

A great place to start.

Centre for Excellence in
Foundational Learning

Learner Handbook
Spring/Summer 2017

“The whole purpose of education is to turn mirrors into windows.” - Sydney J. Harris

Welcome to the Centre for Excellence in Foundational Learning

Thank you for choosing Centre for Excellence in Foundational Learning (CEFL). We are pleased that you have decided to make us part of your journey to prepare for careers or for additional education. Your instructors and the staff in our Centre are experienced and highly qualified. They want you to succeed in achieving your learning goals. Your courses will engage and challenge you to learn new things, and your instructors will be there to help you along the way. There are many supports to help you ... *just ask*.

Bow Valley College offers you many opportunities. You will meet new people, make new friends, and learn new skills. You will take steps toward a new career or getting a better job. I, along with all the faculty and staff, wish you the very best and welcome you to Bow Valley College.



Dr. Keith Seel, Dean

Table of Contents

Important Dates	2
Academic Honesty	3
Academic Performance	3
Academic Success/Tutorial Centre	3
Accessibility Services/ Accommodations	3
Appeals	3
Attendance	3
Awards.....	3
Career Services	4
Cell Phones	4
Counselling.....	4
Emergency Financial Assistance	4
Excused Absences.....	4
Fees – Tuition and Materials Fee	4
Final Exams	4
Funding Applications	4
Learner Code of Conduct Policy	5
Missed Tests/Assignments	5
mybvc/D2L.....	5
No Shows	5
Phone Numbers	5
Test Rewrite for a Higher Final Grade	5
Timetable Changes	6
Tutoring/Learning Coaches/ Workshops	6
Tutors	6
Equivalency/Diploma Option	7
EMERGENCY PROCEDURES.....	8

Important Dates – Spring 2017

Wednesday, April 26	New Student Orientation
Wednesday, May 03	First day of Spring/Summer term
Wednesday, May 10	Welcome Bash – CEFL Learners
Friday, May 12	Drop Deadline: Last day to cancel/drop courses or programs in the current term and be eligible for 100% tuition refund, excluding the \$200 confirmation fee
Friday, May 19	Diploma/equivalency declaration deadline
Saturday, May 20	No Flex or self-paced classes
Monday, May 22	Victoria Day – college closed
Thursday, June 15 – Thursday, June 29	Diploma Exams
Monday, June 26	Withdrawal Deadline for full-time programs: Last day to withdraw from a course in the current term and receive a "W" grade. Withdrawals after this date will result in a "WF" grade.
Saturday, July 01	No Flex or self-paced classes
Monday, July 03	College closed (in lieu of Canada Day, July 01)
Friday, July 07	Calgary Stampede parade – no classes
Tuesday, August 01-Thursday, August 10	Diploma Exams
Monday, August 07	Heritage Day – college closed
Saturday, August 12	Last day of classes
Monday, August 14 – Thursday, August 17	CEFL Final Exams

Important Dates – Fall 2017 (subject to change)

Wednesday, August 23	New Student Orientation
Wednesday, August 30	First day of Fall term
Saturday, September 02	No Flex or self-paced classes
Monday, September 04	Labour Day – college closed
Wednesday, September 06	Welcome Bash – CEFL Students
Monday, September 11	Drop Deadline: Last day to cancel/drop courses or programs in the current term and be eligible for 100% tuition refund, excluding the \$200 confirmation fee
Tuesday, September 12	Applications open for Winter term
Friday, September 22	Diploma/Equivalency declaration deadline
Saturday, October 07	No Flex or self-paced classes
Monday, October 09	Thanksgiving Day – college closed
Tuesday, October 10	College-wide meeting day – no classes
Monday, October 23	Withdrawal Deadline for full-time programs: Last day to withdraw from a course in the current term and receive a "W" grade. Withdrawals after this date will result in a "WF" grade.
Wednesday, November 01 – November 08	Diploma Exams
Saturday, November 11	No Flex or self-paced classes
Monday, November 13	College closed – in lieu of Remembrance Day November 11
Wednesday, November 22	Awards Celebration (afternoon)
Saturday, December 09	Last day of classes
Monday, December 11 – December 14	CEFL Final Exams
December 22 through January 01	Holiday break – college closed

Academic Honesty

Academic honesty is expected of all learners enrolled at Bow Valley College. Academic Dishonesty includes:

- Plagiarism – when someone submits work that has been copied and is submitted as one's own.
- Cheating – copying, falsifying, stealing, or helping others in dishonest activities
- Modification or falsification of documents
- Theft, or attempted theft, of exams or other academic materials
- Submitting an assignment more than once

Academic dishonesty is a serious offence resulting in immediate and long-lasting consequences including possible expulsion from Bow Valley College.

Academic Performance

Learners are expected to achieve passing grades in all courses. Learners can review grades and instructor comments via Desire2Learn (D2L). A learner experiencing difficulties should discuss the situation with the instructor. If necessary, speak with the Lead Instructor at the Foundational Learning office. Learners not meeting the requirements of Bow Valley College's Academic Continuance and Graduation Policy will be placed on Academic Probation.

Academic Success/Tutorial Centre

Staff in the Academic Success Centre (ASC) located on the second floor of the North Campus (N266) can assist learners who want additional help with their courses. At the ASC, learners can access peer tutoring, Reboot sessions and learning coaches who can provide strategies on time management, organization, and studying.

Accessibility Services/ Accommodations

Learners requiring special supports and/or accommodations in the classroom or when writing exams must contact Accessibility Services at 403 410-1440 for assistance.

Appeals

When a Bow Valley College learner does not agree with an academic or non-academic decision that has been made, he/she should first speak to the person who made the decision to see if the issue can be resolved. If the matter is not settled at the department level, the learner may consider initiating the appeal process. Detailed information, including the Learner Appeal Request form, is available on the Bow Valley College website.

Attendance

Attendance is very important for academic success.

Learners are expected to:

- attend all classes
- achieve all required self-paced hours
- participate in their learning programs
- maintain passing grades.

Fifteen consecutive days of absence (excused or unexcused) or twenty cumulative hours missed per course (unexcused) in a term may result in withdrawal from a course(s).

Awards

There are many monetary awards available to learners throughout the year. Awards are based on financial need, parental status, and/or academic achievement. To apply for awards, visit www.bvcawards.ca. Sign on to the Awards Portal using mybvc.ca username and password. Complete the Personal Profile form to stay informed of upcoming competitions.

Career Services

Learner Success Services – Career Services offers help with résumés, career goals, interview preparation, networking, and more. Call 403-410-1440 to make an appointment.

Cell Phones

Learners are expected to have their cell phones turned **off** during class time. If a learner is expecting an urgent call, let the instructor know before the class starts and set the phone on ‘vibrate’. Step outside the classroom to answer the call. During exams, all electronic devices must be turned off and stored (except calculators if allowed for the exams).

Counselling

Free, private counselling is available for all Bow Valley College learners five days a week. Book an appointment by phoning 403-410-1440 or drop in to Learner Success Services, South Campus.

Emergency Financial Assistance

For information on emergency funding, contact the Awards Office, Learner Success Services, South Campus at 403-410-1440.

Excused Absences

Absences are considered excused under the following conditions:

- Submission of documentation supporting medical conditions, funerals, court appearances, etc.
- Strong academic standing in the course
- Alternative expectations of attendance based upon an agreement between the learner, instructor, and Lead Instructor or Program Coordinator.

Fees – Tuition and Materials Fee

All tuition fees are due on or before the last business day before the start of each term. **It is the responsibility of funded learners to pay the materials fee before the fee payment deadline** at the beginning of each term (the materials fee is part of the learner’s book allowance cheque). Fees are paid at the Office of the Registrar.

Final Exams

Final exams are scheduled during the last week of the term. Exam schedules will be posted at least two weeks in advance. Photo ID is required for all final exams. The invigilator will inform learners if calculators are allowed (memory cleared) or if there are any other rules that apply to specific exams. Learners will not be allowed into the exam room after the first hour of the exam has passed. The learner must contact the Lead Instructor if he/she is unable to write a final exam on the scheduled date or if an exam is missed. Missed final exams cannot be written after the final exam period.

Funding Applications

Learners must complete and submit their own applications for Alberta Works funding. Application forms can be picked up at the Student Advising Centre, South Campus or downloaded (bowvalleycollege.ca/albertaworks). Once approved for Alberta Works funding, email a copy of the Funding Approval Decision letter to awfunding@bowvalleycollege.ca. Questions about how to fill out the application form can be directed to Alberta Works toll-free at 1 877 644-9992. Questions about the status of an application can be directed to the Learner Income Support Office (LISO) toll-free at 1-800-222-6485.

Learner Code of Conduct Policy

All learners are expected to work with other learners and staff to ensure a positive learning, working, and social environment. Bow Valley College is committed to establishing and sustaining a positive and dynamic learning and working environment within our diverse College community. Actions of all members of our College community are expected to exemplify our values of excellence, learning centered, accountability, concern for people, integrity, and respect for diversity, teamwork and trust.

While engaged in College activity, Bow Valley College learners must not engage in conduct that:

- limits the reasonable freedom of other persons to pursue their studies, research, or work in the College or to participate in the life of the College
- is perceived to be harassing or discriminating against any member of the Bow Valley College community
- interferes with the operation of the College or causes damage to College property, environment or ecology
- is violent or threatening
- a reasonable person would see as inappropriate.

For more information, read the Student Life section (including Code of Conduct), in the Bow Valley College Student Handbook on the mybvc web portal or on the Bow Valley College's website.

Missed Tests/Assignments

If a learner misses a test or does not hand in an assignment due to an excused absence (supporting documentation submitted), the learner may write the test or hand in the assignment when they return to class. This is limited to one missed assignment and one missed test per course per term. The learner must advise their instructor that they will be absent. When the learner returns to class, they must bring documentation to excuse the absence and make arrangements with the instructor to write the exam or complete the assignment.

mybvc/D2L

All important announcements and communication from instructors and staff will be sent to mybvc email and posted to D2L. Update changes to mailing address and other contact information via mybvc. Learner's login information is also used for wireless, e-mail, Google applications, D2L, and FlexClass/Self-Paced attendance.

No Shows

Learners who have not attended courses before the Drop Deadline of a term will be automatically withdrawn from those courses.

Phone Numbers

Foundational Learning	403 410-1500
Registrar	403 410-1400
Security (Lost & Found)	403 410-1713
Student Association	403 410-1695
Bookstore	403 410-1740
Library	403 410-1647
Accessibility Services/ Specialized Support	403 410-1440
Counselling/Career Advisor	403 410-1440
Emergency Funding	403 410-1440

Test Rewrite for a Higher Final Grade

Learners are allowed to rewrite one test per course per term in hopes of securing a better grade; the higher grade from the two writings will be used. The instructor will choose the date of the rewrite. Request for rewrites must be made at least one week before the last class day of the course (note – *last class day* should not be confused with *final exam date*). Test rewrites are not allowed for final exams.

Timetable Changes

Any changes to class time(s) or course delivery (e.g. in-class to self-paced) must be made in person with Registrar's Office staff, South Campus, or via e-mail to:

upgradingservices@bowvalleycollege.ca.

Requests can be submitted one week before or one week after the start of the term.

Changes to a different course (example, from Mathematics 20-1 to Mathematics 20-2) must be made with the Lead Instructor in the Centre for Excellence in Foundational Learning office.

Tutoring/Learning Coaches/ Workshops

Check out the Academic Success Centre, North Campus Room 266. The Centre offers peer tutoring, learning coaches, workshops, and other supports for your academic success.

Tutors

Free tutoring is available to learners in in-class and online upgrading courses. Tutors can be accessed Monday through Friday in person, by phone, or via email. A tutoring schedule is posted outside the Foundational Learning office.

Equivalency/Diploma Option

What is the difference?

At the end of a 30-level course learners can choose the Equivalency option and write a final exam (the final grade will be a combination of the coursework and the final exam) or the Diploma option and write a provincial Diploma exam.

Learners choosing the **Diploma option** must register via MyPass on Alberta Education's website and change their course registration via BVC's Registrar's Office. After the first week of classes, learners will not be able to change their option.

Description	Equivalency Option	Diploma Exam Option
Accepted as a pre-requisite for other college and university programs in Alberta?	Yes – Listed in the Alberta Post-Secondary Transfer Agreement	Yes
Accepted in other provinces?	Out-of-province institutions will review for acceptance	Yes
Credit received?	No	Alberta Education Credit
Content, scope and length of the course	Same for both courses	Same for both courses
Class grade (end of course)	Not sent to Alberta Education	Sent to Alberta Education
Final exam weighting	Worth 30% of the final grade	Worth 30% of the final grade or worth 100% if the Diploma exam grade is higher than the school course grade
Final exam dates	During the last two weeks of the trimester and once every month for alternate deliveries	Available in January, April, June August, and November (pre-registration required)
Re-writes	Not Available	Yes – on scheduled dates (fee and pre-registration required)
Transcripts	Issued by Bow Valley College	Issued by Alberta Education
Exam Challenge	Not available	Yes – pre-registration required; entire grade based on exam results

DIPLOMA EXAMS – How to register

If learners are registered in a 30-level course and have chosen the 'Diploma option', they are automatically registered to write the Diploma exam at the end of the term. If not, learners can register at myPass.alberta.ca. Contact Alberta Education toll-free at 403-310-0000, then 780-427-5318. If a learner is rewriting a Diploma exam they must provide proof of payment.

EMERGENCY PROCEDURES

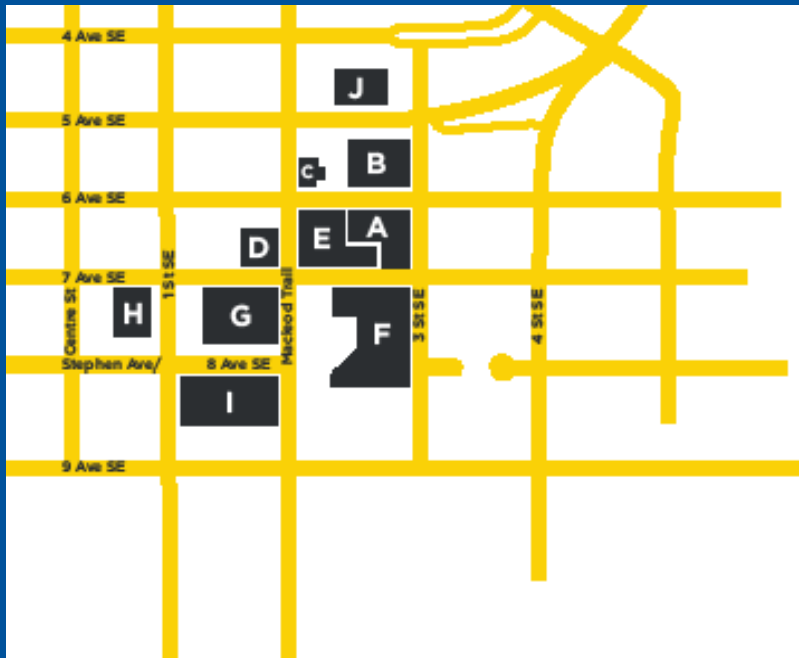
While we strive to keep Bow Valley College as safe as possible, it is important to know emergency procedures, should any emergencies occur.

Evacuations occur in situations such as fire emergencies:

1. When the alarm goes off, use the stairs to leave the building.
2. Move away from the building and follow all instructions. Go to a designated meeting place. (See below).
3. Do not return to the building until you are instructed to do so.

Muster Locations:

- North Campus – evacuate to South Campus, 1st and 2nd floor
- South Campus – evacuate to North Campus, 1st and 2nd floor
- If either of the muster locations are unavailable, security will direct people to the YWCA parkade.



- A. South Campus
- B. North Campus
- C. West Campus
- D. Rocky Mountain Plaza
- E. Calgary Public Library
- F. City Hall
- G. Olympic Plaza
- H. TELUS Convention Centre
- I. EPCOR Centre
- J. YWCA