



Student Handbook

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GENERAL CAMPUS INFORMATION

Hours of Operation

The hours of operation for instruction are from 8:00 a.m. to 4:30 p.m., Monday through Friday.

The hours of operation for the campus for administrative, admissions, and financial staff are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Statutory Holidays

Sundance College observes statutory holidays, and the campuses will be closed. Statutory holidays that fall on a weekend day will be observed on the next business day e.g. if a holiday falls on a Saturday or Sunday then the holiday will be observed the following Monday.

The following are Statutory Holidays observed across **Canada** (All Provinces):

- New Year's Day
- Good Friday
- Canada Day
- Labor Day
- Christmas Day

The following are Statutory Holidays observed **Provincially**:

- Family Day (AB, BC, NB, ON, SK, Louis Riel Day – MB, Islander Day – PEI, Heritage Day – NS)
- Victoria Day (AB, BC, MB, NWT, NV, ON, QB, SK, Days of Rest Act – NB).
- Civic Holiday (Heritage Day - AB, Saskatchewan Day, BC Day, Terry Fox Day – MB)
- Thanksgiving Day (AB, BC, MB, NWT, NV, ON, QB, SK).
- Remembrance Day (AB, BC, NB, NL, NWT, NV, PEI, SK).

College Breaks

Sundance College observes two weeks of instructional breaks where the campuses are closed during the calendar year. Summer break takes place the week immediately after July 1st and Winter break takes place the week of December 25th.

Transportation

Students are responsible for their own transportation arrangements to get to the campus. Students are also responsible for making transportation arrangements for programs containing a practicum.

Smoking, Alcohol and Drugs

Sundance College maintains a strict no-smoking, no-alcohol, and no-drugs policy on all campuses. We prioritize the health and safety of our students and staff.

Students should not be seen consuming nicotine, alcohol, or drugs, nor should they be visibly impaired while engaging in course programming. This includes in-person and online activities.

Food and Beverages

At the discretion of instructors/supervisors, students are generally permitted to consume water, coffee, etc. when on campus. When using computers, students are to use spill-proof containers/lids.

Eating is generally prohibited on campus unless approved by an instructor with strict adherence to garbage and table clean-up requirements. Eating is prohibited in all computer labs.

Cellphones

Cellphones are distracting to all students, including the owner of the cellphone whose attention is taken away from the instructor and the classroom learning environment. Students are to turn their cell phones off (preferably) or set to silent when entering any classroom, lab, or study area.

It is highly recommended that students let their friends and family know their class time, indicating that the student will not be available for phone calls or texting while at the campus (excluding emergency circumstances). In this way, family and friends can actively support and contribute to students' success in completing their program.

As a courtesy to instructors and other students, if you are required to take a phone call, please leave the classroom, and go to an area where you won't be disturbing others.

STUDENT CONDUCT AND PROFESSIONALISM

Sundance College is a career college designed to prepare students for positions in a professional environment. Students are expected to conduct themselves in a professional manner, no different than if they were in the workplace. Fostering a positive attitude towards classmates, instructors, and staff is crucial for the success of all students.

Inappropriate behavior encompasses any action, verbal or non-verbal, that is disruptive, offensive, disrespectful, discriminatory, harassing, intimidating, harmful, or otherwise inconsistent with our values, policies, or standards of conduct. This includes but is not limited to acts of discrimination, harassment, bullying, retaliation, dishonesty, vandalism, theft, violence, abuse of power, misuse of resources, violation of confidentiality, and any conduct that creates a hostile, unsafe, or uncomfortable environment for others. We are committed to maintaining a culture of respect, dignity, and inclusivity, and all individuals are expected to conduct themselves in a manner that upholds these principles at all times.

Personal Dress and Appearance

As you would in a workplace, students are expected to maintain a clean and professional appearance when representing themselves as Sundance College students to staff, other students, or members of the public, including while on campus or participating in online programming. All Sundance College campuses are scent-free; no perfumes, colognes, or other scented products should be worn.

Students should be well groomed and wear clean clothing free of signs of wear. Clothing should not have offensive or inappropriate designs.

Responsible Use of Technology

What is Technology?

- Technology includes computers, the Internet, and related equipment such as laptops, printers, copiers, phones, video and other multimedia devices, and all forms of software.
- Technology resources are made available to students to support their training needs and academic requirements. Their use is covered by codes such as the Criminal Code of Canada.

What is Responsible Use of Technology?

- Students are expected to treat campus facilities and technology resources with care.
- Students assume the primary responsibility for the technology and equipment they use to access, send, receive, or display information.
- Students need to keep their usernames and passwords secure to prevent others from using their names and inappropriately accessing technology, equipment, and online websites.
- Students are prohibited from using campus technology in any manner to create, send, or display material, that is inappropriate, illegal, unethical, or in contravention of college policies, and/or any federal or provincial statute or laws governing the use of information technology.

- Where the devices, such as personal computers, are the personal property of the user, the appropriate use expectations still apply when the devices are used on college property.

Failure to adhere to these guidelines above may result in the suspension of access privileges as well as other actions including suspension and/or disenrollment from studies as deemed appropriate by the instructor and/or Campus Director.

Terms of Use

- After-class use of classroom facilities and equipment is at the discretion of Sundance College. The student will be held responsible for both the hardware and software in his or her possession during this period.
- Sundance College reserves the right to inspect at any time any computers, laptops, devices, hard drives, and removable media students bring onto campus and/or connect with campus network infrastructure and reserves the right to deny access to any campus system.

Harassment, Discrimination, Intimidation & Violence

Sundance College is committed to providing a positive, safe, and supportive learning environment where the individual differences of all students and staff are valued and respected. Sundance College neither condones nor tolerates any aggressive, threatening, discriminatory, or harassing behaviour that undermines the dignity, self-esteem, and productivity of any student or staff member.

What is Harassment?

- **Harassment** refers to any unwelcome conduct, verbal, non-verbal, or physical, that creates an intimidating, hostile, or offensive environment. This includes but is not limited to derogatory remarks, jokes, gestures, or any form of behavior that belittles, demeans, or humiliates an individual or group.
- **Sexual harassment** Sexual harassment involves unwanted sexual advances, requests for sexual favors, or any other verbal, non-verbal, or physical conduct of a sexual nature that interferes with an individual's academic or work performance or creates an intimidating, hostile, or offensive environment. This can include inappropriate comments, gestures, touching, or any form of sexual coercion.
- **Personal harassment** includes unwelcome remarks, behaviours, or communications directed toward an individual or group of individuals, and has the effect or purpose of abusing, threatening, demeaning, or intimidating the individual or group of individuals.

What is Discrimination and Intimidation?

- **Discrimination** refers to the unfair or unequal treatment of an individual or group based on characteristics such as race, color, ethnicity, national origin, religion, gender, sexual orientation, disability, or any other protected characteristic. This includes actions or behaviors that create a hostile or discriminatory environment, such as exclusion, marginalization, or unequal access to opportunities and resources.
- **Intimidation** involves any behavior or action intended to instill fear, coercion, or manipulation in another person or group. This can include threats, bullying, stalking, or any form of behavior that undermines an individual's sense of safety, security, or autonomy.

What is Violence?

- **Violence** encompasses any behavior that involves the use of physical force or the threat of physical force against another person or group. This includes but is not limited to acts of physical aggression, assault, battery, or any behavior that causes fear for one's safety or well-being.

Sundance College will not condone harassment, discrimination, intimidation, or violence towards any staff or student. Any such behaviour is considered unacceptable and subject to disciplinary measures up to and including suspension or expulsion. We encourage all members of our community to report any concerns or incidents promptly to college staff or authorities. Reports will be taken seriously, and appropriate action will be taken to address and resolve the situation following college policies and applicable laws.

Consequences of Misconduct

Students attending the College are adults taking post-secondary programs focused on providing employment-focused knowledge and skills. As such students are expected to conduct themselves in a professional manner no different than if they were in the workplace.

Any student found to have violated any of the policies, rules, or regulations of Sundance College will be subject to measures commensurate with the type of transgression of college policies, conduct, and/or behaviours. These measures may include one or more of the following:

- Warning
- Loss of Privileges
- Suspension
- Probation
- Disenrollment / Expulsion

The above list is not intended to be exhaustive and may not be limited to the items listed. Sundance College reserves the right to implement other measures to support students and remediate their behaviours or actions. This is done to have students return to good standing at Sundance College and to successfully complete their program.

FINANCE DEPARTMENT

All information within this section that references Student Aid funding is subject to the policies of the governing body. Information contained within your Loan Agreement Contract and Student Agreement Contract supersedes this information should there be a conflict.

Student Loans, Grants, and Scholarships

What are Student Loans?

- Student Loans are funds that the government has loaned you to assist in your pursuit of post-secondary education. These funds must be paid back to the government.
- Depending on your province of origin, you may need to apply for both Federal and Provincial Student Loans.

What are Government Grants?

- Grants are funds that the Government provides to assist your pursuit of a post-secondary education. Unlike Student Loans, **if you graduate from your program, grants are non-repayable** – meaning that you do not need to pay them back.

What are Scholarships?

- Scholarships often behave like grants and are usually non-repayable if you graduate from your program and/or fulfill the requirement(s) of the scholarship. Different scholarships have different requirements, and they may or may not need to be repaid. Common criteria for maintaining scholarships are attendance, academic performance, and graduation.

What do Student Loans, Grants, and Scholarships pay for?

- Student Loans, Grants, and Scholarships are designed to be used to pay for the cost of Tuition and Books, as well as to pay for a portion of living costs if there are funds left over.

Accessing Student Loans, Grants, and Scholarships

- Once you have submitted your MSFAA(s), Student Loans and Government Grants will be directly deposited into your bank account.
 - This process begins 3-10 business days after the successful completion of your first class, Becoming a Master Student.
 - Most provinces deduct your tuition costs directly and send it to the school, but some provinces send all funds to the student, and you are responsible for paying the school.
 - Please see your Individual Payment Plan for details.
 - Your Student Finance Administrator can help you understand how yours works.
- If you have a Scholarship fund, accessing it will depend on the specific terms of the scholarship.

Repaying Student Loans

Interest

- Interest rates and repayment amounts depend on the origin of your loans and are *subject to change*.

Repayment Assistance

- If you are having difficulty or are unable to start/continue repaying your student loans, there are many options available to help you. For more information, please contact one of our Student Finance Administrators.

Paying Sundance College

Payment Options

- Sundance College accepts cheques, cash, e-transfers, and credit cards.

Laptop Vouchers

- Students that have approved funding will receive their laptop voucher after their MSFAA is signed (if applicable), they have attended orientation and signed their course agreement.
- Students with funding under review may still receive their laptop voucher after Orientation is attended, the course agreement is signed, and they have completed the Becoming a Master Student class. Conditions regarding your student aid application under review may restrict the release of the voucher.

Withdrawal from Studies

Student Responsibilities

- If you have chosen to withdraw from studies, you must notify the college immediately in writing by email.
- Future Student Aid financial disbursements will cease.
- You must pay Sundance College any outstanding fees.

Payment Calculation

- Payment calculations are regulated by the Provincial Ministry, and the Ministry specifies the total amount owed to the College.
- If any amounts are outstanding, then the student is obligated to pay the College immediately.
- If an amount needs to be refunded, then the College will submit a refund to the loan provider (e.g. Alberta Student Aid, Canada Student Loan), not to the student.

EDUCATION DEPARTMENT

Student performance is evaluated across three main areas: Attendance, Academics, and Attitude/Behavior. At Sundance College, each of these aspects plays a crucial role in a student's overall development and success.

- **Attendance** pertains to a student's regular presence and punctuality in live sessions, courses, and other scheduled activities.
- **Academics** refers to a student's performance in their coursework, Knowledge Assessments, projects/assignments, and overall academic progress.
- **Attitude/Behavior** encompasses a wide range of characteristics and actions that contribute to a positive learning environment. Inappropriate behavior in this regard can include but is not limited to the following: disruptive behavior, disrespect towards peers or faculty, refusal to follow instructions, bullying, harassment, dishonesty such as plagiarism, and any actions that create a hostile or inadequate learning environment for others.

Mandatory Attendance Policy

Attendance Requirements

- Students are expected to show regular attendance according to their class schedule.
- Students are required to record their attendance by logging into their current course (i.e. Moodle), Monday through Friday.
- On-ground students have requirements for in-person attendance.
- If a student is absent from classes, it is the **student's responsibility** to notify their instructor immediately of their absence by phone or email.
- If a student does not log into the system each weekday, they must inform their instructor of the reason for their absence. Failure to meet these attendance requirements will result in an attendance notification. Excessive absences can result in disenrollment from the program.

Attendance Repercussions

- If you have absences that violate the policies of the overseeing provincial Student Aid body or other funding agency, *you will be disenrolled from studies*, and your *funding will cease immediately*.
- Attendance is a **mandatory requirement** to obtain and maintain Student Aid and other funding.

Termination/Disenrollment could result if:

- A student is absent **5 consecutive school days** and the student has not contacted the College with a reasonable excuse i.e., excused absence.
- A student is absent **20 consecutive calendar days** regardless of whether the absences were excused or unexcused.
- A student is absent for more than **20% of the scheduled program**.
- A student has irregular or intermittent **routine of poor attendance**.

Attendance – Excused Absences

- Excused absences from class may include:
 - Illness
 - Family emergencies
 - Other extenuating circumstance that prevents you from attending.
- Documentation will be required for students who miss an exam or need to be absent for several days. Documentation could include:
 - A doctor’s note, hospital admittance, or discharge form
 - A funeral announcement, obituary, or death certificate
 - A police report or court appointment confirmation
- There is a limit to the number of days of excused absences that can be granted based on the circumstances.
 - I.e., a maximum of 3 days for bereavement leave.
- **Note:** Students who are not in good standing for attendance and/or academics may not be eligible for excused absences.

Funding Cancellation/Reinstatement

Student Aid Notification and Funding Cancellation

- If the above attendance policies are violated, then **Student Aid will be notified.**
- This will result in any undisbursed Student Aid funding being **cancelled and returned.**
- Your disenrollment date will be deemed to be the **1st day of the absence period.**

Excusable Absence and Funding Reinstatement

- If you are in touch **quickly** with the College after you have been terminated and have an excusable reason for your absence, funding **may** be able to be re-instated if you can complete your studies by the original contractual end date.

Academic Policy

Accommodations

- All accommodation requests and corresponding documentation must be submitted at the time of enrollment. For any additional information, please reach out to your assigned Admissions Advisor or Student Financial Advisor.

Academic Standing

- Students maintain good academic standing by passing all course elements.
- Students who fall behind in their program due to incomplete courses (excused or failed) will receive the following progressive Academic notices:
 - Academic Notification
 - Academic Warning
 - Academic Probation

- Upon receiving any academic notice, it is the responsibility of the student to schedule a meeting with the Student Services team to discuss their progress in the program and what support or actions the student needs to take to be successful.
- There may be other requirements of the student outlined in the notice to return to good standing, therefore it is important to review the notice carefully.
- Multiple incomplete courses may result in termination/disenrollment from the program.
- Students who receive an Academic Warning or Academic Probation are required to meet with the Student Finance Department to fully understand the potential implications of disenrollment.

Rescheduled Courses

- Any incomplete courses (excused or failed) must be made up by the student in the Reschedule Room, as students must pass all courses to graduate.
- Reschedule Room courses are offered asynchronously.
- Due to their asynchronous delivery, no live lectures are scheduled in Reschedule Room courses. Instead, instructors will support students by providing pre-recorded lessons and one-on-one support (as they are able).
- Reschedule Room courses may be assigned to students either after the completion of their other classes, or concurrently with other classes at the discretion of the College.
- Reschedule Room courses assigned to students after their other classes will require an amendment of their enrollment contract end date.
- The College will provide an amended contract to the student with an extended end date.
- It is the responsibility of the student to ensure the contract amendment is signed and approved before their original contract end date.
- If no signed contract amendment is in place as of the original contract end date, students who have not completed their program requirements will be terminated from their program.

Coursework & Assignments

Due Dates

- Due dates are outlined in the course overview for each course, instructors are available for any questions.
- All course submissions (assignments and Knowledge Assessments) are due by 8:00 a.m. on the Monday following the day they are assigned in the course overview.

Extension Requests

- Meeting deadlines is crucial for keeping our academic standards high, but we understand that students face different challenges.
- Extensions are a privilege and are subject to approval by your instructor and may be subject to penalty.
- Students requesting extensions must adhere to the educational policies outlined in your course in Moodle.
- If you have any additional questions, please contact your immediate instructor or the Student Services Team.

Late Policy - Course Total

- A maximum passing grade (50% for WPS courses and 60% for Core courses) is applied to 'unexcused' extension requests when the final submission is after the course due date.

Knowledge Assessments

Knowledge Assessment Due Dates

- Knowledge Assessments must be completed in the week indicated on the Course Overview.
- Must be completed by 8:00 a.m. the Monday following when they are outlined in the course overview.

Knowledge Assessment Rewrites & Extensions

- If a student fails to complete their Knowledge Assessment by the due date or fails it, they can contact their instructor to request an extension or rewrite.
- Unexcused extensions will receive a maximum grade of 50%.
- Rewrites, regardless of reason, will receive a maximum grade of 50%.

Knowledge Assessment Preparation

- Knowledge Assessments are open-book, timed exams.
- Students must review all relevant course materials before attempting the Knowledge assessment. This includes reading the course material and studying, ensuring a strong comprehension of the material relevant to the Knowledge Assessment.
- Students must ensure that they meet the proper technical requirements, including consistent Wi-Fi connectivity, before beginning the Knowledge Assessment.

Grading Scale and Policies

College Policies

- Sundance College uses a percentage grading scale.
- Graded components may include classroom performance, assignments, quizzes, projects, and Knowledge Assessments.
- All grades are available in our learning management system (Moodle) and the student information system, students will have access to their grades one week after course completion.

Course Requirements

- Course overviews describe the marking breakdown, materials used, and course schedule.
- Any final cumulative score mark less than the passing requirement in a course will be considered a failure and be shown as *incomplete* on transcripts.
- Failed courses will be rescheduled.
- Rescheduled courses can receive a maximum final grade of 50% (WPS courses) or 60% (core courses).
- If a student is required to take a course a third time, there may be a charge per course hour.
- Students will not graduate from a program unless all program components have been passed.

Grade Dispute Resolution Process

- Only final grades may be appealed.
- Any grades must be appealed within three (3) business days after receiving their final course grade. (Externally regulated programs may have their own policy, i.e. CPR)
- A student disagreeing with their final course grade should submit their rationale as to why their mark should be higher than the final mark achieved. This submission is required to be provided in writing to the course instructor. The instructor will respond in writing as to whether the students' appeal is accepted or not.
- If a satisfactory resolution is not provided by the instructor, the student can pursue the matter with the Education Manager by submitting their written rationale. The Education Manager will respond in writing as to whether the students' appeal is accepted or not.

Program Transfers

- Students looking to transfer into a different program must submit a formal request to their assigned Admissions Advisor.
- *Transfer Eligibility*
 - Students must be in good academic standing to be eligible for a program transfer (minimum 60% overall average).
 - If a student on Academic Probation is transferred into another program, their probationary status will not be removed; it is transferred over into the new program.
 - Students who fail the first course of their new program may face disenrollment from the College.

Prior Learning and Recognition (PLAR)

- Students looking to take multiple programs at Sundance College, or those looking for transfer credits must speak to their Admission Advisor.
- The student's current Admissions Advisor must request Prior Learning and Recognition (PLAR) credits. Sundance College will then review the transcripts to assess eligible credits, if any.
- Some courses, such as SCMG, are for financial credit only; students will be required to take these classes in full.
- Only 40% of the total cost can be credited, which the Finance Team will calculate.
- Please contact your Admissions Advisor or the Student Services Team at studentservices@sundancecollege.ca for additional PLAR assistance.

Textbooks

- Sundance College is committed to reducing environmental waste and promoting a culture of sustainability. As such, all textbooks will be offered to students in an online, e-text format. *No physical copies of textbooks will be provided to students.*

Appealing Decisions after Disenrollment

Disenrollment/Termination - Appeal

- Any student wishing to appeal a disenrollment may do so in writing to the Education Manager.
- The student must submit a letter to the Education Manager within ten (10) days of the date of the dismissal letter. The letter should outline the student's rationale for not being

disenrolled.

- The Education Director will review a student's appeal and determine whether the student's circumstance(s) and academic status warrant consideration for reinstatement or other determination.
- The Education Director will respond to the student by email within a timely period, usually five (5) to ten (10) days of receipt of the student's letter of appeal. Additional time may be required if the appeal is complex.

Student Appeals - What to Include

- State the reason or circumstances that contributed to their disenrollment from studies.
- Provide appropriate documentation and explanations relating to contributing circumstances, and how these circumstances have been remedied or changed.
- Indicate why it is important to be reinstated to complete your program and reaffirm your commitment to your studies.

Re-entry after Termination

- Terminated students may be eligible to apply for re-entry within 3-18 months. Application approval will be at the discretion of a review committee.
- A student who is granted reinstatement may, if eligible, be able to continue to receive financial aid.
- Reinstated students will automatically be placed on a probationary period, requiring reviews of their attendance, academics, and attitude/behaviour.
- Any student not meeting the probationary terms and requirements will be disenrolled without recourse from their program.
- Reinstated/re-entered students who are withdrawn from their program a second time will not be granted the opportunity for reinstatement for a period of 3 months unless the student can provide supporting documents outlining exceptional circumstances.
- Reinstated/re-entered students are required to pay a \$100 re-entry fee before resuming their studies. Upon graduation, the College will credit the fee directly to the students' lender/student loan, or to the student if they have self-paid.

Honour Roll

- Sundance College wishes to acknowledge and celebrate those students who achieve academic excellence in their programs.
- Students achieving an overall program average of >85% will earn an Honours diploma.
- Students earning Honours and be able to add the (Hon.) designation after their signature template credential e.g. Dipl ACHP (Hon.)

Cheating/Plagiarism

Sundance College enforces a zero-tolerance cheating and plagiarism policy.

What is Cheating and Plagiarism?

Cheating is the purposeful, willful, and/or concealed use of unauthorized sources of information that is used to falsely boost grades for a test, exam, or other forms of academic work.

- Plagiarism is the act of representing someone else's work as your own.

Acts or behaviors which constitute cheating include but are not limited to the definitions listed below:

- Plagiarism including representing or submitting others' work (including AI generated work) as your own.
- Misrepresenting oneself as another student for a class assignment or knowledge assessment.
- Unauthorized sharing of material (copying or allowing others to copy) during a test or exam. Copying methods prohibited include visual, oral, notes, printed matter, or electronic means.
- Unauthorized communication with another student during assessment.
- Falsifying or misrepresenting academic records
- Gaining or attempting to gain access or theft of a knowledge assessment results, assignment, or other graded element, without permission from the instructor or fellow student.
- Deliberately preventing the fair access by other students to academic work/material
- Intentionally helping or attempting to help another student to commit academic dishonesty.

Acts of cheating or plagiarism are one of the most serious examples of misconduct that a student can undertake. Cheating/plagiarism are treated very seriously, with many/most situations resulting in immediate suspension/dismissal of a student from their program of study, in many cases with no opportunity for subsequent re-admission.

Graduation

To receive an invitation to participate in the Convocation Ceremony, students must:

- Have completed all requirements of their program's academic elements, as set out in the program outline.
- Be in good financial standing, with all tuition and book fees fully paid.
- Have met with Career Services and submitted all practicum materials, immunizations, and preferred employer selections.

CAREER SERVICES

Practicum/Capstone

What is a Practicum?

- A Practicum is a hands-on work experience with a work site host within the students' field of studies.
- Students are covered by Sundance College's liability insurance while on Practicum.

Practicum

- For most programs, students are required to participate in and complete one or more Practicum placements to meet program and graduation requirements.
- For each program, the Career Services department will let the student know what the requirements are for the placement and what documentation is required before, during, and after the Practicum.
- The Practicum duration will depend on the program and is unpaid.

Practicum Refusal

- If a student declines a Practicum placement, the student must indicate and sign the Practicum Placement Agreement acknowledging their refusal.
- Students who refuse the Practicum portion of their program will not be eligible to receive their diploma and/or certificate; instead, they will receive only a copy of their transcript of marks with the practicum indicated as 'incomplete'.
- If the student is funded by student loans or another agency, the student finance administrator will inform them of the change in end date and that the student did not complete the program as they had enrolled.

Capstone Project

- A Capstone Project is used to demonstrate the information students learned from the program and/or an application of the knowledge/skills that were developed.
- A Capstone Project will take the place of a Practicum placement if the student cannot participate in an on-site Practicum, or a Practicum host is not available for the student.
- The Capstone Project may be the only option available for students who retake classes in the Reschedule Room.
- The Capstone Project duration will depend on the program.

Students must have met all of the following requirements before starting a Practicum/Capstone Project.

- Completed all academics with a minimum passing overall mark for their program.
- Submitted an immunization record, a Criminal Record Check, and any other documentation that may be required.
- Attendance records must be in good standing.
- All tuition and other fees have been paid in full.

Resume/Job Search

All graduates of Sundance College have lifetime access to Career Services.

Career Search services provided:

- Assisting with the preparation of personal marketing tools such as resumes, cover letters, portfolios, and Internet profiles.
- Interview preparation, interview skills, and practice interviews.
- Supporting student-directed career search planning, hidden job market review, employment search and application, and employer engagement
- Photocopying and printing of personal marketing tools subject to college policy
- Providing student access to computer equipment for marketing tools and job search activities

Expectations for Students Seeking Employment

- Maintain regular contact with the Career Services department.
- Be actively marketing themselves.
- Be striving to develop employer contacts and network in their industry.
- Notify the Career Services department when employment is achieved.

As you embark on your journey at Sundance College, we hope this handbook serves as a valuable guide, outlining the expectations and resources available to support your academic and personal growth. Remember, your time here is not just about achieving academic success, but also about cultivating lifelong skills. Embrace every opportunity, challenge yourself, and strive for excellence.

Welcome to the Sundance family—where student success is our success!