

# *Alexander* College



2011-2012 Academic Calendar

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## 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, President  
Alexander College

## MISSION STATEMENT

Alexander College helps adults, including newcomers to Canada, become full participants in Canadian society. We provide opportunities for acquiring knowledge, credentials and marketable skills that lead to commensurate employment and establish a foundation for higher education.

More specifically, we identify the following goals:

- Provide a serious learning environment where students with a variety of cultural backgrounds and language abilities can improve their lives through education.
- Provide academic preparation that is recognized by other academic institutions and enables students to progress successfully through more advanced studies
- Encourage students to pursue academic studies and improve their English at the same time.
- Meet or exceed the requirements of all supervising bodies and nurture a reputation for excellence in the academic community in every aspect of college operations.
- Continually assess and strive to improve all aspects of college operation.

## WELCOME TO VANCOUVER

In 2005, Vancouver was awarded the “Best Place to Live in the World” out of 217 cities around the globe in a liveability survey by the Economy Intelligence. Constantly recognized as one of the world’s most liveable cities, Vancouver is a top destination for people from all over the world. With the mildest climate in Canada and located between the Pacific Ocean and the Coastal Mountain Range, Vancouver is known for its cultural experiences, amazing opportunities, and a quality of life that is second to none with activities to suit any life style. Whether it is hiking, sailing, skiing, or simply enjoying the magnificent scenery and the international cuisine for which the city is famous, Vancouver is a place to enjoy life.

Educational opportunities also abound as Vancouver is home to two prestigious universities, the University of British Columbia and Simon Fraser University, and a number of reputable colleges and post-secondary institutions including, of course, Alexander College.

## 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 universities and colleges in BC. 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:

- **Mackie Chase**, BEd, RSA, MEd; Director, Centre for Intercultural Communication, UBC.
- **Gordon Farrell**, MBA, CMA, FCMA; former Dean of Business Programs and Acting Vice-President, BCIT; Retired Director of Business Development, Kwantlen College; Vice-President, Business Development, Alexander College.

- **Ron Giammarino**, BA (St. Francis Xavier), MA, PhD (Queen's); PHN Professor of Corporate Finance; Director, Phillips, Hager & North Centre for Financial Research; Professor of Finance, Sauder School of Business, UBC and Board Chair.
- **Brian Graham**, BEd (Secondary), MBA (BC); Former Director of MBA/MSc Program; Lecturer, Operations and Logistics Division, Sauder School of Business, UBC.
- **Hugh Johnston**, BA (Toronto), MA (Western Ontario), Ph.D. (King's College, University of London); Professor Emeritus, Department of History, SFU; Vice-President, Academic, Alexander College.
- **Barbara Moon**, BSc (Hons), PhD (SFU); Professor and Head of the Department of Biology at University of the Fraser Valley.
- **Marv Westrom**, BEd, MEd, PhD (Alberta); Professor Emeritus, Faculty of Education, UBC; President, Alexander College.
- **Patrick Zhao**, MSc, Vice-President, Administration, 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

### **BRITISH COLUMBIA COUNCIL ON ADMISSIONS AND TRANSFER**

Alexander College is a member of the BCCAT Transfer System. Within BC, students may apply to transfer their credits between post-secondary institutions that are part of the BC Transfer System. The British Columbia Council on Admissions and Transfer (BCCAT) was established in 1989 by the Minister of Advanced Education and Job Training with the purpose of facilitating admissions, articulation, and transfer arrangement among BC post-secondary institutions.

The BC Transfer Guide is the authoritative source on transfer in BC and lists all the courses and programs for which transfer agreements have been established. Institutions that are approved to participate in the BC Transfer System are listed at <http://bctransferguide.ca/institutions/index.cfm>

It is the responsibility of the student 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.

## 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.

### Programs:

- English for Academic Purposes
- University Transfer Program
- Associate of Arts Degree
- Associate of Arts (Business) Degree
- Associate of Science Degree
  
- Pre-MBA Program

### English for Academic Purposes Program

The English for Academic Purposes Program (EAP) consists of 5 levels, each of which focus on language learning through academic subjects such as science, economics, psychology, sociology, literature, and philosophy. It is designed to develop students' academic study and participation skills, while improving their English to a level that will ensure their success in further university work.

Students with low English test scores and even those without English scores are able to enter Alexander College and be placed at the appropriate level. The EAP program will help these students to build their academic English skills to the level required for success in university level courses. Students placed in English 098 are also able to take up to 2 academic university courses, and those placed in English 099 may take up to 3 academic university courses.

APP Course	English Level	University Courses Permitted
ENGL 089	High Intermediate	0
ENGL 096	Low Advanced	0
ENGL 097	Advanced	0
ENGL 098	Academic	+2
ENGL 099	High Academic	+3



## University Transfer Program

The University Transfer Program involves university level courses in a variety of subject areas which enable a student to focus on their area of interest for further studies. A student may focus on business, economics, computer science, humanities, etc. Single courses may be transferred independently, however it is most often possible to create a study plan that will allow the student to transfer a series of courses to a university at the second or third year level, provided they meet the entrance requirements at their university of choice.

Alexander College is a member of the British Columbia Council on Admissions and Transfer (BCCAT) transfer system and has established transfer agreements with colleges and universities across British Columbia, including some of the most prestigious universities in the province, such as the University of British Columbia, Simon Fraser University, and the University of Victoria. 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, and to develop a study plan which will allow for seamless transfer between Alexander College and the specific program they wish to complete at university. It is the responsibility of the student 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.

## Transfer Samples

### **UBC (University of British Columbia), Faculty of Commerce, Year 1**

Transfer applicants must present a minimum of one academic year post-secondary study, which contain a minimum of 30 UBC transferable credits. A minimum academic GPA is also required to qualify for admission.

UBC Sample Course	Alexander College Equivalent	Credits
ENGL 112	ENGL100	3
ENGL 1st	ENGL 101	3
ECON 101	ECON 103	3
ECON 102	ECON 105	3
MATH 104	MATH 104	3
Other elective courses	Other elective courses	15

TOTAL = 30 Credits

**SFU (Simon Fraser University), Faculty of Arts and Social Science, Major in Economics, Year 1**

Transfer applicants must present a minimum of 1 academic year post-secondary study, which contain a minimum of 24 UBC transferable credits. A minimum academic GPA is also required to qualify for admission.

SFU Sample Course	Alexander College Equivalent	Credits
All of: ECON 103 ECON 105 MATH 157 BUEC 232	ECON 103 ECON 105 MATH 104 COMM 291	3 3 3 3
Two (2) of: ECON, or BUEC (200 level)	Example: ECON 210, 260, 290	6
One (1) of: ENGL, or PHIL (100 or 200 level)	Example: ENGL 100, Phil 100	3
One (1) of: HIST, or POLI (100 or 200 level)	Example: HIST 101 or HIST 102	3
One (1) of: SOC, ANTH, or PSYC (100 or 200 level)	Example: SOC 100, PSYC 101	3
One (1) of: BIOL, CHEM, (100 or 200 level)	BIOL 100, CHEM 100	3-4

Total = 30 Credits

**SFU (Simon Fraser University), Faculty of Science, Major in Biological Sciences, Year 1**

Transfer applicants must present a minimum of 1 academic year post-secondary study, which contain a minimum of 24 UBC transferable credits. A minimum academic GPA is also required to qualify for admission.

SFU Course Type	SFU – Biology Major	AC – Biology Major
REQUIRED	BISC 101 (4)	BIOL 101 (4)
	BISC 102 (4)	BIOL 102 (4)
	CHEM 121 (4)	CHEM 101 (4)
	CHEM 122 (2)	CHEM 102 (4)
	CHEM 161 (2)	
	MATH 151 (3)	MATH 151 (3)
	MATH 152 (3)	MATH 152 (3)
	PHYS 101 (3)	PHYS 101 (4)
	PHYS 102 (3)	PHYS 102 (4)
2 'W' Courses	ENGL 199 (3) – W	ENGL 100 (3)
	ENGL 101 (3) or ENGL 102 (3)	One of ENGL 101 (3), ENGL 102 (3), ENGL 103 (3)

Total = 34

Total = 36

## Associate of Arts Degree Program

The Associate of Arts degree is a two-year degree which is approved to be offered in BC by the Minister of Advanced Education. It is recognized by many colleges and universities in North America and around the world. The Associate of Arts is a foundational degree designed to broaden individual knowledge and experience, provide greater opportunity for success in the workplace, and lay a solid foundation for further study.

The Associate of Arts degree program consists of 60 credits, which are typically completed over a 2 year period. This timeframe is based on the student completing 5 courses each semester, for 2 semesters per year.

One of many benefits to the Associate of Arts degree program is that students will be eligible to apply for an Off-Campus Work Permit (OCWP) after 6 months of full time academic study, provided they are maintaining a satisfactory GPA. For the purposes of the OCWP, full time student status is defined as 3 or more university level academic courses per semester. An OCWP allows eligible students to work to a maximum of 20 hours per week, which provides an opportunity to gain valuable experience in the workplace and earn an income. As a private college, Alexander College is very fortunate to be included with public universities like UBC and SFU in our students being eligible to work off campus.

Graduates of the Associate of Arts degree program may choose to transfer to a university to complete a Bachelor's degree. The Associate of Arts degree will allow the students to enter directly to 3<sup>rd</sup> year Faculty of Arts at the university of their choice in BC or elsewhere. Through the BCCAT transfer system, there are agreements in place with several universities which benefit Associate degree holders by awarding a .25 GPA reduction to the GPA required for admission. 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.

## General Requirements - Associate of Arts Degree

Students must complete a total of 60 term 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.

Specific Requirements

Associate of Arts Degree (60 credits)	
Degree Requirement	Alexander College Courses
6 credits in first-year English	ENGL 100 (3), ENGL101 (3), ENGL102 (3) ENGL 103 (3)
9 credits in Science	
<i>3 credits in a laboratory science</i>	BIOL 100 (4), BIOL 101 (4), BIOL 102 (4) PHYS 100 (4), PHYS 101 (4), PHYS 102 (4) CHEM 100 (4), CHEM 101 (4), CHEM 102 (4)
<i>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)</i>	CPSC 100 (4), CPSC 111 (4), CPSC 112 (4), CPSC 115 (3)  MATH 100 (3), MATH 104 (3), MATH 105 (3), MATH 151 (3), MATH 152 (3), MATH 232 (3)  BUEC 233 (3)
36 credits in Arts, <i>(18 credits must be 2<sup>nd</sup> year Arts, taken in two or more subject areas)</i>	ECON 103 (3), ECON 105 (3), ECON 210 (3), ECON 260 (3), ECON 280 (3), ECON 290 (3), ECON 291 (3), ECON 295 (3)  ENGL 100 (3), ENGL 101 (3), ENGL 102 (3), ENGL 103 (3), ENGL 220 (3), ENGL 221 (3), ENGL 222 (3) (except courses used to meet first-year English requirement)
<i>6 credits in Humanities</i>	HIST 101 (3), HIST 102 (3), HIST 201 (3), HIST 223 (3), HIST 224 (3)  PHIL 100 (3), PHIL 110 (3), PHIL 120 (3), PHIL 210 (3)
<i>6 credits in the Social Sciences</i>	PSYC 101 (3), PSYC 102 (3), PSYC 217 (3), PSYC 218 (3), PSYC 223 (3), PSYC 241 (3), PSYC 260 (3)  SOC 100 (3), SOCI 103 (3), SOCI 210 (3) SOCI 250 (3)
9 credits in Arts, Science, or other areas	COMM 237 (4), COMM 281 (3), COMM 290 (3), COMM 291 (3), COMM 292 (3), COMM 293 (3), COMM 294 (3), COMM 296 (3), COMM 298 (3)

Note regarding transfer: 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.

Program Content

Example:

First Year (Semester 1)	First Year (Semester 2)	Second Year (Semester 1)	Second Year (Semester 2)
ENGL 100	Math requirement	Lab Science elective	Second-year arts elective
Social Science elective	Social Science elective	Second-year arts elective	Second-year arts elective
Humanities elective	Humanities elective	Second-year arts elective	Second-year arts elective
Science elective	English elective (1 <sup>st</sup> year)	Second-year arts elective	University transfer elective
Arts elective	Arts elective	University transfer elective	University transfer elective

## Associate of Arts (Business) Degree Program

Alexander College offers a specialized version of our Associate of Arts degree under the name "Associate of Arts (Business)". This name communicates to prospective employers that students have completed an Associate of Arts and used that opportunity to specialize in business-related courses. Near the end of this program, students may choose to further focus on Accounting, Marketing, or Finance. Graduates will benefit from an increased knowledge of management tools. Specifically, training in the use of analytical, qualitative, quantitative, and conceptual techniques in business and economics will 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 people, both in Canada and abroad.

The Associate of Arts (Business) degree program consists of 67 credits, which are typically completed over a 2 year period. This timeframe is based on the student completing 5-6 courses each semester, for 2 semesters per year. Alternately, students who prefer or require a slower pace may choose to complete 3-4 courses each semester, for 3 semesters per year.

One of many benefits to the Associate of Arts (Business) degree program is that students will be eligible to apply for an Off-Campus Work Permit (OCWP) after 6 months of full time academic study, provided they are maintaining a satisfactory GPA. For the purposes of the OCWP, full time student status is defined as 3 or more university level academic courses per semester. An OCWP allows eligible students to work to a maximum of 20 hours per week, and provides an opportunity to gain valuable experience in the workplace and earn an income. As a private college, Alexander College is very fortunate to be included with public universities like UBC and SFU in our students being eligible to work off campus.

Graduates of the Associate of Arts (Business) degree program may choose to transfer to a university to complete a Bachelor's degree. The Associate of Arts (Business) degree will allow the student to enter directly to 3<sup>rd</sup> year Faculty of Arts in Business or Commerce at the university of their choice in BC or elsewhere. Through the BCCAT transfer system, there are agreements in place with several universities which benefit Associate degree holders by awarding a .25 GPA reduction to the GPA required for admission. 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 (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.

## General Requirements - Associate of Arts (Business) Degree

Students must complete a total of 67 term credits of first and second year courses. These must include a minimum of 18 credits in Economics taken at the second-year level. Graduation requires a minimum cumulative GPA of 2.0.

Specific Requirements

Associate of Arts (Business) Degree (67 credits)	
Degree Requirement	Alexander College Courses
6 credits in first-year English	ENGL 100 (3), ENGL 101 (3)
10 credits in Science	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><i>4 credits in a laboratory science, and</i></div> <div style="border: 1px solid black; padding: 5px;"><i>6 credits in Mathematics and Business Statistics</i></div>	BIOL 100 (4), BIOL 101 (4), PHYS 100 (4), PHYS 101 (4), CHEM 100 (4), CHEM 101 (4)  MATH 104 (3)  BUEC 233 (3)
24 credits in Economics <i>(18 credits must be in 2<sup>nd</sup> year Economics)</i>	ECON 103 (3), ECON 105 (3)  ECON 210 (3), ECON 260 (3), ECON 280 (3), ECON 299 (3), ECON 291 (3), ECON 295 (3)
12 credits in Arts	ENGL 102 (3), ENGL 103 (3), ENGL 220 (3), ENGL 221 (3), ENGL 222 (3)  PHIL 100 (3), PHIL 110 (3), PHIL 120 (3), PHIL 210 (3)  PSYC 101 (3), PSYC 102 (3), PSYC 217 (3), PSYC 218 (3), PSYC 223 (3), PSYC 241 (3), PSYC 260 (3)  SOCI 100 (3), SOCI 103 (3), SOCI 210 (3)  HIST 101 (3), HIST 102 (3), HIST 201 (3), HIST 223 (3), HIST 224 (3)
15 credits in Commerce	COMM 290 (3), COMM 291 (3), COMM 292 (3), COMM 293 (3), One of COMM 294 (3), COMM 296 (3), or COMM 298 (3)

Note regarding transfer: 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.



Program Content

Example:

First Year (Semester 1)	First Year (Semester 2)	Second Year (Semester 1)	Second Year (Semester 2)
ENGL 100	Math requirement	Lab Science elective	BUEC 233
Arts elective	Arts elective	Economics elective (2nd year)	Economics elective (2nd year)
Arts elective	English elective (1 <sup>st</sup> year)	Economics elective (2nd year)	Economics elective (2nd year)
ECON 103	ECON 105	Economics elective (2nd year)	Economics elective (2nd year)
Commerce elective	Commerce elective	Arts elective	Commerce elective
	Commerce elective		Commerce elective

Alternate Example:

First Year (Semester 1)	First Year (Semester 2)	First Year (Semester 3)	Second Year (Semester 1)	Second Year (Semester 2)	Second Year (Semester 3)
ENGL 100	Commerce elective	English elective (1 <sup>st</sup> year)	Commerce elective	Commerce elective	BUEC 233
Math requirement	Lab Science elective	Economics elective (2 <sup>nd</sup> year)	Economics elective (2 <sup>nd</sup> year)	Economics elective (2 <sup>nd</sup> year)	Commerce elective
ECON 103	ECON 105	Economics elective (2 <sup>nd</sup> year)	Economics elective (2 <sup>nd</sup> year)	Economics elective (2 <sup>nd</sup> year)	Commerce elective
Arts elective	Arts elective	Arts elective	Arts elective		

## Associate of Science Degree Program

The Associate of Science degree is a two-year degree which is approved to be offered in BC by the Minister of Advanced Education. It is recognized by many colleges and universities in North America and around the world. The Associate of Science is a foundational degree designed to broaden individual knowledge and experience, provide greater opportunity for success in the workplace, and lay a solid foundation for further study.

The Associate of Science degree program consists of 60 credits, which are typically completed over a 2 year period. This timeframe is based on the student completing 5 courses each semester, for 2 semesters per year.

One of many benefits to an Associate degree program is that students will be eligible to apply for an Off-Campus Work Permit (OCWP) after 6 months of full time academic study, provided they are maintaining a satisfactory GPA. For the purposes of the OCWP, full time student status is defined as 3 or more university level academic courses per semester. An OCWP allows eligible students to work to a maximum of 20 hours per week, and provides an opportunity to gain valuable experience in the workplace and earn an income. As a private college, Alexander College is very fortunate to be included with public universities like UBC and SFU in our students being eligible to work off campus.

Graduates of the Associate of Science degree program may choose to transfer to a university to complete a Bachelor's degree. The Associate of Science degree will allow the student to enter directly to 3<sup>rd</sup> year Faculty of Science 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.

## General Requirements - Associate of Science Degree

To be admitted to the Associate of Science degree program, students must meet the general admission requirements, and also the program specific requirements. For the Associate of Science degree program's specific requirements, please see the 'Admissions' section.

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

Specific Requirements

Associate of Science Degree (60 credits)	
Degree Requirement	Alexander College Courses
6 credits in first-year English	ENGL 100 (3), ENGL101 (3), ENGL102 (3) ENGL 103 (3)
6 credits in Mathematics, <i>which shall include at least 3 credits in Calculus</i>	MATH 100 (3), MATH 104 (3), MATH 105 (3), MATH 151 (3), MATH 152 (3), MATH 232 (3)
36 credits in Science, <i>which shall include at least 3 credits in a laboratory science (18 credits must be 2<sup>nd</sup> year Science, taken in two or more subject areas)</i>	BIOL 101 (4), BIOL 102 (4), *BIOL 201 (4), *BIOL 202 (4), BIOL 203 (3), *BIOL 204 (4), BIOL 205 (3)  PHYS 101 (4), PHYS 102 (4)[not for chemistry or physics majors]  CHEM 101 (4), CHEM 102 (4), *CHEM 201 (4), *CHEM 202 (4), *CHEM 203 (4)
6 credits in Arts (excluding English, Mathematics, and Laboratory-based Science courses)	HIST 101 (3), HIST 102 (3), HIST 201 (3), HIST 223 (3), HIST 224 (3)  PHIL 100 (3), PHIL 110 (3), PHIL 120 (3), PHIL 210 (3)  PSYC 101 (3), PSYC 102 (3), PSYC 217 (3), PSYC 218 (3), PSYC 223 (3), PSYC 241 (3), PSYC 260 (3)  SOC1 100 (3), SOC1 103 (3), SOC1 210 (3) SOC1 250 (3)
6 credits in Arts, Science, or other areas	BUEC 233  COMM 237 (4), COMM 281 (3), COMM 290 (3), COMM 291 (3), COMM 292 (3), COMM 293 (3), COMM 294 (3), COMM 296 (3), COMM 298 (3)

Note regarding transfer: 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 Science degree requirements at Alexander College.

**The Associate of Science program will begin in September, 2011 with six new first year courses:** BIOL 101 (4), BIOL 102 (4), CHEM 101 (4), CHEM 102 (4), PHYS 101 (4), PHYS 102 (4).

\*New course pending approval

Program Content

Example:

First Year (Semester 1)	First Year (Semester 2)	Second Year (Semester 1)	Second Year (Semester 2)
ENGL 100	English (1 <sup>st</sup> year)	Science elective (2 <sup>nd</sup> year)	Science elective (2 <sup>nd</sup> year)
Math requirement	MATH 151	Science elective (2 <sup>nd</sup> year)	Science elective (2 <sup>nd</sup> year)
Lab science (1 <sup>st</sup> year)	Lab science (1 <sup>st</sup> year)	Science elective (2 <sup>nd</sup> year)	Science elective (2 <sup>nd</sup> year)
Science (1 <sup>st</sup> year)	Science (1 <sup>st</sup> year)	Arts elective (excluding courses used to meet 1 <sup>st</sup> year English requirement)	Arts elective (excluding courses used to meet 1 <sup>st</sup> year English requirement)
Science (1 <sup>st</sup> year)	Science (1 <sup>st</sup> year)	Elective in Arts, Science, or other areas	Elective in Arts, Science, or other areas

## Pre-MBA Program

The Pre-MBA Program at Alexander College is a joint project offered in partnership with Thompson Rivers University (TRU). Alexander College offers a one-year Pre-MBA program designed to help students meet the requirements for admission to the one-year MBA program at TRU. The program allows students who hold a non-business undergraduate degree to graduate with an MBA in two years.

Students will have the unique experience of studying in two different institutions and academic atmospheres when they work on the Pre-MBA and MBA programs. The 12 month Pre-MBA program will be offered at Alexander College where students will complete the 12 qualifying credit courses (approximately 3 semesters). Once the student has successfully completed these qualifying courses with a minimum of a B- in each course, they must write the GMAT test before admission to Thompson Rivers University.

Pre-MBA Qualifying Courses (12 Courses)			
CPSC 100	Elements of Computer Science	COMM 291	Statistics in Business I
ECON 103	Principles of Microeconomics	COMM 292	Mgmt & Organizational Behaviour
ECON 105	Principles of Macroeconomic	COMM 293	Financial Accounting
MATH 104	Differential Calculus with Apps to Comm. and Social Science	COMM 294	Managerial Accounting
BUEC 233	Economics and Business Statistics II	COMM 296	Introduction to Marketing
COMM 281	Human Resource Management	COMM 298	Introduction to Finance

Students with an IELTS score below 7.0 are required to complete 2 additional courses. Students who already have an IELTS score of  $\geq 7.0$  are not required to complete these 2 additional courses.

ENGL 100	Strategies for University Writing	ENGL 101	Introduction to Fiction
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The TRU Masters of Business Administration is offered in a continuous 10-month schedule. This intensive approach is explicitly designed to prepare students for managing in today's dynamic global business environment. The courses offered in the TRU MBA have been identified as principal subjects, and are specifically selected to develop the applied skills and knowledge needed to achieve success as a business manager. The program is finalized with a cap-stone applied project that focuses on integrating the knowledge and experiences from the individual courses. This project offers a great stepping stone from which to build an accomplished business career.

## COURSE DESCRIPTIONS & PREREQUISITES

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

Subject area designations are as follows:

BIOL (Biology), BUEC (Business Administration and Economics), CHEM (Chemistry), COMM (Commerce), CPSC (Computer Science), ECON (Economics), ENGL (English), HIST (History), MATH (Mathematics), PHIL (Philosophy), PHYS (Physics), PSYC (Psychology), and SOCI (Sociology).

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 Name	Calendar Description
<b>BIOL 100</b> (4) Introduction to 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.
<b>BIOL 101</b> (4) Introduction to Biology I  <i>Prerequisites:</i> <i>BC BIOL 11 or 12 (or equivalent) and BC CHEM 11 or 12 (or equivalent), or BIOL 100 with a grade of at least B</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.
<b>BIOL 102</b> (4) Introduction to Biology II  <i>Prerequisite:</i> <i>BC BIOL 11 or 12 (or equivalent) and BC CHEM 11 or 12 (or equivalent), or BIOL 100 with a grade of at least B</i>	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.
<b>BIOL 203</b> (3) Genetics  <i>Prerequisites:</i> <i>BIOL 101, BIOL 102</i>	This course is 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.

<b>BIOL 205 (3) Human Physiology</b>  <i>Prerequisites: BIOL 101, BIOL 102</i>	<p>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.</p>
<b>BUEC 233 (3) Economics and Business Statistics II</b>  <i>Prerequisites: ECON 103, ECON 105, CPSC 100, COMM 291</i>	<p>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.</p>
<b>CHEM 100 (4) Environmental Chemistry</b>  <i>Prerequisites: MATH 100 is strongly recommended</i>	<p>This laboratory oriented course is designed for non-science students with an interest in environmental chemistry. It will satisfy part of the science requirements for a BA degree. The course covers topics such as global warming, air and water pollution, sources of energy and human nutrition while emphasizing the impact of human activity on the environment. The course consists of lectures and integrated laboratory exercises</p>
<b>CHEM 101(4) Principles of Chemistry I</b>	<p>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.</p>
<b>CHEM 102 (4) Principles of Chemistry II</b>	<p>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.</p>
<b>COMM 237 (4) Information Systems in Business</b>  <i>Prerequisites: MATH 100</i>	<p>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.</p>
<b>COMM 281 (3) Human Resources Management</b>	<p>An introduction to the field of human resources management and its contribution to the effectiveness of organizations and their employees</p>
<b>COMM 290 (3) Introduction to Quantitative Decision Making</b>  <i>Prerequisites: MATH 104</i>	<p>Introduction to decision models in business, including basic optimization, linear programming, probability, decision analysis, random variables, simulation, and solving decision problems using spreadsheet tools.</p>
<b>COMM 291 (3) Applications of Statistics in Business</b>	<p>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.</p>

<b>COMM 292</b> (3) 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.
<b>COMM 293</b> (3) Introduction to Financial Accounting	Introduction to the construction and interpretation of financial reports prepared primarily for external use.
<b>COMM 294</b> (3) Introduction to Managerial Accounting <i>Prerequisites: COMM 293</i>	Introduction to the development and use of accounting information for management planning and control, and the development of cost information for financial reports.
<b>COMM 296</b> (3) Introduction to Marketing <i>Prerequisites: ECON 103</i>	Basic considerations affecting the domestic and international marketing of goods and services.
<b>COMM 298</b> (3) Introduction to Finance <i>Prerequisites: COMM 293, MATH 104</i>	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.
<b>CPSC 100</b> (4) Elements of Computer Science	An introduction to elementary concepts in Computer Science. Topics include: history, hardware, software, user applications, networks, and programming.
<b>CPSC 111</b> (4) Introduction to Computing <i>Prerequisite: BC Principles of Mathematics 12 (or equivalent)</i>	Basic programming constructs, data types, classes, interfaces, protocols and the design of programs as interacting software components.
<b>CPSC 112</b> (4) Introduction to Programming II <i>Prerequisites: CPSC 111</i>	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.
<b>CPSC 115</b> (4) Discrete Structures <i>Prerequisites: BC Principles of Mathematics 12 (or equivalent)</i>	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.
<b>ECON 103</b> (3) 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.



<b>ECON 105 (3) Principles of Macroeconomics</b>	The principal elements of theory concerning money and income, distribution, social accounts, public finance, international trade, comparative systems, and development and growth.
<b>ECON 210 (3) Money and Banking</b> <i>Prerequisites: ECON 103, ECON 105</i>	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.
<b>ECON 260 (3) Environmental Economics</b> <i>Prerequisites: ECON 103</i>	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.
<b>ECON 280 (3) Introduction to Labour Economics</b> <i>Prerequisites: ECON 103, ECON 105</i>	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.
<b>ECON 290 (3) Canadian Microeconomic Policy</b> <i>Prerequisites: ECON 103, ECON 105</i>	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?
<b>ECON 291 (3) Canadian Macroeconomic Policy</b> <i>Prerequisites: ECON 103, ECON 105</i>	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.
<b>ECON 295 (3) Managerial Economics</b> <i>Prerequisites: ECON 103, ECON 105, MATH 104</i>	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.
<b>ENGL 100 (3) Strategies for University Writing</b> <i>Prerequisites: BC ENGL 12 (or equivalent) with a grade of at least 'B', or ENGL 099 with a grade of at least C</i>	This course will focus on the study and application of academic discourse. Students will learn to write clearly, using correct grammar and good organization; apply principles of unity, coherence and emphasis in paragraph and essay construction; write unified and economical sentences with effective transition, coordination, and subordination; use different patterns in writing, such as comparison and contrast, description, narration, and process development; plan, analyze, revise, and proofread their own writing; and begin to incorporate readings or other source materials into their writing. The emphasis throughout will be on the rhetorical strategies of academic writing.
<b>ENGL 101 (3) Introduction</b>	Introduction to fundamental literary principles of fiction, including form, plot, character, narration, and theme.

to Fiction  <i>Prerequisites: ENGL 100</i>	
<b>ENGL 102 (3)</b> Introduction to Poetry  <i>Prerequisites: ENGL 100</i>	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.
<b>ENGL 103 (3)</b> Introduction to Drama  <i>Prerequisites: ENGL 100</i>	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.
<b>ENGL 220 (3)</b> English Literature to the 18th Century  <i>Prerequisites: 6 credits of first-year English</i>	An examination of the work of major English writers of prose, poetry, and drama from the 14th century to the 18th century.
<b>ENGL 221 (3)</b> English Literature from the 18th Century to the Present  <i>Prerequisites: 6 credits of first-year English</i>	A survey of poetry, drama, fiction and non-fiction prose from the 18th century to the present.
<b>ENGL 222 (3)</b> Canadian Literature  <i>Prerequisites: 6 credits of first-year English</i>	The study of major genres of Canadian writing: fiction, poetry, non-fictional prose, and drama.
<b>HIST 101 (3)</b> 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.
<b>HIST 102 (3)</b> 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.
<b>HIST 223 (3)</b> Early Modern Europe, 1500-1789  <i>Prerequisites: HIST 101 or HIST 102</i>	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.

<p><b>HIST 224 (3) Europe from the French Revolution to the First World War</b></p> <p><i>Prerequisites: HIST 101 or HIST 102</i></p>	<p>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.</p>
<p><b>MATH 099 Fundamentals of Algebra with Trigonometry</b></p>	<p>This course is a bridging course to provide students with the background in mathematics necessary to succeed to Math 100 (precalculus) at Alexander College. It carries no credit but the grade will be used in calculating the student's cumulative GPA at Alexander College.</p>
<p><b>MATH 100 (3) Pre-Calculus</b></p> <p><i>Prerequisites: BC Principles of Mathematics 12 (or equivalent) with a grade of at least C+, or MATH 099 with a grade of at least C</i></p>	<p>Algebraic, exponential, logarithmic and trigonometric functions and their graphs. Conic sections, applications.</p>
<p><b>MATH 104 (3) Differential Calculus with Applications to Commerce and Social Sciences</b></p> <p><i>Prerequisites: BC Principles of Mathematics 12 (or equivalent) with a grade of at least B-, or MATH 100 with a grade of at least C</i></p>	<p>Derivatives and rates of change, exponential and trigonometric functions, Newton's method, Taylor series, maxima and minima, and graphing.</p>
<p><b>MATH 105 (3) Integral Calculus with Applications to Commerce and Social Sciences</b></p> <p><i>Prerequisites: MATH 104</i></p>	<p>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.</p>
<p><b>MATH 151 (3) Calculus I</b></p> <p><i>Prerequisites: BC Principles of Mathematics 12 (or equivalent) with a grade of at least B-, or MATH 100 with a grade of at least C</i></p>	<p>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.</p>
<p><b>MATH 152 (3) Calculus II</b></p> <p><i>Prerequisites: MATH 151</i></p>	<p>Integrals, techniques and applications of integration, approximations, sequences and series, area and arc length in polar co-ordinates.</p>

<p><b>MATH 232 (3) Elementary Linear Algebra</b></p> <p><i>Prerequisites: MATH 104 with a grade of at least B, or MATH 105, or MATH 151</i></p>	<p>Matrix arithmetic, linear equations, and determinants. Real vector spaces and linear transformations. Inner products and orthogonality. Eigen values and eigenvectors.</p>
<p><b>PHIL 100 (3) Knowledge and Reality</b></p>	<p>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.</p>
<p><b>PHIL 110 (3) Introduction to Moral Philosophy</b></p>	<p>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 or 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.</p>
<p><b>PHIL 120 (3) Introduction to Logic and Critical Thinking</b></p>	<p>An exploration of the tools for dealing with everyday and technical arguments and concepts. Analysis and resolution of confusions, ambiguities, and fallacies.</p>
<p><b>PHIL 210 (3) Natural Deductive Logic</b></p>	<p>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.</p>
<p><b>PHYS 100 (4) Introduction to Physics</b></p> <p><i>Prerequisites: MATH 100</i></p>	<p>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).</p>
<p><b>PHYS 101 (4) Physics for the Life Sciences I</b></p> <p><i>Prerequisites: BC Physics 12 (or equivalent) or PHYS 100 with a grade of at least B and MATH 104 or MATH 151 (math may be taken concurrently)</i></p>	<p>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.</p>
<p><b>PHYS 102 (4) Physics for the Life Sciences II</b></p> <p><i>Prerequisites: PHYS 101 and MATH 105 or MATH 152 (math may be taken concurrently)</i></p>	<p>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.</p>
<p><b>PSYC 101 (3) Introduction to Biological and Cognitive</b></p>	<p>Introduction to Methods and Statistics, Biopsychology, Learning, Perception, Memory, and Cognition.</p>

Psychology.	
<p><b>PSYC 102 (3)</b> Introduction to Developmental, Social, Personality, and Clinical Psychology.</p> <p><i>Prerequisites: PSYC 101</i></p>	Introduction to Methods and Statistics, Motivation, Assessment, Developmental, Personality, Clinical, and Social Psychology.
<p><b>PSYC 217 (3)</b> Thinking Clearly about Psychology</p> <p><i>Prerequisites: PSYC 101, PSYC 102</i></p>	Thinking about psychological science, with an emphasis on common errors of judgment.
<p><b>PSYC 218 (3)</b> Analysis of Behavioural Data</p> <p><i>Prerequisites: PSYC 217</i></p>	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.
<p><b>PSYC 223 (3)</b> Psychological Tests and Measurement.</p> <p><i>Prerequisites: PSYC 218</i></p>	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.
<p><b>PSYC 241 (3)</b> Abnormal Psychology</p> <p><i>Prerequisites: PSYC 102</i></p>	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.
<p><b>PSYC 260 (3)</b> Social Psychology</p> <p><i>Prerequisites: PSYC 102</i></p>	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.
<p><b>SOCI 100 (3)</b> Introduction to Sociology</p>	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.
<p><b>SOCI 103 (3)</b> Canadian Society</p> <p><i>Prerequisites: SOCI 100</i></p>	The institutional foundations of contemporary Canadian society, particularly capitalism, the nature and history of social class, and the role of the state. Social inequality in Canadian society as it manifests itself in income, race, ethnicity, and gender. An overview of the current social, economic, and political spheres of Canadian society.
<p><b>SOCI 210 (3)</b> Crime and Society</p> <p><i>Prerequisites: SOCI 100</i></p>	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.

<b>SOCI 250 (3)</b> Introduction to Sociological Theory  <i>Prerequisites: SOCI 100</i>	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.
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### ENGLISH PREREQUISTES

ENGLISH 097 – Students in ENGLISH 098 or above may take these courses	
COMM 291	Applications of Statistics in Business
CPSC 100	Elements of Computer Science
CPSC 111	Introduction to Computation
CPSC 112	Introduction to Programming II: Data Abstraction
ECON 103	Principles of Microeconomics
ECON 105	Principles of Macroeconomics
MATH 100	Pre-Calculus
MATH 104	Differential Calculus with Applications to Commerce and Social Science
MATH 105	Integral Calculus with Applications to Commerce and Social Science
MATH 151	Calculus I
MATH 152	Calculus II
PSYC 101	Introduction to Biological and Cognitive Psychology

ENGLISH 098 – Students in ENGLISH 099 may also take these courses	
BUEC 233	Economics and Business Statistics II
BIOL 203	Genetics
COMM 281	Human Resource Management
COMM 290	Introduction to Quantitative Decision Making
COMM 292	Management and Organizational Behaviour
COMM 293	Financial Accounting
CPSC 115	Discreet Structures
ECON 210	Money and Banking
ECON 260	Environmental Economics
ECON 280	Introduction to Labour Economics
ECON 290	Canadian Microeconomic Policy
ECON 291	Canadian Macroeconomic Policy
ECON 295	Managerial Economics
HIST 101	Canada to Confederation
HIST 102	Canada Since Confederation
MATH 232	Elementary Linear Algebra

PHIL 120	Introduction to Logic and Critical Thinking
PSYC 102	Introduction to Developmental, Social, Personality, and Clinical Psychology
SOCI 100	Introduction to Sociology
SOCI 103	Canadian Society
SOCI 210	Crime and Society

**ENGLISH 099 – Student in ENGLISH 100 may also take these courses**

BIOL 100	Introduction to Biology
BIOL 101	Introduction to Biology I
BIOL 102	Introduction to Biology II
BIOL 205	Human Physiology
CHEM 100	Environmental Chemistry
COMM 237	Information Systems in Business
COMM 294	Managerial Accounting
COMM 296	Introduction to Marketing
COMM 298	Introduction to Finance
HIST 223	Early Modern Europe
HIST 224	Europe from French Revolution to WWI
PHIL 100	Knowledge and Reality
PHIL 110	Introduction to Moral Philosophy
PHIL 210	Natural Deductive Logic
PHYS 100	Introduction to Physics
PHYS 101	Physics for the Life Sciences I
PHYS 102	Physics for the Life Sciences II
PSYC 217	Thinking Clearly about Psychology
PSYC 218	Analysis of Behavioural Data
PSYC 223	Psychological Tests and Measurement
PSYC 241	Abnormal Psychology
PSYC 260	Social Psychology
SOCI 250	Introduction to Sociological Theory

## ADMISSION

### 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.

Applicants to the academic programs at Alexander College must have a satisfactory record of academic achievement and a good command of the English language.

Grade 12: Students must successfully complete a BC secondary program (Grade 12) or the equivalent, or successfully complete the A.B.E. (Adult Basic Education Program), or G.E.D. (General Educational Development testing program), or have mature student status.

English: Students must complete English 12 with a minimum grade of "B" or equivalent (please see below)

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.

Applicants must:

- Be at least 16 years of age
- Possess Grade 12 level or equivalent
- Possess prerequisite qualifications specific to individual programs
- Have basic medical insurance
- Be legally able to study in Canada

Students with disabilities: Academically qualified students 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.

Prerequisites: All students must present prerequisites appropriate for their intended program of study.

Appeals: Applications are screened carefully. However, appeals of admission decisions can be sent in writing to the President of the college who may re-evaluate the decision.

Application Deadlines: Evaluation of an application begins once the application and all necessary supporting documentation has been provided. Offers of admission and information concerning the registration procedures will be provided to all successful applicants. Offers of admission are valid for the program intake indicated on the letter of acceptance.

### English Language Requirements

Students who do not meet the minimum English language requirements for the University Transfer Program may instead register in a program combining academic studies with non-credit coursework in English, or in an English-as-a-Second-Language Program.

Students who have not completed their secondary program at a school in North America are designated as international students. Their admission credentials require special scrutiny. In general, to be admitted,



international students must have completed the equivalent of twelve years of schooling and be proficient in English.

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. This is a full-time, integrated, intensive English and academic skills program that prepares students for college and university study.

Admission Requirements for English Academic Preparation (EAP) Program

	English 098 +2 University Courses	English 099 +3 University Courses
PBT TOEFL	510	530 and Essay Rating 3.5
CBT TOEFL	180	197 and Essay Rating 3.5
IBT TOEFL	64 overall, and 15 in reading, 15 in listening, 14 in writing, 14 in speaking	71 overall, and 17 in reading, 17 in listening, 16 in writing, 15 in speaking
IELTS	4.5 overall, and writing $\geq$ 4.5	5.0 overall, and writing $\geq$ 5.0
CAEL	40 overall, and writing 45	50 overall, and writing 50
LPI	3, essay 20 and 50% on <b>one</b> of the three components	3, essay 20, and 50% on <b>each</b> of the three components

*\*\* New students who do not present minimum TOEFL, IELTS, CAEL, LPI, or ELA results must write the Alexander College assessment test at the College before registration.*

Admission Requirements for University Transfer & Associate Degree Programs

University Transfer courses are transferable at the first and second year levels. Students successfully completing two years (60 credits) of specified university courses may be granted an Associate of Arts Degree.

To be admitted to Alexander College, a student must have completed Grade 12 and be proficient in English.

Grade 12: Students must successfully complete a BC secondary program (Grade 12) or equivalent, the A.B.E. (Adult Basic Education) Program, or G.E.D. (General Educational Development) Testing Program.

English: Students must complete English 12 with a minimum grade of 'B' or one of the following equivalents:

University Transfer & Associate Degree Programs	
PBT TEOFL	550 and Essay Rating 4.0
CBT TOEFL	213 and Essay Rating 4.0
IBT TOEFL	80 overall, and 18 in listening, 19 in writing, 18 in speaking
IELTS (Academic)	6.0 and writing $\geq$ 6.0
CAEL	60 and writing 60
LPI	4 and Essay 24
ELA	145

#### Admission Requirements for Associate of Science Degree Program

Students admitted to the Associate of Science degree program must meet the general admission requirements, and also:

- English 12 with a minimum grade of 'B'
- BC Principles of Math 12 (or equivalent) with a minimum grade of B, or MATH 100 with a minimum grade of C+
- Two (2) grade 12 science courses (or equivalent), each with a minimum grade of C+. *(Approved grade 12 science courses are: Biology 12, Chemistry 12, Geography 12, Geology 12, and Physics 12)*

#### Admission Requirements for Masters Preparation Program

Students must have completed an acceptable undergraduate degree with a GPA of at least B, or have received approval for admission from TRU.

Students must be proficient in English with a minimum IELTS 4.5, or equivalent, to begin university level courses.

Students must provide original documentation showing their full post-secondary academic history, which must be approved by TRU prior to admission.

### Admission Requirements for TRU MBA Program

In order to successfully transfer to TRU following the completion of the Alexander College Pre-MBA Program, student must satisfy TRU admission criteria for the program. Students are eligible to transfer to TRU provided they have met the following criteria:

- Completion of the Alexander College Pre-MBA program with a minimum grade of B- in every course.
- Completion of Alexander College ENGL 100 and ENGL 101, or IELTS score of  $\geq 7.0$
- Completion of GMAT exam with a minimum score of 550. Students who complete the GMAT exam with scores of 500-549 may be selectively admitted at the discretion of TRU.

### Required Documents – All Programs

- ✓ Official high school transcript, in English, or with an official or notarized English translation, which shows the results for the last three years of high school. Students still in Grade 12 may apply before graduation, and once graduated are required to submit a final official transcript before course registration.
- ✓ Official high school graduation certificate, in English, or with an official or notarized English translation.

\*Note: High school transcripts are not required for Pre-MBA program applications. Applicants for this program must instead include a full college/university transcript and graduation degree.

- ✓ English test results (TOEFL, IELTS, or equivalent) if applicable.
- ✓ All other official post secondary transcripts from other Canadian institutions.

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

Additional Required Documents \*\*All items below are photocopied to the student file.

- ✓ Passport photo and info page
- ✓ Study permit / student visa / PR card / Proof of citizenship
- ✓ Proof of medical insurance

Applications are not considered complete until all necessary supporting documentation is provided. Applications received after the application deadline will be considered only if there is space available in the requested program. 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 admissions office to

request that their documentation may be verified by appropriate staff members and returned. A registrar's hold will be applied to any student who has not provided all required official application documents. More information concerning a registrar's hold is available in the Policies and Procedures section of this Calendar. Offers of admission and information concerning registration procedures will be provided to all successful applicants. Offers of admission or re-admission are valid only for the session indicated in the letter of acceptance.

### Application Procedure

When applying to Alexander College, you may wish to contact us directly and speak with an academic advisor. We will provide answers to your questions and help you with the application process. 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.

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

Burnaby Campus	Vancouver Campus
Admissions Department Alexander College – Burnaby Campus #300-4680 Kingsway Burnaby, British Columbia Canada V5H 4L9	Admissions Department Alexander College – Vancouver Campus #100-602 West Hastings Street Vancouver, British Columbia Canada V6B 1P2

### Domestic and International Students

#### Domestic Students

1. Submit a completed application, application fee of \$150.00, and documents required for your program as follows:
  - Official high school transcript or equivalent with an official or notarized English translation that shows results for the last 2 years of school. If the student is still in Grade 12 at the time of application, a transcript with his or her last semester grades must be submitted before registration for classes.
  - If the applicant's graduation date is not shown on the transcript, an official copy of the high school graduation certificate with an official or notarized English translation is also required.
  - English test results (TOEFL or IELTS, or equivalent if applicable).

2. The admission process will be completed within 7 working days.
3. An offer of Admission Letter will be sent (by fax, e-mail, or may be picked up)
4. Once proof of valid medical insurance has been submitted, student may register for courses.
5. Tuition fees must be paid by the tuition fee deadline indicated.
6. Attend the new student orientation.

### International Students

1. Submit a completed application, application fee of \$150.00, and documents required for your program as follows:
  - Official high school transcript or equivalent with an official or notarized English translation that shows results for the last 2 years of school. If the student is still in Grade 12 at the time of application, a transcript with his or her last semester grades must be submitted before registration for classes.
  - If the applicant's graduation date is not shown on the transcript, an official copy of the high school graduation certificate with an official or notarized English translation is also required.
  - English test results (TOEFL or IELTS, or equivalent if applicable).
2. The admission process will be completed in 7 working days
3. An offer of Admission Letter will be sent (fax or e-mail). This letter will state the amount required as tuition deposit.
4. Pre-pay the tuition fee deposit (Equal to one full semester, 5 courses)
5. Official Letter of Acceptance is sent on receipt of tuition prepayment
6. Apply for visa and Study Permit
7. Once proof of medical insurance has been submitted, student may register for courses
8. Arrange accommodation, depart for Vancouver, and attend the new student orientation session.

**Application and Documentation Deadlines (2010 - 2011)**

<b>Entry Term</b>	<b>Application Deadline/ Last day to Register</b>	<b>First Day of Class</b>
Spring 2011 (May – July 2011)	May 13, 2011	May 2, 2011
Summer 2011 (July – August 2011)	July 15, 2011	July 11, 2011
Fall 2011 (September – December 2011)	September 16, 2011	September 6, 2011
Winter 2012 (January – April 2012)	January 20, 2012	January 9, 2012

\*\*Additional intakes are available for English Academic Preparation (EAP) program only. Additional EAP intakes are as follows:

<b>Entry Term (EAP Program only)</b>	<b>Application Deadline/ Last day to Register</b>	<b>First Day of Class</b>
October 2011 (October –December 2011)	November 4, 2011	October 24, 2011
February 2012 (February-April 2012)	February 27, 2012	March 9, 2012

## TUITION AND FUNDING

### Tuition and Fees

Tuition and fees may be submitted to the accounting offices, located in the bookstores of each campus. Accounting hours are posted. Payment is accepted in the form of cash, debit, credit card, personal or certified cheque, money order, or wire transfer. Please note the following:

- Payments made by credit card are subject to a 3% service fee
- Payments made by personal cheque are subject to a clearing period of up to 10 business days.
- Payments made by wire transfer are subject to between 3 and 5 business days processing time before they are received by the Alexander College account.

Tuition fees, including an additional \$10 per semester Student Association fee, are due by the tuition payment deadline. The tuition payment deadline is typically one week prior to the start date of classes, and is indicated on course schedules and posted in the admissions and accounting offices.

Tuition fees received after the tuition deadline and within the first week of classes are subject to a late payment charge equal to 3% of the total tuition amount. Tuition fees received during the second week of classes are subject to a late payment charge equal to 5% of the total tuition amount.

It is the responsibility of the student to ensure that payment deadlines are met. Students who have not submitted tuition payment in full after the first two weeks of classes are automatically withdrawn, without notice, from all courses.

### Domestic Students

- The following fees are in Canadian Dollars (CAD)

Program		Tuition Fee	Program Length
English Academic Preparation (EAP) Program	English 089, 096, 097 (20 hours per week)	<b>\$3,060.00</b> / per semester	One semester is 14 weeks
	English 098 (15 hours per week)	<b>\$2,295.00</b> / per semester (EAP only) + 2 university courses = <b>\$3,891.00</b>	
	English 099 (10 hours per week)	<b>\$1,530.00</b> / per semester (EAP only) +3 university courses = <b>\$3,924.00</b>	
University Transfer Program & Associate Degree Program		<b>\$3,990.00</b> / per semester (based on 5 courses/15 credits) ( <b>\$266.00</b> per credit)	One semester is 14 weeks
Pre-MBA Program		<b>\$12,000.00</b> total program (12 university courses)	(12 courses. Total program length is approximately 10 months)

### International Students

- The following fees are in Canadian Dollars (CAD)

Program		Tuition Fee	Program Length
English Academic Preparation (EAP) Program	English 089, 096, 097 (20 hours per week)	\$4,680.00 / per semester	One semester is 14 weeks
	English 098 (15 hours per week)	\$3,510.00 / per semester (EAP only) + 2 university courses = \$5,970.00	
	English 099 (10 hours per week)	\$2,340.00 / per semester (EAP only) + 3 university courses = \$6,030.00	
University Transfer Program & Associate Degree Program		\$6,150.00 / per semester (based on 5 courses / 15 credits) (\$410.00 per credit)	One semester is 14 weeks
Pre-MBA Program		\$12,000.00 total program (12 university courses)	(12 courses. Total program length is approx. 10 months)

### Financial Aid

Canadian citizens and permanent residents are eligible to apply for educational funding from a variety of sources.

Many banking institutions now offer educational loans or lines of credit for qualified students. Students are encouraged to search online or visit their local bank branch for more information.

Educational student loans are available from the national government of Canada, as well as from the province of British Columbia. Application packages, assistance, and information on applying for financial aid are available from the admissions office at either Burnaby or Vancouver campuses.

In order to ensure funding will arrive in time for the beginning of the semester, applications for national and provincial funding must be submitted at least one month prior to the start of classes. For more information on educational funding provided by the Canadian government, please visit the respective websites indicated below.

British Columbia Student Loans (Student Aid BC)	<a href="http://www.aved.gov.bc.ca">www.aved.gov.bc.ca</a>	Within the lower mainland 604.660.2610 Outside the lower mainland 1.800.561.1818
National Student Loans	<a href="https://nslsc.canlearn.ca">https://nslsc.canlearn.ca</a>	Within North America (Toll-Free) 1.888.815.4514



## Scholarships and Bursaries

Following each academic semester, a number of scholarships are awarded based on outstanding academic performance. Students are not required to submit applications for consideration, and will be notified if they have been selected to receive a scholarship. Academic scholarships are to be used toward tuition for a future semester, and amounts will be credited to the student account.

## Tuition Refunds

Students who withdraw from a course on or before the *Last Day for Payment* receive a full refund of the tuition fee for that course. Students who enter a waitlist and are not successful in obtaining a seat in their desired course also receive a full refund of the tuition fee for that course.

International students who obtain a Letter of Acceptance from Alexander College cannot receive a refund unless they are denied Study Permit Authorization by Citizenship and Immigration Canada. Proof of permit denial by CIC is required and in this case they are eligible for a full refund of the tuition prepayment amount. The application fee is non-refundable.

Refunds for students who withdraw from courses after the *Last Day for Payment* are determined as follows:

### Fall, Winter, and Spring course refunds

Withdrawal before end of first week of classes	50% refund
Withdrawal before end of second week	30% refund
Withdrawal after the second week	No refund

### Summer course refunds

Withdrawal before start of the second class	50% refund
Withdrawal before end of the first week	30% refund
Withdrawal after the first week	No refund

Students who wish to withdraw from a course(s) must submit a 'Request to Withdraw' form to the admissions office. Non-attendance does not constitute notice of withdrawal. Refunds are issued to the student unless alternately authorized by the student.

## 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 may be requested after the first week of March by completing the order form in the bookstore. Tax receipts will then be available for pick up from the bookstore.

Other fees

Item	Price (per item)	Additional Services	Price (per item)
Confirmation of Enrolment	\$10.00	Same Day Processing	\$10.00
Official Transcript	\$10.00	Pick up	Free
Unofficial Transcript	\$5.00	Mail to local address	\$5.00
Tax Receipt (T2202A)	Current Year – Free	Express Courier	\$20.00
	Previous Year - \$5.00		
Degree Parchment (duplicate or replacement)	\$25.00		
Official Letter of Acceptance (duplicate or replacement)	\$25.00		

Appeal of Grade	\$50.00
Challenge Exam	\$50.00
NSF / Returned Cheque	\$20.00

All fees are payable in the bookstore by cash, debit, or credit card.

## STUDENT SERVICES

### New Student Orientation

All new students of Alexander College are required to participate in the New Student Orientation, which takes place prior to the first day of classes. We have designed the Orientation to introduce new students to all of the capabilities and facilities of the college. This is also an opportunity for new students to find help with applying for medical insurance, if necessary, and to complete any final registration details. On completion of the Orientation, students will be prepared to take full advantage of the services we offer and will understand their rights and responsibilities as a student.

New Student Orientation dates will be printed on the Official Letter of Acceptance and are posted at both campuses.

### Academic Counselling

From the application phase, each student at Alexander College is assigned an academic advisor. An advisor at Alexander College is responsible for answering questions, providing information and support, and assisting students to create and follow a plan of study. Students will also meet with their advisor to register for courses in advance of each semester. Advisors are regularly available by drop in, however students who require an extended advising session may be asked to schedule an appointment in advance so that adequate time can be put aside for the session.

For university transfer students, Alexander College advisors provide assistance with selecting courses that will be transferable to the institution a student plans to attend in the future.

### Health and Wellness Counselling

Alexander College students are eligible for up to 10 free health and wellness counselling sessions each academic year. These counselling sessions are by appointment only, and appointments may be booked at the reception desk or by contacting the counsellor directly. Contact information is posted at both locations.

Alexander College also provides health and wellness workshops on topics such as stress management, body image, and healthy relationships, and can provide referrals to off-campus resources for ongoing psychological services. Upcoming workshops are posted on the student events board.

### Employment Counselling

Alexander College provides students with free access to an employment counsellor to assist with the following tasks:

- Job searching skills
- Cover letter writing
- Resume writing
- Interviewing skills
- Filling out applications for Off-Campus Work Permits

Employment counselling sessions are by appointment only, and appointments may be booked at the reception desk.

## **Medical Insurance**

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 required to have medical insurance for the duration of their studies. Students will be asked for proof of medical insurance at the time of course registration. 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 admissions office at both campuses.

## **Study Permits, Student Work Permits, Temporary Resident Visas**

For information about studying or working in Canada, please call Citizenship and Immigration Canada at 1-888-242-2100 or access the website at [www.cic.gc.ca](http://www.cic.gc.ca). Application forms and instructions are available on the CIC website.

### **Study Permit**

An international student is required to have a valid study permit to study in a Canadian college. Our college provides services for students to obtain this permit. Some nationalities are also required to have a valid visa to enter Canada. Please find more information at your regional Canadian consulate.

For current students with study permits that will soon expire and wish to extend their stay in Canada, "Application to Change Conditions or Extend your Stay in Canada" packages are available to be picked up in the admissions office during regular office hours. It is the responsibility of the student to complete and submit the application to extend their study permit well in advance of the current study permit expiry. Students are recommended to apply to have their study permits extended at least 8-10 weeks prior to the expiry of the current permit.

### **Work Permit – Off-campus Work Permit**

The Off-Campus Work Permit Program allows students to work off campus while completing their studies. To qualify, you must be a full-time student (at least three courses or nine credits), be in an Associate Degree program, and must successfully complete at least two courses per semester. Students may apply for the off-campus work permit after six months of full-time study. If approved by CIC, students may work up to 20 hours per week while studying, and up to 40 hours per week during breaks. Please visit the admissions office for information.

## **Work permit – Post Graduation Work Permit**

After graduation from the Associate Degree program, students will be eligible to apply for an open work permit through the Post-Graduate Work Permit Program without being required to contact HRDC (Human Resources and Development Canada). There is no need for students to acquire a letter of employment, and there are no geographical restrictions.

### **ACADEMIC SUPPORT CENTRE (ASC)**

The Academic Support Centre serves primarily as a reliable and familiar location in which students may seek academic assistance. Most importantly, this includes free tutoring in all subject areas by appointment or even on a walk-in basis. Additional information on tutoring services is provided below. It is also important to note that workshops specializing in academic performance issues important to students are regularly presented by ASC staff. This includes workshops discussing study skills, academic research, or exam writing.

### **Library**

Located on both of Alexander College's campuses, the Library plays a key role in achieving the educational directives of the college by serving as an information centre in which 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 serve the student's individual needs.

### **Resources for Research and Study**

Alexander College Libraries contain ample course-related books as well as a great many fictional or general interest books and magazines. These include encyclopedias, dictionaries, and other reference sources; print magazines and newspapers; and texts or recommended reading for specific courses. The Library's online services and electronic resources include many comprehensive and easy-to-use subscription databases; a list of pre-selected websites selected by the librarian in accordance with student needs; and a subscription to AskAway, a live internet reference service.

### **AC Online**

#### **AC Online Course Support**

Because many students choose to enrol in several courses, and because keeping track of course outlines, class notes, and assignments can be difficult, Alexander College uses AC Online. This is an online course management system which is designed to make your time in college less stressful and more organized. Using AC Online, you can access course information such as course outlines, rules, or lecture notes, as well as useful research tools to help you write term papers and study for tests and exams.

Most instructors require that you use AC Online, so it will be important for you to visit often. The site can be accessed here [www.alexandercollege.ca/courses/login.php](http://www.alexandercollege.ca/courses/login.php).

## Tutoring

Tutoring at the Academic Support Centre is student-oriented, and appointments are thus made in accommodation of student schedules. It is also important to 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. Based on the needs of courses currently offered, tutors in three areas are provided. Following is a description of each category.

- 1) 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 tutor is available at the Burnaby campus 3 days per week, and at the Vancouver campus 2 days per week. Please visit the library for scheduling.
- 2) 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 tutor is available at the Burnaby campus 2 days per week, and at the Vancouver campus 3 days per week. Please visit the library for scheduling.
- 3) Computer Science - Students of this discipline may encounter difficulty due to the demanding nature of the material and the highly specialized terminology. A tutor is available on campus for several hours per week. Please visit the library to make an appointment.

## ACS Code of Ethics

The Academic Support Centre 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.

1. Best Interest: Tutors will be committed to acting in the best interest of tutees as specified by the employing organization or institute.
2. Responsibility: Tutors will take responsibility for their own behavior and work to resolve conflicts that may arise between themselves and a client.
3. Integrity: Tutors will practice and promote accuracy, honesty, and truthfulness.
4. 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.
5. Commitment: Tutors will fulfill commitments made to learners.
6. 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.
7. Excellence: Tutors will strive to maintain excellence by continuing to improve their tutoring skills and engage in applicable professional development activities.

8. 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.

9. Professionalism: Tutors will not engage in inappropriate relations with tutees.

10. Confidentiality: Tutors will maintain the highest privacy standards in terms of protecting personal information relative to those whom they tutor.

## FACILITIES

Alexander College began with one campus in the Metrotown area of Burnaby and has now expanded to include a new campus located in downtown Vancouver. We anticipate a continuing expansion of the College's physical capacity to accommodate the forecasted annual student enrolment. This includes increasing equipment and facilities, student support services and administrative personnel to meet the increased student volume.

### **Alexander College – Burnaby Campus**

#300 – 4680 Kingsway  
Burnaby, British Columbia  
Canada V5H 4L9

Tel. 604.435.5815  
Fax. 604.435.5895

### **Alexander College – Vancouver Campus**

#100 – 602 West Hastings Street  
Vancouver, British Columbia  
Canada V6B 1P2 Canada

Tel. 604.681.5815  
Fax. 604.681.5895

## 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 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.

Once elected, the executive council coordinates activities, advocates for students, and ensures students have a voice in the operation of the college. ACSA executive appoints members to various college committees, including the Board of Governors. The ACSA is also responsible for ensuring that the current fee of \$10 per student per semester is appropriately budgeted for and wisely spent for the benefit of Alexander College students.

## POLICIES AND PROCEDURES

### 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.

### 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 academic counselor, or to the admission office. 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 Performance**

All courses for this program will utilize a letter grade system.

### **Grade Scale**

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

To maintain satisfactory academic standing, students must maintain a minimum 1.67 GPA each semester.

## Grade Differentiation

**A Excellent.** Outstanding achievement. Exceeds expectation. 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 +	4.33	90% and above		
A	4.00	85% to 89%		
A -	3.67	80% to 84%		

**B Above Average.** 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 +	3.33	76% to 79%		
B	3.00	72% to 75%		
B -	2.67	68% to 71%		

**C Average or Adequate.** Satisfactory achievement. The student meets the formal requirements and has demonstrated good comprehension of the subject and a reasonable ability to handle ideas. C+ & C: Meets expectations. C- : Minimally meets expectations.

C+	2.33	64% to 67%		
C	2.00	60% to 63%		
C -	1.67	55% to 59%		

**D Below Average.** 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 enrollment in the next higher course.

D	1.00	50% to 54%		
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**F Unsatisfactory.** Inadequate and unacceptable achievement. Not yet meeting expectations. The student does not meet the minimum requirements of the course.

F	0.00	49% and below		
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## 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 Probation**

Students, whose term GPA falls below 1.67, based on nine credits or more attempted, or on nine credits attempted in a single term, are placed on Academic Probation for the following semester. Students on academic probation who improve their GPA in the following semester will be removed from academic probation. Those who do not improve their GPA in the following semester will be placed on Academic Suspension.

### **Suspension**

Students who have been on academic probation and fail to bring their semester GPA above 1.67 in the following term will be suspended.

### **Attendance**

Students are expected to attend classes regularly and at the scheduled times. In order to successfully complete each course, students are required to attend all individually scheduled classes. As satisfactory attendance is required it is therefore not counted in calculating the student's final mark for each course. The college may require a doctor's note from students who cite illness.

Students are expected to maintain an attendance rate of at least 70%, including both excused and unexcused absences. Students who do not maintain an attendance average of at least 70% during the semester may not be permitted to write final exams.

### **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.

### **Late Withdrawal**

Applicability: Associate of Arts Degree, University Transfer, English Academic Preparation, ESL Program  
Effective Date: April 7, 2008 (Amendment)

## Withdrawal

In every term, a date is identified as the "Last day to drop a course without a 'W'". This date is normally the Friday of the second week of classes. Students who drop a course on or before this date will have no record of registration for this course on their transcript.

Students who drop a course after this date and before the "Last day to drop a course" have a 'W' recorded on their transcript and the course is not counted in calculating GPA.

In every term, a date is identified as the "Last day to drop a course." This date is normally a Friday when about 60% of the term has elapsed. Students may not drop a course after this date and will have their final grade recorded on their transcript. If they do not complete the assignments and/or write the final exam, they will have the notation 'DNW' (Did Not Write) recorded on their transcript and this is counted as a grade of zero.

## Late Withdrawal

Applications may be made to the Vice-President Academic to withdraw from a course after the "Last day to drop a course" date. If the request is granted then the notation 'LW' (Late Withdrawal) will appear on the student's transcript and the course is not counted in calculating GPA. Late Withdrawal may be granted in unusual circumstances beyond the student's control which make it impossible for the student to complete the course.

## 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:

1. Plagiarism.
2. Cheating.
3. Submitting the same, or substantially the same, essay, presentation, or assignment more than once.
4. Impersonating a candidate.
5. Submitting false records or information.
6. Falsifying or submitting false documents.
7. 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:

1. Disrupting instructional activities.
2. Damaging, removing, or making unauthorized use of college property.
3. Injuring or harassing.
4. Assault.
5. 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:

1. A letter of reprimand.
2. Restitution in the case of damage to, or removal or unauthorized use of, property
3. A notation of discipline on the student's record.
4. A failing grade or mark of zero in the course.
5. Suspension or cancellation of any scholarships, bursaries or prizes.
6. Suspension from the College for a specified or indefinite period of time
7. Revocation of a degree or other academic credentials dishonestly or improperly obtained.
8. 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.

### Final Grades Appeal Procedure

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.

## Appeal

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.

## Retention of Records

All information of student grades and academic history appearing on the academic transcript are retained by the college indefinitely. Documentation required for admission such as application forms, transcripts from other institutions, English test results, and similar material will be retained for a minimum of 5 years after the student has last registered for courses.

## Consent to Release Grades

Due to Canadian Privacy laws, Alexander College is unable to release student grades to anyone other than the enrolled student without signed consent from that student. To give consent, please complete a "Consent to Release Student Grades" form, available from the admissions office.

### **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

### **Registrars Hold**

### **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.

### **Transcripts and Confirmation of Enrolment Letters**

Students may order documents such as unofficial or official transcripts and confirmation of enrolment letters by completing the 'Document Order Form' in the admissions office. Students will note on this form whether the transcript will be picked up or is to be mailed to another institution directly. Third-party requests require a signed authorization letter from the student. Transcripts may be picked up in person by the student with presentation of valid ID. Transcripts issued to an institution will be mailed directly in envelopes which are sealed and marked "document not valid if seal is broken."

Transcripts contain the students' academic history at the college in its entirety, and will not include final grades for courses which are currently in progress. Transcripts will not be issued to students under financial or registrars hold.

### **Graduation**

Students may apply to graduate upon completion of the Associate Degree program requirements. Graduation request forms are available from and must be submitted to the admissions office.

## 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.



## IMPORTANT DATES

### Summer 2011

July 11, 2011	First day of classes
July 15, 2011	Last day to register
	Last day to add/drop a course without a "W"
August 1, 2011	BC Day - College Closed
August 10, 2011	Last day to withdraw from a course with a "W"
August 23-24, 2011	Final exams

### Fall 2011

September 1, 2011	New student orientation – Burnaby campus
September 2, 2011	New student orientation – Vancouver campus
September 6, 2011	First day of classes
September 16, 2011	Last day to register
	Last day to add/drop a course without a "W"
October 10, 2011	Thanksgiving - College Closed
November 10, 2011	Last day to withdraw from a course with a "W"
November 11, 2011	Remembrance Day - College Closed
December 13-17, 2011	Final exams

## Winter 2012

January 5, 2012	New student orientation – Burnaby campus
January 6, 2012	New student orientation – Vancouver campus
January 9, 2012	First day of classes
January 20, 2012	Last day to register
	Last day to add/drop a course without a “W”
February 3, 2012	Reading Break
March 9, 2012	Last day to withdraw from a course with a “W”
April 6, 2012	Good Friday – college closed
April 9, 2012	Easter Monday – college closed
April 12-17, 2012	Final Exams

## Spring 2012

April 26, 2012	New student orientation – Burnaby campus
April 27, 2012	New student orientation – Vancouver campus
April 30, 2012	First day of classes
May 4, 2012	Last day to register
	Last day to add/drop a course without a “W”
May 21, 2012	Victoria Day – college closed
June 8, 2012	Last day to withdraw from a course with a “W”
July 2, 2012	Canada Day – college closed
July 3-6, 2012	Final exams

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