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President’s Message

On behalf of the Board of Governors and staff, welcome to Parkland College!

By now, you know that education is an indispensable tool for building the life you want. At Parkland College, you’ll find a post-secondary institution that gives you the best of both worlds – diverse educational opportunities with a learner-centered, community feel.

We are committed to accessibility, inclusion, and diversity. We keep class sizes small so you can dream big and get the most out of your time with us. Here, you’ll know your instructors and classmates by name. That way you can learn more easily, get better grades, and start your career with confidence.

How can we help you? With us, you can get a university degree for the profession of your dreams. You can obtain the certificate or diploma needed for in-demand careers. You can get started on a path in the trades at the Trades and Technology Centre in Yorkton. Or upgrade your skills so you can take that next step to your career. The options are right here at your fingertips.

Parkland College employees work hard for our students, and it leads to individual, community, and economic growth. We are the partner of choice for business and industry in our region, and we work together to build the skills and knowledge of tomorrow’s workforce.


Sincerely,

Dwayne Reeve
President
Parkland College
Welcome to Parkland College!

Parkland College welcomes you. We look forward to working with you this year, and wish you every success in achieving your goals. We believe you have made a great choice to start or continue your studies at Parkland College. We are committed to providing an enjoyable and supportive learning environment for you.

- Instructors, Coordinators & Staff

Mission/Vision/Values

MISSION: Parkland College provides high quality learner centred education and training as a foundation for lifelong success.

VISION: To be Saskatchewan’s leader in delivering high quality education and training.

VALUES: At Parkland College, we value:

- Innovation and continuous learning
- Inclusiveness and diversity
- Compassion and respect
- Responsiveness and accountability
Let’s talk about respect

At Parkland College, respect is the cornerstone of our culture. We all deserve respect, and it all begins with you.

Creating a respectful environment is everyone’s responsibility. The most common questions are: How can I help to do that? What can I do to be a more respectful member of the environment in which I live, work, and learn? Here are some tips to help you on your way.

1. Know Yourself - Have an idea where you stand. Know what is unacceptable about such things as racism, homophobia, and harassment.

2. Stick By It - There is a lot of pressure to conform and “go with the flow”. Know your line and stick by it.

3. Look Around - Know disrespectful behaviour when you see it. Things like hateful graffiti and mean or inappropriate text messages are not okay. So do something about it!

4. Listen Up - Know disrespectful language when you hear it. Recognize how harmful it can be.

5. Talk About It - Being respectful means being able to talk and ask questions about a variety of topics and discuss them in an open and honest way.

6. Stand Up - When you see someone being made a victim, step in. Do something about it. Say no.

7. Value our Differences - Diversity surrounds us. See the value in different perspectives, histories, and journeys.

8. Take Pride - Be proud of our campus, our environment, and our community. Participating in litter, graffiti, or vandalism, or even turning a blind eye to it is damaging to everyone.

9. Own Your Actions - Nobody’s perfect. You know when you’ve said or done something over the line.

10. Be Accountable. Reach Out! - Find out about your resources and use them. If you are being victimized tell someone. We’re here to listen and to help. Just reach out.

Respect is a human right. Fostering this belief is a critical part of our values as a post-secondary institution. This approach emphasizes that Parkland College is an inclusive learning environment. When we talk about diversity, we include race, colour, gender, sexual orientation, religion, intellectual capacity, body shape, disability, age, family background, parental status, socio-economic background – a broad spectrum of diversities.

As a college, we have to do all that we can to make the learning experience a positive and productive one for all students, faculty, and staff. We’re here to listen. Reach out! If you are experiencing or witnessing disrespectful behaviour, bullying, cyberbullying, do something about it. Talk to your instructor, program coordinator, or student services.
Academics & Student Services

Here’s some of what Parkland College can offer:

- Personal, academic, financial, and career counselling
- Assessment Services (Career/Employability, Psycho Educational, Academic)
- Learning disability accommodations
- The EDGE Student Help Centre
- One-to-one tutoring based on demand
- Workshops based on demand
- Assistance preparing resumes, practicing interview techniques, and creating career management strategies
- Exam invigilation

Academic Upgrading

- Adult 10
- Adult 12
- Literacy Services
- Workplace Essential Skills Training
- English as an Additional Language

Skills Training

- Full-time & part-time certificate programs
- Full-time & part-time diploma programs
- Industry recognized safety training
- Corporate training workshops
- Computer training and online personal interest courses

University

- Academic counselling & advising
- University of Regina classes
- University of Saskatchewan classes
- Distance Education classes
- Exam invigilation
Parkland College offers a wide range of student services to help make your learning experience enjoyable and rewarding. The Current Students section of our website is built to help you learn more about the opportunities and great benefits of being a Parkland College student, including:

- Career & Student Services
- Campus Closures
- Computer Access
- Student Discount Cards
- Scholarships
- Graduation
- College Clothing
- And more!

**Interact with us:**

- Facebook    [www.facebook.com/collegeofchoice](http://www.facebook.com/collegeofchoice)
- Instagram   [@collegeofchoice](https://www.instagram.com/collegeofchoice)
- Twitter      [@collegeofchoice](https://twitter.com/collegeofchoice)
- YouTube  [www.youtube.com/collegeofchoice](http://www.youtube.com/collegeofchoice)
Calendar Dates
University of Regina

**Please refer to [www.uregina.ca](http://www.uregina.ca) for deadline dates.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 5, 2018</td>
<td>Classes begin</td>
</tr>
<tr>
<td></td>
<td>Due date for tuition and fee payment</td>
</tr>
<tr>
<td>September 18, 2018</td>
<td>End of no-record drop period</td>
</tr>
<tr>
<td></td>
<td>End of course-add period</td>
</tr>
<tr>
<td></td>
<td>End of 100% refund period</td>
</tr>
<tr>
<td>October 2, 2018</td>
<td>End of penalty-free payment period</td>
</tr>
<tr>
<td></td>
<td>End of 50% refund period</td>
</tr>
<tr>
<td>October 8, 2018</td>
<td>Thanksgiving Day (Parkland College closed)</td>
</tr>
<tr>
<td>November 7–10, 2018</td>
<td>Fall Mid-Term Break (no classes)</td>
</tr>
<tr>
<td>November 12, 2018</td>
<td>Remembrance Day (observed) (Parkland College closed)</td>
</tr>
<tr>
<td>November 15, 2018</td>
<td>End of Grade of W drop period (Withdrawal)</td>
</tr>
<tr>
<td>December 6, 2018</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>December 8–23, 2018</td>
<td>Final exams</td>
</tr>
<tr>
<td>December 24, 2018–</td>
<td>Christmas break</td>
</tr>
<tr>
<td>January 7, 2019</td>
<td>Classes resume</td>
</tr>
<tr>
<td></td>
<td>Due date for tuition and fee payment</td>
</tr>
<tr>
<td>January 21, 2019</td>
<td>End of no-record drop period</td>
</tr>
<tr>
<td></td>
<td>End of course-add period</td>
</tr>
<tr>
<td></td>
<td>End of 100% refund period</td>
</tr>
<tr>
<td>February 4, 2019</td>
<td>End of penalty-free payment period</td>
</tr>
<tr>
<td></td>
<td>End of 50% refund period</td>
</tr>
<tr>
<td>February 18, 2019</td>
<td>Family Day (College closed)</td>
</tr>
<tr>
<td>February 19–23, 2019</td>
<td>Winter Mid-Term Break (no classes)</td>
</tr>
<tr>
<td>March 15, 2019</td>
<td>End of Grade of W drop period (Withdrawal)</td>
</tr>
<tr>
<td>April 11, 2019</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>April 15–29, 2019</td>
<td>Final exams</td>
</tr>
<tr>
<td>April 19, 2019</td>
<td>Good Friday (Parkland College closed)</td>
</tr>
<tr>
<td>April 22, 2019</td>
<td>Easter Monday (College closed)</td>
</tr>
</tbody>
</table>

**NOTE:** University of Regina courses with low enrolments will be cancelled two weeks prior to the date classes begin. Therefore, students are advised to register early to avoid course cancellations.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 5, 2018</td>
<td>Classes begin</td>
</tr>
<tr>
<td>September 18, 2018</td>
<td>Last day for making changes in registration for first-term classes and for classes extending over both terms</td>
</tr>
<tr>
<td>September 25, 2018</td>
<td>Last day to withdraw from Fall Term 1 classes with a 75% tuition credit</td>
</tr>
<tr>
<td>September 28, 2018</td>
<td>Term 1 tuition payment deadline</td>
</tr>
<tr>
<td>October 2, 2018</td>
<td>Last day to withdraw from Fall Term 1 classes with 50% tuition credit</td>
</tr>
<tr>
<td></td>
<td>Last day to withdraw from multi term (Sept-Apr) classes with 75% tuition credit</td>
</tr>
<tr>
<td>October 8, 2018</td>
<td>Thanksgiving Day (Parkland College closed)</td>
</tr>
<tr>
<td>November 12, 2018</td>
<td>Remembrance Day (observed) (Parkland College closed)</td>
</tr>
<tr>
<td>November 13–16, 2018</td>
<td>Fall Mid-Term Break (no classes) <em>No break for BSc Nursing students</em></td>
</tr>
<tr>
<td>November 15, 2018</td>
<td>Last day to withdraw from first-term classes without academic penalty</td>
</tr>
<tr>
<td>December 7, 2018</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>December 8–22, 2018</td>
<td>Final exams</td>
</tr>
<tr>
<td>December 23, 2018–</td>
<td>Christmas break</td>
</tr>
<tr>
<td>January 2, 2019</td>
<td></td>
</tr>
<tr>
<td>January 3, 2019</td>
<td>Classes resume</td>
</tr>
<tr>
<td>January 16, 2019</td>
<td>Last day for making changes in registration for second-term classes</td>
</tr>
<tr>
<td>January 23, 2019</td>
<td>Last day to withdraw from Winter Term 2 classes with a 75% tuition credit</td>
</tr>
<tr>
<td>January 30, 2019</td>
<td>Last day to withdraw from Winter Term 2 classes with a 50% tuition credit</td>
</tr>
<tr>
<td>January 31, 2019</td>
<td>Term 2 tuition payment deadline</td>
</tr>
<tr>
<td>February 15, 2019</td>
<td>Last day for withdrawing without academic penalty from classes extending over two terms</td>
</tr>
<tr>
<td>February 18, 2019</td>
<td>Family Day (College closed)</td>
</tr>
<tr>
<td>February 19–23, 2019</td>
<td>Winter Mid-Term Break (no classes)</td>
</tr>
<tr>
<td>March 15, 2019</td>
<td>Last day to withdraw from second-term classes without academic penalty</td>
</tr>
<tr>
<td>April 5, 2019</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>April 8–30, 2019</td>
<td>Final Exams</td>
</tr>
<tr>
<td>April 19, 2019</td>
<td>Good Friday (Parkland College closed)</td>
</tr>
<tr>
<td>April 22, 2019</td>
<td>Easter Monday (College closed)</td>
</tr>
</tbody>
</table>
Saskatchewan Polytechnic

September 4, 2018  –  Classes begin
October 8, 2018  –  Thanksgiving Day (College closed)
November 12, 2018  –  Remembrance Day (observed) (College closed)
December 19, 2018  –  Last day of classes and exams
December 20, 2018  –  Christmas break
  – January 1, 2019
January 2, 2019  –  Classes resume
February 18, 2019  –  Family Day (College closed)
February 19–23, 2019  –  Winter Mid-Term Break (no classes)
April 19, 2019  –  Good Friday (College closed)
April 22, 2019  –  Easter Monday (College closed)
April 26, 2019  –  Last day of classes and exams
May 20, 2019  –  Victoria Day (College closed)
May 21, 2019  –  Floating stat holiday (College closed)
May 29, 2019  –  Graduation Day

NOTES
1. Start and end dates vary from program to program.
2. Please consult with your program regarding mid-semester breaks; some programs may differ.

Conestoga College

September 4, 2018  –  Classes begin
October 8, 2018  –  Thanksgiving Day (College closed)
October 22–26, 2018  –  Student Success Week
November 12, 2018  –  Remembrance Day (observed) (College closed)
December 10–14, 2018  –  Last week of term
December 17, 2018  –  Christmas break
  – January 4, 2019
January 7, 2019  –  Classes resume
February 18, 2019  –  Family Day (College closed)
February 25–March 1, 2019  –  Student Success Week
April 15–19, 2019  –  Last week of term
April 19, 2019  –  Good Friday (College closed)
April 22, 2019  –  Easter Monday (College closed)
May 29, 2019  –  Graduation Day
STUDENT POLICIES, EXPECTATIONS & INFORMATION

Student Rights & Responsibilities
Parkland College strives to offer an environment for lifelong learning. In all matters of personal conduct, whether in academic work or college activities, students are expected to be responsible members of the College and community. Students are encouraged to engage in discussion and inquiry relevant to their classroom studies.

While Parkland College is responsible for maintaining standards of academic performance and integrity established by the curriculum, students have the right to be informed of the procedures and standards by which they are graded. Student performance is evaluated on academic achievement in class.

Disrespectful behaviour, dress or conduct will be addressed on an individual basis. This is not limited to but includes harassment (verbal/physical), attendance, punctuality, substance abuse, inappropriate clothing, etc. Extreme consequences are dismissal from your program.

Accommodation
Yorkton has a moderate vacancy rate for rental units. Units available for rent are frequently listed on websites such as Kijiji (Regina), Facebook groups, online classifieds, and area newspapers.

Academic Procedures
As a student, you are required to comply with the academic regulations of the educational institute (i.e. cheating, plagiarism or dishonest behaviour). Academic regulations are designed to help you effectively pursue and achieve your academic goals while maintaining a high-quality learning environment. See Appendix 1

Academic Appeals
Parkland College will provide an avenue of appeal for students who have been discontinued or who feel they have been unfairly graded. See Appendix 2 for more information.

Non-Academic Procedures
Issues of a non-academic nature will first be discussed with the student. If the College determines the issue is not resolved, the student may then be placed on discipline. This process is outlined in Appendix 3. Suspension or discontinuation from a program may result depending on the nature of the issue. Parkland College has ZERO TOLERANCE TO VIOLENCE. As per Occupational Health & Safety regulations, harassment, violence, verbal or physical abuse of any staff or student is not acceptable and will be dealt with accordingly.

Accident Insurance
Students have limited personal accident insurance while going to and from school. Please request the accident insurance brochure should you need it.
Adding/Withdrawing Classes/Refunds
Deadlines are set by the credit granting institute for adding or withdrawing classes. Contact a counsellor or instructor. The College Refund Policy will be utilized for any refund of tuition (paid to Parkland College) should students drop classes or be required to discontinue classes or a program. See Appendix 4.

Anti-Harassment Policy
The College is committed to providing a harassment free environment for working and learning. The College declares that it will neither tolerate nor condone any inappropriate or irresponsible conduct which creates an intimidating, hostile, or offensive environment for work or study through the harassment of an individual or group on the basis of sex, age, gender orientation, race, religion or disability. Parkland College promotes: “A workplace free of Harassment and Violence. Any verbal or physical abuse of Parkland College students, employees or clients will not be tolerated”.

Parkland College defines harassment as “objectionable conduct, comment, or display made on either a one-time or conditional basis that demeans, belittles, or causes humiliation to a person and that is known, or should be known, to be unwelcome. It is objectionable conduct or comment, directed towards a specific person(s), which has no legitimate purpose. It may result in an intimidating, hostile or offensive environment, impacting on the individual’s ability to work and learn. Harassment may or may not be intentional.”

If you believe you are being subjected to harassment:

- Take direct action - ask the person to stop
- Talk to your instructor, coordinator, or counsellor
- Keep records (dates, times) of the incidents and the names of any witnesses

Complaints of harassment can be resolved informally, through mediation, or formally, through a formal complaint procedure/investigation.

The College’s Anti-Harassment Policy is posted in every College campus. Copies of the complete document are available on request. Contact your local College counsellor for assistance.

Attendance
Parkland College programs involve education and training to ultimately prepare their students for employment and as such there are expectations of attendance and punctuality for all students. Students are encouraged to keep in contact with instructors when away for illness and are responsible for all work missed. Absenteeism (e.g. no contact, frequently absent) will result in discontinuation.

Attendance and Student Loans or Sponsorship
You are responsible for understanding and abiding by the regulations and agreements of your loan or sponsorship. Guidelines for sponsored students regarding attendance and academic standing may be more specific than stated above. Sponsored students may be required to discontinue should their funding be cancelled.
Program instructors do not deal with student/sponsoring agency funding issues. However, we do provide student progress reports and attendance information to funding agencies when requested.

**Cell Phones**
The use of cell phones to send or receive calls or text messages is strictly prohibited during scheduled class times. This time includes both lecture and scheduled work period time. Educational use of cell phones is at the discretion of the instructor.

Cell phones are banned from the classroom during the writing of midterm and final exams.

Consequences for using cell phones during classroom time may include removal of the student from the classroom or confiscation of the cell phone until class is complete. Repeated abuse may result in the student being removed from the program.

**Change of Address**
Any change of address or phone numbers during and after completion of your program need to be given to the College in order that income tax receipts and pertinent correspondence are forwarded.

**College Clothing & Merchandise**
Parkland College clothing is available throughout the year from the Yorkton Campus. Stock on some items may be limited or may be special ordered. Please refer to the Current Students website at [students.parklandcollege.sk.ca](http://students.parklandcollege.sk.ca) for more details.

**Computer Usage Policy**
The use of computers is available to all Parkland College students who have network accounts. Network accounts can be used at all Parkland College campuses.

All students who wish to use the Parkland College network are required to have a network account. Parkland College Photo Identification must be presented to get a network account.

The College will not condone the unacceptable use of computers and computer facilities. Instructors may use the internet to enhance a student’s learning by giving limited access to certain sites. Instructors also have the authority to deny or revoke student’s access to the internet and Parkland College computers if the rules are not followed.

As a student using the computer lab, you are expected to leave the work area in a neat and tidy condition, ready for the next person to use. No food or beverages will be allowed in the computer room. Any tampering of system files will not be tolerated.

Please refer to the Current Students website at [students.parklandcollege.sk.ca](http://students.parklandcollege.sk.ca) for more details on The Acceptable Use of Computers and Computer Facilities.
**Courtesy Phones**
Students must be aware that the College phones are business phones. A courtesy phone is located in the student lounge area for personal calls in Yorkton and Melville. The courtesy phone is only for outgoing local calls. This is a phone for students needing to contact babysitters, schools, etc., so please be considerate of others’ needs when using.

**Daycare (Yorkton)**
The Kid’s Zone Early Learning & Childcare Facility Inc. (up to 18 months) located in the Yorkton Regional High School and the Kid’s Zone Daycare (18 months to 5 years) located in our facility may have openings for your children. If you are interested, call 782-2173 for more information.

**Exam Procedures**
It is expected that all students write all quizzes, midterm and final exams as posted or scheduled. If any exams are missed without notifying the instructor prior to the start of the exam, a zero grade will be given.

Given extenuating circumstances, the date of a quiz, midterm or final exam for an individual student may be changed at the discretion of the instructor. These arrangements must be made prior to the commencement of the originally scheduled exam. Please note that there are very few acceptable reasons to change the date of any quiz or exam for a student.

Items allowed in the exam room will be limited to pens, pencils, eraser and items specific to the exam as indicated by the instructor. No cell phones, smartphones, tablets, or other connected devices will be permitted in any examination.

**Exam Invigilation Fees**
Parkland College students with a valid Parkland College student card will be charged a $25 fee to take an exam during a regular scheduled exam sitting or paper exams at an alternate time for reception to monitor.

Parkland College students without a valid Parkland College student card will be charged a $50 fee to take an exam during a regular scheduled exam sitting or paper exams at an alternate time for reception to monitor.

Exam invigilation requests from the public will be subject to a $50 fee for an exam during a regular scheduled exam sitting or paper exams at an alternate time for reception to monitor.

**First Aid**
A first aid kit is available by contacting the main office at your campus. Parkland College employees do not provide any kind of medication, such as Tylenol, Advil, aspirin, etc.

**Graduation**
Parkland College hosts a College-wide grad for students who have met all the completion requirements of their program (e.g. Adult 10, Adult 12, certificate, diploma, and degree programs). Achievement awards may be presented to exemplary students.

Graduation will be held May 29, 2019 at Anne Portnuff Theatre in Yorkton, SK.
Graduation Tickets
• Students receive one complimentary ticket.
• Students are entitled to purchase two (2) tickets before the ticket deadline (date TBA).
• After the ticket deadline students can purchase any remaining tickets required.

Graduation Gowns
• All graduates must wear a gown for the graduation ceremony.
• Gowns are complimentary and provided by Parkland College at no cost to students.

Please refer to the Current Students website at students.parklandcollege.sk.ca for more details as they become available.

Health & Dental
Skills training students enrolled at Parkland College are eligible for coverage under the Parkland College Benefit Plan. The cost of the plan is included in your institutional fees provided you are a full-time student in an applicable program, you meet the full-time criteria for your program of 32 weeks or more (enrolled in at least 60% of course load), you are residing in Canada, and you are under the age of 70. This coverage is not available to students enrolled in University or Adult Basic Education at Parkland College. Students may opt out of this plan within 30 days of their program’s start date. Complete details can be found at mystudentplan.ca/parkland.

Lockers (Yorkton)
Lockers are available to students at no charge. College supplied locks are the only locks permitted. Post-secondary students should see Reception if you would like a locker. ABE students must see an ABE program assistant.

Lounge Area
The College provides a Student Lounge for students to meet, socialize, and eat. The lounge includes coffee/snack machines, courtesy phones (Yorkton/Melville), fridge, microwave, and sink for student use.

Parking
Parking of student vehicles in College parking lots is to be considered a privilege and not a right. Parking is available at no charge, on a first-come, first-served basis. (Yorkton) Student parking is available on the west side of the building. Parking out the main doors on the north side of the building is for visitors only. Students have access to any space that is not designated as Staff Parking (numbered plug-in parking spots). Rural students must park in assigned areas at each campus. Vehicles in areas other than those designated for student parking may be ticketed and towed away at the owner's expense.

Smoking
All campuses are designated non-smoking. By law, Yorkton and Melville students are not allowed to smoke on Good Spirit School Division property. Doing so may result in fines. Other campuses have designated smoking areas. See Reception for guidelines regarding smoking.
Phone Numbers/Texting (SMS) Numbers

The College’s main telephone numbers are:

- Yorkton, Main Campus: 306.783.6566
- Yorkton, Trades and Technology Centre: 306.786.2760
- Melville Campus: 306.728.4471
- Fort Qu’Appelle Campus: 306.332.5416
- Esterhazy Campus: 306.745.2878
- Canora Campus: 306.563.6808
- Kamsack Training Centre: 306.542.4268
- Toll free within Saskatchewan: 1.866.783.6766

Students are encouraged to contact their instructor(s) directly to advise of absences.

NEW THIS YEAR – Parkland College is pleased to introduce SMS numbers designated for a variety of program areas. Students may text questions or comments to these numbers:

- Adult Basic Education: 306.994.4813
- Business Certificate: 306.994.4743
- Continuing Care Assistant: 306.994.4669
- Counselling: 306.994.2762
- Emergency Medical Responder: 306.994.4827
- Essential Skills: 306.994.4627
- Firefighting: 306.994.4696
- Global Business Management: 306.994.4870
- Industrial Mechanics: 306.994.3177
- International: 306.994.7033
- Office Administration: 306.994.0673
- Power Engineering: 306.994.4754
- Practical Nursing: 306.994.1523
- Primary Care Paramedic: 306.994.4695
- University: 306.994.4795
- Welding: 306.994.4633

Photocopying/Faxing

Program materials will be copied by your instructor. Personal copying (class notes, etc.) is included if you have paid your student fees and possess a valid student card. NEW THIS YEAR – simply scan your student card at the copier to access your printing account. Printing credits are automatically deducted from your account as you use them. Additional credits may be purchased at reception if you run out.

Faxing is not free. There will be a charge of $1.00 per page for outgoing faxes and 10 cents per page for incoming faxes regardless of if you have a student card or not.
Personal Belongings
Parkland College is not responsible for any items left in a classroom or left in lockers. Do not bring valuables or leave items unattended. Lockers may be available.

Safety Procedures, Lockdowns, and Fire Drills
Fire drills and lockdown exercises may occur anytime during the year. Please make yourself familiar with exits and the procedure to be followed by all present in the building. Take all fire alarms and lockdown declarations seriously. There is always the potential of a real emergency or situation. Your instructor will go through the process with you in class. A map of the building is located in your classroom.

Scholarships
Parkland College’s Scholarship Initiative was established during the celebration of the College’s 25th Anniversary in 1998. All proceeds from the event were donated to the Parkland College Scholarship Fund.

Two decades later, the fund has grown substantially, thanks to the generosity of local organizations, businesses, community members, and the Parkland College Board of Governors and staff. Parkland College students are awarded over $100,000 in scholarships in an average year.

Students enrolled at Parkland College must meet the requirements specified for each scholarship in order to be eligible for an award. During the academic year, current students can apply for Internal Scholarships based on merit and financial need. Applications will become available in December 2018, and awards will be presented in March 2019.

Please refer to scholarships.parklandcollege.sk.ca for more details as they become available.

Student Fee
The Student Fee is administered by Parkland College to provide programs and services to the student body. All post-secondary full-time students including university programs as well as ABE students are required to pay student fees.

Some of the programs and services provided by this fee include, orientation events and activities, sports, barbecues, dress up days, student services, black and white photocopying, college publications, use of technologies and individual student cards where required.

- Post-Secondary (Full-time: 3 or more classes) $100.00
- Post-Secondary (Industrial Mechanics) $30.00
- ABE $60.00

In addition, the student activity fee entitles students to a Parkland College Student Card that allows students to access discounts in local restaurants, entertainment, some transportation and Parkland College merchandise. Please refer to the Current Students website at students.parklandcollege.sk.ca for a full list of student discounts available.
Tutor Support
The EDGE provides tutorial support in several ways: 1 to 1 peer tutoring sessions, program specific group tutorials, and 1 to 1 writing support sessions.

• Peer tutoring: students achieving above average grades may apply to volunteer their time tutoring their peers in subjects of their choice. Students can apply to the EDGE to either be a tutor or to request a match with a tutor.

• Program Specific Group tutorials: The need for program specific group tutorials (such as accounting) is determined by the individual program coordinator. Tutorials are regularly scheduled throughout the term. Upon occasion, tutorials are delivered by distance.

• Writing support is available to Yorkton students through one-to-one appointments with the EDGE Facilitator. Please email a writing assignment, with assignment topic or rubric, to theedge@parklandcollege.sk.ca. The EDGE Facilitator will make an appointment with you to review problem areas.

Students that have a diagnosed Learning Disability may be provided with one-to-one tutorial assistance and may be eligible for funding for other supports.

Vending Machines
Coin operated vending machines are available in student lounge areas at select campuses. Parkland College does not provide change for vending machines. If the machines are empty or not functioning properly, call the phone number posted directly on the vending machine for service or refunds.
Appendix 1 – Academic Progress

Students who do not meet the academic performance of their program will meet with their instructor to create an Academic Learning Plan. The intention is to assist the student in assessing their situation with the end goal of developing an action plan. The plan will be continually refreshed and revised as the student continues to improve. The discussion is broken down into the following sections:

1. Defining problem areas
2. Brainstorming resources and possibilities
3. Discussing possible solutions and outlining an academic learning plan

Saskatchewan Polytechnic Programs
Please refer to Saskatchewan Polytechnic’s website for the most recent version of the policy: saskpolytech.ca/about/about-us/documents/policies/academicprogress1202.pdf
(About > About Us > Policies > Student Services > Academic Progress 1202)
Appendix 2 – Student Appeal Procedure

Saskatchewan Polytechnic Programs
Please refer to Saskatchewan Polytechnic’s website for the most recent version of the policy:
(About > About Us > Policies > Student Services > Student Appeal 1210)

University Programs
If you have concerns with how your instructor marked an exam, essay or other work, you are encouraged to informally contact your instructors(s) responsible for the evaluation before seeking a review under formal procedures.


University of Saskatchewan: http://students.usask.ca/academics/grading/appeals.php#Undergraduate

Conestoga College Programs
Please refer to Conestoga College’s website for the most recent version of the policy:
https://www.conestogac.on.ca/policies/academics
(see “Academic Dispute Resolution and Appeal Procedure”)

Appendix 3 – Discipline Procedure

Skills Training Programs (i.e. Saskatchewan Polytechnic)
Educational institutions’ procedures will be followed for academic issues and will be handled jointly.

For situations of non-academic issues, the College will communicate the issue/concern to the student. If the College decides that the issue is not resolved, the student will be placed on Discipline Report. Note: “College” refers to Parkland College.

Step 1
- The instructor will communicate (in writing) to the student the unacceptable behaviour and explain what is expected from the student. The student or instructor will develop a plan of action that is acceptable to the College.
- The instructor will fill in and sign Step 1 of the Discipline Report
- The student will sign the Report to show that she/he has seen and read it
- The instructor will keep the original and give copies to the student

Step 2
- If unacceptable behaviour continues, the next Step in the Discipline Procedure will be used
- After consulting with the Coordinator, the instructor will again communicate the problem to the student. The instructor will develop a plan of action and a time and method to review its success
- The instructor will fill in and sign STEP 2 on the original Discipline Report Form
- The student will again sign the Report to show that she/he has seen and read it
- The instructor will send the original to the Coordinator
- The Coordinator will authorize the Report and send copies to the student, instructor, and sponsoring agency. A copy will be placed in the student’s permanent file.
- If a student is successful in following through with a plan of action it will be considered resolved.

Step 3
- If the regular review of STEP 2 does not show that there has been significant change in the student’s behaviour, the next step in the Discipline Procedure will be used
- The instructor shall consult with the Coordinator and or Program Director. The instructor will complete STEP 3 of the Discipline Report, recommending a course of action and send it to the Coordinator and/or Program Director
- The student will, in writing, be notified that she/he has been discontinued from the program, outlining the reason (s) for the discontinuation and making referral recommendations
- Copies of this letter will be placed in the student’s permanent file and sent to the instructor, coordinator and sponsoring agency

The student has the right to appeal STEP 3.

Note: If the student refuses to sign any step report before the start of the next College day, the student will automatically be suspended from the program.
Skills Training & University

Student Misconduct
As a student, you need to know what constitutes misconduct. Misconduct includes, but is not limited to, cheating, plagiarism, and disruption of instructional activities, fighting, harassment, theft, inappropriate use of computers, and/or use of alcohol or other drugs while attending classes. Misconduct also includes:

- Cheating: e.g. copying and/or using someone else’s work
- Plagiarism: e.g. copying off the Internet, taking passages from a book without crediting the source of your information
- Disruption of Activities: any behaviour that is disruptive to your instructor and/or another student (e.g. excessive talking, eating in class, swearing)

Those unable to comply with the above will be subject to the discipline procedure, or in some cases may be suspended or discontinued immediately following the credit-granting institution’s policies.

Gross Misconduct
In cases where it is deemed that you are a threat to yourself or to others, you will be discontinued immediately.

Conestoga College Programs
Please refer to Conestoga College’s website for the most recent version of the policy: http://lib.conestogac.on.ca/academic-integrity (see “Procedure for Academic Offences”)
Appendix 4 – Refund Policies

Skills Training Programs (excluding the Fire Fighting Program)

Students who notify the College in writing of their withdrawal prior to the commencement of their program, or are discontinued by the College, may be entitled to a refund of tuition only as described below. Refunds are not provided for materials and/or textbooks. Refunds must be processed in the same manner in which they were paid (i.e. credit card to credit card, debit to debit, wire transfer to wire transfer etc.) and need to be requested and processed within the same fiscal year as the program.

1) Accepted and/or conditionally accepted domestic students who withdraw prior to the start date of their program session are entitled to a refund of paid tuition and fees including health & dental fees (less the $350.00 tuition deposit). International students who withdraw prior to the start date of their program session are entitled to a refund of 50% of total tuition and fees including and health & dental fees. Exception: In the case of a study visa refusal, all tuition will be refunded less an administrative fee of $350.00.

2) Domestic students who withdraw within one week following the commencement of the program or prior to the third occurrence of the class will be eligible for a refund of 75 percent of tuition.

3) Domestic students who withdraw following the 75 percent refund period and on or before 50 percent completion of the program/class length will be eligible for a refund of 25 percent of tuition.

4) Domestic and International Students who withdraw after 50 percent completion of the program/class length will not be eligible for a refund.

5) Domestic and International students may transfer full tuition (less a $300 administration fee) within the same academic year if notification of withdrawal is received between 14 days prior and either 14 days after course start date of the program. Program transfer requests are permitted from one credit offering to another credit-offering program. Transfer requests outside of these guidelines are subject to President’s approval.

6) Domestic and International Students who do not successfully complete a prerequisite course will be refunded the full tuition amount for the course that could not be completed.

7) Domestic and International Students who withdraw from a program practicum prior to start date (i.e. PCP, CCA practicums) are eligible for a full refund of tuition for the practicum portion of that program. Refund calculations stated in this policy are applied based on 2 semesters for practicum-based programs.

8) Domestic and International Students who have eligible transfer credits will be refunded the full tuition amount for that course that transfer credit was applied.

9) Domestic and International Students who are declared academically ineligible after the first semester of a program will be provided with a tuition refund for the remaining portion of the course/program.

10) Domestic and International Students who have been discontinued for academic or behavioural misconduct will not be eligible for a tuition refund.
11) Students wishing to have exceptional circumstances considered for refunds above those stated may appeal the decision in writing to the President.

12) If a course or program is cancelled by Parkland College, full fees will be refunded.

University
Any credit resulting from dropping a class will be applied against any other tuition or fees owed to the University, either for the current term or the next term. If no monies are owed, you may request a refund through either the University of Regina (UR Self-Service) or the University of Saskatchewan.

Note: If you have negotiated a student loan, any credit will be returned to the loan provider so as to reduce the balance owing.
Appendix 5 - University Program Information

Parkland College in Yorkton is a designated Arts and Science site for the University of Regina (U of R) and for the University of Saskatchewan (U of S).

All degree courses offered through Parkland College have exactly the same value as courses offered on-campus. The lab content in the Natural Science courses is also exactly the same.

University professors in Yorkton must meet the same standards as sessional lecturers on-campus, and are selected by the university’s appropriate college or faculty. Although the majority of the courses are offered with the professor in the classroom, the College also participates in innovative distance education delivery systems from both universities using video-conferencing (multi-mode), internet, and satellite television.

Information for New Students
University of Regina: https://urconnected.uregina.ca/nextsteps/checklist.ezc
University of Saskatchewan: http://students.usask.ca/new-students.php