

# Division of Continuing Studies

## Office of the Dean

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Nancy Aubut, BGS (Brandon), Program Coordinator

Elizabeth Bowman, BA (UVic), Program Coordinator

Alison Brophey, BA (Western), BEd (Nipissing), MA (UVic), Program Coordinator

Janet McDonald, BA (UVic), Program Coordinator

Tusa Shea, BA, MA, PhD (UVic), Program Coordinator

Lauren Stamhuis, BA, MA (UVic) Program Coordinator

## Business and Management Programs

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Cathy Henderson, Program Coordinator

Marlowe Morrison, BA, CBA (UVic), Program Coordinator (on leave)

Patricia Webster, Program Coordinator

Rhodon Wikkramatileke, BA, MPA, PhD (UVic), Instructor and Curriculum Developer

## Cultural Management Programs

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Misty Cozac, BFA (Lethbridge), MA (Toronto), Program Coordinator

Kirsten Mikkelsen, BSW, MA (UVic) Program Coordinator

Maxine Reitsma, BA (UVic), Program Coordinator

## English Language Centre

Jacqueline Prowse, BA (UVic), MEd (Temple), EdD (Calgary), Director

Paula Leahy, BA (Western), MEd (OISE - Toronto), Associate Director

Selena Bryan, BEd, MEd (UVic), Program Coordinator

Lily Chow, BEd, MEd (UVic), Program Coordinator

Byron Crossley, BA (UVic), Web Developer

Cathy Ebert, BA (UVic), MA (U of New England), Program Coordinator, Curriculum Development

Cathy Aquart, BA (UVic), Program Coordinator Curriculum Development

Don Mellings, BA (UVic), Manager, Socio-Cultural

Deborah Shepherd, BA (Malaspina), Program Coordinator

Mikko Pomian, BA (UVic), Program Coordinator

Si Heng Tang, BComm (UVic), MBA (U of Hawaii), Manager, International Marketing & Student Recruitment

Kyla Jardin BA (UBC), International Marketing Coordinator

Rena Fowler, BA, International Marketing Coordinator

SungJin Park, BA, MA (Peking), International Marketing Coordinator

Paula Ceroni, BSc (Trent), Manager, UVic Homestay

Catriona Allsopp, BA (UVic), Program Coordinator, Homestay

Lindsey Schultz, BA (UVic), Program Coordinator, Homestay

## Health Sciences and Public Relations Programs

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Katie Dragert, BSc and PhD (UVic), Program Coordinator

Jennifer Sainz, BA (Lethbridge), Program Coordinator

Tatiana Shumilina, Bed (FEFU, Russia), MBA (VIU), Program Coordinator

## IT Services

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Jacky Chen, BA (UVic), Systems Analyst

Ahmad Hammado, BA (UVic), Technical Manager Applications and Data

Trevar Pearce, BA (UVic), Systems Analyst, Enterprise Applications

Peter Schoenrank, Infrastructure and Desktop Support

Tim Smith, Technical Manager, Services and Infrastructure Support

## Marketing Services

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Ashley Davis, Print and Digital Marketing Specialist

Therese Eley, BA (UVic), Marketing Content Specialist

Emma Lecours, BSc (Queens), Web and Digital Marketing Specialist

Nicole Sobel, BA (VIU) Print and Digital Marketing Specialist

## Continuing Studies Programs

To ensure access to the academic resources of the University of Victoria by a broad and diverse community of adult learners, the Division of Continuing Studies provides a broad range of on- and off-campus professional and personal development programs that complement and supplement degree programs offered at the university.

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](http://www.continuingstudies.uvic.ca)>

## Credit Courses and Programs

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

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

## Professional Development Programs

For information phone 250-472-4747

These programs are planned to meet the specific continuing education needs of persons working in the professions. Courses and workshops are offered throughout the province in co-operation with regional colleges and professional organizations.

Programs for professionals leading to certificates and diplomas are offered in the following areas:

- Indigenous Language Revitalization (Certificate)
- Adult and Continuing Education (Certificate)
- Business Administration (Certificate and Diploma)
- Canadian Studies (Diploma)
- Collections Management (Professional Specialization Certificate)
- Computer Based Information Systems (Certificate)
- Cultural Heritage Management (Graduate Professional Diploma)
- Cultural Heritage Studies (Graduate Professional Certificate)
- Cultural Resource Management (Diploma)
- Ecological Restoration (Professional Specialization Certificate)
- Environmental and Occupational Health (Certificate)
- Foundations in Indigenous Fine Arts (Certificate Program)
- French Language (Diploma)
- Humanities (Diploma)
- Intercultural Studies and Practice (Diploma)
- Population Health Data Analysis (Professional Specialization Certificate)
- Public Relations (Diploma)

- Restoration of Natural Systems (Certificate and Diploma)
- Social Justice Studies (Diploma)
- Teaching English as a Foreign Language (Professional Specialization Certificate)
- Teaching French Immersion (Professional Specialization Certificate)
- Visitor and Community Engagement (Professional Specialization Certificate)
- General Studies (Certificate)

## Online and Distance Education Programs

For information phone 250-721-8454 or visit <[www.uvic.ca/til/onlinelearning/](http://www.uvic.ca/til/onlinelearning/)>

In collaboration with various faculties, Continuing Studies offers credit courses, professional development and community education programs which permit students throughout the province to study on a part-time basis. Programs use a variety of instructional delivery methods including web-based instruction, online instruction, audio conferencing, videotapes, audiocassettes, CD-ROMs, print and face-to-face instruction through workshops and seminars. Regular contact with the instructor is an important component of all distance education courses.

The University of Victoria's online and distance education offerings are listed in the Distance Learning and Immersion Course Guide for Off-Campus Students <<https://www.uvic.ca/assets2012/docs/pdfs/current-students/de-guide.pdf>>

## Community Education Programs

For information phone 250-472-4747

Community Education Programs use a variety of educational formats, such as courses, lecture series, workshops, conferences, residential seminars, travel study and symposia. The curriculum is developed in co-operation with departments from all faculties of the University. Areas include:

- Adult Education
- Arts and Science
- Business, Management and Technology
- Career Planning
- Cultural Studies
- Education
- Fine Arts
- Health Sciences
- Languages
- Public Relations
- Travel Study

Additional courses and workshops are developed on a variety of topics, such as dispute resolution, as needs arise and academic resources permit.

## English Language Programs

The English Language Centre provides English language programs for international and Canadian students from beginning levels to University 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.continuingstudies.uvic.ca/elc/](http://www.continuingstudies.uvic.ca/elc/)>:

- 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/](http://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.continuingstudies.uvic.ca/elc/programs/](http://www.continuingstudies.uvic.ca/elc/programs/)> for more information about English Language Centre programs. You may also contact us by email at [elc@uvcs.uvic.ca](mailto: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.

