

Student Orientation Package 2010

SCHOOL OF BUSINESS

Ashton

Education with Purpose

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Ashton

ASHTON COLLEGE

Welcome to the School of Business

Welcome to the School of Business at Ashton College! We are delighted that you have chosen us to help you gain new skills and improve upon existing ones sought after in the current labour market.

Ashton College is a post-secondary college dedicated to providing our students – 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 from students attending the College.

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.

We hope that you will find that operations at the College 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

NAME	TITLE	EXTENSION, EMAIL AND LOCATION
Colin Fortes	President	cfortes@ashtoncollege.com Room 400, Extension 120
Jane Chang	Vice President	jchang@ashtoncollege.com Room 410, Extension 110
Sheldon Juell	Operations Manager	sjuell@ashtoncollege.com Room 400, Extension 117
Beverly Pinsky	Manager, Administration and Finance	bpinsky@ashtoncollege.com Room 400, Extension 113
Bill Walsh	Academic Director	bwalsh@ashtoncollege.com Room 400, Extension 111
Alina Sauranbayeva	Executive Assistant to the President	asauranbayeva@ashtoncollege.com Room 400, Extension 125
Sheila Hu	Student Services Co-ordinator	shu@ashtoncollege.com Room 410, Extension 122
David Lee	Manager, International Development	dlee@ashtoncollege.com Room 410, Extension 107
Yoshinobu Komuro	Admissions Adviser	ykomuro@ashtoncollege.com Room 410, Extension 104
Shebnef Ferman	International Development Associate / Admissions Adviser	sferman@ashtoncollege.com Room 410, Extension 118
Ben Kim	Admissions Adviser	bkim@ashtoncollege.com Room 410, Extension 116
Patrick Fowler	Admissions Adviser	pfowler@ashtoncollege.com Room 410, Extension 103
Susi Siebert	Admissions Adviser	ssiebert@ashtoncollege.com Room 410, Extension 105
Fouad Saeidi	Admissions Adviser	fsaeidi@ashtoncollege.com Room 410, Extension 101

Staff Directory

NAME	TITLE	EXTENSION, EMAIL AND LOCATION
Martha Fournier	Career Services Co-ordinator	mfournier@ashtoncollege.com Room 410, Extension 109
Miyeko Homma	Registrar	mhomma@ashtoncollege.com Room 410, Extension 108
Catherine Edora	Accounting Assistant	cedora@ashtoncollege.com Room 400, Extension 119
Jessie Mason	Test Centre Administrator	jmason@ashtoncollege.com Room 410, Extension 126
Scott Bremner	IT Manager	sbremner@ashtoncollege.com Room 400, Extension 124
Rob Paul	IT Assistant	rpaul@ashtoncollege.com Campus, Extension 124
Mateus Barretto	Software Products Developer	mbarretto@ashtoncollege.com Room 400, Extension 100
Elena Osan	Receptionist	reception@ashtoncollege.com Room 410, Extension 100
Binder Chima	Enrollment Services Co-ordinator	bchima@ashtoncollege.com Room 410, Extension 100
Eric D'Alfonso	Communications Manager	edalfonso@ashtoncollege.com Room 400, Extension 123
Man Dao	Communications Designer	mdao@ashtoncollege.com Room 400, Extension 115
Srdjana Kasic	Communications Assistant	skasic@ashtoncollege.com Room 400, Extension 114
Vacant	Program Co-ordinator	Room 400, Extension 112

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	8:00am to 6:00pm (PST)

General Information

REGULAR STATUTORY HOLIDAYS 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)

Professional Development Days: **May 10 & September 27, 2010** (Campus is open - no classes)

Winter Break: **December 25, 2010 - January 3, 2011**

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.

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.

Computer Rooms: There are two computer rooms available to students:

- Computer Room A: is fully equipped with 20 computers, and copier/printer;
- Computer Room B: is designated for classroom instruction;
- No food and beverages are allowed in 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 expects.

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.

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 located on campus. You will be directed to an area of safety.

First Aid

The College is equipped with two first aid kits. In the event of needing first aid, please report to Fouad, our First Aid Attendant in Student Administration (Room 410) for assistance.

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.

Graduation

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

MyAshton.com

This is a portal site for registered students. Use it to gain access to the Online Resource Centre. The site also contains important news and announcements.

News Items

News items 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.

Program Grading Model

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

LETTER RANGE	NUMERICAL RANGE
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 get a minimum passing grade for any Ashton course of 65%. 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%.

Purified water

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

Registrar's Office

The Registrar's Office is located in Room 410. Office hours are 8:00 am to 6:00 pm, Monday to Friday.

School Closures

In the event of inclement weather, an announcement of a school closure will appear on www.ashtoncollege.com.

School Hours

Ashton College is open Monday to Friday for scheduled classes and individual student study. The College opens at 8:00 am and closes at 9:00 pm (on Fridays, the College closes at 6:00pm).

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 to buildings.

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 6:00pm.

Student ID Cards

Every full-time student is required to have a student ID Card. Please visit the Student Administration Office (Room 410) . No passport photo is required.

Student Loans and Government Funding

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

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 Telephone

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

Tuition Receipts

Tuition receipts are sent via email starting in December. Those students who do not have an email address on file, will receive their Tuition Receipts via mail. If you require an interim receipt, please contact the Central Administration office located in Room 400.

Textbooks

You need to order your textbooks online at least 2 weeks prior to your start date.

You need to create an account to purchase your textbooks online.

How to register for a student account on myashton.com.

1. Go to www.myashton.com
2. Click on [New User? Click Here.](#)
3. Select the **student radio button** and then fill in all the required information and click **Submit** at the bottom of the page.
4. Verify that your information is correct and click on the **Submit Button.**
5. You will receive an email to confirm your email address. Click on the link in the email to **confirm your email address.**
6. We will confirm that you are a student at Ashton College and send you a **username** and **password.**
7. To login as a registered user, go to www.myashton.com and enter the **username** and **password** into the **login area.**

Once you have created an account you will be able to access the online textbook store. 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.

Wireless Connection

Students with their own laptops may use the College's wireless system. Please see 3rd floor IT Office on how to connect to the wireless system.

Ashton

Safety Guide for 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.

Compared to many big cities, Vancouver is much safer. However, as you are in an unfamiliar and different city you may want to take safety precautions. You should familiarize yourself with emergency procedures and guidelines for your personal safety and that of your possessions.

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 take your card back right away 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. Also, ask for a receipt.
 - When paying rent, request a receipt for your payment
 - Never make rent payments with cash
 - 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 and mall. If you do, do not let them out of your sight.
- Have photocopies of your valuable information in a safe place, just in case you need them.
- 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 see the cars coming and going, also drivers can see you too
- 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.
 - Do not keep harassment to yourself.
 - If the person still 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.
 - 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 to reach the appropriate service. This number is free to call from any phone.
- If you bring a mobile phone with you, or you get one here, put the important numbers on speed dial.
- You should know where the nearest hospital and police station to your home are located.
- 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 somebody at Ashton College at 604-899-0803. In case of emergency, call 778-858-2007.

Notes