

JIBC

STUDENT HANDBOOK 2010-11

INSIDE!
Everything you need to
know about life at JIBC!



The JIBC 2010-11 Student Handbook is a publication
of the Office of the Registrar
and JIBC Student Services
604.528.5590



Table of Contents

Introduction	4.
President's Message	5.
1. Getting Started	6.
New Westminster Campus	7.
Maple Ridge Campus	9.
Chilliwack Campus	11.
Victoria Campus	12.
Okanagan Campus	13.
Vancouver Campus	14.
JIBC Store	15.
2. Financing Your Studies	16.
Tips For Living Well On The Cheap	17.
Financial Services at JIBC	18.
Budget Worksheet	19.
3. Academic Challenges	20.
Developing Your Academic Skills	21.
Using The Library	23.
4. Meeting Your Needs	26.
Housing and Hotels	27.
Counselling Services	28.
Services for Aboriginal Students	29.
Services for Students with Disabilities	30.



Congratulations on your decision to study with JIBC, Canada's leading public safety educator. Now it's time to find out more about where you will learn, and the wide range of resources available to you.

While most students will attend classes on campus, there is an increasing number choosing virtual study at JIBC. For those students, online support is provided later in this handbook.

The JIBC campuses are located in New Westminster, Maple Ridge, Vancouver, Chilliwack, Victoria, and the Okanagan Valley.

Message From The President

Welcome to JIBC!

Whether you are joining us for the first time, or returning for continuing education, professional upgrading or additional accreditation, I am delighted that you have chosen to be affiliated with Canada's leading public safety educator.

JIBC innovative education and training programs are recognized internationally for their practical approaches and immediate relevance in the workplace. We strive to continually meet your needs by offering both full-time and part-time studies that span from entry-level training to advanced education, in-class or online.

If you are considering a career in justice or public safety, or if you are returning to upgrade your skills and qualifications, you will benefit from our wide range of applied and academic programs. Our instructors are experts in their fields and offer real-world experience and perspectives.

I hope that you will make the most of your time here. We look forward to supporting your learning experience through our student services and programs.

Good luck with your studies.

Jack McGee

President



1. GETTING STARTED



**David Chung,
Career Fire Fighter
Pre-employment
Program – Maple
Ridge Campus**

While working in community recreation on Vancouver Island, David realized he wanted to pursue a career that would allow him to serve his community, as well as be exciting and fulfilling. After a visit to the local Fire Station while working at a summer camp, he realized that a career in the Fire Service was right up his alley.

David came to study at JIBC because he wanted to take the best fire fighting program out there; he thought JIBC's program offered training above and beyond what was available elsewhere. "I started looking at schools, and talking with other people in the fire service; a lot of them recommended going to a program to get experience as well as a good background. They recommended the JIBC program."

In the Career Fire Fighter Pre-employment program, David was impressed by the caliber of instructors.

"The Training Officers have incredible knowledge and practical skills that they draw on. They encourage us to practice, work really hard and keep getting better." David credits these Officers and his classmates with helping him succeed in the program.

Since graduating, David has signed up with a volunteer fire department in his community. He already misses the program and his friends.

"No matter how bad the day was or how good the day was, there was a solid group of guys and each of us brought something to the table...camaraderie. All the cool practical tools of the Fire Service: being in a burn building, learning how to put out fire, using Jaws of Life to cut apart cars. Being with the group and doing those things is what I'm going to miss the most and find the most memorable...spending that time with that group and doing it together."

David's advice for future students? "Always have your boots shined...always be professional. Even though it's training, treat every day like you're trying to get that job."

New Westminster Campus

715 McBride Boulevard, New Westminster, BC V3L 5T4

The New Westminster campus is the administrative hub of the Institute. Even if you do not attend classes here, you will likely interact with staff at this location to register for courses, request an official transcript, or seek out library and counselling services. The JIBC Store is also located at this campus.

Designed by Vancouver architect Richard Henriquez, the New Westminster Campus is comprised of two distinctive buildings. They are a unique blend of curves and sharp angles, brick, concrete, and steel, and include the main classroom office building and the Dr. Donald B. Rix Public Safety Simulation Building.

Building Hours

Monday Friday	6:30 am - 10:00 pm
Saturday-Sunday	7:30 am - 5:30 pm
Statutory Holidays	Closed

Getting Here

Transit - The campus is conveniently located on several bus routes. For specific transit directions to the campus go to <http://www.translink.ca/>

Cycle - A sheltered bicycle rack is located outside the gymnasium entrance.

Taxi - A direct phone line to Royal City Taxi is located beside the pay phone in the hallway leading from the atrium to classrooms C120-139.

Drive - We encourage you to make a green commuting choice, but if you decide to drive, consider carpooling. Free parking is available at the New Westminster Campus. Designated parking for disabled persons is located near both main entrances. Overflow parking is accommodated at the Canada Games Pool lot south of the campus.

Spaces and Places Mind, Body & Soul

Food Service Options

Full cafeteria service, with hot meals as well as sandwiches and snacks, is available from 7:00 am to 3:30 pm, Monday through Friday. Microwaves are provided for your use at the far end of the cafeteria.

Limited cafeteria service may be available on weekends – check with your instructor or program coordinator.

Just need a coffee or a quick bite to eat? At peak times during the day, a food and beverage kiosk is open in the atrium, tucked in behind the main stairs.

Vending machines for snack food items and beverages are located in the hallway near the gymnasium.



Let's Get Physical - Gymnasium and Fitness Room

As part of your program, you may have access to the gymnasium during class times.

The fitness room is available for use by all students between the hours of 7:00 am and 5:00 pm daily. It is located close to the gymnasium in room A135. To use this facility, you are required to sign out an access card at the main information desk. You will be asked to leave photo ID at the desk, until you return the access card. The fitness room is not staffed so please use the equipment appropriately, and with courtesy to others. Use the equipment at your own risk as JIBC is not responsible for personal injuries.

Men's and Women's student locker and shower rooms are located on the basement level, under the gymnasium.

Canada Games Pool and Centennial Community Centre –

Located adjacent to JIBC campus at 65 Sixth Avenue East, this recreational complex contains an Olympic sized pool and a 5,000 square foot fitness area with a selection of free weights, strength equipment and cardiovascular machines. Membership required.

Quiet Time

For meditation, prayer or quiet time, room C308A, located in the classroom wing on the third floor, is available for use by students and staff members at any time during the day. The room has cushions and small prayer carpets, and is intended exclusively for quiet activity.

Lounging Around

A student lounge area is located in the atrium behind the main staircase. Couches provide a comfortable area for study, conversation, relaxation and rest. The garden courtyard outside the cafeteria also serves as a central meeting place for students, faculty and staff.

Staying Connected

Pay phones are located in the hallway leading from the atrium to classrooms C120 – 139, across from the kiosk.

There is a TTY phone located in the library. Fax and photocopy services are offered in the library for a fee.

Free wireless Internet access is available in the atrium, cafeteria, theatre, library, courtyard and all classrooms at the New Westminster Campus. Stop by the library or the main information desk to get your login information.

A Canada Post mailbox is located on the sidewalk near the gymnasium entrance. Stamps are available for purchase at the JIBC Store.

A student notice board is located in the hallway between the main information desk and the cafeteria. Postings of housing options, items for sale, and upcoming events are displayed here. Information desk staff will receive and date stamp any notices that may be posted for 30 days.

An ATM is available in the hallway near the main information desk and across from the JIBC Store.

Staying Safe and Secure

A first aid attendant is available between 7:30 am and 4:30 pm daily. If you require minor first aid or are aware of someone who does, contact the main information desk in-person or by phone at 604.525.5422. You will be asked to state the person's location in the building and provide a brief description of the injury.

The security office is located next to the information desk in the atrium on the main floor. A security guard is on site Monday through Friday from 6:00 am to 10:00 pm, and weekends from 7:30 am to 5:30 pm.

Staying safe and secure is important, day or night. Ensure the security of your valuables and personal possessions by keeping them on your person or in a locked vehicle while on campus.

If you leave campus buildings after dark, you are encouraged to walk with a friend or colleague, using the 'buddy system' to watch out for each other. Take time to familiarize yourself with the layout of the campus and the surrounding environment so you know where you are at all times. Report problems or anything suspicious to your instructor or the security guard at 604.818.6922. The campus is patrolled by security after business hours.

The main information desk maintains a Lost & Found Directory. After business hours, leave a note describing the item at the information desk or with the security office.

Take time to familiarize yourself with the layout of the campus and the surrounding environment so you know where you are at all times.

Maple Ridge Campus

13500 256th Street, Maple Ridge BC V4R 1C9

The Maple Ridge Campus is located about 58 kilometres east of Vancouver. This unique campus is designed for the hands-on firefighting education and training program delivered by the Fire & Safety Division.

In addition to the main classroom and office building, Maple Ridge features state-of-the-art simulation training props such as a three-storey concrete burn building that is regularly set ablaze for fire fighters to practice under real-life conditions. As well, the setting includes a four-story training tower to practice technical rope rescue, and a ship's steel superstructure and hold for simulating marine fire fighting. An 11-car train derailment is used to train fire fighters from across Canada to respond to railway disasters, fires, and chemical spills. In addition to the Fire and Safety Division, courses from many of our other divisions and schools are also scheduled at this campus.

Building Hours

Monday	6:30 am - 11:00 pm
Tuesday-Friday	6:30 am - 7:00 pm
Saturday-Sunday	6:30 am- 5:30 pm
Statutory Holidays	6:30 am- 5:30 pm

*Site may be Closed on Saturday, Sunday and Statutory Holidays when there are no scheduled courses.

Getting Here

Drive – Whenever possible, we hope you consider carpooling as a greener choice. Free parking for students is available at this campus.

Spaces and Places Mind, Body & Soul

Food Service Options

A lunchroom is available with a microwave, fridge and sink for use by staff, faculty and students. Beverage vending machines are onsite; however, there is no food service offered at this location.

Restaurants and fast food outlets are not conveniently located near the campus, so it is recommended that you bring your own lunch.

Let's Get Physical – Fitness Room

A small fitness room is available for student use during campus hours. The fitness room is not staffed so please use the equipment appropriately with courtesy to other users. JIBC is not responsible for personal injuries as a result of using the equipment. Please take reasonable precautions and exercise with others.

Lockers and showers are also available.



Staying Connected

A pay phone is located in the main building adjacent to the lunchroom.

Fax services are available. Please contact the office staff in the main building for information.

Free wireless Internet access is also available on this campus. Login information is posted beside the computer station in the lunchroom.

A student notice board is also available for posting messages, and is located near the lunchroom.

Staying Safe and Secure

A first aid attendant is available during campus hours.

Security guards are onsite during the morning hours and after 4:00 pm.

Staying safe and secure is important, day or night. Ensure the security of your valuables and personal possessions by keeping them on your person or in a locked vehicle while on campus.

Should you misplace a personal item, the Maple Ridge office staff maintains a lost and found service.

**This unique campus
is designed for the
hands-on firefighting
education and training
program delivered
by the Fire & Safety
Division.**



Chilliwack Campus

45300 Vimy Avenue Chilliwack, BC V2R 5X6

The JIBC's Chilliwack Campus, located about 96 kilometres east of Vancouver, is part of the Canada Education Park, and also includes a campus of the University of the Fraser Valley (UFV), the RCMP's Pacific Region Training Centre (PRTC), and a training facility for Canada Border Services.

Building Hours

Monday-Friday	8:00 am - 4:30 pm
Saturday-Sunday	Closed
Statutory Holidays	Closed.

Getting Here

Transit – There is a transit stop at the entrance to the campus. For schedules please go to

<http://www.transitbc.com/regions/chw/>

Drive – We encourage you to make a green commuting choice, but if you decide to drive, consider carpooling. There is free parking available for students located in a gravel lot on campus.

Spaces and Places

Residence

The JIBC residence on the Chilliwack Campus is located at 5470 Dieppe Street. Bookings are managed by Executive Hotels and Resorts and can be arranged by calling 604.703.2400. Inform the agent that you are taking a JIBC course, and ask about meals that are included in the rates.

Mind, Body & Soul

Food Service Options

Students are welcome to eat at the PRTC cafeteria adjacent to the campus. Casual business attire and photo ID is required to access this dining facility. The UFV cafeteria is also within walking distance.

As well, several fast food outlets including A&W, Dairy Queen and a sushi outlet are located nearby.

A beverage vending machine is located on campus.

Let's Get Physical

– Gymnasium and Fitness Room

Students staying at the JIBC Residence have access to the PRTC gymnasium and fitness room facilities. Use the equipment at your own risk as JIBC is not responsible for personal injuries.

Staying Connected

Free wireless Internet access is available on campus. The facility administrator will provide you with login instructions.

A student notice board is available for posting messages.



Victoria Campus

Suite 101 – 910 Government Street, Victoria, BC V8W 1X3

To serve the Vancouver Island area, the JIBC Victoria Campus is located in the heart of downtown Victoria.

Building Hours

Monday-Friday	8:00 am - 5:00 pm
Saturday-Sunday	Closed
Statutory Holidays	Closed

Getting Here

Transit – The campus is well served by city transit. For specific transit routes to the campus go to <http://www.transitbc.com/regions/vic/schedules/explore/>

Cycle – Bicycle Storage is available in the underground parking lot.

Drive – We encourage you to make a green commuting choice, but if you decide to drive, consider carpooling. Underground parking is available at Harbour Square Mall (enter off Broughton)

at a daily rate of \$12.00. If you are just stopping in for a short visit, there is metered street parking available.

Spaces and Places Mind, Body & Soul

Food Service Options

A lunchroom is available with a microwave, fridge and sink for use by staff and students. There is no food service offered at this location, however there are many restaurants and fast food outlets only minutes away.

Lounging Around

Located just across from the lunchroom is a seated area with computer access, which serves as a student lounge for study or conversation.

Staying Connected

Fax service is available at the reception desk.

Free wireless Internet access is available throughout the Victoria Campus. You may get login information at the reception desk. A computer room with three workstations is available for student use.

The reception desk on campus maintains a lost and found service. Speak with the facility administrator or assistant for more information.



Okanagan Campus

825 Walrod Street, Kelowna BC V1Y 2S4

Located in the former L'anse-au-sable elementary school in central Kelowna, this 8,000 square foot facility serves as the JIBC regional training centre for the Okanagan area.

Building Hours

Monday-Friday	8:00 am - 5:00 pm*
Saturday-Sunday	Closed
Statutory Holidays	Closed

* If there are no scheduled activities, the campus may be closed during normal business hours.

Getting Here

Transit – A bus stop is located on Richter Street. For schedule and route information please go to <http://www.transitbc.com/regions/kel/schedules/map.cfm?line=2&>.

Cycle – Arrangements to store your bicycle securely on campus may be coordinated through the facility administrator.

Drive – We encourage you to make a green commuting choice, but if you decide to drive, consider carpooling. Free parking is available on campus. Street parking adjacent to the campus is also available free of charge.

Spaces and Places Mind, Body & Soul

Food Service Options

There is no food service provided at this location, however a kitchen area offers a fridge, two microwaves, a coffee machine, and a beverage vending machine.

It is recommended that you bring your own lunch, as the Okanagan Campus is located in a residential area and restaurants or fast food outlets are not within walking distance.

Lounging Around

Couches provide a comfortable area for study, conversation, relaxation and rest during your break time.

Let's Get Physical

- Gymnasium

During lunchtime you may access the gymnasium for fitness activities. Check with the facility administrator or your instructor for gymnasium availability. Use the equipment at your own risk as JIBC is not responsible for personal injuries.

Staying Connected

Students may set up user accounts for fax and photocopying services through the campus facility administrator.

Free wireless Internet access is available on campus. Login instructions are posted in all classrooms.

A study room with two computer workstations is available for student use.

A notice board is also located on campus and available for student postings.



Vancouver Campus

– Great Northern Way

555 Great Northern Way, Vancouver BC V5T 1E2

Our Vancouver Campus, part of a collaboration of several post-secondary institutions known as Great Northern Way, is located in the False Creek flats area of Vancouver.

The JIBC campus includes a 48-seat conference room, a 36-seat classroom, and two 24-seat classrooms, with a number of smaller breakout rooms.

Building Hours

Monday-Friday	8:00 am - 5:00 pm
Saturday-Sunday	Closed
Statutory Holidays	Closed

Getting Here

Transit – The campus is conveniently located on several transit routes. For specific transit directions to the campus go to <http://www.translink.ca/>

Cycle – Bicycle Storage is available in the gated parking lot.

Drive – We encourage you to make a green commuting choice, but if you

decide to drive, consider carpooling. Parking is available on campus for \$1 per hour, \$5 per day and \$2 per evening. Street parking is free when available.

Spaces and Places Mind, Body & Soul

Food Service Options

Full cafeteria service, with hot meals as well as sandwiches and snacks, is located upstairs as part of the Great Northern Way Campus. Snack food and drink vending machines are also available for staff, faculty and student use.

Within the JIBC area of the Great Northern Way Campus, there is a lunchroom equipped with a fridge, microwave, coffee machine, and a sitting area with tables and chairs.

Staying Connected

Fax services are available through the JIBC facility administrator.

Free wireless Internet access is available throughout the campus. Login information is posted in the classrooms, or you may contact the facility administrator for assistance.

Pay phones are located at the main entrance to the JIBC Campus building.

Staying Safe and Secure

First aid and security services are provided for the entire Great Northern Way campus during campus hours. Emergency numbers are posted in all classrooms.

Staying safe and secure is important, day or night. Ensure the security of your valuables and personal possessions by keeping them on your person or in a locked vehicle while on campus.

Lost and found services are provided through the facility administrator.



JIBC Store

Located on the New Westminster Campus, the JIBC Store can be found near the main information desk.

Hours of operation

Monday-Friday	8:00 am - 4:00 pm
Saturday-Sunday	Closed
Statutory Holidays	Closed

Here you will find high quality crested apparel and equipment for many of the JIBC programs. The store also carries books, videos and texts for most courses, and a selection of giftware. Students may

order equipment, clothing and books by emailing a completed order form to jibcstore@jibc.ca.

Visit www.jibc.ca/JI_Store/howOrder.htm to download the PDF form.

You may also call the store during regular business hours at 604.528.5870 or fax us at 604.528.5701.



2. FINANCING YOUR STUDIES



**Zach Tebb-Day,
Primary Care
Paramedic Program
– Victoria Campus**

Zach has always been interested in first aid. Growing up around construction work, he was intrigued by responses to workplace accidents.

While horsing around with friends in Vancouver, a friend of his fell through a plate glass window and sustained serious injuries. Zach was the only one to react immediately; even after the paramedics arrived, Zach realized that he was the calmest one in all the chaos. At that point, the seed of future study was planted. Ten years later, Zach decided to make first aid his career.

Zach is really excited about starting the program this fall, and feels that it's been a long time coming. He's been working for the BC Ambulance Service and has substantial practical experience but he's looking forward to being in the classroom to upgrade his skills so he can bring more to his patients. Zach says that he is a little apprehensive about completing the online pre-course material; he's heard from others that it's the most difficult part of the program, but is committed to succeeding in the Primary Care Paramedic program.

Becoming a student brings financial challenges, so Zach was thrilled to receive a Dr. Joseph and Dr. Rosalie Segal Award. "Receiving this Award has made the biggest difference in the world. Couldn't get any better than that." As an island boy, Zach hopes eventually to become a full-time paramedic for BCAS in Victoria.

Tips For Living Well On The Cheap!

Gently Used

Previously loved items can be found for a fraction of their original price at local thrift and secondhand stores or online at sites such as Craigslist.org, Amazon Marketplace, Ebay.ca or Facebook's Marketplace.

Check Flyers

Grocers such as Safeway, Save-On and Superstore publish weekly flyers featuring discounts on food items and personal products. Use the flyers to create weekly meal plans and stock up on bargains.

Budget Monthly Spending

Write down everything you spend in a month. Be critical of your spending and where you can cut back. Never go over budget, and do set aside a contingency fund for unforeseen expenses or emergencies.

Entertainment Value

Take out a DVD movie, or a novel from the local public library at no cost. In the summer, hike, bike or swim at a community pool or beach. In the winter, snowshoe or cross-country ski in a local park. Entertain with "bring-your-own" themed get-togethers in your home.

Free Fitness

The JIBC gymnasiums and fitness centres are free and available for student use at most of the campus locations.

Save Gas

Combine your errands into one trip per week and carpool with friends and colleagues whenever possible.

Cancel Subscriptions

With so much accessible information online, and in the library for free, cancel magazine and newspaper subscriptions.

Shop Around

If you find something you really like, do your research and don't buy it until you know it's the best deal around.

Financial Goals

If you know where you're going, it will be easier to get there. Make a financial plan and stick to it.

Helpful Links

StudentAid BC (<http://www.aved.gov.bc.ca/studentaidbc/>): apply for a student loan online. Be sure to read up on maintaining and repaying your loan BEFORE you apply.

Feed the Pig (<http://www.feedthepig.org/>): great money saving tips. Though administered in the U.S., most of the information is completely translatable.

Can Learn (<http://www.canlearn.ca/>): Canada's education savings and student financial aid resource website.



Financial Services

At JIBC

How To Finance Your Education

The JIBC Financial Aid Office offers the following services:

Internal bursaries, scholarships and awards

JIBC recognizes the personal and financial commitment students make to pursue their educational goals. The JIBC Financial Aid Office administers eight different scholarships, awards and bursaries to over 130 students annually.

Student financial counselling

Financing your education while attending studies can be a daunting task. If you need help planning your finances please make an appointment with our financial aid advisor. Whether you are just starting out or in the midst of studies, help is only a phone call away. The Financial Aid Office can be contacted at 604.528.5762 or online at financialaid@jibc.ca.

External awards search and support

Though JIBC administers its own awards, we also offer support to students applying for non-JIBC scholarships and awards. Check out <http://www.studentawards.com/> the largest free scholarship search service in Canada.

Government financial support

StudentAid BC helps eligible students pay for their studies with loans, grants, bursaries and scholarships. It also has great programs for those with physical or learning disabilities.

Emergency support If you experience an emergency that leaves you finding it difficult to commute to and from school, please contact our financial aid advisor. JIBC offers emergency financial support on a case-by-case basis so be sure to make an appointment if you require assistance.



Budget Worksheet

Semester Income

Description	Amount
Net employment income _____	
Family/Spouse contributions _____	
Student loans _____	
Student Line of credit _____	
Government sources (ie. EI, HRDC) _____	
Registered Education Savings Plan _____	
Band allowance/funding _____	
Scholarships/Bursaries/Awards _____	
Savings _____	
Other _____	
Total income _____	\$ _____

Semester Costs

Description	Amount
Educational expenses _____	
Tuition _____	
Textbooks _____	
Mandatory student fees _____	
Supplies & Equipment _____	
Living expenses _____	
Rent/mortgage _____	
Food _____	
Utilities _____	
Electricity _____	
Internet _____	
Phone _____	
Cell _____	
Cable _____	
Transportation _____	
Car payment _____	
Gas _____	
Insurance _____	
Entertainment _____	
Clothing/haircuts/toiletries _____	
Credit card payments _____	
Loan payments _____	
Other _____	
Other _____	
Total expenses _____	\$ _____

Total income - total expenses = Total surplus/shortfall _____ **\$** _____

3. ACADEMIC CHALLENGES



**Adrien Maharaj,
Law Enforcement
Studies Diploma –
New Westminster
Campus**

Now in his final semester of the LESD program, Adrien calls the New Westminster campus his second home.

Admitting he spends more time here than he has to, Adrien is engaged with all aspects of JIBC – his instructors, the staff, the library, the Pacific Traffic Education Centre and, especially, the Gun Range.

Adrien contributes his improved confidence to the training he's received in the LESD program. "I feel way more confident. If I were to apply to the police service, I'd feel more confident than if I had gone to another post-secondary institute and got a degree." He says that the hands-on program puts students through much of the same training that police officers receive.

Adrien cites the Financial Aid Office as a key service in helping him achieve his diploma. "I wouldn't be here if it wasn't for them...they helped me out."

During the second semester, Adrien participated in a Sweat Lodge Ceremony in Victoria with his Law Enforcement in a Diverse Society class. This experience helps students gain perspective on the responsibilities of law enforcement careers. "Police officers are held to higher standards," Adrien says.

Adrien advises new LESD students to take this program seriously. "Act professionally while you're here and take this opportunity because it is a privilege to be in the program. What you learn here doesn't just affect your career, it can make you a better person."

Adrien is excited about graduating this winter, but knows he'll miss the program. "What will stick with me most is going to school and actually enjoying it. If someone is thinking about potentially coming here, if they know in their hearts that they want to go into law enforcement, this is the program to be in."

Developing Your Academic Skills

Study Habits

Dedicating time to regular study so you can keep up with coursework and prepare for exams is a good idea. Try to study in a quiet, comfortable environment without distractions. Concentration is easier without visual distractions, so face a blank wall if possible. Plan to study in short sessions of an hour each day, rather than one six hour session each week. If there's anything you don't understand, ask for help right away. Don't try to keep up on your own without assistance. Studying with a small group of peers can also help reinforce information that requires memorization, or that might be difficult to understand on your own.

Reading Skills

Reading for fun is not the same as reading for school. With most textbooks, it is more important to understand the main concepts than to memorize everything. When you have a lot of reading to do for a course, learn to skim articles and books for the overall content or the main points. Keep a dictionary nearby to check definitions while reading to save time and frustration. Improving your vocabulary will help you to decipher technical or difficult words much easier, and will increase your reading speed. With practice, you will learn to evaluate and understand the content as you read it.

Note-taking

The amount of information presented in-class can be overwhelming at times. It is best to develop a note-taking system that you can refer to later during your study time. It can be difficult however to know what information you should take note of. Prepare for each lecture by consulting your course syllabus for the topic of the day and any related readings for reference before class. During the lecture, listen for facts versus opinions, and try to take note of only the information relevant to the topic for the day. Organize your notes as

an outline:

- 1. Main topic
 - A. Subtopic
 - i. support information (definitions, explanations, examples or opinions)

Create shorthand symbols for short or common words to focus on the main themes of the lecture. Take time to review your notes after class and expand on any ideas while the lecture is still fresh in your memory.

Time Management

Make sure your desk is always tidy so no time is wasted looking through clutter. Assess your day and plan a rough schedule or to-do list so you know what you need to get done that day. Schedule specific times to use your phone or social networking sites so you aren't distracted throughout the day. Make a point of setting aside a few minutes daily to relax and focus on tasks. Try to be flexible with your time for unexpected emergencies. If you have trouble finishing everything on your list, keep a time log to assess where the time is going.



Avoiding Plagiarism

Plagiarism is presenting someone else's creation, such as words, charts, graphics, calculations, or ideas, as your own without referring to the original author. The JIBC *Student Code of Conduct* states "plagiarism, which includes but is not limited to presenting the ideas or works of another person as one's own and using another person's work without proper attribution." The main goal of any essay is to present your thinking on a topic, not to copy someone else's ideas.

Citing your sources is a key part of your essay or assignment. It shows that you are giving credit to the person with the original idea. It also helps the reader find the source of your information.

Examples of plagiarism include:

- The use of a quote from a source without citing the original work.
- Paraphrasing a passage from a source without citing the original work.
- Cutting and pasting a passage from a source directly into your own work without citing the original work.
- Passing another student's paper off as your own work.
- Purchasing a paper from an online service.

Exam Preparation

Avoid test anxiety by being prepared well ahead of exam day. Take care to eat well and get enough sleep the night before. By reading through your notes and class readings as part of your regular study plan, you will feel better prepared at exam time. To study before the exam, read your notes or textbook and test yourself to see if you can remember the main points. Repeat this process until you can remember all the necessary information before continuing to a new section. Go back and test yourself to make sure you remember what you've read. At the exam, take a moment to flip through the pages and read all the instructions carefully so you know what your instructor is looking for. There are a few different styles of testing at JIBC, such as:

Objective tests do not require you to write a lot. True/false, multiple choice or matching questions make up the exam and test your ability to recognize the right answer when you see it. When studying, look for information that can be answered objectively, such as names and dates. Create flash cards for memorization practice.

Essay tests require you to remember details and organize the information into essay form. Review the course outline to refresh your memory of the topics covered throughout the course. During the exam, create an outline of all the main points you want to cover, and then write what you know about each. Keep an eye on the clock so you have enough time to cover everything.

Short answer tests require concise answers to the questions, usually in just a few sentences. Review lecture notes and the textbook to understand the topics your instructor emphasized in class. Make sure you know the definitions of key terms.

Writing Skills

Understanding how to organize and communicate your ideas will make the writing process easier. Make sure to read the assignment carefully and highlight key instructions. Ensure you understand the topic your instructor wants you to write about or develop a thesis for. A thesis is the argument you want to prove. Use your research and reading to create an outline of topics that support your thesis. Using the outline as your guide, begin writing the first draft with supporting facts from your research. Proofread, or have someone else read your first draft to make sure the thesis is answered or supported. Make changes or revisions as need be. The final draft should be free of grammatical and structural errors, and formatted according to assignment requirements.

At the exam,
take a moment
to flip through
the pages and
read all the
instructions
carefully so you
know what your
instructor is
looking for.

Using The Library

The JIBC library has a unique collection of justice and public safety resources that includes books, journals, CDs and DVDs, as well as a large collection of electronic journals and other e-materials. The library has several group study rooms available for student use, a computer lab, and services such as photocopying and printing.

Building Hours

Monday-Thursday	8:00 am - 8:00 pm
Friday	8:00 am - 5:00 pm
Saturday	9:00 am - 4:00 pm
Statutory Holidays	Closed

Contact us at 604.528.5599.

Research Process

The best place to start your research is at the JIBC library. The library houses a wide range of material, and the librarians can help you to search for information more effectively.

- 1) Define your topic and write a research question.
- 2) Determine what information you need based on assignment requirements.
- 3) Search for information on your research question, keeping a research log of terms you used in your search.
- 4) Evaluate your findings, to see if you have enough information to write your assignment and if the sources are appropriate.
- 5) Reference all the information sources you use for your assignment. JIBC uses APA style.

Library Services

The library catalogue and electronic materials can be fully searched while on campus or from home. Librarians are available to help you find information for your assignments and to give tips on learning how to cite and manage your sources. Visit www.jibc.ca/library or drop into the library at the New Westminster Campus to learn about available library services and for research assistance.

The library has a 'laptop lending' program for students who are studying at the New Westminster Campus. Contact the library for more information.

'Ask Away' is an online chat reference service that allows you to contact a BC post-secondary librarian in the evenings and on the weekends. See the library's website for more information and the Ask Away link.

Computing Resources

A computer lab is located in the JIBC library for use by students during library hours. All computers have Microsoft Office and Internet access. Laptops are available to certificate, diploma or degree program students for short-term borrowing. A wireless network covers the atrium, cafeteria, classrooms and the library. Group study rooms in the library are equipped with a computer, a 40-inch monitor and a DVD/VHS player for group work.



Educational Planning and Career Support

To make the most of your learning experience at JIBC, we help you develop meaningful educational and career plans.

Our role is to assist you in planning your academic path, and make sure it fits with your learning and career goals. Counselling and advising staff can help:

- Choose or change your program
- Clarify your educational goals
- Determine how to strengthen studying/learning skills
- Connect your learning to career possibilities
- Connect you with resources
- Answer your questions about learning options

To help make your learning experience successful at JIBC you may contact Counselling by calling 604.528.5884 or emailing studentcounselling@jibc.ca.

Suggestions For The Mature Student

Whether you are returning to school to upgrade, or starting a new career, the mature student faces unique challenges. The following suggestions are provided for your consideration.

Academic Skills

How best do you learn? Are you an auditory, or visual learner? Perhaps reading and writing work better for you, or you learn best through experiential, hands on methods. If you are interested in knowing how you learn best, go to the following link and complete a quick questionnaire:

<http://www.vark-learn.com/english/page.asp?p=questionnaire>

What are your study methods? If you need to review study tips, time management, or test preparation skills, these resources are available to you through Student Counselling and Advising.

Remember to pace yourself. If you feel overwhelmed, speak with your instructor or contact Student Counselling and Advising at (604) 528-5884 or email studentcounselling@jibc.ca.

Be patient with yourself and your learning experience. It may take you a couple of courses before you adjust and meet your performance expectations.

Enjoy the satisfaction of professional development. Being in school is an accomplishment!!! Congratulate yourself.

Juggling Roles

Be flexible. Recognize that you may have to let go of some of your responsibilities because of your current role as a student. Think about delegating.

Prioritize. Review your personal, social, academic and employment commitments and revise as necessary.

Try to lead a balanced life. Proper nutrition, sleep, and regular exercise enhance learning and help manage stress.

If you start to feel overwhelmed or discouraged, ask for help. The Student Counseling and Advising department offers free, confidential personal, career and academic counseling. The earlier you seek support, the better.

Focus on one task or role at a time. This will help enhance your concentration and improve your time management and effectiveness.

Family and Social Relationships

Inform family and friends about your course demands. Ask for their support and understanding. Remember to set aside time for family, friends and relaxation.



Relating to Other Students

Seek out like-minded people who share your values and your desire to learn. These qualities transcend age, cultural and experiential differences.

Speak with other mature students to share challenges and strategies.

Take advantage of the opportunities to network and develop professional relationships.

Relationship with Instructors

Instructors are here to teach you and support your learning. Many have had experience in your field, and can relate to your juggling family, work and school. Instructors want you to succeed and need to know if you have questions, difficulties or concerns. Ask for help when you need it.

Online Learning Support

Research and experience has proven that when students are well prepared for their online course, they are much more successful at achieving desired results. Online learning is a great option for students who require flexibility because of work schedules or other daytime classes. However, along with the freedom it offers, there are some challenges to overcome. To participate in an online course, you must be technically and mentally prepared.

Getting Started

1. Before taking an online course, you should review the minimum computer requirements that you will need:
<http://www.jibc.ca/programs/onlineComputer.htm>
2. If you have never taken an online course before and want to see how suitable it will be for you, you should review some of the tips on this page:
<http://www.jibc.ca/programs/onlineFAQs.htm>
3. It is highly recommended that you spend time completing the online tutorials to get familiar with the online course environment BEFORE your course starts:
<http://www.jibc.ca/programs/myOnlineCourses.htm>
4. Finally, review some of the tips for success to make your online course a rewarding experience:
<http://www.jibc.ca/programs/onlineTips.htm>

Troubleshooting

If you experience technical difficulties during your online course, such as problems with logging in and viewing your course, or viewing or submitting assignments, you can contact JIBC Student Services by calling 604.528.5590 or emailing register@jibc.ca. We will contact you as soon as possible. If you have access to the class email list, your fellow classmates may be helpful in assisting with technical questions. Also, your course may offer an online discussion area or bulletin board to post help questions.

Course Content

If you have any questions about the content of your course, contact your instructor, or the program coordinator if you are taking a non-facilitated online course.

Library Services for Online Learners

The Library provides lots of help to students who cannot come to the New Westminster campus. Students can send their requests for help by email or telephone the Library during regular hours, Monday through Saturday. A chat reference service called AskAway is also available to students in the evenings and on the weekend.

The Library can provide help with:

- Off-campus access to the library's databases
- Inter-library loan services
- Literature searches
- Getting started on library research

Look for all the Library's services for online students on the Library website: http://www.jibc.ca/library/Online_Students.htm.

4. MEETING YOUR NEEDS



**Candace Onody,
Primary Care
Paramedic Program
– Parksville Campus**

Candace was working in construction doing first aid when she realized she wanted to be a paramedic.

After researching the requirements for this career, she applied for the Primary Care Paramedic Program at JIBC. From her first contact with the program, Candace has been impressed with the staff and instructors at JIBC. "The teachers are great; the way that they organize classes is amazing, whether it's a presentation or demonstration".

Three months into the program, Candace feels very confident about what she's learned so far but acknowledges that the program is very challenging. "I'm getting so much knowledge out of the program. The tests are tough, so you can't just slide by; you have to study every night and every weekend." After going on her first ride-along, Candace realized that everything her class has learned so far is what she saw applied in the field "pretty much to a T. What they teach you in class is really relevant to what you need to know, not just the knowledge but the common sense."

Candace attributes her success in the program to simply loving everything she's doing and learning. "I don't dread going to school; I really enjoy being here." She values working as a team and advises future students to "use your partner as much as possible. You cannot do anything all by yourself".

Housing and Hotels

Whether you are studying at JIBC full time or part time, we recognize the importance of a having a pleasant, affordable, and safe place to stay while you are completing your studies. Most JIBC locations do not have residences or housing options on campus. The following is a link to a website that provides housing and hotel options near campus to help get you started with your search for accommodations.

<http://www.jibc.ca/student-services/accommodation/index.htm>

JIBC does have an officially designated hotel in New Westminster, where JIBC students are given a preferred rate.

Inn At The Quay
900 Quayside Drive
New Westminster, BC, V3M 6G1
Tel: 604.520.1776
Toll Free: 1.800.663.2001
Fax: 604.520.5645
www.innathequay.com

Your time is valuable. It can be difficult and time consuming to visit every accommodation that you are considering to rent. By searching the web, you can find most of the information about the rental property online.

Other resources you may wish to explore are:

Craigslist:
<http://vancouver.craigslist.ca/>

Rent BC:
<http://www.rentbc.com/>

Tourism BC:
<http://www.hellobc.com/>

YWCA:
<http://www.ywcahotel.com/>

Tips for a Successful Housing Search:

Do your research: Explore other vacancies. Comparison shop.

Know your budget: Stay within your means. Recognize other expenses you may incur.

Read the rental agreement: Rental agreements can be technical and difficult to understand. Do not sign the agreement until you completely understand its contents. Ask lots of questions. Check references before you sign on the dotted line.

Know your rental rights: Residential tenancies may vary from province to province. Familiarize yourself with your tenant rights in BC with The Residential Tenancy Act online at:

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_02078_01.

If you have any questions regarding tenancies in BC, you may contact the Residential Tenancy Branch:

Monday-Friday 8:30 am - 4:30 pm
Info: 604.660.1020 or email hsrto@gov.bc.ca

Consider sharing accommodations:

Sharing the accommodation will help reduce the expense if you are on a limited budget.

Note: JIBC does not assume any responsibility for agreements made between students and their landlords. JIBC does not inspect, warrant or approve any landlord, housing or hotel. This is the sole responsibility of the student. JIBC provides a listing service only.

Counselling Services

Life can be complex. This is especially true when juggling work, family and social life, while pursuing professional growth and learning opportunities. Recognizing the complex demands on our students, JIBC provides free and confidential counselling services.

Common counselling issues that some students may experience include:

- stress and anxiety
- relationships, marriage/ family
- health issues
- studying/academic performance issues
- financial difficulties
- sexuality/sexual orientation
- self-esteem
- anger, grief, loss, trauma
- anxiety, depression
- substance use/abuse
- thoughts of suicide
- sexual assault or abuse

The demands of post-secondary study may trigger stress or raise your awareness about something that is distressing. If this occurs to you, or someone you know, we encourage you to speak with a counselor.

Access to counselling is easier than you think. And, it's free and strictly confidential. Help is just a call away!

Contact us at 604.528.5884 or email studentcounselling@jibc.ca.

The JIBC Student Counselling and Advising is located on the third floor, Room C324, at the New Westminster Campus.

Access to counselling is
easier than you think.
And, it's free and strictly
confidential.



Aboriginal Programs & Services

In keeping with traditional protocols, we wish to express our gratitude to all Coast Salish peoples who have ties to this territory on which the JIBC New Westminster Campus is located.

Our Purpose

The Centre for Aboriginal Programs & Services (CAPS) supports student success and provides culturally relevant education and training for Aboriginal learners, while welcoming other communities and organizations to increase their cultural awareness by learning from Aboriginal worldviews and perspectives. JIBC acknowledges the unique identity and educational needs of Aboriginal learners, and enhances equitable and collaborative partnerships with Aboriginal peoples.

We Offer

- A friendly, positive learning atmosphere
- Campus orientation and tours
- Personalized, helpful advice and student support services
- Funding information and guidance with available awards, bursaries and scholarships
- Community-based delivery of programs
- Customized programs for your organization
- Tutoring referrals
- Community referrals
- An information bulletin board listing job opportunities, community events and takeaways

Our Circle Includes

- JIBC Centre for Aboriginal Programs and Services Staff
- Aboriginal Education Advisory Council
- Faculty Members
- Elders
- Learning Facilitator
- Academic Advisor, Financial Aid Officer and Counselor.

Come Visit Us

We look forward to hearing from you and we invite you to visit the Centre for Aboriginal Programs and Services. Telephone: 604.528.5647

Fax: 604.528.5640

Email: aboriginal@jibc.ca

www.jibc.ca/aboriginal

Hours of operation

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

Saturday-Sunday Closed

Statutory Holidays Closed

We are located in office C201 on the second floor directly above the Library.



Services for Students with Disabilities

JIBC is committed to providing a safe, inclusive and accessible environment for students with disabilities. A disability may include any long term or recurring mobility, hearing, visual, or learning disability, as well as a mental or physical health condition which affects learning.

The disability counselor works with faculty and staff to remove barriers so that students with disabilities can pursue educational goals with dignity, independence and full participation within the JIBC community. Support services include sign language interpreting, adaptive technology, counselling, tutoring, alternative formats for printed materials, and alternative test/exam arrangements. Services for students with disabilities are consistent with the JIBC's Access Policy.

Campus Accessibility

JIBC makes every effort to create barrier free campuses. For information about barrier free environments at specific campuses, refer to the website www.jibc.ca/disability.

How do I find academic accommodation?

It is recommended that you advise JIBC of your disability when you register.

You may contact the coordinator of Student Counselling and Advising at 604.528.5884 or email disability@jibc.ca.

It is your responsibility to initiate contact to arrange for services. The disability counselor will work with you to determine eligibility, and will guide you through the process of getting the accommodations you require. As some academic accommodations take time to arrange, we recommend you begin this process early.

How do I prove eligibility for an academic accommodation?

You must provide documentation that proves you have a current disability and require an academic accommodation. The correct documentation is provided by a healthcare professional, such as a medical doctor, psychologist or other qualified diagnostician. The documentation may include one or more of the following: a diagnosis of your current disability; the date of the diagnosis; how the diagnosis was reached; the credentials of the professional; and how the disability affects your academic performance. The documentation should provide enough information to identify the appropriate academic accommodation.

If you have a disability or suspect you may have a disability that affects your learning, the disability counselor can help. Contact with students is strictly confidential unless the student provides written consent to disclose information.



After Hours Emergency Resources

For New Westminster Campus emergencies contact
JIBC Campus security at 604.818.6922

Building Hours

Monday-Friday 6:00 am - 10:00 pm
Saturday-Sunday Closed

Crisis Counseling and Suicide Prevention

- 1.800.SUICIDE (1.800.784.2433)
- Vancouver: 604.872.3311 (24 hours)
- Surrey: 604.951.8855 (24 hours)
- Richmond: 604.279.7070 (9:00 am – midnight)
- Tri-Cities: 604.540.2221 (24 hours)

Youth Online Crisis Hotline

- www.youthinbc.com

Sexual Assault and Information Women Against Violence Against Women (WAVAW)

- Information Line: 604.255.6228
- 24-hour Crisis Line: 604.255.6344
- www.wavaw.ca

Family Violence Spouse Abuse (Transition Houses)

- Vancouver: 604.872.7774 (24 hours)
- Burnaby: 604.298.3454 (24 hours)
- Richmond: 604.270.4911 (10:00 am – 9:00 pm)
- North Vancouver: 604.987.3374 (24 hours)

Alcohol and Drug Information and Referral Service

Lower Mainland: 604.660.9382 (24 hours)
Outside Lower Mainland: 1.800.663.1441 (24 hours)

Emergency Department Vancouver General Hospital,

920 West 10th Avenue
604.875.4995 (24 hours)
Also offers a 24-hour sexual assault support team

Royal Columbian Hospital

330 East Columbia Street, New Westminster
604.520.4253
24 hours emergency department

Crime and Violence Crisis Support and Information

Support and information regarding family violence,
sexual violence, and all other crimes
Province wide: 1.800.563.0808 (24 hours)

Problem Gambling Help Line

Province wide: 1.888.795.6111 (24 hours)



