

Welcome to VCC





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*Please note: this guide, when viewed electronically, contains many useful web links.
Also, click on a subject below, to go directly to this section in the guide.*

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A. INTRODUCTION

A Brief History of Vancouver Community College

Vancouver Community College, formerly Vancouver City College, was established in 1965 by bringing together the Vancouver Vocational Institute (1949), the Vancouver School of Art (1925), the Vancouver School Board's Night School Program (1909) and the King Edward Senior Matriculation and Continuing Education Centre (1962).

Growing with startling speed, the King Edward Centre proved so inadequate to contain the requirements of the academic areas that a new campus was built at Langara and opened in October 1970. However, the old King Edward site was not vacant for long; it soon housed the fifth division of the College – the Special Programs Division, now King Edward Campus.

A College Council was established as the governing body in December of 1970. Administrative services were provided by the Vancouver School Board until the spring of 1973, when the College agreed to separate from the Vancouver School Board and established its own Regional Offices. These went into operation on November 18, 1974.

On November 23, 1978, in accordance with the provisions of the College and Provincial Institutes Act, Vancouver Community College was designated by Order-in-Council. This gave the College a corporate life completely separate from the School Board, permitting the College Board to authorize land holdings, borrowings and other activities attendant to a corporation.

In April 1994, Langara campus separated from Vancouver Community College to become Langara College. VCC has two campuses: the Broadway campus on East Broadway and the Downtown Campus at Dunsmuir and Hamilton, as well as three dozen satellite locations.

The College Board, which oversees the business of the College, has 13 members; 8 members appointed by the Provincial Lieutenant Governor in Council, the College President, the Education Council Chair and 4 elected members who represent faculty, support staff, and 2 student representatives.



Vancouver Community College — Broadway Campus

Broadway Campus, (which was formally called the King Edward Campus) has the longest tradition of post-secondary education in British Columbia. It was named after King Edward VII, the reigning head of the state of Great Britain and the Dominion of Canada at the beginning of this century.

Broadway Campus was established in 1904 as Vancouver's second high school. It also served as a centre for McGill University and was a forerunner of the University of British Columbia.

Further academic and vocational programs and courses for adults were introduced in the 1920s. By 1962, Broadway Campus was fully committed to Adult Education.

In 1965, Broadway Campus became part of Vancouver City College linking up with the Vancouver School of Arts and Vancouver Vocational Institute.

The College separated from the Vancouver School Board in 1974 and became Vancouver Community College.

In 1983, Broadway Campus moved from its original location at 12th and Oak to 1155 East Broadway in the heart of Mount Pleasant.

The Broadway campus, opened a 125,000 square foot facility (referred to as "Building B"), in January 2009 with state-of-the-art health care labs and classrooms and environmentally friendly building system features. Major infrastructure improvements are underway in the older section of the campus, which is referred to as "Building A".

Broadway Campus

1155 East Broadway

Vancouver, BC, V5T 4V5

Telephone: (604) 871-7000 / Fax: (604) 871-7100

Hours of Operation

Monday to Friday: 7:00 am — 11:00 pm

Saturday: 8:00 am — 4:00 pm

Closed Sunday and all Statutory Holidays



Vancouver Community College — Downtown Campus (formerly City Centre Campus)

Formerly the Vancouver Vocational Institute, VCC's Downtown Campus opened in 1949 in response to a growing awareness of the need for practical, technical and vocational training.

The campus consists of three buildings joined together by a mezzanine area. The Pender Street building containing 4 floors had the Cambie/Dunsmuir building with 5 floors added and then Dunsmuir/Hamilton tower was completed giving the campus 9 more floors of classroom and office space.

The growth of Downtown (City Centre) Campus has been evident in all areas of operation. Through the years it has grown considerably while changing to meet the public demand. New programs continue to be added to meet new employment demands, and courses are constantly revised and expanded to reflect the continuous changes in business and industry.

Major infrastructure improvements are planned and/or underway for this campus.

Downtown Campus

250 West Pender Street

Vancouver, BC, V6B 1S9

Telephone: (604) 443-8300 / Fax: (604) 443-8588

Hours of Operation

Monday to Friday: 6:00 am — 10:30 pm

Saturday: 7:00 am — 6:00 pm

Closed Sunday and all Statutory Holidays



B. VCC'S EMPLOYEE GROUPS

VCC employs approximately 1400 people, who support approximately 26,000 students (8,500 FTE) located at two urban campuses and three dozen satellite locations. The College has two bargaining units: the VCC Faculty Association (VCCFA) with 900 employees and the Canadian Union of Public Employees (CUPE) with 400 employees. Approximately 70 employees belong to the Association of Vancouver Community College Administrators.

Canadian Union of Public Employees (CUPE)—Local 4627

[CUPE Local 4627](#)—Vancouver Community College Employees Union is the bargaining unit which represents the support staff at Vancouver Community College. Positions in this group range widely and include positions such as: Accounting, Admissions, Bookstore, Office and Student Record Clerks; Instructional and Library Assistants; and IT Analysts.

Broadway Campus

Room 3004

Downtown Campus

Room 113E

Mailing Address:

CUPE Local 4627 c/o Vancouver Community College
1155 East Broadway Vancouver, B.C. V5T 4V5

Phone: 604-871-7043 **Website:** www.cupe4627.com

Vancouver Community College Faculty Association (VCCFA)

The [Vancouver Community College Faculty Association \(VCCFA\)](#) is the bargaining unit for faculty members at VCC. Instructors, Counsellors, Librarians, Instructional Associates, Department Heads, Assistant Department Heads and Coordinators belong to VCCFA. The VCCFA has mailboxes in the mailrooms at both the Broadway and Downtown Campuses.

Mailing Address:

VCCFA

#401 - 402 West Pender Street Vancouver, BC V6B 1T6

Phone: 604-688-6210 / **Fax:** 604-688-6219

Email: info@vccfa.ca / **Website:** www.vccfa.ca



Association of VCC Administrators (AVCCA)

Administrators of VCC, have a strong identification with the Management Team and positions vary from Administrative Assistants to Vice Presidents. Administrators belong to an Association, referred to AVCCA. The Association assists with communication among the group and meets to discuss items of interest as well as arrange various social function and professional development events.

Further questions about AVCCA can be directed to the President of the AVCCA, local 7318.

C. VCC's Schools And Centres

A broad range of programs and courses, are offered through VCC's Schools and Centres. Detailed information about each school and VCC's programs is on our website www.vcc.ca / Program Courses. For up to date information on each school and centre, click on each link below.

Centre for Business Studies

- Accounting
- Office and Legal Administration
- Leadership
- Leadership Coaching

Centre for Design

- Hair Design
- Jewellery Design

Centre for Instructional Development (<http://cid.vcc.ca>)

The Centre for Instructional Development advances teaching and learning by cultivating faculty development and growth, providing teaching assistance, encouraging innovation in applied pedagogies, supporting technologies that enhance the teaching and learning process, promoting the study of teaching, and learning and guiding program renewal.

School of Arts and Sciences

- [Adult Special and Basic Education](#)
- College Foundations: Humanities (English and Social Sciences), Mathematics, Science
- College and Career Access
- [Community and Career Education](#)



- [University Transfer](#) – 1st year courses in English, Humanities, Math and Science
- [Programs for Visually Impaired and Deaf and Hard of Hearing Adults](#)

School of Dance & Music

One of the benefits of having a School of Music on the Broadway campus is the opportunity to hear students and faculty practice their craft. Watch for posters, emails or notices for information about upcoming events. Concerts of everything from Classical music to Jazz and Global traditions can often be enjoyed at lunchtime or on weekend evenings in the auditorium at the Broadway Campus.

School of Health

From early childhood education to nursing, and counselling to dental care, the School of Health is recognized as a leader in Health Care Programs. Click on the link above to view VCC's various full-time and part-time programs.

School of Hospitality & Business

- Baking & Pastry Arts
- Culinary Arts
- Asian Culinary Arts
- Hospitality Management

School of Instructor Education

[The School of Instructor Education \(www.instructordiploma.com\)](http://www.instructordiploma.com) offers two diploma programs, two certificate programs, and numerous workshops in instruction related knowledge and skills. They provide support to Faculty, in the areas of Program Development and Online Learning Development.

Support to Program Development at VCC

- Consults and supports curriculum development work at the department and program levels: consultation, workshops and facilitation of curriculum project work undertaken by departments.
- Develops and supports projects including design and evaluation for both locally initiated and externally supported curriculum work.

Support to Online Learning Development at VCC

- Provides consultative services to online course planning, design and development.
- Provides clerical support to electronic course development in both WebCT and Moodle environments.



School of Language Studies

- [Sign Language Studies](#)
- [English as a Second Language](#)

School of Transportation Trades

- [Apprenticeship Training](#)

D. Important Policies to Read

Early in 2010, VCC initiated a review of all of its policies to ensure that they are current and serve the needs of students and employees. New policies are also being developed in areas that have not been addressed in policy form but where recent legislation or the needs of the College dictate that a policy is required. Information about the policy review can be found on [my.VCC.ca – Governance – Policies](#).

[Click here](#), for all approved policies ([www.vcc.ca / About VCC / Policies](#)). As a new employee you should read and understand all VCC policies, paying particular attention to those listed below.

Code of Ethics

<http://vcc.ca/aboutus/policies-ethics.cfm>

Governance – College Wide

- A.3.1 Prevention of Harassment and Discrimination
- A.3.3 Freedom of Information and Protection of Privacy (FOIPOP) and Records Management and Retention
- A.3.4 Post Emergency Intervention (P.E.I.)
- A.3.8 Violence Prevention

Administration – Personnel

- B.2.15 Use of Drugs or other Medication and Alcohol

Administration – Information Technology

- B.5.1 Sharing and Stewardship of Information
- B.5.2 Appropriate and Responsible Use of Educational and Information Technology
- B.5.3 Department Websites on VCC Web Server

Education Support - Students

- D.4.3 Standards of Student Conduct



For assistance or questions on VCC Policies, please call Gae Sellstedt ext. 7158.

E. What is myVCC.ca?

myVCC.ca is the College's intranet and online community for students and employees. Employees login to myVCC with their VCC network name and password. Throughout this orientation guide, there are many links to information contained in myVCC. As a new employee starting out at VCC, some of the features you will find useful include:

Employee Directory / Telephone Directory

- Main left-hand menu

Search for employees by name (search directory tab) or view who is in a department (directory tab).

My Services / Pay Cheque and Personal Information

- Main left-hand menu

Confirm and update your personal contact information and emergency contacts (personal information). View your pay cheque information and leave balances (employee information and services).

Commonly Used Forms (main left-hand menu)

- Top Forms tab
 - Sorted by area, bottom left-hand menu

Quickly access forms that are used commonly, throughout the College.

Benefit Forms

- Top Services tab / HR
 - Bottom left-hand menu / Benefits

Quickly access forms required to submit extended health claims and dental claims.

F. The Extras: Perks, Services and Benefits of Working at VCC

On-campus Services

Many of Vancouver Community College's programs require students to train in local businesses or facilities to gain very important practical skills. A number of these are located on-campus. The College community and the general public are encouraged to take advantage of the reduced costs and enjoy the enthusiasm of student-operated services.



JJ's Dining Room (Downtown Campus)

Open Monday – Friday / Reservations recommended 604-443-8479
Lunch 11:30 a.m. – 12:30 p.m. / Dinner 5:30 p.m. – 7:00 p.m.

JJ's is run by Culinary Arts students and offers gourmet cuisine at a fraction of the cost of other fine dining restaurants. This is a favorite employee haunt at lunch or for dinner with friends. A private dining room is also available; to book this please contact the department head at local 8487.

Four Corners (Downtown Campus)

Open Tuesday – Friday: 11:30 a.m. – 12:45 p.m. / Reservations 604-443-8352

For a casual, try Four Corners. From burgers to salmon fillet, the cafe has an innovative menu that changes weekly. Run by our Hospitality Management students, you'll enjoy the friendly service, enthusiasm and great prices!

Seiffert Market (Downtown Campus)

Open Monday – Friday: 9:15 a.m. – 7:45 p.m.

The Seiffert Market is famous for its baked goods and desserts. Wedding cakes, hand-dipped chocolates and fresh bread are on sale. It is also a great place to get a prepared Asian lunch package to take out.

Hairstyling and Esthetics (Downtown Campus)

Open Monday – Friday: 9:00 a.m. – 4:00 p.m.
Hairstyling: local 8332/8333 Esthetics: local 8334

A full range of hairstyling and esthetics services is available by VCC students. Clients are served on a first-come, first-served basis for haircuts but appointments are needed for perms or colour treatments. They carry 3 lines of popular hair care products which are offered at discount prices to VCC employees.

Automotive Repair (Broadway Campus)

Repair work is available to employees and the general public. This is an important part of the training for VCC students specializing in automotive collision and refinishing as well as the automotive technician program. Since work is done by students under supervision, employees should expect a longer repair time for their vehicle. For more information about these services call local 7416.

Health Services

Health Services are available at both campuses. Dr. Graham Burns has been practicing at the College for many years and is available to all employees and students. A first-aid trained Medical Office Assistant provides reception for both campuses and assesses acute injuries that may happen on campus.

**Downtown Campus -- Local 8336**

Mon., Tues. & Fri. 8:00 a.m. – 2:00 p.m.

Location: 2nd Floor, Room 204

Broadway Campus -- Local 7187

Tuesday 1:30 p.m. – 7:30 p.m.

Thursday 8:00 a.m. – 4:00 p.m.

Location: 3rd Floor, Room 3002

McGregor Childcare Centre

For more than 30 years, [McGregor Childcare Centre](#) has been providing quality care to children under 5 years old. Priority enrolment is given to VCC students and staff. Located in new Building B at the Broadway Campus, the non-profit organization is staffed by certified professional childcare workers. For more information on space availability, call the center at 778-783-5147.

Social Events

The VCC Social Committee is a group of enthusiastic employees whose goal is to make VCC a fun place to work. The group organizes cultural events, sports activities, Annual VCC BBQ, Holiday Season Events and dinner dances.

Music Events

One of the benefits of having a School of Music is the opportunity to hear students and faculty practice their craft. Watch for posters, emails or notices in for information about upcoming events. Concerts can often be enjoyed at lunchtime or on weekend evenings in the auditorium at the Broadway Campus.

Computer Loan Option

Employees are encouraged to stay up-to-date with the latest technological advances. An interest-free loan to a maximum of \$2400 is available to all permanent employees. Payments will be conveniently deducted automatically from pay cheques for up to 18 months. Contact the Manager of Financial Services at local 7112 for more information.

Entrance Scholarships

The Vancouver Community College Foundation offers scholarships to dependents of VCC employees. Tuition scholarships of \$500 are available toward any full-time program of six months or more at VCC. The applicant must be a dependent of a full-time VCC employee. Call local 7148 for more information.

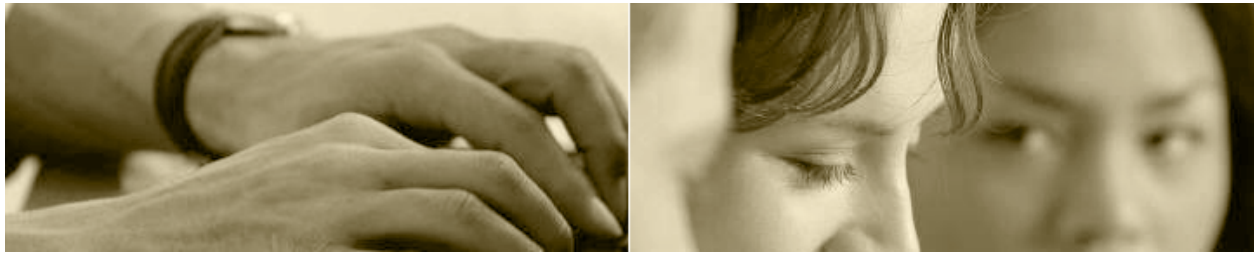


G. Basic Glossary of Acronyms Used at VCC

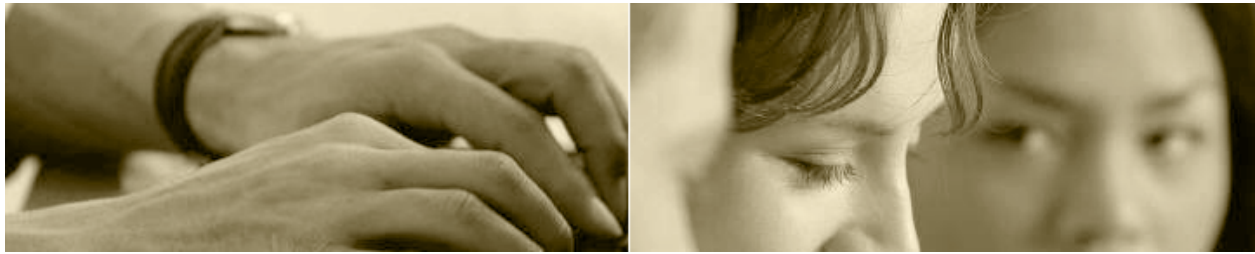
ABE	Adult Basic Education - A type of adult upgrading program offered at King Edward Campus.
ABT	Applied Business Technology
ACCC	Association of Canadian Community Colleges (called A-Triple-C). The national association of colleges like VCC.
ACCT	Association of Community College Trustees. An international association for Board members.
ASE	Adult Special Education
AVCCA	Association of VCC Administrators
AVED	Ministry of Advanced Education
BCATT	B.C. Association of Trades & Technology Administrators
BCCIE	B.C. Centre for International Education
BCCAT	British Columbia Council on Admissions and Transfers.
BCOU	British Columbia Open University (located at University College of the Cariboo, to become Thompson Rivers University in April, 2005).
BCCP	British Columbia College Presidents
BCLA	British Columbia Library Association.
BC TEAL	Association of British Columbia Teachers of English as an Additional Language. A professional organization for ESL teaching professionals.
CACE	Community & Career Education
CASS	See ITS
CBIE	Canadian Bureau for International Education. VCC people play a leadership role.
CCA	College and Career Access
CCS	Centre for Continuing Studies – One of the four basic operating units/divisions/centers of the College.
CD	Curriculum Development
CDTT	Centre for Design Technology and Trades – one of the basic operating units/divisions/centres of the College.
CEISS	Centre for Education, Information, Standards and Services. <i>Now disbanded. Programs and services transferred to other organizations.</i>
CEO	Chief Executive Officer. The President.
CF	College Foundations



CFS	Canadian Federation of Students
CGPA	Cumulative Grade Point Average.
CICA	College and Institute Council Association.
CIDA	Canadian International Development Agency. The federal funder of international development activity.
CIEC	Canadian Immigration and Employment Commission
CPE	College Preparatory English
CPSLD	Council for Post-Secondary Library Directors.
CS	Contract Services.
CTC	Career Technical Centre
CTM	Contract Training & Marketing
CUPE	Canadian Union of Public Employees. The Union representing all support staff.
DL	Distributed Learning
DTN	Downton Campus – formerly known as City Centre Campus – see CC
DWH	Data Warehouse – centralized location for provincial student information.
ECE	Early Childhood Education. A program at VCC.
EDCO	Education Council
EEAW	Employment & Educational Access for Women
EIC	Employment and Immigration Canada.
ELA	English Language Assessment
ELS	English Language Skills
ELSA	English Language Services for Adults
ELTT	Entry Level Trades Training
ERIC	Educational Resources Information Centre. A clearinghouse for junior colleges.
ESL	English as a Second Language
FTE	Full-time equivalent.
FOIPOP	Freedom of Information & Protection of Privacy (Legislation)
FPSE	Federation of Post-Secondary Educators of B.C. Formerly: CIEA, College Institute Educators' Association of B.C.
GED	General Education Development
GPA	Grade Point Average. The format in which student grades are expressed.
HR	Human Resources
HS/RCA	Home Support/Resident Care Attendant
IA	Instructional Associate and/or Instructional Assistant
IIG	Institute of Indigenous Government



IR	Institutional Research. A Department of the College now known as <i>Research and Strategic Services</i> .
IRA	Instructors' with Responsibility Allowance
ITA	Industry Training Authority
ITS	Information Technology Specialist (formerly CASS)
KNOW	The Knowledge Network of the West. The communications agency sub-unit of the OLA.
KPI	Key Performance Indicator
KPMG	Peat Marwick Thorne (Chartered Accountants)
LPN	Licensed Practical Nursing. A City Centre Program.
MIS	Management Information System - which every large organization needs.
MOA	Medical Office Assistant. A City Centre program.
NBF	Non Base Funding. An operating capital of the college.
NEC	Native Education Centre. Located at 5th and Scotia and affiliated with VCC.
NELI	National Executive Leadership Institute. Training Institute for future College Presidents.
OLA	Open Learning Agency
OPSCO	Operations Council
PA	Program Assistant.
PAC	Program Advisory Committee.
PACE	Pacific Association for Continuing Education. A British Columbia based association of individuals and organizations with commitments to different aspects of adult, continuing, and community education.
PACS	Post Secondary Activity Classification Structure. The Ministry system for reporting and accounting of educational expenditures of colleges and institutes.
PASBC	Post Secondary Application Services of B.C. - Centralized service to process applications to B.C. public post-secondary institutes.
PCG	Program Content Guide
PEN	Personal Education Number – province-wide student number on all educational records.
PD	Professional Development. Non-instructional duty activity of faculty members.
PID	Provincial Instructor Diploma Program
PIPA	Personal Information Protection Act
PLA	Prior Learning Assessment (also referred to as PLAR – Prior Learning Assessment and Recognition)
PMDI	Pacific Management Development Institute.
PNAIR	Pacific North Association of Institutional Researchers.
PO	Purchase Order.



PSEA	Post Secondary Employers' Association - Membership is for public sector employers in the College and Institute sector, and government.
PSEC	Public Sector Employers' Council
RFP	Request for Proposal - Used by Purchasing to request tenders.
SCH	Student Contact Hour.
SFU	Simon Fraser University. In Burnaby and Downtown Harbourside.
SIN	Social Insurance Number
SUVCC	Students' Union of VCC – An office is located at each campus.
SVI	Society of Vocational Instructors.
TESL	Teaching English as a Second Language. Continuing Education Diploma Program.
TFC	Temporary Funded Course. An application for funding to provide a course or program beyond what is provided in the base, ongoing budget of the College.
UBC	University of British Columbia.
UNBC	University of Northern British Columbia.
VBT	Vancouver Board of Trade
VCCFA	Vancouver Community College Faculty Association. The association representing faculty at City Centre and KEC.
VSB	Vancouver School Board.
WPSE	Women in Post Secondary Education



H. OTHER TOPICS (ALPHABETICAL)

Aboriginal Education

VCC seeks to increase the participation and success rates of Aboriginal learners. The Aboriginal Advisor facilitates the following services:

- Advising (pre-admission, personal referrals, career)
- Assistance with band/tribal administrations and sponsoring agencies for funding, community resources, and with VCC programs and/or services
- Assistance with transition into VCC and/or transfer to other post-secondary institutions upon completion of studies at VCC

The Aboriginal Advisor has an office at both campuses in the Counselling Department. Appointments can be made by making arrangements through the Broadway Campus Counselling Department at 604-871-7191 or by calling the office directly at 604-871-7059 (Broadway Campus) or 604-443-8638 (Downtown Campus).

Assessment Centre

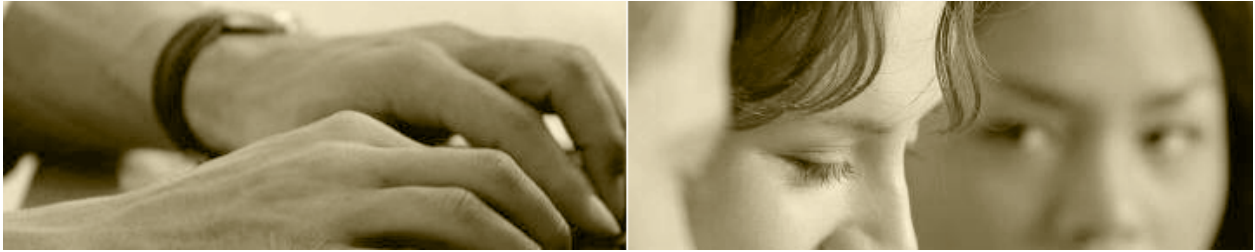
The Assessment Centre offers a variety of assessments to help place students into Vancouver Community College courses or programs. These assessments are not examinations; but are a way to determine a student's current educational level. Assessment results may be used in a variety of ways; for entry into educational upgrading programs, to meet specific prerequisites for college programs or as an alternative to school transcripts for admission into courses or programs. Assessments of English as a Second Language, Reading, Writing, Math and Keyboarding are offered.

The Assessment Centre is located at the Broadway Campus.

Hours of Operation

Monday, Tuesday & Thursday:	9:00 am — 4:00 pm
Wednesday:	1:00 pm — 7:00 pm
Friday:	Closed

Phone: local 7093



Bookstore

The Vancouver Community College Bookstore's mission is to provide the College community with the best possible resources, conditions and customer service for the purchase of all materials related to campus life. Our goal is to create an environment dedicated to the pursuit of excellence and maintaining financial accountability.

Broadway Campus

The Broadway Campus Bookstore is located at the ground level of Building "B" (directly opposite the VCC car park and VCC Clark Skytrain station). The Bookstore carries required books and supplies for College programs and maintains the largest selection of English as a Second Language material in Canada.

Also stocked at the Bookstore are College apparel and insignia gifts, stationery, required supplies, greeting cards, calendars, diaries, batteries, candy and postage stamps.

Hours of Operation

Monday, Tuesday & Friday: 10:00 am — 5:00 pm
Wednesday & Thursday: 10:00 am — 6:30 pm
Saturday: 11:00 am — 3:00 pm

Phone: local 5033 (Ph: 778-783-5033 Fax: 778-783-5003)

Please note that hours are reduced during the summer months and extended during the beginning of the term.

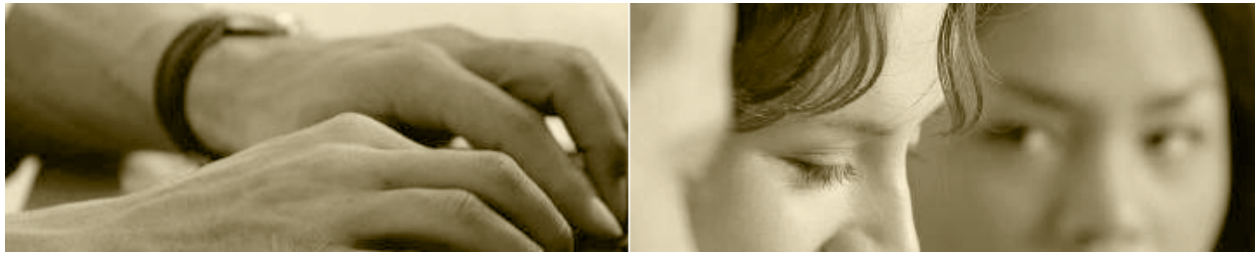
Downtown Campus

The Downtown Campus Bookstore is inside our Downtown Campus near the Dunsmuir/Hamilton entrance. The Bookstore carries required books and supplies for College programs, College apparel, stationery, greeting cards and backpacks. Our Downtown Bookstore is the official supplier of our College's Culinary Arts knife kit and Baking and Pastry Arts baking kit. We also carry a wide range of chef knives, garnishing tools and baking equipment for all customers.

Hours of Operation

Monday to Friday: 9:00 am — 4:00 pm

Phone: local 8363 (Ph: 604-443-8363 Fax: 604-443-8464)



Centre for Continuing Studies

The Centre for Continuing Studies (CCS) at Vancouver Community College serves over 16,000 registrants each year in our 1,200 course offerings. Courses are offered year round, primarily in the evenings and on weekends. The focus of CCS offerings is to provide innovative, educational programs that are flexible and that meet needs for career entry, continuing and professional studies.

The Centre for Continuing Studies offers approximately 40 certificate programs in areas as diverse as Art and Design, Counselling, Business, Computer, Legal, Health, Languages, Interpreting, Early Childhood and TESOL. The majority of our students are mature, working adults who recognize the importance of career advancement, career change and professional development.

The Centre for Continuing Studies also works with employers to provide customized training. A full array of services is available to business and industry including needs assessment, development and delivery of training and follow-up evaluation. The office is located at the Downtown Campus.

Fee Waivers

Of special interest to VCC employees is the availability of fee waivers for courses and programs. Any VCC employee may apply for a fee waiver. Fee Waiver forms are available at the CCS office, City Centre. A complete listing and description of CCS courses is contained in the CCS calendar which is published three times per year—late August, late December, late March—and is available throughout the College.

Hour of Operation

Monday to Friday: 9:00 am — 7:00 pm

Phone: local 8484

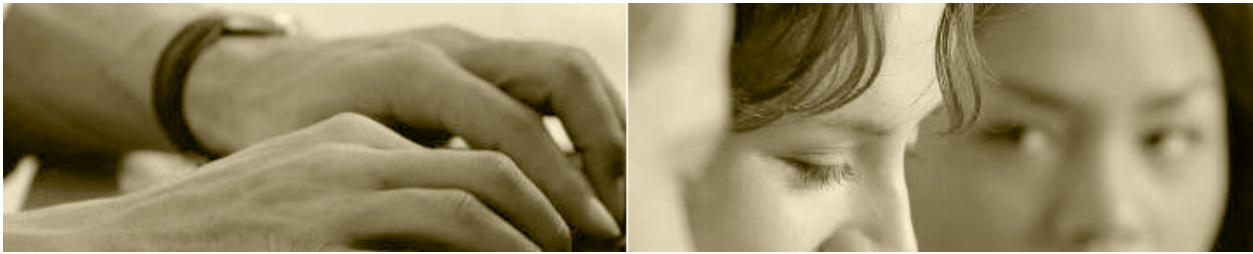
Childcare—McGregor Child Care Centre

[McGregor Childcare](#) is a non-profit childcare centre located on the Broadway Campus.

Enrollment priority is given to children of VCC students, faculty and staff. There are 12 spaces for children under 3 years and 25 spaces for children from 3 to 5 years. To enroll, first call the centre to find out about space availability and/or waiting periods. If space is available, an appointment will be arranged for you to visit the centre.

Telephone: 778.783.5147

E-mail: childcare@vcc.ca



Communications and Marketing

The Communications and Marketing department supports student recruitment, fosters strong public and stakeholder relations, provides internal communications to the college community, and works to enhance the overall visibility of VCC.

The department's work includes maintenance of the college website – www.vcc.ca – regular advertising, publication of a weekly internal college newsletter, engaging with student prospects through mainstream and social media, and publishing marketing materials such as the Continuing Studies flyer and annual Community Report.

Further information about the department's services, can be found on myVCC.ca / Service / Marketing. Here there is information about:

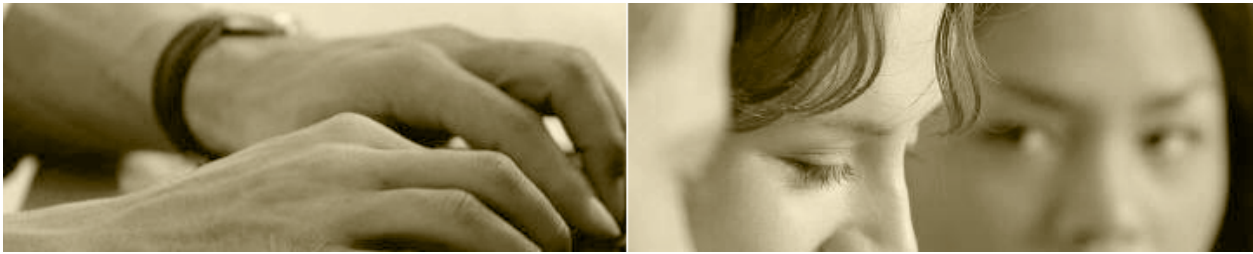
- Templates
- Photography
- Style Guides and VCC Logo's
- Employee Newsletter
- Social Media
- Contact Us

Counselling and Advising Services

Professional Counsellors, Advisors, and support staff are committed to working with students to help make their experience at VCC a successful one. They provide the following services:

- Detailed program information
- Group information sessions
- Course and program advising
- Confidential and free academic, career, personal, and crisis counselling
- Services for students with disabilities
- Career resource center on both campuses
- Student success workshops (Ready-Set-Go)
- Workshops on time and stress management, dealing with performance anxiety, socio-cultural competency training, classroom agreements etc.
- Referrals to community resources
- Community liaison
- Peer Helper program

Getting Your Questions Answered



Your input helps us to anticipate changing needs and adjust our services to meet them. If you have any questions about referring students to a counsellor or about how we can assist you in any other way, please contact us.

Downtown Campus

Monday to Friday:

Phone: local 8512

9:00 am — 4:00 pm

Broadway Campus

Monday, Tuesday, Thursday and Friday:

Wednesday:

Phone: local 7204

9:00 am — 4:00 pm

11:30 am — 7:00 pm

Courier Services (local, national and international)

- Courier services are handled by Receiving (Broadway local 7399 / Downtown local8584).
- Receiving ships local, national, and international packages.
- With your package, be sure to provide your account code and contact details (name, local, and email address) as well as the ship to address and telephone number.
- Also, specify when the package needs to be received by, so that Receiving can determine the service level required.
- Departments that frequently ship locally may have their own local courier accounts. Check with your department's Administrator.

Duplicating Services

The Duplicating Department provides services for instructors and staff within the College. The department is located on Level 1 of the Broadway Campus.

Duplicating jobs must be submitted with a "[Duplicating Requisition Form](#)" and may be dropped off at the Duplicating Department or in any campus mailroom. In general, turnaround time is two days from receipt of the job.

Duplicating jobs can also be sent via e-mail to duplicating@vcc.ca. The Duplicating Department's mail box is kept open on our desktop all day long. Turn-around time for jobs sent this way are 24hours at the Broadway Campus and 36 hours for Downtown if submitted prior to noon.



Besides attaching your job, you must also fill in and attach the on line form. These forms are available on the “common” drive. [Instructions](#) for completing the forms are also available on the same common drive. Do not send your jobs to staff mailboxes. Only send your jobs to duplicating@vcc.ca.

Hours of Operation

Monday to Friday: 8:00 am to 4:00 pm

Phone: local 7402

Employee ID Card / VCC Photo ID

VCC employees should obtain a photo ID card from the Registrar’s Office at either campus. You will need your employee number to obtain this. Your Photo ID card also serves as your library card.

Employee Newsletter— Up2Date / Digest

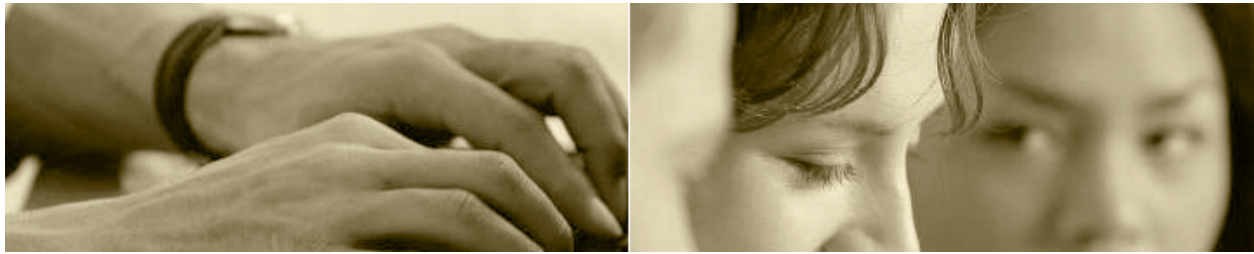
Up2Date (formerly called The Digest) is VCC’s weekly electronic newsletter. It contains news stories as well as information about the college, its employees and the latest events and happenings around VCC.

It is published by the Communications and Marketing department and is distributed via email. For more information about submitting stories and what to do if you are not receiving the newsletter, visit [myVCC.ca / Services / Marketing / Employee Newsletter](http://myVCC.ca/Services/Marketing/EmployeeNewsletter).

Financial Aid

The Financial Aid Department offers assistance to students through BC Student Assistance Program (Student Loans and Grants), ABESAP funding, the Student Employment Program (on-campus jobs) and through bursaries and scholarships.

The offices are located on the 4th floor of the Broadway Campus and the 1st floor of the Downtown Campus in the Registrar’s office and for more information visit VCC website – Services For Students – [Financial Aid & Awards](#).



Financial Services

The Financial Services Department includes:

- Budgeting
- Financial Reporting
- Contracts
- Accounts Receivable
- Payroll
- Accounts Payable
- Cashiers
- Purchasing (Information on separate page)

Hours of Operation

Monday to Friday: 8:00 am — 4:30 pm

Budgeting

This office develops the College-wide budget. They are also available for assistance in preparing budgets for proposals for contracts and are responsible for the review of non-base-funded contracts within the College. They also coordinate the compilation of the college-wide capital budget. Budgeting can answer questions on your department budget, help develop contract proposals, and help in costing items.

Phone: local 7103 / 7124 / 7115

Financial Reporting -- Phone: local 7015

This office is responsible for financial reporting for both internal and external use.

Contracts -- Phone: locals 7103 / 7124

This office helps to develop and assist in preparing budgets for contract proposals and help in costing items. In addition, they also review the final financial reports submitted at the end of the contract.

Accounts Receivable -- Phone: local 7117

Accounts Receivable bill clients for services (e.g. contracts) based on "Billing Requests" from the department. Accounts Receivable also monitors and collects the College's receivables.

Payroll -- Phone: local 7112

This office pays salaries and processes benefits for all employees of the College. There are two different Payrolls:

- Semi-Monthly Payroll for VCCFA Instructors
- Bi-Weekly Payroll for all other employees (Administrators, support staff, CCS instructors and all other staff).

Payroll staff can answer your questions regarding salaries and benefits. They also make changes to salary coding in the payroll system to properly charge the department where the staff member works.



Accounts Payable -- Phone: local 7015

This office pays all vendor invoices, cheque requisitions, and student refunds. Normally, the cheque runs are done each Thursday however the schedule may vary for statutory holidays or college closures. Deadline for submission is Tuesday noon.

Fire Procedures

In the event of a fire alarm:

1. Proceed to evacuate the building immediately.
2. If safe to do so, **turn off** any open flames or equipment you are using.
3. Move to the door and walk to the closest fire exit or stairway. **Do not use the elevator.** The last person in the group should close all doors behind them as they move to and through any doorway.
4. Evacuate outside and away from the building.
5. Remain with your class or co-workers. Do not re-enter the building until the "All Clear" is given—3 short rings.

If a person cannot negotiate stairs, someone must remain with them in a designated refuge area and report the location to the Fire Safety Director or Deputy.

Phone: local 8456

First Aid Service – Local 4444

First Aid treatment is available during campus operating hours. A first-aid trained Medical Office Assistant provides reception for both campuses and assesses acute injuries that may happen on campus.

Downtown Campus

Monday, Wednesday and Friday 8:00 a.m. – 4:00 p.m.

Local 8336, Location 2nd Floor Room 204

Broadway Campus

Tuesday 1:30 p.m. – 7:30 p.m. and Thursday 8:00 a.m. – 3:30 p.m.

Local 7187, Location: 3rd Floor, Room 3002

When no one is available in Health Services or the injured person cannot reach Health Services, contact the on-call First-Aid Attendant **Phone:** local 4444 or use any help phone.



Food Services

Broadway Campus

The Sodexho Broadway Campus Cafeteria is located on level 2 of the campus and has an employee lounge that overlooks the mountains. The cafeteria has many features; Starbucks coffee and Harvest Hill Baking to add a bit of “sweet” to your day; Fresh Inspirations salad bar; Selona Grill; Theme Cuisine cooking; as well as Signature Deli sandwiches. Add to that La Vincita Specialty Pizza and Chef’s Features hot entrees including exciting vegetarian items as well as the ever popular Grab and Go items, and you have yourself a first class cafeteria! Of special note is the offering of Sushi every Tuesday and Thursday.

Hours of Operation

Monday to Thursday: 7:00 am — 9:00 pm / Friday: 7:00 am — 4:00 pm
Summer hours may vary

Catering Services are available with advance notice by calling 604-871-7387. A cappuccino bar is located on the 4th level with fresh baked goods daily to add to your cup of coffee. Vending Services are also available throughout the campus.

Downtown Campus

The Downtown Campus Cafeteria is located on the 3rd floor of the building. VCC’s Culinary Arts students prepare all meals.

Hours of Operation

Monday to Friday: 7:15 am — 8:30 pm

Hot Meal Service is available at the following times:

- Breakfast: 7:15 am — 8:30 am
- Lunch: 11:30 am — 1:00 pm
- Short Order: 11:30 am — 12:45 pm
- Dinner: 5:30 pm — 7:00 pm

In addition, the Downtown Campus offers the following specialty services:

- Asian Culinary Arts**
Monday to Friday, 11:00 am — 1:00 pm, months of year may vary.
- Seiffert Market**
Monday to Friday, 9:15 am — 4:15 pm.



Barista Cafe

Located in the Main Foyer on the 2nd floor. Open from 6:30 am — 9:00 pm, Monday through Thursday and until 5:30 pm on Friday afternoons. Saturday 8:00 am — 3:00 pm with a light meal service available 11:00 am — 1:30 pm.

JJ's Restaurant

This restaurant is the pride of Culinary Arts. The students prepare and serve the meals in this restaurant as part of the twelve-month program. The Friday evening buffet is extremely popular and a must to try. The restaurant also features a private dining room for functions. They are open for lunch 11:30 am to 12:30 pm and dinner 5:30 pm to 7:00 pm.

For reservations, please call 604-443-8479.

Four Corners—The Campus Cafe

The Hospitality Management students run this restaurant. It is open Tuesday through Thursday from 11:30 am — 12:45 pm. This restaurant does not operate year round so please call ahead for dates and times.

For reservations, please call 604-443-8352.

Catering

The Downtown Campus offers catering for both internal and external functions. Please call 604-443-8709 for more information or a catering package.

Vending Services are also available in the Main foyer and the cafeteria.



Group Health Benefits & Insurance

Questions regarding group health benefits (MSP, extended health, dental) and insurance (life, AD&D, short-term disability, and long-term disability) should be directed to the appropriate [HR Advisor](#), or for Administrators to the Manager, HRIS & Employee Services (local 7138).

Upon hire or when eligible, new employees receive the appropriate benefit enrolment forms and plan information from Human Resources. Enrolment forms should be completed and returned to Human Resources. Employees can expect to receive their benefit card (for extended health and dental) from the Payroll Department, approximately 3 weeks after submitting their enrolment forms. Please note,

Employee and Family Assistance Program

Feel better. Solve a problem. Prevent future problems.

Information and assistance 24 hours a day, 7 days a week, for immediate, confidential help:
1.800.268.5211, TTY Service 1.800.363.6370, www.shepellfgi.com 1-800-268-5211

Through [Shepell-fgi](#) employees can access free, confidential and voluntary support services that can help in a wide range of areas including: personal well being (e.g. stress, depression, grief);

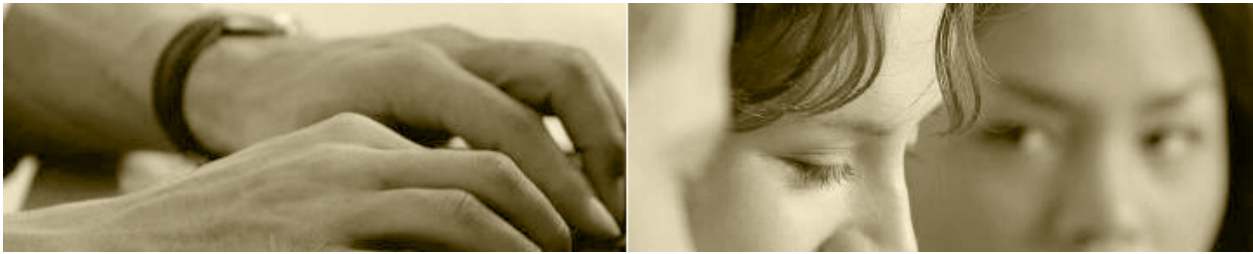
- relationships and family (e.g. parenting, relationship conflict, separation and divorce);
- legal (e.g. custody, bankruptcy);
- financial (e.g. retirement, financial aspects of separation and divorce);
- child and eldercare resources;
- workplace challenges (e.g. conflict, harassment, career planning);
- addictions; and
- nutrition (weight management, diabetes and heart disease,

Health Services

Health services are available at both campuses. Dr. Graham Burns has been practicing at the College for many years and is available to all employees and students. A first-aid trained Medical Office Assistant provides reception for both campuses and assesses acute injuries that may happen on campus.

Downtown Campus

Welcome to VCC



Monday, Wednesday and Friday 8:00 a.m. – 4:00 p.m.
Local 8336, Location 2nd Floor Room 204

Broadway Campus

Tuesday 1:30 p.m. – 7:30 p.m. and Thursday 8:00 a.m. – 3:30 p.m.
Local 7187, Location: 3rd Floor, Room 3002

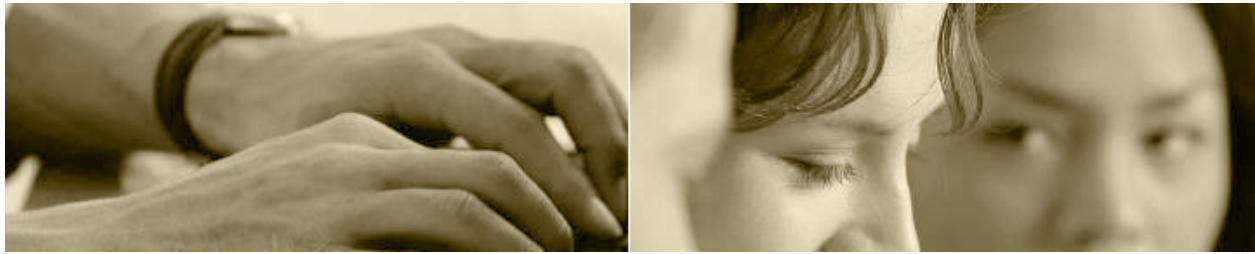
Human Resources

The main [Human Resources \(HR\) department](#) is located at the Broadway Campus on the 5th floor. Human Resources provides support and leadership to employees a wide range of areas including:

- Labour and employee relations and collective bargaining
- Conditions of employment for all employee groups
- Staffing and Recruitment
- Compensation and benefits
- Performance management
- Professional and career development
- Attendance and disability management
- Policy interpretation
- Issues related to Harassment and Discrimination, Conflict of Interest and Freedom of Information.

Further information about the department is on [myVCC.ca / Services / HR](#). There is information regarding: contact information; benefits information, career opportunities, and links to VCC's collective agreements.

For general inquiries phone 7010 or 7384.



Information Technology Services

Information Technology Services provides infrastructure and application services to all divisions of the College. The services are provided by teams of information technology specialists located at both Broadway and Downtown Campuses. Go to my.vcc.ca under Services > IT to find out more information including hours of operation and how to get services.

Help Desk – First point of contact for all user inquiries and service requests.

Phone Requests	604-443-8700
E-mail Requests	helpdesk@vcc.ca

Desktop – This team is responsible for providing desktop hardware and software support as well as end user consulting on the best use of technology.

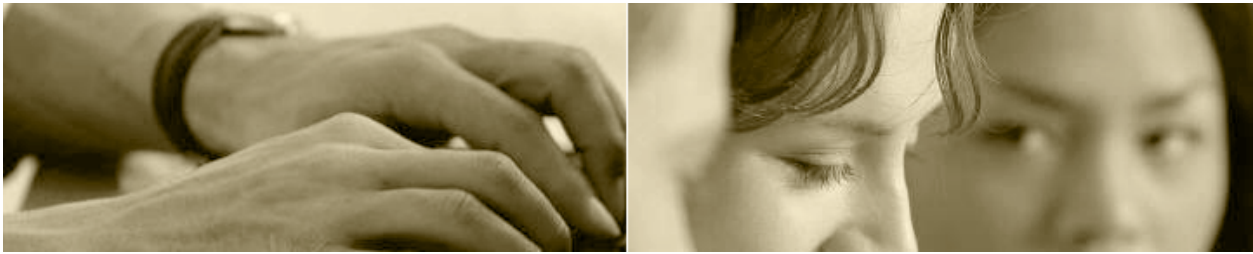
Network – This team is responsible for the infrastructure which covers server and data network management and support including wide area network connectivity, Internet access, backup and recovery, servers and storage systems, network security and telephone systems.

Application – This team provides project management, business analysis and programming for VCC departments’ line-of-business application systems. The largest systems used at VCC are Banner, Moodle and Virtua.

- Banner provides support for business functions in the Registrar’s Office, Human Resources Department, and Finance Department, and is used by many VCC staff.
- Moodle is the learning management system which provides online courses for students.
- Virtua supports the VCC Library’s business functions, including Cataloguing, Circulation and Acquisitions, amongst others.

Additionally, support is provided for other specialized departmental line-of-business applications such as the Bookstore systems and Web-enabled self-serve systems.

Classroom Technology – This team is responsible for the management, support and delivery of classroom technology and audio visual equipment at Vancouver Community College.



Activities include:

- Installation, support and maintenance of VCC standard classroom technology including educational desks, LCD projectors, CD/DVD players, and computers used by instructors in classrooms, labs, auditoriums.
- Support and maintenance of VCC owned media equipment used in meeting and public spaces for special events (eg. Board meetings).
- Support and maintenance of media equipment and classroom technology available through the Library Circulation Department.
- Provide assistance and training to employees for VCC standard classroom technology and media equipment.
- Provide consulting services to employees in the development and production of media material for iTunes U.
- Assist in the deployment and upgrades of workstations attached to classroom technology equipment such as LCD projectors.
- Assist with audio and video setups for different functions throughout the college. (eg. Microphone setups in Room 240)

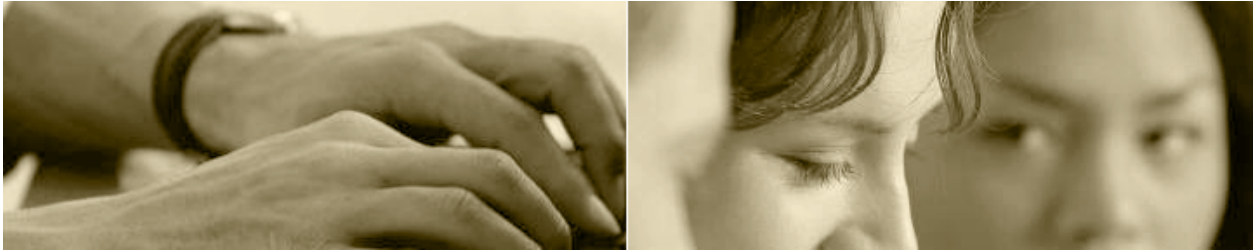
Broadway Hours:

- 8:00 AM until 7:00 PM (Monday to Thursday)
- 8:00 AM until 5:00 PM (Friday)
- 8:30 AM until 4:00 PM (Saturday)

Downtown Hours:

- 8:00 AM until 8:00 PM (Monday to Thursday)
- 8:00 AM until 5:00 PM (Friday)
- 8:30 AM until 4:00 PM (Saturday)

Please note that these hours will change in the summer months of July and August



Interpreting and Braille Services (IBS)

Myth: Sign language interpreters at VCC are here to “help” Deaf students.

Reality: Sign language interpreters facilitate communication between Deaf students and non-Deaf students, faculty, staff and administrators at VCC who do not know sign language. We are here for *all consumers*, not just Deaf students.

Consumers

Hearing faculty, staff, and administrators as well as Deaf, hard of hearing, and Deaf-Blind students.

Services

Sign language/English interpretation (including American Sign Language) as well as oral interpretation.

In addition, Interpreting and Braille Services provides Braille transcribing, text enlarging, and audio taping services for Blind and visually impaired students at VCC. Interpreting and Braille Services is pleased to provide information packages detailing strategies for interacting and communicating successfully with Deaf, hard of hearing, blind and visually impaired students.

Phone: locals 7089 / 8583 / 8644

Keys

A *Key Requisition Form* must be completed and forwarded to the Facilities Department for a key to be issued. Obtain a Requisition Form from your Supervisor, Security or the Building Service Manager. Each key is individually numbered and identified under your name.

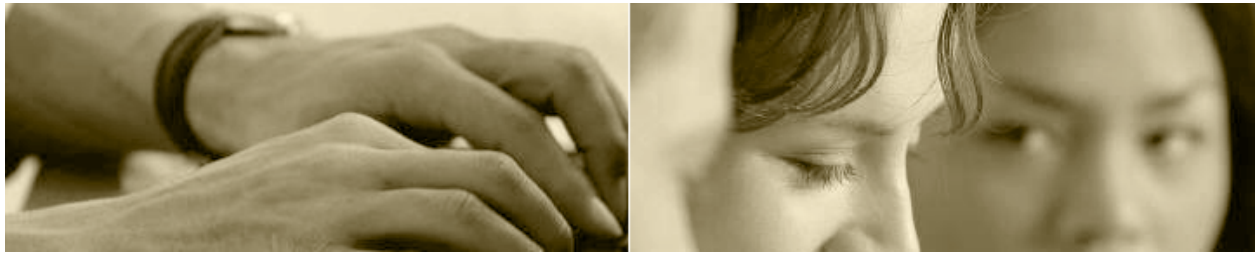
The key holder is responsible for returning the key to the Building Services Manager when transferred to a different department or when the employee’s work ends. Keys issued are non-transferable.

Broadway Campus

Phone: local 7133 (Building Service Manager)

Downtown Campus

Phone: local 8457 (Building Service Manager)



Laundry Service — Downtown Campus and Broadway Campus

The laundry services are open downtown Monday thru Friday from 7:00 a.m. – 2:30 p.m. Services include uniform and exchange for the School of Health Sciences (Dental programs) and the School of Hospitality. We also perform the same service for students and staff in Transportation Trades at the Broadway Campus on Tuesdays.

The Laundry department supplies linens and special request items for all college functions with sufficient notice. Those items may be booked directly with the Laundry department or are included with catered functions through food services.

Hours of Operation **Phone:** local 8570
Monday to Friday: 7:00 am — 2:30 pm

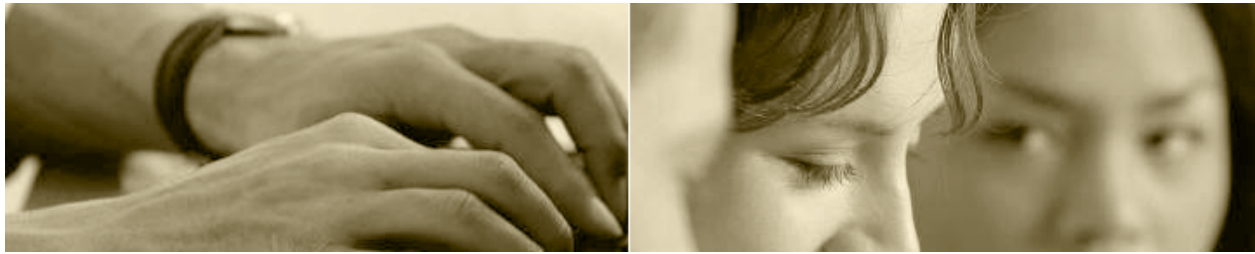
Learning Centre

[The Learning Centre](#) is a tutoring centre for VCC students. It is staffed by professional tutors who can help with study skills, English, math, science and resumes related to VCC courses/programs. There is a Learning Centre at both VCC campuses.

The Learning Centre helps students become independent learners. Tutoring focuses on helping students with learning strategies and resources to review and practice concepts that have been introduced in class.

The Learning Centre services include small group and one-on-one tutoring and workshops. The Centre also has a wide variety of self-study resources both in print and online, as well as reference books and audio tapes. Many students also use the Centre for independent or group study.

Broadway Campus **Phone:** local 7219
Monday to Thursday: 9:00 am — 6:00 pm / Friday: 9:00 am — 4:00 pm
Downtown Campus **Phone:** local 8607
Monday to Thursday: 9:00 am — 6:00 pm / Friday: 9:00 am — 5:00 pm



Library Services

The VCC Library is dedicated to provide excellent service to all users irrespective of ability and education. Information about the library is contained in the [VCC Employee Library Guide](#) and at the [Library website http://library.vcc.ca](http://library.vcc.ca).

The library provides a wide range of services and materials such as:

- Library instruction sessions that teach research skills to promote independent learning
- A librarian to liaise with instructional departments
- Advice regarding copyright clearance and Access Copyright licenses for classroom use of materials
- Intercampus and interlibrary loans
- A reserve collection for textbooks and journal articles required by your students
- Videos, DVDs, audiotapes for classroom or individual use
- Remote access to the library catalogue, electronic resources and a wide range of full text journal databases

All new faculty are encouraged to contact their liaison librarian to plan library research skills instruction and course assignments for students. Liaison Librarians can also assist you in selecting library resources to meet curriculum needs.

Mailroom

The Broadway Campus mailroom is located on Level 1 in Room 1534 where internal as well as external mail is picked up, distributed or mailed out. The Downtown Campus mailroom is located on the 2nd Floor Administration area. VCC also provides a courier service whereby internal mail is exchanged between the campuses twice daily. There is a fax machine in each mailroom for use of all College departments.

Hours of Operation

Broadway Campus **Phone:** local 7026
Monday to Friday: 7:30 am — 3:45 pm

Downtown Campus **Phone:** local 8592
Monday to Friday: 8:15 am — 4:30 pm



Occupational Health & Safety and WCB

The Joint Occupational Health and Safety Committee at each campus meet on a monthly basis to discuss safety and health concerns and ensure WCB Regulations are being met. For more information about the committee, contact the Health and Safety Assistant in the Facilities Department.

As an employee of the College, you are covered by the Workers' Compensation Act. If you are injured during the course of your work, report to your supervisor and the Health and Safety Assistant to establish a WCB claim.

Phone: local 8456

Office of Institutional Research

Our Mandate

- Provide analytic, statistical and research support to the College community
- Provide quality College information products and initiate research for development, planning, and review
- Be responsible for the collection, analysis, interpretation and dissemination of accurate information, in compliance with government reporting requirements, and in doing so provide leadership in the management of data as a strategic resource
- Provide direction and support in strategic planning

For contacts and further information visit [their website](http://www.vcc.ca/vccir/) at <http://www.vcc.ca/vccir/>.

Office Supplies, Paper and Printer & Copier Toner

Office Supplies and Stationary

Grand & Toy is VCC's vendor for office supplies and stationary. Ordering is done online by one designated person, per department. Check with your Manager to see who handles this.

Paper and Printer & Copier Toner

Is provided through the Receiving Department. At Broadway, local 7399 and Downtown local 8584.



Recycling of Printer & Copier Toner Cartridges

Printer and copier toner cartridges are recycled through the Receiving department. At Broadway, local 7399 and Downtown local 8584.

Parking

Broadway Campus

Parking at the Broadway Campus is done on a “pay by stall” system. Tickets can be purchased from the dispensers located in the parking lots. All lots are open to both employees and students.

Downtown Campus

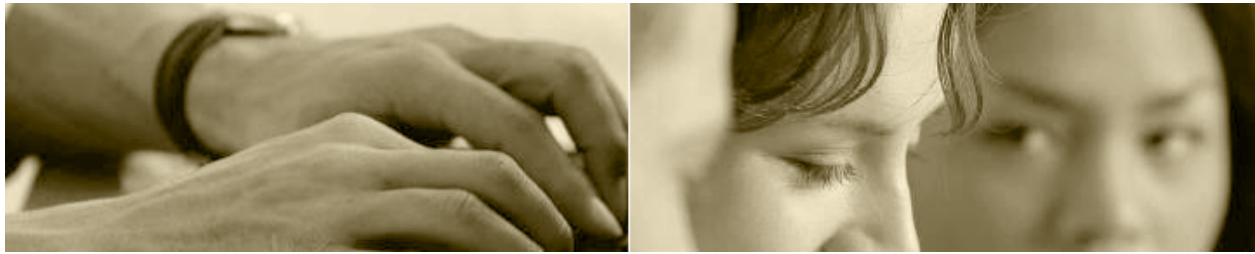
To park at or in the area of the Downtown Campus, employees are required to join the “Parking Pool”. Contact the Facilities Department at local 8456 for detailed information on costs and lot availability. Refer to the Parking Policy for more information.

Purchasing

Purchasing’s role with Vancouver Community College is to procure goods and services required by campus departments. Requisitions are sent to Purchasing outlining what is required. Purchasing then negotiates the best value and places an order for the goods/services that are needed. Some types of supplies and equipment have been standardized to obtain maximum dollar value and continuity within the College.

Phone: local 7106 / 7101 / 7102/7104

- [Purchasing Policy](http://www.vcc.ca/deptUploads/policies/B_04_01.pdf) -- http://www.vcc.ca/deptUploads/policies/B_04_01.pdf
- [Purchasing Procedures](http://www.vcc.ca/deptUploads/policies/B_04_01-procedure.pdf) -- http://www.vcc.ca/deptUploads/policies/B_04_01-procedure.pdf



Registrar's Office

In an average year, the [Registrar's office](#) staff delivers services to about 23,000 students and processes about 140,000 registrations into 160 programs and 2,600 courses. Services provide include:

- Produces the VCC electronic calendar available at www.vcc.ca .
- Processes applications for admissions to programs
- Provides information about courses, programs, fees and class times
- Processes changes to students' names, addresses and phone numbers
- Registers students into courses and programs
- Processes course and program withdrawals
- Maintains students' academic records i.e. transcripts
- Finalizes credentials e.g. diplomas and graduation
- Handles appeals of applications and grades
- Manages the graduation ceremonies

Hours of Operation

Broadway Campus

Level 4, 1155 East Broadway, Vancouver, BC V5T 4V5

Admissions Enquires: 604.443.8400 / Records Enquiries: 604.443.8411

Monday, Tuesday, Thursday: 8:30 a.m. - 4 p.m.

Wednesday: 8:30 a.m. - 7 p.m.

Friday: 8:30 a.m. - 4 p.m.

Downtown Campus

Level 1, 250 West Pender, Vancouver, BC V6B 1S9

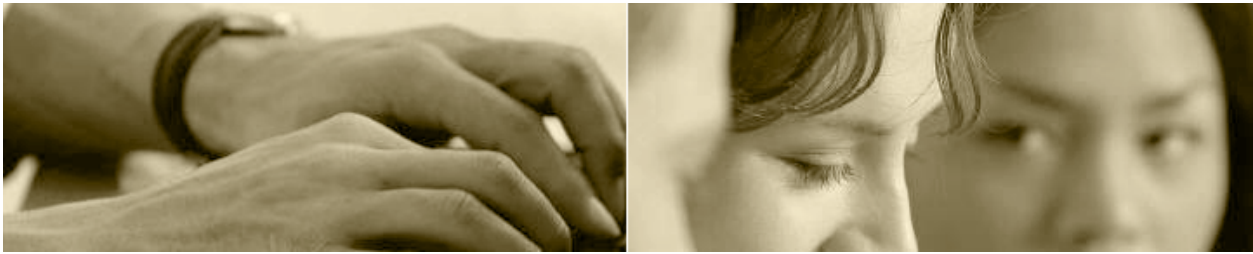
Admissions Enquires: 604.443.8400 / Records Enquiries: 604.443.8411

Monday - Friday: 8:30 a.m. - 4 p.m.

Office of Institutional Research

Our Mandate

- Provide analytic, statistical and research support to the College community



- Provide quality College information products and initiate research for development, planning, and review
- Be responsible for the collection, analysis, interpretation and dissemination of accurate information, in compliance with government reporting requirements, and in doing so provide leadership in the management of data as a strategic resource
- Provide direction and support in strategic planning

For contacts and further information visit [their website](#) at <http://www.vcc.ca/vccir/>.

Room Bookings

Broadway Campus

The Room Booking Clerk is responsible for all room bookings including meeting rooms, classrooms, and the auditorium for the Broadway Campus. Room Bookings also handles all enquiries from outside agencies regarding room and table rentals.

Phone: local 7027

Downtown Campus

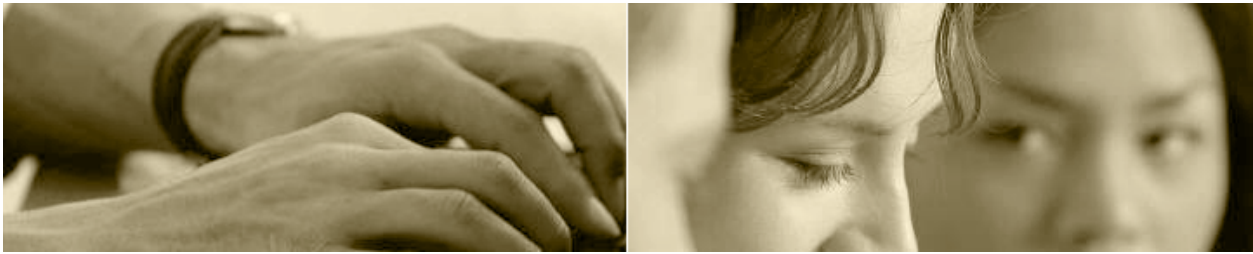
To book classrooms, the theatre or any meeting room contact the Room Booking Clerk on the 2nd floor Administration area. Enquiries from outside agencies regarding room or table rentals are also handled by the Room Booking Clerk.

Phone: local 8325

All room booking requests should be directed to roombooking@vcc.ca for both clerks.

Security

Campus Security operates 24 hours a day, 7 days a week for your protection and service. The security office is located on Level 2 at the Broadway Campus, Building B and in the main concourse at the Downtown Campus.



Security attends to first aid on each campus. If Health Services is not open, you may call 4444 to reach Security for assistance.

If a crime occurs on campus or a person requires the assistance of the police, you may call 911.

Phone: local 7335 (Broadway Campus) / local 8361 (Downtown Campus)

Services for Students with Disabilities

Vancouver Community College is committed to providing specialized assistance and support services to students with disabilities. The campuses are wheelchair accessible and provide parking for students with disabilities. VCC's comprehensive [Disability Services](#) include:

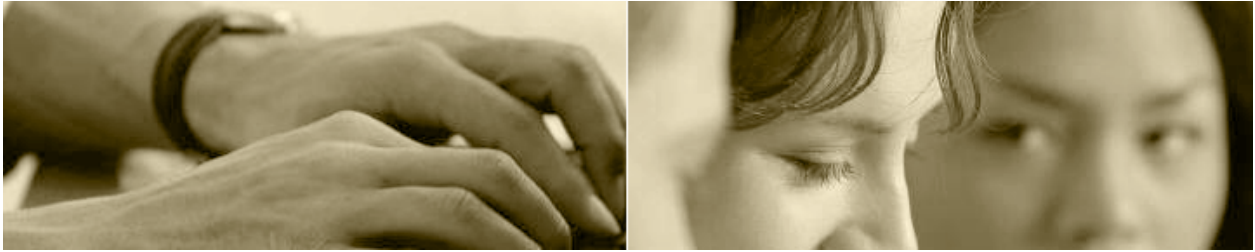
- Assistance with course and program planning
- Assistance with registration and admission procedures
- Getting to know the campus
- Designated parking
- Meeting instructors
- Assistance with accessing equipment, if eligible
- Equipment adaptation and Exam accommodation
- Assistance with studying and note taking
- Access to Interpreting services for persons who are deaf or hard of hearing
- Braille and/or taped texts for persons who are blind or who have low vision
- Taped texts for persons with a documented learning disability upon recommendation by Psychologist/Specialist
- Referral for educational assessment
- Job search assistance and transition planning
- Personal and confidential counselling
- Referral to community resources.
- Liaison and Advocacy
- Personal and Confidential Counseling
- Assistance in accessing government funds for disability related services or equipment
- Individual assessment of needs

Broadway Campus – Counselling Department

Phone: Disability Counselor, local 7210

Downtown Campus – Counselling Department

Phone: Disability Counselor, local 8445



Smoking

Smokers please respect others who do not smoke by restricting your smoking to the designated smoking areas.

At the Downtown Campus the designated smoking areas are;

1. The alcove on Hamilton Street behind the Learning Centre.
2. All areas on the Cambie side of the building with the exception of a 30-meter buffer around each main Cambie Street exit.

The Broadway Designated Smoking areas are;

1. Level 4 — along the railing overlooking the Campus and under the overhang behind the Coffee Bar from the corner of the building to the bike racks.
2. Level 2 — Cafeteria balcony and patio.
3. Level 1 — All areas on the North side of the Campus with the exception of a 30-meter buffer around the daycare, receiving, back entrance, centre walkway and the entire trades parking area.

Students' Union

[The Students' Union of Vancouver Community College \(www.suvcc.ca\)](http://www.suvcc.ca) is made up of students studying at all campuses of Vancouver Community College. The Union is administered by elected student directors and its unionized staff.

The Students' Union provides representation, advocacy, campaigns and services for their members. These include on campus social and political events, services such as discounts on public transit and travel. The Union also distributes a members' handbook and day planner which can be obtained by College staff if they require more information on the Union.

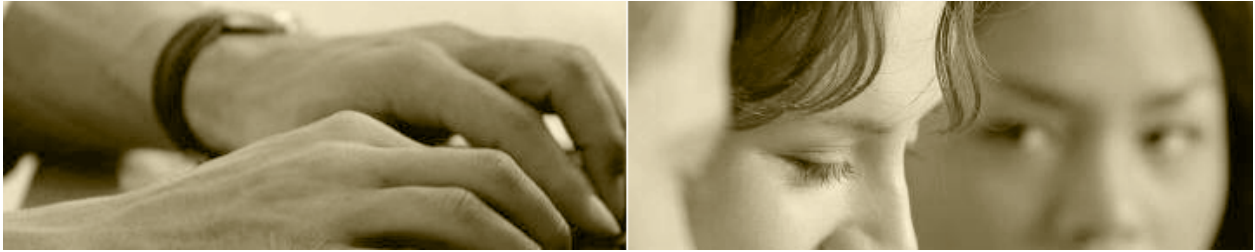
The Union also provides service to students who feel they have been treated unfairly by the College. This includes aiding students with grievance policy, grade appeals policy and other policy matters within the College.

Downtown Campus Students' Union Office

Room 358 (above the coffee barista)
Phone 604.443.8467 | Fax 604.443.8397

Broadway Campus Students' Union Space

Room 2662 (Building A)
Phone 604.871.7146 | Fax 604.871.7149



VCC Alumni Relations

The office of [VCC Alumni Relations](#) (local: 7067) serves alumni, current students and the College through fostering an ongoing relationship between the College and alumni. Events, reunions, newsletters, awards, student affairs, benefits and services provide alumni with opportunities for networking, involvement and support. Graduates of Vancouver Community College are automatically members of our network of graduates.

VCC Foundation

In 1983 the Vancouver Community College Foundation ([VCC Foundation](#)) was established to raise funds and attract support for the College in the form of scholarships, bursaries, equipment and facilities. Each year the Foundation provides monies for students in financial need, awards to recognize academic achievement and equipment for technology. VCC Foundation is also supporting the College's expansion efforts to implement its *Vision for the Future*, an exciting plan to add and renovate facilities to improve programs and student learning.

Since its inception the Foundation has raised over \$8 million for endowment funds. The donations have come from corporations, individuals, foundations, service groups, associations, and special events.



Revisions to this guide should please be directed to
[Kendal Regan](#), Human Resources Department, Local 7019.