September 2021

Dear Students,

A warm welcome to VCC and to College Foundations. This letter contains important information regarding your classes in the fall term; please read it carefully, and feel free to contact us with any questions you may have.

1. **Class formats:** Classes are being offered in a variety of formats this term – some are fully online, some are fully on-campus, and some are "blended" or "hybrid" delivery which means that some of your scheduled class days are online, and some are on campus. You can check the format of any class by visiting the course website (e.g. https://www.vcc.ca/courses/biol-0861/ for Biology 0861, https://www.vcc.ca/courses/engl-1100/ for English 1100, etc.) and clicking "see full schedule" for any particular section. If you have already registered for the course, you can see your schedule, including locations of classes, through myVCC (my.vcc.ca).

2. **Attendance:** You are expected to attend classes regularly (including online classes with scheduled meeting times) and complete in-class assignments, discussions, quizzes, and write 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. Some courses will have an on-campus exam; please check with your instructor.

3. **Instructor contact information**: You will receive an email from each of your instructors just before the start of classes to confirm meeting locations and days for on-campus classes, or instructions to access online materials. Instructors will have defined online/phone office hours each week when they will be available to answer questions outside of class times.

4. **Textbooks and lab manuals:** Information about online or print materials required for class will be included in the initial instructor contact. In general, a limited number of 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. ABE textbooks are also available through the VCC bookstore.

5. **Academic integrity**: As always, cheating and plagiarism 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 Academic Integrity Policy D.4.5 before starting classes. The policy may be viewed at https://www.vcc.ca/about/governance--policies/policies/education-support-policies/

6. **Computer requirements (online/blended courses)**: 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 just before the start of classes clarifying which formats will be used and providing instructions about how to access the materials. 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. (See below for info about getting Microsoft Office for free.)

7. **On-campus and blended classes**: VCC is committed to your safety and has safety and cleaning protocols in place to comply with all provincial health orders and WorkSafeBC guidelines to prevent transmission of covid-19. You will be asked to complete a daily self-assessment online before attending on-campus classes or exams. Please stay home if you are sick, and contact your instructor to determine how best to make up what you have missed. Detailed safety protocols are available upon request after August 23, 2021.

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:

For **free access to MS Office programs** (Word, Excel, PowerPoint, etc), log in at my.vcc.ca with your student ID, then click on "email". You will then see the icons for the web versions of each program, or you can download the desktop versions by clicking on "Install Office" in the top right corner.

You can purchase reduced-cost software once you have a VCC Student ID and access to my.vcc.ca: https://vcc.onthehub.com/; log in using your Student ID in this format only: studentid@student.vcc.ca (e.g. 000389716@student.vcc.ca)

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.

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

VCC Student services:

Free tutoring is available online and on-campus through the Learning Centre: https://library.vcc.ca/learningcentre/

Visit https://www.vcc.ca/services/services-for-students/ for more information about Counselling, Advising, Disability Services and services for Indigenous students.

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