



Alexander College

YOUR ROAD TO UNIVERSITY STARTS HERE!

2012 - 2013 Academic Calendar

www.alexandercollege.ca

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

Goals:

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

ALEXANDER COLLEGE GENERAL EDUCATION GOALS

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

Upon graduation, students will demonstrate the ability to:

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

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

Upon graduation, students will demonstrate the ability to:

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

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

Upon graduation, students will demonstrate the ability to:

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

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

Upon graduation, students will demonstrate the ability to:

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

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

Upon graduation, students will demonstrate the ability to:

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

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

Upon graduation, students will demonstrate the ability to:

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

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

Upon graduation, students will demonstrate the ability to:

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

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:

- **David Robitaille**, (Chairperson) BA (Montreal), MA (Detroit), PhD (Ohio State); Professor Emeritus and former Head of the Department of Curriculum and Pedagogy, UBC.
- **Mackie Chase**, (Vice-Chairperson) BEd, RSA, MEd; Director, Centre for Intercultural Communication, UBC.

- **Gordon Farrell**, MBA, CMA, FCMA; former Dean of Business Programs and Acting Vice president, BCIT.
- **Finola Finlay**, BA, MA (National University of Ireland); former Associate Director of BC Council on Admissions and Transfer.
- **Marv Westrom**, BEd, MEd, PhD (Alberta), Professor Emeritus, Faculty of Education, UBC. President, Alexander College.
- **Patrick Zhao**, MSc, Vice-President Operations, Alexander College.

The Board has the following specific responsibilities. They will:

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

BRITISH COLUMBIA COUNCIL ON ADMISSIONS AND TRANSFER (BCCAT)

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 3 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.

EAP Course	English Level	University Courses Permitted
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

Engineering Transfer from First Year Science - UBC, SFU, & University of Victoria

Alexander College applicants

Students may transfer to university engineering programs from first year Science at a college. You must successfully complete at least 24 credits (or 8 full time courses) at Alexander College to transfer to an Engineering program at a university.

You will be classified as a first year science college transfer student. As such, you will get exemptions from taking some first year core courses required for engineering (Chemistry, English, Mathematics, Physics, and some required electives).

Acceptance to Engineering programs is very competitive, so you will need to achieve higher than the minimum standards. Check the university engineering websites for further information.

Take advantage of our small classes and free tutoring to succeed and get high marks. Advantages of taking Science at Alexander College include: friendly expert instructors, lots of hands-on experience, emphasis on problem-solving and analysis, and Studio Physics (the most student-friendly physics in the world).

Pre-Engineering Program at Alexander College (8 courses required)

Chemistry 101 (4) & 102 (4)
 Mathematics 151 (3) & 152 (3)
 Physics 141 (4) & 142 (4)
 English 100 (3)
 + English 101 (3) or another Arts or Science elective

NOTE: It is important that you see the Academic Advisor for course selection advice. Contact Mahmoud for an appointment. Mahmoud@alexandercollege.ca

Transfer Information

University of British Columbia (UBC)

(<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,195,272,33>)

AC CHEM 101 & 102		AC PHYS 141 & 142		AC MATH 151 & 152		AC ENGL 100		Recommended electives	
Direct credit	Exempt	Direct credit	Exempt	Direct credit	Exempt	Direct credit	Exempt	Direct credit	Exempt
Chem 121 + 123 (6)	Chem 154	Phys 1 st + exempt Phys 101 (6)	Physics 101 & 102 (= Phys 153)	Math 100 + 101 (6)	Math 100 + 101	Engl 112 (3)	Engl 112	AC Econ 103 = UBC Econ 101	Econ 101
Students take APSC 151 instead of APSC 150		Students take Physics 170						For other electives, check with academic advisor	

Simon Fraser University (SFU)

(<http://students.sfu.ca/admission/requirements/canadian-transfer.html>)

AC CHEM 101 & 102		AC PHYS 141 & 142		AC MATH 151 & 152		AC ENGL 100		Recommended - AC ENGL 101	
Direct credit	Exempt	Direct credit	Exempt	Direct credit	Exempt	Direct credit	Exempt	Direct credit	Exempt
Chem 121, 122 & 126	Chem 121, 122 & 126	Phys 141 & 142	Phys 120, 121 & 131	Math 151 & 152	Math 151 & 152	Engl 199W	ENSC 101W	ENGL 101W/ B-Hum	2 nd writing requirement
								Meets 2 nd writing requirement + 1 breadth requirement	

University of Victoria (UVic)

(<http://registrar.uvic.ca/undergrad/admissions/requirements/colleges.html>)

AC CHEM 101 & 102		AC PHYS 141 & 142		AC MATH 151 & 152		AC ENGL 100		Recommended - AC ENGL 101	
Direct credit	Exempt	Direct credit	Exempt	Direct credit	Exempt	Direct credit	Exempt	Direct credit	Exempt
Chem 101 + 1XX	Chem 150	Phys 112 (3)	Phys 122 + 125	Math 100 + 101	Math 100 + 101	Engl 135	1 st year communications	ACWR 100 lev	Elective
						Students take Design 1 instead of Communications and Design 1			

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 3rd 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), PHYS 141 (4), PHYS 142 (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 2nd 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>	ASIA 100 (3), ASIA 101 (3), ASIA 200 (3), ASIA 201 (3) 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) SOC1 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 st 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 64 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 3rd 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 64 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 (64 credits)	
Degree Requirement	Alexander College Courses
6 credits in first-year English	ENGL 100 (3), ENGL 101 (3)
10 credits in Science	
<i>4 credits in a laboratory science, and</i>	BIOL 100 (4), BIOL 101 (4), PHYS 100 (4), PHYS 101 (4), PHYS 141 (4), PHYS 142 (4), CHEM 100 (4), CHEM 101(4)
<i>6 credits in Mathematics, and</i>	MATH 104 (3)
<i>Business Statistics</i>	BUEC 233 (3)
24 credits in Economics <i>(18 credits must be in 2nd year Economics)</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)
12 credits in Arts	ASIA 100 (3), ASIA 101 (3), ASIA 200 (3), ASIA 201 (3) 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) SOC1 100 (3), SOCI 103 (3), SOCI 210 (3) HIST 101 (3), HIST 102 (3), HIST 201 (3), HIST 223 (3), HIST 224 (3)
12 credits in Commerce	COMM 237 (3), COMM 281 (3), 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 st 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 st year)	Commerce elective	Commerce elective	BUEC 233
Math requirement	Lab Science elective	Economics elective (2 nd year)	Economics elective (2nd year)	Economics elective (2nd year)	Commerce elective
ECON 103	ECON 105	Economics elective (2nd year)	Economics elective (2nd year)	Economics elective (2 nd 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 3rd 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 2nd 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], PHYS 141 (4), PHYS 142 (4) 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)	ASIA 100 (3), ASIA 101 (3), ASIA 200 (3), ASIA 201 (3) 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) SOC 100 (3), SOC 103 (3), SOC 210 (3) SOC 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.

*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 st year)	Science elective (2 nd year)	Science elective (2 nd year)
Math requirement	MATH 151	Science elective (2 nd year)	Science elective (2 nd year)
Lab science (1 st year)	Lab science (1 st year)	Science elective (2 nd year)	Science elective (2 nd year)
Science (1 st year)	Science (1 st year)	Arts elective (excluding courses used to meet 1 st year English requirement)	Arts elective (excluding courses used to meet 1 st year English requirement)
Science (1 st year)	Science (1 st 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)			
COMM 237	Information Systems in Business	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 Statistics II	Economics and Business	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 ≥ 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.

Pre MBA Program Course Availability

Students who are enrolled in the Pre MBA program are subject to regular course eligibility requirements, and;

Students enrolled in the Pre MBA program may only register for Pre MBA program courses or Pre MBA course prerequisites. Students who wish to register for courses which are not included in the Pre MBA program plan are required to change their program of study with the Office of the Registrar. Students who choose to change their program from Pre MBA to another program should be aware that they will no longer be eligible for the Pre MBA package tuition fee.

Pre MBA Program Course Availability	Program Requirement <i>*Prerequisite for a Program Requirement</i>
BUEC 233	ECON 105
COMM 237	ECON 103
COMM 281	<i>*ENGL 097</i>
COMM 291	<i>*ENGL 098</i>
COMM 292	<i>*ENGL 099</i>
COMM 293	ENGL 100
COMM 294	ENGL 101
COMM 296	<i>*MATH 099</i>
COMM 298	<i>*MATH 100</i>
MATH 104	

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:

ASIA (Asian Studies), 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.

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

- MATH 104 or MATH 151
- MATH 105 or MATH 152
- PHYSICS 101 or PHYSICS 141
- PHYSICS 102 or PHYSICS 142

Course Name	Credits	Prerequisite(s)	Calendar Description
ASIA 100 Contemporary China	3	ENGL 098	China's drive for modernization is explored with reference to the role of the Communist Party, the government, and the individual. A survey of domestic policy and international relations. Students will draw upon a variety of sources: text readings, scholarly journals, popular literature, film/video assignments, and internet (www) sources in this interdisciplinary study of Chinese society.
ASIA 101 Contemporary Japan	3	ENGL 098	Japan's place in the world is explored with reference to the government, the Imperial family, society and the individual. A survey of domestic policy and international relations. Students will draw upon a variety of sources: text readings, scholarly journals, popular literature, film/video assignments, and internet (www) sources in this interdisciplinary study of Japanese society.
ASIA 200 Chinese Civilization & Society	3	ENGL 098	This course covers selected aspects of Chinese history with an emphasis on cultural factors which have shaped Chinese viewpoints and perspectives. Modern themes will be placed in geographical and historical context. Students will draw upon a variety of sources: text readings, traditional art and literature, film/video assignments, and internet (www) sources in this interdisciplinary study of Chinese society.

ASIA 201 Japanese Civilization & Society	3	ENGL 098	This course covers selected aspects of Japanese history with an emphasis on cultural factors which have shaped Japanese viewpoints and perspectives. Modern themes will be placed in geographical and historical context. Students will draw upon a variety of sources: text readings, traditional art and literature, film/video assignments, and internet (www) sources in this interdisciplinary study of Japanese society.
BIOL 100 Introduction to Biology	4	ENGL 099	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.
BIOL 101 Introduction to Biology I	4	ENGL 099, BIOL 11 or 12 and CHEM 11 or 12 or BIOL 100 (B)	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.
BIOL 102 Introduction to Biology II	4	ENGL 099, BIOL 11 or 12 and CHEM 11 or 12 or BIOL 100 (B)	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.
BIOL 203 Genetics	3	ENGL 098, BIOL 101, BIOL 102	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.
BIOL 205 Human Physiology	3	ENGL 099, BIOL 101, BIOL 102	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.
BUEC 233 Economics and Business Statistics II	3	ENGL 098, COMM 291	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.
CHEM 100 Environmental Chemistry	4	ENGL 098, (MATH 100 is strongly recommended)	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
CHEM 101 Principles of Chemistry I	4	ENGL 098, CHEM 12, MATH 12	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.

CHEM 102 Principles of Chemistry II	4	ENGL 098, CHEM 101	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.
COMM 237 Information Systems in Business	4	ENGL 099, MATH 12 (C) or MATH 100.	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.
COMM 281 Human Resources Management	3	ENGL 098	An introduction to the field of human resources management and its contribution to the effectiveness of organizations and their employees
COMM 290 Introduction to Quantitative Decision Making	3	ENGL 098, MATH 104	Introduction to decision models in business, including basic optimization, linear programming, probability, decision analysis, random variables, simulation, and solving decision problems using spreadsheet tools.
COMM 291 Applications of Statistics in Business	3	ENGL 097	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.
COMM 292 Management and Organizational Behaviour	3	ENGL 098	Behaviour in organizations as it affects people as individuals, their relationships with others, their performance in groups and their effectiveness at work.
COMM 293 Introduction to Financial Accounting	3	ENGL 098	Introduction to the construction and interpretation of financial reports prepared primarily for external use.
COMM 294 Introduction to Managerial Accounting	3	ENGL 099, COMM 293	Introduction to the development and use of accounting information for management planning and control, and the development of cost information for financial reports.
COMM 296 Introduction to Marketing	3	ENGL 099, ECON 103 *COMM 293 is strongly recommended	Basic considerations affecting the domestic and international marketing of goods and services.
COMM 298 Introduction to Finance	3	ENGL 099, MATH 104, COMM 293 *COMM 290 and ECON 295 are strongly recommended	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.
CPSC 100 Elements of Computer Science	3	ENGL 097	An introduction to elementary concepts in Computer Science. Topics include: history, hardware, software, user applications, networks, and programming.
CPSC 111 Introduction to Computing	4	ENGL 097, MATH 12 (C) or MATH 100	Basic programming constructs, data types, classes, interfaces, protocols and the design of programs as interacting software components.

CPSC 112 Introduction to Programming II	4	ENGL 098, CPSC 111	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.
CPSC 115 Discrete Structures	3	ENGL 097, MATH 12 (B) or MATH 100	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.
ECON 103 Principles of Microeconomics	3	ENGL 097	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.
ECON 105 Principles of Macroeconomics	3	ENGL 097	The principal elements of theory concerning money and income, distribution, social accounts, public finance, international trade, comparative systems, and development and growth.
ECON 210 Money and Banking	3	ENGL 098, ECON 103, ECON 105	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.
ECON 260 Environmental Economics	3	ENGL 098, ECON 103	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.
ECON 280 Introduction to Labour Economics	3	ENGL 098, ECON 103, ECON 105	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.
ECON 290 Canadian Microeconomic Policy	3	ENGL 098, ECON 103, ECON 105	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?
ECON 291 Canadian Macroeconomic Policy	3	ENGL 098, ECON 103, ECON 105	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.
ECON 295 Managerial Economics	3	ENGL 098, ECON 103, ECON 105, MATH 104	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.

ENGL 100 Strategies for University Writing	3	ENGL 12 (B) or ENGL 099 (C)	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.
ENGL 101 Introduction to Fiction	3	ENGL 100	Introduction to fundamental literary principles of fiction, including form, plot, character, narration, and theme.
ENGL 102 Introduction to Poetry	3	ENGL 100	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.
ENGL 103 Introduction to Drama	3	ENGL 100	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.
ENGL 220 English Literature to the 18th Century	3	6 credits of first-year English	An examination of the work of major English writers of prose, poetry, and drama from the 14th century to the 18th century.
ENGL 221 English Literature from the 18th Century to the Present	3	6 credits of first-year English	A survey of poetry, drama, fiction and non-fiction prose from the 18th century to the present.
ENGL 222 Canadian Literature	3	6 credits of first-year English	The study of major genres of Canadian writing: fiction, poetry, non-fictional prose, and drama.
HIST 101 Canada to Confederation	3	ENGL 098	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.
HIST 102 Canada Since Confederation	3	ENGL 098	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.
HIST 201 India Under British Rule	3	ENGL 099, HIST 101 or HIST 102	The history of India from the late Mughal period and the arrival of the British to the Freedom Movement and the emergence in 1947 of the independent states of India and Pakistan.

HIST 223 Early Modern Europe, 1500-1789	3	ENGL 099, HIST 101 or HIST 102	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.
HIST 224 Europe from the French Revolution to the First World War	3	ENGL 099, HIST 101 or HIST 102	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.
MATH 099 Fundamentals of Algebra with Trigonometry	-	ENGL 097	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.
MATH 100 Pre-Calculus	3	ENGL 097, MATH 12 (C-) or MATH 099 (C)	Algebraic, exponential, logarithmic and trigonometric functions and their graphs. Conic sections, applications.
MATH 104 Differential Calculus with Applications to Commerce and Social Sciences	3	ENGL 097, MATH 12 (C+) or MATH 100 (C)	Derivatives and rates of change, exponential and trigonometric functions, Newton's method, Taylor series, maxima and minima, and graphing. Students may receive credit for only one of Math 104 or Math 151.
MATH 105 Integral Calculus with Applications to Commerce and Social Sciences	3	ENGL 097, MATH 104	The successful student will be competent working with concepts of Antiderivatives, Integration, Multivariable Calculus, Differential Equations, and Probability, and be able to apply this knowledge to problems in economics, commerce and business administration. Students may receive credit for only one of MATH 105 or MATH 152
MATH 151 Calculus I	3	ENGL 097, MATH 12 (B) or MATH 100 (C)	Functions and graphs, conic sections, limits and continuity, derivatives, techniques and applications of differentiation, trigonometric functions, logarithms and exponentials, extrema, the mean value theorem and polar co-ordinates. Students may receive credit for only one of Math 104 or Math 151.
MATH 152 Calculus II	3	ENGL 097, MATH 151	Integrals, techniques and applications of integration, approximations, sequences and series, area and arc length in polar co-ordinates. Students may receive credit for only one of MATH 105 or MATH 152
MATH 232 Elementary Linear Algebra	3	ENGL 098, MATH 104 (B), MATH 105, or MATH 151	Matrix arithmetic, linear equations, and determinants. Real vector spaces and linear transformations. Inner products and orthogonality. Eigen values and eigenvectors.
PHIL 100 Knowledge and Reality	3	ENGL 099	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.

PHIL 110 Introduction to Moral Philosophy	3	ENGL 099	An introduction to the central problems of ethics such as the nature of right and wrong, the objectivity or subjectivity of moral judgments, the relativity or absolutism of values, the nature of human freedom and responsibility. The course will also consider general moral views such as utilitarianism, theories of rights and specific obligations, and the ethics of virtue. These theories will be applied to particular moral problems such as abortion, punishment, distributive justice, freedom of speech, and racial and sexual equality.
PHIL 120 Introduction to Logic and Critical Thinking	3	ENGL 098	An exploration of the tools for dealing with everyday and technical arguments and concepts. Analysis and resolution of confusions, ambiguities, and fallacies.
PHIL 210 Natural Deductive Logic	3	ENGL 099	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.
PHYS 100 Introduction to Physics	4	ENGL 099, MATH 100 (may be taken concurrently)	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).
PHYS 101 Physics for the Life Sciences I	4	ENGL 099, PHYS 12 (B) or PHYS 100 (B), and MATH 104 or MATH 151 (math may be taken concurrently)	First part of a two-semester general-physics algebra-based survey course intended principally for life-science majors and taught in an integrated lecture-laboratory environment. Topics covered include Newtonian mechanics, physics of fluids, material properties, heat and thermodynamics. Students may receive credit for only one of PHYS 101 or PHYS 141
PHYS 102 Physics for the Life Sciences II	4	ENGL 099, PHYS 101, MATH 105 or MATH 152 (math may be taken concurrently)	Second part of a two-semester general-physics algebra-based survey course intended principally for life-science majors and taught in an integrated lecture-laboratory environment. Topics covered include electromagnetism, including DC and AC circuits, light, including geometrical and physical optics, and introduction to atomic and nuclear physics, including radioactivity. Students may receive credit for only one of PHYS 102 or PHYS 142
PHYS 141 Engineering Physics I: Mechanics and Modern Physics	4	ENGL 099, PHYS 12 or PHYS 100 (B), MATH 151 (math may be taken concurrently)	Part I of a two-semester calculus-based general physics course designed for physical science and engineering students and taught in the studio-physics format, including formal laboratory exercises. Topics include translational and rotational motion, energy and momentum, simple harmonic motion, gravitation, and introduction to fluids and/or special relativity, as time permits. Students may receive credit for only one of PHYS 101 or PHYS 141
PHYS 142 Engineering Physics II: Electricity and Magnetism, Optics	4	ENGL 099, PHYS 141, MATH 152 (math may be taken concurrently)	Part II of a two-semester calculus-based general physics course designed for physical science and engineering students and taught in the studio-physics format, including laboratory exercises. Topics include electricity and magnetism, simple DC and AC circuits, electromagnetic waves, and optics. Students may receive credit for only one of PHYS 102 or PHYS 142

PSYC 101 Introduction to Biological and Cognitive Psychology.	3	ENGL 097	Introduction to Methods and Statistics, Biopsychology, Learning, Perception, Memory, and Cognition.
PSYC 102 Introduction to Developmental, Social, Personality, and Clinical Psychology.	3	ENGL 097	Introduction to Methods and Statistics, Motivation, Assessment, Developmental, Personality, Clinical, and Social Psychology.
PSYC 217 Thinking Clearly about Psychology	3	ENGL 098, PSYC 101 or PSYC 102	Thinking about psychological science, with an emphasis on common errors of judgment.
PSYC 218 Analysis of Behavioural Data	3	ENGL 097, PSYC 101 or PSYC 102	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.
PSYC 223 Psychological Tests and Measurement.	3	ENGL 098, PSYC 101 or PSYC 102	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.
PSYC 241 Abnormal Psychology	3	ENGL 099, PSYC 102	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.
PSYC 260 Social Psychology	3	ENGL 099, PSYC 102	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.
SOCI 100 Introduction to Sociology	3	ENGL 098	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.
SOCI 103 Canadian Society	3	ENGL 098, SOCI 100	The study of Canada as a developed, ethnically diverse, and multicultural society, with special attention to the adaptation experiences of its Asian immigrant groups and their descendants: Chinese, Korean, Japanese, Vietnamese, and South Asian.

SOCI 210 Crime and Society	3	ENGL 098, SOCI 100	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.
SOCI 250 Introduction to Sociological Theory	3	ENGL 099, SOCI 100	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.

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.

Applicants must:

- Be at least 18 years of age
- Possess Grade 12 level or equivalent, or mature student status
- Possess prerequisite qualifications specific to individual programs
- Have basic medical insurance
- Be legally able to study in Canada

Applicants 18 years of age who have not graduated from high school eligible for the English for Academic Purposes Program only.

Applicants 17 years and younger are normally not admissible to the college.

English: Applicants must complete English 12 with a minimum grade of "B" or equivalent (please see below). Students who do not meet the English proficiency requirement an academic program will be placed in the English for Academic Purposes Program.

Grade 12 Completion (Domestic): Applicants must successfully complete a BC secondary program (Grade 12) or the equivalent, and are required to submit transcripts showing the last 3 years of senior education (grades 10-12). Alternately, applicants may be admitted based on successful completion of the A.B.E. (Adult Basic Education Program), G.E.D. (General Educational Development testing program), or with mature student status.

Note: Applicants who have not graduated from high school, or equivalent, and are over 19 years of age may be admitted to Alexander College as a mature student, without documentation of high school graduation, provided that they have submitted all required documents, including educational transcripts for the highest level of education completed, and have met the requirements for English language proficiency.

Grade 12 Equivalency (International): Applicants must successfully complete a senior secondary school compulsory education program equivalent to 12 years of education, and are required to submit transcripts showing the last 3 years of senior education (Year 1-3 or Grades 10-12)

Note: British-Patterned Education System (GCSE/IGCSE/GCE)

Students who have completed the British-Patterned equivalent of high school graduation must successfully complete a minimum of 5 GCSE/IGCSE O-level academic subjects, with a minimum accepted grade of E or higher.

- Students successfully completing courses with good grades at the GCE (A or A/S) level may be given advanced standing or credit.
- Grade B in Cambridge O Level English Language satisfies the English proficiency requirements for English 100.

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

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

Policy Exemptions: Requests to exempt an applicant from an admissions policy must be submitted by completing an Admissions Policy Request form, available from the admissions office. Supporting evidence (medical notes, course outlines, etc) must be attached.

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, 16 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 one of the three components	3, essay 20, and 50% on each 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', or equivalent
- BC Principles of Math 12 (or equivalent) with a minimum grade of 'B', or MATH 100
- Two (2) grade 12 science courses (or equivalent).
(Approved grade 12 science courses are: Biology 12, Chemistry 12, Geography 12, Geology 12, and Physics 12)

Admission Requirements for Masters in Business Administration Preparation Program (Pre-MBA)

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 ≥ 7.0 , or completion of 6 credits first-year English, with a grade of 'C' or better in each.
- 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

Application with Unofficial Documentation

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

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

Please Note:

- Documents submitted in support of applications become the property of the College and may not be returned to the student.
- Applicants submitting overseas official documents may request that these documents (e.g. official transcripts, graduation certificates, etc.) be verified by appropriate staff member and returned to the student. Requests to have documentation verified and returned must be made at the time of admission.
- All official/original transcripts, certificates, and language test results must be provided to the College before a student is eligible to order official documents from Alexander College (e.g. official transcript, confirmation of enrolment letter, etc).

Application Procedure

When applying to Alexander College, you may wish to contact us directly and speak with an Enrolment 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
Office of the Registrar Alexander College – Burnaby Campus 101-4603 Kingsway Burnaby, British Columbia V5H 4M4	Registrar Services 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. If admissible, a Conditional Letter of Acceptance will be sent to the student.
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. If admissible, a Conditional Letter of Acceptance will be sent to the student. 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 (2012-2013)

Entry Term	Application Deadline/ Last day to Register	First Day of Class
Winter 2013 (January 2013 – April 2013)	January 18, 2013	January 7, 2013
Spring 2013 (April – June 2013)	May 3, 2013	April 29, 2013
Summer 2013 (June 2013 – August 2013)	June 12, 2013	June 8, 2013

TUITION AND FUNDING

General Payment and Registration

1. All students must register during the designated periods and pay all applicable fees before the published deadlines.
2. A \$150 non-refundable application fee must be submitted with each application.
3. All students are required to pay a \$100 non-refundable course registration deposit per course prior to registering for courses. The registration deposit will be applied towards tuition. Course registration fees are non-refundable if a student is removed from a course due to failure to make full tuition payments.
4. A \$20 NSF (Non-Sufficient Funds) charge will be applied to dishonoured cheques or credit card transactions. Students whose fees have not been paid in full by the twenty-eighth (28th) day of the semester will be automatically withdrawn from all the courses registered for reason of non-payment.
5. Students may register for classes between the first day of class and the fourteenth (14th) calendar day of fall, winter and spring semester; students may register for classes between the first day of class and the seventh (7th) calendar day of summer semester. Fees and additional late charges are due in full immediately after registration.

Domestic Students

The following fees are in Canadian Dollars (CAD)

Program		Tuition Fee	Program Length
English Academic Preparation (EAP) Program	English 097 (20 hours per week)	\$3,060.00 / per semester	One semester is 14 weeks
	English 098 (15 hours per week)	\$2,295.00 / per semester (EAP only) + 2 university courses = \$3,891.00	
	English 099 (10 hours per week)	\$1,530.00 / per semester (EAP only) +3 university courses = \$3,924.00	
University Transfer Program & Associate Degree Program		\$3,990.00 / per semester (based on 5 courses/15 credits) (\$266.00 per credit)	One semester is 14 weeks

Pre-Master of Business Administration (Pre-MBA) Program Fees	
1. Academic (14 courses)	\$14,000.00
2. Academic Plus English Preparation Level 1 (ENGL 099 & 14-course Academic program)	\$15,000.00
3. Academic Plus English Preparation Level 1 & 2 (ENGL 098 + ENGL 099 & 14-course Academic program)	\$16,500.00

International Students

The following fees are in Canadian Dollars (CAD)

Program		Tuition Fee	Program Length
English Academic Preparation (EAP) Program	English 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 = \$6,270.00	
	English 099 (10 hours per week)	\$2,340.00 / per semester (EAP only) + 3 university courses = \$6,480.00	
University Transfer Program & Associate Degree Program		\$6,900.00 / per semester (based on 5 courses / 15 credits) (\$460.00 per credit)	One semester is 14 weeks

Pre-Master of Business Administration (Pre-MBA) Program Fees	
4. Academic (14 courses)	\$14,000.00
5. Academic Plus English Preparation Level 1 (ENGL 099 & 14-course Academic program)	\$15,000.00
6. Academic Plus English Preparation Level 1 & 2 (ENGL 098 + ENGL 099 & 14-course Academic program)	\$16,500.00

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 Office of the Registrar 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)	www.aved.gov.bc.ca	Within the lower mainland 604.660.2610 Outside the lower mainland 1.800.561.1818
National Student Loans	https://nslsc.canlearn.ca	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

For All Students:

1. Refunds will be granted only for those courses officially dropped by the published deadline.
2. Eligibility for a refund will be determined based on the date a course is dropped. Ten dollars is the minimum amount for which a refund is issued.
3. Refund request forms will be processed when all the documents necessary are submitted. Once approved, refunds normally take four to six weeks for processing.
4. Refund cheques will be issued in the name of the student unless an authorization letter is submitted.

5. Wire transfer refunds will be sent to the sponsor, agency, or individual who originally paid the fees and the correct bank information must be provided unless an authorization letter is submitted.
6. No refunds for the students who have official school letters such as Letters of Acceptance or Confirmation of Enrolment letters issued, and those students can only defer their course registration within the enrolment confirmation period.

For Visa Students:

No refund for new international students who obtain A Letter of Acceptance from Alexander College. If new overseas students require to withdraw from their program of study because they

- a) are denied Study Permit authorization from Citizenship and Immigration Canada, or
- b) do not receive authorization prior to the start of the program of study, then 100% of tuition prepayment is refundable, provided;
- c)
 - i. the students notify the College in writing of the circumstances under on or before the first day of a program of study is scheduled to begin, and
 - ii. the students, within a reasonable time, provides documentation of the authorization circumstances to the College in writing.

The application fee is non-refundable.

For Continuing Students and Local Transfer Students:

Refunds before a program of study starts:

1. If a written notice of withdrawal is received by the College before the published deadline, then the student will receive a full refund of the tuition paid minus the course registration deposit.
2. If a written notice of withdrawal is received by the College after the tuition payment deadline and before commencement of the program, then Alexander College will retain the lesser of 25% of the total tuition fees due or up to \$600.

Refunds after the program of study starts:

Fall, Winter and Spring Course Refunds:

- a) If the student provides a request form of drop/withdrawal or is dismissed within seven (7) calendar days of the semester, 50% of the total tuition fees due are refundable.
- b) If the student provides a request form of drop/withdrawal or is dismissed within eight (8) to fourteen (14) calendar days of the semester, 30% of the total tuition fees due are refundable.
- c) If the student provides a request form of drop/withdrawal or is dismissed after the fourteenth (14th) calendar day of the semester, then no refund is provided.

Summer Course Refunds:

- a) If the student provides a request form of drop/withdrawal or is dismissed before start of the second class of the semester, 50% of the total tuition fees due are refundable.
- b) If the student provides a request form of drop/withdrawal or is dismissed after the first class and before end of the first week, 30% of the total tuition fees due are refundable.
- c) If the student provides a request form of drop/withdrawal or is dismissed after the seventh (7th) calendar day of the semester, then no refund is provided.

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)	Pick Up / Mailing Options	Price (per item)
Confirmation of Enrolment	\$10.00		
Official Transcript	\$10.00		
Unofficial Transcript	\$5.00	Rush - 24 hour Processing	\$10.00
Tax Receipt (T2202A)	Current Year – Free	Pick up	Free
	Previous Year - \$5.00	Mail to local address	\$5.00
		Express Courier	\$20.00
Degree Parchment (duplicate or replacement)	\$25.00		
Official Letter of Acceptance (duplicate or replacement)	\$25.00		

Appeal of Final Grade	\$50.00
Challenge Exam (English or Mathematics)	\$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.

Enrolment Advisors

From the application phase, each student at Alexander College is assigned an Enrolment Advisor. Enrolment Advisors at Alexander College are responsible for answering questions, providing information and support, and assisting with course registration.

Enrolment Advisors are regularly available by drop in, however students who require an extended session may be asked to schedule an appointment in advance so that adequate time can be put aside for the session. Enrolment Advisors will be available by appointment Monday to Friday at both the Vancouver and Burnaby campuses. For information and to book an appointment, please see the reception desk.

Academic Advising

For university transfer students, Alexander College Academic Advisors provide assistance with selecting courses that will be transferable to the institution a student plans to attend in the future. To provide students at Alexander College with the best education possible, formal Academic Advising is a key component of course planning and will aim to keep students on the path to academic and non academic success.

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

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

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

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.

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 Student Services 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. 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) registered in an Associate Degree program. You must also successfully complete at least two courses per semester in order to maintain full-time academic status and maintain a cumulative GPA of at least 1.67. 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 Office of the Registrar 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 HRSDC (Human Resources and Skills 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.

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 both campuses Monday through Friday. 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) **Economics and Commerce** – A tutor specializing in these areas, including Business and Business administration is available by appointment or walk-in at both campuses. The economics and commerce tutor

is available at the Burnaby campus 3 days per week, and at the Vancouver campus 2 days per week. Please visit the library for scheduling.

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.

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

As 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 a student's time in college less stressful and more organized. Using AC Online, students can access course information such as course outlines, rules, or lecture notes, as well as useful research tools to help with writing term papers and studying for tests and exams. Students will also use AC Online to order documents and to view their final grades.

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.

FACILITIES



Burnaby Campus

#101-4603 Kingsway
Burnaby, British Columbia
Canada V5H 4M4
Tel. 604.435.5815
Fax. 604.435.5895



Vancouver Campus

#100 – 602 West Hastings
Vancouver, British Columbia
Canada V6B 1P2
Tel. 604.681.5815
Fax. 604.681.5819

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 and Differentiation

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

W	-	-	Approved withdrawal within the withdrawal deadline.
LW	-	-	Approved late withdrawal after the withdrawal deadline.
AUD	-	-	Audited course, no credit given.
CIP	-	-	Course in progress.
DNW	-	-	Course discontinuance student discontinued attending course without formal notification.
DEF	-	-	Deferred grade

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

Grade Differentiation

A Excellent

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

A +	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 placed on Academic Probation, or admitted on Provisional Admission due to academic difficulty, are expected to show improvement to their academic standing. If a student on Academic Probation or Provisional Admission achieves a term GPA below 1.67 in the subsequent semester, he or she will be placed on Academic Suspension. Students with a record of attendance 70% or higher, and who are able to provide evidence of exceptional circumstances which contributed to their performance, may appeal to the Director.

Students may return to good standing in one of two ways;

1. Successful completion, with a term GPA of 1.67, of at least 2 transferrable university level courses (6 credits) at another BCCAT member institution. These courses must have been completed during the suspended period.
2. Successful completion of Alexander College's course University Preparation (UPRE) 099.

Students registered in UPRE 099 are also permitted to retake one course which they previously completed at Alexander College with a final grade of C- or lower. If the student chooses to drop or withdraw from UPRE, he/she is also required to drop or withdraw from the additional course.

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.

Course Waiting lists

Before the first day of class,

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

Once a course seat becomes available, the option to accept or decline will remain active for a period of 24 hours. If the student accepts the course seat, the course registration deposit must be paid within a further 2 business days.

If the student does not accept the course seat within 24 hours, or accepts the course seat but does not pay the course registration deposit within 2 business days, the student will be moved to the back of the waiting list.

After the first day of classes,

If a course seat becomes available, an option to 'accept' or 'decline' the available course seat will appear beside the course name in the Registration section of AC Online. It is the responsibility of the student to check their status in AC Online regularly, as course seats may become available at any time. Once a course seat becomes available, the option to accept or decline will remain active for a period of 24 hours.

If the student accepts the course seat, the course registration deposit and tuition fee payment must be made within 24 hours (excluding weekends and holidays).

If the student does not accept the course seat within 24 hours, or accepts the course seat but does not pay **both** the course registration deposit and full tuition fee within 24 hours, the student will be moved to the back of the waiting list.

Registration with an External Prerequisite in Progress

Alexander College is committed to providing students with an opportunity to be successful in their academic studies. In order to provide students with an opportunity to select courses while completing an eligible prerequisite at another institution, the college allows for registration based on "course-in-progress".

Students are required to pay both the registration deposit and tuition fee in order to confirm the course seat. Final transcripts must be submitted to the Office of the Registrar prior to the first day of classes. Final transcripts must clearly indicate the successfully completed course, meeting any specific grade requirements, as applicable.

If the final grade for the prerequisite course-in-progress is not provided to the Office of the Registrar prior to the first day of classes, the student will be withdrawn from the course automatically with no notice provided. The tuition fee is subject to the college refund policy, however the registration deposit is non-refundable.

Audit Status

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

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

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

Repeated Courses

Students are not permitted to retake courses once they have passed a course for which it is a prerequisite.

For example, ECON 103 cannot be retaken *after* completing ECON 210 because ECON 103 is a prerequisite for ECON 210.

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

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

Credit Transfer

In principle, Alexander College accepts courses taken at other institutions for credit toward its certificates, diplomas, and degrees, with the following exceptions:

- External credit may not exceed one half of the total credit required for the program. For example, 60 credits are required for completion of the Associate of Arts degree and therefore a maximum of 30 credits can be presented for transfer into the program.
- Each course accepted for transfer credit must satisfy at least one requirement for the credential. Assigned credit is given for a course that matches a specific Alexander College course. Unassigned credit is given for a course accepted as fulfilling a requirement but not matching a specific Alexander College course. For example a course in Holistic Medicine that does not correspond to any equivalent course at the College, and that does not satisfy any general requirement of any current credential offered, would not normally be accepted for transfer credit.
- Credit transfer cannot be used as a substitute for meeting all of the credential requirements. For example, obtaining a total of 60 credits does not eliminate the requirement to complete a laboratory science course.
- Courses in subject areas recognized by the College and numbered in the 100s or 200s (ie.; first and second year courses) are accepted for credit. Courses above second year may only be transferred for credit at the 100 or 200 level.
- Transfer credit will not be given for courses where the student grade is less than C- (55%).

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

BCCAT Transferable Courses

Students who wish to transfer credit from another BCCAT member institution are required to submit a completed Transfer Request Form and an official transcript from the transferring institution to the Office of the Registrar. Transferability of courses with the BC Post-Secondary Transfer System is determined by articulation agreements between member institutions. Course transferability is viewable online using the BC Transfer Guide. The student will be notified by telephone or email of the outcome within 1-3 weeks.

When an equivalent course cannot be found using the BC Transfer Guide, admissions officers may refer to the credit transfer folder on the admissions server. This folder contains records of courses previously reviewed and approved by the Dean on a case-by-case basis. If an equivalent course cannot be found using these two sources, the student should be advised that they are required to provide a detailed course outline. Once provided, the course outline and official transcript will be submitted to the Dean for review.

Where transfer credit is approved, the Admission officer will input the details into the student database and check off any prerequisites satisfied. A transfer articulation letter is created by the Admission officer, signed by the Dean, and placed in the physical student file. An additional copy may also be made available for pick up by the student. The student will be notified by telephone or email of the outcome within 2-4 weeks.

Non BCCAT Transferable Courses

Alexander College does not generally accept courses taken outside of the BC Transfer System for credit. In exceptional circumstances, students may request to have such courses evaluation by the Dean. Students who wish to make this request should be advised that they are required to provide a detailed course outline, accompanied by an official translation in English or French to the Office of the Registrar. Course outlines are made available on the websites of some larger institutions, and/or from the Registrar office of the institution by request. Once provided, the course outline and official transcript will be submitted to the Dean for review. The Dean may also refer evaluation to the SASC member responsible for the subject area.

Where transfer credit is approved, the Admission officer will input the details into the student database and check off any prerequisites satisfied. A transfer articulation letter is created by the Admission officer, signed by the Dean, and placed in the physical student file. An additional copy may also be made available for pick up by the student. The student will be notified by telephone or email of the outcome within 3-6 weeks.

Withdrawals, Course, and Status Changes

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

After registering and under certain conditions, students may add courses, change courses or course sections, change status (from credit to audit or from audit to credit), withdraw from individual courses, or withdraw completely from the College, up to the add/drop/change deadline. The course add/drop/change deadline is normally the end of week 2 (end of week 1 for Summer semester). Students may make changes to their status (e.g. from credit to audit) or course registration through their AC Online account (for course adds/changes). Courses dropped during this period will not appear on the student's permanent record.

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

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

Note 1: In every term, a date is identified as "Last day to withdraw from a course." This date is normally the Friday of the week when approximately 60% of the term has elapsed. Students are not permitted to withdraw from courses after this date, and the student's grade as submitted by the instructor is recorded on the student's transcript. If a student does not complete final assignments and/or the final exam, the notation DNW (Did Not Write) is recorded on the student's transcript. DNW counts as a grade of zero in determining the student's GPA.

Note 2: Student who wish to withdraw from a course may do so by completing the Request to Withdraw from a Course form in the Office of the Registrar. The form must be signed and approved by the Officer.

Late Withdrawal

Application may be made to the Office of the Registrar to withdraw from a course after the "Last day to withdraw from a course" date. If the request is granted then the notation 'LW' (Late Withdrawal) appears 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 (e.g. extreme illness, death of an immediate family member, etc) which make it impossible for the student to complete the course.

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

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

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

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

All official/original transcripts, certificates, and language test results must be provided before a student is eligible to order official documents from Alexander College (ex. official transcript, confirmation of enrolment letter, etc.)

Consent to Release Information

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

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

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

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.

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

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 Registrar's Hold.

Third-party requests require a signed authorization letter from the student. Documents may be picked up by the student in person with presentation of valid student or government issued ID, and will be available for pick up for a period of 90 days from the order date.

Graduation

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

Students may apply for graduation after all grades have been officially released for the final courses of their degree program. To apply for graduation, students are required to meet with Academic Advising to review program requirements and to complete an official Application for Graduation form.

Academic Advising will submit the Application for Graduation form to Administration, who will evaluate the request. Students will be notified of the outcome of their request to graduate within 3-5 weeks of application. When a student is notified of their successful graduation, they will be provided with instructions to pick up their official graduation documentation or to provide information on where they would like the documentation to be mailed. Please note that the College will withhold the graduation diploma for any student with an unresolved registrar or financial hold.

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

FALL 2012	
August 28, 2012	Tuition Fee Deadline - <i>Last day for full refund</i>
August 30, 2012	<i>Last day for 75% tuition refund</i>
September 3, 2012	Labor Day – College Closed
September 4, 2012	First day of classes
September 7, 2012	<i>Last day for 50% tuition refund</i>
September 14, 2012	Last day to register
	Last day to add/drop a course without a 'W'
	Last day to pay tuition fees - <i>30% tuition refund</i>
September 21, 2012	New Student Orientation – Burnaby Campus
October 8, 2012	Thanksgiving Day – College closed
November 9, 2012	Last day to withdraw from a course with a "W"
November 12, 2012	Remembrance Day – College Closed
December 11-14	Final exams
December 15, 2012 - January 6, 2013	Christmas Holiday (No classes)
December 31, 2012	Tuition Fee Deadline (Winter 2013 term) - <i>Last day for full refund</i>

WINTER 2013

December 31, 2012	Tuition Fee Deadline - <i>Last day for full refund</i>
January 7, 2013	First day of classes
January 11, 2013	<i>Last day for 50% tuition refund</i>
January 18, 2013	Last day to register
	Last day to add/drop a course without a 'W'
	Last day to pay tuition fees - <i>30% tuition refund</i>
January 25, 2013	New Student Orientation
February 1, 2013	Reading Break – College closed
February 11, 2013	Family Day – College closed
March 8, 2013	Last day to withdraw from a course with a "W"
March 29, 2013	Good Friday – College closed
April 1, 2013	Easter Monday – College closed
April 11-16, 2013	Final Exams
April 17 – April 28, 2013	Spring Break (No classes)

SPRING 2013

April 22, 2013	Tuition Fee Deadline - <i>Last day for full refund</i>
April 29, 2013	First Day of Classes
May 1, 2013	<i>Last day for 50% tuition refund</i>
May 3, 2013	Last day to register

	Last day to add/drop a course without a 'W'
	Last day to pay tuition fees - <i>30% tuition refund</i>
May 10, 2013	New Student Orientation
May 20, 2013	Victoria Day – College closed
June 7, 2013	Last day to withdraw from a course with a "W"
July 1, 2013	Canada Day – College closed
July 2-5, 2013	Final exams

SUMMER 2013	
July 2, 2013	Tuition Fee Deadline - <i>Last day for full refund</i>
July 8, 2013	First day of classes
July 10, 2013	<i>Last day for 50% tuition refund</i>
July 12, 2013	Last day to register
	Last day to add/drop a course without a 'W'
	Last day to pay tuition fees - <i>30% tuition refund</i>
July 19, 2013	New Student Orientation
August 5, 2013	BC Day – College closed
August 9, 2013	Last day to withdraw from a course with a "W"
August 22-23	Final exams

FALL 2013

August 26, 2013	Tuition Fee Deadline - <i>Last day for full refund</i>
September 2, 2013	Labor Day – College Closed
September 3, 2013	First Day of Classes
September 6, 2013	<i>Last day for 50% tuition refund</i>
September 13, 2013	Last day to register
	Last day to add/drop a course without a 'W'
	Last day to pay tuition fees - <i>30% tuition refund</i>
September 27, 2012	New Student Orientation
October 14, 2013	Thanksgiving – College closed
November 8, 2013	Last day to withdraw from a course with a "W"
November 11, 2013	Remembrance Day – College Closed
December 10 – 13, 2013	Final Exams
December 25, 2013	Christmas Day – College Closed
December 26, 2013	Boxing Day – College Closed

WINTER 2014

December 30, 2013	Tuition Fee Deadline - <i>Last day for full refund</i>
January 1, 2014	New Years Day – College Closed
January 6, 2014	First Day of Classes
January 10, 2014	<i>Last day for 50% tuition refund</i>

January 17, 2014	Last day to register
	Last day to add/drop a course without a 'W'
	Last day to pay tuition fees - <i>30% tuition refund</i>
January 24, 2014	New Student Orientation
January 31, 2014	Reading Break – College Closed
February 10, 2014	Family Day – College Closed
March 7, 2014	Last day to withdraw from a course with a "W"
April 10-15, 2014	Final Exams

SPRING 2014	
April 16 – 25, 2014	Spring Break
April 18, 2014	Good Friday – College Closed
April 21, 2014	Easter Monday – College Closed
April 22, 2014	Tuition Fee Deadline - <i>Last day for full refund</i>
April 28, 2014	First Day of Classes
April 30, 2014	<i>Last day for 50% tuition refund</i>
May 2, 2014	Last day to register
	Last day to add/drop a course without a 'W'
	Last day to pay tuition fees - <i>30% tuition refund</i>
May 16, 2012	New Student Orientation

May 19, 2014	Victoria Day – College Closed
June 6, 2014	Last day to withdraw from a course with a “W”
July 1, 2014	Canada Day – College Closed
July 2 – 4, 2014	Final Exams

SUMMER 2014	
June 30, 2014	Tuition Fee Deadline - <i>Last day for full refund</i>
July 7, 2014	First Day of Classes
July 9, 2014	<i>Last day for 50% tuition refund</i>
July 11, 2014	Last day to register
	Last day to add/drop a course without a ‘W’
	Last day to pay tuition fees - <i>30% tuition refund</i>
July 18, 2014	New Student Orientation
August 4, 2014	BC Day – College Closed
August 8, 2014	Last day to withdraw from a course with a “W”
August 21-22, 2014	Final Exams

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Revised December 4, 2012