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<b>Title:</b>	<b>Standards for provision of Student Services</b>

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### **GUIDING PRINCIPLE**

The Student Services department's objective at the campus level is to offer professional assistance and activities, which enhance the personal, educational, vocational, social and physical development of students in their effort to develop their full potential. This is achieved through an efficient partnership with the teaching and administrative staff, as well as relevant community agencies.

### **POLICY STATEMENT**

The following functions, tasks and responsibilities should be part of one unit to maximize available resources and offer students a single window concept for access to identified services.

Each campus shall ensure:

That recruiting, support and information services are available.

The organization and coordination of orientation activities.

The provision of services from the Registrar's office.

Services for the processing of student loans and information on financial assistance.

Services for the coordination of student sports, athletic and cultural activities, as well as consultation services for the Student Representative Councils.

Professional counselling services on an.

Services for students with individual needs.

Efficient and current library and resource centre service.

Access to academic support assistance for students.

The provision of information on living accommodations, which include the standards of the Rentalsman Office.

The provision of information regarding help with access to appropriate daycare facilities when needed.

Information supporting availability of quality food if food services are located on site.

The organization, coordination and supervision of graduation activities: including the ceremony, awards and the issuance of diplomas and certificates.

Information and support for graduate employment services when needed.

The maintenance of student records.