



Handbook for International Students

Information you don't want to miss!



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Contacts:

International Admissions Officer:

Visit the International Admissions officer for questions about all international applications, course enrollment, certificates and general inquiries.

Office: A-17

Tel: 250-365-1293

Email: international@selkirk.ca

International Student Services Coordinator:

The International Student Services Office is to the right of the main entrance across from Information. Here you can get assistance with medical insurance, immigration and study permits, housing, homestay or activities for students.

Office: O-130

Tel: 250-365-1238

Email: homestay@selkirk.ca or mjang@selkirk.ca

Department Head:

You can see the Department Head at any time. Visit her if you need help with courses, tutoring, want to discuss your future plans, or have any concerns with classes, instructors, college life or other students.

Office: A-12

Tel: 250-365-1395

Email: srablah@selkirk.ca

Exchange Coordinator:

Students wishing to study internationally through one of Selkirk College's many international partnerships should visit this office. Find out about the many options for both Canadian and International students to access these scholarships and services to study or work abroad.

Office O-130

Tel: 250-365-1485

Email: exchange@selkirk.ca

TESOL Program Supervisor:

Contact the program supervisor for any questions about applying for the TESOL Advanced Diploma, TESOL practicum or TESOL career options.

Office: S-212

Tel: 250-365-1401

Email: dfalkenhagen@selkirk.ca

Instructors:

Every instructor has their office hours posted on their door.

Instructors are always willing to assist students with any of their learning or living needs in Canada.

Please feel free to contact them at any time.

For a current contact list of English Language Program instructors visit: <http://selkirk.ca/program/esl/faculty>

Key dates and hours of operation

Mon- Fri	6:00 am -11:00 pm
Sat & Sun*	7:30 am – 5:00 pm
<i>*September – April only</i>	

On weekends, enter the College through the main entrance front doors. Side doors are often locked.

Holidays when Selkirk College is closed:

Labor Day, Thanksgiving Day, Remembrance Day, Christmas Day, New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day and British Columbia Day.

The College closes for Christmas break.

The English Language Program has classes during **reading break week** when most college programs do not.

For dates, check the calendar:
<http://selkirk.ca/admissions/enrolment-services/important-dates>

Library:

Mon	7:30 am – 5:00 pm
Tues, Wed, Thurs	7:30 am – 7:00 pm
Fri	7:30 am – 5:00 pm
Sat	12:00 noon- 4:00 pm
Sun	Closed

Go to <http://library.selkirk.ca/> to find:

- Books and more by searching the catalogue
- Information about loan periods, book renewals and fines.
- Research guides, including tips for writing research papers, style guides and help evaluating information sources.
- Digital library resources, online films and other internet learning opportunities

Your student card is your library card. You need it to borrow books or other materials from the library.

Cafeteria:

From September until May:

Mon- Fri	7:30 am - 3:00 pm
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There are reduced hours in the spring.

The cafeteria serves breakfast and lunch.

Each day there is a different hot lunch on special, as well as sandwiches and soups to choose from.

Bookstore:

Mon- Fri	8:30am -3:00pm
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At the bookstore you can buy your textbooks, bus pass or bus tickets, souvenirs from Selkirk College, pens and other stationary. To go coffee and snacks are also available.

Computer labs:

Mon- Thurs	7:00 am -11:00 pm
Fri	7:00 am -7:00 pm
Sat & Sun*	7:30 am – 5:00 pm
<i>*September – April only</i>	

Computer labs are in B-wing (B 17 and B 15)

Make sure you check the schedule on the door to see if a class is using the computer lab before you go in.

c Closed

Welcome

Your first few weeks at Selkirk College are going to be busy! Use this checklist to get settled in and prepare for classes:

- Pay your fees at the Administration building with the Cashier
- Participate in the college wide orientation and any program specific orientations.
 - o This is a great way to meet your classmates and other college students
- Print out your class schedule
- Get your Selkirk student card
- Get your bus pass
- Ensure you have basic medical insurance
- Go to the bookstore to buy any books you might need.
 - o If you are taking English Language Classes, wait until your classes start to buy any books.

This book gives you useful information about living in Canada and studying at Selkirk College.

Finding your way around

The Castlegar Campus:

The Castlegar Campus is easy to get around. The main area is called the Pit, and this is where the bookstore, library and information are located.

Each of the buildings is named after a local mountain range. Rooms are named according to the first letter of the building they are in. For example, room B- 13 is in Bonnington.

Buildings are often referred to by their first initial. For example, Bonnington is sometimes called B-wing.

Castlegar:

Castlegar has a population of about 7,000. The town is located where the Kootenay Rivers joins the Columbia Rivers and is home to the region's major airport.

The city is spread out north to south along the main road, Columbia Ave. Streets and avenues are numbered starting from the river to the North and

East. The town is broken into two sections: uptown and downtown. Downtown includes everything north of Tim Horton's along Columbia Avenue, and uptown is everything south of there (towards Trail).

Other Selkirk College Campuses:

Selkirk College is located in the Kootenays, a spectacular region of rivers, lakes, waterfalls, beaches, hot springs, alpine meadows and snow-capped mountains that is home to four of British Columbia's seven national parks. The region includes the towns of Castlegar, Nelson, Trail, Rossland, Nakusp, New Denver Kaslo and Grand Forks. Selkirk College's main campuses are in Castlegar, Nelson and Trail.

Nelson is located about 35 minutes by car from Castlegar on the shores the West Arm of Kootenay Lake. Selkirk College's Music, Digital Arts, Hospitality and Tourism, Trades and Fine Arts programs are all located in Nelson. Nelson's downtown is famous for its heritage buildings, a wide variety of good restaurant and unique coffee shops. ¹

Trail located about 20 minutes by car from Castlegar. Selkirk College's Advanced Medical Transcription and Nursing Unit Clerk programs are located in Trail. It is close to the town of Rossland where there is world class skiing at Red Mountain. ²

For more information about things to see and do visit: <http://www.hellobc.com/kootenay-rockies.aspx>.

Staying connected

Mail: The Post Office

Canada Post (www.canadapost.ca/) is the Canadian mail service. At Selkirk College, you can purchase stamps from the Student Union office. Make sure you tell them if you are sending the mail within Canada or internationally.

There is a Canada Post outlet in Shoppers Drug Mart (1965 Columbia Ave). Go there to send packages and find out more detailed information.

¹ "Discover Nelson"

<http://www.discovernelson.com/htdocs/index.htm>

² "The City of Trail" <http://www.trail.ca/>

Telephones:

You must dial all 10 digits of local phone numbers. In the Kootenay region, the first three numbers are 250, for example 250-365-1111.

Public phones are widely available, and a local phone call costs 25 or 50 cents. If you don't have coins, you can dial 0 to call collect (you ask the person you are phoning to pay for the call).

Long distance phone cards are available at convenience stores and from the Student Union Office (which is located to the left of the main entrance). To use a phone card, dial the numbers provided on the card, do not insert the card into the phone.

Cell phones (mobile phones):

The cell phone you brought with you from your home country may work in Canada. Check before you go.

Major Canadian cell phone companies will offer plans that include a certain number of minutes or megabytes of data, or pay as you go plans where you pay for each minute you use the phone. You will need to have Passport, BC ID (see page 4) and a credit card to buy discounted phones when you sign a two or three year contract.

Your cell phone from home may work in Canada.

Ask other students or the instructors for suggestions and advice if you plan to purchase a cell phone.

BC ID (Identification) Card

You may wish to get a BC ID card that shows your residence in Canada. You can get a BC ID card at any driver licensing office. In Castlegar, go to RHC Insurance Brokers Ltd. at 605 Columbia Avenue. Bring two pieces of identification with you (study permit and passport and student card). If the identification you bring does not contain your current address you may need to bring something showing your current address such as a bank statement or landlord tenant agreement. You will pay the BC ID card fee (about \$35.00) and get your photo taken. Your new BC ID card will be mailed to you. For more information about the BC ID card visit:

<http://www.welcomebc.ca/Live/Daily-Life/first-days/basic-id/bcid.aspx>

Transportation- getting around

Public transit: (bus)

Selkirk College is accessible by bus from Castlegar, Nelson and Trail. **Busses do not run on weekends or statutory holidays.**

Fares and bus passes:

There are three ways to pay for the bus:

- cash (for each trip)
- tickets (1 ticket per trip)
- bus pass
 - o Month pass
 - o Semester pass (4 months)

Take Bus # 33 to get to Selkirk College

*The semester pass is the cheapest option if you will be here for the complete semester.

For current prices (fares) and schedules visit:

<http://www.transitbc.com/regions/wkt/> or visit the International Student Services Coordinator's office.

You can purchase your bus pass or individual bus tickets from the Selkirk College Bookstore or City Hall.

Taking the bus in Castlegar:

To take the bus to the College:

- Catch the bus that is most convenient,
- Transfer to the # 33 bus at the Community Complex.
- If you paid cash or used a ticket you will need to ask the bus driver for a transfer.
 - o Show the transfer to the bus driver when you get on the next bus.

Always remember to check when the last bus is running so you can get home.

Taking the Bus to Nelson or Trail:

Busses from Castlegar to Nelson or Trail run from Monday to Friday and cost a bit more than taking the bus within Castlegar.

For current prices (fares) and schedules visit <http://www.transitbc.com/regions/wkt/> .

Taxi:

Castlegar has one taxi company: Castlegar Taxi & Transportation Services (250-687-0133).

To get a taxi in Castlegar, phone and ask them to send a taxi to your location. Because there is only one company, on a busy weekend it can take longer for a taxi to come- so plan ahead.

Castlegar Taxi & Transportation Services is open:

Sun- Wed	7:00 am – 7:00pm
Thurs – Sat	24 hours a day

Closed on statutory holidays

Cost: Fees include a minimum charge and then a charge for the distance travelled. It is customary to tip taxi drivers 10% to 12%.

It costs approximately \$25 to take a taxi from Selkirk College to downtown Castlegar.

Airport Pickup and Settlement:

Make sure you tell the International Student Services Coordinator when you will be arriving in Castlegar. You will need to arrange a way to get from the airport to your new home.

- If you are staying with a homestay family, arrange for them to pick you up.
- If you are living in Nelson, book a shuttle to take you from the airport to your new home. See: <http://www.kootenayshuttle.com/castlegar/>
- If you are staying in Residence or in a private apartment in Castlegar, the best option is to arrange airport pickup and settlement service through Selkirk College (this is called the Reception fee on the residence application).
 - o This service costs \$100 and provides you with a ride to your new home in Castlegar.
 - o The friendly host will also take you grocery shopping and help you set up a bank account.

- Taxis are available, however they do not run all the time, and you may have to wait. See the “Taxi” section for more information.

Cycling:

Cycling is a fun way to get around and get some exercise. If you are staying with a homestay, they may have a bike you can use.

- You must always wear a helmet when you ride a bike; it is the law in BC.
- In Canada, bicycles follow the same rules of the road as cars do.
- Be careful to always lock your bike.
- Most city buses have bicycle racks with enough room for two bikes.

**When biking,
always wear a
helmet, it's the law!**

Normally you can ride a bike from April through November, though some people ride their bikes through the winter. If you plan to do this, make sure you have the proper equipment to ride a bike in the snow!

Driving:

You need a license and insurance to drive a car in BC. In all of North America, people drive on the right side of the road.

If you have a valid driver's license from another country or Canadian province and you're registered as a full time Selkirk College student, your license may allow you to drive in BC for as long as you stay a full time student. If your license is in a language other than English or French you must also carry a certified translation of it (sometimes called an “International Drivers License”).

Applying for a BC driver's license:

If you have never held a drivers license before, you will need to first take a written test and get your learners permit. Details on this process can be found at <http://www.icbc.com/driver-licensing> or in Castlegar you can visit RHC Insurance Brokers Ltd. At 605 Columbia Ave. Telephone 250-365-3392.

Rules of the road:

Speed limits: The speed limit on most city roads is 50 kilometers per hour (km/h), unless you see a sign for a different speed. The fines for speeding (driving faster than the speed limit) can be high.

Seat Belts: All drivers and passengers must wear a seatbelt in BC. The police can give you a ticket and you will have to pay a fine if anyone in the car is not wearing a seatbelt.

Parking: Never park in front of a fire hydrant, bus stop, cross walk, road, alley or driveway. Check signs indicating parking restrictions to avoid getting a ticket.

Pedestrians: People walking have the right of way on city streets. You need to watch for them at all times.

Emergency Vehicles: When a police car, fire truck or ambulance has its lights or siren on, you must get out of the way. Move your car over to the right side of the road and let them pass.

Drinking and Driving: BC has strict laws about driving after you have been drinking alcohol. If you drive drunk, the police can take away your driver's license, make you pay a fine, and / or send you to jail.

Purchasing a vehicle:

Buying a car, maintaining it and paying for insurance can be expensive. If you plan on buying a car second hand, have a reliable mechanic check it over first to see if it has serious mechanical or safety problems.

Basic **auto insurance** is mandatory in Canada. There are many options available for extended insurance coverage. All drivers in BC must have at least basic auto plan coverage. Visit <http://www.icbc.com/autoplan> to find the nearest insurance broker.

Studying in Canada

Tips for academic success:

- Find a study buddy, study with a friend.
- If you miss a class, ask a friend to give you any homework or assignments you missed, and go see the teacher when you are back at school to find out what you missed.

- You are responsible for understanding missed assignments, tests or materials.
- Understand when assignments are due and when tests will take place.
 - If you miss a final exam, it is possible that you will fail the course.
- Visit your teachers during office hours if you have questions about assignments or course materials.

Selkirk College student and library card:

Your Selkirk student card is proof of your student status. It is both your student card and your library card; you will need it to borrow books from the library and purchase your bus pass at the student rate.

Apply for your student card

at the Library by filling out the small pink application form and getting your picture taken. You will need to know your student number to apply.

Your student card is also your library card

International student identity card:

The International student identification card is free to all Selkirk students and is available at the Student Union Centre.

To apply you need to complete the application form (available here:

<http://cfsservices.ca/services/international-student-id-card/> or from the office) and bring a passport sized photo.

This card is valid for one year and it will give you discounts on airlines, greyhound busses, and some entry fees to museums and other tourist attractions around the world.

Online Student Records:

Online Student Records gives you **access to important information** about your registration, course schedule,

grades, final exam schedule, address, tax forms and fees.

Sign in to your online student records here:

<https://www3.selkirk.ca/reg/> using your student number and birth date. After you have signed in for the first time, you will need to change your password to something you choose. It is important to remember your password and update your information on your online record.

English Language Program placement and registration process:

After arrival, you will take a series of placement tests. You will then be placed in courses in the 4 core study areas in **Grammar, Reading, Writing and Communication** and in a level – either **Fundamental, Intermediate, Advanced or University/College Preparation**.

Along with your 4 core courses, you can take **2 (two)** seminars for a total of about 22 study/ credit hours.

You will receive a list of seminar choices for the semester. Select seminars that are in the same level as your communications class.

Note: you will be asked to choose your first, second and third choices. You will then be placed in two seminars.

Students who are placed in the University/ College Preparation program can also take 1-2 university classes. These should be selected with and approved by the department head prior to enrollment in the classes. Not all college/ university classes accept students from this program.

Registration Process: Once you have completed their placement tests, you will complete the registration process.

1. Receive a **placement form** and timetable with your communication level.
2. Make your choices (1st 2nd 3rd).
3. Complete the **registration form** with all the courses you will take.
4. Sign the form and return it to the instructor that day.

5. The following week, check the seminar lists to see which seminars you are in and add them to your timetable.
6. About 2 weeks after registration, **confirm enrolment** in class by checking your online student record.

During the registration process, you can discuss any questions about seminars or classes with your instructors or with the department head at any time.

NOTE: After the registration process has been completed, all class changes must be done by completing a **Course Registration Change Form** and can only be done with approval from the instructors and department head.

Refund policy:

If you:

- a. Withdraw 30 days prior to the course start date will receive a 50% refund of tuition fees.
- b. Withdraw 29 days before the course start date up to 14 days after course start date will receive a 25% refund of tuition fees.
- c. Withdraw 15 days or more after the course start date will receive no refund of tuition fees.

Students who withdraw for medical reasons or due to a failure to obtain a study permit prior to arrival at Selkirk College will be entitled to a refund of tuition fees paid less a \$100 administration fee. Students must notify Selkirk College in writing and provide documentation of their withdrawal prior to the start of the semester. Once instruction begins, policies (b) and (c) above apply.

Note: students who withdraw after receiving an official letter of acceptance will not be refunded the first semester tuition fees, including any upgrading courses that were included in the first semester tuition payment. Students wishing to change their Selkirk College program after arriving in Canada must obtain the written approval of the School Chair or Dean and Registrar to transfer their enrolment and tuition payment to another Selkirk College program. We cannot guarantee that program change requests will be accommodated.

Update your address using online student records

Change of address:

Make sure you keep your address current and provide the College with a permanent address once you leave Canada so that important documents such as transcripts can be sent to you.

- update your address online through your student records account, or
- Complete a “Change of Status” form, available from the Admissions office in the Administration Building.

Course change:

If you want to change the courses you are in or leave a class you must complete a “Course Change” form and submit it to the Admissions and Records office in the Administration building. These forms are available from the International Admissions Office or online here:

<http://selkirk.ca/sites/default/files/Admissions/Course%20Registration%20Change%20Form-12.09.14.pdf>

Transcripts and student records:

To view your student records and see an unofficial transcript sign in to your student record at <https://www3.selkirk.ca/reg/>.

To get an official copy of your transcript or to have one sent to an institution, agency or employer of your choosing:

1. **Complete and sign** a Transcript Request Form and pay the fee (\$10.00 per copy).
<http://selkirk.ca/sites/default/files/Services/selkirk-college-request-transcript.pdf>
2. **Drop off the request form in person to a** the Admissions and Records office in the Administration building ,

or

Fax, mail or email the Transcript Request Form or a signed letter/note with your name, address, home phone number, daytime number (if different), Selkirk College student number, date of birth, SIN, and a credit card number and expiry date to pay the fee (\$10.00 per copy).

- Student Records 250-365-1295

- EMAIL: transcripts@selkirk.ca

Probation and the Study-Watch List:

Students who are struggling with their classes or exhibiting unacceptable behavior may be placed on either the Study Watch List or Probation. The study watch list is a precursor to a full probation. Both are designed to help students get back on track and help them succeed.

Study-Watch List:

If you are experiencing academic difficulties in any of your English Language Courses, your instructor can recommend you are placed on the study-watch list.

You can be put on probation for academic or behavioural reasons

The Department Head will then meet with you to discuss the challenges you are facing and come up with ways to overcome them. This may include:

- tutoring,
- Changing class levels,
- Creating a study plan ,
- Other actions deemed appropriate

You will be expected to meet with the Department Head on a regular basis to monitor your progress and ensure you are reaching your goals for academic success.

Academic Probation:

You will be put on academic probation if:

1. Your grade point average (GPA) drops below 2.0 (less than a C average) at the end of the semester.
2. You miss too many classes.

Behavioral Probation:

You will be put on behavioral probation if:

1. You harm or cause problems to the safety of other students
2. You destroy or damage property
3. You disrupt other's learning

4. You behave in a threatening or very uncooperative way towards students, College staff or instructors.

If you are put on probation (either academic or behavioral) you will be sent a notice of probation from Selkirk College's Registrar's office.

The notice of probation will:

- Detail the reasons for the probation.
- Require you to meet with your program supervisor to develop a learning action plan designed to resolve your learning challenges.
- Detail the criteria you will need to meet before the probation is lifted.

This will go on your official record and is only removed once the criteria have been met.

If you do not follow the specified requirements, you may be required to withdraw from your program.

You will be allowed a maximum of two academic probationary periods.

To see the complete Selkirk International English Language Program Policies visit:
<http://policies.selkirk.ca/policy/p800/>

To see the Selkirk Student Probation policy visit:
<http://policies.selkirk.ca/media/about-web-section/governance/college-policies/Policy-8619-Probation-2014-01-15.pdf>

Classroom behavior: expectations

You are expected to participate in class discussions and ask questions

Selkirk College's academic culture may be different from the academic culture in your country. Also, college is more academically demanding than secondary school.

In Canada, student-instructor relationships tend to be informal, but instructors always expect students to be respectful.

Instructors don't generally socialize with students outside college functions, and it is not appropriate for instructors to date students.

In Canada, it is acceptable to respectfully disagree with your teacher's opinions.

If you don't understand or can't hear what your instructor is saying, you can ask them to repeat the information or speak louder.

If you are not comfortable discussing something in class, please visit your instructor during their office hours. Office hours are printed on your instructors' door as well as in the course outline.

Individual behaviors:

Here are some strategies that will help you to succeed at Selkirk College:

- **Arrive on time for class.**
- Turn off your cell phone and don't use the internet in class.
- Complete homework before class.
- Never use or copy someone else's work on assignments or tests.
- Leaving a class early if you have a medical appointment is okay. Tell the teacher before the class starts.
- Ask your teachers, other students, the International Student Services Coordinator or the Department Head for help if you have a problem with your homework, school or home life.
- Leaving class to go to the bathroom is okay. You do not need to ask for permission, exit the class quietly and return quickly.

Interacting with your teachers:

Students are expected to communicate with teachers in a respectful manner. In Canada, instructors expect students to:

- Participate in class discussions and ask questions
- Communicate with them. If you miss a class or anticipate missing a class, email your instructor or visit them during their office hours to find out what you missed or may miss.
- Be respectful of all the students in the class.
- Not interrupt or talk when the instructor is presenting information.
- Share discussion time and allow each student an opportunity to participate.
- Ask for help with something difficult.

Interacting with other students:

- express opinions and share information
- ask questions to get to know your classmates
- ask other students for help
- join study groups
- Treat your classmates as you would like to be treated. If you want them to include you in a conversation, make sure you include them in your conversations in and outside of class.

You are responsible for understanding all material the instructor presents

When working in groups:

- Everyone participates equally and shares their work.
- Other student's grades will be affected by the poor work habits of their group members.
- Be actively involved and complete your work professionally and on time.

Course outlines:

Each class will provide you with a course outline (sometimes called a syllabus). This is an important document; it will tell you what materials will be covered in the course, when assignments will be due, which textbooks to buy, what the rules and regulations of the class will be and what the instructor will expect of you as a student.

Read the course outline carefully, and ask your instructor if you have any questions. If you plan to transfer a course to another college or university, keep a copy of the course outline as it may be required to prove what was taught in the course.

Study skills: using class time wisely

- come prepared for class
- take notes
- ask questions
- follow the material being taught

Instructors may provide supporting documents on the internet and Moodle (online learning) sites to prepare

students for class. Instructors may also post their lecture slides so students can prepare ahead of class or review vocabulary and content afterwards.

It is not acceptable to sleep in class. If you are tired, you should leave class for a drink of water or washroom break.

What to do if you miss a class:

- ask a friend in the class what you missed
- copy any class notes
- Find out what homework or assignments were given out so you can complete them.

Your teacher will also expect you to email them or visit them in their office hours to find out what you missed and what you should do to make sure you are caught up before the next class.

If you know you will be away, you should email your teacher BEFORE you are absent to find out what you will miss in class that day.

Evaluation and grades:

On the first day of class, your instructor will hand out a course outline which provides very important details on class expectations, exams, and assignments. The three main methods of evaluation at Selkirk College are class work, participation, projects, assignments and exams.

In Canada, college students are expected to take charge of their own learning and success. You are expected to follow all instructions in the course outline.

Plagiarism and cheating:

It is very important that all students understand what is meant by plagiarism and cheating, both are unacceptable and can get you into a lot of trouble very quickly. Plagiarism and cheating will be recorded on your permanent record and can result in a fail grade in the assignment, test and /or course, or even expulsion from the college.

Plagiarism includes:

- Copying ideas, arguments, phrases or sentences from the internet, books, magazines or another student.
- Submitting the work of another person as your own.
- Purchasing a paper from anyone (or from a website) and saying you wrote it.

If you quote another author you must cite them properly by putting quotation marks (“ ”) around the sentence and stating the name of the person who wrote it and the title of the book or article it was originally written in.

Cheating includes:

- giving or taking unauthorized information during any exam, test or assignment.
- obtaining or providing test question or answers relating to any test or exam before the test or exam is held without authorization.
- using unauthorized information during any exam or test
- inventing or using falsified information with the intent to deceive
- asking another person to take an exam or test in your place.

Selkirk College will not condone or accept work produced through cheating or plagiarism. There are serious consequences for students including being given a grade of zero, being asked to withdraw from the course, or being asked to withdraw from the College. It is your responsibility to be aware of College regulations. A complete listing of academic regulations that apply to every Selkirk College student can be found at <http://selkirk.ca/admissions/enrolment-services/academic-regulations>

Computers and internet on campus:

Selkirk College provides computer lab access to all students free of charge. In the Pit lounge, library and cafeteria there is free wireless internet (Wi-Fi) access. Bring your laptop or wireless device and you can connect to the internet for free.

There are computer labs in the Library and B-wing that are open for students to use. Sign in to the college

computers with your Selkirk College username and password.

Your username is your first name followed by your last name (firstnamelastname).

Example: **johnsmith** (for a student named John Smith)

To start, your password will be your initials in uppercase- your birth date (Year, month, day).

Example: **JS-19900621** (for a student named John Smith, born on June 21, 1990)

Selkirk email accounts:

All students have a Selkirk College email address. Generally it is your firstnamelastname@edu.selkirk.ca

For detailed instructions on how to access your email account visit <http://selkirk.ca/services/campus-services/it-services/it-services/student-account-information>

English language support:

Contact your course instructors if you are having difficulty with any aspect of any of your English language classes.

If you want additional English language support, contact the International Student Services Coordinator or the Department Head. You may qualify for additional free tutoring.

University Student Support and Tutoring:

Students in diploma programs can access the International Student Tutoring time. This is a weekly 1-2 hour drop- in session that allows students to ask English language instructors questions relating to language and comprehension, or to get help preparing for presentations.

The Learning Centre provides additional support and free tutoring for international students struggling with their classes.

Help with essay writing:

Selkirk College's Writing Centre provides free help with writing, editing and developing papers or essays to students in diploma programs. To find out more,

visit: <http://selkirk.ca/services/student-support-services/writing-centre>

Academic appeals in ELP:

If you think you are in the wrong class:

1. Approach your instructor and explain why you think you need to change classes. Your instructor will discuss your options and set into place a process to either:
 - a. Move to a different level
 - b. Stay where you are
 - c. Challenge the course at the end / beginning of term
2. If you are still feel you are in the wrong class, discuss your concerns with the Department Head and they will review your placement individually.

What do you do if you think you got the wrong grade or have an unfair classroom situation?

1. Meet with your instructor within 5 working days of when you got the grade. The instructor will review the grade/issue and give you a written response.
2. If you still feel it is incorrect or are uncomfortable talking directly to the instructor, then bring the problem to the Department Head within 5 working days.
3. If it remains unresolved, you can take it to the Manager of International. The Manager will advise you to follow a formal appeal if they feel the situation warrants this process.

NOTE: You may also request help from the Student Union who work on behalf of student rights. You may be accompanied by an ombudsperson (official student advocate), who is part of the Student Union, at any point in the appeal procedure. You may also request a translator at any point.

What do you do if you are in an academic situation you are uncomfortable discussing with your instructor?

Meet with the Department Head, Manager or Student Ombudsperson and present the situation

More questions? Refer to Selkirk College Policies and Procedures:

<http://policies.selkirk.ca/college/> 8400 Student Appeals Policy and 3400 Student Code of Conduct—Rights and Responsibilities.

What do you do if you feel you still have a problem that has not been resolved with any of the above means?

In addition to the formal Dispute Resolution Policy offered by the college, you can also approach Languages Canada to assist with evaluating and reconciling a complaint related to the violation of the Code of Ethics. <http://www.languagescanada.ca/>

Living in Canada

Canadian customs and manners:

The best way to learn Canadian manners is to watch what those around you do

- Make eye contact when speaking to people.
- Say thank you when someone does something for you.
- Smile and say hello if someone greets you.
- Stand about 2 feet (60 cms) away from the person you are talking to.
- Be on time for meetings and appointments.
- It is considered very rude to yawn, burp, fart or blow your nose loudly in public. If it happens, say “excuse me”.
- Avoid pointing at people. Pointing at an object is considered ok.
- **Do not smoke** in another person’s home or car without asking first.
- If seating is limited on a bus or in a waiting area, it is polite for younger people in good health to offer their seats to those with special needs such as the frail, disabled, and people with small children or pregnant women.
- Privacy is important to Canadians. It is polite to ask about someone’s work or studies, but it is considered impolite to ask about someone’s age, appearance (weight or height), or status (how much money they make).

Eating and table manners:

- **Wash your hands** before you sit down at the table or begin to eat.
- Feel free to politely decline foods or drinks offered to you, but always be willing to try something new. If you dislike it, you can say “thank you, but I am not so fond of that taste.”
- Do not begin to eat until everyone at the table has food on their plates and the person who prepared the meal has started to eat.
- **Eat quietly- slurping, chewing loudly or talking with your mouth full is considered very rude.**
- Eat most of the food that is on your plate. If you are given too much food, you can ask for less.
- Thank your host for the food and tell them if you enjoyed it.
- When eating in a restaurant, it is customary to **tip** your server between 15% and 20% of the total bill before taxes if you have received good service. The tip may be left in cash at the table or given to the server. If you pay with a debit or credit card, there is often a prompt on the card machine asking if you would like to leave a tip and how much.

Common personal habits:

- Do not wear strong fragrances (perfume or cologne) in public spaces such as a bus or classroom. Some people are very allergic to strong smells.
- Practice proper dental hygiene. Brush your teeth after each meal and use floss or a toothpick to make sure no food is left in between your teeth.
- Do not spit in public.
- Cover your mouth with your sleeve or a tissue before you cough or sneeze in front of others.
- Do not blow your nose or do other personal hygiene activities in public.
- Discuss with your roommates or host family how long you should spend in the shower and what time of day you should shower or bathe so everyone is not trying to use the bathroom at the same time.

Household chores:

- Both men and women help with household chores in Canada.
- It is polite to offer to help clear the table or do the dishes.
- Students are expected to keep their rooms clean, tidy up after themselves and assist with other general chores such as shoveling snow or taking out the garbage.

Special occasions and gifts:

- Close friends and family members exchange gifts at Christmas and on birthdays.
- If someone gives you a gift, the correct response is to act surprised and excited (all gifts are considered unexpected) and to say thank you.
- Gift giving is not expected in Canadian culture, and giving a gift to someone you do not know well (even if it is their birthday) can make them feel uncomfortable.
- If you want to give a gift to a new friend make it small and modest. Avoid giving lavish or expensive gifts.

Staying Healthy in Castlegar

Staying healthy is an important way to reduce stress and make sure you enjoy your experience in Castlegar. Here are some tips for reducing your stress and staying healthy and happy.

- Eat well and get enough sleep.
 - o Try Canadian foods, and if you miss foods from home ask other students where you can buy them.
- Exercise regularly.
 - o This will help you deal with stress and improve your mood.
- Make sure you balance studying with your social life. Both are important.
- Find time to enjoy your neighborhood and city.
 - o Explore the area and travel to nearby towns.
- Take time to relax.
- Keep in touch with family and friends.
- Make new friends.
- Talk to someone if you are feeling homesick or alone.

- You can talk to your friends, homestay family, instructors, the International Student Services Coordinator, or a counsellor

Cultural transitions and culture shock:

Culture shock is how we react when we go to a new place. When we travel we bring with us all of the values, assumptions and beliefs of our own culture. Our values help us determine what we view as normal and how we interpret and evaluate our experiences. Culture shock is what happens when we notice how our cultural norms and values are different from those in the Canada.

To be successful in a new culture, learn to look at life from a Canadian perspective, and admit that even though the values are not the same, both your home country's values and Canadian values are important and should be respected.

Most people who travel or live in a different country experience some form of culture shock at least once.

Phases of Culture Shock:

- 1. Honeymoon:** Living in Canada is great, exciting and fun! This period of excitement may last a week or two or a month.
- 2. Culture shock part 1:** You miss your family and friends. Small things feel like big problems. You feel sad and worried, tired and confused. You miss foods and attitudes from home. You focus on how different Canada is from your home country. You may feel homesick and have a negative attitude towards Canada.
- 3. Adjustment:** You begin to feel ok again. You know how to get to school, and other daily tasks. You begin to meet friends; you know your way around and are beginning to feel comfortable in your new home.
- 4. Culture shock part 2:** You get more feelings of missing home, but now feel more disconnected from your family and friends in your home country. You find it hard to go out and meet friends. You feel sleepy and unhappy.
- 5. Acceptance and fitting in:** You are feeling ok. You accept living here. You have regular activities and

know where to find things. You are in contact with family and friends and have made new friends here.

Getting past culture shock:

Recognize that you will experience culture shock and make a plan for how you will overcome it.

- Eat well and get enough sleep.
- Exercise regularly.
- Find time to enjoy your neighborhood and city. Explore the area and travel to nearby towns.
- Relax. Culture shock can make you feel stressed, so take some time to relax.
- Keep in touch with family and friends from home. They will ground you and make you feel supported and loved.
- Make friends with other international students. This will let you know that you are not alone in dealing with culture shock.
- Talk to someone.
 - If you are feeling homesick or alone, it is a good idea to talk to your friends, homestay family, the International Student Services Coordinator, teachers or one of Selkirk College's counsellors about it.

Electronic devices in Canada

Make sure you bring the correct adaptors so your electronic devices will work in Canada.



Counselling Services:

The college has many resources to help students when they are having difficulty, including: counsellors, advisors, first aid attendants, the registrar, and others. Members of Selkirk International can direct you to the best people to give you support and ensure your success and safety.

To make an appointment to see a counsellor visit:

<http://selkirk.ca/services/student-support-services/counselling-services>

What do you do if you have a personal problem outside of the classroom?

(For example: you feel bullied or unfairly treated; you have a health issue and don't know who to see; you feel depressed or alone or want personal advice; you want advice about your future)

- **Talk to a teacher or college staff member that you feel most comfortable with.**
- Don't just talk to your friends. Get advice from individuals who can help resolve the problems. College staff can help you contact people who can help you resolve the problem.

Meeting people:

Making friends will help you succeed at Selkirk College. It will take some effort to meet people at first, but making friends can help to reduce the impact of culture shock and ease you into life at Selkirk College.

If you want others to talk to you, set a good example and talk to them first

- Smile and greet people you recognize.
- Make small talk with other students as you are waiting in line at the bookstore or cafeteria.
- Exchange names and remember the names of new friends (it may help to write them down).
- Don't use your own language when in the cafeteria or waiting for the bus.
 - o Talking in a foreign language can make Canadian students feel excluded or intimidated, and makes them feel like you don't want to talk to them.

Get involved in campus life

- Join a club to meet people with the same interests as you interested in.
 - o Visit the Student Union's clubs webpage to find out more: <http://selkirkstudents.ca/>
- Ask the Cultural Assistants (CAs) what activities they have planned for the semester. CAs are students hired to plan after-class activities for international students.

See the calendar for a list of planned activities
<http://selkirk.ca/international/our-students/current-students>

- Participate in weekend trips and activities.
- Stop by the Selkirk College Student Union office near the front entrance to find out about upcoming events.

Join a sports team or participate in athletics:

- Join an intramural sports team and play your favorite sport just for fun against teams of other Selkirk Students.

Dial "9-1-1" for police, fire or ambulance

To find out more, visit: <http://selkirk.ca/athletics>

- Ask at the gym about joining a competitive sports team.
- Take a fitness class or get in shape using the weight room or bouldering cave.

For current schedules visit the gym.

Safety:

In general, Canada is a relatively safe country and Castlegar is a safe city. However, as with any place you travel or live, it is your responsibility to ensure you remain safe and secure.

In an emergency, dial "9-1-1" to reach police, fire or ambulance. Make sure you

inform the International about the emergency by calling the International Student Services Coordinator or Department Head.

Enter important numbers in your cell phone so you always have them with you

Write your address in Canada and the phone number of your roommate or homestay on a card you keep in your wallet.

To stay safe, take the same precautions you would take in your home country.

Here are some tips to remember:

At home:

- Be careful when giving out your home address, telephone number or email.

- Get your homestay family or roommate's cell phone number and keep it with you.
- Lock the door and close the windows before you leave home.
- Know who is at the door before you open it. Ask to see identification if you do not know the person.
- Do not answer personal questions from strangers on the telephone or on the internet.

At school:

- Watch your belongings. Do not leave valuables such as your wallet, passport or laptop unattended.
 - o Do not bring items like your passport to school unless it is necessary.
- If you will be on campus after 6pm, bring a friend with you.
- There are wild animals that live in the forest around the Castlegar Campus. Do not use trails alone in the spring, summer and fall when bears are active. Find out how to be safe around bears at the Bare Aware website (www.bearaware.bc.ca).

In Castlegar:

If someone is bothering you, tell them to stop. Say "GO AWAY" or "STOP BOTHERING ME!" Do not worry about being nice. If they continue to bother you, tell someone nearby.

If someone is bothering you, tell them to stop

- When you go out, **make a plan** so you know where you are going, how you will get there and how you will come back. Tell someone your plan.
- Leave your passport in a safe place at home. Instead carry a photocopy of your passport and other ID such as a driver's license or BC ID (see page4)
- If you plan on taking the bus, check when the last bus home will leave.
- Carry a little cash with you, not a lot. Carrying around more than about \$50- \$80 in cash can make you a target for theft. Use a debit or credit card to pay for more expensive things.

- If you feel threatened by someone go to a busy, well lit area and ask for help.
- Canadian police will help you if you ask them. They are friendly and professional.

Out at night:

- When you go out at night, go with friends. **Do not go to a bar / club alone!**
- **Dress conservatively** when you go out at night. People treat women who dress provocatively differently, and you could find yourself getting **unwanted or threatening attention from strangers.**
 - o Dressing provocatively includes: short, tight skirts or shorts and low cut or revealing shirts or tank tops. Look at what others are wearing to see what types of clothes are appropriate.
- If you carry a cell phone, make sure you enter in important phone numbers including: your homestay family or roommate, a local taxi company, the International Student Services Coordinator and new friends in Canada.
- At night, walk with a friend, wear brightly clothes, walk on well-lit, busy streets, walk in the middle of the sidewalk, and avoid isolated areas such as parks where there are no other people around. Carry a flashlight and cell phone as well as a whistle or other personal safety device. Scream or yell loudly if attacked.

Avoid excessive use of alcohol or other drugs that impair judgment

In an emergency, dial: 911 (Police, fire, ambulance)

Sexual safety and options:

Sexual assault is any form of unwanted sexual contact, including unwanted kissing, touching, or sexual intercourse. In Canada, a person cannot legally consent to sexual contact if they are impaired by alcohol or other drugs or if they have been pressured.

You can increase your personal safety and reduce risk of sexual assault by doing the following:

- Party safely. Avoid excessive use of alcohol and/or other drugs, which impair your judgment

and leave you vulnerable even in everyday situations. Most people who report sexual assaults knew their attacker.

- Watch your drink at all times to make sure no one puts harmful drugs in it. (See below for more information on date-rape drugs)
- Communicate your limits concerning sex. You have the right to say no at any point, even if you said yes earlier.
- When you go out, go with a trusted friend and make an agreement with a friend to look out for one another.

Date rape drugs:

In Castlegar, there have been cases of people adding a tasteless, odorless, and colorless drug (usually Ketamine, Rohypnol, or GHB) to another person's drink without the drinker's knowledge. Commonly referred to as "date-rape drugs," these drugs leave people with little or no memory of what happened to them. **Watch your drink being poured (alcoholic or not) and keep an eye on it at all times.**

Avoid taking drinks from people you don't know.

**Avoid taking
drinks from people
you do not know**

If you are assaulted or think you have been drugged. Go to a safe place, talk to someone you trust, and tell them what happened.

Go to the hospital right away – do not wash or change. Tell them what happened, and call the police.

Contact VictimLINK (Victim Services Information and Referrals) toll free in BC at 1-800-563-0808, for multi-lingual help and information 24 hours every day.

What to do if you are in an accident or become the victim of a crime:

In an emergency, dial 911 to speak to Police, fire or ambulance. Tell them where you are and what happened.

Make sure you notify your homestay family or roommates and the International Student Services Coordinator so they can help you.

Alcohol and drugs:

Alcohol:

In British Columbia, the legal drinking age is 19 and it's illegal to be served alcoholic beverages if you are younger. You can only buy alcohol in provincial liquor stores and licensed beer and wine stores. It is illegal to drink and drive or to drink alcohol in public places such as streets or parks.

Although alcohol is often consumed in social settings in Canada, it is very acceptable and quite normal to not drink or have only one or two drinks in a night.

To buy or be served alcohol, you may need to prove that you are 19 years of age or older. Instead of carrying your passport and an additional piece of identification with you, you can get official BC identification called a BC ID card (see page 4).

Tobacco:

In British Columbia, you must be 19 years or older to purchase cigarettes. Cigarette smoking is not permitted in any indoor and many outdoor public places. This includes bars, lounges, pubs, bus stops, etc.

Other Drugs:

As a college student in Canada, you may encounter marijuana (pot or weed), magic mushrooms, ecstasy (E), crystal meth, LSD, cocaine, or heroin. These drugs are illegal and potentially dangerous. Possession of illegal drugs can carry a penalty that may include jail.

Although you may hear some of these drugs are harmless, they pose a range of physical and psychological health risks such as impairing your ability to learn, concentrate, think critically, as well as your motor coordination. They can also trigger depression and irritability. All drugs are potentially lethal when combined with alcohol or prescription drugs. You have the right to refuse drugs if they are offered to you.

Medical

Basic medical insurance:

All international students must have basic medical insurance that covers them for the whole time they are studying in Canada.

Basic medical insurance:

- Covers doctor visits, emergencies and all hospital care in Canada.
- Can be purchased in Canada or in your home country before you arrive.
 - o If you have not purchased international (travel) medical insurance in your home country, you must purchase medical insurance in Canada immediately.

Cost:

- If you purchase basic medical insurance in Canada, it will cost \$205 (as of May 2016) for the first three months. This amount is subject to change.
 - o You can purchase this through the International Student Services Coordinator.
- **After you have been in Canada for three months**, you are eligible for BC medical coverage (BC MSP). As of January 2016, BC MSP costs \$75 per month.

BC MSP (BC Medical Coverage):

- BC MSP is the basic medical insurance that all residents of BC have. It is also referred to as a “care card”.
- It gives you easier access to the BC medical system:
 - o Doctor visits, emergencies, advise on birth control or pregnancies (wanted or unwanted) are free.
- The forms to apply for BC MSP are available from the International Student Services Coordinator. You must send a copy of your study permit with the application.
- When your study permit expires, you will be automatically cut off from BC MSP. If you choose to extend your study permit, visit the International Student Services Coordinator immediately to send a photocopy of the new permit to:

Medical Services Plan of BC
Box 1600

Opt-out (no payment) option:

If you have basic medical insurance that provides at least \$1,000,000.00 CAD in total liability coverage; you can opt out from purchasing the basic medical insurance provided through the college. You must provide proof of your coverage and details of your plan to the college prior to or within the first week of classes’ to out.

Complete the Opt- Out Form by the first week of classes or else you must pay the fee.

Dental:

- Visits to the dentist and dental costs are **not covered** by BC MSP, though some emergency dental expenses are covered by private basic medical insurance.

Extended medical and dental insurance:

International Students at Selkirk College who are in University or College programs including University Arts and Sciences, Resort and Hotel Management, Business, or any other college program, are **required to have two (2) kinds of Medical Insurance:** ‘Basic Medical Insurance’ and ‘Extended Health and Dental Insurance’.

English Language Program Students do not have to purchase Extended Health and Dental Insurance.

Extended medical and dental:

- Covers extra health costs and is an addition to basic medical insurance.
 - o Including some dental costs, some eye care and some prescription drugs.
- **IT IS NOT THE SAME AS BASIC MEDICAL.**
- Students in regular (non-ESL) programs must have this insurance in addition to basic medical insurance.

Basic medical insurance is required for all students

Cost:

- Extended medical and dental costs CAD \$279 per year (as of January

2015) and is automatically added to your student account.

Even if you do not want this insurance, you must pay for it unless you can prove you already have the same coverage and opt out.

Opt-out (no payment) option:

If you have Extended Medical and Dental Insurance with your family insurance policy, or you have purchased a policy which covers additional costs such as dental visits, eye visits, and prescriptions you can opt out and you will NOT need to pay CAD \$ 327.76. To have this amount removed from your tuition fees (opt-out) you must:

1. Provide a copy of the medical plan showing that you have extended medical coverage (see note on Opt-Out Form for appropriate documentation)
2. **You can visit <https://studentplans.ca/U/22> to opt out online.**

If you have any questions, please contact the Student Union at healthanddental@selkirkstudents.ca.

Travelling to the USA:

Your basic and extended medical coverage may not cover you if you travel to the USA. If you are still under the Guard Me Basic Medical insurance plan you are covered for trips of up to 30 days in America, but BC MSP does not cover out of country medical expenses. **Medical care is very expensive in America.** If you plan on travelling to the USA- even if it is only for one day you should purchase travel medical insurance that covers you for the entire time you are in the USA.

Visit any travel agent in Castlegar to purchase travel medical insurance for the USA or purchase it online by searching for “travel medical insurance.”

Going to the doctor:

When you visit a doctor or go to the hospital:

- Ask the International Student Services Coordinator for assistance with setting up doctor’s appointments, or

- o Search online or look in the Yellow Pages of the phone book under “Physicians and Surgeons” to find a doctor in your area.
- Not all doctors listed will be accepting new patients. Call beforehand and ask if the doctor is accepting new patients then make an appointment.
- Take your medical insurance card.

Visits to the doctor are **private**. The doctor will not tell anyone (including your parents or Selkirk College) what the visit was for, nor will the International Student Services Coordinator let your parents know you visited the doctor.

Walk- in clinics:

- Walk- in clinics allows you to see a doctor without an appointment, but you may have to wait several hours.
- **Castlegar does not have a walk-in clinic**, and no doctors are accepting new patients currently.
- **Nelson’s walk-in clinic** is at:

Kootenay Lake Medical Clinic,
1140 Lakeside Drive (Chahko-Mika Mall)
Open 7 days a week, for hours, visit:
<http://www.nelsonwalkin.com/>

Public busses connect Castlegar to Nelson; see the section on transportation for details.

For emergencies, go to the Emergency area of:

Castlegar and District Hospital
709 Tenth Street,
Castlegar, BC
Open 7 days a week, 8:00 am- 8:00 pm.
Telephone 250-365-7711.

Dentists:

Visits to the dentist may not be covered under your basic medical insurance, but should be covered by your Extended Health and Dental Insurance. To see a dentist you will have to make an appointment.

To find dentists in Castlegar search for “dentists” and “Castlegar BC” online or look in the Yellow Pages of the phone book under “dentists”. You can also ask the International Student Services Coordinator or friends from Castlegar to recommend a dentist.

Personal Insurance:

All students are advised to insure their personal belongings against theft, fire, flood and vandalism.

- Selkirk College will not assume responsibility for lost, stolen or damaged items.
- Homestay families are also not responsible for students' personal belongings.
- If there is a fire or theft in your home and you have not insured your belongings, it will be your responsibility to replace any items that are damaged or lost.

Costs:

- Insurance to cover damage by fire, flood, theft or vandalism on \$5000 worth of property will typically cost about \$100 per year.
 - o the amount you pay is referred to as the premium.
- Your policy will describe what it covers. If something is not written in the policy then it is not covered.
- Some policies will have a deductible.
 - o This is the amount of money that you will pay if you make a claim. Any amount over the deductible will be paid by the insurance.

For your records, you should make a list of every item you own, record how much the item is worth and the serial number (if it has one). Taking a photo of valuable items can help if you need to make a claim.

Housing

For some students staying with a Canadian family offers a great way to experience life in this country and improve their English. Other students may prefer to live more independently in the college residences or even find their own off-campus housing.

Homestay:

Staying with a Canadian family offers an opportunity to speak English and learn about Canadian family life and culture. All homestay accommodation includes a private room, 3 meals per day, and laundry facilities.

Costs:

The first month you will pay your homestay fee to Selkirk College. After the first month you will pay your homestay family directly each month on the same day as the date you arrived. For example, if you arrived on August 26th, you will pay your homestay fee on the 26th of each month.

For more information on homestay visit:

<http://selkirk.ca/international/students/housing/homestay/>

Guidelines for students in homestay:

1. Students living in homestay must stay with their homestay family **until the end of the semester**, unless there are exceptional circumstances.
2. Pay your homestay family every month on the same date as the day you arrived.
 - If you are unable to pay them on time talk to them about it.
3. If you plan to leave at the end of the semester, tell your homestay family at least 30 days before the day you plan to leave.
 - Write them a note or letter telling them exactly when you plan to leave.
 - Leave a forwarding address and contact information with the International Student Services Coordinator and your homestay family so they can give you your mail or messages.
4. Treat your homestay family and their home with respect and courtesy.
 - Repair or replace any homestay property you damage, and let them know what happened.
5. Be considerate of your homestay family and their needs.
 - Avoid taking long showers, or using the phone for too long.
 - If you will be away for dinner, tell your host family by 4pm so they can plan how much food to make.
 - Provide your own personal toiletries. Do not use their shampoo, toothbrush, toothpaste etc.
6. Respect the house rules and customs of the family.
7. Help with daily **chores** such as setting and clearing the table, taking out the garbage, washing the dishes etc.
 - If you see something that needs to be done, don't wait until you are asked- do it!

- Ask your homestay family if they would like you to do your own laundry, and get instructions on how to use the washing machine.
 - o Some families may prefer to wash your laundry with the rest of the family's laundry.
- 8. Insure your own personal belongings.
 - They are not covered by your homestay's insurance.

What to expect from your homestay:

1. A warm welcome:

- Your homestay family should welcome you into their home and introduce you to the customs and rules of their home.
- Each homestay is different, and will have slightly different rules and expectations.

2. Help adjusting to life in Canada:

- They will help you figure out how to use the bus and set up bank accounts.
- If you don't know how to do something, ask your homestay family for help.
- They will show you how to properly use the TV, telephone, washing machine and any other household appliances you may need.
 - o Make sure you turn off electronics when you are not using them, and turn off the lights when you leave your room.
- You will be given a key to the house. They will show you which door to use, and how to lock it when you leave.

3. Food, each day, your homestay will provide you with:

- a) breakfast
 - Some families may prepare your breakfast and lunch for you; others may provide you with the food and tools to assemble your own breakfast and lunch (for example cereal and ingredients to make a sandwich).
- b) A packed lunch
 - It is not ok to take extra food for lunch to share with your friends.
- c) A sit down dinner
 - Always be on time for dinner,
 - Tell them by 4pm if you will not be home for dinner.

Read the section on table manners. Ask your homestay if you have questions.

Special meals:

- Your homestay is not required to cook special food for you;
- You are expected to eat the same food as the rest of the family.
- If you have allergies, tell your homestay.
- If you really enjoy a meal, let your homestay know, and thank them. This may inspire them to cook similar meals more often.

Snacks:

- Ask if it's ok before you eat food out of the fridge or freezer.
- If you make a snack, clean up after yourself.

4. An English only speaking environment.

- To help you improve your English, they will encourage you to only speak English.
- Remember, it is impolite to speak another language in front of someone who does not understand it.

5. A private room.

- You will have a private bedroom with a bed, dresser, desk or table, chair and lamp.
- No one will go into your room unless you give them permission and they will knock if your door is closed.
- You are expected to keep your own room clean and tidy.

Each home and family is different. Some families have pets, some have children, some have larger houses, and some all share one bathroom.

Having friends over:

- Ask if it is okay to have your friends visit.
 - o They may prefer you to have only one or two friends over at one time.
- Make sure your friends do not stay for meals. Your homestay is supposed to feed you, not all your friends.
- Entertain friends in the living room or other public areas of the house- not your bedroom.

- Your homestay family might not allow you to have friends sleep over, be understanding if this is the case.

Going out and travelling with friends:

If you go out:

- Tell your homestay where you are going and when you plan on coming back.
 - o Leave them the phone number of the place you are going or the people you are going with.
- If you are going to be late, give them a call and let them know so they don't worry.
 - o It is better to phone very late at night than leave them wondering if something bad happened to you.

If you go on a trip:

- Let your homestay know where you go, when you will be back and who you go with.
- If plans change, let your homestay know so they don't worry about you.

Your homestay is not required to pay for activities such as trips, concerts, movies, sports events and skiing.

Extended absences:

If you will be away for a few days or even a few weeks in a month, you must still pay the full homestay amount for that month.

If you plan to be away **for the full month of August**, you will not be charged for that month. However, you must leave your room very tidy and put away your personal belongings. Your homestay family may decide to use your room for company to stay in while you are away.

Students who **leave in April** and plan to return to their homestay in September should give their homestay the payment for September before they leave to hold their room.

- Your homestay should not charge a fee to store your luggage or belongings while you are away, but you must put away your things so your

room can be used by company during the summer.

Problems with your homestay:

If you have a problem with your homestay family

1. Talk to your homestay family about the issue if you feel comfortable.
2. Discuss your concerns with the International Student Services Coordinator.
 - The coordinator will help you resolve the issues.
 - If you need a translator to help with presenting your ideas or understanding the problem better, one will be provided.

Residence:

Kekuli House Residence on the Castlegar campus is home to students from Canada and around the world.

- Each student has a private room with private outdoor access and shares a bathroom with one other student.
- private cooking facilities are in each room and students have access to a common room with a TV and pool table.
- Meals are not provided.
 - o Students are expected to buy their own groceries and cook for themselves.
 - o The cafeteria does serve food that students can purchase during the day, but it is **not open in the evenings or on the weekends**.
- Bedding (bed sheets / bed linen) is available to rent.
- Students must provide their own dishes and cooking utensils

Meals are not provided in residence

There are no busses on weekends, so plan ahead as the residences are approximately 4.5 km from the nearest grocery store.

There is an airport pickup and settlement service available to students choosing to live in residence. See the section on Airport pickup and settlement for details.

For more information and application instructions visit: <http://selkirk.ca/students/kootenay-life/kekulihouserresidence/>

Tenth Street Residence in Nelson opened in 2011. It is located on Selkirk College's Tenth Street Campus, and serves both the Kootenay School of the Arts (KSA) and Silver King Campus in Nelson.

For more information and application instructions visit: <http://selkirk.ca/students/kootenay-life/tenthstreetresidence/>

Residence fees:

Application fee	<ul style="list-style-type: none">- This covers the cost of processing your application and is non-refundable
Room deposit	<ul style="list-style-type: none">- This is sent with your application, it holds the room for you until you pay the rest of the room fees.
Damage deposit	<ul style="list-style-type: none">- If there is damage to your room or it is messy or dirty when you move out, this money will be used to cover the cost of the repairs and cleaning- As long as your room is clean and has not been damaged, you will get this money back when you move out
Room fees	<ul style="list-style-type: none">- Like rent, this is the amount you pay to live in the room.- In the fall and winter, you will pay for the full four month semester.- In the spring, you will pay by the month.
Reception fee	<ul style="list-style-type: none">- This is an airport pickup and settlement service provided for students staying in the Kekuli House residence. See the section on Airport pickup and settlement for details.

For Kekuli House in Castlegar, detailed information on fees and the application process is available here: <http://selkirk.ca/students/kootenay-life/kekulihouserresidence/>

For Tenth Street Residence in Nelson, detailed information on fees and the application process is available here:

<http://selkirk.ca/students/kootenay-life/tenthstreetresidence/>

Make sure you pay all required fees in advance, before the deadline to ensure a room is available.

Student residence regulations:

- Alcohol can be consumed only by residents 19 years of age or older.
- The possession, use or sale of any drug other than prescribed, is strictly prohibited.
- Weapons of any kind are not allowed.
- Quiet hours are between 11:00 p.m. – 8:00 a.m. weekdays and 1:00 a.m. – 9:00 a.m. Friday /Saturday.
- Failure to cooperate with a Residence staff member may result in eviction.
- Smoking is not permitted in rooms or in the common lounge areas.

Note: Selkirk College Policy B3002 and the Selkirk International Departmental Policies contain the full student code of conduct and are posted on the College website at <http://www.selkirk.ca>

What do you do if you have a problem with residence?

Discuss your concerns with the Residence Manager or the Residence Manager will approach you.

If you feel that the problem is not being resolved or you are unsure of what to do, discuss your concerns with the International Student Services Coordinator. They can assist you with translators or with negotiating the situation.

Making the most of your residence experience

It's normal to feel homesick or lonely when you move in to a new place. The following suggestions may help you get over the loneliness, so that you can make the most of your time in residence. You may feel uncomfortable at first, but following these suggestions is worth the effort.

- Ask the cultural advisors what activities and programs they're planning, and tell them what kinds of things you'd enjoy.
- It's amazing how many people you meet when you participate in an activity or join an intramural team.
- Sit in the lounge rather than in your room.
- Watch TV with your roommates and take the opportunity to enjoy the show and meet others.
- Invite others to eat with you. Many new students worry that they'll eat alone.

Off- campus housing:

Local communities have a variety of apartment and suite accommodation opportunities. Students must make their own arrangements if they wish to live off campus in a private apartment or suite.

You should expect to pay between \$450 and \$800 per person per month in rent in Castlegar and in Nelson the going rates for rentals start at about \$600 per person per month as of August 2014.

Apartment: An apartment is a room or suite of rooms located in a building occupied by more than one household. Apartment buildings generally have many apartments.

Suite: A suite is usually a private living arrangement in a house. Suites are often in the basement, ground floor or top floor. Like an apartment, they have a private living space, kitchen, bathroom and access to the outdoors.

Room: A room is a bedroom in a larger house or apartment shared with other individuals. You generally have your own bedroom and shared kitchen, bathroom and living space with roommates.

All off-campus housing in Canada will have a stove and refrigerator. Some will also include access to shared laundry facilities.

Some off-campus housing is “**furnished**”, this means that it comes with furniture (ie. A bed, chairs, table). The majority of apartments and suites do not come with furniture, and you will need to purchase the basics.

Resources for finding an apartment:

Check local newspapers in the classified section for listings of available apartments. Bulletin boards around the college often also have advertisements for rooms to rent.

Newspaper classifieds sometimes use abbreviations to describe rentals.

Abbreviation	meaning
Bdrm	Bedroom
NS	No smoking
NP	No pets
WD	Washing machine and clothes drier
DW	Dishwasher
Bsmt	Basement
Furn	Furnished
Ref. req.	References required
Util	utilities

Selkirk College has a complete off- campus housing list. Please visit <http://selkirk.ca/international/our-students/accommodation/campus-housing>

Questions to ask when calling about an apartment or suite:

1. Is there laundry available in the building?
2. Is it furnished, or is there furniture that may be available for me to use? (Sometimes home owners have furniture that you could use).
3. Are utilities included in the rent? (Utilities are the gas, electricity and water, sometimes internet or cable TV is included)
 - Sometimes internet or cable TV is included
 - Normally telephone is not included
4. When is it available, and when can I come and see it?

If you have a problem with off campus housing:

When renting off campus, you are responsible for resolving the problem. However, the International Student Services Coordinator can give you advice on what to do if you are unsure.

Immigration

You are responsible for maintaining your immigration status and obeying immigration regulations while studying in Canada.

- Check, your immigration documents- study permit, work permit and / or temporary resident visa- to make sure they are accurate.
- Make note of when they expire and plan to renew them at least 2-3 months before.

There are three categories of people who live in Canada: citizens, permanent residents and temporary residents.

International students, workers and visitors are all temporary residents. As a temporary resident, you may have several immigration documents:

1. Permit (study permit, work permit or visitor record)

- A valid permit authorizes you to remain in Canada while you study, work or visit. Visitors who are not studying or working may have either a stamp in their passport or a paper visitor record.
- If you are studying in a program that is less than six months long, you may not need a study permit, but you should consider applying for one anyhow. If you decide to continue your studies for more than six months. You can then extend your study permit and avoid the complicated application process.

2. Temporary Resident Visa (TRV)

- Citizens of certain countries require a Temporary Resident Visa to **enter** Canada.
- See www.cic.gc.ca/english/visit/visas.asp for a list of these countries.
- It is recommended that you maintain a valid TRV while you are in Canada, but it is not mandatory.
- A TRV may allow “single entry” or “multiple entries” and can only be obtained from a Canada visa office (consulate or embassy) outside of Canada.

3. Passport

- If your passport is going to expire while you are in Canada, normally your immigration documents will expire at the same time. In

most cases, you can apply to extend them after you obtain a new passport.

- o Passport applications can take up to three months, so apply as soon as possible.
- o Apply for a new passport by contacting the nearest visa office for your country (search online for your country’s embassy or consulate in Canada).

Extending your Study Permit:

You must extend your study permit if you plan on staying in Canada past its expiry date. The International Student Services Coordinator will assist with information on renewing your study permit.

Your application must be received by Immigration on or before the day your previous document expires, otherwise you will lose status in Canada and **you must stop studying immediately**. If this happens, talk to the International Student Services Coordinator right away.

If it is within 90 days from the day your permit expired, you can apply for restoration of your status. For more information, visit

Have the International Student Services Coordinator check over your application before you submit it

<http://www.cic.gc.ca/english/information/applications/guides/5552ETOC.asp#restoration>.

- If it is more than 90 days from the day your permit expired, you will have to apply outside of Canada for a new study permit.

Apply by **mail** or **online** to Citizenship and Immigration Canada’s (CIC) Case Processing Centre in Vegerville, Alberta 60-120 days before your current study permit expires. Check the CIC website (www.cic.gc.ca/english/information/times/temp.asp) for processing times when you apply, often it takes less time if you apply online instead of through the mail.

- To apply online, visit www.cic.gc.ca/english/e-services/index.asp
- To apply by mail, pick up a paper application from the International Student Services

Coordinator's office or online at <http://www.cic.gc.ca/english/information/applications/extend-student.asp>. If you prepare a paper application, it is a good idea to photocopy it and keep a copy for your own records. If an application is lost, it is easier to send a copy than to reassemble the documents.

Applications made online or mailed to Vegreville **must be sent from a Canadian address**.

Have the International Student Services Coordinator check over your application to make sure it is complete before you submit it electronically or mail it.

Once you get your new permit, make sure you see the International Student Services Coordinator so she can make a copy. Also, don't forget to apply to extend your MSP medical insurance.

Supporting documents:

You will need to send or upload several supporting documents with your application to extend your study permit:

- An **official letter** confirming your status as a Selkirk College Student, and the expected duration of your program. Ask the Admissions Officer or The International Student Services Coordinator about getting this.
- **Proof of funds**. This could include a letter from your bank or employer, evidence of scholarships or other funding, or proof of sponsorship from an individual or institution. Normally you must show that you have the following minimum amounts to cover living expense: \$10,000 per year for yourself, \$4000 for your spouse or partner and \$3000 for a child (if you have any family with you in Canada).
- **Photocopy of your passport**. Scan and upload a PDF of your photo page, plus all stamps made in your passport for entries to Canada

Expired Study Permits and Implied status:

If your permit expires while you are waiting for Vegreville to process your application, you have "implied status" in Canada until you receive a response. It is important that you remain in Canada

until you receive your new document. If you leave Canada, you may not be able to re-enter Canada without a valid permit.

Transferring from another institution:

If you already have a valid study permit for post-secondary study in Canada, you may use that study permit to study at Selkirk College (unless otherwise noted on the study permit). As a post-secondary student you can transfer between programs and institutions without applying to change the conditions of your study permit. You can also transfer between public and private institutions. If you hold a valid off-campus work permit that was issued while you were at your previous school, you must transfer that permit to Selkirk College.

"Does not Authorize Re-Entry":

All study permits include the phrase "does not authorize re-entry". This is to remind you that if you require a TRV, your study permit alone will not be sufficient to re-enter Canada (unless you are returning from the United States). A CIC officer can also prevent you from re-entering Canada if the officer determines that you are not following immigration regulations. For example if you have stopped attending classes or are working off-campus without a permit. We recommend you carry documents showing you are a current Selkirk College student (for example, your student card and a letter proving your enrollment) anytime you leave the country just in case you need to show them.

Temporary Resident Visas (TRVs):

Depending on your citizenship, you may require a Temporary Resident Visa to enter Canada. The TRV is different from a study permit: it is used to enter Canada, and a study permit is what allows you to remain in Canada as a student. TRVs are often issued for the same length of time as a study permit. Students are not required to have a valid TRV to remain in Canada, but it is a good idea to keep your TRV valid in case you need to leave Canada suddenly, as you will need one to re-enter the country.

Obtain a TRV from a Canadian visa office outside Canada.

Applying for a Study Permit from within Canada:

If you enter Canada as a visitor, you can apply for an initial study permit through the Consulate General of Canada in Seattle or another Canadian visa office outside Canada.

It may be possible for you to apply for an initial study permit within Canada if you are:

- An exchange or visiting student
- A student who has completed a short-term program that needed to gain acceptance into a recognized program at a designated learning institution.

Travelling outside of Canada:

If you plan to leave the country, make sure your documents will remain valid for the entire time you are outside Canada. Renew your documents before you travel. Speak with the International Student Services Coordinator if your study permit will expire while you are outside Canada.

It is not advisable to leave Canada while your immigration document extension is being processed.

It is possible to renew your study permit from outside Canada, but it may take longer. Check the processing times online at <http://www.cic.gc.ca/english/information/times/> to ensure you have enough time to get your paperwork processed.

Visiting the United States:

If you have a valid study permit or work permit and you leave Canada and only visit the United States you do not need a valid TRV to re-enter Canada. Some airlines do not honor this regulation so check with your airline before you travel, then print and bring a copy of the relevant legislation when you travel.

Citizens of some countries will require a US entry visa to enter the United States. You can apply for a US visa online at http://usvisa-info.com/en-CA/selfservice/ss_country_welcome A US visa may take up to four months to process and can require an in person interview at the consulate in Vancouver.

Returning to Canada:

When you cross the border to enter Canada keep in mind the following tips to make your border experience as smooth as possible.

- Have all your documents ready
- Answer every question truthfully and consistently.
- Don't offer more information than is requested; give short answers, offer only the information that they ask for, and don't hesitate.
- Expect to wait one to three hours. Alert those who are planning on picking you up that you may be delayed and unable to phone them.
- Do not use cell phones in the Customs area.
- Cross the border during office hours if your case is complicated.

You may have to pay duty on goods (including gifts) you bring into Canada. Keep all receipts, calculate the total and show them to a customs officer if asked.

For information on what you are allowed to bring into Canada and how much you are allowed to bring in duty free (personal exemptions), consult the "Guide for Residents of Canada Returning to Canada" by the Canada Border Services Agency available online at www.cbsa-asfc.gc.ca/publications/pub/bsf5056-eng.html.

Taking a break from your studies:

Contact the International Student Services Coordinator if you are considering taking a break from your studies. ***Your Program Supervisor and the Manager of the International Department must approve your study plan if you would like to take a break from your studies.***

There may be implications on your study permit and your ability to stay in Canada during a break from your studies. In general Citizenship and Immigration Canada requires you to remain enrolled until the completion of your studies, and actively pursue your studies if you want to remain in Canada on a study permit.

Citizenship and Immigration Canada does not allow students to have more than 5 months in a 12 month period that they are not studying full time. This means

that student must be enrolled in full time studies for both the September to December and January to April semesters.

If you plan to leave Canada during your break, request a letter from Selkirk College stating that you are eligible to return to your program of study. If asked by a customs officer, present this letter along with any documentation of your break (for example, leave approval from Selkirk, and a doctor's note).

If you hold an off-campus work permit and take a break from your studies you must return your work permit to CIC unless your break is after two semesters of full time studies and has been approved by your program and Selkirk International.

Staying in Canada as a visitor:

If your study permit is going to expire and you want to stay in Canada as a visitor, you need to apply for a visitor record. You can apply by mail from within Canada to change your immigration status to visitor.

Once you switch to a visitor record, you cannot apply for a post-graduation work permit, and any new application for a study permit or work permit must be made at a visa office outside Canada.

Documents for family members:

If members of your family will accompany you to Canada, they should apply at the same time you apply. For most students, family includes spouses, partners and children of the student. In most cases, student's family members come as visitors.

Note: Canada's immigration policy treats international student's common-law partners in the same manner as a legal spouse. See www.cic.gc.ca/english/immigrate/sponsor/spouse-apply-who.asp for more information.

Spouses or partners of international students can apply for work permits after they arrive in Canada. Children of international students who are under 18 years old do not require study permits, but having a study permit instead of a visitor record can make the immigration process run more smoothly.

Lost or stolen passports:

If your passport is lost or stolen, first contact the International Student Services Coordinator then follow the steps below:

1. Report your lost or stolen passport to the RCMP (police). Record any file numbers or documents they give you as proof that you contacted them.
2. Contact your country's embassy or consulate in Canada and ask for instructions on how to apply for a new passport.
3. Apply to replace your study permit. Download the application form from www.cic.gc.ca/english/information/applications/certcopy.asp.

It's a good idea to keep photocopies of all your important documents (including credit cards, passport, immigration documents, bank information, and health insurance cards) in a safe place in case the originals are lost or stolen.

Working and volunteering

Many students are interested in working or volunteering while they attend Selkirk. Work experience can be a great way to prepare you for your career, meet new people and connect you to the community.

It is important to know your rights as an employee. To learn about BC employment standards, visit the Ministry of Labor website at www.labour.gov.bc.ca/esb. Contact the International Student Services Coordinator if you believe your rights have been violated.

Can I work in Canada?

As long as you are a full time student in a recognized program and have a Social Insurance Number (SIN), you are allowed to work off campus in Canada. Students studying in the English Language Program are not authorized to work off campus, but can work on campus if they secure a job.

To work **off campus**, you will need a Social Insurance Number (SIN). Steps to obtain SIN:

- A Valid Study permit.

- Passport
- Please visit <http://www.cic.gc.ca/english/study/work-offcampus.asp> to find out more.

Hours of Work Permitted:

- Up to a maximum of 20 hours per week while you are studying.
- During scheduled breaks (summer, winter and reading breaks): work full-time up to 40 hours per week.

Co-op, internship and practicum:

If you are required to work as an integral part of your studies or you are enrolled in a co-op program, you may be permitted to work off-campus full-time with a co-op work permit from CIC. When you apply, include evidence showing that employment is mandatory for the completion of your academic program such as a letter from the Co-op office or your program supervisor.

A co-op work permit is different from an off-campus work permit, but you may hold both at the same time if you meet the criteria for each. Co-op work permit applications are available online at <http://www.cic.gc.ca/english/study/work-coop.asp>. Applications should be submitted online. Your co-op work permit will expire at the same time as your study permit.

Post-graduation employment:

If you graduate from a degree, diploma or certificate program of at least eight months can apply for a postgraduate work permit.

As soon as your final marks are available, you have 90 days to apply for your post-graduation work permit. The date of your graduation ceremony does not affect this period.

See <http://www.cic.gc.ca/english/study/work-postgrad.asp> for more information. Visit the International Student Services Coordinator for assistance with the application.

You will only be granted a post-graduation work permit **one time**, regardless of how many degrees or diplomas you obtain in Canada.

Students only taking English language courses are not eligible to apply for a post-graduation work permit.

Social insurance number (SIN):

SIN is mandatory to start a job. Apply in person with your study permit at a Service Canada office in Nelson in the Chahko Mika Mall (1125 Lakeside Dr.) or in Trail at 1101 Dewdney Ave. There is no fee to submit a SIN application.

You must have a SIN to receive payment for work in Canada

You will need to show your study or work permit to employers as well as your SIN number to prove that you are eligible to work in Canada. Your SIN will expire at the same time as your work or study permit.

Finding a job:

The Canadian job market is competitive, and you will need initiative, patience and persistence to find a job.

- View postings for current student job opportunities at Selkirk College on the Career Portal <http://selkirk.ca/cees/career-portal> and sign in using your student ID and password.
- Look at the notice boards near the cafeteria, they often feature job postings.
- Talk to teachers, staff and people you know, ask them if they know about job openings.
- Take the International Employment Services Course, it will help you develop your resume and cover letter and give you the skills you need to get a job and succeed in the workplace.

How to apply for a job:

- Create a resume and cover letter that state your interest in and qualifications for a position.
 - o Resumes and cover letters follow a specific format. Look up templates or examples online.
 - o A resume should advertise your relevant skills and accomplishments, but should not

contain personal information such as your age, gender, marital status, or photograph.

- Visit places you are interested in working and ask the manager about the possibility of working there.
 - o Visit during times when they are not too busy.
 - o Tell them you are interested in working there, give them your resume and cover letter and request an interview.

Minimum wage

All employees in BC must be paid at least minimum wage. As of April 2014 minimum wage rates are:

General minimum wage: \$10.25 per hour

Liquor server minimum wage: \$9.00 per hour

It is illegal for an employer to pay you less than the minimum wage.

More information is available online at <https://www.labour.gov.bc.ca/esb/facshts/min-wage.htm>

Hours of work and overtime

A normal full time work day is considered to be 8 hours per day and 40 hours per week. If you work more than 8 hours per day OR 40 hours per week you are likely entitled to overtime pay.

After working eight hours in a day an employee must be paid time-and-a-half for the next four hours worked, and double time for all hours worked in excess of 12 hours in a day. This applies even if the employee works less than 40 hours in a week.

More information is available here: http://www.labour.gov.bc.ca/esb/facshts/hours_of_work_and_overtime.htm

Volunteering:

Volunteering is an important part of the Canadian culture, most people will do volunteer work before entering their first job and throughout their careers. Canadian employers view volunteer experience the same as work experience. Volunteer experience will give you an advantage when applying for jobs.

Contact local community organizations to find out about volunteer opportunities.

- Hospitals
- Special event organizers
- Community services societies
- Non-profit societies
- Animal shelters

If you are in the ELP program, consider taking the volunteer seminar. It will help to place you with a local business or organization so you can experience volunteering in Castlegar.

Look at Citizenship and Immigrations website before you begin any volunteer work. Even if the work you do is unpaid, you could be required to have a work permit if someone would normally be paid to do it. For more details, visit <http://www.cic.gc.ca/english/study/institutions/work-volunteer.asp>

Applying for Permanent Residency After you graduate:

British Columbia Provincial Nominee Program (BC PNP) is one way to obtain permanent resident status in Canada.

If you are an international student who has graduated from a Canadian university or college in the past two years, you may be eligible to be accepted into the BC Provincial Nominee Program (PNP).

To be accepted into the PNP you do not need Canadian work experience, but you do need a job offer from an employer for an indeterminate full-time position that typically requires a university or college education.

The first step in the process is to apply. If your application is approved, you are a Provincial Nominee who may then apply to Citizenship and Immigration Canada (CIC) for a permanent resident visa in the Provincial Nominee Class.

Selkirk College is recognized post-secondary institution in Canada for the program. Please visit <http://www.welcomebc.ca/Immigrate/About-the-BC-PNP/Skills-Immigration/International-Graduates.aspx> for more information.

Money Matters

Money is also called cash, coins and bills. There are 100 cents in one dollar. Common bills (paper money) are \$5, \$10, \$20, \$50 and \$100.

Coins used in Canada are:

Nickel	5 cents (\$0.05)
Dime	10 cents (\$0.10)
Quarter	25 cents (\$0.25)
Loonie	1 dollar (\$1.00)
Toonie	2 dollars (\$2.00)

Many people do not like to carry large bills- those \$50 and higher. Some stores and restaurants do not take large bills (\$50 or \$100 bills).

Opening a bank account:

To open a Canadian bank account, you will need:

- Your Selkirk College student card,
- Your passport, and
- Your local address.
- Some banks may ask for a letter of reference from your bank in your home country (if you don't have a letter like this, try a different bank).

Full service banks in Castlegar include: CIBC, BMO Bank of Montreal, Heritage Credit Union and Kootenay Savings Credit Union. There is a Scotia Bank ATM in the Seven Eleven.

When you visit a bank, ask about:

- Student accounts that offer low service fees.
- All possible fees that you might be charged in a month: including any fees for withdrawing and depositing money, using ATMs at other Banks, writing cheques, banking online or using debit cards.

Most banks offer an inexpensive or free basic account for students that include some free transactions.

When you get a Canadian bank account, your bank or credit union will give you a bank card (also known as a

'debit card' or 'ATM card'). You can use this card in bank machines around the city to withdraw or deposit cash. You can also use your bankcard as a debit or Interact card to pay for items directly at stores or restaurants.

Financial assistance, scholarships and awards:

To find out about Scholarships available to Selkirk College students visit the Financial Aid office, either in person or online here <http://selkirk.ca/international/our-students/financial-aid> some scholarships and other forms of financial aid may only be available to Canadians.

As an international student, you are expected to have enough money to support yourself while you are studying in Canada.

If you are having serious financial trouble you should ask the International Student Services Coordinator or Department Head for advice.

Sales taxes (PST and GST):

BC has a Provincial Sales Tax (PST) and Goods and Services Tax (GST) and the Provincial Sales Tax. As of March 2014, PST is 7% and GST is 5% in BC. These amounts are added to the advertised price of consumer goods, restaurant meals and drinks in bars. They appear as a separate item and are not a service charge or tip.

Gratuities and tipping:

Service charges usually are not included on bills in restaurants or bars in Canada. It is standard practice to tip service personnel 15% of the bill. What you give for a tip is your individual choice.

Life after Selkirk

Many students are surprised to hear they may experience **reverse culture shock** when they return home. You will probably be looking forward to seeing friends, family and familiar faces, but often it can be more challenging than you would expect to re-adjust to your home culture.

Before you return home:

- Talk to your friends or family about your experiences in Castlegar. Remember what you have learned and how you have changed.
- Ask about what has happened at home since you left.
 - o Realize that they had experiences that you missed out on too.
- Say goodbye and celebrate with your friends here before you leave.
- Plan what you will do when you return home, including where you will live, work or study.
- Ensure your mail will be sent to you and any unpaid bills will be paid.
- You must give at least one-month's notice before you move out.
 - o Make sure you clean your room / apartment thoroughly so you get your damage deposit back.

Once you're home:

- Tell your friends and family about your experiences, but realize that they may not be interested in hearing you talk about your life in Canada.
- Be aware that you may have changed while you were away, and people at home may have changed as well.
- Make sure you ask your friends and family about their lives- they were not simply waiting for you to return.
- Stay connected with people you met in Canada, you can talk about your experiences together.
- Find people who understand your experiences and share any new interests you might have developed in Canada.

Staying connected:

Join the alumni association and stay connected with the friends you have met in Castlegar through social media (Selkirk International's Facebook page), emails or old fashioned mail.

Staying in Canada:

It may be possible for you to stay in Canada after your study or work permit expires.

If you graduate from a recognized diploma program that is longer than 8 months you can apply for a post graduate work permit. For more information see page 30.

You may be eligible for the Canadian Experience Class of Permanent Residency or the BC Provincial Nominee Program for Permanent Residency.

If your home country has a reciprocal agreement with Canada you may also be eligible for a NAFTA work permit or a working holiday visa.

Visit: www.cic.gc.ca/immigrate to find out more about immigrating to Canada.

Key Dates and Hours of Operation

Selkirk College is open:

Mon- Fri 6:00 am -11:00 pm
 Sat & Sun* 7:30 am – 5:00 pm
**September – April only*

On weekends, enter the College through the main entrance front doors. Side doors are often locked.

Holidays when the College is closed:

Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day and British Columbia Day.

For dates, check the calendar
<http://selkirk.ca/students/current/academic-dates/>

Library:

Mon 7:30 am – 5:00 pm
 Tues, Wed, Thurs 7:30 am – 7:00 pm
 Fri 7:30 am – 5:00 pm
 Sat 12:00 noon- 4:00 pm
 Sun Closed

Cafeteria

From September until May:

Mon- Fri 7:30 am - 3:00 pm

Reduced hours in the spring and summer

Bookstore

Mon- Fri 8:30am -3:00pm

Computer labs:

Mon- Thurs 7:00 am -11:00 pm
 Fri 7:00 am -7:00 pm
 Sat & Sun* 7:30 am – 5:00 pm
**September – April only*

Contact:

International Admissions Officer

Office: A-17
 Tel: 250-365-1293
 Email: international@selkirk.ca

Student Services Coordinator

Office: O-130
 Tel: 250-365-1238
 Email: mjona@selkirk.ca

Department Head

Office : A-12
 Tel: 250-365-1395
 Email: srablah@selkirk.ca

