



CONESTOGA
Connect Life and Learning

Conestoga College Student Guide

2016/17

Conestoga College Institute of Technology and Advanced Learning

This is a companion document to your Program Handbook

President's Message



Welcome to the 2016-17 academic year. Whether you're returning to Conestoga to resume your studies, or joining us for the first time, I hope that you will find your experience here to be positive and rewarding.

The year ahead promises to be one of the most exciting in the history of the college as we prepare to celebrate the 50th anniversary of Conestoga's founding in 1967. We have grown from a small community college to one of Canada's leading institutes for polytechnic education, delivering a full range of career-focused education and training programs to prepare graduates for career and life success.

Growth and change are important for institutions: they're important for individuals as well, as you strive to be the best that you can be and prepare for an exciting future.

This guide provides important information regarding Conestoga policies and practices as well the services available to you as a student. If you have additional questions, please ask. College faculty, staff and administration are deeply interested in your success and happy to provide advice and assistance when you need it.

Your time at Conestoga is an important beginning, the first step in a lifelong journey that includes commitment to your chosen field, your community and your ongoing education.

Thank you for choosing Conestoga: I hope you have an outstanding year.

A handwritten signature in black ink, appearing to read 'John Tibbits', written in a cursive style.

John Tibbits, President

Student Life

Shape your experience with the Student Life Department!

shape what you do!

Seek out and participate in on-campus experiences.

- Connect to your program, faculty and classmates by attending your Orientation.
- Find out what's happening via the Student Life Centre Information Desk, Student Life website and LCD screens.

shape who you are!

- Develop your personal and professional leadership skills by participating in the Connect Leadership Workshop Series.
- Apply your learning with student committees, campus service learning and paid leadership opportunities.

shape your community!

- Discover how you can "Be the Difference" with the Respect Campaign.
- Share your experiences and impact others in your community by participating in the English Conversation Partners program.
- Impact your campus, local, and global communities by volunteering on and off campus.

Student Life also coordinates Conestoga's Co-Curricular Record (CCR) which enhances student growth and development outside of the classroom. The CCR is an official document that compliments your academic transcript and records learning that you have achieved through approved co-curricular experiences at Conestoga. Follow this [link \(http://www.conestogac.on.ca/ccr/\)](http://www.conestogac.on.ca/ccr/) to find out more.

Shape your future with the Student Life Department!

Visit us:

Cambridge (Fountain Street) Campus - Student Services Office, Room A1103

Doon (Kitchener) Campus - Student Life Department, Room 2A101-2

Guelph Campus - Welcome Centre

Waterloo Campus - Campus Administration Office

Phone: 519 748-5220, ext. 3239

Click here for the [Conestoga Student Life website \(http://www.conestogac.on.ca/studentLife\)](http://www.conestogac.on.ca/studentLife)

ONE Card (Student ID)

The Conestoga ONE Card is the required official identification card for all daytime students and employees. The card is designed to keep campus life simple by offering an all-in-one solution to access eligible on-campus services and purchase products easily. Your ONE Card will be required for such things as purchasing a bus pass, writing exams and gaining entry to the Student Recreation Centre.

For more information on uploading your photo and loading Condor Cash, please visit

[www.conestogac.on.ca/onecard \(http://www.conestogac.on.ca/onecard\)](http://www.conestogac.on.ca/onecard). For detailed information on terms and conditions on card use please visit [www.conestogac.on.ca/onecard/services/terms.jsp \(http://www.conestogac.on.ca/onecard/services/terms.jsp\)](http://www.conestogac.on.ca/onecard/services/terms.jsp).

Follow us on [Facebook \(ConestogaOneCard\) \(https://www.facebook.com/ConestogaOneCard/\)](https://www.facebook.com/ConestogaOneCard/), [Twitter \(@CC_ONECard\) \(https://twitter.com/CC_ONECard\)](https://twitter.com/CC_ONECard), and [Instagram \(ConestogaOneCard\) \(https://www.instagram.com/conestogaonecard/?hl=en\)](https://www.instagram.com/conestogaonecard/?hl=en) to stay up-to-date on contests, events, news, promotions, and more.

Important Dates

Business & Hospitality, Liberal Studies, Media + Design Programs

Fall 2016

Fall Orientation Week	August 29-September 2
Labour Day (no classes)	September 5
Fall Semester Classes Start	September 6
Program Withdrawal with Refund Deadline	September 19****
Thanksgiving Day (no classes)	October 10
Student Success Week	October 24-28
Convocation	October 29
Last Week of Semester	December 12-16*
Intersession (no classes)	December 19-January 6/17**

Winter 2017

Winter Orientation	January 5
Winter Semester Classes Start	January 9***
Program Withdrawal with Refund Deadline	January 20****
Family Day (no classes)	February 20

Student Success Week	February 27-March 3**
Good Friday (no classes)	April 14
Last Week of Semester	April 17-21*
Intersession (no classes)	April 24-May 5**

Spring/Summer 2017

Spring/Summer Semester Classes Start	May 8
Program Withdrawal with Refund Deadline	May 19****
Victoria Day (no classes)	May 22
Convocation	June 5, 6, 7, 8
Student Success Week	June 26-30
Canada Day (no classes)	June 30
Civic Holiday (no classes)	August 7
Last week of semester	August 14-18*
Intersession (no classes)	August 21-September 1**

*Programs with exams outside this time frame will be notified.

** Some Apprenticeship and Corporate Training courses and programs, as well as programs with irregular start dates, may have classes during the intersession periods.

*** Apprenticeship Programs will resume classes on January 2, 2017.

**** Refund deadline for most programs. Questions should be directed to the Student Records Officer.

BScN and Diploma Registered Practical Nurse to BScN Programs:

See [McMaster calendar \(http://academiccalendars.romcmaster.ca/index.php?catoid=13\)](http://academiccalendars.romcmaster.ca/index.php?catoid=13) for relevant dates or the McMaster website at [McMaster Academic Dates \(http://registrar.mcmaster.ca/dates/sessional/2015-16fw/\)](http://registrar.mcmaster.ca/dates/sessional/2015-16fw/)

Non-Semestered Programs (includes Academic Upgrading, continuous intake):

See the Program Co-ordinator for relevant dates.

Career & Academic Access, Engineering & Information Technology, Health Sciences and Community Services, Language & Communications Studies

Fall 2016

Fall Orientation Week	August 29-September 2
Labour Day (no classes)	September 5
Fall Semester Classes Start	September 6
Program Withdrawal with Refund Deadline	September 19****
Thanksgiving Day (no classes)	October 10
Convocation	October 29
Last Week of Semester	December 12-16*
Intersession (no classes)	December 19-January 6/17**

Winter 2017

Winter Orientation	January 5
Winter Semester Classes Start	January 9***
Program Withdrawal with Refund Deadline	January 20****
Family Day (no classes)	February 20
Student Success Week	February 27-March 3**
Good Friday (no classes)	April 14
Last Week of Semester	April 24-28*
Intersession (no classes)	May 1-May 5**
 Spring/Summer 2017	
Spring/Summer Semester Classes Start	May 8
Program Withdrawal with Refund Deadline	May 19****
Victoria Day (no classes)	May 22
Convocation	June 5, 6, 7, 8
Canada Day (no classes)	June 30
Civic Holiday (no classes)	August 7
Last week of semester	August 14-18*
Intersession (no classes)	August 21-September 1**

*Programs with exams outside this time frame will be notified by the academic area.

** Some Apprenticeship and Corporate Training courses and programs, as well as programs with irregular start dates, may have classes during the intersession periods.

*** Apprenticeship Programs will resume classes on January 2, 2017.

**** Refund deadline most programs. Questions should be directed to the Student Records Officer.

Non-Semestered Programs (includes Academic Upgrading, continuous intake):

See the Program Co-ordinator for relevant dates.

Food Service Worker Fall 2016, Level One

Start Date: Sept. 6

End Date: Nov. 11

One-semester course **add deadline**: Sept. 14

Refund deadline (program withdrawal): Sept. 19

Hospitality Programs:

Hospitality - Hotel and Restaurant Program, Culinary Management Program, and Hospitality and Tourism Management Program

Year 1 (2016/2017)	Fall	Winter	Spring
Start Date	Sept. 6	Jan. 9	Apr. 24
End Date	Dec. 16	Apr. 21	July 14
Course add deadline	Sept. 14	Jan. 17	N/A
Refund deadline (program withdrawal)	Sept. 19	Jan. 20	N/A
Year 2 (2016/2017)	Fall	Winter	Spring
Start Date	Oct. 11	Jan. 9	
End Date	Dec. 16	Apr. 21	

Course add deadline	Oct. 14	Jan. 17
Refund deadline (program withdrawal)	Oct. 25	Jan. 20

Culinary Skills – Chef Training

September 2016 Intake	Fall	Winter	Spring
Start Date	Sept. 6	Jan. 9	May 9
End Date	Dec. 16	Apr. 21	Aug. 18
Course add deadline	Sept. 14	Jan. 17	N/A
Refund deadline (program withdrawal)	Sept. 19	Jan. 20	N/A
January 2017 Intake	Winter	Spring	
Start Date	Jan. 9	May 8	
End Date	Apr. 21	Aug. 18	
Course add deadline	Jan. 17	May 19	
Refund deadline (program withdrawal)	Jan. 20	May 19	

Deadline dates are not applicable to work terms.

Note:

The Program Withdrawal Without Academic Penalty deadline and Course Drop deadline are 67% of program/course duration. Grade assigned will be W(ithdrawal) if dropped before deadline or F(ailure) if dropped after deadline.

College/Campus Practices

For additional information on college policies, procedures and practices please refer to the college website at [Conestoga Policies and Procedures \(http://www.conestogac.on.ca/\)](http://www.conestogac.on.ca/).

Registrar's Office (Welcome Centre)

Information Centre/Admissions/Student Records/Fees/Registration 519-748-5220, ext. 3656 OSAP,
Student Financial Services 519-748-5220, ext. 3378

Hours of Operation: Monday to Friday, 8:30 a.m. to 4:30 p.m.

College Hours of Operation

The regular hours of operation at all college campuses are from 7:00 a.m. - 11:00 p.m., Monday - Sunday. To verify hours of operation for Doon (Kitchener), please check with Facilities Management. For Cambridge (Fountain Street), Guelph, and Waterloo, please check with Campus Administration. Conestoga hours of operation are subject to change without notice.

For information regarding access outside hours of operation, please refer to After Hours Access.

After-Hours Access

Conestoga recognizes that in some programs of study students may require after-hours access to classrooms, shops, labs, and studios. The college maintains this after-hours access in accordance with the academic needs of individual programs. This privilege requires that students follow established guidelines, rules and regulations to ensure safety and security of person and property. The regular hours of operation at all college campuses are from 7:00 a.m. - 11:00 p.m., Monday - Sunday.

This applies to all full-time and part-time students of Conestoga and is valid for all days/evenings except for those on which the college buildings are closed (e.g. statutory holidays, closures for repair, etc.) and is applicable to all college campuses.

It is recognized that students may need access to their study and learning areas beyond their scheduled hours. This is considered a privilege with associated responsibilities resting with students. The safety and security of students, college employees, and college property are prime considerations in the

granting of after-hours access. Furthermore, the college requires access to the facility for scheduled and non-scheduled maintenance and other events. This may limit and control the times/locations of access. Please see your Program Handbook for program-related access.

Research Policies:

Applied Research Policy (https://myconestoga.ca/c/document_library/get_file?uuid=4c4ad4ba-f44d-403f-a77e-4526e669f6bc&groupId=380413)

The objective of this policy is to ensure that research undertaken at the college and presented in the college's name is of sufficient quality to enhance the college's reputation. It is also intended to maximize the contribution of research to the academic programs, minimize the college's exposure to risk and ensure the appropriate use of the college's resources and to support business stakeholders in solving problems and seizing opportunities.

This policy applies to individuals at Conestoga involved with research, as defined in the Research Policy, in any capacity whatsoever. Anyone working under the aegis of the college engaging in research, using the college's facilities, or seeking approval of the college for research must adhere to the highest level of ethical standards. All researchers are covered by this policy and include: full-time staff, part-time staff, contractors, and students.

Conflict of Interest in Research Policy (https://myconestoga.ca/c/document_library/get_file?uuid=a81e27f3-dcfc-48c4-ac7f-84ec6e33003a&groupId=380413)

Conestoga recognizes that situations may arise for researchers that could comprise a conflict of interest. The purpose of this policy is to minimize and manage situations pertaining to conflict of interest in research.

Ethical Conduct in Research Involving Humans (https://myconestoga.ca/c/document_library/get_file?uuid=19caa236-b72d-48c1-9971-8b097cafed5a&groupId=380413)

Research involving humans as subjects is essential to advancing knowledge, understanding, and human welfare. Such research is a critical aspect of the work of Conestoga and its academic programs. College researchers are profoundly grateful to those who volunteer to participate as subjects and make

research possible. Balanced against the need for research is a moral imperative to conduct human research in an ethical manner that both respects human dignity and requires that the welfare and integrity of the individual remains paramount.

The Policy on Ethical Conduct in Research Involving Human Subjects shall apply to the involvement of human subjects in all college research projects whether funded or unfunded. In addition the policy shall apply to research conducted by private organizations involving the use of college facilities or equipment under an agreement with the college. The college shall have only one Research Ethics Board (REB).

Research Integrity Policy

(https://myconestoga.ca/c/document_library/get_file?uuid=03572b06-fa00-4e1f-a36e-b6bac5d27230&groupId=380413)

The purpose of this policy is to promote and advance a high standard of integrity in research. The Conestoga community has an important role to play in maintaining high standards of research integrity. Such integrity requires careful supervision of research, including that conducted by students; competent use of methods; adherence to ethical standards of discipline; and the refusal to engage in or to condone instances of fraud or misconduct.

This policy applies to any employee of Conestoga, any student enrolled in Conestoga and/or partaking in research, or anyone else engaged in research in the institution in any capacity whatsoever.

Student Rights in Research Policy

(https://myconestoga.ca/c/document_library/get_file?uuid=a256aec5-a89d-4dfb-b53a-04e8c5a87bca&groupId=380413)

This policy outlines the rights of Conestoga students involved in research activities at or under the auspices of the college under the supervision of a faculty member or staff, or an individual designated as a research principal investigator for a research project. It also outlines the responsibilities of the supervisor with respect to student involvement.

College/Campus Closure Practice

As a public institution, Conestoga attempts to remain officially open at all scheduled times. In the event of cancellations resulting from inclement weather or emergency situations, an announcement will be posted on the home page of the [Conestoga website \(http://www.conestogac.on.ca/\)](http://www.conestogac.on.ca/), and phone systems at each campus will be updated to reflect information pertaining to the closure.

Closure information will also be broadcast through Conestoga's official social media channels, including [Facebook \(https://www.facebook.com/ConestogaCollege\)](https://www.facebook.com/ConestogaCollege) and [Twitter \(https://www.twitter.com/conestogac\)](https://www.twitter.com/conestogac) (@ConestogaC), and posted to [College Service Updates \(http://www.conestogac.on.ca/accessibility-at-conestoga/serviceupdates.jsp\)](http://www.conestogac.on.ca/accessibility-at-conestoga/serviceupdates.jsp). Local radio and television stations will also be advised of campus closures resulting from inclement weather or emergency situations.

If you are a student on clinical experience and classes are cancelled, it is your responsibility to notify your clinical supervisor.

Conestoga services a sizable geographic area from several locations. A bad weather/emergency situation may apply to one location only and not others. Any notice regarding closures will specify the college location(s) affected.

Smoke-Free Environment

Smoking is not allowed in any Conestoga building. Help keep the environment clean by using the waste receptacles when you smoke outdoors. To provide unobstructed entry to the college for visitors and non-smoking employees and students, several campus entrances have been designated smoke-free. Smoking is not allowed outdoors in front of these entrances.

Use of College Facilities

All facilities at Conestoga can only be used by registered students and authorized visitors.

Use of the College Name or Logo

The names Conestoga College, Conestoga College Institute of Technology and Advanced Learning, the former name Conestoga College of Applied Arts and Technology, and any other name or logo(s) employed by the college are the exclusive property of the college and may not be used without first obtaining authorized permission.

Classroom Practices

Scheduled Examinations and Inclement Severe Weather Conditions

If all school buses have been cancelled for the public and separate school boards in the Waterloo Region and Wellington County, a test scheduled to be administered during a regularly scheduled class will automatically be postponed until the next class. Classes will not be cancelled; lectures for the next unit will start.

If the college has to be closed in an examination week, the examinations scheduled for that day will be added to the end of the examination schedule, which will be extended by an additional day.

Students living outside the Waterloo Region and Wellington County who cannot travel to the college due to bad weather are responsible for notifying their faculty either by email or telephone of their inability to write on the day of the test. Students who fail to provide this notice to their faculty will receive a grade of zero on the test. Students must make arrangements to write the test immediately upon their return to the college. Acceptable conditions for missing a test are defined as the cancellation of school buses or classes in the student's local area.

Student Appraisal of Teaching

The Student Appraisal of Teaching (SAT) allows direct feedback from students on teaching for a particular course. Completion of the SAT form gives teachers and academic managers valuable information to use for the improvement of teaching at Conestoga.

The SAT process occurs at semester-end. One-quarter of the faculty is appraised per term, and each has two courses selected by their academic managers for appraisal. All teachers have a SAT review at least once every two years. Students complete the forms, which are collected, placed in sealed envelopes, and sent to Human Resources for scanning. A summary of results goes to the faculty member after all marks for the semester have been collected from teachers. The academic manager also receives a copy, plus the original forms. After discussion, the academic manager releases the originals to the teacher.

Continuing Education students may have an opportunity to complete a SAT form at the conclusion of each Continuing Education course.

Use of Cell Phones in Classrooms and Labs

Cell phones and other electronic communication devices may not be used in classrooms and labs without prior permission from the instructor or staff member.

Use of Food and Beverages in Classrooms and Labs

It is the responsibility of senior management to ensure that the academic environment is clean and conducive to learning. The following policy statements will be adhered to regarding the use of food and beverages in classrooms and labs:

1. There is no food permitted in any classroom or lab. Beverages are permitted in unbreakable, re-sealable containers. Please note that in computer labs, containers should be placed away from the keyboard to prevent unnecessary damage.
2. Beverages (including water) are not permitted in health sciences skill labs. For health and safety reasons, instructions will be established by faculty and management within designated shop areas, such as Electrical, Metal Machining, and Woodworking.

It is the responsibility of instructional staff and management to ensure that the policy is adhered to by students.

Your Services

Aboriginal Services

Be-Dah-Bin Gamik, (Place of New Beginnings) provides services for Aboriginal students, including those who are First Nations (status and non-status), Metis and Inuit. Our services ensure a smooth transition to college life by providing ongoing student support. The service includes social and cultural events and activities, traditional counselling services, and Elders-in-Residence programs and the Aboriginal Student Association.

Doon (Kitchener) Campus: 519-748-5220, ext. 2470 or 2251, or drop into Room 1A103 in the Student Life Centre, in the main teaching building.

Accessibility Services

Accessibility Services provides students with accommodations, services, and supports for a wide range of documented disabilities and mental health concerns. We recommend setting up an appointment by phone or email once you have confirmed your acceptance. You will be asked to provide documentation about your disability, which can be faxed in ahead of time. In some cases, interim and retroactive accommodations may be available, and will be considered and determined on a case-by-case basis.

Accommodations take time to set up, so contact us early! To make an appointment, visit or call the following locations:

Cambridge (Fountain Street) Campus: AT Lab, Room A2219, 519-748-5220, ext. 4523

Doon (Kitchener) Campus (general information): Room 1A107, Telephone: 519-748-5220, ext. 3232, Email: asoffice@conestogac.on.ca (<mailto:asoffice@conestogac.on.ca>) Fax: 519-748-3507

Guelph Campus: Welcome Centre 519-824-9390, ext. 6156

Waterloo Campus: Campus Administration Office, 519-885-0300, ext. 5224

TTY (all campuses): 1-866-463-4484

For more information, including documentation requirements, visit the [Accessibility Services website](http://www.conestogac.on.ca/accessibility-services) (<http://www.conestogac.on.ca/accessibility-services>)

Bookstore

The Bookstore sells textbooks, course materials, and school supplies. In addition, we carry a wide range of Conestoga crested clothing and giftware.

Please note that the Bookstore accepts VISA, MasterCard, American Express, cash, ONE Card Condor Cash or your debit card. We do not accept personal cheques. Credit cards cannot be accepted over the telephone.

Contact Information (September 2016)

Doon (Kitchener) Telephone: 519-748-5220, ext. 3241

Guelph Telephone: 519-748-5220, ext. 6126

Waterloo Telephone: 519-748-5220, ext. 5238

Email: bookstore@conestogac.on.ca (<mailto:bookstore@conestogac.on.ca>)

Online: [Conestoga Bookstore](http://www.conestogac.on.ca/bookstore) (<http://www.conestogac.on.ca/bookstore>)

Your Personal Booklist

Once you receive your timetable, you will be able to get your personalized booklist. To access it, you can simply click on the booklist button on the Bookstore home page ([Conestoga Bookstore](http://www.conestogac.on.ca/bookstore) (<http://www.conestogac.on.ca/bookstore>)). You will then be re-directed to the Conestoga Student Portal. Once you are logged in, you will be able to see your personal booklist. You can then print it and bring it into the Bookstore, or follow the prompts to order your textbooks online and avoid lineups at the store.

Staying Connected with the Bookstore

Follow us on Facebook (Bookstore – Conestoga College) or Twitter (@ConestogaBooks) to stay up-to-date in regards to Bookstore events, special sales, promotions, and more.

You can also sign up to receive Bookstore email newsletters with even more details about upcoming sales and promotions. To sign up, go to the Bookstore website [Conestoga Bookstore](http://www.conestogac.on.ca/bookstore) (<http://www.conestogac.on.ca/bookstore>) and click on the newsletter link.

Regular Hours

Doon (Kitchener) Campus

Monday to Thursday: 8:00 a.m. - 8:00 p.m.

Friday: 8:00 a.m. - 5:00 p.m.

Guelph Campus

Monday – Friday: 10:00 a.m. – 1:00 p.m.

Waterloo Campus

Monday & Wednesday: 10:00 a.m. – 2:00 p.m.

Tuesday & Thursday: 11:00 a.m. – 1:00 p.m.

Friday: Closed

Please note hours are subject to change throughout the year.

For updated Bookstore hours, please visit the [Bookstore website](http://www.conestogac.on.ca/bookstore)

(<http://www.conestogac.on.ca/bookstore/hours-locations.jsp>).

Cambridge (Fountain Street) Campus

Textbooks and materials for any Cambridge (Fountain Street) Campus programs are available in-store at the Doon (Kitchener) Campus Bookstore and online through the Bookstore website. If you order online, you can choose to have your course materials shipped directly to your home or be picked up in Room A1308 during specific hours (which will be posted on the [Conestoga bookstore website](http://www.conestogac.on.ca/bookstore) (<http://www.conestogac.on.ca/bookstore/hours-locations.jsp>)), or at the Doon Bookstore.

Riverside Glen (Guelph) & University Gates (Waterloo North) campuses

Students at Riverside Glen and University Gates can purchase their textbooks online via the Bookstore website or in-store at the Guelph or Waterloo Campus bookstores, respectively. For scrubs and uniforms, a sizing day will be scheduled and take place on location. After the sizing day, scrubs can be ordered or the Guelph or Waterloo Campus bookstores, and will be available for purchase at the Doon (Kitchener) Campus Bookstore.

Brantford Campus

Students at the Brantford Campus will be able to purchase their textbooks through the Stedman Bookstore at Laurier Brantford. [Visit their website \(http://www.stedmanbookstore.com/\)](http://www.stedmanbookstore.com/) for more information.

Cambridge (Downtown), Stratford, and Ingersoll

These campuses do not have a bookstore facility. Textbooks can be purchased at the Doon (Kitchener) Campus Bookstore or online.

Continuing Education – Textbooks & Supplies

Unless otherwise indicated in the course description, the cost of textbooks and/or supplies for Continuing Education programs and courses are not included in the course fee. Your instructor will advise you at the first class whether you will be required to purchase a textbook and/or supplies and where these may be obtained.

Career Hub

Success starts here

We understand that being a student can be stressful. You might feel you need to have it all figured out, but you don't! Whether you are just beginning a program at Conestoga or entering your final year of study, Career Hub is here to help you navigate your future.

Our friendly staff is available to discuss program changes, educational options and even conduct assessments to help you discover your strengths. When the time comes to graduate and find a job, we want to make sure you start off on the right foot. We can assist with job searching, resume and cover letter critiques, interview preparation and a lot more.

[MyCareer \(https://careers.conestogac.on.ca/home.htm\)](https://careers.conestogac.on.ca/home.htm), Conestoga's online career solutions system, helps connect students with the resources and opportunities they need to jump-start their career. Use MyCareer to: search for jobs; view and register for upcoming workshops and events; and access valuable career resources. To login to MyCareer, go to the Student Portal and click the MyCareer button under the "Services" tab.

We are looking forward to meeting you! Our main office is located at the Doon (Kitchener) Campus in the lower atrium, room 1A105. Feel free to stop by and say hello. Not at Doon (Kitchener)? We offer virtual advising as well as in person services at the Cambridge (Fountain Street), Guelph and Waterloo campuses by appointment. For more information, email us, give us a call or head to MyCareer.

Doon (Kitchener) Campus, Room 1A105, Student Life Centre Lower Atrium, Phone: 519-748-5220, ext. 2298

Email: careerhub@conestogac.on.ca (<mailto:careerhub@conestogac.on.ca>)

Conestoga Career Centres

The Conestoga Career Centre is a FREE resource, open year-round to the public. We have programs for people who are not in school full-time, youth, newcomers to Canada, internationally-trained individuals, career changers, and first time job seekers.

Once you graduate, or if you have family or friends looking for a career change or looking for work, the Conestoga Career Centre can help with:

- Job search assistance
- Connections to employers
- Career Exploration and Academic Advising
- Labour Market Information
- Program Registration

While you are a Conestoga student, you can visit **CAREER HUB** for career and education exploration and employment preparation.

For more information, contact or drop-in to a Career Centre near you:

Doon (Kitchener) Campus: (Welcome Centre Building)

299 Doon Valley Drive, Kitchener

Email: careercentre@conestogac.on.ca (<mailto:careercentre@conestogac.on.ca>) or call 519-748-3535 or 1-877-748-3535

Waterloo Campus: (Serving Wellesley, Elmira and New Hamburg)

108 University Avenue East

Email: waterloocareercentre@conestogac.on.ca (<mailto:waterloocareercentre@conestogac.on.ca>) or call 519-885-0300, ext. 5226

Stratford Campus: (Serving Listowel, St. Marys, Wingham, Exeter, Seaforth, Clinton and Goderich)

130 Youngs Street, Stratford

Email: stratfordcareercentre@conestogac.on.ca (<mailto:stratfordcareercentre@conestogac.on.ca>) or call 519-271-5700, ext. 7224.

Co-operative Education

All co-op students take a comprehensive Co-op & Career Preparation course that aids them in preparing for co-op work terms as well as lifelong employment. Co-op Advisors deliver this course and provide personal assistance to co-op students by program – assisting with résumés, cover letters, interview and job search skills. They also monitor work term progress and mediate when workplace issues arise. Employment Officers facilitate the student application and selection process, including advertising job openings, providing employers with applications and arranging interview schedules. During the term prior to each co-op term, co-op students will be able to access and apply to co-op jobs via the MyCareer system that can be accessed through the student portal. Co-op work terms are not guaranteed, so all co-op students are required to conduct an independent job search in addition to the opportunities generated by the Employer Relations Consultants who also work in the co-op office.

For more information we invite you to drop in or call 519-748-5220, ext. 3756.

Cambridge (Fountain Street) Campus: visit the Co-op Office in A1213

Doon (Kitchener) Campus: visit the Welcome Centre, Room 216

Guelph Campus: by appointment or posted office hours

Waterloo Campus: by appointment or posted office hours

Conestoga College Residence & Conference Centre

The Conestoga College Residence & Conference Centre, located at Doon (Kitchener) campus and in close proximity to the Cambridge (Fountain Street) campus, provides accommodations to registered, full-time students. Residence is pleased to announce the continuation of a multi-phase renovation project that has already seen great improvements to student space.

At Residence we offer a fun, engaging community atmosphere that reflects the needs of today's students. Our Residence Life Program has been created to support students in their academic endeavours by challenging both personal growth and development. The program works in collaboration with college support services and resources to further enrich their experience and enhance the overall college experience.

To apply please visit [My Housing Portal \(http://myhousingportal.ca/StarRezPortal_Conestoga/Default.aspx?Params=L9ezxPcQnQuRGKTzF%2b4sxeNblvAA%2b26c\)](http://myhousingportal.ca/StarRezPortal_Conestoga/Default.aspx?Params=L9ezxPcQnQuRGKTzF%2b4sxeNblvAA%2b26c). The acceptance process is completely online through the student portal. For additional information including important dates and residence fees, please visit [Conestoga Residence \(http://www.conestogarez.ca/\)](http://www.conestogarez.ca/) or contact us by email at [info@conestogarez.ca \(mailto:info@conestogarez.ca\)](mailto:info@conestogarez.ca). Student Residence handbooks and other information regarding residence will be distributed to students upon move in and can be found on the website. The official move in date is Sunday, September 4, 2016 and an optional early move in and orientation week starts on Sunday August 28, 2016.

Address: 99 Conestoga College Blvd., Kitchener, N2P 2N5

Tel: 519-895-2272

Counselling Services

Our professionally-trained Counsellors can work with you to ensure you achieve your educational goals. Arrange to see a Counsellor quickly if academic or personal problems stand in the way of your college success. Counselling is free, voluntary, and confidential.

Common reasons students access counselling include help with stress management, relationships, anxiety, depression, family concerns, transition issues, etc. In addition to one-on-one appointments, Counsellors provide workshops and group sessions on a variety of topics including public speaking anxiety, test anxiety, self-esteem, culture shock, mindfulness, stress, relaxation, and suicide prevention. Counsellors can assist with screening for depression, anxiety and learning disabilities and can also refer you to other college and community resources that can help. To make an appointment, visit or call the following locations, Monday to Friday, 8:30 a.m. - 4:30 p.m.:

Cambridge (Fountain Street), Room A2219, 519-748-5220, ext. 4523

Doon (Kitchener), Room 1A101, 519-748-5220, ext. 3360

Guelph, Welcome Centre, 519-824-9390, ext. 6156

Waterloo, Administration Main Office, 519-885-0300, ext. 5224

For more information, visit the Counselling Services website at [Conestoga Counselling Services](http://www.conestogac.on.ca/counselling-services).
(<http://www.conestogac.on.ca/counselling-services>)

Development and Alumni

The Development and Alumni Office is dedicated to advancing the mission of Conestoga as one of Canada's leading polytechnic educators. Guided by the college's strategic priorities, the Development and Alumni team works to cultivate lifelong, mutually beneficial relationships with internal and external partners, to foster engagement and to encourage interest and involvement in Conestoga's education programs and student awards.

Doon (Kitchener) Campus - Welcome Centre, 2nd Floor

Tel: 519-748-5220, ext. 2232

Email: alumni@conestogac.on.ca (<mailto:alumni@conestogac.on.ca>)

Student Financial Services

Staff in the Student Financial Services office are available to provide advice and guidance to access financial assistance in the form of federal/provincial financial aid programs, college awards, bursaries and scholarships, and external awards.

Ontario Student Assistance Program (OSAP)

The Ontario Student Assistance Program (OSAP) is a needs-based program designed to help Ontario students cover the cost of post-secondary education. Funded by the federal and provincial governments, OSAP is intended to promote equality of opportunity for post-secondary studies through direct financial assistance for educational costs and living expenses. The assistance is intended to supplement the financial resources of students and their families.

Applications are submitted via the OSAP website, osap.gov.on.ca. Additional supporting documents can be scanned and uploaded. The Master Student Financial Assistance Agreement (MSFAA) needs to be printed, signed and taken to a designated post office, along with government-issued photo ID (driver's license, passport, or health card), proof of Social Insurance Number and banking information.

Approximately 10 days prior to the start of classes, if all required documents have been submitted, Conestoga will automatically confirm enrolment and funding will be released within 5 to 10 business days.

Changes to income or personal situations while studying at Conestoga can impact OSAP assessments. Please notify Student Financial Services in writing of any changes as soon as possible.

For programs which have two or three consecutive semesters in the September-August academic year, 60% of the funding will be released at the start of classes. The remaining 40% will be released at the start of the second semester. For one semester study periods, 100% of funding will be released at the start of classes.

Please note:

- Students in a co-op program with an in-course Fall semester, Co-op Winter semester, and in-course Spring semester, will need to do separate OSAP applications for the Fall semester and the Spring semester.
- OSAP is only disbursed twice in an academic year, even if programs run three consecutive semesters (Fall – Winter - Spring), while your College invoice will list three payment dates.
- Students in academic semesters for Fall and Winter who decide to add a Spring academic semester will need to apply for an OSAP Extension. The appropriate form will be posted on Student Financial Services web page in Spring of each year.

Academic Awards

The college recognizes exceptional academic achievement by its students both during their studies and upon graduation. To this end, there will be four categories of academic recognition upon graduation: President's Honour List, Graduation with High Distinction, Graduation with Distinction, and Conestoga Honour List.

Please refer to the [Honours Policy \(https://myconestoga.ca/c/document_library/get_file?uuid=ae38b191-bc13-4584-9a6e-e1b70c5f50c8&groupId=380413\)](https://myconestoga.ca/c/document_library/get_file?uuid=ae38b191-bc13-4584-9a6e-e1b70c5f50c8&groupId=380413) and [Honours Procedure \(https://myconestoga.ca/c/document_library/get_file?uuid=471a060e-870d-4f7e-bee1-a68ab6a37207&groupId=380413\)](https://myconestoga.ca/c/document_library/get_file?uuid=471a060e-870d-4f7e-bee1-a68ab6a37207&groupId=380413) for more information.

Governor General's Academic Medal: A bronze medal goes to the graduating student with the highest academic grade average for all courses in a diploma program.

President's Scholar Award: An inscribed College Coat of Arms is presented by the President at the Fall Convocation to the student who achieves the highest academic standing in all courses, with no failed courses, upon graduation from a four-year Conestoga baccalaureate program.

The James W. Church Award: This award honours Dr. James W. Church, founding president of Conestoga. Eligible students must:

1. graduate with a minimum program/cohort GPA of 3.75 of a Diploma, Ontario College Diploma or Ontario College Advanced Diploma or Degree,
2. demonstrate concern for the dignity of the individual in society, and
3. make a contribution of benefit to society.

The award in the amount of \$1000.00 and an inscribed College Coat of Arms is presented annually at the June Convocation

Conestoga College Mastercraft Award: In 1980, past-president Kenneth E. Hunter established the Mastercraft Award to recognize student achievement of excellence in program-related skills. To qualify for final judging, entries must first be selected as winners at the program level.

Projects are judged on first impression, innovation, creativity, skill and quality. The winner of the Mastercraft Award receives a cash award and is recognized with a College Coat of Arms inscribed with the winner's name. The Mastercraft Award is presented at Conestoga's June and November Convocation ceremonies.

Student Awards, Bursaries and Scholarships:

Conestoga has more than 500 awards, bursaries, scholarships and academic grants available to Conestoga students. These funds are made available to our students through the partnerships we have established with local business and industry leaders. To apply, students must complete the [online General Application \(http://www.conestogac.on.ca/financial-services/awards/generalapplication.jsp\)](http://www.conestogac.on.ca/financial-services/awards/generalapplication.jsp) on the student portal. The application will be available just prior to the start of each semester and will be open for approximately five weeks. Applicants will be considered for any award, scholarship or bursary for which they meet the criteria and be assessed on eligibility criteria outlined in the individual terms and conditions.

CCSAF Bursary Program: The Conestoga College Student Assistance Fund (CCSAF) Bursary is a non-repayable bursary given on the basis of financial need. The CCSAF Bursary is offered in the Fall and Winter semesters and students must complete and submit the [online General Application \(http://www.conestogac.on.ca/financial-services/awards/generalapplication.jsp\)](http://www.conestogac.on.ca/financial-services/awards/generalapplication.jsp) to be eligible. Students must meet all eligibility requirements. The number of bursaries and the bursary value will vary based on available funding. Students must meet all eligibility requirements. The number of bursaries and the bursary value will vary based on available funding.

The Conestoga College Entrance Award: This award has been established to recognize exceptional academic achievement and assist first-year students who demonstrate financial need.

Urgent Need Bursary: Conestoga has emergency funding available for students who face unexpected financial hardship, such as a medical or family crisis, while studying full-time. Students who find themselves in a financial emergency are encouraged to contact Student Financial Services.

More Information: Award, scholarship and bursary information is available on the Student Financial Services webpage, by emailing [awards@conestogac.on.ca \(mailto:awards@conestogac.on.ca\)](mailto:awards@conestogac.on.ca) or calling 519-748-5220, ext. 3378.

In addition to the awards offered through Student Financial Services, there are also many program-specific awards administered by individual programs. Students should talk to their faculty or program co-ordinators about these awards.

Student Financial Services Office Location:

Doon (Kitchener) Campus, Welcome Centre,

Email: [financialaid@conestogac.on.ca \(mailto:financialaid@conestogac.on.ca\)](mailto:financialaid@conestogac.on.ca)

Tel: 519-748-5220, ext. 3378

Hours: Monday to Friday, 8:30 a.m. - 4:30 p.m.

Food Services

Chartwells is proud to be the food service provider for Conestoga. Food Services are provided at Cambridge (Fountain Street), Doon (Kitchener), Guelph, and Waterloo campuses. The cafeterias are open Monday-Friday; please consult posted hours of operation at each campus.

Information regarding health and wellness, catering, promotions, featured specials and use of Condor Cash on your ONE Card can be found on our Website at Dine on Campus.

Our Main office is located at the Doon (Kitchener) Campus, if you'd like to visit us in person. We are always available to answer any questions by contacting our office at 519-748-5039 or by e-mail at: [chartwells@conestogac.on.ca \(mailto:chartwells@conestogac.on.ca\)](mailto:chartwells@conestogac.on.ca)

The Doon (Kitchener) campus hosts four food service areas. Food offerings range from comforts of homemade *Chef's Table* features, *Create Station* made to order, *Grill Station* offering breakfast and lunch, *Smokes Poutine*, Daily Soup selections, *On-The-Go* fresh sandwiches, salads and snacks prepared in house for take-out. We also offer *Starbucks* coffee, *Pizza Pizza*, and *Subway* on our menu.

Be sure to visit us to see the wide variety of healthy options for yourself.

Health Services

We are your family doctor while on campus! Health Services provides health care and health education for Conestoga students. Our doctors can offer annual physicals, allergy injections, pregnancy counselling & testing, prenatal care, screening for Sexually Transmitted Infections (STIs), prescriptions for medications, treatment of illnesses and injuries, referral to specialists, mental health supports, medical notes, and more. A nurse is on-site and available each day.

Call ahead to make an appointment with a doctor, or visit the nurse any Monday to Friday, 8:30 a.m. to 4:30 p.m. Some same day appointments may be available. OHIP cards or guard.me cards are required for each appointment. Students who opt out of the CSI plan may still access our services.

We are located in the Student Life Centre at:

Doon (Kitchener) Campus Room 1A102, 519-748-5220, ext. 3679 or email at [healthservices@conestogac.on.ca \(mailto:healthservices@conestogac.on.ca\)](mailto:healthservices@conestogac.on.ca).

For more information, visit the Health Services website at [Conestoga Health Services \(http://www.conestogac.on.ca/health-services\)](http://www.conestogac.on.ca/health-services).

International Student Support Services

The Support Services team of the International Education office helps students integrate into their new lives at Conestoga. We provide a wide range of pre-departure and arrival services including helping to arrange transportation from Pearson International airport, assistance with on-campus, off-campus and Residence housing and the mandatory guard.me health insurance. Once here students are encouraged to visit, call, or email our office to receive non-academic advice and guidance from our friendly and knowledgeable staff. We have specific expertise in Visas, Study Permits, Co-op/Work Permits and Social Insurance numbers – and we provide resources on settling in Canada. We're here to help!

All newly-arrived students are encouraged to attend a fun and informative orientation which introduces on-campus support services offered by the International Education office as well as other college departments such as Learning Commons, Health Services, Student Life, CSI, Library Resource Centre, and Security. We provide important information about life in Canada to give our students all the tools they need to be successful.

The Support Services team also organizes fabulous monthly activities, such as Canada Day festivities and sports days, as well as off-campus trips to places such as Niagara Falls, Grand Bend beach and Toronto. We encourage students to become volunteers and enrich their student experience at Conestoga.

During the academic year, we also organize 'International Student Skills Building Workshops' covering topics such as culture shock, staying healthy, success in the Canadian classroom and career strategies.

To find out more about all of the activities for international students, please go to our [Facebook page](https://www.facebook.com/ConestogaCollege/) (<https://www.facebook.com/ConestogaCollege/>) or come visit us at our office.

Doon (Kitchener) Campus Welcome Centre, Second Floor, Room #220,

International Education Office, 519-748-5220, ext. 3556

Hours: Monday to Friday, 8:30 a.m. - 4:30 p.m.

IT Services

IT Services supports your daily use of Wi-Fi, email, portals, and more. Use this reference to get started connecting to the College's IT Services.

Your username and password: Your username is your login to all IT related College services, like Open Access Computers, the Wi-Fi, Student Portal and your email. To find your **Username and Default Password**, go to it.conestogac.on.ca/support (<http://it.conestogac.on.ca/support>). Click **Getting**

Connected, then Students.

Get connected to the Wi-Fi: On any device, you can connect to the Wi-Fi on campus. For a quick guide on how to connect, visit our **IT Support Site**: it.conestogac.on.ca/support (<http://it.conestogac.on.ca/support/wifi-home>) and click on **Getting Connected**.

Check out your email: At Conestoga, we use **Office 365** for student email accounts. In this email account, you get your **OneDrive**, with **1 TB of cloud storage space**, easy document creation and sharing, and the Microsoft Office Suite installed for free on your home device. For information on how to connect to your email, check out our **IT Support site**: it.conestogac.on.ca/support (<http://it.conestogac.on.ca/support>), and click on **Email**. For information on how to use your Office 365 account, check out support.office.com/ (<https://support.office.com/>).

Download the Labs App: You'll need to be able to easily track down a lab with an open computer, or printer, at some time in your Conestoga career. Download the Conestoga Labs App from any **Android or iPhone App Store** and use it to search for the room, software or hardware you're looking for.

Find your way around MyConestoga: MyConestoga is your one-stop launch pad to all the college portals, your email, your storage drive, and more. Check out our support page to jump into MyConestoga and start connecting to your **IT Services**: it.conestogac.on.ca/support (<http://it.conestogac.on.ca/support>) and click on **Portals**. Use it to find the **Student Portal**, where you can register for electives, and access and print your timetable. Use your username and password to sign in.

Printing on campus: At the beginning of every semester, you receive a **\$60 print credit**. You can print at any of the open access computers available throughout the college. Check out the **Printing Support** page for more information: it.conestogac.on.ca/support/ then click on **Printing**.

Library Resource Centre (LRC)

Library services and resources are available to students at all campuses. By visiting the [Library's website](http://www.conestogac.on.ca/lrc/) (<http://www.conestogac.on.ca/lrc/>), you can access an excellent and extensive collection including almost 300,000 e-Books and streamed videos, millions of articles and online help. To access the Library's online resources (e.g., e-Books) from off-campus, your [Library Pin](#)

<http://www.conestogac.on.ca/lrc/pinnumbers.jsp> is the last 4 digits of your Conestoga Student number. Your ONE Card is your Library card for borrowing in person. Campus to campus delivery is available.

Both our Doon and Cambridge Library locations offer in-person research help, collaborative and individual study space, computers, printing, plus meeting rooms that can be booked [online](http://conestogac.libcal.com/rooms.php?i=11397) (<http://conestogac.libcal.com/rooms.php?i=11397>). For our hours and additional information, visit our [Contact Us](http://www.conestogac.on.ca/lrc/contact/) (<http://www.conestogac.on.ca/lrc/contact/>) page, email lrcinfo@conestogac.on.ca (<mailto:lrcinfo@conestogac.on.ca>), or try our virtual chat/text service, [askON](http://www.conestogac.on.ca/lrc/contact/askon.jsp) (<http://www.conestogac.on.ca/lrc/contact/askon.jsp>).

Cambridge (Fountain Street), Room A1109; Tel: 519-748-5220, ext. 4526
Doon (Kitchener), Main Building, Room 2B5; Tel: 519-748-5220, ext. 3361

Learning Commons

Workshops as well as individual and small group tutoring are available through the Learning Commons. Connect with our tutors and consultants to

- strengthen your math and writing skills,
- improve your understanding of course material, and
- learn new study strategies.

We are here to support your academic success! Check out our [Virtual Learning Commons](https://www.conestogac.on.ca/learning-commons/vlc.jsp) (<https://www.conestogac.on.ca/learning-commons/vlc.jsp>) to book an appointment and get started with our online tools and templates.

Connect with us in person at your campus.

Cambridge (Fountain Street): Student Services - Room A1103
519-748-5220, ext. 2308

Doon (Kitchener): Student Life Centre- Room 2A103
519-748-5220, ext. 2308

Guelph: Welcome Centre - Room A5
519-824-9390, ext. 6165

Waterloo: Administration Office

519-885-0300, ext. 5224 or by e-mail at: [vlc.conestogac.on.ca \(mailto:vlc.conestogac.on.ca\)](mailto:vlc.conestogac.on.ca)

Lockers

The Cambridge (Fountain Street) and Doon (Kitchener) campuses have a limited number of lockers available for student use each semester. Lockers are available on a first come, first serve basis. Full-time students can access the locker assignment file online via the college website using their computer account. Students may only occupy one locker each school semester and it must be assigned to them. Students are not entitled to a locker during a co-op work term/semester. Under certain conditions, the college may choose to enter your locker. Lockers must be cleared at the end of the semester; otherwise, any possessions left in lockers are removed and disposed of after 30 days. The college is not responsible for lost, stolen, or damaged articles. Combination locks can be purchased at the Doon (Kitchener) Bookstore.

Guelph campus students will be able to receive their locker assignments the day of Orientation.

Waterloo students will be able to receive their locker assignments in the administration office between the hours of 8:00 a.m. – 4:00 p.m.

There are certain occasions/circumstances when the college may exercise the right to enter a locker:

- When a student terminates student status at the college.
- When there is clear and present danger to health or safety.
- During a police investigation, with appropriate warrants.

The college does not have the combinations to locks used on lockers, so entry under the above conditions requires cutting the lock.

Public Transportation

Conestoga's Cambridge (Fountain Street), Doon (Kitchener), and Waterloo campuses are served by Grand River Transit (GRT). Contact GRT by phone at 519-585-7555. Visit [Grand River Transit \(http://www.grt.ca/\)](http://www.grt.ca/) for information on [student fares \(http://www.grt.ca/en/fares/conestogacollege.asp\)](http://www.grt.ca/en/fares/conestogacollege.asp), [routes & schedules \(http://www.grt.ca/en/routesschedules/routesandschedules.asp\)](http://www.grt.ca/en/routesschedules/routesandschedules.asp) or to use their [Trip Planner](#)

<http://www.grt.ca/en/travelwithus/easygotripplanning.asp>, which can show you the fastest route from your front door to the college. GRT bus tickets can be purchased at the [Doon \(Kitchener\) Campus Bookstore \(http://www.conestogac.on.ca/bookstore/index.jsp\)](#).

The Guelph campus is served by Guelph Transit. Contact Guelph Transit by phone at 519-882-1811 or visit [Guelph Transit \(http://guelph.ca/living/getting-around/bus/\)](http://guelph.ca/living/getting-around/bus/) for more information on fares, routes & schedules, and additional transit services such as Next Bus.

Conestoga students studying in Brantford can find out more about Brantford Transit's fares, schedules, and services by visiting their [website \(http://www.brantford.ca/residents/roadstransportation/public_transit/Pages/default.aspx\)](#) or contacting 519-753-3847.

The Stratford campus is served by City of Stratford Transit. Contact Stratford Transit by phone at 519-271-0250 ext. 264, or visit their [website \(http://www.stratfordcanada.ca/en/livehere/transit.asp\)](http://www.stratfordcanada.ca/en/livehere/transit.asp) for information about fares, routes, and schedules, as well as additional transit services.

Student Recreation Centre

Come explore Conestoga's Student Recreation Centre, where you can:

- Work out in our 14,000 sq. ft. fitness centre
- Participate in fitness classes and wellness workshops in one of our three multi-purpose rooms
- Play intramurals in our double or triple gymnasium
- Go for a run on our 220-meter running track
- Access a variety of services in our Health and Wellness offices
- Cool down and connect with friends in our social space

Conestoga also strives to offer a well-rounded student athlete experience. Our athletes excel in the classroom, in the community, and on the field of play. Varsity teams include:

- Indoor and Outdoor Soccer (Women's and Men's)
- Softball (Women's)
- Rugby (Women's and Men's)
- Cross Country Running (Co-ed)
- Volleyball (Women's and Men's)

- Badminton (Co-ed)
- Basketball – 2016 Exhibition Season (Women's and Men's)
- Extramural Hockey (Women's and Men's)

If you are a full-time student from the Doon (Kitchener) or Cambridge (Fountain Street) campuses, all of this is paid for through your student recreation fee. If you are a full-time student from another campus, or a part-time student pursuing a certificate, diploma or degree, you can choose to purchase a student membership.

Visit our [website \(http://www.conestogac.on.ca/athletics/sports/varsity/\)](http://www.conestogac.on.ca/athletics/sports/varsity/) to find out more about our facilities, programming and teams.

Doon (Kitchener) Campus

Information hotline: 519-748-3565

Conestoga Students Inc. (CSI)

Conestoga Students Inc. (CSI) is your official student association on campus and provides all full-time students with services, representation, and activities. CSI is directed by students to enhance the experience for the full time membership at Conestoga. Learn more about CSI and all that is available to you at www.conestogastudents.com.

2016/2017 brings some great new opportunities, all provided by CSI. You can look forward to visiting our on campus **Pita Pit that is now open on the 2nd floor of the Conestoga Student Recreation Centre**. You can pay for purchases at Pita Pit with Condor Cash on your ONE Card. CSI also continues to engage the student community through our new website at www.conestogastudents.com (<http://www.conestogastudents.com/>) and through social media @Cstudentsinc on Instagram, SnapChat, and Twitter.

Locations:

Cambridge (Fountain Street) Campus, Main Floor Atrium, 519-748-5131

Doon (Kitchener) Campus, Main Building, 519-748-5131

Waterloo Campus, Main Floor B Corridor, 519-748-5131

Hours:

Monday to Thursday - 8:30 a.m. - 4:30 p.m., Friday - 8:30 a.m. - 2:00 p.m.

Services we provide to our members:

Food Support

- On campus Pita Pit (2nd Floor Rec Centre)
- On campus Food Bank

Entertainment

- Special events (year round at all campuses), student lounges, and Frosh Week!

Representation

- Three member Student Executive and a seven member Board of Directors to advocate for the Conestoga student experience

Funding

- Awards, scholarships, and bursaries.

Service Hub

- GRT bus pass sales, event ticket sales, printing, scanning, copying, faxing, and laminating.
- Now offering 3D printing at the Doon Service Hub.

Wellness

- Access to a comprehensive health and dental plan. Learn more at www.studentcare.ca (<https://www.studentcare.ca/>)
- On site massage and chiropractic services located in the Conestoga Rec Centre

Shuttle

- FREE shuttle bus service with stops at Doon, Cambridge, and Residence

Leadership

- Get involved through clubs, volunteering, our annual Leadership Conference, and the Global Service Leadership trip

For more information please visit your Student Association's website, [Conestoga Students Inc.](http://www.conestogastudents.com/) (<http://www.conestogastudents.com/>)

CSI Health Plan

Conestoga Students Inc. offers a comprehensive health plan to all students enrolled in full time, government funded programs. Learn more at www.studentcare.ca (<https://www.studentcare.ca/>)

Note: This plan is not available for Apprenticeships, Corporate Training students, International Visa students or part-time students.

Opting Out/Premium Refund

First Year Students

Students who already have similar health plan coverage through another provider can opt out of the CSI Health Plan and get a full refund. Detailed information can be found on our website at [Opting Out/Premium Refund \(https://www.mystudentplan.ca/conestoga/en/home\)](https://www.mystudentplan.ca/conestoga/en/home).

Returning Students - Automatic Opt Out

Returning students who have previously opted out the CSI health plan will not be billed the Health Plan fee on their tuition. This is an automatic opt out associated with your student number and you will never be billed the health plan fee on your tuition.

If you lose your health plan coverage throughout the year and require the CSI Health Plan coverage, please visit our CSI Health plan office at the Doon (Kitchener) Campus.

CSI Health and Wellness Office

Location: Conestoga Rec Centre - Room RC 173

Phone: (519) 748-5131, ext. 3585

Email: [csihealthplan@conestogac.on.ca \(mailto:csihealthplan@conestogac.on.ca\)](mailto:csihealthplan@conestogac.on.ca)

Association Fees

This fee, levied by Conestoga Students Inc., allows CSI to provide representation, services, and organized activities for students at the Doon (Kitchener), Guelph, Stratford, Waterloo, Cambridge (Fountain Street), Ingersoll and Brantford campuses. Fees are collected by the college on behalf of Conestoga Students Inc. Fees vary per campus/course load.

Capital Development Fee

This fee applies to all full-time CSI members depending upon campus/course load and is allocated for capital purchases and other initiatives deemed of benefit to students.

CSA Fee

This fee applies to all full-time CSI members and provides membership in the College Student Alliance.

Student Rights and Responsibilities

Upon registration, each student at Conestoga becomes a member of the Conestoga community, which is composed of students, faculty and staff, as well as the Board of Governors of the college.

Conestoga attempts to provide for all students an environment that is conducive to academic endeavour, skills development, personal development and individual self-discipline. Enrolment at Conestoga also requires from each student acceptance of, and conformity to, such rules and regulations as may be required by the college.

Rationale

As guides for individual action within this community, the college affirms the following general principles of student rights and responsibilities.

1. Each individual must accept responsibility for his/her own actions and values, and for recognizing that such actions and values reflect upon the whole community.
2. Each person should endeavour to maintain self-conduct in a manner consistent with respect for others, a thoughtful consideration for the needs of the academic community and society in general.
3. The educational function depends upon honesty, integrity, and respect for the preservation, communication, and pursuit of knowledge.
4. Each person is encouraged to learn and practice the art of thoughtfully examining issues, expressing views both individually and as a group member, in a manner that is consistent with the educational purposes of the college.
5. The Conestoga community recognizes the need for the development of personal ethics, and moral standards and philosophies. The members of this community should be committed to broad personal growth and development, realizing that each individual has both the freedom, and the obligation, to make ethical and moral choices, and to accept the attendant responsibilities.

Student Rights

Students at the college shall have and may exercise their individual rights and freedoms subject to the rules, regulations and discipline of the college and subject, always, to the need to respect and protect the rights of other members of the Conestoga community. Subject to these qualifications, the following rights and freedoms of students are recognized by the college:

Freedom of Speech – The right to express themselves on any subject without hindrance, but subject always to the general law and the laws of defamation;

Freedom to Publish – The right to publish and distribute their views on campus, either personally, or through the student press, free from censorship, but subject to the general law and the laws of defamation;

Assembly – The right to organize and take part in orderly assemblies on campus, so long as such assemblies are not contrary to Conestoga rules and regulations;

Organizations – The right to form, join and take part in any lawful group or organization, subject to Conestoga rules and regulations;

Student Organization – The right to form, elect, and maintain a democratic student organization for the purpose of organizing and administering the proper affairs of students;

Impartial Grading – The right to be graded on academic performance and to be protected against prejudice or capricious evaluation by faculty;

Academic Appeal – The right to request an Appeal regarding those matters which may affect academic status and/or promotion (reference: Appeal Policy);

Information – The right to enquire into, and be informed about, the reasons for Conestoga rules and regulations, and the right to make representation for changes in such rules and regulations.

Use of Facilities/Equipment – So long as Conestoga facilities are not required for Conestoga purposes and are generally available for use, any recognized student organization may apply for the use of Conestoga facilities upon agreement to abide by such uniform regulations as may be laid down, including the payment of fees or expenses;

Security of Person – The right to be secure from harassment, including sexual harassment. Sexual harassment shall be defined as:

1. Vexatious comment(s) or conduct that is known, or ought reasonably to be known, to be unwelcome (i.e., sexual remarks, allegations or physical contacts that are degrading).
2. Unwelcome sexual advance(s) or solicitation made by a person who is in position to grant or deny a benefit to another.

3. When a person who is in a position to grant or deny a benefit threatens or institutes a reprisal against the person who rejected his or her sexual advance;

Privacy of Records – The right to access their personal academic or non-academic records, including the right to request a correction of any personal information believed to be in error or incomplete;

Release of Information – Student records are considered to be confidential personal information and will not be released without the consent of the student except for the following circumstances:

1. the administrative or statistical purposes of the college and/or the Ministries and Agencies of the Government of Ontario and Canada,
2. to meet provincial or federal government data requirements regarding grants or financial assistance benefits to be paid to the student by the government
3. for investigation leading to law enforcement, and/or
4. for compassionate circumstances to facilitate contact with next of kin;

Discipline– The right to have the enforcement of all disciplinary matters follow the procedures laid down in the college Policy and Procedures documents;

Policies and Procedures – Policies and procedures of the college shall be published and made available to any student upon request. Students are advised that departments/programs within the college may have rules and regulations that are specific to their areas;

Complaints and Petition – The right to make a reasonable complaint or petition to the appropriate authority;

Academic Information – The right to obtain, in writing, and have access to, appropriate instructional information such as course outlines, grading/ evaluation systems and notice of standing on request.

Student Responsibilities

The right to attend Conestoga carries with it responsibilities, and each student must adhere to the rules and regulations of the college if the student wishes to remain enrolled at Conestoga. A student's responsibilities shall include, but not be limited to, the following:

1. Written or other work, which a student submits in a course, shall be the product of his/her own efforts. Students may be asked to submit their work to a third party writing assessment service, such as Turnitin, in order to verify originality and protect against plagiarism. The use of such services is at the discretion of faculty members. Plagiarism, cheating, or other forms of academic dishonesty are prohibited. Cheating means the misrepresentation by the student of his/her performance in a college setting. Actions which are considered cheating include, but are not limited to, the following:
 - a. Copying from another student's or students' paper or work assignment;
 - b. Using materials not authorized by the person giving the test;
 - c. Collaborating with another student or students during a test without permission;
 - d. Plagiarism, which means representing the work of others as one's own, inclusive of purchases of a commercial nature;
 - e. Falsification, which means modifying, without authorization, an assignment, examination paper, record, report or other written material;
 - f. Using, buying, selling, stealing or soliciting contents of a test or examination or other written work;
 - g. Taking a test for another student or permitting another student to take a test for oneself; or
 - h. Attempting to bribe an instructor to obtain a passing grade or better grade on an assignment.

2. A student shall:
 - a. Furnish accurate and honest information to Conestoga officials or on official Conestoga records. Furthermore, he/she shall not forge, alter or misuse the Conestoga name, the name of any Conestoga employee, documents, records or identification.
 - b. Not attempt to obstruct or disrupt teaching administration, disciplinary procedures or other Conestoga activities.
 - c. Not enter, or attempt to enter, closed Conestoga facilities; not to disrupt, or attempt to disrupt, the scheduled use of Conestoga facilities; not to block, or attempt to block, access to or from Conestoga facilities; or not remain within, or attempt to remain within, facilities after closing, unless authorized to do so by the President's designated representative.
 - d. Take no action which may threaten or may endanger the safety, health or life, or may impair the freedom of any person; nor shall a student make any verbal threat of such action.
 - e. Take no action which may damage, or may tend to damage, property not the student's own.
 - f. Not appropriate for the student's own use, sale or other disposition, any college property not the student's own, without consent of the owner or the person legally responsible for it.

- g. Not engage in disorderly conduct as defined by provincial statute, nor engage in disturbing the peace, as defined by law, on Conestoga-owned or controlled property, or at Conestoga-sponsored or supervised functions.
 - h. Not possess, use, manufacture, produce, distribute or aid in the use, manufacture, production or distribution of any controlled substance involving alcohol or drugs, except as expressly permitted by law.
 - i. Not possess, consume, furnish or aid in the consumption or furnishing of alcoholic beverages on Conestoga property, except as permitted by Conestoga policy.
 - j. Not possess or use firearms, explosives (including fireworks), dangerous chemicals, or weapons of any kind on Conestoga-owned or controlled property (see page 23).
 - k. Not ignite a fire on Conestoga-owned or controlled property; in addition, a student shall not make, or cause to be made, a false fire alarm or tamper with, damage or otherwise misuse fire safety equipment.
 - l. Not use or possess any Conestoga access key without proper authorization, and not duplicate a Conestoga key under any circumstances.
 - m. Adhere to, and co-operate with, emergency evacuation procedures prescribed for any building, and shall not fail to follow those procedures nor disregard emergency or fire alarm signals.
 - n. Remove, without authorization, nor willfully mutilate library materials.
 - o. Comply with the directions of Conestoga staff acting in the performance of their regular or delegated duties, and must identify himself or herself to those staff upon request.
 - p. Pay fines or restitutions levied by Conestoga-designated authority.
 - q. Observe rules and regulations concerning the use of campus buildings and other Conestoga-owned or operated facilities and services (Note: Conestoga is a smoke-free college).
 - r. Comply with the directions of Conestoga staff regarding the wearing of safety equipment in shops and labs, and shall follow all safety or controlled property.
3. If a student is implicated in the violation of any Conestoga rule or regulation, whether he or she directly committed the act or omission constituting the violation, or aided and abetted in the violation, the student may be treated as if he or she had directly committed such violation.

Academic Policies and Procedures

All policies and procedures are available here: [Conestoga Policies and Procedures](#)

(<http://www.conestogac.on.ca/policies/>).

Academic Dispute and Resolution Policy

(https://myconestoga.ca/c/document_library/get_file?uuid=89c1c6ce-89e6-40ae-a1e1-dcb554fecdf7&groupId=380413) and Procedure

(https://myconestoga.ca/c/document_library/get_file?uuid=c720156d-2717-46ab-8916-61be5d400a68&groupId=380413)

The college recognizes that disputes regarding academic decisions may occur between members of the college community. Every attempt must be made to resolve issues or concerns informally at the program level prior to proceeding to a formal appeal.

Academic Integrity Policy

(https://myconestoga.ca/c/document_library/get_file?uuid=ff649987-428f-423c-971f-b94fe2f203bd&groupId=380413) and Procedure

(https://myconestoga.ca/c/document_library/get_file?uuid=d98d95b8-3836-480c-a1dc-214eec0a9f02&groupId=380413)

Academic integrity is expected and required of all Conestoga students. Students are responsible and accountable for personally upholding that integrity and for maintaining control of their own work at all times so that breaches of this policy are less likely to occur. Academic dishonesty will not be tolerated. Students found guilty of violating Conestoga's academic integrity principles will be disciplined in accordance with this policy.

Academic Recognition Policy

(https://myconestoga.ca/c/document_library/get_file?uuid=858efb6e-b08c-481c-b80c-04630462108a&groupId=380413) and Academic Credential

Procedure (https://myconestoga.ca/c/document_library/get_file?uuid=6b4e7ef9-5cdb-4dff-82fe-ca995cc8e7bf&groupId=380413)

Conestoga requires an accurate record that reflects a student's academic achievement during the time they are registered. Conestoga recognizes the successful completion of studies in accordance with the credential framework as established by the Ministry of Advanced Education and Skills Development policy directives and Conestoga policies and procedures.

Admissions Policy (https://myconestoga.ca/c/document_library/get_file?uuid=57148513-5c94-4a31-95a2-a2649549faa1&groupId=380413) and Procedure (https://myconestoga.ca/c/document_library/get_file?uuid=3b7ebfca-ed4f-43ef-883c-87aa17aae491&groupId=380413)

Conestoga is committed to providing educational opportunities and pathways for willing and qualified individuals. In keeping with our mission of providing innovative and excellent education and training to a diverse community, Conestoga has established admission criteria and processes for assessing applications to all full-time and part-time programs. These criteria and processes are designed to provide applicants with the best prospect of success in achieving a degree, diploma, certificate, or other educational goals.

Conestoga welcomes applicants from all academic backgrounds, and the admissions processes used to evaluate all applicants shall be equitable, fair, transparent, timely, measurable, and consistently applied.

Clearance of Academic Deficiency Policy

(https://myconestoga.ca/c/document_library/get_file?uuid=faef898c-e249-4010-a22a-5167912bca77&groupId=380413) and Procedure (https://myconestoga.ca/c/document_library/get_file?uuid=cc91d1a0-e6da-44c9-852b-8c4248384133&groupId=380413)

During a student's academic career, there may be occasions when the student's performance results in a failing grade for a course. Conestoga grants students the opportunity to raise this grade to the minimum passing grade under specific circumstances.

Credit Transfer Policy (https://myconestoga.ca/c/document_library/get_file?uuid=0c4468c5-d5c2-4227-991e-6101ffdb3e9e&groupId=380413) and Procedure (https://myconestoga.ca/c/document_library/get_file?uuid=e19e6b19-f019-4fbd-95eb-9d9568fdffe&groupId=380413)

Conestoga supports the transferability of academic credits between programs and educational institutions through recognized transfer pathways, articulation agreements, and course-to-course credit transfer equivalencies. This policy applies to all registered students in full-time and part-time programs at Conestoga with the exception of some collaborative programs as stated in those terms of the agreements.

Student Code of Conduct Policy

(https://myconestoga.ca/c/document_library/get_file?uuid=4734162e-5742-4b3a-8da2-6eb94b1665d0&groupId=380413) and Procedure

(https://myconestoga.ca/c/document_library/get_file?uuid=02603fb8-9ab6-4ce7-94d4-282959e4e014&groupId=380413)

Conestoga is committed to an environment that is conducive to academic skills development, professionalism, personal development, and individual self-discipline. Enrolment at Conestoga requires each student to comply with the rules and regulations that support this environment. Breaches by students of the standard of behaviour required of them will result in disciplinary action.

The college community is composed of students, faculty and staff, and members of the Board of Governors. Students become members of the Conestoga community upon registration. This policy applies to all students, full-time, and part-time, and to all corporate clients of Conestoga, while on college premises or engaged in a college activity at any location, including the Residence.

Religious Holidays Policy

(https://myconestoga.ca/c/document_library/get_file?uuid=c936659c-4dde-4437-99c0-18d21e47c30c&groupId=380413) and Procedure

(https://myconestoga.ca/c/document_library/get_file?uuid=93026788-66c0-4b4f-a6a3-c8728632b964&groupId=380413)

It is Conestoga's policy that students who want to observe recognized religious holidays at times when academic requirements conflict with those observances will be accommodated. This policy is intended to ensure that both faculty and students are fully aware of their rights and responsibilities in the accommodation of students' religious observances. The full Policy and Procedure are available at:

[Religious Holiday Policy \(http://www.conestogac.on.ca/policies/academics.jsp\)](http://www.conestogac.on.ca/policies/academics.jsp).

Co-operative Education Policy

(https://myconestoga.ca/c/document_library/get_file?uuid=29c16996-254c-4e39-a873-af499afc4048&groupId=380413) and Procedure

(https://myconestoga.ca/c/document_library/get_file?uuid=1099dfd0-5b14-4ce0-af68-52436e7141c4&groupId=380413)

Conestoga is committed to offering programs that meet student and employer needs. To this end, appropriate programs will include a co-operative education component. To make the co-op experience worthwhile for students and allow Conestoga to fulfill its commitment to students who wish to enroll in a co-op program, program design guidelines must be followed.

Admission to Optional Co-op Programs

For optional co-op programs, students apply to the co-op stream after completing at least one semester of the regular program. Admission is usually based on academic achievement and a quota that reflects labour market capacity.

Eligibility to Participate in a Co-op Work Term

Students must maintain the [academic eligibility requirements \(https://myconestoga.ca/c/document_library/get_file?uuid=b8db0986-90f4-47a9-b78a-5b2193226a67&groupId=711695\)](https://myconestoga.ca/c/document_library/get_file?uuid=b8db0986-90f4-47a9-b78a-5b2193226a67&groupId=711695) of their program to remain in the co-op stream. Eligibility to participate in a co-op work term is generally evaluated at the end of the term that occurs two terms prior to the co-op opportunity.

Discontinuance Policy (https://myconestoga.ca/c/document_library/get_file?uuid=9d74fa4d-2e18-4aa3-81c3-2e25b4aba7c2&groupId=380413) and Procedure (https://myconestoga.ca/c/document_library/get_file?uuid=2f3ce7d2-f033-4c32-97ba-078980374673&groupId=380413)

Students who fail to meet the specified academic program standards will be discontinued from the program. Students may also be discontinued for failure to meet the standards of conduct set by Conestoga.

Discontinuance based on academic failures will normally occur at the end of an academic year or semester as determined by the program. Discontinuance for other reasons (e.g. violation of the Academic Integrity Policy, misconduct, attendance etc.) may occur at any time during the academic year.

General Education Policy

(https://myconestoga.ca/c/document_library/get_file?uuid=e5932b79-c1f9-4e95-862d-edfb1da09415&groupId=380413) and Procedure (https://myconestoga.ca/c/document_library/get_file?uuid=aeaf3ca2-c46d-4a8e-8e97-8eb01db371eb&groupId=380413)

The design, development and delivery of General Education at Conestoga will adhere to the Minister's Binding Policy Directive 3.0 Framework for Programs of instruction, Appendix C: General Education Requirement. This policy applies to all college General Education courses (elective and/or specified), and to applicable Ontario College Certificate, Ontario College Diploma, and Ontario College Advanced Diploma programs.

Honours Policy (https://myconestoga.ca/c/document_library/get_file?uuid=ae38b191-bc13-4584-9a6e-e1b70c5f50c8&groupId=380413) and Procedure (https://myconestoga.ca/c/document_library/get_file?uuid=471a060e-870d-4f7e-bee1-a68ab6a37207&groupId=380413)

Conestoga encourages and recognizes exceptional academic achievement by students during their studies and upon graduation.

Prior Learning Assessment and Recognition Policy (https://myconestoga.ca/c/document_library/get_file?uuid=45cc1027-4b32-4448-8d1a-a8a38e444310&groupId=380413) and Procedure (https://myconestoga.ca/c/document_library/get_file?uuid=4e3ee3a1-9239-4fa5-84b0-7c187d81e23f&groupId=380413)

Conestoga recognizes prior learning of skills, knowledge or competencies that have been acquired through employment, education (informal/ formal), non-formal learning or other life experiences. Prior learning must be measured to meet the required course outcomes and grading standards. This policy applies to candidates who wish to earn academic credit for a course in acknowledgement of significant life and work experience. PLAR is not to be used by registered Conestoga students for the clearance of academic deficiencies and/or to improve grades.

Students must be at least 19 years of age or have an Ontario Secondary School Diploma (or equivalent) to be eligible to apply for PLAR.

Evaluation of Student Learning Policy (https://myconestoga.ca/c/document_library/get_file?uuid=3ce1155b-8c7b-4b1e-9f72-c5be8609e47b&groupId=380413) and Procedure (https://myconestoga.ca/c/document_library/get_file?uuid=b0f95f62-f4ab-463e-8039-c1b42ef4612e&groupId=380413)

Conestoga recognizes that consistent, fair and timely evaluation of student learning is an integral aspect of good pedagogy and is crucial to the academic process. Therefore, evaluation of student learning takes into account the needs of the student, the faculty member, and relevant stakeholders such as the Registrar's Office, the Ministry of Advanced Education and Skills Development, and external regulating bodies where appropriate. This policy applies to all courses where evaluation of students' learning takes place and is a key document that provides a coordinated institutional approach to evaluation.

Program Development Procedure

(https://myconestoga.ca/c/document_library/get_file?uuid=dadbcf7f-fb0b-4722-81c0-75ebc963619e&groupId=380413) and Program Review Procedure (https://myconestoga.ca/c/document_library/get_file?uuid=364483b3-3f7d-4cef-b455-4b15bd346820&groupId=380413)

Conestoga recognizes that program development and program review are central to the function of meeting community, employer, government, and student needs. Therefore, the process of developing and reviewing college programs must be subject to a rational approach that takes into account all administrative areas and operational functions of the college that are affected by and contribute to program design and delivery.

Program development and review must be developed within a context of internal and external scrutiny, and must follow a well-defined path from initial discussion to final implementation.

Program Quality Assurance Policy

(https://myconestoga.ca/c/document_library/get_file?uuid=8a118352-b243-4619-a1e8-164c433fe955&groupId=380413)

All Conestoga programs will be subject to regular and continual quality assurance processes and mechanisms. In particular, program delivery methods are to be validated and reviewed against a framework of quality pedagogical practices.

Quality assurance in the delivery of academic programs is attributable to ongoing processes that result in continual improvements. These improvements result from the evaluation of evidence arising from processes which have been documented in accordance with the institutional quality policies that are themselves approved by the Board of Governors.

Protection of Human Rights Policy

(https://myconestoga.ca/c/document_library/get_file?uuid=8a118352-b243-4619-a1e8-164c433fe955&groupId=380413) and Procedure (https://myconestoga.ca/c/document_library/get_file?uuid=b551cbc1-350c-45c6-81b2-4822d4e67921&groupId=380413)

Conestoga is committed to providing a working and learning environment that is free of discrimination and harassment and supportive of academic achievement and the dignity, self-esteem and fair treatment of everyone taking part in its activities. Conestoga seeks to create a climate of mutual respect that reinforces opportunity and allows for each person to contribute fully to the development and well-being of the community.

Conestoga recognizes the right of every person in its community to be protected from unlawful discrimination and harassment in accordance with the Ontario Human Rights Code and from personal or psychological harassment in accordance with the Occupational Health & Safety Act.

Baccalaureate Degree Promotion and Graduation Policy

(https://myconestoga.ca/c/document_library/get_file?uuid=bab3014a-8077-4c59-8a1a-2792a39c0323&groupId=380413)

This policy is defined to meet the requirements of the Post-secondary Education Quality Assessment Board (PEQAB), and to guide Schools in decision-making related to promotion and graduation in PEQAB approved degree programs.

Degree Program Development, Review, Revision, Renewal Policy

(https://myconestoga.ca/c/document_library/get_file?uuid=b5b2c2e5-84e5-46ec-acea-f954bf1fd97b&groupId=380413); Degree Development

Procedure (https://myconestoga.ca/c/document_library/get_file?uuid=1a1201d7-dc55-4aa5-878b-1035ec2427a8&groupId=380413) and Degree Review, Revision, and Renewal Procedure

(https://myconestoga.ca/c/document_library/get_file?uuid=10a1988f-10ed-433b-973d-4657f3753469&groupId=380413)

Conestoga recognizes that degree program development and degree program review, revision, and renewal are central to ensuring quality and to the meeting of community, employer, government, and student needs. The process of developing and reviewing degree programs is subject to rational approaches that, in addition to considering the program curriculums, also takes into account all administrative areas and operational functions of the institution that are affected by and contribute to degree program design and delivery.

Degree program development, review, and renewal are completed within a context of internal and external scrutiny, and follow a well-defined path from initial discussion to final implementation.

Student Concerns Policy

(https://myconestoga.ca/c/document_library/get_file?uuid=f86edfd2-2d7a-4c07-9064-3eebf0d5eb99&groupId=380413) and Procedure

(https://myconestoga.ca/c/document_library/get_file?uuid=5da5dadd-5eee-4592-a324-e4fb75b8c5d2&groupId=380413)

The college recognizes that disputes between members of the college community are bound to occur from time to time. A student who wishes to pursue a concern that does not fall under the Academic Dispute Resolution policy and procedure outlined in the Student Guide is asked to adhere to the following process. A concern may be voiced by students at Conestoga. In order to ensure timely resolution, a concern must be made within fifteen (15) business days of the incident(s) giving rise to the concern except in extenuating circumstances which, in the opinion of the college, would justify an extension.

This policy recognizes that a group of students may delegate one or more of its members to voice a concern on its behalf. However, no one shall initiate a concern on behalf of another person or persons without the permission of the person(s). The decision whether to hear from other members of the group or to deal only with the delegate rests with the administrator(s) to whom the concern is addressed. For a formal concern, permission to initiate a concern on behalf of another person or persons must be in writing.

Acceptable Use of Technology Policy

(https://myconestoga.ca/c/document_library/get_file?uuid=9ba89286-b78a-45d6-9199-e14409dcf0ce&groupId=380413) and Procedure

(https://myconestoga.ca/c/document_library/get_file?uuid=ae9f7c37-5197-41c0-beb2-3a2ac896b404&groupId=380413)

This policy outlines a basic framework for defining what is deemed to be acceptable and appropriate use of the Information Technology resources of the college.

The use of Conestoga's Information Technology resources is a privilege extended to authorized users to support academic and administrative services, and it is Conestoga's expectation that these resources be used appropriately at all times. All users of Conestoga's information technology resources must respect the rights of other users, the integrity of the physical facilities and comply with all pertinent licenses and contractual agreements, as well as, applicable provincial and federal laws, regulations, college policies and procedures. Conestoga's Information Technology resources remain the sole property of Conestoga.

Safety and Security Services

Cambridge (Fountain Street): Main Foyer 519-748-5220, ext. 3357

Doon (Kitchener): Main Building, Room 2B10-6, 519-748-5220, ext. 3357

Guelph: Room A5 519-824-9390, ext. 3357

Waterloo: Room 1B02 519-885-0300, ext. 3357

Safety and Security Services provides 24-hour security at the Doon (Kitchener), Waterloo and Cambridge (Fountain Street) campuses, and daytime/evening/ weekend security at the Guelph campus. Concerns or offences may be reported to Safety and Security Services.

Emergency Number: 911 - for fire, ambulance and police from all campuses: Cambridge (Fountain Street), Doon (Kitchener), Guelph, Waterloo, and Stratford.

Safety and Security Services provides the following services: First Aid, Lost and Found, Personal Safety Education/plans, General Information, Emergency Response, Investigations, Self Defense Training, Mobile and Bike patrol, Crime prevention education, Parking - sales, assistance and enforcement, Security at Residence and Events on Campus, Monitoring of CCTV.

Emergency phones and Alarm systems Emergency phones are available throughout the Cambridge (Fountain Street) and Doon (Kitchener) campuses.

Check out our new Mobile Safety App available free for download on any phone system.

For more information on emergency response and what to do, go to Security Services to obtain your copy of the [Emergency Management Guide \(http://www.conestogac.on.ca/security-services/emergency/\)](http://www.conestogac.on.ca/security-services/emergency/).

Walk Safe Escort and Patrol Service

Walk Safe is a Safety and Security Services initiative at Doon (Kitchener) for students, employees and visitors. Escorts are available Monday to Thursday, 6:45 pm - 10:45 pm, September through April. Escort stations are strategically situated near Door 1 and Door 6, or you can arrange for an escort by contacting Safety and Security Services. For information, call ext. 3357. At Cambridge (Fountain Street), Guelph and Waterloo escorts can be requested/arranged through the Security office.

Anti-Violence Policy

Violence is not tolerated at Conestoga! Any incident of violence must be reported immediately in accordance with this policy.

Introduction

Conestoga promotes the highest level possible of safety and security in all of its activities. While violence is not pervasive at Conestoga, no college is immune from it.

All college employees and students strive, and share a responsibility, to create and maintain an environment that is free from violence.

This policy recognizes that violence often begins with harassing acts or disruptive behaviours that can escalate into threats to personal safety. It is meant to augment all existing college policies that address inappropriate behaviours. It does so by specifically dealing with those elements of actual or threatened violence associated with any incident.

Definition

Violence includes assaults, threats, bullying, stalking, intimidation and other disruptive behaviours. It can involve oral, written or electronic statements, gestures or expressions that communicate a direct or indirect threat of harm.

Reporting/Investigation

All members of the Conestoga community have a duty to report actual or potential violence on college property, or during a college-approved activity. All reports shall be taken seriously and investigated. No reprisals will be taken against any individual who makes a report, unless it is found to be of a vexatious or vindictive nature.

Any person who finds themselves in imminent danger while on college property or engaged in any college approved activity should immediately contact the Police Service having jurisdiction in the area and Security Services when reasonably possible. The primary consideration is to ensure the safety of that person(s) as well as any other person in the immediate vicinity who might be a risk.

Nothing in this policy shall prevent any member of the Conestoga community from directly contacting a police service or other appropriate emergency response agency.

Incidents of violence perpetrated by employees must be reported to a college management staff member and the Director, Safety and Security Services (or designate), who will consult with Human Resources to determine appropriate sanctions.

Incidents of violence perpetrated by students must be reported, and shall be investigated according to the Student Code of Conduct Policy.

Incidents of violence perpetrated by persons who are not employees or students must be reported to Security Services and/or the appropriate Police Service. The police service having jurisdiction will be contacted by Security Services in appropriate circumstances.

Any incident where a person is injured and/or needs to seek outside medical assistance as a result of violence on campus (or during a college-approved activity) must also be reported to the Health and Safety Office.

Communications

The originator of any report of actual or potential violence will, in all cases, be:

- Advised that their report has been received and is being investigated
- Informed of the outcome of their report.

Security Services will ensure appropriate members of the college community are informed when they have reasonable grounds to believe a risk of violence exists.

Disciplinary Sanctions

Any individual who commits or plans a violent act on college premises may be banned from all campuses and/or subject to disciplinary actions, criminal charges or both.

The Student Code of Conduct Policy and the Human Resources Practice on Disciplinary Measures should be referred to for more information on disciplinary sanctions.

Victim Support

In addition to the processes described above, the college is committed to providing support services to victims of violence. Students have access to assistance from Student Services Counsellors.

Minors on Campus

Unaccompanied minors who are not college employees, students or Student Recreation Centre members are prohibited on college premises for reasons of safety/liability. Accompanied minors are permitted in classrooms, computer labs, and general areas only under exceptional circumstances. You

must receive prior consent from the faculty or service area involved as guided by the [Student Code of Conduct Policy and Procedure \(http://www.conestogac.on.ca/policies/students.jsp\)](http://www.conestogac.on.ca/policies/students.jsp).

Prohibition of Weapons on Campus

No person, while on property controlled or owned by Conestoga, shall possess or carry any firearm, weapon, imitation of a weapon, ammunition, knife, prohibited device or dangerous chemicals, including explosives and fireworks.

No person, while on property controlled or owned by Conestoga College Institute of Technology and Advanced Learning, shall use any object as a weapon or imitation thereof for any unlawful purpose. Definitions and descriptions of firearms, ammunition, weapons, imitations and prohibited devices shall be in accordance with the [Criminal Code of Canada \(http://laws-lois.justice.gc.ca/eng/acts/C-46/\)](http://laws-lois.justice.gc.ca/eng/acts/C-46/).

Exceptions:

- Police officers and licensed guards carrying issue weapons for the purposes of their duties or employment are exempt.
- Exceptions to the policy may be granted for bona fide administrative or educational purposes with the written permission of the appropriate Chair or designate of the involved program. In all cases where written permission has been obtained, the requestor shall present a copy to the Director, Safety & Security Services or designate PRIOR to bringing the firearm/weapon(s) on campus. The Director, Safety & Security Services or designate shall have final decision on the matter of admittance. The appropriate Chair or designate will be advised of any refused entry by the Director, Safety & Security Services, and the reasons for such refusal.
- Small folding or utility knives, or knives used for food preparation or legitimate course requirements are exempt provided they are used for a lawful purpose and not brandished or worn in such a manner as to cause concern or alarm. The decision of the Director, Safety & Security Services or designate shall be final in all cases of dispute.

Your Student Record

Privacy Information

Conestoga is committed to respecting your privacy and protecting your personal information. In accordance with Section 39(2) of the [Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31](https://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90f31_e.htm) (https://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90f31_e.htm), this is to advise you that your personal information is collected under the legal authority of the [Ontario Colleges of Applied Arts and Technology Act, 2002](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_02o08f_e.htm) (http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_02o08f_e.htm), and may be used and/or disclosed for administrative, statistical and/or research purposes of the college and/or ministries and agencies of the government of Ontario and the government of Canada, including, but not limited to, tabulating and reporting data on Key Performance Indicators (graduation rate, graduate employment, graduate satisfaction and employer satisfaction). You may also be contacted by ministry- or college-authorized third parties for your voluntary participation in surveys to evaluate student and graduate experiences and outcomes.

Conestoga is required to report student-level enrolment-related data to the Ministry of Advanced Education and Skills Development under the authority of the Ontario Colleges of Applied Arts and Technology Act, 2002, Chapter 8, Schedule F; Section 6. The Ministry collects this data, which includes limited personal information such as Ontario Education Numbers, student characteristics and educational outcomes, in order to administer government postsecondary funding, policies and programs, including planning, evaluation and monitoring activities.

Further information on the collection and use of student-level enrolment-related data can be obtained from the government of Ontario or Ministry of Advanced Education and Skills Development websites or by writing to:

Director, Postsecondary Finance Branch
Postsecondary Education Division
7th Floor, Mowat Block, 900 Bay Street, Toronto, ON, M7A 1L2

Statistics Canada Notice

Notification of disclosure of personal information to Statistics Canada:

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education.

It is essential to be able to follow students across time and institutions to understand, for example, the factors affecting enrolment demand at postsecondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand 'outcomes'. In order to conduct such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada, student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education, and labour force activity.

The federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used for statistical purposes only, and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify a student.

Students who do not wish to have their information used can ask Statistics Canada to remove their identifying information from the national database. On request by a student, Statistics Canada will delete an individual's contact information (name, address, or other personal identifiers) from the PSIS database. To make such a request, please contact us:

Via telephone:

Monday to Friday

8:30 a.m. to 4:30 p.m. EST

1-800-307-3382 or

1-613-951-7608

Via mail:

Institutional Surveys Section

Centre for Education Statistics

Statistics Canada, Main Building, SC 2100-K

Tunney's Pasture, Ottawa, ON K1A 0T6

Via e-mail at: PSIS-SIEP_contact@statcan.gc.ca (mailto:PSIS-SIEP_contact@statcan.gc.ca)

Statistics Canada maintains a recommended standard disclosure notice for reporting to Statistics Canada's Postsecondary Student Information System (PSIS) on the [PSIS Website](http://www23.statcan.gc.ca/imdb/p2SV.pl?Function=getSurvey&SDDS=5017&lang=en&db=imdb&adm=8&dis=2) (<http://www23.statcan.gc.ca/imdb/p2SV.pl?Function=getSurvey&SDDS=5017&lang=en&db=imdb&adm=8&dis=2>)

Freedom of Information

Under current provincial law, a student's records are considered confidential and will be released to a third party only upon the written authorization of the student or by exception as noted under the Release of Information section of this Guide. Information collected in student records will be used to administer the programs and activities of the college. While student records are the property of the college, students have the right to view their own records upon request. Student records may include personal, academic and non-academic information (for example, identification photographs).

General Information

The term "student record" refers to the collection of data dealing with an individual who is associated with a program or course of study at the college.

Most of the data is categorized as academic, personal and/or financial and is maintained by the Registrar's Office. The Official College Record for each student is a permanent record consisting minimally of the student's name, student number, personal data, achievement, and academic decisions and should be maintained for a minimum of 55 years.

Academic Record: consists of academic activity (program/course registration, achievement, transfer credits and academic standing) at the college.

Personal Record: consists of biographical data and may include previous educational achievements such as secondary school records. Students are required to update address information through the student portal. Students may also contact the Registrar's Office to request a Personal Data Information Change Form to change their address or update other personal data on their Student Record. Please ensure that the address in the Registrar's system is the correct one for mailing purposes.

Financial Record: This record consists of financial transactions with the college relating specifically to tuition and incidental fees.

Accuracy of the Student Record: The student is personally responsible for the completeness and accuracy of their student record, which is maintained by the Registrar's Office. This includes mailing address, personal data and achievement. It is also the responsibility of the student to ensure that their program requirements are being met.

Student Status – Full-time, Part-time in a Program

A full-time cohort student is one who has been admitted to and enrolled in a minimum of 70 per cent of the hours, or 66 2/3 per cent of the courses in the current session/level of the program of study.

A part-time cohort student is one who has been admitted to and enrolled in a program of study and does not meet the full-time cohort student status.

Course changes may affect the student's status which is determined each session by the Registrar's Office and may impact OSAP eligibility.

Course Add/Drop

Students may add/drop courses through the student portal when timetables are made available. If a student is unable to make course change(s) through the student portal, then the student must meet with their program co-ordinator, who will determine whether the Course Add/Drop Form is required for presentation during Special Timetable Registration sessions. The dates and times for Special Timetable Registration are posted under the Current Student section on the website at the beginning of each semester.

Extra course fees will apply for additional courses (above the normal course load for the session). Part-time students will be expected to pay for courses at the time of registration.

Students who are on Academic Probation may have additional restrictions placed on course registration/enrollment. Please refer to the program co-ordinator and/or the chair of the program with any questions.

By adding/dropping courses, the student's status (full-time/part-time) may be affected. For students receiving financial aid, a status change may affect the student's entitlement. (It is the student's responsibility to consult with Student Financial Services for clarification.)

1. The Course Add/Drop Form ([available here or from the program co-ordinator](#)
(https://myconestoga.ca/c/document_library/get_file?uuid=b40560b2-9207-4492-8094-

[3c41478e46cb&groupId=388852](#)) must be completed with all the required signatures.

2. The student is required to meet with the program co-ordinator or chair to discuss the course load and for approval to add or drop courses. Normally, this is done at registration or by the deadline dates for the session. See [Academic Dates](#) (<https://www.conestogac.on.ca/admissions/records/academicdates.jsp>).
3. The signed form must be presented or sent to the Records Officer for processing. Requests for adding a course will be processed only if space is available, applicable pre-requisites are met and no timetable conflicts exist.

Note: A course may be repeated in the case of a failure or to improve competency or upgrade a mark. However, the original mark remains on the student record.

Course Audit

Audit status must be clearly specified at the time of registration in the course. Students auditing a course are restricted solely to the role of observers in the class. They must not write examinations, have course evaluations performed for them, or make comments during class. A credit standing will not be granted for an audited course.

Permission to audit a course will not be granted until the number of students taking the course for credit is known. Priority will always go to students taking a course for credit. The student in a full-time program is required to follow the same process as adding a course.

Course Exemption/Credit Transfer

A student must complete and submit the [Credit Transfer Request form](#) (https://myconestoga.ca/c/document_library/get_file?uuid=56c7bfd0-352c-4a49-a140-d701d269dbf9&groupId=388852) along with:

- An official copy of your transcript
- Course outline(s) for the courses you would like to have reviewed. Examples of completed assignments/project work may be required.

Note: Course outlines must include: course title, number/code, description, topics covered, textbook(s) used, assignments, evaluation scheme, etc.

Requests are to be submitted to the Credit Transfer Officer in the Office of the Registrar.

Once a decision has been made, students will be notified through their Conestoga email account. Until your application for credit has been reviewed and officially approved, you must continue to attend the course(s) for which you are requesting credit.

Note: Approval of an exemption will affect scheduling and may affect fees and OSAP eligibility. For additional information, refer to the [Credit Transfer Procedure \(https://myconestoga.ca/c/document_library/get_file?uuid=e19e6b19-f019-4fbd-95eb-9d9568fdffe&groupId=380413\)](https://myconestoga.ca/c/document_library/get_file?uuid=e19e6b19-f019-4fbd-95eb-9d9568fdffe&groupId=380413).

Completion of Verification Letter

Students may require a letter verifying acceptance, current or previous enrollment at the college. These letters may be used for insurance, day care, credit card application, job application or scholarship purposes.

Students may generate these letters free of charge through their [student portal \(https://studentportal.conestogac.on.ca/StudentPortal/Default.aspx\)](https://studentportal.conestogac.on.ca/StudentPortal/Default.aspx) under the 'Services' tab.

NOTE:

- Online standard letters above cannot be modified to include additional or different information.
- Canada Pension Plan (CPP) will accept the 'Currently Enrolled' letter. The letter must be dated after the start of the academic year.
- If the online letter service does not suffice, submit a request for a special or customized letter using the [Completion of Letter Form \(https://myconestoga.ca/c/document_library/get_file?uuid=314cab1b-410b-4e03-894f-376a5f6573db&groupId=388852\)](https://myconestoga.ca/c/document_library/get_file?uuid=314cab1b-410b-4e03-894f-376a5f6573db&groupId=388852) with payment to the Registrar's Office. Please allow a minimum 24-48 hours for processing and be prepared to provide photo identification for your request.
- If a letter or form needs to be verified with the Conestoga stamp or seal, the document(s) must be submitted to the Registrar's Office in person for verification and for the stamp or seal to be affixed. Please allow a minimum 24-48 hours for processing and be prepared to provide photo identification for your request.

International Students:

- Select the 'Currently Enrolled' letter for applications related to study permit extensions, Temporary Resident Visas, U.S. Visas, etc. Once downloaded the letter, please email internationaloffice@conestogac.on.ca (<mailto:internationaloffice@conestogac.on.ca>) with your student number to request instructions related to Citizenship and Immigration Canada applications.
- If you need a letter related to working in Canada (off-campus, co-op, on-campus) and other Citizenship and Immigration Canada applications and information, please contact internationaloffice@conestogac.on.ca (<mailto:internationaloffice@conestogac.on.ca>).

Part Time Studies (Day Courses)

Part-time Studies (Day Courses) is not a program. However, it allows a student to register in courses that are normally part of a full-time program without being admitted or registered into that program. Not all courses are available through Part-time Studies and space may be limited in those that are. Registration is based on space availability and prerequisites (if applicable) being met. Further information regarding registration is available on the Conestoga website at the start of each semester.

Achievement

Conestoga requires a fair and consistent approach to evaluating and documenting the academic achievements of students. Different grading systems exist and reflect the different philosophies and practices both within Conestoga as well as those standards that we are required to implement (e.g. Apprenticeship Branch, Postsecondary Education Quality Assessment Board). For additional information, refer to the [Conestoga \(http://www.conestogac.on.ca/about/policies/academics.jsp\)](http://www.conestogac.on.ca/about/policies/academics.jsp) [Grading Procedures \(http://www.conestogac.on.ca/about/policies/academics.jsp\)](http://www.conestogac.on.ca/about/policies/academics.jsp).

The approved grading standards will be employed by faculty in reporting student achievement and applies to all courses where a formal assessment is required.

Grading System: (to view the full Policy and Procedure please go to: [Conestoga Grading Procedure \(http://www.conestogac.on.ca/policies/\)](http://www.conestogac.on.ca/policies/))

The minimum passing grade for a course is 55% unless otherwise stated on the course outline or in the Grading Procedure.

Grading System:

Grade	Grade Point	Range
-------	-------------	-------

A+	4.0	90-100%
A	3.75	80-89%
B+	3.5	75-79%
B	3.0	70-74%
C+	2.5	65-69%
C	2.0	60-64%
D	1.0	55-59%
F	0	Below passing grade for the course

EX - Advanced Standing/Exemption

ITC - Internal Transfer of Credit

TC - Transfer of Credit

AG - Aegrotat Standing

I - Incomplete

P - Passed

AU - Audit

AT - Attended an ungraded course

W - Withdrawal from course (before the drop deadline)

Y - Discontinued by the college

DNA - Registered but did not attend (only ungraded courses)

Student Achievement Report

The Student Achievement report is an unofficial student record which includes:

- all courses with or without a formal assessment
- interim marks/final grades
- academic decisions

Grades are considered confidential information and, therefore, are not given over the telephone under any circumstances.

Transcript

An official academic record produced by the Office of the Registrar which includes all courses with a formal assessment taken by a student. The official transcript details a student's permanent academic record and bears the official seal and signature of the Office of the Registrar.

Note: Applicable fees will apply for transcript requests. Allow at least two weeks for processing. Due to volume, transcripts will not be faxed, nor will special arrangements be made for delivery.

Co-op Work Term Deadline Dates

All co-op programs have a pre-determined deadline for securing a work term position. This is the final date that a student can commence co-op employment to accrue the required number of hours for a work term credit. All co-op opportunities must be approved by the co-op office before the student may begin employment.

For a list of co-op work term deadline dates, see MyCareer (accessible via the "Services" tab in the Student Portal).

OntarioLearn Courses

OntarioLearn is a consortium of Ontario Colleges whose mandate is shared development, expenses and delivery of courses online (over the Internet) through the use of various learning management systems/platforms.

The passing grade for an OntarioLearn course not hosted by Conestoga will be determined according to what the respective host college has identified as the passing grade.

Pass/Fail Courses will be recorded as either:

Pass (P) - The course outcomes are satisfactorily met

Fail (F) - Failure to meet course outcomes

Ungraded Courses will be recorded as either:

AT - Attended an ungraded course

DNA - Registered but did not attend as per course requirements

Fee Information

Program-Specific Tuition Fees

Tuition and Fees for full-time programs are found on the individual program pages. Search the [full-time programs for information about program's tuition and fees](http://www.conestogac.on.ca/fulltime/index.jsp) (<http://www.conestogac.on.ca/fulltime/index.jsp>).

For information on other college fees for service refer to:

<https://www.conestogac.on.ca/admissions/tuitionfee/tuitionfee.jsp>
(<https://www.conestogac.on.ca/admissions/tuitionfee/tuitionfee.jsp>).

Overdue accounts will be sent to a collection agency and a financial hold is placed on student's record which will not allow registration and/or achievement information to be released.

Tax Receipt - (T2202A)/Tuition and Education Credit Certificate

The Registrar's Office provides a Tuition and Education Credit Certificate (T2202A) online to each eligible student for eligible fees in late February each year.

Continuing Your Education

Transfer to Another Course

A course transfer fee will be charged and payable at the time request is made. Students who wish to request a course transfer must contact the Registrar's Office and provide their student identification number. Transfers cannot be processed if the course prerequisite/co-requisite requirements or the course registration deadline/refund policy period has expired.

Application to Graduate

If a student has met all of the requirements for completion of a part-time program, the "Application to Graduate" form must be completed and submitted to the Registrar's Office. Forms are available at campuses, CE Offices, college website and the Registrar's Office. Applicable fee will apply.

Student Withdrawal/Dropping a Course

Students wishing to withdraw from a course after the start date must contact the Registrar's Office. A mark of "W" will be assigned if withdrawal is prior to 67% of course completion. A mark of "F" (academic penalty) will be assigned if withdrawal is after 67% of course completion. **Failure to attend does not constitute a withdrawal.**

Withdrawal with a Refund

To withdraw and request a refund from a course, the Registrar's Office must be notified within the time period specified in the "Refund Policy" on your Confirmation of Registration and student identification number must be provided. See further information under "Refunds".

We regret that exceptions to the refund policy cannot be made for applicants who register late in a course. After the start of the first class, refunds for supplies and/or association fees may not be issued.

Fee Information

Please refer to the [Conestoga website \(https://www.conestogac.on.ca/continuing-education/financialinfo.jsp\)](https://www.conestogac.on.ca/continuing-education/financialinfo.jsp) or a current copy of the Continuing Education Catalogue for detailed information.

Tuition Fee

Tuition fees are subject to review on an annual basis. Tuition fees are not transferable from one semester to another. Many courses and seminars offered through Continuing Education are subject to the H.S.T.

Resources Enhancement Fee

Continuing Education students pay a fee which is used to enhance and upgrade the equipment and facilities for all CE students at the college. A fee of \$0.50 per student credit hour is charged to a maximum of \$24.00 per course.

Student Priority Fee

This fee funds services, projects and initiatives of direct benefit to students. The priorities are set jointly by the college and Conestoga Student Incorporated (C.S.I.). The fee applies to courses that are part of the certificate/diploma/degree programs as well as general education electives. Fees are charged at \$0.24 per credit hour to a maximum of \$11.52 per course.

Administrative Fee

Continuing Education students enrolled in courses and programs pay an administrative fee of \$0.47 per student credit hour to a maximum of \$22.56. If the college cancels a course, the full administrative fee will be refunded.

Course Transfer Fee

A \$25 Course Transfer Fee will be charged to students requesting to change courses in which they are registered within the refund period/registration deadline for the course. The fee must be paid at the time the transfer is requested. If request is made by telephone, students must supply their credit card information as payment. If request is made in person, payment will be accepted by cash, debit, cheque or credit card.

Reduced Fees for Senior Citizens

Part-time students, age 60 or over, may take many courses for a reduced tuition fee. This discount applies to tuition fees and does not apply to supplies, equipment, tuition, fees for seminars and tuition fees for some specialty courses. Please contact the Registrar's Office at 519-748-5220, ext. 3465, to confirm tuition fee discount.

Refunds

- If the college decides a course cannot be delivered, the full amount of fees paid will be refunded if the student is registered at time of cancellation.
- If a student withdraws from a course by the refund policy date, the full course fee less a \$25 administration fee will be refunded. In some instances, supply fees etc. will be held.
- It is the responsibility of students to be aware of the refund policy for their specific course(s), as there are various refund policies depending on the type and duration of the course. The refund policy is indicated on the Confirmation of Registration form.
- A refund cheque will be issued and mailed for any type of payment. Refunds require approximately four (4) weeks for processing. (Refunds under \$5 are issued only upon request).
- Normal refund deadlines apply to sponsored students. A student's failure to attend or complete/pass a course does not void the invoice.

Financial Support

As a Continuing Education student, you may be eligible for Bursary support. Please contact the Student Financial Services at 519-548-5220, ext. 3704.

College Academic Administration Members

President

John Tibbits, BSc, Dip. Ed., MEd, EdD, CAGS

Vice-Presidents

Chief Administrative Officer & General Counsel

Rusty McLay, BA. (Hon.) LLP, MLLP

Student Affairs

Michael Dinning, BA (Hon.), MA

International Education & Applied Research

Barbara Fennessy, BA, MEd, PhD

Academic Administration

Barbara Kelly, BA, B.Ed., Dip.HR, MA, EdD

Associate Vice President, Marketing, Enrolment Management & Registrar

Paul Osborne, MEd, BA (Hons), Dipl.

Executive Deans

Access, Online and Flexible Learning

Sandra Schelling, Dipl.

Business & Hospitality, Media & Design

Gary Hallam. BA, MSc

Engineering and Information Technology & Trades and Apprenticeship

Julia Biedermann, PhD, P.Eng.

Health and Life Sciences & Community Services

Currently vacant; for inquiries, please contact [Jillian Grant \(mailto:jgrant@conestogac.on.ca\)](mailto:jgrant@conestogac.on.ca)

Executive Directors

Chief Development Officer

Vacant

Chief Financial Officer

Laura Eaglesham, BSc, MBA

Chief Information Officer

Fred Woodhall

Deans

Career and Academic Access

Andrea Leis, BA, MEd

Language and Communications, and Liberal Studies

Christine Buuck, BA, TESL, MAT

Directors

Applied Research and Entrepreneurship

Andrew Fraser, MBA, PhD

Assoc. Dir. Co-operative Education

Kristine Dawson, BBA (Hon.), MBA

Centre for Smart Manufacturing & Innovation (CSM)

Ignac Kolenko, BAsC, P. Eng.

Co-operative Education and Career Services

Pamela Healey, BA, MBA

Corporate Communications

Brenda Cassidy, BA, MA

Development

Shawn Mathers

Facilities Management

Tim Schill

Human Resources

Shelley Schenk, Dipl.

Information Management Systems

Rizwan Akhtar, MSc

Information Technology Services

Ernest Falkiner

Library Resource Centre

Trish Weigel Green, MLIS

Marketing

Patti Lartigue, BA, MBA

Office of the President

Helena Webb, BA

Online Learning

Jen Lagrotteria, BA

Organizational Development

Jeff Fila, B.Ed., MBA

Program Development & Innovation

Mark Derro, MSc

Safety and Security

Kirsty Bradley-McMurtrie, CPO

Student Success Services

Bonnie Lipton-Bos, BSc, MSW

Chairs

Access Programs

Tanya Kell, MEd

Assoc. Chair, Conestoga Language Institute

Crystal Brown, TESL, B.Ed, CHRL, BA

Assoc. Chair, Nursing Post-Grad Programs

Michelle Heyer, RN BScN

Business

Sylvia Ranson, BA

Business

David Smiderle, CKM, PhD

Business

Oded Tal, PhD, PMP

CE and Specialty Programs

Don Wildfong, RN, MSc

CIHR/Schlegel IRCC in Seniors Care

Veronique Boscart, RN, BScN, MScN, MEd, PhD

Community Services

Goranka Vukelich, BA, MA

Community Safety

Janos Botschner, PhD

Engineering and Information Technology

Karen Cain, PhD, P.Eng.

Engineering and Information Technology

Pejman Salehi, PhD

Engineering and Information Technology

Calin Stoicoiu, Dipl. Ing., P. Eng.

Engineering and Technology & Corporate Training

Mike Diamond, CET

Health Sciences

Paul Finch, M.Sc., DPodM, PhD

Hospitality Program

Keith Muller, MBA

Informatics and Life Sciences

Curt Monk, BSc, MHS

Institute of Food Processing Technology

Luis Garcia, BSc, MSc

Liberal Studies

Andrew Schmitz, PhD

Media + Design

Michelle Gnutzman, BFA, MFA

Nursing

Lynn Voelzing, RN, BSc, MBA

Trades and Apprenticeship

Rachel Banham, BA

Trades and Apprenticeship

Suzanne Moyer, BA (Hon.), MA

Trades and Apprenticeship

Stephen Speers, M.Ed

General Information

The information in this Guide was posted August, 2016. Conestoga College reserves the right to revise information in this publication as necessary to improve accuracy and clarity and to meet changing requirements and conditions.

Conestoga recognizes and reaffirms to each member of its community the privileges of exercising his/her rights under the general laws of Canada, Ontario, and any local government authority having jurisdiction. Any provision of this document which is found to be inconsistent with the relevant and governing legislation shall be considered null and void to the extent of the inconsistency. No provision of this document shall be considered null and void until such time as either Conestoga, a court of law, or an authorized tribunal rules on the inconsistency and declares the provision to be null and void to the extent of the inconsistency. Conestoga reserves the right to amend, alter or modify the student's rights and responsibilities without notice.

Program Suspension and Cancellation

Conestoga reserves the right to cancel, at any time, a program, course, a program major or option, change the location and/or term in which a program or course is offered, or change the program curriculum as necessary to meet current competencies in the job market or for budgetary reasons, or withdraw an offer of admission both prior to and after its acceptance by an applicant or student because of insufficient applications or registration, over-acceptance of offers of admission, budgetary constraints, or for other such reasons. In the event Conestoga exercises such a right, the college's sole liability will be the return of monies paid to the college by the applicant or student.

Quality Approach and Policy Statement

Conestoga's Mission and Values reflect our ongoing commitment to quality. To build on our commitment, Conestoga's Continuous Quality Improvement (CCQI) initiatives demonstrate our dedication to continually seek opportunities for improvement, to meet and exceed the needs of our students, employees, and communities.

For information on our Quality Policies and practices please refer to Conestoga's Quality Matters web-based information at [Quality Matters \(http://www.conestogac.on.ca/quality-matters\)](http://www.conestogac.on.ca/quality-matters).