



# Graphic and Print Technician

Program Guidebook

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## About MITT

MITT is a post-secondary institute offering industry-driven, student-focused education in the areas of applied business, design and manufacturing technologies, health care, human services, information and communication technology, and skilled trades. We provide affordable, timely, skills-based education for learners seeking career entry and those looking to acquire relevant, in-demand competencies at any point in life.

### Mission

To be an education provider of choice in Manitoba, a catalyst of success for students and industry, and a nimble innovator, driving Manitoba's economic future.

### Vision

To support Manitoba's economic, social, and technological progress through industry driven and student focused education that advances learners of all backgrounds and identities.

### Values

**Student Focused:** Encouraging the personal and professional growth of individuals and their pathways to employment in a student-centred environment.

**Academic Excellence and Innovation:** Striving for excellence and high standards in technical education, and encouraging innovation, creativity, and entrepreneurship.

**Respect and Inclusion:** Embracing diversity by providing our students, staff, and partners with an inclusive, safe, and respectful environment.

**Employee-Centred:** Valuing, respecting, and investing in our faculty and employees.

**Effective Management:** Ensuring fiscal responsibility, accountability, and corporate social responsibility.

**Partnerships:** Building partnerships with families, communities, industry, business, government, and other educational institutions.

**Industry Driven:** Reaching out and responding to industry and the needs of the labour market with flexibility.

## Land Acknowledgement

MITT is situated on Treaty 1 land and the traditional territories of the Anishinaabe, Cree, Anisininew, Dakota, and Dene peoples and the homeland of the Red River Métis. We honour the sacredness of these lands and waters and dedicate ourselves to reconciliation and partnership today and in the future.

# Introduction

## Purpose of this Guidebook

This guidebook was designed to help you navigate your studies in the Graphic and Print Technician Program and support your academic success. It includes program-specific information such as graduation requirements, progression requirements, and course-eligibility requirements.

## Welcome Message from the Dean

On behalf of faculty and staff, I am excited to extend a warm welcome as you start your journey here at MITT. As the Dean, Skilled Trades and Technology, it is my privilege to welcome you into our learning community.

As you attend our campuses, you will become part of a diverse and vibrant community of individuals that are passionate about learning, personal development, and making a positive impact in Manitoba. We strive to create an environment that fosters academic excellence, personal growth, and the exploration of innovative ideas.

I hope your time at MITT is one of immense growth, memorable experiences, and the beginning of lifelong connections. Thank you for choosing the Manitoba Institute of Trades and Technology and I wish you all a successful and fulfilling academic year.

Sincerely,

Frank Gallo

Dean, Skilled Trades and Technology

## Program Team

The Graphic and Print Technician program team consists of:

Barb Chabih	Instructor	<a href="mailto:Barb.chabih@mitt.ca">Barb.chabih@mitt.ca</a>
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Frank Gallo	Dean	<a href="mailto:frank.gallo@mitt.ca">frank.gallo@mitt.ca</a>
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Scott Halpenny	Academic Coordinator	<a href="mailto:scott.halpenny@mitt.ca">scott.halpenny@mitt.ca</a>

## Program Overview

Graphic and Print Technician is a 10-month certificate program. It consists of 11 courses. One of these courses is the Graphic and Print Technician Work Practicum, which is an opportunity for students to apply their knowledge and skills during a four-week work placement.

## Program Delivery

This program is delivered entirely on campus, except for the work experience, which occurs at an industry partner's place of business.

## Courses

There are 11 courses in the Graphic and Print Technician program. Refer to [Table 1: Courses](#) for more information.

## Course Outlines

Students are provided with a course outline for each course, which is posted to MyLearning. Course outlines contain important academic information such as a summary of the course's topics, assignments, and deadlines. Students are encouraged to carefully review course outlines and contact their instructor if they have any questions.

## Course Prerequisites

### What is a course prerequisite?

A prerequisite is a type of course eligibility requirement that a student must successfully complete before being eligible to take a specified related course. For example, suppose that Intermediate Math (MATH-200) has a course prerequisite of Basic Math (MATH-100). This means that a student must successfully complete MATH-100 before they are eligible to take MATH-200.

Refer to [Table 2: Course Prerequisites](#) for a visual overview of the program's prerequisites.

### What happens if a student does not meet a prerequisite?

If a student does not meet a prerequisite, they will not be eligible to proceed into the associated course. Not meeting a prerequisite may result in a gap in studies and additional tuition costs.

**Table 1: Courses**

This table presents the courses in the Graphic and Print Technician program.

Course Code	Course Name	Course Description	Prerequisite(s)	Minimum Grade Required for Graduation
GPT-010	Introduction to Graphic, Design and Print	After completing this course, students will have a broad understanding of the major printing processes from graphic design and pre-press, through to printing and finishing. The primary goal of this course is to teach students about the history and culture of “print media,” and provide students with foundational concepts and skills for use in the print industry.	n/a	D (50%)
GPT-020	Digital Drawing	Graphic design is a discipline that has always embraced technology. The computer is now one of the key forces that moves the design. In this course, students will learn and practice basic drawing techniques with pencil and paper, ending with the knowledge of how to create art digitally.	n/a	D (50%)
GPT-030	Digital Printing	This introductory course will prepare students for further challenging digital print projects. Through lessons that focus on colour quality and consistency in relation to digital print output, students will learn to calibrate their digital work station, select paper profiles, and operate print server software.	n/a	D (50%)
GPT-040	Bindery and Finishing	Choosing the right finishing for the print job requires a good understanding of the technology involved. In this hands-on course, students will perform machine set-up and operation of several pieces of bindery and finishing equipment. Students will get valuable practice in folding, cutting, stitching, shrink wrapping, and paper drilling.	n/a	D (50%)



Course Code	Course Name	Course Description	Prerequisite(s)	Minimum Grade Required for Graduation
GPT-050	Digital Design I	In its most abstract sense, graphic design emphasizes visual communication using a range of elements and media to promote a specific message. Students will study various techniques that designers employ, such as using specific colour palettes to elicit predictable emotional responses, as part of the science of design.	n/a	D (50%)
GPT-060	Introduction to Specialty Printing Applications	In this course, students will be introduced to new, state-of-art printing processes. While working with different substrates, students will learn the techniques used in a variety of specialty printing applications, with a focus on how alternative media and specialty printing processes impact the design process. Specific course content may change to reflect current trends and access to specific equipment.	n/a	D (50%)
GPT-070	Digital Design II	This course encourages students to explore new ways of seeing and thinking in order to stimulate the creation of alternative solutions to the discipline. There is an increased focus on idea generation and the skills necessary to create, select, and evaluate design content. The activities and project briefs will reinforce students' core skills in typography, layout, and design for print.	Minimum grade of D (50%) in GPT-050 and GPT-020	D (50%)

Course Code	Course Name	Course Description	Prerequisite(s)	Minimum Grade Required for Graduation
GPT-080	Introduction to Pre-Press	Critical to the success and profitability of the designer's work is the transition from concept to print. This course covers the preparation of files for output to a variety of devices, ranging from digital presses to image setters, and computer-to-plate/press (CTP) systems. By applying various pre-press tools and applications, students will be introduced to the techniques required to produce a print ready file. Student will utilize software tools designed to reconcile the different colour capabilities of scanners, monitors, printers, image setters, and printing presses to ensure consistent colour throughout the print production process. In addition, students will perform practical lithographic and flexographic printing plate making.	Minimum grade of D (50%) in GPT-020 and GPT-050	D (50%)
GPT-090	Lithographic Printing	This course focuses on the operation of a sheet-fed off-set printing press with an emphasis on avoiding and solving problems during the press run. Students will learn the basic skills required to operate and maintain a four-colour lithographic printing press. Ink blending technology will also be introduced.	Minimum grade of D (50%) in GPT-060 and GPT-080	D (50%)
GPT-100	Flexographic Printing	The focus of this course is understanding the flexographic printing process, from design to finished product. Students will learn press basics, pre-press techniques, and polymer platemaking, followed by set up and operation of a four-colour flexographic press.	Minimum grade of D (50%) in GPT-060, GPT-080, and GPT-090	D (50%)

Course Code	Course Name	Course Description	Prerequisite(s)	Minimum Grade Required for Graduation
GPT-110	Graphic and Print Technician Work Practicum	The Work Practicum will focus on the practical application and refinement of technical and employability skills. Through a supervised on-site experience, students will practice and demonstrate their developing skills and competencies in the career of print or graphic design.	Minimum average of 70% on each preceding course.  No more than 8 absences during the program.	P (Pass)
GPT-120	Work Integrated Projects	Students who do not meet the requirements for the Work Practicum can participate in supervised work integrated projects with the MITT print shop and/or community-based projects. Students will develop their skills and knowledge as they gain experience working in a real world environment. Students will learn the importance of being accountable as they produce a variety of projects to clients' expectations.	50% in each of the preceding courses except GPT-110.	P (Pass)

**Table 2: Course Prerequisites**

This table presents the prerequisites in the Graphic and Print Technician program in an alternate format. For a listing of prerequisites, refer to [Table 1: Courses](#). A student requires a minimum grade of D (50%) in any prerequisite course.

\*GPT110 requires a minimum of 70% in each preceding course and no more than 8 absences.

		Has the following prerequisites:											
		GPT-010	GPT-020	GPT-030	GPT-040	GPT-050	GPT-060	GPT-070	GPT-080	GPT-090	GPT-100	GPT-110*	GPT-120
Is a Prerequisite for:	GPT-010	n/a	-	-	-	-	-	-	-	-	-	X	X
	GPT-020	-	n/a	-	-	-	-	X	X	X	-	X	X
	GPT-030	-	-	n/a	-	-	-	-	-	-	-	X	X
	GPT-040	-	-	-	n/a	-	-	-	-	-	-	X	X
	GPT-050	-	-	-	-	n/a	-	X	X	X	-	X	X
	GPT-060	-	-	-	-	-	n/a	-	-	X	X	X	X
	GPT-070	-	-	-	-	-	-	n/a	-	-	-	X	X
	GPT-080	-	-	-	-	-	-		n/a	X	X	X	X
	GPT-090	-	-	-	-	-	-	-	-	n/a	X	X	X
	GPT-100	-	-	-	-	-	-	-	-		n/a	X	X
	GPT-110	-	-	-	-	-	-	-	-	-	-	n/a	-
	GPT-120	-	-	-	-	-	-	-	-	-	-	-	n/a

## Course and Program Schedule

A course's location and schedule are stated on its course outline. A student can check the start and end dates of each course in their program by using the MITT Student Portal:

<https://mitt.ca/current-students/student-portal>

The college's Academic schedule, which includes information about campus closures and other important dates, can be found on the MITT website: <https://mitt.ca/current-students/academic-schedule>

A visualization of this program's usual course delivery sequence is presented in [Table 3: Course Delivery Sequence](#). Note that while this visualization provides the program's usual delivery sequence, it is subject to change.

## Graduation Requirements

The Academic Standards (AC-2-10) policy defines a **Graduation Requirement** as “a program-specific academic requirement that a student must meet to graduate from a program.” A common example of a Graduation Requirement is having to successfully complete each course in a program. A student who does not meet one or more Graduation Requirements by their program's scheduled end date is ineligible to graduate.

The Graphic and Print Technician program's Graduation Requirements are listed in [Table 4: Graduation Requirements](#).

### What happens if a student does not meet a Graduation Requirement?

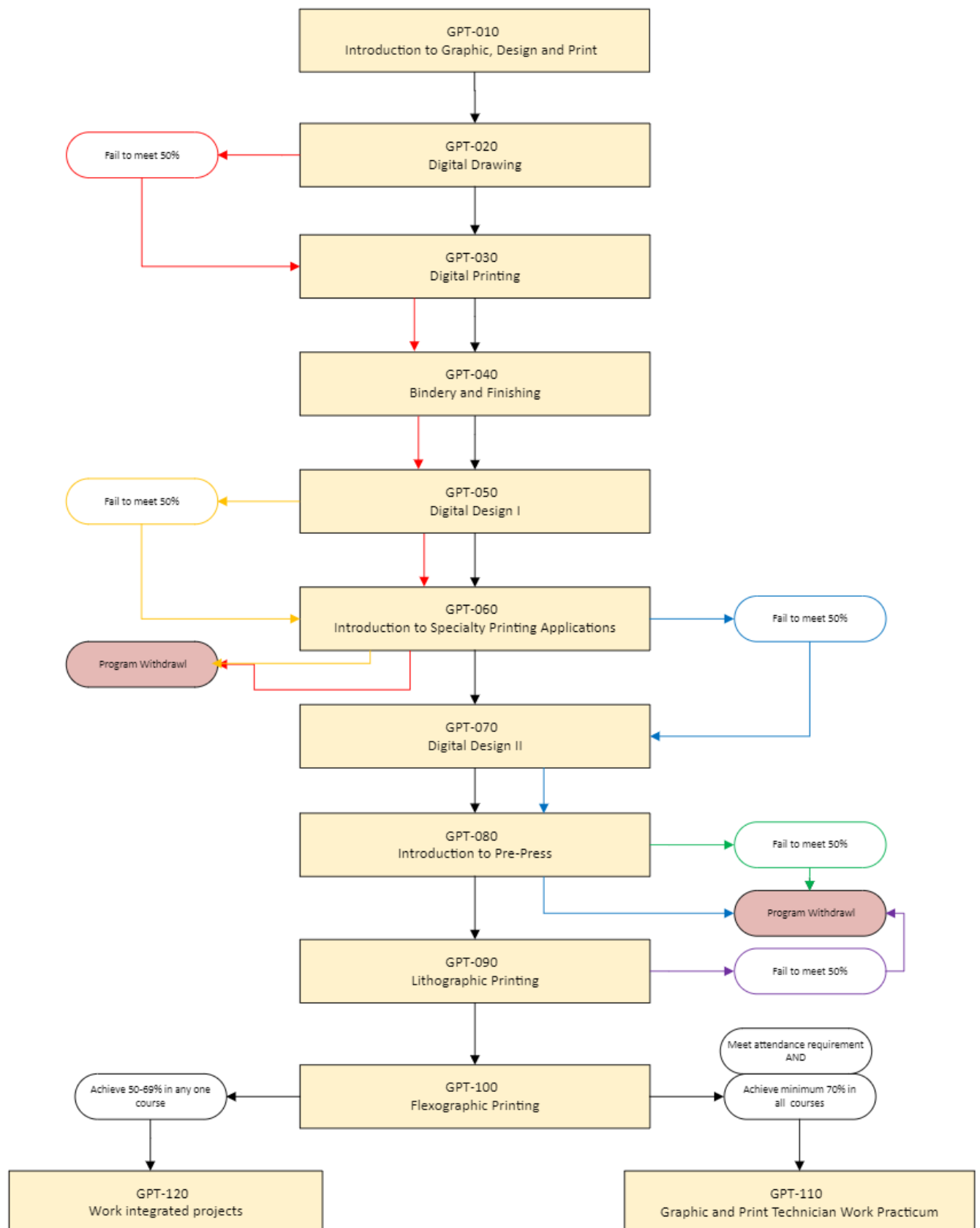
If a student does not meet a graduation requirement they will be ineligible to graduate. This often means that a student will need to repeat a course or take some other action to address the missing graduation requirement. This may result in a gap in studies and additional tuition costs.

For example, assume that a Graduation Requirement is to successfully complete a course. If a student does not successfully complete the course, they will need to repeat the course to be eligible to graduate.

**Table 3: Course Delivery Sequence**

This table presents the usual course delivery sequence in the program.

GPT-010	Introduction to Graphic, Design and Print
GPT-020	Digital Drawing
GPT-030	Digital Printing
GPT-040	Bindery and Finishing
GPT-050	Digital Design I
GPT-060	Introduction to Specialty Printing Applications
GPT-070	Digital Design II
GPT-080	Introduction to Pre-Press
GPT-090	Lithographic Printing
GPT-100	Flexographic Printing
GPT-110	Graphic and Print Technician Work Practicum
	OR
GPT-120	Work Integrated Projects



<b>Table 4: Graduation Requirements</b>
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**To graduate from the Graphic and Print Technician program, a student must meet the following Graduation Requirements:**

1. Receive a minimum grade of D (50%) in the following 10 courses.
  1. Introduction to Graphic, Design and Print (GPT-010)
  2. Digital Drawing (GPT-020)
  3. Digital Printing (GPT-030)
  4. Bindery and Finishing (GPT-040)
  5. Digital Design I (GPT-050)
  6. Introduction to Specialty Printing Applications (GPT-060)
  7. Digital Design II (GPT-070)
  8. Introduction to Pre-Press (GPT-080)
  9. Lithographic Printing (GPT-090)
  10. Flexographic Printing (GPT-100)
2. Receive a minimum grade of P (Pass) in Graphic and Print Technician Work Practicum (GPT-110) or Work Integrated Projects (GPT-120)



## Progression Requirements

The Academic Standards (AC-2-10) policy defines a **Progression Requirement** as “a program-specific academic requirement that a student must meet to remain enrolled in a program.” A common example of a Progression Requirement is to successfully complete a certain course. A student who does not meet a Progression Requirement is withdrawn from their program.

The Graphic and Print Technician program’s Progression Requirements are listed in [Table 5: Progression Requirements](#).

## Work Experience

The Graphic and Print Technician program has a four-week unpaid work experience. It provides an opportunity for students to apply the theoretical knowledge and practical skills that they've acquired throughout the program to a real-world setting.

A work experience placement is not guaranteed. To qualify for a work experience, students must meet the requirements listed in [Table 6: Work Experience Requirements](#).

**Table 5: Progression Requirements**

**To continue to progress in the Graphic and Print Technician program, a student must meet the following Progression Requirements:**

1. Meet the prerequisites for Digital Design II (GPT-070) by the course's scheduled start date.
2. Meet the prerequisites for Lithographic Printing (GPT-90) by the course's scheduled start date.
3. Meet the prerequisites for Graphic and Print Technician Work Practicum (GPT-110) or Graphic and Print Work Integrated Projects (GPT-120) by the course's scheduled start date.

<b>Table 6: Work Experience Requirements</b>
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**To be eligible to take the Graphic and Print Technician program's work experience credit (GPT-110), a student must meet the following requirements:**

1. Receive a minimum grade of B (70%) in all preceding courses.
2. Program attendance does not exceed 8 days of absence.
3. Provide a valid co-op work permit or demonstrate that an application for a co-op/work permit was submitted within the first 4 weeks of the program (international students only).

# Academic Standards

The Academic Standards (AC-2-10) policy establishes academic requirements that a student must meet to remain enrolled in, or graduate from, a program. An overview of important concepts from the policy, such as Academic Probation, Program Withdrawal, and Academic Suspension, are included in this program guidebook.

## Academic Probation

### What is Academic Probation?

The Academic Standards (AC-2-10) policy defines Academic Probation as “a student status that results when a student is identified as being at-risk of unsuccessful program completion.” A student receives a student status of Academic Probation if any of the following occur:

1. Upon completion of a course, the grade received is not sufficient for use as a Course-Eligibility Requirement (e.g., prerequisites) or Graduation Requirement.
2. Following a review of the student’s performance, an Academic Manager determines that the student is at risk of not meeting, or is unable to meet, a Graduation Requirement.

A student who receives a status of Academic Probation is:

1. Permitted to continue their studies.
2. Removed from any course for which they no longer meet the Course-Eligibility Requirements (e.g., prerequisites).
3. Subject to Conditions for Program Continuance.
4. Responsible for any additional costs resulting from the Academic Probation, including those associated with the established Conditions for Program Continuance.

### What is the Purpose of Academic Probation?

The purpose of Academic Probation is to promote program recovery by implementing a structured process to review a student’s academic performance, provide referrals to on-campus and off-campus support services (where appropriate), and establish Conditions for Program Continuance.

## Academic Suspension

### What is Academic Suspension?

The Academic Standards policy defines an Academic Suspension as “a student status that results in a student being ineligible to continue in post-secondary studies for a period of eight months. Academic Suspension occurs when a student:

- Receives a student status of Required Program Withdrawal two or more times.
- Does not successfully complete the same course three times, or a Work-integrated Learning course two times.

A student who receives an Academic Suspension is:

- Withdrawn from their program, subject to the Withdrawal and Refund Policies.
- Given a status of Academic Suspension and is not eligible to apply to or study in any MITT post-secondary program for a period of 8 months.
- Subject to the tuition refund schedule, based on the start date of the Academic Suspension.

## Program Withdrawal

### What is Program Withdrawal?

The Academic Standards (AC-2-10) policy defines a Required Program Withdrawal as an administrative action that results in a college-initiated withdrawal from a program. A student receives a Program Withdrawal if any of the following occur:

1. A student does not meet a Progression Requirement.
2. A student on Academic Probation does not fulfill their Conditions for Program Continuance.

A student who receives a Program Withdrawal is:

1. Withdrawn or dropped from all their courses.
2. Withdrawn from their program.
3. Eligible to apply for Program Re-entry to the same program, or admission to another program.
4. Subject to the Tuition Refund Schedule, based on the effective date of the Required Program Withdrawal.

Note that a student may be subject to Program Withdrawal without first being placed on Academic Probation.

## Grade Scale

MITT uses the following grade scale.

Letter Grade	Grade Point Value	Accumulated Evaluation Percentage
A+	4.5	90 – 100%
A	4.0	80 – 89%
B+	3.5	75 – 79%
B	3.0	70 – 74%
C+	2.5	65 – 69%
C	2.0	60 – 64%
D	1.0	50 – 59%
F	0.0	0 – 49%

## Maximum Time to Complete

### What is the Maximum Time to Complete the Graphic and Print Technician Program?

A student has a maximum of three years, starting from the first day of scheduled classes, to complete the Graphic and Print Technician program. A student who is at risk of not completing the program within this time limit is encouraged to meet with their program's Academic Coordinator.

### Why does a Maximum Time to Complete Exist?

MITT's time limits are designed to be flexible enough to accommodate various challenges that could delay a student's program completion (e.g., a course failure or personal circumstances), while at the same time, short enough to ensure that a student's skills and learning are current and up to date for the workplace.

## Student & Academic Policies

Students are responsible for reviewing and complying with all Student and Academic Policies. MITT's policies are listed on the college website: <https://mitt.ca/about-mitt/mitt-policies>

### Academic Integrity

The Academic Integrity (AC-1-4) policy defines what is academic integrity and provides examples of what constitutes grounds for academic misconduct. Students who commit academic misconduct are subject to disciplinary action, as defined in the Student Discipline (AC-1-8) policy.

### Accessibility

MITT is committed to creating a learning environment that meets the needs of its diverse student body. If a student has a disability, or thinks they may have a disability, it is strongly recommended that they meet with the Accessibility Student Advisor. More information about Accessibility Services, including contact information, can be found at [www.mitt.ca/student-success/accessibility-services](http://www.mitt.ca/student-success/accessibility-services).

If a student does not have a documented disability, remember that other support services, including the Learning Support advisor, peer tutors, and clinical services are available through MITT Student Services.

### Student Concerns and Appeals

If a student has a concern about a college service that is not related to assessment or instruction (e.g., admissions, facilities, or finance), they are encouraged to discuss their concern with the employee most directly involved. If the matter is not resolved, the student should then bring their concern to the appropriate department supervisor.

If a student has a concern related to their studies, such as assessment or instruction, they are encouraged to discuss their concerns with their instructor. If the matter is not resolved, the student should then bring their concern to their Academic Coordinator.

There is also a [Student Appeals \(AC-2-2\)](#) policy. Students are encouraged to speak with a student advisor to learn more about the appeals process at MITT.

### Student Conduct

MITT seeks to provide students, staff, and partners with an inclusive, safe, and respectful environment. Our campuses consist of a diverse group of learners, including secondary students, domestic and international post-secondary students, and adult EAL learners.

MITT expects all students, regardless of program, to conduct themselves in a safe and respectful manner.

There are many [Academic/Student policies](#) that relate to MITT's commitment to create a campus environment that is safe, inclusive, and respectful. Policies that relate specifically to student conduct include:

- Student Behaviour (AC-1-1)
- Student & MITT Expectations (AC-1-2)
- Drug and Alcohol (AC-1-5)
- Respectful Workplace, Harassment Prevention, and Non-Discrimination (CC-2)
- MITT Computer and Telecommunications Usage (IT-1)
- Sexual Violence (SV-1)
- Workplace Safety, Health, and Wellness (WSH-1)

## Program-Specific Policies

There are program-specific policies in the Graphic and Print Technician program. These policies are listed in [Table 6: Program-Specific Policies](#).



<b>Table 6: Program-Specific Policies</b>
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The Graphic and Print Technician program has the following program-specific policies:

### **Missed and Late Assessments**

Students are required to submit each assessment item (assignment, project, etc.) by the deadline assigned by their instructor. Any assessment item not submitted by its deadline receives a mark of zero. An instructor may allow or deny a student's request for an extension. All extension requests must be received 24 hours prior to assignment deadline.

### **Late Arrival to Time-Limited Evaluations**

Students are required to write time-limited evaluations (quizzes, tests, etc.) and to complete practical assessments on the date set by their instructor(s). A student who arrives late to a time-limited evaluation is not provided with extra time to complete the evaluation.

A student unable to attend a time-limited evaluation due to illness or compassionate reasons may request alternate arrangements. A student who requests alternate arrangements must submit a written request to the program's Academic Coordinator prior to the start time of the assessment.

### **Language Use**

In this program, the language used in learning activities (e.g., lectures, group activities, class discussion, and demonstrations) and assessments (e.g., assignments, tests, etc.) is English. To support an inclusive learning environment in this program, students are expected to speak in a common language so everyone can participate equally.

### **GPT Lab Usage**

Students may request the opportunity to use the GPT classrooms for studying and for working on current assigned tasks. When possible, lab space will be available from 8:45 am to 11:30 am and from 12:30 pm to 3:15 pm, when and where scheduled face-to-face classes are not in session. Lab attendance is not mandatory.

Students are to use the space and equipment in an appropriate manner and are expected to work independently unless given permission for collaborative projects. Supervision by instructional staff is required for students to operate machinery located in the lab space. Students are to remain in their assigned cohort during scheduled face-to-face/lab sessions.

Refusal to adhere to safety and behavioural policies will not be tolerated and may result in a written infraction or suspension. Please refer to the Student Behaviour and Student and MITT Expectations policies for more information.

## **Classroom Communication**

Cellphone use is welcome during break periods. Students are expected to be mindful of others during class and lab sessions and use their cellphones at their discretion. Some examples include keeping phones on silent during class, stepping out of the room to take a phone call, and no phone use in prohibited areas.

In the event that the instructional team are not able to deliver a scheduled face-to-face session, students will be notified via email of the delivery change. All email communications between students and Instructor(s)/MITT Staff will be conducted using the official student/staff email accounts. It is the responsibility of students to check their student email accounts for communications from MITT and their instructional team.

## **Attendance**

Students are expected to arrive on time and to come prepared for class. The following penalties apply to absences, late arrivals or early departures, and being unprepared for class:

- A student receives a 2% deduction from their final grade for each absence that occurs in a course.
- A student receives a 1% deduction from their final grade whenever they arrive late or leave early in a course.
- A student receives a 0.5% deduction from their final grade whenever they come to class unprepared in a course. Examples of being unprepared include not having a required textbook, supplies, PPE, or hand tools.

# Technology Requirements

## Online Tools

A variety of web-based technologies and tools may be used throughout this program, such as MyLearning, the Student Portal, and Microsoft 365. To be successful in your studies you will need to learn about, and become familiar with, these tools.

Information about these tools, including how-to guides on how to access them, can be found on the *About Online Learning* webpage: <https://mitt.ca/about-online-learning>

## Technical Support for Students

Information on how to access technical support for various web-based technologies and tools can be found on the Student Accounts and Logins webpage: <https://mitt.ca/current-students/student-accounts-and-logins-faq>

## Cameras and Recording Devices

Unless otherwise indicated, online class sessions are not recorded for later viewing. Students should ensure they have a way to take notes. To comply with MITT policies and to protect student and instructor privacy, cameras and other recording devices are not to be used by students, unless authorized by the course instructor.

# Campus Life

## Student Services

The MITT Student Services team provides academic, personal, and career support to future and current students. Students are encouraged to meet with an advisor whenever they need help or have questions about how to be successful in their MITT program.

To learn more, refer to the Student Services webpage: <https://mitt.ca/student-services>.

## Career and Employment Services

The MITT Career and Employment Services team works with students to prepare them for meaningful careers and connects graduates with employers. The Career and Employment Services team helps current students and alumni with:

- Resume and cover letter review
- Interview preparation
- Job search
- Career exploration

To learn more, refer to Career and Employment Services webpage: <https://mitt.ca/career-and-employment-services>

## Student Life

The MITT Student Life team of staff and volunteers deliver a wide range of on-campus and online opportunities for students to connect with employers, make friends, build their work skills, and gain professional experience while at MITT.

Student Life works year-round to facilitate student and staff-led events, activities, and student groups to learn about other cultures, build community, and to network with future colleagues and employers.

To learn more, refer to the Student Life webpage: <https://mitt.ca/student-life>

## Food Services

Food services are available at the Henlow, Pembina, and Scurfield campuses:

**Henlow Campus:** The Bridge Café offers hot breakfast, hot lunch, and afternoon snacks including grab and go items and an assortment of hot and cold beverages. This building is within walking distance of the Fultz Campus. Onsite microwaves and vending machines are available.

**Scurfield Campus:** Offers grab and go food options, an assortment of hot and cold beverages, and onsite microwaves and vending machines. This building is within walking distance of the Henlow Campus.

**Pembina Campus:** Offers grab and go food options, an assortment of hot and cold beverages, and onsite microwaves and vending machines. There are also several off-site fast food and dine-in restaurants nearby.

## Public Transportation

All MITT campuses are accessible by public transportation. Route information is available on Winnipeg Transit's website: <https://winnipegtransit.com/>

Students can buy a peggo card (bus pass) directly from MITT. A valid student ID card must be shown at the time of purchase. Peggo cards are available for purchase at the Henlow and Pembina campuses.

## Parking

Parking at MITT campuses must be paid at all times of the day. Parking is \$25/monthly with Impark or \$5/day with Hangtag.

Daily and monthly parking passes are available for the following campuses:

- 130 Henlow Bay
- 7 Fultz Boulevard
- 1551 Pembina Highway

For more information please visit: <https://mitt.ca/parking>

## Knowledge Check

**To be successful in your program, you should be able to answer the following questions:**

1. How many courses are in my program?
  - a. What is a course outline?
  - b. Where are course outlines posted?
2. What is a course prerequisite?
  - a. Which courses have prerequisites?
  - b. What are those prerequisites?
  - c. What happens if a student does not meet a prerequisite?
3. What is a Graduation Requirement?
  - a. What happens if a student does not meet a Graduation Requirement?
4. What is a Progression Requirement?
  - a. What happens if a student does not meet a Progression Requirement?
5. What are the requirements to take the Work Experience credit? (if applicable)
6. What is Academic Probation? What causes Academic Probation?
7. What is a Program Withdrawal? What causes a Program Withdrawal?