



**Southeast**  
College

**2021/2022**  
STUDENT HANDBOOK



**Toll Free Registration - 1-866-999-7372**

 @SCSaskatchewan

 Southeast College Saskatchewan

 Southeast College Saskatchewan

**Assiniboia Campus**

201-3rd Ave  
Assiniboia, SK  
306-642-4287

**Estevan Campus**

532 Bourquin Road  
Estevan, SK  
306-634-4795

**Indian Head Basic Education**

708 Otterloo Street  
Indian Head, SK  
306-695-2245

**Moosomin Campus**

610 Park Street  
Moosomin, SK  
306-435-4631

**Whitewood Campus**

708 5th Avenue  
Whitewood, SK  
306-735-5263

**Weyburn Campus**

633 King Street  
Weyburn, SK  
306-848-2500

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# WELCOME NOTE

Congratulations on your admission and welcome to Southeast College.

On behalf of our Board of Governors, staff and instructors, we would like to thank you for choosing Southeast College. We value your decision in making Southeast College an investment in your future. As such, all our faculty and staff are here to support and help you through your program.

Building on the successes that were achieved the previous year, Southeast College plans to continue to offer a complimentary combination of online/virtual and classroom instruction for its programs. This enables both the College and the student to remain flexible, adaptive and responsive to the ever-changing needs of today's environment.

Southeast College provides a wide range of student services, academic supports and career services information. We encourage you to take advantage of the various student services that we offer as they exist to help you get the most out of your learning experience.

Once again welcome to Southeast College, we look forward to celebrating your academic success with each of you!

**Patrick Stoddart**

President and CEO, Southeast College

# 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 cooperative approach.

It was in this spirit of cooperation and community development that the College was built. Decisions about the programs/courses to run were made by people in the community, using existing facilities. The College became the community; cooperating 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 to establish 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 the initial startup was slow, a firm foundation was laid through the cooperative 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 40 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 center, the electronic worldwide classroom, rural reorganization, 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 College community. In true pioneer spirit, the founders created the South East Community College from a vision based one 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.

# \\ STRATEGIC DIRECTION

## VISION

Fueling the future by changing lives, building careers and growing communities

## OUR ASPIRATION

We envision ... a learner that has a successful pathway of ongoing education and development with the College throughout their career and lifetime. The pathway is fueled by innovation from when the student enters the learning experience to a successful transition to their career or next learning opportunity.

... innovation is integrated into everything we do from recruiting students, developing cutting edge programs, finding creative solution for career advancement, to engaging in genuine community partnerships. Innovation means being responsive to student and industry needs by being creative, bold and courageous - designing the best learning opportunities for our students, community partnerships and stakeholders.

... an experience for all learners to create community in a learning culture which fosters a sense of belonging, builds student comradery and develops lifelong connections with lasting memories.

... a work culture where we all show a passion for creating positive learning experiences, where we all know and feel that we have made a positive impact in lives of those we have encountered. We work with great teams creating a common goal and having the freedom to take challenges and create opportunities - a work culture that is life changing.

## Mission

Inspire and enable success by providing opportunity, accessible education and innovation through community involvement

## VALUES

We at Southeast College, practice professional ethical conduct in everything we do.

We are guided by our three core values - being...

*Innovative* - our proactive approach to changing needs by being responsive, having the courage to try new things and growing from our experiences.

*Authentic* - meaningful interactions that are genuine, respectful, empathetic and that embrace diversity.

*Responsible* - accountable for all our actions and those things entrusted to us in a way that is open and honest.

# COLLEGE DIRECTORY

## Assiniboia

Main Phone Number Contact	306-642-4287
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## Estevan

Campus Manager	306-637-4931
Administrative Support	306-634-4795
Student Services Advisor	306-637-3852
EAL/Literacy Coordinator	306-637-4928
Adult Basic Education Instructor	306-637-6251
Adult Basic Education Instructor	306-637-6252
Electrician Instructor	306-634-4795
Welding/Industrial Mechanic Instructor	306-634-4795
Heavy Equipment Instructor	306-637-6108
Program Coordinator	306-848-2510

## Indian Head

One Stop Student Services	1-866-999-7372
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## Moosomin

Campus Manager	306-435-4516
Administrative Support	306-435-4631
Student Services Advisor	306-853-7205
Adult Basic Education Instructor	306-435-4530
Electrician Applied Certificate Instructor	306-435-4585
Program Coordinator	306-735-5263

## Weyburn

Campus Manager	306-848-2501
Administrative Support	306-848-2500
Student Services Advisor	306-848-2302
Adult Basic Education Instructor	306-848-2522
Adult Basic Education Instructor	306-848-2529
Hairstylist Instructor/Teach and Trim	306-848-2509
Practical Nursing Instructor	306-848-2538
Registrar	306-848-2505
Continuing Care Assistant Instructor	306-848-2963
Program Coordinator	306-848-2510
Education Coordinator	306-848-2503

## Whitewood

Campus Manager	306-435-4516
Program Coordinator	306-735-5263
Continuing Care Assistant Instructor	306-735-5262
Student Services Advisor	306-735-5265

# // STUDENTS OF SOUTHEAST COLLEGE

## **Who is a student of Southeast College?**

A student of Southeast College is any person who has formally applied and been accepted into Southeast College, or who is currently enrolled in a Southeast College program.

## **Scholarship and Bursary Applications**

Each year the students of Southeast College have the opportunity to apply for various scholarships and bursaries. Information is presented yearly in mid to late fall with scholarships awarded in early spring. Please contact your local Student Services Advisor for more detailed information.

## **College Hours**

Class hours are determined by individual instructors. College campus hours are generally 8:00 a.m. to 5:00 p.m.

## **STUDENT SUPPORTS**

### **Student Services Advisors**

Southeast College is dedicated to supporting individuals in their efforts to be successful learners. The Student Services Advisors, along with a team of dedicated instructors and staff work with students to determine and achieve their academic career goals.

### **Academic Planning Services**

- Assist students with their academic career and educational decisions
- Provide students with information about educational options – college, university, vocational-technical, apprenticeship, etc
- Facilitate application procedures including advising on foreign credentials and English Language proficiency requirements
- Administer and interpret vocational and aptitude tests

### **Academic Support Services**

- Workshops and one on one support in: learning strategies and styles, note taking, study skills, exam writing, essay writing, time management and budgeting
- Student advocacy support
- Student discipline, appeals – procedure and support



# STUDENTS OF SOUTHEAST COLLEGE

## **Financial Services**

- Provide information and facilitate the application process for different academic funding options – student loans, provincial training allowance, scholarships, etc
- Budget planning and support services

## **Disability Support Services**

- Facilitate disability grant applications
- Assist with program accommodations and supports

## **Career Planning Services**

- Job search techniques
- Resume and cover letter workshops and writing assistance
- Interview skills and mock interviews
- Employability skills
- Self-assessments and goal setting
- Workplace culture and diversity workshops

## **Labour Market Services**

- Identification of current labour market opportunities
- Provide current and relevant job search information through workshops, one on one sessions, job boards and resource centers
- Respond to labour market needs by preparing students beyond technical training

# POLICIES AND PROCEDURES

This handbook contains a selection of policies and procedures that learners of Southeast College may find beneficial. To view the complete listing, please ask your instructor for more information.

## COVID Guidelines

1. For your continued safety, hand sanitization stations are located at the front door of each facility as well as strategic locations throughout the campus. Students are expected to follow the sanitation guidelines as provided by Saskatchewan Health Authority and the Government of Saskatchewan. Posters outlining this information can be found in all campus locations.
2. Southeast College is a mask friendly environment. Students, staff and visitors are encouraged to wear a mask if they choose.
3. Student Lounge areas including refreshment, snack, water fountains and bottle fill stations will be open and available for students to utilize. Please follow all Saskatchewan Health Authority and Government of Saskatchewan sanitization guidelines if you choose to use these amenities.
4. All washrooms and touchable surfaces will be cleaned and sanitized at least twice daily.
5. All classrooms and labs will be sanitized daily. Each room will be equipped with sanitizing stations that will include sanitizing spray and clean wipe down cloths. Students are encouraged to wipe down their personal items, equipment, desks, etc. at the start and end of each day.
6. Southeast College continues to encourage physical distancing when and wherever possible. Mask usage (at the student's discretion) is encouraged when physical distancing measures cannot be met.
7. Southeast College continues to follow the guidelines and recommendations as set forth by the Government of Saskatchewan and the Saskatchewan Health Authority. If at any time any of the above items change or additional information is added, Southeast College will communicate to its students, staff and the public in a timely manner. If you have any COVID related questions while you are on campus, please contact your local Campus Manager.

If you have any COVID related questions while you are on campus, please contact your local Campus Manager.

## Academic Accommodation for Students with Disabilities

Southeast College recognizes its duty to provide learning accommodations 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.

## Smoking Policy

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

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

## Cellular Use Policy

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. While writing exams, cell phones are banned from the classroom. Consequences of using cell phones during classroom time could include the removal of the student from the classroom, or confiscation of cell phone until class is completed. Repeated abuse may result in the student being removed from the program. All cell phones are to be turned off (including text messages) during class.

## Social Media Guidelines

Social media has become a mainstream form of online communication and College employees and students will use these online tools for personal and professional communications. Social Media Guidelines help set employer and instructor expectations, educate staff and students, and empower

employees to tweet, post or blog. Employees and students must be aware that when representing the College online, there are guidelines that must be followed.

The complete guidelines for Southeast College employees and students can be found at either [Southeastcollege.org](http://Southeastcollege.org) or [MyClass.Southeastcollege.org](http://MyClass.Southeastcollege.org)

## Respect Policy

We believe that people thrive when they feel safe and valued and we all have a part in creating a respectful community. You can:

- Help one another to be respectful and supportive of each other
- Work with staff to help you deal with social, personal or health issues that affect your academic performance or on campus behavior
- Avoid the plagiarism trap by proper referencing and using your own ideas and words when you write
- Know that there is zero tolerance on campus for alcohol, drug and tobacco use as well as inappropriate comments, actions, or behaviors.
- Understand that respectful adult behavior includes “not subjecting any student or staff member to physical or mental harassment, indignity, injury or violence on or off campus”

## Harassment Prevention

The Southeast College is committed to providing a safe, positive learning environment where all are treated with respect and dignity. Harassment is any objectionable conduct, comment, or display by a person that:

- Is directed to another person
- Is made on the basis of race, creed, religion, color, sex, sexual orientation, marital status, family status, disability, physical size or weight, age nationality, ancestry, or place of origin
- Constitutes a threat to the health and safety of another person

Normal social contact between people based on equality and/or mutual consent does not constitute harassment. Harassment is discrimination and it is against the law. Failure to adhere to this regulation may result in a student being disciplined and/or removed from Southeast College.

## Non Academic Misconduct Policy

Disrespectful behavior, dress or conduct will be addressed on an individual basis using the steps outlined in the full policy. This is not limited to but includes harassment (verbal/physical), attendance, punctuality, substance abuse, inappropriate clothing, etc. Extreme consequences can result in dismissal from the program.

Southeast College has ZERO TOLERANCE ON VIOLENCE AND HARASSMENT. These offences may result in immediate discontinuation from the program.

## Academic Misconduct

It is recognized that attending a program at Southeast 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, an issue those learners must be aware of, practice and adhere to is that of Academic Misconduct.

The Academic Misconduct 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 expectation associated with Academic Misconduct 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 Misconduct violation. To assist in this understanding, there are few examples of activities that would constitute a violation of Academic Misconduct listed below. Learners should always check with their instructor if in doubt.

- Cheating – this can take the form of using material not authorized for writing an exam (cheat notes), pretending to be someone else to write an exam, gaining access to information about an exam or assignment without approval.
- 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.

## Academic Progress Policy

Southeast College promotes the principles of teaching and learning within a supportive environment for all students. Students are given sufficient instruction and opportunity to learn and take responsibility for their individual learning and performance. Students who do not meet the expected performance standards may be:

- Required to have a meeting with the Student Services Advisor
- Required to perform specific remedial work
- Placed on academic probation
- Required to discontinue from the program

Specific conditions will be identified that must be met by the student. If these conditions are not met the student may be required to discontinue from the program and/or the College.

## Students Rights

1. Students have the right to know that in the event Southeast College decides to discontinue a program in progress, the College will make every effort to assist the students presently in the program the opportunity to complete that program year
2. Students have the right to access academic advising and other College services available to them
3. Students have the right to receive a course outline that details timelines, course outcomes, assignments, evaluation systems, due dates, classroom procedures, and attendance expectations
4. 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
5. Students have the right to expect faculty members to be available for assistance outside of regularly scheduled class times that is mutually acceptable to all parties
6. 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
7. Students have a 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
  8. Students have the right to learn in an environment that is safe, healthy, supportive and respectful of their needs as an adult learner
  9. A student has the right to add documents to any file specific to their academic progress or behavior, 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 must be sent to that individual
  10. 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 centered environment, students will conduct themselves in a mature and responsible manner. Therefore, students must be aware that the following improper student behavior or conduct may result in disciplinary action by Southeast College. ***The disciplinary action could lead to reprimand, suspension or dismissal from the student's program.***

1. Knowingly or unknowingly engaging in cheating, plagiarism, fraud, deceit or other forms of academic dishonesty
2. Disturbing, disrupting or otherwise interfering with students or staff while pursuing their learning or working activities
3. The intentional damaging of property, buildings or equipment, of any employee or student of the Southeast College
4. The unauthorized use of or unauthorized entry to Southeast College property
5. Threatening to subject or subjecting any person or persons to physical, racial, sexual or mental harassment, indignity, injury or violence

6. Making frivolous, vexatious or unfounded accusations about students or staff of Southeast College
7. Punctual and regular attendance is expected in all Southeast College courses

### Students have a responsibility:

1. To be familiar with College policies and program practice as they pertain to assignments, attendance and course expectations
2. To arrive on time for classes and to be full engaged in the learning process
3. To be familiar with the material and contents contained within the course outline
4. To respect the faculty members right to determine course content, evaluation and instructional methodology
5. To be aware of registration or withdrawal deadlines and the procedures that must be followed
6. To respect the instructors rights to set deadlines for assigned work and to establish penalties for failure to comply with deadlines
7. To write tests and final examinations at the times scheduled except in cases of illness or other circumstances approved by the instructor
8. Refrain from unauthorized or improper use of life safety equipment, including, but not limited to, fire extinguishers, alarms and emergency exits.

### Freedom of Information and Protection of Privacy Act

Southeast College is a publicly funded institution and as such appreciates and values the needs for accessibility to information as well as 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 are students at the Southeast College; therefor the College as a collective whole will collect information and store or save information and provide access to information in a away deemed appropriate by the Acts contained within the Freedom of Information and Protection of Privacy Act.

### **Graduation 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 as identified by the institution offering the credentials in the calendar of the last academic year of admission to the program.

### **College “Green” Initiative**

In an effort to reduce their carbon footprint, Southeast College will be accountable to their staff and learners by: recycling, reusing and reducing, and by maintaining health and wellness.

#### *Disposal of Refuse*

The College encourages the disposal of refuse by: recycling where possible, but most refuse goes into the garbage which is disposed of by the building services workers.

#### *Recycling*

- Printed Materials: Check with your campus to see if there are marked boxes or bags for shredding
- Bottles: There are boxes in each room for bottle disposal (plastic and glass). Monies collected are used to support student scholarships.
- Cardboard and Paper: Check with your campus to see if there are marked boxes or bags for the recycling of cardboard and paper.

#### *Vehicle Sharing*

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

#### *Energy*

- Water: Please make sure taps are turned off completely and if you are aware of a tap or toilet that is running 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, please report it to the front office staff.
- Computers: When you are finished with a computer, please shut it down.
- Office Equipment: Please turn off photocopiers, laminators, projectors, etc when you are finished using them or at the end of the day.

### **Community Programs**

The College encourages all staff and students to become not only aware of, but active in community services such as: Share the Warmth, Adopt a highway, Sarcan recycling, Food Bank, etc.

# COMMUNITY SERVICES

## Assiniboia

Mental Health/Addiction Services	306-691-6464
Public Health	306-642-2200
RCMP	306-642-7110
Fire/Ambulance	911
Hospital/Ambulance	306-642-9400
Town of Assiniboia	306-642-3382
Assiniboia Childcare Services	306-642-3337
Ministry of Economy	306-694-3463
Assiniboia Public Library	306-642-3631
Shurniak Art Gallery	306-642-5292
Assiniboia and District Historical Museum	306-642-5353
Safe Communities	306-642-3374
Xtreme Fitness	306-640-8170

## Coronach

Coronach Health Centre	306-267-2022
RCMP	306-267-1830
Fire/Ambulance	911
Public Health	306-267-5705
Coronach Library	306-267-3260
Coronach Early Learning Literacy Centre(daycare)	306-267-2099
Town of Coronach	306-267-2150

## Estevan

Mental Health	306-637-3610
Addiction Services	306-637-2422
Police	306-634-4767
Fire	911
Hospital	306-637-2400
Social Services	306-637-4550
City of Estevan	306-634-1800
Hillcrest Early Learning Centre	306-634-5046
Weldon Childcare	306-388-2644
Estevan Daycare Cooperative	306-634-5868
4-Way Taxi Inc	306-421-4881
Estevan Taxi Cabs Ltd.	306-421-5288
M&H Taxi	306-634-5075
Beeline Taxi	306-461-9796
Southeast Newcomer Service	306-637-4920
Ministry of Economy	306-637-4541
Legal Aid	306-637-4620
Envision Counselling and Support Center	306-637-4004
Estevan Leisure Service	306-634-1888
Estevan Public Library	306-636-1620
Estevan Housing Authority	306-634-6700
SGI	306-637-4100
Food Bank – Salvation Army	306-634-2074
Orpheum Theatre	306-634-2321
Art Gallery and Museum	306-634-7644
Souris Valley Museum	306-634-5543
Estevan Bowling Alley	306-634-2356
Estevan Motor Speedway	306-636-7500
Tourism Estevan	306-634-6044

## // COMMUNITY SERVICES

### Indian Head

Mental Health	306-695-2272
Addiction Services	306-695-2251
RCMP	306-695-5200
Fire/Ambulance	911
Hospital	306-695-2272
Town of Indian Head	306-695-3344

### Moosomin

Mental Health	306-435-4610
Addiction Services	306-435-4055
Police/Fire	911
Ambulance	306-435-2962
Playfair Daycare	306-435-2048
RCMP	306-435-3361
Town of Moosomin	306-435-2988
Hospital	306-435-3303

### Weyburn

Mental Health	306-842-8665
Addiction Services	306-842-8693
Social Services	306-848-2404
Police	306-848-3250
Fire	911
Hospital/Ambulance	306-842-8400
City of Weyburn	306-848-3200
Color My World Child Care	306-842-5437
Soo Line Child Care Centre	306-842-1533
Sun Country Kids Club	306-842-3215
Tatagwa Kidz Kare	306-842-5439
AMIR Taxi and Delivery	306-842-6014
Canadian Taxi Service	306-897-8606
Country Cab	306-842-8885
Weyburn Taxi and Delivery Service	306-842-1026
Weyburn Leisure Centre	306-848-3280
Weyburn Public Library	306-842-4352
Futures:Youth Employment Services Inc	306-842-2430

### Whitewood

Police/Fire	911
Ambulance	911
RCMP - Broadview	306-696-5200
Town of Whitewood	306-735-2210
Whitewood Community Health Centre	306-735-2688
Whitewood Medical Clinic	306-735-2515
Public Health Nurse	306-735-2929