

Upon Registration

- Students are sent information to set up their Netlink ID, complete their Study Location Form, complete their ELC English Proficiency Test (EPT) if necessary, and set up their Uvic Zoom account

From Registration to Course Start

- Students are sent reminders to set up their Netlink ID, complete their Study Location Form, complete their EPT, and set up their Uvic Zoom account

Two Fridays before the start date of the course

- Welcome email to all students
- Invite link for Mix & Mingle is emailed
- Invite link to the Student Tech & Course Orientation is emailed

Tuesday, 5pm, Orientation Week (one week before the start date of the course)

- Mix & Mingle online event Tuesday of Orientation Week (synchronous orientation session 1)

Thursday, 5pm, Orientation Week

- Tech/Course Orientation (synchronous orientation session 2)
 - ensures all students can access Zoom via the Uvic account correctly, student tech works, highlights the features of Zoom teachers will use in virtual classes
 - provides an orientation to the course and Moodle/Brightspace navigation
- Students are emailed info to access their course on Moodle/Brightspace
- Students are emailed info to complete the Online Orientation to Moodle/Brightspace Course (asynchronous orientation session)

All courses begin on Monday. Students should log in and start their course and complete any assigned work before their first synchronous session on Tuesday.

The week after the end date of the program

- Records of Grade & Certificates of Completion are emailed to students and their institutions. Students must receive a participation grade of at least 80% to be eligible for a Certificate of Completion.

Notes:

The “**Mix and Mingle**” event is held on Tuesday during the “Orientation Week” of the course at 5:00pm Victoria time.

The **Experience Victoria** videos are part of the Social Connect site that students access online through their course page. They are unveiled to the students as the program progresses.

Café Social events take place on Mondays – the second, third, and fourth week of the course – at 5:00pm Victoria time.

The “**Oh Canada**” activities are part of the Social Connect site that students access online through their course page. They are unveiled to the students as the program progresses.