



Welcome to the New Student Orientation

*"You belong here. Let's make it
unforgettable"*



Meet our team



Campus Director



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Student Services



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Career Services



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Our Programs

- **Accounting & Payroll Administration**
- **Business Administration**
- **Cyber Security Risk Management**
- **Dental Office Administration**
- **Global Supply Chain Management**
- **Healthcare Office Administration**
- **Hospitality Management – with / without Co-Op**
- **Human Resource Management**
- **Paralegal**
- **Veterinary Technician Assistant**
- **Web and Mobile Application Development**



Our Programs – Format and Schedules

- Classes are HYBRID if you are enrolled into combined delivery – 50% in-class on campus / 50% online.
- International students must attend 50% of their program in-person at Granville college campus.
- You must attend ALL in-person classes as scheduled due to attendance compliance.
- Instructors will confirm class information with you prior to your start date.



International student Registration



CONFIRM YOUR EMAIL



SUBMIT CANADIAN
CELL PHONE NUMBER



SUBMIT A COPY OF
YOUR STUDY PERMIT



SUBMIT A COPY OF
YOUR MEDICAL
INSURANCE



Our Programs - IN-PERSON CLASSES

- * Each class that is scheduled at our campus is mandatory to attend.
- * As per attendance compliance, you must attend 50% of your program in – person, if your program follows a hybrid format or if you are an international student.
- * You should bring your laptop to class to access CANVAS the online learning platform. Phones are not reliable.



Our Programs - **ONLINE CLASSES**

To attend the online portion of your program, you should make sure you have:

- * A computer (desktop or laptop) for you to access your courses.
- * Consistent access to the internet or Wi-Fi to keep up with your classes, assignments, etc.
- * Camera and/or microphone capabilities to allow you to engage with your instructor during lectures.
- * Using mobile devices for these purposes can result in technical issues and may compromise the quality and security of your work.



CANVAS – Online Learning System Set Up

STEP 1: Check Your Email titled “**Finish Registration: Canvas**” (check spam/junk folder)

STEP 2: Click the link provided in the email.



STEP 3: Set Up Your Login

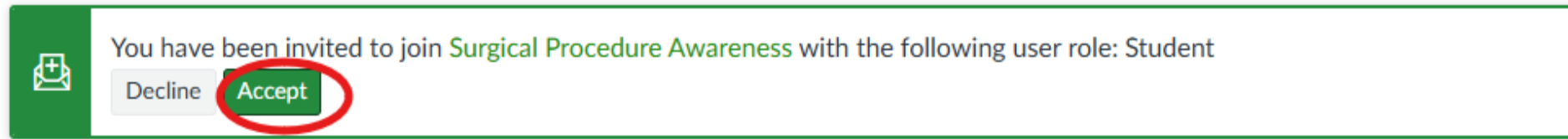
- Username: Your personal email registered with Granville College
- Password: Create your own password
- Time Zone: Select your local time zone



CANVAS – Online Learning System Set Up

STEP 4: Accept the Course Invitation

Log in to Canvas, then click "Accept" at the top of the page to join the module



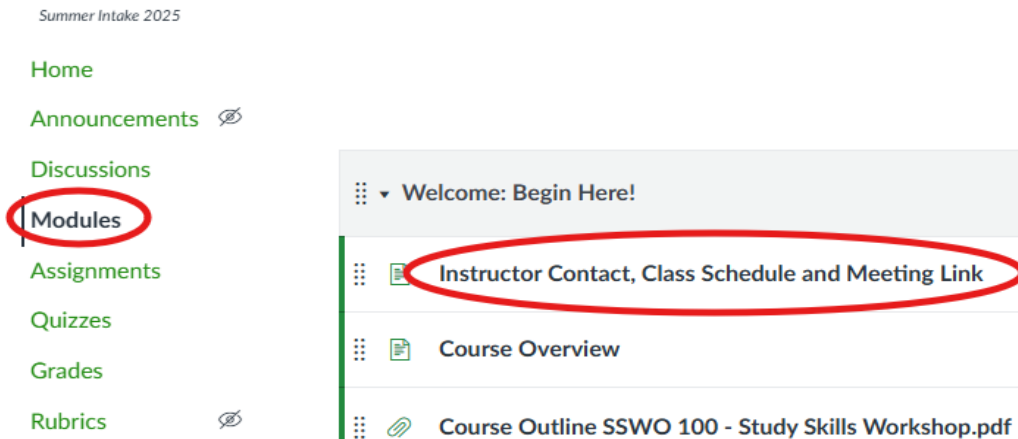
After registration, for future access you can log in here: <https://granville.instructure.com/>

Before each new course begins, you will receive an email titled "**Course Invitation**". Please check your email or log in to your Canvas account to accept the invitation before class starts.



CANVAS – Online Learning Set Up

After accepting course invitation, you will find class information in location below:



⚠ Important Notes

- **Do NOT forward** your Canvas email to anyone.
- **Do NOT click** on a Canvas link forwarded by someone else.
- ✗ Doing either will merge your accounts and cause serious access issues.



EBOOKS – Vital Source

How to access program e-books using your Canvas account

STEP 1

After you enter your canvas account, click on the link called:
VitalSource Course Materials located in your Course Information box:

≡ GSC-BUSN207-WI2023E > Modules

[Home](#)
[Announcements](#)
[Modules](#)
[Grades](#)
[People](#)
[Quizzes](#)
[Discussions](#)
[Assignments](#)
[Item Banks](#)
[Rubrics](#)
[Syllabus](#)
[Collaborations](#)
[BigBlueButton](#)

Collapse All

View Progress

Export Course Content

Publish All

+ Module

☰	▼	Course Information	✓	▼	+	⋮
☰	📎	Course Syllabus - BUSN207 International Business Strategy.docx	✓			⋮
☰	📎	VitalSource Course Materials		🚫		⋮

☰	▼	Chapter 1	✓	▼	+	⋮
☰	📎	Ch1.ppt	✓			⋮

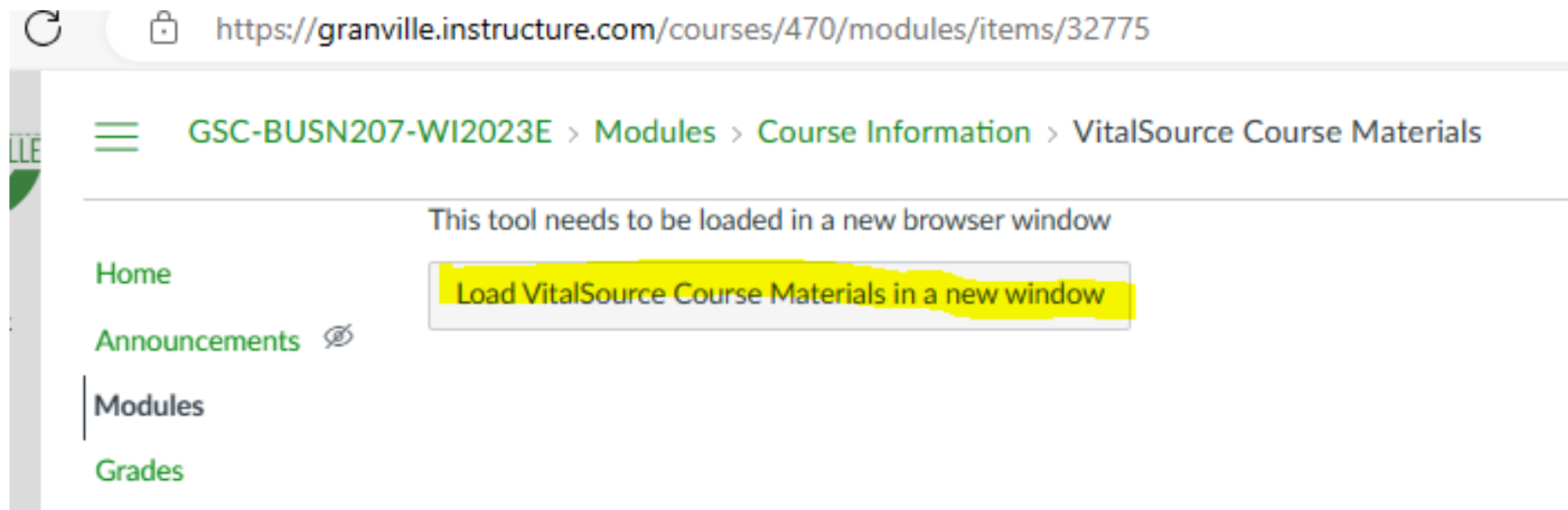


EBOOKS – Vital Source

How to access program e-books using your Canvas account

STEP 2

This link opens a new window and click on the link called: **Login VitalSource Course Materials in a new window:**





EBOOKS – Vital Source

How to access program e-books using your Canvas account

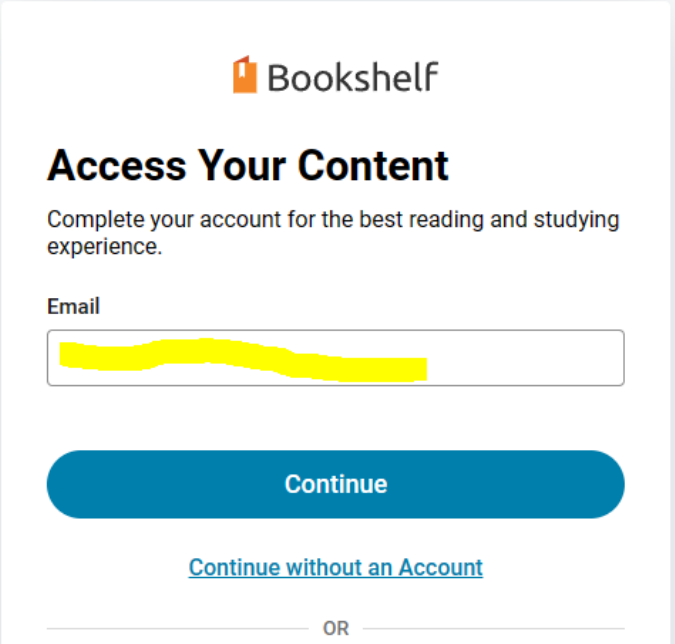
STEP 3

A new window will appear asking you to login to your **Vital Source** account. Here you will need to enter your email address that you registered with on **Vital Source**:

Welcome to VitalSource



Global Strategy
Mike W. Peng

A screenshot of the Bookshelf login page. At the top is the Bookshelf logo. Below it is the heading "Access Your Content" followed by the text "Complete your account for the best reading and studying experience." There is an "Email" label above a text input field containing a yellowed-out email address. Below the input field is a large blue "Continue" button. Underneath the button is a link that says "Continue without an Account". At the bottom, there is a horizontal line with the word "OR" in the center.

Bookshelf

Access Your Content

Complete your account for the best reading and studying experience.

Email

Continue

[Continue without an Account](#)

OR



EBOOKS – Vital Source

How to access program e-books using your Canvas account

STEP 3 – Continued

If you do not have a Vital Source account, you will need to create one. Please make sure to save the email and password you have created as you will need it each time you access an e-book. Please use the same email address that you use to access Canvas.

Welcome to VitalSource



Global Strategy
Mike W. Peng



Create Account

Complete your account for the best reading and studying experience.

I'm an
Instructor

I'm a
Student

Other

First Name

Last Name

Email

nadia.sayenko@granvillecollege.ca

Password

8+ characters, an uppercase letter, a lowercase letter, and a special character.

☒ I agree to the [Terms of Use](#) and [Privacy Policy](#).

Create Account

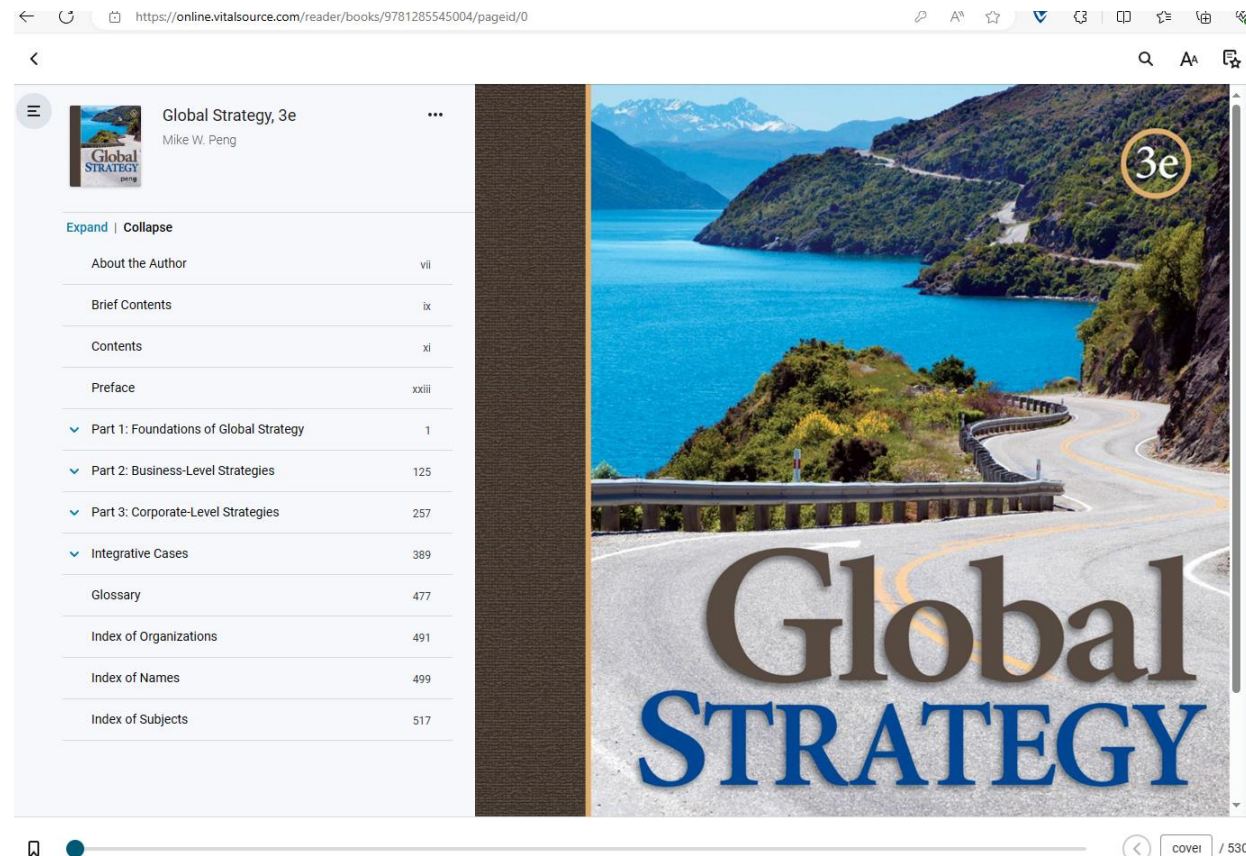


EBOOKS – Vital Source

How to access program e-books using your Canvas account

STEP 4

Enjoy your e-book!





EBOOKS – Vital Source

How to access program e-books using your Canvas account

APA, Cyber Security and Web Mobile Application Students

Please note that students enrolled in these 3 programs are expected to purchase the e-book by themselves. The purchase link is available on the module page in Canvas.



Expectations for Academic Success

Students should fulfill these expectations by:

Attending and participating in class

To be present and punctual, and actively participate in class

Completing the Academic Schedule

To complete the learning and evaluation activities set out in the course

Completing Courses/Exams on time

To respect the deadlines set for the submission of assignments

Maintaining an overall average marks of Minimum 70%

To adjust your learning processes in light of the results of your evaluations



Expectations for Academic Success

Your Role as a Student

You play an important role in your classes by:

- * Being present at the class
- * Fulfilling the course expectations and success criteria
- * Showing respect for each other
- * Taking accountability for own actions
- * Acting with integrity
 - do your own academic work
 - do your own learning
 - avoid plagiarism



Strategies for Student Success

Schedule and plan your time

It is important for you to keep a regular schedule and here are some tips:

Ensure to follow your class schedule – be on time and prepared

Always check your email for updates on deadlines / assignments

Work on your tasks during the allotted time

Schedule meals, sleep, breaks, self-care, 'down time' for yourself

Create a 'to-do' list and prioritize from most urgent to least urgent



Strategies for Student Success

Getting and keeping organized

Develop your own system to keep aware of due dates for assignments, exam dates and note taking. Find a system that works for you!

Communication with instructors

Your instructors are here to help you and if you are feeling overwhelmed or stressed about the course / materials etc., please reach out to them. They are a great resource for you!



Mental Wellness + Student Success Tips

-  Prioritize mental health: Take short breaks during study sessions
-  Practice mindfulness or breathing exercises
-  Reach out to student support when needed
-  Use apps like Headspace, Calm, or Youper
-  Stick to a balanced routine – sleep, meals, classes, fun!
-  Set weekly goals to stay motivated
-  Connect with peers via study groups or online forums
-  Email your instructors if you're feeling overwhelmed – they're here to help!



Expectations for Academic Success

Attendance and Punctuality

Attendance Policy – 80% attendance required to graduate

- 3 consecutive absences – 1st warning letter
- 5 consecutive absences – 2nd warning letter
- 10 consecutive absences – Dismissal letter

Absences are excused when a valid reason is provided to the instructor. Your instructor must be contacted and advised of your absence either prior to or on the day of absence.

Punctuality

Attend on time – if you are late more than 15 minutes, you cannot enter the class and will be marked absent.



Expectations for Academic Success

Attendance and Punctuality

Exam on Schedule - Completion of Exams According to Schedule

In case of absence, you must provide a valid written justification such as a doctor's note.

Illness

If you are claiming an illness for more than one day, you must submit a doctor's note to have the absences excused

Christmas Break

- *Closed for two weeks during Christmas and New Years Holiday*



Expectations for Academic Success

Passing Grades

- ✓ **The passing grade is 70% but for APA & Paralegal it is 60%**

It is an overall average mark to be maintained throughout the duration of the program to graduate.

Should you fail any module, you will be required to re-take it with associated fees.

- ✓ **Each exam grade is added to get an overall Average**

The pass mark is calculated by adding all the evaluations (exams, assignments...)



Expectations for Academic Success

Academic Probation

Should your grades fall below 70% in a module, you may be put on academic probation. During this period, if your grades do not improve, you may face dismissal from the program.

Attendance Probation

As per our attendance policy, should your attendance in any module fall below 80%, you may be put on attendance probation. During this period, if you miss a class, you will be dismissed from the program.



Expectations for Academic Success

Avoid plagiarism! 

Plagiarism is one of the most common forms of academic misconduct.

Plagiarism is the act of presenting the ideas or works of another as one's own.

If you use any information, words or ideas that someone else wrote, you must give credit to the original author.

Plagiarism will lead to dismissal.



Practicum & Career Services

Practicum - Educational experiences outside of the classroom
For example, a student enrolled in HCOA has to undertake 2 weeks of practicum in order to graduate.

Types of practicum:

- Human Resource Practicum
- Global Supply Chain Management Practicum
- Healthcare Office Administration Practicum
- Veterinary Technician Assistant Practicum
- Paralegal Practicum
- Dental Office Administration Practicum
- Accounting and Payroll Administrator Practicum
- Web and Mobile Development Practicum
- Cyber Security Risk Management Practicum



Practicum & Career Services

Career Services will contact you three months prior to the start of your practicums.

Career Services are available for assistance with workshops / preparing for interviews.

Please contact mehak.sakhuja@granvillecollege.ca if you would like a certain organization for your practicum, and a member of the team will review it.



STUDENT HANDBOOK

Our student handbook includes details about policies such as:

- ✓ Grade Appeal
- ✓ Code of Conduct
- ✓ Dispute Resolution
- ✓ Respect and Fair Treatment
- ✓ Sexual Misconduct
- ✓ Tuition Refund
- ✓ Attendance policy
- ✓ Academic Integrity
- ✓ Human Rights and Harassment Reporting and Complaint
- ✓ Accident/Incident Ingestion SOP

We encourage all students to connect with the school should they have any issues or concerns, and can be reached at student.services@granvillecollege.ca



Q & A

Q: What if I don't receive the invitation to set up my CANVAS login?

A: Check your spam email as the message may have been sent there. If you do not receive it, please contact student.services@granvillecollege.ca

Q: What email address do I use to set up CANVAS and VITALSOURCE?

A: Use the email address that you registered with – do not change to a new email address.



Q & A

Q: What if I need to change my class time?

A: Contact student.services@granvillecollege.ca with your request and we will see what options are available.

Q: What if I do not have a laptop?

A: To attend your classes that are online, you need to do so from a laptop. This is especially important for you to submit assignments and take tests.



Q & A

Q: What if I miss a class?

A: You need to inform your instructor prior to or on the day of your class.

Q: What if I miss getting my ebook in the first week?

A: Ebooks are only available within your first week of classes so ensure you set up your account with VitalSource through your CANVAS portal and get your ebook. Should you encounter issues, please visit:

<https://support.vitalsource.com/hc/en-us/requests/new>



Q & A

Q: What if I fail a module?

A: You need to maintain a 70% average in any module to pass. If you fail a module, you will need to re-take it at the end of your program.

Q: What if I am dismissed from the program for attendance or academic reasons?

A: Contact student.services@granvillecollege.ca to see what options are available.



Q & A

Q: What if I have questions about my program that are not listed here – who do I contact?

A: Contact student.services@granvillecollege.ca with your question(s) and our team will assist you.



**Thank you for attending
orientation!**

Your journey starts now 🎉

We wish you success 🤝



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