



Fall 2020

Dear Students,

Welcome to VCC and College Foundations. This introduction letter is meant to help you negotiate the term ahead within these unusual circumstances in education due to covid-19.

1. VCC is doing its best to maintain the academic rigour of your education by switching from in-person to online instruction. This means that you are expected to attend classes regularly and complete in-class assignments, discussions, quizzes, and the final exam on time and on the day listed on the syllabus given by your instructor. The final exam will certainly require you to be available at the specific time and on a specific date.
2. Instructors will use Moodle, Zoom and email or a combination of these to deliver your courses. You will receive an email from each of your instructors the first week of September clarifying which formats will be used and providing instructions about how to access the materials. Instructors will have defined digital/online office hours each week when they will be available to answer questions outside of class times.
3. Consequently, you are required to have access to a desktop computer/laptop with a webcam, speakers, and microphone. You must install software, such as Microsoft Office or Open Office, for word processing, searching the Internet, doing research, etc. before the course starts.
4. Information about online or print materials required for class will be included in the initial instructor contact. In general, textbooks for Adult Upgrading (ABE) classes will be available to borrow from the VCC library, while University Transfer (UT) textbooks will need to be purchased and may be ordered online from the VCC bookstore.
5. Plagiarism, as always, will not be tolerated. This means that assistance/information gleaned from another person, from the web or any other online platform is not allowed unless provisions are made by your instructor for specific assignments. Please review the Student Conduct Policy before starting classes.
6. If you are registered in science classes (biology, chemistry, or physics) you may be required to attend in-person labs. Social distancing, sanitizing and other measures are in place to ensure your safety. Your instructor will provide detailed information about safety protocols and lab schedules if your course will involve in-person labs.



Please note that our instructors and department heads are happy to help with any questions and support that you have during and after classes.

Again, we are very pleased that you are registered in our classes and will do our absolute best to support you as continue your studies.

Important links:

The Online Learner Success (OLS) Tutorial is available for an overview of Moodle. It's located in "the Zone" on the "My Courses" page, but can also be accessed via this link:

<https://moodle.vcc.ca/enrol/index.php?id=548>

Students can purchase reduced-cost software once they have a VCC Student ID and access to my.vcc.ca:

<https://vcc.onthehub.com/> but login with a specific format using your Student ID in this format only - studentid@student.vcc.ca (e.g. 000389716@student.vcc.ca)

If you need to purchase a computer, the BC Technology for Learning Society has refurbished computers available at a reduced price (around \$100) for qualifying students. Please see

<https://www.reusetechbc.ca/student-desktop-computer-requests.html> for more information.

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