Welcome to Parkland College
Welcome and thank you for choosing Parkland College as your post-secondary educational institution. We extend our best wishes for an enjoyable and rewarding experience in Yorkton.

This handbook has been developed to provide you with information to help deal with situations and questions that may arise during your stay. We encourage you to talk to the International Education staff and Program Coordinators, your Instructors and Counsellors regarding any concerns you may have. Our role is to assist you in your adjustment and to support you while attending Parkland College.


Your first contact at the campus upon arrival will be through an orientation session. This orientation session will assist you or direct your inquiries to the appropriate staff member. Parkland College staff can also help with various topics including academics, study skills, stress management, homesickness, life skills management, and student advocacy. Our staff also have a strong network of contacts with the Sunrise Health Region and can coordinate referral and consultations with outside agencies as necessary.

Contact Information
During the year it is important that we are able to keep in touch with you. Please inform us of any changes in your current mailing address, telephone number or email address. All mail such as notices and transcripts will be sent to you via the address on file. For this reason, you MUST make sure that your address is current and correct. Please contact international@parklandcollege.sk.ca to update your information.

About Parkland College
Students come to Parkland College because of the small class sizes, high quality instruction and welcoming community.

Parkland College is one of seven Colleges in this province. Located in the east central part of Saskatchewan, Parkland College serves over 60 communities. The main campus is located in Yorkton, a small city with a population of approximately 20,000 people. It is a safe community that is growing very rapidly.

Parkland College offers one of the largest off-campus university programs in Saskatchewan, as well as an array of educational programs and services to adult learners including Certificate and Diploma programs, Trades and Industrial Training, Adult Basic Education, Literacy, English as an Additional Language and Career and Student Services.

Canadian Culture
Certain customs are the same for every culture. These include being polite and showing respect and consideration for others. Some customs may be specific to Canada.
**Food and Drink:**  
*Breakfast:* (usually between 7am and 9am). Breakfast usually consists of cereal or toast or muffins, juice and coffee, and may include hot eggs or bacon. Members of Canadian families often prepare their own breakfast. *Lunch:* (usually around 12 noon) Lunch is generally a light meal consisting of a salad, soup or sandwiches. Many students carry their lunch to school (bagged lunch) and eat it on their lunch break. Students may use the microwave oven in the student lunch room. Parkland College students also have access to the Yorkton Regional High School cafeteria to purchase a lunch. They have a regular menu as well as daily specials. The cafeteria is open from 11am – 1pm Monday to Friday. *Dinner (or Supper):* (the evening meal is around 5 pm or 6 pm) this is usually the largest meal of the day and often consists of meat, vegetables and potatoes, rice or pasta. Dessert may be cake, pastry or fruit.

**Smoking:**  
All campuses are designated non-smoking.

**Alcohol:**  
At home - Attitudes towards drinking alcohol vary among families. In public - Drinking alcohol is not allowed in any public place. You must be 19 years old to drink alcohol in Saskatchewan and then only in licensed bars or restaurants. At the College - No alcohol is allowed on the College campus. There is a zero tolerance policy.

**Important Dates:** 2017-2018:
September 4, 2017: Labour Day (College Closed)  
September 25, 2017: Staff/Board Workshop (College Closed)  
October 9, 2017: Thanksgiving Day (College Closed)  
November 13, 2017: Remembrance Day (College Closed)  
December 20, 2017: Last day of classes before break  
December 21, 2017 – January 1, 2018: Christmas break  
January 2, 2018: Classes resume  
February 19, 2018: Family Day (College Closed)  
March 30, 2018: Good Friday (College Closed)  
April 2, 2018: Easter Monday (College Closed)  
May 21, 2018: Victoria Day (College Closed)  
May 22, 2018: Floating Stat Holiday (College Closed)  
May 31, 2018: Graduation Day

**Privacy and Personal Boundaries:** Canadians are generally private people who do not necessarily feel comfortable talking about things such as money, family or religion unless they know you well. Most people in Canada also have personal space where they like to keep people at a certain physical distance. This is a sign of respect.

**Personal Grooming and Hygiene:** For Canadians, it is normal practise to bathe or shower daily, wear underarm deodorant, brush teeth daily and to wash clothes on a regular basis.

**Climate:** Saskatchewan has four seasons: spring, summer, autumn (fall) and winter. Learning about the weather in Saskatchewan will help you dress for and enjoy every season.
In the summer, daytime temperatures are normally between 20 and 25°C, but they can reach the mid to upper 30s. On average, Saskatchewan has the most sunshine compared to any other province in Canada. In the driest and coldest winter months (January and February), night-time temperatures normally range from -15 to -25°C, while daytime temperatures range from -5 to -15°C. Winter temperatures can fall as low as -30 to -40°C but this usually lasts only a few days. In spring and fall, temperatures might be around 0°C at night, and rise to 14°C during the day.

One factor you need to consider in the winter is "wind chill". When high winds are added to cold temperatures, the weather is much colder than what the thermometer reads. For example, -10°C with a wind speed of 40 kilometers per hour will feel like a temperature of -21°C.

Saskatchewan has many days where the weather is sunny and pleasant, but we do have an extreme climate. It is important to dress for all types of weather. You must dress in layers to stay warm and protect yourself from the elements during the winter months. You will need sweaters, a warm coat or jacket, long underwear, ski pants, a scarf to cover your neck and a warm hat that covers your ears. Warm mittens or gloves and winter boots are needed for your hands and feet to keep warm. Even in the summer, weather can change quickly so carry a sweater along at all times.

Studying at Parkland College

Tuition Fee Payments
All tuition fees are due on or before the start date of your program. Students who have not paid their tuition at the commencement of their program will be levied a $500.00 late fee. If tuition is not paid in a timely manner thereafter, the student may be required to discontinue from studies.
Withdrawal and Refund Policy
If you want to withdraw from a program or course, you must notify International Education staff of your intention to withdraw.

International students who withdraw from their program prior to the course start date are entitled to a refund of paid tuition. An administrative fee of $4,300.00 will be withheld, unless the student has been denied a visa and the Parkland College international office is provided with a copy of the visa rejection letter. In which case an administrative fee of $300.00 will be withheld.

Students who withdraw within Semester 1 are not eligible for a refund of semester 1 fees, you will be eligible for a full refund for Semester 2. Students who withdraw within Semester 2, will not be eligible for any refund.

Application fees are non-refundable.

Transfer Credits
If you have any courses from previous post-secondary educational institutions that may be transferrable, please discuss with the Program Coordinator before the program begins. You will need to provide course outlines and transcripts for each class that you want to have transferred. The request will then be forwarded to the Program Head for approval. This often takes time so make sure to get all paperwork in to program coordinator before program begins. Keep in mind international students need to be attending full time studies to comply with study permit regulations. Transfer credit applications will not be accepted after the first day of class.

If a student is granted transfer credit for a course, he/she does not receive a tuition refund. The student pays for a full spot in the program and not individual courses.

Study Permits
Do not let your study permit expire. Your study permit, along with your passport, are the most important immigration documents that you have. International students studying in Canada for longer than a six month period must have a valid study permit. Depending on your country of origin, most study permits will be issued for the duration of your program of study. In any case, be sure to renew your study permit at least 30 days before your current permit expires. Remember that allowing a study permit to expire is considered a violation of the Immigration Act. This means that you may not be eligible for an extension. You may also be subject to an inquiry, which could lead to deportation from Canada. There may be implications on your study permit if you were to withdraw from an institution. Please make sure to refer to the following website for more information regarding study permits http://www.cic.gc.ca/english/study/study.asp
Changing institutions is your responsibility. You must notify Immigration Canada via your MyCIC account when you are transferring from one designated learning institution to another, even if it is at the same level of study. http://www.cic.gc.ca/english/study/study-changes.asp
Work Permits to Work Off-Campus and Post-Graduation
As of June 1, 2014 the citizenship and immigration rules have changed regarding work permits. The following website will provide you with information regarding permits and eligibility towards working off campus and working after your program graduation.

http://www.cic.gc.ca/english/study/work-offcampus.asp
http://www.cic.gc.ca/english/study/work-postgrad.asp

Student Rights and Responsibilities
Parkland College strives to offer an environment for lifelong learning. In all matters of personal conduct, whether in academic work or college activities, students are expected to be responsible members of the College and community. Students are encouraged to engage in discussion and inquiry relevant to their classroom studies.

While Parkland College is responsible for maintaining standards of academic performance established by the curriculum, students have the right to be informed of the procedures and standards by which they are graded. Student performance is evaluated on academic achievement in class. The instructor(s) for your program will provide you with specific information regarding the marking system on the first day of class.

Disrespectful behaviour, dress or conduct will be addressed on an individual basis. This is not limited to but includes harassment (verbal/physical), attendance, punctuality, substance abuse, inappropriate clothing, etc. Extreme consequences are dismissal from your program.

Parkland College is committed to academic integrity and has the same expectations for students. Academic honesty includes representing one’s own ideas and understanding, documenting and referencing all material coming from other sources ie. books, reports, essays, ideas, research, classmates’ assignments, notes from instructors. Cheating is unacceptable and so is plagiarism (the omission or unacceptable form of referencing material or ideas that do not belong to you).

Workshops will be held during Orientation week as well as throughout the course of the program to assist students in working honestly.

Student Advocacy
In the event that a student concern is brought forward and a student advocacy group is required; Parkland College will form a student body or a student organization to assist with the advocacy of the student and to provide support. This student driven body will be formed as needed and within 10 working days of when the concern is brought forward.

Classroom Environment
At Parkland College, you will be treated as an equal with other students. Our commitment to students is exemplified in all areas of the college – through individual student attention and support, well-trained and caring instructors, celebration of student successes, learning and service options, and a safe, secure and
supportive environment. Students are encouraged to ask questions and share their perspective, particularly in our small classroom environment.

**Student Expectations**
You may find that classes are informal and the behaviour of the students and instructors appear casual. However, you are expected to attend all classes, be early for class, hand in all assignments on time, and respect the views of others. Your instructors will provide an outline at the beginning of each course that will explain the content in detail and a breakdown of the marking system. If you have any questions, you are expected to ask your instructor for clarification. Our instructors are here to support your learning experience.

You are also expected to follow the rules and regulations set out in the individual program student handbook. You will receive this on the first day of class.

**Academic Procedures**
As a student, you are required to comply with the academic regulations of the educational institute (i.e. cheating, plagiarism or dishonest behaviour). Academic regulations are designed to help you effectively pursue and achieve your academic goals while maintaining a high-quality learning environment. Refer to Appendix 1 for more information.

**Non Academic Procedures**
Issues of a non-academic nature will first be discussed with you, the student. If the College determines the issue is not resolved, the student may then be placed on discipline. Suspension or discontinuation from a program may result depending on the nature of the issue. Parkland College has ZERO TOLERANCE TO VIOLENCE.

As per Occupational Health & Safety regulations, harassment, violence, verbal or physical abuse of any staff or student is not acceptable and will be dealt with accordingly. Refer to Appendix 2.

**Attendance**
Parkland College programs involve education and training to ultimately prepare students for employment and as such there are expectations of attendance and punctuality for all students. Students must keep in contact with instructors or the coordinator when away from the classroom, and are responsible for all work that is missed. Absenteeism (i.e. no contact, frequently absent) may result in discontinuation from the program. Our attendance policy does not allow students to miss more than 10% class time.

**Anti-Harassment Policy**
The College is committed to providing a harassment free environment for working and learning. The College declares that it will neither tolerate nor condone any inappropriate or irresponsible conduct which creates an intimidating, hostile, or offensive environment for work or study through the harassment of an individual or group on the basis of sex, age, gender orientation, race, religion or disability.

Parkland College promotes: “A workplace free of Harassment and Violence. Any verbal or physical abuse of Parkland College students, employees or clients will not be tolerated”. Parkland College defines harassment as "objectionable conduct, comment, or display made on either a one-time or conditional basis
that demeans, belittles, or causes humiliation to a person and that is known, or should be known, to be unwelcome. It is objectionable conduct or comment, directed towards a specific person(s), which has no legitimate purpose. It may result in an intimidating, hostile or offensive environment, impacting on the individual’s ability to work and learn. Harassment may or may not be intentional.”

If you believe you are being subjected to harassment:

- Take direct action - ask the person to stop
- Talk to your instructor, coordinator, or counsellor
- Keep records (dates, times) of the incidents and the names of any witnesses

Complaints of harassment can be resolved informally, through mediation, or through a formal complaint procedure/investigation with a facilitated conflict resolution process. The College’s Anti-Harassment Policy is posted in every College campus. Copies of the complete document are available on request. Contact your local College counsellor for assistance.

**Scholarships**

Parkland College has scholarships available for students. Apply at: scholarships.parklandcollege.sk.ca

**Banking**

The following link provides a list of financial services in Yorkton.

**Income Tax**

Students should submit an income tax return to the Canada Revenue Agency once a year in order to claim a tuition credit. These claims need to be filed annually by April 30. Depending on the amount earned, international students who work on or off campus may be required to complete an income tax return. For further information, call the Canada Revenue Agency at toll-free 1-800-959-8281 or visit: www.cra-arc.gc.ca

**Moving to Yorkton website**

The following website provides students with a variety of information including housing, healthcare, transportation, city services, shopping, transportation, employment services, recreation and studying.
http://www.movingto yorkton.ca/

**Accommodations**

You will need to make your own arrangements for accommodations such as renting an apartment, suite or house. To help you in your search, visit: http://movingto yorkton.ca/ or http://www.kijiji.ca/b-room-rental-roommate/regina/yorkton/k0c3611700196 or www.avenueliving.ca/apartments/yorkton

**Medical Insurance**

All residents of Saskatchewan receive hospital and medical insurance at no charge. This health plan pays for most doctor’s fees and hospital bills. Prescription drugs are not covered by the plan. International students who
come directly from another country are eligible to receive coverage in Saskatchewan from the day they arrive as long as they apply to Saskatchewan Health. Please apply online at https://www.ehealthsask.ca/Pages/default.aspx

You must include three pieces of identification including your legal entitlement to be in Canada (study permit), your support of identity (passport), and proof of your Saskatchewan residency (A valid document that displays your name and current home address and confirms that your primary place of residence is in Saskatchewan). You will also need to include a form signed by the International office that confirms your enrollment at Parkland College. Once the application has been processed, you will receive a health services card to your mailing address. This card must be presented when going to a doctor or a hospital for treatment.

City Medical Centre (Walk in Clinic)  Address: 398 Broadway St. W
Telephone: 306-782-1122  You do not need an appointment to go to this clinic. You will need to phone to check on the hours of operation as they do change periodically. You will need to present your provincial health card for service.

Health Services

Extended Health and Dental Plan
International students enrolled at Parkland College must apply for mandatory health and dental coverage. Some of the extra services covered through the extended plan include: ambulance fees, prescription drugs, dental coverage and travel insurance. Each student is given one opportunity to opt-out of the health and dental plan each year. You can opt-out within 30 days from the official start date of your program. All opt-out forms must be completed online and must be received by the applicable deadline. You will not be able to opt-out of coverage at any other point during the school year. NO EXCEPTIONS will be made if the deadline is missed. It is the student’s responsibility to pay the plan fees, should they miss the applicable opt-out deadline.

Driver’s Licence
For information regarding the specifics of driving in Saskatchewan or how to acquire a Saskatchewan Driver’s Licence, please refer to the following website http://www.sgi.sk.ca/index.html.

Churches
There are a variety of Christian churches in Yorkton. Attending church is strictly voluntary. For more information regarding churches refer to http://www.yorkton.ca/links.asp

Transportation
Yorkton Public Transit stops at Parkland College. This is a dial-a-bus service therefore you need to phone the bus for pick up.
Yorkton Public Transit Bus
Dial-A Bus  306-786-1789
Taxi Services
Redline Taxi 306-783-1010
York City Taxi 306-782-6666

Other Resources

Facebook – Parkland College International group - Connect with International students who are already attending the College https://www.facebook.com/groups/100515653453954/

Facebook - Parkland College – Keep up to date with events and happenings at Parkland College’s Facebook page. To access this page you must be logged into your Facebook page. http://www.facebook.com/CollegeofChoice

Twitter – Parkland College - Follow for access to exclusive info, announcements and contests. https://twitter.com/collegeofchoice

Instagram – Parkland College
https://www.instagram.com/collegeofchoice/

Partners in Settlement and Integration (Newcomer Gateway Centre) - provides free services to newcomers within the East Central Region of Saskatchewan. Their goal is to ensure successful settlement and integration of newcomers. Some of their services include community tours, connections to cultural, social and recreational groups and events, and referrals to community services. They also provide community connections to employment, housing, healthcare, places of worship and other activities that facilitate the settlement process. For more information call 306-783-2777 or refer to www.YorktonNewcomerCentre.ca

Caring Closet - provides quality used clothing to women who require outfits for career or educational purposes such as job interviews, work, work placements, or to attend an educational program. They also have hospital scrubs for students who are doing clinical experience in a health related field. There is no cost for this service. To make an appointment, call 306-786-0559 or 306-786-0553 or 306-782-0901.

Facebook - Yorkton Online Garage Sale Page – Articles for sale in the Yorkton area such as clothing, books, vehicles, furniture and other household articles http://www.facebook.com/#1/groups/62723840454/

Moving to Yorkton website - http://www.movingtoyorkton.ca

Foreign Credential Recognition - International Qualifications Assessment Service (IQAS) http://work.alberta.ca/Immigration/international-qualifications-assessment-service.html
**Student Testimonials**

“The best thing about Parkland College is the people. I would recommend Parkland College because it gives international students the prerequisite skills to enter the Canadian labour market.” *Jodi McDonald, Business Certificate – Jamaica*

“I recommend Parkland College because it’s a wonderful place to study and students are taken care of.” *Sujoy Chakma, Continuing Care Assistant Certificate  - Bangladesh*

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**Contact Phone Numbers**

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<thead>
<tr>
<th>Service</th>
<th>Number</th>
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</thead>
<tbody>
<tr>
<td>Emergency   (fire, accident, crime)</td>
<td>9-1-1</td>
</tr>
<tr>
<td>RCMP (Emergencies only) Police</td>
<td>306-310-7267</td>
</tr>
<tr>
<td>RCMP Police</td>
<td>306-786-2400</td>
</tr>
<tr>
<td>Parkland College  Main number</td>
<td>306-783-6566</td>
</tr>
<tr>
<td>Yorkton Regional Health Centre (Hospital)</td>
<td>306-782-2401</td>
</tr>
<tr>
<td>Dial-A-Bus</td>
<td>306-786-1789</td>
</tr>
<tr>
<td>Partners in Settlement and Integration (Newcomer Gateway)</td>
<td>306-783-2777</td>
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<tr>
<td>Public Health Services</td>
<td>306-786-0600</td>
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<tr>
<td>Women’s Wellness Centre (Clinic)</td>
<td>306-782-0665</td>
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<tr>
<td>City Medical Centre (Walk in Clinic)</td>
<td>306-782-1122</td>
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<tr>
<td>Health Registration Centre (health card inquiries)</td>
<td>1-800-667-7551</td>
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<tr>
<td>Parkland College Counselor (Academic &amp; Mental Health)</td>
<td>306-786-2587</td>
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<tr>
<td>Senior Admissions Officer/International Coordinator</td>
<td>306-786-2588</td>
</tr>
<tr>
<td>CIC</td>
<td>1-888-242-2100</td>
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Appendix 1 – Academic Progress

Students who do not meet the academic performance of their program will meet with their instructor to create an Academic Learning Plan. The intention is to assist the student in assessing their situation with the end goal of developing an action plan. The plan will be continually refreshed and revised as the student continues to improve. The discussion is broken down into the following sections:

1. Defining problem areas
2. Brainstorming resources and possibilities
3. Discussing possible solutions and outlining an academic learning plan

Skills Training Programs

A student is placed on academic probation when he/she:
1. Fails to achieve a term average of at least 60 percent; or
2. Fails two courses totaling at least six credit units during the term; or
3. Fails three courses totaling at least nine credit units during the year; or
4. Does not meet performance expectations and/or deadlines as outline by the course instructor.

A student will be required to discontinue when he/she:
1. Fails to maintain a minimum term average of 60 percent for two consecutive terms; or
2. Fails three or more courses totaling at least nine credit units during term, or
Fails four or more courses totaling at least 12 credit units during the year.
3. Fails a clinical or practicum that is an essential pre-requisite to the program continuation; or
4. Fails to successfully complete the conditions of academic probation as outlined by the program head; or
5. Fails a required course three times.

Appendix 2 – Discipline Procedure

Skills Training Programs
Educational institutions procedures will be followed for academic issues and will be handled jointly. For situations of non-academic issues, the College will communicate the issue/concern to the student. If the College decides that the issue is not resolved, the student will be placed on Discipline Report. Note: “College” refers to Parkland College.

Step 1

- The instructor will communicate (in writing) to the student the unacceptable behaviour and explain what is expected from the student. The student or instructor will develop a plan of action that is acceptable to the College.
- The instructor will fill in and sign Step 1 of the Discipline Report
- The student will sign the Report to show that she/he has seen and read it
- The instructor will keep the original and give copies to the student

Step 2

- If unacceptable behaviour continues, the next Step in the Discipline Procedure will be used
- After consulting with the Coordinator, the instructor will again communicate the problem to the student. The instructor will develop a plan of action and a time and method to review its success
- The instructor will fill in and sign STEP 2 on the original Discipline Report Form
- The student will again sign the Report to show that she/he has seen and read it
- The instructor will send the original to the Coordinator
- The Coordinator will authorize the Report and send copies to the student, instructor, and sponsoring agency. A copy will be placed in the student’s permanent file.
- If a student is successful in following through with a plan of action it will be considered resolved.

Step 3

- If the regular review of STEP 2 does not show that there has been significant change in the student’s behaviour, the next step in the Discipline Procedure will be used
- The instructor shall consult with the Coordinator and or Program Director. The instructor will complete STEP 3 of the Discipline Report, recommending a course of action and send it to the Coordinator and/or Program Director
- The student will, in writing, be notified that she/he has been discontinued from the program, outlining the reason (s) for the discontinuation and making referral recommendations
Copies of this letter will be placed in the student’s permanent file and sent to the instructor, coordinator and sponsoring agency.

The student has the right to appeal STEP 3.

Note: If the student refuses to sign any step report before the start of the next College day, the student will automatically be suspended from the program.

Student Misconduct
As a student, you need to know what constitutes misconduct. Misconduct includes, but is not limited to:

- Cheating: eg. copying and/or using someone else’s work
- Disruption of Activities: any behaviour that is disruptive to your instructor and/or another student (for example, excessive talking, eating in class, swearing)
- Harassment (see Parkland College Anti-Harassment Policy)
- Inappropriate use of computers (see the Computer and Internet Use Policy)
- Plagiarism: eg. copying off the Internet, copying from a book without crediting the source
- Theft
- Use of alcohol or other drugs while attending classes

Those displaying behaviour regarded as misconduct will be subject to the discipline procedure, or in some cases may be suspended or discontinued immediately.

Gross Misconduct
In cases where it is deemed that you are a threat to yourself or to others, you will be discontinued immediately. PARKLAND COLLEGE has ZERO TOLERANCE TO VIOLENCE!

Appendix 3 - Revocation Process

If designation is revoked or Parkland College decides to cancel their designation, the International Coordinator will use the following steps will assist international students.

- Contact Ministry to inform them of revocation of designation or withdrawal from program.
- Contact other educational institutions to check on availability of programs and transfer options.
- Inform current students of changes and outline their options. Contact students via email and formal letter outlining when the change will take place.
- Set up a meeting with each student to assist in finding alternate approved institutions with suitable and comparable programs and devise a plan on how to go about transferring.
- Address student transfers, student records and financial issues (i.e. transfers of funds or refunds).
- Provide supports to international students transferring to alternate post-secondary educational institutions.
- Follow up with Ministry to inform them of a list of students affected by the change along with their decisions on what program to transfer into and location.