

Orientation Handbook

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On-Campus Housing Local Facilities & Activities How to Drop a Course/Program



Financial Aid

The Financial Aid office is located in the Administration Building on the Castlegar Campus. Please take a moment to familiarize yourself with some of the information and services we offer.

Don't let your financial situation prevent you from furthering your education. Selkirk College strives to make post-secondary education accessible and affordable to its students. Last year Selkirk offered our students over \$500,000 in awards and support.

Contact the Financial Aid office or visit our website at selkirk.ca/financial-aid for information and/or assistance in:

- Planning and budgeting for the school year.
- Applying for government student loan programs.
- Apprentice loans and grants

For government funding general information, please visit **StudentAidBC.ca** or **CanLearn.ca**

ENTRANCE SCHOLARSHIPS & AWARDS

The Entrance Awards Program offers awards to students entering Selkirk College for the first time who have demonstrated high academic achievement. For application details and deadlines visit selkirk.ca/financial-aid

SCHOLARSHIPS

The Scholarship Awards Program offers awards to students who have demonstrated high academic achievement while attending Selkirk College. For application details and deadlines visit selkirk.ca/financial-aid

BURSARIES

Bursaries are awarded to eligible students who have demonstrated financial need. For application details and deadlines visit selkirk.ca/financial-aid

WORK STUDY

Work Study is a student employment program where you can work on campus while going to school. In early September job postings will be listed on the Selkirk College Career Portal at selkirk.ca/work-study

SOUTHERN INTERIOR DEVELOPMENT INITIATIVE TRUST (SIDIT)

Students in both secondary (high school Transitions) and post-secondary programs may be eligible for this award. Awards amounts vary and are based on demonstrated financial need. For application details and deadlines visit selkirk.ca/financial-aid

Need more information?

Contact the Financial Aid office at: 1.888.953.1133 ext. 21295 or email FinancialAid@selkirk.ca

Visit our website at: selkirk.ca/financial-aid

Student Access & Support

The Department of Student Access and Support is a cornerstone for Selkirk students. We're here to help students succeed by facilitating access to post-secondary education for prospective students as well as supporting students while they are studying at Selkirk College.

ASSESSMENT SERVICES

The College Readiness Tool (CRT) is for advising students on appropriate program or course choices. Selkirk College also offers External Exam Invigilation Services. The schedules and online registration for these services can be found on the website at: selkirk.ca/services/student-support-services/assessment-services or contact Paris Voykin at **250.365.1313**

COUNSELLING

Counsellors help students to work toward their goals by providing career and personal counselling, educational planning and course advising about programs at Selkirk College and at other post secondary institutions, the university transfer system, and career and employment trends. To book an appointment:

Nelson Campuses

Caitlin Eliasson | **250.352.6601**
Silver King Campus/Tenth St. Student Housing

Lu Ann Dietrich | **250.352.6601**
Tenth St. Campus/KSA/Tenth St. Student Housing

Castlegar Campus

250.365.1273: Tami O'Meara, Jo-Anne Stoltz, Sahana Madhyastha, and Leah Lychowyd

Counsellors also have scheduled days at Trail and Grand Forks Campuses.

ACCESSIBILITY SERVICES

Accessibility Service Coordinators provide a variety of services to support the educational goals of students with documented disabilities. They assist eligible students to access funding for equipment, adaptive software, and other programs and services. They also provide transition information for prospective students and offer assistance with admissions and registration procedures.

Nelson Campuses

Myriam Spencer 250.354.3205

Castlegar Campus

Angela Kelly 250.354.3225 (Castlegar, Trail)

Accessibility Services Assistants

Nadya Sofonoff & Andrew Green -
250.365.1429

LEARNING SUCCESS CENTRES

Learning Skills Coordinators provide support to students in three major areas: One-on-one tutoring, workshops and a peer tutoring program. One-on-one tutoring and workshops focus on effective learning and study skills including topics such as time and stress management, organizational skills, reading comprehension, note-taking, memory techniques, review, and exam preparation, while peer tutors provide assistance with specific course content.

Silver King Campus

Laurie Jarvis 250.354.3247

Tenth Street Campus

Darcy Falkenhagen 250.505.1316

Castlegar Campus

Todd Solarik 250.365.1338

EARLY ALERT

In the first few weeks of a new semester, there are always adjustments to make. Early identification of issues and timely support may make all the difference to a student's success in a program. Early Alert is an online referral system that enables instructors to identify students who are facing challenges in their courses or programs.

Students referred to Early Alert will be contacted by phone or email and invited to meet with a member of the Student Access and Support Department. The student will then be connected with appropriate support services or resources. Early Alert is available for the first five weeks of the fall and winter semesters.

Contact earlyalert@selkirk.ca for more information. For more information on Student Access and Support go to selkirk.ca and click on "Services" to find a complete menu of Student Support Services links.

Indigenous Services

We provide support to all prospective and current self-identified Indigenous students and can help with financial aid advice, community support, career counselling, cultural activities, Elder connections, as well as support with funding applications and connection to cultural supports.

Come to the Gathering Place on Thursdays for our Cultural Expressions program, to connect with other students, learn traditional crafts and beadwork, storytelling and community cultural connections. Ann-Marie is at the Nelson and Trail campuses every second Wednesday as well.

Indigenous Self Identification

We invite our incoming Indigenous students to self-identify their Indigenous ancestry on their Selkirk application so we know you are studying here at Selkirk! We send out monthly emails to our Indigenous students with our events, funding opportunities, and other cultural connections.

We welcome connections with all Indigenous peoples of Turtle Island, including, First Nations (status and non-status), Métis (self identified or with a citizenship card) and Inuit students.

Visit us at selkirk.ca/indigenous and like us on [facebook/selkirkindigenoustudents](https://www.facebook.com/selkirkindigenoustudents)

The Gathering Place

The Gathering Place is a beautiful space located on the Castlegar campus. It is devoted to providing a welcoming and supportive environment dedicated to supporting Indigenous learners. In addition to our large round room, we have a quiet student project room for students to study and work, a small kitchenette, as well as an Elder's room where you will find our wonderful Elders on campus when they are here.

Please come by and visit, study, attend an activity or event, volunteer or just hang out! We look forward to meeting you! For information or to schedule a meeting, please call or email:

Jessica Morin

Indigenous Services Liaison
Phone: 250.365.7292, ext. 11921
jmorin@selkirk.ca

Leah Lychowyd

Counsellor for Indigenous Students
Phone: 250.365.135, ext. 21477
llychowyd@selkirk.ca

Ann-Marie Smith

Indigenous Cultural Assistant
Phone: 250.365.7292, ext. 11921
asmith@selkirk.ca

BUS TRANSPORTATION

For information about bus transportation and passes, go to bctransit.com/regions

PARKING

Parking is free at Castlegar & Nelson Campuses.

LIBRARY

Library hours and details are available online at library.selkirk.ca

CAFETERIA HOURS

Castlegar Campus

Mon - Thurs 7:30 am - 5 pm

Fri 7:30 am - 2 pm

Nelson (Silver King and Tenth Street Campuses)

Mon - Fri 7:30 am - 2 pm

**All cafeterias are closed during winter break and reading break.*

BOOKSHOP

The Bookshop carries required textbooks for courses offered at the college, technical & office supplies, and a range of crested gift items.

Bookshop Direct Line: **250.365.1281**

Toll Free: **1.888.953.1133** ext. 21281

Castlegar Campus: Mon-Fri

8:30 am - 3:00 pm

Silver King Campus: Mon-Thurs

8:30 am - 1:30 pm, Closed Fri.

Tenth Street Campus: Mon-Thurs

9 am - 2 pm, Closed Fri.

**Summer hours fluctuate*

Extended Health & Dental Plan

The Selkirk College Students' Union (SCSU) Extended Health and Dental Plan provides many important services and to help cover expenses not included in your basic Provincial Medical Services Plan (MSP) or iMed (if you are an international student). These services include prescription drugs, dental care, travel insurance and more.

Full time* students at Selkirk College will automatically be enrolled in the Selkirk College Students' Union (SCSU) Extended Health and Dental Plan. A fee will be added to your student account. Students with disabilities, meeting full time requirements, wanting coverage should contact SCSU.

With proof of existing extended health and dental insurance, a student can choose to opt-out of the SCSU plan. For Opt-out information please visit your local SCSU office. Opt-Out forms are available in office or at our website selkirkstudents.ca.

Online opt-out is available only for students starting in September and January. **You have until the end of the month that your course starts to opt out. If you do not opt-out properly or on time, you will have the coverage and have to pay the fee.**

To add dependants, how to register or any questions/concerns please contact your Health and Dental Coordinator, at healthanddental@selkirkstudents.ca or at 250.365.1262.

** For most credit programs this will be three or more courses.*

Remember: Students assessed the Extended Health and Dental Plan are responsible to pay the fee or make sure they have opted out properly and on time.



The Selkirk College Student's Union (SCSU) is a student lead organization. Since its inception in 1981, we have been on the forefront of providing our students with services, campaigns and events. Together, with the British Columbia Federation of Students, we work collectively towards a common goal: a system of universally accessible public post-secondary education. Some of the services we offer are: Appeal Advocacy, an Extended Health & Dental plan, events and SaveBC; a discount app.

The SCSU has many ongoing political campaigns concerning student rights. Our current campaigns are centered on the changes needed to make public post-secondary education accessible to everyone, returning funding to Adult Basic Education, and raising the minimum wage.

If you are interested in using your voice, representing Selkirk College students, or volunteering. Please contact us! We have elections for our SCSU directors every year in September.

You can find us at the Castlegar campus: Room 0-127 250-365-1262 Nelson campuses: 250-505-1329 (10th Street) and 250-354-3239 (Silverking) or info@selkirkstudents.ca

Visit our website at selkirkstudents.ca

How to Drop a Course or Program

INTERNATIONAL STUDENTS

Details on the International Refund Policy can be found online at selkirk.ca/financial-information/tuition-fees/withdrawal-refunds

All international students must meet with a Selkirk College counsellor to add or drop courses.

Last day to withdraw/change to Audit is **November 12, 2019** (fall) and **March 17, 2020** (winter)

DOMESTIC STUDENTS

Prior to first day of semester: Students are permitted to add and drop courses via online student record. Some programs have specific sections for specific program students. Please ensure that you are in the correct section for your program.

Week 1: Students are permitted to add and drop courses without penalty. Students must contact their enrolment officer to add or drop a course.

Week 2: Students are permitted to add/drop courses using a Course Registration Change Form. This form can be found online under Information and Forms or at Enrolment Services.

More details are available at selkirk.ca/student-experience/student-connection/current-student-info

Week 3: No adding of courses are permitted.

Courses and Programs may be dropped using the Course Registration Change form or Program Withdrawal Form as per the dates below.

If you do not complete a Course Change Form, this may result in a Did Not Withdraw (DNW) and no tuition refund. A DNW can have a negative impact on your overall Grade Point Average (GPA).

Last day to withdraw/change to Audit is **November 12, 2019** (fall) and **March 17, 2020** (winter)

Drop Policy – Refund of Tuition FALL 2019	You get a tuition refund of:
September 3 - 16, 2019	75%
September 17 - 23, 2019	50%
September 24, 2019 onward	0%

Drop Policy - Transcript Note FALL 2019	On your final transcript you will see:
September 3 - November 12, 2019	Nothing
November 13, 2019 onward	DNW or F = Did Not Withdraw or Fail

Drop Policy - Refund of Tuition WINTER 2020	You get a tuition refund of:
January 6 - 19, 2020	75%
January 20 - 26, 2020	50%
January 27, 2020 onward	0%

Drop Policy - Transcript Note WINTER 2020	On your final transcript you will see:
January 6 - March 17, 2020	Nothing
March 18, 2020 onward	DNW or F = Did Not Withdraw or Fail

Living On Campus - Castlegar

LIVING IN STUDENT HOUSING AT SELKIRK COLLEGE IN CASTLEGAR

Kekuli House offers private accommodations for up to 100 students. It offers single occupancy rooms equipped with a single bed, desk and chair, storage area and kitchen area which includes a two burner stove, fridge and sink. A washroom is shared between every set of two rooms. Cablevision and private telephone service options are available and each resident is able to individually control their own heating or air conditioning as required.

Every room has a private entrance and outside access which provides a panoramic view of the spectacular valley. Conveniently located within the residence building is a communal area and recreation lounge. The coordinator's office, laundry facilities and common storage facilities are also housed within the residence building.

WHY KEKULI HOUSE?

Students living in student housing share various academic goals and interests which positively affect their overall educational experience. Living on campus close to facilities and services makes the best possible use of valuable time at college and supports students who are serious about their education. We endeavour to make your stay on campus comfortable and memorable.

KEKULI HOUSE ADVANTAGES

- Rooms are private, comfortable and secure.
- Each room has a spectacular view of the valley and some rooms have a river view.
- You are minutes away by car or bike from shopping, airport and social activities.
- Computer labs, library and full gymnasium are only steps from your door.
- Rooms are equipped with an individual climate control and kitchenette cooking facilities.
- A tennis court, soccer field and many walking trails are readily accessible.
- Private telephone and cablevision/internet options are available.
- A full meal cafeteria is open for breakfast & lunch, Monday through Friday.
- In-house complimentary laundry

APPLY NOW

To download an application and fee schedule visit selkirk.ca/services/campus-services/student-housing-services/kekuli-house-castlegar or call 250.365.1227 for more information.



Living On Campus - Nelson

LIVING IN STUDENT HOUSING AT SELKIRK COLLEGE IN NELSON

Tenth Street Student Housing offers a variety of accommodation from single dorm style units with shared washroom and kitchen facilities to “pod” communal units with a choice of 3 or 5 bedrooms. Options include:

- **Dorm Unit:** Single room with twin bed and underbed storage desk, wardrobe with desk, microwave and mini fridge; shared washroom, kitchen.
- **3 Bedroom Pod:** Private bedroom with single bed, storage area, desk and closet. Shared kitchen and 2 bathrooms with pod-mates.
- **5 Bedroom Pod:** Private bedroom with single bed, storage area, desk and closet. Shared kitchen and 3 bathrooms with pod-mates.
- **Shared Dorm Unit** Single dorm unit shared by two students with 2 beds, 2 desks, 2 wardrobes, 2 mini fridges and 1 microwave. Shared washrooms and common kitchen.

ROOMS INCLUDE:

- Single extra long twin bed
- Desk with chair
- Closet space or wardrobe
- Large screened windows
- Wireless internet
- In-house complimentary laundry
- Telephone service

VIBRANT COMMUNITY LIVING

The Campus Cafeteria is just steps away, serves full course breakfasts, lunch and meals on the go. Study and Practice rooms available as well as bike storage. Other features include:

- Atrium Lounge: Board games, reading, relaxation, and music making
- Games Room: Table Tennis, Foosball
- Two TV areas: Sectional, TV/DVD and gaming
- Just Outside: Disc Golf, Hiking/biking trails, soccer, gymnasium, school, cafeteria, transit stop and Park/beach nearby
- Area Activities: Skiing, snowboarding, fishing, hiking, swimming, paddle boarding, kayaking, mountain biking, paddleboarding and much more

Visit www.selkirk.ca/student-housing for more information.

APPLY NOW

To download an application and fee schedule visit selkirk.ca/services/campus-services/student-housing-services/tenth-street-student-housing-nelson or call **250.505.1393** for more information.



STUDENT APPLICATION/ADMITTANCE AND ELIGIBILITY

Applications for Student Housing are accepted from students taking a minimum of 50% course load at Selkirk College. Students with less than a 50% course load must request special permission. Full-time students requiring accommodations for the entire academic year are given preference.

Students on behavioural probation under the Selkirk College Student Code of Conduct Policy, **for a matter related to Student Housing**, are not eligible for admission to the Housing, however, special requests may be submitted to the Student Housing Coordinator for consideration.

Offers for Student Housing spaces are based on your application date and a \$50 application fee.

Applications will be processed only when accompanied by an application fee of \$50.00. A room/damage deposit of \$400 is due upon acceptance of the room offer. 1st term fees are due 6 weeks prior to the program start date. For students staying for shorter terms, full payments are due 6 weeks prior to arrival.

Note: Selkirk College provides housing to residents by way of Student Housing Agreement only. The Residential Tenancy Act of BC does not have any application to this agreement.



REFUNDS/TERMINATION OF LICENSE AGREEMENT

Students wishing to withdraw from Student Housing early, are required to give written notice 60 days in advance of their departure. Notice must be given the last day of the month prior to the 60 days taking effect. A refund will only be given if the space made vacant by the cancellation or termination has been filled by a replacement resident and all other spaces in Student Housing are full.

Any student terminating his or her contract will forfeit all fees paid to Selkirk College. After all other rooms are occupied; the Student Housing office will then try to fill the student's room and refund to the student the portion of the Student Housing fees paid if and when the room is filled. The refund will be from the date of occupancy by the new student to the end of the term. In addition a fee of \$100 will be assessed for cancellation of the Student Housing contract.

OFF-CAMPUS HOUSING

We can provide students with lists of available rental properties in Nelson, Castlegar, Trail and other local areas. To access the lists go to:

selkirk.ca/services/campus-services/residence-services/campus-housing-list

You can also send an email to housing@selkirk.ca or telephone the College at or **1.866.301.6601 (1.888.953.1133 ext. 21273 in Castlegar)** to request the list.

Athletics & Recreation

RECREATION

Selkirk College offers a variety of sports, activities and recreation in both Castlegar and Nelson. Students can take a break from their studies and relieve a little stress by playing basketball, volleyball, badminton, racquetball, squash, pickle ball, ping pong and dodgeball to name a few. Castlegar also has a unique bouldering cave and Nelson has an extensive climbing gym operated by the Kootenay Climbing Association.

Fun social events like the annual Salmo Ski Night, Curling Night, Bowling Night and the Ainsworth Hot Springs Tour allow students time to relax and experience just a sampling of the vast recreation opportunities in the region. Various fitness classes (Yoga, Tai Chi, Step, Body Fit, Circuit, Capoeira, Zumba etc) are available for free or at great student discounts and the use of the weight room and gym is free for all students and staff. Various contests, games and challenges are scheduled throughout the year so get involved, stay active and have some fun!

Contact one of your campus life programmers by calling **250-365-1292** in Castlegar or **250-505-1325** in Nelson. You can also visit www.selkirk.ca/athletics for more information.

WORK STUDY JOBS

There are many work study jobs available within the Athletics and Recreation department which entail coordinating or assisting with: weight room, climbing wall, intramurals, student activities, working with the varsity teams, home game operations, webcasting and broadcasting. Interested students should inquire immediately as the jobs are usually filled very quickly. Not only do you get paid but you also get some valuable hands on experience that will add to your resume and portfolio.

FINANCIAL AID – FOR STUDENT ATHLETES

There are many opportunities for student athletes to receive financial aid by participating in Saints Athletic programs.

These include college entrance awards, bursaries and year end awards. Many student-athletes may also earn athletic scholarships as part of a coach's recruitment drive or as a result of successful athletic performance.

SAINTS HOCKEY

The Saints have won the BCIHL Championship four out of the last seven years and they are preparing for another exciting season. This year's roster will welcome over 12 new recruits.

Selkirk's league competition includes Simon Fraser University (Burnaby), Vancouver Island University (Nanaimo), Trinity Western University (Langley) and the University of Victoria.

This fall the Saints will begin their exhibition schedule mid September before the regular season begins on Oct 5 and 6th when SFU comes to the Castlegar Community Complex.

In September, visit the college gymnasium and purchase your Saints season pass at a highly discounted rate offered exclusively to Selkirk College students and staff .

For up-to-the-minute team news, game schedules, ticket information and more detailed information on the various jobs available, visit the official Saints hockey website at gosaints.ca



SAINTS CLUB TEAMS, CLUBS & DROP IN EVENINGS

Over the past few years there have been club teams and drop-in nights for a variety of activities such as volleyball, basketball, soccer, badminton and pickle ball. Student clubs have been setup for bouldering, drones, snowshoeing, fishing, archery, nursing and much more. All activities are based on student interest and a more comprehensive list is available at selkirk.ca.

Club funding is available through the athletics and recreation department or by individual fundraising. Students looking to be a part of club or activity should look for sign-up sheets during the first few weeks of class to ensure they are included in any communication.

STUDENTS ACTIVITIES AT SELKIRK COLLEGE

The Student Experience Team was created to give all students across all campuses opportunities to interact and enjoy activities that support a variety of programs or initiatives.

The SET also supports the annual Ski Trip, Ainsworth Hot Springs Tour and the hockey fan bus that departs from the Castlegar Residence (Kekuli House) before each home game. The SET is always looking for new ideas for student activities so please contact the athletics and recreation department if you would like to share some!

SOCIAL MEDIA

You can keep up to date on a variety of fronts by visiting some of our facebook pages:

- Selkirk College Campus Rec
- Selkirk College Tenth Street Gym
- Selkirk College Student Central
- Selkirk Saints Varsity Men's Hockey Team

Also, please keep an eye out for various twitter and Instagram feeds.





get**connected**

**FREE
BBQ LUNCH,
ACTIVITIES
& PRIZES!**

*Connect with other students, meet new friends,
take in some great music and food. See what the
college and community have to offer.*

CASTLEGAR: TUESDAY, SEPTEMBER 3, 2019

NELSON: WEDNESDAY, SEPTEMBER 4, 2019

Watch for postcard with detailed information.
Go to selkirk.ca/get-connected for more info.

**STAY UP-TO-DATE ON
THE LATEST:**

facebook.com/selkirkcollege

instagram.com/selkirkcollege

twitter.com/selkirkcollege