

# A great place to start.

## Learner handbook

Centre for Excellence in Foundational Learning

We make it easier to upgrade thanks to programs  
designed to help you learn your way -  
any time, any place, any path, any pace.

**BOWVALLEY**  
COLLEGE

# Welcome to the Centre for Excellence in Foundational Learning

We are proud 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

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### IMPORTANT DATES Fall 2016

Tuesday, August 30	First day of Fall term
Saturday, September 03	Self-paced classes closed (long weekend)
Monday, September 05	Labour Day – Bow Valley College closed
Wednesday, September 07	Welcome Bash (1PM - 3PM, 5th floor, North Campus)
Friday, September 09	Drop deadline – last day to drop courses and get 100% tuition refund
Wednesday, October 05	Independent study day – no classes
Saturday, October 08	Self-paced classes closed (long weekend)
Monday, October 10	Thanksgiving – Bow Valley College closed
Friday, October 21	Withdrawal deadline – last day to receive a 'W' grade
Wednesday, November 02 - Wednesday, November 09	Diploma exams
Friday, November 11	Remembrance Day – Bow Valley College closed
Saturday, November 12	Self-paced classes closed (long weekend)
Wednesday, November 23	CEFL Awards ceremony (2PM - 4PM, N124)
Friday, December 09	Last day of classes
Monday, December 12 - 15	Final exams
Friday, December 23 - Monday, January 02	Bow Valley College closed – Winter break

### IMPORTANT DATES Winter 2017

Thursday, January 05	First day of Winter term
Wednesday, January 11	Welcome Bash (1:30PM - 3PM, 5th floor, North Campus)
Monday, January 16 - Monday, January 30	Diploma exams
Monday, January 16	Drop deadline – last day to drop courses and get 100% tuition refund
Saturday February 18	Self-paced classes closed (long weekend)
Monday, February 20	Alberta Family Day – Bow Valley College closed
Tuesday, February 21	Independent study day - no classes
Monday, February 27	Withdrawal deadline – last day to receive a 'W' grade
Wednesday, March 08	Independent study day - no classes
Thursday, March 16	CEFL Awards ceremony (2PM - 4PM, N124)
Wednesday, April 05 - Thursday, April 13	Diploma exams
Thursday, April 13	Last day of classes
Friday, April 14 - Monday, April 17	Easter break - Bow Valley College closed
Tuesday, April 18 - Friday, April 21	Final exams

## FEES - TUITION AND MATERIALS FEES

All tuition fees are due by the deadline on the last business day before the start of each term. Even if you are a funded student, it is your responsibility to pay the Materials Fee before the fee payment deadline at the beginning of each semester. (For funded students: the Materials Fee is part of your Book Cheque Allowance.)

## mybvc/D2L

Students are encouraged to check [mybvc.ca](http://mybvc.ca) and D2L e-mail accounts regularly for important announcements and communication from your instructors. Please update your address and other contact information via mybvc if these change. Your login information is also used for mybvc Wireless, mybvc e-mail (including Google drive, calendar, apps), D2L, and FlexClass/Self-Paced attendance.

## TIMETABLE CHANGES

If you need to change your class to a different time, or move from traditional to self-paced, you can go to Registrar's Office, South Campus, or e-mail your request to [upgradingservices@bowvalleycollege.ca](mailto:upgradingservices@bowvalleycollege.ca). Requests can be submitted a week before the start of the semester and the first week of the semester (please note that, if a class is full, you will need to wait until a space opens up – classes will not be over-loaded). If you need to change to a different course (example, from Math 20-1 to Math 20-2), please stop by the Foundational Learning office and ask to see your Lead Instructor.

## PHONE NUMBERS

<b>Foundational Learning</b>	<b>403 410-1500</b>
Registrar's Office	403 410-1400
Security (also Lost & Found)	403 410-1713
Student Association	403 410-1695
Aboriginal Centre	403 467-2255
Library	403 410-1647/1756
Accessibility Services	403 410-1440
Career Advisor	403 410-1440
Counselling	403 410-1440
Emergency Funding	403 410-1440
Financial Aid Advisor	403 410-1440 (budget coaching, money management education)

## ATTENDANCE

Attendance is very important for academic success.

**No Shows:** Students who have not attended courses before the drop deadline of a term will be automatically withdrawn from those courses.

**Attendance Expectations:** We encourage all learners to attend all of their courses or achieve all required self-paced hours. All learners are expected to participate in their learning programs and to maintain passing grades. Fifteen consecutive days of absence (excused or unexcused) or 20 cumulative hours missed per course (unexcused) in a term may result in withdrawal from a course(s).

**Excused Absences:** Absences are considered excused under the following conditions:

- Documentation supporting medical conditions
- Court appearances
- Alternative expectations of attendance based upon an agreement between the learner, instructor, and Lead Instructor or coordinator of the program area.
- Funerals
- Strong academic standing in the course

## **ACADEMIC PERFORMANCE**

You are expected to achieve passing grades in your courses. You can review your grades and instructor comments on D2L. If you experience difficulties, you should discuss the situation with your instructor. If necessary, you can stop by the Foundational Learning office and ask to speak to your Lead Instructor. If you do not meet the requirements of the Bow Valley College Academic Continuance and Graduation Policy, you will be placed on academic probation.

## **ACADEMIC HONESTY**

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

Academy 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 which will result in immediate and long-lasting consequences, including possible expulsion from the college.

## **CELL PHONES**

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

## **FINAL EXAMS**

Final exams are scheduled for the last week of the term; schedules will be posted at least two weeks in advance. Photo ID is required for all final exams. Your instructor will inform you if calculators are allowed (memory cleared) or if there are any other rules that apply for your specific exams. Learners will not be allowed into the exam room after the first hour of the exam. If you are unable to write a final exam on the scheduled date, or if you miss an exam, you must contact your Lead Instructor. Missed final exams cannot be written after the final exam period.

## **MISSED TESTS/ASSIGNMENTS**

If you miss a test or do not hand in an assignment due to an excused absence (documentation required), you may write the test or hand in the assignment when you return to class. This is limited to one assignment and one test per course per term. You must advise your instructor that you will be absent and submit appropriate documentation. When you return, you must make arrangements with your instructor to write the exam or complete the assignment.

## **APPEALS**

All Bow Valley College learners have the right to appeal academic and non-academic decisions. Grade appeals will be heard by the Dean; all other appeals will be heard by an Appeals Committee. More information, including appeal forms, is available on [mybvc.ca](http://mybvc.ca) or on Bow Valley College's website.

## **TEST REWRITES FOR A HIGHER FINAL GRADE**

You are allowed one test rewrite for a better grade per course per term; the highest grade from the two writings will be awarded. Your instructor will choose the date of the rewrite. You need to ask for your rewrite at least a week before the last class day of the course (note – last class day, not to be confused with final exam date). Test rewrites are not allowed for final exams.

## **FUNDING APPLICATIONS**

Learners must complete and submit their own funding applications for Alberta Works. Forms can be picked up at the Student Advising Centre, South Campus or downloaded from <http://www.humanservices.alberta.ca/financial-support/3192.html>. Once approved, please submit a copy of your approval letter to the Registrar's Office, South Campus. If you have questions about how to fill out your application, call Alberta Works toll-free at 1 877 644-9992. If you have questions about the status of your application, call the Learner Income Support Office (LISO) toll-free at 1 800 222-6485.

## **ACADEMIC SUCCESS/TUTORIAL CENTRE**

The Academic Success Centre located in room N266 on the second floor, North Campus can help you if you are struggling in your courses. There you can access peer tutoring, Reboot sessions and learning coaches who can provide you with strategies on time management, organization, and studying to make it easier to learn.

## **ACCESSIBILITY SERVICES/ACCOMMODATIONS**

If you have a medical condition that requires you to have special accommodations in the classroom or when writing exams, please contact Accessibility Services at 403 410-1440 to make arrangements.

## **AWARDS**

There are many monetary awards available to learners throughout the year. Awards can be based on financial need, parental status, and/or academic achievement. To apply for an award, please visit [www.bvcawards.ca](http://www.bvcawards.ca). You will need your mybvc.ca username and password to access the awards portal – be sure to complete your Personal Profile form.

## **CAREER ADVISOR**

The Career Advisor can help you with your résumé, career goal, interview preparation, networking, and more. Please call 403 410-1440 to make an appointment.

## **COUNSELLING**

Free, private counselling is available for all learners five days a week – book an appointment (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 (403-410-1440).

## **LEARNER CONDUCT**

All learners are expected to work with other learners and staff to ensure a positive learning, working, and social environment. For more information, please read the Student Life section (including Code of Conduct), in the Student Handbook on your mybvc web portal.

## EQUIVALENCY/DIPLOMA OPTION - WHAT IS THE DIFFERENCE?

You can choose the 'equivalency option' and write a final exam, or the 'diploma option' and write a diploma exam at the end of your 30-level course. If you prefer the diploma option, you need to fill out a selection form (available from your instructor) during the first week of classes. After the first week, you will not be able to change your option.

Description	Equivalency Course	Diploma Exam Course
Accepted as a pre-requisite for other college and university programs in Alberta	Yes – Listed in the Alberta Post-Secondary Transfer Agreement ( <a href="http://alis.alberta.ca/ps/tsp/ta/highschoolequivalentadmission.html">http://alis.alberta.ca/ps/tsp/ta/highschoolequivalentadmission.html</a> )	Yes
Accepted in other provinces	Out-of-province institutions will review for acceptance	Out-of-province institutions will review for acceptance
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	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 for mature students
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	Available in any session. (Fee and pre-registration required)
Challenge exam	Not Available	Available in January, April, June August, and November (Pre-registration required)
Transcripts	Issued by Bow Valley College	Issued by Alberta Education

## DIPLOMA EXAMS - HOW TO REGISTER

If you are registered in a 30-level course and have chosen the 'diploma option', you are automatically registered to write the diploma exam at the end of the term. If not, you can register at [myPass.alberta.ca](http://myPass.alberta.ca). You can call Alberta Learning toll-free with any questions - 403 310-0000, then 780 427-5318. If you are rewriting your diploma exam, you may need to provide proof of payment at the exam room.

## TUTORS

Free tutors are available to help all learners in traditional and online upgrading courses – they can be accessed in person, by phone, or by e-mail Monday through Friday; a schedule is posted outside the Foundational Learning office.

## EMERGENCY PROCEDURES

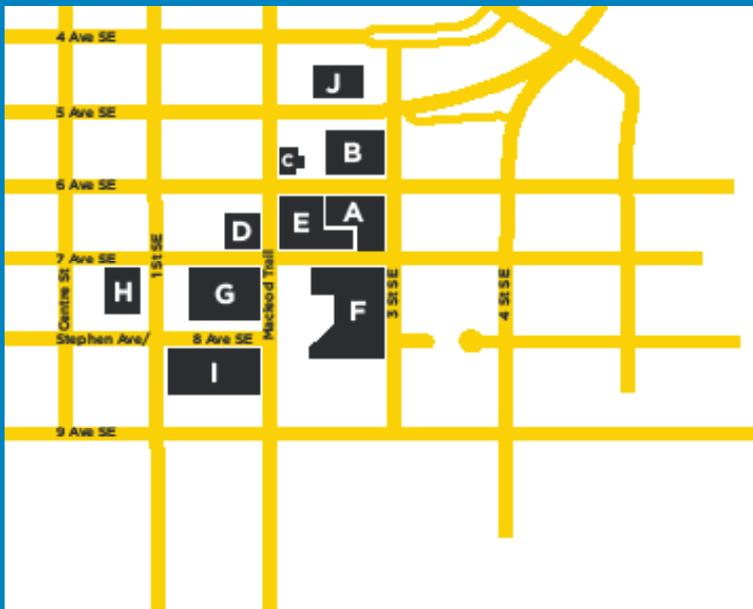
While we strive to keep Bow Valley College as safe as possible, it is important to know emergency procedures, should any emergencies occur.

Evacuations occur in situations such as fire emergencies:

1. When the alarm goes off, use the stairs to get out of 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 told 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

### Lockdowns

1. Close the doors to the room you are in and turn off the lights.
2. Turn phones to "silent" and keep quiet.
3. Remain where you are until an announcement indicates that you are safe to leave.