

# GENERAL INFORMATION

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## Learning Centre

The Learning Centre offers academic support to all registered Seneca students in the form of one-on-one tutoring, small group tutoring, and workshops and can be located at either the Newnham, Markham, York, and King campus. Students can visit The Learning Centre can schedule an appointment or watch a tutorial on booking a tutoring appointment online at [www.senecacollege.ca/learningcentres](http://www.senecacollege.ca/learningcentres).

## Assignment Submissions

All assignments must be submitted on Learn@Seneca (Blackboard) on the scheduled due date. Students must request an extension for assignments via email suggesting a new due date with the appropriate faculty at least 48 hours prior to the original deadline. Students with an academic accommodation are also required to request an extended due date at least 48 hours prior to the original deadline even if their accommodation recommends extended time for assignments and papers.

Late Assignments will be penalized five percentage marks per day (including weekends) up to 20 days past the due date. After the 20-day period, the student will be granted a "0" on that assignment, unless alternative arrangements have been made with the faculty. Assignments will not be accepted after the last day of the semester's classes regardless of the due date.

Assignments must be submitted on Learn@Seneca (Blackboard) through SafeAssign, which is an electronic online tool used to prevent plagiarism. Work will not be graded until it is posted on Seneca Learn; please do not email assignments. Please visit Learn@Seneca SafeAssign Tools to learn more: <https://employees.senecacollege.ca/spaces/39/the-teaching-learning-centre/wiki/view/5008/learn-seneca-safeassign-tool>.

## Attendance and Participation

Consistent attendance is important for success in this subject. For any absence from class, please notify your professor by e-mail. Students are responsible for the material and assignments missed and will be required to provide documentation. For extensions or special considerations, make the request to your professor well in advance of any due dates.

Considerate classroom conduct, adequate class preparation, and constructive participation will enhance your academic experience and that of your colleagues. You are encouraged to contribute to the learning environment by being prompt, courteous, respectful and collaborative.

Please visit the Student Code of Conduct to learn more: <https://www.senecacollege.ca/about/policies/student-code-of-conduct.html>.

## Name and Pronoun Use in the Classroom

Class rosters are provided to the instructor with the student's legal name. The instructor will gladly honor your request to address you by your preferred name or pronoun. Please advise your instructor of your request early in the term if possible.

## Online Etiquette during Synchronous Lecture

During synchronous classes, please show respect to your classmates and instructor(s) by following these suggestions:

- Log on to the online learning platform at least 5 to 10 minutes in advance in case of any technical or logistical issues.
- Make sure the Wi-Fi connection is good. If not, you can A) move the laptop closer to the router, or B) use an Internet cable to connect your laptop to the router.
- If you are having technical concerns, or know you will be late, make sure to send an email to your instructor BEFORE class begins.
- Please mute your microphone during class, unless speaking or otherwise instructed.
- Consider a place where you can avoid external noise, such as the sound from a TV, mobile phone, or radio.
- If you choose to use video, please avoid eating, smoking, or vaping as these movements can be distracting.
- Be respectful when using instant messaging during class. Please use appropriate and professional language as well as use private messaging wisely, as you do not want to distract others from learning.

## Recording of Synchronous Lectures

This course, including your participation, may be recorded on video and may be available to students in the course for viewing remotely and after each session. Course videos and materials belong to your instructor, the College, and/or other source depending on the specific facts of each situation, and are protected by copyright. In this course, you are permitted to download session videos and materials for your own academic use, but please do not copy, share, or use them for any other purpose without the explicit permission of the instructor. For questions about recording and use of videos in which you appear please contact your instructor.

## Religious Observances

Please notify the instructor if religious observances conflict with class attendance or due dates for assignments to ensure appropriate arrangements for alternate scheduling of evaluations or missed work.