

# Faculty Orientation Guide

Ashton

# Faculty Orientation Guide

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# Faculty Orientation Guide

Ashton

1190 Melville Street  
Vancouver, BC  
Canada V6E 3W

**3rd Floor:** Main Campus

**4th Floor:** Room# 410 Student Administration

**4th Floor:** Room # 400 Central Administration

**Telephone:** 604.899.0803

**Fax:** 604.899.0830 (Room# 410) / 604.484.8559 (Room# 400)

**Website:** [www.ashtoncollege.com](http://www.ashtoncollege.com)

## Welcome to Ashton College

On behalf of the students, instructors and support staff, we sincerely welcome you to the faculty of Ashton College.

The purpose of this guide is to provide you with a brief overview of Ashton College, staff contact information and guidelines surrounding attendance, grades, use of equipment and college protocol.

## Overview

Conveniently located in the heart of Downtown Vancouver's picturesque Coal Harbour, Ashton College is a post-secondary institution delivering comprehensive career and continuing education to both domestic and international students. Accredited by the Private Career Training Institutions Agency of British Columbia (PCTIA) and recipient of the prestigious Education Quality Assurance (EQA) designation, Ashton College is internationally recognized for its value and quality of instruction.

Composed of the School of Business, the School of Part-Time Studies, The English Language Centre and the School of Continuing Education, Ashton offers full-time and part-time diploma and certificate programs in the areas of International Trade, Human Resources Management, Accounting, Bookkeeping, Business English Communications, Sales and Marketing, Home Inspection, Immigration, Financial Services, and Business.

Students of Ashton can expect a rewarding and supportive learning environment. Our students often include career-oriented individuals from all ages and backgrounds who are looking for an in-depth yet efficient path toward a specific professional designation or those interested in continuing their education for the purposes of professional development and career advancement.

The faculty at Ashton consists of highly-qualified instructors who possess a wealth of knowledge and experience, both in the classroom and working in the field. The College also features an Advisory Board comprising prominent business leaders assembled from diverse industries across British Columbia.

Nearly all programs at Ashton qualify for Student Loans and additional government funding.



## Accreditation & Designations

Private Career Training Institutions Agency of British Columbia (PCTIA)

British Columbia Education Quality Assurance (EQA)

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## SCHOOLS

### School of Part-time Studies

– Evening programs/Corporate clients

#### Accounting/Bookkeeping

- Accounting/Bookkeeping
- Certificate in Bookkeeping
- Diploma in Accounting

#### Financial Services

- Canadian Investment Funds Course (CIFIC) (IFSE)
- Canadian Securities Course (CSC)
- Certified Employee Benefit Specialist (CEBS)
- Certified Financial Planner (CFP) - Program
- Certified Financial Planner (CFP®) Accelerated Program
- Chartered Life Underwriter (CLU)
- Elder Planning Counselor (EPC)
- Financial Planning Education for Accountants (FPEA)
- Life Licence Qualification Program (LLQP)
- Life Licence Qualification Program (LLQP) - Seminar
- Registered Health Underwriter (RHU)

#### Human Resources

- Diploma in Human Resources Management (Part-Time)

#### Immigration

- Immigration Seminars approved by CSIC

#### International Trade

- International Freight Forwarding (Module I) - CIFFA
- International Freight Forwarding (Module II) - CIFFA

### School of Business – Full-time programs (International and Domestic students)

#### Accounting/Bookkeeping

- Certificate in Bookkeeping
- Diploma in Accounting

#### Business

- Certificate in Business
- Diploma in Business
- Diploma in Business Management

#### Sales and Marketing

- Certificate in Sales and Marketing
- Diploma in Sales and Marketing
- Diploma in Sales and Marketing Management

#### International Trade

- Certificate in International Trade
- Diploma in International Trade
- Diploma in International Trade Management

#### Immigration

- Immigration Consultant Diploma

#### Human Resources

- Diploma in Human Resources Management

#### Home Inspection

- Certificate in Home Inspection

### English Language Centre

#### Business English

- Certificate in Business English Communication
- Certificate in International Legal English
- Diploma in Business English Communications

### School of Continuing Education

#### Accounting/Bookkeeping

- Computerized Bookkeeping QuickBooks
- Computerized Bookkeeping Simply Accounting

#### Immigration

(CPD Seminars available throughout the year)

# Faculty Orientation Guide

## HOURS

Ashton College's Campus is open Monday to Thursday from 8:00am to 9:00pm and on Friday from 8:00am to 6:00pm. Weekend hours depend on weekend classes. Typical weekend hours are from 8:30am to 4:00pm.

**Classes must start on time at 8:30am.**

There are 10 minute classroom breaks in the morning and in the afternoon for the students. The exact timing of these breaks is left up to the instructor's discretion. Please make sure not to disturb the other classes that are in session when administering breaks.

## COLLEGE PROTOCOL

### Attendance

Important: Students are required to maintain a minimum attendance rate of 75% per course. Failure to do so will result in a failure of the course.

All final attendance figures for each student must be submitted to the Office of the Registrar one week before the course end date

### Grades

All final grades for each student must be submitted to the Office of the Registrar one week after the course end date. No exceptions.

### How to Submit Attendance and Grades:

Attendance and grades are submitted through the Student Information System (SIS). The SIS can be accessed internally by clicking on the icon labeled "SIS" on the upper right hand corner of your desktop. The SIS can also be accessed remotely through the following URL:

<http://www.ashtoncollege.com/sis/>

Full instructions on how to properly submit attendance and grades through the SIS can be found in the Grade Book and Attendance Log Manual available online in the "faculty" portion of the Ashton College official website.

### Important note on attendance and grades:

Please update attendance and grades information regularly in the SIS so that students are fully aware of their progress. Do not postpone entering all grades and attendance information until the last minute.

## Field Trips and Liability Forms

Liability forms must be completed and signed by the students and submitted to the Office of the Registrar prior to the departure date.

Any instance that you wish to plan a new field trip that is outside of the approved lesson plan, you must receive approval from the Academic Director prior to departure

The field trip liability form can be found in the "faculty" section of the Ashton official website under "forms."

## TEXTBOOKS / RESOURCES

Please email the Operations Manager for any supplies that you may need

Instructor copies can be found in the office of the Academic Director located on the 4th floor. For other resource materials such as video tapes / CD's, please visit the Academic Director Office on the 4th floor Room # 400.

To request copies of additional course materials please contact the Program Coordinator via email or submit paper copies **at least 3 days before** the class.

REGULAR STATUTORY HOLIDAYS FOR 2010
January 1 (New Year's Day)
April 2 (Good Friday)
April 5 (Easter Monday)
May 24 (Victoria Day)
July 1 (Canada Day)
August 2 (BC Day)
September 6 (Labour Day)
October 11 (Thanksgiving Day)
November 11 (Remembrance Day)
December 25 (Christmas)
December 26 (Boxing Day)
<b>Professional Development Days:</b> May 10 & September 27, 2010 (Campus is open - no classes)
<b>Winter Break:</b> December 25, 2010 - January 3, 2011

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## COMPUTERS & EQUIPMENT

### Faculty Computers

Up-to-date computers for faculty use are available in each classroom. The computers are connected to LCD projectors that are mounted to the classroom ceilings to allow for multi-media enhanced instruction. Feel free to make use of these devices.

#### Important Notes:

- Make sure to LOG OFF the Ashton computers at the end of the day instead of turning them off.
- Please LOG OFF or LOCK the system if you are not in the classroom.
- If the system is malfunctioning or has been damaged please report it to the IT team immediately
- DO NOT let students use the faculty computers when you are not present
- Please make sure that the Symantec antivirus is installed and running on your system. This is the best way to prevent viruses. Please advise the IT department if this is not the case.

### Computer Room Rules & Information

During normal school hours, students at Ashton College have full access to 20 student computers located in Computer Room A on the 3rd floor. The systems are 2.8 GHz Dual Core computers running MS Windows XP Pro SP3. These systems are to be used by students to conduct research, complete assignments and check their email.

Computer Room A has one laser printer for student use. Students must not print large documents on this printer. A maximum of 15 pages at one time is allowed. If the printer needs paper please visit the 3rd floor IT Office to obtain extra paper.

Ashton has a second computer room known as Computer room B. It is used exclusively as a computer classroom for classes requiring computer use during instruction. This room is not open for use at all times. Faculty must book this room in advance by filling out the appropriate form available at the IT Office on the 3rd floor. Students are not permitted to use this room for study unless an instructor is present.

No food or drinks are allowed in Computer Room A or B at ANYTIME.

If one of the computers in Computer Room A or B is malfunctioning or damaged please contact the IT department.

#### Important Note:

Please advise students not to save their files on the campus computers because they will be deleted nightly. If a student needs to save their work, they should save onto memory sticks or other devices.

In addition, please advise students to be careful when opening email attachments. Students must not open ANY suspicious attachments on the campus computers.

### Laptops

Ashton is in possession of some laptop computers for faculty use. They are rarely used due to the fact that the classrooms are equipped with faculty computers. In the event that you may need access to a laptop computer, please contact the Operations Manager.

#### Important Notes:

- Make sure you SHUT DOWN the laptop at the end of the day. Please do not leave it in sleep/hibernation mode as an alternative. (a reminder, DO NOT shut down the stationary faculty computers in the classrooms)
- Please wait for the laptop to shut down fully before placing it in its case.
- Never leave the laptop unattended. Lock it up or bring it with you.
- Don't forget to lock your laptop in the storage room on the 3rd Floor at the end of every day
- Never take the laptop off campus. In the event that you need to take any AV equipment off campus, email the operations manager to gain permission before doing so.
- If the laptop is malfunctioning or damaged please report it to the IT department

### Photocopier

There is a photocopy room located on the 3rd Floor of the campus. You will be assigned an individual photocopy code on your first day in order to make copies.

### Additional Equipment

Any other equipment including AV devices must be signed out in the Equipment Check Out Log that is available in the IT office on the 3rd floor of the campus. Said equipment is stored on the 3rd floor in the storage room.

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## NETWORKS

### Internet

The Ashton campus is equipped with an advanced, high-speed WIFI network available to students and faculty. The password to gain access to the network is **ashton1124**.

### Ashton College Website:

Faculty members have access to a designated section of the official Ashton website known as “faculty.” Here instructors can find important information about student and administrative policies, payroll, performance reviews, a staff directory and much more.

### Server Access

Faculty will be assigned a user name and password to access Ashton’s internal network. The same user name and password can be used to access network drives shared files and save all of your documents as well. The same login information can also be used to access the helpdesk, the “faculty” section of the Ashton website, your faculty email and the Student Information System (SIS).

### Important Notes:

Please do not give out your password for others to access the domain under your account, especially students.

Please note that the domain server will ask you to change your password every once in a while. During this process, you CANNOT use the same password that you are currently using or any of the 5 most recently used passwords.

For security reasons, the student computers are not included in the staff domain and will not be able to access any of the network resources assigned to the faculty domain. However, the staff computers at the front of each computer lab are connected to the staff domain and will have access to your materials.

### Email

Faculty members will be assigned an Ashton email address on their first day. Email can be accessed internally through MS Outlook on the staff computers.

For remote email access visit:

**[www.ashtoncollege.com/exchange](http://www.ashtoncollege.com/exchange)** and enter your login information.

## IT Department

- **IT Manager:** Scott Bremner, [sbremner@ashtoncollege.com](mailto:sbremner@ashtoncollege.com)
- **IT Assistant:** Rob Paul, [rpaul@ashtoncollege.com](mailto:rpaul@ashtoncollege.com)
- **Help desk E-mail:** [helpdesk@ashtoncollege.com](mailto:helpdesk@ashtoncollege.com)
- If you are having any issues related to IT please contact Rob Paul through the helpdesk at **<http://www.ashtoncollege.com:8080>**
- If the issue is urgent please have reception reach him by phone.

# Faculty Orientation Guide

## IMPORTANT CONTACTS

**Ashton Reception:** 604-899-0803 ext. 100

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### IT DEPARTMENT

**IT Manager: Scott Bremner** sbremner@ashtoncollege.com

**IT Assistant: Rob Paul** rpaul@ashtoncollege.com

**Helpdesk Email:** helpdesk@ashtoncollege.com

If you are having any issues related to IT please contact Rob Paul through the helpdesk at

**<http://www.ashtoncollege.com:8080>**

(login information for the helpdesk and other network functions will be assigned on the 1st day of employment)

The IT team does check their email and the helpdesk when they are outside of the office, including weekends. In the case of IT emergencies please contact Ashton reception at ext. 100 and the appropriate IT personnel will be contacted by phone immediately.

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To give notice of an absence or for any issues related to **Human Resources** please contact:

**Vice President - Jane Chang:**

cell 778.858.2007 Work: ext. 110

Email: jchang@ashtoncollege.com

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For issues related to Accounting and Payroll please contact:

**Administration & Finance Manager - Beverly Pinsky:**

bpinsky@ashtoncollege.com ext. 113

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For issues relating to general operations or emergencies other than IT please contact:

**Operations Manager - Sheldon Juell:**

Cell: 604.785.9778 Work: ext. 117

sjuell@ashtoncollege.com

**For emergencies only:** Home 604.913.8171

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### Additional Information

Additional Information not covered in this guide is available online under the “faculty” section of the official Ashton website **[www.ashtoncollege.com](http://www.ashtoncollege.com)** .

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