



**School of  
Foundational Learning**

**Learner Handbook**

**Spring/Summer 2020**

## Welcome to the School of Foundational Learning (SFL)

Thank you for choosing the 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*.

Bow Valley College (BVC) 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. On behalf of the faculty and staff, we wish you the very best and welcome you to Bow Valley College.

**School of Foundational Learning**

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## IMPORTANT DATES

Important course dates are reported by instructors in D2L.

For important college dates, visit:

<https://bowvalleycollege.ca/student-resources/academic-services/important-dates>

## ACADEMICS

### 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 without instructor approval

Academic dishonesty is a serious offence resulting in immediate and long-lasting consequences, including zero on an assignment or course, even possible expulsion from Bow Valley College.

<https://bowvalleycollege.ca/student-resources/student-forms-and-policies>

### Academic Performance

Learners are expected to achieve passing grades in all courses. Learners can review grades and instructor comments on Desire2Learn (D2L). A learner experiencing difficulties should speak with their instructor, and if necessary, speak with the Learner Retention Officer at the SFL 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 speak to an Accessibility Services Advisor in Learner Success Services. (403 410-1440)

<https://bowvalleycollege.ca/student-resources/learner-success-services>

### Attendance

Attendance is very important for academic success. In online classes, learners are expected to:

- attend all scheduled class meetings
- actively participate in their learning programs
- maintain passing grades

Fifteen consecutive days of absence, at any time during the term, may result in withdrawal from the course. If you are going to be absent, please email your instructors through D2L. Alberta Works Funded learners, if withdrawn will have their funding canceled.

### Awards

There are many monetary awards available to learners throughout the year. Awards are based on financial need, personal circumstances, and/or academic achievement. Apply for awards by visiting [www.bvcawards.ca](http://www.bvcawards.ca) Sign on to the Awards Portal using your MyBVC.ca username and password.

## Academic Appeals

When a Bow Valley College learner does not agree with an academic decision that has been made, they should first speak to the person who made the decision, normally an instructor, 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.

<https://bowvalleycollege.ca/student-resources/academic-services/learner-appeals>

## Course Changes:

Any request to change to a different course without the required prerequisite must be made by emailing the Program Chair via [sfl@bowvalleycollege.ca](mailto:sfl@bowvalleycollege.ca)

## Course End Date

*Learners are expected to be available until the end date of their course. An instructor may schedule assessments or other class activities at any time until the course end date.*

## Desire2Learn (D2L)

D2L is an online account where you access your course material, submit your assignments, check your grades, and communicate with your instructor.

The username and password for D2L are the same as the username and password for MyBVC

If you need to reach one of your instructors please send them an email through D2L.

## Fees – Tuition

All tuition fees are due on or before May 12, 2020 for the Spring/Summer term. Fees are paid at Client Services online. Contact Client

Services for more information.

[clientservices@bowvalleycollege.ca](mailto:clientservices@bowvalleycollege.ca)

(403)410-1440

<https://bowvalleycollege.ca/student-resources/financial-services/paying-your-fees>

## Funding Applications

Learners are expected to complete and submit their own online applications for Income Support funding. Client Services (Registrar's Office) set the application dates. Further information and links to the Alberta Works website can be found at

<https://bowvalleycollege.ca/student-resources/financial-services/alberta-works>

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).

## Grade 12 Courses: BVC Equivalency vs Albert Education Diploma

*As of the writing of this handbook, Alberta Education has not announced a decision concerning the administration of August 2020 Diploma Examinations. When they do, instructors in the following courses will provide learners with information they need to decide whether their Grade 12 course will appear on the Alberta Education transcript or their Bow Valley College transcript.*

## Diploma Exams – How to Register

Register at [myPass.alberta.ca](http://myPass.alberta.ca). To contact Alberta Education, call 1-855-606-2096, then press Option 2; or dial long distance number +1 780-427-5318. Individuals re-writing diploma exams must provide proof of payment at the exam room.

## 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 online and 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, and concern for people, integrity, and respect for diversity, teamwork and trust.

While participating 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
- is perceived as inappropriate by a reasonable person. 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

<https://bowvalleycollege.ca/student-resources/student-forms-and-policies>

For further clarification, speak to a Learner Conduct Officer in Learner Success Services.

## *Missed Tests/Assignments*

*Instructors will publish their missed test and assignment policy on their course outline or*

*syllabus and in the course D2L shell.*

## MyBVC

MyBVC is an online portal that allows you to access your student e-mail, class schedule, unofficial transcripts, D2L account, college policies, and more.

Your MyBVC username is usually your first initial, a period, and then your last name, followed by the last 3 digits of your student number. (example: s.student123@mybvc.ca )

Important announcements and communication from instructors and staff will be sent to your MyBVC email and/or posted to D2L.

Make updates to your mailing address and other contact information through MyBVC.

Learners' login information is also used for access to Wi-Fi, e-mail, D2L, and other College systems.

## No Shows

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

# LEARNER SUPPORT

## Counselling

Free, confidential counselling is available for all Bow Valley College learners. Appointments can be booked by emailing Learner Success Services. [counselling@bowvalleycollege.ca](mailto:counselling@bowvalleycollege.ca)

## Financial Needs Bursary

For information on special needs funding, speak with a Learner Retention Officer first. They will direct you to the Awards Office, Learner Success Services  
(<https://bowvalleycollege.ca/student-resources/financial-services/financial-aid>)

## Learner Retention Officers

Our two Learner Success and Retention Officers are here to work directly with at risk learners as the first point of contact to identify and address common issues. These include attendance issues, academic challenges, and settlement challenges. You can access these services by booking an appointment with them at [lro@bowvalleycollege.ca](mailto:lro@bowvalleycollege.ca).

## Learner Support Services

Bow Valley College has many services for learners. Including but not limited to Academic, Financial, Career and Employment, Health and Wellness, Technology, and student life. Learner Success Services can be accessed by <https://bowvalleycollege.ca/student-resources/learner-successservices>

## Non Academic Reviews

When a School of Foundational Learner has struggled with a course for nonacademic reasons, they first need to speak to the Learner Retention Officer to discuss the matter [lro@bowvalleycollege.ca](mailto:lro@bowvalleycollege.ca) . If circumstances exist which deems a review, the learner would then meet with the Program Chair.

## RISE Program

Speak to a Learner Success Advisor to help with your academic or personal goals. <https://bowvalleycollege.ca/student-resources/student-life/rise-program/frequently-asked-questions>

## Tutoring/Learning Strategic Workshops:

Staff in the Academic Success Centre, (ASC) can assist learners who want additional help with their writing. The ASC can provide strategies on time management, organization, and studying. <https://bowvalleycollege.ca/student-resources/academic-services/academic-success-centre>

Free SFL tutoring is also available online. Educational Assistants can be accessed Monday through Friday by phone, or by email. Book your appointment online by creating an account once at: <http://bowvalley.mywconline.net>

## Phone Numbers

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

