

WHICH COLLEGE IS RIGHT FOR YOU

(A Student Bill of Rights)



Program of Study

Introduction

As a student, you will invest a great deal of your time, your money, and your energy completing your education. Choosing an educational institution is an important decision, and yet, many of us are often unsure of *what* information is important for us to consider when choosing an institution.

The following list of questions and statements have been prepared by representatives of our college community in consultation with our students. We consider this document, in essence, a “Student Bill of Rights” related to admission. We believe you have the right to receive answers to basic institutional facts and figures before you enroll in a program. We believe this information will help you make a more informed choice when deciding which educational institution is best for you. You may not need answers to all the following questions – just the ones that are important to you. In the column marked “Level of Importance”, you can rate each question from 1 (low importance) to 10 (high importance). Once you have done this, contact each institution you are interested in and seek answers to the questions you have rated as 5 and above. You can then review the various responses you gathered to help you make a more objective and informed decision. We have marked the first 12 questions as “key” questions and encourage you to include them as part of your selected questions.

You may find that some educational institutions are more willing and others less willing to provide answers to these questions. No institution is currently required to answer all these questions. However, it is your money and your future that you are preparing for and it is up to you to determine which institution is best suited to you and which will best prepare you for employment in your future career. You should think long and hard about enrolling in any institution that is unwilling or unable to answer your questions.

Official Reports

You should always consider asking each educational institution for a copy of the most recent official reports related to many of the items below. Reports may come in the form of an institutional report, government report, provincial report, national report, or international report. It is not necessarily in your best interest if all you receive is a verbal response to each question.

		Level of Importance	Name of Institution and Program		
		1 = Low 10 = High	1.	2.	3.
1. Key	What <u>percentage of students graduated</u> last year from the program you would like to enroll?				
2. Key	What percentage of graduates, from the program you would like to enroll, are <u>employed in their field of study</u> ?				
3. Key	If applicable, ask what percentage of graduates, from your program of interest, <u>passed their provincial or national exams</u> last year?				
4. Key	What was the degree of <u>student satisfaction</u> , in the previous year, <u>with the program</u> you would like to enroll? Is research available?				
5. Key	What was the degree of <u>student satisfaction</u> , in the previous year, <u>with their course instructors</u> who taught in the program you would like to enroll? Is research available?				
6. Key	What was the <u>degree of employer satisfaction</u> with the program you would like to enroll regarding such areas as student's knowledge, skills, attitude, behavior, and problem solving skills? Their answer to this question may be found in the employers' evaluation of students in their final co-operative education or practicum course in their program of study				

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7. Key	Ask for a copy of an independent national or, preferably, international study on the <u>quality of instruction and program quality within the institution</u> you would like to enroll.				
8. Key	Find out if the institution will: <ul style="list-style-type: none"> • Give you a <u>tour of the school</u> • Allow you to <u>sit in on one or more classes</u> (test drive) • Allow you to meet and/or <u>interact with current or previous students</u>. When you meet with other students, ask their opinion on many of the questions in this document. • Share <u>course outlines or course syllabus</u> from one or more courses • Provide a <u>free formal assessment (or test) of your current academic skills</u> to help determine if you are ready to start the program sooner or first need to upgrade some of your academic skills • Provide you with <u>academic upgrading courses</u> that you may need in order to successfully complete your program <ul style="list-style-type: none"> ○ What is the cost per course 	----- ----- ----- ----- ----- ----- -----	----- ----- ----- ----- ----- ----- -----	----- ----- ----- ----- ----- ----- -----	----- ----- ----- ----- ----- ----- -----

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9. Key	Find out from current or previous students, if you will be taught by highly educated, and experienced faculty who will share their <u>current</u> industry experience with you. Do these faculty members:				
	<ul style="list-style-type: none"> Presently work in industry (this question applies to students considering enrolling in a program leading to employment in a specific occupation or profession) 	-----	-----	-----	-----
	<ul style="list-style-type: none"> Genuinely <u>care about students</u> and treat them with <u>respect</u> 	-----	-----	-----	-----
	<ul style="list-style-type: none"> Create an exciting classroom learning environment where <u>students actively participate</u> in learning activities with each other rather than sitting in lectures and listen to the faculty member talk 	-----	-----	-----	-----
	<ul style="list-style-type: none"> Provide students with a lot of learning materials, learning experiences, and <u>ongoing evaluative feedback</u> that helps learners better understand the amount of knowledge, skills, and professional behaviours they continue to acquire and demonstrate 	-----	-----	-----	-----
	<ul style="list-style-type: none"> Sets <u>high but fair academic standards</u> and then <u>does all they can to assist</u> each student to become successful 	-----	-----	-----	-----

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10. Key	Find out if you <u>will get real, “hands-on” experience in industry</u> by completing a practicum or co-operative education course. If you perform well in these industry-based experiences, it may result in a job offer, valuable reference, and/or assistance from this employer to obtain employment with another organization in your field of training.				
11. Key	Find out if you will receive assistance from the educational institution in <u>finding employment</u> in your field of training. This assistance should be available towards the end of the educational program and <u>extend for at least one year after you graduate.</u>				
12.1 Key	Find out from current or past students if they felt they: <ul style="list-style-type: none"> • Were <u>treated with respect</u> by faculty and staff. 				
12.2 Key	<ul style="list-style-type: none"> • Received the <u>relevant knowledge and skills</u> needed to competently enter the workforce. 				
12.3 Key	<ul style="list-style-type: none"> • Received sufficient <u>support from faculty and staff outside of class.</u> 				
13.	Find out <u>how many months it will take to complete the program.</u> Some institutions take longer than others to deliver the same program. This can mean borrowing more money to live on. It can also mean taking longer before graduating, entering the workforce, and earning a living.				

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14..1	Find out <u>how many hours of formal instruction</u> you will receive from faculty members while enrolled in the <u>program of study</u> . Some institutions refer to this as lectures.				
14.2	Find out <u>how many hours</u> you will spend in <u>workshops/labs/clinics</u> (this usually applies to such programs as apprenticeship, nursing, dental assistant, etc.)				
14.3	Find out <u>how many additional hours</u> you may be able to spend in <u>tutorial classes</u> where you may receive additional help understanding new concepts.				
14.4	Find out <u>how many hours</u> you will spend in industry completing a course such as a <u>practicum</u> , <u>cooperative education</u> , or <u>work experience</u> .				
14.5	Add up the number of hours you will spend in each of the above (14.1, 14.2, 14.3, and 14.4) and write it in the appropriate column.				
15.	Find out <u>how many courses</u> , within the program of study, will be taken by you <u>online</u> (these courses normally have no instructor).				
16.	Find out if the institution has a <u>day-care service</u> ; then <u>how many children spaces</u> are available for <u>pre-school children</u> .				

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17.	Find out if the institution has a student library facility in which relevant <u>journals and periodicals</u> are available to students <u>online</u> .				
18.	Find out if the institution provides <u>student counseling services</u> that supports students experiencing stress or learning challenges.				
19.	Find out what would be the <u>maximum number of students</u> in a regular class. You may also ask what the <u>average class size</u> tends to be. Most students do better in smaller classes.				
20.	Find out if the program includes labs/clinics, then find out what is the normal <u>ratio of staff to students in labs/clinics</u> . Again, students tend to do better when the ratio is smaller.				
21.	Find out if the institution provides free access to: <ul style="list-style-type: none"> • Wireless facilities • Wireless classrooms 				
22.	Find out if the institution provides additional free computers for students to use in the library or other areas of the facilities.				

23.	<p>Find out if the institution provides monthly <u>student parking</u></p> <ul style="list-style-type: none"> ○ If so, <u>how many parking spaces</u> are available ○ What is the <u>monthly parking rate</u> 				
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24.	<p>Find out if the institution provides students with a <u>bus pass</u>.</p> <ul style="list-style-type: none"> ○ Do students have to pay for bus passes whether they use them or not 				
25.	<p>Find out if the institution has a <u>student residence</u>. Alternatively, does the institution assist students in finding a <u>place to live</u>.</p>				
26.	<p>What is the typical age of students enrolled in the program last year?</p> <ul style="list-style-type: none"> (1) 18 to 22 (2) 23 to 27 (3) 28 to 35 (4) 36 to 40 (5) Over 41 				
27.	<p>Find out if the institution has a <u>student athletic program</u> such as basketball or hockey</p> <ul style="list-style-type: none"> • Does the institution have student intermural sports 				

28.	Find out if the institution has <u>student bar, restaurants, student social clubs, leisure and recreation facilities, student council, dances, etc.</u>				
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29.	<p>Determine the overall cost of the program including:</p> <ul style="list-style-type: none"> • Tuition • Books • Fees • Transportation and living costs (i.e. The monthly cost of food, clothing, shelter, etc., multiplied by the number of months it will take to complete the program). • Academic Upgrading costs (if any) • Other costs <p><u>Note:</u> Living cost and other costs are often higher than tuition. Therefore, you should look at all the costs you will experience while competing your education.</p> <p style="text-align: right;">TOTAL =</p>		----- ----- ----- ----- ----- ----- -----	----- ----- ----- ----- ----- ----- -----	----- ----- ----- ----- ----- ----- -----
30.	How easy was it to get someone to answer your questions?				
31.	Are you generally satisfied with the quality of the answers you received to your questions?				

31.	Other items that you consider important				
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