

International Student Resource Guide

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1. Welcome Message

Welcome to Canadian Aviation College (CAC)!

We are excited to have you join our diverse and vibrant community. As you start your journey in aviation, we are here to guide and support you every step of the way. Whether you are new to Canada or have lived here for some time, we want you to feel at home, confident, and ready for the challenges and opportunities ahead.

At CAC, we pride ourselves on providing more than just a place to learn. We offer a welcoming environment where you can build lasting relationships, grow both personally and professionally, and feel a part of a global network of students. Our team of instructors and staff are dedicated to helping you succeed and make the most of your time with us.

This International Student Resource Guide is here to guide you through your time at CAC. It includes information about the essential resources you'll need, tips on adjusting to life in Canada, and details on health, housing, financial planning, and student life.

In addition, our mandatory two-week Orientation Program will help you get settled in, meet fellow students, and connect with faculty and staff. You'll also learn about the campus, get tips on navigating student life, and participate in workshops that will set you up for success.

We are proud of the community we've built here at CAC, and we are confident that you will thrive as you take the next steps in your aviation career.

Welcome aboard!

Warm regards,

President, Canadian Aviation College

2. Orientation and Onboarding

Your Two-Week Orientation Program

Welcome to your new adventure at Canadian Aviation College! Our two-week mandatory Orientation Program is designed to help you get settled and ready for success. We know starting in a new country and college can feel overwhelming, so we are here to guide you through every step.

During the orientation, you'll:

- Meet fellow students and start building connections that will last throughout your time here.
- · Learn about the Canadian education system, study tips, and how to manage your academic workload.
- Tour the campus and get familiar with the classrooms, offices, and other facilities.
- Attend workshops focused on adjusting to life in Canada, understanding local culture, and learning about the resources available to you at CAC.
- Get to know your instructors, including the Chief Flight Instructor, and meet the Student Services team who will help you with any questions or concerns you may have.

What to Bring

To make the most of your orientation, bring:

- Your study permit, and Passport.
- A notebook, laptop, and any textbooks or other materials specified by your instructors.
- A positive attitude, ready to learn, meet new friends, and take on new experiences!

Why Orientation Matters

This program is not just about getting to know your new surroundings – it's your chance to understand everything you need to succeed, both academically and personally, while you're here.

We want to make sure you feel confident and prepared before your classes start.

Community Resources:

- WelcomeBC for settlement services and newcomer support.
- BC211 for access to community programs and resources

3. Cultural Inclusivity and Indigenous Reconciliation

Celebrating Diversity at CAC

At Canadian Aviation College, we celebrate the diversity of our student body. You are joining a community of students from over 54 countries, and each one of you brings something special to our campus.

Our diversity is one of our greatest strengths, and we encourage you to embrace the rich variety of cultures, perspectives, and traditions around you.

Key Initiatives at CAC

We offer many opportunities to engage with the diverse cultures on campus, including:

- International Day: This event celebrates the cultures of our students, featuring food, performances, and activities from around the world.
- Cross-Cultural Communication Workshops: Designed to help you understand and communicate effectively with people from different backgrounds.
- Indigenous Heritage Week: Learn about the history, culture, and traditions of Indigenous peoples through events, guest speakers, and hands-on activities.

Learning About Local Indigenous Communities

In the Ridge Meadows area, we are proud to be part of a region with a deep Indigenous history. The Katzie Nation is the local Indigenous group, and they have lived here for thousands of years. We encourage you to learn about their culture and contributions to our community.

 Visit the <u>Katzie Nation official website</u> to explore their history and current initiatives.

Social Norms and Communication in Canada Adjusting to cultural norms can take time. Here are some key aspects of Canadian culture to keep in mind:

- Personal Space: Canadians like to maintain personal space, so avoid standing too close to others, especially in public places.
- Direct Communication: People tend to be clear and direct while also valuing politeness. For example, someone might greet you with a "How are you?" but not necessarily expect a detailed answer.
- Queuing: It's customary to form a line (queue) and wait your turn in places like public transport and checkout lines.
- Politeness vs. Friendliness: Canadians are generally polite, but this doesn't always mean they're interested in socializing immediately.

Dating and Relationships in Canada

Relationships in Canada are often casual and respectful. Here are some considerations:

- Communication and Respect: Clearly communicate your intentions and respect boundaries.
- Mutual Consent: This is essential in all relationships. Both parties should feel comfortable and in agreement.

Legal Considerations

- Age of Consent: The legal age of consent in Canada is 16, though variations exist depending on circumstances.
- Respecting Boundaries: Always ensure both individuals feel comfortable and respected. Consent is fundamental.

Resources

- <u>Cultural Awareness in Canada</u>: This website offers resources to help you understand Canadian cultural norms and values.
- <u>Dating and Relationships in Canada</u>: Helpful tips for international students on dating and building relationships in Canada.
- <u>Canadian Legal Rights and Information</u>: Understand your rights in Canada, including information on relationships, consent, and personal boundaries.

4. Health and Wellness

Staying Healthy in Canada

Your health and well-being are very important at CAC, and we are here to support you as you adjust to life in Canada. Here are a few tips to stay healthy and safe:

- Secure Private Health Insurance: It is mandatory to secure private health insurance for your first three months in Canada until you are eligible for the BC Medical Services Plan (MSP).
- Register for BC MSP: Once you arrive, register for the BC MSP. This will provide basic health coverage, including doctor visits and hospital care, after your first three months.
- Dress Appropriately: In colder months, wear layers, a warm jacket, scarf, gloves, and waterproof footwear to stay warm and dry.
- Stay Hydrated: Drink plenty of water year-round, especially during winter when indoor heating can cause dehydration.
- Flu Shots: During flu season, consider getting a flu shot at local pharmacies or through your healthcare provider.

Mental Health Support

Adjusting to life in a new country can be challenging, and it's normal to feel stressed or overwhelmed.

CAC is here to help:

- Access 24/7 mental health support through <u>Here2Talk</u>, a free and confidential service for post-secondary students in BC.
- Call the <u>BC Mental Health Support Line</u> at 310-6789 (no area code needed) for immediate assistance.
- Participate in wellness workshops and activities offered by CAC Student Services to help you manage stress, improve well-being, and connect with other students.
- Visit local clinics and wellness centers, such as the <u>Ridge</u>
 <u>Meadows Wellness Centre</u>, for in-person support.

Health Resources in Ridge Meadows

There are several healthcare facilities nearby where you can access medical and mental health services:

- Ridge Meadows Hospital: Provides emergency care, hospital services, and urgent care for the community. Visit Ridge Meadows Hospital.
- Ridge Meadows Wellness Centre: Offers mental health and wellness services, including counseling, therapy, and support for students. <u>Visit Ridge Meadows Wellness Centre</u>.

 Maple Ridge Community Health Centre: Provides general healthcare, mental health support, and other community health services. <u>Visit Maple Ridge Community Health</u> Centre.

Experience Nature in Ridge Meadows

The Ridge Meadows area offers many opportunities to explore nature and enjoy outdoor activities, helping to promote mental and physical well-being:

- Golden Ears Provincial Park: A favorite destination for hiking, camping, swimming, and fishing. Visit the Golden Ears Provincial Park website for more details.
- Pitt Meadows Regional Greenway: A 6.5-mile trail perfect for hiking, biking, or horseback riding.
- Alouette River Dykes Trail: An 8.6-mile scenic trail ideal for walking, running, or cycling alongside the rivers.
- Rotary Hawk Loop: A bike-friendly trail offering a pleasant route through Pitt Meadows.
- Osprey Loop: Another popular cycling trail featuring beautiful views of the local landscapes.
- Blue Heron Loop: A serene cycling route with opportunities to observe local wildlife.

For more information on local trails and parks, visit the <u>Pitt</u> Meadows Trails and Parks website.

5. Housing and Tenancy Rights

Finding Suitable Housing

Finding the right place to live is an important part of your student experience. Canadian Aviation College provides guidance to help you secure safe and comfortable housing:

- Explore reliable rental platforms:
- <u>SparrowShare</u>: A platform for shared accommodations and finding roommates.
- MyRoofGroup: Listings for rental properties and houses.
- <u>VanMates</u>: An online service for housing options and shared accommodations.
- Short-term options: Consider using platforms like Airbnb or local hostels for temporary stays while you search for long-term housing.

Understanding Your Tenant Rights
As a renter in British Columbia, you are protected by the
Residential Tenancy Act, which outlines the rights and
responsibilities of tenants and landlords. Key points include:

- Rental Agreements: Always ensure you have a written tenancy agreement that clearly outlines the terms of your rental.
- Security Deposits: Landlords cannot charge more than half a month's rent as a security deposit.
- Privacy Rights: Your landlord must provide 24 hours' notice before entering your rental unit, except in emergencies.
- Maintenance: Landlords are responsible for maintaining the rental property in good condition.

Resources for Housing Support

- <u>Tenant Resource & Advisory Centre</u> (TRAC): For tenant rights information and support.
- 211 BC Housing Services: Access community housing resources.

Housing Safety Tips

- Ensure your rental has working smoke detectors, secure locks, and accessible fire exits.
- Verify your rental agreement and ensure it is signed by both parties.
- Beware of Rental Scams: Avoid wiring money or paying cash before seeing the property and meeting the landlord.

Living with Roommates

Sharing a home can be an enriching experience but requires good communication and mutual respect:

- <u>Co-living Agreements</u>: Establish clear guidelines for shared responsibilities, such as cleaning, groceries, and bill payments.
- Cultural Understanding: Living with others from different cultures offers a chance to learn and grow. Approach differences with openness and respect.

Budgeting for Housing

Rental costs in Metro Vancouver can vary significantly. It's essential to create a budget that includes:

• Monthly Rent: Shared accommodations typically range from \$800-\$1,200 per month.

- Utilities: Confirm with the landlord whether utilities (electricity, heating, water) are included in the rent.
- Transportation: Consider proximity to public transit or your travel costs.

Housing in Pitt Meadows and Maple Ridge

The Ridge Meadows area offers a range of housing options close to the Canadian Aviation College. Popular neighborhoods include:

- Pitt Meadows City Centre
- Hammond
- Maple Ridge Town Centre

Many locations are accessible by public transit and bike routes.

Your Housing Journey

Securing housing can be a challenging process, but you're not alone.

Contact Student Services for guidance or assistance with housing-related concerns.

We're here to help ensure your living situation is safe, supportive, and conducive to your studies.

6. Transportation and Commuting

Commuting Options

Getting to and from Canadian Aviation College is easy with various transportation options available in the Ridge Meadows area:

Please be aware that note that the nearest bus stop is located approximately 2 km from campus. For about 1 km of this distance, there are no sidewalks, requiring students to walk on the road shoulder.

- Public Transit: The TransLink system provides bus services throughout the Pitt Meadows and Greater Vancouver area.
 Plan your route using the <u>TransLink Trip Planner</u>.
- Google Maps: Use <u>Google Maps Trip Planner</u> to find the fastest route to the campus.
- Car or Ridesharing: Consider carpooling with fellow students or using ridesharing services like Uber and Lyft for convenience.

Cycling and Walking

• Cycling: Pitt Meadows has many bike-friendly trails and paths for those who prefer an eco-friendly commute.

 Walking: If you plan to walk to campus, note that the nearest bus stop is located approximately 2 km from campus.
 For about 1 km of this distance, there are no sidewalks, requiring students to walk on the road shoulder.

Use caution and wear reflective clothing in low-light conditions.

Parking on Campus

- Parking is available at the 18300 Ford Road Parking Lot for students with cars.
- A bike rack is available on campus for students using bicycles or scooters.

Resources for Transportation

- Pitt Meadows Trails and Parks: <u>Information on cycling</u> routes and walking trails.
- <u>TransLink Transit Information</u>: Public transit schedules and fare details.

Transportation Safety Tips

- Always obey traffic laws, whether driving, cycling, or walking.
- If walking at night, stay in well-lit areas and avoid distractions like using your phone.
- Use public transit during peak hours whenever possible for safety and convenience.

7. Safety, Crisis Management & Student Well-being

Emergency Procedures

Your safety is our top priority at Canadian Aviation College. It is essential to familiarize yourself with the following emergency protocols:

- Dial 911 for police, fire, or medical emergencies.
- Evacuation Plans: Familiarize yourself with evacuation routes and assembly points on campus.
- Emergency Drills: Participate in regular fire and earthquake drills to practice safe responses.
- Severe Weather Alerts: Stay informed about local weather conditions and follow CAC guidelines during severe weather events.

Crisis Management Resources

CAC provides support for students facing emergencies or challenging situations:

- Student Services: Contact Iris Challoner at 604-317-8597 for on-campus assistance during operational hours.
- Mental Health Crisis Line: Call 310-6789 (no area code needed) for immediate mental health support in BC.
- <u>VictimLink BC</u>: Call 1-800-563-0808 for support if you experience violence or abuse.
- Talk Suicide Canada: Reach out at 1-833-456-4566 (available 24/7) for suicide prevention support.

Code of Conduct

At CAC, we expect all students to uphold high standards of professionalism and respect:

- Zero Tolerance Policy: Drugs and alcohol are strictly prohibited during flight training. Violations may result in immediate suspension or dismissal.
- Professional Behavior: Respect fellow students, instructors, and staff. Disruptive or aggressive behavior will not be tolerated.
- Incident Reporting: Report any concerns or safety incidents to Student Services at iris@cacbc.ca.

Personal Safety Tips

- Avoid walking alone at night in unfamiliar areas; always stay in well-lit and busy places.
- Keep your belongings secure, especially in public spaces.
- Use reliable transportation options such as public transit or licensed taxis.

Campus Policies

- Attendance: Consistent attendance is essential. Notify your instructor or Student Services if you cannot attend a session.
- Dress Code: Maintain a professional appearance, especially during flight training or formal campus events. Business Casual and CAC uniform are recommended. No flip flops or slippers, no ripped clothing.

8. Student Policies and Procedures

Student Code of Conduct

At Canadian Aviation College (CAC), we are committed to fostering a respectful, professional, and productive learning environment. As a student, you are expected to:

- Demonstrate Professionalism: Be punctual, courteous, and respectful in all interactions with peers, instructors, and staff.
- Maintain Integrity: Uphold academic honesty and avoid any form of plagiarism or cheating.
- Respect Campus Policies: Follow all college policies, including those regarding safety, attendance, and appropriate behavior.

Attendance and Punctuality Policy Regular attendance is essential for academic and flight training success.

- Mandatory Attendance: Students are required to attend all scheduled classes, workshops, and practical sessions.
- Absences: Notify your instructor or Student Services at iris@cacbc.ca if you cannot attend a session. Documentation may be required for excused absences.
- Late Arrivals: Are note tolerated. You will be charges for any scheduled flight times that you miss, Ground school, you will not be admitted into the class if you are more than 15 minutes late.

Dress Code

- Flight Training: Wear the official aviation uniform, including a uniform shirt, flight suit, or other attire specified by the Chief Flight Instructor.
- Classroom Settings: Maintain a smart-casual dress code during classes and workshops. Avoid casual clothing such as flip-flops, tank tops, or shorts in formal settings.

Academic Integrity

Academic integrity is the foundation of your success at CAC.

- Plagiarism and Cheating: Any form of academic dishonesty is strictly prohibited and will result in disciplinary action.
- Proactive Integrity: Seek clarification from instructors if you are unsure about proper citation or academic practices.

Grievance and Conflict Resolution

We encourage students to address concerns respectfully and proactively.

- Address the Issue Directly: Start by discussing the concern with the individual involved.
- Escalate When Necessary: If unresolved, contact Student Services for assistance.
- Maintain Respect: Approach grievances calmly and respectfully to foster effective resolutions.

Disciplinary Actions

Violations of CAC policies will be addressed through a formal review process. Consequences may include:

- Warnings or verbal reprimands.
- Temporary suspension from classes or flight training.
- Dismissal from the program for severe or repeated violations.

Personal Responsibility and Proactive Engagement

Being a successful student at CAC requires taking ownership of your learning experience:

- Time Management: Plan ahead to meet deadlines and manage your academic and personal commitments.
- Seek Support Early: Contact instructors or Student Services if you encounter challenges.
- Proactive Communication: Address issues as they arise to prevent misunderstandings or missed opportunities.

9. Academic and Career Support

Academic Support Services

At Canadian Aviation College (CAC), your academic success is our priority. We offer a variety of resources to help you excel in your studies:

- Tutoring Services: Access one-on-one or group tutoring sessions for aviation theory, mathematics, or English language support.
- Study Groups: Join or form study groups with your peers to collaborate on coursework and reinforce learning.
- Faculty Office Hours: Utilize office hours to ask questions, seek clarification, and discuss challenges with your instructors.
- Academic Workshops: Attend workshops on effective study habits, time management, and exam preparation.

Career Development Services

Preparing for your future career starts now. CAC offers services and tools to help you succeed in the aviation industry:

 Job Search Strategies: Learn effective strategies for networking, using job boards, and attending aviation career fairs.

Online Ground School

Enhance your aviation knowledge through our partner <u>Flight</u> Trainers Online Ground School.

This resource covers essential topics like flight theory, navigation, and regulations.

• Discount Available: Contact Student Services for a discount code to access this program at a reduced rate.

Workshops and Seminars

Participate in career-focused workshops to prepare for the aviation industry:

- Résumé Building: Learn how to create a professional résumé tailored to aviation careers.
- Interview Preparation: Practice with mock interviews and gain insights on how to present yourself effectively.
- Industry Trends: Stay updated on the latest aviation trends and network with professionals during industry seminars.

Chief Flight Instructor and Flight Instructors

Your flight training is guided by a team of experienced professionals:

- Chief Flight Instructor (CFI): Bote Sha Email: sha@cacbc.ca for consultations or training progress reviews.
- Assigned Flight Instructors: You will be provided with contact information for your assigned flight instructor upon enrollment.

10. Financial Planning and Support

Managing Tuition and Fees

Understanding and managing your tuition and fees is a key part of financial planning.

Payment Deadlines:

• Ensure you are aware of all payment deadlines to avoid late fees. Refer to the academic calendar for specific dates.

Payment Methods:

 Tuition payments can be made via bank transfer, credit card, or other approved methods.

CAC Payment Portal:

 Visit the <u>CAC Payment Portal</u> for detailed instructions on making payments.

Budgeting and Cost of Living

Living in Canada requires careful budgeting to manage your expenses effectively.

Key areas to budget for include:

- Housing: Rent, utilities, and internet costs.
- Food: Groceries and dining out.
- Transportation: Public transit passes or fuel for a personal vehicle.
- Other Essentials: Cell phone plans, health insurance, and personal items.

Use these resources to assist you:

- Government of Canada Budgeting Tools
- Cost of Living in Canada Estimator
- Student Budgeting Advice

Financial Aid and Scholarships

Although government financial aid is not typically available to international students, there are other resources you can explore:

CAC Scholarships:

 Merit-based scholarships are offered to students who demonstrate exceptional academic performance or leadership.

External Scholarships:

Many organizations provide scholarships for international students in Canada, such as:

- Vanier Canada Graduate Scholarships
- EduCanada Scholarships
- Proactive Tip: Apply early for scholarships and financial aid, as many have strict deadlines

Opening a Bank Account

Opening a Canadian bank account is essential for managing your finances while studying at CAC.

- Required Documents: Most banks require:
- Passport or government-issued ID.
- Proof of enrollment at CAC.
- Proof of address (e.g., rental agreement, utility bill).
- Popular Banks:
- Royal Bank of Canada (RBC)
- Toronto Dominion Bank (TD)
- Scotiabank
- BMO Bank of Montreal
- CIBC

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11. Extracurricular Activities and Student Life

Building Connections and Community

At Canadian Aviation College (CAC), we encourage students to participate in activities that foster personal growth, relaxation, and community building.

Engaging in extracurricular activities helps you develop skills, make friends, and feel more connected to your surroundings.

Local Clubs and Organizations

Explore local clubs and organizations to enhance your experience:

 Aero Club of BC: A local aviation club that organizes flying events, networking opportunities, and hands-on aviation activities. Visit the <u>Aero Club of BC website</u> for more information. Ridge Meadows Newcomers Club: A welcoming group for newcomers to the Ridge Meadows area, offering resources, monthly meetups, and cultural exchange activities.

Student Events and Workshops

Throughout the academic year, CAC organizes events and workshops to support your academic and personal development:

- Career Development Workshops: Topics include résumé writing, interview preparation, and job search strategies tailored for the aviation industry.
- Cultural Awareness Activities: Celebrate diversity with events like International Day and workshops on crosscultural communication.
- Wellness Programs: Participate in mindfulness workshops, fitness classes, and activities that promote mental and physical health.

Exploring the Outdoors

Take advantage of the beautiful natural surroundings in the Ridge Meadows area to recharge and relax:

- Golden Ears Provincial Park: Ideal for hiking, camping, swimming, and fishing.
- Pitt Meadows Regional Greenway: A scenic trail for walking, biking, or horseback riding.

- Osprey and Rotary Hawk Loops: Perfect for cycling enthusiasts.
- For more details on local trails and parks, visit the <u>Pitt</u>
 Meadows Trails and Parks website.

Engaging with Your Peers

- Student Council: Join the CAC Student Council to help plan events, represent student interests, and contribute to campus life.
- Mentorship Opportunities: Become a mentor to new students or connect with experienced peers for guidance.

12. Key Contacts and Resources

Student Services

For any questions related to your studies, student life, or personal support, reach out to the Student Services team:

• Student Services Coordinator:

Iris Challoner - 604-317-8597

Email: <u>iris@cacbc.ca</u>

Flight Training Support

Your flight training is guided by experienced professionals who are available for support:

Chief Flight Instructor (CFI):
 Bote Sha – Email: sha@cacbc.ca
 For appointments regarding flight training guidance, checklists, or exam preparation.

- Flight Instructors:
 Flight instructors are assigned individually, and you will be provided with their contact information once an instructor is assigned.
- Flight Training Resources:
 Access flight training schedules, materials, and important documents via the EMS Portal.
- Online Ground School:
 Flight Trainers Online Ground School offers comprehensive resources covering flight theory, regulations, and navigation. Request a discount code from Student Services for reduced rates.

Emergency Contacts

Personal Emergencies contact at CAC: Please contact Iris at 604-317-8597

Emergency Services:

Call 911 for police, fire, or medical emergencies.

Non-Emergency Contacts:

- Ridge Meadows RCMP: 604-463-6251
- Maple Ridge Fire Department: 604-463-5880

14. Glossary and FAQ

Glossary of Common Terms

Understanding aviation and academic terminology is essential for your success. Below are key terms you may encounter during your time at CAC:

- ATC (Air Traffic Control): A service that manages air traffic to ensure safe distances between aircraft and directs aircraft during flight.
- CFI (Chief Flight Instructor): The senior instructor responsible for overseeing flight training and ensuring students meet required standards.
- PPL (Private Pilot License): A basic license allowing individuals to fly small aircraft for non-commercial purposes.
- IFR (Instrument Flight Rules): Regulations for operating aircraft in weather conditions unsuitable for visual navigation.
- VFR (Visual Flight Rules): Regulations for operating aircraft in clear weather conditions, allowing pilots to navigate visually.
- EMS (Education Management System): A portal where students can access schedules, flight training resources, and important academic information.

Frequently Asked Questions (FAQ)

Q1: How can I access my flight training schedule?

A1: Flight training schedules are available through the **EMS Portal**. Log in to view your personalized calendar.

Q2: When will I receive my flight instructor's contact information?

A2: Contact details will be provided once your instructor is assigned.

Q3: How do I request a discount code for the Flight Trainers Online Ground School?

A3: Discount codes are available through Student Services. Contact Iris Challoner at 604-317-8597 to request one.

Q4: What should I do in case of an emergency?

A4: Dial 911 immediately for police, fire, or medical emergencies. For non-emergencies, contact Student Services or local authorities.

Q5: Are there resources to help me with academic success?
A5: Yes, you can access tutoring, study groups, and workshops.
Contact your instructors during office hours or utilize the EMS
Portal for additional materials.

Q6: How can I get involved in student life and community events? A6: Join the Student Council or participate in local clubs and workshops. Refer to the Extracurricular Activities and Student Life section for more details.