

# Student Handbook

2020-2021



## Inspiring Lives, Transforming Futures

Certifications & Diploma Programs, designed to fill real needs in todays job market.

[www.BayRiverCollege.ca](http://www.BayRiverCollege.ca)

# WELCOME TO BAY RIVER COLLEGE

## WHY CANADA?

Canada is in dire need of skilled international workers, but a lot of potential candidates are turned away because they lack North American experience. Enrolling at Bay River College gives international students an advantage over the competition by providing you with both a Canadian diploma and much-needed work experience through Work and Study Programs, Field Placements, CO-OPs and access to vital networks in numerous fields and industries.

## WHY BAY RIVER COLLEGE?

At Bay River College, we want to create the best possible learning environment for our students. Our programs are designed to give you the on-the-job experience that employers are looking for through practicum training as well as interactive classroom learning where we also provide our students with state-of-the-art technology also used in the “real world” workplace. We will work with you to make sure that your education at Bay River College fits your life, and help you to achieve your career goals!

Bay River College (Calgary, Alberta Campus) is located at; 3516, 26 Street NE. Located approximately 1.6 Km (1 Mile) West of the Whitehorn LRT and is also near the following Calgary Transit bus routes (57 and 63) that leave from and go to the Whitehorn LRT station.





### HOME-AWAY-FROM-HOME

At Bay River, We take pride in giving you the homeaway-from-home experience that makes the transition to Canada simple and rewarding. You're a name, never a number and our small class sizes ensures ample amounts of one-on-one study time with our instructors, trainers and specialists.



### START-TO-FINISH ASSISTANCE

We're here for our students every step of the way. We assist you from the moment you register to the proud moment you graduate and beyond if needed. We provide all students with the quality and care they expect from North American educational institutions.



### AFFORDABILITY

We offer competitive and affordable tuition rates and our fast-track programs allow you to study more in a shorter amount of time, allowing you to save more money. Our Work and Study Programs also offer you the opportunity to earn an income while you study to help offset educational costs.



### POSITIVE LEARNING ENVIRONMENT

We've created a positive atmosphere for students from all over the World to interact with one another and feel comfortable while learning and building strong relationships.



### FLEXIBILITY

Bay River students have the power of flexibility when creating their schedules. We're open Monday to Sunday and offer classes in the morning, afternoon and evening. Our courses are available for you to start year-round so you don't have to wait until September or January, allowing you to enter the job market sooner than graduates from public colleges.



### ACCREDITATION

Bay River College is registered as a private career college under the Private Vocational Training Act and we're members of both the National Association of Career Colleges (NACC) and Alberta Association of Career Colleges. This gives our students the comfort of knowing that our college is held to the highest standards of accountability & honesty.



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# APPLIED ENVIRONMENTAL TECHNOLOGY DIPLOMA PROGRAM

2 Academic year | 65 Weeks | 1300 Total Hrs. | 1100 Theory Hrs. | 200 Field Practicum Hrs



## PROGRAM SUMMARY

The course offers an overview of air and noise pollution, water and waste water treatment, solid waste management and provides in-depth techniques on environmental site characterization, soil and groundwater contamination assessment, risk assessment/management and remediation of soil and groundwater. The course also details the field investigation methods for site characterization, and offers field modules to observe different drilling and sampling techniques in field.

## CAREER OPPORTUNITIES

Successful graduates of the Applied Environmental Technology Diploma Program draw on broad scientific knowledge and technical skills to work on projects that assess, remediation and mitigation of environmental contaminants. You may be involved in field inspections and investigations of contamination, monitoring compliance with government environmental regulations, and operating pollution control or treatment equipment.

## CO-OP

Applied Environmental Technology students complete their education with 200 hours of practicum experience.

**JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE**

## Admission Contact

Call Us : 403-457-6400, Email : [calgary.international@Bayrivercollege.ca](mailto:calgary.international@Bayrivercollege.ca)

# INTERNATIONAL BUSINESS MANAGEMENT DIPLOMA PROGRAM

2 Academic years | 65 weeks | 1300 Total Hrs. | 1100 Theory Hrs. | 200 Practicum Hrs



## PROGRAM SUMMARY

*In this program students learn how to gather and organize financial and non-financial information and determine the unit cost of a variety of inventorial and non-inventorial cost objects as well as to determine the cost structure of a business organization and learn to develop profit management strategies. Students also learn how to determine the financial position of a business organized as a partnership and corporation, and the results of its operations and cash flows for a given period in accordance with Generally Accepted Accounting Principals (GAAP).*

## CAREER OPPORTUNITIES

Successful graduates of the International Business Management Program business and accounting fundamentals, and your practical experience in the global business environment, you'll be ready for any number of careers, including exporter, importer, in trading houses, banks, government agencies & more.

## CO-OP

International Business Management students complete their education with 200 hours of practicum experience.

**JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE**

## Admission Contact

Call Us : 403-457-6400, Email : [calgary.international@Bayrivercollege.ca](mailto:calgary.international@Bayrivercollege.ca)



# COMMUNITY SUPPORT WORKER DIPLOMA PROGRAM

2 Academic year | 55 weeks | 1100 Total Hrs. | 840 Theory Hrs. | 260 Practicum Hrs



## PROGRAM SUMMARY

The Community Support Worker Diploma Program is designed for individuals seeking the knowledge and skills to enter the field of social services and draws upon the principles of sociology, psychology, and other social sciences to counsel and assist individuals and their families in understanding and resolving their personal and social problems.

## CAREER OPPORTUNITIES

Graduates of our Community Support Worker Program can expect to be eligible for a position as a counsellor in a variety of settings in the social work field, including; mental health and domestic violence, youth facilities, halfway houses, correctional facilities, and drop-in centres.

## VOLUNTARY CO-OP

It is recommended that CSW students voluntarily spend around 260 hours of field experience.

**JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE**

## Admission Contact

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# INFORMATION TECHNOLOGY AND NETWORK ADMINISTRATOR DIPLOMA PROGRAM

1 Academic year | 42 weeks | 840 Total Hrs. | 640 Theory Hrs. | 200 Practicum Hrs



## PROGRAM SUMMARY

*Bay River Information Technology and Network Administrator program prepare students to be able to design, install, maintain, manage and enhance computer networks. Our students will receive a working knowledge of Local Area Networks, their application within Wide Area Networks and their interconnectivity to nodes, servers and other end-user devices.*

## CAREER OPPORTUNITIES

*Information Technology and Network Administrator program equip the graduates with the skills and knowledge to obtain entry-level employment in computer network support, network installation, network administration, network design and integration. You'll learn to diagnose and troubleshoot PC problems; handle upgrades and installations; design, install, manage and enhance computer networks, and so much more. You'll graduate with confidence, fully prepared to take on the challenges of a busy and rewarding career!*

## CO-OP

*Information Technology and Network Administrator students complete their education with 200 hours of practicum experience.*

**JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE**

## Admission Contact

Call Us : 403-457-6400, Email : [calgary.international@Bayrivercollege.ca](mailto:calgary.international@Bayrivercollege.ca)

# CYBER SECURITY AND CLOUD COMPUTING DIPLOMA PROGRAM

2 Academic year | 91 Weeks | 1820 Total Hrs. | 1620 Theory Hrs. | 200 Practicum Hrs



## PROGRAM SUMMARY

The Cyber Security and cloud Computing Program prepares students to confidently tackle the day-to-day responsibilities of a Cyber Security and Cloud Computing Specialist to monitor and maintain the security of an organization's network. Students will receive a working knowledge of Cyber Security, Linux Operating system, virtual Networks (Hyper V & VM Ware), Cloud Network and Technologies, Cisco Networking & Security, and SQL Database concepts.

## CAREER OPPORTUNITIES

Cyber security and Cloud Computing Specialists work with the cyber networks of a variety of organizations and are therefore employed in many industries. Graduates of the Cyber Security and Cloud Computing Program can expect to be eligible for a number of positions in Cyber Security and Cloud Computing field, including; Cyber Security Specialist, Information security Officer, Network Security Specialist, Cyber Security Analyst, and IT Security Advisor.

## CO-OP

Cyber security and Cloud Computing students complete their education with 200 hours of practicum experience.

**JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE**

## Admission Contact

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# EDUCATION ASSISTANT DIPLOMA PROGRAM

1 Academic year | 33 weeks | 760 Total Hrs. | 560 Theory Hrs. | 200 Practicum Hrs



## PROGRAM SUMMARY

*Our comprehensive curriculum covers the many diverse topics that you'll be required to study to work under the direction of classroom teachers or resource teachers and give special attention to students with physical, learning or emotional needs. You'll also learn everything you need to know about ethics in education and Maintaining healthy relationship with pupils and parents through effective comprehensive communication.*

## CAREER OPPORTUNITIES

Educational assistants may work under the supervision of one or several teachers, work with students who have special needs, work with individual students or groups of students both in the classroom and other settings, work as part of a multidisciplinary team, supervise students in structured (classroom) and unstructured (hallways, recess, lunch hours) settings and assist with preparing materials and clerical tasks as required.

## CO-OP

Education Assistant students complete their education with 200 hours of practicum experience.

**JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE**

## Admission Contact

Call Us : 403-457-6400, Email : [calgary.international@Bayrivercollege.ca](mailto:calgary.international@Bayrivercollege.ca)

# HEALTH CARE AIDE GOVERNMENT OF ALBERTA PROVINCIAL CURRICULUM

1 Academic year | 22 Weeks | 485 Total Hrs. | 285 Theory Hrs. | 200 Practicum Hrs



## PROGRAM SUMMARY

*Health Care Aide Government of Alberta Provincial Curriculum assist nurses and other members of the health care team in the basic care of residents and patients, primarily assisting with and providing personal care and other activities of daily living, towards maintaining the individual's maximum potential for independence and self direction.*

## CAREER OPPORTUNITIES

Health Care Aide are employed in health care facilities: long term care facilities, such as nursing homes, homes for the aged, and retirement homes; group homes and hospice centres; by day care and day away programs, and in private homes by home care visiting agencies and private individuals.

## CO-OP

HCA students complete their education with 200 hours of clinical practice in an institutional (long term care facility)

**JOB FINDING WORKSHOPS ARE INCLUDED AS PART OF THE COURSE**

## Admission Contact

Call Us : 403-457-6400, Email : [calgary.international@Bayrivercollege.ca](mailto:calgary.international@Bayrivercollege.ca)

# HOSPITALITY BUSINESS MANAGEMENT DIPLOMA PROGRAM

2 Academic year | 66 Weeks | 1320 Total Hrs. | 820 Theory Hrs. | 500 Practicum Hrs



## PROGRAM SUMMARY

*This program offers courses in Hospitality Management Theory and Practice, Service Skills, Guest Interaction and Hospitality Science. This two-year program will introduce students to the hospitality industry and teach them the management principles that will enable them to achieve success in a hospitality leadership role.*

## CAREER OPPORTUNITIES

After successful completion of our Hospitality Management Diploma Program you'll access to a worldwide industry that is in high demand across Canada right now. Accommodation Service Managers are responsible for planning, organizing, directing, controlling and evaluating the operations of an accommodation establishment or of a department within such an establishment.

## CO-OP

Hospitality Management students complete their education with 500 hours of field placement experience.

**JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE**

## Admission Contact

Call Us : 403-457-6400, Email : [calgary.international@Bayrivercollege.ca](mailto:calgary.international@Bayrivercollege.ca)



# PHARMACY ASSISTANT DIPLOMA PROGRAM

1 Academic year | 34 weeks | 680 Total Hrs. | 480 Theory Hrs. | 200 Practicum Hrs



## PROGRAM SUMMARY

Be career-ready in only 34 weeks with Bay River College's Pharmacy Assistant program! Our comprehensive curriculum covers the many diverse topics that you'll be required to study to work under the supervision of a licensed pharmacist, including basic pharmacology, drug and medical terminology and best practices. You'll also learn everything you need to know about ethics and personal safety.

## CAREER OPPORTUNITIES

It includes Health Care facilities, Industrial Pharmacies & Pharmaceutical Laboratories as well as jobs in Community Pharmacy and a small proportion was in mail-order and internet pharmacies, clinics, pharmaceutical wholesalers, & the federal Government. They can also find job opportunities as instructors & researchers at educational institutions.

## CO-OP

Pharmacy Assistant students complete their education with 200 hours of practicum experience.

**JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE**

## Admission Contact

Call Us : 403-457-6400, Email : [calgary.international@Bayrivercollege.ca](mailto:calgary.international@Bayrivercollege.ca)

# PROCESS PIPING DRAFTING DIPLOMA PROGRAM

1 Academic year | 42 weeks | 840 Total Hrs. | 680 Theory Hrs. | 160 Practicum Hrs



## PROGRAM SUMMARY

Our Process Piping Drafting Program will equip the students with strong computer, business administration & communication skills as well as the specific skills required in the oil & gas industry e.g. natural gas processing field, piping system common to many related fields; such as oil and gas pipelining, petroleum refining, oil sands, petrochemical etc. In addition, the college will also help you prepare for the workplace through resume building resources, interview workshops, and a mandatory five week practicum.

## CAREER OPPORTUNITIES

After successful completion of Process Piping Drafting Program drafting technologists usually work as part of a team of engineers and other professionals. They use computer-aided design and drafting (CADD) applications, engineering design software, scientific calculators and other equipment to prepare: engineering drawings, flow diagrams and schematics, layouts, specifications, maps and detailed construction or assembly drawings.

## CO-OP

Process Piping Drafting students complete their education with 160 hours of practicum experience

**JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE**

## Admission Contact

Call Us : 403-457-6400, Email : [calgary.international@Bayrivercollege.ca](mailto:calgary.international@Bayrivercollege.ca)

# UNIT CLERK & MEDICAL OFFICE ADMINISTRATION PROGRAM

1 Academic year | 34 weeks | 680 Total Hrs. | 480 Theory Hrs. | 200 Practicum Hrs



## PROGRAM SUMMARY

The Medical Office Administrator Diploma Program is designed to provide students with the business, technology and communications skills needed to work in a private physician's office, single or multi-specialty clinic, or hospital setting. Our Medical Office Assistant Program also fosters the development of interpersonal skills, organizational effectiveness, and communication skills necessary to function in a medical environment.

## CAREER OPPORTUNITIES

Expect to find employment in a variety of settings including; private medical clinics, Community Health Units, hospital departments such as Admissions, Out- Patient Clinics, Emergency, Radiology, or as a ward clerk or surgical Booking clerk. You'll also be fully qualified to work in nursing homes, palliative care facilities, senior citizens' residences and medical transcription departments / facilities.

## CO-OP

Medical Office Administration students complete their education with 200 hours of practicum experience.

**JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE**

## Admission Contact

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# WORKING IN CANADA

The economy in Canada is as vast and diverse as the country itself, with opportunities to gain valuable work experience from coast to coast in a variety of fields, industries and practices. Whether you're just looking for experience while you study and travel or you're aiming for a more long-term or permanent career, having Canadian work experience on your resume can lift you high above your competition.

Calgary is a city in the Canadian province of Alberta. Calgary is a hotbed for culture and the economic centre of Canada with several major companies and employers in communications, entertainment, healthcare services, financial services, tourism, fashion, computer science, manufacturing and many more that are based out of the city.

The city and Bay River College can offer you access to networks and valuable work experience with international and national employers while studying and after you graduate.

## THE CO-OP ADVANTAGE

Entering a CO-OP gives you the perfect combination of theory and hands-on practice while you network and develop valuable relationships with potential employers. CO-OPs are a unique opportunity to gain self-confidence and show industry professionals and future employers what you can do, all in a positive working environment where you can make mistakes, and more importantly, learn from them. As the old proverb goes, "practice makes perfect" and we want to provide our students with real practice so they can find the perfect job. Bay River College will help you fine-tune your skills by running useful workshops to help you with your resume and cover letter while also developing and practicing key interview strategies and skills. At Bay River, you'll also have immediate access to industry networks and connections through staff and instructors that would normally take years of experience to build.



# ADMISSION REQUIREMENT AND PROCESS

We strongly recommend that you apply at least 6 months in advance of the start dates of each program in order to have enough time to apply for a study permit.

## ADMISSION REQUIREMENTS FOR DIPLOMA PROGRAMS

- High School Diploma or equivalent
- 18 years of age or older at the time of registration
- Pay the \$ 650 application, processing and documentation fee (non-refundable, non-transferable)
- Provide proof of English proficiency, if English is not the first language in your country. You must have one of the following equivalencies to our Wonderlic BST Admissions Entry test:
  - IELTS: minimum 5.5 in Academic
  - TOEFL: Minimum score required would be 500 on the written, or 173 on the computer based version.

However, if your High School Diploma (or equivalent) was instructed in English, a TOEFL or IELTS score would not be required. Exceptions are considered, but not guaranteed, for those students who attended a non-English speaking high school, but attended a post-secondary educational facility instructed in English.

## CONDITIONAL ADMISSION

Students from eligible countries who do not meet the English language requirements may be offered a conditional acceptance into College Diploma programs upon successful completion of Level 10 of an Intensive English Course.

[www.BayRiverCollege.ca](http://www.BayRiverCollege.ca)

## ADMISSION REQUIREMENTS FOR DIPLOMA PROGRAMS

- Translated diploma/transcripts of high school and/or other level of postsecondary education completed
- Proof of English proficiency, if you have, such as TOEFL or IELTS
- Copy of passport page containing photo and personal information

## APPLY DIRECTLY TO BAY RIVER COLLEGE

<b>STEP 1</b>	Complete the international student application form, which is available at <a href="http://Bayrivercollege.ca/admissions/">http://Bayrivercollege.ca/admissions/</a>
<b>STEP 2</b>	Submit the application form to Bay River College Admissions office and required supporting documents.
<b>STEP 3</b>	If your application is successful, you will receive a "Letter of Acceptance" from Bay River.
<b>STEP 4</b>	Once you receive your Letter of Acceptance you must apply for a Study Permit (Visa) & Work Permit (if applicable) or ensure that your existing Permit(s) are valid
<b>STEP 5</b>	Inform Bay River College about your arriving date and any services you will need from the college prior to your arrival into the country.

## STUDY PERMITS/TEMPORARY RESIDENT VISA/ WORK PERMITS

If you want to study in Canada for more than 6 months you must apply for a Study Permit. A Temporary Resident Visa (Visitor Visa) is sufficient if you want to study for 6 months or less.

If your program has a co-op/field/clinical placement required, please apply for your Work Permit along with your Study Permit application.



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## CITY LIFE

Calgary, Alberta is a city in the Canadian Province of Alberta with a growing population of over 1.3 million. Calgary sits in the sunny eastern foothills of Canada's Rocky Mountains, where the Bay rivers meet. It is the major urban centre for the entire southern half of the province of Alberta, and is surrounded by an area of profound beauty with an unspoiled, resource-rich natural environment.

Calgary is home to the second-highest number of corporate head offices in Canada among the country's 800 largest corporations.

Calgary's population is young, well educated, entrepreneurial, community minded, generous and well paid. More than 313,880 Calgarians – that's 26.2 per cent of the population – are immigrants, which ranks Calgary just behind Toronto, Montreal and Vancouver as the first choice for newcomers to Canada. Calgary has the strongest economy in the entire country.

Calgary is a mountain-high city, and the climate - directly related to the altitude - is dry. Temperatures are mild, especially when compared to most of Canada, and even when it's cold, it's usually sunny.

In fact, the sun shines an average of 2,300 hours every year, making Calgary the sunniest major city in the country.





## CAMPUS LIFE

Professional training requires professional facilities and all of our campuses are equipped to provide you with the services and tools you'll need to succeed. With a mix of domestic and international students from all around the world, you'll feel right at home with the tightly-knit Bay River College community. Each of our six locations also offers you a diverse amount of opportunities for you to become involved with local communities as well.

### BAY RIVER COLLEGE CALGARY CAMPUS

Our Calgary campus is located at 3516 - 26 Street NE, suite #1, near the Whitehorn LRT Station.



### ALL OF OUR STATE-OF-THE-ART CAMPUSES OFFER:

Personalized, interactive instruction that gives you a solid database of skills and knowledge that will help you succeed in your new career.

The latest in program-related computer software so you'll graduate with the most relevant, up-to-date software training.

Free Wi-Fi throughout the entire campus.

Key field work placements that give you marketable job experience.

Career services that will help you get the job you've always wanted, with interview technique workshops, networking tips, leads on employment and so much more!



## INTERNATIONAL STUDENTS

We're here to help you every step of the way as you start your journey to a better career and future. We have advisors and staff on hand at every campus to help you with your daily needs, whatever they may be. We offer a variety of services to our international students including;

- Assistance with program application and registration.
- Orientation to Bay River College.
- Settlement Services; assistance with bank accounts, cell phones, etc.
- International Student Medical Insurance.
- Reliable recommendations and referrals to outside services and agencies.
- Information on employment regulations and social insurance.
- Airport Pickup.

# BAY RIVER COLLEGE SERVICES

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## STUDENT LOUNGE

Between classes you can relax with friends in our Student Lounge – a comfortable, friendly place for a quick chat, a bite to eat or something to drink. Our lounge is equipped with a water fountain and a microwave, coffee machine and wending machine. Bring some traditional food from your country and share it with your friend.



## STUDENT LIBRARY

Our Library room is the perfect place for students to read all vast range of books including Encyclopedia and their related courses books for references.



## COMPUTER ROOMS

Our Computer Rooms are the perfect place to surf the Internet and check e-mail for free, work on class assignments or just play computer games with your friends.



## ORIENTATION AND COUNSELLING

Student Services hosts a monthly Student Orientation that all new students, both domestic and international, are invited to join as we walk through a day in the life of an Bay River College. It's a time for all new students to learn more about their college, program, meet other new students and ask any questions they may have about Bay River. Not only do we offer high quality professional education for our students, we also provide strong support in a foreign country through our counseling and activities programs

Bay River Student Services staff can provide you with information and advice on many subjects including city maps and attractions, banking, shopping, travel, outdoor activities, volunteer job opportunities as well as personal and many other issues.

# BAY RIVER COLLEGE SERVICES

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## EMERGENCY MEDICAL INSURANCE PLAN

All International Students must have medical insurance in order to be enrolled at Bay River College. Students are welcome to bring find their own coverage and must provide a copy to administration to keep in their student file.

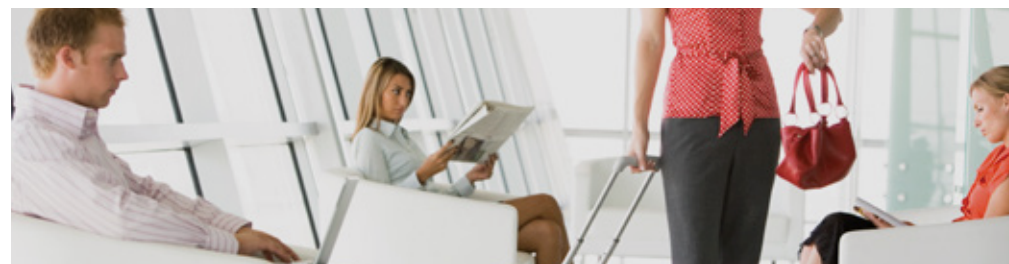
International students whose duration of studies is 12 month or more are entitled to the Alberta Health Insurance. It is very important that the student subscribes to the Alberta Health care Insurance plan as soon as they arrive in Canada.

International students whose duration of studies is less than 12 month or not entitled to the Alberta Health Insurance. Such students are advised to buy private health Insurance prior to arrival in Canada. If you don't have Health care Insurance plan, the student should pay to the Hospitals, Clinics for treatment and consultation, which could be very expensive.

Students can access Alberta Health website:

[https://www.alberta.ca/ahcip-temporary-residents.aspx?utm\\_source=redirector](https://www.alberta.ca/ahcip-temporary-residents.aspx?utm_source=redirector)

[www.BayRiverCollege.ca](http://www.BayRiverCollege.ca)



## AIRPORT PICK – UP AND DROP – OFF

Bay River College will provide you with airport pickup or drop-off service. We will meet and greet you at the airport, take care of your luggage, and drive you to your new home in Calgary.



## HOME STAY SERVICE

Housing Information Alberta has many advantages when comparing the average cost of living in Canada. Learn more about Calgary and Alberta in general, and see what those advantages are:

[www.albertacanada.com/opportunity.aspx](http://www.albertacanada.com/opportunity.aspx)

[www.calgary.ca/SitePages/cocis/default.aspx](http://www.calgary.ca/SitePages/cocis/default.aspx)

[www.calgary.rentspot.com](http://www.calgary.rentspot.com)

[www.rentfaster.ca](http://www.rentfaster.ca)

[www.calgary.homesatybay.com/en](http://www.calgary.homesatybay.com/en)

# BAY RIVER COLLEGE SERVICES

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## CAREER SERVICES:

The Career Services Department at Bay River College aims to bridge the gap between the classroom and the employment world (market and workplace). Students are taught to understand how to navigate the employment market by utilizing effective tools, skills and ideas in order to gain employment in their field of study. Bay River College International Education Office is committed to provide unique services of our International Students and we offer the services related to:

- **Social Activities**
- **International Student Counselling and Academic support**
- **Cross-Cultural Communication Skills**

Students are supported while on campus and as graduates to ensure they are on the right path to gaining and sustaining employment in their field of study.

Some benefits of the Career Services Department include:

- **Career Services orientation in the first week of commencing classes**
- **Monthly Employment Readiness workshops to prepare for the workplace, gain and sustain employment**
  - **Tips on professionalism and employer expectations**
  - **Extensive discussion and handouts on cover letter and resume writing**
  - **Extensive interview preparation review and handouts**
  - **Tips and strategies on effective job searching**
  - **Tips on how to market skills and experience to employers and recruiters**
- **One-on-one meetings to review cover letter and resume, mock interviews, elevator pitch**
- **Career Services assistance is available to students while in school and as graduates**
- **Placement orientation is facilitated before students commence placement to ensure student preparedness**
- **Graduates are marketed to employers via incoming job orders to assist with gaining employment in their field of study**
- **Help graduates understand their skills and accomplishments**
- **Minimize career limiting behaviours, fears and insecurities and increase confidence**

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## CAREER SERVICES:

### Employment Readiness Workshops

Career Services will provide monthly Employment Readiness Workshops that all students are highly advised to attend on the following topics;

- **Workshop #1 – Professionalism (1.5 hours)**
- **Workshop #2 – Cover Letter and Resume Writing (1 hour)**
- **Workshop #3 – Interview Preparation (1 hour)**
- **Workshop #4 – Job Search Strategies (1 hour)**

### Non-Academic Services

There are non-Academic Services are provided by government and non-governmental agencies in Calgary. Please visit the following links for some counselling services and social services in Calgary:

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| 1- Alberta Health Services          | 2- Catholic Family Centre           |
| 3- Calgary Women's Emergency Centre | 4- Men's Counselling Service        |
| 5- Calgary Counselling Centre       | 6- Living Well Counselling Services |
| 7- The Alex Community Health Centre | 8- Calgary Food Bank                |
| 9- Calgary Distress Centre          | 10- Informalberta                   |

# BAY RIVER COLLEGE SERVICES

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## IMMIGRATION SERVICE SUPPORT:

Bay River College does not directly provide Immigration services to the International Students. However there are number of Regulated Immigration Consultant in Calgary, who are able to provide Immigration supports to students who need them. Please visit the following link to find Accredited Immigration Consultant:

<https://secure.iccrc-crcic.ca/search-new/EN>

All students' questions related to visa and immigration please visits this link:

<http://www.cic.gc.ca/english/department/media/backgrounders/2011/2011-06-28a.asp>

<http://monitor.icef.com/2012/06/how-canadas-bill-c-35-affects-education-agents/>

## IMMIGRATION / NEWCOMERS

Citizenship and Immigration Canada - visiting, working in and immigrating to Canada, citizenship and resources or newcomers

Service Canada - how to apply for a Social Insurance Number (SIN) Card

Please visit this link below

<http://www.esdc.gc.ca/en/sin/overview.page>

# POLICIES

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# ADMISSION POLICY

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## STUDENTS APPLYING FOR ADMISSION INTO BAY RIVER COLLEGE MUST MEET THE FOLLOWING REQUIREMENTS:

1. Grade 12 high school diploma in a college or university track (advanced level studies) from a Canadian high school. A copy of the high school transcript is required in addition to the diploma.
2. Mature student status: the potential student must be 19 years of age or older and out of school for a minimum of one year. There must be a literacy test administered with a pass equivalent to grade 12. A copy of the high school diploma is required. A copy of the high school transcript is required for students recently out of high school (within 5 years of graduating).
3. Foreign applicant: All foreign credentials must be translated into English and equivalent to grade 12 levels in Canada.
4. All potential students seeking admission into Bay River College must pass a Wonderlic Basic Skills Test. The passing score must be equivalent to grade 12 level. This includes students with:

- (a) Grade 12 high school diploma from a Canadian high school
- (b) Grade 12 equivalency documentation
- (c) Mature students
- (d) Foreign credentials

Wonderlic Basic Skills Test will test the student's ability to:

- (e) Read and comprehend textbooks and other material as part of the program,
- (f) Understand and participate in the classroom (lecture, class presentation, discussion, etc.)
- (g) Write class assignments and tests, and
- (h) Understand and participate effectively at practicum sites

Wonderlic Basic Skills Test: All potential students must pass the test prior to admission into the program. If unsuccessful, a potential student must complete GED courses until he/she can pass the test.

For the international students, there is a requirement of IELTS score of 5.0 (Academic) to be eligible for the admission at Bay River College.

5. Meet additional admission requirements (e.g. medical certificate, police check) if required

# ESL PROFICIENCY REQUIREMENTS

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**ALL STUDENTS AT BAY RIVER COLLEGE MUST HAVE SUFFICIENT PROFICIENCY IN THE ENGLISH LANGUAGE. STUDENTS FOR WHOM ENGLISH IS A SECOND LANGUAGE ARE REQUIRED TO TAKE AN ENGLISH PROFICIENCY ASSESSMENT TEST BEFORE THEIR FIRST SEMESTER BEGINS AT BAY RIVER COLLEGE AND BEFORE ADVISING AND REGISTRATION.**

Students in the following categories are also required to attend an ESL program:

Have not passed a Wonderlic Basic Skills Test.

1. ESL Level I integrates listening, speaking, reading, and writing skills, with emphasis on developmental writing.
2. ESL Level II, a transitional step to College Writing, reinforces communication skills and covers paragraph and essay development, sequenced writing, related grammar, syntax, and mechanics.
3. The College Writing section for international students develops analytical skills required for producing coherent texts, applies a sequenced writing approach to drafting and revision, and includes grammar workshops.

Students who demonstrate proficiency at or above Level II may enroll in any course for which they are otherwise qualified. Students can demonstrate this proficiency by successfully passing an exit exam at any time during their ESL studies, with permission of the ESL instructor. In the first semester after successfully passing the ESL sequence and exit exam, undergraduate students are required to successfully complete College Writing.

**To register for the appropriate ESL level or College Writing section each semester, students must obtain an updated ESL tracking form and the signature of either the coordinator of ESL**



# CREDENTIAL ASSESSMENT POLICY

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ALL FOREIGN CREDENTIALS MUST BE TRANSLATED INTO ENGLISH AND EQUIVALENT TO GRADE 12 LEVEL IN CANADA. SOME CREDENTIAL EVALUATION SERVICES WHERE THE INTERNATIONAL STUDENTS COULD EVALUATE HIS/HER CREDENTIALS ARE:

## 1. INTERNATIONAL CREDENTIAL ASSESSMENT SERVICE OF CANADA (ICAS)

<https://www.icascanada.ca/>

ICAS is a Canadian company committed to helping individuals achieve their personal & career goals by providing assessments of education completed outside Canada. ICAS Assessment Reports and related services also help employers, immigration authorities, educational institutions and community agencies to understand international education.

## 3. WORLD EDUCATION SERVICES - INTERNATIONAL EDUCATION INTELLIGENCE

<https://www.wes.org/ca/>

WES is the leading international credential evaluation service in North America. WES offers individuals and institutions a range of services that enables those educated outside of Canada to have their academic credentials recognized and understood.

## 2. INTERNATIONAL QUALIFICATION ASSESSMENT SERVICES

<https://www.alberta.ca/iqas-overview.aspx>

The International Qualifications Assessment Service (IQAS) assesses international educational credentials and compares them to educational standards in Canada. IQAS Assessments are designed to increase access and entry to: the job market, educational institutions and professional regulatory organizations.

Further information can be accessed at the Government of Alberta Website at [work.alberta.ca](http://work.alberta.ca)

International students can contact service Canada outlets and immigrant settlement agencies for further support in this regard.

## 4. CANADIAN INFORMATION CENTRE FOR INTERNATIONAL CREDENTIALS (CICIC)

<https://www.cicic.ca/>

Provides information about international credentials for people from other countries who want to study or work in Canada and to Canadians who want to study abroad.

# STUDENT COMPLAINT RESOLUTION PROCEDURE

## Inspiring Lives, Transforming Futures

### FOR COMPLAINTS OR GRIEVANCES TO BE ADDRESSED BY BAY RIVER'S RESOLUTION COMMITTEE IN COMPLIANCE WITH THE PRIVATE VOCATIONAL TRAINING ACT, THE FOLLOWING PROCEDURE IS TO BE USED:

1. A designated individual ("Counsellor") shall be made available by Bay River to the Students to deal with Student complaints and grievances in a timely manner.
2. Students wishing to grieve or complain must contact their Counsellor in writing and all possible steps should be taken to resolve the complaint as soon as possible. The Student may use the Student Complaint Form to bring the matter to the attention of the Counsellor.
3. Complaints will be reviewed by a Resolution Committee as established by Bay River, but only after Students have grieved to the Counsellor (who shall be part of the Resolution Committee) and that grievance has not been successfully resolved within the required timelines. For greater certainty:
  - (a) If no satisfactory conclusion is reached within ten (10) working days of the Student's grievance to the designated Counsellor, the Student will then be issued a Student Complaint Resolution Form for completion. This document is to be forwarded to the College Administration for consideration by the Resolution Committee.
  - (b) The Resolution Committee may make this complaint information privy to, on a need to know basis and with a view to resolving the dispute
    - (i) A faculty member from BAY RIVER;
    - (ii) Campus Manager.
4. During the grievance process, the Student will be able to
  - (a) make oral submissions to the Counsellor on the Resolution Committee;
  - (b) have a person or representative present with him or her;
  - (c) have a person or representative make submissions for him or her.
5. The Resolution Committee should attempt to resolve the matter within a maximum of 30 days. The resolution of the complaint should be made as transparent to the Student as is mandated by the Private Vocational Training Act.
6. A copy of the resolution shall be kept and preserved in the Student record file of the grieving Student for no less than three (3) years, and another copy delivered, with written reasons, to the Student.
7. If the student is not satisfied they can refer the complaint to the Director:

**Private Vocational Training, 8th Floor, Commerce Place  
10155 - 102 Street Edmonton, Alberta, Canada T5J 4L5**

# SUSPENSION & EXPULSION POLICY

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1. Bay River reserves the right to enforce a student discipline policy that is not inconsistent with the laws, Regulations, and policy directives enforced by the Private Vocational Training Act
2. Bay River will seek to enforce and uphold a discretionary (at Bay River's discretion) graduated discipline policy, meaning that some forms of student misconduct will not warrant an immediate expulsion. Forms of academic discipline other than immediate expulsion include but are not limited to
  - (a) Reduction in grade or "zero" (where appropriate)
  - (b) Verbal warning
  - (c) Written warning
  - (d) Suspension;
3. Objectionable conduct includes (but without limitation): dishonesty (including dishonesty in the application process itself), academic fraud, non-payment of fees, academic failure, non-attendance, discriminatory or repeatedly disruptive conduct, abuse of drugs or alcohol, endangerment of staff, students or employees, or failure to abide by the school's rules, regulations, or code of conduct. More specifically
  - (a) Dishonesty: shall be interpreted broadly and shall (without limitation) apply to any deception or dishonest conduct by the student which compromises the integrity of the program or Bay River.
  - (b) Non-Payment of Fees: a student may be expelled within 30 days of not having paid any outstanding tuition/fees, but expulsion shall not be the sole and exclusive remedy for nonpayment of fees (Bay River may, at its discretion, exercise any remedy to protect itself that does not offend the Private Vocational Act or the Regulations made thereunder).
  - (c) Attendance: students who do not meet the attendance requirements for each specific course may be subject to discipline as is reasonable in each circumstance.
  - (d) Failing Grade: Students who do not meet the academic requirements of a program may be expelled.
  - (e) Discrimination: The school will have a "zero tolerance" policy with respect to harassment and/or discrimination. Students accused of such conduct may be suspended immediately while an investigation is undertaken by the school, and until a final determination is made regarding what (if any) further discipline is warranted.
  - (f) Abuse of drugs or alcohol: shall be reviewed on a case by case basis, but under no circumstances will Bay River permit the use of drugs or alcohol on the premises. Nor will Bay River allow the use of drugs and alcohol to compromise the integrity of Bay River' programs or disrupt other students.
  - (g) Academic Fraud: Includes, but is not limited to:
    - (i) Cheating on a test or assignment that is graded;
    - (ii) Plagiarism;
    - (iii) Violation of Bay River's or instructor copyright;
    - (iv) Unauthorized collaboration of graded work;
    - (v) Alteration of academic records of any sort.

# SUSPENSION & EXPULSION POLICY

Inspiring Lives, Transforming Futures



4. Students who are suspended or expelled will receive notification in writing, either hand delivered or by registered mail. Specific reasons will be provided for the suspension or expulsion.
5. Students wishing to appeal the suspension or expulsion must file an appeal within three days of notification of such disciplinary action by Bay River. If the student is unsuccessful in appealing the suspension or expulsion, they may be able to appeal to the Ministry of Advanced Education pursuant to the provisions of the Private Vocational Training Act, so long as the discipline relates to a approved program.
6. Fee refunds will be governed by the provisions of the Private Vocational Training Act, and any other laws and/or regulations as administered by the Private Vocational Training Act. However, where Bay River has no legal requirement/obligation to refund tuition or any portion of a student's tuition to any student who has been suspended or expelled, the school shall have no obligation to refund tuition or any part of that student's tuition.
7. A suspension or expulsion will be recorded on a student's academic record and transcript, and all forms of discipline may be placed and retained in the student's file.



# WITHDRAWAL & DISMISSAL POLICY



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**STUDENTS INTENDING TO WITHDRAW FROM BAY RIVER COLLEGE SHOULD COMPLY WITH THE FOLLOWING PROCEDURES, WHICH ARE DESIGNED TO ENSURE A SMOOTH FLOW OF INFORMATION REGARDING A STUDENT'S DEPARTURE, TO ASSESS DATA REGARDING WITHDRAWAL, AND TO MINIMIZE POTENTIAL PROBLEMS IN THE EVENT OF READMISSION**

1. All required forms must be submitted, and an exit interview completed, at the Office of the Registrar before leaving the campus.
2. Refunds are based on the refund schedule published by the College.
3. Students on academic probation at the time of withdrawal will have that status noted on their transcript.
4. Students who transfer to another college are required to withdraw from Bay River College. Any matriculated student who does not register and does not notify the Office of the Registrar of his or her withdrawal from Bay River College will be administratively withdrawn by the registrar.
5. Academic dismissal will supersede any withdrawal.
6. A student who is dismissed may not take any coursework at Bay River College for one year following his or her dismissal.





# TUITION FEE AND REFUND POLICY

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At the time of enrollment, the international students shall pay \$ 650 application, processing and documentation fee (non-refundable, non-transferable)

Consistent with Private Vocational Training Act, the Bay River College Calgary shall refund the tuition fee within 30 days, either in case the student cancels the contract and withdraws, or if the College expels the student.

In case the student does not meet the admission requirement at the time of program start, the College shall issue the refund within 30 days of the start of the program.

If a student withdraws prior to the start date of program, he is eligible to receive full refund of tuition fees less non-refundable application processing and documentation fee of \$ 650.00

If a student contract is terminated after the vocational training begins, the college shall return the tuition fee as per following situations:

- a) **When 10% or less of the vocational training has been provided, the college will retain 25% of the tuition.**
- b) **When more than 10% but 50% or less of the vocational training has been provided, the college will retain 60% of the tuition.**
- c) **When more than 50% of the vocational training has been provided, the college will retain 100% of the tuition.**
- d) **If the College received a tuition fee in excess of the amount that the college is entitled, the College shall refund the excess amount.**
- e) **Any tuition fee refunded will be sent back to the government, agency or person from which it was received.**

As a special case, if an international student is unable to obtain a Student visa to enter Canada or decides to withdraw prior to entering Canada, the student must return both the original letter of acceptance and the original letter from Immigration application. Bay River College has the right to notify Canada Immigration for all withdrawals.

Any refund of fees that a private career college is required to pay under the Act shall be paid in Canadian Dollars.

# STUDENT CODE OF CONDUCT

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## STUDENT CODE OF CONDUCT OUTLINING THE BAY RIVER COLLEGE RULES AND REGULATIONS WILL BE MADE AVAILABLE FOR ALL STUDENTS TO FAMILIARIZE THEMSELVES WITH COLLEGE POLICIES ON THE FOLLOWING:

**Dress Code:** Professional business attire is preferred. Clothing must be clean, repaired and pressed. Blue jeans, track pants, tank tops, T-shirts, shorts are allowed. However see-through garments or short skirts and dresses are NOT acceptable, nor is clothing that is too baggy or sexually aggressive.

**Attitude:** Students are encouraged to promote a positive environment.

**Confidentiality:** Students are expected to respect all confidential and privileged information concerning job internships, training place hosts, and fellow students.

**Computer Policies:** No food or beverage is allowed in the computer rooms.

All diskettes brought into Bay River College which were used on outside computers, must be scanned for viruses prior to use on Company's computers.

Absolutely no copying or deleting of computer files and programs.

The systems may not be used for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading computer viruses).

No accessing for Nudity, Sex or Violence websites.

No accessing unauthorized areas of the computer hard drive including system files, registry files, program files etc.

No loading of files or programs on Bay River College computers without explicit approval of Principal.

### Other:

No stealing of supplies, textbooks, resource material and software.

No defamation and criticism of Bay River College or its staff.

No making long distance telephone calls using Company's lines.

No smoking in undesignated areas.

No rude and noisy behaviour.

Students must come to class prepared and be on time.

Students must keep classrooms clean, neat and tidy.

No soliciting, selling or distributing literature on Bay River College premises.

Students must be honest on resumes or employment applications.

No intentional misuse of Bay River College equipment or its premises.

# STUDENT CODE OF CONDUCT

Inspiring Lives, Transforming Futures



## GOOD STANDING POLICY

The major reason for poor student retention and poor academic results is absenteeism. Every instructor must keep a Class Attendance Sheet of each student. If a student is absent for five days without authorization, she/he will be withdrawn from the College. In this regard an Absenteeism Dismissal Letter will be sent to the student. The date to be used for the cancellation calculation is the tenth day after their last attendance day.

## POLICY FOR STUDENT

- may only be absent from class due to an approved absence.
- will make up all course work and hours missed due to absence.
- who misses a test or assignment will only be given a maximum of 70% on a make up test or assignment.
- who misses over 50% of a module will repeat the module.
- who misses more than one module will repeat the course.
- who misses five days without authorization will be withdrawn from the college.

## PROCEDURE

- The instructor will record attendance as follows: Present √ Absent (no reason) - A Sick - S Approved Leave - LOA Late - I Left early - le
- The instructor will also record the hours students come late or left early and the students need to make up those missed hours.
- At the end of each day the instructor will inform the administrative assistant of students to be called because of unauthorized absence. The administrative assistant will call the students and tell them that they were missed, ask when they will be returning, advise them as to their attendance status (how close to ten days absence they are), and give them a gentle reminder that all time missed must be made up in both course work and hours.
- At the end of the week/month the attendance record will be given to the College Manager. The College Manager will discuss missed course work, including tests and hours with the student where applicable and take the appropriate action.
- who misses five days without authorization will be withdrawn from the college.

# STUDENT ACADEMIC POLICY

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## MISSED TEST OR EXAM:

Students may rewrite their final exams if they do not achieve a final pass mark. Students must bring in a doctor's note, or other verifiable evidence, in order to write a missed term test, or final exam, without charge. If a student misses a term test or final examination without a doctor's note or verifiable excuse (i.e. funeral, accident etc.), the student must pay Bay River \$100 to develop and monitor another different test/exam.

## REWRITE DUE TO POOR ACADEMIC ACHIEVEMENT:

Students are not allowed to rewrite a term test. Students may rewrite their final exams if they do not achieve a final pass mark. In this case the student must pay the college \$100 to produce and attend another exam.

Instructors are not allowed to use the same tests or exams for missed or rewrites.



# PRIVACY POLICY

Inspiring Lives, Transforming Futures



## COLLEGE PRIVACY POLICY:

Bay River College complies with the requirements of the Freedom of Information and Protection of Privacy Act (FIPPA), and affirms the importance of conducting its operations in a transparent manner and, as far as possible, in ways that are open to public scrutiny.

In summary, FIPPA has two purposes

1. Access: to provide the public with a right of access to information in the custody or under the control of institutions.
2. Privacy: to protect the privacy of individuals' personal information held by institutions and to provide a right of access by individuals to their own personal information. The "information" refers to records within Bay River College's custody or control and can include records in all formats and media - records containing personal information relating to individual faculty, staff and students, as well as records relating to Bay River College's business operations and administration of academic programs, services and areas. Bay River College records may be the subject of an access to information request under FIPPA, and may be required to be disclosed to requesters pursuant to specific exemptions and exclusions in FIPPA.

**"Record" means any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes**

- (a) Correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof
- (b) Any record that is capable of being produced from a machine readable record under the control of Bay River College by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the institution, or to which the institution can reasonably gain access
- (c) E-mail records, including additional/forwarded copies.

**"Personal information" is information about an identifiable individual. It includes but is not limited to the following:**

- (a) Race, national or ethnic origin, colour, religion, age, sex, sexual orientation, or marital or family status of the individual
- (b) Information relating to employment or educational history
- (c) Information relating to the medical, psychiatric, psychological history, prognosis, condition, treatment or evaluation
- (d) Any identifying number (e.g. S.I.N., student number), symbol or other particular assigned to the individual
- (e) Home address and/or telephone number
- (f) Personal opinions of, or about, an individual
- (g) The individual's name where it appears with or reveals other personal information
- (h) Correspondence sent to Bay River College by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence

However, information about individuals acting in their business or professional capacity such as name and title, work address (including office location), work telephone number, Bay River College e-mail address, etc. is NOT personal information.



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