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ORIENTATION PACKAGE
Information you don't want to miss!

Selkirk  College

September 2011 CASTLEGAR/TRAIL



Castlegar 1.888.953.1133 | selkirk.ca

IMPORTANT DATES

If your program does not begin in the regular September or January semesters please contact the Admissions office for specific date information.

AUGUST 2011

- 1 BC Day – College closed

SEPTEMBER 2011

- 5 Labour Day – College closed
- 6 Orientation for new and returning students - Castlegar and Trail Campuses
- 6 Fees are due and payable on or before the first day of class.
- 7 Fall semester instruction begins
- 19 Last day to withdraw from classes with a 75% refund

OCTOBER 2011

- 1 Late penalty assessed for all unpaid fees
- 3 Last day to withdraw from classes with a 50% refund and not have course/s shown on transcript. After this date refunds will not be granted
- 10 Thanksgiving Day – College closed

NOVEMBER 2011

- 10 Last day to withdraw from classes or change to audit
- 11 Remembrance Day – College closed
- 29 Winter semester registration begins

DECEMBER 2011

- 1 Winter semester registration begins
- 9 Fall semester instruction ends – most programs
- 12-21 Fall semester examinations – most programs
- 23 Christmas Holidays – College closed

JANUARY 2012

- 3 College campuses re-open
- 3 Winter semester instruction begins
- 3 Fees are due on the first day of classes
- 16 Last day to withdraw from classes with a 75% refund
- 30 Last day to withdraw from classes with a 50% refund and not have course/s shown on transcript. After this date refunds will not be granted

FEBRUARY 2012

- 1 Late penalty assessed for all unpaid fees
- 13-17 Reading Break – Note the reading break may vary in length program by program

MARCH 2012

- 9 Last day to withdraw from courses or change to audit

APRIL 2012

- 5 Winter semester instruction ends - most programs
- 6 Good Friday - College closed
- 9 Easter Monday - College closed
- 10-18 Winter semester examinations - most programs
- 20 Graduation ceremonies - all Campuses

MAY 2012

- 1 Spring/summer semester instruction begins
- 21 Last day for most vocational programs
- 25 Victoria Day - College closed

JUNE 2012

- 1 Fall semester registration begins

JULY 2012

- 1 Canada Day – College closed

NOTE: For programs with other start dates and/or a shorter semester, refunds are based on the date of notification of withdrawal **if received in writing by the Admissions Office.** For a shorter semester, refund of fees prior to or during the first five days of instruction is 75 percent of the tuition fee. Refund of fees during the 6th to 10th day of instruction is 50 percent of the tuition fee. After the 10th day of instruction, no refunds will be granted.

COMPUTERIZED PLACEMENT TEST (CPT)

The Computerized Placement Test (CPT) is a pre-admission assessment of English and Math. All students applying to Selkirk College are required to take the CPT. The CPT provides a basis for advising students on appropriate program or course choices, thereby increasing their chances of success.

The CPT is offered at the Castlegar, Nelson, and Trail campuses. For those students who live outside the area, a distance option is available.

Register online at:

<http://selkirk.ca/services/sas/spandexaminvigilationservices/>

EARLY ALERT

In the first few weeks of a new semester, there are always adjustments to make, and some students may find they experience greater challenges than others.

Early identification of issues and timely support may make all the difference to a student's success in a program.

Early Alert is an online referral system that enables instructors to identify students who are facing challenges in their courses or programs. This should occur during the first 3-4 weeks of a semester.

Students referred to Early Alert will be contacted by email and invited to meet with a member of the Student Access and Support Department. The student will then be connected with appropriate support services or resources.

Early Alert is available for the first five weeks of the Fall and Winter semesters. At all other times, students will be referred directly to the appropriate services.

Contact earlyalert@selkirk.ca for more information.



STUDENT ACCESS AND SUPPORT

The Department of Student Access and Support is a cornerstone for Selkirk students. We're here to help students succeed by facilitating access to post-secondary education for prospective students as well as supporting students while they are studying at Selkirk College.

Aboriginal Services - The Aboriginal Services Coordinator provides support to all prospective and current aboriginal students and works closely with staff, students and communities to enhance aboriginal learners' participation and success rate in Selkirk programs.
Marilyn James - 250.365.7292

CPT and Exam Invigilation Services - The Computerized Placement Test (CPT) is required of most students applying to Selkirk College. It provides a basis for advising students on appropriate program or course choices. Selkirk College also offers Centralized Exam Invigilation Services. The schedules and online registration for these services can be found on the website at: <http://selkirk.ca/services/sas/cptandexaminvigationalservices> or contact Paris Voykin - 250.365.1313

Counselling - Counsellors help students to work toward their goals by providing career and personal counselling, educational planning and course advising about programs at Selkirk College and at other post secondary institutions, the university transfer system, and career and employment trends.
Robin Higgins - Nelson Campuses
250.352.6601 Ext. 225
Laurie Read and Tami O'Meara -
Castlegar Campus 250.365.1273
Counsellors also have scheduled days at Trail and Grand Forks Campuses.

Disability Services - Disability Service Coordinators provide a variety of services to support the educational goals of students with documented disabilities. They assist eligible students to access funding for equipment, adaptive software, and other programs

and services. They also provide transition information for prospective students and offer assistance with admissions and registration procedures.

Glynn Woodburn - Nelson Campuses
250.352.6601 Ext. 205
Myriam Spencer and Trish Foy (on leave) -
250.365.1380 - Castlegar Campus
Nadya Sofonoff - Disability Services Assistant
250.365.1429 - Castlegar Campus

Learning Success Centres - Learning Skills Coordinators provide support to students in three major areas: One-on-one tutoring, workshops and peer tutoring. One-on-one tutoring and workshops focus on effective learning and study skills and include topics such as time and stress management, organizational skills, reading comprehension, note-taking, memory techniques, review, and exam preparation, while peer tutors provide assistance with specific course content.
Felicity Blaiklock and Laurie Jarvis - Silver King Campus
250.352.6601 Ext. 247
Randall Cannon - Tenth Street Campus
250.352.6601 Ext. 347
Todd Solarik - Castlegar Campus 250.365.1338

For more information on Student Access and Support go to selkirk.ca/services/studentssupport/



The Financial Aid office is located in the Administration Building on the Castlegar Campus. Please take a moment to familiarize yourself with some of the information and services we offer.

Don't let your financial situation prevent you from furthering your education. Selkirk College strives to make post-secondary education accessible and affordable to its students. Last year Selkirk offered our students over \$500,000 in awards and support.

Contact the Financial Aid office or visit our website at selkirk.ca/students/financialaid for information and/or assistance in:

- Planning and budgeting for the school year.
- Applying for government student loan programs.

For government funding general information, please visit StudentAidBC.ca or CanLearn.ca

The Financial Aid Officer is regularly available on the Nelson Campuses - call 1.888.953.1133 ext. 295 to make an appointment.

ENTRANCE SCHOLARSHIPS & AWARDS

The Entrance Awards Program offers awards to students entering Selkirk College who have demonstrated high academic achievement or community involvement. For application details and deadlines visit selkirk.ca/students/financialaid/awardsandsupport/.



SCHOLARSHIPS

The Scholarship Awards Program offers awards to students who have demonstrated high academic achievement while attending Selkirk College. For application details and deadlines visit selkirk.ca/students/financialaid/awardsandsupport/.

BURSARIES

Bursaries are awarded to students who are academically successful and show financial need. For application details and deadlines visit selkirk.ca/students/financialaid/awardsandsupport/.

WORK STUDY

Work Study is a student employment program where you can work on campus while going to school. Job postings are available through the Financial Aid office in September.

SOUTHERN INTERIOR DEVELOPMENT INITIATIVE TRUST (SIDIT)

Students in both secondary (high school Transitions) and post-secondary programs may be eligible for this award. Awards amounts vary and are based on demonstrated financial need. For application details and deadlines visit selkirk.ca/students/financialaid/awardsandsupport/.

Need more information?

Contact the Financial Aid office at: 1.888.953.1133 ext. 295 or email financial_aid@selkirk.ca

Visit our website at:

selkirk.ca/students/financialaid

SELKIRK COLLEGE STUDENTS' UNION HEALTH AND DENTAL PLAN



If you are registered in full-time studies at Selkirk College you will be enrolled in the Selkirk College Students' Union (SCSU) Health and Dental Plan. **If you have existing coverage you must remove yourself from the plan (opt-out) by providing proof of existing extended health and dental coverage by September 19th.** Opting-out can be done at the SCSU office on your campus or online at the SCSU website - selkirkstudents.ca. The option to opt-out will be available after August 15, 2011.

There is a Change of Coverage period at the beginning of each school year. This is the period when students can opt-out of the plan, or add-on additional family members and dependants. **Once the Change of Coverage period is over, changes to your Plan can not be made for the remainder of the school year.**

The Change of Coverage period is from August 15th to September 19th.

The Selkirk College Students' Union (SCSU) Health and Dental Plan was designed by students for students to provide many important services and help cover expenses not covered by your basic Provincial Medical Services Plan (MSP) or iMed (if you are an international student). These services include prescription drugs, dental care, travel health coverage, and more.

If you have any questions please contact our Health and Dental Coordinator, David Lubbers, at healthanddental@selkirkstudents.ca or by phone at 250.365.1262.



HOW TO DROP A COURSE/PROGRAM

If you have to drop a course, it is important to follow the guidelines.

Guidelines

- You may drop a course online anytime before September 6, 2011.
- After September 6th, to drop a course/program, your decision **MUST** be communicated to the Records Office by filling out & submitting a course change form (found in the Admissions Office) within the deadlines noted below.
- If you do not communicate the dropping of a course/program to the Records Office, this may result in a DNW (Did Not Withdraw) and **NO** tuition refund. Please note that a DNW can have a negative impact on your overall GPA (a DNW receives a Grade Point Value of 0.00).

TUITION IS DUE AND PAYABLE PRIOR TO THE FIRST DAY OF CLASSES. (A late fee will be charged for all unpaid tuition and fees.)

Drop Policy – Refund of Tuition*

If you drop a course/program:	You get a tuition refund of:
Between September 6 & September 19, 2011	75%
Between September 20 & October 3, 2011	50%
After October 3, 2011	0%

Drop Policy – Transcript Note

If you drop a course/program:	On your final transcript you will see:
Between September 6 & October 3, 2011	Nothing
Between October 4 & November 10, 2011	W = Withdrew
After November 10, 2011 – Withdrawals not allowed	DNW = Did Not Withdraw

NOTE: For programs with other start dates and/or a shorter semester, refunds are based on the date of notification of withdrawal if received in writing by the Admissions Office. For a shorter semester, refund of fees prior to or during the first five days of instruction is 75 percent of the tuition fee. Refund of fees during the 6th to 10th day of instruction is 50 percent of the tuition fee. After the 10th day of instruction, no refunds will be granted.

*Where there is a discrepancy between the Selkirk College Calendar 2011/2012 and College Policy, the one that is most favourable for the student will apply.



LIVING IN RESIDENCE AT SELKIRK COLLEGE

The Kekuli House Residence offers private accommodations for up to 100 students. It offers single occupancy rooms equipped with a single bed, desk and chair, storage area and kitchen area which includes a two burner stove, fridge and sink. A washroom is shared between every set of two rooms. Cablevision and private telephone service options are available and each resident is able to individually control their own heating or air conditioning as required.

Every room has a private entrance and outside access which provides a panoramic view of the spectacular valley. Conveniently located within the residence building is a communal area and recreation lounge. The manager's office, coin operated laundry facilities and common storage facilities are also housed within the residence building.

WHY KEKULI HOUSE?

Students living in residence share various academic goals and interests which positively affect their overall educational experience. Living on campus close to facilities and services makes the best possible use of valuable time at college and supports students who are serious about their education. We endeavour to make your stay on campus comfortable and memorable.

Kekuli House Advantages

- Rooms are private, comfortable and secure.
- Each room has a spectacular view of the valley and some rooms have a river view.
- You are minutes away by car or bike from shopping, airport and social activities.
- Computer labs, library and full gymnasium are only steps from your door.
- Rooms are equipped with an individual climate control and kitchenette cooking facilities.
- A tennis court, soccer field and many walking trails are readily accessible.
- Private telephone and cablevision options are available.
- A full meal cafeteria is open for breakfast & lunch, Monday through Friday.

APPLY NOW: To download an application and fee schedule visit selkirk.ca/housing/ or call 250.365.1227 for more information.



STUDENT APPLICATION/ADMITTANCE AND ELIGIBILITY

A student who meets the Selkirk College admissions policy is eligible for, but not guaranteed, a place to live in residence. Preference will be given to full-time students. References may be required. Students on behavior probation under the Selkirk College Student Code of Conduct Policy, **for a matter related to the Residence**, are not eligible for admission to the Residence. Special requests may be submitted to the Residence Manager for consideration.

- Room assignments are made on the basis of application date and permanent address (76% in-province, 24% out-of-province).
- “Permanent address” is defined as the last place where the applicant lived continuously for one year or more prior to submitting an application.
- Applications will be processed only when accompanied by a payment of \$125.00 (\$25.00 application fee and \$100.00 room deposit).

Note: Selkirk College provides housing to residents by way of a License Agreement only. The Residential Tenancy Act of BC does not have any application to this agreement.

REFUNDS/TERMINATION OF LICENSE AGREEMENT

A Resident may cancel this Agreement in writing thirty (30) days or more prior to the occupancy date and be entitled to the return of all monies prepaid to Kekuli House in respect of the Agreement, with the exception of the \$25.00 Application Fee.

In the event that a Resident cancels or terminates this Agreement before occupying the room but less than thirty (30) days prior to the advised occupancy date, the resident shall forfeit one (1) month of residence fees. A refund will be made to the Resident only if the vacancy created by their cancellation or termination has been filled by a Replacement Resident.

If a Resident wishes to cancel this Agreement AFTER occupying their room, the Resident is required to give two (2) months notice in writing, by the first day of the month. Kekuli House will refund any fees prepaid by the Resident in respect of their room for the period after the two months notice given. Residents will be assessed two (2) months fees if the Resident has departed without the requested notice.

OFF-CAMPUS HOUSING

We can provide students with lists of available rental properties in Nelson, Castlegar, Trail and other local areas. To access the lists go to www.selkirk.ca/students/kootenay-life/off-campushousing/listings.

You can also send an email to housing@selkirk.ca or telephone the college (1.888.953.1133 ext. 273 in Castlegar or 1.866.301.6601 in Nelson) to request the list.



SAINTS VOLLEYBALL

The Saints men's and women's volleyball teams will compete in the Pacific Intercollegiate Volleyball Association (PIVA) for the second year. PIVA provides student-athletes the opportunity to play high caliber volleyball while attending a post secondary institution. Selkirk College will compete against colleges and universities throughout Washington, Idaho and Oregon. See <http://ncvfvolleyball.org/piva.aspx> for more information and full list of opponents.

SAINTS HOCKEY

The Saints hockey team plays under the BC Intercollegiate Hockey League (BCIHL). The league recently accepted Eastern Washington University as a new member. Other teams include SFU, Trinity Western, UVIC, UFV, Okanagan College, TRU and Selkirk College. The BCIHL is a very competitive men's league that attracts players from Junior B, A and WHL. For more information visit www.bcihl.ca.

SAINTS CLUB TEAMS

Club teams exist at Selkirk College in a variety of forms and according to interest and student leadership. Over the past few years there has been club teams in men's, women's and co-ed soccer, bouldering/climbing, rugby, xc running and golf. Students looking to be a part of a club team and/or are willing to assist in the organization please contact the Athletics and Recreation department.

TRYOUTS

Tryout dates for all teams will be released in late August or early September. Keep an eye out for postings on your campus and the website. All prospective student-athletes should contact the Athletics department to pre-register.

For all Athletics inquiries, please call Kim Verigin at 250.365.1304.

FINANCIAL AID – FOR STUDENT ATHLETES

There are many opportunities for student athletes to receive financial aid by participating in Saints Athletic programs.

These include the Saints Scholastic Achievement program, the Athlete Assistance Program (AAP), college entrance awards, bursaries and year end awards. Many student-athletes may also earn athletic scholarships as part of a coach's recruitment drive or as a result of successful athletic performance.

WORK STUDY JOBS

There are many jobs available within the Athletics and Recreation department which entail coordinating or assisting with the: weight room, climbing wall, intramurals, student activities, varsity team management and training. Postings come out during the first week of classes.

RECREATION

Selkirk College offers a variety of sports, activities, and recreation in both Castlegar and Nelson. Basketball, volleyball, badminton, racquetball, squash and dodge ball are just some of the sports offered in our gymnasiums. Fun social events like the Ski Night, Curling Night, Bowling night and Wine Tours are offered throughout the school year. Various fitness classes (Yoga, Tai Chi, Circuit Training, Capoeira, etc.) are available at great student discount rates, and the use of the gym and weight rooms are free for all students and staff. Various contests and games are scheduled throughout the year, so get involved, get in shape, and have some fun!

Contact one of your Sports Attendants by calling 250.365.1292 in Castlegar or 250.505.1325 in Nelson.

The **Aboriginal Services Coordinator** provides support to all prospective and current aboriginal students and works closely with staff, students and communities to enhance aboriginal learners' participation and success rates in Selkirk programs. Services can include such things as assistance with the application process, help with band funding, information on programs and accessing status and advocacy & support during the semester.

For more information about Aboriginal Services see our Aboriginal Student Services brochure, or visit selkirk.ca/services/sas/aboriginalservices.



Lower Columbia All First Nations (LCAFN) is a non-profit society working to serve Aboriginal people in the West Kootenay/ Boundary region. They administer and provide confidential services and support in the areas of employment, training, work experience, apprenticeship opportunities; mental health and addictions advocacy & support groups; legal services advocacy; child & family services & advocacy; and resources in Status application, business and other areas. For more information contact: Ed Pongracz at 1.877.304.2246.

BUS TRANSPORTATION

For information about bus transportation and passes go to busonline.ca/regions.

LIBRARY

Library hours and details are available online at selkirk.ca/services/library/

CAFETERIA

Castlegar: 7:30am - 2:00pm Mon.-Fri.

Nelson - Silver King: 7:30am - 1:30pm
Mon.-Thurs., 8:30am - 1:00pm Fri.

Nelson - 10th Street: 7:45am - 2:30pm
Mon.-Fri.

BOOKSHOP

The Bookshop carries required textbooks for courses offered at the college, technical & office supplies, and a range of crested gift items.

Bookshop Direct Line: 250.365.1281

Toll Free: 1.888.953.1133 ext. 281

Castlegar Campus: Mon.-Fri.

8:00am - 4:00pm

Silver King Campus: Mon.-Thurs.

8:00am - 1:00pm, Closed Fri.

Tenth Street Campus: Mon.-Thurs.

9:00am - 2:00pm, Closed Fri.

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TUESDAY, SEPTEMBER 6, 2011

CASTLEGAR AND TRAIL



Visit us online for Orientation Day details at
selkirk.ca/students/future/orientation.

Selkirk  College

Castlegar 1.888.953.1133 | selkirk.ca