



UNIVERSITY
CANADA WEST

2022
2023



STUDENT **HANDBOOK**

Your complete guide to UCW

UCANWEST.CA



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PLEASE NOTE:

This booklet is intended as a guide to some frequently asked questions. Our policies may be updated or have changed since the distribution of this booklet. Students should always refer to the Academic Calendar for more details and information.

The Academic Calendar is available in the MyUCW Student Portal and at ucanwest.ca/about/academic-calendar.

Dr. Gelareh Farhadian

MBA, Marketing, Strategy & Entrepreneurship Department Chair

Dr. Gelareh Farhadian earned her DBA from Bordeaux IV University in France as well as a Master of Research in Business. She also has a bachelor's degree in Computer Science.

She teaches courses in Management Consulting and Business Environment.

Before joining UCW, she developed and delivered MBA courses such as Entrepreneurship and Small Business Management as an instructor in institutions across the Lower Mainland in British Columbia and in Iran.

With more than 21 years of experience in the IT sector (both as a consultant and developer) and management consulting (as a consultant and business owner) in organizational development, human resource management and strategy. Dr. Farhadian holds positions at several different universities teaching in business.

Dr. Farhadian owns her own consulting business, Tiara Consulting/Tiia Arjanne, and has experience as a data analyst.

Her interests are in startups, entrepreneurship, small businesses management and data-driven organizations. She holds a patent for HR Audit along with Tohid Alipou, Faezeh Aarabi and Hilla Goushanghi.



Dr. Larry Earnhart

MBA, Chair of Quantitative Studies Department Chair

Dr. Larry Earnhart holds a PhD in Chemistry from Georgia Institute of Technology, an MBA from Pepperdine University and a BS in Chemistry from Northern Illinois University.

Dr. Earnhart teaches Operations Management, Business Ethics, Entrepreneurship and International Business and Investments courses. He encourages students to learn through active engagement and use of experiential in-class exercises to encourage learning.

Having worked in the chemical process industry in the United States for two decades as an operations manager, laboratory manager and project manager, Dr. Earnhart also holds patents for chemical process design. He has been a certified ISO 9000 Lead Auditor and a Six-Sigma Green Belt.

He has experience as a business coach at ETHOS Career Management Group, as a member of the board of directors of the Young Entrepreneurs Society Victoria, as a financial advisor for Edward Jones and owned his own business, Bagga Pasta.

In addition to teaching, he has a consulting business helping small business owners, narrates and produces audiobooks, is a public speaker and is the author of the book, "The Profit Machine."



Dr. Michele Vincenti

MBA, Leadership & People
Management
Department Chair

Dr. Michele Vincenti holds a PhD in Human and Organizational Systems from Fielding Graduate University, an MBA Executive from Royal Roads University and a Master of Arts in Human Organizational Systems from Fielding Graduate University.

He teaches courses in Investments, Strategy, Leadership, Human Interface, Management Consulting and Corporate Finance (BCom and MBA) and has mentored 200-plus students for their final thesis or consulting projects.

With more than 30 years of experience in the financial sector, both as a consultant and as an executive in financial institutions, Dr. Vincenti teaches in business and management programs.

He has experience in international operations, cultural diversity and achieving successful turnarounds amidst organizational change/mergers and acquisitions (M&As) and a proven track record of enhancing and launching creative and high-impact projects and building profitable operations.

His expertise includes New Business Development, Sales Management, Risk Management, Product Development, Program Management, Process Improvement, Business Planning, Manufacturing and Cross-functional Team Leadership.

He also has expertise in recruiting and developing top talent; improving employee morale and productivity; identifying concerns; inspiring support of colleagues and constituents; enhancing capital and funding initiatives; and directing strategic planning, budget development and systems evaluations.

As President of Alvana Business Consulting Inc., he also offers consulting expertise to his clients in the areas of wealth management, leadership and business startups.



George Drazenovic

Arts, Communications & Social Sciences
Department Chair

George Drazenovic holds a Master of Business Administration specializing in Finance from the University of Notre Dame and a Bachelor of Arts in Economics from the University of British Columbia. He is a member of the Chartered Professional Accountants of British Columbia (CPA, CGA) and the Vancouver Society of Chartered Financial Analysts.

George has a wealth of leadership experience from the private sector and a track record of incubating startup ventures in a variety of sectors, including alternative energy, biotechnology and natural resources. He has led publicly traded companies at the executive and board level and raised and structured tens of millions of dollars in financing. He brings business development, planning and securities regulatory expertise.

George is a strong advocate of students and takes an active learner-centered approach to his teaching, enabling his students to introduce their diverse experiences and backgrounds into the classroom learning environment. He teaches managerial accounting and investment analysis at UCW and has served as the course lead for accounting.

George has been a featured lecturer for the Chartered Financial Analyst program, a globally recognized standard for measuring investment knowledge, specializing in fixed income securities, derivatives and corporate finance.



Dr. Stephanie Chu

Interim University Access Program
Chair & Associate
Vice-President—Teaching,
Learning, Scholarship



Dr. Stephanie Chu brings 30 years of experience at research and teaching-intensive universities, with more than a decade in senior leadership roles. She was Vice Provost, Teaching & Learning and Interim AVP, Research at Kwantlen Polytechnic University; Director, Teaching & Learning Centre, and Special Projects Advisor to the AVP, Academic at Simon Fraser University (SFU).

Dr. Chu has made contributions to educational development at multiple levels. She was an adjunct professor in the Faculty of Education at SFU, contributing to the Educational Technology Learning Design, Educational Leadership and Transformational Change programs. She has served as an expert reviewer for the quality assurance process audit (QAPA) of the BC Degree Quality Assessment Board (DQAB), the Future Skills Centre's "Shock-proofing the future of work" grants and several Canadian teaching and learning centres.

Dr. Chu has co-authored a guide on teaching and learning centre reviews and led the planning and co-hosted the 35th National Society for Teaching and Learning in Higher Education (STLHE) conference. She is currently pursuing the Diversity and Inclusion Award of Achievement and Certificate in Intercultural Studies at UBC and San'yas: Indigenous Cultural Safety Training through the BC Provincial Health Services Authority.

Dr. Chu brings an experienced eye to UCW programs, currency in technological and curricular innovation, and faculty support. Her experience in program development will facilitate the University's work in this area.



Conduct.

Treat your peers, staff and faculty with respect and dignity. Act responsibly.

Study Permit.

You are responsible for meeting the conditions and requirements of your study permit.

Courses.

Read all your course information and complete your assignments on time. Communicate with your instructors if you have problems or questions.

Tuition/Fees.

You are responsible for any fees (library fines, add/drop classes, letter requests, etc.) you may incur. You must ensure that payments are made by the deadline.

Attendance.

Go to class. The most successful students often have great attendance.

Get Involved.

Take part in UCW activities. A variety of social activities happen both on and off-campus throughout the term. Many of these events require student volunteers.



Student Affairs and Services

Student Affairs and Services assists and advises students in areas such as:

- Guest speaker seminars and workshops
- Cultural and social activities
- Peer2Peer Program
- Medical insurance
- General inquiries

To contact Student Affairs, please visit the [Student Affairs tab](#) in the MyUCW Student Portal or send an email to student.affairs@ucanwest.ca.

You can visit the Student Advising Specialist in person at Vancouver House Service Hub in West Building.

Career Development Centre

The Career Development Centre offers workshops, one-on-one advice and assistance to students in areas such as:

- Career advising
- Reviewing student resumés and cover letters
- Job search help
- Providing resources on labour market
- Networking skills
- Work-integrated learning including practicum applications
- Mock interviews/interview skills
- Employment resources
- Career panel/events and career exploration
- Managing online presence

To contact the Career Development Centre, please visit the [Career Development Centre tab](#) in the MyUCW Student Portal or send an email to career.development@myucwest.ca.

Registrar's Office

The Registrar's Office (RO) is responsible for managing student academic records and services from admission to graduation. The RO ensures that student records are accurate and complete to meet student needs and regulatory requirements. The RO provides information and services to students in the following areas:

- Admission and re-admission
- Transfer credit
- Official confirmations of enrolment
- Scholarships, awards and financial aid
- Student records and official transcripts
- Academic standing, grades and continuance
- Academic council secretariat
- Course registration
- Graduation

The Registrar's Office can be contacted by sending an email to ucw.registrar@myucwest.ca or by visiting the Registrar's Office on the first floor of the West Pender Campus (by appointment only) or on the second floor of the UCW West Building at the Vancouver House Campus.

Library

The UCW Library can help you with:

- Access to thousands of journals, books, newspapers, magazines, eBooks, images, videos and more
- Reference and research support (how to find and evaluate information)
- APA help (how to properly cite your sources)
- Workshops on APA Style, plagiarism, literature reviews, research skills, etc.

To contact the Library, please visit the [Library tab](#) in the MyUCW Student Portal or send an email to ucw.librarian@myucwest.ca

International Student Advisors

International Student Advisors (ISAs) are Regulated Canadian Immigration Consultants (RCIC) and Regulated International Student Immigration Advisor (RISIA). They provide support to international students before they arrive in Canada and throughout their time at UCW.

ISAs can help students in several areas:

- Canadian immigration documents and regulations (e.g study permits, visas, work eligibility)
- Inter-cultural transition support and referrals
- Travel restrictions and requirements to enter Canada

ISAs are currently able to offer services in English, Mandarin, Cantonese, Farsi, Korean, Hindi and Punjabi.

Students can see the full calendar of events on the [International Student Advisors tab](#) in the MyUCW Student Portal.

Finance

The Finance Department maintains all the students' financial accounts. The office can assist students with the following:

- Course tuition fees and other fees
- Guard.me purchase (Health Insurance)
- Scholarship disbursement

Please note: The Finance Department only disburses the scholarships. If you have any questions regarding your eligibility, please contact the Registrar's Office.

Contact the Finance Department by email at ucwfinance@ucanwest.ca or by visiting the Finance Office on the second floor of the West Pender Campus (by appointment only) or on the second floor of the UCW West Building at the Vancouver House Campus.

Accessibility

University Canada West (UCW) is committed to providing a learning environment that reflects and supports the rich diversity of our student body, by making every effort to support and meet the needs of all learners.

This includes providing support to students with both visible and non-visible disabilities.

Students with accessibility and disability-related concerns are encouraged to contact accessibility@ucw.ca.

For more specific information about UCW's Accessibility policy and to access forms, please refer to ucanwest.ca/about/policies.

Students are required by the B.C. government to have medical insurance for the duration of their studies in Vancouver.

Private Medical Insurance

Private medical insurance covers a range of health and medical services, including basic health services such as hospital and ambulance, as well as extended health services such as prescription drugs, physiotherapy and accidental dental services (if required).

Guard.me is a private medical insurance company that specializes in medical insurance for international students. They have a health network system which allows students on Guard.me insurance to visit clinics and pharmacies.

All new international students are required to register for Guard.me during their first term even if they have MSP. Students can register for Guard.me via [guard.me microsite](#) or UCW manual registration process. For UCW manual registration process, students will need to email Student Affairs at student.affairs@myucwest.ca.

No other private or national health insurance, including MSP application or MSP card, will exempt first term international students from enrollment in Guard.me. All International Students attending classes in Canada must be registered with Guard.me for the first term.

New international students who miss the deadline for Guard.me registration, will be automatically registered in Guard.me for their first term enrollment and will be charged \$190 CAD on their student account.

Domestic students are not eligible to register in Guard.me.

The cost of Guard.me can be found under the [Student Affairs tab](#) in the MyUCW Student Portal.

Cancellation/Refund:

As it is mandatory for all new international students to enrol in Guard.me Medical Insurance, once enrolled students will not be eligible to apply for refund or opt-out of the service.

Students will not be eligible for refund if they receive their MSP during their enrolment term. Students will only be eligible to apply for a Guard.me refund if their student visa application is denied/rejected. Students are responsible to email Student Affairs regarding Guard.me refund.

Information about Guard.me can be found under the [Student Affairs tab](#) in the MyUCW Student Portal.

B.C. Medical Service Plan

Medical Services Plan (MSP) is public medical health plan from the BC government. It allows students to visit medical service covered under MSP. BC residents must apply for MSP once they are in BC. The waiting period for MSP may take up to three months based on the provincial wait time.

MSP is mandatory for all BC residence regardless of if they are domestic students or international students. This is a provincial fee, not a UCW student fee.

To apply, students will need to provide documentation that they will be in Vancouver for more than six (6) months.

The MSP fee is \$75 for only international students. It's free for domestic students.

MSP covers basic medical care, mostly doctor and hospital visits within Canada, but it does not cover dental, prescription drugs or eye exams unless referred by a doctor.



Studying in a different country or starting your studies again can be an amazing and unique experience, however, it can also be daunting. Being away from home and/or having to adjust to a new school can be overwhelming, particularly if the culture and language is different from what you are used to.

However, to help you through your academic journey, all UCW students will be enrolled into the **Keep.meSAFE** program when they start their degree program. This is the industry's first and only digital mental health support program for students, particularly international students, with the goal of providing assistance for those having trouble settling into their new surroundings. Having someone to talk to is very helpful whether that be about dealing with a new school, a new city or just about feeling overwhelmed with everything happening in your life.

The **Keep.meSAFE** program is available 24/7, all year round and can be accessed on multiple different platforms. It is very useful for a student who is struggling and has a busy schedule. Students can reach out to a counsellor through a range of platforms, including through the app, messenger, the web chat on their website or via voice and video call.

Keep.meSAFE connects students to student support counsellors who are experienced in helping both domestic and international students. Many counsellors can talk to students in a variety of languages and have knowledge of different cultures to help better relate to your problems.

Sessions with **Keep.meSAFE** representatives can be booked in advance or can be done immediately. All information and conversations shared with the counsellors are completely confidential.

Students also have access to the different articles and videos on the **Keep.meSAFE** website that cover different topics, including personal health, relationships, living abroad and student life.

Keep.meSAFE costs \$35 per student per year and is a mandatory service for all UCW students.

To learn more, visit keepmesafe.org, download the free My SSP app or phone 1-844-451-9700 toll free. Students can also approach Student Affairs to learn more about the program.

Information about **Keep.me SAFE** can be found under the [Student Affairs tab](#) in the MyUCW Student Portal.

All students at UCW have access to a Microsoft Office 365 account, which includes Word, Excel, PowerPoint, OneNote and more. Students also get an email address to access these apps and personal cloud storage.

New students will receive their Microsoft credentials early in their first term. There are both web versions and desktop versions available for these apps.

These tools will help students to complete their schoolwork and collaborate on assignments and projects with their teachers and classmates.

Student accounts will remain active as long as they are a student at UCW. Alumni will have access to their Office 365 account for six (6) months after graduation.

Your Office 365 account also gives you access to Grammarly Premium, an online writing assistant and grammar checker. Grammarly not only picks up and corrects mistakes but it will also explain why it was a mistake.

Once you receive your Microsoft credentials, you can use them to log into Grammarly and start checking your writing.

If you already have a free Grammarly account, you will need to log out and then log in again using your UCW Microsoft Office 365 credentials.



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Computer Lab West



New Students

New Student Orientation (NSO)

New students must attend NSO the week before a new term starts. Student Affairs sends out information about orientation closer to the start of a student's first term.

NSO is a mandatory orientation week that offers guidance to help new students transition as smoothly as possible to Canada and University Canada West.

New students will have the opportunity to virtually meet professors, program chairs, the President and current students. New Student Orientation will include online and in-person sessions on:

- Appreciating different cultures on campus
- Successful tips and strategies
- Tools to help in your academic success
- Learn what employers want and how to gain those skills

Learning for Success Workshops

All new degree program students are required to attend our online Learning for Success workshop each week during the first four (4) weeks in the first term.

Our Learning Strategist will introduce you to strategies and tools to help you prepare for success in your academic studies.

Each online workshop in the first four (4) weeks cover a different topic:

- **Week 1:** Starting your success: note-taking, course expectations, how to use the MyUCW Student Portal and Moodle, etc.
- **Week 2:** Academic Integrity Matters and Strategies for Successful Research
- **Week 3:** Academic Writing Strategies for Success
- **Week 4:** Strategies for learning success at University, tech tools, making the most of your learning experience, planning for your success

Current Students

Current students need to follow the registration procedures that will be sent to them through the MyUCW Student Portal.

Withdrawal Dates

The last day to withdraw from courses without financial penalty is the Monday* of the second week of each term. The last day to withdraw from courses without academic penalty is the Monday* of the fifth week of each term.

*Dates subject to change. Check the Academic Calendar for the most up-to-date information.

Academic integrity is a foundational component of higher education and can be defined as a commitment to avoid any sort of dishonesty, misrepresentation or deception in the work that you submit in your classes. A key aspect of academic integrity is to give proper credit to others when you incorporate the research, statistics or other work of others into your own assignments. Using someone else's work without giving credit can lead to charges of plagiarism, which is a very serious offence in all Canadian universities.

At University Canada West, the proper method of giving credit is to follow the rules of the Publication Manual of the American Psychological Association (i.e. APA Style).

If you have not used APA Style or other similar manuals of style in your previous studies, the Library has created a variety of handouts, presentations, videos and other resources to familiarize you with APA rules.

You can find them in the [Library tab](#) of the MyUCW Student Portal.





Personal Property

Protect your valuables from loss or theft and do not leave any items unattended. You are solely responsible for the security of all your personal possessions while on University Canada West premises. University Canada West, its directors, employees and agents are not responsible nor liable in the event that any of your personal possessions are lost, damaged or stolen while you are on University Canada West premises.

Personal Information

Whether it's online or in-person, you are constantly being asked for your personal data. Don't just blindly give it up. Think about why the information is needed, who will use it and how. Remember, the Internet never forgets. Once information is out there, it's very hard to get it back. If you have any doubts about the person or organization asking for your personal information, please talk to someone in Career Services or Student Affairs for advice.

UCW takes your privacy very seriously. The University complies with all applicable provincial, federal and international privacy legislation. If you have any questions about our privacy policy or our use of your student information, you can email our Privacy Officer at privacy@ucanwest.ca.

Undergraduate Students

You must maintain a 2.00 (C) Cumulative Grade Point Average (CGPA). If your CGPA falls below 2.00, you will be put on Academic Probation. If your CGPA remains below a 2.00 after the next term, you will be Required to Withdraw.

If you receive two (2) failing (F) grades, you will be sent a warning letter and a notation on your official record. You will be Required to Withdraw if you fail three (3) or more courses.

Graduate Students

You must maintain a 3.00 (B) Cumulative Grade Point Average (CGPA). If your CGPA falls below 3.00, you will be put on Academic Probation. If your CGPA remains below a 3.00 after the next term, you will be Required to Withdraw.

If you receive one (1) failing (F) grade, you will receive a warning letter and notation on your official record. You will be Required to Withdraw if you receive F grades in two (2) or more courses.

See the Academic Standing and Continuance Policy on the website for more details: www.ucanwest.ca/about/policies.



Academic Calendar & Forms

The Academic Calendar is in the Registrar's Office tab in the MyUCW Student Portal.

Students needing official letters, transcripts, transfer credits or to withdraw need to fill out the appropriate forms. The forms are located in the MyUCW Student Portal under the Registrar's Office tab under the heading Documents and Forms.

Please read the forms carefully and follow the instructions.

Library Resources

Start your research on the Library's Homepage.

The Library's collection includes:

- Over 200,000 eBooks
- Over 30 million academic journal articles
- Over 40 million magazine and news articles
- Millions of business & economic reports
- Thousands of videos/movies/films
- Thousands of physical books
- AND MORE!

The Library is here to assist you when you need help conducting research, evaluating information and understanding APA Citation Style. You can contact the Library at ucwlibrary@ucanwest.ca or ucw.librarian@myucwest.ca. As well, the Get Help From a Librarian page provides information on the various ways – such as text chat (called AskAway), video chat (via Teams) and other options – that you can get one-on-one assistance from a librarian.

The Library regularly provides workshops on APA Citation Style, plagiarism, research skills and other topics. Find the schedule on the Workshops page.

Micro-credentials are short, concentrated groups of courses that are flexible, innovative, timely and based on current industry needs. Also known as digital badges, micro-certifications or mini-degrees, micro-credentials allow employers to see a candidate's immediate qualifications for the specific skills they are looking for.

University Canada West's micro-credential programs are focused on technology, business and innovation. These courses can help you gain valuable and specific skills in a short amount of time. Whether you're trying to explore a new career path or want particular skills to set you apart in the job market, our micro-credentials have something to offer everyone.

Micro-credentials we currently offer:

- Blockchain Project Management Certificate Program
- Certified Digital Marketing Professional
- Corporate Social Responsibility
- Data and Web Analytics
- Introduction to Project Management
- Introduction to Supply Chain Management and Logistics
- Mastering Blockchain, Bitcoin and Cryptocurrency
- Online E-Commerce
- Social Media Marketing

For more information about micro-credentials, visit ucanwest.ca/micro-credentials.





UCW is a learning community committed to providing a safe environment characterized by respect, consideration, well-being, social and moral development of its members. As a member of the UCW community, students can expect to be part of a respectful, innovative, collaborative, courteous and engaging environment free from harassment, discrimination and any form of abuse or violence.

Students have the following rights:

- a. The right to pursue academic studies and participate in student activities at UCW in a safe, healthy and secure learning and working environment
- b. The right to participate in student activities without harassment, intimidation, discrimination, disruption or acts of violence
- c. The right to freedom of enquiry, expression and peaceful assembly on the UCW campus in a manner consistent with the law and with UCW policies and procedures
- d. The right to participate in dialogue and to receive and express diverse ideas and perspectives
- e. The right to respect for property and person
- f. The right to privacy in respect of personal information as provided for by UCW policies and practices
- g. The right to reasonable access to information relevant to their status as a student and that relates to University programs, graduation requirements and UCW policies and procedures relevant to students, including the right to receive, at the beginning of each course, a written syllabus that includes learning outcomes, grading criteria or guidelines and the value of each assignment, project and test
- h. The right to make claims and exercise rights as provided for by UCW policies and procedures
- i. The right to fair and prompt procedures in proceedings for misconduct under this Policy
- j. The right to be kept informed of their academic standing and progress through fair and reasonable performance assessments
- k. The right to be protected from retaliation by members of the UCW community when the person reports, discusses, provides evidence or otherwise participates in a student rights and responsibilities process

Students have the following responsibilities:

- a. Conduct themselves in a manner that does not harm or threaten to harm another person's dignity, physical or mental well-being
- b. Contribute to and sustain an inclusive environment that values civility, honesty, fairness and respect for others
- c. Respect the ideas and perspectives of others even when not in agreement with those ideas and perspectives
- d. Respect others' personal information and privacy and treat disciplinary actions as confidential
- e. Obey public laws
- f. Report acts of rights violations where there is a reasonable and/or expected threat to the community, or where harm (emotional or physical) has been witnessed
- g. Not disrupt or interfere with UCW activities, including classes and programs
- h. Respect the property of UCW and of others
- i. Become fully aware of, and comply with, UCW policies and procedures

For more information about student rights, contact studentrights@ucanwest.ca.

Learning for Success Workshops are free and comprehensive sessions designed to give students the tools they need to excel in their degree programs and graduate on time.

The weekly sessions, which will be held on Microsoft Teams, are mandatory for all new students. Each three-hour session will cover essential skills, including notetaking, using the MyUCW Student Portal, research, academic writing, academic integrity and strategies for studying. The workshops will help students develop the specific skills students need to succeed.

Before each workshop, students will work through online materials, including course content, interactive activities and assignments, to help them prepare.

Students who participate in all workshops and complete their assignments will receive a Learning for Success badge. While the courses will offer tools and strategies for learning, they'll also address mental health and school-life balance.

These workshops complement UCW's New Student Orientation (NSO), which welcomes students to UCW, helps them connect with other students and prepares them to thrive.

Some examples of the workshops are:

- Active Participation
- Academic Reading
- Presentation Skills
- Academic Writing Strategies
- Business Writing

For more information about Learning for Success Workshops, contact learningsuccess@ucanwest.ca.



Innovation Fuel (IF) is a way to connect the UCW community to professionals and entrepreneurs in BC through storytelling. Every week, our hosts Dave Keighron (UCW Faculty) and Dr. Gelareh Farhadian (Department Chair of Marketing, Strategy and Entrepreneurship) sit down with a special guest to discuss their professional story and expertise in various aspects and across all industries. Through weekly episodes, our students gain exposure to the Canadian entrepreneurial scene and local businesses and learn about how other companies stay agile and innovative.

The podcast is set in a form of case studies that support our students in gaining experiential learning. By connecting students to SMEs and professionals, we give them access to realistic scenarios that they would experience working in BC, as 98% of businesses in BC are small businesses according to gov.bc.

Listen on Apple Podcasts, Spotify, Google Podcasts or Buzzsprout.

For more information, visit ucanwest.ca/innovation-fuel.

If you are interested in being a guest on Innovation Fuel and would like to share your story with us, please contact us at innovationfuel@ucanwest.ca.

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UCW is committed to accessible learning. Our Accessibility Services team assists in navigating disability-related barriers to your academic success at UCW for your ongoing or temporary visible or invisible disability.

You can find the accessibility services forms at ucanwest.ca/about/policies.

Please contact accessibility@ucanwest.ca for more information about academic accommodations for your accessibility or disability needs.



ACADEMIC ADVISING	
Course Registration Procedure and Guidance	Overview of course registration process and the electives available
Introduction to Academic Advising	Introduction to Academic Advising, the MyUCW Student Portal, virtual hours and other ways of connecting with the Academic team
Planning for Academic Success	What is a good academic standing, how to calculate GPA, resources at UCW to improve academic success
Understanding Your Degree Pathway	Course prerequisites, elective courses, career opportunities
University Policies and Procedures	Expectations from students, attendance policy and procedure, grading policy and procedure, term breaks
Virtual Lunch and Panel Discussion with Academic Advisors	General feedback from students, areas of concern from students’ perspective

CAREER DEVELOPMENT CENTRE	
Career Panel for Career Growth	A panelist would be invited to inform the students about the budding job opportunities and the future within different sectors and departments of the organization while providing the students with insights on what the employers are looking for and how they would be able to grow with their company. Different queries of students regarding their career growth would be answered. Career panel would be promoted for the marketing sector.
Career Readiness Workshop Series	CRW’s power skills helps us place emphasis on the important behaviours that help us succeed in the workplace. Technical skills are important but not as critical to long term success as power skills. Employers want their employees to leverage their power skills to support common goals.
Internship Employers Panel Talk	Employers will be invited to a panel discussion about internship opportunities, benefits and support, as well as success stories from this career development pathway. Students will be able to ask questions about potential internship experiences.
Interview Skills Workshop	Students would be able to learn about effective interviewing techniques. Learn how to answer tricky behavioral and skill related questions with ease and confidence. The do’s and don’ts while appearing for an interview with tips to give a successful interview.
Resume and Cover Letter Workshop	Students will learn how to structure a successful resume. How to write a career objective, achievements and skill statements. They would be able to understand the differences between different types of resumes and the significance of effective cover letter writing.

LIBRARY	
APA: The Basics Workshop	This session will highlight what APA is, why it’s important and how you can apply the rules of APA Style citation to your own work. The information shared during this session is relevant to all students as APA is the mandatory citation style at UCW. As such, we recommend all students attend this workshop.
APA: Beyond the Basics	This workshop delves deeper into APA and provides students with hands-on experience using APA Style citations and library resources. This workshop was designed to build off the introductory APA workshop, so we recommend all attendees participate in APA: The Basics workshop or watch the recording prior to this session.
Introduction to Library Research Workshop	This workshop will walk you through the Five Steps of Academic Research and will highlight how to utilize the library’s resources to find reliable and credible information for your upcoming assignments.

INTERNATIONAL STUDENT ADVISING	
Health Care and Medical Insurance in Canada	Provides information about health care and medical insurance in Canada. By attending this session, students will learn how to register for private and public medical insurance. In addition, different mental health support programs will be covered.
Immigration 1 - Express Entry	Provides information about the Canadian immigration system and how foreign nationals are selected for permanent residency in Canada. At the end of this session, students will be able to know how immigration works and which categories they could qualify for.
Immigration 2 - BC PNP	Provides information and details about the BC Provincial Nominee Program, as well as important highlights about other PNPs. In the end of this session, students will be able to know how provincial immigration programs work in BC and which categories they could qualify for.
Post-Graduation Work Permit: Work in Canada After You Graduate	Provides information about Post-Graduation Work Permit (PGWP) eligibility, requirements and application. At the end of this session, students will know what documents they need to apply for PGWP. This session is highly recommended for students in their last term at UCW.
Study and Work, Your Conditions as an International Student	Provides information about international students’ conditions to be able to study and work on/off-campus in Canada. At the end of this session, students will be able to know how immigration rules relate to international students and where to find the sources to apply for study permits and extensions.
Your Arrival and Transition to Life in Canada	Provides information about different available community resources for students. International Students will learn about the banking system in Canada, healthcare, accommodation and more tips on how to settle down in Vancouver.

CENTRE FOR LEARNING SUCCESS	
Academic Reading Strategies	Students are often overwhelmed by the amount of reading that their courses demand. Are you looking for some strategies to help you get the most out of your readings, but also to be more efficient and save time in your process? Come and discuss reading strategies for success. Break-out rooms will also give you the opportunity to meet and interact with your peers.
Common Errors in Academic Writing	Come and discuss some of the most common errors that students make with their academic writing. Small tips and strategies will be provided to improve the quality of your submissions. Break-out rooms will also give you the opportunity to meet and interact with your peers.
Exam Strategies	Come and learn some strategies for before, during and after exams that will help to effectively prepare you for success.
Improve Your Business Writing	How is business writing different from academic writing and how can I adjust my writing style when the tasks requires it? What are the common ways we communicate in business and some common structures. Come to this workshop to improve your understanding of business writing and also take on a hands on, in-class task with your peers. Group work will also give you the opportunity to meet and interact with your peers.
Presentation Skills	Are you ready to learn how to really impress people with a presentation? Bored of doing the same thing and looking for some new strategies? Learn about the powers of persuasion and how to improve the quality of your presentations with a few new tricks. This module will lead to a Learning For Success badge that can be shared on your LinkedIn and show your skill development to potential employers.
Strategies for Collaboration (Group work)	Group work is one of the most rewarding experiences when everything goes right. However, how can we improve things when that is not the case? Come and learn some strategies to help you build better teams and these skills are also very transferable to the workplace.
Strategies for Effective Participation	Come and learn about why participation is such a key part of your successful learning strategy! Understanding effective participation will not only help you to achieve better grades, but it will also better prepare you for the workplace and empower you to take an active role within your classes. Break-out rooms also give you the opportunity to meet and interact with your peers.
Toastmasters Series	Do you want to blow people away with your next presentation or when you are participating in class discussions? Would you like to sharpen your leadership abilities? Toastmasters is a great way to expand your network through leadership training and public speaking practice. It is a safe, supportive environment for you to work on improving your communication (speaking and listening), leadership, planning and organizational skills. Practicing these skills will give you the opportunity to learn where you have room for growth and just how capable you are.

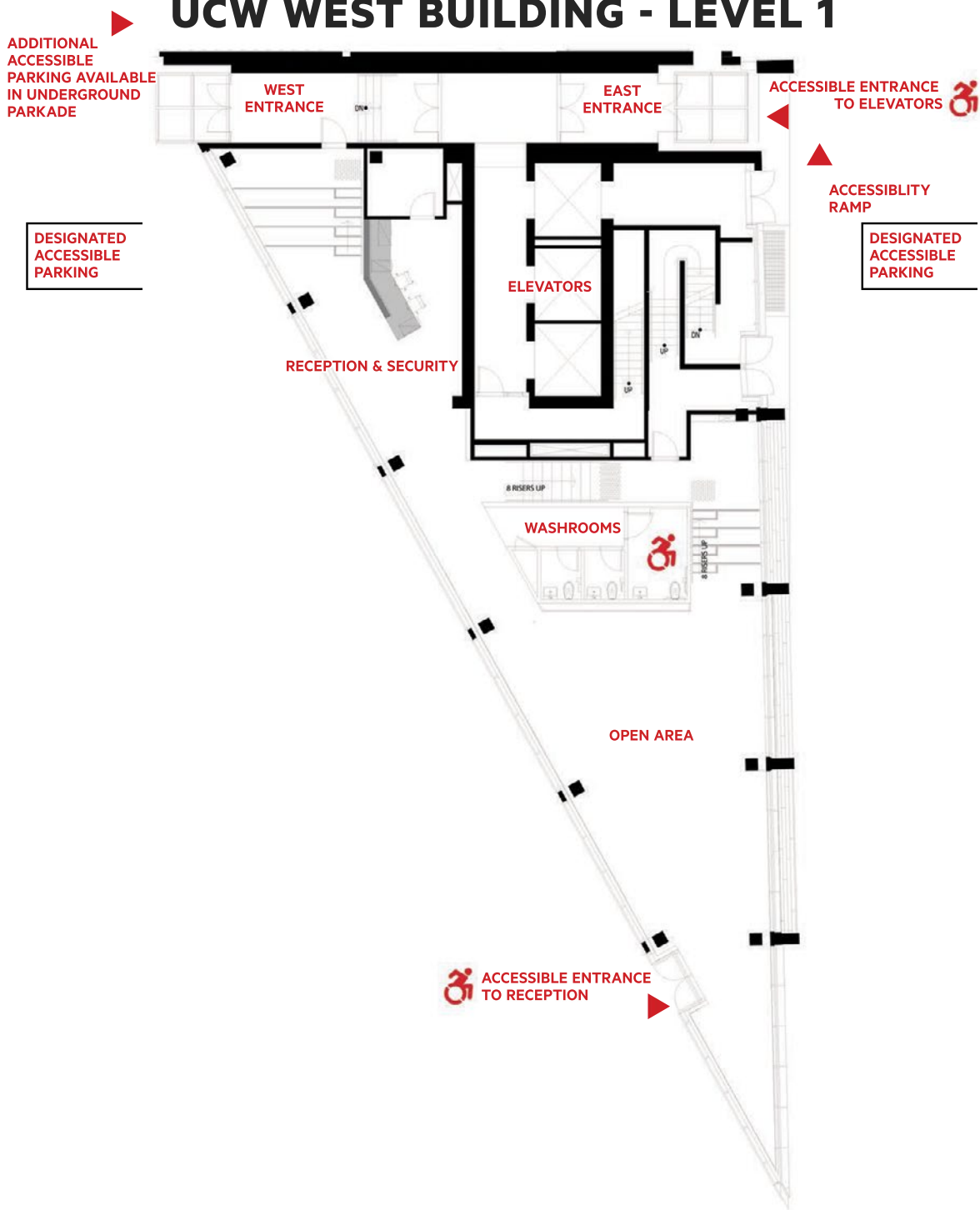
VANCOUVER

A PLACE TO STUDY, WORK & PLAY



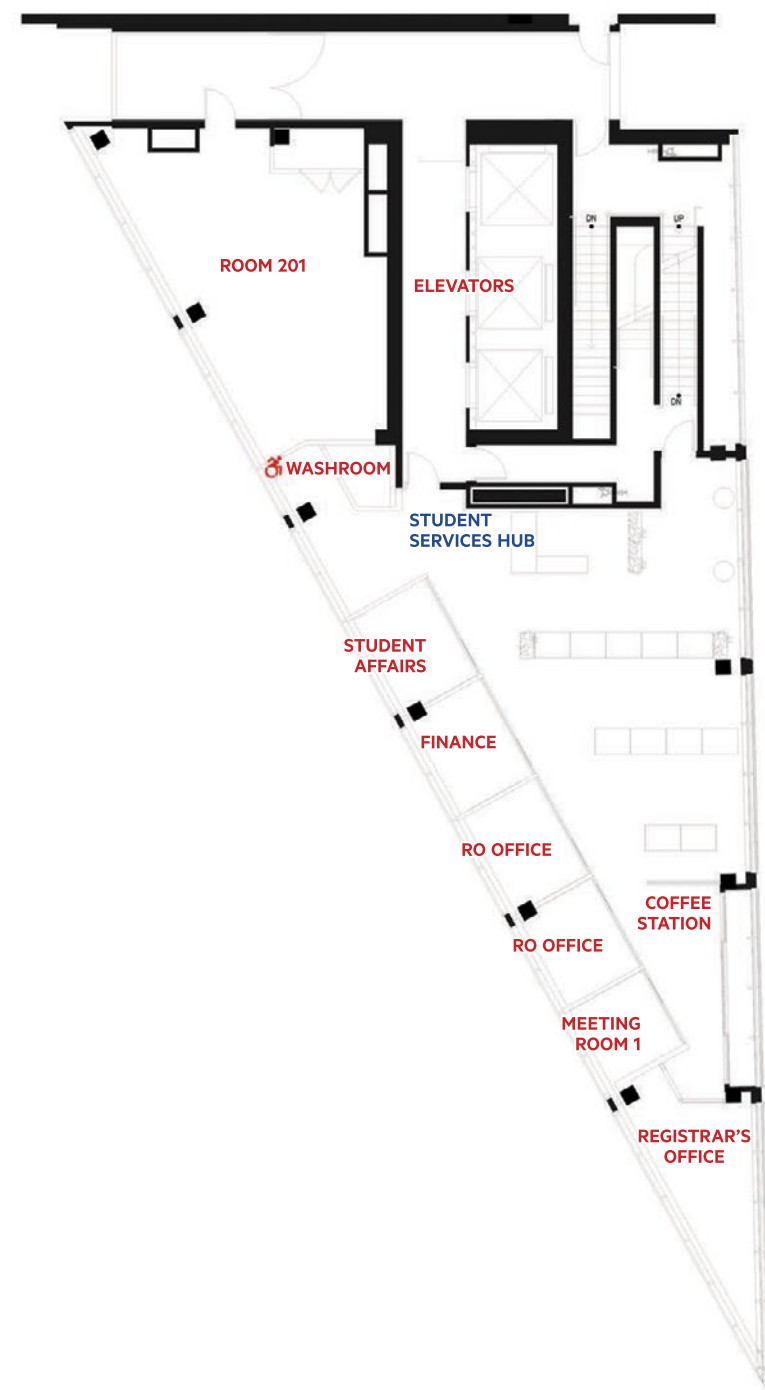
UCW Vancouver House Campus

UCW WEST BUILDING - LEVEL 1



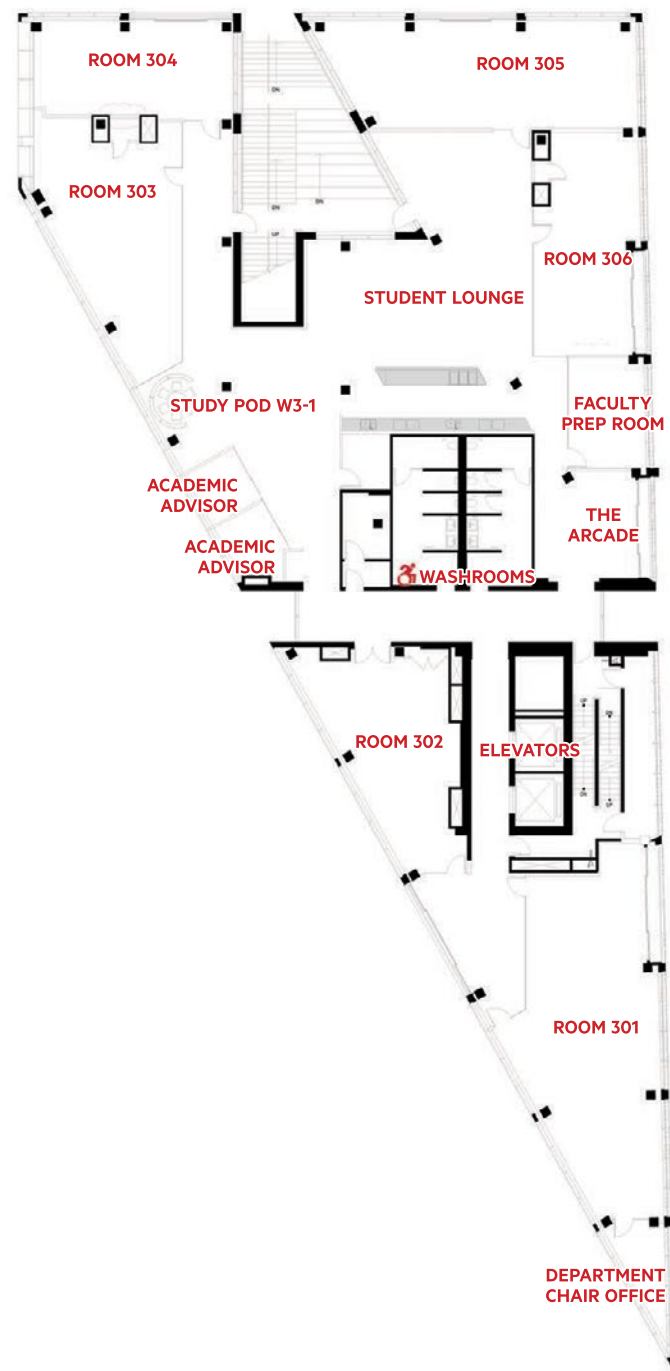
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UCW WEST BUILDING - LEVEL 2



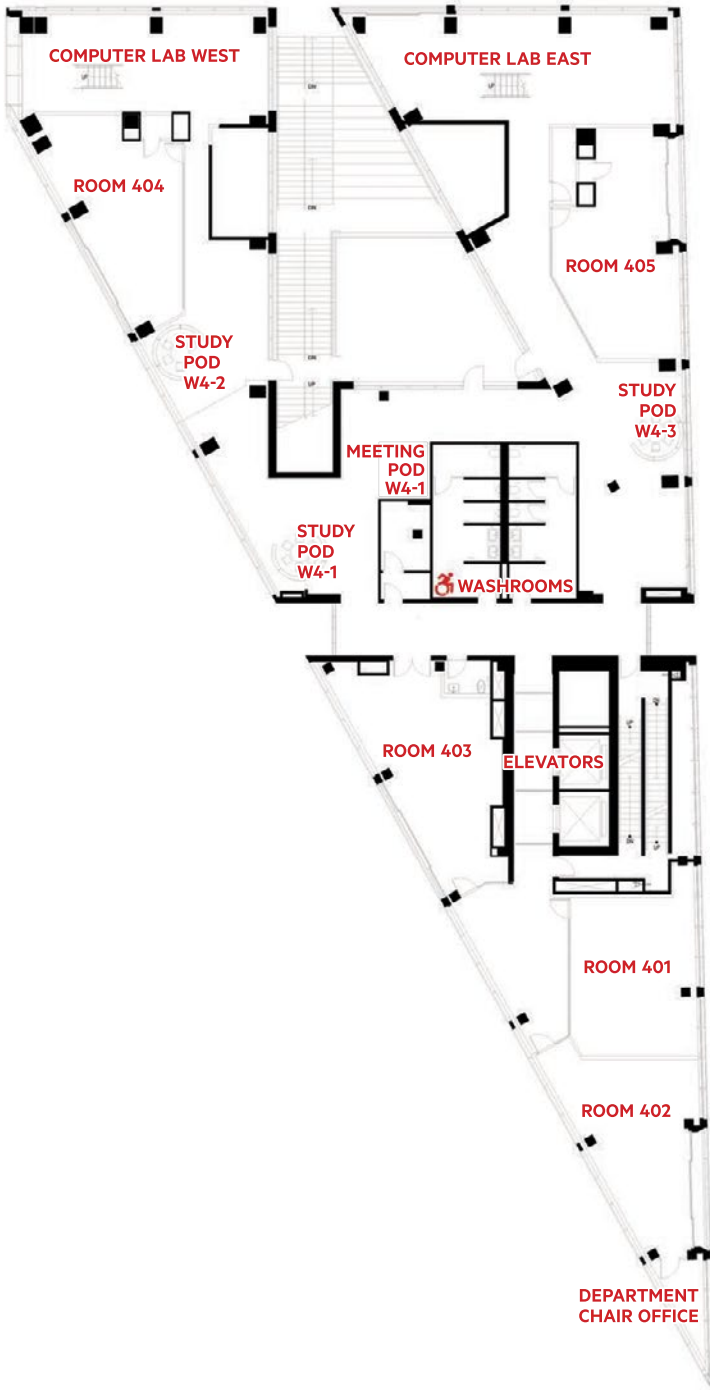
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UCW WEST BUILDING - LEVEL 3



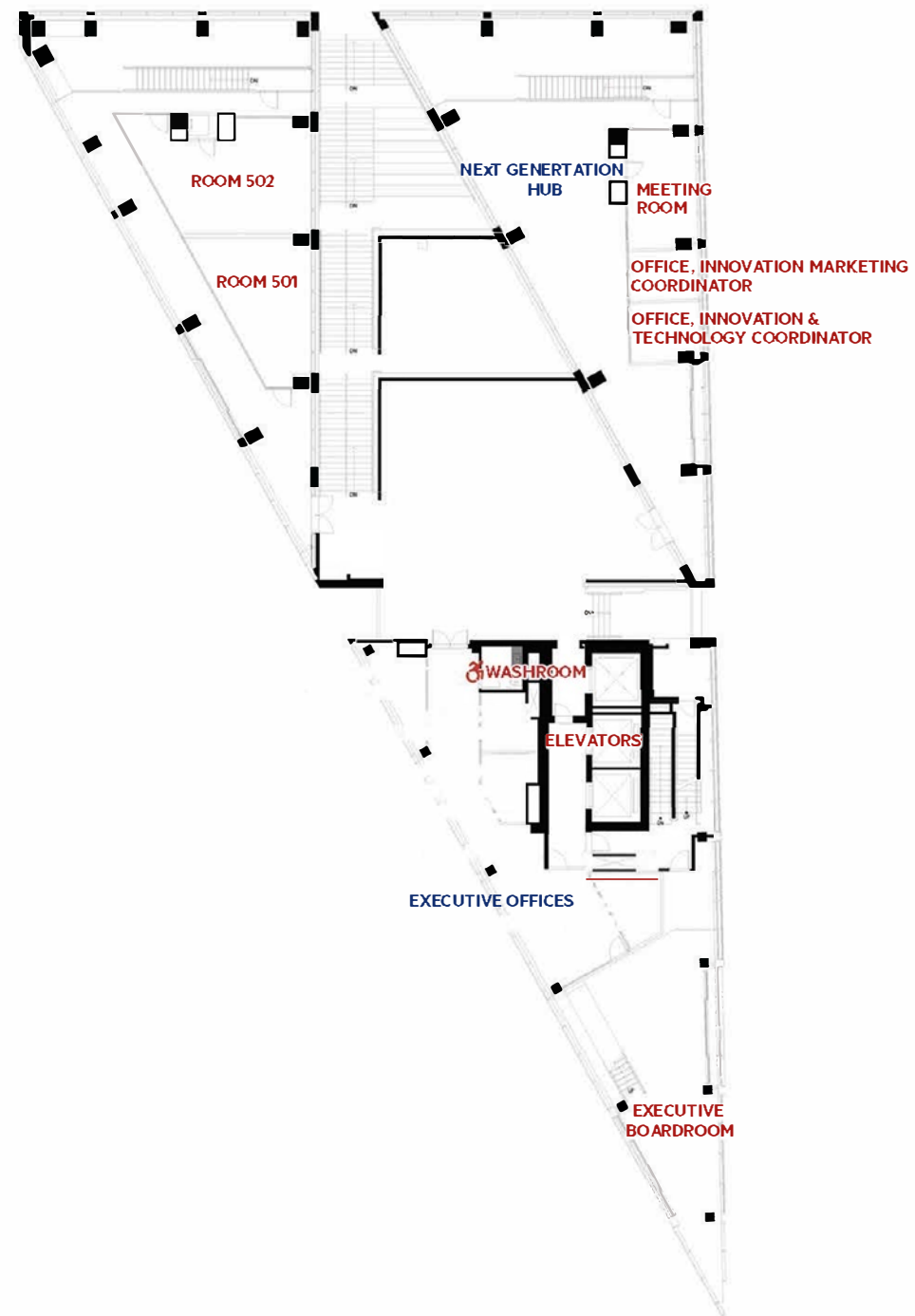
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UCW WEST BUILDING - LEVEL 4



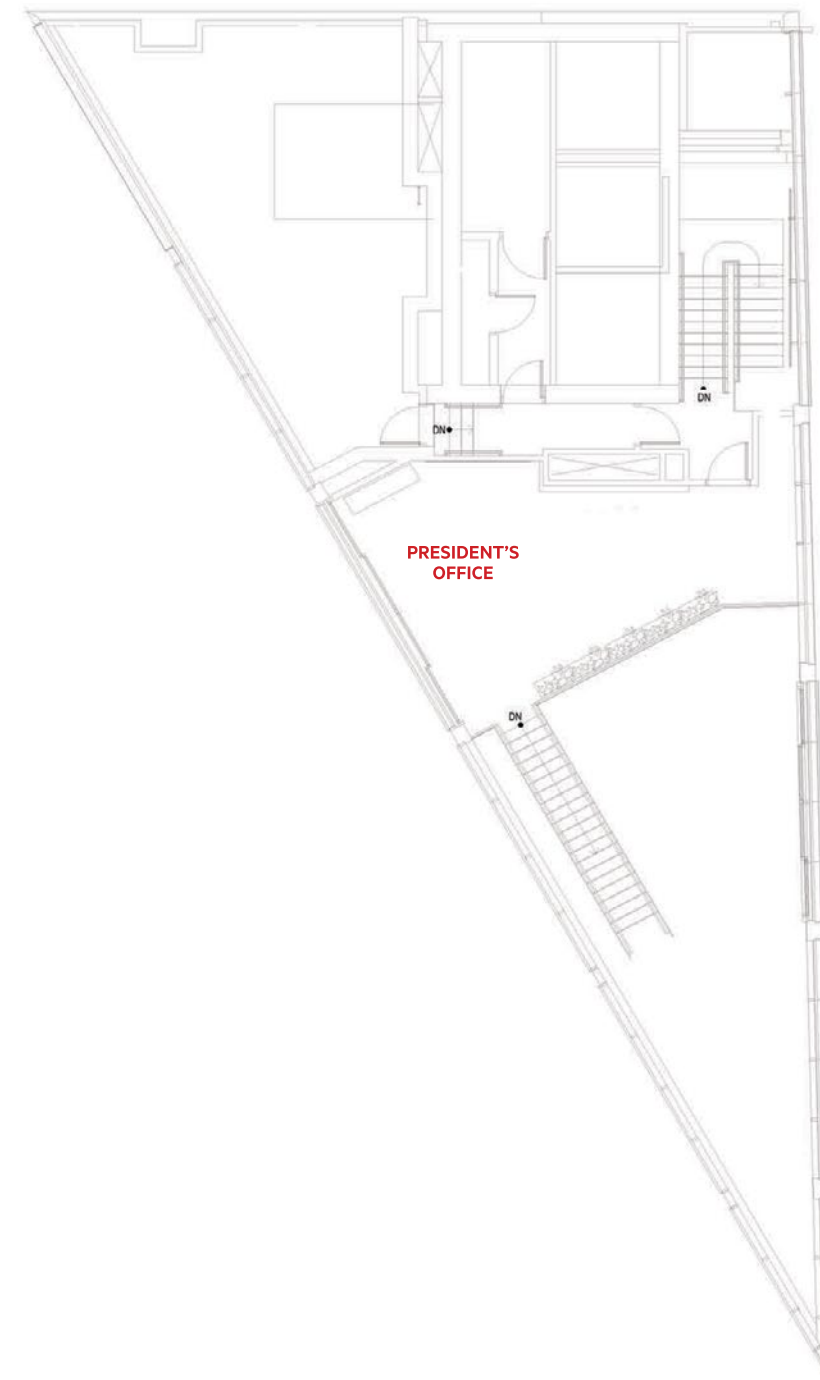
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UCW WEST BUILDING - LEVEL 5



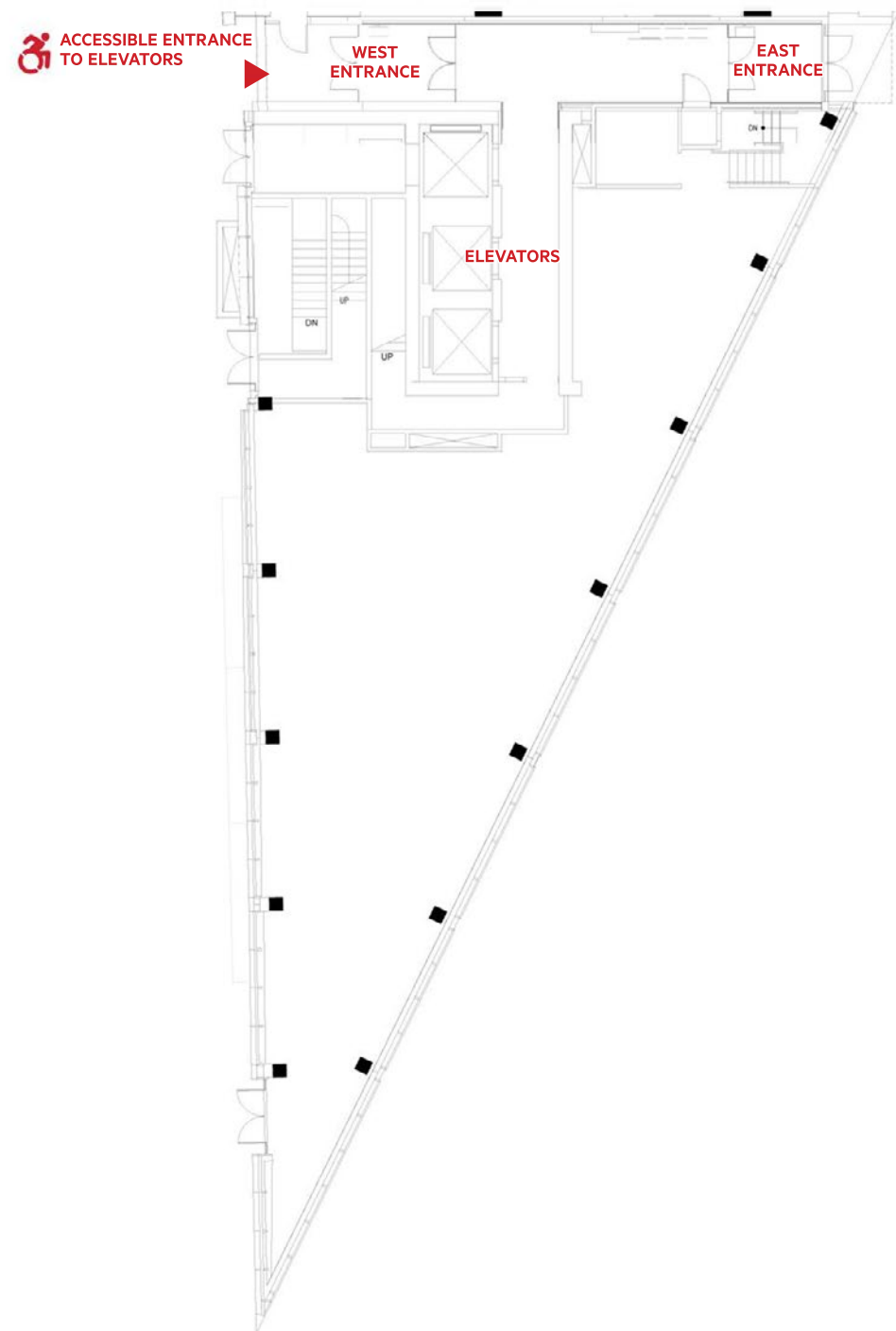
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UCW WEST BUILDING - LEVEL 6



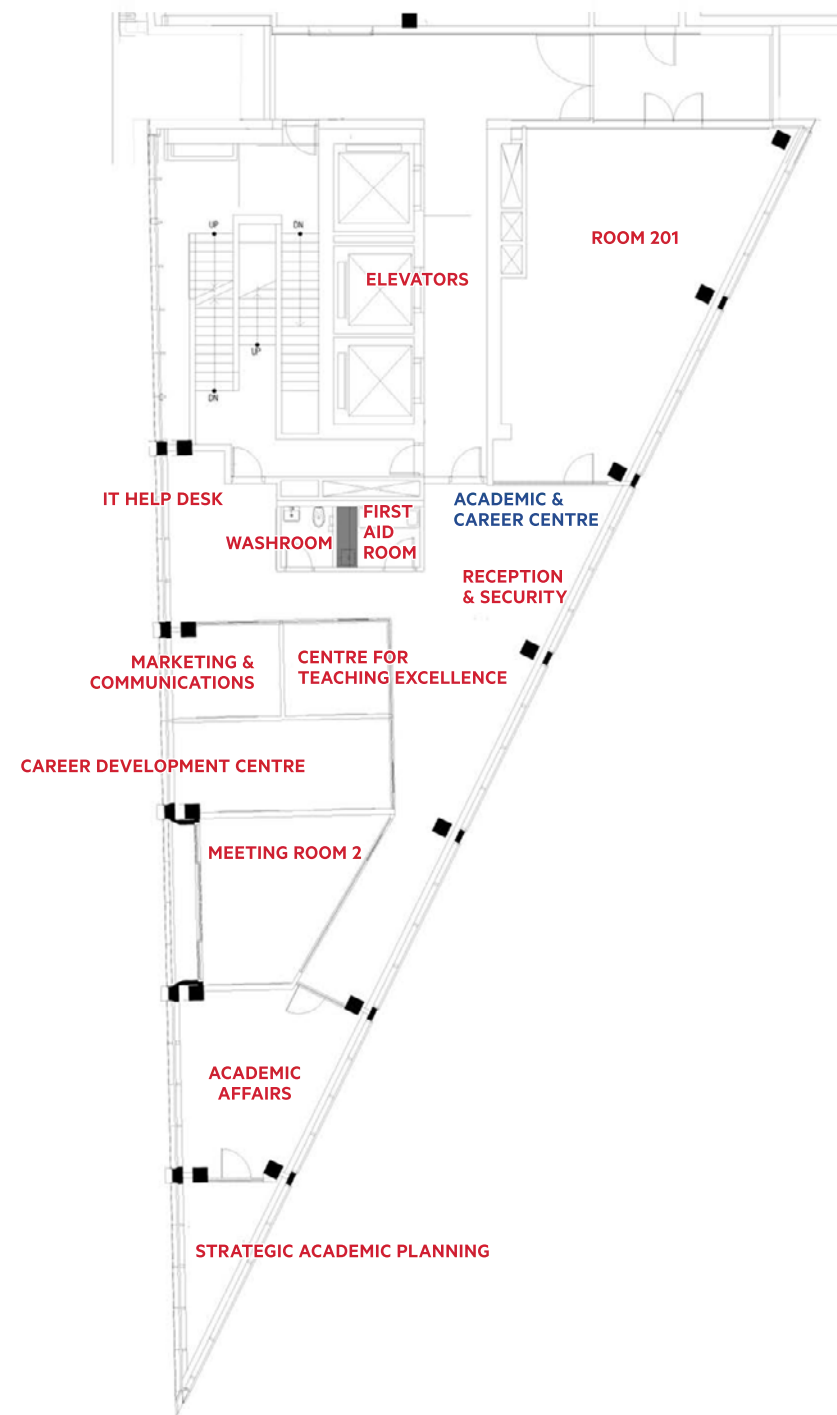
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UCW EAST BUILDING - LEVEL 1



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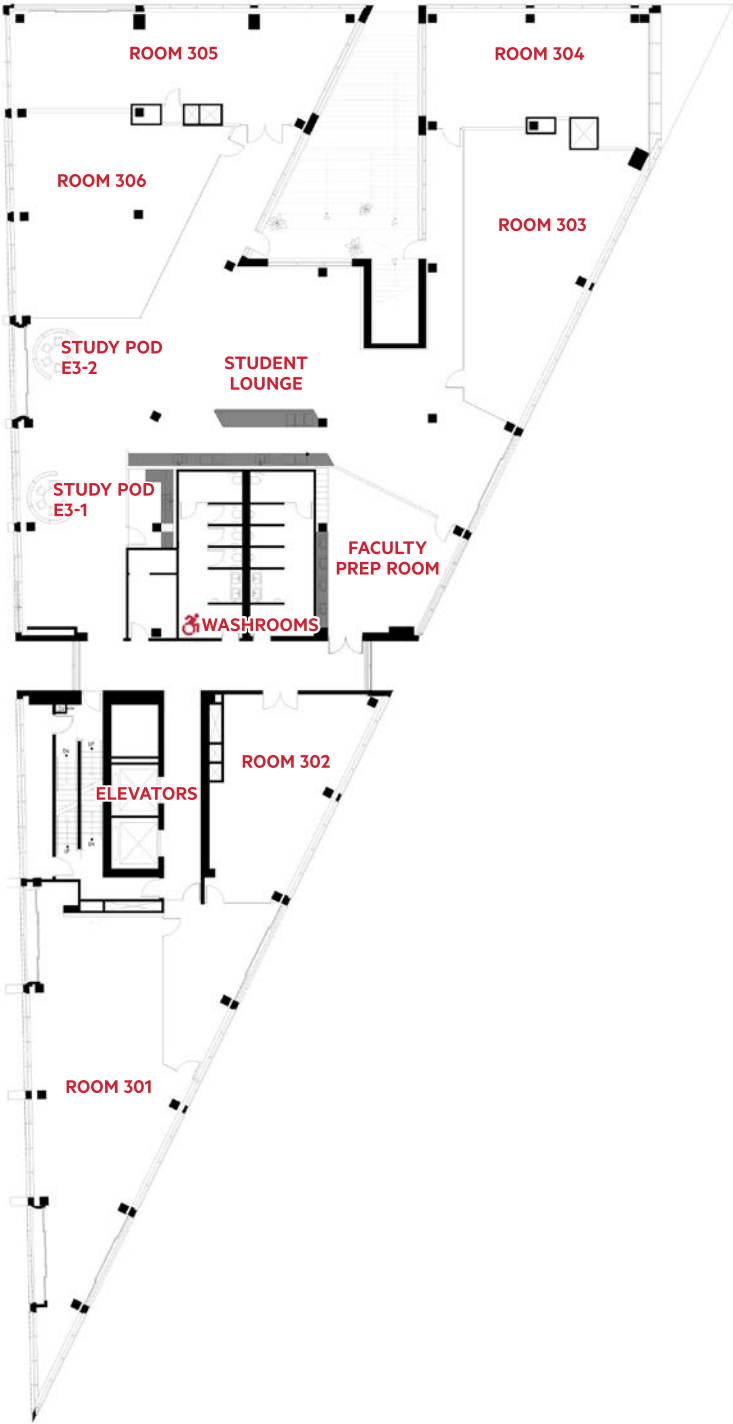
UCW EAST BUILDING - LEVEL 2



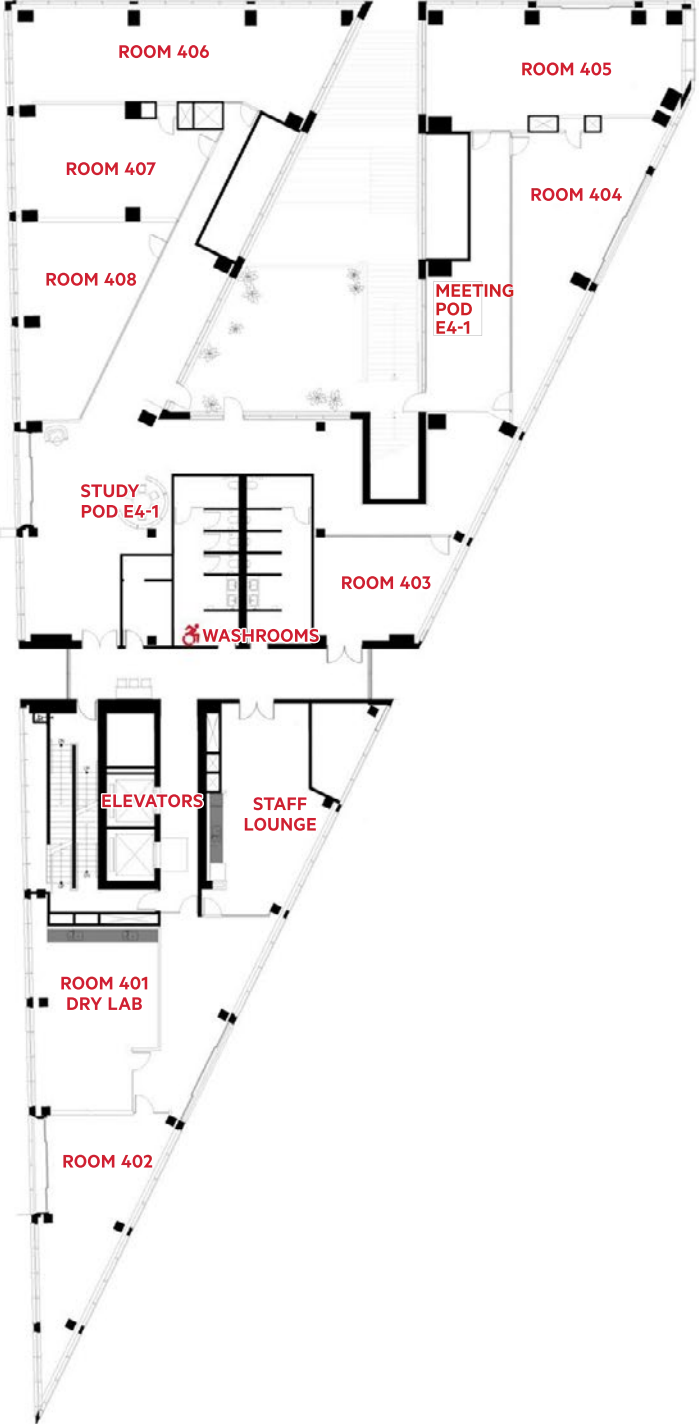
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UCW EAST BUILDING - LEVEL 3

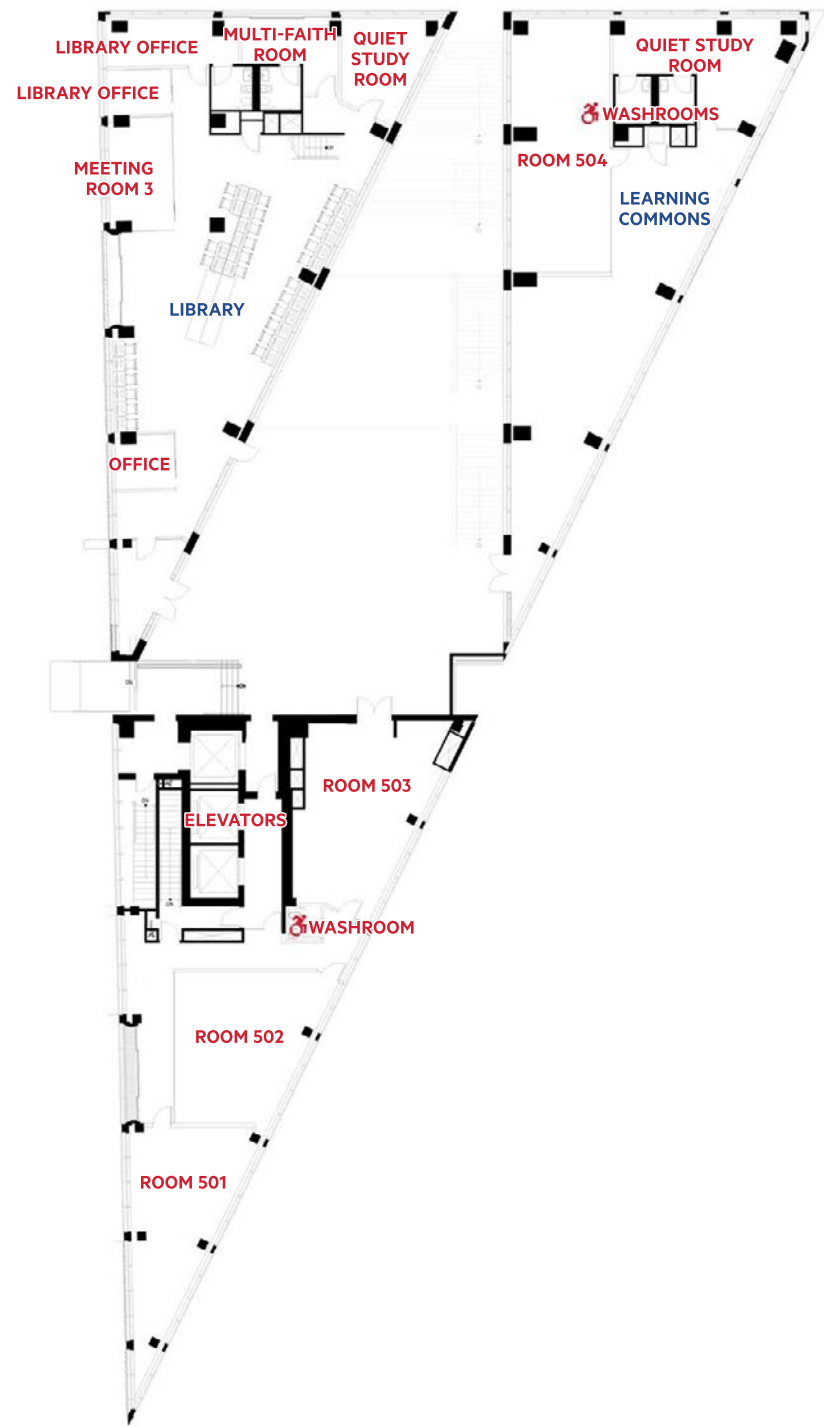


UCW EAST BUILDING - LEVEL 4



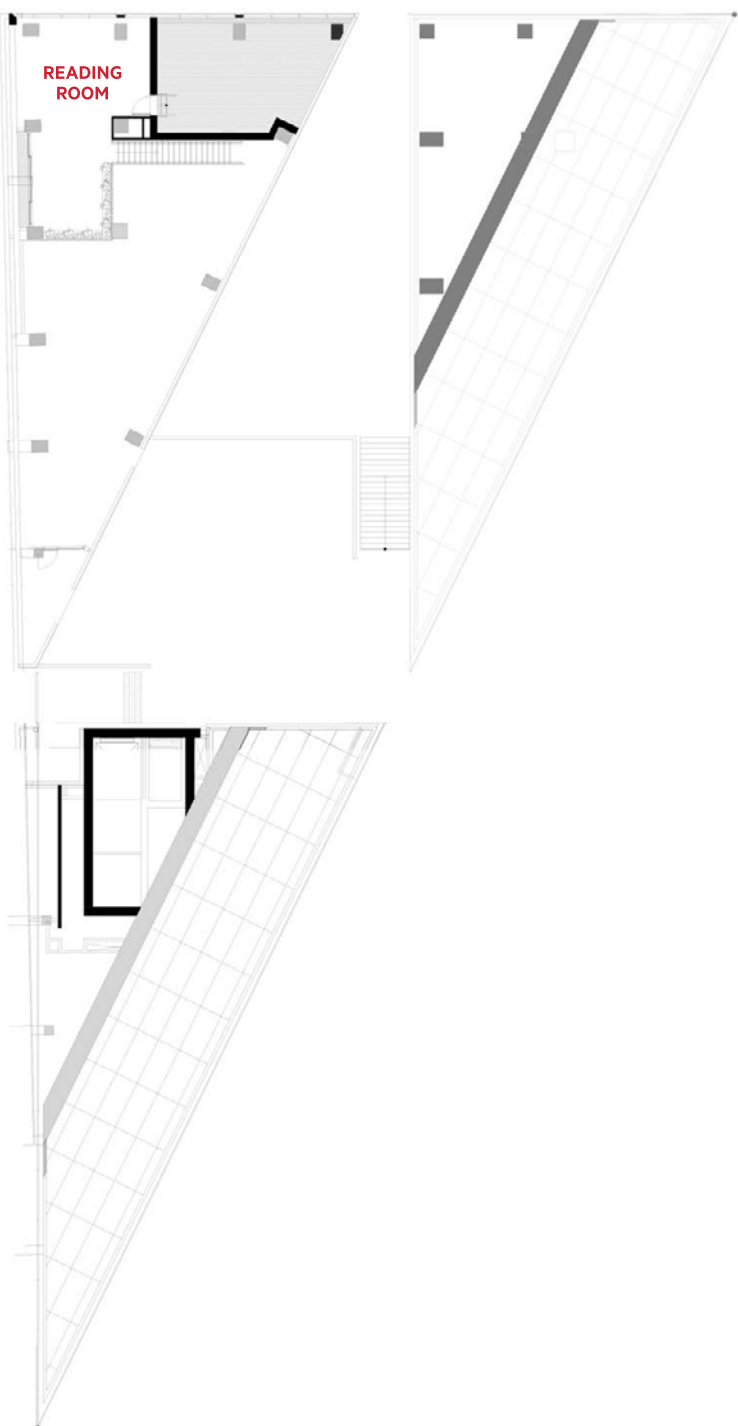
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UCW EAST BUILDING - LEVEL 5



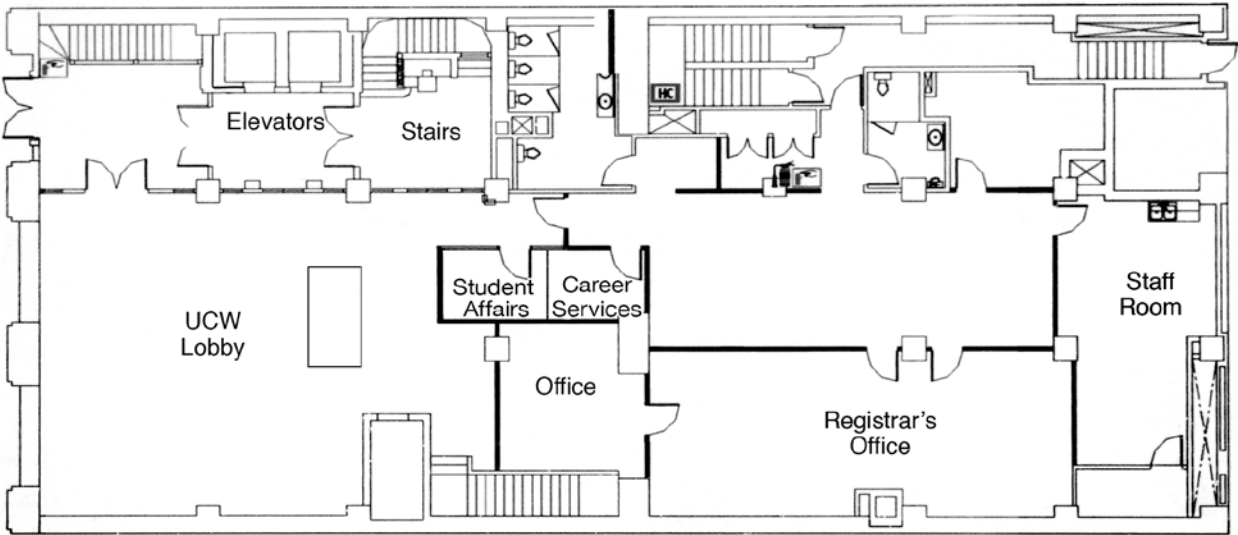
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UCW EAST BUILDING - LEVEL 6

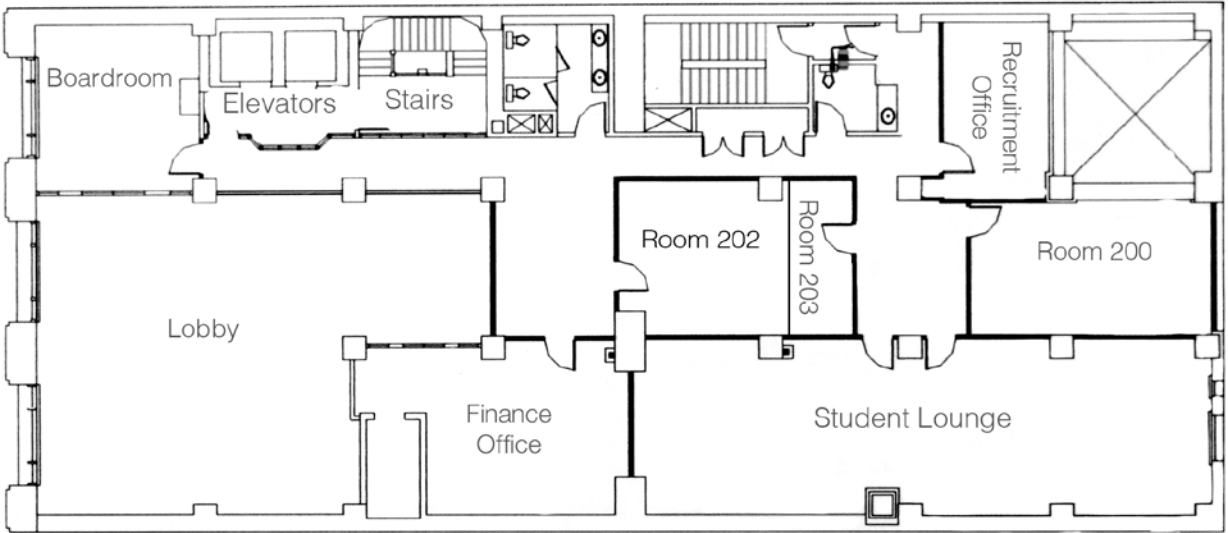


UCW West Pender Campus

First Floor

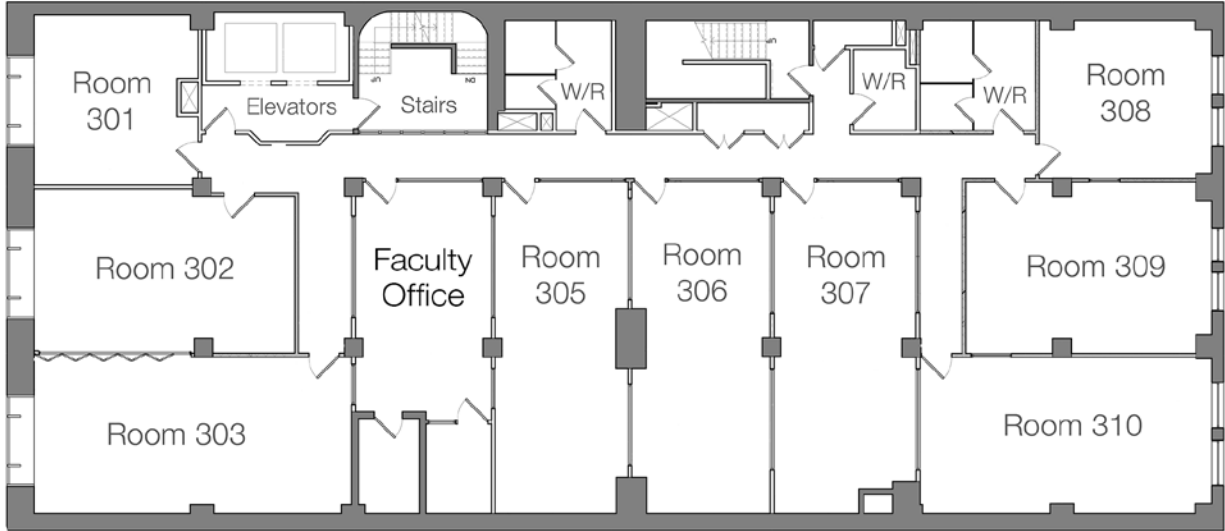


Second Floor

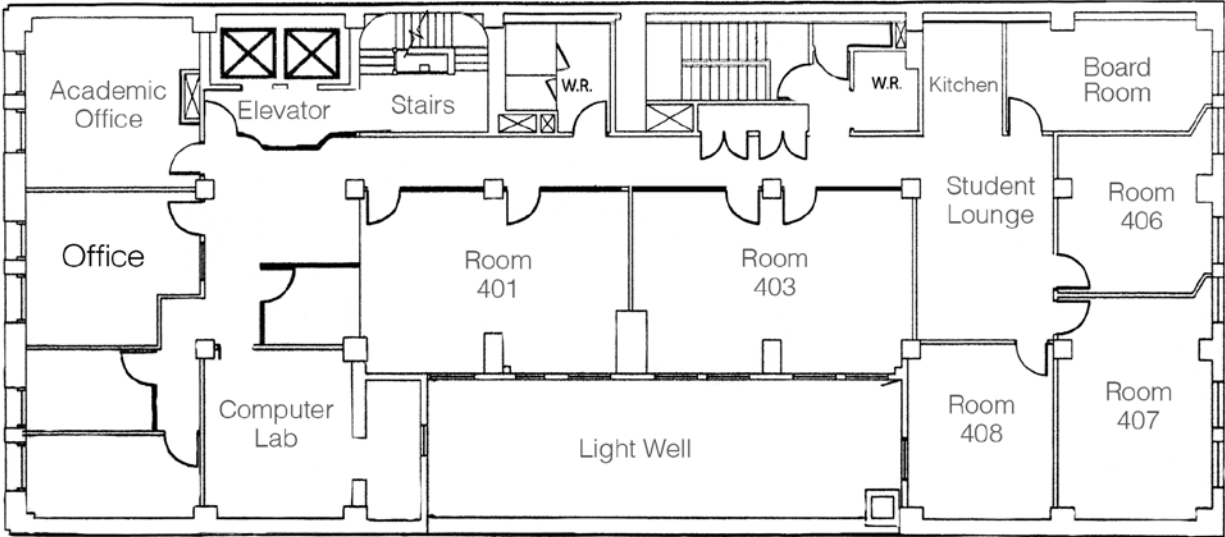


UCW West Pender Campus

Third Floor



Fourth Floor





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WE ACKNOWLEDGE that the territories on which UCW and its campuses are situated are the traditional, ancestral and unceded territories of the x^wməθk^wəyəm (Musqueam), Skwxwú7mesh (Squamish) and Sel̓ílwitulh (Tsleil-Waututh) Nations. We thank them for having cared for this land since time immemorial, honour their graciousness to the students who seek knowledge here, and iterate our dedication to valuing the ongoing contributions of Indigenous peoples and communities.