DURHAM COLLEGE
SUCCESS MATTERS

2014 Graphic Design

PROGRAM GUIDE

INDEX

Please note the following important information:
Durham College strives to ensure the accuracy of the information in this publication. Please note that the academic curriculum is continually reviewed and revised to ensure program quality and relevancy. As such, the college reserves the right to modify or cancel any course, program, fee, procedure, timetable or campus location at any time. Please consult our website at http://www.durhamcollege.ca for the most current information.

June 2014

WELCOME STUDENTS

A Message from the Dean

On behalf of the faculty and staff of Durham College, it is a pleasure to welcome you to Durham College. You are embarking upon an exciting, challenging and rewarding journey.

We wish you success in your studies, supportive new relationships and exciting future in your chosen career. We are committed to meeting your educational needs by providing a high quality program. We will do our best to support you in developing yourself for your career. If you have any questions or need any kind of assistance please ask us. We are here to help you.

We are pleased you have chosen Durham College. We look forward to working with you.

Greg Murphy

Greg Murphy, MFA
Dean School of Media, Art & Design

A Message from the Vice-President Academic

Congratulations on choosing Durham College and taking a very important step in preparing for your future.   Durham College is known for high quality programs, leading edge technology, an award winning library and a student-centered approach to learning. Supporting our mission that the student experience comes first, Durham College is committed to providing students with quality learning experiences and support in finding fulfillment in education, employment and lifelong learning.

Our programs are continually shaped by market needs and delivered by exceptional teachers with real-world experience. The program you have chosen has been designed to help you develop the necessary skills and knowledge to support your success in your chosen career path. Our dedicated and professional staff and professors are committed to helping you achieve your educational goals and your career aspirations.

Durham College strives to be accountable to students and employers through the preparation of work-ready graduates who will continue to live our "success matters" focus in their professional work environment.

We are pleased you have chosen to study at Durham College and we look forward to supporting your learning journey – work hard, have fun, enjoy your college experience and campus life.

I wish you much success with your studies.

Judy Robinson

Judy Robinson,
Vice President, Academic

CONTACT INFORMATION

The School of Media, Art & Design Office is located in C-Wing, 2nd Floor. Our office hours are Monday – Friday 8:00 a.m. – 4:30 p.m. Staff and Faculty can be reached by phone by dialling (905) 721-2000 and then the extension as listed on this directory....

OFFICE AND ADMINISTRATIVE STAFF

	Office	Extension
Greg Murphy, Dean	C-Wing	3128
Paul Koidis, Associate Dean	C-Wing	2708
Alanna Desaillier, Administrative Coordinator	C-Wing	3148
Kerry Doyle-Brownell, Student Advisor	C-Wing	2474
Stacey Leaming-Conroy, Administrative Assistant	C-Wing	3067

FIELD PLACEMENT

The sixth semester is spent off-campus as an intern at either a design studio or an in-house studio.

Please note the following:

Transportation – it is the student's responsibility to find and pay for transportation to and from placement.

How to call in sick, etc. – if you are unable to attend work due to an emergency or illness, please contact your Supervisor at your place of work. Missed time on field placement must be accounted for before placement is considered completed.

Dress code – professional business attire is required.

Who supervises the student while on placement – Field Placement Supervisors – Stuart Ellis/Rob Aloe.

Who completes the evaluation – The work supervisor.

If a student has an issue while on placement; who do they call at the College – Field Placement Supervisors – Stuart Ellis/Rob Aloe.

PROGRAM INFORMATION
Graphic Design Program

The Graphic Design program was established early in the college's development and prepares students for entry into the graphic design field as entry-level designers. Graphic designers develop images that persuade, inform and instruct, and you will learn the skills to solve specific visual problems through practical work that covers the broad spectrum of visual communication in corporate, editorial, packaging and advertising design.

The program of studies includes the fundamentals of design, typography, design concepts and digital technology in the first year. In the second year, the process continues with an emphasis on individual and group development of design and communication skills/abilities. Most second year classes are held in laptop labs.

Your second and third years also provide opportunities for you to apply these principles to a variety of design problems. Other areas of study include conceptual process, drawing, photography, art & aesthetics and the history of media.

The graphic design program is laptop-based. Students will acquire their own Apple laptop from a vendor of their own choosing. Tuition fees include all of the software components required by the program.

The sixth semester is spent off-campus as an intern at either a design studio or an in-house studio. Graduates enter the design industry as a direct or indirect result of this internship semester. Graduating students have the opportunity to display design projects from their portfolio studies course at the annual student spring exhibit held at a location in Toronto.

In addition there is an annual social event on campus evening event held during the school year. Students also participate in a variety of competitions held by professional graphic design associations. Our students have won awards in National competitions as well as local competitions.

All students are encouraged to register with the Registered Graphic Design Association of Ontario. Benefits include access to various events; e.g. portfolio evaluation by studio professionals; internship opportunities, student mentoring program and design conferences.

Field trips are also conducted to galleries, design studios and printers. Portfolio assessments are held for students at the end of their second year and third year.

PROGRAM LEARNING OUTCOMES

1. Develop and implement solutions to problems encountered in all phases of the graphic design process.

2. Create visual communications through the application of design theories and principles to develop effective design solutions.

3. Apply typographic skills and knowledge to create effective visual communications.

4. Use a variety of technologies to create, capture, and manipulate design elements in producing a final product.

5. Communicate effectively, credibly, and accurately with clients, supervisors, coworkers, and target audiences by using a variety of media.

6. Apply effective business practices and project management skills appropriate to his/her position in the graphic design field.

7. Develop personal and professional strategies and plans to improve job performance and professional relationships with clients, coworkers, and supervisors.

GRAPHIC DESIGN

	COURSE NAME	MOD	CODE	PREREQUISITE	COREQUISITES	LECT.	LAB HR	ALT. DEL. HR	FIELD PLMT .HRS
SEMESTER 1									
	DIGITAL ILLUSTRATION		COMP 2302			0	3	0	
	CONCEPTUAL PROCESS		CONC 1301			0	2	0	
	DESIGN I		DESN 1321			0	2	0	
	DRAWING I		DRAW 1301			0	3	0	
G	GENERAL EDUCATION ELECTIVE		GNED 0000			3	0	0	
	ART OF PHOTOGRAPHY		PHOT 1320			0	2	0	
	DESIGNING WITH TYPE I		TYPE 1301			0	2	0	
	DESIGN WRITING		WRIT 1311			0	2	0	
						3	**16**	**0**	
SEMESTER 2									
	DIGITAL IMAGERY & EDITING		COMP 2337	PHOT 1320		0	3	0	
	CONCEPTUAL PROCESS II		CONC 2301	CONC 1301 DESN 1321		0	2	0	
	PUBLICATION DESIGN		DESN 2310	COMP 2302		0	3	0	
	DESIGN II		DESN 2321	DESN 1321 CONC 1301		0	2	0	
	DRAWING FOR ART DIRECTION		DRAW 3300	DRAW 1301 CONC 1301 PHOT 1320	COMP 2337 CONC 2301	0	2	0	
G	GENERAL EDUCATION ELECTIVE		GNED 0000			3	0	0	
	PRESENTATION/SALES		PRES 2302			0	2	0	
	DESIGNING WITH TYPE II		TYPE 2301	TYPE 1301		0	2	0	
						3	**16**	**0**	

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GRAPHIC DESIGN

COURSE NAME	MOD	CODE	PREREQUISITE				COREQUISITES	LECT.	LAB HR	ALT. DEL. HR	FIELD PLMT .HRS
SEMESTER 3											
DIGITAL ILLUSTRATION II		COMP 3302	COMP 2302					0	3	0	
DIGITAL IMAGERY & EDITING II		COMP 3315	COMP 2337					0	3	0	
3D & MATERIALS		DESN 2312	DESN 1321	DRAW 1301	COMP 2302			0	2	0	
ADVERTISING		DESN 3300	COMP 2337 PRES 2302	DESN 2310 TYPE 2301	CONC 2301	DESN 2321		0	3	0	
CORPORATE IDENTITY		DESN 3305	COMP 2337 PRES 2302	DESN 2310 TYPE 2301	CONC 2301	DESN 2321		0	3	0	
BOOK DESIGN		DESN 3311	DESN 2310	TYPE 2301				0	3	0	
WEB DESIGN I		MEDI 3304	COMP 2337	COMP 2302				0	2	0	
DESIGNING WITH TYPE III		TYPE 3302	DESN 2310	TYPE 2301	DESN 2321	COMP 2337		0	2	0	
								0	**21**	**0**	
SEMESTER 4											
DESIGN III		COMP 4309	COMP 3315 DESN 3305	DESN 3311 DESN 3300	TYPE 3302 COMP 3302	MEDI 3304		0	3	0	
BRANDING/CAMPAIGNS		DESC 4307	COMP 3315 DESN 3305	DESN 3311 DESN 3300	TYPE 3302 COMP 3302	MEDI 3304		0	2	0	
VISITING DESIGNERS		DESN 2100	COMP 3315 DESN 3300	DESN 3311 COMP 3302	TYPE 3302	DESN 3305		0	2	0	
EDITORIAL DESIGN		DESN 4302	COMP 3315 DESN 3300	DESN 3311 COMP 3302	TYPE 3302	DESN 3305		0	3	0	
PACKAGING DESIGN		DESN 4304	COMP 3315 COMP 3302	DESN 3311 DESN 3305	TYPE 3302	DESN 3300		0	3	0	
WORKFLOW PRODUCTION		DESN 4305	COMP 3302	COMP 3315	DESN 3311			0	3	0	
WEB DESIGN II		MEDI 4303	MEDI 3304	COMP 3302	COMP 3315			0	3	0	
PORTFOLIO ASSESSMENTS		PORT 2300					COMP 4309 DESC 4307 DESN 2100 DESN 4302 DESN 4304 DESN 4305	0	0	0	
STUDIO RELATIONS		STUD 4312	WRIT 1311	PRES 2302				0	2	0	
								0	**21**	**0**	
SEMESTER 5											
THE BUSINESS OF GRAPHIC DESIGN		DESN 5307	SEMESTER 1 - 4					2	0	0	
FIELD PLACEMENT SEMINAR		FWKS 5304	SEMESTER 1 - 4					0	2	0	
GENERAL EDUCATION ELECTIVE		GNED 0000						3	0	0	
PORTFOLIO STUDIES		PORT 5302	SEMESTER 1 - 4				DESC 5307	0	15	0	
								5	**17**	**0**	

GRAPHIC DESIGN

COURSE NAME	MOD	CODE	PREREQUISITE	COREQUISITES	LECT.	LAB HR	ALT. DEL. HR	FIELD PLMT .HRS
SEMESTER 6								
FIELD PLACEMENT - GRAPHICS		FWK 6303	SEMESTER 1 - 5		0	0	0	560
					0	**0**	**0**	**560**

NOTES:
ELE - ELECTIVE - Students may take one or many subjects, depending on the requirements of their program. **ELET -** represents a typical subject load and IS included in the total hours per week, to reflect the total hours per week required.
OPT1/OPT2/OPT3 - OPTIONS - Students choose subjects. OPT1 subjects are included in total hours per week.
G - GENERAL EDUCATION - Subjects marked at the left margin with G are "General Education" subjects.

GEN ED - First year students must take one (1) General Elective in either semester one or two.

PROGRAM SPECIFIC ACADEMIC POLICIES & PROCEDURES

Attendance
Regular attendance is essential. Past experience has shown a close parallel between low grades and poor attendance. Information supplied in class is essential for the successful completion of assignments; students who miss classes may likely be unsuccessful in their assignments. If a student is going to be absent from class they are required to give advance notice, or to leave a telephone voice message.

Assignment Due Dates
In the graphic design industry, failure to meet the client's needs on time may result in either the loss of the client or possibly the loss of one's job, or both. Late submissions are therefore discouraged. **Late work will automatically receive a 25% deduction. Assignments will not be accepted <u>one</u> week after the due date.**

Tests Missed
Student designers who are absent for tests generally are not allowed to write the test. ADVANCE NOTIFICATION of absence must be given if the possibility of being absent arises. This must be given in the form of a written explanation. Consideration MAY be given at that time. Absence due to medical reasons will require a doctor's note. THERE WILL BE NO OPPORTUNITY FOR A MAKE-UP TEST if a test is missed due to absence.

2nd Year Portfolio Assessments
Second year portfolio assessment occurs at the end of the 4th semester and requires the student to display examples of their work from all courses. The passing grade for the assessment is 60%; see the course outline for detailed information. Any student who is late for Portfolio Assessment will receive a 10% deduction. Students who do not attend an assessment will receive **zero.** Students who do not meet the requirements regarding the number of projects to be evaluated will receive a deduction.

Students will receive a portfolio assessment at the end of their second year in the 15th week. **All second year courses must be successfully completed and students must obtain a cumulative GPA of 2.0 or greater to be allowed to continue into the third year of their studies as well as 60% or greater in their portfolio assessment to be admitted to third year.**

3rd Year Portfolio Assessments
Third year portfolio assessment occurs in the 5th semester; one at mid-term and one at the end of the semester. Students will need to obtain an appropriately sized portfolio case to present their work. A total of 16 projects will be required with all components of the project included. The passing grade for this assessment is **60%** and above as well as a GPA of 2.00 or higher. **Students with less than 60% are not eligible to participate in fieldwork**. **Students must check the website for their marks.**

Deportment
Student designers are expected to conduct themselves in a professional manner. It is everyone's responsibility to have respect for your peers. Anyone who disrupts a class to the detriment of the other members of the class will be asked to leave.

Design Consultation
In industry, designers meet with clients and art directors to present their ideas for creative direction. In the same manner, students are expected to meet regularly with his/her professor for individual consultation during scheduled class times. Design consultation requires the students to have appropriate visual e.g. of their ideas for discussion.

Critiques/presentation of Design Solutions
Each student is expected to discuss their work during critiques and participate by providing constructive feedback to others.

Internet Use
Students must have cell phones turned off during scheduled classes. Taking phone calls during class time is prohibited. The use of social media and cell phones is not allowed during scheduled classes.

Laptop Procedures
To support a positive and professional learning environment, students are expected to refrain from activities not related to classroom learning. When using their laptops, students are to exercise courtesy and respect, and limit the use of the laptops to activities that support their academic studies. Students are discouraged from surfing the net and accessing online material such as games when not related to classroom learning. They are also discouraged from using earphones, except for auditory learning experiences. Students are expected to have valid licenses for personal use of software in Durham College classrooms in accordance with Mobile Computing Policies #1 and 6.

Faculty has the right to ask students to refrain from the use of laptops when activities are not conducive to classroom learning. <u>Students may be asked to leave the classroom if they do not comply with these policies.</u> In the case where faculty may use a non-laptop teaching method, students are expected to comply with the faculty's request not to use the laptop.

POLICIES FOR THE SCHOOL OF MEDIA, ART & DESIGN

Communications

- Pursuant to the Freedom of Information & Protection of Privacy Act, the divisional office **will not** release any personal information regarding a student. This includes academic standing, personal data, timetable information, etc. Information will not be released to any relative including spouse, mother or father. If a student wishes to include parents in any conversations, a Freedom of Information Release form must be completed prior to the meeting.

- Students are responsible for regularly checking their MYCAMPUS email and DC Connect for messages from professors.

- If the student has a concern with a particular course, the student should speak directly to the professor. If the matter cannot be resolved, students may make an appointment with the Student Advisor (Kerry Doyle Brownell or Alexandra Burke) and may be referred to the Dean.

- Staff in the School of Media, Art & Design may be contacted in three ways: by telephone (905-721-2000), by email, or by appointment. Check with professors on their preferred contact method.

Timetables

- Timetables are available online through our intranet – MYCAMPUS. You can view and/or print your timetable from any computer with Internet access. If you require assistance, please contact the Help Desk: 905-721-2000 x 3333.

Disclaimer

- Because of the ongoing need to improve our curriculum, there may be some changes in courses offered. If this occurs, we will notify those affected.

Labs

- Computer labs are reserved for coursework. Games are not permitted. No adult materials should be displayed at any time and no MSN or other chat rooms are permitted.

- Photography labs are reserved for registered students only. Safety procedures must be followed at all times. Students are responsible for tidying their own work area after use.

- Program specific labs are used for classes and program activities. Students who wish to use these labs during scheduled classes must do so with minimum disruption to the class and approval from the professor.

Graduation Requirements

- Students must have a cumulative G.P.A. of 2.0 or higher to be eligible for graduation. In addition, a student must have successfully completed all required courses.

- A student who has a G.P.A. of less than 2.0 should contact the school office to arrange for academic counseling. Please refer to the Grading System section of the Student Handbook for more information.

- At least 25% of the completed program subjects and/or weighted credit hours must be completed at Durham College to be eligible for a Durham College diploma.

Final Marks

- Faculty members or office staff will not release final marks. Grades will be posted on MYCAMPUS.

Student Work

- Faculty will return student work directly to the student normally within a scheduled class hour.

- Students must hand in work following submission directions from the professor. It is the student's responsibility to submit work to the professor before the due time and date. Unless informed otherwise all work is due at the beginning of the class. The media, art & design industry is deadline oriented; therefore students must learn excellent time-management skills. All late submissions will attract a penalty deduction or may not be accepted. Check your subject outline for specific penalties assigned to each course.

- Under no circumstances is work accepted at the Administration office.
- All submissions must meet specified guidelines as detailed by the professor.
- In-class assignments cannot be made up.
- Students should keep back-up copies of all assignments in case the original is lost.
- Assignments submitted electronically must be in the format designated by the professor. Attachments that will not open are the responsibility of the student and subject to late or non-submission penalties.
- Medical documentation or other documentation will be required in cases of missed assignments and tests.

Attendance

- Class attendance and participation will enhance your opportunities for success.

- If a student is absent for three classes the professor will contact the administration office and the student will be contacted.

Tests

- All tests must be written as scheduled.
- Students who arrive late for a test will not be allowed to write the test and will not receive a make-up opportunity.
- If the student expects to miss a test, they must contact the professor before the test begins.
- Medical documentation or other documentation will be required in cases of missed tests.

MAD RESOURCES FOR STUDENTS

There are a wide variety of excellent resources available to students enrolled in the School of Media, Art & Design. To assist in the access and appropriate use of these resources, MAD has friendly, expert staff available to help with equipment sign-out, technical issues, and colour printing.

Meet the staff:
    Jim Ferr……………………Technical Coordinator / Server Specialist
    Darren Fisher……………..Mac Technologist
    Oliver Fernandez…………Photo/Video Technologist
    Megan Pickell……………..Media Loans and Colour Printing

Our support staff can be found in our Tech Offices (C225 or C12) or in Media Loans (L120).

Media Loans – Room L120

To support student assignments, an equipment sign-out service is provided. To borrow equipment, the student must login to https://marks.durhamcollege.ca/signout and agree to our online agreement, reserve equipment needed and then present a valid student ID card in L120, which is scanned along with the asset tag on the piece of equipment being borrowed.

Equipment available for sign-out includes: DSLR cameras, lenses, tripods, flashes, digital video cameras, graphic tablets, microphones and more. For details, please visit L120.

Due Dates

Because this equipment is a resource shared by students in multiple programs and classes, reasonable return dates for equipment have been established. Each student must abide by the rules in the borrower agreement and will be responsible for College equipment in their possession. Failure to return equipment by the due date and time will result in a progressive restriction of borrowing privileges. For details on current policies, please visit room L120.

Sign-Out Procedure

Media Loans Office hours of operation are posted outside room L120. Students are required to present a valid student card to borrow equipment. Equipment cannot be signed out without a student card. To replace a missing student card, please visit Campus ID Services.

Lost or Damaged Equipment

Lost or damaged equipment should be reported to the Media Loans staff immediately. If equipment cannot be returned by its due date please e-mail Jim (jim.ferr@durhamcollege.ca) or call the divisional office at (905) 721-3067 to avoid restrictions on your borrowing privileges.

Colour Printing – Room L120

Colour laser printing is available during hours posted on the door of L120. The procedure for obtaining colour prints is as follows:

- o Colour prints are purchased (minimum quantity of 5) from the Accounting cashiers in the Student Services Building. Pricing information is available in room L120.
- o Alternatively, on Mondays, Wednesdays and Fridays students can purchase print credits in L120 but only with a debit or credit card, no cash.
- o Once payment has been made, the student must present the receipt in room L120 where the number of prints purchased will be recorded in our database.
- o Files to be printed can be sent to the colour printer from any computer on the network. Once a file has been sent to the printer, the student must visit L120 and present a valid student card to release the print. Staff will record each print to update our database and keep track of the number of remaining print credits.
- o Additional print credits can be purchased as required. Please note that the Accounting department closes at 4:30 PM and is located in the Student Services Building.

The MAD colour printer supports letter, tabloid and 12 x 18-inch sizes — paper is supplied. Please see our support staff in room L120 for further details.

Macintosh Desktop Labs

Our support staff are experts in the setup, operation and maintenance of Macintosh hardware. Our Mac labs are L101, L108, L127 and B111. Our goal in selecting the operating system and applications we install is to ensure maximum stability and functionality. If you have questions about specific software versions, please see our support staff.

Lab Access

Our computers are in high demand, but MAD students have reasonable access to the desktop labs. Please be courteous to other lab users. Students who need access to a lab when a class is in progress must seek approval from the professor in the lab. Students who are given guest access must respect the wishes of the professor. Lab access policies also apply in the evening when Continuous Learning may have scheduled classes. Specific hours and policies for access are subject to change. Please check with your professor, the technical staff in room L120 and look for details posted in the labs.

Desktop Login Procedure

Students should use their student ID and network password to login to our desktop systems. It is the student's responsibility to change their account password in order to protect their data. This will prevent the potential loss or theft of data. For Animation/Game Dev accounts contact your professor. Students should review the ITS Acceptable Use Policy in the student handbook.

Password and account issues and questions are answered by the ITS Service Desk in the Learning Commons, room SW100.

Backing Up Your Data
Students are responsible for their own data and backups. Complete details about the College's information systems policies can be found in the student handbook. If your data is worth creating, it is worth having a backup copy. Important data should be backed up to removable media, such as USB Flash "sticks", an external hard disk.

Laptops in Desktop Labs
Students are discouraged from bringing laptops into desktop labs because there are no Ethernet ports available for their connection to the network and limited wireless coverage where computer labs are located. *Please do not disconnect network cables from the desktop systems in order to use the network on your laptop.* Rooms L126, L123, L220, L208, the Learning Commons and various common areas are available for laptop users. Students who need assistance transferring data from laptop to desktop or vice versa should seek our help in C225 or C12.

No Food or Drink, Please
No food or drink is permitted in the Macintosh desktop labs, although drinks with a lid are tolerated. As a courtesy to your support staff and fellow students, *please* eat or drink in the common areas such as the cafeteria rather than bringing food and drink into a Mac lab. Every year keyboards and sometimes computers are damaged due to spills. In addition, food odors may disturb other lab users. Please treat the labs and other lab users with respect.

Protecting Your Data
Every year students come to use with laptops that have been dropped or had drinks spilled into them, or hard drives that have failed. In some cases we can recover your data. It is much better for all concerned if you back up important data to protect yourself from accidents and hardware failures. Please see us for help on how to backup your data.

Audio Suite
Students enrolled in Media, Art & Design programs have access to an audio suite used for creating voiceovers and editing sound. The audio suite is located under the C-Wing lecture hall in room C113A. Students need to follow the booking procedures online through our sign-out system. Please contact the staff in L120 if you have questions or need support.

Our Doors Are Open
Our support staff is here to help. Please feel free to approach us with your questions and concerns. We're here to ensure your success as a Media, Art & Design student

Academic Advising - Student Advisors

Each school provides a student advisor(s) to help you reach your full academic potential. These representatives can assist you with: accessing other college services; developing academic plans to promote success in the event of failed subjects or a low GPA; finding equivalent credits; identifying career goals and making sound academic decisions; making decisions regarding full- and part-time studies; reviewing graduation requirements; selecting electives and options; setting up academic plans; or transferring to another program. To view contact information for your Student Advisor, please visit: http://www.durhamcollege.ca/student-experience/helping-you-succeed/academic-support-resources/academic-advising

Academic Integrity

Academic integrity refers to the pursuit of scholarly activity in an open, honest and responsible manner. Acts that undermine academic integrity, such as plagiarism, cheating and misrepresentation of work, contradict Durham College's core values. To ensure the highest academic standards, students are accountable for the work they produce, and student work must be the product of his or her efforts. Durham College has purchased a license with Turnitin.com, an online service to detect unoriginal work and citation errors. The Academic Integrity Policy and Procedure documents (http://www.durhamcollege.ca/academicpolicies) provide a comprehensive explanation of Durham College's expectations regarding academic integrity.

Aegrotat

Aegrotat refers to a 'compassionate pass' in a course in which, due to **emergency circumstances** related to health and wellness, a student was unable to complete all of the evaluation requirements. Emergency circumstances that may warrant the designation of an Aegrotat include, but are not limited to: injury, illness and/or bereavement. Documentation supporting the request for an Aegrotat designation may be required.
The awarding of an Aegrotat credit is noted in a student's transcript as AEG and is therefore not included in the calculation of a student's grade point average. A student shall receive Aegrotat standing only once in a five year period.

Further information about Aegrotat standing can be found in the Aegrotat Policy and Procedure documents, please visit the following link: http://www.durhamcollege.ca/academicpolicies

Centre for Students with Disabilities

The Centre for Students with Disabilities (CSD) at Durham College provides services to students with disabilities to ensure that equal access is available to all aspects of the academic environment. These services are designed in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Our services are confidential. Please visit the following link to view valuable information regarding the CSD:
http://durhamcollege.ca/student-experience/helping-you-succeed/centre-for-students-with-disabilities

Continuing Education Course Book
If you are unable to access a day-time course (timetable conflicts, wish to repeat a course, etc.) or want to get a head start on your next semester, discuss your options with your Student Advisor. To view comprehensive information regarding Continuing Education offerings, please visit the following link:
http://www.durhamcollege.ca/academic-schools/school-of-continuing-education

Course Outlines
For each course, a Course Outline that describes course learning outcomes, course content, learning activities, evaluation methods, timelines and support resources is available online. Please note that students are expected to download copies of their course outlines from MyCampus prior to the first class in each course. Instructions for downloading are located on MyCampus at: http://www.durhamcollege.ca/mycampus
Please visit the following link to view the Course Outlines Policy and Procedure documents: http://www.durhamcollege.ca/academicpolicies

Credit Transfer Information
Durham College is dedicated to helping you build upon your previous education. If you have studied previously at Durham College or another recognized post-secondary institution, you may be eligible to receive credit for the courses you have successfully completed. Please view the following link for credit transfer information:
www.durhamcollege.ca/credittransfer

Durham College Mission, Vision and Values
Our mission, vision, values were created to help ensure the success of our students, staff and faculty. Please view our guiding principles at the following link:
http://www.durhamcollege.ca/about-us/corporate-links/governance/mission-vision-and-values

Essential Employability Skills
Essential Employability Skills (EES) are skills that, regardless of a student's program or discipline, are critical for success in the workplace, in day-to-day living, and for lifelong learning. Please view the following link for further information:
http://www.tcu.gov.on.ca/pepg/audiences/colleges/progstan/essential.html

General Education
The Ministry of Colleges and Universities requires all Ontario college students enrolled in a 2-year Ontario College Diploma or a 3-year Ontario College Advanced Diploma program to successfully complete three or more General Education (GNED) courses prior to graduation. For more information about GNED course selection, a full listing of GNED electives (with course descriptions), and how to receive GNED credits for prior post-secondary studies, please visit the General Education website at: http://www.durhamcollege.ca/academic-schools/school-of-interdisciplinary-studies-employment-services/general-education

Important Dates
Durham College strives to keep you informed of all important dates throughout the academic year. Please review the 2014-2015 important dates that includes fee payments, web registration, add/drop, exam dates etc. You can find this information online, in the Durham College handbook and on MyCampus. Please review MyCampus for important updates and reminders on important dates.

Learning Management System Usage (LMS)
Professors are expected to use LMS or DC Connect to support student learning. As per the Learning Management System Usage procedure, faculty will post and reveal all marks to their students on an ongoing basis. To view the LMS Usage Policy and Procedure, please visit the following link: http://www.durhamcollege.ca/about-us/corporate-links/governance/policies

Library
The Library is here to help you succeed! Stop by for help to research a topic, complete an assignment, or when you just need a quiet place to study. You may visit the library virtually at http://www.durhamcollege.ca/library or to view information regarding locations, hours, and more, please visit the following link: http://www.durhamcollege.ca/student-experience/learning-spaces/library/about-the-library

Missed Final Examinations
A final examination is a discretely designed assessment administered in Week 15 of a 14 week semester. Students who, as a result of **non-emergency circumstances**, miss one or more final examinations during a single examination period may be eligible to apply to defer/reschedule the writing of these assessments.

To be eligible, students must have no less than a cumulative 1.5 GPA, apply for consideration using the appropriate forms and pay a fee. This privilege can only be used by a student once in a five-year period. External accreditation requirements, the availability of appropriate examination facilities and other constraints necessitate that not all courses will be eligible.

For more details, students should speak with their Student Advisor or review the Missed Final Examination Policy and Procedure documents at the following link: http://www.durhamcollege.ca/academicpolicies

Pathways to Degrees
Continue your post-secondary journey and leverage your Durham College education to earn additional credentials. To learn how you can further your education, visit www.durhamcollege.ca/pathways or check out the Durham College Transfer Guide at www.durhamcollege.ca/transferguide. Additional information regarding transferring between institutions in Ontario can be found at www.ontransfer.ca.

Prior Learning Assessment and Recognition (PLAR)
Prior Learning Assessment and Recognition (PLAR) is the process you can use to gain college credit(s) for learning and skills acquired through previous experiences. This may include workplace training, life experiences, self-directed study, community work, travel, hobbies and military service. By using the PLAR process, you may be able to complete a college certificate or diploma program in less time. Please view the following link for PLAR information: http://www.durhamcollege.ca/wp-content/uploads/plar.pdf

Requirements For Promotion
Evaluation and Promotion:
Academic courses are evaluated using a variety of methods such as tests, essays, labs, written or verbal assignments, in-process activities, group work and/or final examinations. The evaluation criteria for each course are noted in its course outline. Students are advised to familiarize themselves with these criteria early in the semester. Please refer to the Grading and Promotion Policy and Procedures documents (http://www.durhamcollege.ca/academicpolicies) for a complete overview of grading and promotion practices.

Academic Probation:
Students who are not progressing satisfactorily according to criteria published in their respective program guides may be placed on academic probation, at the discretion of the school Dean or designate. Such students may be allowed to continue their studies on a Letter of Permission (an academic student contract) which will specify conditions which must be met to continue in their programs. Students who do not meet the conditions of their academic probation may be required to withdraw from full-time studies.

Scholarships, Bursaries and Awards
The Financial Aid and Awards office provides students with options to help fund their educational costs. To view valuable information, please visit the Financial Aid and Awards Web Site.

Student Academic Learning Services (SALS)
The Student Academic Learning Services Centre helps Durham College students to achieve their academic goals. Academic supports include: peer tutoring, learning skills services, writing skills services, English language services, and subject specific supports for math, science, and business. Please visit the following link to view valuable information regarding SALS including how to register for 24/7 online access to SALS academic resources:
http://durhamcollege.ca/student-experience/helping-you-succeed/student-academic-learning-services-sals

Student Communications
Durham College is committed to communicating important information to you. Please view the following link to reference a comprehensive chart indicating specific vehicles. For example, social media, DC website, DC Mail, MyCampus, DC Connect, and more: http://www.durhamcollege.ca/wp-content/uploads/DCCares_StudentMatrix_v5.pdf

Student Rights and Responsibilities
A policy and procedure is in place which articulates the rights and responsibilities of students at Durham College, and provides a framework for addressing non-academic misconduct by students. To view the Student Rights and Responsibilities Policy and procedure, please visit the following link:
http://www.durhamcollege.ca/academicpolicies