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**Enhancement and Creation of New
Diploma to Degree Pathways Between
Conestoga College Institute of
Technology and Advanced Learning
&
Wilfrid Laurier University**

**Report Prepared for the Ontario Council on
Articulation and Transfer (ONCAT)**

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Section One: Introduction

This project sought to enhance existing and create new academic pathways for students located at the Brantford campuses of Wilfrid Laurier University (“Laurier”) and Conestoga College Institute of Technology and Advanced Learning (“Conestoga”). All pathways were developed in collaboration with Conestoga to achieve the learning outcomes for each program. Programs are designed to give students theoretical and practical experiences that are fundamentally rooted in achieving the program learning outcomes and Laurier’s [Undergraduate Degree Level Expectations](#). The goal for this project was to create a transferable model that could be used with other institutions and in other communities. The two main components of this project were to: 1) identify fully the opportunities for joint academic and shared administrative services/infrastructure in Brantford; and 2) create tools and models that can expedite/facilitate new partnerships and joint programming across Ontario’s post-secondary education system.

To identify opportunities for shared administrative services and infrastructure on the Brantford campuses, executive bodies from Laurier and Conestoga have been working to draft collaboration agreements to append to the Memorandum of Understanding that was signed in 2013. Additionally, with regards to the joint academic programming, it was proposed that six partnerships potentially be explored to build upon the strengths of both institutions. During the scope of this project, some ideas were explored, while others were added or removed from the original list.

While exploring opportunities for academic partnerships, tools and models were drafted and developed to help expedite and facilitate joint programming. The main focus was to use the joint and integrated programs being implemented as “trial runs” to create transferable models for programs that are hoped to be launched in the future. Roadblocks to collaboration were addressed and best practices were identified through the implementation of the initial joint and integrated programs.

Section Two: Shared Administrative Services/Infrastructure

A Memorandum of Understanding (MOU) has been created between Conestoga College and Wilfrid Laurier University, and was signed in June and July 2013, taking effect July 1, 2012. The MOU sets out the principles and high level processes for ongoing collaboration between the two institutions in the delivery of academic programs for the mutual benefit for students registered at Conestoga and/or Laurier. The MOU stipulates that collaboration, “may take the form of shared use of facilities or services, shared delivery of academic programs, or various combinations of instructional and infrastructure partnership...”. The intent of the MOU is for student pathways to be improved; services and support to be seamless from the student’s perspective; and administrative resources not to be duplicated.

As per the MOU, a framework for the Collaboration Agreements was agreed upon by both institutions. This framework outlines four Agreements that support the MOU will be developed, with focus on Academic Collaboration, Student Services Collaboration, Operations Collaboration, and Administration Collaboration of the two institutions. These Agreements, as well as a set of financial principles, are in progress to support the partnership.

As of June 2014, a draft of Schedule A: Academic Collaboration was reviewed internally at Laurier and was sent to Conestoga for their review. It is expected that Schedule A will be completed closer to December 2014, depending on the number of revisions that are required. As Schedule A has not been signed by each institution yet, full details cannot be provided here. However, it can be disclosed that three types of Education Programs are detailed in the Agreement:

- A) *Separate Education Programs* – academic programs are delivered and governed by Conestoga independently on Laurier’s Brantford campus.
- B) *Joint Education Programs* – academic programs offered by Conestoga or Laurier that are paired together so that students receive credentials from both institutions upon successful completion of the program. Typically, students will take all of their Conestoga courses in one full academic year, while taking few, if any, Laurier courses.
- C) *Integrated Education Programs* – academic programs from each institution are fully integrated. Components of the program are seamless from the student’s perspective. Typically, courses from Conestoga are offered concurrently with Laurier courses.

Education Program Agreements for each program will be added as appendices to Schedule A. The Education Program Agreements outline specific details pertaining to individual academic program collaborations (see [Appendix 1](#) for a draft template Education Program Agreement).

Due to the complexities of issues being addressed, the other three schedules are not as far along in negotiations as Schedule A. Schedule B: Student Services Collaboration is being reviewed, while Schedule C: Operations Collaboration and Schedule D: Administrative Collaboration remain in the early stages of development.

Section Three: Collaborative Academic Programming

Through this project, joint and integrated academic partnerships that built upon the relative strengths, resources and expertise of both institutions were explored and analyzed. The aim in terms of programming was to provide students with enhanced access and pathways, compress time frames for degree qualification, and, preferably, allow students to receive credentials from both institutions. It was also hoped that the collaborative programming would allow the institutions to capitalize on public infrastructure investment, as well as demonstrate a strong commitment to the continued success of the post-secondary education-led social, cultural and economic revitalization of the city of Brantford, Brant County and the Six Nations of the Grand River territory. In total, eight programs were explored, with four moving beyond the preliminary discussion phase. Three of the programs that are still in the process of being explored are discussed in [Appendix 2](#) (confidential, to be made public following development of the programs addressed).

Joint Education Programs

A) Conestoga's Human Resources Management post-graduate certificate with Laurier's Human Rights and Human Diversity degree

The agreement with Conestoga regarding the option of completing the Human Resources Management post-graduate Certificate for Year 3 of the Human Rights and Human Diversity degree has been updated to better reflect recent changes in the Laurier program requirements. Registration in each institution remains separate, but continues to follow a simplified process of credit transfer between the Registrar's offices of both institutions. The transfer agreement articulates that students will receive 3.0 senior Human Rights and Human Diversity credits and 2.0 senior Leadership credits for the HRM certificate. This transfer credit arrangement, among other items, is detailed in the Education Program Agreement for this program, which will be included as an appendix to Schedule A of the MOU.

A) Conestoga's Human Resources Management and Community and Social Services Management post-graduate certificates with Laurier's Health Administration degree

Laurier's Health Administration degree, within the Health Studies program, has also been revised. Changes to the requirements for the Health Administration program were passed by Laurier's Senate in October 2014 and now include a mandatory Year 3 requirement of a post-graduate certificate from Conestoga, beginning in September 2015. The two options for a certificate program from Conestoga are Human Resources Management and Community and Social Service Management. As per the transfer credit arrangement, students will receive 2.5 senior Leadership credits and 2.5 senior miscellaneous credits for the completion of one of

these certificates. Students will graduate with both a college and university credential after four years. Conestoga currently runs the Human Resources Management program on the Brantford campus and has agreed to begin offering the other program in Brantford in September 2015, as well. Registration at Conestoga will be based on the model currently being employed by the Leadership and Human Rights and Human Diversity programs.

Integrated Education Programs

B) Conestoga's Contemporary Media Arts graduate certificate with Laurier's Digital Media and Journalism degree

Beginning in September 2014, students in the Digital Media and Journalism program at Laurier were required to concurrently enroll in and complete Conestoga's post-graduate certificate program, Contemporary Media Arts. The post-graduate certificate is the first program to be completely integrated with a Laurier degree program in Brantford. Journalism students currently following Year 3 of the previous program requirements were still provided the option of completing Year 3 at Conestoga's Kitchener campus. Year 1 students must complete courses towards the certificate in each year of their studies at Laurier, with all classes taking place on the Brantford campus. In total, there are 14 Conestoga courses that count towards 5.0 credits for the revised Laurier degree.

A seamless integration of these programs from the student's perspective required the collaboration of representatives from Conestoga and Laurier to work out the details of registration at one institution. Numerous meetings and written communications between both Registrar offices were necessary, specifically to determine how to set Conestoga courses up in the Laurier registration system and to work out the financial arrangements. Timing of the Conestoga classes within the Laurier schedule, academic regulations, and the length of terms were also reviewed.

Not all of the issues were resolved in time for the registration of year one students in the 2014-2015 academic year. Registration in Conestoga courses was made seamless by Laurier's Office of the Registrar through them automatically enrolling new students in the program in the Conestoga classes. Since then, new course codes that reflect the Conestoga courses were created and entered into the Laurier system with "P" and "F" indicating a pass/fail standing based on a minimum average required in each course. Care was taken to ensure that these codes are similar to those used in the Conestoga system for ease of conversion and display on transcripts. Since the four Conestoga classes in Year 1 are equivalent to 0.25 Laurier credit each, technical difficulties in displaying the exact course grading at Laurier resulted in a calendar change to indicate that a minimum of 70% would be required to attain a Pass grade or "P" on the transcript. With the new course codes and average requirements in place, future students in this program will be able to enroll in Conestoga courses using the Laurier system without the intervention of the Registrar's office.

In order to ensure that a clear exchange of student information between both institutions continues to allow a seamless process of registration and progression for all students, a document further outlining the monthly responsibilities of each of the Conestoga and Laurier representatives in both Registrars and program areas has been created ([Appendix 3](#)). It has been agreed that this document will be reviewed and revised by appropriate members of both institutions on a yearly basis.

Details related to student fees and financial transfers between institutions have resulted in numerous consultations with financial specialists at both institutions. The financial arrangements continue to be worked on, with the goal to create a fair and equitable transfer of resources. The process that is implemented will largely be driven by the financial principles, which are currently being explored as part of the MOU discussions. The creation of one seamless registration and billing system through Laurier is a model that will be implemented for all future integrated programs with Conestoga College. The model strengthens the ties between institutions and creates a positive seamless student experience.

Communications with Academic Advising have also occurred on a regular basis to ensure that students in this program are accurately advised about course registration. An information sheet was created and distributed to incoming students who were unsure about whether applications and registrations at both institutions were necessary for enrolment ([Appendix 4](#)). The coordination of recent changes to the weighting of the Conestoga courses from a total of three to five credits was overseen through the curriculum process at Laurier and recently passed through Senate. This new information is being confirmed with Advising and will be communicated to each individual student in the program to ensure that they are aware of the changes to their course load.

Recognizing that students are not the only stakeholders who required new and updated resources to ensure they have a seamless and positive experience, Laurier's part-time faculty handbook is also being revised (see [Appendix 5](#)). The handbook will be edited for Conestoga faculty to ensure their faculty members receive pertinent information for teaching in an integrated program. Additionally, the creation of a Steering Committee comprised of representatives from both institutions to oversee progression and other academic decisions has been discussed. The final form of this Steering Committee has not yet been finalized, but will be addressed in the individual Education Program Agreements appended to Schedule A of the MOU. The Steering Committee will ensure that regular meetings are held to enable program coordinators and other administrators involved with the integrated program to review and resolve program issues.

C) Conestoga's Game Design courses with Laurier's Game Design and Development degree

The proposal for an Honours Bachelor of Fine and Applied Arts in Game Design and Development is currently awaiting approval from the Ontario Ministry of Training, Colleges and Universities. The program is being advertised through Recruitment for possible incoming students in September 2015.

All students in this program will be required to take courses that introduce them to a broad variety of critical and applied concepts in both gaming studies and game design. The curriculum for this program is integrated, with a mix of Laurier and Conestoga courses. In addition to the required junior and senior level courses delivered by Laurier, this program requires six courses (3.0 credits) delivered by Conestoga. Since the program assumes no previous programming or design experience on the part of students, the curriculum introduces concepts of games and game design through a project-based course in which first-year students develop an analog board game. The WLU-based curriculum then introduces students to key concepts, ideas, and tools in media history, theory, design, and interaction. The Conestoga-based curriculum introduces key skills required for game development in hands-on computer lab classrooms. The interaction of theory and practice culminates in two capstone projects that showcase the students' ability to create games from concept to product and to work in collaboration with an external organization to solve or address a problem with gamified strategies.

Through the use of a consultant, as well as the University-Industry Liaison Officer, Laurier is exploring other avenues of partnership for the Games program. The possibility of funding from Mitacs, an organization devoted to the building of partnerships between academia and industry, as well as a relationship with the University of Waterloo Games Institute are currently being investigated. There is great potential for future educational experiences through these partnerships for Laurier's undergraduate students. The consultant is also sharpening the collaboration between Conestoga and Laurier in terms of helping us understand how to bridge the gap between theoretical and applied elements of game design in terms of curriculum and operational infrastructure (such as Information Technology).

The program registration model of the Digital Media and Journalism program will be used to provide students with a seamless registration through the Laurier registration system. Unlike the Journalism program, Game Development and Design students will not receive a credential from Conestoga upon graduation from this program; however, the communication of grades and the planning processes between the registrar's offices will be run as indicated in the Registration process document developed for Journalism ([Appendix 3](#)).

Other Education Programs

D) Conestoga's Business diploma and Laurier's Business Technology Management degree

Due to concerns raised by Laurier's School of Business and Economics, the Conestoga Business Diploma and Laurier's Business Technology Management Degree (2+2) has been put on hold until a future date.

Section Four: Transferable Model and Tools/Templates

The second component of the project was to create tools and models that can expedite and help facilitate new partnerships and joint programming across Ontario's post-secondary education system. This was to be accomplished partially through building upon best practices and through the creation of turn-key tools and templates to help institutions move forward with any/all components of these innovative collaborations.

It was found that in order to successfully launch these programs, several offices and services from both institutions needed to be consulted and work closely together. In particular, it was determined that Human Resources, Faculty Relations, Finance, the Office of the Registrar, student unions, Library, the bookstore, student services, the Residence Life Office, Information Technology services, and Recruitment and Admissions need to be contacted for input. Collaboration with these areas is critical during the different stages of establishing a separate, joint or integrated program, as is described in the below table:

Office/Area Consulted	Preliminary "Idea" Stage	Proposal Writing and Approval Stage	Program Launch Stage
Human Resources and/or Faculty Relations	Contact regarding any issues that may surround the institution's Collective Agreement(s). In terms of Conestoga-Laurier partnerships, discussions included issues around modified work assignments and concerns of the Wilfrid Laurier University Faculty Association regarding possible contravention to the Collective Agreements for Full-Time and Part-Time faculty.	Notify about the proposal status and ensure no further questions have arisen as the proposal is drafted.	
Financial Operations	Contact regarding preliminary budgeting questions, funding issues/concerns.	Determine which institution will receive funding (or both), including government grants, tuition collection, any future surplus revenue, etc. This should be directed by the Financial	Finalize financial arrangements and ensure any outstanding issues are handled.

		<p>Principles that are in place on a higher level between the institutions.</p> <p>Also look into insurance coverage, including:</p> <ul style="list-style-type: none"> • Students/institutional risk/insurance suing • WSIB field trips <p>Request support determining logistics and costs per student (Fees + regular + student affairs – security – who is charging and what is being charged back should be clearly spelled out).</p>	
Registration and Records		<p>Once it is clear what the program wants to do (i.e., integrated vs. joint, how many courses to be offered, during which years, etc.), collaboration with the Registrar's Office is required. A process needs to be developed and be used for the information sharing and for piloting integrated programming options. See the example Registration Process document attached in Appendix 3.</p> <p>After much deliberation, the solution Laurier and Conestoga determined was that new course codes and average requirements be entered in Laurier's system. Future students in integrated programs should be able to enroll in Conestoga courses</p>	<p>Ensure the solution and process in place for registration, progression and graduation confirmation are ready and are functioning properly.</p>

		using the Laurier system without the intervention of the Registrar's office.	
Student Unions		Connect the student unions from each institution to initiate discussions that look at options to ensure all students, both college and university, are represented at the campus. They may also want to look at various partnership opportunities.	
Library and Resource Centre		<p>Work with the Library and any resource centres to ensure they are able to properly service the additional students and have the resources available for the new program. It may be necessary for the incoming partner to establish a process with the Library. Discussions may also want to be held regarding resources for any necessary bridging courses.</p> <p>Conestoga and Laurier/Brantford Public Library had an initial process in place from fall 2012 and they have recently provided revisions to that agreement to be incorporated into the services agreement being updated. Please see Appendix 6.</p>	
Accessibility Office		Conestoga and Laurier's Accessible Learning have had an arrangement in place for	

		<p>assessing and accommodating Conestoga students since the fall of 2012 and it has proven successful. Through discussions, it was determined that no new processes will need to be added for students in integrated programs. See Appendix 7.</p>	
Bookstore			<p>Connect the bookstores from each institution to develop a process for ordering the required books to be sold for joint and integrated programs.</p> <p>The agreement reached between Conestoga's Bookstore and the Stedman Community Bookstore at Laurier Brantford is attached in Appendix 8.</p>
Student Services		<p>Discuss how student services will be provided, by which institution and what the fees are for this.</p> <p>Conestoga and Laurier discussions have focused on all student services being handled by Laurier Brantford with a bundled charge back. Ongoing discussions will occur for information sharing and enhancements as this partnership moves forward.</p>	
Residence Office		If students for any separate, joint or integrated programs will	

		<p>require residence rooms (or the option to have rooms in residences), work with the Residence Office of the hosting institution to ensure accommodations are made.</p> <p>Laurier's Residence Life office allots rooms to Conestoga students. Numbers of residence rooms required for Conestoga students must be finalized by July 1 each year.</p>	
Information Technology		<p>Work with IT to review systems and ensure capability to service incoming programs. Be mindful of programs that are labour intensive for the data required and sharing of information. This may not be a streamlined process, based on the technological requirements for each program.</p>	
Recruitment and Admissions		<p>Once approved by appropriate bodies, work with the Recruitment and Admissions office at each institution to design and implement a marketing strategy for all program options.</p>	

Best practices were also identified through the process of setting up the initial joint and integrated programs. One such practice is to establish a Steering Committee for each individual program, comprised of representatives from both institutions, to oversee progression and other academic decisions. The Steering Committee will hold regular meetings to enable program coordinators and other administrators to review and resolve program issues. In terms of the Conestoga-Laurier partnership, this is an idea that is still in the discussion phase and has not yet been implemented. Another best practice is to ensure that faculty members teaching within

any separate, joint or integrated program receive a proper orientation to the campus and have access to up-to-date resources. In Fall 2014, Conestoga's faculty were invited to attend the student orientation, as well as participate in a separate lab orientation session. They also received a brief information sheet that included necessary information. To replace the information sheet, Laurier's part-time faculty handbook is being revised for the Winter 2015 semester so that Conestoga faculty have all applicable information (see [Appendix 5](#)). Similarly, it is best to ensure students in these types of programs receive a separate orientation to understand how their program works, what it means to be a student of each institution and any other issues that are related to their program. In Fall 2014-15, Conestoga students received their own orientation on the Brantford campus (excluding degree students, as they received their primary orientation through Laurier). At the Conestoga orientation, students were given a handbook that was specifically designed for their program, introduced to the different services on Brantford campus that were available to them, and presented with program-specific information. Please see [Appendix 9](#) and [Appendix 10](#) for the 2014-15 student orientation agenda and student handbook.

Appendix 1 – Education Program Agreement

Please note that the below template Education Program Agreement is only a draft version and has not yet been approved by the executive offices of Laurier and Conestoga. This proposed version of an Education Program Agreement would be filled out for each individual program and appended to Schedule A: Academic Collaboration Agreement of the Memorandum of Understanding.

SCHEDULE A3.1 APPENDIX TEMPLATE

1. Faculty: *Liberal Arts:* ☐ *Human and Social Sciences:* ☐
2. Laurier Program Name: _____
3. Conestoga Post-Graduate Certificate Name(s): _____

- ~ Or ~ No Conestoga certificate awarded for this program: ☐
4. Number of credits awarded in total: _____
5. Conestoga credits: *Optional for graduation* ☐ ~ Or ~ *Mandatory for Graduation* ☐
6. Year 3 program: ☐ ~ Or ~ Concurrent Program: ☐
- ~ Or ~ Other: ☐ _____
8. Minimum overall GPA average required in Conestoga courses: _____
 ~ Or ~
 Minimum GPA average required in each Conestoga course: _____
9. Laurier Transcript Notation: *Credits listed as per Laurier Academic Calendar:* ☐
- ~ Or ~
- Pass/Fail Notation for each Conestoga class:* ☐
- ~ Or ~
- Other: ☐ _____

10. Registration Process Agreement and transfer of credits process approved by both Registrars:

Yes ☐

Attached ☐

No ☐

If no, will transfer be based on model as per previous program agreement?

Yes ☐

Program name: _____

No ☐

11. Academic Steering Committee: If required, committee responsibilities may include the review of issues related to the content of courses, scheduling of exams, issues of academic misconduct, petitions and grade appeals and registration processes between institutions.

Required ☐

Not Required ☐

i) **Frequency of meetings:** End of each term: ☐ End of Winter term: ☐
~ Or ~

ii) **If required: List of members by title from both Institutions:**

_____	_____
_____	_____
_____	_____

Academic Sub Committee: Required: ☐ Not Required: ☐

Frequency of meetings: End of each term: ☐ End of Winter term only: ☐

If required: List of members by title from both Institutions:

_____	_____
_____	_____
_____	_____

Appendix 2 – Confidential – Programs Under Development

Note: this Appendix has been removed due to its confidential nature and will be released at a future date.

Appendix 3 – Registration Process

REGISTRATION PROCESS FOR DIGITAL MEDIA AND JOURNALISM as agreed in MAY 2014

When	Task	Who	Additional Notes
Ongoing	Grades are entered into the Conestoga D2L system and uploaded into SIS.	Instructors	
Ongoing	Students who have left the Digital Media and Journalism program who wish to complete the Conestoga Media Arts Certificate will be directed to Conestoga College for assistance.	Academic Advising will direct the students to the program coordinator at the college. Conestoga will direct students who have completed the CMA who want to reapply to Honours JN to Laurier Academic Advising	Laurier will allow students to hold Conestoga credits and use them as miscellaneous senior credits towards other programs
August Within five days of the end of the Spring term	Grades for all students registered in Spring Conestoga classes are sent to Associate Registrar, Brantford for input of CR or F into the Laurier system	Associate Registrar Conestoga and Conestoga Representative	Students who have a minimum grade of 65% in each Conestoga class may progress. (UNDER REVIEW)
August	Program Coordinator will be alerted if students have not met the minimum GPA requirements in Spring Conestoga courses.	The Manager of Academic Advising, Laurier	Students will only be permitted to progress in the Honours program at Laurier at the discretion of the Digital Media and Journalism Program Coordinator. If Conestoga courses were completed in Spring term, progression may be recommended by Academic Advising before progression decisions are final. Progression decisions are communicated by the Registrar's office (and potentially Advising)
August	Ensure the minimum required contact hours for Fall/Winter Conestoga courses are met.	Conestoga Representative	Courses may require make up classes or self-directed learning activities.

When	Task	Who	Additional Notes
October	Send notice of Spring timetable planning to the Conestoga Representative in Brantford.	Laurier Brantford Scheduling and Examinations Coordinator	For the coming academic May-August Spring term classes
November	Send notice of Fall/Winter timetable planning to the Conestoga Representative in Brantford.	Laurier Brantford Scheduling and Examinations Coordinator	For the coming academic year Sept.-April Fall/Winter term classes
November	Provide scheduling specifics for coming Spring classes to the Laurier Brantford Scheduling and Examinations Coordinator	Conestoga Representative.	Ensure to include which courses require lectures and/or labs for the Spring term May-August.
December Within 5 days of the end of the term	Grades for all students registered in Fall Conestoga classes are sent to Associate Registrar, Brantford for input of CR or F into Laurier system	Associate Registrar Conestoga and Conestoga Representative	Students who have a minimum grade of 65% in each Conestoga class may progress. (UNDER REVIEW)
December	Provide scheduling specifics for coming Fall and Winter to the Laurier Brantford Scheduling and Examinations Coordinator.	Conestoga Representative.	Ensure to include which courses require lectures and/or labs for the academic year Sept.-April Fall/Winter.
December - April	Class times are scheduled so that Conestoga classes do not conflict with Laurier JN classes.	Laurier Brantford Scheduling and Examinations Coordinator	
January End results from Fall term	Program Coordinator will be alerted if students have not met the minimum GPA requirements in Conestoga courses.	The Manager of Academic Advising, Laurier	Students will only be permitted to progress in the Honours program at Laurier at the discretion of the Digital Media and Journalism Program Coordinator. If Conestoga courses are available in Spring term, retakes may be recommended by Academic Advising.
February Academic dates posted on WLU web	Conestoga Instructors are informed of all Laurier academic dates including university holidays.	Conestoga Representative	Instructors informed if make-up classes are required for any Conestoga classes that fall into times when the University is closed.

When	Task	Who	Additional Notes
March	Information Regarding Registration in Conestoga classes is included in the first year Registration Guide for new students.	Submitted by Academic Advising Laurier Associate Registrar Laurier to ensure Conestoga classes are included.	Academic dates for registration, dropping or adding courses follow Laurier calendars.
March	Information regarding registration in Conestoga classes for continuing students is included in Registration instructions for all students advertised by the Registrar's office.	Associate Registrar Laurier Brantford.	Academic dates for registration, dropping or adding courses follow Laurier calendars.
April	Ensure courses are inputted into the Laurier System.	Associate Registrar Laurier Brantford	
April	Days and times of classes are entered into the Laurier System.	Laurier Brantford Scheduling and Examinations Coordinator	
April	Ensure the minimum required contact hours for Conestoga courses are met for Spring classes	Conestoga Representative	Courses may require make up classes or self-directed learning activities.
April Within 5 days of the end of Winter term	Grades for all students registered in Spring Conestoga classes are sent to Associate Registrar, Brantford for input of CR or F into the Laurier system.	Associate Registrar Conestoga and Conestoga Representative	Students who have a minimum grade of 65% in each Conestoga class may progress. (UNDER REVIEW)
April End results of Winter term	Program Coordinator will be alerted if students have not met the minimum GPA requirements in Conestoga courses.	The Manager of Academic Advising, Laurier	Students will only be permitted to progress in the Honours program at Laurier at the discretion of the Digital Media and Journalism Program Coordinator. If Conestoga courses are available in Spring term, retakes may be recommended by Academic Advising before progression decisions are final. Progression decisions are communicated by the WLU Registrar & Advising

Appendix 4 – Digital Media and Journalism FAQ Sheet

Digital Media and Journalism First Year Student Registration Information

1. How do I enroll in the Conestoga courses I need for this program?

The Office of the Registrar will register you in the Conestoga courses before classes begin in September. The Conestoga classes will appear on your LORIS registration as part of your Fall and Winter schedules.

If the times of the classes conflict with any electives you have already registered for, the Office of the Registrar will notify you through your mylaurier email so that you have plenty of time to choose new electives. You are responsible for checking your registration to ensure that you attend all of the classes listed there.

You will complete two Conestoga classes each semester. The four Conestoga classes you complete in Year 1 are equivalent to a total of 0.5 Laurier credit for the purposes of OSAP and any Laurier Scholarships you may be eligible for.

Fall Term:

Group Dynamics - Thursdays from 8:30 - 11:20 in CB205

Art of Storytelling - Tuesdays from 11:30 - 2:20 in DAL007

Winter Term:

Digital Imaging I - Fridays from 10:00 - 12:50 in OD210 (Computer Lab)

Project Management - Thursdays from 8:30 - 11:20 in CB206

2. Which Journalism courses are required this year?

JN101 (Fall), JN202 (Winter) and JN211 (Winter).

3. Which Brantford Foundation courses should I complete this year?

BF190 is required in the Fall term. It is required for graduation and is also the prerequisite for JN211 in the Winter.

Completion of BF290 is preferred in the Winter term, but if scheduling is better for Fall, that is fine.

4. How many elective courses should I enroll in this year?

You need **2.0 credits of electives (4 x .5 credit classes)** in Year 1 to complete 5.0 credits in total. The required JN, BF and Conestoga classes total 3.0 credits.

You could choose to enroll in 3 elective classes in the Fall (1.5 credits) and 1 in the Winter (.5 credit), to balance your schedule with all of your required classes.

Laurier students who complete Honours degrees in 4 years without enrolling in any Spring classes (May – August), usually complete 5.0 credits each year, (5 x .5 credit classes per F/W term).

It's up to each student to decide how many elective classes they are comfortable completing each year. If you require 5.0 credits a year for funding purposes, but find this workload too heavy, please contact your funding sponsor to assess how dropping classes will affect your finances.

Always be aware of the deadlines for dropping and adding courses and contact an academic advisor to review possible registration in Spring (May- August) electives.

5. *Will I be able to take some Journalism classes in the Spring term (May-August) and finish this degree in less than four years?*

No, Journalism classes will not be available in the Spring term.
It will take a minimum of 4 years to complete this degree.

6. *What if I need more than 4 years to finish the degree?*

That's fine, although you will need to complete the **required** Journalism and Conestoga courses in sequence each year.

It's up to each student to decide how quickly to complete all of the electives that you require to graduate with 20 credits. You may remain registered for up to 18 months after the date of your last registration and still be eligible to follow the academic calendar year of your program requirements.

7. *What grades are required to remain in the program?*

A cumulative GPA of 5.0 (63-65%) in the JN courses, and an overall cumulative GPA of 5.0 is required to progress in this program. An average of 65% in each Conestoga class is required to graduate. Students who achieve less than 65% will only be permitted to progress in the program at the discretion of the Digital Media and Journalism Program Coordinator.

Students must achieve a 7.0 (70-72%) cumulative GPA in JN classes and 5.0 cumulative GPA overall to meet requirements to graduate with Honours.

Appendix 5 – Revisions to the Part-Time Faculty Handbook

Some of the information that has been discussed and will be included in the revised Part-Time Faculty Handbook for Conestoga Faculty in the Winter 2015 include:

Campus Map

<http://www.myatlascms.com/map/index.php?id=573#!ct/6897,5784,5799,5783,5798,5800,5797,5782,5623>

Laurier Academic Dates

All Conestoga classes will follow the Laurier academic calendar as below:

Fall term 2014

<http://www.wlu.ca/calendars/dates.php?cal=1&t=210&y=61>

Winter term 2015

<http://www.wlu.ca/calendars/dates.php?cal=1&t=211&y=61>

Assignments and Tests in the Last Week of Classes

Normally, work such as assignments or tests, due in the last week of classes will be made known to a class at the beginning of the term. In no case, after the first half of the term, shall the assignment of such work first be made known to a class. To ensure that the workload of students is not unreasonable in the last week of classes, the university sets the following limits for the final week of regularly scheduled classes of each term:

1. Assignments, projects, presentations and other evaluated work, to a maximum worth of 50 percent of the total marks available in the course, may be due for submission or presentation during the last week;
2. In a course or section with a final examination scheduled in the examination period, an in-class test or examination worth no more than 20 percent of the total marks available in the course may be administered during the last week of classes;
3. In a course or section that does not have a final examination scheduled in the examination period, no tests or examinations may be administered during the last week of classes, excepting only small quizzes and the like, worth no more than 10 percent that are part of a weekly or biweekly series of such items.

Campus Closures - Severe Weather/Storm Closing Policy

For information regarding Brantford Campus closures, please see www.laurierbrantford.ca.

Severe Weather/Storm Closing Policy: The decision to close the Brantford campus will be made by the principal/vice-president or designate. The office of the principal/vice-president will notify the president's office, Conestoga College, and Nipissing University whenever the Brantford campus closes. Buildings in Kitchener will close whenever the Waterloo campus closes.

Notifications of such a closure will be communicated by 7 a.m. in the following ways:

- 1) Campus closure notification on the homepage - www.laurierbrantford.ca
- 2) Campus closure notification on the switchboard - 519.756.8228
- 3) Campus closure notification email sent to all faculty, staff and students
- 4) Campus closure notification to CKPC AM 1380 and Jewel 92.1 FM, as well as their websites

Closing the university means that:

1. All classes are cancelled.
2. Meetings and other scheduled events are not held.
3. Staff, other than those needed for essential services, are not expected to be at work.
4. Examinations are cancelled. Any centrally scheduled examinations that have been cancelled will be rescheduled by the Office of the Registrar.
5. Deadlines for assignments and other submissions are postponed until the same hour on the next weekday that the university is open.

Please note that your courses will also be affected by Conestoga Campus closures. The best information sources are the Conestoga website

(http://blogs1.conestogac.on.ca/announcement/2012/02/emergency_closure_information.php)

and local media. When the decision is made to close one or more of Conestoga's campuses because of bad weather or an emergency, an announcement will be posted on the home page under College News, and phone systems at each campus will be updated to reflect information pertaining to the closure. Closure information will also be provided to local radio and television stations, including:

- 88.3 CJIQ-FM , Conestoga College
- 570 News/ 96.7 CHYM-FM, Kitchener
- 105.3 KOOL-FM, Waterloo
- 1460 CJOY/MAGIC 106.1-FM, Guelph
- CJCS 1240, Stratford
- 107.5 DAVE-FM , Cambridge
- 91.5 THE BEAT, Kitchener
- CKCO-TV

Classroom Location

Please do not change the location of your classroom. Room bookings for university and non-university functions require us to have strict record keeping of all room usage. Your cooperation is appreciated. If you have any questions about your room assignment, please contact: Ruth Cole at rcole@wlu.ca or Service Laurier at serviceaurier@wlu.ca

Should you wish to request a change to your assigned classroom location, please complete the online form found [here](#) prior to the beginning of classes (where possible).

If you need to book rooms for any reason (i.e. make up exams, etc.), please fill out the online form by going to the Service Laurier website to complete a [Room Booking Request Form](#).

Make-Up Mid-Term Exams

Make-up midterms are to be arranged between the faculty member and the student, and should not involve office staff. Make up midterms can also be written in the professors' offices if that is agreed upon by the student. Staff cannot act as proctors for mid-terms. If support is needed for

make-up mid-terms, please work with Conestoga staff.

Office Location and Key Services

Your office location will be assigned by Conestoga staff. Keys for office, classrooms and media kiosks are distributed and returned through Linda Cook in Campus Operations. See Linda (before the first week of class, if possible) to sign for, and pick up the key(s). At the end of term, it is important that you return the key(s), and sign that you have done so. If you are making a special trip to pick up your keys, please verify that someone will be in the office on the day and time you are coming.

Contact Information:

[Linda Cook](#)

E| lcook@wlu.ca

P| 519.756.8228 ext. 5761

University Holidays

Please click the following link for a list of [University Holidays](#).

Voicemail

There may be a note in your office as to what the password is. Otherwise, initial password is 66 plus extension number. The first person to access the voicemail system will be prompted to change the password. Please leave a note for other faculty sharing the office, indicating the new password. Likewise, if you ever change the password, leave a note for your office-mates.
Helpful phone extension information:

To setup your voicemail for both Laurier and the community to hear, do the following:

- press 7000 or message (if your phone has this button) and enter your extension #
- your password is 66 + your extension followed by the # key (this is a temporary password & you will be asked to change it)
- press 8*, 2 and then 1
- press 5 to record message and # to end message

To retrieve voicemail, do the following:

- press 7000 or message (if your phone has this button) and enter your extension #
- enter your password followed by the # key
- press 2 to play the message or replay; press 76 to delete the message

Appendix 6 – Library Services

Please note that this is a DRAFT version, which has not been approved by the executive bodies at either institution.

For Education Programs offered at the Brantford Campus, Conestoga students at Brantford will have access to the following services:

- a. **Instructional Services:** Conestoga Program Liaisons will provide on-site Orientation and classroom Information Literacy sessions as requested by program coordinators and faculty. Online tutorials on research skills and database searching will also be accessible to students on the Conestoga Library Website.
- b. **Reference Services:** Brantford Public Library staff will provide the same basic / directional Reference Service to Conestoga students as is provided to Laurier students. More complex questions or students with greater needs will be directed to the Conestoga Library Program Liaisons or to the main Conestoga Library client service email. In addition, askON colleges virtual research service <http://www.conestogac.on.ca/lrc/contact/askon.jsp> and WLU's Ask us <http://library.wlu.ca/askus> will be available to Conestoga students.
- c. **E-Resources:** Access to Conestoga online e-resources will be promoted for all Conestoga students. Access to Laurier on-line e-resources is limited to Laurier students and faculty. Conestoga students enrolled in a Joint or Integrated Education Program (i.e. enrolled at both Laurier and Conestoga) will have access to Laurier online e-resources. Conestoga students enrolled in a Separate Education Program will be issued a Laurier OneCard (as will all Conestoga students) and will have access to E-resources only in person when on campus.
- d. **Print Resources:** Conestoga students and faculty may request print resources from the Conestoga Library. Resources will be shipped in care of Conestoga faculty. Print resources will not be transferred from Conestoga Library to Brantford Public Library. Conestoga students and faculty who reside in Brantford may obtain a Brantford Public Library ("BPL") card to borrow from the BPL collection. Students may also borrow from the Laurier print circulating collection at BPL using their Laurier OneCard.
- e. **Interlibrary Loan:** Conestoga Library is responsible to process all requests for interlibrary loans or document delivery for Conestoga students or faculty. Once a sufficient number of Conestoga students are enrolled in Education Programs at Brantford, interlibrary loans from Laurier's print collection will be available to Conestoga students via the Laurier Interlibrary Loan Services ("ILS").
- f. **Reserves:** No Conestoga print reserves will be held or circulated by BPL. Conestoga Library will establish a reserve system with Conestoga faculty teaching at Brantford to provide for access to electronic reserve materials for Conestoga students.
- g. **Study Space:** Through their OneCard, Conestoga students enrolled in an Education Program are eligible to access study space at BPL.

- h. **Returns:** Conestoga and Laurier will develop a system to address the timely return of library materials by Conestoga students. As may be requested by Laurier, Conestoga will follow-up with Conestoga students who are delinquent in returning library materials or fail to pay library fines. Laurier will provide timely written notification (email is acceptable) to the Conestoga Library Director of all students who have failed to return materials or pay library fines.
- i. **Evaluation:** All requests and comments by Conestoga students and faculty on library services will be collected and reviewed to monitor demand for services and adequacy of existing services. Feedback from Conestoga students and faculty, as well as BPL and Laurier library staff will be shared annually with the Advisory Council to assess services and propose improvements. As may be appropriate, Conestoga or Laurier may complete a survey to assess students' library needs during the term of the MOU.

Appendix 7 – Accessibility Services Process

Please note that this is a DRAFT version, which has not been approved by the executive bodies at either institution.

The Accessible Learning Centre at Laurier Brantford will be vetting all accommodation requests for Conestoga College students. Ann Moore, the Manager of Accessibility Services on the Doon Campus and Amy Kendall have been working together to develop an accommodation process that is modelled after the services on the Doon campus, yet is administered through the Accessible Learning Centre. The following will offer some initial guidelines to support your students as we continue to work through this development process:

You will receive an **accommodation letter** from a student if they are registered with Accessible Learning. Their classroom and exam accommodations will be indicated. You are expected to implement any classroom accommodations as soon as possible. If there is a testing accommodation, this is your cue to begin putting test times into the Test Wizard. According to Ann Moore, you can enter an entire semester's test times into the Test Wizard. If you have questions about an accommodation, please speak to Michael Ackerman, Disability Consultant before negotiating any variations with the student. Michael can be reached at mackerman@wlu.ca 519-756-8228 x 5759, his office location is 97 Dalhousie St room 212.

Volunteer Student Note taking (this process will follow that of the Doon campus): When a student has a 'student note taker' accommodation, please post a request to the class for a volunteer student note taker on D2L, without identifying the student. Ask that student volunteers "reply to all" when responding. This will allow the student with accessibility needs to privately contact the volunteer. In this way, we can protect the student's privacy, while assisting them in getting their needs met.

The **exam process** will follow that of the Accessible Learning Centre/ Laurier Brantford. Students will be invited to book to write tests and exams by advertised deadlines. Once a booking is received, the exam coordinator will be in contact with you to request the submission of your exam to our office. We ask that you submit your exam 3 days prior to the exam date, to lbALexams@wlu.ca or drop off a hard copy to the main ALC office at 97 Dalhousie room 214. This will enable the ALC time to format the exam to meet the needs of the students.

Appendix 8 – Bookstore Ordering and Sales Process

BOOKSTORE PROCESSES - CONESTOGA and LAURIER as of MAY 2014

Fall Semester:

When	Task	Who	Notes
3 rd Monday in June	E-mail book adoption list to Stedman Bookstore Manager	Conestoga College Program Support	
June/July	Inputs Conestoga book orders	Stedman Bookstore Manager	
July	Send program and course numbers	Conestoga College Program Support	
July	E-mail students regarding orientation date, reminder of textbook costs and process	Conestoga College Program Support	
July	Ensure any issues related to the order is address in July early enough to resolve	Stedman Bookstore Manager	
August	Follow up with Stedman Bookstore Manager regarding September numbers, and to identify any items to review	Conestoga College Program Support	

Winter Semester:

When	Task	Who	Notes
September	Set up – College program order day for shirts and other products	Stedman Bookstore Manager and Conestoga College Program Support	
By the 3 rd Monday in October	E-mail book adoption list to Stedman Bookstore Manager	Conestoga College Program Support	
October	Inputs Conestoga book orders	Stedman Bookstore Manager	
October	Send program and course numbers	Conestoga College Program Support	
October	Ensure any issues related to the order is address in July early enough to resolve	Stedman Bookstore Manager	
November	E-mail students regarding winter semester updates and reminder of textbook costs and process	Conestoga College Program Support	
December	Follow up with Stedman Bookstore Manager regarding January numbers, and identify any items to review	Conestoga College Program Support	

Note: if there are orders that can't be placed or there are issues then either party should contact the other immediately to communicate the concerns.

The Stedman Bookstore Manager will contact the Conestoga College Bookstore for any kits, special orders or order concerns.

Conestoga College's bookstore will come to Brantford at least once a semester to give the students an opportunity to purchase Conestoga College products.

Appendix 9 – 2014-15 Conestoga Student Orientation Agenda



CONESTOGA COLLEGE BRANTFORD ORIENTATION AGENDA

Thursday, August 28th - 9- 3:00 p.m.

Location: Research Academic Centre - 002 RCW

http://www.wlu.ca/documents/57297/BRNT-MAR14-Campus_Map_WEB.pdf

Orientation Agenda	
Time	Activity
9:00am -11:30 a.m.	<p>General Orientation</p> <ul style="list-style-type: none"> • Welcome/Overview of the Day <ul style="list-style-type: none"> ◦ Student Handbook – bookstore, parking and other logistics • Conestoga Students Inc. (CSI) <ul style="list-style-type: none"> ◦ Healthcare Plan & Student Wellness ◦ Student Life ◦ Library Resources, Learning Commons & Aboriginal Services • Laurier Student Services <ul style="list-style-type: none"> ◦ Accessible Learning ◦ Service Laurier and the ONE card ◦ Library Resources ◦ ITS Service Desk – IT Technical Support ◦ Tech Shop Printing Services ◦ Wilkes House Gym • Financial Aid <ul style="list-style-type: none"> ◦ OSAP Information & Student Awards • Introduction of Contacts – Announcement of Program Coordinators <ul style="list-style-type: none"> ◦ School Chairs ◦ Program Coordinators • Information about Phase 2 of Orientation
11:30 - 12:00 noon	LUNCH (provided)
12:00 – 1:00 p.m.	<p>Program Specific Orientation</p> <ul style="list-style-type: none"> • Introduction into Program • Introduction of Faculty and Students • Ice Breaker Activity • Brief overview of courses – Realistic preview of what to expect

	<ul style="list-style-type: none"> • Networking Events • Question & Answer Period
1:00 - 2:00p.m.	Computer Lab Session <ul style="list-style-type: none"> • How to log onto system, access Conestoga College email and D2L overview • Question & Answer Period
2:00 - 3:00 p.m.	Depart for tour and to purchase books in the bookstore

Appendix 10 – Conestoga/Laurier Student Handbook



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WELCOME

to Conestoga College

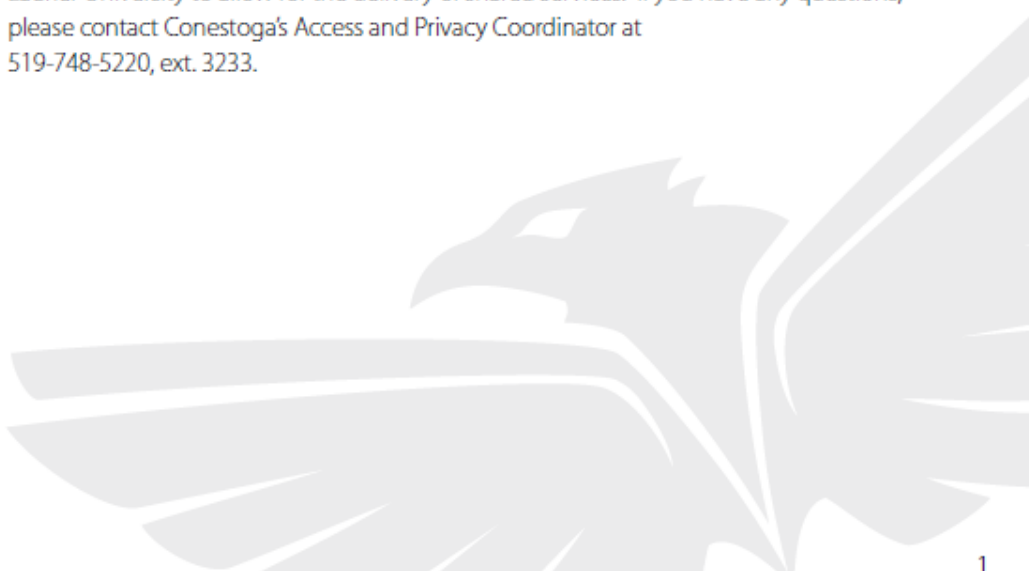
WHAT IT MEANS TO BE A CONESTOGA CONDOR

When you accepted your offer of admission to Conestoga College, you became a member of our proud Condor (our mascot) family. Like all families, we operate from a set of values and core beliefs. We value a campus community that is respectful and inclusive; it is our belief that this community is shaped by both our students and employees. Whether you choose to get involved in formal leadership positions on campus or whether you choose to invite someone into a conversation who might otherwise have been left out, we believe that you have made a 'difference' in shaping the respectful campus environment to which we all aspire.

WHAT IT MEANS TO BE A CONESTOGA/BRANTFORD STUDENT

Conestoga College Institute of Technology and Advanced Learning respects your privacy. Personal information is collected and used under the authority of the Ontario Colleges of Applied Arts and Technology Act, R.S.O. 2002, and regulations thereunder. Information is collected for the purpose of administering admissions, registration, academic programs, related student activities, activities of student governments, financial assistance and awards, graduation and college advancement, and for the purpose of statistical reporting to government agencies. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act.

As a result of your registration in a program which is being delivered at the Brantford Campus of Wilfrid Laurier University, this personal information will be disclosed to Wilfrid Laurier University to allow for the delivery of shared services. If you have any questions, please contact Conestoga's Access and Privacy Coordinator at 519-748-5220, ext. 3233.



COMPUTER ACCESS

HOW TO ACCESS THE COMPUTERS

On-Campus Login Conestoga

Username-cc (e.g. jsmith-cc) Default Password for new students: CcstudentID# (e.g. Cc1234567)

New students will be prompted to reset their password on first login.

Passwords are case-sensitive. The password policy requires that you have a minimum of 6 characters with at least one number, one upper-case and one lower-case letter, the password cannot contain your first or last name and cannot contain any special characters (i.e. \$#@%).

Student Email Login – (Live@Edu) username-cc@conestogac.on.ca Same password as above.

Wireless Login

Same as On-Campus Login.

Student Portal Login

Student Login is your Student Number (7 digit student number i.e. 1234567).

The default Password is your date of birth in the following format YYYYMMDD.

Passwords are Case-Sensitive. The password policy requires that you have a minimum of 6 characters with at least one number, one upper-case and one lower-case letter, the password cannot contain your first or last name and cannot contain any special characters (i.e. \$#@%).

Portal Help

Email: PortalHelp@conestogac.on.ca or from the link on the Portal login page.

Please call the Registrar's Office at 519-748-5220, ext. 3656 for problems resetting your password.

D2L Login

Same username and password used to login into the Student Portal.

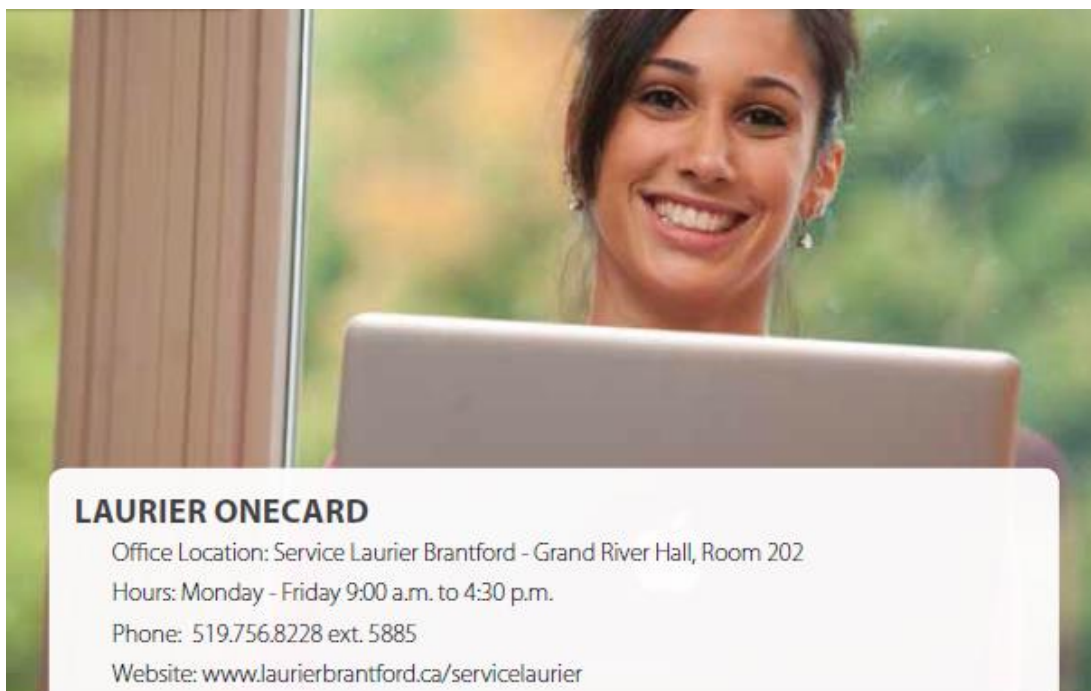
Note: you must change your default password in the Student Portal before you log in to D2L for the first time.

D2L Help

Click on "I forgot my password" on the D2L homepage and follow the instructions OR email: elearningsupport@conestogac.on.ca.

Printing Rules

All students have a 1500 page allowance per term. You may only print two copies of a document, maximum 25 sheets. Double-sided printing is a default setting.



LAURIER ONECARD

Office Location: Service Laurier Brantford - Grand River Hall, Room 202

Hours: Monday - Friday 9:00 a.m. to 4:30 p.m.

Phone: 519.756.8228 ext. 5885

Website: www.laurierbrantford.ca/servicelaurier

Email: servicelaurier@wlu.ca

The OneCard is your multi-purpose student photo identification card. You'll need the OneCard to:

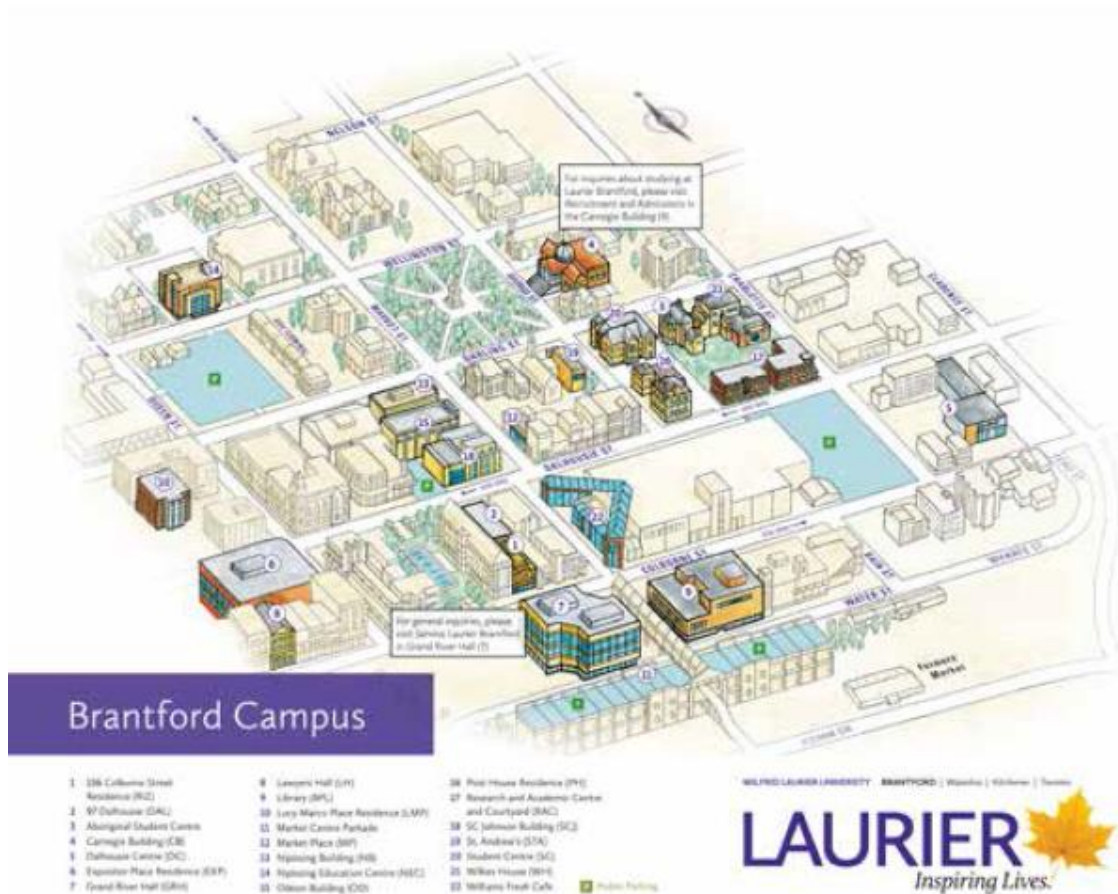
- ▶ access library resources
- ▶ use the campus recreational centre
- ▶ access the Student Centre after hours - a swipe system is in place from 4:30 p.m. to 8:30 a.m.
- lounges and study spaces in this building are open 24 hours

Please bring valid government-issued photo identification such as a driver's licence or passport and proof of registration in at least one course. You can have your photo taken for your OneCard if you are visiting the campus over the summer or while attending your orientation session.

LOGGING INTO LORIS FOR THE FIRST TIME

- ▶ Go to <http://telaris.wlu.ca>
- ▶ Log on using your 9-digit student ID number and a personal identification number (PIN).
- ▶ The first time you use LORIS, your PIN number will be your date of birth (MMDDYYYY). You will be asked to change your PIN and secret questions as soon as you log on. Use a combination of 6-8 alpha and numeric characters (must have at least one number), to create a password. Make it something that is familiar to you as you will need to know this PIN every time you want to log into LORIS.
- ▶ If you enter the wrong PIN three times, LORIS will lock you out. You can reset your PIN by accessing this online form: <https://web.wlu.ca/pinreset>.

LAURIER BRANTFORD MAP



SERVICES FOR STUDENTS

ABORIGINAL SERVICES (CONESTOGA)

Conestoga has initiated a working relationship with the Aboriginal population in Ontario and has identified a need to support Aboriginal students. Aboriginal Services have been given the name of Be-Dah-Bin Gamik meaning a Place of New Beginning.

The service provides:

- ▶ Counselling
- ▶ Aboriginal Elders Program
- ▶ Aboriginal Transition Program
- ▶ Social Events
- ▶ Annual Pow Wow
- ▶ Aboriginal Radio

Aboriginal Students can come in to get information about College and community activities, bursaries and supports. Feel free to visit and use the student computers and resources available. We welcome Aboriginal students from any Conestoga campus. Contact us at 519-748-5220, ext. 2251 or 2470.



ACCESSIBLE LEARNING (LAURIER)

Location: 97 Dalhousie, 2nd Floor, room 214

Phone: 519-756-8228, ext. 5871

Website: www.lbstudentaffairs.ca/academic-support/accessiblelearning.htm

Email: lbaccessiblelearning@wlu.ca

Services Offered:

- ▶ Personalized accommodation planning
- ▶ Exam accommodations
- ▶ Alternate-format course materials
- ▶ Learning strategies and study skills
- ▶ Assistive technology support

Services for Students

ATHLETICS AND RECREATION (LAURIER)



Location: Wilkes House

Phone: 519-756-8228, ext. 5728

Website: <https://www.lbstudentaffairs.ca/athletics-recreation/home.htm>

Email: gstewart@wlu.ca; kfernandes@wlu.ca

Laurier takes great pride in the Department of Athletics & Recreation offering quality programs to the students of Laurier Brantford. In the past year, the department has expanded its offerings to include such intramural sports as Co-ed Ice Hockey, Men's Competitive Basketball, Competitive 4's and Recreational 6's Volleyball, Indoor and Outdoor Soccer, Co-ed Softball, Floor Ball and Dodgeball. In addition, we have introduced extramural sport teams which compete in the Ontario Colleges Athletics Association (OCAA) with other post-secondary institutions. These teams include Men's and Women's Ice Hockey, Men's Basketball, Co-ed Volleyball, Co-ed Soccer and Co-ed Dodgeball.

Our commitment to a well-rounded recreation offering includes many viable fitness programs for the more aerobically inclined individual. These include over 30 hours/week of instruction in Aerobics (Cardio Fit, Boxfit, LABB, Muscle Up, Step), Yoga, Pilates, Cyclefit and Zumba. As a participant or instructor, you are certain to see value in this FREE programming.

New in 2010, Sport Clubs were introduced as an additional service tier. Sport Clubs are student organized and led clubs which self-operate with the support of the Athletics & Recreation department. More than 15 clubs exist, ranging from interest only to highly competitive clubs. Some of our long standing clubs include Ski & Snowboard, Tennis, Run Club, Ping Pong, Powderpuff Football (female Winter Football) and Dance Team.

BOOKSTORE

The Stedman Community Bookstore will carry the textbooks for the Brantford programs and courses.

Research & Academic Centre West Wing, 150 Dalhousie St, Brantford, ON N3T 2J4

Phone: 519.756.8034

Fax: 519.751.7299

Email: stedman@wlubookstore.com

Monday to Wednesday 10:00 a.m. to 5:00 p.m. | Thursday to Friday 10:00 a.m. to 8:00 p.m. |

Saturday 9:30 a.m. to 3:00 p.m. | Sunday CLOSED

Conestoga College: If you would like to order your texts online and have them delivered to you, please contact Conestoga's Bookstore at 519-748-5220 ext. 3241 or check out the link at: <http://www.conestogac.on.ca/bookstore/>



Services for Students

CAREER DEVELOPMENT CENTRE (LAURIER)

Location: SC Johnson Building, 38 Market, 1st Floor, enter room 112 (off the main foyer, beside the fireplace).

Phone: 519-756-8228, ext. 5726

Website: wlu.ca/career

Email: careerbrantford@wlu.ca

Students attending Conestoga's Brantford campus can access the Laurier Brantford Career Centre. Book an individual appointment, take advantage of our drop-in hours, take a workshop, or attend one of our many career related events! Check out our event calendar for regular drop-in hours, workshops and events: <http://navigator.wlu.ca/careerEvents/brantford.htm>.

Job Search

If you're looking for work, the Career Centre can help you to develop a great resumé, prepare for interviews and find a part-time, summer or full-time job. Plan to attend the Career Fair in September and Job Fair in February to meet more than 200 employers actively recruiting students (dates below); free return bus is provided from Brantford campus.

Career Planning

If you don't know what you want to do with the rest of your life, that's not a problem. The Career Centre can help you to identify and research career options that suit your academic program, values, interests and personality traits.

Further Education

If you're planning to continue your education after completing your program, the Career Centre can help you to research and apply to further education programs.

Mark Your Calendars:

- Career Fair, RIM Park – September 24, 2014 (free bus from Brantford; register with Laurier Brantford Career Centre)
- Job Fair, RIM Park – February 4, 2015 (free bus from Brantford; register with Laurier Brantford Career Centre)



Services for Students

CO-OPERATIVE EDUCATION AND CAREER SERVICES (CONESTOGA)

Phone: 519-748-5220, ext. 2298

Website: <http://www.conestogac.on.ca/career-services>

As a student, you have access to many services and resources to help in your career planning and employment preparation.

MyCareer, Conestoga's online career solutions system, can be used to search jobs, register for workshops and employer events, and access valuable resources such as skills assessment tools, resumé writing tips, interview video clips and more. Check out our instructional videos to get the most out of MyCareer.

One-on-one Appointments with a Career Advisor

Develop your educational and career goals and identify strategies to achieve them. Convenient virtual advising is also available.

Assistance with Employment Preparation

Workshops and drop-in clinics are scheduled around key events and deadlines. Check out the MyCareer events calendar for details.

Access to Valuable Career & Employment Resources

New publications, program calendars, job fair guides and how-to tip sheets.

Employer Networking Events

Connect with employers at on and off-campus Career and Job Fairs. Register for program-specific employer information sessions and more.

Unique services for co-op students including in-class employment preparation, assistance with co-op job development and work term monitoring and support.

Mark Your Calendars:

- ▶ P4E Career Fair, RIM Park, Waterloo – September 24, 2014, 10:00 a.m. – 3:30 p.m.
- ▶ On-Campus Job Fair, Doon Campus Recreation Centre – January 21, 2015, 10:00 a.m. – 1:00 p.m.
- ▶ P4E Job Fair RIM Park, Waterloo – February 4, 2015, 10:00 a.m. – 3:30 p.m.



Services for Students

FINANCIAL AID (CONESTOGA)

Phone: 519-748-5220, ext. 3378

Email: financialaid@conestogac.on.ca

If you are receiving OSAP for 2014-2015, you have likely already signed your Master Student Loan Agreement and taken the form to the Post Office and submitted all of the required supporting documentation. Conestoga College will electronically confirm your enrolment prior to your first class.

Your funds will be remitted directly to Conestoga to pay your tuition and fees if you selected that option at the time of application, and any amount in excess of your Tuition Fee Agreement (TFA) will be deposited in your bank account. Please note that if you did not opt to remit your tuition and fees directly, or if your OSAP assessment is less than your tuition and fees, you will be responsible for making payment by the date stipulated in your TFA. If you do not feel that your OSAP assessment is sufficient to fund your post-secondary education, please contact us. We are happy to help!

Entrance Scholarships

Conestoga College has entrance scholarships ranging from \$500 to \$2,000 in value available for students entering the first semester of their program, based on academic performance and financial need. The application deadline is October 7th; the application will be available through the "Financial Tab" on your student portal.

Awards, Bursaries and Scholarships

To find out about opportunities associated with your program or school, please visit Conestoga's website at www.conestogac.on.ca/financial-aid.

FIRST GENERATION STUDENT INITIATIVE (CONESTOGA)

A First Generation Student is someone whose parent(s)/guardian(s) have not attended post-secondary education (i.e. college, university or an apprenticeship program) in Canada or any other country.

We're here to support First Gens!

- One-on-one advising
- Meaningful volunteer opportunities
- First Generation Bursary

For more details, visit the website www.conestogac.on.ca/first-generation



Services for Students

WELLNESS CENTRE (LAURIER)

Location: Student Centre (SC), second floor

Phone: 519-756-8228, ext. 5803

Website: www.lbstudentaffairs.ca/student-support/healthservices.htm

Health Services has a Physician and Registered Nurse on duty 5 days per week, and a Psychiatrist available via referral by a clinic Physician. Health Services provides primary health care to all students. Ontario residents must have a valid Ontario Health Insurance Plan (OHIP) card. Out-of-province students must have a valid health card from their province.

Visa students must register with the Business Office/Student Accounts and enrol in the University Health Insurance Plan (UHIP). A full range of medical services is available including:

- ▶ immunizations, allergy injections, STD information and testing, birth control, emergency contraception, health counselling, minor sutures and dressings, medical referrals, pregnancy tests and first aid
- ▶ on-site massage therapy, chiropractic, and foot specialist services

The Student Health and Development Centre provides an open resource area where students can explore and research various concepts and approaches to improve their health. The Centre provides displays, print resources, interactive computer modules, DVDs and audiotapes covering all aspects of pre-tested, self-help information on depression.

LEARNING SERVICES CENTRE (LAURIER)

Location: Market Place, 45 Market Street

Phone: 519.756.8228 x5736

Website: lbstudentaffairs.ca/learning

Email: www.lbstudentaffairs.ca/academic-support/learningservices.htm

The Learning Services Centre can help you develop the skills you need to succeed in your academic studies. Trained student mentors and professional staff are available for individual consultations to help you develop your writing, study, and math skills. We provide feedback on assignments, help you develop effective study habits, and offer learning supports for specific courses. Also, you can attend our campus workshops and make use of our resources available both online and in the centre.

LIBRARY RESOURCE CENTRE (CONESTOGA)

Staff of Conestoga's Library Resource Centre (LRC) will facilitate access to the information resources and provide the research assistance that you need. Email the LRC to activate your Conestoga Student I.D. card and receive your four-digit PIN. You can then access a wealth of online articles and e-books from anywhere 24/7. You may use the study space and also borrow resources at Brantford Public Library. For more information on our services and helpful staff, visit our website at www.conestogac.on.ca/lrc.

Services for Students

LOCKER RENTALS (LAURIER)

Locker Rentals are available at the Student Centre for \$20.00 (including tax) for the duration of the academic year.

Users are required to provide their own locks for the lockers. They are also required to give Service Laurier Brantford the number of the locker they wish to use along with their Laurier I.D. number at the time of purchase. Students can pay for a locker rental at Service Laurier Brantford for \$20.00 (including tax).

Service Laurier Brantford is located on the 2nd floor of Grand River Hall (GRH202), to the right as you enter the front doors.

PARKING SERVICES (LAURIER)

Office Location: Service Laurier Brantford - Grand River Hall, Room 202

Hours: Monday - Friday 9 a.m. to 4:30 p.m.

Phone: 519.756.8228 ext. 5885

Website: www.laurierbrantford.ca/servicelaurier

Email: servicelaurier@wlu.ca

The Parking Services website provides information on where to park when visiting the campus, as well as information on obtaining a parking permit for the City of Brantford Parking Garage (located at 59 Icomm Drive in Brantford).

CITY OF BRANTFORD PARKING

Municipal Parking Lots

1. **The Market Centre Parkade** (950 spaces) is a three level parking garage centrally located in downtown Brantford. This lot provides easy access to Laurier Brantford, Market Square, Brantford Public Library, Sanderson Centre, Civic Centre, Beckett Seniors Centre and most other downtown businesses and services. Approximate fee is \$50/month, plus a small deposit for a swipe card.
2. **Municipal Lot No. 2** is located between Colborne & Dalhousie Streets, next to Harmony Square.
3. **Municipal Lot No. 3** is located on the north side of Darling Street between Market Street and Queen Street, adjacent to the Bus Terminal and in close proximity to the Sanderson Centre, Federal Building and Ontario Court - Provincial Division.
4. **Municipal Lot No. 4** is located on the south side of Dalhousie Street at King Street.

For more information on Municipal Parking Lots, refer to www.brantford.ca/residents/roadtransportation/CitywideParking/Pages/MunicipalParkingLotsOffStreet.aspx

Services for Students

Street Parking

There is no metered parking in downtown Brantford; however, limited street parking is available. The City Parking Enforcement Office patrols regularly. For further information about street parking, including time limits, please visit www.brantford.ca/residents/roadstransportation/CitywideParking/Pages/ParkingRegulations.aspx

Brantford City Parking

After hours parking for students/faculty/staff is available at City Hall (100 Wellington Street), only after 5:00 p.m. Please do not park in reserved spots as there are after-hours meetings that councilors/staff may be attending. A parking permit is not required for use of this lot.

THE LEARNING COMMONS (CONESTOGA)

The Learning Commons is a collaborative space where you can develop and apply academic, work and life skills. We offer online academic resources and tools to support your success at Conestoga. Visit us at www.conestogac.on.ca/learningcommons/index.jsp to learn more about the resources we have for you in our Virtual Learning Commons.

STUDENT LIFE (CONESTOGA)

Visit us at www.conestogac.on.ca/student-life

Shape your experience with the Student Life Department!

Shape what you do!

- ▶ Apply your learning with student committees, campus service learning, paid leadership opportunities, and academic placements.
- ▶ Build your employability skills by getting involved.

Shape your community!

- ▶ Discover how you can Be the Difference with the Respect Campaign.
- ▶ Impact your campus, local, and global communities by volunteering.

Shape your future with the Student Life Department!



YOUR STUDENT ASSOCIATION

CONESTOGA STUDENTS INC. Serving Students for 40 years!

Conestoga Students Inc. (CSI) is your official student association on campus and we provide all full-time students with services, representation and activities.

We are committed to enhancing your student experience here at Conestoga through a variety of programs, support, and resources.

For more information please visit your Student Association's website:

www.conestogastudents.com

CSI Health Plan

CSI offers a health plan to all students enrolled in full-time government funded programs. This fee is automatically billed on your tuition; please do not deduct this fee from your tuition payment. If you are already covered through a separate insurance plan, you are able to coordinate your coverage with the student plan for 100% coverage. The CSI Health and Wellness Office is located in Room 2A100 on the Doon campus, where you can inquire about the health plan coverage and bring in receipts to make a claim. Also, you can make a claim yourself by printing claim forms and following the instructions found at www.mystudentplan.ca/conestoga.

Coverage Period

Your coverage will start on September 1, 2014 and continue until August 31, 2015.

Opt Out/Refunds

If you are already covered by a health plan through another provider, you may opt out of the CSI Health Plan and receive a refund for the fee. To be eligible to opt out you must have comparable coverage for both extended health and dental coverage. You can simply opt out by visiting our website at www.conestogastudents.com and click on the health plan link to complete the required online opt out form. The form will be available for Fall start students until September 26th, 2014. No extensions or exceptions will be given. Refund cheques will be available for pickup in the CSI Health and Wellness office, Room 2A100, in early November. Refunds will be in one payment by cheque or direct deposit.

Family Opt In Coverage

If you would like to add your family members (spouse and/or dependent children) to the health plan coverage, please contact the Health and Wellness office for enrolment information and fees. The deadline to add family coverage is September 26th, 2014. No extensions or exceptions will be given.

Find Out More

A detailed list of benefits covered by the CSI Health Plan can be viewed by visiting our website www.mystudentplan.ca/conestoga. Please contact the CSI Health and Wellness office by phone at (519) 748-5131 ext. 3585 or email at csihealthplan@conestogac.on.ca with any health plan inquiries or for more information. The office is located in room 2A100 on the Doon Campus and is open from Monday to Thursday, 8:30 am - 4:30 pm, and 8:30 am - 2:00 pm on Fridays.



NOTES FROM THE REGISTRAR (CONESTOGA)

Credit Transfer

Students with previous post-secondary education may be eligible to receive transfer credits. Students are required to submit a request form along with a copy of their official transcript(s) and course outline(s) for each course they would like reviewed from their previous studies. For more information contact the Credit Transfer Office at CreditTransfer@conestogac.on.ca or visit our website: <http://www.conestogac.on.ca/credit-transfer/index.jsp>

Program Withdrawal – Full-Time Students in a Program

Students withdrawing by the refund deadline (see Academic Dates in the Student Guide or on the Conestoga website), will receive a refund for the total tuition paid, less \$100, and all compulsory incidental fees paid in the current academic year. If you have selected a payment deferral plan, the \$50 deferral charge is not refundable. For OSAP recipients, the refund will be directed to the National Student Loans Service Centre to reduce indebtedness. For sponsored students, the refund will be directed to the sponsoring agency.

Note: Full-time students dropping courses by the refund deadline date may affect their status in the program. If the status changes to part-time, fees will be calculated on an hourly basis. If there is a difference between full-time fees paid and fees charged, a refund will be issued.

Full-Time Students in a Cohort Program

Program Withdrawal (First-Year/First-Level Student)

If withdrawal is received by the Admission Officer after course enrolment and prior to the program withdrawal refund deadline:

- Student will be withdrawn; fees paid will be refunded less the withholding fee.



If withdrawal is received by the Records Officer after the program withdrawal refund deadline and prior to the academic penalty deadline:

- Student will be withdrawn; no refund will be given for fees paid for the current level; tuition fees paid for subsequent level(s) will be refunded.

Course Withdrawal (Full-time Cohort Student)

If a student drops a course before Course Add/Drop date:

- enrolment is not recorded on the student record; fees for the course are refunded if the student's status changes to part-time.

If a student drops a course after the Course Add/Drop date and prior to the academic penalty date:

- fees are not refundable, nor will they be reduced if outstanding; a 'W' will appear on the student record; the status (full-time/part-time) of the student will not be affected.

If a student drops a course after the Course Add/Drop date and after the academic penalty date:

- fees are not refundable, nor will they be reduced if outstanding; a grade of 'F' will appear on the student record; the status (full-time/part-time) of the student will not be affected.

For more additional information, please refer to the Program/Course Withdrawal (Cohort)

Procedure found at www.conestogac.on.ca/policies/students.jsp



FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FIPPA)

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, Student Rights and Responsibilities in the Student Guide and on the College website:

www.conestogac.on.ca.

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.

Students are required to have their photograph taken by the Registrar's Office as the College needs the photographs to administer academic programs, courses, and activities that require student identity. For example, the College uses the photographs for a Student ID Card that students use to pick up OSAP funds, write tests/exams, receive course marks, borrow materials from the Library Resource Centre, use the College Recreation Centre, and may be required for access to open computer labs. This card is issued in the first semester and is valid for your entire College enrolment. Do not destroy this card. Validation stickers are issued for subsequent semesters. An additional fee for a replacement Student ID Card is payable in advance at the Registrar's Office. The photographs will also be used for other administrative purposes of the College such as, class pictures to assist the teacher in identifying students in their course, in field placements, and for security and emergency situations.

If you need clarification about FIPPA and/or your student records, please contact the Registrar's Office, 519-748-5220 ext. 3656.

IMPORTANT CONTACTS



Accessible Learning (Conestoga)

www.lbstudentaffairs.ca/academic-support/accessiblelearning.htm

Athletics (Laurier)

www.lbstudentaffairs.ca/athletics-recreation/home.htm

Bookstore (Conestoga/Laurier)

www.conestogac.on.ca/bookstore

Email: stedman@wlubookstore.com

Conestoga Students Inc (CSI)

www.conestogastudents.com

Co-op and Career Services (Conestoga)

www.conestogac.on.ca/career-services/index.jsp

Counselling Services (Conestoga)

www.conestogac.on.ca/counselling-services

Financial Aid (Conestoga)

www.conestogac.on.ca/financial-aid

Wellness Centre (Laurier)

www.lbstudentaffairs.ca/student-support/healthservices.htm

IT Services(Conestoga)

www.conestogac.on.ca/web/it-service-desk

Learning Commons (Conestoga)

www.conestogac.on.ca/learning-commons

Learning Services Centre (Laurier)

www.lbstudentaffairs.ca/academic-support/learningservices.htm

Library Resource Centre (Conestoga)

www.conestogac.on.ca/lrc

Registrar (Conestoga)

www.conestogac.on.ca/admissions

Parking Services (Laurier)

www.laurierbrantford.ca/servicelaurier

Student Life (Conestoga)

www.conestogac.on.ca/student-life
