

The background of the cover features large, stylized letters in a light green color. The letters 'D', 'O', 'U', 'G', 'L', 'A', and 'S' are arranged to form the word 'DOUGLAS' in a very large, bold font. The letters are white with a light green fill, and they are set against a solid light green background.

DOUGLAS

**INTERNATIONAL
STUDENT HANDBOOK**

2013/2014

douglascollege.ca/cie



WELCOME TO DOUGLAS COLLEGE

Remarkable forces of change are creating a growing need for professionals who can function as Global Citizens. We are excited you have chosen Douglas College to begin your preparations for a place in our progressively intertwined and global society. Along the way, you'll have an opportunity to define yourself and your future with the help of the dedicated staff and students of Douglas College.

As you work towards your goal, you will have the support of the Douglas College International department and the Douglas College community as a whole - a community with the single objective of helping students to be successful in defining themselves and reaching their goals. We are excited about your enrolment at Douglas College whether you are here as a university transfer student, to complete a degree, a diploma, an associate degree, or a certificate and look forward to sharing this journey with you.

Warm Regards,
Douglas College International



WELCOME MESSAGE FROM THE PRESIDENT



Douglas College President
Dr. Scott McAlpine

Welcome to Douglas College! Our community of instructors, staff and students are engaged in changing the world and we invite you to join us. The first thing you'll discover is how friendly and welcoming we are. Then you'll see how our commitments to diversity, respect, instructional excellence and scholarship make Douglas College an exciting place to study.

Our comprehensive range of programs and courses allows you to discover your passion and prepare for a great career. You can choose to study either full- or part-time in certificate, diploma or degree programs, or to take shorter career development or general interest courses.

Our strong base in developmental, career and university programs means that students have a full range of opportunities to explore as they embark on their learning pathways. We are committed to student success. In many disciplines, you can earn your bachelor's degree at Douglas. If your aim is to graduate from a major university, you'll find there are many benefits to completing your first two years at Douglas before transferring.

One of Canada's most respected institutions, Douglas College serves over 22,000 students each year. Our students rate us highly for our great teachers and our friendly, supportive staff.

Our reputation for community engagement also finds expression in much of the research and scholarly activity undertaken at Douglas College by our faculty and staff. Our work in this area ranges from environmental studies to paleontology to history and film, and much of the applied research at Douglas College involves students. This area continues to grow as we embark on our second 40 years as a post-secondary institution.

At Douglas, our student base is one of the most diverse in Canada and our atmosphere of honouring and celebrating diversity of people makes Douglas not only inviting, but a dynamic and exciting institution. Increasingly, students are also able to study abroad in some programs.

We take our mission seriously at Douglas College: We commit to enhancing the skills, knowledge and values of life-long learners in meeting their goals. At Douglas College, we respond to diverse community needs in a rapidly changing society.


I encourage you to explore our website, visit our campuses and meet our people. Engage in campus life and in the Douglas College community. Whatever your goals, you'll find that a Douglas College education puts you on the road to success.

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Each year, Douglas College serves more than 1,000 international students from over 50 countries. You are preparing to discover its campus, buildings, services, facilities and instructors, and begin classes. After unpacking and getting settled, you're ready to check out your new study environment. This guide contains information that will be useful throughout your stay here and make it easier to organize your time at Douglas College.



THINGS TO DO IN THE FIRST FEW WEEKS

- Check your course schedule*
- Check in at the International Office and show your passport and study permit*
- Pick up your ID card*
- Pick up your U-Pass*
- Familiarize yourself with the campus*
- Buy your textbooks*
- Get medical insurance*
- Set up an appointment with an international student advisor*
- Set up your network account for internet and printer use on campus*
- Update your contact information through myDouglas*
- Open a bank account*
- Get personal Internet access and telephone service*

DCI

Douglas College International(DCI) provides services to help international students adjust to college life. Upon your arrival at Douglas College, we invite you to visit the **DCI Office** located at:

New Westminster Campus

Room 2800 (2nd floor, South Building)

700 Royal Avenue

New Westminster, BC

Canada V3L 5B2

Tel: 1-604-527-5650

Fax: 1-604-527-5516

Hours: Mon/Tue/Thu/Fri

Wed

9:00 am to 4:30 pm

10:00 am to 4:30 pm

David Lam Campus

Room A1301-A

1250 Pinetree Way

Coquitlam, BC

Canada V3B 7X3

Tel: 1-604-777-6083

Fax: 1-604-527-5516

Hours: Only Open Thu

10:00 am to 4:00 pm

Email: cie@douglascollege.ca

Website: douglascollege.ca/cie

We welcome you to make an appointment with us if you have any questions or concerns regarding immigration issues, accommodation, finance, academics, or any other personal matters you wish to discuss.

DCI SERVICES

SERVICES

- General information regarding Douglas College programs, policies, procedures, etc.
- International Student Academic Advising
- Letters (Study Permit extensions, Status Changes, Visa Applications, Passport Renewals, etc.)
- Off-Campus Work Permit
- Private medical insurance (initial 3 months waiting period)
- B.C. Medical Services Plan (Mandatory for all international students)
- International Education Scholarships
- Cultural Connections Program
- Study Abroad Programs
- Homestay Program
- International Student Workshops
- Four computers are available in the DCI Office for students' use
- Social Events

DCI offers ongoing workshops throughout the year. Douglas College International staff will be conducting the workshops and sharing their knowledge and experience with international students.

Some examples of workshops offered by DCI are:

- Student Success
- Time & Stress Management
- Culture Shocks
- Cover Letter & Resume Building
- Interview Skills
- Work Opportunities
- Medical System
- DSU & Clubs
- How to use the Registration System

Upcoming workshops are posted at:

<http://www.douglascollege.ca/study-at-douglas/international-students/services-for-success/international-student-workshops>

The Cultural Connections Program is an exciting student-powered program that is designed to:

- Welcome new students and returning students to Douglas College by providing them with a source of friendly support and guidance throughout the semester
- Offer returning students in academic studies the opportunity to meet, interact with, and learn from new students from around the world
- Build a vibrant learning community on campus
- Offered in Fall and Winter Semesters

<http://www.douglascollege.ca/programs-courses/international-programs-exchanges/cultural-connections>

Study Abroad and Expand Your Learning Horizons! Douglas College International is pleased to offer our students a variety of programs where participants can earn academic credit and/or gain experience relevant to their field of study or area of interest overseas. Visit fascinating sites and immerse in a new culture while engaging in experiential learning. See, touch, observe, analyze and even interview real examples of what your instructors have been telling you about.

- Student Exchange
- Field School Program
- Service Learning
- Work-Study

WORKSHOPS FOR INTERNATIONAL STUDENTS

CULTURAL CONNECTIONS PROGRAM

STUDY ABROAD

GETTING STARTED

LOG IN TO THE NETWORK

RESETTING YOUR PASSWORD

STUDENT GUIDE TO
EDUCATIONAL TECHNOLOGY
@ DOUGLAS COLLEGE 2013



WIRELESS ON CAMPUS

YOUR ACCESS TO COMPUTERS AT DOUGLAS COLLEGE

College Network Access (CNA)

To use the College network, printing, and Internet resources while on campus, you need to have a Microsoft account. In order to qualify for an account, you must have the following:

- Valid College registration (paid fees and no library fines)
- Your nine-digit student identification number

To log in to the College network, do the following;

1. Type your nine-digit student number (300XXXXXX) into the Username field.
2. Type your password: (your default password is your birthdate in DDMMYY format).

First time login: you will be required to change your password.

Note: when you log off campus computers, your working files will be deleted from the hard drive, make sure you regularly back up your files on an external storage device.

Self Service Password Reset (SSPR) is a web-based portal that allows you to reset your network password without having to contact the Help Desk. A temporary security code is emailed to you when you have forgotten your network password.

1. Point your browser to <https://sspr.douglascollege.ca>. Enter your nine-digit student number (300XXXXXX) as the user name. Click Next.
2. You will be prompted to enter a temporary security code which has been automatically sent to your registered email address. This is usually your my Douglas email unless you have registered another email address.
3. Enter the temporary security code. Click Next.
4. Enter and re-enter a new password. Click Next. You can now use your new password to log in to the network

Student Guide: <http://www.douglascollege.ca/~media/C4122A694A2B4C199AB4EF57B8D8D454.ashx>

Over ninety percent of the teaching spaces and common areas at Douglas College are served by a wireless (WiFi) signal.

1. Open your Web browser. A Security Alert window opens.
2. Click OK. The Wireless Network Login window opens.
3. Type your Douglas College Network user name and password in the appropriate fields.
4. Click Logon

myDouglas is a Web-based portal that allows you to communicate with the college, instructors, and students. A variety of communication and scheduling functions keep you informed of what's going on in your classes, at school, and around the world. Some of your instructors will also use this environment for communications.

User ID: Your student number (300XXXXXX)

PIN: Your personal identification number is the PIN you used for registration. The default is your birth date (DDMMYY).

1. Go to the myDouglas Web page. <http://mydouglas.ca>.
2. Type your nine-digit student number into the User ID field.
3. Type your Personal Identification Number in the PIN field. Click Login.

To view your course list through myDouglas:

1. Log in to myDouglas
2. Click the My Course tab
3. On the My Courses Channel, click the Click here to: link on the left-hand side of the channel.
4. Select the course you would like to access

Learn more about myDouglas by downloading the guide, Quick Start Student Guide to myDouglas. You can find the guide on the CEIT website www.douglascollege.ca/student-services/essential-resources/it-services/logins-passwords

myDouglas login issues? - contact Help Desk at 604-527-5330 or email at helpdesk@douglascollege.ca.

Computer labs are available to all Douglas College Students with valid registration and identification.

New Westminster Campus

There are nine (9) computer labs at the New Westminster campus, located on the 5th and 6th floors of the North Building; Room 5105, 5107, 5109, 5111, 6105, 6107, 6109, 6111, and 6212

Monday to Friday: 7:00 am to 10:00 pm

Saturday/Sunday/Holidays: 7:00 am to 7:00 pm

David Lam Campus

There are seven (7) computer labs at the David Lam Campus, located on the second level: Room A2030, A2110, A2130, A2270, B2190, D2010, and D2012.

Monday to Thursday: 7:30 am to 10:00 pm

Friday: 7:30 am to 5:30 pm

Saturday: 8:00 am to 4:30 pm Sunday: Closed

Each student is given 300 pages of free printing each semester. Additional pages may be printed using the PayPrint Stations that are located in the College libraries and in room 6212 at New Westminster campus and A2270 at the David Lam Campus.

MYDOUGLAS

HOW TO LOG IN TO MYDOUGLAS

COMPUTER LAB LOCATIONS & HOURS

PRINTING

GETTING STARTED

DOUGLAS COLLEGE STUDENT ID CARD



Your Student Card is your official Douglas College identification (ID). To receive a student card, you must be a registered student, and you must be taking classes in the current semester. Students are advised to carry their ID cards with them while on campus.

When will you use a student card?

- You need a student ID card to obtain your monthly U-Pass from the dispensing machines.
- You may be required to show your student card when accessing public computers.
- Your ID card must be presented on request to receive help for problems encountered in the computer labs.
- You may be required to show your student card to validate the writing of some exams and to pick up confidential information from the Registrar's Office.
- Your student card is also your Library card.

New students must bring valid government-issued picture identification when requesting your student card. Valid government-issued identification includes:

- Driver's license
- Passport
- BC Government Identification card
- Canada Permanent Resident card
- INAC CIS card
- Immigration card
- Other valid government-issued picture identification must be in English.

* The name that appears on the government-issued picture identification must match the student's name as registered at Douglas College.

ID PRODUCTION HOURS & LOCATION

New Westminster Campus - Library 2100B

David Lam Campus - Room B1250

Monday to Friday

8:30 am to 4:30 pm

(Closed for lunch)

12:00 pm to 1:00 pm

Student ID: <http://www.douglascollege.ca/student-services/essential-resources/student-ids/student-id-cards>

LOST YOUR CARD?

IMPORTANT! Students must report lost Student ID cards immediately to the Douglas College Finance Department. If you fail to report your lost Student ID card, you cannot get a new Student Card produced, and you will lose access to your U-Pass.

To report a lost or stolen Student Card or U-Pass, contact the office by email, upassbc@douglascollege.ca or by phone 604.527.5770 You can also visit the Cashier's Office at the New Westminster campus.

U-Pass BC is a universal transit program offered by Douglas College in partnership with the Douglas Students' Union (DSU), TransLink and the Province of British Columbia. U-Pass BC provides unlimited, all-zone access to TransLink bus, SkyTrain and SeaBus services, as well as discounts on the West Coast Express. In addition to providing you with low-cost travel, U-Pass BC encourages you to make transit part of your lifestyle, which helps reduce greenhouse gases while creating a sustainable transit program.

All students registered in a minimum of 3 credits and who are paying student union fees are required to participate in the program (regardless of whether you live in or outside of Metro Vancouver). Students registered in EASL courses (any level) and have 12 hours of instructional class time per week are required to participate in the program. Math and English upgrading courses (MATU/ENGU levels 3 and 4) are also required to participate in the program if the courses are 12 instructional hours per week or more. Students registered in upgrading courses level 1 or 2 and upgrading courses level 3 and 4 are included in the U-Pass BC program if all of the courses total 12 instructional hours or more per week.

U-PASS



U-Pass
Dispensing machine



The monthly U-Pass rates are:
 May 2013 - April 2014: \$35
 May 2014 - April 2015: \$36.75
 May 2015 - April 2016: \$38

The cost per semester for eligible students varies depending on course length.

U-Pass BC dispensing machines are located at each campus. You will be issued one U-Pass BC per month. Your U-Pass BC is available at noon on the 17th of each month prior to its activation date. The last day to get your U-Pass BC from the dispensing machine for each month is the 16th.

For example, your May U-Pass BC will be available at noon on April 17th until May 16th. At noon on May 17th the machines will begin dispensing passes for June. Remember to get your U-Pass BC BEFORE the dispensing machines change over to the next month.

***YOU MUST PRINT
YOUR NAME ON
THE BACK OF
YOUR U-PASS BC.
WHEN USING
TRANSIT, YOU
MUST ALWAYS
CARRY YOUR
STUDENT ID
CARD WITH YOUR
U-PASS BC.***

GETTING STARTED

LOST YOUR U-PASS?

REFUND

LOCKERS

U-PASS OPT IN & OUT

All eligible students are required to participate. Exemptions will be granted if you hold a transit pass that is valid for the duration of the U-Pass BC term.

If you lose your U-Pass BC, it cannot be replaced. If you lose your Douglas College student ID, it is your responsibility to report this immediately to the Finance Department by emailing upassbc@douglascollege.ca or calling 604 527 5770.

If your U-Pass BC has been stolen, you must submit documentation containing a police report file number to the Finance Department.

If you drop your classes, you will be issued a refund once you have returned your U-Pass BC to Douglas College. It's important to note that the amount refunded for your U-Pass BC will be based on the date you return the pass. In order to receive a full refund, your U-Pass BC must be returned prior to the activation date. Once your U-Pass BC becomes active, refunds will not be issued for the current month or previous months.

NOTE: It is a condition of use for the U-Pass BC program that U-Pass BC holders also present their Douglas College student card while travelling on transit. Failure to present both your U-Pass BC and Douglas College student ID when using transit may result in confiscation of U-Pass BC and additional fines may be charged by TransLink. Your U-Pass BC is non-transferable, and only you, as an eligible student holding a Douglas College student ID card, are entitled to use it.

If you give or sell your U-Pass BC to another person, or use a U-Pass BC that you are not entitled to, you are committing fare fraud. Students committing fare fraud will have their U-Pass BC confiscated and may be charged additional fines by TransLink.

Lockers are available to students for on-campus use. Lockers can be rented at a cost of \$10.00 per semester and space is available from the Students' Union office at the David Lam and New Westminster campuses. Students must provide their own locks.

Parking at Douglas College is available for students. You can pay for parking daily or buy a semester pass, which can be used at both campuses.

New Westminster Campus

NW-UG 700 Royal Avenue Underground Parkade (L1)

Monday to Friday 6 am to 12 midnight

Saturday 7 am to 7 pm

Sunday/Statutory Holiday - Closed

NW-C 720 Carnarvon Parkade

Monday to Friday 6:30 am to 7 pm

Saturday/Sunday/Statutory Holiday - Closed

David Lam Campus

DL-UG 1250 Pinetree Way Underground Parkade (L3)

Monday to Friday 6:30 am to 11 pm

Saturday/Sunday/Statutory Holiday - Closed

No Student passes are available. Hourly parking in effect.

DL-S 1250 Pinetree Way Surface Lot (L4)

Open 6 am to 11 pm

Student passes are available.

To buy a parking pass, you must:

- Enrol in a minimum of six credits
- Pay your tuition (minimum of six credits)

The parking pass must be purchased at the Campus you will be attending for the majority of the credits. Please indicate on the Parking Pass Application/Payment form if you will also be attending classes at the New Westminster or David Lam campus.

Complete a Parking Pass Application/Payment form and pay the posted semester pass fee at the Cashier, New Westminster or Bookstore, David Lam campus.

Meter Parking is available on streets adjacent to the New Westminster and David Lam campuses.

\$1 Each 1 hour or portion 6 am - 6 pm

\$3.50 All day maximum to 6 pm

\$1.50 Evening Flat rate after 6 pm

\$90 Semester Parking Pass

If you need textbooks for your classes, course supplies or equipment, you can find it all at the bookstores at both campuses. To view your personal book list on-line, you need to login at the myDouglas Self-Service System. Select [Student Records], and then select [View Personal BookList]. The system accesses your instructor's book requirements for each course to allow you to purchase books before school begins.

You can also buy some used books at the bookstore. Used books are 25% less expensive than new books.

PARKING

HOURS OF OPERATION

HOW TO BUY A PARKING PASS

HOW TO BUY YOUR TEXTBOOKS

ACADEMIC SUCCESS

SERVICES FOR YOUR SUCCESS

The staff and faculty at Douglas College are dedicated to your academic success. There are many resources available for international students to ensure academic success. If you find that it is difficult to adjust to the Canadian academic system, there are several places that you can go to get help with your school work.

ACADEMIC ADVISING

Get information on applying, program planning, tuition fees, university transfer options and more.

NW/COQ 604-527-5478

NW (International) 604-527-5638

douglascollege.ca/advising

ASSESSMENT SERVICES

Course prerequisite testing(English & Math) and typing assessments.

douglascollege.ca/assessment

CAREER RESOURCE CENTRE

Info to help you make career and educational choices; university/college calendars, labour trend reports, job resources and more.

604 527 5486

douglascollege.ca/career

COUNSELLING SERVICES

Professional counsellors help you select the right program or career path and provide counselling.

604 527 5486

douglascollege.ca/counselling

DOUGLAS COLLEGE INTERNATIONAL(DCI)

Admission, advising, homestay, study permits, work permits and other services for international students.

604 527 5650

douglascollege.ca/cie

DOUGLIFE

Extracurricular activities for health, fun or competition, including varsity sports, intramural sports, workout facilities, volunteer opportunities and clubs.

doughlife.ca

If you don't know something, don't be afraid to ask. And always refer to the Douglas College website for the resources and support!

douglascollege.ca/programs-courses/general-information
douglascollege.ca/student-services

DOUGLAS STUDENTS' UNION (DSU)

The DSU provides advocacy on issues such as tuition fees, accessibility to education and transit; activities like pub nights; services including banner printing and locker rentals. The DSU also provides study spaces, offers an extended health and dental plan, charters and funds clubs, and runs the Pride Centre.

604 527 5110

douglasstudentsunion.ca

HOMESTAY PROGRAM

Live with a Canadian family. You'll speak English every day and learn about Canadian culture and lifestyle.

604 527 5006

douglascollege.ca/study-at-douglas/international-students/homestay-program

LEARNING CENTRE

Work with peer tutors to learn skills in writing, math, computers, music and effective studying. Free.

604 527 5539

douglascollege.ca/student-services/tutoring/learning-centre

LIBRARY

Browse our extensive collections; get assistance from our librarians and connections to worldwide resources.

604 527 5467

library.douglascollege.ca

OFFICE FOR NEW STUDENTS (ONS)

The ONS helps you make the transition to college with orientation events and more.

604 527 5814

douglascollege.ca/study-at-douglas/office-for-new-students

REGISTRAR'S OFFICE

Official Transcript Request

Transfer Credit Request

Apply for Graduation

604 527 5478

STUDY HALL

Study in a supportive environment. A qualified assistant is on hand to help you with your EASL homework after classes.

604 527 5650

DO
WHAT YOU LOVE
BE GOOD AT IT

ACADEMIC SUCCESS

ENGLISH LANGUAGE SUPPORT

PRE- REQUISITES

TIPS FOR ACADEMIC SUCCESS

ENGLISH AS A SECOND LANGUAGE PROGRAM

International students with a TOEFL score of less than 83/220/560 or IELTS score of less than 6.5 are required to complete some courses in the English as a Second Language (EASL) Program before being admitted to an academic program.

The EASL program has 4 levels of study which are progressive. Individual courses at each level focus separately on reading, writing, listening, and speaking skills. Students who successfully complete the EASL 0460 course or 0360 course with a minimum grade of "C" at Douglas College will be admitted to an academic program.

To register for any English, Communications or Creative Writing courses, students must have a "B" or better in English 12, a TOEFL score of 92 with a minimum of 22 in each Listening, Speaking, Reading, and Writing, or an IELTS score of 7.0 with a minimum score of 6.5 in all areas or a minimum grade of "C-" in EASL 0460. If you do not meet any of these requirements, you must pass the Computer-based English Assessment. You can register for this assessment at the Registrar's Office.

Many courses have pre-requisites. That means that you must fulfill a requirement before you can register for a course. The pre-requisite may be a high school course or another Douglas College course. Refer to the "Course Descriptions" section of the Douglas College Calendar (www.douglascollege.ca/programs-courses/catalogue/courses) to check for pre-requisites.

THE WEB REGISTRATION SYSTEM WILL BLOCK YOU FROM REGISTERING FOR A COURSE IF YOU DO NOT HAVE THE PREREQUISITE.

Try not to miss your first class - Your instructor will usually hand out a syllabus and any information about what you will study.

Don't miss classes - Each class you miss will put you further behind.

Introduce yourself - Get to know a couple of people in your classes to share notes or help each other if you ever need to miss class. If you need to miss class, let your instructor know in advance.

Remember the important dates and deadlines - Do not miss the deadline to hand in your assignment or the course withdrawal deadline if you need to drop a class.

Talk to your instructor - When you have questions about course material or assignments, ask your instructor. This will save you time and frustration.

Use college resources - The Learning Centre offers free tutoring services for various subjects.

GRADING

GRADE POINT AVERAGE (GPA)

This is the numerical average of grade points received for courses completed and it represents the level of achievement a student has attained.

- a. TERM GPA is calculated for each semester.
- b. CUMULATIVE GPA is calculated for all courses ever taken at Douglas College.
- c. Items a & b are calculated and recorded by the Registrar's Office. Students can access their grades through Online Services at www.douglas.bc.ca/application-services.html

A student's GPA is very important within the post secondary school system. GPAs affect the following:

- Priority Registration
- Academic Standing
- Admittance and transfer to University
- Eligibility for an Off-campus Work Permit

GPA AND REGISTRATION

International students at Douglas College are recommended to complete a minimum of 24 credits per calendar year in order to maintain full-time status as an international student in Canada.

At Douglas College, international students have the privilege of priority registration. That means that international students may register for courses before Canadian students. This arrangement helps international students meet the requirement of being enrolled as a full-time student.

YOU WILL LOSE PRIORITY REGISTRATION STATUS IF:

You receive 50% or more NCG &/or UNW grades in EASL courses in any one semester; or
your GPA is 1.5 or below in any one semester or in all semesters.

IF YOU LOSE PRIORITY REGISTRATION STATUS, YOU WILL REGISTER APPROXIMATELY ONE MONTH AFTER OTHER INTERNATIONAL STUDENTS. COURSES FILL UP VERY QUICKLY AT DOUGLAS COLLEGE, SO YOU WILL HAVE GREAT DIFFICULTY IN REGISTERING FOR ANY COURSES.

Students whose GPA score rank in the top 10 percent of student GPA scores in each credential (based on qualifying courses for that credential), and whose GPA is at least 3.33 (based on the same qualifying courses) when applying to graduate, will be recognized at graduation with the presentation of a Gold Cord AWARD.



GOLD CORD

ACADEMIC SUCCESS

HAVE YOU READ THE DOUGLAS COLLEGE CALENDAR?

*THE
DOUGLAS
COLLEGE
CALENDAR
CONTAINS
IMPORTANT
INFORMATION
ABOUT
THE COLLEGE,
ITS POLICIES,
PROGRAMS,
SERVICES,
ETC.*

TRANSFER OF GPA AND ADVANCE CREDIT

Transfer students should obtain information on the grading policies used at the institution to which they intend to transfer. Each institution has its own policy with respect to the method used to calculate the grade point average when a failed course is repeated or when a course is repeated for higher standing. Other institutions do not necessarily include only the better grade in GPA calculations.

Similarly, transfer students should also make themselves familiar with the policies and procedures of receiving institutions regarding the transfer of W, UN and F grades and the effect on the GPA calculation used for admission of transfer students.

Transfer credit awarded by Douglas College is also reviewed by the receiving institution and some changes may be made according to the policy and procedure of the receiving institution.

ACADEMIC HONESTY

The College values academic honesty. The presentation of others' ideas, material or information as one's own, the unauthorized use on exams of material, aids, or other techniques which falsify academic work is unacceptable behaviour. Academic dishonesty will be treated as a serious offense against the College community. Discipline will range from a zero grade on the exam or assignment in which the offense occurred, to failure of the entire course, to suspension from the College, to expulsion from the College. The degree of discipline will depend on the severity of the situation and number of confirmed violations.

For full details please refer to the policy entitled <http://library.douglascollege.ca/~media/783B022A149B4D9C-BC914F8A89401233.ashx>

ACADEMIC ALERT

A student whose semester or cumulative GPA (regardless of the number of credits attempted) falls between 1.99 and 1.50 will be notified in writing by the College. This notification will indicate that the student is being warned that his or her academic performance is weak and that further weakness in performance will lead to academic probation. The student will be encouraged to seek help to improve his or her academic performance and will be provided with a list of the various sources of educational help available to students at Douglas College.

Academic Alert standing will not be recorded on the student's permanent record.

ACADEMIC PROBATION

A student whose cumulative GPA falls below the minimum requirement of 1.50 (based on at least nine credits attempted) will be notified in writing of his or her probationary status and required to book an appointment with a counsellor to discuss his or her academic progress. If the student, once notified, does not meet with a counsellor before the end of the current semester, he or she will not be permitted to register in further courses until such a meeting has taken place.

The student's academic performance will be reviewed at the end of each semester. If the student's cumulative GPA rises to 1.50 or better, the student will be taken off probation. If the cumulative GPA continues to fall below 1.50, the student will be notified in writing, and will be required to meet with the Registrar to develop a remediation plan that may include restrictions on what courses the student is permitted to take until the student's cumulative GPA rises to 1.50 or above. If the student, once notified, does not meet with the Registrar before the end of the current semester, he or she will not be permitted to register in further courses until such a meeting has taken place. The Registrar may withdraw students for one or more semesters if they do not show progress toward meeting the minimum cumulative GPA.

A student who has been required to withdraw must apply for readmission. Permission for readmission is granted by the Registrar, in consultation with the Department Chair/Program Coordinator, if needed. A student readmitted after being required to withdraw is initially limited to a maximum enrolment of nine credits. The student's academic performance will be reviewed at the end of the semester. If the cumulative GPA rises to 1.50 or better, the student will be taken off probation. A student who does not attain this level after his or her return will be required to withdraw for another semester or to meet with the Registrar to develop a remediation plan that may include restrictions on what courses the student is permitted to take until the student's cumulative GPA rises to 1.50 or above.

TRANSCRIPTS

A transcript is a summary of courses and grades for all semesters for which a student has registered. Official transcripts bear the official signature and College seal. Application for transcripts should be made in writing through the Office of the Registrar.

GRADING



ACADEMIC SUCCESS

POLICIES AND PROCEDURES

STUDENT RESPONSIBILITY

It is the student's responsibility to be aware of POLICIES, PROCEDURES and DEADLINES which are in effect at Douglas College. This information is printed in the online Calendar, in the Registration Guide, and in other publications. Questions regarding these matters may be directed to the Office of the Registrar or the Student Services Centre. For all matters, it is considered sufficient notification by the College to mail information to a student's address as recorded in the Student Information System.

It is also the student's responsibility to attend classes regularly, to keep work up-to-date, and to complete assignments as required. Final grades are based largely on complete assignments, tests and class participation. Students can be asked to leave a course if attendance is not regular.

Students should ensure that they are available during the entire time set aside at the end of the term for formal examinations.

ATTENDANCE/NON-ATTENDANCE

Registered students are expected to attend the first class of the semester. Students who are unable to attend the first class of a course should inform their instructor by email, in person or by telephone (but not voice mail) of the intended absence before the start of the first class. Where this is not possible, notification by email, in person or by telephone (but not voice mail) must be received prior to the scheduled start of the second class. Students may be required to provide evidence of notification.

If registered students miss their first class and do not notify their instructors of their intent to remain in the course prior to the scheduled start of the second class, their seats in that course may be reassigned to other students. Any student whose seat is reassigned must officially withdraw from the course. If withdrawal or course drop procedures are not completed, the grade of "UN" will be recorded. Deadline dates are designated in the official online calendar and registration guide. Regular fees will be assessed and payable in accordance with the College fee payment and refund policy.

CHANGE OF ADDRESS

Update your address on-line by logging into your student account or myDouglas account so that correspondence can be mailed without delay. Changes in telephone number, e-mail addresses and names of persons to contact in emergencies can also be updated at the same site.

REGISTRATION

Douglas College students register for courses online. Details concerning the registration process, the planning required and course information are contained in the Registration Guide and credit course schedule. New students who have been admitted, or continuing students, will receive a registration notice card in the mail approximately three months prior to the start of each semester. Students who do not receive this information should contact the Office of the Registrar at 604-527-5478 before registration.

Returning students who do not attend for 3 consecutive semesters must reapply to the College. Registration appointment times are assigned on the basis of the overall or cumulative GPA for General Admission programs. Students who do not satisfactorily complete a semester at Douglas College may be placed on academic probation or be asked to withdraw. See section on Academic Probation (page 21).

College staff can assist in helping students through the registration process. Planning should be done well in advance of registration. Contact the DCI for assistance.

Note: Academic Advisors are available to help plan course selection. Please contact the Douglas College International Office at 604 527 5650 or Registrar's Office at 604 527 5478.

Ultimate responsibility for the accuracy and completeness of course timetables and registration rest with the student. Students cannot receive credit for a course in which they are not properly registered.



DO
discover.

REGISTRATION

COURSE ADDS, DROPS AND WITHDRAWALS

Deadline dates, for courses less than 15 weeks in length, are pro-rated.

Students are required to add or withdraw from courses by using the Registration System. Details for this process, including deadline information, are available in the Registration Guide. Deadline dates apply. A course dropped during the first two weeks of the semester is deleted from a student's permanent record. Courses that are officially dropped during the third to ninth week of the semester are recorded on a student's permanent record with a "W". Course drops are not permitted after the ninth week.

SECTION CHANGES

Douglas College offers many courses at several different times during the week so students can find it easier to fit all of their courses into their schedule. The different times that a course is offered are called sections.

A section change is processed as a course add and a course drop that occur at the same time. When a section is changed, the dropped section is always deleted from the permanent student record.

Students must change the section by using the Registration System. Deadlines and the refund policy apply to changing sections.

COURSE LOAD, APPROVAL FOR OVERLOAD

A normal course load for a full-time student is 15 credits. Some programs, however, may require more than a normal course load. Students not enrolled in such a program and wishing to take a course overload (i.e. more than 15 credits in one semester) must first obtain permission from the Registrar or Associate Registrar. Normally, a grade point average of 3.0 (B) or better is required before permission to carry extra courses is granted.

REPETITION OF COURSES

In general, students may register for the same course if it is a graded one (A, A-, B+, C etc.) a maximum of two times. Students enrolled in graded ENGU and/or MATU courses may repeat those courses a maximum of 3 times. Students enrolled in courses which use Mastery grading may register a maximum of three times. Register, in this context, means enrol as a credit or audit student.

The policy applies to all cases of registration, whether or not the course is successfully completed or the student withdraws.

Students may appeal to the Registrar or Associate Registrar for special consideration or exemption from this policy.

RECREATION

Thousands of students have taken part in either a REC class such as Yoga or Hip Hop Dance, a REC Intramural sport such as basketball or volleyball, or participated in a major REC Event such as the Royals Rumble. REC is about having fun and being active, come out today and REC YOUR LIFE!

FITNESS CENTRE

The Centre for Campus Life, Department of Recreation exists to enhance the lives of Douglas College students, employees and members of the community through recreation, and wellness programs designed to develop mind, body, and spirit.

Douglas College has 2 Fitness Facilities with access included in your Douglas College student fees.

David Lam Campus (Pinetree Community Centre)

Monday to Thursday	8:00 am to 9:00 pm
Friday	8:00 am to 8:00 pm
Saturday to Sunday	8:30 am to 8:00 pm

New Westminster Campus

Monday to Thursday	8:00 am to 8:00 pm
Friday	8:00 am to 4:30 pm
Saturday/Sunday/Holiday	CLOSED

HEALTH AND WELLNESS



DO
play.

CLUBS & ORGANIZATIONS



Joining a club or student group is a great way to get involved in something you are passionate about and part of creating a vibrant student life and community at Douglas College. As a student group you are eligible for funding, staff support, room booking privileges, email addresses, and more.

JOIN A CLUB

There are a number of existing clubs and/or groups at Douglas College that you can join through a few simple steps. Find a group you would like to join, get in touch with the group's contact person, attend the next meeting and you're all set! Visit the DougLife website doughlife.ca to find out more.

START A NEW CLUB

Starting a new club is easier than you think! If you are interested in starting a student club or group you have many resources at your disposal. Contact the Douglas Students' Union (DSU) for information on starting a club with the DSU or contact the Centre for Campus Life if you have any questions on starting a student group at Douglas.

Douglas Students' Union

Email: campuslife@dsu18.ca

Centre for Campus Life

Email: schachnera@douglascollege.ca

GET INVOLVED!

Joining a club or volunteering is a rewarding way to gain experience, meet new people, and learn new skills.

Some of the skills and benefits of getting involved:

- Studies show that students who get involved are often more efficient in their course work
- Learn how to work and interact with others outside the classroom setting
- Develop valuable work place skills (leadership, communication, team building, etc.)
- Great way to meet new friends
- Volunteer experience for university admission

CHECK OUT THE DSU OR DOUGLIFE WEBSITE FOR INFORMATION ON CLUBS & ORGANIZATIONS, VOLUNTEER OPPORTUNITIES, FITNESS & RECREATION, AND MUCH MORE!

DOUGLASSTUDENTSUNION.CA

DOUGLIFE.CA

WHY VOLUNTEER?

The benefits of volunteering and giving back are so many that we can only list a few: Make a difference, gain job experience, meet new people, create friendships, experience personal and professional growth, be a positive role model, have fun and a whole lot more. It may assist you in gaining paid employment in the future.

There are many great opportunities for you to volunteer on or off campus. Please check the DougLife website for postings: douglife.ca/category/volunteer-opportunities/



If you are offering your services as a volunteer, and the volunteer activities are those that a person would normally not be paid for, then no work permit is required. If you work off-campus, even without pay, it may be regarded as “work which requires a Work Permit to perform”. Check with the Douglas College International Office if you are unsure whether your volunteer work requires a work permit or visit the Citizenship and Immigration Canada website at <http://www.cic.gc.ca/english/study/institutions/work-volunteer.asp> for details.



DOUGLAS COLLEGE INTERNATIONAL FACEBOOK
[Facebook.com/Douglascollegeinternational](https://www.facebook.com/Douglascollegeinternational)

Join Douglas College International on Facebook to find out about our weekly events and workshops. It's a great way to connect with other international students!

VOLUNTEER OPPORTUNITIES

**DID YOU KNOW
VOLUNTEER WORK
MAY BE
CONSIDERED
EMPLOYMENT?**

HEALTH CARE

BC SERVICES CARD/ CARE CARD

MEDICAL INSURANCE

Your first three months

If you have just arrived in B.C., you will require private medical insurance for your first three months in B.C. You may register for private medical insurance through the Douglas College International Office. The rate for the private insurance is \$1.55 per day.

After three months

The government of the province of British Columbia requires all residents of B.C., including international students, to be enrolled in the B.C. Medical Services Plan (MSP). The cost of this medical plan is currently \$69.25 for one person, \$125.50 for a family of two and \$138.50 for a family of three or more per month. You are eligible to apply for this medical plan if you have lived in B.C. for 3 months.

In Canada, health care can be very expensive if you are not covered with proper medical insurance. Douglas College requires that all international students have basic (MSP) and extended health insurance for the duration of your studies.

MSP covers the cost of basic medical care within Canada including most physician and hospital services. You can use the BC Services Card/Care Card provided by MSP at any clinic or doctor's office.

International students must have a valid study permit to qualify for MSP. Your BC Services Card/Care Card will expire on the same date as your study permit. When you receive a new study permit, you must send a copy to the MSP office to extend your BC Services/Care Card; otherwise, your medical insurance will no longer be valid.



The BC Services Card can be used as identification anywhere you currently present government-issued ID.

The Medical Services Plan (MSP) provides the following benefits:

- medically required services provided by a physician enrolled with MSP;
- maternity care provided by a physician or a midwife;
- diagnostic services, including x-rays and laboratory services provided at approved diagnostic facilities when ordered by a registered physician, midwife, podiatrist, dental surgeon or oral surgeon;
- dental and oral surgery, when medically required to be performed in a hospital

DOUGLAS STUDENTS' UNION HEALTH & DENTAL PLAN

It is important that you have extended health and dental coverage while you are in Canada. The Douglas Students' Union provides all full-time students an extended health and dental plan for \$260 per year. The benefit period begins September 1 and ends August 31 the following year.

The plan covers 80% of the cost of prescription drugs (including oral contraceptives), paramedical services (i.e. physiotherapists, chiropractors) and dental work. It also provides a small amount of accidental death and dismemberment insurance.

ALL INTERNATIONAL STUDENTS ARE REQUIRED TO BRING THEIR PASSPORT, STUDY PERMIT, AND VALID MEDICAL INSURANCE TO THE INTERNATIONAL OFFICE (ROOM 2800) WITHIN THE FIRST TWO WEEKS OF THE SEMESTER FOR DOCUMENT VERIFICATION. PLEASE VISIT THE INTERNATIONAL OFFICE TO PICK UP AN APPLICATION FORM FOR BC MEDICAL INSURANCE.

MSP COVERAGE

EXTENDED MEDICAL INSURANCE

PERMITS & VISAS

There are three categories of people in Canada: citizens, permanent residents, and temporary residents. International students, workers, and visitors are all temporary residents. As a temporary resident, you may have two or three types of immigration documents.

TEMPORARY RESIDENT VISA (TRV)

A Temporary Resident Visa (TRV) commonly known as a visitor visa or entry visa is used only for entry into Canada. Only citizens of certain countries require a TRV. A TRV may allow single or multiple entry; it can be obtained only from a Canadian visa office (such as a consulate or embassy) outside of Canada. A TRV is only used to enter Canada, while a study permit allows you to stay in the country.

Renewing a Temporary Resident Visa

The TRV is a sticker placed in your passport and it must be used prior to the expiration date, but does not have to remain valid after you enter Canada. International Student with a valid study permit can apply for a TRV to return to Canada before they leave. If you apply for a TRV within Canada, please ensure that you apply at least 2 months in advance of your planned departure from Canada in order to avoid disappointment.

Please visit the CIC website at www.cic.gc.ca/english/visit/cpp-o-apply.asp for details.

HELPFUL TIPS:

- Do not send your original Study Permit with your application - you only need to send a photocopy of your Study Permit.
- When mailing your application form to the Case processing pilot-Ottawa(CPP-O) it is recommended that you use a courier service, such as Xpresspost to confirm that they received your application, and to have a record that the application was sent. This is also a safer method of sending your passport.
- It is also highly recommended that you include a pre-paid Xpresspost envelope (with your mailing address written on it) with your application.
- Check your application form and documents thoroughly to ensure that your application is complete and signed. CIC will return your application if it is incomplete.
- Before mailing your application, it is strongly recommended that you make a photocopy of your application and document to keep for your records for future reference.

**CITIZENSHIP
AND
IMMIGRATION
CANADA
(CIC)
1-888-242-2100
WWW.CIC.GC.CA**

Extending your passport in Canada

Citizenship and Immigration Canada cannot issue documents beyond the expiry date of your passport. If your passport will expire during your studies, you should begin the renewal process at least six months before its expiry date. Your passport can only be renewed through a consulate, embassy or office of your home country. For up-to-date information on Foreign Representatives in Canada consult www.international.gc.ca.

Visiting the United States

An arrangement between Canada and the United States allows you to re-enter Canada without a temporary resident visa (TRV) after a visit solely to the US. You will need a valid passport and a valid student permit to re-enter Canada. However, citizens of most countries require a non-immigration visa to enter the US for business or pleasure and must apply in advance. Citizens of select countries participate in the VISA WAIVER PROGRAM which allows them to apply for entry to the US without a non-immigrant visa if they are seeking entry for 90 days or less as a visitor for business or pleasure as long as they have a machine-readable passport. If you wish to apply for a visa to visit the US, you must first complete the non-immigrant visa electronic application and make an appointment. Information on how to set up an appointment is available from <http://usvisa-info.com>.

PASSPORT

VISITING OTHER COUNTRIES

***IF YOU REQUIRE
A VISA FOR
ANOTHER COUNTRY,
A LIST OF FOREIGN
REPRESENTATIVES IN
CANADA CAN BE
FOUND ON THE FOR-
EIGN AFFAIRS AND
INTERNATIONAL
TRADE CANADA
WEBSITE AT WWW.
INTERNATIONAL
G.C.C.A.***



PERMITS & VISAS

**DO NOT LET
YOUR
STUDY PERMIT
EXPIRE!**

STUDY PERMIT

A valid study permit authorizes you to remain in the country while you study. If you are going to attend Douglas College and are not a Canadian citizen or permanent resident of Canada, you must obtain a Study Permit from Citizenship and Immigration Canada (CIC). Your Study Permit is normally valid for the expected length of your study program. You cannot extend your study permit beyond the expiry date of your passport. If your passport is expiring, you need to renew it before you apply to extend your study permit.

Extending your study permit in Canada

To extend your study permit, you can apply online through the CIC secure website MyCIC. It is your responsibility to ensure that your study permit remains valid during your studies in Canada. If you need to extend it, apply at least 30 days before the expiry date. Processing times are typically 2 to 6 weeks if you apply online. If you plan to travel abroad during a period when your study permit is almost expired, ensure that you renew it before you leave.

If you apply for a renewal of your study permit, and the permit expires before you receive an answer, you can continue to study in Canada under the same conditions until you receive a decision.

For more details about how to extend your study permit, please visit the Citizenship and Immigration Canada website at <http://www.cic.gc.ca/english/study/study-extend.asp>.

The following are required to extend your study permit:

- Official letter confirming your student status and the expected duration of your program. You can request this letter from the Douglas College International Office, (proof of enrolment letter).
- Proof of academic standing at institution(s): letter from institutional registrar and/or photocopies of transcripts from your last two periods of study
- Proof of funds (e.g. Bank Balance Statement)
- Scan of your passport including your photo page plus all the pages with stamps in your passport for entries in to Canada and your current study permit
- Proof that you paid your application fee (\$150) - you can pay online with a credit card through the CIC website as part of the online application process.

IF YOU ARE A GRADUATE FROM A LOCAL HIGH SCHOOL, YOU MUST APPLY TO CHANGE THE CONDITIONS ON YOUR STUDY PERMIT TO ALLOW YOU TO STUDY AT A POST-SECONDARY INSTITUTION (UNIVERSITY, COLLEGE, TECHNICAL INSTITUTE).

WORK OPPORTUNITIES AND PERMITS

Employment can be a good way to earn extra income and gain experience while you're studying. However, as an international student, there are certain restrictions on the type of employment you can have. Work opportunities available for international students are:

ON-CAMPUS EMPLOYMENT

You may work part-time on campus as long as you are a full-time student in a degree or diploma program at Douglas College and hold a valid study permit. A work permit is not required for on-campus work.

On-campus, student assistant positions are offered to students by several departments in the College - on a part-time basis - up to a maximum of 20 hours per week. (Students may be hired for a maximum of two student assistant positions per semester.

International students must be enrolled in full-time studies (a minimum of 9 credits each for the Fall and Winter terms and a minimum of 3 credits for the Summer term) to qualify to work on campus. An original copy of a Social Insurance Number (SIN) and an original study permit are required by law before commencing work at Douglas College.

On campus job postings are available at www.douglas-college.ca/career-opportunities.

OFF -CAMPUS EMPLOYMENT

Eligible international students attending participating post-secondary institutions can apply to work off campus while studying.

International students with an Off-Campus Work Permit may work a maximum of 20 hours per week during the regular academic year (September to April) and full-time during the summer semester and scheduled breaks (semester break and reading break).

To check your eligibility for an Off-campus Work Permit, please refer to the CIC website at <http://www.cic.gc.ca/english/study/work-offcampus.asp>.

A work permit does not guarantee that you will find a job. It is your responsibility to look for work. Even if you work off campus, your studies must be the main reason you are in Canada.

**WORKING
IN
CANADA**

DO
explore.

WORKING IN CANADA

**DOUGLAS COLLEGE
CO-OP OFFICE
WEBSITE:
DOUGLASCOLLEGE.
CA/CO-OP**

CO-OPERATIVE EDUCATION

The Douglas College Co-operative Education (Co-op) Program is a unique program that enables students to integrate academic studies with related employment experience. Co-op students alternate semesters of classroom studies with semesters of paid, full-time employment experience.

Co-op is offered as an option within the following academic programs:

- Associate of Arts Degree
- Associate of Science Degree
- Accounting Management
- Business Management
- Commerce and Business Administration
- Computing Science and Information Systems
- General Business
- Marketing Management
- Bachelor of Business Administration

You will have to apply for a Co-op Work Permit through Citizenship and Immigration Canada and prove that on-the-job training is compulsory for your academic program in Canada. The Co-op Work Permit is the only work permit that allows students to work full-time during regular school terms. You cannot complete a Co-op Work term with an Off-Campus Work Permit. A Co-op Work Permit is different from an Off-Campus Work Permit, and you may hold both if you meet the criteria for each one.

Admission Requirements

- have completed at least 18 program-related credits
- have attained a minimum program Grade Point Average (GPA) of 2.33
- have attended the scheduled orientation session and workshops
- be registered in one of the programs above as a full-time student (a total of nine credits minimum)



POST-GRADUATION EMPLOYMENT (WORKING IN CANADA AFTER GRADUATION)

After meeting the requirements of graduation, international students are allowed to work in Canada under the Post-Graduation Work Permit program.

To qualify, you must meet certain immigration requirements:

- Application for a Work Permit must be made within 90 days of notification of final marks.
- You must have a valid Study Permit at the time you apply for a Work Permit.

Current regulations state that a Post-Graduation Work Permit will only be issued for a maximum of 3 years and is only obtainable once in your lifetime. These regulations may be subject to change.

If you are interested in applying for the Post-Graduation Work Permit, please refer to the CIC website at www.cic.gc.ca/english/study/work-postgrad.asp.

SPOUSAL WORK PERMIT

If you hold a valid Study Permit your spouse will be able to apply for a Work Permit for the length of time your Study Permit is valid. Spouses (who are not students) may apply for a Work Permit that permits them to work either on or off campus. Your spouse does not need a job offer to apply for a Work Permit; they will be issued an “open” Work Permit allowing them to work wherever they can find employment. A valid Work Permit must be obtained before beginning employment. Spouses can apply for a Work Permit from within Canada. This spousal Work Permit is not intended for spouses who are themselves full-time students.

INCOME TAXES AND TAX RETURN

In Canada, income tax is administered by the Canada Revenue Agency (CRA). Students must complete an income tax form if they earned income from employment or received a scholarship while in Canada. Income tax forms must be completed and mailed by April 30 of each year. The taxation year in Canada runs from January 1- December 31.

When you file your income tax as an international student, you must determine your residency status to know how you will be taxed in Canada - www.cra-arc.gc.ca/internationalstudents/

YOU MUST APPLY FOR YOUR POST-GRADUATION WORK PERMIT WITHIN 90 DAYS OF RECEIVING WRITTEN CONFIRMATION FROM YOUR INSTITUTION INDICATING THAT YOU HAVE MET THE REQUIREMENTS FOR COMPLETING YOUR ACADEMIC PROGRAM.

**DO NOT
GIVE YOUR
SIN OR SHOW
YOUR SIN CARD
TO ANYONE
UNLESS IT IS
NECESSARY**

SOCIAL INSURANCE NUMBER

After receiving a work permit or an on-campus job offer, international students and members of their families who wish to work must obtain a Social Insurance Number (SIN). This is a confidential government issued number that is legally required for all work in Canada. This number is also used for filing a tax return and claiming a Goods and Services Tax refund. However, if you receive a scholarship, bursary, fellowship, or research grant as the only source of income, a SIN will not be needed, as SINs are issued for employment purposes only. If you do not qualify for a SIN, you must apply for an Individual Tax Number (ITN) at the time of filing your tax return.

If you have an on-campus job offer and a valid study permit, but you do not have a work permit, you are still required to apply for a SIN. Details of what must be included on the employment contract (including a sample contract) is available on-line on the Service Canada website at www.servicecanada.gc.ca/eng/sin/employers/contract.shtml.

A Service Canada Centre will most likely be able to provide you with a written confirmation of your new SIN and/or the new expiry date at the time of application. This written confirmation should be provided to the employer as you will not receive your SIN card right away. You should receive your new card within ten working days and you should show it to your employer at that time.

Your SIN will expire on the same date as your primary immigration document (study permit or work permit). Be sure to renew your SIN, if necessary, once you receive a renewed immigration document. Students working on-campus with no Work Permit must present a new employment letter or contract containing dates of employment with the “date signed” and “valid until” dates indicated on the renewed study permit.

INDIVIDUAL TAX NUMBER (ITN)

International students who intend to file a Canadian income tax return can apply for an Individual Tax Number (ITN) if you do not have, and are not eligible to obtain, a SIN. You must submit the application form to apply for an ITN from the Canada Revenue Agency (CRA) with a combination of documents such as a passport, driver’s licence, birth certificate, work permit, study permit, visitor record, and/or diplomatic identity card.

HEAR THAT?
IT'S THE WORLD
IT'S AT YOUR DOOR
KNOCKING
ASKING
WHAT WILL YOU DO?
WHAT WILL YOU BE?

— WE SAY —

DO

WHAT YOU LOVE
BE GOOD AT IT

— AND THE REST WILL FOLLOW —

NEW WESTMINSTER CAMPUS

CAMPUS STREET ADDRESS

700 Royal Avenue, New Westminster

CAMPUS MAILING ADDRESS (BOTH CAMPUSES)

P.O. Box 2503, New Westminster, B.C. V3L 5B2

TELEPHONE (BOTH CAMPUSES)

Central Switchboard: 604-527-5400

CAMPUS HOURS

Monday to Friday	8 am to 11 pm
Saturday	8 am to 7 pm
Sunday	Limited Access between 8 am to 6 pm

INFORMATION

Inquiries should be made at the security booth in the concourse on level 2.

ROOM NUMBERS

The campus is divided into two buildings, north and south, which are joined by the concourse. All rooms are numbered according to floor (first digit) and hundred blocks (last three digits).

- Rooms with hundred block numbers below 500 are located in the north building.
- Rooms with numbers above 500 are located in the south building. E.g. room 2201 is located on the second floor, north building.

FOOD SERVICE

Meals and snacks are available in the cafeteria on level 2 north, and in the deli on level 1 north.

SMOKING POLICY

All areas within the college building are designated non-smoking, including the concourse and rooftop patios. There are two designated smoking areas: second floor east entrance next to the Student Union Building and fourth floor entrance next to Employee Relations.

SECURITY, FIRST AID, LOST & FOUND

Go to the security booth in the concourse on level 2 for all emergencies - fire/police/ambulance/first aid, and to ask about lost or found items. Also, there are emergency assistance telephones at the south elevator (on levels p1, p2 and p3), at the north elevator (on level p1), and the disabled access elevator (on level p1). These telephones automatically connect you with the security booth.

DAVID LAM CAMPUS (COQUITLAM)

CAMPUS STREET ADDRESS

1250 Pinetree Way, Coquitlam

TELEPHONE (BOTH CAMPUSES)

Central Switchboard: 604-527-5400

CAMPUS HOURS

Monday to Friday	8 am to 11 pm
Saturday	8 am to 7 pm
Sunday	Closed

INFORMATION

Inquiries should be made at the information booth in the main floor atrium.

ROOM NUMBERS

- The campus is divided into two blocks: "A" block on the west and "B" block on the east.
- Room numbers are prefixed by the block letter.

FOOD SERVICE

Meals and snacks are available in the cafeteria located on the north east side of the atrium (main floor level).

SMOKING POLICY

All areas within the college building are designated non-smoking, including the atrium.

SECURITY, FIRST AID, LOST & FOUND

Call 2400 for all emergencies - fire/police/ambulance/first aid. Security and first aid is located in the atrium (main floor level).



**Douglas College International
New Westminster Campus**

Room 2800

700 Royal Avenue

New Westminster, BC

Canada V3L 5B2

Tel 604 527 5650

Fax 604 527 5516

**Mailing address
(both campuses)**

PO Box 2503

New Westminster BC

Canada V3L 5B2

douglascollege.ca