

# STUDENT HANDBOOK

2014-2015



# Contents

<b>Welcome</b>	<b>3</b>
<b>Campuses &amp; Store</b>	<b>4</b>
New Westminster	4
Maple Ridge	5
Chilliwack	6
Victoria	6
Okanagan	7
Pitt Meadows	7
JIBC Store	8
<b>Financial Support</b>	<b>9</b>
Tips For Living Well On The Cheap	10
Helpful Links	10
<b>Supporting You</b>	<b>11</b>
Housing and Hotels	11
Tips for a Successful Housing Search	11
Alumni Association	11
Counselling Services	12
Services for Students with Disabilities	13
After Hours Emergency Resources	13
Aboriginal Programs & Services	13
<b>Learning Resources</b>	<b>14</b>
Developing Your Academic Skills	15
Using the Library	15
Students' Rights and Responsibilities	16
Online Learning Support	17

This student handbook is prepared in advance of the academic year and the information should be used as a guide only. JIBC has made every effort to check the accuracy of the content but some changes may occur between publication and the start of the academic year.

Contact Student Services:

([www.jibc.ca/student-services](http://www.jibc.ca/student-services)) for up-to-date information about fees, program content and entry requirements. View this handbook online at [www.jibc.ca/handbook](http://www.jibc.ca/handbook).



**JUSTICE  
INSTITUTE**  
of BRITISH COLUMBIA

*Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator recognized nationally and internationally for innovative education in justice, public safety and social services.*

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JIBC: Justice Institute of British Columbia



@JIBCnews



JusticeInstitute



# Welcome

Welcome to Justice Institute of British Columbia (JIBC) — Canada's leading public safety educator — a dynamic public post-secondary institution. Established in 1978 with a provincial mandate under the College & Institute Act, JIBC delivers leading edge public safety and justice education and training in BC, Canada, and internationally. Every year 27,000 students from more than 20 countries take our programs and courses.

## Message from the President

Welcome to JIBC. I am delighted that you have decided to join the 27,000 students attending the Institute this year to pursue a career in justice and public safety, to return for continuing education, professional upgrading or additional accreditation.

JIBC programs are recognized nationally and internationally and are delivered by instructors who are experts in their fields and offer real-world experience and perspectives. We strive to continually meet your needs by offering both full-time and part-time studies that range from entry-level training to advanced education, face-to face in the classroom, or online.

Regardless of the delivery method, our education and training emphasizes experiential learning informed by applied research that leads to a range of certificates, diplomas, bachelor's degrees, and graduate credentials; ones that can be immediately applied in the workplace.

Above all, JIBC offers you a unique, inter-professional learning environment that brings together students from different disciplines, instilling the value of communication and collaborative teamwork and promoting increased efficiency, effectiveness, and interoperability once you are out in the field.

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

I wish for your success in your studies and I look forward to seeing you on one of our campuses.

Dr. Michel Tarko  
JIBC President



# Campuses & Store

## New Westminster Campus

715 McBride Boulevard, New Westminster, BC V3L 5T4

Our main 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.

### Campus Hours

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

### Getting Here

**Transit** - The campus is located on several bus routes that connect with Skytrain. For specific transit directions visit [www.translink.ca](http://www.translink.ca).

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

**Taxi** - A direct phone line to Royal City Taxi (604.521.6666) 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. 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.

### Food Service Options

Full cafeteria service, with hot meals, sandwiches, and snacks, is available from 7:00 a.m. to 4:00 p.m., Monday through Friday (July & August: 7:00 a.m. to 3:00 p.m.). Microwaves are provided for your use at the far end of the cafeteria.

Jl Joes serves Starbucks coffee and a selection of fresh baked goods. Hours are 7:30 am – 3:00 pm, September through June.

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

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

### Gymnasium and Fitness Room

The fitness room is available for use by all students between the hours of 7:00 a.m. and 5:04:30 p.m. 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 or car keys 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 lockers and shower rooms are located on the basement level, below the gymnasium.

### Canada Games Pool and Centennial Community Centre

Located adjacent to JIBC's 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 available.

### 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

Free wireless Internet access covers the entire New Westminster Campus. Stop by the Library or the main information desk to get your login information.

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

A Canada Post mailbox is located on the sidewalk near the gymnasium entrance.

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 which 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

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. The campus is patrolled by security after business hours. If you are studying late at night on a JIBC campus with security, you can request an escort to your car from the security personnel. Report problems or anything suspicious to your instructor or the security guard at 604.818.6922.

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



## Scent-free

Out of respect for fellow students, staff and instructors, please refrain from wearing strongly scented perfume, cologne, aftershave or lotion at every campus of JIBC. Many people are allergic to scents which can have a significant impact on those with certain health conditions such as asthma.

## Designated Smoking Areas

The designated smoking area is located on the west side of the building, beyond the cafeteria, clearly identified by signage.

## Parking

Please park only in designated spaces. Motorcyclists are requested to park in designated motorcycle stalls. Illegally parked vehicles will be towed at the owner's expense by New Westminster Towing.

To report illegally parked vehicles, please contact campus security at 604.818.6922 or email: [securityguardoffice@jibc.ca](mailto:securityguardoffice@jibc.ca)

## Maple Ridge Campus

13500 256th Street, Maple Ridge, BC V4R 1C9

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

In addition to the main classroom and building, the Maple Ridge campus 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-storey training tower to practice technical rope rescue, and a ship's steel superstructure and hold for simulating marine firefighting. An 11-car train derailment is used to train fire fighters and railway employees from across Canada to respond to railway disasters, fires, and chemical spills. In addition to the Fire & Safety Division, courses from many of our other divisions and schools are also scheduled at this campus.

## Campus Hours

Administration Office Hours: Monday-Friday 8:00 am – 4:00 pm

Monday	6:00am - 11:00pm
Tuesday-Friday	6:00am - 8:00pm
Saturday-Sunday	6:30am - 5:30pm
Statutory Holidays	6:30am - 5:30pm

Site may be closed on Saturday, Sunday and statutory holidays when there are no scheduled courses.

\*



New Westminster Campus



Dr. Donald B. Rix Public Safety Simulation Building





## Chilliwack Campus

5470 Dieppe Street, Chilliwack, BC V2R 5Y8

JIBC's Chilliwack Campus, located 96 kilometres east of Vancouver, is part of the Canada Education Park, which 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.

### Campus Hours

Monday-Friday	8:00 am - 4:00 pm
Weekends/Holidays	Closed

### Getting Here

Transit – There is a bus stop at the entrance to the campus. For schedules please visit [www.transitbc.com](http://www.transitbc.com).

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.

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

A beverage vending machine is located on campus.

### Staying Connected

Free wireless Internet access is available on campus and at the residence. The facility administrator will provide you with login instructions. A student notice board is available for posting messages.

### Designated Smoking Areas

Smoking is permitted on the west side of the parking lot.



## Victoria Campus

810 Fort Street, Victoria, BC V8W 1H8

Serving Vancouver Island, JIBC's Victoria Campus is located in the heart of downtown Victoria.

### Campus Hours

Monday-Friday	8:00 am - 5:00 pm
Weekends/Holidays	Closed

## Getting Here

**Transit** – The campus is well served by city transit. For specific transit routes to the campus, visit [www.transitbc.com](http://www.transitbc.com).

**Cycle** – There is an onsite bicycle lockup available Monday to Friday from 7:45 a.m. to 4:45 p.m. Bicycle lock up is also available throughout the City of Victoria and several lock up stations are available within metres of the campus.

**Drive** – We encourage you to make a green commuting choice, but if you decide to drive, consider carpooling. There are several lots available that are within walking distance to the campus (approximately 2-3 city blocks). Rates vary.

## 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 near the campus.

## 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

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

Fax service is available at the reception desk.

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

## Designated Smoking Areas

There is no designated smoking area. In keeping with provincial legislation, smoking is not permitted within 3 meters of the doorway.

## 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 JIBC's regional training centre for the Okanagan area.

## Campus Hours

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

Weekends/Holidays Closed

\*The campus is locked after 4:00 pm and if there are no scheduled activities during normal business hours.

## Getting Here

**Transit** – A bus stop is located on Richter Street. For schedule and route information please go to [www.transitbc.com](http://www.transitbc.com).

**Cycle** – A bike rack is located at the front entrance to the campus.

**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.

## Food Service Options

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

It is recommended that you bring your own lunch, as the Okanagan Campus is located in a residential area and only a few restaurants are within walking distance.

## 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.

## Lounging Around

A lunchroom provides a comfortable area for study, conversation, relaxation, and rest during your break time.

## Staying Connected

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

Students may arrange for accounts for fax and photocopying services through the campus facility administrator.

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.

## Designated Smoking Areas

Smoking is permitted on the north side of the parking lot.

## Pitt Meadows Campus

18799 Airport Way, Pitt Meadows, BC V3Y 2B4

Pitt Meadows Regional Airport is the home of JIBC's driver training and education activities. With the exception of JIBC's Taxi Host and novice Motorcycle Training which occur at the New Westminster Campus, all emergency worker driver training occurs at the airport.

Our driver training classroom is located at the main terminal and our driving surface is located on the opposite side of the airport at 18200 Ford Road. Free parking is available.

## Food Service Options

The Runway Café in the main terminal is next to our classroom. The café services breakfast and lunch.





# JIBC Store

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

## Hours of Operation:

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

Weekends/Holidays Closed

The store carries high-quality crested clothing, equipment and course books for many JIBC programs. The store also offers diploma frames, grad rings and a selection of giftware.

Other services such as special orders for custom clothing, gifts and promotional items are also available.

For student convenience, products may be ordered and shipped. Contact the store during regular business hours at 604.528.5870 or [jibcstore@jibc.ca](mailto:jibcstore@jibc.ca).





# Financial Support

Our aim is to ensure that you have access to the best financial advice and support possible while at JIBC. The JIBC Financial Aid Office can help you with any financial issues or enquiries.

## **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 scholarships, awards and bursaries to over 150 students annually.

## **Student Financial Advising**

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 by email at [financialaid@jibc.ca](mailto:financialaid@jibc.ca)

## **External Awards Search and Support**

While JIBC administers its own awards, [www.studentawards.com](http://www.studentawards.com), offers the largest free scholarship search service in Canada.

## **Government Financial Support**

StudentAid BC ([www.studentaidbc.ca](http://www.studentaidbc.ca)) helps eligible students pay for their studies with loans, grants, bursaries, and scholarships. It also has great assistance programs for those living with physical and/or learning disabilities.







## Tips for Living Well On the Cheap

### Get Gently Used Items

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

### Check Flyers

Grocers such as Safeway, Save-On Foods 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

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

### Entertainment Value

Sign out a DVD 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.

Full-time LESD students actively attending classes at the New Westminster Campus will be issued passes for the Canada Games Pool gratis to the student.

### 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 libraries, 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

Apply for a student loan online. Be sure to read up on maintaining and repaying your loan before you apply.  
[www.aved.gov.bc.ca/studentaidbc](http://www.aved.gov.bc.ca/studentaidbc)

### Feed the Pig

This site has great money saving tips. Though administered in the U.S., most of the information is completely transferable.  
[www.feedthepig.org](http://www.feedthepig.org)

### Can Learn

Canada's education savings and student financial aid resource website. [www.canlearn.ca](http://www.canlearn.ca)



# Supporting You

## Housing and Hotels

Whether you are studying at JIBC full time or part time, we recognize the importance of having a pleasant, affordable, and safe place to stay while you are completing your studies. The following link provides housing and hotel options near campus to help get you started with your search for accommodations.

[www.jibc.ca/housing](http://www.jibc.ca/housing)

JIBC has 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.innatthequay.com](http://www.innatthequay.com)

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

Other resources you may wish to explore are:

Craigslist:	<a href="http://vancouver.craigslist.ca">http://vancouver.craigslist.ca</a>
Hometrader:	<a href="http://www.hometrader.ca">www.hometrader.ca</a>
Hostel Booking & Database:	<a href="http://www.hostelworld.ca">www.hostelworld.ca</a>
Rent BC:	<a href="http://www.rentbc.com">www.rentbc.com</a>
Tourism BC:	<a href="http://www.hellobc.com">www.hellobc.com</a>

## Tips for a Successful Housing Search

**Do your research:** Explore a number of 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.

**Consider sharing accommodations:** Sharing the accommodation will help reduce the expense if you are on a limited budget.

**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 ([www.rto.gov.bc.ca](http://www.rto.gov.bc.ca)).

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](mailto:hsrto@gov.bc.ca)

**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.



## Advising Services

Advising will assist you to work through a range of academic concerns affecting your success. You are also encouraged to speak with us to clarify academic and career goals that will assist in the successful transition to school and/or employment. Students seeking personal or mental health counselling will be assisted in finding services in the community.

### Advising staff can help:

- Choose or change your program
- Select courses that will help you clarify your options
- 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

**Our services are confidential.**  
**Contact the Manager, Student**  
**Advising & Learning**  
**Strategies at 604.528.5884, toll**  
**free 1.877.275.4331 or email**  
**studentcounselling@jibc.ca**

## 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 that affects learning.

The Manager of Student Advising and Learning Strategies 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.

### Eligibility for academic accommodation

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

To contact the Manager of Student Advising and Learning Strategies call 604.528.5884, toll free 1.877.275.4331, or email [disability@jibc.ca](mailto:disability@jibc.ca)

The Manager of Student Advising and Learning Strategies 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.

If you have a disability or suspect you may have a disability that affects your learning, the disability coordinator 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.

### Crisis Counselling 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 a.m. – midnight)

Tri-Cities: 604.540.2221 (24 hours)

**Youth Online Crisis Hotline** [www.youthinbc.com](http://www.youthinbc.com)

### Women Against Violence Against Women (WAVAW) Rape Crisis Centre

Information Line: 604.255.6228

24-hour Crisis Line: 604.255.6344 [www.wavaw.ca](http://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 a.m. – 9:00 p.m.)

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-hour emergency department

### Crime and Violence Crisis Support and Information

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

**Problem Gambling Help Line** Province-wide: 1.888.795.6111 (24 hours)

### Social or Government Services

211 is free, confidential, multilingual and answered by professional staff 24 hours a day, seven days a week. [www.bc211.ca](http://www.bc211.ca)

**Email:** [help@bc211.ca](mailto:help@bc211.ca) **TTY:** 604.875.0805 **Text:** 604.836.6381

# Aboriginal Programs & Services

JIBC's New Westminster campus is located on Coast Salish territory. In keeping with traditional protocols, we wish to express our gratitude to the Musqueam and Qayqayt First Nations who have ties to this territory and we wish to acknowledge the unceded territory of all Coast Salish peoples.

## Our Purpose

The Office of Student Affairs and 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
- Personalized, helpful advice and student support services
- Funding information
- 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

- Centre for Aboriginal Programs and Services Staff
- Aboriginal Education Advisory Council
- Faculty Members
- Elders
- Office of Indigenization Staff
- Academic Advisor, Financial Aid Officer

## Contact Us

We look forward to hearing from you and we invite you to visit the Aboriginal Programs and Services. We are located in office C201 on the second floor, directly above the Library.

Program Phone Number: 604.528.5647

Aboriginal Student Advisor: 604-528-5621

Fax: 604.528.5640

Email: [aboriginal@jibc.ca](mailto:aboriginal@jibc.ca)





# Learning Resources

## Developing Your Academic Skills

Visit the Learning Commons at [www.jibc.ca/learning-commons](http://www.jibc.ca/learning-commons)

### 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.

JIBC supports the use of technology to enhance and enrich their learning experiences. Use of laptops in class helps students take good notes and look up research described by the instructor during a class. JIBC Library lends laptops and iPads to students registered in JIBC Certificate/Diploma/Degree Programs, actively taking courses (Library account must be in good standing).

### 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 Policy 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.

**Writing Centre:** New Westminster campus students may have a 25 minute session with a trained and supervised peer writing tutor. Peer tutors will not proof read papers for students, however, they will provide feedback and suggestions on how to improve the quality of a student's writing. All sessions are held in the New West campus library. Hours will be posted on the Library Circulation Desk. Currently, services are restricted to undergraduate students with course related writing (resumes and cover letters are excluded).

**WriteAway:** WriteAway is an exciting new service in BC that gives students at participating institutions the opportunity to receive online writing assistance. Qualified tutors from each of the participating sites staff the service and provide feedback on students' draft writing assignments. All JIBC students may access the Write Away service.

Please visit the JIB Writing Centre website for instructions on how to use the WriteAway and submit your paper for feedback.

<http://jibc.ca/student-services/advising-services/writing-centre>

## Using the Library

The best place to start your research is at the JIBC Library. The Library's collection includes books, DVDs, journals, and audio-CDs. In addition, the Library provides access to eResources such as eJournals, eBooks, article databases, streaming media, case law, legislation, codes, and standards.

### Contact us:

Phone: 604.528.5599 Fax: 604.528.5593  
[jibc.ca/library](http://jibc.ca/library) | [library@jibc.ca](mailto:library@jibc.ca)

### Library Services:

Library services and resources are available to students at all JIBC campuses and also to online learners. A free mailing service is provided to students registered in JIBC programs.

The Library catalogue and other online resources may be searched while on or off campus. The licensed eResources require a Username/Password for off-campus access. Librarians are available to help you find information for your assignments and to give tips on how to cite your sources.

The JIBC Library participates in AskAway, an online chat reference service that allows students to contact a BC post-secondary librarian during regular hours, in addition to evenings and weekends.

### Computers & Internet:

The 20-plus computers available for student use in the Library all have Microsoft Office and Internet access. Laptops and iPads are available for short-term loan to students registered in JIBC Certificate/Diploma/Degree Programs, actively taking courses. Group study rooms in the Library are equipped with a computer, a 40-inch monitor, and a DVD player. Printer, photocopier, and fax services are available for a nominal fee.



### Research Tips:

- Visit the Virtual Learning Commons for Writing and Study Help ([www.jibc.ca/library/learning-commons](http://www.jibc.ca/library/learning-commons))
- Try the free Information Literacy tutorial ([www.jibc.ca/course/lib110](http://www.jibc.ca/course/lib110)).
- Define your topic and write a research question.
- Determine what information you need based on assignment requirements.
- Search for information on your research question, keeping a research log of terms you used in your search.
- Evaluate your findings, to see if your sources are relevant and appropriate.
- Cite all your information sources using APA citation style.

## Students' Rights and Responsibilities

As members of the JIBC community, students can expect to be treated fairly and with respect, and to be able to study and learn in an environment that is free from discrimination and harassment. Students also assume responsibility for their behaviour and academic progress. JIBC's expectations for student behaviour and protections for students' rights are set out in a series of policies and procedures. It is your responsibility as a student to review and understand these policies, and to ask for information and assistance when you need it.

A full list of JIBC policies can be found on our website: <http://jibc.ca/about-jibc/governance/policies>

### 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 do you learn best? 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, visit [www.vark-learn.com](http://www.vark-learn.com).

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 Advising.

Remember to pace yourself. If you feel overwhelmed, speak with your instructor or contact Student Advising.

#### 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 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.
- **Balance 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.

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.

#### Support from Instructors

Instructors are here to teach you and support your learning. Many have had experience in your field, and can relate to 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

Before taking an online course, you should review the minimum computer requirements that you will need at [www.jibc.ca/computer](http://www.jibc.ca/computer)

If you have never taken an online course before and want to see how suitable it will be for you, review some of the tips we provide on our website.

1. Finally, review some of the tips for success to make your online course a rewarding experience. View online tips on the JIBC website at [www.jibc.ca/elearning](http://www.jibc.ca/elearning)
2. Frequently asked questions may also be answered on the JIBC Blackboard Blog (<http://blackboard9jibc.wordpress.com>).

**Please Note:** It is highly recommended that you spend time completing the online tutorials to get familiar with the online course environment before your course starts. Go to [online tutorials](#).

## 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, contact JIBC Student Services by calling 604.528.5590 or emailing [register@jibc.ca](mailto:register@jibc.ca). We will contact you as soon as possible.

If you have access to a class email list, fellow classmates may be helpful in assisting with technical questions. Also, your course may offer an online discussion area or bulletin board where you can post questions and receive support.

## Course Content

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

## Library Services for eLearners

Be sure to check out the Library section of the handbook for these services.







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*Justice Institute of British Columbia (JIBC) is recognized nationally and internationally for innovative education in public and community safety. We educate the people whose work supports safe and healthy places to live, work and play.*

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