



**GREYSTONE COLLEGE**  
OPENING UP GLOBAL CAREER OPPORTUNITIES



# Agenda

- About Greystone College
- Course Schedule
- Class Schedule
- Policies
- Student portal
- Other services and assistance
- Questions



- Private Vocational School established in 2002
- Part of ILSC Education Group, which has been offering students quality language learning and vocational training programs since 1991
- Locations – Canada, Australia and India







The mission of Greystone College is to offer career enhancing programs and to deliver premier quality career training in a stimulating environment



2016 WINNER

STUDY TRAVEL STAR VOCATIONAL COLLEGE



# Programs

## Greystone College Programs

Business Programs

Business Co-Op Programs

Digital Marketing Programs

Digital Marketing Co-Op Programs

Hospitality Programs

Hospitality Co-Op Programs

TESOL Programs



# Course and Class Schedules

## Day Program

## Toronto Vancouver

## Evening & Afternoon Program

- Course #1
- Work Placement Skills Part 1 during 3<sup>rd</sup> and 4<sup>th</sup> week of course in the afternoons
- Course #2
- Course #3
- Course #4
- Work Placement Skills Part 2 during 1<sup>st</sup> and 2<sup>nd</sup> week of course in the afternoons
- Course #5
- Course #6

- Regular 4-week day courses
- 08:30 am to 01:00 pm
- Work Placement Skills I and II (2 week day courses)
- 01:30 pm to 02:45 pm



- Regular 6-week evening courses
- Work Placement Skills I and II (2-week evening courses)
- Evening: 05:15 pm to 09:00 pm
- Afternoon: 1:15pm to 5pm



- Course #1
- Work Placement Skills Part 1
- Course #2
- BREAK
- Course #3
- BREAK
- Course #4
- Work Placement Skills Part 2
- Course #5
- BREAK
- Course #6



# Course and Class Schedules

## Montreal

### Daytime Study Schedule

Mon- Fri 08:30 am – 11:30 am

Mon – Fri 12:00 pm – 02:15 pm

**Mon – Fri 2:30 pm – 4:00 pm**  
**Labour Market Integration Pt 1**  
**(Week 1 and 2 of students first session)**

**Total weekly study hours 21**  
(or 26 during specific sessions)

### Evening & Afternoon Study Schedule

**Afternoon:** Mon – Thur 01:15 pm to 05:00 pm

**Evening:** Mon – Thur 05:15 pm to 09:00 pm

**Total weekly study hours 15**

**International Business Management** students will have 7-weeks of class followed by 1-week break.

**Digital Marketing** students will have 6-weeks of class followed by 2-weeks break.

**Statutory holidays** that fall on a scheduled class day will have a Friday make-up class in week 1

**Labour Market Integration Pt 1** will be scheduled during the first student break period.



## Co-Op



Co-operative education is a program that formally integrates a student's academic studies with Canadian work experience and participating employers

The student must hold a valid Study Permit and Co-op Work Permit that adequately covers the entire duration of the study and work portions of the program.

The length of the work experience component varies according to the program of study.

The Co-op department provides one-on-one support, information and guidance to better prepare students for their Co-op work experience helping with mock interviews, resume, cover letter reviewing and job search

Students wanting to add Co-op to their programs, need to request this at least 3 months before the end of their academic terms.

The Co-op program withdrawal request must be made at least 1 month prior to the Co-op start date (Toronto & Vancouver only)



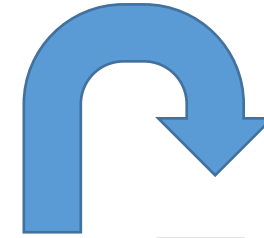


# Policies

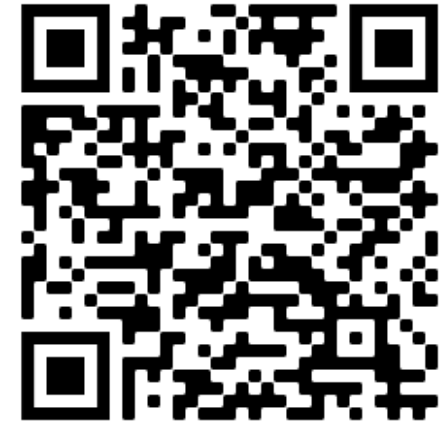


What we will cover:

- Sexual Violence & Misconduct Policy
- Attendance Policy
- Plagiarism and Academic Integrity



Use your phone to capture the QR Code and be taken directly to the Policies website



[Click here to visit the Student Policies website](#)



# Sexual Violence Policy



# Attendance Policy

- Must attend a minimum of 80% of classes each course
- Points from attendance are deducted if you are absent AND if you are late logging in (except in Montreal)
- Attendance below 80% will result in disciplinary actions, including warning, probation and/or dismissal from the college
- If dismissed, Canadian Immigration must be informed within 3-5 business days
- No longer allowed to work or go on co-op
- Study visa and work permit are revoked after 90 days



# How is Attendance Recorded

1 to 14 minutes = **Late (L)**

From 15 to 90 minutes = **Excessively Late (K)**

More than 90 minutes = **Absent (A)**

4 Late = **1 Absent**

2 Excessively Late = **1 Absent**

## **Important:**

Always email your instructor if you're going to be absent

Medical notes or other applicable documented evidence may be required to allow a student to write any missed assignments or assessments



# Plagiarism and Academic Integrity

Students that are found plagiarizing or in violation of academic integrity standards are subject to disciplinary action at the discretion of the Assistant/Director of Training

Outlined below is the definition of plagiarism applicable to every program at Greystone College. A student is considered plagiarizing by:

- Handing in someone else's work as their own
- Copying words, ideas or media from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words by copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up most of their work, whether they give credit or not.





# Important Documents

If you have not yet sent the following documents, please do it as soon as we finish the orientation

- Study Permit
- Work Permit
- Passport
- Health Insurance
- Vaccination Status
- Student Enrolment Contract
- LOU (Toronto Hospitality Skills **only**)
- PROLA (if applicable)
- CAQ (Certificate d' acceptation du Quebec) **\*Montreal only\***



## Send documents to Advisors

Toronto: [Advisors.Toronto@ilsc.com](mailto:Advisors.Toronto@ilsc.com)

Vancouver: [Advisors.Vancouver@greystonecollege.com](mailto:Advisors.Vancouver@greystonecollege.com)

Montreal: [Advisors.Montreal@ilsc.com](mailto:Advisors.Montreal@ilsc.com)



# Accommodations & Homestay



## Accommodation Options:

- Student Residence: shared room or private room

## Facts about Residence

- Available for students who are 18 years old or more (19 for BC) who are interested in a more independent accommodation
- Private or shared rooms available with shared common areas (Kitchen, living room, bathroom). Space shared with other international students
- Cancellation policy: May defer depending on the accommodation type, a minimum of 4-weeks' notice is required.
- Extensions are subject to availability and should be requested with a minimum of 3 weeks' notice.
- Distance to school: 15 to 30 min



# Accommodations & Homestay



## Accommodation Options:

- Homestay: Full board, Half board, Roomstay

## Facts about homestay

- Canada is a multicultural country; please embrace the difference. Students and families should speak English at all times during their stay.
- Private rooms and shared rooms are available. Some rooms are in the basement or back of the house
- Student should understand their meal plan and follow the house rules.
- Distance to school: average of 45 to 60 min with public transportation
- If you experience any issues with your homestay, please contact the accommodations team within 5 days of your arrival.



# Covid Health Policy

- Do the Covid-19 Health Check on your GC app. Show to your instructor before entering the classroom
- Masks **are strongly encouraged** in the College

Students and staff must clean the microwaves and respective eating area after each use.

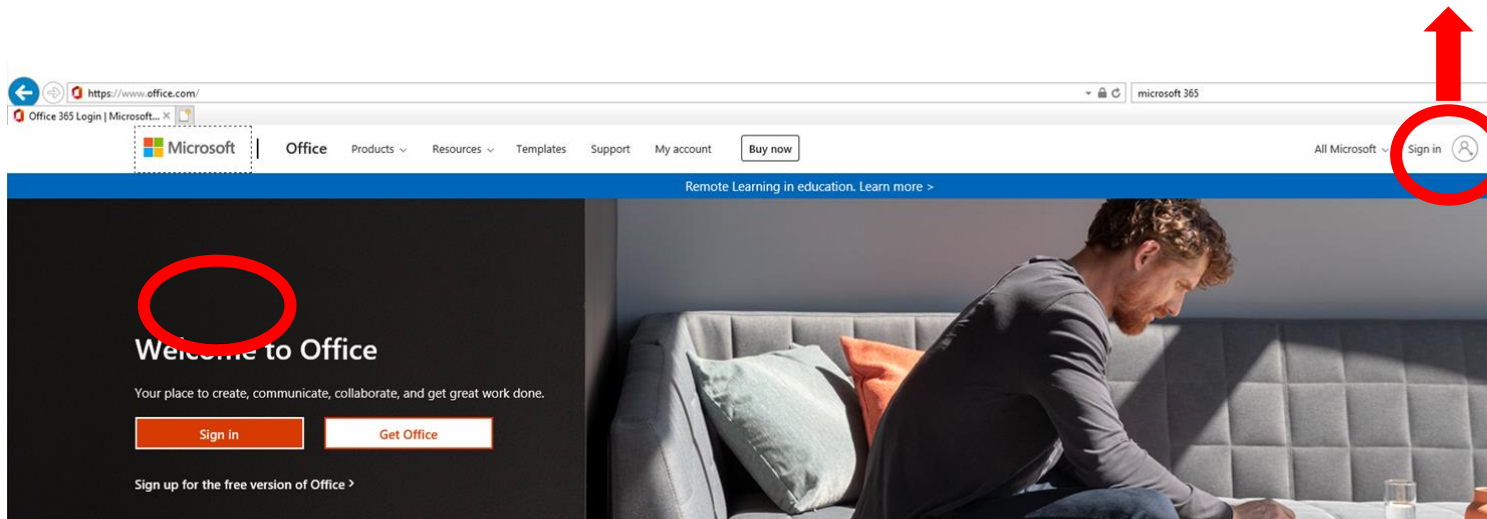
## IMPORTANT:

If you are sick, do not come to school, please email your instructor & advisors



# Microsoft Office

- 1 Go to [www.office.com](https://www.office.com) or scan the QR code
- 2 Click "Sign in" make sure you are not already logged into another 365 account





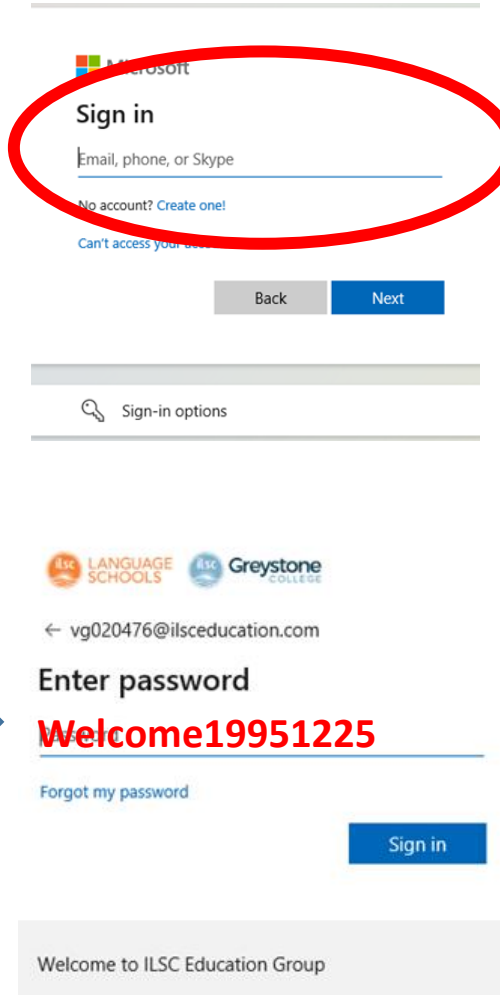
# Microsoft Office

- 3 Add your NEW email address here  
Campus code + Student number

Toronto: TG015555@ilsceducation.com  
Vancouver: VG021233@ilsceducation.com  
Montreal: QG012345@ilsceducation.com

- 4 Enter your password  
Welcome + your birthday (year + month + day)

Capital W



The screenshot shows the Microsoft Office sign-in process. The top section is titled 'Sign in' and has a red oval around the 'Email, phone, or Skype' input field. Below this are 'Back' and 'Next' buttons. The bottom section is titled 'Enter password' and shows the email address 'vg020476@ilsceducation.com' and the password 'Welcome19951225' entered in a red font. There is a 'Forgot my password' link and a 'Sign in' button. Logos for 'ilsc LANGUAGE SCHOOLS' and 'ilsc Greystone COLLEGE' are visible at the top of the bottom section. A 'Welcome to ILSC Education Group' message is at the bottom.

## IMPORTANT

Once you logged in, change your password and don't forget it.

Your new password must have:

- 8 characters
- A capital letter
- A lower case letter
- A number
- A special character (\*- &\*)



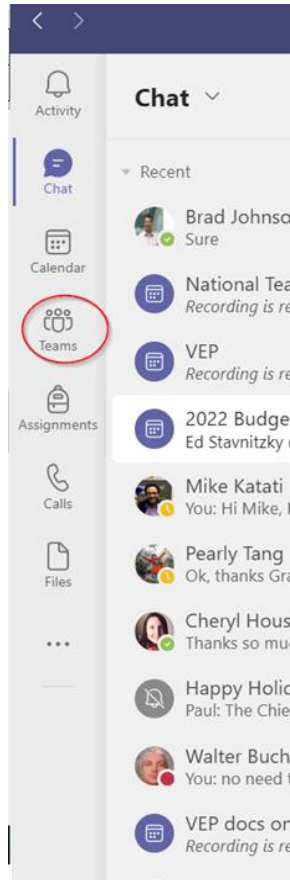
## Teams

**Download the Teams App (if you have not already done so) or access 'Teams' through office.com in your browser.**

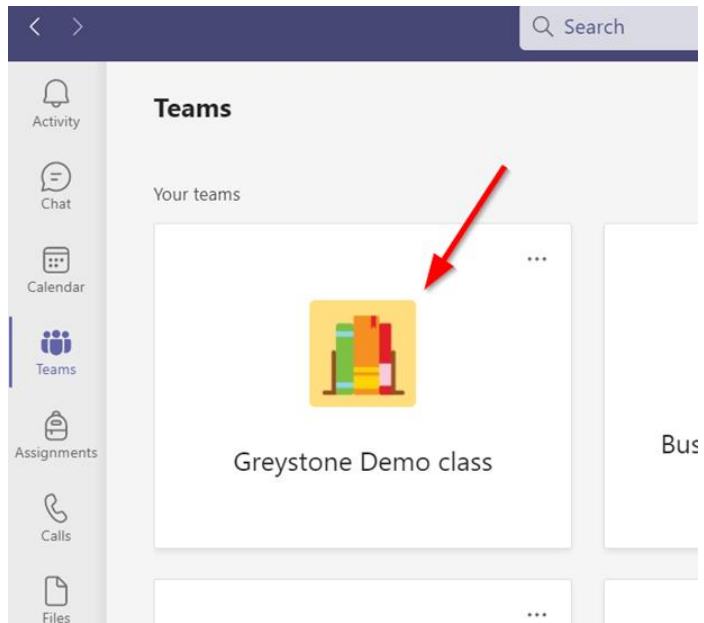
<https://www.microsoft.com/en-ca/microsoft-teams/download-app>



# Access your class in Teams



1. Select  
“Teams”



2. You will see  
your class.  
Select the class.  
Note: every  
session, there  
will be more  
classes added.

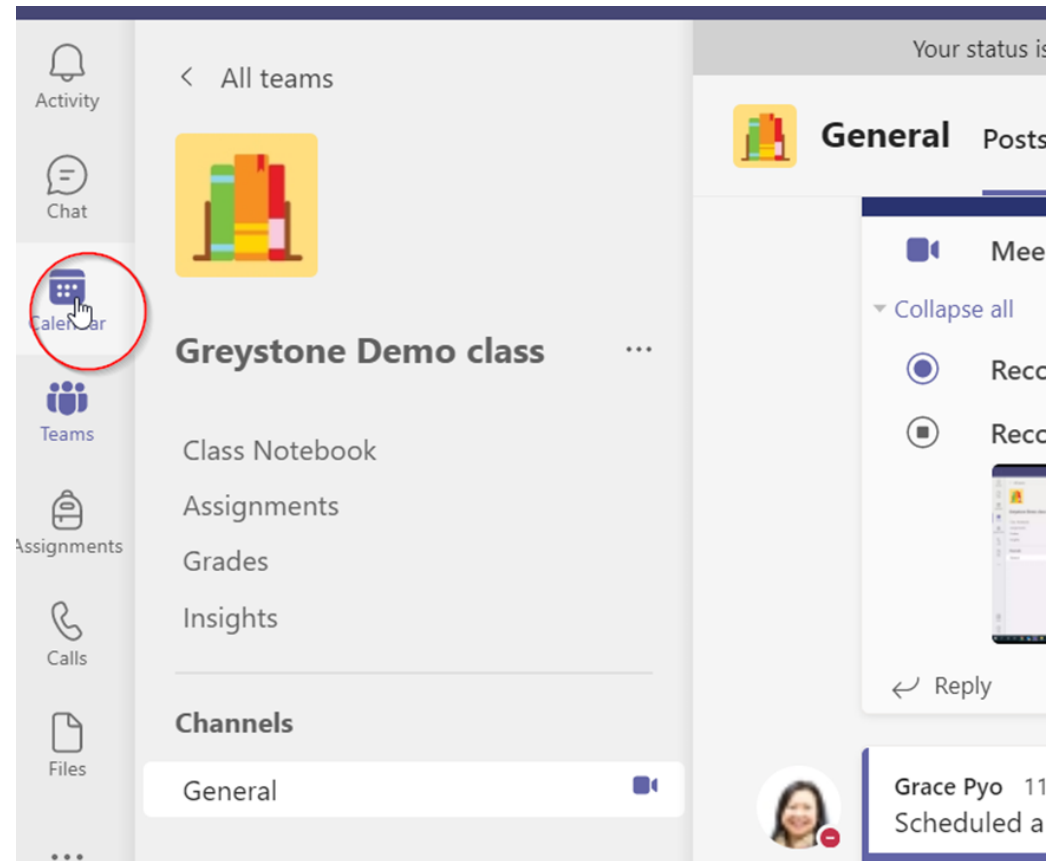


You will see your class posts and files here

The screenshot shows a Microsoft Teams interface. On the left, a sidebar lists navigation options: Activity, Chat, Calendar, Teams, Assignments, Insights, Channels (with 'General' selected), and Apps. The main chat area is titled 'Greystone Demo class' and has tabs for 'General', 'Posts', and 'Files'. The 'General' tab is active and shows a series of messages from 'Grace Pyo'. The first message is a system notification: 'Meeting in "General" started' with '4 replies from you'. The second message is 'Scheduled a meeting' (11:42 AM). The third is 'The meeting "Greystone Demo class" is cancelled' (4:03 PM). The fourth is 'Scheduled a meeting' (11:43 AM). The fifth is 'The meeting "" is cancelled' (4:04 PM). A 'Today' separator follows. The final message is 'You can see the chat here in General Posts' (10:41 AM). At the bottom, there is a 'New conversation' button and a toolbar with icons for text, images, files, and video.

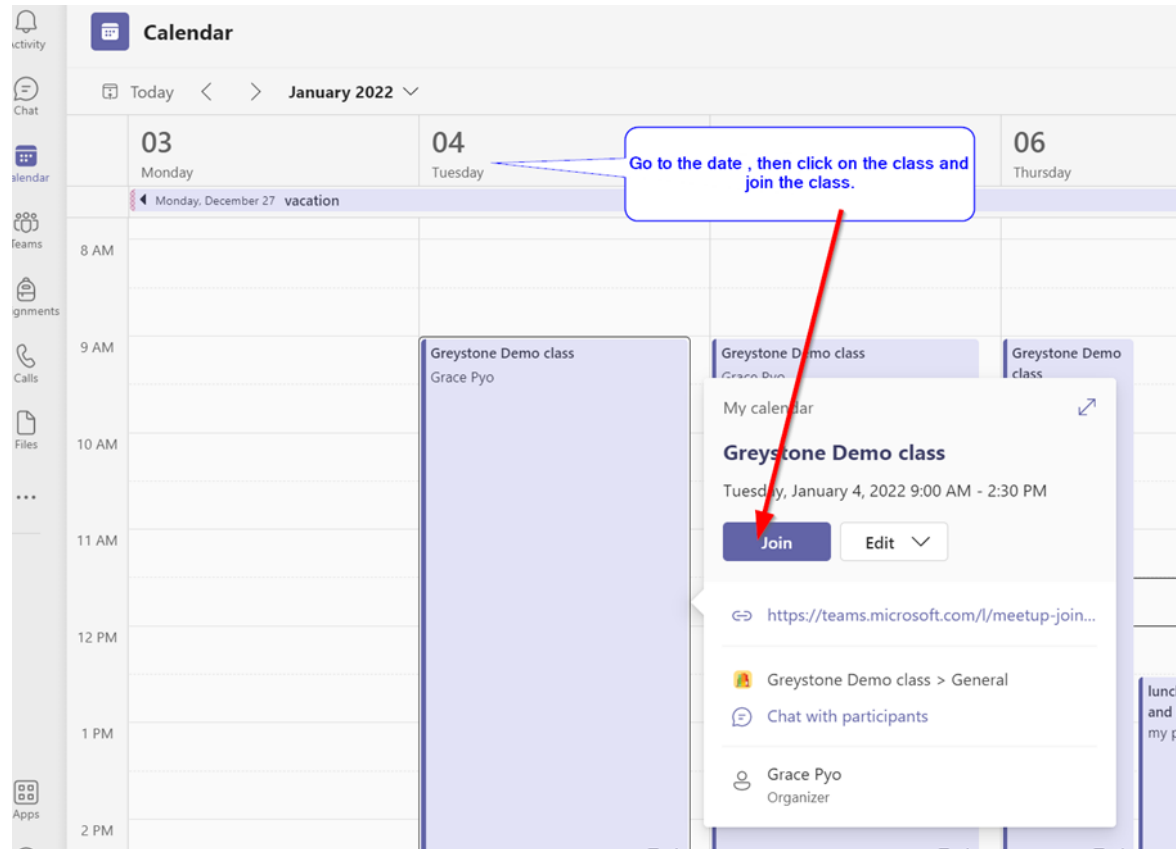


# Join your class – Select Calendar in Teams

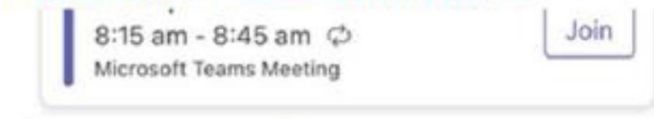




# Join your class



In Mobile app, it is shown like below example.

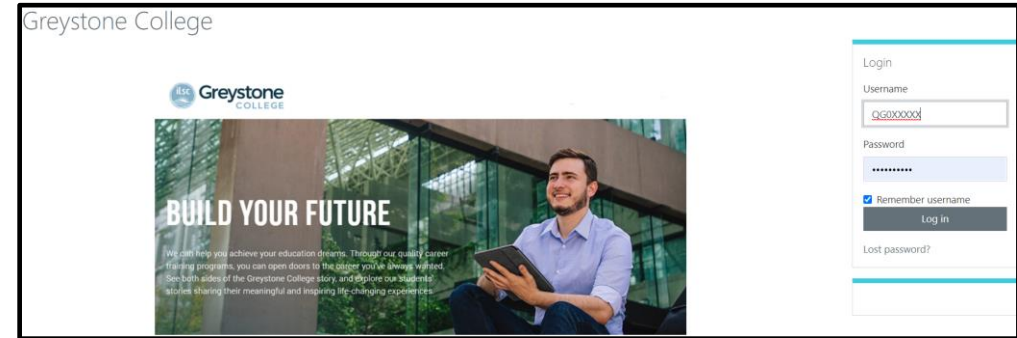


# Student Portal (Moodle)

Go to: <https://learn.greystonecollege.com/>

You will have access to the following information:

- Greystone College Arrival Guide
- Timetable information for each session
- Message board
- Activities Calendar
- Job Board
- Course information
- Attendance
- Grades
- Assessments
- Course overview
- Course materials
- E-books (for some programs)



## Username

Toronto: TG015555@ilsceducation.com

Vancouver: VG021233@ilsceducation.com

Montreal: QG012345@ilsceducation.com



## Password

Use your new 365 password (the one you just created)



# Student Portal (Moodle)

learn.greystonecollege.com/my/

Greystone COLLEGE My Courses COURSES English (en)

Brad Johnson You are logged in as AhRam Lee

Logged in user  
**AhRam Lee**

Latest announcements  
21 Nov, 14:31  
Aoife Berkery  
Re: ILSC & Greystone College Toronto to temporarily shift classes back online  
Older topics ...

Course overview  
All (except removed from view)

Course name	Progress
Help and Information Greystone College-Vancouver Arrival Guide	0% complete
Customer Service - New Work Effectively with Others	14% complete
Coop Education Work Placement Skills Part 1	9% complete

**Your Class**

MY TIMETABLE

<b>Work Effectively with Others</b> Nov 30, 2020 - Dec 25, 2020 <b>560 Granville - Room#: 202</b> Teacher: Brad Johnson Time: 9:00AM - 2:30PM
<b>Work Placement Skills Part 1</b> Dec 14, 2020 - Dec 25, 2020 <b>555 Richards - Room#: Online</b> Teacher: Pearly Tang Time: 2:30PM - 4:00PM

Student Support  
Toronto Student Support  
Vancouver Student Support

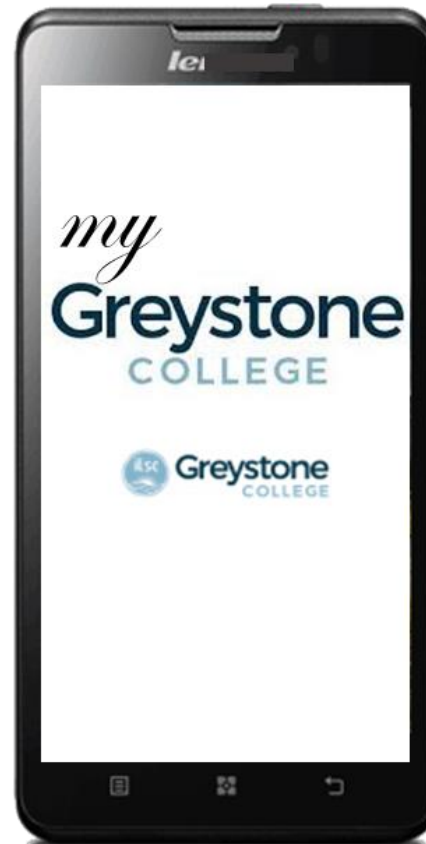
Campus Links  
Co-Op Resources Are you in a co-op program? Join the Co-op



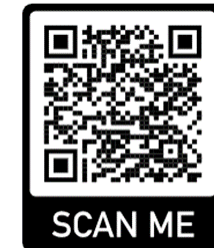
# My Greystone App

Go to the App Store or Google Play, search for "[My Greystone app](#)" and download it or Scan the QR code for easy access.

- Check your grades
- Check your attendance
- Do the daily COVID-19 Health Check
- Access your assignments



iPhone



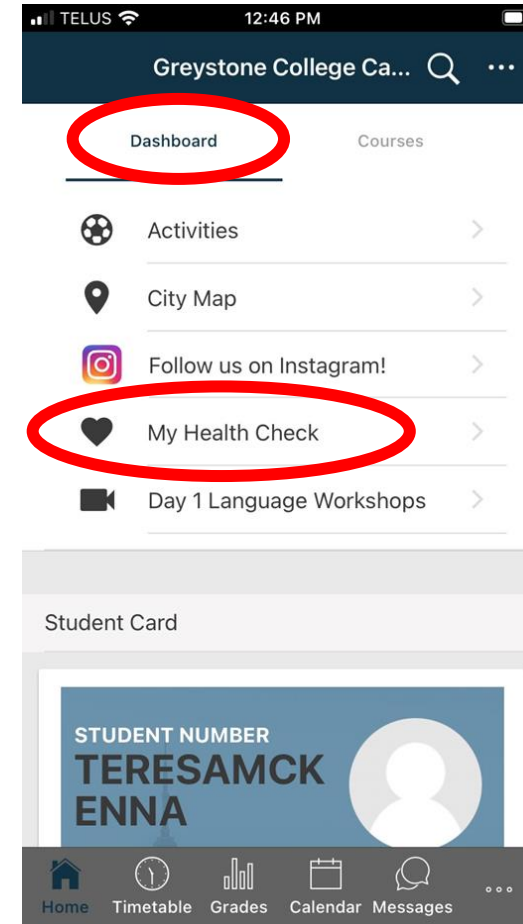
Android



# My Greystone App

## Do the daily COVID-19 Health Check

- Click on « Dashboard »
- Click on « My Health Check »
- Complete the survey and show the green screen to your instructor

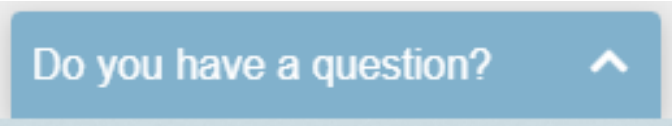


# Technical Support

Are you having trouble logging in to Microsoft 365, MyGreystone App, or Moodle?

- Go to <https://student.ilsceducation.com/faq-365/>



- Scroll to the bottom of the page
- Click on 
- Enter your information and click “Start Chat”



The screenshot shows the Microsoft Office 365 support page. At the top, there is a navigation menu with links for DAY 1 WORKSHOPS, ACTIVITIES, E-SERVICES, MICROSOFT 365 (highlighted), CONTACT AN ADVISOR, and FAQ. The main heading is "MICROSOFT OFFICE 365". Below this, there is a section titled "Microsoft 365?" with a sub-heading "Microsoft 365" and a logo. The text describes how ILSC & Greystone College will use Microsoft 365 tools for all students, including communicating, collaborating on documents, spreadsheets, etc. It also mentions the full desktop and mobile version of Microsoft 365 is available on up to 5 devices (Mac or PC). A "HOW TO SIGN UP" section provides instructions: 1. Go to <https://office.com> and login using your ILSC Education email address. 2. Your ILSC Education email address = campus code + student ID number + @ilsceducation.com. A chat form overlay is visible on the right side, titled "Microsoft 365 / Moodle / myGreystoneCollege app support". It includes logos for ILSC Language Schools and Greystone College. The form asks: "Were you able to successfully log into office.com? Got a question that you couldn't find the answer to on the Microsoft 365 FAQ page? We are here to help from 9am EST - 11pm EST (Monday to Friday)." The form fields are: Your Name \*, Your Email \*, Your Student Number \*, Your Campus \*, Your School \*, and Your Question \*. A "Start Chat" button is at the bottom of the form. A "Do you have a question?" button is also visible at the bottom right of the page.



# Medical Insurance



- International students with study permits for 6 months or longer must be covered, by law, under Medical Services Plan (MSP) (**Only applicable in British Columbia**)
- 3-month waiting period, recommended to be covered with international insurance during that time
- Guard.me is available to all students





# Keep Me Safe



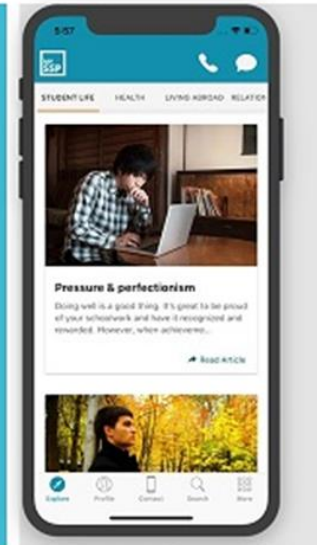
**International Student Support Program (ISSP)**

Download the free **My SSP App** today!

GET IT ON Google play   Available on the App Store

**MY SSP**  
My SSP App logo

Check their website! [us.myissp.com](https://us.myissp.com)



Download the app – My SSP





# Keep Me Safe

International students face unique challenges

## Cultural

- Adaptation issues
- Nutritional and financial concerns
- Stigma around reaching out for support



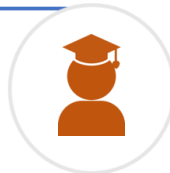
## Linguistic

- Communication preferences
- Peer-peer relationships
- Difficulty verbalizing issues



## Academic

- Different learning approach
- Different academic structure with fewer deliverables



## Social

- Difficulty forming relationships with other students
- Feelings of isolation and social anxiety



All these challenges may result in an increased risk of developing mental health issues and academic difficulties



# Keep Me Safe

Support by native speaking counsellors – Cantonese, Mandarin, Arabic, Korean, Spanish, French and English



# Keep Me Safe

## Basic features of Keep.me SAFE



- **FREE** and **fully confidential** counselling **support** available to international students **24/7/365**
- Access to **multicultural experts** that have experience working with international students and **speak their language**
- Effective and convenient ways for students to **access support** via **telephone, chat, video, mobile app** or **web**
  - downloading the **My SSP App** (available from the App store/ Google Play)
  - calling **1.844.451.9700 OR +1.416.380.6578**
  - visiting **[www.keepmesafe.org](http://www.keepmesafe.org)**
- **Integrates with existing on campus resources and protocols**



# ENCUBATE

Greystone College has partnered with **Encubate** a Visa and Immigration Consulting Company

Authorized immigration consulting firm, offering complimentary step-by-step visa and permit assistance

[connect@encubate.ca](mailto:connect@encubate.ca)



Questions?







# CONNECT WITH THE GREYSTONE COLLEGE COMMUNITY

 GREYSTONECOLLEGE  @GREYSTONECOLLEGE  GREYSTONECOLLEGE  
 [BLOG.GREYSTONECOLLEGE.COM](http://BLOG.GREYSTONECOLLEGE.COM)

