



Pathways Program Student Handbook



My Account & Class Placement

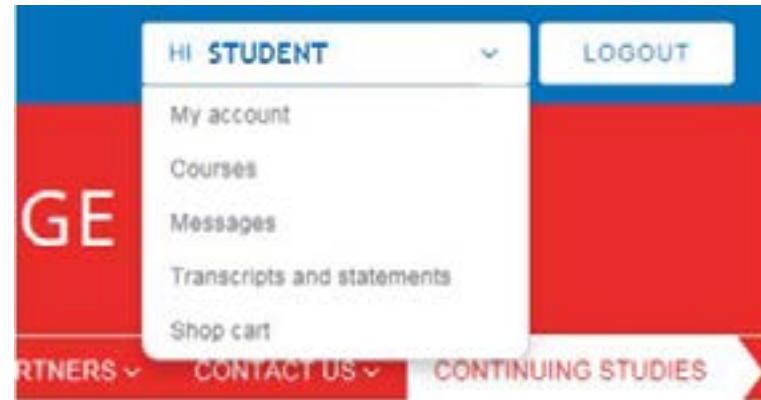
Keep your personal information in your online account up-to-date! This means having a valid email address that you check often as this is how we communicate with you.

The English Language Centre will send you important information - including information about any additional cost activities you sign up for.

You are responsible for knowing any information emailed to you from the English Language Centre.

To make sure you have all of your personal information up-to-date, go to uvic.ca/elc and sign in at the top, right-hand side of the page.

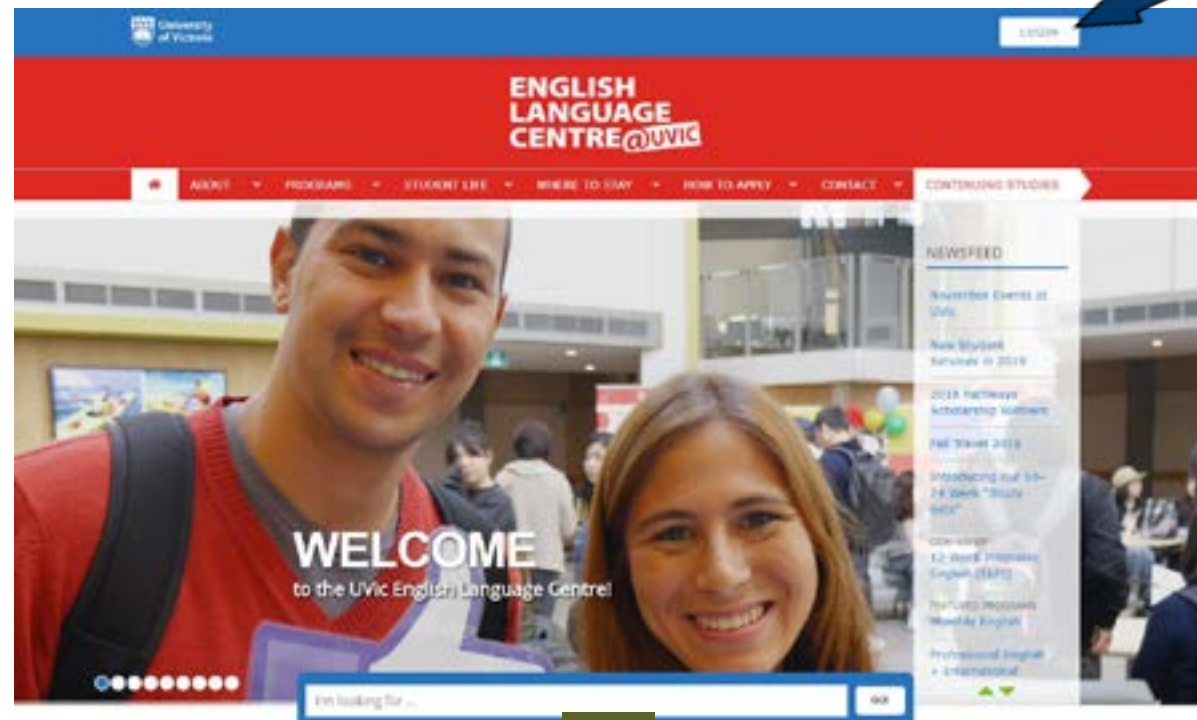
Under your name at the top of the page, click on my account and update your information as needed.



Class Placement

Your account is also where you will find your course section and class placement information.

Follow the above steps to sign in and click on courses and then current courses. Click on your program and find your student number on the list. For an in-person course, make a note of your class information and keep it on hand until you find your first class. For an online course, specific access instructions will be emailed to you before the course begins.



Administrative Staff

Administration



Jackie Prowse
Director



Paula Leahy
Associate
Director



Selena Bryan
Program
Coordinator



Lily Chow
Program
Coordinator



Cathy Ebert
Student
Mentor

Homestay



Paula Ceroni
Program
Manager



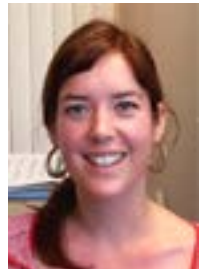
Lindsey Schultz
Program
Coordinator



Don Mellings
Program
Manager



Deborah Shepherd
Program
Coordinator



Mikko Pomian
Program
Coordinator

Sociocultural

- Homestay Applications
- Questions or concerns about your Host Family
- 2nd Floor, CST Building. Ph: 250-472-4268

- Activities, trips and outings
- 2nd Floor, CST Building. Ph: 250-721-8469

Student and Financial Services



Sheila
Taylor



Christa
Kutzner



Katie
McDonald



Alesha
Akouri



Angel
Antonio

- Buy bus passes, make tuition payments, register for courses, sign-up for trips
- 2nd Floor, CST Building. Ph: 250-721-8469

ONECard



When classes in Victoria begin again, the UVic ONECard will be your identification card at the University of Victoria. You can load money onto your ONECard and use it as a payment card (with no transaction fees) across campus.

You can load money for meals on your ONECard at the ONECard office (in the University Centre). You can also add funds online with Visa, Mastercard, or Amex. Any lost cards should be reported immediately to the ONECard office. There is an online option to freeze funds on a lost card. A fee will be charged to replace lost cards. For more information, please visit: www.uvic.ca/onecard.

Your ONECard is:

- UVic identification
- ONECard debit card accepted at all University Food Services, UVSS Food Outlets, UVic Bookstore, Vikes Athletics and Recreation
- Required proof of identification for UVic Health Services
- Library card for UVic Libraries
- Your bus pass (included in the UVSS Student Fee)



Personal Information

Please note that as a Pathways student, your personal information is in two different record systems. It is important to keep both systems fully updated as UVic may try to contact you by phone, email or by mail.

Record System #1: UVic MyPage (for your credit courses)

Location: www.uvic.ca

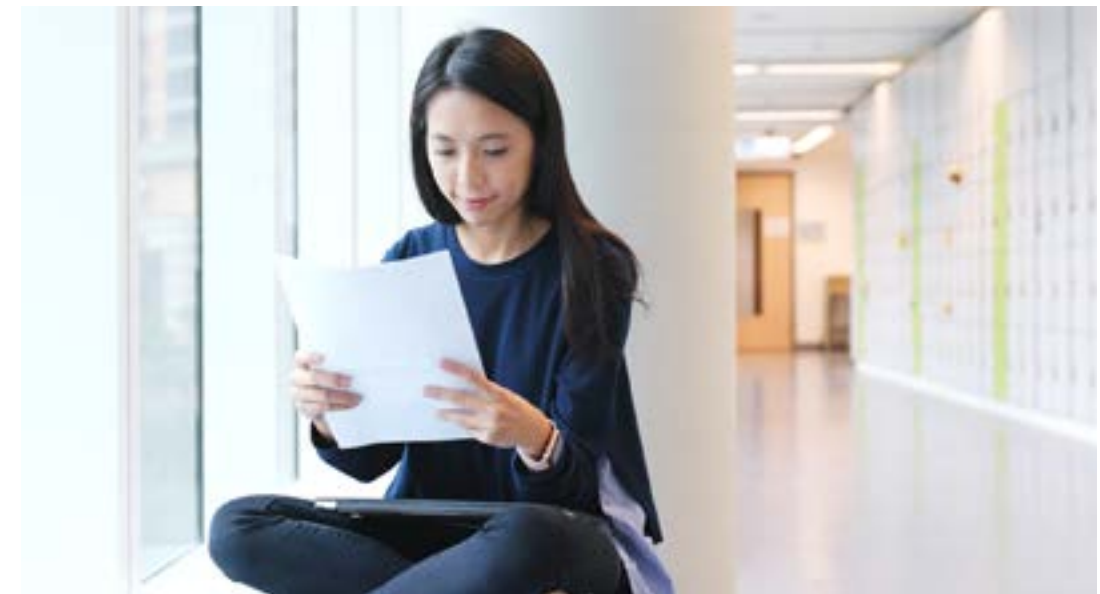
- Steps:
1. Sign in to UVic (with your NetLink ID and Password)
 2. My Online Tools
 3. My page (you will find your credit course information here including class schedule, location, and final grades)
 4. Personal Profile

Record System #2: Continuing Studies website (for your English Language courses)

Location: www.continuingstudies.uvic.ca

- Steps:
1. Log into your account by clicking on SIGN IN
 2. Log in using your NetLink ID and password
 3. Once you have logged in, you will be brought back to the ELC homepage. Go to the top bar and click on your name to bring up a menu
 4. Go to 'My Account'. Click on UPDATE CONTACT INFO
 5. Check that your personal information is correct; adding your Emergency Contacts

IELTS & TOEFL Scores



Please note that the Pathways program is an opportunity to earn credits towards your degree program while studying English-as-an-Additional Language (EAL) to prepare you for full-time university-level studies.

The Pathways program is a year-long commitment (12 months) and it is highly recommended that you focus your attention on your studies as you work towards your goal of studying a degree program at UVic.

As you have committed to this year-long program, no qualifying IELTS, TOEFL or equivalent test scores will be accepted from any Pathways student during this program. IELTS and TOEFL are only used for initial placement in Pathways, and will not be used to progress through the English language levels once the program is in progress. In addition, if you decide to take the IELTS exam (or an equivalent) and would like to use your qualifying test scores to transfer into full-time academic studies, you must reapply to the University for Admission. Any tuition paid for the current Pathways term will not be refunded to you nor will it be transferred to your academic studies.

We wish you all the best in your Pathways program and look forward to fostering your success as you work towards your academic goals.

~The English Language Centre, University of Victoria



Pathways Schedules

Social Sciences Economics Pathways Program* Schedule (10.5 units to complete the program)

DATES	UVIC CREDIT COURSES	ENGLISH LANGUAGE COURSES
September - December 2021	SOSC 190 (1.5 units)	10-week intensive English program: Level 490
January - April 2022	MATH 109 (1.5 units)	10-week intensive English program: Level 570
April - May 2022	University Admission Preparation (UAP) and Canadian Studies (1.5 units)	
May - June 2022	ATWP 135 (1.5 units) Economics 103 (1.5 units)	English Tutoring Support
July - August 2022	Elective Class (1.5 units) Economics 104 (1.5 units)	English Tutoring Support

Sciences & Engineering Pathways Program* Schedule (10.5 units to complete the program)

DATES	UVIC CREDIT COURSES	ENGLISH LANGUAGE COURSES
September - December 2021	Math 109 (1.5 units)	10-week intensive English program: Level 490
January - April 2022	Physics 110 (1.5 units)	10-week intensive English program: Level 570
April - May 2022	University Admission Preparation (UAP) and Canadian Studies (1.5 units)	
May - June 2022	Math 101 (1.5 units)	ATWP 135 (1.5 units) English Tutoring Support
July - August 2022	Physics 111 (1.5 units)	Elective Class (1.5 units) English Tutoring Support

PROGRAM COMPLETION

This is a 12-month program that spans over the Winter Session (two terms) and Summer Session (one term); upon successful completion of the three terms, you will have completed 10.5 units of university-level course work.

To qualify for continued academic study at UVic, you must obtain:

- A minimum of 80% in UAP and 60% in Canadian Studies
- Achieve good academic standing (normally, 2.00 GPA or above)

Please note: A minimum passing grade at UVic is a D. Some Engineering programs require a higher grade to proceed to a more advanced course.

*Courses are subject to change

Grading

The table below shows the official grading system used by instructors in arriving at final assessments of student performance.

Undergraduate Grading Scale

Passing Grades	Grade Point Value	Percentage*	Description
A+	9	90-100	An A+, A, or A- is earned by work which is technically superior, shows mastery of the subject matter, and in the case of an A+ offers original insight and/or goes beyond course expectations. Normally achieved by a minority of students.
A	8	85-89	
A-	7	80-84	
B+	6	77-79	A B+, B, or B- is earned by work that indicates a good comprehension of the course material, a good command of the skills needed to work with the course material, and the student's full engagement with the course requirements and activities. A B+ represents a more complex understanding and/or application of the course material. Normally achieved by the largest number of students.
B	5	73-76	
B-	4	70-72	
C+	3	65-69	A C+ or C is earned by work that indicates an adequate comprehension of the course material and the skills needed to work with the course material and that indicates the student has met the basic requirements for completing assigned work and/or participating in class activities.
C	2	60-64	
D	1	50-59	A D is earned by work that indicates minimal command of the course materials and/or minimal participation in class activities that is worthy of course credit toward the degree.
COM	Excluded Grade	N/A	Complete (pass). Used only for 0-unit courses and those credit courses designated by the Senate. Such courses are identified in the course listings.
CTN	Excluded Grade	N/A	Continuing. Denotes the first half of a full-year course.
Failing Grades	Grade Point Value	Percentage*	Description
E	0	0-49	Conditional supplemental. Supplemental examinations are not offered by all departments and the allowable percentage may vary by program (e.g. 35-49). Students will be advised whether supplemental will be offered and if the percentage range varies when assessment techniques are announced at the beginning of the course.
F	0	0-49	F is earned by work, which after the completion of course requirements, is inadequate and unworthy of course credit towards the degree.
N	0	0-49	Did not write examination or complete course requirements by the end of term or session; no supplemental.

Successful Students

Tips on how to be a successful student at UVic

Attend ALL of your classes, whether they are virtual or in person.

Our data show that students who skip even a handful of lectures or tutorials get significantly lower grades compared to those who attend regularly. For example in Math 109, which you will be taking during your Pathway's year, the failure rate amongst students who missed 20% or more of their classes is 40% compared to a failure rate of 13% amongst those who attend regularly.

Actively participate in your classes and lectures.

University lectures in Canada are designed to be interactive. Students are encouraged to ask questions throughout the lecture. If you are confused about something the lecturer says or writes, raise your hand and the lecturer will happily call on you to ask your question. If you are confused, many others in the class are probably confused also. The lecturer expects questions! A lecturer who gets NO question from students will not be happy!

Prepare well for your tests.

In lower level academic courses (like math, physics, economics, etc.), most of your grade is determined by written tests. During the term you will write midterm tests in your class (from one to three tests throughout the term). At the end of the course you will write a comprehensive final examination that will probably count for at least 50% of your final grade. It is very important that you prepare for these tests. Make sure you know what topics will be tested and study well to prepare yourself.

Study with others - join a study group.

Many students benefit from being part of a study group. This is an informal arrangement between classmates where you meet at an agreed time outside of class to discuss course material, compare problem solutions, etc. We encourage you to form or join a study group for your courses, even virtual ones.

Practice academic integrity.

Students are expected to practice academic integrity throughout their studies at UVic. This includes being aware of what plagiarism is and ensuring that it doesn't occur. Most cultures view taking and exchanging other people's ideas differently. In Canada, doing this is acceptable so long as the owner or originator of the work, ideas, quotes, etc. is credited. If the owner is not given credit that the work belongs to them and not the student, any student using someone else's work may be accused of plagiarism or cheating. This is a serious issue and can have serious consequences. Therefore it is essential that when you use anyone else's work, thoughts, wording or other information that didn't come from you, it is noted by way of citations. There are a variety of ways that this can be done—reference pages, quotation marks if using a quote, indicating throughout a paper where your information came from and more. Your instructors will provide you with information to help you with this but it is important to know that there can be serious consequences and that instructors will ask you to provide this information.

Frequently Asked Questions

How do I pass Pathways and get into UVic for September 2022?

You must pass UAP and get at least an overall GPA of 2.0 in Science/Economics or 3.0 in Engineering to get full admission status. Your GPA must be based on at least three successfully completed credit courses (4.5 units of transfer credit). Failing a course = 0 units of transfer credit.

What happens if I fail 490A?

You must repeat 490A in the January term and go on a modified Pathway. You will not be able to take English 135 and the program elective course. You must take the summer UAP course in August.

Students who fail any EAL course at any level will go on the modified pathway described above. Students who fail an EAL level twice (same or different levels) must quit the Pathways program. Failing an EAL course at any level during Pathways will mean that you cannot register for your credit courses for September 2021/January 2022 term in June 2021 like other students. There will be at least a one month delay which means many of the courses you may want will be full. Therefore, it is best to try to pass your courses the first time.

What happens if I fail a credit course? For Science/Engineering Students:

If you fail Math 109 during the September term, you must retake it again during the January term and you will not be able to take Physics 110 and 111. The prerequisite for Physics 110 is Math 109 and the prerequisite for Physics 111 is Physics 110. Therefore, students who fail Math 109 will go on a modified Pathway where the maximum number of transfer credit units' possible drops from 10.5 units to 7.0 units. Engineering students must pass each credit course with a minimum 60% (C) grade and have a 65% average (C+) to proceed in an engineering program for September 2021.

What happens if I fail a credit course? For Social Sciences Economics Students:

Failing any of the credit courses on your pathway will mean you will not get the transfer credit for it and it will affect your GPA. However, you will be able to take the remaining courses.

How do I calculate my GPA? Please refer to chart on page 7 for grading scale.

Example	Course	Final Grade (%)	Grade Point Value
Student #1	SOSC 190	70% (B-)	4
	Math 109	61% (C)	2
	CS 101	73% (B)	5
			Sessional GPA: 3.67 (11/3)
Student #2	Math 109	60% (C)	2
	Phys 110	61% (C)	2
	CS 101	57% (D)	1
			Sessional GPA: 1.67 (5/3)

Student #1:
This student is in good academic standing for both the economics and science/engineering streams.

Student #2:
This student is not in good academic standing and will automatically go on academic probation the next term.

Frequently Asked Questions Cont'd.

What does it mean to go on academic probation?

Students who achieve less than 2.0 GPA in an academic session will automatically go on the academic probation or dean's probation list. This means if you do not achieve at least a 2.0 GPA in the next academic session, you will be required to withdraw from UVic.

What are the academic sessions?

Winter (September and January term courses)

Summer (May to August courses)

Can I drop a credit course? How do I drop a credit course?

You should only drop a credit course if you believe you are going to fail it. To drop a course, you must email Lily at elcacademiccoordinatorst@uvic.ca before the 'no penalty of failure' deadline. If you miss this deadline, you will get a final grade for the course that becomes permanent on your academic transcript which will affect your GPA.

If you choose to drop courses, it will affect which courses you will be able to register in, for the September 2021 term. For example, if you drop Econ103 or Econ104, then you cannot register for Econ 203/204 or Econ 245/246, courses that are usually required for Year 2 in an Economics or Business program. You will also lose transfer credit for the courses that you drop.

You will be refunded for all credit courses that have not yet started or if they are dropped within the published full and partial refund deadlines.

Can I choose other credit courses not on the Pathways schedule?

No.

Can I change my major after passing Pathways?

Yes. Students do not need to declare their major until Year 3 but the sooner you know your major, the better choices you will make in your course selection to complete your degree requirements. To change your major, you need to complete a "program change" form that is available from the Academic Advising Centre.

Can I work while I am studying in Pathways?

No. You must be a full-time student in credit studies and the EAL courses are non-credit. Starting in the summer session (after UAP), you may work up to 20 hours if you are a full-time student (minimum 6 units of courses). You can also work in the winter session if you are registered in at least 12 units from September to April.

For more information about working on-campus or off-campus, please check:

www.cic.gc.ca/english/study/work-offcampus.asp - Off-campus

www.cic.gc.ca/english/study/work-uncampus.asp - On-campus

Frequently Asked Questions Cont'd.

What happens if I fail the Pathways program and I still want to get a degree from UVic?

You must be prepared to upgrade your academic requirements at a local college by taking a related university transfer program. These programs can be one or two years long and you must meet a minimum academic requirement for transfer to UVic. The courses that you take at the college should carry transfer credit towards the degree that you want to achieve at UVic.

What should I do if I get the required IELTS/TOEFL score for direct admission to UVic before the Pathways course begins?

Let UVic know right away and arrange for the test results to be sent to UVic as soon as possible. You will be dropped from Pathways and asked to register in regular credit courses.

What should I do if I get the required IELTS/TOEFL score for direct admission to UVic during the Pathways course?

If you had completed your high school in your own country, then you may choose to drop Pathways and apply for admission to UVic again for a different entry point. Any credit courses already completed will be transferred to your academic record and a refund will be provided for all courses that have not yet started in Pathways.

What should I do if I get the required IELTS/TOEFL score for direct admission to UVic during the Pathways course, but I had failed English 12?

If you completed the BC Curriculum in your high school and have been directed to the Pathways Program because you failed English 12, then you cannot drop Pathways until you have passed UAP and achieved at least 4.5 units of transfer credit with a minimum overall GPA of 2.0. This is necessary to meet the academic requirement for full admission to UVic.

Language Issues

1. Pathways instructors will probably slow down their lecture presentations to meet the English language challenges of their students. If you find yourself frequently unable to keep up, or unable to understand the instructor, meet with them and talk about it. The instructor may be able to help.
2. You will probably feel exhausted at the end of a full day functioning in English, but that is a sure sign you are making progress! We understand the difficult struggle you are going through. It is OK to have some "downtime" with your friends, away from English, but keep in mind that during those times, you are NOT making progress with your English. Students progress most quickly when they keep this "downtime" to a minimum.
3. If you have any questions or concerns, contact Lily Chow, Senior Program Coordinator at ELCAcademicCoordinatorST@uvic.ca for more information.

UVic Learning Resources

There are many resources at UVic to help foster student success including the International Commons, the Centre for Academic Communication (CAC), and the Math & Stats Assistance Centre.

The International Commons

uvic.ca/international/inbound-students/international-commons/index.php

- online activities
- welcoming space for study and connection
- Conversation Café
- English Conversation Club

The Centre for Academic Communication (CAC)

uvic.ca/learningandteaching/cac/

- online resources, office hours, forums, and appointments
- supports students with reading, writing, and speaking skills
- academic expectations for student success

The Math & Stats Assistance Centre

uvic.ca/science/math-statistics/current-students/undergraduate/msac/index.php

- online support
- virtual 20 minute appointments
- email a tutor
- collaborative study space for first and second year math and stats courses

UVic Mobile App

A new UVic mobile app is available for Apple and Android devices from iTunes and Google Play.

The app includes:

- On-Campus: Campus Security, Next Bus leaving UVic, Campus Map, ONECard and Events
- About UVic: Important Numbers, Future Students and News
- Actions: Home, About and Sign In
- For device requirements, go to: <http://bit.ly/2l3sGfQ>



Medical Insurance

ALL students living in British Columbia during their studies must have medical insurance for the duration of their stay.

First Three (3) Months - GuardMe Insurance

For the first three (3) months of your program, you are enrolled in the UVic Student Services package. This package includes:

- A specialized medical insurance health plan for international students provided by guardme@UVCS
- Detailed information is available at: continuingstudies.uvic.ca/uvcsguardme
- A bus pass valid for the duration of your studies
- Access to CARSA: UVic's world-class athletic facility
- Expanded access to UVic student clubs, organizations and events
- UVic Alumni status after completion of this program

Please contact the UVic English Language Centre if you have any questions about guard.me insurance.

BC Medical Services Plan (BC MSP)

Enrollment in the BC MSP is mandatory by law for all residents who live in BC for six month or longer.

Extended Medical Coverage

Your UVic fees include extended medical coverage for services not covered by the BC MSP. You need to go to the UVSS Information Booth (Student Union Building - SUB) to pick up a card for this Undergraduate Student Health Plan. For more information: <http://uvss.ca/sub-services/services/health-dental-plan/>

To become familiar with the plans details (what is covered, group benefit numbers, etc.) go to: www.ihaveaplan.ca

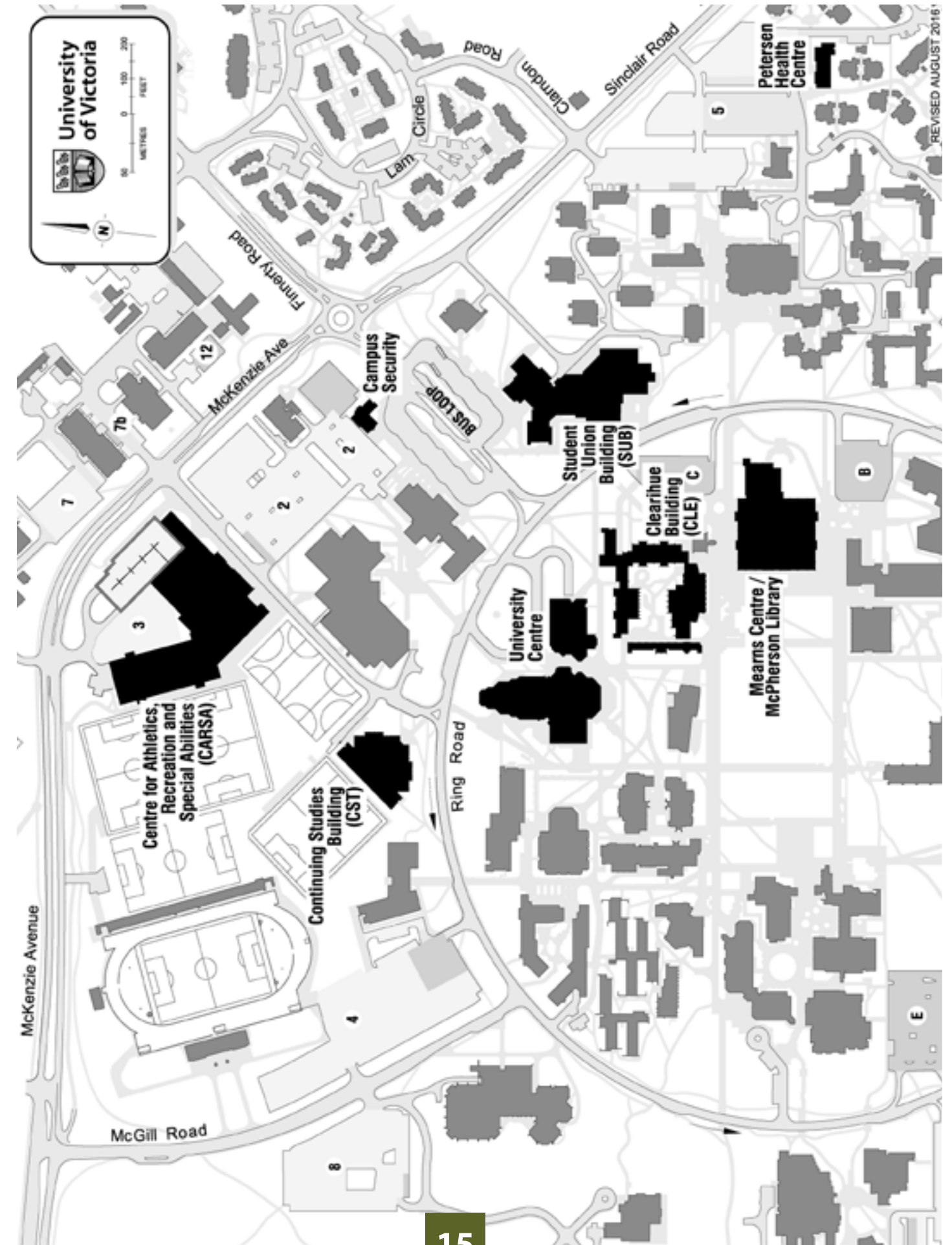
Type UVic in the search box. It will show as UVic - University of Victoria Students' Society (UVSS)

Important Phone Numbers

- Royal Jubilee Hospital: 250-370-8212
- Victoria General Hospital: 250-727-4181

Locations on Campus Tour

1. **Continuing Studies Building (CST/English Language Centre)**
 - Lower Level: Computer labs
 - 1st Floor: Classrooms & Atrium
 - 2nd Floor: Student and Financial Services (buy a bus pass, pay your registration fees, buy additional cost activities tickets and make a Homestay appointment); Learning Centre
2. **Centre for Athletics, Recreation and Special Abilities (CARSA)**
 - UVic Vikes sports and recreation programs
 - Fitness and weight training area, 16-metre climbing wall, squash and racquetball courts, yoga studio, snack bar, refreshment facilities
 - Customized technologies, programs, and services for people living with disabilities
3. **Jamie Cassels Centre (University Centre)**
 - Get your ONECard. You will need your student number and your passport
 - Mystic Market, Welcome Centre
 - International Counselling Office. Trained Counsellors are available. Appointments are required.
4. **Clearihue Building (CLE)**
 - Use CALL Facility for ELC homework and other lab computers for emailing, internet and printing.
5. **Bus Terminal/Book Store/Campus Security**
 - UVic Bookstore (books, clothes and gifts)
 - Bank machines are located inside the building.
 - Lost & Found is located at Campus Security Building
6. **Student Union Building (SUB)**
 - Felicita's Pub (19+ and you must have Photo ID)
 - Bean There (coffee bar), Cinecenta Theatre (movies), bank machines, pharmacy, post office & travel agency
7. **Mearns Centre for Learning - McPherson Library**
 - Use computers; reserve study rooms; sign out books, music, and more
 - Bibliocafe (snacks and drinks)





Contact us

English Language Centre
Division of Continuing Studies
University of Victoria
PO Box 1700 STN CSC
Victoria BC V8W 2Y2
Canada

Tel 1-250-721-8469
Fax 1-250-721-8774
elcreg@uvcs.uvic.ca

uvic.ca/elc

ELC on social media

-  /EnglishLanguageCentre
-  /UVicHostFamilies
-  /ELC_UVic
-  /elc_uvic
-  /EnglishLanguageUVic

In Spanish

-  /VenyViveVictoria
-  @VenyViveVictori

In Mandarin

-  /uvicpathway