Division of Continuing Studies

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Laura Chan, BA (UVic), Systems Analyst
Jacky Chen, BA (UVic), Systems Analyst
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Rob Little, BComm (Calgary), MBA (Alberta), Director
Trevor Pearce, BA (UVic), Systems Analyst, Enterprise Applications
Peter Schoenrank, Infrastructure and Desktop Support
Tim Smith, Technical Manager, Services and Infrastructure Support

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Therese Eley, BA (UVic). Marketing Content Specialist
Jafar Kazerooni, BA (Universidade do Vale do Itajai) Print and Digital Marketing Specialist
Emma Lecours, BSc (Queens), Web and Digital Marketing Specialist

Credit Courses and Programs
The Division of Continuing Studies provides courses and programs for credit in the Faculties of Education, Humanities and Social Sciences. These include courses offered off campus as well as evening courses and programs offered on campus at UVic.

For further information on any program offered by the Division of Continuing Studies, please call or write:
Division of Continuing Studies
University of Victoria
PO Box 1700 STN CSC
Victoria BC V8W 2Y2
Phone: 250-472-4747
Fax: 250-721-8774
Web: <www.continuingstudies.uvic.ca>

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Information on credit courses and programs is available as follows:
• Credit courses offered off campus:
  • Distance Learning and Immersion Course Guide for Off-Campus Students (see Distance Education, below)
• On-campus evening courses and off-campus courses starting in September and January:
  • Consult the Web Timetable at <www.uvic.ca/timetable>.
Academic Regulations

Academic rules and regulations published in this Calendar, except as described in any Program Supplement to the Calendar, apply to students taking courses under this section.

The Division of Continuing Studies reserves the right to cancel or reschedule courses or other offerings without notice, and to establish special regulations for admission to non-degree programs or courses. If a course or offering is cancelled or rescheduled, the liability of the Division of Continuing Studies is limited to a refund of the course fee, or, if desired, transfer to another offering. The relevant law for all matters concerning these programs shall be the law of the Province of British Columbia, Canada.

Students are responsible for ensuring their course selection conforms to the requirements of their degree program. Students seeking academic advice regarding degree programs should consult the appropriate academic advising centre:

• Advising Centre, Faculties of Humanities, Science and Social Sciences, A205, University Centre. Telephone: 250-721-7567
• Advising Centre, Faculty of Education, Room 250, MacLaurin Building. Telephone: 250-721-7877

Students in the Faculty of Fine Arts or the Faculty of Human and Social Development should contact the specific department or school.

Regulations governing application and registration procedures and fees are detailed in the appropriate supplement. Late afternoon and evening courses, which would be of particular appeal to part-time students, are located in the Undergraduate Registration Guide and Timetable, available from Undergraduate Records. The late afternoon and evening credit courses are identified with a double asterisk (**).
Admission Preparation and the Pathway Program for International Students. Three-month intensive programs are offered beginning in September, January and April. Short-term immersion programs are scheduled throughout the year. Specialized programs, such as English for Teachers, Business English, Canadian Studies and University Admission Preparation are also offered, in addition to customized programs of language and culture for corporations and institutions from various countries.

A variety of Online Resources are produced by the English Language Centre and may be found at: <www.uvcs.uvic.ca/elc/programs>:

- Basic, Intermediate, Advanced Writing
- Basic, Intermediate, Advanced Listening
- Introduction to Technology English

The English Language Centre’s CD Rom Series is available at:
<www.uvcs.uvic.ca/independent/courses>:

- Jason’s World/Judy’s World (intermediate-upper intermediate audio drama for classroom use or self-study)

Please visit <www.uvcs.uvic.ca/elc> for more information about English Language Centre programs. You may also contact us by email at elc@uvcs.uvic.ca, phone 250-721-8469, or fax 250-721-8774.

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**University Admission Preparation Course**

For information phone 250-721-8469

This course represents the highest academic level of the 12-Week Intensive Program. Successful graduates meet the English requirement for admission into undergraduate programs at the University of Victoria.

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**Conference Management**

For information phone 250-721-8473

Conference Management offers a conference registration service to assist University and other groups and organizations with delegate registrations for meetings, seminars and conferences, both on and off campus.