



Holland College International Student Information Booklet

SEPTEMBER 1ST, 2020

RECRUITMENT & FIRST YEAR ADVISEMENT

International Student Calendar 2020-2021

SEPTEMBER

7 Labor Day (No Classes)

14 Last day for students to drop individual courses in 1st semester – refer to refund policy

28 Deadline for Students to submit transfer credit requests for 1st semester courses

OCTOBER

6 Professional Development for Instructional Staff – no classes in afternoon only

12 Thanksgiving – no classes

NOVEMBER

1 Scholarship deadline for Enrolled Awards

11 Remembrance Day – no classes

Start preparing to apply for your Co-Op work permit

DECEMBER

11 Last day of classes (check specific class schedule)

Co-op work permit **MUST** be completed before departing for Winter Break

International Medical Fee - International students will have 30 days to opt out after arriving in Canada

* Holland College is closed over the Christmas break, December 21st, 2020 to January 2, 2021. This means both residences are closed, and there are no food services available during the holiday. Students who are living in residence are not allowed to stay on campus during the holiday break. We acknowledge that international students travel a great distance, and some may be unable to travel home during the break, however it is the student's responsibility to find housing during this break*

JANUARY

2 Residence Reopens

6 Classes begin (all students must be in attendance on the first day back)

18 Last day to drop courses in the 2nd semester - Please refer to refund policy

29 Deadline for students to submit request for transfer credit for 2nd semester courses

FEBRUARY

15 Islander Day – no classes

22-26 February Break – no classes

28 Application Review Deadline

MARCH

10 Professional Development for Instructional Staff - no classes in afternoon only

26 Deadline for graduating students to complete application for graduation

TBD Celebrating Diversity Week

TBD Entrance Scholarship Deadline

APRIL

2 Good Friday – no classes

5 Easter Monday – no classes

23 Last day of classes (check specific class schedule)

MAY

24 Victoria Day no classes

TBD Graduation Ceremonies

Please note calendar dates may be subject to change.

We are here to help! But first, what do you need?

Please review the list below to find out whom you should contact for the best service in relation to your inquiry.

Admissions:

Want to double check that we've received all your documents and you're enrolled in your program of choice?

Were you on a waiting list for another program and looking for your application status?

Do you require an enrollment letter?

Contact:

Prince of Wales Campus (Montgomery Hall) – Sandra Mackenzie: 902-629-4217

Tourism and Culinary Centre - Hazel Boswall: 902-894-6828

Summerside Waterfront Campus – Lisa McCarthy: 902-888-6466

Georgetown Campus - Phyllis MacPhee: 902-652-2055

Registration/Webadvisor:

Do you have questions about registration?

Are you having difficulties with your Webadvisor account?

Contact:

Tara MacCallum: 902-566-9655 or TMacCallum@hollandcollege.com

Recruitment and First Year Advisement Office – recruitment@hollandcollege.com

Student Accounts - Payments:

Making a tuition payment?

Have questions about the balance of your account?

Contact:

Prince of Wales Campus (Montgomery Hall) - Peggy McInnis: 902-629-4272

Tourism and Culinary Centre - Hazel Boswall: 902-894-6828

Summerside Waterfront Campus - Lisa McCarthy: 902-888-6466

Georgetown Campus - Phyllis MacPhee: 902-652-2055

Accommodations:

Are you trying to get into Residence?

Moving out?

Roommate troubles?

Contact:

Tracey Campbell: 902-367-7701 or TCampbell@hollandcollege.com

Shayla Murnaghan: 902-367-3771 or semurnaghan@hollandcollege.com

Health Care - Student Union:

Do you have questions about the Holland College Health Plan?

Contact:

Christina Goguen: 902-566-9630 or cmgoguen@hollandcollege.com

Learning Needs - Student Support Services:

Do your marks not reflect the effort that you're putting into your work?

Do you need help with your academics?

We want to help you reach your fullest academic potential!

Contact:

Student Support Services - 902-566-9371

Holl Pass/Meal Plan:

Are you trying to get your Holl Pass?

Would you like to load money onto your Holl Pass?

Contact:

902-566-9611 or HollPass@hollandcollege.com

Counselling:

Need advice? Want to talk?

To make an appointment e-mail counselling@hollandcollege.com

Counsellors contact:

Jill Sabean: 902-566-9633 or jlsabean@hollandcollege.com

Randell Duguid: 902-894-6833 or rmduguid@hollandcollege.com

Magan MacDonald O'Keefe: 902-388-6744 or mmmacdonald@hollandcollege.com

You can also reach 24/7 support from:

Holland College Student Assistance Program Aspira: 1-877-234-5327 or Island Help Line: 1-800-218-2885

Athletics and Recreation

Students looking to participate in Varsity or Club Athletics should visit the Athletics Website and fill out a Player Profile here:

<https://www.hollandcollege.com/athletics/Become%20a%20Hurricane.html>

For Fitness Centre Membership visit our website to register for your CCE Gym Membership:

<https://hollandhurricanes.maxgalaxycanada.net/Home.aspx>

Members must book their Fitness visits to the CCE by visiting:

<https://hollandhurricanes.maxgalaxycanada.net/BrowseActivities.aspx>

Then visit the CCE front desk to sync your Holl-Pass and activate your membership. 2020/21 Student memberships are valid until April 2021

Contact Us:

Email: hurricanes@hollandcollege.com

Facebook: <https://www.facebook.com/hollandhurricanes/> &
<https://www.facebook.com/hollandhurricanes/>

Instagram: <https://www.instagram.com/hollandhurricanes/?hl=en>

Twitter: www.Twitter.com/hc_hurricanes

We need your input! Please fill out this Recreation Survey!

https://docs.google.com/forms/d/e/1FAIpQLScoAORoRMa2JYTFnOIKh7OKyNU_99ej33LLBZtKWpyi-akP2Q/viewform

Scholarships:

Wondering what scholarships are available to you?

Contact:

Melissa Josey: 902-566-9374 or MJosey@hollandcollege.com

Recruitment and First Year Advising Office:

Any inquires not covered on this bulletin? We are here to help! Please contact one of our advisor's below or call our office at 902-566-9503.

Grecia Frangos Perez, Recruitment and First Year Advisor, grecia@hollandcollege.com

Julia Clayton, Recruitment and First Year Advisor, julia@hollandcollege.com

Sheldon Cudmore, Recruitment and First Year Advisor, sheldon@hollandcollege.com

James Mallard, Recruitment and First Year Advisor, james@hollandcollege.com

Tracey Vessey, Admin Support, tracey@hollandcollege.com

Michael Dimitroff, Manager of Recruitment and First Year Advising, michael@hollandcollege.com

Our offices are located on the 1st floor in the West Wing of the Charlottetown Centre on the Prince of Wales Campus.

Newcomers Association:

Address: 49 Water Street, Charlottetown PEI

Phone: 902 628 6009

Adjusting to life in Prince Edward Island

Experiencing a new culture can be exciting, exhilarating and a wonderful part of studying abroad, however we also know it may take time to adjust and that there be many whom feel anxious. Do not worry, these feelings are all normal. Everyone will experience some degree of culture shock at different rates and will handle it in different ways. Please remember that the adjustment will take some time. Understanding the four stages of culture shock and how to deal with them are important.

Symptoms you may experience during Culture Shock:

- Homesickness
- Depression or sadness
- Isolation
- Irritability
- Anxiety
- Physical ailments such as body aches or headaches

Common Stages of Culture Shock:

- Honeymoon
 - Feeling of excitement and being fascinated by your new environment
- Anxiety/Frustration (Culture Shock)
 - Stress and frustrating levels rise, symptoms such as depression and irritability may appear. You may begin isolating yourself and questioning your choice to study abroad.
- Adjustment
 - You become more comfortable with your new environment and may begin meeting new friends. You begin to feel more “at home”.
- Acceptance
 - Feeling at ease with your surroundings and interacting positively with your new environment.

If you are feeling any stage of culture shock and would like to talk with someone, please do not hesitate to reach out to our counsellors, Randell or Jill, at counselling@hollandcollege.com. Holland College is here to assist you through this transition.

Tips for Distance Education Success!!

➤ Create a study space.

Set up a dedicated learning environment for studying. By completing your work there repeatedly, you will begin to establish a routine. It could be at your kitchen table or a desk in a spare bedroom, it is important to determine what type of setting will work best for you! This will help you stay on top of your course load. Make sure your study space has:

- A high-speed internet connection.
- The required books, materials, and software for the course.
- Headphones for listening to lectures or discussions (especially important in shared spaces).

➤ Stay Organized

Make sure you know exactly where important dates, files, forms, syllabi, books, and assignments are and when they are due! Reach out for help when you are starting to feel overwhelmed.

➤ Eliminate distractions

It is easy to get lost in social media or Netflix for the day. These distractions can easily derail your studies. Turn the TV off, shut your notifications off; lessen these distractions and set aside time to focus on your studies!

➤ Build a Study Plan

- If you have a written, stable plan, you will be more likely to stick with it.
- Create a study calendar.
- Write detailed to-do lists.
- Set time limits.
- Stick to your schedule.

➤ Reach out!

It is important if you are feeling like you're starting to fall behind to reach out! Ask for help! Your instructors are here to help, ask your peers for clarification, Student Support Services are here to help you with your academic needs during this transition.

➤ Ask Questions

To ensure you are retaining the proper information, ask questions! No question is a bad question 😊

➤ Join a Study Team

Create a team of virtual friends, 2-3, maybe more and have regular discussions. Meet up a few times a week to pick each other's brains, see how everyone is getting along with the assignments, and any challenges anyone is facing. Here are some platforms you can do this with:

- WhatsApp
- Facebook
- Google Docs
- Skype
- Microsoft Teams
- One Drive

➤ Reading and Writing Skills

Online learning is much different than in person learning, utilize supports as you need them! Here are a few to point you in the right direction:

- Holland College's Writing Centre
- Student Support Services
- Grammarly
- Spell Check

➤ Communication Skills

Effectively communicating is CRUCIAL when learning online.

Make sure to ask questions as they come up – instructors cannot see the confusion on your face via online learning.

Use the tools provided by the school to communicate with your instructors, classmates and support services.

Remember to use appropriate style and language when you are communicating. You are still doing schoolwork, not texting your friends!

➤ Utilize your Holland College Supports

- Contact your instructors!
- Student Support Services can be reached at: studentsupportservices@hollandcollege.com
- Library can be reached at: library@hollandcollege.com
- Writing Centre can be reached at: <https://hollandcollege.mywconline.com>
- Counselling can be reached at: counselling@hollandcollege.com
- Aspiria (24/7): 1-877-234-5327 OR www.aspiria.ca

Grading and Assessment

A variety of methods are used to assess a course grade including exams and tests, participation in classroom discussion, group and/or individual projects and presentations. You can keep up to date on your grades by accessing your SAM account. Please also keep in mind your attendance is mandatory and will impact your grades. Holland College's process on student assessment is found at <https://sam.hollandcollege.com/d21/le/content/11831/viewContent/427862/View> . Refer to your syllabus and your instructors for an explanation of grading for a particular course.

Official Grading Scale

Grades	Letter Grades	Grade Points
90-100 %	A+	4.33
85-89%	A	4.00
80-84%	A-	3.67
77-79%	B+	3.33
73-76%	B	3.00
70-72%	B-	2.67
67-69%	C+	2.33
63-66%	C	2.00
60-62%	C-	1.67
0-59%	F	0.00

Active participation in classes

Students are encouraged to participate in class discussions and share ideas around course topics. In some courses, participation may be part of your final grade. To prepare, review the lecture content and complete the assigned readings/assignments before attending class. This will help you participate and prepare you for the types of questions that may be asked on exams or in assignments.

Do not skip one class to work on an assignment or study for a test in that course or another course. This puts you more behind in your schoolwork and sends a negative message to your instructor. If you are having trouble managing time, reach out for help – let your instructor know or make an appointment at Student Services.

Group work

Some courses may require you to work on projects with other students in small groups. Group projects could include writing a report, a research paper, an assignment or delivering a presentation. For most group work you will be expected to coordinate independently with your group members outside of class time. Consider setting expectations around how your group will

communicate and work together (e.g., communicating with one another digitally using social media or email).

Group work is a great opportunity to get to know your classmates and to share your ideas. Group work will prepare you for various workplaces where teamwork and working collaboratively are highly valued and frequently expected by employers. There are resources on campus that can help you develop the skills to work effectively on teams. It is important that you only work with others on assignments when the instructor allows it. Working in groups to complete individual assignments can lead to severe penalties as it may be considered cheating depending on the expectations of the instructor.

Groups will be composed of people from several different backgrounds. Holland College promotes a culture where everyone is equal – be open to working with people of various cultures, gender identities, sexual orientations, learning abilities, etc. In addition, if you feel you are not being treated fairly for any of these reasons, let your instructor know.

Tips to help you complete your group work:

- Communicate openly: listen to others, ask questions, and share your opinion respectfully
- Divide the work: assign and agree on clear roles for each group member based on their skills and strengths
- Create clear expectations: decide how often you will meet, how you will communicate with each other, and a timeline for completing the project
- If you are confused – speak with your instructor as soon as possible

Academic integrity

As a student at Holland College it is important that all of your academic work and conduct is carried out with honesty, trust, fairness, respect and responsibility in mind. It is your responsibility to understand how this applies to each of your courses, assessments or situations. For example, while one instructor may allow you to complete assignments together so long as you list the other students that you worked with on it, others may not allow you to work with other students to complete assignments in any way. You are responsible to ensure you know the expectations of your instructors.

Other examples of integrity offences include:

- Using someone else's ideas without properly listing them as a source in the work. Library personnel can help you source your work correctly – you only have to go and see them.
- Modifying or making up research or results to better fit with your desired outcomes for your work.
- Copying and pasting material from the internet, making no changes or changing only a few words and not referencing material properly. Again, our experts in the library will be happy to help you.

Academic integrity is strongly enforced across campus to help ensure that students are able to apply their learning at a high level in and outside of the classroom and to carry on the reputation of our college as an institution that creates the ethical citizens.



PRINCE OF WALES CAMPUS: STUDENT GUIDE



CHARLOTTETOWN CENTRE

- 1 Student Support Services (main level)
- 2 Recruitment and First Year Advisement (main level)
- 3 Samuel's Campus Store (main level)
- 4 Florence Simmons Performance Hall (main level)
- 5 Student Union (main level)
- 6 Library (main level)
- 7 Credit Union Café (main level)
- 8 Nurse Practitioner (lower level)
- 9 High Performance Training Centre (lower level)

MONTGOMERY HALL

- 10 Admissions Office (main level)
- 11 Adult Education

CENTRE FOR APPLIED SCIENCE AND TECHNOLOGY (CAST)

- 12 HollPass Office (main level)
- 13 Chartwells Café (2nd level landing)

CENTRE FOR COMMUNITY ENGAGEMENT (CCE)

- 14 Fitness Centre and Gymnasium (3 levels)
- 15 Chartwells Lunch Canteen (main level)

RESIDENCES

- 16 Glendenning Hall/Cumberland Street Residence

SCHOOL OF PERFORMING ARTS (SoPA)

- 17 Music Performance Program
- 18 SoPA Garage

Money Matters

Off-Campus Employment

A valid study permit will also allow international students to work off-campus. The conditions regarding employment will be listed on the study permit. It is the student's responsibility to comply with these conditions in seeking and accepting employment. Students who hold a valid study permit are eligible to work off campus if the following requirements are met:

- Be registered and enrolled as a full-time student in an eligible academic program at your designated learning institution.
- Obtain a SIN card (see instructions below)
- Allowed to work off campus for up to **20 hours per week while in class** and full time during regularly scheduled breaks such as Christmas and Summer.
- Any restrictions related to the type of work will be listed on the study permit under conditions

For additional information, please check out the Canadian Immigration and Citizenship (CIC) website. <http://www.cic.gc.ca/english/study/work-offcampus.asp>

Co-op/Intern Work Permits

- Any student wishing to participate in a co-op or internship program must apply for a co-op work permit. Please ensure the application is complete before leaving for break in December.

For more information, see www.cic.gc.ca/english/study/work.asp

Opening a Bank Account

In most cases an account can be opened by simply walking into any bank and telling someone at Customer Service that you would like to open an account. Some banks require appointments ahead of time, so it may be wise to call in advance. All banks have service fees for using their banks. You will need to talk to the individual banks for information on the best service plan for students.

Please bring the following documents to open a bank account:

- Passport
- Study Permit
- Confirmation of Enrolment letter (can be requested through your Webadvisor account)

Income Tax

Each person residing in Canada must file an income tax return each spring. Income tax in Canada is determined by residency, meaning if you live, study and work in Canada you must pay income tax in

Canada. As an international student studying at Holland College you must file your taxes for each year that you live, study and work in Canada. Taxes are determined based on the calendar year and not the academic year. Remember when you are getting your documents together to file your taxes you must gather information from January 1 until December 31 for the year you are filing. The deadline for filing taxes in Canada is April 30.

Before you can file your taxes, you must gather all the following documents:

- T4- This is a record of the income you received at each job during the year. You will receive one T4 from each place you worked.
- T4A- If you've received scholarships or bursaries from HC in the calendar year you will receive this document from HC. It looks very similar to a T4. Please check with the International Office to pick up your T4A.
- T2202A- You will receive this document from HC and any other college or university you attended during the calendar year. This is a record of the tuition you paid and the number of months you were enrolled in either full-time or part-time study.

Some other information it might be good to have with you:

- Your social insurance number and photo ID.
- You can claim the rent you paid during the year on your taxes. You don't need a document proving the amount just the amount.
- If you are married or have children remember to tell the person doing your taxes. This information will change your return.

Once you have all your documents you can visit any income tax return preparer in Prince Edward Island. Often it is good to schedule an appointment to have your taxes done. The closest tax preparation office to Holland College is:

H and R Block Office
140 St Peters Rd, Charlottetown
Phone: (902) 892-7122
Hours: M - F 9:00am – 5:00pm

H and R Block Office
63 Water Street, Summerside
Phone: (902) 436-4554
Hours: M - F 9:00am – 4:00p



HOW TO REGISTER

GO TO: WWW.STUDENTBENEFITS.CA

CHOOSE **HCSU**

CLICK **REGISTER NOW**

INPUT INFORMATION

OPT OUT INSTRUCTIONS

(OPT OUT OF HEALTH AND DENTAL)

GO TO: WWW.STUDENTBENEFITS.CA

CHOOSE **HCSU**

CLICK **OPT OUT**

INPUT INFORMATION

HAVE QUESTIONS? CONTACT CHRISTINA GOGUEN

EMAIL: CMGOGUEN@HOLLANDCOLLEGE.COM

**OFFICE: CHARLOTTETOWN CENTRE, 140 WEYMOUTH STREET, CHARLOTTETOWN,
PE C1A 4Z1**

OPT OUT DEADLINE – July 15th – Sept 25th, 2020.

If Your Program starts in November, your deadline will be extended till Nov 30th, 2020

No exceptions will be made

You can also apply for a PEI provincial health card. The application can be done in person at 16 Garfield Street OR online at <https://eservices.princeedwardisland.ca/en/service/231>.

We HIGHLY encourage you to apply for this health card. It is free and if you show proof of application to the Student Union before Sept 25th, you will receive a refund.

Applying for a Social Insurance Number

When entering Canada, it may be possible for you to obtain your social insurance number at your point of entry, but if not please follow the steps below to get your social insurance number.

Service Canada – Jean Canfield Building

In order to work in Canada students must obtain a Social Insurance Number (SIN). Your SIN must be applied for in person at a Service Canada Centre. These are temporary and will expire on the same date as the study permit expiration date. When a student applies for a study permit extension, the SIN will also need to be updated.

How to get to Service Canada (Charlottetown)

- From Holland College – head toward downtown by taking Kent Street.
- At Great George Street (formerly known as University Avenue) where Craft Corner is, turn right.
- Walk one block and cross the street at the pedestrian walk leading to The Old Triangle Restaurant.
- The Jean Canfield Building is beside the restaurant on the same side.
- Service Canada is in through the doors to the right.

Tell them you are there to apply for a Social Insurance Number.

You must have:

- Completed application
- Passport (original)
- Study permit (original) – this must outline you “may work on and off campus”
- It’s a good idea to also take your HollPass.

You will receive your Social Insurance Number on a piece of paper once you meet with a representative. You must keep this paper or your SIN in a safe place as you will need to know when asked for employment.