



THE OFFICIAL

# Student's Guide to Services

AT UFV



## Quick Phone List

### **Aboriginal Access Services**

Abbotsford: 604-557-4069

Chilliwack: 604-795-2835

### **Admissions & Records**

Abbotsford: 604-854-4501

Chilliwack: 604-795-2802

Mission: 604-557-7603

Hope: 604-869-9991

Toll free: 1-888-823-8734

### **Advising**

Educational Advising services

Toll free: 1-888-504-7441 local 4528

Abbotsford: 604-854-4528

Chilliwack: 604-795-2808

Mission: 604-557-7603

### **Arts & Science Advice Centre**

Abbotsford: 604-557-4028

### **Alumni Association**

Toll-free: 1-888-504-7441 local 4008

### **Assessment Services**

Abbotsford: 604-557-4006

Chilliwack: 604-792-0025 local 2460

Toll-free: 1-888-504-7441 local 4006

### **Athletics/ Student Activity Centre**

Abbotsford: 604-557-4041

### **Bookstore**

Abbotsford: 604-854-4535

Chilliwack: 604-795-2823

Mission: 604-557-7619

Trades & Tech Ctr: 604-847-5470

Hope: 604-869-9991

### **Campus/Centre switchboards**

Abbotsford campus: 604-504-7441

Chilliwack campus: 604-792-0025

Mission campus: 604-557-7603

Hope centre: 604-869-9991

Agassiz centre: 604-796-9496

Toll-free: 1-888-504-7441

### **Career Centre**

Abbotsford: 604-854-4507

### **Computer support**

*See Help Desk*

### **Conflict Resolution**

#### **Human Rights Advisor**

Abbotsford: 604-864-4660

### **Continuing Studies**

1-888-504-7441 or

604-851-6324

### **Counselling Services**

Abbotsford: 604-854-4528

Chilliwack: 604-795-2808

### **Disability Services**

Abbotsford: 604-504-7441 local 4283

Chilliwack: 604-795-2843

### **Emergencies**

Facilities Service Desk: 604-854-4542

Abbotsford campus: 5050 or 604-768-0279

Chilliwack campus: 5051 or 604-991-0125

Trades & Tech Ctr: 5052 or 604-845-0739

### **Facilities**

Abbotsford: 604-854-4542

### **Faculty reception areas**

Abbotsford: 604-854-4523

Chilliwack: 604-795-2811

# Welcome to UFV!

During your stay with us, you may find yourself needing assistance with any number of things. Need to figure out a career path or course of study? Perfect your study skills? Find a place to live or a way to get to campus? Connect with friends or fellow students? Secure financial assistance? Get involved in campus and off-campus activities? You'll find the people with the answers to these questions and many others by keeping this booklet close at hand.

Please don't hesitate to take advantage of the many services we offer for students. It will help you make the most of your university experience at UFV.

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## Quick phone list

### **Financial Aid & Awards (scholarships, bursaries, loans)**

Abbotsford: 604-864-4601

Chilliwack: 604-702-2618

### **First Aid**

Abbotsford: 604-768-0279

(4400 using an internal phone)

Chilliwack: 604-991-0225

Mission: 604-557-7602

Police, Fire and Ambulance 911

(911 using an internal phone)

### **General inquiries**

Toll-free 1-888-504-7441

### **Housing**

#### **Residence**

Abbotsford: 604-557-4063

Toll free: 1-888-504-7441. local 4063

#### **International**

Abbotsford: 604-854-4544

Toll free: 1-888-504-7441. local 4544

### **IT Services**

#### **Technical Assistance**

Abbotsford: 604-864-4610

#### **Library**

Abbotsford: 604-854-4545

Chilliwack: 604-795-2824

Mission: 604-557-7609

#### **Math Centre**

Abbotsford: local 4313

Chilliwack: local 2432

### **Media Technology**

Abbotsford: 604-854-4546

Chilliwack: 604-702-2617

Hope: 604-869-9991

### **Orientation**

Abbotsford: 604-557-4064

### **Office for Academic Integrity and Appeals**

Abbotsford: 604-851-6314

### **Security, Safety, and Parking**

#### **Security**

Abbotsford campus: 5050 or 604-768-0279

Chilliwack campus: 5051 or 604-991-0225

Mission campus: 5053 or 604-302-1201

Trades & Tech Centre: 5052 or

604-604-845-0739

#### **SafeWalk**

Call Security numbers above.

### **Student Life**

Abbotsford: 604-851-6338

Chilliwack: 604-792-0025, local 2509

### **Student Union Society**

Abbotsford: 604-864-4613

Chilliwack: 604-795-2825

### **Upgrading**

Abbotsford: 604-854-4578

Chilliwack: 604-795-2807

Mission: 604-557-7615

Hope: 604-869-9991

### **Writing Centre**

Abbotsford: 604-504-7441 local 4282

Chilliwack: 604-792-0025 local 2432

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## ABORIGINAL ACCESS SERVICES

[www.ufv.ca/arc](http://www.ufv.ca/arc)

Abbotsford: 604-557-4069

Chilliwack: 604-795-2835

Aboriginal Access Services provides resources and information for all students and support for aboriginal students, including Métis, Inuit, status, and non-status aboriginal students. You can enquire about services at S'olh Shxwłéí, the Aboriginal Resource Centres, on both the Chilliwack campus (Building G) and Abbotsford campus (Room A219 A). Services include:

- computer labs
- scholarship and bursary information
- employment resources
- academic tutorials and support services
- workshops including academic and cultural awareness
- referrals to community agencies and other institutions
- liaison with UFV faculty and staff
- networking with Aboriginal organizations, post-secondary educational authorities, Métis, and First Nations organizations
- Elder-in-Residence and associated programs
- student and community gatherings

## ADMISSIONS & RECORDS

[www.ufv.ca/ar](http://www.ufv.ca/ar)

Toll free: 1-888-823-8734

Abbotsford: 604-854-4501

Chilliwack: 604-795-2802

Mission: 604-557-7603

Hope: 604-869-9991

e-mail: [reginfo@ufv.ca](mailto:reginfo@ufv.ca)

Applications to UFV can be made online through [www.pas.bc.ca](http://www.pas.bc.ca) or by submitting a paper application to one of the Admissions & Records offices.

Once you are admitted to a program, address changes can be made online through myUFV or by completing a Student Address Change form, available at [www.ufv.ca/ar/forms](http://www.ufv.ca/ar/forms), and

submitting it to one of the Admissions & Records offices.

Transcripts can be ordered, for a fee, through the Admissions & Records office. A transcript request form is available at [www.ufv.ca/ar/forms](http://www.ufv.ca/ar/forms). You must include the following information when ordering transcripts:

- full legal name
- UFV student number
- date of birth
- the number of copies requested
- preferred production option (i.e. hold for marks or process now)
- delivery instructions
- phone number
- signature
- payment.

Registration dates are available through your myUFV account in early May for fall semester, in early November for winter semester, and in early March for summer semester. Registration begins in late May for fall semester, in mid-November for winter semester, and in mid-March for summer semester, and late registration is possible until the first week of classes.

When you're applying for your first semester at UFV, you will be mailed a registration guide. The timetable is available online at [www.ufv.ca/ar](http://www.ufv.ca/ar). Continuing students can access the semester registration information and timetable through [www.ufv.ca/ar](http://www.ufv.ca/ar).

## ADVISING

### Educational Advising

[www.ufv.ca/advising](http://www.ufv.ca/advising)

Toll free: 1-888-504-7441 local 4528

Abbotsford: 604-854-4528

Chilliwack: 604-795-2808

Mission: 604-557-7603

e-mail: [advising@ufv.ca](mailto:advising@ufv.ca)

Educational advisors can teach you how to develop an educational plan that fits your academic, career, and personal goals. They demystify post-secondary information; explain registration, admission, and program requirements; and are a resource to help you make the best of your university experience.

Educational advisors advise students who are applying or accepted in the following:

- General Studies diploma
- program paths (e.g., Business studies)
- transfer students (students wishing to transfer to another program or institution)
- professional studies (e.g., law, teaching, medicine)
- graduate studies (e.g., master's programs, extended studies).

### **Program advising** [www.ufv.ca/directory](http://www.ufv.ca/directory)

If you have been admitted directly into a program of study (e.g., Business Administration diploma, Kinesiology degree, BFA degree, etc.), you will have a program-specific advisor or departmental assistant to help you. To find this person, read through correspondence mailed to you or refer to the website mentioned above to locate your program advisor.

### **Arts & Science Advice Centre** Abbotsford: 604-557-4028

#### **Arts Advising** [www.ufv.ca/arts/arts\\_advice\\_centre](http://www.ufv.ca/arts/arts_advice_centre)

The Arts advisors enable and empower Arts students by providing them with tools and information needed to make informed decisions about their program progress. The Arts advisors can advise you if you are in any of the following programs:

- Bachelor of Arts degree
- Associate of Arts degree
- Liberal Arts diploma
- Arts Studies

Be sure to check out the Faculty of Arts first-year student study themes at:

[www.ufv.ca/arts/Arts\\_Programs/Arts\\_Programs/First\\_Year\\_Student\\_Study\\_Themes.htm](http://www.ufv.ca/arts/Arts_Programs/Arts_Programs/First_Year_Student_Study_Themes.htm)

#### **Science Advising** [www.ufv.ca/faculty\\_of\\_science](http://www.ufv.ca/faculty_of_science)

The goal of the Science Advice Centre is to assist students in reaching their academic and career goals. The centre facilitates student achievement by regarding each student holistically and taking into account "personal, career, and life goals" as

well as providing detailed program information. The Science Advice Centre can advise you if you are in any of the following programs:

- Bachelor of Science degree
- Associate of Science degree
- Science Studies

## **ALUMNI ASSOCIATION**

[www.ufv.ca/alumni](http://www.ufv.ca/alumni)

Abbotsford: 604-557-4008

Toll-free: 1-888-504-7441 local 4008

The Alumni Association's role is to foster a life-long relationship between graduates (alumni) and UVF. As an alumnus, you are automatically considered to be a member of the UVF Alumni Association, which entitles you to a variety of benefits, privileges, and services including an interactive website designed exclusively for you. Contact the Alumni Association for further information.

## **APEALS**

UVF recognizes that students have the right to appeal decisions and practices that directly affect their academic standing (Academic Appeal Policy 310.01). The Academic Appeal Guide available on the website will help you to understand the appeal process and organize your appeal:  
[www.ufv.ca/OAIA/appealguide](http://www.ufv.ca/OAIA/appealguide)

## **ASSESSMENT SERVICES**

[www.ufv.ca/assessment](http://www.ufv.ca/assessment)

Abbotsford: 604-557-4006

Chilliwack: 604-792-0025, local 2460

Toll-free: 1-888-504-7441, local 4006

Assessment Services administers assessment for placement testing (CPT, MPT, MATA, MDPT, and Accuplacer) and provides invigilation services for students who need to write UVF make-up exams or exams for other post-secondary institutions. We administer the LPI, TOEFL, and LSAT standardized exams and invigilate other group exams for private and professional organizations. Please note that the ESL, UUP, and Trades departments administer their own assessments.

We also provide assistance with Prior Learning Assessment and Recognition (PLAR) for UVF

students. Through PLAR, adult learners may have their skills and knowledge assessed for UFV credit. Credit award is based on demonstration of skills and knowledge that are equivalent to UFV course or program learning outcomes. Go to [www.ufv.ca/plar](http://www.ufv.ca/plar) to see PLAR success stories and to learn about how PLAR can work for you.

## ATHLETICS

[www.ufv.ca/athletics](http://www.ufv.ca/athletics)

Abbotsford: 604-557-4041

The UFV Cascades compete in men's and women's soccer, basketball, volleyball, rowing, and golf.

The UFV basketball and soccer programs belong to Canadian Interuniversity Sport (CIS), the premier league for university competition in the country.

All UFV students receive free admission to watch the Cascades in action at the Envision Athletic Centre (CIS basketball and BCCAA volleyball) and at Bateman Park (CIS soccer). Game schedules can be found under each individual sport category online, or by visiting the Student Activity Centre on the Abbotsford campus.

*See also: Campus recreation*

## BANK MACHINES

A bank machine is located near the cafeteria on the Abbotsford campus.

## BICYCLE STORAGE

There are two bicycle storage areas on the Chilliwack campus and four on the Abbotsford campus. For a nominal deposit and monthly fee, you can rent space to store your transportation. Contact Facilities for a map outlining locations and further details.

## BOOKS/BOOKSTORE

[www.ufv.ca/bookstore](http://www.ufv.ca/bookstore)

Abbotsford: 604-854-4535  
(Baker House [Building H] ground floor)

Chilliwack: 604-795-2823 (Yale Rd. campus - Building D, next to the cafeteria)

Chilliwack Trades & Technology: 604-854-5470  
(Central Atrium opposite the cafeteria — for trades-specific course materials)

Mission: 604-557-7619 (Heritage Park Centre off Prentis Rd., Main floor near administration offices)

Hope: 604-869-9991 (Through the administration office at the 1250 7<sup>th</sup> Ave)

New textbooks, used textbooks when available, software, stationery and souvenir clothing and gift items are for sale year-round in your campus bookstores. Check online [www.ufv.ca/bookstore](http://www.ufv.ca/bookstore) where textbooks can be purchased for home delivery or convenient 'pay & hold' for pickup later.

Used book buyback is scheduled at the end of semester — times, dates and locations on campus are posted in advance. Good-condition, current-edition textbooks required for the upcoming semester are valued at up to 50% of the original purchase price. It's a cash offer and is limited to current UFV students, so valid ID required.

Software specific to UFV programs and systems is available to students at academic pricing — a major saving off MSRP.

The campus bookstore stocks a wide variety of school supplies and materials to meet the requirements of any course.

UFV-crested merchandise, clothing, and giftware is available, exclusive to the bookstore, in a range of styles, colours, and sizes.

Transit tickets and passes for students are available at Abbotsford and Mission campus bookstores in-person purchase, with student ID.

## CALENDAR

[www.ufv.ca/calendar](http://www.ufv.ca/calendar)

The academic calendar outlines important information required by students attending UFV. You should familiarize yourself with the content of the calendar to be better informed of your expected roles and responsibilities as a student and to understand the roles and responsibilities of the institution.

Information includes and is not limited to:

- Admission procedures and deadlines
- Courses and programs of study
- Academic standards
- Degree and program requirements
- Academic schedules
- Regulations and policies for undergraduate and graduate students

## CAMPUS CARD

All students registered in full and part-time studies are required to obtain a campus card at the beginning of their first semester. This card acts as your library card and your student identification. Cash credits can be purchased and stored on your card for use in making photocopies or printing documents from a computer lab printer. Card-loading kiosks are located in the Library. To get your card, you'll need one piece of government-issued photo ID, proof of registration, and your student number.

### Campus Card Locations

Abbotsford campus

Building G — Library\*

Room A265 — Campus Card Office\*

Cards can be obtained during regular operating hours.

Chilliwack campus

Building A Library\*

Cards can be obtained during regular operating hours.

\* Photo ID sessions occur at the beginning of each semester. Announcements will be posted indicating the dates, times, and locations.

If you live in residence, your card will provide access to the residence building, laundry facilities, and meal services.

## CAMPUS CLOSURES

### Scheduled closures

[www.ufv.ca/ar/registration/impregdates](http://www.ufv.ca/ar/registration/impregdates)

UFV is closed for all statutory holidays. Dates are posted online and in the current Registration Guide, available in Admissions & Records offices.

### Unscheduled closures:

#### Severe weather procedures at UFV

[www.ufv.ca/AboutUFV/severe\\_weather](http://www.ufv.ca/AboutUFV/severe_weather)

UFV will close due to severe weather conditions if:

- our buildings become unsafe (e.g. extended power outages, water damage, roof stress, etc.)
- it becomes impossible to maintain safe parking lots, sidewalks, or roads on campus
- there are road advisories or closures on the main highways between our three major campuses

Decisions will be made as early as possible.

Updates will be immediately posted on the [www.ufv.ca](http://www.ufv.ca) homepage, to the myUFV portal home page, to the main telephone line at 1-888-504-7441, and to Twitter at goUFV.

In addition, closure information is provided to the following radio stations:

STAR FM — 98.3 FM in Chilliwack and 100.5 FM in Hope

Country 107 — 107.1 FM in Abbotsford

The Hawk — 89.5 in Chilliwack

CBC — 690 AM in the Lower Mainland and 91.7 FM in Chilliwack

News 1130 — 1130 AM in the Lower Mainland

You will not be required to travel if you genuinely believe it is unsafe for you to do so. You will be expected to use your own discretion in making these judgments.

## CAMPUS COMMUNICATION

Pertinent information is communicated to students in a variety of ways:

The main page of the UFV website ([www.ufv.ca](http://www.ufv.ca)) posts up-to-date information for students and the public.

myUFV (<http://my.ufv.ca>) posts campus announcements for students. You will also be receiving important emails to your student email account through the myUFV portal. Please familiarize yourself with your new e-mail account and check it often.

Student Life posts information for students on computer screens in each computer lab when logging into computers.

Television monitors installed in high-traffic areas around campus broadcast announcements.

The email/ phone directory ([www.ufv.ca/directory](http://www.ufv.ca/directory)) allows students to search for and contact faculty and staff members at UFV.

## CAMPUSES

UFV operates four campuses and two regional centres across the Fraser Valley.

### Contact Information

[www.ufv.ca/contact\\_us](http://www.ufv.ca/contact_us)

Call toll-free 1-888-504-7441

General inquiries: [info@ufv.ca](mailto:info@ufv.ca)

Admissions & Records: [reginfo@ufv.ca](mailto:reginfo@ufv.ca)

### Abbotsford campus

604-504-7441

33844 King Road

Abbotsford, BC

V2S 7M8

### UFV Marshall Road Annex

604-851-6324

34194 Marshall Rd.

Abbotsford BC

### UFV Aerospace Centre

1-888-504-7441, local 5402

Abbotsford Airport

30645 Firecat Avenue

Abbotsford, BC

Canada V2T 6H5

### Mission campus

604-557-7603

Heritage Park Centre

33700 Prentis Avenue

Mission, BC

V2V 7B1

### Chilliwack: Yale Road campus

604-792-0025

45635 Yale Road

Chilliwack, BC

V2P 6T4

### Chilliwack: Trades & Technology Centre

604-792-0025 local 5448

5579 Tyson Road

Chilliwack, BC

V2R 0H9

### Hope Centre

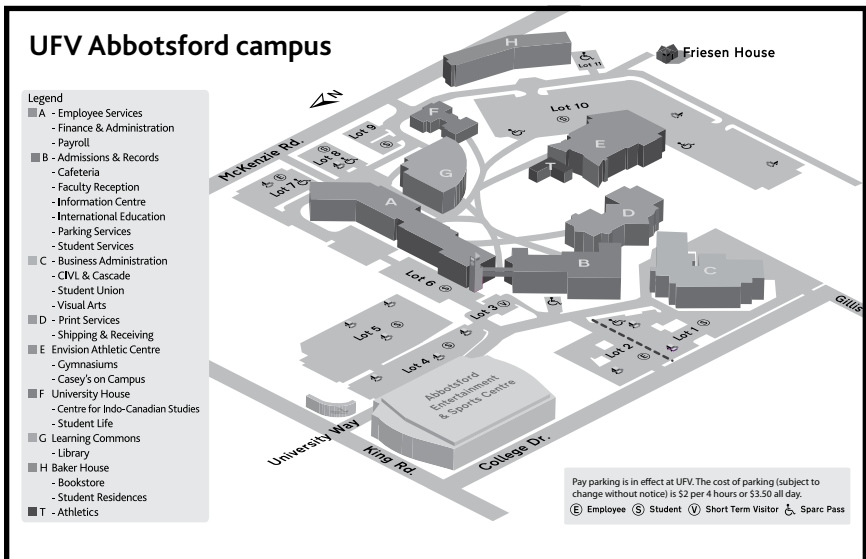
604-869-9991

1250 7<sup>th</sup> Ave

Hope, BC

V0X 1L4

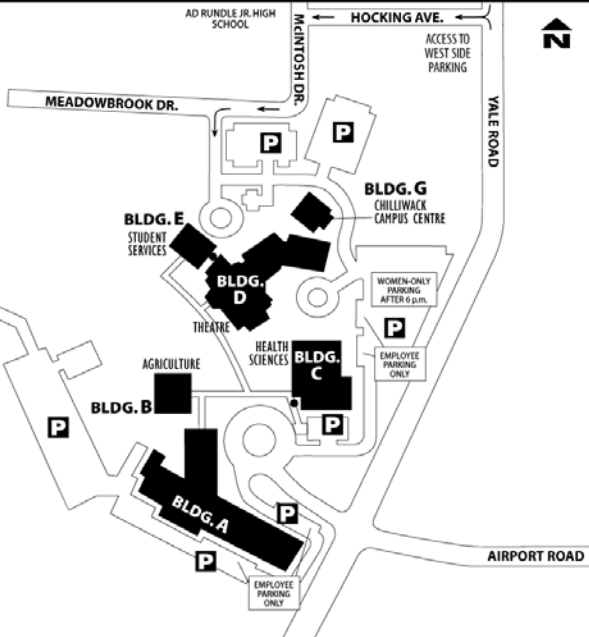
## Campus Maps



# UFV CHILLIWACK CAMPUS

Bldg.	Department
D	Assessment Services
E	Admissions & Records
A	Administration
B	Agriculture
D	Bookstore
D	Cafeteria
G	Chilliwack Campus Centre
A	Community Relations
E	Counseling & Advising
A	Faculty Offices
A	Faculty Reception
E	Financial Aid
C	Health Sciences
A	Instructional Media Services
A	Library
A	Parking Information
E	Student Life Office
E	Student Services
G	Student Union Society
A	Switchboard
D	Theatre

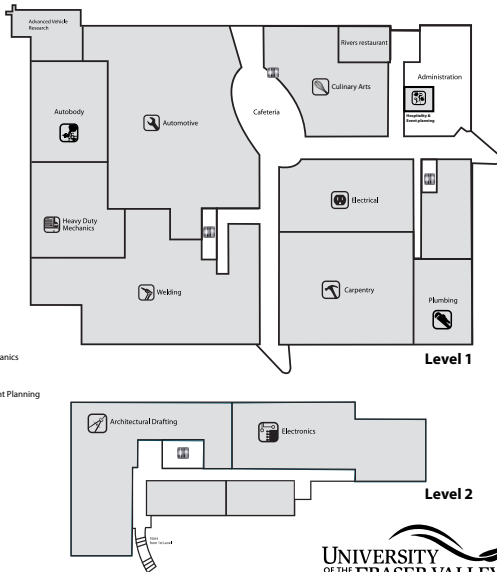
● Exterior Telephones



# Trades & Technology Centre (TTC)

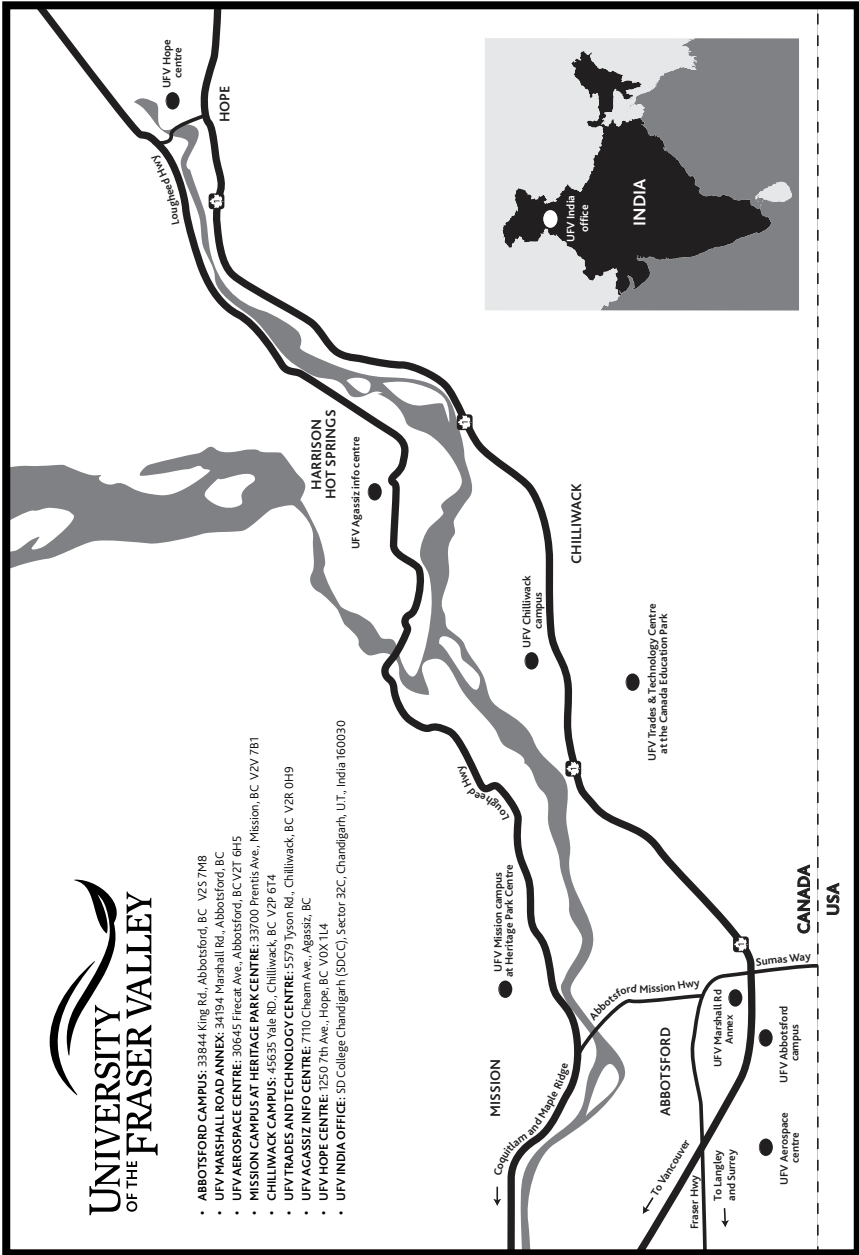
5579 Tyson Rd.  
Chilliwack, BC

- |  |                        |  |                              |
|--|------------------------|--|------------------------------|
|  | Architectural Drafting |  | Electronics                  |
|  | Autobody               |  | Heavy Duty Mechanics         |
|  | Automotive             |  | Hospitality & Event Planning |
|  | Carpentry              |  | Plumbing                     |
|  | Culinary Arts          |  | Welding                      |
|  | Electrical             |  |                              |



UNIVERSITY  
OF THE FRASER VALLEY

# Regional Map



## CAMPUS WELLNESS AND RECREATION

Fitness classes, yoga, and pilates are offered to students through UFV Student Life for a nominal semester fee. Contact Student Life for more information.

Intramurals are for everyone! They're a great way to meet other students and get involved in sports. Intramurals are recreational and designed to ensure an inclusive environment, camaraderie, scheduled playing time, and opportunities for skill development. You can register individually or as a team through UFV Student Life. All participants in intramurals and instructional fitness classes that are in the Student Activity Centre must hold a valid membership to use the facility.

Student Life can also let you know about special recreational programming, events, and excursions organized for students each year. Get connected with other students in fun and engaging activities like barbecues and movie nights. Check it out and have some fun!

## CAREER CENTRE

[www.ufv.ca/jobs](http://www.ufv.ca/jobs)

Abbotsford: 604-854-4507

From your first summer job, to working on campus, to looking for your first professional position after graduation, the Career Centre is with you every step of the way. Register today for CareerLink — UFV's exclusive job posting and career management system.

### Career Services

Put your education to work and meet with a career coach to discover tools and techniques to gain relevant experience through both paid and volunteer work, develop a professional resume, improve interview skills, and connect you with employers at career fairs and events.

We will also help you with:

- ordering student business cards
- gaining leadership skills through the Career Peer program
- accessing resources in our career lab.

## Cooperative Education

Take your academic learning to the next level by engaging in professional, discipline-specific, career-related, paid employment opportunities with employers from all sectors.

Through full-time, paid work semesters in Co-op Education, you can explore career options in your field, build a resume that will help you quickly secure a professional position after graduation, and pay your tuition at the same time. Applying your classroom learning in the 'real world' also tends to improve your academic performance.

Through Co-op Education you will:

- have the opportunity to 'test out' career options and employers
- build contacts and create relationships with large corporations, government agencies, small businesses, and not-for-profit organizations to assist in future job searches
- engage in productive work that relates to your field of study
- gain experience with professional employment applications, interviews, and workplace etiquette
- earn money to help offset the cost of tuition and living expenses.

The Cooperative Education option is available in the following programs: Arts, Science, Business, Computer Information Systems, Kinesiology and Physical Education, and Library Information and Technology. Students are required to apply to the Co-op program and complete a pre-employment curriculum prior to their first work search and placement. Please see the UFV calendar for further information.

### Work–Study programs

Land an on-campus, part-time job, related to your program of study. These positions are flexible around your class schedule and give students the opportunity to work with faculty and staff in various departments within the university while gaining work experience, contacts and references for other employment or graduate school. Many of these positions work on specific research projects with faculty or professional projects within service areas of the university.

## **CENTRE FOR INDO-CANADIAN STUDIES**

[www.ufv.ca/CICS](http://www.ufv.ca/CICS)

University House (Building F)

Abbotsford campus

604-854-4547

UFV's Centre for Indo-Canadian Studies offers a wide range of learning activities, programs, and services, and now a unique new certificate in India-Canada studies. The certificate incorporates courses from a range of disciplines, including history, Indo-Canadian studies, geography, English, anthropology, and film. Students are able to participate in cultural activities, research, exchanges, sessions with visiting scholars, internships, and study tours to India and other countries. Courses are taught by UFV faculty, as well as by visiting scholars.

## **CLUBS & ORGANIZATIONS**

*See also Student Life*

*See also Student Union Society*

[www.ufv.ca/StudentLife/Leadership/clubs](http://www.ufv.ca/StudentLife/Leadership/clubs)

UFV offers students the opportunity to start and/or join student-driven clubs and associations. Participation in these extra-curricular activities can enrich your educational experience and can prove beneficial later on in your career. Many of our associations directly support specific educational programs, such as history, nursing, etc. The clubs generally promote a specific activity, theme or philosophy.

Check out the 80+ clubs and associations on campus, including these:

Adrenaline Anonymous

Agriculture Student Society

Aiding Communities Everywhere

AHS: Association of History Students

Amnesty International

Animé

BASA: Business Admin Student Association

Big Kids Club: Early Childhood Ed

Biology and Chemistry Student Association

Campus Bible Study

Campus radio (CIVL)

Cascade student newspaper

Cascade hockey club

CISSA: Computer Information Studies  
Student Association

CJSA: Criminal Justice Student Association

Creative Writers' club

Dental Hygiene Student Association

Dr. Who fan club

Elpizo

Fashion Design Student Association

GUS: Geography Undergraduate Society

IDSC: International Development student club

Japanese language club

KPESA: KPE Student Association

Latin Club

LIBTSA: Library & Information Technology  
Student Association

Math Club

MOLA: Modern Languages

Neighbourhood Care International Assn. For  
Adult Learners

Nursing Student Association

O Leaders Club

Physics Student Association

Political Science Student Association

Pride Network

SAPNA: South Asian Peer Network Association

SOLAR: Student Outdoor Life and Recreation

SPA: Student Psychology Assc.

Street Hockey club

Students for Sustainability

Student Union Society

SWSA: Social Work Student Association

Table-top Games club

Teaching English as a Second Language  
Student Association

TTC (Trades) club

TSA: Theatre Student Association

UFV Conservative Campus club

UFV Karate Club

UFV Mosaic Club

VASA: Visual Arts Student Association

Video Game club

Visual and Rock Vibrations

## COMMUNITY EVENTS AND DIRECTORIES

The Fraser Valley is an active region with many events and activities. Refer to each city website for further information:

Agassiz: [www.harrison.ca](http://www.harrison.ca)

Abbotsford: [www.abbotsford.ca](http://www.abbotsford.ca)

Chilliwack: [www.chilliwack.com](http://www.chilliwack.com)

Hope: [www.hope.ca](http://www.hope.ca)

Langley: [www.city.langley.bc.ca](http://www.city.langley.bc.ca)

Maple Ridge: [www.mapleridge.ca](http://www.mapleridge.ca)

Mission: [www.mission.ca](http://www.mission.ca)

Pitt Meadows: [www.pittmeadows.bc.ca](http://www.pittmeadows.bc.ca)

Surrey: [www.surrey.ca](http://www.surrey.ca)

## CONFLICT RESOLUTION & HUMAN RIGHTS ADVISOR

[www.ufv.ca/crhra](http://www.ufv.ca/crhra)

Abbotsford: 604-864-4660

[hrcinfo@ufv.ca](mailto:hrcinfo@ufv.ca)

UFV endeavours to provide an environment that is supportive of teaching, scholarship and research and the fair treatment of all members of the university community. The basis for interaction among all members of the university is mutual respect, cooperation, and understanding. Harassment of any kind violates fundamental rights, personal worth, and human dignity. Members of the university community are entitled to an atmosphere free of harassment while pursuing university related activities.

UFV's Harassment Prevention policy responds to the university's responsibility under the BC Human Rights Code to prevent harassment, to provide procedures to handle complaints, to resolve problems, and to remedy situations when harassment occurs.

The Conflict Resolution & Human Rights Advisor is available to provide you with confidential assessment, advice and assistance in the resolution of both interpersonal and workplace concerns and those concerns that might fall within the scope of UFV's Harassment Prevention Policy.

## CONTINUING STUDIES

[www.ufv.ca/cs](http://www.ufv.ca/cs)

Continuing Studies offers a variety of programs and courses ranging from general interest courses to vocational programs. Courses and programs are usually offered on evenings and weekends, designed to meet the needs of working professionals.

The UFV calendar outlines programs that students can take for credit.

## CONVENIENCE STORE — THE PRESS

Located in Baker House, main floor, adjacent to the Campus Bookstore, and staffed for extended weekday and weekend hours by students, The Press convenience store houses a coffee bar, a microwave, convenience groceries, cold drinks, magazines, phone cards, and confectionery. And, of interest to students in residence, all the light housekeeping utensils needed for living on campus.

## CONVOCATION

[www.ufv.ca/ar/graduation](http://www.ufv.ca/ar/graduation)

Convocation ceremonies occur in June every year. Graduation requests can be submitted anytime during the semester in which you will complete your program requirements, but no later than April 1, with all requirements completed by April 30. Forms are available online at [www.ufv.ca/ar/graduation](http://www.ufv.ca/ar/graduation).

## COUNSELLING

[www.ufv.ca/counselling](http://www.ufv.ca/counselling)

Abbotsford: 604-854-4528

Chilliwack: 604-795-2808

### Career Counselling and Life Planning

While at UFV, you may be trying to plan the next steps in your life and career. The counsellors at UFV are trained to help you clarify your skills, values, and interests and to assist you in deciding upon a career direction. Career counselling and life planning are available through one-on-one appointments and through a Career and Life Planning workshop series held throughout the year.

### Crisis Counselling

Anyone can experience a crisis while at UFV. If you find yourself in a crisis situation, please contact Student Services immediately by calling

the Abbotsford office at 604-854-4528 or the Chilliwack office at 604-795-2808 or by coming in to the nearest Student Services office. Every effort will be made to accommodate you in a crisis. If you or someone you know experiences a crisis after hours, please call the toll-free Crisis Line at 1-877-820-7444.

### **Personal Counselling**

Personal issues and challenges can affect your success at UFV. The professional counsellors in Student Services can assist you in learning how to solve or deal with personal issues, cope with difficulties, and overcome challenges in your life so that you are able to move forward and succeed at UFV.

### **Study Skills Counselling**

Students entering UFV often need to improve their study habits. Study Smart workshops are offered each semester. Workshop topics include overcoming procrastination, exam anxiety, presentation techniques, and memory strategies. One-on-one sessions with the UFV counsellors are also available throughout the year.

*For Academic and Program Planning, see Advising*

## **CRITICAL ANALYSIS AND LEARNING METHODOLOGY**

Critical Analysis and Learning Methodology credit courses will help you learn the skills required to be successful as a student at UFV. Classroom topics include analytical listening strategies, contemporary study approaches, and interactive group communication and problem solving. Information about CSM 108: Critical Analysis and Learning and CSM 208: Learning Methodology can be found online at [www.ufv.ca/calendar](http://www.ufv.ca/calendar).

## **DEANS**

Deans oversee academic affairs and academic leadership in their assigned faculty area. There are five deans at UFV: Dean of Professional Studies, Dean of Trades & Technology, Dean of Arts, Dean of Science, and Dean of Access and Continuing Studies.

You may come in contact with a dean if you have issues that require exception to academic policy (e.g. register for a course for the third time) or if you have issues with an instructor that have not been resolved by the instructor or the department head.

The dean, in this latter case, will step in and act as a mediator to try and resolve the issues. You should familiarize yourself with who your dean is and understand when it is appropriate to contact them.

## **DISABILITY SERVICES**

[www.ufv.ca/disabilityservices](http://www.ufv.ca/disabilityservices)

Abbotsford: 604-504-7441 local 4283

Chilliwack: 604-795-2843

Contact Disability Services if you require accommodations to meet the demands of post-secondary education. Consider contacting Disability Services if you:

- have a documented disability
- think you may have a disability
- are compromised short term and require accommodations (e.g. you have broken your arm and need a scribe to write for you)

Services focus on providing accommodations and information to help meet academic demands while promoting student responsibility and self-advocacy.

## **ELEVATORS**

### **Abbotsford:**

Elevators are located in the following locations:

**A Building:** Near rooms A224, A328, A416

**B Building:** Near rooms B122, B227, B314

**C Building:** Near rooms C1420, C2401

**D Building:** Near rooms D121, D221, D3059

**G Building (Library):** Inside Library

**H Building (Baker House residence)**

### **Chilliwack (Yale Road):**

Elevators are located in the following locations:

**D Building:** Near rooms D108, D204

### **Trades & Technology Centre (Chilliwack):**

underneath the mezzanine.

### **Mission:**

Elevators are located in the following locations:

**D Building:** Near rooms D120, D214

# EMERGENCY PROCEDURES

## Emergency contacts:

Abbotsford campus: 5050 or 604-768-0279

Chilliwack campus: 5051 or 604-991-0225

Trades & Tech Ctr: 5052 or 604-845-0739

Police, Fire and Ambulance 911

(9-911 using an internal phone)

## Types of emergencies:

Earthquake

Elevator failure

Fire

Flood

Gas leak

Hazardous materials

Power outage

Thefts

## If you are calling in an emergency:

1. Stay calm.
2. Be prepared to answer the following questions:
  - Where is the emergency located?
  - What is the emergency? (fire, medical, hazardous material, etc.)
  - How did it happen?
  - When did it happen?
  - Who are you? (your name)
3. Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
4. Do not hang up until instructed to do so by the emergency contact you are speaking with.
5. You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

## Active threat

Although relatively rare, shootings and other extreme threat incidents on campus are difficult to predict and virtually impossible to defend against. Those threatened during such incidents are motivated by an instinct for self-preservation. These instructions are intended to help you as a UFV student, to consider how you can respond during an active threat incident on campus in order to stay

safe. Having a plan in mind is critical to remaining calm and focused during such an incident.

## Instructions for occupants:

1. Call 911

If you identify a threatening situation on campus involving a gun or other weapon, contact the Police using 911. Do not assume that someone else has done so already. Provide details such as location, description of suspect, and weapons used.

2. Call Campus Security

Abbotsford campus: 5050 or 604-768-0279

Chilliwack campus: 5051 or 604-991-0225

Trades & Tech Ctr: 5052 or 604-845-0739

3. Evacuate or seek refuge

Do not engage the person(s) involved. If you can, evacuate quickly, seeking refuge as far away as possible. Warn others to do the same. If you cannot, seek refuge in an office or classroom. Call 911 to inform the police of your location, the number of people with you, and whether there are injuries.

4. Barricade and hunker down

If you are not in a classroom, proceed to the nearest room, directing passing students and colleagues to join you. Close and lock the door if you can. Barricade the door with furniture or heavy objects. Stay away from the windows. Cover door windows and shut off lights. Keep quiet. Silence cell phones.

5. Stay put

DO NOT exit your refuge point until directed to do so by the police. Police will neutralize the threat and conduct a systematic evacuation of all areas on campus, clearing every room.

6. Move quickly during police-led evacuation.

When asked to evacuate, move quickly. Raise your hands above your head so police know you are not a threat. Move as far away from the buildings as possible. Do not interfere with police operations.

7. Keep roadways clear

Emergency vehicles need clear roadways. Avoid adding your car to the congestion.

8. Watch for information

When it is safe and practical, UFV Administration will communicate with students and employees. Information will be distributed via email, the website ([www.ufv.ca](http://www.ufv.ca)), media statements, and in some cases, in person or via telephone.

9. Be cautious about making comments to the media.

If you are asked for a statement, you can choose not to respond or to be factual about your own personal experience. Refer all UFV-related media questions and requests to the President's office.

## ESL HELP CENTRE

The ESL Help Centre offers study assistance and information about Canadian culture to any UFV student whose first language is not English. The centre is located in A245 (ESL Computer Lab) in Abbotsford and is open every afternoon between 11:30 am and 12:30 pm. UFV ESL instructors and TESL program students can assist you with conversation practice, vocabulary acquisition, assignment clarification, writing practice, grammar, sentence structuring, reading comprehension, pronunciation exercises, and anything else you may need. Our goal is to help you communicate better in English or help you to understand Canadian social and academic customs and expectations.

## EVENTS

Keep on top of what's going on at UFV. Event information is posted in the following locations:

### Athletics

[www.ufv.ca/athletics](http://www.ufv.ca/athletics)

Show support for your UFV Cascades. No charge for UFV students who present their UFV student cards!

### Campus Life

[www.ufv.ca/MarCom/UFV\\_Events](http://www.ufv.ca/MarCom/UFV_Events)

Explore events happening around campus.

### Career Centre

[www.ufv.ca/jobs](http://www.ufv.ca/jobs)

Explore employment opportunities available to UFV students through career fairs and other services hosted by the Career Centre.

### International

[www.ufv.ca/international/st\\_current/events.htm](http://www.ufv.ca/international/st_current/events.htm)

Connect with International students and enjoy some great events.

## Student Life

[www.ufv.ca/StudentLife](http://www.ufv.ca/StudentLife)

Get connected with other students in fun and engaging activities focused on student life outside the classroom. Discover how you can participate at orientations, welcome back BBQs, movie nights, basketball tournaments, Christmas angel trees, and much more. Get involved!

## FACILITIES

[www.ufv.ca/Facilities](http://www.ufv.ca/Facilities)

Abbotsford: 604-854-4542

If it has to do with your physical learning environment, this is the department that handles it.

## FACULTY DIRECTORY

[www.ufv.ca/directory](http://www.ufv.ca/directory)

Students can search for faculty and staff contact information by name or by department.

## FACULTY RECEPTION AREAS

Looking for a faculty member? Faculty Reception area assistants can help you in getting information to your instructor. Need to hand in a paper? Hand it in to the Faculty Reception area and they will place it in your instructor's mail box. Be sure to include your instructor's name, the class, and your name on any information handed in.

Abbotsford: 604-854-4523, B385A

Chilliwack: 604-795-2811, A100

## FAMILY EMERGENCY

In the event of a serious family emergency affecting a student's ability to attend classes, complete assignments, or write exams, the student must make every effort to contact his or her instructors. If under the circumstances this is too difficult, the student may contact the Director of Student Services by phone at 604-864-4677, by sending an e-mail to [vi.chappell@ufv.ca](mailto:vi.chappell@ufv.ca), or by calling reception at 604-854-4528. If contact is being made by e-mail, the student must use their official UFV student e-mail account and include their student number. Someone from the director's office will then contact the student's instructors to advise them of the situation. Depending on the circumstances, documentation may be required.

## FEES

[www.ufv.ca/ar](http://www.ufv.ca/ar)

Fees and other costs and information about payment can be found at [www.ufv.ca/ar](http://www.ufv.ca/ar).

## FINAL EXAMINATIONS

Final exams are held at the end of each semester. You are required to be available up to the last day of the final examination period, so plan your vacations accordingly. Examination schedules are posted mid-semester at [www.ufv.ca/ar](http://www.ufv.ca/ar) and at the Admissions & Records offices in Abbotsford and Chilliwack.

## FINANCIAL AID & AWARDS

[www.ufv.ca/fineaid](http://www.ufv.ca/fineaid)

Abbotsford: 604-864-4601

Chilliwack: 604-702-2618

Mission: 604-557-7603

Financial Aid and Awards is your source for valuable information and advice regarding funding opportunities and options available to students attending UFV.

Every year, millions of dollars in federal and provincial student loans, grants, bursaries, scholarships, and awards are processed and disbursed to UFV students through Financial Aid and Awards. The Student Union Society also offers emergency assistance grants.

To apply online for student loan funding, go to [www.StudentAidBC.ca](http://www.StudentAidBC.ca)

For more information, please contact UFV Financial Aid and Awards, or visit the website listed above. Watch for the Financial Aid and Awards "Tips of the Month" available through myUFV.

### Award

Recognition for a noteworthy cultural, academic, or athletic contribution made by a student to the university or community. In most cases, awards are presented as prizes, medals, certificates, or trophies; however, some are monetary.

### Bursary

Funds awarded on the basis of need and satisfactory academic achievement.

## Grants

Money given to a student for educational expenses. DO NOT NEED TO BE REPAID.

## Loan

Money awarded to a student for education expenses. MUST BE REPAID.

### Interest-Free Loan

A loan that must be repaid but without any interest being charged, for example: special organizations like the Canadian Forces.

### Low-Interest Loan

A loan where you are charged relatively small interest in addition to repayment of the principal, for example: StudentAid BC program.

### Moderate Interest Loan or Line of Credit

Banks — Bank of Montreal, Bank of Nova Scotia, First Heritage Savings Credit Union.

### Scholarship

Funds awarded in recognition of superior scholastic achievement.

### Tuition

See *FEES*.

## FIRST AID

Abbotsford: 604-768-0279  
(4400 using an internal phone)

Chilliwack: 604-991-0225  
(2525 using an internal phone)

Police, Fire and Ambulance 911  
(9911 using an internal phone)

In the event of an injury to a student or employee, please follow this procedure:

- Stay calm
- Safeguard the scene
- Care for the injured, as you may be trained to provide
- Send a bystander or, if alone, go to the nearest telephone and call the emergency number for your centre/campus
- Remain with the patient until trained help arrives
- Provide any required assistance as may be requested by attending personnel

## FOOD SERVICES

### Abbotsford

**B105:** Sodexo operates the main cafeteria where breakfast, lunch, and dinner are available during the fall and winter semesters. Vending machines are also available in the cafeteria area.

**A Building East:** Road Runner Café serves beverages and light snacks.

**DC200A:** The Use Your Bean coffee bar is located on the second floor of D building and serves Starbucks coffee, beverages, and light snacks.

**E120:** The Casey's on Campus pub is operated by the Student Union Society.

**G Building:** The Cliz café (Tim Horton's) is located near the Library.

### Chilliwack

A cafeteria is available to students in D building on the Yale Road campus in Chilliwack. UFV's professional cook program is based on the new Chilliwack campus, operating out of the Trades and Technology Centre and providing food services there. Taste student creations daily for breakfast, lunch, and dinner.

### Mission

Some food service is available on the Mission campus through Heritage Park Secondary School's cafeteria.

## GRADES

### Final grades:

You can view your final grades using myUFV. Fall semester grades should be available by early January. Winter semester grades should be available by the end of April. Summer semester grades should be available by late August.

### Grade Point Average (GPA):

Post-secondary institutions use a grade point average to determine your academic performance based on letter grades (A+, A, A-, B+, etc.) and relative weight of the course (number of credits). See the following table for UFV grade points:

Letter Grade	Points
A+ .....	4.33
A .....	4.00
A- .....	3.67
B+ .....	3.33

B .....	3.00
B- .....	2.67
C+ .....	2.33
C .....	2.00
C- .....	1.67
P .....	1.00
NC .....	0.00

### Example:

Course	Credits	Grade	Grade Point
BIOL 111	5.0	A (4.00)	20.00
ENGL 105	3.0	B (3.00)	9.00
PSYC 101	3.0	B+ (3.33)	9.99
GEOG 101	4.0	C (2.00)	8.00
<b>Overall GPA:</b>		46.99/ 15.0 = 3.13 GPA	
<b>Total credits</b>		15.0	
<b>Total grade point</b>		46.99	

### Warning:

Many programs have academic requirements, such as a minimum GPA, for continuance in the program. In addition, the Continuance Policy (340.21) at [www.ufv.ca/secretariat/policies](http://www.ufv.ca/secretariat/policies), sets a minimum semester GPA requirement for continuance at UFV.

If you demonstrate unacceptable academic performance, you may receive an academic warning. This warning will include a description of the unacceptable performance, a description of the required improvement, the schedule for demonstrating improved performance, and the consequences, which may include withdrawal for failing to remedy the situation in the specified time frame.

### Audit policy change:

Please review the audit policy posted on the Admissions and Records website at [www.ufv.ca/ar/registration.htm#audit](http://www.ufv.ca/ar/registration.htm#audit).

## HEALTH AND DENTAL INSURANCE

[www.ufvsus.ca](http://www.ufvsus.ca)

[www.ihaveaplan.ca](http://www.ihaveaplan.ca)

The UFV Student Union Society provides extended health and dental coverage for students attending UFV. You pay for coverage along with your tuition fees at the beginning of fall semester.

You may enroll additional family members into your plan, if you wish. It covers a wide range of services, from dental to medical prescription coverage. To find out more about coverage, please visit [www.ihaveaplan.ca](http://www.ihaveaplan.ca) by the fee payment deadline.

If you are registered in nine or more credits by the fee payment deadline for fall semester, you will be automatically signed up for the extended health and dental plan through the UFV Student Union Society.

You may opt out of this plan with proof of existing extended medical and dental coverage. Documentation of existing coverage must show your name, the name of the insurance company providing the coverage and the policy number. Acceptable documentation may be a letter from your employer stating you have health and dental benefits, or a membership card. Contact the SUS for opt-out deadline information.

If you are a new student in the winter semester, you can opt-in to the plan during the change of coverage period at the beginning of the semester. Contact the Student Union Society for change of coverage dates.

## HEALTH SERVICES

UFV does not operate a medical clinic on campus. If you need to find a medical doctor in the area, you can consult the BC College of Physicians and Surgeons website at [www.cpsbc.ca/cps/physician\\_directory](http://www.cpsbc.ca/cps/physician_directory).

## HOUSING

### Residence

[www.ufv.ca/residence](http://www.ufv.ca/residence)

Abbotsford: 604-557-4063

Toll free: 1-888-504-7441 local 4063

Residence is much more than just a place to hang your hat; it's the best way to get a

complete university experience. Residence at UFV means small communities of primarily first-year students living, working, studying, and socializing together. It's an exciting way to get involved at the university as you help shape your community. Feel supported as you develop skills, gain information, and access many of the resources on the UFV campus. UFV's residence, which houses 204 students, is called Baker House and is located on the Abbotsford campus.

As a Baker House resident, you can use your Baker House card as part of your UFV identification and to access select areas of the Baker House Residence. Those renting garage parking spaces will also have a separate operator/fob, which has the same functions as your card.

Visit the Residence portal at [residence.ufv.ca/portal](http://residence.ufv.ca/portal) to make a payment on your Residence account. You will require your Residence ID and password which you will receive at time of your residence application. Please note that this is not your UFV student number.

## INFORMATION TECHNOLOGY SERVICES

[www.ufv.ca/its](http://www.ufv.ca/its)

IT Services provides computing and communication services, systems, support, and guidance for the students, faculty, and staff at UFV.

Check our website for the status of major systems including alerts related to service disruptions and scheduled enhancements.

Contact our IT helpdesk for computer-related inquiries including log-ins and system access. e-helpdesk provides a knowledge base for self-help with common problems and questions as well as direct access to submit your inquiry and to follow up on its status.

Log in to e-helpDesk at [ehelpdesk.ufv.ca](http://ehelpdesk.ufv.ca). Email [HelpDesk.ITS@ufv.ca](mailto:HelpDesk.ITS@ufv.ca) or phone **604-864-4610**. The helpdesk is located at the Abbotsford campus in room B243.

Listed are some of the services offered at the university:

### Computer Kiosks

Use internet-connected kiosks to register for courses, look up UFV-related information, or contact the e-helpdesk. Kiosks can be found in main UFV drop-in labs located around campus.

## Computer Use Policy

UFV has a policy outlining the appropriate use of computing and network resources. The full policy can be referenced online in the UFV Policy Manual (ref: 110.21) at [www.ufv.ca/secretariat/policies](http://www.ufv.ca/secretariat/policies).

## Email

All students admitted to UFV are issued an e-mail account through myUFV. This is the primary mode of direct communication between staff, faculty, and students at UFV. We encourage you to check your student email account regularly for messages, and to use your UFV email for enquiries. See page 31 of this guide for instructions on setting up an account.

## Labs

UFV offers a number of computer labs for student drop-in use across its campuses. Locations and availability are posted on the website and outside computer lab locations after start of semester classes.

Locations of main drop-in labs:

Abbotsford: G210

Chilliwack: D217

Mission: D244

Other Abbotsford lab choices are Building D, second floor or G180 (when rooms are not in use by scheduled classes).

## myUFV

<http://my.ufv.ca>

myUFV is a website portal for UFV students, faculty and staff including access to:

- course registration
- class schedules
- UFV email
- grades
- online groups
- T2202A Tax forms.

You can also use myUFV to change your address or check campus and personal announcements. See page 31 of this guide for instructions on setting up an account.

## Network Files

[my.ufv.ca](http://my.ufv.ca)>Online Services > UFV Network Files

<https://gw.ufv.ca/NetStorage> is where students may log-in to access their UFV network drives from off campus over the internet.

DriveP@STUDENT is a student public storage space where all students have read and write access to student files.

DriveQ@USERS is instructor storage space, which allows students to have read and copy access only to instructor files.

Home@UFV provides students with 200 Mb of personal storage and allows students to have read and write access.

## Printing

Your student campus card allows for printing in a UFV lab at a cost of \$0.10 per page. Add funds to your student campus card at a UFV library dispenser or at a UFV bookstore cashier.

## Wireless

UFV Wireless is a fully compatible Wi-Fi network. It's easy to use and free for students.

UFV Wireless is accessible in all buildings on the Abbotsford campus.

In Chilliwack, UFV Wireless is accessible at the Chilliwack North campus and at the Trades & Technology Centre.

## INSTRUCTIONAL MEDIA SERVICES

[www.ufv.ca/ims](http://www.ufv.ca/ims)

Abbotsford: 604-854-4546

Chilliwack: 604-702-2617

Hope: 604-869-9991

Instructional Media Services (IMS) on the Chilliwack and Abbotsford campuses has a technical media lab where you can work on your class projects. There's equipment for video recording and editing, computer imaging (including digital scanning and photography, video capture and PowerPoint), dry-mounting, laminating, and report binding. Print out documents in full color. Scan images and incorporate them into your essay or other assignment. Computer projection systems and other equipment are available through your instructor for classroom presentations.

## INTERNATIONAL

[www.ufv.ca/international](http://www.ufv.ca/international)

### International Student Handbook

[www.ufv.ca/international/st\\_prospective/PreArrival\\_Handbook](http://www.ufv.ca/international/st_prospective/PreArrival_Handbook)

International students planning to attend UFV can download a "Pre-Arrival Handbook" to guide them through the process of becoming a student from start to finish.

### Volunteer, Study, or Work abroad

[www.ufv.ca/international/UFV\\_Abroad/Abroad\\_WorkStudyTravel](http://www.ufv.ca/international/UFV_Abroad/Abroad_WorkStudyTravel)

UFV International can help you spend a semester overseas. Partnerships have been created with a number of institutions across the world. Contact International Education for further information and details.

## LIBRARY AND LEARNING COMMONS

### Library

[www.ufv.ca/library](http://www.ufv.ca/library)

Abbotsford: 604-854-4545

Chilliwack: 604-795-2824

Mission: 604-557-7609

When you become a university student, you enter a world that operates according to very different rules and expectations from what you might be used to. Part of this difference is the way that scholars and researchers communicate knowledge and the results of their research. Relying on Wikipedia and Google sources to write your research papers just won't cut it with your professors; they expect you to use reliable, authoritative academic sources — the kind of sources that are available through your Library.

The UFV Library will provide you with the information you need for your studies, through online and print books, journals, and government publications, as well as DVDs, videos, and other resources. We will teach you how to find this information yourself. We will also teach you to use Google and other internet resources skillfully, to help you learn how to evaluate the information you find there to see if it meets your academic needs. It

has been proven: if you learn to use the Library early in your studies, you'll get better grades and your life will be much easier.

UFV has three campus libraries: Abbotsford, Chilliwack, and Mission. Each campus library has different hours that vary during the academic year. Always check online for current information. Your UFV student card is your library card, and is used to borrow materials from the UFV library.

### Library User Services:

[my.ufv.ca](http://my.ufv.ca) > Library > My UFV Library Account

Search the online Library catalogue as well as access checked-out resources; transfers; hold-item availability; outstanding fines; group study room bookings; and interlibrary loan status information. Use your student number and a 4-digit password (request your password at a UFV Library circulation desk).

### Library Off-Campus (Proxy) Access:

[my.ufv.ca](http://my.ufv.ca) > Library > Article Indexes & Databases

Search online article indexes and some government databases. You must be registered in the current semester to have access to this information.

### Math Centre

[www.ufv.ca/math/The\\_UFV\\_Math\\_Centres](http://www.ufv.ca/math/The_UFV_Math_Centres)

You can drop in to get help with math and stats problems. Math Centre assistants, Math and Stats faculty, and student monitors can help you with your math and stats problems. They can work with you personally to provide you with the extra insight needed to really understand. No appointment is necessary, just drop in! Hours are posted on the centre doors in Abbotsford (G166) and Chilliwack (A205).

### Writing Centre

[www.ufv.ca/Writing\\_Centre](http://www.ufv.ca/Writing_Centre)

Abbotsford: 604-504-7441 local 4282

Chilliwack: 604-792-0025 local 2432

The Writing Centre offers you one-on-one instruction in the academic, professional, and/or technical writing that you are doing for your UFV courses. Centre instructors can assist you at various stages of the writing process with narrowing topics, identifying research strategies, developing ideas, organizing material, drafting, and revising. They can also assist you in understanding various writing assignments, such as research essays and reports, annotated bibliographies, literature reviews, lab

reports, critical reviews, resumes, and application and cover letters. Centre instructors do not edit or proofread your written work; rather, they offer expert advice that you can apply to your writing.

Drop by the Writing Centres in Abbotsford, Chilliwack, and Mission or visit the Centre website for information about booking appointments, drop-in days, and resources.

*See also Critical Analysis and Study Methodology  
English Tutoring Services: See Tutoring  
Science Tutoring Services: See Tutoring*

## LOCKERS

### Abbotsford

Lockers are located throughout the campus and are operated on a first-come, first-served basis. You are responsible for bringing your own lock and ensuring all material is out of the locker by the end of each semester. Lockers in the Fine Arts department and the Gym are not available for common use.

### Chilliwack

Lockers are located in the Health Sciences building and the Trades & Technology Centre and are designated for use by students in those buildings only.

## LOST AND FOUND

If you have lost an item on campus, go first to the lost & found to find out if it has been turned in:

**Abbotsford:** Security office (B120)

**Chilliwack:** Security office (A100)

**Mission:** Administration office

## MICROWAVES ON CAMPUS

Bring your meals from home and heat them at various locations on campus:

**Abbotsford:** The Press convenience store, cafeteria, University House, Roadrunner Café

**Chilliwack:** Cafeteria, University Centre

## OFFICE FOR ACADEMIC INTEGRITY AND APPEALS

[www.ufv.ca/OAIA](http://www.ufv.ca/OAIA)

**Abbotsford:** 604-851-6314

Office: B310f

The coordinator works with students to help them understand their rights and responsibilities under UFV's policies, particularly those related to student conduct and academic appeals.

The coordinator strives to provide a fair, respectful, and supportive environment for students seeking assistance in resolving problems involving academic standing in general, grades, the learning environment, or unexpected difficulties with successful completion of courses. Whenever possible, the coordinator will endeavour to reconcile appeals and complaints at the informal stage by using a variety of resolution methods.

UFV recognizes your right to appeal decisions and practices that affect your academic standing.

The office also provides students and faculty with information and resources on promoting and maintaining UFV's commitment to academic integrity.

For further information, refer to the resources listed on the website.

## OMBUDSMAN

If you are dissatisfied in attempting to find resolution to a problem through a formal UFV policy, you can contact the ombudsman to undertake a review to determine:

- that the complaint was pursued under the appropriate UFV policy;
- that the policy and procedure were applied in a fair and equitable manner;
- that the resulting decision was fair, reasonable, and consistent with similar cases both within UFV and in the larger academic community.

The Ombudsman office is designated as a neutral, objective third party to provide UFV members with informal assistance in resolving problems, conflicts and disputes. Employed by the Student Union Society, the ombudsman serves as a source of information and assistance to all members of the university with respect to academic and

other university rules, regulations, policies and procedures. Students can contact the Student Union Society for further information.

## ONLINE LEARNING

[www.ufv.ca/online](http://www.ufv.ca/online)

Some courses are offered online at UFV. Our online courses are very similar to courses delivered in the classroom; they are taught by UFV faculty, follow the semester timetable, have the same tuition fees, cover the same content, and allow you to earn the same number of credits as the same course delivered in the classroom. Many online courses will require that you write a midterm or final exam on campus or with a proctor. Students taking online courses must be prepared to participate in the course throughout the term, and will be expected to log in a minimum of three times a week to their courses.

You can search for online courses by using the search feature in the timetable.

Instructors and students who have participated in online courses have offered the following advantages to online learning:

- Freedom to travel, work or cover other commitments and yet maintain a classroom presence
- Flexible time schedules
- Ability to discuss topics with fellow students beyond classroom time
- Useful for group projects, collaboration, peer learning, and extensive discussion
- Leads to clarity of thought and compactness of expression
- Online learning reduces commuting time and saves paper: it is environmentally friendly!

## ORIENTATION

[www.ufv.ca/StudentLife/Orientation](http://www.ufv.ca/StudentLife/Orientation)

Abbotsford: 604-557-4064

### New Student Orientation

UFV New Student Orientations take place at the end of August at both Abbotsford and Chilliwack campuses and are the ideal way for you to get to know your new campus, instructors, and staff before classes begin. During Orientation, O-Leaders (specially trained fellow students) will give you a tour of the campus and share their own personal

insights on what you might expect at UFV. Many students tell us that O-Leaders and other new students they meet during this event become long-lasting friends. As an additional bonus, research shows that students who attend Orientation sessions do better in their school work. Register online and hit the ground running on your first day of classes at UFV.

Register for Orientation through myUFV when you register for your courses.

### Parent Orientation

UFV's special parent orientation session is designed to answer questions and address parents' concerns about the university experience. Having knowledge about campus departments, programs, and services will make it easier for you to discuss suitable resources for your son/daughter, and help you encourage them to seek assistance when they require it.

If you are interested in taking part, parent orientations take place at the end of June. Contact Student Life at 604-557-4064 for further information.

## PHOTOCOPYING AND PRINTING

Cash credits can be purchased and stored on your Campus Card for use in making photocopies or printing documents from a computer lab printer at \$0.10 per page. Funds can be added to your card by using the card-loading kiosks located in the library, or visit the cashier station at the UFV Bookstore.

Photocopying is also available to members of the Student Union Society in the SUS offices — Abbotsford C1015 and Chilliwack G133.

## PLAGIARISM

Plagiarism is considered a serious breach of student conduct. You should be aware that UFV has policies regarding academic dishonesty, including plagiarism and cheating. Our policy defines plagiarism as follows:

Plagiarism occurs when a student presents work or data as original when part, or whole, was written or composed by someone other than the student.

Plagiarism occurs when paragraphs, phrases, sentences, or ideas within the work are taken from another source without referencing or citing the author.

When an instructor has evidence of plagiarism or cheating by a student, the instructor is entitled to assign a score of zero with the first incident, and to issue a written notice that any further incident will result in the student being required to withdraw from the course.

Refer to the Student Conduct policy (310.12) for more information at [www.ufv.ca/OAIA](http://www.ufv.ca/OAIA)

## PRIVACY

### Freedom of information and protection of privacy (FOIPOP)

UFV gathers and maintains information used for the purposes of admission, registration, and other fundamental activities related to being a member of the UFV community and attending a public post-secondary institution in the province of British Columbia. In signing an application for admission, all applicants are advised that the information they provide and any other information placed into the student record will be protected and used in compliance with the Freedom of Information and Protection of Privacy Act, SBC 1992.

## PROGRAMS

[www.ufv.ca/calendar](http://www.ufv.ca/calendar)

Search under Program Index to find detailed information on UFV's programs including:

- 15 Bachelor's degrees
- Master of Arts in Criminal Justice
- 80+ certificate and diploma programs
- Post-graduate certificate programs
- Upgrading opportunities

There are also a number of Continuing Studies options for students wishing to expand their skills and gain vocational skills. Explore options such as Nursing Unit Clerk and Legal Administrative Assistant at [www.ufv.ca/cs](http://www.ufv.ca/cs).

## SECURITY AND SAFETY

### Security

Facilities Service Desk: 604-854-4542  
Abbotsford campus: 5050 or 604-768-0279  
Chilliwack campus: 5051 or 604-991-0225  
Trades & Tech Ctr: 5052 or 604-845-0739

The Safety and Security department is committed to maintaining a safe and secure environment for

all those who enter UFV premises. Campus Security provides numerous services to the UFV community:

- Monitor building access and respond to access alarms
- Respond to emergencies
- Complaint investigation
- Traffic regulation enforcement
- SafeWalk escorts
- Information resource - campus maps, directions, etc.
- Provide occupational first aid
- Maintain lost and found property
- Respond to inquiries

### SafeWalk

Student safety patrollers are on duty from 6:30 to 10:30 p.m. Monday through Thursday during each semester. They spend the majority of their time in the campus parking lots, and the remainder patrolling hallways, stairwells, and washrooms. You may stop a patrol team at any time to request assistance, ask for information, or ask for a SafeWalk.

In addition, you may wait at a SafeWalk station for an escort. To request a SafeWalk on any campus, call Security at:

Abbotsford campus: 5050 or 604-768-0279  
Chilliwack campus: 5051 or 604-991-0225  
Trades & Tech Ctr: 5052 or 604-845-0739

There are three SafeWalk stations on the Abbotsford campus:

**Building A** — By the exit door near the Roadrunner cafe

**Building B** — In the great hall, near the door exiting into the breezeway

### Baker House

There are two SafeWalk stations on the Chilliwack campus:

**Building A** — Foyer inside the main entrance leading to the library

**Building D** — Inside east entrance near parking lot 5

## SMOKING

Smoking is banned from inside the premises of UFV; outdoors it is restricted to areas at least five metres from any doorway, opening window, or ventilation intake.

## STAFF DIRECTORY

[www.ufv.ca/directory](http://www.ufv.ca/directory)

## STUDENT ACTIVITY CENTRE/ ENVISION ATHLETIC CENTRE

[www.ufv.ca/athletics](http://www.ufv.ca/athletics)

Building E, Abbotsford campus: 604-557-4041

The Student Activity Centre houses a regulation-sized gymnasium (with seating for about 350 spectators), a new double gymnasium (with seating for about 1,500 spectators), a fitness centre, change rooms, and Casey's on Campus (pub).

The gymnasiums are scheduled for athletics, open gym times, intramurals, group fitness classes, UFV special events, and major events such as exhibition games with NCAA teams.

Check out the drop-in times at the gyms in the morning and afternoon. This time is open to students to play a variety of sports, including basketball, badminton, volleyball or indoor soccer.

The fitness room and gymnasiums are available for registered students, staff, faculty, and alumni with valid membership cards (UFV employee/student card with membership sticker). Membership stickers can be purchased at the Student Activity Centre (E150). All users must have a valid UFV campus card to display the sticker on. All users must check in at the front desk before entering the fitness centre and present their membership sticker and card.

The fitness centre is equipped with universal stations, cardio machines, a squat rack, free weights, bench press, and multi-use benches. The Student Activity Centre and the Envision Athletic Centre have change rooms, washrooms, and showers. Towel rental is available for \$1 and requires your UFV student card. Day-use lockers are available, but you are required to bring your own lock. Equipment is available free of charge upon presentation of a valid membership card.

There are several student membership options to choose from:

- Membership Plus (gymnasia and fitness centre use) for a year costs \$40 and for a term costs \$30
- Basic (gymnasia use) for a year costs \$35 and for a term costs \$25

All members are required to sign Release of Liability and Waiver of Claims forms.

## STUDENT AMBASSADOR PROGRAM

[www.ufv.ca/Prospective\\_Students/Student\\_Ambass.htm](http://www.ufv.ca/Prospective_Students/Student_Ambass.htm)

Meet other students who are at various points of their studies here at UFV by emailing them with questions. In addition to other activities, they assist with campus tours and attend events such as education fairs, where they interact with future UFV students. If you are interested in becoming a student Ambassador, refer to the website listed above.

## STUDENT CONDUCT

UFV requires student behavior to conform to that normally expected of students in a post-secondary educational setting. You are expected to respect all persons on campus, maintain integrity in scholastic work, meet contractual obligations, conduct yourself in a mature manner, and obey the law. Failure to maintain a satisfactory standard of conduct may result in disciplinary action. Refer to the Student Conduct policy (310.12) for more information at [www.ufv.ca/OAIA](http://www.ufv.ca/OAIA).

## STUDENT LIFE

[www.ufv.ca/StudentLife](http://www.ufv.ca/StudentLife)

Abbotsford: 604-851-6338

Chilliwack: 604-792-0025, local 2509

At Student Life, we celebrate and encourage learning and student development that takes place as you participate in or develop your own program initiatives. There are many opportunities for you to connect with other students as you work together to accomplish change and make a difference. Start building that second page of your resume and get involved in leadership, orientation, angel tree, campus recreation, and intramurals as well as in numerous student clubs and associations. The Student Life Leadership Institute provides practical opportunities for you to understand and develop your personal leadership skills; develop valued relationships; and enjoy the excitement of working together toward meaningful change. Your efforts will not go unnoticed—each spring at our annual Volunteer Recognition ceremony, we recognize students who voluntarily contribute in a positive manner to the UFV community.

Student Life is located in University House on the Abbotsford campus, just south of the Library. Drop by and see how easy it is to get connected with the UFV community. You can check out our Student Lounge with foosball, air hockey, TV, and ping pong. It is a great place to kick back between classes, meet with friends, and study. The clubs room is both a boardroom and a media room that you can book for your club meeting or study group sessions.

Student Life on the Chilliwack campus is located at Campus Centre and has similar facilities. Details and contact information are available at [www.ufv.ca/StudentLife](http://www.ufv.ca/StudentLife)

## STUDENT LOUNGE AREAS

There are a number of lounge areas for students to rest between classes.

### Abbotsford:

**A Building East:** offers tables for students to do their studies

**G Building (Library):** offers a number of quiet study rooms and areas for students

**F Building (University House):** allows students to relax on couches, watch TV, and study

### Chilliwack:

**A Building (Library):** offers a number of quiet study rooms and areas for students

**G Building (University Centre):** allows students to relax on couches, watch TV, and study

### Mission:

**D Building (Library):** offers students a quiet study area

## STUDENT UNION SOCIETY

[www.ufvsus.ca](http://www.ufvsus.ca)

Offices: Abbotsford C1015  
Chilliwack G133

The Student Union Society is run by and for students at UFV. Services for students include:

- scholarships
- the U-Pass
- club association & funding
- Casey's on Campus student pub
- health and dental plan
- emergency student grants
- advocacy

All students at UFV are invited to become involved in their student governance by running in student elections for the Board of Directors each winter, or by volunteering or serving on a committee.

*See also: Health and Dental*

## SUPPORTED LEARNING GROUPS (SLG)

Supported Learning Groups (SLG) are a series of weekly review sessions designed for students taking historically difficult introductory courses.

In the SLG sessions, you will discover how to apply proven learning strategies to difficult course concepts and how to study more effectively. SLG sessions are led by a trained student facilitator who has successfully completed the course you are taking.

SLG provides an opportunity for you to gather with other students in your class to compare and review lecture notes, discuss difficult concepts, develop study guides, and test your understanding of the course material. It's a free, efficient way to maximize your study time.

*Check out the website ([www.ufv.ca/slg](http://www.ufv.ca/slg)) to find out if any of your courses are supported by SLG.*

## TRANSPORTATION

### Carpool

[www.ufv.ca/Facilities/Parking\\_Services](http://www.ufv.ca/Facilities/Parking_Services)

Carpool parking offers three incentives:

- Parking is located close to the buildings
- Students can share the cost of gas and parking
- The semester pass can be shared between three or more people per semester

If you are wondering who to share a ride with from UFV, check out UFV's rideshare database at [ufv.ride-share.com](http://ufv.ride-share.com) or the carpool bulletin board located in the Abbotsford Campus G building.

Application forms for carpool parking can be found at:

[www.ufv.ca/Facilities/Parking\\_Services](http://www.ufv.ca/Facilities/Parking_Services)

### Cycling

There are two bicycle storage areas on the Chilliwack campus and four on the Abbotsford campus. For a nominal deposit and monthly fee, you can rent space to store your transportation.

Contact Facilities for a map outlining locations and further details.

## **Parking**

### *Pay by space*

Pay parking is in effect at all UFV parking lots and on some neighbouring streets. At UFV, there are designated parking areas for students and employees. When parking, permits may be purchased from any of the ticket dispensers located around campus. You are required to remember your parking stall number when purchasing a permit. Permits do not need to be displayed on your dashboard. Just remember your stall number, pay, and then walk away. Parking is valid only at the campus where it was paid for. The cost for parking (subject to change without notice) is \$1 for every 2 hours. Payment may be made at a dispenser using cash and/or a major credit card.

### *E-pass/Permits*

To purchase weekly, monthly or semester e-passes, students must log-in to the myUFV Portal and click on the "Campus Life" tab to follow the link to the on-line registration form. Register your vehicle, select the amount of parking you wish to purchase and then pay with your credit card. Your license plate becomes your permit to park for the prepaid duration. Purchase of an E-pass/permit does not guarantee space and is not reserved parking.

Parking in designated spaces for people with disabilities is free providing the vehicle displays a valid SPARC pass. UFV temporary disabled permits may be issued with a valid doctor's certificate for a maximum two week period. Contact the Facilities Office (B150 – Abbotsford campus).

## **Transit**

Students attending classes at the Abbotsford or Mission campus will find appropriate information at [www.busonline.ca/regions/cfv](http://www.busonline.ca/regions/cfv) regarding the BC Transit system for Abbotsford, Mission and UFV. Tickets and monthly passes can be purchased at the Mission and Abbotsford UFV Bookstore.

Students attending classes the Chilliwack campus will find appropriate transit information at [www.busonline.ca/regions/chw](http://www.busonline.ca/regions/chw) for Chilliwack/Agassiz/Harrison.

The U-Pass is a student pass that offers unlimited transit within Abbotsford, Mission, and Chilliwack, as well as a number of other discounts to goods and services within the community.

For more information on the U-pass contact the Student Union Society or visit [www.ufv.ca/upass](http://www.ufv.ca/upass).

## **TUTORING**

### **Tutoring exchange**

The Career Centre offers the UFV Tutoring Exchange where students who are looking for assistance with their studies can hire a tutor, or students who are looking to earn some extra money can register to be a tutor. There is no charge for this service. Please visit [www.ufv.ca/jobs/tutors](http://www.ufv.ca/jobs/tutors) or contact the Career Centre at [career.centre@ufv.ca](mailto:career.centre@ufv.ca) to learn more.

### **English Tutoring Services**

[www.ufv.ca/english/](http://www.ufv.ca/english/)  
English\_Student\_Association

The English Student Association provides peer tutoring services to students who are experiencing difficulty with their academic writing. The tutors are students enrolled at UFV in the third and fourth years of their English major or minor and have displayed a firm understanding of academic writing. Tutors will help students develop their academic writing; ESA tutors will not rewrite essays.

### **Math Tutoring Services**

The Mathematics and Statistics department maintains a list of upper-level students who offer tutoring services. Contact Pat Cruickshanks at 604-851-6304 or [pat.cruickshanks@ufv.ca](mailto:pat.cruickshanks@ufv.ca) for details.

### **Science Tutoring Services**

[www.ufv.ca/faculty\\_of\\_science](http://www.ufv.ca/faculty_of_science)

Students interested in finding a tutor in science should discuss this with their instructors or contact the Science Advice Centre.

*See also: Critical Analysis and Learning Methodology*

*See also Learning Commons*

## **UFV NEWSROOM ONLINE**

[www.ufv.ca/MarCom/newsroom](http://www.ufv.ca/MarCom/newsroom)

Find out what's happening at UFV! All news releases and stories related to UFV are located in our online newsroom. Got a story idea about a student, faculty member, or employee? Let us know at [ufvinfo@ufv.ca](mailto:ufvinfo@ufv.ca)

*See also: Campus Communication*

## UNIVERSITY CENTRE

### Chilliwack

University Centre is a place to relax, study, have a snack, participate in planned activities, meet classmates or obtain information about campus resources in Chilliwack.

## UNIVERSITY HOUSE

[www.ufv.ca/StudentLife/house](http://www.ufv.ca/StudentLife/house)

### Abbotsford

University House has been designed to create a sense of place and belonging where you can feel safe, comfortable, and connected with familiar people and reliable services that provide a supportive base in your daily life on campus. Come on over to relax, study, have a snack, participate in planned activities, meet classmates or obtain information about campus resources.

## UPGRADING AND UNIVERSITY PREPARATION

[www.ufv.ca/uup](http://www.ufv.ca/uup)

Abbotsford: 604-854-4578

Chilliwack: 604-795-2807

Mission: 604-557-7615

Hope: 604-869-9991

Upgrading and University Preparation (UUP) offers courses to help you get started on your way to further training in vocational, career, technical, and academic programs.

UFV offers Adult Basic Education (ABE) courses, also known as Adult Upgrading, to help adults upgrade basic literacy and numeracy skills, complete high school to earn the BC Adult Graduation Diploma (Adult Dogwood), prepare for the General Educational Development (GED) high school equivalency test, meet employment requirements, or complete prerequisite courses for post-secondary programs.

UFV also offers a Training in Attitudes, Skills and Knowledge for the Workplace (TASK) program. This is an eight-month program which offers students with disabilities the opportunity to gain self-management skills while developing realistic career objectives in their chosen field.

## WITHDRAWALS

You can formally withdraw from a course using myUFV or by visiting Admissions & Records during office hours. Reasons for withdrawing vary. If you are considering a withdrawal from a course or program, you should consult with an Advisor prior to doing so in order to understand the consequences. Check the semester "important dates" in the Registration Guide or in the semester quick links at [www.ufv.ca/ar](http://www.ufv.ca/ar) to find the withdrawal deadlines.

*Note: Non-attendance at a course is not a withdrawal. If you do not formally withdraw from a course you paid for, and you do not complete it, you will receive an "NC" (fail) grade.*

## WORSHIP

UFV has established a space for prayer on campus in Abbotsford, in C Building. Please ask at the Student Union Society office to be shown the space. You are also encouraged to connect with your faith community in the Fraser Valley. Begin by visiting the city sites listed under Community Events and Directories.

# New Student Checklist



## APPLY FOR RESIDENCE/ HOUSING

UFV's 204-bed student residence in Abbotsford opened to UFV students in 2007. If you're interested in experiencing life in the on-campus residence, visit [www.ufv.ca/residence](http://www.ufv.ca/residence).

If you're looking for a place to live while you're attending UFV, check out the off-campus housing listing service at [www.myidealhome.com/ufv](http://www.myidealhome.com/ufv).

## APPLY FOR A STUDENT LOAN

[www.ufv.ca/fineaid](http://www.ufv.ca/fineaid)

Abbotsford: 604-864-4601

Chilliwack: 604-702-2618

Mission: 604-557-7603

If you are a BC resident, you must apply for student financial aid through [www.studentaidbc.ca](http://www.studentaidbc.ca)

If you are applying for an out-of-province loan, contact Financial Aid and Awards for further information.

Once you have received your student loan, you are responsible for paying your tuition fees by the fee payment deadline. Failure to do so may result in cancellation of registration.

## ADVISING AND COURSE SELECTION

If you need assistance in understanding how to choose your courses, make an appointment with an advisor. Choose the Advising Office that applies to you and your program:

**Arts & Science Advice Centre**  
Abbotsford: 604-557-4028

**Arts Advising**  
[www.ufv.ca/ArtsAdvice](http://www.ufv.ca/ArtsAdvice)

The Arts Advisors advise students who are in the following programs:

- Bachelor of Arts degree
- Associate of Arts degree
- Liberal Arts diploma
- Arts Studies

**Science Advising**  
[www.ufv.ca/faculty\\_of\\_science](http://www.ufv.ca/faculty_of_science)

The Science Advice Centre advises students who are in the following programs:

- Bachelor of Science degree
- Associate of Science degree
- Science Studies

**Educational Advising**  
[www.ufv.ca/advising](http://www.ufv.ca/advising)

Abbotsford: 604-854-4528

Chilliwack: 604-795-2808

Mission: 604-557-7603

Educational Advisors work with students:

- in general studies
- in Program Paths (e.g. Business Studies)
- planning for graduate school or progression programs (e.g. Masters, PhD, Teaching, Medicine, or Law)
- transferring into or out of a program

**Program Advising**  
[www.ufv.ca/directory](http://www.ufv.ca/directory)

If you have been admitted directly into a program (e.g., Business Administration diploma, Kinesiology

degree, etc.), you will have a program advisor. To find your advisor, read through correspondence mailed to you or look to the above website.

## REGISTER FOR COURSES

Course registration can be found online through myUFV at <http://my.ufv.ca>. For tutorials on how to activate and use myUFV, visit the UFV Educational Advising Services website at [www.ufv.ca/advising](http://www.ufv.ca/advising) and click on the tutorials link.

Just thought we'd remind you about this important element of your success at UFV: The first class is especially important; you are required to attend it. If you do not, you risk losing your seat in the class, at the discretion of the instructor.

## REGISTER FOR NEW STUDENT ORIENTATION

New Student Orientation includes a campus tour, offers you a chance to meet other students and gives you valuable insight to services at UFV. To sign up, choose one of the following options:

- for more information, go to [www.ufv.ca/StudentLife](http://www.ufv.ca/StudentLife)
- register online through myUFV: listed as 'Orientation' under course selection
- register at the Admissions and Records office.

## PAY YOUR FEES

The \$200 registration deposit must be paid by 4 p.m. on the next business day after you register. The balance of fees is due approximately the second week of the semester. Consult the Registration Guide and Timetable or look online ([www.ufv.ca/ar/registration/imprrtregdates](http://www.ufv.ca/ar/registration/imprrtregdates)) for important registration dates. Failure to pay the balance in full by the fee deadline will result in penalties.

For fee payment options, go to [www.ufv.ca/ar/feeandpay](http://www.ufv.ca/ar/feeandpay)

Do not wait until the fee payment deadline to pay fees to ensure they are processed in time.

## GET A CAMPUS CARD

All students registered in full and part-time studies are required to obtain their Campus Card at the beginning of their first semester. You'll need one piece of government-issued photo identification, and proof of registration with valid student number.

### Campus Card pick-up:

Abbotsford Campus

### Building G — Library\*

Cards can be obtained during regular library operating hours.

Chilliwack Campus

### Building A — Library\*

Cards can be obtained during regular library operating hours.

\* Photo ID sessions may occur at the beginning of each semester. Announcements will be posted indicating the dates, times, and locations of these sessions.

## SET UP YOUR STUDENT COMPUTER ACCESS

Log in to [my.ufv.ca](http://my.ufv.ca) to set up your student computer access. Your user name is your Student ID number printed on your initial admission letter and your Campus Card.

The first time you log in to [my.ufv.ca](http://my.ufv.ca), your default password is the six numbers of your birth date in the format YYMMDD: YY is the last two digits of the year, MM is the numeric month, and DD is the day of your birth. For example, April 16, 1986 is 860416.

Once you have successfully logged in for the first time, set a new password (six numbers in length, not your birth date). It is also important to set up a security question and answer in case you forget your password in the future. Test your UFV email account to ensure it is working.

## STAY ACTIVE

The Student Activity Centre and Envision Athletic Centre are open to all UFV students who have signed a liability waiver and have a valid UFV

# New Student Checklist

student card with a valid membership sticker. There are several types of membership to choose from. Proof of membership is needed to sign out any equipment and must be submitted at the front desk with each use of the facility.

## PURCHASE A PARKING PASS

Weekly, monthly, and semester e-passes are available for purchase online via our secure website. Register your vehicle, select the amount of parking you wish you purchase and then pay with your credit card. Find the link at [www.ufv.ca/facilities](http://www.ufv.ca/facilities).

## BUY YOUR BOOKS

Books can be ordered online ([www.ufv.ca/bookstore](http://www.ufv.ca/bookstore)) or in person at the Campus Bookstore. Have your detailed course schedule available when purchasing your books, such as course name, number and section, for ease of purchase.

## BECOME A LIBRARY MEMBER

Library membership requirements:

- Activated campus card
- Registered in courses

You must bring your campus card to the library to activate your library account.

## OPT OUT OF MEDICAL/DENTAL, IF APPLICABLE

If you are registered in nine or more credits in the fall semester, you are automatically signed up for medical and dental through the UFV Student Union Society (SUS). You may opt out of this plan with proof of existing extended medical and dental coverage. Documentation of existing coverage must show the name of the insurance company providing the coverage and the policy number. Acceptable documentation may be an insurance policy, a photocopy of the policy provision page/ schedule of benefits, a benefits booklet, a statement of claim, or a membership card.

Opt out deadlines are around the middle of September. Contact the Student Union Society for specific dates.

## ATTEND YOUR CLASSES

Just thought we'd remind you about this important element of your success at UFV. The first class is especially important: you are required to attend it. If you do not, you risk losing your seat in the class, at the discretion of the instructor.

## FIND A WAY TO GET INVOLVED

There are many opportunities to get involved on campus:

- Check out the Clubs and Organizations section of the handbook
- Look into becoming a tutor
- Write for the Cascade student newspaper
- Get involved with CIVL radio
- Talk to others and see what you can do to make your experience unique
- Connect with other students at University House
- Play one of the drop-in team sports organized by Student Life
- Volunteer to help with Angel Tree
- Visit your Student Union Society



This booklet contains the straight goods about services for students at UFV. From the all-important "where can I find coffee on campus in the morning?", to the somewhat-less-important-yet-still-highly-useful "where is that bank machine, anyway?", and the philosophical "how can I figure out what I really want to do with my life?", this guide attempts to bring it all together in a format you can carry around.

Think something's missing? Let us know at [questions@ufv.ca](mailto:questions@ufv.ca) and we'll get it into the next edition.