

# General Information

Information for All Students .....	12
General University Policies .....	13
Academic Services .....	13
Student Affairs .....	15
Student Groups and Resources .....	23
Indigenous Student Services .....	25



*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.*

## Information for All Students

### Academic Sessions

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.

Academic rules and regulations published in the University Calendar apply to all academic sessions.

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

### 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](http://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](http://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)*.

Disclosure of personal information to vendors, systems or services storing or accessing that information outside of Canada without consent is restricted by s. 30.1 of FIPPA.

Instructors may use a variety of educational technology in a course including internet-based technologies, web-based applications, cloud services and social media. The use of technology is intended to enhance and/or deliver students' education and is part of a student's engagement at the University. Some of these technologies may collect, use, disclose, and store student and instructor personal information outside of Canada.

In some courses, instructors may require students to use educational technology and social media which stores personal information outside of Canada, in such cases, instructors will try to provide options (such as using an alias or nickname to register).

If students do not want their personal information stored or accessed outside of Canada, in certain rare instances, courses may not be available to them. If the course is required for the completion of a degree, alternatives will be provided.

### 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 all academic sessions is available from the online timetable <[www.uvic.ca/timetable](http://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](http://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/graduatestudies/research/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), Resolution of Non-Academic Misconduct Allegations Policy (AC1300), Sexualized Violence Prevention and Response Policy (GV0245), 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 résumé, 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

Phone: 250-721-8421

Web: <[www.uvic.ca/coopandcareer](http://www.uvic.ca/coopandcareer)>

## ENGLISH AS A SECOND LANGUAGE

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 students planning to continue into Undergraduate credit programs, the 'ELC-conditional admission' is available for qualified students. For details, visit <https://www.uvic.ca/elc/>. 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 DIVISION OF LEARNING AND TEACHING SUPPORT AND INNOVATION

The Division of Learning and Teaching Support and Innovation's mission at the University of Victoria is to inspire, support and promote excellence in learning and teaching university-wide to enhance academic success. Activities include teaching support for instructors and faculty at all career levels including integration of educational technologies; development of innovative instructional methods; professional development for TAs and graduate students; academic supports for graduate and undergraduate students, academic unit program curriculum design/redesign, including learning outcomes development; and support for fair, effective, transparent teaching assessment and teaching enhancement; the administration of the Jamie Cassels Undergraduate Research Awards (JCURA) and provision of grants and scholarships to support teaching excellence. <<https://www.uvic.ca/learningandteaching>>

Specific services include:

### Technology Integrated Learning (TIL)

McPherson Library,

Lower Level, LIB 034

Web: <[www.uvic.ca/til](http://www.uvic.ca/til)>

Technology Integrated Learning supports students, faculty, and staff with learning and teaching with technology, CourseSpaces and the Online Academic Community, as well as our other supported technologies, like iClicker, Top Hat, Blackboard Collaborate, and the Microsoft Office Suite, we are here to help you be successful in your classes. If your instructor is using educational technology in class, and you need help or guidance, please contact us at [tilhelp@uvic.ca](mailto:tilhelp@uvic.ca) to book a meeting or drop in to find out more. We are available to help graduate students with their research presentation needs. Our offices are in the lower level of McPherson Library.

### The Centre for Academic Communication (CAC)

Learning Commons,

McPherson Library

Phone: 250-853-3675

Web: <[www.uvic.ca/learningandteaching](http://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, learning plans 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](http://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 (MSAC) 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 Mathematics and Statistics) currently have three locations on campus: the McPherson Library Learning Commons, Room 129, the David Turpin Building, DTB A202, and the Residence Resource Hub, Hodges 104. Schedules for each term, along with additional information about the Centres may be found at <[www.uvic.ca/science/math-statistics/current-students/undergraduate/msac](http://www.uvic.ca/science/math-statistics/current-students/undergraduate/msac)>.

## 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](http://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.

**Mearns 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 rotating exhibit projects and programming with campus and community partners. 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.

## UNIVERSITY PUBLICATIONS

### Graduate Student Viewbook

Provides information about UVic graduate programs offered and the procedures to follow to apply for admission. Available at <www.uvic.ca/assets/documents/pdfs/UVicGraduateViewbook.pdf>.

### Undergraduate Student Viewbook

Designed for undergraduate students both domestic and international. Provides an overview of UVic, including student profiles, international opportunities, services for students, athletics, recreation and clubs, finances, programs, admission requirements and application procedures.

### Continuing Studies Calendar

Lists non-degree programs; issued in the fall and spring. Available at <www.continuingstudies.uvic.ca>.

### Indigenous Student Handbook

Provides an overview of programs and services that may be of particular interest to Indigenous applicants, including student and faculty profiles.

### Student Health 101

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.

### E-News Bulletin

A bulletin announcing changes in admission regulations or procedures, new programs and items of general interest. The E-News Bulletin is distributed to Canadian schools and colleges 6 to 8 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(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 including:

- UVic wireless network: Wireless Internet access <uvic.ca/airnet>
- 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>
- Computer labs: Windows or Mac workstations and printers <uvic.ca/systems/facilities>

If you have forgotten your NetLink passphrase, 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 Desk locations in the McPherson Library, the Technology Solutions Centre in Clearihue C143, and in Clearihue A037. 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.

### Computer Help Desk

Phone: 250-721-7687

Toll free: 1-844-721-7687

Web: <www.uvic.ca/systems>

Email: helpdesk@uvic.ca

Twitter: @uvichelpdesk

## 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)

University Centre Building A203 Hours: Mon, Wed, Thurs 8:30-4:00; Tues, Fri, 8:30-12:00

Phone: 250-721-7567 ext. 6

Email: [advising@uvic.ca](mailto:advising@uvic.ca)

Web: [www.uvic.ca/advising](http://www.uvic.ca/advising)

The Academic Advising Centre provides support for undergraduate students in the Faculties of Humanities, Science and Social Sciences at all stages of their degree.

Frontline advisers can answer many questions about academic programs and procedures - as well as more general enquires about processes or requirements of the university.

Frontline advising will connect you with an academic adviser or refer you to your academic unit if you require more in-depth assistance. Completed forms can also be dropped off with frontline advising.

Academic advisers can discuss academic plans; review transfer credit and explain how it applies to a chosen degree; help students select courses and plan for degree completion; clarify and interpret university policies and procedures; and provide informed referrals.

Academic advisers also develop programming and provide targeted advising for specific student groups, including:

- Indigenous students
- International students
- Vikes varsity athletes
- UVic students participating in an international exchange

More information and planning resources for students can be found on the Academic Advising Centre website at: [www.uvic.ca/advising](http://www.uvic.ca/advising)

## ATHLETICS AND RECREATION

Centre for Athletics, Recreation and Special Abilities (CARSA)

Phone: 250-472-4000

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

### Athletics

The Vikes varsity programs are available to full-time students at UVic. Athletically talented 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 U SPORTS nationally, Canada West at the conference level, as independents in the National Association of Intercollegiate Athletics (NAIA) and in various high-level leagues in southwest British Columbia. Visit [www.govikesgo.com](http://www.govikesgo.com) for details.

### Active Living

An active, healthy lifestyle with the Vikes can be the key to balancing your school workload. Quality and variety of facilities and programs are designed to meet the needs of students throughout the year. Enjoy a vast selection of programs and services, including: a two-floor fitness weight centre, intramural sports leagues, the tallest University climbing center and bouldering wall 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 outdoor activity equipment rental through Vikes Outdoors.

In most cases an athletics and recreation fee were included in tuition payment and this automatically qualifies students for base benefits that includes access to the McKinnon weight room and pool. Use of CARSA facilities and participation in programming is open to staff, students and

community with a purchased membership or by drop-in rates. Visit [vikesrec.ca/membership](http://vikesrec.ca/membership) for more details.

### Vikes Facilities

The UVic campus offers several playing fields, including grass, multi-purpose and water-based artificial fields, an outdoor track at Centennial Stadium, and miles of jogging trails through the woods and along Cadboro Bay.

CARSA, which opened May 2015, offers over 190,000 sq. ft. of floor space and includes a 2,100-seat performance gym, a large multi-purpose fieldhouse, a two-level fitness weight training area, a climbing and bouldering centre, dance space, dedicated TRX and spin studios, yoga studio, squash courts, a dedicated rowing ergometer space, a sport therapy 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. CanAssist and Athletics and Recreation are partners in expanding opportunities for inclusive programming.

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

### Vikes Physiotherapy and Sports Injury Clinic

The Vikes Sports Therapy Clinic is available to students, staff, faculty and community. Physiotherapy treatment is available by appointment Mon-Fri 7:30am-2:30pm. 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](mailto: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

Hours:

Mon-Fri: 8:30am-5:00pm

Saturday: 11:00-5:00

Phone: 250-721-8311

Web: [www.uvicbookstore.ca](http://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 course materials 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 term, the Bookstore buys back used textbooks for up to 50% of the new book retail price if they're in demand.

The Bookstore contains several departments with different specialties. The general books department carries a comprehensive selection of both academic and general titles and can special order any book currently in print. The merchandise department offers a wide selection of contemporary UVic crested clothing and giftware, school and stationery supplies, artwork featuring local indigenous artists, and customized products which are often produced on an in-house laser engraving system. The computer store sells new and refurbished laptop computers, cables, headphones, peripherals and a large variety of tech accessories.

The Bookstore is also home to Blink Wide Format Printing, which is a full service print shop operated by Printing Services that specializes in posters, banners, signs, stickers and tradeshow goods.

## 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, espresso, teas and locally baked goods.

## CHAPEL - MULTIFAITH SERVICES

Chapel Hours: Mon-Fri 8:30-5:00  
 Office Hours: Mon-Thurs 8:30-2:30  
 Phone: 250-721-8338  
 Web: <[web.uvic.ca/multifaith/chapel](http://web.uvic.ca/multifaith/chapel)>

Multifaith Services offers pastoral counselling, prayer and meditation groups, learning circles, religious education, retreats, fun weekly activities, programs and workshops on a variety of interests to support the well-being of the campus community.

We can connect you with a student community that shares your religious tradition, or spiritual interests, as well as offer opportunities for learning about different world religions and enhancing your own spiritual practices.

The chapel is a great place to chat with friends, rest between classes, enjoy a walk in the gardens, or spend some quiet time on your own.

At Multifaith Services you will find a community for spiritual learning, support, fun, and friendships that will last a lifetime.

Multifaith Services offers weekly free, drop-in programs to help you:

- Improve your well-being
- Develop self-awareness & mindfulness
- Develop better relationships
- Learn to decrease stress and improve relaxation

We provide personal counselling, emphasizing spiritual wisdom and faith perspectives for coping, healing and reconciliation.

Multifaith Services is a unit of Student Services that works closely with other service units to provide the best spiritual and mental health care for the campus community.

The Interfaith Chapel is located beside parking lot #6. For more information, 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](http://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), and 3 to 5 year olds. Our Early Childhood Educators are certified through the provincial Early Childhood Educator Registry and our Infant and Toddler Educators hold Infant/Toddler Educator specialty certification. Student parents may be eligible for Affordable Child Care Benefits through the Ministry of Children and Family Development (please visit the MCFD website for more information) as well as 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: <[uvic.ca/coun](http://uvic.ca/coun)>

Counselling Services offers professional, confidential, inclusive services to currently registered UVic students. For additional information, please visit the Counselling Services website at [www.uvic.ca/coun](http://www.uvic.ca/coun).

## Counselling for Personal Concerns

Individual counselling is available to undergraduate and graduate students who find that personal problems are interfering with their quality of life and university performance. If you have any academic or personal concerns, don't wait until they grow into crises. Please come see us as soon as you are aware of a problem to receive support.

Counselling Services offers individual counselling to help you:

- improve your well-being
- develop self-awareness
- explore your academic and career directions
- increase your personal and academic resilience
- overcome problems that are holding you back
- address mental health concerns (i.e. anxiety, depression)
- develop better relationships
- heal from traumatic experiences

## Wellness Groups and Workshops

In addition to individual counselling, we offer an extensive range of groups and workshops. Topics and issues covered may include:

- anxiety
- assertion/self-esteem
- career
- depression
- loss/grief
- mindfulness
- personal growth
- relationships
- relaxation
- sleep
- social confidence
- stress
- thesis completion

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 and Talking Circles are available through collaboration with Elders Voices (INAF). Support can address a wide variety of issues such as: strengthening and maintenance of Indigenous identity, processing of colonial trauma, navigating the university environment as an Indigenous learner, and regaining balance and harmony in all aspects of life. Indigenous students are welcome to access all services available through Counselling Services, including groups, workshops and Career Exploration counsellors and supports.

## 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 adjustment, relationships, communication, navigating the academic system, and managing student/supervisor relationships.

## Career Exploration and Planning

Career Counselling can assist students to develop self-awareness and skills for making effective decisions about their academic and career directions. Resources for research, assessment tests, and individual and group career counselling end exploration are all available. Career exploration groups are offered in partnership with Cooperative Education and Career Services.

For specific course advising, students are directed to their faculty's advising office.

## 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](http://web.uvic.ca/family-centre)>

Email: [familyc@uvic.ca](mailto: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 infant, toddler and preschool aged children, a library, clothing share, community newsletter, various workshops as well as monthly community events. Check our FaceBook page for up-to-date info. [Facebook.com/UVicFamilyCentre](https://www.facebook.com/UVicFamilyCentre)

## UNIVERSITY FOOD SERVICES

University Food Services

Robert Carroll Hall

Hours: Mon-Fri 8:30-4:30

Phone: 250-472-4777

Web: <[uvic.ca/food](http://uvic.ca/food)>

Email: [eat@uvic.ca](mailto:eat@uvic.ca)

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, beverages, salads, sandwiches and wraps, pastries, cakes and other sweets

### Commons Kitchen (Cadboro Commons Building)

Full-menu food facility—grill, hot entrees, soup, salad bar, sandwiches, sushi, desserts and drinks

### Cap's Bistro (Cadboro Commons Building)

Open late nights offering pizza, pasta, made-to-order sandwich bar, desserts and coffee

### Village Greens (Cadboro Commons Building)

Vegetarian and vegan entrees, soups and chili, sushi, stir-fry bar, fruit smoothie bar, drinks and coffee

### Village Market (Cadboro Commons Building)

Provides grab 'n go items as well as packaged foods and ingredients. Features specialty items such as celiac and organic offerings, fresh produce, baked goods, as well as household staples from toothpaste to laundry detergent

### Mystic Market (University Centre)

Features nine distinct dining venues, including a West Coast BBQ grill; Chopbox stir-fry; fresh made pizza and pasta; soups, sandwiches & paninis; ice cream, freshly-made waffles and a general store

### Mac's (MacLaurin Building)

Custom-made sandwiches, wraps and salads, soups, chili, baked goods, cold drinks and coffee

### Nibbles & Bytes Café (Engineering Lab Wing)

Grab & go items including, sandwiches, stir fry bowls, baked goods, hot and cold drinks

### Court Café (Fraser Building)

Sandwiches, soup, hot and cold drinks

### BiblioCafé (McPherson Library)

Organic drip and specialty coffees, sandwiches and baked goods

### Halftime (CARSA)

Featuring a smoothie bar and made to order sandwiches, wraps and salads to fuel all your CARSA sport and recreation activities.

### SciCafé (Ocean, Earth and Atmospheric Science Building)

Organic coffee, pizza, paninis, salads and wraps

For up-to-date hours of operation or to book a free appointment with a registered staff dietitian, visit <[www.uvic.ca/food](http://www.uvic.ca/food)>.

In addition to the above, UNFS 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](http://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: <[www.uvic.ca/services/food](http://www.uvic.ca/services/food)>.

## GLOBAL ENGAGEMENT

University Centre Building, room B202

Phone: 250-853-3586

Email: [world@uvic.ca](mailto:world@uvic.ca)

Web: <[www.uvic.ca/international](http://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.uvic.ca/services/health](http://www.uvic.ca/services/health)>

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 and injuries, mental health, psychiatry and substance use, contraceptives and sexual health, immunization and travel advice, 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
- injury prevention and assessments - specialist clinic referral, concussion prevention, and education

### See our website for the SHAPE Health and Wellness Program for 2017-18.

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 SHAPE team plans events and activities, offers workshops and education, and connects students to campus and community services, such as the harm reduction cupboard.

- 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 enrolment 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 may 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

The University of Victoria provides a mandatory temporary medical insurance plan (MTMI) for all new international students as a condition of registering as a student (excludes Canadian citizens and permanent residents of Canada). This insures emergency hospitalization and medical services (including doctor's visits) for sickness or injury covered by the policy.

All new international students who pay international tuition fees, as well as international exchange students are automatically assessed a fee for the first term they are registered. This does not include visiting international research students (VIRS).

It is the personal responsibility of the student to evaluate the mandatory temporary medical insurance coverage and purchase supplementary insurance as required to meet their individual needs and requirements.

Students that will become eligible for BC Medical Services Plan coverage should immediately enroll upon arrival to BC, as the process takes approximately three months.

For applications to the BC Medical Services Plan go to <[www.healthservices.gov.bc.ca/msp](http://www.healthservices.gov.bc.ca/msp)> BC MSP (for physician and hospital directed care) is NOT the same as the UVSS or GSS extended medical coverage.

### Visiting International Research Students

VIRS who are not residents of Canada and do not qualify for the MTMI should arrange for interim travel medical insurance coverage until they are eligible for the BC Medical Services Plan or until they depart the country.

VIRS that will become eligible for the BC Medical Services Plan should immediately enroll upon arrival to BC as the process takes approximately three months. BC MSP (for physician and hospital directed care) is NOT the same as the UVSS or GSS extended medical coverage.

VIRS without BC MSP\* will be billed directly at the time of a physician visit and provided a receipt for possible reimbursement from their private medical insurance plan.

Application forms for interim travel medical insurance coverage can be found at:

[www.uvic.aon.ca](http://www.uvic.aon.ca) or <https://www.guard.me/>

For application to the BC Medical Services Plan go to

[www.healthservices.gov.bc.ca/msp](http://www.healthservices.gov.bc.ca/msp)

## 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](mailto:issinfo@uvic.ca)  
Web: [www.uvic.ca/iss](http://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 Partners 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.  
Friday: 8:30 a.m. - 4:00 p.m.  
Phone: 250-721-8121  
Email: [studentsupport@uvic.ca](mailto:studentsupport@uvic.ca)  
Web: [www.uvic.ca/registrar](http://www.uvic.ca/registrar)

## 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 2018/2019 are:

**Dormitory Housing**

Single room with standard meal plan .....	\$5304/term
Double room with standard meal plan .....	\$4653/term

**Cluster Housing**

Individual rate (no meal plan) .....	\$3215/term
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**Bachelor and one-bedroom apartments**

Bachelor .....	\$3228/term
One-bedroom .....	\$4031/term

**Family Housing**

**Rates from September 2018 to August 2019**

1-bedroom apartment .....	\$899/month
2-bedroom apartment .....	\$1070/month
2-bedroom townhouse .....	\$1179/month
3-bedroom townhouse .....	\$1334/month

**Applying for Campus Housing**

Students apply for campus housing through the UVic Residence Services website. The electronic application form for entry in September 2019 will

be active on the Residence website February 15, 2019. 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](http://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. The acceptance 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:

<b>August 1</b>	balance of first-term fees
<b>October 1</b>	\$500 second-term deposit
<b>November 15</b>	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 an additional fee 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, August 29, 2019) will result in the forfeiture of the \$500 room acceptance deposit. From Friday August 30 until Sunday September 1, 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-Fri 9:00-2:30pm

Phone: 250-721-8338

Web: <[www.uvic.ca/multifaith](http://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.

### CENTRE FOR ACCESSIBLE LEARNING (CAL)

Campus Services Building

Phone: 250-472-4947

Web: <[www.uvic.ca/cal](http://www.uvic.ca/cal)>

Email: [infocal@uvic.ca](mailto:infocal@uvic.ca)

As a unit within the Division of Student Affairs, the Centre for Accessible Learning (CAL) is responsible for providing a comprehensive student-focused accessible learning model and delivers training and education to faculty to further the University's commitment to provide equal access to all academic programs. CAL is a core academic support unit for both students and faculty and contributes to academic and personal success for students.

CAL supports registered students in credit-courses by:

- assessing documentation and 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 production and coordination of accessible and usable textbooks.
- coordination of more than 12000 accommodated university exams per year
- sign language interpreters and transcribers for in-class interpreting.

Students do not need to self-identify when they are applying or being admitted to the University. Students must submit medical and/or psychological documentation if they choose to register with the CAL in order to request academic accommodations. Students should register with the CAL as early as possible to avoid delay in services.

An IEP from a previous school is not sufficient documentation. A diagnosis of disability alone does not guarantee academic accommodations.

See the FAQ section of the CAL website <[www.uvic.ca/cal](http://www.uvic.ca/cal)> for info on documentation.

CAL 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.

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

### **Learning Assistance Program (in the Centre for Accessible Learning)**

Campus Services Building

Web: <[www.uvic.ca/services/cal/assistance](http://www.uvic.ca/services/cal/assistance)>

Email: [learning@uvic.ca](mailto:learning@uvic.ca)

Provides one-on-one learning strategist/tutor matches for students, whether or not they are registered with the Centre for Accessible Learning. These are fee-based programs.

Tutors and learning strategists are trained to help students develop personalized learning tools for their academic journey. In the LAP, students set the goals, and decide what's important. Contact us to learn more about how students 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, and more!

### **THE WELCOME CENTRE**

University Centre

Phone: 250-721-8949

Fax: 250-721-8924

Email: [welcome@uvic.ca](mailto:welcome@uvic.ca)

Web: <[www.uvic.ca/services/welcome](http://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.

## **Student Groups and Resources**

### **GRADUATE STUDENTS' SOCIETY**

Room 102, Halpern Centre for

Graduate Students

Phone: 250-472-4543

Email: [gsoffice@uvic.ca](mailto:gsoffice@uvic.ca)

Web: <[gss.uvic.ca](http://gss.uvic.ca)>

All graduate students at the University of Victoria are members of the Graduate Students' Society. The GSS is an independent body that is democratically governed by the graduate students. The mandate of the GSS is to represent the interests of graduate students and address issues that concern them at the university and in the larger community.

Grad students democratically elect a five-member executive board that works with the staff to advocate for and provide services to students. Graduate students also select departmental representatives to sit on Grad Council, a body that meets monthly to discuss current events and issues and provide direction to the executive board. The participation of graduate students in the various committees of the GSS is a crucial aspect of its organization and functioning. 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 Insurance Plans, Universal Bus Pass, boardroom and lounge space in the Grad Centre, child care bursaries (administered through Financial Aid), the annual handbook/daytimer, department grants to support academic and social grad student initiatives, Modo Car Co-op membership, and special events. These services are funded by membership fees, which are 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 and Side Project Coffee, which provide excellent food and coffee 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.

### **UNIVERSITY OF VICTORIA STUDENTS' SOCIETY**

Student Union Building

Phone: 250-472-4317

Web: <[www.uvss.ca](http://www.uvss.ca)>

All undergraduate students at the University of Victoria are members of the UVic Students' Society (UVSS). The UVSS is a social justice based non-profit run by students, it is separate from the University, and it runs a successful social enterprise that includes nine unique businesses. The students' society 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 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)
- **Cincenta 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.

### Native Students Union

Student Union Building B023  
Phone: 250-472-4394  
Email: nsu@uvicnsu.ca  
Web: <uvicnsu.ca>

The Native Students Union (NSU) works towards empowering Indigenous students to benefit from their education. The NSU provides resources to maintain strong cultural and spiritual ties with other Indigenous students involved in higher education. The NSU offers support and encouragement in the form of advocacy and social events.

Visit the NSU room, a safe space for relaxing or studying, to access additional services, such as computer stations, printing, food, and a kitchenette. Students interested in participating should contact the NSU for more information.

### Society for Students with a Disability (SSD)

Student Union Building B111  
Phone: 250-472-5397  
Email: uvicssd@uvic.ca  
Web: <www.uvicssd.com>

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 B020  
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 folk. 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: volunteer@cfuv.ca  
 Web: <cfuv.ca>

CFUV 101.9 FM is Victoria's campus/community radio station, broadcasting from the basement of the Student Union Building. CFUV's focus is to provide a space for underrepresented voices on the airwaves and to support our local music and arts community.

CFUV provides opportunities for students to learn skills in broadcast, production, interviewing and sound engineering. Volunteers produce all of CFUV's programming which includes various music, spoken word and multi-cultural/language programs. No previous broadcast experience is necessary and all training is provided. Any students who are interested in getting involved should contact the Coordinator of Volunteers at volunteer@cfuv.ca or sign up to volunteer at <http://cfuv.ca>.

### The Martlet

Student Union Building B011  
 Phone: 250-721-8361  
 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 other 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 a 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 hires six students every year, administers scholarships and grants, operates an alternative resource library (with free textbooks), and hosts monthly events on a variety of topics. VIPIRG also conducts research and undertakes action projects on a wide range of social and environmental issues. 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, with the support of the UVic Alumni Relations staff, enhances the quality of life on campus through:

- support for students, from first-year orientation through to convocation
- grants for student and department projects
- sponsorship of the UVic Student Ambassadors
- Excellence in Teaching Awards

After graduation, the alumni association encourages a lifelong relationship among alumni and the university. The *UVic Torch Alumni Magazine* is published twice a year and mailed free of charge to all alumni. Networking opportunities are provided worldwide. The alumni association also offers:

- Alumni Week (each February)
- Distinguished Alumni Awards
- Alumni ONECard discounts
- corporate affinity partnerships

The UVic Alumni Association is incorporated under the Societies Act of British Columbia and governed by an elected board of directors. The association encourages all alumni, regardless of location, to stay and support UVic.

## Indigenous Student Services

### FIRST PEOPLES HOUSE

*Dr. Robina Thomas, Executive Director*

*Carly Cunningham, First Peoples House Building and Operations Coordinator*

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 Building and Operations Coordinator (fph@uvic.ca and 250-853-3601).

### OFFICE OF INDIGENOUS ACADEMIC AND COMMUNITY ENGAGEMENT

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

The Office of Indigenous Academic and Community Engagement (IACE) 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 Executive Director 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 Executive Director has an influential role in developing policy related to Indigenous education and the implementation of the Indigenous Plan.

- Dr. Robina Thomas (iacedir@uvic.ca and 250-472-4877)

The Office of Indigenous Academic and Community Engagement (IACE) has an expanded role and mandate in keeping with the University's goal to be the University of choice for Indigenous students and implement the goals in the Indigenous Plan. The office is located in the First Peoples House, General Office (iaceadm@uvic.ca and 250-472-4913).

Other staff serving Indigenous students include:

- Manager, Lalita Kines (iacemgr@uvic.ca and 250- 472-4618)
- Office Administrator (iaceadm@uvic.ca and 250-472-4913)
- IACE Receptionist, Darlene Masso (iacereceptionist@uvic.ca and 250-853-3730)
- LE,NONET Academic Manager, Rob Hancock (rola@uvic.ca and 250-472-4231)
- LE,NONET Experiential Learning Coordinator, Renee Livernoche (lenonetelc@uvic.ca and 250-721-6326)
- LE,NONET Mentorship and Financial Aid Coordinator, Jill Green (lenonet@uvic.ca and 250-472-5982)
- Coordinator of Indigenous Student Support, Crystal Seibold (iaceiss@uvic.ca and 250-853-3599)
- Indigenous Initiatives Coordinator, Dorothea Harris (iaceiic@uvic.ca and 250-472-4125)
- Community Engagement Manager, Samantha Etzel (iacecem@uvic.ca and 250-853-3821)
- Cultural Protocol Liaison, Robbie Louis (iacecpl@uvic.ca and 250- 472-4106)
- Events Coordinator, Yvonne Houssin (iaceev@uvic.ca and 250-853-3994)
- Indigenous Co-op Coordinator, Renee Livernoche (indgcoop@uvic.ca)
- Indigenous Counsellors:
  - Roger John (indigcoun1@uvic.ca and 250-721- 8341)
  - Marcey Louie (indigcoun2@uvic.ca and 250-721-8341)

### Faculty of Education

- Indigenous Language Programs Assistant/Grad Secretary, Lacey Jones (jedlpa@uvic.ca and 250-721-7824)

### Faculty of Law

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

### Faculty of Human and Social Development

#### Indigenous Student Support Centre

- Administrative Assistant, Joni Sam (hsdissc@uvic.ca and 250-721-6005)
- Indigenous Adviser, Shauna Underwood (hsdia@uvic.ca and 250-472-5431)
- Graduate Student Academic Support, Tracy Underwood (acissc@uvic.ca and 250-472-5342)

### 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.