Welcome to Camosun College!

We are looking forward to supporting your success and providing you with the best experience possible. Our highly trained staff are ready to work with you to assist your goals while here at Camosun.

Please take the opportunity of being at Camosun to immerse yourself in the many opportunities there are to learn, and grow.

We also encourage you to take advantage of all aspects of being in Canada, exploring with the classmates and friends you’ll make while here. The connections you make in Camosun will last a lifetime. They are the foundation of a global network that will enhance your professional and personal lives.

More than 19,000 students, including 1,900 international students, walk through our campus doors each year. We are pleased that you have chosen to walk through them as well.

Enjoy your time at Camosun and I look forward to welcoming you in person!

Christiaan Bernard
Director, Camosun International

Every year, Camosun College opens its doors to hundreds of students from different cultural backgrounds. On behalf of our international student services team I would like to welcome you to our beautiful campuses. We are excited to be a part of your educational journey and ready to assist you in every way we can. Please drop by our offices at Lansdowne and Interurban with any question you might have. Our staff can speak more than 20 languages and are experienced in helping students from all over the world. We are looking forward to accompanying you in your studies from day one to make it informative and fun!

Gulcan Barclay
Manager, International Student Services

Camosun International

LANSDOWNE OFFICE
Isabel Dawson 201, 3100 Foul Bay Road
Victoria, BC, Canada V8P 5J2       250-370-3681

INTERURBAN OFFICE
Liz Ashton Campus Centre 229, 4461 Interurban Road
Victoria, BC, Canada V9E 2C1       250-370-4812
Camosun International Offices

Camosun International Office provides support in a number of different languages. There is an international office on each campus. If you have questions about your program, tuition fees, using Camlink, visas, work permits, or anything else, this is the place to go. You can also make an appointment with Academic Advisors and Admission Offices here.

**LANSDOWNE** Isabel Dawson 201     Phone: 250-370-3681
**INTERURBAN** Liz Ashton Campus Centre 229    Phone: 250-370-4812
Hours: Monday – Thursday 9am-4pm    Friday 9am-12pm
Email: international_advisors@camosun.ca

INTERNATIONAL STUDENT EXPERIENCE ADVISORS

International Student Experience Advisors (ISEA) can help you with course registrations, school letters, booking appointments, and health insurance. Stop by one of our offices to find out more.

INTERNATIONAL STUDENT ACADEMIC ADVISORS

For assistance with course selection, program requirements, transferring to university, or evaluation of previous coursework, talk to an International Academic Advisor.

**How to see an academic advisor:**

**Book an appointment:**
Call, email or visit us at the International Office

**Join the drop-in session:**
Check the drop-in schedule at the office. It is on a first-come, first serve basis.
Email: international_advisors@camosun.ca

WORDS TO KNOW

| **Apply:** | The first step toward admission to a program at Camosun. |
| **Register:** | The process of signing up for courses. |
| **Credential:** | Academic or educational qualifications, such as degrees or diplomas. |
| **Program:** | A collection of courses that usually leads to a credential. |
| **Course:** | A course covers one subject (such as Math 108 Applied Calculus or History 206 Canadian Women: 1916-Present). |
| **University Transfer Course:** | A course that transfers to at least one research university listed on the BC Transfer Guide (bctransferguide.ca). |
| **Co-operative Education:** | A learning model that allows students to gain work experience in their chosen field while enrolled in an academic program. |
| **Credits:** | Credit values are based on hours per week. |
| **Prerequisites:** | Courses that are required before registration into a desired course. |
| **Corequisites:** | Courses that must be taken at the same time as a desired course. |

**Assessment:** Students are admitted into college programs and courses based on their previous educational background and experience. If students are not able to meet the English proficiency requirement, they will need to take an assessment of their current skills before registering. The results from the assessment will indicate where students should start for optimum success.
RULES & REGULATIONS

PLAGIARISM:
Representing the work of others as your own is plagiarism. Consult the Academic Policies document for the definition and consequences.

ATTENDANCE:
Consult the Important Dates calendar for program and school expectations.

CONDUCT POLICY:
Students are expected to behave responsibly and respectfully. Inappropriate behaviour can result in suspension as a result of some of the following actions:

- Academic dishonesty (cheating and plagiarism)
- Behaviour endangering the safety of others
- Disruptive or disorderly conduct
- Damage to property
- Theft
- Violation of BC and Canadian laws
- Assault and threatening individuals or groups

STUDENT EMPLOYMENT & CAREER FACILITATOR

Many international students come to Canada to improve their career prospects. The job market and employment search process here is different than in your home country. Camosun has many resources to help you prepare for your future career.

Co-op and Career Services provides career coaching and assistance with developing the tools to help students enter the workforce.

- Resume and cover letter help
- Job postings
- Interview and networking skills development
- Guest speakers, panels, and career fairs

To support international students on their employment journey, Camosun has a dedicated International Career Facilitator. The Facilitator is available for one-on-one appointments to discuss your employment and co-op needs. Don’t hesitate to use this valuable resource that Camosun provides!

INTERNATIONAL COUNSELLORS

Camosun has counsellors who are trained in issues specific to international students. If you are feeling any kind of transition challenges, they are available to talk to you.

Why see a counsellor?

College life and a new culture bring changes which require you to make adjustments in many areas of your life. New ideas, strategies or resources may be needed to manage these changes. Sometimes it can help to talk over your questions or confusion in a non-judgemental and confidential environment.

Counsellors can help with:

- Career Planning & Exploration
- Personal concerns, including stress management strategies
- Success in academic goals
- Decision-making and problem-solving
- Educational concerns

How to book an appointment

You can book an appointment with an international counsellor through Camosun’s Counselling Services.

LANSDownE: Isabel Dawson 202
Hours: Monday – Friday 9am-4pm
Phone: 250–370–3571

INTERURBAN: Campus Centre 201
Hours: Monday – Friday 9am-4pm
Phone: 250–370–4925

URL: camosun.ca/cese
HOUSING COORDINATOR
You can live with a Camosun homestay family or find your own private accommodation such as renting an apartment or renting a room in a shared house. Victoria is a very popular place to live and it can be challenging to find housing.

If you need help with housing, Camosun International has a Housing Coordinator to provide support with:
  • Camosun homestay placements
  • Information on temporary and private housing in BC

Find information on our website about renting private accommodation and Camosun homestay.

Join our Friends of Camosun International Facebook group to find postings for roommates and rentals: facebook.com/groups/friendsofCI

To make an appointment with the Housing Coordinator
By telephone: 250-370-3685  By email: homestay@camosun.ca

URL: camosun.ca/housing

On-Campus Services

BOOKSTORE
Find your textbooks and course materials at the bookstore on each campus.
During the first week of each semester, there are long lines at each bookstore location. Try to make your purchases before the first day of classes. You can also order your books and materials online or by phone.
The bookstores have much more than books! Other goods and services you can find at the Camosun bookstores are:
  • Stationery
  • Camosun merchandise and souvenirs
  • Snacks and beverages
  • Clothing
  • Personal items (toothpaste, hair elastics, etc)
  • Locker rentals (for lockers located in the buildings on both campus)

LANSDOWNE: Fisher Building, first floor  Phone: 250-370-3080
INTERURBAN: Liz Ashton Campus Centre, second floor  Phone: 250-370-4080

Check the website for hours.

URL: camosun.ca/bookstore
LIBRARY
Each campus has a modern and well-equipped library for use by all Camosun students. You can check out books, magazines, and journals for your research as well as use facilities in-house.

The library offers:

- Print, media & electronic collections
- Computers & technology
- Research, writing & computer help
- Study rooms with monitors & DVD/VHS
- Quiet study space

Student ID
During the first week of classes, go to the library to get your Student ID card. This is your official college identification. You must be registered at Camosun to receive a card. Bring a piece of government-issued identification (passport, driver’s licence, or BC Identification card).

Your Student ID card can be used for:

- Borrowing materials from the library
- U-Pass (BC transit bus pass)
- Computer lab access
- Entry to recreation facilities and programs on campus

It can even be used for discounts at some local merchants and restaurants!
You will need to revalidate your card each semester.

Library Behaviour Guidelines
Help create a positive and productive learning environment.

- Food or Drink: Use spill-proof, covered containers and eat foods that won’t disturb others. Keep the space clean and dispose of your own garbage.
- Cell phones: Set cell phone ringers to silent or vibrate. Step outside to talk on your phone.
- Audio: Headphones must be used for all audio playback.
- Conversations: Keep your conversation low. Offensive language, rowdy, or disruptive behaviour is not acceptable. Conversations are not allowed in designated quiet study areas.
- Group gatherings: Gathering in groups increases noise levels and disrupts others. Book study rooms or other meeting areas on campus for group work.
- Computer workstations: Be considerate of those waiting for workstations during busy times, and limit your use of computers to school-related work and research.

Users unwilling to follow these guidelines will be asked to leave the library!

HELP CENTRES
Camosun’s Help Centres offer one-on-one tutoring, resources, and a lending library. They are also quiet study spaces to study alone or with other students.

ENGLISH HELP CENTRES
Available to international students in all disciplines, at any level. This includes ELD courses. Learn skills and strategies to improve your:

- Writing
- Reading
- Speaking & Listening
- Pronunciation
- Bring drafts in of your assignments for feedback and improvement tips

LANSDOWNE: Ewing 202 INTERURBAN: CBA 160
URL: camosun.ca/services/help-centres

FITNESS & RECREATION
Offering fitness classes, personal training and gym facilities to the Camosun community, the Fitness & Recreation department is your first stop for on-campus health and well-being. We serve students, faculty, staff and the public at both the Lansdowne and Interurban campuses.

Facilities on both campuses feature a wide variety of exercise equipment and the staff to support you in your workouts.

LANSDOWNE: Young Building 112, 114, 116
INTERURBAN: Liz Ashton Campus Centre 109, 110, 116
Check the website for hours.

URL: camosun.ca/sports/fitness-recreation

URL: camosun.ca/library
CAFETERIAS AND RESTAURANTS
Both campuses have a range of healthy and affordable dining options.

Lansdowne Campus Caf
Burgers, pizza, sandwiches, salads, stir fry and more in a quick and casual cafeteria environment. Located in the Fisher building, open for lunch and dinner all year round.
https://camosun.campusdish.com/ Locations/CampusCafLansdowneCampus.aspx

By the Books
Sandwiches, salads, and baked goods. Fuel up on espresso specialty drinks and tea. Located by the main entrance to the Library and Learning Commons

Dunlop House
Operated by Camosun’s Hotel and Restaurant Management students, Dunlop House is open to the public for gourmet dining occasions and special events on specific days from October to April. Also home to the student-run weekly pub night on Thursdays in the last half of the college term.
camosun.ca/learn/programs/hospitality-management/dunlop-house.html

Interurban Helmut Huber Culinary Arts Centre
High-quality meals prepared by students in Camosun’s Professional Cook Training program. Menus change daily and the food is inexpensive.

Urban Diner
Full grill menu with burgers, sandwiches, pizza, hot dogs, and breakfast pastries. Open for breakfast, lunch, and dinner.
https://camosun.campusdish.com/ Locations/UrbanDinerInterurbanCampus.aspx

Busy Beans
Coffee, tea, pastries, and snacks. Located in the CBA (Centre for Business & Access) building Atrium.

Trades Café
The Trade Cafe stand is located in the Trades building atrium. Coffee, tea, a selection of cold drinks, sandwiches, salads, fruit and veggie cups, calzones, and sausage rolls.

PRAYER SPACES
All religions and spiritual traditions are welcome at Camosun. There is a quiet space on each campus for prayer and meditation.
LANSDOWNE: Richmond House 307
INTERURBAN: CBA 123
Hours for both campuses Monday – Friday 8:30am-8:30pm

CHILD CARE
Camosun College Child Care Services operates five licensed centres between both campuses.
LANSDOWNE: Full-time care for toddlers and preschoolers
INTERURBAN: Full-time care for infants, toddlers, and preschoolers.
URL: camosun.ca/childcare

OMBUDSMAN
An Ombudsman provides confidential and informal assistance for students who have conflicts, complaints, or disputes. Camosun’s Ombudsman offers year-round service for students on both campuses. Make an appointment or drop in during office hours (Monday to Thursday, 9am-5pm).
Phone: 250-370-3405 Email: ombuds@camosun.ca
URL: camosun.ca/ombuds
Transportation

**BC TRANSIT**
The U-Pass (universal bus pass, included in your fees) allows students unlimited access to all BC Transit buses in the Victoria region at all times. Buses provide service to both campuses every 10 minutes during peak times. For schedules, trip planning information, and updates, visit the BC Transit website: [bctransit.com/Victoria](http://bctransit.com/Victoria)

**PARKING**
For students who drive to Camosun, there are limited parking spaces on both campuses. Daily, weekly, and monthly parking permits can be purchased at the Robbins parking meters on campus. Parking is available on a first-come, first-served basis – parking spaces cannot be guaranteed or reserved.

You can also pay for parking with your smartphone. Download the PassportParking app for simple payment and other advantages.

**CYCLING**
There are bike racks on both campuses. Please do NOT bring your bike into buildings or lock it to trees, signs, or handrails.

Secured bike parking is available for $5.50/month; make arrangements through the bookstore.

**CAMOSUN EXPRESS**
Camosun has a free shuttle service for students commuting between both campuses. Enjoy a comfortable ride with free wifi and no stops. For the daily schedule, see the website.

**URL:** [camosun.ca/camosunexpress](http://camosun.ca/camosunexpress)

**WALK SAFER**
Walk Safer is a student-run service that provides volunteer walking escorts to your car or bus at night. All volunteers are screened with a criminal check and complete a training session.

Walk Safer offers evening campus patrols and escorts September through mid-April from 6:30 PM to 10:30 PM Monday to Thursday.

**LANSDOWNE:** Call or text 250-217-4568

**INTERURBAN:** Call or text 250-217-5029

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**CAMOSUN COLLEGE STUDENT SOCIETY (CCSS)**
The Camosun College Student Society (CCSS) offers many programs and services to students, including health and dental plans, clubs, a food bank, and social events.

Every student at Camosun is a member of the CCSS and can participate in the board of director elections which happen in the spring and fall of each year. The CCSS is an incorporated society in BC and is independent from Camosun College.

**URL:** [camosunstudent.org](http://camosunstudent.org)

**CLUBS**
All students are welcome to join any of the many clubs on campus. Clubs are a great way to explore your interests, learn new skills, and meet other students. Can’t find a club you like? Start your own!

**URL:** [camosunstudent.org/clubs/join-a-club](http://camosunstudent.org/clubs/join-a-club)

**SEXUAL HEALTH CLINIC**
The Sexual Health Clinic provides confidential services, including counseling, STI (sexually transmitted infection) testing, birth control, exams, and more. Everyone is welcome, and you can make an appointment or drop in.

**URL:** [camosunstudent.org/services/sexual-health-clinic](http://camosunstudent.org/services/sexual-health-clinic)

**LANSDOWNE:** Richmond House, third floor. Hours: Thursdays, 11:00am – 2:30pm

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Medical Insurance

International students are required to have medical insurance for the entire duration of their studies in Canada. Healthcare costs in Canada can be quite high and it is crucial that you are covered under a comprehensive insurance plan during your time here.

Students new to Canada are eligible for Government of British Columbia issued medical insurance called Medical Services Plan (MSP) after three months residing in British Columbia. Because new international students are not covered by provincial MSP for the first three months, Camosun College automatically enrolls students in a private medical insurance offered by an insurer called guard.me. You will be covered by guard.me for the first three months in Canada, during which time you are required to apply for the BC Medical plan so that there is no lapse in your basic medical coverage. Please apply online to MSP as soon as possible via their website at https://my.gov.bc.ca/msp/application/prepare.

Types of Medical Insurance

Guard.me

All registered international students at Camosun College are covered by a comprehensive health insurance plan offered through a private insurer called guard.me. This insurance is mandatory for all international students and is included in your fees for the first semester. The health insurance policy provides coverage for emergency medical services that is valid all over the world, except your country of origin. To learn more about your guard.me health insurance plan, log in to your account at www.guard.me and download the policy information.

MEDICAL SERVICES PLAN (MSP)

MSP covers the cost of any medically required service provided by a physician enrolled with MSP. There is a monthly fee for this coverage and it is billed to you directly by the government. Currently, the cost is $37.50 CAD per month for a single individual. You can apply for MSP coverage online or by mail. You will be required to submit a scan of your study permit for the MSP application. You can also get a help at the International Office in applying or renewing your MSP.

CCSS Extended Medical Plan

The extended medical plan covers parts of the cost of services that are not covered by the MSP, such as ambulance fee, vision care, dental care and prescription drugs. Students are required to participate in the CCSS (Camosun College Student Society) Student Benefits Plan. For more details about this insurance plan and what it covers, visit https://www.mystudentplan.ca.

IN AN EMERGENCY, CALL 9-1-1!

When you are in an emergency situation where there is risk to people or property, call 911 for emergency police, fire or ambulance. Trained emergency call takers will provide you with the information and assistance you need.

Your Immigration Documents

Most international students in Canada will require two important immigration documents issued by Immigration, Refugees, and Citizenship Canada (IRCC) in order to study here in Canada. These two documents are a valid Study Permit and a Temporary Resident Visa (TRV), or Electronic Travel Authorization (eTA).

If you are transferring from a post-secondary school in Canada, you must inform IRCC of your Designated Learning Institution (DLI) change. Camosun College’s DLI number is O19361235542. Visit the IRCC website for more information.

Extending Your Study Permit

If you plan to study beyond your study permit’s expiry date, it is your responsibility to apply for an extension before it expires. Apply to extend your study permit 30-90 days before the expiry date. Do NOT let your study permit expire.

You will need a supporting letter and a transcript from the International Office which can be ordered online at http://camosun.ca/international/current-students/forms.html. Request these documents at least two months in advance. For up-to-date information, contact IRCC directly.

For more information on Canadian Study Permits and Entry Visas, please visit the IRCC website cic.gc.ca.
Life in Canada

MONEY & BANKING
To open a bank account, you will need to visit the local branch in person. Bring your passport, study permit, letter of acceptance, or attendance letter from Camosun.

Victoria has the following banks and credit unions:
- BMO Bank of Montreal
- Canadian Western Bank
- CIBC
- Coast Capital Savings
- Community Savings Credit Union
- HSBC Bank Canada
- Island Savings
- Scotabank
- TD Canada Trust
- RBC Financial Group
- Vancity Savings Credit Union

Banks and credit unions are normally open 9am-4pm, Monday to Friday. Some large banks may be open on evenings and weekends.

CELL PHONES & INTERNET
Buying a cell phone in Canada can be confusing. There are many options available and it’s important to shop around and understand your needs.

Many Canadian cell phone carriers also have internet packages for your home. Ask about “bundles” which often offer a reduced rate for a cell phone and internet packages.

Here are some of Victoria’s main cell phone and internet companies:
- Bell
- Fido
- Koodo
- Shaw (internet only)
- Rogers
- Telus
- Virgin Mobile

Online Services

CAMLINK
Camosun College uses a web-based self-registration and information system called Camlink to provide multiple services for students. Students can check available course offerings, view class and exam timetables, self-register in courses, pay fees, view grades, print an unofficial transcript, and order official transcripts through Camlink. Students also use Camlink to update personal contact information access their T2202A tax forms and obtain information relevant to each registration period.

Logging in to Camlink
When you log in to Camlink for the very first time, you will be required to change your password from your assigned password, initially set as your six-digit birth date in the format: mmddyy.

Go to camosun.ca/camlink
- From the main Camlink Menu select Log In;
- Enter your Camosun ID number into the User ID field, e.g. C0123456;
- Enter your assigned password.

You will automatically be prompted to change your password. Don’t forget to write down your new password!

URL: camosun.ca/camlink

D2L
What is D2L (Desire2Learn)
For some of your courses here at Camosun, you will be accessing course materials in Desire2Learn, or D2L. D2L enables your instructors to provide you with online content, activities, group collaboration tools, and assessment options.

You will be able to log into D2L seven days before your course starts, providing your course uses D2L. Access to your course pages will start on the first day of class and will close 20 days after the end date of the course. Your D2L site can only be accessed by students registered in your course, your instructor(s), and D2L Support staff.

To log into D2L, open an Internet browser and go to the Camosun College website (http://camosun.ca), click D2L at the top, right side of the page, enter your Camosun ID number and the Password you use to log into other college computers, and click Log in. Once you have logged into D2L, you can find a list of all the courses you are registered in listed in the My Courses box on the D2L homepage.

If you have technical issues with D2L (for example, if you cannot login), contact D2L Support at desupport@camosun.ca or 250-370-3488, for assistance. You can also come see us at our main support office in the Lansdowne Library, as part of the Centre for Excellence in Teaching and Learning.

Online Services
**Cultural Differences and Transition Challenges**

In a new culture and environment, we might become confused and uncertain about differences in customs, values, beliefs, expectations, and social ways of relating. This can lead to feelings of discomfort, known as Culture Shock or Transition Stress. You may find yourself experiencing some (or all) of these five key changes when you live abroad.

**The 5Rs of Culture Change**

**STRESS, EXCITEMENT, ANTICIPATION, ENTHUSIASM, ANXIETY, FEAR, SADNESS, WORRY, GUILT, DISCOMFORT, UNCERTAINTY, SATISFACTION**

**REFLECTIONS ABOUT SELF:** Moving across cultures, our identity may be in a state of transition. Who am I? What do I know, value, believe?

**ROUTINES:** Disrupted and sometimes drastically different, may cause some stress and discomfort.

**RELATIONSHIPS:** Letting go of, or deepening familiar connections, creating a new community and support.

**REACTIONS:** We may sense that we are doing something “wrong”, but not sure what. We may have confusing and strong responses to others.

**ROLES:** Mixed emotions about the gain and loss of different roles and identities.

**Sexual Violence and Misconduct**

Camosun is committed to preventing and responding to sexual violence and sexual misconduct concerns. If you have any questions, reports, or complaints related to sexual misconduct, contact a Counsellor immediately.

You can view all of Camosun’s policies at camosun.ca/policies.

**Peer Connections**

**PEER CONNECTIONS**

A program for students dedicated to helping students. You will support current and new students with the cultural, academic, and personal aspects of their studies at Camosun.

Activities include:
- Orientation mentors
- Transition groups
- Global social justice fundraising and awareness campaigns
- Peer greeting
- Cultural cafes
- And other outreach activities!

**How To Apply:** http://camosun.ca/international/connections/

**Cultural Showcase**

Camosun International presents the Cultural Showcase annually to celebrate culture and diversity. Audience can enjoy a night of performances from international and local students at Camosun College and members of the community. In recognition of the UN International Day for the Elimination of Racial Discrimination, the Cultural Showcase aims to promote tolerance and acceptance of other cultures through creativity.

Behind-the-Scenes Staff
camosun.ca/international/contact/team.html

Eva Du
International Admissions Officer

Nikolay Gusevskiy
Regional Manager, Europe, CIS, Africa, Middle East

Marius Langeland
Global Partnerships Specialist

Thi Ai Tinh (Jasmine) Le
Regional Manager, Vietnam

Niya Liu
Regional Manager, Mongolia, China, Hong Kong, Macau

Noriko Matsuo
Financial Coordinator

Sumie Morison
Team Lead, Admissions CI

Santosh Rajput
Regional Manager, India

Daniel Zeldin
International Strategic Enrolment Manager

May Rashidi
International Admissions Officer

Antonio Rivadeneira
International Student Recruitment Specialist South/Central America, Caribbean

Gilda Rojas
Regional Specialist, Mexico

Miki Speirs
Office Assistant

Vivian Trinh
International Experience Facilitator

Stepan Uladaev
International Admissions Officer

Bogdan Vasiuta
International Admissions Officer

Ian Warrender
Global TVET Specialist

Mika Yatsuynagi
International Admissions Officer

Behind-the-Scenes Staff
camosun.ca/international/contact/team.html
Each year, Camosun College welcomes more than 1,100 Indigenous students and 1,900 international students to the traditional territories of the Lkwungen and WSÁNEĆ peoples.

Eyē? Sqâ’lewen
The Centre for Indigenous Education & Community Connections

camosun.ca/indigenous

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CHECKLIST FOR THE FIRST WEEK OF SCHOOL

- Get your student ID card from the library (Your passport is required)
- Complete medical insurance process
  - Apply for Medical Services Plan (MSP) online
  - Pick up Medical/Dental card (Enquire at CCSS)
- Connect to Camosun WiFi (Eduroam)
- Log into Camlink and update your address
- Buy your textbooks
- Open a bank account
- Ensure to attend your first class
SHARE YOUR PHOTOS!

Share your photos on Instagram, Facebook, SnapChat, and Twitter using the hashtag

#MyCamosun