SIX NATIONS
POLYTECHNIC

STUDENT HANDBOOK

2024-2025

Six Nations Campus Phone: 519-445-0023
Brantford Campus Phone: 226-493-1245

www.snpolytechnic.com

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FOUNDATION OF SIX NATIONS POLICIES

Six Nations Polytechnic Policy

From the start, Six Nations Polytechnic had a clear vision about the contribution we could make to both our home community and the international community. Our unique education mission was first articulated in the founding statement of philosophy and belief, written by Harvey Longboat, a Six Nations educator and traditional leader, in 1994. This philosophy speaks to the need for an educational institution with a strong commitment to environmental sustainability, language, culture, and ensuring that Haudenosaunee people have the tools to succeed in the two worlds we find ourselves in:

If a people do not keep pace with others, it is because they hear a different drummer. Allow them to step in harmony to the music which they hear however measured or far away. Our cosmology places Native people in a balanced familial relationship with the universe and the earth. In our languages the earth is our Mother, the sun-our Eldest Brother, the moon-our Grandmother, the plants and animals-our brothers and sisters. From this view our people believe that all elements of the natural world are connected physically and spiritually and are to interrelate to each other to benefit the whole. The responsibility then falls on the people to peacefully maintain nature's delicate balance to ensure that unborn generations can enjoy what we enjoy today. Six Nations Polytechnic accepts this responsibility and is devoted to facilitating the will and determination of our community to maintain an environmentally friendly world through education, training, and research.

Six Nations Polytechnic, a native focused institution of learning, has a moral responsibility to the people to take a lead role in the preservation of our environment. Through the Hodinohsó:ni'/Rotinonhshonni world view of our universe we will assist in the survival of life on this planet through research, study of alternative views, and dissemination of information.

Six Nations Polytechnic will endeavor to keep up with the beat of the 21st century and at the same time offer the understanding inherent in our language and culture. In this way the people may receive an education that assists them to keep pace with both drums.

Six Nations Polytechnic will take a lead role in bridging the chasm of understanding between the two cultures of our lives and create an atmosphere for healing our differences so that we can both look with optimism into the 21st century.

Six Nations Polytechnic has the role and responsibility, as an institution of the people of Six Nations, to offer the opportunity to be educated to ensure languages and culture survive. It also has the responsibility to provide an education that enables our people to survive in both worlds.

Six Nations Polytechnic is becoming the catalyst that offers the opportunity and place for our Native scholars and elders to share their knowledge with all our people and to offer the non-Native an opportunity to study a different worldview.

Harvey Longboat Sr., 1994

Belief

The Six Nations Polytechnic Board believes that culturally based education and life-long learning positively impacts life.

Mission and Vision

Six Nations Polytechnic's vision is to achieve international distinction for excellence in Indigenous education, Indigenous language revitalization, and the continuance of Indigenous knowledge. SNP's unique mission is the preservation, application, and creation of knowledge specific to Ogwehoweh languages, culture, and knowledge, while respectfully interacting with and informing other knowledge systems. The institution's 'two road' epistemology applies in teaching and research that serve the social, cultural, and economic needs of the local community and wider society. Six Nations Polytechnic's Board of Directors believes that culturally based education and lifelong learning more positively impact life.

Values and Organizational Conduct

The Board has identified values to guide the organization. These are stated in Board policy as Hodinohsó:ni' values of G'anigohi:yo:/Kanikoriio (Values of the Good Mind). Everyone involved with Six Nations Polytechnic is expected to review these organizational values along with operational policies.

The expectation for all (Board, staff, instructors, and students) is to operationalize these values in their respective roles and to conduct themselves accordingly and in compliance with organizational policies.

Six Nations Polytechnic Student Commitment

Students who choose to enroll at SNP are making a commitment to actively engage in their learning experience.

They acknowledge responsibility to conduct themselves with the Hodinohsó:ni' values of G'anigohi:yo:/Kanikoriio (Values of the Good Mind)–in compliance with the policies and procedures of Six Nations Polytechnic and any applicable partner institutions.

This includes:

- regular attendance and arriving on time, virtually and in person, fully prepared for learning activities
- becoming familiar with sessional dates, program and course procedures and requirements, and financial regulations
- treating others with respect to maintain the dignity and self-esteem of every person

Students are encouraged to meet with a Student Success Officer any time they have questions or concerns, or if circumstances may impact their ability to maintain program commitments.

Board of Directors Student Representative

SNP Board needs your leadership and student knowledge! Each year, the SNP Board of Directors invites two student representatives to serve as non-voting members of the Board. A student representative seat is now available from both the Six Nations and Brantford Campus.

All students are encouraged to consider this volunteer opportunity to directly influence your learning experience and engage in student leadership. Student representatives are to be nominated by their peers and will address the Board at the Annual General Meeting on **September 19, 2024.** Nomination forms and further information are available from Student Success Officers.

This is an excellent opportunity to integrate your academic studies and expansive learning opportunities!

Hodinohsó:ni'
Values of
Ga'nigǫhí:yo: / Ka'nikonhrí:io

FAIRNESS
(gędęǫ́hsra') (kentenrónhshera) (odihwagwaíhshyǫ)

SHARING
(degaihwakahsǫ́hsra') (aterihwakhahsiónhshera) (adęnide:sä:)

HONESTY
(odrihwagwaihsǫ́hsra') (aterihwakwarihsióntshera) (gaya'da:denih)

KINDNESS
(adęnidęǫ́hsra') (ateniteróntshera') (adęnidę:sä:)

CONFIDENTIALITY
(adrihwahséhdǫhsra') (aterihwahsehtónshera') (gaihwahséhdih)

CONSISTENCY
(oihwadógęhsra') (aterihwatokéntshera') (gaihwadó:gęh)

INTEGRITY
(oya'dawádǫhsra') (atkwenióntshera') (ganihgǫhęwá:nę)

RESPONSIBILITY
(adrihǫdá:tsra) (aterihontátshera) (gaihwayędáhgwih)

RESPONSIVENESS
(adehsrǫníhsǫhsra') (kariwahserakwáhshera') (gaihwasá:gwęh)

COOPERATION
(gayenawáhsra') (kaienawáhshera') (gayenawáhsä)

OPENNESS
(ganhodǫgwę́hsra') (kanhotonkwénhshera') (ganigohi:yok)

TRUSTWORTHINESS
(oihwadógęhsra') (tekaniahesénhtshera') (hoyada:dę:ni)

SIX NATIONS
POLYTECHNIC
www.snpolytechnic.com

Welcome to Six Nations Polytechnic

The Board, President & CEO, instructors, and staff of Six Nations Polytechnic welcome you to the 2024-2025 academic year! This handbook provides general information and policies related to student success at SNP.

Meet the Student Affairs Team!

Student Success Officer (Six Nations Campus)
Lee-ann Blackbird
lee-ann.blackbird@snpolytechnic.com

Student Success Officer for College and Trades (Brantford Campus):
Lynnzee Miller
Lynnzee.miller@snpolytechnic.com

Students are encouraged to contact the Accessibility Navigator with any concerns regarding their academic accommodation at SNP.

Accessibility Advisor (Six Nations and Brantford campuses)
Julieann Gardner
 julieann.gardner@snpolytechnic.com
Acting Director of Student Affairs
Hailey Thomas
hailey.thomas@snpolytechnic.com

Registrar's Office

Acting Registrar
Rachel Hill
rachel.hill@snpolytechnic.com

Registrarial Services Associate
Becky Jonathan & Ashley Hill
becky.jonathan@snpolytechnic.com & ashley.hill@snpolytechnic.com

Financial Aid
Finaid@snpolytechnic.com

Academic Policies and Procedures

It is the student's responsibility to familiarize themselves with the policies and procedures at Six Nations Polytechnic. The following policies and procedures refer to student conduct and responsibilities; examinations and grade review; and confidentiality of student information. Information on these policies and procedures can be found in the [SNP Academic Calendar - University 2024-25](#) :

- Academic Consideration
- Academic Freedom & Integrity
- Academic Status & Standing
- Confidentiality of Student Information
- Examinations
- Grade Review
- Graduation
- Registration
- Student Conduct

Student Conduct

SNP expects all students to use Ga`nigǫhi:yo:/Kanikonri:io: (Respect/Good Mind) while studying with us and participating in any SNP events, on or off site. The expectation is that students conduct themselves consistent with the Hodinohsó:ni' values as follows:

Fairness	Responsibility
Sharing	Responsiveness
Honesty	Cooperation
Kindness	Openness
Confidentiality	Trustworthiness
Consistency	Integrity

Learners who fulfill their responsibilities:

- Treat others with respect to maintain the dignity and self-esteem of every person
- Communicate with good words and encouraging others to do the same
- Attend classes regularly and arrive on time fully prepared for class
- Conduct themselves professionally and in a manner that does not distract or disrupt the educational pursuits of others
- Adhere to safety rules, use any protective equipment provided, and immediately report any hazardous conditions or injuries.

SNP will not tolerate:

- abusive or hurtful language towards our staff or other students.
- physical violence towards one another, or SNP property.
- Cheating / plagiarism on tests & assignments.
- SNP is a drug and alcohol-free environment. We do not condone the use of these substances.

Disciplinary actions will be taken as necessary and include the potential for program dismissal and/or mandatory withdrawal from the Institute.

As previously stated, students enrolled in programs offered in partnership with other institutions may also be bound by the regulations and requirements that are implicit in that registration with the College partner.

Communication

All students are given an SNP e-mail address, which they must use in all correspondence with instructors and the school. Students are encouraged to check their SNP email regularly as this is the main way through which SNP will communicate any course or program changes, campus closures, and updates.

For those students enrolled in a partner program with Mohawk College or Niagara College, correspondence with your partner email is also acceptable. Ensure you are checking your SNP email account frequently, as we will be sending communication through your SNP email.

Students are encouraged to contact their Student Success Officer with any concerns regarding their academic success.

Program Overview 2024-2025

Six Nations Polytechnic offers a range of programs and learning resources at two campuses.

University Programs offered at the Six Nations Campus

Undergraduate Studies
Bachelor of Arts in Ogwehoweh Languages
Honours Bachelor of Arts in Ogwehoweh Languages
University Consortium Year 1 Program

Professional Development
Gayogo̲hó̲nǫʼ Gawęnǫdahgǫh (Cayuga Language) Immersion Program

College & Skilled Trades Programs offered at the Brantford Campus

College
Concurrent Disorders
Community and Justice Services
Early Childhood Education
Practical Nursing
Personal Support Worker
Pre-Health Sciences Pathway to Advanced Diploma and Degrees
Social Service Worker

Skilled Trades
Construction Techniques
Pre-Apprenticeship: Cook
Pre-Apprenticeship: Machinist
Pre-Apprenticeship: Welder
We Are Welders – Women in Welding

Academic & Community Resources

Brant Skills Centre	Contact North
Committed to helping adults and older youth improve their literacy and essential skills so that they may increase their independence, go on to further education and training, or obtain and maintain employment. **We offer**: One-to-one tutoring Small Group tutoring Computer workshops (Ask us about our travelling computer labs) Assistance with filling out forms Clear Writing Services **Contact Information:** Email: info@brantskillscentre.org Phone: 519-758-1664	Looking for an online program or course? Let Contact North assist you! We will help you research programs and course options, assist with applications, set up key connections with post-secondary institutions, identify funding and grant options, and invigilate exams. **Contact Information** Book an appointment today Contact North Online Learning Recruitment Officer. Call 1-855-833-0108 or e-mail grandriver@contactnorth.ca

Bachelor of Arts in Ogwehoweh Languages (BAOL), Honours Bachelor of Arts in Ogwehoweh Languages (HBAOL) and University Consortium Year 1 Program (UP)

At all times	**Review email correspondence regularly and keep contact information up to date.** Important information and updates will be communicated by email. Students are responsible for becoming familiar with academic regulations and deadlines and are encouraged to contact the Student Success Officer with any concerns. *Students are required to use their assigned SNP email address for all communication.*
July 2, 2024 Remains available to Registration Deadline of September 18.	**Course Registration open** Course registration opens by appointment, available until September 18. Contact Lee-ann Blackbird at lee-ann.blackbird@snpolytechnic.com.
August 15 Or as noted on Letter of Acceptance	**Clear Conditional Offers of Admission** Students with Conditional Admission must -meet all conditions by the deadline indicated on their Letter of Acceptance. Failure to do so will result in cancellation of registration. If you have concerns, contact the Student Success Officer before the deadline.
August 29	**Student Orientation** – Six Nations Campus, university programs.
September 2	**Statutory Holiday - Labour Day** No classes, offices are closed.
September 3	**Classes start** First day of classes, pending individual class schedules.
September 18	**Last day to Register in programs or Revise course selection without financial penalty.** To register, please call Six Nations Polytechnic at 519-445-0023. $ **Last day to provide confirmation of Funding Sponsor.** $ **Fall Term payment due in full for self-funded students.**
September 19	**SNP Board Annual General Meeting** Student Representative opportunity, if interested refer to page 4.
September 30	**Statutory Holiday – National Truth & Reconciliation Day -** No classes, offices are closed.
October 1	**Fall Term payment due in full for students receiving OSAP. ***
October 14	**Statutory Holiday - Thanksgiving** No classes, offices are closed.
October 15 - 18	**Mid-term Break** No classes held, SNP offices remain open.

Note: Winter term dates are subject to change pending confirmation of Midwinter break	
January 2, 2025	**SNP administrative offices open**
January 6	**Classes start for Winter term**
January 21	**Last day to Register in Winter term or revise course selection without financial penalty.** To register, email Lee-ann Blackbird (lee-ann.blackbird@snpolytechnic.com) $ **Last day to provide confirmation of Funding Sponsor for Winter term.** $ **Winter Term payment due in full for self-funded students.**
February 3	$ **Winter Term payment due in full for students receiving OSAP. ***
February 17	**Statutory Holiday - Family Day** No classes, offices are closed.
March 10 - 14	**Mid-term Break** No University classes held, SNP offices remain open
March 19	**Deadline to cancel Winter courses or withdraw from program.** Courses cannot be cancelled after this date. Students will receive a final grade for all enrolled courses.
April 18	**Statutory Holiday - Good Friday** Offices closed, No Classes
April 7	**Regular classes end**
April 9 - 16	**Final exams** - scheduled during usual class time when possible.
April 29	**Final grades –** expected to be available for Winter classes**.** Students are advised to review grades and academic results within 5 business days. *If students have any concerns regarding their grades or eligibility to graduate, graduands must contact the Student Success Officer immediately.*
June 2025 - date to be confirmed	**Spring Convocation** and **Annual Celebration - Congratulations!** Students must review their email regularly for invitations and updates.
November 21	**Deadline to Cancel Fall term courses.** Courses cannot be cancelled after this date and students will receive a final grade for all courses they are enrolled in.
December 9	**Regular Classes end**
December 11 - 18	**Final exams** – scheduled during usual class time when possible.
January 9, 2025	**Final grades** - expected to be available for Fall term.
December 23, 2024- January 1, 2025 (inclusive)	**Winter Holiday Break** - Six Nations Polytechnic closed.

* Students are encouraged to consider applying to OSAP, as a range of funding options may be available. Contact finaid@snpolytechnic.com or call 519-445-0023.

Undergraduate Course Cancellation Schedule
Fall 2024/Winter 2025

* 2024/25 Academic year: course delivery dates include Monday - Friday *

FallTerm A (September to December)
Classes start Tuesday, September 3, 2024

Winter-Term B (January to April)
Classes start Monday, January6, 2025
* See note below

Up to Sept 18	No charge	**Up to Jan 21**	No charge
Sept 19 - 27	20% Charge	Jan 22 31	20% Charge
–Sept 28 – Oct 4	30% Charge	Feb 1-Feb 7	30% Charge
Oct 5 – 11	40% Charge	Feb 8 – 14	40% Charge
Oct 12 - 18	50% Charge	Feb 15 - 21	50% Charge
Oct 19 – 25	60% Charge	Feb 2228	60% Charge
Oct 26 -Nov 1	70% Charge	Mar 1 - Mar 7	70% Charge
Nov 2 8	80% Charge	Mar 8 14	80% Charge
Nov 9 - 21	90% Charge	Mar 15 19	90% Charge
Nov 21 *Last day to Cancel*	**100% Charge**	**Mar 20** *Last day to Cancel*	**100% Charge**

**Courses cannot be cancelled beyond the last date to cancel as indicated by term.
Following this date, students will receive a final grade for all courses they are enrolled in.**

*NOTE: Winter term deadlines may be revised following confirmation of Midwinter (Longhouse) break.

**2024-2025 Important Dates for College Programs at Brantford campus
as indicated by college partner**

Fall Term - 2024		
	Mohawk College	**Niagara College**
Labour Day – campus closed	September 2, 2024	September 2, 2024
Classes start	September 4, 2024	September 4, 2024
Last day to Add or Drop a class for Fall Term	September 17	September 17
Last day to Withdraw from Program with partial refund	September 17	September 17
Opt-out deadline Health & Dental plans	www.studentcare.ca	www.wespeakstudent.com
National Truth & Reconciliation Day – Campus closed	September 30	September 30
Thanksgiving – Campus closed	October 14	October 14
Reading Week	October 14-18	October 14-18
Last Day to Drop a Class without academic penalty	November 15	November 15 (dependent on course start and end date) See add/drop rules here Or visit niagaracollege.ca
End of fall term for all programs	December 7-14	December 7-14
Final fall grades posted	December 20	December 20
Winter Holiday Break Six Nations Polytechnic closed	December 23 – January 1	December 23 - January 1
Winter Term - 2025		
Winter Term begins	January 8, 2025	January 8, 2025
Opt-out deadline (January start only)	www.studentcare.ca	www.wespeakstudent.com
Last Day to Add or Drop a Class for Winter Term	January 19	January 19
Family Day – Campus closed	February 17	February 17
Last day to Withdraw from Program without academic penalty	March 22	Depending on the start and end date of your program
Reading Week	February 19 - 23	February 19 – 23

Last Day to Drop a Class without academic penalty	See mohawkcollege.ca	See niagaracollege.ca
Good Friday – Campus closed	April 18	April 18
Winter term ends	April 12	April 19
Final winter term grades posted	April 26	April 29

Note: Included above are dates for partner programs offered in the Fall/Winter terms with start dates as indicated. Students enrolled in programs with alternate start dates are advised to confirm dates and deadlines which may be unique to their program.

Student Policies

Below is an overview of student expectations and resources. Additional information may be found in the [SNP Academic Calendar - University 2024-25](#) . Students enrolled in programs offered in partnership with other institutions may also be bound by the regulations and requirements that are implicit in that registration.

Academic Consideration for absences and missed work

Students are expected to attend all classes and meet academic requirements in a timely manner. In the event a student is unable to submit work because they are ill or for personal reasons, they should follow the Missed Academic Work policy. For missed work worth under 25%, documentation will not be required in the first instance. For subsequent missed work or missed work worth 25% or more, documentation will be required. It is the student's responsibility to follow up with their Student Success Officer to follow the guidelines laid out in the policy.

Academic Appeals

Students who disagree with their final grade evaluation or with components of their final grade are advised to first discuss with their instructor in the course outline's context. If concerns are not effectively resolved, they may consult the Student Success Officer immediately to discuss an appeal. If you are in a partner program, you must follow their academic appeal process.

Academic Integrity

Students are expected to adhere to a high standard of academic integrity and demonstrate academic honesty in all aspects of their learning.

Academic Standing

All programs require that students maintain academic results and progress as stated. Students are advised to be familiar with the specific course and progression requirements for their program, and to consult the Student Success Officer if clarification is required. Academic Standing regulations will determine, for example, if a student is eligible to continue in their program or graduate.

Student Accessibility and Accommodations

SNP respects the dignity of disabled learners and learners with accommodation needs and is guided by the Ontario Human Rights Commission in providing accessible education. It is understood that the accommodations process is a shared responsibility. Students with a confirmed or suspected physical, mental health or learning disability are advised to make an appointment with the Accessibility Advisor as early as possible to initiate their request for accommodations. Students should request this appointment well before the need for accommodation.

Documentation Required

Proper documentation from the appropriate, registered health care professional is usually required before services may be provided. In the case of a learning disability, a recent Individual Educational Plan (IEP) and/or Identification, Placement and Review Committee (IPRC) or psycho-educational assessment (from the last 5 years or since 18 years or older) is strongly preferred. All information provided to Accessibility Services (Student Affairs) will be held in confidence and will only be released with the student's informed consent.

Personal information including medical documentation and psycho-educational assessments are collected to understand student needs and provide reasonable disability accommodations as required under the Ontario Human Rights Code (OHRC). Personal information is maintained securely, in compliance with relevant privacy legislation.

Additional information on Accessibility Services available.
Have Questions? Need Assistance? Want to Book an Appointment? We are here to help. Contact the Accessibility Advisor at accessibility.services@snpolytechnic.com

Student Fees and Payment
By choosing to enroll in courses, students assume financial responsibility for their registration and have made an agreement to plan accordingly. They must become familiar with payment deadlines and sessional dates and have made a commitment to keep their Student Account in good standing. They are advised to facilitate communications with funding agencies as appropriate. Students are advised to consult the Student Success Officer if there are concerns regarding the financial implications of potential academic decisions.

An Introduction to Academic Integrity in Post-Secondary Studies

Six Nations Polytechnic (SNP) is committed to protecting academic integrity and the rights of students. The explanations below provide an overview. **Students are also advised to review course outlines carefully and to inquire with their instructors when anything is uncertain.**

Academic Dishonesty

Academic dishonesty refers to a conscious and deliberate attempt to obtain academic credit through deceptive means. Specific examples of academic dishonesty include, but are not limited to, the following:

Plagiarism

- Presenting material done by someone else, or the ideas, language, or other intellectual property of someone else, as one's own work, without referencing. For example, incorporating direct quotations or large sections of paraphrased material in a report without appropriate acknowledgement.

- Plagiarism applies to all assignments including but not limited to essays, laboratory, diagrams, drawings, and computer projects.

- Plagiarism should be distinguished from co-operation and collaboration. Students may be expected to work together on assignments and present the results, either collectively or individually. This is acceptable provided that the instructor is aware of whose work is being presented.

Essays, Assignments, Tests, Examinations

- Submission of any work written, in whole or in part, by someone else as one's own work.

- Preparation of an essay or assignment for submission by another student.

- Copying an essay or assignment or permitting one's work to be copied.

- Buying or selling of essays or assignments.

- Using unauthorized aids or material.

- Submitting for credit any academic work for which credit has been previously obtained or is being sought in another course of study without the approval of the instructor to whom the work is submitted.

- Obtaining through theft, bribery, collusion, or purchase an examination or test paper.

- Unauthorized possession of an examination or test in advance of the date and time for writing of the examination or test, however obtained, unless the student reports the matter to an appropriate source as soon as possible after receiving the copy.

- Falsifying data, or using data compiled by someone else without permission.

- Inappropriate use of computer technology to obtain an academic advantage.

- Impersonating a candidate in an examination or test or allowing someone to impersonate you.

- Falsification of an academic credential.

Technology Guidelines

Technology Guidelines
Students are expected to adhere to the technology guidelines. They must refer to course outlines and adhere to instructor expectations regarding the use of personal computers, phones, and tablets in the classroom.

Technology guidelines have been established to:

- Inform all users of their rights and responsibilities.
- Encourage proper etiquette and behavior when accessing information resources.
- Help maintain the security of Six Nations Polytechnic resources.

This applies to personally owned equipment and equipment borrowed from SNP.

Six Nations Polytechnic reserves the right to limit, restrict, or extend technology privileges and access to its information resources.

Unacceptable Use - Unacceptable use includes but is not limited to the following:

- Misrepresenting your identity or affiliation using technology.
- Sending harassing, intimidating, abusive or offensive material to or about others.
- Intercepting, disrupting, or altering electronic communications.
- Causing congestion on the network or voicemail equipment by such things as the propagation of "chain letters," "broadcasting" inappropriate messages to lists or individuals, or excessive use of the shared data store of the e-mail post office.
- Unauthorized entry into a computer file, for the purpose of using, reading, or changing its contents.
- Unauthorized transfer of one or more files or part of the data contained within a file.
- Unauthorized use of another's identification and password.
- Use of computing facilities to interfere with, or alter the work of another student, instructor, or Six Nations Polytechnic staff member.

REGISTRAR & STUDENT AFFAIRS

Students are supported in their studies and continued education planning through the offices of Six Nations Polytechnic's Registrar, Manager of Student Affairs, Student Success Officers, Accessibility Navigator, Recruitment & Liaison Officer, Admissions & Financial Aid, and Registrarial Services Associate.

Student Success Officer (SSO)

Student Success Officer is available to assist with academic processes and to support students in achieving academic success. If a student is experiencing challenges that are impacting their studies, they are strongly urged to contact the SSO who may be able to assist them in developing a strategy. SSO office hours are from 8:30 a.m. to 4:00 p.m. Monday to Friday (in person, virtually, or by phone). Appointments can also be made after business hours upon request.

Six Nations Campus **– Student Success Officer is Lee-ann Blackbird, available at** lee-ann.blackbird@snpolytechnic.com **or** 519-445-0023.

Brantford Campus **– Student Success Officer College & Trades is Teesha Mitchell, available at** teesha.mitchell@snpolytechnic.com **or 226-493-1245 ext. 7243**

Accessibility Advisor

Accessibility Advisor works individually, collaboratively, or in tandem with students, staff, faculty, and community partners to identify and implement strategies to ensure that all learners have an equal opportunity to achieve their educational goals.

The Accessibility Adviosrworks one-on-one with students to develop appropriate classroom and testing accommodations and offer support in the areas of:

- Student self-advocacy, academic strengths, and challenges
- Assist the student in navigating services
- Offer study tips and skills

To access Accessibility Services, contact on either campus:
Accessibility Advisor- Julieann Gardner, Julieann.gardner@snpolytechnic.com
Brantford Campus, Office A102A, 226-493-1245 ext. 7260

You can also connect with the Acting Director of Student Affairs, Hailey Thomas at hailey.thomas@snpolytechnic.com.

Student Lounge
A student lounge is available to students. Student Lounge offers a place for students to gather, meet others, and study in a relaxed setting.

Six Nations Campus – The Bears Den is located on the upper level, across from the Indigenous Knowledge Centre. The kitchen area off the Grand River Room is also available to students.

Brantford Campus - The student lounge is located across from the reception area, room number A101.

SNP Pantry
A community pantry is available to students at both campuses. The pantry is in the Student Lounge.

GENERAL OPERATING PROCEDURES

School Closures

School closures will be posted on SNP's website and social media sites and the following radio
stations: CKRZ - 100.3 FM   Six Nations

Jukasa Radio - 93.5   Six Nations

CKPC - 92.1 FM   Brantford

Class Cancellations

Students will be notified if an instructor needs to cancel a class via SNP email or D2L/Brightspace.

Make Up Classes

Classes missed due to school closure will be rescheduled by the instructor. All classes are offered
based on the required number of hours of instruction for each course.

Emergency/Fire Procedures

Designated fire emergency exits are mapped in each room.

Once you hear the fire alarm, please respond in the following manner:

a. Leave your classroom and ensure everyone is out of the classroom and close the door
   behind you.
b. Exit the building always using the closest possible exit.
c. Always exit the building in an orderly manner keeping safety in mind.
d. Remember to remain calm during this situation.
e. Once you have exited the building, please remain at least 300 feet or 100 meters away
   from the building.
f. You will be signaled when it is safe to return to the building.

Outside building entrances are to be kept clear to allow the Six Nations Fire Department and
Brantford Fire Department and their vehicles easy access to the building. The Fire Department will
investigate the cause of the alarm and determine when it may be safe to re-enter the building.
Parking in designated parking lots is important for this purpose.

Safe and Healthy Enforcement and Discipline

It is everyone's responsibility to observe and promote safe and healthy work and learning practices
and environments. All are expected to observe safety rules, use any protective equipment provided,
and immediately report any hazardous conditions or injuries.

Smoke-Free Environment

Six Nations Polytechnic is a smoke-free learning and work environment.

Six Nations Campus - Smoking is permitted outside the building at least 25 feet away from the
building and away from major entrances.

Brantford Campus – the Brantford Campus is smoke-free. Smoking of any kind is prohibited on all school property, including in vehicles in the designated parking area. All events are subject to adherence of the smoke-free campus, and this applies to anyone entering the property.

Those who violate the smoke-free policy will be subject to disciplinary action, including being asked to leave the premises. In all cases, the right of the non-smoker to protect his or her health and comfort will take precedence over an individual's desire to smoke.

Tips for Student Success

1. Develop **good study habits** as soon as you arrive. It is much *easier to keep up than to catch up*! Stay organized, manage your time, and study often.

2. **Take charge** of your education and learn everything you can about your program! Be sure that you understand course requirements and assignment expectations. See # 10 below.

3. **Attend classes!** If you must be absent, it is your responsibility to follow up immediately with your instructor.

4. **Stay on top of emails** and ensure that contact information is current. You will receive important academic communications and are responsible for responding in a timely manner.

5. **Focus on learning**, not just grades. Many students experience improved grades as the term progresses and they become more familiar with postsecondary expectations.

6. **Get enough sleep** and take a break when you need to. Both campuses provide a student lounge. Choosing to take a walk outside is a good refresher in almost any weather.

7. **Be realistic** with how much you can manage and have a strategy for those times when your workload is high, or your motivation is low. Who can help? What can wait till later?

8. **Take advantage** of opportunities outside the classroom, such as Lunch and Learns, Open House events, and guest speakers. These activities provide valuable insight to inform your educational journey and expand your learning.

9. **Connect** with your peers, instructors, and others to share ideas, challenges, and opportunities.

10. **Ask Questions!**

11. Look for opportunities to **use the language** and engage with the Indigenous knowledge that informs your learning at SNP.

12.   Connect with the **Student Success Officer** early and often, especially if circumstances are challenging. The SSO can assist with academic planning and ensure that you are well informed about options to support your learning goals.

Student Tips for Online Learning Success

1. **Treat your online course like it is a 'real' course**. Approach this course like you would a face-to-face course, make sure to 'show up' and keep yourself accountable.

2. **Set goals** early in the term and **check-in with yourself on these goals weekly**. Try partnering up with a classmate so that you can hold each other accountable and on track.

3. Take **note of major assignments** and **mark them down** in your calendar**.** Breakdown larger tasks and **consider setting 'mini deadlines'** in advance of larger assignment due dates to avoid last-minute rushes to complete work.

4. **Practice setting a weekly schedule** for yourself – identify certain hours each week to do your readings, complete assignments, study, watch lectures, etc., and make sure to schedule regular breaks and relaxation time.

5. **Practice self-care.** Identify and advocate for your learning needs, maintaining healthy habits, and schedule regular study breaks.

6. **Eliminate distractions**, try turn your cell phone off when you are engaging in course work or consider downloading website blocking apps, like Google Chrome's StayFocused. The app can help you avoid the distractions of sites like Facebook and Instagram for set periods of time.

7. **Establish a regular and organized study space.** Studies show that one's learning environment can have an impact on their academic success. Determine what sort of space works best for you to keep you on track.

8. **Stay active in your course.** Make sure to participate in and engage with online discussions, reach out to other students to form connections. Reach out to your instructor with any course questions or concerns.

9. **Figure out how and when you learn best.** Determine how best to support your own learning journey. If you work best in the evenings, set aside time to work then. Look to take advantage of the flexibility of online learning to best support your own academic success.