

WELCOME FACULTY, STUDENTS, AND STAFF

Please see important advisory and links to our Team and academic page iTutor for: Class timetable, semester schedule, lessons, and assignments for **Fall 2017 Semester**.

Please take the time to become familiar with the environment and download and read your assignments and the instructions thoroughly.

ACCESS TO COLBOURNE ITUTOR

LINK: <http://colbournecollege.weebly.com/forums-home-page.html>

PASSWORD TO THE SITE: ADMIN2727

TIMETABLE ADJUSTMENTS

There are changes on the adjusted timetable posted on iTutor. Please discard the previous copy sent to you and download a new copy today. View updates here:

<http://colbournecollege.weebly.com/office-of-new-students-program.html>

ASSIGNMENTS

Discussion Forum And Term-Paper Assignments for all classes are already up for learning outcomes (LO) 1 of all the courses. Unit 33 will be posted prior to Monday, September 25.

LATE DEADLINES AND FEES

All Assignments have deadlines. These are first deadlines. Students who miss these published deadlines have three weeks to submit the work with late fees for each missed assignment. Each assignment is posted with the requirements, criteria for passing and fees. Work submitted after the late deadline will NOT be accepted - except pre-approved extenuating circumstances.

LESSONS AND READING ASSIGNMENTS/RESOURCES

Lecturers' lessons are posted to iTutor for each of your classes. This is supplement to your individual out-of-class reading requirements. All assignments include links under the title 'resources.' These are links to articles that are supplements to the lessons, and will assist you in understanding the task requirements. You are expected to plan, research, read and do your individual and group work timely, correctly and according to instructions.

CLASS ATTENDANCE

Classes that are delivered in-class are broadcast live to online students by Zoom Conferencing.

Classes that are taught directly online are attended by both in-class and online students using Zoom Conferencing.

Class attendance is mandatory for in-class and online students. If you attend less than 8 of 12 classes, you automatically fail the unit. Links for online classes will be emailed directly to you.

REMINDERS FOR NEXT HARVARD REFERENCING CLASS

❖ OCTOBER 1 (4:00 PM – 6:00 NOON)

For ALL new and returning members to learn about the program requirements and the rules of Harvard Referencing and how to apply them to produce work at required standards;

FACULTY FOR FALL 2017

Business Units

FACULTY	CAPACITY	CONTACT
Andrea Tucker	Units 4/7; 16; & 32	http://colbournecollege.weebly.com/andrea-tucker-home-page.html
Maxine Samuels	Units 4/7; 16; & 40	admin@colbournecollege.com
Roxanne Malcolm-Brown	Units 1; 2; 3; 4	rmaalcolmbrown@gmail.com
Andrea Stultz	Units 19; & 22	andiebenji@gmail.com

STUDENT SERVICES

We want to ensure that you get the service and information that you need in a timely and efficient way. This means that you must know who to go to with the different concerns and needs that you will have. Each staff has a different role and different sets of information and knowledge. So, please pay special attention to our opening hours and the Staff in their different job roles who can assist you in making your experience here a successful one.

ALL STUDENTS ARE REQUIRED TO SET UP A SKYPE ACCOUNT

It is required that you set up a Skype Account and send us a Skype Request. Our Student Support Office is reached the quickest and most efficiently by Skype.

AIM-USA MY-SPACE COMMUNITY AND VIRTUAL STUDENT SERVICES

AIM-USA Student Services Team is based in the USA and NOT Jamaica but we are always only a key stroke away. So, add us on Skype to join a peer community of over 250 Learners and receive daily and timely news and updates, and interact with your peers in real time.

OUR OFFICE OPENING HOURS ARE Mondays – Fridays 10AM – 6:00PM

We are always online during the work hours to serve you. If you message us on the weekends or outside of the office opening hours, we will not be able to reply until the next business day.

TALK TO THE RIGHT PERSON

Not all staff will have the information that you will need but we will all point you to the exact person to assist you. Here is a list of our Student Services Staff functionaries and contact:

STAFF	CAPACITY	BEST CONTACT	Office Hours
Maxine Samuels	Director Of Programs (Academic Program Oversight: Mentor; Internal Verifier)	EMAIL: admin@colbournecollege.com SKYPE ADDRESS: (USAV) USCOLLEGESANDMORE.ORG	Fort Lauderdale Mondays – Fridays 10:00AM – 6:00PM
Andrea Tucker AND The Student Services Team Members	Associate Director Of Programs (Student Success Manager; Relationship Manager; Coach And Mentor; Retention Plans And Programs Implementation)	EMAIL: sso@studyaimusa.org SKYPE ADDRESS: (USAV) USCOLLEGESANDMORE.ORG PHONE: (876) 906 –8085	Kingston BEST TIMES Wednesdays 5:30PM – 9:00PM & Saturdays 10:00AM – 4:00PM
Sasha-Lee Sommers AND The Student Services Team Members	Associate Director Of Student Services (All Students Requests, Grades, Feedback, Program Advisement And Daily Communication)	EMAIL: sso@studyaimusa.org Schedule Appointments Here: http://colbournecollege.weebly.com/office-of-new-students-program.html PHONE: (786) 923 – 1480	Fort Lauderdale Mondays - Fridays 11:00AM – 4:00PM
Christopher Cameron	Library And Media Staff (Library Resources, iTutor Domain, And Technical And Online Courses Management Support)	EMAIL ADDRESS: christophercameron@colbournecollege.com SKYPE ADDRESS: KRIS_STARR_1 PHONE: (876) 754 – 7822	Kingston Mondays & Tuesdays <u>11:00AM – 7:30PM</u> Wednesdays <u>11:00AM – 7:00PM</u> Thursdays <u>11:00AM – 7:30PM</u> Saturdays 9:30AM – 4:00PM
Olive Reid	Bursar And Registrar (Financial And Enrolment Agreements; Receipting; Refund: Payment Plans)	EMAIL ADDRESS: olivereid@colbournecollege.com PHONE: (876) 754 – 7822	Kingston Mondays – Fridays 11:00AM – 6:00PM
Chris-Ann Hunter; Sheena James AND Student Recruiters	New Students Recruitment Team and Program Admission Team	EMAIL: admission@studyaimusa.org PHONE: (876) 906 – 8085 WEBSITE CHAT: www.studyaimusa.org	Global Service Mondays – Fridays 10AM – 6:00PM US EST