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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 maximise on available resources and offer students a single window concept for access to identified services.

Each campus shall ensure:

1. That recruiting, entry level guidance and information services are available.
2. The organisation and coordination of orientation activities.
3. The provision of services from the Registrar's office.
4. Pre-admissions counselling and guidance services.
5. Services for the processing of student loans and information on financial assistance.
6. Services for the coordination of student sports, athletic and cultural activities as well as consultation services for the Student Representative Councils.
7. Professional counselling services on an as needed basis.
8. Services for students with special needs.
9. Efficient and current library and resource centre service.
10. Access to academic support assistance for students through workshops, guidance and counselling.
11. Access to health care services when required.

12. The provision of information on living accommodations which include the standards of the Rentalsman Office.
13. Support for access to appropriate day care facilities when needed.
14. Information supporting availability of quality food if food services are located on site.
15. The organisation, coordination and supervision of graduation activities including the ceremony, awards and the issuance of diplomas and certificates.
16. Availability of graduate employment services when needed.
17. The maintenance of student records.

### **SUGGESTION BOX**

*Your suggestions for improvement to this document and/or its content*

### **CONTROLLED REFERENCE DOCUMENTS**

<b>Num</b>	<b>Document Name</b>	<b>Type</b>	<b>Document Custodian</b>	<b>Document Reviewer(s) Stakeholders</b>	<b>Document Approver</b>
Org-4105	<a href="#">Admissions</a>	Policies	Provincial Management Representative		Assistant Deputy Minister
Org-4202	<a href="#">Student Records</a>	Policies	Provincial Management Representative		Assistant Deputy Minister
Org-4209	<a href="#">Student Registration</a>	Policies	Provincial Management Representative		Assistant Deputy Minister

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