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Columbia College reserves the right to make changes to the Calendar without prior notice. This Calendar is intended to provide information about Columbia College, and every effort has been made to be accurate at the time of printing. Actual courses, curricula, policies, procedures, regulations and requirements will take precedence over the Calendar, as these areas are under continual review.

While every effort has been taken in the preparation of the information contained in this document, Columbia College does not and cannot guarantee its accuracy. Recent revisions are available on our on-line calendar: www.columbiacollege.ca

ACADEMIC SCHEDULE 2015-16

FALL SEMESTER 2015

Aug 24 – 28	Orientation and Registration for new students.
Aug 31 – Sept 4	Registration for continuing and returning students and continuing Orientation and Registration for new students.
Sept 7	Labour Day. College closed.
Sept 8	Fall Semester classes begin. First day of course changes. First day of late registration.
Sept 14	Last day of late registration. Last day to add or change courses. Last day to drop courses without any notation appearing on transcript. Last day to drop courses and claim refunds (subject to Refund Policies outlined on pages 43-46).
Oct 12	Thanksgiving Day. College closed.
Nov 6	Last day for course withdrawals.
Nov 11	Remembrance Day. College closed.
Dec 4	Last day of classes.
Dec 7 - 11	Final Examinations.
Dec 14 - 18	Ongoing registration for continuing students.
Dec 24-28	Christmas Break. College closed.
Dec 29,30	College open.
Dec 31, Jan 1	New Year Break. College closed.
Jan 4 (2016)	College re-opens.

WINTER SEMESTER 2016

Dec 21-23 & 29,30	Orientation and Registration for new students.
Jan 4-8	Registration for continuing and returning students and continuing Orientation and Registration for new students.
Jan 11	Winter Semester classes begin. First day of course changes. First day of late registration.
Jan 15	Last day of late registration. Last day to add or change courses. Last day to drop courses without any notation appearing on transcript. Last day to drop courses and claim refunds (subject to Refund Policies outlined on pages 43-46).
Feb 8	Family Day. College closed.
Mar 10	Graduation and Awards Ceremony.
Mar 11	Last day for course withdrawals.
Mar 17	Professional Development Day. No classes.
Mar 25	Good Friday. College closed.
Apr 8	Last day of classes.
Apr 11 - 15	Final Examinations.
Apr 18 – 22	Ongoing registration for continuing students.

SUMMER SEMESTER 2016

Apr 25 -29	Orientation and Registration for new students.
May 2 – 6	Registration for continuing and returning students and continuing Orientation and Registration for new students.
May 9	Summer Semester classes begin. First day of course changes. First day of late registration.
May 13	Last day of late registration. Last day to add or change courses. Last day to drop courses without any notation appearing on transcript. Last day to drop courses and claim refunds (subject to Refund Policies outlined on pages 43-46).
May 23	Victoria Day. College closed.
July 1	Canada Day. College closed.
July 8	Last day for course withdrawals.
Aug 1	British Columbia Day. College closed.
Aug 5	Last day of classes.
Aug 8 - 12	Final Examinations.
Aug 15 – 19	Ongoing registration for continuing students.

FALL SEMESTER 2016

Aug 22 - 26	Orientation and Registration for new students.
Aug 29 –Sept 2	Registration for continuing and returning students and continuing Orientation and Registration for new students.
Sept 5	Labour Day. College closed.
Sept 6	Fall Semester classes begin. First day of course changes. First day of late registration.
Sept 12	Last day of late registration. Last day to add or change courses. Last day to drop courses without any notation appearing on transcript. Last day to drop courses and claim refunds (subject to Refund Policies outlined on pages 43-46).
Oct 10	Thanksgiving Day. College closed.
Nov 4	Last day for course withdrawals.
Nov 11	Remembrance Day. College closed.
Dec 2	Last day of classes.
Dec 5 – 9	Final Examinations.
Dec 12 – 16	Ongoing registration for continuing students.
Dec 23 - 27	Christmas Break. College closed.
Dec 28,29, 30	College open.
Jan 2	New Year Break. College closed.
Jan 3 (2017)	College re-opens.

ENGLISH FOR ACADEMIC PURPOSES AND GENERAL ESL PROGRAM SCHEDULE 2015 – 2016

FALL SEMESTER 2015

Aug 31 -Sept 4	Orientation and Registration for new students.
Sept 3, 4	Registration for Continuing and Returning students.
Sept 7	Labour Day. College closed.
Sept 8	Fall Semester Session I classes begin.
Oct 12	Thanksgiving Day. College closed.
Oct 22, 23	Mid-semester Entry; Orientation and Registration for students starting classes on Oct 26.
Oct 23	Last day of classes in Fall Semester Session I.
Oct 26	Fall Semester Session II classes begin.
Nov 11	Remembrance Day. College closed.
Dec 11	Last day of classes in Fall Semester Session II. Early Registration for Continuing Students.
Dec 24 - 28	Christmas Break. College closed.
Dec 29, 30	College open.
Dec 31, Jan 1	New Year Break. College closed.
Jan 4 (2016)	College re-opens.

WINTER SEMESTER 2016

Jan 4 (2016)	College re-opens after New Year's break.
Jan 4 - 8	Orientation and Registration for new students.
Jan 7, 8	Registration for continuing and returning students.
Jan 11	Winter Semester Session I classes begin.
Feb 8	Family Day. College closed.
Feb 25, 26	Mid-semester Entry; Orientation and Registration for students starting classes on Feb 29.
Feb 26	Last day of classes in Winter Semester Session I.
Feb 29	Winter Semester Session II classes begin.
Mar 17	Professional Development Day. No classes.
Mar 25	Good Friday. College closed.
Apr 15	Last day of classes in Winter Semester Session II. Early Registration for Continuing Students.

SUMMER SEMESTER 2016

May 2 - 6	Orientation and Registration for new students.
May 5, 6	Registration for continuing and returning students.
May 9	Summer Semester Session I classes begin.
May 23	Victoria Day. College closed.
June 23, 24	Mid-semester Entry; Orientation and Registration for students starting classes on June 27.
June 24	Last day of classes in Summer Semester Session I.
June 27	Summer Semester Session II classes begin.
July 1	Canada Day. College closed.
Aug 1	British Columbia Day. College closed.
Aug 12	Last day of classes in Summer Semester Session II. Early Registration for Continuing Students.

FALL SEMESTER 2016

Aug 29 – Sept 2	Orientation and Registration for new students.
Sept 1, 2	Registration for continuing and returning students.
Sept 5	Labour Day. College closed.
Sept 6	Fall Semester Session I classes begin.
Oct 10	Thanksgiving Day. College closed.
Oct 20, 21	Mid-semester Entry; Orientation and Registration for students starting classes on Oct 24.
Oct 21	Last day of classes in Fall Semester Session I.
Oct 24	Fall Semester Session II classes begin.
Nov 11	Remembrance Day. College closed.
Dec 9	Last day of classes in Fall Semester Session II. Early Registration for Continuing Students.
Dec 23-27	Christmas Break. College closed.
Dec 28-30	College open.
Jan 2	New Year Break. College closed.
Jan 3 (2017)	College re-opens.

APPLICATION PROCEDURE

All written inquiries relating to admission should be sent to:

Admissions, Columbia College
438 Terminal Avenue
Vancouver, British Columbia
Canada, V6A 0C1

E-mail inquiries may be made at:
admin@columbiacollege.ca

Local inquirers should telephone 604-683-8360 and arrange to speak to an Admissions Officer.

Procedure

Forward the completed Application Form, enclosing an application fee of \$150.00 (this amount includes all testing fees), or apply on-line at www.columbiacollege.ca. The following documents should be submitted:

- transcripts of the most recent school results
- passport-sized photo
- copy of passport personal information page
- standard English test (IELTS, TOEFL, etc) results if available

Original copies or notarized copies of the above documents are required for the purpose of admission to Columbia College. The College processes applications upon receipt and issues a letter of acceptance to successful applicants within 5 – 10 business days.

Study Permits

Successful overseas applicants should present their letter of acceptance to the nearest Canadian High Commission, Embassy, or Consulate as part of the application for a Study Permit to study in Canada. Applicants should allow adequate time for processing of the Permit.

Effective June 1st, 2014, new regulations came into effect for international students studying in Canada. Significant changes included:

- *International students may only study at a Designated Learning Institution (DLI). Columbia College is a DLI.*
- *Students are required to actively pursue their studies while in Canada.*
- *Full-time students studying at the post-secondary level are allowed to accept part-time off-campus employment in Canada.*
- *Students may apply for Study Permits from within as well as from outside Canada.*

Study Permits may not be required for ESL-only programs of less than or equal to six months duration.

Tuition Deposits

As enrollment is limited, a tuition fee deposit may be required to guarantee a place for future semesters. All

applicants should read the College refund policy on pages 43-46.

Payment of Fees

On receipt of the letter of acceptance, overseas students are required to prepay a tuition deposit of \$12,200.00 (equivalent to the cost of 24 credits and the Document Assessment and First-time Registration Fee). Enrollment at the College is limited and places cannot be guaranteed unless the tuition deposit described above has been received. All fees are in Canadian funds and may be remitted by bank draft or wire transfer to COLUMBIA COLLEGE. **Applicants should read the College refund policy on pages 43-46 before submitting fees.**

Deferred Acceptance

If a student is for any reason unable to commence his or her studies in the semester for which he or she originally applied, the tuition deposit is transferable to the subsequent semester for a period of one year, provided the College is notified in writing at least 30 days prior to the first day of classes of the semester for which initial admission has been granted, and provided that the student has not already entered Canada. Requests for deferred acceptance received after this date may, at the discretion of the College, still be granted, but in such cases, the College reserves the right to apply penalties to subsequent requests for refunds as described in the refund policy on pages 43-46.

Estimated Costs (2 semesters, 8 months)

Although individual circumstances may vary, the following items are costs that may reasonably be expected for a two semester (8-month) period while studying at Columbia College.

Living Expenses:

Room and Board	\$ 6,400.00
Transportation ¹	\$ 588.00
Health Insurance ²	\$ 554.00
General Expenses	\$ 2,400.00
Total Living Expenses	\$ 9,942.00
Tuition Fees (2 semesters) ³	\$12,000.00
Text Books	\$ 1,600.00
Total Costs for 8 Months	\$23,542.00

¹ Based on the purchase of *Faresaver* single zone tickets, at \$21.00 per week for 2 x 14 = 28 weeks of classes.

² Based on the BC Medical Plan rate of \$69.25 per month for a single person

³ Based on a course load of 12 credits (4 university-level courses or 3 secondary courses) per semester. New students arriving from overseas should add a further \$200.00 Document Assessment and First Time Registration Fee (to give a total of \$12,200.00) payable in the first semester.

All students are required to pay tuition fees in effect for the semester of registration. Early payment of fees does not exclude a student from future fee increases.

PLACEMENT TESTS

Students who do not have the required prerequisite for an English course are normally required to write the Language and Writing Assessment test (LWA) and/or the English Placement Test (EPT) on arrival at the College to determine their appropriate English level. University students who wish to register in a university Math course, or any course with a Math co-requisite, must write the Math Placement Test (MPT).

Students scoring 7 or less out of 42 on the MPT must take Math 090. Students scoring 8 to 15 may register in Math 110, while students scoring 16 to 23 may register in Math 100. Students scoring 24 or more may register in a calculus course (Math 111 or Math 113). (Note: students planning to write the MPT are advised that a study guide and sample test are available on the Columbia College website (www.columbiacollege.ca) under “Admissions, placement tests”).

ENGLISH REQUIREMENTS

Students are required to submit minimum TOEFL, IELTS, CAEL, or LPI results (see below) or write the Columbia College Language and Writing Assessment (LWA) on arrival at the College (some exceptions apply). The minimum scores for placement in an English course are as follows:

	ENGL 101 & ENGL Literature	ENGL 100 or ENGL 11 or ENGL 12	Writing 099	ENGL 099 or CMNS 12	ENGL 098 or CMNS 11	ESL 097¹	ESL <097¹
IELTS²	Overall Band 6.5 and Writing Band 6	Overall Band 6.0 and Writing Band 6	Placement via C- in English 099 only	Overall Band 5.5 and Writing Band 5.5	Overall Band 5.5 and Writing Band 5.0 or Overall Band 6.0 and Writing Band 5.0	Overall Band 5.0 and Writing Band 4.5	
CAEL	≥70 & Writing 65	60-69 & Writing 60		50-59 & Writing 50	40-49 & Writing 45		
CELP	4H Academic	4L		3H	3L	2H	
LPI	5	4, Essay 25/40 & 50% on each of the 3 components		3, Essay 20/40 & 50% on each of the 3 components	3, Essay 20/40 & 50% on 1 of the 3 components		
LWA	6	5		3	2	1	
MELAB	83	79		75	72		
TOEFL CBT	230 & Essay Rating 4.5	213 & Essay Rating 4.0		197 & Essay Rating 3.5	180		
TOEFL PBT	570 & TWE 4.5	550 & TWE 4.0		530 & TWE 3.5	510		
TOEFL IBT							
Writing	21 plus two of:	19 plus two of:		16 plus two of:	14 plus two of:	12 plus two of:	<12
Reading	21	19		17	15	13	<13
Listening	21	19		17	15	13	<13
Speaking	21	19		16	14	12	<12
Total³	88	79		71	64	57	<57

Note: Students who present an external test score may still challenge the LWA to attempt to get a higher placement in the English program. However, such students will not be permitted a re-write of the LWA.

¹ Unless a student presents a minimum iBT TOEFL or IELTS or CELPIP score for placement at ESL 097, placement in the ESL Program (094, 095, 096, 097) will depend on the Columbia College English Placement Test (EPT).

² Academic Test

³ To achieve the “Total” score the student must score more than the minimum in at least one component.

GRADING SYSTEM

University Transfer Courses and Noncredit English courses

Grade	%	Points	Rating
A+	90-100	4.3	Excellent
A	85-89	4.0	
A-	80-84	3.7	Very Good
B+	76-79	3.3	
B	72-75	3.0	
B-	68-71	2.7	Good
C+	64-67	2.3	
C	60-63	2.0	Satisfactory
C-	55-59	1.7	
D	50-54	1.0	Marginal Pass
F	0-49	0.0	Fail
N	below 50	0.0	Failure for non-completion or non-attendance ¹

Foundation Courses

For foundation courses the College uses the grading system recommended by the BC Ministry of Education.

Grade	%	Points	Rating
A	86-100	4.0	Excellent
B	73-85	3.0	Very Good
C+	67-72	2.5	Good
C	60-66	2.0	Satisfactory
C-	50-59	1.0	Pass
F	below 50	0.0	Fail
I	below 50	0.0	In Progress/ Incomplete

¹ A grade of N may be assigned for the following reasons:

- a. Where a student has failed to attend 50% or more of class meetings,
- b. Where a student has failed to submit 50% or more of assigned course work,
- c. Where a student has not completed the minimum lab requirement in a course with a lab component,
- d. Where a student has failed to write the final exam.

It should be noted that a grade of D (university system) indicates a marginal pass and is not a sufficient grade for the course to fulfill a prerequisite requirement.

Other terms that may appear in place of grades on a student's permanent record include:

AU: Audit. The student registered in the course but not for credit, and so no grade was assessed.

GD: Grade Deferred. A deferral is granted by an instructor who is satisfied that, due to illness or other serious personal or family problems, a student is unable to complete the course requirements for a grade. An instructor may also enter a grade of GD when there is an unresolved charge of plagiarism pending. A student granted a deferral will have until the first Thursday of the next semester to make up the course requirements. Failure to do so will result in an F on the student's permanent record.

IP: In Progress. Indicates that the course was still in progress at the time the transcript was issued.

P: Pass. Indicates a pass in a course that is only assessed on a "Pass" or "Fail" basis. ("F" would indicate a fail in such a course.)

R: An "R" beside a letter grade (e.g. RD) indicates that the course has been repeated. The letter R is assigned to the lower of the grades obtained for the course. The R grade is not included in the calculation of the Columbia College Cumulative GPA, and no credit is granted for it. However some universities (e.g. UBC) include repeated courses when calculating GPAs for admission purposes.

TS: Transfer Standing. The student has been granted secondary transfer credit.

W: Withdrawal from a course.

PROGRAMS OF STUDY

Columbia College operates on a tri-semester system. Students can begin their program at the start of any semester.

SEMESTER	TIME PERIOD
Fall	September to December
Winter	January to April
Summer	May to August

Each semester is 14 weeks and allows for a break of at least three weeks between semesters.

Students admitted to Columbia College will study in one of the following three programs of study:

1. The University Transfer and Associate Degree Programs may be entered by students who have successfully completed the Senior Secondary Program in BC or the equivalent elsewhere, or by completion of a Foundation Program at Columbia College. Courses may be taken at the first or second year university levels and are fully transferable to local (and other) universities. Students who complete 30 credits (some universities will consider fewer than 30 credits) of university studies are eligible to enter second year at a university. Students completing more than 30 university credits may apply to second year, completing any remaining required credits at the university before proceeding to third year studies. Students who complete

60 credits (some universities will consider fewer than 60 credits) are eligible to enter third year at a university. Students who complete 60 credits of university studies, including certain specific requirements may qualify for either an Associate of Arts or an Associate of Science Degree (see page 8). Holders of Associate Degrees may apply for admission to third year at university; some universities give priority in admission to Associate Degree holders.

2. University Foundation Programs are available to students who wish to enroll in university but lack the prerequisites to do so. There are five distinct foundation options, and, while only completion of the Senior Secondary Program will allow a student to be eligible for direct entry to university, completion of any of the options listed below will allow a student to enter the University Transfer Program at Columbia College, provided the minimum grade requirements are achieved.

The five Foundation options:

i) The Accelerated Secondary Program is available to honors students with strong academic backgrounds who wish to move into the University Transfer Program at Columbia College as quickly as possible. In this fast-track program, students who have completed O-level, for example, are required to take four Grade 12 and two Grade 11 courses, along with any necessary prerequisites, before entering the university program at Columbia College.

ii) The Senior Secondary Program is suitable for students who have completed Grade 10 or 11 in Canada, or the equivalent elsewhere. Students complete Planning 10 and the Grade 11 and 12 courses required for high school graduation as specified by the Ministry of Education, and take Provincial Examinations as required (i.e. English 10, Science 10, Mathematics 10, Social

Studies 11, and English 12 or Communications 12). Students receive the BC Grade 12 Graduation Diploma (Dogwood Diploma). Students completing the Senior Secondary Program are eligible to apply for admission to first year at a Canadian university, or may choose to continue their studies in the University Transfer Program at Columbia College.

iii) The Adult Secondary Program is available to students who are 18 years or older. Students receive a BC Adult Graduation Diploma (Adult Dogwood Diploma).

iv) The High School Completion Program is available to students who wish to proceed to the University Transfer Program at Columbia College without completing all the requirements for a BC Graduation Diploma. This program is normally one semester shorter than the Senior Secondary Program. Students receive a BC School Completion Certificate.

v) The University Preparatory Program is available to students who have graduated from high school but who lack certain academic qualifications and/or prerequisites for specific desired university courses.

3. The English for Academic Purposes Program provides English instruction for two types of students – first, to students who have been accepted into an Academic Program but whose English skills are deemed insufficient, and second, to students wanting an academic environment in which to learn English. There are five levels in which students may be placed based on their performance on assessment or placement tests. Students may begin their program at the beginning of any semester or mid-semester entry point.

1. THE UNIVERSITY TRANSFER PROGRAM

FIRST AND SECOND YEAR

In Canada and the United States, students may either proceed to university directly from high school or after completing one or two years at a college. The University Transfer Programs offered by colleges allow students to take their first and second year university-level studies in the more personal atmosphere of a smaller college before transferring to second or third year at a university. Some colleges, Columbia College among them, are authorized to offer two-year Associate Degrees. These degrees, awarded upon completion of at least 60 credits (and the fulfillment of certain specific requirements) are useful both as a stand-alone qualification and also as a basis of admission to third year at university. Transfer credit is pre-arranged for university courses completed at Columbia College with local universities

such as the University of British Columbia, Simon Fraser University and the University of Victoria. It is customary for other universities in BC and the United States to recognize the transfer credits listed by the British Columbia Council on Admissions and Transfer, BCCAT (see www.bctransferguide.ca). However, students need to check with the admissions office of the university to which they seek admission in regard to transferability of particular courses. The length of time required to achieve an undergraduate degree in Canada can vary from three to five years, depending on the student's background, the type of undergraduate degree sought, course load and the program requirements of the particular university in which the degree is earned. The

average length of time required to obtain a Bachelor's degree is four years.

In most university programs, the first year is a general year in which students choose a broad range of courses in addition to courses in their area of specialization. Specialization does not usually begin until the second year. A pre-Commerce year has been introduced in several universities. Depending on the university to which a student may go, a one-year transfer program at Columbia College usually fulfills requirements for the pre-professional degree program (such as Commerce) or for the first year of a four-year degree program (such as Economics).

Program Description

The University Transfer program will be of interest to students who seek transfer to a degree program at a Canadian or American university. Many students transfer after completing between 24 to 30 credits at Columbia College. For Business students, there is also a complete second year program available at Columbia College.

Most first year Arts and Social Science courses are introductory and require no prerequisite in the subject area. All Science courses have secondary level science prerequisites. University courses usually earn three or four credits, and a full semester course load may consist of 9 to 15 credits. A minimum of two semesters will be required to be eligible to transfer to the second year of an undergraduate degree program at a university.

Admission Requirements

The University Transfer Program is open to students who have completed the course requirements for any of the five Foundation options at Columbia or a BC Grade 12 Secondary Diploma elsewhere, with a minimum average grade of C in four academic Grade 12 subjects, including either English 12 or Communications 12. Applicants who have completed Senior Secondary in another province in Canada must have equivalent results. Overseas candidates must present Senior or High School Matriculation results with a C or better average. Candidates presenting GCE results should have five passes, two of which should be at the Advanced level.

Students who require College Preparatory English courses (English 098, English 099 and/or Writing 099) should be prepared to spend one or more additional semesters to complete minimum transfer requirements.

Students applying through the Student Partners Program (India)

are required to have an IELTS overall score of 6.0 (min) plus a minimum of 5.5 in each band to qualify under SPP. Columbia College will only consider applications from India that come through the SPP. Columbia requires Indian students to have a minimum of 65% average on their best four academic grade 12 courses (State Boards and National Open School) or 63% average (CBSE and ISCE). Students applying on the strength of a Polytechnic Diploma should have a 75% average on all coursework.

ASSOCIATE DEGREES

This program is offered under the written consent of the BC Minister of Advanced Education. Prospective students are responsible for satisfying themselves that the program and the degree will be appropriate to their needs (e.g. acceptable to potential employers, professional licensing bodies, or other educational institutions).

Students who have obtained an Associate Degree are eligible to apply to Citizenship and Immigration Canada (CIC) for a Post-Graduation Work Permit, an open work permit allowing holders to work in Canada for up to 3 years.

Program Description

An Associate Degree is a credential that may be awarded to students who have completed two full years of study at the first and second year university levels including completion of certain specific requirements. (Two full years is usually viewed as completion of 20 university-level courses; these courses may be 3 or 4 credits each, so while the Associate Degree requirements may be completed in as few as 60 credits, sometimes – and this is particularly true of the Associate

of Science Degree – students will need to complete more than 60 credits.) The requirements are standardised throughout the province, creating a recognized credential that stands in its own right.

The requirements provide a solid foundation in one particular area of study while encouraging students to take a wide range of courses, guaranteeing breadth in their educational experience.

Universities in British Columbia recognize the value of Associate Degrees and accept them as a basis for admission to third year of baccalaureate programs. BC's public research universities all guarantee the full 60 credits to students admitted on the strength of an Associate Degree (though specific course requirements must still be completed if not included in the Associate Degree), even if not all courses counting towards the Associate Degree transfer to the university in question individually. Some universities give priority in admission to Associate Degree holders.

To qualify for a Columbia College Associate Degree students must take at least the last 10 courses at

Columbia College. Moreover, at least 4 of the required 6 second year courses must be taken at Columbia College. All qualifying courses must have been taken within the 5 years preceding the award of the Degree. A minimum grade-point average of 2.0 (a "C" average) must be achieved on all courses counting towards the Associate Degree. (The GPA calculation will be made on all courses, including those taken at other institutions.)

Transfer Credit from Other Institutions

Credit towards a Columbia College Associate Degree may be awarded for work completed at other institutions. Such credit will normally be assessed at the time of admission. Courses taken at a recognized BC institution (one that is a member of the BC Transfer System) which transfer to at least one of BC's public research universities (UBC, SFU, UNBC, UVic) in an appropriate discipline will normally be considered for transfer credit. (Students should consult the BC Transfer Guide at www.bctransferguide.ca.)

Columbia will accept up to ten courses for transfer credit. (Columbia requires students to complete at least ten courses counting toward their Associate Degree at Columbia College.)

Students should note that some institutions in BC offer courses that only transfer to one BC university. Columbia College may grant such courses transfer credit, but this transfer credit is only valid if the course in question is used to complete an Associate Degree at Columbia College. (The major universities in BC guarantee the transfer of 60 credits to Associate Degree holders.) Granting of transfer credit by Columbia

College does not suggest that these courses will transfer to all BC universities on a course-by course basis.

Decisions on Transfer Credit and Appeal of Transfer Credit decisions:

1. For transfer credit to be granted students must submit ALL relevant documents when they apply to the College. Decisions on transfer credit are made at the time of admission or at the first course planning session with a counselor. The College must be informed at the time of admission of all courses in progress at other institutions.
2. Decisions on transfer credit may be appealed. Students may appeal on grounds such as the (5 year) time limit and whether local universities would grant similar credit. Students should recognize that for transfer credit to be considered there should be at least an 80% overlap in course content with a Columbia College course, and it is likely that this will require a course outline to be submitted. Appeals of transfer arrangements listed in the BC Transfer Guide will not be accepted; neither will appeals for credit for courses that have been considered for formal articulation but rejected.
3. Students wishing to appeal a transfer credit decision should first consult with a Counsellor. Appeals will be submitted in writing via the Counsellor and will include the grounds on which the initial transfer credit decision is being contested.
4. Appeals will be considered by the Registrar (or designate) and a final decision made within 5 working days of the appeal being submitted. The student will be informed of the final decision in writing.

Program Requirements for Associate Degrees

Unless otherwise specified, the requirements may be fulfilled by selecting from the following:

English Writing: English 100, 101

English Literature, 1st year: English 108, 110, 121, 131

Lab Science: Biology, Chemistry or Physics

Social Science: Anthropology, Economics, Human Geography, Political Science, Psychology, Sociology

Humanities: Asian Studies, English, Fine Art, French, Japanese, Mass Communications, Philosophy, Spanish

Note: For the regular AA Degree, Business courses may normally only be used to fulfill elective requirements.

ASSOCIATE OF ARTS DEGREES

I. General Associate of Arts Degree.

20 courses (60 credits) of 1st and 2nd year courses, to include at least 6 courses (18 credits) in Arts at the 2nd year level, taken in two or more subject areas.

Specific Requirements

To include:

- a) 2 courses in English (one in Composition and one in Literature)
- b) 3 courses in Science, including at least 1 course in Mathematics, Computer Science or Statistics, and 1 course in a Laboratory Science

- c) 12 courses in Arts, including 2 courses in Social Sciences, 2 courses in Humanities other than English, and 8 additional courses in Arts
- d) 3 courses in Arts, Science or other areas.

II. Associate of Arts Degree (Economics Concentration)

All requirements of an Associate of Arts Degree are met, but the program must also include:

- a) Two courses in first-year Calculus (either MATH 111 and 112 or MATH 113 and 114)
- b) First year Microeconomics and Macroeconomics (ECON 103 and 105)
- c) A Statistics course (BUSN 291 or MATH 206)

d) Three courses in Economics at the second-year level (i.e. for which ECON 103 and 105 are the prerequisites), to include:

Canadian Microeconomic Policy, ECON 290

Canadian Macroeconomic Policy ECON 291

One of:

Money Banking and Financial Markets, ECON 240

Environmental Economics, ECON 260

Introduction to Labour Economics, ECON 280

(Note: 2nd year courses MUST be taken in at least two subject areas.)

The above fulfills the requirements for a Flexible Pre-Major in Economics.

III. Associate of Arts Degree (Mass Communication Concentration)

All requirements of an Associate of Arts Degree are met, but the program must also include:

a) Introduction to Communication Theory, CMNS 110

b) Explorations in Communication, CMNS 130

c) Three courses in Mass Communication at the second-year level, i.e. three from:

Introduction to Nonverbal Communication, CMNS 205

Social History of the Media, CMNS 210

Understanding Television, CMNS 220

Advertising as Social Communication, CMNS 223

Cultural Industries in Canada, CMNS 230

Introduction to Information Technology: The New Media, CMNS 253

(Note: 2nd year courses MUST be taken in at least two subject areas. Although Columbia offers six 2nd year Mass Communication courses, students should not take all six.)

IV. Associate of Arts Degree (Business Administration Concentration)

All requirements of an Associate of Arts Degree are met, but the program must also include:

a) A course in first year Calculus (MATH 111 or 113)

b) First year Microeconomics and Macroeconomics (ECON 103 and 105)

c) 6 courses in 2nd year Arts

(Note: 2nd year courses MUST be taken in at least two subject areas.)

d) 4 courses in Business, i.e. Four of:-

Financial Accounting, ACCT 251

Managerial Accounting, ACCT 254

Introduction to Marketing, BUSN 250

Organizational Behaviour, BUSN 272

Management Science, BUSN 290

Business and Economics Applications of Statistics, BUSN 291

Corporate Finance and Capital Markets, BUSN 298

Introduction to Computers and Information Systems In Business, CSCI 237

Managerial Economics, ECON 207

The above may be modified to meet the entrance requirements for direct admission to a Business Program at either UBC or SFU. Students should consult a Counsellor for details, but essentially SFU requires the inclusion of 9 specific courses (MATH 111 or 113, ECON

103 and 105, ACCT 251, BUSN 272 and 291, CSCI 237, ENGL 101 and ONE of ENGL 108, 110, 121, 131, 215 or PHIL 101, 102 or 113) while UBC requires that FIVE 2nd year Business courses be taken (the five to include only one of CSCI 237 or BUSN 250), thus requiring the completion of (minimum) 21 courses.

ASSOCIATE OF SCIENCE DEGREES

V. General Associate of Science Degree.

20 courses (min 60 credits) of 1st and 2nd year courses. These must include a minimum of 6 courses (min 18 credits) at the second-year level, taken in two or more subject areas.

Specific Requirements

To include:

a) 2 courses in first-year English (one in Composition, one in Literature)

b) 2 courses in Mathematics including at least one course in Calculus

c) 12 courses in Science including at least 1 course in a Laboratory Science (not CHEM 100)

d) 2 courses in Arts other than English

e) 2 courses in Arts, Sciences or other areas

VI. Associate of Science Degree (Computer Science Concentration)

Includes all the requirements for an Associate of Science Degree, but also included are:

Introduction to Computer Science and Programming I, CSCI 120

Introduction to Computer Science and Programming II, CSCI 125

Introduction to Digital and Computer System Design, CSCI 150

Calculus I, MATH 113

Three courses in Computer Science at the second-year level. Columbia offers:

Data Structures and Programming, CSCI 225

Introduction to Computer Architecture, CSCI 250

Software Engineering, CSCI 275

(Note: 2nd year courses MUST be taken in at least two subject areas.)

The above fulfills the requirements for the Flexible Pre-Major in Computer Science.

(Note: Students planning to transfer to transfer to UBC to complete a B.Sc. after completion of an Associate Degree should consult with a Counsellor on the need to include biology, chemistry and physics courses among their first year courses.)

VII. Associate of Science Degree (Mathematics Concentration)

Includes all the requirements for an Associate of Science Degree, but also included are:

First-year Calculus - Calculus I, MATH 113, and Calculus II, MATH 114

Discrete Mathematics, MATH 120

Three courses in Mathematics at the second-year level. These will be:

Calculus III, MATH 213
Analysis I, MATH 225
Linear Algebra and Differential Equations, MATH
252

(Note: 2nd year courses MUST be taken in at least two subject areas.)

Introduction to Computer Science and Programming I,
CSCI 120
Introduction to Computer Science and Programming II,

CSCI 125

The above fulfills the requirements for the Flexible Pre-Major in Mathematics.

(Note: Students planning to transfer to UBC to complete a B.Sc. after completion of an Associate Degree should consult with a Counsellor on the need to include biology, chemistry and physics courses among their first year courses.)

ENGINEERING AT COLUMBIA COLLEGE

Columbia College offers courses that are equivalent to those taken in the first-year Applied Science (Engineering) Program at the University of British Columbia. Students completing the courses listed below will be able to apply for clear admission to second year in the Applied Science Faculty at UBC provided that UBC's GPA requirement is met.

Students must complete enough credits for UBC to evaluate their application by the end of April if they wish to be considered for admission the following September.

Applied Science 122 (1)	Introduction to Engineering
Applied Science 151 (4)	Engineering Graphics
Applied Science 160 (3) for Engineers	Fundamentals of Computer Programming
Chemistry 121 (4)	General Chemistry I
Chemistry 123 (4)	General Chemistry II
English 100 (3) or English 101 (3)	Language and Composition or Approaches to Academic Writing
Mathematics 113 (3)	Calculus I
Mathematics 114 (3)	Calculus II
Mathematics 252 (3)	Linear Algebra and Differential Equations
Physics 110 (4)	Newtonian Mechanics
Physics 118 (4)	Engineering Mechanics
Physics 120 (4)	Electricity and Magnetism
Arts Elective* (3)	

(* Options include courses in Asian Studies, Economics, English Literature, French Language, Fine Art, Mass Communication, Philosophy, Psychology, Sociology and Spanish language.)

2. UNIVERSITY FOUNDATION PROGRAMS

The Foundation Programs are available to students who wish to study at the university level but who lack the prerequisites to do so. There are five programs available: Accelerated, Senior Secondary, Adult Secondary, High School Completion, and University Preparatory.

Transfer Standing

Many students are eligible to receive "transfer standing" (TS) credit for courses taken before entering Columbia College. TS will be granted for courses that are considered equivalent to the established provincial or board authorized course.

An overseas student who transfers into a Foundation Program may be eligible for advanced placement at the Grade 11 or 12 levels if TS credit has been granted in the prerequisite Grade 10 or 11 course.

Examples of Transfer Standing credit:

Hong Kong. 50% or better on academic subjects taken in Grade 10 or 11. (TS for English 11 or Communications 11 requires supporting LWA or external examination score.)

Indonesia. SMU II (minimum grade 7)

Malaysia. Sijil Pelajaran Malaysia (SPM or MCE) (minimum grade C)

Singapore. GCSE/GCE 'O' Level (minimum grade C or 6)

Transfer standing for a Language 11/12 will be granted as specified by the Ministry of Education. Transfer standing will be awarded only if official final results are presented.

Provincial Examinations

Students in the Senior Secondary Program write provincial examinations in English 10, Mathematics 10, Science 10, Social Studies 11 and Language Arts 12 (English 12 or Communications 12). These examinations

may be written at Columbia College in January, April or May, June and/or August.

Required provincial exams should be written at the first available opportunity. Students wishing to write a provincial exam must inform their Counsellor and pay a \$50.00 registration fee per exam. This fee will be refunded to the student once they write the exam. Students who fail to turn up for a registered exam will forfeit the \$50.00. Students who score lower than 40% on the School Mark in an examinable subject will not be permitted to write the provincial exam in that subject.

Mathematics Courses

Any one of the three grade 11 mathematics courses (Pre-calculus 11, Foundations of Mathematics 11 or Apprenticeship and Workplace Mathematics 11) can be used to fulfill Senior Secondary graduation requirements in British Columbia. As university admission generally requires Pre-calculus 11, Columbia College has chosen to offer only this grade 11 Mathematics course on a regular basis.

Dual Credit Courses

The BC Ministry of Education allows students to take courses at recognized post-secondary institutions and count these courses as four-credit non-subject specific grade 12 courses towards completion of the requirements for high school graduation, while at the same time receiving full university transfer credit.

Students studying in a University Foundation Program at Columbia College may be allowed to register in a university-level course and, upon successful completion, be granted credit for both the university course and a secondary course at the grade 12 level. (The latter will be recorded as PSIAD 12, not a specific subject, on transcripts.)

A "dual credit fee" will be assessed in such cases. (See "Fees" on pages 40-42.)

Normally Secondary students will be eligible to register in university-level course for dual credit if they are:

- A new or continuing student with an average of 60% on two successfully completed academic grade 12 courses that are recognized by the BC Ministry of Education.
- A continuing student with an average of 67% (minimum) in all Grade 11 and 12 courses taken at Columbia College.

Students should note that:

- Students are limited to one dual credit registration per semester.
- A student is not eligible for dual credit registration if he/she is on probation.
- Social Studies 11 is the prerequisite for all university-level courses offered by the Social Science Division.

ACCELERATED PROGRAM

Students who have good academic qualifications (80% or "B" average, or equivalent, in the academic year (grade 10 or 11) prior to entry to Columbia College) can

choose to do this fast track program. Students completing this program will not receive a British Columbia Grade 12 Graduation Diploma or a Ministry transcript and are not directly admissible to university. However, students will proceed more quickly into the University Transfer Program at Columbia College.

Required Courses

Required Courses	Credits
English 11 or Communications 11	4
English 12 or Communications 12	4
Pre-calculus 11 (or Math 11) or Social Studies 11	4
Three Academic Grade 12 courses chosen from: Biology 12, Chemistry 12, Comparative Civilizations 12, Geography 12, History 12, Physics 12, Pre-calculus (Math) 12.	12
One Additional Course chosen from: a Language 11, a Science 11 or Social Studies 11	4

- Prerequisite courses must be completed and may increase the number of credits required to complete the program.

- Upon completion of the above courses, students will receive the Columbia College Accelerated Program Graduation Certificate.

- Students will not receive a BC Grade 12 Graduation Diploma or Ministry transcript and are not directly admissible to university.

Students may continue their studies in the University Transfer Program at Columbia College if they have a minimum of average of C (60%) on the four grade 12 courses.

SENIOR SECONDARY PROGRAM

The Senior Secondary Program is open to students who have satisfactorily completed Grade 10 or the equivalent. Applicants should have a 60% or "C" average, or equivalent, in the academic year (grade 10 or 11) prior to entry to Columbia College.

Students admitted on the basis of mid-year results must demonstrate satisfactory completion of an academic grade 10 or 11 program before first registration.

Students must have already completed the following courses (or equivalent) when they first register: English 10, Social Studies 10, Mathematics 10, Science 10, Fine Arts or Applied Skills 10, and Physical Education 10.

Columbia College offers a Senior Secondary Program that fully conforms to the Ministry of Education requirements. The College's semester system allows for a decrease in the time usually required to complete these requirements. Full Grade 11/12 requirements for high school graduation may be completed in four semesters (16 months). Students receiving transfer standing credit for studies taken prior to attending the

College can expect to finish in 2 or 3 semesters. Upon completion of the Senior Secondary Program students receive a BC Graduation Diploma.

Graduation Requirements (80 credits)

The courses listed satisfy both the BC Ministry requirements and Columbia College requirements for admission into the University Transfer program.

Students must have transfer standing for the courses in bold in order to be eligible for this program as Columbia College does not offer these courses. Students lacking these courses could consider the Accelerated or High School Completion Program instead.

Required Courses	Credits
Eng 10	4
English 11 (or Communications 11)	4
English 12 (or Communications 12)	4
Social Studies 10 and 11	8
Math 10 and Pre-calculus 11	8
Science 10 and 11	8
Fine Arts or Applied Skills 10	4
P.E. 10	4
Planning 10	4
Graduation Transitions	4
3 Academic Grade 12 courses chosen from:	12
Biology 12, Chemistry 12, Comparative Civilizations 12, Geography 12, History 12, Physics 12, Pre-calculus (Math) 12.	
4 Elective courses chosen from:	16
a grade 10 course for which transfer standing has been received or, Chemistry 11, Physics 11, Writing Discourse 11, or an Academic Grade 12	

Students are required to complete 150 minutes per week of physical activity, 30 hours of community service and complete a Graduation Transitions interview.

Note: not all courses are available every semester.

Course Challenges

In keeping with BC Ministry of Education guidelines, at the discretion of the Principal, some Senior Secondary courses at Columbia College may be challenged. For details, students should consult a Counsellor.

University Admission

Universities in Canada set their own entrance requirements. While these requirements vary from institution to institution, completion of the Senior Secondary Program at Columbia College satisfies the normal entrance requirements. Certain academic subjects and a minimum grade point average are also required.

Canadian university calendars are available in Student Services to all Columbia College students. Students will be advised regarding university admission requirements and application procedures during their course planning. Students wishing to accelerate their studies can continue in the University Transfer Program at Columbia College immediately following satisfactory Senior Secondary completion, while awaiting their Provincial Examination results.

ADULT SECONDARY PROGRAM

To enter the Adult Secondary Program students must be at least 18 years of age. This program requires completion of fewer courses than the Senior Secondary Program. Applicants should have a 55% average (or equivalent) in the academic year (grade 10 or 11) prior to entry to Columbia College.

Certain academic requirements may be waived for mature students (aged 23 or older).

Students completing the Adult Secondary Program may enter the University Transfer Program at Columbia College.

Required Courses	Credits
English 12 or Communications 12	4
Pre-calculus (Math) 11 or 12	4
Three Academic Grade 12 courses chosen from:	12

Biology 12, Chemistry 12, Comparative Civilizations 12, Geography 12, History 12, Physics 12, Pre-calculus (Math) 12.

- Prerequisite courses must be completed and may increase the number of credits required to graduate.
- Either Social Studies 11 or Planning 12 can be used in place of one academic Grade 12 course.
- Provincial exams are optional.
- Upon completion of the above courses, students will receive a BC Adult Graduation Diploma

HIGH SCHOOL COMPLETION PROGRAM

This Program is suitable for students who have not completed all the necessary credits to obtain a BC Grade 12 Dogwood Diploma. Applicants should have a 60% or "C" average, or equivalent, in the academic year (grade 10 or 11) prior to entry to Columbia College. This program requires fewer courses than the Senior Secondary Program. Students completing this program are not directly admissible to university but may enter the University Transfer Program at Columbia College.

Required Courses	Credits
English 11 or Communications 11	4
English 12 or Communications 12	4
Social Studies 11	4
Pre-calculus (Math) 11	4
a Science 11	4
Planning 10	4
3 Academic Grade 12 courses chosen from:	12
Biology 12, Chemistry 12, Comparative Civilizations 12, Geography 12, History 12, Physics 12, Pre-calculus (Math) 12.	

- Prerequisite courses must be completed and may increase the number of credits required to graduate.
- Upon completion of the above courses, students will receive a BC School Completion Certificate.

UNIVERSITY PREPARATORY PROGRAM

This Program is suitable for students who have graduated from High School but who lack certain academic qualifications for direct admission into the University Transfer Program. The Program is tailored to the individual student's background and goals. It is normally a one semester program comprised of a maximum of four appropriate academic preparatory courses. Senior secondary courses will be included if these are the prerequisites for university-level course work. Following successful completion of the University Preparatory Program, students may continue in the College's University Transfer Program.

Applicants to the U Prep Program should have a 60% or "C" average, or equivalent, in the academic year prior to entry to Columbia College.

3. THE ENGLISH FOR ACADEMIC PURPOSES PROGRAM

The Columbia College English Language Centre offers full-time and part-time English for Academic Purposes courses for those interested in going on to the College's University Transfer or Foundation Programs. The Program is also for students who wish to study English as a Second Language (ESL) in a more structured academic setting, but do not intend to pursue academic studies. Students may enroll in our 14 week or 7 week programs.

The hours of classroom instruction are:

Super Intensive (27 hours/week)

Full-Time (23 hours/week)

Part-Time (10, 15 & 19 hours/week)

Students may also take optional Workshops in addition to regular classroom hours. (Additional fees apply.)

New students are placed in English for Academic Purposes courses on the basis of their performance on the Columbia College Language and Writing Assessment (LWA) and/or the English Placement Test (EPT).

Orientation and Registration takes place the week preceding classes at the start of the 14 week semester and at the mid-semester point.

The English for Academic Purposes Program is for students who have been accepted into a College Academic Program but whose English skills require improvement before beginning their academic studies. Upon completion of this program, students will have a seamless transfer into the University Transfer or Foundation programs.

The General English Program is for students who do not desire to register in an academic program at

Columbia College but wish to improve their English in an academic environment.

There are five levels in the English for Academic Purposes and General English Programs. Each level is normally completed in fourteen weeks, although students who excel in their level will move up more quickly. All students are expected and encouraged to participate fully in all class activities. The program is based on the student-centred model whereby students are asked to work in small groups and to make presentations within the classroom.

ENGLISH FOR ACADEMIC PURPOSES COURSE DESCRIPTIONS (I designates the first 7 weeks of each semester, II designates the second 7 weeks of each semester)

Academic English 094 – I and II (Upper Beginner)

This Integrative course is for students at an upper beginner level of English. At this level, students work on developing basic grammar, academic reading and writing, listening, and speaking skills in an interactive environment.

Academic English 095 – I and II (Intermediate)

This integrative course is for students at an intermediate level of English. At this level, students work on improving listening and speaking skills. Attention is given to developing academic reading and writing skills and to expanding their vocabulary.

Prerequisite: 094-I and/or 094-II or equivalent.

Academic English 096 – I and II (Upper Intermediate)

This integrative course is for students who are at an upper intermediate level. Emphasis is placed on expanding academic reading, writing, listening, and speaking skills in a communicative environment

requiring active student participation, as well as improving advanced grammar skills.

Prerequisite: 095-I and/or 095-II or equivalent.

Academic English 097 – I and II (Advanced)

This course is for students at an advanced level of English who have a basic grasp of the fundamentals of English writing. Students at this level are being prepared for entrance into the College's academic program and may co-register in one academic course.

Prerequisite: 096-I and/or 096-II or equivalent.

Academic English 097A – I and II (Upper Advanced)

This is a course for ESL students who have a high degree of fluency in English. This course is intended for students who wish to improve their communication skills for professional and/or social use. Also, students who arrive at mid-semester and are ready for the academic program may be placed in this level to further improve

their academic English skills before the next semester begins. Considerable attention is given to expansion of vocabulary, consolidation of structure skills, improvement of academic writing, and the development of tactics for improved understanding and fluency.

Prerequisite: 097-I and/or 097-II or equivalent.

Elective courses

In addition to academic core courses covering grammar, writing, reading, speaking, and listening, students' schedules include a selection of elective courses: Fiction, Discussion, Academic Study Skills, Conversation, Current Events, Drama, English for Business, English for Humanities, English for Sciences, IELTS Preparation, Listening, Media Studies, Presentation Skills, and Pronunciation. Elective selections vary depending on course level and enrollment.

ACADEMIC COURSE DESCRIPTIONS

UNIVERSITY TRANSFER COURSES

Courses numbered 100 and above are university courses. Semester credits are indicated in brackets to the right of the course. Course numbers that begin with "0" indicate that the course is non-credit.

Notes:

For information on transferability, see pages 36-39 or the BC Transfer Guide, www.bctransferguide.ca

A minimum grade of C- is required for a university course to count as a prerequisite, unless stated otherwise.

A minimum grade of C- is required for a foundation or English course to count as a prerequisite, unless stated otherwise.

All second-year courses have a (minimum) 12 credit pre-requisite.

Economics 101, French 100, Japanese 100 and Mathematics 100 or 110 are not normally open to students with a grade of C+ or better in Economics 12, French 11, Japanese 11, and Pre-calculus 12 respectively.

Accounting 251 Financial Accounting (3 credits)

An introduction to financial accounting with a conceptual emphasis. Topics include understanding financial statements, cash flow analysis, generally accepted accounting principles, revenue and expense recognition, accounting policy choices, and the time value of money.

Prerequisite: 12 credit hours and English 099.

Accounting 254 Managerial Accounting (3 credits)

Students will learn how managers use accounting and financial information in the decision making process. Topics include job-order, process and activity-based costing, cost behaviour, cost-volume-profit analysis, variable costing, budgeting, standard costs and

operating performance measures, flexible budgets and overhead analysis, segment reporting, relevant costs, and capital budgeting.

Prerequisite: Accounting 251.

Anthropology 110 Introductory Anthropology I (3 credits)

An introduction to the comparative study of culture. Included are an overview of human evolution, prehistory, and major theoretical perspectives.

Prerequisite: minimum C+ in English 098.

Anthropology 120 Introductory Anthropology II (3 credits)

A further exploration of the comparative study of culture, with emphasis on handling ethnographic data and institutional analysis.

Prerequisite: Anthropology 110 and English 099.

Anthropology 230 Introduction to Economic Anthropology (3 credits)

By utilizing anthropological methods and ethnographic samples, students will be introduced to how economic systems reflect the history and adaptive experiences of different cultures

Prerequisite: Anthropology 110 or Sociology 110, and English 099.

Applied Science 122 Introduction to Engineering (1 credit)

This is a basic course designed to introduce students to the various engineering disciplines. Information will be provided on various aspects of the job and types of work done in the different fields. It will include lectures from practicing professionals as well as field trips to various engineering firms and sites.

Prerequisite: None.
Corequisite: English 098.

Applied Science 151 Computer Aided Engineering Graphics (4 credits)

This course covers the principles of engineering drawing, computer graphics, descriptive geometry, design, and problem solving. The fundamentals of graphical communication will help students think and communicate visually in the context of engineering design, and experience and develop skills in the creation and use of various types of engineering graphics through the use of Computer Aided Design (CAD) tools.
Prerequisites: Pre-calculus 12 and English 098.

Applied Science 160 Fundamentals of Computer Programming for Engineers (3 credits)

This course is aimed at Engineering students with little or no prior programming experience but a desire to understand computational approaches to problem solving. The students will learn fundamentals of Structured Programming in C, focusing on real-world engineering and scientific examples. An introduction to Object Oriented Programming will also be provided.
Prerequisites: Pre-calculus 12 and English 098

Asian Studies 110 Introduction to East Asia (China) (3 credits)

An introductory survey of the history and culture of China. This course covers major areas of China's thought, premodern and modern periods of political and historical development, literature, and the arts.
Prerequisite: minimum C+ in English 098.

Asian Studies 120 Introduction to East Asia (Japan) (3 credits)

An introductory survey of the history and culture of Japan. Japan's periods of prehistory, feudalism, opening to the West, and twentieth century history are covered in this course.
Prerequisite: minimum C+ in English 098.

Asian Studies 150 Introduction to South Asia. Indian Religions (3 credits)

An introduction to the interdisciplinary study of religion. The course will take a variety of approaches to the four major religions that originated in India: Hinduism, Buddhism, Jainism and Sikhism.
Prerequisite: minimum C+ in English 098.

Biology 110 Introduction to Biology I (4 credits)

An introductory course surveying a diversity of organisms, ecological and evolutionary principles, mechanisms of inheritance, and cell structure.
Prerequisite: Biology 12 or a strong science background.
Corequisite: English 098.

Biology 120 Introduction to Biology II (4 credits)

An introductory course surveying biochemical processes and compounds and physiological processes.
Prerequisite: Biology 12 or a strong science background.

Corequisite: English 098.

Note: Students may start either with Biology 110 or 120. Biology 110 and 120 together constitute the first year Biology sequence.

Biology 200 Cell Biology (4 credits)

A survey course on cell structure and function with discussions on the structure and function of the nucleus, eukaryotic organelles, the plasma membrane and cytoskeleton. Cellular processes such as DNA replication, transcription, translation, cell signalling, cellular respiration and photosynthesis will be covered.
Prerequisite: Biology 110 and 120, and Chemistry 121.
Corequisite: English 099.

Biology 234 Fundamentals of Genetics (3 credits)

Biology 234 is an introductory survey course in genetics, covering the following topics: the structure, function and replication of nucleic acids; cell division, mitosis and meiosis; organization of genomes, chromosomes and chromosome re-arrangements, polyploidy and aneuploidy; genotype, phenotype, and various types of gene mutations (including point mutations, deletions, duplications, hypermorphic, hypomorphic and null mutations); one and two gene interactions (including complementation and epistasis), segregation, linkage mapping, and basic population genetics (Hardy-Weinberg Principle); genetic research using model organisms, and applied genetics and biotechnology; and the fundamentals of how to do gene homology searches and sequence alignment using public databases. Pedigree analysis, and some of the more common human genetic diseases will also be discussed.
Prerequisite: Biology 110 and 120, and Chemistry 121 and English 099.

Business 250 Introduction to Marketing (3 credits)

An introduction to the essential concepts, terms, and functions of marketing in a business organization. Students will analyse, develop, evaluate and implement marketing strategies from a management perspective by using case studies. The elements of marketing mix, situation analysis and developing a marketing plan will also be explored.
Prerequisite: 15 credit hours.
Corequisite: English 100.

Business 272 Organizational Behaviour (3 credits)

The main objective of this course is to help students understand individual and group behaviours in organizations. A particular emphasis is placed upon developing interpersonal skills. Topics include individual differences, personality, perception, emotions, values, motivation, job design, group vs. teams, organizational structure, organizational culture, communication, power and politics, leadership, decision-making, organizational change and stress at work.
Prerequisite: 12 credit hours and English 099.

Business 290 Management Science (3 credits)

An introduction to quantitative analysis in decision-making. Common business problems are translated into mathematical models that are solved using spreadsheet analysis. Topics include linear programming, simulation, statistical decision making, network problems, project scheduling and basic probability theory.

Prerequisite: 15 credit hours, English 099 and Mathematics 111 or 113.

Business 291 Business and Economics Applications of Statistics (4 credits)

This course is an introduction to statistics. During the term, students will become familiar with spreadsheet software. Topics include descriptive statistics, probability theory, random variables and their probability distributions, inference, estimation, hypothesis testing, and simple and multiple regressions.

Prerequisite: 15 credit hours and English 099.

Corequisite: Mathematics 111.

Business 298 Corporate Finance and Capital Markets (3 credits)

An introductory finance course covering the concepts and analytical tools required to solve financial problems. Topics include corporate finance, time value of money, bond and stock valuation, capital budgeting, risk and return, diversification, CAPM, market efficiency, cost of capital, and international corporate finance.

Prerequisite: 15 credit hours, Economics 103, 105, and English 099.

Corequisite: Accounting 251.

Chemistry 100 Chemistry and the World Around Us (4 credits)

Not normally open to students with Chemistry 12.

A liberal arts Chemistry course for non-science majors beginning with an introduction to the basic principles of Chemistry. The principles of chemistry will then be applied to the world around us, with the focus being environmental issues. Topics include water, air pollution, and energy resources, as well as fundamental lab techniques.

Prerequisite: minimum C+ in English 098, Pre-calculus 11 strongly recommended. No previous Chemistry course is required.

Chemistry 121 General Chemistry I (4 credits)

The first semester of a general chemistry course dealing with the fundamental principles of chemistry. The topics covered include atomic structure and the periodic table, chemical bonding, an introduction to organic chemistry, gases, liquids, solids, and solutions.

Prerequisite: Pre-calculus 12 and Chemistry 12.

Corequisite: English 098.

Chemistry 123 General Chemistry II (4 credits)

The second semester of the first year general chemistry course. Topics include organic reactions, kinetics, equilibria, thermodynamics, and electrochemistry.

Prerequisite: Chemistry 121.

Corequisite: A Calculus course and English 098.

Chemistry 210 Organic Chemistry I (4 credits)

A study of the fundamental principles of organic chemistry. The course begins with a review of the structure of atoms and molecules and continues with the structure, properties, nomenclature, reactivities, mechanisms, syntheses, and spectroscopic identification of the principal organic classes.

Prerequisite: Chemistry 121.

Corequisite: English 099 and Chemistry 123.

Chemistry 220 Organic Chemistry II (4 credits)

A continuation of Chemistry 210. Topics include amines, substituted aromatics, amino acids, proteins, carbohydrates, and lipids. The applications of standard spectroscopic techniques are discussed.

Prerequisite: Chemistry 210.

Corequisite: English 099.

Chemistry 230 Organic Chemistry (8 credits)

A study of the fundamental principles of organic chemistry. The course contains the same material as Chemistry 210 together with Chemistry 220; the classroom hours are doubled to allow the course to be delivered in a single semester.

Prerequisite: Chemistry 123.

Corequisite: English 099.

Computer Science 101 Connecting with Computer Science (3 credits)

An overview of the history and fundamentals of computing and their connection with the arts, psychology and biology. A rigorous overview of the fundamental issues concerning both hardware and software. No prior computing background is required.

Prerequisite: Mathematics 090.

Corequisite: English 097.

Computer Science 120 Introduction to Computer Science and Programming I (3 credits)

An introduction to computer science and program design, suitable for students with little or no programming background. Students will learn the fundamental concepts and terminology of computer science, acquire introductory skills for programming in a high-level language, and be introduced to the diverse fields and applications of computer science. Topics include fundamental algorithms, pseudocode, computer architecture, data types, flow of control, computability and complexity, and some history of computer science.

Corequisite: Pre-calculus 12 or a university mathematics course, and English 097.

Computer Science 125 Introduction to Computer Science and Programming II (3 credits)

A rigorous programming course suitable for students with previous experience in computer science and programming. Topics include the history of computer science, a review of elementary programming, data types and control structures, fundamental algorithms,

abstract data types, elementary data structures, basic object-oriented programming and software design, elements of empirical and theoretical algorithmic, computability and complexity, design specification and program correctness.

Prerequisite: Computer Science 120.

Computer Science 150 Introduction to Digital and Computer System Design (3 credits)

An introduction to digital design concepts, logic blocks, the fundamentals of the operations of a microprocessor and assembly language programming.

Prerequisite: Computer Science 120.

Mathematics 120 is recommended.

Corequisite: English 098.

Computer Science 225 Data Structures and Programming (3 credits)

This course will explore ideas of data and program organization that allow complex tasks to be solved in simple and elegant ways. Program design and organization ideas such as abstract data types and object-oriented programming will be studied. Practical experience will be gained in Java.

Prerequisite: Computer Science 125.

Corequisite: English 098.

Computer Science 237 Introduction to Computers and Information Systems in Business (3 credits)

This course introduces students to computer based information systems and their applications in business. Topics include the basic structure of digital computer systems, microcomputers, and networking. The course also includes hands-on tutorials in application software such as word processing, spreadsheets, and database systems.

Prerequisite: 12 university credits and English 099.

Computer Science 250 Introduction to Computer Architecture (3 credits)

This course describes the general organization and architecture of computers, identifies the major components of computers and studies their function. Topics include processor organization, control logic design, memory systems, instruction set architecture, and architecture support for operating systems and programming languages. A hardware description language will be used as a tool to express and work with design concepts.

Prerequisite: Computer Science 150.

Corequisite: English 098.

Computer Science 275 Software Engineering (3 credits)

This course introduces the basic concepts and the modern tools and techniques of Software Engineering. Topics include the development of reliable and maintainable software via system requirements and specifications, software design methodologies including object-oriented design, implementation, integration and testing, software project management, life-cycle

documentation, software maintenance, and consideration of human factors and ethical issues. The course provides experience in working as a team to produce software systems that meet specifications while satisfying an implementation schedule. Students will produce professional quality oral/written presentations and project demonstrations.

Prerequisite: Computer Science 225, Math 120 and Math 113 (or Math 111 with min B+).

Corequisite: English 100.

Economics 101 Introductory Economics (3 credits)

Note: Not normally open to students with Economics 12 or equivalent.

An introduction to the principles of economics for university students with no background in the subject. Topics covered include supply and demand, the theory of the firm, elements of money and banking, the role of government, unemployment, and inflation.

Prerequisite: Mathematics 090.

Corequisite: English 098,

Economics 103 Principles of Microeconomics (3 credits)

A rigorous introduction to modern price theory. Elementary differential calculus is used throughout the course. Topics include the theory of choice, exchange, the theory of the firm, elements of market structure and public goods, and externalities.

Prerequisite: Economics 101 or Math 100 or Math 110.

Corequisite: English 098.

Economics 105 Principles of Macroeconomics (3 credits)

Note: Students are advised to complete Economics 103 before taking this course.

An introduction to macroeconomic theory with special reference to the Canadian economy. "Model building" is emphasized. Topics covered include Canada's national accounts, measuring inflation, growth and unemployment, an open economy model for Canada, elements of money and banking, and fiscal, monetary, and trade policy.

Prerequisite: Economics 101 or Math 100 or Math 110.

Corequisite: English 098.

Economics 207 Managerial Economics (3 credits)

A course in price theory at the intermediate level, focusing on topics which are relevant to managerial decision making. Topics include the theory of demand, production and cost, market structure, strategic behaviour and game theory, the role of government, and forecasting and estimation techniques.

Prerequisites: English 099 and Math 111, and minimum grade C in Economics 103 and 105.

Economics 240 Money, Banking and Financial Markets (3 credits)

An introduction to monetary and financial economics with special reference to the Canadian economy. Topics covered include fundamentals of financial markets and

instruments, the term structure of interest rates, the nature and functions of money, money and the real economy, monetary policy in Canada, and open-economy monetary analysis.

Prerequisites: Economics 103, 105 and English 099.

Economics 260 Environmental Economics (3 credits)

This course applies the tools developed in Economics 103 and 105 to current environmental issues. Topics covered include externalities, problems of common property, the costs and benefits of recycling, harvesting the “correct” amount of trees, and homesteading unowned resources.

Prerequisites: Economics 103, 105 and English 099.

Economics 280 Introduction to Labour Economics (3 credits)

An introduction to the modern theory of labour market behaviour. Empirical evidence supporting or refuting a variety of theoretical propositions will be discussed and the implications for public policy will be emphasized throughout. Topics to be covered include the demand for and supply of labour, compensating wage differentials, factor mobility, search models of unemployment, asymmetric information models of unemployment, inflation, and unemployment.

Prerequisites: Economics 103, 105 and English 099.

Economics 290 Canadian Microeconomic Policy (3 credits)

This course applies the tools developed in Economics 103 to current issues in the Canadian economy. Topics include opportunity cost, economic efficiency, the effect of taxes and subsidies, an economic analysis of marketing boards, the redistribution of income, and market failure.

Prerequisites: minimum C in Economics 103 and 105 and English 099.

Economics 291 Canadian Macroeconomic Policy (3 credits)

This course applies the tools developed in Economics 105 to current issues in the Canadian macro economy. Topics covered include Canada’s macroeconomic history, fiscal and monetary policy issues, government debt and deficits, NAFTA and the FTA, the Canadian balance of payments, and the value of the Canadian dollar.

Prerequisites: minimum C in Economics 103 and 105, Mathematics 111 or 113, and English 099.

English 098 College Preparation (non-credit)

English 098 is a non-credit English preparatory course for students in the University Transfer Program. Students are placed in English 098 because they either require remedial work in English or have completed prerequisites within the College. The course covers all aspects of language development, with particular attention to preparation in reading, writing, listening and speaking skills needed for university level work. English

098 students will be permitted to take a limited course load to a maximum of two university credit courses.

Prerequisite: English 097.

Corequisite: Writing Discourse 098.

English 099 Advanced College Preparation (non-credit)

English 099 is a non-credit advanced English preparatory course for students in the University Transfer Program. Students are placed in English 099 because they either require remedial work in English or have completed prerequisites within the College. The course focuses on the skills of university level writing, reading, listening and speaking. English 099 students will be permitted to take a limited course load to a maximum of three university credit courses.

Prerequisite: English 098 with a C or higher and Writing Discourse 098 with a C or higher. (Students with a grade lower than C in Writing Discourse 098 may proceed to English 099 but they must retake Writing Discourse 098 concurrently.)

English 100 Language and Composition (3 credits)

A course in the fundamentals of college reading and writing. Students will analyse college level prose and write short academic papers for a variety of purposes. Attention will be devoted to process in writing, rhetorical strategies, and to problems in grammar, mechanics, and style. Through the writing of a short research paper, students will refine research techniques and review styles of documentation.

Prerequisite: Writing Discourse 098 with a C or higher, and English 099 or Writing 099 with a C or higher.

English 101 Approaches to Academic Writing (3 credits)

An advanced course in the study and writing of academic prose across the disciplines. Students will be exposed to multiple documentation styles, and be required to analyse and respond to a variety of academic genres. Written responses will include a number of critical summaries and essays, and a research paper.

Prerequisite: English 100 with C or higher, or English 12 with C+ or higher.

English 108 Introduction to Literary Non-fiction (3 credits)

A study of the literary essay and other forms of literary non-fiction, including biography and memoir.

Prerequisite: English 12 with a C+ or higher, or English 100 with a C or higher, or English 101.

English 110 20th Century Poetry and Fiction (3 credits)

A study of poetry and modern short fiction.

Prerequisite: English 12 with C+ or higher, or English 100 with C or higher, or English 101.

English 121 Introduction to the Novel (3 credits)

A study of the development of the novel.

Prerequisite: English 12 with C+ or higher, or English 100 with C or higher, or English 101.

English 131 Introduction to Drama (3 credits)

A study of the development of western drama, from the Classics to modern plays.

Prerequisite: English 12 with C+ or higher, or English 100 with C or higher, or English 101.

English 210 English Literature to the Restoration (3 credits)

A study of the history of English literature from the medieval period to the Restoration.

Prerequisite: 6 credits of university level English, to include one of English 100 or 101 and one of English 108, 110, 121 or 131 with minimum grade of C.

English 215 Popular Fiction (3 credits)

A study of popular prose fiction from the 19th and 20th centuries. Possible genres include gothic, historical, speculative, crime, and science fiction. Contemporary fiction may also be included.

Prerequisite: 6 credits of university level English, to include one of English 100 or 101 and one of English 108, 110, 121 or 131 with minimum grade of C.

English 220 English Literature from the Restoration (3 credits)

A study of the history of English literature from the Restoration to the present day.

Prerequisite: 6 credits of university level English, to include one of English 100 or 101 and one of English 108, 110, 121 or 131 with minimum grade of C.

English 230 Modern Canadian Literature (3 credits)

A study of modern Canadian literature.

Prerequisite: 6 credits of university level English, to include one of English 100 or 101 and one of English 108, 110, 121 or 131 with minimum grade of C.

English 231 Introduction to Dramatic Forms and Conventions (3 credits)

This is an advanced course in the major dramatic forms of the twentieth century. Among the playwrights considered are Chekov, Ibsen, Shaw, Brecht, and Pinter. As well as dramatic literature, the course will also consider changes in acting and staging techniques and conventions.

Prerequisite: 6 credits of university level English, to include one of English 100 or 101 and one of English 108, 110, 121 or 131 with minimum grade of C.

English 240 Modern American Literature (3 credits)

A study of modern American literature.

Prerequisite: 6 credits of university level English, to include one of English 100 or 101 and one of English 108, 110, 121 or 131 with minimum grade of C.

English 250 Business and Technical Writing (3 credits)

An advanced course in the study and writing of business and technical communications.

Prerequisite: 6 credits of university level English, to include one of English 100 or 101 and one of English 108, 110, 121 or 131 with minimum grade of C.

Fine Art 100 History of Art: An Introduction (3 credits)

A history of the visual arts, including painting, sculpture, architecture, photography, and graphic design, from prehistory to the present. The course will examine the effects of factors such as social structure, technology, war, and religion on artistic expression.

Prerequisite: minimum C+ in English 098.

Fine Art 210 (3 credits)

This course will provide an introduction to specific themes or issues in art produced from the mid-20th century until the present in the geographic region of Canada. Organized to focus upon specific themes or issues, it will illustrate and analyze regional and ethnic diversity, sociopolitical interests, and international influences upon contemporary art in Canada. Influences such as the artist-run centre movement, activism, First Nations work, new-media art, and the landscape tradition are discussed. A wide range of topics, from painting to new media, Canadiana to diversity, Realism to Conceptualism, will be critically examined.

Prerequisite: Fine Art 100 and minimum C+ in English 099.

French 101 Introductory French I (3 credits)

An accelerated first year French course which emphasizes conversation, grammar and translation. Both oral and written work are emphasized. Students are introduced to various cultural aspects, primarily from Canada and France.

Prerequisite: Minimum C+ in English 098.

French 102 Introductory French II (3 credits)

A continuation of French 101. An accelerated first year French course which emphasizes conversation, grammar and translation. Both oral and written work are emphasized. Students are introduced to various cultural aspects, primarily from Canada and France.

Prerequisite: French 101.

Geography 100 Introduction to Human Geography (3 credits)

This course is an introduction to human geography. Students will learn how human behaviour has shaped the world they live in. Topics studied will include population and urban growth, global migrations, cultural transformations, trade and communications, and the impact of human activity on the environment.

Prerequisite: minimum C+ in English 098.

Mass Communication 110 Introduction to Communication Theory (3 credits)

A historical introduction to selected theories about and approaches to the study of human communication. Topics include the role of interpersonal communication in the development of the self, the origins of speech, language, and image-making, the theories of non-verbal and cross cultural communication, and the relationship between oral face-to-face and technologically mediated communication.

Prerequisite: minimum C+ in English 098.

Mass Communication 130 Explorations in Communication (3 credits)

An introduction to the study of modern mass communication media, including print, telecommunications, photography, film, sound recording, broadcast media, computer and Internet communication. The course examines how these media construct ideas about modernity and society and how they serve and limit the interests of social groups and nations.

Prerequisite: minimum C+ in English 098.

Mass Communication 205 Introduction to Nonverbal Communication (3 credits)

An exploration of communication behavior focussing on the nonverbal dimension of interpersonal communication, its intercultural implications, and its deployment in mass mediated communications. Topics include the relationship of spoken language to nonverbal communication, human versus animal communications, facial expression, body language, gesture, dress, and environment.

Prerequisite: Mass Communication 110 and 130, and English 099.

Mass Communication 210 Social History of the Media (3 credits)

The course explores, from prehistory to the present, the relationship between social change and systems of human communication. We examine the origins of symbolic representation, and appraise the consequences of the adoption of symbolizing technologies within a variety of social contexts, from oral culture, through scribal and print cultures, to the globalized networking culture of today. Emerging themes of continuity and change broaden our appreciation of the ways in which our present conditions have been anticipated in earlier times.

Prerequisite: Mass Communication 110 and 130, and English 099

Mass Communication 220 Understanding Television (3 credits)

This course explores the origins and development of television as a mass medium and cultural form, the variety of critical responses it has generated and the basic debates and critical frameworks that structure television studies. How television is viewed by producers, advertisers, and viewers, and critical

television viewing and interpretation skills will be discussed.

Prerequisite: Mass Communications 110 and 130, and English 099.

Mass Communication 223 Advertising as Social Communication (3 credits)

An introduction to the analysis of advertising as social communication. The course will provide a historical perspective on the emergence of "consumerism" as an idea and cultural practice communicated through advertising. The effects of mass mediated advertising and marketing practices will be examined.

Prerequisites: Mass Communication 110 and 130, and English 099.

Mass Communication 230 Cultural Industries in Canada (3 credits)

Much of our everyday information and entertainment is industrially produced and distributed by firms operating in the cultural sector of the economy. This course examines such "cultural industries" (e.g., print, broadcasting, film, and the Internet) by focusing on their business structures and economic conditions, and on the regulatory and policy issues they face. Some important themes include: the public sector/ private sector relationship; independent and commercial creators; the rights of creators vs. those of users and distributors; and international dimensions of Canadian cultural production and distribution.

Prerequisites: Mass Communication 110 and 130, and English 099.

Mass Communication 253 Introduction to Information Technology: The New Media (3 credits)

An introduction to the study of technology and society using new media as its focus. A number of approaches (theories and methods) to the study of new media and information technology will be introduced, along with an examination of the social, cultural and economic implications of new media in our information-intensive network-driven and social software-enhanced 21st century. Students will engage in activities designed to enhance their ability and understanding of important skills ("literacies") in collective media.

Prerequisite: Mass Communication 110 and 130, and English 099

Mathematics 090 Basic Mathematics (non-credit)

Note: Students scoring 0 to 7 out of 42 on the Math Placement Test must register in Math 090.

This is a developmental course in Mathematics intended for weaker students who wish to upgrade their Mathematics skills in order to take a first year University Pre-Calculus Course. Students learn to comprehend and apply intermediate algebra and arithmetic skills. The course is adapted to individual learning differences by working closely with each student.

Corequisite: English 097,

Mathematics 100 Precalculus (3 credits)

Note: Students scoring 16 to 23 out of 42 on the Math Placement Test must register in Math 100.

An introductory college mathematics course designed to provide a strong background in algebra, trigonometry, and analytic geometry as a preparation for a calculus course.

Prerequisite: Pre-calculus 11 or Mathematics 110 (minimum D).

Corequisite: English 097.

Mathematics 110 Precalculus Plus (3 credits)

Note: Students scoring 8 to 15 out of 42 on the Math Placement Test must register in Math 110.

Precalculus Plus is a comprehensive first year University Mathematics Course designed to prepare students to take university-level Calculus Courses for Social Sciences or for Physical Sciences or Engineering. The course begins with a review of Algebra followed by a detailed study of functions used in Calculus including exponential logarithmic and trigonometric functions and their graphs. (Mathematics 110, has the same learning outcomes as Mathematics 100, but has extra time allocated to it so as to allow the course to cover some extra basic topics at the start of the course.)

Prerequisites: Math 090.

Corequisite: English 097.

Mathematics 111 Calculus I for Business and Social Sciences (3 credits)

A first course in calculus for students in commerce, economics, or the life sciences. The emphasis is on application and example rather than theory.

Prerequisite: Pre-calculus 12, or Mathematics 100 or 110 (C- or higher).

Corequisite: English 097.

Note: Precludes credit for Mathematics 113.

Mathematics 112 Calculus II for Business and Social Sciences (3 credits)

This course covers methods and applications of integration, continuous random variables, and an introduction to multivariable calculus including Lagrange multipliers.

Prerequisite: Mathematics 111.

Corequisite: English 098.

Mathematics 113 Calculus I (3 credits)

This is the first semester of a first year calculus course for students in the sciences or engineering. The course covers continuity, derivatives and antiderivatives of the elementary functions, and applications of the derivative in graphing and extremum problems.

Prerequisite: Pre-calculus 12, or Mathematics 100 or 110 (B or higher).

Corequisite: English 097.

Note: Credit will not be granted for both Math 111 and Math 113.

Mathematics 114 Calculus II (3 credits)

A continuation of Mathematics 113 covering antiderivatives, techniques of integration, definite integrals and applications, improper integrals, and Taylor series. This course, together with Mathematics 113, constitutes the first year mathematics sequence for science or engineering students.

Prerequisite: Mathematics 113.

Corequisite: English 098.

Mathematics 120 Discrete Mathematics I (3 credits)

A first course in discrete mathematics introducing topics in logic theory of sets and functions, asymptotes, number theory, matrices, mathematical induction, recursive definitions and algorithms, permutations and combinations, theory of relations, graphs, and trees.

Prerequisite: Mathematics 113, or Mathematics 111 with a minimum grade of B.

Mathematics 206 Mathematical Statistics (3 credits)

A calculus-based introduction to probability and mathematical statistics, including sampling theory, random variables, the special distributions of statistical theory, and hypothesis testing.

Corequisite: Mathematics 114 and English 098.

Mathematics 213 Calculus III (3 credits)

An introduction to calculus of several variables, treating limits and continuity, partial derivatives, extrema, the chain rule, path integrals, and double and triple integrals.

Prerequisite: Mathematics 114.

Corequisite: English 098.

Mathematics 221 Discrete Mathematics II (3 credits)

A second course in discrete mathematics covering probability theory, generalized permutations and combinations, binomial theorem, advanced counting techniques, recurrence relations, power series, generating functions, graph isomorphism and connectivity, planar graphs, assorted path problems, and sorting algorithms.

Prerequisite: Mathematics 120.

Mathematics 225 Analysis I (3 credits)

A first course in Pure Mathematics, introducing the ideas of limits, convergence and divergence of sequences. This course is designed for students majoring in Mathematics, Science, Engineering, or Theoretical Computer Science who wish to go into algorithms and complexity.

Prerequisite: Mathematics 114 and English 099.

Mathematics 230 Introduction to Ordinary Differential Equations (3 credits)

An elementary course in differential equations, introducing techniques for solving first order differential equations, second order linear differential equations, and obtaining series solutions. Laplace Transforms, systems and numerical methods, applications in the physical and biological and engineering sciences.

Either

Prerequisite: Mathematics 114 and English 098.

Corequisite: Mathematics 252.

or

Prerequisite: Mathematics 213 and English 098.

Mathematics 252 Linear Algebra and Differential Equations (3 credits)

An introduction to linear and matrix algebra including theory and application of vector spaces, linear transformations and matrices, eigenvectors and Eigen values, linear differential equations, and applications.

Corequisite: Mathematics 114 and English 098.

Philosophy 101 Introduction to Philosophy (3 credits)

An introduction to the scope and methods of philosophical inquiry. Topics may include the nature of knowledge and justification, truth, the existence of God, mind and body, personal identity, and freedom and determination. Classic and contemporary readings are examined.

Prerequisite: English 099.

Philosophy 102 Introduction to Ethics (3 credits)

An introduction to the philosophical study of ethics. This course concerns questions of the nature of moral goodness, agency, the scope of moral concern, and surveys important normative ethical theories. Some portion of the course will be devoted to application of ethical theory to contemporary moral issues such as abortion, punishment, human rights, animal rights, biomedical ethics, environmental ethics, business ethics, and social and human responsibility.

Prerequisite: English 099.

Philosophy 113 Introduction to Logic and Critical Thinking (3 credits)

A course in informal and inductive logic emphasizing analysis and evaluation of arguments in natural language.

Corequisite: English 099.

Philosophy 213 Deductive Logic (3 credits)

An introduction to sentential and predicate logic with a special emphasis on the translation of natural language into formal language.

Corequisite: English 099. (In addition Philosophy 113 is recommended).

Physics 110 Newtonian Mechanics (4 credits)

An introductory course in Newtonian mechanics using the basic concepts of differential and integral calculus to study rectilinear motion and vector calculus to study motion in the plane. Topics include Newton's laws of motion, gravitation, frames of reference, collisions, work-energy principles, harmonic motion, rotation, and simple problems in relative dynamics.

Prerequisite: Physics 12.

Corequisite: Mathematics 113 and English 098.

Physics 118 Engineering Mechanics (4 credits)

Equilibrium of a particle, equilibrium of a rigid body, internal forces, friction. Kinematics of a particle, Newton's second law, work, energy, impulse and momentum.

Prerequisite: Physics 110 and Mathematics 113.

Corequisite: English 098.

Physics 120 Electricity and Magnetism (4 credits)

An introductory course in electricity and magnetism including Coulomb's Law, the electrical structure of matter, complex DC circuits, electrical potential, capacitance and properties of dielectrics magnetic force and magnetic fields in free space, Ampere's Law, Gauss' Theorem, and Maxwell's Equation. This course, together with Physics 110, constitutes the first year physics sequence.

Prerequisite: Physics 110.

Corequisite: Mathematics 114 and English 098.

Physics 130 Optics and Thermodynamics (4 credits)

A study of fluids, oscillations, thermometry, thermal properties of matter, heat, waves, sound, geometrical and wave optics.

Prerequisite: Physics 12.

Corequisite: Mathematics 113 and English 098.

Physics 200 Introduction to Modern Physics (4 credits)

An intermediate level course in relativity and quantum mechanics. Topics include special and general relativity, quantization of charge, light and energy, wave properties of matter, wave mechanics and its application to systems of atoms and nuclei.

Prerequisite: Physics 120 and Mathematics 114.

Political Science 100 Introduction to Political Science (3 credits)

This course introduces students to the primary concepts and terminology of political science. Political science is a dynamic, wide-ranging academic field and, as such, the survey will explore a number of its facets. Included will be some of the defining components of politics like the interaction between states and the market. The course will explore the ways that values, ideas and culture can impact politics and political structures, and will examine the formal structures and functions of government.

Prerequisite: minimum C+ in English 098.

Political Science 102 Introduction to Comparative Politics (3 credits)

Why have some states successfully democratized, while others have tried and failed? Why is political participation higher in some democratic states than in others? Why does political violence occur in one state, but not in another? The study of comparative politics enables students to answer these questions and raise important questions of their own. A number of analytical frameworks are introduced to show students how different researchers view the world. Students explore a variety of political systems as well as the institutional,

economic, social and cultural forces that impact and inform them. Case studies from around the world provide practical examples illustrating the theories and concepts that are introduced. This course challenges students to think critically about similarities and differences in political experiences and outcomes.

Prerequisite: minimum C+ in English 098.

Psychology 110 Introductory Psychology I (3 credits)

This course is the first of a two-part introduction to the core areas of Psychology. Topics include the history of psychology, research methods, the biological bases of behavior, sensation, perception, states of consciousness, learning, and language.

Prerequisite: A secondary level social science course and minimum C+ in English 098.

Psychology 120 Introductory Psychology II (3 credits)

A continuation of Psychology 110, focusing on developmental psychology, motivation, emotion, personality, psychological disorders, therapy, stress and health, and social psychology.

Prerequisite: Psychology 110.

Psychology 210 Introductory Child Psychology (3 credits)

An introduction to child psychology focusing on development from conception to pre-adolescence. The course includes the major theories and principles of development, as well as an extensive exploration of current research.

Prerequisite: Psychology 120.

Psychology 217 Research Methods in Psychology (3 credits)

This course introduces the basic concepts, principles and methods that psychologists use in order to design, conduct, and evaluate research.

Prerequisite: Psychology 110 and 120, English 100.

Psychology 220 Behaviour Disorders (3 credits)

This course is aimed at introducing the definition, history and scope of deviant behavior, with an emphasis on the psychological factors that contribute to its origins, maintenance and treatment.

Prerequisite: Psychology 120.

Psychology 240 Social Psychology (3 credits)

A review of the definitions of social psychology. Major concepts and research findings in this field are explored. Applications of topics to real life situations includes attribution, cognitive biases, attitude formation, persuasion, cognitive dissonance, social and gender identities, interpersonal attraction, conformity, compliance, obedience, aggression and group dynamics.

Prerequisite: Psychology 120.

Psychology 270 Theories of Personality (3 credits)

This course explores the essential concepts and research findings related to major personality theories

including humanistic, cognitive, psychoanalytic and neo-psychoanalytic approaches.

Prerequisite: Psychology 120.

Psychology 299 Introduction to Ecopsychology (3 credits)

Ecopsychology is situated at the intersection of a number of fields of enquiry, including environmental philosophy, psychology, and ecology. At its core, Ecopsychology suggests that there is a synergistic relation between planetary and personal well being, that the needs of the one are relevant to the other.

Prerequisite: Psychology 120.

Sociology 110 Introductory Sociology I (3 credits)

An introduction to the study of human society and social interaction. Included are an overview of major theories and their proponents, and the role of sociological imagination in understanding behavior.

Prerequisite: minimum C+ in English 098.

Sociology 120 Introductory Sociology II (3 credits)

A further discussion of major perspectives and methods of the discipline, with emphasis on the analysis of sociological data.

Prerequisite: Sociology 110.

Sociology 250 Comparative Ethnic Relations (3 credits)

A comparative study of racial and ethnic relations. The course will deal with theories on ethnicity, "race" and racism, explore the experience of several communities in Canada and the United States, and examine the policy of multiculturalism in Canada. Various views on multiculturalism and Canadian identity will be discussed.

Prerequisite: Anthropology 110 or Sociology 110.

Spanish 101 Introductory Spanish I (3 credits)

An accelerated introductory Spanish course including conversation, grammar, and vocabulary. Both oral and written work are emphasized, and students are introduced to some cultural aspects of Spanish-speaking countries.

Prerequisite: Minimum C+ in English 098.

Spanish 102 Introductory Spanish II (3 credits)

A continuation of Spanish 101. An accelerated introductory Spanish course including conversation, grammar, and vocabulary. Both oral and written work are emphasized, and students are introduced to some cultural aspects of Spanish-speaking countries.

Prerequisites: Spanish 101.

Writing 099 (non-credit)

This is a course for students in the University Transfer Program for whom English is a second or additional language. The course has an intensive focus on writing for academic purposes.

Prerequisite: C- in English 099.

Writing Discourse 098 (non-credit)

A non-credit course for students in the University Transfer Program. The course requires intensive practice in the writing of short academic and non-academic prose with a special emphasis on paragraph development and sentence level skills. Writing Discourse 098 and English 099 (minimum grade of C in each) are prerequisites for English 100.

Prerequisite: English 097.

Corequisite: English 098

FOUNDATION COURSES

Courses numbered 10, 11 or 12 are Grade 10, Grade 11 or Grade 12 level respectively. **The number of classroom hours per week is indicated in brackets** to the right of the course. Each course is one semester and worth four credits unless otherwise noted.

Notes:

- The following provincial exams can be written at Columbia College: English 10, Math 10, Science 10, Social Studies 11, Communications 12, English 12, For more information on provincial exams see page 11.
- Not all courses listed are offered in every semester.
- An offered course may be cancelled if there is insufficient enrollment.
- All courses have English prerequisites and new students should be aware that course selection is subject to their Language and Writing Assessment test results.
- Course selection must be done with the assistance of a Counsellor or program advisor.
- A minimum grade of C- is required in all pre-requisite courses unless otherwise stated.

Biology 12 (8)

An introduction to cell and human biology.

Prerequisite: Biology 11 or Chemistry 11 and Communications 11.

Chemistry 11 (8)

A basic general chemistry course on atoms, molecules, elements, compounds, the mole concept and stoichiometric calculations, types of chemical reactions, chemical bonds, gases, solutions, and elementary organic chemistry.

Prerequisite: None.

Corequisite: Pre-calculus 11 and English 097.

Chemistry 12 (8)

An advanced course in basic physical chemistry, focusing on the following topics: kinetics, equilibrium, acids and bases, solubility, and electrochemistry.

Prerequisite: Chemistry 11 and Pre-calculus 11.

Corequisite : Communications 11.

Communications 11 (8)

A course in language training for academic study through intensive practice in the skills of listening, speaking, reading, and writing. Students develop these

skills with a special emphasis on academic and non-fictional prose.

Prerequisite: English 097.

Corequisite: Writing Discourse 11.

Communications 12 (8)

An advanced communications course in the development of reading, writing, and study skills for academic purposes. Students have opportunities to heighten understanding and appreciation of both fictional and non-fictional forms.

Prerequisite: Communications 11 and Writing Discourse 11.

Comparative Civilizations 12 (8)

This course explores selected aspects of major world civilizations, both Eastern and Western. Aspects examined include everyday life, family relations, religion and world view, and literature, art and architecture. The course is designed to show the diversity of civilizations and their cultural products, and to illustrate their contributions to the rest of the world.

Prerequisite: Social Studies 11 and Communications 11.

English 11 (8)

A course in literature and language skills. Through the development of skills in reading, writing, speaking, listening and critical thinking, students will broaden their ability to comprehend and analyse works in the four major genres of short story, poetry, drama and novel.

Prerequisite: Communications 12, Communications 11 and Writing Discourse 11 with B or higher, or English 10 with B or higher.

English 12 (8)

An advanced course in the study of literature and language skills. Students will build on their skills of reading, writing, speaking, listening and critical thinking, and will learn to more fully comprehend, analyse, evaluate, and express their views on the four major genres of short story, poetry, drama, and novel.

Prerequisite: English 11, or Communications 12 with B or higher.

Geography 12 (8)

Topics include understanding tectonic and gradational features and processes, weather and climate and their impact on human activities, biomes, resources and environmental sustainability. Prerequisite: Social Studies 11 and Communications 11.

Graduation Transitions

Graduation Transitions is a distinct, 4-credit requirement of the BC Senior Secondary Program. It includes student participation in 2.5 hours per week of physical activity throughout the program and completion of 30 hours of volunteer work. An Exit Interview is required in the final semester of this program. (The College applies a monitoring fee for supervision of this course. See page 40.)

Corequisite: English 097.

History 12 (8)

A study of the major historical events of the 20th century including the Treaty of Versailles, the boom and bust of the 20's and 30's, WWII, and the decolonialization of the world following WWII. Key economic and political changes, and the rise of new nations in the latter half of the twentieth century will also be discussed.

Prerequisite: Social Studies 11 and Communications 11.

Planning 10 (5)

A course to help students relate their learning in school to the demands of the working world and the expectations of Canadian society. Four major areas will be covered: the Graduation Program, Post-secondary Education and Careers, Health, and Personal Finances.

Corequisite: English 097.

Planning 12 (5)

A course to help students in the BC Adult Secondary Program relate their learning in school to the demands of the working world and the expectations of Canadian society. Four major areas will be covered: the Graduation Program, Post-secondary Education and Careers, Health, and Personal Finances.

Corequisite: English 097.

Physics 11 (8)

A general introduction to physics emphasizing kinematics and dynamics in one dimension, elementary DC circuit theory, waves, and optics.

Prerequisite: Pre-calculus 11.

Corequisite: English 097.

Physics 12 (8)

A course in mechanics, electricity and magnetism and quantum theory. Vector methods are used extensively.

Prerequisite: Physics 11.

Corequisite: Pre-calculus 12 and Communications 11

Pre-calculus 11 (Math 11) (8)

Topics include: (1) solving radical, rational, polynomial, absolute value and reciprocal functions, (2) trigonometry including the cosine law and sine law, (3) linear and quadratic systems of equations and inequalities, (4) arithmetic and geometric sequences and series and their applications.

Prerequisite: Mathematics 10.

Corequisite: English 097.

Pre-calculus 12 (Math 12) (8)

Topics include: (1) analysis and applications of logarithmic and exponential functions, trigonometric functions (degree 1 and 2) and related trigonometric identities, (2) composition of functions and their domains, (3) transformations of radical, rational, inverse, reciprocal and absolute value relations, (4) solving polynomial functions (degree 3 to 5), (5) combinatorics and the binomial theorem.

Prerequisite: Pre-calculus 11.

Corequisite: English 097.

Social Studies 11 (8)

A review of the geography of Canada's regions, the structure and operation of government, and the history of the economic and social factors that have shaped the Canadian Confederation. Problems of the world today, including relationships among population, urbanization, land use and the environment will be discussed.

Prerequisite: Communications 11.

Writing Discourse 11 (8)

This course provides intensive practice in the writing of short academic and non-academic prose with a special emphasis on paragraph development and sentence level skills.

Prerequisite: English 097.

Corequisite: Communications 11.

ACADEMIC INFORMATION**Academic Freedom**

The pursuit of knowledge, for teaching and for its own sake, is the foundation of any academic institution. As such, regular members of Columbia College, faculty as well as students, and others invited to be part of the academic life of the College through scheduled discussions, guest lectures, conferences and the like, are extended the privilege of academic freedom. This means that members of the College and those invited to participate in academic endeavors at the College are free, within the limits of Canadian law, to engage in scholarly inquiry as they choose. They are completely entitled to consider and discuss any opinion unhindered by non-academic and/or external constraints. Officers of

the College shall not act in any way to suppress this right. Furthermore, the College shall act so as to protect the right of free inquiry and exchange of ideas from suppression by any individuals or institutions outside of the College. Every member of Columbia College must recognize, respect, and share in the responsibility of preserving and promoting academic freedom. The College cannot tolerate any action that would restrict free discussion of any idea, for this would undermine the intellectual integrity of our institution.

Code of Ethics

The Columbia College Code of Ethics is a statement of our fundamental principles of fair and honest business practice. The Code guides the College's behaviour in all dealings with all stakeholders, including employees,

students, governmental agencies and business and professional clients.

Columbia College will conduct all its business in good faith, abiding by Canadian law and adhering to the principles of human rights and privacy protection. Columbia College will not discriminate by age, sex, religion, ethnic origin, sexual orientation, disability, or political opinion.

Columbia College will act with honesty, impartiality, and transparency in all its dealings with employees, students, and other stakeholders.

Columbia College will promote academic freedom and a working environment that encourages unfettered intellectual inquiry. The College insists on academic integrity and will treat all cases of academic dishonesty as grave offences.

All employees of the College will be required to avoid any conflict of interest, real or apparent, that might impugn the integrity, independence, or impartiality of the institution. Employees are required to disclose to the College any financial or other interest they may have in any business or educational partner of Columbia College.

The highest ethical standards are demanded of members of the Administration, Student Services, Board of Governors, Academic Board, Finance Committee, Recruitment Committee, and any other Committee of the College. Such officers and employees of the College are required to treat the information they deal with in the course of their duties with the utmost confidentiality.

Code of Conduct

Columbia College's Mission is to prepare international and Canadian students for admission to a university by providing quality academic programs in a supportive learning environment. Students attend Columbia College with the aim of developing individual potential and acquiring the knowledge, skills and attitudes they need to contribute to a healthy, democratic and pluralistic society and a prosperous, sustainable economy. Other students will not be permitted to impede any student's participation in school, their mastery of learning outcomes or their ability to become contributing members of society.

Residents of British Columbia are protected under the BC Human Rights Code against discrimination based on race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age. As an international college Columbia College firmly believes in multiculturalism and fully supports the Multicultural Act; the purposes of this Act are:

- to recognize that the diversity of British Columbians as regards race, cultural heritage, religion, ethnicity, ancestry and place of origin is a fundamental characteristic of the society of British Columbia that enriches the lives of all British Columbians.

- to encourage respect for the multicultural heritage of British Columbia
- to promote racial harmony, cross-cultural understanding and respect the development of a community that is united and at peace with itself.

Columbia College is committed to providing an environment that supports student achievement by addressing safety issues that can become barriers to optimal learning, and to ensure that no member of the College community suffers from illegal discrimination, bullying, harassment or intimidation. The College will do so by providing an orderly school, a school in which people are polite and courteous to each other.

Expectations

All members of the College community will:

- conduct themselves in an orderly, respectful and courteous manner at all times while at the College or while participating in any College function on or off campus.
- endeavour to treat other members of the community with respect and dignity, in the same way they themselves would like to be treated.
- respect and promote the physical safety and well-being of others.
- respect the property of the College and that of other members of the College, making every effort to keep the school building clean, tidy and safe.
- participate in creating a safe, positive environment.
- inform a member of the College Administration of any instances of bullying, harassment or intimidation.
- honour the Columbia College Code of Classroom Conduct when in class.
- refrain from inappropriate and/or disruptive behaviour.
- refrain from any act of academic dishonesty. (The College has policies on "Plagiarism and Other Forms of Cheating" – these are summarized in the College Calendar; details are available from the College's Student Services Department).
- accept responsibility for their own actions.

(The Schools Act requires that all students comply with the Code of Conduct and other rules and policies authorized by the School Board.)

Disciplinary Action

Columbia College will take disciplinary action against any member of the College breaching the College Code of Conduct. Such action will be taken with a view to being preventative and restorative rather than simply punitive, but all decisions will be made giving primary consideration to the collective benefit of the College community. Generally, disciplinary measures taken will be progressive, with more serious action taken for repeated violations of the Code of Conduct. Measures may include verbal warnings, suspension or even expulsion from the College depending on the severity of the infraction, whether the behavior is part of a pattern, whether there exist mitigating circumstances, etc.

Parents/guardians of students under the age of 19 who are in Foundation Programs will be notified of any disciplinary action taken against their child/ward.

Reporting Violations

Columbia College recognizes that members of the College are sometimes reluctant to report instances of bullying, harassment, intimidation, and so on, often because they fear retaliation. However, the College is often unable to take appropriate action without such information, and College members should view it as their duty to report all breaches of the Code of Conduct. The College will treat information received as confidential and take reasonable steps to protect the sources of such information.

The College will maintain a zero tolerance policy towards any act of retaliation or retribution that results from a College member carrying out their duty as outlined above.

Teachers, administrators and other school staff must be approachable. Students need to understand that they are expected to inform a member of staff promptly if they observe inappropriate behaviour of any sort, and that they should feel secure from retribution when they do so.

Privacy Policy

Columbia College complies with the Freedom of Information and Protection of Privacy Act (FIPPA). When a student registers at Columbia College, information such as name, address, e-mail address, date of birth, educational history, etc, is collected in order to provide services to the student.

Columbia College will only collect, use and disclose personal information in an appropriate manner. The College may on occasion disclose personal information to government agencies (such as CIC and CBSA) and organizations working on behalf of the College; this will only be done on a need-to-know basis. Columbia College will take all reasonable measures to protect against unauthorized access, use, and alteration of personally identifying information.

When passing personally identifying information to a third party, the College will ensure that adequate protection of the information is applied by the recipient.

Accommodating Students with Disabilities/Special Needs

It is the responsibility of students with a disability or special needs to contact the College at their earliest opportunity in order to inform the College of the nature of their disability/special needs and to provide the relevant medical or psycho-educational documentation from a specialist, so that a Counsellor and student can jointly determine the appropriate accommodation(s) for the student, and so that the Counsellor can inform the relevant Instructors of the accommodation(s) required.

The documentation in support of the request for accommodation must include a recent (within 3 years) formal diagnosis and must explain the nature and degree of the disability or special need(s). In addition, the documentation should indicate that some degree of academic accommodation is required.

It is preferable that the relevant documentation be acquired by the student prior to arriving in Canada, as appropriate diagnosis and recommendations for accommodation once in Canada may require considerable time and expense on the part of the student.

With this information, Columbia College can then take reasonable measures to accommodate these students. The College will do its best to ensure that such students have an equal opportunity to achieve their optimum performance. These measures include, but are not limited to, the following adaptations/modifications to classroom management and the delivery of course content:

- Preferential seating
- Alternative delivery of lecture material
- Distraction reduced environment for tests/exams/essays
- Permission to record lectures
- Extended time (both in-class and outside class) to complete assignments, essays, tests, and exams
- Regular washroom breaks

Note: All costs related to diagnosis, obtaining documentation, and ensuring accommodation of the special need or disability are the responsibility of the student.

Glossary of Terms

Admission

Acceptance of an applicant into one of the College's programs.

Corequisite

A course required to be taken concurrently with another course.

Course

A unit of study relating to a specific academic subject or discipline and identified by a course name and number.

Course Numbers

A system for identifying course levels. Courses numbered 10, 11, and 12 are secondary courses, Grades 10, 11 and 12 respectively. Courses numbered 100-199 are first year university courses. Courses numbered 200-299 are second year courses. Courses with numbers beginning with 0 are non-credit.

Credit

A credit is a unit of value assigned to a course. Most University courses earn 3 or 4 credits. A normal course load for a full-time university student is 12-15 credits per semester. A full year of university studies is usually 30-34 credits. A Senior Secondary course is normally 4 credits. A typical course load for a full-time secondary

student is 12-16 credits per semester. Senior Secondary graduation requires the completion of 80 (minimum) credits.

Non-credit courses (such as English 099) are not included when tallying the total credits required for completion of academic credentials (such as an Associate Degree or Dogwood Diploma) but are sometimes assigned credits for fee assessment purposes only.

Full-Time Student

A student registered in at least three courses or a minimum of 9 credits in one of the College's academic programs, or a student registered in the ESL program taking at least 23 hours a week of instruction.

Grade

The letter assigned is the evaluation of a student's performance in a course, e.g. B.

Grade-Point

The numerical value assigned to a letter grade used in assessing a student's academic performance, e.g. C=2.0 grade points.

Grade-Point Average (GPA)

A measure of a student's performance in all courses taken in a semester (Semester GPA) or in all credit courses taken at the College to the time of calculation (Cumulative GPA).

Note that Semester GPAs are based on all courses taken whether credit or non-credit. Semester GPAs are for internal purposes only.

Prerequisite

A specific requirement to be fulfilled before registration in a course, usually completion of another course.

Probation

A one semester trial period for students who have failed to achieve satisfactory academic standing or have been involved in a serious act of misconduct. A student on probation will not be permitted to continue at the College if improvement is not demonstrated.

Program

A selection of courses designed to fulfill an academic objective such as Senior Secondary completion or First Year University.

Registered Student

A registered student is one who has completed the registration procedures for a specific semester. Continuing students must re-register each semester.

Section

Since a given course may be offered at two (or more) different times in a given semester, all courses are identified by a section number related to the time at which the course begins and the days on which it meets. Thus Economics 101 section 8 begins at 0800 and Economics 101 section 10 begins at 1000. Even-numbered sections usually meet on Mondays and Wednesdays while odd-numbered sections usually meet on Tuesdays and Thursdays.

Semester

An academic term of 14 weeks, during which time a registered student completes a course load. There are three semesters in a calendar year.

Transcript

A record of a student's permanent record listing all courses taken at Columbia College.

Transfer Credit

Credit awarded by the post-secondary institution to which a student transfers university level courses.

Transfer Standing (TS)

Secondary level credit given for courses satisfactorily completed under another recognized jurisdiction.

Admission

Admission to the College is based on acceptance into one of the College's programs. Admission to all academic programs is selective and is based on the College's evaluation of the applicant's probable success in undertaking studies at the secondary and/or post-secondary level. Students under the age of 16 are not normally admissible into any of the College's programs. Acceptance into a specific program at the College does not guarantee subsequent advancement into higher-level programs. Such advancement is dependent on performance in the original program.

Possession of the minimum requirements does not establish the right of an applicant to be admitted. The College reserves the right to accept or reject any applicant.

Following acceptance into a program at the College, selection of specific courses to be taken (in the first semester) is made with the assistance of a Counsellor, and is subject to the College's approval.

Medical Insurance

Students will not be permitted to register without proof of adequate insurance (minimum coverage of \$1,000,000) valid to the last day of the last month of the semester in which they are registering.

New international students are urged to purchase Medical Insurance before they leave their home country. Medical Insurance can be purchased online before arrival at the College through Guard.Me at www.guard.me/columbiacollege. The College does not assume liability for any failure by a student to maintain adequate medical insurance.

Course Loads

University Transfer Program

Students in the university transfer program normally take 12 or 15 credits per semester. Students may register in as many as six courses (18 credits or equivalent) without asking the permission of the Academic Board to take an overload. (No overload will be permitted in a student's first semester.) Canada Immigration (CIC) will view a course load of 9 credits or more as "full time". Students on probation are allowed to take a maximum of 12 credits per semester.

Students in the University Transfer Program are required to register in an appropriate English course in each semester until English 099 and Writing Discourse 098 have been completed.

A part-time load (i.e. fewer than three courses) is only permitted for those University Transfer students who have successfully completed full-time programs at Columbia College in each of the previous two semesters. (Students should note, however, that they must be registered as a full-time student if they wish to accept off-campus employment.)

Senior Secondary

A secondary course load normally involves completing 12 credits (3 courses) or 16 credits (four courses) per semester. Students on probation are allowed to take a maximum of three secondary courses per semester. Overloads are permitted for secondary students only under special circumstances and require the approval of the Academic Board.

A part-time load (i.e. fewer than 12 credits) is only normally permitted for Secondary students at Columbia College if this will complete the requirements for high school graduation.

Dispute Resolution

Grade Appeals

The only grades that may be formally appealed are final grades. Students are encouraged to consult with the instructor and dean of the division before proceeding to a formal appeal. If a student chooses to formally appeal then he/she completes a "Request for a Change of Mark" form obtained from a Counsellor. A fee of \$50 is paid, refundable if the appeal is successful. An appeal committee is struck by the Academic Board and this will render a final judgement within 30 days. The final grade may be higher or lower than the original grade.

All relevant course material in addition to, or other than, the final exam may be reviewed. To be eligible for review the material in question must be a physical item that was submitted and evaluated as part of the student's final grade. The material must be in its original, as-marked form. Intangible items such as presentations and class participation are not eligible for review.

Procedure

1. Student fills out a "Request for Change of Mark" form (obtained from a Counsellor).
2. Student pays the grade appeal fee, refundable if the appeal is successful.
3. An Appeal Committee will be formed which will render a judgment on the evaluation of the student's grade within 30 days.

The final grade that appears on the transcript will be the grade determined by the Appeal Committee, which may be either higher or lower than the appealed grade.

Fees and Refunds

In case of a question regarding fees or a refund of fees, the student should first contact the College Accountant in the main office. If the matter is not resolved within three working days, the student should appeal in writing to the Principal who will respond in writing or in person within one week.

Discipline

The student being disciplined should first contact a Counsellor. If the matter cannot be resolved within three working days, the Counsellor will direct the student to appeal in writing to the appropriate authority. Some disciplinary matters – usually those involving disruptive behaviour in the classroom – are dealt with by the Academic Board. Other disciplinary matters – generally involving unacceptable behaviour outside the classroom – are dealt with by the Principal. Decisions made by the Academic Board or the Principal may be appealed to the Board of Governors, whose decision will be final.

Academic Policies

Academic policies are set by the Academic Board, and students wanting explanation of these policies should consult with a Counsellor. Students who wish to dispute a College academic policy, or its application, should address their concern in writing to the Academic Board, which will normally respond in writing within two weeks. This decision may be appealed to the Board of Governors.

Languages Canada has indicated a willingness to act as a final appeal option for students who have a dispute with the College. Students may contact Languages Canada at info@languagescanada.ca.

General Conduct and Attendance

Regular attendance is required of students in all classes, lectures, and laboratories. ***Students who miss a substantial number of classes in any course during the semester may be considered to be disruptive to the orderly functioning of the course and the Academic Board of the College may decide to bar them from attending future classes.*** The decision of the Academic Board is final and any refunds owing will be according to the refund policy, see pages 43-46.

While attendance policies may vary from instructor to instructor, irregular attendance may be viewed as disruptive behaviour. Disruptive behaviour of any sort is subject to review by the Academic Board and may result in a student being denied access to the class in question while receiving a failing grade. In extreme cases, a student may be expelled from the College for disruptive behaviour.

A medical certificate stating that the student is too ill to attend class may be required when a student has been absent.

Students are expected to behave responsibly and to conduct themselves both inside and outside the classroom in a manner that shows respect for others and for College property.

Misconduct on the part of a student can result in the student being placed on probation and, in more serious cases, it can result in dismissal from the College.

Harassment

Columbia College believes that its students, staff, and faculty should be afforded a study and work environment free from harassment. Harassment refers to behaviour that is not welcome, that is personally offensive, that debilitates morale, and, therefore, interferes with the opportunity to work or study effectively. For a fuller definition of harassment, see the "Harassment Brochure" available in Student Services. Members of the College who feel they may have been harassed should consult the College's Harassment Officer, the Director of Student Services, for confidential advice and information.

Plagiarism and Other Forms of Cheating

Plagiarism and other forms of cheating on course work will be treated as misconduct. Plagiarism, the presentation of another's words, thoughts or inventions as one's own, is regarded as a grave offense in all courses at Columbia College. Associated dishonest practices include the faking or falsification of data, cheating, or the uttering of false statements by a student in order to obtain unjustified concessions.

Students are asked to review the College's "Cheating and Plagiarism Policy and Protocols" available from Student Services.

Students may not bring electronic devices (besides approved calculators), including cellphones, into an exam. Violation of this policy will be viewed as a form of cheating.

Should a student be alleged to have cheated and/or plagiarised, he or she should contact a Counsellor immediately. The Counsellor will review the College's "Cheating and Plagiarism Policy and Protocols" with the student and provide advice. Less serious matters may be dealt with informally with the consent of both parties. In more serious cases the instructor will recommend a penalty in accord with the College's published protocols. This penalty may be appealed to the Cheating and Plagiarism Appeal Committee which will make a final decision on the matter. Records of plagiarism are kept in the student's file. The student can apply to the Academic Board to have a record of plagiarism removed after 3 years following its entry date.

Probation

A student is placed on probation if their semester GPA falls below 1.7 in UT courses, or below 55% in foundation courses. Students on academic probation are required to increase their next semester's GPA to 1.7 or above (or 55% or above in foundation courses) in order to remove the probationary status.

Students on academic probation for two consecutive semesters require permission from the Academic Probation Committee before they will be allowed to

register for another semester. (Students seeking permission should consult a counsellor.)

Students on academic probation for three consecutive semesters will not normally be allowed to continue their studies at Columbia College. Students may appeal to the Academic Board for special consideration if extenuating circumstances exist. (Students wishing to appeal should consult a counsellor.)

Students denied permission to register because of probationary status must reapply to Columbia College and show evidence of improved academic performance at another academic institution.

A student who is placed on probation for misconduct will be required to demonstrate satisfactory conduct and satisfactory academic standing (semester UT GPA of 1.7 or above, or 55% or above in foundation courses) in order to continue studying at the College.

A student on probation is normally limited to a full-time load of 12 secondary credits (3 courses) or twelve university credits (or equivalent) per semester.

A student in the Secondary Program who is on academic probation must maintain full-time status by remaining in at least three courses. A student in the University Transfer Program who is on academic probation may be permitted to withdraw from only one course.

Honour Roll

Each semester, full-time students in the University Transfer Program with a minimum course load of 12 credits and a semester GPA of 3.7 or higher, and full-time students in the Senior Secondary Program with a semester average of 3.5 or higher will be placed on the College Honour Roll and receive Honour Roll Certificates.

Transcripts

Student Copy

Each student receives a complete, up-to-date transcript at the end of each semester. If the student is under the age of 19 and in a Foundation Program or ESL, then a copy of this transcript is also mailed to the student's parents. Parents of students in the University Transfer Program who are under the age of 19 will not normally receive regular communications from the College on their son/daughter's registration and performance. If parents have concerns about such matters, however, they are encouraged to contact Student Services, and they will be provided with more information.

In accordance with Canadian privacy laws, the parents of students over the age of 19 will not receive information concerning the student's progress unless a consent form is signed by the student. (This may be done at his or her initial registration or as part of the application process).

Additional student copies of transcripts may be ordered online and picked up from the main office. For transcript ordering fees, see page 41.

Official Copies

Upon the request of a student, official transcripts will be mailed directly to a university or college. Official transcripts will normally not be released to students directly. Official transcripts can be ordered online. For transcript ordering fees see page 41.

Registration

Students must register each semester for the courses they plan to take in that semester. Each semester, prior to registration, students may choose to consult with a counsellor to review and plan their courses. Registration is done online. Continuing and returning students may register online and will be given a specified time to log-on. Newer students may find that preferred courses/sections are full when they come to register, and they may be placed on a Waitlist for their desired courses. The College makes every effort to provide an adequate selection of courses for students, and courses may be added to the timetable if there is sufficient demand.

Fees must be paid in full at the time of registration. Valid medical insurance must be purchased before Registration (see page 29).

Early Registration is held each semester in the week following final examination week and is available to continuing and returning students. Course selection may be better during Early Registration.

Regular Registration takes place in the two weeks preceding the start of the semester.

Late Registration takes place during the first 5 days of classes, space permitting. A late fee will apply. Additional penalties will be assessed if tuition fees have not been paid in full by the fifth teaching day of the semester.

Repeated Courses

Students are not normally permitted to repeat a credit course more than twice.

Course Selection

Students usually register online. Counsellors are available to assist with course selection. (Course selection is subject to the College's approval.) Students who have successfully completed a higher level course will not be permitted to register in a lower level course in the same subject area.

Course Changes: Add or Drop

Students may add, drop, or change courses up to the end of the fifth day of classes each semester. Courses dropped will not appear on the student's permanent record; students may qualify for partial refunds on dropped courses (see pages 43-46).

Withdrawals

After the first week of classes, and up to the end of the ninth week, students may withdraw from a course. The notation "W" will appear after the course name on the student's permanent record. This course will not be considered when the GPA is computed. There will be no refunds on course withdrawals.

In the case of a Secondary student under the age of 19, the College requires the written permission of a parent (or guardian) before a course withdrawal will be permitted. Secondary students wishing to withdraw from a course must consult a Counsellor.

Failure to attend a course after registering for it does not constitute withdrawal, and will result in an F (or N, see page 6) grade on the student's record. Withdrawals are not permitted from required English courses, and the right to withdraw from courses in some programs (such as the University Preparatory Program) is limited. Students who are retaking courses for the purpose of improving a passing grade may withdraw from these courses up to the last day of classes.

Students wishing to withdraw from a course should follow the procedure outlined on the Student Portal or should consult a Counsellor.

Semester Timetable and Course Offerings

a) The semester timetable is issued by the Registrar and will be available prior to the end of the preceding semester. The College reserves the right to make changes in the timetable at its discretion.

b) If the number of students registered for a course is insufficient to warrant it being offered, that course may be cancelled. Conversely, additional sections may be added to a course where it is warranted.

c) Late adjustments to the timetable may involve changing instructors. Students should note that when they register, they are registering to take a particular section/course rather than to take a course with a particular instructor.

Addresses

All communications mailed to students are sent to the local address entered on their registration form. Students are urged to keep the College's records up-to-date by completing change-of-address forms (from the Admin Office).

College E-mail

All students registered at Columbia College have an e-mail account. Instructions on how to access College e-mail are available on the College website: www.columbiacollege.ca. Students must check their e-mail regularly for important information and updates.

Identification Cards

All new students are issued a Columbia College student identification card after they register. The card provides the student with a College photo-ID and serves as a library card. Students are required to produce photo-ID during examinations or at other times on campus. Each semester student ID cards must be re-validated.

SERVICES AND FACILITIES

Columbia College is located just east of the city centre on Terminal Avenue, just two blocks away from Science World and the Main Street Skytrain station. The building provides large Student Lounges and an excellent Library, as well as state-of-the-art classrooms and modern Biology, Chemistry, Computer Science and Physics laboratories. The ground floor houses retail units providing food services. Bike lockers and underground parking are available.

The **Student Services Department** encompasses counselling services, student activities, accommodation information, orientation, student resources, first-aid, and services for international students.

Counselling Services

Experienced Counsellors are available to assist students with program and course selection prior to and during each semester's registration period. They also assist students with career planning, university selections, and personal problems. Counsellors provide Study Permit extension letters and other letters that may be needed by students to satisfy Canada Immigration requirements. It is the students' own responsibility to see that their visas and passports are kept up to date.

Student Activities

The Activities Coordinator organizes a wide range of student activities. Activities include a variety of sports (such as soccer, table tennis, softball, volleyball and basketball) as well as other activities (such as dragon boating, hiking, ice skating, hockey games and skiing). The College competes with other local colleges in annual sport tournaments.

The College also hosts special events such as Graduation and Awards Ceremonies, and arranges outings to National Hockey League (NHL) games and ski trips to Whistler, day trips Victoria, and camping and bungee jumping expeditions.

Accommodation and Homestay

Students needing assistance with finding accommodation or requiring airport reception and/or temporary homestay upon arrival should contact the homestay coordinator at least one month in advance of arrival in Vancouver.

Homestay with a Canadian family can be an enriching cultural experience. Host families are carefully screened, and their performance is evaluated on a regular basis by the homestay coordinator. Columbia College endeavors to satisfy special homestay requirements, but where this is not possible, students are advised of the alternatives. Our homestay coordinator assists students in adjusting to their new environment while they are in homestay. Students who are interested in homestay should complete the Homestay Application Form and return it to the homestay coordinator together with the applicable fees (see page 41).

Orientation

Orientation is provided before each semester begins and is designed to introduce new students to the academic and social life of the College. Academic programs are

previewed and planned, students' Math and English skills are assessed, and information on Columbia College and life in Vancouver is provided. The orientation program is particularly important to international students, and they should make every effort to attend the orientation activities. A welcome package will be sent to each new student detailing the orientation schedule.

Alumni Society

Alumni of Columbia College are encouraged to join the Columbia College Alumni Society. Membership in the Society gives full use of College facilities (except borrowing privileges and tutoring services). Columbia College maintains a database of College alumni; students who are leaving Columbia College are asked to complete the appropriate form in Student Services in order to be included in the alumni database. Alumni are encouraged to keep in touch through the Columbia College Facebook page. Ex-students who wish to join the Alumni Society are invited to contact the College by email (admin@columbiacollege.ca).

Library

The Library provides learning and research support to students at different levels of language ability and academic preparedness. It offers a wide range of both print and digital resources. Its print collection comprises books, journals, government documents, a reserve collection, maps and a pamphlet collection. General and subject-specific online databases as well as a large collection of online journals and electronic books make up the digital collection and these are available off campus to users with a valid Library account, 24 hours a day. The reserve collection includes course readings in heavy demand. An ESL collection supports the College's English for Academic Purposes Program. Professional Librarians provide Reference Services. The Library's Information Literacy program is provided through small group instruction.

Tutorial Centre

The Tutorial Centre offers a variety of free services designed to assist students in their course work and beyond, including individual tutoring sessions in English, Mathematics and Economics. The Centre is located on the third floor.

Computer Centre

The Computer Centre supports four facilities: two Computer Labs, the Study Centre on the 2nd floor which provides 15 stations, and the Library on the 2nd floor which provides a further 20 stations.

Laboratories

The College has modern Biology, Chemistry and Physics Laboratories, all equipped for experimental work at the university level.

Bookstore

The College Bookstore stocks all the textbooks and supplies required by students for their courses.

First-Aid Room and Nurse

The College Nurse has her office in a fully-equipped First-Aid Room. She is available to see students on a regular basis.

Student Lounges

The College's facility has two large student lounges, both of which are equipped with full-service vending machines, microwave ovens and kettles.

Fitness Centre

Students may join a nearby fitness facility for a nominal fee. The top rated facility includes cardio equipment,

free weights and machines, showers and lockers, as well as fitness classes and professional health advice. Fitness facility passes are limited, and are available each semester in the first week of classes on a first come, first serve basis.

Off-Campus Employment

On June 1st, 2014 new government regulations came into effect which allow full-time students studying at the post-secondary level at a Designated Learning Institution (DLI) to accept part-time off-campus employment while they are studying in Canada. Columbia College is a Designated learning Institution. Details of the new regulations may be viewed at:

www.cic.gc.ca/english/study/study-changes.asp

All students who wish to partake in employment in Canada must first get a Social Insurance Number (SIN). Information about how to get a SIN is available here: www.servicecanada.gc.ca/eng/sin/apply/how.shtml

ASSOCIATE DEGREES AND CERTIFICATES

Associate Degrees in Arts or Science

For program requirements see pages 8 - 11.

Second Year University Transfer Certificates

Second Year Arts

Requirements: Completion of 20 courses, the majority of which must be in English and Social Science courses and at least 6 of which are at the second year level, to include 4 English courses, at least 1 of which is at the second-year level. The last 10 courses must be taken at Columbia College.

Second Year Commerce

Requirements: Completion of 20 courses, with at least 9 courses in the Commerce and Economics area, of which 6 courses are at the second year level. The last 10 courses must be taken at Columbia College.

(Note: This Certificate, subject to GPA requirements, will provide eligibility to a Qualifying Program leading into third year of a Bachelor of Management Program at the University of Lethbridge.)

Second Year General Studies

Requirements: Completion of 20 courses, with at least 6 courses at the second year level including courses selected from eight departments. The last 10 courses must be taken at Columbia College.

Second Year Science

Requirements: Completion of 20 courses including at least 6 courses at the second year level. At least 9

courses must be in the Math/Science area (Applied Science, Biology, Chemistry, Computer Science, Mathematics or Physics) of which at least 6 must be at the second year level. At least one Lab Science course (not to be CHEM 100) must be included. The last 10 courses must be taken at Columbia College.

Second Year Social Science

Requirements: Completion of 20 courses of course work, with at least 6 courses in Social Science (includes any courses in the Social Science division or Philosophy) at the second year level. The last 10 courses must be taken at Columbia College.

First Year University Transfer Certificates

First Year Arts

Requirements: Completion of 10 courses, including one of English 100 or 101 and one of English 108, 110, 121 or 131. The last 5 courses must be taken at Columbia College.

First Year Commerce

Requirements: Completion of 10 courses, including at least 5 courses in the Economics and Commerce areas; the last 5 courses must be taken at Columbia College.

First Year Computer Science

Requirements: Completion of 10 courses, which must include at least 2 courses in Computer Science (not counting CSCI 101) and 2 courses in Mathematics (which will be MATH 113 and 114) and 1 Science course (not to be CHEM 100).

First Year Science

Requirements: Completion of 10 courses, including at least 5 courses in Mathematics and the Sciences; the last 5 courses must be taken at Columbia College.

First Year Social Science

Requirements: Completion of 10 courses, including at least 5 courses in the Social Science areas; the last 5 courses must be taken at Columbia College.

First Year General Studies

Requirements: Completion of 10 courses, including courses selected from at least five departments; the last 5 courses must be taken at Columbia College.

First Year Engineering.

Requirements: Completion of the courses listed under "Engineering at Columbia College" on page 11 of this Calendar (a total of 43 credits).

Foundation Certificates

Accelerated Program Graduation Certificate

Requirements: Completion of the Accelerated program as outlined on page 12. At least 16 credits must be taken at Columbia College.

Senior Secondary Graduation Diploma

Requirements: Completion of graduation requirements as outlined by the Ministry of Education in the province of British Columbia (see page 12). At least 32 credits, including Language Arts 11 and 12, Social Studies 11, Planning 10, Graduation Transitions and 12 credits in academic grade 12 courses, must be taken at Columbia College. Students who complete the requirements for high school graduation in BC at Columbia College will also receive a BC High School Graduation Diploma (the Dogwood Diploma) from the BC Ministry of Education.

Adult Secondary Graduation Diploma

Requirements: Completion of graduation requirements as outlined on page 13. At least 16 credits in academic grade 12 courses must be taken at Columbia College.

High School Completion Certificate

Requirements: Completion of graduation requirements as outlined on page 13. At least 16 credits in academic grade 12 courses must be taken at Columbia College.

English for Academic Purposes Certificate

Requirements: Upon leaving the English for Academic Purposes program, a certificate indicating the final successful English level achieved and number of months of study is presented.

AWARDS AND SCHOLARSHIPS

Book Awards

Up to eight Book Awards will be awarded each semester to students who have excelled in specific subject areas while at Columbia College.

Outstanding Service Awards

Awarded at the Spring Graduation ceremony, these awards recognize students who have participated in extra-curricular activities at Columbia College and volunteered at least 60 hours of exemplary service.

Scholarships

Columbia College Academic Scholarships

Each semester, four scholarships worth \$1200.00 are awarded to outstanding academic students. Applications are accepted from students who are completing at least their second semester of full-time studies. Scholarships are awarded on the basis of both overall GPA and student biographies.

The Jason Graham Memorial Scholarship

In the Winter Semester of each year, one scholarship worth \$2000.00 is awarded to an outstanding student in the Social Sciences in memory of a former student of Columbia College.

The John Helm Memorial Scholarship

In the Winter Semester of each year, one scholarship worth \$2000.00 is awarded to an outstanding student in the Physical Sciences in memory of John Helm, former Director of Admissions, Vice Principal, and longtime employee of Columbia College.

The Outstanding Student Scholarship

In the Winter Semester of each year, one scholarship worth \$2000.00 is awarded to an outstanding student in the UT program, nominated by two instructors. The scholarship specifically recognizes the student's interest in, and dedication to their studies. Participation in activities at the College is also considered.

For Students Proceeding To University

Columbia College has endowed funds to provide scholarships for outstanding students who have completed their studies at Columbia College and have proceeded to Simon Fraser University or to the University of British Columbia. Interested students should contact the Scholarship Offices at these institutions to inquire about the Columbia College A.J. Mouncey Scholarship (UBC) and the Columbia College Academic Award (SFU).

TRANSFERABILITY OF UNIVERSITY COURSES

Columbia College participates in the BC Transfer System as overseen by the BC Council on Admissions and Transfer (BCCAT). Within this system BC universities guarantee that they will grant transfer credit for specific courses taken at colleges.

The abbreviated transfer guide below provides students with information on the transferability of university courses taken at Columbia College to Simon Fraser University, the University of British Columbia, the University of Victoria and Kwantlen Polytechnic University.

New transfer information is added throughout the year. **For complete up-to-date transfer information, including transfer of Columbia College courses to other BC universities see the BC Transfer Guide at www.bctransferguide.ca**

Universities across Canada and the United States will normally grant similar transfer credits for courses taken at Columbia College. Most universities in Canada have signed the Pan-Canadian Protocol on the Transferability of University Credits and are committed to maximising the portability of university credits. Receiving institutions in other provinces will evaluate and assign transfer credit upon application.

In 2007 the coordinating bodies of the Transfer Systems in BC and Alberta (BCCAT and ACAT respectively) signed the British Columbia/Alberta Transfer System Protocol to provide assurance to students transferring between institutions in BC and Alberta that they will “receive transfer credit for courses or programs they have successfully completed where the content/outcomes are demonstrably equivalent to those offered at the institution to which they transfer”. Under the terms of this agreement, Columbia College courses will normally be awarded transfer credit by universities in Alberta, just as they are in BC.

Joint Degree Program

Columbia College and Thompson Rivers University (TRU) (Kamloops, BC)

Students who wish to complete a degree at TRU may apply for joint admission to Columbia College and TRU. Interested students should complete both the Columbia College Application Form and the TRU International Students Application for Admission Form (available on the TRU World website, www.truworld.ca) and mail,

together with the required documents (see page 4) to Columbia College. Successful applicants will receive a letter of admission to Columbia College together with a conditional letter of acceptance to TRU. Acceptance to TRU will be conditional on completing English 101 at Columbia College (to complete TRU’s English entrance requirement) together with between 27 (min) and 57 (max) additional credits in Columbia College’s University Transfer Program, each with minimum grade of C- and an overall minimum GPA of 2.33. Credits completed at Columbia College will count toward the degree granted by TRU. The final years of the degree program will be taken at TRU’s campus in Kamloops.

Block Transfer Agreements

Bachelor of Management -- University of Lethbridge (Alberta)

Students who receive the Certificate of Second Year Commerce from Columbia College may transfer to a qualifying program involving four additional courses leading into third year of a Bachelor of Management at the University of Lethbridge.

Bachelor of Commerce -- Royal Roads University (Victoria, BC)

Columbia College has a block transfer arrangement with Royal Roads University for students to transfer into the third year of the Bachelor of Commerce in the Entrepreneurial Management Degree Program. Under the terms of agreement students who complete an Associate of Arts Degree or Associate of Arts Degree (Business Administration Concentration), including certain specified courses (see pages 9-10), are eligible for admission to RRU with full block transfer (provided all other entrance criteria are met and space remains available in the Program).

Degree Programs (Various) – Fairleigh Dickenson University (Vancouver)

Columbia College has signed an MOU with Fairleigh Dickenson University that will facilitate the transfer of students who have completed an Associate Degree (with a minimum GPA of 2.5) at Columbia College into degree programs at FDU. (Options include Bachelor degrees in Business Administration and Information Technology.)

Students interested in Block Transfer should consult a Counsellor.

COLUMBIA COLLEGE TRANSFER GUIDE TO LOCAL UNIVERSITIES

Transfer information is correct at the time of publication, but may change. For the latest information on course transfer consult the BC Transfer Guide at www.bctransferguide.ca.

Columbia College (3 credits unless otherwise stated)	Simon Fraser University (Credits)	University of British Columbia Vancouver Campus (Credits)	University of Victoria (Units)	Kwantlen Polytechnic University (Credits)
Accounting 251	BUS 251 (3) Q	COMM 293 (3)	COM 200 level (1.5)	ACCT 2293 (3)
Accounting 254	BUS 254 (3) Q	COMM 294 (3)	COM 200 level (1.5)	ACCT 3320 (3)
Anthropology 110	SA 1XX (3) B-Soc	ANTH 2 nd (3)	ANTH 100 level (1.5)	ANTH 1XXX (3)
Anthropology 120	SA 1XX (3)	ANTH 100 (3)	ANTH 100 level (1.5)	ANTH 1100 (3)
Anthropology 110 & 120	SA 101 (4) B-Soc & SA 1XX (2) B-Soc	ANTH 100 (3) & ANTH (3) 2 nd	ANTH 100 level (3)	ANTH 1XXX (3) & ANTH 1100 (3)
Anthropology 230	SA 2XX (3)	ANTH 2 nd (3)	ANTH 200 level (1.5)	ANTH 2XX (3)
Applied Science 122 (1 credit)	No credit	APSC 122 (0)	No credit	No credit
Applied Science 151 (4 credits)	ENSC 204 (1)	APSC 151 (3)	MECH 200 (1.5)	APSC 1151 (3)
Applied Science 160	CMPT 128 (3) Q/B-Sci	APSC 160 (3)	CSC 111 (1.5)	INFO 1112 (3)
Asian Studies 110	ASC 1XX (3)	ASIA 100 (3)	PAAS 100 level (1.5)	ASIA 1XXX (3)
Asian Studies 120	ASC 1XX (3)	ASIA 101 (3)	PAAS 100 level (1.5)	ASIA 1XXX (3)
Asian Studies 150	HUM 1XX (3) B-Hum	RELG 2 nd (3)	RS 100 level (1.5)	ASIA 1111 (3)
Biology 110 (4 credits)	BISC 1XX (3) B-Sci	BIOL 1 st (4)	BIOL 184 (1.5)	BIOL 1XXX (4)
Biology 120 (4 credits)	BISC 1XX (3) B-Sci	BIOL 1 st (4)	BIOL 186 (1.5)	BIOL 1XXX (4)
Biology 110 & 120 (8 credits)	BISC 101(3) & 102 (3) B-Sci	BIOL 1 st (8), exempt from BIOL 111,121,140	BIOL 184 & BIOL 186 (3)	BIOL 1110 (4) & BIOL 1210 (4)
Biology 200 (4 credits)	MBB 201 (3)	BIOL 200 (3)	BIOL 225 (1.5)	-
Biology 234	BIOL 202 (3)	-	BIOL 230 (1.5)	BIOL 2XXX (3)
Business 250	BUS 2XX (3)	COMM 296 (3)	COM 250 (1.5)	MRKT 1199 (3)
Business 272	BUS 272 (3)	COMM 292 (3)	COM 220 (1.5)	BUSI 1215 (3)
Business 290	BUS 1XX (3)	COMM 290 (3)	MATH 151 (1.5)	BUSI 2XXX (3)
Business 291 (4 credits)	BUEC 232 (4) Q	COMM 291 (3) & COMM 2 nd (1)	STAT 252 (1.5) or STAT 255 (1.5)	BUQU 1230 (3)
Business 298	BUS 1XX (3)	COMM 298 (3)	COM 240 (1.5)	-
Chemistry 100 (4 credits)	CHEM 111 (4) Q/B-Sci	CHEM 1 st (3), not for credit in Science, AppSc, Forestry or Land and Food Systems.	CHEM 100 level (1.5)	CHEM 1101 (4)
Chemistry 121 (4 credits)	CHEM 121 (4) Q/B-Sci	CHEM 121 (4)	CHEM 101 (1.5)	CHEM 1XXX (4)
Chemistry 123 (4 credits)	CHEM 122 (2) Q & CHEM 126 (2) Q	CHEM 1 st (4)	CHEM 102 (1.5)	CHEM 1XXX (4)
Chemistry 121 & 123 (8 credits)	CHEM 121 (4), CHEM 122 (2) & CHEM 126 (2)	CHEM 121 (4) & CHEM 123 (4)	CHEM 101 & CHEM 102 (3.0)	CHEM 1110 (4) & CHEM 1210 (4)
Chemistry 210 (4 credits)	CHEM 281 (4) Q	CHEM 2 nd (4)	CHEM 231 (1.5)	CHEM 2320 (4)
Chemistry 220 (4 credits)	CHEM 282(2) Q & CHEM 286 (2) Q	CHEM 2 nd (4)	CHEM 232 (1.5)	CHEM 2420 (4)
Chemistry 230 (8 credits) or Chemistry 210 (4) & Chemistry 220 (4)	CHEM 281(4) Q, CHEM 282 (2)Q & 286(2) Q	CHEM 203 (4), CHEM 213 (3) & CHEM 245 (1)	CHEM 231 & CHEM 232 (3)	CHEM 2320 (4) & CHEM 2420 (4)
Computer Science 101	CMPT 100 (3)	CPSC 1 st (3)	CSC 100 (1.5)	CPSC 1100 (3)
Computer Science 120	CMPT 120 (3) Q/B-Sci	CPSC 1 st (3)	CSC 100 level (1.5)	INFO 1112 (3)
Computer Science 101 & 120	CMPT 100(3) & CMPT 120(3) Q/B-Sci	CPSC 101(4) & CPSC 1 st (2)	CSC 100 (1.5) & 100 level (1.5)	CPSC 1100 (3) & INFO 1112 (3)
Computer Science 125	CMPT 125 (3) Q	CPSC 1 st (3)	CSC 110 (1.5)	INFO 2313 (3)
Computer Science 120 & 125	CMPT 120(3) Q/B-Sci & CMPT 125(3) Q	CPSC 111(4) & CPSC 1 st (2)	CSC 100 level (1.5) & CSC 110 (1.5)	INFO 1112 (3) & INFO 2313 (3)
Computer Science 101, 120 & 125	CMPT 100(3), CMPT 120(3) Q/B-Sci & CMPT 125(3) Q	CPSC 101(4), CPSC 111(4) & CPSC 1 st (1)	CSC 100(1.5), CSC 100 level (1.5) & CSC 110(1.5)	CPSC 1100 (3), INFO 1112 (3) & INFO 2313 (3)
Computer Science 150	CMPT 150 (3) Q	CPSC 1 st (3)	CSC 100 level (1.5)	CPSC 1250 (3)
Computer Science 150 & Math 120	CMPT 150(3) Q & MACM 101(3) Q/B-Sci	CPSC 121 (4) & CPSC (2) 1 st	CSC 100 level (1.5) & MATH 122 (1.5)	CPSC 1250 (3) & INFO 1214 (3)
Computer Science 225	CMPT 225 (3) Q	CPSC 2 nd (3)	CSC 115 (1.5)	CPSC 2302 (3)
Computer Science 237	BUS 237 (3)	COMM 391(3)	CSC 100 (1.5)	CBSY 2205 (3)
Computer Science 250	CMPT 250 (3) Q	CPSC 2 nd (3)	CSC 230 (1.5)	No credit
Computer Science 275	CMPT 275 (3)	CPSC 2 nd (3)	SENG 200 level (1.5)	CISY 2413 (3)
Economics 101	ECON 110 (3) B-Soc	ECON (3)*	ECON 100 (1.5)	ECON 1101 (3)
Economics 103	ECON 103 (3) Q/B-Soc	ECON 101 (3)	ECON 103 (1.5)	ECON 1150 (3)
Economics 105	ECON 105 (3) Q/B-Soc	ECON 102 (3)	ECON 104 (1.5)	ECON 1250 (3)
Economics 207	BUS 207(3) Q	COMM 295 (3)	ECON 205 (1.5)	ECON 3150 (3)
Economics 240	ECON 2XX (3) Q	ECON 2 nd (3)	ECON 200 level (1.5)	ECON 2210 (3)
Economics 260	ECON 260 (3) Q	ECON 2 nd (3)	ECON 200 level (1.5)	ECON 2260 (3)
Economics 280	BUEC 280 (3) Q	-	ECON 200 level (1.5)	ECON 2280 (3)

Columbia College (3 credits unless otherwise stated)	Simon Fraser University (Credits)	University of British Columbia Vancouver Campus (Credits)	University of Victoria (Units)	Kwantlen Polytechnic University (Credits)
Economics 290	ECON 290 (3) Q	ECON 2 nd (3)	ECON 200 level (1.5)	-
Economics 291	ECON 291 (3) Q	ECON 2 nd (3)	ECON 200 level (1.5)	-
English 100	ENGL 1WRITNG (3)	ENGL 112 (3), credit for only one of CC ENGL 100, 101	ENGL 135 (1.5)	ENGL 1100 (3)
English 101	ENGL 199 (3) W	WRDS 150 (3) for BA, BFA and BMus. ENGL 112 (3) for all other programs. Credit for only one of CC ENGL 100, 101	ENGL 135 (1.5)	ENGL 1100 (3)
English 108	ENGL 104 (3) B-Hum	ENGL 111 (3)	ENGL 100 level (1.5)	ENGL 1XXX (3)
English 110	ENGL 102 (3) B-Hum, or ENGL 101 (3) B-Hum	ENGL 1 st (3)	ENGL 100 level (1.5)	ENGL 1XXX (3)
English 121	ENGL 101 (3) B-Hum	ENGL 1 st (3)	ACWR 100 level (1.5)	ENGL 1XXX (3)
English 131	ENGL 103 (3) B-Hum	ENGL 1 st (3)	ACWR 100 level (1.5)	ENGL 1XXX (3)
English 210	ENGL 205 (3) B-Hum	ENGL 220 (3)	ENGL 200A (1.5)	ENGL 2316 (3)
English 215	ENGL 105 (3) B-Hum	ENGL 227 (3)	ENGL 201 (1.5)	ENGL 2XXX (3)
English 220	ENGL 205 (3) B-Hum, or ENGL 206 (3) B-Hum	ENGL 221 (3)	No credit	ENGL 2317 (3)
English 230	ENGL 207 (3) B-Hum	ENGL 2 nd (3)	ENGL 202 (1.5)	ENGL 2301 (3)
English 231	ENGL 2XX (3)	ENGL 2 nd (3)	ENGL 200 level (1.5)	ENGL 2XXX (3)
English 240	ENGL 207 (3) B-Hum	ENGL 2 nd (3)	ENGL 203 (1.5)	ENGL 2309 (3)
English 250	No credit	Arts 2 nd (3), precludes credit for ENGL 301	ENGL 225 (1.5)	No credit
Fine Art 100	FPA 1VSARHI (3)	ARTH 1 st (3)	HA 100 level (1.5)	ARTH 1XX (3)
Fine Art 210	FPA 1XX (3)	ARTH 2 nd (3)	HA 200 level (1.5)	ARTH 2126 (3)
French 101	FREN XXX (3)	FREN 1 st (3)	FRAN 100 level (1.5)	FREN 1100 (3)
French 102	FREN XXX (3)	FREN 1 st (3)	FRAN 100 level (1.5)	FREN 1101 (3)
French 101 & French 102	FREN XXX (6)	FREN 1 st (6)	FRAN 100 (3.0)	FREN 1100 (3) & FREN 1101 (3)
Geography 100	GEOG 100 (3) B-Soc	GEOG 1 st (3)	GEOG 101B (1.5)	GEOG 1101 (3)
Mass Comm 110	CMNS 110 (3) B-Soc	Arts 1 st (3)	HUM 100 level (1.5)	CMNS 1130 (3)
Mass Comm 130	CMNS 130 (3)	Arts 1 st (3)	HUM 100 level (1.5)	COMM 1100 (3)
Mass Comm 205	CMNS 2XX (3)	Arts 2 nd (3)	PSYC 200 level (1.5)	ANTH 2XXX (3)
Mass Comm 210	CMNS 210 (3)	ARTS 1 st (3)	HUMA 100 level (1.5)	COMM 1100 (3)
Mass Comm 220	CMNS 220 (3)	Arts 2 nd (3)	SOCI 200 level (1.5)	COMM 1110 (3)
Mass Comm 223	CMNS 223 (3)	Arts 2 nd (3)	SOSC 200 level (1.5)	SOCI 2XXX (3)
Mass Comm 230	CMNS 230 (3)	Pending	SOCI 200 level (1.5)	SOCI 2275 (3)
Mass Comm 253	CMNS 253 (3)	ARTS 1 st (3)	SOCI 200 level (1.5)	SOCI 2XXX (3)
Mathematics 100	MATH 100 (3)* Q	No credit	MATH 120 (1.5)	MATH 1112 (3)
Mathematics 110	MATH 100 (3)* Q	ELEV 1 st (3)	MATH 120 (1.5)	MATH 1112 (3)
Mathematics 111	MATH 157 (3) Q	MATH 104 (3)	MATH 102 (1.5)	MATH 1140 (3)
Mathematics 112	MATH 158 (3)* Q	MATH 105(3)	MATH 100 level (1.5)	MATH 1240 (3)
Mathematics 113	MATH 151 (3) Q	MATH 100 (3)	MATH 100 (1.5)	MATH 1120 (3)
Mathematics 114	MATH 152 (3) Q	MATH 101 (3)	MATH 101 (1.5)	MATH 1220 (3)
Mathematics 120	MACM 101 (3) Q/B-Sci	CPSC 1 st (3)	MATH 122 (1.5)	INFO 1214 (3)
Mathematics 120 & CompSc 150	MACM 101 (3) Q/B-Sci & CMPT 150 (3) Q	CPSC 121 (4) & CPSC (2) 1 st	MATH 122 (1.5) & CSC 100 level (1.5)	INFO 1214 (3) & CPSC 1250 (3)
Mathematics 206	STAT 270 (3) Q	STAT 2 nd (3), exempt from STAT 241 & STAT 251	MATH 200 level (1.5)	MATH 2315 (3)
Mathematics 213	MATH 251 (3) Q	MATH 200 (3)	MATH 200 (1.5)	MATH 2321 (3)
Mathematics 221	MACM 201 (3) Q	CPSC 2 nd (3)	MATH 222 (1.5)	-
Mathematics 225	MATH 242 (3) Q	MATH 220 (3)	MATH 200 level (1.5)	-
Mathematics 230	MATH 310 (3) Q	MATH 215 (3)	MATH 201 (1.5)	MATH 3421 (3)
Mathematics 252	MATH 232 (3) Q	MATH 152 (3) or MATH 221 (3)	MATH 110 (1.5)	MATH 2232 (3)
Philosophy 101	PHIL 100 (3) B-Hum	PHIL 100 (6), if taken with COLU Phil 102	PHIL 100 level (1.5); COLU PHIL101 + COLU PHIL 102 = UVIC PHIL 100 (3)	PHIL 1100 (3)
Philosophy 102	PHIL 120 (3) B-Hum	PHIL 100 (6), if taken with COLU Phil 101	PHIL 100 level (1.5); COLU PHIL 101 + COLU PHIL 102 = UVIC PHIL 100 (3)	PHIL 1110 (3)
Philosophy 113	PHIL XX1 (3) Q	PHIL 120 (3)	PHIL 201 (1.5)	PHIL 1150 (3)
Philosophy 213	PHIL 210 (3) Q	PHIL 220 (3)	PHIL 203 (1.5)	PHIL 3150 (3)
Physics 110 (4 credits)	transfers with Physics 120	PHYS 101 (3)	PHYS 100 level (1.5)	PHYS 1120 (4)
Physics 118 (4 credits)	No credit	PHYS 170 (3)	ENGR 141 (1.5)	PHYS 1170 (3)
Physics 120 (4 credits)	PHYS 121 (3) Q/B-Sci	PHYS 102 (3)	PHYS 100 level (1.5)	PHYS 1220 (4)

Columbia College (3 credits unless otherwise stated)	Simon Fraser University (Credits)	University of British Columbia Vancouver Campus (Credits)	University of Victoria (Units)	Kwantlen Polytechnic University (Credits)
Physics 110 & Physics 120 (8 credits)	PHYS 120 (3) Q/B-Sci & PHYS 121 (3) Q/B-Sci & PHYS 131 (2)	PHYS 101 (3) & PHYS 102 (3)	PHYS 100 level (3.0)	PHYS 1120 (4) & PHYS 1220 (4)
Physics 130 (4 credits)	PHYS 1XX (4). COLU PHYS 110 & 130 = SFU PHYS 120 (3), PHYS 1XX (3) & PHYS 131 (0).	COLU PHYS 120 & 130 = UBC PHYS 153 (6)	PHYS 100 level (1.5). COLU PHYS 110 & 130 = UVIC PHYS 110 (1.5) & 111 (1.5)	-
Physics 200 (4 credits)	PHYS 2XX (3)	PHYS 200 (4) or PHYS 250(4) for Appl.Sc. students	PHYS 215 (1.5)	PHYS 2424 (3)
Political Science 100	POL 100 (3) B-Soc	POLI 2 nd (3)	POLI 100 level (1.5)	POLI 1125 (3)
Psychology 110	PSYC 100 (3) B-Soc	PSYC 1 st (3), COLU PSYC 110 + COLU PSYC 120 = UBC PSYC 100 (6)	PSYC 100A (1.5)	PSYC 1100 (3)
Psychology 120	PSYC 102 (3) B-Soc	PSYC 1 st (3), COLU PSYC 110 + COLU PSYC 120 = UBC PSYC 100 (6)	PSYC 100B (1.5)	PSYC 1200 (3)
Psychology 210	PSYC 250 (3)	PSYC (3)*	PSYC 200 level (1.5)	PSYC 2320 (3)
Psychology 217	PSYC 201 (3) Q	PSYC 217 (3)	PSYC 201 (1.5)	PSYC 2400 (3)
Psychology 220	PSYC 241 (3)	PSYC 2 nd (3)	PSYC 200 level (1.5)	PSYC 2350 (3)
Psychology 240	PSYC 260 (3)	PSYC 2 nd (3)	PSYC 331 (1.5)	PSYC 2330 (3)
Psychology 270	PSYC 2XX (3) & PSYC 370 (0) Exemption	PSYC 2 nd (3)	PSYC 200 level (1.5)	PSYC 2370 (3)
Psychology 299	GE 1XX (3)	PSYC 2 nd (3)	PSYC 200 level (1.5)	PSYC 2XXX (3)
Sociology 110	SA 150 (3) B-Soc	SOCI (3)	SOCI 100A (1.5)	SOCI 1125 (3)
Sociology 120	SA 150 (3) B-Soc	SOCI (3)	SOCI 100B (1.5)	SOCI 1135 (3)
Sociology 110 & 120	SA 150 (3) B-Soc & SA 1XX (3)	SOCI (6)	SOCI 100A (1.5) & SOCI 100B (1.5)	SOCI 1125 (3) & SOCI 1135 (3)
Sociology 250	SA 203 (3)	SOCI 201 (3)	SOCI 200 level (1.5)	SOCI 1230 (3)
Spanish 101	SPAN 102 (3)	SPAN 101 (3)	SPAN 100A (1.5)	SPAN 1100 (3)
Spanish 102	SPAN 103 (3)	SPAN 102 (3)	SPAN 100B (1.5)	SPAN 1101 (3)

*see additional transfer notes, <http://www.bctransferguide.ca/>

NOTE: SFU Writing, Quantitative & Breadth (WQB) requirements

A course that meets SFU's Writing (W) requirement will have a **W** after the transfer credit

A course that meets SFU's Quantitative (Q) requirement will have a **Q** after the transfer credit

A course that meets SFU's Breadth (B) requirement will have a **B** and a subject area after the transfer credit

FEES

The following fee schedule is effective for the period **September 1, 2015 to August 31, 2016.**

Application Fee (non-refundable) All Programs (includes English and Math Testing Fee)	\$ 150.00
Credit Courses, per credit	\$ 500.00

Tuition Fees, Academic Programs (including Academic Programs with English preparation)

New students applying from overseas ^{1,2} (This amount consists of tuition fees for two (12 credit) semesters (\$6,000.00 x 2) ³ and a non-refundable \$200.00 document assessment and first-time registration fee. This amount (\$12,200.00) is normally non-refundable, subject to 2 - 8 of the refund policy on pg. 43-46.)	\$12,200.00
Tuition Fee Deferral Charge International students (who arrived at the College from overseas) registered in academic programs who have been attending the College for a minimum of one semester may, in very unusual circumstances, request that fees for the second semester be deferred by 4 months to a subsequent semester. Such requests must be made in writing and are granted at the discretion of the College. If granted the deferral fee will apply.	\$ 200.00
New students transferring from another institution in Canada, and continuing students who require a letter to extend a Visa or Study Permit (This amount consists of tuition fees for one (9 credit) semester; these fees are subject to the refund policy on pgs. 43-46. Students who choose to register in more than 9 credits will be assessed fees at \$500 per additional credit.)	\$ 4,500.00
New students transferring from another institution in Canada, and continuing students are required to register for at least three courses (minimum 9 credits). Exceptions to this rule may be made for students who have been full-time at the College for the previous two semesters.	

Tuition Fees for Courses

Credit Courses (\$500.00 per credit)	
University course (3 credits)	\$ 1,500.00
University course (4 credits) and Math 110	\$ 2,000.00
University course (8 credits)	\$ 4,000.00
Secondary course (4 credits)	\$ 2,000.00
Non-credit courses	
Composition 098, English 098, English 099	\$ 2,000.00
Writing 099 and Math 090	\$ 1,000.00

Notes:

- A number of generous Tuition Bursaries for the University Transfer Program are available for academically able Canadians/Landed Immigrants who possess strong English and effective communications skills.
- Sibling discounts are available to students who have brothers or sisters studying at the College, or who have studied at the College in the past. Qualifying students should consult an Admissions Officer for details.

Other Fees

Laboratory Fee (university-level computer science courses)	\$ 50.00
Dual Credit Registration (see page 13) <i>This fee is added to the cost of the University-level course. Thus, a student registering in a 3 credit university course and also receiving credit for one Secondary course will pay for 3 credits + \$500, or \$2000.00 total.</i>	\$ 500.00
Graduation Transitions Fee (Senior Secondary students)	\$ 500.00

¹ New students arriving from overseas are accepted as full-time students for a minimum of two semesters and are expected to register in a minimum total of 24 credits (or equivalent) in this period. The tuition deposit of \$12,000.00 (plus \$200.00 Document Assessment Fee) is not refundable and it cannot normally be carried over in whole or in part to a third or subsequent semester. Students in this category will pay a minimum of \$12,000.00 tuition fees even if they register in fewer than 24 credits (total). Students who register in more than 24 credits over their first two semesters should expect to pay more than \$12,000.00; the additional fees will be assessed at \$500 per additional credit.

² A full-time student in the University Transfer program normally takes 12 or 15 credits (or equivalent). A full-time student in the Senior Secondary program takes 12 or 16 credits (i.e. 3 or 4 courses).

³ The tuition fee for 12 credits (usually 4 university courses or 3 secondary courses) is \$6,000.00 per semester. Students who choose to take 5 university courses (3 credits each or 15 credits total) will be assessed an additional tuition fee as outlined above.

Students who choose to take 4 secondary courses (16 credits) will be charged \$7000.00 only. For students taking a combined program, or taking non-credit English courses, tuition fees will be assessed according to the "Tuition Fees for Courses" schedule above (minimum \$6,000.00).

Tuition Fees, English for Academic Purposes Program

Students accepted into academic programs whose English skills are deemed to be inadequate for academic courses will initially be placed in the English for Academic Purposes Program.

Full-time Tuition Fees

One semester/14 weeks	\$ 5,000.00
Half semester/7 weeks	\$ 2,500.00
Tuition Fee Deferral Charge	\$ 200.00
<i>Registered International ESL students (who have arrived at the College directly from overseas), who have been attending the College for a minimum of six months may, in unusual circumstances, request that fees paid for one session be deferred to the subsequent session. Such requests must be made in writing and are granted at the discretion of the College.</i>	

Tuition Fees, General ESL Program

Students who do not intend to continue in one of the College's academic programs but wish to study English in an academic college environment may register in suitable English for Academic Purposes Program courses.

Full-time Tuition Fees

One semester/14 weeks	\$ 5,000.00
Half semester/7 weeks	\$ 2,500.00

Students in this Program who subsequently choose to transfer into one of the College's academic programs will be charged a \$200.00 Document Assessment Fee.

Late Fees

Late Fee	\$ 50.00
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This fee will be assessed for registration during the first week of classes. Additional fees will be assessed for fees paid later than the first week of classes.

Other Fees

Activity Fee <i>(All students will pay a non-refundable Activity Fee each semester at the time of registration.)</i>	\$ 30.00
Graduation Fee (Annual Ceremony) (\$20.00 refundable on return of gown)	\$ 50.00
Book Deposit (Full-time Secondary Students)(\$120.00 refundable on return of books)	\$ 200.00
Appeals Fee (Grade and Plagiarism) (Refunded if appeal is successful)	\$ 50.00
NSF Cheque Fee <i>(Late fees will be applicable up to the time the NSF cheque is replaced.)</i>	\$ 30.00
Testing Fee (English and Math; usually included in Application Fee)	\$ 50.00
Testing Fee for Rewriting LWA or MPT	\$ 25.00
Transcript Fee (Unofficial, includes regular mailing)	
- Normal service (2 business days)	\$ 2.00
- Rush service (2 hours)	\$ 15.00
Transcript Fee (Official, includes regular mailing)	
- Normal service (2 business days)	\$ 5.00
- Rush service (2 hours)	\$ 20.00
<i>(This fee will also apply to any rush letters that are requested. An additional fee will be charged if Courier service is requested.)</i>	
Provincial Exam Registration Fee (Refundable if examination is written)	\$ 50.00

Homestay, Custodianship and Airport Reception Fees

Airport Reception (if requested)	\$ 70.00
Homestay Finder Fee (if requested)(non-refundable)	\$ 250.00
Homestay Deposit, without Custodianship (First and Last Month's Rent)	\$ 1,600.00
Custodianship Set-up (if required)	\$ 200.00
Homestay Deposit, with Custodianship (First and Last Month's Rent)	\$ 1,700.00
Custodianship Monitoring Fee (per semester)	\$ 80.00

*The cost of Homestay is \$800.00 per month if the host family is not acting as Custodian, \$850.00 per month if the host family is acting as Custodian. After the first month, homestay fees are paid directly to the homestay family, **not** through*

the College. The College collects a monitoring fee from students in homestay who have a College-arranged Custodianship arrangement.

The College reserves the right to charge an administration fee if money is sent to the College with the expectation that the College will then act as intermediary and pay the homestay family on behalf of a student. The College's involvement will be limited to homestay payment; the College will not act on behalf of a student in other personal financial matters.

Note: All students are required to pay tuition fees in effect for the semester of registration. Early payment of fees does not exempt a student from future fee increases.

Bonding arrangements are in place to protect students (in academic programs) who pay tuition fees in advance to Columbia College. The College posts bonds with the Ministry of Education (for students in the Secondary program) and with the Ministry of Advanced Education of B.C. (for students in the Associate Degree/University Transfer Programs) as security for fees paid in advance to the College.

Tuition fees paid for full-time English (ESL) programs are offered protection under arrangements made by Languages Canada with member schools.

Fee Deferral Policy

As noted above, new students arriving from overseas are required to pay a two-semester tuition deposit, and are expected to use this entire amount in the two semesters immediately following their arrival in Canada. Students may request that part of the deposit (not exceeding the cost of one three-credit course) be moved to a third consecutive semester, but this request must be made at the time the student registers for their second semester and may or may not be approved. Students are not usually allowed to move part of their tuition deposit to a fourth or fifth semester, but on the rare occasions where such permission is granted a deferral fee of \$200.00 will be charged.

Tuition Deposits and students who are denied permission to register

The Tuition Deposit (equivalent to the cost of 24 credits) referred to above is NON-REFUNDABLE. Students who are placed on academic probation for two semesters in a row may be denied permission to register for another semester. For such students any part of the Tuition Deposit that is unused will remain on the student's account. Once the student has returned to Columbia College with improved grades (minimum C average on at least two academic courses) the unused Deposit can be applied toward their tuition fees. After 24 months any unused Tuition Deposit will be treated as unclaimed funds if the student does not register.

REFUND POLICIES

The table below contains a summary of Columbia College’s refund policy. For full details, please refer to the written section on the pages following the table.

Category of Student Time of Refund Request	New International students arriving from overseas – required to pay Tuition Deposit equivalent to cost of 24 credits	New International students coming to Columbia College <u>through the Student Partners Program</u> - required to pay Tuition Deposit equivalent to cost of 24 credits*	Continuing Students and Local Transfer Students. Includes New International students beyond 2 nd semester and all other students
Category 1. Before Registration	100% Refund of Tuition Deposit if Study Permit is denied. 100% Refund of Tuition Deposit less \$200 if decision is made for other reason than denial of Study Permit.	100% Refund of Tuition Deposit if Study Permit is denied. 100% Refund of Tuition Deposit less \$200 if decision is made for other reason than denial of Study Permit so long as student does not enter Canada using Letter of Admission from Columbia College. If student has entered Canada using Columbia’s Letter – no refund or deferral of the Tuition Deposit.	Students with Study Permits – full refund of tuition fees paid less \$200 penalty. Students who pay fees in order to get a letter from the College in order to extend a Study Permit are deemed to have registered and are treated as Category 2 (or 3 or 4 depending on when they withdraw).
Category 2. After Registration but Before Classes Start	Full Refund of Tuition Deposit less 25% of Tuition deposit if student withdraws completely from College.	No refund or deferral of the Tuition Deposit.	Full Refund of tuition Fees less 25% penalty (of fees due).
Category 3. In First Week of Semester	Full Refund of Tuition Deposit less 50% of Tuition Deposit if student withdraws from College. Students who withdraw from a single course <i>may apply</i> to have a (non-refundable) 50% credit for the course applied to their account.	No refund or deferral of the Tuition Deposit.	Full Refund of Tuition Fees less 50% penalty (of fees due).
Category 4. After First Week of Semester	No Refund of the Tuition Deposit.	No refund or deferral of the Tuition Deposit.	No Refund of Tuition Fees

* Under exceptional circumstances students in this category may be allowed to carry a portion of their tuition deposit (so long as this is less than \$1500.00, the cost of a regular 3 credit course) over to a third successive semester. This carryover is not automatic but must be requested at the time the student registers for his/her third semester. The College reserves the right to deny such requests.

All Students:

1. The Application Fee (\$150.00) and the Document Assessment and First-time Registration Fee (\$200.00) are non-refundable.

The following policies (2 to 8) apply to International Students Who Apply To The College From Overseas (i.e. Use a Letter of Acceptance from Columbia College to Apply for a Study Permit for the First Time), or who, on application to the College, do not have legal status in Canada. Students in this category make a commitment to Columbia College for a minimum of two consecutive full time semesters.

Refunds Before Registration

International students applying from overseas are required* to pay a deposit that will cover tuition fees for 24 credits**. Students in this category are required to take a minimum total load of 24 credits, or the equivalent, over their first two semesters. (Students usually take 12 credits per semester for two consecutive semesters; however, students may register in 15 credits in their first semester and 9 in their second semester, or some similar arrangement).

**** Students applying to Columbia College through the Student Partners Program (SPP) are required to pay a (24 credit) tuition deposit before they can be registered in any program.***

The deposit is refundable in full if the student is refused a Study Permit so long as the original refusal letter from Canada Immigration is provided to the College and the student has not yet entered Canada. The deposit is refundable in full, less a \$200 penalty, if the student has not arrived in Canada and decides not to attend Columbia College for any other reason.

There is no refund or deferral of fees for students who have already arrived in Canada and hold a Study Permit which they applied for under the Student Partners Program using a Columbia College letter of acceptance (i.e. points 4 and 5 below do not apply to students in this category).

***** The tuition deposit will cover most of the costs of attending Columbia College for the first two semesters, but students should note that they might encounter some small, additional fees such as the Activity Fee (\$30.00 per semester) and laboratory fees (\$50.00 per computer science course). Students who take more than a total of 24 credits in their first two semesters will be expected to pay for credits in excess of 24 at a rate of \$500 per credit.***

2. Students in this category will receive a full refund of their tuition fee deposit if they are denied a Study Permit by the Canadian authorities, so long as the College is informed in writing before the start of classes in the semester for which the student was accepted, and

documentation (i.e. the **original** letter from Citizenship and Immigration Canada (CIC) denying the request for a Study Permit) is provided.

3. Students who decide not to attend Columbia College for reasons other than denial of a Study Permit will receive a refund of their tuition deposit less a penalty of \$200, so long as the College is informed in writing before the start of classes in the semester for which the student was accepted. Note that in such cases CIC will be informed that the letter of acceptance issued by Columbia College is null and void.

Refunds After Registration But Before Classes Start

In their first two semesters new international students arriving from overseas are expected to register in at least 24 credits (or equivalent) in total at the College.

Students will be charged for a minimum of 24 credits (\$12,000) over their first two semesters. Students taking more than 24 credits will pay more on a *pro rata* basis. At their first Registration students will be deemed to have committed to the College for two consecutive* semesters and any refunds will be based on this commitment (24 credits, \$12,000 committed).

(* At the time of their first Registration students in this category commit themselves to attending Columbia College, and to paying fees, for the next two consecutive semesters. Students may not take a semester break in this first 8 month period.)

4. Students who withdraw completely from the College after Registration and before classes start will receive a tuition refund less 25% of fees due, i.e. there will be a penalty of 25% of \$12,000 = \$3000.00. Students should note that it is necessary to complete the formal withdrawal procedure; simple non-attendance does not constitute withdrawal. (Students coming to the College through the Student Partners Program should note that this does not apply in their first two semesters and should read the bold italicized section above.)

Refunds After Classes Start

5. Students who withdraw from their entire program after classes start but before the end of the first week of classes in their first semester will receive a refund of tuition fees less 50% of fees due, i.e. there will be a penalty of 50% of \$12,000 = \$6,000. (Students coming to the College through the Student Partners Program should note that this does not apply in their first two semesters and should read the bold italicized section above.)

6. After the end of the first week of classes of this (first) semester there will be no refund on the basic tuition deposit.

7. Students must maintain full-time status and register in at least 9 credits in their first semester. Students who register in more than 9 credits in their first semester may be eligible** for a partial refund on a course(s) that they

withdraw from, so long as this withdrawal does not reduce their course load to fewer than 9 credits. In such cases no cash refund will be paid but the amount of the refund will be credited to their account.

**** Penalty will be 25% if withdrawal is completed after Registration and before classes start. Penalty will be 50% if withdrawal is completed after classes start but before the end of the first week of classes.**

8. Since students are required to take a minimum of 24 credits over their first two semesters, students in their second semester who register in a course load such that they will complete more than 24 credits in their first two semesters are eligible for refunds on courses in excess of 24 credits. Such refunds will follow usual College policies***.

***** Penalty will be 25% if withdrawal is completed after Registration and before classes start. Penalty will be 50% if withdrawal is completed after classes start but before the end of the first week of classes.**

The following policies (9 to 11) apply to international and Canadian students who transfer to the College from another institution in Canada or who, on application to the College, have legal status in Canada, and to continuing students (i.e. international students who initially applied to the College from overseas, after they have completed two semesters at Columbia College).

International students transferring to the College from other institutions in Canada are expected to have their Study Permits in place. Students in this category are expected to pay their tuition fees at the time of registration.

A student requesting a "re-entry letter" or a "Study Permit extension letter" from Columbia College may be required to pay a deposit on their tuition fees for the next semester. In such cases, whether or not the student subsequently completes the formal registration process, he will be treated in the same way as full-time students who have completed the registration process; he will be considered to have registered in the minimum full-time load in the University Transfer Program (9 credits) at a cost of \$4500.00, making him liable to a penalty of \$1125.00 if he withdraws before classes start (see 9 below), or a penalty of \$2250.00 if he withdraws in the first week of classes (see 10 below.)

An exception to this policy will be made in cases where an application for a Study Permit extension is denied. If documentation (i.e. the original letter from CIC denying the Study Permit) is provided to the College in a timely manner then the tuition deposit will be refunded in full less a \$200 service charge.

In cases where a student pays a tuition deposit in order to extend their Study Permit but the Permit does not arrive in time for the student to commence his studies as anticipated, the deposit, less a \$200 deferral fee, may be

applied to the subsequent semester so long as documentation is presented to the College in a timely manner.

Refunds After Registration But Before Classes Start

9. Students who withdraw after Registration and before classes start will receive a refund of tuition fees less 25% of tuition fees due.

Refunds After Classes Start

10. Students who withdraw from a class or classes after the start of the semester, but before the end of the first week of the semester, will receive a refund of tuition fees less 50% of fees due.

(9 and 10 above do not apply to students who come to Columbia College through the Student Partners Program.)

11. After the end of the first week of classes there will be no refund of tuition fees.

Students Registered in the Full-time English Program

International students arriving from overseas may find they need to take full-time English for Academic Purposes courses when they first arrive at the College. Such students will have been asked to pay a Tuition Deposit of \$12,000.00 in advance, and once they complete their first registration this amount is committed to the College and the student committed to being a full-time student at the College for at least 8 consecutive months. Since tuition fees in the full-time English Program are \$5000.00 per semester, a student who spends one or two semesters in this Program is likely to have, after his first two semesters, a credit balance in his account. This balance will be carried over to a third semester; there will not be a cash refund of this balance.

Policies 1–3 above apply to this group, as does 9. Moreover:

12. Students who withdraw from **part** of their program will receive no refund.

13. Students who withdraw from their entire program within the first week of classes *of their initial registration period* will receive a refund of tuition fees less 50% of fees due.

14. Students who withdraw from their entire program after the first week of classes *of their initial registration period* will receive no refund of tuition fees.

International and Canadian students who transfer to Columbia College from another institution in Canada, or who, on application to the College, have legal status in Canada, or who are continuing students (i.e. overseas arrivals who have completed two semesters at the College), may register for

periods of half or one full semester. Such students are subject to 9 above and also to the following:

15. Students who withdraw from part of their program will receive no refund.

16. Students who withdraw from their entire program within the first week of classes of *their registration period* will receive a refund of tuition fees less 50% of fees due.

17. Students who withdraw from their entire program after the first week of classes of their registration period will receive no refund of tuition fees.

Indebtedness to the College

Any fees paid are applied firstly to the removal of any existing indebtedness to the College. No official

transcripts, certificates, diplomas or Associate Degrees are issued to a student in debt to the College, nor is the student permitted to write final examinations or to re-register until all debt is cleared.

Unclaimed Funds

Monies paid to the College as a deposit, or refunds owed due to, for example, an overpayment or withdrawal from courses, must be claimed from the College in a timely fashion. The College will make reasonable efforts to contact the student. However, upon receiving no response, such monies will revert to the College 24 months after the student has left or withdrawn from the College.

ADMINISTRATION, FACULTY AND STAFF

ADMINISTRATION

Principal and Registrar

Vice Principal

Financial Controller

Accountant

Director of Admissions

Admissions Officers

Director of Student Services

Head Librarian

Toone, T., B.Sc. (Sussex), M.Sc., Ph.D. (East Anglia)

Louie, B., B.Sc. Hons. (Simon Fraser), Ph.D. (British Columbia)

Kill, D., Business Cert. (BCIT), C.M.A..

Pereira, E., B.Acc., C.P.A. (Philippines), C.M.A. (in progress)

Ashby, P., B.A. (British Columbia). TESL Cert. (British Columbia), M.App.Ling. (Macquarie)

Acierno, C., B.A. (Simon Fraser)

Chen, H., B.A. (Shanghai), M.A. (Royal Roads)

Mendonca, M., B.A. (Waterloo)

Graal Y.K., B.Sc., Dip. Ed. (Singapore), M.Sc.(Ed) (Simon Fraser)

de Souza, Y., B.A. Hons. (Malaya), Dip. Ed. (Singapore), AALIA. (Australia), M.L.I.S. (Western Ontario)

FACULTY

English

Barnes, S., B.Sc.(Alberta), M.A. (British Columbia)

Cabrita, Z., B.A., B.F.A., M.A. (British Columbia)

Cansin, D., B.A. (Macalester College), M.A. (British Columbia)

Clarke, D.K., B.Sc., M.A. (British Columbia)

Karey, J., B.A. (British Columbia), M.A. (Simon Fraser)

Lavery, A., B.A., B.Ed. (Toronto), M.A. (British Columbia)

MacRae, S., B.F.A.(British Columbia), M.A.(City College, NY)

Maher, N., B.A. (British Columbia), M.A. (Sussex)

Mercer, L.E., B.A. (British Columbia), M.A. (University College Dublin)

Roberts, D., B.A., P.D.P., M.A. (Simon Fraser)

Smith, J., B.Ed., M.Ed. (British Columbia), M.A. (Simon Fraser)

Swanson, G., B.A. (Simon Fraser), M.A. (British Columbia)

English Language Centre

Bennett, T., B.A. (Brock), B.Ed. (British Columbia), TESL Cert. (VCC)

Cacciatore Iwato, T., B.B.A., B.Ed. (Lakehead)

Chau, J., B.A. (British Columbia), CELTA

Chien, G., B.A. (Simon Fraser), TESL Dip. (VCC), GDBA (Simon Fraser)

DeCosta J., B.S.W., B.A. Hons. (York), CELTA, TESL Cert (Victoria International Academy)

Orenstein, J., B.A. (St. Mary's), TESL Dip. (VCC), M.Ed. (Lesley College)

Sumbulpepe, N., B.A. (Cukurova), M.A. (Northern Arizona), M.Ed. (British Columbia)

Trankner, M., B.A. (British Columbia), TEFL, M.A. (British Columbia)

Winterhelt, H., B.A. (York), M.Ed. (Lesley College), TESL Cert. (Vancouver Community College)

Yatsuda, S., B.A. (Albion), Dip.Ed. (UBC), TESL Cert. (UBC), M.A. (UBC)

Social Science

Chunn, I.A., B.A. (Toronto), B.Ed. (British Columbia), M.A. (Toronto)	Communications
Deseau, S., M.Econ. (Maine, France), M.Sc. (Quebec)	Economics
Ehresman, C., B.A. (Saskatchewan), M.Sc. (Lethbridge)	Psychology
Fu, C.L. B.A. (Beijing), M.A., Ph.D. (Simon Fraser)	Economics
Geddes, P., B.A. (Claremont), M.A. (Carleton)	Economics
Jallad, F., B.A., B.Sc., (Portland, USA), M.Sc., (New Mexico), M.Sc., (Arizona),	Business, Economics
Jeffreys, C., B.A. Hons., P.G.C.E. (Lancaster)	Geography
Kolokatsis, K., B.A., (Concordia), M.A., (Western Ontario)	Spanish, French
Leung, S., B.B.A., M.A., (Simon Fraser)	Economics
MacDonald, A., B.A., M.A., Ph.D. (British Columbia)	Sociology
Mangel, G., B.A. Hons. (McGill), M.A., (Simon Fraser)	Psychology
Ritchie, J., A.A.(Langara), B.A., M.A.(British Columbia)	Asian Studies
Ruebsaat, N., B.A., (British Columbia), M.A. (Simon Fraser)	Communications
Stuart, R., B.A. (McGill), M.A. (British Columbia)	Sociology, Anthropology
Thornton, K., B.F.A.(Lethbridge), M.A.(Queen's)	Fine Art
Van der Est, L., B.A. (Victoria), M.A. (British Columbia)	Anthropology
Wadsworth, M., A.A. (Capilano), B.A. (Simon Fraser), M.A. (Regina)	Political Science

Math/Science

Agak, J., B.Sc. (Kenyatta), M.Sc. (British Columbia)	Chemistry
Ardal, H., B.Sc.(Bogazici), Ph.D.(Simon Fraser)	Mathematics
Chan, K., B.Sc., (Simon Fraser), M.S.E.E., (Wayne)	Computer Science
Cheng, W., B.Eng. (Shanghai), M.Sc. (California State)	Computer Science
Chew, K.P, B.Sc. (Nanyang), M.Sc., Ph.D. (British Columbia)	Mathematics
Culibrk, A., B.Sc., M.Sc.(Belgrade), M.Sc.(British Columbia)	Mathematics
Doheny, G., B.Sc., M.Sc., Ph.D. (British Columbia)	Biology
Dong, R., B.Sc. (Simon Fraser), M.Sc. (Regina)	Mathematics
Ekambaram, S., B.Sc., M.Sc. (Madras), M.Phil. (Panjab), M.Sc., Ph.D. (Simon Fraser)	Mathematics
Ganguli, H., B.Sc., M.Sc. (Chennai), Ph.D. (Simon Fraser)	Mathematics
Giesbrecht, H., B.Sc. (Mauritius), Ph.D. (Simon Fraser)	Chemistry
Graal, Y.K., B.Sc., Dip.Ed (Singapore), M.Sc. (Ed), (Simon Fraser)	Biology
Halabi, S.,B.Sc. (Toronto), M.A. (York), Ph.D. candidate (British Columbia)	Philosophy
Hurthig, P., B.Sc., M.Sc. (British Columbia)	Mathematics
Irwin, K., B.Sc., B.Ed., M.Sc, (British Columbia)	Chemistry
Jovovic, V. B.Sc. (Belgrade), M.Sc. (Kragujevac), Ph.D. (Novi Sad)	Physics
Lajevardi, T., B.Sc., M.Sc.(Azad), M.Sc.(Simon Fraser)	Chemistry
Louie, B., B.Sc. Hons. (Simon Fraser), Ph.D. (British Columbia)	Chemistry
Medalen, D., B.A. (St. Olaf), M.Sc. (British Columbia)	Mathematics
Meshgini, M., B.Sc., M.Sc. (Oregon State), Ph.D. (Washington)	Chemistry
Moens, R., B.Sc. (McGill), M.Sc. (British Columbia)	Biology
Smart, B.M., B.A. (Calgary), M.A., Ph.D. (British Columbia)	Philosophy
Samiei, M., M.C.P., B.Elec.Eng. (Tehran), M.App.Sci. (Simon Fraser)	Applied Science
Todoruk, T., B.Sc., M.Sc. (Northern British Columbia)	Physics
Yang, Y., B.Sc. (Hunan), Ph.D. (Paris)	Computer Science

Laboratory Technicians

Lee, S., B.Sc.(Simon Fraser), Higher Cert., Biol.Lab.Sc. (HK)
Tchvialeva, L., M.Sc. (Minsk), Ph.D. (Belarusian Acad. of Science)
Tse, J., Networking Professional Dip. (BCIT), A+ Cert., S+ Cert., MCSE
Ng, S., Tech. Studies Dip.(BCIT), A+ Cert.
Low, L., B.A.Sc. (British Columbia)

Head IT Services

IT Services Technicians

STAFF

Accounting Assistants

Chung, C., B.A. (Simon Fraser)
Matsui, M., B.A. (Trinity Western)
Mine, K., B.A. (Aoyama Gakuin, Japan)
Wang, I., B.B.A. (Simon Fraser)
Jung, D.H., B.A. (Dan Kook, Korea)
Kon, M.

Administrative Assistants

Admissions Secretaries

Masaquel, M., Busn. Mgmt. Dip. (Philippines)
Kivi, P., B.A. (Calgary)

**Bookstore Manager
Counsellors**

Lee, J., B.Comm. (Simon Fraser)
Baker, S., B.A. (British Columbia), M.A. (City U. of Seattle)
Gaal, Y.K., B.Sc., Dip. Ed. (Singapore), M.Sc (Ed) (Simon Fraser)
Jeffreys, C., B.A. Hons., P.G.C.E. (Lancaster)
Nozick, J., B.A. (Concordia), M.A. (Liverpool)
Roberts, D., B.A., P.D.P., M.A. (Simon Fraser)
Watson, D., B.A., B.Ed. (Toronto)

**Economics Tutor
English Tutor
Homestay Coordinator
Librarian, Assistant
Library Clerks**

Zima, A., B.G.S. (Simon Fraser), M.A. (Simon Fraser)
Choi, E., B.A. (British Columbia), B.Sc. (Simon Fraser), M.A. (Waterloo)
Logan, A., B.A. (Western Ontario)
Mooney, R.

**Library Technician
Math Tutor
Nurse**

Caron, B., B.A., Ed.Cert., M.L.S. (British Columbia)
Lui, C., Lib Asst. Cert. (Hong Kong)
Manebo, L., B.Sc. (Philippines)
Chen, L., Lib. Tech. and Info. Management Diploma (Grant MacEwan)
Tabarsi, F., B.Sc. (Tehran)
Langley, C., L.P.N.

**Office Manager
Student Activities Coordinator
Student Services Coordinator
Testing Coordinator**

Johnson, C., Diploma (VCC), L.P.N.
Chiu, P., B.A. (British Columbia)
Kanigan, M., B. Tourism and Rec. Management (Vancouver Island)
Black, R., B.A. (Leeds)
Kolokatsis, K., B.A., (Concordia), M.A., (Western Ontario)