

**Student Guidelines Summary Acknowledgement**

**TIMELINES**

One-year program students have a maximum of two years to complete all requirements and two-year program students have a maximum of three years to complete the program or be subject to possible new requirements; including course upgrades, additional tuition, and administration fees.

**ATTENDANCE**

Students are expected to attend all classes, punctually and stay for the full duration of the class for all of the 18 courses. Web cameras to be turned on for live Zoom lectures, quizzes and tests for good interaction. Participation or attendance mark can be deducted from a student’s final course grade.

Students must attend a minimum of 50 hours of Practicals (including 15 hours of Case Study +3hr Follow-Up Visit case).

Students are responsible for all the material covered in a missed class and any homework or assignments that were assigned to the class. Instructor and/or Site Manager can clarify where needed. Full attendance is necessary for the value of your education. In the event when more classes are missed, discuss with Manager. When 50% or more of any course is missed, student must retake the course and pay any applicable fees.

**COURSES (45% of final grade)**

Students must complete all 18 courses and achieve an overall average of 80%. Remedial action is available. Discuss with Manager. If a student’s grade is below 60% in any course, the student must re-do and pay any applicable fees until a higher grade and understanding of material is achieved.

**MAKEUP TESTS & LATE ASSIGNMENTS**

A missed test / late assignment will receive a grade of zero (0) for that portion of the course. Students will have the option to schedule a makeup test / resubmit assignment for $50.00 plus applicable tax. Tests must be taken no more than two (2) weeks after the original test date.

A late assignment will receive deduction marks of 5% per day late and receive a zero (0) if more than five (5) days late.

**CASE STUDIES (25% of final grade)**

Case studies are to be completed at different stages and submitted on due dates announced. Late case studies will receive deduction marks of 5% per day late and receive a zero (0) if more than five (5) days late (including weekends). All case studies must be submitted to be eligible to write the final written exam.

**BOOK REPORT**

Mandatory book report to be submitted by due date by Final Exam time.

**ELIGIBILITY REQUIREMENTS FOR FINAL WRITTEN EXAM (30% of final grade)**

Students must maintain overall average of 80%, attend a minimum of 50 hours (including 15 + 3 hours of case study Practicals, submit a book report, submit 8 + 2 (follow up) case studies, and have no outstanding payments to be eligible to write the final written exam on the date TBA.

**ETIQUETTE**

Refer to the Student Handbook, specifically in the sections on *Code of Conduct* and *Respect.*

**WELLNESS For All**

And COVID related

Students wishing to enter School premise must not be showing any signs and symptoms of COVID-19. Students and staff who are feeling unwell or have come in contact with anyone that has tested positive for COVID-19 are asked to self-quarantine until their symptoms have resolved or cleared through testing.

CSNN Toronto reserves the right to ask students to return home if they are showing obvious signs of being unwell.

We will make every effort to notify students 18 hours prior to class in the event that a lecture is cancelled. Arrangements will be made to make up class.

**REQUIRED COURSE MATERIALS AND TECHNOLOGICAL RESOURCES** (not provided by the institution):

Students must have either a laptop, desktop, or tablet that have a Web cam and decent microphone, reliable internet connection. Access to a printer and scanner if available. An email address that has reasonable storage for receiving class materials.

**ACCOUNTS**

Follow your payment plan due dates. NSF fees applies.

**ACADEMIC ACCOMMODATION**

Students must self-identify any health / wellness challenges that requires attention. Speak with the Branch Manager upon registration. CSNN does its best to accommodate.

\*This is a Condensed summary, please refer to Student Handbook for complete details.

Note: fees are subject to change without notice

**A C K N O W L E D G E M E N T**

I hereby acknowledge and agree to the foregoing

Date YY/MM/DD \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Student’s Signature