



2017-2018

ACADEMIC CALENDAR

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Mission, Goals, and Governance

Message from the President

Dear Students,

We help people build meaningful lives in Canada through education, acculturation, and counselling. Of these, the most important is education. Alexander College offers a range of educational academic programs to assist with English and North American culture.

Our principal academic program is the Associate of Arts degree. This 2-year degree is better-defined in British Columbia than in most places in the world, and requires a high standard of student accomplishment. Permission to offer this degree was granted after a thorough assessment of our organization and our programs by academic experts working for the B.C. Ministry of Advanced Education.

Our college is not large compared to a public university, but our courses are selected, our resources focused, our classes small and friendly, and our instructors dedicated. We strive to provide a high-quality program at a reasonable cost, and we serve students who need extra support with culture and language as they begin their academic studies. If you are an international student or a newcomer to Canada, and you would like to become a professional person with a university degree, we are here for you.

Marv Westrom, Ph.D.

President, Alexander College

Mission Statement

Alexander College helps young people benefit from participating in the higher education community. We provide the first two years of university study leading to an Associate degree of university transfer in a student-centered and supportive environment.

Goals:

- Provide a serious and supportive learning environment where students with a variety of cultural backgrounds and language abilities can begin university study while simultaneously improving their English language skills.
- Provide academic preparation that is recognized by other academic institutions throughout North America and beyond, and that provides a foundation for successful progress through more advanced studies.
- Foster individual growth and development by supporting each student's academic achievement and involvement in the community life of the College.
- Establish and maintain a reputation for excellence in the academic community in every aspect of College programs, activities, and services.

Alexander Mackenzie

Alexander College is named for Alexander Mackenzie, the Scottish-born fur trade adventurer and author who made an arduous overland journey from the east to reach the Pacific Coast at Bella Coola on 22 July 1793. As the leader of the first expedition on record to cross the North American continent in Canada or the United States, he has a special place in Canadian history. The journey itself was an extraordinary physical feat, accomplished through mountain country in a 25 foot birch bark canoe and on foot over the well-beaten trails maintained by the indigenous First Nations people of the country. At the highest point his route took him up to 6,000 feet and he covered more than 2,300 miles in three and a half months, averaging on his rapid return more than 20 miles a day which, considering the terrain and the weight of provisions and gear that he and his men packed, was prodigious. Under his command were a diverse group that included one other Scot, two First Nations interpreters, and six French-Canadian canoe men.

To his great credit, he brought all of his men back safely and without injury. On his route he passed through the territory of a number of First Nations communities and in his account he acknowledges their essential assistance and guidance. When moments of misunderstanding arose with these people, he managed to settle matters without altercation and completed his mission without a shot fired in anger.

The great Mackenzie River flowing out to the Arctic Ocean was named for him after he had navigated and charted it in 1789. In British Columbia one place carries his name, the town of Alexandria on the Fraser River, located in the centre of the province. Mackenzie was ahead of his time in the vision he articulated of an organized trade between Asia and North America via the Pacific. It is in the spirit of his achievement and vision that Alexander College honours his name.

Board of Governors

Alexander College is headed by a board of distinguished educators from university and college in British Columbia. Its main purpose is to ensure that the College maintains the highest standards of academic and professional excellence. The board consists of the following members:

- David Robitaille, (Chairperson) BA (Montreal), MA (Detroit), PhD (Ohio State); Professor Emeritus and former Head of the Department of Curriculum and Pedagogy, UBC.
- Mackie Chase, (Vice-Chairperson) BEd, RSA, MEd; former Director, Centre for Intercultural Communication, UBC.
- Marv Westrom, BEd, MEd, PhD (Alberta), Professor Emeritus, Faculty of Education, UBC. President, Alexander College.
- Patrick Zhao, MSc, Vice-President Operations, Alexander College.

The Board has the following specific responsibilities. They will:

- Ensure that periodic reviews and formal assessments of all academic programs are conducted at least every five years.
- Receive complaints and/or concerns from students or staff that have not been satisfactorily resolved by the President, and determine a final resolution of these complaints and/or concerns.
- Ensure, to the best of their ability, that the college is in compliance with all legal requirements and exercises the highest moral and ethical standards at all times.
- Approve the appointment of all full-time academic staff and instructors

Education Committee

The Education Committee is a Vice-president Academic's committee which assists SASC in organizing and overseeing the educational work of the College.

Membership

The Education Committee consists of the Vice-president Academic, the Dean of Arts and Sciences, the academic coordinators, and the librarian. The Vice-president Academic chairs this committee.

Duties and Responsibilities

The Education Committee manages the educational activities of the College on a day-to-day basis under the supervision of the Vice-president Academic. In particular, it performs the following tasks:

Monitors and controls all curriculum development procedures, dealing with Concept Statements, Curricular Frameworks, Feasibility Studies, Curriculum Guides, and Full Program Proposals.

Monitors and controls instruction, including management of the hiring of instructors, monitoring use of equipment and facilities, and controlling production of Lesson Plans.

Standing Academic Standards Committee (SASC)

The Standing Academic Standards Committee (SASC) is responsible to the College Board for all academic programs in the college. This committee sets educational policy, approves all curriculum proposals, and ensures that the college adheres to accepted academic standards in all educational matters.

Membership

Members of the Standing Academic Standards Committee are appointed by the president for an unspecified term to supervise a specific subject area. Appointments are renewable but can be cancelled for non-participation. Appointees will normally be academics with extensive experience with curriculum supervision of credit courses at a college or university.

Duties and Responsibilities

Individual members of SASC are responsible for their subject area. In this capacity, SASC members have the following responsibilities:

Standing Academic Standards Committee:

- Approving the hiring of instructors (see policy: *Hiring of Instructors*).
- Initially approving Curriculum Guides (see Curriculum Development and Approval policy).
- Supervision of instruction, including: course outlines, exams, and instructional methods.
- Observation of instruction (see policy: *Supervision of Instruction*), especially new instructors.
- Annual review of courses and programs (see policy: *Program Evaluation*).
- Managing articulation in their subject area, including attendance at articulation meetings.

Generally providing subject matter expertise as needed. Individual SASC members act similar to department heads in supervising the activities in their subject area. Proposals for changes to courses or programs are prepared by individual members and then presented for approval by the committee as a whole. As a committee, SASC oversees the overall structure of all academic programs, including admission standards, program requirements, courses offered, and graduation requirements. In particular, SASC oversees:

- Creation and development of new programs and courses.
- Program integrity, including admission requirements, course selection, course definition and prerequisites.
- General instructor qualifications.
- Instructional resources, including the library and instructional technology.
- Student supervision, including policy regarding withdrawals, transfers, discipline, appeals, and all academic matters.
- Program and course assessment. Programs are reviewed at least every five years. Courses are reviewed at the end of every term in which they are taught, and annually.
- Approval of policy pertaining to its overall mandate of academic supervision.
- Other matters that may be assigned by the president.

Individual members may act at any time in matters such as supervision of instruction or hiring new instructors. The committee as a whole meets at least three times per year, and as necessary to ratify members' actions, make recommendations, and set policy.

The Dean of Arts and Science is chairperson of SASC and manages SASC activities between meetings.

General Education Goals

Communication: the ability to read, write, speak, listen, and use nonverbal skills effectively with different audiences.

Upon graduation, students will demonstrate the ability to:

- Use appropriate methods to communicate (written and oral) based on audience and purpose.
- Evaluate the effectiveness of communication of both self and others.
- Use English in a style and tone appropriate to academic discourse.
- Present ideas in an organized framework.
- Develop ideas using concrete reasoning and clear explanation.
- Understand and interpret complex material.
- Recognize the role of culture in communication.

Critical Thinking: the ability to think using analysis, synthesis, evaluation, problem solving, judgment, and the creative process.

Upon graduation, students will demonstrate the ability to:

- Identify and summarize problems in clear and concise terms.
- Think critically and creatively.
- Formulate and re-evaluate positions based on available evidence.
- Ask appropriate questions that challenge assumptions and conventional wisdom.
- Integrate ideas and values from different disciplines and contexts.
- Recognize own biases.
- Recognize that cultural perspectives influence perception and judgment.

- Weigh evidence and draw reasonable conclusions.
- Solve problems.

Personal Growth and Responsibility: the ability to understand and manage self, to function effectively in social, cultural, and professional environments; the ability to recognize ethical and moral issues that may arise from scientific and technological developments or that may be inferred from aesthetic and humanistic works.

Upon graduation, students will demonstrate the ability to:

- Make commitments that reflect ethical and informed decision-making
- Assume responsibility for own actions.
- Plan and pursue their own learning.
- Set, articulate, and pursue realistic individual goals for education, work, and leisure.
- Respect personal and cultural differences.
- Contribute effectively as a team member.
- Interact effectively in diverse professional environments.
- Respect the environment.
- Respect the impact of arts and humanities on culture.

Technology and Quantitative Literacy: the ability to locate, understand, evaluate, and synthesize information and data in a technological and data driven society and to use logic and mathematics to deal effectively with problems and issues.

Upon graduation, students will demonstrate the ability to:

- Use technology to access information for professional and personal needs.
- Use technology to obtain information and draw conclusions in a variety of disciplines.
- Create and interpret mathematical functions, models, graphs, and uses numerical methods to draw logical inferences.
- Use empirical evidence and logical argument to reach conclusions.
- Reason by deduction, induction, and analogy.
- Distinguish between causal and correlational relationships.

Appreciation of the arts, culture, and humanities: the ability to recognize, appreciate, encourage, and contribute to human society.

Upon graduation, students will demonstrate the ability to:

- Be aware of cultural diversity and its contribution to society.
- Develop and appreciate aesthetic sensibilities.
- Be aware of belief systems and religion, and understand how they contribute to society.
- Examine their own culture, society, and nationality from perspectives acquired through understanding other cultures and nations, including their language, literature, art, history, and geography.

Information Literacy: the ability to recognize the need for information, and the ability to locate, evaluate, and use it effectively.

Upon graduation, students will demonstrate the ability to:

- Determine the nature and extent of information needed.
- Locate information effectively and efficiently.
- Critically evaluate information and its sources.
- Use information effectively and persuasively.
- Handle information in an ethical and legal manner.

Scientific reasoning and literacy: the ability to apply the basic principles of science and methods of scientific inquiry.

Upon graduation, students will demonstrate the ability to:

- Define major concepts, principles, and fundamental theories in at least one area of science.
- Describe methods of inquiry that lead to scientific knowledge.
- Demonstrate an understanding of the nature of evidence and the methods of acquiring and testing scientific evidence.
- Acquire data through controlled experiments or rigorous observation.
- Formulate a hypothesis, given a simple problem or question, and then design a valid experiment to test it.

Authorization as a Designated Learning Institution

Alexander College is authorized by Citizenship and Immigration Canada's International Student Program (ISP) as a Designated Learning Institution.

To apply for (or extend) a study permit on or after June 1, 2014, you will need a Letter of Acceptance (LOA) or Confirmation of Enrolment letter (COE) from a designated learning institution. You must include the Designated Learning Institution number (DLI #) on your application.

Note: DLI numbers begin with the letter 'O' and can be found on your Alexander College LOA or COE from June 1 onward.

Alexander College's DLI# is O19347185182

For more information about these new regulations, or to view Citizenship and Immigration Canada's (CIC) list of Designated Learning Institutions, visit <http://www.cic.gc.ca/english/study/study-institutions-list.asp>

Facilities

Burnaby Campus

Burnaby is a large suburb located in the geographic centre of Greater Vancouver. Alexander College's Burnaby Campus is located on the corner of McKay Street and Kingsway, one block from one of the largest shopping centres in Canada, Metrotown Centre. Our Burnaby facility includes spacious classrooms, a science laboratory, the Writing and Learning Centre, a library, and a bookstore.

The Burnaby campus is centrally located in Downtown Burnaby, just one block from the Metrotown Skytrain station.

Hours of Operation, Burnaby Campus:

Monday – Friday, 8:30PM – 9:00PM

Saturday, 8:30AM – 5:00PM

Please note:

Administrative offices are generally open Monday to Friday until 4:00PM or 5:00PM.

Vancouver Campus

Alexander College's Vancouver Campus is located in the centre of downtown Vancouver on the corner of Seymour and Hastings Street. We are steps away from the major shopping and entertainment districts, as well as major tourist attractions and the Vancouver waterfront. Our Vancouver campus features large classrooms, a science laboratory, the Writing and Learning Centre, a library, and a bookstore.

The Vancouver Campus is centrally located in the heart of downtown Vancouver, just one block from the Waterfront Skytrain station.

Hours of Operation, Burnaby Campus:

Monday – Friday, 8:30PM – 9:00PM

Please note:

Administrative offices are generally open Monday to Friday until 4:00PM or 5:00PM.

Bookstore

The Bookstore is located at both campus locations. In addition to receiving tuition fee payments from students, the Bookstore sells textbooks and a selection of branded merchandise and supplies.

Textbook selection may vary by campus according to course offerings/term.

Visit the Bookstore's webpage: <http://alexandercollege.ca/bookstore/>

Science Laboratory

Science laboratories are located at both the Burnaby and Vancouver campuses.

Programs and Courses

Our academic programs provide an educational experience that prepares students for work, citizenship, and an enriched life as an educated individual. For students who wish to continue on the path to university, our programs provide a solid foundation for further study.

Alexander College programs provide a broad range of course offerings balanced by in-depth study in specific disciplines. Since many students will continue their post-secondary studies, the requirements are flexible enough to enable students to plan their educational program carefully and to complete the required prerequisites for upper level course work in their intended major.

- English for Academic Purposes
- University Transfer
- Associate Degree
 - Associate of Arts degree
 - Associate of Arts (Business) degree
 - Associate of Arts (Economics) degree
 - Associate of Arts (Psychology) degree
- Associate of Science degree

English for Academic Purposes

Course Number	Course Title	University-Level Course Eligibility
ENGL 094	English Foundations 1: Upper-Beginner	N/A
ENGL 095	English Foundations 2: Lower Intermediate	
ENGL 096	Academic Preparation: Intermediate	
ENGL 097	Academic Preparation: Upper-Intermediate	
ENGL 098	Academic Preparation: Lower-Advanced	<i>Up to 2 university-level courses</i>
ENGL 099	Academic Preparation: Advanced	<i>Up to 3 university-level courses</i>

The English for Academic Purposes Program is a preparatory program designed to develop core English Language skills within a post-secondary context, enabling students to approach College/University studies with the required foundational English language competencies.

The English for Academic Purposes Program (EAP) consists of 6 levels, each of which focuses on language learning in the context of academic subjects such as science, economics, psychology, sociology, literature, and philosophy. They are specifically designed to develop our students' academic study and participation skills, while improving their English to a level that will ensure their success in further university work. The 6 courses are divided into 3 categories: Foundations, Intermediate Academic Preparation, and Advanced Academic Preparation.

FOUNDATIONS

ENGL 094 and 095 are designed for students who are in need of building the foundations of the English language before moving on to academic-related skills requiring more clarity and fluency in English. The emphasis in these courses is on improving language skills with a strong focus on grammar and vocabulary building to improve reading, writing, listening, and speaking skills.

ENGL 094 - English Foundations 1: Upper-Beginner

The goal of English Foundations 1 is to build on beginner English as an Additional Language (EAL) learners' foundational English skills (reading, writing, listening, speaking) using an integrated approach by exploring common topics. Some of the skills students will be able to do by the end of the course are following: locate and describe information from short, simple formatted texts in readings and from listening excerpts, and identify main ideas, key information, and specific details in familiar situations and known topics; write short descriptive and narrative paragraphs with new vocabulary and grammar points being used accurately throughout; make a range of requests and offers, and describe personal experiences, processes, and opinions; demonstrate improved listening by responding to short communication between speakers, and by answering questions on main ideas and details. Some study skills will be introduced, but the main focus in this class is language acquisition.

ENGL 095 - English Foundations 2: Lower-Intermediate

The goal of English Foundations 2 is to build on upper- beginner EAL learners' foundational English skills (reading, writing, listening, speaking) using an integrated approach by exploring common topics. The course will enable students to find and explain the key words, details and main idea of short, modified passages in reading and listening. Students will be able to recognize and use a range of common sentence structures, words and expressions in speaking and writing, and produce a structured descriptive paragraph that outlines and supports a central point. The course content will enable students to work directly on skills, including pronunciation and grammar, by participating in class discussions, offering presentations, and completing other activities. A foundation in study skills for post-secondary education will also be established by focusing on learning styles and strategies, learning how to evaluate, learning about critical thinking, and judging the reliability of sources.

INTERMEDIATE ACADEMIC PREPARATION

The objective in ENGL 096 and 097 is to help prepare EAL students for success in a North American post-secondary setting by improving skills in six key areas: reading, writing, listening, speaking, critical thinking, and research. Emphasis is placed on learning specific academic skills, including note-taking, citing sources, structuring writing formally, and researching.

ENGL 096 - Academic Preparation: Intermediate

ENGL 096 uses an integrated, active approach to learning. Students will learn to take notes on main ideas and basic supporting details from listening and reading excerpts; outline, draft, revise and edit a variety of paragraphs and a five paragraph opinion essay; integrate direct quotes and use reliable sources; write and speak with limited complex sentence structures, and accurate contextual vocabulary; presentations and academic speeches; and answer a variety of questions in response to level appropriate media. This course requires more attention to academics with continued emphasis on English skills.

ENGL 097 - Academic Preparation: Upper-Intermediate

ENGL 097 is designed for upper-intermediate EAL students who want to succeed in a post-secondary setting. This course uses an integrated, active approach to improving skills in reading, writing, listening, speaking, critical thinking, and research, with a stronger emphasis on academic skills. Students will be required to become more aware of avoiding plagiarism by citing sources as they write and present. Skills such as summarizing and paraphrasing will be introduced and students will learn how to take notes while listening to and reading a variety of media. Presentations and essays requiring a combination of critical thinking and paraphrased research will be required. Students will continue to build on English skills by learning complex grammar structures, advanced verb tenses, transitions for writing, and topic-related vocabulary.

ADVANCED ACADEMIC PREPARATION

The Advanced EAP courses focus on writing, reading, listening, and speaking, and provide ample opportunity to develop these skills through direct and interactive practice. Students will also develop research and essay writing skills to enhance their core competencies and prepare them for College/University study. Students will be trained to recognize different genres of writing, their strategies, and purpose. Assignments will require students to discuss and compose literary analyses, reviews, critiques, argumentative essays, research papers, and business reports.

ENGL 098 - Academic Preparation: Lower-Advanced

ENGL 098 is designed for lower-advanced EAL students who want to be successful in a post-secondary setting. This course uses an integrated, active approach to improving skills in reading, writing, listening, speaking, critical thinking, and research. Advanced academic related skills and language skills will be required for this course. The media and materials used in this course are in line with North American high school level readings and listening excerpts based on the social sciences, business ethics, science and technology, and literature. Students will be required to avoid plagiarism by citing sources accurately as they write and present. The focus in this course is on writing research based essays with the research coming from academic print sources

and online databases. Skills such as summarizing and paraphrasing will be required as a standard when using research in assignments. More individual critical thinking is required of students in this course. Students will continue to build on English skills by learning complex grammar structures and academic vocabulary, useful for academic writing and speaking.

ENGL 099 - Academic Preparation: Advanced

EAP 099 is a multidisciplinary course designed to prepare students for post-secondary course materials. The content of the course includes readings in literature, philosophy, and film studies. Students are taught to apply their language skills to the course content; they will be expected to convey their understandings of this material through composing literary critiques, argumentative essays, oral presentations, and research papers. Moreover, students will refine their critical thinking skills in their comprehension and analysis of university-level discourse. They will be able to effectively integrate quotes and paraphrases in their writing and to use effective online search strategies to obtain relevant and current information on a given topic. By the end of the course, students will have the necessary skills and knowledge to succeed in ENGL 100 as well as other College/University level courses.

Programs

University Transfer Program

British Columbia Council on Admissions and Transfer (BCCAT)

Alexander College is a member of the British Columbia Council on Admissions and Transfer (BCCAT) system and has established transfer agreements with college and universities across British Columbia, including the most prestigious universities in the province. Alexander College is continuously negotiating new transfer agreements with the major universities in BC and the rest of Canada, as well as with other colleges and universities around the world.

The BCCAT transfer system’s online transfer guide enables students to check the transferability of the courses they wish to take, as well as develop a study plan allowing seamless transfer between Alexander College and the specific program they wish to complete.

www.bctransferguide.ca

In the University Transfer Program, students are able to explore their interests through first and second-year university courses that may be transferred to a college or university in the second or third program year. A Bachelor’s degree is typically four years in duration, and offered by all major public and private universities in Canada. These universities use a credit-based system, with majors (specializations) and degree programs requiring completion of a set number of course credits. A standard Bachelor’s degree program requires completion of 120 credits.

ARTS

The academic offerings in Arts span the humanities, social sciences, and creative and performing arts. Some examples in the field of Arts education are:

Anthropology	English	Philosophy
Art History	Geography	Political Science
Asian Studies	History	Psychology
Classical Studies	Linguistics	Religious Studies
Economics	Literature	Sociology

BUSINESS

Programs in business allow students to develop the comprehensive skills and confidence necessary to become successful leaders in the business world. Specializations within the field of business include:

Accounting	Human Resource Management
Economics	Marketing
Finance	Operations Management

SCIENCE

The academic offerings in Arts span the humanities, social sciences, and creative and performing arts. Some examples in the field of Arts education are:

Biological Sciences	Physical Sciences
Computer Sciences	Pre-Engineering
Mathematics	

Once a student has chosen their field of study, our Academic Advisors will assist them to create a study plan that allows students to focus on their areas of interest and to satisfy the degree program requirements that may be transferred to the college or university they have chosen.

Sample Transfer Plans

These plans are intended for sample purposes only. For up-to-date transfer plans, visit Academic Advising.

Economics transfer to SFU, Faculty of Arts and Social Sciences

SFU Core Courses	Alexander College Course
First Year	
ECON 103 (3) – Q/B-Soc	ECON 103 (3)
ECON 105 (3) –Q/B-Soc	ECON 105 (3)
ECON 201 (4)	N/A
MATH 157 (3) – Q	MATH 104 (3)
BUEC 232 (3) – Q	COMM 291 (3)
One additional 200 division ECON course	Any 2 nd year ECON course that is transferable per the BC Transfer Guide
Electives*	Please see an academic advisor

Additional transferable economics courses available at Alexander College

SFU Non-Core Courses	Alexander College Course
ECON 2XX (3) – Q	ECON 210 (3)
ECON 260 (3) – Q	ECON 260 (3)
ECON 280 (3) – Q	ECON 280 (3)
ECON 290 (3) – Q	ECON 290 (3)
ECON 291 (3) – Q	ECON 291 (3)
ECON 2XX (3) or SFU BUS 2XX (3) students	ECON 295 (3)

Economics Transfer to UBC, Vancouver School of Economics

UBC Honours Economics (3 rd year entry) program requirements	Alexander College Course
First two years	
6 credits of Principles of Economics, e.g.: ECON 101 (3) ECON 102 (3)	ECON 103 (3) ECON 105 (3)
MATH 104 (3)	MATH 104 (3) or MATH 151 (3)
MATH 105 (3)	MATH 105 (3)
ASTU 150 (3)	ENGL 100

6 credits - any two 2 nd or 3 rd year ECON course	ECON 210 (3) ECON 260 (3) ECON 280 (3) ECON 290 (3) ECON 291 (3)
Electives*	See an Academic Advisor

Commerce Transfer to UBC, Sauder School of Business

UBC Course	Alexander College Course
First Year	
ECON 101 (3)	ECON 103 (3)
ECON 102 (3)	ECON 105 (3)
MATH 104 (3)	MATH 104 (3)
ENGL 112 (3) <i>minimum final grade of 60% or 'C' is required</i>	ENGL 100 (3)
COMM 290 (3)	COMM 290 (3)
COMM 291 (3)	COMM 291 (3)
COMM 292 (3)	COMM 292 (3)
Second Year	
COMM 392 (3)	COMM 281 (3)
COMM 293 (3)	COMM 293 (3)
COMM 294 (3)	COMM 294 (3)
COMM 295 (3)	ECON 295 (3)
COMM 296 (3)	COMM 296 (3)
COMM 298 (3)	COMM 298 (3)
ECON 210 (3)	ECON 290 (3)
ECON 211 (3)	ECON 291 (3)

Engineering Transfer to SFU, Faculty of Applied Science

SFU Course	Alexander College Course
Foundation Year	
ENGL 199 (3) – W	ENGL 100 (3)
CHEM 121 (4)	CHEM 101 (4)
MATH 151 (3) – Q	MATH 151 (3)
MATH 152 (3) – Q	MATH 152 (3)
Math 232 (3) – Q	MATH 232 (3)
MATH 251 (3) – Q	MATH 251 (3)
PHYS 120 (3) – Q	PHYS 151 (3)
PHYS 121 (3)	PHYS 152 (4)
PHYS 140 (4) – Q/B-Sci	PHYS 141 (4)
PHYS 141 (4) – Q/B-Sci	PHYS 142 (4)

Associate of Arts Degree Program

The Associate of Arts Degree program is a foundational degree consisting of 60 credits, typically completed over a 2-year period. The program provides a comprehensive learning experience that also allows students to customize and focus their coursework in an area of interest. On completion of the Associate of Arts Degree program, students may choose to either enter the work force or continue their studies in pursuit of a bachelor degree. International students completing the Associate of Arts Degree program are eligible to apply for a Post-Graduation Work Permit.

Associate of Arts degree program offerings span the humanities, social sciences, and creative and performing arts. Some concentration areas within the Associate of Arts degree program are:

Asian Studies	English	Psychology
Commerce	History	Sociology
Economics	Philosophy	

Graduates of the Associate of Arts degree program may choose to transfer to a university to complete a Bachelor's degree. With appropriate course planning, the Associate of Arts degree will allow students to enter directly to 3rd year Faculty of Arts at the university of their choice in BC or elsewhere. It is the responsibility of the student to ensure that all prerequisites for upper level courses at the receiving institution have been met, and to note that the credit value for some courses may vary between institutions. Students who are planning to transfer credits to another college or university are responsible to find out how their credits will transfer to the receiving institution. Please consult the BC Transfer Guide or see Academic Advising.

International students who wish to remain in Canada after completion of the Associate of Arts degree are also eligible to apply for a Post Graduate Work Permit. A Post Graduate Work Permit will allow the graduated student to live and work in Canada for a period of up to 3 years. Those who are interested in staying in Canada for a longer period of time will be eligible to apply for permanent residency in Canada after completion of their first year of eligible full time employment.

Program Requirements

- 6 credits in first-year English
- 9 credits in Science, including
 - At least 4 credits in a laboratory science
 - At least 3 credits in mathematics, computer science, or statistics (*statistics courses taught in subject areas such as business, commerce, economics, psychology, etc. may also be used to meet this requirement*)
- 36 credits in Arts, including at least 18 credits in 2nd year arts, taken in two or more subject areas.
 - At least 6 credits in humanities
 - At least 6 credits in Social Science
- 9 credits in Arts, Science, or other areas

Completion Requirements - Associate of Arts Degree

Students must complete a total of 60 credits of first and second year courses. These must include a minimum of 18 credits in Arts at the second-year level taken in two or more subject areas. Graduation requires a minimum cumulative GPA of 2.0.

A note regarding transfer credit: *The number of credits awarded for any particular course will be determined by the institution granting the Associate degree. Although the number of credits awarded for any particular course may vary from institution to institution, it is expected that a student will have completed the equivalent of approximately 20 three-credit courses to fulfill the Associate of Arts Degree requirements at Alexander College.*

Associate of Arts (Business) Degree Program

The Associate of Arts (Business) Degree program consists of 64 credits and is typically completed over a 2-year period. The Associate of Arts (Business) degree is a specialized program focusing on the use of analytical, qualitative, quantitative, and conceptual techniques in business and economics to enable graduates to function effectively in problem solving and critical thinking. They will learn to work independently and cooperatively, to accept and respond positively to feedback, and

become familiar with contemporary business issues. Graduates will be well-prepared to enter the world of business directly, and meet an increased demand from employers for entry-level business and marketing positions, both in Canada and abroad. While there is a clear focus on business studies, the program also allows students to explore other interests by incorporating electives, arts, and science breadth requirements.

On completion of the Associate of Arts (Business) Degree program, students may choose to either begin their career or to continue their studies in pursuit of a bachelor degree. Graduates may choose to transfer to a university to complete a Bachelor's degree.

With appropriate course planning, the Associate of Arts degree will allow the students to enter directly to 3rd year at the university of their choice in BC or elsewhere. It is the responsibility of the student to ensure that all prerequisites for upper level courses at the receiving institution have been met, and to note that the credit value for some courses may vary between institutions. Please consult the BC Transfer Guide or see Academic Advising.

International students who wish to remain in Canada after completion of the Associate of Arts (Business) degree are also eligible to apply for a Post Graduate Work Permit. A Post Graduate Work Permit will allow the graduated student to live and work in Canada for a period of up to 3 years. Those who are interested in staying in Canada for a longer period of time will be eligible to apply for permanent residency in Canada after completion of their first year of eligible full time employment.

Program Requirements

- 6 credits in first-year English

- 10 credits in Science, including
 - At least 4 credits in a laboratory science
 - At least 6 credits in mathematics and business statistics

- 24 credits in Economics, including at least 18 credits in 2nd year Economics

- 12 credits in Arts

- 12 credits in Commerce

Completion Requirements - Associate of Arts (Business) Degree

Students must complete a total of 64 credits of first and second year courses. These must include a minimum of 18 credits in Arts at the second-year level taken in two or more subject areas. Graduation requires a minimum cumulative GPA of 2.0.

A note regarding transfer credit: *The number of credits awarded for any particular course will be determined by the institution granting the Associate degree. Although the number of credits awarded for any particular course may vary from institution to institution, it is expected that a student will have completed the equivalent of approximately 21 three-credit courses and 1 four-credit course to fulfill the Associate of Arts (Business) requirements at Alexander College.*

Associate of Arts (Economics) Degree Program

The Associate of Arts (Economics) Degree is a two-year credential offered by many institutions in the province of British Columbia and beyond. The Associate Degree program is designed to provide broad-based knowledge and experiences in preparation for entering the workforce, or as a foundation for further undergraduate study.

Students within the Associate of Arts (Economics) Degree program will gain multi-disciplinary knowledge in the areas of theoretical and applied economics, as well as competitive behavior, economic policy, and the global economy. Students will acquire the tools to be able to analyze the production, distribution, and consumption of goods and services.

The Associate of Arts (Economics) Degree is a foundational degree consisting of 60 credits in total, typically completed over a two-year period. The credits must include a minimum of 36 credits in arts, including at least 18 credits in first- and second-year economics.

Upon completion of the Associate of Arts (Economics) Degree program, students may choose to enter the workforce or continue their undergraduate studies. An Associate of Arts (Economics) Degree may be transferrable to the third year of a four-year bachelor's degree program at a university. Some BC universities accept Associate Degree graduates at a reduced GPA requirement. For more information on the option of transferring to a university upon completion of an Associate of Arts (Economics) Degree, please consult the BC Transfer Guide or see an Academic Advisor.

International students completing the Associate of Arts (Economics) Degree program at Alexander College are eligible to apply for a Post-Graduation Work Permit.

The Associate of Arts (Economics) degree program develops broad-based academic skills in the following areas:

- Reading comprehension
- Written and oral communication
- Mathematical and scientific reasoning
- Computer and technological literacy
- Research and evaluative skills
- Analysis, synthesis, and integration of knowledge
- Critical thinking and problem solving
- Application of theoretical understanding to practice
- Collaborative and team-based experience

Specifically, the Associate of Arts (Economics) degree program provides experience and aptitudes in the following areas:

- Ability to use analytical tools to interpret business data
- Knowledge of economic theory and its applications
- Knowledge of micro and macroeconomic policy issues
- Understanding of government policy pertaining to markets
- Familiarity with managerial decision making strategies

Program Requirements:

- 6 credits in first-year English
- 9 credits in Science, including
 - 4 credits in a laboratory science
 - 3 credits in calculus (*MATH 100 or Pre-calculus cannot be used to meet this requirement.*)
 - 3 credits in statistics (*statistics courses taught in subject areas such as business, commerce, economics, psychology, etc. may also be used to meet this requirement*)
- 36 credits in Arts, including
 - ECON 103
 - ECON 105
 - At least 18 credits in 2nd-year arts, including
 - ECON 295
 - At least 9 credits in 2nd-year economics
 - At least 3 credits in non-economics 2nd-year courses
 - At least 6 credits in humanities
- 9 credits in Arts, Science, or other areas

Completion Requirements - Associate of Arts (Economics) Degree

Students must complete a total of 60 credits of first and second year courses. These must include a minimum of 18 credits in Arts at the second-year level taken in two or more subject areas. Graduation requires a minimum cumulative GPA of 2.0.

A note regarding transfer credit: *The number of credits awarded for any particular course will be determined by the institution granting the Associate degree. Although the number of credits awarded for any particular course may vary from institution to institution, it is expected that a student will have completed the equivalent of approximately 19 three-credit courses and 1 four-credit course to fulfill the Associate of Arts (Economics) requirements at Alexander College.*

Associate of Arts (Psychology) Degree Program

The Associate of Arts (Psychology) Degree is a two-year undergraduate degree offered by many institutions in the province of British Columbia and beyond. The Associate Degree program is designed to provide broad-based knowledge and experiences in preparation for entering the workforce, or as a foundation for further undergraduate study.

Students of the Associate of Arts (Psychology) degree program will gain multi-disciplinary knowledge in the faculties of arts, humanities, and social science, and develop their critical thinking and research skills. The program also includes a customizable concentration in psychology, which allows students to explore different areas in psychology, including cognitive and abnormal psychology, data analysis, research methodology, and the scientific basis of human behaviour.

The Associate of Arts (Psychology) Degree is a foundational degree consisting of 60 credits in total, typically completed over a two-year period. Program requirements include a minimum of 36 credits in arts, including 18 credits in first- and second-year psychology.

Upon completion of the Associate of Arts (Psychology) Degree program, students may choose to enter the workforce or continue their undergraduate studies. An Associate of Arts (Psychology) Degree may be transferrable to the third year of a four-year bachelor's degree program at a university. Some BC universities also admit Associate Degree graduates at a reduced GPA requirement. For more information on the option of transferring to a university upon completion of an Associate of Arts Degree, please consult the BC Transfer Guide or see an Academic Advisor.

International students completing the Associate of Arts (Psychology) Degree program at Alexander College are also eligible to apply for a Post-Graduation Work Permit.

The Associate of Arts (Psychology) degree program develops broad-based academic skills in the following areas:

- Reading comprehension
- Written and oral communication
- Mathematical and scientific reasoning
- Computer and technological literacy
- Research and evaluative skills
- Analysis, synthesis, and integration of knowledge
- Critical thinking and problem solving
- Application of theoretical understanding to practice
- Collaborative and team-based experience

Specifically, the Associate of Arts (Psychology) degree program provides experience and aptitudes in the following areas:

- Understanding of cognitive development
- Familiarity with human behaviour, including abnormal behaviours and mental illness
- Knowledge of psychological testing and data analysis
- Familiarity with current treatment practices for mental illness

Program Requirements:

- 6 credits in first-year English
- 9 credits in Science, including
 - At least 4 credits in a laboratory science
 - At least 3 credits in mathematics, computer science, or statistics (statistics courses taught in subject areas such as business, commerce, economics, psychology, etc. may also be used to meet this requirement)
- 36 credits in Arts, including

- PSYC 101
 - PSYC 102
 - At least 18 credits in 2nd-year arts, including
 - PSYC 217
 - PSYC 218
 - At least 6 credits in 2nd-year psychology
 - At least 3 credits in non-psychology 2nd-year courses
 - At least 6 credits in humanities
- 9 credits in Arts, Science, or other areas

Completion Requirements - Associate of Arts (Psychology) Degree

Students must complete a total of 60 credits of first and second year courses. These must include a minimum of 18 credits in Arts at the second-year level taken in two or more subject areas. Graduation requires a minimum cumulative GPA of 2.0.

A note regarding transfer credit: *The number of credits awarded for any particular course will be determined by the institution granting the Associate degree. Although the number of credits awarded for any particular course may vary from institution to institution, it is expected that a student will have completed the equivalent of approximately 19 three-credit courses and 1 four-credit course to fulfill the Associate of Arts (Economics) requirements at Alexander College.*

Associate of Science Degree Program

The Associate of Science Degree program consists of 60 credits and is typically completed over a 2-year period. The Associate of Science degree is a program for students who wish to establish a scientific background for academic or professional opportunity.

The program is flexible enough that students may choose to focus on a particular area of interest or explore several different subjects within the areas of Physical, Biological, or Engineering Sciences. In addition to the required science coursework, students will complete a number of elective courses in subjects such as mathematics, humanities, or social sciences. Students gain a well-rounded understanding of the essential concepts as well as engagement and insight into contemporary scientific issues, applications, and development. On completion of the Associate of Science Degree program, students may choose to either begin their career or to continue their studies in pursuit of a bachelor degree.

Graduates of the Associate of Science degree program may choose to transfer to a university to complete a Bachelor's degree. With appropriate course planning, the Associate of Science degree will allow the students to enter directly to 3rd year at the university of their choice in BC or elsewhere. It is the responsibility of the student to ensure that all prerequisites for upper level courses at the receiving institution have been met, and to note that the credit value for some courses may vary between institutions. Students who are planning to transfer credits to another college or university are responsible to find out how their credits will transfer to the receiving institution. Please consult the BC Transfer Guide or see Academic Advising.

International students who wish to remain in Canada after completion of the Associate of Science degree are also eligible to apply for a Post Graduate Work Permit. A Post Graduate Work Permit will allow the graduated student to live and work in Canada for a period of up to 3 years. Those who are interested in staying in Canada for a longer period of time will be eligible to apply for permanent residency in Canada after completion of their first year of eligible full time employment.

Program Requirements

- 6 credits in first-year English
- 6 credits in Mathematics, including
 - at least 3 credits in Calculus
- 36 credits in Science, including
 - At least 4 credits in a laboratory science
 - 18 credits must be 2nd year Science, taken in two or more subject areas
- 6 credits in Arts (*excluding English, mathematics, and a laboratory-based science course*)
- 6 credits in Arts, Science, or other areas

Completion Requirements - Associate of Science Degree

Students must complete a total of 60 credits of first and second year courses. These must include a minimum of 18 credits in science at the second-year level taken in two or more subject areas. Graduation requires a minimum cumulative GPA of 2.0.

***A note regarding transfer credit:** The number of credits awarded for any particular course will be determined by the institution granting the Associate degree. Although the number of credits awarded for any particular course may vary from institution to institution, it is expected that a student will have completed the equivalent of approximately 20 three-credit courses and 1 four-credit course to fulfill the Associate of Science requirements at Alexander College.*

Pathway Programs

Concurrent Studies (Alexander Academy)

BC secondary school students demonstrating outstanding academic and non-academic performance may apply to participate in the Concurrent Studies Program (CSP) through our sister school, Alexander Academy.

The program provides an opportunity for selected students to earn post-secondary credit while in their senior year (grade 12) of secondary school.

Program Overview

Course selection at Alexander College is subject to approval of the Dean, and limited to a maximum of 4 credit hours per term and no more than 3 post-secondary courses per academic year. Course availability and prerequisites apply.

Enrolment is determined by term, based upon performance and the continued support of the principal or administrator, and approval of the Dean.

Eligibility Requirements

- Full-time BC grade 12 student, normally having completed at least one semester at Alexander Academy
 - In good academic standing, with an average of 80% or higher in the previous school year, with no grades below 73% (B) within the same period
 - Demonstrated proficiency in English
 - Consent of parent(s) or guardian(s)
 - Written recommendation of secondary school principal or administrator
 - Approval of the Dean
-

Adult High School Graduation Program (Alexander Academy)

The **Dual Credit Adult High School Program** pathway is designed for students who 'age out' at 19 years of age from the BC high school system, but who have not completed all of the requirements to graduate before that time. International students who plan to graduate from high school in BC are often placed one or more grades lower in English compared to their over grade level based on their age (for example, a grade 12 student is often placed in English 10 or 11, sometimes even lower). As a result, many international students struggle to catch up and complete their English/Communications 12 requirement before they turn 19 and have to leave the high school system without graduating. Our program is the perfect solution for students in this situation, and allows them to complete outstanding high school course requirements to earn their Adult Dogwood Diploma while also earning some post-secondary level credit at the same time.

The program has two options:

Option 1: BC Dogwood Diploma Program (Regular 'Dogwood' Diploma)

Adult students can complete their regular BC Dogwood Diploma while earning university transfer credit. To graduate from the program, students are required to complete a total of at least 80 credits, which must include 48 credits of required coursework, 28 credits of electives, and 3 credits of Graduation Transitions.

Program requirements can be viewed at www2.gov.bc.ca/gov.content/education-training/administration/legislation-policy/public-schools/graduation-requirements

Credits must include:

Language Arts 10 (4 credits)	Social Studies 10 (4 credits)	Science 10 (4 credits)
Language Arts 11 (4 credits)	Social Studies 11 or 12 (4 credits)	Science 11 or 12 (4 credits)
Language Arts 12 (4 credits)	Mathematics 10 (4 credits)	Physical Education 10 (4 credits)
Planning 10 (4 credits)	Mathematics 11 or 12 (4 credits)	Fine Arts and/or Applied Skills 10, 11, or 12 (4 credits)

Alexander Academy offers the following courses:

Communications 11	English 11	Math 11
Communications 12*	English 12**	Math 12

* Students who have already completed Social Studies 11 (4 credits) will need to complete two additional grade 12 Ministry authorized courses instead of three.

** Students will complete these courses at Alexander College

Alexander College offers the following courses for dual credit:

ASIA 100	COMM 100	ECON 105	MATH 104	PHIL 120
ASIA 101	CPSC 100	FILM 101	MATH 105	PHYS 100
BIOL 100	CPSC 111	FREN 100	MATH 151	PSYC 101
BIOL 110	CPSC 112	HIST 101	MATH 152	PSYC 102
CHEM 100	CPSC 115	HIST 102	PHIL 100	SOCI 100
CHEM 101	ECON 103	MATH 100	PHIL 110	SOCI 103

Option 2: BC Adult High School Graduation Program (Adult 'Dogwood' Diploma)

Adult students (at least 19 years of age) can complete their Adult Dogwood Diploma through a combination of high school and university transfer coursework. To graduate from the program, students must complete a minimum of 20 credits.

Program requirements can be viewed at www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/public-schools/adult-graduation-program

Credits must include:

Language Arts 12 (4 credits)	Three* additional grade 12 Ministry authorized courses (4 credits each)**
Mathematics 11 or 12 (4 credits), or Accounting 11	

* Students who have already completed Social Studies 11 (4 credits) will need to complete two additional grade 12 Ministry authorized courses instead of three.

** Students will complete these courses at Alexander College

Alexander Academy offers the following courses:

Communications 11	English 11	Math 11
Communications 12*	English 12**	Math 12

* Students who have already completed Social Studies 11 (4 credits) will need to complete two additional grade 12 Ministry authorized courses instead of three.

** Students will complete these courses at Alexander College

Alexander College offers the following courses for dual credit:

ASIA 100	COMM 100	ECON 105	MATH 104	PHIL 120
ASIA 101	CPSC 100	FILM 101	MATH 105	PHYS 100
BIOL 100	CPSC 111	FREN 100	MATH 151	PSYC 101
BIOL 110	CPSC 112	HIST 101	MATH 152	PSYC 102
CHEM 100	CPSC 115	HIST 102	PHIL 100	SOCI 100
CHEM 101	ECON 103	MATH 100	PHIL 110	SOCI 103

Admissions

Office of the Registrar

The Office of the Registrar is one of the main points of contact between students and the college administration.

The Office of the Registrar administers policy and procedure, and oversees many areas of the College administration, including: admissions, registration, registrar services, financial aid, credit transfer, grades, performance standards, academic records, and more.

Student Selection

Alexander College reserves the right to deny admission on the basis of overall academic record and to limit enrolment by selecting those who will be admitted from among qualified applicants.

Academic Disclosure

All applicants are required to submit a satisfactory amount of academic history, so that Admissions can make a reasonable determination for admissibility. Failure to disclose academic history may result in one or more of the following:

- Denial of the Application for Admission or dismissal from the institution
- Change of academic standing (e.g. academic probation)
- Denial of transfer credit for coursework completed prior to admission

Applicants with questions about disclosure of academic history are encouraged to inquire with Admissions prior to submitting their Application for Admission.

Academic Documents

Students are responsible for submitting original academic documents (e.g. transcripts, language test scores, etc.) with their application for admission, or at a later date. Students may present official documents in person, or arrange to have their official documents sent directly to the College by their previous institution(s).

Original academic documentation that is not in English must be accompanied by a certified English translation bearing the declaration or stamp of a registered/licensed English translator.

Retention of Documents

Documents submitted in support of applications become the property of the College and will not be returned to the student.

International documentation, as deemed irreplaceable by the Office of the Registrar, may be returned to a student on submission of a "Return of Irreplaceable Documentation" request form within 3 years of their last term of study.

Student records inactive for 3 years are digitally archived and all physical file documents destroyed.

Application with Unofficial Documentation

Alexander College is committed to providing students with an opportunity to be successful in their academic studies. Full academic disclosure is a requirement of admission and it is the responsibility of the student to provide a complete and official record of their educational history.

Alexander College allows for the Admissions process to be completed based on unofficial or photocopied academic documentation (e.g. transcripts, test results, etc.). Applications are not considered complete, however, until all official copies of necessary supporting documentation have been provided.

Please note the following:

- *Documents submitted in support of applications become the property of the College and will not be returned to the student.*
- *All official/original transcripts, certificates, and language test results must be provided to the College before a student is eligible to order an official transcript or graduation documents.*

- *International documentation, as deemed irreplaceable by the Office of the Registrar, may be returned to a student on submission of a “Return of Irreplaceable Documentation” request form. If approved to be returned, the documents will be verified by an authorized officer and made available for pick up from the Reception desk after two business days. Please note that domestic documentation will not be returned under any circumstance.*
- *All student file documents are digitally archived and securely destroyed 3 years from the last enrolled term. Physical documentation cannot be stored indefinitely and therefore it is the responsibility of the student to be aware of the disposition schedule and ensure that any irreplaceable documents are requested to be returned in a timely manner.*

Application Declaration

By signing and submitting your application to Alexander College, you acknowledge and are thereafter bound by the following terms:

- I declare that the information I have disclosed with my application, including academic history and all other supporting documentation, is true and complete. For more information, please refer to the Academic Disclosure policy in the Academic Calendar.
- I understand evidence of falsified information or documents will result in permanent cancellation of my application and/or permanent dismissal from the College.
- Alexander College is committed to using personal information in accordance with the Personal Information Protection Act (PIPA). By providing personal information with you application, you give consent for the College to use the information solely for the purposes of providing academic and students support services.
- I authorize Alexander College to use my Personal Education Number (PEN) to conduct research and statistical analysis relating to student mobility and academic success in accordance with section 170.1 of the School Act.
- I authorize Alexander College to verify the information I have submitted with my application, and the authenticity of all supporting documentation.
- I understand that it is my responsibility to be aware of and to comply with the policy and procedures of Alexander College.
- I understand that the Registrar may share information with other post-secondary institutions in the event that an applicant or student is found to have misrepresented information or falsified documents.

Calculation of Admission GPA

A minimum cumulative GPA of 1.50 (on a 4.33 scale) is required for regular admission, calculated on the applicants most recently completed academic history.

Applicants who do not meet this requirement may be admitted conditionally (see Provisional Admission).

Provisional Admission is intended to allow students with a demonstrated history of academic difficulty or who have been required to withdraw from another institution to be admitted to the College.

Provisional Admission

Provisional Admission is intended to allow students with a demonstrated history of academic difficulty or who have been required to withdraw from another institution to be admitted to the College.

Provisional Admission is applicable to applicants who have a demonstrated history of academic difficulty. This applies to students who meet all other admission requirements but who present a cumulative post-secondary academic GPA below 1.50 and/or have been required to withdraw or are suspended from another institution. Applicants are required to sign a letter of acknowledgement prior to course registration, and may be issued an official Letter of Acceptance for a maximum study period of one (1) year. Students admitted to the college on provisional admission and who receive a GPA greater than 1.50 after their first semester will be granted regular admission and continue under normal admission policy. Students who receive a GPA lower than 1.50 after their first semester will normally be suspended from the college.

Application Deadlines

Evaluation of an application begins when the Application for Admission form and all required supporting documentation have been submitted. Programs at Alexander College are considered to have open enrolment, and applications for admission are accepted until the add/drop/change deadline in a given semester, as space allows.

Applicants should be aware that some courses can fill quickly. We encourage new students to register early in order to have the greatest selection of courses.

Disclosure

All applicants are required to submit a satisfactory amount of academic history, so that Admissions can make a reasonable determination for admissibility. Failure to disclose academic history may result in one or more of the following:

- Denial of the Application for Admission or dismissal from the institution
- Change of academic standing (e.g. academic probation)
- Denial of transfer credit for coursework completed prior to admission

Applicants with questions about disclosure of academic history are encouraged to inquire with Admissions prior to submitting their Application for Admission.

Admission Categories

International and Domestic Students

Students who are Canadian citizens, permanent residents, or Convention refugees are classified as *domestic students*. Students who are dependents of diplomats or have their own diplomat status may also be classified as domestic students after presenting the necessary documentation. All other students are classified as *international students*.

Minor Student Admission

Applicants who are 18 years of age or under, and who have not graduated from high school, may be admitted in the category of Minor Student. Minor students are eligible to enrol in non-credit coursework only. Applicants under 16 years of age are not admissible.

Mature Student (19+) Admission

Applicants who are 19 years of age or older, as of the first day of classes in a given term, may be admitted in the category of Mature Student. Mature students are exempt from the requirement to have completed secondary education, provided that they meet all other requirements and can provide academic transcripts for the highest level of education completed.

Regular Admission

Applicants that have graduated from high school and provided a full academic history, with an application GPA of 1.50 or greater, may be admitted in the category of Regular Admission.

Provisional Admission

Provisional Admission is intended to allow students with a demonstrated history of academic difficulty or who have been required to withdraw from another institution to be admitted to the College.

Concurrent Admission

BC secondary school students demonstrating outstanding academic and non-academic performance may apply to participate in the Concurrent Studies Program (CSP) through our sister school, Alexander Academy. The program provides an opportunity for selected students to earn post-secondary credit while in their senior year (grade 12) of secondary school.

Special Considerations

Policy Exemptions

Requests to exempt an applicant from an admissions or registration policy must be submitted by completing a Registration Request form, available from the Office of the Registrar. Supporting evidence (medical notes, course outlines, etc.) must be attached.

Applicants with Disabilities

Academically qualified applicants who have physical, sensory, or specific learning disabilities are encouraged to attend. We will ensure that applicants are not denied admission as a result of their disability and that, where appropriate, accommodation will be made with respect to admission criteria. *(Please see section: Accommodation for a Disability)*

General Admission Requirements

Alexander College provides admission to educational programs for the greatest range of students possible. Where appropriate however, access to programs and courses is restricted to students who satisfy established admission criteria at both general and program-specific levels.

- Completion of Secondary Education (12 years, or equivalent) or mature student status
- Academic and/or GPA requirements specific to individual programs
- Demonstrated proficiency in the English language
- Canadian Citizenship or legal authorization to study in Canada
- Aged at least 16+ years

Program-Specific Admission Requirements, by Program

English for Academic Purposes

Entry from Grade 12:

- BC secondary program (Grade 12) or equivalent, the A.B.E. (Adult Basic Education) Program, or G.E.D. (General Educational Development) Testing Program, or mature student status
- BC English 12 (grade of B or higher)

University Transfer:

- At least 9 transferable post-secondary credits, with a cumulative GPA of 1.50 or higher. University transfer applicants with cumulative GPA's below 1.50 may be admitted provisionally
- BC ENGL 12 with a minimum grade of B ,or equivalent

University Transfer & Associate Degree Programs

Entry from Grade 12:

- BC secondary program (Grade 12) or equivalent, the A.B.E. (Adult Basic Education) Program, or G.E.D. (General Educational Development) Testing Program, or mature student status
- BC ENGL 12 with a minimum grade of B ,or equivalent

University Transfer:

- At least 9 transferable post-secondary credits, with a cumulative GPA of 1.50 or higher. University transfer applicants with cumulative GPA's below 1.50 may be admitted provisionally
- BC ENGL 12 with a minimum grade of B , English 099 with a minimum grade of C, or equivalent

Associate of Science Degree Program

Entry from Grade 12:

- Graduation from 12 year compulsory education, or mature student (aged 19+) status
- Demonstrated English proficiency
- Two of: Biology 12, Chemistry 12, Physics 12, Geography 12, Geology 12 (or equivalents)

*All courses require to complete the Associate of Science degree program have prerequisite requirements. Students who lack prerequisites for a particular course may need to complete one or more additional upgrading courses (e.g. MATH 100). This may extend the duration of the program.

University Transfer:

- At least 9 transferable post-secondary credits, with a cumulative GPA of 1.50 or higher. University transfer applicants with cumulative GPA's below 1.50 may be admitted provisionally
- Demonstrated English proficiency
- At least 6 credits first-year biological or physical sciences (e.g. Biology, Chemistry, Physics, Geography, Geology)

*All courses require to complete the Associate of Science degree program have prerequisite requirements. Students who lack prerequisites for a particular course may need to complete one or more additional upgrading courses (e.g. MATH 099, MATH 100). This may extend the duration of the program.

How to Apply

Each new student is assigned an Education Advisor at the application phase of their studies. Education Advisors at Alexander College are responsible for answering general questions, providing personalized support, and ensuring that each student has a direct contact and connection to the College staff.

Our Education Advisors are also able to offer assistance and support to our diverse student population in additional languages.

Applications may be made in person at either campus, or sent by mail as follows:

Burnaby Campus	Vancouver Campus
Office of the Registrar Alexander College – Burnaby 101-4603 Kingsway Burnaby, British Columbia V5H 4M4	Office of the Registrar Alexander College – Vancouver 100-602 West Hastings Street Vancouver, British Columbia Canada V6B 1P2

Application and Documentation Deadlines (2016-2017)

Courses and programs at Alexander College have open enrolment and applications are accepted until programs are full and for up to two weeks after the semester begins. Some courses can fill quickly, and we encourage new students to submit applications as soon as possible in order to have the greatest course selection.

Entry Term	First Day of Classes	Regular Registration	Late Registration
Summer 2017	July 10, 2017	May 29 – June 23	June 24 – July 14
Fall 2017	September 5, 2017	June 29 – August 18	August 19 – September 15
Winter 2018	January , 2018	TBA – December 22, 2017	December 23, 2017 – January 12, 2018

Documentation Requirements

All applicants are required to submit a satisfactory amount of academic history, so that Admissions can make a reasonable determination for admissibility.

All documents above may be submitted in copy form at the time of application, however a Registrar hold will be applied to the student file until required official documentation has been presented to Admissions. Students are strongly encouraged to submit their official documents at the time of application.

All application documents that are not in the English language must be accompanied by an English translation made by a licensed translator.

All Applicants

- Application for Admission*
- Application fee*
- Admission with Unofficial Documentation form, if applicable*
- Academic transcripts*
 - **High School Applicants**
 - Senior high school transcript(s) showing the most recent two years of secondary education (normally grades 11-12, or equivalent)
 - Certificate of graduation, or equivalent¹
 - **Post-Secondary Applicants**

- Post-secondary transcript(s) showing a minimum of 9 credits, or three graded courses², taken at an accredited post-secondary institution³
- Documentation of English language proficiency (if an accepted equivalent is not included on the transcript)⁴
- Supplemental Documentation
 - Passport photocopy*
 - Canadian citizenship document, PR card, study permit, or other document which authorizes study in Canada⁵
 - Medical insurance document⁶

Items marked with an asterisk (*) are required to be consider for admission.

Items in *italics* may be submitted at a later date, but must be submitted prior to course registration.

Further Information

¹ A separate certificate of graduation is required if the graduation status is not clearly indicated on the secondary transcript. Non-graduated students over the age of 19 are admissible under the Mature Student Admission policy, and are not required to submit a certificate of graduation. Some secondary programs, such as IB, GCSE, etc. do not result in a certificate of graduation, and graduation status is instead determined by the number of passed examination subjects. For more information on accepted equivalencies, see the Academic Calendar.

² Completion grades only (e.g. A-F or mastery scale) Does not include withdrawals or in-progress/incomplete grades.

³ If an applicant has attended some post-secondary, but completed fewer than 9 credits, both the post-secondary transcript and the high school transcript showing the last two years of secondary education (grades 11-12, or equivalent) are required. Applicants who have completed at least 3 but fewer than 9 post-secondary credits are not subject to provisional admission.

⁴ Documentation of English language proficiency is not required at the time of admission, however must be submitted prior to course registration. Applicants who are unable to provide acceptable evidence of English language proficiency are required to write an internal English Placement Test (EPT).

⁵ Some exclusions apply. Other acceptable types of study authorization include: Convention Refugee status, diplomatic or diplomatic dependant status..

⁶ Medical insurance is not required at the time of admission, but must be submitted prior to course registration

Admission Procedure

Domestic Applicants (citizens and permanent residents of Canada)

1. Submit the application form, application fee, academic and supporting documentation.
2. Wait for Admissions to review your application
 - Admissions decisions are normally made within 1-3 business days. If your application is incomplete, you may be asked to submit alternate documents at this time. If your application is approved, you will receive a congratulatory Welcome Letter and an information package which includes information on AC Online, course registration, important dates, staff contacts, and campus maps.

Prior to the Start of Classes

1. If you have not already done so, submit a copy of your medical insurance card or document to Admissions.
 - If you do not yet have medical insurance, Admissions will assist you to sign up
2. Make an appointment to see an Academic Advisor, who will help you to create a study plan.
3. Using your new AC Online account, update your profile information and register for classes
 - Registration instructions can be found in your Welcome Package, or online at www.alexandercollege.ca/current-students/course-registration/
4. Prepare for the first day of classes
5. Print your class schedule from AC Online
6. Visit the Library to have your photo taken for a student ID card
7. Purchase textbooks and supplies from the Bookstore

International Applicants

1. Submit the application form, application fee, academic and supporting documentation.

2. Wait for Admissions to review your application
 - Admissions decisions are normally made within 1-3 business days. If your application is incomplete, you may be asked to submit alternate documents at this time. If your application is approved, you will receive a congratulatory Welcome Letter and an information package which includes information on AC Online, course registration, important dates, staff contacts, and campus maps.
3. If you are an international student, pay the tuition deposit and receive a Letter of Acceptance (LOA)
4. Along with your Welcome Letter, you will also receive an invoice and instructions for payment of the tuition deposit. You may also request banking information if you intend to submit the tuition deposit by wire transfer. If you choose wire transfer, please also be sure to factor bank processing times into your timeline. When your tuition deposit has been received, you will be issued an official letter of acceptance (LOA) in order to apply for a study permit and entry visa, if applicable.
5. Apply for a study permit and travel visa, if applicable
 - Students who are not Canadian citizens or Permanent residents are classified as International students and require a valid study permit to study at a Canadian post-secondary institution. For detailed instructions on obtaining an initial study permit, visit: <http://www.cic.gc.ca/english/study/study.asp>

On arrival in Canada

1. If you have not already done so, submit your study permit and medical insurance to Admissions.
 - If you do not yet have medical insurance, Admissions will assist you to sign up
2. Make an appointment to see an Academic Advisor, who will help you to create a study plan.
3. Using your new AC Online account, update your profile information and register for classes
 - Registration instructions can be found in your Welcome Package, or online at www.alexandercollege.ca/current-students/course-registration/
4. Prepare for the first day of classes
5. Print your class schedule from AC Online
6. Visit the Library to have your photo taken for a student ID card
7. Purchase textbooks and supplies from the Bookstore

Completion of Secondary Education

Applicants must successfully complete a nationally regulated secondary education program (12 years), and are required to submit transcripts showing the most recent two years of senior education (normally grades 10-12).

Admission from British Columbia and Yukon Territories

The following courses may be used to meet program requirements/course prerequisites:

Grade 11: Biology 11, Chemistry 11

Grade 12: English 12, First Peoples 12, Communications 12, AP Calculus 12AB, AP Calculus 12BC, Principles of Mathematics 12, Pre-Calculus 12, AP Chemistry 12, Chemistry 12, AP Biology 12, Biology 12, AP Physics 12, AP Physics 12B, Applied Physics 12, Geography 12, Geology 12, Earth Science 12

Admission from Alberta, Nunavut, and Northwest Territories

The following courses may be used to meet program requirements/course prerequisites:

Grade 11: Biology 20, Biology 20IB, Biology 20AP, Chemistry 20, Chemistry 20IB, Chemistry 20AP

Grade 12: English 30-1, English B30, Mathematics B30, Mathematics C30, Pre-Calculus 30, Biology 30, Biology 30IB, Biology 30AP, Chemistry 30, Chemistry 30IB, Chemistry 30AP, Physics 30, Physics 30IB, Physics 30AP

Admission from Saskatchewan

The following courses may be used to meet program requirements/course prerequisites:

Grade 11: Biology 20, Biology 20IB, Biology 20AP, Chemistry 20, Chemistry 20IB, Chemistry 20AP

Grade 12: English A30 and English B30, Foundations of Mathematics 30, Mathematics B30, Mathematics C30, Pre-Calculus 30, Biology 30, Biology 30IB, Biology 30AP, Chemistry 30, Chemistry 30IB, Chemistry 30AP, Physics 30, Physics 30IB, Physics 30AP

Admission from Manitoba

The following courses may be used to meet program requirements/course prerequisites:

Grade 11: Biology 30S, Biology 30U, Chemistry 30S, Chemistry 30U

Grade 12: English 40S (Comprehensive, Literary or Transactional focus), English 40C, English 40U, Pre-Calculus 40S, Biology 40S, Biology 40C, Biology 40U, Chemistry 40S, Chemistry 40C, Chemistry 40U, Physics 40S, Physics 40C, Physics 40U

Admission from Ontario

The following courses may be used to meet program requirements/course prerequisites:

Grade 11: Biology (SBI3U), Chemistry (SCH3U),

Grade 12: English (ENGL4U), English (ENGL4C), Advanced Functions (MHF4U), Calculus and Vectors (MCV4U), Mathematics of Data Management (MDM4U), Biology (SBI4U), Chemistry (SCH4U), Physics (SPH4U)

Admission from Quebec

The following courses may be used to meet program requirements/course prerequisites:

- **Ontario Curriculum**

Grade 11: Biology (SBI3U), Chemistry (SCH3U)

Grade 12: English (ENGL4U), English (ENGL4C), Advanced Functions (MHF4U), Calculus and Vectors (MCV4U), Mathematics of Data Management (MDM4U), Biology (SBI4U), Chemistry (SCH4U), Physics (SPH4U)

- **French Baccalaureate**

Mathématiques (coefficient 7+), Physique-Chimie (coefficient 6+), Biologie-Écologie (coefficient 5+)

- **CEGEP**

2 English courses numbered 603, Calculus I and II, General Biology I and II, Chemistry 534, Chemistry 536, General Chemistry I and II, Electricity and Magnetism or Waves, Optics, and Modern Physics

Admission from New Brunswick

The following courses may be used to meet program requirements/course prerequisites:

Grade 11: Biology 111, Chemistry 111

Grade 12: English 121, English 122, Advanced Mathematics with Intro to Calculus 120, Biology 112, Biology 121, Biology 122, Chemistry 112, Chemistry 121, Chemistry 122, Physics 121, Physics 122

Admission from Nova Scotia

The following courses may be used to meet program requirements/course prerequisites:

Grade 11: Biology 11, Chemistry 11

Grade 12: English 12, Canadian Literature 12, Academic Math 12, Pre-Calculus 12, Mathematics 12, Advanced Math 12, Biology 12, Advanced Biology 12, Chemistry 12, Advanced Chemistry 12, Physics 12, Advanced Physics 12

Admission from Prince Edward Island

The following courses may be used to meet program requirements/course prerequisites:

Grade 11: Biology 521A, Chemistry 511A, Chemistry 521A

Grade 12: English 611, English 621, Foundations of Math 621A, Pre-Calculus 621B, Advanced Math and Calculus 611B, Biology 621A, Chemistry 611A, Chemistry 621A, Physics 621A

Admission from Nova Scotia

The following courses may be used to meet program requirements/course prerequisites:

Grade 11: Biology 11, Chemistry 11

Grade 12: English 12, Canadian Literature 12, Mathematics 12, Pre-Calculus Mathematics 12, Advanced Mathematics 12, Biology 12, Chemistry 12, Physics 12

Admission from Newfoundland and Labrador

The following courses may be used to meet program requirements/course prerequisites:

Grade 11: Biology 220X, Chemistry 220X

Grade 12: English 3201, Math 3200, Math 3201, Math 3208, Biology 3201, Chemistry 3202, Physics 3204

International Baccalaureate (IB) Diploma

Students need to accumulate 24 points in order to gain an IB Diploma. One exception to the rule is for students who score a two or less on a Higher Level exam. If this is the case, then the total marks a student has to accumulate increases to 28.

IB Points Scale:

Grade	Points	Descriptor
Grade 7	7	SL = Standard Level HL = Higher Level Note: pass mark = 3 or higher
Grade 6	6	
Grade 5	5	
Grade 4	4	
Grade 3	3	
Grade 2	2	
Grade 1	1	

British Patterned/Cambridge Education System (GCSE/IGSE/GCE)

Minimum of 5 GCSE/IGCSE O-level academic subjects, with a minimum accepted grade of E or higher. Students successfully completing courses with good grades at the GCE (A or A/S) level may be awarded advanced standing or credit.

General Education Diploma (G.E.D.)

Minimum of 5 GED examination subjects, with a minimum score of 450 in each subject area and an averaged battery score of at least 450.

High School Equivalencies, International

Some international senior secondary courses may be used to meet program requirements/course prerequisites. For detailed information, by country, please visit: <http://beta.alexandercollege.ca/prospective-students/admission-requirements/international-students/direct-entry-from-international-high-school/>

Advanced Placement

Advanced Placement (AP)

The Advanced Placement (AP) program is an enriched secondary school program offered at high schools around the world by The College Board (<https://apstudent.collegeboard.org/home>). With appropriate grades, completion of AP courses in grade 12 provides students with the opportunity to earn advanced credit towards their undergraduate degree.

Prerequisite or transfer credit may be granted for certain AP courses with a final exam grade of 4 or higher on a scale of 1-5.

British Columbia Council of Admissions and Transfer (BCCAT) AP Guide: <http://www.bctransferguide.ca/guides/ap/>

AP Course	Grade	Alexander College Credit
AP Calculus B12A	4 or higher	MATH 151 (3) + MATH 152 (3)
AP Calculus AB	4 or higher	MATH 104 (3)
AP Microeconomics 12	4 or higher	ECON 103 (3)

International Baccalaureate (IB)

IB program coursework can be presented by students from any country, most commonly the UK, US, and India. Subjects completed with high scores are often eligible for credit at the university level.

Prerequisite or credit may be granted for certain AP courses with a final grade of 5 or higher.

British Columbia Council of Admissions and Transfer (BCCAT) IB Guide: <http://www.bctransferguide.ca/guides/ib/>

IB Course	Grade	Alexander College Credit
IB Mathematics	5 or higher	MATH 151 (3) + MATH 152 (3)
IB Mathematics	3 or 4	MATH 104 (3) OR MATH 151 (3)
<i>Note on IB Mathematics: to be granted credit, the course must be the standard/compulsory "Mathematics" course, (Mathematics HL, SL, Further, Methods, or Studies not accepted - -students would need to bring course outlines and have the courses evaluated for placement)</i>		
IB Biology	5 or higher	BIOL 101 (4) + BIOL 102 (4)
IB Chemistry	5 or higher	CHEM 101 (4)
IB Physics HL	5 or higher	PHYS 101 (4) + PHYS 102 (4) OR PHYS 141 (4)
IB Physics SL	5 or higher	PHYS 100 (4)

General Certificate of Education (GCE)

Students in the UK and many other nations complete senior secondary examinations for either General Certificate of Secondary Education (GCSE) O Level (Ordinary Level) or General Certificate of Education (GCE) A Level (Advanced Level).

Students successfully completing courses with good grades at the GCE (A/S or A) level may be given advanced standing or university transfer credit, at the discretion of the Dean.

English Proficiency

All applicants to Alexander College are expected to be proficient in the English language, and may satisfy the English proficiency requirement with a final grade of B or higher in BC English 12, or an accepted equivalent (as indicated below).

BC English, Communications, or First Peoples 12

BC Course	Grade	Eligibility
English 12 or First Peoples 12	B or higher	ENGL 100

English 12 or First Peoples 12	C/C+ or higher	ENGL 099
English 12 or First Peoples 12	C-	ENGL 098
Communications 12	B or higher	ENGL 099
Communications 12	C-/C/C+	ENGL 098

Other Canadian Province, English 12

Province	Course	Grade (provincial scale)	Eligibility
Alberta, Nunavut, Northwest Territories	ELA 30 or ELA 30--1 or ELA 30-2	B or higher	ENGL 100
Saskatchewan	English A30 or English B30	B or higher	ENGL 100
Manitoba	English 40S or English 40U	B or higher	ENGL 100
Ontario	ENGL4U or ENGL4C	B or higher	ENGL 100
Quebec	Ontario Curriculum: ENGL4U or ENGL4C	B or higher	ENGL 100
	CEGEP: 2 English courses numbered 603	B or higher	ENGL 100
Nova Scotia	English 12 or Canadian Literature 12	B or higher	ENGL 100
New Brunswick	English 121 or English 122	B or higher	ENGL 100
Prince Edward Island	English 611 or English 621	B or higher	ENGL 100
Newfoundland and Labrador	English 3201	B or higher	ENGL 100

Canadian certified offshore schools English 12

With a valid graduation certificate issued by the Canadian province, offshore school coursework will be assessed according to the standards for the issuing province, above.

International English 12 (selected countries)

International English 12 final grade results are assessed as equivalent to BC English 12 provided that the student has completed the last three years of full-time secondary education (grades 10-12) in one of the following countries, where English is the official first language and principle language of instruction, including:

- Australia
- British Virgin Islands
- Ireland
- New Zealand
- United Kingdom of Great Britain and Northern Ireland (including English, Scotland, Wales, and Northern Ireland)
- United States

Although 3 years of senior English education are required, placement is determined by the final grade in English 12 only, according to the following converted scale:

Course	Grade	Eligibility
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English 12	B or higher (73%-100%)	ENGL 100
	C/C+ (60%-72%)	ENGL 099
	C- (50%-59%)	ENGL 098

GCSE/IGCSE Ordinary-Level English

Course	Grade	Eligibility
O-Level English (First Language)	B or higher	ENGL 100
O-Level English (First Language)	C or higher	ENGL 099

Students who complete GCE 'A' or 'A/S' Level English with high final grades may be given advanced standing or credit, at the discretion of the Dean.

International Baccalaureate (IB)

Course	Grade	Eligibility
Language A (First)	5 or higher	Credit for ENGL 101 (3) <i>See section 'Advanced Placement'</i>
Language A (First)	3 or higher	ENGL 100
<i>Must be a Language A course (evaluation by the English department will be necessary for all other course types)</i>		

BCCAT articulated post-secondary English

A first-year level English course taken at another BCCAT member institution may be used to meet science a course prerequisites provided that the course has been articulated in the BC Transfer Guide or has been previously transferred via internal evaluation. If an equivalent cannot be found in the BC Transfer Guide, the course may be evaluated similarly to a transfer credit request. The student will be expected to provide course outlines and the course will be evaluated by the responsible faculty chair.

BC articulated English for Academic Purposes (EAP)

The Articulation Guide for English as a Second Language Programs in the British Columbia Post-Secondary Transfer System is published by the BC Ministry of Advanced Education and is updated semi-annually.

Courses are listed by equivalency level using the numerals I-IV. These levels correspond to Alexander College EAP levels 096-099, as follows:

Level	Corresponding Level at Alexander
Level IV	ENGL 099
Level III	ENGL 098
Level II	ENGL 097
Level I	ENGL 096

For example, a student successfully completing a level II course would be considered to have passed ENGL 097 and be placed in ENGL 098

Alexander College's English 099

EAP Course	Grade	Eligibility
ENGL 099	C or higher	ENGL 100

Standardized Testing

English for Academic Purposes		Direct Entry (University Transfer or Associate Degree)	
Test Type	ENGL 098 + 2 University Courses	ENGL 099 + 3 University Courses	ENGL 100
IELTS	5.0 overall, writing \geq 5.0, and no bands below 4.5	5.5 overall, writing \geq 5.5, and no bands below 5.0	6.0 and writing \geq 6.0
PBT TOEFL	510	530 and Essay Rating 3.5	550 and Essay Rating 4.0
CBT TOEFL	180	197 and Essay Rating 3.5	213 and Essay Rating 4.0
IBT TOEFL <i>TOEFL Institution Code: 3317</i>	64 overall, and 15 in reading, 15 in writing, 14 in listening, 14 in speaking	71 overall, and 17 in reading, 17 in writing, 16 in listening, 16 in speaking	80 overall, and 19 in reading, 19 in writing, 18 in listening, 18 in speaking
LPI	3, essay 20 and 50% on one of the three components	3, essay 20, and 50% on each of the three components	4 and Essay 24
Pearson Test of English (PTE), Academic	50 overall, \geq 50 in writing	55 overall, \geq 55 in writing	60 overall, \geq 60 in writing
CAEL	40 overall, \geq 45 in writing	50 overall, \geq 50 in writing	60 overall, \geq 60 in writing

Students who do not meet the English Language Proficiency requirement for admission to their program may apply to the English for Academic Purposes (EAP) Program.

Validity of Standardized English Test Results

All standardized tests used for English level placement (IELTS, TOEFL, etc) are considered to be valid for a period of two years from the date of sitting.

Please note that only TOEFL test results that include a photo will be accepted.

TOEFL unofficial score reports printed from the online portal are not acceptable.

ESL University Pathways

Alexander College maintains university pathways from a number of partner institutions offering English-as-a-Second-Language (ESL), English Language Learning (ELL), and BC English 10-12 coursework.

Final grades for courses completed at an ESL partner are considered as valid for a period 2 years after completion.

Existing Pathways:

- Alexander Academy
- Canadian as a Second Language Institute (CSLI)
- EC Canada
- Eurocentres Canada*
- Inlingua Vancouver
- Inlingua Victoria*
- International House (IH)*
- International Language Academy of Canada (ILAC)
- International Language Schools of Canada (ILSC)
- ITTTI Vancouver
- St. George International College
- Tamwood International*

Alexander Academy

Course	Grade	Eligibility
ENGL 12	English 12: B or higher	ENGL 100
ENGL 11/12	English 12: C+/C Communications 12: B or higher English 11: B or higher	ENGL 099
ENGL 10/11	English 12: C- Communications 12: C+/C English 11: C+/C English 10: B or higher	ENGL 098
ELL	Communications 12: C- English 11: C- As indicated on ELL Assessment Checklist	ENGL 097
ELL	As indicated on ELL Assessment Checklist	ENGL 096
ELL	As indicated on ELL Assessment Checklist	ENGL 095
ELL	N/A	N/A

Canadian as a Second Language Institute (CSLI)

Course	Grade	Eligibility
Advanced Curriculum	80% or higher in level 9	ENGL 099

EC Canada

Course	Grade	Eligibility
Pre-Advanced	65% or higher	ENGL 100
Upper Intermediate	65% or higher	ENGL 099

Eurocentres Canada (ECC)

*Alexander College will continue to recognize the specified coursework from Eurocentres Canada until December 31, 2017

Course	Grade	Eligibility
Pathway Program, Level 6 +	B (80%) or higher	ENGL 099
Academic Reading and Writing	B (80%) or higher	

Inlingua Vancouver

Course	Grade	Eligibility
Level V, UPC	B or higher	ENGL 100
Level IV, B	B or higher	ENGL 099

Inlingua Victoria

*Alexander College will continue to recognize the specified coursework from Inlingua Victoria until December 31, 2017

Course	Grade	Eligibility
EAP 2	80% or higher	ENGL 099

International House (IH)

*Alexander College will continue to recognize the specified coursework from International House until December 31, 2017

Course	Grade	Eligibility
EAP Level 1	B or higher	ENGL 099

International Language Academy of Canada (ILAC)

Course	Grade	Eligibility
Pathway Program, Level III	3.2 (70%), 3.3 (75%), or 3.4 (80%) or higher	ENGL 100
Pathway Program, Level III	3.1 (50%)	ENGL 099

International Language Schools of Canada (ILSC)

Course	Grade	Eligibility
Level A2	B (70%) or higher	ENGL 100
Level A1	B (70%) or higher	ENGL 099
Level I4	B (70%) or higher	ENGL 098

ITTTI Vancouver

Course	Grade	Eligibility
General English Advanced	C or higher	ENGL 099
General English Upper Intermediate	C or higher	ENGL 098

St. George International College

Course	Grade	Eligibility
University College Preparation program (UCPP)	Overall 70% or higher	ENGL 099

Tamwood International

*Alexander College will continue to recognize the specified coursework from Tamwood until December 31, 2017

Course	Grade	Eligibility
University Preparation Program (UPP)	60% or higher	ENGL 100

Other

G.E.D Testing Program

Course	Grade	Eligibility
Language Arts, Writing	Averaged score of 450	ENGL 100
Language Arts, Reading		

Alexander College English Placement Test (EPT)

Students who choose to enroll in Alexander College without documentation of English proficiency are required to complete the English Placement Test (EPT). The result of this assessment will determine whether a student possesses adequate English language and writing skills for direct entry to university-level studies. Placement test results are valid for a period of two years from the date of sitting.

If the result of the EPT indicates that a student is not prepared for university-level study in the English language, he or she may alternately be admitted to the English for Academic Purposes (EAP) program. The EAP program is a full-time, integrated, intensive English and academic skills program designed to prepare students for college and university studies in the English language.

Applicants whose EPT results indicate insufficient literacy in the English language are not admissible to the College. In the event that an admitted student is unable to commence studies due to the result of their EPT, they may defer the commencement of their studies. A student may rewrite the EPT once per semester (see policy: Placement Test Rewrites).

Note: Alexander College does not accept internal English placement or assessment tests written at other institutions.

Math Placement

Mathematics proficiency is not an admission requirement, however all math courses have at least one math prerequisite which can be satisfied through one of the following equivalencies:

BC Principles of Mathematics, Pre-Calculus, or Calculus

Course	Grade	Eligibility
Principles of Mathematics 12, Pre-Calculus 12, or Calculus 12	B or higher	MATH 151
Principles of Mathematics 12, Pre-Calculus 12, or Calculus 12	C+ or higher	MATH 104
Principles of Mathematics 12, Pre-Calculus 12, or Calculus 12	C or higher	MATH 100
Principles of Mathematics 12, Pre-Calculus 12, or Calculus 12	C-	MATH 099
None	-	

Principles of Mathematics 11, Pre-Calculus 11, or Calculus 11	B or higher	MATH 100
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Other Canadian Province, Math 12

Province	Course
British Columbia	Principles of Mathematics 12, Calculus 12, Pre-Calculus 12
Alberta, Nunavut, Northwest Territories	MATH 31, AP Calculus 12, Pure Math 30, Math 30-1
Saskatchewan	Calculus 30, AP Calculus 30, Math B30, MATH C30
Manitoba	AP Calculus 40S, Pre-Calculus Math 40S
Ontario	MCV4U, MHF4U, MDM4U
Quebec	Ontario curriculum: MCV4U, MHF4U, MDM4U
	CEGEP: Calculus I (<i>Calculus I and II are required for Science programs</i>), Linear Algebra 1
Nova Scotia	Pre-Calculus 12 or AP Calculus 12
New Brunswick	Advanced Math with Intro to Calculus 12 or AP Calculus 12
Prince Edward Island	Math 611B or AP Math, Math 621A, or 621B
Newfoundland and Labrador	MATH 3207 or AP Calculus, Math 3204

Canadian Certified Offshore Schools Math 12

With a valid graduation certificate issued by a Canadian province, offshore school coursework will be assessed according to the grade scale of the issuing province (if the province does not use a grade scale, use the BC scale).

International Math 12 Equivalency

China and South Korea (60% pass)

Course	Grade	Eligibility
Korea: MATH II (1 term) + MATH II Elective (1 term) China: Senior grade 12 (year 3) Mathematics	78% or higher	MATH 151
Korea: MATH II (1 term) + MATH II Elective (1 term) China: Senior grade 12 (year 3) Mathematics	74% or higher	MATH 104
Korea: MATH II (1 term) + MATH II Elective (1 term) China: Senior grade 12 (year 3) Mathematics	70-73%	MATH 100
Korea: MATH II (1 term) + MATH II Elective (1 term) China: Senior grade 12 (year 3) Mathematics	69% or lower	MATH 099
Korea: MATH I (1 term) + MATH I Elective (1 term) China: Senior grade 11 (year 2) Mathematics	78% or higher	MATH 100

INDIA (33% pass)

Course	Grade	Eligibility
Higher/senior secondary Mathematics (grade 12)	65% or higher	MATH 151
Higher/senior secondary Mathematics (grade 12)	56 - 66%	MATH 104
Higher/senior secondary Mathematics (grade 12)	40 – 55%	MATH 100
Higher/senior secondary Mathematics (grade 12)	39% or lower	MATH 099

GCSE/IGCSE Ordinary-Level Mathematics

Course	Grade	Eligibility
A or AS-level Further Mathematics	B or higher	MATH 151 <i>May be eligible for MATH 1XX advanced credit. See section 'Advanced Placement'</i>
A-level Mathematics	B or higher	MATH 152 <i>May be eligible for MATH 151 advanced credit. See section 'Advanced Placement'</i>
O-level Mathematics + 1 additional O-level math course	E or higher	MATH 151, with the following caution: Students proceeding to higher level courses (MATH 104 or MATH 151) should be aware that radical and rational functions are not covered in O-level mathematics, but are required for the higher level courses
O-level Mathematics	E or higher	MATH 100

Advanced Placement

Course	Grade	Credit for
AP Calculus BC	4 or higher	MATH 151 (3) & MATH 152 (3)
AP Calculus AB	4 or higher	MATH 104

Students who complete AP coursework with a final exam grade of 4 or higher may be awarded advanced credit. Refer to the folder of previous transfer credit decisions in conjunction with the BC Transfer Guide: <http://www.bctransferguide.ca/search/ap>

International Baccalaureate (IB)

Course	Grade	Eligibility
Mathematics	5 or higher	<i>Credit for MATH 151 (3) and MATH 152 (3)</i>
Mathematics	3 or 4	MATH 151
<i>Must be the standard/compulsory 'Mathematics' course (Mathematics HL, SL, Further, Methods, or Studies not accepted – students would be required to submit course outlines for evaluation)</i>		

Alexander College Math Placement Test (MPT)

Students who do not meet the requirements for direct entry to university-level math (Pre-Calculus or Calculus) are placed into MATH 099. Alternately, the student may elect to take a Math Placement Test (MPT).

Placement test results are valid for a period of two years from the date of sitting. A student may rewrite the MPT once per term (see policy: Placement Test Rewrites).

Placement Testing

Placement testing in English and Mathematics is available to students who are unable to meet admission and/or course requirements based on their previous educational history.

English Placement Test (EPT)

Students who choose to enroll in Alexander College without documentation of English proficiency are required to complete the English Placement Test (EPT). The result of this assessment will determine whether a student possesses adequate English language and writing skills for direct entry to university-level studies. Placement test results are valid for a period of two years from the date of sitting.

If the result of the EPT indicates that a student is not prepared for university-level study in the English language, he or she may alternately be admitted to the English for Academic Purposes (EAP) program. The EAP program is a full-time, integrated, intensive English and academic skills program designed to prepare students for college and university studies in the English language.

Applicants whose EPT results indicate insufficient literacy in the English language are not admissible to the College. In the event that an admitted student is unable to commence studies due to the result of their EPT, they may defer the commencement of their studies. A student may rewrite the EPT once per semester (see policy: Placement Test Rewrites).

Note: Alexander College does not accept internal English placement or assessment tests written at other institutions.

Scoring

Section	Points Value
Listening	/20
Speaking	/20
Reading	/20
Writing	/20
Vocabulary	/20
Total	/100

Total Score	Eligibility Level
	ENGL 094
	ENGL 095
	ENGL 096
	ENGL 097
	ENGL 098
	ENGL 099
	ENGL 100

Math Placement Test (MPT)

Applicants to the College who have not completed BC Mathematics 12 (or equivalent) with a minimum grade of C+ are automatically placed in MATH 099.

Students who do not meet the math requirement and wish to enroll in a first-year mathematics course are required to complete the Math Placement Test (MPT). The result of this assessment will determine whether a student possesses adequate Mathematics skills for direct entry to university-level Mathematics (calculus). Placement test results are valid for a period of two years from the date of sitting. A student may rewrite the MPT once per semester (see policy: Placement Test Rewrites).

Overview:

Mathematics is a science which investigates deductively (and inductively) the conclusions implicit in the elementary conceptions of spatial and numerical relations, and which includes as its main divisions geometry, arithmetic, and algebra.

The Alexander College's Mathematics Placement Test (MPT) is designed to test equivalent knowledge of the BC Grade 11 & 12 Mathematics curriculum (Foundations of Mathematics and Pre-Calculus 11 & 12), which is required for success in university level Mathematics.

The MPT will include questions related to *selected* BC Math 11 & 12 topics, and may include:

- Number, Exponents and Radicals
- Variables, Equations and Inequality
- Geometry
- Functions and their Graphs
- Trigonometry

Scoring

Section	Points Value
Part 1 – MATH 100 Prerequisites (questions 1-25)	/25
Part 2 – Calculus Prerequisites (questions 26-40)	/15
Total	/40

Part 1 Score	Part 2 Score	Eligibility Level
< 15		MATH 099
≥ 15	< 8	MATH 100
≥ 15	≥ 8	MATH 104
≥ 15	≥ 10	MATH 151

Chemistry Placement Test (CPT)

Alexander College's Chemistry Placement Test (CPT) is an assessment designed to test equivalent knowledge of the BC Grade 11 and 12 chemistry curriculum, which is required for success in university-level chemistry. The result of this assessment will determine whether a student possesses adequate knowledge for entry to university-level chemistry.

Overview:

Chemistry is a science concerned with the properties and reactions of materials. Students of chemistry study identification, characterization, and transformations of matter, as well as resultant energy changes.

The CPT will include questions related to *selected* BC Chemistry 11 and 12 topics, and may include:

- The nature of matter
- Naming compounds according to IUPAC nomenclature
- Mole concept
- Stoichiometry
- Chemical reactions
- Solution chemistry
- Atomic theory
- Organic chemistry
- Reaction Kinetics
- Dynamic Equilibrium
- Solubility Equilibria
- Nature of Acids and Bases
- Acids and Bases: Quantitative Problem Solving
- Applications of Acid-Base Reactions

- Oxidation-Reduction
- Applications of Redox Reactions

Scoring

Students are placed based on their CPT score, as follows:

Chemistry Placement Test Scoring Table	
Score	Course Eligibility
1-25	CHEM 100
26-50	CHEM 101

Placement Test Rewrites

Students who have previously completed an English or Math Placement test may sit for a rewrite once per term.

In order to rewrite a placement test, the following criteria must be observed by the student:

- A Placement Test form must be completed by the Office of the Registrar, and a \$50.00 rewrite fee paid in the College Bookstore. The receipt for this fee must be attached to the Placement Test form.
- A placement test rewrite must be written in between semesters. This period begins the day after the last class of the current term, and up to 3pm of the last day of the add/drop period for the subsequent term.
- A placement test rewrite can be written during a term so long as the student is not currently enrolled in classes for which the test has any direct bearing. E.g.: A student is not currently taking an EAP course.
- No student can write more than one (1) Test (initial placement or rewrite) in a term.
- If a student writes an English or Math placement test rewrite outside this period, for any reason other than those stipulated above, the mark of the placement test rewrite will remain with the Placement Testing Officer until the criterion above are met.

The Placement Testing officer will submit the final result to the Office of the Registrar, who will make the necessary notation in the student's file and provide a copy to the student's Education Advisor.

No-Show Policy

The speaking component of the English Placement Test (EPT) is structured in a way that allows no more than 6 students to be tested per testing period. In order to enforce this limit in the least disruptive way to our students, an online placement test booking system has been created.

Students who miss two or more appointments will be blocked from booking further appointments until they have paid a \$50.00 no-show fee and submitted their receipt to the Office of the Registrar or Placement Test Coordinator.

Funding and Scholarships

Scholarships

In order to better recognize academic excellence within each subject area in each major term (Fall, Winter, Spring), we have established a set of Academic Scholarships to be awarded to the strongest students within each discipline. The selection criteria and other relevant information is as follows:

Award Type: Scholarship

Total Value, per year: ~ \$20,000

Number, frequency and duration: Five scholarships, each worth \$1300 are awarded each major term (i.e., not for Summer), to continue each year until otherwise decided by OpCom. The scholarships will be in the form of a tuition credit unless the student has no upcoming tuition payments (e.g., transferring in the subsequent term); in such cases, the student will be provided with a cheque for the scholarship amount.

Selection Criteria: Each recipient must meet all the following criteria:

- Exhibit academic excellence within the respective subject area;
- Exhibit a strong attendance record within the respective subject area;
- Have at least a CPGA of 2.67 in a minimum of 9 credits.

No student can win more than one academic scholarship in the same term.

Subject Rotations: To ensure that all subject areas are represented, AC's 15 subject areas will each award one scholarship per academic year.

Fall Term (award given in Winter)

1. Norman Swartz Philosophy Scholarship
2. English Scholarship
3. Biology Scholarship
4. Asian Studies Scholarship
5. Computing Science Scholarship

Winter term (award given in Spring):

1. Commerce Scholarship
2. History Scholarship
3. Chemistry Scholarship
4. EAP Scholarship
5. Psychology Scholarship

Spring term (award given in Fall):

1. Physics scholarship
2. Sociology Scholarship
3. Peter Kennedy Economics Scholarship
4. Math Scholarship
5. French Scholarship

Student Loans

Canadian citizens and permanent residents of Canada are eligible to apply for educational funding from the province of British Columbia through StudentAid BC.

Eligibility Requirements:

- Canadian citizen, permanent resident, or protected person status
- Canadian social insurance number that does *not* start with the number 0 or 8 (these numbers are not eligible for funding)
- Resident of British Columbia
- Enrolled in an eligible program of study *Eligible programs at Alexander College are: Associate of Arts degree, Associate of Arts (Business) degree, and Associate of Science degree.

- Demonstrate financial need
- In good academic standing

Split Enrolment

A student may apply to combine their studies at two eligible institutions by completing a Split Enrolment form from the Office of the Registrar. When applying for financial aid with split enrolment, the student will need to identify which institution is their 'home institution' and which is their 'visiting institution.' The home institution is the institution in which the student has been or is currently enrolled in the most courses, or where the student is completing a degree. The visiting institution is typically where a student is completing a few courses which they intend to transfer back to the home institution upon completion.

An authorized signature is required by the Financial Aid administrators of both institutions.

Deadline for Application:

In order to ensure funding will arrive in time for the beginning of the semester, applications for financial aid should be submitted at least one month prior to the start of classes. All applications must be submitted no later than 6 weeks prior to the term end date.

Apply online at <https://studentaidbc.ca/>

School and Program Codes

School Code	APUF
Program Codes:	Associate of Arts degree (all concentrations) – XDU
	Associate of Science degree – XKA3

General Payment and Registration

1. All students must register during the designated registration period, and pay all applicable fees prior to the published deadlines.
2. A non-refundable application fee of \$150.00 must be submitted with each Application for Admission.
3. A Financial Hold is applied to student accounts in arrears (due to unpaid tuition fees, student association fees, Library fines, returned personal cheques, or any other recognized overdue payments).
4. Students swapping a paid course to one of lesser value may choose to keep the difference as a non-refundable tuition credit, or to have the difference refunded subject to the College's refund policy.
5. Students with unpaid tuition balances are contacted by phone, email, and letter mail and must submit payment in full within 10 business days from the date of the notice. Failure to submit payment in full may result in the student being dropped from the course(s) without further notice.
6. A Non-Sufficient Funds (NSF) charge of \$50.00 is applied to dishonoured cheques or credit card transactions.
7. A Cheque Hold is applied to the student account when the fee payment has been made by a personal cheque. During this period of 10 business days, students are permitted to continue registration activity, however they cannot order Official documents until the holding period has passed.
8. A non-refundable 3% surcharge is applied to all tuition and termly fee payments
9. A non-refundable late registration fee of \$50 per course is charged for courses registered during the Late Registration Period.
10. All fees paid are non-transferrable.
11. All fees are subject to change.

Regular Registration: *(from the opening of registration until three Fridays before the start of classes)*

- Tuition fee payment is due in full within 5 business days of course registration. If the tuition fee payment is not received by the end of the 5th business day the course(s) are dropped automatically.
- When there are less than 5 business days remaining in the regular registration period, payment must be received by 4:00pm on the first business day of the following week.

Late Registration: *(the Monday, 2 calendar weeks before the semester start date until the add/drop/change deadline in a given semester)*

- A non-refundable late registration fee of \$50 per course is charged.
- Tuition fee payment is due in full within 1 business day of course registration.
- On the last day of Late Registration, payment is due before 4pm on that date. Courses not paid by the end of the business day on the add/drop/change deadline are dropped.

Please note: some tuition fees will increase from Fall 2018 onward. Visit:

<https://alexandercollege.ca/admissions-and-registration/tuition-fee-increase-fall-2018/> to learn more.

The following fees are in effect from Fall 2016 term:

Domestic Fees

- The following fees are in Canadian Dollars (CAD)
- The following fees apply to Canadian citizens, Permanent Residents, and Convention Refugees
- All fees are subject to change without notice

Program		Tuition	Program Duration
University Transfer Associate of Arts Degree (<i>including Business, Economics, and Psychology concentrations</i>) Associate of Science Degree		\$285.00 per credit	Regular term – 14 weeks
English for Academic Purposes (EAP) Program	English 094, 20 hours per week	\$3,060.00	Regular term – 14 weeks
	English 095, 20 hours per week	\$3,060.00	
	English 096, 20 hours per week	\$3,060.00	
	English 097, 20 hours per week	\$3,060.00	
	English 098, 15 hours per week	\$2,295.00	
	English 099, 10 hours per week	\$1,530.00	

International Fees

- The following fees are in Canadian Dollars (CAD)
- The following fees apply to international students
- All fees are subject to change without notice

Program		Tuition	Program Duration
University Transfer Associate of Arts Degree (<i>including Business, Economics, and Psychology concentrations</i>) Associate of Science Degree		\$500.00 per credit	Regular term – 14 weeks
English for Academic Purposes (EAP) Program	English 094, 20 hours per week	\$4,680.00	Regular term – 14 weeks
	English 095, 20 hours per week	\$4,680.00	
	English 096, 20 hours per week	\$4,680.00	
	English 097, 20 hours per week	\$4,680.00	
	English 098, 15 hours per week	\$3,510.00	
	English 099, 10 hours per week	\$2,340.00	

Supplemental Fees (all students)

- The following fees are in Canadian Dollars (CAD)
- The following fees are mandatory for all registered students

- The following fees are refundable if the student drop the course(s) prior to the first day of term
- All fees are subject to change without notice

Item	Fee Amount	Frequency
Student Association (ACSA) and Activity Fee	\$20.00	Per term
Lab Fee (per 4 credit lab-science course)	\$30.00	Per term, if applicable
Student Refugee Program (SRP) Fee	\$5.00	Per term

Student Association & Activities Fee

The Student Association & Activities fee is applied to all registered students on a per-term basis. This fund provides an operational budget for the Student Association, and funds student events, activities, and initiatives offered for students by students.

Laboratory (Lab) Fee

The Laboratory fee is applied to all students registered for a lab-science course (e.g. Biology, Chemistry, Physics) and is charged on a per-course, per-term basis. This fund supports the operational costs of the science lab(s) and use of equipment and materials.

Student Refugee Program (SRP) Fee

Alexander College has partnered with World University Services Canada (WUSC), and committed to fully sponsoring one student refugee for an entire year. The College will sponsor a new student refugee each year. To assist in meeting the costs of the Student Refugee Program (SRP), a fee of \$5 will be levied for all registered students. 100% of the funds collected will go directly to toward the living expenses of the sponsored students.

Tuition Refunds

General Rules (all students)

1. Refunds are granted only for courses officially dropped prior to the published deadline, based on the date the courses are dropped.
2. For students qualifying for a 100% refund within the Regular Registration period, an administrative fee of \$50 per course will be applied, to a maximum of \$100.
3. Refund requests are processed within 4-6 weeks, after all required supporting documentation has been submitted.
4. Refunds are issued in the name of the student, unless an alternate request is submitted by the student in writing. Refund cheques may be picked up at the Bookstore.
5. All refunds which are requested by wire transfer or direct deposit are subject to an administrative fee of \$100. Banks may charge additional transaction fees.
6. Refunds for non-school fees deposited by mistake are subject to an administrative fee of \$50 for refund by cheque or \$100 by electronic funds transfer/direct deposit.
7. Students who have been issued Official school letters (Official Letter of Acceptance, Confirmation of Enrolment Letter, Continuing Studies Status Letter, etc.) are not eligible for a tuition refund, even if the original document is returned to the College. Deposited fees (i.e. tuition credit) can only be deferred up to the program end date or date of completion indicated on the official letter. After this date, any unused funds revert to the College.
8. Fees transferred from another institution are non-refundable.

International Students

Overseas International Students (*not yet arrived in Canada*)

International students who have been issued an Official Letter of Acceptance from Alexander College are not eligible for a refund, unless the student is unable to register due to refusal of an initial Study Permit from Citizenship and Immigration Canada. In the event that a new international student is refused an initial study permit, the prepayment amount is 100% refundable, less the application Fee of \$150 and administrative fees of \$100.

The student is responsible for notifying the College of their study permit refusal, via the procedure outlined below, prior to the add/drop deadline in a given term. If written notice is received after this deadline, any refund given will be subject to the Course Drop/Withdrawal Policy.

Procedure:

The student must submit the following:

- [Refusal of Study Permit](#) form
- Refusal letter, issued by Citizenship and Immigration Canada. The date of the refusal letter must be subsequent to the issue date of the most recent Letter of Acceptance.
- Bank Information Request form (if requesting a refund by wire transfer)
- Letter of Authorization from the student (if the account is not in the name of the student)

Local International and Returning Students (*study permit extensions*)

Local international or returning students who have been issued an Official Letter of Acceptance or Confirmation of Enrolment letter from Alexander College are not eligible for a refund, unless the student is unable to continue their studies due to refusal of a study permit extension from Citizenship and Immigration Canada. In the event that a student is refused a study permit extension, and is not registered for courses, any remaining balance is 100% refundable, less the application Fee of \$150 and administration fees of \$100, if applicable.

If the student has not registered for course, the student is responsible for notifying the College of their study permit refusal, via the procedure outlined below, prior to the add/drop deadline in a given term. If written notice is received after this deadline, any refund given will be subject to the Course Drop/Withdrawal policy.

Procedure

The student must submit the following:

- [Refusal of Study Permit](#) form
- Refusal letter, issued by Citizenship and Immigration Canada. The date of the refusal letter must be subsequent to the issue date of the most recent Letter of Acceptance or Confirmation of Enrolment Letter
- Bank Information Request form (if requesting a refund by wire transfer)
- Letter of Authorization from the student (if the account is not in the name of the student)

If the student has registered for courses, the student is responsible for notifying the College, via the procedure outlined below, prior to the end of the Regular Registration period in a given term. If this notification is not received during the Regular Registration period, the refund amount is based on the Course Drop/Withdrawal policy.

Procedure

The student must submit the following:

- [Request to Drop a Course](#) form
- Refusal letter, issued by Citizenship and Immigration Canada. The date of the refusal letter must be subsequent to the issue date of the most recent Letter of Acceptance or Confirmation of Enrolment Letter
- Bank Information Request form (if requesting a refund by wire transfer)
- Letter of Authorization from the student (if the account is not in the name of the student)

Course Drop/Withdrawal

All tuition refunds require written notice of withdrawal ([Request to Drop a Course form](#)), which must be received by the College before the published deadlines, as follows:

Before the First Day of Term

- 100% refund up to the last day of the Regular Registration period.
- 75% refund during the Late Registration period, up to the term start date (from the Monday, 2 calendar weeks before the term start date until the business day before the term start date).

After the First Day of Term

- 50% prior to 4pm on the first Wednesday of the first week of the term.
- 30% after 4pm on the first Wednesday of the first week and prior to the end of the first week of the term.
- No refund is issued for courses withdrawn after 4:00pm at the end of week 1.

Medical/Compassionate Withdrawal

Students who withdraw from courses are not normally eligible for a tuition refund. In the event that the withdrawal from courses is due to exceptional medical or compassionate circumstances, students may submit an appeal of the refund policy. A [Refund Appeal form](#) must be submitted to the Bookstore, along with supporting documentation. Please note that submission of a Refund Appeal does not guarantee that a tuition fee refund will be granted. If the refund appeal is not approved, the decision is final.

Required to Discontinue

In the event that a student is required to discontinue studies due to expulsion, 50% of any remaining credit balance is refunded to the student or other individual (with written consent from the student).

Exception: The student is not eligible for a refund of any amount if the remaining credit balance is left over from a total amount deposited for an official Letter of Acceptance (LOA) or Confirmation of Enrolment issued to the student.

Unclaimed Funds

Students who discontinue studies are expected to claim refundable funds within 24 months of discontinuation. Funds that are unclaimed by the end of 24 months will revert to the College.

Tax Receipts

The T2202A tax receipt will be provided for all qualified students. This information includes the student's assessed tuition and monthly education credit for the tax year. All fees that qualify for tuition tax credit will be included on the receipt. For more information on income tax, visit the Canada Customs and Revenue Website and search for the "Students and Income Tax" page.

For current tax years, tax receipts are free and available from the first week of March to be printed from the Billing section of a student's AC Online account.

Passport to Education

The Passport to Education Program recognizes and rewards student achievement in Grades 10 to 12 in a broad range of academic and non-academic areas according to guidelines set out by the Ministry of Education. The intent of the program is to motivate all students to study consistently during the years leading to graduation, and to encourage secondary school students to pursue further education through post-secondary institutions and job-training programs. Passport awards are used to further students' post-secondary education and job training.

Redemption:

Booklets (stamps) cannot be split up for redemption. The entire award will be redeemed when sent in. To redeem their accumulated stamps (Passport award), students must be registered, attending and paying tuition in a program at an accredited and designated (approved for Canada Student Loans in BC) post-secondary institution. A qualifying educational program or course should last at least three consecutive weeks, and requires a student to spend no less than 10 hours per week on courses or work in the program. A one-day course is not an acceptable program. If a student attends an accredited and designated post-secondary institution in British Columbia, the passport award can be applied directly to the student's tuition fees by the student giving it to the institution upon registration. The Ministry will then pay the institution and the institution will put the monies towards the student's outstanding tuition.

If a student has already paid all their tuition and/or is attending an accredited, designated post-secondary institution outside British Columbia, they should send a completed Redemption Form (from the website), the Passport to Education booklet (with stamps affixed), SIN, proof of registration at the PSI, proof of tuition fees paid (or a large portion paid). The tuition fees paid should be as close to matching the amount (or over) of the full Passport award. A current address to mail the cheque should be supplied for the Ministry to pay the student directly.

3rd Party Funding

Post-Secondary Student Support Program (PSSSP)

The Government of Canada program provides financial assistance to Status Indian and Inuit students who are enrolled in eligible post-secondary programs, which includes: community college and CEGEP diploma or certificate programs, undergraduate programs, and advanced or professional degree programs.

Eligible students must be Registered Status Indian (residing on or off-reserve) who have been residing in Canada for 12 consecutive months prior to the date of application for funding. Students must be enrolled in a certificate, diploma, or degree program in an eligible post-secondary education institution and must maintain continued satisfactory academic standing with that institution. Funding covers the cost of fees for tuition, textbooks, and supplies.

Students awarded PSSSP funding are required to submit a Letter of Support issued by their band office prior to the date that tuition fees are due.

If the any of the above requirements are unclear, the Associate Registrar may confirm by contacting the band office directly.

<https://www.aadnc-aandc.gc.ca/eng/1100100033682/1100100033683>

King Abdullah Scholarship Program (KASP)

The government of Saudi Arabia implemented a post-secondary and graduate scholarship program in 2005. The aim of the program is to send young Saudi students abroad to be educated by Western universities, with the expectation that these graduates will later return and contribute toward the betterment of the Kingdom's skilled workforce. The scholarship funding covers the cost for up to 4 years of tuition and living expenses, including housing, clothing, transportation, medical insurance, and many other costs.

The scholarship program is regulated by the Saudi Arabian Cultural Bureau (SACB), which maintains a list of approved countries and institutions. A student is only provided with funding so long as he or she is currently enrolled at an approved institution, and may be suspended if a student chooses to study at an institution that is not on the approved list. Alexander College is currently not an approved institution, however funding for individual students is occasionally approved when the student is completing a program at an approved institution but requires a single course or term to be taken elsewhere.

A student expecting KASP funding must submit a valid Financial Guarantee letter issued by the SACB prior to the date that tuition fees are due. The Financial Guarantee letter must clearly specify the following information:

- name of the student
- name of the institution, Alexander College
- dates of validity, which must exactly match the term start and end dates
- any conditions or course restrictions, for example 'COMM 291 only' or 'university transfer.'

If the any of the above requirements are unclear, the Associate Registrar may confirm by contacting the SACB directly.

Tuition Deposit (International Students)

Upon admission, overseas international applicants who do not already possess a study permit, or who need to extend an existing study permit, are required to deposit tuition fees in advance of course registration. The amount of the required deposit (also referred to as a 'tuition prepayment') is normally equal to the tuition fee amount for 15 credits (5 x 3-credit university-level courses).

Applicants depositing an amount equal to 15 credits or greater, prior to or during their first enrolled term, will be issued a Letter of Acceptance (LOA) for a maximum of 2 years. Applicants depositing amounts equal to less than 15 credits will be issued a Letter of Acceptance for a decreased study period length, as follows:

Deposit Amount	Letter of Acceptance - Study Period Length
Equal to or greater than 5 university-level courses	2 years
Equal to 3-4 university-level courses	1 year
Equal to 1-2 university-level courses	1 term (<i>approx. 3.5 months</i>)

Please note that Citizenship and Immigration Canada (CIC) has sole authority for determining the length of a study permit's validity, and may, at their discretion, issue a study permit for a greater or lesser length of time than what is indicated on the LOA.

Other Fees

Document Fees

Item	Price (per item)	Pick Up / Mailing Options	Price (per item)
Confirmation of Enrolment	\$10.00	Rush - 24 hour Processing	\$15.00
Official Transcript	\$10.00	Pick up	Free
Degree Parchment (duplicate or replacement)	\$25.00	Mail to local address	\$5.00
Official Letter of Acceptance (duplicate or replacement)	\$25.00	Express Courier (domestic)	\$30.00
	Previous Year - \$5.00	Express Courier (international)	\$50.00
T2202A Tuition Tax form	Current year-free		
	Previous Year - \$5.00		

Academic Process Fees

Appeal of Final Grade	\$50.00
Challenge Exam (English, Mathematics, or Chemistry)	\$50.00
Exam Deferral	\$150.00
Student Association Fee *Mandatory, per term	\$20.00

Course Registration

All admitted students have access to the student portal 'AC Online.' Students may log in by using their application or student ID number as the user name, and their surname (in lower case letters) as the password.

Within the student homepage, students can view their current courses, or access the registration section by clicking the 'Semester Registration' tab on the top of the student homepage. On the registration page, students will be able to view the courses which they are eligible to take. By scrolling over the course they wish to take, they will be able to view the course details, such as instructor name and class times, and whether the course is available for registration or waiting list. If the student wishes to register for the course, they may click "Add" to add the course, or to waitlist, as appropriate.

Students may print a tuition fee invoice and detailed schedule of registered courses from the Semester Registration tab of their AC Online account.

English and Academic Prerequisites

All courses at Alexander College have English level prerequisites. EAP English levels 097, 098, and 099 have been applied as prerequisites for all academic courses. Other prerequisites may be met by either completing transferable courses at other BCCAT member institutions, which are entered into the student database at the time of admission, or by successfully completing a prerequisite course at the college.

Co-Requisites

Some courses (namely Physics) allow a course and one or more of its prerequisites to be taken concurrently. In the event of concurrent course registration, students should be aware that withdrawal or failing of the prerequisite course will result in a deferred grade in the primary course.

Students may request to register for a course and its prerequisite concurrently by completing a policy request form in the Office of the Registrar. Permission to take a course and its prerequisite concurrently may be granted only in exceptional circumstances and to a student with a strong record of academic success.

Level Progression (English for Academic Purposes)

A student must pass (achieve at least a C (60%)) a particular skill set course (RW or LS) before progressing to the next level of the same skill set course. If a student fails only one skill set course (e.g., ENGL 096 LS) at a particular level, the student may retake the failed skill set course while simultaneously progressing to the next level of the passed skills set. For instance, if a student passed ENGL 096 RW but failed ENGL 096 LS, that student may progress to ENGL 097 RW and retake ENGL 096 LS in the subsequent term.

A student must pass both skill set courses at the ENGL 097 level before progressing to ENGL 098.

Concurrent Course Registration

Students may request to register for a course and its prerequisite concurrently by completing a policy request form in the Office of the Registrar. Permission to take a course and its prerequisite concurrently may be granted only in exceptional circumstances and to a student with a strong record of academic success.

Registration with a Course-In-Progress at Another Institution

Alexander College is committed to providing students with an opportunity to be successful in their academic studies. In order to provide students with an opportunity to select courses while completing an eligible prerequisite at another institution, the College allows for registration based on a prerequisite course (or courses) that are currently being taken at another BC post-secondary institution and are transferable to an equivalent course at Alexander.

A transcript indicating the final grade(s) of the in-progress course(s) must be submitted to the Office of the Registrar prior to the first day of classes in a given term. If the student is unable to provide the final grade, or receives a failing grade for the course, he/she is expected to drop the course(s). If the final grade is not provided to the Office of the Registrar prior to the first day of classes, the student will be automatically withdrawn from the course(s) without further notice.

If the course(s) are dropped prior to the end of the Regular Registration period, the student will receive a 100% refund. If the course(s) are dropped during the Late Registration period, or are dropped by the College prior to the first day of term, the student will receive a 75% refund, per the College's refund policy.

Course Overloads

Students in good academic standing are permitted to register for a maximum of 6 courses in the Fall and Winter terms, 5 courses in the Spring term, and 3 courses in the Summer term. If a student wishes to register in additional courses in a given term, s/he may submit a request for a Course Overload to the Associate Registrar. Considerations for approval of such a request include the student's past academic performance and attendance record.

Course Audit

Audited courses are defined as those which are taken on a non-credit basis and for which no grade will be assigned. Students are generally expected to participate fully and to complete all coursework and exams. Fees for audit courses are the same as for credit courses.

Students who meet the course requirements may register to audit a course, or request to change their course status from credit to audit, after the first day of classes and until the course add/drop/change deadline. Students may request to audit a course by completing the Course Audit request form available online or from the Office of the Registrar, and must obtain the written approval of the Director. There is no limit to the number of courses which may be audited in one semester. Students may not change their course status from audit to credit at any time after registration and may not challenge a previously audited course.

As with credit courses, students who are auditing a course are required to maintain a rate of class attendance greater than 70%. An attendance rate less than 70% will result in withdrawal from the course, and a notation of 'W' on the student's permanent record. Successful completion of the course will result in the notation of 'AUD' on the student's permanent record.

Reserved Course Seats

Course seats are for most courses are unreserved, however all course seats for ENGL 100 are reserved for full-time students of Alexander College, on a first-come-first-served basis.

Repeated Courses

A student who attempts a course at Alexander College may choose to attempt the course a second time. However, if a student wishes to attempt the same course a third or subsequent time, he or she must apply to the Dean for special permission. An attempt is considered to be any undertaking of a course for which a letter grade has been assigned, including a W for course withdrawal.

Students are not permitted to retake courses once they have passed a course for which it is a prerequisite. *For example*, ECON 103 cannot be retaken *after* completing ECON 210 because ECON 103 is a prerequisite for ECON 210.

If the student has not completed (e.g. failed or withdrawn) from a course, they are considered to have not completed it and may therefore go back and retake the prerequisite course. *For example*, a student who has failed MATH 104 may retake MATH 100. Students may retake a course an unlimited number of times, provided they have not completed a post-requisite course.

Exception: Students who have completed EAP level 099 and below may elect to take a lower level EAP course without restriction.

Waiting Lists

Each course has been established with a maximum number of available course seats. The number of available course seats varies by course, and is determined by either established teacher/student ratios or by classroom size.

When registration for a course has reached its maximum, subsequent registration is assigned to a waiting list. The waiting list is ordered in priority sequence by the time and date of waiting list selection. The place, or priority number, of the student is listed in the Registration section of AC Online as a ratio of priority number/total list number, for example 2/8 ← Student is 2nd of 8 total students on the waiting list for the course.

Regular Registration Period

If a course seat becomes available, an option to 'accept' or 'decline' the available course seat appears beside the course name in the Semester Registration section of AC Online. It is the responsibility of the student to check their status in AC Online regularly, as course seats can become available at any time.

Once a course seat becomes available, the option to accept or decline remains active for a period of 24 hours.

- If the student accepts the course seat, the course tuition fee must be paid within 5 business days. When there are fewer than 5 business days remaining in the regular registration period, payment must be received by 4:00pm on the first business day of the following week.
- If the student does not accept the course seat within 24 hours, or accepts the course seat but does not pay the tuition fee prior to the payment deadline, the course is dropped.

Late Registration Period

If a course seat becomes available, the option to 'accept' or 'decline' the available seat appears beside the course name in the Semester Registration section of AC Online. It is the responsibility of the student to check their status in AC Online regularly, as course seats can become available at any time.

Once a course seat becomes available, the option to accept or decline remains active for a period of 24 hours.

- If the student accepts the course seat, the course tuition fee must be paid within 1 business day. On the last day of Late Registration, payment is due before 4pm on that date.
- If the student does not accept the course seat within 24 hours, or accepts the course seat but does not pay the tuition fee prior to the payment deadline, the course is dropped.

Full-time and Part-Time Study Status

Full-time status requires one of the following:

Winter or Fall Term

- 3 or more university transfer level courses; or
- ENGL 094-ENGL 097 only; or
- ENGL 098 plus one university transfer level course; or
- ENGL 099 plus one university transfer level course; or
- UPRE 099 plus one university transfer level course.

Note: At both the ENGL 098 and ENGL 099 levels, students are encouraged to practically apply their language skills in an academic course. Although there is a difference in the number of course hours (ENGL 098 is 15 hours per week, while ENGL 099 is 10 hours per week), both course combinations sufficiently provide the baseline of required hours for what is considered full-time.

Spring Term

- 3 or more university transfer level courses (or two university-level courses totaling 9 or more class hours per week)
- ENGL 094-ENGL 097 only; or
- ENGL 098 plus one university transfer level course; or
- ENGL 099 plus one university transfer level course; or
- UPRE 099 plus one university transfer level course.

Note: At both the ENGL 098 and ENGL 099 levels, students are encouraged to practically apply their language skills in an academic course. Although there is a difference in the number of course hours (ENGL 098 is 15 hours per week, while ENGL 099 is 10 hours per week), both course combinations sufficiently provide the baseline of required hours for what is considered full-time.

Summer Term

- 2 or more university transfer level courses

*UPRE and EAP are not offered during the summer term due to the shortened term length.

Full-Time Equivalent

University Transfer and Associate Degree Programs

FTE stands for full-time equivalent. Full time for a student means 5 courses or 15 credits in a term. A student taking 3 courses would be 3/5 FTE. However since we have quite a few 4-credit courses, credit hours rather than number of courses are used to calculate. A student taking a 4-credit course and two 3-credit courses would be taking 10 credits or 10/15 FTE.

English for Academic Purposes

A student enrolled in ENGL 094-097 are classified as full-time (they are not permitted to take any other courses), so these courses count as 15 credits in the FTE calculation. A student taking ENGL 098 and two academic courses is full-time, so ENGL 098 counts as 9 credits in the FTE calculation; a student taking ENGL 099 and three academic courses is full-time, so ENGL 099 counts as 6 credits in the FTE calculation

Calculating Course/Program Hours

Each course has an established number of hours per week, in according with the Standing Academic Standards Committee approved curriculum guide. Standard rules are as follows:

Winter and Fall Terms:

Category	Hours Per Week	Hours Per Term
3 credit course	3	42
4 credit (non-lab science) course	4	56
4 credit (lab science) course	6	84

Spring Term:

Note: class hours are different from credit hours. Class hours in the Spring term should be calculated as follows:

Category	Hours Per Week	Hours Per Term
3 credit course	4	40
4 credit (non-lab science) course	6	60
4 credit (lab science) course	8	80

Student Support Services

New Student Orientation

Student Orientation is a full-day session rich with activities and information designed to welcome new students to Alexander College. The schedule is packed with opportunities to meet great people, get acquainted with the campus and community, as well as learn about the many support services and programs available.

New Student Orientation dates are posted at both campuses and online in the News and Events Calendar.

Education Advising

Each new student is assigned an Education Advisor at the application phase of their studies. Education Advisors at Alexander College are responsible for answering general questions, providing personalized support, and ensuring that each student has a direct contact and connection to College staff.

Advisors will be available by appointment Monday to Friday at both the Vancouver and Burnaby campuses. For information and to book an appointment, please see the reception desk.

Academic Advising

A well-organized student is a successful student. Students completing university transfer or degree programs are assisted to create a study plan to ensure that they are on track to meet program and graduation requirements.

Ideally, students will seek advising either directly through an Academic Advisor or through other departments at key stages of their academic career at Alexander College. These key points are:

- Entrance into the College as either a first year student or as a transfer student from another institution
- When the student would like to declare their major or academic goal
- If and when a student experiences academic difficulty, goes on academic probation, and/or encounters the threat of suspension from the institution
- When the student approaches graduation from Alexander College
- If and when the student would like to further their education by transferring to a university degree program or post baccalaureate program.

Academic Advisors will be available by appointment Monday to Friday at both the Vancouver and Burnaby campuses. For information and to book an appointment, please see the reception desk.

The Alexander College website has an FAQ section for Academic Advising: <http://alexandercollege.ca/student-support-services/academic-advising/>

Career Advising

A Career Advisor assists students to explore opportunities, create education and career goals, and coaches to discover and explore interests, values, personality, and abilities. Career Advising services also include a variety of vocational assessments that may provide students with valuable information about themselves and help to jumpstart career exploration.

Career Services available:

- Resume and cover letter writing
- Job search
- Job interview practice and preparation
- Employability skills
- Labour market information and employability trends
- Workshops, including:
 - Ace that Interview!
 - Resume and Cover Letter Writing
 - Working in Canada
 - Career Planning 101
 - Journey Through Job Search
- Vocational assessments, including:
 - Strong Interest Inventory
 - Myers-Briggs Type Indicator (MBTI)

A small administrative fee may be charged for vocational assessments.

AC Online Course Support

AC Online is an online course management and student support system designed to help students organize and access their information. Students can view class notes, assignments, attendance, communicate with their instructors, view grades and payment information, update personal information, and register for classes.

Most instructors require students to participate in the course module within AC Online. www.alexandercollege.ca/courses/login.php.

For questions or technical difficulties with AC Online, please contact a Librarian or Office of the Registrar.

Health & Wellness Counselling

Alexander College students are eligible for up to 10 free, on-site, Health and Wellness Counseling sessions each academic year. These sessions are designed to provide students with a safe, supportive, and confidential space in which to discuss issues that may be causing distress and personal struggle.

Some examples of common issues that are discussed with a Health and Wellness Counselor include anxiety, depression, relationships, stress, loneliness, substance misuse, or adjustment to new surroundings.

The college also provides workshops on topics such as stress management, body image, and healthy relationships, and can provide referrals to off-campus resources for ongoing services.

To book an appointment, contact
Kerry Anne Holloway (hollowaycounselling@gmail.com)

Student Success Program

The Student Success Program (SSP) assists all students who wish to improve their academic performance, to better understand the Canadian education system, or to develop an effective plan for their future. The SSP Coordinator helps students to create personalized study plans, gain valuable learning and lifestyle tools, and receive helpful College guidance.

The Writing & Learning Centre

The Alexander College Writing & Learning Centres (WLC) provide one-on-one tutoring, in person and on-line, for academic writing for UPRE 099, EAP 097-099 and all university transfer courses (100 level & up). Academic content specialists are available to help students with math, science, economics, commerce, business, accounting and all humanities courses.

The WLC webpage contains writing tools to help students with assignments, including tip sheets, resources, and outlines for essay preparation.

Visit the WLC page at <http://www.alexandercollege.ca/writing-and-learning-centre/>

Create or login to your account at www.alexander.mywconline.com

Tutoring

Tutoring at the WLC is student-oriented, **free**, and appointments are made to accommodate student schedules.

Note that the length and substance of appointments vary from student to student, as some students have standing daily or weekly appointments while others attend only as needed.

To make an appointment for tutoring, visit www.alexandercollege.ca and select “Writing Centre & Tutors.”

- **English and all humanities** - Special attention is given to students of English 100, as this course is both intensive and essential to those hoping to transition to university level English usage. The English and humanities tutors are available at both campuses Monday through Friday.
- **Mathematics and all sciences** - A tutor specializing in these areas is available by appointment or walk-in for twenty hours per week on campus. The mathematics and sciences tutors are available at the Burnaby campus 2 days per week, and at the Vancouver campus 3 days per week.
- **Economics and Commerce** – A tutor specializing in these areas, including Business and Business administration is available by appointment or walk-in at both campuses. The economics and commerce tutor is available at the Burnaby campus 3 days per week, and at the Vancouver campus 2 days per week.

ACS Code of Ethics

The WLC adheres to the following Principles of Ethical Standards. The ASC commits its members and student affiliates to comply with these ethical standards. Lack of awareness or misunderstanding of ethical standards is not itself a defence to a charge of unethical conduct.

- **Best Interest:** Tutors will be committed to acting in the best interest of tutees as specified by the employing organization or institute.
- **Responsibility:** Tutors will take responsibility for their own behavior and work to resolve conflicts that may arise between themselves and a client.
- **Integrity:** Tutors will practice and promote accuracy, honesty, and truthfulness.
- **Fairness:** Tutors will exercise reasonable judgment and take precautions to ensure that their potential biases, the boundaries of their competence, and the limitations of their expertise do not lead to or condone unjust practices.
- **Commitment:** Tutors will fulfill commitments made to learners.

- **Respect for Others Rights and Dignity:** Tutors will respect the dignity and worth of all people, and the rights of individuals to privacy, confidentiality and self-determination.
- **Excellence:** Tutors will strive to maintain excellence by continuing to improve their tutoring skills and engage in applicable professional development activities.
- **Respect for Individual Differences:** Tutors will respect cultural, individual, and role differences, including those based on age, sex, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language and socioeconomic status.
- **Professionalism:** Tutors will not engage in inappropriate relations with tutees.
- **Confidentiality:** Tutors will maintain the highest privacy standards in terms of protecting personal information relative to those whom they tutor.

The Library

Located on both campuses, the Library plays a key role in achieving the educational directives of the college by serving as an information centre where students engage in academic, cultural and social activities. The Library is dedicated to providing the highest level of resources (whether traditional or digital) and instructional services so students can perform research, study, and surf the web with confidence. Services are arranged to meet the student's individual needs.

We offer research help through one-on-one appointments as well, and we supplement classroom instruction by offering group research workshops demonstrating how to best use the college's databases and evaluate web resources.

While the librarians are here to assist students with any of their information needs, one of the other key roles of the librarian is to maintain the library's subscription database services and provide access to the millions of articles and eBooks that the library purchases annually – to this end each of our libraries has a number of computer workstations for both research and entertainment. The library also provides students access to printing, scanning, and photocopying.

Alexander College library emphasizes the concept of the learning commons: a shared, lively space for you to engage with people and ideas.

Resources for Research and Study

Alexander College Libraries contain a growing collection of course-related books as well as many fictional or general interest books and magazines. These include encyclopedias, dictionaries and other reference sources; print magazines and newspapers; and texts or recommended readings for specific courses. The Library's online services and electronic resources include many comprehensive and easy-to-use subscription databases; subject guides created by the librarian in accordance with student needs; and participation in AskAway, a live internet reference service available during the library's regular hours as well as after hours and on the weekend.

Resources for Entertainment

Beyond its curricular resources, the library maintains a large collection of supplementary materials primarily for entertainment including DVDs, Blu-Rays and videogames. Each library has circulating videogame consoles and other AV devices, along with other IT materials such as headphones and cell phone chargers. The library remains open to meeting student needs and is always happy to expand its collections based on regular student input.

Borrowing from the Library

Students are required to provide their student card when borrowing books from the library. A passport or Canadian Government-issued Photo ID is also acceptable. Items may be renewed up to two times, provided that no other students have requested the materials.

Library Loan Maximums	
Non-Fiction (NF)	21 Days
Fiction (F)	21 Days
Current Textbooks/ Course Reserves (TXT)	3 Hours
DVDs / Blu-Rays (AV)	7 Days

All other Audio Visual material (AV) Video Games, Cell phone charges, head phones etc.	3 Hours
Short term (ST)	1 Day
Reference	1 Day

Overdue Items

All materials which are past the return date and which have not been renewed are subject to late fees (fines) which will result in a financial hold. Fines are applied only for days when the library is open.

Late Fees	
Books and Magazines	\$1 per day with a maximum of \$60 per item.*
DVDs, Video Games and all other Audio Visual Material	\$2 per day with a maximum of \$60 per item.*
Textbook Reserves and Reference Material	\$2 per hour with a maximum of \$60 per item.*

*Plus replacement cost.

Lost and Damaged Items

Any item more than three months overdue is considered lost. Replacement costs include the current price of the item, new, (or, if this is not available, a default price).

If library materials have suffered more than normal wear and tear, they must be replaced as if they were lost (e.g. dirty, sticky, marked, water damaged, moldy, torn, chewed or otherwise defaced materials). Library staff members are responsible for using their judgment to decide what can and cannot be loaned again.

Student ID Cards

Alexander College student ID cards are required to access many of our student services, including the Office of the Registrar, Library, and to write exams. To obtain a student ID card, please visit the library at the Burnaby or Vancouver campus. Be sure to bring one piece of official government photo identification - either a passport or a piece of Canadian Government-issued picture ID issued (e.g. driver's license, BC ID card, etc.).

Student Life

Alexander College Student Association (ACSA)

All students of the college are automatically members of the Alexander College Student's Association. This association has its own executive council.

The Alexander College Student Association (ACSA) consists of Alexander College students who are elected each year by the student body. The Association coordinates activities, advocates for students, maintains a budget, and ensures that students have a voice in the operation of the college. ACSA executives also appoint members to various college committees, including the Board of Governors.

Elections and Voting

The executive council are elected at the beginning of each semester by student vote. Candidates organize their speeches to gain the support of fellow students, and the voting stations at each campus open for approximately 3-4 days. Each student of Alexander College is entitled to one ballot, and a student ID card is required at the voting station. Finally, the vote is closed, the ballots are tallied, and the elected council is announced.

Fees

The ACSA is responsible for ensuring that the current fee of \$20 per student per semester is appropriately budgeted for and wisely spent for the benefit of Alexander College students.

Sports

Students are encouraged to participate in community sports. The College assists in the organization of intramural leagues, arrangements for facilities, and supervision for sports such as skiing and snowboarding, basketball, badminton, soccer, bowling, billiards, and yoga.

Activities & Experiences

Student Activities Coordinators organize events and experiences for groups of students. Some past activities include skiing and snowboarding at Whistler, hiking in the mountains, visiting museums, exploring local restaurants, and participating in sporting events. The College also provides students with opportunities to experience and share in the celebration of cultural events and holidays.

Clubs

Clubs are organized and run by students, with new clubs developing according to student interests. Current clubs include:

- Film and drama
- Explorer's Club
- Conversation Club
- Spanish Club
- Japanese Club
- Korean Club
- Ski and Snowboard Club
- Basketball Club
- Billiards Club

On-Campus Employment Opportunities for Students

Alexander College employs student workers on a temporary contractual basis for basic clerical assistance and other duties, as assigned by the Director. International students may apply to work on-campus provided they meet the following requirements:

- Hold a valid study permit
- Be enrolled as a full-time student

Opportunities are posted on the College website: <http://www.alexandercollege.ca/careers/>

Medical Insurance

Medical insurance coverage is mandatory for all residents of British Columbia. The College provides information and assistance by helping students to secure access to provincial healthcare or by connecting students with a suitable insurance provider.

Proof of medical insurance coverage is mandatory for all students prior to course registration, and must be maintained while attending the College. All students are expected to maintain valid medical insurance for the duration of their studies.

The College is not liable for any medical or dental expenses. Students from outside British Columbia, particularly international students, must obtain Visitors to Canada medical insurance to provide them with coverage for the first 90 days upon arrival in Canada. This 90-day waiting period is required by the BC government in order to process the student's application for BC Medical Services Plan (MSP) and is governed by the BC MSP Act. The BC MSP card becomes effective 90 days after your arrival in BC and the temporary Visitors to Canada medical insurance expires accordingly. Students from other Canadian provinces must also obtain BC MSP, and should check with their respective provincial medical services plan to verify what coverage would apply until they receive their new BC MSP card.

Medical insurance information, assistance, and application forms are available to be picked up in the Student Services office at both campuses.

Registrar Services

Articulation

Alexander College is a participant in the BC Transfer System, and regularly undergoes the process of articulation and articulation updates through BCCAT's Transfer Credit Evaluation System (TCES).

Articulation of our courses with other colleges and universities is important and we take our responsibilities to BCCAT, to other colleges and universities, and to our students very seriously. As a small private institution, we cannot be expected to engage in articulation activities in the same way as a large public institution would. Our policy on articulation is guided by the following considerations:

1. We must maintain credibility with the major research universities. If we were to grant credit for a course that none of these universities recognize, it would bring the quality of our degree into question.
2. Alexander College is too small for us to set our own standards. We look to the major public institutions to establish what should be taught in the various courses. Triangulation is an essential tool for ensuring that the content of our courses meets the accepted standards.
3. In cases where we do not have the requisite experts on staff (instructors or members of SASC), decisions about articulation are made by the Registrar's office and the Dean. We do not grant transfer credit for courses where we have neither comparable courses nor expertise suitable for assessing such courses.

As a Sending Institution

We strive to align our courses with the expectations of the four major universities in BC: UBC, SFU, UVic, and UNBC. We are required by Ministry of Advanced Education policy to articulate every course we offer with at least one of these institutions. We realize, however, that processing an articulation request consumes a considerable amount of the receiving institution's resources; therefore we are parsimonious about such requests.

Our first priority is to request a direct credit articulation from each of the four major institutions. If a direct credit equivalent does not exist, we seek unassigned credit in an appropriate university department. Achieving this goal may sometimes require slight modifications to our courses.

Our second priority is to establish course articulations with other institutions with which we exchange the most students. We normally do not seek articulation with institutions with which we have a very low rate of student exchange. Students with successfully completed courses taken for credit at another BCCAT member institution can apply for an assessment and credit is awarded whenever possible.

As a Receiving Institution

All of our courses have been designed to be articulated directly with an equivalent course at one or more of the four major institutions. When an articulation request is accepted by a major institution, we automatically recognize the reciprocal articulation, accepting their course as equivalent to ours.

When we receive an articulation request from another BCCAT member institution, we first perform a search using the BC Transfer Guide to determine if the course in question and our own course are both equivalent to a third course at one or more of the four major universities; a process called 'triangulation.' If a determination of equivalency can be estimated using the triangulation method this does not guarantee that an articulation agreement will be made, but does change the onus from looking for reasons to approve the request to reasons for rejecting it.

To process an articulation request, we require a course outline that has been issued by the sending institution and represents the standard curriculum of the course. A course outline created and used by a single instructor is not normally accepted for consideration. We use the term *Curriculum Guide* or *Official Course Outline* to describe this document. If we find acceptable reason to approve, and no good reasons to disapprove articulation of a course, the request is then sent to the appropriate division coordinator for further review. The coordinator may choose to seek advice from regular or sessional instructors within the division. After careful consideration, the coordinator makes a recommendation with written comments.

Evaluating an articulation request requires a considerable expenditure of staff resources. While we recognize the value of this activity, we must restrict the number of requests we are able to evaluate to those from institutions with which we exchange the most students. We normally do not accept articulation requests from institutions with which we have a very low rate of student exchange.

Individual Student Requests

Individual students who apply for transfer credit will have their prior courses individually assessed. All credentials issued by BCCAT member institutions receive generous consideration. Credentials issued by non-BCCAT member institutions within Canada are also considered, provided that the institution is authorized to grant degrees. The same process of assessment outlined above is employed. In addition, careful records are kept to document the outcome of each request and ensure that in future similar requests are treated in the same manner.

Institutional Contact Person (ICP): A. Lipsett

The ICP is responsible for transfer policy and practice at their institutions. They advise BCCAT on transfer-related administrative matters, verify the transfer agreements published in the BC Transfer Guide, and are an important communication network throughout the system.

Transfer Credit Contact (TCC): M. Brooks

The TCC is responsible for coordinating the day to day articulation process and updating of the BC Transfer Guide through the electronic Transfer Credit Evaluation System (TCES). This includes initiating transfer credit evaluation requests, forwarding requests for evaluation, and entering evaluation results for publication in the BC Transfer Guide.

Credit Transfer

Alexander College participates fully in the BC Council on Admissions and Transfer (BCCAT) system for articulation of courses among institutions in British Columbia. It is our policy to compare our courses to the courses of other participating institutions and to recognize course to course equivalencies where appropriate.

Policy on credit transfer includes the following specifications:

Limitations on Quantity of Transferred Credit

Alexander College participates fully in the BC Council on Admissions and Transfer (BCCAT) system for articulation of courses among institutions in British Columbia. It is our policy to compare our courses to the courses of other participating institutions and to recognize course to course equivalencies where appropriate.

Unless otherwise noted, external credit granted may not exceed one half of the total credit required for the program. For example, 60 credits are required for completion of the Associate of Arts degree and therefore a maximum of 30 credits can be presented for transfer into the program.

International Credit Transfer

For courses completed in Canada, students may apply to transfer a maximum of ten subjects per request. For courses completed outside of Canada, students may apply to transfer a maximum of five subjects per request. Additional requests may be considered after the previous request has been completed.

To ensure that the program learning outcomes are met, a maximum of 25% international transfer credit may be applied to an Associate degree. *Effective Winter 2017 term, onward.*

Unassigned Credit

Assigned credit is given for a course that matches (with 75% correspondence or greater) a specific Alexander College course.

Unassigned credit is given for a course accepted as fulfilling a requirement but not matching a specific Alexander College course. Arts electives, including fine arts, are assigned to either Humanities (HUMN) or Social Sciences (SOSC).

In order to ensure that the program learning outcomes are met, a maximum of 25% unassigned credit may be applied toward an Associate degree.

Applicability

Credit transfer cannot be used as a substitute for meeting all of the credential requirements. For example, obtaining a total of 60 credits does not eliminate the requirement to complete a laboratory science course.

Each course accepted for transfer credit must satisfy at least one requirement for the credential.

Level of Study

AC will only accept undergraduate courses for credit transfer and prerequisites to a maximum of a 200-level credit at AC. Graduate courses may be considered for exemptions to this policy (via application to the Associate Registrar), so long as the courses adhere to the College's credit transfer guidelines and do not interfere with the student's ability to attempt further courses at the College.

Minimum Grade

Courses accepted for credit or prerequisite must have been completed with a grade of at least D (GP 1.0).

Stale Dating

Credit is not normally given for courses completed more than 7 years in the past, nor can the course be used to satisfy a prerequisite. A decision to not accept a course for credit can be appealed to the Registrar who will consult appropriate experts (instructors or SASC members) for a decision.

Disclosure of Post-Secondary Studies

Unless they were disclosed at the time of admission, post-secondary courses completed prior to the date of admission to Alexander College are not eligible for transfer credit, however may be used to satisfy course prerequisites.

BCCAT Transferable Courses

Transferability of courses with the BC Post-Secondary Transfer System is determined by articulation agreements between member institutions. Course transferability is viewable online using the BC Transfer Guide.

Students who wish to transfer credit from another BCCAT member institution are required to submit the following:

- Completed Transfer Credit Request Form
- Official transcript

Where BCCAT articulations exist, transfer credit requests will normally be completed within 2-4 weeks from the date that all documentation was submitted. It is responsibility of the student to ensure that credit transfer/course evaluation requests are submitted at least 4 weeks prior to the posted registration deadline.

When an equivalent course cannot be found using the BC Transfer Guide, Admissions Officers may refer to the credit transfer folder on the Admissions server. This folder contains records of courses previously reviewed and approved by the Dean on a case-by-case basis. If an equivalent course cannot be found using these two sources, the procedure for non-BCCAT transferable courses (below) will apply.

Non-BCCAT Transferable Courses

Alexander College does not generally accept courses taken outside of the BC Transfer System for credit. In exceptional circumstances, students may request to have coursework from an accredited institution evaluated by the Dean.

Students who wish their courses to be evaluated for transfer credit consideration are required to submit the following:

- Completed Transfer Credit Request Form
- Official transcript
- Course outlines (also called course syllabus) for each requested course. Course outlines may be printed (hard copy) or emailed (soft copy) in a secure format (e.g. .pdf)

- At a minimum, the course outline must contain all of the following information:
 - Name of institution or official stamp
 - Name/course code/title and program year of the course
 - Number of course hours (e.g. number of hours per week x number of weeks)
Minimum of 40 hours per term for non-lab course/minimum of 60 hours for lab course
 - Grading system used, including passing mark
 - Learning outcomes and/or topics covered
 - Learning resources (textbooks and other resources) Currency of text may be a factor in the acceptance or rejection of a course in certain subject areas, at the discretion of the evaluator
- Any transcripts or course outlines not in the English language must be accompanied by an original translation by a licensed translator.
 - College staff are not authorized to translate documents

Once provided, the course outline and official transcript will be submitted to a subject area specialist/faculty member or to the Dean for review. The Dean may also refer evaluation to the SASC member responsible for the subject area.

Where transfer credit is approved, the Admissions Officer will input the details into the student database and check off any prerequisites satisfied. A transfer articulation letter is created by the Admission Officer, signed by the Dean, and placed into the student file. An additional copy may also be made available for pick up by the student.

Course evaluation requests will normally be completed within 6-8 weeks from the date that all documentation was submitted. It is responsibility of the student to ensure that credit transfer/course evaluation requests are submitted at least 8 weeks prior to the posted registration deadline.

Withdrawals, Course, and Status Changes

The college must provide students with adequate opportunity to make informed decisions about their learning while encouraging student success and the fullest possible access to learning opportunities for all learners.

After course registration and under certain conditions, students may add courses, change courses or course sections, change status (from credit to audit or from audit to credit), withdraw from individual courses, or withdraw completely from the College, up to the add/drop/change deadline. The course add/drop/change deadline is normally the end of week 1 for all terms. Prior to this deadline, students may make changes to their status (e.g. from credit to audit) or change course selections using their AC Online account. Courses dropped during this period will not appear on the student's permanent record.

Note: Students who wish to change or drop a course within the add/drop/change period may do so through AC Online, however if the student is entitled to a course refund of any amount, they are required to complete a Request to Drop a Course form with their AC Education Advisor. The Education Advisor will sign and approve this form, which the student will bring to the Bookstore to initiate the refund process.

After the add/drop/change deadline has passed, a student may choose to exit a course, without a refund, until the "last day to withdraw from a course" date. A course from which a student has withdrawn will remain on the permanent student record with the notation of 'W' (withdrawal), however the course is not used in the calculation of GPA.

- **Note 1:** In every term, a date is identified as the "Last day to withdraw from a course." This date is normally the Friday of the week when approximately 60% of the term has elapsed. Students are not permitted to withdraw from courses after this date, and the student's grade as submitted by the instructor is recorded on the student's transcript. If a student does not complete final assignments and/or the final exam, the notation DNW (Did Not Write) is recorded on the student's transcript. DNW counts as a grade of zero in determining the student's GPA.
- **Note 2:** Students who wish to withdraw from a course may do so by completing the Request to Withdraw from a Course form in the Office of the Registrar. The form must be signed and approved by the Officer.
- **Note 3:** Students registered in UPRE 099 are also permitted to retake one course which they previously completed at Alexander College with a final grade of C- or lower. If the student chooses to drop or withdraw from UPRE, he/she is also required to drop or withdraw from the additional course.

Change of Legal Name

Students who have changed their legal name are required to provide a supporting legal document in order to update their student record. This must be an original document, not a photocopy. This original document will be verified by the Office of the Registrar staff, photocopied, and promptly returned to the student.

Acceptable supporting documentation must be one of the following:

- Change of Name certificate
- Birth certificate
- Passport
- Marriage certificate
- Divorce certificate

Change of Program

Students may request to change their program of study at any time during the academic year, subject to availability and provided they meet the requirements of the program requested. General and specific program requirements are available in the Alexander College Academic Calendar.

Change of Status

Students who have changed their citizenship or immigration status are required to provide a copy of a supporting legal document in order to update their student record.

Acceptable supporting documentation must be one of the following:

- Passport
- Citizenship card
- Permanent Resident card (or valid landing paper)
- Study permit

Graduation

Students in the Associate of Arts or Science programs are encouraged to seek Academic Advising at regular intervals during their studies to ensure that they remain on track with degree program requirements.

Students may apply for graduation after the first day of class in their final (expected) term. Early applications for graduation will be held pending release of final grades at the end of term.

To submit an application for graduation, students are required to meet with an Academic Advisor to review program requirements, calculate GPA, and complete an official Application for Graduation form.

- When all final grades for the final term are available, the Academic Advisor will submit the Application for Graduation form, together with any other relevant documentation (e.g. letters of transfer credit), to the Registrar.
- The Registrar coordinates final approval from the Dean of Arts and Sciences, and submits approval to the Associate Registrar.
- The Associate Registrar completes a final student record check, and notifies the student of any holds or additional information required. Graduation documents are not issued to students under unresolved Registrar or Financial holds. If there are not holds on the student account, the Associate Registrar officially records the graduation, and issues graduation documents.
- The degree parchment is submitted to the President and Vice President, Academic for signing.
- Students are officially notified of the outcome of their request to graduate by the Associate Registrar within 6 weeks of application. The notification will include instructions for pickup of graduation documentation and provide students with the option to have the documents mailed free of charge. The official graduation notification will also include information about convocation and alumni services.

Minimum CGPA Requirement for Graduation

To be eligible for graduation in an Associate Degree program, students must complete all program requirements with a minimum cumulative grade point average of 2.0 (equivalent to a 'C' average).

Convocation

All students who successfully complete a degree program at Alexander College are eligible to participate in the Convocation Ceremony. Typically held twice per academic year in June and October, the Convocation Ceremony is an opportunity for graduates to share the celebration of their accomplishment with peers, family, and friends.

Invitations to the Convocation Ceremony are sent to all graduates of the preceding academic year, and an RSVP is required. Each graduate is welcomed to invite up to 2 guests, and may request permission to invite greater than 2 guests, space permitting.

Each graduate will be dressed with the traditional cap and gown wardrobe prior to the ceremony, and later presented with their degree parchment in a hardcover folder. A catered luncheon is provided for graduates, family, and friends following the event.

Access to Records and Document Ordering

Students may order official documents through their AC Online account. Students who last attended prior to 2011 may contact the Office of the Registrar to set up an AC Online account, or order documents in person by completing the 'Document Order Form' in the Office of the Registrar.

Duplicate or Replacement Degree Parchment

If a graduate requires an additional copy of the degree parchment, or if the original has been lost or damaged, a replacement/duplicate may be ordered by completing a *Document Order* form. All subsequent printings of a degree include a small notation of 'duplicate or replacement document,' in parenthesis.

Available Documents

Unofficial Transcript – for student advising purposes only. Students may print their unofficial transcript through their AC Online account.

Official Transcript - Transcripts contain the students' academic history at the College in its entirety, and are equipped with a number of security features to prevent duplication. Transcripts are not issued to students under Financial or Registrar's Hold. Third-party requests require a signed authorization letter from the student.

Confirmation of Enrolment Letter (COE) – A COE is an official document confirming student registration for a current term.

Confirmation of Graduation Letter – A Confirmation of Graduation letter is an official document confirming a student's graduation details.

Length of Study Period

Tuition Deposit (International Students)

Upon admission, overseas international applicants who do not already possess a study permit, or who need to extend an existing study permit, are required to deposit tuition fees in advance of course registration. The amount of the required deposit (also referred to as a 'tuition prepayment') is normally equal to the tuition fee amount for 15 credits (5 x 3-credit university-level courses).

Applicants depositing an amount equal to 15 credits or greater, prior to or during their first enrolled term, will be issued a Letter of Acceptance (LOA) for a maximum of 2 years. Applicants depositing amounts equal to less than 15 credits will be issued a Letter of Acceptance for a decreased study period length, as follows:

Deposit Amount	Letter of Acceptance - Study Period Length
Equal to or greater than 5 university-level courses	2 years
Equal to 3-4 university-level courses	1 year

Equal to 1-2 university-level courses	1 term (<i>approx. 3.5 months</i>)
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Please note that Citizenship and Immigration Canada (CIC) has sole authority for determining the length of a study permit's validity, and may, at their discretion, issue a study permit for a greater or lesser length of time than what is indicated on the LOA.

Study Period Extensions

All programs at Alexander College can be completed within 2 years, and this is maximum length of time that may be allotted on the Letter of Acceptance. Many students will need more time to complete their program, however, and additional time is added to the expected end date one year at a time.

Appeals and Special Requests

Admissions and Registration Request

Decisions regarding eligibility for admission and course registration are based on College policy and regulations. In certain circumstances a student may request to be considered for a policy exemption.

An 'Admissions and Registration Request,' form, with relevant supporting documentation attached, is to be submitted to the Office of the Registrar. Depending on the rationale of the request, supporting documentation may be required.

An Admissions and Registration Request form can be obtained at: <http://alexandercollege.ca/current-students/forms-and-publications/>

Late Withdrawal

An Admissions and Registration Request may be submitted to the Office of the Registrar to request late withdrawal from a course after the "Last day to withdraw from a course" date. Late Withdrawal may be granted in unusual circumstances beyond the student's control (e.g. extreme illness, death of an immediate family member, etc) which make it impossible for the student to complete the course. If the request is granted the notation 'LW' (Late Withdrawal) will appear on the student's transcript and the course is not counted in the calculation of GPA.

An Admissions and Registration Request form can be obtained at: <http://alexandercollege.ca/current-students/forms-and-publications/>

The College may require a student to withdraw from the College at any time for unsatisfactory conduct, for failure to abide by regulations, for unsatisfactory progress in a program of studies or training, or for any other reason that is deemed to show that withdrawal is in the interests of the student and/or the College.

Cases brought forward under this policy will be referred to the Education Committee for disposition. The response of the student must be heard before a final decision is reached. The decision of the Committee may be appealed to the president.

Final Exam Deferral

Students may submit a formal request to defer the date of a final examination when circumstances beyond their control prevent them from attending at the scheduled exam time. The request must be in writing and must be approved by both a Director and the Instructor.

Requests will be granted only in exceptional circumstances such as a death in the family or a medical emergency. Any requests arising from poor planning or inconvenience, such as booking a flight before the exam schedule is published or conflict with another activity will not be approved.

Procedure:

Complete an "Exam Deferral" request form, available from the Reception desk or campus Director.

- Attach documentation to provide evidence of the exam conflict.
- Attach a photocopy of the \$150.00 exam deferral fee receipt. This fee is used to cover the expense of requiring an instructor to generate and grade new exam content, invigilation of the rescheduled exam, and associated administrative costs in processing the request.
- Submit the form, receipt, and supporting documents to the campus Director or Director's Assistant.

You will be contacted with the outcome of your request once the information is assessed and a decision is reached by the administration. If your request is approved, you will also be given the time, date, and location of your rescheduled exam.

Final Grade Appeal

Students have the right to appeal the final grade assigned for a course or program. The student must verify the grade with the course instructor and the Registrar to ensure that no error has been made. All reasonable steps possible should be taken by the student to resolve a grade dispute with the instructor before pursuing the formal appeal process.

Complaint and Hearing

After attempting to resolve the dispute with the instructor, and within 2 weeks of the date of receiving the Grade Statement, the student wishing to appeal a final grade must contact the appropriate Program Coordinator to discuss the reasons for the appeal and the appeal process. The Program Coordinator will ensure that the reason for the appeal is one of the following:

- Failure by the instructor to follow College policy and procedures relating to the assignment of grades.
- Failure by the instructor to follow the evaluation profile, grade assignment and operational details as contained in the approved course outline distributed to students. Students must be notified in writing or in any other way demonstrable of notifying all students of any changes of substance and relevance to the course outline.
- Failure of the instructor to treat the student with the equity and fairness extended to other students in the class.

The Program Coordinator convenes a meeting with the Coordinator, the instructor and the student. The student and the instructor provide all relevant exams, assignments, and marks at this meeting. The participants examine the materials, review the procedures and attempt to reach a satisfactory conclusion. The coordinator documents the meeting, keeping a copy of all relevant materials and a record of the discussion and decisions reached.

Appeals

If the student is not satisfied with the outcome of the Complaint Hearing, he or she completes a "Final Grade Appeal" form, clearly stating the reason for the appeal. The student submits the Final Grade Appeal form(s), together with a fee of \$50.00 for each grade appealed, to the Accounting Assistant. The Appeal form is forwarded to the Dean.

The Dean obtains the Complaint Hearing documentation and may interview the student. The Appeal is placed on the agenda of the next Education Committee meeting. The Dean may invite the student to attend a portion of the Education Committee meeting. The Education Committee considers the appeal and makes a final decision.

Refund Appeal

Decisions regarding eligibility for a refund are based on the College's refund policy. In certain circumstances beyond a student's control (i.e. medical/compassionate withdrawal), the student may request to be considered for an exemption from the refund policy.

A Refund Appeal form, with relevant supporting documentation attached, is to be submitted to the Finance Department via the Bookstore. The decision/outcome of the appeal by the Finance Department is final.

A Refund Appeal form can be obtained at: <http://alexandercollege.ca/current-students/forms-and-publications/>

Grading and Academic Performance

Credits

The number of credits for each course is determined as a part of the course design and approval process. Most of our courses consist of about 40 lecture hours; the equivalent of 3 hours per week over the course of a fall or winter term, and these courses are normally assigned 3 credits. Some courses require additional seminars (usually 1 hour per week) and/or labs (1 to 3 hours per week) and these may be assigned a credit value of 4 or more.

Grade Point Average (GPA)

For each course included in the calculation of GPA, the course Grade Point value is multiplied by the number of course credits. The resulting values are summed over all courses and the total is divided by the total number of credits. The result is the Grade Point average, or GPA.

To determine term GPA, add the point value for all courses in a given term and divide by the total number of attempted credits in the term. To determine the cumulative GPA, add the point value for all courses and divide by the total number of attempted credits.

Notes:

- GPA values are rounded up or down to the nearest hundredth of a percentage.
- Where a course has been successfully repeated, only the higher grade is used in the calculation of the GPA.
- Courses numbered 099 and lower are not used in the calculation of GPA.

There are two GPA numbers to pay attention to:

Term GPA

The semester GPA is the total GPA for a single semester. Both semester and cumulative GPA values are listed on the student's permanent record.

To maintain satisfactory academic standing, students must maintain a minimum 1.50 GPA each semester.

Cumulative GPA (CGPA)

The cumulative GPA (or CGPA) is the total GPA value for all semesters. Where courses are repeated, Alexander College will use the higher grade in the calculation of cumulative GPA. Both semester and cumulative GPA values are listed on the student's permanent record.

Calculating GPA

	Letter Grade	GPA Points	Credits	Points Value
Course 1 (lab science)	B-	2.67	4	10.68
Course 2	C+	2.33	3	6.99
Course 3	F	0.00	3	0.00
Course 4	A+	4.33	3	12.99
Points Total =			30.66	
30.66/13 credits =			GPA 2.36	

Grading System

Alexander College's Grading System is based on a percentage grade for most courses with some courses issuing separate theory and practical marks for a single course. Course passing grades vary, and courses may be assigned a standing code instead of a percentage grade. Following are the approved grades and standing codes for Alexander College effective September 2006.

Standard Grade Scale			
Grade	Numerical Range	Grade Points	Description

A+	90 and above	4.33	Outstanding
A	85 – 89	4.00	
A-	80 – 84	3.67	
B+	76 – 79	3.33	Good
B	72 – 75	3.00	
B-	68 – 71	2.67	
C+	64 – 67	2.33	Satisfactory
C	60 – 63	2.00	
C-	55 – 59	1.67	
D	50 – 54	1.00	Marginal
F	49 and below	0.00	Unsatisfactory

Transcript Notations

Grade	Numerical Range	Grade Points	Description
W	-	Not calculated	Withdrawn
LW	-	Not calculated	Late withdraw
S	-	Not calculated	Satisfactory standing, course requirements fulfilled
U	-	Not calculated	Unsatisfactory standing. Course requirements not fulfilled
R	-	Not calculated	Course has been repeated, and appears elsewhere on the transcript
AUD	-	Not calculated	Audit
DNW	-	0.00	Did not write the final exam
RTD		0.00	Required to discontinue
TCR	-	Not calculated	Transferred from other institution
ECR	-	Not calculated	Exempt
NGR	-	Not calculated	No grade reported

In-Progress Grading

Grade	Numerical Range	Grade Points	Description
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CIP	-	Not calculated	Course in Progress
DEF	-	Not calculated	Deferred
INC	-	Not calculated	Incomplete
Course Numbering			
094 – 099	College preparatory courses		
100 – 199	First year undergraduate courses		
200 – 299	Second year undergraduate courses		

Mathematics Department Only

**From Winter 2018 onward*

Grade Scale - Mathematics Department			
Grade	Numerical Range	Grade Points	Description
A+	95 and above	4.33	Outstanding
A	90 - 94	4.00	
A-	85 – 89	3.67	
B+	80 – 84	3.33	Good
B	75 – 79	3.00	
B-	70 – 79	2.67	
C+	65 – 69	2.33	Satisfactory
C	60 – 64	2.00	
C-	55 – 59	1.67	
D	50 – 54	1.00	Marginal
F	0 – 49	0.00	Unsatisfactory

Grade Differentiation

A+	Outstanding achievement. Exceeds expectations. The student demonstrates a quality of work and accomplishment far beyond the formal requirements and shows originality of thought and mastery of material. Student performance is of outstanding quality
A	

A-	
B+	Good achievement; fully meets expectations. The student exceeds the usual accomplishment, showing a clear indication of initiative and grasp of the subject. Student performance is superior, but less than outstanding quality
B	
B-	
C+	Satisfactory achievement; meets expectations The student meets the formal requirements and has demonstrated good comprehension of the subject and a reasonable ability to handle ideas
C	
C-	Satisfactory achievement; minimally meets expectations The student meets the formal requirements and has demonstrated good comprehension of the subject and a reasonable ability to handle ideas
D	Marginal achievement; not yet meeting expectations. The student's accomplishment, while still passing, leaves much to be desired. Minimum requirements have been met but were inadequate. Marginally meets minimum standards. Regarded as just adequate for enrolment in the next higher course.
F	Inadequate and unacceptable achievement. Not yet meeting expectations. The student does not meet the minimum requirements of the course.

Academic Recognition

Students are expected to maintain acceptable standards of academic performance, and a student whose academic performance is of a superior standing will be recognized:

Honour Roll

Students who achieve a semester GPA of 3.50 to 3.99 in a minimum of 12 credits are placed on the Honour Roll.

Dean's List

Students who achieve a semester GPA of 4.00 or higher in a minimum of 12 credits are placed on the Dean's List.

Academic Standing and Performance

Provisional Admission

Applicants to the College who provide academic transcripts indicating poor academic performance, according to the College's 1.50 minimum academic standard, will be admitted on Provisional Admission. These students are admissible to the College on Academic Probation, and are subject to the conditions and restrictions of Academic Probation (see below).

Good Academic Standing

A student is considered to be in good academic standing when their cumulative GPA is above or equal to a minimum of 1.50 and they are not under Academic Alert, Probation, or Suspension.

Academic Warning

A student receives an Academic Warning if the College has any reason to be concerned about the student's academic performance during the term. This could be the result of poor attendance, poor marks, or misconduct. When an Academic Warning arises, an e-mail explaining the concern is sent to the student and a copy placed in the student's file.

At the end of the Fall, Winter, and Spring terms, all students who have a term or cumulative GPA of less than 1.50 are placed on Academic Warning.

Academic Probation

Academic Probation is a caution to students indicating that their academic standing at the College is in jeopardy.

Students are placed on Academic Probation for four principal reasons:

- Attendance. Students must maintain at least 70% attendance in all courses.
- Grades. Students' GPA must not drop below 1.50 on the last 9 credits attempted.
- Academic Misconduct. Students must avoid academic misconduct such as cheating or plagiarism.
- Initial Probation. Students who are admitted under our Provisional Admission policy start their studies on Academic Probation.

Students are not subject to probation until they have completed at least 15 credits or equivalent credit hours of academic coursework.

If a student has taken 9 credits or more of academic coursework in a term, then all courses completed in that term are used to calculate the term GPA. If a student has completed less than 9 credits in a term, the GPA is calculated by including grades from the most recent courses completed in previous terms to reach 9 credits. If a course has been repeated, the higher grade is used.

Academic Probation is lifted and the student is returned to "Good Academic Standing" when the student has successfully completed the following term, including a GPA of at least 1.50 in at least 9 academic credits.

A student on probation may not attempt more than 10 credits in a single term.

Academic Suspension

A student who meets the requirements for Academic Probation who is already on Academic Probation is normally suspended.

Students on Academic Suspension may return to good academic standing in one of two ways:

- Students on Academic Suspension are invited to take our UPRE 099 - *University Preparation* course and may concurrently retake one course for which they previously achieved a final grade of C- or lower.
 - Students who only take and pass UPRE are readmitted in good academic standing.
 - Students who pass UPRE and the repeated course are readmitted in good academic standing.
 - Students who pass UPRE but fail the repeated course are readmitted on Academic Probation.
 - Students who are fail UPRE and pass the repeated course continue on Academic Suspension.
 - Students who fail UPRE and fail the repeated course continue on Academic Suspension.
- Students on Academic Suspension who complete 9 or more credits of transferrable coursework at another BCCAT member institution, with a term GPA of 1.50, will be readmitted to the College with good academic standing.

Performance Following Reinstatement

Students who are readmitted to the College are readmitted in good academic standing. If the grades in the subsequent semester are below 1.50 in at least 9 credit completed, the student will be placed on Academic Warning for the following semester without the accumulation of 15 academic credits. The student will re-enter the Probation/Suspension process, and will be permitted to take UPRE for a second and final time.

Academic Policy

Preamble

Alexander College is committed to ensuring that all members of the College community - students, faculty, staff, and visitors - are able to study and work in an environment of tolerance and mutual respect that is free from harassment and discrimination. The College recognizes the importance of high quality teaching for the academic preparation of its students and accordingly requires that instructors be regularly evaluated by procedures that include provision for assessment by students.

The College does not assume responsibilities that naturally rest with adults. It is the policy of the College to rely on the good sense and on the home training of students for the preservation of good moral standards and for appropriate modes of behaviour and dress.

Regular attendance is expected of students in all their classes (including lectures, laboratories, tutorials, and seminars.). Students who neglect their academic work and assignments may be excluded from final examinations. Students who are unavoidably absent because of illness or disability should report to their instructors on return to classes.

The College reserves the right to limit attendance, and to limit the registration in, or to cancel or revise any of the courses listed. Enrolment is limited in all courses and admission does not guarantee that space will be available in any course or section. However, no student in a graduating year may be excluded from a course necessary to meet degree program requirements because of lack of space (this rule does not apply to elective courses or preferred sections of courses).

The College accepts no responsibility for the cancellation or discontinuance of any class or course of instruction which may be made necessary or desirable as a result of an act of God, fire, riot, lock-out, stoppage of work or slow-down, labour disturbances, lack of funds, the operation of law or other causes of the kind.

Compliance with Statutes

Alexander College complies with all statutes relevant to college operations, including the *Human Rights Code (BC)* and the *Canadian Charter of Rights and Freedoms*.

Curriculum Development and Approval

This policy concerning curriculum development and approval provides a rationale and framework for the creation, deletion and revision of the curricular and pedagogical substance of courses. It outlines the procedure for creation and approval of Curriculum Guides and the application of these guides to form Course Outlines. Curriculum Guides provide a summary of the curriculum for any course offered by the College. Course Outlines are prepared by instructors to describe the instructor's plans for that particular course.

Authority

Curriculum development and review is the responsibility of the Standing Academic Standards Committee (SASC). Courses are developed by faculty or, where external expertise is required, by non-faculty practitioners or academic specialists working under the direction of faculty. Curriculum Guides are completed for every credit course offered by the College. All Curriculum Guides are reviewed annually by SASC to ensure that they are educationally current. This review is indicated by a change to the date on the Curriculum Guides document.

Instructors are required to prepare a Course Outline based on the Curriculum Guide and give a copy of their outline to students on the first day of classes.

Curriculum Development and Approval Process

Curriculum changes may be initiated by any administrator or member of faculty of the College, by the Education Committee, by the Standing Academic Standards Committee, or by the Board. Two types of curriculum change are identified: Major changes and Minor changes. Major changes include changes to programs, admission or graduation requirements; creation of new courses; deletion of old courses; or significant change to the substance of an existing course. Minor changes include a change of recommended textbooks or materials, or minor updates to course content.

All changes are reviewed by the Education Committee, forwarded by the Vice-president Academic and approved by the Standing Academic Standards Committee.

Curriculum Guides

This section provides complete instructions for completion of a Alexander College *Curriculum Guide*.

All approved courses at Alexander College must be accepted by the Standing Academic Standards Committee. Approval of a course involves the creation or modification of the *Curriculum Guide* for that course. The *Curriculum Guide* is our definition of the course at this college.

Instructors use the *Curriculum Guide* as a guide when creating their *Course Outline*. The Course Outline is the description of the course that instructors give to students. Course Outlines may vary with instructors or vary from term to term with the same instructor, but all must comply with the official Curriculum Guide.

Program Review

As part of its commitment to provide an effective educational program, the College fosters an environment that supports constructive evaluation and continuous improvement. The Associate degree programs and all courses are systematically documented and reviewed by the Dean of Arts and Sciences. Courses are reviewed at the end of every term and a course and program review is done annually. An in-depth full program review is done at least once every five years.

The main purpose of program review is to verify the appropriateness and effectiveness of Alexander College programs, including curriculum, policies and procedures. Review reports may make recommendations towards improving any aspects of the program and the evaluation process if necessary. This process assists the College with educational planning and provides an opportunity to link professional development to the needs of programs.

Academic Freedom

It is the responsibility of college instructors to learn and continue to learn about their areas of expertise, and to provide their students with high-quality learning opportunities. In this context it is the responsibility of all instructors, administrators, staff, and students to encourage an environment of academic acceptance and trust; where ideas are welcome regardless of any quality of the originator such as race, gender, sexual orientation, disability, or age, and where ideas can be expressed and examined without fear of reprisal other than the give and take of honest debate. All participants, but particularly instructors, have a responsibility to avoid *ad hominem* comments, an overbearing attitude, denigration and/or ridicule in their discussions. All have a further responsibility to defend the right of others to express their ideas and opinions without physical or moral censure. All have the responsibility to use accepted ethical standards in the expression of ideas, avoiding proselytizing and propaganda.

Student Responsibility

It is the student's responsibility to be aware of the policies, procedures, and deadlines which are in effect at Alexander College. This information is printed in the Calendar and other publications. Questions regarding these matters may be directed to the student's Education Advisor, or to the Office of the Registrar.

For all matters, it is considered sufficient notification by the college to mail information to a student's address as recorded in the student information system.

It is also the student's responsibility to attend classes regularly, to keep work up-to-date, and to complete assignments as required. Final grades are based largely on complete assignments, test, and class participation.

Students should ensure that they are available during the entire time set aside at the end of the term for formal examinations. Instructors are not obliged to schedule an alternate examination time to accommodate the student.

Faculty Responsibility

Faculty members are available for consultation during specified hours or by arrangement. They help in every way possible to make the educational experience a successful one.

Academic Integrity

Alexander College is responsible for developing awareness among students, instructors, and staff involved in teaching and scholarly activities of the need for the highest standards of integrity, accountability and responsibility. The college expects that instructors will:

- Evaluate the work of students in a fair manner.
- Give appropriate recognition, including authorship, to those who have made an intellectual contribution to the contents of presentations or publications, and only those people.
- Obtain the permission of the author before using new information, concepts or data originally obtained through access to confidential manuscripts.

Teaching evaluation

On or near the last class of every course, instructors will normally distribute a questionnaire for students to complete giving their opinions about the quality of instruction, curriculum, college facilities, and their learning experience in general. Students complete these forms anonymously. The forms are collected and summarized in the central office. A summary of the results pertaining to teaching is returned to the instructor after marks have been submitted.

Attendance

Students must attend 70% of the classes in this course (75% in English/EAP, 90% in UPRE) or they will not be able to write the final exam. No absences will be excused. Attendance is calculated separately for each course as the number of classes (lecture, tutorial, lab) attended divided by the number offered during the term. Attendance is counted from the first day of class, not the course registration date. Students are responsible for completing all course material and assignments whether present or not. Students who miss an exam due to illness or incapacity should refer to the exam deferral process in the Academic Calendar (<http://alexandercollege.ca/admissions-and-registration/academic-calendar/>).

Academic Accommodation

The College recognizes its moral and legal duty to provide academic accommodation to students with a disability. The goal of academic accommodation is to remove barriers to learning, enabling students to access College services, programs, and facilities and to be welcomed as participating members of the College community. Academic accommodation supports fair and consistent treatment of all students, including students with a disability, in accordance with their distinct needs and in a manner consistent with academic principles.

The College provides academic accommodation to students with disabilities in accordance with the Human Rights Code (BC) and the Canadian Charter of Rights and Freedoms. Provision of academic accommodation shall not lower the academic standards of the College and does not exempt the student from evaluation and need to meet essential learning outcomes.

Misconduct

Following is an abridged version of college policy on Misconduct:

Academic Misconduct

Ignorance of the appropriate standard of academic honesty is not acceptable as a defence to an allegation of Academic Misconduct. Academic Misconduct that is subject to penalty includes, but is not limited to, the following:

- Plagiarism.
- Cheating.
- Submitting the same, or substantially the same, essay, presentation, or assignment more than once.
- Impersonating a candidate.
- Submitting false records or information.
- Falsifying or submitting false documents.
- Attempting to engage in, or assisting others to engage in Academic Misconduct.

Non-academic Misconduct

Ignorance of the appropriate standard of behaviour is not acceptable as a defence to an allegation of Non-Academic Misconduct. Non-Academic Misconduct that is subject to Disciplinary Measures includes, but is not limited to, the following:

- Disrupting instructional activities.
- Damaging, removing, or making unauthorized use of college property.
- Injuring or harassing.
- Assault.
- Threatening or intimidating

Disciplinary measures

Disciplinary measures that may be imposed, singly or in combination, for Academic Misconduct or Non-Academic Misconduct include the following:

- A letter of reprimand.
- Restitution in the case of damage to, or removal or unauthorized use of, property
- A notation of discipline on the student's record.
- A failing grade or mark of zero in the course.

- Suspension or cancellation of any scholarships, bursaries or prizes.
- Suspension from the College for a specified or indefinite period of time
- Revocation of a degree or other academic credentials dishonestly or improperly obtained.
- Expulsion from the College.
- In general, a student who cheats on an assignment or a test will be given a grade of zero for that assignment or test.

Copyright and Plagiarism

The thoughts and publications of others are regularly referred to by students in the process of study, and this makes it critical for the original author to be properly acknowledged in the student work. Plagiarism occurs when an individual deliberately or accidentally submits or presents the work of another person as his or her own. Where excerpts are cited directly, the author must be acknowledged in the text, through footnotes, in endnotes, or in other accepted forms of academic citation. In the case of collaborative or group work when permitted by the instructor, students must ensure that they adhere to the requirements as outlined by the instructor. Regardless of intent, all students are responsible for ensuring that any work which has been submitted is their own or has been cited correctly, and does not constitute plagiarism. Students who are uncertain as to what constitutes plagiarism should consult their instructor before handing in any assignments. Students may also consult the librarian or one of Alexander College's tutors for proper citation methods.

Registrar Hold

Under certain circumstances, there is a need to put a "hold" on a student record for academic or non-academic reasons over and above those triggering a Financial Hold. The effect of the Registrar Hold is the same as a Financial Hold (cannot order documents, cannot register for subsequent terms, etc.), but may include additional restrictions on the student's account. Examples may be for academic or non-academic misconduct, unresolved absenteeism, suspension or expulsion for disciplinary reasons, the need to obtain academic advising, or failure to provide required documentation.

The Registrar, Director of Operations, Director of Academic Affairs, or Associate Registrar determines the necessity and terms of a Registrar Hold on a student file.

The Associate Registrar adds the Registrar Hold flag on the student's file in the database, includes the rationale and terms of the Hold on the student's file, and advises the student of the specific actions necessary to remove the hold, including deadlines (if applicable). The Associate Registrar also provides a periodic summary report of all Registrar Holds to the Recruiting Division. The Registrar Hold is removed when the outstanding issue has been dealt according to the conditions established at the outset of the hold. Only one of the above staff members may remove a Registrar Hold.

Financial Hold

A student may be placed on financial hold as result of outstanding indebtedness to the College. When a student has been placed on financial hold, no subsequent registration activity will be allowed and official transcripts of academic record or graduation diplomas will not be issued. The financial hold will be removed when the outstanding balance is paid in full. Interest may be charged on outstanding amounts that are past due.

Dispute Resolution Policy

Appeals may involve, but are not limited to a reconsideration of grades, discipline, fees, college policy or practice, or transfer credit. If a disagreement arises between or among college participants and concerning college business, then all steps should be taken to resolve the issue as close to the source as possible. For example, if the issue is a disagreement between a student and his or her instructor, these two people should do their best to resolve the issue themselves. If the initial participants cannot reach consensus, then the issue can be escalated to the Director, then to the Education Committee, and finally to the President. In all cases, when an issue is escalated, all parties to the disagreement must submit their positions and arguments in writing.

When a dispute is brought to the Director, he or she must normally arrange to complete the adjudication within two weeks. A dispute brought to the Education Committee must be placed on the agenda as quickly as possible, and raised at the next meeting. The Education Committee must normally arrange to complete its adjudication within 12 weeks. A dispute appealed to the President, if allowed, shall normally be decided within two weeks.

Students enrolled in the College's EAP program may also bring their dispute to Languages Canada (visit: <http://www.languagescanada.ca/contact-us>).

Retention of Records

Documents submitted in support of applications become the property of the College and may not be returned to the student. Students wishing to retain irreplaceable application documents (i.e. official transcripts, graduation certificates, etc.) should consult the Office of the Registrar to request that their original documentation be verified by appropriate staff members and returned.

All official/original transcripts, certificates, and language test results must be provided before a student is eligible to order official transcripts from Alexander College.

Consent to Release Information

Due to Canadian Privacy laws, Alexander College is unable to release student information to anyone other than the enrolled student without signed consent from that student.

To give consent to a parent, guardian, or agency, order or pick up documents on an ongoing basis, a student is required to complete a “Consent to Release Student Information” form, available from the Office of the Registrar.

To give consent to a parent, guardian, agency, or other individual to request information, order or pick up documents on a single occasion, a student is required to complete a “Consent for Third Party Order or Pick Up” form, available from the Office of the Registrar, or from the reception desk.

This information should be recorded in the student file within the student database, and the original form should be placed into the physical student file.

Protection of Privacy

Alexander College is committed to using the personal information we collect in accordance with the Personal Information Protection Act (PIPA). Alexander College maintains systematic control of important records from their creation or receipt, through processing, distribution, organization, storage, and retrieval, to their ultimate disposition.

College records are created and maintained to ensure appropriate documentation of operating activities, and to meet operational, legal, regulatory and fiscal requirements and in accordance with the Personal Information Protection Act (PIPA) in order to protect personal information.

Collection, Use, and Disclosure of Personal Information

The College collects and records personal information as needed for the proper administration of the College and its programs, or as required by government. The College uses personal information only for the purpose for which it was obtained or compiled, or for a consistent purpose, where the individual has identified that information and consented to its use.

The College discloses personal information to third parties only under specific conditions.

Access Right

The College grants faculty, staff and students of the College access to College records, subject to the terms and conditions of these Guidelines and other applicable College policies, unless the College considers, upon reasonable grounds, that the request for access is frivolous or vexatious, or is exempt.

Emergency Procedure

Alexander College is committed to maintaining the safety and security of staff, faculty, and students, and staff certified in First Aid are on site at all times. Detailed information on emergency preparedness and the emergency procedure is available from the reception desk.

Course Descriptions

Each course has a course code, which consists of a subject area designation and a number, following the format of: Course number (number of credits) Course title

Subject Area Designations	
ASIA	Asian Studies
BIOL	Biology

BUEC	Business Administration and Economics
CHEM	Chemistry
COMM	Commerce
CPSC	Computer Science
ECON	Economics
ENGL	English
FILM	Film Studies
FREN	French
HIST	History
MATH	Mathematics
PHIL	Philosophy
PHYS	Physics
PSYC	Psychology
SOCI	Sociology
STAT	Statistics

Numbers beginning with the digit zero designate courses taken as prerequisites to academic courses. For example, ENGL 099 is a course that provides high school level English, and may be taken as a prerequisite to first-year academic English courses. Numbers beginning with the digit one are first-year courses. These are normally introductory in nature and may be taken by students in either the first or second year of their program. Numbers beginning with the digit two identify second-year courses. They may or may not have an internal prerequisite course(s). Students do not normally take courses beginning with the digit two until they are in the second year of their program.

Course Numbering	
094 – 099	College preparatory courses
100 – 199	First year undergraduate courses
200 – 299	Second year undergraduate courses

In some cases, different courses cover substantially the same material but are targeted to different audiences. Credit cannot be given for more than one such course. In particular, College credit will be given for only one of each of the following sets of courses:

MATH 104 or MATH 151
MATH 105 or MATH 152
PHYS 101 or PHYS 141
PHYS 102 or PHYS 142

ASIA | Asian Studies

ASIA 100 | Contemporary China

China's drive for modernization is explored with reference to the role of the Communist Party, the government, and the individual. A survey of domestic policy and international relations. Students will draw upon a variety of sources: text readings, scholarly journals, popular literature, film/video assignments, and internet (www) sources in this interdisciplinary study of Chinese society.

Prerequisite(s): ENGL 098

Credits: 3

ASIA 101 | Contemporary Japan

Japan's place in the world is explored with reference to the government, the Imperial family, society and the individual. A survey of domestic policy and international relations. Students will draw upon a variety of sources: text readings, scholarly journals, popular literature, film/video assignments, and internet (www) sources in this interdisciplinary study of Japanese society.

Prerequisite(s): ENGL 098

Credits: 3

ASIA 200 | Chinese Civilization & Society

This course covers selected aspects of Chinese history with an emphasis on cultural factors which have shaped Chinese viewpoints and perspectives. Modern themes will be placed in geographical and historical context. Students will draw upon a variety of sources: text readings, traditional art and literature, film/video assignments, and internet (www) sources in this interdisciplinary study of Chinese society.

Prerequisite(s): ENGL 098

Credits: 3

ASIA 201 | Japanese Civilization & Society

This course covers selected aspects of Japanese history with an emphasis on cultural factors which have shaped Japanese viewpoints and perspectives. Modern themes will be placed in geographical and historical context. Students will draw upon a variety of sources: text readings, traditional art and literature, film/video assignments, and internet (www) sources in this interdisciplinary study of Japanese society.

Prerequisite(s): ENGL 098

Credits: 3

ASIA 202 | Japanese Popular Culture

This course introduces Japanese popular culture as seen in manga, anime, TV dramas, cinema, advertising, literature, music, food and fashion. The themes focus on the representation of gender and sexuality, cultural/national identity and ethnicity, and the impact of globalization.

Prerequisite(s): ENGL 098

Credits: 3

BIOL | Biology

BIOL 100 | Introductory Biology

This survey course is designed for non-science students with an interest in the place of humans in nature. The course deals with evolution, genetics, cellular and molecular perspectives on biology, and examines the place of humans in the biosphere (ecology). The course consists of lectures and integrated laboratory exercises.

Prerequisite(s): ENGL 099

Credits: 4

BIOL 101 | Introduction to Biology I

This course is designed as an introduction to the cellular and molecular basis of life. It deals with cell biology, energetic and genetics. The course consists of lectures and integrated laboratory exercises.

Prerequisite(s): ENGL 099, BIOL 11 or 12 and CHEM 11 or 12; or BIOL 100 (B)

Credits: 4

BIOL 102 | Introduction to Biology II

This course is designed as the second of a pair of introductory courses in biology. It includes evolution and the diversity of life on the planet, anatomy and physiology of plant and animal systems, and a study of the interaction of organisms with one another and their physical environment. The course consists of lectures and integrated laboratory exercises.

Prerequisite(s): ENGL 099, BIOL 11 or 12 and CHEM 11 or 12; or BIOL 100 (B)

Credits: 4

BIOL 110 | Anatomy and Physiology I

Human anatomy is the science of the structure of the human body and its parts; human physiology the science of the functions of the living human body. This course concentrates on the structure and function of the muscular, skeletal, and neural systems of the human body.

Prerequisite(s): ENGL 098

Credits: 4

BIOL 120 | Anatomy and Physiology II

Gross human anatomy is the science of the structure of the human body and its parts that can be observed with the unaided eye. Human physiology is the science of the functions of the living human body. This course, which is the second half of a comprehensive study of human anatomy and physiology, will concentrate on the structure and function of the endocrine, digestive, urinary, integumentary, reproductive, and developmental systems of the body.

Prerequisite(s): ENGL 098

Credits: 4

BIOL 201 | Cell Biology

This course investigates the structure and function of plant and animal cells; membrane models, cytoplasmic organelles, biological information from gene to protein, the endomembrane system, secretion, intracellular digestion, endocytosis, transport processes, cytoskeleton and cell motility. Modern techniques used in the analysis of organelle and cell function are integral parts of the course.

Prerequisite(s): ENGL 099, BIOL 101 & BIOL 102 *or* BIOL 101 (B or higher), CHEM 102

Credits: 4

BIOL 203 | Genetics

This course in an introduction to genetics as it is practiced in today's research labs. Emphasis will be on how discoveries are made in genetics, generally through the use of mutational analysis to dissect biological functions. Hence there is an emphasis on experimental approaches involving the analysis of crosses, and manipulating DNA, RNA and protein at the single gene and genomic levels. Principles applying to single genes will be extended to multiple gene systems and to populations. Applications of genetics to human society will be an additional focus, as well as the ethical issues arising.

Prerequisite(s): ENGL 098, BIOL 102

Credits: 3

BIOL 204 | Introductory Ecology

This course introduces the basic principles of ecological theory relating to the structure and function of ecosystems. An overnight field trip is a required component of this course.

Prerequisite(s): ENGL 099, BIOL 102

Credits: 4

BIOL 205 | Human Physiology

This course provides a foundation for understanding human physiology focusing on the main systems of the body including the nervous, endocrine, respiratory, excretory, and digestive systems. Emphasis is placed on the roles of the major cells and tissues in the physiology of each organ system. A key goal of this course is to foster an understanding of the integrative nature of these organ systems. The role of the organ systems in normal physiology and in disease will be explored as well as the role of medicine to treat abnormal physiological states.

Prerequisite(s): ENGL 099, BIOL 101, BIOL 102

Credits: 3

BU EC | Business Economics

BU EC 233 | Economics and Business Statistics II

An introduction to more advanced statistical techniques including econometrics and operations research. Students will be required to apply the statistical techniques covered in the course to data they collect in analyzing problems of individual interest.

Prerequisite(s): ENGL 098, COMM 291

Credits: 3

CHEM | Chemistry

CHEM 100 | Introductory Chemistry

The course begins with a review of core concepts, then covers gases, thermochemistry, chemical equilibria, acids and bases, properties of solutions including freezing point depression and boiling point elevation, and oxidation and reduction. The course consists of lectures, tutorials, and integrated laboratory experiments. It can be used as a prerequisite for CHEM 101 by students without Chemistry 12.

Prerequisite(s): ENGL 098, (*MATH 100 is strongly recommended*)

Credits: 4

CHEM 101 | Principles of Chemistry I

This laboratory-lecture course is designed for students who want to pursue a major or minor degree program in science. The course provides an introduction to the principles of chemistry with emphasis on the theory of atomic and molecular structure and bonding. The course consists of lectures, tutorials, and integrated laboratory experiments.

Prerequisite(s): ENGL 098, MATH 12, CHEM 12 or CHEM 100

Credits: 4

CHEM 102 | Principles of Chemistry II

This laboratory-lecture course is designed for students who want to pursue a major or minor degree program in science. The course provides an introduction to the principles of chemistry with emphasis on chemical kinetics, equilibrium, acids and bases, thermodynamics, and organic chemistry. The course consists of lectures, tutorials, and integrated laboratory experiments.

Prerequisite(s): ENGL 098, CHEM 101

Credits: 4

CHEM 201 | Organic Chemistry I

Students will study the fundamental aspects of modern organic chemistry as illustrated by the structure, physical and spectroscopic properties and reactions of alkanes, cycloalkanes, alkenes, dienes, alkynes, halogen compounds, alcohols, ethers, aldehydes and ketones. The laboratory component is designed to complement the lecture material and give students experience with basic analytical techniques.

Prerequisite(s): ENGL 099, CHEM 102

Credits: 4

CHEM 202 | Organic Chemistry II

Students will study the structure and reactions of aromatics, polycyclic aromatic and heteroaromatic compounds, and their enolates, and an introduction to the chemistry of fats, carbohydrates and proteins. The laboratory component is designed to complement the lecture material and give students experience with basic analytical techniques.

Note: this course is a continuation of CHEM 201.

Prerequisite(s): ENGL 099, CHEM 201

Credits: 4

COMM | Commerce

COMM 100 | Introduction to Business

This course provides an understanding of different business types, structures, functions and activities within the Canadian context, and an understanding of the forces (both internal and external to a company) that impact businesses and their performance. The course material will be applicable to all the main types of business ownership, i.e. sole proprietorships, partnerships and corporations.

Prerequisite(s): ENGL 098

Credits: 3

COMM 237 | Information Systems in Business

Introduction and application of computer based technology for the business student. Particular focus on understanding the role of MIS and development of technology skills relevant to the workforce.

Prerequisite(s): ENGL 099, MATH 12 (C) or MATH 100

Credits: 4

COMM 280 | Small Business and Entrepreneurship

This course provides an introduction to the mechanics and choices associated with establishing and running a small business. It focuses particularly on an examination of the implications of growing the business, both for the enterprise itself and for the entrepreneur.

Prerequisite(s): ENGL 099, (*COMM 100 recommended for students with no previous work experience*)

Credits: 3

COMM 281 | Human Resources Management

An introduction to the field of human resources management and its contribution to the effectiveness of organizations and their employees.

Prerequisite(s): ENGL 098

Credits: 3

COMM 290 | Introduction to Quantitative Decision Making

This course introduces the student to the tools and value of using spreadsheet models in the solution of business problems. Students will learn to formulate, revise and solve models, as well as interpret computer output for communicating useful information to management. Likewise, students will be introduced to the quantitative methods of business using statistics, particularly probability and probability distributions.

Prerequisite(s): ENGL 098, MATH 104

Credits: 3

COMM 291 | Applications of Statistics in Business

Methods and applications of statistics in business; data analysis, descriptive regression; data generation; sampling distributions; hypothesis testing; confidence intervals; two sample problems; inference in regression.

Prerequisite(s): ENGL 097

Credits: 3

COMM 292 | Management and Organizational Behaviour

Behaviour in organizations as it affects people as individuals, their relationships with others, their performance in groups and their effectiveness at work.

Prerequisite(s): ENGL 098

Credits: 3

COMM 293 | Introduction to Financial Accounting

Introduction to the construction and interpretation of financial reports prepared primarily for external use.

Prerequisite(s): ENGL 098

Credits: 3

COMM 294 | Introduction to Managerial Accounting

Introduction to the development and use of accounting information for management planning and control, and the development of cost information for financial reports.

Prerequisite(s): ENGL 099, COMM 293

Credits: 3

COMM 296 | Introduction to Marketing

Basic considerations affecting the domestic and international marketing of goods and services.

Prerequisite(s): ENGL 099, ECON 103

Credits: 3

COMM 298 | Introduction to Financial Management

Introduces the basic principles of financial valuation, including the time-value of money and the risk/return trade-off. Develops tools for the quantitative analysis of corporate and/or individual financing and saving decisions, and of capital budgeting decisions.

Prerequisite(s): ENGL 099, MATH 104, COMM 293, (*COMM 290 and ECON 295 are strongly recommended*)

Credits: 3

CPSC | Computer Science

CPSC 100 | Elements of Computer Science

An introduction to elementary concepts in Computer Science. Topics include: history, hardware, software, user applications, networks, and programming.

Prerequisite(s): ENGL 097

Credits: 4

CPSC 111 | Introduction to Computing

Basic programming constructs, data types, classes, interfaces, protocols and the design of programs as interacting software components.

Prerequisite(s): ENGL 097, MATH 12 (C) or MATH 100

Credits: 4

CPSC 112 | Introduction to Programming

Continues the introduction of programming begun in CPSC 111, with a particular focus on the ideas of data abstraction and object-oriented programming. Topics include object-oriented programming, fundamental data structures, recursion, programming paradigms, and principles of language design, virtual machines, and an introduction to language translation.

Prerequisite(s): ENGL 098, CPSC 111

Credits: 4

CPSC 115 | Discrete Structures

Offers an intensive introduction to discrete mathematics as it is used in computer science. Topics include functions, relations, sets, propositional and predicate logic, simple circuit logic, proof techniques, elementary combinatorics, and discrete probability.

Students with credit for MATH 115 may not take CPSC 115 for further credit.

Prerequisite(s): ENGL 097, MATH 12 (C) or MATH 100 (C)

Credits: 3

CPSC 165 | Introduction to Internet Concepts and Web Design Principles

This course introduces students to basic planning and designing of effective web pages; implementing web pages using HTML (Hypertext Markup Language) and CSS (Cascading Style Sheets); enhancing web pages with the use of page layout techniques, text formatting, graphics, images, and multimedia; and producing a functional, multi-page website. It does not require nor expect any prior knowledge of HTML or Web design.

Prerequisite(s): ENGL 097, 3-credits of first year CPSC

Credits: 4

CPSC 225 | Data Structures and Object-Oriented Programming

This course is intended for students who plan to major in Computer Science, Computer Information Systems, Engineering, or any Management and Systems Science (MSSC) majors. It introduces computer program design and development with a primary focus on analysis and design of a variety of fundamental data structures and abstraction using a popular object oriented programming language. Particular emphasis is given to fundamental computing algorithms for searching, sorting, hashing, and string processing; elementary abstract data types including lists, stacks, queues, heaps, sets, and trees; and time and space efficiency analysis.

Prerequisite(s): ENGL 098, CPSC 112, CPSC 115

Credits: 4

ECON | Economics

ECON 103 | Principles of Microeconomics

The principal elements of theory concerning utility and value, price and costs, factor analysis, productivity, labour organization, competition and monopoly, and the theory of the firm.

Prerequisite(s): ENGL 098

Credits: 3

ECON 105 | Principles of Macroeconomics

The principal elements of theory concerning money and income, distribution, social accounts, public finance, international trade, comparative systems, and development and growth.

Prerequisite(s): ENGL 098

Credits: 3

ECON 201 | Microeconomics Theory I: Competitive Behaviour

The course develops the neoclassical model of household and firm behaviour at an intermediate level. This includes the derivation of demand for goods and services from utility-maximizing firms. Both partial and general equilibrium competitive models are considered, along with applications of the models. The aim is to equip students with the basic terminology, analytical tools, and intuition to discuss and address economic issues. This course does not cover topics related to imperfect competition, strategic behaviour, or behaviour under uncertainty.

Prerequisite(s): ENGL 099, ECON 103, ECON 105, MATH 104

Credits: 4

ECON 210 | Money and Banking

Banking theory and practice in a Canadian context; the supply theory of money; the demand for money and credit creation; monetary policy in a centralized banking system and in relation to international finance.

Prerequisite(s): ENGL 098, ECON 103, ECON 105

Credits: 3

ECON 260 | Environmental Economics

An introduction to the relationship between economic activity and the environment; causes, consequences and possible solutions to local and global environmental issues. Economic analysis of environmental problems such as water and air pollution and global climate change. Evaluation of market failures due to externalities and public goods. Market and non-market regulation of environmental problems.

Prerequisite(s): ENGL 098, ECON 103

Credits: 3

ECON 280 | Introduction to Labour Economics

An analysis of the microeconomic and macroeconomic aspects of labour markets and government policy options relating to labour markets. Institutional aspects and recent trends in the Canadian labour market, and labour market models that seek to explain the behaviour of labour market participants are examined. Policy analysis is studied with these models and is an important focus of the course.

Prerequisite(s): ENGL 098, ECON 103, ECON 105

Credits: 3

ECON 290 | Canadian Microeconomic Policy

Canadian governments regularly implement policies targeted at specific markets and this intervention is justified on the basis that the targeted market would not achieve desired levels of performance on their own. Why do markets fail to automatically achieve efficient outcomes (i.e., what are market failures and why do they occur)? What government policies are used to correct market failure and are they effective?

Prerequisite(s): ENGL 098, ECON 103, ECON 105

Credits: 3

ECON 291 | Canadian Macroeconomic Policy

A general survey of Canadian macroeconomic policy issues. Topics will include the costs of inflation and unemployment, monetary and fiscal policy, the effects of government debt and exchange rate policy.

Prerequisite(s): ENGL 098, ECON 103, ECON 105

Credits: 3

ECON 295 | Managerial Economics

Economic foundations of managerial decision-making. Demand theory, cost and production, market structure, competitive strategy, organization of the firm, welfare-economic foundations of business regulation.

Prerequisite(s): ENGL 098, ECON 103, ECON 105, MATH 104

Credits: 3

ENGL | English**ENGL 100 | Strategies for University Writing**

This course focuses on the study and application of academic discourse. Students will learn how to generate ideas, research a topic, compose a thesis, plan, draft, revise, and edit various genres of academic discourse, including the expository and persuasive essay, rhetorical analysis, literary analysis, scholarly research essay, review of previous research, and examination/in-class essay. The course also helps students improve the speaking, active reading, and critical thinking skills and abilities, necessary for success in college and university courses.

Note: All course seats are reserved for full-time students of Alexander College, on a first come-first served basis.

Prerequisite(s): ENGL 099

Credits: 3

ENGL 101 | Introduction to Fiction

Introduction to fundamental literary principles of fiction, including form, plot, character, narration, and theme.

Prerequisite(s): ENGL 100

Credits: 3

ENGL 102 | Introduction to Poetry

Introduction to the close reading of poetry, principally from the modern period. Students will study a variety of poets, as well as multiple works of selected poets.

Prerequisite(s): ENGL 100

Credits: 3

ENGL 103 | Introduction to Drama

Introduction to the principles of drama, both as written text and as theatre. We will emphasize modern Canadian plays and theatrical performance as symbolic action. Some attention will also be given to appropriate techniques for writing English papers.

Prerequisite(s): ENGL 100

Credits: 3

ENGL 220 | English Literature to the 18th Century

An examination of the work of major English writers of prose, poetry, and drama from the 14th century to the 18th century.

Prerequisite(s): 6 credits of first-year English

Credits: 3

ENGL 221 | English Literature from the 18th Century

A survey of poetry, drama, fiction, and non-fiction prose from the 18th century to the present.

Prerequisite(s): 6 credits of first-year English

Credits: 3

ENGL 222 | Canadian Literature

A study of major genres of Canadian writing: fiction, poetry, non-fictional prose, and drama.

Prerequisite(s): 6 credits of first-year English

Credits: 3

FILM | Film Studies

FILM 101 | Appreciation: World Cinema

This course examines selected historical and aesthetic developments in world cinema, with an emphasis placed on learning how to appreciate the medium of film. Students will become familiar with and learn to critique various directorial styles and film genres. The cultural, artistic and political contexts of national cinematic movements will also be examined. A series of foreign and North American feature and documentary films and clips will be screened during class.

Prerequisite(s): ENGL 098

Credits: 3

FREN | French

FREN 100 | French for Beginners I

In this introductory course, students with little (less than Grade 11) or no previous French instruction will be introduced to beginner's French grammar and language skills, such as basic speaking, listening, reading, and writing skills. Students will also be exposed to French and Francophone cultures. **Prerequisite(s):** ENGL 097

Credits: 3

FREN 101 | French for Beginners II

This introductory course builds on basic French language skills equivalent to grade 11. Students will be introduced to additional beginner's French grammar and various language skills, such as basic oral, listening, reading, and writing skills. Students will also be exposed to French and Francophone cultures.

Prerequisite(s): ENGL 097, FREN 11 (or equivalent) or FREN 100

Credits: 3

HIST | History

HIST 101 | Canada to Confederation

A study of Canadian history from the period of earliest human occupation to Confederation in 1867, this course will examine major themes in Canada's past, including: early First Nations cultures; contact and interaction between aboriginal societies and European cultures; social, economic, and political developments in New France and early British North America; struggles for control over the North American continent in the eighteenth century; immigration, industrialization, and social and political reform in the nineteenth century; the confederation question; and the emergence of Canada as a separate North American nation-state.

Prerequisite(s): ENGL 098

Credits: 3

HIST 102 | Canada Since Confederation

Was Confederation a noble experiment in nationalism and self-determination? Or was it a cynical tactic by a small group of powerful men? Who benefited? And who paid the price? What have parliamentary democracy and free enterprise meant to regions, natives, women, workers, and elites? Is the history of Canada a story of adventure, patriotism, and pluck, or is it a story of avarice, plunder, and pillage? Is it a history of peaceful conformity or confrontation and rebellion?. This course introduces students to fundamental skills and ideas involved in studying and writing history, including critical thinking, evaluating sources, and writing.

Prerequisite(s): ENGL 098

Credits: 3

HIST 201 | India Under British Rule

The history of India from the late Mughal period and the arrival of the British to the Freedom Movement and the emergence in 1947 of the independent states of India and Pakistan.

Prerequisite(s): ENGL 099, HIST 101 or HIST 102

Credits: 3

HIST 223 | Early Modern Europe, 1500 – 1789

A survey of early modern European history which examines the wars of religion, the 17th century revolutions, 16th and 17th century economic development, the scientific revolution, the enlightenment and the political and social character of the old regime.

Prerequisite(s): ENGL 099, HIST 101 or HIST 102

Credits: 3

HIST 224 | Europe from the French Revolution to the First World War

A survey of European history emphasizing the French Revolution, and Napoleonic Europe and first Industrial Revolution, liberalism and its opponents, agrarian conservatism, liberalism and conservatism, the Revolutions of 1848, the struggles for political unification, the second Industrial Revolution and the origins of the First World War

Prerequisite(s): ENGL 099, HIST 101 or HIST 102

Credits: 3

MATH | Mathematics

MATH 099 | Introductory Algebra

This course is a bridging course to provide students with a weak background in high school mathematics an understanding of the concepts and skills necessary to proceed to MATH 100 (PreCalculus) at Alexander College.

Prerequisite(s): ENGL 097

Credits: 3

MATH 100 | Precalculus

Algebraic, exponential, logarithmic and trigonometric functions and their graphs. Conic sections, applications.

Prerequisite(s): ENGL 097, MATH 12 (C-)

Credits: 3

MATH 104 | Differential Calculus with Applications to Commerce and Social Sciences

Derivatives and rates of change, exponential and trigonometric functions, Newton's method, Taylor series, maxima and minima, and graphing.

Students with credit for MATH 151 may not take MATH 104 for further credit.

Prerequisite(s): ENGL 097, MATH 12 (C+) or MATH 100 (C)

Credits: 3

MATH 105 | Integral Calculus with Applications to Commerce and Social Sciences

The successful student will be competent working with concepts of antiderivatives, integration, multivariable calculus, differential equations, and probability, and be able to apply this knowledge to problems in economics, commerce, and business administration.

Students with credit for MATH 152 may not take MATH 105 for further credit.

Prerequisite(s): ENGL 097, MATH 104

Credits: 3

MATH 115 | Discrete Mathematics

Offers an intensive introduction to discrete mathematics. Topics include: functions, relations, sets, cardinality, propositional and predicate logic, proof techniques, combinatorics, discrete probability, asymptotic notation, and an introduction to elementary number theory and abstract algebra. The course will provide a basis to study higher level mathematics.

Students with credit for CPSC 115 may not take MATH 115 for further credit.

Prerequisite(s): ENGL 07, MATH 12 (C) or MATH 100 (C)

Credits: 3

MATH 151 | Calculus I

Functions and graphs, conic sections, limits and continuity, derivatives, techniques and applications of differentiation, trigonometric functions, logarithms and exponentials, extrema, the mean value theorem and polar co-ordinates.

Students with credit for MATH 104 may not take MATH 151 for further credit.

Prerequisite(s): ENGL 07, MATH 12 (B) or MATH 100 (C)

Credits: 3

MATH 152 | Calculus II

Integrals, techniques and applications of integration, approximations, sequences and series, area and arc length in polar co-ordinates.

Students with credit for MATH 105 may not take MATH 152 for further credit.

Prerequisite(s): ENGL 097, MATH 151

Credits: 3

MATH 232 | Elementary Linear Algebra

Matrix arithmetic, linear equations, and determinants. Real vector spaces and linear transformations. Inner products and orthogonality. Eigen values and eigenvectors.

Prerequisite(s): ENGL 098, MATH 104 (B) or MATH 105, or MATH 151

Credits: 3

MATH 251 | Multivariable Calculus

Rectangular, cylindrical and spherical coordinates. Vectors, lines, planes, cylinders, quadric surfaces. Vector functions, curves, motion in space. Differential and integral calculus of several variables. Vector fields, line integrals, fundamental theorem for line integrals, Green's theorem.

Prerequisite(s): ENGL 098, MATH 105 (B) or MATH 152

Credits: 3

MATH 255 | Ordinary Differential Equations

This is a first course in the theory of ordinary differential equations. Topics include the solution of first- and higher order differential equations (ODEs), power series solutions, Laplace transforms, linear and non-linear systems, stability, Euler methods and applications. Analytic and quantitative methods will be used to investigate the solutions to ODEs and discuss their behavior.

Prerequisite(s): ENGL 098, MATH 105 (B) or MATH 152

Credits: 3

PHIL | Philosophy

PHIL 100 | Knowledge and Reality

An introduction to some of the central problems of philosophy. Topics to be discussed include theories of reality; the nature and sources of knowledge, truth, evidence, and reason; the justification of belief and knowledge about the universe. These topics and problems are considered as they arise in the context of issues

such as: relativism versus absolutism; the existence of God; personal identity; the nature of the mind and its relation to the body; free will and determinism; the possibility of moral knowledge.

Prerequisite(s): ENGL 099

Credits: 3

PHIL 110 | Introduction to Moral Philosophy

An introduction to the central problems of ethics such as the nature of right and wrong, the objectivity or subjectivity of moral judgments, the relativity or absolutism of values, the nature of human freedom and responsibility. The course will also consider general moral views such as utilitarianism, theories of rights and specific obligations, and the ethics of virtue. These theories will be applied to particular moral problems such as abortion, punishment, distributive justice, freedom of speech, and racial and sexual equality.

Prerequisite(s): ENGL 099

Credits: 3

PHIL 120 | Introduction to Logic and Critical Thinking

An exploration of the tools for dealing with every day and technical arguments and concepts. Analysis and resolution of confusions, ambiguities, and fallacies.

Prerequisite(s): ENGL 098

Credits: 3

PHIL 203 | Metaphysics

An introduction to some important and representative topics in metaphysics. Metaphysics investigates the fundamental nature of reality; it is the main activity of academic philosophical inquiry that is not ethics, epistemology (theory of knowledge), or logic. It aims to give an account of the most basic categories of existing things, and to understand their nature and the relations that hold among them, for example causal relations, composition, and identity across time. The primary methodology of metaphysics is systematic thought.

Prerequisite(s): ENGL 099, One of: PHIL 100, PHIL 110, or PHIL 120 (B-)

Credits: 3

PHIL 210 | Natural Deductive Logic

The course is designed to teach students to generate deductively valid arguments and to detect invalid arguments. Correct inference rules for sentential arguments and quantificational arguments are identified and treated from a purely syntactical point of view. A rigorous treatment of the semantic theory for sentential logic and quantification logic is also presented.

Prerequisite(s): ENGL 099

Credits: 3

PHYS | Physics

PHYS 100 | Introduction to Physics

Introductory physics, including Newtonian mechanics, gravitation, electricity, and optics. This course is designed for non-science students. (Not open to students with credit for Physics 12 or equivalent).

Prerequisite(s): ENGL 099, MATH 12 (B) or MATH 100 (C) (*MATH 100 may be taken concurrently*)

Credits: 4

PHYS 101 | Physics for the Life Sciences I

First part of a two-semester general-physics algebra-based survey course intended principally for life-science majors and taught in an integrated lecture-laboratory environment. Topics covered include Newtonian mechanics, physics of fluids, material properties, heat and thermodynamics.

Students with credit for PHYS 141 or 151 may not take PHYS 101 for further credit.

Prerequisite(s): ENGL 099, PHYS 12 or PHYS 100 (B), MATH 104 or MATH 151 (*MATH may be taken concurrently*)

Credits: 4

PHYS 102 | Physics for the Life Sciences II

Second part of a two-semester general-physics algebra-based survey course intended principally for life-science majors and taught in an integrated lecture-laboratory environment. Topics covered include electromagnetism, including DC and AC circuits, light, including geometrical and physical optics, and introduction to atomic and nuclear physics, including radioactivity.

Students with credit for PHYS 142 or 153 may not take PHYS 102 for further credit.

Prerequisite(s): ENGL 099, PHYS 101, MATH 105 or MATH 152 (*MATH may be taken concurrently*)

Credits: 4

PHYS 141 | Engineering Physics I: Mechanics and Modern Physics

Part I of a two-semester calculus-based general physics course designed for physical science and engineering students and taught in the studio-physics format, including formal laboratory exercises. Topics include translational and rotational motion, energy and momentum, simple harmonic motion, gravitation, and introduction to fluids and/or special relativity, as time permits.

Students with credit for PHYS 101, 151, or 152 may not take PHYS 141 for further credit.

Prerequisite(s): ENGL 099, PHYS 12 or PHYS 100 (B), MATH 104 or MATH 151 (*MATH may be taken concurrently*)

Credits: 4

PHYS 142 | Engineering Physics II: Electricity and Magnetism, Optics

Part II of a two-semester calculus-based general physics course designed for physical science and engineering students and taught in the studio-physics format, including laboratory exercises. Topics include electricity and magnetism, simple DC and AC circuits, electromagnetic waves, and optics.

Students with credit for PHYS 102 or 153 may not take PHYS 142 for further credit.

Prerequisite(s): ENGL 099, PHYS 141, MATH 152 (*MATH may be taken concurrently*)

Credits: 4

PHYS 151 | Mechanics for Engineers

Statics of particles, equilibrium of rigid bodies, internal forces, trusses; kinematics: rectilinear motion, curvilinear motion; dynamics of particles and rigid bodies, including Newton's second law, friction, impulse, linear momentum, angular momentum, work and energy.

This course is calculus-based and intended for students of science and engineering.

Students with credit for PHYS 101 or 141 may not take PHYS 151 for further credit.

Prerequisite(s): ENGL 099, PHYS 12 or PHYS 100 (P), MATH 151 (*MATH may be taken concurrently*)

Credits: 3

PHYS 152 | Oscillations and Waves, Fluids, Heat, and Thermodynamics

Oscillations, simple harmonic motion, traveling waves and standing waves, including sound and light, interference of waves, including interference and diffraction, statics and dynamics of fluids, heat, temperature, and calorimetry.

This course is calculus-based and intended for students of science and engineering.

Prerequisite(s): ENGL 099, PHYS 12 or PHYS 100 (P), MATH 151 (*MATH may be taken concurrently*)

Credits: 4

PHYS 153 | Electricity and Magnetism, Circuits, Radiation

Introduction to electricity and magnetism, electric circuits, electromagnetic waves, and radioactivity, including applications.

This course is calculus-based and intended for students of science and engineering.

Students with credit for PHYS 102 or 142 may not take PHYS 153 for further credit.

Prerequisite(s): ENGL 099, PHYS 152, MATH 152 (*MATH may be taken concurrently*)

Credits: 4

PHYS 191 | Introduction to Astronomy

This is a general astronomy course designed to acquaint the student with the heavenly bodies and their seasonal migration throughout the sky. Emphasis will be placed on the methods and tools used in exploring the solar system and the local galaxy. Theories about the rest of the universe will be included. Students will spend time observing the night sky and using computer simulations as an important part of the course. (Not for credit for Associate of Science degree)

Prerequisite(s): ENGL 099, MATH 12 (C) or MATH 100

Credits: 3

PSYC | Psychology

PSYC 101 | Introduction to Biological and Cognitive Psychology

Introduction to Methods and Statistics, Biopsychology, Learning, Perception, Memory, and Cognition.

Prerequisite(s): ENGL 098

Credits: 3

PSYC 102 | Introduction to Developmental, Social, Personality, and Clinical Psychology

Introduction to Methods and Statistics, Motivation, Assessment, Developmental, Personality, Clinical, and Social Psychology.

Prerequisite(s): ENGL 097

Credits: 3

PSYC 217 | Thinking Clearly about Psychology

Thinking about psychological science, with an emphasis on common errors of judgment.

Prerequisite(s): ENGL 098, PSYC 101 or PSYC 102

Credits: 3

PSYC 218 | Analysis of Behavioral Data

Introduces behavioural data analysis; the use of inferential statistics in psychology and conceptual interpretation of data; experimental design (laboratory, field research methods); presentation of data analyses in reports.

Prerequisite(s): ENGL 098, PSYC 101 or PSYC 102

Credits: 3

PSYC 223 | Psychological Tests and Measurement

Introduction to the theory and practice of psychological measurement including: test administration, scoring, interpretation, reliability and validity, and application of tests of intelligence, abilities, personality, and interests in health, educational, clinical, and industrial/organizational psychology.

Prerequisite(s): ENGL 098, PSYC 101 or PSYC 102

Credits: 3

PSYC 241 | Abnormal Psychology

This course covers historical and contemporary models and epidemiology of deviant behaviour with emphasis on the psychological factors that contribute to its etiology and treatment. This course introduces an overview of the biological, psychoanalytic, cognitive, behavioural and psycho-social paradigms of maladaptive behaviour in children and adult.

Prerequisite(s): ENGL 099, PSYC 102

Credits: 3

PSYC 260 | Social Psychology

This course introduces theories, research findings, and research methods as well as issues and problems encountered in the study of people as social beings. It addresses the scientific investigation of human cognition and behaviour in social contexts by examining topics such as self-concept, social influence processes (e.g., conformity, compliance, and obedience), altruism, interpersonal attraction, aggression, attribution theories, attitude formation and attitude change, and leadership.

Prerequisite(s): ENGL 099, PSYC 102

Credits: 3

SOCI | Sociology

SOCI 100 | Introduction to Sociology

An introduction to the discipline of sociology, beginning with an overview of sociological theory and methods. The main part of the course focuses on key substantive areas of the discipline, and compares current Canadian sociological data with findings from elsewhere. Students learn to see themselves and the world in which they live through various sociological perspectives.

Prerequisite(s): ENGL 098

Credits: 3

SOCI 103 | Canadian Society

The study of Canada as a developed, ethnically diverse, and multicultural society, with special attention to the adaptation experiences of its Asian immigrant groups and their descendants: Chinese, Korean, Japanese, Vietnamese, and South Asian.

Prerequisite(s): ENGL 098, (*SOCI 100 is recommended*)

Credits: 3

SOCI 200 | Research Methods in the Social Sciences

An introduction to the design and practice of social research that provides the skills to ask and answer questions about the everyday and changing social world. The course surveys various concepts, research strategies and techniques that enable exploration of the pressing issues of social life.

Prerequisite(s): ENGL 098, SOCI 100 or SOCI 103

Credits: 3

SOCI 210 | Crime and Society

An introduction to the study of crime, criminality and corrections in the context of contemporary Canadian society. The aim of the course is to promote critical thinking about official responses to crime.

Prerequisite(s): ENGL 098, SOCI 100 or SOCI 103

Credits: 3

SOCI 220 | Social Movements and Social Change

Social movements are an important means by which ordinary people in civil society organize to shape public policy and bring about social change. They typically represent attempts by the normal powerless to challenge entrenched institutions and dominant members of society. This course will examine some current and historical social movements – reformist, redemptive, and revolutionary – in which people have joined together to struggle for or against social change. Examples of activist collective behaviour will be drawn from many places and times but course materials will focus on contemporary movements in North America and abroad.

Prerequisite(s): ENGL 098, SOCI 100 or SOCI 103

Credits: 3

SOCI 250 | Introduction to Sociological Theory

An examination of the themes and topics rose by four of the pre-eminent social theorists of the Nineteenth and early Twentieth Century - Comte, Durkheim, Marx and Weber.

Prerequisite(s): ENGL 099, SOCI 100 or SOCI 103

Credits: 3

STAT | Statistics

STAT 200 | Introduction to Statistics

Statistical research methodology and associated analysis techniques aimed at a non-mathematical audience (non-calculus based). This course introduces procedures that are most commonly used in the investigation of survey and experimental data.

UPRE | University Preparation

This program has been designed for students on Academic Suspension. It is a ten week course that will empower students to have a successful post-secondary experience. It is our intention, through this program, to influence students' attitudes and study behaviours and ultimately create a more positive and rewarding academic experience for struggling students. Our goal is to help students get back on track so that they can return to their studies armed with the skills needed to be confident, well-adjusted, and successful students.

Skills include aptitude and interest exploration, learning styles, time management and organization, reading, note-taking, listening, study skills, memory, test-taking, public speaking, grammar, information literacy and research, financial, and health and wellness skills.

While taking UPRE 099, students will be able to take one (1) academic course they had previously failed as a means of encouraging students to directly apply what they are learning in UPRE. Students who receive 60% in this course will be taken off Academic Suspension and may return to regular full-time academic/EAP studies.

Prerequisite(s): ENGL 097

Credits: 0

Scheduling and Important Dates

Scheduling

The Registrar annually establishes and publishes key dates for the instructional year. The College instructional year begins on the first day of September. This date is the effective start date of the yearly College calendar and any student services or student instructional related policy and procedure implementation.

The instructional year is divided into four terms:

Term	Duration	Weeks of Instruction	Weeks of Exams	Scheduled Break(s)
FALL	September – December	14	1	Christmas Break (3 weeks)
WINTER	January – April	14	1	Winter Break (2 weeks)
SPRING	May – July	9.5	.5	
SUMMER	July – August	6.5	.5	Summer Break (1 week)

The start and end dates for courses and programs within the instructional year are determined by the number of hours or weeks required to complete the course or program with due consideration to maintaining transfer and accreditation status with appropriate external educational institutions and approving bodies. In addition, dates are chosen in consideration of the appropriate completion dates needed to permit transfer to and from other institutions.

College instructional dates are published in one or more of the following: the College timetable, the College calendar, and the College website. A summary document outlining key academic dates is provided for students.

Important Dates

FALL 2017

May 29 – August 18, 2017	Regular Registration Period
August 19, 2017 – September 15, 2017	Late Registration Period
September 1, 2017	New Student Orientation
September 4, 2017	Labour Day – College Closed
September 5, 2017	First Day of Classes
September 08, 2017	Last day to register
	Last day to add/drop a course without a 'W'
October 9, 2017	Thanksgiving – College closed
November 3, 2017	Last day to withdraw from a course with a "W"
November 11-13, 2017	Remembrance Day (+Stat. in lieu of) – College Closed
December 4, 2017	Deadline for Attendance Appeals
December 11, 2017	Last Day of Classes
December 12-16, 2017	Final Examination Period
December 25, 2017	Christmas Day – College Closed
December 26, 2017	Boxing Day – College Closed

WINTER 2018

TBA – December 22, 2017	Regular Registration Period
December 23, 2017 – January 12, 2018	Late Registration Period
January 1, 2018	New Years Day – College Closed
January 5, 2018	New Student Orientation
January 8, 2018	First Day of Classes
January 12, 2018	Last day to register
	Last day to add/drop a course without a 'W'
February 9, 2018	Reading Break – No Classes
February 12, 2018	Family Day – College Closed
March 9, 2018	Last day to withdraw from a course with a "W"

March 30, 2018	Good Friday – College Closed
April 2, 2018	Easter Monday – College Closed
April 4, 2018	Deadline for Attendance Appeals
April 11, 2018	Last Day of Classes
April 12 – 17, 2018	Final Examination Period

SPRING 2018

TBA – April 13, 2018	Regular Registration Period
April 14 – May 4, 2018	Late Registration Period
April 27, 2018	New Student Orientation
April 30, 2018	First Day of Classes
May 4, 2018	Last day to register
	Last day to add/drop a course without a 'W'
May 21, 2018	Victoria Day – College Closed
June 8, 2018	Last day to withdraw from a course with a "W"
June 22, 2018	Deadline for Attendance Appeals
June 29, 2018	Last Day of Classes
July 2, 2018	Canada Day (Stat. in Lieu of)
July 3 – 7, 2018	Final Examination Period

SUMMER 2018

TBA – June 22, 2018	Regular Registration Period
June 23 – July 13, 2018	Late Registration Period
July 9, 2018	First Day of Classes
July 13, 2018	Last day to register
	Last day to add/drop a course without a 'W'
August 6, 2018	BC Day – College Closed
August 10, 2018	Last day to withdraw from a course with a "W"
August 15, 2018	Deadline for Attendance Appeals
August 22, 2018	Last Day of Classes

August 23 – 24, 2018	Final Examination Period
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FALL 2018	
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TBA – August 17, 2018	Regular Registration Period
August 18 – September 7, 2018	Late Registration Period
August 31, 2018	New Student Orientation
September 3, 2018	Labour Day – College Closed
September 4, 2018	First Day of Classes
September 07, 2018	Last day to register
	Last day to add/drop a course without a 'W'
October 8, 2018	Thanksgiving – College closed
November 2, 2018	Last day to withdraw from a course with a "W"
November 12, 2018	Remembrance Day, Stat. in lieu of – College Closed
December 3, 2018	Deadline for Attendance Appeals
December 10, 2018	Last Day of Classes
December 11 - 15, 2018	Final Examination Period
December 25, 2018	Christmas Day – College Closed
December 26, 2018	Boxing Day – College Closed



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