

Foundation Year Arts Program



**Student Handbook
2015-2016**

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Welcome to the Yukon School of Visual Arts (SOVA) Foundation Year program

Congratulations! You made it! We are very excited that you are going to be a part of the SOVA Foundation Year program. The faculty and staff at SOVA would like to welcome you, and assure you that we are here to assist you in making this year a meaningful and positive experience.

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SOVA Foundation Year Program

SOVA's Foundation Year program is offered through a partnership between the Dawson City Arts Society (DCAS), Yukon College and Tr'ondek Hwech'in.

The Foundation Year program is a full-time university level program, accredited by Yukon College. Students are registered as Yukon College students and are subject to Yukon College academic policies and regulations. Services that Yukon College offers are available to SOVA students in any possible capacity that they can be offered outside of the Whitehorse Campus (for example, access to Yukon College library online services and Banner Student Web). Yukon College offers other programs and services through the Dawson Community Campus.

Foundation Year Courses

Semester I

2D Studio – Principles & Practices of Drawing, Paper & Printmaking

3D Studio – Exploring Sculptural Forms

4D Studio – Introduction to New & Time-based Media

English 120 – Reading, Writing & Creating

Introduction to Visual Studies – Historical Context

Semester II

2D Studio – Principles & Practices of Drawing, Colour & Painting

3D Studio – Exploring Sculptural Space & Environments

4D Studio – Experiments in New & Time-based Media

English 120 – ArtWords

Introduction to Visual Studies – Critical Ideas & Contemporary Issues

Students will receive the course schedule at the student orientation before the first day of classes.

Partner Schools & Links

Upon successful completion of the SOVA Foundation Year program, students can apply to transfer directly into second year degree programs at the following schools:

Alberta College of Art + Design

<http://www.acad.ab.ca/academicrequirements.html>

(see Advanced Standing Applicants)

Emily Carr University of Art + Design

<http://www.eciad.ca/admissions/undergrad/transfer>

Nova Scotia College of Art and Design University

http://www.nscad.ns.ca/study/tranfer_exchange.php

Ontario College of Art and Design University

http://www.ocad.ca/prospective_students/admission_requirements/prior_learning_assessment.htm

NOTE: At the time of printing these links are current but might change during the course of the year.

There will be an information session during the course of the year with up-to-date links and transfer information to assist you.

Yukon College also has transfer agreements in place for Thompson Rivers University and for University of the Fraser Valley. For more information, please see Admin.

Yukon School of Visual Arts

Important Dates for the 2015 – 2016 Academic Calendar Year

2015 – 2016 Fall Term

| | |
|--|------------------------------|
| Begin Registration for Fall Term | Mon. Jun. 1 |
| Labour Day (holiday) | Mon. Sep. 7 |
| Student Orientation (mandatory) | Tues. Sep. 8 – Wed. Sep. 9 |
| First Day of Class | Thurs. Sep. 10 |
| Last day to register for courses – Fall Term | Fri. Sep. 18 |
| Thanksgiving Day (holiday) | Mon. Oct. 12 |
| Remembrance Day (holiday) | Wed. Nov. 11 |
| Last day to withdraw from credit courses without academic penalty | Thurs. Nov. 12 |
| Begin registration for Winter Term | Mon. Nov. 30 |
| Last day of classes | Wed. Dec. 9 |
| Examination Period | Mon. Dec. 14 & Tues. Dec. 15 |
| Last day for Library and Art Supply Store (Library materials returned) | Wed. Dec. 16 |
| Facility clean-up (mandatory) | Thurs. Dec. 17 |
| Open House & Student Exhibition (mandatory) | Thurs. Dec. 17 |
| Facility open with limited hours & access | Fri. Dec. 18 – Wed. Dec. 24 |
| Closed for Christmas | Fri. Dec. 25 – Sun. Jan. 3 |

2015 – 2016 Winter Term

| | |
|--|------------------------------|
| Facility open with limited hours & access | Mon. Jan. 4 – Sun. Jan. 10 |
| First Day of Class | Mon. Jan. 11 |
| Last day to register for courses – Winter Term | Fri. Jan. 15 |
| Last day to apply to graduate | Thurs. Feb. 25 |
| SOVA Reading Week | Mon. Feb. 22 – Fri. Feb. 26 |
| Heritage Day (holiday) | Fri. Feb. 26 |
| Last day to withdraw from credit courses without academic penalty | Fri. Mar. 11 |
| Good Friday (holiday) | Fri. Mar. 25 |
| Easter Monday (holiday) | Mo. Mar. 28 |
| Last day of classes | Fri. Apr. 15 |
| Examination Period | Mon. Apr. 18 & Tues. Apr. 19 |
| Last day for Library and Art Supply Store (Library materials returned) | Wed. Apr. 27 |
| Dis-Orientation & Facility Clean Up (mandatory) | Wed. Apr. 27 |
| All student Equipment must be returned by | Wed. Apr. 27 |
| Year End Student Exhibition & Celebration (mandatory) | Fri. Apr. 29 |
| Facility open on summer hours | Mon. May 2 – Wed. Aug. 31 |



Banner Student Web

On the Yukon College website, information such as the Banner Student Web can be accessed on line. Banner Student Web is your electronic access to:

- **Your registration information**
View and print your schedule
- **Your student record**
View or print unofficial transcripts
- **Request an official transcript**
- **Grades**
Available five business days after classes end (or final exam date)
- **T2202 Tax Form**
Used to claim tuition fees on your Income Tax Return

How to Access Banner Student Web

- Go to: www.yukoncollege.yk.ca
- Choose MyYC
- Click on Banner Student Log-in
- Enter your USER ID. Your **User ID** is your first initial and last name (all lower case).
- Enter your PIN. On your first visit, your **PIN** is your date of birth – six-digits (ddmmyy). Repeat visitors will have changed their PIN to another six-digit number. If you forget that number, click on **Forgot PIN** and answer the security question that you previously established.

Need Help?

Contact the SOVA Administration Office or
Phone: 1-800-661-0504 ext.799 or
Email: cchelp@yukoncollege.yk.ca

Academic Regulations

Following is a synopsis of important academic regulations. Students are encouraged to familiarize themselves with all relevant SOVA and Yukon College Policies. Contact the SOVA Administration Office or the Yukon College Registrar's Office (1-800-661-0504) for a copy of Yukon College Academic Regulations, Policies, and Procedures.

Attendance

Students are expected to attend classes. Please inform your instructor by email prior to class start time if you must be absent from any class. If you accumulate more than seven absences per semester for any course you will receive a fail for that course. If you are unsure of the number of absences you have accumulated, check with your instructor.

- Individual instructors shall inform students of the attendance requirements for their course at the beginning of the semester.
- Admission to a lecture or studio class may be refused and/or revoked by the instructor due to lateness or misconduct. Students who do not attend classes or submit assignments as required may be refused admission to further classes.
- Attendance for sponsored students will be reported to the sponsoring agency, as required.

The Student Attendance Policy addresses: general expectations, inappropriate student conduct and disciplinary action and it is outlined in the Yukon College's Academic Regulations.

Course Load

A full course load is considered a program consisting of 15 credits per term. All SOVA courses are worth 3 credits each. Each academic course requires three hours of class time per week, with the expectation that the student will complete a minimum of an additional four hours per week on reading/writing assignments. Each studio course requires six hours of class time per week, with a minimum of an additional four hours per week for completing assignments. Students are expected to manage their time accordingly and should plan for a 50-hour work week.

Student Leave

Students requiring personal leave must obtain authorization from their instructors before leaving SOVA. Students must put a request in writing to each instructor whose classes they plan to miss and notify the SOVA Administration once leave has been granted by the affected instructors. All leaves will count as absences unless prior arrangements and permissions have been negotiated with the faculty. Where the leave will exceed three consecutive days, the sponsoring agency must be contacted. Failure to follow these procedures may result in dismissal from the program.

Transfer Credit

The courses completed at SOVA are accredited post-secondary courses and thus are eligible for transfer to other institutions. Transfer to other institutions is based on the receiving institutions discretion and recognized on a course-by-course basis. Students should keep their course outlines to help facilitate this process. Special transfer agreements have already been established with four partnering institutions, which means that ALL SOVA courses have already been evaluated and recognized for transfer.

Auditing Courses

Under some conditions, with an instructor's permission, students may audit a course for the usual tuition fee. An entry of 'AU' on a student's records identifies courses audited. Once registered as an auditor, a student may change to 'credit' status only up to the last date to register. However, a student may change from 'credit' to 'audit' prior to the official withdrawal date for that course with the instructor's permission. Contact the course instructor or the SOVA Administration Office for more information.

Repeating Courses

A student may register for a course a maximum of three times. All attempts will be recorded on the student's transcripts. Credit, however, will be granted only once. The highest grade obtained in any of the attempts at a course will be used for GPA calculations.

Incomplete Standing

An instructor may assign a student an 'incomplete' grade for a course. An 'incomplete' grade signifies that the permanent grade has been delayed, at the discretion of the instructor, until course requirements are met.

A student with an 'incomplete' must discuss the outstanding requirements for the course with the instructor. Required course work, and the date by which it must be completed, shall be stated in writing by the instructor. Required work must normally be completed within three weeks of the last day of the term in which the course was taken. An extension may be granted, but in no event will it extend beyond the end of the immediately following term.

A grade of 'incomplete' is only to be given when there is a contract between the student and the instructor indicating a date by which all outstanding requirements are to be met. Such contracts will normally be in writing and a copy attached to the grade sheet. In the event that no contract is established for the submission of outstanding work, the instructor will calculate and submit a grade based on the work completed. If a student has not met all requirements but has academically achieved a grade other than 'F', then that grade will be given and the grade changed on submission of the outstanding work. A permanent grade will be based on the work completed by the deadline established between the instructor and student.

A student with an 'incomplete' standing in a course may not register for further courses for which the incomplete course is a prerequisite without the approval of the Dean or Chair. Instructors should not award an 'incomplete' if they are not available to evaluate the outstanding work.

No Shows

If an accepted applicant does not register and does not attend the first two classes of instruction without notifying the SOVA Administration or the Yukon College Registrar, the applicant will be declared a 'no-show'. The registrant's place will then be offered to an applicant on the waiting list. An applicant designated as a 'no-show' can reapply for admission and wait for space in the program to become available, should he/she still wish to enter the program.

Withdrawals

Students may officially withdraw from a course or program without academic penalty up until one half of the course contact hours have been completed. Specific withdrawal dates for each semester are listed on the SOVA and Yukon College calendars. In order to withdraw, a student must submit an official withdrawal form obtained from the SOVA Administration Office, or a dated letter, clearly outlining the course name, number, and section signed by the student. Failure to comply with the proper withdrawal procedures may result in a grade being assigned based on the work completed to the date of withdrawal or a failing grade (F) and ineligibility for any refund or tuition fees. Withdrawal requests will not be accepted without the student's signature. In some cases, withdrawals may be accepted without the student's signature only when the student has been dismissed from a course or program for academic misconduct, academic deficiency or for unsatisfactory attendance. In such cases, a withdrawal form signed by the Dean or Chair shall be sent to the Yukon College Registrar's Office.

In the event that extenuating circumstances prevent the student from notifying the College prior to the last day to withdraw, late withdrawals will be considered by the Yukon College registrar. A grade of 'W' indicates that a student has officially withdrawn from the course. Depending on the withdrawal date, a student may be eligible for a partial refund of fees. Failure to comply with the proper withdrawal procedures will result in a failing grade of 'F' and/or ineligibility for any refund of fees.

A student may be dismissed from a course or program for academic misconduct, academic deficiency or for unsatisfactory attendance. A final grade will be assigned based on the work completed to the date of dismissal. Dismissals are subject to appeal and students will be informed, in writing, of their right to appeal such a decision at the time of dismissal.

Plagiarism

It should be noted that plagiarism (academic dishonesty) is a serious academic offence and will result in your receiving a mark of zero on the course assignment. In certain cases, it can also result in dismissal from the College. Plagiarism involves representing the words of someone else as your own, without citing the source from which the material is taken. If the words of others are directly quoted or paraphrased, they must be cited according to standard procedures. The resubmission of a paper for which you have previously received credit and the submission of the same paper for two courses also constitutes academic dishonesty.

Student Appeal Procedure

In accordance with the principles of natural justice, Yukon College believes students appealing have a right to a fair hearing. A student who believes that she/he has been unjustly treated at the College is encouraged to seek appropriate avenues of redress. Students are encouraged to discuss the concern with the appropriate instructor and/or the SOVA Administrator. Discussions may also include a student counselor and/or the divisional Chair/Dean. Although other alternative means of dispute resolution may also be used. After such discussion, if the issue remains unresolved, the student may initiate a formal appeal in writing by informing the Yukon College Registrar within ten (10) working days of the incident or within five (5) working days of receiving the final decision from the Dean.

The student should include the following in a written request for an appeal:

- the decision or act being appealed (including the name of the person whose decision is being appealed);
- the reasons why the student believes the appeal should be allowed;
- the remedy that the student is seeking.

Once a written appeal is received by the Registrar, the Registrar shall:

- begin a numbered appeals file for the student;
- inform the Dean of the student's division that an appeal has been received;
- inform the Chairperson of the Appeals Committee.

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

Disciplinary & Dismissal Procedures

Academic:

If a student's conduct is unacceptable, disciplinary action, subject to appeal, may be applied as follows:

- A failing grade or mark of zero in the course, examination or assignment in which the misconduct occurred;
- Requirement to rewrite an examination or to resubmit an assignment or essay;
- A reprimand placed on the student's file;
- Withholding of grades and certification;
- A demand for restitution in the case of property damage;
- Suspension or dismissal from the course, program, or in extreme cases, from the College.

Non-Academic:

Depending on the nature of the infraction, discipline may range from a verbal warning to dismissal from the College. Repeat offences will not be tolerated and multiple minor infractions may lead to dismissal. Normally students will be provided the opportunity to demonstrate their ability to correct inappropriate behaviour.

If disciplinary action is taken that results in dismissal from a course, program or the College, the student will be informed of the action in writing and a copy will be forwarded to the Registrar's Office. If a student seeks readmission after dismissal, readmission will require the special approval of the Dean.

Refund of Tuition Fees

Students who withdraw from a course or program may be eligible for a full or partial refund of tuition fees in accordance with the Yukon College's refund policy. Failure to follow correct withdrawal procedures may affect the student's right to a fee refund. Students dismissed from the College may forfeit the fee. Contact the Yukon College Admissions Office for more information.

Refund Policy: Credit Courses and Full-Time Programs

| | |
|---|----------------------------|
| Withdrawal prior to course start date | Full Refund |
| Within the first week of classes | Full Refund |
| Within the second week of classes | Refund 80% of tuition fees |
| Within the third week of classes | Refund 50% of tuition fees |
| After the third week..... | No Refund |

Students MUST follow the proper withdrawal procedure in order to be eligible for a refund. Refunds are not immediate. Refunds for tuition paid in cash or by cheque are mailed within a week to 10 days after official withdrawal. Transactions charged on interac or visa will be credited in the same method. Refunds are issued directly to the student, unless a third party authorized invoicing by purchase order or sponsor letter. In this case, the sponsor will be refunded. The date of the withdrawal for the purpose of refund calculation is the date upon which the withdrawal is completed in the Yukon College Admissions Office, NOT the date on which the student discontinued attending class. Application fees, Studio fees, Information Technology fees and such are non-refundable. Any debts owed to SOVA/Yukon College will be deducted from the amount to be refunded. Exceptions to this policy may be made for compassionate reasons.

Official Documents

Release of Confidential Information

The release of confidential student information shall only be through the Yukon College Registrar. Disclosure of information to interested external parties in response to verbal or written inquiries shall consist only of information determined to be matters of public records as described in the Yukon College Academic Regulations. Release of information beyond this requires written authorization from the student involved or other legal authorization (eg. a court order, a power of attorney, etc.)

Application to Graduate

Students who expect to successfully complete a program must apply by filing out an application to graduate form. Application to Graduate forms are available at the SOVA Administration office. Official certificates are awarded at the Yukon College's graduation ceremony, held at Ayamdigut Campus in Whitehorse in mid-June of the academic year during which the program is completed.

Transcript and Mark Statements

A transcript is an official cumulative grade report, bearing the Yukon College seal and the signature of the Registrar or his/her designate, of credit coursework undertaken at the College. Refer to the Banner Student Web section of this handbook, to see how to access grades on the Yukon College website.

Official transcripts may be obtained upon written request. Please be aware that many educational institutions *will not* accept a transcript submitted directly from an applicant. Admissions will forward transcripts to other institutions upon your written request and payment. Transcript request forms are available from the SOVA Administration Office. There is a \$5.00 charge for the first transcript and \$2.00 (plus gst) for each additional one requested at the same time.

Note: No official documents will be issued until all outstanding debts are cleared with Yukon College through the SOVA Administration.

Grading System

A minimum of one contact hour per week is required for one credit. Some courses require additional hours not reflected by the number of credits for the course. Yukon College uses a letter grade system and calculates weighted grade point averages on a 4.0 scale.

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

Grade Point Average (GPA)

Grade points (GPNTS) are calculated by multiplying the number of credits assigned to a course by the grade point value of the grade assigned to the course. The GPA is then calculated by dividing the total number of quality points earned in a term by the total number of credits for the courses registered for in that term.

An example of Grade B+ in a 3-credit course and a Grade C in a 2-credit course follows:

$$\begin{array}{r}
 3 \text{ (credits)} \times 3.5 \text{ (grade point value)} = 10.5 \\
 2 \text{ (credits)} \times 2.0 \text{ (grade point value)} = \underline{4.0} \\
 \text{Total Grade points} = 14.5 \\
 \text{GPA (Grade Point Average)} = 14.5 \div 5 = 2.900
 \end{array}$$

Term GPA – Term Grade Point Average

CUM GPA – Cumulative Grade Point Average

Student Rights & Responsibilities

Yukon College is committed to maintaining a positive, healthy and respectful environment for all members of the College Community. Yukon College's Code of Ethics embodies an underlying belief that each member of the College Community has a

right to dignity and respect. The Guiding Principles and Application examples provide guidance and assistance in determining conduct and behaviour. Students can expect to be treated equitably and fairly in all matters to do with their education.

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

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

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

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

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

Yukon College Student Services

Student Services Division

The Student Services Division is located at the Yukon College's Ayamdigut Campus (Whitehorse). Reception and administration services are located in the Student Services Centre on the lower floor of the main building of the Ayamdigut Campus, across from the Bookstore. The Centre offers education and career planning, a Co-operative Education Program, personal counseling, First Nations support, financial or funding issues, and academic concerns. They offer services to all College students at Ayamdigut Campus, and via telephone, video conferencing, email, and personal visits to community campuses.

Admission & Registration

The Admissions Office (located at Ayamdigut Campus) provides assistance with admissions, registration, student records and enquiries, information regarding financial assistance and transfer between institutions. If you need assistance with these items, visit the SOVA Administration Office first, as SOVA staff are often able to provide information and assist with registration on behalf of the Admissions Office. Contact the Admissions Office directly at admissions@yukoncollege.yk.ca or 867-668-8710.

Learning Assistance Centre

The LAC (located at Ayamdigut Campus) provides information and services to assist Yukon College students to reach their learning potential. This includes adults in full-time, part-time or distributed learning courses. Services are provided according to the specific individual needs but may be limited by the availability of specific resources. Applicants and students who have been identified or who suspect they have any kind of disability which might affect their learning, should contact the Learning Assistance Centre Coordinator at (867) 668-8785 as early in the application process as possible.

Education & Career Planning

Career development services and educational guidance are available to all students and to the general public. Contact the SOVA Administration Office to make an appointment for education and career planning.

Counselling, Health and Wellness

Personal counselling services are available for all students at Ayamdigut Campus and in the communities. Counselling sessions are confidential and no information is shared with administrators, instructors, outside agencies or others unless authorized with a signed release of information by the client. Professional counsellors can help students with a broad range of personal issues including: life concerns and transitions, stress, tension and anxiety, grief and loss, depression, addictions and substance abuse, trauma and relationship difficulties. Counsellors may also help students cope successfully with the demands of student life, seek wellness, and build skills for life long success. Students may make an appointment with a Counsellor at Ayamdigut Campus by contacting the Student Services Centre at 867-668-8720 during regular hours.

The following agencies provide various types of support in Dawson:

Dawson Hospital 993-4444

Advanced practice nurses and on-call doctors provide walk-in public health services, 24-hour emergency care, & ambulance dispatch. Hours: 24/7. Students attending from out of territory should bring a health card and/or have travel insurance in place to ensure that air medivac and ambulance services are covered, should the need arise.
Located on Church Street (at the corner of 6th Avenue)

Dawson Medical Clinic 993-5744

Doctor delivered medical services. Hours: Mon-Fri from 9am-5pm (closed 12-1pm daily). Students attending from out of territory should bring a health card and/or have travel insurance in place.
Located on Church Street (at the corner of 6th Avenue in the Dawson Health Centre Bldg)

| | |
|--|---------------------------------|
| Dawson Shelter Society | 993-5086 |
| Safety & support for women and children in crisis, 24-hour confidential crisis line. | |
| Many Rivers Counselling and Support Services | 993-6455 |
| Email contact | dawson@manyrivers.yk.ca |
| Counselling & support for individuals, couples & families. Located in the Waterfront Bldg on Front Street (between King & Queen Streets). | |
| Social Services | 993-5543 |
| Family support & financial assistance. Located on 2nd Avenue (between King & Queen Streets). | |
| Victim Services | 993-5831 |
| Emergency (Whse) | 1-800-661-0408 Ext. 8500 |
| Counselling and support for spousal & sexual assault, and related forms of violence. Located on Church Street (at the corner of 2 nd Avenue in the YESAB Bldg) | |

First Nations Services

First Nations counsellors are available through Ayamdigut Campus to assist students of First Nations ancestry with transitions to College life. Staff provide support to students dealing with issues related to funding, housing, transportation, and other student life needs. Students may make an appointment with staff at Ayamdigut by contacting 867-668-8720. Additional services may also be available in Dawson; visit the SOVA Administration if you would like more information.

Financial Services

Information about a variety of funding options and sources of financial assistance is available from the Admissions and Registration Office at the Ayamdigut Campus or on the SOVA website at: <http://www.yukonsova.ca>

The Yukon College Board of Governors offers an emergency loan fund to assist students with short-term financial difficulties. Contact the SOVA Administration for more information or the Yukon College Admissions Office at 867-668-8710.

SOVA Services

Lockers & Storage

Lockers will be assigned at the beginning of the Fall term. You will be provided with a lock when you fill out a locker registration form. Students are also provided with a tool chest for storing art supplies, which they might also wish to keep locked. There will be some storage provided for 3D and 2D works in the classrooms.

Parking

Please park on the street in designated areas. Vehicles are left at the owner's risk. Plug-ins are not available for student vehicles.

Building Access

The schedule for studio access, and policies regarding access, will be posted and reviewed at the beginning of each term.

Internet

Secure wireless Internet is available throughout the SOVA building. The Internet service is only available for use by SOVA students and staff. Passwords to the Internet, computers and server are not to be shared with members of the public. It is strictly forbidden to make use of peer-to-peer file sharing software or torrents on the SOVA network (ie. movie downloads,

etc.). As the amount of data we are permitted to download is restricted by our Internet service provider, significant costs to users may be incurred for over-usage.

Student Messages

The SOVA Administration will take phone messages during regular business hours. Messages will be given to students via their student email accounts. At times, messages may also be deposited in the student message boxes, located in the main floor common area across from the lockers. In the case of an emergency, the SOVA Administration will deliver urgent messages to students in class. It is the responsibility of each student to check his or her email accounts and message boxes for general information and personal messages.

Students wishing to make a phone call should use the public telephone downstairs near the washrooms.

Students wishing to notify the College that they are unable to attend that day's classes should telephone the SOVA Administration Office at 993-6390. Students should notify each instructor via email at this time as well. It is the student's responsibility—AND NOT THE INSTRUCTOR'S—to find out what they missed in class.

Recycling Program

Student and staff participation in the SOVA recycling program is appreciated.

Every room in the facility is equipped with bins for collecting white and mixed paper. Students may also deposit their single-side printed paper near the classroom printers so they can be reused for printing and as scrap note paper. There are bins located in all of the washrooms and near all of the sinks for depositing paper towels. Please ensure that only paper towel is deposited in these dedicated bins. Large recycling bins are also located on each floor – one in the Student Lounge and one near the student message centre – where general recyclables (bottles, cans, etc.) are collected. Please refer to the information posted on the wall near these bins if you are uncertain about what type of materials to deposit in the bins.

SOVA Facilities

The Yukon School of Visual Arts facility (including its furnishings and equipment) have been designed to serve and enhance the education of students enrolled in the SOVA Foundation Year Program. We encourage students to take an active role in ensuring that the building and everything in it is always in excellent working order. Everyone has a stake in how this facility enables creativity and learning.

Art Supply Store

Textbooks, art supplies, digital print material and printing services may be purchased at the SOVA Art Supply Store. The supplies pricelist and hours of operation are posted on the door outside of the store. Students wishing to order additional or specialty supplies through the store may be accommodated.

Library

The SOVA Library contains over 1,700 books, videos, DVDs, journals, magazines, as well as on-line databases related to the study of art, visual culture and associated disciplines. Library staff and faculty will assist students with research requests in addition to providing services such as circulation of materials, bibliographic instruction, reference service and on-line searching.

SOVA students are able to sign out non-reference resources during library hours. A \$50 deposit is required from part-time, auditing students and the general public in order to receive sign-out privileges. The general public will be asked to return books required by students within a 2-day period.

SOVA students have access to the Yukon College library on-line databases. A mandatory workshop explaining how to access these and other research tools will be given during the beginning of the Fall semester.

Information regarding library hours, rules and regulations are posted outside the library.

Please take the time to familiarize yourself with the SOVA Library Rules & Regulations (posted inside the library).

A/V Depot

A variety of equipment is available through the A/V Depot for use to fulfill coursework and assignments. All audio-visual resources must be booked in and out by either the Studio Technician or the 4D Instructor. A reserve system is in place to facilitate booking equipment in advance. Students are required to pay a \$100 deposit and sign an Equipment Loan Contract prior to borrowing any A/V equipment.

Please take the time to familiarize yourself with the A/V Equipment Rules & Regulations (posted outside the A/V Depot - inside the A/V Lab).

A/V Lab

The A/V Lab is equipped with computer suites that offer advanced editing, graphic design, audio editing, and digital image manipulation software and hardware, plus other applications not available on the laptops or which require large displays. Use of the editing suites in the A/V Lab is available to SOVA students on a first-come first-serve basis. The A/V Lab is not available for public use. Students must attend one of the SOVA A/V Lab workshops prior to working on the A/V Lab suites.

Please take the time to familiarize yourself with the A/V Lab Rules & Regulations (posted inside the A/V Lab).

General Facility Use: Rules & Regulations

A clean and safe working environment is critical to learning. In respect of your fellow students and the SOVA staff, please value and foster the following regulations:

- Students are expected to exchange outdoor footwear for indoor footwear upon entering the building. Students must wear appropriate footwear in the studios at all times. Please leave your outdoor footwear and personal items in the cloakroom or in your locker (near the student message centre – not in the entrance lobby or hallways).
- Take all dirty footwear off before entering the library. Many studio practices create dirt and dust and this will get tracked around the building on your shoes. By observing this courtesy, you will be reducing the amount of carpet cleanings that have to be done.
- Ensure that your personal workspace doesn't infringe on your neighbours' and that it is maintained in a tidy manner to reduce hazards to yourself and your classmates.
- Clean up all communal workspaces once you have completed your task or project and ensure that you leave it as clean or better than you found it.
- The common areas are important to everyone as spaces to socialize, relax, and eat in. Please ensure that you deposit all of your garbage and recyclables in the appropriate containers and that all of your belongings are put away either in your locker or tool chest.
- Students are responsible for cleaning their dishes every day.
- All food left in the refrigerator must be clearly labeled with your name. At the end of each week any food that is unmarked, or has gone off, will be disposed of without notice.

- Studio cleanliness equals studio safety. You must **familiarize yourself with the 3D studio regulations** posted in the 3D studio and follow all of the guidelines when using any 3D studio areas or equipment. Failure to do so may result in your studio privileges being revoked.
- Smoking is prohibited within the SOVA facility. When smoking please confine your activities to the lower deck at the front of the building, as far away from the front entrance as possible. Ensure that all cigarette butts are extinguished in the can provided for this purpose.
- The SOVA Administration respects the right of individuals to a safe, healthy and quiet environment, and the need to maintain the sanitation of buildings and grounds, and vehicles it may lease or own. Animals are not permitted within any part of the SOVA facility and animals may not be tethered outside (ie. on decks, boardwalks or to the building), except for animals used by, and under the control of, disabled persons and/or animals used for instructional purposes for the required period of the instruction. Further, animals may not be transported in vehicles owned or leased by SOVA unless they are being used for purposes listed above (per YC Policy AS-08).

Exhibition Spaces

The SOVA Gallery is located on the ground floor of the building and is available for exhibiting student projects including performances, installations, and community-based projects. There are also other designated areas throughout the building set aside for exhibiting work, on an individual sign-up basis.

Please consult with a faculty member before installing any work within or outside the building.

Students are encouraged to exhibit works in progress and completed projects throughout the common areas of the building. Book the space in which you wish to exhibit with a faculty member well in advance of your proposed exhibition. Students are responsible for installing and uninstalling art, and for patching and painting any holes left behind once the works taken down.

There is a virtual gallery on the SOVA website for exhibiting student work. Please consult with one of the studio faculty regarding submitting work to display on the virtual gallery. Submissions are accepted on an ongoing basis.

A year-end exhibition will take place in partnership with the ODD Gallery (visit <http://www.kiac.org/odd> for more information), offering a unique opportunity for students to gain professional experience exhibiting within an artist-run centre.

Quiet

All SOVA studios, classrooms and the library are used by people completing their coursework and these areas need to be maintained so as to be conducive to long periods of concentration. To ensure this, students must refrain from unnecessary socializing and loud conversation in these areas. Each person's level of tolerance for noise is different and we encourage students to communicate their needs to each other in a respectful and mature manner if someone's behaviour is distracting them from their work. There is a Student Lounge provided for social interaction, please use this room instead of work areas for conversing and socializing.

Phones

***Emergency Phones are located in two places – beside the Library on the second floor and in the 3D studio on the first floor.**

A public payphone is available on the main floor by the washrooms. SOVA admin/office phones may only be used in the case of emergencies. Students are encouraged to purchase calling cards, as this is the most economical and efficient means of calling long distance.

Cell phone access is restricted to common areas during class breaks. Please turn off cell phones during class time.

Photocopying & Printing

A black and white laser jet printer is available in the Lecture Room for printing articles and image proofs. Students will need to provide their own paper for use in the printer.

Please let the SOVA staff know immediately of any problems encountered with any of the equipment. Do not attempt to fix problems on your own.

Colour printing and photocopying are available at the Yukon College Dawson Campus next door for a small fee.

Deposits & Fines

A \$500 refundable damage deposit must be paid to the SOVA Administration at the beginning of the term. Until this is paid, students will not be issued a SOVA Student ID card, laptop computer or digital camera. Students will also not be able to sign out any library resources or A/V equipment, or use any of the studio tools or equipment. This deposit will be held until the end of the year and will only be returned to students once all outstanding fees and fines have been paid in full. Late fines are charged daily against unreturned library resources and A/V equipment and will accumulate until a set limit is reached (see Library and A/V Loan policies), at which point all sign out privileges will be revoked until the outstanding fines are paid in full.

Note: Final marks and transcripts will be withheld until students have paid all outstanding fees.

And Last but not Least...

Welcome!

The next 8 months will no doubt be challenging but could also be some of the best and most unique times you ever have! We want you to learn lots and enjoy life here in Dawson.

If at any point you need assistance, please visit us in the office.

Office Hours
Monday – Thursday
8:30am – 4:30pm

SOVA Administrative Contact Info:

Phone: 867-993-6390
Email: info@yukonsova.ca

