

MC COLLEGE

STANDARDS GUIDE

WELCOME TO MC COLLEGE!

This guide will provide you with the information necessary to make your college experience a productive and valuable one.

The standards and policies outlined have been developed over time to create an effective learning environment with clear expectations and guidelines for students, instructors and all staff members.

CORE VALUES

- **Commitment:** we do what we say we will do.
- **Fun:** we love what we do.
- **Integrity:** we do the right thing.
- **Respect:** we treat others the way we want to be treated.
- **Mentor Artists:** we nurture creativity.

MISSION

MC College empowers graduates with skills to change their lives and enjoy rewarding careers.

FASHION PROGRAM DELIVERY

You'll gain the knowledge and skills to succeed through a combination of lecture, demonstration, group activities and hands on practical work. You will receive a timetable for each term. The timetable will display your course times and instructors for each 16-week term.

A course outline should have been provided to you at the time of your registration.

As a member of the MC College Student Community, I understand and commit to the following standards:

- Be punctual and arrive prepared for each day. Arriving late for classroom instruction creates disruption. Entry to class may be delayed until the next available break in instruction.
- Dress in appropriate attire. Present an image reflective of the fashion industry.
- Halter tops, crop tops, short shorts, pajama bottoms and sweatpants are not permitted. Students not observing the standards for dress may be asked to leave for the day.
- Uphold safety standards. When working in the fashion lab, flowing garments or loose jewelry are not permitted. Proper footwear must be worn. Sandals and platform shoes are not recommended.
- No food or drinks in the lab.
- By signing the enrollment contract you agree to adhere to MC College policies. These include student conduct, lateness, absences, dress code and academic progress.
- Failure to adhere to these standards may result in disciplinary action, which could include being suspended or withdrawn.

STUDENT SUPPORT

MC College provides 24-7 student support through the support app GuardMe. This app is free for all students and provides support at any time through call, text or chat. Students may access this support for a variety of situations including mental health, anxiety, living away from home, student life, or academic stress. Students are encouraged to get registered in the app.

ATTENDANCE

Regular attendance is key to student learning and success. Students who are unable to attend school must inform the Campus they will be absent no later than 9:00am the morning of the first day of their absence.

Student attendance is tracked in Campus Login. Student attendance is reviewed by campus administration and absences noted. Attendance is retained in the student's electronic file. Students are expected to maintain attendance of 85% or better. Students who fall below the 85% threshold will be placed on an attendance probation and may be asked to repeat sections of the program.

If your instructor and/or campus director believe your absences have exceeded an acceptable level, you will be asked to meet with them to review your continuation in the program. Excessive absences may result in a student being asked to repeat sections of the program. If attendance negatively affects student progress, a student may be asked to restart the program at a later date.

YOUR PROGRESS

Students are evaluated through assignments, projects and exams. All assignments must be completed and handed in to the instructor at the scheduled time. For any late assignment, a deduction will be applied to the grade. A maximum of three late assignments per course will be accepted. A deduction of 10% per day will be applied.

Student progress will be reviewed at the mid-point and end point of each term. Pass mark for all courses is 60%. If a student fails more than 2 courses in any given term, the student will be placed on Academic Probation. A supplemental assignment plan may be assigned to improve grades in a course.

EXAMS

Students must be present for all exams. Any student who misses an exam without prior arrangement with the Instructor and/or Campus Director will receive a grade of zero for that exam. Students who intentionally falsify college documents or cheat on college exams or assignments will receive a grade of zero for the assignment/exam and may face suspension or termination from the program.

GRADE APPEAL POLICY

MC College has clear and readily accessible marking criteria. Students who disagree with their marks should first request a review with their instructor and an explanation of how the criteria was applied within 5 business days of the instructor submitting the marks. If the outcome of the review is not satisfactory, the student should take the issue to the Campus Director.

The Campus Director will work with the student and the instructor to reach an agreement on the grade. If an agreement cannot be reached within 10 business days of submission of the grades, the issue may be forwarded to Corporate Head Office for review.

DIPLOMAS

In order to receive an MC College Fashion Design Diploma, students must satisfy the following requirements:

- Pass all three terms.
- Complete an 80 hour internship in industry.

Students who intentionally falsify college documents or cheat on college exams or assignments will receive a grade of zero for the assignment/exam and may face suspension or termination from the program.

STUDENT RECORDS

Students have direct access to their records through the software application Campus Login. Through Campus Login, students may access their attendance, grades, or financial information.

We understand that third parties such as a parent, friend, spouse, family member or employer have the best intentions when submitting concerns and requesting access to student information. MC College will not respond to concerns raised by a third party on behalf of a student. All student concerns must be submitted using the Student Concern Form.

If a student wishes to authorize a third-party to access information in their student file, they must do so in writing. The school will not release information to any other person other than people authorized by the student to access information unless required to do so by legislation, a subpoena, court order or if release of information is necessary as part of an ongoing police investigation.

Payment in full of all tuition and any other fees or charges is required prior to the release of any college documents. This includes; diplomas, certificates, transcripts or T2202 tax receipts.

Reprints of certificates, diplomas and tax receipts are available. The following fees apply:

Certificates:	\$25.00 each
Diploma:	\$25.00
T2202:	\$25.00

TUITION PAYMENTS

Students will receive a warning letter when tuition payments become 30 days in arrears. Tuition payments 60 days in arrears will result in suspension from the program. Students will be suspended until the payments are brought up to date. Payments may be made by cheque, credit card, debit or electronic transfer.

CREATIVE SCHOLARSHIP

Scholarships are in the amount of \$400.00 - \$800.00. To be eligible, students must:

- Have passing grades in all courses.
- Have acceptable attendance.
- Have no Academic, Performance or Attendance probations.

To apply, students must submit:

- A portfolio displaying the student's creativity and technical ability. The portfolio should include a mini collection of 3 drawings and one garment reflective of the mini collection.
- A letter stating why the student should be considered for the scholarship.
- A letter of recommendation from an employer.
- A letter of recommendation from an instructor.

Scholarships will be presented at the Spring and Fall Graduation Ceremonies. Scholarships must be applied for no later than two weeks prior to graduation ceremonies.

STUDENT SERVICES

Students are eligible for 20 free services during their program. These services may be in the Salon or Spa. Fashion students receive a 15% discount on all retail products.

REFERRALS

You can receive \$100 if you refer a friend that enrolls in either the Hairstyling, Esthetics or Fashion Design program. The person you refer must mention your name at their initial meeting with an Enrolment Coordinator.

INTERNSHIPS

MC College works closely with students to arrange internship placements within the fashion industry. Students who do not comply with college policies or do not meet the academic requirements for graduation will not be placed in an internship.

SOCIAL MEDIA

The use of social media is important for interaction and connection. MC College encourages the use of personal devices for promoting their work through Social Media. Students are encouraged to take photos or videos to share their work with family, friends and potential clients.

Platforms such as Instagram are perfect for students to showcase their work and differentiate themselves through an Instagram portfolio. Following MC College @mccollegegroup and tagging us regularly will allow you to reach more prospective employers. We use our platforms to promote students' work. This will increase your chances of getting hired.

Students must not post photographs, video or other recordings of any Students or MC College Staff via social media, except with the knowledge and consent of the individuals involved. It is unacceptable to post harassing, abusive, or malicious images or comments. Students who violate the social media policy may face disciplinary action.

STUDENT DISMISSAL POLICY

MC College utilizes probation agreements to manage unacceptable student behaviour. These agreements outline progressive steps for improvement. In the case of gross misconduct, a Campus Director may terminate a student without written warning. Some examples of gross misconduct may include, but are not limited to: physical violence, harassment, theft, vandalism, or threatening language directed at MC College staff or students.

PRIVACY POLICY

MC College collects students' personal information for the following reasons:

- To maintain student records as required by provincial regulations.
- To keep students/graduates informed of activities of the school.
- To issue T2202 Tax Receipts

Students' personal information is not used for any other purpose.

Information Reporting

MC College is required by provincial governments to report on the employment status of our graduates. This includes the student's name and phone number, start and end dates, and employer's contact information. MC College is also required to release grade information to third party funders. As an MC College Group student, you consent to the collection and release of such information. Student information will be shared for employment purposes or government regulatory purposes only.

NON-DISCRIMINATION POLICY

MC College assures fair and equal treatment in all of its admission practices for all persons. We will not discriminate on the basis of race, colour, religion, sex, marital status, sexual orientation, age nor against any qualified disabled individual. MC College prohibits discrimination against qualified individuals with disabilities on the basis of their disability. MC College will make reasonable accommodations to meet the needs of any student with disabilities.

It is the responsibility of the student to inform the College of any disabilities, physical and/or mental, which might in any way affect the student's academic progress.

ANTI-HARASSMENT POLICY

The MC College Anti-Harassment Policy defines harassment as unwelcome behaviour which humiliates, insults, excludes or degrades another person. At MC College, harassment is defined as behaviour that is known or ought reasonably to be known to be unwelcome. Harassment includes any physical, verbal or non-verbal abuse near or on the premises of MC College.

MC College is committed to zero tolerance of violence or any form of physical or verbal abuse.

Complaint Procedure

All complaints to be investigated by MC College will be treated in the strictest confidentiality.

Step 1: Ask the Offender to Stop

Tell the person the behaviour is unwelcome, inappropriate or unacceptable.

Step 2: Advice or Counselling

Report the situation to the Campus Director. The Campus Director will review the situation and may offer advice for next steps.

Step 3: Make a Complaint

If the above steps have not resolved the harassment or if the harassment continues, a formal written complaint should be filed with the Campus Director.

The Director will talk privately with both parties. Both parties may have someone they trust come with them to this meeting. The Campus Director will try to help both parties reach a resolution. If a resolution can be reached, the Director will monitor the terms of agreement to make sure they are respected.

Step 4: Appeal

If the resolution is not satisfactory to the complainant or to the alleged offender, either party may appeal the decision. The appeal must be made in writing to the Vice President.