**ON-CAMPUS SERVICES FOR STUDENTS**

*As the key point of contact for students, Coordinators are to stay knowledgeable of the current, various services available on campus. These include, but aren’t limited to: student rights and responsibilities, career or education pathway planning, academic supports, services for International and Indigenous students, physical and mental health supports, and accommodations assessment, planning, and review.*

# **Accessible Education Services**

[Accessible Education Services](https://department.flemingcollege.ca/aes/) (department website) provides students with disabilities with accommodations and services they need to achieve academic success, eliminate barriers, and to build skills, strategies and resources to make the most of college. As a reminder, students do need to register for accommodations and services using the guidelines provided under [Registering with AES.](https://department.flemingcollege.ca/aes/registering-with-aes/how-to-register-with-aes/) The offices are in: Room A2113 at Sutherland Campus and Room 254 at Frost Campus. To access services at Haliburton and Cobourg campuses, please use the Registering with AES link (above and below) and/or the contact information on the right side of the Accessible Education Services link.

* [Registering with AES](https://department.flemingcollege.ca/aes/registering-with-aes/how-to-register-with-aes/)
* [Accommodations](https://department.flemingcollege.ca/aes/supports/accommodations/)
* [Services for Students](https://department.flemingcollege.ca/aes/supports/services/) (Menu includes tutoring, assistive technology, learning strategies, apprenticeship support) •
* [Online Services](https://department.flemingcollege.ca/aes/aes-online-services/) (Page includes booking of tests for students and faculty)
* Resources (Menu includes resources for Students/Faculty/Family, bursaries, legal, policies)
* [Tutoring & Academic Skills for Students](http://flemingcollege.ca.libguides.com/taas)

# **Career Services**

[Career Services](https://department.flemingcollege.ca/careers/) (department website) provides a wide range of services and online resources around career development, career assessment, job search, cover letter and resume writing, interview skills, networking, and labour market research. While **all campuses** can access career services (Frost looks after Haliburton students and Sutherland looks after Cobourg students), the physical spaces are located only at Sutherland and Frost Campuses. The offices are in: Room C2102.14 at Sutherland Campus and Room 289 at Frost Campus.

* [Career and Job Fair Dates and Preparation Tips](https://department.flemingcollege.ca/careers/2019-career-job-fairs/)
* [Workshop Dates](https://department.flemingcollege.ca/careers/workshops/)
* [Cover Letters and Resumes (](https://department.flemingcollege.ca/careers/cover-letters-resumes/)Menu includes samples)
* [Job Search](https://department.flemingcollege.ca/careers/job-search/) (Menu includes labour market information, tips on networking, and social media employer screening and use in job search)
* [Interviews](https://department.flemingcollege.ca/careers/job-search/interviews/)(Menu includes a lot of great information on preparing for job interviews including opportunities for students to practice their skills using the **online InterviewStream tool** (may wish to incorporate into your program)

# Counselling Services

[Counselling Services](https://department.flemingcollege.ca/counselling/) (department website) offer a range of services from on-line self-serve resources, walk-in appointments, psycho-educational groups and workshops as well as short-term supportive counselling in a safe, non-judgmental setting. For more intensive or ongoing therapy, referrals by Counselling Services can be made to outside agencies and services. The offices are in: Room A2113 at Sutherland Campus and Room 254 at Frost Campus. To access counselling at the Haliburton and Cobourg campuses, please use the contact information on the right side of the Counselling Services link.

* Urgent On-Campus Crisis Supports include Campus Security Emergency at extension 4444.
* [Booking and Cancelling Appointments (in-person, phone-in, online)](https://department.flemingcollege.ca/counselling/how-to-book-cancel-an-appointment/)
* [Off Campus Crisis Supports, Social Services and Resources](https://department.flemingcollege.ca/counselling/resources-2/)

# Education Pathways

[Education Pathways Department Website](https://department.flemingcollege.ca/education-pathways/) and [Education Pathways External Website](https://flemingcollege.ca/education-pathways) contain pathway resources for students

including all articulation agreements between Fleming College and provincially (Ontario), nationally (Canada), and internationally. Although there is not a physical Education Pathways office on campus, please connect with David Baker at david.baker@flemingcollege.ca for further inquiries and information.

# Fleming Indigenous Student Services

[Fleming Indigenous Student Services](https://department.flemingcollege.ca/indigenous/) (department website) provides cultural programming, one-to-one student support, and meaningful partnerships with Indigenous organizations and local service providers. The Indigenous Student Lounges are in: Room B2 299 at the Sutherland Campus and Room 180A at Frost Campus.

* [BISHKAA](https://department.flemingcollege.ca/indigenous/biishkaa/)  (Mentorship Program)
* [Voluntary Self-Identification](https://department.flemingcollege.ca/indigenous/self-identify-as-an-indigenous-student/)
* [Indigenous Education Council](https://department.flemingcollege.ca/aec/)

# International Student Services

[International Student Services (ISS)](https://department.flemingcollege.ca/iss/) (department website) helps international students from different countries and cultures successfully transition to Canada. The offices are in: Room C2100.2 at the Sutherland Campus and Room 201D at Frost Campus.

* [Peer Mentorship (Description)](https://department.flemingcollege.ca/peer-mentorship/the-3ms-mentorship-mentor-mentee/)
* [Arrival Services](https://flemingcollege.ca/international-education/arrival-services) (this is available on the external Fleming website)
* [Health Insurance](https://department.flemingcollege.ca/iss/health-insurance/)
* [Immigration](https://department.flemingcollege.ca/iss/immigration/) (the menu includes several pieces of information about work permits, travelling, and well as additional links etc.)

# Library and Academic Supports

[Library](https://library.flemingcollege.ca/friendly.php?s=library)(department website) offer resources in many formats, including books, ebooks, electronic journals, DVDs and maps along with physical quiet space for students to study and use printers, photocopiers, and computers. The Library also provides information, modules and workshops on academic integrity, avoiding plagiarism, TurnitIn, and how-to’s on accessing information which can be used by both students and faculty. Information about tutoring, study skills, and learning strategies can also be found here. While **all campuses** have access to online or remote library resources, the physical libraries are located only at Sutherland and Frost Campuses.

* [Tutoring & Academic Skills for Students](http://flemingcollege.ca.libguides.com/c.php?g=417845&p=2850624)
* [Study Skills and Learning Strategist](http://flemingcollege.ca.libguides.com/ssh)  (Menu includes contacts for learning strategists, becoming a tutor, brief tips on time management/studying/test-taking/reading/group work etc.)
* [Faculty and Staff Information](http://flemingcollege.ca.libguides.com/facstaff) (Menu includes library skills training and the environmental scans for cyclical and annual program reviews)
* [Academic Integrity](https://library.flemingcollege.ca/friendly.php?s=academic-integrity)(Includes resources and tips for students and faculty to promote academic integrity)

# Registrar’s Office or Office of the Registrar (both are used interchangeably)

[Registrar's Office](https://department.flemingcollege.ca/ro/) (department website) assists both staff and students from the application process to graduation and beyond. They also provide up-to-date and important information particularly related to deadline dates at Fleming College (ie. tuition, registration, withdrawal, etc.). While **all campuses** have access to online and telephone services provided by the Registrar’s Office, the physical spaces are located only at Sutherland and Frost Campuses. The offices are located in: Room C2101 at Sutherland Campus and Room 201 at Frost Campus.

* [Academic Schedule](https://flemingcollege.ca/admissions/academic-schedule) (public website that contains important dates)
* [Domestic Admissions](https://department.flemingcollege.ca/ro/domestic-admissions/)
* [International Admissions](https://department.flemingcollege.ca/ro/international-admissions/)
* [Records](https://department.flemingcollege.ca/ro/records/)
* [Student Accounts](https://department.flemingcollege.ca/ro/cashier/)
* [Financial Aid](https://department.flemingcollege.ca/ro/financial-aid/) (Menu includes financial aid staff, bursaries and scholarships, and OSAP)
* [Transfer Credits](https://department.flemingcollege.ca/ro/transfer-credits/) (there is an online transfer credit form provided as well as the link to PLAR information – link provided just below)
* [Prior Learning and Assessment Recognition (PLAR)](https://flemingcollege.ca/admissions/prior-learning-assessment-and-recognition)
* [Convocation](https://department.flemingcollege.ca/ro/convocation/)
* [Forms (](https://department.flemingcollege.ca/ro/forms-2/)includes forms that students complete ie. add/drop, scholarship, name change, transcript request, withdrawal, internal application, student probation contract, release of personal information, etc.)
* [Grade Change and Grade Deferred Forms](https://mycampus.flemingcollege.ca/group/portal/resources) (These are not included on the Registrar’s Office’s main sites and instead on the Resources tab on MyCampus, however, these do need to be **completed by you** on behalf of students and submitted to your Records Specialist)

# Student Administrative Council (SAC) and Frost Student Association (FSA)

The [Student Administrative Council Sutherland (SAC)](https://www.flemingsac.ca/)and [Frost Student Association (FSA)](https://www.frostsa.ca/)(outside websites) are non-profit corporations that serve the social and political needs of the student body as their official voice. The payment of student fees entitles students to a share in the corporation and allows them to elect or run for the Board of Directors and is used throughout the year for various activities. Board members serve on various college committees and have input into policy decisions of the College. Through publications and bulletin boards, SAC and FSA keep the students informed about student, campus and college developments.

SAC and FSA sponsor social events throughout the school year which include orientations events, various Pub Nights and trips. These events are very popular and help the students to unwind from the stress of studies. As a member of the student body, both Boards welcome feedback. While **all campuses** are represented (in addition, Frost represents Haliburton and Sutherland represents Cobourg), the physical spaces are located only at Sutherland and Frost Campuses. The offices are located by the cafeteria at Sutherland Campus and in the upper portion of Auk’s Lodge at Frost Campus.

Services that students can physically access in the SAC or FSA offices and/or on campus include, but aren’t limited to:

* Photocopying (cash), faxing, telephones, phone charging, transportation options and connections
* Large board room and small meeting rooms available
* Computer stations
* Lounge areas in the offices as well as within the Steele Centre at Sutherland Campus and Auk’s Lodge at Frost Campus
* [Frost Campus Events](http://www.frostsa.ca/events?view=calendar&month=04-2019) and [Sutherland Campus Events](https://www.flemingsac.ca/events)
* [JustFood Box Program and Student Emergency Foodbank](https://www.flemingsac.ca/emergency-student-food-bank)

# Student Health Services

[Student Health Services](https://department.flemingcollege.ca/health-services/) (department website) provides comprehensive, confidential healthcare to students in a warm and supportive environment while promoting wellness through education and preventative health measures. Although students can use **any of the campus** Health Services regardless of location, Frost tends to coordinate services with Haliburton students and Sutherland coordinates such services for Cobourg students because the physical spaces are located only at Sutherland and Frost Campuses. The offices are in: Room A2113 at Sutherland Campus and Room 254 at Frost Campus.

* [List of Services](https://department.flemingcollege.ca/health-services/services/) (those provided on-campus)
* [Urgent and Crisis Support](https://department.flemingcollege.ca/health-services/medical-resources/)
* [Health Forms](https://department.flemingcollege.ca/health-services/immunization-requirements/) (Menu includes flu clinics and flu shot consent forms, annual tb testing requirements and form, Frost program immunization requirements by semester intake)

\*[Non-Academic Requirements NARS](https://department.flemingcollege.ca/nars/requirements/immunizations/) (Separate page that relates to Health Services where all immunization requirements and forms are posted for all campuses)

# Student Life

[Student Life](https://department.flemingcollege.ca/fgss/) (department website) (formally Student Services and also referred to as Student Experience in the Services Directory on Evolve) is committed to providing a successful transition to college by helping students get involved and make connections to the Fleming community. The office of the Student Experience Team is: C2 102.14. Services that can now be found in this centralized location include:

* [Diversity & Inclusion Services](https://department.flemingcollege.ca/diversity/)
* [Transition and Mentorship](https://department.flemingcollege.ca/student-experience/transition-and-mentorship/)
* [Leadership and Engagement](https://department.flemingcollege.ca/student-experience/leadership-and-engagement/)(including the Co-curricular Record)
* [Off Campus Housing](https://department.flemingcollege.ca/och/)
* [Career Services](https://department.flemingcollege.ca/careers/)
* [Students Rights and Responsibilities](https://department.flemingcollege.ca/srr/)
* [Academic and Student Advisement](https://department.flemingcollege.ca/asa/) (includes a website with [Academic Issue Resolution](https://department.flemingcollege.ca/asa/ar/) for working through academic concerns regarding grades, course content/delivery of material, program concerns, as well as incidents related to discrimination, rights, and sexual violence – this goes along with student rights and responsibilities)