

Welcome to the **University Bridging Program (UBP)** at ALCC!

First Day

Please come to 1526 Dresden Row, Suites 205. Our staff will update your student file, give you a tour and show you the classroom. In class, you will meet your instructor and receive your textbook.

Documentation

Please bring these documents with you on the first day:

- Valid Passport
- Study Permit
- Proof of Medical Insurance (if not purchased from ALCC)

Schedule

Your classes will start at **9:30am** (Halifax time) and end by **12:30pm**.

(**Note:** Students have 15 hours of in-class instruction and 10 hours of self-guided learning weekly.)

Course Structure

The UBP is divided into two parts: a 3-day program and a 2-day program. Rania Ghaly and Nick Cantar will teach the 3-day program from Monday to Wednesday. Paul Meier will teach the 2-day program on Thursday and Friday.

The UBP is 13 weeks long. It consists of 3 modules, which are 4 weeks each and a final exit exam in the last week.

Orientation

To introduce you to the UBP, you will attend a UBP orientation session to understand the program, content, and assignments. This orientation will be on Monday during your first class and attendance is **mandatory**. You cannot start your program without attending this orientation. If you have any concerns about your program, please contact rghaly@alcc.ca.

(**Note:** Online students will be contacted to attend a technical orientation before the program start to make sure all students can attend Monday's orientation.)



ALCC Email

Each student will be issued an ALCC email address. You will use this email to access your Microsoft Office student account and all future communication will be through this email. If you need help setting up your email, please contact hsun@alcc.ca.

Communication Platform

All students will be added to a virtual classroom on Microsoft Teams via your ALCC email.

Online students will attend class daily via Teams.

If we are unable to have an in-person session (e.g. – snowstorm), all students will attend class online via Teams. You can also use this platform to communicate with your teachers and/or chat with your classmates.

Learning Platform

We will be using a platform called Canvas as a place for students to access course outlines, textbooks, documents/assignments and other support materials. This platform will also be used for some of your testing. Please read the Online Testing Rules attached. You will receive an invitation via your ALCC email.

Attendance

Students must attend class daily and attendance will be taken. If you will be absent, please email your instructor.

Updates

For updates about school closures and other ALCC information follow our Facebook or Instagram page. Find our social media and website here: https://linktr.ee/alcc_halifax

School Contact

If you have any questions or concerns, please contact info@alcc.ca or 902-446-1818.

We hope you have an enjoyable experience and wish you the best of luck with your program!

