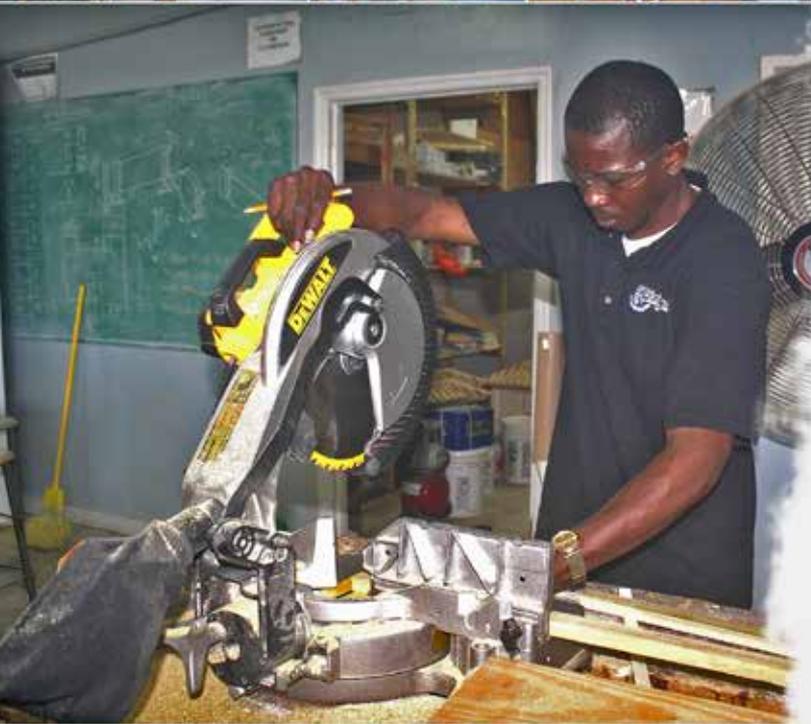


BAHAMAS TECHNICAL & VOCATIONAL INSTITUTE STUDENT HANDBOOK



Discover
the
Possibilities



2017 - 2018

Introduction to BTVI



The Bahamas Technical and Vocational Institute (BTVI) family extends a warm welcome to you! We extend hearty congrats as you prepare to soar with us and pursue your dreams! To help make your time here as smooth as possible, we have provided this handbook; consider it your road map. Enshrined within, are our policies and procedures that will guide you as a student of BTVI.

Who we are

BTVI is a post-secondary institution which provides technical and vocational education for The Bahamas' workforce. In fact, we also provide career training and by the time you complete your course of study, you are workforce ready! At our institution, you will study general education courses along with technology and related sciences, while acquiring knowledge related to your occupations and practical skills. Furthermore, we offer Professional Development Courses (PDCs), which are a part of our continuing education training. Our mission is "To provide learning opportunities that enable individuals to be globally competitive and economically independent." Our programs are designed for you - our students - to receive practical experiences by way of cooperative work experience in relevant areas, including participating in on-campus projects and internships.

Our Communities

Our institution comprises two campuses, with the main campus situated on Old Trail Road in Nassau, a branch in Freeport, Grand Bahama. Our Nassau campus is located in the southeastern area of the city. The campus is in a progressive business and industrial zone with residential and education communities nearby. Meanwhile, our Freeport campus is nestled within a scenic area in the nation's second city. We also have a satellite campus in Abaco.

Facilities

As the proven pacesetter in preparing students for technological and vocational training in the country, we have diverse offerings and state-of-the-

art equipment in small class settings. Our Nassau campus has 26 labs and workshops, and 17 classrooms with a student capacity of 1,700. We offer nine Associate of Applied Science degrees, four diplomas and a multiplicity of certificate courses. Our Grand Bahama campus is situated on Settlers Way, Peach Street and can accommodate approximately 400 students. Three Associate of Applied Science degrees, three diploma courses and 11 certificate programs are offered. There are seven workshops and labs, and 15 classrooms. The Grand Bahama campus also provides training for apprentices of the Grand Bahama Shipyard.

History

The first technical school in The Bahamas was opened by Lord Liston on October 4th 1949. It was located in Oakes Field and was known as the National Technical School. Over the years, the name of the technical school changed several times. Nevertheless, technical and vocational education and training programs offered by the institution became the foundation for technical careers in The Bahamas today.

In 1961, the National Technical School was later changed to Nassau Technical Institute. By 1966, the name was again changed from Nassau Technical Institute to Nassau Technical College. It was the then Minister of Education, the Honorable George Kelly, who was responsible for implementing a plan for a technical centre on Old Trail Road. This was in an effort to decrease overcrowding in secondary schools and to provide full-time vocational education for students over the age of 16.

Another defining point for BTVI occurred under the leadership of Minister of Education, the Honourable Cecil Wallace Whitfield, who on August 21st, 1968, argued that vocational education was essential and six months later, the Technical Centre was opened on Old Trail Road. By 1971, Nassau Technical College and Technical Centre were amalgamated and renamed C. R. Walker

Technical College after the well-known Dr. Claudius Roland Walker. It was in 1974 when C. R. Walker College shifted its focus from technical and vocational training to incorporate traditional academic fields. This was followed by another milestone: in 1976, The College of the Bahamas was incorporated with C. R. Walker Technical College.

In 1980, the name was again changed to the Industrial Training Centre (ITC). At that time, the institution turned out a population of over 7,000 persons who had been trained at the centre. The centre offered short courses and persons attending received a stipend from the government. It was also in 1980 that the Industrial Training Centre began with 225 students in shared facilities at The College of The Bahamas' Soldier Road campus and at the C.C. Sweeting Senior High School campus. The courses offered at both campuses were exclusively construction programs. In 1984, ITC became the sole occupant of the Old Trail campus.

In 1995, the name ITC was changed for a final time to its current name, The Bahamas Technical and Vocational Institute (BTVI).

Over the years, BTVI has offered short programs on several Family Islands including the Berry Islands, Harbour Island, Andros, Exuma, Cat Island, Abaco and Eleuthera.

Additionally, BTVI now functions under a Board of Directors. The board is headed by Chairman Mr. Kevin Basden and is mandated to map out a progressive future for the institution. With a Board, the institution is now semi-autonomous. Furthermore, another major milestone for the institution in 2016 was the appointment of its first president in the person of Dr. Robert W. Robertson. Clearly, BTVI has a rich legacy and today, we continue to create a challenging, intellectually stimulating and engaging environment for our students, churning out economically independent individuals. Through our comprehensive programs, designed to equip you with the necessary knowledge and skills, BTVI will prepare you for a globally competitive world.

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Campus Map

BTVI Student Calendar

2017 - 2018

New Student Orientation	
Fall 17	
Spring 18	Jan 5
Summer 18	

Online Registration	
Fall 17	
Spring 18	Dec 1 - 20
Summer 18	April 23 - 27

Registration	
Fall 17	
Spring 18	Jan 5
Summer 18	

Late Registration	
Fall 17	
Spring 18	Jan 11 - 19
Summer 18	April 30

Returning Student Advisement	
Fall 17	
Spring 18	Jan 8 - 9
Summer 18	April 26 - 27

Returning Student Register	
Fall 17	
Spring 18	Jan 8 - 9
Summer 18	April 26 - 27

Challenge Examinations	
Fall 17	
Spring 18	Jan 18
Summer 18	

Classes Begin	
Fall 17	
Spring 18	Jan 11
Summer 18	April 30

Add/Drop Period	
Fall 17	
Spring 18	Jan 11 - 19
Summer 18	April 30

Last Day to Receive a Refund	
Fall 17	Sept 15
Spring 18	
Summer 18	

Fall Break	
Fall 17	Oct 19 - 20
Spring 18	
Summer 18	

Spring Break	
Fall 17	
Spring 18	Feb 15 - 16
Summer 18	

National Heroes Day	
Fall 17	Oct 10
Spring 18	
Summer 18	

Annual Fun/Run Walk	
Fall 17	
Spring 18	March 24
Summer 18	

Good Friday	
Fall 17	
Spring 18	March 30
Summer 18	

Easter Monday	
Fall 17	
Spring 18	April 2
Summer 18	

Labour Day	
Fall 17	
Spring 18	June 1
Summer 18	

Whit Monday	
Fall 17	
Spring 18	May 21
Summer 18	

Deadline to Apply for New Term	
Fall 17	
Spring 18	
Summer 18	July 1

Classes End	
Fall 17	
Spring 18	Apr 14
Summer 18	June 16

Final Exams	
Fall 17	
Spring 18	Apr 16 - 20
Summer 18	June 18 - 19

Last Day Course Withdrawal	
Fall 17	
Spring 18	Feb 23
Summer 18	

Last Day to Pay Balance	
Fall 17	Oct 13
Spring 18	
Summer 18	

Advisement Period	
Fall 17	
Spring 18	April 2 - 13
Summer 18	June 1 - 15

Graduation Night (NAS)	
Fall 17	
Spring 18	
Summer 18	May 15

Graduation Rehearsal (NAS)	
Fall 17	
Spring 18	
Summer 18	N/A

Graduation Ceremony (NAS)	
Fall 17	
Spring 18	
Summer 18	May 18

Graduation Rehearsal (FPO)	
Fall 17	
Spring 18	
Summer 18	N/A

Graduation Ceremony (FPO)	
Fall 17	
Spring 18	
Summer 18	May 11

Graduation Night (FPO)	
Fall 17	
Spring 18	
Summer 18	May 10

Welcome Message

I am excited to welcome you to The Bahamas Technical and Vocational Institute (BTVI) for the 2017 – 2018 academic year. We are thankful that you have chosen us to be your guide, as you work towards developing and enhancing your skills.

There is a great sense of renewal that accompanies the beginning of each academic year. Some of you are new students, on new journeys, unlocking new potential. Similarly, some of you are returning students renewing your determination to reach the end of your journey. Despite your juncture, rest assured, knowing that you have chosen an institution where your success is our number one priority. Students first: our policy, our promise.

As a member of the BTVI family, you have the opportunity to join the leagues of entrepreneurs, businessmen, tradesmen and high ranking corporate individuals in our society - not only in The Bahamas, but the world at large. At BTVI, we focus on preparing our students to be globally competitive and economically independent, it is our mission.

As such, BTVI is mandated to help you turn your passion into your profession. Our team of instructors is ready and capable to provide affordable excellence with their instruction and knowledge of their trades. Do not hesitate to ask questions when necessary; they are here to help. Additionally, feel free to visit our offices and speak to our staff about challenges or queries regarding your schedule or other matters.

Meanwhile, as you stroll about the compound, we urge you to get involved in the various happenings around the campus. Visit our Student Affairs department to learn about the various services and student clubs BTVI offers. If you have ideas about what we can do or add to our services, make those suggestions. There is always something to get involved in. BTVI has something for everyone to make your experience more rewarding and more enjoyable.

This handbook is your guide to a smooth and fulfilling college experience. Keep it handy and refer to it whenever necessary.

Welcome to your new beginning!

Dr. Robert W. Robertson
President



MISSION

To provide learning opportunities that enable individuals to be globally competitive and economically independent.

VISION

BTVI will be known for it's innovativeness, quality customer care and high standards in preparing adults throughout the archipelago for the world of work.



ADMISSIONS OFFICE

GENERAL POLICIES

The Admissions Office is primarily responsible for the acceptance of applicants into the programme of their choice. The applicant is responsible for completing an application form and providing the necessary documents required for admissions in accordance with the established deadlines. Applicants for admission must be sixteen (16) years of age.

ADMISSION REQUIREMENTS

Admission directly into the Certificate or Diploma programme, require students to possess a Bahamas Junior Certificate (BJC) in Mathematics and English with a grade of “C” or above.

Admission directly into the Associate of Applied Science Degree programmes, require students to possess a Bahamas General Certificate of Secondary Education (BGCSE) in Mathematics and English with a grade of “C” or above.

If an applicant only has one of the required BJC’s or BGCSE’s they will be exempted from that particular subject.

Applicants, who do not meet all of a programmes entry requirement, will be placed into the “Tech Prep” programme which corresponds to the programme of their choice. Students must successfully complete the “Tech Prep” programme before moving onto their specific programme of choice.

ADMISSION TESTING

Applicants who do not meet a specific programme entry requirement or who do not possess Bahamas Junior Certificate (BJC) and/or Bahamas General Certificate of Secondary Education (BGCSE) in Mathematics and English with a grade of “C” or above must take an Admissions Placement Exam. Admissions Placement Exam scores will be considered valid for a period of five (5) years.

APPLICATION FOR ADMISSION

Applicants are required to submit the following documents with a BTVI Application for Admission. All original documents must be submitted with the Application Form in order to be properly processed. No faxed copies will be accepted. Original documents will be returned and copies will remain the property of BTVI. Applicants must be **sixteen (16) years or older** and not attending high school (parental consent letter MUST be submitted if applicant did not complete high school).

Required Documents:

- Proof of Citizenship: E-Passport (valid) with voter's card/affidavit & birth certificate; Certificate of Identity with Primary, Junior & Senior School Transcripts.
- National Insurance Board (NIB) Smart Card.
- Valid Permit from the Department of Immigration (Non-Bahamians).
- Current Police Certificate.
- Academic Certificates in Mathematics and English with a "C" or above (BJC, BGCSE, Pitman, GCE "O" and "A" levels, RSA's, CXC's and SAT scores with 800 or above).
- Official College/University/High School Transcript. Transcripts must be in an envelope stamped and sealed by the Institution.
- Marriage Certificate (if your official documents are printed in your Maiden Name).
- A completed BTVI Medical Form dated, signed and stamped by a Medical Doctor. The Medical Form must be returned in a sealed envelope marked 'MEDICAL RECORD.'

Police Officers, Defense Force Officers & Correctional Officers

- Valid E-Passport, National Insurance Board (NIB) Smart Card & National Security I.D. Badge.
- Academic Certificates in Mathematics and English.

INTERNATIONAL STUDENT ADMISSION

International applicants (Non-Bahamian) must have legal status (Permit to Reside/Work in the Bahamas) before they can be considered for admission into BTVI. Proof of legal status must be attached to the application; in addition to the required documents.

RE-ADMISSION OF FORMER STUDENTS

Students who have been absent from BTVI for one academic year will be required to complete a Re-Admission Application form and pay a \$25.00 nonrefundable application fee. Additionally students must meet the requirements stipulated in the programme for study for the catalogue year for which the student is requesting Re-admission. Re-admitted students may be subject to a loss of previous credits earned depending on the length of the absence and changes in the programme of study.

OFFICE OF THE REGISTRAR

The Registrar's Office is the bank of students' records, and it is responsible for its maintenance and security. Policies govern the work of the Registrar's Office and it is the responsibility of the Registrar to enforce them.

The Registrar's Office handles Transfer of Credit, Exemptions from Courses, Registration, Withdrawal, Grade Reporting, Graduation clearance and Document Requests.

TRANSFER OF CREDIT

Applications, who have completed relevant coursework from a recognized or accredited post-secondary institution, may apply for transfer of credit. Transfer of Credit is not an automatic process and should be made to the Admissions and Registrar's Office. Transfer of credit will be rewarded for courses in which grades "B" or higher are achieved.

Students will be considered for Transfer of Credit (s) after they have submitted the following to the Admissions and Registrar's Office:

1. A completed BTVI Application for Admission
2. A completed BTVI Transfer of Credit Request form
3. An official transcript (photocopies are not accepted)
4. An official course outline for each course to be transferred

REGISTRATION

All students are required to register for courses and make full payment each semester. Students will not receive credit for work done unless officially registered. Students are not officially registered until they have made full payment to the Office of Student Accounts and received a computerized schedule.

IDENTIFICATION CARDS

Student Identification Cards (I.D.) are a part of the student uniform. Students are required to have their I.D. cards prominently displayed at all times. The use of I.D. by anyone other than the original owner is prohibited.

COURSE CHANGES

After registration, students may need to add and drop a course. These changes must be accomplished within the published Add/Drop deadlines to avoid academic and/or financial consequences.

In order to make adjustments to schedules, students must complete an Add/Drop form with the instructor and Head of Department signature and submit it to the Registrar's Office. Registering and withdrawing from courses are the responsibility of the student.

CHANGE OF PROGRAMME

The Registrar's Office in collaboration with Student Affairs processes change of programme requests. A change of programme may require students to add and drop courses. Credits earned in one programme may not be applicable to another programme.

CHALLENGE EXAM REGULATIONS

Bahamas Technical & Vocational Institute (BTVI) students may request to take a challenge exam for a BTVI course which they have not already received credit. Students must complete a challenge exam form and register for the course for which they are challenging. ***Not all courses consist of materials in which comprehension can be evaluated by means of a challenge exam.***

To challenge a course by exam, the student must register for the course and request the challenge exam from the Head of Department. The option of whether or not to grant the challenge exam request remains with the Head of Department.

The Challenge Exam Request form must be completed and submitted to the Office of the Registrar and the exam must be administered within the first week of the semester.

A minimum score of 70% must be obtained in order to receive credit for a Challenge Exam. Should a student fail the challenge exam, they must remain in the course for the duration of the semester enrolled.

WITHDRAWAL FROM A COURSE

Once registered, students are academically and financially responsible for their course unless they officially withdraw by the published withdrawal deadline for each semester.

Students are not officially withdrawn if they stop attending classes, or verbally notify their Instructor of their intent to withdraw. Students must come into the Admissions and Registrar's Office, complete and submit a Withdrawal Form by the specified withdrawal deadline in the semester. Students who stop attending classes and do not officially withdraw will remain enrolled and may be assigned an "F" grade.

Faculty can initiate a withdrawal for attendance related issues when a student has four (4) consecutive absences from a class. Both the Faculty member and the Head of Department must complete and sign the Withdrawal Form and submit it to the Registrar's Office by the specified withdrawal deadline in the semester. BTVI however reserves the right to withdraw a student for attendance related issues at any time during the semester if it is felt to be in the best interest of the student or the institution.

Students enrolled in the institution under the age of eighteen (18) must receive approval from the Academic Dean in order for their withdrawal request to be processed.

GRADE REPORTING

Students are able to access their student records and grades by logging on to www.btvi.edu.bs and by clicking the My BTVI link located in the top right hand corner of the website.

PERIOD OF CANDIDACY

A Period of Candidacy is the extent of time allocated to each student to complete a preparatory programme, certificate, diploma, or degree. The purpose of the period of candidacy is to ensure that students graduate with a pertinent wealth of knowledge.

Technology is always changing and being up-graded. BTVI aims to ensure that its courses are in line with industry standards.

The period of candidacy for all of BTVI's preparatory programmes, certificates, diplomas, and degrees is five (5) years. The period of candidacy is based on the first semester that the student enrolls.

Students who do not complete the requirements for the programme for which they have enrolled within the five (5) years of their entry date, will have their candidacy cancelled.

A student may petition for an extension of his/her period of candidacy by completing a Period of Candidacy Extension Form and submitting it to the Office of the Academic Dean.

The Academic Dean in conjunction with the Head of Department will determine which credits, if any will still be accepted and notify the student, in writing of the decision regarding the petition.

CHANGES IN PERSONAL DATA

It may become necessary to contact a student during their time at BTVI. Students are therefore required to inform the Admissions and Registrar's Office of any changes in name, email address and telephone contact.

DOCUMENTATION REQUEST

The Registrar's Office issues copies of:

- Certificates
- Verification Letters
- Official and Unofficial Transcripts

Requests for such documents are made using the Documentation Request Form which is available in the Registrar's Office.

A processing fee payable to the Office of Student Accounts is required for all document requests.

ARTICULATION AGREEMENTS

Articulation agreements are designed to build strong partnerships between post-secondary institutions. Agreements specify the number of transfer credits and approximate length of time required to finish a degree.

BTVI has articulation agreements and memorandum of understanding with several colleges throughout Canada, and the United States.

GRADUATION REQUIREMENTS

- The following conditions must be met for a student to be considered a certificate/diploma/degree candidate and qualify for graduation:
- Submit a completed graduation application form to the Registrar's office by the established deadline.
- Have a minimum cumulative GPA of 2.0 for all courses attempted in their major.
- All specific course requirements for the programme in which the student is enrolled must be completed in either the Fall or Spring semester.
- If a student has any courses and/or internship for the programme in which he/she is enrolled outstanding, that student is not eligible and cannot apply for graduation.
- A student must receive signed final academic clearance from their Head of Department for graduation.
- A student must satisfy all financial obligations to the Institute in order to participate in the graduation ceremony and receive their certificate/diploma/degree.

- All grades for required courses must be submitted. No student will be issued a certificate/diploma/degree while a grade for any course on the academic record remains outstanding.
- All BTVI certificate/diploma/degree will be issued four (4) to six (6) weeks after the graduation ceremony which is held in May.

STUDENT ACCOUNTS AND BILLING

It is the responsibility of students to ensure that they observe all regulations regarding the payment of fees. Students are not considered to be enrolled until ALL financial obligations have been cleared with the Accounts Department responsible for Student Billing.

FINANCIAL OBLIGATIONS

Students who are delinquent in payment of any financial obligations will NOT be permitted to register until the delinquent amount is paid or a suitable payment arrangement has been approved. As a result, students may not have access to grades, transcripts, or student records until the financial obligations have been resolved with the Accounts Department located in the J-Block.

INSTITUTION WITHDRAWAL

If students discovers that they are unable to attend after registering for a semester, they may apply for a refund provided that this occurs within the established deadline. Withdrawals may take place after the refund deadline and before the withdrawal deadline; however, no monies will be refunded.

OFFICE OF STUDENT FINANCIAL SERVICES

All fees are to be paid at the Student Financial Services Department located in the J Block

APPLICATION PROCESSING FEE

All students are required to pay a non-refundable Application Fee of \$25.00.

REGISTRATION

The Registration Fees are \$195 per semester for Bahamians and \$375 per semester for non-Bahamians. For Associate Level courses, Bahamians are also required to pay \$50 per credit and \$75.00 per credit for Non-Bahamians. Registration Fee covers a photo ID, insurance, technology and material fees.

Prior to the registration process, accepted students are encouraged to pay the

entire registration fee.

LATE REGISTRATION

There is an additional \$50.00 fee required for persons who participate in late registration. VAT Fees will apply.

TUITION FEE

All students enrolled in the Applied Associate of Arts programs are required to pay a tuition fee based on their residency status. Bahamians are required to pay \$50.00 per credit; while non-Bahamians are required to pay \$75.00 per credit.

CHALLENGE EXAM (CREDIT BY EXAMINATION) FEE

Students may test out of a course by taking a formal examination for credit, called a Challenge Examination. Students taking a Challenge Exam must be admitted to the Institute. Students do not need to be enrolled in a course in order to take the Challenge Exam and may take the exam any time it is offered by the division. The Challenge Exam may be a written, oral, performance-based or practical test, interview, or any combination of the above. A fee of \$100.00 per examination is charged.

GRADUATION FEE

Students are required to apply for graduation and must pay a one-time Graduation Application Processing Fee of \$200 (VAT Inclusive) by the designated deadline. This is non-refundable fee and is valid for one year only.

TRANSCRIPTS

The fees associated with transcript fees are as follows:

Official Transcript \$10.00

Unofficial Transcript \$2.00

VAT Fees will apply

DEFERRED PAYMENT PLANS

Deferred Payment Plans are only available for the Fall and Spring Semesters. The agreement to pay fees according to the plan must be adhered to or a late charged of \$25.00 will be added to the outstanding bill. Non-payment of fees by the prescribed date will result in withdrawal from class.

LATE EXAM FEE

If a student has missed the prescribed time for examination, with the permission of the course instructor, he/she may be allowed to take the examination for a fee of \$75.00.

BOOK AND SUPPLIES

Students are required to purchase the required tools, kits uniforms and books for their classes.

PROFESSIONAL DEVELOPMENT/INDUSTRY TRAINING CLASSES

Fees for the Professional Development classes are advertised when the classes are being offered. Persons interested in taking these classes must pay the fees in full, unless otherwise indicated. This is a one-time fee that includes your training and your certificate upon completion. Refunds are only available if the class is cancelled by the Institution.

REFUND POLICY

Refund of fees will be made only upon written application for withdrawal from the school within the refund period as outlined in the Student Calendar.

The Refund Breakdown is as follows:

90% of fees received once fees are paid before the first day of class.

80% of fees received after the first scheduled day of class up to the end of the first week of classes.

50% of fees received during the second week of class.

OFFICE OF FINANCIAL AID AND SCHOLARSHIPS

The following services are administered by the Financial Aid Department, in consultation with Accounts Department:

FINANCIAL AID

This is a financial grant for students with financial needs. All programmes of study are eligible for application. The financial assistance provided takes the form of tuition assistance for various programmes.

WORK –STUDY

This is when students are eligible for on-campus employment. The funds are supposed to assist the students in defraying their financial needs.

MERIT-BASED SCHOLARSHIPS

Scholarships are available to persons who meet the academic eligibility requirements.

PRIVATE SCHOLARSHIPS

Some of our Industry Partners provide scholarships for named students.

Students in financial need should make an application for financial assistance. All completed applications are properly screened and thoroughly reviewed by the Financial Aid Committee, after which recommendations are forwarded and considered for approval.

All applications are held in the strictest confidence.

THE OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs offers services that enable student success in a positive and friendly environment. Services include: campus programming, student success and development courses, counseling services, career services such as job and internship placement, daycare, health services, resource services, such as copies, computer usage and library needs, overseeing of clubs and induction into the National Technical Honor Society (NTHS). In addition to these services, the Student Affairs team strives to be accessible, effective and responsive to the holistic development of student needs.

Every month the Office of Student Affairs puts out a calendar that lists the various events, programs, seminars, activities and services that are hosted by their Department. These calendars are posted around the campus and are also sent electronically via the PR Department to ensure staff members receive them.

These activities include but are not limited to:

- Welcome Week
- Pinktoberfest
- Pink Awareness Bake Sale
- Internship Orientation
- Career Services Workshop
- National Nutrition Week
- HIV Testing Day
- International College Expo
- Blood Bank Drive
- Healthy Lifestyle Initiative
- Health & Wellness Fair
- Scholarship Seminar

- Student Success Speaker Series
- Valentine’s Day Festival
- Meet Your Success Advisor Month
- Resumania Month
- Mock Interview Week

Responsibilities of the Office of Student Affairs include but are not limited to:

- Addressing students’ concerns
- Enforcing the policies of the Student Code of Conduct
- Ensuring that students’ rights and responsibilities are upheld
- Providing students with opportunities to reach their technical and career goals, both curricula and co-curricular.

The Office of Student Affairs serves as the primary advocate for the students. Student Affairs staff members will collaborate with the Heads of Department to ensure that the students are provided with a higher quality educational experience.

There are certain rights and responsibilities as well as sanctions and procedures that each student must be aware of and observe. It is the responsibility of each student to read and understand the Code of Conduct as well as the Student Rights and Responsibilities section of this handbook.

COURSE CODE: SLS 0006 – Service Learning

1 credit

SERVICE LEARNING COURSE

Service-learning combines community service with structured opportunities for learning, which:

- Enables students to achieve learning goals
- Engages students in active learning
- Integrates disciplinary theory and knowledge with practice
- Deepens understanding of the complex causes of social problems
- Creates new knowledge

Service learning is an important teaching strategy that can help college students become more engaged in their education, resulting in a higher likelihood of college success. In many studies, it has been proven that students who chose the Service Learning option in a class earned a higher grade on average than students who did not choose the option.

Perhaps some of the most tangible benefits of service learning occur after the class is over. Service learning can look great on a resume or even lead to a job. In the current competitive economy, students need the real world experience that service learning offers more than ever.

This service can be completed at any of the following agencies or organizations such as:

- Bahamas Red Cross, Thompson Boulevard
- The Ranfurly Home for Children, Mackey Street
- The Nazareth Center, Millennium Gardens
- Children’s Emergency Hostel, Mckinney Drive off Carmichael Road
- Salvation Army, Mackey Street
- Great Commission, Wulff Road
- Bilney Lane Children’s Home, Bilney Lane, off Shirley Street
- Unity House, East Street South
- Cancer Society of the Bahamas, 3rd Terrace, off Collins Avenue

You can also conduct your service at other sites, as well as on campus during a particular event. If you would like to volunteer at an event on campus, you must come in to the Office of Student Affairs to sign up to volunteer, prior to the start of the event.

If you have some other place that you would like to complete your service learning, it must be approved by the Office of Student Affairs prior to your start. There is a contract that must be completed along with additional forms. You will be responsible for logging your hours and having all necessary forms signed by the supervisor of the site you are at. You must also complete a reflective journal of the places where you did your service and this must be submitted once the 20 hours have been completed. When you have turned in all the required paperwork, you will receive a grade for the class.

CONTACT INFORMATION

Any of the Advisors in The Office of Student Affairs may assist you in registering for your service learning experience. We are located in building EE-1 on the Northern Campus and our telephone numbers are: 502-6314; -6374; -6317; -6333; -6325 or -4377. You have 1 semester to complete your service learning so please come by to get started with your service.

GRADING METHODS

The grading rubric is as follows:

A = 90 – 100 – this includes the completed time log with supervisor(s) signature(s) and a very well presented reflective journal with a detailed description of the place(s) you conducted your service learning. (Lots of pictures, neatly typed, some history of the place is included and presented in a folder, etc.)

B = 80 – 89 – this includes the completed time log and the reflective journal but the information is not as detailed as could be and the presentation is not very good.

C = 70 – 79 – this includes the completed time log and the reflective journal but with little or no effort, and the presentation leaves a lot to be desired.

F = 69 and below – this grade will result if the 20 hours were not completed and the reflective journal is partially done.

CAREER AND PLACEMENT SERVICES

BTVI is committed to its mission to provide learning opportunities that will enable students to live self-sufficient and productive lives, both locally as well as within the global marketplace.

Career and Placement Services offers students opportunities to achieve their career objectives. While we cannot guarantee employment for all students, Career Placement Services is a great place to start. We offer helpful advice on navigating the sometimes overwhelming amount of career-related information available in print and on the web.

Students are encouraged to come in and meet with our Career Placement Officer to talk about market information or how to map out a career plan that's right for them. Our Career Placement Services is also your connection to finding jobs while in school and once you graduate.

CAREER DEVELOPMENT COUNSELING

Career Counseling provides assistance to current and prospective students regarding the variety of career services available to them at The Bahamas Technical & Vocational Institute. With the use of the Career Assessment Instruments, e.g. The Self Directed Search, persons are advised regarding career choices in which they are more likely to be successful. The students are provided with advice and information that will enable them to achieve their goals.

JOB SEARCH AND PLACEMENT

Students are assisted in obtaining part-time employment while concentrating on their studies and full-time employment after graduation from the Institution.

RESUME CRITIQUING AND REFERRALS

Students are asked to submit an electronic copy of their current resume to the Office of Student Affairs via email: studentaffairs@btvi.edu.bs, in order to be critiqued and approved before we send it out to businesses/firms and companies in an effort to assist in their job search. PROPER EMAIL ADDRESSES AND TELEPHONE CONTACTS ARE REQUIRED FOR FURTHER CORRESPONDENCE WITH THE OFFICE OF STUDENT AFFAIRS.

WORK STUDY

The Work Study Program is available for those students who need to secure on-campus employment in order to help defray their financial needs. Persons who feel that may need to be placed on Work Study must complete the following process:

1. Students must complete an application form and interview with the Career Placement Officer in the Office of Student Affairs.
2. Submit your registration receipt along with a current class schedule.
3. A need on campus must be determined.
4. Student will be referred to a particular department and interviewed by the Head Of Department (HOD). Suitability will be determined by the Supervisor.
5. A contract will be signed and the student must comply with the requirements.
6. Applicant must maintain a GPA of 2.75 and work a maximum of 20 hours per week.
7. Applicant must be a full-time student.
8. Continuance in the program hinges upon maintaining the required GPA and meeting the standards specified by the Department where they are placed.
9. Applications are reviewed/renewed each semester.
10. Placement can be revoked if student is found non-compliant.

INTERNSHIP PLACEMENT

Each student must participate in an internship/practicum experience. The internship is coordinated through the Office of Student Affairs. To register for internship the student must follow these steps:

1. Students must register for the internship.
2. To be eligible for internship, the student must be registered for their last campus-based class.
3. Companies will be contacted and arrangements made to accommodate students for the four- week, 160-hour work experience period.
4. Students will receive the Internship Packet from the Office of Student Affairs and must participate in the Internship Orientation Seminar.
5. Upon completion of the four-week, 160-hour experience, the internship forms are to be returned to the Office of Student Affairs. All forms must be completely filled out and students must prepare and submit a 3-4 page summary outlining their experience.
6. The student must complete an exit interview with one of the Student Success Advisors in the office in order to receive the final grade.
7. A grade will be granted upon successful completion of the experience.
8. In the event that the grade is below C (2.00), the student will have an

opportunity to appeal. The final decision will be made by the Office of Student Affairs. However, there is a possibility that the student may have to repeat the Internship course.

Students with holds on their accounts will NOT be permitted to participate in the internship experience until their financial obligations have been met.

PROPER EMAIL ADDRESSES ARE REQUIRED FOR FURTHER
CORRESPONDENCE WITH THE PLACEMENT OFFICE.

COUNSELING SERVICES

While college life can be an exciting time, it can also be stressful. If you feel that the demands of college are overwhelming and you begin to feel too stressed, or perhaps personal problems are interfering with your academics, then counseling may be helpful to you. For many students, addressing academic, social or emotional issues effectively enhances their ability to do better in school. The Office of Student Affairs provides a full-time Counselor to assist students in a variety of areas, with office hours from Monday-Friday, 9 am – 5 pm.

What kinds of problems are appropriate to discuss with a Counselor? The answer is: anything that is a concern for you. Some of the issues that concern students include:

- relationship problems
- academic stress
- anxiety
- depression
- substance abuse
- sexual concerns
- identity issues

The Initial Appointment

When you meet your counselor for the first time (also considered the assessment) you will have an opportunity to discuss what brought you to counseling and what you are feeling. You and your counselor will talk about what is the best plan for you. Depending on the type and complexity of the problem, you may be referred for counseling on campus or to a therapist, mental health center or a facility off-campus.

Confidentiality

Counseling services are private and confidential. No one outside the center is informed that you have come to us for help, unless you give us written consent. Counseling is not part of your academic record.

What are the exceptions to confidentiality? Information shared by you will not be disclosed to anyone outside the counseling office, except in unusual circumstances such as a court subpoena or imminent danger to yourself or someone else. In order to better assist you, the Counselor may consult other staff members in order to improve the quality of our services to you. If you have questions regarding the nature of confidentiality, please ask your counselor.

Making an Appointment

To make an appointment, you can call us at 502.6314 or you can stop by our office in Building EE-1. We will do our best to find a time that meets your needs.

A Word About Counseling

One of the benefits of seeking professional counseling is that the Counselor is able to be objective; he/she is not involved in your daily life as are your friends or family. Counselors explore your problems with you, actively listen and help you to find ways to remove the obstacles to growth and change.

We offer the following Counseling services:

PSYCHOLOGICAL COUNSELING – Students may receive psychological assessments, counseling, crisis intervention and referrals.

BEHAVIORAL COUNSELING – Students are counseled as a result of their behavior which may be detrimental to their learning as well as anything that may affect their classmates and others around them.

PERSONAL COUNSELING – Students will be given the necessary information that will help them resolve any personal concerns that may interfere with their academic progress, social development and satisfaction at BTVI. Some of the more common concerns include anxiety, depression, difficulties in relationships (friends, roommates, or family); sexual identity; lack of motivation or difficulty relaxing, concentrating or studying; eating disorders; sexual assault and sexual abuse recovery; and uncertainties about personal values and beliefs.

SOCIAL COUNSELING – Students may be experiencing some social restrictions often connected with special problems during the course of studies which may prove to be of a complex nature. Students may encounter special challenges like organizing your studies. A student's everyday life is often governed by their financial situation. Social problems may also occur during the course of studies or towards the end. If you find yourself in such a conflict, please feel free to come and meet with the Counselor as I am glad to help you make your studies successful.

ACADEMIC COUNSELING – Students are provided with assistance with their aca-

demographic course of study. Some students may need to change their course program or they may need information to help them with a current class they may be experiencing difficulty with. Students may also need assistance with identifying technical and vocational colleges and universities abroad, support with the application process and ensuring that all required documents are completed accurately and submitted in a timely manner. Identifying scholarships to assist with educational pursuits after BTVI via Lyford Cay Foundation and MOE Technical & Vocational Training.

ACADEMIC ADVISEMENT – This is an opportunity for the Advisor/Counselor and the student to exchange information designed to help students reach their educational and career goals. Advising is a shared responsibility between an advisor and the student.

NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

The National Technical Honor Society is an internationally invitation organization. Full-time and part-time students are recommended for membership by their instructors, approved by the administration, and must meet local and national membership standards. Membership is determined by overall grade-point-average, work ethics, and professionalism.

First Contact Point

The Office of Student Affairs should be the first contact point if you have personal, financial or social problems concerning your studies at BTVI. Individual counseling is most important. We will work out your personal decisions and solutions together with you, as and when required. The social guidance will help you to gather information on different subjects and acts as an orientation and decision guide

COUNSELING SERVICES may be conducted via –

1. INDIVIDUAL COUNSELING

Your first contact will typically be a screening interview (assessment) in which you and the counselor make decisions about the type of help that would best meet your needs. Most often, you will be encouraged to pursue short-term individual counseling with the counselor. Individual counseling helps you to clarify your concerns, gain insight into yourself and others, and learn ways to most effectively cope and/or resolve problems. Below are some of the common issues that a college student may address in individual counseling:

- Academic concerns
- Adjusting to college
- Alcohol/drug abuse
- Anxiety

- Communication
- Financial issues
- Depression
- Eating disorders
- Grief
- Peer relationship problems
- Stress management

1. GROUP COUNSELING/SUPPORT GROUPS/SEMINARS

There may be times when special opportunities allow BTVI students to participate in group counseling. This could be in lieu of or in support of individual counseling. Groups may include 5-8 students or it could be a whole class or seminar of students who meet for discussions, led and facilitated by a member of staff of the Office of Student Affairs. Groups are usually formed based on both the expertise of staff members and the current needs of students. Some issues addressed by Groups may include:

- Stress management
- Grief
- Interpersonal issues
- Freshman adjustment
- How to manage your time effectively
- Proper use of social media
- Relationship matters/Abuse
- Putting Your Best Self Forward

CONFIDENTIALITY

You may speak with a counselor about anything, and with very few exceptions, the information you share with your counselor cannot be shared with anyone without your written permission. All of the college counselors subscribe to the Ethical Standards of the American Counseling Association and/or the American Psychological Association, which means the information you share will be held in the strictest confidence. The only exceptions include:

- Situations that present a threat to your individual physical safety
- Situations that present a threat to the physical safety of others
- Situations involving elderly persons or child abuse

PSYCHIATRIC SERVICES

While there is no psychiatrist on staff, we are able to make referrals to a psychiatrist and will refer students who need or request psychiatric service. Our Counselor can provide a list of other nearby agencies and help in setting up an appointment. Students are responsible for costs associated with psychiatric services.

**EARLY ALERT:
STUDENT SUCCESS TRACKING & ALERT RESOURCES (STAR)
PROGRAM**

BTVI's mission statement expresses that we are committed to "providing opportunities that enable individuals to be globally competitive and economically independent". As a result of this, we want to ensure that our students are given every opportunity to succeed. In order for this to happen we need to be able to track students' progress from their first day of enrollment through to graduation, and even beyond, hence the introduction of our Student Success Tracking & Alert Resources (STAR) Program!

Through this program, we will be able to identify those students needing assistance from the Office of Student Affairs. To be able to provide assistance early in the semester is very important to students' success, regardless of the program they are enrolled in. In order for this program to be successful, we need the support of all faculty, administrators and support staff so as to boost student retention and graduation success rates.

Our Student STAR Program is designed for administration, faculty and Heads of Departments (HODs), to identify students within the first three (3) weeks of the semester, who may need assistance due to their lack of: academic performance, class participation, attendance, and various behavioral concerns, among other issues.

The Office of Student Affairs encourages faculty and administrators to participate in the Student STAR Program. Students will be identified via email or telephone, and the instructor will receive notification once contact has been made. The student is expected to come to the Office of Student Affairs to set up an appointment where he/she will receive recommendations with helpful resources for improvement. These resources could include, but are not limited to, tutoring, career counseling, advising, personal counseling services, workshops, campus involvement and referral to external entities. Students are encouraged to speak with instructors and advisors to take advantage of support resources and to use the program as a wake-up call, if needed. Students may be identified for reasons including:-

Behavioral	Academic	Personal/Social
Disruptive	Slow or Poor Performance	Lack of food (breakfast/ lunch)
Loud outbursts	Incomplete assignments	Poor or lack of hygiene practices
Chronic lateness (30+ mins.)	Assignments not done	Transportation issues
Absences (2 or more)	Failing grades	Housing issues
Disengaged/inttentive	Poor quality of assignments	Relationship issues

Behavioral	Academic	Personal/Social
Erratic behavior	Lack of participation	Depression
Irrational behavior	Disorganized/lack of preparation	Suicidal
Negative attitude	Poor student/teacher relationship	Childcare concerns
Sexual inappropriateness	Lack of motivation	Referral to other agencies
Lewdness	Poor assessment scores	

How is the Program Implemented?

1. You should make the referral within the first three weeks of class.
2. Once a student has been identified, the first step is to make a referral to the Student Success and Alert Resources (STAR) Program via the email account: earlyalert@btvi.edu.bs or telephone contact 502-6314. The telephone referral must be followed up with an email.
3. You must include the student's name, ID#, the class they are being referred for and the exact issue/concern you have identified, whether it is behavioral, academic or personal/social, etc.
4. Once we have received the referral from you, we will notify you through your BTVI email.
5. We will make contact with the student to set up a session for them to come to the Office of Student Affairs (Bldg. EE-1), Northern Campus and we will go through the concerns/issues you have identified, with the student.
6. You will then receive feedback from us on the recommendations and plan of action that has been set up for the student.
7. Follow-up will include progress reports and grades (provided by the Instructor or HOD) as well as behavioral updates (provided by the Counselor or Student Success Advisor).

Goals of the Student STAR Program are to:

- Increase student academic success
- Improve student persistence and graduation rates
- Increase communication between students and faculty
- Increase communication between students and academic advisors
- Increase student utilization of student service offices

Providing intervention assistance early in the semester is very important to enhance undergraduate student persistence and graduation rates. The faculty role in this effort is to identify students who may need assistance. The program is fast and simple.

The Student STAR Program is designed for ALL students, not just freshmen and not just students in general education classes. BTVI always has students who

need your support in identifying problems in academic performance, participation, and classroom behavior. If your class does not have any students who need assistance, all you need to do is state that you have no alerts at this time for that class.

All referrals, alerts and concerns are collected, collated, and forwarded to the designated academic advisor in the Office of Student Affairs. Academic advisors then make the necessary contact with the identified student who is then required to come in the Office of Student Affairs for a session. Based on the information provided by the faculty/instructor, the academic advisor provides the necessary advising and referral to the student and to the required support offices, etc. While the student's advisor is the primary contact with the alerted student, the instructor may be contacted by the student to verify that the alert is accurate or to seek your counsel as well.

HEALTH SERVICES

The clinic is available for all students and staff and is staffed by a fully trained registered nurse and mid-wife. Hours of operation are: Monday and Friday: 9- 5 pm; Tuesday, Wednesday and Thursday: 10 – 6pm. The only medication given is Panadol. No other school official is authorized to give medication. The clinic is fully equipped with a sick bay, oxygen tank and other necessary supplies.

The Nurse is responsible for:

- Reviewing Medical Forms and Immunization Records for all new students. (These should be submitted no later than the first week of classes of the student's beginning semester.)
- Check and follow-up care of students and staff with hypertensions, diabetes mellitus, seizures, allergies, asthma, etc.
- Provide emergency services for injuries – e.g. abrasions, lacerations, sprains.
- Co-ordinate ambulance services to hospital or other facility (South Beach Clinic).
- Provide First Aid Kits to various departments and check them periodically to replenish supplies.
- Arrange annual influenza vaccines from the Public Health Department.
- Correspondence with other agencies, such as HIV Secretariat, Healthy Lifestyle Secretariat, Bahamas Family Planning Association, Cancer Society and others.
- Maintenance and management of the clinic.
- Assisting other Departments with programs that require the Nurse's presence or expertise, (such as Day Care Summer Camp).

Once a student comes into the clinic, proper documentation of the visit is recorded along with student ID number, address, program, next of kin, and telephone contacts of parents/guardians.

Literature can be obtained from the clinic for many diseases, issues, challenges that students may face or need further information on.

Each registered student shall receive an insurance card. These cards are delivered to the campus by the insurance provider before the end of the student's first registered term. Students are to obtain their insurance cards from the Office of Accounts.

In the event of an on-campus emergency, the Nurse will contact a family member and the ambulance (if necessary). The student/family is responsible for any and all fees for ambulance service.

RESOURCE CENTER

The Resource Center is a facility that was developed to meet the needs of those students who may not have access to a home computer. It provides a location on the campus where students are able to have a quiet, comfortable environment to study and do internet-based research for their classwork. Students are encouraged to invest in their own personal headphones, as this allows them to listen to their requested site while not disturbing other persons who are utilizing the facility.

Students are encouraged to use these facilities as the Resource Center supports all areas of instruction providing print and electronic resources (books, journals, trade magazines, and computer and internet services). These resources are for the exclusive use of the students of BTVI.

Students can also have black/white and color copies done for a small fee. Flexible scheduling permits individuals and groups to use the center as needed. ALL users must sign the daily log.

DAYCARE CENTER

The Day Care Center at BTVI offers a free service to students currently enrolled at BTVI. The center operates five days a week, Monday through Thursday from 8:00 a.m. – 8:00 p.m. and on Fridays from 9:00 a.m. – 5:00 p.m. The center accepts children ages 18 months - 5 years on a space available basis. Parents must complete an application form and submit their class schedule, the first 3 pages of their child's passport, a passport photo and the child's immunization card. All supplies for the child must be sent including a change of clothes, hand sanitizer, toiletries, pull-ups/diapers, formula, juice, etc. A hot lunch is available at a cost of \$3.00 per day. The Day Care Center does not offer drop-in care. Only full-time/part-time care is available. Parents may bring their children during the hours of their scheduled classes.

There is also an after school program available to students (5 – 12 years old) for a nominal fee of \$10 per week. This service is available for staff and faculty ONLY.

The Center is located in Building FF-1 on the Northern Campus.

CHILDREN ON CAMPUS

Because of safety and liability issues, BTVI does not allow children in to classroom or laboratory areas at any time unless they are receiving a service. Exceptions are made for approved field trips for children touring from area schools.

STUDENT ACTIVITIES

In our efforts to ensure that each student has a well-rounded post-secondary experience, he or she can become involved in student activities. Students are encouraged to become a member of one of the extra-curricular organizations on campus.

The available organizations are:

- ❖ Gaming Club
- ❖ Student Christian Movement (SCM)
- ❖ Automotive Club
- ❖ Alpha Nu Alpha (Fraternity)
- ❖ Alpha Nu Zeta (Sorority)
- ❖ Alumni Association
- ❖ Rotaract

STUDENT MEETINGS & ACTIVITIES

Students wishing to have an activity on campus must obtain formal approval through the Office of Student Affairs. The request has to be submitted before the third Friday of the month in order to be approved and placed on the Monthly Calendar of Events for the next month.

POSTERS/FLYERS

Posters, flyers and announcements are not to be placed throughout the Institute's property without permission. All flyers/posters/announcements must be approved by the Office of Student Affairs. Please make sure to plan ahead to allow time to receive approval for your posters/flyers/announcements.

ALUMNI ASSOCIATION

The Alumni Association consists of graduates of the Industrial Training Center (ITC) and The Bahamas Technical & Vocational Institute (BTVI). In 2000, the as-

sociation was established for graduates to continue their relationship with the Institute and help it in achieving its mission.

Purpose:

The purpose of the Association is to:

1. Provide Alumni with a network that strengthens connections with friends, current students, faculty and staff.
2. Support the social, as well as post-secondary technical and vocational training needs of BTVI for its current and future alumni.

STUDENT CONCERNS, GRIEVANCES AND APPEAL PROCEDURES

The Office of Student Affairs makes every effort to be responsive to student concerns and provide feedback in a respectful manner. If a student believes he or she has a legitimate concern, complaint or desires to appeal a decision made by a member of the Student Affairs staff (of a non-disciplinary nature), the student should seek resolution through the following steps:

1. Whenever possible, the student should bring the complaint or suggestion directly to the staff member concerned and together they should strive to resolve the matter.
2. If the student feels he or she cannot bring the concern directly to the staff member involved, or the matter is not resolved satisfactorily, the student may bring the concern to the staff member's direct supervisor. It is preferred that the student documents his or her concern in writing before meeting with the individual's direct supervisor.

GENERAL POLICIES

CODE OF CONDUCT STATEMENT

The Bahamas Technical and Vocational Institute (BTVI) provides an environment which encourages educational and personal growth. Students are expected to meet academic challenges. They are also expected to develop maturity, self-sufficiency, responsibility, self-understanding and respect for the rights of others. These are some of the necessary skills to provide learning opportunities that enable individuals to be globally competitive and economically independent.

STUDENT RESPONSIBILITIES

In an Institution of higher learning, each student is responsible for:

- ❖ Obeying all applicable Institution rules, regulations, policies and proce-

- dures as well as the local law;
- ❖ Attending classes, arriving on time, completing class assignments and coming to class prepared;
- ❖ Using the facilities of the Institution to support educational goals and
- ❖ Maintaining and upholding the highest standards of honesty and integrity.

STUDENT RIGHTS

In an Institution of higher learning, each student should have the right to:

- Access faculty, academic technology, classrooms and other resources necessary for the learning process;
- Access career advising for the completion of the programme of study;
- Receive a class syllabus during the first course meeting;
- Clearly stated class goals and an explanation of expectations for class performance and evaluation of work;
- Study, work and interact in an environment of professionalism and of mutual trust and respect;
- Access policies and procedures that affect them;
- Access their academic records and
- Representation by the student government.

Any student who believes that his or her rights, as defined by this Code of Conduct have been violated, has the right to file a complaint. There is a Grievance Policy and Procedure that is enforced throughout the Institution.

CONDUCT RULES AND REGULATIONS

Conduct which threatens or endangers the health or safety of any person, including but not limited to students, Institute officials, and faculty, include but are not limited to the following behaviours:.

- Assault;
- Physical abuse;
- Verbal abuse;
- Threats;
- Intimidation;
- Harassment;
- Coercion;
- Sexual violence and
- Domestic violence.

The following acts of dishonesty are prohibited, including but not limited to the following:

- Cheating, plagiarism, or other forms of academic dishonesty. Students

found in violation of this policy will be subject to the Academic Integrity Policy;

- Furnishing false information on any official college documents or to any college official or employee and
- Forgery, alteration or misuse of any college document, record or instruments of identification.

Vandalism that includes any of the following:

- Attempted or actual damage to property of the Institute, or property of a member of the BTVI community, or other personal or public property;
- Tampering with doors such as disabling a locking mechanism, electronic card system or entrance-phone system or propping open a door intended to be closed or locked;
- Tampering with or modifying any campus electrical, telephone or cable system or vending machine or game and
- Failure to use proper trash and/or recycling containers or the dumping of trash in inappropriate locations.

Theft that is attempted or actual theft, of property belonging to the college, or property of a member of the college community, or other personal or public property. Persons who possess property other than their own without the consent of the owner or who intentionally impede recovery by the owner, or college officials acting on behalf of the owner will be considered as knowingly participating in the use of stolen property.

SANCTIONS

The following sanctions may be imposed upon any student who has been found to have violated the Code of Student Conduct. It should be noted that these sanctions do not necessarily need to be followed in any specific order to address student behavior.

DISCRETIONARY SANCTIONS

Work is assigned or other such discretionary services are rendered on the campus in lieu of an official probation or suspension.

WARNINGS

A warning is a notice in writing to the student that the student is in violation of the Institutional regulations. This can be for an academic violation or a behavioral violation.

PROBATIONS

A written reprimand for violation of specific regulations - either academic or behavioral. Probation is for a designated period of time and can include the possibility of more severe disciplinary action if the student is found to violate any institutional regulations during the probationary period.

SUSPENSIONS

Dismissal from the Institute for a period of time with the possibility of readmission. Suspensions are normally immediate, but may be delayed until the end of a semester, if found to be appropriate. Suspension will be noted on the student's transcript.

EXPULSIONS

Expulsion is permanent separation of the student from the Institution. Such a sanction may only be approved by the Manager upon recommendation by the Dean of Academic Studies.

PROHIBITED BEHAVIOR

The following behaviors are prohibited on campus:

- ❖ The selling of goods and services is not permitted;
- ❖ Any student who interferes with the operation of the Institute shall be deemed guilty of serious misconduct and may be subject to expulsion;
- ❖ Students are to refrain from sitting in doorways or blocking entrances and walkways;
- ❖ Students shall not use any school equipment without proper authorization;
- ❖ Unauthorized entry and use of school facilities and equipment is not allowed;
- ❖ School equipment may not be used for personal gain and
- ❖ Any student who knowingly acts in concert to violate Institute regulations, may be held individually and jointly responsible for such violations.

DAMAGE TO PROPERTY

Malicious or intentional damage, defacement, or destruction of property belonging to the Institute, a member of the Institute or to visitors on campus is prohibited. Any student found doing this may be subject to disciplinary actions.

ALCOHOL

The possession, consumption, sale or transfer of alcoholic beverages by all students (regardless of age) or visitors at the Institute is not permitted. Exceptions to this policy apply only to academic programmes and functions sanctioned by the President.

- A. The Institute may also hold students accountable for violations of law related to alcoholic beverages on or off campus.
- B. Students and/or visitors should be aware that their presence in an area where this alcohol policy is in violation may result in disciplinary action, regardless of their actual involvement in the consumption of alcohol.
- C. Alcohol paraphernalia is not permitted on campus.

DRUGS

The possession, use and/or sale or transfer of illegal drugs or controlled substances is prohibited on or off college property. This prohibition applies to the misuse, distribution, sale or transfer of legally obtained prescription drugs. The Institute will uphold laws currently in effect in The Bahamas.

- A. Students found to be engaged in the sale of drugs or in possession of drugs may face disciplinary sanctions. Students should be aware that their presence in an area where this drug policy is in violation may result in disciplinary action.
- B. Drug paraphernalia is not permitted on campus.

SMOKING

Smoking is not permitted on campus.

PHYSICAL ABUSE

Physical abuse is prohibited. Any student found engaging in this type of activity will result in disciplinary action. The following are forms of this physical abuse:

- ❖ Physical force or violence to restrict the freedom of action or movement of another person and
- ❖ Endangering the health or safety of another.

VERBAL ABUSE

Verbal abuse is prohibited. Verbal abuse of any person such as expressed or implied threat to an individual's personal safety and/or academic efforts, may be subjected to disciplinary action.

SEXUAL HARASSMENT

Sexual offenses on the campus will be handled according to the

guidelines of the Student Conduct Policy. Sexual harassment complaints, which involve another student or a staff member, should be addressed to the Office of Academic Affairs or the Office of Student Affairs. Procedures for filing a grievance are outlined in this handbook. Public displays of affection are NOT permitted on campus.

PROHIBITED ITEMS ON CAMPUS

Individuals are not permitted to use nor have in their possession the following items:

- A. Any weapon, including but not limited to, spring-fired, gas-fired, electrically-fired or explosively-fired devices or fire arms, which include rifles, pistols, BB or pellet guns, bows, slingshots, “stun-guns”, blow guns and / or darts, or use of any object with intent to harm or intimidate another individual including knives and/or any similar devices;
- B. Any ammunitions associated with the devices listed in Section A (i.e. paintballs, BB’s, blow darts, etc.);
- C. Firecrackers, explosives, explosive ammunition, or dangerous chemicals;
- D. Knives of any sort (including “box cutters”) with the exception of approved knives or tools used for academic purposes. Any tools or knives approved for academic purposes that are on campus must be kept secure in locked tool boxes, trunks or appropriate storage units and
- E. Toy guns, water guns, cup guns or any type of imitation pistol or rifle.

SECURITY

Security personnel are on campus to ensure your protection and the protection of the institution.

Disrespect for, or the failure to comply with the directives of a college official, faculty or staff member, or law enforcement officer acting in the performance of his or her duties and/or the failure to produce identification to the person when requested to do so may be subject to disciplinary action.

Security Cameras have been strategically placed around campus to monitor, patrol and assist in preventing crime on campus, and collecting information to assist with investigations of incidents.

TRANSPORTATION & PARKING

Students will receive a parking decal from Student Accounts allowing them to park on a first-come basis in the student parking area.

Reserved parking spaces have been provided for various members of staff. Students are not allowed to park in reserved parking areas. Management has the authority to have these vehicles towed at the owner's expense

Students should utilize the outer perimeter when being dropped off, except during inclement weather.

VISITORS

All visitors are required to check with security before venturing onto the property. Visitors are not allowed to enter classrooms during class times. For persons requesting to see students who are in class, the request must come to Admissions and The Office of the Registrar and the student will be sent for from the class, if deemed necessary.

PUBLIC TELEPHONES

There shall be no unauthorized use of office phones by students for personal calls. Public telephones are available at various sites on the campus for personal calls.

CELLULAR PHONES & ELECTRONIC DEVICES

Students should not use cellular phones while in class. Therefore all cellular phones should be turned on silent or off during class periods, as it is disruptive to the class.

Students using electronic devices (tablets, audio/video recording devices) as learning aids in the classroom or campus should be respectful of other students so that they are not a distraction to the teaching and learning process. The Institute will not be held responsible for cellular phones or other electronic devices that are lost or stolen.

COMPUTER USAGE

The use of resources to publicly display or promote obscene messages, images and/or sounds, or to send threatening, obscene or harassing messages, images and/or sounds to any individual, regardless of whether he/she is a student is prohibited. This includes not just e-mail and the Internet, but the use of any college computer facility, personal computer, or off-campus computer system. Incidents will be reported to the relevant authorities.

FOOD AND BEVERAGES

Sitting areas have been provided around the campus for students to eat and socialize. Consumption of food items in the classrooms and labs is not permitted.

LITTERING

The Institute belongs to all of us and should be kept clean by putting litter in the containers provided.

FIRE SAFETY

It is considered a violation of Institute policy to engage in any of the following activities:

- A. Unauthorized setting of fires on Institute property;
- B. Tampering with any fire safety equipment, including but not limited to fire extinguishers, heat and smoke detectors, pull stations, pre-alarm covers, electrical conduit and wiring;
- C. Activation of an alarm as a result of use of an unapproved appliance or inappropriate behavior;
- D. Failure to leave the building in a timely fashion as a result of a fire alarm;
- E. Falsely activating a fire alarm, which may result in students being subject to disciplinary action, including suspension or expulsion from the institution.

PLEASE REVIEW FIRE SAFETY PROCEDURES

THE OFFICE OF THE DEAN OF ACADEMIC STUDIES

The Office of the Dean of Academic Studies is responsible for maintaining the integrity of the class instruction and ensuring that each student abides by the rules and regulations. The Dean of Academic Studies supports student success.

IDENTIFICATION CARDS

Student Identification Cards (I.D.) are a part of the student uniform. Students are required to wear their I.D. cards at all times. The use of I.D. by anyone other than the original owner is prohibited.

DRESS CODE

All students must adhere to the dress code for safety reasons. Uniforms are assigned for each Programme of Study. Students should dress in accordance with the prescribed uniform standards which will be provided during orientation. All day-time students should be in full uniform no later than the second week of classes, unless authorized by the Office of the Academic Dean.

Skirts must be no shorter than one inch above the knee, and no more than one inch of cleavage should be visible to the public's eye. All shirts must be properly tucked into pants. The "baggy" look is a safety hazard as loose garments can become entangled in high powered machinery.

Students who violate the dress code policy may be subjected to disciplinary action. Students must wear Personal Protective Equipment (PPE's) for ALL lab classes.

ACADEMIC REQUIREMENTS POLICY

Student academic performance is evaluated by the Office of the Academic Dean. Any student who falls below 2.0 will either be placed on probation or dismissed from BTVI. It is not necessary that a student be on probation before being dismissed. A student classified as an academic dismissal will be dropped from matriculated status.

Once a student is placed on academic probation, they are required to demonstrate academic improvement or will be withdrawn for a period until satisfactory progress has been achieved.

ATTENDANCE REQUIREMENTS

Attendance is taken into consideration for grade points of each class. Students are expected to attend every class session and be on time. A register attendance will be taken at the beginning of the class. Students must be present for lecture and lab sessions to meet course attendance requirements. Tardiness without an excuse up to 15 minutes from the beginning of the class period will be recorded as tardy. Students who arrive thirty (30) minutes or more, after the class session starts will be marked absent.

Please note that students who leave class during a lecture or lab may be marked absent for that attendance period. Additionally, students who fall asleep during a lecture or lab may be marked absent for that attendance period.

Students with a total of four (4) consecutive absences or the minimum required hours may be officially withdrawn from the course, with or without prior notice.

EXCUSED ABSENCES

A student's absence may be considered an excused absence by having both a valid reason for missing the class and documentation of the reason.

Below are examples of excused absences:

- Death/ Serious Illness
- Accident/ Personal Injury
- Job Interviews
- Family Obligations
- Doctor Visit
- Job Transfer/ Travel

EXPULSION

To be considered for reinstatement the student must have met all financial obligations with BTVI and possess a GPA of 3.5 or above. An appeal for reinstatement must be WRITTEN and presented to the Dean of Academic Studies. This document must include:

- Details of tenure at BTVI.
- Evidence that the terms of the expulsion was complied with.
- Circumstances of the expulsion.
- Reason for application.
- Apology to all persons involved.

*Only upon evidence of remorse/reform should the applicant be considered for reinstatement.

- The applicant will also be interviewed by a panel designated by the President.
- If the applicant is denied, he/she can present another petition the following academic year.
- If the applicant is accepted he/she will be placed on probation for 6 months.

EXAMINATION POLICY

1.0 It is imperative for students to attend final examinations, submit final projects, and perform practical examinations as a culmination of a course.

2.0 Failure to attend an examination or complete any other portion of a final project or practical may result in a failing grade.

3.0 All examinations will be taken during the designated examination schedule. Students who are unable to write the examination at the scheduled time must have a valid reason and present evidence.

4.0 If for any reason a student misses a final examination, immediately contact the Examination Office by phone (242) 502-6367/6327 or email (examoffice@btvi.edu.bs). It is also recommended that you contact the Chair of your department.

5.0 What are the valid reasons for missing an examination?

- ill health or injury
- compassionate grounds (immediately and extended family)
- representation in significant cultural or sporting activities at a national or international level
- employment related travel

6.0 What happens if I miss my examination?

If a student has a **valid reason** for missing an examination,

- immediately contact the Examination Office by phone (242) 502-6367/6327 or email (examoffice@btvi.edu.bs)
- you must **apply** for a special sitting (see Examination Office for an application),
- attach **relevant supporting documentation** (see chart below) relating to why you could not sit the examination within the examination period,
- have the application approved by your Department Chair and Academic Dean,
- submit the application to the Examination Office.

6.1 The Examination Committee

The committee will review your application and respond by email within 24 hours.

Reason	Procedure & Documentation
Ill health or injury	If you are unwell on the day of your deferred examination, please ensure you visit a doctor that day so that your medical condition can be appropriately diagnosed and recorded on your medical certificate. If your illness is considered by the medical practitioner to last longer than the day of your examination(s), the dates should be recorded on the certificate. If you are unable to get an appointment with your doctor, there is an after-hours service available. Pharmacy Certificates are not acceptable as a medical certificate. You must see a qualified medical practitioner.
Compassionate Grounds	If a family member dies, you must provide either a death certificate or an obituary or an obituary in the form of a newspaper clipping with your name listed
Representation in significant cultural or sporting activities at a national or international level	Letter from the agency stating your role and participation and detailing the dates and times of the event.
Employment related travel	Letter from the employer stating your name, position, dates of travel.

7.0 What are NOT valid reasons for missing an examination?

- if you misread the examination timetable, forgot, slept in etc.
- recreational travel (domestic or international)
- planned or unplanned events, such as weddings and birthday parties
- routine demands of employment
- stress or anxiety normally associated with examinations
- if you did not study or if you were not prepared
- other grounds considered inappropriate by the Examination Committee

8.0 How can I request a letter for my employer so they know I have final examinations?

- Visit the Office of the Registrar
- Complete a document request form
- Allow 3-5 business days for processing
- This request is at no cost to you

9.0 Special Sitting of Examinations

Students who fail to sit and or miss their examinations for non-valid reasons shall be required to pay a fee per subject missed in order to re-sit the examination(s). The fee for the re-sit will include the following:

- a) Design and printing of new examination paper and marking scheme
- b) Invigilation of the examination
- c) Marking and grading
- d) Change of grade status

9.1 Such fees when aggregated in the amount of..... must be paid in full prior to sitting of the examination(s).

GRADING POLICY

BTVI uses an alphabetical grading system. A letter grade is given for each course taken. Each letter grade denotes a certain level of achievement in a particular course as follows:

<i>Letter Grade</i>	<i>Point Value</i>	<i>Quality Points</i>	<i>Achievement</i>
A	90 – 100%	4	Excellent
B	80 – 89%	3	Above Average
C	70 – 79%	2	Average
D	60 – 69%	1	Below Average
F	0 – 59%	0	Fail

GRADE-POINT AVERAGE (GPA)

BTVI's Grade-Point Average (GPA) scale is 4.0. Grade point averages are used to determine academic standing as well as the awarding of honors.

MAKEUP WORK

Only students with excused absences will be permitted to complete makeup assignments. Students must present documents to prove the legitimacy of the absence to the Department Chair in order to be given this opportunity.

ACADEMIC EXCELLENCE

BTVI recognizes excellence by rewarding students who meet specific GPA's and for the President's List and Honors List during graduation activities. Students enrolled in Special Interest Courses (short courses) are not eligible for participation in Academic Honours. Programmes include barbering, braiding, esthetics, etc.

DEANS LIST

Students enrolled in 8 - credit hours or more who earn a GPA of 3.0 or above will be given recognition of being named to the Dean's List. The Dean's List is only compiled during the fall and spring semesters.

HONOURS LIST

To be on the Honors List, students must have a minimum cumulative GPA of 3.50, and meet all programme credit hour requirements.

GRADE APPEALS POLICY:

The following steps are designed to provide a means for students to seek review of final course grades alleged to be arbitrary and capricious. A student who files a written request for review shall be expected to abide by the final disposition of the review and may not seek further review of the matter under any procedure within the Institute.

1. The student must submit a typewritten statement no later than 15 business days following the start of the fall or spring semester immediately following the semester in which the disputed grade was assigned. The statement must be addressed to the Office of the Registrar.
2. The request must detail the basis for the allegation that a grade was improper and the result of arbitrary and capricious grading and must present the relevant evidence. Grade appeals may be processed in the summer session if the Registrar determines that a case warrants immediate review. The Registrar reserves the right to extend the deadlines, but only in extraordinary circumstances should the appeal be extended beyond the first regular semester.
3. The Registrar along with a Grade Change Panel will review findings to date and will attempt to act as mediator. The Panel may request to meet individually or collectively with those involved in the process and may choose to continue mediation efforts. Each party may bring another person with him or her as support or as a spokesperson at any stage in process. The student or instructor has the option of meeting with the Grade Change Panel without the other party present.
4. Grounds for dismissal of a request may include the improperly prepared request for appeal, that a request was not made within the policy deadline, or instances in which the student has not taken proper action to resolve the grade conflict with the instructor of record.
5. The Grade Change Panel will make a final decision after full consider-

ation of the findings and within one week of receiving the student's appeal, the panel will evaluate, as needed, the grading procedures as well as, if necessary, the student's assignment for the course in terms of the criteria established by the instructor for the course. The Grade Change Panel's judgment may be to deny a request for a grade change or uphold the request for a grade change.

6. The student and the instructor shall be notified in writing of the Grade Change Panel's decision. If the panel determines that the course grade was based on factors other than the student's academic performance, the panel may direct the instructor to administer a new paper/exam or direct a change of the students' registration process (i.e., withdraw, audit, dropped).
7. The decision of the Grade Change Panel is final. This shall be the last step in the deliberation of the formal grade appeal process.

DISCIPLINARY PROCEDURES:

- ❖ **Time Frame** – All campus investigation and disciplinary cases will be handled in as timely a manner as possible and will be completed within a 30-day time frame except in the case of extraordinary circumstances. An estimated timeline will be communicated to the accused student and to any complainant as necessary.

- ❖ **Serious Disciplinary Case** – The Office of Student Affairs will investigate such cases and make a recommendation to the Dean of Academic Studies for appropriate judicial action. Such action may then require a student to participate in one of the following hearings to determine responsibility and sanctioning. Students facing serious disciplinary charges will receive timely written notice of the charges they are facing, and instructions to contact the Institute to arrange a hearing date within a reasonable period of time. Students choosing not to respond will be considered to be in a state of default. Students who respond and schedule a hearing date will be expected to attend the scheduled hearing. If a student fails to attend the scheduled Administrative Hearing or Student Conduct Council Hearing, it will take place in their absence:
 1. **Administrative Review Hearing** – The student(s) will participate in a hearing in front of the Dean of Student Services and/or the Dean of Academic Studies or his or her designee(s). All available evidence and input from staff and students will be used to make such a decision.

2. **Student Conduct Council Hearing Board** – This disciplinary board will meet to hear and make recommendations in serious disciplinary cases where (1) there is a discrepancy over the actual behavioral incident or (2) where it is deemed appropriate by the Dean of Student Services or the Dean of Academic Studies or designee. In a Student Conduct Council hearing involving more than one accused student, the Dean of Student Services, at his or her discretion, may permit the hearing concerning each student to be conducted either separately or jointly.
- ❖ **Waiver of Hearing** – Upon admission of responsibility for the violation of college policy, a student may be offered the choice to waive his or her right to a hearing and accept a sanction from the Dean of Academic Studies or designee. A student who so chooses would also waive the right to appeal this sanction and would agree to abide by the decision. The Dean of Student Services, Dean of Academic Studies or designee, and the student must agree to this waiver in writing.

CAMPUS EMERGENCY PROCEDURES

EVACUATION:

In the event of an on-campus emergency and evacuation MAY be necessary. An evacuation occurs when a fire alarm sounds or announced emergency notification is made via phone, email, website or any other communication device.

FOLLOW THESE STEPS IN THE EVENTS OF AN EMERGENCY:

1. Leave the building immediately via the nearest marked exit and alert others to do the same.
2. Close, but do not lock the doors.
3. Turn off the lights.
4. Take any personal belongings such as purses or backpacks with you.
5. Assist people with disabilities in exiting the building.
6. Once outside, move to a clear area that is at least 75 feet away from the affected building.
7. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
8. Do not return to the building unless instructed by authorized personnel.

Evacuation of persons with disabilities:

If you are unable to leave the building due to a physical disability:

- Go to the nearest inside area where there are no hazards.

- Call 919 or contact Campus Security.
- If possible, signal out the window to on-site emergency responders.

To evacuate persons who are mobility impaired:

- Inform individuals of situation.
- Always ask how you can help.
- Move debris, if necessary/possible, to allow safe escape route.
- If unable to exit, move individuals to as safe an area as possible and notify appropriate personnel of the individual's location.

FIRE EMERGENCY

1. Call 919 and give exact location.
2. Pull nearest fire alarm to evacuate building.
3. Immediately evacuate the building by the closest available exit.
4. Do not use elevators.
5. If stairway contains smoke or fumes, use an alternative stairway exit.
6. Once outside, move to clear area at least 75 feet from the affected building.
7. Do not re-enter the building until an “all clear” signal is given.

If you become trapped in a building and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor as the air will be less toxic. Shout at regular intervals to alert emergency crews as to your location.

LOCKDOWN

A lockdown will be announced via security officers, phone system (where applicable), emergency notification system, email, website or other communication device.

- Go into a room (or stay in your classroom/office).
- Close and lock all doors and windows – interior and exterior. If you cannot lock the door, barricade it with desks, chairs, etc.
- Turn off all lights.
- Move all persons away from window and doors.
- Occupants should be seated below window level (if possible).
- Remain silent. Turn off all radios and other devices that emit sound. Silence cellular phones and other electronic devices.
- If possible, one person in each room should write down the names of everyone present in that room.
- Everyone is to stay in their classrooms and remain quiet until all clear notification is given by law enforcement, emergency management and/or Institute staff.

MEDICAL EMERGENCY

In the event of a severely injured, ill, or unconscious student:

- Call Clinic ext.6360. Always err on the side of safety.
- Inform Administration.
- Notify security personnel.
- If possible, have someone meet and escort emergency responder to the scene.

Questionable Activities:

- If you are not sure how ill or injured a student is, call ext. 6360 immediately, then notify security personnel. Always err on the side of safety.
- A student may refuse transport in an ambulance, and if so must sign off with the ambulance personnel.
- If a student refuses transport and sign off with ambulance personnel, but still needs transportation to a medical facility for treatment, a friend, classmate, family member or taxi car personnel may transport the student to the medical facility. Once a person signs off with ambulance personnel, there is no longer considered to be a medical emergency.
- If a student/visitor is a minor (under 16-years of age), call the clinic for any medical situation.

Parts of Speech

A part of speech explains how a word is used. In traditional English grammar, there are eight parts of speech. Knowing about each part of speech will help you use words correctly when speaking and writing. Your communication skills will be enhanced.

Here are the eight parts of speech and their most common meanings:

Noun: A noun is a word that names a person, place, or thing.

Examples:

(person) - Michael Jordan was a great basketball player.

A noun that names only one person, place, or thing is a singular noun. A noun that names more than one person, place, or thing is a plural noun. For example, automobile is a singular noun, while automobiles is a plural noun.

Pronoun: A pronoun is a word that is used in place of a noun.

Pronouns act just like nouns.

Examples:

Bob gave me the best puppy in the litter.

Adjective: An adjective is a word that describes a noun. It can tell what kind or how many.

Examples:

(what kind) That was a wonderful movie.

Verb: A verb is a word that shows action. A present tense verb shows action that is happening now. A past tense verb shows action that has already happened. A future tense verb shows action that will happen.

Examples:

(present tense) Please move the chair away from the wall.

Adverb: An adverb is a word that describes a verb. It can tell how or when.

Examples:

(how) I try to eat my food slowly.

Conjunction: A conjunction is a word that connects words in a sentence.

Examples:

Susan and Anna are very close friends.

Taking Notes In Class

In classes, your teachers will talk about topics that you are studying. The information they provide will be important for you to know when you take tests. You must be able to take good written notes from what your teachers say.

Taking good notes is a three-stage process in which there are certain things you should do before class, during class, and after class. Here are the three stages of notetaking and what you should do during each stage.

1. Get Ready to Take Notes (Before Class)

- * Review your notes from the previous class session before you come to class. This will help you remember what was covered and get you ready to understand new information your teacher provides.
- * Complete all assigned readings before you come to class. Your teacher will expect that you have done this and will use and build upon this information.
- * Bring all notetaking materials with you to class. Have several pens and pencils as well as your notebook.

2. Take Notes (During Class)

*Keep your attention focused on what your teacher is saying. Listen for “signal statements” that tell you what your teacher is about to say is important to write in your notes. Examples of signal statements are “The most important point...” and “Remember that...” Be sure to include in your notes information that your teacher repeats or writes on the chalkboard.

*Write quickly so that you can include all the important information in your notes. Do this by writing abbreviated words such as med for medicine, using symbols such as % for percent, and writing short sentences.

*Place a question mark(?) next to information you write in your notes, but about whose meaning you are not sure.

3. Rewrite Your Notes (After Class)

* Rewrite your notes to make them more complete by changing abbreviated words into whole words, symbols into words, and shortened sentences into longer sentences.

* Make your notes more accurate by answering any questions you had when writing your notes in class. Use your textbook and reference sources to obtain the information you need to answer your questions. If necessary, ask your teacher or other students for help.

* Check with other students to be sure you did not leave out important information.

Using Punctuation Marks

Punctuation is the use of standard marks and signs in writing to separate words into sentences, clauses, and phrases in order to clarify meaning. The marks or signs are called punctuation marks. Punctuation marks are signals to readers. When you speak, you can pause, stop, or change your tone of voice to make your meaning clear. You cannot do this when you write. When writing, you must use punctuation marks such as commas and question marks to make your meaning clear. The use of punctuation marks can be very complex. Each punctuation mark can be used in many ways. Here are the punctuation marks that are most commonly used when writing and the most typical way or ways they are used. Examples are provided for each.

Period (.)

- Use a period at the end of a declarative sentence (a sentence which states an idea).

“That was a wonderful movie.”

- Use a period to end an abbreviation.

“I think that Mr. Williams is a great teacher.”

Question Mark (?)

- Use a question mark at the end of an interrogative sentence (a sentence which asks a question).

“Did you like that movie?”

Comma(,)

- Use a comma to separate three or more items in a series.

“My history class meets each Monday, Wednesday, and Friday.”

- Use a comma to separate independent clauses in a sentence.

“We wanted to go to the beach, but it rained that day.”

- Use a comma to set off dates and addresses.

“My friend Jane, who was born June 18, 1992, lives in Akron, Ohio.”

Semicolon (;)

- Use a semicolon when two independent clauses in a sentence are not separated by a conjunction (such as “and”).

“I like pizza; Carlos also likes pizza.”

- Use a semicolon between independent clauses in a sentence that are separated by any of the following transitional words or phrases:

accordingly, consequently, for example, for instance, furthermore, however, instead, moreover, nevertheless, otherwise, and therefore.

“I planned to study Saturday morning; however, the power in our house went out due to a storm.”

- Use a semicolon when the items in a series of items contain commas.

“I have lived in Los Angeles, California; Boston, Massachusetts; Trenton, New Jersey and Philadelphia, Pennsylvania.”

Colon(:)

- Use a colon before a list that is preceded by a complete independent clause. Some form of the word “follow” is often used in such a case.

“On our next vacation, we plan to visit the following countries: England, France, Italy, and Greece.”

- Use a colon to divide hours from minutes.

“I have an appointment with the doctor at 10:30 tomorrow morning.”

Exclamation Point (!) (sometimes called an Exclamation Mark)

- Use an exclamation mark at the end of a sentence to show strong emotion.

“I am very upset with him!”

- Use an exclamation mark at the end of a sentence for emphasis.

“I have to go home right now!”

- Use an exclamation mark after an interjection at the start of a sentence (an interjection is a word used to express strong feeling or sudden emotion).

“Wow! That test was harder than I expected.”

Apostrophe (’)

Using Punctuation Marks

- Use an apostrophe to indicate a missing letter or letters in a contraction.

“I don’t think she will win the election.”

- Use an apostrophe plus the letter “s” to show possession.

“Please take good care of Brad’s dog.”

Preposition: A preposition is a word that links and relates a noun or pronoun to another word in a sentence.

Examples:

I haven’t gone to the gym since Tuesday.

Interjection: An interjection is a word that expresses emotion. It is usually an exclamation that is followed by an exclamation point (!). Sometimes, an interjection is followed by a comma(,).

Examples:

Wow! That movie was scary.

The REDW Strategy for Finding Main Ideas

REDW is a good strategy to use to find the main idea in each paragraph of a reading assignment. Using this strategy will help you comprehend the information contained in your assignment. Each of the letters in REDW stands for a step in the strategy.

Read

Read the entire paragraph to get an idea of what the paragraph is about. You may find it helpful to whisper the words as you read or to form a picture in your mind of what you are reading. Once you have a general idea of what the paragraph is about, go on to the next step.

Examine

Examine each sentence in the paragraph to identify the important words that tell what the sentence is about. Ignore the words that are not needed to tell what the sentence is about. If you are allowed to, draw a line through the words to be ignored. For each sentence, write on a sheet of paper the words that tell what the sentence is about.

Decide

Reread the words you wrote for each sentence in the paragraph. Decide which sentence contains the words you wrote that best describe the main idea of the paragraph. These words are the main idea of the paragraph. The sentence that contains these words is the topic sentence. The other words you wrote are the supporting details for the main idea.

Write

Write the main idea for each paragraph in your notebook. This will provide you with a written record of the most important ideas you learned. This written record will be helpful if you have to take a test that covers the reading assignment.

CAMPUS MAP

- | | | |
|--|---|--------------------------------|
| A FASHIONS/SEWING/TAILORING/WINDOW TREATMENT | I3 GENERAL EDUCATION CLASSROOM | Q1 AIR CONDITIONING |
| B1 STUDENT BATHROOMS | I4 GENERAL EDUCATION CLASSROOM | Q2 PLUMBING |
| B2 STUDENT BATHROOMS | IAA OFFICE | Q3 WELDING |
| B3 GENERAL EDUCATION CLASSROOM | I5 GENERAL EDUCATION CLASSROOM | Q4 CLASSROOM |
| B4 GENERAL EDUCATION CLASSROOM | I6 GENERAL EDUCATION CLASSROOM | R1 OFFICE SYSTEMS OFFICE |
| B5 GENERAL EDUCATION CLASSROOM | I7 GENERAL EDUCATION CLASSROOM | R2 CONFERENCE ROOM |
| C1 BARBERING | I8 GENERAL EDUCATION CLASSROOM | S1 INFORMATION TECHNOLOGY |
| C2 NAIL TECHNOLOGY | J ACCOUNTS/ADMISSION/REGISTRAR | S2 CLINIC |
| C3 FACIAL LAB | K1 AUTOMOTIVE | SP STUDENT PAVILLION |
| C4 CLASSROOM | K2 CLASSROOM | T1 CISCO NETWORKING ACADEMY |
| C5 MASSAGE | K3 SMALL GAS ENGINE/MARINE OUT BOARD ENGINE | V1 CLASSROOM |
| D1 COSMETOLOGY | L1 STUDENT BATHROOMS | V2 CLASSROOM |
| D2 MALE INSTRUCTORS' BATHROOM | L2 STUDENT BATHROOMS | W OFFICE PROCEDURE |
| D3 FEMALE INSTRUCTORS' BATHROOM | M1 STUDENT SUCCESS LEARNING CENTER | X TYPING LAB |
| E1 PAINTING & DECORATING | M2 ELECTRICAL | Y COMPUTER REPAIR LABS |
| E2 CLASSROOM | N1 CARPENTRY | Z COMPUTER LABS |
| E3 UPHOLSTERY | N2 MASONRY | AA COMPUTER LABS |
| E4 CLASSROOM | NM CONSTRUCTION HOUSE | BB ELECTRONICS |
| E5 INSTRUCTORS COMPUTER LOUNGE | O1 AUTO MECHANIC | CC CLASSROOM |
| F1 MAINTENANCE | O2 AUTO COLLISION | DD RESOURCE CENTER |
| F2 JANITORIAL LOUNGE | P1 STORES OFFICE | EE STUDENT SERVICES/COUNSELING |
| G CURRICULUM/ACADEMIC DEAN/HOD'S | P2 STORES WAREHOUSE | FF CHILD CARE/NURSERY |
| H MANAGER/RECEPTION/HUMAN RESOURCES | P3 OFFICE | I TECHNICAL CADETS OFFICE |
| I1 GENERAL EDUCATION CLASSROOM | P4 BATHROOM | JJ FILING ROOM |
| I2 GENERAL EDUCATION CLASSROOM | P5 CAFETERIA | KK EVENING ADMINISTRATOR |



ARTICULATION AGREEMENTS

BTVI has Articulation Agreements with several Colleges throughout Canada and the United States. Below is a listing of such Colleges:

- **New England Institute of Technology, East Greenwich, Rhode Island**

www.neit.edu

- **Bachelor of Science**

Information Technology Networking
Engineering/Information Technology Cyber Security. BTVI graduates of Associates of Applied Science – Information Technology Management Server and Information Technology Management Server and Security

- **Associates of Applied Science**

Electrical Technology. BTVI graduates of Certificate Electrical Installation

- **Baccalaureate**

Business Management Technology. BTVI graduates of Associates of Applied Science – Office Administration

- **Associates of Applied Science**

Automotive Technology. BTVI graduates of Certificate Auto Mechanics

- **Lakeland College,**

Alberta, Canada

www.lakeland.edu

BTVI has a student and faculty exchange Memorandum of Understanding with Lakeland College.

- **Lincoln College of Technology,**
West Palm Beach, Florida
www.lincolnedu.com/campus/west-palm-beach-euphoria-fl

- **Fanshawe College,**
London, Ontario
www.fanshawec.ca

For BTVI graduates of Associates of Applied Science – Information Technology Management, and Information Technology Management Server and Security

MEMORANDA OF UNDERSTANDING:

- **Holland College,**

Prince Edward Island, Canada

www.hollandcollege.com

BTVI has a student exchange Memorandum of Understanding with Holland College.

- **Vancouver Island University**

www.viu.ca

BTVI has a student and faculty exchange Memorandum of Understanding with Vancouver Island University.



VANCOUVER ISLAND
UNIVERSITY



Do I need ID for my final exam?

All BTVI students are required to present a valid photo ID upon entry into the examination room.

What ID is acceptable?

A BTVI or government issued ID (Passport, Driver's license, National Insurance card, Voter's card).

What if I forget my ID?

Without a valid and acceptable ID, you will not be permitted to sit your exam.

What are the valid reasons for missing an examination?

- ill health or injury
- compassionate grounds (immediate & extended family)
- representation in significant cultural or sporting activities at a national or international level
- employment related travel

What are NOT valid reasons for missing an examination?

- if you misread the examination timetable, forgot, slept in etc.
- recreational travel (domestic or international)
- planned or unplanned events, such as weddings and birthday parties
- routine demands of employment
- stress or anxiety normally associated with examinations
- if you did not study or if you were not prepared
- other grounds considered inappropriate by the Examination Committee

What happens if I miss my examination?

If you have a **valid reason** for missing your examination,

- immediately contact the Examination Office by phone (242) 502-6367/6327 or email (examoffice@btvi.edu.bs)
- you must apply for a special sitting (visit the Examination Office for an application),
- attach relevant supporting documentation (see website) relating to why you could not sit the examination within the examination period,
- have the application approved by your Department Chair and Academic Dean,
- submit the application to the Examination Office.

How can I request a letter for my employer so they know I have final examinations?

- Visit the Office of the Registrar
- Complete a document request form
- Allow 3-5 business days for processing
- This request is at no cost to you



Learn a trade...

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