

W W W . G P R C . A B . C A

# ADMISSIONS GUIDE

2011-2012



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Grande Prairie Regional College  
**Admissions Guide**  
**2011 - 2012**

*GPRC is committed to demonstrating environmental responsibility, and we are working to reduce our resource usage, including paper.*

*The Academic Calendar will no longer be produced in print, as the most current and complete information is now available on [www.gprc.ab.ca](http://www.gprc.ab.ca) The 2011-2012 Admissions Guide is published this year as part of the transition to a web-only Academic Calendar.*



# About Our College



## Message From the President

At Grande Prairie Regional College, these Core Values guide our decisions and actions: Student-Centred, Integrity, Respect, Accountability, Innovation and Passion. As our student, you are assured that every person in the GPRC community is here to help you have the best possible post-secondary education experience.

The GPRC environment is a wonderful place to learn. Your instructors are known for not only their exceptional qualifications and credentials, but for their ability to teach. They are enthusiastic about helping you learn. Your classes are small enough that your individual questions can be answered.

GPRC promises you a supportive, friendly and personal environment in which to learn. The coming months will change you, and change your life.

Welcome to Grande Prairie Regional College!

Don Gnatiuk

## Calendar Statement

*The official Grande Prairie Regional College Academic Calendar 2011-2012 is available on the Internet at [www.gprc.ab.ca](http://www.gprc.ab.ca). In the event of any discrepancies between this text and the official Academic Calendar on our website, the website version will prevail.*

The Calendar of Grande Prairie Regional College is an official document for students. Students are expected to read this information carefully in order to be familiar with College rules and to understand program requirements, prerequisites and standards

Students are personally responsible for the continuing completeness and accuracy of their individual academic records and for ensuring that they satisfy the graduation requirements of the program in which they are enrolled. Programs and courses listed in the Calendar are not necessarily offered each year.

By the act of applying for admission to Grande Prairie Regional College, every student agrees to be bound by the terms of this statement, and the terms, conditions, academic standards, rules, regulations, policies, and codes of behaviour in existence as well as those made, modified, or amended from time to time.

The Grande Prairie Regional College Academic Calendar is published by the Office of the Registrar and produced by the Communications Department of Community Relations. If there is any question regarding the interpretation of information included in this Calendar, please contact the Office of the Registrar, 780-539-2944.

The Calendar sets forth the intention of the College at the time the Calendar was prepared. While Grande Prairie Regional College makes reasonable efforts to ensure that the content of the Calendar is accurate, Grande Prairie Regional College reserves the right, subject to the authority of the Board of Governors, to make whatever changes it considers necessary to the information referenced in the Calendar or referenced in other documents relating to admission and registration including, but not limited to, the elimination of or changes to courses, programs, organizational structure, tuition and fees, entrance standards, academic standards, degree requirements, College policies, regulations, codes of behaviour and important dates in the academic year. All of the changes referred to above may be made by Grande Prairie Regional College without notice to students or prospective students, although reasonable effort will be made to provide notice of such changes as soon as practicable. Grande Prairie Regional College is not liable to anyone who may suffer any loss or damages of any type arising from such changes including any loss or damages arising from the interruption of academic activities.

# About Our College

Grande Prairie Regional College is a publicly supported, post-secondary institution. The College operates under the Post-Secondary Learning Act and the Ministry of Advanced Education and Technology, Province of Alberta.

Grande Prairie Regional College was established in 1966 and offers a wide variety of exciting career programs, university transfer studies, and options for degree completion. Academic Upgrading is available as a program or as part of a blended program.

The highly qualified faculty, affordable tuition, small classes, personal contact and extensive scholarship program attracts students from a wide area. Instruction is based on the Grande Prairie and Fairview College campuses, and also in off-campus facilities in several other Peace Region communities. The College is an eCampusAlberta partner facilitating increased access to online learning opportunities for Alberta students.

The College offers regional learners instruction and support services that are learner-centred and responsive to the lifelong educational needs of full-time and part-time students of diverse, multicultural and Aboriginal backgrounds.

As a comprehensive community institution, Grande Prairie Regional College is committed to expanding access to post-secondary education in its service area by responding to community and regional demand for both credit and non-credit programming. The College has developed a portal access delivery model that encourages other post-secondary institutions to deliver programming on site, enabling the establishment of collaborative partnerships that rapidly and effectively meet the varied needs of regional learners.

The College offers university transfer, diploma and certificate programs; apprenticeship and pre-employment training; and adult high school completion. Credit programs are offered in the areas of Liberal Arts, Education, Health and Wellness, Human Services, Fine Arts, Business, Science and Technology, Academic Upgrading, Trades and Technical training, Agriculture and Environmental Sciences. The College also offers baccalaureate degrees, primarily as collaborative degrees.

In response to regional, community and industry demand, Grande Prairie Regional College provides a range of customized non-credit pre-employment programming, skills development, safety, English as a Second Language and community interest courses. The College meets community and industry demand for responsive and specific industry training through the provision of customized programming.

As an educational facility in northwest Alberta, Grande Prairie Regional College helps meet the cultural, recreational, athletic and conferencing needs of the region in partnership with service area, community and regional stakeholders. The College offers athletic, music, art and science summer camps; and the Douglas J. Cardinal Performing Arts Centre is frequently the site of community music festivals, dance recitals, speakers' series and industrial seminars.

The College encourages and supports applied research and scholarly activities, and innovation activities that complement and enhance teaching and learning in program areas and in industry sectors where its academic expertise enables such a contribution.

Grande Prairie Regional College is dedicated to providing learners in northwest Alberta with access to high quality and diverse lifelong learning opportunities, and to the responsible educational, fiscal and environmental stewardship of resources.

# About Our College



GRANDE PRAIRIE REGIONAL COLLEGE

A Comprehensive Community College with campuses in Grande Prairie and Fairview



## Vision

**GPRC is recognized by its learning communities for leadership in educational excellence.**

## Mission

**Creating connections to knowledge, experience and community one life at a time.**

## Core Values

### Student Centred

- We commit ourselves to a community of learning.
- We commit ourselves to the teaching and learning relationship.
- We give students the opportunity to grow and become enriched.
- We pursue student learning opportunities that maximize and lead to lifelong learning.
- The student is always the beneficiary of our activity.

### Integrity

- We live up to the highest standards of professionalism through fair and ethical behavior.
- We do what we say and build trust through our actions.
- We are honest and open.
- We are committed to a spirit of service.
- We strive to earn the trust of our students and supporters.
- We are loyal.

### Respect

- We treat each other, our students and our public with dignity and respect.
- We celebrate the diversity of people, ideas and culture.
- We are enhanced by cooperative efforts, partnerships, and shared use of resources in an atmosphere of respect.
- We respect the need for discretion and confidentiality.

### Accountability

- We are personally accountable to each other.
- We are accountable to the communities we serve.
- We strive to provide a safe and caring environment for students, staff and visitors.
- We are fiscally accountable.
- We are committed to the stewardship of the environment, our building, and the land.
- We make evidence-based decisions.

### Innovation

- We encourage innovation.
- We respect our past but we are future focused.
- We engage students in creative learning.
- We are responsive and market driven.
- We strive to be a leader in applying information technology in ways that can transform higher education.
- We are a portal to discovery and learning.

### Passion

- We love what we do.
- We take the lead, and lead by example.
- We all contribute.
- We strive to be an extraordinary place to work.
- We have fun.



# About Our College

## Student Participation in College Governance

In accordance with the Post-Secondary Learning Act, representation on the Board of Governors includes one student nominated by the Students' Association. As many as ten students, elected by the Students' Association, are members of Academic Council, the academic decision-making body of the College. Student representation is also defined in the Terms of Reference for Administrative Council. In addition, student representatives are normally included in most College committees and in departmental decision-making. The College routinely seeks student input on a variety of topics that affect the College community.

## Formal Transfer Arrangements

Alberta Council on Admissions and Transfer  
11th Floor, Commerce Place  
10155 - 102 Street  
Edmonton, AB T5J 4L5  
Toll Free 310-0000, 780-422-9021  
acat@gov.ab.ca  
www.transferalberta.ca

The College is a member of the Alberta Council on Admissions and Transfer (ACAT), an independent body that coordinates all activities related to post-secondary transfer within the province of Alberta. Transfer enables students to move from one post-secondary institution to another and receive credit for prior study. Grande Prairie Regional College has formal course and program transfer arrangements with the post-secondary institutions in Alberta, Northwest Territories and Nunavut.

ACAT prepares an annual publication, the Alberta Transfer Guide that outlines all the course and program transfer agreements in effect between post-secondary institutions in Alberta, Northwest Territories and Nunavut. Students wishing to transfer from the College to another institution in the province should refer to the Guide and other transfer information available online or contact the ACAT office directly.

## Collection and Privacy of Student Information

The information provided on the Application for Admission and any other personal information collected and maintained as part of a student's record will be used for the purposes of admission, registration, graduation, issuing income tax receipts, scholarships and awards, educational verification and for college research and planning. Certain personal information will also be disclosed to Statistics Canada as required by the Statistics Act (Canada), Alberta Advanced Education and Technology to meet reporting requirements, and by agreement, to the Students' Association and Alumni. This information is collected pursuant to the Post-Secondary Learning Act and Statistics Act (Canada). The information provided will be protected under the Freedom of Information and Protection of Privacy Act of Alberta.

The information you provide is required to determine your eligibility for admission and will be used to contact you regarding College programs and services. If you are admitted, the information will become part of your student record and will be disclosed to relevant academic and administrative units. If granted an award, pertinent information may be disclosed to the donor of the award and provincial funding bodies. Specific data elements will be disclosed to the federal and provincial governments to meet reporting requirements.

All College policies and procedures are intended to comply with the Province of Alberta's Freedom of Information and Protection of Privacy Act. If you have questions or concerns about issues related to the privacy of your personal information or your ability to access information, please contact the FOIPP Coordinator, 780-539-2068.

## HOW TO RECEIVE INFORMATION

### Grande Prairie Campus:

Office of the Registrar  
Grande Prairie Regional College  
10726 - 106 Avenue  
Grande Prairie, AB T8V 4C4  
Phone 780-539-2944  
Fax 780-539-2888  
Toll Free 1-888-539-GPRC

### Fairview Campus

Office of the Registrar  
Grande Prairie Regional College  
11235 - 98 Avenue, PO Bag 3000  
Fairview, AB T0H 1L0  
Phone 780-835-6605  
Fax 780-835-6788  
Toll Free 1-888-999-7882

### Internet

www.gprc.ab.ca  
Information about College programs and events is provided on our website where you may also choose to apply online. Email us your questions at studentinfo@gprc.ab.ca

# Directory of Services

## ACADEMIC ADVISING

**780-539-2944, Room H103, Student Services, Grande Prairie Campus**

**780-835-6605, Room FAC131, Fairview Campus**

College advisors are available to help you make informed choices about programs and courses. The Student Services Advising Team will assist you in finding your way through the maze of College paperwork, course and program options, and academic regulations and procedures. Advisors will also help you interpret academic policies, and your rights and responsibilities.

## ACADEMIC RECORDS AND REGISTRATION

**780-539-2919, Room H103, Student Services, Grande Prairie Campus**

**780-835-6605, Room FAC131, Fairview Campus**

The Registration Team will assist students with registration processes, transcript requests and interpretation of College policy. In addition, they coordinate the official timetable and final exam schedule. If you have any concerns or questions regarding your registration, timetable or exam timetable, grades, transcripts, or eligibility to graduate contact this service area.

## ADMISSIONS AND RECRUITMENT

**studentinfo@gprc.ab.ca**

**780-539-2922, Room H103, Student Services, Admissions, Grande Prairie Campus**

**780-539-2931 Recruitment/Tours, Grande Prairie Campus**

**780-835-6605, Room FAC131, Admissions, Fairview Campus**

**780-835-6776, Recruitment/Tours, Fairview Campus**

The Admissions Team at both campuses welcome inquiries from prospective and current students. They will assist you with information on admission requirements and application processes, advanced credit or transfer credit, and prior learning assessment.

The Recruitment Team takes the College to the people, visiting high schools and community groups throughout Alberta, British Columbia, Yukon, Nunavut, and the Northwest Territories. If you would like more information about GPRC, call either campus to arrange an individual or group information session, or a campus tour.

## ABORIGINAL PROGRAMS AND SERVICES

**Grande Prairie Friendship Centre  
780-539-2092, Room B205, Grande Prairie Campus**

The On Campus Friendship Centre at GPRC is brought to students by a partnership between Grande Prairie Regional College and Grande Prairie Friendship Centre. The Centre provides a warm and welcoming environment for all students to connect with other students, meet faculty and staff, and seek out existing College and community support to help adjust to college life and life in a new city

**Aboriginal Liaison Coordinator  
780-539-2020, Room H113 Student Services, Grande Prairie Campus  
aboriginal@gprc.ab.ca**

The Aboriginal Liaison Coordinator offers students support on their journey of furthering their education, recognizing and promoting the need to weave together the world of an Aboriginal person with the life of a college student. Students can expect that the Coordinator will champion Aboriginal Culture and ensure that it is celebrated and honoured within GPRC.

The Coordinator works with Bands, Councils and Elders to create educational opportunities for students, and will support students in finding and utilizing community resources to meet their needs.

**Circle of Aboriginal Students  
780-539-2092, Room B205**

The Aboriginal student group at GPRC, The Circle of Aboriginal Students, has an elected executive that brings forward the collective voice of students. With the support of the Aboriginal Liaison Coordinator and the Campus Friendship Centre Outreach Worker, the cultural needs of students are met through talking circles, Aboriginal role model speakers, and a yearly cultural event.

## Aboriginal Development

**780-539-2975, Room M117**

Workforce Development welcomes the opportunity to develop education and training programs for the specific needs of Aboriginal communities, organizations and businesses. Aboriginal programs at GPRC build partnerships to raise awareness about Aboriginal participation in the workplace. Programming may be customized to include, but is not limited to, Aboriginal Awareness, Introduction to Cree, Truck Driver Training, Youth Programs, Heavy Equipment Operator Training, Safety Training and Certification.

## ALUMNI ASSOCIATION AND SERVICES

**780-539-2719**

**alumni@gprc.ab.ca**

Regular communication, special events and recognition are just some of the ways GPRC Alumni Affairs keep the College spirit alive. If you are a current or former student, staff or board member, the GPRC Alumni Association is ready to serve you. Keeping in touch with us fosters support for GPRC in many ways. GPRC is very proud of its alumni.

# Directory of Services

## ATHLETICS

**780-539-2063**

Along with the search for competitive excellence is the strong push for academic excellence within the Wolves Athletics program. Our goal is to strive for personal excellence through academic and athletic endeavours and produce student athletes who are both athletically and academically sound.

Grande Prairie Regional College offers basketball, volleyball, cross country running, soccer, and curling teams, competing in the Alberta Colleges Athletic Conference (ACAC).

Students participating in Wolves Athletics also have the benefit of obtaining financial assistance through two types of athletics scholarships, Jimmie Condon Athletic Scholarships and the Wolf Pac Booster Club Scholarships.

Wolves Athletics also contributes to the community by playing a major role in many sports camps, leagues and tournaments. Coaches and student athletes play a large leadership role in providing this opportunity to the youth of Grande Prairie. Student athletes benefit from these experiences by developing life skills such as leadership, coaching and communication.

As part of the athletics program, the College hosts a number of tournaments and home game events in its facilities. These events provide opportunities for our student athletes to showcase their talents and abilities, opportunities for our students to participate in fun sporting events, and opportunities for the community to be a part of the best athletic events in the area.

## AWARDS and STUDENT FINANCIAL AID INFORMATION

**financialaid@gprc.ab.ca**

**780-539-2845, Room H103, Student Services, Grande Prairie Campus**

**780-835-6654, Room FAC130, Fairview Campus**

The Financial Aid Team provides information about loans, grants, scholarships, bursaries and awards. Assistance with completing funding applications and advice about budgeting, deadlines and other requirements may be obtained from this office.

To receive information about awards or financial aid, contact the Financial Aid Office directly or refer to the awards publication at <http://www.gprc.ca/awards>. Refer to the calendar section on "Financing Your Education".

## BOOKSTORE

**Monday to Friday,  
8:30 am to 4:00 pm**

**780-539-2926 Fax 780-539-2768,  
Room G119, Grande Prairie Campus**

**780-835-6612, Room FAC133,  
Fairview Campus**

The Bookstore provides service to students during regular hours and offers extended hours during peak periods. Information on extended hours for each term is posted at the Bookstore. Required and recommended textbooks, supplies, GPRC clothing and other items are provided for your convenience. For health concerns of a minor, non-urgent nature, the Bookstore is stocked with common over-the-counter products to assist you. The Bookstore accepts cash, American Express, VISA, MasterCard, debit card, and personal cheques with student identification.

## CAMPUS SECURITY

**780-539-2700, Room H101**

Blue telephones are located throughout the College facilities and grounds for your convenience in contacting Security. Campus Security will provide a 24-hour Safe Walk Service anywhere on the Grande Prairie campus. Whenever Campus Security can be of assistance, you are encouraged to use the conveniently located blue telephones.

## CENTRE FOR RESEARCH and INNOVATION (CRI)

**B309 GPRC and Centre 2000**

**780-539-2054,**

**Toll Free: 1-877-539-2808**

**info@TheCRI.ca**

The Centre for Research & Innovation is dedicated to advancing innovation and applied research throughout the Peace Region. Through workshops, direct client services including mentoring, and applied research facilitation services, the CRI helps inventors and entrepreneurs develop their ideas into new products and services for the marketplace.

The CRI also acts as a meeting place where innovative individuals or groups can connect with the College's faculty and students for assistance with research and development. Open to anyone looking to pursue and commercialize their great idea, the CRI is your resource and they look forward to helping you and the Peace Region prosper.

## CHILD CARE

**Building Blocks Daycare**

**780-539-2781**

The College has an outstanding daycare facility right on the campus in Grande Prairie. The Daycare Facility, under the management and operation of On-Campus Daycare Society, serves students, staff, faculty, and community users and provides quality care to 60 children. It is in operation from Monday to Friday, 7:30 am to 6:00 pm, year round with the exception of specific holidays.

# Directory of Services

## COMPUTER TRAINING CENTRE

780-539-2826

[computertraining@gprc.ab.ca](mailto:computertraining@gprc.ab.ca)

Dedicated to serving the computer training needs of the community, the Computer Training Centre offers a variety of courses and programs including, but not limited to, Access, Adobe Acrobat, AutoCAD, Computer Basics, Crystal Reports, Dreamweaver, Excel, Expression Web, Internet Explorer, Office, Outlook, PC Maintenance, PowerPoint, Project, Publisher, QuickBooks, Simply Accounting, Windows, Word, A+ Certification, Introduction to Programming, Payroll Management Certification, and Project Management Professional Certification.

## CONTINUING EDUCATION

780-539-2975, Room M105

[continuinged@gprc.ab.ca](mailto:continuinged@gprc.ab.ca)

Continuing Education brings the College and community together! This department of the College provides quality educational services in business and computer training, safety and industrial training, driver training, equipment training, language training, and aboriginal programming by:

- Offering courses to individuals or companies
- Responding to business, the development of the workplace, and community needs
- Offering day, evening, and weekend courses
- Offering courses that can be customized to the specific needs of employers and employees
- Helping fulfill the occupational and personal aspirations of students
- Providing traditional and interactive meeting and training facilities
- Offering courses at work sites or in our state-of-the-art facilities

## DISABILITY SERVICES

780-539-2017, Room H103 Student Services, Grande Prairie Campus

780-835-6656, Room FAC129, Fairview Campus

If you have a disability, you are encouraged to consider GPRC. It is possible to arrange and facilitate a variety of accommodations, on an individual case basis, in order to make your chosen program workable for you. You will need to meet the admission requirements for your program. Please contact Disability Services to explore resources available for you at GPRC.

Students who want psychological testing or assessment of learning abilities will need to contact local community resources for these services.

For further information on the services we offer, please refer to the Disability Services Handbook at <http://www.gprc.ab.ca/students/disabilities/>.

## FACILITY BOOKINGS

780-539-2858, Room H103 Student Services, Grande Prairie Campus

Rooms for meetings, workshops, and conferences are coordinated and booked through this office. The College offers a range of services to community users including food services arrangements, room bookings, audio-visual bookings and residence reservations.

### Fairview Campus

For facility bookings information at the Fairview Campus, please call 780-835-6600 or call toll free 1-888-999-7882.

## FINE ARTS

### CONSERVATORY

780-539-2909

[conservatory@gprc.ab.ca](mailto:conservatory@gprc.ab.ca)

The Fine Arts Conservatory is committed to nurturing the creative spirit of students of every age in the arts.

The Conservatory offers private and class instruction for students of all ages and abilities. Our Conservatory staff is comprised of Fine Arts Department faculty, local professional musicians and artists and selected advanced students.

### Music

This is our largest component of the Conservatory. We offer comprehensive, year-round music programming for students of all ages and abilities. This includes private lessons in piano, guitar, drums and percussion, winds and brass, voice, strings and musicianship. We are very proud of the quality of instruction, and with nearly 500 students registered, we boast the largest conservatory north of Edmonton. We also offer children's music programs for our younger, budding musicians.

### Community

Community members are invited to audition for the College Wind Ensemble, Electroacoustic Ensemble, String Orchestra, Concert Choir and the Jazz Ensemble.

### Visual Arts

Along with a wide range of very popular photography courses, the Conservatory offers drawing, painting and digital imagery.

### Drama

Drama courses are offered in the evenings and weekends to children of all ages. Basic techniques of stage acting, improvisation, monologues and character development are just some of the areas that will be explored.

# Directory of Services

## FOOD SERVICES

### Ovation Catering and Banquets at Grande Prairie Campus 780-539-2077 or 780-539-2950

The "Pillars Marketplace", in the College cafeteria, and "Bernie's", next to the College Theatre, offer students and staff a variety of foods, from snacks to full-course meals. In addition, Ovation catering services are tailored to the needs and priorities of the College and its community. Students and staff may purchase prepaid meal cards from the food services cashier.

### Ovation Catering and Banquets at Fairview Campus 780-835-6600

The cafeteria features home-style cooking and meals. Open Monday-Friday 7:15 am to 2:00 pm, and 5:00 pm to 6:00 pm for dinner service. The cafeteria is closed in July and August.

## FITNESS

### Grande Prairie Campus Be Fit For Life Centre 780-539-2816

The Be Fit For Life Centre provides fitness services, programs, information and activities designed to encourage and support a healthy lifestyle that will assist clients to identify, recognize and overcome problems. Fitness services include personal training, massage therapy, physiotherapy, fitness classes and more. Contact a Be Fit For Life representative for more information about the programs and services offered to our students and the community.

### Fitness Centre 780-539-2007

The Centre consists of a 17,000 square foot gymnasium, large change rooms complete with lockers, showers and saunas, a physical therapy room, and one of the best-equipped facilities in Grande Prairie. Major renovations have recently been completed to this world class facility.

Besides being home to the Wolves Athletic Teams, the facility promotes healthy, active living to the college and surrounding communities. In the gymnasium, you can participate in campus recreation events, Wolves Athletic events, and other recreational activities. All of these are free to GPRC students. The weight room is the heart of the facility providing a large selection of aerobic and weight training equipment.

### GPRC Climbing Gym 780-539-2089

The GPRC Climbing Gym located in M124 offers students, staff and the community a great workout opportunity with this state-of-the-art climbing facility.

## HEALTH AND DENTAL PLAN

### Grande Prairie Campus Students' Association 780-539-2962 sa@gprc.ab.ca

The College assumes all students have basic health care coverage. The Student Health and Dental Plan provides extended benefits and is compulsory for all students registered in nine or more credits on the Grande Prairie Campus. Students may add other family members to the plan by completing an application form and paying the additional premium. Information pertaining to the premium and specific benefits can be obtained at the Students' Association office. Health and Dental Plan fees are due on the same date as your tuition fees.

### Option to Waive Health and Dental Fees

Students who have extended health and dental coverage may opt out of the plan by completing the required waiver form and providing proof of alternate coverage to the Students' Association as per the dates listed. Waivers are only valid for the year. **September 22, 2011**  
**January 19, 2012** (for students starting their college year in January)

## HEALTH SERVICES

For health concerns of a minor, non-urgent nature, the campus bookstores are stocked with common over-the-counter products to assist you

In case of an emergency due to illness or injury call **Security at the Grande Prairie Campus, 780-539-2700** or call **911**. At the **Fairview Campus, call 911**. All incidents must be reported immediately to your instructor or supervisor and to Human Resources, 780-539-2839.

## HIGH SCHOOL EQUIVALENCY

### General Education Development (G.E.D.) 780-539-2995

If you have not completed the course requirements for a high school diploma, but require recognition equivalent to a high school graduate, you may prepare for the high school equivalency exam. GED exams are scheduled throughout the year and you should have at least the equivalent of a grade nine or ten background to attempt the exam. Completion of the GED exam does not prepare you for college or university entrance.

# Directory of Services

## HOUSING on the Grande Prairie and Fairview College Campuses

[www.gprc.ab.ca/students/housing/](http://www.gprc.ab.ca/students/housing/)

Complete housing information for both Grande Prairie Regional College campuses (Grande Prairie and Fairview) can be found on our website. The accommodations and housing services available are unique to each campus. The following provides a brief description of services for each campus and relevant contact information.

### Grande Prairie Campus Housing

**1-888-539-GPRC**

**780-539-2802**

**Fax 780-539-2924**

**GPresidence@gprc.ab.ca**

At the Grande Prairie campus, the Housing Department is responsible for on-campus residences and maintains an off-campus housing registry in Grande Prairie. Contact Housing in Grande Prairie for applications for accommodation in the student residence, and for off-campus housing listings.

#### ***On Campus in Grande Prairie***

The residence is located on the east side of the College Campus. Currently there are accommodations for 510 students. Rents range from \$340 per month for a single bedroom in a multi-person unit up to \$540 per month for a single person bachelor unit (based on 2010-2011 rental prices).

Not all applicants are guaranteed accommodation. Only applicants who are offered a room assignment will be required to pay a \$200 security deposit.

First semester rent (September to December) is due in full by **August 5, 2011**.

Second semester rent (January to April) is due in full by **December 9, 2011**.

All rents include utilities, cable television and furnishings. Units have a full size range, separate freezer, refrigerator, dining table and chairs, sofa, love seat and coffee table. All bedrooms are fully furnished with a twin bed, drawers, desk, study chair and built in closet shelving. Students need only bring bedding, toiletries, kitchen items, television, computer and personal items.

#### ***On Campus Family Housing***

There are eight older three bedroom townhouse units that are available for \$700 per month. All utilities, high speed internet and cable television are included in the monthly rent. There are also nine newer four bedroom family units that are available for \$800 per month. All utilities, cable television, and high speed internet are included in the monthly rent. The security deposit for these units is \$400, and is payable once you have been assigned to a unit. In each unit, there is one bedroom that contains a queen size bed; the other bedrooms each have a twin bed. Bedrooms also contain desks, study chairs, drawers and closet shelving. Cable hookups are available in each bedroom and the living room. Each unit is furnished with a couch, loveseat, coffee table, dining table/chairs, and a full size refrigerator, range and separate freezer. Families need only bring bedding, toiletries, kitchen items, television, computer, and personal items.

Coin-operated laundry rooms are available for student use and each student receives their own mailbox while living in Residence.

Prospective students can quickly apply anytime online at <http://www.gprc.ab.ca/students/housing/application/> or call toll free 1-888-539-GPRC and ask for Housing.

#### ***Off Campus in Grande Prairie***

Housing Services also maintains a comprehensive off-campus housing registry available on the website at <http://www.gprc.ab.ca/students/housing/ofcampus/> or call toll free 1-888-539-GPRC and ask for Housing

#### ***Summer Housing in Grande Prairie***

Summer housing is available. Please contact the Housing Office for more information.

### Fairview Campus Housing

**1-888-999-7882**

**780-835-6652**

**Fax: 780-835-6693**

**FVresidence@gprc.ab.ca**

At the Fairview Campus, the Housing Department is responsible for the on-campus residence in Fairview. Contact the Fairview Campus Housing Department directly about accommodations in the student residence.

#### ***On Campus in Fairview***

The residence is located on the southwest corner of the Fairview Campus. There are accommodations for 299 students. Rents range from \$73 per week to \$99 per week for a single bedroom in the residence.

Not all applicants are guaranteed accommodation. Applicants are required to submit a \$200 security deposit together with their application. Rent is due in full two weeks prior to program start date.

Units are furnished and rent includes utilities. There are cooking and non-cooking units available. However, in all non-cooking units, there is a microwave, and in each dorm bedroom there is a bar fridge. Students need only bring bedding for twin beds, toiletries, kitchen items and personal items..

# Directory of Services

Individuals who require family housing should contact Fairview Housing directly, as limited spaces are available.

Coin-operated laundry rooms are available for student use, and each student is assigned their own mailbox while living in the residence.

Prospective students can quickly apply anytime by fax or mail. To download a *Fairview Campus Housing Application*, please go to <http://www.gprc.ab.ca/students/housing/fairview-application/>

## **Summer Housing in Fairview**

Summer housing is available. Please contact the Housing Office for more information.

## **INCLUSIVE POST SECONDARY EDUCATION**

**780-539-2216**

**[inclusiveeducation@gprc.ab.ca](mailto:inclusiveeducation@gprc.ab.ca)**

Inclusive Education at Grande Prairie Regional College enables students with developmental disabilities to participate in programs of study and college life.

Students audit courses in a variety of programs across the college and participate fully in academic and student life. During the summer months and at the end of the college journey students are also supported to find full or part-time employment in meaningful careers.

Inclusive Education staff work closely with students and course instructors, offering support to maximize a positive experience for everyone.

## **INTERNATIONAL EDUCATION CENTRE**

**780-539-2945, Room M115**

**Fax 780-539-2791**

**[international@gprc.ab.ca](mailto:international@gprc.ab.ca)**

GPRC is actively recruiting students from around the world. The International Education Centre was established to offer opportunities for students wishing to study English as a Second Language and to prepare to write the TOEFL (Test of English as a Foreign Language) and the TOEIC (Test of English for International Communication), and to recruit international students for programs throughout the College. The Centre offers seven levels of English proficiency. In addition, the Centre offers students assistance in finding accommodations and getting settled, and with the sometimes-confusing paperwork associated with studying abroad.

## **LIBRARY**

**780-539-2939, Room F205,**

**Grande Prairie Campus**

### **Educational Technologies**

Educational Technologies employs qualified staff in the areas of instructional design, video and audio conference support and learning management systems used for online course delivery. The Library is a proud partner in online and distributed learning, and is involved with both Alberta-North and eCampusAlberta.

#### **• Conferencing Support Services**

Audio, video, and internet conferencing is available for meetings, instruction and external user rentals. Our technicians are qualified and available to accommodate your conferencing needs.

#### **• Instructional Design Services**

Our instructional design team is qualified to assist faculty who wish to integrate use of online course tools. Development and assistance is available for faculty using Moodle, Elluminate, and other course creation tools.

## **Learning Support Centre**

The Learning Support Centre is available to all students who wish to improve their academic skills and ability to learn. Students can receive individual help with essay structure, outlines, grammar and other writing essentials by dropping-in to the Centre or booking appointments with staff. Students can also receive help with math and science courses! The Learning Support Centre holds workshops throughout the year on issues that affect students. Workshops on such topics as time management, study skills, note-taking and coping with exam anxiety are available. All of these services are in place to help students have the most successful year ever!

## **Library Services**

As a member of the NEOS Library Consortium, the College Library is able to offer students, staff and faculty access to over seven million items including books, magazines, newspapers, videos, music CDs and other audiovisual materials. Web-based subscription databases, the Internet and interlibrary loan service provide access to information sources globally.

Access to computers for word processing and presentation software, Internet searching and email are available during all hours of operation. Colour and black and white printing is available. A Multimedia Lab employs qualified staff to assist students, staff and faculty with multi-media presentations, digital content creation and video editing. Specialized equipment such as scanners and digital video editing computers are standard.

# Directory of Services

## Fairview Campus Library

780-835-6641 or 1-888-999-7882  
Fax 780-835-6782

The Fairview Campus Library has a wealth of materials that support many program areas. Major strengths include trades, animal health, equine and agriculture--largely in the turf specialties. Carpentry, power engineering, electrical and electronics, automotive mechanics, heavy duty mechanics, plumbing and welding are the primary trades that are featured in the collection. The united collections of Fairview and Grande Prairie provide students with a well-rounded resource base for research and program support.

## MEDIA SERVICES

780-539-2933, Room D307,  
Grande Prairie Campus

Media Services staff provides technical support for all College media equipment needs, including booking equipment, training on the proper use of the equipment, and providing advice on the effective use of the equipment in the classroom or for College events. Our on-call technicians provide support to the technology classrooms on Campus.

The media equipment inventory available for College use is extensive and includes items such as data projectors, smartboards and symposiums.

## PEER COUNSELLING CENTRE

780-539-2911, Room H103 Student Services, Grande Prairie Campus

If you need help or someone to talk to, the Peer Counselling Center is here to lend a helping hand. The center is administered and managed by student volunteers who undergo extensive training to provide these services. Peer counselling is primarily for adjustment type problems (parent conflicts, relationship issues, school problems, etc.). More serious problems will be referred to specialized clinics or professionals. Please check with Student Services for information, scheduling and appointments.

## SAFETY and DRIVER TRAINING CENTRE

780-539-2975  
continuinged@gprc.ab.ca

Continuing Education, committed to saving lives through education, is a premier safety training centre serving locations in Grande Prairie and surrounding areas.

First Aid and CPR, Basic Welding, H2S Alive, Confined Entry with Simulated Rescue, WHMIS, Ground Disturbance, Air Brake Endorsement, Transportation of Dangerous Goods, Forklift, ENFORM courses, motorcycle and ATV training, Well Site Boiler Operator, and CASTI training are just a few of the many safety programs offered by the Centre. Please check the website: [www.gprc.ab.ca/departments/workforce/](http://www.gprc.ab.ca/departments/workforce/) for a full list of course offerings.

## STUDENTS' ASSOCIATION

780-539-2962

As a student you are automatically a member of the Students' Association and pay student association fees. The Grande Prairie Regional College Students' Association (GPRCSA) is a constituted organization that represents your interests to the College and the greater community. Services provided by the SA range from the Student Health and Dental Plan to the Room of Plenty

The Students' Association is governed by Students' Council, which is elected each fall from the student body. The four-member Executive Council is elected each spring and serves in a management and governing capacity. Student members have the opportunity to serve as active members on various College committees to ensure student input is provided to College decisions.

As a member of the GPRCSA, you are also a member of a provincial organization called the Alberta College and Technical Institute Student Executive Council (ACTISEC). This organization addresses student concerns at the provincial and national level. Student loans, transferability and financial restraint are among the issues facing students in today's ever changing post-secondary educational system.

The Tapestry is a student newspaper that is published biweekly and covers all the news on campus. The Tapestry is always looking for writers, photographers, editors, cartoonists and anyone with journalistic instinct.

Campus Activities coordinates fun, affordable and on-campus events for all students. Howlers Student Lounge is also operated by the Students' Association and hosts a number of social events from the year-end party, Meltdown, to pub nights. Students interested in working in the Lounge or volunteering at any events should contact the SA Office.

***Make your SA fees count! Attend Students' Association events and get involved! Get the most out of your education at GPRC.***

## STUDENT WELLNESS

Grande Prairie Campus  
780-539-2436  
wellness@gprc.ab.ca

Grande Prairie Regional College is committed to the development of students' immediate and life-long physical and emotional well-being. The GPRC Student Wellness Program offers students a wide range of recreational and wellness activities from September through April. All students are strongly encouraged to participate and take advantage of the free programming.

# Directory of Services

Students with a valid Student ID are able to participate in a wide range of programs at no cost! Programs vary from term to term within the four (4) Student Wellness areas – Student Wellness Climbing, Student Wellness Fitness, Student Wellness Mind & Body and Student Wellness Sports. Specific activities include: intramural badminton, volleyball, dodgeball and basketball; drop-in and registration-only fitness classes; free climbing including rentals and instructional programs at the GPRC Climbing Gym; nutrition and self defense sessions; access to the City of GP Leisure Centre and GPRC Fitness Centre, and MUCH MORE!

Please visit the Student Wellness Website for more information:  
[www.gprc.ca/students/wellness](http://www.gprc.ca/students/wellness).

## Fairview Campus

Excellent recreational facilities are also available on the Fairview campus. A fully equipped fitness centre, gymnasium and squash and racquetball courts are complemented by a three-hole golf course, outdoor hockey rink, soccer and athletic fields. The Town of Fairview pool facility is located just steps away from campus residences, with drop-ins and classes available to our students at their regular rates.

The gymnasium is host to various group exercise classes, intramural sports and student activities throughout the school year. Students also have the opportunity to join various clubs (e.g. golf, hockey, bowling). There is always the possibility of starting more clubs of interest to our students.

Local stage groups use the fully equipped theatre complex on the Fairview campus. Movies are shown there weekly.

A large indoor riding arena is located on the Fairview campus. Students in any program may board their horses at the campus (space permitting) for a fee. An active rodeo club offers weekly instruction and practice.

## THEATRE and Events

**Douglas J. Cardinal Performing Arts Centre**  
**780-539-2442**

The Douglas J. Cardinal Performing Arts Centre is a full service theatre with 500 seats and state-of-the-art technical equipment. Employing certified theatrical technicians, the Theatre supports over 100 performances and events, with 40,000 audience members visiting the venue yearly. From professional ballet to local folk artists, there is a show being offered for everyone.



# Important Dates

Important dates and deadlines, if missed, can cause disappointment and frustration and may result in academic and/or financial penalty.

## Academic Schedule

Significant dates in the Academic Year as they apply to the College campuses at Grande Prairie and Fairview are listed in the Academic Schedule. These dates refer to a majority of courses and programs at a particular campus.

## Program Dates

Program specific information is provided in this section. To better understand College requirements specific to course or program withdrawals, refunds, etc., students should refer to calendar sections Admission Basics, Registration Basics, and Tuition and Fees.

## College Schedule of Courses

Specific course start and end dates are detailed in the College Schedule of Courses. This document is also referred to as the Timetable. It is published separately. Individual course dates are also available on the College website.

### Date Tips

- \$** Key Financial Dates
- GP** Grande Prairie Campus only
- FV** Fairview Campus only

\* Orientation for all programs at the Fairview Campus and all trades & apprenticeship programs at the Grande Prairie Campus is the first day of classes in each program - see Program Dates.

#### July 2011

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

#### JULY 2011

- 01** Canada Day. Limited access to College buildings. Administrative offices are closed.
- 04** College year begins. Registration for September 2011 continues.

#### August 2011

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

#### AUGUST 2011

- 01** Heritage Day. Limited access to College buildings. Administrative offices are closed.

#### September 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

#### SEPTEMBER 2011

- 05** Labour Day. Limited access to College buildings. Administrative offices are closed.
- 06** (GP) Orientation to College\*
- 07** (GP) Program and Department Orientations\*
- 22\$** Last day to pay Fall Semester fees. Students who have not paid fall fees in full will be assessed a late payment penalty after this date. (GP) Last day to opt out of the Student Health/Dental Plan.

#### October 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

#### OCTOBER 2011

- 01** Applications for September 2012 admission received from this day on for all programs.
- 10** Thanksgiving Day. No classes. Limited access to College buildings. Administrative offices are closed.

#### November 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

#### NOVEMBER 2011

- 11** Remembrance Day. No classes. Limited access to College buildings. Administrative offices are closed.

#### December 2011

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

#### DECEMBER 2011

- 26-30** Limited access to College buildings. Administrative offices are closed.

# Important Dates

## January 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### JANUARY 2012

- 01 **New Year's Day. Limited access to College Buildings. Administrative Offices are closed.**
- 02 **Limited access to College Buildings. Administrative Offices are closed.**
- 04 (GP) Orientation to College for newly registered students.\*
- 19\$ Last day to pay winter semester fees to avoid late payment penalty. Students who have not paid winter fees will be assessed a late payment penalty after this date. (GP) Last day for new registrants for winter semester to opt out of the Student Health/Dental Plan. Last day for the Registrar's Office to receive applications for repeat final exams for fall semester courses.
- 26 Last day for deferred and repeat final exams for fall semester courses. Deadline to clear grades of "IN" for fall semester courses.

## February 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

### FEBRUARY 2012

- 20 **Family Day. No classes. Limited access to College buildings. Administrative offices are closed.**
- 21-24 **(GP) Winter Break. No classes except for apprenticeship and pre-employment . (FV) Winter Break. No classes for Animal Health Technology students only.**

## March 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### MARCH 2012

- 10 (FV) Convocation

## April 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### APRIL 2012

- 02 Early registration for September 2012 begins for continuing students.
- 06 **Good Friday. Limited access to College buildings. Administrative offices are closed**

## May 2012

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### MAY 2012

- 01 Registration for September 2012 begins for full and part time new and returning students. (GP) Spring session classes normally begin on this day.
- 05 (GP) Convocation
- 17 Last day for the Registrar's Office to receive applications for repeat final exams for winter and full year courses.
- 21 **Victoria Day. No classes. Limited access to College buildings. Administrative offices are closed.**
- 25 Last day for deferred and repeat final exams for winter and full year courses. Deadline to clear grades of "IN" for full year and winter courses.

## June 2012

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### JUNE 2012

- 22 Spring session ends.
- 30 College year ends

# Important Dates

## Program Dates

### Program Dates 2011-2012

- A. Registration confirmation: Students must confirm registration at Student Services. Registrations not confirmed by this date may be cancelled.
- B. Application deadline: Prospective students are advised to apply early.
- C. # Weeks: Duration of program.
- D. Start date: First day of classes and/or practicum.
- E. Last Day of Classes: Last day of classes prior to final examination period or practicum.
- F. & G. Exam start/end: Students must be available for the entire final examination period.
- H. & I. Practicum start/end: Denotes dates and duration of practicum, work experience or clinical components of program.
- J. Last day to add: Refer to Registration Basics for more information.
- K. Last day to drop for refund\*: Students withdrawing after this date will be assessed 100 percent of fees for withdrawn courses.
- L. Withdraw with permission: Last day for withdrawing with permission from, or changing registration status from audit to credit or credit to audit. Withdrawing from a course after this date will result in a failing grade.

	A	B	C	D	E	F	G	H	I	J	K	L
Campus code	Registration confirmation	Application deadline	# Weeks	Start date	Last Day of Class	Exam start	Exam end	Practicum start	Practicum end	Last day to add	Last day to drop for refund*	Withdraw with permission
<b>Academic Upgrading</b>												
GP												
Fall	Sep 7 - 9	Sep 8	16	Sep 8	Dec 9	Dec 12	Dec 21	n/a	n/a	Sep 14	Sep 22	Nov 2
Winter	Jan 4 - 6	Jan 5	16	Jan 5	Apr 12	Apr 16	Apr 26	n/a	n/a	Jan 11	Jan 19	Mar 6
Spring (optional)	n/a	May 1	8	May 1	Jun 22	**	**	n/a	n/a	May 1	May 2	n/a
<b>Animal Health Technology</b>												
FV												
Fall (Year 1)	Aug 29	Aug 29	16	Aug 29	Dec 16	**	**	n/a	n/a	Aug 29	Sep 12	Oct 24
Winter (Year 1)	Jan 4	n/a	16	Jan 3	Apr 27	**	**	n/a	n/a	Jan 3	Jan 17	Mar 2
Fall (Year 2)	Aug 29	Aug 29	16	Aug 29	Dec 16	**	**	n/a	n/a	Aug 29	Sep 12	Oct 24
Winter (Year 2)	Jan 4	n/a	12	Jan 3	Mar 30	**	**	n/a	n/a	Jan 3	Jan 17	Feb 27
Spring (Year 2)	n/a	n/a	6	Apr 2	n/a	**	**	Apr 2	May 11	n/a	n/a	n/a
<b>Business Administration</b>												
GP												
Fall	Sep 7 - 9	Sep 8	16	Sep 8	Dec 9	Dec 12	Dec 21	n/a	n/a	Sep 14	Sep 22	Nov 2
Winter	Jan 4 - 6	Jan 5	16	Jan 5	Apr 12	Apr 16	Apr 26	n/a	n/a	Jan 11	Jan 19	Mar 6
<b>Computer Systems Technology</b>												
GP												
Fall	Sep 7 - 9	Sep 8	16	Sep 8	Dec 9	Dec 12	Dec 21	n/a	n/a	Sep 14	Sep 22	Nov 2
Winter	Jan 4 - 6	Jan 5	16	Jan 5	Apr 12	Apr 16	Apr 26	n/a	n/a	Jan 11	Jan 19	Mar 6
<b>Cooperative Trades Orientation</b>												
FV												
Intake 1	Sep 6	Sep 6	19	Sep 6	Oct 21	**	**	Oct 24	Jan 13	Sep 6	Sep 20	Oct 31
Intake 2	Feb 6	Feb 6	19	Feb 6	Mar 23	**	**	Mar 26	Jun 15	Feb 6	Feb 21	Mar 5
<b>Early Learning and Child Care</b>												
GP												
Fall (Year 1)	Sep 7 - 9	Sep 8	16	Sep 8	Dec 16	**	**	n/a	n/a	Sep 14	Sep 22	Nov 2
Fall (Year 2)	Sep 7 - 9	Sep 8	16	Sep 8	Dec 16	**	**	n/a	n/a	Sep 14	Sep 22	Oct 13
Winter (Year 1)	Jan 4 - 6	Jan 5	16	Jan 5	Mar 30	**	**	Apr 2	May 25	Jan 11	Jan 19	Feb 13
Winter (Year 2)	Jan 4 - 6	Jan 5	16	Jan 5	Feb 17	**	**	Jan 5	Apr 27	Jan 11	Jan 19	Jan 31
<b>Educational Assistant</b>												
GP												
Fall	Sep 7 - 9	Sep 8	16	Sep 8	Dec 9	Dec 12	Dec 21	n/a	n/a	Sep 14	Sep 22	Nov 2
Winter/Spring	Jan 4 - 6	Jan 5	16	Jan 5	Apr 12	Apr 16	Apr 26	n/a	n/a	Jan 11	Jan 19	Mar 6
<b>Fitness Leadership</b>												
GP												
Fall	Sep 7 - 9	Sep 8	16	Sep 8	Dec 9	Dec 12	Dec 21	n/a	n/a	Sep 14	Sep 22	Nov 2
Winter	Jan 4 - 6	Jan 5	16	Jan 5	Apr 12	Apr 16	Apr 26	n/a	n/a	Jan 11	Jan 19	Mar 6
<b>Harley-Davidson® Technician</b>												
FV												
Intake 1	Sep 6	Sep 6	15	Sep 6	Dec 16	**	**	n/a	n/a	Sep 6	Sep 20	Oct 31
Intake 2	Mar 5	Mar 5	15	Mar 5	Jun 15	**	**	n/a	n/a	Mar 5	Mar 15	Apr 27
<b>Heavy Equipment Service Technician</b>												
FV												
Intake 1 (Year 1)	Aug 29	Varies based	48	Aug 29	See	**	**	Varies				
Intake 2 (Year 1)	Oct 24	on seat	40	Oct 24	course	**	**	Varies				
Intake 1 (Year 2)	Aug 29	availability	40	Aug 29	outlines	**	**	Varies				
Intake 2 (Year 2)	Aug 29		48	Aug 29		**	**	Varies				
<b>Hospitality and Tourism</b>												
GP												
Fall	Sep 7 - 9	Sep 8	16	Sep 8	Dec 9	Dec 12	Dec 21	n/a	n/a	Sep 14	Sep 22	Nov 2
Winter	Jan 4 - 6	Jan 5	16	Jan 5	Apr 12	Apr 16	Apr 26	n/a	n/a	Jan 11	Jan 19	Mar 6
<b>Millwright Machinist, Pre-Employment</b>												
GP												
Intake 1	Aug 29	Aug 29	16	Aug 29	Dec 16	**	**	n/a	n/a	Aug 29	Sep 12	Oct 24
Intake 2	Jan 3	Jan 3	16	Jan 3	Apr 20	**	**	n/a	n/a	Jan 3	Jan 17	Feb 27

# Important Dates

## Program Dates

	Campus code	Registration confirmation	Application deadline	# Weeks	Start date	Last Day of Class	Exam start	Exam end	Practicum start	Practicum end	Last day to add	Last day to drop for refund*	Withdraw with permission
<b>General Mechanic, Pre-Employment</b>													
Fall	FV	Sep 12	Sep 12	14	Sep 12	Dec 16	**		n/a	n/a	Sep 12	Sep 26	Nov 4
Winter		n/a	n/a	18	Jan 3	May 4	**		Mar 26	Apr 20	Sep 12	Jan 17	Feb 27
<b>Motorcycle Mechanic, Pre-Employment</b>													
Fall	FV	Aug 29	Aug 29	16	Aug 29	Dec 16	**		n/a	n/a	Aug 29	Sep 12	Oct 24
Winter		n/a	n/a	12	Jan 3	Mar 23	**		n/a	n/a	Aug 29	Jan 17	Feb 27
Spring		n/a	n/a	6	Apr 2	n/a	**		Apr 2	May 11	n/a	n/a	n/a
<b>Music</b>													
Fall	GP	Sep 7 - 9	Sep 8	16	Sep 8	Dec 9	Dec 12	Dec 21	n/a	n/a	Sep 14	Sep 22	Nov 2
Winter		Jan 4 - 6	Jan 5	16	Jan 5	Apr 12	Apr 16	Apr 26	n/a	n/a	Jan 11	Jan 19	Mar 6
<b>Nursing, BScN</b>													
1st Block (Fall)	GP	Sep 7 - 9	Feb 28	7	Sep 8	Oct 19	**		Nursing clinicals fall within the dates listed for each block.		Sep 16	Sep 22	Sep 30
2nd Block (Fall)		n/a	Feb 28	8	Oct 24	Dec 9	**			Oct 28	Nov 7	Nov 21	
1st Block (Winter)		n/a	Feb 28	7	Jan 5	Feb 17	**			Jan 11	Jan 19	Jan 31	
2nd Block (Winter)		n/a	Feb 28	7	Feb 27	Apr 13	**			Mar 2	Mar 12	Mar 27	
<b>Nursing, Perioperative (Post Diploma)</b>													
1st Intake	GP	Sep 6	Sep 6	27	Sep 6	Jan 13	**		Jan 16	Mar 30	Sep 6	Sep 22	Oct 31
2nd Intake		Jan 4	Jan 4	28	Jan 4	Apr 20	**		Apr 23	Jun 29	Jan 4	Jan 19	Mar 5
<b>Office Administration</b>													
Fall	GP	Sep 7 - 9	Sep 8	16	Sep 8	Dec 9	Dec 12	Dec 21	n/a	n/a	Sep 14	Sep 22	Nov 2
Winter		Jan 4 - 6	Jan 5	16	Jan 5	Apr 12	Apr 16	Apr 26	n/a	n/a	Jan 11	Jan 19	Mar 6
<b>Outdoor Power Equipment, Pre-Employment</b>													
Fall	FV	Aug 29	Aug 29	16	Aug 29	Dec 16	**		n/a	n/a	Aug 29	Sep 12	Oct 24
Winter		n/a	n/a	16	Jan 3	Apr 20	**		n/a	n/a	Aug 29	Jan 17	Feb 28
Spring		n/a	n/a	8	Apr 30	n/a	**		Apr 30	Jun 22	n/a	n/a	n/a
<b>Parts Technician, Pre-Employment</b>													
Fall	FV	Aug 29	Aug 29	12	Aug 29	Nov 18	**		n/a	n/a	Aug 29	Sep 12	Nov 16
<b>Power Engineering</b>													
Fall	FV	Aug 29	Aug 29	17	Aug 29	Dec 16	**		n/a	n/a	Aug 29	Sep 13	Oct 24
Winter		n/a	n/a	23	Jan 3	Jun 8	**		Jan 3	Mar 23	n/a	n/a	n/a
<b>Transitional Vocational</b>													
Fall	FV	Sep 6	Aug 22	16	Sep 6	Dec 23	**		n/a	n/a	Sep 6	Sep 22	Nov 2
Winter		n/a	n/a	16	Jan 3	Apr 20	**		n/a	n/a	n/a	n/a	n/a
Spring		n/a	n/a	14	Apr 23	Jul 27	**		May 28	Jul 27	n/a	n/a	n/a
<b>Unit Clerk Certificate</b>													
Intake 1	GP	Sep 7 - 9	Sep 8	18	Sep 8	Dec 9	Dec 12	Dec 21	Jan 5	Feb 3	Sep 14	Sep 22	Nov 2
Intake 2		Jan 4-6	Jan 5	18	Jan 5	Apr 26	**		Apr 30	May 25	Jan 11	Jan 19	Mar 6
<b>University Transfer Programs</b>													
Fall	GP	Sep 7 - 9	Sep 8	16	Sep 8	Dec 9	Dec 12	Dec 21	n/a	n/a	Sep 14	Sep 22	Nov 2
Winter		Jan 4 - 6	Jan 5	16	Jan 5	Apr 12	Apr 16	Apr 26	n/a	n/a	Jan 11	Jan 19	Mar 6
Spring (Optional)		n/a	May 1	8	May 1	Jun 22	**		n/a	n/a	May 1	May 2	n/a
<b>Visual Arts</b>													
Fall	GP	Sep 7 - 9	Sep 8	16	Sep 8	Dec 9	Dec 12	Dec 21	n/a	n/a	Sep 14	Sep 22	Nov 2
Winter		Jan 4 - 6	Jan 5	16	Jan 5	Apr 12	Apr 16	Apr 26	n/a	n/a	Jan 11	Jan 19	Mar 6
<b>Welder, Pre-Employment</b>													
Intake 1	GP	Aug 29	Aug 29	16	Aug 29	Dec 16	**		n/a	n/a	Aug 29	Sep 12	Oct 24
Intake 2	GP	Jan 3	Jan 3	16	Jan 3	Apr 20	**		n/a	n/a	Jan 3	Jan 17	Feb 27
Intake 3	FV	Feb 27	Feb 27	16	Feb 27	Jun 15	**		n/a	n/a	Feb 27	Mar 12	May 4

**Notes:**

\* excluding non-refundable deposit

\*\* Final exams for courses in these programs are incorporated into the courses. Please refer to Course Outlines for details.

# Parking Information

## Parking Information

### 780-539-2923

The information detailed here applies to parking at the Grande Prairie Campus. There are eight main lots available for parking on the Grande Prairie Campus. Parking fees apply to these lots and vary according to services provided on each lot. Parking spaces provide close and easy access to campus entrances on a first-come, first-served basis.

### Free Parking

All lots and metered areas are free on weekends and after 4:30 p.m. until 8:00 a.m. each weekday.

### Parent Parking

The College currently has twelve parking stalls on campus intended for parents with children registered in College programs. Six stalls are located in front of the gymnasium and six stalls in Lot C. Permits are required Monday to Friday, 8:00 a.m. to 4:30 p.m. from September 1 to April 30.

### Temporary or Occasional Visitor Parking

There are ticket dispensers located at the President's Island, Lots B (pending), and Lot C for visitor and student users.

### Metered Parking

Operational 8:00 am to 4:30 p.m. Monday to Friday all year. Rates per hour are posted on the meters.

## Parking Permits

Parking permits are available online or from the Cashier in Room C315, beginning July 15. Permits may be purchased by phoning 780-539-2923 with your credit card information, or by mailing a cheque or money order, or you may choose your method of payment if you are paying in person. All parking fees quoted include G.S.T.

### Lots A, C and K Permit Parking Non-powered

\$60 for one semester  
\$105 for two semesters

### Lots B and F Permit Parking Powered

\$90 for one semester  
\$170 for two semesters

### Lot D Permit Parking Non-powered

\$60 for one semester  
\$105 for two semesters  
Overflow parking permitted in this Lot for any valid pass or permit.

Please be advised that permit parking is sold on a first-come, first-served basis and normally sells out each year.

## Parking Refunds

Refund procedures are outlined in the "Conditions Governing Parking Permits" contract given to the permit holder at the time of purchase. If you no longer require your parking permit, you may be eligible for a partial refund if you return your pass to the Cashier's Office, Room C315.

### Student Residence Parking Permits

#### 780-539-2802

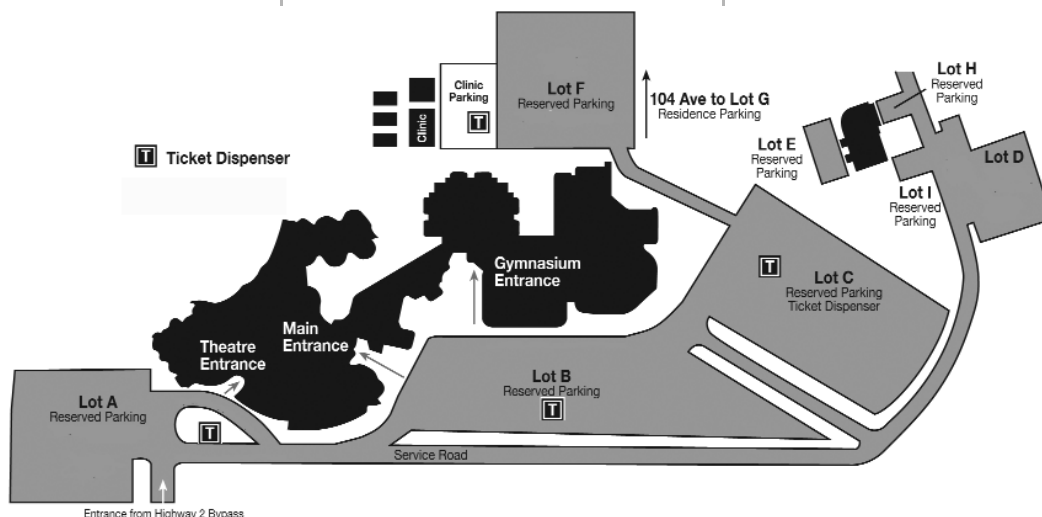
Available to residence students only, on a first-come basis, beginning the second week in September. Exact date of residence parking permit sales will be announced to residence students at a later date.

### Permit Parking Powered Lots G and J

\$90 for one semester  
\$170 for two semesters

### Parking Refunds for Student Residence

Refund procedures are outlined in the "Conditions Governing Parking Permits" contract given to the permit holder at the time of purchase. Students who no longer require their residence parking permit may be eligible for a partial refund if they return their pass to the Housing Office.



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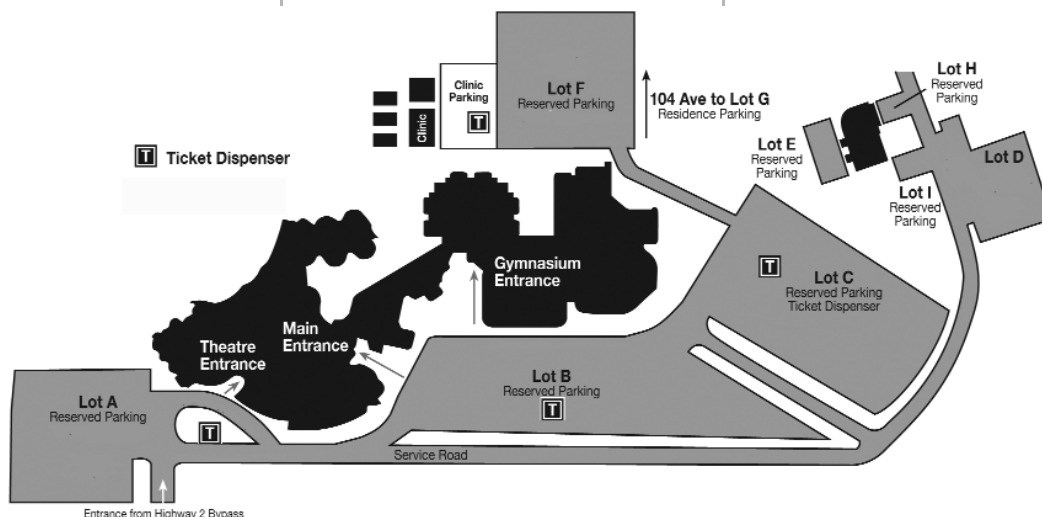
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# Admission

## Answers to Frequently Asked Questions

### ***When can I apply?***

Applications for September (fall term) or January (winter term) are accepted as early as October 1 of each year.

Applications for a particular semester are normally accepted on a continuous basis until classes begin in that semester.

However, if applying after registration opens, some classes may be full. Certain programs may have an application deadline.

Your application to a program will be considered if you meet the admission requirements described in the Admissions section of this Calendar. Normally, students should be 18 years of age on or before December 31 of your first year at college.

### ***How do I apply?***

Apply on-line [www.applyalberta.ca](http://www.applyalberta.ca) or send us a completed Application for Admission Form.

#### **Grande Prairie Campus**

Office of the Registrar,  
10726 106 Avenue, Grande Prairie AB  
T8V 4C4  
Fax 780-539-2888

#### **Fairview College Campus**

Office of the Registrar  
11235 98 Avenue  
P.O. Bag 3000, Fairview, AB T0H 1L0  
Fax 780-835-6788

Online at [www.gprc.ab.ca/apply](http://www.gprc.ab.ca/apply)

### ***Where do I get an Application for Admission Form?***

Application for Admission Forms are available from the admissions offices at both College campuses, and on our website at [www.gprc.ab.ca/apply](http://www.gprc.ab.ca/apply)

### ***What other information do I need to provide with my application?***

If you are currently or have previously attended another post-secondary institution, we will expect to receive official copies of your academic transcripts from those institutions. If you are currently in high school, complete the information requested in the Academic Record section on the Application form. You will need to make arrangements for an official high school transcript to be sent directly to the College once final grades are released at the end of the school year. Alberta high school and post-secondary students will have their transcripts requested on their behalf by the GPRC Admissions Team.

### ***Do I need an Alberta Student Number and how do I get one?***

The Alberta Student Number (ASN) is a unique identifier for all Alberta learners which provides students with access to improved programs and services in the Alberta Education System. You are encouraged to provide this information with your application form. You can lookup your number or if you are new to Alberta you may request a number when applying at [www.applyalberta.ca](http://www.applyalberta.ca).

### ***What does it cost to apply?***

\$60 for Canadian residents, \$120 Canadian for international students. The application fee is charged only once - for students new to GPRC.

The application fee is non-refundable. You may pay by cheque, cash, direct debit, money order or by American Express, MasterCard or VISA. Cheques and money orders must be made payable to Grande Prairie Regional College.

### ***When will I be admitted?***

You will receive an acknowledgment of your application. If you are currently in high school, and you reported your high school subjects completed or in-progress on your application, you should receive a conditional admission.

If you did not report your high school subjects, we will request this information.

If you are not currently attending high school, have your official transcripts forwarded as soon as possible. If you meet admission requirements, you will be admitted immediately to your program of choice.

### ***What is a Conditional Admission?***

If you are registered in high school subjects while you are seeking admission to the fall semester, you may be granted conditional admission. This conditional admission will be based upon the information you provide regarding the interim grades or final grades for subjects in which you are currently registered or have completed.

It is your responsibility to ensure that your final transcript is forwarded to the Office of the Registrar. If official transcripts do not confirm that you have successfully met the requirements for admission to your chosen program or if the transcripts are not received by August 12, the conditional admission may be withdrawn or your registration may be revised.

### ***What if I am not admitted?***

If you are not admitted to the program of your choice, you will be told of the reason and offered assistance in choosing another program. For example, if you are missing a high school requirement, you may be offered an opportunity to be admitted to Open Studies. Admission to Open Studies gives you an opportunity to complete admission requirements for your chosen program and start on other courses at the same time.

### ***How do I register for courses?***

An information package on the steps to register for courses will be mailed to you. These packages are normally mailed out to students beginning in mid-April. Simply follow the instructions included in the package.

# Admission

Your registration package may direct you to call a specific number to book an advising appointment. The advisor you meet with will assist you in picking appropriate courses and completing a Registration Worksheet. Take this worksheet to the Office of the Registrar where you will be registered in your courses.

If you are in a program with a set program of studies, you will receive a completed Registration Worksheet in your admission package. Sign the Registration Worksheet and return it to the Office of the Registrar. The form may be presented, mailed or faxed to us. A tuition deposit is due at the time of registration.

## ***How do I apply and register at Regional Campuses?***

If you plan to study at one of the regional campuses, or plan to relocate in order to study at any GPRC campus, please contact the appropriate Regional Office for information and assistance. In coordination with the Yellowhead Regional Educational Consortium, Grande Prairie Regional College offers university transfer courses in the Hinton, Edson and Jasper region. If you are in that area, you may wish to contact YREC directly.

## ***What should I be doing while I wait for College to start?***

Be sure that you have made all the financial arrangements to cover the cost of your tuition, fees, and living expenses. If you need to apply for a loan, applications are available beginning June 1st. You can apply for a student loan before you are offered admission.

Consider where you might be living during your time at college and make application for housing early. If you are interested in living in College housing at either campus, be sure to check out Housing information in the Directory of Services or on our website: [www.gprc.ab.ca/students/housing](http://www.gprc.ab.ca/students/housing).

## ***If I fail a course required for admission, can I still come to College?***

Yes! Many students register prior to receiving their final high school results. If you fail to pass a course required for admission to college, you must contact the Office of the Registrar immediately.

Grande Prairie Regional College offers high school equivalent courses. Normally, we would adjust your registration to help you pick up the missing high school requirement. Your admission may be modified to indicate you are an Open Studies student or an Upgrading student depending upon the number of upgrading courses you require.

## ***Will I know what to do when I get to the College?***

You can expect to receive an invitation to an orientation that might be scheduled before classes begin or may be part of your first day at College. Be sure to attend to get the best start to your studies.

At the Grande Prairie Campus students are invited to attend a campus-wide orientation which is a fun, informative event that helps new students ease into college life. This College-wide program provides an introduction to life on campus and offers short seminars on a variety of topics including money management, survival tips, deadline dates, the definition of a GPA and other useful information, and a campus tour.

Our SWEEP team (Students With Energy, Enthusiasm and Passion) will be there to welcome you. These second year students serve as a critical support link between our new students and the College. They offer information and tips on exam writing, scholarship deadlines and more!

Orientation also includes a program designed for you and your parents, spouse, siblings or friends. You will gain an understanding of the demands of college life and will be given a preview of instructor expectations, financial assistance programs and more. This informal evening social is always well received by participants.

Orientation does not end with information about GPRC. Many businesses and agencies are often invited to showcase what they can offer students.

## ADMISSION BASICS

780- 539-2922

### Application for Admission

If you are applying to Grande Prairie Regional College for the first time, a \$60 non-refundable application fee must accompany your application. For international (visa) students, the fee is \$120 Canadian. The application process cannot proceed until appropriate transcripts or forms have been received or until pre-program assessments or interviews have been completed as required for admission.

### Admission Requirements

#### ***General Admission***

Admission requirements for programs are listed in the Admission Guide charts on the following pages and are described in greater detail at the beginning of each program description. If you do not meet the admissions requirements for your program of interest, please contact 780-539-2944 for programs offered at the Grande Prairie campus or 780-835-6605 for programs offered at the Fairview College campus. GPRC can often tailor a program to suit the individual needs of students.

Home schooled students considering applying to Grande Prairie Regional College should contact the Admissions Office. Applicants presenting International Baccalaureate (IB) or Advanced Placement (AP) courses should also contact the Admissions Office.

# Admission

## **University Transfer Admission**

Admission requirements for university transfer programs include English 30-1 and four grade 12 subjects, as specified by your chosen program. Normally you will require a minimum overall average of 60 per cent. If you have a mark less than 50 per cent on a high school course, that course will not be considered for admission.

## **Degree Admission**

Having the minimum admission requirements for entry into GPRC university transfer programs is no guarantee that you will be accepted at your chosen university or into a degree program offered on site. Admission to the universities may vary from program to program and university to university. Quota programs at the universities tend to have higher academic requirements for admission.

The University of Alberta, University of Calgary and University of Lethbridge have various admission requirements for high school graduates and for non-matriculated adult students. Examine carefully the admission requirements for the university and the program of your choice to be certain that you meet the admission requirements.

## **Mature Student Admission**

Admission requirements for adult students, 21 years of age or older, to university transfer programs include English 30-1 and one or two additional 30 level subjects, depending on the department to which you are seeking admission. A minimum grade of 50 percent is required in each course and you must have a minimum overall average of 60 percent. Students who do not have a grade of 60 percent in English 30-1 must present six credits of Junior English with a minimum grade of C-. Placement assessments and a recommendation from an advisor in Student Services may be required.

Contact the Office of the Registrar for more information.

## **Out-of-Province Student Admission**

Admission requirements for out-of-province students include completion of high school and presentation of the equivalents of the Alberta Education high school subjects required for admission to your chosen program.

## **High School and Post-Secondary Transcripts**

The application process cannot be completed until appropriate transcripts have been received.

If you are currently in Grade 12, you should arrange to have official high school transcripts to be sent after June exams from Alberta Education or the Department of Education of your home province, or your last high school. These official transcripts are to be sent directly to the Office of the Registrar, Grande Prairie Regional College at the campus where you wish to attend.

If you have already completed high school or post-secondary work, please make arrangements to have your transcripts forwarded directly to Grande Prairie Regional College. These should be received at approximately the same time as we receive your application form.

Alberta high school and post-secondary students will normally have their transcripts requested on their behalf by the GPRC Admissions Team.

All transcripts submitted for admission purposes become the property of Grande Prairie Regional College and will not be released to, nor photocopied for you or anyone outside the College. If you are not accepted or do not attend, the documents you submitted are destroyed one year after the start of the semester for which admission was requested. If you reapply, you must submit a new set of documents.

## **Interviews and Testing**

Your admission will only be considered when preprogram testing or interviews have been completed as required for program admission.

## **Identification and Classification of Students**

*Adult or mature students* are normally 21 years of age or older and do not have the regular admission requirements for their chosen program.

*Audit students* observe designated course activities and are normally exempt from course evaluations. Audit students require written approval of the instructor who specifies how much participation is required. Approval is subject to space, impact on other students and such other factors as may be deemed important by GPRC.

*International students* are not residents of Canada or Landed Immigrants. An international student is one who possesses a valid student visa or becomes eligible for a student visa upon acceptance to GPRC.

*Regular full-time students* are enrolled in at least 60 percent of a full program load, normally the full curriculum, described for a particular year of study for a certificate, diploma or university transfer program. For example, to be considered full-time in a program with 30 credits of prescribed studies, you must enroll in eighteen credits. If the program runs over two semesters, you need to enroll in nine credits each semester to be considered full-time.

*Special or Unclassified students* are normally enrolled in a credit course load that departs from particular programs described in the calendar and are not working towards a specified certificate or diploma offered by the College.

*Visiting students* take credit courses to be applied by advance agreement, to a degree or diploma program at another college or university.

# Admission

## Selection Criteria

Grande Prairie Regional College reserves the right to determine the criteria for selection in all of its programs and courses. General regulations notwithstanding, the College, at its discretion, may refuse admission to any applicant.

## Confidentiality

The personal information that you provide when you apply for admission to College, will be collected under the authority of the Post-Secondary Learning Act and in accordance with the Freedom of Information and Protection of Privacy legislation of the Government of Alberta. Information collected is used to maintain College records in processing your enrollment, monitoring academic progress, providing tax receipts, distributing follow-up College related information, College research, awards, graduation, fund raising and alumni contact.

Files are maintained on every student. They include correspondence, grades, applications, admission rulings and official transcripts. You will have access to your file; your advisor and the Chairperson responsible for administering your program will be permitted to view data on your progress.

Outside agencies may see your file only with your written permission. The College will not release information on your progress, attendance, etc., to sponsoring agencies without a signed release from you giving the College explicit permission to do so. Your personal information and academic records will not be released to your parents, your spouse, your guardian, or any other person or agency, without your written approval.

Students may wish to review the College policy on Access to Confidential Student Records and Information. Public inquiries related to the collection, use and disclosure of the personal information provided should be directed to the Registrar or to the FOIPP Coordinator.

## Change in Personal Information

Students are advised to complete Student Information Change Form whenever there is a change in the student's name, address or marital status. Upon receipt of the signed change form, the Registrar's Office will amend the student permanent record.

## INTERNATIONAL STUDENTS

780-539-2922

studentinfo@gprc.ab.ca

Fax 780-539-2888

Grande Prairie Regional College welcomes applications for admission from students from other countries for fall semester beginning in September. Students applying later than April 1 may find they are unable to obtain a student visa in time to begin classes in September. International student visa applicants applying for admission to winter semester beginning in January may be considered for admission if they are currently studying in another institution in Canada or the U.S.A.

## Admission Requirements

International student visa applicants are considered for admission to programs at Grande Prairie Regional College on the basis of:

- Completed application form
- Full payment of non-refundable application fee of \$120.00 Canadian
- Receipt of official transcripts of secondary grades and any post-secondary transcripts
- Notarized translations of all documents presented for admission that are not in English
- Appropriate admission requirements for the program
- English Language Proficiency
- Proof of basic health care benefits

Prospective international (student visa) applicants from outside Canada who are accepted by the College will receive a Letter of Admission. Students must submit the Letter of Admission to the appropriate Canadian consulate or immigration officials in their home country in order to secure an official Student Visa. All arrangements relating to immigration status and entry into Canada are the responsibility of the student.

## English Language Proficiency

The language of instruction and communication at Grande Prairie Regional College is English. Regardless of your country of origin or citizenship status, if your native language is not English, you must demonstrate proficiency in the English language before you will be considered for admission to any credit course or credit program. This may be demonstrated in one of the following forms:

- successful completion of the equivalent of two years of full-time study in an English language secondary institution in Canada. The program must include English 30-1, English 30-2, or their equivalent, with a minimum grade of 50 percent.
- successful completion of a full year or more of course work, including an introductory course in English, at an accredited post-secondary institution where English is the language of instruction.
- presentation of a computer-based test score of 213, a paper-based test score of 550 or an internet-based test score of 83 with no less than 20 in each part on the Test of English as a Foreign Language (TOEFL). Results are valid for two years only.
- successful completion of the Advanced level of English as a Second Language (ESL) taken at GPRC. Results are valid for two years only. ESL programs from other recognized, accredited post-secondary institutions will be considered on an individual basis.

# Admission

If you do not meet the specific requirements outlined above, contact the Assistant Registrar, Admissions, Office of the Registrar. Your written request for admission should be accompanied by supporting documentation.

In addition to demonstrating English Language Proficiency, you must also present appropriate admission requirements for your chosen program. If you are accepted, a letter of admission will be mailed to you.

Meeting English Language Proficiency for admission to GPRC is no guarantee that the student also meets English Language Proficiency requirements of other post-secondary institutions. Students are responsible to ensure that they meet the requirements for admission and ELP of the post-secondary institutions to which they may be applying.

Prospective students who do not meet any of the criteria for admission are encouraged to contact our International Education Centre, which offers a number of ESL programs.

## Fee Payment Schedules

International students are required to have registration fees paid in full at the time of registration.

## Health Care Coverage

All students require health insurance while studying at Grande Prairie Regional College. International students must have basic health care coverage from Alberta Health Care, health care from another province or health insurance from a private provider. Students are responsible for obtaining their own personal health care coverage. Students moving permanently to Alberta from another country or students with a Student Authorization may contact Alberta Health Care at <http://www.health.gov.ab.ca/> for health care coverage and services, or check with the International Education Centre on campus.

Full time students in credit programs at the Grande Prairie campus are automatically enrolled in and are required to pay for the Student Health and Dental Plan, which provides extended health and dental care coverage.

**International Education Centre**  
**780-539-2945, Room M115**  
**[international@gprc.ab.ca](mailto:international@gprc.ab.ca)**  
**Fax 780-539-2791 or 780-539-2932**

GPRC is actively recruiting students from around the world. The International Education Centre was established to offer opportunities for students wishing to study English as a Second Language and to prepare to write the TOEFL (Test of English as a Foreign Language) and the TOEIC (Test of English for International Communication), and to recruit international students for programs throughout the College. The Centre offers seven levels of English proficiency. In addition, the Centre offers students assistance in finding accommodations and getting settled, and with the sometimes-confusing paperwork associated with studying abroad.



# Admission

## Entrance Requirements For Admission to Career, Trades, and Upgrading Programs

Normally, students enrolling directly from high school require an Alberta High School diploma or equivalent  
For additional information, including admission as a mature student, please see individual program information.

Program Name (Campus Location) GP=Grande Prairie Campus FV=Fairview Campus	Grade 10 English & Math	Grade 11 Math <sup>1</sup>	Grade 11 English	Grade 12 English	Grade 12 Math	Additional requirements and competitive selection information
Academic Upgrading (GP)						Applicant must be ≥ 18 in the semester they enter the program.
Animal Health Technology (FV)				√	√	High school diploma with Chemistry 30 and Biology 30. Applicants must have 80 hours of documented work experience in the field.
Business Administration (GP)		√		√		60% in Pure or Applied Math 20 or Math 20-1 or 20-2, or 50% in Pure or Applied Math 30 or Math 30-1 or 30-2.
Computer Systems Technology (GP)				√	√	50% in Pure Math 30 or Math 30-1 and English 30-1.
Cooperative Trades Orientation (FV)	√					Or pass admission assessment
Drama (GP)				√		High school diploma
Early Learning and Child Care (GP)				√		50% in English 30-1 or 60% in English 30-2 or suitable score on admission assessment; Criminal record check.
Fitness Leadership (GP)						See Program detail for more information.
General Mechanic, Pre-Employment (FV)		√	√			Or pass apprenticeship entrance exam--contact dept
Harley-Davidson® Technician (FV)	√					Student selection is competitive. See Program detail for more information.
Heavy Equipment Service (FV)				√	√	High school diploma, including a Grade 12 Science; good physical health. Student selection is competitive. Canadian Citizenship or Permanent Residency required.
Hospitality and Tourism Management (GP)		√		√		60% in Pure or Applied Math 20 or Math 20-1 or 20-2, or 50% in Pure or Applied Math 30 or Math 30-1 or 30-2
Machinist, Pre-Employment (GP)	√					Or pass apprenticeship entrance exam--contact dept
Millwright, Pre-Employment (GP)		√	√			Plus a Grade 11 Science; or pass apprenticeship entrance exam--contact dept
Motorcycle Mechanic, Pre-Employment (FV)	√					Or pass apprenticeship entrance exam. Student selection is competitive. See Program detail for more information.
Music, Acoustic (GP)				√		English 30-1 and Music 30 or equivalents; Grade 2 Conservatory Theory, MU 1000 or equivalent (or music theory placement) ; performance audition

# Admission

## Entrance Requirements For Admission to Career, Trades, and Upgrading Programs

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Program Name (Campus Location) GP=Grande Prairie Campus FV=Fairview Campus	Grade 10 English & Math	Grade 11 Math <sup>1</sup>	Grade 11 English	Grade 12 English	Grade 12 Math	Additional requirements and competitive selection information
Music, Interactive Digital Design (GP)				√		English 30-1; Grade 2 Conservatory Theory or equivalent (or music theory placement), computer/musical experience recommended
Office Administration (GP)		√		√		50% in English 30-1 or 30-2; 50% in Pure or Applied Math 20
Outdoor Power Equipment Technician, Pre-Employment (FV)	√					Or pass apprenticeship entrance exam--contact dept
Power Engineering (FV, GP)		√		√		50% in English 30-1 or 30-2; 50% in Pure or Applied Math 30 or Math 30-1 or 30-2, and Chemistry 20 or Physics 20 or Science 20. Physics 30 or Science 30 recommended.
Teacher Assistant (GP)				√		60% in English 30-2 or 50% in English 30-1 or pre-admission assessment; Standard First Aid and CPR certificate; criminal record check.
Transitional Vocational (FV)						Student must be 18. See Program detail for more information.
Turfgrass Equipment Technician (FV)	√					Or pass apprenticeship entrance exam--contact dept
Unit Clerk (GP)		√		√		High school diploma 60% in English 30-1 or 65% in English 30-2; 50% in Pure or Applied Math 20 or Math 20-1 or 20-2.
Visual Arts (GP)				√		English 30-1. No portfolio required for first (foundation) year.
Visual Arts, Interactive Digital Design (GP)						Admission to the diploma year requires successful completion of the first (foundation) year; a portfolio and letter of intent may be required.
Welder, Pre-Employment (GP)	√					Or pass apprenticeship entrance exam--contact dept
<b>Notes:</b>						

1. *Grade 11 Math* requirements: Generally, Math 24 does NOT fulfil the requirements.

The academic levels listed above are subject to change from year to year. GPRC reserves the right to suspend or cancel programs, or make other changes deemed necessary.

# Admission

## High School Course Classification Grade 12-Level Subjects Acceptable for Admissions

The chart reflects the **common policies** of Alberta's universities and private university colleges in recognizing courses taken in other provinces that are acceptable for admission purposes in lieu of Alberta 30-level courses. The information is **subject to change without notice**. The chart is **not** exhaustive. Other courses may be accepted for admission purposes. The chart refers to courses offered during the **current school year** and is not a cumulative or historical table.

Courses completed in prior years may be acceptable for admission purposes. The chart is advisory only and is intended for information, particularly for high school educators. For information on acceptance of out-of province courses, contact Admissions Office at Grande Prairie Regional College.

Province	GROUP A			
	English	Language other than English	Social Studies	Other Soc Studies (UofC, UofL, TKUC) or Humn (UofA, CUCA)
Alberta/ NWT/ Nunavut	ELA 30-1	30-level language	Social Studies 30-1	Contact Admissions
BC/Yukon	English 12	12 or 12A-level language	History 12	Geography 12 Comparative Civilization 12
Saskatchewan	ELA A30/B30	30-level language	Social Studies 30 or History 30 or Sciences Sociales 30 or Native Studies 30	Geography 30
Manitoba	ELA 40S (2 credits)	40S-level language	Western Civilization 40S or World Issues 40S or History 40S	World Geography 40S
Ontario (New curriculum)	English (ENG4U)	Any level 5 native language (LNAEO- LNOEO) or any 4U-level French or any international language (LBADU-LYXDU)	History (CHI4U or CHY4U)	Geography (CGW4U or CGU4U)
Québec (two semester courses at a CÉGEP)	English Literature 603 series	Français 601 series, or French as a 2nd Language 602 series or other language 607 to 616 series	History 330 series	Geography 320 series
New Brunswick	English 121 or 122	Contact Admissions	History 121 or 122	Geography 120 or World Issues 120
Nova Scotia	English 12 (Academic)	12-level language	History 12	Geography 12 or Global Geography 12
Prince Edward Island	English 611 or 621	621-level language	History 621	Contact Admissions
Newfoundland and Labrador	English 3201	3200-level language	World History 3201	World Geography 3202 or World Problems 3204 or Global Issues 3205

# Admission

## High School Course Classification Grade 12-Level Subjects Acceptable for Admissions

**Group A (Humanities)**

Social Studies 30-1  
30-Level Language other than English

**Group B (Fine Arts)**

Applied Graphic Arts 35  
Art 30  
Art 31  
Commercial Art 35 A, B, or C  
Communication Technology

Advanced, 5 credits  
Drama 30  
Dance 35  
Music 30 (Choral, Instrumental or General),  
5 credits  
Music 35  
Music Theatre 35  
Performing Arts 35 A, B, or C  
Visual Communications 32A, B or C

**Group C (Sciences)**

Biology 30  
Chemistry 30, Mathematics 30 if taken  
before September 2000  
Pure Mathematics 30 or Math 30-1  
Mathematics 31  
Physics 30  
Science 30

Province	GROUP B	GROUP C				
	Fine Arts: Art, Drama, Music	Math (Algebra)	Math (Calculus)	Biology	Chemistry	Physics
<b>Alberta/ NWT/ Nunavut</b>	Art 30,31 Dance 35 Drama 30 Music 30,31	Pure Math 30 or Math 30-1	Math 31	Biology 30	Chemistry 30	Physics 30
<b>BC/Yukon</b>	12-level Acting Art, Art Career, Band, Choir, Drawing, Dance, String, Visual Arts	Principles of Math 12	Calculus 12	Biology 12	Chemistry 12	Physics 12
<b>Saskatchewan</b>	30-level Music, Band, Choral, Drama, Orch., Visual Art	Math B30/C30	Calculus 30	Biology 30	Chemistry 30	Physics 30
<b>Manitoba</b>	40G/S Art, Choral, Dance, Drama, Music or Strings	Pre-Calculus Math 40S	Calculus 45S, or Calculus 45A and Adv. Math 45A	Biology 40S	Chemistry 40S	Physics 40S
<b>Ontario</b> (New curriculum)	Dance (ATC4M), Dramatic Arts (ADA4M), Music (AMU4M), Visual Arts (AVI4M)	Math (MCB4U)	Math (MCB4U and MGA4U)	Biology (SBI4U)	Chemistry (SCH4U)	Physics (SPH4U)
<b>Québec</b> (two semester courses at a CÉGEP)	Art 520 or Music 550 or Drama 560 series	Math 201-level courses	Contact Admissions	Biology 101 series	Chemistry 202 series	Physics 203 series
<b>New Brunswick</b>	121- or 122-level Art, Drama, Music, Theatre Arts 120	Adv. Math 120 or Math 121 or 122	Calculus 120	Biology 122	Chemistry 121 or 122	Physics 121 or 122
<b>Nova Scotia</b>	Art 12, Music 12, or Theatre 12	Pre-calculus Math 12 or Math 12	Calculus 12	Biology 12	Chemistry 12	Physics 12
<b>Prince Edward Island</b>	Art 621, Drama 621, or Music 621	Math 621	Math 611	Biology 611 or 621	Chemistry 611 or 621	Physics 621
<b>Newfoundland and Labrador</b>	Contact Admissions	Contact Admissions	Contact Admissions	Biology 3201	Chemistry 3202	Physics 3204

# Admission

## Entrance Requirements For Admission to University Studies Programs

### Classification of Alberta Education Courses.

Grade 12-level subjects required for admission have been grouped according to classification of Alberta Education courses. Where English 30-1 (English Language Arts) is indicated, the former English 30 will meet the requirement. Athabasca University Transitional Math 101 may be accepted in lieu of Pure Mathematics 30. Students may contact the Admissions Office for further information on out-of-province and out-of-country equivalencies.

#### Group A (Humanities)

Social Studies 30 or Social Studies 30-1  
30-Level Language other than English

#### Group B (Fine Arts)

Applied Graphic Arts 35  
Art 30  
Art 31  
Commercial Art 35 A, B, or C  
Communication Technology Advanced, 5 credit  
Dance 35  
Drama 30

Music 30 (Choral, Instrumental or General), 5 credits  
Music 35  
Music Theatre 35  
Performing Arts 35 A, B, or C

#### Group C (Sciences)

Biology 30  
Chemistry 30  
Pure Mathematics 30 or Math 30-1  
Mathematics 31  
Physics 30  
Science 30

### REQUIRED COURSES

Admission to GPRC university transfer programs has been based upon transfer to the University of Alberta. An overall average of 60% in five grade 12 subjects is required. If you plan to transfer to a university other than U of A, be sure to inquire specifically about admission requirements for that institution.

PROGRAM	1	2	3	4	5	COMMENTS & RECOMMENDED COURSES
<b>B. Arts</b>	English 30-1	Four subjects chosen from Biology 30, Chemistry 30, a Fine Arts (only one fine arts subject may be presented), Pure Mathematics 30 or Math 30-1 or Math 30-2, Mathematics 31, Physics 30, Science 30, Social Studies 30-1, 30-level language other than English				For Psychology, Pure Math 30 or Math 30-1. For Economics and Mathematics, Pure Math 30 and Math 31.
<b>B. Arts (Faculté Saint-Jean)</b>	Fr 30, 31, Lang et Lit 30, Français 30 or Fr. Lang. Arts 30	English 30-1	A or B	C	A or C	Social 30 and Pure Math 30 recommended.
<b>B. Arts in Recreation, Sport and Tourism</b>	English 30-1	A or C	A or B	C (Biology recommended)	A, C or PE 30	60% required in English 30-1, only one language other than English will be accepted.
<b>B. Commerce*</b>	English 30-1	Pure Math 30 or Math 30-1	Biology 30, Chemistry 30, Physics 30 or Science 30	A	A, B or C	Group C (science) is recommended to ensure appropriate prerequisite for the Science requirements of B. Commerce program.
<b>B. Education*</b>	English 30-1	Pure Math 30 or Math 30-1 (Elementary), A or C (Secondary)	A or C	A or C	A, B, or C	Students who do not have a minimum of 60% in English 30-1 must present 6 credits of junior English with a minimum grade of C-.
<b>Bachelor of Education (Faculté Saint-Jean)*</b>	Fr 30, 31, Lang et Lit 30, Français 30 or Fr. Lang. Arts 30	Eng 30-1	A or B	C	A or C	

\* The University of Alberta does not admit students directly into year one of Bachelor of Commerce and Bachelor of Education. Students are required to complete a pre-professional year of study with a competitive Grade Point Average to be considered for admission to year two of these degree programs. Students can complete this pre-professional year of study at GPRC.

# Admission

## Entrance Requirements For Admission to University Studies Programs

Courses are grouped according to classification of Alberta Education courses. Athabasca University Transitional Math 101 may be accepted in lieu of Pure Math 30.

REQUIRED COURSES						
These high school requirements have been based upon transfer to the University of Alberta. Students require an overall average of 60 percent to be considered for admission into GPRC university transfer programs. If you plan to transfer to a university other than U of A, be sure to inquire specifically about admission requirements for that institution.						
PROGRAM	1	2	3	4	5	COMMENTS & RECOMMENDED COURSES
<b>B.F.A. (U of C Transfer)</b>	Eng 30-1	A or C	A or C	A, B or C	A,B, or C	
<b>B. Music</b>	Eng 30-1	Any four of Social 30, a 30-level language other than English, Biology 30 Chemistry 30, Physics 30, Pure Math 30 or Math 30-1 or Math 31, Science 30, one approved Fine Arts Subject (Music 30 preferred)				Audition, theory and aural skills placement assessment
<b>B. Physical Education</b>	Eng 30-1	A or C	A or C	C	B, C, or PE 30	60% in English 30-1 required; Biology 30 is recommended. Only one language other than English will be accepted.
<b>B. Science (General)</b>	Eng 30-1	Pure Math 30 or Math 30-1	C	C	A, B or C	Minimum overall average of 60%. (65% minimum overall average on required courses if transferring to UNBC).
<b>B. Science (Faculté Saint-Jean)</b>	Fr 30, 31, Lang et Lit 30, Français 30, or Fr. Lang. Arts 30	English 30-1	Pure Math 30 or Math 30-1	C	C	
<b>B. Science in Kinesiology</b>	Eng 30-1	Biology 30 or PE 30	Chemistry 30	Pure Math 30 or Math 30-1	Physics 30	60% required in English 30-1 and overall average of 70%
<b>B. Science in Nursing</b>	Eng 30-1	Pure Math 30 or Math 30-1 or Math 30-2 or Math 31	Biology 30	Chemistry 30 or Science 30	A, B, or C	Minimum of 60% in subjects one to four is required as well as overall average of 65%
<b>Engineering</b>	Eng 30-1	Pure Math 30 or Math 30-1	Math 31	Chemistry 30	Physics 30	
<b>Pre-Professional</b>						
<b>Chiropractic Dentistry Medicine Optometry Veterinary Medicine</b>	Eng 30-1	Pure Math 30 or Math 30-1	Biology 30	Chemistry 30	Physics 30	
<b>Dental Hygiene Medical Lab Science Pharmacy Rehabilitation Medicine</b>	Eng 30-1	Pure Math 30 or Math 30-1	Biology 30	Chemistry 30	A, B or C	

# Financing Your Education

## FINANCING YOUR EDUCATION

780-539-2845

Toll Free 1-888-539-4772

financialaid@gprc.ab.ca

Fax 780-539-2888

You have made the decision to further your education. Life as a College student can be very exciting and rewarding. Obtaining a post-secondary education can cost several thousand dollars. You need to consider tuition, fees, books, supplies and living expenses. The Financial Aid Office can assist you in planning for your finances.

### What Will It Cost?

Below are the average costs for most programs at Grande Prairie Regional College for two semesters. These are based on 100% of course load in two semesters. You may use these figures as a guide when completing your student loan applications.

#### Tuition and Fees

Refer to the Estimate of Fees for 2011-2012 or check the website at [www.gprc.ab.ca](http://www.gprc.ab.ca).

#### Living Costs (minimal expenses)

This is an estimate for two semesters of study.

Single, living at home (\$500 per month)	\$4000
Single, living away, shared housing (\$1000 per month)	\$8000
Married Student with one child (\$2500 per month)	\$20000
Single Parent, one child in subsidized care (\$1800 per month)	\$14400
For each additional child add \$450 per month	\$3600

#### Books and Supply Costs

The Financial Aid Office at GPRC does prepare an estimate of books and supplies for all College programs. This information is shared with the Students Finance Board for consideration of grant and loan applications. If you require specific information on books and supply costs for your program, please contact the Financial Aid Office in Student Services, refer to the calendar section, Estimate of Fees, or check the College website.

### Student Loans

#### Alberta Student Loan Contact

[alis.alberta.ca](http://alis.alberta.ca)

The government student loan program is intended to supplement your own resources. Students enrolling directly out of high school are considered a dependent for four years, which means a parental contribution may be expected. Students receiving government student loans may earn \$800 per month in extra income or \$6400 over two semesters. Earnings above that will be considered in your loan assessment.

Identify your sources of income:

- Parents
- Grandparents or Relatives
- Savings from summer jobs
- Part-time earnings while in college
- Spouse
- Investments
- Scholarships or Bursaries
- Student Loan
- Bank Student Line of Credit

#### Where do I get an Alberta Student Number?

The Alberta Student Number (ASN) is a unique identifier for all Alberta learners that provides students with access to improved programs and services in the Alberta Education System. With an ASN, students may apply electronically for financial assistance and have their enrollment confirmed electronically. If you do not have access to your number or if you did not attend any schools in Alberta, you can look up your number or request a number at [alis.alberta.ca](http://alis.alberta.ca)

#### Where do I apply for a student loan?

You can apply for assistance to *Students Finance* in your home province if you are a full-time student in a post-secondary level program (not upgrading). **Your home province is the last province in which you have lived for twelve full months without being a full-time student in post-secondary studies.** Your provincial *Students Finance* determines your eligibility and the disbursement method, i.e. Canada Loan, Provincial Loan, Grants, etc.

Applications for most provinces are available after June 1. Most provinces are now encouraging students to complete an electronic application on the Internet. In Alberta, applications are also available at high schools, the College, and local offices of Alberta Employment and Immigration.

Processing times vary from province to province and may take up to eight weeks. You are advised to apply early. Proof of admission is not required at the time of application.

#### Who will help me with the forms?

The Financial Aid Office at the College will review your forms before they are sent to Students Finance. The staff in this office can clarify any concerns you might have about the process and give you advice on the best method of application (on-line or paper application) for your particular situation. If paper application is recommended, the staff will courier your application to Alberta Students Finance after it has been reviewed with you.

#### If I am registered with the College and another institution, what do I need to consider?

There are two terms used for students who have registration with multiple institutions. Collaborative Enrollment means your schools have a formal agreement about your program of study and have a collaborative curriculum. Concurrent Enrollment means you are choosing to take transferable courses at different institutions to obtain credits toward your diploma or degree.

# Financing Your Education

If you are **concurrently** registered and you are applying for a student loan, you will be asked to complete details of your registration at both institutions as part of your student loan application. If you are in the final year of your program, the host institution is always the one who will be granting your degree. In order that both institutions know what you are doing, and to ensure you maintain full-time status for eligibility, Students Finance will provide you with a letter that you are to present to the institutions involved.

## **How do I get the money?**

Alberta Students Finance assesses your application and determines your eligibility. They will send you a letter called a Notice of Assessment (NOA) that tells you how much money you will be receiving and when to expect each disbursement. Plan your spending so that you can make it through the academic year with the funding provided.

If you have an “unconfirmed” certificate, bring it to the Financial Aid Office at the College for authorization. A staff member from this Office must sign your certificates before you take it to Canada Post for processing. The Financial Aid Office will confirm your full-time status in a post-secondary program. You must be confirmed in 60 percent of a full course load of post-secondary level studies to be eligible. High school upgrading courses cannot be counted in determining costs and eligibility for student loan purposes.

The Financial Aid Office will direct funds from your loan to the College to cover your fees. Grant funds are forwarded directly to you in the form of a cheque. You will want to ensure that your address information is correct. You can do an address change on-line with Alberta Students Finance at [alis.alberta.ca](http://alis.alberta.ca) or call the Student Funding Contact Centre at 1-800-222-6485.

## **Other important information about Student Loans**

If your financial circumstances change, or you feel you did not have the opportunity to state your real situation, you can request a review.

**1-888-999-7882**  
Fairview Campus

Contact the Financial Aid Office for assistance in completing the Change of Circumstance form.

While you are registered as a full-time student, your loans are interest-free if you have filed the correct paperwork for your Lenders by mid-October. We encourage you to take advantage of Financial Aid's services or to check with provincial Student Aid websites for information on maintaining interest-free status.

It is important to remember that your student loan debt is held with a Lender. Your Canada Student Loans debt is held with the National Student Loan Service Centre and your Alberta Student Loan debt is held with Resolve (a.k.a. Edulinx Canada).

When you stop being a full-time student, on the first day of the seventh month, you will be required to make your first loan payment to your Lender. The interest rates and terms of repayment are set at the time of consolidation. Details on loan relief and repayment options are available through your Lenders. Contact your Lender well in advance of the first payment due date to set up consolidation of your loans or to investigate your options.

## **Grant Incentives**

If you qualify for a student loan, you will automatically be assessed for the many grants available through the provincial and federal assistance programs. Information on grants is available online at [alis.alberta.ca](http://alis.alberta.ca) and [www.canlearn.ca](http://www.canlearn.ca)

## **Funding for Students in Upgrading or Career Programs** **780 539-2845**

There may be provincial grant assistance for low income Albertans who require upgrading courses or one year certificate programs to secure employment. Also, there may be assistance for those who are or have in the past few years had an active Employment Insurance claim.

## **Full-time Bursary**

The Skills Investment Program (SIP) provides financially disadvantaged adults with the opportunity to access the education and training they require to make it possible for them to achieve independence through employment.

**[www.gprc.ab.ca](http://www.gprc.ab.ca)**

If eligible, students may receive grant funding for tuition, books, and a living allowance for the duration of their schooling.

The Skills Investment Program is open to Employment Insurance (EI) recipients as well as to people who do not qualify for EI benefits.

## **Part-time Bursary**

The provincial and federal financial assistance programs do offer some assistance to students for part-time learning. Eligibility is primarily based upon your household income threshold.

## **Grande Prairie Regional College Awards Program**

The Awards Handbook is available on-line at [www.gprc.ab.ca/students/awards](http://www.gprc.ab.ca/students/awards). Hard copies of the book and applications are available in Student Services. Be watchful of deadlines.

Scholarships are merit based awards and are available to students who have completed consecutive Fall and Winter sessions; achieved a minimum GPA of 3.3 and have taken the total credits specified for the program year as outlined in the College Calendar. Deadlines vary and for many of the scholarships no application is required.

Bursaries are awards based on financial need and other criteria. Full-time students who have successfully completed the Fall semester and are enrolled full-time in the Winter semester may be eligible. Applications will be available in September. Deadline to apply is the second Friday in December.

## **Northern Alberta Development Council Bursary \$3500** **Deadline: May 15**

This bursary is a return service program. In exchange for the bursary, recipients later live and work in northern Alberta. More information is available at <http://www.nadc.gov.ab.ca/>.

**1-888-539-4772**  
Grande Prairie Campus

# Registration

## REGISTRATION BASICS

**Grande Prairie Campus**  
780-539-2944

**Fairview College Campus**  
780-835-6605

Registration is the process where you enroll in the course or courses of your choice. An advisor is available to assist you in the selection of courses relevant for your program. You may register for all terms in the academic year or for one term at a time. A registration assumes that you agree to be bound by the rules and regulations of the College and that you agree to be responsible for the fees associated with the registration.

### Student Responsibility

You are personally responsible for the continuing completeness and accuracy of your registration. This requires careful attention to course selection and compliance with prerequisite and co-requisite and program completion requirements. You need to ensure that your course selection is appropriate for your program and includes those courses and credits required for graduation.

### Availability of Courses

Registration in specific courses is subject to the availability of seats in those courses at the time you register. Courses may be cancelled when minimum enrollment requirements are not met.

## Tuition Deposits

### Fall Semester

You are required to pay a non-refundable tuition deposit at the time of registration for the academic year. This deposit will be applied to your account for fall semester fees when you confirm your registration. The tuition deposit will not be refunded if you withdraw at a later date or if you fail to confirm your registration.

### Winter Semester

Students beginning their studies in the winter semester must submit a non-refundable tuition deposit at the time of registration. This deposit will be applied to your accounts for winter semester fees when you confirm your registration. The tuition deposit will not be refunded if you withdraw at a later date or if you fail to confirm your registration.

## Fees for International Students

International students who are studying at the College for the first time are required to have registration fees paid in full by May 1. International students continuing their studies from the previous year must have their fees paid in full by August 1.

## Confirmation of Registration

### Save your seat!

**Grande Prairie Campus**  
**September 7-9, 2011**  
**January 4-6, 2012**

You confirm your registration by signing in and collecting your schedule for the semester. If you fail to confirm your registration in the fall, your registration will be cancelled for all semesters for which you are registered. If you fail to confirm your registration in the winter semester, your registration in winter and spring semester courses will be cancelled and you will be withdrawn from any full year (September to April) courses for which you are registered.

Confirmation of registration for trades and apprenticeship programs at the Grande Prairie Campus and for spring and summer semesters is the first day of classes. Students who fail to attend the first day of classes may have their registrations cancelled.

### Fairview College Campus

Confirmation of registration for all programs at the Fairview College Campus is normally the first day of classes. Students who fail to attend the first day of classes may have their registrations cancelled.

### Apprenticeship Students

Apprenticeship students are expected to confirm their registration on the first day of classes. Failure to do so will result in the cancellation of admission unless prior permission has been sought and agreed to by the Registrar's Office.

# Registration

## Late Registrations

The deadline to add courses is normally the first day of classes; however, the deadline for adding fall and winter semester classes on the Grande Prairie campus is generally extended to the fifth day of scheduled classes. Normally students require permission to register in fall and winter courses after the respective deadline declared in Important Dates. Permission may be granted by the Instructor, Department Chair or Program Leader.

## Cancel Registrations

### *Withdraw from Courses or Program*

If you find it necessary to withdraw from your program or any one of the courses for which you are registered, you may do so at any time. Normally there are academic and financial considerations to a course or program withdrawal. For refund information refer to the Tuition and Fees section of the calendar.

You are encouraged to consult with your program advisor or an advisor in Student Services. All withdrawals must be done in writing, normally on the appropriate College Form. You will not be considered to have formally withdrawn unless you have provided written notice to the Registrar's Office.

Notice that you are withdrawing from a course is normally provided on a Change in Registration Form. Notice that you are withdrawing from a program is normally provided on a Withdraw from College Form. These forms are available from the Registrar's Office.

The deadline to drop courses is declared in Important Dates. It will normally be set 14 days following the first day of classes or the second day of classes for spring and summer courses. Students dropping within this time frame will have their registrations withdrawn and fees owing for the course or program will be cancelled. If you drop a course or program after the declared drop date, you are held responsible for paying the fees and will receive a grade of "W" or "WF" depending upon the date of your withdrawal.

Students withdrawing from a course or program within the first 60 percent of instructional days will normally be assigned a grade of "W" and are considered to be withdrawn with permission. Grades of "W" do not negatively affect grade point averages. Students officially withdrawing after the "W" period but before the final examination shall receive a "WF". The deadline for dropping and withdrawing are listed in Important Dates.





# Tuition and Fees

## TUITION AND FEES

**Grande Prairie Campus**  
**780-539-2944**

**Fairview College Campus**  
**780-835-6605**

### Tuition Fee Consultation

The College policy on Tuition Fee Consultation ensures that students have an opportunity to review proposed changes to the tuition fee schedule. If you have questions about the consultation process or if you have questions or require additional information about College tuition and fees, please contact the Registrar.

### Fees and Deposits

Please note the tuition fees may be subject to change. For current information please contact the Office of the Registrar.

### Application Fees

If you are applying to Grande Prairie Regional College for the first time, a \$60 non-refundable application fee must accompany your application. For international (visa) students, the fee is \$120 Canadian.

### Sponsored Students

If you are receiving funding from an outside agency, you will want to clarify which fees you will be required to pay. You must arrange to have a letter of sponsorship sent by the agency to the Registrar outlining the extent of the financial support for fees, books, supplies, etc.

The letter confirming sponsorship and payment must be received by the payment deadlines specified (see Fee Payment) or you will be assessed a late payment penalty.

### Non-refundable Tuition Deposits

Students are required to pay a \$250 non-refundable deposit\* at the time of registration for the academic year. This deposit will be applied to your account for tuition fees when you confirm your registration.

The tuition deposit will not be refunded if you withdraw from College or if you fail to confirm your registration.

\* Students in Perioperative Nursing and Harley-Davidson® Technician programs are required to pay a \$500 non-refundable tuition deposit at the time of registration.

### Fees for International Students

International students are required to have registration fees paid in full by the following dates:

May 1, for new students studying at the College for the first time  
August 1, for students continuing their studies from the previous year.

### Registration Confirmation

Registration confirmation deadlines are noted in Important Dates. Students who fail to confirm their registration in person will normally have their registrations cancelled and will forfeit the tuition deposit.

### Tuition Fees

The information on instructional fees, tuition and other fees for full-time programs is listed in the Estimate of Fees. These amounts are subject to change; please check the GPRC website for current information or contact the Registrar's Office.

Students registering on a part-time basis should refer to specific course fees listed in the Schedule of Courses/Timetable and listed on the website. Course specific fees are normally published by April 1.

# Tuition and Fees



The following fee schedule may be subject to change without notice.

Application Fee: \$60 . International Student Application Fee: \$120 (Cdn)

Tuition and related fees are set on an annual basis.



Program	Yr <sup>1</sup>	2011-12 RND Tuition	Student Assoc.	Student Life Fee <sup>10</sup>	Health & Dental	Admin Fee <sup>12</sup>	Books & Supplies	Other Fees <sup>2</sup>	2011-12 Total
<b>Upgrading</b>									
Academic Upgrading (Gr. 10-12)	1	2,713.00	228.40	79.20	324.50	136.00	1,000.00		4,481.10
Transitional Vocational	1	4,944.00	186.00	n/a	n/a	70.00	n/a	200.00	5,400.00
<b>Career Programs</b>									
Animal Health Technology	1	3,833.00	186.00	n/a	n/a	119.00	1,000.00		5,138.00
	2	3,979.00	186.00	n/a	n/a	105.00	1,000.00	400.00	5,670.00
Business Administration	1,2	3,392.00	171.30	59.40	324.50	170.00	2,000.00		6,117.20
Computer Systems Technology	1,2	3,392.00	171.30	59.40	324.50	170.00	2,000.00		6,117.20
Early Learning & Child Care	1	3,618.00	182.72	63.36	324.50	204.00	1,000.00		5,392.58
	2	3,731.00	188.43	65.34	324.50	204.00	1,000.00		5,513.27
Early Learning & Child Care (Distance) <sup>5</sup>	1	3,618.00	182.72	n/a	n/a	204.00	340.00	1,562.00	5,906.72
	2	3,731.00	188.43	n/a	n/a	204.00	340.00	1,464.00	5,927.43
Fitness Leadership Certificate	1	3,392.00	171.30	59.40	324.50	187.00	1,500.00	500.00	6,134.20
Fitness Leadership Diploma	2	3,392.00	171.30	59.40	324.50	170.00	1,500.00		5,617.20
Hospitality and Tourism	1,2	3,392.00	171.30	59.40	324.50	170.00	2,000.00		6,117.20
Music - Acoustic	1,2	3,392.00	171.30	59.40	324.50	170.00	2,000.00		6,117.20
Music - Interactive Digital Design	1,2	3,392.00	171.30	59.40	324.50	170.00	2,000.00		6,117.20
Office Administration	1,2	3,392.00	171.30	59.40	324.50	204.00	2,000.00		6,151.20
Teacher Assistant	1	4,070.00	205.56	71.28	324.50	255.00	1,000.00		5,926.34
Unit Clerk	5	2,940.00	148.46	51.48	324.50	153.00	1,000.00		4,617.44
Visual Arts - Foundation	1	3,392.00	171.30	59.40	324.50	170.00	1,650.00	350.00	6,117.20
Visual Arts - Studio Practice	2	3,731.00	188.43	65.34	324.50	187.00	1,650.00	350.00	6,496.27
Visual Arts - Interactive Digital Design	2	3,731.00	188.43	65.34	324.50	187.00	1,650.00	350.00	6,496.27
<b>University Studies</b>									
General Studies/Open Studies	1	3,392.00	171.30	59.40	324.50	170.00	2,000.00		6,117.20
B.Arts - All Specialties	1,2	3,392.00	171.30	59.40	324.50	170.00	2,000.00		6,117.20
B.Commerce	1,2	3,392.00	171.30	59.40	324.50	170.00	2,000.00		6,117.20
B.Education	1,2	3,392.00	171.30	59.40	324.50	170.00	2,000.00		6,117.20
(see Note 4)	3,4	U of A	U of A	n/a	324.50	100.00			424.50
B.Fine Arts	1,2	3,392.00	171.30	59.40	324.50	170.00	1,650.00	350.00	6,117.20
B.Music	1	3,731.00	188.43	65.34	324.50	187.00	2,000.00		6,496.27
	2	3,731.00	188.43	65.34	324.50	187.00	2,000.00		6,496.27
B.Physical Education &/Combined	1,2	3,392.00	171.30	59.40	324.50	170.00	2,000.00		6,117.20
B.Science/B.Education Combined	1,2	3,392.00	171.30	59.40	324.50	170.00	2,500.00		6,617.20
B.Science - All Specialities	1,2	3,392.00	171.30	59.40	324.50	170.00	2,500.00		6,617.20
B.Science - Computing & Info Systems	1,2	3,392.00	171.30	59.40	324.50	170.00	2,500.00		6,617.20
(see Note 3)	3	3,392.00	171.30	59.40	324.50	170.00	2,500.00		6,617.20
	4	AU	AU	n/a	324.50	100.00			424.50
B.Engineering	1	3,672.00	231.26	80.19	324.50	204.00	2,500.00		7,011.95
B.Science - Nursing	1	4,410.00	222.69	77.22	324.50	170.00	2,500.00		7,704.41
	2	4,070.00	205.56	71.28	324.50	136.00	2,500.00		7,307.34
	3	5,718.00	188.43	65.34	324.50	102.00	2,500.00		8,898.27

# Tuition and Fees

Program	Yr <sup>1</sup>	2011-12 RND Tuition	Student Assoc.	Student Life Fee <sup>10</sup>	Health & Dental	Admin Fee <sup>12</sup>	Books & Supplies	Other Fees <sup>2</sup>	2011-12 Total
(see Note 7)	4	U of A	U of A	n/a	324.50	100.00			424.50
B. Social Work (see note 6)	3,4	U of C	U of C	n/a	n/a	n/a			0.00
Post RN-Perioperative Nursing - Distance	1	4,180.00	137.04	n/a	n/a	68.00	1,000.00	480.00	5,865.04
<b>Trades</b>									
Apprenticeship	S		varies <sup>8</sup>	varies <sup>11</sup>	n/a	25.00		65.00	varies
Cooperative Trades Orientation	S	1,707.00	93.00	n/a	n/a	35.00	335.00		2,170.00
General Mechanic, Pre-Empl	1	3,906.00	186.00	n/a	n/a	91.00	750.00	300.00	5,233.00
Harley-Davidson® Technician	S	5,536.00	93.00	n/a	n/a	21.00	300.00		5,950.00
Heavy Equipment Service <sup>14</sup>	1	6,948.00	186.00	n/a	n/a	98.00	n/a		7,232.00
	2	4,652.00	186.00	n/a	n/a	63.00	n/a		4,901.00
Machinist, Pre-Empl <sup>11</sup>	S	1,953.00	93.00	30.00	324.50	85.00	297.00		2,782.50
Millwright, Pre-Empl <sup>11</sup>	S	1,987.00	93.00	30.00	324.50	85.00	774.00		3,293.50
Millwright/Machinist, Pre-Empl <sup>11/13</sup>	S	1,987.00	93.00	30.00	324.50	85.00	774.00		3,293.50
Motorcycle Mechanic, Pre-Empl	1	3,906.00	186.00	n/a	n/a	35.00	700.00	150.00	4,977.00
Outdoor Power Equipment, Pre-Empl	1	3,906.00	186.00	n/a	n/a	63.00	900.00	150.00	5,205.00
Power Engineering	1	3,871.00	186.00	n/a	n/a	154.00	2,677.00	376.00	7,264.00
Welder, Pre-Empl <sup>11</sup>	S	1,987.00	93.00	30.00	324.50	136.00	380.00	150.00	3,100.50

Notes:

- "S" indicates programs that are less than one year; normally 20 weeks or less
- Other fees may include course auxilliary fees and fees paid to other departments/external agencies (e.g. Fees for CPR, First Aid, and AFLCA Training; Provincial exam fees; Field trip expenses; eCampus Alberta).
- 3rd year tuition is a combination of GPRC and Athabasca University (AU) rates. AU sets rates for all Athabasca University courses at GPRC.
- U of A sets tuition rates for 3rd and 4th year.
- Normally, students enroll on a part-time basis for this program.
- U of C sets tuition rates for 3rd and 4th years.
- U of A sets tuition rates for 4th year.
- Apprenticeship rates are set by Apprenticeship and Industry Training (AIT). The rate for these programs for 2011-2012 is \$95.00 per week.
- Student Life Fee applies to programs on GP Campus only.
- Admin fee includes Health and Wellness Fee.
- Millwright/Machinist Pre-Employment program is pending approval from AIT and AET.
- The yearly fees may vary depending on the initial start date of the class. However, the total of Year 1 and 2 fees closely represents the overall cost of the HES two year diploma program.

8. SA Fees for Apprenticeship Programs

6 Weeks	\$35
8 Weeks	\$46
12 Weeks	\$70

11. SA Student Life Fee for Trades / Apprentices  
(GP Campus Only)

6 Weeks	\$11
8 Weeks	\$15
12 Weeks	\$22
16 Weeks	\$30



# Tuition and Fees

## Fee Variations

### Audit Fees

Students who have permission to register as an audit student will generally be assessed 50 percent of the published course tuition fee. Other course fees may apply.

### Cost Recovery Fees

Students enrolling in cost recovery courses, such as spring travel courses and continuing education courses, can expect fees that may vary from those published in this calendar.

### Distance Fees

Students enrolling in distance delivered courses can expect additional fees that may include shipping and materials fees. The fees are normally listed as Auxiliary Fees on your fee assessment.

Examples:

- eCampus Alberta courses - \$20 per credit
- Office Administration online courses - \$155
- Early Learning and Child Care courses - \$53 for 1 credit course, \$106 for 2 credit course, \$155 for other courses, plus \$20 shipping fees and \$100 materials deposit

### International Student Fees

Tuition fees for International Students are assessed at twice the domestic student rates. Further information is available from the Office of the Registrar.

### Part-time Fees

Students registering on a part-time basis should refer to specific course fees listed in the timetable, Schedule of Courses, and listed on the website. Course specific fees are normally published by April 1.

### Senior Rates

Students 60 years of age or older can normally register for courses at 50 percent of published tuition fees. Other course fees apply.

### University Program Fees

Tuition fees for third and fourth year university level courses offered in collaboration with Athabasca University, the University of Alberta, and the University of Calgary are normally set at University rates.

## Course Auxiliary Fees

If you are registered in specific courses in which specialized equipment or materials, etc. are part of the learning environment, an auxiliary fee will be assessed.

Auxiliary fees may vary from course to course. Fees for specific courses will be published in the timetable.

## Administration Fees

All courses carry a fee to cover administrative costs for transcripts, graduation, and library services.

- \$17 per course at the Grande Prairie Campus
- \$7 per course at the Fairview College Campus
- \$10 per course for Collaborative Programs
- \$25 flat rate for Apprenticeship Programs

At GPRC, we believe in a healthy body and a healthy mind. As such, the administration fee for courses offered at the Grande Prairie Campus includes a contribution to a wellness plan that provides open access to the GPRC Fitness Centre and Climbing Gym, as well as access to a variety of wellness programs determined by students. Options may include subsidies in local league recreation fees, yoga, fusion fitness, dance, nutrition courses, weight training, etc.

## Students' Association Fees

Students' Association establishes rates for Students' Association fees and Student Life fees that are assessed upon registration. These fees are due and payable under the same terms and conditions as tuition fees.

Students registering in credit courses will be assessed Students' Association fees and Student Life fees as follows:

### Grande Prairie Campus

- \$5.71 per credit Student Association fee and \$1.98 per credit Student Life fee for University Transfer, Certificate and Diploma programs
- \$35 Student Association fee and \$11 Student Life fee for 6-week Apprenticeship programs

- \$46 Student Association fee and \$15 Student Life fee for 8-week Apprenticeship programs
- \$70 Student Association fee and \$22 Student Life fee for 12-week Apprenticeship programs
- \$93 Student Association fee and \$30 Student Life fee for 16-week Trade programs

### Fairview Campus

- \$35 Student Association fee for 6-week Apprenticeship programs
- \$46 Student Association fee for 8-week Apprenticeship programs
- \$70 Student Association fee for 12-week Apprenticeship programs
- \$93 Student Association fee for one semester programs
- \$186 Student Association fee for one year programs

## Student Health and Dental Plan at the Grande Prairie Campus 780-539-2962

*Fees for Student Health and Dental Plan are subject to changes by the Insurer.*

The College assumes all students have basic health care coverage. The extended benefits offered by the Student Health and Dental Plan will be assessed to all students at the Grande Prairie Campus attending on a full-time basis, defined for this purpose as nine or more credits of study. Full-time students enrolled in University programs at the Grande Prairie Campus will be assessed this mandatory fee.

You will be assessed health and dental fees at a rate based upon the semester in which you enrolled. If you wish to add other family members to the plan, there will be additional charges. Information pertaining to the premium and specific benefits can be obtained at the Students' Association office. Health and Dental Plan fees are due on the same date as other fees for the semester.

# Tuition and Fees

## Option to Waive Health and Dental Fees

Students who have extended health and dental coverage may opt out of the plan by completing the required waiver form and providing proof of alternate coverage to the Students' Association as per the dates listed. Waivers are only valid for the current year.

Start Date	Extended Health	Dental	Total Health Fees	Opt Out Deadline
September	\$165	\$159.50	\$324.50	September 22, 2011
January	\$110	\$106.70	\$216.70	January 19, 2012

**Exceptions:** Apprenticeship students and non-employment insurance clients approved for full-time study with Skills Investment Program are excluded from the Student Health and Dental Plan.

## Examination Fees

- Repeat Final Examination \$15
- Reappraisal of Final Examination \$15, may be refunded if reappraisal results in a higher grade
- Challenge Examinations 50% published tuition fee for the course
- Prior Learning Assessment 50% published tuition fee for the course

**Parchment Replacement Fee \$20**  
**Replacement ID Cards \$25**

## Damage Deposits

A \$30 damage deposit is assessed for each chemistry lab course. If you are responsible for damage to laboratory equipment, the full replacement costs will be charged against the damage deposit. Damage costs in excess of the damage deposit will result in the same penalties as other unpaid accounts until the total debt is paid

## Fee Payment

Semester fees must be paid by the deadlines listed:

<b>Fall</b>	September 22, 2011
<b>Winter</b>	January 19, 2012
<b>Spring</b>	Second Day of Classes
<b>Summer</b>	Second Day of Classes

Fees can be paid by semester installments by one of the following methods:

- Cheques and money-orders made payable to Grande Prairie Regional College
- Credit card (American Express, MasterCard or VISA) or Direct Debit. Payments by credit card may be made online: <https://www.gprc.ab.ca/students/pay>
- Bill payment options available at most financial institutions

Fees for distance courses are due at the time of registration.

All payments should include your student identification number.

International students are required to have registration fees paid in full by the following dates:

**May 1** for new students studying at the College for the first time or  
**August 1** for students continuing their studies from the previous year.

## Late Payment Penalty

If you do not meet the payment deadlines, you may be assessed a late payment fee. A \$50 penalty will be charged to accounts with an outstanding balance of \$250 or more. If you are unable to meet the payment deadlines, you should consult Financial Services prior to the deadline.

If your fall semester fees are not paid in full by December 1, including any late payment charges, your winter semester registration may be cancelled.

## Withholding Academic Results and Certification

### Financial Holds

The College reserves the right to withhold the granting of official transcripts, certificates and diplomas to students who have not returned College property such as textbooks, equipment or supplies, or who owe money to the College. Students in these situations normally have a hold placed on their student accounts. While your account is on hold you will not be permitted to register for other courses and you will not receive transcripts or statement of grades.

## Refunds

The deadline for you to drop fall or winter registrations for full tuition and fee refund is declared in Important Dates.

A student withdrawn for disciplinary reasons shall be ineligible for a refund of fees.

Wherein the College has a contract with an outside agency that agrees to cover a student's tuition and fees, the terms and conditions dealing with refunds may differ from College policy.

## Locker Fees

### Grande Prairie Campus

Lockers are available on August 1 at the Cashier's Office in C315.

- *Small lockers* with a combination lock, \$5 for one semester or \$10 for two semesters
- *Medium lockers* with a combination lock, \$15 for one semester or \$25 for two semesters
- *Large lockers* with a combination lock, \$20 for one semester or \$35 for two semesters

Locker rentals are also available for change rooms in the Fitness Centre. You may wish to contact the PAC office directly for information on their lockers.

You will want to clear out your locker at the end of the semester. The College will not be responsible for any belongings left in the locker at the end of your rental period.



# Academic Regulations

## REGULATIONS AND POLICIES

### Advanced Standing Policy

Recognition of prior learning through course work completed elsewhere, or through work and life experience, may be awarded in one of three ways, by Advanced Credit, Challenge Exams, or Prior Learning Assessment. Application Forms for Advanced Standing are available from the Registrar's Office. All Advanced Standing decisions are coordinated through the Registrar's Office and are based upon the policies listed below.

Credits earned through advanced standing may not be included in a current credit load for purposes of maintaining full-time student status. If you are applying for a student loan or award and need to be in full-time attendance, it may be necessary for you to substitute other courses. Please check with Financial Aid. Credits earned through advanced standing will not be included in computation of your grade point average with Grande Prairie Regional College.

Advanced Standing granted by Grande Prairie Regional College is for internal graduation purposes. Students transferring to other educational institutions are reminded that transfer credits awarded to any student for previous learning are subject to authority of each respective receiving institution.

### Advanced Credit

Advanced Credit will normally be considered for courses in certificate, diploma and applied degree programs. The authority to grant advanced credit for courses within the university transfer area lies with the universities awarding the degree.

Advanced credit may be granted for courses completed at another institution. If you are applying for advanced credit, you will need to provide copies of all academic transcripts. You may also need to provide course outlines for all courses in which credit is sought or calendar descriptions if course outlines are not available.

Only courses in which you have received a passing grade will be considered for Advanced Credit. The College reserves the right to determine the minimum passing grade required for transfer credit approval. While the College may accept for transfer credit a course with a minimum passing grade as determined by the sending institution, individual program progression or course prerequisite criteria may exclude you from the next level of study.

If Advanced Credit is granted, this will be noted on your Grande Prairie Regional College transcript. Normally, the maximum advanced credit that may be granted is one half the course load of a given certificate or diploma program. Departments may consider exceptions.

### Challenge Exams

Some programs will allow students who demonstrate knowledge in the subject matter of a particular course to seek credit through challenge exams. Normally only courses listed on the master timetable may be available for challenge. The department will determine whether credit may be earned by challenge exam in a specific course.

Fees for completing a challenge exam are 50 percent of the regular course fees. The grade obtained shall be recorded on the student's official transcript for the academic session in which the challenge exam is completed. Unsuccessful challenge attempts will not be recorded on the student's transcript.

Normally, the maximum number of courses that may be challenged is one half of the course load of a given certificate or diploma program. Departments may consider exceptions.

Credits and grades earned through challenge examinations will be recorded on the student's transcript for the academic session in which the assessment has been completed and will appear on the transcript with the grade remark of E, Grade Awarded by Special Assessment. Grades awarded by special assessment are not included in the calculation of your grade point average.

### Prior Learning Assessment

Prior learning obtained through work, non-formal education, or self-studies may be relevant to some of our certificate or diploma programs. Once application has been made to Grande Prairie Regional College, a Prior Learning Assessment and Recognition application may be completed and submitted to the appropriate department.

If the department approves an application for Prior Learning Assessment (PLA), the student will be assessed a non-refundable fee of 50 percent of the regular tuition fee for the course. Approval of an application for Prior Learning Assessment does not guarantee credit will be given.

Assessment may take the form of challenge exams, portfolio assessment, interviews, oral examinations, practical, and laboratory demonstrations.

PLA credits and grades received shall be recorded on the student's transcript for the academic session in which the assessment has been completed and will appear on the transcript with the grade remark of "E", Grade Awarded by Special Assessment.

# Academic Regulations

## GRADING SYSTEMS

Grande Prairie Regional College records and reports final grades for the purposes of students' academic records using the alpha grading system, and the following approved letter codes, for all programs and courses offered by the College. Alpha grades will be converted to four-point equivalence for the calculation of grade point averages.

Alpha Grade	4-point Equivalence	Descriptor
A+	4.0	Excellent
A	4.0	
A-	3.7	Very Good First Class Standing
B+	3.3	
B	3.0	Good
B-	2.7	
C+	2.3	Satisfactory
C	2.0	
C-	1.7	
D+	1.3	Poor*
D	1.0	Minimal Pass*
F	0.0	Failure Fail, withdrawal after the deadline
WF	0.0	

The following letter grades may also be used:

- AU** Audit; no credit given and not calculated into the Grade Point Average (GPA)
- CR** Credit; course requirements successfully completed, credit awarded

- IN** Incomplete; indicates that course requirements are not complete and that an extension has been granted. Normally, extensions are 20 business days from the last scheduled meeting of the courses. Students who fail to complete requirements by the approved extension day will receive an "F" in the course.
- P** Pass; indicates fully satisfactory performance
- IP** In Progress; assigned the first term of a two-term course
- IPF** In Progress Fail; assigned to the first term of a two-term course if the student failed the course after the completion of the second term of the course
- IPW** In Progress Withdraw; assigned to the first term of a two-term course where the student earns a "W" in the second term of the course
- NC** No Credit; course requirements not successfully completed; credit not awarded
- TR** Transfer credit awarded on the basis of successful completion of equivalent learning from another institution
- W** Withdrawal with permission; not calculated in GPA

### Grades Remarks include:

- E** Grade awarded by special assessment  
Grades awarded by special assessment are not included in the calculation of your grade point average
- G** Grade awarded on the basis of repeat final examination
- M** Granted deferred final examination
- S** Granted repeat final examination. Examination not repeated.

Courses submitting grades as an alpha letter grade with a pass mark of D normally are advised to use this percentage conversion as a guideline. Where the course outline does not declare an alternative, the Percentage Conversion table shall apply.

Alpha Grade	Percentage Conversion
A+	90-100
A	85-89
A-	80-84
B+	77-79
B	73-76
B-	70-72
C+	67-69
C	63-66
C-	60-62
D+	55-59
D	50-54
F	0-49

Courses submitting grades as a percentage with a pass mark of 50 per cent will use the above table. Courses with a pass mark higher than 50% will adjust the letter grade assigned to failing marks. For example, if 85% is the pass mark and the student has a mark of 83%, the student would receive an "F" and 0 credits earned for the failing mark.

### \*Minimal Pass

A grade of D will be considered a minimum passing grade and will normally meet the prerequisite requirements for the next level of study. Exceptions to this will be clearly stated in prerequisite requirements in the course description or in program progression criteria.

Other post secondary institutions may not consider grades of D sufficient to award transfer credit. Currently, the University of Alberta will not accept for transfer courses completed with grades of "D" or "D+". Some post secondary institutions, for example, the University of Calgary, may accept courses with grades of "D" for transfer credit but may not allow you to use the courses as prerequisites to other courses.

# Academic Regulations

## Audit Policy for Studio Courses

Audit students may be permitted in all Visual Arts Studio and Digital Design courses after all credit students have been accommodated and if there are seats available. Students will not be permitted to audit a specific studio course more than once. If auditing a travel course, audit must be approved prior to leaving on the course.

## Grades and Transcripts

### Official Grades

Grades are available in the students' online accounts, and are subject to change. Students can generally expect grades to be official in mid January for fall semester courses, mid May for winter semester courses, and mid September for spring and summer courses.

Students are responsible for checking their online student account regularly, and for ensuring the accuracy and completeness of their official record at the end of each semester.

### Official Transcripts

To request official transcripts of your academic record, apply in writing to the Office of the Registrar

### Co-curricular Transcript

If you have participated in an extracurricular activity that has received approval as a recognized learning activity, you may apply for a co-curricular transcript. Application forms are available from the Students' Association Office or from Student Services. Applications must be completed and returned to the Office of the Registrar by April 15th.

## Academic Standing

### Honours

#### First Class Standing

"1st Class Standing" is recognition of academic honours of a grade point average of 3.3 or better. You will be awarded "1st Class Standing" if you meet the GPA requirement and successfully complete:

- all the requirements for a certificate, or
- all the requirements for first or second year of a diploma, or
- the academic year (fall and winter semester) as a full time student

#### With Distinction

"With Distinction" is recognition of academic honours when you maintain "1st Class Standing" over both years of a diploma curriculum or over two successive academic years of full-time study.

Academic Honours will be noted on your transcript and graduation parchment.

## Outstanding Achievement

### Dean's List

The Dean's List recognizes students enrolled in a minimum of nine credits who have achieved a grade point average of 3.3 at the end of the semester. If you qualify for the Dean's List, you can expect to receive a letter from the Dean acknowledging your achievement.

### President's Honour Roll

Your name will be placed on the President's Honour Roll if your grade point average is 3.5 or better and you are a full time student enrolled in a minimum of 15 credits each semester for the academic year (fall and winter semester). Students who qualify for President's Honour Roll will receive a Letter of Academic Excellence from the President and their names will be presented to the College Board of Governors.

## Unsatisfactory Standing

### Required to Withdraw

Academic standing is regularly reviewed. In an extreme case, you may be asked to withdraw from College studies. If you are a full-time student, and you fail to achieve a minimum grade point average of 1.0 for the academic year, you will be required to withdraw and you will not be considered for readmission the following academic year. The Office of the Registrar will notify you of this and the statement "Required to Withdraw" will appear on your College transcript.

If you have been out of college for at least one academic year following being required to withdraw from GPRC or from another college or university, you may apply to enter Grande Prairie Regional College. Your application will be considered without penalty.

### Appeals

If you have been required to withdraw due to poor grades and wish to re-enroll for the next consecutive semester, a re-enrollment form and a letter of appeal must be submitted to the Registrar. The letter should state the program to which you are applying, why you feel you should be readmitted, why previous work was unsatisfactory and how you plan to overcome earlier problems.

If you are approved for readmission, you will be asked to enter into a contract with the College. Attendance, midterm performance and regular appointments with your advisor will be monitored for the year. The Chairperson and the Registrar make the final decision regarding appeals. If you were asked to withdraw from another college or university, you will need to follow this appeal process.

# Academic Regulations

## Academic Standing and Athletic Participation

You must be a full-time student enrolled in at least 60 percent of the full load for your program to be considered eligible for Alberta Colleges Athletic Conference (ACAC) athletic participation. To maintain eligibility, you must attain a minimum grade point average (GPA) of 1.0 in your first semester of study and a GPA of 1.5 thereafter. Suspensions will be enforced if you fail to meet the 60 percent enrollment requirement or if you fail to achieve the minimum GPA requirements for each semester of study.

If you are participating on ACAC teams, you may be eligible to receive an athletic scholarship. To receive an athletic scholarship, you must attain a minimum GPA of 2.0 in the previous semester. If you do not achieve this minimum expectation, you will not be nominated to receive an athletic scholarship in the next semester.

## Examinations

Beginning and ending dates for the final exam period for your program are listed in Important Dates. Students are advised to take note of these dates and to be available for the duration of the examination period.

The Registrar's Office will publish the examination schedule for the fall semester examination period by November 1 and for the winter semester examination period by March 1.

Where courses are exempt from the examination period, students can expect that the course timelines are using the full schedule of the course to maximize instructional advantage and that the course timelines will not create undue hardship for students in the last week of classes in each semester. Written or oral testing worth 20 percent or more will not normally be given in the last week of classes.

The final examinations for spring or summer session courses will normally be scheduled during the regular class time and will normally be the last day the course meets. The course outline will specify any extraordinary final examination details.

Where students make plans that might interfere with their ability to attend a scheduled examination, the College is not obliged to provide an alternate examination time.

## Examination Procedures

You are required to sign in for examinations and may be required to present your student identification card. Students who fail to report for a scheduled examination and who do not qualify for a deferred examination will receive a grade of "F" for the missed examination.

The examination schedule will provide a three-hour period for each examination, however, not all examinations will be three hours. Examination test papers will specify the time allotted for the examination. Examinations will start at the scheduled time. Extra time will not be allotted to students who arrive late for an examination.

Students will not normally be permitted to leave the examination room within the first half-hour of the examination period.

Absolutely no examination materials may be removed from the examination room. All papers, answer forms and examination question sheets must be returned to the instructor.

If you leave the examination room for any reason unacceptable to the instructor, you must hand in all examination materials and it will be assumed that the examination is completed.

Electronic recording or transmitting devices (i.e. cell phones, iPods, Blackberries, MP3 players, calculators, etc.) will not normally be allowed during a final examination unless the instructor has specifically given permission.

You should note that instructors will take reasonable precautions to prevent cheating and disruptions during examination.

## Debarred From Exams

You may be refused permission to write a final examination in a course on the advice of the instructor concerned, and with the concurrence of the Department Chairperson and the Registrar. This usually happens when absences are excessive or if significant parts of required assignments or lab work are not completed.

If you are debarred from writing a final examination on the basis of attendance, you will be assigned a grade of "F" for the examination.

## Deferred Exams

Deferred final examinations may be granted when an examination has been missed or interrupted because of illness, domestic problems or a conflict with religious beliefs. In the case of illness, medical documentation will normally be required.

To be considered for a deferred examination, you must notify the Registrar's Office within forty-eight hours (before or after) of the scheduled examination time of any missed or interrupted examinations.

Deferred examinations must be completed within twenty days of the end of the examination period. The deadline for completed deferred examinations is published in Important Dates. The final grade in the course will indicate that the grade was based on a deferred final examination.

# Academic Regulations

You will not be granted a deferral for an interrupted examination if you failed to notify the instructor during the examination of the need for an interruption. You should also note that if you fail to report for a scheduled examination and do not qualify for a deferred examination, you will receive a grade of "F" for the missed examination.

## Obtaining a Reappraisal

### Final Exam

If you believe a mistake has been made grading a final examination, you should discuss the matter with the course instructor. If the instructor is not available or if you are not satisfied with the instructor's review, you may apply for a reappraisal by writing to the Registrar's Office within 30 days after the grades are released. The final grade you receive for the course may be lowered, raised or left unaltered depending on the outcome of the reappraisal. A \$15 fee will be charged for each reappraisal. The fee will be refunded if the reappraisal results in a higher grade.

### Final Grade

If you believe a mistake has been made in the calculation or reporting of your final grade, you should discuss the matter informally with your instructor. If your instructor is not available, or if you are not satisfied with the instructor's review, you should apply in writing for a reappraisal of your final grade. You must apply to the Office of the Registrar for a reappraisal of final grade and your application must be submitted within ninety days of the publication of final grades. Your final grade may be lowered, raised or left unaltered as a result of the reappraisal.

## Repeat Final Exams

You will be granted opportunity for a repeat examination in a course when you have written the final examination and the grade of the exam results in a failing grade in the course or lowers your grade by three letter grade increments (for example, A- to B-). In order to qualify for a repeat final examination the final examination must be worth forty percent or more of the final course grade and you must have achieved a passing average on all other work in the course. Your overall GPA in all other courses for the academic session must be a minimum of 1.0, excluding the course in which the repeat exam is requested.

If you meet these criteria, complete a Repeat Final Exam Application Form and pay the required fee. Refer to Important Dates for application and examination dates. Application forms are available from the Office of the Registrar.

Applications for repeat final examinations must be submitted within ten days of the end of the scheduled examination period and the repeat examination must be completed within twenty days of the end of the examination period. The deadlines for application and completion of repeat final examinations is published in Important Dates.

The grade on the repeat final examination replaces the grade on the final examination. The repeat final exam may cause your final grade to be raised, or lowered, or to remain the same. A final grade based on a repeat final examination will be coded with a "G". Only two repeat final exams are permitted per academic year.

## GRADUATION

### Be recognized as a College Graduate!

Grande Prairie Regional College is proud of its graduates and celebrates their success. As a GPRC graduate, your name may be published in the Convocation Program with information on the program of studies you have successfully completed. The details made public at Convocation may also include any academic honours you have been awarded. Names of students graduating from various College programs and the academic honours students have been awarded may also be released to the media or be included in other College publications.

### Apply to Graduate

If you have successfully completed the required courses in your curriculum and met all graduation requirements for the program, you may be eligible to receive a certificate or diploma.

Your eligibility to graduate will normally be considered in accordance with requirements shown in the calendar of the year in which you first enrolled and were admitted into the program.

If you believe you qualify for a certificate or diploma, you need to complete an Application for Certificate or Diploma Form available from the Office of the Registrar. There is no cost to completing the application form to have your academic record reviewed and your graduation status evaluated. If you qualify for a College certificate or diploma, your official College transcript will be updated.

### Residency Requirement

You may transfer credits from another institution, accumulate credits from advanced standing or challenge procedures in order to fulfill curriculum requirements. In order to graduate, you must complete 50 percent of the curriculum requirements of your program at Grande Prairie Regional College.

# Academic Regulations

## Grade Point Average Requirement

A minimum grade of D is required in any course considered for graduation. Some programs may require more than this minimum requirement and may require you to present an overall grade point average that exceeds 1.0. Additional graduation requirements are detailed in the program guide.

## Withholding Academic Results and Certification

### Financial Holds

The College reserves the right to withhold the granting of official transcripts, certificates and diplomas to students who have not returned College property such as textbooks, equipment or supplies, or who owe money to the College. Students in these situations normally have a hold placed on their student accounts. While your account is on hold you will not be permitted to register for other courses and you will not receive transcripts, statements of grades, or certificate or diploma parchments.

If you have applied to graduate and have not cleared outstanding accounts, you may not be allowed to participate in Convocation ceremonies and you will not receive graduation documents until your account is in good standing.

### **CELEBRATE YOUR SUCCESS!**

#### ***Attend College Convocation***

If you are interested in attending the celebration of our graduates, Convocation, you must submit your application to the office of the Registrar by the first Friday in April. If your application is not received by this date, we may not be able to guarantee that your "gown" is here in time for Convocation.



# Student Conduct

## STUDENT CONDUCT

### Rights and Responsibilities

The College expects students' conduct to be in accordance with these basic rights and responsibilities.

#### You have the right to:

- know the basic content and general procedures of the course in advance, and to be assured that a course that is offered will not be substantially changed after the first day of classes
- advice concerning program and graduation requirements, academic regulations and university admissions
- receive a written outline at the beginning of the course which normally will include the objectives of the course, the teaching methods, the evaluation system to be used, including penalties, and an indication of when major assignments are due
- receive notice of and input into changes in the course outline
- know the College's definition of cheating and plagiarism. Faculty members have an obligation to explain how these definitions apply. You have the right to know the consequences of infractions
- know the instructor's position on class attendance and lateness
- know the number of hours specified for the course
- be notified of class cancellations as soon as possible. Even when prior notice has been given in class, the information should be posted and it is the responsibility of the Department to ensure this is done
- expect that classes will start and end on time and that the course timetable will continue for the semester as scheduled on the first day of classes
- expect that you will be informed of your course performance and that the evaluation of your learning will be ongoing for the semester

- expect instructors to keep posted office hours
- have grades maintained in confidence
- review any of your examinations and major course assignments for ninety days following the publication of the final grade
- view any record that exists in your file
- attend and participate in all College meetings unless the meeting is declared closed. You have the right to know why a meeting is closed
- physical conditions in classrooms and laboratories that do not interfere with the learning process
- speedy resolution of issues.

#### It is your responsibility to:

- be informed of the procedures to be followed in order to register, change or withdraw from a course
- be informed of course expectations detailed in course outlines including course organization, content, evaluation methods and instructional methodology
- be familiar with academic standing regulations and graduation requirements
- communicate with your instructor or advisor to resolve problems (medical, personal or other) you may encounter regarding programs and courses.
- arrive on time and remain for the duration of scheduled classes and related activities
- respect faculty member's rights to enforce the attendance requirements for the course.
- respect faculty member's rights to determine the course content, instructional methodology, evaluation procedures and the frequency of evaluation within the guidelines set for the course and approved by the department
- respect an instructor's right to set deadlines for assigned work, to expect assignments to be submitted at the times specified, and to establish penalties for failure to comply with deadlines

- respect an instructor's right to expect assignments to be neatly presented (typed or, if handwritten, double spaced) with appropriate identification (name, student number, course title)
- respect an instructor's right to expect that any work submitted by you is original and to know what plagiarism and other forms of cheating are, and to know the consequences
- write tests and final examinations at the times scheduled by the instructor or the Office of the Registrar
- complete course work and assignments missed when absent. Participation in optional activities such as athletic events or student exchanges etc. does not reduce your academic responsibility.
- familiarize yourself with the procedures to be followed when writing College examinations
- respect the instructor's rights to appropriate classroom deportment by all students. Should you be disruptive or disrespectful, the instructor has the right to take action to exclude you from learning activities
- respect the rights of the other members of the College community.

### Attendance

Regular attendance is crucial for student success. As noted in the Rights and Responsibilities, faculty members may prescribe attendance requirements for specific courses and in addition, programs may have mandatory attendance requirements.

Students receiving training allowances or other forms of financial assistance are expected to be aware of and comply with the conditions of their sponsorship, which generally require regular attendance. The College is obliged to provide attendance requirements directly to the sponsoring agency to ensure continued financial assistance.

Attendance is mandatory for apprentices. Unauthorized absences may result in termination of training and training allowances.

# Student Conduct

## Dress

Students are expected to conform to dress and safety standards consistent with those of the career field of their program for health, safety, and sanitary reasons. GPRC reserves the right to establish codes of safety and health dress standards in addition to government and professional standards.

## Academic Grievance

If you feel the actions of an academic staff member are affecting your academic standing, you are encouraged to seek advice and follow the procedures detailed in the Student Academic Grievance Policy. All discussions regarding your concerns are bound by a code of professional ethics that demands confidentiality unless you specifically give permission in writing for the information to be shared.

Normally, you will be encouraged to approach the instructor to share your concern. If satisfaction is not achieved as a result of the discussion with the instructor, you are encouraged to carry the concern to the Chair of the Department. The Chair will normally meet with you and the instructor to facilitate a timely resolution to the issue. You may request the presence of an advocate at this stage or at any other stage in the grievance process.

If your concerns are not resolved by these informal processes, the Chair of the Department will ask you to prepare a written statement of the grievance which clearly indicates the outcome you expect and the appropriate Academic Dean shall try to negotiate the resolution on your behalf. This step normally moves your concern into the formal grievance processes. At this stage you will want to ensure that you have a complete copy of the Student Academic Grievance Policy.

Students have the right to fair and equitable procedures for resolving matters affecting academic standing. The Student Academic Grievance Policy is available on the College website at [www.gprc.ab.ca](http://www.gprc.ab.ca).

## Copyright

Students must obey the Canadian Copyright Act and enjoy the privileges of the College's CANCOPY license. If you require specific information about copyright, please consult the staff in the Library.

## Academic Dishonesty

The College expects intellectual honesty from its students. Intellectual honesty demands that the contribution of others be acknowledged. To do less is to cheat. Intellectual dishonesty undermines the quality of academic activity and accordingly, the College has adopted appropriate penalties for student misconduct with respect to plagiarism and cheating. Penalties are levied according to the degree of the infraction. If you are unsure whether a particular course of action might constitute plagiarism, you are advised to consult with the instructor.

## Plagiarism

Plagiarism involves submitting work (words, ideas, images, or data) in a course as if it were your own work done expressly for that particular course when, in fact, it is not. Most commonly plagiarism exists when:

- the work you submit or present was done, in whole or in part, by an individual other than yourself (this includes having another person impersonate you or otherwise substitute the work of another for your own in an examination, test or assignment)
- parts of your work are taken from another source without reference to the original author. This includes ideas, words, and images appearing in print, digital, graphical, internet, audio and video formats.
- you submit or present the work in one course which has also been submitted in another course (although it may be completely original with you) without the prior agreement of the instructor
- clinical or laboratory reports are falsified or fabricated.

While it is recognized that academic work often involves reference to ideas, data and conclusions of others, intellectual honesty requires that such references be accurately, explicitly and clearly noted.

Instructors may choose to use plagiarism detection services available online. When you submit a paper, the College considers that you are consenting to a review of your paper by these services and further understands that you cannot claim any copyright violation should your paper be uploaded to an online plagiarism detection database.

## Cheating

Cheating on tests or examinations includes, but is not limited to, the following:

- dishonest or attempted dishonest conduct such as speaking to other students or communicating with them under any circumstances whatsoever
- bringing into the examination room a textbook, notebook, memorandum, other written material or mechanical or electronic device not authorized by the examiner or instructor
- writing an examination or part of it outside the confines of the examination room without permission to do so
- consulting any person or materials outside the confines of the examination room without permission to do so
- leaving answer papers exposed to view, or persistent attempts to read other students' examination papers
- tampering or attempts to tamper with examination scripts, class work, grades or class records; the acquisition, attempted acquisition, possession, or distribution of examination materials or information not authorized by the instructor
- impersonation of another student in an examination or on another class assignment
- submitting papers, materials, etc. that have been purchased from another student or another source

# Student Conduct

If you voluntarily and consciously aid another student in the commission of one of these offenses, you are also guilty of academic misconduct.

## Penalties

At the discretion of the Instructor in consultation with the Department Chair, depending on the seriousness of the offense, one of the following penalties may be imposed when there is evidence of plagiarism or cheating:

- re-write the assignment or examination if time permits
- re-write the assignment or examination if time permits but reduce the grade by an appropriate amount
- a grade of "F" on the assignment or examination.

At the request of the Instructor, the Department Chair in consultation with the Dean may, depending on the seriousness of the offense, impose one of the following penalties if there is evidence of plagiarism or cheating:

- any of the penalties specified above and a warning that further offences will result in a permanent record on your file
- a permanent record placed on your file but not on your transcript
- forced withdrawal from the course and a failing grade in the course
- forced withdrawal from the College and a permanent record on your transcript.

## Appeal

Any appeal should follow the guidelines set out in the Student Academic Grievance Policy. Disciplinary action will be suspended until the outcome of the appeal process.

## Disruptive Conduct

Students are required to conduct themselves in a manner that does not disrupt the legitimate academic or business activities of the College. This does not diminish students' assured rights of freedom of expression, peaceful assembly, or association where the expression of these rights does not infringe on the rights of others. In particular, disruption of scholarly activities by abusive or threatening language or gestures, physical interference with another person or their property, or behaviour indicative of intoxication may result in the immediate removal of the student from the class or activity. Further disciplinary action may be considered in accordance with College policies.

## Non-Academic Offences

The disciplinary power of the College is inherent in its responsibility to protect its educational purposes and processes through the setting of standards of conduct and through the regulation of the use of its facilities. By registering with the College, you agree to abide by the rules and regulations of the College and will be governed by the established standards of conduct that apply to students whenever they are on property owned, leased or operated by the College.

Minor misconduct may be assessed informally under prescribed procedures, but the types of misconduct described below may result in probation, suspension or dismissal. Student misconduct includes but is not limited to:

- Furnishing false or misleading information to College officials or on Official College records, or altering or tampering with such records

- Theft, malicious destruction, damage or injury to property
- Appropriating others' property without the consent of the owner or person legally responsible for that property
- Possession, use or distribution of any narcotic, or other illegal, illicit or unlawful substance
- Unauthorized consumption, possession, or distribution of alcoholic beverages
- Unauthorized entry into, or use of, College facilities
- Failure to comply with directions of College administrative officers or faculty within the purview of their authority when carrying out their normal duties
- Conduct which causes injury to a person or damage to College property or to the property of any member of the College community.

Any person who has reason to believe that a student is guilty of a non-academic offence may initiate proceedings against the student by submitting a signed, written complaint to the Vice-President Administration. The complaint will include a detailed description of the alleged offence, identifying the time, place, person(s) involved and all other relevant information concerning the alleged misconduct.

On the basis of the written complaint, and prior to an initial investigation, the Vice-President will notify the student of the allegation. The Vice-President will conduct an initial investigation, which may include meeting with the complainant and the respondent. This investigation will usually be completed within ten working days of receipt of the complaint. Upon completion of the initial investigation, the Vice-President will determine whether or not to proceed.

# Student Conduct

If the Vice-President does not proceed, the Vice-President will notify the complainant of the reasons for the decision within two working days of completion of the initial investigation. If the Vice-President determines that the complaint has merit, the Vice-President will convene the committee on Student Misconduct.

A student whose conduct is under review has the right to a fair and impartial hearing, including the right to appear and be present during the hearing. The student has the right to give evidence, to make submissions and to have submissions made on their behalf, and to have an advocate or other support person present. However, if the student refuses to participate and does not wish representation, the hearing and review will continue.

The Committee will notify the student of its decision within five working days of the completion of the review. The Committee's determination may completely exonerate the student or may impose penalties that may include directives for remedial or preventative action. In imposing penalties, the Committee will consider prior offences.

If your conduct is under review, you are advised to review the full administrative policy on Student Misconduct, Non-Academic Offences available online at [www.gprc.ab.ca](http://www.gprc.ab.ca).

## Harassment

All members of the College Community will be treated with dignity, free from harassment and discrimination based upon race, sex, nationality or ethnic origin, colour, religion, age, sexual orientation, marital or family status or disability.

At Grande Prairie Regional College discrimination or harassment of students and employees is unacceptable and will not be tolerated.

## What Can You Do?

- know your rights
- deal with the situation immediately
- tell someone you trust

## Who Can Help?

- your instructor or Department Chairperson
- College Vice-Presidents
- Student Services Advisors
- Human Resources Personnel
- an executive member of the Students' Association

## What are the Procedures?

### Informal

- talk or write to the person
- consult with someone you trust
- meet with the Director, Human Resources to discuss options

### Formal

- meet with the Director, Human Resources to determine whether an informal complaint route will work. If not, the Director, Human Resources will explain the formal complaint process.

## Code of Ethics

Grande Prairie Regional College expects all members of the College community to engage in ethical behaviour in all aspects of College-related activities. The College policy on ethical conduct applies to all individuals who represent the College in their dealings including the Board of Governors, administration, staff, faculty, students, contract providers and volunteers. All members of the College community are expected to share in preserving and enhancing the College's image and reputation of integrity, credibility, professionalism and honesty.

The College expects individuals will conduct themselves with respect for one another. The College will promote an environment free of harassment or discrimination where respect will be given to ethnic, cultural, religious, and lifestyle diversity. The College expects individuals will be fair and objective when presenting professional judgment on others; and will not use authority in an excessive or abusive manner, nor make extraordinary or contradictory demands on others in the College community.

The College does not condone the use of alcohol or other substances that result in behaviours that interfere with or disrupt academic and work life and College-related activities. The College expects that individuals will not exploit other members of the College community for personal gain and that they will conduct all learning experiences in a manner consistent with respect for the personal dignity of the individual participants. The College expects its community will avoid potential conflicts of interest, which might influence personal actions or judgment and will avoid business activities that are in competition with the College or that are contrary to the interests or goals of the College. The College expects its members will perform the duties of their positions with the strictest integrity.

In the event that you observe an occurrence of conduct in conflict with this policy, you have the right and responsibility to report the incident to the appropriate supervisor or administrator without fear of reprisal.

# Academic Partners

## Distance Partners



### eCampus Alberta

eCampus Alberta is a consortium of fourteen colleges and technical institutes that has been established to facilitate increased access to online learning opportunities for Alberta students.

GPRC is a member of eCampus Alberta

To take advantage of eCampus Alberta, students are required to register for courses and programs through one of the member Institutes.

Visit our website at:

<http://www.eCampusAlberta.ca>

Check out our list of courses at:

[www.eCampusAlberta.ca/embanet.htm](http://www.eCampusAlberta.ca/embanet.htm)



### Alberta-North

Alberta-North is a partnership of seven post-secondary institutions in northern Alberta and the NWT. We have 76 access sites in rural communities. We work together to bring education to you.

GPRC is a member of Alberta-North.

Alberta-North courses use a variety of delivery formats: online, videoconference, and correspondence.

For more information and for details, [studentinfo@gprc.ab.ca](mailto:studentinfo@gprc.ab.ca)

Visit the Alberta-North website at: <http://www.abnorth.ab.ca>



### Yellowhead Regional Educational Consortium

**Hinton and Edson**  
**780-865-7666**

Grande Prairie Regional College in collaboration with the Yellowhead Regional Educational Consortium, (YREC) offers university transfer programs and courses to students in the Hinton-Edson region. YREC offers courses towards the first year of a Bachelor of Arts and the first year of a Bachelor of Education. Courses offered by YREC may differ from on-campus offerings and may change annually depending upon the student need and the availability of instructors.

## University Transfer and Degree Completion Partners



Many degree programs may be completed on campus at GPRC, either through classroom study or in a combination of classroom and distance courses. These programs are offered with University collaboration and provide students in northwestern Alberta an opportunity to study and graduate locally.

### Admission Requirements

Students intending to complete degree requirements at the College are required to make application to the University in accordance with University timelines. Students will be required to meet University standards for admission, transfer and graduation.

### Degree Requirements

Universities govern their respective degree requirements and evaluate students' eligibility to graduate. Students enrolling in degree completion studies at



GPRC are advised to acquaint themselves with the University requirements for admission, transfer and graduation.

Information in the College Calendar regarding Degree Programs is subject to change by the Universities. Grande Prairie Regional College will not be liable in the event of discrepancies between the text in this calendar and the calendars of the respective Universities. Students are advised to consult University Calendars.

### University of Alberta

The University of Alberta collaborations in Education and Nursing allow students to complete baccalaureate degrees in the classrooms at GPRC. The practicum and clinical elements of these programs may be completed locally or outside Grande Prairie.

**Bachelor of Education (Elementary)**  
**Bachelor of Science in Nursing**

## Athabasca University

### University of Calgary

The University of Calgary offers **Bachelor of Social Work** at GPRC as evening and weekend study.

### Athabasca University

The collaborative initiative with Athabasca University allows students to attend Grande Prairie Regional College and complete numerous degrees on campus. These degrees are designed with the flexibility to attend classes on campus or to elect for distance education. Many courses necessary for degree completion are instructor-delivered at GPRC.

**Bachelor of Arts**  
**Bachelor of General Studies**  
**Bachelor of Science in Computing and Information Systems**  
**Bachelor of Commerce**  
**Bachelor of Management**

# Academic Partners

## Athabasca University at Grande Prairie Regional College

[www.athabascau.ca](http://www.athabascau.ca)

Athabasca University and Grande Prairie Regional College are collaborating to provide University courses on site at the College. Many of the courses in these degrees are completed at Grande Prairie Regional College as university transfer courses or as Athabasca University courses offered in a classroom setting. The courses that are not available on campus may be completed directly with Athabasca University as online or distance learning courses.

### Application

Students apply directly to Athabasca University for admission to a degree program. The University's Undergraduate General Application Form (GAF) is available online at [www.athabascau.ca](http://www.athabascau.ca). The University advises students planning to register for Athabasca University courses on site at the College to use the GPRC/Athabasca University General Application available at the College in Student Services.

### Admission

Athabasca University's general admission policy has one formal entrance requirement for all its undergraduate students: students must be 16 years of age or older. In order to enroll in specific Athabasca University courses students must present appropriate prerequisite requirements.

### Registration

Students enrolling in courses at GPRC to meet Athabasca University Degree requirements are advised to use University Web Services to ensure their course choices meet University requirements. Athabasca University advisors have developed a program plan to assist you. Counselling Services offers an assessment website, "Mapping Your Future: Your Career and Athabasca University."

### Official Transcripts

Students registering in Athabasca University courses at Grande Prairie Regional College will receive their final grades in those courses from Athabasca University. In order for the University to transcript your marks, you must register with the University by completing an Athabasca University Undergraduate Course Registration Form for each semester. The University requires full payment of fees at the time of registration.

### Athabasca University Courses at GPRC

Athabasca University offers online syllabi at <http://www2.athabascau.ca/course/>. In selecting courses to meet degree requirements, note that junior courses at Athabasca University are 200-level and senior courses are 300- or 400-level. The University identifies preparatory courses as 100-level.

*A number of Athabasca University courses are offered locally at the Grande Prairie Campus. Not all courses are available every year. The GPRC Schedule of Courses (Timetable) for the main campus will provide information on University courses offered at the College this year. Students are advised to consult Athabasca University website for current course descriptions and for pre- and co-requisite requirements*

### Applied Studies, Business and Administrative Studies

ACCT 356 (3) Strategic and Competitive Analysis  
 ACCT 451 (3) Advanced Financial Accounting  
 ACCT 453 (3) Financial Accounting Theory  
 ACCT 454 (3) Decision Analysis  
 ADMN 404 (3) Business Policy\*  
 ADMN 417 (3) International Business Management  
 CMIS 351 (3) Management Information Systems  
 FNCE 401 (3) Investments  
 MGSC 368 (3) Introduction to Production and Operations Management  
 MGSC 369 (3) Service Operations Management  
 ORGB 386 (3) Introduction to Human Resource Management

\*ADMN 404, for example, is a required course in the Bachelor of Commerce degree, and it must be completed with Athabasca University. No transfer credit is allowed for this course within the Bachelor of Commerce degree.

### Humanities

ENGL 338 (6) Shakespeare  
 HIST 224 (3) History of Canada to 1867  
 HIST 225 (3) History of Canada: 1867 to Present  
 HIST 398 (3) History of Human Conflict  
 HIST 468 (3) Topics in the History of Immigration and Ethnic Settlement in Canada  
 INST 369 (3) History of Canada's First Nations from 1830  
 PHIL 333 (3) Professional Ethics

### Social Science

ECON 401 (3) The Changing Global Economy  
 PSYC 323 (3) Developmental Psychology  
 PSYC 355 (3) Cognitive Psychology  
 PSYC 379 (3) Social Psychology  
 PSYC 387 (3) Learning\*\*  
 PSYC 435 (3) Abnormal Psychology

\*\*PSYC 387 can also be used as Science for credential students.

### Athabasca University Residency Requirements

Athabasca University specifies a residency requirement for each program of study. Residency is defined by the University as the minimum number of Athabasca University credits a student must complete to fulfill degree requirements for graduation. In some cases, specific Athabasca University courses are prescribed as part of the overall residency requirement for a given program.

Students enrolled in Athabasca University degree programs are advised to review residency requirements in the University calendar or website.

# University Transfer Basics

## University Transfer Basics

GPRC University Transfer Programs are the first steps to degree completion. Our transfer programs give you the opportunity to begin university studies with the advantage of highly qualified faculty, low student-instructor ratio, a friendly supportive environment and affordable tuition fees.

### ***What is a university transfer program?***

University Transfer programs are special programs offered at colleges in Alberta. A university transfer program allows you to begin university studies at the college and then transfer to a university or a private university college to complete the degree. Grande Prairie Regional College offers one to two years of university transfer course work toward a variety of degree programs. Many students in our University Transfer programs complete their programs at degree-granting institutions within Alberta. Others transfer successfully to degree-granting institutions elsewhere in Canada.

### ***How do I know which GPRC courses will transfer?***

GPRC courses with approved transfer arrangements are identified in the Course Description section of the calendar. "UT" denotes that the course transfers to at least one degree granting institution in the province. The Alberta Transfer Guide lists all the specific details on approved course and program transfer agreements that the College has with post-secondary institutions in Alberta.

The information in the Transfer Guide changes annually with additions, deletions and amendments. You should consult the edition of the Transfer Guide that corresponds to the academic year in which you plan to take the course.

The Alberta Transfer Guide is accessible on the World-Wide Web at [www.transferalberta.ca](http://www.transferalberta.ca). If you have questions about transfer agreements call the Alberta Council on Admissions and Transfer (ACAT) toll free at 310-0000 and ask for 780-422-9021 or send ACAT an email at [acat@gov.ab.ca](mailto:acat@gov.ab.ca).

### ***Will I get the credit noted in the Transfer Guide?***

Yes. If the university course listed as "equivalent" to the GPRC course is appropriate to the degree program you want to enter, you will be guaranteed the transfer credit shown in the Guide. However, if you change to an unrelated program there may not be room in your new program for all previously completed courses. In addition, some universities specify a minimum grade for transfer credit. This information can be found in the university's calendar. To ensure full transferability to a specific university degree program, the course work completed must meet the stated program requirements of the university program to which you plan to apply.

### ***Am I guaranteed university admission?***

Completion of university transfer courses does not guarantee admission to programs at degree-granting institutions. Admission to degree programs is normally competitive and there may be limitations (quotas) on the number of students admitted to the degree program.

### ***What university transfer courses should I take?***

The college calendar provides advice on courses you should consider for your university transfer program. Once you have decided on a university, use the GPRC calendar, the Alberta Transfer Guide, and the current calendar of your chosen institution to plan your program and verify transferability.

The current calendar from the degree-granting institution you ultimately want to attend will provide specific information on admission, program and graduation requirements. As you review the university's calendar you should seek answers to the following questions:

- What courses are required?
- How many and what kinds of electives (options) are permitted?
- What courses are needed to meet the major requirements?
- How many junior courses can I take for credit?
- How many courses (credits) can I transfer into the program?
- Will grades on my university transfer courses be counted for promotion, probation and graduation or only for purposes of admission to the university?

You will want to understand your program and the transfer guidelines. To successfully transfer to the institution to which you plan to apply for degree completion, you are required to meet the admission and course requirements set out by the receiving institution. Your courses must be transferable, must fit your program, and your academic standing must at least meet the minimum required by the institution.

# University Transfer Basics

Choose your courses wisely so that the courses are appropriate for the degree program. If the degree is offered at another institution, plan to take courses that will also fit that institution's program requirements. You may not be able to gain admission to your first choice but you will have kept your options open.

Degree program requirements change from time to time so be sure you are using the most recent edition of the college calendar and the calendar from the degree-granting institution.

## **Who should I ask if I have questions?**

If you have questions and wish to discuss your program or course selection, you are encouraged to consult with an advisor. If you are admitted to a university transfer program at GPRC, you will be assigned an advisor or you may consult with an advisor in Student Services.

While the majority of university transfer programs at GPRC are modeled on University of Alberta programs, you can successfully apply to transfer to degree-granting institutions elsewhere. If you are considering an out-of-province institution, you are welcome to discuss your plans and course choices with your advisor.

## **Alberta Council on Admissions and Transfer**

11th Floor, Commerce Place  
10155 - 102 Street  
Edmonton, AB T5J 4L5  
Toll Free 310-0000, 780 422-9021  
acat@gov.ab.ca  
www.transferralberta.ca

The College is a member of the Alberta Council on Admissions and Transfer (ACAT), an independent body that coordinates all activities related to post-secondary transfer within the province of Alberta. Transfer enables students to move from one post-secondary institution to another and receive credit for prior study. Grande Prairie Regional College has formal course and program transfer arrangements with the post-secondary institutions in Alberta, Northwest Territories and Nunavut.

## **Formal Transfer Arrangements**

ACAT prepares an annual publication, the Alberta Transfer Guide that outlines all the course and program transfer agreements in effect between post-secondary institutions in Alberta, Northwest Territories and Nunavut.

Students wishing to transfer from the College to another institution in the province should refer to the Guide and other transfer information available online or contact the ACAT office directly.



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