



Faculty Handbook 2026-2027



Table of Contents

Land Acknowledgement

Canadore College resides on the traditional territory of the Anishinaabeg and within lands protected by the Robinson Huron Treaty of 1850. This land is occupied by the people of Nipissing First Nation since time immemorial.



Overview	5
Important Dates and Deadlines.....	5
Campus Locations	5
Maze Map	5
About Canadore	6
Message from the VPA.....	7
Canadore College's Strategic Plan, The Path to Canadore 2026	8
Canadore's Academic Strategic Plan - 2026	9
Academic Structure.....	10
Academic Faculties	10
Centre of Academic Excellence and Lifelong Learning	11
Experiential Learning Office.....	12
Research Centre.....	12
Academic Deans' Office	13
Timekeeping.....	13
Student Concerns Process.....	14
Academic Integrity.....	14
Faculty Performance Reviews	14
Program Advisory Committees (PACs).....	15
Mail	15
Before the Semester Starts.....	16
Semester Start Checklist	16
Orientation and Training.....	16
New Employee Orientation (NEO)	16

Table of Contents

New Faculty Orientation (NFO) and Introduction to iLearn.....	16
Health and Safety Training.....	17
Accessibility.....	17
Professional Development	17
Course Outlines	17
Textbooks	18
Access to Previous Course Material.....	18
Course Merge Tool	18
Schedules	18
During the Semester.....	19
Student Orientation	19
Class Cancellations / Absences (illness / weather).....	19
Guest Speakers	19
Academic Help Desks	19
International Academic Support Hub	20
Program Progression	20
At the End of the Term	21
Submitting Final Grades.....	21
Exam Board	21
Changing a Student's Grade	21
Student Course Feedback	21
Services	22
Technology Services	22
Information Technology Services (ITS)	22
Educational Technology Services (ETS).....	22
iLearn Support	22
Email	22
Canadore Employee Portal (iCan2)	23
Printing.....	23
First Peoples' Centre.....	23
Registrar's Office	24
Transfer and Pathways	24

Table of Contents

Student Success Services	24
Accessibility and Accommodations	25
Faculty Guide to Accommodated & Missed Tests	25
Accessing Student Accommodations	26
Mental Health & Wellness Support	27
Canadore Employment Solutions	27
Panther Sport and Wellness.....	27
The Village.....	28
Infrastructure and Public Safety	28
Dining Options	28
Harris Learning Library	29
Canadore Alumni.....	30
Canadore College Foundation.....	30
Appendices.....	31
Appendix 1 - Service Staff Reference Guide.....	31
Appendix 2 - ITS Quick Reference Guide	31
Appendix 3- iLearn Start-Up Guide.....	31
Appendix 4 - Printer Install Guide	31
Appendix 5 - Academic Employees Collective Agreement	31
Appendix 6 - Dayforce Guide.....	31

Overview

Important Dates and Deadlines

Learn more here: [Important Dates and Deadlines - Canadore College](#)

Campus Locations

Detailed information on campus locations can be found here: [Campus Locations - Canadore College](#)

Maze Map

The Information Technology Services (ITS) and Marketing teams are thrilled to introduce MazeMap, Canadore College's interactive wayfinding solution. MazeMap offers an intuitive interface that allows you to effortlessly locate various facilities, offices, special events, and essential points of interest throughout our campuses. Whether you're in search of a particular office, seeking out the nearest coffee spot, or locating vital amenities like elevators, washrooms, or defibrillators, MazeMap has got you covered.

You can access the web-based MazeMap here: [MazeMap](#)



Overview

About Canadore

From the time Canadore College opened its doors in 1967, we've taken pride in creating the best possible environment for learning and being the college of choice for students from across the province and around the world. Our focus is on student success, program and service excellence, connection to community, sustainability, innovation and entrepreneurship. The college graduates approximately 1,000 students each year and has over 60,000 alumni.

Statement of Purpose

Canadore College is an institution of applied learning and research with a strong focus on experiential learning. It will be the college of choice for connecting people, education and employment through applied learning, entrepreneurship, leadership, and innovation. Our programs and services will be driven by market demand to meet the needs of today and tomorrow.

Our goal is to be the leader in all we do.

Our objective is to expand our reach through diversification, market expansion and partnerships in a sustainable manner. We will bring value to our students, employers, partners and the communities we serve.

Our organizational success will be measured by the College's metrics and those of the government and our partners. As an academic institution student success will be our leading metric.

Creative, multi-disciplined approaches will be brought to opportunities as they are discovered or created by Canadore. We will challenge the status quo and we will not be bound by standard conventions.

Differentiation will be the key element to our success. Differentiating our student experience, program and service design and delivery will distinguish Canadore.

The 5 Pillars

The 5 Pillars -- Student Success, Program and Service Excellence, Innovation and Entrepreneurship, Connection to Community, Financial and Environmental Sustainability -- guide our decision making and ensure the organization remains grounded in its fundamentals.

We remain committed to the implementation of the Truth and Reconciliation Commission recommendations that are relevant to post-secondary education, and the principles of freedom of expression, equity, diversity and inclusion. We will invest in our people to develop capacity ensuring we successfully attain our collective objectives.

Canadore College has committed to supporting the 17 sustainable development goals (SDGs) of the United Nations Sustainable Development Accord by considering the SDGs in research, campus operations, and curriculum development. The College has set a goal to become carbon neutral by 2031.



Message from the VPA

It gives me great pleasure to welcome you to Canadore College where we work as a dedicated team to produce highly qualified achievers to take on the responsibilities and duties of our community and beyond. We empower our students with the knowledge, skills, and competencies enabling them to deal with the challenges of today's rapidly changing world. Our vision is to be the college of choice for connecting people, education, and employment through applied learning, entrepreneurship, leadership, and innovation.

Recognizing that faculty members and academic staff play a very important role in achieving the mission of an academic institution, we always strive to create an environment where your contribution is appreciated, and every effort is made to ensure that your needs are supported. This handbook is written exclusively for you. We hope that you find it useful in answering some of the questions that may arise as you join our Team. Please do not hesitate to provide us with your feedback and suggestions for further improvement.

Once again, I welcome you to Canadore College where Great Things Happen!

Kindly,
Ahmed

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Canadore College's Strategic Plan, The Path to Canadore 2026

The strategic plan is both directional and aspirational. And, as with all plans, it is fluid and evolving reflecting the dynamism of Canadore and the environment in which we operate. Guided by our Statement of Purpose and The 5 Pillars, our success is measured by our strategic results.

The strategic plan builds upon years of growth and success in providing world-class applied education, applied research, outreach and engagement benefiting North Bay, Parry Sound, the province of Ontario, our Nation, and people around the globe. Our path forward is positive. We can and will achieve more in the years ahead.

We will invest in our people to develop capacity, ensuring we successfully attain our collective objectives. We aspire to be the very best in all we do.

Since 1972 when we opened our doors as Canadore College of Applied Arts and Technology we have continued to strive to be the college of choice for connecting people, education and employment through applied learning, entrepreneurship, leadership, and innovation. Programs and services will continue to be driven by market and student demand meeting the needs of today and tomorrow.

Canadore's differentiation is its ability to be nimble, focused, flexible, risk taking and, at times, unconventional, moving at the speed of its partners to create unique learning and research opportunities for students and staff. These attributes will continue to serve the College well in a time of intense competition, changing demographics, rapidly evolving technology, challenges of transitioning to a green economy, restrained government funding, and increased expectations from government, industry and the communities we serve.

Reflecting the diversity of the global community, Canadore welcomes international students from more than 45 countries and our international reach is growing. Students bring a global perspective to the classroom and the campus, enriching the experience for all. Increasingly, our students and staff are learning and teaching abroad, creating unique experiences that help define Canadore.

We must continue to build a campus environment that is vibrant, welcoming, respectful, diverse and safe for all and one that supports individuals in conducting their best work. Diversity of ideas is a prerequisite for tackling the great challenges we face, and an inclusive and equitable campus culture for teaching, learning and leading is necessary to ensure that diversity of ideas is embraced.

We remain committed to the implementation of the Truth and Reconciliation Commission (TRC) recommendations that are relevant to post-secondary education, the principles of freedom of expression, the standards of equity, diversity and inclusion (EDI), and the execution of our Sustainable Development Goals.

We will invest in technology linked to academic programs, applied and commercial research, effective operations, comprehensive and seamless student advising, and wholistic support for students' physical, mental and emotional health and well-being. We will dedicate lifelong career support to our alumni who are our natural ambassadors and a testament to the Canadore experience.

Our applied programs, research, scholarship and entrepreneurial endeavours contribute to the creation of a strong, vibrant and globally competitive workforce, generating new applications of knowledge and increased learning opportunities for students and staff. These learnings empower individuals to address complex problems and lay the groundwork for future generations to tackle the challenges of tomorrow.

To continue to lead, we must aggressively pursue external resources and partnerships that give us the platforms necessary to develop solutions and create mutually beneficial opportunities. We will seek like-minded partners to expand our scope and our reach to support multidisciplinary approaches and forge new partnerships with the public and private sectors.

Our progress has been supported through careful institutional stewardship of resources, government funding, and entrepreneurial activities and by the generosity and support of community partners and alumni.

We thank all those who provided input to this strategic plan -- our students, staff, alumni, community members, business and industry, and our valued partners. Your ongoing support is needed as we make Great Things Happen Here.

For full details, please refer to Canadore College's Strategic Plan, [The Path to Canadore 2026](#)

Canadore's Academic Strategic Plan - 2026

Introduction

The Canadore Academic Strategy 2026 is an extension of Canadore College Strategic Plan (Canadore 2026).

The Academic Strategy 2026 is realistic yet aspirational and builds on many years of success, growth, and commitment to core values. Through the Strategy, Canadore embraces its responsibility for shaping the future of its local community and beyond.

The strategy represents our collective commitment to academic excellence and high-quality education and training for our learners, our community, and beyond. All those who participated in its development share ownership over it and as a result are accountable to it. We are appreciative of all those who participated in this process and look forward to even greater participation of our academic community in the development of future Academic Strategies as we continue to strive to meet the demands of 21st century higher education.

Canadore Academic Strategy 2026 - Goals

Goal 1: Develop and deliver market-driven and learner-centric applied academic programs and training courses that are aligned to the highest standards and are subject to cyclic, extensive, and meaningful reviews.

Goal 2: Sustain a contemporary and dynamic teaching and learning strategy supported by scholarly research, teaching resources, and best practice.

Goal 3: Explore and acquire technological and up-to-date program-specific resources and training aids that promote an enhanced teaching and learning environment.

Goal 4: Deliver a strategic, selective, and socially responsible research strategy that brings together interested parties to create new knowledge and deliver data-informed solutions that are applicable to real-world problems, which are then shared with our learners and communities at large.

Goal 5: Execute a comprehensive internationalization strategy that seizes opportunities and confronts challenges, ensuring commitment to our core values.

Goal 6: Engage in creative and innovative projects that support Canadore's differentiation and market proposition aspirations.

Goal 7: Maintain and support the evolution of an efficient resource planning and process optimization system that is fact-based and data-driven and is nurtured within change management.

Goal 8: Deploy a robust quality management system that supports our sustained pursuit for academic excellence and is integrated into our culture and planning process.

For full details, please refer to the [Canadore College Academic Strategy 2026](#)



Academic Structure

Academic Faculties

Faculty of Arts, Design, and Entrepreneurship

Dr. Colin Williams, Ph.D., MPA, B.A., B.Sc. (Hons.)
Dean, Faculty of Arts, Design and Entrepreneurship
Email: Colin.Williams@canadorecollege.ca

Paul Koidis, B.A.
Chair, School of Art and Design
Email: Paul.Koidis@canadorecollege.ca

Centre of Computing and Information Technology
Entrepreneurship Academy
School of Art and Design
School of Culinary Arts

Faculty of Aviation, Trades and Technology

Dr. Maria Parra, Ph.D.
Dean, Faculty of Aviation, Trades and Technology
Email: Maria.Parra@canadorecollege.ca

Lianne Girard, P. Eng., OCT, ASQ CQA & CMQ/OE
Chair, School of Aviation and Aerospace Technology
Email: Lianne.Girard@canadorecollege.ca

School of Aviation and Aerospace Technology
School of Trades and Technology

Faculty of Environmental Studies and Health Science

Dr. Vivian Papaiz, Ph.D., RN, CHPCN(C), RNAO ACP
Dean, Faculty of Environmental Studies and Health Science
Email: Vivian.Papaiz@canadorecollege.ca

School of Environmental Studies
School of Health Science

Faculty of Human and Social Science

Dr. Erin Truswell, B.A. (psych) M. Ed., Ph.D.
Dean, Faculty of Human and Social Science
Email: Erin.Truswell@canadorecollege.ca

School of Access, Language and Preparatory Studies
School of Human Care and Social Services
School of Indigenous Studies
School of Community Justice and Police Foundations
School of Sport and Recreation

Academic Structure

Centre of Academic Excellence and Lifelong Learning

Deidre Bannerman, B.A., OCT/BEd, MBA

Dean, Centre of Academic Excellence and Lifelong Learning

Email: Deidre.Bannerman@canadorecollege.ca

The Centre of Academic Excellence and Lifelong Learning (CAELL) promotes excellence in teaching practice and student learning in higher education.

CAELL staff assist faculty with the design, development, and delivery of high-quality, student-centred learning experiences. Through general and targeted support, faculty are empowered to enhance their teaching practice and engage meaningfully within the Canadore academic community.

CAELL also provides leadership and support in program quality assurance, curriculum development, and academic project management.

The Dual Credit program is led by CAELL and connects Canadore with local high schools, welcoming over 200 students annually across our four campuses. These free courses count toward both the Ontario Secondary School Diploma and a postsecondary credential, giving students a head start on their academic and career goals. The program offers early exposure to college life, supports pathway exploration, and strengthens the college's connection to the community.

Continuing Education at Canadore College is also part of CAELL and offers a variety of certificate and diploma programs across a range of disciplines using flexible delivery options. Whether an individual is a high school graduate, a postsecondary graduate, or a mature student, CAELL staff are committed to helping learners reach their goals.

For more information, visit:

[Academic Centre of Excellence - Canadore College](#)

[Continuing Education - Canadore College](#)

Academic Structure

Experiential Learning Office

The Experiential Learning Office provides administrative leadership and support for experiential learning activities across all Canadore College's academic programs. Leadership and support functions are offered for but not exclusive to the following areas:

- Placement (i.e., Field Placement, Clinical Placement, Practicum, Preceptorship, etc.) administrative guidance and consultation, including the provision of standardized placement forms (all programs)
- Placement administration and coordination (select programs)
- Community partner relationship management
- Field trip planning
- New program development consultation
- Course development and delivery consultation
- Experiential learning activity development and delivery consultation

The Experiential Learning Office oversees the following Canadore webpages:

[Placement - Canadore College](#)

[Experiential Learning - Canadore College](#)

Ph: 705-303-5771

E: Jeremie.Carreau@canadorecollege.ca

Research Centre

Research and scholarship are crucial elements of academic and professional life, as they allow us to investigate and understand complex phenomena, generate new knowledge, and improve practices in various fields.

The Research Centre provides the following administrative services:

- Applied Research policy interpretation
- Liaison with funding agencies
- Investigation of research opportunities
- Proposal writing support Assistance with reporting requirements
- Training and professional development
- Project management services
- Concierge service to source funding for research opportunities

If you are interested in working with the Research Centre consult your Academic Lead to see how this can be accommodated.

For more information, visit: [Research at Canadore - Canadore College](#)

Academic Structure

Academic Deans' Office

The Academic Deans' Office provides administrative support to faculty, staff and students across a range of academic functions. Areas of support include (but are not limited to):

- Onboarding of non-FT academic staff
- Academic staff timekeeping
- Triaging student inquiries and concerns
- Scheduling meetings for the Academic Leads
- Scheduling of Faculty Performance Reviews
- Administrative and logistical support for Program Advisory Committees (PACs)
- Mail processing and office supply orders

Ph: 705-474-7600 ext.5170 (Education Centre Campus) / ext. 5628 (Commerce Court Campus)

E: Academic.DeansOffice@canadorecollege.ca

Timekeeping

The College uses Dayforce as its Payroll/Human Resources Information service (HRIS) provider.

Dayforce is a comprehensive cloud platform that combines HR, payroll, benefits, workforce management, and talent management in a single application. We have chosen to implement this system as part of our continuing efforts to make Canadore College a great place to work. This system implementation contributes to our Pillars of Program & Service Excellence, Innovation & Entrepreneurship, Connection to Community and Sustainability (fiscal & environmental) by creating efficiencies through automation and integration. As our HR environment has become more complex, our needs for a scalable Human Capital Management (HCM) software system to help address complex regulatory requirements was evident. We are thrilled with the possibilities that this system presents.

What does this mean for you?

Dayforce:

- provides you with user friendly, easily accessed and detailed pay stub information
- ability to update your personal address and emergency contact information in real time
- gives employees (Full Time benefits eligible) access to their benefits, vacation and sick time entitlements
- improves the ability of your Organizational Development & Talent Management and payroll teams to process payroll and administrative information
- improves the ability of your Organizational Development & Talent Management team to administer your employee benefits programs for you and your family.

Instructions for the following items can be found here: [Staff and Faculty Resources - Canadore College](#) (under Part-Time Hire Forms).

- Login Instructions for Dayforce
- Updating Your Profile in Dayforce
- Accessing Your Earnings Statements in Dayforce
- Dayforce – Timesheet Instructions

For questions related to Dayforce please contact: Information.ODTM@canadorecollege.ca

Academic Structure

Timesheets

Non-Full-time employees within the Academic Area are required to submit timesheets for the duration of their contract. Details on how to submit timesheets and a copy of the pay schedule will be provided to you upon acceptance of your formal offer.

For questions related to submitting timesheets, please contact: Academic.Timesheets@canadorecollege.ca

All New Employee Orientation (NEO) and New Faculty Orientation (NFO) hours are tracked directly through ODTM and Payroll. These hours are not to be marked on timesheets.

Full-time academic staff are not required to complete timesheets for their full-time assignments. Full-time staff who also have non full-time contracts are required to submit timesheets. Instructions will be provided by a member of the Deans' Office team.

Attendance

Managers should be informed of any change to your attendance (i.e., class cancellation, sick time, vacation, etc.). For tracking purposes please report any approved time to: Academic.Timesheets@canadorecollege.ca

All academic staff are required to seek approval from their supervisor of any and all changes to their attendance/ class delivery related to illness, vacation, or absenteeism due to extenuating circumstances, so proper time keeping and course coverage can be arranged.

Student Concerns Process

Students may have concerns related to aspects of their college life, including issues related to teaching and learning, final grades, human rights and harassment or college services. In all cases, students should first contact the department responsible for the service in question.

For more information, visit:

[Student Concerns Process](#)

Academic Integrity

Students are required to comply with the *Academic Integrity Policy*. This includes but is not limited to submitting their own work for evaluation and citing all sources appropriately, following the citation style specified by the instructor or assignment guidelines.

For more information, visit:

[Academic Integrity Policy and Procedure](#)

Faculty Performance Reviews

Faculty Performance Reviews take place throughout the academic year in accordance with the *Faculty Performance Review Policy and Procedure*. Organizational Development and Talent Management (ODTM) manages the review cycle and supports the process in consolidation with the Deans' Office.

For more information, visit:

[Policies and Procedures - Canadore College](#)

Academic Structure

Program Advisory Committees (PACs)

In accordance with the Minister's Binding Policy Directive – Framework for Programs of Instruction, the College's Board of Governors is responsible for ensuring that each program (or related cluster of programs) has an established Program Advisory Committee (PAC).

Each PAC is made up of members external to the College who bring a range of experience, expertise, and direct interest in the occupational field the program serves. These members act as a vital link between the College and sectors such as business, industry, government, and community organizations.

PACs contribute to:

- Guiding the development of new programs that respond to sector needs
- Identifying key skills, knowledge, and attributes required of graduates
- Monitoring curriculum relevance and currency in relation to industry standards
- Participating in formal program review and revitalization
- Advising on future trends, workforce demand, and areas of growth
- Supporting alignment with external certification or accreditation requirements
- Recommending equipment, technology, and facility needs
- Assisting with student recruitment, placement, and graduate recognition
- Enhancing the College's relationships with community and industry stakeholders
- Promoting scholarships, bursaries, and other student support opportunities

For more information, visit: [ICAN/Deans' Office/PACs](#)

Mail

Mailrooms for academic staff are located at each campus as follows:

Campus	Location	Access
College Drive Campus	C222	Main Entrance to C222
Commerce Court Campus	W100F	Secured Entry (code)
Aviation Campus	Front Office	Secured Entry (key)



Before the Semester Starts

Semester Start Checklist

- ☐ Appointment letter received
- ☐ Complete and submit hire package
 - ☐ Completion of these forms enables activation of your network account
- ☐ Register for *New Faculty Orientation (NFO)* and *Intro to iLearn*
- ☐ Complete health and safety training
- ☐ Employee ID and network access received
 - ☐ Complete any mandatory training
 - ☐ Purchase parking pass
 - ☐ Order textbooks
- ☐ LMS (iLearn) access granted
 - ☐ Log into iLearn and populate your course(s) with essential course information

Orientation and Training

New Employee Orientation (NEO)

Our New Employee Orientation (NEO) program is provided virtually via Canadore's Dayforce platform (dayforcehcm.com). These sessions are filled with important guest speakers introducing you to the various departments within Canadore, virtual tours of our campuses, health and safety information and will walk you through accessing our policies and procedures.

You can work your way through the material at your own pace. It will take you approximately 3 hours to complete the full orientation. Completion of the program is mandatory and should be completed no later than one week from your start date.

Once you receive your Employee ID, you will be able to log into the platform. Please refer to [Dayforce Guide](#) for additional information.

Note: Remuneration for participating in NEO will be processed automatically. Staff are not required to complete a timesheet.

New Faculty Orientation (NFO) and Introduction to iLearn

New faculty must register in each session (NFO and Intro to iLearn). Once registered, more information and meeting links will be emailed to you.

[Register Here - NFO & Intro to iLearn Sessions](#)

New Faculty Orientation (CPD208):

This session will provide an overview of the College, policies and procedures, services available (i.e., Library, Educational Technology, Print Plus, etc.) and strategies and best practices for teaching and course development.

Introduction to iLearn (CPD100):

This session guides you through the construction of the 6 minimum requirements for your course. These essential elements are to be present in your course before the course start date. We will explore creating news items (announcements), managing course content, tracking attendance and student progress, and building a grade book.

In the event that a faculty member is hired after faculty onboarding has concluded for the semester, it is expected that they will complete the training and expectations for both CPD208 and CPD100. Additional teaching and technology resources are available in the NUT100, FAC100, and TEC100 courses within iLearn.

Note: Remuneration for participating in NFO and Intro to iLearn will be processed automatically. Staff are not required to complete a timesheet for either session.

Before the Semester Starts

Health and Safety Training

Below is a list of all Mandatory Health and Safety training requirements:

- Canadore Employee Occupational Health and Safety Awareness Training
- HazCom: In Sync with GHS (WMIS)
- Safety Matters: Back Safety
- Safety matters: Slips, Trips and Falls
- Stairways and Ladders: A Safe Step
- Workplace Ergonomics
- Workers H & S in Four Steps (ensure you take a screenshot of this certificate to upload into this module)

You will be registered in the Litmos system once your Employee ID has been created and network access has been granted. Your Litmos login credentials will be emailed to you.

The training is available at canadore.litmos.com/account/Login

Username: is your employee number

Password: will be in the log in credentials

Depending on your department and position, additional Health and Safety training may be required.

If you have not received your login credentials once you receive your Employee ID, you can reach out to Kimberly Forsyth, Health and Safety Coordinator, at Kimberly.Forsyth@canadorecollege.ca

Accessibility

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), the College is committed to providing related training to its employees. Below is a list of the mandatory AODA Training Requirements:

- Customer Service Training
- Accessibility Awareness Training for Educators (For faculty only)
- Integrated Accessibility Standards (IASR) and the Ontario Human Rights Code (OHRC) Training

Accessibility training is available online at [Accessibility - Canadore College](#)

Upon completion of training, complete the acknowledgement form listed under the training module(s).

Professional Development

Canadore supports your participation in professional development (PD) opportunities such as conferences or continuing education. This should be requested via the annual budget process. PD and PD Leave policies are available on the College's policies and procedures webpage, under the corporate policies list.

Self-directed learning modules are available via Dayforce Learning. Additional Equity, Diversity and Inclusion (EDI) related experiential learning opportunities can be found here: [EDI PD](#).

For questions about available PD opportunities please contact: email ODTM.Information@canadorecollege.ca

Teaching and Learning professional development (PD) opportunities are available to employees throughout the academic year. Upcoming professional opportunities can be viewed here: [PD Opportunities](#).

For questions about available teaching and learning PD opportunities please contact the Centre of Academic Excellence and Lifelong Learning (CAELL): ACE@canadorecollege.ca

Please speak to your Academic Lead to request discipline-specific PD.

Course Outlines

To view course outlines, please visit the [Programs - Canadore College](#) webpage and search the corresponding course codes. Course outlines are updated by faculty and approved by the Academic Leads on an annual basis. Canadore's Course Outline System ensures course outlines include course level learning outcomes, mapping to program vocational learning outcomes and essential employability skills, teaching and learning activities and assessment and evaluation strategies.

Before the Semester Starts

Textbooks

Textbook requirements are listed on the course outlines. Most publishers supply free copies of textbooks to instructors (“desk copy”) who require the text for their class. To order a desk copy of the textbook please contact the publisher via email using your Canadore email address. The publisher will require the course code, program name, coordinator name, semester in which the textbook is being used, and estimated enrolment. Most desk copies are available digitally. If they offer a hardcopy of the text, you may ship the textbook to Canadore and pick it up in the academic staff mail room once it arrives or request a copy be mailed to your preferred address. Your email address will be provided to you once your network account has been set up.

Access to Previous Course Material

If you are teaching a course for the first time, you may request past course content by the following methods:

- Request access from the instructor directly. Instructors can provide course access to other instructors from their past course’s classlist. If the previous instructor no longer has access to iLearn, the program coordinator can also assign past course access.
- Requests can also be submitted to the Past Course Content Request Form
- More information on this process and a link to the form are found on the Colleague Access Requests page within the iLearn Forms & Processes module in NUT100.

It is expected that faculty requesting access have made an effort to contact the past course instructor that they are requesting content from. This is helpful in sharing course context and assessment experience, as well as accompanying resources (answer keys etc.) that may not be found within the course. In the event you are unable to contact the faculty member whose course shell(s) you are requesting, please check with another member of your program area to determine which shell(s) would be the best for you to access.

Note that we update course outlines annually, so it is possible that some of the material accessed is no longer relevant. Please verify with the program area (Academic Lead, program coordinator, or other FT program faculty) to confirm if there have been any recent changes to the course (and/or content).

Course Merge Tool

The Course Merge tool takes two (or more) sections of the same course and combines all students into one iLearn course instance.

Students in the merged sections will share content, activities, assessments, deadlines and due dates. The resulting course has a common gradebook as well, so the course deliveries should be very closely aligned.

If you are considering merging multiple sections of a course, please consult the Course Merge Tool page (in the NUT100 iLearn Forms & Processes module).

Schedules

Faculty teaching schedules are available through [Self Service](#).

- Click on the ‘Faculty Services’ tab
- Click on the ‘Faculty Detail Schedule’
- Select a ‘Term’ (i.e. Fall 2026)

During the Semester

Student Orientation

Student orientation and welcome events are scheduled each semester. Start-up resources and orientation videos are available to students on the Canadore website.

For more information, visit: [Orientation - Canadore College](#)

Class Cancellations/Absences (illness/weather)

The College recognizes that classes may from time to time need to be cancelled or re-scheduled to accommodate special circumstances. Affected students are to be notified as soon as possible of a class cancellation through the Learning Management System (iLearn) or directly through other means, at the responsibility of the professor.

For more information, please visit: [Class Cancellation Policy - Canadore College](#)

As a public institution, Canadore attempts to remain officially open at all scheduled times. In the event of cancellations resulting from inclement weather or emergency situations, an announcement will be posted to the iLearn home page news with information pertaining to the closure.

Closure information will also be broadcast through Canadore's official social media channels, including Facebook and Twitter (X). Local radio stations will also be advised of campus closures resulting from inclement weather or emergency situations.

Any notice regarding closures will specify the college location(s) affected.

Guest Speakers

If you are considering inviting a guest speaker to one of your classes, please consult with your concerned Academic Lead for further details on arrangements.

Academic Help Desks

Various academic help options are available to all Canadore students through the iSucceed portal (run by Student Success Services) including:

- Writing Help
- Math Help, and
- The International Academic Support Hub.

Students and staff can view additional information from the [Academic Help Desk](#) page available from the iLearn Quick Links menu.



During the Semester

International Academic Support Hub

English Language Support for Students

Canadore's International Academic Support Hub ("the Hub") is "a third space" that provides international students with free, year-round English language support, including speaking, academic writing, presentations, and APA formatting and citations. We also help students prepare for IRCC mandated language tests (IELTS and CELPIP).

Students can book as many appointments as they need and may attend individually or in small groups. Our experienced ESL instructors are available for both in-person and virtual support, and we serve students from all campuses.

To access support, students can stop by Room C106 (College Drive), or email Ksenia.Gvozdikova@canadorecollege.ca or Julia.Tignanelli@canadorecollege.ca

Appointments can also be booked through Office 365 by visiting:

isucceed.canadorecollege.ca

Hub Hours:

Monday, Wednesday, Friday: 10:30 a.m. – 4:30 p.m., Tuesday and Thursday: 10:30 a.m. – 6:00 p.m.

After-hours appointments are also available. Please email Ksenia.Gvozdikova@canadorecollege.ca to arrange.

Conversation Club

Canadore Conversation Club meets every Tuesday and Thursday from 4:30 to 6:00 p.m. in Room C106 (College Drive).

The Club brings together Canadore and Nipissing students - both domestic and international - as well as support staff, faculty, and graduates - for engaging conversations and English practice. Guest speakers from the local community, neighbouring colleges, and international contexts are regularly invited.

Participants can suggest discussion topics, build confidence in speaking English, and ask questions about life in Canada. The Club also supports preparation for English language tests.

Snacks and beverages are provided through Canadore's International Department and Nipissing University's Student Learning.

Support for Faculty

Faculty at any Canadore campus can refer students to the Hub and post links and contacts on iLearn. Faculty can also request that Ksenia or Julia come to classes (or join in virtually) with information sessions about the services and/or workshops on APA, Paraphrasing, and Summarizing.

With any questions or to schedule class visits, stop by the International Academic Support Hub at C106 College Drive or e-mail Ksenia.Gvozdikova@canadorecollege.ca or Julia.Tignanelli@canadorecollege.ca.

Program Progression

Progression Policy

The College is committed to ensuring deployment of a consistent, equitable and transparent assessment process that also enables timely feedback to students as they work towards the achievement of learning outcomes.

For more information, visit: [Program Progression Policy and Procedure](#)

Progression Board

Progression Boards are held at midterm each semester. In advance of the board, Faculty collect and collate learner performance indicators (assessment outcomes) and determine, in concert with their respective program area Academic Lead (Dean/Associate Dean/Academic Chair, hereto referred to as Academic Leads), whether a learner will receive a progression alert letter. No changes to learner academic standing are permitted at this time. In addition, this board is an opportunity for Faculty and Academic Leads to discuss program level items, such as program review, curriculum changes, business plans, budgets, next semester preparation, etc.

At the End of the Term

Submitting Final Grades

Deadlines for submitting final grades in iLearn are listed in the Important Dates and Deadlines for the College. For information on the final grades process, visit the NUT100: iLearn Nutshell course within iLearn. The Final Grades Module includes details on making grades available by the deadline. Additional support is available through [iLearn Support Options](#)

Exam Board

Exam Boards are held at the end of each academic semester. Program teams (faculty and their respective Academic Leads) confirm/assign individual learner academic standing, review both individual course level and cohort level performance data provided by the Centre of Academic Excellence and Lifelong Learning (CAELL) and make any necessary recommendations to the Academic Council. Following this, an Academic Council is convened to review and confirm graduates in preparation for convocation.

Changing a Student's Grade

In the situations where grades have been submitted and applied to the student's official record and require revision (e.g., clerical error, retroactive drop or non-reporting of grades, supplemental privileges), please refer to the *Grade Revision Process* and complete the necessary form.

For more information, visit:: [NUT100: Additional Grade Documents](#)

Student Course Feedback

Student Course Feedback surveys are conducted each semester, or as required, to ensure students have the opportunity to provide feedback in all program courses.

For more information, visit:: [Student Course Feedback Policy and Procedure](#)



Services

Technology Services

Information Technology Services (ITS)

ITS provides support for desktops, software installs & upgrades, onsite labs, and troubleshooting supported software and onsite hardware issues.

Once you receive your Employee ID, you will be able to log into your Canadore / Network account. Your Canadore network account is used for logging into network computers, corporate email, Microsoft applications/webmail, the eLibrary, and the Employee Portal (iCan2). Please refer to [Appendix 2: ITS Quick Reference Guide](#) for additional information.

Ph: 705-474-7600 ext. 5800 / E: servicedesk@canadorecollege.ca

College Drive Campus (D-wing) – Room D228

Multi-Factor Authentication

Securing our online resources is a rising challenge. Over the past few years cybersecurity has gone from being something to think about to an absolute must for educational institutions. Increasingly, educational institutions are becoming a target for organized cyber criminals. Starting June 19, 2023, multi-factor authentication (MFA) will be required for all staff members accessing our institution's network and resources.

To receive your secure ID Multi-Factor Authentication token, please contact:

Ph: 705-474-7600 ext. 5800 / E: servicedesk@canadorecollege.ca

College Drive Campus (D-wing) – Room D228

Education Technology Services (ETS)

ETS provides support for classroom and audio visual / digital media technology.

Once your teaching schedule is finalized and you know which classroom(s) you will be teaching in, you can connect with Educational Technology Services (ETS) to sign-out an electronic podium key for your classroom so you can access the projector podium and any audio/visual equipment in the classroom. If you require access to Lab space, please contact your Academic Lead for approval. Classrooms are unlocked and do not require keys for entry.

Ph: 705-474-7600 ext. 5399/5450 / E: ets@canadorecollege.ca

College Drive Campus (C-wing) – Room C267a

iLearn Support

iLearn Support provides support for Canadore's learning management system, iLearn (D2L Brightspace). Once your Canadore Microsoft 365 account is activated (and you are attached to your courses by your Academic Officer) you will be able to use it to log into iLearn.

- See the [Orientation Registration Form](#) for upcoming orientation sessions
- View the resources in [Appendix 3: iLearn Start-Up Guide](#) for login help, past course access, training courses, support options, and more
- Visit the [iLearn Support Options](#) page to book one-on-one iLearn help, or view Final Grade virtual drop-in session dates and links.
- Email ilearnsupport@canadorecollege.ca for training, inquiries, and assistance

Email

Upon hiring, once you complete your hire package, your Canadore Microsoft 365 account login (also your network credentials) will be provided to you by a member of the Deans' Office team.

Services

Canadore Employee Portal (iCan2)

The *Canadore Employee Portal (iCan2)* is an internal network used to store, organize, and share information. You will be able to access the Portal once you receive your network credentials. Off-campus access requires VPN access.

For more information, visit: [Canadore Employee Portal \(iCan2\)](#)

Printing

To be able to print to a Canadore staff printer, you must be on a College computer. You will need to log in with your Canadore credentials and set up a printer under your account. You will need to do this for each computer from which you will be printing. This can take a few minutes, so be sure to leave yourself some time. C223 is the closest printer to our office. See Appendix 5 of the Academic Employee Handbook for more information.

Shared printer locations are as follows:

- College Drive (D208, D343, C222, C109H)
- Commerce Court (W100F, E223)
- Aviation (Y227)
- Parry Sound (PS120)

To install a network printer on your computer, please refer to [Appendix 4 – Printer Install Guide](#).

Large runs and runs that require coloured paper should be brought to [Print Plus](#). Printing services provided by Print Plus need your department number to order. Please request approval from your supervisor before placing an order.

Ph: 705-474-3450, ext. 4348 / E: printplus@nipissingu.ca
College Drive (A-wing) – Room A107

First Peoples' Centre

Sarah Julian, B.A.

Director, First Peoples' Centre and Indigenous Engagement

Email: Sarah.Julian@canadorecollege.ca

At Canadore, many Nations are represented including Ojibway, OjiCree, Cree, Algonquin, Métis, , Mohawk and Inuit. Canadore welcomes approximately 1,000 Indigenous students annually from across the country. Many services are available for students. The goal of the First Peoples' Centre is to offer cultural relevancy within postsecondary programming to increase student and graduate opportunities.

First Peoples' Centre supports and promotes Indigenous student success. Canadore faculty can reach out to:

- Meet with their students
- Access the peer tutor program or recommend a student to become a tutor
- Discuss concerns about a student
- Refer a student
- Schedule a guest speaker and cultural advisors

For more information, visit: [First Peoples Centre - Canadore College](#)

Services

Registrar's Office

The Admissions Office is here to help by supporting student admission and registrations, maintaining student records, and managing course changes. Financial Aid facilitates OSAP processes on behalf of MCU for our students, coordinates scholarships and bursary assistance for our students so they can stay focused on their studies. Meanwhile, the scheduling team, in collaboration with our academic officers, produce class schedules and manage room resources through inventory and bookings. The Institutional Research lead is responsible for all ministry data reporting and supports program areas with program review, institutional academic data overviews and ad hoc reports.

Transfers and Pathways

Jonathan Cranston

Pathways Officer

Email: Jonathan.Cranston@canadorecollege.ca

This office helps students who are looking to study at Canadore from another school, continue their education at Canadore, or looking to pursue further education elsewhere, find the right path.

Aside from supporting the entire student population with PLAR, Pathways, Credit Transfer and Advanced Standing requests, the Pathways Officer is also a great support resource for the faculty and program areas. You can look to the Pathways Officer for support and guidance on articulation agreement creation, pathways promotion, PLAR delivery support and all things connected to our Transfer Credit Workflow system.

Student Success Services

Student Success Services supports students in achieving their academic, personal, and career goals by providing accessible resources, supports, and services that promote student engagement, wellbeing, and academic success.

Services Offered

Student Success Services provides:

- Academic accommodations and accessibility supports.
- Alternative format materials and assistive technology.
- Accommodated testing services through the Resource Centre.
- Learning strategy support, academic skills development and peer-assisted learning.
- Transition and orientation supports.
- Mental health and wellbeing services.
- Referrals to campus and community resources.
- Educational workshops, events, and student success programming.
- Consultation and referral support for faculty and staff regarding student concerns.

Student Success Services works collaboratively with students, faculty, and staff to reduce barriers to learning, promote student wellbeing, and support student success throughout the college experience.

Accessibility and Accommodations

Canadore College is committed to providing an accessible and inclusive learning environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), the Ontario Human Rights Code, and the College's duty to accommodate. Students with disabilities have the right to reasonable academic accommodations that support equitable access to education while maintaining academic standards and essential learning outcomes.

Accessible Learning Services coordinates academic accommodations for students with documented disabilities. Accommodations may include extended testing time, alternative format course materials, assistive technology, and other supports that promote equitable access to learning.

To receive academic accommodations, students must be registered with Accessible Learning Services and have an approved Letter of Accommodation (LOA). Faculty will receive an email notification when an LOA is available and are required to review and acknowledge the accommodation through the Accommodate Faculty Portal. Approved accommodations must be implemented in a timely manner.

Faculty are expected to:

- Review and acknowledge Letters of Accommodation (LOAs) through the [Accommodate Faculty Portal](#).
- Implement approved accommodations in a timely manner.
- Consult with the student's assigned Accessibility Advisor regarding any questions, concerns, or challenges related to the implementation of approved accommodations.
- Consult with the student's assigned Accessibility Advisor before making any changes to, delaying, or declining an approved accommodation.
- Discuss accommodation requirements with students, as appropriate, while maintaining confidentiality.
- Protect the privacy of all disability-related and accommodation information.
- Foster accessible and inclusive learning environments by incorporating Universal Design for Learning (UDL) principles where feasible.

Academic accommodations are intended to provide equitable access to learning and assessment and do not alter essential learning outcomes or academic standards.

Accommodation is a shared responsibility among the student, Accessible Learning Services, and faculty. All parties are expected to engage in the accommodation process in a timely and collaborative manner. Questions regarding accommodations or accessibility supports should be directed to Accessible Learning Services.

Faculty Guide to Accommodated & Missed Tests

The Resource Centre administers accommodated testing for students with approved academic accommodations. Through collaboration with faculty and students, accommodated testing supports equitable access to assessments while maintaining academic integrity and course requirements.

To ensure testing services are delivered effectively, faculty and students are expected to adhere to the booking requirements, submission deadlines, and testing procedures outlined below.

Accommodated Testing Services

Available for any student registered with Accessibility Services who has approved testing accommodations.

- **Student Booking Timeline:** Students must book tests through the Accommodate Student Portal at least **five full business days in advance** (excluding the booking day and the test day).
- **Late Bookings:** Require a Late Request Form. We make every effort to accommodate late requests, but these are assessed on a case-by-case basis and accommodations cannot be guaranteed.

Services

Faculty Actions & Portals

- **Proactive Set-Up:** Faculty can input test or exam details ahead of time by adding the test information directly into Accommodate. Doing this ensures that when students log in to book, they see the correct date and automatically receive their proper, accommodated length of time.
- **Notifications:** You will receive an automated email notifications from the resource.centre@canadorecollege.ca **five days and two days** before a scheduled test with student names and test details (date, time, duration).
- **The Faculty Portal:** All upcoming test bookings are visible through the [Accommodate Faculty Portal](#). Please use the portal to confirm, input, or update your test details.

How Faculty Can Help Minimize Late Requests:

- Provide at least **one week's notice** for all quizzes, tests, or exams whenever possible.
- Remind students with accommodations to book early through their portal if they plan to write in the Resource Centre.
- Test Submission Timelines
 - To ensure academic integrity and proper setup, test materials must be provided to us in advance:
 - **48 Hours Remaining:** If we have not received a copy of the test or online proctoring instructions, we will send you a missing information notification.
 - **3 Days:** If the test material is still missing with less than 3 days to go, the test booking may be cancelled and student will be notified.

Missed Test Services (Make-up Exams)

This is a **\$20 fee-based service** for students who miss a scheduled test and have faculty approval to write a make-up exam in the Resource Centre. Faculty can waive this fee for extenuating circumstances.

- **Process:** Students must get your approval first, then submit a Request to Write a Missed Test form available on the Student Success Services Testing Services page.

Important Operations Notice

Our Support Staff **cannot process walk-ins or requests made with less than 24 hours' notice** for any testing services.

- **General Inquiries:** Please direct all general testing inquiries to our shared inbox at resource.centre@canadorecollege.ca.
- **Urgent Escalations:** For urgent requests or exceptional extenuating circumstances, please contact Trish.Luciani@canadorecollege.ca or studentsuccessnow@canadorecollege.ca.

Additional Resources

Step-by-step Instructions for [Adding Test Information in Accommodate Accommodate Faculty Portal](#)

Accessing Student Accommodations

In order to receive academic accommodations, a student must be registered Student Success Services and have a current Student Success Profile (SSP). After the SSP is created, the appropriate faculty members will be provided the SSP via email. The SSP confirms that the student is registered with Student Success Services and outlines the approved accommodations. Faculty will also be able to log into Accommodate to view students in their courses who have academic accommodations.

Once the Student Success Profile is received, faculty are asked to:

- Review the Student Success Profile for each student
- Discuss accommodation needs with each student individually confidentially
- Implement the accommodations in a timely manner
- Treat all disability-related/accommodation information and discussions as private and confidential

Services

How to Log into your Accommodate Account

1. From the [Student Success Services](#) main page, click “Log in to Accommodate” on the right-hand side or use this link: [Accommodate Symplicity - Canadore College](#)
2. Click the box labelled “Faculty”
3. Log into your Accommodate account by using your Canadore Microsoft 365 login credentials (Canadore email address and password)

Viewing Student Accommodations

SSP's are sent to the faculty Canadore email account. This includes a detailed description of each accommodation. Faculty can also see a list of their students who have SSP's and view a summary of the accommodations through the Faculty Portal.

- 1) Log in to Accommodate
- 2) Click on “Courses” on the Left-Hand Menu Bar
- 3) Click on the desired course
- 4) Click on “Enrolled Students”

Mental Health & Wellness Support

At Canadore College, we understand that students may encounter challenges and distressing situations during their academic journey. That's why we offer a range of support services to assist distressed students in navigating difficult times. Our dedicated team at Student Success Services provides compassionate guidance and resources to help students cope with stress, anxiety, and other emotional difficulties. From confidential counselling sessions to crisis intervention services, we are here to listen, support, and empower students to overcome obstacles and thrive in their academic and personal lives. Additionally, we collaborate closely with faculty and staff to ensure that distressed students receive the necessary accommodations and support to succeed academically. Our goal is to create a campus community where students feel valued, supported, and equipped to reach their full potential.

Canadore Employment Solutions

As an Employment Ontario service provider, Canadore Employment Solutions offers free, personalized support to help students prepare for employment, build experience, and make meaningful career connections.

For more information, visit: [Employment Solutions - Canadore College](#)

Panther Sport and Wellness

Canadore offers Sports and Wellness programs to fit your schedule and lifestyle. There are recreation and extramural activities, varsity teams and leagues, and fitness and wellness classes to choose from. Workshops and campus life events are also offered at each campus!

Some of the activities include:

- Varsity sports include Men's and Women's Volleyball and Men's Basketball.
- Club Sports include Men's and Women's Hockey, Soccer, Men's Baseball, and Women's Flag Football.
- Rec Sport: Intramurals, Drop-in sport, LUG Hockey, REC2GO, Trail Access, Snowshoe Lending Program, and Bike Share Program.

For more information, visit: [Canadore Panthers - Canadore College](#)

Services

The Village

The Village is a Centre of Excellence in Healthy aging. This world-class health and wellness facility is located at 100 College Drive campus in North Bay. The only model of its kind in Canada, the facility is focused on collaborative interprofessional education and the integration of Indigenous, Eastern and Western healing and wellness practices. The Village integrates seniors on campus, creating an intergenerational space, where students and seniors learn with each other. The outcome is a reduction in the risk for social isolation, improved well-being, and a place where everyone is welcome. The Village offers over 60 student-led or student supported activities for Seniors at no cost. All activities support healthy aging, in the areas of physical activity, social connections, lifelong learning and technology support. Over 800 seniors per month engage in programming with students from a variety of programs from our Schools of Indigenous Studies, Human Care, Health Science and Social Services, and Sport and Recreation. In addition, The Village offers a comprehensive suite of student-run clinics, including general health, dental hygiene, safe mobility, cognitive stimulation, early childhood education, as well as specialized Indigenous classrooms and ceremonial areas. The Village continues to educate and train the next generation of health and wellness professionals. Theory delivered in the classroom seamlessly becomes practical experience in student-led activities and clinics. The next phase at The Village includes a long-term care facility on campus. Future plans also include intergenerational living opportunities for seniors and students and an affordable assisted living facility.

To learn more about Canadore College you can visit [The Village - Canadore College](#) and watch the following video [The Village - Canadore College](#).

Infrastructure and Public Safety

The Security Team is available 24/7, with offices at each campus.

Services include:

- General Inquiries for Staff/Students/Visitors
 - o Parking on campus
 - o Access control
- First Responders for any emergency incidents,
 - o Emergency First Aid
 - o Assistance with 911 protocols
 - o De-escalation of situations

Security contact info:

Education Centre Security - 705.474.7600 ext. 5555, 705.498.7244 or 705.471.2488

Commerce Court Security - 705.474.7600 ext. 5636 or 705.498.9375

Campus Safety Walk - 705.494.9192

Call 911 in the event of an emergency for Police, Fire and/or Ambulance

E: security@canadorecollege.ca

For more information, visit: [Safe Campuses - Canadore College](#)

Dining Options

100 Elements

In this unique learning environment students create and serve decadent multi-course meals under the training and supervision of Canadore's award-winning chefs de cuisine and experienced professors. The dining experience is based on a classical foundation with modern cuisine and also features Ontario wines, local beers and fine single malt scotches.

For more information, visit: [100 Elements - Canadore College](#)

Services

Food Services

Food services are available at each campus in North Bay.

For more information, visit: [Meal Plans - Canadore College](#)

Harris Learning Library

The Harris Learning Library provides assistance and instructive guidance, access to resource materials, and a comfortable environment to study.

The Harris Learning Library has many services to support student learning.

- Friendly and helpful staff
- Information resources including books, games, streaming videos, audio books and electronic resources
- Access to materials from other libraries through InterLibrary Loan
- Individual and group study work spaces
- WiFi
- Copying and printing
- Stress buster activities such as puzzles, games, coloring sheets, and knitting baskets.
- Weekly therapy dog visits

Library staff also coordinate with instructors in the provision of library instruction sessions specifically tailored to class needs and subject matter. These sessions focus on developing effective search strategies, evaluating information, how to avoid plagiarism, and the importance of providing proper citations. They have several short video tutorials, subject specific research guides, and links to other resources.

Ph: 705-474-3450 ext. 4221 / E: info@eclibrary.ca

For more information, visit: [Library Services - Canadore College](#) or library.help@canadorecollege.ca



Services

Canadore Alumni

Did you know that Canadore Alumni supports not only our graduates, but our current students as well? The department enhances the student experience through financial support, resources and collaboration with Panther Athletics, Canadore Students' Council, and the Student Food Bank on events and initiatives to promote student wellness. Canadore Alumni offers generous Children of Alumni bursaries and raises funds through events like the annual golf tournament to strengthen student awards opportunities.

For our graduates, Canadore Alumni provides lifelong access to amenities such as the campus fitness centres, the Harris Learning Library and the Centre for Career Development. We also facilitate class reunions and coordinate volunteer and networking opportunities that allow Alumni to connect and give back to their communities. Most notably, we host events across the country at which our Alumni can reconnect with classmates and other former students.

Graduates are encouraged to download the Canadore Alumni PERKS app to stay on top of news and upcoming events, keep in touch with the Alumni office and benefit from exclusive savings with local, provincial and national retail and service partners.

For more information, visit: [Canadore Alumni - Canadore College](#)

[PERKS for Apple](#)

[PERKS for Android](#)

Canadore College Foundation

The Canadore College Foundation plays a vital role in supporting Canadore's students, facilities, programs and applied research, by facilitating the relationships and donations that help ensure the College's short- and long-term fundraising goals are met.

Guided by Canadore's five strategic pillars: Student Success, Program and Service Excellence, Innovation and Entrepreneurship, Connection to Community, and Sustainability, the Foundation actively collaborates with donors, alumni, and corporate partners to support growth, excellence, and financial sustainability at Canadore College, driving innovation and enriching our students' postsecondary experience.

For more information, visit: [Canadore Foundation - Canadore College](#)

Appendices

Please click on the links below to view the full documents.

[Appendix 1 - Staff Quick Reference Guide](#)

[Appendix 2 - ITS Quick Reference Guide](#)

[Appendix 3 - ITS Software and Set-Up Guide](#)

[Appendix 4 - iLearn Start-Up Guide](#)

[Appendix 5 - Printer Install Guide](#)

[Appendix 6 - Academic Employees Collective Agreement](#)

[Appendix 7 - Dayforce Guide](#)

GREAT THINGS HAPPEN HERE