

Make it great



16-17

**INTERNATIONAL
STUDENT HANDBOOK**

great plains
college



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COLLEGE CALENDAR 2016-17

NOTE: Dates are subject to change.

2016

JULY

1 College closure — Canada Day

AUGUST

1 College closure — Civic Holiday

SEPTEMBER

5 College closure — Labour Day

6 Orientation Day

OCTOBER

10 College closure — Thanksgiving

NOVEMBER

11 College closure — Remembrance Day

DECEMBER

19-31 College closure — Christmas break

2017

JANUARY

1-2 College closure — Christmas break

FEBRUARY

20 College closure — Family Day

APRIL

14-17 College closure — Easter break

MAY

22 College closure — Victoria Day

MISSION

To build careers, partnerships and communities in Saskatchewan.

VISION

Growth, prosperity and quality of life through education and training.

VALUES

Accessible

The college's programs and services are accessible to learners in ways that overcome barriers of time, location and personal circumstances.

Excellence

The college values excellence in service and a quality experience for students. The college strives to be known for excellence in programming that addresses the needs of industry and students. As part of its commitment to excellence, the college board, management and staff strive to be transparent and accountable as a publicly funded institution.

Collaborative

The college supports and engages in authentic partnerships to advance the opportunities for the students, employers and communities it serves.

Responsive

The college responds to economic and social change and adapts its programs to meet the needs of employers, the labour market, individuals, communities, and public policy direction throughout the region. The college is agile in its response to changing community, public policy and labour market needs.

Supportive

The college recognizes and respects a diversity of needs, cultures, values, and contributions in all of its stakeholder groups. It strives to provide a supportive and stimulating environment for students and employees.



Strategic Directions



**Optimize
Student
Success**



**Deliver
Education to
Meet Labour
Market Demand**



**Value
Employees**



**Build & Enhance
Partnerships**

COLLEGE POLICIES

The nature of college policies is consistent with the purpose and the mission of the college and aim to foster the style of administration, teaching, and learning that is mandated in the mission statement. Generally speaking, policies are a philosophically-based, goal-directed, rational guideline for future discretionary action. Relevant student policies are listed below can be discussed and referred to at any point in the year. These policies are subject to review and change and are available for download at greatplainscollege.ca.

- Academic Progress-Attendance Policy
- Bad Debts Policy
- Grade Appeal Policy
- Respectful Learning and Working Environment Policy
- Student Appeal Policy
- Student Conduct Policy

STUDENT VIOLENCE THREAT RISK ASSESSMENT – FAIR NOTICE

Great Plains College is committed to creating and maintaining learning environments in which students, staff and others feel safe. The college cannot and will not ignore any threat of violence.

Duty to Report

To keep college communities safe and caring, staff, students, caregivers and community members must report all threat-related behaviours to their pertinent region manager.

A Student Violence Threat Risk Assessment will be initiated for behaviours including, but not limited to:

- Serious violence or violence with intent to harm or kill
- Verbal/written threats to harm or kill others
- Online threats to harm or kill others
- Possession of weapons (including replicas)
- Bomb threats
- Fire starting
- Sexual intimidation or assault
- Gang-related intimidation and violence

What you need to know

- An investigation may involve students, staff members, the police of jurisdiction, or other community agencies and may involve locker or personal property searches.
- Interviews will be held with the threat maker and other students or adults who may have information about the threat.
- Threatening behavior may result in disciplinary action.
- An intervention plan may be developed for the student making the threat and a support plan developed for any individuals targeted by threats.

The complete Violence Threat Risk Assessment Protocol may be found on Great Plains College's website at www.greatplainscollege.ca.

COPYRIGHT

Student Guidelines for Posting, Scanning or Copying

Student Guidelines for Posting, Scanning or Copying

The copyright law of Canada governs the copying and communicating of copyright-protected material. Certain copies and communications may infringe copyright law. These fair dealing guidelines are provided for your information. You are solely responsible for knowing your rights and responsibilities under the Copyright Act. Great Plains College is not responsible for infringing copies made by the users of campus machines.

The fair dealing provision in the Copyright Act permits the copying and communication of short excerpts from a copyright-protected work, without permission or the payment of copyright royalties.

1. A student may copy and communicate, in paper or electronic form, a single copy of a short excerpt from a copyright-protected work for the purpose of research, private study, criticism, review, news reporting, education, satire or parody.
2. Copying for the purpose of news reporting, criticism or review must mention the source and, if given in the source, the name of the author or creator of the work.
3. A single copy of a short excerpt from a copyright-protected work may be posted to a learning or course management system that is password protected or otherwise restricted to students of a particular course.

4. A short excerpt means any one of a to g:

- a. up to 10% of a copyright-protected work (including a literary work, musical score, sound recording, and an audiovisual work)
- b. one chapter from a book
- c. a single article from a periodical
- d. an entire artistic work (including a painting, print, photograph, diagram, drawing, map, chart, and plan) from a copyright-protected work containing other artistic works
- e. an entire newspaper article or page
- f. an entire single poem or musical score from a copyright-protected work containing other poems or musical scores
- g. an entire entry from an encyclopedia, annotated bibliography, dictionary or similar reference work

5. Copying or communicating multiple short excerpts from the same copyright-protected work, with the intention of copying or communicating substantially the entire work, is prohibited.

STUDENT HEALTH

Saskatchewan Health Card

Saskatchewan Health covers health services for certain special classes of newcomers from outside Canada who move to Saskatchewan on or before the first day of the third calendar month after arriving in Canada. If you are among the groups identified below, you may be eligible for benefits from the day you move to Saskatchewan.

- permanent residents (landed immigrants)
- people discharged from the Canadian Forces
- non-immigrants who are in Canada in connection with their trade or profession
- international students
- returning spouses of Canadian Forces members
- returning Canadian citizens
- returning residents

If you are an international student temporarily residing in Saskatchewan to further your education, you may be eligible for Saskatchewan health coverage. You must apply for a Saskatchewan health services card. You must provide proof of full-time enrollment at an accredited educational institute and a valid Study Permit issued by Citizenship and Immigration Canada.

To begin your application, see:

www.ehealthsask.ca/HealthRegistries/Pages/apply-for-health-card.aspx

General Information about Sask Health Benefits:

www.ehealthsask.ca/HealthRegistries/Pages/health-benefits.aspx

Student Health and Dental Plan

The Great Plains College Health and Dental Plan will provide extended health and dental benefits for full-time students enrolled in an eligible full-time program. The charges for the plans will appear on your student account statement. Once paid, you will have coverage for a full year from the day your first class begins.

If you have been assessed the plan's fees but already have comparable coverage, you can opt out of the health and dental plans through the website at www.mystudentplan.ca within 30 days from the first day your class

begins. You will still be required to pay the Health and Dental fee up front as part of your mandatory tuition fees, however, you will be credited for this fee once you opt out.

For additional questions regarding your Great Plains College Student Health and Dental Plan, please contact us at:

gpcplan@mystudentplan.ca • 1-877-746-5566, ext. 249
mystudentplan.ca

Non-Smoking and Non-Tobacco Use

In an effort to create a healthier atmosphere for the college community, Great Plains College makes effort to protect our students, clients, staff and visitors from the health risks associated with tobacco use and exposure to secondhand smoke. One of our goals is to promote and reinforce a tobacco free lifestyle. In the process Great Plains does not seek to force or require cessation of tobacco products use by its students, staff or visitors. Great Plains College seeks to uphold the personal rights and decision making processes of all people involved. Students who chose to smoke are requested to use the designated smoking area only.

Smoking and tobacco use is prohibited in the following locations:

- Inside campus buildings
- On campus grounds; including parking lots
- In all college-owned or leased vehicles

Offenses will be dealt with in the same manner as violations of other college policies and may result in disciplinary action in accordance with the Student Conduct Policy. Sanctions and disciplinary actions could include: reprimand, probation, suspension and expulsion.

INTERNATIONAL STUDENT APPLICATION PROCESS

How to apply

1) Complete the International Student application form at www.greatplainscollege.ca/apply or request a paper copy of the form to be mailed or emailed to you.

Eligible programs for International students for 2016-17 are:

- o Business- Swift Current
 - o Administrative Assistant- Swift Current
- Program prerequisites are listed in individual program descriptions at www.greatplainscollege.ca.
- English Language Proficiency requirements are noted within this document.

2) Submit your application.

Your application can be submitted using one of the following methods:

- Submit via email to margarets@greatplainscollege.ca

OR

- Print the completed application and mail, along with all supporting documents to:

Margaret Schafer, Student Adviser
Great Plains College
129 2nd Avenue NE
Swift Current, SK S9H 2C6
Canada

3) Submit your application fee and supporting documentation:

In order for your application to be assessed for admission to the program, we require:

a) A \$125 CDN non-refundable application fee payable to Great Plains College. Please call 1 (866) 296-2472 to pay your application fee. Note that Saskatchewan is the Central Standard Time Zone.

b) All official secondary and-or post-secondary transcripts from your home country and from Canada and results of any foreign credential recognition assessments you have had completed in past. Transcripts must be sent directly from the originating institution to Great Plains College. All transcripts must be translated to English.

c) English Language Proficiency Requirement: Provide proof of English Language Proficiency if English is not your first language. If testing is required, have test results sent directly to Great Plains College from the testing service.

4) Acceptance Process

You will be contacted by the International Student Adviser if any information is missing or in question. If a Foreign Credential Recognition process is required to evaluate your transcript and additional fees apply, the International student adviser will contact you to discuss this.

- Once your program entrance requirements have been met you will receive an acceptance letter outlining your program and tuition details.

- You will be asked to pay a tuition deposit of 25 percent of your full tuition within 30 days to secure your seat.

- If you apply to a program that is already full, or have not met your program's prerequisites, a student adviser will contact you to discuss your options.

Study Permits

As an International student, you must apply for a Canada Study Permit from the Canadian Embassy if you plan to study for more than six months.

Your official letter of acceptance must be included with your study permit application to prove you will be studying at a Designated Learning Institution. In addition to the letter of acceptance you will have to prove: that you have sufficient funds to cover tuition costs and living expenses for the

duration of your study period; that you do not have a criminal record and are not a security risk to Canada; that you are in good health; and that you will be leaving Canada at the end of your stay.

It is strongly recommended that you submit the study permit application at least three months before the start of classes to allow for processing time.

Federal and Provincial Study-in-Canada References

It is important that you do not let your study permit expire. Allowing a study permit to expire is considered a violation of the Immigration Act which may affect your eligibility for an extension and may lead to deportation.

Please refer to the following websites for more information on studying in Canada and Saskatchewan:

Citizenship and Immigration Canada

www.cic.gc.ca/english/study/index.asp

Immigration Saskatchewan

www.economy.gov.sk.ca/immigration/studying

CO-OP WORK PERMITS

If you are enrolled in the Administrative Assistant program, where work experience is an integral part of your studies, you must apply for a co-op work permit as well as a study permit.

You are required to have a co-op work permit before you start your three-week practicum.

Eligibility

It is your responsibility to make sure you are eligible to apply for a co-op work permit. Please check the eligibility criteria by IRCC at www.cic.gc.ca/english/study/work-coop.asp.

Remember: If you are going to work in Canada, you will need to apply for a Social Insurance Number (SIN). If you did not receive a SIN at the port of entry, you must apply at Service Canada (www.servicecanada.gc.ca)

Applying for a Co-op Work Permit

You may start your application for a co-op work permit as soon as you receive a letter stating that your work practicum is an essential part of your program of study. To apply for a co-op work permit, use the Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker [IMM5710]. You can apply online at www.cic.gc.ca/english/information/applications/work-students.asp or on paper.

It is your responsibility to always carefully read and follow the instructions on how to complete and submit the co-op work permit application.

Tip: After you get your co-op work permit make a copy of it and store the original safely.

Renewing Your Co-op Work Permit

Important to remember:

- Please keep in mind that the expiry date on your co-op work permit will normally correspond with the expiry date of your study permit. You must maintain both your study permit and your co-op work permit valid during your work term in a co-op program.
- You may renew your co-op work permit at the same time you apply to extend your study permit.

International Student Adviser

The main liaison between Great Plains College, the provincial Ministry, and the college's International students is the International Student Adviser. Contact information for this person is below:

Keleah Ostrander • keleaho@greatplainscollege.ca • 1 (306) 778-5471

Foreign Credential Recognition

Great Plains College follows the foreign credential recognition processes of the institutions from which it brokers programs. Please refer to the brokering institution of the program of interest for more information.

In general, foreign credential processes will involve the prospective student providing original transcripts as part of the application process. These will be assessed by the brokering institution. A fee for this service may apply.

Language Proficiency Requirements

Great Plains College will generally apply the language proficiency requirements of the institution from which it is brokering programming.

ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS CHART

<p>Completion of studies at a Canadian or U.S. high school (secondary education)</p>	<p>A minimum grade of 70% in Grade 12 provincially-examined or state-examined English courses as part of one successful full-time year of study; OR successful completion of Grades 10, 11 and 12 English courses or their equivalents, in sequence, as part of three full academic years in a high school using provincially-accredited Canadian or state-accredited U.S. curriculum, including regular (10, 20 or 30 level) or modified (11, 21 or 31 level) courses. English as a Second Language courses will not be considered.</p> <p>Quebec applicants must provide proof of:</p> <ul style="list-style-type: none"> - a Secondary V Diplome d'études secondaires (DES) with three successful years of English in sequence, or - a minimum of one complete year in an academic diploma program at a French College d'enseignement general et professionnel (CEGEP), and two of the following English courses: English 603-101, 603-102, 603-103, or - a minimum of one complete year in an academic diploma program at an English CEGEP college
<p>Canadian provincially-examined Adult 12 program (secondary education)</p>	<p>A minimum grade of 70% in English Language Arts A30 and English Language Arts B30 (or equivalent) of one successful full-time year of study and completion of a provincially-examined Adult 12 program.</p>

<p>U.S. approved Adult 12 program (secondary education)</p>	<p>Successful completion of an approved Adult 12 program including a minimum grade of 70% in equivalent English courses as part of one successful full-time year of study.</p>
<p>Completion of studies at an English-speaking secondary school outside North America in a country that is not exempt</p>	<p>Successful completion of Grades 10, 11, and 12 (or equivalent), in sequence, as part of three full years of secondary school taught and examined at an accredited institution recognized by Great Plains College, where English is the official language of instruction and examination. Director of Planning or designate approval will be required.</p>
<p>Completion of studies at an English-speaking post-secondary school</p>	<p>Successful completion of a one-year certificate, diploma or degree from an accredited program and institution recognized by Great Plains College where English is the official language of instruction and examination. Director of Planning or designate approval will be required.</p>
<p>Test of English as a Foreign Language (TOEFL) – Internet-based www.toefl.com</p>	<p>An overall minimum score of 81 on the Internet-based Test of English as a Foreign Language (TOEFL iBT), with a minimum score of 19 in each of reading, listening, speaking and writing for Saskatchewan Polytechnic programs.</p> <p>An overall minimum score of 79 on the Internet-based Test of English as a Foreign Language (TOEFL iBT), with a minimum score of 18 in each of reading, listening, speaking and writing for Assiniboine Community College programs.</p>

TOEFL – Paper-based www.toefl.com	Minimum test score of 550 with a minimum TWE of 3.5 and a minimum TSE of 50.
International English Language Testing System (IELTS), Academic Module www.ielts.org www.saskpolytech.ca/admissions/admission-requirements/english-language-requirements.aspx	Overall minimum score of Band 6.5 with a minimum score of 5.0 in each component for Saskatchewan Polytechnic programs. Overall minimum score of Band 6.5 with a minimum score of 6.0 in each component for ACC programs.
Canadian Language Benchmarks (CLB) www.saskpolytech.ca/admissions/admission-requirements/english-language-requirements.aspx	Minimum score on the CLB* required by the program (minimums range from 7 to 9). Applicants testing at Saskatchewan Polytechnic who achieve a score of 8+ on the CLB will be considered to have met level 9 as Saskatchewan Polytechnic does not currently test for benchmark 9 or higher. *Great Plains College does not accept the CLBPT as evidence of English proficiency. CLB levels must be established through CLB-A testing.
Canadian Test of English for Scholars and Trainees (CanTEST) www.usask.ca	Minimum score of 4.5 in each of listening and reading, a minimum score of 4.0 in speaking and a minimum score of 4.0 in writing.
Canadian Academic English Language Assessment (CAEL) www.cael.ca	Minimum score of 60 with a minimum score of 50 in each component.
University of Cambridge Certificate of Proficiency in English (CPE) www.cam.ac.uk	Minimum grade of C.
Michigan English Language Assessment Battery (MELAB) www.umich.edu	Minimum score of 85 for Saskatchewan Polytechnic programs. Minimum score of 80 for ACC programs.

University of Regina ESL Programs www.uregina.ca	Successful completion of ESL 050 (Advanced Level) with completion of either Literature and Writing or Advanced Writing, or a minimum average score of 55 on the ESL placement exam.
University of Saskatchewan ESL programs www.usask.ca	Successful completion of University Preparation Level 2 (UPREP 2).
Other college and university intensive ESL programs	Successful completion of a Great Plains College-recognized ESL program from a Canadian college or university, if it is considered equivalent to Great Plains College's required TOEFL iBT or IELTS admission requirements. Proficiency equivalents will be reviewed by Great Plains College's Director of Planning or designate in consultation with the relevant program head. Director of Planning or designate approval will be required.
Advanced Placement (AP) English	Successful completion of Grade 12 at an English-speaking high school, including Advanced Placement English courses, each with a minimum grade of 3.
International Baccalaureate (IB) English A1 or A2	Successful completion of the International Baccalaureate Diploma, including higher level English with a minimum grade of 4.
Other equivalent proofs of proficiency	Proficiency equivalents are reviewed by Great Plains College's Director of Planning or designate in consultation with the relevant program head; Registrar approval is required. Applicants may appeal to the Director of Planning or designate decisions concerning English language proficiency requirements.

ADDITIONAL PROGRAM-SPECIFIC ELP REQUIREMENTS	
Saskatchewan Collaborative Bachelor of Science in Nursing	See www.sasknursingdegree.ca/scbscn/

ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS CHART

English is the language of instruction and examination at Great Plains College

Applicants who have completed their secondary (high school) education or received post-secondary training in one of the following exempt countries are not generally required to provide evidence of English language proficiency (ELP).

If your first or primary language is not English and-or your country is not exempt, you will need to provide evidence of having the English language skills in speaking, listening, reading and writing necessary to be successful in the program to which you are applying.

Saskatchewan students graduating from Fransaskois and French Immersion high school programs are not required to meet further ELP requirements.

Exempt Countries

- American Samoa
- Anguilla
- Antigua and Barbuda
- Aruba
- Australia
- Bahamas
- Barbados
- Belize
- Bermuda
- Botswana
- British Virgin Islands
- Canada (except Quebec)
- Cayman Islands
- England
- Fiji
- Ghana
- Grenada
- Guam
- Jamaica
- Kenya
- Lesotho
- Malawi
- New Zealand
- Nigeria
- Northern Ireland
- Papua New Guinea
- Panama Canal Zone
- Puerto Rico
- St. Kitts and Nevis
- St. Lucia
- Scotland
- Sierra Leone
- Trinidad and Tobago
- Turks & Caicos Islands
- Uganda
- United States of America
- US Virgin Islands
- Wales
- Zambia
- Zimbabwe

COLLEGE CONTACTS FOR ADMISSIONS

Margaret Schafer – Student Services Adviser
margarets@greatplainscollege.ca or 1 (306) 778-5497

Business Office – 1 (306) 773-1531 or info@greatplainscollege.ca

FEES AND TUITION

Payment of Fees

Great Plains College accepts fee payment in CDN dollars only by cheque, money order, debit, Visa, MasterCard or cash at all office locations. Please refrain from sending cash through the mail. Your registration becomes effective upon payment of the required fees. You cannot attend courses or programs until all fees are paid unless prior arrangements have been made with the Student Services office. Great Plains College reserves the right to withhold service or marks until all outstanding fees are paid. Please contact the Student Services office for more information.

International Student Tuition Fee Policy (2016-17)

Application fee: \$125 non-refundable

Program Tuition: 2.5 times the domestic tuition

Tuition Deposit: 25% of tuition

Foreign Credential Assessment fee: \$100

Note: International student fees are higher as a result of additional costs to ensure supplemental supports are in place for international students.

All other student fees will be assessed per the main Great Plains College Tuition Schedule.

Tuition Refund

A student seeking a refund in a credit program shall submit a written request to the Program Coordinator. The current Great Plains College refund schedule will apply. Please note: A refund may be reimbursed directly to the funding agency, if so directed.

A copy of the Refund Policy is available at the Student Services office and online at www.greatplainscollege.ca.

Student Association Fees

- Full-time post-secondary students - \$70

The Student Association exists to help enhance the student experience and support the academic and non-academic needs of Great Plains College students. The Student Association will serve as the official voice of the students at Great Plains College.

The Student Association is involved in organizing social, recreational and academic activities for the students, and oversees all student fundraising activities. The Student Council and designated bodies including the College Board, reserves the right to refuse any requests to fundraise.

If you are interested in becoming a member of the Student Association, or have any questions, please contact Shawna Smuk at (306) 778-5450.

FINANCIAL ASSISTANCE

Financial Emergencies

A student facing a financial emergency is encouraged to contact the Student Services office. The Student Services office may be able to assist through referral to the most appropriate agency.

STUDENT TRANSFER AND WITHDRAWAL PROCESSES

Transfers

To transfer to another Great Plains College program, contact the International Student Adviser. International students may only transfer to another eligible program. Application and tuition fees are generally not transferable.

To transfer to another post-secondary institution in Saskatchewan, contact the International Student Adviser for information.

International students may only transfer to another designated post-secondary institution. Application and tuition fees are not transferable between institutions. Application processes, tuition and fees, and eligibility requirements will vary by institution.

Withdrawals

If a student is denied a study permit or withdraws before the program starts, the tuition deposit, less a \$300 administrative fee, will be refunded. All application fees are non-refundable.

Cancellation of a program by Great Plains College will result in a full refund of fees paid.

To withdraw from a Great Plains College program, contact the International Student Adviser.

International students must provide Great Plains College with their plan to either transfer to another institution or leave Canada. Students must be aware that there may be implications on their study permits with withdrawal from an institution.

Refunds will be processed according to the Great Plains College Refund Schedule.

GREAT PLAINS COLLEGE SERVICES

Housing

Great Plains College does not have dormitory residences on campus. Students will need to make private rental arrangements. Some sources of information about rental apartments are listed below but Great Plains College does not intend this as a recommendation of any particular landlord listed.

Swift Current Housing Authority 1 (306) 778-3218

Swift Current Online Classifieds

classifieds.swiftcurrentonline.com/c,120,Rentals%2C-Apartments.htm?city=3

Southwest Booster Classifieds

<http://yourclassifieds.ca/cb-sk-swbooster/for-rent/search>

Formula 1 Real Estate Service 1 (306) 773-7527

Pyramid Property Management 1-877-874-5668 or

1 (306) 773-4624 | www.pyramidproperty.ca/available_properties.html

Reserved Parking

Student parking permits are available for purchase for on-campus parking or for the 1st Avenue NE lot (beside the Legion Hall). You may contact the Business Office to request a permit. Parking permit stalls will be assigned based on first come first serve. Parking permits allow you to park Monday to Friday from 6 a.m.–6 p.m. in your designated spot.

- On-campus parking, August to July: \$200
- 1st Avenue NE lot, September to June: \$100 or \$50 per semester (September to December, January to April, or May to August).

For more information please visit www.greatplainscollege.ca.

Student Lounge and Cafe

A student lounge with café is located on the main floor providing beverages, snack and light lunches. Students are encouraged to use the games, TV, vending machines and furniture provided.

Student Study Area

This room is available for quiet academic study during the regular hours of college operation. The study area accommodates individual and group study. It is equipped with computers, a printer and internet services.

Exam Invigilation

Students can write exams by arrangement in the examination room during designated times. Other members of the community needing an exam supervised can also access these services on a limited basis. Exam invigilation fees may apply. Please contact the college at (306) 773-1531 to make the necessary arrangements.

In Case of Emergency

Your instructor will review Great Plains College emergency procedures at the beginning of your program. You will be made aware of what to do in case of emergencies (such as fires, tornados, lockdowns, etc.), where to assemble outside and who to report your presence to.

Lockers

Locker rental fee is \$25. Students must provide their own lock and agree to vacate their lockers by June 30. Great Plains College does not assume any liability for personal items left in lockers, and reserves the right to remove a lock when deemed necessary.

Visitors

All visitors should report to reception and state the nature of their visit. Visitors are not allowed to enter classrooms without prior arrangement.

Campus Hours

Students may access the facility during the following hours, with the exception of summer hours, scheduled closures and unexpected circumstances.

Monday–Thursday: 7 a.m.–10 p.m.

Friday: 7 a.m.–6 p.m.

Saturday: 9 a.m.–4 p.m.

Sunday: closed

Stat. holidays: closed

Business Office Hours

Monday–Friday: 8 a.m.–4:40 p.m.

Phone Calls and Messages

Privacy laws require that Great Plains College cannot confirm whether or not a person is on site. In case of an emergency, the caller must disclose the nature of the emergency so that staff can determine the best management case. In no circumstance do we guarantee delivery of personal messages. Exceptions may be made if prior arrangements are made with the Student Services office.

Lost and Found

Please give any items found or notification of lost items to reception or after hours to the SCN attendant. Lost and found items will be kept at the reception desk for one program year. Unclaimed items will either be donated to a charitable organization or discarded at the end of the year.

Recreation

The gymnasium is available for students to use at no cost during noon hours, before classes and in the evenings.

Fitness – BodyFit

Great Plains College offers all full-time students the opportunity to acquire a gym membership from BodyFit at a significantly reduced cost. Confirmation of enrolment is required from the Student Services office before signing up.



Sundogs Athletics

Great Plains College SunDogs compete in men's and women's volleyball and basketball. Full-time Great Plains College students have the opportunity to become a SunDog. If you are interested in playing please contact the SunDogs Athletic Coordinator at sundogs@greatplainscollege.ca.

Computer Use

All students who pay student association fees are given a Great Plains College computer account. This account gives you login access to all computers at the college as well as an email account. When using the computers do not save information in the documents folder. Save to the "U" drive as the "U" drive can be accessed from any computer on campus. Students are also encouraged to use a USB stick so they may have their information as needed. If you require help accessing college computers or your email account, please contact the Business Office.

Students must:

- use the computers in a responsible and lawful manner
- avoid using the facilities for personal financial gain
- recognize that the computers are intended for educational use only
- use only the programs that are installed on the computers and are available for student use
- avoid using the lab during a scheduled class, unless permitted by the instructor
- respect the rights of other users, and the policies of sites and network

Please remember:

- downloading of any type from the Internet is strictly prohibited without prior permission
- no food or beverages are allowed in lab facilities
- computer printers shouldn't be used in lieu of a photocopier
- all full-time students are allocated a \$5 (50 copies) print credit along with their computer ID
- additional credits may be purchased at any time during the year (sold in \$5 increments)
- to report any problems to an instructor, or the IT assistant immediately

Great Plains College Clothing

Great Plains College sells an assortment of college and SunDogs logoed clothing and other items. Quantities are limited. Purchases can be made through reception.

Alumni

Your college activity and involvement as a student at Great Plains College will not end with your program completion. You continue to be an important part of the Great Plains College alumni family. As an alumni member you will have the opportunity to remain involved in the strategic direction of the college with involvement in college events. For more information please contact the Development Office at: development@greatplainscollege.ca.

Program Orientation

All students will participate in an orientation at the beginning of the program. This will include information on the college and its services, the student's program, college rules and policies and community services.

Student Services

Students are encouraged to stop by Student Services located in office 118 for assistance and are encouraged to make an appointment.

Students can access services free of charge and are encouraged to seek solutions to issues using the services provided. Instructors and program coordinators reserve the right to refer students to the Student Services office if it is felt that personal issues are impairing the student's performance.

The services available include:

- career advising
- financial advising
- academic advising
- exam invigilation
- general advising (i.e. Attendance, performance, issues impairing success, etc.)
- sponsoring agency issues/difficulties
- financial aid
- confirmation of enrolment
- referrals to outside agencies
- incoming referrals from instructors and/or program coordinators
- special needs programming
- student assistance and advocacy
- student employment opportunities (employment opportunities are shared with Great Plains College students throughout the year in a variety of ways)
- internal & external referral for life skills counselling

COMMUNITY HELP ORGANIZATIONS

EMERGENCY NUMBERS

(All area codes 306)

Fire/Ambulance/Police
RCMP
Southwest Safe Shelter

Addresses

911 (emergency only)
778-4870 2 - 1st Ave NE
778-3692

Southwest Crisis Services	
Women's Outreach	778-3684
Men's Outreach	778-3433
Victim Services	778-4898

Community Health Support Numbers

Swift Current Regional Hospital	778-9400	2004 Sask Dr
Addiction Services	778-5280	350 Cheadle St W
Alcoholics Anonymous	773-7494	
Northside Walk-in Medical Clinic	773-9100	911 Central Ave N
Community Health Services	778-5280	350 Cheadle St W
Sask Health Line	811	

Mental Health Support Numbers

Mental Health Services	778-5280	Addresses 350 Cheadle St W
24 Hour Crisis Line	1-800-567-3334	
Christian Counseling Centre	773-0614	
Gamblers Anonymous	773-6271	

Community Service Agencies Numbers

SOUTHWEST NEWCOMER

WELCOME CENTRE	778-6262	237 Central Ave N
Human Resources Canada	778-4372	250 Central Ave N
Legal Aid	778-8272	350 Cheadle St W
Salvation Army	778-0515	780 1st Ave NW
Social Services	778-8219	350 Cheadle St W
Big Brothers/Big Sisters	773-1643	
Canada-Saskatchewan Labour		
Market Services	778-8230	350 Cheadle St W

Other Important Numbers

City of Swift Current Telebus	773-1448	
City of Swift Current	778-2777	177 1st Ave NE
Comprehensive High School	773-2801	1100 11th Ave NE
Swift Current Public Library	778-2752	411 Herbert St E
Swift Current Housing Authority	778-3218	78 Central Ave N
Highway Hotline	1 (888) 335-7623	

COLLEGE CONTACTS

International Student Advisor

The main liaison between Great Plains College, the provincial Ministry, and the college's international students is the International Student Advisor. Contact information for this person is below:

Keleah Ostrander – Director of Planning

Email: keleaho@greatplainscollege.ca Phone: (306) 778-5471

Business Office – (306) 773-1531 or info@greatplainscollege.ca

Margaret Schafer – Student Services (Applications)

Email: margarets@greatplainscollege.ca Phone: (306) 778-5497

Shawna Smuk – Program Coordinator

Email: shawnas@greatplainscollege.ca Phone: (306) 778-5450

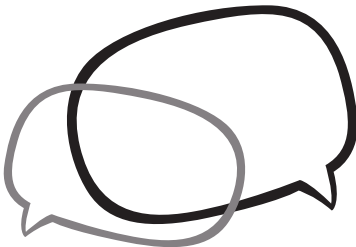
My Program Coordinator: _____

My Instructor: _____

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KINDERSLEY CAMPUS

Box 488, 514 Main Street
Kindersley, SK S0L 1S0
P | (306) 463-6431
F | (306) 463-1161

SWIFT CURRENT CAMPUS

129 2nd Avenue NE
Swift Current, SK S9H 2C6
P | (306) 773-1531
F | (306) 773-2384

WARMAN CAMPUS

Box 1001, 201 Central Street
Warman, SK S0K 4S0
P | (306) 242-5377
F | (306) 242-8662

ROSETOWN PROGRAM CENTRE

Box 610, 1005 Main Street
Rosetown, SK S0L 2V0
P | (306) 882-4236

MAPLE CREEK PROGRAM CENTRE

Box 1738, 20 Pacific Avenue
Maple Creek, SK S0N 1N0
P | (306) 662-3829

BIGGAR PROGRAM CENTRE

Box 700, 701 Dominion Street
Biggar, SK S0L 0M0
P | (306) 948-3363

GREATPLAINSCOLLEGE.CA | 1 (866) 296-2472