

# WELCOME TO PORTAGE COLLEGE!

Student life is about having an enjoyable and enriching experience while attending Portage College, at any of our campuses.

This handbook has been prepared to assist you so you can meet your educational goals, and it also serves as a quick reference to services available for your success.



## KEY CONTACTS

### **Student Services**

Registrar's Office, Admissions, Counselling, Housing,  
Campus Supervision

Bev Moghrabi 780-623-5582  
bev.moghrabi@portagecollege.ca

Curtis Cadieux 780-623-5605  
curtis.cadieux@portagecollege.ca

### **Student Learning Services**

Genevieve Milliken 780-623-7107  
genevieve.milliken@portagecollege.ca

### **Learning Commons-Library**

Marcia Holmes 780-623-5632  
marcia.holmes@portagecollege.ca

### **Recreation**

Jim Knight 780-623-5545  
jim.knight@portagecollege.ca

### **Voyageur Grill (Lac La Biche Campus Cafeteria)**

Bruce Snook 780-623-5679  
bruce.snook@portagecollege.ca

### **Moodle Help**

Various Staff 780-623-5717  
moodlehelp@portagecollege.ca  
Toll Free 1-888-623-5717

# CONTENTS

GETTING CONNECTED	PG 3
IMPORTANT DATES	PG 4
LEARNING COMMONS	PG 5
COUNSELLING SERVICES	PG 7
STUDENT LEARNING SERVICES	PG 8
AWARDS AND SCHOLARSHIPS	PG 9
PORTAGE COLLEGE BOOKSTORE	PG 9
VOYAGEUR GRILL	PG 9
COLLEGE ATHLETICS	PG 10
CAMPUS RECREATION	PG 10
BE FIT FOR LIFE	PG 11
STUDENT AMBASSADORS	PG 12
STUDENTS' ASSOCIATION	PG 12
STUDENT AND STAFF ALUMNI	PG 13
WHAT WE NEED YOU TO KNOW	PG 14



# GETTING CONNECTED

## LOGGING IN TO COLLEGE COMPUTERS

Computer classrooms (labs) are available to you throughout our campuses and in the Learning Commons-Library.

Please note that the College will be communicating with you using your Portage College email account. Your account has been set up as **studentID@mymail.portagecollege.ca**

Please go to **www.portagecollege.ca/login** or click the purple menu button on the home page **www.portagecollege.ca** and click the Staff & Student login link above.

**USERNAME:** user name is your student ID number

**PASSWORD:** Initial default password is formed using your name and birth date as shown below.

### *Example:*

John Smith - born April 17, 1991 with student ID #145321

Username: 145321

Password: #js@1991

For assistance with your login account and/or online course issues, please contact Learning Technology Support at 1-888-623-5717

## WiFi

WiFi is available at all Campus locations.

To connect to the College WiFi, browse available wireless networks and select "Portage\_Internet". If you need assistance connecting to the WiFi, please check with your local Learning Commons or contact the support line above.

### PORTAGE POINTER

#### DID YOU KNOW...

During your time at Portage College, you can use Microsoft Office for free! Visit **portagecollege.ca** for details and to download your copy.

PRINTING (PAPERCUT)

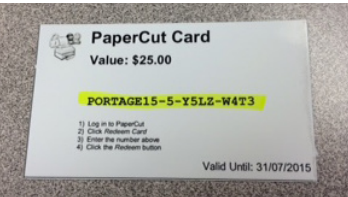
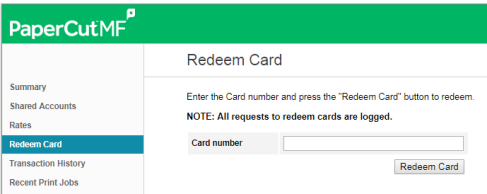
Portage College uses the PaperCut printing system. Students are given a complimentary printing credit of \$25 with their network login account. This is the equivalent of 250 copies. To activate your PaperCut Card, sign in to your network login account. In the bottom right hand corner of your monitor you will see the PaperCut window.

Left click on “Details ...” and you will be taken to the login for PaperCut access. Enter your network sign-in information for the Username and Password.

The next screen is your printing usage summary.

To activate the PaperCut Card credit, select “Redeem Card” feature (left side of screen) and enter the number that appears in the center of your card. Once you have entered your card number, press “Redeem Card” button to activate your card and allow you to print on the College printers.

When you have exceeded your initial free credit you will need to purchase additional printing cards from the College Bookstore.



IMPORTANT DATES

2017

Labour Day	September 4
Staff Welcome Back Day (No classes)	September 15
Thanksgiving (No Classes)	October 9
Reading Week (No classes)	October 9 - 13
Remembrance Day	November 11
Christmas Break (Last day of classes)	December 15

2018

Classes resume	January 2
Family Day (No Classes)	February 19
Reading Week (No Classes)	February 19 - 23
Staff Planning Day (No classes)	March 9
Good Friday	March 30
Easter Monday	April 2
Victoria Day	May 21
Convocation	June 1



## LEARNING COMMONS-LIBRARY SERVICES & RESOURCES

### **LIBRARY HOURS**

#### **September through June:**

Monday-Thursday: 8:15 am–9:00 pm

Friday: 8:15 am. – 4:30 pm

Sunday: 1:00-7:00 pm (**Lac La Biche campus only**)

#### **July through August:**

Monday-Friday: 8:15 am-4:30 pm Sunday:  
CLOSED

**Note: Cold Lake Learning Commons is closed during the summer**

**Year round:** CLOSED Statutory Holidays (All long weekends)

There are two library branches. The main branch is located at the Lac La Biche campus (Corporate Centre) and the other is at the Cold Lake campus. Both branch libraries deliver services and resources to Portage College students and staff including:

### **COMPUTER AND PRINTER USE**

- As a student you will be assigned a student ID. Your ID allows computer and printing privileges throughout the college and in the Learning Commons-Library.
- Lac La Biche campus: 29 workstations  
Cold Lake campus: 15 workstations

### **STUDY ROOMS**

The Lac La Biche Learning Commons-Library has two study rooms that are available for individual/group bookings in two hour blocks. Bookings are done at the Circulation/Information help desk. Both contain whiteboards; one study room also contains a Smartboard and the other one contains DVD/video viewing equipment.

### **WORLDCAT DISCOVERY SERVICE (WCD)**

This is the library's online catalog: [portagecollibr.on.worldcat.org/discovery](http://portagecollibr.on.worldcat.org/discovery) and it contains both physical and electronic resources. It has an A-Z list for journals/magazines and a citation helper. You can also sign-in to create saved lists and monitor checkouts.

### **PHYSICAL RESOURCES**

Physical items such as books, magazines and videos can be checked out for up to three weeks using your student ID card and are searchable through our website. [portagecollege.ca/Learning-Commons-Library](http://portagecollege.ca/Learning-Commons-Library) by using the WorldCat Discovery Service search box.

## **PORTAGE POINTER**

### **DID YOU KNOW...**

Plenty of awards, bursaries and scholarship applications are due after the school year begins in August. Check out the awards booklet on our website for deadlines.

## **ELECTRONIC RESOURCES**

- The library licenses and/or owns thousands of eJournals, eBooks, and eVideos that are available 24/7 pan campus. Off campus access is also available.
- These can be viewed online through our website [portagecollege.ca/Learning-Commons-Library](http://portagecollege.ca/Learning-Commons-Library) in the Find Resources section or by using the WorldCat Discovery Service search box.
- Most offer tools you can use to save, email, print, download, make notes, search within, listen and translate, as well as a citation helper that will create the citation for you.

## **INTERLIBRARY LOANS**

You can request books/articles not available in the library's collection through interlibrary loan, by contacting the Public Services Librarian by email at [library@portagecollege.ca](mailto:library@portagecollege.ca) or by calling 780-623-5755.

## **LEARNING CAFÉS/OTHER SESSIONS**

We also offer ½ hour sessions that are presented throughout the year on topics of interest to students. Additionally, sessions on citation style and library research skills are offered in September/January (watch our Events calendar for the dates.)

## **CONTACT US**

- Circulation/Information help desk: 780-623-5650
- Reference and citation style assistance: 780-623-5755
- Email: [library@portagecollege.ca](mailto:library@portagecollege.ca)

**Follow us on Twitter: @pclearningcmns and on Facebook: Portage College Library**



# COUNSELLING SERVICES

## CAREER & COUNSELLING SERVICES

You have access to a wide variety of services available to assist you. These services include counselling for educational, academic, career, vocational and personal needs. "Our goal is to support Portage College students in their success."

All interviews are kept strictly confidential. Please read our brochure for more information.

### Academic/Educational Counselling

- determine the program/course that's right for you
- identify realistic educational choices
- plan beyond graduation from a Portage College program
- get information on the entrance requirements for other post-secondary institutions and help you apply
- access specialized services for individual learning and disabilities

### Career Counselling

- benefit in your College studies by determining realistic occupational goals
- learn more about occupations of interest to you
- access the Career Cruising computer program develop your interest inventories through self-directed search and career decision-making systems

### Personal Counselling

- individual help is available for your personal concerns, should any arise
- learn positive ways to deal with personal issues which may arise
- help for you to increase your academic success
- assistance is available to you in areas not limited to: family relations, alcohol or drug abuse, depression, loneliness, interpersonal relationships, decision-making and returning to school

## OTHER COUNSELLING SERVICES

A variety of individual and group workshops are offered to you during the academic year. Presenters or leaders from Counselling and Student Learning Services are trained and certified. Please let us know if you are interested in any of the following:

**Stress Management:** Determine your stress levels, rate your coping mechanisms, understand why some people handle stress better than others and discussion of proven stress reduction strategies!

**Time Management:** Tips on how to better juggle school expectations with family responsibilities.

**Personality Exploration – Colour Spectrum:** Understanding the personality types of others and having an awareness of your own can provide insight for careers, work relationships, and learning styles.

**Self Esteem:** What is it? Where does it come from? How can I get it? It's the key ingredient in feeling great and being successful. Learn how to improve yours and raise a sense of self worth of those around you.

**Loneliness and Depression:** Take charge of your situation. Meet new friends and learn coping techniques.

**Anxiety:** Strategies for reducing anxiety are shared.

## CONTACT OUR COUNSELLING TEAM

### Lac La Biche:

Fran Stewart  
780-623-5578  
frances.stewart@portagecollege.ca

### Robert Rayko

780-623-5576  
robert.rayko@portagecollege.ca

### St. Paul:

William Gill  
780-614-6347  
william.gill@portagecollege.ca

### Cold Lake:

Genevieve Milliken  
780-639-7107  
genevieve.milliken@portagecollege.ca



## STUDENT LEARNING SERVICES

Student Learning Services (SLS) promotes equal access and opportunities to students for success in the educational community at Portage College. Our department is committed to providing learning environments that are inclusive of all learning styles and needs. SLS presents students the opportunity for success by offering enhanced tools for learning and reasonable accommodations.

Learning Facilitators will meet with students, gather relevant background information and review documentation of disability. Once barriers to full access in the college environment are identified, an individual education plan or service plan will be developed. Your Learning Facilitator will coordinate accommodations and services identified such as, exam accommodations, assistive technology access, alternate format material preparation, and contracted services. Educational information and guidance, including referrals to other service departments will also be facilitated by your Learning Support Team.

If you have specialized learning needs, please contact the office prior to your program's start date or as soon as possible. This will help ensure supports are in place when you begin your program. Contact us today for more information or to schedule an appointment.

## CONTACT STUDENT LEARNING SERVICES

### Cold Lake Campus - Sarah Williams

Room 1310  
Phone: 780-639-7108  
sarah.williams@portagecollege.ca

### Lac La Biche Campus - Geraldine Hagen

Room 236  
Phone: 780-623-5758  
geraldine.hagen@portagecollege.ca

### St. Paul Campus - Patti Amyotte

Room 106 & 108  
Phone: 780-614-6337  
patricia.amyotte@portagecollege.ca





## AWARDS & SCHOLARSHIPS

Did you know? There is free money available to students throughout the year with our Award, Bursary & Scholarship program! With a wide variety of award criteria at every deadline, there are options for every student in every program.

To find out more about the program, check out our Awards Booklet online at

[portagecollege.ca](http://portagecollege.ca)

Applications forms are available online and at your campus' Student Services Centre. Completed forms can be submitted to Student Services.

Our friendly Awards Office is happy to help you with the application process. Contact us at 780-623-5504 or [awards@portagecollege.ca](mailto:awards@portagecollege.ca)



## PORTAGE COLLEGE BOOKSTORE

Want to show off your Portage College Spirit or give it as a gift? Drop by our wicket at the Lac La Biche campus or visit us online to check out our Portage College Logo apparel and giftware.

Book lists can be found online at [portagecollege.ca](http://portagecollege.ca).

If you are at a community campus:  
Please call 1-866-623-5551 ext. 5647 to place an order over the phone. *Note: A valid credit card will be required for all orders.*

### HOURS OF OPERATION

Monday - Friday    8:30 am – 12:00 pm  
                                 1:00 pm – 3:30 pm

The Bookstore is located at the Lac La Biche Campus on the lower level, entrance by the Pool area.



## THE VOYAGEUR GRILL

The Voyageur Grill at the Lac La Biche Campus offers a variety of beverages, snacks and freshly made food.

Please refer to the menu screens for daily specials. For your convenience, the Voyageur Grill accepts meal cards, debit/credit cards or cash.

Other campuses have access to several food establishments in the immediate area, please ask any staff member about local restaurants!

### HOURS OF OPERATION

Monday - Friday    7:30 am – 6:00 pm\*

*\*Hours are subject to change, watch for notices.*

Vending Machines are available for use at the Lac La Biche Campus and Residence, Cold Lake Campus, St. Paul Campus, and Boyle Campus.



## COLLEGE ATHLETICS

Athletics at Portage College presents full-time students with an opportunity to further learn and refine skills and to participate in competition. There are scholarships available, and travel expenses and specialized equipment may be supplied.

Portage College is a member of the Alberta Colleges Athletic Conference (ACAC). You can follow your favourite players and teams at [www.acac.ab.ca](http://www.acac.ab.ca) or watch online via ACACTV.

We have three sports to participate or follow: Hockey, Golf and Curling.

Men's Hockey starts the first week of September. All practises and home games are at the Energy Center in Cold Lake.

Golf tryouts will be the first week of September. League plays three weekends in September and October.

Curling (Mens', Women's, Mixed) tryouts are scheduled for October with three tournaments at the end of November, January and February.

### CONTACT ATHLETICS

Jim Knight: 780-623-5545  
[jim.knight@portagecollege.ca](mailto:jim.knight@portagecollege.ca)



## CAMPUS RECREATION

What is your passion? What do you like to do? Start your Voyage today at Portage College.

As a Portage College student, your student ID card provides you with access to different campus recreation services in Cold Lake, St. Paul, Boyle and Lac La Biche. Please check to see what is available to you at your campus location.

All Voyageurs athletics games are FREE for college students showing their current student ID card.

We have all sorts of drop in activities for you to enjoy in the evening: basketball, baseball, football, frisbee, dodgeball, volleyball, floor hockey, badminton and many more. In rural campus we can offer golf, fishing, snow shoe activities, cross country skiing, canoeing, archery and many more. Gym Jam (Lac La Biche) is fun for the whole family. Movie nights in the Voyageur Grill are always a hit.

Are you interested in competing or running an intramural either at lunch or evening? Stop in and see Jim at the Rec office in Lac La Biche.

Do you have other skills or interests? Want to join a club? We have several student run clubs (chess, art etc.) here on campus so feel free to ask. This is something that all students, at any campus can start!

As well, there are tons of student events that you will want to be part of: pancake breakfasts, Christmas dinner, Easter dinner, St. Patty day, Oktoberfest and many more! All free for you to take part in. Watch for signs and posters. Activities will be offered at all campuses to some capacity.

### CONTACT RECREATION

Jim Knight: 780-623-5545  
[jim.knight@portagecollege.ca](mailto:jim.knight@portagecollege.ca)



# BE FIT FOR LIFE



be fit for life  
moving alberta



## **FITNESS RESOURCE CENTRE**

- Development & distribution of health, wellness, & fitness information resources
- Collaboration on active living initiatives with community partners (eg. P.L.A.Y: Physical Literacy and You – Lac La Biche region)
- Presentations, displays, workshops, and events on active living, health, & wellness
- Fitness assessments following the Canadian Physical Activity, Fitness & Lifestyle Approach
- Fitness, health, and lifestyle coaching & customized exercise programs
- A variety of group exercise classes (Portable Equipment, Choreography, Step, Cycle, Mind/Body)
- Personal or Small Group Fitness Training (appointments between 8:00am-5:00pm)

**Fitness classes are FREE for Portage College students (limited space for cycle classes).**

Monday - Friday 8:00 am – 5:00 pm & Evening Classes Room 126 (adjacent gym) Lac La Biche Campus

Deborah Menard Tel: 780-623-5542  
Cell: 780-404-5505  
deb.menard@portagecollege.ca  
benefitforlife.ca



## STUDENT AMBASSADORS

Sign up as a Portage College Student Ambassador for your chance to help your College and meet new people - all while developing your interpersonal skills.

You'll be able to apply for bursaries available to ambassadors, receive a referral letter, a certificate and College Swag as a thank you. For more information, please call 780-623-5551 or find us online.

**#doextraordinarythings**



## STUDENTS ASSOCIATION

The Students' Association of Portage College (SAPC) is a non-profit organization governed by a Students' Council and Executive committee. Our purpose is to enhance the college experience for students of Portage College through activities such as student advocacy, clubs, events and business enterprises. We give students real-life opportunities to learn about Board governance and Volunteer committees.

Being a part of the SAPC gives you the opportunity to be a voice for students, by students, and to participate in organizing events for your campus. Each campus elects (or appoints) campus representatives who make up the SAPC's Students' Council. Meetings are scheduled throughout the school year, giving representatives a platform to discuss issues and activities that affect students at Portage College.

The purpose of the SAPC is to:

- Assist Portage College in creating an atmosphere which will encourage and inspire student learning;
- Advocate for students at the institutional, municipal, provincial and federal levels of government;
- Provide support to students when communicating ideas and concerns to Portage College;

- Organize a variety of events and activities in order to enhance student life at Portage College;
- Cultivate connections between students and stakeholders by maintaining and facilitating long-term relationships with key individuals and organizations;
- Develop and maintain student representation on decision-making boards and committees of Portage College;
- Communicate and support student rights in all levels of government;
- Administer student's affairs and Students' Association funds;
- Provide an effective liaison with the administration of Portage College on behalf of the students.

### CONTACT THE STUDENTS ASSOCIATION

**Lac La Biche**  
780-623-5502

**Cold Lake**  
780-639-7118

**St. Paul**  
780- 614-6335

sa@portagecollege.ca  
sa.manager@portagecollege.ca



## STUDENT & STAFF ALUMNI

Portage College takes pride in the fact that several of our students today are previous Portage College attendees and graduates. If this sounds like you, you are already an alumni member! Please contact the Alumni Services by email: [alumni@portagecollege.ca](mailto:alumni@portagecollege.ca), phone: (780) 623-5551 OR find us on Social Media, so we can get you signed up for this wonderful opportunity.

### Why do I need to sign up?

The simple enrollment form allows us to get all your contact information so we can stay in contact and get information out to you. And by signing up...we know you WANT to be a part of this community.

Portage College Alumni is FREE to join, and you will not be solicited for money, AND you will receive several cool benefits! Ask about a handbook detailing all of this when you sign up.

If this is your first time at Portage College, please do not forget to sign up before your program ends! Once a voyageur always a voyageur!

**#voyageursforlife**

### PORTAGE POINTER

### ***DID YOU KNOW...***

Students have access to [www.lynda.com](http://www.lynda.com). To access, go to [www.lynda.com](http://www.lynda.com) and click login and create a profile. Fill the first name and last name field, use college email address on the username field and assign a password for the account. Login and enjoy tutorials!



# WHAT WE NEED YOU TO KNOW

Please be advised that this student handbook outlines College rules and regulations based on registered students being 18 years of age or older. It is the student's responsibility to follow provincial regulations and bylaws. Failure to do so will result in penalties as determined by the provincial regulation and/or bylaw.

All students who are less than 18 years of age must adhere to all standard provincial regulations and bylaws. For example, underage smoking and drinking is not allowed at anytime, anywhere on College property.

## ACADEMIC DISHONESTY

### Assignment Integrity

Students will risk accusation of academic dishonesty if they do any of the following:

- fabrication: falsifying data, information or citations in academic assignments
- deception: providing false information to an instructor concerning an academic assignment eg. Giving a false excuse for missing a deadline, falsely claiming to have submitted work, or falsely submitting someone else's work as their own
- bribery: giving assignment answers or test with or without payment
- impersonation: assuming a student's identity with the intent to advantage the student
- sabotage: intentionally interfering to prevent others from completing their work eg. Intentionally disrupting experiments of others, cutting pages out of library books.
- violation of assignment protocol eg. Re-submitting a previous assignment after being instructed not to.

Students will be held accountable for any form of academic dishonesty, and incidents will be dealt with by program coordinators.

### Exam Integrity

Students will risk an accusation of academic dishonesty if they cheat on an exam or display any behaviour that deviates from instructions on an exam sheet. Cheating can take the form of crib notes, use of technology or any items when prohibited, using or sharing answers from a classmate's exam or any forbidden sharing of information between students that violates the established rules governing the administration of the exam.

### Plagiarism

The Canadian Oxford English Dictionary defines "plagiarize" in the following way: "1. Take and use (the thoughts, writings, inventions, etc. of another person) as one's own; 2. pass off the thoughts etc of (another person) as one's own."

Students will risk an accusation of plagiarism and/or self plagiarism if they do any of the following:

- Use words written by another person as if they were their own without providing appropriate documentation and/or citation.
- Use, in whole or in part, re-stated or verbatim, of any words or ideas, clever or astute phrase written by someone else without acknowledging and referencing that source.
- Reproduce the substance or structure of another person's work or argument without providing appropriate documentation or citation.
- Submit the same assignment or partial assignment to two instructors without written permission from both instructors and without proper referencing.
- Download work from any source, whether it be the Internet, a database, a catalogue, other electronic form of storage or retrieval, print-based, lecture, television or radio transmission, film or

streaming video without acknowledging and referencing that source.

Instructors can investigate any essay or assignment they suspect might contain plagiarized material using any of the resources available at the College including plagiarism detection software, and may engage the assistance of other Faculty members or administrators in their investigation.

## **ACCOMMODATION OF STUDENT RELIGIOUS OBSERVANCE**

Portage College recognizes that a student's religious observance may require an absence from required course activity as scheduled in the course outline, or course activities scheduled after the first day of class, or from an examination scheduled later in the term. The sincerity of a student's religious belief is accepted at face value and will be respected, though accommodation of all requests may not be possible in every circumstance. Students should notify their Instructor or Program Coordinator in writing as soon as possible in advance of the required day(s) of observance, based on the following expectations:

- For required activities scheduled in the course outline (including practicums), available and/or distributed by the first class – request will be made within the first week of classes;
- For required activities scheduled after the course outline is distributed – request will be made within five (5) business days of the distribution of the schedule; and
- For an examination – requests will be made within five (5) business days of the publication of the examination schedule.

The Instructor and the student will consult to reach agreement on a reasonable accommodation. When making arrangements, the Instructor and the student must ensure that academic progress is not negatively

impacted and academic obligations can be met.

## **ADVANCED OR TRANSFER CREDIT**

Portage College will consider granting advanced course credit to students who have successfully completed recognized course work at a post-secondary institution, or who can demonstrate learning based on information educational experiences. Requests for advanced course credit or assessment of prior learning should be made in writing to the Registrar and must be accompanied by official transcripts or appropriate documentation when applying to the College. Fees for this services vary. Since tuition fees are assessed by program, students will not be refunded fees for courses for which they have received advanced or transfer credit. Please contact the Registrar's Office at 780-623-5551 for more information.

## **CELL PHONE USE**

Rules on cell phone use in class vary from program to program. Please familiarize yourself with your program's guidelines and be respectful of them.

## **CERTIFICATION WITH DISTINCTION**

Students completing career programs with distinction will receive their certification marked "With Distinction" and the official transcript will indicate "Passed with Distinction".

Certification with Distinction is awarded to those students in Career programs who achieve a program cumulative grade point average of 3.7 or higher with no course grades below 3.0.

## **CHANGING COURSES**

Course additions after 10% of the course length will normally not be allowed. Changes in enrolment (drops or withdrawals) prior to 10% of the course length will have no record of the course enrolment on the transcript.

In order to change courses, a student, in consultation with his/her Program Coordinator and Student Advisor, must complete a "Course Change/Student Withdrawal" form and submit it to the Registrar's Office.

## **COLD/INCLEMENT WEATHER**

College campuses will remain open and classes will run during cold/inclement weather in accordance with the standard hours of operation unless closure is declared by the President. The College will only be closed in the event of a public safety/health matter. Students are encouraged to use judgment to ensure safety during cold/inclement weather.

## **COMPLETION TIMELINES**

Students must complete the requirements for graduation within three (3) years of commencing a certificate program and within five (5) academic years of commencing a diploma program. Exceptions for career program completion may be granted by the Program Coordinator on a case-by-case basis. A re-assessment of competency skills may be required in these cases.

## **COMPUTER USE**

Students are encouraged to make full use of computer equipment in teaching labs, classrooms, campus libraries, and public areas. Students are expected to use privileges responsibly to maintain a safe, healthy and comfortable environment for everyone. Students accept a computer use agreement prior to being granted access. Any misconduct regarding computer use will be treated as Misconduct.

## **COURSE WITHDRAWAL**

A student withdrawal up to and including 10% of the course length will result in no record of the course enrolment on the transcript.

A withdrawal greater than 10% but less than or equal to 40% of the course length will result in "W" (withdrawal) grade on the transcript.

A withdrawal greater than 40% of the course length will result in "WF" (withdrawal failure) on the transcript.

## **CRIMINAL RECORD/BACKGROUND CHECK**

Certain programs offered by the College include clinical placements, placements or work experience for students. This learning takes place within community institutions, agencies or health regions. Many of these organizations, either for statutory reasons (e.g. Protection of Persons in Care Act) or for policy reasons, require criminal record or other background checks for students who will have access to their clients and place of business. It is the responsibility of the student to obtain, at the student's expense, the necessary checks and provide the document(s) to a Student Advisor prior to registration. Any information received by the College will be protected from disclosure in accordance with the Freedom of Information and Privacy Protection Act. Criminal record checks are usually obtained from the local police agency where the student normally resides.

It is the decision of each agency designated as a placement site to accept or reject a student for placement based upon the results of a criminal record and/or other background check. The College will not be responsible for providing an alternate placement location. Since both completion of program requirements and eventual employment in the field of study may be dependent upon results of criminal record and/or other background checks, the College is not



responsible for students with unclear records, if they are unable to complete program requirements, obtain employment, obtain professional licensing or become members of professional associations. Students who have concerns should discuss the matter with a Student Advisor.

## **DISCRIMINATION AND HARASSMENT**

Portage College is committed to providing its students and employees a learning and work environment that ensures an atmosphere of mutual respect.

Harassment is any unwelcome and unwanted behaviour that degrades, demeans, humiliates, excludes, isolates or embarrasses a person or group that a reasonable person would have known to be unwelcome and unwanted. It does not matter whether the harasser intended to offend the other person. Harassing behaviours may include: malicious or intimidating gestures or actions, threats, bullying, coercion, verbal assault, taunting or ostracizing, threatened or actual physical assault, insults, derogatory comments, rudeness, gossip and slander. It may be a single significant incident or it may be a series or pattern of behaviours persisting over time. Examples of harassment include: written or verbal abuse or threats; displays of racist or other offensive or derogatory materials; practical jokes that embarrass or insult someone; bullying; offensive gestures; unwelcome physical contact; intimidating, patronizing or condescending behavior; humiliating an individual in front of co-workers or their peers; vandalism of personal property; physical assault; and the use of electronic methods including texting, blogging or use of social networks in a derogatory manner.

When a student experiences harassment, it is important to:

- Identify this to the person who is committing the unwanted behaviour.

They may not realize their behaviour is a problem, and they need to be informed that it is unwanted and inappropriate.

- Report the concern to the Associate Vice President of Student Services, an instructor, coordinator, or counsellor (whoever you feel comfortable with).
- 
- Portage College is committed to prompt action to protect the rights of students and staff, as harassing behaviour is absolutely not acceptable.

## **FINANCIAL OBLIGATIONS**

All financial obligations to the College must be met before transcripts will be released to the student or third party. The College may withhold services to students who have outstanding accounts.

Tuition: refunds are calculated on the basis of the official date of withdrawal from Portage College.

### **For Tuition for other than oversubscribed and apprenticeship:**

- For a non-registered student (no show) – full refund.
- When the College cancels an offering – full refund.
- Within the first 8 calendar days of the program/course start date – full refund.
- Student attends up to 20% of the course or program – 75% refund.
- Student attends over 20% of course or program – no refund.
- Refunds to Advanced Education for Alberta Works program are in accordance with existing contracts.

### **Apprenticeship and Oversubscribed programs:**

- Tuition deposit is non-refundable
- Cancel 1 business day or more before tuition deposit due date – full refund.
- Less than 1 business day cancellation or no show – no refund.

## **Continuing Education Programs and Courses:**

- No refund is issued beyond the course cancellation or registration date as advertised by the College unless the offering is cancelled by the College.

## **For Universal Non-Instructional Support Fees**

- For Recreation and Comprehensive fees a non-registered student (no show) – full refund.
- When the College cancels an offering – full refund.
- Within the first 8 calendar days of the program/course start date – full refund.
- After 8 calendar days – no refund.

**For Application Fee** - once a student is past the Applied state in our Student Records system no refunds are given.

Fees for other services offered at the College (such as books and housing) are based on student utilization, and refunds vary depending on service and circumstance.

## **GRADING SYSTEM**

The 4.0 Letter Grading Scale is used for career programs (University Studies, Pre-Hospital and Health, Business, Human Services, Native Arts and Culture, and Technical programs).

Academics for Careers and Education, and Apprenticeship Trades programs use a Numeric Grading Scale. The Numeric Scale is based on percentage. Grades are shown by percentage (e.g. 75%).

Additional course grading codes as defined below may be assigned in place of the letter or numeric mark:

### **“AU” Audit**

The grade assigned when a student has attended and participated in a class, but has not been evaluated in any way. A grade of “AU” is not used in calculating a grade point average.

### **“CR” Advanced Standing Credit**

The grade assigned when the course requirements have been completed through Prior Learning Assessment and Recognition. “CR” is not an acceptable letter code for university transfer courses. A grade of “CR” is not used in calculating a grade point average.

### **“IN” Incomplete**

A temporary grade assigned when a student fails to finish a course by the course’s normal completion date. After 30 days (90 days for practicum courses), “IN” is replaced by the grade earned, or by an “F”. A grade of “IN” is not used in calculating a grade point average.

### **“IP” In Progress**

The grade assigned to indicate that the course is not officially over when the transcript is prepared. After the prescribed end date of the program, “IP” is replaced by the grade earned or appropriate code. A grade of “IP” is not used in calculating a grade point average.

### **“W” Withdrawal**

The code used to indicate withdrawals occurring greater than 10%, and up to and including 40% of the course length. A grade of “W” is not used in calculating the grade point average.

### **“WF” Withdrawal Failure**

The code used to indicate withdrawals occurring after 40% of the course length. A grade of “WF” is calculated in a grade point average with a point weighting of zero (0.0).

### **“P” Pass**

In approved courses where a pass/fail grading system is justified, Pass may be used. A grade of “P” is not used in calculating a grade point average.

### **“F\*” Failure**

In approved courses where a pass/fail grading system is justified, Failure may be used. A grade of “F\*” is not used in calculating a grade point average. In approved courses with letter grade when an “F” is received a grade point of zero (0.0) is used in the grade point average calculation.

### **"COM" Complete**

In approved courses where a complete/incomplete grading system is justified, complete may be used. A grade of "COM" is not used in calculating a grade point average.

### **"IN" Incomplete**

In approved courses where a complete/incomplete grading system is justified, incomplete may be used. A grade of "I" is not used in calculating a grade point average.

### **"RW" Required to Withdraw**

Suspension from a course. No credit earned. A grade of "RW" is used in calculating a grade point average with a point weighting of zero (0.0).

### **"RWA" Required to Withdraw**

Suspension from a course due to academic offense. No credit earned. A grade of "RWA" is used in calculating a grade point average with a point weighting of zero (0.0).

Students will be informed, in writing, of the specific grading scale(s) used in a program and the progression/passing standards of their program

### **Grade Point Average (GPA)**

The grade point average (GPA) measure achievement in credit courses, and is calculated as follows:

#### **GPA = Total Grade Points ÷ Total Credits**

Each course is assigned a credit value based on the course hours.

Step 1: Multiply the number of credits by the grade points received for each course.

Step 2: Total the grade point value for each course.

Step 3: Divide the total grade point value by the total number of credits.

### **Repeated Courses**

Credit for highest grade is calculated in the cumulative grade point average.

### **Supplemental Grades**

Grade on supplemental is awarded, indicated on transcript and included in the grade point average.

### **Challenge Grades**

Grade on challenge is awarded, indicated on transcript and included in the grade point average.

## **MISCONDUCT/DISCIPLINE**

Each student, through the process of application and registration with the College, agrees to abide by the policies, guidelines and regulations of the College with regard to his/her academic and non-academic conduct. Students are expected to familiarize themselves with all matters relating to the College's standards of conduct.

### **Academic Misconduct**

Academic Misconduct is defined as "any improper behaviours/attitude affecting a student's continuing participation in a program of study" displayed in the classroom environment (virtual or face-to-face), while on field placement or work experience arrangements, or during any College function. It includes but is not limited to the following:

- Interfering with the studies or other legitimate activities of students or staff (such interference may include acts of harassment or discrimination towards students, staff or patrons of Portage College);
- Unethical, illicit, indecent or otherwise inappropriate use of computer and internal resources;
- Cheating, plagiarism, fraud, deceit or other forms of academic dishonesty;
- Failing to maintain acceptable progress in the program of studies (e.g. inability to complete assignments within the required time lines, placement difficulties).

Breaches in academic conduct may result in disciplinary action. A substantial breach of

academic conduct is any behaviour that intentionally or unintentionally jeopardizes the integrity of academic endeavor, or creates a safety hazard, or threatens or endangers the student or others. Such conduct may result in immediate suspension and/or withdrawal from the College programs.

### **Non-Academic Misconduct**

Non Academic Misconduct is defined as “any improper behaviour not normally associated with the student’s academic endeavors, occurring on College property or at a College sponsored event”, and includes but is not limited to:

Subjecting any staff member, student or other person to abusive language, physical danger or threat;

Acts of discrimination or harassment towards other students, staff or patrons of Portage College;

Removing College property without authorization or willfully damaging College property;

Neglecting safety procedures /practices, or creating safety hazards;

Intoxication from or possession of alcohol or illegal drugs;

Engaging in illegal activities of any nature on College property;

Failing to settle outstanding fees or accounts;

Failing to abide by the established rules of service providers (e.g. Housing, property owners of buildings or space leased by the College).

A substantial breach of conduct is defined as: “any behaviour which creates a safety hazard, or threatens or endangers other persons and takes place on College property.” In cases of substantial breach of conduct, the offender may be immediately suspended/withdrawn from the program of studies, removed from College property or other sanctions as deemed appropriate to the severity of the misconduct, and may include withdrawal of services. All other disciplinary action protocols may be waived.

### **NAME OR ADDRESS CHANGE**

Because of the need for the College staff to communicate with students on a wide variety of matters, every student should ensure that his/her address, telephone number and email are up-to-date. Any changes in these must be reported immediately to the Program Coordinator or the Registrar’s Office. Change of address, telephone number, or email as an excuse for not receiving communications is unacceptable to the College.

### **ONLINE SOCIAL NETWORKING**

Students have rights and responsibilities associated with any form of communication or interaction, online or offline. Although cyberspace seems impersonal, students are still responsible for treating others with respect and decency. Facebook policy itself bars posting “harmful, threatening, abusive, harassing, vulgar, obscene, hateful or racially, ethnically, or otherwise objectionable” material on the site (view the Facebook Community Standards at <https://www.facebook.com/communitystandards>). Any inappropriate conduct on social media will be considered misconduct.

### **PROGRAM WITHDRAWAL**

Should a student decide to withdraw from a program for any reason whatsoever, the student must notify the Instructor, Program Coordinator, Advisor, or Counsellor. Failure to complete the clearance procedure or return books and materials can result in the withholding of the transcript, certificate, and/or diploma. Depending upon when the student withdraws, grades of “W” (withdrawal) or “WF” (withdrawal failure) may be assigned in the courses, and a refund may apply.

A student may be required to withdraw by the College due to lack of student achievement, unacceptable conduct and/or poor attendance. A student who is required to withdraw has the option of appealing this decision. Notice To Appeal forms are available from the Registrar’s Office or Counselling.

## **PROGRESSION**

Progression to the next semester or year of study is dependent upon demonstrating acceptable achievement. Each program area determines acceptable achievement and progression requirements. Students are informed, in writing, of specific mark scale(s) and progression/passing standards by the Program Coordinator during student orientation. If you have questions, please contact the Program Coordinator or a Student Advisor.

## **RELEASE OF TRANSCRIPTS**

The Registrar's Office will release official transcripts only upon request by the student. Students are required to sign a Transcript Request Form and pay \$10 per copy requested before transcripts will be issued. Current students are not required to pay the fee. The Transcript Request Form is available on the College website.

## **REQUIREMENTS FOR CERTIFICATION**

Each program outlines the requirements for certification and all students will be advised of the requirements at the start of the program. Students must complete all requirements to obtain a certificate or diploma.

## **RESIDENCY REQUIREMENTS**

The Registrar will determine the condition of any student's admission/readmission and the advanced credit or transfer credit to be granted ensuring that the integrity of the College's program and certification processes are maintained.

## **RETURN OF MATERIALS**

Any Portage College property such as library books, classroom materials, recreation equipment, shop equipment, and smocks

must be returned to the College upon termination or completion of a program. If the loaned material is lost or not returned, the student will be charged for the cost of the material.

## **SAFETY ON CAMPUS**

Portage College cares about the health and safety of our students and campus community. If a student, staff member, instructor or visitor to the College behaves in a way that is concerning, please let us know by:

- speaking with your instructor
- calling Campus Security (780-623-5587)
- calling a counsellor (780-623-5551, ask for a counsellor at your campus)

In case of emergency, dial 911.

## **SEXUAL VIOLENCE ON CAMPUS**

All members of our Portage College community have a right to work, study and live on campus in an environment that is free from any form of sexual violence.

If you have experienced or witness sexual violence, please call Campus Security at 780-623-5587 or toll free 1-866-623-5551 Ext 5587 which is available 24 hours a day, 365 days of the year to assist you by providing the resources and support you need.

You are also encouraged to contact Student Counselling for support, you will be treated with dignity and respect and believed. Counselling staff can inform you about on- and -off campus services and resources so you can choose the services you feel will be most beneficial and if required, set up a safety plan.

In case of emergency or imminent threat, dial 911.

## SMOKING

Portage College promotes a healthy learning environment. All Portage College campuses are smoke free environments. Smoking is only allowed in designated areas.

## STUDENT ACHIEVEMENT

- Students will receive regular evaluations of their academic progress from course instructors.
- Students will be informed, at the beginning of the course, of the evaluation practices that apply to the course.
- Students can expect that results of marked/graded work will be returned to them promptly.
- Although not all course work must necessarily be returned to students, student access and review of results will be assured for a period of 90 days from course completion date.
- Evaluations will give consideration to all aspects of the learning process, including assignments, tests, evaluations, participation, shop/lab work, reports, projects, and work placements, as are appropriate to the course.
- Evaluation results will be recorded on progress reports. Progress reports may be discussed with the student, and will normally be signed by the student.
- Final grades are recorded on the progress report, indicating the grade is final. Copies of the progress reports are given to the students.
- Unacceptable academic standing by a student in a program or course may result in disciplinary action. Satisfactory standing is pre-defined on a program-by-program basis.

- The decision to take disciplinary action and place a student on academic warning/probation or to dismiss the student from a program is made on a case-by-case basis considering all relevant factors.

## STUDENT APPEALS

The student has the right to appeal disciplinary action and is entitled to just and equitable treatment. Appeals are conducted to ensure that an individual's rights are upheld within the College's policies, guidelines and procedures. Appeals are not intended to create new guidelines or exemptions.

### Prior To An Appeal

First, all other means of resolving the issue(s) should be taken. This includes discussion toward resolution between the student and staff member directly involved, and between the student and supervisory staff in the area of concern. Throughout this process, students and staff are encouraged to seek third party advisement, such as Counsellors, to clarify issues and to help seek resolution.

- "Cool Down" before initiating the appeal so that you can study your rights, responsibilities and options. (See Appeal Procedure and Student Grievance for the number of working days allowed when filing an appeal/grievance.)
- You have the right to appeal even if it appears you do not have a good case.
- Not every frustration of student life can or should become the object of an appeal.
- Look at the weaknesses and strengths of your argument so that you can handle questions in a convincing way.
- Always talk to the party who originally made the decision.
- Do not use abusive language when talking about the personality or character of the group/person being challenged.

In conclusion, it is better to avoid having to submit an appeal by developing an

understanding of Portage College and departmental rules and regulations, by being aware of deadlines, and by expressing your concerns at the beginning of the semester.

### **Appeal Procedure**

- If the issue remains unresolved, a student choosing to appeal should complete and deliver a Notice of Appeal form to the Registrar's office or appropriate service area within three (3) working days of receipt of the incident.
- An appellant has the right to an advocate in the appeal process.
- The Registrar's office will send the student's completed Notice of Appeal to the Registrar or appropriate service area.
- The Registrar will collect all relevant documentation prior to the appeal and will set an Appeals Committee meeting to hear the appeal within three (3) working days, or if these time lines cannot be met the appellant will be contacted of the revised time line.
- Appeals will be considered on the basis of procedural non-compliance or circumstances of the appeal by the College or it's designate
- The Registrar will subsequently forward the Committee's decision to the Registrar's office.
- The Registrar's office will send written notification of the Appeal Committee's decision within three (3) working days of receipt of the decision
- The Appeal Committee's decision is final

### **STUDENT GRIEVANCE WITH INSTRUCTORS AND COORDINATORS**

Portage supports the principle of fostering a fair and caring environment. Examples of grievances covered under this process include fairness of evaluations, grade appeals, late assignments, classroom dynamics, course content, and deferral/supplemental exam decisions. Students have the right to present their concerns or grievances and can have an advocate (student services staff, student

association, other staff members or family / friends) to help present the grievance.

- Students should first meet directly with the instructor or coordinator to attempt to resolve the concern/grievance.
- If the concern/grievance remains unresolved, the student should submit a Notice of Grievance form (available in Student Service Centre) within six (6) working days of incident.
- The supervisor (coordinator or dean depending on situation) will attempt to resolve the concern/grievance and provide a written recommendation to the student and the instructor (or coordinator) within six (6) working days of receiving the Notice of Grievance.
- If the concern/grievance remains unresolved, the Notice of Grievance should be submitted to the Vice President-Academic. The decision of the Vice President-Academic is final and binding on all parties.

### **STUDENT PROGRESS**

Student progress is closely linked to student commitment and engagement with the learning process. In order for students to succeed academically and to receive the full benefit of their learning situation, students are expected to involve themselves and participate fully in the process of their educational program.

It is the student's responsibility to inform their Program Coordinator in advance of planned absences or in a timely manner for any unforeseen absences. Appropriate documentation regarding absences may be required.



## NOTES

[illegible]



This image shows a single page of white paper with horizontal blue lines. The lines are evenly spaced and run across the width of the page, typical of notebook paper or a document template. There are no margins, text, or other markings on the page.

This image shows a single page of white paper with horizontal blue lines. The lines are evenly spaced and run across the width of the page, typical of notebook or ledger paper. There are no margins, text, or other markings on the page.

[illegible]

[illegible]