



Autumn 2017 (A17)

Important Information for Day Students



Registrar's Office

Important Deadlines Autumn 2017 (A17)

Course Delete/College Withdrawal:

Tuesday, September 19, 2016 by 16:30 (some courses may have a different deadline)

- ❖ You must come **IN PERSON** to the Registrar's Office.
- ❖ No extensions.
- ❖ Your teachers cannot delete your courses for you.
- ❖ If you stop attending without officially deleting your course(s), you will receive failures.
- ❖ Confirming that you are not attending a course(s) during Confirmation of Attendance is not the same as officially withdrawing from the course.
- ❖ It is your responsibility to stay in a full-time load

Confirmation of Attendance:

September 20 to 26 online

Sign into Omnivox Portal and click on *Confirmation of Attendance*

Note: A student who is full-time and, though Confirmation of Attendance, only confirms part of his or her course load may be considered part-time and will be charged part-time fees.

The Mark Update Request deadline for Winter 2017 courses is:

Tuesday, September 19, 2016 by 16:30

- ❖ You must come in person to the Registrar's Office.

Medical Incompletes:

Deadline: Last Day of Classes

A Medical Incomplete may be requested only for serious medical reasons (or for extenuating circumstances beyond the student's control) that prevented the student from attending school for more than **three weeks**. Supporting documentation from a medical professional is required. Requests and supporting documentation must be submitted by the end of the semester. You must come in person to the Registrar's Office.

RELIGIOUS HOLY DAYS



RELIGIOUS HOLY DAYS

The Office of the Academic Dean would like to inform students of the College's policy and procedures regarding religious holy days. The only holidays formally recognized by Vanier's Academic Calendar are those set by law or by the collective agreements. These holidays are: Labour Day, Thanksgiving, the Christmas break, Good Friday, Easter Monday and Victoria Day. On other religious holy days, College proceedings and classes take place as usual. Students who are absent for religious reasons should not suffer a penalty related only to their absence. However, they are responsible for the material covered in the classes and labs that they miss, as they would be responsible for other absences. **Please refer to section 2.2.6 Student Absences for Religious Holy Days of the IPESA** <http://www.vaniercollege.qc.ca/bylaws-policies-procedures/files/2016/08/IPESA-Approved-by-Board-June-2016-2.pdf>

Students who wish to observe religious holy days during regularly scheduled class time must submit a completed *Religious Holy Days Absence Form*: <http://www.vaniercollege.qc.ca/registrars/request-forms/religious-holy-days> to their teachers within the first week of classes and must discuss how they will make up for the absence.

Office of the Academic Dean

Institutional Policy on the Evaluation of the Student Achievement (IPESA)

IPESA describes and explains the general principles and procedures followed at Vanier College in the evaluation of student achievement. The IPESA also sets out the rights and responsibilities of students, teachers, departments, programs, and administrators with regards to the evaluation process. This information will allow each student to become an effective participant in his/her educational experience at Vanier and ensures that Vanier College is accountable for its standards of learning and its awarding of course grades, transcripts, diplomas and attestations.

The full policy can be found on the College website at:

<http://www.vaniercollege.qc.ca/bylaws-policies-procedures/institutional-policy-on-the-evaluation-of-student-achievement-ipesa/>

or by searching under “Academic Dean/Academic Policies”.

Canada's Anti-Spam Law

Canada's new anti-spam law (CASL) will take effect on July 1st 2014. As part of this new legislation it will be illegal for organizations, including colleges, to send commercial electronic messages (a message that has as its purpose, or one of its purposes, to encourage participation in a commercial activity), unless the recipient has consented to receive it, either explicitly or implicitly and unless the message complies with certain regulatory requirements. There are also certain exceptions to the CASL including commercial e-mails that are only sent in response to a request for information and commercial e-mails that respond to a request by the recipient to provide a quote or estimate for the supply of a product, goods or a service.

To be certain you protect yourself and adhere to all rules and regulations of the new Canada anti-spam law, please consult the PowerPoint Presentation prepared by the Fédération des Cégeps. The document is available at the following link:

<http://itss.vaniercollege.qc.ca/staff/email> .

Please read the document and if you have any questions please feel free to contact Larry Callahan, Director of Vanier's IT Department at extension 7156 or Darren Becker, Director of Communications and Corporate Affairs at extension 7543.

Darren Becker

Director, Communications, Corporate Affairs

Directeur, communications, affaires corporatives

514.744.7500, Ext. 7543

VANIER
CÉGEP/COLLEGE

VANIER COLLEGE ADMINISTRATIVE POLICIES AND PROCEDURES	DEPARTMENT:	Information Technology
	KEYWORDS:	
SUBJECT: Information Technology Policy	SUBJECT #:	26
DATE OF APPROVAL: February 3rd 2010	U.B.R.#:	7210
DATE OF LAST REVISION: December 2nd 2009	DATE TO BE REVIEWED:	Page 1 of 2

Subject: Acceptable use Policy of Vanier College Information Technology, Computing Resources and Computer Facilities.

Scope: This policy covers all members of the Vanier College community: faculty, staff, students and administrators, (regardless of contractual status), who use any aspect of Vanier College Information Technology, Computing Resources and Computer Facilities in the broadest sense; hardware, software, networks, databases, Internet and associated equipment and licenses.

Purpose: To facilitate and promote the acceptable use of Vanier College Information Technology, Computing Resources and Computer facilities.

Policy:

1. Vanier College Information Technology, Computing Resources and Computer Facilities are intended to support the educational, research, and administrative goals of the College.
2. All members of the Vanier community are expected to use Vanier College Information Technology, Computing Resources and Computer Facilities solely for the administrative, educational and research goals of the College.
3. Use of Vanier College Information Technology, Computing Resources and Computer Facilities should reflect well on Vanier College, the department or course involved the project underway and the individual Vanier College Community User.
4. A Statement of Acceptable use of Vanier College Information Technology, Computing Resources and Computer Facilities is reviewed and updated if necessary, on an annual basis. This statement lists both responsibilities of individual users and unacceptable uses of Vanier College Information Technology, Computing Resources and Computer Facilities which will not be tolerated. (The statement for the current academic year is attached.)
5. The Statement of Acceptable Use clearly states that Vanier College will not condone the unacceptable or improper use of computer resources or facilities.
6. The Statement of Acceptable Use clearly states that failure to use the Information Technology or Computing Resources and Computer Facilities in an acceptable manner may lead to the termination of access to computing services, shutdown of computer account(s), expulsion from Vanier computer facilities, and other possible losses of privileges as well as the possibility of further disciplinary action by the College under relevant policies such as the Zero Tolerance Policy, the Cyberbullying Policy, or the Human Rights Policy, and/or referral to legal and law enforcement agencies.
7. The Statement of Acceptable Use is distributed to Vanier faculty and to students via electronic messaging services (Omnivox MIO or other) at the beginning of each of the fall and winter semesters.
8. Staff and administrators will receive the Statement of Acceptable Use at least once a year by means of an appropriate distribution mechanism such as email or printed letter.

Statement of Acceptable Use of Vanier College Information Technology, Computing Resources and Computer Facilities (Rev. Dec 2nd, 2009)

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Vanier College Information Technology, Computing Resources and Computer Facilities are intended to support the administrative, educational and research goals of the College. Thus, you, as a Vanier College community user of these resources and facilities are responsible for:

1. Maintaining an environment in which access to all College computing resources is shared fairly among users.
2. Maintaining an environment conducive to teaching and learning
3. Remembering and protecting the secrecy of your account password(s)
4. Reporting to the I.T. Support Services HelpLine (744-7500 ext. 7529 or helpdesk@vaniercollege.qc.ca) any apparent system malfunction
5. Reporting to the Manager of I.T. Support Services, Chris Amos (ext. 7861 – chris@vaniercollege.qc.ca) or the Coordinator of I.T. Services, Larry Callahan (ext. 7156 - callahal@vaniercollege.qc.ca) any improper use of the resources and facilities such as:
 - o Breach of Security (unauthorized access to computing resource, release of password or other confidential information, and so on)
 - o Harmful Access (creating a computer malfunction or interruption of operation, alteration damage, or destruction of data)
 - o Invasion of Privacy (reading of files without authorization)
 - o Incidents of Harassment

If appropriate, reports of these incidents should also be made to the manager who would be responsible for handling a complaint about such incidents under the Zero Tolerance Policy, the Cyberbullying Policy, or the Human Rights Policy.
6. *The user should seek training from the college if he or she is unclear about how to go about meeting these responsibilities.*

Vanier College will not condone or tolerate the unacceptable or improper use of computer resources or facilities.

Examples of unacceptable uses of Vanier computer resources and/or facilities, which are not intended to be exhaustive, are:

1. Attempting to circumvent security systems on any facility, or the use of a computer account without authorization.
2. Developing or using programs that harass other users, that damage software or hardware components, or the placing of any destructive or nuisance programs, such as a virus, in the system
3. Using computer facilities such as the Internet, electronic mail, WWW, and bulletin boards to display, download or send fraudulent, harassing, hate or obscene material
4. Permitting the use of a personal account and password by unauthorized persons
5. Transmitting commercial or personal advertisements, solicitations or promotions using the system
6. Reading, obtaining copies of, or modifying data files, programs or passwords belonging to other computer users without the permission of those users
7. Breaching the terms and conditions of a software licensing agreement
8. Causing, directly or indirectly, excessive strain on the computer facilities or unwarranted or unsolicited interference with other users. Examples: chain email letters, spamming, unsolicited bulk e-mail, and so on.
9. Contravening specific rules and regulations of use of departmental computer labs or facilities. Examples: game playing, consumption of food, instant messaging.
10. *Any activity that is in violation of the Vanier College Zero Tolerance Policy.*

If unsure of the propriety of an action, ask yourself the following questions: Will my actions reflect well on Vanier College, my department, my project and myself? If still in doubt, seek advice from Vanier College I.T. Management.

Failure to use the Vanier College Information Technology or Computing resources, services or equipment in an acceptable manner as outlined above may lead to the cancellation of your computer account(s), expulsion from Vanier computer facilities, and other possible losses of privileges, as well as the possibility of further disciplinary action by the College under relevant policies such as the Zero Tolerance Policy, the Cyberbullying Policy, or the Human Rights Policy, and/or referral to legal and law enforcement agencies.