

Attention Academic Students

Please read this information carefully!

Attendance:

Minimum attendance requirement is **18 hours per week** for a full-time schedule of 3 courses (6 hours, per course, per week). The exception to this is Module 4, where 2 courses are taken (9 hours, per course, per week). It is the responsibility of each student to sign in/out on the **attendance computer**. Students may access attendance sign-in on any computer in Academic classrooms. Procedures for signing in are provided on a separate sheet in your binder. **The hours recorded on the attendance computer are the ONLY record of your attendance.** It is a serious offence to sign in any other person. Penalty may mean dismissal from the centre. If you have signed any other student in/out by mistake, inform the office immediately. If you are unable to attend for the minimum hours described above, **you must call our office at 905-646-3737** with a reason for your absence. **For absences due to illness of greater than 3 consecutive days, students must provide a physician's note for the period missed.** Appropriate documentation must also be provided for other absences.

Information...

about course or social events is available on the **Events Calendar** in your binder. Important information and deadlines will appear on the boards or walls in your classrooms. Communicate regularly with your subject teachers to stay on top of things and read the information posted!

Students...

are expected to work in their assigned classrooms while they are signed in to that room. Students do not have to sign-out for short breaks (15 minutes), provided they return promptly to resume work. **Students must sign-out while at lunch, or if they are leaving the Lifetime Learning Centre property.** The office reserves the right to remove hours from the computer if a student can not be located in the LLC wing.

Students are also expected to follow academic policy regarding source citation and original work. Please refer to LLC policies for more information (binder insert). All materials submitted for marking will be retained by the subject teacher. Students may view their work and assigned marks with their teacher in the classroom.

Course changes:

Check the **Events Calendar** for "last dates" to change courses and the last date to drop courses, after midterm reports, without a mark appearing on your official transcript. Please note that the mark earned for every attempt of a course will appear on a student's official transcript, regardless of grade received and number of attempts. Only under special circumstances may students extend a course into the following module.

Room Assignments

COURSE	TEACHER	ROOM #
English	Karen Berketa	207
Literacy, Managing Personal Resources	Hilary Bennett	207
Law, Parenting, Health for Life, World History	Mike Smith	203
Biology, Chemistry, Math, Med Tech	Sharon Mercier	202
Math	Alex Watson	202

Academic Program Hours

Monday	9:00 a.m. to 3:00 p.m.
Tuesday	9:00 a.m. to 3:00 p.m.
Wednesday	9:00 a.m. to 3:00 p.m.
Thursday	9:00 a.m. to 3:00 p.m.
Friday	9:00 a.m. to 3:00 p.m.

Although LLC is available to Academic students during the above hours (including lunch), not all classrooms will be available due to program scheduling. Please refer to the room schedule and plan your studies around this for optimum access to your classroom teachers and/or rooms. Students who wish to work on a course when their teacher/room is not available may work in another classroom and sign-in to the room of the subject they are working on.