Known for excellence in teaching, research, and service to the community, the University of Victoria serves over 20,000 students. It is favoured by its location on Canada’s spectacular west coast, in the capital of British Columbia.
GENERAL INFORMATION

Information for All Students

Academic Sessions
1. The Winter Session is divided into two terms: the first, September to December; the second, January to April. The period May through August is the Summer Session.
2. Credit courses offered in the Summer Session period (May-August) are listed on the Summer Session website at <www.uvic.ca/summer> in late February. Off-campus courses, courses offered at the Bamfield Marine Sciences Centre and summer travel study programs are also listed on the website. Academic rules and regulations published in the main University Calendar apply to students taking courses in the Summer Session period.

The University reserves the right to cancel courses when enrolment is insufficient.

For information, contact:
Manager—Curriculum and Calendar
Office of the Registrar, Student Affairs
University Centre
Phone: 250-721-8471; Fax: 250-721-6225
Email: calendar@uvic.ca
Website: <www.uvic.ca/summer>

Calendar Changes
The official academic year begins on May 1. Changes in calendar regulations normally take effect with the beginning of the Summer Session on May 1. Nevertheless, the University reserves the right to revise or cancel at any time any rule or regulation published in the Calendar or its supplements.

The Calendar does not include information on when courses will be offered. Up-to-date timetable information is available from individual department offices and from the Office of the Registrar (OREG) website <www.uvic.ca/timetable>. Amendments to the timetable are incorporated into the Class Schedule Search, which is accessible at the website: <www.uvic.ca/timetable>.

Course Values and Hours
Each course offered for credit has a unit value. A full-year course with three lecture hours per week through the full Winter Session from September to April normally has a value of 3 units. A half-year course with three lecture hours per week from September to December or from January to April normally has a value of 1.5 units. A 3-unit course (3 hours of lectures per week throughout the Winter Session) approximates a 6 semester-hour or a 9 quarter-hour course. A course of 1.5 units approximates a 3 semester-hour or a 4.5 quarter-hour course.

Course Experience Survey (CES)
Towards the end of every course at the University of Victoria, all students will have the opportunity to complete a brief, anonymous, online survey on their experience as a student in the course. The purpose of the CES is to provide feedback to the instructor, the department and the university as a means to improve and sustain the quality of teaching, course design, and program development. The University regards it as a student’s responsibility to provide such feedback in order to support the constant improvement of programs for future students. Instructions to students will be provided for each course to obtain access to the survey via laptop, tablet, or mobile device.

Student Cards
All students require a current University of Victoria Identification Card. The card is the property of the University and must be presented upon request as proof of identity at University functions and activities. The electronic/digital records of the student card may be used for administrative functions of the University, including but not limited to, examinations, instruction, and campus security. Photo ID cards can be obtained, 24 hours following registration, at ONECard, University Centre Lobby.

Limit of the University’s Responsibility
The University of Victoria accepts no responsibility for the interruption or continuance of any class or course of instruction as a result of an act of God, fire, riot, strike or any cause beyond the control of the University of Victoria.

Program Planning
Students are responsible for the completeness and accuracy of their registrations and for determining the requirements of their program at UVic. Please read the Calendar for information about programs and courses. Further information about program regulations or requirements is available from the appropriate faculty advising service or department.

Protection of Privacy and Access to Information
All applicants are advised that both the information they provide and any other information placed into the student record will be protected and used in compliance with the BC Freedom of Information and Protection of Privacy Act (1992).

Notification of Disclosure of Personal Information to Statistics Canada
Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education.

It is essential to be able to follow students across time and institutions to understand, for example, the factors affecting enrolment demand at postsecondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand ‘outcomes’. In order to conduct such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada, student identification information (student’s name, student ID number, Social Insurance Number [where on file]) student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education, and labour force activity.

The federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used for statistical purposes only, and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify a student.

Students who do not wish to have their information used can ask Statistics Canada to remove their identifying information from the national database. On request by a student, Statistics Canada will delete an individual’s contact information (name, address, or other personal identifiers) from the PSIS database.

To make such a request, please contact us:

Via mail:
Institutional Surveys Section
Centre for Education Statistics
Statistics Canada
100 Tunney’s Pasture Driveway
R.H. Coats Building, Floor 13 G
Ottawa (ON) K1A 0T6

Via e-mail:
statcan.PSIS-SIEP.statcan@canada.ca

It is with the goodwill and collaboration of postsecondary institutions that we will reach our goal of providing reliable postsecondary education information required to plan for our future.
Schedule of Classes (Timetable)
The schedule of graduate and undergraduate classes for the Winter Session is available from the Web Time-Table, which is accessible at the website <www.uvic.ca/timetable>.

University’s Right to Limit Enrolment
The University reserves the right to limit enrolment and to limit the registration in, or to cancel or revise, any of the courses listed. The curricula may also be changed, as deemed advisable by the Senate of the University.

General University Policies
Students should check the Calendar entries of individual faculties for any additional or more specific policies.

Policy on Human Rights, Equity and Fairness (GV0200)
The University of Victoria is committed to promoting, providing and protecting a positive, supportive and safe learning and working environment for all its members.

Discrimination and Harassment Policy (GV0205)
The University of Victoria is committed to providing an environment that affirms and promotes the dignity of human beings of diverse backgrounds and needs. The Policy prohibits discrimination and harassment and affirms that all members of the University community—its students, faculty, staff and visitors—have the right to participate equally in activities at the University without fear of discrimination or harassment. Members of the University community are expected to uphold the integrity of the Policy and to invoke its provisions in a responsible manner. All persons within the University who are affected by the Policy, particularly the parties to a complaint, are expected to preserve the degree of confidentiality necessary to ensure the integrity of the Policy, the process described in the Policy, and collegial relations among members of the University community. The Policy is to be interpreted in a way that is consistent with these goals, with the principles of fairness, and with the responsible exercise of academic freedom.

The Policy addresses discrimination, including adverse effect discrimination, and harassment, including sexual harassment, on grounds protected by the British Columbia Human Rights Code. Prohibited grounds for discrimination are race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, age, or conviction of a criminal offence when unrelated to employment. The Policy also addresses personal harassment.

The Discrimination and Harassment Policy and Procedures are administered by the Equity and Human Rights Office. Persons who experience or know of harassment or discrimination may contact the Office by phoning 250-721-8786 for confidential advice and information. Definitions are included in the Discrimination and Harassment Policy and Procedures (Policy GV0205) which can be found on the office website, <www.uvic.ca/eqhr>.

Creating a Respectful and Productive Learning Environment
The University of Victoria is committed to promoting critical academic discourse while providing a respectful and productive learning environment. All members of the university community have the right to experience, and the responsibility to help create, such an environment. In any course, the instructor has the primary responsibility for creating a respectful and productive learning environment in a manner consistent with other university policies and regulations. Instructors or students who have unresolved questions or concerns about a particular learning environment should bring them to the Chair or Director of the unit concerned (or Dean, in the case of undepartmentalized faculties).

Graduate students are encouraged to familiarize themselves with the Responsibility in the Supervisory Relationship Policy available at <https://www.uvic.ca/graduatemisearch/home/yoursupervisor/relationship/>.

Student Discipline
A student or former student may be reported to the President for disciplinary action and may be suspended, subject to appeal to the Senate, for misconduct, including but not limited to such matters as a breach of University regulations or policy, for example, Acceptable Use of Electronic Information Resources (Policy IM7200), Discrimination and Harassment Policy (and Associated Procedures) (GV0205), Violence and Threatening Behaviour Policy (SS9105), a breach of a provision in the University Calendar, or a violation of provincial law or a law of Canada. In particular, a student may be reported for unlawfully entering a building or restricted space on University property, providing false information on an application for admission, reregistration, or other University document, submitting a falsified transcript or other document or participating in hazing, which is prohibited by University regulation.

Academic Services

Academic Advising
Each undergraduate faculty provides academic advising services for students contemplating studies at the undergraduate level. Students are encouraged to read the appropriate Calendar entries for the faculty, department and program they wish to enter in order to determine prerequisites and other program requirements.

Students planning graduate studies at UVic should contact the Graduate Adviser in the department they wish to enter.

Co-operative Education Program and Career Services
The Co-operative Education Program and Career Services offers an integrated career-related service to students, employers, faculty and staff.

For Career Services, our mission is to support student success through career development expertise and by facilitating connections among students, alumni, employers and other community members.

Services Offered
- individual coaching and group sessions on exploring career options, connecting with career and work opportunities and managing career transitions are available to all current students, new graduates and alumni
- tips on resumé, CV and cover letter preparation; interviews and work search
- online postings for part-time, summer, career and on-campus opportunities
- career resource library
- career fairs, career forums and employer information sessions
- registration in the casual job registries
- use of computers for work search purposes

Career Services’ information is also displayed on notice boards around campus and on the Career Services’ website.

Campus Services Building
Hours: Mon-Fri 8:30-4:30
The English Language Centre offers a number of programs to assist non-native speakers to improve their English language proficiency and participate in an English-speaking academic setting with confidence. For details, visit https://www.uvic.ca/linguistics/. Additionally, the Department of Linguistics offers a non-credit course in English for admitted students whose native language is not English. For details, see LING 099 in the course listings of the undergraduate Calendar.

**THE LEARNING AND TEACHING CENTRE**

The Learning and Teaching Centre’s mission at the University of Victoria is to inspire, support and promote excellence in learning and teaching university-wide in order to enhance the educational experience for everyone. Core activities include academic unit program curriculum design/redesign and learning outcomes development; support for instructors and faculty at all career levels; professional development for TAs and graduate students; innovative instructional methods; advocacy for fair, effective, transparent and developmentally-focused teaching assessment for instructors, and learning assessment for students; and administration of the Jamie Cassels Undergraduate Research Awards (JCURA), the Centre for Academic Communication (which includes the former Writing Centre), the Math and Stats Assistance Centre and a variety of grants for instructional improvement.

Support for student academic success includes:

**The Centre for Academic Communication (CAC)**

Learning Commons,
McPherson Library
Phone: 250-853-3675
Web: <www.uvic.ca/learningandteaching>

The CAC, formerly the Writing Centre, supports undergraduate and graduate students in developing their academic communication skills. These skills include writing and reading in an academic environment as well as understanding the expectations of academic work and presenting that work verbally or in writing. We provide free programming through one-on-one appointments, workshops, and drop-in zones. Whether you are just getting started or nearly done your assignment, paper, or award application, our staff can provide valuable guidance. We can also provide individual learning consultations to help you maximize your use of CAC supports and services. Please see our website for more information: <www.uvic.ca/learningandteaching/home/home/centre>.

**The Mathematics and Statistics Assistance Centres**

Whether you are a Math whiz or a student struggling with a required math course for your major, the Mathematics and Statistics Assistance Centres (AC) are available to enhance and support your learning in the mathematical sciences. At the Centres you will find free, high quality, one-on-one drop-in support for all UVic first and second year Mathematics and Statistics courses. Each Centre hosts a team of skilled graduate and undergraduate student tutors ready to help you on a first-come-first-served basis. The Centres (jointly run in partnership with the Department of Math and Stats) currently have two permanent locations on campus: the McPherson Library Learning Commons, Room 129 and in the David Turpin Building, DTB A202. Schedules for each term, along with additional information about the Centres may be found at <www.math.uvic.ca/~msassist>.

**UVic Libraries**

UVic Libraries support teaching, learning and research at the University of Victoria by providing expert and innovative access to the world’s recorded knowledge. The UVic Libraries website at <uvic.ca/library> provides access to print and online resources, including electronic journals, indexes and databases. UVic Libraries’ website also offers a wide range of online user services, such as renewal and recall of items, reference help and interlibrary loans. The website is available at over 200 workstations in the libraries and can be accessed from home and the office 24 hours a day.

Facilities include individual and group study seating for over 1,500 students. Wireless Internet access is available in the Mearns Centre for Learning–McPherson Library, the Priestly Law Library and the Curriculum Library. Facilities are provided for the use of audio-visual, microform and CD-ROM materials, and a Learning Commons includes workstations with word-processing, spreadsheet and presentation software. Friendly and knowledgeable staff are available to assist students and faculty in taking fullest advantage of UVic Libraries’ resources. Individual or group instruction is available upon request. An Infoline Service is available for students enrolled in Distance Education credit courses who are located off campus.

Collectively, UVic Libraries house over 2.1 million print volumes, 1.4 million microform items, 21,000 cartographic items, 137,000 serial subscriptions, 41,000 sound recordings, 33,000 music scores, 11,000 films and videos and 1,600 linear metres of manuscripts and archival material.

**Mears Centre for Learning–McPherson Library:** Contains all of the library collections (except Law and Curriculum resources), as well as reserve materials, cartographic materials, music and media materials, microforms, Special Collections and the University Archives.

**Diana M. Priestly Law Library** (Fraser Building): Contains over 170,000 books, journals and federal and provincial parliamentary and legislative materials, and over 250,000 microform items of primary and secondary historical legal materials, as well as access to online database services.

**Curriculum Library** (MacLaurin Building): Primarily serves the learning, teaching and research needs of Education students. Resources include print materials, media materials, and specialized collections.

**UNIVERSITY OF VICTORIA LEGACY ART GALLERIES**

UVic is home to one of Canada’s largest university art collections, with nearly 20,000 artworks including decorative and applied arts with a European emphasis and Canadian art with a West Coast emphasis. The collections are showcased at the Legacy Art Gallery, located downtown at 630 Yates Street, at the Legacy Maltwood in the Mearns Centre for Learning in the McPherson Library, and in a range of locations across campus and in the community. These collections provide a rich resource for teaching and research. Further information on Legacy Art Galleries and its collections is available online at <legacy.uvic.ca> or from the Legacy Art Gallery at 250-721-6562.

**LEGACY ART GALLERY, DOWNTOWN**

630 Yates Street
Hours: Wed-Sat 10:00-4:00; Free admission
Phone: 250-721-6562
web: <legacy.uvic.ca>
email: legacy@uvic.ca

Situated off-campus in downtown Victoria, the Legacy offers a welcoming contemporary art gallery. UVic’s galleries include the Legacy Maltwood-McPherson Library (Mearns Centre for Learning) and the Legacy Downtown. Both spaces feature innovative exhibit projects and programming with campus and community partners and often show work from UVic’s permanent collection of over 19,000 objects. Our downtown gallery space was Michael Williams’ gift to the University of Victoria along with an art collection focusing on the Pacific Northwest region. Our staff will give you a warm welcome and introduce you to the current exhibits.
Students. Your NetLink ID, created during your application to UVic, is your University Systems provides technology and support for UVic Alumni Association, and mailed to alumni free of charge. The UVic Torch Alumni Magazine is distributed eight times each year, free of charge. The Ring website features regular updates. The Ring is UVic’s community newspaper, distributed on campus eight times a year.

Pre-professional Guide
A guide for students who plan to complete some studies at UVic before transferring to another institution in order to complete a professional program such as dentistry, medicine, optometry, etc.

Malahat Review
An international quarterly of contemporary poetry, short fiction, creative nonfiction, and reviews, edited by John Barton. For information about contests, submissions, and subscriptions, visit <www.malahatreview.ca>.

The Ring
The Ring is UVic’s community newspaper, distributed on campus eight times each year, free of charge. The Ring website features regular updates at <ring.uvic.ca>.

The UVic Torch Alumni Magazine
Published biannually by the Division of External Relations and the UVic Alumni Association, and mailed to alumni free of charge.

University Systems
University Systems provides technology and support for UVic students. Your NetLink ID, created during your application to UVic, is your key to accessing computing services at UVic such as:

- My page: Register for courses <uvic.ca/mypage>
- Email: Your @uvic.ca email account <uvic.ca/email>
- CourseSpaces: Online learning systems <coursespaces.uvic.ca>
- Online Academic Community: Courses, clubs, and other community pages <oac.uvic.ca>
- UVic wireless network: Wireless Internet access <uvic.ca/airnet>

If you have forgotten your NetLink password, you can reset it at <uvic.ca/accounts>.

The Computer Help Desk is your single point of contact for assistance with services offered by University Systems. There are Computer Help Desks located in the Clearihue, Business & Economics, and Human & Social Development buildings equipped with Windows and Mac workstations for student use, pay-for-printing facilities, scanners, photocopiers, and a vast software library to support your coursework. There are also Computer Help Desks in the McPherson Library, the UVic Bookstore, the Technology Solutions Centre in Clearihue C143, and in Clearihue A004. The Help Desk can help you to solve technology problems including issues with UVic services such as your NetLink ID or UVic wireless, software assistance with products such as Microsoft Office, and computer hardware repair such as data recovery or in-warranty repair of Apple products by our Apple-certified technicians. See <uvic.ca/systems> for our Service Catalogue and more information.

UVic Graduate Calendar May 2017

GENERAL INFORMATION

UVIC GRADUATE CALENDAR MAY 2017

Student Affairs
These administrative units of the university help students maintain their physical, social, emotional, spiritual and financial health while they pursue their academic and career goals at UVic.

Academic Advising Centre (Faculties of Humanities, Science and Social Sciences)
As a unit in the Division of Student Affairs, the Academic Advising Centre (AAC) provides support for undergraduate students in the Faculties of Humanities, Science and Social Sciences at all stages of their degree. Academic advisers can discuss academic plans; review transfer credit and explain how they apply to a chosen degree; help students select courses and plan for degree completion; clarify and interpret university policies and procedures; provide informed referrals. Academic Advising Centre (AAC) frontline advisers can answer many questions, whether they are about academic programs and procedures, more general questions or enquiries about processes and/or requirements of the university. Completed forms can be dropped off with frontline advising.

Frontline advising will refer you to an AAC academic adviser or academic unit Adviser if you require more in depth assistance. They can also assist you in booking a same-day appointment with AAC advisers.

The AAC has three main advising teams:
1. First and second year advising, which includes newly admitted first-year students
2. Third and fourth year advising, which includes transfer and declared students
3. International Academic Advising, which includes international degree-seeking students and students going out on exchange.
AAC Advisers with special interests and knowledge are responsible for developing targeted programming and providing individual advising for the following student groups:

- Indigenous students
- Vikes varsity athletes

More information can be found at: www.uvic.ca/advising

**Athletics and Recreation**

Centre for Athletics, Recreation and Special Abilities (CARSA)
Phone: 250-721-8409

Vikes Athletics and Recreation provides a comprehensive program of sports and recreation for UVic students.

**Athletics**

The Athletics program is available to full-time students at UVic. Through the program, athletically gifted student-athletes are provided with high quality coaching and high levels of competition that permit them to pursue athletic excellence while studying at UVic. Sports currently offered for men and women include: basketball, cross-country/track, field hockey, golf, rowing, rugby, soccer and swimming. UVic teams participate in Canadian Interuniversity Sport (CIS), Canada West University Athletic Association (CWUAA), as Independents in the National Association of Intercollegiate Athletics (NAIA) and in various high-level leagues in southwest British Columbia. Visit <www.govikesgo.com> for details.

**Recreation**

Vikes Campus Recreation is your campus starting point for physical, social and mental health and provide facilities and programs designed to meet the needs of students throughout the year. Vikes Campus Recreation provides a wide variety of programs and services, including: a two-floor fitness weight centre, sports leagues, the tallest University climbing center and bouldering in Canada, convenient aquatics lessons and programming, a variety of fitness classes including yoga, spin, TRX, martial arts and dance, various sports and recreation clubs and an Outdoor Recreation Resource Centre. Visit <www.vikesrec.ca> for more information.

**Recreation Facilities**

Use of CARSA facilities and participation in the programs of Athletics and Recreation is open to students and to faculty and staff with a Vikes Recreation membership or by drop in rates. Visit <www.vikesrec.ca/ membership> for more details.

The UVic campus offers several playing fields, including grass, multi-purpose and water-based, Centennial Stadium, and miles of jogging trails through the woods and along Cadboro Bay. The Simpson Property and the Elk Lake Rowing Centre are also available.

The newly-opened CARSA facility offers over 190,000 sq. ft. of floor space. CARSA includes a 2,100-seat performance gym, a large multi-purpose fieldhouse, a two-level fitness weight training area, the Peninsula Co-op Climbing Centre, dance space, dedicated TRX and spin classrooms, yoga studio, squash and racquetball courts, a rowing ergometer centre, a sports injury clinic and Half Time café, a convenient snack and refreshment facility. CARSA is also home to CanAssist, who are dedicated to helping people with disabilities improve their independence in daily living and their overall quality of life.

The McKinnon Building includes a gymnasium, dance studio, smaller weight-training room, 25-metre L-shaped pool, squash courts, and change room and shower facilities. The Ian H. Stewart Complex includes beach volleyball courts as well as an ice rink.

**Vikes Sports Injury Clinic**

The Vikes Sports Injury Clinic is available to students, staff, faculty and community. Treatment is available by appointment Mon-Fri 7:30am-2pm. Referrals are not required for treatment, but may be required by extended health care plans for reimbursement of visit charges.

Treatments have a fee payable at each visit for all patients. The clinic can be reached by phone at 250-472-4057 or by email at <physio@uvic.ca>. The Clinic has metered parking and a separate entrance in CARSA accessible via Vikes Way off McKenzie Ave.

**BOOKSTORE**

Campus Services Building
Summer hours: (May-August)
Mon-Fri: 8:30-5:00
Saturday: 11:00-5:00
Winter hours: (Sept-April)
Mon-Fri: 8:30-5:30
Saturday: 11:00-5:00
Phone: 250-721-8311
Web: <www.uvicbookstore.ca>

The UVic Bookstore is owned and operated by the University, operates on a break-even basis and provides a variety of items essential to academic success. All textbooks requested by faculty are stocked in the store. Textbook listings are available in-store and online, three weeks prior to the beginning of each term. At the beginning and end of each semester, the Bookstore buys back used textbooks for up to 50% of the new book retail price if they’re in demand. Texts in demand are listed on the Bookstore’s website.

The Bookstore’s general book department carries a comprehensive selection of both academic and general titles and can special order any book in print that is not currently stocked. The Bookstore houses Blink Print, a wide format print shop and has Print-on-Demand technology with an Espresso Book Machine that can print, bind and trim a library quality paperback book in minutes. The Bookstore also provides custom engraving and handles regalia rentals for grads.

The Bookstore offers a wide selection of contemporary UVic crested clothing and giftware, school and stationery supplies and has a unique gift section.

The Computer Store sells computer hardware and software, often with educational discounts. It also offers an inkjet refill service for printer cartridges.

**Finnerty Express**

Campus Services Building
Summer hours: (May-August)
Mon-Fri: 7:30am-5:00pm
Saturday: 11:00-5:00
Winter hours: (Sept-April)
Mon-Fri: 7:30am-7:00pm
Saturday: 11:00-5:00
Phone: 250-472-4594

Located on the lower level of the Bookstore, Finnerty’s sells organic, fair-trade coffee and locally baked goods.

**CHAPEL**

Hours: Mon-Fri 8:00-5:30
Phone: 250-721-8338
Web: <web.uvic.ca/multifaith/chapel>

UVic’s Interfaith Chapel provides the campus community with a peaceful and scenic location for religious services, personal meditations, and special ceremonies such as weddings and memorials. The Chapel is located beside parking lot #6. For booking enquiries, please call or visit our website.
CHILD CARE SERVICES
Complex A, B, C
Hours: Mon-Fri 8:00 am - 5:00 or 5:30 pm
(varies with age group)
Phone: 250-721-8500
Web: <www.uvic.ca/services/childcare/>

For more than 45 years, UVic Child Care Services has been providing safe, high quality child care for children of UVic full-time students, faculty and staff. We are licensed to provide child care for infants, toddlers (18 months to 3 years), 3 to 5 year olds, and school aged children (after school and full days during school closures). Our Early Childhood Educators are certified through the provincial Early Childhood Educator Registry and our Infant and Toddler Educators hold specialty certification with this age group. Lower income families may be eligible for child care fee subsidies through the Ministry of Children and Family Development. Full-time students may also be eligible for child care bursaries through UVic’s Student Awards and Financial Aid office.

Child care spaces are very limited, and there are long wait lists for all programs. We encourage families to apply as soon as possible. Prospective UVic students should consider applying for the child care wait list at the same time as applying for studies at UVIC.

COUNSELLING SERVICES
Room B270 University Centre Building
Hours: Mon-Fri 8:30-4:30
Phone: 250-721-8341
Web: <coun.uvic.ca>

Counselling Services offers confidential counselling to students who have personal, career, learning or educational concerns. For current offerings, please visit the Counselling Services website.

Counselling for Personal Issues
Professional counsellors provide a confidential atmosphere in which students can explore any topic or situation and discuss any concerns they may have. Some of the personal problems that students bring to Counselling Services are shyness, lack of self-confidence, difficulty communicating with and relating to others, inability to speak up and express themselves, family and relationship conflicts, loneliness, grief, sexual concerns or abuse, depression, anxiety, stress, suicidal thoughts, sexual orientation issues, alcohol and drug concerns, loss of interest, difficulty in making decisions and coping with the university experience. Students are helped to work through their problems, develop self-awareness and overcome problems by using new coping strategies.

Wellness Groups and Workshops
In addition to individual counselling, counsellors offer a number of group programs such as:

• Gaining Social Confidence
• Managing Stress and Anxiety
• Awareness Tools for Mood and Stress
• Body Image/Relationship with Food
• Career Exploration/Planning
• Depression Management
• Grief and Loss Support
• Yoga to Manage Mood
• Overcoming Panic Attacks
• Healthy Relationship Skill Development

See our website for the complete list of current group offerings.

Counselling for Indigenous Students
Individual and group counselling is available for Indigenous students through collaboration with UVic’s Office of Indigenous Affairs. Support can address a wide variety of issues such as: strengthening of identity, processing of colonial trauma, navigating the university environment as an Indigenous learner, and regaining balance and harmony in all aspects of life.

Counselling for International Students
Individual and group counselling is available for currently registered UVic international students on a wide variety of issues such as culture shock, communication, navigating the academic system, and returning home.

Educational and Career Counselling
Counsellors are available to help students explore and plan their career direction.

Educational Counselling offers help to UVic students who want to choose a major suited to their interests, skills and career goals. In addition, we provide assistance in selecting other post-secondary institutions, graduate programs or professional schools. For specific course advising, students are directed to their faculty’s advising office.

Career Counselling can assist students in self-exploration to determine which careers best suit them and fit with their life goals and values. Topics for discussion and exploration include, but are not limited to: career exploration skills, short and long term goal setting, decision-making skills, career and occupational options and self-awareness (e.g., values, skills, personality and interests). We offer:

• individual counselling
• group counselling and workshops
• interest and personality inventories (interpreted with a trained professional)

Counselling for Studying and Learning
Individual counselling is available to help students develop and refine their ways of learning, as well as to manage the difficulties that arise in adjusting to university demands.

Courses and activities are offered to help students develop the specific skills needed to succeed in their studies, including:

• Study Solutions in the C. W. Lui Learning Commons: A Learning Consultant provides one-to-one help using student-proven strategies for academic success. This office is now staffed and overseen by the Resource Centre for Students with a Disability Learning Assistance Program. Please contact 250-472-4947 for hours of operation.
• Thesis/Dissertation Completion: Counsellors are available to help graduate students succeed with thesis and dissertation projects through weekly group meetings focused on self-care, time management, writing and goal setting.

FAMILY CENTRE
Student Family Housing
39208-2375 Lam Circle
Hours: Please check our website or Facebook page for hours and programs
Web: <web.uvic.ca/family-centre>
Email: familyc@uvic.ca

The Family Centre serves the families of UVic students living on and off campus. Conveniently located in Student Family Housing, the Family Centre co-ordinates family-initiated activities and programs, and offers support to new and experienced families. The Family Centre offers a wide variety of programs that include: morning drop-in programs for the under-fives, after school club for children aged six to twelve, mom’s night out book club, a library, clothing share, community newsletter and
various workshops and monthly community building events. Check our Facebook page for up-to-date info. Facebook.com/UVicFamilyCentre

**UNIVERSITY FOOD SERVICES**

University Food Services  
Carroll Residence Building  
Hours: Mon-Fri 8:30-4:30  
Phone: 250-472-4777  
Web: <uvic.ca/food>

University Food Services provides a wide range of food and beverage services, from full meals to snacks and everything in between, at the following locations:

- **Arts Place (Fine Arts Building)**  
  Features specialty coffees and teas, alternate beverages, salads, sandwiches and wraps, pastries, cakes and other sweets

- **Cadboro Commons Dining Room (Upper -Commons)**  
  Full-menu food facility—grill, hot entrees, soup, salad bar, sandwiches, desserts, hot and cold beverages

- **Cap's Bistro (Lower Commons)**  
  Deluxe coffees, pizza, pasta, custom-made sandwich deli, gourmet desserts

- **Village Greens (Lower Commons)**  
  Vegetarian entrees, soups and chili, sushi, stir-fry bar, fruit smoothie bar, organic coffees

- **Village Market (Lower Commons next to Cap's)**  
  Provides grab 'n go items as well as packaged foods and ingredients. Features specialty items such as celiac offerings and an organic section, fresh produce, bakery and coffee selections, as well as household staples from toothpaste to laundry detergent.

- **Mystic Market (University Centre)**  
  Features nine distinct dining venues, including an all-day breakfast station; West Coast BBQ grill; Chopbox stir-fry; pizza and pasta; soup, sandwich & paninis; gelato, freshly-made waffles, fruit & parfait bar; all vegetarian kiosk and a general store.

- **Mac's (Maclaurin Building)**  
  Custom-made sandwiches, wraps, salads, deli, soups, chili, baked goods, cold beverages, gourmet coffees

- **Nibbles & Bytes Café (Engineering Lab Wing)**  
  Pizza, sandwiches, baked goods, hot and cold beverages

- **Court Café (Fraser Building)**  
  Sandwiches, soup, hot and cold beverages

- **BiblioCafé (McPherson Library)**  
  Organic drip and specialty coffees, gourmet sandwiches and baked goods

- **Halftime (CARS A)**  
  Our new CARSA food facility! Featuring smoothie bar, made to order sandwiches and wraps, salads, chili, sweets & beverages to fuel all your CARSA sport and recreation activities.

- **SciCafé (Ocean, Earth and Atmospheric Science Building)**  
  Organic coffees, calzones, paninis, salads and wraps

Check Food Services' website <uvic.ca/food> for hours of operation. In addition to the above, UFS operates Degrees Catering, a full service catering department on campus. Degrees is well equipped with 7 distinct dining venues in the Cadboro Commons Conference Centre. Degrees also delivers free of charge to any UVic location. Call 250-721-8603 or visit <www.degreescatering.ca>.

**ONECard Dining Discount**

Flex funds offer students, staff and faculty a 5% discount on all purchases at University Food Services outlets. The UVic ONECard is used much like a debit card: users pay money into an account established with Food Services and receive a discount on all purchases.

To learn more about dining card options, contact University Food Services' office at 250-472-4777 or visit their website: <uvic.ca/food>.

**GLOBAL ENGAGEMENT**

University Centre Building, room B202  
Phone: 250-853-3586  
Email: world@uvic.ca  
Web: <www.uvic.ca/international>

A unit in the Division of Student Affairs, Global Engagement is responsible for operationalizing and supporting the university’s internationalization objectives by collaborating with institutional and external stakeholders.

Responsibilities include:

- developing and managing international partnerships, networks and alliances that support the international objectives of the institution and individual Faculties;
- collaborating with university partners to develop, support and monitor strategic university-wide and faculty-specific agreements with international institutions that foster international and intercultural teaching, research and learning opportunities at UVic;
- coordinating and promoting specialized international mobility programs and scholarship/award competitions;
- organizing inbound and outbound delegations and providing assistance to international visitors at UVic;
- providing administrative support to field school/international group study directors;
- providing support regarding international risk management matters in collaboration with Risk Management and Safety;
- organizing events that showcase international and intercultural education and research at UVic;
- sharing best-practices and data regarding internationalization topics and global engagement with various internal and external stakeholders.

**HEALTH SERVICES**

Petersen Health Centre  
Hours: Mon-Fri 8:30-4:30 + Wed eve (Sept-April)  
Phone: 250-721-8492 (An on-call physician is available at this number after hours, week-ends and holidays)  
Web: <www.health.uvic.ca>

Primary Health Clinic:

Health Services offers confidential and comprehensive medical care to students and urgent care to the campus community.

For new patients: If you have an existing health condition, it is helpful to bring a copy of your previous medical record. Your previous vaccination record is also useful, or be immunized before you arrive to campus.

Access to Care includes:

- Rapid-access appointments - for patients who need a same-day quick appointment for one issue
- Regular booked appointments - for patients who need care continuity to address medical problems

The team of physicians, nurses, office/admin staff, and specialized practitioners use a shared-care approach to carry out health screening, medical assessments, self-care education, pharmacology, treatments and therapy, care coordination, and referral to on-site psychiatry or other community specialists.
Practitioners address a range of student concerns including common and chronic illnesses, mental health and psychiatry, substance use, birth control and sexual health, immunization and travel advice, sports medicine, and wellness education. Group medical visits are provided for a few specific health issues. Please see our website for information.

We collaborate with and refer students to campus and community resources and to Island Health for specialized programs and hospital care.

Healthy student campus:

Health Services coordinates and partners with others to offer clinical and population health programs relevant to students.

- living healthy and well - education materials and programs and campus engagement
- mental health and substance use - group medical clinics, social norms education, and harm reduction
- public health and immunization- flu season, communicable illness, emergency preparedness
- sexual health and healthy relationships - contraception, healthy sexuality and self-care
- sports medicine and injury prevention - clinic partnership, concussion prevention, and education

See our website for the SHAPE Health and Wellness Program for 2016-17.

The Student Health Ambassadors and Peer Educators SHAPE program is a dynamic team of trained student volunteers who provide valuable health and wellness resources and programs to the university community. The ambassador team plans events and activities, develops workshops, offers education, and connects students to campus and community services.

- Student Health 101 is a monthly e-magazine, coordinated by Health Services, that covers a variety of topics related to health and wellness. Registered students are alerted by email for access to the monthly issue.

Medical Coverage and Eligibility

To see a physician, students must have a valid Provincial Health Care Card or international healthcare coverage, or will be billed directly.

British Columbia Residents

British Columbia students must have current enrollment in the BC Medical Services Plan. A valid medical insurance identification number (BC Care Card) must be provided for a physician visit at Health Services.

Residents of Other Provinces

Students from other provinces should continue their provincial medical coverage and provide their medical insurance identification number when they visit Health Services. All Canadian provincial/territorial plans (except Quebec) are accepted. Students from Quebec can apply to BC Medical Services Plan, or can pay for services at the time of their visit then seek reimbursement from their Quebec plan.

Non-residents of Canada

Students without provincial core medical insurance* will be billed directly at the time of a physician visit and provided a receipt for possible reimbursement. Students who are not residents of Canada should arrange for interim medical insurance coverage for the first three months until the student is eligible for the BC Medical Services Plan. The BC Medical Services enrollment should be started upon arrival to BC as the process takes approximately three months.

Application forms for Interim private medical insurance can be found at <www.uvic.ca/iss>.

For application to the BC Medical Services Plan go to <www.healthservices.gov.bc.ca/msp>.

* Core medical insurance (for physician and hospital directed care) is NOT the same as the GSS or UVSS extended medical coverage (that covers some paramedical and prescription costs).

INTERNATIONAL STUDENT SERVICES

International Student Centre, University Centre Building B272
Hours: Mon-Fri 9:00am-4:30pm
Phone: 250-721-6361
Email: issinfo@uvic.ca
Web: <www.uvic.ca/iss>

As a unit in the Division of Student Affairs, International Student Services (ISS) provides resources, services and supports for all international degree-seeking students, incoming and outgoing exchange students, visiting and visiting research students.

International Student Advising:

- Provides support for international students which begins with pre-arrival services and continues throughout the duration of studies at UVic.
- Provides information about Canadian immigration documents, health insurance, housing, social insurance numbers, income tax, identification cards, banking and other non-academic issues.

Student Exchange Program:

- The ISS Student Exchange Program has agreements with partner institutions around the world and is open to international, indigenous and domestic students.
- Partner institutions offer courses of interest primarily to undergraduate students enrolled in the Faculties of Humanities, Science and Social Sciences, although students from other Faculties may also be eligible to apply.
- A limited number of courses at partner institutions are also available for graduate students.
- Please consult our website for important information about procedures, applications and eligibility requirements.
- Students interested in coming to UVic through this exchange program should apply through their home university.

UVic Global Community:

- The UVic Global Community is a program area within ISS that involves international, indigenous and domestic students, staff and faculty working together to celebrate diversity, advance inter-cultural competency and cultivate an inclusive and globally minded campus.
- Through many initiatives, partnerships and community connections, our programs, such as the Mentorship and Conversation Partner Programs, support international students’ transition, integration, personal development and academic success.

International Commons:

- The International Commons (IC) is a welcoming space within the Learning Commons where students go to study and connect.
- ISS, in collaboration with the McPherson Library, coordinates programs and initiatives, such as the International Academic Success Program, in the IC designed to support academic success.

OFFICE OF THE REGISTRAR

Ground floor, University Centre (A-wing)
Monday: 8:30 a.m. - 4:00 p.m.
Tuesday: 8:30 a.m. - 4:00 p.m.
Wednesday: 9:30 a.m. - 4:00 p.m.
Thursday: 8:30 a.m. - 4:00 p.m.
Undergraduate Admissions

Undergraduate Admissions facilitates the applicant experience from the point of submitting an application to receiving an admission offer to UVic. Our staff review and evaluate all incoming domestic and international undergraduate applications and documents to determine admissibility, status of the Academic Writing Requirement, and potential transfer credit. We also field inquiries from applicants, parents, counsellors and other external stakeholders, as well as campus colleagues, related to admission requirements and all aspects of the application process.

Graduate Admissions and Records

Graduate Admissions and Records provides services and responds to inquiries related to admissions and records management to the Faculty of Graduate Studies. When an application for admission to a graduate program is submitted to UVic, the application and all required documents are reviewed, and evaluated by this office. Once the student has been admitted, Graduate Admissions and Records maintains the integrity of the student record, helps with course registration, provides administrative advising, and ensures that all requirements have been met for graduation.

Student Awards and Financial Aid

Student Awards and Financial Aid awards undergraduate scholarships on the basis of academic merit. In addition, this office awards bursaries and emergency funding for undergraduate and graduate students who demonstrate financial need. Student Awards and Financial Aid also administers the work study program and plays a significant role in the government student assistance programs for Canadian and American students. Student Awards and Financial Aid also provides information about other funding sources, expected costs and strategies for balancing a budget.

Student Support Services

Student Support Services can answer many questions about academic life, whether they are about academic regulations and procedures, or enquiries about processes and requirements of the university. Completed forms can be dropped off with at our front counter.

Undergraduate Records

Undergraduate Records provides services and responds to inquiries related to undergraduate student academic records. This office helps with the administration of academic standing, admission for current students to selective programs, transfer credit and registration, and processing applications to graduate.

Graduation Services

Graduation Services produces degree parchments (diplomas) and other types of graduation documentation.

Curriculum and Calendar

The Curriculum and Calendar unit publishes three editions (May, September, January) of the undergraduate and graduate Calendars annually. The Calendar provides official information regarding academic dates, policies, regulations, fees, courses, and programs, which is authorized by Senate and/or Board of Governors and forms a contract between the University and students.

Registrar Information Systems

Registrar Information Systems provides support for student-related information systems, staff training and facilitates course scheduling and timetabling.

OFFICE OF STUDENT LIFE

University Centre B202
Hours Mon-Fri 8:30am to 4:30pm
Phone: 250-472-5617
Email: studentlife@uvic.ca
Web: <www.uvic.ca/studentlife>

The Office of Student Life (OSL) works to create and enhance a safe and inclusive campus community in support of fairness, responsibility and respect for all. The OSL proactively addresses key issues impacting the student experience at UVic such as student mental health, sexualized violence awareness and prevention, responding to non-academic student misconduct allegations and coordinating supports for high-risk student issues.

The Office of Student Life works with the university community to implement initiatives such as the Bystander Intervention Training Program and the Student Life Leadership Program to support students in taking an active role on campus on issue important to students.

The University's Resolution of Non-Academic Misconduct Allegations (AC1300) policy provides students, faculty and staff a safe way to report student conduct concerns, while protecting student rights and ensuring fair, respectful treatment through the resolution process. Non-academic misconduct includes behaviour that interferes with the maintenance of a safe, inclusive, and respectful university community (e.g., theft or vandalism; health and safety risks; violence, disruptive behaviour, etc.). If you have witnessed or been affected by non-academic misconduct, contact the Office of Student Life at conduct@uvic.ca.

For more information on Non-Academic Misconduct or the Office of Student Life visit www.uvic.ca/studentlife

RESIDENCE SERVICES

Craigdarroch Office Building
Winter Hours: Mon-Fri 24 hours
Sat-Sun 8am-6am
Summer Hours: Sun-Sat 24 hours
Phone: 250-721-8395
Web: <www.uvic.ca/residence/>

On-Campus Accommodation

The University offers four types of on-campus accommodation for students: Dormitory Housing, Cluster Housing, apartments and Family Housing.

Dormitory Housing

- Dormitory Housing provides room and board accommodation in single and double rooms for 1766 students in co-educational, non-smoking dormitories.
- All rooms are furnished with a desk, chair, wardrobe and bed for each student. Cable television, telephone and internet hook-ups are available. Washrooms are centrally located on each floor. Cable television is provided in each floor lounge. Laundry facilities are also available.
- Dormitory Housing is community oriented. A variety of programs are offered which encompass academic, personal, recreational and social development.
- A meal plan must be taken with Dormitory Housing.

Cluster Housing

- Cluster Housing provides accommodation for 472 students in 118 self-contained units.
- Each unit includes four bedrooms with individual locks. The living room, dining area, kitchen and bathroom are shared by the four occupants.
- Each bedroom is furnished with a bed, desk, chair, chest of drawers and closet. Living-room furniture, a kitchen table and chairs, a stove, two fridges, a dishwasher and a vacuum cleaner are provided. Dishes, cutlery and cooking utensils are the residents’ responsibility. Cablevision, telephone and internet hook-ups are available.
- Cluster Housing is completely self-contained; meal plans are not required. Optional meal plans are available.

**Bachelor and One-Bedroom apartments**

UVic has 45 bachelor and one-bedroom apartments with priority given to graduate students. Apartments are furnished with a bed, desk, living-room furniture, kitchen table and chairs, stove and fridge. Dishes, cutlery and cooking utensils are the resident’s responsibility. Cablevision, telephone and internet hook-ups may be arranged by the resident.

**Family Housing**

- Family Housing provides accommodation for families in 181 self-contained units.
- Family Housing offers 48 one-bedroom apartments, 12 two-bedroom apartments, 115 two-bedroom townhouses, and 6 three-bedroom townhouses. Some accessible units are available.
- Units are unfurnished. Utilities are paid for by the tenant. Cablevision, telephone and internet hook-ups are available.
- Units are available to families with or without children; the tenant must be a full-time student at UVic.

**Housing Rates**

Rates for 2016/2017 are:

**Dormitory Housing**

- Single room with standard meal plan $4768/term
- Double room with standard meal plan $4177/term

**Cluster Housing**

- Individual rate (no meal plan) $2916/term

**Bachelor and one-bedroom apartments**

- Bachelor $2928/term
- One-bedroom $3656/term

**Family Housing**

- 1-bedroom apartment $815/month
- 2-bedroom apartment $968/month
- 2-bedroom townhouse $1102/month
- 3-bedroom townhouse $1229/month

**Applying for Campus Housing**

Students apply for campus housing through the UVic Residence Services website. The electronic application form for entry in September 2016 is active on the Residence website. To apply, a student must have a UVic Student ID number.

First-year students entering the University in the same year they graduate from high school are guaranteed an offer of on-campus accommodation provided they have completed all of the following steps before June 30:
- submitted an application to Residence Services
- paid the $50.00 (non-refundable) residence application fee
- been admitted to the University
- accepted the offer of admittance to UVic and paid the acceptance deposit to UVic

Every effort is made to meet applicants’ preferences; however, because of the limited availability of campus housing, not all preferences can be met.

**Wait List**

Once all rooms have been assigned, a wait list is created. As vacancies occur, assignments are made from this list. It is the applicant’s responsibility to ensure that their email address and contact information is updated in the University Record at <www.uvic.ca/mypage>.

**Payment Procedure for Dormitory and Cluster Housing**

Acceptance Payment

All residents are required to pay a $250 security deposit and a $500 acceptance payment to confirm acceptance of an offer of dormitory or cluster housing. This payment is applied to first-term fees and is due within the deadline outlined in the room offer. Refunds will be made only if the student is subsequently denied admission to UVic or is unable to attend for medical reasons.

**Payment Due Dates**

The remaining accommodation payments are due by the following dates:

- August 1 balance of first-term fees
- October 1 $500 second-term deposit
- November 15 balance of second-term fees

A room assignment will be cancelled if the student fails to meet an acceptance or payment deadline.

**Payment Procedure for Family Housing**

To confirm acceptance of a family housing unit, students must sign a tenancy agreement and pay a security deposit ($500).

Rent is due on the first day of each month.

Rental rates for the various types of accommodation will be confirmed at the time an offer of accommodation is made.

**Moving In**

Dormitory and cluster housing rooms are available as per the date indicated in the contract. Accommodation before this date may be available under special circumstances. Written approval must be obtained from the Residence Services Office. Approved early arrivals are charged $26 per night for room only. In addition, early arrivals must accept a special contract to cover the early arrival period.

Students who are unable to move in by the first day of classes must notify Residence Services in writing before that date or their housing assignment will be cancelled.

**Residence Contract**

Students must choose one of two contract options: the 8-month (Sept-April) contract; or the 4-month (Jan-April) contract. Graduate students have the option to choose a 12-month (Sept-Aug) contract. The contract must be signed online to accept the room offer.

Cancellations prior to Move-in Date (from date of room acceptance until Thursday, September 1, 2016) will result in the forfeiture of the $500 room acceptance deposit. From Friday September 2 until Sunday September 4,
cancellations will result in the forfeiture of both room acceptance and security deposit ($750). After this period a charge of sixty days of accommodation and a $250 cancellation fee are applied to all contract cancellations, withdrawals and evictions.

**Summer Housing**

Dormitory accommodation is available throughout the summer months (May-August) for students, families, visitors and groups. Contact Residence Services at 250-721-8395 for rates and further details.

**Accommodation for Parents and Visitors to the University**

A limited number of full-service hotel-style suites are available throughout the year in Craigdarroch House. Contact the Residence Services Office at 250-721-8395 for rates and further details.

**Off-Campus Housing Registry**

The Residence Services Office has partnered with Places4Students.com to provide off-campus listings for renters and landlords. A link to the off-campus service provider is available on the Residence Services website.

**Multifaith Services**

Multifaith Services Centre
Located at the Interfaith Chapel, Parking Lot #6
Hours: Mon-Wed 8:30-3pm
Thurs, Fri 8:30-2pm
Phone: 250-721-8338
Web: <www.uvic.ca/multifaith>

Multifaith Services is a campus resource for UVic students interested in spiritual learning, practice, service and community. The Service is predicated on the conviction that active spirituality strengthens the student experience and contributes to wellness. We draw upon the resources of diverse spiritual traditions and foster a strong network of relationships that includes participation from Bahá’í, Buddhist, Christian, Jewish, Muslim and Unitarian communities and those who do not connect to any one tradition, but are simply seeking spiritual identity, learning and support.

Learning about spiritual wisdom is facilitated through workshops, discussion circles, speaker series, special events and study groups. Developing a spiritual practice is made possible through groups on meditation, healing touch, prayer, worship and ritual. Opportunity for Service is facilitated by mentoring student volunteerism in non-profit service and social activism agencies. Community amongst students is supported through retreats, student religious clubs and social events.

Join others on the spiritual journey through Multifaith Services. Find a community for spiritual learning, support, fun and friendships that will last a lifetime.

**Resource Centre for Students with a Disability (RCSD)**

Campus Services Building
Phone: 250-472-4947
Web: <www.rcsd.uvic.ca>
Email: info.rcsd@uvic.ca

Academic accommodations enable access to essential course content and class activities.

The RCSD has deadlines for registering, and for requesting test and exam bookings. Students who have recent diagnoses or require a change in their academic accommodations may still request accommodations after the deadlines:

- The deadline for requesting academic accommodations for the September term is October 31st
- The deadline for requesting academic accommodation for the January term is February 28th

Exam requests must be received a minimum of two weeks before the scheduled exam, and for finals, two weeks before the first day of the final exam session.

The University does not cover costs related to medical documentation. A diagnosis of disability alone does not guarantee academic accommodations.

Examples of services for registered students:

- Support with coordinating academic accommodation plans
- Assistive Technology consultation and use of a lab with a variety of cutting-edge software and hardware for students to explore.
- Alternate Text Support Centre produces and coordinates the acquisition of accessible and usable textbooks.
- Exam Centre coordinates more than 9500 accommodated exams per year on-site
- Sign language interpreters and transcribers for in-class interpreting.

The RCSD works to educate and consult on the implementation of universal design to increase academic accessibility on campus, and works with faculty to create accessible learning.

Applying to the University and registering with the RCSD are two separate processes. Students do not need to self-declare a disability when they are applying or being admitted to the University. Students do need medical and/or psychological documentation if they choose to register with the RCSD. Students should register with the RCSD as early as possible to avoid delay in services.

- See the FAQ section of the RCSD website <rcsd.uvic.ca/general/faq.html> for info on documentation.

An IEP from a previous school is not sufficient documentation.

There are federal and provincial grants for qualified students that can help fund services and technology.

**RCSD fee-based programs for all students:**

Tap your strengths with our one-on-one learning assistance services. Our tutors and learning strategists are trained to help you develop personalized learning tools for your academic journey. In our service, you set the goals, and you decide what’s important. Contact us to learn more about how you can work with one of our staff to develop:

- Personalized study skills
- Subject specific content help
- Effective goal setting
- Reading and writing strategies
- Help with time management, planning and organization

For more information, contact learning@uvic.ca.

**The Welcome Centre**

University Centre
Phone: 250-721-8949
Fax: 250-721-8924
Email: welcome@uvic.ca
Web: <www.uvic.ca/services/welcome>

The Welcome Centre is your first point of contact in navigating the University of Victoria. The centre coordinates Campus Tours and is a key centre for community engagement focused events.
All graduate students at the University of Victoria are members of the Graduate Students’ Society, which exists to represent the interests of UVic’s 3000-plus graduate students and to address issues in the larger community that concern students.

Grad students democratically elect a five-member executive that works with the staff to advocate for and provide services to students. Grad students also select departmental representatives to sit on Grad Council, a body that meets monthly to discuss current events and provide direction to the executive. The Society strives to ensure graduate student representation on all university decision-making bodies.

The services provided by the Society include the Extended Health and Dental Plans, Universal Bus Pass, boardroom and lounge space in the Grad Centre, child care bursaries (administered through Financial Aid), the annual handbook/daytimer, the Weekly Bulletin list-serve, department grants to support academic and social grad student initiatives, and special events planning. These services are funded by membership fees, collected by the university on behalf of the Society. Grad students are eligible to use rooms in the Grad Centre free of charge for academic-related meetings and events. The Society, in collaboration with the Faculty of Graduate Studies, funds a travel grant program to help graduate students attend professional meetings and conferences. The GSS also operates the Grad House Restaurant, which provides excellent food at great prices in a friendly, accessible environment open to all. For more information please visit the General Office (rm 102) in the Halpern Graduate Student Centre, or call 250-472-4543.

Being an active member of the Society is one way to ensure that students’ interests are represented and to work towards a better future for students in Canada.

The UVic Students’ Society operates the Student Union Building (SUB) – which houses nine unique businesses run by students for students. These businesses, are social enterprises (businesses run for a social good) and all profits that they make go back to students in the form of advocacy, events and services. These businesses are:

- Health Food Bar (wraps, smoothies, and veggie/vegan cuisine)
- International Grill (dahls, curries, burgers & more)
- Bean There Coffee Shop (grab & go food and coffee)
- Munchie Bar (best coffee on campus)
- Felicita’s Campus Pub (taps, food, events)
- Cinecenta Movie Theatre (indie, foreign, and Hollywood films + amazing popcorn)
- Zap Copy – Digital Print Centre (7 cent copies)
- SUBText – Books & Things (consign your books here)
- Catering & Conference Services

Besides running businesses, the UVSS also runs three centres that provide information, services, and assistance to students:

- UVSS Students’ Society Centre (student director offices, info centre, and student handbooks)
- SUB Info Booth (info centre, Universal Bus Pass ‘U-Pass’ & the Student Health and Dental Plan)
- SUB General Office (info centre, Clubs and Course Union space and equipment booking)

The UVSS also leases space to business tenants such as:

- Victoria Health and Wellness Clinic
- Campus Medicine Centre Pharmacy & Canada Post outlet
- On the Fringe Hair Design
- Travel CUTS
- Campus Dental Centre

A democratically elected student board of directors carries out the activities of the UVSS. The Board consists of eleven volunteer directors-at-large, an international student rep, five advocacy group representatives, and five full-time executive directors- the Director of External Relations, the Director of Student Affairs, the Director of Finance and Operations, the Director of Events, and the Chairperson. Elections for these positions take place in March, with the exception of reps for the Women’s Centre, the Pride Collective, the Native Students’ Union, the Students of Colour Collective and the Society for Students with a Disability (SSD). These groups elect their reps at the general meetings of each advocacy group. The Board meets twice each month throughout the year and all students are welcome to attend.

The Native Students Union (NSU) works towards empowering aboriginal students to benefit from their education, while at the same time providing an outlet to maintain strong cultural and spiritual ties with other aboriginal students involved in higher education. The NSU offers support and encouragement in the form of regular meetings and social events. Students interested in participating should contact the NSU for more information.

The UVic Students’ Society (UVSS) exists to provide advocacy, representation, services and events for its members. The UVSS works on issues affecting students, such as post-secondary funding, public transit, sexualized violence, campus sustainability, student employment, and affordable housing.

Through their students’ society, students can participate in political advocacy campaigns, clubs and course unions, events, conferences and other activities that take place regularly in the SUB and in the community. Being an active member of the UVSS is one of the most important ways students can contribute positively to their experiences on and off campus. Other ways to get involved include voting in elections, attending general meetings of the Society, getting involved in one of the many committees such as Campaigns, Events, Finance & Operations, or running for a position on the UVSS Board of Directors, Senate or UVic Board of Governors. By becoming an active member of the UVSS, students help create a fuller educational experience for themselves and others and a better future for students at UVic and across Canada.
The SSD is the UVSS constituency group that represents the interests of students with disabilities to the UVic community. Our Purpose is to advocate for the full and equal participation of students with a disability in all aspects of the UVic community; raise awareness of the barriers and challenges faced by students with a disability and make recommendations to the UVic community on how to remove these barriers; actively collaborate with all stakeholders of the UVic community to further the interests of students with disabilities on campus; prevent, expose, and eliminate institutional discrimination; and work to create anti-oppressive spaces where students with disabilities can relax, socialize and share experiences. All are Welcome!

**Students of Colour Collective**
Student Union Building B010
Phone: 250-472-4697
Email: socc@uvss.uvic.ca
Web: <www.uvss.uvic.ca/socc>

All students of colour are invited to become active in the Students of Colour Collective. The constituency group represents all self-identified students of colour, Indigenous, and mixed race students within the UVic community and is committed to the elimination of racial discrimination, anti-racist education and activism on campus while also providing support, community, and resources. All students are welcome to drop by the office and find out how they can get involved.

**UVic Pride Collective**
Student Union Building B010
Phone: 250-472-4393
Email: pride@uvic.ca
Web: <uvicpride.ca>

The UVic Pride Collective holds space and advocates for queer, trans, and intersex students, staff, faculty, alumni, and community members. UVic Pride promotes sexual, romantic, gender, and sex diversity and seeks to build safer communities. We aim to be fully inclusive in our support of all members and their multiple lived identities and experiences. UVic Pride seeks not only to end gender and sexual minority based oppression, but to promote social justice and act in solidarity with all marginalized groups. The Pride Centre is open for drop-in most days during the school year. Some of our services include free safer sex and harm reduction supplies, gender affirming resources, peer support, social events, a kitchen, a lending library, and many others. Interested people are welcome to contact us by phone, email, in person, or visit our website for more information.

**Ombudsperson**
Student Union Building B205
Phone: 250-721-8357
Email: ombuddy@uvic.ca
Web: <www.uvicombudsperson.ca>

The Ombudsperson is an independent and impartial resource to assist with the fair resolution of student issues. A confidential consultation can help you understand your rights and responsibilities. The Ombudsperson can also clarify information, help navigate procedures, assist with problem-solving, facilitate communication, provide feedback on an appeal, investigate and make recommendations.

**The Women’s Centre**
Student Union Building B107
Phone: 250-721-8353
Email: wcentre@uvss.ca
Web: <www.womenscentreuvic.com>

The UVSS Women’s Centre is a collectively run drop-in centre open to all self-identified women, non-binary and gender fluid folks. The centre seeks to provide a space to organize, access resources, attend workshops and relax. The Women’s Centre is committed to education and activism around racism, heterosexism, ableism and colonialism. The Centre offers many volunteer opportunities, such as office and library assistance and committee organizing. The Women’s Centre also publishes an anti-racist, intersectional feminist zine, *Thirdspace*. Collective members and volunteers are encouraged to organize around personal areas of interest, such as sex and sexuality, health, body image, environment, colonization, globalization and the practice of intersectional feminist theory. For more information, drop by the Centre, get involved, and be a part of the movement!

**CFUV 101.9 FM**
Student Union Building B006
Hours: Mon-Fri 10:00-5:00
Phone: 250-721-8702
Email: vol4cfuv@uvic.ca
Web: <cfuv.uvic.ca>

CFUV 101.9 FM is Victoria’s Campus and Community Radio Station. CFUV’s programming is diverse and focused on local content, ranging from electronic, rock, folk and jazz, to multicultural and community affairs. Programming is done by a 300+ volunteer base, composed of both students and community members. CFUV is always looking for new volunteers and no previous experience in radio is necessary. Students who are interested in volunteering can sign-up online by visiting CFUV’s website <cfuv.uvic.ca>.

**The Martlet**
Student Union Building B011
Phone: 250-721-8360
Business inquiries: 250-721-8359
Email: business@martlet.ca
Web: <martlet.ca>

The Martlet is UVic’s independent student newspaper, available online <martlet.ca> and in print. New issues are distributed every Thursday on campus and throughout Greater Victoria. The Martlet is written by students and is editorially and financially independent. Students interested in volunteering are invited to visit or call the Martlet Office.

**Vancouver Island Public Interest Research Group (VIPIRG)**
Student Union Building B120 & B122
Phone: 250-721-7285
Email: info@vipirg.ca
Web: <www.vipirg.ca>

VIPIRG is an autonomous, non-profit, non-partisan organization dedicated to research, education, and action in the public interest. All undergraduate and graduate students are members of VIPIRG. VIPIRG provides opportunities for students and community members to work towards positive social and environmental change. By becoming active members, students can be exposed to new ideas, meet new friends, learn new skills, and find an outlet for social and environmental justice activism and research. VIPIRG offers an extensive alternative library with a wide selection of magazines, books, videos and dvds, and research reports. VIPIRG conducts research and undertakes action projects on a wide range of social justice and environmental issues. There are also a number of volunteer-driven, issue-based working groups working out of VIPIRG at any given time. Students interested in being part of any of these projects, or with ideas for one, are invited to drop by or contact us.

**UVic Alumni Association**
Phone: 250-721-6000 or 1-800-808-6828
Web: <alumni.uvic.ca>
All graduates of UVic automatically become members of the Alumni Association. The Alumni Association strives to enhance the quality of life on campus through:

- support for student orientation and recruitment programs
- grants for student and department projects
- support for the UVic Student Ambassadors
- Excellence in Teaching Awards

After graduation, the Alumni Association encourages a lifelong relationship among alumni and the University. An engaging alumni magazine, The Torch, is published twice a year, and networking opportunities are provided through alumni branches worldwide. The Alumni Association provides a number of benefits, services and recognition to its members, including:

- Alumni Direct (online degree listings)
- Special events
- Alumni Card
- Group rates on home, auto and life insurance
- Career services and programs
- UVic MasterCard from MBNA

The UVic Alumni Association is incorporated under the Society Act of British Columbia and governed by an elected board of directors. The association encourages all alumni, regardless of location, to stay connected to their Alumni Association, to attend events, to volunteer, and to support their university.

For more information on programs and volunteer opportunities, contact UVic Alumni Relations.

**Indigenous Student Services**

**FIRST PEOPLES HOUSE**

*Ruth Young, Co-Chair of the First Peoples House*

*Dr. Robina Thomas, Co-Chair of the First Peoples House*

*Carly Cunningham, First Peoples House Secretary*

The First Peoples House was built (2009) intentionally to support Indigenous students. We welcome and encourage others to come in and be a part of creating a welcoming and supportive environment for Indigenous students at the University of Victoria. It is asked that all those who enter this place do so with respect for the ancestors, the original care-takers of this land, and for each other.

The First Peoples House has spaces available for booking. All room usage in the First Peoples House must meet the objectives of Indigenous education and/or Indigenous cultural resurgence. For more information about the First Peoples House and booking inquiries please contact the First Peoples House Secretary (fph@uvic.ca and 250-853-3601).

**OFFICE OF INDIGENOUS AFFAIRS**

*Ruth Young, Director of the Office of Indigenous Affairs*

*Dr. Robina Thomas, Director of Indigenous Academic and Community Engagement*

The Office of Indigenous Affairs (INAF) promotes, supports and facilitates UVic’s comprehensive Indigenous initiatives including: academic programs, student support services and protocol activities. The office also provides advice to university departments, faculty members, staff and administrators to expand UVic partnerships with First Nations, Métis and Inuit communities and organizations.

The Directors work closely with the President, Vice-Presidents, Deans, Chairs, Academic and Research Units and Student Affairs and ensures a coordinated and proactive approach to Indigenous initiatives, both on and off campus. The Directors have influential roles in developing policy related to Indigenous education.

- Ruth Young (ryoung@uvic.ca and 250-721-6326).
- Robina Thomas (robinat@uvic.ca and 250-472-4877)

The Office of Indigenous Affairs has an expanded role and mandate in keeping with the University’s goal to be the University of choice for Indigenous students. The office is located in the First Peoples House, General Office (inaadm@uvic.ca and 250-472-4913).

Other staff serving Indigenous students include:

- FPH Programs Manager, Samantha Etzel (inafmgr@uvic.ca and 250-853-3821)
- LE,NONET Academic Coordinator, Rob Hancock (rola@uvic.ca and 250-472-4231)
- LE,NONET Experiential and Community Learning Coordinator, Lalita Kines (lalita@uvic.ca and 250-472-4618)
- LE,NONET Mentorship and Financial Aid Coordinator, Nadita Beauchamp (lenonet@uvic.ca and 250-472-5982)
- Coordinator of Indigenous Student Support, Crystal Seibold (inafco@uvic.ca and 250-853-3599)
- Cultural Protocol Liaison, Deb George (inafev@uvic.ca and 250-472-4106)
- Indigenous Community Liaison and Outreach Coordinator, Shane Hartman (inafclo@uvic.ca and 250-853-3729)
- Indigenous Counsellors:
  - Roger John (indigcoun1@uvic.ca and 250-721-8341)
  - Marcey Louie (indigcoun2@uvic.ca and 250-721-8341)

**Faculty of Education**

- Indigenous Education Adviser and Coordinator, Glenda Haynes (iedadvis@uvic.ca and 250-721-8389)

**Faculty of Law**

- Cultural Support Coordinator, Darcy Lindberg (lawcs@uvic.ca and 250-472-4761)

**Faculty of Human and Social Development**

**Indigenous Student Support Centre**

- Administrative Assistant, Alana Sayers (hsdissc@uvic.ca and 250-721-6005)
- Indigenous Adviser, Shauna Underwood (hsdia@uvic.ca and 250-472-5431)

**NATIVE STUDENTS UNION**

The Native Students Union (NSU) works toward empowering students to benefit from technical and academic learning available at UVic while maintaining strong cultural and spiritual ties with other Indigenous students involved in higher education. Activities include regular meetings, as well as social and cultural events.

The (NSU) (250-472-4394) is located in the basement of the Student Union Building, B120. There is also dedicated space in the First Peoples House for the NSU.