Columbia College’s Mission is to prepare international and Canadian students for admission to a university by providing quality academic programs in a supportive environment.

Columbia College offers first- and second-year university level courses that can lead to a Columbia College Associate Degree and are fully transferable to local universities. Columbia College also offers High School programs, including a British Columbia Ministry of Education Certified Senior Secondary Program, and an accredited English as a Second Language Program.

Membership and Accreditation

Member: Association of Registrars of Universities and Colleges of Canada (ARUCC)
Federation of Independent School Associations (FISA)
Languages Canada

Founding Member: International Student Safety Project (ISSP)

Associate Degree programs are offered under the written consent of the Minister of Advanced Education effective September 2004 (and renewed in September 2009 and August 2014) having undergone a quality assessment process and been found to meet the criteria established by the Minister. Nevertheless, prospective students are responsible for satisfying themselves that the program and the degree will be appropriate to their needs (for example, acceptable to potential employers, professional licensing bodies, or other educational institutions).

Senior Secondary Program Certified by the Province of British Columbia

ESL Program accredited by Languages Canada

Columbia College has met the EQA eligibility requirements as set by the British Columbia Ministry of Advanced Education.

Columbia College is a CELPIP Test Delivery Centre. Paragon Testing Enterprises is a subsidiary of The University of British Columbia.

Columbia College is incorporated as a Not-for-profit Society under the Societies Act of BC and is registered as a Charity with the Canadian Revenue Agency.
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Columbia College reserves the right to make changes to the information in this Calendar without 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 included in our on-line calendar: https://www.columbiacollege.ca/wp-content/uploads/2018/11/Academic-Calendar-2019-2020.pdf
ACADEMIC SCHEDULE 2019-20

FALL SEMESTER 2019
Aug 14-16 & 19  Registration for continuing students.
Aug 26-30 & Sept 3-6  Orientation and Registration for new students.
Sept 2  Labour Day. College closed.
Sept 9  Fall Semester classes begin.
Sept 14  Last day to register. 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 page 61)
Oct 12 & 14 Thanksgiving Day Holiday. College closed.
Nov 9  Last day for course withdrawals.
Nov 11  Remembrance Day Holiday. College closed.
Nov 12  Last day for course withdrawals.
Dec 7  Last day of classes.
Dec 9-14  Final Exams.
Dec 17  Registration for Continuing Secondary Students.
Dec 18-21  Early Registration for continuing students.
Dec 30 – 31  College Open.
Jan 1  New Year Break. College Closed
Jan 2 (2020)  College re-opens.
Jan 2 – 10  Orientation and Registration for new students.
Jan 13  Winter Semester 2020 classes start.

WINTER SEMESTER 2020
Dec 18-21  Early Registration for continuing students.
Dec 30-31  College Open.
Jan 1  New Year Break. College Closed.
Jan 2–10  Orientation and Registration for new students.
Jan 13  Winter Classes Begin.
Jan 18  Last day to register. Last day to add or change courses.
          Last day to drop courses.
          Last day to claim refunds (subject to Refund Policies outlined on page 61)
Feb 15 & 17  Family Day. College Closed.
March 11  Professional Develompent Day. Classes Cancelled.
Mar 13  Limitless: Student Conference. Classes Canceled.
Mar 14  Last day for course withdrawals.
Apr 4  Last day of classes.
Apr 10  Good Friday. College Closed.
Apr 13-18  Final Exams.
Apr 20 & 21  Registration for Continuing Secondary Students.
Apr 22-27  Early Registration for continuing students.
Apr 29-May 8  Orientation and Registration for new students.
May 11  Summer 2020 classes start.

SUMMER SEMESTER 2020
Apr 22-27  Early Registration for continuing students.
Apr 29-May 8  Orientation and registration for new students.
May 11  Summer Classes Begin.
May 16  Last day to register. Last day to add or change courses.
          Last day to drop classes.
          Last day to claim refunds (subject to Refund Policies outlined on page 61)
May 18  Victoria Day. College Closed.
May 20  Graduation
Jul 1  Canada Day. College Closed.
Jul 11  Last day for course withdrawals.
Aug 1 & 3  BC Day. College Closed.
Aug 8  Last day of classes.
Aug 10-15  Final Exams.
Aug 17 & 18  Registration for Continuing Secondary Students.
Aug 19-24  Early Registration for continuing students.
Aug 26-Sep 4  Orientation and Registration for new students
Sep 7  Labour Day. College Closed.
Sep 8  Fall 2020 classes start.

FALL SEMESTER 2020
Aug 19-24  Early Registration for continuing students.
Aug 26-Sep 4  Orientation and Registration for new students.
Sep 7  Labour Day. College Closed.
Sep 8  Fall classes begin.
          First day of course changes. First day of late registration.
FALL SEMESTER 2020 Continued
Sep 14   Last day to register. Last day to add or change courses.
          Last day to drop classes.
          Last day to claim refunds (subject to Refund Policies outlined on page 61)
Oct 10 & 12 Thanksgiving Day. College Closed.
Nov 7    Last day for course withdrawals.
Nov 11   Remembrance Day. College Closed.
Dec 5    Last day of classes.
Dec 7-12 Final Exams.
Dec 15   Registration for Continuing Secondary Students.
Dec 16-21 Early Registration for continuing students.
Dec 22-26 Christmas Break. College Closed.
Dec 28-30 Orientation and Registration for new students.
Dec 31 & Jan 1 New Year Break. College Closed.
Jan 4-8  Orientation and Registration for new students
Jan 11   Winter 2021 classes start.

ENGLISH FOR ACADEMIC PURPOSES AND GENERAL ESL PROGRAM SCHEDULE  2019-2020

FALL SEMESTER 2019
Sept 2   Labour Day. College closed.
Sept 3-6 Orientation and Registration for new/continuing/returning students.
Sept 9   Fall Semester Session A classes: Sept 9 – Oct 25
Sept 14  Last day to claim refunds (subject to Refund Policies outlined on page 61)
Sept 27  Last day of late registration for Session A.
Oct 24-25 Mid-Semester Entry; Orientation and Registration for new students starting classes on Oct 28.
Oct 28   Fall Semester Session B classes: Oct 28 – Dec 13
Nov 15   Last day of late registration for Session B.
Nov 11   Remembrance Day. College closed.
Dec 13   Last day of classes. Registration for continuing students starting classes on Jan 13.
Dec 17   Registration for co-reg continuing students.
Dec 30-31 College Open.
Jan 1    New Year Break. College Closed
Jan 2 (2020) College re-opens.
Jan 6-10 Orientation and Registration for new/continuing/returning students.
Jan 13   Winter Semester 2020 classes start.

WINTER SEMESTER 2020
Jan 1    New Year Break. College Closed
Jan 2 (2020) College re-opens.
Jan 6-10 Orientation and Registration for new/continuing/returning students.
Jan 13   Winter 2020 Session A classes: Jan 13 – Feb 28
Jan 18   Last day to claim refunds (subject to Refund Policies outlined on page 61)
Jan 31   Last day of late registration for Session A.
Feb 15 & 17 Family Day. College Closed.
Feb 27-28 Mid-Semester Entry; Orientation and Registration for new students starting classes on Mar 2.
Mar 2    Winter 2020 Session B classes: Mar 2 – Apr 17
March 11 Professional Development Day. Classes Cancelled.
Mar 20   Last day of late registration for Session B.
Apr 10   Good Friday. College Closed.
Apr 17   Last day of classes. Registration for continuing students starting classes on May 11.
Apr 21   Registration for co-reg continuing students.
May 4-May 8 Orientation and Registration for new/continuing/returning students.
May 11   Summer 2020 classes start.

SUMMER SEMESTER 2020
May 4-May 8 Orientation and Registration for new/continuing/returning students.
May 11   Summer Semester Session A classes: May 11 – June 26
May 16   Last day to claim refunds (subject to Refund Policies outlined on page 61)
May 18   Victoria Day. College closed.
May 29   Last day of late registration for Session A.
June 25-26 Mid Semester Entry; Orientation and Registration for new students starting classes on June 29.
June 29  Summer Semester Session B classes: June 29 – Aug 14
July 1    Canada Day. College closed.
July 17   Last day of late registration for Session B.
Aug 1 & 3 BC Day. College Closed.
Aug 14   Last day of classes. Registration for continuing students starting classes on Sept 8.
Aug 18   Registration for co-reg continuing students.
Aug 31- Sept 4 Orientation and Registration for new/continuing/returning students.
Sept 7   Labour Day. College closed.
**FALL SEMESTER 2020**

- **Aug 31- Sept 4**: Orientation and Registration for new/continuing/returning students.
- **Sept 7**: Labour Day. College closed.
- **Sept 8**: Fall Semester Session A classes: Sept 8 – Oct 23
- **Sept 14**: Last day to claim refunds (subject to Refund Policies outlined on page 61)
- **Sept 25**: Last day of late registration for Session A.
- **Oct 10 & 12**: Thanksgiving Day. College closed.
- **Oct 22-23**: Mid Semester Entry; Orientation and Registration for new students starting classes on Oct 26.
- **Oct 26**: Fall Semester Session B classes: Oct 26 – Dec 11
- **Nov 11**: Remembrance Day. College closed.
- **Nov 13**: Last day of late registration for Session B.
- **Dec 11**: Last day of classes. Registration for continuing students starting classes on Jan 11.
- **Dec 15**: Registration for co-reg continuing students.
- **Dec 22-26**: Christmas Break. College Closed.
- **Dec 31 & Jan 1**: New Year Break. College Closed.
- **Jan 4-8 (2021)**: Orientation and Registration for new/continuing/returning students
- **Jan 11**: Winter 2021 classes start.

### 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**

Apply on-line at [www.columbiacollege.ca](http://www.columbiacollege.ca). The following documents should be submitted:

- transcripts of the most recent school results
- 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 successful applicants an Offer of Admission within 5-10 business days. Applicants are expected to then pay the required tuition deposit (see pages 56-60); upon receipt of this deposit an official Letter of Acceptance will be issued. There is an Application Fee of $200.00 (which includes all testing fees).

**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. International students should note that:

- International students in Canada 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 usually 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 is required to guarantee a place for future semesters. All applicants should read the pages on Fees (pages 56-60) and Refund Policies (page 61).

**Payment of Fees**

On receipt of the Offer of Admission, overseas students are required to prepay a registration deposit of $12,900.00 (equivalent to the cost of 24 credits plus the cost of two semesters’ activity fees). Enrollment at the College is limited and places cannot be guaranteed unless the registration deposit described above has been received by the deadline stated on the Offer of Admission. All fees are in Canadian funds; students are advised to make use of the arrangement Columbia
College has with Flywire by peerTransfer to streamline the payment process. Flywire allows secure payment from any country and any bank, generally in the local currency. (See “Payment of Fees” on page 59-60)

Alternatively, fees may be remitted by bank draft or wire transfer to COLUMBIA COLLEGE. Cash will not be accepted for tuition and homestay deposits and fees. Cash is only accepted for incidental fees up to $200, such as gym passes, transcripts, student activity sign-up, and lab fees (for students registered in the class when the initial deposit does not cover the cost).

**Applicants should read the College refund policy on page 61 before submitting fees.**

**Deferred Acceptance**

If a student, for any reason, is 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 page 61.

**Estimated Costs (3 semesters, 12 months or 1 year)**

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. Although individual circumstances may vary, the following items are costs that may reasonably be expected for a three semesters (12-months or 1 year) period while studying at Columbia College:

<table>
<thead>
<tr>
<th>Living Expenses:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Room and Board1</td>
<td>$11,100.00</td>
</tr>
<tr>
<td>Transportation2</td>
<td>$1,140.00</td>
</tr>
<tr>
<td>Health Insurance3</td>
<td>$0.00</td>
</tr>
<tr>
<td>General Expenses</td>
<td>$4,000.00</td>
</tr>
<tr>
<td><strong>Total Living Expenses</strong></td>
<td><strong>$16,240.00</strong></td>
</tr>
<tr>
<td>Tuition Fees (3 semesters)4</td>
<td>$19,260.00</td>
</tr>
<tr>
<td>Activity Fees ($30 per semester)</td>
<td>$90.00</td>
</tr>
<tr>
<td>Text Books</td>
<td>$3,000.00</td>
</tr>
<tr>
<td><strong>Total Costs for 12 Months or 1 year</strong></td>
<td><strong>$38,590.00</strong></td>
</tr>
</tbody>
</table>

1 Based on Homestay rate of $925.00 per month (over 19 years of age).
2 Based on the purchase of a one-zone adult monthly pass for a year. See BC Translink for detailed fare pricing: https://www.translink.ca/Fares-and-Passes/Fare-Pricing.aspx
3 As at September 2019, every new first semester Columbia College student, will be automatically enrolled in the College’s Student Medical Plan provided by guard.me at no additional cost. From September 2019 to December 2019, every registered continuing Columbia College student not enrolled in the British Columbia provincial Medical Services Plan (MSP), will be automatically enrolled in the College’s Student Medical Plan provided by Guard.me at no additional cost. As of January 2020, after the first semester, every registered Columbia College student must be enrolled in the British Columbia provincial Medical Services Plan (MSP) in order to continue to receive medical care at no additional cost. As of January 2020, a non-refundable fee of $200 will be charged to any continuing student who does not possess British Columbia MSP by the first day of classes after the first semester.
4 Based on a course load of 12 credits (4 university-level courses or 3 high school courses) per semester. A deposit of $12,900 for 24 credits plus an Activity fee for 2 semesters is payable before the student registers for the first semester.

**PLACEMENT TESTS**

Students who cannot demonstrate their English language ability through a recognized external test are normally required to write the Language and Writing Assessment (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). The MPT will be used to place students in an appropriate Math course – this may be Basic Mathematics (Math 090), a Precalculus course (Math 100 or 110), or a Calculus course (Math 111, 113 or 115). (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 “Future Students, Requirements, Mathematics Placement”.

Students majoring in Math, Physics, Chemistry, Computing Science and Engineering, and continuing on to a university in these fields, are advised to enroll in MATH 113 and then MATH 114, or they may have to take an additional course in university.
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:

University Transfer Courses and Noncredit English courses:

During Columbia College Orientation, for those without an accepted external English test score, the college administers an language assessment test (LWA) that is used for placement in English courses.

<table>
<thead>
<tr>
<th></th>
<th>ENGL 101</th>
<th>ENGL 100</th>
<th>ENGL 099</th>
<th>ENGL 098</th>
<th>ESL 097&lt;sup&gt;2&lt;/sup&gt;</th>
<th>&lt;ESL 097</th>
</tr>
</thead>
<tbody>
<tr>
<td>IELTS&lt;sup&gt;3&lt;/sup&gt;</td>
<td>Overall Band 6.5 and Writing Band 6.5</td>
<td>Overall Band 6.5 and Writing Band 6.0</td>
<td>Overall Band 6.0 and Writing Band 5.5</td>
<td>Overall Band 5.5 and Writing Band 5.0</td>
<td>Overall Band 5.0 and Writing Band 4.5</td>
<td></td>
</tr>
<tr>
<td>CAEL</td>
<td>≥70 &amp; Writing 70</td>
<td>60-69 &amp; Writing 60</td>
<td>50-59 &amp; Writing 50</td>
<td>40-49 &amp; Writing 40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LPI</td>
<td>5</td>
<td>4, Essay 25/40 &amp; 50% on each of the 3 components</td>
<td>3, Essay 20/40 &amp; 50% on each of the 3 components</td>
<td>3, Essay 20/40 &amp; 50% On 1 of 3 components</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MELAB</td>
<td>83</td>
<td>79</td>
<td>75</td>
<td>72</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOEFL CBT</td>
<td>230 &amp; Essay Rating 4.5</td>
<td>213 &amp; Essay Rating 4.0</td>
<td>197 &amp; Essay Rating 3.5</td>
<td>180</td>
<td>170</td>
<td></td>
</tr>
<tr>
<td>TOEFL PBT</td>
<td>570 &amp; TWE 4.5</td>
<td>550 &amp; TWE 4.0</td>
<td>530 &amp; TWE 3.5</td>
<td>510</td>
<td>490</td>
<td></td>
</tr>
<tr>
<td>TOEFL: IBT Writing</td>
<td>21 plus two of:</td>
<td>19 plus two of:</td>
<td>16 plus two of:</td>
<td>14 plus two of:</td>
<td>12 plus two of:</td>
<td>&lt;12</td>
</tr>
<tr>
<td>Reading</td>
<td>21</td>
<td>19</td>
<td>17</td>
<td>15</td>
<td>13</td>
<td>&lt;13</td>
</tr>
<tr>
<td>Listening</td>
<td>21</td>
<td>19</td>
<td>17</td>
<td>15</td>
<td>13</td>
<td>&lt;13</td>
</tr>
<tr>
<td>Speaking</td>
<td>21</td>
<td>19</td>
<td>16</td>
<td>14</td>
<td>12</td>
<td>&lt;12</td>
</tr>
<tr>
<td>Total&lt;sup&gt;4&lt;/sup&gt;</td>
<td>88</td>
<td>79</td>
<td>71</td>
<td>64</td>
<td>57</td>
<td>&lt;57</td>
</tr>
</tbody>
</table>

Details on English placement for Secondary courses using the IELTS Academic test follows:

<table>
<thead>
<tr>
<th></th>
<th>English 12</th>
<th>English 11</th>
<th>English 10</th>
<th>ESL 097&lt;sup&gt;2&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>IELTS&lt;sup&gt;3&lt;/sup&gt;</td>
<td>Overall Band 6.0 and Writing Band 5.5</td>
<td>Overall Band 5.5 and Writing Band 5.5</td>
<td>Overall Band 5.0 and Writing Band 5.0</td>
<td>Overall Band 5.0 and Writing Band 4.5</td>
</tr>
</tbody>
</table>

1 For placement purposes, all English tests scores are considered to have a shelf life of two years. This also applies to Secondary courses such as an English 12 course in British Columbia and its equivalent elsewhere. Post-secondary courses listed in the BC Transfer Guide are considered to have a shelf-life of five years.

2 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).

3 For English placement, IELTS refers to the IELTS Academic test.

4 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**

<table>
<thead>
<tr>
<th>Grade</th>
<th>%</th>
<th>Points</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90-100</td>
<td>4.3</td>
<td>Excellent</td>
</tr>
<tr>
<td>A</td>
<td>85-89</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>80-84</td>
<td>3.7</td>
<td>Very Good</td>
</tr>
<tr>
<td>B+</td>
<td>76-79</td>
<td>3.3</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>72-75</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>68-71</td>
<td>2.7</td>
<td>Good</td>
</tr>
<tr>
<td>C+</td>
<td>64-67</td>
<td>2.3</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>60-63</td>
<td>2.0</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C-</td>
<td>55-59</td>
<td>1.7</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>50-54</td>
<td>1.0</td>
<td>Marginal Pass</td>
</tr>
<tr>
<td>F</td>
<td>0-49</td>
<td>0.0</td>
<td>Fail</td>
</tr>
<tr>
<td>N</td>
<td>below 50</td>
<td>0.0</td>
<td>Failure for non-completion or non-attendance¹</td>
</tr>
</tbody>
</table>

CP: Course in Progress

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.

**High School Courses**

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>%</th>
<th>Points</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>86-100</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>73-85</td>
<td>3.0</td>
<td>Very Good</td>
</tr>
<tr>
<td>C+</td>
<td>67-72</td>
<td>2.5</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>60-66</td>
<td>2.0</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C-</td>
<td>55-59</td>
<td>1.7</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>50-54</td>
<td>1.0</td>
<td>Marginal Pass</td>
</tr>
<tr>
<td>F</td>
<td>below 50</td>
<td>0.0</td>
<td>Fail</td>
</tr>
<tr>
<td>N</td>
<td>below 50</td>
<td>0.0</td>
<td>In Progress or Incomplete</td>
</tr>
</tbody>
</table>

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.

**DE:** 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 DE 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.

**CP:** 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 cumulative GPAs for admission purposes.

**SG:** Standing Granted. The student has been granted credit for the course even though the student has not completed the normal requirements. Only granted in exceptional circumstances.

**TS:** Transfer Standing. The student has been granted high school 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

Students may also enter the full-time English for Academic Purposes Program at the mid-semester point. 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 Grade 12 and graduated from a high school in British Columbia or equivalent elsewhere, or by completion of a high school 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
Students who complete 20 courses of university studies, including certain specific requirements may qualify for either an Associate of Arts or an Associate of Science Degree (see page 9-12). Holders of Associate Degrees may apply for admission to third year at university; some universities give priority in admission to Associate Degree holders.

2. High School Programs are available to students who wish to proceed to university-level studies but first need to complete their studies at High School level. There are four distinct High School Program options, and, while only completion of the Senior Secondary Program will allow a student to be eligible for direct entry to a 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 Four Options:

i) The Senior Secondary Program is suitable for students who have completed Grade 9, 10 or 11 in Canada, or the equivalent elsewhere. Students complete the Grade 10, 11 and 12 courses required for high school graduation as specified by the Ministry of Education and receive the BC Certificate of Graduation (the 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.

ii) The Accelerated Secondary Program is available to 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 Grade 10 or a partial Grade 11 (in BC, or some overseas equivalent such as O-levels) with good grades 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.

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 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 four levels in which students may be placed based on their external exam score or placement tests. Students may begin their program at the beginning of any semester or the 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 20 courses (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 British Columbia universities such as the University of British Columbia, Simon Fraser University and the University of Victoria. It is customary for other universities in Canada 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. 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 and 30 credits at Columbia College. Students can complete two years of a bachelor’s degree in a variety of concentrations at Columbia College.

Most first-year Arts and Social Science courses are introductory and require no subject prerequisite in the subject area. All Science courses for Science majors have secondary level Science prerequisites and in some circumstances a post-secondary Science foundational pre-requisite. 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 four High School options at Columbia College or a BC Certificate of Graduation elsewhere, with a minimum average grade of C in four academic Grade 12 subjects, including English 12. Applicants who have completed High School 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. For specific requirements of a particular curriculum, please contact the Admissions office for details.

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 Immigration, Refugees and Citizenship Canada (IRCC) 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 general Associate of Arts Degree requirements may be completed in as few as 61 credits, other Associate Degrees, particularly Associate of Science Degrees, may require 64 credits or more. The requirements are standardized 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 a bachelor degree program. 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 in an appropriate discipline will normally be considered for transfer credit. (Students should consult the BC Transfer Guide at www.bctransferguide.ca.)

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.

Program Requirements for Associate Degrees
Unless otherwise specified, the requirements may be fulfilled by selecting from the following:

English Writing: English 100 or 101
English Literature, 1st year: English 108, 110, 121 or 131
Lab Science: Biology, Chemistry or Physics
Social Science: Anthropology, Communication, Criminology, Economics, Geography, Political Science, Psychology, Sociology
Humanities: Art, Asian Studies, Communication, English, French, History, Latin American Studies, Philosophy, Spanish

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

ASSOCIATE OF ARTS DEGREES
I. General Associate of Arts Degree.
Twenty courses (minimum 61 credits) of 1st and 2nd year courses, to include at least six courses (minimum 18 credits) in Arts at the 2nd year level, taken in two or more subject areas.

Specific Requirements
To include:

a) Two courses in English (one in Composition and one in Literature).
b) Three courses in Math/Science, including at least one course in Mathematics, Computer Science or Statistics, and at least one course in a Laboratory Science (Biology 100 or Chemistry 100 is recommended)
c) Six courses in first year Arts, including two courses in Social Sciences and two courses in Humanities (other than and English)
d) Six courses in 2nd year Arts
e) Three additional electives in Arts, Sciences, or other areas.

II. Associate of Arts Degree (Economics Concentration)
All requirements of an Associate of Arts Degree are met, but the program must include:

a) Two courses in 1st year Calculus to include: One of Calculus I for Business and Social Sciences, MATH 111, Calculus I, MATH 113 or Calculus I for Life Sciences, MATH 115 and...
One of Calculus II for Business and Social Sciences, MATH 112, Calculus II, MATH 114 or Calculus II for Life Sciences, MATH 116  
b) 1st year Microeconomics, ECON 103 and Macroeconomics, ECON 105  
c) A Statistics course: Business and Economics Applications of Statistics, BUSN 291 or Mathematical Statistics, MATH 206  
d) Three courses in Economics at the second year level to include:  
Canadian Microeconomic Policy, ECON 290  
Canadian Macroeconomic Policy ECON 291  
and 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 2 subject areas.  

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

III. Associate of Arts Degree (Communication Concentration)  
All requirements of an Associate of Arts Degree are met, but the program must include:  
a) Introduction to Communication Theory, CMNS 110  
b) Explorations in Communication, CMNS 130  
c) Three courses in Communication at the 2nd year level selected 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  
Research Methods in Communication, CMNS 262  

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

IV. Associate of Arts Degree (Business Administration Concentration)  
All requirements of an Associate of Arts Degree are met, but the program must include:  
a) One course in 1st year Calculus to include:  
Calculus I for Business and Social Sciences, MATH 111, Calculus I, MATH 113 or Calculus I for Life Sciences, MATH 115  
b) Two courses in 1st year Economics to include:  
Microeconomics, ECON 103 and Macroeconomics, ECON 105  
c) Six courses in 2nd year Arts  
Note: 2nd year courses MUST be taken in at least two subject areas.  
d) Four courses in Business selected from:  
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 Business Administration concentration requires at least 21 courses.  

V. Associate of Arts Degree (Political Science Concentration)  
All requirements of an Associate of Arts Degree are met, but the program must include:  
a) Introduction to Political Science, PSCI 100,  
b) Six 2nd year courses, including:  
Introduction to Canadian Government, PSCI 200  
Introduction to Political Theory, PSCI 240  

together with one of:  
Introduction to Comparative Politics, PSC 202, or  
Introduction to International Relations and Global Politics, PSCI 210  
and one more 2nd year Political Science course, selected from:  
PSCI 202 or 210  
Introduction to Public Administration, PSCI 251  
Introduction to the Politics of the City, PSCI 252  
Introduction to Public Policy, PSCI 253  
Decolonizing Development: The Politics of Progress, PSCI 260  

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

VI. Associate of Arts Degree (Psychology Concentration)  
All requirements of an Associate of Arts Degree are met, but the program must include:  
a) Introductory Psychology I, PSYC 110  
b) Introductory Psychology II, PSYC 120  
c) Four courses at the 2nd year level in Psychology.  
These must include:  
Research Methods in Psychology, PSYC 217  
Introduction to Data Analysis in the Behavioural Sciences,PSYC 218*  

together with two courses chosen from:  
Introductory Child Psychology, PSYC 210  
Behaviour Disorders, PSYC 220  
Social Psychology, PSYC 240  
Cognitive Psychology, PSYC 260  
Theories of Personality, PSYC 270  
Biological Psychology, PSYC 281  
Introduction to Ecopsychology, PSYC 299  
The other two 2nd year level courses must include at least one chosen from a subject area other than Psychology.  
* A course in Statistics must be included. PSYC 218 is the recommended option, but students may substitute
Introductory Statistics, MATH 105 or Mathematical Statistics, MATH 206 or Business and Economics' Applications of Statistics, BUSN 291. Students who elect to make this substitution must include at least 3 courses, in addition to PSYC 217, selected from PSYC 210, 220, 240, 270, 281 and 299.

ASSOCIATE OF SCIENCE DEGREES

Vi. General Associate of Science Degree.

Twenty courses (minimum 61 credits) of 1st and 2nd year courses. These must include a minimum of six courses (minimum 18 credits) at the 2nd year level, taken in two or more subject areas.

Specific Requirements

To include:

a) two courses in 1st year English (one in Composition, one in Literature)

b) two courses in Mathematics including at least one course in first year Calculus to include: Calculus I, MATH 113 or Calculus I for the Life Sciences, MATH 115, but not Calculus I for Business and Social Sciences, MATH 111.

c) twelve courses in Science including at least one course in a Laboratory Science but not Concepts in Human Health and Biology, BIOL 100 or Chemistry and the World Around Us, CHEM 100

d) two courses in Arts other than English

e) two courses in Arts, Sciences or other areas

Note:

Students majoring in Math, Physics, Chemistry, Computing Science and Engineering, and continuing on to a university in these fields, are advised to enroll in MATH 113 and then MATH 114, or they may have to take an additional course in university.

VII. Associate of Science Degree (Computer Science Concentration)

Includes all the requirements for an Associate of Science Degree, but must include:

a) the following five courses:
   - 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
   - Discrete Mathematics I, MATH 120

b) three courses in Computer Science at the second year level. These will be:
   - 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.

VIII. Associate of Science Degree (Mathematics Concentration)

Includes all the requirements for an Associate of Science Degree, but must include:

a) three 1st year Mathematics courses, two of which are Calculus. These must be:
   - Calculus I, MATH 113,
   - Calculus II, MATH 114
   - and
   - Discrete Mathematics, MATH 120

b) three courses in 2nd year Mathematics. These must be:
   - Calculus III, MATH 213,
   - Introduction to Ordinary Differential Equations, MATH 230,
   - Linear Algebra and Differential Equations, MATH 252

c) one of:
   - Mathematical Proof, MATH 215 or
   - Analysis I, MATH 225

d) two first year Computer Science courses. These must be:
   - Introduction to Computer Science and Programming I, CSCI 120
   - Introduction to Computer Science and Programming II, CSCI 125

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

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

ENGINEERING AT COLUMBIA COLLEGE

Columbia College offers courses that are equivalent to those taken in the first-year Engineering (Applied Science) programs at the University of British Columbia, Simon Fraser University and the University of Victoria. Students completing the courses listed below qualify for a Columbia College First year Engineering Certificate.

Students interested in pursuing an Engineering degree at UBC, SFU or UVIC should consult a College counsellor (and also the specific university they wish to attend) in order to determine which of the courses listed below are required for the specific program in question. While these three universities have roughly similar requirements for admission to their Engineering programs, they are not identical and students need to be aware of specific requirements at their university of choice.

Courses must include:

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

Together with two* of the following Physics courses:
Physics 110 (4)  Newtonian Mechanics
Physics 120 (4)  Electricity and Magnetism
Physics 130 (4)  Optics and Thermodynamics

Arts Elective (3)  AnyArts course.**

TOTAL  42 credits

* The two courses selected will depend on the university the student wishes to enter.
** Students are advised to consult a counsellor on choice of Arts course as some restrictions do apply.

2. HIGH SCHOOL PROGRAMS

Columbia College’s High School Programs are offered at Columbia College’s North Campus, a short walk from the Main Campus. The North Campus is located at 333 Terminal Avenue. Students enjoying this newly-renovated and well-equipped facility retain access to all the facilities (including Library, Learning Centre and laboratories) at the Main Campus. In September 2017 Columbia College introduced a full range of Grade 10 courses to supplement Grade 11 and 12 offerings, providing students with the opportunity to complete all the requirements for Graduation in British Columbia (i.e. to complete a Dogwood Diploma) at Columbia College.

The BC Ministry of Education is implementing curricula changes into the Graduation Program that all BC High Schools will follow in the 2019-2020 school year. Columbia College will ensure that all students will be offered courses that allow completion of the BC graduation program and the opportunity to write the Literacy and Numeracy Assessments required of all students wishing to obtain a BC Dogwood Diploma. The College offers four options:

i) SENIOR SECONDARY PROGRAM

The Senior Secondary Program is open to students who have satisfactorily completed Grade 9, Grade 10 or Grade 11, or the equivalent. Applicants should have a minimum 60% or “C” average, or equivalent, in the academic year (Grade 9, 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 9, 10 or 11 program before first registration.

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 Grade10/11/12 requirements for high school graduation may be completed in seven semesters (28 months). Students receiving transfer standing credit for studies taken prior to attending the College can expect to complete in less time. Upon completion of the Senior Secondary Program students receive a BC Certificate of Graduation (Dogwood Diploma).

Graduation Requirements (80 credits)
The courses listed satisfy both the BC Ministry requirements and Columbia College requirements for admission into the University Transfer/Associate Degree program.

Required Courses*     Credits
English 10              4
Social Studies 10       4
Math 10                 4
Science 10              4
An Arts Education or Applied Design, Skills & Technologies 4
Physical & Health Education 10  4
Career- Life Education  4
An English 11 (Composition or English Literary Studies) 4
A Math (Pre-calculus 11) 4
A Science 11            4
A Social Studies 11 or a Social Studies 12 4
An English 12 (English Studies 12) 4
Career-Life Connections/Capstone 4
Three Academic Grade 12 12
Four Elective courses3 16
Total                   80 credits
1 Choose from: Comparative Cultures 12, Human Geography 12, 20th Century World History 12, Physical Geography 12, Social Justice 12
2 The three Academic course must be chosen from: Anatomy and Physiology 12, Chemistry 12, Comparative Cultures 12, Foundations of Mathematics 12, Human Geography 12, 20th Century World History 12*, Physical Geography 12, Physics 12, Math (Pre-calculus 12), Social Justice 12
3 The four Elective courses must be chosen from a grade 10 or 11 course for which transfer standing has been received or an Academic Grade 12 course.
*Note: not all courses are available every semester.

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. Information is available on university websites. Students may also seek advice from counsellors on university admission requirements and application procedures.

Students wishing to accelerate their studies can continue in the University Transfer Program at Columbia College immediately following satisfactory High School completion, while awaiting transfer to university.

ii) ACCELERATED SECONDARY PROGRAM
Students with strong results in academic courses at the grade 10 level and who do not wish to obtain a BC Certificate of Graduation (Dogwood Diploma) can choose to enter the fast track Accelerated Secondary Program in order to directly enter the University Transfer Program at Columbia College.

Required Courses* Credits
An English 11 (Composition or English Literary Studies) 4
An English 12 (English Studies 12) 4
A Math (Pre-calculus 11) or a Social Studies 11 or 12 4
Three Academic Grade 12 12
One Additional Course 4
Total Credits 28 credits

1 Choose from: Comparative Cultures 12, Human Geography 12, 20th Century World History 12*, Physical Geography 12, Social Justice 12
2 The three Academic course must be chosen from: Anatomy and Physiology 12, Chemistry 12, Comparative Cultures 12, Foundations of Mathematics 12, Human Geography 12, 20th Century World History 12*, Physical Geography 12, Physics 12, Math (Pre-calculus 12), Social Justice 12
3 One additional course chosen from a Science 11, Social Studies 11, or Career-Life Education
*Note: not all courses are available every semester.

- Prerequisite courses must be completed and may increase the number of credits required to complete the program. Note that most Grade 12 courses have grade 11 prerequisites.
- Upon completion of the above courses, students will receive the Columbia College Accelerated Secondary Program Graduation Certificate.
- Students will not receive a BC Grade 12 Graduation Diploma or Ministry transcript and are not directly admissible to an external university.
- Students may continue their studies in the University Transfer (UT) Program at Columbia College if they have a minimum average of C (60%) in four grade 12 courses.

iii) 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 minimum 55% average (or equivalent) in the prior academic year (grade 10 or 11), either at Columbia College or prior to entry to Columbia College. Students may be allowed to transfer into this program after studying in the Senior Secondary Program at Columbia College if they meet the age and academic requirements.

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

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

Required Courses* Credits
An English 12 (English Studies 12) 4
A Math (Pre-calculus 11 or Foundations of Math 12) 4
Three Academic Grade 12 courses 12
Total Credits 20 credits

1 Three Academic Grade 12 must be chosen from: Anatomy and Physiology 12, Chemistry 12, Comparative Cultures 12, Foundations of Mathematics 12, Human Geography 12, 20th Century World History 12, Physical Geography 12, Physics 12, Pre-calculus (Math) 12, Social Justice 12, Career Life Education 12
*Note: not all courses are available every semester.

- Prerequisite courses must be completed and may increase the number of credits required to graduate.
- Either Social Studies 11 or Career-Life Education can be used in place of one academic Grade 12 course by students planning to enter Columbia College’s University Transfer (UT)/Associate Degree program.
- Upon completion of the above courses, students will receive a BC Adult Graduation Diploma.
iv) 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. High School 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 minimum 60% or “C” average, or equivalent, in the academic year prior to entry to Columbia College.

Academic Information for High School Program Students

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.

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 High School 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.

Transfer Standing for English 10 requires a supporting LWA or an external examination score. Transfer standing for an English Language Arts 10, 11 or 12, will be granted as specified by the Ministry of Education. Transfer standing will be awarded only if official final results are presented.

Mathematics Courses
Any one of the five grade 11 mathematics courses (Computer Science 11, Foundations of Mathematics 11, History of Mathematics 11, Pre-calculus 11 or 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 this Grade 11 Mathematics course on a regular basis; other options may be offered occasionally.

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 High School 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 56-60.)

High School students will be eligible to register in a PSIAD course 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 and taken from a BC certified teacher, or
- A continuing student with an average of 67% (minimum) in all Grade 11 and 12 courses taken at Columbia College, or
- A new student who has an average of 80% in at least two successfully completed academic Grade 12 courses that are recognized by the BC Ministry of Education.

Students should note that:
- Students are limited to one dual credit registration per semester with the following exception; students who have achieved a (minimum) 80% average in high school courses at Columbia College may be considered for up to two PSIAD courses in the following semester.
- A student is not eligible for dual credit registration if he/she is on probation.
- All prerequisite requirements must be met.
Columbia College’s English for Academic Purposes Program is offered at Columbia College’s North Campus, a short walk from the Main Campus. The North Campus is located at 333 Terminal Avenue. Students enjoying this newly-renovated and well-equipped facility retain access to all the facilities in the Main Campus.

The Columbia College English Language Centre offers full-time and part-time English for Academic Purposes (EAP) courses for those interested in going on to the College’s University Transfer or High School Programs. The Program is also for students who wish to study English as an Additional Language (EAL) in a more structured academic setting, but do not intend to pursue academic studies. Students may enroll for 7 (one session) or 14 weeks (one semester)

The hours of classroom instruction are:
- Full-Time (25 hours/week)
- Part-Time (10, 15 & 20 hours/week)

New students are placed in EAP 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 in the week preceding classes at the start of the 14 week semester and at the mid-semester point.

The English for Academic Purposes Program (EAP) 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 High School 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 four 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. The program is based on the student-centred model whereby students are asked to collaborate frequently and participate in classroom activities. Innovative teaching methods, e-learning tools, and experiential activities are utilized in the lessons whenever possible.

ENGLISH FOR ACADEMIC PURPOSES COURSE DESCRIPTIONS (“A” designates the first 7 weeks of each semester, “B” designates the second 7 weeks of each semester)

Academic English 094 – A and B (Upper Beginner)
This Integrative course is for students at an upper beginner level of English. Students in this level are encouraged to engage with other international students a Canadian school setting while developing basic grammar patterns and high-frequency vocabulary for everyday contexts. Their communication skills are expected to improve through systematic speaking and listening exercises.

Academic English 095 – A and B (Intermediate)
This integrative course is for students at an intermediate level of English. Students in this level will begin learning about writing in academic contexts. In addition to developing independent reading skills through extended guided reading practices, students will also be able to extend their vocabulary and knowledge in grammar through thematic units.
Prerequisite: Academic English 094-A and/or Academic English 094-B or equivalent.

Academic English 096–A and B (Upper Intermediate)
This integrative course is for students who are at an upper intermediate level. Students in this level will continue developing academic writing strategies and awareness of form, with added focus on enhanced critical thinking and organizational skills. Students will partake in thematic field trips and projects which augment target grammar and course content.
Prerequisite: Academic English 095-A and/or Academic English 095-B or equivalent.

Academic English 097–A and B (Advanced)
This course is for students at an advanced level of English who have a basic grasp of the fundamentals of English writing and grammar. Students at this level are being prepared for future academic success and can choose from a range of skills-based electives that further sharpen their skills. Eligible students can also co-register in one of the selected university or high school courses.
Prerequisite: Academic English 096-A and/or Academic English 096-B 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 such as: Fiction, Discussion, Academic Study Skills, Conversation, Current Events, English for Business, English for Humanities, English for Sciences, IELTS Preparation, Media Studies, and Presentation Skills. Elective selections vary depending on course level and enrollment.
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 42-45 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 high school or English course to count as a prerequisite for another foundation course. A minimum grade of C is required when the high school course is a prerequisite for a university course.

English 100 is a corequisite for all second-year Social Science courses.

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

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

Students may not take Biology 100 for credit after having completed Biology 110 or 120 or 130; students may not take Chemistry 100 for credit after having completed Chemistry 121 or 123.

Corequisite courses are courses that must be taken prior to or at the same time as another course. Many corequisites are specified in the descriptions below, and it should be noted that it is the student’s responsibility to ensure that they have either completed the corequisite or are registered in it; failure to register in the stated corequisite could result in the student being removed from the course when this failure is discovered, even if this is after the course has started, and there will be no refund of tuition fees for this course.

Students in the University Transfer (UT) Program are required to register in an appropriate (i.e. as placed by external test score or by Columbia’s own English Test, the LWA) English course in each semester until English 099 and Writing Discourse 098 have been completed.

New students arriving at Columbia directly from overseas who place in English 100 (either by external test score or Columbia’s English Test, the LWA) will be required to register in English 100 within the first 3 semesters and will be required to repeat this course in each subsequent semester (if necessary) until they pass it.

It is recommended that students register in English 100 in their first semester or as soon as they are qualified to do so.

ACCOUNTING
Course Name: Financial Accounting
Course Number: ACCT 251
Number of credits: 3 Lecture Hours: 4
Prerequisites: 12 credits and ENGL 099
This course provides an introduction to financial accounting with a conceptual emphasis. Topics include understanding financial statements, generally accepted accounting principles, revenue and expense recognition, cash and accounts receivable, inventory, long-term assets, current liabilities, long-term liabilities, shareholders’ equity and financial statement analysis.

Course Name: Managerial Accounting
Course Number: ACCT 254
Number of credits: 3 Lecture Hours: 4
Prerequisites: 12 credits and ACCT 251
Students will learn how managers use cost and managerial accounting information in the decision making process. Topics include cost terms and behaviour, job-order costing, activity-based costing, process costing, variable costing, cost-volume-profit relationship, budgeting, standard costs and variance analysis, reporting for control and relevant information for decision making.

ANTHROPOLOGY
Course Name: Introductory Anthropology I
Course Number: ANTH 110
Number of credits: 3 Lecture Hours: 4
Corequisites: ENGL 099
An introduction to the comparative study of culture. This course focuses on the concepts of adaptation and evolution and the ethnographic method. A basic framework that includes habitat, technology, social organization, economy, political structure and religion/ideology is developed for understanding and comparing ethnographic cases. A brief overview of the physical evolution of humans is included.

Course Name: Introductory Anthropology II
Course Number: ANTH 120
Number of credits: 3 Lecture Hours: 4
Prerequisites: ANTH 110 and ENGL 099
A further exploration of the comparative study of culture with emphasis on handling ethnographic data and institutional analysis. While the basic aim of the course remains the understanding and comparison of ethnographic studies, the focus is on the significance of...
religion, political organization, language, cultural change, and the arts. Students are expected to demonstrate familiarity with the concepts of adaptation and evolution and the cross-cultural perspective developed in Anthropology 110.

Course Name: Gender, Sex, and Culture  
Course Number: ANTH 212  
Number of credits: 3  
Lecture Hours: 4  
Prerequisites: 12 credits, ANTH 110 and SOCI 110  
Corequisites: ENGL 100  
The goal of this course is to help develop the students critical thinking abilities with anthropological theory and methodology so they can ask and answer why/how certain gender roles develop in a particular culture and not another and how sexuality reflects a culture’s understanding and expression of a natural drive. This course will introduce students to ethnographic examples to develop a historical and adaptive context for a cultures understanding of gender and sexuality.

Course Name: Introduction to Economic Anthropology  
Course Number: ANTH 230  
Number of credits: 3  
Lecture Hours: 4  
Prerequisites: 12 credits and ANTH 100 or SOCI 110  
Corequisites: ENGL 100  
This course will introduce students to ethnographic examples to put into context how economic systems reflect the historical and adaptive experiences of different cultures. Students will learn anthropological theory and methodology to help develop their critical thinking abilities to better understand how and why economic systems develop as part of (not apart from) the greater cultural whole.

APPLIED SCIENCE

Course Name: Computer Aided Engineering Graphics  
Course Number: APSC 151  
Number of credits: 4  
Lecture Hours: 5  
Prerequisites: PREC 12 or MATH 100 or MATH 110, and ENGL 098  
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.

Course Name: Fundamentals of Computer Programming for Engineers  
Course Number: APSC 160  
Number of credits: 3  
Lecture Hours: 5  
Prerequisites: PREC 12 or MATH 100 or MATH 110, and ENGL 098  
This course is aimed at engineering students with little or no prior programming experience but a desire to understand computational approaches to problem solving. Students will learn fundamentals of Structured Programming in a high level programming language (such as C++), focusing on real-world engineering and scientific examples. An introduction to Object Oriented Programming will also be provided.

ART HISTORY

Course Name: History of Art: An Introduction  
Course Number: ART 100  
Number of credits: 3  
Lecture Hours: 4  
Corequisites: ENGL 099  
This course examines the visual arts, including painting, sculpture, printmaking, photography, and architecture, from prehistory to the present. The course will examine the effects of factors such as social structure, technology, war, and religion on artistic expression. While emphasis is placed on the arts of Europe and North America, those of Latin America, Africa and Asia are also discussed.

Course Name: Contemporary Art in Canada  
Course Number: ART 210  
Number of credits: 3  
Lecture Hours: 4  
Prerequisites: 12 credits and ART 100  
Corequisites: ENGL 100  
This course provides an introduction to specific themes and 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, socio-political 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, Canadian to diversity, Realism to Conceptualism, will be critically examined.

Course Name: Renaissance Art in Europe  
Course Number: ART 220  
Number of credits: 3  
Lecture Hours: 4  
Prerequisites: 12 credits and ART 100  
Corequisites: ENGL 100  
This course provides a survey of art created in Renaissance Europe between 1400 and 1600. Students are introduced to a wide range of painting, sculpture, architecture, printed imagery and material culture. We examine the Renaissance’s more famous artists, in addition to lesser-known individuals whose achievements help us to better understand the diverse forms and uses for art. Topics of interest include the revival of classical antiquity, power and political propaganda, death and the afterlife, gender and sexuality, religious difference, and the changing status of the artist. While focused primarily on Europe, the course situates artistic production within a framework of global interactions and colonial encounters.

Course Name: Nineteenth Century Art in Europe  
Course Number: ART 230  
Number of credits: 3  
Lecture Hours: 4  
Prerequisites: 12 credits and ART 100  
Corequisites: ENGL 100
This course will provide a survey of European art and visual culture from the end of the eighteenth century to the beginning of the twentieth century, predominantly covering artistic production from France, Britain, Germany, and Spain. Covering major art movements, including Neoclassicism, Romanticism, Realism, and Impressionism, this course will consist of a roughly chronological examination of stylistic developments in painting, sculpture, photography, and decorative arts. Emphasis is placed on contextualizing art forms within a broad historical framework in order to show the connections between visual cultural productions and the political, social, economic, and technological orders of the time. This includes an examination of the impact of dominant political-economic interests such as social and scientific revolution, race and imperialism, and modernity and innovation, on the arts.

ASIAN STUDIES

Course Name: Introduction to East Asia (China)
Course Number: ASIA 110
Number of credits: 3  Lecture Hours: 4
Corequisites: ENGL 099
This survey course is an introduction to Chinese history and culture. The first part of the course deals with the origins and nature of “Chinese” civilization and investigates the history of China’s major dynasties. The last part is devoted to a closer study of the past 150 years. This course draws from a wide range of sources, including literature and video material. The continuity of “Chinese civilization” through cycles and periods of apparently drastic change is emphasized; the problems of modernization and factors which may affect the future of China are studied in the second part of the course. Throughout the course, the focus will be on the historiography of China’s political and intellectual culture.

Course Name: Introduction to East Asia (Japan)
Course Number: ASIA 120
Number of credits: 3  Lecture Hours: 4
Corequisites: ENGL 099
An introduction to the culture and history of Japan, from the early period (Jomon and Yayoi), through the rise of feudalism and the development of a modern state. The emphasis is on gaining an awareness and understanding of contemporary Japanese society by studying its geographical, economic and political context, as well as its historical antecedents. Topics included are music, literature and language, religion, education, business, international relations, and family life.

Course Name: Introduction to Asian Religions
Course Number: ASIA 131
Number of credits: 3  Lecture Hours: 4
Corequisites: ENGL 099
Students will study the major religious traditions of India, China, Korea, and Japan (Hindu, Sikh, Jaina, Buddhist, Confucian, Daoist, and Shinto traditions). Students will first be introduced to the interdisciplinary study of religion and proceed to use several different approaches in exploring the various religions in turn. Each unit begins with an examination of the geographic, social, and political situations out of which each religion was born, including the biographies of key figures in the religion. Students will read key scriptures (in translation), and their relationship to traditional beliefs and practices will be shown. Upon successful completion of the course, students will be able to discuss the various Asian religions in the context of the academic discipline of religious studies.

Course Name: Religion, Myth, and Literature In Indian Cinema
Course Number: ASIA 213
Number of credits: 3  Lecture Hours: 4
Prerequisites: 12 credits and ASIA 131
Corequisites: ENGL 100
This course will acquaint students with a variety of films in Indian languages while building upon a foundation of study acquired in Asia 131. Students will critically apply a variety of interpretive methods to cinematic works ranging from the earliest years of film in India up to the modern day. All films will be shown with English subtitles. Students will examine critically both the role of the film producer and their own role as film consumer. A competency in thoughtfully exploring and considering complex social themes and aesthetic choices will be built, with the ultimate aim of enabling students to participate in and engage with film in an informed manner.

BIOLOGY

Course Name: Concepts in Human Health and Biology
Course Number: BIOL 100
Number of credits: 4  Lecture Hours: 3 Lab Hours: 2
Corequisites: ENGL 099
Note: Students who have completed Grade 12 Biology or another university level Biology course may not register in BIOL 100.
This is a liberal arts biology course for non-science majors beginning with an introduction to the basic principles of biology. The course covers basic cell biology as well as a survey of human organ systems and how these organ systems relate to human health.

Course Name: Introduction to Biology I
Course Number: BIOL 110
Number of credits: 4  Lecture Hours: 4 Lab Hours: 2
Prerequisites: ANAT 12, BIOL 12 or CHEM 12
Corequisites: ENGL 099
This is an introductory course surveying diversity of organisms, ecological and evolutionary principles, mechanisms of inheritance and cell structure.

Course Name: Introduction to Biology II
Course Number: BIOL 120
Number of credits: 4  Lecture Hours: 4 Lab Hours: 2
Prerequisites: ANAT 12, BIOL 12 or CHEM 12
Corequisites: ENGL 099
This course is an introduction to biology, with an emphasis on biochemistry, anatomy and physiology.
Human biochemistry, anatomy and physiology will be compared to that of plants and other animals, from a systems biology perspective. Examples of human pathology will also be discussed, as a method of learning human biology.  

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

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<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Credits</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
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<tbody>
<tr>
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<td>BIOL 130</td>
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<td>Cell Biology</td>
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<td>Introduction to Microbiology</td>
<td>Biology 205</td>
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<tr>
<td>Fundamentals of Genetics</td>
<td>BIOL 234</td>
<td>3</td>
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**BIOCHEMISTRY**

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<tr>
<td>Fundamentals of Biochemistry</td>
<td>BIOC 201</td>
<td>3</td>
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<td>12 credits and CHEM 210, BIOL 110 and 120 or BIOL 110 and BIOL 130, ENGL 099</td>
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<tr>
<td>Management Science</td>
<td>BUSN 290</td>
<td>3</td>
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<td>ENGL 099, MATH 111 or 113 or 115</td>
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<tr>
<td>Business and Economics’ Applications of Statistics</td>
<td>BUSN 291</td>
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**BUSINESS**

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<td>Introduction to Marketing</td>
<td>BUSN 250</td>
<td>3</td>
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<td>Organizational Behavior</td>
<td>BUSN 272</td>
<td>3</td>
<td>4</td>
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<tr>
<td>Management Science</td>
<td>BUSN 290</td>
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<td>ENGL 099, MATH 111 or 113 or 115</td>
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**Course Numbers**

- **Course Number:** BIOL 110 and BIOL 120, ENGL 099
- **Course Number:** BIOL 200, ENGL 200
- **Course Number:** BUSN 250, BUSN 272
- **Course Number:** BUSN 290, BUSN 291
- **Course Number:** MATH 111 or 113 or 115
- **Course Number:** CHEM 210, BIOL 110 and 120 or BIOL 110 and 130, ENGL 099
- **Course Number:** ENGL 099, MATH 111 or 113 or 115
- **Course Number:** ENGL 100
- **Course Number:** CHEM 121, and BIOL 110 and BIOL 120 or BIOL 110 and 130, ENGL 099
- **Course Number:** BIOL 234, 12 credits and CHEM 121, and BIOL 110 and BIOL 120 or BIOL 110 and 130, ENGL 099
- **Course Number:** BIOC 201, 12 credits and CHEM 210, BIOL 110 and 120 or BIOL 110 and BIOL 130, and ENGL 099
- **Course Number:** BUSN 290, 12 credits and ENGL 099, MATH 111 or 113 or 115
- **Course Number:** BUSN 291, 12 credits and ENGL 099, MATH 111 or 113 or 115
Prerequisites: 12 credits and ENGL 099
Corequisites: MATH 111 or 113 or 115
This course is an introduction to statistics. Although it is a quantitative course, the emphasis is on real life applications in business or social science. Students will become familiar with MS Excel. Topics include descriptive statistics, probability theory, random variables and their probability distributions, confidence interval and hypotheses testing, and simple linear regression.

Course Name: Corporate Finance and Capital Markets
Course Number: BUSN 298
Number of credits: 3 Lecture Hours: 4
Prerequisites: 12 credits and ENGL 099 and ECON 103 and 105
Corequisites: ACCT 251
This is 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.

CHEMISTRY

Course Name: Chemistry and The World Around Us
Course Number: CHEM 100
Number of credits: 4 Lecture Hours: 3 Lab Hours: 2
Corequisites: ENGL 099
A liberal arts chemistry course for non-science majors beginning with an introduction to the basic principles of chemistry. The relevance 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. Fundamental lab techniques are also learned.

Course Name: General Chemistry I
Course Number: CHEM 121
Number of credits: 4 Lecture Hours: 4 Lab Hours: 2
Prerequisites: CHEM 12
Corequisites: PREC 12 or MATH 100 or MATH 110 and ENGL 098 or equivalent to the existing list of corequisites
This course is the first semester of first year general chemistry, dealing with the fundamental principles of chemistry. The topics covered include gases, atomic structure and the periodic table, chemical bonding, liquids, solids, solutions and an introduction to organic chemistry. This course is designed for students majoring in sciences or engineering.

Course Name: General Chemistry II
Course Number: CHEM 123
Number of credits: 4 Lecture Hours: 4 Lab Hours: 2
Prerequisites: CHEM 121
Corequisites: MATH 113 or MATH 115 and ENGL 098 or equivalent to the existing list of co-requisites.
Note: For students planning to transfer to university Math, Physics, Chemistry, Computing Science and Engineering, it is advisable to enroll in MATH 113 and then MATH 114.
This course is the second semester of first year general chemistry, dealing with the fundamentals of chemical reactivity. The topics covered include kinetics, chemical equilibrium, thermodynamics, electrochemistry, organic chemistry, stereochemistry and organic reactions. This course is designed for students majoring in sciences or engineering.

Course Name: Organic Chemistry I
Course Number: CHEM 210
Number of credits: 4 Lecture Hours: 3 Lab Hours: 3
Prerequisites: 12 credits and CHEM 123
Corequisites: ENGL 099
This is a course on the fundamental principles of organic chemistry. Topics include a review of bonding and molecular structure, acids and bases, nomenclature, conformational analysis, stereochemistry, reactivity, reaction mechanism and synthesis of the principal organic classes. Students will also learn to use infrared, mass and nuclear magnetic resonance spectroscopy as tools for structure determination.

Course Name: Organic Chemistry II
Course Number: CHEM 220
Number of credits: 4 Lecture Hours: 3 Lab Hours: 3
Prerequisites: 12 credits and CHEM 210
Corequisites: ENGL 099
This course is a continuation of Chemistry 210, dealing with the fundamentals of organic synthesis and the chemistry of carbonyl-containing compounds. Topics include alcohols, ethers, epoxides, conjugation, resonance, Diels-Alder Reactions, amines, substituted aromatics, amino acids, proteins, carbohydrates and lipids. The applications of standard spectroscopic techniques are discussed.

Course Name: Organic Chemistry I & II
Course Number: CHEM 230
Number of credits: 8 Lecture Hours: 6 Lab Hours: 6
Prerequisites: CHEM 123
Corequisites: ENGL 099
This course is 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.

COMMUNICATION

Course Name: Introduction to Communication Theory
Course Number: CMNS 110
Number of credits: 3 Lecture Hours: 4
Corequisites: ENGL 099
From viral Instagram images and YouTube channels, to waiting at an airport for the next flight, we barely realise the immense amount of information that surrounds us on a daily basis. How do we make sense of all this information? How much of this information is communication? What is communication? This course addresses these questions (and many more) by
transnational ideas. Interpersonal/nonverbal communication to generate theatrical and technical strategies of societies in cross cultural communications; how actors, mediate the relationship between individuals and cultural templates; how cultural “texts” and “contexts” “face-to-face” interaction between individuals constructs reference will guide our examination of these topics: how gesture, dress and environment. Three frames of communications, facial expression, body language, nonverbal communication, human versus animal 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.

Course Name: Explorations in Communication
Course Number: CMNS 130
Number of credits: 3 Lecture Hours: 4
Corequisites: ENGL 099
How do popular music, cinema, news, and other forms of entertainment media get made? What makes an internet meme successful? How does “fake news” get generated and disseminated around the world? What role do digital media play in social revolutions and other forms of political change? CMNS 130 Explorations in Communication, looks at these questions and more, examining the social, political, and economic dimensions of communication media in society. communication transform traditional relationships between mass media and society.

Course Name: Introduction to Intercultural Communication
Course Number: CMNS 205
Number of credits: 3 Lecture Hours: 4
Prerequisites: 12 credits and CMNS 110 or 130
Corequisites: ENGL 100
An exploration of communication behavior focusing primarily on the nonverbal dimension of interpersonal communication and emphasizing its cultural 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. Three frames of reference will guide our examination of these topics: how “face-to-face” interaction between individuals constructs cultural templates; how cultural “texts” and “contexts” mediate the relationship between individuals and societies in cross cultural communications; how actors, politicians, ad makers and other media producers deploy theatrical and technical strategies of interpersonal/nonverbal communication to generate transnational ideas.

Course Name: Social History of the Media
Course Number: CMNS 210
Number of credits: 3 Lecture Hours: 4
Prerequisites: 12 credits and CMNS 110
Corequisites: ENGL 100
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
examines such “cultural industries” (e.g., print, film, music, broadcasting, 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.

Course Name: Introduction to Information Technology: The New Media  
Course Number: CMNS 253  
Number of credits: 3  
Lecture Hours: 4  
Prerequisites: 12 credits and CMNS 110 or 130  
Corequisites: ENGL 100  
This course provide an introduction to the study of technology and society using new media as its focus. A number of approaches (i.e., 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 understanding of and ability to use important skills (“literacies”) in collective media.

Course Name: Research Methods in Communication Studies  
Course Number: CMNS 262  
Number of credits: 3  
Lecture Hours: 4  
Prerequisites: 12 credits and CMNS 110 or CMNS 130  
Corequisites: ENGL 100  
This course provides a critical introduction to the principal research methods in communication and media studies. Students will study the purpose and theories behind various research techniques, along with their strengths and weaknesses, and learn what to consider when choosing among different research strategies. Students will also learn to critique research findings, including their ethical dimensions.

**COMPUTER SCIENCE**

Course Name: Connecting with Computer Science  
Course Number: CSCI 101  
Number of credits: 3  
Lecture Hours: 5  
Prerequisites: MATH 090  
Corequisites: ENGL 097  
An overview of the history and fundamentals of computing and the connections with the arts, psychology, and biology. This course provides a thorough and rigorous overview of the fundamental issues concerning both hardware and software. No prior computing background is required.

Course Name: Introduction to Computer Science and Programming I  
Course Number: CSCI 120  
Number of credits: 3  
Lecture Hours: 5  
Corequisites: ENGL 098  
This course is an introduction to computing science and programming, suitable for students with little or no programming background. Students will learn fundamental concepts and terminology of computing science, acquire introductory skills for programming in a high-level language, and be introduced to the diverse fields and applications of computing science.

Course Name: Introduction to Computer Science and Programming II  
Course Number: CSCI 125  
Number of credits: 3  
Lecture Hours: 5  
Prerequisites: CSCI 120  
Corequisites: ENGL 098  
A rigorous introduction to computing science and computer programming, suitable for students who already have some background in computing science and programming. Students will learn the fundamental concepts of computing science and develop basic skills in software development. Topics include: history of computing science; 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.

Course Name: Introduction to Digital and Computer System Design  
Course Number: CSCI 150  
Number of credits: 3  
Lecture Hours: 5  
Prerequisites: CSCI 120  
Corequisites: ENGL 098  
Note: MATH 120 is strongly recommended before taking this course.  
This course introduces students to the basic concepts of digital logic design and the function and use of typical digital components belonging primarily to the small and medium scale integration (SSI, MSI) families. The design principles will be used to develop an understanding of how the functional capabilities can be provided by hardware for the operation of a microprocessor. In addition, this course will introduce the student to machine language, its relationship to the design of a computer, and its symbolic representation as assembly language. The assembly language of a particular CPU will be used to illustrate machine language programming concepts. An interactive logic simulation environment for designing and testing logic circuit design will be used for the assignments.

Course Name: Introduction to the Internet and the World Wide Web  
Course Number: CSCI 165  
Number of credits: 3  
Lecture Hours: 5  
Corequisites: ENGL 098  
This course is an elementary introduction to the Internet and the World Wide Web. Students will learn the client-server model, Internet protocols, domain names and
Course Name: Data Structures and Programming  
Course Number: CSCI 225  
Number of credits: 3  
Lecture Hours: 5  
Prerequisites: 12 credits and CSCI 125 and ENGL 099  
This course will explore ideas of data and program organization that allow complex tasks to be solved in simple and elegant ways. In order to manage the complexity of programs, we will look at program design and organization ideas such as abstract data types and object-oriented programming. We will gain practical experience of these ideas by considering their implementations in the C++ programming language.

Course Name: Introduction to Computers and Information Systems in Business  
Course Number: CSCI 237  
Number of credits: 3  
Lecture Hours: 5  
Prerequisites: 12 credits and ENGL 099.  
Note: this course cannot be used as a 2nd Year Science course.  
This course is designed to make students knowledgeable about the fundamentals underlying the design, implementation, control, evaluation, and strategic use of modern, computer-based information systems for business data processing, office automation, information reporting, and decision making. The course also provides hands-on experience in the use of computers, with particular emphasis on personal productivity tools. Advanced and post-advanced topics of business software MS Office will be introduced.

Course Name: Introduction to Computer Architecture  
Course Number: CSCI 250  
Number of credits: 3  
Lecture Hours: 5  
Prerequisites: 12 credits and CSCI 150 and ENGL 099.  
This course describes the general organization and architecture of computers, identifies the major components of computers, and studies their functions. Topics include: processor organization; control logic design; memory systems; instruction set architecture; and architectural support for operating systems and programming languages. A hardware description language will be used as a tool to express and work with design concepts.

Course Name: Software Engineering  
Course Number: CSCI 275  
Number of credits: 3  
Lecture Hours: 5  
Prerequisites: 12 credits and CSCI 225 and MATH 120 and MATH 113 (or MATH 111 with a B+ or MATH 115 with a C)  
Corequisites: ENGL 100  
This course introduces the basic concepts and modern tools and techniques of Software Engineering. The course emphasizes: 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 are trained to produce professional quality oral/written presentations of system designs, reviews, and project demonstrations.

Course Name: Introduction to Computer Systems  
Course Number: CSCI 295  
Number of credits: 3  
Lecture Hours: 5  
Prerequisites: 12 credits and CSCI 125 and MATH 120  
Corequisites: ENGL 099  
Note: Credit not granted for both CSCI 295 and CSCI 150 or CSCI 250  
The basic concepts of digital logic design and the functions and uses of typical digital components belonging primarily to the small and medium scale integration (SSI, MSI) families will be introduced in this course. In addition, students will be introduced to digital logic & digital systems, machine level representation of data, computer organization, memory system organization & architecture, and interfacing & communication. The assembly language of a particular CPU will be used to illustrate machine language programming concepts. An interactive logic simulation environment for designing and testing logic circuit design will be used for the assignments.

CRIMINOLOGY

Course Name: Introduction to the Criminal Justice System  
Course Number: CRIM 100  
Number of credits: 3  
Lecture Hours: 4  
Corequisites: ENGL 099  
This course provides an introductory analysis of the Canadian criminal justice system and its various elements with reference to the nature of criminal law, the philosophy of crime control, criminal justice policy, and current trends/patterns of crime in Canada. Students will study the various components that form the processes by which Canada responds to criminal behavior. They will survey each of these components, such as the police, courts, and corrections, and will evaluate their impact on achieving justice.

Course Name: Introduction to Criminology  
Course Number: CRIM 150  
Number of credits: 3  
Lecture Hours: 4  
Corequisites: ENGL 099  
This course introduces students to the discipline of criminology and core concepts such as crime, criminality, and deviance, and examines the role of the criminal justice system. Students will be presented with general research findings in the discipline, with an emphasis on Canadian patterns and trends. Students are also introduced to the historical foundations of
Criminological thought and to theoretical development, with an emphasis on contemporary theories. The relationships between theory, research, and policy are also examined.

Course Name: Psychological Explanations of Criminal Behavior
Course Number: CRIM 251
Number of credits: 3  Lecture Hours: 4
Prerequisites: 12 credits and PSYC 110
Corequisites: ENGL 100
Students will be introduced to and critically examine neurophysiological, bio-genetic, psychiatric, and psychological explanations of deviant and criminal behavior. They will pay special attention to research that explores associations between criminality and genetics, brain chemistry, the endocrine system, mental disorders, personality, moral development, and various forms of social learning.

Course Name: Sociological Explanations of Crime and Deviance
Course Number: CRIM 252
Number of credits: 3  Lecture Hours: 4
Prerequisites: 12 credits and CRIM 150 and SOCI 110
Corequisites: ENGL 100
This course introduces students to sociological theories of crime and deviance that have made significant contributions to the development of the discipline of Criminology. Theories will be examined in their historical, social, and political contexts, with a focus on how constructions of crime and deviance have changed over time. Many of the prominent theories covered during this course include social ecology and strain, social learning, subcultural theories and group conflict, social control, labeling perspectives, feminist, and other critical perspectives. In addition to tracing the roots of contemporary theories to earlier frameworks, students are introduced to current applications of these theories and their policy implications.

ECONOMICS

Course Name: Introductory Economics
Course Number: ECON 101
Number of credits: 3  Lecture Hours: 4
Prerequisites: MATH 090
Corequisites: ENGL 098
This course provides an introduction to the principles of economics for students with no background in the subject. Throughout this course students will be asked to consider the “Economic Way of Thinking”. How are the choices of many self-interested individuals coordinated in a market? Topics include a) Microeconomics: demand, supply, equilibrium, elasticity, sunk cost vs marginal cost, comparative advantage and the problem of market power; and b) Macroeconomics: aggregate statistics, money, Classical vs Keynesian theories of coordination, fiscal and monetary policy, exchange rates, and the balance of payments.

Course Name: Principles of Microeconomics
Course Number: ECON 103
Number of credits: 3  Lecture Hours: 4
Prerequisites: ECON 101 or MATH 100 or MATH 110 or PREC 12
Corequisites: ENGL 098
This course provides a rigorous introduction to modern price theory. Topics include the theory of choice, exchange, the theory of the firm, elements of market structure and public goods, and externalities.

Course Name: Principles of Macroeconomics
Course Number: ECON 105
Number of credits: 3  Lecture Hours: 4
Prerequisites: ECON 101 or MATH 100 or MATH 110 or PREC 12
Corequisites: ENGL 098
This course provides an introduction to macroeconomic theory, with special reference to the Canadian economy. “Model Building” is emphasized. Topics covered include Canada’s national accounts, the measurement of inflation, growth and unemployment, an open economy model for Canada, elements of money and banking, and fiscal, monetary, and trade policy.

Course Name: Managerial Economics
Course Number: ECON 207
Number of credits: 3  Lecture Hours: 4
Prerequisites: 12 credits and ECON 103 (minimum grade of C) and ECON 105 and ENGL 099 and MATH 111 or MATH 113
Corequisites: ENGL 098
This is a course in price theory at the intermediate level, focusing on topics that are relevant to managerial decision making. Topics include the theory of demand, production and cost, market structure, strategic behavior and game theory, the role of government, and forecasting and estimation techniques.

Course Name: Wealth and Poverty of Nations
Course Number: ECON 234
Number of credits: 3  Lecture Hours: 4
Prerequisites: 12 credits and ECON 103 and ECON 105
Corequisites: ENGL 100
This course introduces students to the subject of poverty and inequality. In particular, we will study the measurement of inequality and poverty, and investigate the causes of inequality between societies and across nations. The topics covered in this course include concepts and measurement of poverty and inequality, the global distribution of income and wealth, and how Canada fits within the global context. Finally, we will embark on a search for the causes and determinants of inequality from economic, political, and institutional aspects.

Course Name: Money, Banking, and Financial Markets
Course Number: ECON 240
Number of credits: 3  Lecture Hours: 4
Prerequisites: 12 credits and ECON 103 and ECON 105
Corequisites: ENGL 100
This course provides 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.

Course Name: Environmental Economics
Course Number: ECON 260
Number of credits: 3 Lecture Hours: 4
Prerequisites: 12 credits and ECON 103 and ECON 105
Corequisites: ENGL 100
This course applies the tools developed in ECON 103 and ECON 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.

Course Name: Introduction to Labor Economics
Course Number: ECON 280
Number of credits: 3 Lecture Hours: 4
Prerequisites: 12 credits and ECON 103 and ECON 105
Corequisites: ENGL 100
This course introduces students to the “modern” theory of labor market behavior. Some time will be devoted to the study of empirical evidence (Canadian evidence in particular) supporting or refuting a variety of theoretical propositions. Implications for public policy will be emphasized throughout. Topics to be covered will be selected from the following: demand for labor; supply of labor; wage differentials; investment in human capital; unions and collective bargaining; search models of unemployment; informational asymmetry models of unemployment; and inflation and unemployment tradeoffs.

Course Name: Canadian Microeconomic Policy
Course Number: ECON 290
Number of credits: 3 Lecture Hours: 4
Prerequisites: 12 credits and ECON 103 (C) and ECON 105
Corequisites: ENGL 100
This course applies the tools developed in Economics 103 to current issues in the Canadian economy. Topics include opportunity cost, economic efficiency, dead weight loss, the effects of taxes and subsidies, an economic analysis of marketing boards, the redistribution of income, and market failure.

Course Name: Canadian Macroeconomic Policy
Course Number: ECON 291
Number of credits: 3 Lecture Hours: 4
Prerequisites: 12 credits and MATH 111 or MATH 113 or MATH 115 and ECON 103 and ECON 105 (C)
Corequisites: ENGL100
This course requires intensive practice in the writing of short academic prose with a special emphasis on paragraph development and sentence level skills. Students who do not earn a C in WD 098 may advance to English 099 but must repeat WD 098 concurrently with English 099. A minimum grade of C is required in this course in order to advance to English 100.

Course Name: Language and Composition
Course Number: ENGL 100
Number of credits: 3 Lecture Hours: 5
Prerequisites: English 12 (C) or English 099 (C) and WD 098 (C)
English 100 is a course in the fundamentals of university level reading and writing. Students will analyze university
level prose and write academic papers for a variety of purposes. Attention is given to the writing process, rhetorical strategies, paragraph development, grammar, mechanics, and style. Through the writing of a research paper, students are introduced to research techniques and documentation of sources in MLA format.

**Course Name:** Approaches to Academic Writing  
**Course Number:** ENGL 101  
**Number of credits:** 3  
**Lecture Hours:** 5  
**Prerequisites:** ENGL 12 (C+) or ENGL 100 (C)  

English 101 is an intensive course in advanced academic writing. Students will be given opportunities to analyze and summarize academic texts from a variety of disciplines. To better prepare students to become critical readers and writers, the academic argumentative essay will be the central focus of discussion with notice given to the understanding and use of persuasive strategies. Students also write a formal research paper in which they develop their skills in the use of scholarly research and documentation of sources. Time and attention are given to drafting of paragraphs and essays, allowing the students to focus on revising their work.

**Course Name:** Introduction to Literary Non-Fiction  
**Course Number:** ENGL 108  
**Number of credits:** 3  
**Lecture Hours:** 4  
**Prerequisites:** ENGL 12 (C+) or ENGL 100 (C) or ENGL 101 (C)  

English 108 is an introduction to the study of nonfiction prose and to the principles and practice of expository writing. Readings will range from the origins of literary nonfiction (letters and diaries) to modern personal essays to larger works (biography/memoir) by some important writers of the 20th and 21st centuries. Students will develop a critical understanding of the literary, social, and cultural dimensions and contexts of these various forms of nonfiction writing and will also develop skills in literary analysis, focusing on the communication of this analysis in essay form, while using terminology appropriate to the conventions of the genre.

**Course Name:** 20th Century Poetry and Fiction  
**Course Number:** ENGL 110  
**Number of credits:** 3  
**Lecture Hours:** 4  
**Prerequisites:** ENGL 12 (C+) or ENGL 100 (C) or ENGL 101 (C)  

English 110 is an introduction to the study of 20th and 21st century short fiction and poetry and to the principles and practice of expository writing. Students will develop a critical understanding of the literary, social, and cultural dimensions and contexts of these genres and will also develop skills in literary analysis, focusing on the communication of this analysis in essay form, while using terminology appropriate to the conventions of the two genres.

**Course Name:** Introduction to the Novel  
**Course Number:** ENGL 121  
**Number of credits:** 3  
**Lecture Hours:** 4  
**Prerequisites:** ENGL 12 (C+) or ENGL 100 (C) or ENGL 101 (C)  

This is an introduction to the study of novels written since the 19th century and to the principles and practice of expository writing. Students will develop a critical understanding of the literary, social, and cultural dimensions and contexts of the genre and will also develop skills in literary analysis, focusing on the communication of this analysis in essay form, while using terminology appropriate to the conventions of the genre.

**Course Name:** Introduction to Drama  
**Course Number:** ENGL 131  
**Number of credits:** 3  
**Lecture Hours:** 4  
**Prerequisites:** ENGL 12 (C+) or ENGL 100 (C) or ENGL 101 (C)  

English 131 is an introduction to the study of Western drama (from its origins in Greek plays to contemporary theatre) and to the principles and practice of expository writing. Students will develop an understanding of several critical approaches to literature, as they consider the literary, social, and cultural contexts of the works they study. Students will also develop their skills in literary analysis, focusing on the communication of this analysis in essay form, while using terminology appropriate to the conventions of the genre. A field trip to a local theatre performance is usually included in the course.

**Course Name:** English Literature to the Restoration  
**Course Number:** ENGL 210  
**Number of credits:** 3  
**Lecture Hours:** 4  
**Prerequisites:** 12 credits and ENGL 100 or ENGL 101 and C in one of ENGL 108, 110, 121, or 131  

English 210 is the study of English literature from the Middle Ages to the Restoration. Students will develop an understanding of the ideas, social movements, historical contexts, and literary conventions that influenced selected works and will demonstrate informed literary analysis and proper use of appropriate terminology through oral presentations and written essays.

**Course Name:** Popular Fiction  
**Course Number:** ENGL 215  
**Number of credits:** 3  
**Lecture Hours:** 4  
**Prerequisites:** 12 credits and ENGL 100 or ENGL 101 and C in one of ENGL 108, 110, 121, or 131  

This is the study of popular prose fiction from the 19th century to the present, with a focus in any given semester on a specific genre to be determined by the instructor. Genres for selection include, but are not limited to, gothic, historical, science fiction, mystery, and women's fiction. Students will develop an understanding of the ideas, social movements, historical contexts, and literary conventions that influenced selected works and will demonstrate informed literary analysis and proper use of appropriate terminology through oral presentations and written essays.

**Course Name:** English Literature from the Restoration  
**Course Number:** ENGL 220
Prerequisites: 12 credits and ENGL 100 or ENGL 101 and C in one of ENGL 108, ENGL 110, ENGL 121, or ENGL 131

This course is the study of movements in English poetry and prose beginning with Romanticism in the late 18th century and ending with the early modern period in the 20th century. Students will look in some detail at individual writers, their works and ideas, and also gain insight into the cultural and historical forces that shaped these literary movements. The three distinct periods examined are the Romantic Period (1780-1830), the Victorian Period (1830-1902), and the Early Modern Period (1902-1960). Students will demonstrate informed literary analysis and proper use of appropriate terminology through oral presentations and written essays.

Course Name: Modern Canadian Literature
Course Number: ENGL 230
Number of credits: 3  Lecture Hours: 4
Prerequisites: 12 credits and ENGL 100 or ENGL 101 and C in one of ENGL 108, ENGL 110, ENGL 121, or ENGL 131

This course is the study of modern Canadian fiction. Course content may include poetry, prose and drama. Students will expand their understanding of the major themes, styles, and techniques of modern Canadian writers. Students will become familiar with the tenets and precepts of literary criticism as it pertains to modern and contemporary Canadian literature. Students will demonstrate informed literary analysis and proper use of appropriate terminology through oral presentations and written essays.

Course Name: Introduction to Dramatic Forms and Conventions
Course Number: ENGL 231
Number of credits: 3  Lecture Hours: 4
Prerequisites: 12 credits and ENGL 100 or ENGL 101 and C in one of ENGL 108, ENGL 110, ENGL 121, or ENGL 131

English 231 is the study of the major dramatic forms of the late nineteenth into the twentieth centuries. Playwrights whose work will be considered include Anton Chekhov, Henrik Ibsen, George Bernard Shaw, Susan Glaspell, Harold Pinter, David Mamet, John Osborne, Tom Stoppard, Tennessee Williams, and Samuel Beckett. The course includes an exploration of the changes in acting, staging techniques and conventions, theatrical architecture, and social content. The course includes theatre-going and film-viewing. Students will demonstrate informed literary analysis and proper use of appropriate terminology through oral presentations and written essays.

Course Name: Modern American Literature
Course Number: ENGL 240
Number of credits: 3  Lecture Hours: 4
Prerequisites: 12 credits and ENGL 100 or ENGL 101 and C in one of ENGL 108, ENGL 110, ENGL 121, ENGL 131

This course is the study of the forms of Modern American Literature. Prose, poetry and drama may be included in the course. Students will study material that illustrates and criticizes some of the most common themes in American writing, including the American Dream, rugged individualism, the road west, and race relations. Students will demonstrate informed literary analysis and proper use of appropriate terminology through oral presentations and written essays.

FRENCH

Course Name: Introductory French I
Course Number: FREN 101
Number of credits: 3  Lecture Hours: 5
Corequisites: ENGL 099

This is an introductory course for students with no previous knowledge of French. The course is designed to give students a basic grounding in the French Language. Classes will survey some important features of the French Language, focusing on basic grammar and vocabulary, and will also explore various Francophone cultures, primarily from Canada and France. All activities will require interactive communication to reinforce learning.

GEOGRAPHY

Course Name: Introduction to Human Geography
Course Number: GEOG 100
Number of credits: 3  Lecture Hours: 4
Corequisites: ENGL 099

This course explores basic concepts in human geography which are essential to understanding the changing relationship between people and places around the world. Our course will focus on the interdependence between society and space, examining economic, political and cultural interactions in an increasingly globalized world. Topics will include core concepts such as place and scale, core-periphery dynamics, place and landscape, economic development, cultural transformation, agriculture, population geography and migration, urbanization, and environmental problems.

Course Name: Social Geography
Course Number: GEOG 200
Number of credits: 3  Lecture Hours: 4
Prerequisites: GEOG 100
Corequisites: ENGL 100

This course investigates the key concepts of, and approaches to, social geography – a rich and dynamic subfield of human geography. Social geographers conceptualize place and space as playing an active role in mediating social processes. In other words, space and society are mutually constituted. GEOG 200 investigates the role of space and place in the (re)production of identities, social hierarchies, exclusions and inclusions, and other social constructions in the contemporary context. From themes of gender, class, race, sexuality, and ability, across a variety of scales, this course will help students think critically about the role that
geography plays in shaping our understandings of the world and each other.

**Course Name:** Environment and Society: The Geography of Environmental Challenges  
**Course Number:** GEOG 230  
**Number of credits:** 3  
**Lecture Hours:** 4  
**Prerequisites:** 12 credits and GEOG 100  
**Corequisites:** ENGL 100

This course explores the spatial dimensions of contemporary global environmental change and the complex relations between the environment and society in the 21st century. Throughout the semester, students will investigate and learn about a broad range of contemporary environmental challenges such as the water crisis, food security, biodiversity loss, land use change, climate change, indigenous land rights, and resource extraction. Students will learn to approach these challenges through a variety of theories and distinctive lenses, including political economy, hazards' geography, political ecology, and environmental justice. In doing so, students will learn to identify and evaluate theories about the causes of environmental problems and also work to propose potential solutions for resolving such problems on a variety of scales.

**HISTORY**

**Course Name:** Canada to 1867  
**Course Number:** HIST 110  
**Number of credits:** 3  
**Lecture Hours:** 4  
**Corequisites:** ENGL 099

This course is an introduction to the history of Canada from the period of earliest human occupation to Confederation in 1867. The course focuses on major themes in Canada's past, including the diversity of early First Nations’ cultures, Indigenous and settler relations, colonialism, immigration, the fur trade, gender roles, family structures, and social reform. A brief framework of the approaches and methods that historians use to study the past is presented.

**Course Name:** Canada from 1867  
**Course Number:** HIST 120  
**Number of credits:** 3  
**Lecture Hours:** 4  
**Corequisites:** ENGL 099

This course is an introduction to the history of Canada from 1867 to the present. The course examines key themes and processes that have shaped Canada as a nation, including Indigenous state relations, industrialization and immigration, regional and national identities, Canada's position in international politics, Quebec sovereignty, education, and social change. The course draws from a wide range of sources, including literature, video material and historic sites to present a brief framework of the methods that historians use to study the past.

**Course Name:** World History Since 1500  
**Course Number:** HIST 202  
**Number of credits:** 3  
**Lecture Hours:** 4  
**Prerequisites:** 12 credits and HIST 110 or HIST 120  
**Corequisites:** ENGL 100

This course is a survey of human societies and cultural interactions in world history from 1500 CE to the present. In particular, students will investigate major ideas and patterns in world history, the roles of empires and trade, and the interaction of cultures from around the world as drivers in a long history of globalization. Through the use of historical documents, video material, maps and material culture, students will understand how and where the world became interconnected.

**Course Name:** Nineteenth Century Europe  
**Course Number:** HIST 211  
**Number of credits:** 3  
**Lecture Hours:** 4  
**Prerequisites:** 12 credits and HIST 110 or HIST 120  
**Corequisites:** ENGL 100

This course is a survey of Europe’s long nineteenth century, from the French Revolution to the outbreak of the First World War. Themes will include revolution, class conflict, gendered social orders, the formation of new states, the growth of imperialism, and the cultural and political traditions that have shaped Europe’s modern age. Students will learn to see connections across time and space and to analyze larger themes in nineteenth century European history, while developing the skills to critically analyze primary sources.

**LATIN AMERICAN STUDIES**

**Course Name:** Latin American Studies  
**Course Number:** LAST 100  
**Number of credits:** 3  
**Lecture Hours:** 4  
**Corequisites:** ENGL 099

This survey course studies one of the most dynamic regions on the planet: Latin America. The course introduces students to the cultures, societies, and languages of Latin America’s ancient and modern peoples. An interdisciplinary approach integrates analyses from history, politics, economics, geography, anthropology, and cultural studies to provide a comprehensive overview of this progressive but complex group of twenty-two countries.

**MATHEMATICS**

**Course Name:** Basic Mathematics  
**Course Number:** MATH 090  
**Number of credits:** 0  
**Lecture Hours:** 4  
**Corequisites:** ENGL 097

This is a developmental course in mathematics intended for students who wish to upgrade their mathematics skills in order to take a first year university precalculus 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 and this is possible due to the smaller class size for this course – the maximum number of students per section is 18.
**Course Name:** Pre-calculus  
**Course Number:** MATH 100  
**Number of credits:** 3  
**Lecture Hours:** 4  
**Prerequisites:** Math Placement Test (MPT 1 with 24 or MPT 2 with 12) or MATH 090 with B or MATH 110 with D or FOM 12 with C or MATH 105 with C- or PREC 11 with C  
This course is designed both for students who need to improve their background in mathematics before attempting a calculus course and for Social Science students who need credits to fulfill their Associate Degree requirement. Math 100 is an introductory college mathematics course designed to provide a strong background in algebra, elementary functions including polynomial, exponential, logarithmic functions, and trigonometry as preparation for a calculus course.

**Course Name:** Introductory Statistics  
**Course Number:** MATH 105  
**Number of credits:** 3  
**Lecture Hours:** 4  
**Prerequisites:** Math Placement test (MPT 1 with 12 or MPT 2 with 0) or MATH 090 with C- or PREC 11 with B or PREC 12 with C- or FOM 12 with C-  
This is an introductory course in statistics based on elementary algebra. The emphasis is on applications rather than theory. This course is designed primarily for Social Science students who need credits to fulfill their associate degree requirement, but Science students can also take it and get credit for it. It is a good preparation for Mathematical Statistics, MATH 206.

**Course Name:** Pre-calculus Plus  
**Course Number:** MATH 110  
**Number of credits:** 3  
**Lecture Hours:** 8  
**Prerequisites:** Math Placement Test (MPT 1 with 12 or MPT 2 with 0) or MATH 090 with C- or PREC 11 with C- or FOM 12 with C-  
**Note:** Credit will not be granted for both Math 100 and Math 110.  
Pre calculus 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.

**Course Name:** Calculus I for Business and Social Sciences  
**Course Number:** Mathematics 113  
**Number of credits:** 3  
**Lecture Hours:** 4  
**Prerequisites:** Math Placement Test (MPT 1 with 24) or MATH 100 or MATH 110 with C- or PREC 12 with C  
**Note:** Credit will only be granted for one of MATH 111 or MATH 113 or MATH 115  
This is the first course in calculus and it is a requirement for students in Commerce, Economics, or Business. Topics include review of basic functions, limits, derivatives, and applications of derivatives. The emphasis is on applications and examples rather than theory. The course covers review of elementary functions, limits, continuity, derivatives of the elementary functions, and trigonometry as preparation for a calculus course.

**Course Name:** Calculus II for Business and Social Sciences  
**Course Number:** MATH 112  
**Number of credits:** 3  
**Lecture Hours:** 4  
**Prerequisites:** MATH 111 or MATH 113 or MATH 115 with C-  
**Corequisites:** ENGL 098  
This is continuation of Math 111 and is intended for students in Commerce, Economics, or Business. Topics include integration, applications of integration, introduction to multivariable calculus, sequences and series. This is a required course for students doing Associate Degree in Economics.

**Course Name:** Calculus I  
**Course Number:** MATH 114  
**Number of credits:** 3  
**Lecture Hours:** 5  
**Prerequisites:** MATH 113 with C- or MATH 111 with A or MATH 115 with C  
**Corequisites:** ENGL 098  
**Note:** This is the second course in calculus designed for students majoring in Math, Physics, Chemistry, Computing Science and Engineering. Students continuing on to a university in these fields are advised to enroll in MATH 113 and then MATH 114. Calculus I covers continuity, derivatives of the elementary functions, and applications of the derivative in graphing and extremum problems.

**Course Name:** Calculus II  
**Course Number:** MATH 115  
**Number of credits:** 3  
**Lecture Hours:** 5  
**Prerequisites:** MATH 113 with C- or MATH 111 with A or MATH 115 with C  
**Corequisites:** ENGL 098  
**Note:** This is the second course in calculus designed for students majoring in Math, Physics, Chemistry, Computing Science and Engineering. Students continuing on to a university in these fields are advised to enroll in MATH 113 and then MATH 114. A continuation of Mathematics 113 covering antiderivatives, techniques of integration, definite integrals, applications of integrals, sequences and series, and Taylor polynomials and series. It is a required course for both Associate Degree in Mathematics students and University Transfer students.
Course Name: Calculus I for the Life Sciences  
Course Number: MATH 115  
Number of credits: 3  
Lecture Hours: 4  
Prerequisites: Math Placement Test (MPT 2 with 30) or MATH 100 with B- or MATH 110 with B- or PREC 12 with C or MATH 111 with C-  
Note: Credit will only be granted for one of MATH 111, MATH 113, or MATH 115.  
This is the first course in calculus designed for students majoring in the Life Sciences or Biology. Topics include review of basic functions, limits, derivatives, and applications of derivatives. The emphasis is on examples and applications in Zoology, Botany, Biochemistry, Microbiology, Genetics, Paleontology, Marine Biology and Ecology.

Course Name: Calculus II for the Life Sciences  
Course Number: MATH 116  
Number of credits: 3  
Lecture Hours: 4  
Prerequisites: MATH 115 or MATH 113 with C- or MATH 111 with A-  
Note: Credit will only be granted for one of Math 112, Math 114, or Math 116.  
This course is a continuation of MATH 115 and is designed for students majoring in the Life Sciences. The emphasis is on examples and applications of integration, probability, and differential equations in Zoology, Botany, Biochemistry, Microbiology, Genetics, Paleontology, Marine Biology and Ecology.

Course Name: Discrete Mathematics  
Course Number: MATH 120  
Number of credits: 3  
Lecture Hours: 4  
Prerequisites: MATH 100 or MATH 110 with B, or MATH 111 or MATH 113 or MATH 115 with C- or PREC 12 with B  
This is the first course in discrete mathematics with introduction to logic and formal reasoning. Topics include fundamental principles of counting and logic, set theory, mathematical induction, properties of integers, relations and functions. The course is primarily designed for Mathematics, Computer Science, and Science students, but Social Science students who need credits to fulfill their associate degree requirement can also benefit from it. It is a required course for Associate Degree in Mathematics students.

Course Name: Mathematical Statistics  
Course Number: MATH 206  
Number of credits: 3  
Lecture Hours: 4  
Prerequisites: 12 credits  
Corequisites: MATH 114 or MATH 116  
This is a calculus-based introduction to probability and mathematical statistics. Topics include random variables and the special distributions of statistical theory. The course is primarily designed for Mathematicians, Computer Science, and Science students, but Social Science students majoring in Business and Economics can also get required credit for it.

Course Name: Calculus III  
Course Number: MATH 213  
Number of credits: 3  
Lecture Hours: 5  
Prerequisites: 12 credits and MATH 114 with C- or MATH 116 with C  
An introduction to calculus of several variables, treating limits and continuity, partial derivatives, extrema, the chain rule, double, triple and path integrals. The course is designed for Mathematics, Computer Science, and Science students. It is a required course for Associate Degree in Mathematics students.

Course Name: Calculus IV  
Course Number: MATH 214  
Number of credits: 3  
Lecture Hours: 4  
Prerequisites: 12 credits and MATH 213 with C-  
This is a course in vector calculus that applies calculus to vector functions of a single variable as well as to scalar and vector fields. Topics include gradient, divergence, curl, line and surface integrals, the divergence theorem and the theorems of Green and Stokes. The course is designed for Mathematics, Computer Science and Science students.

Course Name: Mathematical Proof  
Course Number: MATH 215  
Number of credits: 3  
Lecture Hours: 4  
Prerequisites: 12 credits and MATH 114 or MATH 116 with C-  
This is a second year course designed for students majoring in Mathematics and Science. The emphasis is on understanding different proof techniques in mathematics and writing correct and clear proofs.

Course Name: Discrete Mathematics II  
Course Number: MATH 221  
Number of credits: 3  
Lecture Hours: 4  
Prerequisites: 12 credits and MATH 120 with C-  
This is a second course in discrete mathematics – a continuation of MATH 120. Topics include relations, the principle of inclusion and exclusion, generating functions, recurrence relations, introduction to graph theory and trees. This course is designed for students of Mathematics, Computer Science, and Engineering.

Course Name: Analysis I  
Course Number: MATH 225  
Number of credits: 3  
Lecture Hours: 4  
Prerequisites: 12 credits and MATH 114 with C- or MATH 116 with C+ in either MATH 120 or MATH 215  
This is the first course in pure mathematics, introducing the ideas of limits, convergence and divergence of sequences. The course is designed for students majoring in Mathematics, Science, Engineering, and Theoretical Computer Science. It is a required course for Associate Degree in Mathematics students.

Course Name: Introduction to Ordinary Differential Equations  
Course Number: Mathematics 230  
Number of credits: 3  
Lecture Hours: 4
Prerequisites: 12 credits and MATH 114 with C- or MATH 116 with C and MATH 252 with C-
Note: Credit will be granted for only one of MATH 230 or MATH 235.
This is an elementary course in differential equations, introducing techniques for solving first, second, and higher order linear differential equations, systems of ordinary differential equations and the Laplace Transforms. The course is designed for Science students and particularly for those majoring in Mathematics and Computer Science. It is a required course for Associate Degree in Mathematics students.

Course Name: Introduction to Differential Equations for Engineers
Course Number: MATH 235
Number of credits: 3
Prerequisites: 12 credits and MATH 114 with C- or MATH 116 with C
Corequisites: MATH 252
This course is an introduction to differential equations for students who intend to study engineering. Besides first and second order ODEs, linear systems and Laplace transforms, the syllabus also includes Fourier series and some basic partial differential equations.

Course Name: Linear Algebra and Differential Equations
Course Number: MATH 252
Number of credits: 4
Prerequisites: 12 credits
Corequisites: MATH 114 or MATH 116
An introduction to linear algebra including theory and application of vector spaces, linear transformations and matrices, eigenvectors and eigenvalues and inner product spaces. The course is designed for Science students and particularly for those majoring in Mathematics and Computer Science. It is a required course for Associate Degree in Mathematics students.

PHILOSOPHY

Course Name: Introduction to Philosophy
Course Number: PHIL 101
Number of credits: 3
Prerequisites: ENGL 099
This course is 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. The purpose of this course is to introduce students to what philosophy is and how it is practiced through examination of selected issues in the areas of metaphysics and epistemology. Topics examined include skepticism, the nature of empirical knowledge and justification, the possibility of knowledge of reality, personal identity, and free will. Classic and contemporary readings are examined.

Course Name: Introduction to Ethics
Course Number: PHIL 102
Number of credits: 3
Prerequisites: ENGL 099
This course is an introduction to the philosophical study of ethics. It is concerned with questions of the nature of moral goodness, agency, the scope of moral concern, and moral skepticism, and it 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. Students are introduced to a selection of approaches to ethical reasoning, including consequentialist, deontological, and social examples.

Course Name: Introduction to Logic and Critical Thinking
Course Number: PHIL 113
Number of credits: 3
Lecture Hours: 4
Corequisites: ENGL 099
This is a course in informal and inductive logic, emphasizing analysis and evaluation of arguments in natural languages. It introduces students to some of the techniques that logicians have developed for thinking about reasoning and explaining what distinguishes good from bad. Topics covered include informal fallacy theory, inductive reasoning and inductive fallacies, categorical propositions and syllogisms, basic sentential logic (including symbolization), truth-tables, and consistency trees.

Course Name: Metaphysics
Course Number: PHIL 205
Number of credits: 3
Lecture Hours: 4
Corequisites: ENGL 100
This course explores questions about the fundamental nature of reality. Topics may include the nature of time, personal identity, the existence of God, whether we have free will, or why anything exists at all.

Course Name: Deductive Logic
Course Number: PHIL 213
Number of credits: 3
Lecture Hours: 4
Corequisites: ENGL 099
This course is an introduction to sentential and predicate logic, with a special emphasis on the translation of natural language into formal language. This course covers syntax, symbolization, semantics, and formal deduction systems for first-order sentential and predicate logic.

Course Name: Science and Society
Course Number: PHIL 260
Number of credits: 3
Lecture Hours: 4
Corequisites: ENGL 100
This course provides an introduction to the history and philosophy of science, which is mainly concerned with understanding how science has been able to generate so much knowledge about the world. Topics may include how to distinguish science from non-science, the nature of scientific theories and explanations, the relationship between theory and observation, the historical
development of scientific theories, the role science plays in society, as well as some critiques of science.

**PHYSICS**

Course Name: Newtonian Mechanics  
Course Number: PHYS 110  
Number of credits: 4  
Lecture Hours: 4  
Lab Hours: 2  
Prerequisites: Physics 12  
Corequisites: MATH 113 or MATH 115  
Note: Students continuing on to a university in Math, Physics, Chemistry, Computing Science and Engineering are advised to enroll in MATH 113 and then MATH 114.  
This is an introductory course in Newtonian mechanics, using the basic concepts of differential and integral calculus to study rectilinear motion and vector calculus to study rectilinear motion and motion in the plane. Topics include reference, collisions, work-energy principles, harmonic motion, rotation, and simple problems in relative dynamics.

Course Name: Engineering Mechanics  
Course Number: PHYS 118  
Number of credits: 4  
Lecture Hours: 6  
Prerequisites: PHYS 110 or PHYS 130 and MATH 113  
In this course, students study the equilibrium of a particle, equilibrium of a rigid body, internal forces, friction, the kinematics of a particle, Newton’s second law, work, energy, impulse, and momentum.

Course Name: Electricity and Magnetism  
Course Number: PHYS 120  
Number of credits: 4  
Lecture Hours: 4  
Lab Hours: 2  
Prerequisites: PHYS 110 or PHYS 130  
Corequisites: MATH 114  
This is an introductory course in electricity and magnetism, including Coulomb’s Law, the electrical structure of matter, Gauss’s Law, electrical potential, capacitance and properties of dielectrics, complex DC circuits, magnetic force and magnetic fields in free space, Ampere’s Law, AC circuits, and Maxwell’s Equations.

Course Name: Optics and Thermodynamics  
Course Number: PHYS 130  
Number of credits: 4  
Lecture Hours: 4  
Lab Hours: 2  
Prerequisites: Physics 12  
Corequisites: MATH 113  
This course provides a study of fluids, oscillations, thermometry, thermal properties of matter, heat, waves, sound, and geometrical & wave optics.

Course Name: Introduction to Modern Physics  
Course Number: PHYS 200  
Number of credits: 4  
Lecture Hours: 5  
Prerequisites: 12 credits and PHYS 120 and MATH 114  
This is 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 the application to systems of atoms and nuclei.

Course Name: Thermal Physics  
Course Number: PHYS 205  
Number of credits: 4  
Lecture Hours: 5  
Prerequisites: 12 credits and PHYS 120 or PHYS 110 and PHYS 130  
Corequisites: MATH 213  
This is an intermediate level course in thermal physics. Topics include: fundamentals of thermodynamics and introductory statistical mechanics, heat transfer, entropy, kinetic theory of gases, gas laws, reversible processes and work, laws of thermodynamics, heat engines, free energy, phase transitions, chemical potentials, Boltzmann statistics, and quantum statistics.

POLITICAL SCIENCE

Course Name: Introduction to Political Science  
Course Number: PSCI 100  
Number of credits: 3  
Lecture Hours: 4  
Corequisites: ENGL 099  
This course introduces students to the primary concepts and terminology of political science. We will discuss defining components of politics like the interaction between states and the market. Students will explore the ways that values, ideas, and cultures can impact politics and political structures and examine the formal structures and functions of government. We will talk about the politics of developing and developed states and consider a variety of case studies, including India, China, Canada, and the United States. Finally, the course will explore different forms of political participation as well as politics in an ever-globalizing world. Students will be asked to explore newsworthy events through the framework and concepts introduced in course readings.

Course Name: Introduction to Canadian Government  
Course Number: PSCI 101  
Number of credits: 3  
Lecture Hours: 4  
Prerequisites:  
Corequisites: ENGL 099  
This course will introduce students to the basic components and structure of Canadian government. It examines the societal norms and institutions that have informed Canadian politics. It introduces students to Canada’s branches of government and their role in informing Canadian democracy, as well as the politics and political parties that dominate it. Students will examine the policy-making environment in Canada, impact of the Canadian Constitution and the Charter of
Rights and Freedoms on the lives of Canadians, intergovernmental relationships between the federal government and the provinces, as well as consider the evolving place of First Nations people within Canada. This course is ideal for understanding the political structures that impact our daily lives, as well as for covering some core discussion topics related to Canadian citizenship.

Course Name: Introduction to Comparative Politics
Course Number: PSCI 202
Number of credits: 3 Lecture Hours: 4
Prerequisites: 12 credits
Corequisites: ENGL 100

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, raise important questions of their own, and develop tools to critically analyze the similarities and differences across states, explore a variety of political systems, and consider the institutional, economic, social and cultural forces that impact and inform them. Case studies from Asia, Africa, Europe, and South America provide practical examples illustrating the theories and concepts that are introduced.

Course Name: Introduction to International Relations And Global Politics
Course Number: PSCI 210
Number of credits: 3 Lecture Hours: 4
Prerequisites: 12 credits and PSCI 100 or PSCI 202
Corequisites: ENGL 100

The course will examine the events that have shaped our understanding of global politics, consider current events in this context, and apply this knowledge to emerging issues that will influence and inform foreign policy and international relationships into the future.

Course Name: Introduction to Political Theory
Course Number: PSCI 240
Number of credits: 3 Lecture Hours: 4
Prerequisites: 12 credits and PSCI 100 or PSCI 202
Corequisites: English 100

Using some of the foremost texts of Western political thought, students will critically examine the contemporary political world along with their own beliefs and values. By exploring the writings of theorists such as Plato, Machiavelli, Locke, Rousseau, Marx, and Nietzsche, students will gain an understanding of the wide range of different ways that these thinkers have answered key political questions. Students will become familiar with key concepts and ideas dealt with in the tradition of Western political thought, as well as the historical context from which they emerged. Students will refine and develop their analytical writing skills and will be better able to understand and engage with many of the theoretical debates that underwrite contemporary politics.

Course Name: Introduction to Public Administration
Course Number: PSCI 251
Number of credits: 3 Lecture Hours: 4
Prerequisites: 12 credits and PSCI 100 or PSCI 202
Corequisites: ENGL 100

The study of public administration is at the core of understanding government action and function. It is also at the heart of many core political science debates. What is the role of government? What is the relationship between elected officials and public servants? Who is accountable? What are the principles of managing within government? This course seeks to tackle all of these issues and more, providing students with multiple perspectives and the tools to formulate their own hypotheses in regards to these debates.

Course Name: Introduction to the Politics of the City
Course Number: PSCI 252
Number of credits: 3 Lecture Hours: 4
Prerequisites: 12 credits and PSCI 100 or PSCI 202
Corequisites: ENGL 100

This course introduces students to the politics of Canadian cities. It explores the responsibilities of city governments, the ways they make policy, and their relationship with other levels of government. Further, it investigates the quality of democratic governance in cities, as well as how city spaces construct relations of equality and inequality and the ways city-living shapes our interactions with different individuals and social groups. Students will learn the basic institutions of government within Canadian cities and how city governments fit into the broader institutional structure of the Canadian state. They will also become familiar with some of the key policy challenges facing Canadian cities in the 21st century. Further, students will understand key theories of urban governance and policy making.

Course Name: Introduction to Public Policy
Course Number: PSCI 253
Number of credits: 3 Lecture Hours: 4
Prerequisites: 12 credits and PSCI 100 or PSCI 202
Corequisites: ENGL 100

This course examines the development of public policy with a focus on Canadian governance issues. Course content is split into three broad themes. First, students will be introduced to the policy cycle and foundational theories in policy making and governance. Students will examine challenges and opportunities associated with multi-level governance structures, policy implementation and its evaluation. Second, students will explore pertinent policy issues in the contemporary world, with particular focus on indigenous policy and governance, social policy, health policy, and economic policy. Finally, students will engage with a number of critical perspectives that have often been under-conceptualized in traditional governance structures, as well as strategies for ensuring not only that these underserved constituencies are not only heard, but that their interests are served.
Course Name: Decolonizing Development: The Politics of Progress  
Course Number: PSCI 260  
Number of credits: 3  
Lecture Hours: 4  
Prerequisites: 12 credits and PSCI 100 or PSCI 202 or SOCI 250  
Corequisites: ENGL 100  
This course will provide basic training in post-colonialism as a research approach and other qualitative methods in political science to help students explore how colonial histories of violence continue to shape the landscapes, political structures, and relationships of the present. In addition to traditional methods training, students will experiment with different mediums such as social media marketing/content design, policy briefs and NGO grant writing/proposals to explore different dimensions of the field of development as a career.

PSYCHOLOGY

Course Name: Introductory Psychology I  
Course Number: PSYC 110  
Number of credits: 3  
Lecture Hours: 4  
Corequisites: ENGL 099  
This is the first of a two-part introduction to the core areas of psychology. Topics covered include the history of psychology, research methods, and the biological bases of behavior, sensation, perception, states of consciousness, learning, and language.

Course Name: Introductory Psychology II  
Course Number: PSYC 120  
Number of credits: 3  
Lecture Hours: 4  
Prerequisites: PSYC 110  
Corequisites: ENGL 099  
This is the second half of a two-part introduction to the core areas of psychology. The course focuses on developmental psychology, motivation, emotion, personality, psychological disorders, therapy, stress and health, and social psychology.

Course Name: Introductory Child Psychology  
Course Number: PSYC 210  
Number of credits: 3  
Lecture Hours: 4  
Prerequisites: 12 credits and PSYC 120  
Corequisites: ENGL 100  
This course introduces child psychology, focusing on development from conception to adolescence. An overview is provided of the cognitive, perceptual, physical, moral, personality, language, and social aspects of childhood development. Within a lifespan developmental perspective, the course examines research methods, developmental theories, and application of research findings to selected problems in the major periods of the lifespan.

Course Name: Research Methods in Psychology  
Course Number: PSYC 217  
Number of credits: 3  
Lecture Hours: 4  
Prerequisites: 12 credits and PSYC 120  
Corequisites: ENGL 100  
This course will introduce the basic and major principles and procedures employed by psychologists for designing and conducting scientific experiments and critically evaluating experimental methodology and research findings. The course is designed to cover the fundamental concepts, principles, and methods used in psychological research for testing psychological hypotheses, analyzing research data, and communicating research findings.

Course Name: Behavior Disorders  
Course Number: PSYC 220  
Number of credits: 3  
Lecture Hours: 4  
Prerequisites: 12 credits and PSYC 120  
Corequisites: ENGL 100  
This course is aimed at reviewing the definition, history and scope of deviant behavior, with an emphasis on the psychological factors that contribute to its origins, maintenance, and treatment. The course begins with definitions of adaptive and maladaptive behavior, a review of the historical background of abnormal psychology, and a look at theoretical perspectives on maladaptive behavior. Then, various therapeutic strategies (e.g., cognitive therapy) will be briefly introduced, and major classification and assessment methods of behavior disorders will be reviewed. A wide range of maladaptive patterns of behavior, including anxiety disorders, mood disorders, personality disorders, schizophrenia, and disorders of childhood and adolescence will be surveyed.

Course Name: Social Psychology  
Course Number: PSYC 240  
Number of credits: 3  
Lecture Hours: 4  
Prerequisites: 12 credits and PSYC 120  
Corequisites: ENGL 100  
This course introduces an overall view of the field of social psychology in order to address major issues and topics that fall within this field and to cover the conditions and circumstances that lead to social behavior and cognition. A wide range of issues and topics will be covered in this course including: nonverbal communication, attribution, impression, cognitive biases, behavior and social cognition, attitude formation, persuasion, cognitive dissonance, social and gender identities, interpersonal attraction, conformity, compliance, and obedience, pro-social behavior, aggression, and group dynamics.
Course Name: Theories of Personality
Course Number: PSYC 270
Number of credits: 3  Lecture Hours: 4
Prerequisites: 12 credits and PSYC 120
Corequisites: ENGL 100
This course explores the origins, major underlying assumptions, basic personality structure, and major theoretical concepts and applications of major theories of personality. Students will explore the essential concepts and research findings related to major personality theories including psychoanalytic, neo-psychoanalytic, life-span, trait, humanistic, cognitive, behavioral and social-learning approaches. This course will also review issues pertaining to psychometric instruments designed for the assessment of personality variables.

Course Name: Introduction to Biological Psychology
Course Number: PSYC 281
Number of credits: 3  Lecture Hours: 4
Prerequisites: 12 credits and PSYC 120
Corequisites: ENGL 100
This course is intended to give an introductory overview of the biological approach to psychology, with a focus on neuroscience and the evolutionary perspective. Students will acquire critical and creative thinking skills to better evaluate popular media and sensationalized versions of biological psychology. The clinical implications of the most recent research will be considered for each topic. This course will provide an introduction to the biological influences on behavior. Students will gain an understanding of basic neuroscience and evolutionary and genetic research, as they apply to the field of psychology.

Course Name: Introduction to EcoPsychology
Course Number: PSYC 299
Number of credits: 3  Lecture Hours: 4
Prerequisites: 12 credits and PSYC 120
Corequisites: ENGL 100
This course will explore the scientific links between three key domains – human psychology, wilderness/nature experiences, and environmental problems – with a particular focus on two key questions: (1) What impact does nature have on human thought, feeling, and behavior? (2) What are the psychological factors that influence our environmental attitudes and behavior? The course will include a 2-night, 3-day backpacking trip in the mountains within a few hours’ drive of Vancouver; this experiential component will allow for a deeper exploration of these two questions.

SOCIOLOGY

Course Name: Introductory Sociology I
Course Number: SOCI 110
Number of credits: 3  Lecture Hours: 4
Corequisites: ENGL 099
An introduction to the study of human society and social interaction. The theoretical perspectives of functionalism, conflict theory and symbolic interactionism are examined along with basic concepts such as culture, family, work and more. An overview of research methodology is provided, and social stratification, socialization, inequality, globalization and deviance are examined. Students are encouraged to cultivate a “sociological imagination” while considering how human behavior is shaped by group life, and group life is affected by individuals.

Course Name: Introductory Sociology II
Course Number: SOCI 120
Number of credits: 3  Lecture Hours: 4
Prerequisites: SOCI 110
Corequisites: ENGL 099
This course is a continuation of Sociology 110. While the basic aim of the course remains the application of sociological perspectives in understanding group life and individual behavior, the focus is on topics such as, sex and gender, education, religion, social movements, politics and government. Students are expected to engage their developed “sociological imagination” and apply sociological theory and methodology to new concepts.

Course Name: Sociology of Work
Course Number: SOCI 230
Number of credits: 3  Lecture Hours: 4
Prerequisites: 12 credits and SOCI 110 and ANTH 110
Corequisites: ENGL 100
This course explores the social organization of work by drawing on key sociological theories, research, and concepts, with a focus on Canadian society. The course also explores transformations in work within broader global processes, including migration, immigration, temporary workers, precarious work, labour trend and more. Some of the key topics covered include the following: capitalist work arrangements, corporate practices, labor movements, consumption, the impact of employment/unemployment on the individual and family, and the impact of class, power, race, gender, and age in the labor market. Students will learn to understand, analyze, and evaluate how work is socially organized and how it profoundly shapes our social lives.

Course Name: Comparative Ethnic Relations
Course Number: SOCI 250
Number of credits: 3  Lecture Hours: 4
Prerequisites: 12 credits and SOCI 110 or ANTH 110
Corequisites: ENGL 100
This course offers an overview of the sociological study of ‘race’ and ‘ethnicity’ using examples from the Canadian context. It introduces students to the processes involved in the social construction of ‘racial’ and ethnic categories, with attention to the historical and contemporary outcomes of such categorization. By exploring how conceptions and experiences of ‘race’ and ‘ethnicity’ affect everyday life in Canada, the course also investigates how ideas and practices of ‘race’ and ‘ethnicity’ emerge, shift over time, and become part of culture. Topics such as racism, ethnocentrism, multiculturalism, immigration policy, First Nations’ relations, and the hyphenated identity will be studied. Relevant sociological theories and research methods are
utilized for further examination of race and ethnic relations.

SPANISH

Course Name: Introductory Spanish I  
Course Number: SPAN 101  
Number of credits: 3  
Lecture Hours: 5  
Corequisites: ENGL 099  
This is an introductory course for students with no previous knowledge of Spanish. The course is designed to give students a solid grounding in the basics of the Spanish language. The classes will survey the main features of the Spanish language, including grammar, vocabulary, and conversation and will explore Hispanic cultures. All activities will require interactive communication to reinforce these features.

WRITING DISCOURSE

Course Name: Writing Discourse  
Course Number: WD 098  
Number of credits: 0  
Lecture Hours: 8  
Prerequisites: ENGL 097  
Corequisites: ENGL 098  
This course requires intensive practice in the writing of short academic prose with a special emphasis on paragraph development and sentence level skills. Students who do not earn a C in WD 098 may advance to English 099 but must repeat WD 098 concurrently with English 099. A minimum grade of C is required in this course in order to advance to English 100.

HIGH SCHOOL 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:
- 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 Counselor or Program Advisor.
- A minimum grade of C- is required in all pre-requisite courses unless otherwise stated.
- Prerequisites and corequisites are based upon courses currently being taught at Columbia College. Equivalencies will be considered where applicable.

Course Name: Anatomy and Physiology 12 (8)  
Course Number: ANAT 12  
Prerequisite: CHEM 11 or an equivalent Grade 11 Science  
An introduction to cell and human biology.

Course Name: ART 11 (8)  
Course Number: ART 11  
Prerequisites: None  
There will be two main components: art studio (hands-on) and art history (academic).

Course Name: Career Life Education (5)  
Course Number: CLE 10 and CLE 11 and CLE 12  
The Career Life Education curriculum supports students in the process of becoming successful, educated citizens by providing them with opportunities to explore a variety of careers and options for their futures.

Course Name: Career Life Connections/Capstone Project (8)  
Course Number: CLC 12  
Prerequisite: CLE 10  
Career Life Connections helps students discover a bridge between classroom learning and workplace and post-secondary realities, and is intended to make their learning meaningful and relevant.

Course Name: Chemistry 11 (8)  
Course Number: CHEM 11  
Prerequisite: SC 10  
Corequisite: PREC 11  
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.

Course Name: Chemistry 12 (8)  
Course Number: CHEM 12  
Prerequisite: CHEM 11 and PREC 11  
An advanced course in basic physical chemistry, focusing on the following topics: kinetics, equilibrium, acids and bases, solubility, and electrochemistry.

Course Name: Comparative Cultures 12 (8)  
Course Number: COCU 12  
Prerequisite: SOCST 10 or SOCST 11  
Students will learn to analyze the political, social, economic, and religious aspects of ancient cultures, and how geographic and environmental factors have influenced the development of agriculture and trade in increasingly complex cultures. Students will also explore the diversity and complexity of cultural expressions, and how value and belief systems shape the structures of power and authority.
A course supporting students in developing skills in written communication. Students will read and study compositions by other writers as models for the development of their writing. Through this course students will build increasing independence in their writing for a range of situations. They will develop confidence in their abilities as they consolidate their writing craft.

Drama 10 (8)
Course Number: DRAMA 10
Prerequisite: None.
An introductory course in drama focusing on the development of basic drama skills. Through extensive work in both small and large groups, students gain confidence as they explore and communicate ideas, experiences, and feelings in a range of dramatic forms. Drama is comprised of four components: Foundation, Movement, Speech and Theatre.

Course Name: Drama 11 (8)
Course Number: DRAMA 11
Prerequisites: None
The purpose of Drama 11 is to build on the dramatic elements and skills developed in Grade 10 Drama. Through their work in theatre performance, students have the opportunity to explore and develop expression, trust and self-confidence. Students will also critically analyze and respond to scenes and performances by their peers. Students will create performances collaboratively and individually expressing themselves through personal voice, cultural identity, perspectives and values. A final performance project is part of the final exam.

Course Name: English 10 (8) or (CMPS 10 (4) and LTST 10 (4))
Course Number: ENGL 10 or (COMP 10 and LTST 10)
Prerequisite: ENGL 9 or ENGL 097
Students will be co-registered in two Grade 10 level English courses (2 credits each). In these courses students may focus on topics such as the writing process, written communication, terminology, analysis and interpretation of text. Students will write compositions for various audiences and purposes and study short stories and poetry from a selection of culturally diverse authors.

Course Name: English Literary Studies 11 (8)
Course Number: LTST 11
Prerequisite: ENGL 10 or (COMP 10 and LTST 10)
English Literary Studies 11 is 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.

Course Name: English Studies 12 (8)
Course Number: ENGL 12
Prerequisite: CMPS 11 or LTST 11 or an English equivalent
English Studies 12 is a more advanced course developing literature, listening and viewing skills. Students learn to recognize societal diversity and apply appropriate strategies in a variety of contexts to comprehend written, oral, visual and multi-modal texts, while learning to critically appreciate diverse constructs including First Peoples and other influences.

Course Name: Foundations of Mathematics and Pre-calculus 10 (8)
Course Number: PREC 10
This course includes the study of operations on powers with integral exponents, prime factorization, functions and relations, graphs, linear functions and equations, arithmetic sequences, systems of linear equations, multiplication of polynomial expressions & factoring, primary trigonometric ratios, and financial literacy. Students will have the opportunity to practice their algebra skills while learning new concepts.

Course Name: Foundations of Math 12 (8)
Course Number: FOM 12
Prerequisite: PREC 11 or FOM 11
This course includes the study of geometric explorations (constructions, conics, and fractals), graphical representations of polynomial, logarithmic, exponential, and sinusoidal functions, regression analysis, combinatorics, probability, and financial planning.

Course Name: Human Geography 12 (8)
Course Number: HUGEO 12
Prerequisite: SOST 10 or SOST 11
An exploration of the relationship between people and the environment to better understand our globally connected and changing world. Demographic, resource, economic, political and social considerations are explored.

Course Name: Physical Geography 12 (8)
Course Number: PHGEO 12
Prerequisite: SOST 10 or SOST 11
An exploration of the interactions between people and the environment, the impact natural processes have upon our landscape including plate tectonics, agents of gradation, natural disasters, climate and weather and environmental sustainability.

Course Name: Physical Health Education 10
Course Number: PHYSED 10
Prerequisite: None
The curriculum unites two curricular areas, physical education and health education, into one concentrated area of learning to provide a comprehensive focus on healthy living for students. Blended, physical and health education maintain their core attributes and qualities while supporting the development of a deeper understanding of their interconnectedness.
Prerequisites: None
Course Name: Physics 11 (8)
Course Name: PHYS 11
Prerequisite: SC 10
Corequisite: PREC 11
A general introduction to physics emphasizing kinematics and dynamics, elementary DC circuit theory, waves, and optics.

Course Name: Physics 12 (8)
Course Number: PHYS 12
Prerequisite: PHYS 11
Corequisite: PREC 12
A course in mechanics, electricity and magnetism and special relativity. Vector methods are used extensively.

Course Name: Pre-calculus 11 (8)
Course Number: PREC 11
Prerequisite: FM 10
This course includes the study of real number system, powers with rational exponents, radical operations and equations, polynomial factoring, rational expressions and equations, quadratic functions and equations, linear and quadratic inequalities, trigonometry, and financial literacy including compound interest, investments, and loans.

Course Name: Pre-calculus 12 (8)
Course Number: PREC 12
Prerequisite: PREC 11
This course includes the study of transformations of functions and relations, exponential functions and equations, geometric sequences and series, logarithms (operations, functions, and equations), polynomial functions and equations, rational functions, and trigonometry (functions, equations, and identities).

Course Name: Science 10 (8)
Course Number: SC 10
Prerequisite: SC 9
This course encourages students to develop skills of scientific reasoning as they practice observing, classifying, predicting, inferring and hypothesizing as they explore various topics that span life sciences, physical sciences and the study of the universe.

Course Name: Social Justice 12 (8)
Course Number: SJ 12
Prerequisite: SOST 10 or SOST 11
Social Justice 12 takes a critical approach to social justice, examining how society is stratified in significant and far-reaching ways along social group lines that include race, class, gender, sexuality, and ability. Students will learn to identify and understand the unequal nature of society by learning about prejudice, discrimination, oppression, power, and privilege. Critical social justice recognizes inequality as deeply embedded in the structure of society, and actively works towards greater equality.

Course Name: Social Studies 10 (8)
Course Number: SOST 10
Prerequisites: SOST 10
An exploration of Canadian history and its relation to the world, focusing on the growth of Canadian nationhood and the development of Canadian identities with an emphasis on the years 1914 to the present. Topics include the evolution of responsible government, international conflict and diplomacy, global citizenship, environmental activism and Canada’s involvement in indigenous relations and reconciliation.

Course Name: Social Studies 11 (8)
Course Number: SOST 11
Prerequisites: SOST 10 or SOST 11
The aim of Social Studies 11 is to develop thoughtful, responsible, active citizens who are able to acquire the requisite information to consider multiple perspectives and to make reasoned judgments. Social Studies 11 provides students with opportunities to reflect critically upon events and issues in order to examine the present, make connections with the past, and consider the future. Some of the topics explored in this course are how to be informed and engaged citizens, how the rapid development of technology has changed us, and how Canada’s Indigenous peoples are reclaiming their cultures despite the effects of colonialism.

Course Name: 20th Century World History 12 (8)
Course Number: HIST 12
Prerequisite: SOST 10 or SOST 11
This course uses historical equity processes and skills to ask questions, gather, interpret and analyze ideas and communicate findings, relating to nationalist movements that can unite people or lead to intense conflict, the impact of technology and breakdown of long-standing empires on social, economic and political systems.

COLLEGE POLICIES AND REGULATIONS

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.

In matters involving the recruitment of international students Columbia College expects its Education Agents and Consultants to abide by the principles of the “London Statement”, meaning that Agents and Consultants will:

- practice responsible business ethics.
- provide current, accurate and honest information in an ethical manner.
- develop transparent business relationships with students and providers through the use of written agreements.
- protect the interests of minors.
- provide current and up-to-date information that enables international students to make informed choices when selecting which agent or consultant to employ.
- act professionally.
- work with destination countries and providers to raise ethical standards and best practice.

**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, gender identity and expression, sex, sexual orientation or age. As an international college Columbia College firmly believes in multiculturalism and fully supports the BC Multiculturalism Act; the purposes of this Act include:

- 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 and:

- 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 (page 45); 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.

Harassment and Discrimination Policy
The overarching aim of the Harassment and Discrimination policy is to protect staff and students’ physical safety, social connectedness, inclusiveness and protection from all forms of bullying, regardless of their gender, race, culture, religion, sexual orientation or gender identity.

Columbia College is committed to providing a safe, caring, respectful and orderly learning and working environment that is free of any form of discrimination, harassment and bullying. The policy has been implemented to protect all members of the Columbia College community.

Members of the Columbia College community are expected to adhere to the behavioral expectations outlined in the Columbia College Code of Conduct (Columbia College Calendar, Code of Conduct, page 40).

Any unacceptable behavior such as any form of bullying, harassment, hate speech, intimidation, threatening or violent actions while at the College or while participating in any College function on or off campus will be subject to a disciplinary action (Columbia College Calendar, Disciplinary Actions, page 40), which may take the form of a verbal warning, a written warning, a temporary suspension, or expulsion from the College, depending on the seriousness of the infraction.

The College will treat all personal information received as confidential and take all reasonable steps to protect the sources of such information and to prevent retaliation against the person or people who have made a complaint regarding a breach of the Policy.

To achieve these goals, Columbia College will
• Promote inclusiveness and acceptance
• Communicate expectations, values, and norms that support positive personal, social, and academic behavior
• Connect with individuals who are experiencing negative personal, social, and/or academic issues
• Engage members of the Columbia College community in the process of establishing policies and activities that serve to prevent the occurrence of discriminatory behavior and that promote a safe and positive learning and working environment for all.

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.
Policy on Sexual Violence and Misconduct

In keeping with the recommendations made to educational institutions by the BC Government, Columbia College has developed a detailed Policy to deal with allegations of sexual violence and misconduct. The purpose of the Policy is to ensure that every member of its community is able to study and work in a safe and respectful environment, free from violence and misconduct of any kind.

The Policy applies to all members of the Columbia College community. Any member of the College community who experiences or witnesses sexual violence or misconduct is encouraged to report the incident immediately to a Sexual Violence and Misconduct Response Advisor or Counsellor in the College’s Student Services Area (2nd floor, 438 Terminal Avenue).

The Policy and Protocols are available on the College’s website (www.columbiacollege.ca). College Counsellors may be consulted for advice and information.

Privacy Policy

Columbia College complies with the Personal Information Protection Act (PIPA). 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 IRCC 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.

ACADEMIC INFORMATION

Glossary of Terms

Admission
Acceptance of an applicant into one of the College’s programs.

Corequisite
A course that either is required to be taken concurrently with another course or has already been taken. (See statement on corequisites under “Course Descriptions” on pages 16.)

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 high school 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 High School course is normally 4 credits. A typical course load for a full-time high school 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 will be assigned credits for fee assessment purposes and calculation of Semester GPA.

Directed Studies
Each semester the College offers a small number of (2nd year level UT) courses by Directed Study (DS). These courses are open to students who have completed 30 credits and have a min Cumulative GPA of 2.3. Students on probation are not usually allowed to register in courses offered by Directed Study. DS courses generally meet for a minimum of 2 hours per week at a time that is mutually acceptable to instructor and students. DS courses will have no more than 7 registrants. Tuition fees are the same as for a regular course.

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 25 hours a week of instruction.

Grade
The letter assigned is the evaluation of a student’s performance in a course, e.g. B. (See page 7)

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. (See page 7.)

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 an Associate Degree.

Registered Student
A registered student is one who has completed the registration procedures for a specific semester. Continuing students must re-register each semester. Tuition fees must be paid in full at the time of registration.

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. University-level course sections numbered 8, 10, 12, 14 or 16 (etc) usually meet on Mondays and Thursdays while sections numbered 9, 11, 13, 15 or 17 (etc) usually meet on Tuesdays and Fridays. Sections numbered XX1 usually meet Wednesdays and Saturdays.

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 15 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 and to limit the number of students accepted into any program.

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. Students in secondary programs register with the assistance of a counsellor every semester.

Course Loads
University Transfer Program
Students in the university transfer (UT) 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.) Both Columbia College and Immigration, Refugees and Citizenship Canada (IRCC) will view a (minimum) course load of 9 credits 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.

New students arriving at Columbia directly from overseas who place in English 100 (either by an external test score or Columbia’s English Test, the LWA) will be required to register in English 100 within the first 3 semesters and will be required to repeat this course in each subsequent semester (if necessary) until they pass it.

It is recommended that students register in English 100 in their first semester or as soon as they are qualified to do so.

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.

High School Programs
A full course load at the high school level normally involves completing 12 credits (3 courses) per semester, though strong students may be allowed to register in 16 credits (four courses). Students on probation are allowed to take a maximum of three high school courses per semester. Overloads are permitted for High School 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 High School students at Columbia College if this will complete the requirements for their program.
Dispute Resolution

Grade Appeals
The only grades that may be formally appealed are final grades. Students are required 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 “Formal Grade Appeal” form obtained from a Counsellor. A fee of $50 is paid, refundable if the appeal is successful. Once the appeal fee is paid the formal appeal process is initiated by the Counsellor. Such an appeal must be launched on or before the first Friday of the semester immediately following the semester in which the course was taken.

An Appeal Committee is struck by the Academic Board. a) If the appeal concerns the marking of the final examination only then the Dean of the appropriate division will appoint a qualified instructor (usually but not always from within the College) to reconsider the student’s final examination paper. A final judgement will be made within 30 days.
b) If the appeal involves more than the final examination then an Appeal Committee will be struck by the Academic Board and this Committee will make a final judgement within 30 days. 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.

The decision of the Appeal Committee is final. The final grade that appears on the transcript will be the grade determined by the process outlined above; this grade may be higher, lower or the same as 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 Accounting 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
Disciplinary matters involving disruptive behaviour in the classroom are dealt with by the Academic Board after a complaint from an instructor is received. Other disciplinary matters – 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.

A student being disciplined should contact a Counsellor for information on appeal processes.

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 page 61.

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.

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.

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.

If an instructor believes that a student has plagiarised, the instructor contacts a Counsellor. Within one business day of receiving a plagiarism charge from an instructor, the Counsellor will email the student at their Columbia College email address, thereby initiating the 7 day appeal period. The email will advise the student of the consequences of the charge, the right to appeal, and the necessity to see a Counsellor prior to returning to that particular class.

Should a student be accused of cheating and/or plagiarism, 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.

A student expelled for plagiarism will be assigned grades of F on all courses take in that semester.

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 their average mark falls below 55% in high school courses. Students on academic probation are required to increase their next semester’s GPA to 1.7 or above (or 55% or above in high school 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 such 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 documented extenuating circumstances exist. (Students wishing to appeal should consult a counsellor.)

Students denied permission to register because of probationary status must, if they wish to return to Columbia College, reapply to Columbia College and show evidence of improved academic performance at another academic institution. (This will normally be a minimum of a "C" average on at least nine transferable credits.)

A student who is placed on probation for misconduct will be required to demonstrate satisfactory conduct and satisfactory academic standing (semester UT Program GPA of 1.7 or above, or 55% or above in High School 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 a High School Program who is on academic probation must maintain full-time status by remaining in at least three courses. There are no limits on withdrawal.
from courses for a student in the University Transfer Program who is on academic probation.

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 a High School 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
The College generates a complete, up-to-date transcript for each registered student 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 directly to a university or college. Official transcripts will normally not be released to students mailed directly to a university or college. Official transcripts can be ordered online. For transcript ordering fees see page 59.

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).

Students may view their transcripts on the Student Portal (see page 47) and can print their own unofficial copies.

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 59.

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. Students in the University Transfer Program register online; High School students register in-person with a Counsellor. Students registering online will be given a specified time to log-on. Priority in registration is given to longer-term students, and 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. As at September 2019, every new first semester Columbia College student, will be automatically enrolled in the College’s Student Medical Plan provided by Guard.me at no additional cost. From September 2019 to December 2019, every registered continuing Columbia College student, will be automatically enrolled in the College’s Student Medical Plan provided by Guard.me at no additional cost. Prior to starting the first semester, or shortly after, every registered student must apply for the British Columbia provincial Medical Services Plan (MSP) in order to continue to receive medical care after the first semester at no additional cost. Beginning January 2020, a non-refundable fee of $200 will be charged to any continuing student who does not possess British Columbia MSP by the first day of classes in all semesters after the first semester.

Continuing students may register in the week following final examination week and are encouraged to do so since popular courses and times do fill up as registration proceeds. Registration for continuing students continues through the following weeks up to the first day of classes of the next 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.

Withdrawals
After the 1st week of classes, and up to the end of the first day of the 10th week of classes, 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. Canadian immigration authorities may view withdrawals as changing a student’s status from full-time to part-time.
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 7) 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 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 course/section rather than to take a course with a specific instructor.

Addresses

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 Main Campus building (at 438 Terminal Avenue) 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. Bicycle lockers and underground parking are available. Columbia College’s North Campus, located near the Main Campus at 333 Terminal Avenue, hosts the College’s High School Programs and the English for Academic Purposes Program; this Campus is located in a newly-renovated building and also offers modern classrooms, student lounges and computer facilities.

The Student Services Department encompasses counselling services, career counselling, 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 Student Life 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 to Victoria and Seattle, and outdoor activities such as rafting, canoeing and hiking.
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. The 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 48).
For more information contact: homestay@columbiacollege.ca

Student Association
Columbia College has an elected Student Association that includes a Public Outreach Committee, an Event and Promotion Committee, a Student Advocacy Committee and a Health and Wellness Committee. Elected representatives gain valuable leadership experience and the association promotes student involvement in both the internal college community and in external outreach, while providing valuable linkage to the college high school.

Career Centre
A dedicated career counsellor is available to assist students in developing their career path, finding employment off campus and preparing for continued education and work after graduation.

Off-Campus Employment
Students studying at the post-secondary level at a Designated Learning Institution (DLI) are usually permitted to accept part-time off-campus employment while they are studying in Canada. Columbia College is a Designated learning Institution. Details 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 at: www.servicecanada.gc.ca/eng/sin/apply/how.shtml

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.
Orientation for students in High School Programs begins one week before classes start each semester, and students are required to attend.

Medical Insurance
All students must have health insurance while studying at Columbia College. As at September 2019, every new first semester Columbia College student, will be automatically enrolled in the College’s Student Medical Plan provided by guard.me at no additional cost. From September 2019 to December 2019, every registered continuing Columbia College student not enrolled in the British Columbia provincial Medical Services Plan (MSP), will be automatically enrolled in the College’s Student Medical Plan provided by Guard.me at no additional cost. As of January 2020, after the first semester, every registered Columbia College student must be enrolled in the British Columbia provincial Medical Services Plan (MSP) in order to continue to receive medical care at no additional cost. As of January 2020, a non-refundable fee of $200 will be charged to any continuing student who does not possess British Columbia MSP by the first day of classes after the first semester.

Details of the College Plan are available at: www.guard.me@columbiacollege.ca

Alumni Society
Alumni of Columbia College are encouraged to join the Columbia College Alumni Society. Membership in the Society gives full access to College facilities (except borrowing privileges and tutoring services). Columbia 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 partners with students to support their learning. The library collection provides books, ebooks, journal articles, streaming videos, and dozens of other online sources for student research projects. The library space includes group work rooms, silent and quiet study areas, and a lounge space. Staff at the library assist students in learning how to conduct research and use sources. The library includes a leisure reading collection to provide students with fun material for their enjoyment, and hosts speakers and entertainment for further learning and relaxation.

Learning Centre
The Learning 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 fourth floor of the Main Campus.

Computer Centre
The Computer Centre supports six facilities: in the Main Campus two Computer Labs, the Study Centre on the 2nd floor which provides 28 stations, the Library on the 2nd floor which provides a further 20 stations, and a classroom on the fourth floor (411) which is equipped with 32 stations; in the North Campus a 32 station Computer Lab. The Computer Help Desk is located on the fourth floor (room 413) of the Main campus.

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

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

First-Aid Room and Nurse
The College Nurses have their office in a fully-equipped First-Aid Room. They are available to see students on a regular basis on both the Main Campus and North Campus.

Student Lounges
The College provides two large student lounges (both of which are equipped with full-service vending machines, microwave ovens and kettles) in the Main Campus and another large lounge in the North Campus.

Fitness Club
Students may join a local fitness club at a discounted rate. The club has several convenient locations which offer cardio equipment, free weights and machines, showers and lockers, as well as fitness classes and professional health advice. Fitness club passes are limited, and are available each semester from the first week of classes on a first come, first served basis.

ASSOCIATE DEGREES AND CERTIFICATES

Associate Degrees in Arts or Science
For program requirements see pages 9-12

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.

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 BIOL 100 or 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 General Studies
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 one Lab Science course (not to be BIOL 100 or CHEM 100).

First Year Science
Requirements: Completion of 10 courses, including at least 5 courses in Mathematics and the Lab Sciences
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 pages 11-12 of this Calendar (a total of 42 credits).

High School Certificates
Senior Secondary Graduation Diploma
Requirements: Completion of graduation requirements as outlined by the Ministry of Education in the province of British Columbia (see page 13). At least 32 credits, including English 11 and 12, Social Studies 11 or Social Studies 12, Career Life Educaliton and Career Life Connections 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.

Accelerated Secondary Program Graduation Certificate
Requirements: Completion of the Accelerated Secondary Program as outlined on page 14. At least 16 credits must be taken at Columbia College.

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.

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.

SCHOLARSHIPS, AWARDS AND BURSARIES

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. (Three of these scholarships are awarded to students studying at the University Transfer/Associate Degree level; the other, the Gerry Brown Memorial Scholarship, is awarded to a student in a High School Program.)

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 Math/Sciences in memory of John Helm, former Director of Admissions, Vice Principal, and longtime employee of Columbia College.

The Guard.me Scholarship for an International Business Student
In the Winter Semester of each year, one scholarship worth $2000.00 is awarded to an outstanding international student in the field of Business. This scholarship is provided by guard.me, the provider of the Columbia College Student Medical Plan.

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.

Awards
Top Associate Degree Award
In the Winter Semester of each year two $1000 awards are given to the students who achieved the highest CGPA in completing the requirements for an Associate Degree, one for an Associate of Arts and the other for an Associate of Science Degree.

English Preparation Award
In the Winter Semester of each year a $1200 award is given to the most outstanding student to have completed English 098, Writing Discourse 098 and/or English 099.

Outstanding Service Awards
Awarded each semester, five $100 awards recognize students who have made outstanding contributions to the College community (including activities, environment and volunteering).

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

Bursaries
The Jill Orenstein Memorial Bursary
Each semester a bursary of $1200.00 is awarded to an outstanding ELC student moving from English 097 to English 098, this bursary taking the form of a tuition credit for the following semester. This bursary is awarded in memory of Jill Orenstein, a long-serving and very active member of Columbia College’s English Language Centre.

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, University of Northern British Columbia 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.

Block Transfer Arrangements

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.)

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 ACCT 251 and with GPA 3.0 or better, are eligible for admission to RRU with full block transfer (provided all other entrance criteria are met and space remains available in the Program).

Business Programs - Acsenda School of Management (Vancouver).
Columbia College has signed an MOU with Acsenda School of Management (ASM) that allows students who complete a Columbia College Associate of Arts Degree (Business Administration Concentration), including some specified courses, to transfer into Business programs at ASM.

Degree Programs - University of Northern British Columbia (UNBC)
Columbia College has signed an MOU with the University of Northern British Columbia (UNBC) for Associate Degree holders. Students with a 2.0 GPA or higher can block transfer to UNBC and students with a 3.0 GPA or higher will be guaranteed admission. Additional specific department requirements for entry to
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.

<table>
<thead>
<tr>
<th>Columbia College (3 credits unless otherwise stated)</th>
<th>Simon Fraser University (Credits)</th>
<th>University of British Columbia Vancouver Campus (Credits)</th>
<th>University of British Columbia Okanagan Campus (Credits)</th>
<th>University of Victoria (Units)</th>
<th>University of Northern British Columbia (Credits)</th>
<th>Kwantlen Polytechnic University (Credits)</th>
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a particular program of study may need to be met. Associate of Arts holders can apply to Geography, Psychology, or Environmental Studies. Associate of Science students can apply to Biology, Chemistry, Computer Science, Environmental Science, Health Sciences, Mathematics, and Physics programs.

Students interested in these Block Transfer arrangements should consult a counsellor.
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<th>Course</th>
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<td>PSYC 100 (3) B-Soc</td>
<td>PSYC 111 (3). COLU PSYC 110 + COLU PSYC 110 + COLU PSYC 110 = UBC PSYC 110 (6)</td>
<td>PSYS 111 (3) COLU PSYC 110 (3) &amp; COLU PSYC 110 (3) = UBC SOCI 111 (3) &amp; UBCO PSYO 111 (3) &amp; UBCO PSYO 121 (3)</td>
<td>PSYC 100A (1.5)</td>
<td>PSYC 101 (3)</td>
<td>PSYC 1100 (3)</td>
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<tr>
<td>Psychology 120</td>
<td>PSYC 102 (3) B-Soc</td>
<td>PSYC 1st (3). COLU PSYC 110 + COLU PSYC 110 + COLU PSYC 110 = UBC PSYC 110 (6)</td>
<td>PSYO 121 (3) PSYO 121 (3) &amp; PSYC 120 (3) = UBC SOCI 120 (3) &amp; UBCO PSYO 111 (3) &amp; UBCO PSYO 121 (3)</td>
<td>PSYC 100B (1.5)</td>
<td>PSYC 102 (3)</td>
<td>PSYC 1200 (3)</td>
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<tr>
<td>Psychology 210</td>
<td>PSYC 250 (3)</td>
<td>PSYC 2nd (3). COLU PSYC 110 &amp; COLU PSYC 110 &amp; COLU PSYC 120 must be taken as prerequisites.</td>
<td>- PSYC 243 (1.5) PSYC 2XX (3) &amp; PSYC 2XX (3)</td>
<td>PSYC 2220 (3)</td>
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<tr>
<td>Psychology 217</td>
<td>PSYC 201 (3) Q</td>
<td>PSYC 217 (3) PSYC 270 (3) PSYC 270 (3)</td>
<td>PSYC 201 (1.5) PSYC 215 (3) PSYC 2400 (3)</td>
<td>PSYC 2370 (3)</td>
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<tr>
<td>Psychology 218</td>
<td>PSYC 210 (3) Q</td>
<td>PSYC 218 (3) PSYC 270 (3) PSYC 270 (3)</td>
<td>PSYC 300A (1.5) PSYC 315 (4) PSYC 3200 (3)</td>
<td>PSYC 2330 (3)</td>
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<td>Psychology 220</td>
<td>PSYC 241 (3)</td>
<td>PSYC 2nd (3) PSYC 2XX (3) PSYC 2XX (3)</td>
<td>PSYC 260 (1.5) PSYC 2XX (3) PSYC 2XX (3)</td>
<td>PSYC 2350 (3)</td>
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<td>Psychology 240</td>
<td>PSYC 260 (3)</td>
<td>PSYC 2nd (3) PSYC 2XX (3) PSYC 2XX (3)</td>
<td>PSYC 2XX (3) PSYC 2XX (3) PSYC 2XX (3)</td>
<td>PSYC 2330 (3)</td>
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<tr>
<td>Psychology 270</td>
<td>PSYC 2XX (3) &amp; PSYC 370 (0) Exemption</td>
<td>PSYC 2nd (3) PSYC 2XX (3) PSYC 2XX (3)</td>
<td>PSYC 2XX (3) PSYC 2XX (3) PSYC 2XX (3)</td>
<td>PSYC 2330 (3)</td>
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<tr>
<td>Psychology 281</td>
<td>PSYC 280 (3) B-Sci</td>
<td>PSYC 2nd (3) PSYC 2XX (3) PSYC 2XX (3)</td>
<td>PSYC 2XX (3) PSYC 2XX (3) PSYC 2XX (3)</td>
<td>PSYC 2315 (3)</td>
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<tr>
<td>Psychology 299</td>
<td>GE 1XX (3)</td>
<td>PSYC 2nd (3) PSYC 2XX (3) PSYC 2XX (3)</td>
<td>PSYC 2XX (3) PSYC 2XX (3) PSYC 2XX (3)</td>
<td>PSYC 2235 (3)</td>
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<tr>
<td>Sociology 110</td>
<td>SA 150 (3) B-Soc</td>
<td>SOCI 1st (3) SOCI 1st (3) SOCI 1st (3)</td>
<td>SOCI 100A (1.5) SOCI 2XX (3) SOCI 1125 (3)</td>
<td>SOCI 1125 (3)</td>
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<td>Sociology 120</td>
<td>SA 150 (3) B-Soc</td>
<td>SOCI 1st (3) SOCI 1st (3) SOCI 1st (3)</td>
<td>SOCI 100B (1.5) SOCI 2XX (3) SOCI 2235 (3)</td>
<td>SOCI 1125 (3)</td>
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<tr>
<td>Sociology 110 &amp; 120 (6 credits)</td>
<td>SA 150 (3) B-Soc &amp; SA 1XX (3)</td>
<td>SOCI 1st (6) COLU SOCI 110 (3) &amp; COLU SOCI 120 (3) = UBCO SOCI 111 (3) &amp; UBCO SOCI 121 (3)</td>
<td>SOCI 100B (1.5) &amp; SOCI 100B (1.5) SOCI 2XX (3) SOCI 2XX (3) SOCI 2XX (3)</td>
<td>SOCI 1125 (3) &amp; SOCI 2235 (3)</td>
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<tr>
<td>Sociology 230</td>
<td>LBST 2XX (3)</td>
<td>SOCI 2nd (3) SOCI 2XX (3) SOCI 2XX (3)</td>
<td>SOCI 2XX (3) SOCI 2XX (3) SOCI 2XX (3)</td>
<td>SOCI 3900 (3)</td>
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<tr>
<td>Sociology 250</td>
<td>SA 203 (3)</td>
<td>SOCI 2XX (3) SOCI 2XX (3) SOCI 2XX (3)</td>
<td>SOCI 2XX (3) SOCI 2XX (3) SOCI 2XX (3)</td>
<td>SOCI 2230 (3)</td>
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<td>Spanish 101</td>
<td>SPAN 102 (3)</td>
<td>SPAN 101 (3) SPAN 101 (3) SPAN 101 (3)</td>
<td>SPAN 100A (1.5) INTS 181 (3) SPAN 1100 (3)</td>
<td>SPAN 1100 (3)</td>
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</table>

*see additional transfer notes, [http://www.bctransferguide.ca/](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
### FEES

The following fee schedule is effective for the period September 1, 2019 to August 31, 2020:

Note: Cash is not accepted for tuition and homestay fees.

<table>
<thead>
<tr>
<th>Courses, per credit</th>
<th>$ 535.00</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application Fee (non-refundable) All Programs (includes English and Math Testing Fee)</strong></td>
<td>$ 200.00</td>
</tr>
<tr>
<td><strong>New students applying from overseas</strong>&lt;sup&gt;1, 2&lt;/sup&gt;</td>
<td>$12,900.00</td>
</tr>
<tr>
<td>This amount consists of tuition fees for two (12 credit) semesters ($6,420.00 x 2)&lt;sup&gt;3&lt;/sup&gt; and two semesters’ Activity Fees (2 x $30/semester). This amount ($12,900.00) is normally non-refundable and non-transferable, and is subject to 2 - 4 of the refund policy on pg. 61.)</td>
<td></td>
</tr>
<tr>
<td><strong>Medical Services Plan</strong></td>
<td>$0</td>
</tr>
<tr>
<td>Starting in September 2019, every registered first semester Columbia College student will be automatically enrolled in the College’s Student Medical Plan provided by guard.me at no additional cost. Prior to starting the first semester, or shortly after, every registered student must apply for the British Columbia provincial Medical Services Plan (MSP) in order to continue to receive medical care after the first semester at no additional cost. A non-refundable fee of $200 will be charged to any student who does not possess British Columbia MSP by the first day of classes in all semesters after the first semester.</td>
<td></td>
</tr>
<tr>
<td><strong>Tuition Fee Deferral Charge</strong></td>
<td>$ 200.00</td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td><strong>Registration Commitment Fee</strong></td>
<td>$ 6,450.00</td>
</tr>
<tr>
<td>Students returning to the College after some time away (either because they were required to withdraw for academic reasons or took more than one semester away of their own volition) are required to pay a non-refundable Commitment Fee to guarantee their place at the College and to register online. This Commitment Fee is also required from continuing students who require a re-entry (or similar) letter, local transfer students (who are transferring to Columbia College from another Canadian institution), and new students entering the General English (ESL) Program. Once paid students are deemed to have registered and refunds are evaluated accordingly. The Commitment Fee is equal to the cost of 12 credits (at $535 per credit) plus one semester’s Activity Fee ($30). New students transferring from another institution in Canada, and continuing students are required to register in 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.</td>
<td></td>
</tr>
</tbody>
</table>

Note: It is Columbia College policy that tuition fees be paid in full at time of registration.

---

<sup>1</sup> New students arriving from overseas are accepted as full-time students for a minimum of two semesters and are normally expected to register in a total of 24 credits (or equivalent) in this period. (The minimum is 9 credits per semester.) The tuition deposit of $12,900.00 is not refundable and non-transferable. Students who register in more than 24 credits over their first two semesters should expect to pay more than $12,900.00; the additional fees will be assessed at $535 per additional credit.

<sup>2</sup> The tuition fee for 12 credits (usually 4 university courses or 3 secondary courses) is $6,420.00 per semester. Students who choose to take 5 university courses (3 credits each or 15 credits total) or High School students taking four courses (16 credits) will be assessed an additional tuition fee as outlined above.

<sup>3</sup> The tuition fee for 12 credits (usually 4 university courses or 3 secondary courses) is $6,420.00 per semester. Students who choose to take 5 university courses (3 credits each or 15 credits total) or High School students taking four courses (16 credits) will be assessed an additional tuition fee as outlined above.
A full-time student in the University Transfer program normally takes 9 - 15 credits (or equivalent) per semester. A full-time student in a High School Program usually takes 12 (3 courses) but may be allowed to register in 16 credits (4 courses).

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 below.

### Tuition Fees for Courses

<table>
<thead>
<tr>
<th>Credit courses</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Courses/Credit ($535/credit)</td>
<td>$ 535.00</td>
</tr>
<tr>
<td>University course (3 credits)</td>
<td>$ 1,605.00</td>
</tr>
<tr>
<td>University course (4 credits) and Math 110</td>
<td>$ 2,140.00</td>
</tr>
<tr>
<td>Secondary (High School) course (4 credits)</td>
<td>$ 2,140.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-credit courses</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Composition 098, English 098, English 099</td>
<td>$ 2,140.00</td>
</tr>
<tr>
<td>Math 090</td>
<td>$ 1,070.00</td>
</tr>
</tbody>
</table>

A number of generous Tuition Bursaries for the University Transfer Program are available for academically able Canadians/Permanent Residents 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 Tuition Fees

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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Laboratory Fee (university-level computer science courses)</td>
<td>$ 50.00</td>
</tr>
<tr>
<td>Laboratory Fee - Psychology 299</td>
<td>$. 50.00</td>
</tr>
</tbody>
</table>

Dual Credit Registration (see page 14):
This fee is added to the cost of the University-level course. Thus, a student registering in a university course (3 credits) and also receiving credit for one Secondary course will pay for 3 credits + $535, or $2140.00 total.

### Tuition Fees, English for Academic Purposes Program (ELC)

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.

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.

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<tbody>
<tr>
<td>One semester/14 weeks including an Activity Fee of $30 and the cost of textbooks etc.</td>
<td>$ 5,915.00</td>
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<tr>
<td>or</td>
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<tr>
<td>Half semester/7 weeks including an Activity Fee of $15 and the cost of textbooks etc.</td>
<td>$ 2,958.00</td>
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</tbody>
</table>

Tuition Fee Deferral Charge
Registered International ESL students (who have arrived at the College directly from Overseas and have paid a two semester tuition deposit), 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.

Medical Services Plan
As at September 2019, every new first semester Columbia College student, will be automatically enrolled in the College’s Student Medical Plan provided by guard.me at no additional cost. From September 2019 to December 2019, every registered continuing
Columbia College student not enrolled in the British Columbia provincial Medical Services Plan (MSP), will be automatically enrolled in the College's Student Medical Plan provided by guard.me at no additional cost. As of January 2020, every registered Columbia College student must be enrolled in the British Columbia provincial Medical Services Plan (MSP) in order to continue to receive medical care after the first semester at no additional cost. As of January 2020, a non-refundable fee of $200 will be charged to any continuing student who does not possess British Columbia MSP by the first day of classes after the first semester.

<table>
<thead>
<tr>
<th>Late Fees</th>
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<tbody>
<tr>
<td>Late Fee</td>
<td>$ 50.00</td>
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<tr>
<td>This fee will be assessed for registration/payment of tuition fees during the first week of classes. Additional fees will be assessed for fees paid later than the first week of classes</td>
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<tr>
<th>High School Fees (refundable based upon criteria below)</th>
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<tbody>
<tr>
<td>Literacy Assessment registration for Senior Secondary High School Grade 10 and 12 students (fully refundable deposit after assessment is written)</td>
<td>$ 50.00</td>
</tr>
<tr>
<td>Numeracy Assessment registration for Senior Secondary High School for Grade 10, 11 or 12 students (fully refundable deposit after assessment is written)</td>
<td>$ 50.00</td>
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<table>
<thead>
<tr>
<th>Other Fees</th>
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<tbody>
<tr>
<td>Activity Fee</td>
<td>$ 30.00</td>
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<tr>
<td>All students will pay a non-refundable Activity Fee each semester at the time of registration.</td>
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<tr>
<td>Graduation Fee</td>
<td>$ 50.00</td>
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<tr>
<td>Annual Ceremony, $20.00 refundable on return of gown.</td>
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<tr>
<td>Appeals Fee</td>
<td>$ 50.00</td>
</tr>
<tr>
<td>Grade and Plagiarism, refunded if appeal is successful.</td>
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<tr>
<td>NSF Cheque Fee</td>
<td>$ 30.00</td>
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<tr>
<td>Late fees will be applicable up to the time the NSF cheque is replaced.</td>
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<tr>
<td>Testing Fee for English and Math (usually included in Application Fee)</td>
<td>$ 50.00</td>
</tr>
<tr>
<td>Testing Fee for Rewriting LWA or MPT</td>
<td>$ 50.00</td>
</tr>
<tr>
<td>Transcript Fee (Unofficial, includes regular mailing)</td>
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<tr>
<td>- Normal service (2 business days)</td>
<td>$ 2.00</td>
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<tr>
<td>- Rush service (2 hours)</td>
<td>$ 15.00</td>
</tr>
<tr>
<td>Transcript Fee (Official, includes regular mailing)</td>
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</tr>
<tr>
<td>- Normal service (2 business days)</td>
<td>$ 5.00</td>
</tr>
<tr>
<td>- Rush service (2 hours): This fee will also apply to any rush letters that are requested. An additional fee will be charged if Courier service is requested.</td>
<td>$ 20.00</td>
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<table>
<thead>
<tr>
<th>Homestay, Custodianship and Airport Reception Fees</th>
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</thead>
<tbody>
<tr>
<td>Airport pick-up (if requested)</td>
<td>$ 100.00</td>
</tr>
<tr>
<td>Homestay Placement Fee (non-refundable)</td>
<td>$ 375.00</td>
</tr>
<tr>
<td>Express Homestay Placement Fee (less than 5 days’ notice)</td>
<td>$ 450.00</td>
</tr>
<tr>
<td>Homestay Rent, without Custodianship/month</td>
<td>$ 925.00</td>
</tr>
<tr>
<td>Homestay Rent, with Custodian/month</td>
<td>$ 1,000.00</td>
</tr>
<tr>
<td>Custodianship Set-up (if required)</td>
<td>$ 325.00</td>
</tr>
<tr>
<td>Custodianship Monitoring Fee (per semester)</td>
<td>$ 50.00</td>
</tr>
<tr>
<td>Homestay, single month¹</td>
<td>$ 1,100.00</td>
</tr>
<tr>
<td>Nightly homestay fee ²</td>
<td>$ 40.00</td>
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</tbody>
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¹Homestay, single month includes all the fees for the single month stay. If a student is staying longer than a single month, it can be extended to a monthly rate at the discretion of the College.

²Nightly homestay fee is charged per night for any additional nights beyond the monthly stay.
**Due upon application for Homestay**

<table>
<thead>
<tr>
<th>Homestay Deposit, without Custodianship</th>
<th>$2,325.00</th>
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</thead>
<tbody>
<tr>
<td>Includes first and last month’s homestay rent ($1850.00), homestay placement fee ($375.00) and airport pick-up ($100.00). $2,225.00 without airport pick-up.</td>
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<table>
<thead>
<tr>
<th>Homestay Deposit, with Custodianship</th>
<th>$5,850.00</th>
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</thead>
<tbody>
<tr>
<td>Includes 4 months (1 semester) homestay rent ($4,000.00), last month homestay rent ($1,000.00), homestay placement fee ($375.00), custodianship set-up fee ($325), custodianship monitoring Fee ($50.00), and airport pick-up ($100.00); $5,750.00 without airport pick-up. Note:Custodianship students are expected to pay homestay fees for one full semester, and the college will then administer fees to the host family every month on their behalf. An invoice requesting homestay fees for the next semester will be sent to the student/agent approximately 6 weeks prior of that semester starting.</td>
<td></td>
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</tbody>
</table>

1 Available to new students over the age of 19 who want temporary accommodation while they settle in Vancouver.

2 Homestay is usually arranged by the calendar month. This fee is for partial months (i.e. additional days at start or end of arranged homestay period).

For students over 19 without a custodian, fees must be paid directly to the homestay family; fees are not paid through the College. In this circumstance, the College reserves the right to charge an administration fee ($25 per month) if money is sent to the College. In this situation, the college will refund the money to the original sender and will request that the original sender pay the homestay family directly.

The College will not act on behalf of a student in other personal financial matters.

**IMPORTANT FEE POLICIES:**

**Payment of Tuition Fees**

It is Columbia College policy that tuition fees be paid in full prior to registration in courses.

**Fee Increase Policy**

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.

**Protection of Pre-paid Tuition Fees**

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 normally expected to use this entire amount in the two semesters immediately following their arrival in Canada. Part of the deposit may be moved to a third consecutive semester but students should note that they are expected to maintain full-time status at the College, and this means registering in a minimum of 9 credits each semester. 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 and NON-TRANSFERABLE. Students who are placed on academic probation for two semesters in a row may be denied permission to register for another semester. Such students may decide to leave that part of the Tuition Deposit that is unused on the student’s account; once the student has returned to Columbia College with improved grades (minimum C average on at least three academic courses) the unused Deposit can be applied toward their tuition fees. Alternatively a student who has been denied permission to register because he is on double probation may ask for a refund of his tuition balance and 75% of the balance will be refunded.

After 24 months any unused Tuition Deposit will be treated as unclaimed funds if the student does not register.
### Payment of Fees

Columbia College has partnered with Flywire by peerTransfer to streamline the payment process. Flywire allows secure payment from any country and any bank, generally in the local currency. By making a payment with Flywire it is possible to track payments from start to finish, save on bank fees and exchange rates, and connect with a multilingual customer support team with questions, day or night. Cash is not accepted for Tuition and Homestay Deposits or Fees. Cash is only accepted for incidental fees up to $200, such as gym passes, transcripts, student activity sign-up, and lab fees (for students registered in the class when the initial deposit does not cover the cost).

Go to: [http://www.columbiacollege.ca/admissions/cost-of-study/payment-method](http://www.columbiacollege.ca/admissions/cost-of-study/payment-method) for more information or [https://www.flywire.com/pay/columbiacollege](https://www.flywire.com/pay/columbiacollege) to make a payment.

### REFUND POLICIES

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

<table>
<thead>
<tr>
<th>Category of Student</th>
<th>Time of Refund Request</th>
<th>Category 1. Before Registration</th>
<th>Continuing students who do not need a letter of any sort from the college before Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>New International students arriving from overseas – required to pay Tuition Deposit equivalent to cost of 24 credits plus activity fees for two semesters, a total of $12,900.00.</td>
<td>100% Refund of Tuition Deposit if Study Permit is denied.</td>
<td></td>
<td></td>
</tr>
<tr>
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<td>100% Refund of Tuition Deposit less $200 if decision is made for reason other than denial of Study Permit so long as student does not enter Canada using Letter of Acceptance from Columbia College. If student has entered Canada using Columbia College’s Letter of Acceptance – no refund or deferral of the Tuition Deposit.</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>100% Refund of Tuition Deposit less $200.00 if student is unable to attend classes because Study Permit is denied.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A Registration Commitment Fee ($6,450.00)¹ Is required from: a) Local Transfer students (i.e. who are transferring to Columbia College after studying at another Canadian institution for at least one semester) who hold a valid Study Permit. This provision applies whether or not the student needs a letter from Columbia College in order to extend their Study Permit. b) continuing students who want the College to provide a re-entry (or similar) letter. c) students returning to the College after some time away who have been re-admitted to the College. d) new international students planning to study in the General English Program (in the ELC) for a short period.</td>
<td></td>
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</tr>
<tr>
<td>¹ A smaller deposit will be required if the student is eligible for part-time studies in the upcoming semester.</td>
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<td></td>
</tr>
</tbody>
</table>
Category 2. After Registration but Before First Day of Semester. No refund or deferral of the Tuition Deposit. Full Refund of Tuition Fees less 25% penalty of fees due. Full Refund of Tuition Fees less 25% penalty of fees due.

Category 3. In First Week of Semester No refund or deferral of the Tuition Deposit. Full Refund of Tuition Fees less 50% penalty of fees due. Full Refund of Tuition Fees less 50% penalty of fees due.

Category 4. After First Week of Semester No refund or deferral of the Tuition Deposit. No Refund of Tuition Fees. No Refund of Tuition Fees.

Fee Policies

Policy 1
1. The Application Fee ($200.00) is non-refundable and non-transferable.

Policies 2-6
International Students Arriving From Overseas
The following Policies: 2 to 6 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.

International students applying from overseas are required to pay a deposit that will cover tuition fees for 24 credits. Students are required to maintain full-time status and this means registering in a minimum of 9 credits each semester.

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 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 $535 per credit.

Refunds Before Registration
2. Students 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 before the start of classes in the semester for which the student was accepted, and documentation (i.e. the original letter from Immigration, Refugees and Citizenship Canada (IRCC) 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, as long as the College is informed in writing before the start of classes in the semester for which the student was accepted and as long as the student has not already entered Canada using Columbia College’s Letter of Acceptance to gain entry to Canada. Note that in such cases IRCC will be informed that the letter of acceptance issued by Columbia College is null and void.

4. Once a student in this category has entered Canada using Columbia College’s Letter of Acceptance to gain entry to Canada, there will be no refund of the initial (24 credit) tuition deposit.

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

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 (i.e. the $12,900.00 deposit is fully committed to the College).

2 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.

Local Transfer Students and Continuing Students
The following policies (5 to 8) apply to Canadian students and international students who transfer to the College after studying at another institution in Canada for at least one semester, 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). The stated
refund policies do not refer to the initial tuition deposit.

5. International students transferring to the College from other institutions in Canada (“Local Transfer Students”) are expected to have their Study Permits in place. Students in this category (and Canadian citizens and Permanent Residents) are expected to pay a Commitment Fee ($6,450.00) before they register to guarantee their place at the College. Upon payment of this Fee students are deemed to have registered and so refunds requested will be considered in the categories below (6, 7 and 8) for post-registration refunds. The Commitment Fee will be applied to the student’s tuition fees for the semester.

Continuing students requesting “re-entry letters” (or similar letter) from Columbia College will also be required to pay a Commitment Fee ($6,450.00) for the next semester. This Commitment Fee will be applied to the student’s tuition fees for the semester. Any refund requested will be considered in the categories below (6, 7 and 8) for post-registration refunds.

Refunds After Registration But Before Classes Start
6. Students who withdraw from courses after Registration and before the start of the semester will receive a refund of tuition fees less 25% of tuition fees due.

Refunds After Classes Start
7. Students who withdraw from courses after the start of the semester, but before the end of the first week of classes of the semester, will receive a refund of tuition fees less 50% of fees due.
8. After the end of the first week day of classes of the semester there will be no refund of tuition fees.

Continuing students who request a letter from the College in order to extend their Study Permit are required to pay a Tuition Deposit of $6,450.00. Upon payment of this Deposit students are deemed to have registered and the sum is subject3 to the refund policies outlined in points 6, 7, and 8 above.

3An 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 IRCC 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.

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 $12,900.00 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 $5915.00 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, 2, 3 and 4 above apply to this group. Note: this means that once an international student arriving at Columbia College from overseas has entered Canada using Columbia College’s Letter of Acceptance to gain entry to Canada, there will be no refund of the initial (24 credit) tuition deposit.

International and Canadian students who transfer to Columbia College (Full-time ESL Program) after studying at another institution in Canada for at least one semester, 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 the following:
9. Students who withdraw from part of their program will receive no refund.
10. Students who withdraw from their entire program after registration but before the first day of classes will receive a refund of tuition fees less 25% of fees due.
11. 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.
12. 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.

Students Denied Permission to Register
Students placed on Academic Probation (see page 45) for two consecutive semesters (i.e. are on “double probation”) are required to seek the permission of the
Academic Board before being allowed to register in courses for another semester. Such permission may or may not be granted.

Students who are denied permission to register may claim a refund of pre-paid tuition fees. If the money in their account is part of the initial two semester (24 credit) deposit then they may claim a 75% refund of the amount. Alternatively they may elect to leave the money - 100% - in their account to use when they return to the College after demonstrating improved academic performance. If the money in their account is not part of the initial (24 credit) deposit then a 100% refund may be claimed.

ADMINISTRATION, FACULTY AND STAFF

ADMINISTRATION
Principal
Hemmingsen, R., B.Com. (Carleton), M.Ed. (Toronto), C.P.A., C.M.A.
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VP Academic
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Senior Admissions Officer
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Admissions Officer
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Admissions Officer
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Director of Student Services
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Renaud, T., B.A., M.A. (Simon Fraser), B.Ed. (British Columbia)
Swanson, G., B.A. (Simon Fraser), M.A. (British Columbia)
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Yatsuda, S., B.A. (Albion), Dip.Ed. (British Columbia), TESL Cert. (British Columbia), M.A. (British Columbia)
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Collins, C.R., B.A. (British Columbia), M.A. (British Columbia) Asian Studies
Currie, H. H., B.A. (Simon Fraser), M.A. (Simon Fraser) Criminology
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Geddes, P., B.A. (Claremont), M.A. (Carleton) Economics
Hamson, D., B.A., M.A., Ph.D. (Simon Fraser) Psychology
Hebert, J., B.A. (British Columbia), M.A. (Simon Fraser) Communication
Hodson, V., B.A., M.A. (Simon Fraser) Geography
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Koji, S., B.Sc., M.A., Ph.D. (Waterloo) Psychology
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Pop, C., B.A., M.A. (British Columbia) Anthropology
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Xing G., M.A. (Regina), Ph.D. (Simon Fraser) Communication

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Ardal, H., B.Sc.(Bogazici), Ph.D.(Simon Fraser) Mathematics
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Kon, M.

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Administrative & HR Assistant
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Ho, A., B.A. (British Columbia), M.A. (British Columbia)
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Homestay Coordinator
Mooney, R.

International Student Advisor and Student Services Manager
Black, R., B.A. (Leeds)

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Math Tutor
Tabarsi, F., B.Sc. (Tehran)

Nurses
Goth, C., L.P.N.
Langley, C., L.P.N.

Office Manager
Chiu, P., B.A. (British Columbia)

Office Manager – NC
Ebenal, D., Dip.

Payroll Accountant
Paz, D., C.P.M. (BCIT), P.C.P. (Canadian Payroll Association)

Science Tutor
Pourfaraj, V., B.Sc. (Azad), M.Sc. (Tehran), M.Sc. (Simon Fraser)

Student Life Coordinator
Yoon, J.H.J. B.Sc. (British Columbia)

Student Life Coordinator – NC
Chau, Z., B.A. (Kwantlen Polytechnic), F.A. Cert. (Kwantlen Polytechnic)

Testing Coordinator
Kolokatsis, K., B.A., (Concordia), M.A., (Western Ontario)

PROFESSORS EMERITI

Leah Kaser
English
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Jim Smith
English
1978-2016

Jerry Steinberg
ELC
1984-2015

Trevor Toone
Natural Science/Principal
1978-2018

Peter Hurthyg
Mathematics
1981-2018
Columbia College acknowledges that we gather, work, and study on the unceded territories of the Coast Salish Peoples, including Musqueam, Squamish, Stó:lo, and Tsleil-Waututh Nations. We also want to acknowledge all non-status peoples and members of other tribes who live in Vancouver.