



# AVALON COMMUNITY COLLEGE INTERNATIONAL STUDENT ORIENTATION



MEET OUR TEAM



## Campus Director



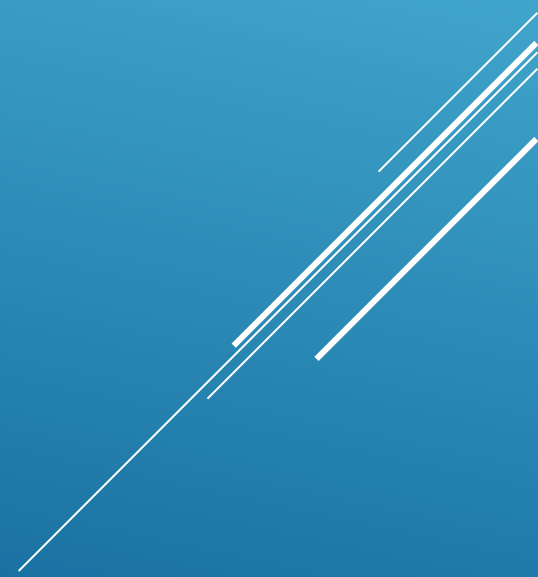
Chintan Purohit

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## Senior Educational Administrator



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## Finance Team



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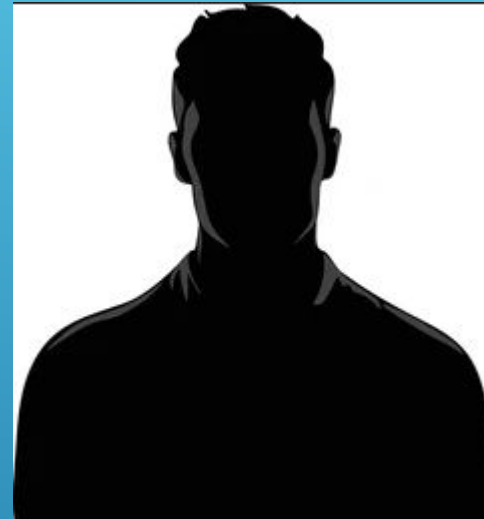


Sahil Gaba  
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## Student Services



Sherry Li  
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Tarang Poddar  
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## Career Services



Mehak Sakhuja

Mehak.sakhuja@avaloncommunitycollege.ca

- ▶ Confirm your active email address
- ▶ Submit Canadian cell phone number
- ▶ Submit copy of Study Permit
- ▶ Submit copy of Medical Insurance
- ▶ Provide SIN (if applicable)

# INTERNATIONAL STUDENT REGISTRATION



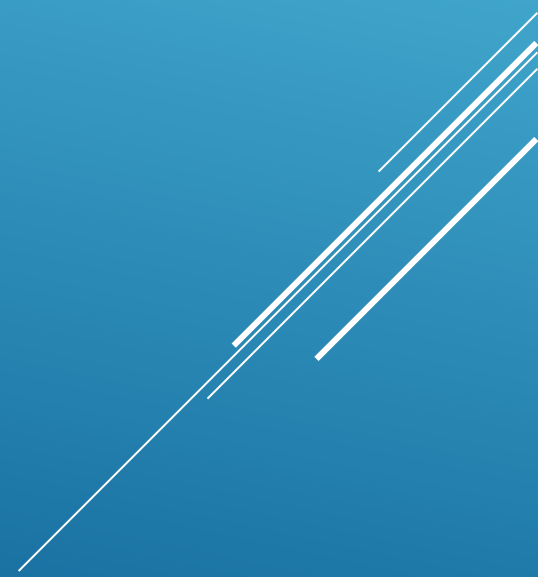
- ▶ Programs may be delivered In-Person or Combined
- ▶ As per attendance compliance, you must attend 50% of your program in – person, if your program follows a hybrid format or if you are an international student.
- ▶ International students must follow attendance compliance
- ▶ All in-person classes are mandatory
- ▶ Instructors will confirm schedule before start date

## PROGRAM FORMAT & DELIVERY



- ▶ Attend all scheduled campus classes
- ▶ Maintain attendance compliance
- ▶ Bring your laptop to class
- ▶ Mobile phones are not sufficient for coursework

## IN-PERSON CLASS EXPECTATIONS

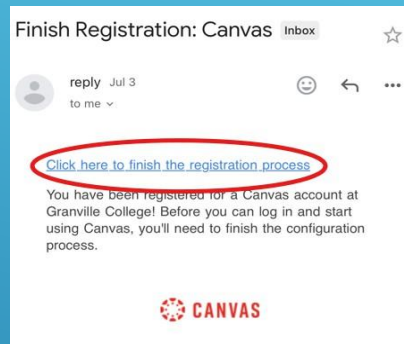


- ▶ Laptop or desktop computer required
- ▶ Stable internet connection
- ▶ Camera and microphone access
- ▶ Quiet study environment

# ONLINE CLASS REQUIREMENTS



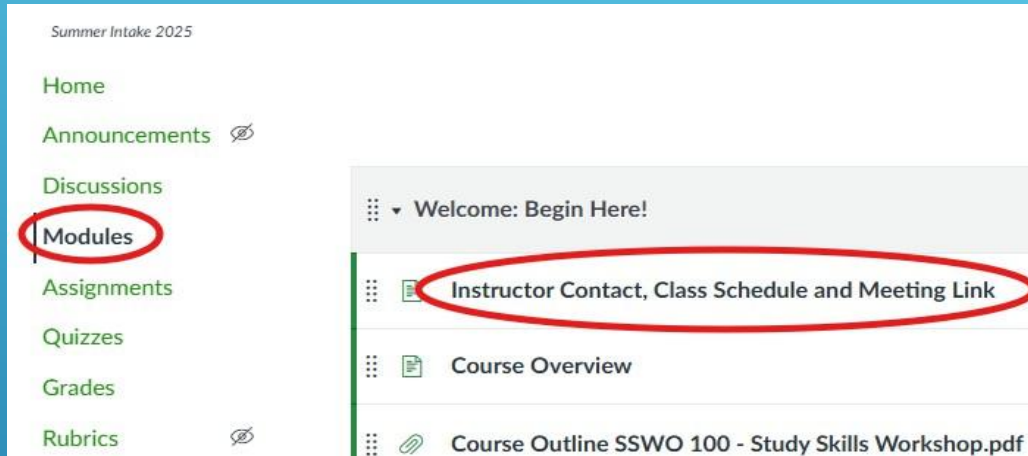
- ▶ Step 1: Check email 'Finish Registration: Canvas'
- ▶ Step 2: Click registration link



- ▶ Step 3: Create login using registered email
- ▶ Step 4: Accept course invitation before class begins

# CANVAS – LEARNING MANAGEMENT SYSTEM SETUP

- ▶ After accepting course invitation, you will find class information in location below:

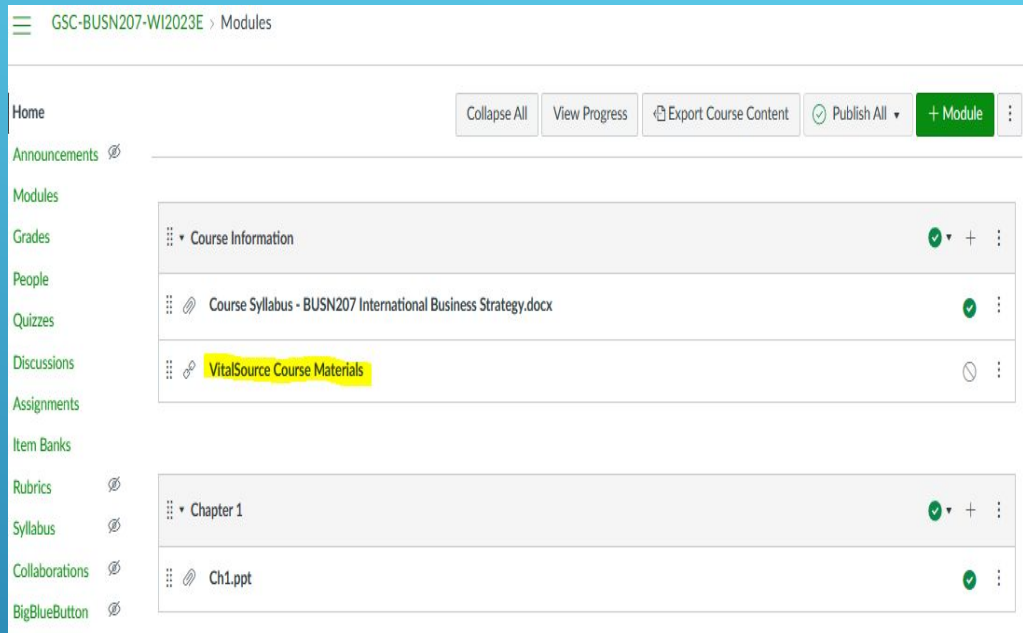


- ▶ Do NOT forward Canvas emails
- ▶ Do NOT click Canvas links forwarded by others
- ▶ Use only your registered email address

## IMPORTANT CANVAS NOTES

## ▶ Login to Canvas

- ▶ Click 'VitalSource Course Materials'
- ▶ Login or create VitalSource account
- ▶ Use same email as Canvas



The screenshot displays the Canvas LMS interface for the course 'GSC-BUSN207-WI2023E'. The 'Modules' section is active, showing a list of course items. The 'VitalSource Course Materials' item is highlighted in yellow. The interface includes a navigation menu on the left with options like Home, Announcements, Modules, Grades, People, Quizzes, Discussions, Assignments, Item Banks, Rubrics, Syllabus, Collaborations, and BigBlueButton. The main content area shows a list of modules with columns for item name, status (checkmarks), and actions (plus and three dots icons). The 'VitalSource Course Materials' item is highlighted in yellow.

# E-BOOKS – VITALSOURCE

- ▶ Attend and participate in class
- ▶ Complete assignments on time
- ▶ Maintain required passing average
- ▶ Respect academic integrity

# EXPECTATIONS FOR ACADEMIC SUCCESS



- ▶ Minimum 80% attendance required to graduate
  - ▶ 3 consecutive absences – Warning
  - ▶ 5 consecutive absences – Second Warning
  - ▶ 10 consecutive absences – Dismissal
- 
- ▶ Absences are excused when a valid reason is provided to the instructor. Your instructor must be contacted and advised of your absence either prior to or on the day of absence.

# ATTENDANCE POLICY



- ▶ Arrive on time to all classes
- ▶ Late beyond 15 minutes may be marked late

# PUNCTUALITY

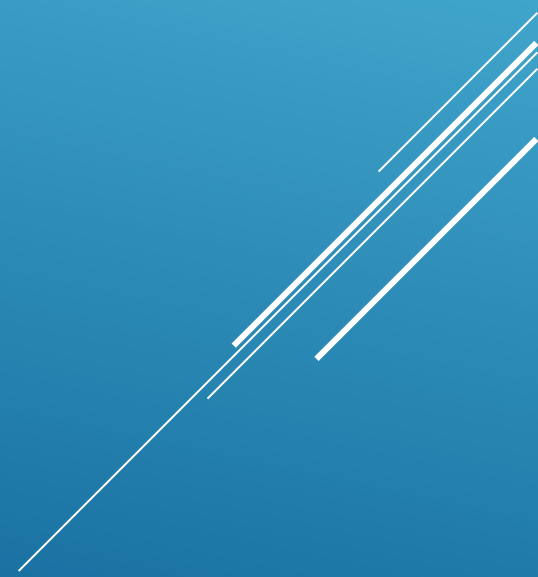


- ▶ Minimum 70% overall average required
- ▶ 70% is an overall average mark to be maintained throughout the duration of the program to graduate.
- ▶ Should you fail any module, you will be required to re-take it with associated fees.
- ▶ Some programs may have different requirements
- ▶ Failed modules must be retaken with applicable fees
- ▶ Each exam grade is added to get an overall Average

## PASSING GRADES

- ▶ If grades fall below required average
- ▶ Student may be placed on probation
- ▶ Failure to improve may result in dismissal

# ACADEMIC PROBATION



- ▶ If attendance falls below 80%
- ▶ Student may be placed on attendance probation
- ▶ Further absence leading to breach of attendance non-compliance may result in dismissal

# ATTENDANCE PROBATION



- ▶ Plagiarism is academic misconduct
- ▶ Always give credit to original sources
- ▶ Academic dishonesty may result in dismissal

# ACADEMIC INTEGRITY – AVOID PLAGIARISM



- ▶ Practicum provides real-world experience
- ▶ Career Services will contact students prior to placement
- ▶ Attendance during practicum is mandatory

PRACTICUM INFORMATION (IF APPLICABLE)



- ▶ Resume and interview preparation workshops
- ▶ Job search guidance
- ▶ Practicum coordination support

# CAREER SERVICES SUPPORT



Student handbook includes details about policies such as:

- ▶ Grade Appeal Policy
- ▶ Code of Conduct
- ▶ Dispute Resolution
- ▶ Tuition Refund Policy
- ▶ Academic Integrity Policy
- ▶ Human Rights & Harassment Policy

# STUDENT HANDBOOK



- ▶ Maintain balanced routine
- ▶ Take study breaks
- ▶ Connect with peers
- ▶ Reach out to Student Services if needed

# MENTAL WELLNESS & STUDENT SUCCESS



- ▶ Q: What if I don't receive the invitation to set up my CANVAS login?

A: Check your spam email as the message may have been sent there. If you do not receive it, please contact [student.services@avaloncommunitycollege.ca](mailto:student.services@avaloncommunitycollege.ca)

- ▶ Q: What email address do I use to set up CANVAS and VITALSOURCE?

A: Use the email address that you registered with – do not change to a new email address.

## Q & A – CANVAS ACCESS



▶ Q: What if I need to change my class time?

A: Contact [student.services@avaloncommunitycollege.ca](mailto:student.services@avaloncommunitycollege.ca) with your request and we will see what options are available.

▶ Q: What if I do not have a laptop?

A: To attend your classes that are online, you need to do so from a laptop. This is especially important for you to submit assignments and take tests.

## Q & A – CLASS CHANGES



Q: What if I miss a class?

A: You need to inform your instructor prior to or on the day of your class.

Q: What if I miss getting my ebook in the first week?

A: Ebooks are only available within your first week of classes so ensure you set up your account with VitalSource through your CANVAS portal and get your ebook. Should you encounter issues, please visit:

<https://support.vitalsource.com/hc/en-us/requests/new>

## Q & A – MISSING A CLASS

Q: What if I fail a module?

A: You need to maintain a 70% average in any module to pass. If you fail a module, you will need to re-take it at the end of your program.

Q: What if I am dismissed from the program for attendance or academic reasons?

A: Contact [student.services@avaloncommunitycollege.ca](mailto:student.services@avaloncommunitycollege.ca) to see what options are available.

## Q & A – ACADEMIC ISSUES



- ▶ Your journey starts now.
- ▶ We wish you success!

THANK YOU FOR ATTENDING  
ORIENTATION

