

Student Handbook



Southeast
Regional College

Where minds and possibilities meet.

President and CEO's Welcome Note



Welcome to our College.

Your education and experience at the College is our number one priority. We are committed to ensuring you receive a high quality program which is recognized by the appropriate industry or association. We strive to engage you and facilitate you in achieving your educational goals.

The College is going through a number of changes, especially with regards to our campuses. For those in Weyburn we will be relocating from our location adjacent at the Weyburn Comprehensive School into temporary accommodations in 2012 while we construct a new state-of-the-art campus. Please rest assured that campus resources will not just be maintained during the transition period, but enhanced! In Estevan we will be moving some of our programming into our new Energy Training Institute in 2011, into a facility which is not rivalled by any other College facility in the province. In Moosomin we have relocated our program into a new facility there. These are exciting times for the College.

I believe that our College truly delivers on our motto "Where Minds and Possibilities Meet" as there is nothing that we can't accomplish through teamwork and continued dedication. There is nothing you cannot achieve if you set your mind to it and we aim to assist you in reaching your potential.

Craig Brown

President & CEO

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College History

“The college is the people of the community”—this was the fundamental principle Honorable Gordon MacMurchy stressed when addressing the initial charter Board members of South East Region Community College. Each and every Board member addressed that challenge with a dedicated purpose, a sense of creative planning and a co-operative approach.

It was in this spirit of co-operation and community development that the College was built. Decisions about the programs/courses to be run were made by people in the community, using existing facilities. The College became the community; co-operating and working together to bring programs to the community. It provided the opportunity for a lot of people to develop their self-esteem and hidden potential.

A very dedicated College staff worked closely with communities, establishing the backbone of the college system; the volunteer contact committees. A tremendous amount of credit goes to the staff and volunteers. By 1978, this volunteer network existed in many southeast communities.

While initial start-up was slow, a firm foundation was laid through the co-operative efforts and support of the Board, College staff, contact committees, communities, school boards, the business community, the Department of Continuing Education, the Department of Agriculture, University of Regina Extension Division, the technical institutes and other groups in the community.

Our College has a proud history of adaptation and responsiveness to the people and communities of southeast Saskatchewan. During the first 30 years, the commitment to the founding principles of “community-based” technological, trading and global trends have revolutionized the way we live, work, play, and learn. These trends are leading to the global village (community) ... continuous education and training throughout our lives ... the expectation of several careers ... the learning organization and the learning community ... the global information network and resource centre ... the electronic world-wide classroom ... rural re-organization ... new, larger rural communities.

What is the role of the College in building the communities of tomorrow? This is the challenge for all members of the Southeast Regional College community. In true pioneer spirit, the founders created the South East Community College from a vision based on a belief in people and communities. The College is confident that this spirit is still alive and thriving in rural Saskatchewan. It will ensure that the College continues to meet the emerging needs of the people and communities in southeast Saskatchewan in the 21st Century.

*“When dealing with history,
leave the ‘ifs’ out.”* —Melvin B. Tolson

Strategic *Direction*—Southeast Regional College

Vision

Leading the way, reaching people and communities through the power of learning.

Mission

To provide access to learning experiences and information that enable people and communities to meet the realities of today and create opportunities for tomorrow.

To achieve this ...

We **serve learners** by using our strengths and expertise to create student-focused programs and facilitate access to programs developed by others.

We **support communities and people** by providing learning experiences that help them to develop and adapt to change.

We **support** our colleagues with cooperation, teamwork, encouragement, and mutual respect.

We **provide collaborative, innovative leadership** in creating and ensuring learning opportunities.

“The value of experience is not in seeing much, but in seeing wisely.” —William Osler

Values

We believe living is learning, and everyone should have the opportunity to learn.

Access to knowledge and information is vital to health, growth, and development for individuals and communities.

We believe our plans and programs should be community based.

We involve communities and community based groups in the college, and we provide support to them through community development and the use of community resources. Our activities are focused on the needs of the learners and the clients we serve. We seek partnerships and collaboration, and we practice decision making that is open, honest, participative, and inclusive.

We place a high value on flexibility and innovation.

Our programs and services are responsive to the changing needs of communities and individuals. We welcome change as opportunity, and we act as agents of positive change that reflects our vision, values and mission.

We place a high value on a positive and professional environment.

Our everyday attitudes and behaviors reflect enthusiasm towards learning and work, a sense of humor in the face of challenges, and enjoyment in the company of colleagues and those we serve. We are committed to professional development.

We respect people.

We appreciate diversity and encourage tolerance. We recognize individual contributions. We treat people fairly and equitably.

College Staff *Listing*

Weyburn—Administration Offices

President's Office

President & CEO	306-848-2512
Executive Assistant	306-848-2370

Human Resources

Human Resource Director	306-848-2520
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Southeast College Education Foundation

Executive Director	306-848-2527
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Finance Division

VP of Finance	306-848-2519
Finance Manager	306-848-2543
Division Assistant Finance/Accts. Payable	306-848-2573
Accounting Clerk	306-848-2504
Accts. Rec. Clerk	306-848-2511
Accts. Payable Clerk	306-848-2502

Academic Division

VP of Academic Services	306-848-2506
Division Assistant Academics	306-848-2484
Basic Education Coordinator	306-848-2503
Post-Secondary Academic Coordinator	306-848-2510
EAL/Literacy Coordinator	306-848-2371
Student Services Coordinator	306-637-3852

College Services Division

VP of College Services	306-848-2518
Division Assistant of Campus Services	306-848-2505
Weyburn Consultant	306-848-2312
Recruitment and Marketing Coordinator	306-848-2559
Facilities Manager	306-848-2526

Weyburn Campus

Campus Manager	306-848-2501
IT Services Coordinator	306-848-2516
Administrative Support	306-848-2500
Administrative Support	306-848-2515
Casual Administrative Support	306-848-2500
Electrical Instructor	306-848-2547
Basic Education Instructor	306-848-2522
Education Instructor	306-848-2522

Registrations

Registrar	306-848-2505
Registrations Clerk	306-848-2514
Registrations Clerk	306-848-2502

Estevan Campus

ETI Director	306-637-4923
Campus Manager	306-637-4931
ETI Secretary	306-637-4921
Administrative Support	306-634-4795
Administrative Support	306-637-4926
Student Services Coordinator	306-637-3852
Basic Education Instructor	306-637-4928
Power Engineering Instructor	306-634-7795
ETI Instructor	306-634-4795

Southeast Newcomer Services

Settlement Advisor	306-637-4925
Information Services Advisor	306-637-4924
Newcomer Support Assistant	306-637-4920

Assiniboia Campus

Campus Manager	306-642-7218
Administrative Support	306-642-7287
Student Services Counselor	306-848-2331

Indian Head Basic Education Centre

Basic Education Instructor	306-695-2228
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Moosomin Campus

Campus Manager	306-435-4516
TransCanada Business Consultant	306-435-4584
Administrative Support	306-435-4631
Student Services Counselor	306-435-7275
Electrical Instructor	306-435-4585
Basic Education Instructor	306-435-2439

Whitewood Learning Centre

Aboriginal Business Consultant	306-735-5263
CCA Instructor	306-735-2290

On-Reserve Locations

Basic Education Instructor–Piapot Urban	306-550-9111
Basic Education Instructor–Piapot Valley	306-781-8464
Basic Education Instructor–Ocean Man	306-457-7608
Basic Education Instructor–Kahkewistahaw	306-696-6676
Basic Education Instructor–Cowessess	306-696-7108
Basic Education Instructor–CARRY the Kettle	306-727-2241
Aboriginal Counselor	306-696-6696

EAL Instructors

Estevan	306-637-4629
Moosomin/Rocanville	306-435-2439
Weyburn	306-848-2500

At the time of printing, this employee phone list was accurate. Please be aware that some changes often occur. For verification of employee phone number, please contact the Weyburn Campus @ 306-848-2500.

*"You have brains in your head.
You have feet in your shoes.
You can steer yourself in
any direction you choose."* — **The Naladiyar**



Students of Southeast Regional College

Who is a student of Southeast Regional College?

A student of Southeast Regional College is any person who has formally applied to Southeast Regional College, or who is currently enrolled in a Southeast Regional College program.

Scholarships & Bursary Applications

Are available through the Registrar's Office @ 306-848-2505 or online at www.southeastcollege.org or through Student Services Coordinator and Student Service Counselors.

School Hours

You will have to check with your instructor for the program that you are registered in for your class hours and the week days that it runs. The College campus hours are generally 8:00 am—5:00 pm.

Student Services

Student Service Counselors are a resource and support for students, instructors, Southeast Regional College staff, and the general public. Student Service Counselors help individuals with career and educational goal setting, which involves helping them in the decision making process of identifying career interests and evaluating appropriate next steps including educational programs and employment opportunities. Student Service Counselors also provide interventions for student success, which includes information on funding options, academic success (supports for disabilities, study skills and essay writing workshops, etc.), and job development skills (resume writing, job search skills, interview skills, etc.).

Policies and Procedures

This handbook contains a select few Policies and Procedures that learners of Southeast Regional College may find beneficial. For the complete listing of Policies and Procedures to view, please ask your instructor on how to access them through Southeast Regional College website.

Policies & Procedures

Academic Accommodation for Students with Disabilities

POLICY: Southeast Regional College recognizes its duty to provide learning accommodation to students with disabilities and where reasonable, the College will provide learning opportunities to students within the limits of its resources and will respect the rights and entitlements of other students and college staff that may be affected.

Preamble

The duty to provide academic accommodation is ultimately an institutional obligation and any department may be called upon to facilitate reasonable accommodations and has a duty to cooperate in the provision of a supportive physical, academic and social environment. Southeast Regional College will provide academic accommodations to a student with documented disabilities in accordance with the Canadian Charter of Rights and Freedoms, to the extent that the accommodation does not cause undue hardship to the College or lower the performance standards of an academic program.

Definitions

Student: For the purpose of this policy, a student is a person who has formally applied to Southeast Regional College, or who is currently enrolled in a Southeast Regional College program.

Disability: Southeast Regional College recognizes the World Health Organization's 1985 definition of disability which states that a disability is caused by a mental, physical or sensory impairment or combination that may result in a permanent or temporary loss of ability to function in major areas of life activities, such as self-care, reception or expressive language, learning, mobility and self-direction. Therefore, individuals with disabilities include, but are not necessarily limited to, those with physical disability, vision or hearing loss, learning disability, psychological disorder, chronic illness or temporary disability.

Academic Accommodation: An academic accommodation is a change in the allocation of College resources, or in teaching or evaluation procedures, which is designed to meet the particular needs of a student with a disability. Accommodation is intended to support the academic capabilities of the student and aide in the student's success. These accommodations may include but are not limited to, preferential seating location, permission to audiotape lectures, copies of instructor's overheads and notes, use of assistive technology in the classroom or lab, and access to tutoring.

Guidelines

Accommodations are subject to three limitations:

1. The first limitation is that of academic integrity. All accommodations must be compatible with academic standards, individual standards, individual course objectives, and the health and safety standards of Southeast Regional College.
2. The second limitation is of the reasonableness. The accommodation must be sensible and workable. For example, it would be reasonable for a student to receive preferential seating to reduce distraction; receiving private lectures is not reasonable.
3. The third limitation is that of undue hardship. Undue hardship generally means excessive cost, or excessive disruption of, or excessive interference with the normal operations of Southeast Regional College.

Procedures

1. Responsibilities of Southeast Regional College:

- a) Ensure that individuals with disabilities are equally considered for admission to programs for which they meet the admission requirements.
- b) Provide admission accommodation consistent with the College practice to all learners seeking admission to a College program.
- c) Make its courses and programs accessible to students with disabilities in accordance with human rights legislation.
- d) Review documentation to ensure that recommendations and decisions regarding accommodation are based on appropriate professional or medical information, and assist students in finding satisfactory supports.
- e) Ensure that faculty and staff are familiar with policies and procedures regarding persons with disabilities.
- f) Respect all information gathered under this policy as confidential and protected according to FOIP policy and principles.
- g) Ensure that distribution or availability of all instructional materials under this policy adheres to protection of Intellectual Property Principles, as provided through the Canadian Copyright Act and other relevant legislation.
- h) Ensure that the accommodation needs of persons with disabilities are addressed during future renovation or construction projects or initiatives.

2. Responsibilities of Students with Disabilities

Every student with a disability at Southeast Regional College who seeks academic accommodation has a responsibility to do the following:

- a) Provide relevant (within the past three (3) years) documentation to the Student Services Coordinator, outlining the nature of the disability, the impact of the disability on academic and classroom performance and suggested or recommended accommodations.
- b) Submit all documentation for accommodations to the campus counsellor who will then forward it to the Student Services Coordinator in a timely manner (normally a minimum of three (3) months in advance), to allow for the arrangement of accommodations. For example, submit in June for September accommodations. Release forms will also be provided for learner's signature, for approval to share relevant information with other faculty or staff.
- c) Contact the Student Services Counsellor when accommodation requests need to be adjusted to better meet needs or in the case of a change in needs.
- d) Follow specific procedures and instructions related to each accommodation. Exam accommodations may be different for each exam, depending upon content, instructor style, and changes made to facilitate success.

Accommodations involving contracts for services may have separate procedures and requirements.

3. Process for Achieving Accommodations

- a) When academic accommodations are requested, the Student Services Coordinator will review the student's needs and requests with the appropriate faculty.
- b) Instructors are invited to discuss concerns regarding accommodations and can suggest alternate accommodations. Instructors must inform the Student Services Coordinator, the VP Academic or Program Coordinator if granting the accommodations would compromise the course objectives, lower the standard of the course, or pose a health or safety risk.

- c) At the discretion of the Student Services Coordinator, a meeting to discuss accommodations may be arranged with the student, VP Academic and Program Coordinator.
 - i) The VP may invite appropriate faculty members to attend.
 - ii) At this meeting, the nature of the disability, affected functions and requested accommodations will be presented and reviewed. There may be further meetings if warranted.
- d) In the event of a disagreement regarding accommodations to be requested, the VP and Program Coordinator may be called in to mediate an agreement.

4. Accommodation Request Form

- a) The Student Services Coordinator will record the specifics of the agreed-upon accommodations and present copies to the student and the academic department(s) and/or other service providers.
- b) The student, the academic department, or other service providers may request modifications to accommodations, upon request to the Student Services Coordinator. Agreed-upon modifications shall be noted on the accommodation request form.

5. Cost of Services

- a) When students with disabilities require special equipment or services in order for them to participate in the learning process, the primary responsibility for the provision of such equipment or services shall rest with the student. These may include, but are not limited to, hearing aids, corrective lenses, walkers, mobile carts, etc.
- b) The Student Services Coordinator will establish a fee structure for specific assistive services. This will assist students in completing student loan or grant application forms.

6. Exceptional Circumstances

In exceptional circumstances, a student may be provided accommodation on a limited basis without documentation.

*Accommodation Request Form is available from the Student Services Department.

Smoking Policy

POLICY: The College Smoke Free policy provides a healthy working and learning environment. The purpose of this policy is to reduce harm from secondhand smoke, provide an environment that encourages people to be tobacco-free, establish a campus culture of wellness, and reduce health costs and promote a tobacco-free future. The use of tobacco is prohibited within the College buildings, parking areas, walkway and entry ways, in College fleet vehicles, and on College owned or leased property.

Scope/Eligibility

This policy applies to all faculty, Board, staff, students, contractors, vendors and other visitors to all College campuses. Tobacco use includes the possession of any lighted tobacco product, or use of any oral tobacco product.

Procedures

The policy will be communicated to all members of the College community. Education regarding the College's tobacco-free policy will be included in formal orientation for all incoming students and employees. "No Smoking" signage will be posted at each public entrance, in all seating and waiting areas and in all public washrooms.

Compliance with this policy is the shared responsibility and the right of all College staff, students, and instructors. The success of this policy will depend upon the courtesy, respect, and cooperation of users and non-users of tobacco products.

The following progressive penalties will be applied to persons who do not adhere to the Smoke Free policy:

- A verbal reminder is recommended in the case of an initial breach of the policy.
- Any staff member is to report the breach of policy on an incident report form to a person listed on the form.
- A written warning as per Schedule "A" may be issued by a person listed on Schedule "A".

- Student progressive discipline shall be: a verbal reprimand for the first offense, written reprimand for the second offense, suspension from class for the third offense, and discontinuation from the program of studies for the fourth offense. The record of offense will be maintained in the student files.
- Staff offenders will be subject to discipline as outlined in Article 18.2 of the Collective Agreement.
- A Wellness Committee will be struck at each campus to address issues and challenges as they arise.
- The Wellness Committee will offer assistance and information to both staff and students on the benefits of quitting smoking.



Student Rights & Responsibilities

POLICY: Southeast Regional College is committed to providing a learning-centred environment that provides every opportunity for students to be successful. In consideration of this, all employees of Southeast Regional College will respect the rights of the student engaged in learning activities by following College policies, practices, and guidelines. Additionally, all students share the responsibility of knowing and understanding what their rights and responsibilities are while they are a student at Southeast Regional College.

Therefore, students should make themselves familiar with College program policies, rules and regulations, as well as being aware of how to take action in a reasonable and accountable manner if need be.

Preamble

Southeast Regional College is a learning college that believes students have fundamental rights and responsibilities. All employees of Southeast Regional College shall respect the rights of students engaged in learning activities. Students shall make themselves aware of their responsibilities as member of the Southeast Regional College and act accordingly.

If a student does not comply with these responsibilities as outlined, Southeast Regional College reserves the right to take such action as, in its opinion, the case warrants.

When a student believes that his/her rights have not been met, the student shall have the right to take action in a reasonable and accountable manner.

Guidelines

Students' Rights

1. Students have the right to know that any changes to their program subsequent to their entry will not extend the length of the program.
2. Students have the right to know that in the event Southeast Regional College decides to discontinue a program, they will do so in a manner that guarantees that the students presently in the program will have the opportunity to complete that program year.
3. Students have the right to access academic advising and other college services available to them.

4. Students have the right to receive a course outline that details timelines, course outcomes, assignments, evaluation systems, due dates, classroom procedures, and attendance expectations. Additionally, students can expect that course outlines regarding any of the above mentioned items, or any others that may be included, will not be changed without full class agreement.
5. Students have the right to know that course timetables will not be changed once classes have begun, unless conflicts such as classroom size or instructor availability should arise, or where there is full classroom agreement.
6. Students have the right to be notified of class cancellations as soon as possible and to be able to expect that classes will start and end on time.
7. Students have the right to expect faculty members to be available for assistance outside of regularly scheduled class time, and that it is mutually acceptable to both parties.
8. Students have the right to know the College's policy and practices for intellectual honesty, as well as having access to policies and procedures that deal with situations that may appear unfair.
9. Students have the right to expect that their personal information and their official records will be managed consistently with the Freedom of Information and Protection of Privacy Act.
10. Students have the right to learn in an environment that is safe, healthy, supportive, and respectful of their needs as an adult learner.
11. A student has the right to add documents to any file specific to their academic progress or behaviour, including written documents refuting the contents of documents of a disparaging nature. If a document is added to a student file that makes reference to another person, a copy of the document must be sent to that individual.
12. Students have the right to receive assessment feedback, their assignments, and examinations in a timely fashion. Those students considering withdrawing from a program will be given a performance feedback one week prior to the official course withdrawal deadline as published, as well as having the right to review their class examinations and course assignments after they have been evaluated.

Students' Responsibilities:

It is expected that in a learning centred environment, students will conduct themselves in a mature and responsible manner. Therefore students must be aware that the following improper student behaviour or conduct may result in disciplinary action by Southeast Regional College. The disciplinary action could lead to a reprimand, suspension or expulsion.

- a) Knowingly or unknowingly engaging in cheating, plagiarism, fraud, deceit or other forms of academic dishonesty.
- b) Disturbing, disrupting or otherwise interfering with students or staff while pursuing their learning or working activities.
- c) The intentional damaging of property, buildings or equipment, of any employee or student of the Southeast Regional College.
- d) The unauthorized use of or unauthorized entry to Southeast Regional College property.
- e) Threatening to subject or subjecting any person or persons to physical, racial, sexual or mental harassment, indignity, injury or violence.
- f) Making frivolous, vexatious or unfounded accusations about students or staff of Southeast Regional College.

Students have a responsibility:

- a) To be familiar with College policies and program practices as they pertain to assignments, attendance and course expectations.
- b) To arrive on time for classes and to be fully engaged in the learning process.
- c) To be familiar with the material and contents contained within the course outline.
- d) To respect the faculty member's right to determine course content, evaluation and instructional methodology.
- e) To be aware of registration or withdrawal deadlines and the procedures that must be followed.
- f) To respect the instructor's right to set deadlines for assigned work and to establish penalties for failure to comply with deadlines.
- g) To write tests and final examinations at the times scheduled except in cases of illness or other circumstances approved by the instructor.

Student Appeal Process

POLICY: Southeast Regional College believes in fair and equitable processes and that students have a right to engage in procedures to resolve issues that can affect their academic standing.

Preamble

All learners are encouraged and expected to attempt to resolve issues pertaining to their academic performance by first addressing the concern with the instructor. However, should a reasonable and appropriate resolution to the concern not be achieved, the student can engage in a "Student Appeal Process". Examples of actions where the "Student Appeal Process" could be engaged include: class conduct, course preparation and use of class time, inequitable or inappropriate behavior towards a student, non-adherence to course outline on program outcomes, and final grades of a course program.

Procedures

1. Respecting Southeast Regional College's Policies and Procedures for confidentiality, all efforts will be made to share documents and information that pertains to issues associated with the appeal.
2. The "Student Appeal Process" is a Southeast Regional College internal process and while students may invite one support person to be present, legal or other counsel is not allowed.
3. Should a student wish to appeal a grade, only the final course or program grade will be reviewed. If a student wishes to review a grade from previous work, discussion should occur at that time.
4. The "Student Appeal Process" must adhere to this policy and utilize appropriate college forms throughout the process. The appropriate forms can be obtained from the College website or through the office of the Vice President of Academics.
5. In rendering a decision, the Appeal Committee will rule utilizing a balance of probabilities which demonstrates a standard of proof is based on the premise of the party who presents a position or provides evidence that has the greater probability of being true.
6. The "Student Appeal Process" must be engaged within 14 (fourteen) calendar days from the event which prompted the action.

7. During the “Student Appeal Process”, the student will be eligible to continue to be engaged in the learning environment, except in the case where the responding authority (the person who suspended the student from learning activities) in consultation with the Vice President of Academics, deem there is a threat to the learning environment or the safety of persons in the learning environment should the learner be present. Should agreement between the suspending authority and the Vice President of Academics not be reached, the decision of the Vice President is final.
8. The decision of the Student Appeals Committee is final and binding. Once a decision is reached, all parties involved in the decision will be notified within 5 (five) business days and the record of the decision and any supporting documentation will be filed for 2 (two) years in the office of the Vice President of Academics.

Procedures and Timelines for Student Appeals Process

1. **Student and Instructor Discussion (informal)** A meeting will be held between the student and the instructor within 5 (five) business days of the issue being identified. The expectation of this meeting is to provide for an informal discussion of the issue in an open, non-threatening and respectful environment.
2. **Review by Program Coordinator (formal)** If the concern or issue is not resolved to a satisfactory level during the informal discussion between the student and instructor, the student will engage the formal “Student Appeal Process”. This is done by acquiring the “Student Appeal Process” documents, completing Section A and forwarding it to the appropriate Program Coordinator within 5 (five) days after the Student/Instructor discussion has occurred. The Program Coordinator will respond in writing to all parties within 5 (five) business days after receiving Section A of the “Student Appeal” form.
3. Should Steps 1 and 2 fail to meet expectations or resolve the issue, the student will complete Section B of the “Student Appeal” form and forward it to the Vice President of Academics with 5 (five) days. The Vice President of Academics will convene the Student Appeal Committee within 10 (ten) business days. During this time, at the discretion of the Vice President of Academics, the persons involved may be contacted for discussion and clarification of the issue.

Within 5 (five) business days the Student Appeal Committee will render its decision, in writing, to all involved parties. The decision of the Student Appeal Committee is final and binding.

The following points pertain specifically to the composition and duties of the Student Appeal Committee

- i) Members will be appointed by the Vice President of Academics or designated.
- ii) The committee will be comprised of 2 (two) students, 2 (two) faculty members, 1 (one) support staff, 1 (one) program coordinator and the Vice President of Academics, or designate.
- iii) Quorum is full membership and all members must vote. The Chair is non-voting, but will vote in case of a tie.
- iv) The Student Appeal Committee has the authority to render a decision that modifies the request of the student or of the responding authority.



Environmental Responsibility

POLICY: Southeast Regional College is committed to ensuring that it conducts its affairs in an environmentally sound manner.

Preamble

In its role as an educational institution, an employer, a corporate citizen, and a property manager, Southeast Regional College recognizes that its academic and operational activities can have significant impacts on the environment, and therefore has a special responsibility to conduct its affairs in an environmentally sound manner.

With commitment to human development, excellence, communication, accountability and internationally renowned for environmental education, Southeast Regional College believes that it should take a leadership role in environmental monitoring.

Guidelines

1. Southeast Regional College will manage its buildings and grounds in an environmentally and socially accepted way.
2. Southeast Regional College will manage its internal operations in an environmentally conscious way, as technology, economics, and common sense allow.
3. Southeast Regional College will encourage all employees and students throughout the organization to be conscious of environmental considerations and to be protective of the environment in their work and personal lives.
4. Southeast Regional College will strive to achieve a “green” working environment for staff and students.
5. Employees will be encouraged to provide leadership and support roles in the community and within Southeast Regional College that support environmental responsibility (i.e. offering seminars).

“There’s no free tuition in the school of experience.”

Freedom of Information and Protection of Privacy Act

POLICY: Southeast Regional College is a public funded institution and as such appreciates and values the need for accessibility to information as well an obligation to conduct its operations in a way which is open to public scrutiny. Additionally, the College respects the need to maintain the privacy of all those who work or study at the Southeast Regional College; therefore the College as a collective whole will collect information and store or save information and provide access to information in a way deemed appropriate by the Acts contained within the Freedom of Information and Protection of Privacy Act.

Guidelines

It is recognized that the Protection of Privacy and the access to information is an essential element of a public institution. It is also recognized that every effort must be made to ensure staff and the students need to be both aware of the Act exerts as well as being aware of how various elements of the Act can be utilized. To this point, efforts will be made on an annual basis to provide learning opportunities for staff to become familiar and accustomed with the Act.



Academic Honesty

It is recognized that attending a program at Southeast Regional College brings with it many challenges for learners, such as attending class, completing assignments, and writing exams. It is also recognized that these, along with other issues of being a learner bring various challenges to the learning and development process. To this point, on issue those learners must be aware of, practice and adhere to is that of Academic Honesty.

The Academic Honesty element in a learning environment is essential for a course, a program and the College to maintain its academic integrity. The College and its staff will share the responsibility for learners understanding and practicing Academic Honesty, but it is important for learners to understand that failure to comply with the guidelines and expectations associated with Academic Honesty can result in consequences ranging from a reprimand, assignment failure, course failure, or program expulsion.

It is understood that it can be difficult for learners to, at times be aware of what might or can constitute an Academic Honesty violation. To assist in this understanding, several examples of activities that would constitute a violation of Academic Honesty are listed below, but learners should be reminded that if in doubt, they should always check with their instructor.

1. **Cheating**—this can take the form of using material not authorized for writing an exam (i.e. cheat notes), pretending to be someone else to write an exam, gaining access to information about an exam or assignment without approval.
2. **Plagiarism**—this includes but is not limited to using someone else's work as their own, whether it be an assignment, lab work, or project. This will also mean not providing proper notation or reference for information on works used in an assignment.

*"No Legacy is so rich as
Honesty."* —William Shakespeare

Graduation Policy

POLICY: In order for learners to qualify for graduation from a program, the learner must be admitted to the program and complete all of the identified program completion requirements and courses as identified by the institution offering the credentials in the calendar of the last academic year of admission to the program.

Definitions

Last Admission: Refers to the student's admission to their program of study. For example, if a student was enrolled in a program in 2008 and left after the first semester and then re-enrolled in the fall of 2010, the learner would be subject to the program completion according to the 2010 program.

Residency: This refers to the minimum number of courses or credits which must be taken from the institution and/or program which the learner is enrolled.

Guidelines

1. Learners will have a specific number of years to successfully complete the program requirements before the courses become stale-dated. If there is no reference to the stale-dating of course on a program by the accrediting institution, stale-dating will not apply, but the College will not be under any obligation to ensure courses are offered to provide for program completion.
2. Various programs may have, in addition to passing the courses or program, a GPA (Grade Point Average) minimum that must be achieved (e.g. 1.5 or 2.5).
3. Parchment and other documentation associated with program completion and graduation will be withheld from graduates placed on restrictive holds at Southeast Regional College.

College “Green”

In an effort to reduce their carbon footprint, Southeast Regional College will be accountable to their staff and learners by: recycling, reusing, reducing, and in maintaining health and wellness, Southeast Regional College will work accordingly to ensure a green environment.

Disposal of Refuge

The College encourages the disposal of refuge by: recycling where possible, but most refuge goes into the garbage which is disposed of by the custodians.

Recycling

Printed material: Check with your campus, there should be marked bags/or boxes for shredding.

Bottles: There are boxes in each room for bottle disposal (plastic & glass). The money collected is used for student grads and social events.

Cardboard & paper: Bright pink cloth bags are situated in the front office for the collection of unwanted cardboard and paper.

Vehicle Sharing

Where possible the College encourages all students and staff to share their ride with other students and staff.

Energy

Water: Please make sure taps are turned off completely, and if you become aware of a toilet or tap that is running constantly please report it to the front office staff.

Lights: When leaving a classroom that is empty, please turn off the lights. If there are lights that are flickering or burnt out, let the front office staff know.

Computers: When you are done on a computer, please shut it down.

Office Equipment: Please turn off photo copiers, laminators, etc. when you are through using them, or at the end of the day.

Community Programs and Other Options

The College encourages all staff and students to become not only aware of, but actively involved with community services such as: Share the Warmth, Adopt-a-Highway, Sarcan recycling, etc. ... in contributing to a “Green” environment.

Community Services

Weyburn

Mental Health	842-8665
Addiction Services	842-8693
Social Services	848-2404
Police	848-3250
Fire	848-3240
Hospital/Ambulance	842-8400
City Hall	848-3200

Estevan

Mental Health	637-3610
Addiction Services	637-2422
Social Services	637-4550
Police	634-4767
Fire	634-1850
Hospital/Ambulance	637-2400
City Hall	634-1800

Indian Head

Mental Health	695-2272
Addiction Services	695-2251
RCMP	695-5200
Fire	695-2366
Hospital	695-2272
Ambulance	695-2191
Town of Indian Head	695-3344

Assiniboia

Mental Health	691-6464
Addiction Services	642-9425
RCMP	642-7110
Fire	642-4141
Hospital/Ambulance	642-3351
Family Outreach Services	642-5956
Town of Assiniboia	642-3382

Moosomin

Mental Health	435-4610
Addiction Services	435-4055
Police/Fire	911
Walk in Clinic	435-3838
Ambulance	435-2962

Ways to Study Smarter

Attend class

Get to know your instructor

Understand your learning style

Don't procrastinate – start assignments as soon as they are assigned

Divide each assignment into small, manageable chunks

Establish a regular study area and avoid disruptions...

Schedule regular study periods

Study for short periods and take breaks

Vary your work and subjects

Study when you're most alert

Study your most difficult or priority subjects first

Set a specific goal for each subject you study

Learn to say no to distractions (social activities, TV, video games, etc.)

Take care of yourself – get the proper nutrition, exercise and sleep

Reward yourself after a good study session or upon the completion of a major assignment!

Student Services

Cafeteria: The Weyburn & Estevan Comprehensive High Schools attached to the College have cafeteria services that are open 11:15 am -1:15 pm, Monday through Friday, September through June, on normal scheduled school days.

Any student acting in a manner deemed inappropriate will have their cafeteria privileges revoked immediately. It is expected, without exception, that all Southeast Regional College students will be their best behavior and follow all the high school rules while on the high school premises.

Vending Machines: Depending on the campus, vending machines are available for the students. Weyburn's are located in the lower level of the College. Weyburn also has a change machine next to the vending machines. Estevan's are located on the main level in the student lounge. Assiniboia's are located on the main level of the Prince of Wales Building. Indian Head has a drink machine in the lab and there are restaurants and a store within two blocks of the campus. In Whitewood there is a drink machine on campus located on the main floor. And in Moosomin there is a candy machine located in the student lounge on the main floor.

Copying and Faxing: For a nominal fee, students can request copying and faxing from the front office staff. Check with staff for the cost of photocopying and faxing.

Bulletin Boards: You will find bulletin boards throughout the campus. These bulletin boards are to post appropriate and tasteful articles or messages and approval of items placed on the boards needs to be given by the Campus Manager prior to posting.

Student Lounge: Weyburn has a student lounge located in the basement across from Room 21. In Estevan the lounge is located with the vending machines near the classrooms. There are no lounge areas in Whitewood, Moosomin or Indian Head. Students have access to the lounge during regular College hours, for breaks and eating their lunch. It is expected that students will maintain this area, not destroying the furniture, and cleaning up after themselves. Inappropriate behavior will cause the offender's privileged use of the lounge to be revoked.

Day Care Services: Weyburn has an on-site Day Care Service that is available to students in a full-time program. For further information on application and qualification, please contact Sunrise Infant Toddler Care Center, 617 King St., Weyburn, SK, S4H 2S5, 306-848-4708 (phone) or 306-848-4709 (fax).

Student Parking: Student parking is designated and posted at each campus. Please ensure that you are parked in the correct location. Do not park in staff parking areas or block access of other vehicles. Vehicles in violations of posted parking areas could be towed away at the owner's expense.

Student Services Counselors: Student Services Counselors are a resource and support for students, instructors, SRC staff, and the general public. Student Service Counselors help individuals with career and educational goal setting, which involves helping them in the decision making process of identifying career interests and evaluating appropriate next steps including educational programs and employment opportunities. Student Service Counselors also provide interventions for student success, which includes information on funding options, academic success (supports for disabilities, study skills and essay writing workshops, etc.), and job development skills (resume writing, job search skills, interview skills, etc.).

Local Newspapers: Southeast Regional College does not provide housing for its students, but students may be able to find housing through the local newspapers:

Weyburn Review: production@weyburnreview.com

Estevan Mercury: adsales@estevanmercury.ca

Moosomin World-Spectator: world_spectator@sasktel.net

Indian Head-Wolseley News: iwhnews@sasktel.net

Assiniboia Times: assiniboia@times.sasktelmail.com

Whitewood Herald: herald@whitewoodherald.sk.ca

A list of potential Housing & Accommodations is also available at www.southeastcollege.org/services.htm

Attendance Expectations

It is very important for students to be in school, on time, every day.

While faithful attendance is expected from the learner, each program's requirements for attendance may vary. It is important that you know your program's attendance requirements and how student loans and PTA funding are affected by poor attendance. Ask your instructor, the Student Services Counselor, or the Registrar about the attendance policies in place for your program.

Program *Start* Dates

Adult Basic Education

Weyburn: Sep 12, 2011 – May 25, 2012

Estevan: Sep 12, 2011 – May 25, 2012

Indian Head: Sep 12, 2011 – May 11, 2012

Moosomin: Sep 12, 2011 – May 11, 2012

Kahkewistahaw: Sep 12, 2011 – May 25, 2012

Ochapowace: Sep 13, 2011 – May 12, 2012

Pheasant Rump: Sep 12, 2011 – May 25, 2012

Piapot Urban: Sep 12, 2011 – May 11, 2012

Piapot Rural: Sep 12, 2011 – May 25, 2012

Ocean Man: Sep 12, 2011 – May 25, 2012

Carry the Kettle: Sep 26, 2011 – Jun 15, 2012

Trades and Career Training at Southeast Regional College Campus

Hairstylist – Weyburn: Oct 24/11 – Sep 28/12, Instructor: TBA

Welding – Weyburn: Oct 3/11 – Mar 1/12, Instructor Chris Sheldon

Electrical – Weyburn: Oct 3/11 – Mar 1/12, Instructor Scott Stronge

Nail Technician – Weyburn: Oct 4/11 – Dec 17/11, Instructor Chantal Temple

Electrical – Moosomin: Oct 17/11 – Mar 15/12, Instructor Alvin Nixon

CCA – Whitewood: Oct 11/11 – May 18/12, Instructor Ivy Goodbrand

Power Engineering – Estevan: Aug 29/11 – May 18/12, Instructor Don Vatamaniuck

Office Education: Oil & Gas Related – Estevan: Sep 6/11 – May 4/12, Instructor: TBA

Oil & Gas Specialization for Office Professionals – Estevan: May 7/12 – May 25/12,
Instructor: TBA

Oil & Gas Rig Worker – Estevan: Oct 2011, Instructor: TBA

Oil & Gas Production Accounting – Estevan: Oct 2011, Instructor: TBA

Electrician – Estevan: Mar 12/12 – Jul 26/12, Instructor Scott Stronge

Oil & Gas Field Operations – Estevan: Spring 2012, Instructor: TBA

Office Education – Assiniboia: Oct 31/11 – Jun 29/12, Instructor: TBA

English as Another Language

Weyburn – Sep 6/11

Estevan – Sep 6/11

Moosomin & Rocanville – Oct 3/11

2011 - 2012 Stat Holidays

September 5, 2011 – Labor Day (Monday)
 October 10, 2011 – Thanksgiving (Monday)
 November 11, 2011 – Remembrance Day (Friday)
 December 25, 2011 – Christmas Day (Sunday) (Tuesday, December 27 observed)
 December 26, 2010 – Boxing Day (Monday)
 December 28, 29, & 30, 2010 – College Closed
 January 1, 2012 – New Year's Day (Sunday) (Monday, January 2 observed)
 February 20, 2012 – Family Day (Monday)
 March – none
 April 6, 2012 – Good Friday (Friday)
 April 9, 2012 – Easter Monday (Monday)
 May 21, 2012 – Victoria Day (Monday)
 June – none
 July 1, 2012 – Canada Day (Sunday)
 August 2, 2012 – Saskatchewan Day (Monday)
 September 3, 2012 – Labor Day (Monday)
 October 8, 2012 – Thanksgiving (Monday)
 November 11, 2012 – Remembrance Day (Sunday) (Monday observed)
 December 25, 2012 – Christmas Day (Tuesday)
 December 26, 2012 – Boxing Day (Wednesday)
 December 27, 28 & 31 – College Closed
 January 1, 2013 – New Year's Day (Tuesday)

BE students will be out for:

Christmas Holidays from: December 16, 2011 – January 3, 2012
 February Break from: February 20 – 24, 2012
 Easter Holidays from: April 6 – 13, 2012

EAL Students will be out for:

Christmas Holidays from: December 15, 2011 – January 3, 2012
 February Break from: February 13 – 17, 2012
 Easter Holidays from: April 6 – 18, 2012
 Last Day of school year: June 21, 2012

Voc-Tech Students will be out for:

Christmas Holidays from: December 19, 2011 – Jan 3, 2012
 Easter Holidays: April 6 & 9, 2012

Campus Locations

Assiniboia Campus

Prince of Wales Building
201 Third Avenue West
Box 1059, Assiniboia, SK S0H 0B0
Telephone: 642-4287 Fax: 642-3397

Estevan Campus

255 Spruce Drive
Box 5000-130, Estevan, SK S4A 2V6
Telephone: 634-4795 Fax: 634-8060

Indian Head Basic Education Centre

708 Otterloo Street
Box 248, Indian Head, SK S0G 2K0
Telephone: 695-2228 Fax: 695-2226

Moosomin Campus

610 Park Avenue
Box 1457, Moosomin, SK S0G 3N0
Telephone: 435-4631 Fax: 435-4639

Weyburn Campus

629 King Street
Box 2003, Weyburn, SK S4H 2Z9
Telephone: 848-2500 Fax: 848-2517

Whitewood Learning Centre

708 5th Avenue
Box 250, Whitewood, SK S0G 5C0
Telephone: 435-4631 Fax: 735-2999

President's Office & Administration

#8 – 4th Street
Box 2003, Weyburn, SK S4H 2Z9
Norma Bloor, Executive Assistant
Telephone: 848-2370 Fax: 848-2524

“The Final Exam”

It was the end of the semester and time for the final exam of the year. The professor made an interesting proposition to his students. “I know that many of you dread taking this exam. If you are satisfied with your grade in this class up until now, and are willing to have that as your final grade, you are free to skip the exam.”

Half of the class collected their belongings and promptly left the room. “I am completely serious,” the professor reassured. “You do not have to stay for the final if you feel confident about your standing in this class.”

Several more students walked out of the room, yet three students remained in their seats. “What is keeping you here?” the professor asked a young man seated in the back of the room.

“I was hoping to use the final to bring my grade up,” was the reply.

“I can understand that,” the professor replied. “What about you?” he asked of a young woman seated in the front row.

“I spent a great deal of time preparing for this final,” she said. “The test is the only tool I have to measure my comprehension of the course.”

“I agree with you,” said the professor. “And you?” he asked of another young man seated in a far corner of the room.

“Good enough just isn’t good enough for me,” the student responded.

“Well,” said the professor, “I have to say that you three have just passed one of life’s biggest tests. Never settle for what is good enough when you want more. You are now excused. Each of you will receive an A.”

Don't you just wish
it was that easy!!

Nearly \$50,000 in scholarships
and bursaries are available to
Southeast Regional College students



Application forms are available at your campus or at
www.southeastcollege.org/services/scholarships

Southeast Regional College
students receive 10% off
any College merchandise
or **select College*
*Programs**

*Please check with Campus Manager as to
which College programs apply.



Student Handbook



Where minds and possibilities meet.