secret to learning for future reference is overlearning. Experts suggest that after you can say, "I know this material," that you should continue to study that material for an additional one-fourth of the original study time. The alphabet is an example of overlearning. How did you learn it? Probably through recitation which is the best way to etch material into the memory trace. Manipulate the material as many different ways as possible by writing, reading, touching, hearing, and saying it. In an experimental study, students who overlearned material retained four times as much after a month than students who didn't overlearn.

10. Reviewing Material Frequently

A student who does not review material can forget 80% of what has been learned in only two weeks! The first review should come very shortly after the material was first presented and studied. Reviewing early acts as a safeguard against forgetting and helps you remember far longer. Frequent reviews throughout the course will bring rewards at test time and will alleviate pre-test anxiety.

Although these ten study methods do work, there is one other component needed when using all of them – taking responsibility for studying by following through on assignments. All the study methods in the world won't help you if you don't help yourself. As with most everything in your life, your motto should be, "I'm responsible for my success!"

If you put forth the effort to study effectively, the improved skills will soon become a habit and be just as natural as breathing. The result can be better grades, greater knowledge, and higher self-esteem. These skills will also serve you well in your professional and personal life.



Feel free to contact us at any time in the following ways:

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Campus Locations (Multiple Programs)

Corner Brook ▪ St. John's

Satellite Locations (Adult Basic Education)

**Baie Verte ▪ Bonavista ▪ Conception Bay South ▪ Corner Brook
Deer Lake ▪ Happy Valley-Goose Bay ▪ Hopedale ▪ Labrador West
Nain ▪ Sheshatshui ▪ Placentia ▪ St. Anthony ▪ St. John's**

We hope that this Student Policies Handbook will assist you throughout the coming school year. If, at any time, you need clarification on the information provided in the Student Policies Handbook, please see your instructor-advisor or any of the support staff at your campus.



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Student Records

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