



Sport, Health, and Physical Education

Student Information Guide
2011-2012

SHAPE Website: <http://www.viu.ca/shape/index.asp>

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Welcome

Welcome to the Department of Sport, Health, and Physical Education (SHAPE). The SHAPE program provides students with the knowledge and experience to pursue numerous careers in physical education (e.g., education, fitness/wellness management, movement science, outdoor leadership, physical therapy, coaching, athlete development, and sports management). Students will explore the nature of human movement and learn essential skills to communicate, administrate, and lead groups in physical activity settings. In addition, students will gain an appreciation of the disciplinary knowledge and its application to various physical activity-related professions. The program provides students with diverse learning environments and applied experiences including lectures, labs, activity classes, online learning, and applied research. The objective is to prepare undergraduates in the field of physical education with the skills, knowledge, and experience to promote physical activity and healthy lifestyles.

Mission Statement

Sport, Health, and Physical Education (SHAPE) at Vancouver Island University is a dynamic and growing program committed to excellence in curriculum and instruction and student success. Our mission is to prepare undergraduates in the diverse field of physical education who have the skills, knowledge, and experience to promote physical activity, sport, and healthy lifestyles.

Program Outcomes

With students' needs identified, the following program outcomes were developed. On completion of this program of study, students will:

1. have developed a commitment to life long learning and a healthy active lifestyle
2. demonstrate the ability to integrate the knowledge, skills and attitudes developed and apply it to personal and professional practice in the field of Physical Education
3. understand the multidisciplinary nature of Physical Education
4. demonstrate the ability to identify issues within the field and think critically to provide solutions
5. have developed skills in individual/team sports, fitness, dance, and leisure activities
6. demonstrate open and clear communication skills related to the promotion of an active lifestyle
7. demonstrate an understanding of inclusion as it applies to the field of Physical Education
8. demonstrate safe participation in active lifestyle experiences
9. demonstrate the ability to lead or facilitate experiences that promote an active lifestyle
10. have developed and applied pedagogical skills in the Physical Education field.

Program Requirements

Diploma

Students must complete 60 semester credit hours of course work with a minimum Grade Point Average of 3 to be eligible for the diploma. Students who have been awarded advanced credit standing must complete a minimum of 30 semester credit hours at VIU, with a Grade Point Average of 3. Students should be aware that admission to the diploma program does not guarantee registration in all the required courses. Please contact the Sport, Health, and Physical Education Department for more information or visit the website: <http://www.viu.ca/shape/program.asp#diploma>

Major

For more information about the Major in Physical Education please visit our website:

<http://www.viu.ca/calendar/UniversityDegreeCompletion/bamajorsminors/physicaleducation.asp>

Minor

For more information about the Minor in Physical Education please visit our website:

<http://www.viu.ca/shape/baprogram.asp>

Coding

Physical Education classes are reserved for physical education students. Please ensure your educational coding is correct so you can get into the courses you want.

Diploma students – go to registration in building 200 and ensure coding is DIP-PHED

Minor students – see BA Advisor in building 355 to ensure coding is BA A-PHED-MN

Major students – see BA Advisor in building 355 to ensure coding is BA A-PHED-MJ

What you can expect from our Faculty

- ☑ **Content Competence**
 - ☐ a teacher maintains a high level of subject matter knowledge and ensures that course content is current, accurate, representative, and appropriate to the position of the course within the student's program of studies
- ☑ **Pedagogical Competence**
 - ☐ a pedagogically competent teacher communicates the objectives of the courses to students, is aware of alternative instructional methods or strategies, and selects methods of instruction that, according to research evidence (including personal or self-relective research), are effective in helping students to achieve the course objectives
- ☑ **Dealing With Sensitive Topics**
 - ☐ topics that students are likely to find sensitive or discomforting are dealt with in an open, honest, and respectful way
- ☑ **Student Development**
 - ☐ the overriding responsibility of the teacher is to contribute to the intellectual development of the student, at least in the context of the teacher's own area of expertise, and to avoid actions such as exploitation and discrimination that detract from student development

- ☑ **Dual Relationships With Students**
 - ☐ to avoid conflict of interest, a teacher does not enter into dual-role relationships with students that are likely to detract from student development or lead to actual or perceived favouritism on the part of the teacher.

- ☑ **Confidentiality**
 - ☐ students grades, other academic records, and private communications are treated as confidential materials, and should be released only if the student has consented, in writing, to disclosure and if the disclosure is necessary for the performance of the teacher's duties. An example to this is if you have reasonable grounds to believe there is a risk of significant harm to the health or safety of the student or others.

- ☑ **Respect For Colleagues**
 - ☐ a teacher respects the dignity of colleagues and works cooperatively with colleagues in the interest of fostering student development

- ☑ **Valid Assessment of Students**
 - ☐ given the importance of assessment of student performance in university-college teaching and in students' lives and careers, teachers are responsible for taking adequate steps to ensure that assessment of students is valid, open, fair, and congruent with course objectives

- ☑ **Respect for Institution**
 - ☐ in the interest of student development, a teacher is aware and respectful of the educational goals, policies, and standards of the institution in which he or she teaches

Faculty and Staff
Sport, Health, and Physical Education and Student Activities

Sport, Health, and Physical Education Full-time Faculty (Building 356)

Room	Name	Area/Interests	E-mail	Local
226	Armstrong, Mike	Shape Faculty	mike.armstrong@viu.ca	2493
266	Burke, Heather	SHAPE Clerical Support	heather.burke@viu.ca	2184
250	Bevis, Rick	SHAPE Faculty	rick.bevis@viu.ca	6252
260	Eby, Eiko	SHAPE Faculty/Advisor	eiko.eby@viu.ca	2341
222	Le Masurier, Guy	SHAPE Faculty	guy.lemasurier@viu.ca	2745
246	Malbon, Les	SHAPE Faculty	les.malbon@viu.ca	2374
272	Reimer, Brad	SHAPE Faculty/Chair	brad.reimer@viu.ca	2572
262	Kelly, George	Shape Faculty/Education	george.kelly@viu.ca	2558
310 -109	Robinson, Lynda	Applied Field Placement Internship	lynda.robinson@viu.ca	6428

Sport, Health, and Physical Education Part-time Faculty

Sorensen, Trudy	Dance	trudy.sorensen@viu.ca
Johnson, Genieve	Contemporary Creative Dance	genieve.johnson@viu.ca
Van Schubert, Steve	Exercise Physiology and Prescription	steve.vanschubert@viu.ca
Kroupa, Marta	Educational Gymnastics	marta.kroupa@viu.ca
McGuire, Alf	Badminton	alf.mcguire@viu.ca
Redmond, Gerry	History of Physical Education and Sport	gerry.redmond@viu.ca
Murphy Kelly	Yoga	kelly.murphy@viu.ca
Johnson, Al	Track and Field	al.johnson@viu.ca
Teh, Kim	Taekwondo	kim.teh@viu.ca
Johnson, Leah	Sport, Leisure and Physical Activity	leah.johnson@viu.ca

Campus Rec and Athletics (Gym)

201	McComb, Tina	Intramurals and Fitness Co-ordinator	tina.mccomb@viu.ca	6431
201	Dodd, Claudette	Office Manager	claudette.dodd@viu.ca	6413
207	Alden, Karen	Fitness & Lifestyle Technician	karen.alden@viu.ca	6429
118	Hyde, Shane	Campus Rec Technician	shane.hyde@viu.ca	6405
206	Cohen, Don	Outdoor Rec Co-ordinator	don.cohen@viu.ca	2480
204A	Kellow, Matt	Outdoor Rec Technician	matt.kellow@viu.ca	6306
202	Hunter, Bruce	Athletic Director	bruce.hunter@viu.ca	6402
200	Dunlop, Brent	Sports Information Director	brent.dunlop@viu.ca	6403
204A	Stefan, Mike	Athletics & Student Activities Events Manager	mike.stefan@viu.ca	6407
Gymnasium Attendants (gym@viu.ca or 250-740-6418)				
	Hyde, Danielle	danielle.gaudet@viu.ca		
	James, Mike	michael.james@viu.ca		
	Barcelos, Rob	rob.barcelos@viu.ca		
	Oswald, Carissa	carissa.oswald@viu.ca		

What is expected of a SHAPE student

Roles and Responsibilities

Students will:

- participate in all required activities, to the best of their ability
- attend all sessions and field trips as outlined in the course outline
- be informed and obey all rules and regulations regarding involvement in activity
- respect the dignity of other students and the instructor by demonstrating appropriate sportsmanlike behaviour before, during, and after activity
- discuss any concerns you may have immediately with the instructor
- use equipment appropriately (including sports equipment, lab equipment, etc.) and observe all check-in/check-out and storage procedures
- observe all policies and procedures regarding travel for field trips
- be familiar with the Student Conduct Policy as outlined:
<http://www.viu.ca/policies/policy.asp?rdPolicyNumber=32.05>
- be aware that violations of any of the above may result in disciplinary action.

No-Show Policy

STATEMENT:

The general purpose of this policy is to give instructors the authority to cancel the registration of students who fail to show up at the start of a semester. By removing these students quickly, waitlisted students will get access to classes sooner, increasing their chance of success and settling the class list more quickly.

"VIU can cancel any student's registration in a course if the student does not attend at least one of the first two scheduled classes of a course and does not notify the instructor or area secretary that he/she will be absent."

Class Attendance

Students are expected to attend and participate in all analysis classes and labs. Attendance will be taken. Students who are absent from class **four hours** without prior approval or instructor consent will not be able to write the final exam and will not be able to participate in the final practical examination. *Note:* Subject to instructor's prerogative.

Medical History Forms

It is very important that the Medical History form be completed and returned to Heather Burke in Building 356, Room 266. The information collected assists faculty to make sure your experience is pleasurable. There is also a safety aspect – if you have a prevailing condition your instructor needs to know for your safety. If you experience any health changes due to illness or injury during the year (September to April) it is your responsibility to update your form with Heather in the SHAPE office (Building 356, Room 266). A copy of the form can be found at:
<http://www.viu.ca/shape/pdfs/medical.pdf> .

Injuries/Illness that Affects Participation

Injured students should consult with instructors immediately in order to make early decisions regarding expectations to complete the requirements in analysis courses. If major components of the course cannot be fulfilled students should drop the course.

ACADEMIC PENALTY-FREE WITHDRAWAL:

October 31, 2011

ACADEMIC PENALTY-FREE WITHDRAWAL:

February 27, 2012

After these dates students may still be able to apply to the Dean for medical withdrawal from courses.

Exams

Students are expected to be present for exams in theory and analysis classes. Exams must be written on dates indicated by course instructors unless prior approval for an alternate date has been arranged. Exams missed without prior notice may not be rescheduled.

Assignments

Assignments must be submitted on dates outlined **directly to the instructor during class time**. Speak to the instructor should you require alternative arrangements. Assignments are expected to be completed in a professional manner (APA style) and applications of computer skills are strongly encouraged. Individual instructors determine the policy for the acceptance of late assignments or reports. Students should become familiar with these policies.

Note: Please see your instructor in advance if extensions are needed to complete assignments or labs.

Equipment Use

Education students on their teaching practicum may borrow gymnasium equipment for use in the schools under the following conditions:

- i) if the equipment is not available from the school or school district
- ii) if it is not needed for instructional purposes
- iii) requests are made in writing to the gymnasium with quantity and type of equipment and dates required
- iv) damage deposit of \$20 required
- v) time limit in effect.

Athletic Attire

Students are expected to wear appropriate athletic attire while participating in analysis classes and lab experiences, where required. Footwear is particularly important. Students must use runners that are reserved for indoor use only (clean, dry and non-marking) when applicable.

Student Conduct Code

VIU students are expected to behave in a responsible manner respectful of the learning environment inside the classroom and throughout the campus. This policy applies to all VIU campuses and off-campus locations where VIU sponsored activity is occurring. The Student Conduct Code policy is intended to work in concert with a number of VIU policies governing student behaviour.

Students should be familiar with this policy, which can be viewed on line at:
<http://www.mala.ca/policies/policy.asp?rdPolicyNumber=32.05>

Student Academic Code of Conduct

Statement

Integrity in academic work is a central element of learning and is the basis of intellectual pursuits in an academic community. The purpose of this policy is to outline:

- standards of academic integrity,
- responsibilities of students, and
- violations of academic integrity.

Standards of Academic Integrity

Students are expected to meet the standards of academic integrity as indicated in this policy. Standards of academic integrity include, but are not limited to:

- independently producing work submitted under one's own name;
- properly and appropriately referencing all work;
- identifying all collaborators in work;
- completing examinations without giving or receiving assistance, excepting those students requiring assistance due to a documented disability;
- respecting the integrity of examination materials and/or the examination process; and
- respecting the integrity of computer security systems, software copyrights and file privacy of others.

Academic Misconduct

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Code of Conduct Procedures.

Academic misconduct includes, but is not limited to, the following acts:

- **Cheating**
Cheating is an act of deception by which students misrepresent that they or others have mastered information for an academic exercise.
- **Fabrication**
Fabrication is the intentional use of false information or the falsification of research or other findings with the intent to deceive.

- **Plagiarism**
Plagiarism is the intentional unacknowledged use of someone else's words, ideas, or data. When a student submits work for credit that includes the words, ideas or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, in a style appropriate to the area of study, and, if verbatim statements are included, through quotation marks or block format as well. By placing their names on work submitted for credit, students certify the originality of all work not otherwise identified by appropriate acknowledgments.

- **Facilitation of Academic Misconduct**
Helping or attempting to help another to commit act(s) of academic misconduct as outlined above.

- **Non-attendance**
Where attendance is deemed to be mandatory, non-attendance is not acceptable. Absences due to personal illness, family illness, death of an immediate family member, religious ceremonies, or sports events in which the student represents VIU are allowed and must be approved by the appropriate instructor or coordinator. Non-attendance must be for valid reasons and not falsified. Some departments have specific attendance requirements, and details may be obtained from the instructor, department chair, or program coordinator.

Disciplinary Action

Every reasonable effort should be made to deal with student conduct concerns at the instructional and departmental level. Formal discipline is designed for serious intentional academic misconduct. Acts of academic misconduct may make a student subject to a range of disciplinary action – including failure for a course assignment or a course, or possible suspension by the President. No student shall be allowed to withdraw from a course, or the University, to avoid receiving a failing grade based upon academic misconduct. A withdrawal under such circumstances shall result in an “F” grade being recorded on the student's transcript for the course(s) in question.

The Student Academic Code of Conduct policy can be viewed at:
<http://www.mala.ca/policies/policy.asp?rdPolicyNumber=99.01>

The Student Academic Code of Conduct procedure for handling breaches of this policy can be viewed at:
<http://www.mala.ca/policies/procedure.asp?rdPolicyNumber=99.01&rdProcedureNumber=001>

Grading

Course grading in most analysis courses consists of theory and performance. Individual course outlines will clearly outline requirements within each component. Physical Education courses use the letter grade distribution below when assigning final grades. Individual instructors may make slight modifications, which will be discussed with students prior to submission of final grades.

PHYSICAL EDUCATION GRADING SCHEDULE

PERCENTAGE	GRADE
90 + ABOVE	A+
85 - 89	A
80 - 84	A-
76 - 79	B+
72 - 75	B
68 - 71	B-
64 - 67	C+
60 - 63	C
55 - 59	C-
50 - 54	D
49.9 and below	F
Course not completed due to unofficial withdrawal.	UW
An incomplete Grade form is required to support an "I" grade.	I

Grade Appeals Procedures

Students may appeal decisions on admission, final grades, transfer credit, probation, suspension, or the interpretation of any policies on the above, including cases due to alleged misconduct. The first step is an informal appeal to the individual who made the decision or interpretation. If satisfactory resolution is not possible at this level, the program Dean must be consulted. If again no resolution is possible, a formal appeal may be initiated.

Final Grade Appeal: a formal appeal of grades must begin within 15 days of assignment of grades.

Other Academic Appeals: informal appeals on other academic issues must be initiated within 5 normal business days of the occurrence of the incident or the decision being appealed. For all academic appeals, including appeal of final grades please refer to the Academic Appeals Policy and Procedure. A \$25 administrative fee must accompany any formal appeal. If the appeal is upheld, the fee will be refunded. A complete copy of each appeal procedure is available from Student Services in Building 200. This procedure is also available on the VIU website, and can be viewed along with other General Regulations: <http://www.mala.bc.ca/www/crsinfo/calendar/academic.htm>

Field Trips

Some programs include field trips, and student participation is often required. Instructors must inform students of any and all consequences that will result should students decide not to participate in the field trip. **Students are responsible for informing all their other instructors of the time(s) and date(s) of the field trip one week prior to the field trip.** By participating in the field trip, students accept all consequences. *VIU does not provide insurance coverage for students on field trips and is not liable for student illness or accidents during a field trip or other VIU-related travel.*

Study Abroad

The Study Abroad program in the Sport, Health, and Physical Education Department is currently offered every second spring in various locations throughout the world. This opportunity for a short-term, intensive, on-site study of a particular field is extended to students on a cost-recovery basis.

Faculty Contact: Rick Bevis (Bldg 356, Rm 250 Rick.Bevis@viu.ca)

Applied Field Placement Internship

An opportunity to develop professional roles and applied experience through internships in a physical activity setting. This is intended to be a comprehensive practical experience in which the student is a primary leader.

PHED 473 (3) Applied Field Placement Internship I

A continuation of the development of professional roles and applied experiences in a physical activity setting. A minimum of 60 hours as a primary leader in an applied field placement internship in a physical activity setting. (0:0:0 —60)

Prerequisite: Third-year standing and permission of Department Chair.

PHED 474 (3) Applied Field Placement Internship II

A continuation of PHED 473 in the development of professional roles and applied experiences in a physical activity setting. A minimum of 120 hours as a primary leader in an applied field placement internship in a physical activity setting. (0:0:0 — 120)

Prerequisite: Permission of Department Chair and PHED 473 (must be taken concurrently).

Medical Insurance Coverage

Students are responsible for ensuring that they have medical insurance under the B.C. Medical Services Plan, or other medical coverage recognized in B.C. This may be either under their parents' policy or their own coverage.

Certifications

Coaching/Fitness Testing Certification

In some analysis courses, students may have an opportunity to receive National Coaching Certification. Individual faculty members in specific analysis courses will outline details and procedures regarding this, where applicable.

Swimming Certification

In PHED 112 Swimming, students have the opportunity to be evaluated for certification through The Lifesaving Society including Bronze Star and Bronze Medallion. Details and procedures regarding this will be outlined in class.

Frequently Asked Questions

When are final exams?

The final exam periods are as follows:

Fall 2011 December 8 through December 19

Spring 2012 April 12 through April 23

Do not plan to leave campus during these exam dates.

Will my assignments and labs be handled in a professional manner?

Yes. Faculty members will ensure that all assignments submitted to them by students are handled in a professional way. Instructors should attempt to return all work, other than final exams, to students. Students have the right to examine any marked work, including final exams, which count toward a final grade in a course. Course outlines will specify the instructor's procedure for handling and returning work.

Can my friend pick up my marked assignment?

Not unless special arrangements have been made with your instructor to have the material in a sealed envelope for pickup. Vancouver Island University is covered by the freedom of Information and the Protection of Privacy Act. For information about the Freedom of Information and Protection of Privacy Act, please contact: Toni O'Keefe, Director, Information & Privacy, Building 300 Room 110, phone: 740-6341, e-mail:

Tony.Okeefe@viu.ca. Information is also available at <http://www.viu.ca/foipop/index.asp>

How do I get information regarding the program?

During the regular year, there are several group orientations/advising sessions planned to give students further information. Program Guides outlining the SHAPE program are available in Building 356. Visit our website <http://www.viu.ca/shape/index.asp>

If I have questions, who do I go to?

For General inquiries:

Contact Brad Reimer, Chair of Physical Education. His office is located in Building 356 room 272. His phone number is 250 753-3245 local 2572 or email Brad.Reimer@viu.ca
To make an appointment contact: Heather Burke at Heather.Burke@viu.ca or by calling 250-753-3245 ext. 6221

For Physical Education advising relative to:

Year 1, 2 and Physical Education Diploma inquiries contact: Eiko Eby
Building 356 room 260 or phone 250 753-3245 loc 2341 or Eiko.Eby@viu.ca

Year 3, 4 and BA Major/Minor Physical Education contact: Brad Reimer
Building 356 room 272 or phone 250 753-3245 loc 2493 or Brad.Reimer@viu.ca

To make an appointment contact: Heather Burke at Heather.Burke@viu.ca or by calling 250-753-3245 ext. 2184

How do I apply for my diploma?

Students must complete 60 semester credit hours of course work with a minimum Grade Point Average of 3 to be eligible for the diploma. Students who have been awarded advanced credit standing must complete a minimum of 30 semester credit hours at VIU, with a Grade Point Average of 3. Students should be aware that admission to the diploma program does not guarantee registration in all the required courses. Students who qualify for a diploma must submit an application. To apply for your diploma, pick up an application from Heather Burke in the SHAPE office (Building 356 Room 266).

How do I apply for my degree?

To apply for a degree, see a BA Advisor the term before you want to graduate.

How do I get information regarding Campus Recreation i.e. Athletics, Intramurals, Outdoor Recreation, Fitness?

SHAPE students are encouraged to participate in the non-credit lifestyle experiences offered by faculty and staff in the Campus Rec. area. Experiences include: athletics, intramurals, outdoor recreation, fitness and lifestyle pursuits, as well as drop-in use of the gymnasium. See the Scuttlebutt available in the Gymnasium or Building 195, for details on activities being offered or check out our website at <http://www.viu.ca/campusrec/index.asp>

What is the Campus Career Centre?

The VIU Campus Career Centre offers services designed to assist students in their employment search. If you need information or support phone or drop by Building 310, Room 109 or call 740-6420. See their website <https://isweb.mala.bc.ca/CampusCareerCentre/index.asp>

Why is it important for me to keep my Registration records current?

It is your responsibility to keep your address and phone number up to date. From time to time we may need to contact you to pass on important information regarding the department or contact you regarding an emergency.

Is there any employment for students on campus?

There are two types of employment on campus for students.

- ❑ **Work Opportunities Program / "Work-Op"**
Student positions are available at all four campuses. These positions allow students to work between 6 to 8 hours per week. A student must be enrolled in nine (9) or more credits, (the eligibility threshold is six (6) or more credits for a student with a documented disability), at Vancouver Island University in order to be eligible for the Student Work-Opportunities.
- ❑ **Non Work-Op employment for students**
A limited number of positions are available at all four campuses.

For more information on the above services, please contact the Campus Career Centre.

Recognition of Prior Learning

Vancouver Island University is committed to broadening access for all students and to meeting the needs of adult learners through the recognition of prior learning.

Prior Learning Assessment (PLA) involves evaluation of the knowledge and/or skills an individual may have gained through non-formal education/training or experience and the granting of appropriate credit by Vancouver Island University. Skills, knowledge and competencies that have been acquired through work experience, recognized or unrecognized education or training, self-study, volunteer activities, and other life experiences can be assessed for credit.

The processes include, but are not limited to, personal interview, challenge exam, portfolio, portfolio-assisted assessment, skill demonstration, oral or written exams, work samples, and assessment of credential(s) earned.

To determine whether you are a good PLA candidate, use the Open Learning Agency [self-assessment tools](#). Make an appointment with the Sport, Health, and Physical Education Chair (Brad Reimer) at 753-3245 (local 2572). The Chair will identify faculty knowledgeable in the content area and be available to work with the PLA candidate.

The faculty member will contact the student for a preliminary meeting to discuss the PLA process and timelines. Evaluation tools will be examined to determine if the candidate meets the learning outcomes for the course they are seeking credit.

If accepted, the student registers as a PLA candidate for the course. Forms are available from Heather Burke in the SHAPE office (B356/Rm. 266). The faculty member gives permission to register for a PLA section of the identified course. The student returns the form to Registration and registers.

Information regarding PLA for specific Physical Education classes is on the SHAPE website <http://www.viu.ca/shape/department.asp>

PHED 190 Independent Sport Analysis

A detailed study of a physical activity that is not currently offered by the Physical Education Department. This course is available to students who have established a level of advanced understanding and ability in a particular area. This course may be repeated for credit.

(1:0:1)

Prerequisite: PHED 201 or PHED 260 (either of which may be taken concurrently).

Things You Should Know

Advising:

Advisors assist students to develop self-knowledge in the areas of abilities, interests and goals and ensure appropriate referrals in this process as necessary. An advisor also assists students to move toward personal autonomy and responsibility with regard to their education planning and facilitates an appropriate fit between student's needs, ability, goals and a program of study. Please visit the advising website

<http://www.viu.ca/advising/currentstudents/index.asp> for more information.

Bookstore: Building 305

VIU operates a Bookstore on the Nanaimo campus, bottom floor in the Library, which stocks textbooks, general reading books, stationery, art supplies, computer software, and a variety of University T-shirts and gift items. Please call (250) 740-6200 or visit

<http://www.malaspinabookstore.ca/> for current hours and information.

Campus Security

To reach campus security (EMERGENCY) 24 hours a day, phone local 6600 or 250-740-6600 or use an emergency call box. For (NON-EMERGENCIES) during the business day (Monday - Friday 8:00am - 4:00pm) phone local 6500 or 250-740-6500 or after hours (weekends, evenings, and holidays) call local 3812 or 250-753-3812. Campus security will walk you from a building to your car or the bus between 4:00 pm and 8:00 am, Monday through Friday, and 24 hours per day Saturday, Sunday and holidays. After business hours, weekends, and holidays phone local 6600 from any campus phone or phone 740-6600.

Counselling: Building 200

Personal counselling is available to any student enrolled at Vancouver Island University in an atmosphere that is professional and confidential. All counselling staff members have Master's degrees in the field of Counselling and are registered or certified members of professional counselling associations. Talking with a counsellor can help clarify your situation, lead to new understandings, identify ways of coping, and bring relief.

You can make an appointment by calling (250) 740-6416. You can also visit on-line at

<http://www.mala.ca/counselling/>

Disability Services: Building 200

Disability Services' mission is to work collaboratively and innovatively with the campus community to create an accessible, equitable and supportive learning and living environment that enhances each student's academic and personal development while attending VIU. The Disability Services Office provides information, support services and reasonable accommodation in all programs to students with documented permanent and temporary disabilities ranging from attention deficit, learning disabilities, chronic health issues, hearing and visual impairments, physical disabilities and temporary impairments due to accident, illness or injury. All students with disabilities are encouraged to register with the office. Access to most services and programs provided by Disability Services is restricted to students who have registered with Disability Services. The purpose of this site is to provide quick, easy access to disability service information for students and to provide academic accommodation support for faculty. The Disability Services Office is located in building 200, second floor, and can be reached by phone at 250-740-6446.

Financial Aid and Awards: Building 200

The Financial Aid and Awards Office offer a wide variety of [financial assistance](#) to students who require funding to attend Vancouver Island University. Students wishing to discuss their financial needs are invited to visit the Financial Aid & Awards office in Building 200, at the Nanaimo campus, [Student Services](#) at the Cowichan campus and Powell River campus, or email FinancialAidInfo@viu.ca. Check on-line for more information on awards and bursaries that are available at: <http://www.mala.ca/student-services/financialaid/>.

First Nations Student Services: Building 310

The purpose of the First Nations Student Services Centre is to support Aboriginal students in making a successful transition to VIU and to assist students to succeed in their academic endeavors by providing direct services and appropriate referrals. Phone or drop by to make an appointment, Building 310, room 101 or (250) 740-6510. You can also visit <http://www.mala.ca/fnss/index.asp>

Information Technology (IT)

This is the starting point for information about your Information Technology needs at VIU. Check it out on-line at: <http://www.cc.viu.ca/itservices/students.htm>

Library

Located in Building 305. Visit the library online at <http://www.viu.ca/library/>

Lost and Found

Lost items can be claimed at the Students' Union Building 193. Articles found during regular hours can be dropped off in Building 193 – articles found after regular operating hours should be turned in to the security office located in the lobby of Building 300.

Vancouver Island University Students' Union

For information about the Vancouver Island University Students' Union drop by Building 193 off Fourth Street or look over their website: <http://www.msu.ca/>.

Parking

All parking on campus is 24 hour pay parking. The parking office is located in Building 315 Room 110. Hours are Monday through Friday (except statutory holidays) from 9:00 am to 3:00 pm. <http://www.viu.ca/parking/ContactUs.asp>

Photocopying

A photocopy machine is available for student use in the Library. Please inquire at the library for current copy charges.

Velvet Underground Pub

VIU's very own student lounge and pub, open Monday to Friday from 11am, featuring daily food specials, live entertainment and (naturally) liquid refreshment. It's a fun place to meet, relax and get to know your fellow students. The Velvet Underground is located on the lower floor of the Student Union Building. Check VIU's student newspaper, "The Navigator" for weekly info on pub events.

Important Dates Fall 2009 – Spring 2010 can be found at <http://www.viu.ca/calendar/GeneralInformation/Dates09-10.asp>