



— Online. On Campus.

**CAMPBELL  
COLLEGE**

# Student Handbook



**CAMPUS POLICIES & PROCEDURES**

# Welcome to Campbell College!

Congratulations on your decision to pursue higher education—you are making an investment that will prove invaluable for the rest of your life.

As the CEO of Commonwealth Education Group Inc., (CEG) of which Campbell College is a part, I have the honor of celebrating the transformational role of places like this—focused on students, committed to intellectual excellence and social responsibility, small enough to be personal and welcoming, yet large enough to provide access and opportunity.

Founded in 1986, Campbell has long been known for providing a comprehensive academic experience to its students. Over the years we have changed and grown to meet students' needs but have never lost sight of our mission—to prepare our students for meaningful work and life in an interconnected and constantly changing world.

Campbell currently offers four business diploma programs with plans to offer four more diploma programs in the months to come. As the CEO, I take great pride in **my team** and putting **Students First!** I also ensure our class sizes are small, and all classes are taught by faculty who are highly experienced in the areas they teach. This means, our students by the time they graduate are **employment ready**.

With over 30 years training thousands of students, we celebrate all of the kinds of students we educate, including new immigrants to Canada; international students; students transferring here from community colleges and universities; students who are here part-time, juggling college and other commitments; and people who are out in the work world and ready to pursue an enriching diploma, whether to further their careers or expand their expertise. Among these students are a significant number who are the first in their families to attend college, as well as those who are the latest of multiple generations of students to have attended Campbell.

I am so proud of the way Campbell College meets these students where they are and takes them where they need to go, changing their lives in the process.

Wherever you belong in our campus community, know that we all are dedicated to helping you reach your full potential. From your first moments on campus to the day you walk across the stage for graduation and join the ranks of our distinguished alumni, our staff and faculty will be with you every step of the way.

Sincerely,

**Vijay Chintamaneni**

*CEO, Chief Executive – Commonwealth Education Group Inc.*

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## School Hours

Regular school hours are Monday to Friday, from 8:00 a.m. until 5:00 p.m.

## Lunch Hour

For your convenience, there are lunchroom facilities available. Please do not overload the microwaves or the fridge; be aware that you share this space. You are expected to clean up after yourself at all times and take home or throw out uneaten food on a daily basis.

**NO alcohol or cannabis is to be consumed during lunch break or school hours.**

**Smoking** is NOT allowed in the building. You may smoke at the north end of the courtyard. Ashtrays are provided for cigarette butts. Please use them as ashtrays, not as garbage cans.

## Professional Behaviour

**Common Areas:** We share this building with other professional businesses, and we often have corporate clients taking part-time training. The stairway, hallways, washrooms, and second-floor landing are common areas. Keep your voices down and maintain the cleanliness and professionalism of the whole building. If you notice the washrooms need attention, please report this to a staff member.

Be aware that some people are sensitive to personal fragrances and strongly scented products are unacceptable in any professional environment. We abide by a non-fragrance policy

You will be sharing various lunch facilities with other groups of students. Please be considerate of their space and belongings. Do not take advantage of breaks and lunch hours to get to know those who are in different classes. **ENGLISH IS THE LANGUAGE OF INCLUSIVENESS—MAKE EVERYONE FEEL WELCOME.** Please be reminded that speaking English only is school policy.

### Classroom Etiquette:

Be seated and ready to work five minutes before your class starts. Be prepared before your instructor returns from break. If you need to use the washroom during class time, leave the room quietly and return promptly. Leaving class to make phone calls or attend to personal business should be addressed with the instructor prior to the start of class.

Please do not interrupt while an instructor, teacher assistant, or fellow student is speaking; be aware that your contribution in class is important. Make it appropriate and timely, and all will benefit from your input.

**NO FOOD OR BEVERAGES OF ANY KIND ARE TO BE CONSUMED AT YOUR COMPUTER STATION.**

## Dress-Code Policy

**Appendix #2 Student Dress-Code Policy—Professional Dress Guidelines**

## Academic Integrity

ALL homework and exams must be done **ON YOUR OWN**. If anyone chooses to copy an assignment/exam **from or give to** another person, **both** students will receive a ZERO, plus a warning letter. Taking photographs of quizzes or exams or teaching notes written on the board is prohibited. Plagiarism is grounds for dismissal.

**Appendix #8 Campbell College's Academic Integrity Policy**

## Telephone Use

**Cell phones are NOT to be active during class.**

You may give Campbell College's telephone number 780-448-1850 to your spouse, children, daycare, or parents for **EMERGENCY CALLS ONLY**. Please explain that we will NOT interrupt classes to relay messages *unless the call is stated as an emergency*. However, we will take messages for you to return calls *of importance*.

If you need to make a phone call, there is a student phone available outside the lunchroom. Please be considerate by making your call as short as possible. If you need to make a telephone call of a confidential nature, ask and we will do our best to find you a private area.

## Homework

Our expectation is that **all** homework assignments will be completed to the best of your ability, done neatly, and handed in on time—regardless of whether you were present or absent in class. Exceptions and extensions may be given at the discretion of the instructor who assigned the work. Submitting work late or not at all will affect your marks. **It is your responsibility to submit your work—NOT THE INSTRUCTORS' TO REMIND YOU.**

## Failure of a Course

Should a student fail a course, the following may occur which could affect current and/or future funding:

- The student will need to retake the course in tandem with their regular program schedule. This option is subject to the availability of a given course and at the discretion of campus management (refer to the Retake Policy for further details). The fee to retake the course is prorated based on number of hours in the course compared to number of hours in the program.

### **RETAKING POLICY**

- At the discretion of campus management, (pending course availability) students may be given the opportunity to retake a course to achieve a passing grade. The following guidelines will apply:
- Students that receive a mark below 70% in a course have the option to retake the course once, if the course is offered again within the contracted study period.
- Students can retake up to 25 % of the courses in their program, provided the courses are offered again within the contracted study period.
- If a student fails after retake, the student will be academically withdrawn from the program and required to reapply to a subsequent start date for the same program should they want to continue with their studies. During the lag time between the withdrawal date and new start date students are encouraged to develop an action plan to help ensure a successful retake of the course. The fee to reapply to the program is \$225.

### ***Rewrite Policy***

Students who fail to achieve a mark of 70% on a discussion, quiz/test, skills check, or assignment may be permitted to write any missed assessments or rewrite up to two of these assessments per course at the discretion of the instructor. The fee to write any missed assignments or rewrite assignments is \$50. The fee to write a missed exam or to rewrite an exam is another \$50.

## **Parking**

There is ample parking on the service road in the front of the building and down the entire block. The parking behind the building is for staff only.

## **Holidays**

Statutory holidays are observed, and you will have scheduled *study breaks* (**See schedule for dates**).

## **Harassment**

At Campbell College, we are committed to providing a safe and respectful environment for all students and staff. No one, whether a student, a staff member, a contractor, or a member of the public has to tolerate harassment at Campbell College (for any reason) at any time. No one has the right to harass anyone at school or work or in any situation related to employment.

### **Appendix #3 Campbell College's Harassment Policy**

## Appendix #1

### Case-Management Services (See Page 3 for contact information)

#### Case-Management Services will include:

- ◆ Continuous in-house monitoring, counselling, and problem-solving support, action-planning, and crisis intervention to address individual issues
- ◆ Referrals to community support services (as needed)
- ◆ Providing you with fair, applicable, and immediate feedback regarding behaviours that could affect your successful completion of the program or transition into the workplace
- ◆ Contacting employers, establishing your Work Practicum placements, and designing Training Plans with employers to optimize your skills while on placement

#### Individual assistance will include:

- ◆ Access to computers, fax, and the Internet for job search or research
- ◆ Assistance in preparing specific cover letters and resumes
- ◆ Counselling that provides you an opportunity to debrief in a caring and supportive environment

## Appendix #2

### Student Dress-Code Policy

All students are informed we have a business casual dress code prior to acceptance into our Diploma programs, and you have agreed to comply with our policy. Professional office attire must be worn to attend classes (e.g. no jeans with holes, frays/distressed, t-shirts, sweatpants, sweatshirts, running shoes, cut-off or short shorts).

You are permitted to wear jeans suitable for a professional office setting only, and it is expected your attire will be business appropriate as well.

### Professional-Dress Guidelines

Our goal is for you to look and be marketable to guests or recruiters at all times (while at school and on your practicums). Your willingness to adhere to these guidelines is an indicator of your professionalism. If you have limited professional clothing, you can meet with a Case Manager to develop an action plan. We can suggest a number of consignment stores and thrift shops to help you add to your professional wardrobe at little cost.

- ◆ Skirts should not be more than four inches (10 cm) above your knee.
- ◆ Dress Capri pants are acceptable.
- ◆ Halter tops are not acceptable at any time.
- ◆ Tops should be long enough to cover your midriff.
- ◆ Some high heels are considered a safety hazard in an office setting.
- ◆ Shoes must be worn at all times—flip flops are not acceptable footwear.
- ◆ Baseball caps or hats are not appropriate to wear in class.



## Appendix #3

### Harassment-Policy Statement for Campbell College

TO: All Students and Staff

#### Our Commitment

At Campbell College, we are committed to providing a safe and respectful environment for all students and staff. No one, whether a student, a staff member, a contractor, or a member of the public, has to endure harassment at Campbell College for any reason, at any time. No one has the right to harass anyone else, at school or work or in any situation related to employment. This policy is one step toward ensuring our organization is a safe, comfortable place for all of us.

#### Harassment is Against the Law

The *Canadian Human Rights Act* and the *Canada Labour Code* protect us from harassment. The *Criminal Code* protects us from physical and sexual assault. You have a right to live and work without being harassed, and if you are harassed, you can do something about it.

#### Employees' and Students' Responsibilities

All employees and students have the responsibility to treat one another with respect and to speak up if they or someone else is being harassed. All employees have a responsibility to report harassment to the appropriate person. All employees and students are responsible for respecting the confidentiality of anyone involved in a harassment complaint.

#### Managers' and Instructors' Responsibilities

Each manager and instructor is responsible for fostering a safe working environment (free of harassment). Managers and instructors must set an example for appropriate workplace behaviour and must address situations of harassment immediately (on becoming aware of them) whether or not there has been a complaint.

#### Campbell College's Responsibilities

Campbell College also has a responsibility to be aware of what is happening in our organization. We promise to treat all incidents of harassment seriously. We undertake to act on all complaints and to ensure they are resolved quickly, confidentially, and fairly. At Campbell College, we have zero tolerance for harassment of any kind.

## Immigration Requirements

As a temporary resident of Canada, it is important that you are aware of Canada's immigration regulations and conditions of your stay. As a student, it is your responsibility to ensure your study and other immigration documents has been approved before attempting to enter Canada. For list or requirements that you should secure before coming to Canada, [click here](#).

## Work Permit and SIN Number

It is important to remember that when you come to Canada as an international student, your first priority is your studies. This means that if you decide to seek part-time employment while you study, you need to ensure that your academic success comes first! Additionally, you should be prepared to financially support yourself even if you are not able to secure part-time employment.

But if you intend to and is able to work during your studies, here are the steps you must follow to obtain a work a permit and apply for a SIN (Social Insurance Number):

- If you are studying full-time and have a valid study permit that states you **"may accept employment" or "may work" in Canada**, present your study permit to a [Service Canada office](#) to apply for a SIN.
- If you are eligible to work on- or off-campus, but your study permit **DOES NOT state that you "may accept employment" or "may work" in Canada**, you must first [apply for an amendment to your study permit](#).
- After your amendment is approved, present your amended study permit to a [Service Canada office](#) to apply for a SIN.
- If you have a valid study permit, but it states, **"This permit does not permit the holder to engage in off-campus employment in Canada,"** but you are now eligible to work off-campus without a work permit you must [apply to change the conditions of your study permit](#) and pay the applicable fee.
- After your study permit is changed, present your new study permit to the [Service Canada office](#) to apply for a SIN.
- **If you hold a valid work permit** (e.g., a co-op or post-graduation work permit), you may present it at a [Service Canada office](#) to apply for a SIN.

## Spouse Working in Canada While you Study

Your spouse or common-law partner may be eligible for an open work permit. Visit the Government of Canada's [webpage](#) for more information on eligibility and applying for an open work permit.

## Walk-in Clinics

If you need non-urgent care, you can visit clinics across the city. Some clinics are by appointment and others offer walk-in services. For a current list of clinics within the city, contact Campbell College.

## Major Hospitals in Edmonton

For a list of major hospitals in Edmonton, Alberta, [click here](#).

## Accommodation

The student is ultimately responsible for establishing accommodations for housing during his or her stay in Alberta, and there are many things to consider when looking for a place to live. When deciding which location is best for you, you should consider how you will get around. Do you want to live within walking distance to campus? Will you be taking transit to get around? How close is

the nearest bus stop? How close is it to places like grocery stores, convenience stores, restaurants, and banks?

### Temporary Accommodation

Once you arrive in Canada, you might require short-term accommodations while making permanent housing arrangements. Should you need such arrangement, [this list](#) might help you decide.

### Finding Accommodation

Most students search online for accommodations to rent. Here are some commonly used websites:

- <https://www.kijiji.ca/h-edmonton/1700203>
- <https://www.nestpick.com/student-accommodation/edmonton/>
- <https://www.mainst.biz/student-housing/apartments/edmonton?>

Another option is to establish a homestay accommodation. If you are interested in this alternative, you can explore the [homestay option in Alberta](#). We could assist you by marketing your request to our vast Alumni base. The large majority of our graduates were originally newcomers to Canada, and some may be very interested in providing this service. You will be asked about your potential plans for accommodations during your interview, and we will take action upon request; however, fees and all arrangement will be your responsibility.

### Finding Furnishings

If you need to furnish all or part of your residence, you may want to consider purchasing your furniture second hand. This is usually a much cheaper option than buying new furniture—sometimes you can even find items being given away for free. [Kijiji](#) is a good place to find affordable, pre-owned furniture, or you can check [Freecycle](#) and [Facebook](#) for local online market pages.

You can also try visiting second hand stores in Edmonton, such as [Value Village](#).

If you are looking to buy new furniture, you can visit one of the several [furniture retailers in Edmonton](#).

### Protecting Yourself as a Renter

Review [Service Alberta's RTA Handbook and Quick Reference Guide](#). You should understand your rights and responsibilities as a tenant in Alberta.

You may wish to consider buying tenant insurance to cover your personal belongings and furniture in case of theft or damage. You can purchase tenant's insurance through an insurance provider.

## Transportation

### Public Transit

Edmonton is a widely spread-out city which is divided by a river, and the winter months can be very cold, so walking to certain locations is not always practical. Unless you plan on purchasing and driving a car during your stay, you will most likely be using the public transit. ETS is Edmonton's public transit system and it has a number of train and bus routes to get you where you need to go. You can visit the [Edmonton Transit System](#) website to plan your trip or [look up bus routes and times in your area](#).

Arch card is a convenient and possibly more affordable way to pay for Edmonton transit.

The Arch card is:

- Account-based. Lose your card? No problem, your funds are backed up if you register your card.

- Arc is easy. Just tap on and tap off while travelling on a bus or LRT. No more loose change or paper transfers. With Arc, only pay for transit when and how you use it.
- The "Pay-As-You-Go" (PAYG) option allows you to load as little as \$4 or as much as \$500!
- Fare caps ensure you never pay more than the maximum you would pay for a day or month. Once you reach your fare cap, ride for the rest of the day or month for free!
- Convenient. Add your funds online, at vending machines, over the phone or in person.

## [Edmonton Arch Card](#)

### Driving in Alberta

As a full-time international student, you can drive in Canada with a license from your home country for up to a year. It is a good idea to obtain an International Driver's Permit in your home country before coming to Canada.

While driving, you should always have with you:

- Your valid driver's license
- Your student ID card or other proof of student status at Portage College.
- An International Driver's Permit (obtained from your home country) if your license is in a language other than English

If you do not have an International Driver's Permit, you should carry a certified translation of your driver's license. When you need to, you can apply for an Alberta Driver's License. You may need to take a written test and/or road test, depending on the country that issued your driver's license. You will need to surrender your previous driver's license, as it is illegal to hold more than one license. If you plan to drive in Alberta, make sure you know the rules of the road. Laws and driving etiquette may be different from where you have driven before. For instance, did you know that in Alberta, it's legal to turn right after coming to a complete stop at a red light, as long as it's safe? Did you know that pedestrians always have the right of way?

Find out more here: [Driver's Guide to Operating, Safety and Licensing.](#)

### Renting a Car

You might want to rent a car if you are planning a short trip or need one for a specific occasion. There are a number of [car rental options in](#) Edmonton to choose from. If you are considering renting a car, keep the following in mind:

- You will need your valid driver's license. Your International Driver's Permit is only valid if presented with the original license.
- You need to be at least 21 years old to rent a car. If you are 21 or older but younger than 25, you may have to pay a "young renter fee" surcharge. Additionally, if you are under 25 you may not be eligible to rent certain vehicles. Each car rental company will have their own individual policy, so do your research in advance.
- You will typically need a credit card to pay for your rental car.
- You may be liable for any damage done to the car while you are driving it. Consider the company's insurance options carefully before you buy, to be sure that you will be covered in case of an unexpected collision.

### Owning a Car

A car is a pricey investment, so make sure to research thoroughly before deciding to purchase a vehicle. The costs of owning a car include not only the initial price of the vehicle, but vehicle registration, auto insurance, gas, and maintenance. All vehicles in Alberta must have valid insurance and a vehicle registration certificate; you cannot legally operate your vehicle without both. When driving, be sure to keep your proof of insurance and registration certificate with you (in addition to your driver's license) and in a location that is safe and easily accessible. For more information on vehicle registration, go [here](#). For more information on auto insurance, go [here](#).

Buying a used vehicle is usually much cheaper than buying a new vehicle, but make sure to educate yourself about the potential risks of [buying a used car](#), especially if you are buying from an individual and not a dealership.

## Taxis

There are taxi services available, but they can be costly and you will need to order them in advance. Taxis are appropriate for occasional use when other, more practical options such as walking, taking the bus, or riding a bike are not possible. Many taxi services offer a student discount, so make sure to show your Portage College student ID card.

## Bicycles

Bicycles are not suitable for year-round use and may not be a practical option for travelling long distances, but in the spring and summer months they are a good way of cutting down on walking time. They can even be used [in conjunction with public transit](#). Bikes can be purchased new from stores such as [Costco](#), [Canadian Tire](#), and [Walmart](#), or from many sport retailers. If you are looking for a cheaper option, you can try looking online for a used bike on websites such as [Kijiji](#). You should keep in mind that if you are riding a bike on a road, your bike is considered a “vehicle” and you must follow the rules of the road like drivers of other vehicles; this includes riding on the right side of the road, stopping at stop signs and red lights, observing speed limits, and signaling. If you are under the age of eighteen you are required by law to wear a helmet, however helmets are strongly recommended for all ages.

If you decide to purchase a bicycle, always secure it in an appropriate place with a bike lock before leaving it unattended. Your bike is more likely to be stolen if you leave it unsecured.

## Other Methods

- Walking: See [this guide](#) from the City of Edmonton on pedestrian safety.
- [Uber](#): To access this local ride-sharing application, you will need to download the phone app and link a payment method to your account.

## Supplies

### Buying Your Groceries

In Canada, many people buy the majority of their groceries at a supermarket. Supermarkets carry groceries, household items, and over-the-counter medications. Depending on the location of the accommodation you choose, you'll find many supermarkets including [Superstore](#), [No Frills](#), [Safeway](#), [Save-On-Foods](#), [Walmart](#) and [Sobeys](#). Some supermarkets will have lower prices than others, so you will want to balance cost with convenience and location.

### Shopping Malls

Although the usual grocery stores are increasingly carrying a wider variety of products from around the world, you may want to visit a mall or a shopping centre if you're looking for something special or some entertainment. Click [here](#) to see the list of malls and shopping centres in Edmonton.

# Welcome to Campbell College Campus

## Hours

Monday to Friday  
8 am to 5:00 pm

## Location

Campbell College Ltd.  
101-11748 Kingsway Ave  
Edmonton AB T5G 0X5  
Tel: 780-448-1850  
Fax: 780-447-5902  
[www.campbellcollege.ca](http://www.campbellcollege.ca)

## Contacts

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<b>Vijay Chintamaneni, CEO</b>	By Request	

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