



Carlton Trail College.

Student
Handbook
2024 - 2025

Acknowledgement of Territory

Carlton Trail College serves the communities of east-central Saskatchewan. We respectfully acknowledge that we do so within Treaty 4 and 6 territories, traditional lands of the Cree, Sauteaux, Dene, Dakota, Lakota, Nakota and Métis Nations.

We honour and respect these Treaties, and are committed to working in partnership with all Nations in the spirit of reconciliation and collaboration.

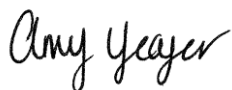
Welcome to Carlton Trail College!

On behalf of our Board of Directors and staff, I am delighted to welcome you to Carlton Trail College! Thank you for choosing Carlton Trail College as your post-secondary institution to further your education and career.

At Carlton Trail College, we strive to provide a positive and safe learning environment for our students. You can anticipate being part of a supportive, stimulating, and diverse learning environment, filled with many rewarding and empowering opportunities. Staff and instructors at the College will ensure that they lead and live our Guiding Principles of *Respectful, Inclusive, Accountable, Innovative*, in everything that they do and will encourage you to do the same.

I hope that you enjoy this exciting new chapter in your life and all of the learning experiences, ideas, and challenges that await you.

Best wishes,



Amy Yeager, President & CEO

STUDENT RIGHTS & RESPONSIBILITIES

Learning is a lifelong endeavour. As an adult student, we recognize that you, along with all of our students, are individuals with varying motivation, goals, abilities, social roles, life experiences and learning styles.

You have the right to:

- be treated with dignity and respect,
- learn in an environment that is free from fear, harm, discrimination, harassment and intimidation,
- confidentiality and privacy as outlined in our Student Rights, Responsibilities, Policies & Regulations,
- access Carlton Trail College's support services,
- access reasonable accommodations if you have a documented disability,
- receive quality instruction,
- be informed of the course content and methods of evaluation,
- be evaluated in a fair, competent, professional and timely manner, and
- appeal a decision regarding your academic progress or conduct.

You have the responsibility to:

- treat others and their property with dignity and respect,
- contribute to creating a learning environment that is free from fear, harm, discrimination, harassment and intimidation,
- conduct yourself in a responsible, honest and socially acceptable manner and assume responsibility for your behaviour,
- allow others to learn without interference and distraction,
- familiarize yourself with Carlton Trail College Student Rights, Responsibilities, Policies & regulations and adhere to them,
- become knowledgeable about the expectations of the program or class you are enrolled in,
- learn about your obligations if you have accepted student financial assistance,
- be in class and be on time,
- be prepared for and engaged in your learning,
- demonstrate academic progress,
- abstain from the use of alcohol, cannabis (marijuana) and illegal substances prior to and while attending class or participating in College activities, and
- ask for support when you need it.

Table of Contents

Registration	7
Student Awards and Financial Support	7
Accommodations for Students with Disabilities	7
Cell Phones	7
Smoking/Vaping/Cannabis Use	7
Internet and Email	7
Online Conduct & Behaviour.....	8
Social Media.....	8
Personal Information, Privacy & Confidentiality (See Policy 6.5)	8
Use of Personal Images, Video, Audio Recordings & Limited Personal Information	9
Insurance	9
Copyright.....	9
Class Closure Due to Weather.....	9
Withdrawal.....	10
HEALTH AND SAFETY	10
Harassment, Violence and Sexual Violence	10
STUDENT CODE OF CONDUCT	11
Academic Conduct	11
Non-Academic Conduct	12
Attendance.....	12
Assignments	12
Missed Examinations, Tests, and Assessments and Deferrals Due to Excused Absences	13
Performance Improvement Process	13
Discontinuation	14
Student Complaint Process	14
Student Appeal Process.....	14
POST-SECONDARY PROGRAM FEES AND REFUNDS	15
Fees and Tuition.....	15
Refunds.....	16
Academic Calendar 2024-2025	17
Quick Reference Contact Information.....	18
Free Confidential Supports	19
Student Services and Pathways Planning	20

GENERAL INFORMATION

Registration

Once you have been formally accepted into your program, you will need to complete the registration process. This involves completing a series of forms and paying for your tuition, fees, books, materials and/or equipment, if applicable. If you are sponsored by an agency, you will also need to submit a letter from the sponsoring agency.

Registration needs to be done on or prior to the first day of classes.

Registration is not complete until the signed registration forms have been received by our College and the tuition and other fees have been paid in full.

If your funding has been delayed, the VP Finance (if applicable) or the program Director may make special arrangements regarding payment plans.

Student Awards and Financial Support

Carlton Trail College offers a range of scholarships, bursaries and awards to recognize academic excellence and assist students in financing their educational and living costs.

Many other sources of financial aid are available, including scholarships from businesses and community organizations, government student loans, bank lines of credit, etc.

Visit our website or contact our [Student Advisors](#) for more information.

Accommodations for Students with Disabilities

Accommodations for students with disabilities ensures equity and inclusion, while maintaining the integrity of the curriculum. Please refer to [Policy & Procedure 6.4](#) for details.

Cell Phones

The College prohibits the use of cell phones for personal use during classroom hours. Cell phone usage is allowed only during designated breaks, lunch periods and where Instructors encourage usage in the classrooms. Cell phones shall be turned off or set to silent/vibrate mode during classroom hours and kept with other personal belongings. If you are in violation of this policy, you may be subject to disciplinary action up to and including discontinuation from the program.

Smoking/Vaping/Cannabis Use

The College is smoke, cannabis and tobacco free and promotes a healthy working and learning environment.

The use of tobacco, including cigarettes, cannabis (marijuana), cigars, pipes, chewing tobacco, and electronic cigarettes is prohibited within College buildings, parking areas, walkways and entry ways, in College fleet vehicles, and on College-owned or leased property.

If you are in violation of this policy, you may be subject to disciplinary action up to and including discontinuation from the program.

Internet and Email ([Policy 4.6, Procedures 4.6.6, 4.6.8 & 4.6.9](#))

The following is in place regarding internet and email:

- All College related electronic accounts may be monitored.
- As it is imperative to provide a harassment-free environment, it is expressly forbidden to access or download any materials that may be considered offensive or inappropriate.
- Email or other electronic communication shall not be utilized as a method of communicating any slanderous or threatening material against another entity.

- All those utilizing the Internet must remain cognizant of copyright laws and not copy for distribution any original works accessed without the author’s permission.
- All students will sign an “Electronic Mail and Internet Usage Agreement.”
- Students will sign an “Electronic Device Borrowing Agreement” (if applicable)

Online Conduct & Behaviour

With integrated online learning activities, Carlton Trail Colleges reminds our learning community that the Student Code of Conduct – Non-Academic ([Policy & Procedure 6.17](#)) applies to all your interactions with others. Your ability to communicate clearly and appropriately online can impact not only your grades, but how others view you. Your classmates may be your future coworkers. Your Instructors may be your future references. That is why it is important to make sure your online communication style represents you in a positive manner. ([Online Conduct & Behaviour: Netiquette, Manners and Non-Academic Misconduct](#)).

Cyberbullying may take many forms. Personal insults, excluding others from academic discussions, posting pictures without someone’s permission, gossiping and discussing others online, cyberstalking and trolling can all be considered cyberbullying. This is against Carlton Trail Colleges Code of Conduct – Non-Academic.

Social Media

Be respectful. Be aware that any misuse of social media might attract complaints from other students, which may result in disciplinary action up to and including discontinuation.

- Respect the dignity of others and engage in civil and thoughtful discourse of opposing ideas.
- Post meaningful, respectful comments - don't spam, troll or make remarks that are off-topic or offensive.
- Consider all comments and responses carefully in light on how they would reflect on you or the College.
- Maintain confidentiality.
- Do not post confidential or proprietary information about Carlton Trail College, its students, its alumni, or its employees or you may be at risk of disciplinary action up to and including discontinuation.

Personal Information, Privacy & Confidentiality ([See Policy 6.5](#))

Personal information is information about an identifiable individual that is recorded in any form as described in [The Local Authority Freedom of Information and Protection of Privacy Act](#).

Access to personal information is restricted to College staff responsible for the provision of programs and services necessary to meet your needs, and to educational institutions and other agencies that need the information in order to provide services to students/clients of the College. Disclosure of personal information is governed by *The Local Authority Freedom of Information and Protection of Privacy Act*.

Carlton Trail College collects and maintains your personal information for the purpose of

- evaluating your individual needs and administering the program or service requested,
- determining your eligibility for the program or service delivered by the College,
- determining your eligibility for financial support for the program,
- administering the program or service being requested and on behalf of the credit granting institution from which a program is brokered,
- determining appropriate programs and services offered at both the regional and provincial levels, and

- disclosing identifiable information to another local authority or government institution to support your application and eligibility, or in a summative form, to secure program and funding approvals or for statistical purposes.

To protect your privacy, the College must acquire your written consent prior to release of any personally identifiable information not consented to in your application form. Exceptions will be made in emergency situations involving perceived danger to persons.

Use of Personal Images, Video, Audio Recordings & Limited Personal Information

Carlton Trail College uses its students, instructors, staff and members of the public to help promote its programs and services. We are proud of our students, our instructors, our staff and the people who attend our events.

We may use your personal image, video and audio recording(s), testimonial(s) and limited personal information such as name, location, program and year of enrolment for marketing and promotional purposes related to Carlton Trail College. The use may include, but is not limited to, printed and electronic materials and advertisements, media releases, newsletters, multimedia productions, presentations, websites and social media. In addition, we take group class photos that are printed and given to the students and instructor(s) in your class or may be hung on the walls of the College. The College does not provide compensation for the use of your image, video or audio recording, testimonial or limited personal information as described above.

If you do not want your image, video and audio recording(s), testimonial(s) or limited personal information (name, location, program, and year of enrolment) used, it is YOUR RESPONSIBILITY to remove yourself BEFORE the image, recording or testimonial is taken. Please advise the person taking the photo, recording, or testimonial that you DO NOT want to participate.

Insurance

The College carries a comprehensive insurance policy. Coverage includes all education and training activities, including related travel. In addition, if you are placed on an approved work-based learning assignment, you are covered under the Workers' Compensation Act.

Copyright

You are asked to comply with Copyright regulations. Copyright is the legal protection of literary, dramatic, artistic and musical works, sound recordings, performances and communications signals. Copyright protects only the way information is expressed, not the information itself. Copying ideas, facts or information in your own words is not copyright infringement.

Further information can be found at CANCOPY's website located at www.accesscopyright.ca

Class Closure Due to Weather ([Policy 6.13](#))

Carlton Trail College wishes to ensure the safety of students; however, only under "severe weather conditions" will a decision be made to cancel on-site classes. You will be notified if your class has been cancelled.

"Severe weather conditions" are considered as follows:

- Temperature: -45 degrees with wind chill factor or -35 degrees air temperature
- Visibility and Road Conditions: travel is not advised, or roads are closed according to the highway hotline <https://hotline.gov.sk.ca/mobile/>

You will be expected to make up the time and assignments missed.

Withdrawal

If you withdraw from a course or program, you **must** notify the College of your intention to withdraw. You must also submit the applicable form to the Program Coordinator, settle all accounts with Carlton Trail College, and return College property. *(For Post-Secondary Program refund information, see Page 13).* Failure to settle accounts and return College property may result in future program ineligibility.

HEALTH AND SAFETY

Carlton Trail College is committed to ensuring the health and safety of all members of our learning communities. If feeling unwell, monitor your symptoms and stay home if you are sick.

For further information, contact:

Health Concerns

Call HealthLine at 811

Harassment, Violence and Sexual Violence

Every student and employee of Carlton Trail College is entitled to a learning and work environment that is free of harassment and discrimination, and any form of violence or sexual violence.

Harassment in any form will not be tolerated. Harassment is defined as any unwanted or unwelcome comments, suggestions or physical contact that a student finds objectionable or offensive, and which causes her/him discomfort while participating in any course-related activity. ([Policy 3.12](#) - *The Saskatchewan Human Rights Code. The College will comply with and respond to allegations of harassment in keeping with the Saskatchewan Human Rights Code.*)

Violence, attempted violence or threats of violence in any form will not be tolerated. “Violence” means the attempted, threatened or actual conduct of a person that causes or is likely to cause injury and includes any threatening statement or behaviour that gives an individual reasonable cause to believe that he or she is at risk of injury.

If you have experienced violence, attempted violence or threats of violence while on College property, or are concerned about someone inflicting harm on you or another member of the Carlton Trail College community, please report it to the appropriate authorities and to a member of the College staff.

([Policy 3.13](#))

Sexual violence, of any form, will not be tolerated. All members of the Carlton Trail College community have the right to work and study in an environment that is free from any form of sexual violence. If you have experienced or witnessed sexual violence, we encourage you to get the help you need.

([Policy 3.34](#))

We are committed to providing you with appropriate information, supports, referrals and accommodations. We will ensure that there are on-campus investigation procedures available (see relevant [Policies 3.12, 3.13](#) & [Policy 3.34](#)) even if you choose not to report it to the police. If you need to talk about your options, please contact Student Services.

STUDENT CODE OF CONDUCT

Academic Conduct ([Policy 6.16](#))

Academic Standards

As a Post-Secondary or Adult Basic Education student, you must satisfy minimum standards of academic performance and comply with the academic regulations, as set out by the College, Instructors, and/or academic partners, such as Saskatchewan Polytechnic.

If you do not meet the expected performance standards, the College staff can help you create a plan for success; however, you may be placed on academic probation or be required to discontinue your program or course.

If you are having difficulty, please talk to your Instructor and/or contact our [Student Services](#) Department for help.

Academic Honesty

Academic honesty is extremely important and all forms of academic dishonesty, including cheating and plagiarism, are treated very seriously.

Carlton Trail College views the unauthorized use of material or information by students during any evaluative procedure as a serious offence, incompatible with the high standards of personal integrity and responsibility expected by educational institutions and required by employers in the workplace.

Cheating includes, but is not limited to, dishonest or attempted dishonest conduct during tests or examinations by using books, notes, diagrams, or other aids not authorized by the examiner. It includes communicating with others for the purpose of getting information, copying from the work of others, and giving information to other students who are taking the test or examination.

Plagiarism includes, but is not limited to, the presentation or submission of the work of another person, without citation or credits, as your own work.

For a case of suspected academic misconduct, the Instructor in consulting with the Program Coordinator will meet with the student who has allegedly violated the Student Code of Conduct (Academic) to notify the student of the allegation and provide the student the opportunity to give a response. If it is determined that there was no violation to the Student Code of Conduct (Academic), the case will be dismissed. If it is determined that further investigation is required, the Program Coordinator may undertake steps, such as:

- Where applicable, inform the appropriate person at the credit granting institutions
- Gather further information by consulting the appropriate individual and obtaining documentation and evidence
- Delaying the submission of the student's grades

For cases where the student is found to have violated the Student Code of Conduct, disciplinary action may include but is not limited to:

- Student Learning Contract
- Mark penalties in courses such as a zero grade on the assignment, exam, or in the class
- Probation
- Withholding of grades or certification
- Discontinuation
- Suspension/Expulsion¹

Not all decisions will be the same; penalties will vary according to the circumstances of the incident and the individual. *If you disagree with the decision, you have the right to appeal.*

¹ Suspension or Expulsion – See Student Code of Conduct Policies (Academic) 6.16 & (Non-Academic) 6.17

Non-Academic Conduct ([Policy 6.17](#))

Student conduct is based on common sense and courtesy. Good conduct infers personal safety; the maintenance of learning effectiveness for all; the protection of facilities, equipment and resources; intellectual honesty; and respect for the rights and privileges of students and staff.

Disruption of instructional activities is student conduct that makes it difficult or impossible to proceed with scheduled classes, laboratory sessions, discussion group meeting and related activities.

If you exhibit improper conduct or disrupt instructional activities in any way, you may be subject to disciplinary action, up to and including discontinuation from the program.

Attendance

Good attendance and punctuality are important for student success and are essential skills for employability. Students are responsible for their attendance and for completing course work and assignments to the satisfaction of the Instructor if an absence occurs.

Attendance requirements may vary from program to program, along with the consequences for not complying with the requirements. Students will be advised of the attendance requirements at the beginning of each program or course.

If you fail to maintain acceptable attendance or if you are persistently late, you will be subject to disciplinary procedures and may be required to discontinue from a course or program.

Students must report absences to the Instructor or other person designated by the program for this purpose. Excessive absences will be reported by the Instructor or designate to the Program Coordinator.

In the case of an absence due to illness, you may be asked to submit medical documentation. Medical and dental appointments should be made outside of regular class hours, whenever possible.

Poor attendance may affect your ability to continue to receive student financial assistance.

Assignments

All assignments in all classes must be completed and handed in. Assignment requirements may vary from program to program, along with the consequences for not complying with the requirements. Students will be advised of the assignment requirements at the beginning of each program or course.

Late assignments: Students are responsible for submitting all course assignments to the Instructor on or before the date and time specified. If an assignment is late, there will be an automatic deduction of 10% for each day it is late. An assignment that is more than (7) days late will be graded as zero.

If a late assignment is due to an extenuating circumstance, the Instructor, along with the Program Coordinator, will evaluate the situation to determine if an extension is applicable.

All course components and assignments must be completed and submitted to receive credit for a course and avoid a mark of “Incomplete”.

If you fail to follow assignment requirements, you will be subject to disciplinary procedures and may be required to discontinue from a course or program.

Missed Examinations, Tests, and Assessments and Deferrals Due to Excused Absences

Students are expected to write exams and tests and submit assignments on scheduled dates. A student who misses an examination, test or other assessment deadline is required to contact the Instructor prior to the examination, test or deadline. If prior contact is not possible due to exceptional circumstances, the student will contact the Instructor and/or the Program Coordinator no more than two (2) working days following the examination, test or deadline.

The Instructor, in consultation with the Program Coordinator, will determine if the absence is an excused absence and, if so, will arrange for a submission of a late assessment or an alternate assignment.

A decision may also be made to reallocate the weighting to the final exam. This would be made in consultation with the crediting institution. Students may be provided an opportunity to make up an evaluative component of the course in the following circumstances of an excused absence supported by appropriate documentation of

- a serious illness supported by medical documentation,
- compassionate reasons for a personal or family tragedy,
- a religious observance (communicated in advance), or
- a legal obligation such as jury duty or attendance as a witness or defendant

Deferred Examinations: The writing of deferred or supplemental examinations will be granted based on the policies of the College's academic partner² or the following:

- If you are absent from an exam through no fault of your own, i.e., medical or other extenuating circumstances, you may apply for a deferred exam.
- Your request, along with documentary evidence, must be made within three (3) calendar days of the missed examination.
- Requests for deferred exams will not be considered if you write an exam and later report extenuating circumstances.

Performance Improvement Process

You will be advised of acceptable standards of attendance, punctuality, progress, conduct, etc. during orientation to the program/course. If your behaviour does not meet the College's expectation, the College will communicate the issues/concerns to you.

The process is as follows:

1. Issue or concern is identified.
2. The Instructor or program staff will speak with you to work towards a solution.
3. If the issue cannot be resolved or addressed by an informal process, you may be notified in writing. You will be expected to develop a plan of action with program staff.
4. If the concern continues, you may be at risk of discontinuation.

² *The credit granting institution or Ministry of Education policies will supersede the College rules for deferred examinations.*

Discontinuation

You may be discontinued from your program as a result of unsatisfactory academic performance, issues of academic dishonesty or disruptive or threatening conduct or behavior with or without being previously placed on probation. *If you disagree with the decision, you have the right to appeal.*

If you are required to discontinue, you must wait one full academic year before re-applying to any Post-Secondary³ or Adult Basic Education program at Carlton Trail College.

Student Complaint Process

You have the right to fair and equitable procedures for the presentation and hearing of complaints.

Informal communication can often resolve matters of concern. Talking to an Instructor makes the Instructor aware of your particular interests and concerns and can often solve problems.

Avoid a confrontational approach, as this will tend to reduce your chances of a positive outcome.

If you would like to take the process further, you are encouraged to raise questions and concerns informally with the Program Coordinator or the Student Advisor before seeking formal procedures.

If a dispute cannot be resolved informally, you may need to utilize the formal appeal process.

Student Appeal Process

To ensure fair treatment at Carlton Trail College, the appeal procedure details the course of action to be followed by any student with a concern.

1. You shall discuss the matter thoroughly with the Instructor or staff member concerned. It is anticipated that in most instances the problem can be resolved at this level. If mutual agreement cannot be reached, you are encouraged to proceed to Step 2.
2. You shall discuss the matter with the program staff and at that time file a written appeal. The written appeal must be made within fourteen (14) calendar days of having received the warning or disciplinary action. This appeal must be signed by you and submitted to the Program Coordinator.
3. The program staff will investigate the matter within ten (10) calendar days and try to resolve the problem to your satisfaction. The program staff will make a ruling on the appeal and notify you.
4. If the matter is not yet resolved, you may appeal, in writing, to the Business & Skills Training Director. This must be done within fourteen (14) days from the date of the original appeal ruling. The Director of Programs will rule on the appeal within ten (10) days and notify you and the College's President and CEO. Beyond these steps, you may meet directly with the President and CEO and ultimately, where the President and CEO does not support your appeal, you may meet with the Board of Directors and President and CEO at an in-camera session of a regularly scheduled Board meeting.

You may choose to drop an appeal at any point in the process.

³ *The policies of the credit granting institutions may supersede that of the College.*

POST-SECONDARY PROGRAM FEES AND REFUNDS

Fees and Tuition

Carlton Trail College accepts the payment of fees and tuition by cash, cheque, debit, e-transfer, and Visa or MasterCard. Payment may be made in person, by mail or online (credit card and e-transfer payments only.)

Application Fee

Carlton Trail College requires that a non-refundable \$50 application fee be submitted with each Post-Secondary program application. This application fee must accompany the application form. If you are applying to a Post-Secondary program and will be taking courses on a part-time basis, this application fee will be applicable for up to five (5) years.

Tuition Deposit

If you have been granted conditional or final acceptance into a program, you are required to provide a tuition deposit to reserve your seat in the program within 30 days of the date of the acceptance letter. The deposit to reserve your seat in the program is \$125.

Tuition*

Carlton Trail College's tuition fee policy reflects the tuition policy of the Ministry of Advanced Education.*

Books/Materials/Equipment*

The costs of books, materials, equipment, etc. will be the responsibility of the student.

Student Fee*

This fee is levied to assist with costs of the student association, graduation activities, class pictures, internet, computer access, etc.

Lab Fee*

This fee is levied to cover a portion of the costs associated with the maintenance, repair, replacement and calibration of equipment; consumables; and a technology enhancement component to ensure that hardware and software are current.

**Tuition, fees and books/materials/equipment costs are due and payable on or prior to the first day of classes and will be deducted from Canada Student Loans where applicable. Students must pay for their books, materials and equipment prior to receiving them.*

If you have not paid for your tuition and fees, a hold will be placed on your marks with the accrediting institution. This hold will prevent you from receiving the necessary academic credit for your course or program.

Refunds

Carlton Trail College will provide a refund for tuition and fees paid based on the type of program and refund eligibility. If approved, your refund will be processed using the same payment method that was used for the original transaction.

Refunds for Post-Secondary credit programs are based on the academic partner's refund policy. The following pertains to programs brokered from Saskatchewan Polytechnic, and therefore may differ if the program is delivered in partnership with a different Post-Secondary institution.

Cancellation of a program or course by Carlton Trail College will result in a full refund of paid fees.

If you withdraw from a course or program, you **must** notify the College of our intention to withdraw to be eligible for a refund and submit a completed Withdrawal Form or Academic Status Form. You must also settle all accounts with Carlton Trail College and return College property.

Non-attendance is not considered a notification of intention to withdraw from a program or course.

If you discontinue, or are discontinued, you are entitled to a refund of tuition and program fees (not including books, materials and equipment) under the following regulations and withdrawal deadlines:

- Students who withdraw on or before the fifth scheduled day of their program are entitled to a refund of paid tuition and program fees. A deposit fee of \$125 will be withheld.
- Refund penalties will be waived if student funding is denied from an external agency (including student loans) after the withdrawal deadline.

Withdrawals from programs or individual program courses after the fifth scheduled day of the program will be refunded as outlined below:

Program Type (non-semester)	<i>Withdrawal date on or before 25% completion point of program</i>	<i>Withdrawal date after 25% completion point of program</i>	<i>Withdrawal from subsequent semesters not started yet</i>
Applied Certificate	25% refund of tuition and program fees	No refund of paid tuition or program fees	Not Applicable
Certificate of Achievement			

Program Type (semester)	<i>Withdrawal date on or before 25% completion point of semester</i>	<i>Withdrawal date after 25% completion point of semester</i>	<i>Withdrawal from subsequent semesters not started yet</i>
Certificate	25% refund of paid tuition and program fees for the year	No refund of paid tuition or program fees	Full refund of paid tuition and program fees
Diploma			

Program Type (non-semester)	<i>Withdrawal date on or before 25% completion point of program year</i>	<i>Withdrawal date on or between 26% and 50% after completion point of program year</i>	<i>Withdrawal date after 50% completion point of program year</i>
Certificate	60% refund of paid tuition and program fees	50% refund of paid tuition and program fees	No refund of paid tuition or program fees
Diploma			

Academic Calendar 2024-2025

No Classes – Canada Day
Monday, July 1, 2024

No Classes – Civic Holiday
Monday, August 5, 2024

No Classes – Start-up Meeting for All Staff
Monday, August 26, 2024

Classes Begin
August 27 to September 13, 2024

No Classes – Labour Day
Monday, September 2, 2024

National Day for Truth and Reconciliation / Orange Shirt Day
Monday, September 30, 2024

No Classes - Thanksgiving
Monday, October 14, 2024

No Classes – Remembrance Day
Monday, November 11, 2024

Last Day of Classes 2024
Friday, December 20, 2024 (or earlier)

Classes Resume
Thursday, January 2, 2025 (or later)

No Classes – All Staff In-service
Monday, January 27, 2025

No Classes – Family Day
Monday, February 17, 2025

No Classes – Good Friday
Friday, April 18, 2025

No Classes – Easter Monday
Monday, April 21, 2025

No Classes – Victoria Day
Monday, May 19, 2025

- **Graduation**

Wednesday, May 28, 2025 (Punnichy)
Thursday, May 29, 2025 (Humboldt)

**(This does not include Practical Nursing graduation)*

Days to Celebrate & Recognize

- Orange Shirt Day – September 30, 2024
- Bell Let's Talk Day – January 22, 2025
- Green Shirt Day – April 7, 2025
- Pride Day/Week – June 9-13, 2025
- National Indigenous Peoples Day – June 21, 2025

Quick Reference Contact Information

Humboldt

Tel: 1-800-667-2623 Toll Free or (306) 682-2623

Email humboldt@carltontrailcollege.com

Watrous

Tel: (306) 946-2094

Email watrous@carltontrailcollege.com

Wynyard

Tel: (306) 554-3767

Email wynyard@carltontrailcollege.com

Punnichy – Four Winds Learning Centre

Tel: (306) 835-4000

Email punnichy@carltontrailcollege.com

*Find the [Student Handbook](#) and all related policies online at
www.carltontrailcollege.com*

Free Confidential Supports

Community Resource Search		www.sk.211.ca
HealthLine (Health and Mental Health Support)	Call 811	
Crisis Services Canada	1-833-456-4566	
White Raven Healing Centre	1-866-748-8922	http://fhqtc.com/white-raven/
Kids Help Phone	1-800-668-6868	Text CONNECT to 686868
Wellness Together Canada	1-855-585-0445	
Hope for Wellness Help Line	1-855-242-3310	Help for all Indigenous People in Canada
Saskatoon Mobile Crisis	1-306-933-6200	24/7 confidential crisis line and consultation
Regina Mobile Crisis	1-306-757-0127	
Northeast Crisis Line	1-800-611-6349	
PA Mobile Crisis	1-306-764-1011	
PARTNERS Family Services	1-306-682-4135	
Empower Me - Mental Health Resources	1-833-628-5589	Available 24/7

Student Services

Carlton Trail College’s Student Services team plays a multi-faceted and integral role in facilitating learner success and improving program outcomes, from pre-application to graduation. Our Student Services Department includes Registration, Indigenous Initiatives and our Student Advising team, ensuring learners have the supports they need, as they need them, throughout their student journey.

Our Student Advising Team uses an array of methods to ensure they are able to equitably meet the needs of learners to:

- ▶ Assist with transition to academic and employment success;
- ▶ Provide proactive intervention and/or prevention services to address personal and academic barriers; and
- ▶ Offer holistic and collaborative supports by providing resources, links and referrals to other community supports.

Our Student Services Circle of Support offers the following array of personalized, confidential supports:

