POST- DEGREE DIPLOMA PROGRAMS

STUDENT HANDBOOK

Spring 2023

Langara. SCHOOL OF MANAGEMENT

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Acknowledgement

We would like to thank the Langara School of Nursing for their contributions to this handbook.

Welcome to Post-Degree Studies at Langara!

Welcome to the Langara School of Management's Post Degree Diploma (PDD) programs! Whether you have chosen to study Business Administration (PDD BA), Marketing Management (PDD MM) or Accounting (PDD AC) we wish you success as you embark on your studies. The Faculty and Staff of the Langara School of Management (LSM) are here to support you and to help you succeed. We hope you will find this handbook useful and that it provides you with the information you need about the program, courses, policies and practices.

Introduction to the Langara School of Management

The LSM is one of the largest departments at Langara. In addition to our three PDD programs, we offer Bachelor of Business Administration (BBA) Programs in Accounting, Business Management, International Business and Marketing Management, Diploma Programs in Accounting, Business Management, Financial Management, Financial Services, Marketing Management and Commerce Transfer. In total, we offer over 300 classes every year.

All our programs are applied, which means that our classes do not consist of just learning theory from a textbook. We believe in hands-on learning and using real business situations as examples in the classroom.

Our instructors all have industry experience in addition to the academic requirement necessary to teach at the College level. Because of this experience, they can share their real-life knowledge in the classroom.

LSM Values

- Integrity
- Sustainability
- Academic Excellence
- Passion

Introduction to the Post-Degree Programs

The LSM offers 3 full-time PDD programs. The PDD in Business Administration (PDD BA) and the PDD in Marketing Management (PDD MM) programs are considered 2-year programs, a total of 42 credits each, but can be completed in 5 consecutive terms. The first four terms consist of academic course work and the final term is career work experience. Please refer to the Program Curriculum tables on the following pages for important details including prerequisite requirements. We strongly suggest you meet with a member of the LSM advising team if you have any course planning questions.

These programs are designed for students to complete foundation courses in their first two terms, then progress to more challenging courses in subsequent terms. Transfer credit cannot be applied to the PDD. In the last semester, students complete BUSM 4850, Business Strategy, which will consolidate all the learning from the program. All the courses, plus the three EXPE courses prepare students for the Work Experience in the final term of the program. Please note that placement is not guaranteed. Students will need to work with Co-op faculty to secure a suitable placement.

The PDD in Accounting (PDD AC) program is also a 2-year program, with a total of 60 credits, to be completed in six consecutive terms, 3 to 4 courses per term. A COOP work term is optional for this program and would add an extra one term to the program for a total of 7 terms. Please refer to the program structure in the following pages.

This program was designed for students who want to pursue a career in accounting and the courses are equivalent to all 12 Chartered Professional Accountants (CPA) Preparatory modules. Therefore, graduates of this program will meet the entry requirements for further education/certification with the CPA Professional Education Program (PEP).

Graduation Requirements

In order to graduate from the PDD program, students must:

- Successfully complete all the courses listed in the program curriculum;
- Achieve a minimum 'C' grade in all courses; and
- Have a minimum Program Grade Point Average (PGPA) of 2.33.

A 2.33 PGPA is a 'C+' average based on the most recent attempt of all your courses. If you repeat a course, only the most recent grade for that course will be counted towards your PGPA. Students who fail or withdraw from any courses will be required to repeat the course.

Note: *EXPE 4814 Experiential Learning Work Term is not a graded course.*
Note 2*: Undergrad level courses cannot be used towards PDD graduation requirements and cannot be used to meet prerequisite requirements.*

Repeat Limits

Students needing to take the same course a third time must email business@langara.ca to request a repeat limit override. Repeat limit overrides are not guaranteed and subject to seat availability. Repeating a course means that you will be required to pay for the course a second time.

How to calculate your PGPA

To find your PGPA, multiply the letter grade point equivalent for all Langara courses on your transcript by the number of credits granted for all courses. Then add up these figures for all courses and divide the total by the total of credits for all courses you have attempted, not including courses resulting in 'S', 'SR', 'U' or 'W'. Please refer to Grade and Grade Point Average chart on the next page. If you repeat a course, only the more recent grade will be used in the calculation of your PGPA; however, the original grade(s) will remain on your transcript.

Example:

Credits	Grade	Letter Grade Point	Credit x Letter Grade Point
3	A	4.00	12.00
3	C+	2.33	6.99
3	C	2.00	6.00
3	C-	1.67	5.01
1	B-	2.67	2.67
Total 13			Total 32.67

32.67 divided by 13 = 2.51 PGPA

Grading and Grade Point Average

Langara uses a letter system to grade your achievements. Your final grade in your courses will be based on all the assignments, exams (midterms, final), and classroom activities as explained in the course outline provided by your instructor. As mentioned, PDD students must achieve a Program Grade Point Average (PGPA) of minimum 2.33. Grade Point Averages are calculated using the following system:

Letter Grade	GPA	Description
A+	4.33	*Distinguished Achievement* For consistently distinguished accomplishment in examinations, reports, and class participation. This definition applies to “A+”, “A”, and “A-”.
A	4.00	
A-	3.67	
B+	3.33	*Above Average Achievement* For consistent mastery of the subject matter of this course. This definition applies to “B+”, “B”, and “B-”.
B	3	
B-	2.67	
C+	2.33	*Satisfactory Achievement* For sufficient comprehension of the subject. This definition applies to “C+”, “C”, and “C-”.
C	2.00	
C-	1.67	
D	1.00	*Marginal Performance* For completion of a course but with below average achievement. (College credit will be granted, but students will not normally be permitted to proceed to the next course.)
F	0.00	*Unsatisfactory Achievement* For completion of a course without demonstrating sufficient knowledge of the content to receive credit.
N	0.00	*No Credit* This grade is awarded to the student who, having registered in a course, • Ceases to attend or to participate in class work after the final withdrawal date for the semester; and • Does not write the final exam.
W	n/a	Withdrawal Course Not included in calculation of GPA/CGPA/PGPA

The LSM utilizes the following grading scale to assign grades:

Letter Grade	% Value
A+	95-100
A	90-94
A-	85-89
B+	80-84
B	75-79
B-	70-74
C+	65-69
C	60-64
C-	55-59
D	50-54
F	49 or below

As a student, you are expected to keep track of the marks you receive on each of your assignments, exams, and other classroom activities that you are assessed on so that you are aware of your standing in the course. If you are struggling in your studies, you should speak to your instructor for advice on what you can do. You can also seek the advice of the LSM Advising Team.

NOTE: Grading scales for other departments such as Mathematics and Statistics or Economics may differ. Please refer to the course outline for each subject.

Students should also note that some courses are prerequisites for further studies and that minimum grades are required to progress. Please refer to the Program Curriculum tables on the following pages. No exceptions are made to these requirements.

Given that a minimum PGPA of 2.33 and a minimum 'C' grade in all academic courses are required for graduation, students should aim for grades that will allow them to successfully graduate from the program.

Program Curriculum

PDD in Business Administration – 5 Terms			
Term 1		**Credits**	**Prerequisite(s) - all with min. C grade**
BUSM 4805	Professional Business Practices	3	
FMGT 4816	Accounting for Managers	3	
BUSM 4800	Organizational Behavior	3	
Term 2			
MARK 4800	Introduction to Marketing	3	
STAT 4800	Business Statistics	3	
BUSM 4820	Negotiation Skills	3	BUSM 4805 and BUSM 4800
EXPE 4801	Career Goals, Resumes, and Cover Letters	1	
Term 3			
BUSM 4810	Operations Management	3	BUSM 4805, MARK 4800 and (FMGT 4816 or FMGT 4800)
MARK 4810	Social Media Strategy	3	BUSM 4805 and MARK 4800
BUSM 4840	Organizations and Change	3	BUSM 4805 and BUSM 4820
EXPE 4802	Interviews and Your Professional Image	1	EXPE 4801
Term 4			
INTB 4810	Management Issues in International Business	3	BUSM 4805, BUSM 4810 and BUSM 4820
BUSM 4830	Project Management	3	BUSM 4805 and BUSM 4810
BUSM 4850	Business Strategy	3	BUSM 4805, (BUSM 4810 or MARK 4820), BUSM 4820, MARK 4810 and STAT 4800
EXPE 4803	Employment Search Strategies	1	EXPE 4801 and EXPE 4802
Term 5			
EXPE 4814	Experiential Learning Work Term	3	EXPE 4801, EXPE 4802 and EXPE 4803

IMPORTANT NOTES:

- There are no scheduled breaks in the PDD program.
- Students are expected to study full-time continuously (minimum 9 credits per term).
- Students are required to follow the program structure above and not to take courses out of order.
- EXPE 4803 should always be taken in the term immediately preceding EXPE 4814.
- The Work Experience Term - EXPE 4814 is considered full-time.
- Classes are scheduled Monday to Friday during the day with the occasional evening section.
- Students needing to repeat a course should consult with a Program Advisor for course planning. Students needing to take the same course a third time must email business@langara.ca to request a repeat limit override. Repeat limit overrides are not guaranteed.
- Undergrad level courses cannot be used towards PDD graduation requirements and cannot be used to meet prerequisite requirements.

PDD in Marketing Management – 5 Terms			
Term 1		**Credits**	**Prerequisite(s) - all with min. C grade**
BUSM 4805	Professional Business Practices	3	
FMGT 4816	Accounting for Managers	3	
MARK 4800	Introduction to Marketing	3	
Term 2			
BUSM 4800	Organizational Behavior	3	
STAT 4800	Business Statistics	3	
MARK 4820	Integrated Marketing Communications	3	BUSM 4805, MARK 4800 and (FMGT 4800 or FMGT 4816)
EXPE 4801	Career Goals, Resumes, and Cover Letters	1	
Term 3			
MARK 4810	Social Media Strategy	3	BUSM 4805 and MARK 4800
BUSM 4820	Negotiation Skills	3	BUSM 4805 and BUSM 4800
MARK 4830	Consumer Behavior	3	BUSM 4805 and MARK 4820
EXPE 4802	Interviews and Your Professional Image	1	EXPE 4801
Term 4			
INTB 4800	International Marketing	3	BUSM 4805 and MARK 4820
MARK 4840	Marketing Research	3	BUSM 4805, MARK 4800 and STAT 4800
BUSM 4850	Business Strategy	3	BUSM 4805, (BUSM 4810 or MARK 4820), BUSM 4820, MARK 4810 and STAT 4800
EXPE 4803	Employment Search Strategies	1	EXPE 4801 and EXPE 4802
Term 5			
EXPE 4814	Experiential Learning Work Term	3	EXPE 4801, EXPE 4802 and EXPE 4803

IMPORTANT NOTES:

- There are no scheduled breaks in the PDD program.
- Students are expected to study full-time continuously (minimum 9 credits per term).
- Students are required to follow the program structure above and not to take courses out of order.
- EXPE 4803 should always be taken in the term immediately preceding EXPE 4814.
- The Work Experience Term - EXPE 4814 is considered full-time.
- Classes are scheduled Monday to Friday during the day with the occasional evening section.
- Students needing to repeat a course should consult with a Program Advisor for course planning. Students needing to take the same course a third time must email business@langara.ca to request a repeat limit override. Repeat limit overrides are not guaranteed.
- Undergrad level courses cannot be used towards PDD graduation requirements and cannot be used to meet prerequisite requirements.

PDD in Accounting – 6 Terms			
Term 1		**Credits**	**Prerequisite(s)**
BUSM 4805	Professional Business Practices	3	
FMGT 4800	Intro to Financial Accounting	3	
MATH 4800	Mathematics of Finance	3	
Term 2			
BUSM 4885	Business Law	3	
ECON 4800	Microeconomics	3	
FMGT 4810	Managerial Accounting	3	FMGT 4800 with a minimum C
Term 3			
STAT 4800	Business Statistics	3	
FMGT 4820	Intermediate Financial Accounting 1	3	BUSM 4805 and FMGT 4800 both with a min. C
ECON 4810	Macroeconomics	3	
FMGT 4860	Financial Management 1	3	BUSM 4805, FMGT 4800, and MATH 4800 all with a minimum C
Term 4			
FMGT 4818	Advanced Managerial Accounting	3	BUSM 4805 and FMGT 4810 both with a min. C
FMGT 4824	Intermediate Financial Accounting 2	3	FMGT 4820 with a minimum C
FMGT 4865	Financial Management 2	3	FMGT 4860 with a minimum C
Term 5			
FMGT 4870	Intro to Taxation	3	BUSM 4805 and FMGT 4800 both with a min. C
FMGT 4880	Internal Control and Auditing	3	FMGT 4820 and FMGT 4824 both with a min. C
STAT 4810	Intermediate Quantitative Methods	3	STAT 4800 with a **minimum C+ grade**
BCAP 4820	Business Information Systems	3	Successful completion of a min. 30 credits including BUSM 4805 with a minimum C
Term 6			
FMGT 4828	Advanced Financial Accounting	3	FMGT 4824 with a minimum C
BUSM 4855	Business Strategy for Accountants	3	Successful completion of a min. 48 credits including FMGT 4818 and FMGT 4865 both with a min. C
FMGT 4875	Advanced Taxation	3	FMGT 4820, FMGT 4824, and FMGT 4870 all with a minimum C

For PDD AC students who wish to complete the COOP option and complete the program in 7 terms, please consult with a Program Advisor for more information **before you register for Term 2 courses**.

IMPORTANT NOTES:

- There are no scheduled breaks in the PDD program.
- Students are expected to study full-time continuously (minimum 9 credits per term).
- Students are required to follow the program structure above and not to take courses out of order. Students who enroll in courses out of order can be removed from the course(s).
- Classes are scheduled Monday to Friday during the day with the occasional evening section.
- Students needing to repeat a course should consult with a Program Advisor for course planning. Students needing to take the same course a third time must email business@langara.ca to request a repeat limit override. Repeat limit overrides are not guaranteed.
- Undergrad level courses cannot be used towards PDD graduation requirements and cannot be used to meet prerequisite requirements.

Course Descriptions

Course descriptions are available online at http://www.langara.ca/programs-and-courses/courses/index.html.

More detailed course information will be given to you by your instructor at the beginning of each term in the form of the Course Outline. Pay close attention to the Course Outline as it will include important information such as:

- Important dates and week-by-week schedule for class
- Instructor contact information and office hours
- Assignments
- Exams
- Distribution of marks for each assignment/exam
- Required Textbook and Readings
- LSM and specific classroom policies, practices, and standards

Students are responsible for being aware of and adhering to the information provided in the course outline. If you have any questions about your courses, you should ask your instructor for more information or clarification.

Academic Standing

In addition to requiring a minimum PGPA of 2.33 in order to graduate, students are expected to maintain a minimum academic standard and will be placed on academic probation or academic suspension if they fail to do so.

Minimum Academic Standard

The minimum Academic Standard for all Langara students is a **Semester Grade Point Average** of 1.50 or higher and no more than one letter grade of "F", "N", or "U" for that semester.

Academic Probation

Students will be placed on academic probation if they have failed to achieve the minimum academic standard in their most recent semester. Students on academic probation are permitted to register in the next semester, but they should consult a Langara Counsellor for academic advice. The College will inform students of, and encourage them to use, services available to support their academic studies and goals.

To return to good standing, students on academic probation must achieve the minimum academic standard in the subsequent semester. Students who do not attend Langara immediately following the semester in which they were placed on academic probation will remain on academic probation in the next semester in which they register.

Academic Suspension

Students on academic probation who do not achieve the minimum academic standard in their next semester will be placed on academic suspension.

Students on a first academic suspension will not be permitted to register for the following three semesters. Students returning after a first academic suspension must notify Registrar and Enrolment Services of their intention to return and will be placed in an Arts and Science (open enrollment) program. Students may be restricted to eleven credits and will be on academic probation when they re-register at the College. Once they have successfully completed a minimum of one term, they can then be considered for reinstatement into the PDD program.

Students on academic suspension may return to their studies before the completion of the normal suspension period after successful completion of academic remediation. Refer to Appendix 1 of the Langara College Academic Standing – Academic Probation and Academic Suspension Policy.

To achieve good standing, students returning after a first academic suspension must achieve the minimum academic standard in their first semester following the academic suspension. Students who do not achieve good standing will be placed on a second academic suspension, which will result in a longer stand-out period and will require an application in writing to Registrar and Enrolment Services for re-admission to the College. Re-admission is not automatic and not guaranteed.

Classroom Expectations

All LSM students, including those in the PDD program, are expected to act respectfully, responsibly, and maturely in the classroom. Strict adherence to the Langara College Code of Conduct is expected:

"The College requires all members of the College Community to conduct themselves in a manner that promotes a learning and working environment characterized by encouragement, free enquiry, integrity, mutual respect, professionalism, recognition of achievement, and social responsibility. The College Community respects diversity, is civil, and provides for individual safety."

The full Code of Conduct policy is available at: https://langara.ca/student-services/student-conduct-and-academic-integrity/pdfs/e1003-student-code-of-conduct.pdf

The LSM believes that quality education is a privilege, and that students and faculty are responsible for creating a supportive classroom environment that encourages open dialogue, academic inquiry, and active learning. In order to achieve this, you are expected to:

- Attend all classes – some instructors may have an attendance policy that results in loss of marks for absence from class. In addition, if you miss an exam or assignment, you will lose those marks. More importantly, when you miss class you miss out on the opportunity to learn. Students who miss class are often unprepared for exams and submit substandard assignments.
- Arrive at least 5 minutes early for class. Tardiness is disruptive and disrespectful to your instructor and your classmates. Some instructors may require you to wait in the hallway until the break, which results in you losing valuable class time.
- Actively participate in class discussions and ask questions of your instructor (when appropriate). While it is not appropriate to interrupt your instructors while they are lecturing, it is appropriate to raise your hand and ask questions if something is unclear. Also, students are expected to actively participate in class and group discussions. Always remember, active participation means that you give your opinions as well as respectfully listen to the opinions of others.
- Arrive prepared for class – your course outline includes a week-by-week schedule of what will be covered in each class. It is your responsibility to pre-read the assigned textbook chapters, so you are familiar with the material to be covered in class.
- Take notes on lectures –lecture notes are extremely important for exam preparations.
- Bring your textbook to class (or have access to your e-book) – unless your instructor tells you otherwise, textbooks are often used in the classroom for sample questions, activities, case studies, etc. It is not reasonable for several students to share one textbook.
- Bring all required material and supplies to class – this includes your calculator if necessary. Remember, you will not be allowed to use your cellphone as a calculator.
- Turn off your cellphone ringer and do not text, surf the web, or otherwise use your phone during class.
- Use your laptop or tablet for note taking or viewing your e-textbook only, not for surfing the web, messaging, etc.

The college classroom can be an exciting place, but only if all members of the class play an active role in making it so. Remember, you are an important part of the classroom community, and your actions have an impact on everyone else.

Tips for Academic Success

As an adult student, you are ultimately responsible for your own success. We offer the following guidance to help you succeed in your studies:

- Attend and be on-time for all your classes.
- Fully read and utilize your textbook and any online textbook resources that are available.
- Take detailed notes and create a robust study guide to use when preparing for exams.
- Start assignments and projects well in advance of the due date
- Review course material every week so that you are well prepared for exams.
- Spend at least 20 hours per week on homework, studying and assignments. Some weeks you will find that more time is required.
- Form study groups with your classmates. Reviewing course material together can lead to a better understanding of the course content.
- Carefully review assignment details so that you complete each assignment satisfactorily. If you are unsure of the requirements, ask your instructor for clarification. You can also show your instructor a draft of your assignment if you want to ensure you are on the right track.
- Visit the Langara Learning Commons in the Library for tutoring. Tutoring is available in a variety of subjects including Accounting, Math and English. Tutoring in the Langara Learning Commons is provided free of charge by peer tutors (more advanced students), who are familiar with the material and familiar with being a Langara student.
- Seek the assistance of the LSM Liaison Librarian in the Library for help with citations and avoiding plagiarism. Librarians can also help you find great resources for your assignments and projects.
- Seek the assistance of the Langara Counselling Department for help with study skills, exam preparation and exam anxiety. Counsellors can also help you if you are having any personal issues that are impacting your ability to succeed in your classes.
- Meet with your instructor during their office hours if there is any course material that you don't understand or need additional information on.

While it is your responsibility as a student to put in the effort necessary to succeed, remember that LSM Faculty and Staff are available to guide you as well. If you are experiencing difficulties or challenges, we encourage you to meet with the International Student Coordinator and/or LSM Program Advisors.

Academic Integrity

Langara College and the Langara School of Management take Academic Integrity very seriously. We expect all students to be familiar with and adhere to the Academic Conduct Policy which outlines the standards expected of students. Plagiarism and cheating of any kind will not be tolerated and students who cheat or plagiarize will be disciplined as outlined in the policy. Academic integrity is expected in all settings, whether on campus or at an off-site location such as a work placement, fieldtrip, or during on-line portions of courses.

Policy F1004 Academic Conduct establishes the standards of academic conduct expected of students and persons seeking admission to the College, sets out the procedures that the College will follow when a person is alleged to have breached these standards, and identifies the possible penalties.

- **Cheating:** an act of deceit, distortion of the truth, or improper use of another person's effort to obtain an academic advantage. Examples include, but are not limited to:
    - Looking at another person's exam, or allowing another person to look at yours
    - Using unauthorized notes ("cheat sheet")
    - Continuing to write on an exam after time has been called
    - Removing an exam from the classroom without permission
    - Working with others on an assignment, without the instructor's permission
    - Altering the examination and requesting that the exam be re-marked
    - Communicating with any person during an exam (such as whispering, passing notes, sending text messages) other than the instructor or exam invigilator

- **Fraud:** an intentional perversion of the truth for the purpose of inducing another to rely on it. Examples include, but are not limited to:
    - Having another person write your exam for you
    - Submitting a fake doctor's note if you miss an exam
    - Submitting fake admission documents

- **Plagiarism:** the presentation of another person's or source's words and/or images and/or ideas as if they were one's own. It ranges from an entire assignment which is not the student's own work to specific passages within an assignment taken from a source without acknowledgment. For plagiarism to occur intent is not necessary; plagiarism can be either intentional or unintentional. In either case, it is unacceptable.

  Examples include, but are not limited to:
    - Buying your assignment off the internet
    - Copy and pasting from another source without referencing it properly
    - Paraphrasing from another source without referencing it properly
    - Using another person's assignment or outline to write your own
    - Submitting work that another person has edited or reviewed without the instructor's permission
    - Submitting the same assignment for two different classes (this is called "self-plagiarism")

Students are advised to familiarize themselves with the full policy, available online at https://langara.ca/about-langara/policies/pdf/F1004.pdf

Registration

Registration is the online process that students use to "sign-up" for their classes. PDD students receive priority registration, usually on the first or second day of registration. Registration is on a first-come, first-served basis – those who pay their deposit (international students only) and access the registration system first will get first choice of courses.

Classes are scheduled Monday to Friday, generally during the daytime. From time to time an evening class may be scheduled. PDD students in Term 1 are required to register in all courses within the same course package (group) as indicated in their pre-arrival and registration email.

General information on how to register and registration processes can be found at http://langara.ca/registration-and-records/index.html. This section also includes a link to Important Dates. It is each student's responsibility to be aware of Important Dates regarding registration, payment deadlines, refund periods, withdrawal dates etc.

Registration for courses for each semester takes place as follows:

- Fall Semester – registration begins in middle-late June
- Spring Semester – registration begins in middle-late November
- Summer Semester – registration begins in middle-late March

The online Registration Guide and Course Schedule is generally available at the beginning of the registration month.

Intent to Register

Prior to each registration period, PDD students will be required to complete an Intent to Register form. The purpose of this form is to project the number of seats required for each course each term. Students who do not complete and submit the form by the scheduled deadline will have a hold placed on their account that will prevent access to the registration system.

Students will receive the Intent to Register form via email approximately 8 weeks before the registration period starts.

Note: The Intent to Register form does not apply to students registering in their Term 1 courses.

If you are unsure about registration, please meet with a member of the Advising Team.

PDD Key Contacts

Program Advisors

Susan Joe
business@langara.ca

Sonia Sidhu
business@langara.ca

To view the LSM advising schedule, please refer to:
http://langara.ca/departments/langara-school-of-management/contact.html

For program and course related questions please email business@langara.ca
To arrange an advising appointment, please email business@langara.ca.

Smoke-free Campus

To create a working and learning environment that promotes the overall health and wellness of our entire community, Langara College campus is a smoke-free environment. The Smoke-Free Policy will apply to all visitors to campus as well as staff, students and faculty. Smoking and vaping will be prohibited everywhere on campus.

Langara joins many other post-secondary institutions and organizations that have recently implemented smoke-free policies. The vision behind this policy is to eliminate exposure to second-hand smoke; maintain a cleaner, healthier campus, and provide support for students and employees who are trying to quit.

To view the Smoke-free policy, please refer to the link below:

https://langara.ca/about-langara/policies/pdf/H1003.pdf

Student Services and Resources

Langara College has a variety of services and resources available to support students during their studies. PDD students are encouraged to take advantages of the services and opportunities available to them. **For program and course related questions please email business@langara.ca .**

Bookstore

http://langara.bc.ca/bookstore/index.html
The Langara Bookstore stocks all your required textbooks for your courses (new and used books available). Textbook are available well before the start of the term and can be either purchased in person or ordered online. The Bookstore also carries school supplies, computer accessories, clothing, snacks and gifts.

Campus Security and Resources

http://www.langara.ca/campus-facilities/security/index.html

Campus Security strives to promote and maintain a safe and welcoming environment for our diverse community. Langara employs several security programs geared towards the safety at the College. Together, they form a continuous on-site presence performing many functions, including emergency response, building security and 24/7 campus monitoring. Campus security also provides a Safe Walk program (seven days per week, any time of the day) if you wish to have an escort to your vehicle.

Co-op and Career Development Centre

http://langara.ca/coop-and-career-development/index.html

The Co-op and Career Development Centre connects students to skills, resources and employers; a central resource centre designed for you to explore your future career pathway.

Langara College students have access to in-class courses, co-op, career workshops, resources and on-campus volunteer opportunities that help develop essential skills for the workplace. This dynamic centre will provide a central place for students, employers, faculty, alumni, associations and sponsors to connect.

Counselling

http://www.langara.ca/student-services/counselling/

The Langara Counselling Department responds to the needs of students by encouraging their educational success and personal growth. The counsellors are professionals trained to provide a variety of confidential counselling services. Counselling also offers a variety of student success workshops each semester.

Accessibility Services

https://langara.ca/student-services/accessibility-services/index.html

Disability Services works with students with disabilities to arrange appropriate support services on a case-by-case basis.

Food Services

http://www.langara.ca/campus-facilities/cafeteria/index.html

Langara College has a variety of food options available in the Cafeteria (A Building) including a Tim Hortons, Triple O's, 2Mato (pizzas, pastas, and Panini sandwiches), and Global Village. There is also a Starbuck's (coffee) in the Library.

There are also independently-run food venues in the Student Union Building.

Health Services

http://langara.ca/student-services/health-services/index.html

The Student Health Services staff is committed to providing confidential, friendly and accessible medical care for all Langara students. They offer health education information and resources to assist students in making lower-risk choices and promoting healthy lifestyles during college and in the years beyond.

The Hub

https://langara.ca/the-hub/

The Hub is Langara College's Office for Student Engagement, your one-stop shop for connecting with activities and resources across the campus. Within the Hub, you will find VOLT, student clubs, student leadership opportunities, information on new student orientation, parent orientation, workshops, and more.

International Education

http://www.langara.ca/international-education/index.html

Langara's International Education (IE) Department offers international students a central service resource for information and assistance related to a number of areas of interest.

The IE Department is available to help students with general questions about life in Vancouver and at Langara, and also administer the Langara PLUS program. During Fall 2020 and Spring 2021 terms, the IE Office has regularly scheduled virtual drop-in office hours where you can connect with our Learning Support Team. Meet one-on-one with a learning support team member to get help with academic and online learning questions, or drop-in to our Community Café to ask questions, discuss strategies and resources to help with taking exams online, and more. Visit The IE Office's Virtual Learning Support for more information or email your questions to learningsupport@langara.ca.

Learning Commons

http://langara.ca/student-services/learning-commons/index.html

The Learning Commons is designed to be a one-stop shop for services and tools to help enhance your learning. The Learning Commons is mostly located on the first floor of the Langara Library. All services are free and available to Langara students.

Langara Students' Union

http://langara.ca/student-services/students-union/index.html

On campus, the primary function of the Students' Union is the protection and advocacy of the rights and interests of its members. The Union actively works for positive change on issues affecting students directly, such as student financial assistance, and indirectly, such as world peace.

Library

http://www.langara.ca/library

The Langara Library offers a variety of resources and services to help you succeed including the Learning Commons (tutoring). The Library has books, videos, as well as online resources such as academic journals to help you complete your assignments. Librarians and other library staff are available to help you find what you need. The Library is also a great place for quiet study.

Online Learner Resources (Educational Technology)

http://iweb.langara.ca/online-learner/

All LSM courses include some D2L (online) components. The Online Learner resource page assists students using the online learning platform.

Registrar and Enrolment Services

http://www.langara.ca/departments/registrar-and-enrolment-services/index.html

Registrar and Enrolment Services provides assistance with application, registration, student records (transcripts), and graduation.

U-Pass BC (Transportation)

http://langara.ca/student-services/upass/index.html

U-Pass BC is a student transit program delivered in partnership by the Langara Students' Union, TransLink, and the Ministry of Transportation. Eligible students have access to a 3-zone pass valid for unlimited use on TransLink bus, SkyTrain and Seabus services for the affordable rate of $38.00 per month which is automatically added to fees upon registration. As part of program conditions, participation is mandatory for all students who qualify.

VOLT

https://langara.ca/the-hub/volt/index.html

The VOLT program empowers students to connect with rewarding volunteer opportunities on-campus, and in the community. They promote community engagement, social awareness, and student development through volunteerism. VOLT can help you make new connections, learn new skills, gain experience, and give back to the community.

Emergency Assistance

For urgent security or medical help while at Langara College campus, students must **dial 4444** using any of the campus phones or yellow emergency call stations located in hallways.

In a severe life-threatening situation, call 9-911 from a campus phone.

APPENDIX A – LINKS TO POLICIES

Langara College requires all members of the College community to conduct themselves in a manner that promotes a learning and working environment characterized by encouragement, free enquiry, integrity, mutual respect, professionalism, recognition of achievement, and social responsibility. The College community respects diversity, is civil, and provides for individual safety.

Langara College creates policies to address important issues and outline practices and expected behaviors. You must be aware of and comply with the College and the LSM policies, procedures and standards contained in the Calendar, in the semester Registration Guide and Course Schedule, in addition to those listed in the Policies section on the Langara College website.

http://www.langara.ca/registration-and-records/policies-and-procedures/index.html

A policy is a guiding principle or standard used to set direction and conduct. A procedure outlines a series of steps and actions that need to be followed in order to accomplish the policy and will be delineated in a separate document.

The following list of policies and procedures are the pages most actively used by students:

Student Code of Conduct:
https://langara.ca/student-services/student-conduct-and-academic-integrity/pdfs/e1003-student-code-of-conduct.pdf

Registration Fee Payment and Refund:
https://langara.ca/about-langara/policies/pdf/E2003.pdf

Appeal of Final Grade:
http://langara.ca/registration-and-records/pdf/E2006.pdf

Academic Standing – Academic Probation and Academic Suspension Policy:
https://langara.ca/registration-and-records/pdf/E2008.pdf

Academic Standing – Requirements:
http://langara.ca/registration-and-records/resources/academic-standing-reregistration.html

Grading and Records:
http://langara.ca/registration-and-records/resources/grading-and-withdrawals/grades-notations.html

Withdrawal from Courses:
https://langara.ca/about-langara/policies/pdf/E2011.pdf

Concerns About Instruction:
https://langara.ca/registration-and-records/pdf/F1002.pdf

Academic Conduct:
https://langara.ca/about-langara/policies/pdf/F1004.pdf

Assessment of Academic Progress:
https://langara.ca/about-langara/policies/pdf/F1005.pdf

Final Exam Policy:
http://www.langara.ca/registration-and-records/policies-and-procedures/final-exam-policy.html

Plagiarism Policy:
http://www.langara.ca/registration-and-records/policies-and-procedures/plagiarism.html

Computer and Computing System Use:
http://langara.ca/registration-and-records/pdf/B5002.pdf

Human Rights:
http://www.langara.ca/registration-and-records/pdf/B3008.pdf

Sexual Violence and Misconduct:
https://langara.ca/about-langara/policies/pdf/B3009.pdf