

2017-2018 Distance Learning and Immersion Course Guide



University
of Victoria



2017-2018 Distance Learning and Immersion Course Guide

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Important Dates and Deadlines

Standard Dates and Deadlines

See the calendar <web.uvic.ca/calendar> for standard dates and deadlines for the 2017-2018 academic year.

Non-Standard Course Dates and Deadlines

See Courses and registration <www.uvic.ca/current-students/home/academics/courses> for non-standard dates and deadlines for the 2017-2018 academic year.

Distance Learning Through the University of Victoria

The Distance Learning and Immersion Course Guide provides essential information to a wide cross-section of the population who prefer to use alternative methods of participating in programs and courses. While many of these people may be “learning at a distance”, many are not; they simply prefer the convenience of using a more flexible method of learning which allows them freedom as to when and where they study.

The University of Victoria offers a wide selection of courses and programs that are delivered by non-traditional methods. The University has focused particularly on programs relevant to certain professions:

Undergraduate Professional Specialization Certificates

Professional Specialization Certificates in Public Administration

- Professional Specialization Certificate in Local Government Management
- Professional Specialization Certificate in Performance Management
- Professional Specialization Certificate in Public Policy and Governance
- Professional Specialization Certificate in Public Sector Management
- Professional Specialization Certificate in Voluntary and Non-profit Sector Management

Professional Specialization Certificate in Collections Management

Professional Specialization Certificate in Information Communication and Technology

Professional Specialization Certificate in Special Education

Professional Specialization Certificate in Teaching French Immersion

Undergraduate and Post-baccalaureate Diplomas

Diplomas in Public Administration

- Diploma in Indigenous Community Development and Governance (DICDG)
- Diploma in Public Sector Management (DPSM)
- Diploma in Local Government Management (DLGM)

Diploma in Restoration of Natural Systems

Diploma in Special Education

Bachelor Degree Programs

Bachelor of Arts in Health and Community Services

Bachelor of Child and Youth Care

Post RN Diploma Bachelor of Science in Nursing

Bachelor of Social Work

Graduate Professional Certificates and Diplomas

Graduate Professional Certificate in Cultural Heritage Studies

Graduate Professional Diploma in Cultural Heritage Management

Graduate Diploma in Cultural Resource Management

Graduate Certificate and Graduate Diploma in Evaluation
 Graduate Diploma in Public Health
 Graduate Certificate in Health Terminology Standards

Master's Degree Programs

Master of Arts in Community Development
 Master of Science in Health Informatics
 Master of Nursing
 Master of Public Administration
 Master of Public Health
 Master of Social Work

The University of Victoria has pioneered a number of different approaches to delivering courses for students looking for more flexible methods of studying for a degree, diploma or certificate. Most courses are offered "online." In these courses, students study the same course topics and materials as on-campus students but interact with their instructors and classmates through online discussions by posting ideas and receiving feedback or through real-time web conferencing. In addition, summer institutes and short immersion courses are used to provide additional options. This approach provides people with a far more flexible means of studying than the traditional classroom method.

For information regarding non-credit courses and programs, consult the Continuing Studies calendar <www.uvcs.uvic.ca/calendar>.

Course Timetable

Access the online Timetable at <www.uvic.ca/timetable>.

How do I find courses available by Distance Education?

If you would like to locate what is offered each term by distance, follow these steps:

- 1 Go to <www.uvic.ca/timetable> In the drop-down menu "Choose a Term," choose the term you want
- 2 Click the "Submit" button. This will bring up the "Class Schedule Search"
- 3 In the drop-down menu beside "Subject," choose the subject you want to locate distance courses

Class Schedule Search

Choose a Term:

Release: 8.7.1

Class Schedule Search

Second Term: Jan - Jun 16, 2014

Subject: Ageing

Course Number:

Title:

Schedule Type: All
Lab
Lecture

Instructional Method: All
Face to Face
Face to Face with some On-line

Credit Range: hours to hours

Campus: On-line
Selkirk College, BC
Victoria, BC

Course Level: All
Graduate
Law

Part of Term: All
Non-date based courses only
Full Term
LW - Full Term

Instructor: All
Adam, Martin T
Adjin-Tettey, Elizabeth

Start Time: Hour 00 Minute 00 am/pm am

End Time: Hour 00 Minute 00 am/pm am

Days: Mon Tue Wed Thur Fri Sat

Release: 8.5.1

- 4 Leave "Course Number" box blank
- 5 Leave "Title" box blank
- 6 Leave "Schedule Type" as "All"
- 7 Leave "Credit Range" boxes blank
- 8 Select "Online" beside "Campus," press the Ctrl key, and select "Off Campus" (this will ensure that the search includes all courses offered by distance, not just those available online)

- 9 Select "All," "Undergraduate," or "Graduate" beside "Course Level"
 - 10 Leave "Part of Term" as "All"
 - 11 Leave "Instructor" as "All"
 - 12 Leave "Session" as is
 - 13 Click the "Class Search" button. This will return all courses offered by distance for the term you've selected at the beginning.
- TIP! If you are a current student, use My page <www.uvic.ca/mypage> to search for all subjects at one time (see below for details).

Use My page to search for all subjects at one time

home » My Page » Student services

▼ Student Services

News
Holds & alerts
Finances
Registration
Grades & records
iClicker
Online Request

[Registration status](#) | [Add or drop classes](#) | [Look up classes](#) | [Timetable builder](#) | [View active registration](#) | [Graduate Student Personal Leave](#)

Select Term or Date Range

Search by Term:

None ▼

Submit

Reset

Release: 8.5.2

- 1 Go to <www.uvic.ca/mypage> Select "Student Services" from the left-hand menu and then click the "Registration" tab at the top
- 2 Click on "Look up Classes"
- 3 In the drop-down menu "Choose a Term," choose the term you want
- 4 Click the "Submit" button. This will bring up the "Look Up Classes" page
- 5 In the drop-down menu beside "Subject," choose the subject you want to locate distance courses

Tip: If you would like to search for courses offered in all subjects, click "Advanced Search"

home » My Page » Student services

▼ Student Services

News
Holds & alerts
Finances
Registration
Grades & records
iClicker
Online Request

[Registration status](#) | [Add or drop classes](#) | [Look up classes](#) | [Timetable builder](#) | [View active registration](#) | [Graduate Student Personal Leave](#)

Look Up Classes

Select Course search or Advanced class search after you select your subject.

Select Course Search when your selection is complete.

Subject: Ageing ▼


Course Search

Advanced Search

[[Change Selected Term](#) | [Week at a Glance](#) | [Student Detail Schedule](#) | [View Holds](#)]

- 6 Click the first Subject, "Ageing." Press the Shift key and scroll to the end of the list and select "Writing" (this will highlight all subjects and ensure that the search includes courses in all subjects offered by distance)

Advanced Search

 Use the selection options to search the class schedule. You may choose any combination of options, but you must select at least one Subject. Select Section Search when your selection is complete.

Subject:

Course Number:

Title:

Schedule Type:

Instructional Method:

Credit Range: hours to hours

Campus:

Course Level:

Part of Term:

Non-date based courses only

Instructor:

Start Time: Hour Minute

End Time: Hour Minute

Days: Mon Tue Wed Thur

Release: 8.5.2

- 7 Leave "Course Number" box blank
- 8 Leave "Title" box blank
- 9 Leave "Schedule Type" as "All"
- 10 Leave "Credit Range" boxes blank
- 11 Select "Online" beside "Campus," press the Ctrl key, and select "Off Campus" (this will ensure that the search includes all courses offered by distance, not just those available online)
- 12 Select "All," "Undergraduate," or "Graduate" beside "Course Level"
- 13 Leave "Part of Term" as "All"
- 14 Leave "Instructor" as "All"
- 15 Leave "Session" as is
- 16 Click the "Section Search" button. This will return all courses offered by distance for the term you've selected at the beginning.

Summer Session

As learning is a continuing process, you may also be interested in taking courses in the summer (May–August) session <www.uvic.ca/summer>.

How Distance Learning and Immersion Courses Work at UVic

Degree completion, professional development and personal enrichment courses, and flexible study are major assets of the University of Victoria's distance learning and immersion credit programs (for non-credit courses and programs, consult the Continuing

Studies calendar <www.uvcs.uvic.ca/calendar>. In addition, the University of Victoria prides itself on the rigor and high quality of its non-traditional courses, which are equal to, and often models for, on-campus offerings. You will study with excellent instructors from the University and professional practice who are committed to their subjects and to access for non-traditional students and you will meet, electronically or in person, other students who share your interest in learning.

Distance students are usually adults with professional, career, and family responsibilities who cannot attend on campus at regular hours or are in remote locations distant from colleges or universities. They usually have professional skills and experience and a commitment to professional development and career mobility. They are confident, self-directed, highly motivated, interested in exploring ideas with others, and able to make a valuable contribution to learning groups in which the instructor is a facilitator as well as teacher. The distance and immersion courses offered by the University of Victoria give these people a variety of course and program options using innovative adult education and distance teaching techniques.

These courses are developed and taught by UVic faculty or by practicing professionals. The instructor's notes and directions are presented on the course website and guide students through the course themes and topics, assignments and learning activities. Online interactions are usually a large part of the course experience. The course instructor creates and facilitates discussion topics and other online activities. The distance education librarian provides library materials or assistance with researching course topics.

In some areas, practicum courses are offered. Off- and on-campus learning can be blended in many programs, giving students a wide range of options for access. Students are supported in their study by helpful, caring and efficient staff in the program areas as well as in the Bookstore and through the Technology Integrated Learning (TIL) Support Desk.

While students may be isolated by circumstances or geographic distance, they can rely on a learning experience as rich and full as traditional on-campus learning, and will connect with a network of people with similar interests for lively and stimulating discussions and professional contacts.

Immersion courses are offered on campus in Victoria, or at other provincial sites, in several formats including two-day or weekend workshops separated by intervals for reading and assignments, eight- or nine-day intensive courses with pre- and post-course assignments, and summer immersion courses of three to eight weeks' duration. These courses are frequently used to teach special topics in a field or profession and may often be taken for credit or as non-credit professional development.

Students in on-campus immersion courses have access to special classroom, laboratory, and computer facilities, as well as the library and bookstore, and on-campus accommodation and athletic and recreational facilities in the case of summer institutes.

As with the distance courses, immersion courses are convenient for busy professionals and people living beyond the major urban areas. Students have the opportunity to study with leading content specialists from around North America and to network with other interested and informative professionals and students. In addition, this format offers the acknowledged benefits of immersion to enhance learning of theory and practice.

University of Victoria distance learning and immersion students have expressed a high degree of satisfaction with the content, teaching, and delivery of these courses and programs, and with the support they receive as off-campus students. The results have had a positive influence on their careers while providing minimal disruption to their personal and professional lives.

This Guide provides a “Questions and Answers” section about Admission, Registration, Fees, and Student Services; a comprehensive guide to the Registration System; and information about individual programs. More information is available in the following resources:

- Continuing Studies Programs (Community Education and Professional Development) Calendar <www.uvcs.uvic.ca/calendar>
- University of Victoria Calendar <web.uvic.ca/calendar>
- Distance Education Website <www.uvic.ca/til>

Questions and Answers About Admission & Registration

How do I enroll in a distance learning or immersion credit course?

If you have never registered in or completed a for-credit course at UVic, you need to apply for admission <www.uvic.ca/future-students/undergraduate/admission>.

If you have taken for-credit courses in either of the previous two sessions (Winter and Summer), then you are a current student and normally can register for courses in the next academic session.

If you have registered and remained in one or more for-credit courses but you haven't taken courses in either of the previous two sessions, then you are a returning student and you must apply to reregister <www.uvic.ca/current-students/home/academics/resuming>.

You need to register in specific courses and pay fees as instructed. Please note that these are separate processes.

Where do I obtain advice concerning a program or course?

Applicants are urged to seek advice from the program area offering the course(s) or program in advance of the dates of registration. Students taking off-campus courses are governed by the academic regulations published in the University Calendar. Students are responsible for ensuring that their courses are chosen in conformity with Calendar regulations.

What is admission?

Admission is the process of applying and being admitted to the University. All new students must apply for admission, if they have not already done so. See Admissions <www.uvic.ca/home/admissions> or the calendar <web.uvic.ca/calendar> for admission requirements and applicant categories.

What is reregistration?

Reregistration is an application process for UVic students with one or more graded courses who have been away from their UVic studies for two or more sessions. You need to submit an application using My UVic application.

How do I apply for admission/reregistration?

Apply online using My UVic application: <www.uvic.ca/application>

What is the application fee?

An application fee (Canadian) is required for all new undergraduate students applying for admission. This fee is non-refundable and not applicable to tuition fees. Fees effective September 1, 2017:

- \$74.75 (If any transcripts or Letter of Permission come from institutions within Canada)
- \$122.00 (If any transcripts or Letter of Permission come from institutions outside of Canada)

What is the reregistration fee?

An \$19.50 fee is required from all students applying to reregister.

An additional \$37.25 late fee will be charged for Winter Session reregistration applicants received:

- after April 30th (for September courses)
- after October 31 (for January courses)

I'm a visiting student — how do I apply?

You apply the same as any other student, except that your home institution will need to forward a "Letter of Permission" to Undergraduate Admissions.

Is there anything else I need to send?

New Students:

Arrange to have one official transcript from your secondary school, and one official transcript from any post-secondary institutions attended sent directly by the issuing institution to:

Undergraduate Admissions
University of Victoria
PO Box 3025 STN CSC
Victoria, BC CANADA V8W 3P2

Returning Students:

If you have attended another post-secondary institution since you were last registered at UVic, arrange to have an official transcript sent directly to Undergraduate Records at the above address.

I am currently enrolled in courses at the University of Victoria — how do I reregister?

Students who are or have been registered in credit courses in the past 12 months and have maintained academic eligibility for their program will automatically be eligible to register for courses in the upcoming academic session. Students who are required to withdraw will not be eligible for registration. You will receive an email in early June directing you to My page <www.uvic.ca/mypage> to check your registration status as well as your date and time to register for Winter Session courses.

What is registration?

Registration is the process of formally enrolling in courses online using My page <www.uvic.ca/mypage>.

How do I register for credit courses?

Register online using My page <www.uvic.ca/mypage>.

Select “Student Services” from the left-hand menu and then click the “Registration” tab at the top

New students may register for courses after they have been admitted to the University and have paid the required \$200 acceptance deposit.

The acceptance deposit must reach Accounting Services before you can gain access to on-line registration. All programs except the Cultural Resource Management programs use on-line registration.

To register in Cultural Resource Management courses, you can register online through the Division of Continuing Studies <www.uvcs.uvic.ca/cultural/undergraduate/courses/upcoming>.

Courses may be cancelled as early as one month prior to their start date if the expected enrolment figures are not met. If the course in which the student is registered or waitlisted is cancelled by the University, a refund of the acceptance deposit may be requested by writing to:

Director of Undergraduate Admissions
Office of the Registrar, Student Affairs
University of Victoria
P.O. Box 3025 STN CSC
Victoria, B.C. V8W 3P2 or
Fax: (250) 721-6225

What do I do if I can't use the online registration system?

If for some reason you cannot access registration through My page <www.uvic.ca/mypage> or have other questions about the system, call Student Support Services, (250) 721-8121, Monday to Friday, 8:30 a.m. to 4:30 p.m. (Pacific Time) or email studentsupport@uvic.ca.

When do I register?

You will receive an email in early June directing you to My page <www.uvic.ca/mypage> to check your registration status as well as your date and time to register for Winter Session courses.

To register in Cultural Resource Management courses, you can register online through the Division of Continuing Studies <www.uvcs.uvic.ca/cultural/undergraduate/courses/upcoming>.

Course Changes/Adds & Drops

You may add “standard” Winter Session courses by using online registration until the 100% fee reduction date (also the last day to add courses) for each term.

After the last day to add courses a request to add a course must be submitted on an Undergraduate Course Change Form to Undergraduate Records; approval is not automatic.

After the Academic Drop Deadline, to drop a course a Request for Academic Concession (RAC) form must be submitted to the Office of the Registrar; approval is not automatic. A failing grade will be assigned to any course that is not formally dropped by the date specified and academic standing may be impacted if the sessional GPA falls below the minimum.

You may drop “standard” or “nonstandard” Summer Session courses using online registration without penalty of failure until the academic drop dates.

After the academic drop date concerned, a Course Change Form must be submitted to the Office of the Registrar, University Centre. To drop a graduate course, contact Graduate Records in writing.

Note: You are not withdrawn from the session if you fail to attend classes or cancel your cheque. If you fail to follow the proper procedure (see withdrawal from University) you will be billed for the full amount due, plus a penalty fee, and a grade of “N” will be entered on your transcript.

Standard course deadlines for obtaining reductions of fee assessments

Fee reductions are based on the date students drop a course via My page <www.uvic.ca/mypage> or receipt of notification to Undergraduate Records.

Non-attendance at classes will not be grounds for backdating Course Drops to allow reduced fee assessments.

Tuition fee reduction deadlines for most courses:

- First term courses or first half of full-year courses:

100% Reduction	50% Reduction
September 19, 2017	October 10, 2017
- Second term courses or second half of full-year courses:

100% Reduction	50% Reduction
January 16, 2018	February 06, 2018

Non-Standard Course Dates

See Courses and registration <www.uvic.ca/current-students/home/academics/courses/index.php> for non-standard dates and deadlines for the 2017-2018 academic year.

Note: The table below is used in calculating the refund dates for standard and non-standard date courses as well as for Academic Drop Deadlines. The duration of a course is end date minus start date plus 1 (i.e. the first day counts as 1).

100% Reduction Deadline	50% Reduction Deadline	Academic Drop of Course
15% of duration of course	38% of duration of course	66% of duration of course

Applies to standard and non-standard dates.

Undergraduate tuition fee reduction deadlines — fee reductions are NOT the same as academic drop deadlines. For courses with different start dates or significantly different duration from the standard dates noted, tuition fee reductions are as follows. Days shown are calendar (not lecture) days.

All tuition fee reductions are subject to retention of the acceptance deposit (new students). See Acceptance Deposit in the calendar <web.uvic.ca/calendar>.

How will I know that my registration has been processed?

Confirm your registration by accessing My page <www.uvic.ca/mypage>. Under “My Courses” select the appropriate term and “list courses” to display your registered courses.

Academic Regulations

Academic Writing Requirement (AWR)

Strong reading, writing, and research skills are essential to academic success. Regardless of whether they are native speakers of English or have learned English as an additional language, all students need to develop these skills so that they are able to meet the expectations of advanced literacy associated with university-level academic studies.

To ensure that students are prepared to meet these expectations, the university requires all undergraduate students enrolled in a degree program to satisfy one of the following two requirements.

- 1 Successful completion of an AWR-designated course (ENGL 135, 146, 147, ENGR 110).
- 2 One of the following qualifications:
 - a A score of at least 86% on the B.C. English 12 Provincial Examination, or English 12 First Peoples Provincial Examination, within the three years immediately prior to admission.
 - b A final grade of at least 86% in an approved English 12 equivalent course from other Canadian provinces within the three years immediately prior to admission.
 - c Transfer credit for ENGL 135, 146 or 147, ENGR 110, or AWR-designated level credit.
 - d A degree from a recognized English-speaking university.

Selecting an AWR-Designated Course

All students who have been admitted to the university may register in the first-year English course of their choice. The English department offers four courses that satisfy the AWR.

- ENGL 135 Academic Reading and Writing (1.5 units)
- ENGL 146 The Literature of Our Era (1.5 units)

- ENGL 147 Great Moments in English Literature (1.5 units)
- ENGR 110 Design and Communication I(2.5 units), for Engineering students only.

To increase their proficiency, students may also benefit from registering in one or both of the following preparatory courses prior to completing successfully an AWR designated course.

- ENGL 099 Developing English Writing Skills (0.0 units).
- ENGL 101 Fundamentals of Academic Literacy (1.5 units).

Note: These two courses do not satisfy the AWR.

Timeline for completing the AWR

To gain the greatest benefit to their degree studies, students who have not satisfied the AWR are expected to register in an AWR-designated course as soon as possible. For most students, this will be before the end of the third term of registration or prior to completing 30 units of credit. Please note that many faculties require students to satisfy the AWR before they can declare their degree program with an academic adviser.

Transfer students who are admitted to UVic for the first time as third-year students must complete the AWR during their first Winter Session. Nursing and block-transfer students should consult their academic advisers for information about their deadline for completing the requirement.

Grades for Winter Session are available after each term/session by accessing My page <www.uvic.ca/mypage>.

Grading

Review of assigned grade requests must reach Undergraduate Records within 21 days after release of final grades.

Standing

Please see Standing in the calendar <web.uvic.ca/calendar/undergrad/info/regulations/standing> for more information.

Withdrawal

A student may be suspended or required to withdraw from the University at any time for failure to abide by the University's regulations. (For the regulations of individual faculties concerning mandatory withdrawal, refer to the calendar entry for the faculty.)

Withdrawal for Unsatisfactory Progress

Undergraduate students who have been placed on probation and whose progress is considered unsatisfactory may be required by their faculty to withdraw from the University. Students required to withdraw for unsatisfactory progress will be notified by Undergraduate Records. Students may request a review by the Senate Committee on Admission, Reregistration and Transfer by submitting a written appeal with the Committee, c/o Records Officer, Undergraduate Records.

Voluntary Withdrawal

An undergraduate student who after registration decides to withdraw from the University may benefit from discussing this decision with Undergraduate Records. Students are encouraged to visit Counselling Services to discuss their decision and their Faculty Advising Centre to discuss their academic status and prospects before dropping their courses online.

Also, see Academic concessions in the calendar <web.uvic.ca/calendar/undergrad/info/regulations/concessions.html>. Students in the Faculty of Law should speak with the Dean.

Note: A sessional grade point average and academic standing are assigned at the end of the session and are based on final grades awarded (including N grades) in the session or term attended.

Please see Minimum Sessional Grade Point Average and Academic Standing in the calendar <web.uvic.ca/calendar/undergrad/info/regulations/standing.html> for information regarding minimum sessional grade point average standards.

Graduation

If I am entering my final year, how do I apply for graduation?

To be considered for graduation, you must submit an application for graduation for either Fall or Spring graduation. Visit www.uvic.ca/graduation to learn about important dates and deadlines, and to submit your application.

What if I am attending another institution?

If you are attending another institution, you will be required to provide UVic with an official transcript showing the final grade(s). The transcript must be received by September 10th for Fall graduation or by February 15th for Spring graduation. Due to the delay in obtaining official transcripts, students completing their degree/program requirements at another institution during the second term of the Winter Session (January-April) are not eligible for Spring graduation.

How do I confirm eligibility to graduate?

You are advised to contact your faculty advising centre to review your degree/program requirements. You must also formally declare your program through your faculty advising centre before you will be considered for graduation. It is your responsibility to ensure that all degree/program requirements are met. Information on degree/program requirements common to all bachelor's degrees and specific requirements of each department's degrees are available in the calendar <web.uvic.ca/calendar>.

You are also responsible for reviewing calendar course descriptions to prevent situations where credit cannot be awarded due to course duplication (DUP) or mutually exclusive relationship (M/X).

For further information, contact:
Undergraduate Records
University of Victoria
PO Box 3025 STN CSC
Victoria, BC V8W 3P2
Tel: (250) 721-8121
Email: mygrad@uvic.ca

Undergraduate Tuition and Other Fees

Students, Parents, and Sponsors are advised that tuition fees have been approved by the Board of Governors for the 2017-2018 academic year. Please note, however, that ancillary fees may still change.

Fee regulations and deadlines published in the University Calendar apply to all students, whether they take courses on campus or off campus. The 2017-2018 regulations are available online:

Undergraduate Fees <web.uvic.ca/calendar>

Graduate Fees <web.uvic.ca/calendar/GRAD>

Student Services

Bookstore

Find and order your textbooks at the Bookstore <www.uvicbookstore.ca>.

Library Resources

For library support for distance education courses, contact the Infoline Office <www.libguides.uvic.ca>.

Student Awards and Financial Aid

In addition to offering scholarship, bursary and work study programs, Student Awards and Financial Aid <www.uvic.ca/registrar/safa> provides information about other funding sources, expected costs, and strategies for balancing your budget.

Centre for Accessible Learning (CAL)

CAL <www.uvic.ca/cal> provides information for students, faculty, staff and parents on the programs, services and support we offer to students and faculty to facilitate accessible learning.

Technology Integrated Learning

Technology Integrated Learning <www.uvic.ca/til> provides support to students and teaching staff for online learning platforms such as CourseSpaces, the Online Academic Community (OAC), i>clicker, and Continuing Studies Moodle.

Continuing Studies in Education (CSIE) Courses and Programs

Continuing Studies in Education offers a wide range of credit and non-credit courses, program and professional development opportunities to meet the needs and interests of educators throughout the province and beyond. For information regarding non-credit courses and programs, consult the Continuing Studies calendar <www.uvcs.uvic.ca/calendar>.

Continuing Studies in Education, Division of Continuing Studies, coordinates offerings in cooperation with the Department of French and Faculty of Education's departments: School of Exercise Science, Physical and Health Education, Educational Psychology and Leadership Studies, and Curriculum and Instruction.

Continuing Studies in Education designs and delivers undergraduate and non-credit courses and programs. Delivery formats provide flexible opportunities for ongoing study including: on-site or distance education; locations on- or off-campus; evening and weekend delivery; and year-round delivery.

Our non-credit professional development offerings for in-service teachers can be customized with ideas and expertise that address your school or district priorities. Choose

from a wide range of presentations offered by the Faculty of Education, or ask us to coordinate an in-service program designed around a special theme, educational issue or curriculum area.

< www.uvcs.uvic.ca >

Email: teacherprod@uvic.ca

Phone: (250) 721-8944

Undergraduate Professional Specialization Certificates

Professional Specialization Certificates in Public Administration

The School of Public Administration's professional specialization certificates are designed for mid-career professionals who have already completed a bachelor's degree and are preparing to advance their careers by studying a particular management issue.

- Professional Specialization Certificate in Local Government Management
- Professional Specialization Certificate in Performance Management
- Professional Specialization Certificate in Public Policy and Governance
- Professional Specialization Certificate in Public Sector Management
- Professional Specialization Certificate in Voluntary and Non-profit Sector Management

Certificate programs are delivered online. You can study from home while meeting your work and personal responsibilities. You'll be able to put your newfound knowledge and expertise to practice immediately in your own work environment.

Note: Program length is 1 year part-time

< <http://www.uvic.ca/hsd/undergraduate/programs/index> >

Email: spadipl@uvic.ca

Phone: (250) 721-8074

Professional Specialization Certificate in Collections Management

Offered by the Department of Art History and Visual Studies in cooperation with the Division of Continuing Studies, the Cultural Resource Management Program provides people working in the museum, heritage conservation, and cultural management fields with comprehensive and accessible professional development opportunities.

Participants can pursue a Professional Specialization Certificate in Collections Management or select individual courses on a credit or non-credit basis to satisfy specific interests and educational needs.

Distance education courses allow participants to study at their convenience, at home or in their workplace. While it is possible for students to complete all of their program requirements through distance education, intensive on-campus and on-location courses and workshops are also offered.

Applicants to the Professional Specialization Certificate in Collections Management must normally hold a bachelor's degree or its equivalent, be admissible to UVic, and have a minimum of two years of related professional experience in the sector.

< www.uvcs.uvic.ca/cultural >

Email: cmpasst@uvic.ca

Phone: (250) 721-8457

Professional Specialization Certificate in Information Communication and Technology

This Professional Specialist Certificate is offered by the Department of Curriculum and Instruction. The certificate provides important background and training for pre-service, in-service teachers, and other professionals to gain knowledge, skills, and experience in incorporating new communication technologies for instructional purposes.

The 4.5 units of core courses for the certificate are offered online. The remaining 1.5 units of coursework can be done online or face to face.

<www.uvic.ca/education/curriculum/undergraduate/home/certificates-diplomas/index.php>

Email: edcdao@uvic.ca

Phone: (250) 721-7807

Professional Specialization Certificate in Special Education

The Professional Specialization Certificate in Special Education program allows students to work with a multidisciplinary faculty that specializes in child development, assessment of learning needs, and differentiating instruction. Students learn to complete special education assessments and evaluations that meet the competency requirements for Level B assessment outlined by the Ministry of Education.

Our flexible delivery allows you to choose the designation that best meets your career goals and interests. Enroll in the 16-month, part-time, 7.5-unit Professional Specialization Certificate in Special Education, with the option to ladder all of these credits into our 15 unit part-time Diploma in Special Education, or transfer 1.5 credits to a Master's degree in Educational Psychology (with a focus on Special Education).

<www.uvic.ca/education/psychology/future/certificates/certificate/index.php>

Email: iwagner@uvic.ca

Phone: (250) 721-7875

Professional Specialization Certificate in Teaching French Immersion

The Professional Specialization Certificate In Teaching French Immersion (PSC in TFI) is a 6.0 unit credit program administered by the Division of Continuing Studies, in cooperation with UVic's Department of Curriculum and Instruction, Faculty of Education, and Department of French.

There are four courses in the program — one fluency course and three methodology courses. Two of the courses are offered on campus in Summer Session (July), two by distance Fall and Spring terms.

The program is open to in-service and pre-service teachers. You'll acquire the unique skills, methodological knowledge and French language fluency to be a highly effective teacher in the French Immersion environment.

All courses are taught in French.

<www.uvcs.uvic.ca/Program/Professional-Specialization-Certificate-in-Teaching-French-Immersion/PSCTFI>

Email: teacherprod@uvic.ca

Phone: (250) 721-8944

Undergraduate and Post-baccalaureate Certificates and Diplomas

Diplomas in Public Administration

The School of Public Administration offers the following part-time study credit programs at the post-baccalaureate or senior undergraduate level:

- Diploma in Indigenous Community Development and Governance (DICDG)
- Diploma in Public Sector Management (DPSM)
- Diploma in Local Government Management (DLGM)

They are designed for individuals who wish to acquire the skills and background necessary for effective and responsible management in the public sector.

The programs provide a perspective on the overall context of management within government. The courses help to develop critical and analytical skills which are applicable to a range of general and specific issues that arise in the administration of public sector organizations.

Designed specifically with the working professional in mind, the programs are readily accessible to students located throughout British Columbia. The DPSM is especially relevant to managers and professional employees in provincial and federal governments, as well as nonprofit organizations. The DLGM is particularly relevant to employees of municipal and regional governments in B.C. The DICDG is designed for learners who are employed or seeking employment in Aboriginal governments or organizations.

On campus students in their 3rd and 4th year may enroll in ADMN courses to meet their requirements in their major, out of general interest as electives, or to fulfill the 6-course requirements for a Minor in Public Administration.

The School may offer some workshop courses at the UVic campus, especially for ADMN 470 Contemporary Topics. Participants attending workshop courses will have an opportunity to extend professional networks as well as take part in lively and stimulating discussions with managers at various levels of responsibility and interest.

Courses are taught by faculty members from the School of Public Administration and selected practitioners in the public sector, using a variety of innovative adult education and distance education techniques that include reading materials, texts, computer conferences, and websites.

Students are assessed through a combination of examinations, essays and interactive written assignments which require application of concepts and theoretical material.

<www.uvic.ca/hsd/publicadmin>

Email: hkirkham@uvic.ca

Phone: (250) 721-8067

Diploma in Restoration of Natural Systems

Restoration of Natural Systems program is an accredited program created to disseminate information about the emerging field of environmental restoration and to provide practical background knowledge, training, and skill development for those working in areas related to the restoration of natural systems.

The program is offered by the School of Environmental Studies and the Division of Continuing Studies, and is guided by an advisory committee. This interdisciplinary program provides the theory and practice needed to conduct restoration activities. It takes a holistic approach that recognizes the importance of both the social and biophysical dimensions of

environmental restoration. The courses have been designed to meet the needs of professionals and to suit the busy schedules of people who work full time.

The program is offered at the 3rd and 4th year undergraduate level. Applicants should have a minimum of two years of post-secondary studies or an equivalent preparation developed through work and life experience.

<www.uvcs.uvic.ca/sustainability>

Email: artssci1@uvic.ca

Phone: (250) 721-8463

Diploma in Special Education

The Diploma in Special Education features coursework in the advanced intervention of developmental disabilities, behaviour problems, assistive technologies, inclusive education, and effective consultation skills.

Those who wish to teach in a special education context at an entry level or are interested in meeting 15 unit criteria with TQS or their district will elect to take the Diploma in Special Education. Students may enter the Diploma program upon successful completion of the Professional Specialization Certificate in Special Education.

<www.uvic.ca/education/psychology/future/certificates/diploma/index.php>

Email: iwagner@uvic.ca

Phone: (250) 721-7875

Bachelor Degree Programs

Bachelor of Arts in Health and Community Services

The Bachelor of Arts in Health and Community Services is a two year applied degree program consisting of 30 units of course work offered at 2nd, 3rd and 4th year level. Within the program students select one of four applied areas of focus: Disability Studies; Indigenous Peoples' Health; International and Global Health and Human Development; Ageing.

The Health and Community Services Program is offered using a blended learning approach. All courses are offered by distance education using online learning technologies. Students are required to attend three onsite components at UVic: a gateway onsite provides an introduction to the program, and learning strategies (online learning). The second onsite coincides with the applied area of focus to enhance application of core knowledge and further awareness and understanding of population specific needs. The third onsite coincides with a conferencing opportunity where undergraduates as well as graduate students will present their final paper/project.

<www.uvic.ca/hsd/publichealthsocialpolicy>

Email: phsp@uvic.ca

Phone: (250) 853-3845

Bachelor of Child and Youth Care

The School of Child and Youth Care provides education, training, professional development and research for the care and support of children, youth, families and their communities. The work of the School of Child and Youth Care is grounded in the principles of inclusion, social justice and ethical practice.

The School of Child and Youth Care at UVic offers professional education to human services practitioners working with children, youth and their families. Graduates of the program are employed in front-line, supervisory and leadership positions in ministries and agencies throughout British Columbia and across North America. Employment opportunities exist in child welfare and child protection, social and mental health services, child day care centres, schools, youth corrections agencies, infant development programs, child and youth advocacy programs, and a range of other community-based settings.

Students will integrate theoretical perspectives on human growth and development, behavioural change, and understanding and use of self with applied practice skills in core and elective courses at the second, third and fourth-year levels. Field-based practicum placements are a requirement during the third and fourth years.

Our distance education option supports learners to remain in their home communities and continue their employment while participating in interactive distance courses. Our courses blend web-classrooms with video and other communications technologies to create effective learning environments that allow students to work both collaboratively and independently. Some courses will require scheduled online web-conference sessions. With the exception of one ten-day seminar course located at the University of Victoria, the entire degree is available through distance education.

<www.uvic.ca/hsd/cyc>

Email: cycadvising@uvic.ca

Phone: (250) 721-7984

Post RN Diploma Bachelor of Science in Nursing

The Post RN BSN Program is for registered nurses only.

Please note: No new students will be admitted to this program.

The purpose of this program is to educate nurses to work with individuals, families, groups or communities from a health promotion perspective and an ethic of caring. The curriculum is based on a philosophy which reflects a commitment to implement a phenomenological and socially critical curriculum which considers the changing health care needs of our society. The philosophy is considered to be alive and evolving. Emerging from the philosophy is the metaconcept of caring. Caring is understood as the attitude and activity of nursing, and is considered in every nursing course.

Learners in the Post RN program may proceed toward their BSN degree on a full-time or part-time basis and the entire program is available in Canada and the U.S. by distance education.

Distance education courses are offered according to a preplanned schedule. Core courses are offered three terms per year, and nursing electives are usually offered once a year. Courses are delivered using an online course management system.

<www.uvic.ca/hsd/nursing>

Email: cindymac@uvic.ca

Phone: (250) 472-4607

Bachelor of Social Work

The School of Social Work offers a program of studies leading to the degree of Bachelor of Social Work (BSW) that is fully accredited by the Canadian Association for Social Work Education. Graduates are employed in a wide range of government and voluntary organizations such as family and children's services, residential care facilities, community

centres, mental health clinics, home health care, hospitals, women's services, corrections and Indigenous social services.

Students may choose to complete their BSW through distance education (web based delivery). Please note that all distance education students must attend a five day required face-to-face component as part of SOCW 312 and that on line/distance courses are available only to students residing in Canada.

Alternatively, students may choose to complete their 3rd year courses on-campus with 4th year courses available by distance education only (note: occasional 4th year on-campus courses may be offered as resources permit). The School works with students to facilitate completion of field placements in geographic areas of their choice, where feasible.

All students admitted to the BSW program or taking social work courses must have computer and internet access for the duration of their program of studies in order to participate in web based learning, and for program administration purposes. A high speed internet connection is highly recommended.

The School requires an 80% attendance level in face-to-face classes as well as an 80% participation rate in web based courses.

<www.uvic.ca/hsd/socialwork>

Email: socw@uvic.ca

Phone: (250) 721-8036

Graduate Professional Certificates and Diplomas

Graduate Professional Certificate in Cultural Heritage Studies

The Graduate Certificate in Cultural Heritage Studies provides advanced learning, focussing on either museum studies or heritage conservation planning, for both emerging and mid-career individuals involved in the cultural heritage field. The program is designed to strengthen both understanding and integration of cultural heritage, community engagement and sustainable development. It builds both theoretical and analytical knowledge with the practical skills necessary to keep pace in today's rapidly changing context.

You may participate in the program as a practicing professional or as an individual engaged in concurrent graduate studies at the University of Victoria.

The program is designed to be completed on a part-time basis, one course per term, to enable participants to balance their studies with personal and professional commitments or concurrent graduate study. Courses are delivered online in an engaging interactive learning environment rich in resources and tools that brings the courses alive. Courses provide opportunities to apply learning to workplace and community context.

<www.uvcs.uvic.ca/cultural/graduate/programs/certificate>

Email: cmpasst@uvic.ca

Phone: (250) 721-8457

Graduate Professional Diploma in Cultural Heritage Management

Students who have completed the Graduate Professional Certificate in Cultural Heritage Studies can gain further skills in management and leadership by applying to move on to the Diploma program.

<www.uvcs.uvic.ca/cultural/graduate/programs/diploma>

Email: cmpasst@uvica.ca

Phone: (250) 721-8457

Diploma in Cultural Resource Management

Offered by the Department of Art History and Visual Studies in cooperation with the Division of Continuing Studies, the Cultural Resource Management Program provides people working in the museum, heritage conservation, and cultural management fields with comprehensive and accessible professional development opportunities.

Participants may specialize in museum studies, heritage conservation or cultural management, or may choose courses from all three areas to develop a program which satisfies their particular needs and interests.

Participants can pursue a Diploma in Cultural Resource Management or select individual courses on a credit or non-credit basis to satisfy specific interests and educational needs.

Distance education courses allow participants to study at their convenience, at home or in their workplace. While it is possible for students to complete all of their program requirements through distance education, intensive on-campus and on-location courses and workshops are also offered.

Diploma Program Applicants must normally hold a bachelor's degree or its equivalent, be admissible to UVic, and be actively involved in a paid or volunteer capacity in related professional activities. A Cooperative Education Option is available for Diploma candidates who are able to undertake a four month work placement.

<continuingstudies.uvic.ca/cultural>

Email: cmpasst@uvic.ca

Phone: (250) 721-8457

Graduate Certificate and Graduate Diploma in Evaluation

The Graduate Certificate and Graduate Diploma in Evaluation are designed for early- or mid-career professionals working in the evaluation field as government or non-profit employees or consultants. The Graduate Certificate in Evaluation consists of four specified 500-level ADMN courses. Upon completion of the four courses required for the Certificate, students may apply to receive their Certificate, or they may apply for admission to the Diploma program, which requires completion of a capstone project (4.5 units). Both programs are delivered entirely online and are completed on a part-time basis.

<<http://www.uvic.ca/hsd/publicadmin/graduate/future-students/grad-programs/evaluation-program/index.php>>

Email: gradspa@uvic.ca

Email: padm@uvic.ca

Phone: (250) 721-6448

Graduate Diploma in Public Health

The School of Public Health and Social Policy offers a Graduate Diploma in Public Health. The School is designed to encompass interdisciplinary and inter-professional fields of study. Within this context, health is understood as a resource for everyday living emphasizing social and personal resources as well as physical capacities.

The School of Public Health and Social Policy at the University of Victoria recognizes and values collaborative action across all sectors (government organizations, non-government organizations, non-profit organizations, community coalitions, and interest groups); inter-professional and multi-disciplinary approaches to practice and research; critical analysis

drawing on principles of social justice and equity; political awareness and political engagement as a basis for social change; community-based approaches to research and knowledge development; partnerships with people and populations served; diversity and cultural safety; and Indigenous knowledge and the right to self-determination.

<web.uvic.ca/publichealth>

Email: phsp@uvic.ca

Phone:(250) 721-8204

Graduate Certificate in Health Terminology Standards

The School of Health Information Science offers a Graduate Certificate Program in Health Terminology Standards. The program is aimed at those working in eHealth with an interest in or job related to health terminologies, interoperable electronic health record and/or coding classification. In this context, the program is intended to help meet national and international needs for best practices in controlled terminologies used in the health sector. The program is made up of four online graduate level courses, including an on-campus workshop, to be completed in 12 months. Applicants are required to have a baccalaureate degree in a health or information technology related field from an accredited university. The program may be taken by students who are concurrently admitted to our MSc degree program in Health Informatics or by those admitted only for the certificate. To be admitted, applicants must satisfy all regular admissions requirements of the UVic Faculty of Graduate Studies. In exceptional cases, those without a baccalaureate degree or equivalent but who can demonstrate significant relevant professional expertise or experience who wish to pursue only the certificate option may be admitted if they are recommended by the School.

<www.uvic.ca/hsd/hinf/graduate/certificate/terminology/index.php>

Email: hinfgradadvisor@uvic.ca

Phone:(250) 472-5131

Master's Degree Programs

Master of Arts in Community Development

Designed with working professionals in mind, the Master of Arts in Community Development (MACD) will build and develop your capacity to become a successful leader in the civil society and social economy, whether you work or volunteer in non-profit, co-operative or community economic development organizations either locally or internationally. Throughout the program, you will apply new skills and knowledge to an ongoing research project for a client in the community development sector.

The program's unique focus on the application of learning outcomes means that you will graduate with a comprehensive and systematic understanding of the historical and political underpinnings, key concepts, and spheres of practice embedded in the social economy and civil society. Graduates of the program are equipped to lead transformative change efforts; able to build and manage effective projects, organizations, enterprises and networks; able to demonstrate initiative, leadership, and originality in identifying challenges and opportunities for their organizations and the broader social economy; able to understand key global trends, challenges, threats and opportunities communities face and strategies to address them; and able to engage in a community-based approach to social change and social justice.

<www.uvic.ca/hsd/prospectivestudents/graduate/programs/newprograms/index.php>

Email: macd@uvic.ca
 Phone: (250) 721-8074

Master of Science in Health Informatics

Health Information Science is the study of how health data are collected, stored, and communicated; how those data are processed into health information suitable for administrative and clinical decision making; and how computer and telecommunications technology can be applied to support these processes.

The School of Health Information Science has more than 35 years of history in health informatics education and research in Canada, and is considered a world leader in this field. The research and teaching strengths of the School include the planning, design, implementation, use and evaluation of health information systems in different healthcare settings.

The School of Health Information Science offers a Distributed MSc in Health Informatics. The School also offers a double master's degree in Nursing and Health Informatics (MN +MSc).

For the Distributed MSc in Health Informatics, most courses are offered online through a combination of synchronous and asynchronous modes, except for a 2 week intensive face-to-face workshop offered each summer on campus at the University of Victoria.

<www.uvic.ca/hsd/hinf>
 Email: hisgrad@uvic.ca
 Phone: (250) 721-6459

Master of Nursing

The School of Nursing offers three practice, theory, and research-based graduate program options each leading to the degree Master's of Nursing (MN) and for a double master's degree in Nursing and Health Informatics (MN+MSc). In addition, a PhD program in Nursing is offered to qualified graduates of master's programs. Direct admission from the MN to PhD is possible for highly qualified candidates.

Master of Nursing students select their advanced nursing focus from one of three options: nurse leader, nurse educator, or nurse practitioner. All students take the same core courses and complete additional course work and practica applicable to their chosen option. Students in all MN Programs graduate with a Master of Nursing degree.

Advanced practice nurses analyze and synthesize knowledge in their clinical practice from graduate level education, nursing practice, nursing theory and research to meet the health needs of individuals, families, communities, or entire populations. They adapt their expert clinical knowledge and skills in the development of health policy and health care decision-making, nursing knowledge and the nursing profession, and the client and system outcomes (2007 draft, CNA).

The double degrees option permits nurses who are interested in health information technology to develop graduate level competencies in both Nursing and Health Informatics. The option is intended to prepare nursing leaders with a background essential for working in the rapidly expanding field of nursing and health informatics. Graduates will be prepared to take leadership roles in informatics, telehealth, Implementation of electronic health care records and other areas of emerging health technology.

<www.uvic.ca/hsd/nursing>
 Email: klear@uvic.ca
 Phone: (250) 721-7961

Master of Public Administration

The MPA Online is specifically designed for part-time students who want to combine graduate studies with professional and personal responsibilities. The MPA Online connects active professionals to an advanced program in public management. The knowledge you gain will develop and refine your public sector leadership skills and enrich your professional life.

The MPA Online program curriculum emphasizes the development of skills and knowledge for public and non-profit sector management. Coursework provides fundamental knowledge and skills in areas such as public sector governance, economic analysis, research methods, policy analysis, financial management, leadership, and administrative law. The delivery of the program requires students to use online technologies.

<www.uvic.ca/hsd/publicadmin/graduate>

Email: gradspa@uvic.ca

Email: padm@uvic.ca

Phone: (250) 721-6448

Master of Public Health

The School of Public Health and Social Policy offers a Master of Public Health. The School is designed to encompass interdisciplinary and inter-professional fields of study. Within this context, health is understood as a resource for everyday living emphasizing social and personal resources as well as physical capacities.

The School of Public Health and Social Policy at the University of Victoria recognizes and values collaborative action across all sectors (government organizations, non-government organizations, non-profit organizations, community coalitions, and interest groups); inter-professional and multi-disciplinary approaches to practice and research; critical analysis drawing on principles of social justice and equity; political awareness and political engagement as a basis for social change; community-based approaches to research and knowledge development; partnerships with people and populations served; diversity and cultural safety; and Indigenous knowledge and the right to self-determination.

<web.uvic.ca/publichealth>

Email: phsp@uvic.ca

Phone:(250) 721-8204

Master of Social Work

Congruent with the School's Mission Statement, our MSW programs nurture critical social work practice, research and education. Rooted in a vision of socially just engagement in community, our curriculum seeks to advance decolonizing, Indigenous-focused, anti-racist, feminist and queer (among other) social justice struggles. We do not offer a clinical focus. It supports the experienced practitioner to think critically, creatively and theoretically about practice and policy, and the political contexts within which social work is situated.

MSW Advanced Program (BSW entry) – For qualified BSW degree holders. The Advanced program is taught via distance education, with one mandatory face-to-face “summer institute” at the beginning of the degree.

MSW Foundation (Non-BSW entry) – For qualified non-BSW degree holders. The Foundation program begins with full-time on-campus courses. When all on-campus courses are completed, students transition into the distance MSW Advanced program (see above) OR, for qualified students, the MSW Indigenous Specialization.

MSW Indigenous Specialization (MSWI) - For qualified BSW degree holders. A specialized program for Indigenous social workers and/or students with a minimum of two years of

work experience in Indigenous settings and/or communities. The MSWI is taught via distance education, with one mandatory face-to-face “summer institute” at the beginning of the degree.

<www.uvic.ca/hsd/socialwork/future/msw/index.php>

Email: bswmsw@uvic.ca

Phone: (250) 721-8036

Glossary

Review the definitions given in the Terms Used at UVic section of the calendar <web.uvic.ca/calendar> to become familiar with the terms used in this Guide and online Timetable.

Directory

Search for UVic people, departments, experts, and more in the Directories <www.uvic.ca/search/q/directory.php>.

Protection of Privacy and Access to Information

The University of Victoria is committed to treating personal information in accordance with FIPPA and the university’s privacy policy. The collection of personal information by the University of Victoria is in accordance with section 26 of the Freedom of Information and Protection of Privacy Act (FIPPA) and the University Act. The university uses the personal information for the purposes of providing educational and related services. For a detailed listing of the collection purposes see Schedule A, Procedures for the Management of Personal Information from the University Secretary <www.uvic.ca/universitysecretary/policies>. Should you have any questions concerning your personal information please contact the access and privacy office at foipp@uvic.ca.

Agreement on Transfer of Information to the University of Victoria Students’ Society

Under the Society Act, the UVic Students’ Society must keep a register of its members. The Society’s only source of this information is from the University of Victoria student registration information. It is necessary, therefore, that UVic provide your name and address to the Society. Further, as the only efficient and effective means of communications with its members is by email, and as UVic provides every undergraduate student with an email address, UVic will provide your UVic email address to the Society. You may contact the Society’s Information Booth in the Student Union Building if you wish to have your email id deleted from the Society’s email distribution list.

Notification of Disclosure of Personal Information to Statistics Canada

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education.

It is essential to be able to follow students across time and institutions to understand, for example, the factors affecting enrolment demand at postsecondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand “outcomes”. In order to conduct such studies, Statistics Canada asks all colleges and universities to provide data on students and graduate. Institutions collect and provide to Statistics Canada, student identification information (student’s name, student ID

number, Social Insurance Number), student contact information address and telephone number), student demographic characteristics, enrolment information, previous education, and labour force activity.

The federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used for statistical purposes only, and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify a student.

Students who do not wish to have their information used can ask Statistics Canada to remove their identifying information from the national database. On request by a student, Statistics Canada will delete an individual's contact information (name, address, or other personal identifies) from the Postsecondary Student Information System (PSIS). To make such a request, please contact Statistics Canada:

Via telephone
Monday to Friday
8:00 a.m. to 5:00 p.m. EST/EDST
1-613-951-1666

Via mail
Post-Secondary Education and Adult Learning Section
Centre for Education Statistics
Statistics Canada
Jean Talon Building
1-B-9 Tunney's Pasture
Ottawa, ON K1S 0T6

Via email
Esis-siae_contact@statcan.ca

Further details on the use of this information can be obtained from Statistics Canada
<www.statcan.gc.ca>