

Student Orientation Package 2012



Education with Purpose

Table of Contents

Welcome to Ashton College	1
Staff Directory	2
General Information.....	3
First Aid	3
Fires and Emergencies	3
Evacuation Map	4
Online Bookstore	5
Program Grading Model	5
Safety Guide for International Students.....	7
Consumer Protection.....	8
Personal Protection from Theft & Street Crime	8
Bus, SkyTrain & SeaBus Safety	10
Emergency Contacts	10



Ashton College

Welcome to Ashton College

We are delighted that you have chosen us to help you gain sought-after skills and improve upon existing ones.

Ashton College is a post-secondary college dedicated to providing YOU with the certifications and licensing employers demand. We combine theoretical and practical approaches to help you understand how concepts learned in class can apply to situations and circumstances in the workplace. Our College is fully accredited by the Private Career Training Institutions Agency of British Columbia (PCTIA).

Our faculty and staff are expected to show behaviour consistent with our Core Values and Core Purpose. The same is expected of our students.

Core Values:

- To act with integrity in all we do;
- To always maintain high standards;
- To treat people with dignity;
- To give people a voice.

Core Purpose:

To innovatively help people reach their full potential in a variety of careers.

During your time at Ashton College, we hope that all operations are run smoothly and efficiently. If ever you have any complaints or issues which you cannot resolve, please feel free to contact me.

We look forward to being of service to you during your stay at Ashton College.

Yours sincerely,

Jane Chang
Vice President

Staff Directory

Staff Name	Position	Contact Information
Room 400		
Beverly Pinsky	Student Financial Assistance Officer	bpinsky@ashtoncollege.com Extension 112
Room 410		
Ben Kim	Recruitment and Admissions Adviser	bkim@ashtoncollege.com Extension 108
David Lee	Recruitment and Admissions Adviser	dlee@ashtoncollege.com Extension 122
Emiko Yumoto	Recruitment and Admissions Adviser	scayley@ashtoncollege.com Extension 106
Jessie Mason	Recruitment and Admissions Adviser	jmason@ashtoncollege.com Extension 118
Mylene Garcia	Registrar	mgarcia@ashtoncollege.com Extension 101
Patrick Fowler	Student Administration Director	pfowler@ashtoncollege.com Extension 103
Sheila Hu	Student Services Coordinator	shu@ashtoncollege.com Extension 105
Tamara Papo	Career Services Coordinator	tpapo@ashtoncollege.com Extension 109
Taylor Bryant	Test Centre Administrator	tbryant@ashtoncollege.com Extension 104
Cindy Villeneuve	Alumni Relations Coordinator	cvilleneuve@ashtoncollege.com Extension 116
Campus		
Jeremy Reinelt	IT Support Technician	jreinelt@ashtoncollege.com Extension 125

Mailing Address:

400-1190 Melville Street
Vancouver BC V6E 3W1

Telephone Numbers:

Local: 604-899-0803
Toll Free: 1-866-759-6006
Fax: 604-899-0830

Campus Hours: Monday to Thursday 8:00am to 9:00pm (PST)
Friday 8:00am to 6:00pm (PST)

Student Administration: Monday to Friday 8:30am to 6:00pm (PST)

General Information

Regular Statutory Holidays 2012	
January 1 (New Year’s Day)	September 3 (Labour Day)
April 6 (Good Friday)	October 8 (Thanksgiving Day)
April 9 (Easter Monday)	November 11 (Remembrance Day)
May 21 (Victoria Day)	December 25 (Christmas Day)
July 1 (Canada Day)	December 26 (Boxing Day)
August 6 (BC Day)	

Winter Break: **December 22, 2012 – January 1, 2013.**

School Closures

In the event of extreme weather conditions which pose a safety threat to Faculty / Staff and Students, Ashton College will close. Details of closures will be announced as follows:

1. Website home page: www.ashtoncollege.com
2. CKNW Radio Station: (www.cknw.com)
3. News 1130 Radio Station: (www.news1130.com)
4. Ashton College Emergency Telephone Line: 604-785-9778

First Aid

Ashton College has a **Certified Level 1 First Aid Attendant**. If you require First Aid, please report to the nearest **Staff or Faculty Member** or report directly to **Student Administration** in Room 410.

Fires and Emergencies

The College has a procedure for dealing with all emergencies. In the event of an emergency, do not panic. Obey the instructions of the Emergency Warden(s) who will direct you to an area of safety. Please refer to the following maps and photo’s for detailed information:

Evacuation Map



In Case of Fire

Students should report to the **SunLife Plaza**
1100 Melville Street
(corner of Thurlow)



Earthquake

Students should report to the **Coal Harbour Community Centre**
480 Broughton Street
(corner of West Hastings)



Appearance and Dress Code

Ashton College does not insist on a particular style of dress for our students. However, the clothing must not be rude, offensive, soiled, or cause disruption to classes.

Admissions Advisers

Admissions Advisers are located in Room 410. It is a good idea to make an appointment to consult with an adviser. Office hours are 8:30am to 5:30pm.

Student Loans and Government Funding

Student Loans and Government Funding are dealt with by the Student Financial Assistance Officer located in Room 400. Office hours are Monday to Friday 8:30am to 5:30pm.

Office of the Registrar

The Office of the Registrar is located in Room 410. Office hours are 9:00 am to 6:00 pm, Monday to Friday.

MyAshton.com

This is a portal site for registered students. Students can access their grades, tuition receipts, the Online Resource Centre, plus many other relevant areas:

Online Bookstore

You need to order your textbooks online at least 2 weeks prior to your start date. Use your myashton account to access the Online Bookstore. You will be able to purchase your textbooks online by using your credit card. If you do not have a credit card please go to Student Administration – Room 410.

Program Grading Model

Ashton College grades student performance on a letter-based system of A–C with unsatisfactory performance identified as F.

Letter Grade	Numerical Grade
A+	90% - 100%
A	85% - 89%
A-	80% - 84%
B+	77% - 79%
B	73% - 76%
B-	70% - 72%
C+	67% - 69%
C	65% - 66%
F	Less than 65%

In order to remain in good academic standing at Ashton College, students must generally achieve a minimum passing grade of 65% for any Ashton course. However, certain programs may have different passing requirements. Please check with your Instructor. Students who are enrolled in the Immigration Consultant Diploma Program must maintain an average passing grade of 70%.

Fees Office

The Fees Office handles all student related payments, such as tuition, textbooks, and graduation. The Fees Office is located in Room 410. Office hours are 8:00 am to 6:00 pm, Monday to Friday.

News and Announcements

News and Announcements are listed on www.myashton.com.

Photo ID

All students are required to provide the Registrar with one piece of photo ID to be retained in their student file. On the first day of class, please bring in your photo ID to the Student Administration Office. We will make a photocopy for our records.

Student ID Cards

Every full-time student is required to have a Student ID Card. Please visit the Student Administration Office located in Room 410. No passport photo is required. Student ID Cards will only be issued on or after the student's program start date.

Ashton Diplomas and Certificates

Ashton College generally awards Diplomas and Certificates upon graduation from a specific program. Some students may be eligible for a Certificate of Attendance if they have not completed a program.

Graduation

Graduation Ceremonies take place twice a year, in June and December. Details are available on www.myashton.com or contact the Office of the Registrar located in Student Administration (Room 410).

Computer Rooms

There are two computer rooms available to students:

- **Computer Room A:** Fully equipped with 20 computers, and copier/printer;
- **Computer Room B:** Designated for classroom instruction;
- No food and / or beverages are allowed in the computer rooms at any time.

Course Outlines

Your Instructor will hand out outlines for the course they will lead at the beginning of each session. The outlines include information such as materials required for the course, learning outcomes, a breakdown of how the course will be evaluated, and anything else the Instructor requires.

Student Policies

Current student policies are on the college website (www.myashton.com). Students are urged to ensure that they are familiar with College policies.

Student Administration Office

The Student Administration Office is located in Room 410. This is the first place to go if you need information or have questions.

Student Lounge

There is a student lounge, located on campus where students can prepare light meals and snacks. The lounge is equipped with a refrigerator, vending machines, and microwave ovens.

Purified Water

Purified (Hot and Cold) water is available in the student lounge.

School Supplies

Students are required to purchase their own basic school materials such as pens, pencils, paper, data storage devices, etc.

Smoke Free Environment

Ashton College aims to maintain a healthy environment for the benefit of all staff, students and faculty. Therefore, the College is a SMOKE-FREE environment. Smoking is **not** permitted in the College building or in the entrance to the College building located on Melville Street. You should be aware that the City of Vancouver may impose fines on any person who smokes **within 18 feet** (6 meters) of the entrance to a building. For those students who smoke, they should do so only at the rear of the building and away from any entrances.

Student Telephone

A telephone is available for student use just outside the student lounge. Only local calls are permitted.

Wireless Connection

Students with their own laptops may use the College's wireless network. Please visit the Campus IT Office to receive instructions on connecting to the wireless network.

Safety Guide for International Students

Please read this handbook carefully as it contains information on how to enjoy your stay in Vancouver. The tips included in this handbook are not to alarm you, but instead to ensure that you have a positive experience in Canada.

As you are in an unfamiliar and different city you may want to take safety precautions. For your personal safety and the safe-keeping of your belongings, you should familiarize yourself with emergency.

Consumer Protection

Beware of “scams” when making purchasing decisions.

- Always get a receipt from the vendor whenever you make a purchase. Check the receipt to make sure that you were charged the amount listed on the product price tag.
- If you pay for a purchase using a credit card (i.e. Visa, MasterCard, etc.), make sure to **never lose sight** of your card and put it away in a secure spot.
- Only give your credit card or credit card number when you are buying something, in which case only give this information to the person you are buying something from. If someone asks for this information from you always ask “Why?” to ensure it will be used for something you authorize.
- In Canada, it is illegal to make a “contestant” pay to win or collect a “prize”. Make sure that you do not give money to “win” something automatically.
- Before you rent an apartment, view the apartment first and then if it is what you would like to live in, pay the landlord by cheque. Always ask for a receipt.
 - When paying rent, request a receipt for your payment;
 - If you pay rent with cash, always ask for a receipt;
 - Get to know your neighbours so you can ask them for help, should you need it;
 - Always keep your doors and windows locked, even if you are at home or have to go out for a short trip.
- When answering an advertisement to get a tutor or conversation partner:
 - Take a friend with you;
 - Do not pay in advance.
- Carry your bag/purse over your shoulder. Make sure to always keep an eye on your bag:
 - When having dinner at a restaurant, place your purse on the table (out of the way but still within eyesight) or on your lap;
 - When walking on sidewalks, keep your purse and other valuables away from the street side (and on escalators, away from the opposite ramp).
- Almost all stores take credit cards, cheques or traveler’s cheques, so you do not need to carry a lot of cash with you.
 - Divide your money for small and large purchases. Do not take out all of your cash from your wallet in public areas. Instead place your cash in different pockets of your wallet and take it out in small amounts.
- Do not leave money lying around in an open area – even at home.
 - Find a safe/hidden place for your plane ticket, passport, and other valuables.
- Do not bring valuables to school, the library or the mall. If you do, never let them out of your sight.
- Have photocopies of your valuable information in a safe place.
- Open a bank account as soon as possible.
 - You can get a safety deposit box in a bank and place your valuable items there.

Personal Protection from Theft & Street Crime

Out in the public and on the streets:

- Study a map before you head out. Carry a small map with you when you go out.
 - Don’t ask a stranger for directions; instead ask a bus driver or a shopkeeper.
- Ask somebody you know for advice on the best and safest route to events, restaurants and shopping.
- At night, walk in well-lit and well-traveled areas.
 - Do not take shortcuts that take you through alleys or dark areas;

- Take main routes to get to your destination.
- Do not travel alone.
 - Take a friend with you wherever you go;
 - Usually, when students travel in groups they do not get lost and are less likely to be victims of a crime.
- If somebody wants your money and threatens you with violence, give them the money and, as soon as you can, report the crime to the police by dialling 911.
 - Do not fight back;
 - Do not carry a weapon in your bag. Weapons are illegal and may be used against you.
- Some areas in the city, like East Hastings Street, have higher crime rates than others.
 - Ask your Instructor or friends about dangerous places to avoid.
- Do not leave your camera, purse, backpack or books unattended when in public places like the library, restaurant or classroom.
 - Petty theft is the most common type of crime in Vancouver.
- If somebody stops you on the street to ask for directions or other kind of assistance, stay a safe distance away.
- “Panhandlers” will ask you for money. These people are usually drug or alcohol addicts. By giving them money, you may be encouraging their addictions.
 - If you want to help people out, you can give money to local charities.
- Do not get out of a cab/taxi until you are sure you have arrived at your destination.
 - Pay the cab/taxi driver while you are still in the car. This way you can make sure you get the proper change back;
 - Sit behind the taxi driver so you can see him, but he can’t see you.
- Always be aware of your surroundings.

Out at Night:

- When you travel at night, make sure to go with a friend.
 - You can meet people at the club or bar too, but you may want to be with a group of people you trust from the beginning of the night.
- If you will be driving, park in a well-lit area.
- If you think you will be consuming alcohol, ensure that you have a way to get home safely.
 - It is illegal to drink and drive in Canada. If caught, the penalties are severe;
 - To avoid drinking and driving, you could share a cab/taxi with a friend.
- Do not accept a drink/food from somebody you don’t know, unless you see it being prepared.
 - Drugs are common in clubs, so it is important to be careful.
- Do not let people give you a ride home, unless you can bring a friend along.
 - Do not hitchhike;
 - Always wear your seatbelt, even if you are a passenger in the backseat. If you are caught not wearing a seatbelt, you will be fined by the police.
- When walking around the city, always walk facing oncoming traffic.
 - This will ensure that you can see the cars coming and going, and drivers can see you as well.
- Tell your friends (who will be going out with you) where you live and how to get you home in case you are too confused to do so after a night out.
- If somebody you meet at a social event is bothering you, tell them to stop.
 - If they continue to bother you, tell somebody in charge at the place and seek their assistance.
- If you want to stop a relationship with somebody, be clear about it.
 - If they continue to bother you, tell a friend or Instructor about the situation;
 - Always inform others about harassment. Do not keep it to yourself;
 - If the person continues to harass you, contact the police;
 - It is illegal in Canada for somebody to contact you after you have told them to stop.
- If somebody bothers you, tell them to “go away!”

Bus, SkyTrain & SeaBus Safety

- Transit passes or bus tickets can be bought at a number of corner stores (for example, London Drugs), on buses and at SkyTrain stations.
 - Keep some money/change handy so you don't have to open your wallet in public; Bills are not accepted on buses. Make sure you have Faresaver tickets or coins with you.
 - Keep your wallet in an inside pocket.
- Keep your purse/backpack closed and in your arms.
- Be discreet when looking at maps.
- Do not fall asleep in a public place.
- Lock your bicycle whenever you are not near it.
- After 9:00pm, you can ask the bus driver to let you off at a street corner which is closest to your home or other destination. At this time, it doesn't matter if the place you want to be let off is between bus stops. (Note: Express buses will not do this, only regular buses).
- There are yellow safety areas at SkyTrain stations, which are monitored by cameras. Wait for a train in these areas.

Emergency Contacts

- If you need the police, fire department or ambulance dial 911 and an operator will assist you. This number is free to call from any phone.
- If you bring a cell phone with you, or purchase one in Vancouver, put the important numbers on speed dial, or have them available on your phone's contact list.
- You should know where the nearest hospital and police station are located in your neighbourhood.
- If you are a victim of a crime, no matter how small, report it to the police.
- Other services are also available to help victims. The number for the Victim Information Line is 1-800-563-0808.
- If you have any problems, please tell the school. You can contact someone at Ashton College at 604-899-0803. In case of emergency, call **911**.

Notes:



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Ashton College
1190 Melville Street
Vancouver BC V6E 3W1

www.ashtoncollege.com

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Toll Free: 1-866-759-6006
Fax: 604-899-0830