

# STUDENT HANDBOOK

**CENTRE FOR ARTS  
AND TECHNOLOGY**  
digitalartschool.com

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# STAFF DIRECTORY

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### **DIRECTOR OF EDUCATION**

**Matt Redmond** . . . . . [mredmond@digitalartschool.com](mailto:mredmond@digitalartschool.com)

The Director of Education oversees academic quality, regulatory compliance, facilities and IT. He also supports students, while overseeing disciplinary requirements and dispute resolutions.

### **DIRECTOR OF STUDENT SERVICES**

**Randal Typusiak** . . . . . [rtypusiak@digitalartschool.com](mailto:rtypusiak@digitalartschool.com)

The Director of Student Services supports students in their academic success, resume building, and industry placement.

### **DIRECTOR OF ADMISSIONS**

**Michael Thorpe** . . . . . [mthorpe@digitalartschool.com](mailto:mthorpe@digitalartschool.com)

The Director of Admissions oversees our Program Advisors and the Finance Department. He sees the admissions process through from start to finish, and is often a source of information for current students.

### **FINANCIAL SERVICES MANAGER**

**Jordan MacQueen** . . . . . [jmacqueen@digitalartschool.com](mailto:jmacqueen@digitalartschool.com)

Provides students and parents with financial information and funding options, and manages student contracts and files, transfers between programs, forms associated with withdrawals, terminations, and breaks in study.

### **FINANCIAL AID ADMINISTRATOR**

**Mariah Halls** . . . . . [mhalls@digitalartschool.com](mailto:mhalls@digitalartschool.com)

Provides students and parents with financial information, funding/payment plan options, and student loan help and information.

### **PROGRAM ADVISOR**

**Rachel Anber** . . . . . [ranber@digitalartschool.com](mailto:ranber@digitalartschool.com)

**Judy Deschamps** . . . . . [jdeschamps@digitalartschool.com](mailto:jdeschamps@digitalartschool.com)

The Program Advisor is the first point of contact for those interested in attending the Centre, educating potential students on our programs, and helping them with their educational decisions.

### **OPERATIONS MANAGER**

**Jaime Paniagua** . . . . . [jpaniagua@digitalartschool.com](mailto:jpaniagua@digitalartschool.com)

The Operations Manager oversees the campus facilities including all hardware, software, and equipment, as well as the Cage.

### **SCHEDULING AND ACADEMIC RECORDS CLERK**

**Amanda Hayward** . . . . . [ahayward@digitalartschool.com](mailto:ahayward@digitalartschool.com)

The Scheduling and Academic Records Clerks create your class schedule and maintain your attendance records. They are responsible for transcripts and diplomas, books and supplies, and make up classes. She is also responsible for all transcripts, diplomas, and certificates.

### **RECEPTIONIST / ADMINISTRATIVE ASSISTANT**

[inquire@digitalartschool.com](mailto:inquire@digitalartschool.com)

This role consists of everything from answering phones, processing applications, assisting students, and booking appointments. She is knowledgeable in many areas and can assist you with many of your concerns.

### **TECHNICAL SERVICES MANAGER**

**Matt Chambers** . . . . . [helpdesk@digitalartschool.com](mailto:helpdesk@digitalartschool.com)

Keeps the Centre's hardware and software running smoothly.

### **CAMPUS SERVICES**

[helpdesk@digitalartschool.com](mailto:helpdesk@digitalartschool.com)

They can be found in the Cage. They are there to help you sign out equipment and assist you with any hardware, software, and equipment issues. Your Student ID can be pick-up or replaced at the Cage and if you've misplaced something, chances are you will find it there.

# WELCOME FROM THE PRESIDENT

Dear Student,

I would like to welcome you to Centre for Arts and Technology. Your decision to embark on this educational journey demonstrates an authentic commitment to your passion and a genuine investment in your future.

Learning is a lifelong pursuit and we value our role in preparing you to pursue your passion. While at the Centre, our goal is to provide you with more than the technical skills for a successful career but also with leadership and interpersonal skills to position you for success in your professional life.

We feel a tremendous sense of pride for the success of our graduates. It is very rewarding for us to work with people who have a passion to excel and we are very committed to your success.

Education is an investment in your future. While here, I encourage you to study hard, dedicate yourself to your professional development and start to build your professional network by connecting with as many other students in as many programs as possible. We look forward to working with you to build your future!



A handwritten signature in black ink, appearing to read 'J. Sabell'.

**Jeremy Sabell, President**

## OUR MISSION STATEMENT

### OUR VISION

Live and Inspire Excellence

### OUR MISSION

We believe in empowering people through education

## WE WILL ACHIEVE THIS MISSION THROUGH

### HARD

and smart work

### ACCOUNTABLE

to ourselves, to others, and to the planet

### LEAD WHERE YOU STAND

humbly empowering exceptional behaviour

### ON AN ENDLESS PATH

of continuous improvement and awareness

## COMMITMENT

Our dedicated faculty and staff at Centre for Arts and Technology are committed to delivering quality education and relevant training using current technology to prepare students for employment in the emerging and ever-changing Digital Media, Entertainment, and Information Technology sectors.

Considered important requirements for success in these industries, our programs focus on technical skills and knowledge as well as interpersonal proficiency and professionalism, in accordance with important industry requirements.

As we are training students to be successful in both their practical/technical and interpersonal skills, we aspire to deliver superior quality education to our students. Our dedicated faculty and staff are committed to student success.

PTA Registration and Designation: Centre for Arts and Technology is designated by the Private Training Action (PTA). PTA is given its authority by the Province of British Columbia, Ministry of Advanced Education and Labour Market Development, under the Private Training Act (SBC 2003, Chapter 79), Regulations (BC Reg. 466/2004), and Bylaws. PTA is a branch of the Ministry of Advanced Education.

Centre for Arts and Technology is also registered under the Educational Quality Assurance (EQA) designation. British Columbia Education Quality Assurance: EQA is a Government of British Columbia brand of quality for private and public post-secondary education in British Columbia, and is administered on the Government's behalf by BCCIE. EQA is a quality assurance designation that identifies and promotes public and private post-secondary institutions that have met or exceeded government recognized quality assurance standards and offer consumer protection mechanisms.

# OUR CORE VALUES

## COMMUNICATION

Not every question can be answered immediately, but it will be answered. We aspire to communicate as clearly, fully, and quickly as possible.

## PROFESSIONALISM

We are all professional educators in some form or another, and we can each add value through sharing knowledge and expertise. We will listen to our students, and we will operate the college to our standards and meet or exceed the standards of the industries we serve.

## OPPORTUNITIES

Everyone deserves an opportunity to pursue their goals. We believe in maximizing the potential for success as each individual defines it.

Humans grow and develop primarily through trial and error; therefore, we embrace what others might term "failures" as a necessary positive aspect of the road to success. We just have to learn and grow from each experience. We also recognize that everyone is unique and no one-size fits all. Centre for Arts and Technology may not be the best fit for everyone; however, we work hard to prepare everyone who does choose to join our community to succeed in a place where they belong.

## QUALITY OF LIFE

We believe in hard work, but a balance between work and personal life is critical to personal success. This is an individual issue and changes over time, but it is essential that this balance be respected.

## ACCOUNTABILITY

Everyone is responsible for their actions and must hold others accountable for theirs as well.

## CHANGE IS CONSTANT

The world and business are constantly changing and evolving. We must keep current in order to remain healthy and relevant in the marketplace.

## YOU'RE NEVER TOO OLD TO LEARN

We believe in life-long learning opportunities for anyone who has the motivation and a dream.

## HAVE FUN

We believe in humour and having fun.

## RESPECT

We believe in treating everyone with respect and consideration.





# CREATING A PROFESSIONAL ENVIRONMENT

Centre for Arts and Technology is in a professional building. Students, like staff, will be expected to conduct themselves in a professional manner while on campus. This includes treating classmates with respect and refraining from making distasteful jokes, off-colour remarks, or using foul language. Please adhere to the following protocols:

## USE OF EQUIPMENT IN CLASSROOMS

The facilities of Centre for Arts and Technology are open and available to students only. Use all resources responsibly and respectfully. All files stored on Centre for Arts and Technology's computer systems are subject to review at any time. Student ID cards are mandatory for signing out equipment.

Please note that there is no student access to the school or equipment during semester breaks.

Students are responsible for any Centre for Arts and Technology books or equipment used or checked out and are responsible for the cost of repairs or replacement of such items in the event they are damaged or lost. Please use the equipment conscientiously and safely. Late charges apply when equipment is not returned on time.

Please note that the campus is monitored by a CCTV security system, including classrooms and common spaces. Signs notifying staff, students and visitors of this system are posted throughout the campus.

## APPROPRIATE DRESS

While it is not the Centre's intention to dictate how you dress, there are a few basic rules that all students are expected to follow:

1. Shirt and shoes are required at all times.
2. Apparel should not be revealing or questionable as to cause distraction from normal school and classroom operations.
3. Both the individual and his/her clothing should be clean so as not to offend others.
4. Remember that part of your education is to learn how to present yourself professionally to others.

## STUDENT PHOTO ID CARDS

It is important that students carry their student ID cards at all times on the premises. This will permit you to sign out equipment and use the facilities here at the Centre. This

allows staff to quickly recognize you as one of our students for easy access to our services. If you require a replacement ID card at any time, see the Cage.

## PERSONAL PROPERTY

Centre for Arts and Technology is not responsible for the personal property of students (i.e. books, supplies, equipment, or clothing). Place your name and student number on all items of value and never leave personal items unattended. Equipment serial numbers should be recorded and kept in a safe place. Review personal property/homeowners insurance and automobile comprehensive insurance policies to determine whether valuable items would be covered in the event of loss or theft.

If you have misplaced a personal item, our Lost and Found is located in the Cage.

## STUDENT PHOTOCOPIER

There is a 'student' photocopier on campus. Photocopiers should be used sparingly and only for educational purposes. Black and white should be the default setting.

## PHONES

Students must turn off cell phones and other electronic devices during class. For any student calls that come to the main office, we regret that only emergency messages will be taken by Administration.

## DISTRACTIONS IN CLASS

As adult learners, we know many of you have multiple roles in addition to being a student (employee, family member, etc.) Should an event arise that requires you to communicate with persons outside of the classroom via texting or cell phone, please remove yourself from the classroom to avoid disrupting the class.

## RECORDING LECTURES

Students are only permitted to record lectures with approval from the Director of Education and written permission from the instructor and other students.

## FOOD AND BEVERAGES

Food or drink is NOT permitted in the classrooms as accidents can be very costly around computer equipment. Food and beverages should be limited to the student lounge area.

## SIGN POSTING

Administration must approve, stamp (or initial), and date all materials prior to posting. Any posted materials not stamped or initialed will be removed. All postings must be in the approved, designated areas and anyone posting notices must remove the materials in a timely manner. Seek approval from the main reception desk.

## **RECYCLING**

Bottle and paper recycling containers are strategically located around campus. Please use them conscientiously. We strive to be a "Green" organization. Recycling drives are common throughout the year and the proceeds are often donated to program chosen charities.

## **PARKING**

Although we do our best to accommodate parking requests for students, it is important to remember that the Centre does not govern parking for the Landmark Buildings. Parking is limited and controlled by Diamond Parking. Please obey all parking regulations as you may be ticketed or towed at your own expense.

## **ALTERNATE TRANSPORTATION**

For your convenience, bike racks are located outside between Landmark III and IV. Please be vigilant in ensuring that you lock your bike when leaving it outside. Discounted student bus passes are available for purchase by cash only at reception.

## **SMOKE AND FRAGRANCE-FREE ZONE**

The zoning bylaw requires smokers be a minimum of 9 meters away from the entrance of the building. Please smoke in the designated areas only and use the ashtrays provided. Some students have sensitivities to various chemical-based or scented products. Scented products, such as hair spray, perfume, and deodorant, can trigger reactions such as respiratory distress and headaches. We ask for everyone's cooperation in our efforts to be a fragrance-free zone.

## **GYM USE**

The fitness facility on the basement floor of the Landmark III building is not a CAT facility but is available for your use. Students can purchase a membership from Al Stober Construction in the Landmark VI building. Your student ID and banking information will be required.

## **GUESTS**

All guests MUST check in at reception and attain a guest pass valid for a maximum visit time of 1 hour. An adult must accompany children under the age of eighteen in the building at all times. All children and non-students are NOT permitted in the classrooms or labs of Centre for Arts and Technology. If arranged, guest artists may have access to the recording studio and/or production studio at a scheduled time.

## **FUNDRAISING AND SOLICITATION**

Solicitation is forbidden (unless prior approval is granted) on the grounds of Centre for Arts and Technology. If a recognized Centre for Arts and Technology organization wishes to raise funds as part of a service project, permission must be obtained from the Director of Education prior to any such activity.

## **TECHNICAL SUPPORT**

All technical issues are to be reported immediately to [helpdesk@digitalartschool.com](mailto:helpdesk@digitalartschool.com). Technical questions can also be asked through the system. This ultimately improves things for you and all of our community. In addition to emailing, if your need is urgent or immediate, please talk to Campus Services in the "Cage". Please do not perform workarounds that involve changing wiring or other facility or equipment changes without the permission or knowledge of staff, unless it is a known part of your class expectations. It is very frustrating for the next person to have to troubleshoot your workaround when the setup is not the standard college protocol.

## **CAMPUS PHOTOGRAPHER**

Centre for Arts and Technology employs a staff photographer who may be periodically present in your classroom and at student events. You will have the option to step out of photos being taken should you not wish to be included. A formal photo and video release form is provided to you with your Orientation paperwork and if you signed this form, you have consented to be photographed and your likeness may be used in promotional materials for the Centre.

# THE ACADEMIC ENVIRONMENT

## ATTENDANCE

Consistent attendance is a very important aspect of your employable skill set. This covers all students enrolled at Centre for Arts and Technology. Any student who falls below 60% attendance or misses 2 weeks in a row may be in danger of losing their Student Loan Funding.

## ABSENCES

Attendance is recorded hourly. Please contact your instructor or Department Head before the start of class each day you are going to be absent; this is expected at a place of employment and we expect the same. There is a direct link between attendance and grades. Routine absences are reported to Department Heads. If the student has a legitimate absence on a day when a test or assignment is due, the student must provide a medical note to their instructor. Extenuating circumstances will be considered on an individual basis.

## LABS

What is a lab? A lab is a block of time for you to complete class assignments and to apply the skills you are developing. There are two types of labs, 'Scheduled' (SCH) and 'Offsite-Eligible' (OE). Lab attendance is included in Student Loan requirements so it is just as important as class attendance for maintaining Student Loan Funding. There are typically no labs in the first week of each term.

'Scheduled' labs are assigned a specific day/time/location and you must check in online at [online.digitalartschool.com](http://online.digitalartschool.com). If you miss attendance being taken, or are unable to attend during your scheduled lab time, you can make up your lab at any other time within that week (Monday-Sunday) where there is space available for you. You must 'check-in' as soon as you start your make-up lab time in order to get your attendance credit. All labs in the first semester of your program will be Scheduled. All Scheduled labs in Studio A or Studio B require you to sign in at the Cage.

'Offsite-Eligible' (OE) labs are not assigned a day/time/location. They can be completed on-campus, where there is a space available for you, or they can be completed off-campus, at a location that meets the equipment requirements of the program. OE labs can be done at a time that is most effective for the work you are doing. Starting in the second semester of your program, you can check your OE lab eligibility and "opt-in" for OE labs by logging in to Canvas and selecting the 'Offsite Labs' menu option. If you are eligible, you only need to opt-in once for OE labs, provided that you have access to all of the equipment and software necessary. If you are not currently eligible for OE labs, prefer not to opt-

in, or forget to opt-in, your labs will be scheduled on-campus instead. You will not be eligible for OE labs if your grade average for the previous semester was lower than 70% or you are on academic probation.

All labs must be completed each week, within the same week (Monday-Sunday). For more information on labs, see the Scheduling and Academic Records Department.

## SCHEDULE CHANGES

During the first week of each semester, students can request changes to their schedule through the Scheduling and Academic Records office. Students need to attend their regularly scheduled classes and labs until their request has been approved or they will be marked absent. Course changes are subject to availability.

## DROPPING A COURSE

A course that is dropped prior to 60% completion will show as a "W" on the transcript for that course. The deadline for dropping a course is 4:00pm on the Friday of week 6 of each quarter. Please see Student Success if you wish to drop a course or for more information.

## ASSIGNMENTS AND DEADLINES

Students are expected to have all assignments submitted at their scheduled time as the college considers due dates the same as employers view work assignment deadlines. Assignments are due at the beginning of class unless the instructor has stated otherwise. Late assignment penalties are:

- Up to 24 hours late (5% late penalty)
- 24 to 48 hours late (15% late penalty)
- 48 to 72 hours late (25% late penalty)
- After 72 hours late (assignment receives a "zero")

After 72 hours, students are encouraged to submit their assignment to show their understanding of the learning objectives and to receive feedback on their work for future application.

If you are going to miss a deadline, communicate early with your instructor; communication is the key to meeting deadlines or potentially seeking extensions. Students who miss assignments/exam deadlines due to illness are required to provide a medical note to the Student Success Department before they can submit the assignment or write the exam. Students are expected to make up all work missed due to absence on their own time. Instructors are willing to help, but the onus is on students to be responsible for their missed time. Instructors are not required to teach subject material more than once.

\*Proof of Receipt for all assignments: It is the student's responsibility to offer proof of receipt of an assignment sent or delivered to an instructor in or outside of class time or by email. Proof of receipt includes keeping a hard copy of the assignment and a hard and/or e-copy of the email transaction, or a receipt of delivery (a note stating the assignment was received by the instructor). If an assignment is lost from sender to receiver, it is the student's responsibility to show supporting proof that it was sent or delivered and provide the instructor or Department Head with a copy of the assignment in question.

## COURSE NUMBERING SYSTEM

Summary of how we number the program courses:

<b>Quarter</b>	The quarter the course appears in during the duration of your program
<b>Level in a Series</b>	Level in a series of courses (Design 100, Design 200, Design 300)
<b>Class Blocks</b>	Class blocks per week (1 = 3 hour block, 2 = 6 hour block, 3 = 9 hour block)
<b>Lab Blocks</b>	The number of course lab blocks required

COURSE	ACRONYM	NUMBER			
<b>3DAM 3310</b>	<b>3DAM</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>0</b>
		↓	↓	↓	↓
		Quarter	Level in a Series	Class Blocks	Lab Blocks

### BREAKS AND TARDINESS

Students are expected to be on time for all classes and to return promptly after breaks. Breaks will be initiated by the instructor at their discretion.

### TUTORING REQUEST

Student who are regularly attending classes and labs but require additional assistance, qualify for school - sponsored tutoring; twelve hours in their first quarter and seven in each following quarter. Tutors are typically students who have distinguished themselves in particular classes. Tutoring requests are made in Student Success and then reviewed for approval by the Department Head.

### DEALING WITH CONFLICT

Dealing with issues and conflict as mature adults and professionals is a necessary part of the preparation for success in the workforce and life. For this reason, students are encouraged to promptly inform the appropriate department of any issues, concerns or suggestions so that these may be addressed as soon as possible. If the student feels uncomfortable dealing with the situation one-on-one the Director of Education is happy to assist or mediate.

### MEETING REQUEST

The Centre staff is always ready to hear comments, suggestions, and ideas. To set up a personal interview, students are asked to submit a meeting request at Reception. Students will be contacted within 24 hours of submitting a request by the appropriate person.

### AUDITING A COURSE

Students may request to audit a course outside of their program subject to availability and at full tuition, or as a retake within their program subject to the retake policy. In an audit, the student can opt to just observe the class. If a student chooses to complete the coursework, they can request grading, but the Centre is not obligated to provide grading (this can be a particularly relevant issue if the grading is a lot of work as would be the case for a portfolio-type course, for instance); however, the instructor can agree to do the grading if they so choose.



# ACCOMMODATING INDIVIDUAL NEEDS

## PROSPECTIVE AND NEW STUDENTS

Centre for Arts and Technology is committed to the full participation of students in academic life. We recommend you meet with our Director of Education as soon as possible to discuss your learning needs.

## WHAT IS A DISABILITY?

A disability is a medically verifiable impairment to learning due to physical, learning, sensory, or health challenges.

## ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

All students, those with and those without disabilities, must meet the same criteria for admission. Some students with verifiable disabilities may require specific accommodations in the classroom in order to demonstrate their ability and perform academic tasks. Some typical accommodations include: extended exam times, distraction free exam space, technical aids, and adaptive equipment.

In order to qualify for such accommodations, you must submit documentation from a medical professional, such as a psychologist or physician. The assessment must have been completed within five years of your application date. Centre for Arts and Technology is unable to provide disability assessments and students assume the responsibility of providing documentation to secure accommodations.

Accommodations are uniquely determined for each student and cannot lower the academic standards of the Centre. You will want to review the fundamental requirements of each course as these cannot be altered. You should be aware that you may not receive all the accommodations you request and accommodations may not be the same as in high school or at other colleges. Accommodations are specific to the disability and are based on the assessment you provide; they are developed with flexibility and in consideration of you and the specific course requirements. Some funding may be available if you are a student loan recipient.

## APPLYING FOR SERVICES

If you have a disability assessment and wish to apply for accommodations, please see the Director of Education. The Director of Education will review your documentation and discuss your specific needs. A Summary of Accommodation form will be completed detailing what the Centre is able to provide. With your consent, the Summary of Accommodation form will be provided to your instructors for implementation.

## CONFIDENTIALITY

No information can be released, written or verbal, to a third party without your prior written consent. This applies to faculty members and office staff with the exception of the staff assisting you with your accommodations. If you want Centre staff to discuss your disability with your professional team then we will require signed written consent.

You will be required to sign a Disability Disclosure Form before any information about your disability or the required accommodations will be disclosed.

## COURSE CHALLENGE OR PRIOR LEARNING ASSESSMENT

If you feel you already possess the knowledge and skills offered in a particular course, there are two possible ways that you may receive credit for course.

### COURSE CHALLENGE

This is credit granted based on previous academic course work and must have a course outline accompany the transcript submission. Courses that have been previously taken and failed cannot be used as a challenge.

Students who believe they have the academic background to challenge a course may request to do so through the Director of Education. Challenges will only be accepted prior to starting the course or within the FIRST 3 WEEKS OF CLASSES (e.g. after the 2nd class but before the 3rd). No challenges will be accepted without post-secondary transcripts/documents. The cost associated with a challenge is \$75.00. Extra fees may apply if any information provided is incomplete.

**\*\*RESULTS OF THE CHALLENGE WILL BE EMAILED TO YOU\*\***

### PRIOR LEARNING ASSESSMENT (PLA)

This is a waiver from taking a required course based on related life or work experience.

Students, who believe they can demonstrate that they have already obtained the knowledge and skills of a course through life or work experience may request a PLA by submitting a written application to the Director of Education. A PLA application will only be accepted prior to course start or within the FIRST 2 WEEKS OF CLASSES.

The initial assessment fee is \$75.00 per course and must be paid upon submission of the PLA application.

The full assessment fee to be charged will vary depending

upon the method of assessment and will be determined by the Director of Education. It will be the responsibility of the Department Head or senior education official to assign the best method of assessment for each case. The following are examples of testing methods and associated fees:

1. **Written assessment test** (e.g. mid-term or final for the course in question) is \$125.00 (includes an additional \$50.00 charge beyond the initial assessment fee)
2. **Written assignment is \$150.00** (includes an additional \$75.00 charge beyond the initial assessment fee)
3. **Practical exam** - cost will be based on time and type of exam, supervision required, length of exam, etc.

**\*\*RESULTS OF THE PLA WILL BE EMAILED TO YOU\*\***

Please note, the following are not challengeable:

- All Professional Development (PD) courses
- Portfolio Production Workshops (PPW) in the last two semesters of the program
- Any course for which the prerequisite course has already been taken
- Courses at a 3rd quarter level or greater

Students who are successful in their PLA application may take an alternate course in its place at no cost. A credit or refund can be given for successful challenges for courses in the 2nd semester only. Students must meet any prerequisites/co-requisites and receive the written permission of the appropriate Department Head in order to be admitted into the alternate course. Courses in the 1st semester that are successfully challenged are not given a monetary refund. It should be noted that a 60% course load must be maintained for full-time status if the student is being funded through Student Loans. In addition, a student must complete 75% of their credits at Centre for Arts and Technology to qualify to graduate.

# FINANCE AND STUDENT LOANS

## FINANCIAL SERVICES DEPARTMENT

The Financial Services Department assists students to understand their financial options and responsibilities within the Centre. Financial Services bills students quarterly or monthly based on the financial plan developed. This department is responsible for processing student payments. Any student who has incurred or anticipates a financial problem is encouraged to meet with their Financial Services Advisor promptly to discuss alternative payment options.

## TUITION PAYMENTS AND PROGRAM WITHDRAWAL

Tuition fees are usually paid to Centre for Arts and Technology on a quarterly basis. A payment plan will be set up with each individual student. If a student is unable to follow the tuition schedule, they are to advise their Financial Services Advisor immediately.

Students receiving Federal and/or Provincial Student Loans will have tuition payment schedules in accordance with dates and awards set out by (Federal/Provincial) Student Loans.

If a student withdraws from their studies, a tuition refund will be administered in accordance with the guidelines set out by the Private Training Institutes Branch (PTIB) of the Ministry of Advanced Education. If a student has received Federal and/or Provincial Student Loans, any tuition refund must first be returned to the appropriate lending institution.

A student is not considered withdrawn until an official letter stating such has been received by Centre for Arts and Technology. If a student who has received a student loan withdraws from a program, we are obligated to forward any unearned tuition owing to the lending institution.

## REFUND POLICY

Please refer to your Enrollment Agreement for complete details regarding the refund policy. If you require additional information, please see your Financial Services Advisor.

# PRIVACY OF INFORMATION AND INSPECTION OF ACADEMIC INFORMATION

At Centre for Arts and Technology, we understand that privacy is a critical issue for all our students. Because we respect and value you as a student, we also want you to understand that we will operate with integrity and confidentiality in regard to the protection of your privacy and personal information.

Our privacy policy is designed to inform you of what personal information Centre for Arts and Technology collects about you as a student and how we use it. The policy will also explain how your personal information is kept safe and secure from inappropriate disclosure or use.

As a student, if you wish for staff or administration to have the ability to release personal and academic information (eg. grades, attendance, funding) to a third party, we will require you to complete and sign an Information Release form. Emails are not accepted. This signed form will remain in your student file.

Students who wish to inspect and review their education records should submit a written request to Financial Services. The request should identify as precisely as possible the records he/she wishes to inspect. If the requested records are subject to inspection and review by the student, Financial Services will make the necessary arrangements for access within a reasonable period of time but no more than forty-five (45) days after the request was made, and will notify the student of the time and place where the records may be inspected.

The school may require the presence of a school official during the inspection and review of a student's records. When a record contains personally identifiable information about more than one student, the student may inspect and review only those records which relate to him/her personally.

The student further agrees to maintain complete confidentiality with respect to information about Centre for Arts and Technology business, which the student may acquire during his/her program of study, and in particular, but not so as to limit generality of the foregoing, with respect to the use of courseware, learning methodologies, and intellectual property.



Students retain the intellectual property rights to work they create at the school that is 100% original (in other words is NOT based on or uses material provided by the school or other source). However, Centre for Arts and Technology is contractually permitted to use the students' projects and related work for the purpose of advertising, exhibition, and promotion of Centre for Arts and Technology without cost or obligation to the student.

## TIME PERIOD FOR PROGRAM COMPLETION

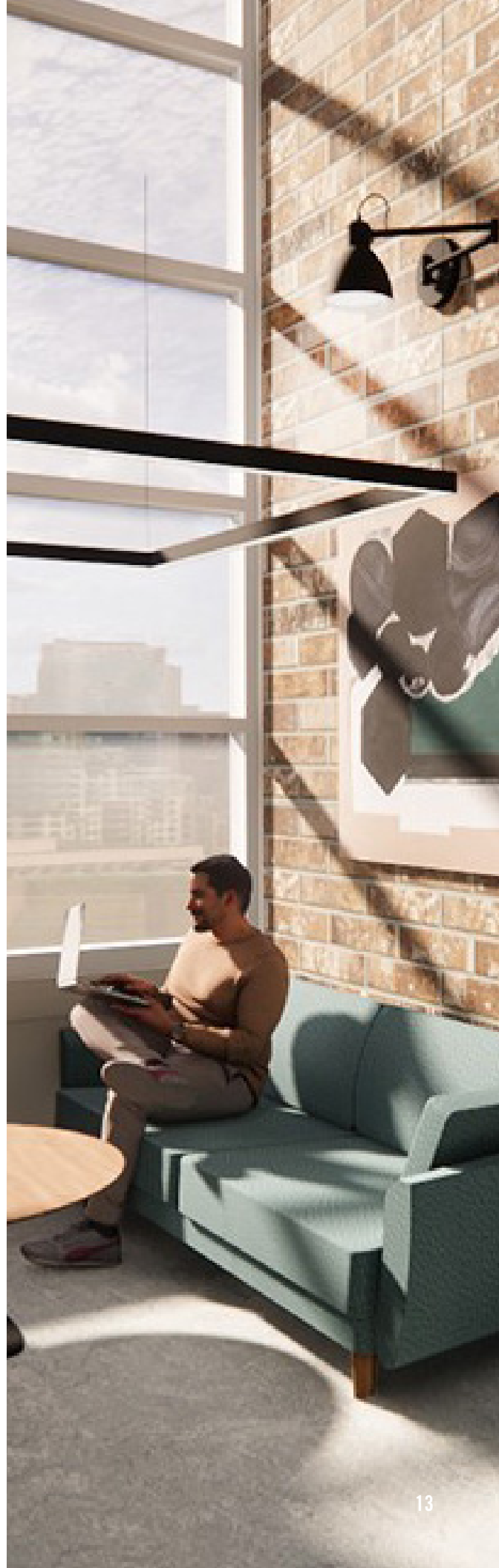
1. Students may take up to 12 months beyond a standard contract length to complete any program Centre for Arts and Technology offers without the requirement of a program re-assessment. This includes students that extend their contract by any means, including, but not limited to: failing courses, enrolling in a self-paced flow, withdrawing and returning\* (taking time off), additional time required to complete their portfolio, etc.

E.g. AEP program (18 months). Students may take up to 30 months to complete.

2. Students who require extensions beyond the 12 month limit as noted above will require a program re-assessment by the Education Department. This program re-assessment will be performed in order to assess any changes to program outcomes that have taken place since the time of the student's initial enrollment. Changes in program/course outcomes will result in one or more of the following:
  - a. Retake courses that have significantly changed in content/outcomes. Course(s) charged at 50% of part-time rate.
  - b. Take additional courses that had not been previously offered in the original program offering. Course(s) charged at 100% of part-time rate.
  - c. Re-submit portfolio or other production requirements for the new version of the program.
  - d. Re-entry into the updated program as a full-time student. Regular program tuition is calculated and charged based on results of program re-assessment.

3. No fees shall be charged for program re-assessment.

\*A 'returning student' is defined as an individual who has not been in attendance at the school for a length of time (one quarter or greater) and wishes to return to study in their original program at the Centre. The length of time a student has not been attending can affect the ability of the student to complete a program as governed by this policy.





# IN THE CLASSROOM

## COURSE OUTLINE (SYLLABUS)

To maximize clarity, instructors will provide the following information during the first class of each course:

- A general course outline with learning objectives.
- Breakdown of how the assignments or projects will be evaluated.

If you do not receive the above information, contact your instructor and/or Department Head before your second class.

## CLASS RESCHEDULING

Centre for Arts and Technology reserves the right to reschedule classes or modify the sequencing of program courses at any time necessary to accommodate various situations such as updates to the curriculum, classroom and facility usage, and instructor schedules (as most instructors are also working professionals with demanding careers).

## STUDENT EVALUATION

Students will be evaluated in ways and times consistent with the type of course and learning outcome, and best practices in the education field. Traditional assessments such as assignments, quizzes, tests, and major projects, may be used, as well as non-traditional methods. Unless indicated otherwise, the passing grade for all Centre courses is 60%. If a student does not agree with their evaluated mark on a particular item, they are to schedule an appointment with the instructor immediately. If a student feels they are having problems in a course of study, again, they are to schedule an appointment with the instructor immediately.

## GRADE APPEALS

If a student wishes to challenge their grade or failure, they should seek a resolution by first presenting their case to their instructor, seeking explanation and engaging in reasonable discussion. If the student is still unsatisfied with the instructor's decision then he/she may proceed to a formal grade appeal.

Formal grade appeals must be made within 10 days of the assigned grade. A formal appeal has two levels:

**Level 1 Appeal:** Student meets with the relevant Department Head and presents his/her reasons for the grade appeal. If the student is still unsatisfied, they may proceed to a Level 2 appeal.

**Level 2 Appeal:** Student submits an appeal letter to the Director of Education. The Director of Education will review the appeal and provide a final judgment.

## CANVAS GRADES

When viewing your grades in Canvas, you need to make sure that you have unchecked the "calculate based only on graded assignments box." This will give you an accurate grade to that point in the quarter.

## WEEKLY SCHEDULES

Each quarter runs for 13 weeks, with scheduled classes running for 11 weeks with week 12 reserved as needed for make-up classes, extensions, and/or other needs. Please verify this with your instructor.

## FAILED COURSES

What happens when you fail a course...

- Not all courses are offered every quarter. If you fail a course that is not offered in the next quarter then your program end date might have to be extended by one or more quarters and you will therefore be completing your program with a different group.
- An extended program end date may affect your student loan.
- Course retakes cost 50% of the part-time tuition fees. You are required to make payment or payment arrangements within 30 days of the course being scheduled.

What to do if you are concerned about failing...

- Keep showing up. It is very important to attend all your classes even if you are feeling discouraged and lost.
- Be proactive and communicate early and regularly with your instructor (or other relevant staff such as the Department Head or Director of Education) about your feelings and needs and establish a success plan with them.

If a student fails a single course 3 times, he/she may be disenrolled from his/her program. Students who fail more than 40% of their courses in his/her program may also be immediately disenrolled.

## FAILED EXAMS AND EXAM RETAKES

If a student has failed an exam, that student may retake their exam at a fee of \$250.00. PASE Exams may be retaken at a fee of \$275.00. If you wish to retake an exam, please see your instructor to make arrangements to do so. In some cases, the college, at its discretion, may propose alternatives to a course retake if the result of failing the course will cause significant interruption to the program flow (e.g., to retake a final exam or do additional assignments).

## PASS ON INSTRUCTOR RECOMMENDATION (PIR)

In rare cases an instructor may pass a student with less than 60%. PIR's are given in exceptional circumstances when an instructor believes that the student has a satisfactory grasp of the concepts required to move on to the next level of course. PIR's are not applicable in final quarters or for PPW (Portfolio Production Workshops).

## COURSE/INSTRUCTOR EVALUATIONS

Your feedback is important to us. The Centre asks students to complete an online Course/Instructor evaluation each quarter. The feedback gathered helps us address changes to curricula, policies and procedures, and provides your instructors with insight into their strengths and areas for improvement. Results are communicated to instructors and other relevant staff and action plans are implemented where necessary.

Within the evaluation, a student can request to meet with the appropriate staff for discussions about any of the above. If you would like us to follow up with you on your comments, please submit a meeting request.

The Director of Education may conduct an investigation into the comments, interview staff/instructors, sit in on classes to review instructors, and seek more information from students prior to making a decision on the comments. As this process may take time, the college does not put a time restraint on the response. Many of these issues involve more than one person or subject and it's important to make this a thorough process. If you feel your concern is urgent, it is recommended you make an appointment with the Director of Education immediately.

## EXAMS

Exams must be written when scheduled, UNLESS you have pre-approval from your instructor. Approval must be arranged prior to the exam day and time. There is a \$50 fee for re-scheduling an exam, and this fee must also be paid prior to re-schedule.

Exams missed with correct approvals in place are to be rescheduled/written within 24 hours from the original day and time (not including weekends). Failure to do so will cause the grade to be entered as 0.

After 24 hours, with doctor's note: exam rewrites after 24 hours accompanied WITH a doctor's note will be charged at \$50.

After 24 hours, without doctor's note: exam rewrites after 24 hours WITHOUT a doctor's note will be considered a fail, and will be subject to the Centre's \$250 rewrite fee.

# YOU AND YOUR INSTRUCTOR



Our instructional team endeavours to provide students with the best educational experience possible.

### **SOME THINGS YOU CAN DO TO ENHANCE YOUR EXPERIENCE ARE:**

**SHOW INTEREST IN CLASS** - Students give instructors constant feedback in class. That feedback comes through posture, eye contact, responses to questions, and participation in class discussions. Inevitably, instructors respond to your feedback. If you find a class boring, recreate your experience through a massive display of interest. Ask a lot of questions. Show enthusiasm through nonverbal language; sitting up straight, making eye contact, taking detailed notes. Above all, participate.

**TAKE RESPONSIBILITY FOR YOUR ATTITUDE** - Your attitudes are in your own head and lie beyond the instructor's control. Western college/university education has always honored openness to conflicting perspectives. An instructor's perspectives, whether about politics, religion, or feminism for example, are not related to teaching ability or valid expertise. Likewise, methodology such as a formal or informal lecture style is not a valid indicator of the instructor's knowledge of the subject. Knowing such things will help you let go of negative judgments and focus on getting maximum value from the instructor's knowledge and relevant industry experience.

**SEPARATE LIKING FROM LEARNING** - You don't have to like your instructors to learn from them. When you put aside your concern and focus your attention on the points he or she is making, then you will get more out of the class.

**PERSONAL PREFERENCES CAN GET IN THE WAY OF LEARNING** - Suspend your skepticism and dive right in; you may find the class becomes more enjoyable with each passing session. If a course is included in a program it is because employers have provided feedback that the skill set is relevant.

**AVOID EXCUSES** - Accept responsibility for your own mistakes and avoid blaming circumstances for your miscalculation. When you treat instructors honestly, you are more likely to get the same treatment in return.

**SUBMIT PROFESSIONAL WORK** - Prepare papers and projects as if you were submitting them to an employer. Imagine that a promotion and raise will be determined by your work. Your neat, orderly, well-organized submission can make a difference in your grade; if your work is easy to follow and understand and your written work easy to read, your instructor can concentrate on its content. Remember, as all instructors are industry professionals, making a good impression in the classroom can be your first step towards industry employment.

**ARRIVE EARLY FOR CLASS** - Being on time demonstrates your commitment and interest. Early arrival also allows you to get to know your instructor better, and gives you time to prepare for class.

**ACCEPT CRITICISM** - Critical comments are part of an instructor's duty and a common necessary aspect of most work situations in the technical arts. Learn to work with it. Don't take it personally!

\*Adapted from Becoming a Master Student. Dave Ellis. Houghton Mifflin Company. 2003.

# ACADEMIC POLICIES AND PROCEDURES

## STUDENT APPEALS

Students are expected to make an effort to resolve issues, questions, or concerns on an informal basis first and then, if the result is not satisfactory, go to the next step (for grade appeals, see page 14).

## INFORMAL RESOLUTION

We encourage students to communicate with the Centre on an ongoing basis throughout their studies. The Centre listens and acts on well-presented, constructive ideas and suggestions from the student body. While unable to facilitate every suggestion or idea, the Centre is committed to providing an explanation for why. We strongly recommend a student goes first to the person with whom he/she has an issue.

## FORMAL RESOLUTION

If an issue cannot be resolved through an informal process, the Centre provides three primary ways to communicate with management and administration on campus through a formal appeal process. The Centre urges all students to utilize these methods of communication to solve issues, answer concerns, and improve the delivery of training. Students who make a complaint are authorized to be represented by an agent or lawyer.

## FORMAL GRIEVANCE / COMPLAINT

Grievances or complaints regarding courses, facilities, equipment, faculty/staff or other students must be presented in writing, signed, and delivered to the Director of Education in the event that such matters have not been satisfactorily resolved on an informal basis. The Director of Education shall provide, within five school days of receiving the complaint, a written response, and if possible a verbal response to the Complainant setting forth the decision concerning said complaints. The failure of the Complainant to co-operate with the investigation shall be deemed as a withdrawal of the complaint and no further action will be taken.

If the grievance results in a temporary suspension of the student, the Centre will attempt to resolve the issue within three school days.

## APPEAL OF CENTRE DECISION

A student may appeal the decision/resolution presented by the Centre by written notice only. The written appeal must be delivered to the Centre within five school days of receipt of the written decision/resolution from the Centre. The investigation may include interviewing the Complainant or other necessary parties, individually or in a group consisting

of appropriate Directors and/or staff. The decision/resolution will require agreement from a minimum of two Directors. The appropriate Director shall provide the written response to the student setting forth the decision/resolution within five school days of receipt of the student appeal.

All written communications by the Complainant must be addressed to Centre for Arts and Technology and the Director of Education. The Centre's response to the complaint is mailed to the Complainant's most recent address provided.

## EXCLUSIVE PROCEDURE

The Complainant shall follow the dispute resolution procedure and not discuss the matter with any other parties once the complaint has been filed with the Director of Education. The failure of the Complainant to adhere to the aforementioned guidelines may result in the dismissal of the Complainant and/or the expulsion of the student from the Centre. All investigations by the Centre will be conducted in the strictest confidence and involve only those deemed necessary to fulfill due diligence.

Please note, formal appeals may be made to the Director of Education under two circumstances:

- Expulsion
- Failure to pass the program successfully

After a decision concerning one of the above circumstances has been made, a student has five school days to initiate the appeal process. They must notify the Director of Education, in writing, of their appeal application and the circumstances relating to their appeal.

## LETTERS OF REFERENCE

Officially (as representatives of the Centre) instructors and staff cannot provide reference information for students beyond what is public information. Even if the proper permission forms are submitted by a student, only actual objective performance data such as overall grade and attendance can be released.

# ACADEMIC MISCONDUCT

## CHEATING

Cheating is any form of academic dishonesty including, but not limited to, talking to another student during an exam, texting during an exam, reviewing notes during an exam, plagiarism, etc.

## PLAGIARISM

Plagiarism is a form of cheating and is a serious academic offence. It arises where work submitted by a student is not

their own and has been taken from another source. The original material is then hidden from the marker, either by not referencing it properly, by paraphrasing it, or by not mentioning it at all.

The most common forms of plagiarism are:

- Copy and pasted material from the Web.
- Copying the work of another student (past or present), including verbal, graphic, or computer code.
- Copying course material or lecture notes.
- Copying material out of a textbook or other printed sources.

### **THE KEY TO AVOIDING PLAGIARISM**

"When in doubt, cite your source." When you have used others' ideas, you give credit to those ideas by clearly referencing them. Plagiarism is a serious matter for Centre for Arts and Technology. If not dealt with, it will ultimately devalue all the Centre's diplomas and certificates to the detriment of both students and the Centre. It also introduces a fundamental and inevitable distortion when the work of a student is being assessed against his/her fellow students.

### **STUDENT'S RESPONSIBILITIES TO PREVENT PLAGIARISM**

Student's attending Centre for Arts and Technology are expected to submit work that demonstrates compliance with two important prerequisites:

- A level of independent thought, grounded in the teaching received.
- The provision of clear referencing to all sources consulted.

By definition, a piece of work that has been plagiarized will never be able to meet either of the above criteria. Asking yourself prior to submission whether your work passes both tests is a useful method for determining whether there is likely to be a problem with plagiarism.

### **CONSEQUENCES OF PLAGIARISM**

We view the passing off of another's work as your own to be extremely serious and the consequences can be equally serious, ranging from receiving a mark of 'zero' on a test, assignment or project, up to and including permanent expulsion from the Centre. If in doubt about what is or isn't plagiarism, be sure to consult your instructor before submitting work for grading.

# **RESPECTFUL AND FAIR TREATMENT OF STUDENTS**

## **STUDENT CONDUCT POLICY**

The Centre is committed to ensuring that its learning environment promotes the fair and respectful treatment of all students.

## **PROBATION**

Probation is a period of time in which a student is given an opportunity to redeem failing grades or behavioural issues.

There are two types of probationary status, Academic and Conduct.

## **ACADEMIC PROBATION**

1. Students who fail one course in a quarter will be emailed a letter encouraging them to take proactive action for success and seek help if they need it.
2. Students who fail two or more courses (or one course if they are only taking two in a quarter) will be placed on Academic Probation Level 1. These students will be sent an email asking them to meet with Student Success. At that meeting the students are offered additional support and reminded to be proactive. An action plan is put in place to assist the student with being successful. They will be asked to sign a letter acknowledging their probation and action plan. Non-compliance may result in suspension.
3. If a student fails two or more courses (or one course if they are only taking two in a quarter) a second time, then they are placed on Academic Probation Level 2. These students are sent an invitation to meet with their Department Head and Student Success. In that meeting they are offered additional support, reminded that their performance is very serious and asked to sign a letter acknowledging their probation.
4. Students who fail two or more courses (or one course if they are only taking two in a quarter) after having been placed on Academic Probation Level 2, are placed on a 3 month suspension.
5. Students who return after a suspension and still continue to fail will be dismissed from the school.

NOTE: Due to the short duration of programs, quarters do not need to be consecutive. Once a student is on probation they always progress to the next level rather than starting over at a lower level.

## CONDUCT PROBATION

Students whose behaviour has been deemed to be disruptive to the learning environment, the instructor, or any other student, or whose behavior negatively reflects on the reputation of Centre for Arts and Technology and/or its students, alumni, or staff, may be placed on conduct probation, if the offence is not serious enough to warrant outright dismissal. Students will receive written notice from the Director of Education.

Offences warranting conduct probation may include but are not restricted to:

- Harassment of any kind including: abusive or belittling behaviour, bullying, intimidation, racism, sexism, or physical violence.
- Inappropriate use of the Centre's email or inappropriate use of the Internet (e.g. downloading of pornographic material).
- Consumption of alcohol or use of drugs at, prior to, or during class, practicum or any Centre related events or activities.
- Refusal to follow the direction of Centre staff.
- Any action considered illegal (e.g. theft)

Continued offence(s) will lead to suspension (ranging from 3 to 12 months) or to permanent dismissal.

## DISCIPLINE AND DISMISSAL

Students who abuse the policies and are a detriment to the learning environment may be required to leave their course of studies. Expulsions could be a direct result of, but not limited to: absenteeism, marks, physical/mental abuse or conduct, or inappropriate use of Centre for Arts and Technology bandwidth or computers.

Students removed from their program are still responsible for the tuition in full.

## HARASSMENT

The Centre will not tolerate any conduct that creates a hostile environment. The Centre prohibits the physical, verbal or sexual harassment of any employee, student or third-party individual by an employee, student or third-party individual on the Centre premises or at off-site locations. Behaviour that is offensive, intimidating or abusive in nature, especially behaviour that relates to an individual's sexual orientation, gender, religion, or ethnicity is prohibited.

The Centre expressly prohibits any and all of the following:

- Racially, ethnically, or sexually degrading statements or jokes.
- Viewing websites that promote hate or racial intolerance, sexually explicit or pornographic images.
- The threat that a refusal of sexual proposals will adversely affect employment or student grades.
- Any acts that could be construed as harassment.

## VIOLATIONS OF THE HARASSMENT POLICY

Violations of this policy will lead to discipline up to and including expulsion from the Centre. If any employee or student feels that he or she is a victim of any form of harassment, that employee or student must file a written complaint with the President. Complainants are asked not to discuss the complaint with any Centre staff or representatives prior to informing the proper authorities. This protects the rights and privacy of all parties involved, ensuring a proper and fair investigation.

All complaints will be investigated promptly and appropriate action will be taken. No punitive action will be taken against any employee or student who files a complaint. All complaints are treated with confidentiality.

# AT OUR BEST

## STUDENT CONDUCT AND INTELLECTUAL PROPERTY

Centre for Arts and Technology is a professional learning environment and expects students to act accordingly. Students are bound by Centre for Arts and Technology's rules of conduct with respect to intellectual property which requires that all students:

1. Act in a mature, professional, responsible, and business-like manner.
2. Not copy any software that is in use, or developed during the program of study at Centre for Arts and Technology.

The student agrees that any unauthorized use by him/her of such software infringes Canadian, U.S., and international patent laws, copyright laws, and laws of industrial property rights of third parties. The student further agrees to indemnify Centre for Arts and Technology for any lawsuit brought against Centre for Arts and Technology based on a claim that such unauthorized use infringes such aforementioned laws, even where based upon use in combination with other software.



## **RESPECTFUL USE OF TECHNOLOGY**

Respect the legal protection provided by copyright and licensing of programs, data and other sources of information.

### **DO NOT:**

- Distribute or make copies of software without the permission of the copyright holder.
- Download or install any software on Centre for Arts and Technology computers or networks.
- Use Centre for Arts and Technology facilities to disparage any person, program, institution, organization, or for any unauthorized political or partisan purposes.

## **RESPECT THE INTENDED USE OF RESOURCES**

- Use all facilities only for the purposes for which they are intended. Centre for Arts and Technology resources may only be used for educational purposes.
- Respect the integrity of computer systems, networks and facilities.
- Do not use programs, transactions, data or processes that infiltrate computer systems or damage or alter their software, data components or configurations. Do not alter the configuration of any Centre computer.
- Respect the need for system and network security.
- Do not attempt to infiltrate or bypass security arrangements, or access unauthorized Centre facilities, resources, systems, or networks.
- Respect the intended usage of systems for electronic information exchange, including the Internet.
- The user bears the responsibility for any material he or she chooses to access, send or display. Internet access provided by the Centre may not be used in any way that violates the Centre policies, or federal, provincial and local laws or statutes. All student use of the Internet must be in support of the written curriculum.
- Do not use the Internet for entertainment purposes, including but not limited to chatting, recreational web surfing, checking your e-mail during class, downloading software, music or other files, viewing pornography or other unsuitable material. All internet access is subject to monitoring at any time.
- Adhere to the security protocols for CAT systems and networks.

## **SOCIAL MEDIA**

Staff and Instructors cannot accept friend requests from students.

## **SUBSTANCE ABUSE**

The use of alcohol and/or drugs is not allowed on Centre for Arts and Technology premises at any time. Supervisors will shut down a session or lab if any project participants

disregard this rule. Violators will be suspended and/or expelled from Centre for Arts and Technology at the discretion of the Directors.

## **NON-DISPARAGEMENT CLAUSE**

A student must refrain from making any public statement or statements, through social media or any other means, that would be considered inaccurate, unduly critical, derogatory, or libelous, or which may otherwise unfairly injure the reputation of either the school or any existing or former student(s), instructor(s), or staff member(s) at the school.

**IN CASE OF  
EMERGENCY**



## **HEALTH SERVICES/FIRST AID**

In the event of illness or injury to a student on Centre for Arts and Technology's premises or at a sponsored function of Centre for Arts and Technology, the student may request transportation to a local hospital emergency room or doctor for examination and treatment if necessary. The student is responsible for any resulting expenses. The student should review personal and/or family insurance policies to determine whether appropriate coverage exists. There is a first aid kit available in the Cage as well as qualified First Aid Attendants on site at all times. There is also a first aid kit located in the Production Studio. In case of an emergency, contact Reception and/or the Cage immediately.

## **YOUR EMERGENCY CONTACT INFORMATION**

If you have changed your email, please notify Reception immediately as instructors and administration will regularly correspond with you by email. Also, it is important to inform the Centre of any address and phone number changes.

## **STORM DAY CANCELLATIONS**

In the event of a storm day and how it relates to class cancellations, Centre for Arts and Technology will be following UBC Okanagan's cancellation decisions. The cancellation notices are usually broadcasted on local radio stations and the UBC Okanagan website by 6:30am.

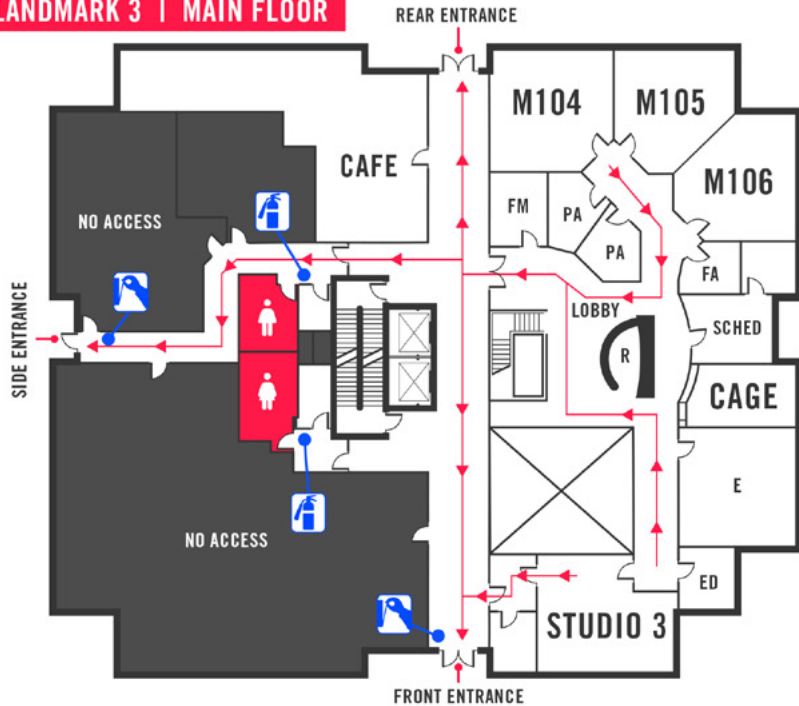
## **EMERGENCY GATHERING LOCATIONS**

The maps on the following pages outline your emergency exit route in the event that a building evacuation is required. If you are in Landmark 3, your gathering point is the East parking lot next to the motorcycle parking area. If you are in the Sutherland building, your gathering point is the parking lot adjacent to the building on Sutherland Avenue.

# EMERGENCY EXIT ROUTE

## LEGEND

### LANDMARK 3 | MAIN FLOOR



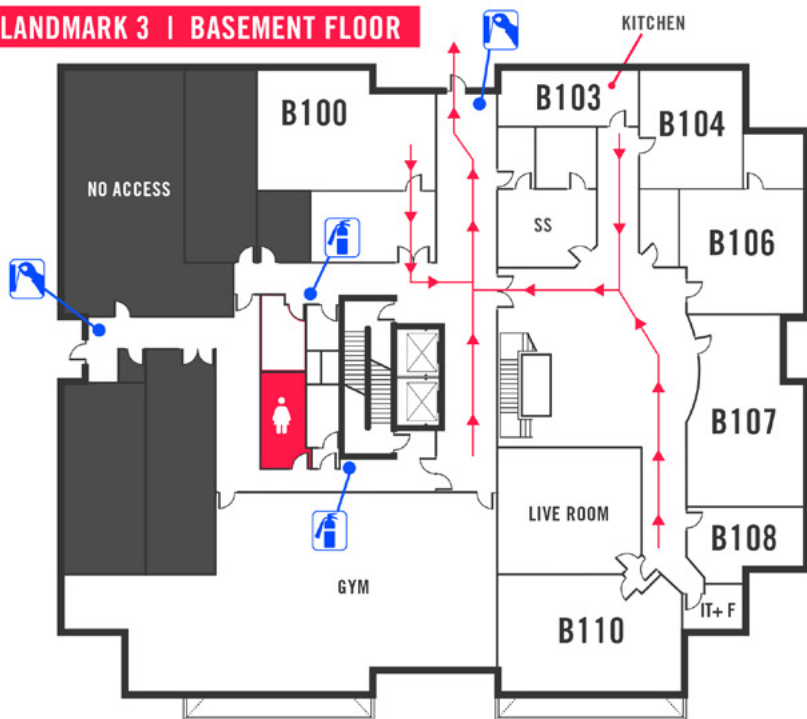
-  Men's Washroom
-  Women's Washroom



- R Reception
- FM Financial Manager
- PA Program Advisor
- FA Financial Assistant
- SCHED Scheduling
- CAGE Equipment Room
- ED Education Director
- IT IT Department
- F Facilities Manager
- SS Student Services
- E Education Office

- M104 2D Animation (Cintiq Lab)
- M105 PC Lab
- M106 PC/MAC Lab
- STUDIO3 Photography Studio

### LANDMARK 3 | BASEMENT FLOOR



- B100 Art Room
- B103 Student/Staff Kitchen
- B104 MAC Lab
- B106 Multipurpose Room
- B107 Multipurpose Room
- B108 Studio B
- B110 Studio A

- STUDIO02 Photography Studio
- STUDIO01 Production Studio
- S201 Interior Design Classroom
- S202 PC Lab
- S203 Veterinary Hospital Assistant Classroom

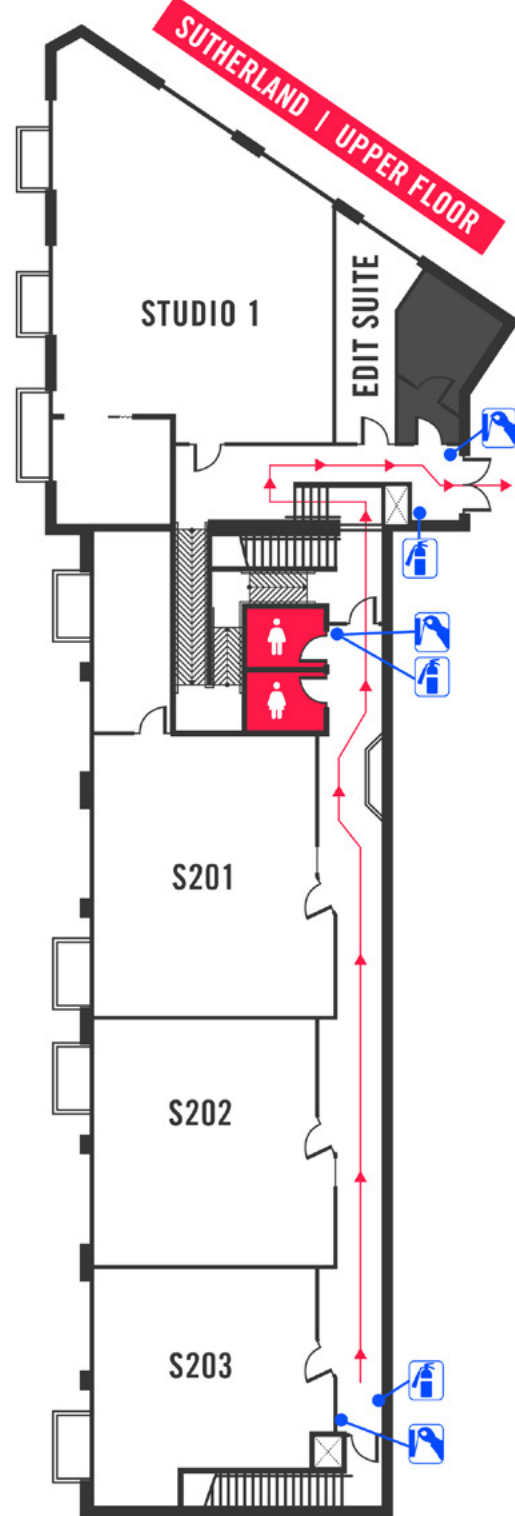
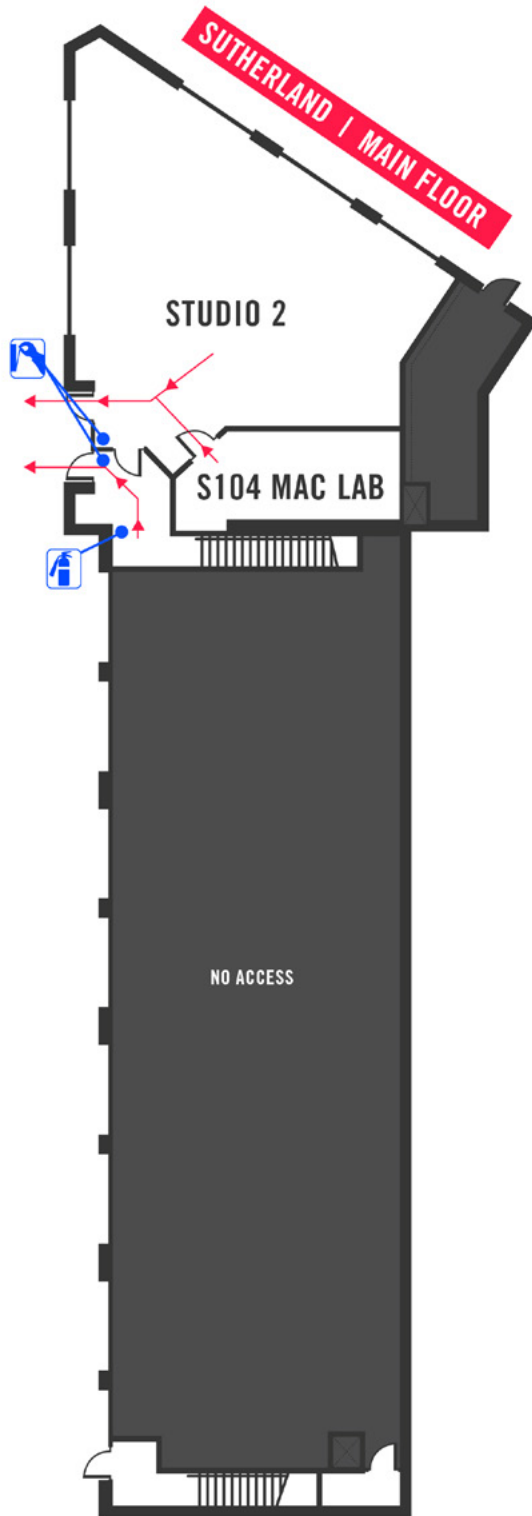
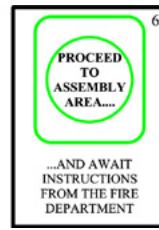
 Fire Exit Route



Pull Station



Fire Extinguisher





# THE PROFESSIONAL DEVELOPMENT PROGRAM

## THE PROFESSIONAL DEVELOPMENT PROGRAM (PD) ADVANTAGE

Centre for Arts and Technology has taken on the ambitious goal of teaching professional development skills to students and staff. We know that these skills make a critical difference to an individual's success, which is why we have made it a priority. We consistently hear from employers about the importance of graduates having strong interpersonal and communication skills.

Emotional Intelligence is not about being nice; it is about having in-the-moment awareness of both your own emotions as well as the emotions of people with whom you are interacting. This awareness then allows you to understand the present social dynamics more clearly and respond in a manner that is most likely to generate the desired outcome. Everyone has Emotional Intelligence. Like other skills, EI can be developed, with some having a greater innate ability.

Emotional Intelligence impacts all areas of your life, it affects your self-talk as well as how you relate to others.

- 75% of careers are derailed for reasons related to emotional competencies, including inability to handle interpersonal problems; unsatisfactory team leadership during times of difficulty or conflict; or inability to adapt to change or elicit trust (The Center for Creative Leadership, 1994).
- The reasons for losing customers and clients are 70% EI related (e.g., didn't like that company's customer service) (Forum Corporation on Manufacturing and Service Companies, 1989 - 1995).
- 85-95% of the difference between a 'good leader' and an 'excellent leader' is due to emotional intelligence (Goleman, 1998).
- Graduates from Centre for Arts and Technology will have had the advantage of identifying and exploring their own unique emotional intelligence and to apply it to their working style for successful career management.

In addition, the PD program offers students the advantage of honing their career-readiness skills through:

- Preparation of resumes and cover letters.
- Successful interview techniques.
- Effective communication and negotiation.
- Effective tools for time management.
- Leadership and teamwork styles.

## RETURNING STUDENTS AND THE PROFESSIONAL DEVELOPMENT PROGRAM

In order to achieve our mission of empowering people through education, our graduates must have the maximum opportunity to explore and assimilate the principles within the PD program. We recognize that the employability and continued success of our graduates in the labour market is dependent not only on their technical competence but on their Emotional Intelligence (soft skills).

1. Students who are returning to Centre for Arts and Technology after being away for one or more semesters will be required to re-take all of the PD courses within their program unless:
2. The student has taken a particular PD course within the last 12 months.

### AND

3. Has received a grade of greater than 70% in that module.

While those students who meet the above criteria are not required to re-take the PD course, they should be encouraged to do so in order to maximize their exposure to, and application of, the principles within PD.

For those students who have not completed all PD courses due to the shorter length of their program of study (e.g. a 12 month program), they will be required to complete any of the remaining PD courses.

## STUDENT SERVICES

At the Centre we want to ensure that students are fully prepared to handle both the transition of coming to school and moving from graduation to being gainfully employed as a professional in their chosen field.

We recognize that students often have multiple challenges in their lives, be it health, home life, personal relationships, or employment. Should you have personal or academic issues that arise during your course of studies here at the Centre, you are strongly encouraged to make an individual coaching appointment. These sessions can be very helpful as a sounding board, developing success strategies or may refer you to other professional services within the community.

The following service is also provided through Student Services:

- Food Pantry (food bank for students)
- Tutoring

Our Student Services Team also helps with the following:

- Access to a variety of career-related materials.
- Workshops on career-related issues.
- Individual advising with regard to resumes, cover letters and portfolios.
- Graduate tracking.
- Linking prospective employers to students.
- Current industry-related information.

### ALUMNI PRIVILEGES

Centre for Arts and Technology offers graduates continued support in the form of:

- Assistance with their job search and job placement.
- Access to job postings.
- Assistance with cover letters, resumes, and interview skills.
- Assistance with their Student Loan repayment process.
- Photocopies of certificates and testing records at a small handling fee.
- Graduate Access Program (GAP): This program allows access to the equipment/facilities in the student's field of study after graduation. Please see our Finance Department if you are interested in this program. A deposit is required and students are contracted with a standard student enrollment contract.

## MANAGING STRESS

Attending any post-secondary education is stressful as you challenge yourself beyond your comfort zone while juggling other work and family commitments in your life. It is critical to be aware of the stress you are under and to develop strategies to effectively cope with that level of stress.

- The best things you can do for your body: feed it, exercise it, and make sure it's getting enough sleep.
- Give your brain a break every now and again. Stress builds up over time, so you need to remember to relax once in a while.
- Get things off your chest. Everyone needs to vent, and it's better to let steam off in smaller doses so it doesn't build up. This doesn't mean going ballistic on your neighbour, but it does mean activities like talking things out with an objective friend or mentor, expressing it in a journal or creative outlet that is not abusive to others. If you get sick, rest. It's that simple.
- Pre-planning can save you a lot of pain in the long run. Take class notes and start thinking about projects early (prior to the day before the due date). Check over and be sure you have taken into consideration all the technical and other requirements.
- Review a little bit of what you've learned each day. This will help stop information from going in one ear and straight out the other.
- If you need help with something, ask while the questions are fresh in your mind.
- If you need further assistance, ask about tutoring options.
- Fight procrastination. It may be easier to spend the weekend organizing your sock drawer, but if you get the hard things out of the way first you'll be amazed at the results. You get it done and you minimize your stress. Remember, you can't get wasted hours back.



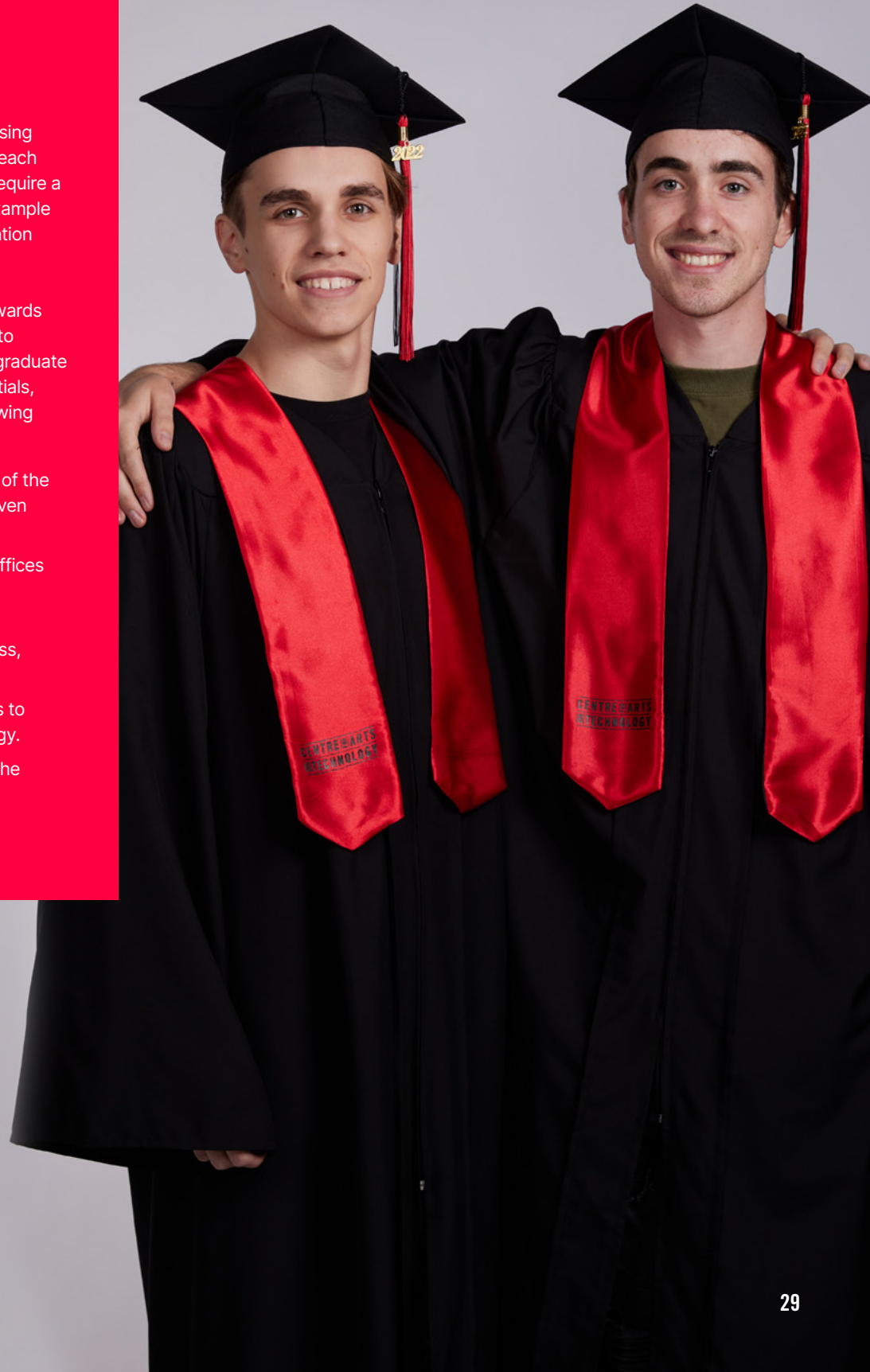
# GRADUATION

## REQUIREMENTS FOR GRADUATION

In order for you to graduate, a passing grade of 60% must be attained in each subject area. Some courses also require a passing grade of up to 80%, for example on a Practical Applied Skills Evaluation (PASE) exam.

Centre for Arts and Technology awards an Advanced Diploma or Diploma to successful graduates. In order to graduate and receive the applicable credentials, students must fulfill all of the following requirements:

- Satisfactory completion of all of the course requirements in the given program.
- Be in good standing with all offices at the time of graduation.
- Comply with attendance, satisfactory academic progress, and student conduct policies.
- Satisfy all financial obligations to Centre for Arts and Technology.
- Have earned at least 75% of the required credits at Centre for Arts and Technology.



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