



**School of
Foundational Learning**

Learner Handbook

Winter 2019

November 8, 2018

Welcome to the School of Foundational Learning

Thank you for choosing School of Foundational Learning (SFL). 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 School 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*.

This academic year the School of Foundational Learning is introducing a few new courses including the Career Pathway Program. This program provides specific upgrading courses to enter into career diploma programs and certificates offered at Bow Valley College. We are starting with the Pre-Health Pathway this year and will soon have Pathways into the School of Community Studies, the School of Creative Technologies, and the Chiu School of Business.

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

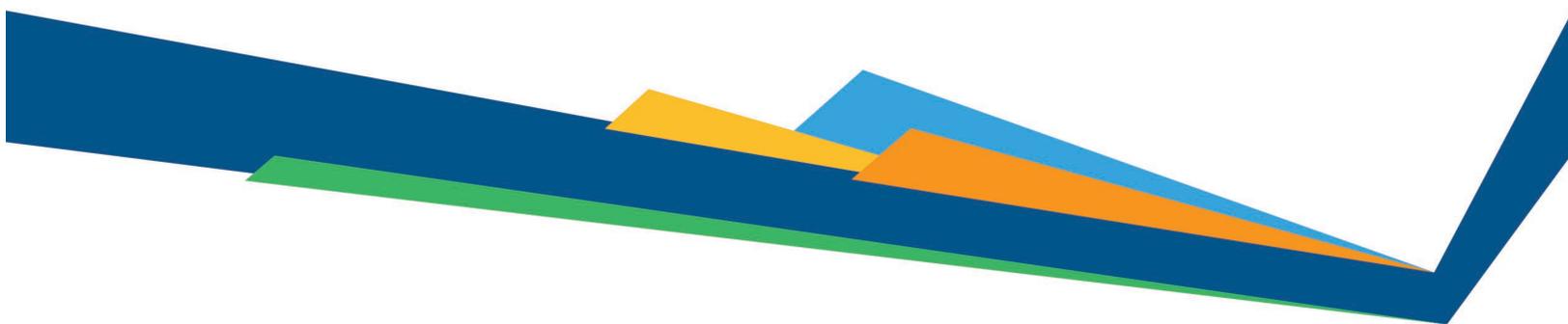
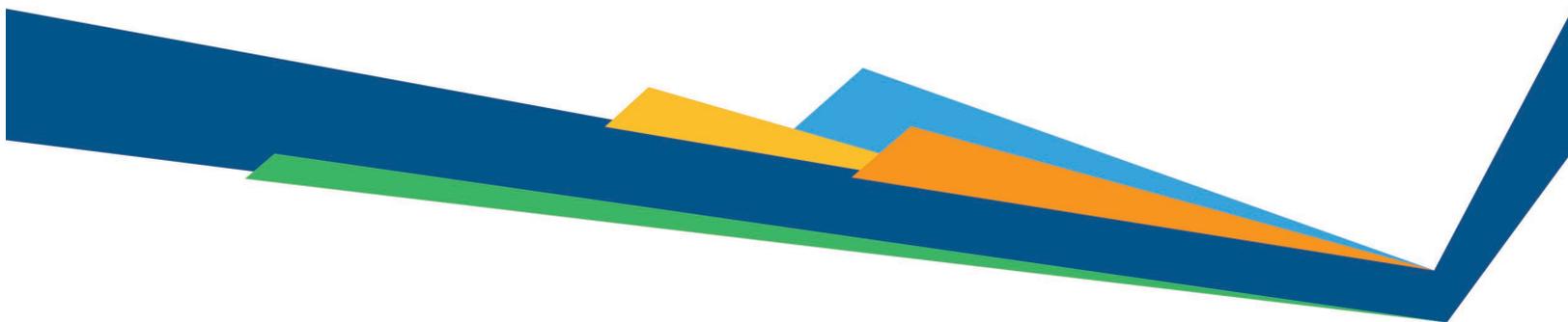


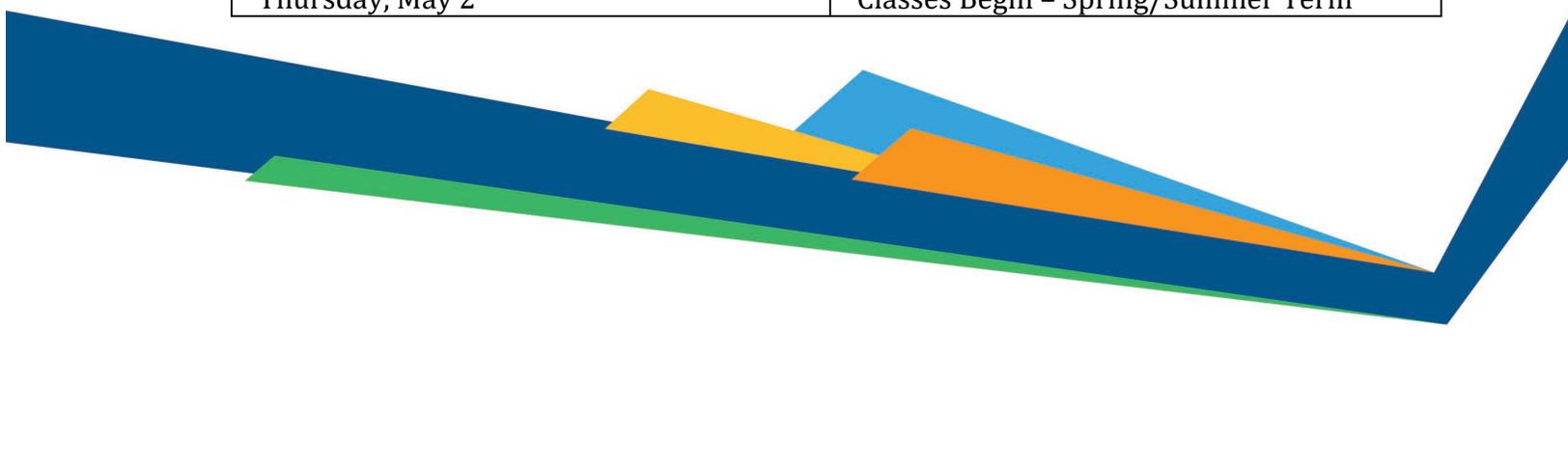
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Important Dates 2019

(Subject to Change)

Tuesday, January 1	College Closed
Thursday, January 3	New Student Orientation
Friday, January 4	Fee Deadline for Winter Term
Monday, January 7	Classes Begin – Winter Term
Monday, January 14 – Wednesday, January 30	Diploma Exams – Students writing will be excused
Wednesday, January 16	Drop Deadline: Last day to cancel/withdraw from courses/programs in the current term and be eligible for 100% tuition refund, excluding confirmation fee
Wednesday, January 23	SFL Welcome Back Bash
Monday, February 18	Family Day – No Classes
Tuesday, February 19 – Friday, February 22	Reading Week – No Classes
Wednesday, February 27	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.
Thursday, March 21	SFL Awards
Friday, April 1 – Tuesday April 9	Diploma Exams – Students writing will be excused
Friday, April 12	Last day of classes
Monday, April 15 – Wednesday, April 17	Final Exams/Non-Diploma
Friday, April 19	Good Friday
Monday, April 22	Easter Monday
Thursday, April 25	End of Winter Term/New Student Orientation
Wednesday, May 1	Fee Deadline for Spring/Summer Term
Thursday, May 2	Classes Begin – Spring/Summer Term



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, 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.

Accessibility Services/ Accommodations

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

Attendance

Attendance is very important for academic success. Learners are expected to:

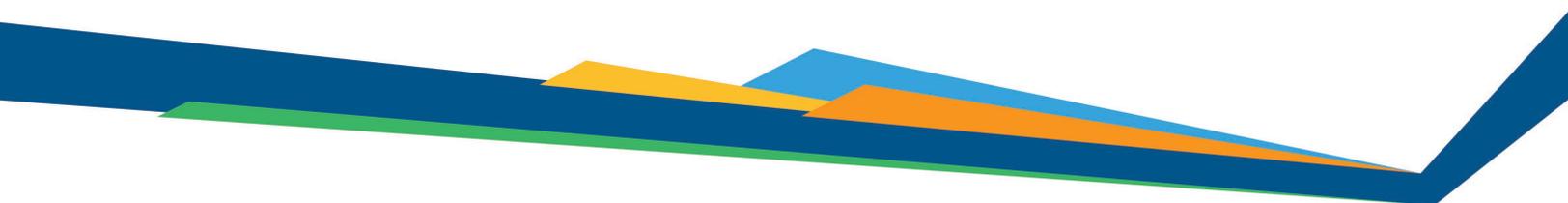
- attend all classes
- achieve all required Self-Paced/FlexClass hours
- actively participate in their learning programs
- maintain passing grades.

Fifteen consecutive days of absence (excused or unexcused) or 20 cumulative hours missed per course (unexcused), at any time during the term, may result in withdrawal from the course(s).

Absences - Excused

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.



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.

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.

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, or to ask about career exploration workshops.

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, confidential 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. To book a *video counselling* session, email counselling@bowvalleycollege.ca to book an appointment.

Emergency Financial Assistance

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

Fees – Tuition

All tuition fees are due on or before the last business day before the start of each term. 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 instructor if he/she is unable to write a final exam on the scheduled date or if an exam is missed (the learner should be prepared to provide documentation to support the request). Missed final exams cannot be written after the final exam period.

Funding Applications

Learners are expected to complete and submit their own applications for Alberta Works funding to Client Services (Registrar's Office) during the application dates set by Client Services. Information and links to the Alberta Works website can be found at bowvalleycollege.ca/albertaworks. Questions about how to fill out the application form are to be directed to Alberta Works 1-877-644-9992 (toll free). Questions about the status of an application are to be directed to the Learner Income Support Office 1-800-222-6485 (toll free).

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 on campus. 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 website.

Missed Tests/Assignments

If a learner misses a test or does not hand in an assignment due to an excused absence (supporting documentation required), the learner is expected to write the test or hand in the assignment when he/she returns to class. When possible, the learner is expected to advise the instructor in advance that he/she will be absent so arrangements for the missed work/assessment are already in place. Instructors may limit this consideration to one missed assignment and one missed test per course per term, as per their discretion. Learners are expected to work directly with teachers in these circumstances.

MyBVC/D2L

Important announcements and communication from instructors and staff will be sent to MyBVC email and posted to D2L. Updates to mailing addresses and other contact information must be made by learners via MyBVC. Learners' login information is also used for wireless, e-mail, D2L, and the FlexClass/Self-Paced attendance system.

No Shows

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

Phone Numbers

Accessibility Services/ Specialized Support	403 410-1440
Advisors (course selection/learning plans)	403 410-3456
Alberta Works (toll-free)	1-800-222-6485
Bookstore	403 410-1740
Learner Success Services - Counselling - Career Advisor - Awards - Financial Aid	403 410-1440
Emergency Funding	403 410-1440
Foundational Learning	403 410-1500
Library	403 410-1647
Registrar	403 410-1400
Security (Lost & Found)	403 410-1713
Student Association	403 410-1695
Testing Centre	403 410-1661

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

Timetable changes can usually be made any time from when registration opens until the course drop deadline (January 16).

High School & Literacy and Essential Skills courses: Timetable changes can be made through MyBVC (instruction leaflets are available), or in person at the Registrar's Office Front Counter, South Campus.

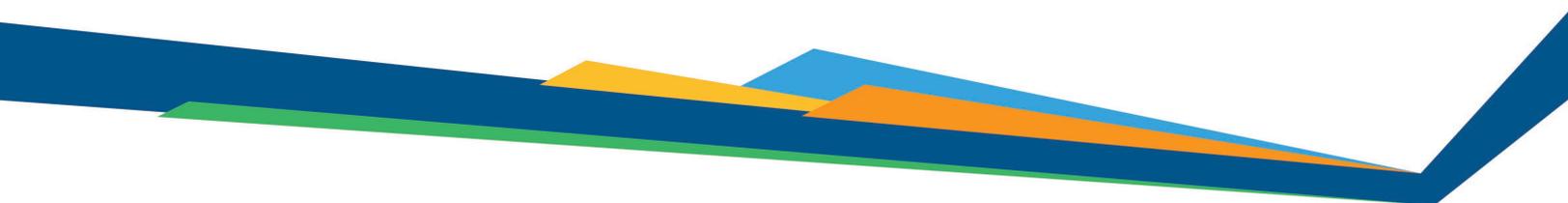
All courses: Any request to change to a different course without the required prerequisite must be made with the Lead Instructor at the Foundational Learning office.

Tutoring/Learning Coaches - Workshops

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 writing. At the ASC, learners can access peer tutoring. Reboot sessions and learning coaches who can provide strategies on time management, organization, and studying.

Tutors – Foundational Learning

Free tutoring is available in Room N515. 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?

Learners can choose the Equivalency option and write a BVC final exam or the Diploma option and write a provincial Diploma exam. Please contact your instructor to confirm if this is an option for

Description	Equivalency Option	Diploma 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 options	Same for both options
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

Register at myPass.alberta.ca. To contact Alberta Education, call 403-310-0000, then 780-427-5318. Those re-writing diploma exams must provide proof of payment at the exam room.

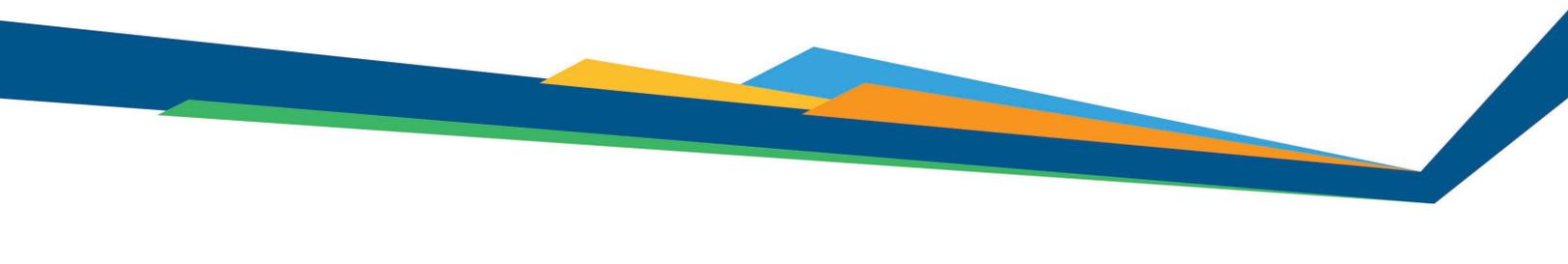
Testing Centre - Guidelines

- Bow Valley College student ID or another form of government issued ID must be presented.
- You must sign in on the Testing Centre log sheet before entering the test room and sign out when you leave.
- Cellphones must be off and left in a locker (NOT kept on your person).
- Coats, hats, purses, backpacks, pencil cases must be left in locker (NOT kept on your person).
- Food is not permitted.
- Clear liquids are allowed in clear, see-through containers only.
- Scrap paper will be provided; you may *not* bring your own scrap paper into the testroom. Scrap paper must be attached to your test - it cannot be taken out of the Testing Centre.
- No talking once you have entered the test room.
- No sharing materials. You may NOT ask another student for material (pencil/eraser/calculator/dictionary/etc.) during an exam.
- Calculators must be cleared by students upon entry into test room, and on the way out. The calculator screen must be shown to test room staff.*
- For math tests, a print or electronic dictionary and/or thesaurus are NOT permitted.
- Keep your eyes on your own paper and keep your paper out of plain view of others.
- You are not to take any Testing Centre material, tests and/or scrap papers with you when you leave the Testing Centre.
- You are not permitted to leave the Testing Centre for any reason without submitting your test. If you leave to go to the bathroom you must submit your test to the staff and they will return it to you when you come back. The time in and out will be recorded on your test.

* For the TI-84 Calculator

2nd, MEM (+), 7:Reset, → → (to ALL), 1:All Memory, 2:Reset
Main Screen will say "Mem cleared"

Note: See instructor for variations.



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:

When the alarm goes off, use the stairs to leave the building. Move away from the building and follow all instructions. Go to a designated meeting place. (See below).

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.

