



the LEARNING company



Administrative Contacts

Amy Kilburn

Director

Blyss Davis

Education Coordinator

Braeleigh Bueckert

Admissions Clerk

Craig Campbell

Post Office Clerk

204-725-7200 & TLC emails



Facilities



- Washrooms
- Student Lounge - microwaves, fridges/freezers, coffee makers
- Parking
- Fire escape routes & muster point

Please clean up after yourselves!!!!



Courtesy Rules

- No cell phones during class hours
- No food in the classrooms (labs), drinks permitted
- No scent policy
- Only English spoken within the classroom
- No personal items left in classrooms from day to day, including textbooks, etc.
- Smoking - 40 feet away from entrances



Student Attire

In class attire - Semi-Casual

- No PJ's, short skirts/shorts, revealing clothing, unsafe footwear

Practicum attire

- Uniform, scrubs or business attire, proper footwear



Class Information

- | | | |
|-------|--------------|---------------------|
| • HCA | 9am - 1pm | 8 hr practicum |
| • HUC | 9am - 2pm | 8-12 hr practicum |
| • MT | 9am - 4:30pm | Outreach and Clinic |

+ Otherwise indicated CPR extended hours

Breaks will be given at the instructor's discretion.



Student Handbook

Attendance

You are expected to treat attending class as you would your career.

Absence

- **Call** the College to advise (204-725-7200), **not email**
- All absences, late arrivals and early departures are recorded and calculated to determine your total program time missed.

Lates

- The door to your classroom will be closed at 9:00am. Instructors can, at their discretion, deny a late student entrance to the classroom. The student may be refused entry to minimize disruption, and only allowed in at break.
- In order to be eligible for entry to class late you must call the College by 8:50am to say you will be late.

Attendance – Hours Missed

- 5% hours missed = warning letter
- 8% hours missed = letter of notification of attendance probation and make up time
- 10% hours missed = possible withdrawal
- If funded, your Funder/Sponsor is notified for all absences/lates/left early
- Students with attendance problems are subject to not going on practicum
- 5 consecutive days missed with no notification = withdrawal
- 10 consecutive days missed, even with notification = withdrawal

Academic Integrity

- Student's are expected to uphold academic integrity and to act honestly, respectfully, and ethically.
- We will not tolerate academic dishonesty including but not limited to the following: cheating, falsification, plagiarism, consequences are listed in the handbook.
- Equity in the classroom; any form of harassment or violation of the Human Rights Code will be grounds for dismissal from the program.

Examinations & Grades

- Students **MUST** have a 70% average in each section/module to graduate
- Students **MUST** receive 70% on each final exam or any oral practical (OP) exam to pass each section/module
- Failed tests and final exams **may** be “rewritten” at the discretion of Administration
- It is up to the student to schedule the rewrite. Rewrites must take place **after** class hours.
- A grade of 70%, is the highest attainable grade on a rewrite

Missed Test/Exam

- Students must **call in advance** of class and speak to their Education Coordinator (not Instructor) before consideration will be given for writing a missed test or exam.
- If approval is given, this may be considered a rewrite and the highest attainable grade could be 70%.
- These can only be written before or after class hours.
- It is up to the student to initiate this process.
- If the student has a planned absence, the test/exam should be completed in advance of their absence.

Assignments

- Assignments are due on the dates indicated by Instructors. Exceptions will only be made under unforeseeable and extenuating circumstances.
- In the absence of an extenuating circumstance, late deductions may apply to assignments submitted beyond the due date.
- Late assignments can be penalized at a rate of 10% per school day for a maximum of 3 days, after which a 0% will be awarded.

Practicum

- A student who has failed or received an incomplete in any of their modules will not be allowed to participate on their practicum.
- Students will not be allowed on practicum until all immunizations, Criminal Record, and Adult and Child Abuse Registry checks are complete
- Practicum is set up by the college. Students do not have a choice where their practicum placement is.
- Students with unpaid accounts will not be allowed on practicum
- Special requests for placement will be considered if submitted in writing to the Director at least 2 months prior to the start date.
- Attire appropriate to the practicum site, must be worn.

Graduation Criteria

Diplomas and transcripts will not be granted to students who have not met the graduation requirements.

- Pass each course with 70% average
- Complete practicum
- Full payment of fees
- Returned inventory (texts, parking tags, etc.)

Diplomas & transcripts will be ready upon completion of practicum.



Forms

- Personal information release form
- Computer User Agreement



Netiquette

- As a new student, you will be given a @learningcompany.net email address.
- All communication outside of class with instructors should be through official TLC email accounts.
- Respect the general rules of network etiquette when using the College network.
- Social Media awareness



Find us on
Facebook

Make sure to “like” the
The Learning Company on
Facebook and Instagram to receive
updates from our campus.



Graduation

Academic Honours

Upon meeting the graduation requirements, those students who have displayed academic excellence will be awarded the designation “With Honours.”

To be eligible for academic honours, a student must have
(1) a minimum overall average percentage of 90%, and
(2) no individual course grade under 80%.



Questions?

