FACULTY OF SKILLED TRADES AND STUDENT GUIDELINES FOR APPRENTICESHIP PROGRAMS

All Apprenticeship Trainees are required to read the guidelines below.

GOVERNMENT REGISTRATION
To ensure your acceptance into the program, it is necessary for you to register with both government agencies, whether or not you qualify for EI benefits. Failure to do so can result in discontinuance of your training. Representatives from the Ministry of Advanced Education and Skills Development (MAESD) will be present during the registration process. All Apprentices must be members in good standing in the “Apprentice Class” of Ontario College of Trades (OCOT) at all times throughout their apprenticeship.

ATTENDANCE
Maintaining good attendance in all classes is very important. You are required to report each day of absence before 10am, by contacting your instructor.
After 3 days of unexcused absence, Mohawk College will recommend discontinuance of training. Extenuating circumstances may be taken into consideration.
From time to time, instructors may find it necessary to schedule classes outside the regular timetable. Such classes are still considered part of the regular training program. Trainees who fail to attend, and who are not excused, will be marked absent and will be required to see the instructor before being admitted back into regular classes.

CHANGE OF ADDRESS
Mohawk College, Service Canada (Employment Insurance) and MAESD (Apprenticeship Branch) and OCOT should be notified immediately if you have a change of address. Address changes are completed online through your MyMohawk account.

GRADING
A grade of 60% is required to pass a course. Upon completion of class, student may view grades on MyMohawk as well as request an Official Transcript. Grade Reports are no longer mailed out.
To be granted exemption from a subject, Apprentices are advised to come to speak to Student Services (Stoney Creek) to obtain course codes that are applicable and then you must complete the online exemption request form and supply all requested documentation. Exemption applications must be made within the first two weeks of a training session. For more information on the Exemptions process, please visit https://www.mohawkcollege.ca/student-life/registration-records/registering-for-classes/course-exemptions

PROGRAM WITHDRAWAL
If at any time, you decide you must withdraw from training, it is requested that you first discuss the reasons with your instructor or the Program Coordinator. They may be able to help you overcome problems so that you may continue in the program. However, if you still decide to withdraw, the following procedures must be followed:
All non-purchased books must be returned to your instructor or the library, whichever source provided the books. Any lost books will be charged to you.
REFUNDS
If you decide not to attend Mohawk College before classes start, please forward your refund request to Mohawk College, Student Services, Stoney Creek Campus, and you will be issued a full refund. There will be a $50 administration charge if you withdraw on days 1-3 of the start date. There will be no refund issued after the 3rd day of classes.

https://www.mohawkcollege.ca/sites/default/files/Skilled%20Trades%20and%20Apprenticeships/ApprenticeshipsWithdrawalForm.pdf

ACADEMIC HONESTY
Academic honesty prohibits plagiarism, falsification of data, cheating, or the uttering of false statements by a student in order to obtain unjustified concessions. Plagiarism means presenting work done (in whole or in part) by someone else, as if it was your own. Academic Honesty at http://www.mohawkcollege.ca/assets/policies/C705.pdf

DISRUPTIVE BEHAVIOUR
A trainee who engages in disruptive and/or unacceptable behaviour will be subject to disciplinary action, which can take the following forms:
- Verbal warnings
- Written warnings
- Suspension from the program
- Dismissal from the program

For more information about what constitutes disruptive or unacceptable behaviour, please familiarize yourself with Mohawk College Policy #AC757 at http://www.mohawkcollege.ca/Assets/Policies/Student+Behaviour+Policy.pdf

ACCESSIBLE LEARNING SERVICES
A full range of services and supports for apprentices with disabilities is available through Accessible Learning Services. Special funding for apprentices is available for accommodation purposes as well as for disability assessment and modification of equipment used to train apprentices with disabilities.

Appointments may be made through Accessible Learning at Stoney Creek in room A118 (905) 575-1212 x 5401, or at the Fennell Campus in Room C117 (905) 575-2211.

Apprentices with disabilities are encouraged to contact Accessible Learning Services as early as possible to support accommodation planning.

STUDENT ENGAGEMENT OFFICE
Housing listings are available in the Student Engagement Office in Room A125 at Stoney Creek Campus, or at the Fennell Campus.

https://www.mohawkcollege.ca/student-life/student-housing/off-campus-housing

Student Cards are available for pick up at the Student Engagement Office at Stoney Creek in Room A125 or the Fennell Campus at the One Card Office Room F101. Students are encouraged to pick up student cards at the start of an intake.

PARKING
A charge is levied for all parking privileges on campus. Parking permits are available from the Security Office at your campus. For Stoney Creek – passes are available at the Book Store.


BOOKSTORE/LOCKERS
Lockers are obtained through the Campus Store at your campus. College Campus Stores are located at both Stoney Creek and Fennell campuses. Check each location for hours of operation.

LIBRARY RESOURCE CENTRE
College Libraries are located at both Stoney Creek and Fennell campuses. Check each location for hours of operation.