

**UNIVERSITY OF VICTORIA**



**SCHOOL OF SOCIAL WORK**

# BSW STUDENT ADVISING HANDBOOK

UPDATED NOVEMBER 2021WH  
University of Victoria - School of Social Work

## TABLE OF CONTENTS

<b>WELCOME</b> .....	<b>3</b>
<b>WHAT DO I NEED TO KNOW BEFORE REGISTERING FOR COURSES?</b> .....	<b>4</b>
UNIVERSITY OF VICTORIA UNDERGRADUATE ACADEMIC CALENDAR .....	4
<b>NETLINK ID &amp; UVIC EMAIL ADDRESSES</b> .....	<b>4</b>
HOW TO SIGN UP FOR A UVIC NETLINK ID & EMAIL ACCOUNT .....	4
<b>SOCIAL WORK 311: UNDERSTANDING OPPRESSION (1.5 UNITS) AND SOCIAL WORK 312: COLLABORATIVE CONVERSATIONS (1.5 UNITS)</b> .....	<b>5</b>
IMPORTANT INFORMATION FOR STUDENTS TAKING SOCW 312 BY DISTANCE EDUCATION/ONLINE.....	5
<b>FIELD EDUCATION</b> .....	<b>6</b>
PRE/CO-REQUISITES.....	6
FIELD EDUCATION INFORMATION AND DEADLINES .....	6
FIRST FIELD EDUCATION PLACEMENT .....	7
SECOND FIELD EDUCATION PLACEMENT .....	7
FIELD EDUCATION CONTACT.....	7
<b>SELECTING COURSES: UNIVERSITY OF VICTORIA ACADEMIC CALENDAR:</b> .....	<b>8</b>
<b>STUDENT RECORDS</b> .....	<b>8</b>
<b>ACADEMIC ADVISING</b> .....	<b>8</b>
SPECIALIZATIONS .....	8
<i>Standard BSW</i> .....	8
<i>Child Welfare</i> .....	8
<i>Indigenous:</i> .....	9
<i>Indigenous Child Welfare</i> .....	9
<b>HOW ARE COURSES OFFERED?</b> .....	<b>9</b>
3 <sup>RD</sup> YEAR ON-CAMPUS AND 4 <sup>TH</sup> YEAR DISTANCE COMBINATION OPTION .....	9
DISTANCE EDUCATION/ONLINE .....	10
<i>Policy For Completing Distance Courses Internationally On A Temporary Basis</i> .....	10
<i>Online Learning Systems</i> .....	10
<b>COURSE DATES</b> .....	<b>12</b>
<b>REGISTRATION</b> .....	<b>12</b>
<b>COURSE MATERIALS</b> .....	<b>14</b>
<i>On-Campus/Blended Courses</i> .....	14
<i>Distance Education Courses</i> .....	14

<b>TUITION .....</b>	<b>14</b>
AMOUNT OWING .....	14
PAYING TUITION .....	14
DUE DATES .....	15
<b>DEFERRED STATUS &amp; ACADEMIC CONCESSIONS .....</b>	<b>15</b>
<b>STUDENT AWARDS AND FINANCIAL AID.....</b>	<b>15</b>
<b>SCHOOL POLICIES.....</b>	<b>16</b>
GUIDELINES FOR PROFESSIONAL CONDUCT .....	16
UNPROFESSIONAL CONDUCT .....	17
<b>THE SCHOOL OF SOCIAL WORK COMMUNITY .....</b>	<b>17</b>
PEER MENTORS .....	17
STUDENT REPRESENTATIVES .....	17
SCHOOL LISTSERV .....	18
WHAT STUDENT SERVICES ARE AVAILABLE AT UVIC? .....	18

## WELCOME

Welcome to the School of Social Work!

This Student Advising Handbook is for all BSW students. Regardless of where you are or how you are completing your studies, you share a common program with similar expectations and policies. We know that there is a lot of information to sort through, so we hope this handbook will assist you.

Throughout your time with us, during your studies you will encounter many questions/concerns regarding your course work; field education; grading; electives from other programs – this handbook will help to direct you as to how to answer your questions or who to contact.

In addition to the BSW Advising Handbook, all students are required to review the University of Victoria Undergraduate Academic Calendar as you are expected to be familiar with all University policies and important dates and deadlines. The link to the academic calendar can be accessed at <http://www.uvic.ca/> under Academics. Other valuable University information can be found at <http://www.uvic.ca/current/resources/student/all-resources/>

The School is committed to working with you so that you are able to have the best student experience possible as you learn from each other, your instructors and the people with whom you will work. We are committed to supporting your educational journey with us and have worked diligently to provide you with program procedures to assist you as you enhance your social work knowledge and practice.

If you need to contact the School of Social Work, please visit our website for a listing of

**Staff:** <http://www.uvic.ca/hsd/socialwork/faculty/home/staff/index.php>

**Sessional instructors:** <http://www.uvic.ca/hsd/socialwork/faculty/home/session/index.php>

**Faculty:** <http://www.uvic.ca/hsd/socialwork/faculty/home/faculty/index.php>

We wish you well in your studies!

Kundoqk, Jacquie Green,  
Director  
School of Social Work

## WHAT DO I NEED TO KNOW BEFORE REGISTERING FOR COURSES?

### UNIVERSITY OF VICTORIA UNDERGRADUATE ACADEMIC CALENDAR

When planning your courses, please familiarize yourself with the University of Victoria Undergraduate Academic Calendar for your program year ([www.uvic.ca](http://www.uvic.ca) link at top of page, under Academics). Please note, that there is a new component of the application process called the BC Education Planner as of September 2021.

Although some 4th year courses can be accessed in third year, it is recommended that students take 3rd year courses prior to 4th year ones. Third year On-Campus students not attending full-time need to be aware that the third year courses will not be offered on-campus again until the following September/January.

The Academic Calendar outlines all university and program regulations and requirements and describes the prerequisites and co-requisites for all courses. Students are responsible for checking the calendar description for prerequisites, restrictions, and duplicate, cross-listed, or mutually-exclusive courses.

## NETLINK ID & UVIC EMAIL ADDRESSES

To register, participate in the online component of distance education courses and to receive program/administrative notices from the School of Social Work, you must have a UVic Netlink-ID and email account. It is recommended that your UVic email account is your "Preferred" email account in "My page". All students are required to check their UVic email frequently. The School is not responsible for any information that you do not receive as a result of not having your UVic email as your preferred email account in "My page" and for not checking your UVic email.

To get an UVic email account requires that you first apply for a NetLink-ID. Note: Before you attempt to set up your Netlink ID and UVic email, please monitor your application decision status on the My Status webpage at <http://www.uvic.ca/mystatus> (log on using your V-number and date of birth) to ensure that your status has been updated to show a decision of **"Admitted"**, **"Admit: Conditional"**, **"Faculty/Program Change Appr'd."** or **"Returning: Same program Appr'd"**

If your admission decision still shows **"Dept Decision: Selected"** or **"File Forwarded to Department"**, you will not be able to sign up for your Netlink at this time. You must wait until your record has been updated with one of the application decisions noted in the paragraph above. Please allow up to a week for processing time.

### HOW TO SIGN UP FOR A UVIC NETLINK ID & EMAIL ACCOUNT

- Step #1. Have your UVic Student number ready.
- Step #2. Go to <http://netlink.uvic.ca>. Click on "Get your Netlink ID". Read through the agreement form, and click the "I agree to abide..." button at the bottom of the page.

- Step #3. Complete the required fields and click “save and continue”.
- Step #4. Register your NetLink ID. This involves choosing a password, so pick something you can remember. Record this information somewhere so you don’t forget!

Your UVic email address will be your-NetlinkID@uvic.ca.

You should be able to log in immediately. If you have any difficulties with this process, please contact: [helpdesk@uvic.ca](mailto:helpdesk@uvic.ca)

## SOCIAL WORK 311: UNDERSTANDING OPPRESSION (1.5 UNITS) AND SOCIAL WORK 312: COLLABORATIVE CONVERSATIONS (1.5 UNITS)

It is recommended that students register in Social Work 311 and 312 as some of their first senior social work courses, as SOCW 311 and 312 are pre- or co-requisites for ALL SOCW courses, except:

- SOCW 350A: Social Work, Social Justice and the Law (1.5)
- SOCW 350B: Legal Skills for Social Workers (1.5) - SOCW 350A is pre-requisite
- SOCW 356: Human Development and the Social Environment within a Global Context (1.5 units)

If your offer of admission is for the Distance BSW Program you will be expected to register in the distance education/online sections of 311/312, and if your offer of admission is for on-campus you will be expected to register in the on-campus sections.

### IMPORTANT INFORMATION FOR STUDENTS TAKING SOCW 312 BY DISTANCE EDUCATION/ONLINE

The distance education offerings of SOCW 312 include a mandatory 5-day face-to-face classroom component in Victoria, B.C. It is important to note that it is not possible to receive the 1.5 units of academic credit unless you have successfully completed both the 5-day face-to-face classroom component and the on-line coursework. Students should consider factors such as work and family arrangements, travel and accommodation costs, etc. in advance of registering in this course.

## FIELD EDUCATION

The Bachelor of Social Work Degree requires that all students complete two field education/practicum courses (350 hours each). These courses provide the opportunity to apply what the student has learned in the other courses in the Social Work degree program to a practice situation. They can usually be completed in the student's own community.

### PRE/CO-REQUISITES

As with all courses, students are responsible for ensuring that they have met the requirements to register in field education. Please consult the University of Victoria Undergraduate Calendar (under Courses) to ensure that all necessary pre- and co-requisites have been met.

### FIELD EDUCATION INFORMATION AND DEADLINES

Students should start by reviewing the BSW Field Education Page:

<https://www.uvic.ca/hsd/socialwork/current/bsw/field-education/index.php>

Students are required to submit a field education application prior to being able to register.

Students need to apply for field education or PLA by the following deadlines:

**September Field Education Placements:** Application Deadline is March 1

**January Field Education Placements:** Application Deadline is July 1

**May Field Education Placements:** Application Deadline is November 1

Note that for placements, normally 6 month notice/application is required.

*\*\*For students beginning the program in September 2022, who wish to complete a January 2023 placement, field education/PLA applications will be accepted up to July 1, 2022.*

After that, students are expected to meet the field education application deadlines as listed on the website.

Note that field education placements can also be done in May 2022 or later in your program.

SOCW 311 and 312 are pre-requisites for SOCW 304 and 304A. These courses offered in the September term.

See <https://www.uvic.ca/hsd/socialwork/current/bsw/field-education/index.php> for further details and application form.

## FIRST FIELD EDUCATION PLACEMENT

The first placement has two options

1. SOCW 304 Social Work Practicum I
2. SOCW 304A Social Work Practicum by Prior Learning Assessment (PLA)

Undertaking a PLA requires the approval of the Field Education Working Group. Information can be found on the Field Education page.

Note that this option is only available to students who have previous paid or unpaid social work or social justice experience (4000 hours) in the past five years. SOCW 311 and 312 must be completed prior to starting SOCW 304A. This course requires that students demonstrate that they have the skills and knowledge one attains in third year placement.

## SECOND FIELD EDUCATION PLACEMENT

The second placement has three different options

1. Standard Social Work Degree and Indigenous Specialization: SOCW 402 Social Work Practicum II
2. Child Welfare Specialization and Indigenous Child Welfare Specialization (Protection): SOCW 404 Child Welfare Specialization: Child Protection Practicum.
3. Child Welfare Specialization and Indigenous Child Welfare Specialization (Non-Protection): SOCW 404A Child Welfare Specialization Child Welfare Practicum

## FIELD EDUCATION CONTACT

For general enquiries about field education contact [swfield@uvic.ca](mailto:swfield@uvic.ca)



## SELECTING COURSES: UNIVERSITY OF VICTORIA ACADEMIC CALENDAR:

The University of Victoria's Undergraduate Academic Calendar outlines all university and program regulations and requirements and describes the prerequisites and co-requisites for all courses. **Students are responsible for checking the calendar description for their program requirements, as well as prerequisites, restrictions, and duplicate, cross-listed, or mutually-exclusive courses** (see [www.uvic.ca](http://www.uvic.ca), Academic Calendar link under "Academics" at top of the page).

Although some 4th year courses can be accessed in 3rd year, it is recommended that students take 3rd year courses prior to 4th year ones. 3rd year On-Campus students not attending full-time need to be aware that the 3rd year courses will not be offered on-campus again until the following September/January.

You may also find it useful to refer to the Course Planning Form – pick the form for the year(s) that apply to you <http://www.uvic.ca/hsd/socialwork/current/bsw/crseplan/index.php>

## STUDENT RECORDS

Students will access their student record through the UVIC main portal (<https://www.uvic.ca/mypage>) - click on sign in to UVIC and use Netlink ID and password. Here, students can view and update their student record, check transfer credit, check final grades, register for classes and much more. Students are encouraged to log into their student record regularly throughout their studies at UVic.

## ACADEMIC ADVISING

If you have any questions regarding your program, please do not hesitate to contact your Academic Advisor as indicated by your specific program (see below).

### SPECIALIZATIONS

*STANDARD BSW*: The intent of the Standard BSW is to prepare students to become generalist social work practitioners skilled in critical self-reflection and in working with individuals, families, groups and communities. Standard BSW students have a specific course of studies they are required to complete which is found in the Academic Calendar. For academic advising, please contact [swadvise@uvic.ca](mailto:swadvise@uvic.ca)

*CHILD WELFARE*: The intent of the specialization is to prepare students for child protection work and other positions in government and non-profit child welfare services. Students who graduate from the specialization will receive a BSW degree with a Specialization in Child Welfare. Child Welfare Specialization students have a specific course of studies they are required to complete which is outlined in the Academic Calendar. For academic advising, please contact [swadvise@uvic.ca](mailto:swadvise@uvic.ca)

*INDIGENOUS:* This specialization is a concentration within the BSW program and provides opportunities for Indigenous BSW students to focus their undergraduate program on preparing for leadership roles as helpers and healers in Indigenous communities and various Indigenous organizations. The intent of this specialization is to provide Indigenous students with an opportunity to develop helping and healing practice frameworks that centralize Indigenous knowledge, peoples, nations and communities. Indigenous Specialization students have a specific course of studies they are required to complete which is outlined in the Academic Calendar. Some of the core Indigenous Specialization courses are only offered once a year so it is recommended that students contact the Academic Advisor at [swadvise@uvic.ca](mailto:swadvise@uvic.ca) for course planning assistance. Courses that are specific to this Specialization include SOCW 391, 491 & 492.

*INDIGENOUS CHILD WELFARE:* This specialization combines courses from the Indigenous and Child Welfare Specializations. The intent of this specialization is similar to the Indigenous Specialization with an emphasis on the well being of Indigenous children, families and communities. Indigenous Child Welfare Specialization students have a specific course of studies they are required to complete. Some of the core Indigenous Specialization courses are only offered once a year so it is recommended that students contact the Academic Advisor at [swadvise@uvic.ca](mailto:swadvise@uvic.ca) for course planning assistance. Courses that are specific to this Specialization include SOCW 391, 491 & 492.

**\*Admission to the Indigenous Specialization is limited to students of Indigenous Ancestry.** We do not apply colonial definitions of Indigenous Peoples for entrance and welcome to students who come from various nationhoods Indigenous to Turtle Island (North America). We are further inclusive of various identifications of Indigenous including Métis & Inuit Peoples.

## HOW ARE COURSES OFFERED?

The BSW program is offered in both an On-campus/Distance Education combination program (3rd year required core courses on-campus except SOCW 356, 4th year DE) or via distance education/online. For each course, students should plan for approximately 9 – 12 hours of study time per week.

### 3<sup>RD</sup> YEAR ON-CAMPUS AND 4<sup>TH</sup> YEAR DISTANCE COMBINATION OPTION

3rd year On-campus courses are offered in Winter Session (September through April). On-campus Social Work courses are not offered in Summer Session (May – August).

4th year Courses will be offered by Distance Education/Online only. Occasionally and if resources permit, a 4th year social work course may be offered on-campus – this may be a regular term course or a 3 week condensed May course. General electives, if required, can be taken on-campus. In addition, an HSD course may occasionally be offered on-campus and is considered a social work elective.

Please refer to the online registration system for course offerings/timetables.

## DISTANCE EDUCATION/ONLINE

All courses (with the occasional exception) in UVic's BSW curriculum are available through distance education study. **Online participation is a required component of each course with standard start and end dates and specific assignment deadlines.**

Distance education courses are **available to students residing in Canada**. We understand that extenuating circumstances occasionally occur, and in these cases students are required to inform the School (via their Academic Advisor) prior to any changes in living circumstances, which may necessitate moving out of the country.

### *POLICY FOR COMPLETING DISTANCE COURSES INTERNATIONALLY ON A TEMPORARY BASIS*

For students who need to temporarily reside outside of Canada due to extenuating circumstances, conditional permission to continue in courses can be granted on a non-precedent setting basis, with the following conditions outlined by the School:

- 1) The student will take full responsibility for all contacts with the School as the School is not able to absorb costs of overseas telephone or teleconference calls, or international postage.
- 2) The student will take full responsibility for obtaining all required course materials/textbooks on time and is responsible for all costs related to obtaining these course materials. The student must contact the Bookstore directly with any questions related to shipping of materials.
- 3) A Canadian mailing address must be provided to the School. All mailed correspondence from the School, including return of graded assignments, would be sent to the student's Canadian mailing address only.
- 4) The student will require access to a computer and reliable high-speed internet and will be expected to participate fully in online components of the course(s).
- 5) In granting permission to take courses while residing outside of Canada, the School will not be responsible for any delays in the delivery of feedback from instructors, which might ultimately affect the student's ability to apply/integrate instructor feedback in subsequent assignments.

We ask the student to send an email to their advisor with a brief note confirming they are in agreement with the aforementioned conditions.

### *ONLINE LEARNING SYSTEMS*

With each Distance/Online BSW course registration, students are given login access to an online Brightspace website and may also have to purchase course materials via the UVIC Bookstore online ordering service. Brightspace is a D2L platform that provides tools for delivering and facilitating courses online. Instructors post lecture notes, administer quizzes, facilitate class discussions and small group exercises, and provide links to learning resources. Some courses also use Zoom, a real-time, web-conferencing platform.

In order to access course content, participate in online discussions with your classmates and instructor, complete your course assignments and successfully complete your course, you will need to log on to the Brightspace course site that corresponds with your registration. Sites for each distance education/online course will not be available for login until the start of each term. You should review the three steps outlined below, but please do not try to login to your course (Step #3) before the start of the term.

- **Step 1 - Test your browser to ensure you can use and access Brightspace:** This test confirms whether your web browser can support Brightspace and ensures you do not have any security programs in place on your home computer that could block your access or functionality of the learning platform.

Please note that because the network security policies of many workplace institutions can prevent access to certain functions on these systems, UVic's Technology-Integrated Services (TIL Support Desk) can only assist you if the problems are of a technical nature for accessing and displaying UVic course materials in these programs. They cannot troubleshoot issues with individual workplace network security restrictions on local workplace computers.

If possible, check with your workplace IT person or manager to ensure you have an active browser and media player that can access and display the UVic online course environments.

- **Step 2 - Read the Startup Kits:** The Startup Kits are online tutorials that will show you how to use the various system functions. All Startup Kits can be accessed from the Distance Education Services home page <https://onlineacademiccommunity.uvic.ca/LearnAnywhere/>

- **Step 3 - Login to your course site:** At the beginning of each term you can access your Brightspace course sites via My Page – the University of Victoria's online portal.

After you login into My Page using your NetLink ID, you will see a link to My Online Tools at the top right of the page. Click on the appropriate link to access your courses.

If you have any technical or connectivity problems, please contact the TIL Support Desk by phone 250 721-8476 (or toll free 1 (888) 721-8476), or email [tilhelp@uvic.ca](mailto:tilhelp@uvic.ca)

## COURSE DATES

On-campus and distance education BSW courses are scheduled on a year-round, three-term system (September, January, and May terms) with standard start and end dates and specific assignment deadlines within each course. The on-campus session for fall term SOCW 312 via distance education occurs in late August/early September. Always check the timetable for exact dates.

Important dates, including when classes begin each term, are listed on the University of Victoria website ([www.uvic.ca](http://www.uvic.ca) click on Current Students, then from right side of the page click on Dates and “View all important academic dates in the Academic Calendar”). Check your preferred email prior to the start of each term for important information from the University prior to class start dates.

## REGISTRATION

### 1. Pay the Registration Deposit (New UVic students only)

New UVic students are required to pay a non-refundable \$200 deposit to Accounting Services (<http://web.finance.uvic.ca/tuition/faq.php>) before accessing registration. This deposit is later applied to your tuition.

### 2. Review the registration tutorials online at

<http://www.uvic.ca/current-students/home/course-registration/register/index.php>

### 3. Determine your registration date via My page:

<http://www.uvic.ca/current-students/index.php> sign into UVIC – go to My page, **select Student Services:**

- Select *Class Registration*
- Select *Check Registration Status*

4. Familiarize yourself with your program requirements in the Academic Calendar Students are responsible for checking the Calendar for university and program regulations and requirements, pre- and co-requisites, restrictions, and duplicate, cross-listed, or mutually-exclusive courses.

### 5. Review the School of Social Work course offerings for the upcoming term at

<http://www.uvic.ca/hsd/socialwork/current/bsw/schedules/index.php> - note: this is a preliminary timetable – please find the most up to date information and Course registration numbers (CRN) on My page, “look up classes”...

### 6. Register for courses. Access your student record at: <https://www.uvic.ca/mypage/>

- Select *Student Services*
- Select *Class Registration*
- Select *Look Up Classes* to search for courses
  - Select *Term or Date Range* [i.e. Summer Studies 2019 (May to Aug)] and click Submit
  - Select the *Subject* (Social Work)

- If you've selected *Subject*, type in 3% to request all 3rd year courses or 4% to request all 4th year courses, or you can type in the specific course number
  - Note that distance education courses are coded "ONL" and all sections are now A01, A02, A03, etc, regardless of whether the course is being offered by distance education or on campus. **You must look for the "ONL" under Location for distance education courses or the "M" under Location for on campus courses. Note: Field Education sections are all coded as ONL.**

**Next:**

- Select *Add or Drop Classes*
- Select *Term or Date Range* [e.g. Summer Studies 2023 (May to Aug)] and click Submit
- Enter the CRN (found via your course search)
- Enter the CRN for the courses you wish to register in and click Submit

Registration for the winter session includes BOTH TERMS (September and January). Students registering for September should also register in their January courses at the same time. Do not wait until the fall to register for January courses as you will find your options extremely limited as most January courses will be full.

The only exception to this is that registration for field education courses cannot happen until a field education application has been submitted and permission is then granted.

## 7. Waitlists

You will be offered the opportunity to be added to a waitlist if you attempt to register in a full class. Once you have confirmed that you would like to be added to the waitlist by clicking submit a second time, you may check the details of your waitlisted status:

- Select *Class Registration*
- Select *Waitlist*

There is no guarantee that a space will become available for registration, however please note that waitlists are fairly common and do shift somewhat with time. If there is another open section and you require this course you may want to consider registering in that section.

When you reach the top of the waitlist and a space becomes available, an offer for registration will be emailed to you. You must accept a registration offer by the deadline stated in the email or you will be dropped from the waitlist. Registration offers are sent daily at noon (12pm PT), if seats are available. You will be required to log into Mypage and officially register in the course. Choose the Register Action and click Submit Changes.

Please log into Mypage to accept the offer into the course as soon as you receive the offer via email. If you do not wish to remain in the course, please drop it to allow other students the space in the course. It is also important to drop yourself in a timely manner off any waitlists for courses you have decided you do not want in order to facilitate faster movement through the lists.

## COURSE MATERIALS

### *ON-CAMPUS/BLENDED COURSES*

Some courses include required course texts and/or supplementary materials. Students may order their materials online from the Bookstore at: <http://www.uvicbookstore.ca/text/index.php> or go to the Bookstore in person to purchase their books. If you subsequently drop a course and want to return your course materials, please ensure you are aware of the Bookstore's refund policy.

### *DISTANCE EDUCATION COURSES*

One month prior to the start of each term, Distance BSW course materials will be available.

You can then order the materials online from the Bookstore <http://www.uvicbookstore.ca/text/index.php> or go to the Bookstore in person.

Students are responsible for purchasing the edition of the course manual noted on the textbook order forms. Unfortunately, the School is unable to provide supplemental information to students who purchase used or outdated textbooks or materials from sources outside the UVic Bookstore.

Textbooks can be returned to the Bookstore. Please see the Bookstore's textbook refund policy online at <https://www.uvicbookstore.ca/info/returns>

## TUITION

### AMOUNT OWING

You can check how much tuition you owe by accessing your student record via My page:

- Select the Student Services from the menu bar
- Click on Finances
- Select Account summary by term

### PAYING TUITION

Tuition and fees are all paid through Accounting Services. Accounting Services does not accept any credit cards for payment of tuition fees. Options for payment includes internet banking, telephone banking, cheque, money order, interact/debit, or cash. For detailed information on how and where to pay your tuition, please visit Accounting's website at <http://web.finance.uvic.ca/tuition/faq.php>

## DUE DATES

First term (September to December) fees are due September 30th. A 1.5% service charge (minimum \$2.00) annualized at 19.56% will be added if the account is not paid on or by the due date.

Second term (January to April) fees are due January 31st. The monthly service charge is applicable as above.

Summer term (May-August) fees are due May 31st. The monthly service charge is applicable as above.

You can pay for your full year with one payment in September.

Failure to pay full first term fees by October 31st or second term fees by February 28th can result in cancellation of course registrations and in denial of services.

Course drop dates are listed in the UVic Calendar.

## DEFERRED STATUS & ACADEMIC CONCESSIONS

A student who is affected by illness, accident or family affliction, which will impact current registered studies, should immediately consult with Counselling Services, University Health Services or another health professional. In such cases, the student may apply for an academic concession.

For further information please see: <http://www.uvic.ca/registrar/home/news/archive/academic-concession-forms.php>

Students may also contact the social work advisor at [swadvise@uvic.ca](mailto:swadvise@uvic.ca) or 250 721-8042

## STUDENT AWARDS AND FINANCIAL AID

The Student Awards and Financial Aid office at UVic is committed to helping you find options to finance your post-secondary education. They provide information about funding sources, expected costs and strategies for balancing your budget. For more information please see <http://registrar.uvic.ca/safa/>



## SCHOOL POLICIES

Students are required to familiarize themselves with the School of Social Work's Policies. Below is a partial list of Policies that are particularly important for students to know. Detailed information on these and other School Policies are available online at

<http://www.uvic.ca/hsd/socialwork/home/home/policies/index.php>

- Accommodation Policy
- Assessment of Student Learning
  - Grading
  - English Usage Requirements
  - Attendance and Participation
  - Submission of Assignments
  - Guidelines for Review of Assigned Grades (HSD)
  - Deferral of Course Grade or Academic Concession
- Confidentiality
- Electronic Communications Policy
- Equity
- Harassment
- Maintaining BSW Student Status & Re-Instatement to the School of Social Work
- Policy for People with Disabilities

In addition, it is important that students familiarize themselves with the Faculty of Human and Social Development Guidelines for Professional Conduct found in the Academic Calendar and listed below.

### GUIDELINES FOR PROFESSIONAL CONDUCT

The Faculty of Human and Social Development expects students to develop and adhere to a professional code of conduct. The Faculty supports models for professional conduct based on the following guidelines:

- submission of oneself to a professional code of ethics
- exercise of personal discipline, accountability and judgement
- acceptance of personal responsibility for continued competency and learning
- willingness to serve the public, client or patient and place them before oneself
- ability to recognize the dignity and worth of all persons in any level of society
- willingness to assist others in learning
- ability to recognize one's own limitations
- maintenance of confidentiality of information appropriate to the purposes and trust given when that information was acquired
- acceptance that one's professional abilities, personal integrity and the attitudes one demonstrates in relationships with other persons are the measure of professional conduct

## UNPROFESSIONAL CONDUCT

Students in the Faculty of Human and Social Development are subject to the provisions of the code of ethics of their respective professions, and may be required to withdraw from their School for violating these provisions. Students may also be required to withdraw from their School when ethical, medical or other reasons interfere with satisfactory practice in their respective disciplines.

## THE SCHOOL OF SOCIAL WORK COMMUNITY

Join our Facebook page at <https://www.facebook.com/socialworkuvic>

All UVic social media <https://www.uvic.ca/home/about/social-media/index.php>

## PEER MENTORS

The goal of a peer mentor partnership is to help make the transition to the BSW program smooth and successful for new students. While not all students will choose to contact a peer mentor, they are certainly encouraged to do so! The peer mentor is not only here to address challenges you may experience, the peer mentor is also here to be a listening ear, to bounce ideas off of, to direct you to the appropriate staff, faculty or resource. Something else you need? Contact us, maybe we can help!

## STUDENT REPRESENTATIVES

In 1998 the School of Social Work launched a Student Representative Program as a way to address the unique needs of on-campus and distance education learners as well as to create a forum for their voices. The School of Social Work is very proud to be the only school in the Faculty of Human and Social Development with such a program.

Student representatives are encouraged to represent the needs of their constituents and to provide feedback and input to the School of Social Work via regularly scheduled teleconferences as well as the BSW working group. Student reps are also invited to attend School Forum which is held once or twice a year. School Forum provides parties that have an interest in the School with information and updates about the School's programs and a space to offer suggestions and feedback.

The following terms of reference were developed by the initial group of representatives:

- To reach out to new students in the program
- To facilitate communication between students
- To raise the School of Social Work's awareness regarding issues facing students
- To provide input/feedback to the School on issues relating to curriculum development, policy, and school governance
- To lobby senior University administration around student issues and needs

Between October and April all student representatives across the country teleconference with a faculty member to share ideas and to discuss issues pertaining to the student body. This is an excellent way to

meet other students, to have input in the curriculum and to learn, first hand, what is happening in the program.

Current student reps and mentors are listed here:

<http://www.uvic.ca/hsd/socialwork/current/bsw/studentrep/index.php>

## SCHOOL LISTSERV

The School of Social Work maintains an email listserv to connect on and off campus students, faculty and staff. It is easy to connect, just follow the instructions below.

To subscribe to the School's listserv, go to <http://lists.uvic.ca/mailman/listinfo/socw-l> Under Subscribing to Socw-l enter your email address that you would like to subscribe from and your name, then choose a password. Click subscribe. Please note that you can only post messages to the listserv from the email address you are subscribed from.

To post an email to the listserv, send your email to [socw-l@lists.uvic.ca](mailto:socw-l@lists.uvic.ca)

For future reference, to unsubscribe from the Socw-l listserv, get a password reminder, or change your subscription options go to the same website listed above. Under Socw-l Subscribers (at the bottom of the page), enter your subscription email address and click unsubscribe or edit options, and follow the instructions.

## WHAT STUDENT SERVICES ARE AVAILABLE AT UVIC?

Student Services comprise the administrative units of the university that help students maintain their physical, social, emotional, spiritual and financial health while they pursue their academic and career goals at UVic. Some of the services that are available include:

- Athletics and Recreation <http://vikesrec.uvic.ca/>
- Bookstore <http://www.uvicbookstore.ca/>
- Career Services <http://www.uvic.ca/coopandcareer/>
- Child Care Services <http://childcare.uvic.ca/>
- Counselling Services <http://www.coun.uvic.ca/>
- Distance Education Services <http://distance.uvic.ca/index.htm>
- Family Centre <http://web.uvic.ca/family-centre/>
- University Food Services <http://unfs.uvic.ca/index.php>
- Health Services <http://www.health.uvic.ca/>
- Health Plan Information: <http://www.ihaveaplan.ca/>
- Housing <http://housing.uvic.ca/>
- International and Exchange Student Services <http://iess.uvic.ca/>
- Indigenous Student Support Centre – HSD  
<https://www.uvic.ca/hsd/home/home/supportfor/indigenous/>
- Multifaith Services <http://web.uvic.ca/multifaith/>
- Office Of Indigenous Affairs <http://www.uvic.ca/services/indigenous/>
- Peer Helping <http://web.uvic.ca/~peerhelp/>
- Resource Centre for Students with a Disability <http://rcsd.uvic.ca/>

- Student Society <http://www.uvss.uvic.ca/>
- UVic Mental Health Initiative <http://www.uvic.ca/mentalhealth/>

Portal to a range of University Student Resources – take some time to explore the tabs Academic Success, Health and Wellness, Student Life, Financial Matters, New Students:

<http://www.uvic.ca/current/resources/student/all-resources/>

Important forms (e.g. Academic Concession form – course drop or deferral with documentation) can be found here <https://www.uvic.ca/registrar/students/policies/index.php>