

Services for Students

Aboriginal Education & Community Connections

Website: camosun.ca/aboriginal
Email: aboriginal@camosun.bc.ca

Lansdowne Campus: E 272
Phone: 250-370-3299

MTWR 8:30am to 4:30pm
F 8:30am to 12pm

Interurban Campus: LACC 233
Phone: 250-370-3299

W 8:30 am to 4 pm

Camosun College considers an Aboriginal student to be a descendant of the Indigenous peoples of North America. We serve status, non-status, Métis, Inuit, and Native American students.

Aboriginal Advisors provide academic, financial, and cultural support services to Aboriginal students and potential students, and the department provides information to all students.

The office administers several Indigenous-specific awards, hosts special events for Aboriginal students, and is a liaison between aboriginal funding agencies and students.

Academic Advising

Website: camosun.ca/advising
Email: academicadvising@camosun.bc.ca

Lansdowne Campus: ID Main floor

T 10:00am to 4pm
R 10:00am to 5pm

Interurban Campus: LACC 2nd floor

MW 10:00am to 11:30am, and
12:30pm to 2pm

Academic Advisors help students to understand information on College programs, courses, degrees, diplomas and certificates, and educational requirements. Advisors work closely with students helping them to define and develop educational or personal learning plans based on their educational goals. Advisors have in-depth knowledge of Camosun College programs and the transferability to other BC colleges and universities. Advisors are responsible for transfer credit evaluation and may help with credential evaluation.

Academic Advisors are available to see students at their drop-in desk during the hours listed above. Students may contact advisors through their website.

Assessment Centre

Website: camosun.ca/assessment
Email: assessment@camosun.bc.ca

Lansdowne Campus: ID 2nd floor
Phone: 250-370-3597*
Fax: 250-370-3534

**If we miss your call, you may leave a message, or hear a recorded message that includes the current test schedule. The same schedule is posted on the website: camosun.ca/assessment/test-schedule.pdf. (Individual test times may be considered if circumstances warrant it.)*

MTW 9:00am to 12pm/1:00pm to 4pm
R 9:00am to 12pm/1:00pm to 5:3 pm
F 9:00am to 12pm/1:00pm to 3pm
PLUS
occasional evenings and Saturdays.

Hours are subject to change.

Assessment Tests

Some applicants to the College will be referred to the Assessment Centre in order to assess mathematics, reading and/or writing skills. The test that the applicant writes will depend upon the applicant's educational background and the program of study the applicant wishes to pursue.

Camosun College is concerned about students' opportunities for success and strongly recommends that students write English and/or mathematics assessments if their prerequisites are dated.

A visit to the Assessment Centre is an important step because:

- it will assist the student and the College to assess current academic skills; and,
- it will enable the College to place students into the course level which will provide the best opportunity for success.

For more information on other assessments, see page 21.

Out-of-Town Applicants

Out-of-town applicants may arrange to write the tests at their local college. To have Camosun tests administered at other institutions, a non-refundable fee (payable in advance) is levied. Call 250-370-3597 or email assessment@camosun.bc.ca. Forms can be downloaded from the website.

Tests for Other Institutions

The Assessment Centre provides an invigilation service for entrance exams to other institutions, mid-term and final exams for distance education courses, and other tests that may require an independent invigilator. Times are arranged individually. This service is available for both pen and paper and online/computer exams.

Assessment Fees

All assessment fees are non-refundable and subject to change.

- \$10 for each English and mathematics testing;
- \$20 for Computer Skills assessment (for admission to Applied Communication);
- \$20 for a single out-of-town assessment;
- \$30 for two out-of-town assessment tests;
- \$40 for out-of-town English and Computer Skills tests for Applied Communication; and,
- \$30 for most external tests (includes GST).

AudioVisual Services

Lansdowne Campus: LMC 139
Phone: 250-370-3617
Email: avlan@camosun.bc.ca

Interurban Campus: LACC 237B
Phone: 250-370-4606
Email: avint@camosun.bc.ca

Students who need to present audio visual materials may borrow AV equipment for assignments and presentations. Students may borrow equipment to use in classrooms such as data projectors, television monitors with DVD and VCR playback machines, microphones, flipcharts, and other AV equipment. Students may borrow some audio visual items like digital cameras and audio recorders to use off-campus as well. Students should book equipment from AudioVisual Services at least 48 hours in advance. A valid Camosun student photo ID must be presented when borrowing equipment. AudioVisual Services also offers access to digital scanners, colour printing, and 'how to' workshops on digital imaging, PowerPoint, and presentation techniques.

Bookstore

Website: camosun.ca/bookstore

Lansdowne Campus: F 134
Phone: 250-370-3080

Interurban Campus: LACC 247
Phone: 250-370-4080

The Bookstore serves students, staff, faculty and the public by stocking all the required textbooks and supplementary materials for courses offered through the College. Two weeks prior to class start, book requirements are available online. The Bookstore also offers a variety of extras for the Camosun community, such as calculators, newspapers, clothing, sundries, BC Transit bus tickets, snacks and drinks. The Bookstore also does special orders. Information on upcoming activities, book buy-back, return policy and hours of operation are available on the website. *Check the website for extended hours at the beginning of each semester and for reduced hours at year end, March 31.*

Cafeteria Services

Cafeteria services are available at each campus. Hours vary by campus and by term.

Lansdowne Campus:

Campus Caf, F Main
Phone: 250-370-3650

Interurban Campus:

Helmut Huber Cook Training Centre,
Urban Diner
Phone: 250-370-3780

Career Resource Centres

Website: camosun.ca/career-resources

Lansdowne Campus: ID 202
Phone: 250-370-3571

Interurban Campus: LACC 2nd floor
Phone: 250-370-4925

MTWRF 9:00am to 4pm
Closed Daily 12:00 to 1pm

The Career Resource Centres provide extensive information related to all stages in the career planning process. Materials cover topics on occupational information, labour market information and work search, educational information and self development. Computer-assisted career exploration programs and Internet access to career-related sites are also available.

Career Solutions

Website: camosun.ca/cs

Interurban Campus: CBA 123
Phone: 250-370-4790 (please call for an appointment)

Career Solutions is part of the BC Skills Connect program, offered through Camosun College and the Inter-Cultural Association of Greater Victoria (ICA). Career Solutions works closely with foreign trained professionals by developing a career path towards employment in their professions.

Chaplaincy

Interfaith Chaplaincy programs and religious services at the University of Victoria are available to Camosun students. Chaplains at UVic can be reached at 250-721-8338. For information, please call 250-370-3571.

Child Care Services

Website: camosun.ca/childcare
Email: childcare@camosun.bc.ca

Phone: 250-370-4880

Child Care Services provides full-time on campus child care in a safe, supportive and stimulating environment where children are free to grow to their potential.

Our Centres, located on both campuses, also provide educational settings in which students from relevant college and university programs can complete observations, practicums, and offer additional resources to our centres, children, and families.

The Interurban facility has 40 spaces for children from birth to five years old. The Lansdowne facility provides space for 24 children, 18 months to five years old.

Application may be done over the phone or online via the website.

Classroom Restaurant

Interurban Campus:

Helmut Huber Cook Training Centre
Phone: 250-370-3775
Fax: 250-370-3859

Operated by students in their final term of the Professional Cook Foundation program, this is a wonderful opportunity for the College community and general public to enjoy gourmet dining at economic prices. Choose from four offerings of four-course meals nightly; refer to the menu rotation schedule posted on the College website. Open for seating at 5:30 pm and 7:30 pm, Tuesday through Friday during Fall and Winter terms. Free parking is available on-site in Lot #4.

College and Community Relations

Website: camosun.ca/ccr

Phone: 250-370-4269

College and Community Relations is responsible for internal and external communications including media relations, marketing, advertising, high school and community liaison, special events, the Alumni Association and fund-raising through the Camosun College Foundation. The Foundation actively solicits donations to support capital and equipment needs and to provide scholarships and bursaries for Camosun students.

Computing Resources

Website: camosun.ca/cts
Email: helpdesk@camosun.bc.ca

Lansdowne Campus: E 1st floor
Phone: 250-370-3073 (for a recorded message on lab hours)

Computer Accounts

Students registered in at least one credit course are given a computer account (required to access the General Purpose labs and computer wireless) and an email address. The account will remain valid for the duration of the student's enrolment. Check the lab bulletin boards for account activation details.

General Purpose Computer Labs

General purpose computer labs have College standard software available. A complete list of software and timetables is available at each lab.

Continuing Education

Website: camosun.ca/ce
Email: cectinfo@camosun.bc.ca

Phone: 250-370-3550
Fax: 250-370-3551

Continuing Education (CE) provides in-demand programming for people who want training and skills upgrading on a more flexible basis.

The Continuing Education course calendar is published in August, December and March. Information and registration services are also available at camosun.ca/ce.

By providing flexible, part-time, fast-tracked and summer-time learning opportunities, more people are able to access the training necessary to upgrade skills, secure certification and explore new opportunities.

Experience first-hand the current, professional instructors and friendly learning environment of Continuing Education programs at Camosun College.

Counselling Services

Website: camosun.ca/counselling

Lansdowne Campus: ID 202
Phone: 250-370-3571

Interurban Campus: LACC 2nd floor
Phone: 250-370-4925

MTWRF 9:00am to 4pm
Closed Daily 12:00pm to 1pm

The Counselling department offers career, educational, personal and cultural counselling to all registered students. Our services are free, voluntary and confidential. Our goal is to respond to students' needs and assist students with any issues preventing them from being successful at college.

Students attending Camosun College experience changes and challenges, within themselves, with friends and family, living arrangements, life goals, courses and other areas of their lives. Counselling is a place where students can come to talk over their concerns with a qualified professional counsellor in a safe, private and confidential setting. Counsellors help students identify their issues and work through their problem-solving process in a caring, supportive and respectful manner.

With the exception of emergencies, appointments for registered students are preferred and may be booked in person or by phone. Appointments are normally 50 minutes long. In general, counsellors meet with students for a maximum of six sessions.

Career Counselling

Through career counselling, students learn how to identify a satisfying career direction or educational program which reflects their interests, abilities, work values and preferences. They learn how to research occupations, how to use labour market information, how to set career goals and how to make informed career and life planning decisions. A number of tools are available to assist students with their career exploration. Counsellors may administer various standardized interest or personality inventories when the counsellor and student mutually agree that such questionnaires would be helpful. A nominal fee for materials will be charged for each inventory administered.

Educational Counselling

Educational counselling addresses matters, often of an individual nature, which are related to academic progress. These might include college adjustment, time management, learning styles, exam or public-speaking anxiety, educational decision-making, conflicts in the classroom or withdrawal from courses.

Personal Counselling

Personal counselling enables students to develop the skills necessary for personal change. Together with the counsellor, students address issues which are interfering with their success in college life. Such issues might include self-confidence, anxiety and stress management, health concerns, relationship difficulties, sexual orientation, depression, loneliness, grief and loss, sexual or physical abuse, alcohol and drug problems and procrastination. Students explore effective ways of dealing with life as a college student, learning how to implement successful coping strategies and how to resolve personal difficulties. Referrals are made for students requiring long-term counselling or therapy.

Cultural Counselling

Cultural Counselling refers to the many issues that arise in learning and living in another culture. One such issue is the culture shock that can occur when you enter a new environment. This can involve learning new skills in communication, living with new lifestyles and coping with leaving your language and cultural home. The process of cultural adjustment is an ongoing process that begins prior to leaving your home and continues after you return. Liaison with other Camosun and community services is available for issues of a cultural nature.

Counselling & Learning Skills Faculty

Coordinator: Chris Balmer
Ainsley, Darryl, BSc, BEd, MSc
Balmer, Chris, BA, Dip. Child Care, MA
Conway, Jacquie, BEd, MEd
Daley, Linda, BScN, MEd
Downey, Lori, BEd, MEd
Herron, Brian, BEd, MEd
Paetkau, Laura, BA, MEd
Thomson-Glen, Iris, BA, MEd
Willihnganz, Nancy, BA, MSc, R.Psyc.
Zajchowski, Richard, BEng, BEd, MEd

Dental Clinic

Recorded Information: 250-370-3191
Appointments: 250-370-3184

The Dental Health Education Centre provides dental hygiene services at nominal fees to the public, students, faculty and staff. The services include: oral health screening, dental x-rays, individual instruction in preventive oral self care, preventive periodontal therapy including removal of deposits (tartar), applying fluorides, desensitizing agents, sealants plus other services. All care is provided by students under the supervision of licensed instructors. Several 2.5 hour appointments may be required. Children are usually completed in a single appointment.

Disability Resource Centre

Lansdowne Campus: ID 119
Phone: 250-370-3312
TTY/TDD 250-370-3311

Interurban Campus: LACC 210
Phone: 250-370-4049
TTY/TDD 250-370-4051

MTWRF 8:30am to 4:30pm

Support services are provided to students with a broad range of disabilities to ensure equitable access to post-secondary opportunities.

How to Access Support Services:

1. Obtain documentation of the disability from a physician or medical specialist;
2. Schedule an appointment with the Disability Resource Centre to determine eligibility and accommodations.

Note: Students requiring interpreters, specialized funding, services (i.e. tutoring) or equipment (i.e. talking books) should make an appointment four months prior to term start.

Specialized Funding/ Services/ Equipment

Funding

A variety of funding options are available to both part-time and full-time students.

Services

A variety of services are available to students, some of which include:

- orientation to campus facilities
- talking books
- visual language interpreters/captionists
- scribes/readers/tutors
- mobility aides
- information on financial assistance
- TypeWell Transcription
- Camosun College is one of only two institutions on Vancouver Island that has trained TypeWell Educational Transcription System staff.

Equipment

A variety of equipment is available to students, some of which include:

- computers
- specialized software
- tape and digital recorders
- FM and looping systems
- closed caption
- talking calculators
- spell checkers

Disability Resource Centre Faculty

Chair: Susan McArthur, BA,
Prof. Teaching Cert.

Instructors:

Borins, Michael BA, MSW
LeVecque, Jennifer, BEd, MA
Woodward, Eleanor, BA, Teaching Cert.

Dunlop House

Lansdowne Campus
Phone: 250-370-3144

The Dunlop House, originally designed by famed Victoria architect Samuel Maclure, was built in 1928 and now serves as an innovative teaching space for students in the Hotel and Restaurant Management program. The students operate a fine dining restaurant that is open to the public from November to March. Come for lunch! Call for reservations.

Enrolment Services

Email: camosun.ca/info
Phone: 250-370-3550
Toll-free: 1-877-554-7555

Lansdowne Campus: ID Main
Fax: 250-370-3551

Interurban Campus: LACC 2nd floor
Fax: 250-370-3750

MTWF 9:00am to 4pm
R 9:00am to 5:30pm

Extended hours will be available during the first week of each semester/quarter.

Enrolment Services offices are located at both campuses and provide the first point of contact for Student Services, as well as support and guidance for continuing students regarding admissions, registration processes, and policies related to all programs, courses, certificates, diplomas and degrees offered at the College.

Financial Aid & Awards

Lansdowne Campus: ID Main
Phone: 250-370-3596

T 9:00am to 4pm
R 9:00am to 5:30pm

Interurban Campus: LACC 204
Phone: 250-370-4862

MW 9:00am to 4pm

Students require adequate funds while attending college if they are to be successful. Financial Aid Advisors are available to assist students in financial planning and making applications for funds. Please refer to Financial Aid & Awards information on the College website and the Financial Assistance chapter in this calendar for more information.

First Aid

Phone: 250-370-3075 (24-hours)

In the event of a first aid emergency on campus, call 3075 from any College phone.

Certified Occupational First Aid Attendants are on duty from 7 am to 11:30 pm at Interurban Campus, and from 8:30 am to 11:30 pm at Lansdowne campus. First aid stations are located at the southwest corner of the Jack White Building at Interurban campus and in Fisher Building 116 at Lansdowne campus. All on-site injuries and, all off-site injuries occurring on practicum must be reported to a supervisor/instructor.

Questions about the first aid program may be directed to the Occupational Safety and Health Advisor at 250-370-3808.

Gift Cards

Camosun College Gift Cards are easy to buy. Order them by phone at 250-370-3550 or toll free 1-877-554-7555 or buy them at campus bookstores and cashiers. Up to \$250, buy them for gifts, or use them at campus cafeterias, the Urban Diner and Classroom Restaurant, buy books and supplies at campus bookstores, and pay tuition and fees. The Gift Cards are also accepted at Camosun's Athletics & Recreation offices at both campuses. Sign up for a class and get fit! Present the Camosun College Gift Card to the cashier at the time of payment. The amount of the payment will be deducted from the available value on the card. The Camosun College Gift Card is non-refundable and is not redeemable for cash.

Graduation

Students completing College programs must apply for their credentials. The College holds two College-wide graduation ceremonies each year, one in June and one in October.

Help Centres

Website: camosun.ca/help-centres

Camosun College has a number of Help Centres available to assist students.

English Help

Academic Upgrading Help Centre

Interurban Campus: CBA 109
Phone: 250-370-3945

For students enrolled in English upgrading at Fundamental and Intermediate levels at Interurban Campus.

English Help Centre

Lansdowne Campus: E 202
Phone: 250-370-3131

Drop-in help and tutoring is available for students who are enrolled in upper-level English upgrading courses at Lansdowne Campus.

English as a Second Language Lab

Interurban Campus: CBA 160
Phone: 250-370-4917

Open to all students in Fundamental and Intermediate levels of English Language Development (ELD), and students enrolled in the Academic and Professional English Program (CAPE), at the Lansdowne Campus. Help, tutoring, and workshops for Basic ESL students at Interurban Campus, and tutoring support for students enrolled in ELD 060.

English Help Centre (ESL)

Lansdowne Campus: E 202
Phone: 250-370-3676

Website: camosun.ca/international/language-centre
Email: ehc@camosun.bc.ca

International students and students whose first language is not English who are taking college-level courses can receive assistance at the English Help Centre. Services include assistance with writing, oral presentations and understanding course assignments. Students are asked to bring assignment instructions, and a draft copy of their assignment. Students can sign up for 30-minute appointments or drop in for help.

Learning Skills

Website: camosun.ca/learningskills

Lansdowne Campus: ID 202
Phone: 250-370-3583
Closed Daily 12:00pm to 1pm

Interurban Campus: LACC 2nd floor
Phone: 250-370-4960

Often students have difficulty adjusting to the learning demands of a college. To help with this, Learning Skills counsellors are available for individual appointments at both campuses.

Learning Skills faculty also offer short, weekly workshops and in-class or group workshops by special request. Topics include textbook reading, note-taking in lectures, exam preparation, exam writing, time management, and retention of information. Videos, books and handouts on a variety of these learning skills topics are available.

Finally, we offer learning skills credit courses designed to help students learn how to study and learn by practicing effective strategies such as those listed above. Please refer to the course descriptions in this calendar for more details or refer to the website.

Math Help

Website: camosun.ca/math-help

Camosun College provides resource centres for all students registered in math courses at Camosun. In these centres, free tutoring and reference texts are available. The hours are posted on the doors, and on the website. No appointment is necessary.

Academic Upgrading Help Centre

Interurban Campus: CBA 109
Phone: 250-370-4492

For students in Fundamental and Intermediate Math levels (up to and including Grade 10) upgrading at Interurban campus.

Math Help Centre

Lansdowne Campus: E 342
Phone: 250-370-3319

This help centre is provided primarily for students taking MATH 072, MATH 073, MATH 092, or MATH 093.

Math Labs

Interurban Campus: TB 142
Phone: 250-370-4492

For students enrolled in Advanced or Provincial (grade 11 & 12), or college-level (100 or 200-level) math or statistics courses.

Lansdowne Campus: E 224
Phone: 250-370-3503

This help centre is provided primarily for students taking college-level (100 or 200-level) math courses.

Writing Centre

Website: camosun.ca/writing-centre
Email: writingcentre@camosun.bc.ca

Phone: 250-370-3491/3583

Lansdowne Campus: ID 202A

M	9:00am to 4pm
T	1:00pm to 4pm
W	9:00 am to 12pm
R	1:00pm to 4pm

Closed Daily 12:00pm to 1pm

*Times may change throughout the year.
Please call to confirm times.*

Students often wish to improve their writing skills to achieve greater success in their written assignments. Writing Centre assistants offer one-to-one tutoring to all college students. Students bring in writing assignments and learn how to create specific improvements. Thirty minute appointments are made by using a sign-up sheet on the door or by phone.

Housing

The CCSS maintains an internet listing service where students can find affordable accommodation and roommates. Posters advertising housing opportunities are also placed on bulletin boards around the two main campuses. For more information, or to list an accommodation, visit the CCSS website or contact either CCSS office.

Information Sessions

Website: camosun.ca/infosessions

Everything you wanted to know about more than 100 programs—Camosun's all-College information sessions put you in touch with the faculty and staff who teach our courses. It's the best way to get information on what a program is really like, the courses you'll take, the prerequisites you need, how much it costs, and what kind of career options will be available to you. Most sessions run between 6-8 pm on the third Thursday of most months. Check our website for specific times and locations.

KeyboardingSpeedAssessments

The School of Business offers keyboarding speed assessments year round at the Interurban Campus through Continuing Education for a fee of \$25. Assessments are scheduled daytime and evenings. To register contact Enrolment Services at 250-370-3550. The course code is KEYB 600V. Schedules are available in the Continuing Education calendar or online at camosun.ca/ce.

Library Services

Website: camosun.ca/library

Lansdowne Campus: Alan Batey
LMC Building

Phone: 250-370-3619

Interurban Campus: LACC 340 3rd floor
Phone: 250-370-3828

The Camosun libraries provide access to over 100,000 books, magazines, newspapers, videos, DVD's and a rich collection of online resources (ebooks and full-text journal and newspaper articles). The two libraries have group study rooms, over 300 study spaces, computer work stations, video viewing rooms, and photocopiers. Interlibrary loans and referrals to other libraries are available to students and faculty.

(Librarians provide instruction and help for students in their research. Computer work stations and wireless access are also available in the library.)

The library website is the gateway to all print and online resources. The site has links to research guides, tutorials, and an online chat help service (Ask Away). Online web services are available 24/7 on or off campus.

Borrowing Privileges

To borrow materials from the library students must have a valid Student Photo ID card. The standard loan period for books is three weeks while other high-demand materials are loaned for shorter periods. Materials must be returned by the date due or a fine will be applied. If materials are lost or damaged, the borrower will be required to pay the replacement cost and any fines incurred up to the date the library is notified of the loss of the material. If, by the end of a term, a student has not returned overdue books or paid outstanding fines, registration services will be denied and transcripts will be withheld, in accordance with Student Services policies and procedures. All borrowers are responsible for all items signed out on their card.

Lockers

Lockers are available in most buildings at both campuses, and are available to be rented through the bookstores. Students are encouraged to rent their lockers before their session starts and to secure the same locker

for the entire time they are attending classes. Information on locker rental fees and location can be obtained from either campus bookstore.

Call 250-370-3080 or refer to the bookstore website.

Lost and Found

Lansdowne: ID 200
Phone: 250-370-3041

Interurban: Maintenance Building
Phone: 250-370-3889

Students can search for lost items or turn in found items to the Lost and Found located at each campus.

Medical Coverage and Accident Insurance

Medical Coverage

In BC, medical coverage is available to all residents who enrol in to the Medical Service Plan (MSP). Please contact the British Columbia Medical Services Plan for more details.

CCSS Student Benefits Plan

Website: gallivan.ca/studentnetworks

Lansdowne: RH 101
Phone: 250-370-1614 (Lansdowne)
Email: ccssplan@camosun.bc.ca

Interurban: LACC 117
Phone: 250-479-5578
Email: interurbanplan@camosun.bc.ca

The CCSS Student Benefits Plan was passed in a student referendum in October 1999 to provide extended health and dental benefits to most full-time students (i.e. limited to those enrolled in eligible programs of nine (9) class hours per week or more). Students will automatically be enrolled in the benefit program at the time of registration. The cost (2009-10) is \$51.50 per semester for Extended Health, and \$51.50 per semester for Dental Insurance. To obtain a Student Benefits Plan booklet or for more information on the plan, including opt-out deadlines, please contact the Student Benefits Plan office or visit gallivan.ca.

Accident Insurance

The Worker's Compensation Board of BC (WCB) provides coverage to students who are injured during the off-site practicum component of their College programs. The only exception is that WCB coverage is extended to the College's on-site Dental Clinic practicum students, and to those who are enrolled in an Apprenticeship course. WCB does not provide accident insurance for students, other than Apprenticeship, who are injured while participating in on-site classroom/lab/shop instruction. Students are advised to check with their Program Chair to ascertain if their practicum is covered by WCB.

Because the MSP may only pay part of the medical costs incurred for student accidents which occur during classroom/lab/shop instruction, all students are strongly urged to purchase private accident insurance which will compensate for the limited WCB coverage.

Ombudsman

Website: camosun.ca/ombuds
Email: ombuds@camosun.bc.ca

Lansdowne Campus: P 222
Phone: 250-370-3405

Interurban Campus: LACC 234
Phone: 250-370-4444

The Camosun College office of the Ombudsman is a friendly, impartial and confidential service where students can go for help in dealing with complaints. The office offers services for current, prospective and former students of Camosun College. The Ombudsman can be a starting point when you don't know where to turn; or, you may turn to the Ombudsman's office as a last resort when you need help after you have tried everything and the regular channels aren't working for you.

It is always best to call and make an appointment. Drop-in office hours are posted on the office doors.

Parking & Transportation

Website: camosun.ca/about/transportation

Parking spaces are limited at College campuses. Rates are in effect Monday through Saturday, 24 hours daily. There is no charge on Sundays. Rates are \$2 for four hours to a maximum of \$4 per day. Motorcycle parking rates are \$10 monthly and may be purchased at the Lansdowne cashier's office or the Interurban cashier's office. Parking meters at each campus are equipped to issue weekly parking passes at a cost of \$16 per week and can be paid for by coin or by credit card. Weekly passes can be bought up to four weeks at a time, equating to a monthly pass. Parking violation tickets can be appealed through the service contractor, Robbins Parking Service Ltd. Students planning to bring a vehicle on campus should make themselves familiar with the College's parking regulations.

Please visit the website for more information such as rate changes and maps

Car Pooling

Lansdowne: ID 200
Interurban: Maintenance Building

Reserved, prime parking spaces are available at both campus locations for students who qualify as a registered car pool. Currently, a valid car pool is defined as three or more students arriving at campus in the same vehicle, at least two of whom would normally each be bringing

a vehicle to campus. Spaces are reserved for carpoolers until 10 am each day. After 10 am the spaces are open to general public parking.

Carpoolers pay half the regular daily rate for parking. (\$2 per day).

Cycling

Bike racks are available at both campuses.

Camosun College has a locked complex at the Interurban Campus for 18 bicycles. Any Camosun student is eligible to use the facility. Arrangements to use the facility can be made through the Camosun College Bookstore, Interurban campus, with a \$5 monthly fee.

Shower facilities are available for use at Recreation and Fitness areas at both campuses.

Parking for Persons with Disabilities

Lansdowne, see Cashiers in ID 200
Phone: 250-370-3077

Interurban: See Cashiers in LACC
Phone: 250-370-4080

Students who have disabilities may apply for a parking permit. Rates are \$120 per semester for full-time students and will be pro-rated to \$1.50 per day to reflect the needs of part-time students or those with temporary disabilities.

Personal Safety

Emergencies should be reported to 250-370-3075.

Students who have personal safety concerns or complaints are encouraged to contact the Department of College Safety at:

Lansdowne Campus: 250-370-3057
Interurban Campus: 250-370-4043

Photo ID

Students are required to obtain a Camosun College Photo ID Card to gain access to the following services:

- borrowing privileges at the Library and AudioVisual department;
- Universal Bus Pass (UPass) which must be validated each term;
- recreation facilities and programs;
- after-hours entrance to campus buildings;
- discount services at local merchants and restaurants; and,
- copy cards for photocopying.

Photo ID cards are issued at both campus libraries during open hours.

An ID card is issued during the student's first term at the College. Students are required to keep this card for two years or the duration of their course work at the College. The card can be revalidated annually.

To obtain a card, the student must present one piece of government issued photo ID (e.g. BC Driver's License). Photo ID's may take several hours to process at the beginning of the term. During other periods the ID will be processed immediately. Ten dollars (\$10) will be charged for replacement cards.

College Photo ID will be issued to any student enrolled in a credit course or program, including Continuing Education certificate programs listed in this calendar.

The card remains the property of Camosun College. It is non-transferable and can only be used by the person named and pictured on the card. BC Transit drivers are authorized to confiscate UPasses which are used fraudulently.

Printing & Copying

Website: camosun.ca/printshop
Email: printshop@camosun.bc.ca

Lansdowne Campus: F 146
Phone: 250-370-3061

Interurban Campus:
Printshop/Receiving Building
(behind the JD and JW buildings)
Phone: 250-370-3894

We are anticipating a printing/copying system upgrade shortly. Keep an eye out for our pink Printshop posters.

Copiers

Camosun is proud to use 100% post consumer, chlorine free, recycled paper in all copiers and printers. Student-use photocopiers can be found in the following locations:

Lansdowne Campus		Copy Card	Coin
Fisher Foyer	Copy Centre	Yes	No
Library 1st floor	Reserve Room By Library RM 112	Yes	Yes
Dawson Building, 2nd floor	By Career Resource Centre	No	Yes

Interurban Campus		Copy Card	Coin
LACC	Copy Centre 1	Yes	Yes
CBA, 2nd floor	In Atrium	Yes	No
Tech. Building, 1st floor	Room 142	Yes	No

Photocopies are available for 10¢ each from coin operated copiers (libraries only), or when using copy credits from your Student Photo ID card. Please see above for location of photocopiers. Copy credits can be added to your Photo ID at the Campus Bookstore with cash, credit card or debit card.

Note: Copy credits on your Photo ID card are different than print credits on your print account. Non-students can purchase a copy card at the Bookstore for \$1 (refundable if returned when finished) plus the cash value requested.

Printing in Computer Labs

Most credit students have been given a print account with a **one-time** credit to print 15 single-sided black & white prints in Camosun's computer labs. To print beyond 15 print credits, you will need to add money to your print account by purchasing a **Print Top-up Card** from the Bookstore or Campus Cashier.

Note: *PRINT credits are DIFFERENT than COPY credits.*

See the 'Student Copying and Printing Information' brochure available in the computer labs, Bookstore and Library) or visit camosun.ca/printshop for detailed information on using the student printing and copying systems on campus.

Printing in Camosun's Imaging Centre Printshops

The Camosun Imaging Centre printshops offer a wide variety of print services, including full-color printing and copying, high quality black and white duplicating at reduced prices, spiral binding and resume printing on quality papers. Please visit the campus printshop at locations shown on the campus map.

For additional and up-to-date information, please see the 'Student Copying & Printing Information at Camosun' brochure available in the computer labs, Bookstore, and Library; or visit camosun.ca/printshop.

Recreation and Athletics

Recreation & Fitness

Website: camosun.ca/sports/rec

Lansdowne Campus: Y 116
Phone: 250-370-3602

Interurban Campus: LACC 116
Phone: 250-370-4413

Charger Athletics

Website: camosun.ca/sports/chargers

Phone: 250-220-2505

Recreation and Athletic services and programs are available to all students on both campuses. A variety of fitness, drop-in recreational activities and intercollegiate athletic programs are offered.

Interurban Campus

Fitness Centre, outdoor basketball court, multi-purpose room, cardio room, change rooms and shower facilities, day lockers, and towel service.

Lansdowne Campus

Fitness Centre, multi-purpose activity room, change rooms and shower facilities, day lockers, and towel service.

Chargers Intercollegiate Athletics

Pacific Institute for Sport Excellence

Camosun College students have the opportunity to try-out and compete on representative intercollegiate teams in basketball, volleyball and golf. The Camosun Chargers compete against other colleges in the British Columbia College Athletic Association (BCCAA) and the Canadian College Athletic Association (CCAA) for provincial and national championships.

For more information on the Camosun Recreation and Athletics program consult the Recreation and Athletics Activity Guide or contact the Recreation and Athletics office at either campus. Information is also available on the College website.

Student Employment

Website: camosun.ca/se
Email: employ@camosun.bc.ca

Lansdowne Campus: F 128
Interurban Campus: LACC 251

Phone: 250-370-4181
Fax: 250-370-4110

Camosun College is pleased to offer comprehensive employment development services to all students, graduates, and alumni of Camosun College. Student Employment is a division of the Co-operative Education department of Camosun College. Services include job postings for graduates, part-time and seasonal work opportunities, employer contacts, assistance with work search skills, and employment and career resources. Services to students and employers are available at both campuses.

Study Abroad

Website: camosun.ca/international/study-abroad

Study abroad experiences help students develop intercultural and second language competencies — skills high in demand by employers. The College's study abroad programs are offered through shorter field schools or longer reciprocal exchanges. See Camosun College International or refer to the website for more information.

UPass

Camosun students voted in a referendum to participate in the UPass program which gives students unlimited access to all bus routes in the Victoria area at approximately one quarter of the regular adult rate.

UPass fees are assessed with tuition. The UPass is issued as part of the student Photo ID process and must be re-validated for each new registration period. Please see Photo ID for details.

The UPass will expire at the end of each term/semester on the last day of the month. An exception to this occurs over the

Christmas break, when a UPass that was active in December will remain active until January 12th.

New students can pick up the UPass within one week of the class start date, provided it has been at least one day since registering in class(es).

Village 900 am

Website: village900.ca

Village 900 am is a 10,000-watt AM community/instructional radio station based on the Lansdowne campus of Camosun College. Village 900 airs contemporary folk and world-beat music, public affairs programs and educational radio programs produced in Co-operation with Camosun College faculty, staff and students. Details about Village 900 programming can be found on the Village 900 website at village900.ca, or stop by the station in room Y 303 of the Young Building and pick up a copy of The Villager, Village 900's program guide.

Village 900 works closely with the Distributed Education team at Camosun College to produce and broadcast college credit courses. See the Distributed Education chapter of the calendar for more information on this unique and flexible way to earn university transfer credits.

In Co-operation with Camosun College's Applied Communication program, Village 900 also takes an active role in training future radio broadcasters. Many of the announcers on the air are enrolled in ACP and are pursuing professional broadcasting careers.

Walk Safer Program

Lansdowne Campus
Phone: 250-370-3666
For walks call 250-370-3058

Walk Safer is a personal safety initiative involving campus patrols and escorts by screened volunteers during evening hours. This program hopes to encourage a sense of personal and community safety. Walk Safer operates September through April.

Women's Centre

Lansdowne Campus: RH 102
Phone: 250-370-3484

Interurban Campus: LACC 133
Phone: 250-370-4071

The Women's Centre is a safe place for women, organized by women. The Centres offer comfortable meeting places to connect with women and to plan women centered events. The Centres' libraries include materials on issues such as equality, health, violence, sexuality, as well as several other women's related issues. The Women's Centre resources are open to all women and men of the College community.