

Getting started.

INTERNATIONAL STUDENT GUIDEBOOK | CONTINUING STUDIES



snəwəyət̚ leləm̚.

Langara.



Stay connected.

SOCIAL MEDIA ACCOUNTS

Join Langara Global on social media to connect with other students, share experiences in Vancouver, and find out about events on and around campus. Also follow the College's main account so you know what is happening at Langara.



@ langaraglobal



@ langaracollege

INSIDE TIP

Look for other Langara department accounts that you want to follow!

The YouTube icon and the name of the video will appear when you can refer to a video the Langara's channel with more information on each topic!



Langara Welcomes the World

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Welcome to Langara College!

VANCOUVER, CANADA



Langara has been given the name **snəwəyət̓ lələm̓** (pronunciation: sno-way-eth-LELL-lum) meaning house of teachings in the **hən̓qəmin̓əm̓** (pronunciation: HUNKameenum) language of the Musqueam. The name is synonymous with Langara College and both names are used as part of the College's identity. The Musqueam have a long history of welcoming newcomers to this land, and would like to continue this tradition by extending a warm welcome to all new international students.

xʷməθkʷəy̓əm (Musqueam) is one of many First Nations bands in Canada. They are part of the Coast Salish Indigenous group and their ancestors have lived in the Fraser River estuary for thousands of years. Langara College is located on Musqueam's traditional, ancestral, and unceded territory on the former site of an ancient Musqueam village.

Being aware of this information honours and respects the First Nations of Canada and their ancestors. Knowing whose land you are being educated on, and perhaps also living and working on, is an important first step in developing positive relationships.

Welcome to snəwəyəʔ leləm!

VANCOUVER, CANADA

"Just as you leave your homelands and you come to Canada, you now reside in our homeland. Musqueam. When you graduate from Langara, you graduate from an institute that the very grounds that the school is located on, is the unceded territory of the Musqueam First Nations. Synonymous with Langara IS snəwəyəʔ leləm - so you will graduate as one of Musqueam's students also. On behalf of Musqueam, I would like to welcome all international students to this land and to learn more about the history of Musqueam and our people."

- Gail Sparrow,
Former Musqueam Chief and Langara Elder



We invite you to visit the beautiful house post on campus. Reflect on the importance of your relationship to Canada and your knowledge of the First Nations Peoples in this country. It is our responsibility, living here in Canada, to educate ourselves on the history of this country and on contemporary issues that continue to affect First Nations communities.

Also, keep an eye out for the Musqueam Welcome Event at the start of every semester. This off-campus field trip to the Musqueam Cultural Center is one that you don't want to miss!



Musqueam Welcome's Langara's International Students

CHECKLIST

- ☐ Learn about the Housepost at the pond
- ☐ Learn about the Musqueam rock outside the bookstore
- ☐ Attend the Musqueam Welcome event



CAMPUS DIRECTORY

Indigenous Gathering Space
Room C140

Get connected.



CAMPUS DIRECTORY
Information Technology
Library, First floor

Audio Visual Services
C Building, Room C265

STUDENT INFORMATION SYSTEM

You will log into the Student Information System (SIS) for essential student information. It's important to check your myLangara email address regularly, and also to update your local home address and phone number.

To login to the Student Information System (SIS):

- Enter your 9-digit Langara Student ID
- Enter your PIN. If it is your first time logging into the system, please enter the default PIN provided to you in the welcome email from the IT department. After your first log in, you will be prompted to change your PIN.

You can link your personal email and myLangara email so you do not miss important information. You may also change your preferred email address (if necessary). Confused about what login to use? Below is a quick overview, using a student named John Smith.

What it's called	What it looks like	Where to use it
Langara ID	199999999	Student Information System, Library, C3 Job Board
Computer User ID	jsmith99	Computers, Brightspace, myFiles, and myPrint
Federated ID	jsmith99@langara.ca	WiFi, U-Pass BC Compass Card
Email address	Jsmith99@mylangara.ca	Office 365 Email

WiFi

The WiFi connection is Eduroam / Eduroam5Ghz. To get connected:

STEP 1: Activate your computer user ID

1. Log in to the Student Information System
2. Once logged in, select "Change Login Profile"
3. Select "Maintain Computer User ID - Continuing Studies"
4. Select "Activate New Account"
5. Enter your Computer User ID and click "Activate"

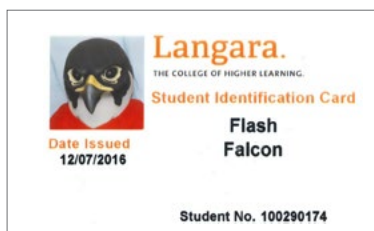
STEP 2: Connect to WiFi

1. Select wireless network Langara
2. Open browser and go to wifi.langara.ca
3. Enter Computer User ID and Password
4. Go to wifi.langara.ca again
5. Follow instructions to setup eduroam/eduroam5Ghz

STUDENT ID CARDS

Students who are registered into courses for the current semester and are in Canada may be eligible for a student ID card. You need a student ID card to:

- Prove that you are a student
- Access campus services (printers, scanners, etc.)
- Access the Library's media and book collection
- Be eligible to apply for a Student Price Card or an International Student Identity Card



To apply for a student ID and for more detailed information, please visit: langara.ca/information-technology/accounts-passwords/photo-id.html.

PLEASE NOTE: You must be able to pick up your student ID card from the Langara College campus. Student IDs will not be mailed to students.

The Information Technology department offers chat and campus support service during operating hours. To connect with the IT department, please visit: langara.ca/ask-it.

Langara Global Department



Visit the Langara Global team with your general questions and needs for support and we'll do our best to help you find answers and adjust to studying at Langara and meeting your personal goals.

Who can help me?

INTERNATIONAL STUDENT SERVICES TEAM

Langara Global Assistants & Langara Global Student Ambassadors

- General questions



Student Experience Team

- Campus events
- Langara Global Volunteer Program
- Cultural celebrations



International Student Coordinator

- Immigration (e.g. study permit, working eligibility, PGWP, visa, eTA)
- Health Insurance information



Counselling

- Personal counselling,
- Educational counselling,
- Career counselling



Join an event! Frequent events include:

i-GO: Join for fun activities around Vancouver like hiking, escape rooms, bowling, biking, and more!

i-EAT: Join to try delicious food from all over the world at restaurants around Vancouver.

i-EVENTS: Join these fun activities for students – on and off campus – to make connections and get to know Vancouver.

Cultural Events: Langara Global celebrates many cultural events on campus including Diwali, Festa Junina, Lunar New Year, Nowruz, and Tanabata. If you have an idea for a celebration, drop by the Langara Global office and let us know!



Participate in a workshop:

- Study Permit Extension
- Post-Graduate Work Permit (PGWP)
- Medical Service Plan (MSP)
- Financial Aid/Career Services
- ON/OFF Campus Work
- IRCC Immigration
- LET: Tips for Success

Workshop offerings subject to change. Visit the Langara Global events page for the most updated schedule:

sites.langara.ca/global/future-events.

LANGARA GLOBAL VOLUNTEER PROGRAM

Canada has a strong culture of volunteering. In fact, most employers expect to see some experience on your resume. Being new to Canada without strong ties to the community can sometimes be an obstacle for students looking for work. Volunteering with Langara Global will help you develop important skills, gain experience, and provide you with local references!



i-GUIDE MENTORSHIP PROGRAM

For many international students, the first semester in a new country can be lonely and stressful. The i-Guide Mentorship Program matches current students with new international students during their first semester at Langara College. i-Guide mentors have studied at Langara for at least one semester – they provide guidance, advice, support, and friendship to new or less experienced students.



Langara Asks: Tell us about the i-Guide Program!

Visit the Langara Global community page for more information on the Langara Global Volunteer Program as well as the i-Guide Mentorship Program:

sites.langara.ca/global/students/community.

CULTURE SHOCK & LEADING A BALANCED LIFESTYLE

College life is stressful. College life as an international student far away from your usual support systems is even MORE stressful! Make sure you take the time to notice and take care of your mental and physical health and balance your personal, professional, and social lives.

You will most likely go through culture shock and experience feelings of both love and hate for your host country. It's like a roller coaster – and totally normal!

Tips for dealing with culture shock

- Learn as much about your host country as possible
- Surround yourself with familiar things
- Write down what you love when you first arrive, and look back later when you're feeling down
- Eat healthy food and get lots of exercise
- Find a healthy distraction
- Talk to other students about how you feel
- Push yourself to make local friends
- Try to see things through your host culture's eyes
- Get involved with the local community
- Talk to an International Student Coordinator or Counsellor
- Take advantage of help offered to you



CAMPUS DIRECTORY

Langara Global

A Building, Room A107

8:30 am - 5:00 pm

Closed Saturday, Sunday, and holidays



Academics

LANGARA STUDENT SUCCESS COURSE

Starting college is a big step and the transition to Langara can be scary. The Langara Student Success Course (LSSC) prepares you for academic life at Langara and introduces you to key supports available on campus.

The LSSC incorporates text, video, images, comics, and interactive polls with real-time results, self-assessments, and quizzes. It's available to you through your Langara Brightspace account – and it's free!

BRIGHTSPACE BY D2L

Brightspace by D2L is the online learning management system (LMS) used to enhance learning outside the classroom. Through Brightspace, students can access course material, assignments, quizzes, exams, and discussion boards. Your instructors will use this tool a lot and you will have to know how to navigate it. Resources and tutorials for how to use Brightspace are online :

<https://iweb.langara.ca/lts/brightspace/>.

PLAN AHEAD

Get into the habit of checking your myLangara email and Brightspace daily. It's also helpful to download an app or use an online calendar to keep track of assignments and exams, as well as your work and social schedule. If you are planning on traveling between semesters, don't book tickets to leave Vancouver until your final exam schedule is posted and make sure you return before the start date of your classes for the following semester.

ACADEMIC STANDING & STUDENT SUCCESS

The grades that you receive are based on a combination of the work that you submit, your performance on tests, and sometimes on your attendance. At the beginning of the semester, your Program Coordinator and/or your instructors will go over their expectations of you in your program in order for you to be successful.

In Continuing Studies, academic standards vary from program to program. If you are unclear about the academic expectations for your program, please contact your Program Coordinator.

ACHIEVING ACADEMIC QUALITY & EXCELLENCE

Just as maintaining good academic standing contributes to your success at Langara, so does achieving quality and excellence in your studies, assignments, and exams. In order to achieve quality and excellence, students must be familiar with College policies that govern academic standards.

In particular, students should understand policies around plagiarism and cheating prior to beginning their studies so that they can learn to avoid such pitfalls. At Langara, plagiarism is simply defined as “presenting the work or ideas of someone else as one’s own work.” Committing plagiarism violates Langara’s academic standards and therefore can negatively affect your academic success.

Cheating is defined as “getting, trying to get, or helping someone else to get, credit for work in a deceptive or dishonest manner.” Cheating includes but is not limited to using unauthorized material for an exam; working with others on assignments without the instructor’s approval; changing a mark for an exam or assignment; copying from others on a test, exam or assignment; and lying. At Langara and other academic institutions in Canada, both plagiarism and cheating are serious violations. Instructors take plagiarism and cheating very seriously and expect their students to do the same. Students who are found to have plagiarized or cheated in any class can face serious consequences from getting a failing grade to getting suspended from the College.

Below are three example scenarios to help you understand how plagiarism and cheating are viewed at Langara.

SCENARIO 1

The assignment was to create digital artwork for a marketing campaign. The student went home and created a digital picture that reminded them of a cool design they once saw. They never checked the internet, so they knew they hadn’t copied anything. The instructor recognized the digital picture from a common logo and reported the student for plagiarism.

WHY?

The student didn’t “copy”, but should have been aware of similar digital images.

SCENARIO 2

A group of students were working on an individual project together. They were all in the same class and wanted to help each other out. They all submitted similar assignments for their individual projects and were all reported for plagiarism as there were too many similarities between the group.

WHY?

The student shouldn’t share work/information to complete an individual assignment.

All members of a group submitted their assigned portions of their group project. Even though most students cited all their sources and used their own work, they were unaware that one group member did not use citations. The instructor gave everyone in the group a zero because of plagiarism.

WHY?

Everyone in the group is responsible for plagiarism.

The best way to not violate academic policies is to understand Canadian institutional views on plagiarism and cheating and learn how to avoid both.



Langara Student Services: Student Conduct & Judicial Affairs



uAlbertaDoS channel; Acceptable/Unacceptable

ACADEMIC INTEGRITY

Academic integrity is a demonstration of personal integrity in an academic environment. Integrity in academic work is central to all learning. It forms the basis of academic work in any institute of higher learning and is built on the principles of fairness, honesty, trust, respect, responsibility, and courage. Making a commitment to not engage in acts of dishonesty, falsification, misrepresentation, or deception is the first step in preserving academic integrity. While Academic integrity can be complicated, there are many places such as the Library and the Office of Student Conduct to turn to for help with issues of research, writing, citation, and questions.

langara.ca/student-services/academic-integrity/academic-integrity.html.

GROUP WORK

Group work is an assignment or project completed by three or more students collaborating and performing tasks together in order to fulfill course requirements. Most classes will require some form of group work. Some group work may be required for a final presentation and project while others may just work together to discuss a topic or answer a question in class. Benefits of group work include:

- Increased individual achievement
- Interpersonal and intercultural communications skill development
- Enhanced teamwork skills leading to greater employment opportunities
- Improved critical thinking and problem-solving skills
- Strong connections created with other students

Although there are many benefits, many students fear group work, especially if they've never done it before. However, being prepared and knowing what to expect will help you overcome your fear.

Group Work

4 TIPS FOR GROUP WORK

	1 Understand the assignment.		2 Set roles and responsibilities.
	3 Agree on team expectations.		4 Maintain regular group communication.

CLASSROOM EXPECTATIONS

Understanding the typical Langara classroom and what your responsibilities are in that classroom will be helpful to you as you start your educational journey. Here are some tips from both students and faculty that will help you to have a great experience in the classroom and ensure you have the best chance at success.

A typical Langara classroom

An 8:30 am class means you are in your seat and ready for the instructor to begin at that time. Give yourself lots of extra time as public transportation schedules and traffic can make your commute longer than normal. If your classes are online, you should make sure you are logged in early to ensure there is no technical difficulty. Being late to class, or missing it entirely, could have major consequences to your grades as some instructors don't allow late comers to enter the classroom. Any questions about lateness or absences should be discussed with your instructor.

The instructor will usually use presentations to show information that emphasizes or enhances the textbook material. You are expected to take notes during class and to be an active participant in your own learning. This means asking questions, entering discussions, thinking critically about the subject matter, and participating as much as possible. Some courses give marks for participation.

Course outlines

You will get a course outline in the first week and it is one of the most important documents for your course. It is seen as a “contract” between you and your instructor and following the outline to be prepared for class will help you be successful. Many course outlines are available prior to start of classes on the Langara website and Brightspace.

Textbooks

Material fees, including textbooks, are sometimes included with the fees for programs in Continuing Studies. If additional textbooks are required, they will be listed on the course outline. Regular access to the required textbooks is necessary in order to succeed in your classes and is a part of the cost of studying at Langara so budget for the purchase of textbooks every semester. Buying online is the best option.

Communicating with instructors

Instructors in Continuing Studies are often professionals in their field, therefore they typically do not hold regular office hours. If you need to connect with an instructor, the best way to do this is by emailing them directly.

When emailing instructors and staff, include your full name, your student ID number, and the class you are in. Please follow a formal email format and be as clear, concise, professional and polite as possible. Use your Langara email account. Allow 3-5 days for a response and remember that your instructors have many students in their classes.

Grade negotiation

A “passing grade” might not be the same as what you are used to in your home country. Most exams and assignments at Langara require a 50% pass or more. It varies by department so make sure you ask your instructors. Don’t assume. If you aren’t sure, it is always best to ask.

In Canada, courses are continually assessed. That means you will have multiple assignments, midterms, and quizzes throughout the semester that contribute to your overall grade. The final exam or final assignment will usually be only worth 20-35% of the grade, so staying on top of your studies all semester is essential to academic success.

Under no circumstances can you negotiate your grade with an instructor for personal reasons including outside pressure or your status in Canada. It is not fair to other students and it puts your instructor in an awkward position. If personal circumstances are affecting your ability to satisfactorily complete your academic work, please make sure to connect with your Program Coordinator. If you think you have been marked incorrectly or unfairly, talk to your instructor during office hours. Otherwise, the grade you receive is the grade you’ve earned.

TIPS FOR THE ONLINE CLASSROOM

Your academic success is important to us! We know that studying online can be challenging and we are here to help.

Virtual Learning Support

The Virtual Learning Support website is a place where you can find resources and connect with someone from the Learning Support Team to get help with academic and online learning. Our Learning Support team includes staff from the Library and Counselling services, Langara instructors, and more.

On the Virtual Learning Support page, you will find:

langara.ca/student-services/virtual-learning-support

- Student FAQ's
- Online learning tips
- Information and links to student services
- Events calendar
- Peer support

Communicating online and online etiquette

- **Think before you send.** Take the time to read through the material – the information may already be available for you. Also, do not send a question/response in frustration or anger or when you're tired; you may regret the tone of your message later.
- **Yes, grammar and spelling matter!** Remember that you are in an academic environment and how you communicate should reflect that. Beware of strong language. 'ALL CAPS', and many subsequent exclamation points might not be appropriate.
- **Be respectful.** Choose your words and tone carefully in your written and spoken communication.
- **Be forgiving of others.** We have all made mistakes and deserve the opportunity to be forgiven and try better.

Adapting your study habits

- **Adopt New Strategies.** See if you can create an environment that helps you study. If you need background noise, consider a white noise app. If you always study in groups, try a virtual or even phone-based group study session. If you thrive on tight timelines but now have a more open schedule, think about how to set up a schedule that can recreate that for you.

- **Avoid Multitasking.** When you multitask, assignments take longer, you might make more mistakes and learn less. Instead, focus on one thing at a time, take breaks between tasks, and use a timer to help you stay on task.
- **Be Present.** If your instructors offer synchronous meetings, attend as many as you can. Ask questions and participate actively. Close distracting tabs and apps. Take notes as you would if you were there in person.
- **Stay Connected.** Staying in touch with instructors, classmates, and group mates is important for continued classwork. Schedule video calls, attend online office hours, write in the discussions, and keep study groups.
- **Stay Organized.** Things to keep track of for each class: where to find important information; what the assignments are, their due dates and how to submit them; quizzes and exams; office hours, when and how.

CHECKLIST

- ☐ Review the "Avoiding Plagiarism" tutorial on the library website
- ☐ Log in to Brightspace
- ☐ Review course outlines for important dates and assignments

Campus & student services



CONTINUING STUDIES REGISTRATION OFFICE (A161)

The Continuing Studies Registration Office (CSRO) is where students can register for classes, pay tuition, order transcripts or letters, and apply for graduation.

You can connect with CSRO through email, csgeneral@langara.ca, or by phone at 604.323.5322. You can also visit langara.ca/cs to find the front desk hours of operation.

THE HUB (A104)

The Office for Student Engagement, also known as The Hub, is your one-stop shop to connect with activities and resources across the campus. Within the Hub, you will find volunteer opportunities through VOLT, student clubs, student leadership opportunities, and information on new student orientation, parent orientation, workshops, and more.

THE LIBRARY

The library is one of the most amazing spaces on campus, and the place that's going to help get you through your time at Langara. The wonderful librarians and staff can help you with your assignments, citing your sources, and finding materials for your research projects. They also have great social media content on Facebook and Instagram.

PRINTING SERVICES & COMPUTER LABS

Students can print, copy, and scan at any student printer on campus. Add credit to your printing account at the circulation desk in the Library or buy a myprint voucher from the Bookstore.



LANGARA BOOKSTORE (C BUILDING)

The bookstore has a full range of school supplies, official spirit gear, textbooks, and course materials. You can shop online and use pick-up or delivery service to avoid long line-ups at the start of a term. The bookstore also has convenience products including computer accessories, stationery, drinks, and snacks.

EMERGENCY FOOD ASSISTANCE

Langara has several supports available for students experiencing financial hardship, including grocery cards for emergency food insecurity. To find out about the different supports available, international students can make an appointment with a Financial Aid Advisor or meet with the International Student Coordinator – Continuing Studies for more information and to discuss the options.



CAMPUS DIRECTORY

Audio Visual Services

C Building, Room C265

Library Reference Desk

604.323.5388

libref@langara.ca

Health

HEALTH INSURANCE

The medical system in Canada might be very different from the system in your home country. **All residents in BC are required to have adequate medical insurance** while they are living in the province; this includes international students.

Health care in Canada is one of the most expensive systems in the world. Without private medical insurance and Medical Services Plan of British Columbia (MSP), you are at risk of a large expense for you and your family.

MSP (MEDICAL SERVICES PLAN)

MSP is the basic coverage provided by the Government of British Columbia for all residents of BC, including international students. You will qualify for MSP after a waiting period of approximately 90-days.

To avoid any gaps in coverage, all international students need to apply for MSP upon arrival in BC and coverage will begin after the mandatory 90-day waiting period. For more information and to apply for MSP, visit gov.bc.ca/msp.

The current MSP fee is \$75.00 per month (more for family coverage) and is subject to change without notice. MSP does not cover prescriptions, dental care, glasses, elective procedures, or healthcare costs outside of Canada.

TEMPORARY MEDICAL INSURANCE

Upon arrival, you will need to apply for MSP as it is mandatory in the province of British Columbia (BC) for international students to have medical insurance. Since BC MSP does not begin until 90 days after your arrival, you will need to purchase private insurance for those first 90 days.

Once your travel arrangements are made, you can purchase the guard.me Canada health insurance, which covers most basic and emergency medical services up to \$2 million for the duration of the 90-day wait period. Purchase it directly at guard.me/langaracollege/department/continuing-studies-and-leap-students.

LANGARA STUDENTS' UNION (LSU) HEALTH & DENTAL PLAN

The LSU Health and Dental Plan includes prescription drugs, vaccinations, health coverage, vision care coverage, travel coverage, and dental coverage that are not covered by BC MSP. This plan is for certain Continuing Studies programs only. It is not mandatory for international students.

To learn more, visit studentcare.ca.

HEALTH SERVICES (B101)

Health Services is a full service medical clinic on campus, open five days a week. Services include: assessment and treatment of medical conditionals, mental health, birth control, emergency contraception, pregnancy tests, PAPs, STI screening and treatment, allergy shots, and immunizations.

The [Student Health Services website](#) has a full directory of resources for general health and wellness, mental health, addiction, and more.

COUNSELLING SERVICES (B111)

Counselling Services provides resources to students that support their personal well-being and educational success. This includes personal, educational, and career counselling, as well as crisis support. Confidential services help students manage symptoms of anxiety, depression, stress, and other issues impacting their lives while in school. Langara has two dedicated international student counsellors ready to support you. In addition, each semester counsellors put on [Student Success Workshops](#) which are designed to help students develop better study skills and increase their overall well-being. If you need to talk to someone, don't hesitate to reach out to Counselling Services. Book an appointment by calling 604.323.5221.

PEER WELLNESS

Peer Wellness Sessions support student well-being by creating a safe, welcoming, accessible environment to discuss mental health and wellness. During sessions, expect non-judgmental listening, information about available resources, opportunities to reflect, and strategies for healthy coping. The goal is to leave sessions feeling supported, optimistic, and empowered to make your own choices. One-on-one and group sessions are open for all students. Visit iweb.langara.ca/psl.

ACCESSIBILITY SERVICES (B146)

Accessibility Services can help facilitate appropriate support services to access courses, programs, and services. Staff will review medical documentation and work with students to determine access to academic accommodations and support services including access to the Learning Technology Lab.

WALK-IN CLINICS

In Canada, you can be seen by a doctor at a walk-in clinic if your symptoms are mild. If you don't have medical insurance (MSP), you can still be seen by a doctor, but there will be a cost associated with the visit, which is why purchasing health insurance is very important. Look online to find a clinic near you. Canadian hospitals are to be used only for emergencies. If you have a broken bone, a serious injury, severe pain or illness, you can go to the hospital. Look online to find the nearest hospital or call 911.

You will need to bring:

- Study permit, BC ID, or passport
- Proof of medical insurance (MSP card or private insurance number)
- Langara Student ID

If you are sick or injured and unsure of what to do, you can call Healthlink BC by dialing 811 to talk to a nurse any time day or night.

EMERGENCY SERVICES

For life-threatening situations (crime, health, fire), call 911 immediately.

When calling 9-11 include your name, the type of emergency, the specific location you are at, and the cause of the emergency, if known.

911 services are available in many different languages, so you don't need to speak English to get help.

CRISIS CENTRE BC

The Crisis Intervention and Suicide Prevention Centre of BC (Crisis Centre) is a non-profit, volunteer organization committed to helping people help themselves and others deal with crisis. Help is provided in more than 140 different languages and more information is online at crisiscentre.bc.ca.

MISSED CLASS / EXAM

If you missed a class because you were sick, talk to your instructor. Writing them an email explaining the situation is a good start. If you can let them know in advance of missing a class, that is always preferred.

Prior to contacting your instructor, make sure you are familiar with Continuing Studies' final exam policy and exam deferral policy. Visit langara.ca/continuing-studies/student-resources/help.html and expand on the following topics:

- What is the final exam policy?
- Can I apply for exam deferral?

When you send your email, make sure to include your name and Langara ID, the class you are missing, why you were absent, and how long you will be absent for. Don't forget to ask how you can catch up on class materials you may have missed.

You may need to show your instructor a note from your doctor. The consequences of any absence from your classes will vary depending on your courses. Be sure to check.

SCENT-FREE ENVIRONMENT

Langara is a scent-free campus. Culturally, people from different parts of the world have different expectations around how to deal with natural body smells. In Canada, people are fairly strict on eliminating all traces of smell from the body. Odours of perspiration or breath are considered unpleasant and are usually highly controlled. Perfume, cologne, or lotion should be used with moderation. Both artificial scents and strong natural body odors in closed classrooms and offices can cause dizziness, nausea, or aggravate allergies.

In Canada, people often brush their teeth with toothpaste in the morning before they interact with others, and once again before they go to bed. Many people also use deodorant/antiperspirant to control or mask body odor and wash their hair as often as necessary in order to maintain being scent-free. Clothing is often washed before it is worn again, especially if there is an odor of perspiration in the fabric.

Being respectful of Canadian cultural norms around scent will lead to more social and professional acceptance and make everyone's learning and working environment as comfortable as possible.

SMOKE-FREE CAMPUS

For the health and wellbeing of all of our community members, Langara College is a smoke-free environment. Students, staff, faculty, and visitors to our campus are expected to refrain from smoking or vaping anywhere on our campus, including private vehicles.

CHECKLIST

- Apply for private medical insurance
- Apply for MSP

OTHER RESOURCES

MSP

604.683.7151

gov.bc.ca/msp

24-Hour Crisis Line

604.872.3311

Mental Health Support

604.310.6789

1.800.SUICIDE

1.800.784.2433

Online Service for Adults

[CrisisCentreChat.ca](https://www.crisiscentrechat.ca)

Online Service for Youth

Youthinbc.com

Vancouver Police (non-emergency)

604.717.3321

Safety



SAFETY TIPS

- Always be aware of your surroundings and learn to trust your instincts
- Tell someone where you are going and when you will be back
- If you're meeting someone new, plan to connect at a public place or with other friends
- Do not use headphones when walking or jogging, especially at night
- The drinking age in BC is 19 years – drinking in public places is illegal
- Do not accept drinks from strangers or leave your drink unattended
- Pre-plan your ride home if you know you will be drinking
- You can be prosecuted for illegal drug use in your home country, even if those same drugs are legal in Canada.
- Don't be afraid to call 911
- Keep your personal information private and protected
- Keep an eye on your belongings in public places
- Do not carry large amounts of cash
- Keep your passport at home

LAWS IN CANADA

Laws and social standards differ from country to country. What was legal back home, might not be legal in Canada, and vice versa. It is your responsibility to conduct yourself in accordance with the laws of BC and Canada.

CAMPUS SECURITY

For an emergency on the main campus, contact Campus Security by dialing 4444 from any internal phone or 604.374.2373. For an emergency at the 601 West Broadway campus, contact security at 778.838.8625.

Take advantage of the **Safe Walk** service offered by Langara Campus Security any time of the day, including evenings and late nights. If you need an escort to another building, your vehicle, or a bus stop, please contact Security Services and a security officer will meet you at your current location to escort you. You can contact the **SafeWalk** service by dialing 5270 from a campus phone or calling 604.562.1011.

Download the Langara Safe app and have safety resources with you at all times. This app gives you direct access to campus safety services, resources, and emergency tools quickly and virtually. The Langara Safe app is available for download from the **Apple store** or **Google Play** store.

FRAUD PREVENTION

Sometimes international students can be targets of fraudulent claims. **As a reminder for all students: no government or policing body will contact you or ask for your personal or financial information over the phone.** If you receive any suspicious calls or voicemails, please report this activity to your local police. If you're not sure, drop by the Langara Global office (A107) and we will be happy to assist you. Learn more about online scams at langara.ca/cyberfraud.

In general, it's good practice to:

- Never give money to a person who comes to you on the street unless your life is being threatened
- Make sure you get a receipt and are charged the right amount when you buy something
- Check qualifications when seeking out tutors
- Do not give out banking or credit card information to anyone over the phone or via email or text

SEXUAL VIOLENCE SUPPORT & EDUCATION

Langara recognizes that all members of the college community should be able to work, teach, and learn in an environment free from sexual harassment, discrimination, and sexualized violence. We also recognize that everyone has the right to exercise full control over their own bodies and to engage only in sexual activity to which they consent. We are committed to a College environment free from sexual violence or misconduct.

If you have any questions about the Sexual Violence Support and Education program, please contact studentconduct@langara.ca.



CAMPUS DIRECTORY

Campus Security

Across from the Bookstore

604.374.2373

From a campus phone 4444

Banking & finances



FINANCIAL AID

Langara College is committed to making students aware of the financial assistance available to them while they pursue their studies. International students may be eligible for bursaries, scholarships and awards to supplement school expenses. Emergency bursary funding may also be available to students who face financial crisis. Speak to your International Student Coordinator about eligibility and access.

BANKING IN CANADA

International students are encouraged to open a bank account in Canada once they have arrived. You will be asked to provide at least two pieces of identification, which could include your passport, study permit, or letter of acceptance.

All of Canada's major banks (Royal Bank of Canada, Bank of Montreal, CIBC, Scotiabank, TD) have branches in Metro Vancouver. There are also a number of credit unions and online banks you may choose to bank with instead. Regardless of which bank or credit union you wish to open an account with, you will need to consider what kind of account(s), services, charges, and interest rates will best work for your situation. Inquire if there is the option to open a student account, which may have lower or zero monthly fees, unlimited transactions, and bonus offers. To open an account, visit, call, or book an appointment online with your chosen financial institution.

MONEY MANAGEMENT

Do you know the names of Canadian coins?



5 cents - NICKEL



10 cents – DIME



25 cents - QUARTER



1 dollar - LOONIE



2 dollars – TOONIE

TIPPING, BARGAINING, & ATM TIPS

Canada is a tipping country. Make sure you calculate adding between 15 – 20% for your server at bars and restaurants, your taxi driver or food delivery person, and your hairdresser or salon worker.

Bargaining or bartering for goods and services is not usually done in Canada. Some exceptions to this include cars, houses, property, and private sales.

If you are taking money out of an ATM machine you will be charged a service fee if it is not your own bank. Understand these fees when you set up your bank account.

TAXES

Yes, international students need to pay income taxes in Canada if you work for pay. Even if you don't work, you maybe eligible for a tax refund, so you should always complete a tax return annually. Tuition tax receipt (T2202) will be available for printing in the Student Information System at the end of February each year for the preceding calendar year.

You will also pay sales tax on some items. This amount is not included in the price and is calculated at the time of payment. British Columbia charges a 7% provincial sales tax (PST) and a 5% general sales tax (GST) for a total of 12% on some goods and services.

CHECKLIST

- ☐ Set up a bank account

OTHER RESOURCES

MSP

1.800.206.7218

servicecanada.gc.ca/sin

Transportation



PUBLIC TRANSIT

There are lots of ways to get around the Lower Mainland. The easiest and cheapest way is public transportation. You can take the bus, skytrain, or seabus to get to your destination.

Most full-time Continuing Studies programs are not eligible for the U-Pass program unless you are part of the Langara Student Union.

USING THE BUS

Line up at the bus stop and enter through the front. Tap your Compass Card when you get on the bus – you do not need to tap out of buses. Be mindful of reserved seating on the bus and give up your seat if someone needs it.

Keep your bags, feet, and shoes off the seats and when it is busy move to the back of the bus. Pull the yellow cord or press the red buttons on the poles to indicate to the driver you want to stop. To get off the bus, wait for the green light to come on above the doors and push the yellow strips to open the door.

USING THE SKYTRAIN

You must tap your Compass Card in and out of the SkyTrain.

SAFETY ON TRANSIT

Everyone has a right to be safe when using public transit. If you witness or experience a medical emergency, violence, or any type of sexual assault or harassment, including unwanted touching or gestures, please report it. You can text the Metro Vancouver Transit Police at 87.77.77 or phone 604.515.8300. In an emergency call 911.

TRANSIT TIPS

- If someone is standing at a bus stop, the bus will stop
- If the bus back doors don't open, yell "BACK DOOR PLEASE!"
- Use earbuds to listen to music or videos on your phone, instead of through its speaker
- Make sure you stand on the right and walk on the left of escalators
- Be respectful of others around you and keep your conversations at an appropriate volume

TIP

Set up notifications so you will get a reminder when it is time to load your Compass Card.

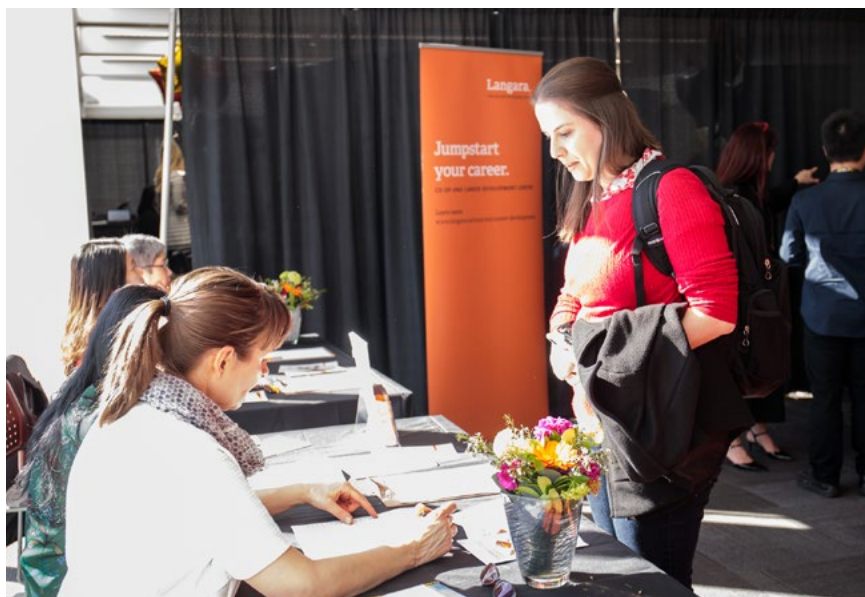
REMINDER

Students with U-Pass must always carry their student ID with them in addition to their compass card on public transit.

CHECKLIST

- ☐ Purchase a Compass Card
- ☐ Register Compass Card

Working in Canada



Working is a great way to gain Canadian experience while studying at Langara. However, students should not expect to work to supplement income and academics should be the priority while studying at Langara.

As an international student, there are some restrictions on where you can work, and how many hours you can work while you are studying in Canada. It is important that you understand all regulations to avoid any impact on your status in Canada.

In order to work on or off campus in Canada you will need:

- A study permit that indicates you are allowed to work
- A social insurance number (SIN)
- To meet all eligibility requirements set by Immigration, Refugees, and Citizenship Canada to work on and/or off campus

If you have any questions about your eligibility to work on and/or off campus, please visit the immigration resources on langara.ca/global and contact your International Student Coordinator - Continuing Studies

WORKING OFF CAMPUS

You may work off-campus, starting the first day of the semester, if you meet the work off-campus eligibility requirements. You must have a valid study permit that indicates you are allowed to work off campus, and you are studying as a full-time international student in a degree, diploma, post-degree diploma, or certificate program at Langara that is at least 6 months long. Visit the Immigration, Refugees and Citizenship Canada (IRCC) website, canada.ca/en/immigration-refugees-citizenship to learn more.

Eligible students may work a maximum of 24 hours per week during the regular academic semesters and full-time during scheduled breaks. Most full-time Continuing Studies programs do not have a semester-long scheduled break. Contact your Program Coordinator or the International Student Coordinator – Continuing Studies for clarification.

WORKING ON CAMPUS

International students with a valid study permit and studying full-time may be able to work if they meet the on-campus work eligibility requirements. Visit the IRCC website to learn more. Opportunities for on campus work are limited and can be found through the C3 job board.

THE CO-OP & CAREER DEVELOPMENT CENTRE (C121)

The Co-op & Career Development Centre empowers Langara students with the skills, resources, and meaningful connections to help build confidence and employability.

Tools for exploring career pathways:

- C3 Job Board – view and apply for jobs, upload your resume for review
- Workshops – resumes, cover letters, interviews, and industry career topics
- Career Fairs – industry specific and college-wide events
- Meet the Employer – on and off campus networking events
- Be a Career Leader – utilizing student talent to develop peer-to-peer learning opportunities

C3 JOB BOARD

The online C3 Job Board connects over 13,000 students with part-time, full-time, seasonal, co-op, internship, and volunteer opportunities. All students can sign up and access jobs on C3. Co-op and PDD Work Experience students will be able to see additional jobs related to their work experience requirements.

Get access by:

1. Creating a student profile at langara-csm.symplicity.com
2. Searching jobs by full-time, part-time, seasonal, or SWAP

EMPLOYMENT RULES & REGULATIONS

There are a number of employment standards that you should be aware of:

- International student workers are protected by employment standards.
- Employees have the right to know about hazards of where you are working, the right to participate in health and safety activities, and the right to refuse unsafe work.
- BC has a minimum wage requirement for all workers, including international student workers. This means you cannot be paid less than this wage per hour of work.
- You are not allowed to “volunteer” hours at your work place. If you are working, you must be paid at least minimum wage.
- You cannot work more than 5 hours in a row without at least a 30-minute break. This break may be unpaid.

CHECKLIST

- ❑ Apply for your SIN Number
- ❑ Take a Canadian resume-writing workshop

OTHER RESOURCES

WorkSafeBC

worksafebc.com

WorkBC

workbc.ca

Immigration, Refugees and Citizenship Canada (IRCC)

1.888.242.2100

questions@cic.gc.ca

cic.gc.ca

Service Canada – Social Insurance Number

1.800.206.7218

servicecanada.gc.ca/sin

Living in Vancouver



HOUSING IN BC

Finding housing can be stressful when you first move to another country. Connect with your networks and check online to make sure you do not have a long commute to Langara.

Search online for BC's Tenant Survival Guide which includes information on noise by-laws, security and damage deposits, contracts, and tracking rent payment.

Don't forget that you have rights as a renter:

www2.gov.bc.ca/gov/content/housing-tenancy/residential-tenancies.

Safety tips on renting:

- Deal directly with the landlord and get a receipt right away after paying your deposit/rent
- Do not hold the door for anyone or buzz the person in if you do not know them
- Lock your doors at all times even if you only leave for a few minutes
- Get to know your neighbors
- Personal information such as SIN, bank account, credit card numbers are NOT required to rent a place
- Always good practice to check rental rates in the same area
- There is a limit to how much a landlord can increase your rent each year
- Never rent a place that you have not been inside and walked around. Go with a friend or someone you trust while taking a tour of the property

CHECKLIST

- ❑ Find a safe and comfortable place to live
- ❑ Visit The Tenant Resource and Advisory Centre (TRAC) website for more information on renting in the lower mainland tenants.bc.ca



CONTACT US

Langara Global

A Building, Room A107

international@langara.ca

langara.ca/global

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