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>. Amendments to the timetable are incorporated into the Class Schedule Search, which is accessible at the website: <www.uvic.ca/timetable>.

Course Values and Hours

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

Course Experience Survey (CES)

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

Student Cards

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

Limit of the University’s Responsibility

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

Program Planning

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

Protection of Privacy and Access to Information

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

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), student contact information (address and telephone number), student demographic characteristics, and enrolment information.

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 may contact Statistics Canada via e-mail if they have any questions: statcan.PSIS-SIEPstatcan@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>.
General University Policies

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

POLICY ON HUMAN RIGHTS, EQUITY AND FAIRNESS (GV0200)

The University of Victoria is committed to promoting, providing and protecting a positive, supportive and safe learning and working environment for all its members.

DISCRIMINATION AND HARASSMENT POLICY (GV0205)

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

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

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

Creating a Respectful and Productive Learning Environment

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

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>

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.
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>.

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>

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 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>

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>.

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>.

Community-Engaged Learning (CEL) Office

Cornett B132
250-472-5667
<www.uvic.ca/cue/learning/index.php>

The CEL Office can help you connect course material with real-life experiences. The CEL Office supports students, instructors, staff, and community partners (across the disciplines and sectors) in developing and delivering learning opportunities whereby students actively engage with course content through experiences in and with community. Contact us for CEL support, for example to explore how you can deepen your learning and earn credit for your civic engagement, or to strengthen a project or teaching idea through community-university collaboration, or to share your community-engaged experience with others.

UVic Libraries

UVic Libraries support teaching, learning and research at the University of Victoria by providing expert and innovative access to the world’s recorded knowledge.

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

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

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

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, and featuring strengths in art of the Pacific Northwest and the Arts and Crafts Movement, the collections provide a rich resource for teaching and research. The collections are showcased at the Legacy Art Gallery, located downtown at 630 Yates Street, at the Legacy Maltwood in the McPherson Library (Mearns Centre for Learning), and in a range of locations across campus and in the community. 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, Legacy features innovative rotating exhibitions 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>.

UVIC UNDERGRADUATE CALENDAR JANUARY 2020

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 <uvic.ca/ring>.

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. <uvic.ca/torch>

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
Web: <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>

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> 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, one of 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 is included in tuition payment and this automatically qualifies students for base benefits that includes access to the McKinnon weight room and pool in addition to scheduled drop-in to the CARSa fieldhouse. 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> 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.

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.

UVic Physiotherapy and Sports Injury Clinic

The UVic Sports Injury Clinic is available to students, staff, faculty and the community. Physiotherapy treatment is available by appointment Mon-Fri 7:30am-7:00pm. Direct billing to Blue Cross is available for UVic students, staff and faculty. ICBC and Worksafe claimants are welcome. Treatments have a fee payable at each visit for all patients. The clinic can be reached by phone at 250-472-4057 or by email at <physio@uvic.ca>. The Clinic has metered parking and a separate entrance in CARSa accessible via Vikes Way off McKenzie Ave. <vikesrec.ca/physio>

Bookstore

Campus Services Building
Hours:
Mon-Fri: 8:30am-5:00pm
Saturday: 11:00-5:00
Phone: 250-721-8311
Web: <www.uvicbookstore.ca>

The UVic Bookstore is owned and operated by the University, operates on a break-even basis and provides a variety of items essential to academic success. All 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. Students can check online if their textbooks are needed.

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.

In September the Bookstore was proud to open the only on-campus Starbucks. Come in to enjoy all your favourite hand-crafted beverages, food or just enjoy the friendly ambience of the space. At the present time, the hours for Starbucks are:

- Mon-Fri: 7:30am-7:00pm
- Saturday: 11:00-5:00
- Sunday: 11:00-5:00
- Phone: 250-472-4594
- www.starbucks.ca

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>
Multifaith Services offers pastoral counselling, prayer and meditation groups, learning circles, religious education, retreats, fun drop-in free weekly activities, such as Pet Café, Laughter Meditation and drumming circles, as well as 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.

Multifaith Services offers programs to help you:

• Improve your well-being & happiness
• Develop self-awareness & mindfulness
• Develop better relationships
• Learn to decrease stress & anxiety

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>

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 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>

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.

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 Facebook page for hours and programs
Web: <web.uvic.ca/family-centre>
Email: familyc@uvic.ca
Phone: 250-472-4062
The Family Centre serves the families of UVic students living on and off campus. Conveniently located in Student Family Housing, the Family Centre staff co-ordinate programs and services, including a morning drop-in program for young children (children must be accompanied by an adult), a conversational English drop-in program, a toy lending library and monthly community family events.

UNIVERSITY FOOD SERVICES
University Food Services
Robert Carroll Hall
Hours: Mon-Fri 8:30-4:30
Phone: 250-472-4777
Web: <uvic.ca/food>
Email: eat@uvic.ca
University Food Services keeps campus fed with a wide range of food and beverage services, from breakfast to late-night meals and everything in between.
For up-to-date hours of operation, daily specials and nutrition information, visit <www.uvic.ca/food>.

Locations
Commons Kitchen (Cadboro Commons Building)
- Full-menu residence dining with a grill, hot entrees, soup, salad bar, sandwiches, sushi, desserts and drinks
Cap's Bistro (Cadboro Commons Building)
- Late night venue offering pizza, pasta, made-to-order sandwich bar, desserts and beverages
Village Greens (Cadboro Commons Building)
- Vegetarian and vegan venue offers daily entrees, a stir-fry bar, soups and chili and a smoothie bar
Village Market (Cadboro Commons Building)
- Campus convenience shop providing grab 'n go items as well as packaged foods and ingredients and features celiac and organic offerings, fresh produce, baked goods, as well as household staples from toothpaste to laundry detergent
Mystic Market (University Centre)
- Nine food kiosks and the General Store offer a diverse range of prepared meals, including a breakfast grill, a pasta and pizza station, a smoothie and waffle bar, noodle bar, burgers, a taco bar, soups, sandwiches and salads, as well as pre-packaged foods and convenience items.
BiblioCafé (Mearns Centre - McPherson Library)
- Specialty hot and cold beverages, sandwiches, salads, and a selection of baked goods with ample booth, table and patio seating areas
Mac's (MacLaurin Building)
- Made-to-order sandwiches, wraps and salads, soups, chili, baked goods, and assorted beverages
Halftime (CARSA)
- Fueling sport and recreation activities with a smoothie bar, baked goods, beverages and made to order sandwiches, wraps and salads
Arts Place (Fine Arts Building)
- Kiosk with specialty coffees and teas, beverages, salads, sandwiches, wraps, and baked goods

 nibbles & bytes café (Engineering lab Wing)
- Kiosk with pizza, sandwiches, soup and salad, baked goods, and assorted beverages
Court Café (Fraser Building)
- Kiosk with sandwiches, soup, salads, baked goods, and assorted beverages
SciCafé (Bob Wright Centre)
- Kiosk with sandwiches, soups, salads, wraps, baked goods, and assorted beverages

Degrees Catering
This full service campus catering department offers seven dining venues in the Cadboro Commons Conference Centre. Degrees also delivers free of charge to any UVic location. Call 250-721-8603 or visit <www.degreescatering.ca>.

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

HEALTH SERVICES
Petersen Health Centre
Hours: Mon-Fri 8:30-4:30 + Wed evening until 7 (Sept-April only)
Phone: 250-721-8492 (This line will direct callers to call an on-call physician after hours, week-ends and holidays)
Web: <www.uvic.ca/services/health>
Primary Health Clinic:
Health Services offers confidential and comprehensive medical care to students.
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.
Appointment Types:
- Urgent same-day - for patients who need a quick, same-day quick appointment for an urgent concern
- Pre-Booked - for all other issues including: ongoing care, prescriptions, immunizations, lab results, follow ups and any other health issue that is not urgent. Pre-booked appointments allow you to see the same doctor regularly and make appointments at convenient times. Please book ahead whenever possible.

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 community specialists. Practitioners address a range of student concerns including common and chronic illnesses and injuries, mental health, psychiatry and substance use, contraception and sexual health, immunizations and wellness education.
We collaborate with and refer students to campus and community resources, including Island Health, for specialized programs and hospital care.

Campus Wellbeing:
Health Services coordinates and partners with others to offer clinical and population health programs relevant to students, including:
- living healthy, with a focus on wellbeing - education materials and programs and campus engagement
- mental health and substance use - groups, social norms education, and harm reduction workshops

Web: <www.uvic.ca/services/health>
Medical Coverage and Eligibility

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

British Columbia Residents

British Columbia students must have current enrollment in the BC Medical Services Plan. A valid medical insurance identification number (BC Care Card) must be provided for appointments 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 <https://www.guard.me/uvic> 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 their Quebec plan.

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.

International Student Advising:

- Provides support for admitted international degree-seeking students, incoming exchange students, visiting and visiting research students.
- Provides information about Canadian immigration documents, work authorization, 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 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 provides opportunities and creates space for international and domestic students, staff, and faculty to share perspectives, celebrate diversity, foster intercultural connections, 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 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 initiatives 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.
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 applicant 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 five types of on-campus accommodation for students: Dormitory Housing, Cluster Housing, apartments, townhouses and Family Housing.

Dormitory Housing
- Dormitory Housing provides room and board accommodation in single and double rooms for 1776 students in co-educational, non-smoking dormitories.
- All rooms are furnished with a desk, chair, wardrobe and bed for each student. In-room cable television and telephone connections may be arranged by the resident. Washrooms are centrally located on each floor. Cable television is provided in floor lounges. Card-operated pay 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, stove and fridge. Dishes, cutlery and cooking utensils are the residents’ responsibility. Cablevision and telephone hook-ups may be arranged by the resident.
- 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 and telephone hook-ups may be arranged by the resident.

Two-bedroom Townhouses
UVic has five two-bedroom townhouses available for graduate students. These multi-level townhouses have two bedrooms, two bathrooms and in-suite laundry.

The units are furnished with a queen size bed and desk in each bedroom, living-room furniture, kitchen table and chairs, stove, fridge and microwave. Dishes, cutlery and cooking utensils are the resident’s responsibility. Cablevision and telephone 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 2019/2020 are:

**Dormitory Housing**

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Rate per Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single room with standard meal plan</td>
<td>$5517/term</td>
</tr>
<tr>
<td>Double room with standard meal plan</td>
<td>$4839/term</td>
</tr>
<tr>
<td>Economy double room with standard meal plan</td>
<td>$428/term</td>
</tr>
</tbody>
</table>

**Cluster Housing**

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Rate per Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual rate (no meal plan)</td>
<td>$3343/term</td>
</tr>
<tr>
<td>Bachelor and one-bedroom apartments</td>
<td>$3358/term</td>
</tr>
</tbody>
</table>

**Two-bedroom Townhouses**

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Rate per Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-bedroom apartment</td>
<td>$4192/month</td>
</tr>
<tr>
<td>2-bedroom apartment</td>
<td>$4347/month</td>
</tr>
</tbody>
</table>

**Family Housing**

Rates from September 2019 to August 2020

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Rate per Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-bedroom apartment</td>
<td>$944/month</td>
</tr>
<tr>
<td>2-bedroom apartment</td>
<td>$1134/month</td>
</tr>
<tr>
<td>2-bedroom townhouse</td>
<td>$1226/month</td>
</tr>
<tr>
<td>3-bedroom townhouse</td>
<td>$1414/month</td>
</tr>
</tbody>
</table>

Applying for Campus Housing

Students apply for campus housing through the UVic Residence Services website. The electronic application form for entry in September 2020 will be active on the Residence website on February 15, 2020. 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.

Payment Procedure for Dormitory, Cluster Housing, apartments and townhouses

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, cluster, apartment or townhouse 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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Payment Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1</td>
<td>balance of first-term fees</td>
</tr>
<tr>
<td>October 1</td>
<td>$500 second-term deposit</td>
</tr>
<tr>
<td>November 15</td>
<td>balance of second-term fees</td>
</tr>
</tbody>
</table>

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, September 3, 2020) will result in the forfeiture of the $500 room acceptance deposit. From Friday September 4 until Sunday September 6, 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.

**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>

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>
Email: 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> 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>
Email: 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
Web: <www.uvic.ca/services/welcome>

The Welcome Centre is your first point of contact in navigating the University of Victoria. The centre coordinates Campus Tours and is a key centre for community engagement focused events.

Student Groups and Resources

GRADUATE STUDENTS’ SOCIETY
Room 102, Halpern Centre for
Graduate Students
Phone: 250-472-4543
Email: gssoffice@uvic.ca
Web: <www.gss.uvic.ca>

All graduate students at the University of Victoria are members of the Graduate Students’ Society (GSS). The mandate of the GSS is to represent the interests of graduate students and address issues that concern them at the university and 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. Grad 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 (SUB)
Phone: 250-472-4317
Web: <www.uvss.ca>

What We Do:

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 and is separate from the University. The UVSS bolsters student voices and responsibly represents them to multiple levels of government, university policy makers and other post-secondary institutions and student organizations. The UVSS advocates for student issues including post-secondary funding, public transit, sexual violence prevention, campus sustainability, mental health, and affordable housing.

Through the UVSS, students participate in political advocacy campaigns, clubs and course unions, conferences, dance parties, and other events in the SUB and broader community. Other ways to get involved include: voting in student elections, attending UVSS general meetings, volunteering with Campaigns, Events, or Finance & Operations committees, and running for the UVSS Board of Directors, or UVic Senate and Board of Governors. Becoming an active member of the UVSS enables students to enrich their educational experience and to fight for student issues at UVic and across Canada.

Where We Do It:

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 (run for a social good) and all profits go back to students to fund advocacy, events, and services.

These include:

• Bean There: pizza slices, sushi, bagels, breakfast sandwiches, coffee, and frozen yogurt
• Catering & Conference Services: a one-stop shop to arrange room bookings, and amazing food for your on-campus event!
• Cinecenta Movie Theatre: an eclectic mix of indie, documentary and foreign films, as well as the best of Hollywood, and damn fine popcorn!
• Felicita’s Campus Pub: great beer, food, live music, and events
• The Grill: breakfast foods, dahls, curries, Halal certified shawarma, burgers, and more
• Health Food Bar: house-made wraps, sandwiches, salads, fresh juice, smoothies, veggie/vegan cuisine, and gluten-free options
• Munchie Bar: ciabatta sandwiches, vegan and gluten-free baked goods, plus the best coffee on campus!
• SUBText: textbook consignment, magazines, cards, bike accessories, snacks, and drinks
• Zap Copy - Digital Print Centre: seven-cent black and white copies, binding, faxing, laminating, old exams, and a poster run service

Also in the SUB:

• Board of Directors & Communications Offices - directors and communications staff offices, and student handbooks
• SUB General Office - clubs and course union administration, and equipment bookings
• SUB Info Booth - info on UVSS services, including the Universal Bus Pass and the Health and Dental plan

The following businesses lease SUB space from the UVSS:

• Campus Dental Centre
The Board is made up of:

• Five Lead Directors (the Director of Events, Director of Finance & Operations, Director of Student Affairs, Director of Outreach & University Relations, and the Director of Campaigns & Community Relations)
• Eleven Directors at Large
• One Director of International Student Relations
• Four Advocacy Group Representatives (representing the Students of Colour Collective, UVic Pride, Third Space and the Society for Students with a Disability)
• One Native Students’ Union Representative

Elections for all positions take place in March, with the exception of the Advocacy Group Representatives, who are elected at each group’s general meeting. All undergraduate students are encouraged to run in these elections and gain invaluable job experience while giving back to their campus community!

The Board meets twice each month and all students are welcome to attend!
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 creative audio production, radio programming, music production, podcast creation, and community building. 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 Operations Director 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.

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 University of Victoria 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
• providing grants to student groups

The alumni association encourages a lifelong relationship between our graduates and the university. The UVic Torch Alumni Magazine is published twice a year and mailed free of charge to more than 50,000 alumni. The Alumni Relations team helps facilitate networking opportunities around the world. The alumni association also offers signature events and benefits:

• 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 place of residence, to stay connected 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 (acedir@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 (iaceceptionist@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 (iaceic@uvic.ca and 250-472-4125)
• Community Engagement Manager, Samantha Etzel (iacecem@uvic.ca and 250-853-3821)
• Cultural Protocol Liaison, Robbie Louis (iacepl@uvic.ca and 250-472-4106)
• Events Coordinator, Yvonne Houssin (iaeve@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 (iedlpa@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 (hsdiscc@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.