

Alison COLLEGE



International Student Handbook

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Welcome to Alison College!

From our admission process right through to our employment support after graduation, we strive to provide our students with a meaningful experience. It is this dedication that gives our graduates the competitive edge.

Once you begin your studies, you will become aware of how our learning process will stimulate, involve, and challenge you to succeed. You will build an impressive skill set in your area of study and gain the interpersonal expertise that will help make you successful.

Our friendly and dedicated staff is available helping you every step of the way. This team consists of your Faculty, International Admission Officer, Student Services, Employment Support Services Personnel, Administrative Staff and Director.

Our programs are designed to reflect the requirements of the employers in your chosen career field. Throughout your studies, you will work in ways that will reflect what you will find in the workplace. When you complete your program, you will be ready to begin your career.

At Alison College, you have access

- Accredited Education by Ministry of Advanced Education, Alberta
- High Quality Curriculum
- High Standard Campus Facilities
- Best Learning Resources
- Small Classes-Individual Focus
- Excellent Educational Environment
- Knowledge and Skilled Focused Education
- Qualified Faculty
- Multiculturalism
- Strong Dedicated Support Team

Please write to our International Admission Officer for more information at International@alisoncollege.ca

Why Canada?



Canada consistently ranks as one of the best countries in the world and is currently the No.1 best country for quality of life.

Canadian multicultural and warm welcoming community will give you life learning experience and its quality education will shape your life. It may lead to a career and a future in Canada, or better career prospects at back to your home country. At the very least, it will give you access to four beautiful seasons, wide-open spaces, abundant wildlife, multicultural diversity, clean environment and incredible quality of life. Following major factors make Canada destination of choice for international students:

- **Quality Education**
- **Affordable Education**
- **Internationally Recognized**
- **Multicultural Society**
- **Possibility of Immigration**
- **Career Prospects**
- **Student Friendly and Safe Country**
- **Working during study**

Programs of study

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- **Diploma in Business Administration and Leadership (2yrs)**
- **Diploma in Information Technology and Cyber Security (2yrs)**
- **Diploma in Healthcare Management and Leadership (2yrs)**
- **Diploma in Office Administration with IT (15 Months)**

Our all programs are licensed by the ministry of Advanced Education and regulated under the Private Vocational Training Act.

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www.alisoncollege.ca
International@alisoncollege.ca

Business Administration and Leadership

Program: Diploma Duration: 2 Academic Years Hours: 1700 Weeks: 85

Program Summary

This Diploma program is designed to produce graduates that possess a familiarity of business operations and equip them with critical decision making skills for strategic and executive work necessary for competing in the ever-changing world of business. The program empowers students with a basic and clear understanding of the functions of every division in a company, be it in marketing, accounting, operations, human resources, and office management. Training in this program emphasizes leadership skills, and thus prepares them for managerial and supervisory positions.



Career Opportunities

Entrepreneurship Focused

For students who are interested in starting a business of their own. It provides a thorough understanding of what is required to start and maintain a sustainable enterprise. Students will acquire the tools necessary to identify opportunity, assess entrepreneurial potential, produce a business plan, organize, promote, and finance a business, and prepare a marketing and sales structure.

Employment Focused

- Accounting Clerk
- Bookkeeper
- Payroll Clerk
- Event organizer
- Trade Show and Exhibition Coordinator
- Marketing Executive
- Sales Promotion Account Executive
- Import/Export Officer
- Logistics Account Executive
- International Marketing Consultant
- Business Development Executive
- Advertising Coordinator
- Product Manager
- Marketing Consultant
- Sales Representative
- Logistic Coordinator

Information Technology and Cyber Security

Program: Diploma Duration: 2 Academic Years Hours: 1700 Weeks: 85



wish to start their career as an “Information Technology and Cyber Security Specialist” in a fastest growing industry. The field of information technology continues to expand; the skills of an IT professional will always be an employable asset.

Security violations, data breaches, and privacy failures are an ever-growing threat to businesses and individuals. Through classroom theory and hands-on projects in this diploma program, students will learn how to identify, analyze, and mitigate threats to internal IT systems and/or networks. Students will explore the systems, tools, and concepts used to minimize the risk to an organization's cyberspace, and the standards and procedures to protect the confidentiality, integrity, and availability of information and information systems. As one of the world's fastest growing technology fields, the demand for IT and Cyber Security professionals has never been greater.

Program Overview

Diploma program in “Information Technology and Cyber Security” a blend of IT and Cyber Security, is designed to produce graduates who

Career Option

The IT and IT security industry is experiencing a large deficit in well trained, entry-level security professionals who can be instantly productive in a large variety of jobs. Our graduates emerge with hands-on knowledge and up to date technology insights from instructors who are active in the field and may have potential career path and employment opportunities in a wide variety of areas at entry level positions including:

- IT Service Desk Analyst
- IT Technical Analyst
- IT Technician
- Technical Support Representative
- Information Technology Coordinator
- IT Support Specialist
- System Support Specialist
- Network Technician
- Network Security Coordinator
- Network Security Assistant
- Network Security Consultant
- Cyber Security Specialist

Healthcare Management and Leadership

Program: Diploma Duration: 2 Academic Years Hours: 1700 Weeks: 85



combines business fundamentals with healthcare leadership skills and knowledge, preparing students for the healthcare positions, covering comprehensive specialized leadership areas of focus, in an integrated and interactive learning environment.

Students will learn key trends and issues in healthcare that demand leadership excellence. Acquire skills and competencies to become proficient in all matters facing today's healthcare management and advanced leadership; critical thinking, project planning and problem solving, successful communication, quality and safety strategies, leading change and innovation, conflict resolution, risk management and courageous leadership in healthcare.

Program Overview

This Healthcare Management and Leadership Diploma program - the first and only comprehensive diploma of its kind in Alberta –

Career Options

The “Diploma in Healthcare Management and Leadership” is designed to prepare students for the career in healthcare. There are a number of middle level management career opportunities in the Healthcare Management sector e.g. community health, primary care, multi service centers, community health boards and health institutions and agencies.

Possible positions could include (but are not limited to):

- Medical Office Manager
- Assistant Director
- Assistant Clinic Manager
- Health Care Executive
- Health Care Manager
- Program Manager
- Program Coordinator
- Case Manager
- Team Leader
- Team Supervisor
- Project Leader

Office Administration with Information Technology

Program: Diploma Duration: 15 Months Hours: 1100 Weeks: 55



Program Overview

Office Administration with Information Technology is an intense hands-on program designed to provide students with the computer and business skills required by administrative positions today. Students will learn up-to-date computer applications, keyboarding, customer service approaches, communication strategies, office documentation in a legal setup and fundamental business practices, including information management and financial management as well as a range of interpersonal and leadership skills that will make students an effective and skilled member in any office environment. This program is ideal for individuals who do not have previous education or background in computing as well as those who need to retrain or upgrade their present computer skills.

Career Option

Upon completion of the program, students will be able to work in office environment as:

- Office Administrator
- Office Assistant
- Executive Assistant
- Administrative Assistant
- Administrative Officer
- Administrative Service Coordinator
- Liaison Officer
- Office Manager
- Administrator
- Receptionist

Fees and Costs

Program of Study	Duration	Total Program Fee (CAD)
Diploma in Business Administration and Leadership	2 Years	\$29,000
Diploma in Healthcare Management and Leadership	2 Years	\$29,600
Diploma in Information Technology and Cyber Security	2 Years	\$33,600
Diploma in Office Administration with IT	15 Months	16,950

- All fee and costs are in Canadian Dollars.
- Cost of the program may change without notice due to extra cost of books and other supplies.

Policies

Admission Requirements and Process

Admission in programs at Alison College requires following the formal application procedure by submitting “International Application” by the student. The application and admission process includes an interview with an “International Admission Officer” to assess and validate the student eligibility and admission requirements for admission in the required program.

We strongly believe in ***Truth, Fairness and Accuracy***. At all times Alison College is responsible to provide students with accurate and up-to-date information about the programs and fee so student can make an informed decision. Admission in the program is subject to suitability and to meet the prescribed admission requirements.

Student must meet the following requirements:

- Grade 12 High School certificate (or equal) along-with transcripts
- Student age must be 18 or over at the time of application
- All non English documents **MUST BE TRANSLATED IN ENGLISH.**
- Additional requirements Police check (if required)

Following non-refundable, non-transferable fee will be applied:

- Application Fee \$150.

English Language Requirements

All our international students, regardless of their country of origin, must demonstrate proficiency in the English language to ensure success in their academic pursuits. To fulfill the minimum English language requirements, applicants must provide evidence of scoring a minimum of:

- **IELTS 5 or equivalent (TOEFL or other recognized test) within the last 2 years**
- **IELTS must be Academic**

Credential Assessment

For international students, all academic credentials must be translated into English if they are in a language other than English language. The minimum qualification for international students to get admission is equivalent to Canadian High School (grade 12). In some cases where evaluation or assessment of the qualification would be required to determine an equivalency, the student may refer to:

- **International Credential Assessment Service of Canada (ICAS)** (www.icascanada.ca)
- **World Education Services** (<https://www.wes.org/ca/>)
- **International Qualification Assessment Services** (<https://www.alberta.ca/iqas-overview.aspx>)
- **Canadian Information Centre for International Credentials** (<https://www.cicic.ca/>)

Refund Policy

Refund to international students of their paid tuition fee (which received by the college as per the guidelines of regulatory bodies) will be refunded ONLY as per the following:

1. Registration Fee:

- A registration fee of \$500 will be required upon the signing of the student contract.
- This registration fee will be credited toward the student's unpaid tuition fee

2. Cooling-off Period:

- If a student terminates their contract within the first 4 business days after signing, all tuition fees paid by or on behalf of the student will be fully refunded.
- A full refund will also be made to the student, if there is a "Study Permit" refusal by IRCC. Original "Refusal Letter" issued by IRCC, and original "Acceptance Letter" issued by the college, Both MUST BE PROVIDED to the College along with a written request on the prescribed "Fee Refund Form", including student/parents' necessary bank account details, to make the refund
- Refund will be made of the amount of the received tuition fee ONLY. Application Fee or any scholarship offered by "Alison College" will NOT be refunded/transferred to the student

- If the tuition fee was originally paid by any government/organization, it will be refunded to them directly.
- Tuition fee will be refunded to the student or parents NOT to the channels of receiving an application for admission i.e., international education agents.

3. Refunds Before Training Begins:

- If a student arrives in Canada and withdraws prior to the start date of the program, the college retains any paid registration fee.
- Should Alison College terminate the student contract before training commences, or if training doesn't start on the agreed-upon date, any registration fees paid will be refunded.

4. Refunds After Training Commences:

- a) If a student contract is terminated post the commencement of vocational training, the following tuition retention rules apply as per the section 17 of Private Vocational Training Regulation:
- **Up to 10% of the training provided:** Alison College retains 25% of the tuition fees.
 - **More than 10% but up to 50% of the training provided:** Alison College retains 60% of the tuition fees.
 - **Over 50% of the training provided:** Alison College retains 100% of the tuition fees.
- b) If the college has received an excess in tuition fees beyond the aforementioned rates, the surplus amount will be refunded to the student.

Privacy Policy

The Alison College is committed to the protection of privacy and confidentiality of staff and students. The purpose of data collection is directly related to the needs of Alison College to administer the institution/student relationship.

The personal information that students provide when applying for Alison College programs is protected under “**Personal Information Protection Act (PIPA)**”. The College respects the right to privacy of its

students and is committed to safeguarding the personal information of each student and staff. This includes the training of employees and the establishment of control systems for responsible use of personal information that is accessible to College employees while performing work-related duties. Access to personal information is limited to the following:

- An individual accessing his or her own personal information
- Any organization or person authorized by the individual to receive the information
- An employee of the College with authorized access based on a legitimate academic or business need
- Authorized Legal Agent/Government Agency/Representative under the circumstance where the College complies with the release of personal information
- Individuals or entity as permitted by law where deemed to be necessary for reasonable conduct of College business

All documents submitted to the college in support of admission of the students become property of the Alison College will be kept safe in student files and will not be returned.

Academic Policies

Attendance

Punctuality is an important as good attendance. College expects regular and punctual class attendance. Notify the college immediately for any absence in accordance with your enrollment contractual agreement.

Interruption of Studies

If student interrupts his/her classes for five consecutive days, student must contact to the Director or Designee. Non attendance does not constitute notice of withdrawal. College will accept only two reasons as valid for interruption of classes:

- **Medical Reasons**, where student must provide a physician's certificate for the illness and stating the dates that the student cannot attend the classes
- **Compassionate Reasons**, where compassionate reason should be presented by the student to the Director/designee, stating the reason and situation which is beyond the control of the student to keep away from attending the classes

Students must submit in writing to the Director/designee requesting re-admission. Re-admission will be considered on a case-to-case basis. Student will be responsible for payment of all dues relating to the college up to and including the date of termination according to the refund policy. Students may not be able to resume their program where they left and scheduling and/or completion dates may also be changed as a result.

Resumption of Studies

Students who have interrupted their studies by an absence of five or more consecutive days or by missing a scheduled examination need must obtain a permission to resume classes. Students should make an appointment for a formal interview with the director or designee as soon as they are sure of their return date.

Suspension and Expulsion Policy

Alison College reserves the rights to enforce a student discipline policy that is not inconsistent with the laws, resolutions and policy directives enforced by the Private Vocational Training Act. Alison College will seek to enforce and uphold a discretionary (at Alison College discretion) graduated discipline policy. These include but are not limited to:

- Failure to pay tuition or other fees/dues to the college. Student may be expelled if fees/dues not paid within 30 days, from the date of written notice delivered by the college
- Dishonesty (including in the application process for admission), academic fraud, non-attendance, abuse of drugs or alcohol, endangerment to students, staff or employees
- Harassment or discrimination is a serious offence. There is ZERO tolerance policy at Alison College. Students are required to be respectful to their class fellows, instructors and other office staff

- Reduction in grade “ZERO” (where appropriate)
- Students who are suspended or expelled will be provided in writing, either by hand or by registered mail with specific reasons for the suspension/expulsion
- Students wishing to appeal of the suspension/expulsion must file in writing within three (3) working days of notification of such disciplinary action by The Alison College. If student is unsuccessful, they may be able to appeal to the Ministry of advanced education, if discipline relates to a approved program
- Fee refund will be governed by the provisions of the Private Vocational Training Act and any other laws/regulations as administered by the regulatory body. However, where Alison College has no legal requirements/obligations to refund the tuition or its any portion to any student who has been suspended or expelled
- Students who damage, misuse, steal or otherwise property in a manner prohibited by common sense may be expelled
- A suspension/expulsion will be recorded on a student academic record and all record may be placed and retained in student file

Cheating and Misbehavior

Cheating is the purposeful, willful and concealed use of unauthorized source for test, exam or other forms of academic work. The college enforces a zero-tolerance cheating and plagiarism policy. Any student will be found in cheating or plagiarism will be penalized, generally speaking expelled from the college.

Acts or behaviours which constitute cheating including but are not limited to the definitions below:

- Using unauthorized material /aid during the exam or test
- Presenting oneself as another student for class, test or exam
- Unauthorized sharing of material during a test or exam
- Falsifying or misrepresenting academic records
- Deliberately preventing or attempting to prevent the fair access of other students to all types of learning resources
- The act of copying for the purpose of providing advantage to yourself or another student will not be tolerated. It could be visual, oral, notes, printed material or electronic means

Violations that threaten the academic integrity of the college may be subject to disciplinary action as described in the Disciplinary Procedure. Sanctions may include but are not limited to:

- Award of ZERO marks for the piece of work or examination
- Award of a FAIL grade for the whole course
- Academic Probation
- Suspension
- Expulsion

Student can be made in writing in accordance with the Dispute Resolution Policy.

Course Drops/Withdrawals

The college policy on withdrawals and refunds adheres to the guidelines provided by the regulatory bodies within the province of Alberta. Students wishing to withdraw from study must meet with the Director or designee to discuss the reasons for withdrawal, and submit a written withdrawal letter in person or by registered mail to the Director stating the reasons of withdrawal and withdrawal date. If a student ceases to attend the College without providing written notice of withdrawal, the college will consider the student absent. In accordance with Student Loans, funding agency and immigration authorities the student ABSENCE will be reported.

Course Repeat Procedure

It is important to note that each course/module within a program of study must be successfully completed in order to achieve graduation. For some students it may be necessary to repeat a course/module during their program. Students may only fail three courses/modules over the duration of their studies unless otherwise stated. Extremely regulated programs may have different requirements. If student fail in one course/module throughout the program, he/she may repeat that course/module at no cost. Subsequent failed courses will be charged the full cost of the courses. Repeating course/module will be permitted to student subject to following all conditions must be met:

- The student has completed an interview with Director/designee
- Students has been punctual for classes

- Student has demonstrated good attendance and conduct in the class
- Student has completed all the requirements for the course and was not able to achieve passing score on the first attempt
- Student has met all other disciplinary and graduation requirements

There may be an element of a program that may utilize online learning component or blended learning for program delivery during the studies of the program. College reserves the rights to make changes to the adopted text or to the text edition or version used at any time. As with any material, errors may occur in textbooks used by the college.

Grading

Alison College uses the letter and or percentage grade to indicate academic performance. Students are given a letter and or percentage grade for each course/module. Grading can be based on performance in the class, projects, assignments, test and exams.

Grade Dispute

In case of disagreement on an academic matter, student should attempt to resolve the issue first with their instructor. If a satisfactory resolution cannot be found with the instructor, the student can seek a resolution with the Director or designee. The Director, after the consultation with the student and instructor, will make a determination.

Graduation

Graduation ceremonies will be held annually. In order to receive an invitation to participate in the Graduation Ceremony, students must:

- Complete all requirements of the academic program
- Ensure that all tuition and other dues have been paid in full

Dispute Resolution Policy

Alison College is committed to ensuring a safe, comfortable, equal and responsive learning environment for our students. The college is committed to prompt and equitable resolution of student concerns to



the satisfaction of both the student and the college. In compliance with the Provincial Private Vocational Training Act, Alison College “Resolution Committee” will address formal or informal complaints or the grievances of the students.

- A designated individual “Student Counsellor” shall be made available by Alison College to deal with student complaints or grievances in proper and timely manners.
- When a concern arises, the student should first attempt to address it with the individual most directly involved. If unsatisfied with the outcome, the student should submit a written complaint to “Student Counsellor”.
- Student wishing to complaint first make contact to “Student Counsellor” in writing. All possible steps to resolve the issue will be taken as soon as possible. “Student Complain Form” can be used by the student to bring the matter in the knowledge of administration.
- If issue does not resolve at the level of “Student Counsellor” it will be referred to the Resolution Committee
- Resolution Committee will attempt to resolve the issue within 30 days.
- When issue will be resolved, the resolution copy will be part of the college record for up to 3 years
- If student is not satisfied with the college decision after the review with “Resolution Committee”, he/she can refer to the complaint to the

Alberta Advanced Education

Private Career College

8th Floor, Commerce Place

10155-102 Street Edmonton, Alberta T5J 4L5

International Office

International Student Services

International Office at Alison College welcomes international students!

Making a decision to study in a foreign country is often filled with a mixture of emotions and tensions. To make the decision to study at “Alison College” stress free and to ease your transition into our college, “International Office” provides support and services and customized advising for all our international students which directly relates to their unique needs for adjusting to studying at the Alison College and to life in Canada. We provide a variety of resources that we hope will be of assistance to you in preparing to become a successful student. There two designated positions will be available to assist and advise you.

International Admission Officer

International Admission Officer will provide you guidance and information of every step from your admission to enrollment including interview, screening and admission application processing including:

- **Admission and Pre-arrival information**

International Student Coordinator

International Student Coordinator will be available to assist, guide and address issues of international students and will provide following services including helping them for Canadian adoptability:

- **Airport pick-up and drop-off arrangements**
- **Meet and Greet**
- **International Student Orientation**
- **Cross Cultural communication and support**
- **Banking, city attractions, maps and traveling information**
- **Personal issues and others required information and assistance**

Academic and Career Services

Alison College provides different career services and platform to students to bridge the gap between the classrooms and real employment world. We make student equip with the skills how to use ideas in order to achieve their career goals in their chosen field of studies. Our services include but not limited to:

- Career Services Orientations
- Cross Cultural Communication skills
- Career fairs
- Effective Resume writing
- Tips and strategies for effective job interviews
- How to make effective job searching
- How to demonstrate skills and knowledge to employers

Academic Support and Counselling

We are here to support you!

Our counsellors offer the support and skill development you need to meet your academic, career and personal goals. Alison's counselling team has extensive experience and skills helping students through academic, personal, career, and intercultural counselling.

At Alison College, we strongly believe that all students have the strengths and potential to succeed both academically and emotionally. Counselling is **confidential** and can be an active step to help you take care of yourself so that you can take care of your education. You can book an appointment with counsellor for an individual discussion or you can participate in our "Counselling Workshops".

Working during Study

International students are allowed to work for 20 hours during their studies and full time in scheduled breaks. For further information about work during your studies as international student, please visit:

<http://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=496&top=15>

Post Graduation Work Permit (PGWP)

Please note that as per current IRCC guidelines, international students attending Alison College are not eligible for Post Graduation Work Permit (PGWP)

You may have more detailed information and guidance about PGWP at

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/after-graduation.html>

Immigration Services Support

Alison College does NOT provide direct immigration services to its international students. Our staff is well aware that they CANNOT provide any immigration related advice to students and ONLY the regulated persons are allowed to provide advice on immigration related matters. There are number of Regulated Immigration Consultants in Calgary, you may contact them directly for immigration advice at

<https://secure.iccrc-crcic.ca/search-new/EN>

Students' regarding their queries related to immigration and visa can contact:

<http://www.cic.gc.ca/english/department/media/backgrounders/2011/2011-06-28a.asp>

<http://monitor.icef.com/2012/06/how-canadas-bill-c-35-affects-education-agents/>

Resources

Life in Canada

Canada is one of the world's safest, most comfortable countries with citizens who enjoy generally contented lives.

Canada consistently ranks among the best place to live in numerous studies. In both 2018 and 2019, Canada was ranked third best country in the world by US News & World Report. This is due in large part to its access to education, high life expectancy (Canada boasts a universal health care system), and low crime and violence rates. It's no wonder that more and more international students are choosing to study in Canada.

For adjustment and adaptability and to know more about “rights and responsibilities” and living in Canada, you please may visit following links:

<http://www.cic.gc.ca/lctvac/english/index>

<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/discover-canada.html>

<https://www.canada.ca/en/immigration-refugees-citizenship/services/new-immigrants/new-life-canada.html>

<http://www.thecanadaguide.com/basics/quality-life-canada/>

<https://www.livingin-canada.com/>

<https://www.calgary.ca/CSPS/CNS/Pages/Immigrants-newcomers-and-refugees/Resources-and-Services-for-Newcomers.aspx>

<https://www.calgary.ca/CSPS/CNS/Pages/Immigrants-newcomers-and-refugees/Helping-newcomers-get-started-in-Calgary.aspx>

<https://www.calgary.ca/CSPS/CNS/Pages/Immigrants-newcomers-and-refugees/Organizations-to-help-newcomers-get-settled.aspx>

Housing

Housing information in Calgary has many advantages when comparing the average cost of living in Canada. If you are looking for a place to stay while you study in Calgary, there are plenty of options including renting and home stay etc. Following information may help you:

- <https://www.alberta.ca/opportunity-alberta.aspx>
- www.calgary.ca/SitePages/cocis/default.aspx
- <https://calgary.rentspot.com/>
- <https://www.rentfaster.ca/>

- <https://4rent.ca/>
- <https://www.zoeken.ca/>
- <http://homestaycalgary.com/>
- <https://calgary.homestaybay.com/en>

Health and Wellness

Healthlink

Healthlink is a great source of information for health advice, information with access simply dialing 811. This service is great for international students; You can find further information at

<https://www.albertahealthservices.ca/info/Page12630.aspx>

Alberta Health Care Insurance Plan (AHCIP)

International students are eligible for AHCIP if they are in a program of study of 12 months or more. Further information can be found at

<https://www.alberta.ca/ahcip-students.aspx>

For private insurance you may have information at

<https://www.internationalstudentinsurance.com/canada-student-insurance/health-insurance-in-canada.php>

Students Code of Conduct

Alison College is committed to establishing and sustaining a positive and dynamic learning environment with qualified faculty within our diverse Alison College. Students must familiarize with code of conduct of the college:

- **Dress Code**
Students are advised to dress as the professional they seek. Regular or casual business attire is recommended. Clothing must be clean and neat. Blue jeans, track pants, shorts and T-shirts are

permitted. Clothing with offensive or discriminatory messages or sexually aggressive style is NOT allowed.

- **Behaviour**

Students are encouraged to promote positive attitude and good and polite behavior towards students, college staff and instructors. College has ZERO tolerance for abusing, bullying, gender and cultural discrimination and sexual harassment. Students must be respectful to other religions and cultures.

- **Computer Usage**

- No food or beverage is not allowed in computer labs
- All pen drives, diskettes must be scanned for viruses and malwares prior to use on college computers
- Strictly NOT permitted to delete any file or program from college computers
- College computers not be used for illegal or unlawful purposes including copy right infringement, obscenity, libel, slander, fraud, defamation, forgery, impersonation, illegal gambling, computer tempering and spread computer viruses.
- Access to unauthorized and restricted areas of computer hard drive including program files, registry files and system files etc.
- Accessing to nudity, pornographic, sexual or violence websites ARE STRICTLY PROHEBITTED AND NOT ALLOWED
- Any type of file or programs to upload are NOT ALLOWED

- **Miscellaneous**

- Students must be honest on resumes
- Student must be punctual and prepared for the classes
- No stealing of books or study material
- No damage to college properties
- No defamation and criticism of College or its staff
- Smoking not allowed in the college except designated or permitted areas
- Use of alcohol or drugs is not allowed