



HERITAGE COMMUNITY COLLEGE
VESTRI POSTERUS SATUS HIC

Online Course Policies and Procedures

Heritage Community College

Online Course Policies and Procedures

All students taking online courses are expected to read and understand their “Online Course Policies and Procedures”

Heritage Community College (HCCBC) offers all business programs online.

The HCCBC business programs are as follows:

- Diploma in Accounting and Payroll
- Diploma in Human Resources
- Diploma in International Business
- Diploma in Digital Marketing Management
- Diploma in Marketing Administration

Course Procedures

All online courses will be accessed through the designated MyHCCBC or McGraw-Hill Connect system.

Online and Blended Courses

OL and blended courses are offered through the general Moodle system at myhccbc.com/Connect on McGraw-Hill. Due to Covid-19, courses are enrolled in an online course may not attend the on-ground classroom unless instructor gives permission to them. Students will be invited to on-ground or online at the beginning of each course for course orientation and eBook code distribution.

Course Hours

Courses will start on a Monday and finish on a Friday. Course duration will depend on each course. Each will be 20, 40, or 80 hour’s duration. Courses are based on four hours per day. Courses therefore will be one, two, or four weeks long.

Office Hours

Instructor will set office hours for each course offered. Office hours will be given to students on orientation day.



HERITAGE COMMUNITY COLLEGE
VESTRI POSTERUS SATUS HIC

Communication and Participation

All students are expected to be active participants in the course. Courses may require collaboration and discussions with classmates. Students should be ready and willing to regularly communicate with classmates and instructors online. Students are expected to complete all assignments, quizzes, projects, and any other activities by the due date.

All students are encouraged to contact their instructors should there be any questions related to course concepts, assignments, and feedback provided. Also, instructors have set aside specific times for contact by phone or online.

Attendance

Heritage Community College recognizes that good attendance is directly related to student success in completing a program of study. The policy applies to all students who are currently enrolled or are enrolled at any future time. Students registered for full-time study are expected to log on at least five days a week – on different days to complete daily assignments, quizzes, readings, and other activities as directed by the instructor and outlined in their program of study.

Students are expected to attend online classes as scheduled at least five days a week. Students who will be absent must contact the school either by telephone at (604) 593-5400 or email at info@hccbc.com. The students are responsible for completing all assignments missed during their absence.

Absences for medical or emergency reasons are considered “excused” absences if the student provides documentary evidence of the reason for the absence such as a doctor’s note. Absences that are not “excused” are subject to the following:

- Students who are absent for 5 consecutive days or 10% of scheduled classes within first month, without notifying school of scheduled classes will receive an attendance warning letter.
- Students who are absent for 15% of scheduled classes will be placed on probation.
- Students who are absent for 20% of scheduled classes will be dismissed from study.
- Students who are absent for five consecutive scheduled school days without contacting the school will receive an attendance warning letter and further consequence of not attending school.



HERITAGE COMMUNITY COLLEGE
VESTRI POSTERUS SATUS HIC

Class Starts

Students are expected to attend first day of course online orientation and class. Online courses are no different from in-room traditional classes. Online classes are subject to the same attendance policy and procedures as in-room traditional classes. Students who are unable to attend the first day of course orientation and online class should inform their instructor by e-mail of the intended absence before the start of the first class. If students miss the first day and do not contact the instructor or college of their absence, the policy below will apply.

Students will be dropped or dismissed from that course if they miss the first 20% of that class. As Heritage Community College offers 20 hours (5 days), 40 hours (10 days), and 80 hours (20 days) classes, the following will apply:

- Students are absent the first day of the 20 hours or 5(five) days course.
- Students are absent the first two consecutive days of the 40 hours or 10(ten) days course.
- Students are absent the first four consecutive days of the 80 hours or 20(twenty) days course.

Online courses have daily readings, homework assignments, tests, and other activities as directed by the instructor. Students will be documented by any or all of these methods for their attendance.

For students who have been dismissed from the course, regular fees will be assessed and payable in accordance with the Heritage Community College fee payment and refund policy.

As Heritage Community College courses are sequential, students dismissed from that course will have to retake that course when it is offered.

Procedure for Student Attendance:

1. The Senior Education Administrator prepares a class list for each instructor before each online course. The students are informed of their upcoming courses by email.
2. Instructors take attendance at the beginning of each class noting students who are absent.
3. Completed weekly attendance sheets are returned to the Senior Education Administrator on Friday afternoon. The SEA enters each student's attendance in the student's personal attendance record. The completed weekly attendance sheets are filed in the Attendance Binder.
4. While entering attendance, the SEA reviews the overall attendance for the students that are of concern with respect to attendance.
5. The Senior Educational Administrator will try to contact concerned students for reason of absence. SEA issues an attendance warning letter to any student who has been absent for 10% of scheduled classes or 5 consecutive days.



HERITAGE COMMUNITY COLLEGE
VESTRI POSTERUS SATUS HIC

6. The Senior Educational Administrator meets with students who have been absent for 15% of scheduled classes and places the student on probation. A study plan will be set up and student is expected to meet specific deadlines as per plan. In case student is unable to follow the study plan, SEA will set a meeting to discuss about student concerns and further plan of action.
7. The Senior Educational Administrator meets with student who have been absent for 20% of scheduled classes to discuss regarding reason of absence and notifying them that they will be dismisses from study.
8. The Senior Educational Administrator sends a warning letter via Canada Post to any student who has been absent for five consecutive scheduled school days without contacting the school.
9. All information related to student attendance i.e. warning letter, study plan will be kept in student file for record keeping.

Time Management

Managing time is essential in online and blended courses. All students should be organized in the program of studies and take ownership of their own learning. Time should be set aside each day to focus on studies.

Technical Support

Students should contact the school at 604-593-5400 or contact their instructors immediately if technical support issues are encountered.