



the LEARNING company



Contacts

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Director

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204-725-7200 & email



Facilities



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

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 – go out front door and 40 feet away.



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

Attendance

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

Absence

- **Call** the College to advise (204-725-7200), **not email**

Lates

- The door to your classroom will be closed at 4:00pm. Instructors can, at their discretion, deny a late student entrance to the classroom. The student may be refused entry to minimize disruption.

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 receive 70% on each test and the final exam to pass each course
- Failed tests and final exams may be “rewritten” at the discretion of Administration
- It is up to the student to schedule the rewrite.
- A grade of 70%, is the highest attainable grade on a rewrite

Missed Test

- 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 outside of regular class hours and on the Education Coordinator's schedule.
- If the student has a planned absence, the test/exam should be completed in advance of their absence.

Practicum

- A student who has failed or received an incomplete in any of their sections 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
- 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, etc.)

Diplomas & transcripts will be ready upon completion of program.



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 our
Facebook and Instagram pages 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?

