

BOW VALLEY COLLEGE

VIEWBOOK 2020



bowvalleycollege.ca/apply

BOW VALLEY
COLLEGE

BEGIN A NEW PATH WITH US

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Acknowledgement of Territory

Bow Valley College is located in the traditional territories of the Niitsitapi (Blackfoot) and the people of the Treaty 7 region in southern Alberta, which includes the Siksika, the Piikani, the Kainai, the Tsuut'ina and the Iyârhe Nakoda. We are situated on land where the Bow River meets the Elbow River, and the traditional Blackfoot name of this place is "Mohkinstsis," which we now call the City of Calgary. The City of Calgary is also home to Métis Nation of Alberta, Region 3.



JENNIFER BIBBY

Pharmacy Technician

“It’s two years out of your life, and it goes by so fast. Then all of a sudden, you’re in this great job. Now I have this great life that I can afford.”

Bow Valley College graduates are known for being work-ready. Just ask Jen Bibby. She graduated from the Pharmacy Technician Diploma in 2016, and since she started working as a pharmacy technician at Calgary Co-Op, she has noticed our graduates’ positive reputation. “People want to hire them,” she says.

Jen credits the instructors at Bow Valley College for that quality. “They’re so knowledgeable.”

Jen recalls Loren Voice, clinical lab instructor, who always went above and beyond for her students. “She cares about her students beyond what normal people have the capacity to care for.”

When Jen — who was 29 when she started the diploma — hears her friends say they want to go back to school, but think they’re too old, she encourages them to look at her outcome.

JENNIFER’S PATH

High School Diploma

Pharmacy Technician
Diploma

Pharmacy Technician
Qualifying Exam

Pharmacy Technician
at Co-Op

WORKING WITH EMPLOYERS SO THEY WORK WITH YOU

FIND WHERE TOMORROW LEADS AT BOW VALLEY COLLEGE

Here you'll find the trusted expertise, industry connections, and leading technologies to transform your future.

Bow Valley College is committed to providing students like you with an environment rich in opportunities — a place to grow your knowledge and hands-on skills, and adapt what you know into work-ready capabilities. Whether you pursue a one-year certificate or a two-year diploma in one of our career programs, or follow a continuing learning or professional development path, you'll graduate with the skills you need to get hired because we work closely with industry on all curriculum development.

*Graduate employment rates cited in this publication are based on the survey of the 2017-18 BVC graduates conducted by NRG Research Group, an independent market research company, undertaken February through April, 2019. The employment rates are based on graduates reporting that they were employed in either training-related or other jobs at the point they were surveyed as a percentage of graduates in the labour market (e.g. graduates who were actively seeking employment and not pursuing further studies).

THE BENEFITS OF INDUSTRY CONNECTIONS

After you graduate from Bow Valley College, you'll be ready to join the workforce in whatever industry you've chosen. We work with employers from around Alberta to identify the skills, knowledge, and professionalism they require from workers at every level. Consulting with business owners and employers gives us direct insight into the latest industry trends, newest relevant skills, and the ever-changing economic landscape in Canada.

Our instructors and deans meet regularly with groups of business leaders in fields relevant to their subject matter to guide curriculum development for Bow Valley College programs and courses. How can you tell we only teach material relevant to your career? Industry has told us so. **In fact, 88 per cent of our graduates find employment within one year of finishing their studies.***

A KEY PARTNERSHIP WITH HUGE PAY-OFFS

"Bow Valley College graduates hit the ground running."

That's how Jeff Boyd sees it. He would know: Bow Valley College and RBC have been partners for over 15 years, during which a number of our alumni have progressed to become RBC employees. "We really like the students who graduate from Bow Valley College," says Jeff. "They come with practical experience and knowledge they can apply really quickly and easily into our world."

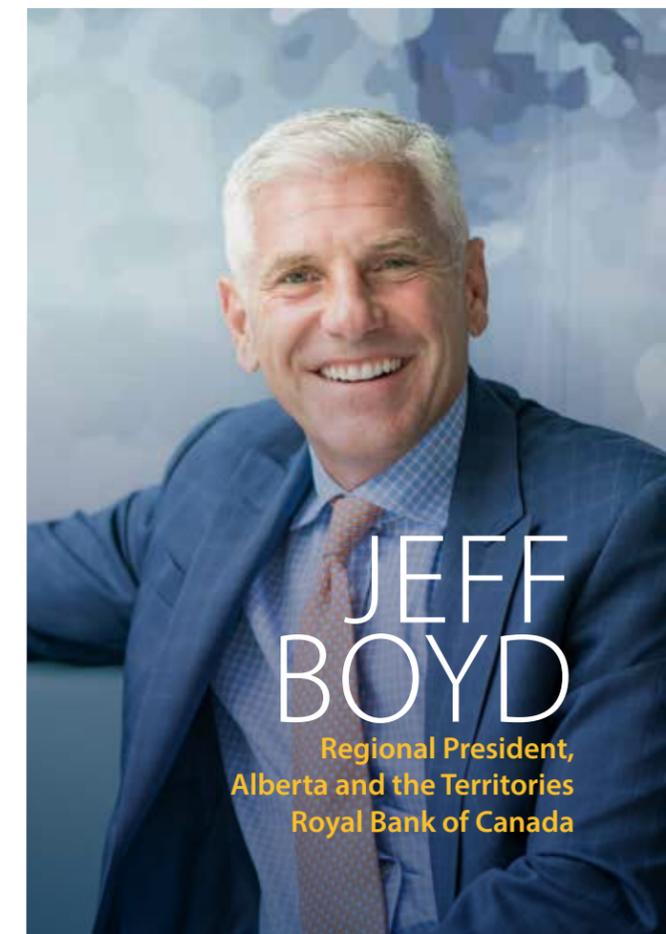
But that's just one reason why this partnership is important to RBC. "Bow Valley College is a great supporter of this community. They make a real difference in the marketplace," says Jeff.

In his view, we've earned this reputation thanks to our core purpose of educating people in what they're passionate about and equipping them with the skills and knowledge needed to pursue those passions. After all, Jeff's advice to those planning their post-secondary life is to follow your passion. "Understand what's important to you, and look for that opportunity to follow that passion."

CONNECTING BEYOND THE CLASSROOM

For most of our courses, part of getting you "work-ready" upon graduation includes a program-specific practicum, clinical, work placement, or co-op experience where you'll get hands-on training in the field you choose.

This is a great way to build real-world experience you can put on your résumé while you're learning and it provides you with ample opportunity to start developing your professional network outside Bow Valley College. Our career services events like the Backpack-to-Briefcase workshops and speaker series make learning advanced professional skills easy, fun, and informative.





ALY VELJI

Interior Decorator

“As soon as I was done school, I was so excited to get out into the workforce.”

Before studying at Bow Valley College, Aly Velji had an interest in interior decorating, but the program at Bow Valley College made him fall in love with the field.

“As soon as I was done school, I was so excited to get out into the workforce,” says the Interior Decorating graduate.

For example, Aly credits one of his instructors with growing his passion for furniture by teaching him about the endless furniture styles out there. The short-term program at Bow Valley College also appealed to Aly’s situation because when he applied, he had finished high school four years earlier, and wanted to test his interest within a small time frame rather than commit to a four-year program.

Bow Valley College laid the foundation for a passion that continues to flourish over a decade later. Since graduating from Bow Valley College, Aly has been principal of his own company, Alykhan Velji Designs, where he creates beautiful spaces for residential and commercial clients. You may also recognize him from national television and local radio – somewhat of a local celebrity, Aly has become a go-to design, lifestyle, and décor expert.

ALY’S PATH

High School Diploma

Interior Decorating Program

Interior Decorating Business Owner

Media Personality



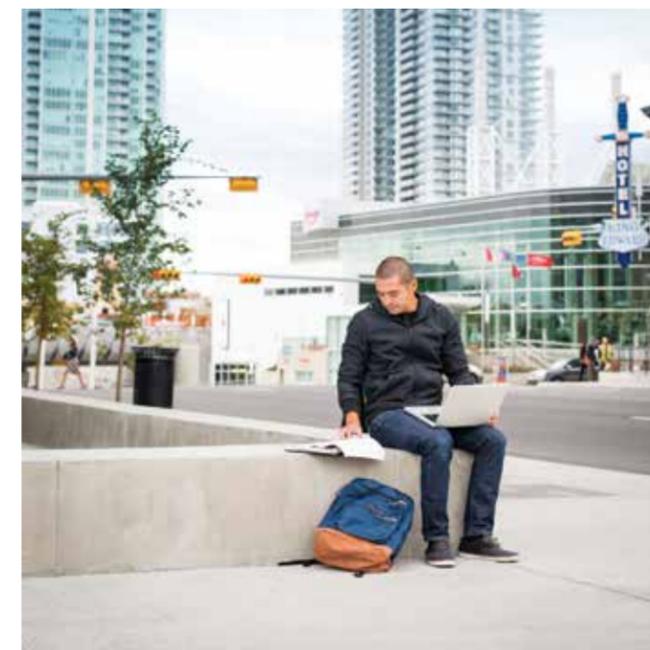
LOVE EVERY MINUTE OF CAMPUS LIFE

CITY LIFE WITHIN REACH

When you study at Bow Valley College, you get to be downtown every day. That includes easy and fast public transit (we're right on the CTrain line), a vibrant city feel on campus, and plenty of places nearby to relax and recharge before or after class. Soon you may be asking yourself: How many coffee breaks on the waterfront is too many in one day?

TO THE BOW AND BACK

While there is an impressive library space on campus with plenty of online resources and room to settle in and get some work done, Bow Valley College is also located right next to the Bow River that runs along downtown Calgary. You can be in class one minute and strolling the boardwalk on the river in the next. With park space aplenty, you can find a new outdoor study space every day you're downtown.



OUR REGIONAL CAMPUSES

LOCALLY SOURCED LEARNING

We bring learning right to you. From health care, community studies, and business to academic upgrading and English Language Learning and more, you can take the next step in your education and launch your career without leaving your community. Our partnerships with employers, communities, professional associations, and organizations that accredit us focus on community-tailored and relevant programming for the local workforce and prepare you for tomorrow's jobs.

We have campuses in the following communities:

Airdrie	High River
Banff	Okotoks
Canmore	Strathmore
Cochrane	

Find a course that's right for you.

Visit [bowvalleycollege.ca/regional](https://www.bowvalleycollege.ca/regional) to find a campus in your community.



CELEBRATE INDIGENOUS LIFE AND LEARNING IN THE INIHKOKAAN CENTRE

Welcome to a centre committed to the success of Indigenous students. The Iniiikokaan Centre is not only where Indigenous students at Bow Valley College come to find the services they need to succeed in school and life, it's a gathering place where you'll feel welcomed and Indigenous culture is celebrated.

COME HERE TO SUCCEED

The centre features a gathering space for our elders and students to conduct sharing circles, smudging, and cultural ceremonies. Culturally-relevant workshops, gatherings, and speaker series are delivered throughout the year in collaboration with community agencies. Support and advocacy are provided for Métis and First Nations; and band funding and presentations are offered regarding Indigenous student scholarships and bursaries.

CANADA DAY INDIGENOUS SHOWCASE AND TRADITIONAL POWWOW

Since 2013, Bow Valley College has presented the Canada Day Indigenous Showcase and Traditional Powwow in collaboration with the City of Calgary. This cultural celebration held on Prince's Island Park attracts more than 80,000 attendees annually, educating and engaging Albertans and visitors with Indigenous cultural activities.

By showcasing a wide range of First Nations, Métis, and Inuit ways of knowing and activities, we're demonstrating our commitment to Indigenous practices, community involvement, strengthening relationships, and to the Truth and Reconciliation Commission's Calls to Action.

“It's that place for spirituality, for cultural support, and it's that place where they can have one-on-ones with the elders as well. Because we want to support our students to be successful, but we also want them to have a place on campus that's relevant to them. ”



NOELLA WELLS
Director of the Iniiikokaan Centre

ERWIN BEAR CHIEF

Career and Employment Advisor

“My dream has always been to follow in my mom and dad’s footsteps. My dad was a recreational director, my mom was a social worker.”

Erwin Bear Chief has always wanted to help his community of Siksika Nation. “My dream has always been to follow in my mom and dad’s footsteps. My dad was a recreational director, my mom was a social worker,” he says.

After getting a taste of working as an education assistant in Siksika Nation, Erwin came to Bow Valley College to get certified in the field.

While studying in the Education Assistant Certificate program, he learned of an opportunity he couldn’t turn down. Certain education assistant courses could transfer to the two-year Disability Studies Diploma. “I jumped at the opportunity as it opened more doors to several other potential jobs.”

He finished the Disability Studies Diploma in one year.

Erwin is also grateful for the chance to have worked with Noella Wells at the Iniiikokaan Centre, who assisted him in finding a practicum.

Now, Erwin is a career and employment advisor at Siksika Employment and Training Services. He’s researching employment opportunities for people with disabilities and seeking the funding they need.

Most of all, he’s helping his community.



ERWIN'S PATH

High School Diploma

Education Assistant
Certificate

Disabilities Studies
Diploma

Career and
Employment Advisor

STUDENTS' ASSOCIATION

Meet the team dedicated to making your life at Bow Valley College better every day. The Students' Association of Bow Valley College is your voice on campus, your advocate outside Bow Valley College, and your access point for volunteer opportunities, career and learning events, and other services for your success.

WHAT CAN THE STUDENTS' ASSOCIATION DO FOR YOU?

You can start or join a club for line dance appreciation (if that's your thing), African drum composition (if you've got the rhythm), social justice advocacy (if that's your passion), or just come pet the puppies during our Puppy Room event if that's all you need. It's also a great social space to hang out in between classes, connect with other students, and find out about volunteer opportunities.

OUR ALUMNI BENEFIT FOR LIFE

It's not just the Bow Valley College credential you receive upon graduation that sets you up for success, your new alumni membership will help take you further, too. As a Bow Valley College alumnus, you join a connected network of professionals across Canada and the world who all have something in common: the drive to reach higher. Stay in touch to learn about career events, professional and academic development opportunities, as well as access to library space and services, and members-only pricing on services.



LEARNER SUCCESS SERVICES

Services to help you thrive in school, work, and life

Learner Success Services provides resources to enhance the student experience and support academic success at Bow Valley College. Its four central spaces offer a range of services including student engagement, personal and academic support, and Indigenous cultural resources.

KEEP YOUR LEARNING ON TRACK

- **Academic Success Centre:** Connects students with peer tutors, learning coaches, writing support, and academic skills workshops.
- **RGO Library and Learning Commons:** Helps students explore library resources and access quiet and collaborative study spaces, computer lab, and bookable project rooms. Also offers academic success workshops.
- **Iniiikokaan Centre:** Provides services to support and engage Indigenous students (the centre is also open to non-Indigenous students). Access the Cultural Resource Elders program, ceremonial smudge ceremonies and other teachings, educational sponsorship advocacy, computers, quiet study space, and large gathering room.
- **Learner Success Services (LSS):** Offers key services such as financial assistance, personal counselling, employment support, and accommodations for students with disabilities. The RISE (Reaching for Individual Success Everyday) program helps students create a tailored success plan.

LSS also supports volunteer opportunities, leadership development, and new student orientation, while its Co-Curricular Records provide transcripts of all learner activities and non-academic achievements. Learner Success 101 is a free, online information resource available at your fingertips, 24/7. There's also a Multi-Faith Space and Fresh Routes Market.





JAKUB STRYCHARSKI

Branch Manager, RBC

“Bow Valley College makes sure students are really well-positioned for a career and are hireable.”

Jakub StrycharSKI’s almost decade-long relationship with RBC began thanks to Bow Valley College. At the time, Jakub was a student in the Business Administration Diploma, Financial Services Major, and one of his instructors organized a career fair with RBC. That’s where Jakub met the person who would eventually hire him as a teller. Nine years later, Jakub is a branch manager at RBC.

For the past nine years, Jakub has also sat on the financial services advisory board for Bow Valley College, where he notices that Bow Valley College continues to focus on career development. “There have been a lot of changes implemented to the program based on the feedback from potential employers,” says Jakub. “Bow Valley College makes sure students are really well-positioned for a career and are hireable.”

Jakub, who had just arrived from Poland when he enrolled at Bow Valley College, became a Canadian citizen in 2016, and says that for him, being Canadian means to give back to your community.

JAKUB’S PATH

High School Diploma

Business Administration
Diploma, Financial
Services Major

RBC Bank Teller

RBC Branch Manager

RESEARCH AND INNOVATION



Community connection and opportunity

Research and Innovation at Bow Valley College promotes stronger connections and partnerships with community organizations, industry, government, and other post-secondary institutions to create opportunities for students, employers, and our community.

LEARN FROM BUSINESS LEADERS

The College recently conducted three major studies funded by Social Sciences and Humanities Research Council (SSHRC) of Canada grants. These grants enabled us to work with community partners to make a difference through the development of social innovation initiatives:

- Social Innovation on the Ground: Accessible and Evidence-Based Tools for Social Innovators;
- Enhancing the Well-Being, Social, and Civic Engagement of Immigrant Women Retirees; and
- Bringing Hearts and Minds Together: Co-Creating Lifelong Learning Materials for Caregivers of Aboriginal Children.

Bow Valley College hosted its first Social Innovation Symposium in October 2018, to showcase innovation at Alberta colleges. We invited other institutions who received grants from the SSHRC Community and College Social Innovation Fund to a forum where we presented our work, and demonstrated the great value provided by the Alberta college sector through innovative applied research.

WHAT'S NEXT FOR RESEARCH AT BOW VALLEY COLLEGE?

Recognizing the strengths of our students, faculty, and employees, we will continue to explore opportunities with the Tri-Council research agencies for appropriate project funding. We will expand our agenda to make research part of the student and employer experience at Bow Valley College. Students will benefit from applied research projects by using their knowledge in the workplace environment to help organizations solve problems and identify efficiencies while strengthening their employment prospects.



MICHELLE WOERLE

Graphic Designer

“My mom says I could hold a pencil before I could walk.”

Michelle Woerle was always the artist in her family. “My mom says I could hold a pencil before I could walk,” she laughs.

After finishing up a print technology program at another post-secondary institution, the born-and-raised Calgarian enrolled in the Digital Design Diploma at Bow Valley College. Of the programs she had researched, she was confident the college’s would be her best bet towards a career in graphic design. “The courses looked pretty great for what I wanted to learn,” she says.

For example, when she saw the User Experience Design course on our website, she knew she wanted to take it. “Every single job posting I saw said you need user experience.”

In her first year of the program, Michelle’s art was displayed front and centre at the College’s booth at Comic Expo. A panel of instructors and industry experts selected Michelle and three of her classmates for the showcase as part of the Intermediate Digital Design Tools course. Last summer, she and a peer represented Bow Valley College at the European Innovation Academy in Portugal, a leading tech entrepreneurship educator.

“I’ve had great experiences in terms of getting myself out there,” says Michelle of the College. “I’ve never had that experience before with previous schooling.”

MICHELLE PATH

High School Diploma

SAIT
Print Technology Program

Bow Valley College
Digital Design Diploma

Freelance Creative Career



INTERNATIONAL EDUCATION

Find your place in the world — make an impact

The International Education department is dedicated to supporting students in achieving success through academic and student life experiences. Our approach focuses on assisting students from application to graduation. Our full-service model provides assistance to students exploring study or work abroad programs and practicums. We value internationalization in our classrooms, communities, and growing global network.

STUDY OR WORK ABROAD AS PART OF YOUR EDUCATION

Our international study abroad program provides all students (Canadian and international) an opportunity to apply their learned competencies while gaining intercultural and international insights.

JESSICA RIPLEY

Jessica Ripley did an internship overseas in Kenya through Bow Valley College. In Kenya, she started a scholarship initiative to fund students who are struggling to pay their school fees. Thanks to crowdfunding and financial help from Bow Valley College's International team, Jessica raised \$1,600 CDN for the Kindred Valleys United Scholarship, which will fund 12 students for a whole year.



If you're considering an internship in a developing country such as Kenya, Jessica notes it's an opportunity to make an impact because you can do more with less. "It felt like you were changing lives with small gestures. I think for anybody interested in having this life-changing experience – becoming a part of community, and changing other people's lives – this is an amazing opportunity."

International Department Services

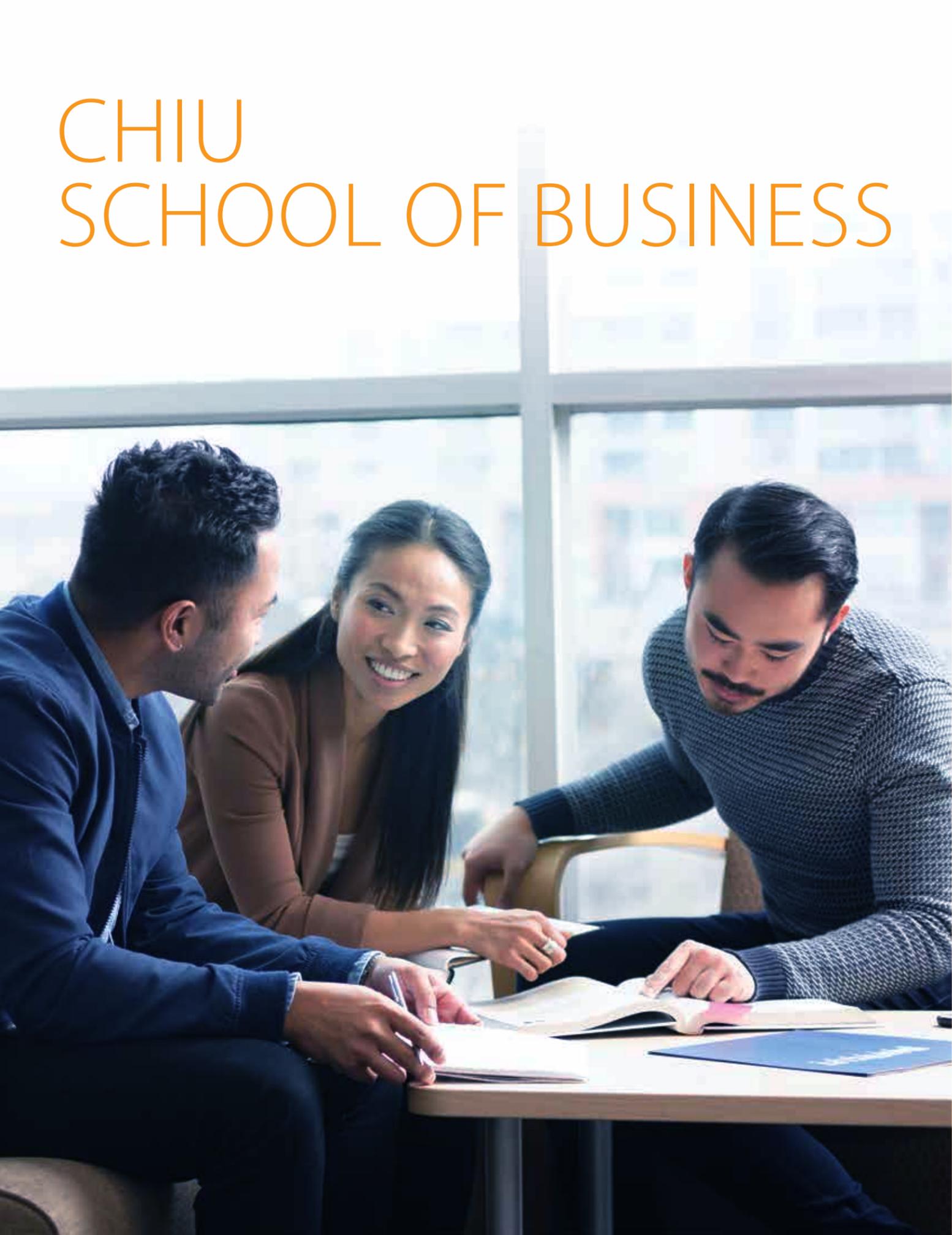
- Recruitment and Enrolment
- Immigration Information
- Cross-cultural Integration
- Learner Pathway Planning
- Global Citizenship
- Scholarships

Partnerships and Mobility

- Study Abroad Programs
- International Practicums
- International Internships
- Faculty Exchanges
- Study Tours



CHIU SCHOOL OF BUSINESS



Put your best foot forward in business

Start your fast-paced career in the business world with an education informed by Canada's business leaders and entrepreneurs. Whether you pursue financial services, accounting, digital marketing, or a general business major, Bow Valley College diplomas and certificates can help launch the first step of your success.

LEARN FROM BUSINESS LEADERS

From our entrepreneur-in-residence Craig Elias – who hosts the VentureQuest business competition at Bow Valley College – to our many longstanding relationships with businesses across Alberta, we have made a commitment to connecting with business both in the classroom and the real world. The result is programs that teach practical business skills, equip you with solid economic theory, and inspire you to achieve great things at school and beyond.

LEARN BY DOING

Learning at Bow Valley College's Chiu School of Business is adaptable to your needs, offering both online and in-class instruction. You'll graduate ahead of the curve with an advantage over other candidates thanks to the critical thinking and professional skills you'll gain over your one-year or two-year program. Be ready to launch your career and join the workforce faster.

HAIDEH FARAHMAND

Instructor, Supply Chain Management

Haideh Farahmand is the lead instructor for the Supply Chain Management Major at Bow Valley College. She brings more than 20 years of experience in the energy industry to her role, with companies such as Suncor Energy, Petro-Canada, and Fluor Canada. Most recently, Haideh was invited to present her paper on the adoption of blockchain technology at the Hawaii International Conference on System Sciences.



She holds a Bachelor of Sciences in electrical and electronic engineering from Shiraz University in Iran, and a Master of Science in project management from the Schulich School of Engineering at the University of Calgary. She is currently pursuing a doctorate in business administration from Athabasca University.

Programs

One-year certificate programs

- Administrative Professional
- Business Administration
- Dental Business Assistant
- Events Management
- Hospital Unit Clerk
- Human Resources
- Medical Office Assistant
- Veterinary Office Assistant

Two-year diploma programs

- Business Administration
 - Accounting
 - Digital Marketing
 - Event Management
 - Financial Services
 - General Business
 - Human Resources
 - Insurance and Risk Management
 - Integrated Marketing Communications
 - Supply Chain Management
- Legal Assistant

For more details about course content and possible work experience and transfer options, visit bowvalleycollege.ca/business

Admission Requirements

See page 42 for more information.

SCHOOL OF COMMUNITY STUDIES



Make your commitment make a difference

Use your energy and enthusiasm to create better communities. Helping others can begin with a certificate or diploma program at Bow Valley College, providing you with the skills, theory, and practical knowledge to make an impact in building vibrant and healthy communities. Become a competent, confident, and caring human services professional through classroom and real-world experiences.

APPLIED LEARNING IN COMMUNITY SETTINGS

The School of Community Studies at Bow Valley College prepares you for a rewarding career in a wide variety of settings, including schools, child care environments, counselling offices, community agencies, and correctional sites. With decades of combined experience in the field, our instructors provide a broad range of perspectives to aid you in the classroom and equip you to overcome challenges once in the workforce. Coursework for these programs can include lab work, in-class or online instruction, or a mix.

HEALTHY COMMUNITIES AND A HEALTHY CAREER

Continue to expand your career by pursuing a post-diploma certificate in Health and Human Services Management. It will equip you with expert knowledge in a variety of subjects, including financial management, human resources, social policy, program design and evaluation, and organizational behaviour to enhance your leadership skills.

CORRINE FERGUSON Instructor, Sociology

Corrine Ferguson is an instructor at Bow Valley College in the School of Community Studies. She has been teaching at the College since 2013. Corrine teaches Introductory Sociology, Sociology of the Family, and Sociology of Aging. Prior to joining the College, Corrine was an instructor at Mount Royal University, and she worked as a researcher at University of California, Office of the President, in Oakland, California. Corrine received her Master of Arts in sociology from the University of Calgary.



Programs

One-year certificate programs

- Addiction Studies
- Disability Studies
- Early Childhood Education and Development
- Education Assistant
- Fetal Alcohol Spectrum Disorder Education

Two-year diploma programs

- Addiction Studies: Aboriginal Focus
- Child and Youth Care
- Disability Studies
- Early Childhood Education and Development
- Justice Studies Diploma
 - Aboriginal Focus
 - Correctional Studies
 - General Justice
 - Law Enforcement
 - Youth Justice
- Social Work

Post-diploma certificate programs

- Health and Human Services Management

For more details about course content and possible work experience and transfer options, visit bowvalleycollege.ca/communitystudies

Admission Requirements

See page 43 for more information.

SCHOOL OF CREATIVE TECHNOLOGIES



Grow your creative skills into a career

If you dream in computer code, hold conversations in internet memes, or draw web comics in your spare time, the School of Creative Technologies at Bow Valley College is where you belong. It is here that digital designers, digital marketers, software developers, interior decorators, and data managers come together to realize their creative vision, no matter the medium or scale. Get the practical skills and academic credentials you need to advance your career.

READY. SET. DO.

Instructors in the School of Creative Technologies know all about producing top quality work. They've been doing it for years. No matter what field or subject matter, you'll be learning from industry professionals who bring their "A" game to every project, and can show you how to do the same. Come learn new technologies, get the theory to execute work perfectly, and know how to apply it in any creative workplace.

AN INSPIRED VISION, AN ADEPT SKILLSET

As more creative and data-driven industries emerge in Canada's economy, organizations and businesses of all sizes will need people like you to guide their path. Whether you're learning to design functional, stylish workplaces, program the next app to sweep the market, or formulate a marketing strategy to dominate the competition, Bow Valley College's School of Creative Technologies will help grow your career and execute your vision.

TIGIST BESHE

Instructor, Software Development

Tigist Beshe is an instructor in software development in the School of Creative Technologies. She also has experience teaching software development at Arba Minch University in Ethiopia, and at SAIT. Tigist moved to Canada in 2015, where she worked as a school IT technical support specialist for the Calgary Board of Education.



Tigist earned a diploma in computer science from Mekelle University in Ethiopia. She holds a Bachelor of Science in computer science and IT from Arba Minch University. She also has a Master of Science in geo-information science and Earth observation from the University of Twente in the Netherlands. In 2017, she earned the Microsoft Technology Associate: Database Fundamentals certification. In 2019, she earned the Cloud Application Developer 2018 – Master Award for Educators.

Programs

Two-year diploma programs

- Digital Design
- Information Technology Systems
- Interior Decorating
- Software Development

Post-diploma certificate programs

- Cybersecurity
- Digital Marketing
- Kitchen and Bath Design
- Software Development

Post-baccalaureate certificate programs

- Data Management and Analytics

For more details about course content and possible work experience and transfer options, visit bowvalleycollege.ca/creativetechnologies

Admission Requirements

See page 44 for more information.

SCHOOL OF HEALTH AND WELLNESS

Bring your compassion to Canada's health care

This is where those who care deeply come to learn. The Bow Valley College School of Health and Wellness teaches students how to make a meaningful difference in the lives of people across Canada. You'll get hands-on experience in a health setting and receive the advanced knowledge and skills to make a positive impact on the health of individuals.

ADJUST THE LEARNING TO YOUR PATH

Whether you want to become a licensed practical nurse or registered pharmacy technician, Bow Valley College offers flexible learning environments that work for you. Most classes are available online, in-class, or a mix of both. Your Bow Valley College course credits are transferable to many other post-secondary institutions as well.

YOUR PRACTICUM, YOUR HANDS-ON LEARNING

Throughout your program, you'll get the chance to apply everything you've learned at Bow Valley College in a professional care setting. You'll interact with other health care professionals, learn the ins-and-outs of how health care impacts the lives of real people. Using evidence-informed practice, you'll consolidate knowledge, medical competencies, and critical thinking strategies in situations that challenge and nurture your health care practitioner abilities.

MARION CHORNEY Instructor, Pharmacy Technician

With more than 45 years in the field, Marion brings a wealth of experience to Bow Valley College as an instructor in the Pharmacy Technician Diploma program. As a leader in the community, she has been at the forefront of industry changes and has ensured cutting-edge technologies have been integrated into the program. She is also an advocate for using hands-on training in the learning environment to produce competitive dispensary-ready graduates. A registered pharmacist, she earned a Bachelor of Science in pharmacy and, a Master of Continuing Education from the University of Calgary. Prior to joining Bow Valley College, she was the pharmacy manager at Calgary Co-Op.



Programs

One-year certificate programs

- Health Care Aide
- Nutrition Manager
- Recreation Therapy Aide

Two-year diploma programs

- Pharmacy Technician
- Practical Nurse

For more details about course content and possible work experience and transfer options, visit bowvalleycollege.ca/health

Admission Requirements See page 44 for more information.

SCHOOL OF CONTINUING LEARNING

Take your skills and career to the next level

Wherever you are in your education or career, the School of Continuing Learning can take you further. From one course to an entire certificate, we have options for you.

OPEN STUDIES

Access a variety of courses without committing to a Bow Valley College program with Open Studies. You can gain advanced standing in a post-secondary program, explore different program areas, enrol in courses of general interest, or even study as a visiting student (with a letter of permission) in Open Studies at Bow Valley College.

Open Studies allows you to:

- Obtain advanced standing credits in a Bow Valley College post-secondary program.
- Explore post-secondary program areas at Bow Valley College prior to making a commitment to a specific program.
- Enrol in post-secondary courses while taking upgrading or English Language Learning courses.
- Enrol in courses of general interest without intent to apply to a certificate or diploma program.
- Enrol as a visiting student with a letter of permission.
- Open Studies courses are available to high school students through dual credit programs. For more information, email: study@bowvalleycollege.ca

Every term, a selection of credit courses from Bow Valley College's post-secondary career programs may be offered through Open Studies. Prior to the registration period, a list of courses is made available on bowvalleycollege.ca/openstudies.

Assessment Services

From language tests to software certification, we'll verify your expertise and know-how to get you started.

For more details about our assessment services, contact us at:

Phone: 403-410-1700

Email: assessmentservices@bowvalleycollege.ca

Continuing Learning

Continuing Learning offers non-credit courses and micro-credentials for professional growth. Continuing Learning courses focus on up-to-date and in-demand competencies and skills.

Courses and certificates available in the following sectors:

[Accounting](#)
[Administration](#)
[Business and Management](#)
[Computer Applications](#)
[Construction and Maintenance](#)
[Design and Decorating](#)
[English Language](#)
[Exam Preparation](#)
[Healthcare](#)
[Human Services](#)
[IBM Skills Academy](#)
[Information Technology](#)
[Intercultural Competence](#)
[Leadership](#)
[Pharmacy](#)
[Safety and First Aid](#)
[Security and Investigation](#)

Phone: 403-476-2223

Email: study@bowvalleycollege.ca

bowvalleycollege.ca/continuing-learning

SCHOOL OF FOUNDATIONAL LEARNING

Build a foundation for academic success

Place yourself on a path to further education with Academic Upgrading. Adult Basic Education and Essential Skills will help you improve your reading, writing, math, and computer skills. Or you can upgrade your core subjects with High School Upgrading.

YOUR PATH TO HIGHER LEARNING

No matter where you are in your path to upgrading, the School of Foundational Learning has the building blocks to help you achieve a lifetime of success.

- Get back on track for all core high school subjects (English, Math, Science, Biology, Chemistry, Physics, and Computer Applications).
- For those not ready for high school, our Literacy and Essential Skills classes will help you to improve your reading, writing, math and computer skills.
- Upgrade to meet entrance requirements for college or university, or to advance your current career.

TRAVIS SEAMAN Instructor, Math

Travis has been an instructor in the School of Foundational Learning for over 20 years. While he has the opportunity to teach courses from a wide range of disciplines, his focus in recent years has been high school mathematics. His Bachelor of Education, combined with a Master of Adult and Workplace Education, have assisted him greatly in working with the unique needs and talents of adult students looking to further their education.



FLEXIBLE LEARNING FOR BUSY PEOPLE

This program was created for people with busy lives and is tailored to your needs. Study in a traditional classroom, though flexible formats or even online.

- Full-time and part-time study options
- Eligibility for Alberta Works funding*
- Alberta Education high school credits*
- Multiple start dates in Fall, Winter, and Spring each year

Programs

Basic Literacy to Grade 12
Career Program Pathways
Aboriginal Upgrading
Artstream

For more details about course content visit:
bowvalleycollege.ca/upgrading
info@bowvalleycollege.ca | 403-410-1402

*Some programs may not be applicable. For more information visit bowvalleycollege.ca/academic-upgrading.

SCHOOL OF GLOBAL ACCESS



English Language Learning

Learning another language isn't easy. As Calgary's largest English Language Learning (ELL) provider, Bow Valley College has developed programs that provide you with the skills you need to live, study, and work in Canada. We work with newcomers, Canadian citizens, international students and corporate clients. Students are individually assessed for English language ability and placed in the appropriate class.

MORE FLEXIBILITY

- Full-time and part-time options
- LINC and Alberta Works programs
- Programs for young adults (18-24)
- IELTS preparation courses
- Corporate Readiness Training Program (CRTP)

MORE EDUCATIONAL OPPORTUNITIES

Our ELL programs give you more options for further study. Successful completion of the English for Academic Purposes (EAP) program meets the language proficiency requirements for the majority of Bow Valley College career programs.

NADIA M. KHAN

Instructor, English Language Learning

Nadia is an English Language Learning instructor in the School of Global Access at Bow Valley College. A highlight of her work at Bow Valley College was the design of an experiential program to connect students with Indigenous teachers and traditional ways of knowing.

Nadia has a Bachelor of Arts, with an economics major, and a Master of Arts in Applied linguistics, both from Kinnaird College, in Lahore, Pakistan. She also holds a Master of Philosophy in Applied linguistics from the University of Management and Technology in Lahore. She has an Advanced Consulting for Education TESOL certificate from Mount Royal University.



ENGLISH LANGUAGE LEARNING

Bow Valley College offers three levels of English and language training. Bow Valley College offers programs designed to give people the precise amount of training they need to either enter the workforce, continue academic studies, or communicate effectively in English.

- Language Instruction for Newcomers to Canada (LINC)
- English Language Learning (ELL)
- Youth programs - Bridge and Youth in Transition
- IELTS Preparation
- Corporate Readiness Training Program (CRTP)

More information

globalaccess.bowvalleycollege.ca/apply-ell
info@bowvalleycollege.ca | 403-410-1402

YOUR CHOICES

Find the right credentials to launch your professional career and advance your academic studies.

CERTIFICATES AND DIPLOMAS

These college-level programs take one year (certificates) or two years (diplomas) to complete and are designed to provide students with practical skills they can apply in the workplace.

POST-DIPLOMAS AND POST-BACCALAUREATES

As an advanced credential, post-diploma and post-baccalaureate certificates are available to students with prior post-secondary experience. These credentials help students who have existing experience grow their knowledge base and skill set in their field to allow them to reach new career goals.

ENGLISH LANGUAGE LEARNING

Bow Valley College offers three levels of English-language training: Literacy, Practical, and Academic. These three streams are designed to give people with different abilities in English the precise amount of training they need to either enter the workforce, continue academic studies, or simply live more easily in an English-speaking country.

- Language Instruction for Newcomers to Canada (LINC)
- English Language Learning (ELL)
- Youth Programs - Bridge and Youth in Transition
- IELTS Preparation
- Corporate Readiness Training Program (CRTP)

OPEN STUDIES

Access a variety of courses without committing to a Bow Valley College program with Open Studies. You can gain advanced standing in a post-secondary program, explore different program areas, enrol in courses of general interest, or even study as a visiting student (with a letter of permission) in Open Studies at Bow Valley College.

ACADEMIC UPGRADING

Continue your academic career with courses designed to help you acquire your high school diploma to begin the career you want, or enter the post-secondary world. Bow Valley College Academic Upgrading courses can get you ready to jump right into one of our career programs, or apply to another post-secondary institution.

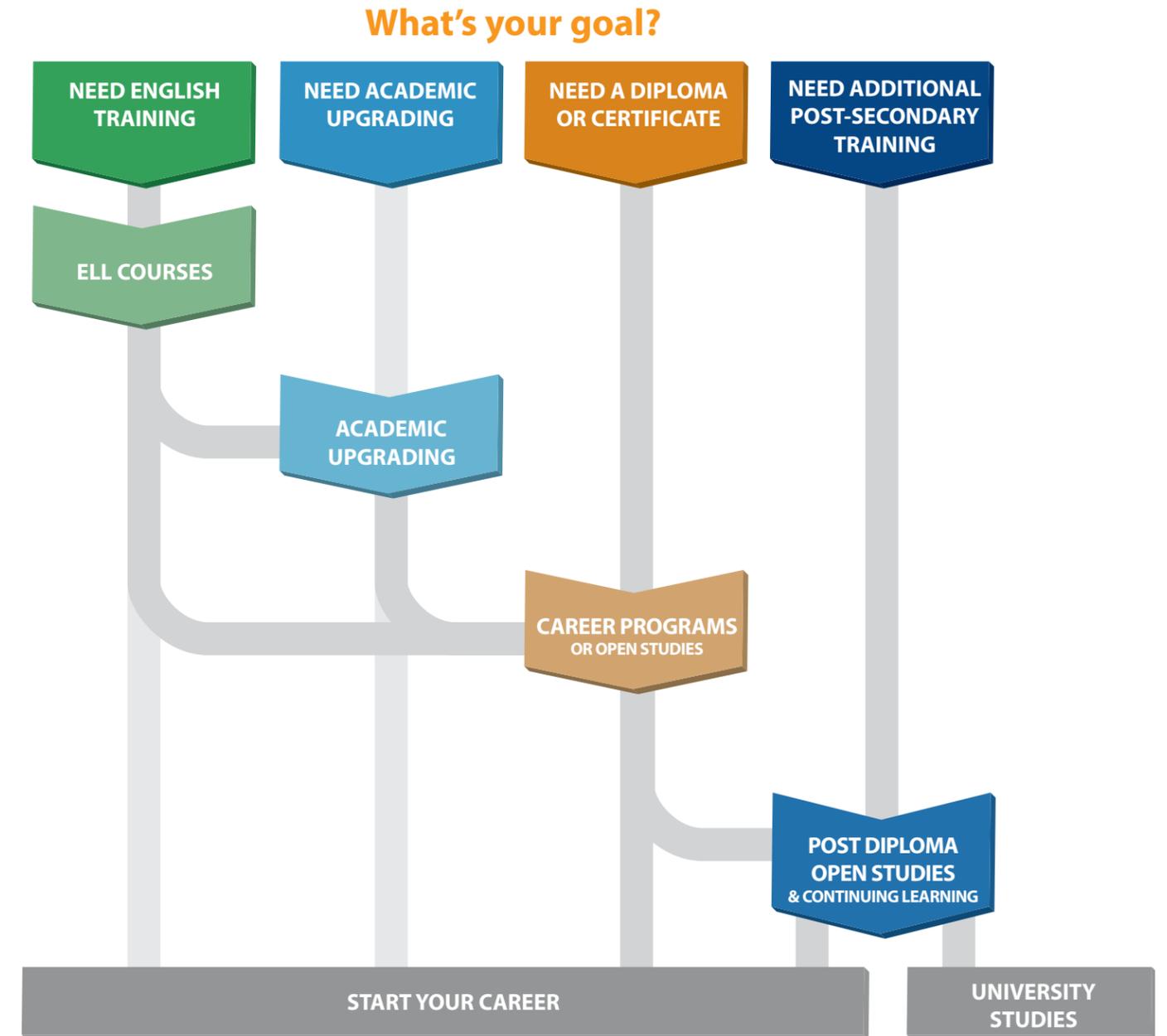
- Basic Literacy to Grade 12
- Aboriginal Upgrading
- GED Preparation
- Artstream
- Career Program Pathways (Business, Community Studies, Health)

UNIVERSITY STUDIES

With our many university options, you can begin your studies at Bow Valley College and transfer your credits to another post-secondary institution to continue your academic career. Receiving a certificate or diploma in your field of study is a great way to begin your career and build experience before moving on to a degree program. Bow Valley College has transfer agreements in place with many universities and colleges across Canada, with areas of study ranging from health science, business, professional arts, and more.

YOUR PATH

Wherever you are in life and whatever your goals may be, you can achieve your ambitions here.



ADMISSION REQUIREMENTS: CHIU SCHOOL OF BUSINESS

Certificate and diploma programs

Admission requirements and tuition/fee costs are correct at time of printing and subject to change. Visit bowvalleycollege.ca for updated information. GED results: For admission, BVC requires completion of all five GED tests including the scores listed in the requirements above.

Tuition/fees listed are based on domestic, full-time rates.

Program	Alberta high school	GED exam	BVC admissions test	Tuition and course fees	Start dates
Administrative Professional Certificate	English Language Arts 30-1 (50%) or 30-2 (65%) Grade 10 Math (credit) (excl. Math 10-4, Math 16)	Writing Skills: 520 Literature and Art: 520 Mathematics: 450	Equivalent results to Grade 12 English Language Arts and Grade 10 Math	\$4,614	Fall Winter Spring
Business Administration Certificate or Diploma	English Language Arts 30-1 (50%) or 30-2 (65%) Math 30-1 or 30-2 (50%)	Writing Skills: 520 Literature and Art: 520 Mathematics: 520	Equivalent results to Grade 12 Math and Grade 12 English Language Arts	Yr 1: \$5,064 Yr 2: \$5,064	Fall Winter
Dental Business Assistant Certificate	English Language Arts 30-1 (50%) or 30-2 (65%) Grade 10 Math (credit) (excl. Math 10-4, Math 16)	Writing Skills: 520 Literature and Art: 520 Mathematics: 450	Equivalent results to Grade 12 English Language Arts and Grade 10 Math	\$4,064	Fall Winter
Events Management Certificate	English Language Arts 30-1 (50%) or 30-2 (65%) Math 30-1 or 30-2 (50%)	Writing Skills: 520 Literature and Art: 520 Mathematics: 520	Equivalent results to Grade 12 Math and Grade 12 English Language Arts	\$5,064	Fall
Hospital Unit Clerk Certificate	English Language Arts 30-1 (50%) or 30-2 (65%) Grade 10 Math (credit) (excl. Math 10-4, Math 16)	Writing Skills: 520 Literature and Art: 520 Mathematics: 450	Equivalent results to Grade 12 English Language Arts and Grade 10 Math	\$4,164	Fall Winter Spring
Human Resources Certificate	English Language Arts 30-1 (50%) or 30-2 (65%) Math 30-1 or 30-2 (50%)	Writing Skills: 520 Literature and Art: 520 Mathematics: 520	Equivalent results to Grade 12 Math and Grade 12 English Language Arts	\$5,064	Fall Winter Spring
Legal Assistant Diploma	English Language Arts 30-1 (50%) or 30-2 (65%) Grade 10 Math (credit) (excl. Math 10-4, Math 16) Minimum keyboarding speed of 25 WPM or higher is recommended	Writing Skills: 520 Literature and Art: 520 Mathematics: 450	Equivalent results to Grade 12 English Language Arts and Grade 10 Math	Yr 1: \$4,114 Yr 2: \$4,064	Fall Winter Spring
Medical Office Assistant Certificate	English Language Arts 30-1 (50%) or 30-2 (65%) Grade 10 Math (credit) (excl. Math 10-4, Math 16)	Writing Skills: 520 Literature and Art: 520 Mathematics: 450	Equivalent results to Grade 12 English Language Arts and Grade 10 Math	\$4,108	Fall Winter Spring
Veterinary Office Assistant Certificate	English Language Arts 30-1 (50%) or 30-2 (65%) Grade 10 Math (credit) (excl. Math 10-4, Math 16)	Writing Skills: 520 Literature and Art: 520 Mathematics: 450	Equivalent results to Grade 12 English Language Arts and Grade 10 Math	\$4,108	Fall Winter

ADMISSION REQUIREMENTS: SCHOOL OF COMMUNITY STUDIES

Certificate and diploma programs

Admission requirements and tuition/fee costs are correct at time of printing and subject to change. Visit bowvalleycollege.ca for updated information. GED results: For admission, BVC requires completion of all five GED tests including the scores listed in the requirements above.

Tuition/fees listed are based on domestic, full-time rates.

Program	Alberta high school	GED exam	BVC admissions test	Tuition and course fees	Start dates
Addiction Studies Certificate or Diploma	English Language Arts 30-1 (50%) or 30-2 (65%)	Writing Skills: 520 Literature and Art: 520	Equivalent results to Grade 12 English Language Arts	Yr 1: \$4,843 Yr 2: \$4,407	Fall
Child and Youth Care Diploma	English Language Arts 30-1 (50%) or 30-2 (65%)	Writing Skills: 520 Literature and Art: 520	Equivalent results to Grade 12 English Language Arts	\$4,371	Fall
Disability Studies Certificate or Diploma	English Language Arts 30-1 (50%) or 30-2 (65%)	Writing Skills: 520 Literature and Art: 520	Equivalent results to Grade 12 English Language Arts	Yr 1: \$4,371 Yr 2: \$4,887	Fall
Early Childhood Education and Development Certificate or Diploma	English Language Arts 30-1 (50%) or 30-2 (65%)	Writing Skills: 520 Literature and Art: 520	Equivalent results to Grade 12 English Language Arts	Yr 1: \$4,347 Yr 2: \$4,142	Fall Winter
Education Assistant Certificate	English Language Arts 30-1 (50%) or 30-2 (65%)	Writing Skills: 520 Literature and Art: 520	Equivalent results to Grade 12 English Language Arts	\$4,165	Fall
Fetal Alcohol Spectrum Disorder Education Certificate	English Language Arts 30-1 (50%) or 30-2 (65%)	Writing Skills: 520 Literature and Art: 520	Equivalent results to Grade 12 English Language Arts	\$4,218	Fall Winter
Justice Studies Diploma	English Language Arts 30-1 (50%) or 30-2 (65%)	Writing Skills: 520 Literature and Art: 520	Equivalent results to Grade 12 English Language Arts	Yr 1: \$4,095 Yr 2: \$4,244	Fall
Social Work Diploma	English Language Arts 30-1 (50%) or 30-2 (65%)	Writing Skills: 520 Literature and Art: 520	Equivalent results to Grade 12 English Language Arts	Yr 1: \$6,068 Yr 2: \$6,056 (estimated)	Fall

Post-diploma and after-degree programs

Program	Academic requirements	Tuition and course fees	Start dates
Health and Human Services Management Post-Diploma Certificate	Completion of a post-secondary diploma or degree in health or human services Equivalencies will be considered on a case-by-case basis by the admissions office.	\$4,108	Fall Winter Spring

ADMISSION REQUIREMENTS: SCHOOL OF CREATIVE TECHNOLOGIES

Certificate and diploma programs

Admission requirements and tuition/fee costs are correct at time of printing and subject to change. Visit bowvalleycollege.ca for updated information. GED results: For admission, BVC requires completion of all five GED tests including the scores listed in the requirements above. Tuition/fees listed are based on domestic, full-time rates.

Program	Alberta high school	GED exam	BVC admissions test	Tuition and course fees	Start dates
Digital Design Diploma	English Language Arts 30-1 (50%) or 30-2 (65%)	Writing Skills: 520 Literature and Art: 520	Equivalent results to Grade 12 English	Yr 1: \$7,888 Yr 2: \$7,807	Fall
Information Technology Systems Diploma	English Language Arts 30-1 (50%) or 30-2 (65%) Math 30-1 or 30-2 (50%)	Writing Skills: 520 Literature and Art: 520 Mathematics: 520	Equivalent results to Grade 12 Math and Grade 12 English Language Arts	Yr 1: \$7,842 Yr 2: \$6,494	Fall
Interior Decorating Diploma	English Language Arts 30-1 (50%) or 30-2 (65%) Math 10C (60%)	Writing Skills: 520 Literature and Art: 520 Mathematics: 450	Equivalent results to Grade 12 English Language Arts and Grade 10 Math	Yr 1: \$4,314 Yr 2: \$4,449	Fall Winter
Software Development Diploma	English Language Arts 30-1 (50%) or 30-2 (65%) Math 30-1 or 30-2 (50%)	Writing Skills: 520 Literature and Art: 520 Mathematics: 520	Equivalent results to Grade 12 Math and Grade 12 English Language Arts	Yr 1: \$6,114 Yr 2: \$6,114	Fall Winter

Post-diploma and after-degree programs

Program	Academic requirements	Tuition and course fees	Start dates
Cybersecurity Post-Diploma Certificate	Completion of a post-secondary diploma or degree in information technologies, computer engineering, software development, management information systems, or equivalent.	\$11,444	Fall Winter
Data Management and Analytics Post-Baccalaureate Certificate	Completion of a four-year degree in business administration, information technology, engineering, or software development and credit in Math 30-1, 30-2 or equivalent Additional requirements: Applicants who do not have prior experience with computer programming may be required to complete a preparatory course.	\$11,428	Winter
Digital Marketing Post-Diploma Certificate	Completion of a post-secondary diploma or degree Additional requirements: Applicants are recommended to have previous education or experience in communications, English, political science, journalism, publications, marketing, or business.	\$6,102	Fall
Kitchen and Bath Design Post-Diploma Certificate	Completion of a post-secondary diploma or degree in interior decorating, architectural technology, or a related program. Applicants with equivalent work experience or from a non-related diploma/degree may be considered. Partially qualified applicants may be required by the department to present a portfolio of work.	\$6,716	Fall Winter
Software Development Post-Diploma Certificate	Completion of a diploma or degree, and Credit in Math 30-1, 30-2 or equivalent Additional requirements: Applicants are recommended to have previous education or work experience in a technical field. A pre-term preparatory course may be recommended for students who require technical foundation training prior to starting the program.	\$6,628	Fall

ADMISSION REQUIREMENTS: SCHOOL OF HEALTH AND WELLNESS

Certificate and diploma programs

Admission requirements and tuition/fee costs are correct at time of printing and subject to change. Visit bowvalleycollege.ca for updated information. GED results: For admission, BVC requires completion of all five GED tests including the scores listed in the requirements above. Tuition/fees listed are based on domestic, full-time rates.

Program	Alberta high school	GED exam	BVC admissions test	Tuition and course fees	Start dates
Health Care Aide Certificate	English Language Arts 20-1 (50%) or 20-2 (60%)	Writing Skills: 480 Literature and Art: 480	Equivalent results to Grade 11 English Language Arts	\$6,200 (estimated)	Fall Winter
Nutrition Manager Certificate	English Language Arts 30-1 (50%) or 30-2 (65%) Math 20-1, 20-2, or 20-3 (50%) Or, a minimum of Level 3 in each domain (reading, document use, numeracy) on the Test of Workplace Essential Skills (TOWES) Office Administration Version assessment.	Writing Skills: 520 Literature and Art: 520 Mathematics: 480	Equivalent results to Grade 12 English Language Arts and Grade 11 Math	\$3,549	Monthly
Pharmacy Technician Diploma	Completion of a high school diploma with: English Language Arts 30-1 (60%) or 30-2 (70%) Math 30-1 or 30-2 (60%) Biology 30 (60%) Chemistry 30 (60%) Additional requirements: Applicants must meet a minimum score of 70% on the math skills assessment and 30 WPM on the keyboarding assessment.	Not accepted	Not accepted	Yr 1: \$5,483 Yr 2: \$3,624	Fall
Practical Nurse Diploma	English Language Arts 30-1 (60%) or 30-2 (70%) Math 20-1 (50%) or 20-2 (60%) Biology 30 (60%) Practical Nurse for Internationally Educated Nurses additional requirement: Proof of foreign RN license and graduation from a recognized RN program. Career Program Pathway (Health) can also be used for admission to the Practical Nurse Diploma.	Not accepted	Not accepted	Yr 1: \$5,046 Yr 2: \$4,845	Fall Winter Spring
Recreation Therapy Aide Certificate	English Language Arts 10-1 or 10-2 (50%) Additional requirements: Previous education or work experience in a health or human services related field, or completion of HMSV 9102 course. Career Program Pathway (Health) can also be used for admission to the Recreation Therapy Aide Certificate.	Writing Skills: 480 Literature and Art: 480	Equivalent results to Grade 10 English Language Arts	\$1,452	Fall

ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

Program	Canadian language benchmarks (CLB)/ milestones test	IELTS Academic	TOEFL	BVC English for Academic Purposes	Pearson Test of English A
All BVC programs except those listed below	Listening - 8 Reading - 8 Writing - 8 Speaking - 8	6.0 with minimum band score of 6.0	83	Academic English 2 (ELLA0122): B-	59-64
Health Care Aide*	Listening - 7 Reading - 7 Writing - 7 Speaking - 7	6.0 with minimum band score of 5.5	71	Not accepted	Not accepted
Pharmacy Technician**	n/a	6.5 with minimum band score of 6.0	91 with minimum scores Listening - 21 Reading - 22 Writing - 25 Speaking - 23	Not accepted	Not accepted
Practical Nurse	Listening - 8 Reading - 8 Writing - 8 Speaking - 8	Listening - 7.5 Reading - 6.5 Writing - 7.0 Speaking - 7.0	92	Academic English 2 (ELLA0122): B	Not accepted
Recreation Therapy Aide	Listening - 7 Reading - 7 Writing - 7 Speaking - 7	5.5 with minimum band score of 5.0	71	Academic English 1 (ELLA0121): B-	42-50

OTHER OPTIONS TO DEMONSTRATE LANGUAGE PROFICIENCY:

(Applies to all programs except Health Care Aide and Pharmacy Technician Diploma)

- Successful completion of an Alberta Education English Language Arts course that is consistent with the specified academic admission requirements for the career program
- Transcripts demonstrating successful completion of three years of full-time secondary education at a school where English was the language of instruction
- Transcripts demonstrating successful completion of one year of full-time post-secondary education at a school where English was the language of instruction

*HEALTH CARE AIDE

Other accepted English proficiency options:

- Transcripts demonstrating successful completion of three years of full-time secondary education at a Canadian school where English was the language of instruction
- Transcripts demonstrating successful completion of two years of full-time post-secondary education at a Canadian school where English was the language of instruction

** PHARMACY TECHNICIAN

Additional information Proof of English Proficiency is required for all applicants who have not:

- Graduated from a high school in Canada with three consecutive, first language English courses/credit or
- Completed an undergraduate degree from a university in Canada, where instruction was provided in English

The following English proficiency tests are also accepted for the Pharmacy Technician program:

- MELAB: Overall score of 81, with a minimum score of 3+ in speaking, 80 in writing, 83 in reading, and 80 in listening
- CanTEST: Minimum score of 4.5 in speaking, 4.0 in writing, 4.5 in reading, and 4.5 in listening

ENGLISH PROFICIENCY TESTS

CLB, IELTS Academic, and TOEFL results are valid for two years from the day of testing. Results that expire prior to the start date of the program cannot be accepted. Official results must be submitted.

GETTING STARTED

PROSPECTIVE STUDENT CENTRE

To find out more about how to apply for Bow Valley College programs, visit the Prospective Student Centre on the first floor of the Calgary South Campus.

First Floor, South Campus
345 – 6 Avenue SE, Calgary, AB T2G 4V1
403-410-1402 | info@bowvalleycollege.ca

OFFICE HOURS

Monday to Thursday 8 a.m. to 4 p.m.
Friday 9:30 a.m. to 4 p.m.
(Closed weekends and holidays)

SCHEDULE A VISIT

We can customize a tour of our campus based on your needs and areas of interest. We are happy to accommodate a tour for you or your group. For more information, see bowvalleycollege.ca/visit.

OPEN HOUSE

Saturday, October 19, 2019

We welcome prospective students and their families to the Open House every fall, and want you to join us! For more information, see bowvalleycollege.ca/openhouse.

HOW TO APPLY

1. CHOOSE YOUR PROGRAM OF STUDY

Choose the program that interests you. Check out the programs in this viewbook or visit bowvalleycollege.ca for a list of programs.

2. CHECK THE APPLICATION OPEN DATE

Applications open 13 months before the program begins. Find out more at bowvalleycollege.ca/apply.

3. SUBMIT YOUR APPLICATION

Visit bowvalleycollege.ca/apply to complete your online application through ApplyAlberta.

4. GATHER YOUR TRANSCRIPTS

When applying to Bow Valley College through ApplyAlberta, applicants authorize Bow Valley College to obtain their Alberta high school and post-secondary transcripts. Applicants must arrange for their non-Alberta transcripts to be sent directly to Bow Valley College, from the issuing institution or school division. Transcripts should be submitted by mail to the Registrar's Office (see address under step #5). See the following page for information about submitting Proof of Enrolment for in-progress courses.

5. PAY THE NON-REFUNDABLE APPLICATION FEE

A non-refundable application fee of is required when you apply. Pay online using Visa or MasterCard or choose the "Pay Later" option. Your application information will be held until payment is made. Applicants can pay:

- in person, at the Office of the Registrar or any Bow Valley College campus;
- by mail with a personal cheque certified cheque, or money order to:
Office of the Registrar, Bow Valley College, 345 – 6 Avenue SE,
Calgary, AB T2G 4V1

We strongly recommend applying 13 months in advance of the intended start of your studies. Students are admitted on a first-qualified, first-admitted basis, so applying early and submitting all relevant documents is essential.

SUBMITTING PROOF OF ENROLMENT

IF YOU'RE COMPLETING HIGH SCHOOL, UPGRADING, OR POST-SECONDARY STUDIES ELSEWHERE

If you are currently registered in courses that you need for admission to your program of interest, you will need to submit proof of enrolment.

Proof of enrolment must be issued by your school or school board and include:

- Your name
- Course names, course codes, and start and end dates of your courses
- Diploma exam date, if applicable
- Estimated date of graduation (for programs that require a high school diploma only)

The following types of documents may be submitted as proof of enrolment, provided that they include all of the details listed above:

- Course schedule
- Interim transcripts
- Letter from your school

If you are registered at Bow Valley College, email admissions@bowvalleycollege.ca with your Bow Valley College Student ID number and your program in the subject line so your application can be reassessed.

If you are scheduled to write an English proficiency test for admission to your program of interest, you will need to submit the following information:

- Your name
- Receipt and proof of test date for your English proficiency test (i.e: IELTS Academic, TOEFL)

HOW TO SUBMIT YOUR PROOF OF ENROLMENT DOCUMENTS

- Submit a PDF copy of your proof of enrolment (photos and screenshots are not acceptable) by email to admissions@bowvalleycollege.ca.
- In the subject line of your email, include your Bow Valley College ID number and the name of the program you have applied for.

You may also drop off your documents in-person at the Office of the Registrar or any Bow Valley College regional campus.

AFTER YOU SUBMIT YOUR PROOF OF ENROLMENT

An Admissions Officer will review your proof of enrolment documents.

You may be granted Conditional Acceptance (or a Conditional Waitlist position) if your documents show that you will complete all of the admission requirements prior to the assigned deadline.

Students who are granted Conditional Acceptance will have their offer cancelled if they fail to achieve any of the required conditions (Example: minimum required grade in a course).

SCHOLARSHIPS AND BURSARIES

Bow Valley College offers a number of entrance awards for students applying to Bow Valley College. These awards can range from one-time awards of \$1,000 to awards that are renewable to a maximum of \$10,000.

To apply for Bow Valley College Entrance Awards, you must first apply for admission, be accepted into a program, and pay the confirmation deposit.

For more information on scholarships and awards, visit bowvalleycollege.ca/awards.

FINANCIAL AID

Our Learner Success Services Financial Aid team can help you learn more about student loans, budgeting, and other financial supports.

Attend a Student Loan Information Session. Check the Financial Aid page on the Bow Valley College website for more information.

The logo for Bow Valley College features the words "BOW VALLEY" in a large, bold, white sans-serif font. Below this, the word "COLLEGE" is written in a smaller, spaced-out, white sans-serif font. A stylized white wave graphic underlines the "BOW VALLEY" text.

BOW VALLEY

C O L L E G E

Prospective Student Centre: 403-410-1402
info@bowvalleycollege.ca
First Floor, South Campus
345 – 6 Avenue SE, Calgary, Alberta, T2G 4V1
bowvalleycollege.ca/viewbook

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