

The Guide for New Students

Welcome to Vanier!

Congratulations on your acceptance to Vanier College. The summer is almost over and we will be into a new year very shortly. For you, it will be the beginning of an exciting new phase of your life as you start college.

We at Vanier are here to welcome you and support you through your first semester of studies. We have listened to students over the last months and have adjusted online teaching methods to provide you with the best learning experience possible.

All the details you need regarding your courses are available at registration and in the course outlines that you will receive at the beginning of the semester.

There is some key information that you, as a new student, need to know. One of the most important is the [Institutional Policy on the Evaluation of Student Achievement \(IPESA\)](#). VTV (Vanier Television) has made several videos explaining key points of the IPESA. Be sure to watch them on [YouTube](#).

Why IPESA is important to you? First, it is there to ensure that all teachers are carrying out fair and valid evaluations. Second, it advises you of your rights and responsibilities with regard to the evaluation of your academic achievement. Third, it lets you know what about your recourse and the process is if you have an academic complaint. So, understanding the IPESA will help you succeed in your studies and make the most of your time at Vanier.

The whole Vanier team is here to ensure your success. Here is some information that will help you make a good start at the College. You will find almost everything you need on the [Student Hub](#), but here's some of the most important stuff, so let's take a look.

Start of Classes

Classes start on August 23, 2021. Check the academic calendar [here](#).

Course outlines are available on Omnivox. Remember to verify your Omnivox on a regular basis to view any important messages.

Getting to the Campus

You can find out how to get to the campus by car, public transport and train [here](#).

You can access the College by bicycle; multiple bike racks can be found around buildings. The College also has an outdoor bike repair station located on the path between the A-building and the Sports Complex.

Finding your Classes

You can find the location of your classes [here](#).

Take a 360-degree tour of the campus [here](#).

Student ID Cards.

This is for new students only who do not have an ID card. You must get your student ID card prior to starting your classes, as you will need your ID card to access the Vanier campus.

The dates for getting your ID card are Monday, August 16, 2021 to Friday, September 3, 2021 from 9:00 am to 3:30 pm. Use the Eventbrite link below for registration.

The process is as follows:

1. Register now at <https://tinyurl.com/VanierIDCards> to schedule an appointment to create your Vanier ID Card for the coming semester. NOTE: you need to bring along a copy of the reservation for this appointment to present to Security.
2. Make sure to bring along your student number or your student schedule or your online registration appointment in your Omnivox app and a piece of recognized identification with photo (e.g., health insurance card or driver license).

You must have your ID card with you at all times.

Access to the College

Physical Distancing and Masks

Procedural masks must be worn at all times while indoor at the College, including when seated in class. The College will provide the masks: you will find mask dispensers at the sports complex, the main entrance (F200), the entrance to Jake's Mall, the N building and A200.

You are not required to change your mask every time you enter a new building (for example, if you enter the F building and then go to the N building, you can keep the same mask).

While no physical distancing will be required in classrooms, a one (1)-meter distance must be maintained in all common areas. In certain cases, such as in the fitness room, the cafeteria or in singing courses, a two (2)-meter distance has to be maintained.

Cafeterias will be open for you to eat. Please note that they are respecting the same directives as restaurants and will be designed for you to keep distanced when seated. You are encouraged to eat outside where tents, picnic tables and benches are available.

If you are symptomatic, remain home and report to security at security@vaniercollege.qc.ca. Please use the COVID online assessment tool if you are unsure and follow the directives given based on your situation: <https://covid19.quebec.ca/surveys/cdd2/introduction>.

Please note that you must also respect the following measures:

- Hand washing
- Respecting physical distancing
- Isolation at home if you are sick

However, when outdoors, wearing a face covering is not required when physical distancing is respected.

For more detailed information, see COVID-19 Preventive Measures in the [Student Hub](#).

Health Issues

Students who have a medical condition that prevents them from wearing a surgical mask / face covering on Vanier College's grounds must make an appointment to meet with the Director of Student Services, through students@vaniercollege.qc.ca. You can find the list of exemptions [here](#).

Students must have a validated medical condition and will need to complete and sign a Medical Declaration Document certifying that the information provided in the declaration is true. Please note that a false declaration could result in disciplinary measures from the College, including immediate expulsion from the institution, and could expose you to legal action.

With the completed and duly signed Medical Declaration Form, when on the premises of Vanier College, you agree to have in your possession a copy of the signed document, and you acknowledge and agree to produce that document if asked by a member of the Vanier College staff.

Course Modalities

Vanier College is 100% full presence on campus for fall 2021. It means that all your courses require in-person attendance as all courses will be delivered in the Traditional (TR) modality, this whether they indicate TR for Traditional or BL for Blended on your schedule. You will meet with your teachers on campus on the specific days and times indicated on your schedule.

Check your registration documents, the course descriptions, and your course outlines – they will tell you what you need to know about your classes.

This modality applies to regular classes and labs. For Continuing Education, we invite you to contact the pedagogical counselor in charge of the program. Some particularities may apply.

Athletics and Extracurricular Activities

The government announced that extracurricular activities for students and sports **will only be available to students who have received both doses of the COVID-19 vaccine**. Any changes will be communicated as the government releases new information.

Computer Needs

To make sure that you have the IT tools you need to get started in August without delay, see Computer Needs in the [Student Hub](#).

Information Security

The standards to protect information and computer assets are evolving quickly. The college must deploy MFA (Multi-Factor Authentication) in order to protect our data and systems fully.

We invite you to pay close attention to your MIOs for the instructions on how to activate MFA on your College account. **Please note that this is mandatory and you will not be able to access your student account if this is not done.**

The current date of activation for is August 25th; until then your account will work with the credentials as provided to you.

Further information and procedure to come in your MIOs. You can contact the [helpdesk](#) for support.

2021-2022 Agendas

Agendas are available through your local VCSA office.

OPUS Cards

The Opus card registration is integrated into Omnivox and will be available for purchase online. You will receive an Omnivox message alerting you to this online purchase service. It is important that you take your picture for an ID card to be able to access this service.

Support for Students

We are here to support you, whether you are in financial difficulty, need physical health and mental health advice or need academic support:

- If you need counselling services, email intake@vaniercollege.qc.ca to arrange for an intake appointment. For more information on counselling services offered, click here: <http://vaniercollege.qc.ca/student-services/counselling-centre>.
- If you need help with a learning, physical, medical, or mental health disability, email access@vanier.college or visit <https://www.vaniercollege.qc.ca/access/>.
- If you need a quiet place to study, book a space in the library or another study space using our online reservation system: <https://www.eventbrite.ca/e/booking-a-study-space-on-campus-tickets-117773189781>.

- If you need help with writing, study skills or time management, or if you are looking for tutoring or mentoring, visit <https://www.vaniercollege.qc.ca/learning-commons/tasc/>.
- If you need financial aid, visit <https://www.vaniercollege.qc.ca/student-services/financial-aid-office/> or email atkinsoj@vaniercollege.qc.ca.
- If you need to reach an academic advisor, email advising@vaniercollege.qc.ca or drop in at [Academic Advising](#) (A201) to make an appointment or call 744-7500, ext. 7556.

Learning Commons

Visit <https://www.vaniercollege.qc.ca/learning-commons/limited-services> for services including access to library databases and eBooks, online peer tutoring and mentoring, help with reading and writing, and short videos to help you get familiar with some of the apps you might be using in your courses.

Student Services Department

We're invested in your success and care that you're getting the most out of your College experience — academically, socially and personally.

Not sure what kind of help you need, or what's available? Stop by Student Services (C-203) and our friendly staff will walk you through the many services available to find what's right for you.

Visit [Student Services](#) for resources and services including psychosocial support and the [student advocate](#).

A [grid outlining services for students](#) and contact information can be found on the Vanier website.

Activities for athletic teams will adhere to current directives and restrictions. The government announced that extracurricular activities for students and sports **will only be available to students who have received both doses of the COVID-19 vaccine**. Any changes will be communicated as the government releases new information.

You can visit [Vanier Student Services](#) for information, and be sure to connect with us at @vanierstudentlife, @vaniercheetahs, [Vanier Athletics Alumni Facebook](#), or one of many diverse Community Groups (via Omnivox).

Study Week

A Study Week is planned in the academic calendar from October 12 to 15. You will see that no classes are scheduled that week. That way, you can relax a bit and take some type of break.

Emergency Protocol

An emergency protocol has been put in place in the event that someone from the Vanier Community is infected with COVID-19.

If you are experiencing flu-like symptoms while at the College, we ask you to leave the premises and go home. Please send an email to the Vanier Security at security@vaniercollege.qc.ca and call the Health Authorities at 514-644-4545. We also ask

that you email security if you start experiencing flu-like symptoms when at home or away from the College.

Please note that you can use the [Self-assessment Tool](#) provided by Santé Québec in order to determine whether you need to be tested. If you have any questions regarding your situation, please email security@vaniercollege.qc.ca and wait for a response prior to coming on campus.

You will be allowed back on campus once your symptoms are gone.

If you test positive for COVID-19, you must let security know by sending an email at security@vaniercollege.qc.ca and the College will activate the emergency protocol with the tracing procedure. The areas identified where the infected person was will be closed and disinfected. The people identified as being close contacts (medium and high risk) will be contacted individually by the College and requested to self-isolate and call the health authorities. You have the duty and responsibility to share information about the details of the few days prior to your first symptoms or test with the school representative and public health authorities. Failing to answer honestly or withholding information may result in disciplinary measures from the College. Update messages will be sent to the community throughout the process.

Please note that if you are not contacted individually, you will not be requested to quarantine. The contact information of the people identified as low and moderate risk will be shared with the health authorities. If you are identified as a moderate risk contact, will need to follow the health authorities' instructions and quarantine for 14 days.

The College reserves the rights to ask someone to remain away from the College under certain circumstances, even if the person is cleared to resume activities by the health authorities. For instructions on home isolation, click [here](#).

For a list of testing centres, click [here](#).