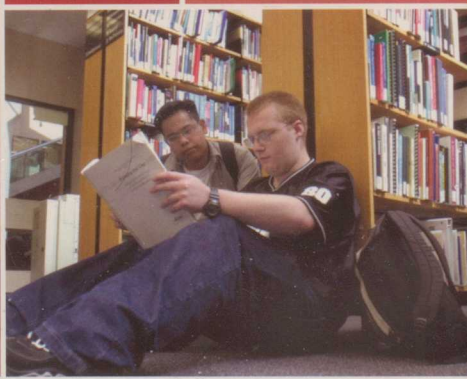


VANCOUVER COMMUNITY COLLEGE

Know Your VCC

A GUIDE FOR STUDENTS



Vancouver
Community
College



Your Resources

2

How to get to VCC

Downtown campus	2
Broadway campus	2

2

Making Decisions

Advising services	2
Assessment Centre	2

3

Getting Started

Application and registration	3
Paying your tuition	3
Financial aid	3
Lockers	3
ID/library cards	3
Bus pass stickers	3
Parking	3

4

Knowledge Resources

Bookstore	4
Library	4
The Learning Centres	4

5

Student Support

Counselling	5
Interpreting and Braille Services	5
Aboriginal Student Services	5
Peer Helpers	6
Services for Students with Disabilities	6
Human rights	6
Lost and Found	6
Health Services	7
Security	7
Food services	8
Child care	8

9

Online Resources

accessVCC online resources	9
----------------------------------	---

9

After VCC

Graduation	9
Alumni Relations	9
Career and Employment Resource Centre	9

10

Quick Reference

How to get to VCC

VCC's campuses are convenient and easy to get to by bus and SkyTrain.

Downtown campus

The downtown campus specializes in training for careers in hospitality, health, business, design and technology. Continuing Studies is also located at the downtown campus. The Stadium SkyTrain station is only two blocks away and several downtown buses stop near or at the college.

A map of the downtown campus is available at the two main entrances, but if you need directions, just ask VCC security.

Broadway campus

The Broadway campus offers programs in ESL, high school completion and upgrading, adult special education, transportation trades, instructor education and music. The new VCC-Clark SkyTrain station is across the street from the college. Broadway buses, Nos. 9 and 99, run every few minutes and stop at or near the campus entrance.

The information desk at the main Broadway entrance can help you find directions to classrooms and departments.

Making Decisions

Advising services

Advisors provide students with upgrading and post-secondary education information. They also help with career and educational research, course and program planning, locating appropriate services and accessing financial aid information.

Drop by the Student Resource Centre at either campus or call 604.443.8453 to make an appointment.

Assessment Centre

A variety of assessments help place students into VCC courses and programs. Assessments are not examinations, but a way to determine a person's current educational or language level. Assessment results may be used:

- for entry into upgrading programs
- as a specific prerequisite for college programs
- as an alternative to school transcripts

Samples of the assessments for practice are available from the Assessment Centre, counselling or the Registrar's Office at either campus.



Getting Started

Application and registration

Admission requirements vary by program – some require assessments, interviews or a portfolio. Applications are accepted on a first-come, first-served basis.

1. Check VCC's course calendar online at www.vcc.ca for the most up-to-date information on tuition fees, admission requirements, prerequisites, application fees and detailed program content.

2. Once you meet the program requirements, complete an application and include official transcripts, any required assessment results and the non-refundable application fee.

Apply:

- Online through the college's website, www.vcc.ca
- With an application form available from the college Registrar's Office at either campus. Check with them in person for details about application deadlines and registration dates.

Paying your tuition

Your registration is not complete until your fees are paid. Students who register but do not pay their tuition may have their registration cancelled, and will not receive credit for the course or program.

Pay your fees at the cashier's office. Pay with cash, personal cheque, Visa, MasterCard, debit card, Passport to Education, money order or certified cheque. Post-dated cheques are not accepted. The cashier's office also processes agency and band sponsorships and fee deferrals.

Financial aid

The Financial Aid department helps students with a variety of financial assistance sources.

Financial assistance sources available to students include:

- Adult Basic Education Student Assistance (ABESAP)
- B.C. Student Loans (BCSAP) and out-of-province loans
- Bursaries
- Canada Study Grants-High Need Part-Time (HNPT)
- VCC scholarships
- VCC student employment program

If you require financial assistance in time for registration, you should apply well in advance of the program start date.

Lockers

A limited number of lockers are available for students.

Check with your department or instructor in the first week of classes for availability.

ID/library cards

The VCC student ID/library cards are available from Media Services. The cost of ID cards is included as part of student fees.

Bring your registration form and receipt to Media Services to get your card.

Bus pass stickers

Bus pass stickers are available from the Students' Union offices or the VCC bookstores on the first day of each month.

Bring your valid student ID and \$2 to purchase a monthly bus pass or a West Coast Express pass.

Parking

Broadway campus parking is located on the north side of the college. Monthly parking passes can be purchased onsite or call Impark at 604.331.7123.

Downtown campus parking is found on Cambie Street at two nearby parking lots. These are public lots and are not related to VCC. As always, don't leave anything visible in your car and always stay alert when using the lots.

Knowledge Resources



Bookstore Open to all students and the general public. The campus bookstores carry textbooks, classroom supplies, specific tools and equipment required for VCC programs, and VCC clothing. The bookstore arranges a used book buy-back at the end of each month.

Check out everything you need for your classes.

Library VCC's library collection carries a wide array of print and electronic materials that have been selected to assist students with their studies. The library also offers a variety of programs and services to help students develop research and information literacy skills.

In the library, students can:

- find books, newspapers, magazines, readers, videos, CDs and audio cassettes
- get help with research for assignments
- search electronic databases
- access electronic encyclopedias, reference resources and full-text periodicals
- search the Internet and send e-mail
- use adaptive technology

Log on to <http://library.vcc.ca/> for extensive online library services.

The Learning Centres The Learning Centres offer free learning support to students. They are pleasant, comfortable study places for independent or group work.

Tutoring is offered at both campuses and experienced tutors are available to help students in a wide array of skills and subjects from ESL to the sciences.

Resources include:

- computers for researching, completing and printing assignments
- learning materials such as course materials, reference texts, and course-related worksheets in English, math, physics, chemistry and biology
- listening practice tapes and cassette players for students to improve pronunciation skills
- free workshops that cover a variety of topics including study skills, English, science, math, ESL and how to achieve success as a student (Ready, Set, Go!)

Student Support

Counselling VCC offers free and confidential counselling to help students and applicants choose a program, plan a career, manage a course load, make decisions and deal with stress, anxiety and personal matters.

Drop by the counselling department at either campus or call 604.443.8453 to make an appointment.

Interpreting and Braille Services Interpreting and Braille Services provides interpretation between English and American Sign Language. Interpreters work in a variety of settings including counselling appointments, classroom and course-related activities, and VCC events.

IBS also provides braille transcription, photocopy enlargement and audio taping for blind and visually impaired students.

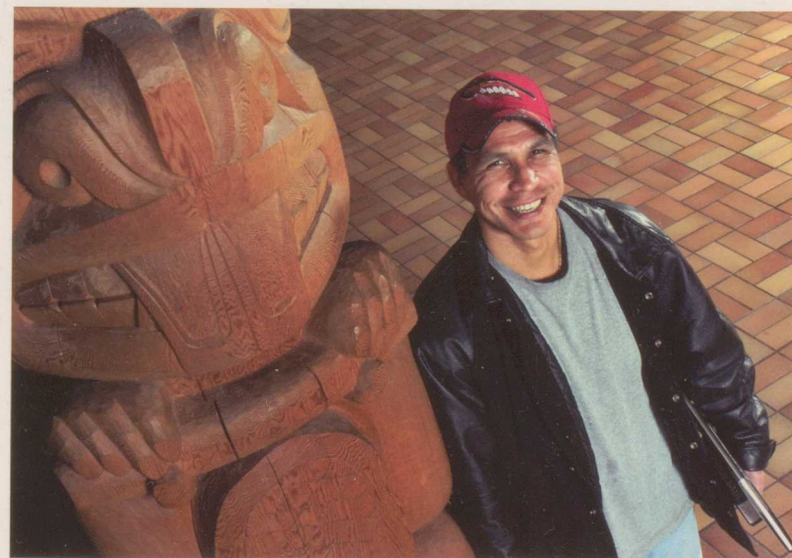
If you require any of these services, please contact the Students with Disabilities counsellor (see page six) four months prior to your program start date to ensure your request is in place. IBS will discuss any specific communication and/or transcription needs with you and your counsellor.

Aboriginal Student Services VCC, along with Aboriginal communities, is committed to increasing the participation, retention and success rates among Aboriginal learners and to providing the support services necessary for Aboriginal students to succeed in their chosen field of study.

Aboriginal students, whether currently registered or considering enrolment at VCC, are encouraged to contact the Aboriginal academic advisor to access the following services:

- pre-admission advising and referral services, orientation and advocacy, as necessary
- liaison with band/tribal administrations, sponsoring agencies, community resources, VCC programs and services
- assistance with transition into VCC and/or transfer to other post-secondary institutions upon completion of studies
- luncheons, cultural and social activities provided through the Aboriginal Student Centre

Contact the Aboriginal academic advisor in Aboriginal Student Services at either campus, or drop in to the Aboriginal Student Centre at the Broadway campus.



Peer Helpers The Peer Helper program is a free, confidential service for all VCC students. Peer Helpers are caring and considerate VCC students who are trained to help fellow students. They provide translation (ESL) services and assist with college registration, financial aid applications and information, and referral services (e.g. legal aid, housing and day care). Peer Helpers also help students learn about life in Canada.

If you require a Peer Helper, call 604.871.7209 and leave a message in English or your first language. Clearly state your name, telephone number and first language and a Peer Helper who speaks your language will contact you within two working days.

To become a Peer Helper, complete a referral form from Counselling and Advising Services at the Broadway campus.

Services for Students with Disabilities VCC has professional counsellors and advisors who are committed to making the college accessible to students with disabilities. Some VCC students with disabilities study in specialized programs, while others are enrolled in regular programs.

Available services include:

- information about the college
- designated parking
- educational and career planning, assistance with registration, meeting instructors
- access to equipment and brailled or electronic texts
- access to interpreters for deaf or hard of hearing students
- tutors, access to exam accommodation and referral to community resources

To qualify for services, students must have up-to-date documentation of their disability. Some of the services VCC offers require advance planning; applicants are encouraged to make an appointment with the Students with Disabilities counsellor or advisor four months before classes begin.

Human rights VCC is committed to a positive learning and working environment for all members of the college community. Students and employees have an equal right to work and study in a place free from discrimination and harassment. Everyone at VCC can expect to be treated with respect and fairness. Demonstration of hatred or prejudice is not tolerated at VCC and the college deals with any form of harassment seriously. If you have any discrimination- or harassment-related questions, talk about your concerns privately with the human rights coordinator. Initial consultations, informal and formal processes, and resolutions under the human rights policy are confidential.

If you have questions or concerns regarding your human rights at VCC, contact the human rights coordinator.

Lost and Found VCC's Lost and Found is located in the security office at each campus.

If you have found an item, please turn it in to the Lost and Found. Lost items may be claimed upon proof of identification.

Health Services VCC provides friendly, confidential Health Services to all students. Dr. Graham Burns has been practising at the college for many years and works at both campuses. A first-aid trained medical office assistant provides reception and assesses any acute injuries that may occur on campus.

VCC Health Services:

- focuses on prevention of illness and the promotion of health
- encourages students to access health services for immunizations
- provides access to the prevention and treatment of sexually transmitted infections
- provides information on birth counselling, stress management, TB skin tests and acute illnesses
- helps you obtain a B.C. MSP CareCard

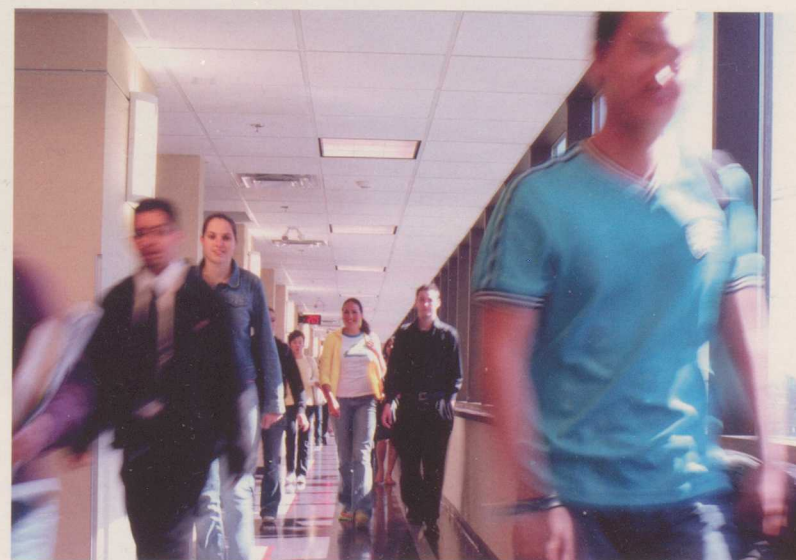
Drop by the clinic for an appointment – you are usually able to see the doctor on the same day. Valid medical insurance is expected; however, all students are welcome.

Security Campus security operates 24 hours a day, seven days per week for your protection and service. Help phones are located at various locations on each campus. All help phones are identified by a yellow Help! sign. If your situation is an emergency, call 9-1-1 from any campus pay phone.

Security services provide:

- on-campus Safe Walk program for students
- emergency response
- campus directions
- a Lost and Found area
- Keep Safe at VCC booklet

To contact security, drop by in person or pick up any one of the security Help! phones around campus.



Food services Downtown

Cafeteria: VCC's culinary arts students prepare meals Monday to Friday from 7:15 a.m. – 8:30 p.m.

Hot meal service is available for:

Breakfast	7:15 – 8:30 a.m.
Lunch	11:30 a.m. – 1 p.m.
Dinner	5:30 p.m. – 7 p.m.

Coffee shop: the Roasters Coffee shop provides coffee and light meal service with soup and sandwiches.

Vending services: machines are available in the main foyer and the cafeteria.

Broadway

Cafeteria: the Broadway cafeteria is open during campus hours.

Broadway cafeteria hours:

Monday–Thursday	7 a.m. – 8 p.m.
Friday	7 a.m. – 4 p.m.
Saturday	8 a.m. – 2 p.m.

Summer hours may vary.

Coffee shop: the Daily Grind coffee bar offers Starbucks coffee, fresh-baked goods and light lunch specials.

Vending services: machines are located throughout the college.



Child care The McGregor Child Care Centre, a non-profit day care, is located on the Broadway campus. It is open Monday to Friday from 7:30 a.m. to 5:30 p.m., year-round. Priority enrolment is given to children of VCC students, faculty and staff.

To find out about space availability and/or waiting periods, call the centre at 604.871.7409. If a space is available, an appointment will be arranged for you to visit the centre.

Online Resources

Explore the VCC website at www.vcc.ca for detailed course and program information, campus maps and department phone numbers.

**accessVCC
online
resources**

accessVCC is your personal gateway to online resources at VCC. It's designed to give you convenient access to the VCC library, NetMail e-mail, tax forms, transcripts and college services, personal and course registration information and electronic forums.

Log in and look around. Getting started couldn't be easier. Just go online to access.vcc.ca – all you need for your initial login is your VCC student number and your birthdate as your password.

If you have trouble logging in to accessVCC, call 604.871.7501 and leave a message describing the problem.

After VCC

All of us at VCC want to help celebrate your achievements and aid you in continuing to reach your goals.

Graduation

VCC's graduation is where you are recognized publicly for successfully completing your program. Formal graduation ceremonies are held three times a year, usually in March, June and October. Even if your program ends at another time, you and your family will be invited to attend one of these ceremonies.

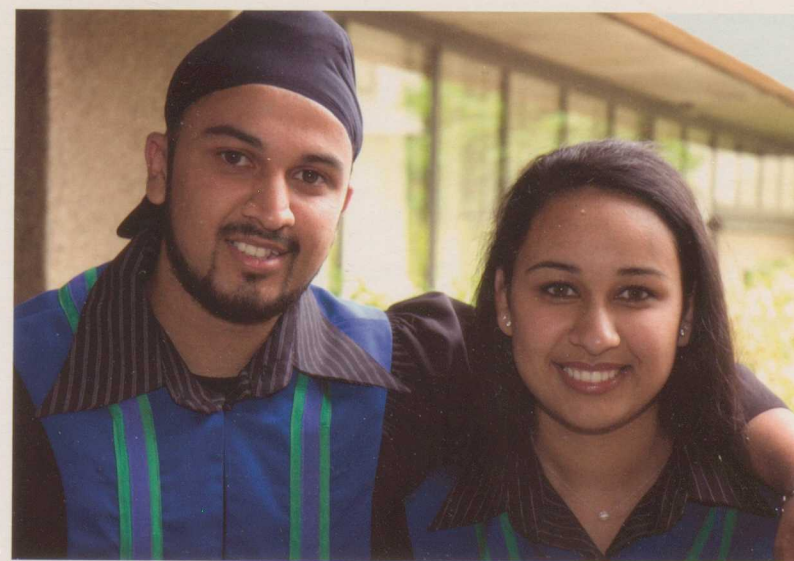
**Alumni
Relations**

Once you've completed your studies at VCC, a good way to stay in touch with the friends you have made is through VCC's Alumni Relations program.

Alumni Relations offers opportunities to network, mentor students and stay in touch through its website and newsletters. Upon graduation, you'll be issued your VCC Alumni card giving you access to the VCC library, discounts on VCC merchandise and more. Visit www.vcc.ca/alumni.

**Career and
Employment
Resource
Centre**

The Counselling and Advising Services department maintains a Career and Employment Resource Centre where you can find printed and online materials covering résumés, cover letters, employment opportunities and listing agencies outside the college that can be helpful in job-finding.



Quick Reference

Campus locations page 2

Campus	Downtown	Broadway
Location	250 West Pender Vancouver, BC V6B 1S9	1155 East Broadway Vancouver, BC V5T 4V5
Phone	Switchboard: 604.443.8300	Switchboard: 604.871.7000
Online	www.vcc.ca	

Aboriginal Student Services page 5

Campus	Downtown	Broadway
Location	1st floor, room 100	Level 4, room 4022
Phone	604.443.8638	604.871.7059
Online	www.aboriginal.vcc.ca	

Aboriginal Student Centre page 5

Campus	Downtown	Broadway
Location	Under development	Level 2, room 2034A
Phone	604.871.7247	604.871.7247
Online	www.aboriginal.vcc.ca	

Advising Services see Counselling and Advising

Alumni Relations page 9

Campus	Broadway
Location	Level 5, room 5045
Phone	604.871.7067
Online	www.vcc.ca/alumni e-mail: alumni@vcc.ca

Assessment Centre page 2

Campus	Broadway
Location	Level 4, room 4027
Phone	604.871.7093
Online	www.vcc.ca/assessments e-mail: assessments@vcc.ca

Bookstore page 4

Campus	Downtown	Broadway
Location	2nd floor, room 258	Level 2, room 2027
Phone	604.443.8363	604.871.7333
Online	www.vcc.ca/ccbookstore	www.vcc.ca/kecbookstore

Quick Reference

Bus Pass Stickers see Bookstore or Students' Union Offices

Cashier's Office see Registrar's Office

Child Care see McGregor Child Care Centre

Counselling and Advising page 2

Campus	Downtown	Broadway
Location	1st floor, room 100	Level 4, room 4022
Phone	604.443.8453	604.443.8453
Online	www.vcc.ca/counselling	

Financial Aid page 3

Campus	Downtown	Broadway
Location	1st floor, room 104	Level 4, room 4055
Phone	604.443.8420	604.871.7046
Online	www.vcc.ca/students/services-aid.cfm	

Health Services page 7

Campus	Downtown	Broadway
Location	2nd floor, room 204	Level 3, room 3002
Phone	604.443.8336	604.871.7187

Human Rights Office page 6

Campus	Downtown	Broadway
Location	1st floor, room 100	Level 4, room 4022
Phone	604.443.8310	604.871.7040
Online	www.vcc.ca/humanrights	e-mail: humanrights@vcc.ca

ID/library cards see Media Services

Interpreting and Braille Services page 5

Campus	Downtown	Broadway
Location	1st floor, room 113G	Level 4, room 4054
Phone	Voice: 604.443.8583 or TTY 604.443.8594	Voice: 604.871.7089 or TTY 604.871.7464
Online	www.vcc.ca/students/services_Braille.cfm	

Quick Reference

The Learning Centres page 4

Campus	Downtown	Broadway
Location	2nd floor, room 253A	Level 3, room 3053
Phone	604.443.8607	604.871.7219
Online	www.vcc.ca/tlc	

Library page 4

Campus	Downtown	Broadway
Location	2nd Floor	Level 2
Phone	604.443.8339	604.871.7326
Online	library.vcc.ca	

McGregor Child Care Centre page 8

Campus	Broadway	
Location	North side of campus	
Phone	604.871.7409	
Online	www.vcc.ca/mcgregorchildcare	e-mail: childcare@vcc.ca

Media Services page 3

Campus	Downtown	Broadway
Location	2nd floor, room 224	Level 2, room 2001

Parking page 3

Campus	Downtown	Broadway
Location	Cambie Street, near campus	North side of campus
Phone	604.443.8456	604.331.7123 (Impark)

Peer Helpers page 6

Campus	Broadway	
Location	Counselling, room 4022	
Phone	604.871.7209	
Online	e-mail: phelper@vcc.ca	

Quick Reference

Registrar's Office page 3

Campus	Downtown	Broadway
Location	1st floor, room 104	Level 4, room 4045
Phone	604.443.8400	604.871.7031

Services for Students with Disabilities page 6

Campus	Downtown	Broadway
Location	1st floor, room 100	Level 4, room 4022
Phone	voice: 604.443.8448 or TTY: 604.443.8323	voice: 604.871.7210 or TTY: 604.871.7195
Online	www.vcc.ca/students/disabilities.cfm	

Student Resource Centre see Counselling and Advising**Students' Union Offices page 3**

Campus	Downtown	Broadway
Location	3rd floor, room 358	Level 2, room 2036
Phone	604.443.8467	604.871.7146