Welcome!

Camosun School of Business

New Student Orientation

Fall 2021

with

Troy Dunning & Tim Kemp
Troy Dunning MBA
Program Leader, Student Recruitment & Retention | Instructor | Marketing

Timothy Kemp MPA
Program Leader, Student Recruitment & Retention | Instructor | Management, HR, & Leadership
Camosun College campuses are located on the traditional territories of the Lkwungen and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Welcome!
This Fall courses are both F2F and online

For online courses you’ll need:

- A computer
- An internet connection
- A video camera, (laptop cameras work best, although smart-phones work too), and
- A microphone
Set up your myCamosun account at: myCamosun.ca

Login:
- Username: Your student number, "C1234567"
- Password: Your birthday, "MMDDYY"

- Follow the prompts to change your password.
- Find help at: camosun.ca/services/its/student-accounts.html
All courses use Desire to Learn (D2L) as home base

To access D2L, go to online.camosun.ca and use your:

• C#, and
• password

You’ll be able to access your D2L courses on the first day of class.
The D2L app is available in your App store

- Search for ‘Brightspace Pulse’
- The icon looks like this →
- Sign in using your D2L credentials

Access your courses from your phone

Stay Organized | Get the D2L App
How to Attend your First Class

Attend **F2F** classes *in person*.

Attend *online* classes by:

- opening its D2L course site, and
- clicking the link to join your online classroom

(note – your Instructor may also send you an email with the link)

*Follow the prompts to set up your camera and microphone*

Be sure to attend the first class if you are on the waitlist...
Your Course Syllabus contains information you **need** about:

- Textbook requirements,
- Schedules,
- Assignments,
- Exams, and
- How to contact your Instructor

![Comic Image](Image)

*This message brought to you by every instructor that ever lived.*

Stay Organized | Read Your Course Syllabus!
Most courses require a textbook

- pick up your textbook at the Bookstore, or

- order and pay for textbooks through the Bookstore website at: camosuncollegebookstore.ca/buy_textbooks.asp

- search by your course codes and section numbers (e.g. BUS 150-001)
You’ll use MS Office 365 in **all** your classes

- Word, Excel, PowerPoint, OneNote, etc...
- 1TB of secure online storage at OneDrive
- 5 full installs of Office 365 for your devices (PC & Mac computers, smartphones, tablets)

[camosun.ca/office365](camosun.ca/office365)
• Use your free OneDrive account to store all your work
• Get the OneDrive App for your phone
• Go to the App Store and search for OneDrive
• The icon looks like this → OneDrive
Follow the directions at

camosun.ca/services/library/id-cards.html
to order your **Student ID** and **U-Pass**.

Questions? Email: photoid@camosun.ca
One of the most important people you’ll work with at Camosun is your Academic Advisor

• Joanne Cumberland will help you find the best way to complete your studies and earn your credentials

• To set up a meeting with Joanne, email Academic Advising at: camosun.ca/services/academic-advising/contact-us.html
- Bookkeeping Fundamentals Certificate can be completed simultaneously with the Office Administration Certificate.
- Bookkeeping Fundamentals Certificate can be used towards other Accounting credentials.
- Students who wish to move from the Hospitality Management Diploma into a Bachelor of Business Administration may be required to complete additional courses.

PROGRAM PATHWAYS
How do I stay on track in my program?

- myCamosun – Select “Student Planning” to view your program requirements and keep track of your progress.
Academic Standing | Calculated at the end of each term

Dean’s Honour Roll | GPA 8.0+ = A, A+ average for the term

Good Standing | GPA 2.0 to 7.99 = C, C+, B-, B, B+, A- average for the term

Academic Progress | GPA 0.0 to 1.99 = F, D average for the term

- Alert: Term GPA < 2.0 1st time
  *Warning* issued to student

- Probation: Term GPA < 2.0 2nd time
  Permission required to enroll in courses

- Removal: Term GPA < 2.0 3rd time
  After Probation, 12 months removal

- Suspension: Term GPA < 2.0 Any term after returning from Removal, 2+ years suspension
Co-operative Education:

• combines academics with work experiences (90% are paid positions)

• has learning outcomes, deliverables and tuition
Employers want knowledgeable, experienced candidates

- Co-op and Career Postings
- Book Career Services Appointments
- Register for events & seminars

EducationThatWorks.ca
Dates you’ll need to know can be found at:

**Important Dates and Fees, Drop, and Refund Deadlines**

- start and end dates of terms
- fee deadlines
- financial aid deadlines
- drop and withdrawal deadlines
- exam dates
- holiday closures, etc.
Email is used to share important information on:

- Registration Notifications (Waitlists)
- Instructor emails
- Information Sessions/Networking events
- College wide closures

*If you’re not getting email from Camosun, check your junk-mail folder*
The School of Business website has information such as:

- Contact info
- Awards & Scholarships
- Program information
- News and Events

[camosun.ca/learn/school/business](camosun.ca/learn/school/business)
Find more help for these topics at the link below:

- Computer and software recommendations
- Tips for buying a computer
- Recommended browsers
- How to get a loaner laptop
- How to log on to online courses
- Where to order textbooks
- How to participate in online courses
- How to access the writing centre and library
- Where to get counselling

[camosun.ca/Services/Orientation/Online-learning](camosun.ca/Services/Orientation/Online-learning)
Librarians can find anything…

[Link to Librarian Services](camosun.ca/services/library/services.html)

- **AskAway** virtual reference - online chat research help
- **Librarian consultation** - arrange a time to meet individually with a librarian via phone or MS Teams
- **Books by Mail service** - borrow up to 5 items at a time and they will be mailed to you
- Writing Centre help can be accessed through [Camosun's online booking system](camosun.ca/services/library/services.html) or [Write Away](camosun.ca/services/library/services.html)
Hate exams? Learn the skills you need...

Learning Skills Guides:

- [Exam preparation](Camosun webpage)
- [RACE Strategy for short-answer questions](pdf)
- [Exam Writing Strategies](Camosun webpage)
- [Multiple Choice Exams]
General questions:
• Email: business@camosun.ca

Course specific questions:
• Email your Instructor camosun.ca/Business

COVID-19 FAQ:
• Check camosun.ca/covid19/faq/
Additional Materials
(good to know...)

Having trouble accessing D2L?

Technical support is available through the Centre for Excellence in Teaching and Learning.

- **Phone:** 250-370-3488
- **Email:** elearning@camosun.ca
The School of Business provides tech support for Business students

Bob and Richard
CBA 217
bustech@camosun.ca
Online and Virtual Supports for Camosun students

- Academic Advising
- Co-operative Education & Career Services
- Information Technology Services
- Registration
- Admissions
- Counselling
- Library Services
- Student Records
- Centre for Accessible Learning
- Financial Aid
- Office of Student Support
- Student Society

Visit [camosun.ca/student-services](https://camosun.ca/student-services) for more information
Co-operative Education & Career Services Department
Interurban Campus, Career Lab building

Business Contacts:

Heather McDonald & Kathryn Anderson

*Employment Facilitators*

mcdonaldH@Camosun.ca

andersonKa@Camosun.ca

Jennifer Phillips

*Co-op & Internship Coordinator*

Phillips@Camosun.ca
Camosun provides Information Technology Services (ITS)

ITS is available to assist students with technical issues, Camosun domain accounts, & password resets.

- Phone: 250-370-3604
- Email: itsservicedesk@camosun.ca
Financial Aid & Awards

Phone: 250-370-4862

Email: financialaid@camosun.bc.ca

Website: camosun.ca/financialaid

Liz Ashton Bldg., 2nd Floor
Dean and Associate Dean

Richard Stride
Dean, School of Business

Steven Rumpel
Associate Dean, School of Business