



Photo: Jude Wong

2011/12

Student Agenda

2011-2012



Yukon College
500 College Drive
PO Box 2799
Whitehorse, Yukon
Y1A 5K4

(867)668-8800 (Main Reception)
Toll Free 1-800-661-0504 (Outside Whitehorse)
www.yukoncollege.yk.ca

This Planner Belongs to:

Name _____
Address _____
City/Town _____ Postal Code _____
Phone _____ Student Number _____

This agenda was produced for you by Yukon College Student Services
and Yukon College Student Union

Welcome to Yukon College

Message from Director of Student Services

Welcome to Yukon College, whether you're a returning student or new to the College, we're pleased to have you here. At Yukon College students are given a wide variety of study options, from completing a certificate, diploma or degree, to transferring credits to outside universities and colleges. Our academic and career counselors can help you explore your options.

There is a wide range of student services available for you here. Come into the Student Services Centre to learn more. We can assist with student financial aid, co-op education placements, learning assistance, First Nation student support, personal counseling, health and wellness, as well as sports and activities.

Please drop by to say Hi and let us know how we can assist you better.

Education: Being able to differentiate between what you do know and what you don't. It's knowing where to go to find out what you need to know; and it's knowing how to use the information once you get it.

William A. Feather (1889-1981)

I'd like to wish you a successful study year, full of personal and educational growth. If there is any way that I or any of the Student Services staff can assist you, please let us know.

Thank you for choosing Yukon College.

Colleen Wirth
Director Student Services

YUKON COLLEGE PHONE NUMBERS

AYAMDIGUT CAMPUS

Switchboard	668.8800
General Fax	668.8890
Bookstore	668.8840
Cafeteria	668.8856
Daycare (Nàkwäye Kù Child Care Centre)	668.8860
Distributed Learning	668.8816
Extension Division	668.8790
First Nation Initiatives	456.8581
Yukon College International	668.8897
Library	668.8870
Learning Assistance Centre	668.8785
Registration and Admissions	668.8710
Residence Office	668.8731
Security	668.8722
Student Services Centre	668.8720
Student Union	668.8733
Yukon Native Language Centre	668.8820

SCHOOLS

School of Access	668.8850
School of Continuing Education and Training	668.5200
School of Health, Education and Human Services	668.8845
School of Liberal Arts	668.8770
School of Management, Tourism and Hospitality	668.8762
School of Mining and Technology	668.8760
School of Science	668.8588
School of Trades	668.8760

COMMUNITY CAMPUSES

Carcross	821.8800
Carmacks	863.8800
Tr'odek Hatr'unohtan Zho, Dawson City	993.8800
Faro	994.8800
Haines Junction	634.8800
Mayo	996.8800
Alice Frost Community Campus, Old Crow	966.8800
Hets'edan Ku, Pelly Crossing	537.8800
Dena Cho Kanadi, Ross River	969.8800
Teslin	390.8800
Watson Lake	536.8800
Whitehorse Correctional Centre	393.7224

Ayamdigut Building Hours:

Weekdays 7am - 11pm, Weekends and Holidays 8am - 6pm

YUKON COLLEGE FAQs

How can I get money for school?

- Visit www.yukoncollege.yk.ca/freemoney to find out about bursaries and scholarships or call the Financial Aid Officer at 867-668-8716.
- You may be eligible for the Yukon Grant or Yukon Training allowance.
Visit www.education.gov.yk.ca/advanceded/sfa to find out more

I'm lost! Where is my classroom?

- Paper maps and helpful directions are available at the Main Reception desk, right between the Pit and the front doors.

How do I find out about what's going on at the College?

- Check MyYC for announcements
- Look for posters on bulletin boards around campus
- Keep an eye on the TV screens around campus

I have a Yukon College email address! How do I use it?

- Log into MyYC for your email, grades, tax forms and more!

How do I get a library card?

- Your student ID card becomes your library card. All students based at the Whitehorse campus, including part-time students, can get their student ID card in the College Bookstore and should proceed to the library to get their library account created.
- For students at the Community Campuses, there is an online form your Instructor can help you submit.

Who is the student union?

- You are! The student union is made up of the entire student body. The executive are elected in the fall and organize events throughout the year such as pub nights, ski trips and more!
- Everyone is invited to get involved in the Student Union. Come visit them in the Student Lounge to find out how!



Send and receive email, check your grades, print tax forms, start a discussion group with your classmates, store photos, and more.

Log In Info

Your log name uses the first initial of your first name and the first seven characters of your last name.

If you have not logged in before, your password will be your birthday in the format DDMMYY

For example, if my name is Terry Weninger and my birth date is September 6, 2011 my log in information is:

Log In

Log In ID

Password

Log In

Help Desk Information

E-mail : cchelp@yukoncollege.yk.ca

Phone : 867.668.8799 or 867.456.8610

Location : Computing Services Ayamdigut Campus

Office Hours : 8:00-22:00 Mon-Thu &
8:00-19:00 Friday

IMPORTANT DATES 2011-2012

Fall Term

Labour Day (holiday)	Mon. Sept. 5
Student Orientation Day	Tues. Sept. 6
First day of classes for most programs	Wed. Sept. 7
Last day to register for credit courses	Fri. Sept. 9
Last day to change courses	Fri. Sept. 16
Thanksgiving Day (holiday)	Mon. Oct. 10
Last day to withdraw from credit courses without academic penalty	Fri. Oct. 28
Remembrance Day (holiday)	Fri. Nov. 11
Begin registration for winter semester	Mon. Dec. 5
Last day of most classes	Tues. Dec. 6
Begin exam period	Thur. Dec. 8
Last day of classes for College Prep	Fri. Dec. 9
Begin exam period for College Prep	Mon. Dec. 12
Last day of classes or exams for all programs	Fri. Dec. 16
Closed for Christmas Break	Dec. 24 - Jan. 2

Winter Term

First day of classes for most programs	Mon. Jan. 9
Last day to register for credit courses	Fri. Jan. 13
Last day to change courses	Fri. Jan. 20

Last day to withdraw from credit courses without academic penalty	Thur. Feb. 23
Heritage Day (holiday)	Fri. Feb. 24
Reading Week	Mar. 2 - Mar. 12
Last day to apply to graduate	Thur. Apr. 5
Good Friday (holiday)	Fri. Apr. 6
Easter Monday (holiday)	Mon. Apr. 9
Last day of most classes	Fri. Apr. 13
Begin exam period	Mon. Apr. 16
Last day of classes for College Prep	Thur. Apr. 19
Begin exam period for College Prep	Tue. Apr. 23
Last day of classes or exams for all programs	Fri. Apr. 27

Spring/Summer

Begin session for ESL and Drop-in Centre	Mon. May 7
Graduation Ceremony	Sat. May 12
Victoria Day (holiday)	Mon. May 21
Begin registration for fall semester	Mon. June 4
Canada Day (holiday)	Mon. July 2
Discovery Day (holiday)	Mon. Aug. 20
Professional Development Day (College closed)	Tue. Aug. 21

STUDENT RIGHTS AND RESPONSIBILITIES

Yukon College is committed to maintaining a positive, healthy and respectful environment for all members of the College Community. Yukon College's Code of Ethics embodies an underlying belief that each member of the College Community has a right to dignity and respect. The Guiding Principles and Application examples provide guidance and assistance in determining conduct and behaviour. Students can expect to be treated equitably and fairly in all matters to do with their education.

You retain all your ordinary **RIGHTS** as a citizen when you become a member of the College Community. You continue to have the **RESPONSIBILITY** to abide by all Federal, Territorial and Municipal laws and regulations in addition to the College's own policies.

Subject to availability of the College's resources, you have the **RIGHT** to participate unhindered in the academic, intellectual, cultural and social life of the College. You have the **RESPONSIBILITY** to respect the rights of others to the same participation by refraining from actions that threaten or disrupt classes, meetings, events or other academic activities, or that prevent others from freely expressing their views.

Pursuant to the laws of Canada and Yukon, you have the **RIGHT** to the safety and security of your person in an environment free from harassment, intimidation, discrimination or assault. You have the **RESPONSIBILITY** to treat others with respect and to refrain from acts of harassment, intimidation, discrimination or assault.

Pursuant to the laws of Canada and Yukon, you have the **RIGHT** to the safety and security of your personal property. You have the **RESPONSIBILITY** to refrain from acts of theft, willful destruction or vandalism of the property of others.

Subject to the compliance with College policies and rules, you have the **RIGHT** to the free and peaceful use of College property, grounds and facilities for all legitimate purposes. You have the **REPONSIBILITY** to respect and maintain the integrity of such property, grounds and facilities so they may be equally available to others.

WHERE DO MY STUDENT FEES GO?

Technology Fee

The Technology Fee is a compulsory fee charged when you register for credit courses. It is \$100.00 for full-time students per semester; \$25.00 for part-time students per semester. This fee is a contribution towards the IT infrastructure at the Yukon College that is used to support student activities.

What you receive for the Technology Fee for the duration of the current semester:

- Access to the 5 computer labs in the Yukon College, including the 8 printers and 4 scanners located within the labs (400 pages of printing is included each term)
- 150 MB of personal storage space for assignments
- A Yukon College MyYC account which includes email and more, accessible from the Web
- Wireless Internet access within the Yukon College Ayamdigut campus

Student Union Fee

The Student Union Fee is a compulsory fee charged when you register for credit courses. It is \$30.00 for full-time students per semester; \$10.00 for part-time students per semester. This fee is a contribution towards the Yukon College Student Union's budget that is used to support student activities

What you receive for the Student Union Fee for the duration of the current semester:

- Access to the student lounge with its big screen TV, pool tables and computers.
- A USB flash drive with a digital copy of your student handbook that can be used again and again
- Fun trips and activities like skiing, pub nights and the bouldering wall

YUKON COLLEGE CODE OF ETHICS

This Code of Ethics has been developed in collaboration between Yukon College and the Yukon College Employees Union (Public Service Alliance of Canada) and embodies an underlying belief that each member of the College Community has a right to dignity and respect. The Code intends to be educational and aspirational and convey to members of the College Community the climate we foster and the ethical principles and guidelines of conduct we embrace. The purpose of the Code is to outline responsibilities, expectations and preferred practices, including guiding principles for appropriate organizational behaviour.

POLICY STATEMENT

The Code of Ethics applies to the Employer, the Yukon College Employees Union, and to all employees, students, contractors, volunteers and partners (“the College Community”). The College is committed to maintaining a positive, healthy and respectful environment for members of the College community. The Code lays down general principles which can be used to determine action consistent with high standards and values. It seeks to articulate commonly held values which are central to the culture of the College. The Code

embodies the promotion of a set of core values relevant to the College’s mission of providing high quality learning opportunities. Underlying the Code is a belief that each member of the College Community has a right to dignity and respect. The Code is intended to provide guidance and assistance in determining conduct and behaviour, however, the Code is not a substitute for the active process of ethical decision-making on the part of members of the College Community.

GUIDING PRINCIPLES AND APPLICATION EXAMPLES

RESPECT & DIGNITY

Students, fellow employees and other members of the College Community are treated with consideration and in a fair and just manner. High regard for the rights and opinions of others and mutual respect is demonstrated.

HONOURING DIVERSITY

Behaviour that communicates acceptance and accommodation of diversity will be the norm. The diversity of all members of the College Community and the uniqueness of culture, ethnicity, religion, race and sexual orientation is respected. A work and study environment free from discrimination and harassment is promoted. Positive regard for the diversity of background, experience and opinion inherent in the College Community.

ACTIVE ENGAGEMENT

A recognition that citizenship involves responsibility for building community and participating in the civic life of the College Community. Communications that support an environment characterized by respect and civility is encouraged.

NON-VIOLENT CONFLICT RESOLUTION

Aggressive behaviours (physical, verbal or emotional) are not acceptable. Members of the College Community are committed to the peaceful resolution of conflict and differences.

OPENNESS

A culture of openness which aims at ensuring that matters connected with the operation of the College can be discussed frankly among members of the College Community is encouraged. Appropriate openness in communication and action is expected.

HONESTY

Truthfulness with members of the College Community and members of the public is demonstrated. Accurate statements and accounts of the College are provided to audiences to whom they are directed.

PRIVACY

Respect for the privacy and confidentiality rights of other members of the College Community. Confidential

information is used only for the purposes for which it was originally provided and shared only with authorized parties on a need to know basis unless consent is given or required by law. Respect for the property rights and possessions of others within the College Community.

COLLEGIALITY

Promotes the practices of dialogue, discourse and mutual agreement wherever possible. Commitment to collaborative arrangements benefiting the institution, its members and especially its students.

INTEGRITY

Conflicts of interest are avoided. The professional autonomy of fellow employees and other members of the College Community are respected. Professional integrity is demonstrated.

EXCELLENCE

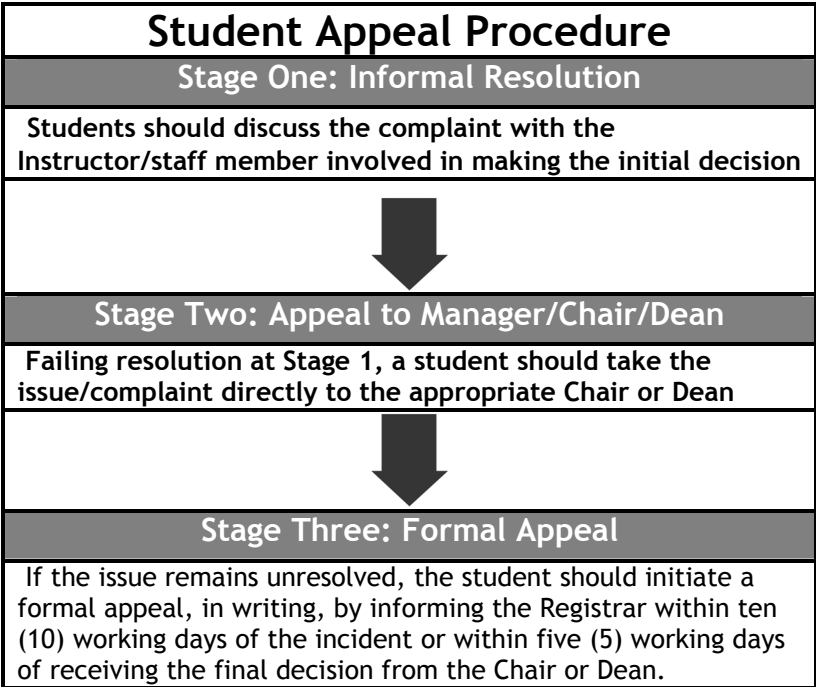
Employees provide services within the boundaries of their competencies and to the best of their abilities.

HONOUR AND TRUST

The power inherent in positions is not exploited. The safety and security of the College environment is a responsibility of all members of the College Community. The College's mandate of public service is promoted. Fiduciary relationships and resulting responsibilities, including those relating to students, are respected and upheld.

PROCEDURES

In accordance with the principles of natural justice, Yukon College believes students appealing have a right to a fair hearing. The Registrar deals with all appeals and acts on behalf of the Academic Council, whose responsibility it is to ensure a fair and equitable system for all appeals. The Academic Council is the final level of appeal on all matters of an academic nature.



During the appeal process a student is expected to attend classes. If, however, a decision based on inappropriate student conduct is being appealed, the student may not be allowed in classes during the appeal process. The decision will consider the extent to which the presence of the student represents potential safety, criminal, or other intolerable effects on the learning environment. No record of the appeal will be placed on the student's file. Should the student not be allowed in classes during the appeal process, alternative ways of meeting course objectives may be offered.

Non-Academic Appeal Procedure

Note: Non-Academic Appeal does not include grade appeal

Stage One: Informal Resolution

Students should discuss the complaint with the Instructor/staff member involved in making the initial decision



Stage Two: Appeal to Manager/Chair/Dean

Failing resolution at Stage 1, a student should take the issue/complaint directly to the appropriate Manager, Chair or Dean



Stage Three: Formal Appeal

If the issue/complaint remains unresolved or a student is dismissed from the College or College Residence for reasons of a non-academic nature, the student may appeal the decision in writing and to the attention of the Director Student Services (DSS) or designate within 48 hours of receiving the written decision. Upon receipt of the letter of appeal, the DSS or designate will convene an Appeal Committee, to consist of the following members;

- The Director of Student Services or designate
- Two students, drawn at random by the Chair from the student membership of the Appeal Committee Panel
- Two faculty/staff members, drawn at random by the Chair from the staff/faculty membership of the Appeal Committee Panel

It is understood that the student may bring one person to support his/her appeal.

ACADEMIC REGULATIONS

Full Course Load and FTE

A full course load is considered a program consisting of 15 credits a term or 375 hours of classes a term. One full-time equivalent (FTE) is equal to 30 credits or 750 hours of instruction.

Program Changes

A student may change programs, during the first two weeks of the term provided:

- She meets the admission requirements of the program/course into which she wishes to transfer
- Space is available in the receiving program/course

Withdrawals

Students may officially withdraw from a course or program without academic penalty until one half of the course contact hours have been completed. Specific withdrawal dates vary and students should become familiar with the withdrawal dates in their program.

A student must submit either an official withdrawal form, obtained from the Registrar's Office, or a dated letter clearly outlining the course name, number and section, and signed by the student. Late withdrawals will be considered by the Registrar in the event that extenuating circumstances prevent the student from notifying the college prior to the last day to withdraw. A grade of "W" will be assigned when a student officially withdraws from a course.

Failure to comply with the proper withdrawal procedures may result in a grade being assigned based on the work completed to the date of withdrawal or a failing grade (F) and ineligibility for any refund of tuition fees. Withdrawals will not be accepted without the student's signature. A student may be dismissed from a course or program for academic misconduct, academic deficiency or for unsatisfactory attendance. A final grade will be assigned based on the work completed to the date of dismissal. Dismissals are subject to appeal and students must be informed, in writing, of their right to appeal such a decision at the time of dismissal.

Refunds

Withdrawal prior to course start date:	Full refund
Within the first week of classes:	Full refund
Within the second week of classes:	80% refund
Within the third week of classes:	50% refund
After the third week:	No refund

Exceptions to this policy may be made for compassionate reasons.

Refund cheques are mailed 7-10 days after withdrawal date. Refunds are issued directly to the student, unless a third party authorized invoicing by purchase order or sponsor letter. In this case, the refund will be issued to the sponsor.

Any debts owed to the college will be withheld from the refund. Application fees, Student Union fees, and Information Technology fees are non-refundable.

Students **MUST** follow the proper withdrawal procedure in order to be eligible for a refund. Refunds will be calculated using the official withdrawal date, not the date on which the student stops attending the class.

Evaluation Process

Student evaluation is based upon the student's academic performance throughout the term: all elements of the learning process, such as examinations, assignments, laboratory work, field work, shop work, reports, projects, job placement, and class participation may be evaluated. Instructors will ensure that students are informed, at the beginning of each term, of the evaluation practices that will be applied in each course/program under their jurisdiction.

Grading System

Yukon College's grading system is a letter-grade system based on a 4.0 point scale:

Grade	Grade Point Value	% Equivalent
A+	4.0	95-100
A	4.0	86-94
A-	3.7	80-85
B+	3.5	75-79
B	3.0	70-74
B-	2.7	65-69
C+	2.5	62-64
C	2.0	58-61
C-	1.7	55-57
D	1.0	50-54
F	0.0	Under 50

Access to student records

Students have the right to access and review their own student file. The Registrar is the custodian of student records and a student wishing to review his or her student record may contact the Registrar to arrange a mutually convenient time. Photocopies of items from a student's file may be made available to the student upon request and as staff time allows. There may be a small fee for photocopies. A student's electronic file is accessible via Banner Student Web anytime. If, upon review, a student deems some of the information contained in their student file to be incorrect, the student may make a written request to have the incorrect information removed from his or her file and correct information included. The request must be directed to the Registrar and provide substantiation for the claim of incorrect information as well as for correctness of information that is submitted for inclusion.

Yukon First Nations



Ta'an Kwäch'än Council
Contact: 867 668 3613
Location: Whitehorse Area
Self-Governing since 2002

Champagne & Aishihik First Nation

Contact 867 634 4200 or 867 456 6888

Location: Haines Junction Area

Self-Governing since 1992



Carcross/Tagish First Nation

Carcross Tagish First Nation

Contact: 867 821 4251

Location: Carcross and Tagish Area

Self-Governing since 2004

Kwanlin Dün First Nation

Contact: 867 633 7800

Location: Whitehorse Area

Self-Governing since 2005



Kluane First Nation

Contact: 867 841 4274

Location: Burwash Landing Area

Self-Governing since
2003

Little Salmon Carmacks First Nation

Contact: 867 863 5576

Location: Carmacks Area



Self-Governing since 1997

Tr'ondëk Hwëch'in First Nation

Contact: 867 993 7100

Location: Dawson Area
Self-Governing since 1998



White River First Nation

Contact: 867 862 7802

Location: Beaver Creek Area

Na-cho Nyak Dun First Nation

Contact: 867 996 2265

Location: Mayo Area
Self-Governing since 1993



Liard First Nation

Contact: 867 536 5200

Location: Watson Lake Area

Ross River Dena Council

Contact: 867 969 2277

Location: Ross River Area



Selkirk First Nation

Contact: 867 537 3331

Location: Pelly Crossing Area
Self-Governing since 1997

Teslin Tlingit Council

Contact: 867 390 2532

Location: Teslin Area
Self-Governing since 1995



Vuntut Gwitchin Government

Contact: 867 996 3261

Location: Old Crow Area

Self-Governing since 1993

STUDENT SERVICES

Admissions & Registration:

Hours: Monday - Friday 9:00am - 4:30pm

General Inquiries: 668-8710 or admissions@yukoncollege.yk.ca

The Office of the Registrar provides a wide range of services and is responsible for maintaining the integrity of your student academic record. As a key campus centre, the Office of the Registrar offers information on admission, course information and registration, grade reporting and degree audit, academic advising, convocation, and issues official academic transcripts, among other services. We strive to provide the most current, up-to-date information and are here to assist you from initial registration through to graduation.

Financial Aid:

Hours: Monday - Friday 9:00am - 4:00pm

General Inquiries: 668-8716 or financialaid@yukoncollege.yk.ca

<http://www.yukoncollege.yk.ca/freemoney>

Canadian students attending Yukon College may be eligible for financial assistance under one of the government funding programs as listed below

Student Training Allowance:

<http://www.education.gov.yk.ca/advanceded/sfa/training.html>

Yukon Grant:

<http://www.education.gov.yk.ca/advanceded/sfa/grant.html>

Yukon Excellence Awards:

<http://www.education.gov.yk.ca/advanceded/sfa/excellence.html>

Canada Student loans:

<http://www.education.gov.yk.ca/advanceded/sfa/loans.html>

Caution: Depending on when you apply, processing of your application takes at least 2 weeks and may take up to 4 to 6 weeks by the end of the summer, so get your application in early!

Many more scholarships and bursaries are available to a wide range of students. Visit www.yukoncollege.yk.ca/freemoney for more information or stop by the Admissions Office to speak with a Financial Aid Advisor.

Student Services Centre:

Hours: Monday - Friday 8:30am - 4:30pm

General Inquiries: 668-8720 or sscreception@yukoncollege.yk.ca
http://www.yukoncollege.yk.ca/student_services

Located on the lower floor across from the Bookstore, the SSC is home to Personal Counselling, Career Services & Co-op Education, First Nation Support Services and is the place to start if you have questions and don't know where to go. We have a library of college and university calendars from other institutions, a wealth of educational and career resources, and some extremely comfortable couches. We also have two computers that can be used by anyone - no log in information is required. Many student events are organized from the SSC and it's the place to go if you want to make something happen.

Personal Counselling Services:

Hours: Monday - Friday 8:30am - 4:30pm

Personal Counsellor: 668-8854

Professional counselling provides support to students for a broad range of personal issues including depression, anxiety, substance abuse, grief and loss, trauma, and relationship difficulties. Counselling can also help to prevent small problems from becoming bigger ones.

Counselling is available to all registered students. All counselling sessions are confidential; no information is shared with College administrators, instructors, outside agencies or others unless authorized with a signed release of information by the student. Workshops and presentations are also provided to help students cope successfully with the demands of student life, to promote wellness, and to build skills for life long success.

Students may make an appointment by coming into the Student Services Centre during regular hours or calling 668-8720.

Career Development and Employment Services:

Hours: Monday - Friday 8:30am - 4:30pm

Career Counsellor: 668-8801

These services are available to all students and the general public. Counsellors provide career counselling, interest assessment, job search and employment skills, career and labour market information. Visit the Student Services Centre to make an appointment with the Career Counsellor. You can also call 668-8720.

First Nation Services:

Hours: Monday - Friday 8:30am - 4:30pm

**First Nation Support:
668-8732**

First Nation support is available to assist students of First Nation ancestry with transitions to College life. Staff provides support to students dealing with issues related to funding, transportation, and other student life needs.



Samay Thia - Harry Allen Room

The Samay Thia First Nation Lounge is a place of support for all students. Named for the late Grand Chief Harry Allen, Samay Thia meaning Big Salmon in the Southern Tutchone language, the lounge offers a comfortable environment for many purposes: visits with Elders, studying, watching videos, cultural activities, lunches, meetings, and socializing. A microwave oven, fridge, and coffee machine are available for lunches or snacks. Everyone is welcome.

Bookstore:

Hours vary, visit

http://www.yukoncollege.yk.ca/student_info/pages/bookstore

General Inquiries: 668-8840



The College Bookstore is located on the lower floor of the Commons Wing. In addition to textbooks and course materials, the bookstore carries stationery, stamps,

software, bus passes, snack food, and light microwave meals along with a wide selection of sportswear and Yukon College spirit boosters - we have mugs, backpacks, shirts, and a host of other cool Yukon College gear and unique gifts. Student ID cards are issued at the Bookstore.

Library:

**Winter Hours: Mon-Thurs: 8:30am-9:00pm, Friday: 8:30am-5:00pm
Weekends: 1:00pm-5:00pm**

General Inquiries: 668-8870 or library@yukoncollege.yk.ca

<http://library.yukoncollege.yk.ca>

The Yukon College Library is situated on the upper floor of the Ayamdigut Campus. To support student learning, library staff provide access to the College's collection of books, videos, maps, CD-ROMs, periodicals, and multiple online databases. The designated "quiet" computer lab is in the Library. Some of the other services available from the Library include study spaces, a preview room, and library instruction.

Borrowing Materials:

A current Yukon College Library account is required to borrow materials. First, student ID cards are created in the Bookstore, and then library accounts are created in the library using your new student ID card and a library assigned barcode. Students are responsible for all items checked out under their account. Please be aware that overdue fines are charged at a rate of \$1.00 per item per day and replacement charges will be billed to patrons for any lost or damaged materials.

Residence:

Office Hours: Monday - Friday 8:30am - 4:30pm

General Inquiries: 668-8731 or residence@yukoncollege.yk.ca

http://www.yukoncollege.yk.ca/student_info/pages/residence

Yukon College students who are studying full time may choose to apply to live in Residence, allowing for opportunities to take advantage of the many facilities and services we have to offer.

Our **Single/Double Room Residence Building** for those aged sixteen and older houses up to 55 residents in 48 rooms and offers each resident a dorm-style private bedroom (furnished with a small fridge, sink, bed, wardrobe, lamp, chair, and desk), four common lounge areas with kitchenettes, a large common kitchen, coin operated laundry facilities, private computer areas (with printer and internet access), two study rooms, four washrooms, and four private shower rooms. Within this building one can also find recreational equipment such as a pool table, ping pong table, board games, Skype phone and & video game equipment for sign out, wireless internet capability, vending machines, free telephones for local calls, and cable televisions.

Our **Mature Residence Building** for those aged twenty-five and older contains 12 dorm style rooms for those seeking a quieter living atmosphere. This building offers residents a private bedroom (furnished with a small fridge, single bed, wardrobe, lamp, chair, and desk), a spacious shared kitchen, shared washroom facilities, coin operated laundry facilities, wireless internet capability, common living room with cable television, phones for free local calls, and a study room (with computer, printer, and internet access).

Our **Family or Multi-Person Residences** consist of 32 apartments in two buildings. These spacious residences vary, each containing two to three bedrooms, one to two washrooms with shower and/or bathtub, extra closet space, outside private porch or balcony and/or small private lawn area. Also available to residents in apartments are common lounge areas with cable television, computers (with printer and internet access), free telephones for local calls, coin operated laundry facilities, wireless internet capability, vending machines, and a shared playroom for children. The primary occupant must be at least sixteen years of age and preference is given to applicants with families however non-families may also apply.

All Residence buildings are located on Ayamdigut Campus which means classes are only seconds away! We offer free parking with cold weather plug-ins on a first come first served basis, a smoke-free facility (all units, buildings and balconies are non-smoking), and Yukon College also offers 24/7 security on campus. In addition, activities are planned on and off campus for those in residence. Such activities have included visits to Takhini Hot Springs, Carcross Desert, and Mount Sima, attendance at concerts and festivals both in Whitehorse and out of town, and volunteering for local charitable organizations. During the academic year Residence offers cooking nights, health and wellness talks, movie nights, sporting and outdoor events, campfires, arts and crafts, music nights and other exciting activities. Evenings hosted by Yukon Elders making boots, mitts, traditional cooking and storytelling are also offered. Residence activities are planned with resident input to appeal to a wide variety of interests and ages, and everyone living in Residence is encouraged and welcome to attend activities appropriate for them. Residents also have access to the Yukon College gymnasium and weight room, library, cafeteria, career and personal counseling services, First Nations Lounge, Bookstore, Learning Assistance Centre, and much more.

Want to know more? Information on Residence, activities, fees, employment opportunities, and the Residence Handbook can be found on the Yukon College website! Application forms are available at the Residence Office, Student Services Centre, and Admissions and on the Yukon College website.

Computing Services: 668-8799

www.yukoncollege.yk.ca/student_info/pages/computing_services

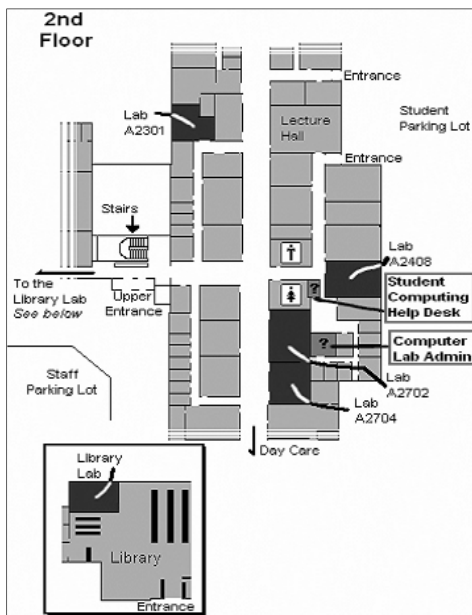
Computer Labs

There are currently 93 computers running Windows 7 located in 5 computer labs across campus. Use of these labs is allowed during any of the posted lab hours, except during scheduled classes. *No classes are ever booked in the Library lab, so it is available whenever the Library is open.*

The five computer labs are all located on the second floor of the College. The Library lab (C2220) is in the Library and is available during posted Library hours. The other labs are located in the Academic wing.

All Computers have a variety of software installed, including:

- Microsoft Office Professional 2010
- Adobe Design Premium Creative Suite 4
- HP scanning software
- Google Earth, ArcGIS, OziExplorer and other GIS software
- ZoomText, Kurzweil 3000 and other adaptive technology software
- Programming, web development and file transfer software, including Python, SeaMonkey and WinSCP



Computer Lab Hours

The computer labs are open 7 days a week. Lab schedules are posted every Monday morning inside each lab, at the Student Help Desk and in A2434.

Student Computer Accounts

Accounts will be available on the first day of the term for which you have registered. All students require a user name and password to gain access to the computers in the computer labs.

* The Yukon College's "open" wireless network doesn't require a user name or password

Use the following information to determine your user name and password to log onto the lab computers:

User name: User names are made up of your **first initial**, and **last name** (no spaces or hyphens)

For example: John Smith's username is jsmith; John Smith-Cooper's username is jsmithcooper

Password: When your account is created your initial (temporary) password is made up of your **first initial in upper case**, and your **birthdate in DDMMYY format**.

For example: John Smith's birthdate is May 2, 1980, so his password is M020580

When you log on for the first time with your temporary password you will be prompted to change it. Your new password *must* be at least 7 characters long, contain at least 1 capital letter and at least 1 number or symbol.

Computer Lab Policy and Orientation

A detailed copy of the Computer Lab Policy is available on the website, as well as an online orientation, which will provide you with basic information about the computer labs.

Computer Support

Computer lab support is available whenever the computer labs are open. On weekdays, support can be found in Room A2434 and on weekends at the Student Help Desk beside A2408.

You can also contact **Student Computer Support** via phone at **668-8799** or email at lab_support@yukoncollege.yk.ca

Cafeteria:

More Information: 668-8762 or foodservices@yukoncollege.yk.ca

Check out the daily specials at: www.yukoncollege.yk.ca/student_info

Open to students, staff and the public - quality selection at fair prices. You may dine in or take out - munchies, meals, catering. Menu and specialty selections provided. Heart smart or not, the choices are yours. We are open for services from Monday to Friday 7:45 a.m. to 2:30 p.m. The cafeteria is closed weekends, statutory holidays, Christmas, and the summer months.

Gymnasium:

For more information: 668-8800

The Gymnasium is open to students and staff at noon from Monday to Friday for indoor sports such as badminton, tennis and volleyball. A weight room offers self - directed fitness opportunities on a drop in basis. The Weight Room is accessible Mon - Fri. from 8:15 am to 3:30 pm and the key for the gym can be picked up at the Ayamdigut Campus reception desk.

Nàkwäye Kù Daycare:

Director: 668-8860

The Nakwaye Ku Daycare is housed in the west end of Yukon College 'A' wing. It is a non-profit society which is run by its own board, and is not part of Yukon College. The hours of operation are from 7:30a.m to 5:30p.m, Monday to Friday. The Center is licensed for 36 children, this allows for two toddler groups of six children with two staff and three preschool groups of eight with three staff. The groups each use half of the Center, although, there are times when the age groups are combined following staff/child ratio.

Lockers:

Lockers are free and are available on a first-come, first-served basis. To obtain a locker in the locker room off the Commons building foyer, go to Reception for assistance. You must provide your own lock and fill out a locker registration form.

Learning Assistance Centre:

Learning Assistance Centre Coordinator: 668-8785

The LAC provides information and services to help Yukon College students reach their learning potential. Students may be enrolled in full-time, part-time, or distributed learning courses. Services and reasonable accommodations are provided according to specific individual needs but may be limited by the availability of specific resources. Applicants and students who have been identified with any type of disability or chronic condition which might affect their learning should contact the Learning Assistance Centre Coordinator at 668-8785. This should be done as early as possible in the application process. Students who suspect that they may have a disability or chronic condition that could affect their learning should also contact the Coordinator.

Student Union:

The Yukon College Student Union is incorporated under the Societies Act. All registered Ayamdigut Campus students pay a Student Union fee which is used to sponsor activities and social events. YCSU is responsible for student funds, organizing student activities, and relating student concerns to the College Administration. The Director of Student Services advises and consults with YCSU. Student Services staff work with YCSU throughout the year to organize activities that promote an active student life on campus, such as pub nights, films, speakers, sports, barbecues.

Parking:

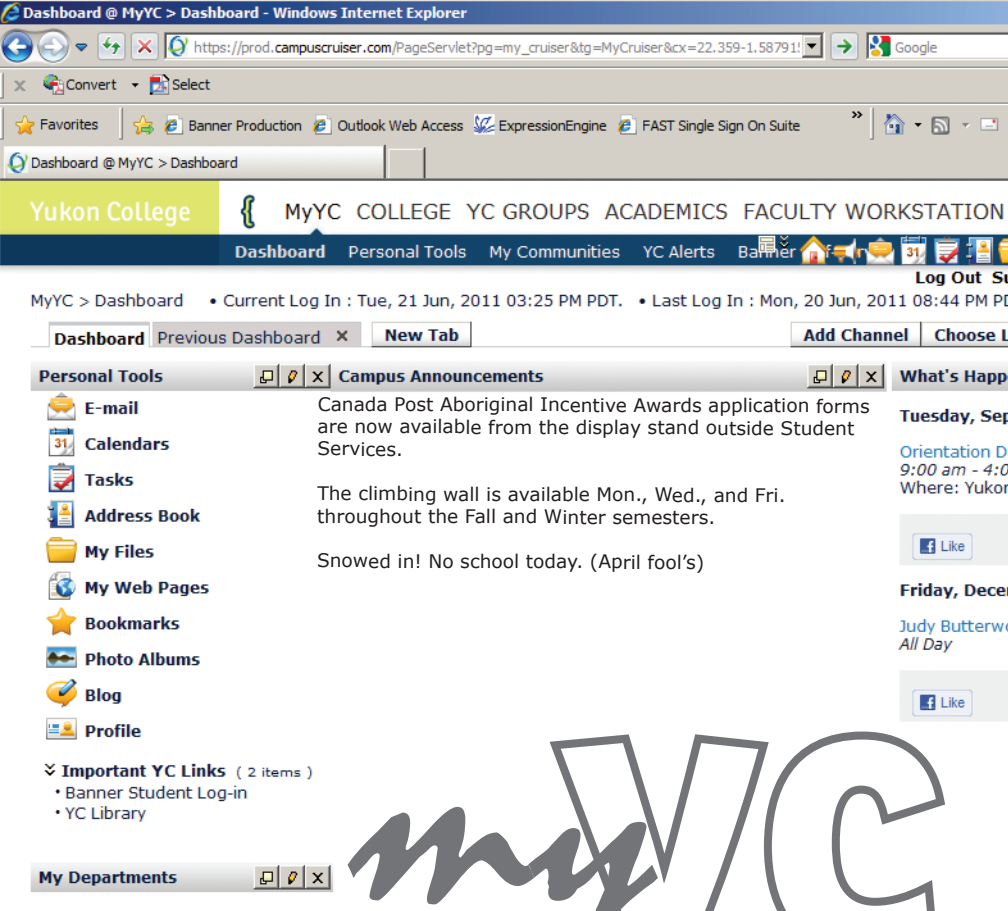
Parking is limited. Students are encouraged to use public transit if possible. Vehicles in the student parking lot are left at the owner's risk. Plug-ins are not available for student vehicles.

Student Lounge:

A student lounge is available for you to meet other students, study, read, relax, and get together for coffee.

Student Messages:

The receptionist will take messages for students and post them on the student message board. Only emergency messages will be delivered to a student's classroom. Students wishing to notify the College that they are unable to attend that day's classes should telephone their divisional office.



Students will receive a **MyYC**

portal account that they can personalize to send and receive email, check their grades, organize their time with a calendar and task list, store photos and files, receive College announcements and much more.

Check it out!

The link to **your** MyYC homepage is at
www.yukoncollege.yk.ca