ACADEMIC CALENDAR
ARCHIVED ON APRIL 8, 2016

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ABOUT YUKON COLLEGE

yukoncollege.yk.ca/about

Yukon College is the only territorial funded post-secondary education in Yukon, a territory of 36,000 inhabitants spread out over 482,000 square kilometers. The College has 11 community campuses outside of Whitehorse, and within the capital, there is the main Ayamdigut campus and a community campus at the Correctional Centre. Approximately three-quarters of the students attend Ayamdigut campus in Whitehorse. The remaining quarter of the population are spread among the community campuses and learning centre.

The College is home to the Yukon Research Centre (YRC), the Centre for Northern Innovation in Mining, and the Northern Institute of Social Justice. On site facilities include student housing, a research residence, and the YRC Laboratory and Cold Climate Storage facility.

INDIGENOUS ENGAGEMENT

yukoncollege.yk.ca/ie

Yukon College recognizes and respects the unique history and cultures of all of the fourteen Yukon First Nations, upon whose Traditional Territories Yukon College resides. We strive towards cultural understanding and engage in an active partnership with Yukon First Nations. Under their direction, we work towards the integration and understanding of Yukon First Nations culture in our curriculum and throughout our operations.

Yukon College values and celebrates First Nation students and indigenous-focused studies, and integrates traditional teaching and wisdom into all aspects of campus life. Much of Yukon College's curriculum is northern-focused and has been developed in partnership with Yukon First Nations. Through the Student Services Centre, a staff member is available specifically to support First Nation, Métis and Inuit students.

DIVERSITY AND INCLUSION

Yukon College continually strives to build an inclusive and welcoming community of individuals with diverse talents and skills from a multitude of backgrounds who are committed to mutual respect and dignity, citizenship, openness, and integrity. Diversity includes race, culture, nationality, ethnicity, religion, ideas, beliefs, geographic origin, class, sexual orientation, gender, gender identity and expression, disability, and age.

We commit ourselves to change, growth, and action that embrace diversity as an integral part of the educational experience and of the community we create.

THE YUKON RESEARCH CENTRE

yukoncollege.yk.ca/research

Yukon Research Centre (YRC) is solving northern problems with northern expertise. The Centre answers northern research questions, support and advance local innovation, and provide research services to visiting researchers.

YRC works in partnership with government, industry, entrepreneurs, First Nations, and communities to improve the lives of Northerners. YRC thematic areas include, but are not limited to: climate change, cold climate innovation, natural science, social science, and technology innovation. These areas are supported through our YRC research associates and six key programs: Biodiversity Monitoring, Cold Climate Innovation, Northern Climate ExChange, NSERC Industrial Research Chair in Mine Life Cycle, Resources and Sustainable Development in the Arctic, and Technology Innovation.

ADMISSIONS & REGISTRATION

yukoncollege.yk.ca/admissions

See above link for up-to-date information as well as a Residents of Canada application and an International Student application. Or APPLY ONLINE at yukoncollege.yk.ca/programs/apply.

For further information contact the Admissions Office: t. 867.668.8710 or toll free at 1-800-661-0504 and ask for Admissions, or admissions@yukoncollege.yk.ca.

Applying for admission to Yukon College

STEP ONE: Apply for Admission

Complete the application (above) and send with any supporting documents, to: Yukon College Admissions Office, 500 College Drive, PO Box 2799 Whitehorse, Yukon Y1A 5K4

Support your application by providing proof of your previous education in one of the following ways:

- High School graduates: Submit an official copy of your transcript.
- Grade 12 students: Submit your transcript and a copy of your most recent report card. Arrange to have your high school send a final transcript when it becomes available.
- Mature students (19 years of age or older or 17 years of age and out of school at least one full academic year): Submit your high school transcript. You may also be required to write College Assessments.

Application deadlines
Applications should be send to the Admissions Office as soon as possible.

- Application deadline for most September-entry programs: August 15th.
- Application deadline for most January-entry programs: December 15th.

Please contact Program Advisors for exceptions to the September-entry application deadline. Some programs have early application deadlines (March-May). Program Advisors can be found on the program pages at yukoncollege.yk.ca/programs.

Students in their final year of high school should be aware of all application deadlines, and apply early even though they have not yet completed the required courses. They should also arrange for their high school to send final transcripts directly to Yukon College when those become available.

STEP TWO: Course Registration

Once you're admitted, you'll receive a Letter of Acceptance. This means you are admitted to Yukon College but not yet registered into your program of choice.

Applying for admission and registering in courses are two separate processes. Acceptance into a Yukon College program confirms your eligibility to register in that program. Only course registration and payment of tuition and related fees guarantees your seat. Enrolment in most courses is limited, so courses may fill before the end of the registration period. Students are encouraged to register early in order to avoid disappointment.

Students must register and pay for their courses before attending classes.

Registering for courses
Simply follow these steps:

1. Make an appointment with a program advisor. Contact information is included in your Letter of Acceptance. Remember to bring your Letter of Acceptance with you. With the assistance of your program advisor, pick your courses and fill out an Authorization to Register form (available on our website or at the Admissions Office).
2. Bring your completed Authorization to Register form to the Admissions Office where your registration will be processed and you will pay your fees.

You may also:

- Apply for financial aid. Canadian students attending Yukon College may be eligible for financial assistance from the Yukon or Canadian governments. First Nations students should speak with their individual First Nation's Office about funding. See page 7.
- Apply for Campus Housing. Complete the *Campus housing application form* to ensure you have accommodation before your classes begin. Rooms can fill quickly. Don't delay! See yukoncollege.yk.ca/campushousing.

Be sure to review the Important Dates for the academic year on page 8.

Who is Eligible?

Yukon College welcomes applications from all Canadian citizens, landed immigrants, persons with permanent resident status or a study permit.

Applicants without the academic prerequisites may qualify for entry into a program by successfully completing College Assessments.

Mature Student Status is granted to those applicants 19 years of age or older, or 17 years of age and out of school for at least one year.

Applicants are considered for admission to most programs on a first-come, first-served basis, after all required documents and the application fee have been received. To ensure consideration for a program, apply as early as possible.

English is the language of instruction and communication at the College. All coursework required of the students shall be in English, except for other language courses.

Regardless of the country of origin or citizenship, all applicants will be required to demonstrate proficiency in English before being accepted to programs of study (other than English as a Second Language program). This may be done by providing:

- Proof of achievement at the grade level designated as the admission requirement for the program to which the student is applying, or equivalent; OR
- Proof of achievement at the prescribed level in the Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS) or the Canadian Language Benchmark Placement Test (CLBPT).

Applicants educated in a country other than Canada or the United States should have their transcripts evaluated by an agency such as International Credential Evaluation Service (ICES) in British Columbia (www.bcit.ca/ices), or International Qualifications Assessment Service (IQAS) in Alberta (www.employment.alberta.ca/immigration.html).

Applicants and students who have been identified or who suspect they have any kind of disability or condition that might affect their learning should contact the Learning Assistance Centre at lassist@yukoncollege.yk.ca as early in the application process as possible.

College Assessments

yukoncollege.yk.ca/student_info/pages/testing

College Assessments measure an applicant's skill level in English, math and other areas as required. These assessments may be written at Whitehorse's Ayamdigut Campus and at community campuses throughout the Yukon.

Dual Admissions

Yukon College students can gain dual admission to Thompson Rivers University (TRU) in the area of Arts, Science and Business Administration. This dual admission will allow students to pursue bachelor degrees at TRU in these areas of study, entering directly into the second year from Yukon College (YC). This dual admission guarantees students from YC, the same registration priority as ongoing TRU students.

Interested in transferring? Don't wait! Use the application form found under Dual Admissions at yukoncollege.yk.ca/admissions.

Continuing Education Registration

yukoncollege.yk.ca/ce

Seats in Continuing Education (CE) courses are limited, so students are encouraged to register early to avoid disappointment. Students paying by credit card may register for CE courses by telephoning the Admissions Office at 867.668.8710 or Toll Free at 1.800.661.0504 during regular business hours. An organization or sponsor may register a student in CE courses by providing the Admissions Office with a Purchase Order or Letter of Sponsorship. Students are not registered until full payment has been received. Students who are unable to attend a course must withdraw at least five (5) working days prior to the course start time in order to qualify for a refund. Courses with insufficient enrollment may be cancelled. Students will be eligible for a full refund for cancelled CE courses.

Some courses may require student advising before registration.

TUITION AND FEE INFORMATION

yukoncollege.yk.ca/tuitionfees

All fees are in Canadian dollars

Tuition

Resident of Canada or Alaska
Credit Courses:
$115/credit, $345/three-credit course

College Preparation courses:
$73/credit, $219/three-credit course

Skills for Employment:
$513/term full-time, $366/term part-time

Full-time vocational (Office Administration)
- $1,725/term

Pre-Apprenticeship programs (Carpentry, Electrical, HEM, Welding) - $2,500/program

International students

See: yukoncollege.yk.ca/international.

NOTES

- The tuition fees listed above are for standard Yukon College courses and programs.
- Tuition fees do not include textbooks. Required texts are an additional cost.
- Tuition fees are currently under review and may change without notice.

Mandatory Fees

Application fee: $20

International student application fee: $100

Student Union fee: $30/term (full-time), $10/term (part-time)

Technology fee: $100/term (full-time), $25/term (part-time)

Challenge exam fee: $150/exam

Official transcript fee: $5 for first transcript, $2. for each additional one (plus GST)/request; $2.00 faxing fee

Duplicate Certificate (certified copy): $5/copy (plus GST)

N.S.F Cheque Fee: $25

Ancillary fees may be charged for some courses. Please view the pertinent program page.

Audit Fees: Students auditing courses pay regular course fees.

Invigilation Fee: $70 for first three hours and $20 for each hour thereafter. This service is provided for students taking correspondence courses through other educational institutions.

NOTE: Mandatory fees are non-refundable.

Campus Housing Fees

Application Fee: $20 non-refundable

Security Deposit:
Main Singles and Mature Campus Housing: $415
Apartments: one month's rent

Campus Housing Apartments

- Attached 2 bedroom - $945
- Detached 2 bedroom – $1,050
- Detached 3 bedroom - $1,275

Campus Housing Main Singles and Mature Campus Housing: $1590 - $2860 per term (16 week academic term runs either Sept. – Dec. or Jan. – Apr.)

A fee will be charged if staying in Campus Housing over the Christmas Holiday closure

For more information regarding fees or payment options or for other information about Campus Housing please see the Campus Housing page or email campushousing@yukoncollege.yk.ca.

Fee information

Payment of Fees
Fees for all programs and courses must be paid at the time of course registration. Students who are funded must submit a completed Third Party Billing Authorization (see yukoncollege.yk.ca/tuition_fees) to the Admissions Office.

Books and Supplies
Textbooks are available from the Yukon College Bookstore throughout the academic year. While most training tools are provided, students in some programs may be required to purchase special tools or clothing.

Seniors

With the exception of program-specific ancillary fees (e.g., activity and lab fees), application and tuition fees for credit courses are waived for those aged 65 and over. For cost-recovery courses (generally under School of Continuing Education), tuition payment is required.

Withdrawals

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

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

Failure to comply with the proper withdrawal procedures may result in a grade being assigned based on the work completed to the date of withdrawal or a failing grade (F) and ineligibility for any refund of tuition fees. Withdrawals will not be accepted without the student's signature.

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

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 refund policy below. Students dismissed from the College may forfeit the fee. Contact admissions@yukoncollege.yk.ca for more information.

Refund Policy

Credit Courses and Full-time Programs

Withdrawal prior to course start date: Full refund

Withdrawal by the end of the first full 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 of classes: No refund

NOTES:

- Refunds are not immediate. Refund cheques are mailed within 10 days of official withdrawal.
- Refunds are issued directly to the student, unless a student is funded. In that case, the funder will be refunded.
- Any debts owed to the College will be deducted from the amount to be refunded.
- Exceptions to this policy may be made for compassionate reasons.
- If the College cancels a course or program, fees will be refunded in full.
- Students MUST follow the proper withdrawal procedure in order to be eligible for a refund.
- The date of official withdrawal is the date used for the refund calculation, not the date on which the student discontinues classes.
- The application fees is non-refundable.

FINANCIAL ASSISTANCE

t.867.668.8720
ssc@yukoncollege.yk.ca

Going to school can be expensive. Tuition, ancillary fees and text book costs all add up. This information will assist you in applying for funding to help you meet these expenses. Information, application forms and help with applying are also available from the financial aid advisor, located in the Admissions Office at Yukon College.

Yukon Government Programs

www.education.gov.yk.ca/student-funding.html

The following programs are administered by Yukon Government's Student Financial Assistance Office. You can apply online or you can visit the office in the Education Building at 1000 Lewes Boulevard. See the above website, or phone 867.667.5929 or toll-free 1.800.661.0408, ext. 5929.

Student Training Allowance

To be eligible for student training allowance, you must be a full-time Yukon College student and you must have resided in the Yukon for two years before classes begin. You have to apply no later than 14 school days after classes start and you must also submit a copy of your letter of acceptance or authorization to register. Student Training Allowance is paid out every two weeks during the term. .

The Yukon Grant

You can qualify for the Yukon Grant as a dependent, an independent or a new resident student. Different criteria apply to each category, but in each case, you must have lived in the Yukon for a period of time before being eligible. It is available for post-secondary studies only and you must apply within six weeks of the start of classes. The Yukon Grant is paid out in a lump sum.

Canada Student Loans and Grants

Canada Student Loans may be available to full-time and part-time students attending a post-secondary program. This is a loan and must be repaid when you finish your program. Full-time or part-time post-secondary students with dependents may be eligible for the Canada Student Grant.

Skills Development, Yukon Government, Advanced Education Branch

You may be eligible for educational assistance to help you re-enter the workforce if you:

Are currently receiving regular Employment Insurance (EI) benefits; OR

Have established a regular EI benefit period that ended within the last three years; OR

Have established a maternity/parental benefit period which began within the last five years for which you received benefits and subsequently left the labour force to care for the child and are now seeking to re-enter the labour force.

For more information and to apply, please contact Employment Central at 867.393.8270.

First Nation Students

Financial assistance may be available to Yukon First Nation beneficiaries/citizens who are accepted into post-secondary programs. For information on eligibility and procedures to apply for financial assistance, please contact your First Nation's education office.

Student Awards

yukoncollege.yk.ca/awards

Bursaries and scholarships are money that has been made available by organizations, businesses and individuals to support students. Some are for students in certain programs and some are targeted at certain kinds of students. Check out the awards page link above for details about awards of particular interest to Yukon College students.

Yukon College Entrance Scholarships

Yukon College offers two entrance scholarships to each Yukon school with students graduating from Grade 12. The scholarships are awarded based on nominations from the high schools and cover a year's tuition in any Yukon College program. Yukon high school students who are interested in this valuable opportunity should contact their high school counselor or principal.

IMPORTANT DATES

2015-2016 Spring/Summer Term

Mon. May 2, 2016
Begin Spring/Summer session for ESL and Drop-in Centre

Fri. May 20
Convocation Ceremony

Mon. May 23
Victoria Day (holiday)

Mon. June 6
Begin registration for fall semester

Fri. July 1
Canada Day (holiday)

Mon. Aug. 15
Discovery Day (holiday)

Thu. Aug. 25
Professional Development Day (College closed)

2016-2017 Fall Term

Mon. Sept. 5, 2016
Labour Day (holiday)

Tue. Sept. 6
Student Orientation Day

Wed. Sept. 7
First day of classes for most full-time programs

Fri. Sept. 16
Last day to register for credit courses

Fri. Sept. 23
Last day to change courses

Mon. Oct. 10
Thanksgiving Day (holiday)

Thurs. Nov. 10
Last day to withdraw from credit courses without academic penalty

Fri. Nov. 11
Remembrance Day (holiday)

Mon. Nov. 28
Begin registration for winter semester

Tues. Dec. 6
* Last day of classes

Wed. Dec. 7
Begin examination period

Tues. Dec.20
Last day of classes or examinations for all programs

Dec. 25 – Jan. 2, 2017 (inclusive)
Closed for Holiday Observance

2016-2017 Winter Term

Wed. Jan. 4, 2017
First day of classes for most full-time programs

Fri. Jan. 13
Last day to register for credit courses

Fri. Jan. 20
Last day to change courses

Fri. Feb. 17
Last day to apply to graduate

Feb. 20-23
Reading Week (no classes)

Fri. Feb. 24
Heritage Day (holiday)

Fri. Mar. 10
Last day to withdraw from credit courses without academic penalty

Fri. Apr. 7
* Last day of classes

Mon. Apr. 10
Begin examination period

Fri. Apr 14
Good Friday (holiday)

Mon. Apr. 17
Easter Monday (holiday)

Fri. Apr. 21
Last day of classes or examinations for all programs

2016-2017 Spring/Summer Term

Mon. May 1
Begin Spring/Summer session for ESL and Drop-in Centre

Fri. May 19
Convocation Ceremony

Mon. May 22
Victoria Day (holiday)

Mon. June 12
Begin registration for fall semester

Mon. July 3
Canada Day (holiday)

Mon. Aug. 21
Discovery Day (holiday)

Thurs. Aug. 24
Professional Development Day (College closed)

* Individual program end dates may vary. Please confirm end dates with your program area.

CONDUCT

Yukon College Code of Ethics

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

Policy Statement
The Code of Ethics applies to the Employer, the Yukon College Employees Union, and to all employees, students, contractors, volunteers and partners ("the College Community"). The College is committed to maintaining a positive, healthy and respectful environment for members of the College community. The Code lays down general principles which can be used to determine action consistent with high standards and values. It seeks to articulate commonly held values which are central to the culture of the College. The Code embodies the promotion of a set of core values relevant to the College's mission of providing high quality learning opportunities. Underlying the Code is a belief that each member of the College Community has a right to dignity and respect. The Code is intended to provide guidance and assistance in determining conduct and behaviour, however, the Code is not a substitute for the active process of ethical decision-making on the part of members of the College Community.

Guiding principles and application examples

These applications are not inclusive of every situation; rather they are intended to provide examples of ways the Code may be applied. Where a simple or direct application of the Code is not possible, or where there are questions or uncertainties regarding its application, members of the College Community are encouraged to seek clarification and assistance.

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

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

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

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

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

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

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

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

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

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

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

Student rights and responsibilities

The Students Rights and Responsibilities is a College Act Policy SS-06, revised January 2, 2009.

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.

COLLEGE AND UNIVERSITY PREP

COLLEGE ACCESS PATHWAYS

yukoncollege.yk.ca/cap

Program Description

College Access Pathways enable students to obtain prerequisites to meet admission requirements for programs at Yukon College and other academic institutions. Program advisors can assist students in the selection of College Preparation courses that will provide a pathway to their chosen field of study and education goals. Students may be able to take one or more courses from a future field of study while completing their program prerequisites. Students not sure about their future academic goals may be accepted into a General Access Pathway. Students may, in addition to working on prerequisites, obtain the College Preparation diploma from Yukon College.

Access Pathways

- Health, Education and Human Services Access
- Management, Tourism, and Hospitality Access
- Liberal Arts Access
- Science Access
- Trades Access
- Mining and Technology Access
- General Access

Admission Requirements

- English 10 (min. 65%); OR
- Mature Student Status with acceptable scores on Yukon College Assessments or GED® test.

Other Requirements

See course prerequisites on the program pages of our website under the Course List tab.

Ancillary Fees

- Canadian Language Benchmark Placement Test (CLBPT)   CAN$50   Assessment Testing Fee

Students must purchase their textbooks. Paper and other supplies are the responsibility of the student. Math students will require a scientific calculator.

In addition to tuition, students are required to pay a student council fee and a mandatory technology fee.

Yukon First Nations Core Competency

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see yukoncollege.yk.ca/yfnccr.

Application

Students who are returning to College Access Pathways within two years of their last attendance date only need to re-apply at Admissions if a re-admit letter is needed for a sponsor, or to update personal changes such as mailing address, phone number, or name. New applicants or students who are changing programs must apply at Admissions and receive their letter of acceptance prior to seeing a program advisor. The letter of acceptance must be shown to the program advisor.

Program advising

Acceptance into the program does not guarantee enrollment. An appointment must be made with a program advisor who will help students to determine a pathway to their program of choice and to select courses for the term. Some courses have limited enrollment, so students are encouraged to register early.

Sponsorship and tuition

Information on sponsorship is available from a Yukon College counselor. Students are encouraged to have sponsorship or payment of tuition arranged before meeting with a program advisor. This will enable students to be registered in their courses without delay and purchase textbooks and additional supplies in order to be prepared for the first day of classes. Acceptance into the program does not guarantee a space. Payment of tuition and mandatory fees must be made to guarantee a seat.

Drop-In Centre

The Drop-In Centre is a quiet place to study with an instructor available for tutoring in College Prep, math, physics, biology, English and university level math. Schedules are available at the Drop-In Centre, at the School of Academic and Skill Development reception area, and on the web-site. Part-time students may also register for credit courses in College Prep English and math and Communications 192. These courses are offered through self-paced study and registration is ongoing throughout the year. People preparing to write the GED test may also receive support through this service. Yukon College assessments are also administered throughout this area.

For more information call 867-668-8744 or email dropincentre@yukoncollege.yk.ca

Courses

Core

ENGL 060	Introduction to Literature
ENGL 101	Introduction to Literature

Elective

ABTO 105	Introductory Accounting
ACCT 120	Introductory Accounting
BIOL 060	Introduction to Biology II
BIOL 060L	Introduction to Biology II - Lab
CHEM 060	Introduction to Chemistry II
CHEM 060L	Introduction to Chemistry II - Lab
COMP 040	Introduction to Computers
COMP 050	Computer Fundamentals
CRIT 040	Critical Issues
DIRS 040	Independent Studies

ENGL 040	Communications Through Reading and Writing
ENGL 050	College Writing Skills
ENGL 090	Bridging English for University
ENGL 100	College Writing Skills
ENGL 101	Bridging English for University
ENGL 206	Bridging English for University
ENVS 041	Environmental Change and Community Health
ENVS 042	Yukon Water Source Protection
HIST 040	History of Yukon First Nations
MAST 040	Master Student
MATH 030	Basic Math
MATH 040	Introductory Algebra
MATH 050	Intermediate Algebra
MATH 060	Advanced Algebra and Trigonometry
PHYS 060	Introductory Physics
PHYS 060L	Introductory Physics - Lab

DUAL CREDIT - FOR YUKON SECONDARY SCHOOL STUDENTS

yukoncollege.yk.ca/programs/view/dc

Program Description

What is dual credit?

A dual credit program allows secondary students to take postsecondary courses while they are still in high school. Dual credit students may receive elective credit towards their high school graduation, a possibility they need to confirm with their high school.

How many courses can I take?

Students may take ONLY ONE dual credit course per term.

Which Yukon College courses are eligible for dual credit?

Any Yukon College course that is part of the British Columbia Council on Admission and Transfer (BCCAT) system are eligible for dual credit. Students can determine if a course is included in BCCAT by clicking the "check BC transfer options" on each course page. This link will take you to the BCCAT page for that course and list all the other post-secondary institutes in BC that will accept that course.

Do Yukon College courses transfer to post-secondary institutes outside of British Columbia?

Yes, Yukon College also has transfer agreements with Alberta. Yukon College courses have also been accepted at a number of institutions across Canada and the United States. If you have concerns regarding the transferability of a course, please contact our Enrolment Services Team.

Admission Requirements

What do I need to apply?

- B average or better
- completion of the prerequisites for the course
- letter from a teacher, counsellor, vice-principal or principal verifying your marks, good attendance record and good attitude towards learning

Other Requirements

How much does it cost?

For a three-credit course it's $330.00, but Dept. of Education will pay the entire tuition fee.

Students are responsible for the following additional fees:

- Books - up to $200 per course
- Yukon College part-time student union fee - $10
- Yukon College part-time technology fee - $25

These fees are mandatory for all students. Yukon College will waive all application fees for dual credit students.

NOTE: Students do not have a guaranteed seat in any course until all fees are paid.

What if I still have questions?

For answers to the above and other questions, download the Dual Credit Information and Application Package.

Yukon First Nations Core Competency

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Courses

Elective

ENGL 050	Academic Writing and Critical Thinking
ENGL 100	Academic Writing and Critical Thinking
HIST 136	Academic Writing and Critical Thinking
MMC 123	Introduction to Psychology II
PSYC 101	Introduction to Psychology II
WGST 101	Introduction to Psychology II

ENGLISH AS A SECOND LANGUAGE (ESL)

yukoncollege.yk.ca/esl

Program Description

ESL 050: Advanced ESL

Open to both international and domestic students, Advanced ESL prepares non-native English speakers for further academic study. The course offers instruction and practice in reading, composition and academic study.

Students completing ESL 050 (Advanced ESL) for credit receive the equivalent of ENGL 050: Essay Writing Skills.

Students wanting full-time study will be able to take Advanced ESL as part of one of the following options:

- Students with a Canadian Language Benchmark Placement Test (CLBPT) of 7 or higher or who are eligible for Advanced ESL may take Advanced ESL (ESL 050) + 2 other college courses for credit or audit.
- Students with a CLBPT of 6 may take Advanced ESL (ESL 050) + 2 Access Pathways courses **OR** Advanced ESL (ESL 050) + 1 Access Pathways course + 1 college course for audit.

Classes begin in September and January.

Admission Requirements

Internet-based TOEFL (iBT) score 53 or Canadian Language Benchmark Placement Test (CLBPT) score 7 or IELTS score 5.5 or more. The CLBPT is available to students upon their arrival at Yukon College.

Students with a CLBPT score of 6 (IBT 45 or IELTS 5) can register into a non-credit version of Advanced ESL (003).

Ancillary Fees

Canadian Language Benchmark Placement Test (CLBPT)—CAN$50 Assessment Testing Fee.

Yukon First Nations Core Competency

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Courses

Core

CRWR 201 English as a Second Language - Advanced

ESL 050   English as a Second Language - Advanced

SKILLS FOR EMPLOYMENT

yukoncollege.yk.ca/programs/view/sfe

Program Description

Skills for Employment programs are designed to help students develop their essential skills such as reading, writing, math and speaking to help them get a job or continue on to further training. Academic skills are taught together with workplace skills in the course topic area. Past topic areas have included radio broadcasting, culinary skills, plumber's helper, portfolio development, trades exploration, esthetics, digital technology, and greenhouse construction and planting.

Essential skills are the necessary foundation for learning all other skills and are needed for work, learning and life.

The nine essential skills are:

1. Reading
2. Writing
3. Document use
4. Numeracy
5. Computer use
6. Thinking
7. Oral communication
8. Working with others
9. Continuous learning

More information about essential skills can be found at www.esdc.gc.ca/en/essential_skills/definitions.page

Admission Requirements

Students must meet with a program advisor before admission to the program. A college reading assessment may be recommended.

General Outcomes

- Upon successful completion of the program, students will be able to:
- Show improved essential skills including, reading, writing and math;
- Show improved self-awareness and personal development;
- Perform job-related tasks as required by class projects and work placements;
- Solve workplace numeracy problems using basic math skills;
- Create and organize a personal or vocational portfolio.

Ancillary Fees

CAN $300 Activity Fee

Yukon First Nations Core Competency

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Attendance

Regular attendance is necessary to be successful in this program. Please keep this in mind when you commit to attending the program.

Course dates

Fall Semester- September to December 2015

Winter Semester - January to April 2016

Classes are Monday to Friday from 9am-3pm

Textbooks and required materials

Students will require a binder, loose leaf paper, dividers, pencils, and pens. Some textbooks will be required. A trades-based project may require safety equipment. A list will be provided at registration time. Most supplies can be purchased through the Yukon College Bookstore.

Intake appointment

Please phone for an appointment to further discuss program content and expectations with an instructor. Appointments can be conducted over the phone.

Sponsorship and tuition payment

Information on sponsorship is available from a Yukon College counselor. Accepted students are expected to have sponsorship or payment of tuition and mandatory fees arranged before meeting with a program advisor to register for courses. This enables students to register in their courses without delay and purchase textbooks and additional supplies and be prepared for the first day of classes. Acceptance into the program does not guarantee a space. Payment of tuition and mandatory fees must be made to guarantee you a seat.

Courses

SKIL 030 Skills for Employment

TARGETED INITIATIVE FOR OLDER WORKERS

yukoncollege.yk.ca/tiow

Program Description

The School of Continuing Education and Training, in partnership with the Yukon Government Advanced Education Branch, is proud to deliver the Targeted Initiative for Older Workers program.

Participants in this innovative program are provided with opportunities to develop employability skills, investigate career options in Yukon, learn about Canadian labour practices, obtain information about relevant Canadian regulatory bodies, participate in an extended work placement, and upgrade their work-related literacy and computer skills.

The 15-week program includes lectures, group discussions, individual and group exercises, and individual and group presentations.

Admission Requirements

Participants should meet the following criteria:

- 55-64 years of age
- Unemployed
- Legally entitled to work in Canada
- Face barriers to successful integration into new employment
- Live in an eligible community

General Outcomes

By the end of the program, participants will be able to:

- Identify general and personal barriers to employment
- Identify personal strengths, weaknesses, and transferable skills for the workplace
- Demonstrate knowledge of the conflict resolution process and communication skills as applied to the workplace
- Apply decision-making processes to work scenarios
- Identify and prioritize the most important Essential Skills required for particular employment opportunities
- Research jobs and prepare cover letters, resumes and references for specific jobs
- Prepare for job interviews through role play

Yukon First Nations Core Competency

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WORKING & LEADING: YOUTH PREPARING FOR THE FUTURE

yukoncollege.yk.ca/programs/view/working_leading_youth_preparing_for_the_future

Program Description

Working and Leading is a full-time employment readiness program for youth facing multiple barriers to employment. The program offers youth the opportunity to discover more about themselves, explore suitable career options, and make an action plan for their future. Additional programming covers topics such as workplace essential skills, computer skills, healthy living and leadership skills.

Participants are connected to relevant work placements, so they can build experience and confidence in their chosen field. The program culminates with a three-day, overnight, outdoor leadership expedition, during which participants are challenged to use the knowledge, skills and confidence they have acquired throughout the program.

Working and Leading is delivered through hands-on activities, interactive workshops, field trips and guest speakers. These instructional practices are delivered in a positive and supportive learning environment suitable for those who have struggled in traditional educational settings.

Admission Requirements

Participants should meet the following criteria:

- 18-25 years old
- Unemployed
- Not in school
- Not collecting Employment Insurance

Applicants must be referred to the program through a case manager at a youth service or employment agency, and must have demonstrated barriers to securing or maintaining employment.

Yukon First Nations Core Competency

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Funding for this program is provided by Service Canada.

ACADEMIC & CAREER PROGRAMS

BUSINESS ADMINISTRATION

yukoncollege.yk.ca/ba

Program Description

Business Administration delivers one-year certificate and two-year diploma programs that prepare students for administrative and management careers in business and government. Most courses are accessible on a part-time day or evening basis in Whitehorse. Several courses are available in outlying communities through the community campus network or by distance delivery.

Employment opportunities exist in many administrative areas, such as government, small business, not-for-profit organizations, the investment industry, real estate, banking and the retail and hospitality industries. Possible positions include those in accounting, human resources, financial management and general management.

Admission Requirements

- Grade 12 academic graduation with English 12 and Math 11 (Applications, Principles, Foundations or Pre-Calculus); OR
- Mature student status with acceptable scores on College Assessments or the GED® test; OR
- Applicants whose native language is not English and who are not Canadian citizens can meet the English language admission requirement by presenting an acceptable TOEFL or IELTS score.

Part-time students not fully meeting the above criteria may be admitted to individual courses, but must apply for admission to the program - and satisfy the program admission requirements - prior to graduating with either a certificate or diploma in Business Administration.

Students who have not completed the certificate program may register for diploma-level courses, provided they have the prerequisites for these courses. The diploma will not be granted until all certificate-level courses have been successfully completed.

Other Requirements

Graduation Requirements

Students who have a cumulative GPA of 2.00 or greater in the program - and have met all the program requirements outlined in the Calendar at the beginning of the program - are eligible to graduate with a Certificate and/or Diploma in Business Administration. Students must complete the requirements for a Certificate in Business Administration within five years of beginning the program. Students must complete the requirements for a Diploma in Business Administration within ten years of beginning the program.

Transferability

Comprehensive transfer agreements are in place with the following institutions and organizations:

- Athabasca University
- Okanagan College
- Royal Roads University
- Chartered Professional Accountants Canada
- Thompson Rivers University/Open Learning
- University of Lethbridge
- University of Northern British Columbia

Many of the courses in the Business Administration program are also listed in the BCCAT Transfer Guide - www.bctransferguide.ca

Yukon First Nations Core Competency

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Course Repeats

A student may register for a course in the Business Administration program a maximum of three times.

Diploma program (Co-operative Education Option)

The Co-operative Education option is available to students who plan to complete the Business Administration Diploma. In order to participate in the Co-operative Education option, Business Administration students must maintain an average grade of B- or higher, complete the Professional Development seminar assignments, and complete a report based on their work term.

The Professional Development seminars, the one-on-one advising sessions with the Co-operative Education coordinator and the work term lead to an understanding of career options and how to make transitions into new fields.

Co-operative Education students compete with one another for Co-operative Education work placements and the number of job openings depends upon employer demand. A work term consists of a minimum of 12 weeks of relevant, paid experience.

Students are required to complete one work term to qualify for a Co-operative Education citation on their diploma, but students may complete as many as three work terms as they proceed towards their diploma in Business Administration. Co-operative Education will provide students with the following benefits:

- A variety of Professional Development seminars
- Valuable job search and work experience
- Contacts and references for future employment
- A chance to investigate potential career options
- Income while working towards a Business Administration Diploma
- The application of theory to actual work situations
- Confidence regarding employment skills
- A monitored on-the-job experience
- Clarity about the relevance and application of course material
- A documented work term on the student's College transcript

For more information about the Co-operative Education option, contact the Co-operative Education coordinator.

Courses

Core

ABTM 120	Microcomputer Applications 3 - Microsoft Excel
ABTM 125	Statistics I
ABTM 130	Introduction to Macroeconomics
ABTM 135	Marketing Management
ABTM 136	Managerial Accounting I
ABTM 137	Business Policy
ABTM 140	Land Claims and Community Economic Development Process
ABTO 001	Organizational Behaviour
ABTO 101	Microcomputer Applications 1 - Microsoft Word
ABTO 103	Microcomputer Applications 3 - Microsoft Excel
ABTO 113	Introductory Financial Accounting II
ABTO 115	Statistics I
ABTO 116	Introduction to Macroeconomics
ABTO 117	Marketing Management
ABTO 120	Finance I
ABTO 201	Business Policy
ABTO 203	Land Claims and Community Economic Development Process
ABTO 217	Organizational Behaviour
ABTO 220	Microcomputer Applications 1 - Microsoft Word
ACCT 101	Introductory Financial Accounting I
ACCT 102	Introductory Financial Accounting II
ACCT 204	Managerial Accounting I
BUS 110	Principles of Management
BUS 111	Statistics I
BUS 132	Marketing Management
BUS 172	Microcomputer Applications 1 - Microsoft Word
BUS 174	Microcomputer Applications 3 - Microsoft Excel
BUS 260	Finance I
BUS 270	Business Policy
BUS 281	Human Resource Management

BUS 301	Land Claims and Community Economic Development Process
BUS 303	Organizational Behaviour
BUS 311	Commercial Law
COMM 192	Business Communications
CRIM 103	Business Communications
CRIM 104	Business Communications
ECON 100	Introduction to Microeconomics
ECON 101	Introduction to Macroeconomics

Elective

ABTL 120	Simply Accounting
ABTL 140	AccPac for Windows
ABTL 165	Simply Accounting
ABTL 170	AccPac for Windows
ABTM 110	Microcomputer Applications 2 - Microsoft PowerPoint
ABTM 125	Microcomputer Applications 4 - Microsoft Access
ABTO 102	Microcomputer Applications 2 - Microsoft PowerPoint
ABTO 104	Microcomputer Applications 4 - Microsoft Access
ABTO 213	Computer Applications for Accounting
BUS 173	Microcomputer Applications 2 - Microsoft PowerPoint
BUS 175	Microcomputer Applications 4 - Microsoft Access
BUS 203	Computer Applications for Accounting
BUS 307	Statistics II
MICR 230	Simply Accounting
MICR 231	AccPac for Windows

CIRCUMPOLAR STUDIES

yukoncollege.yk.ca/bcs

Program Description

The Bachelor of Circumpolar Studies (BCS) is a signature program of the University of the Arctic (UArctic), a cooperative network of circumpolar universities, colleges, and other organizations committed to higher education and research in the North. UArctic's Shared Voices commitment recognizes the vital role of indigenous peoples in the circumpolar world and in the success of UArctic. By drawing on the shared strengths and diverse experiences of northern people, UArctic members believe we can address the unique challenges of the circumpolar region and build an institution that is truly "In the North, For the North, By the North." The Circumpolar Studies Core offers students the opportunity to obtain a broad knowledge and understanding of the lands, peoples and critical issues of the circumpolar world either as a stand-alone program, as electives in a Northern Studies diploma, or alongside a Bachelor of Arts or Science completed at a UArctic-member institution. Thus, it is flexible and will enable students to study in a discipline of their choice while ensuring a focus on circumpolar issues and affairs. Courses are offered on-line, in class, and on exchange to another UArctic institution through the north2north Mobility Program. Yukon College is able to assist students with close to three years of course work towards a BCS at another UArctic member institution.

Link to University of the Arctic website: education.uarctic.org/mobility/about-north2north/

Admission Requirements

- grade 12 graduation with English 12
- Mature Student Status with acceptable scores on College Assessments, the GED® test or the Language Proficiency Index (LPI) test

If you do not meet the course requirements above, please meet with a program advisor to explore entry options.

Transferability

Bachelor of Circumpolar Studies courses are transferable to other University of the Arctic member institutions and on a course-by-course basis to other institutions in Canada, the United States, and in all of the other circumpolar nations. In addition, non-UArctic institutions have accepted these courses for transfer credit.

Yukon First Nations Core Competency

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Courses

Core

ENGL 050	Academic Writing and Critical Thinking
ENGL 100	Academic Writing and Critical Thinking
HIST 136	Academic Writing and Critical Thinking
NOST 101	The Circumpolar World
NOST 325	Contemporary Issues in the Circumpolar World II
NOST 327	Lands and Environments of the Circumpolar World II
NOST 329	Peoples and Cultures of the Circumpolar North II

COMPUTER SUPPORT TECHNICIAN

yukoncollege.yk.ca/cst

Program Description

The Computer Support Technician (CST) program is offered entirely online in collaboration with colleges in northern British Columbia and can be taken on a full- or part-time basis. This program will provide students with the knowledge and skills needed to understand the theoretical and applied uses of information technology in various business applications.

The program prepares students to enter the IT workforce as computer system support analysts (technical or applications), network administrators or software developers.

After one year of full-time studies, students will have gained detailed knowledge of several PC applications and operating systems. They will be able to install, configure and troubleshoot software in both stand-alone and networked environments. They will be exposed to various programming, scripting and mark-up languages. The coursework will also provide them with customer service skills and an understanding of IT in a business environment.

Admission Requirements

- Math 10 (Applications, Principles, or Foundations and Pre-Calculus) (min. 75%) and English 12 or Communications 12 (min. 65%); OR
- Mature Student Status with acceptable scores on College Assessments or the GED® test.
- Students who have a math credit more than three years old must write the Mathematics Skills Assessment
- Part-time students not fully meeting the above criteria may be admitted to courses, but must maintain a grade point average of 2.0 (C average) or better to continue in the program

Other Requirements

It is strongly recommended that students have exposure to computers before commencing the program. It is also beneficial to have some experience with programming. Students are required to own their own computer, communications headset or microphone and have access to the Internet in order to participate in this online program.

Employment

Computers are in widespread use in almost every work site. Small businesses, municipal and territorial governments and various non-profit organizations and associations all have this in common; hence, the potential of a career in computer services, support or associated fields is both great and varied. As well as the office environment, computer sales and service companies are in need of qualified technicians to support the ever-increasing demand for computers. A certificate will qualify students for entry-level hardware technician, network technician or junior programmer positions.

General Outcomes

Upon completion of the certificate, students will have achieved:

- Competency in the use of various software applications, including operating systems
- Basic understanding of computer networking theory
- Competency in applying the basic technological knowledge and skills to plan, implement and maintain a network
- Basic understanding of business functions as they relate to information technology professionals
- Competency in public and customer relations skills
- Concrete knowledge and practice in installing, diagnosing and maintaining computer hardware
- Skills and knowledge to write various industry certification examinations, such as Cisco IT Essentials, CompTIA A+ and CompTIA Networks+
- Foundational skills in programming and scripting
- Basic website development and mark-up language programming skills
- Ability to work successfully as part of a team to complete a project
- Ability to configure basic web services
- Ability to demonstrate familiarity with web standards
- Ability to demonstrate effective problem definition and solving within a good customer service context
- Ability to create basic systems requirements for existing or desired business processes

Yukon First Nations Core Competency

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A Note on Online Training

The CST program is delivered entirely online but is not self-paced. Course scheduling is not unlike scheduling of face-to-face courses with start and end dates. Online delivery of courses provides additional opportunities but also some challenges and does require significant commitment from students. Benefits include flexible hours of study, availability of the program in remote communities and increased course availability for those students who work part-time. Students will, however, work mostly on their own without the benefit of the classroom experience. Students who enrol in the program must have exceptional organizational skills, be motivated to schedule their own time for study and submit assignments on time. The courses in this program will have schedules that must be adhered to in order to complete them successfully.

Courses

Core

ABTO 001	Foundation Project
ABTO 101	Database Management Systems
ABTO 203	Online Learner Success
ABTO 213	Networking
ABTO 217	Foundations of System Development
ABTO 220	Network Security
ICT 001	Server Management
ICT 102	Computer Hardware
ICT 108	Operating Systems I
ICT 110	Network Infrastructure
ICT 112	Fundamentals of Web Development
ICT 114	Database Design
ICT 120	Foundations of System Development
ICT 122	Foundation Project
ICT 214	Database Design
ICT 216	Database Management Systems
ICT 232	Network Security
ICT 234	Server Management
ICT 236	Network Infrastructure

CULINARY ARTS

yukoncollege.yk.ca/ca

Program Description

Infinite career possibilities abound in the field of Food Services. Professionally trained cooks and chefs are consistently in high demand, from premier hotels and educational institutions to care facilities, private clubs and cruise lines to industrial camp kitchens, there are no limits to the possibilities for your potential employment.

The Culinary Arts program is designed to meet the need for qualified cooks in the hospitality industry. The program provides professional cook training in a practical, hands-on learning environment achieved through our commercial kitchen.

Students will rotate through a variety of stations in the kitchen. Each station has a different culinary focus. Students will also participate in a variety of caterings, banquets and community events, all of which broaden and enhance the student experience.

Admission Requirements

- Math 10 (Applications, Principles, Apprenticeship and Workplace, or Foundations & Pre-Calculus) and English 10; OR
- Mature Student Status with acceptable scores on College Assessments or GED® test.

Other Requirements

Satisfactory TB test

Transferability

Levels I and II transfer directly to all British Columbia College and University College Programs, NAIT and SAIT.

Ancillary Fees

You will be required to purchase special knives, uniforms and textbooks for this program. The approximate cost of these items is CAN$1,750 for the academic year and they will be ordered by the program coordinator to ensure that the items purchased meet the standards required. Students are also required to purchase proper footwear prior to starting the daily meal preparations part of the program.

Yukon First Nations Core Competency

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Apprenticeship Level I and II Cook Exam

Culinary Arts students write the Apprenticeship Level I Cooks exam early in the second term followed by the Level II exam towards the end of the second term. Students must pass the Level I exam to be eligible to write the Level II Cooks exam.

Those students who successfully complete the program, and pass the the Level I exam may be eligible for up to 1040 hours time credit towards a Cook apprenticeship program. This time credit is based upon the recommendation of the employer who is signatory to the initial Apprenticeship Agreement.

Students who pass the Cook Apprenticeship level exam(s) would be exempt from attending that level of apprenticeship in-school training.

Courses

Core

ABTL 160	Elementary Kitchen, Management and Health Care
CULA 101	Safety, Sanitation and Equipment
CULA 102	Basic Food Service and Kitchen Management
CULA 103	Cold Kitchen I
CULA 104	Baking and Desserts I
CULA 105	Egg and Breakfast Cooking/Hot Sandwiches
CULA 106	Vegetable and Starch Cookery I
CULA 107	Meat and Poultry Cookery I
CULA 108	Seafood Cookery I
CULA 109	Stocks, Sauces and Soups I
CULA 110	Interpersonal Skills 1
CULA 121	Elementary Kitchen, Management and Health Care
CULA 122	Stocks, Sauces and Soups II
CULA 123	Cold Kitchen II

CULA 124	Meat, Poultry and Seafood Cutting
CULA 125	Vegetable and Starch Cookery II
CULA 126	Meat, Poultry and Seafood Cookery II
CULA 127	Baking and Desserts 2
PSYC 206	Elementary Kitchen, Management and Health Care
SOCI 103	Cold Kitchen II
SOCI 104	Meat, Poultry and Seafood Cutting
SOCI 203	Vegetable and Starch Cookery II
SW 200	Meat, Poultry and Seafood Cookery II

EARLY LEARNING AND CHILD CARE

yukoncollege.yk.ca/elcc

Program Description

The objective of the Early Learning and Child Care (ELCC) program is to meet the needs identified by the community for the educational preparation of early childhood educators. The goal of the ELCC program is to provide opportunities for students to develop the knowledge, skills, and abilities necessary to provide early learning opportunities and child care for young children and families. Throughout the program, students learn to assist children in all areas of growth and development.

Admission Requirements

- Grade 12 graduation with English 12; OR
- Mature Student Status with acceptable scores on the College Assessments or the GED® test.
- ENGL 050: Essay Writing Skills or ESL 050: Advanced ESL.

Other Requirements

- Acceptable criminal records check
- Current immunization, TB skin test, and medical clearance.
- A letter outlining the applicant's interest in the program, including related work and/or volunteer experience

Employment

ELCC program graduates are qualified to work as early childhood educators in child care centres, family day homes, and preschools; as program assistants in child development centres and child care facilities; as educational assistants in kindergarten and the early grades; as nannies, family support workers, and as child care licensing officers.

Duration

The Certificate Program may be pursued on a full- or part-time basis and consists of 13 courses, including English, two practicum placements and one elective for a total of 35 credits.

The Diploma Program may be pursued on a full- or part-time basis and consists of 24 courses, including English, four practicum placements and three electives for a total of 66 credits.

Yukon First Nations Core Competency

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Options for The Mature Student

Due to the practical nature of the ELCC program, a number of mature students enter with years of related experience. A variety of methods have been developed to allow students to demonstrate their knowledge and skills and thus receive credit for prior knowledge gained in the field. These include:

- **Challenge Exams:** The ELCC program has developed Challenge Exams which allow students to receive credit for prior knowledge gained in the field. Students must be enrolled in the ELCC program to be eligible to challenge any ELCC course. For more information, contact the instructor/coordinator at 867.668.8793.

Outside Courses

A student may be eligible for advanced standing if they have completed an equivalent college course at another accredited post-secondary institution.

Courses

Core

ABTO 105	Child Growth and Development II
ABTO 106	Program Planning - Learning Through Play
ABTO 111	Field Placement II
ABTO 112	Integration Seminar II
ABTO 113	Interpersonal Relationships and Communication Skills
ABTO 115	Guiding Young Children
ABTO 116	Program Planning-Literacy & Creative Expression
ABTO 117	Exceptional Children
ABTO 120	Field Placement IV
ABTO 201	Integration Seminar IV
ELCC 100	Cultural Competency in Early Learning and Child Care

ELCC 110	Health, Safety and Nutrition
ELCC 111	Child Growth & Dev't I
ELCC 112	Introduction to Early Learning and Child Care
ELCC 113	Field Placement I
ELCC 114	Integration Seminar I
ELCC 121	Child Growth and Development II
ELCC 122	Program Planning - Learning Through Play
ELCC 123	Field Placement II
ELCC 124	Integration Seminar II
ELCC 125	Interpersonal Relationships and Communication Skills
ELCC 130	Guiding Young Children
ELCC 200	Program Planning - Science Areas with Young Children
ELCC 212	Program Planning-Literacy & Creative Expression
ELCC 213	Field Placement III
ELCC 220	Philosophy of ELCC
ELCC 222	Exceptional Children
ELCC 223	Field Placement IV
ELCC 224	Integration Seminar IV
ELCC 225	Leadership, Teambuilding, and Administration in Early Learning and Childcare

Elective

COMM 192	Business Communications
CRIM 103	Business Communications
CRIM 104	Business Communications
ENGL 050	Academic Writing and Critical Thinking
ENGL 100	Academic Writing and Critical Thinking
HIST 136	Academic Writing and Critical Thinking

EDUCATION - YNTEP

yukoncollege.yk.ca/yntep

Program Description

The Yukon Native Teacher Education Program (YNTEP) is a four-year program leading to a Bachelor of Education degree. Graduates qualify for both Saskatchewan and Yukon Teacher Certification and are eligible for teacher certification throughout Canada. YNTEP is a full-time program comprised of fall and winter semesters as well as a one-week summer cultural camp course. The program provides extensive school practicum experiences throughout the four years to ensure that graduates are well prepared for teaching positions in Yukon, including rural schools, and elsewhere.

One of the goals of YNTEP is to foster awareness and valuing of Yukon First Nations' cultural experiences. Courses in Yukon First Nations history and courses in cross-cultural education serve to familiarize teachers-in-training with the diversity of students from a variety of Yukon First Nations.

Bachelor of Education (YNTEP) students gain the knowledge and skills to develop units of instruction, plan lessons incorporating best practices of instruction within a cross-cultural and diverse classroom, and learn a wide variety of teaching strategies to meet the needs of all learners.

As program transitions happen students may choose to complete the current YNTEP degree through University of Regina at Yukon College or transfer into any new teacher education program that becomes available in the future.

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. YNTEP is a program that meets First Nations core competency. For details, please see yukoncollege.yk.ca/yfnccr.

Admission Requirements

To be eligible for admission, students must meet ONE of the following criteria:

Criterion 1: High School Applicants

- Grade 12 graduation with a 65% G.P.A. in required courses; and
- English 12
- Either Pre-Calculus 11 or 12 or Foundations of Math 12 or Apprenticeship & Workplace Math 12; or Science 12 course
- One approved Language, Social Science or Fine Arts course at the grade 12 level; and
- One additional approved grade 12 academic level course
- Current high school students can provide an interim grade report and a schedule of current/planned courses by email, fax, or mail (only send using one method, do not send by e-mail and then by mail or fax for example. Final transcripts must be official and therefore must be mailed. Send transcripts directly to the Admissions office.
- Current acceptable criminal records check.

Criterion 2: Mature Applicants

- 21 years of age or older before the semester begins
- Has been out of full-time secondary school for a minimum of two years
- Can demonstrate the ability to succeed at university through life of work related experiences (thus the resume and personal statement must include detailed experiences to support the application)
- Has completed less than 24 credit hours or approved post-secondary coursework
- Canadian Citizen permanent resident or protected person
- If less than five years out of secondary schooling, must submit secondary transcripts
- If more than five years out of secondary schooling;
- acceptable scores on the Language Proficiency Index test [LPI] or (min. B in ENGL 060) and ;
- acceptable scores on Math Assessments or successful completion of Math 050 or equivalent
- Current acceptable criminal records check

Criterion 3: Post-secondary Applicants

- If the applicant has over 24 degree-level post-secondary credits, admission is based on their overall UGP, which must be a minimumb fo 65%.
- Current acceptable criminal records check

Application process

The application form can be printed from the website, and is also available from the Yukon College's Admissions office; the School of Health, Education and Human Services office; or Yukon College community campuses. Completed application forms must be accompanied by the following:

- Three letters of reference: one personal from a close acquaintance, one professional, one letter from a First Nation eduation or official supporting your aspirations to teach in a cross-cultural First Nations' setting.
- Transcripts from your high school and all post-secondary educational institutions attended msut be submitted. Oficial transcripts must be received in a sealed envelope, directly from the post-secondary institution.
- A current resume highlighting the applicant's employment, community service, and volunteer work, as they relate to children and youth.
- Complete RCMP Criminal Records Check and follow directions found on student application.

Application deadline

Initial review of applications **April 29th, 2016**. Late applications will be considered only if program space is available.

Other Requirements

Graduation/completion requirements

The University of Regina awards a Bachelor of Education for the successful completion of 120 credits in B.Ed. Program.

Employment

YNTEP graduates become qualified teaching professionals, eligible to meet teacher certification requirements for Yukon and Saskatchewan and elsewhere in Canada.

Duration

120 course credits for B.Ed. Program

Yukon First Nations Core Competency

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see yukoncollege.yk.ca/yfnccr.

Downloads

Go to yukoncollege.yk.ca/yntep to download:

- 2016 YNTEP B.Ed. Application for Admission
- University of Regina Application for Admission 2016-17
- B.Ed. Handbook

Courses

Core

ABTL 180	Knowledge, Schooling & Society
ATHA 101	Introduction to Native Languages I
ATHA 102	Introduction to Native Languages II
ECCU 200	Introduction to Cross-Cultural Education
ECCU 300	Cross-Cultural Teaching Strategies
ECCU 390	First Nations Cultures and Values
ECS 100	Knowledge, Schooling & Society
ECS 210	Curriculum as Cultural and Social Practice
ECS 311	Pedagogy, Theory & Practice II
ECS 410	Assessment and Evaluation
EFLD 200	Education Field Experience II
EFLD 311	Teaching Experiences in the Pre-K to Grade 8 Classroom
ENGL 050	Academic Writing and Critical Thinking
ENGL 060	Introduction to the Study of Literature
ENGL 090	Introduction to the Study of Literature
ENGL 100	Academic Writing and Critical Thinking
ENGL 101	Introduction to the Study of Literature
ERDG 425	Culturally Responsive Literacy Education
HIST 136	Academic Writing and Critical Thinking
HIST 140	Introduction to the Study of Literature
MATY 101	Introductory Finite Math
MMC 120	History of Yukon First Nations and Self-Government
MMC 121	History of Yukon First Nations and Self-Government
THEA 200	Introduction to Acting I

EDUCATION - YNTEP AFTER DEGREE

yukoncollege.yk.ca/bead

Program Description

The Yukon Native Teacher Education Program (YNTEP) after degree is a 60 credit program leading to a Bachelor of Education degree, offered in partnership with the University of Regina. Students with an approved undergraduate degree can enter directly into the 3rd year of the YNTEP program. Graduates qualify for both Saskatchewan and Yukon Teacher Certification and are eligible for teacher certification throughout Canada. Teachers are certified for Kindergarten to Grade 12.

YNTEP is a full-time program consisting of fall and winter semesters as well as a one-week summer cultural camp course. The program provides extensive school practicum experiences to ensure that graduates are well prepared for teaching positions in Yukon, including rural schools, and elsewhere. YNTEP students gain the knowledge and skills to develop units of instruction, plan lessons incorporating best practices of instruction within a cross-cultural and diverse classroom, and learn a wide variety of teaching strategies to meet the needs of all learners.

One of the goals of YNTEP is to foster awareness and valuing of Yukon First Nations' cultural experiences. Courses in Yukon First Nations history and courses in cross-cultural education serve to familiarize teachers-in-training with the diversity of students from a variety of Yukon First Nations.

As program transitions happen students may choose to complete the current YNTEP program through University of Regina at Yukon College or transfer into any new teacher education program that becomes available in the future.

Admission Requirements

To be eligible for admission, students must meet ONE of the following criteria:

1. An approved first degree with a minimum UGPA of 65%; and
2. A minimum of 39 credit hours in teaching areas supportive of provincial/territorial curricula.
3. It is recommended that students have three provincial curricula areas (9 credit hours of senior courses). The approved non-education course listing is available on the Faculty of Education website in Academic Advising and Registration information section.
4. Those who have not been awarded a degree upon submission of their application will be required to provide confirmation of their degree status from their respective institution prior to beginning the Education program.

Application process

The application form can be printed from the website, is also available from the Yukon College's Admission office; the School of Health, Education and Human Services office; or Yukon College community campuses.

Application deadline

Initial review of applications **April 29th, 2016.** Late applications will be considered only if program space is available.

Other Requirements

Graduation/completion requirements

The University of Regina awards a Bachelor of Education for the successful completion of 60 credits in the B.Ed. Program. Graduates must have successfully completed HIST 140 - History of Yukon First Nations and Self Government as well as all requirements as specified by the University of Regina.

Employment

YNTEP graduates become qualified teaching professionals, eligible to meet teacher certification requirements for Yukon and Saskatchewan and elsewhere in Canada.

Duration

60 credits in the B.Ed. Program

Yukon First Nations Core Competency

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Downloads

Go to yukoncollege.yk.ca/yntep to download:

- 2016 YNTEP BEAD Application for Admission
- University of Regina Application for Admission 2016-17
- B.Ed. Handbook

Courses

Core

ECCU 200	Introduction to Cross-Cultural Education
ECCU 300	Cross-Cultural Teaching Strategies
ECCU 390	First Nations Cultures and Values
ECS 311	Pedagogy, Theory & Practice II
ECS 410	Assessment and Evaluation
EFLD 311	Teaching Experiences in the Pre-K to Grade 8 Classroom
ERDG 425	Culturally Responsive Literacy Education

EDUCATION ASSISTANT

yukoncollege.yk.ca/eacp

Program Description

The Educational Assistant certificate program (EACP) is designed to integrate theory and practice associated with providing support to individuals with exceptionalities in the public school system. The program is based on the guiding principle that all human service paraprofessionals need training that ensures the acquisition of knowledge, the competent use of required skills, and the value of caring and respecting individuals leading to the realization of individual potential and inclusion. The intention is to use this certificate program as both a professional development opportunity for current employees and as pre-employment training for individuals seeking employment with the Department of Education, Government of Yukon as an educational assistant or remedial tutor.

Instruction Format

This program will be available using Yukon College's Learning Management System (LMS). Online courses are not held in classrooms and there are no live classes. All course work, and communication with the instructor and other students, is done entirely online. Generally courses include online video lectures, PowerPoint presentations, films, lecture notes and supplementary materials. Students are engaged through on-line discussions.

Online courses require that students have access to a computer and the Internet. Students attending web-conferencing courses off-campus (from home, for example) will also need a computer and internet access but may need additional equipment (such as headset and microphone).

Students must be able to attend field placements in Yukon Public schools.

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Admission Requirements

However, for future consideration to be eligible for admission to the Educational Assistant certificate program, a student must meet ONE of the following categories.

- English 12 (min. 65%) and Math 10 (Applications, Principles, Foundations & Pre-Calculus); OR
- ENGL 050 (min. B-) and Math 030 (min. B); OR
- Mature Student Status with acceptable scores on the Yukon College Assessments or GED® test: OR
- A conditional acceptance may be considered for those who have previous experience as an education assistant or remedial tutor, do not meet any of the above criteria, and are willing to complete ENGL 050 (min. B-) and MATH 030 (min. B) during the first year of the program.

The following documents must be received prior to acceptance into the program:

- Yukon College Application for Admission form.
- Official transcripts from high school and post-secondary institutions.
- A currently approved criminal record check (obtained through your local RCMP).

Other Requirements

To succeed in the program students require a strong base in English, a foundational base in mathematics, good study habits and time management skills, and the ability to work independently and in small group settings. Comfort with participation by video conference and/or online delivery will be important for students attending through distance education from the communities.

Graduation requirements

In order to graduate with a certificate, a student must successfully complete the 30-credit program plus the non-credit element of the program. Electives must be chosen from the EACP list. Students are required to maintain a term grade point average of 2.0 as per the Yukon College Academic Regulations for certificate programs.

Transferability

Please refer to BCCAT for information.

Employment

There are approximately 125 education assistants/remedial tutors employed in Yukon's public schools. Training and education in this area is considered significant to future employment opportunities as educational assistants. The EACP will also be of interest to community education liaison coordinators (CELCs) employed by First Nations to support student success, and to directors of education. It will be of particular interest to those employed or volunteering as tutors (Learning Disabilities Association of Yukon, LDAY is one example of an agency currently providing this service).

Duration

The program is offered in two ways:

- as a two-year full-time program
- as a three-year part-time program

The next program intake is to be announced.

Contact the School of Health, Education and Human Services if you are interested in further opportunities.

Yukon First Nations Core Competency

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Courses

Core

ABTO 105	Child Growth and Development II
ABTO 113	Interpersonal Relationships and Communication Skills
EA 100	Program Implementation I
EA 106	Field Placement II
EDUC 100	The Role of Schooling
ELCC 121	Child Growth and Development II
ELCC 125	Interpersonal Relationships and Communication Skills

Elective

ENGL 101	History of Yukon First Nations and Self-Government
HIST 140	History of Yukon First Nations and Self-Government
MMC 120	History of Yukon First Nations and Self-Government
MMC 121	History of Yukon First Nations and Self-Government

FIRST NATIONS GOVERNANCE AND PUBLIC ADMINISTRATION

yukoncollege.yk.ca/fngpa

Program Description

The First Nations Governance and Public Administration (FNGPA) Initiative is a unique, cutting-edge, accredited, culturally relevant program transferable towards a diploma or degree at a number of academic institutions. It provides practical, relevant academic tools to senior managers to effectively manage First Nation governments.

Designed to be accessible to working professionals and to allow an integration of education into work and family life, the 10 program courses are offered over three years through a combination of in-class and distance education. Long distance students have an option to participate via videoconferencing technology or to travel to the host community. As well, all students have access to academic and writing support as required.

Course delivery is varied and may include a combination of lectures, seminars, group discussions, presentations and guest speakers.

The FNGPA Initiative builds upon the Executive Development Pilot program certificate, which is a partnership between Champagne and Aishihik First Nations, Yukon College and Yukon government. The program was created to bridge the gap between existing educational programs and the needs of self-governing First Nations in Yukon.

Admission Requirements

- Grade 12 graduation with English 12 and Math 11 (Applications, Principles, Foundations, or Pre-Calculus); OR
- Mature Student Status with acceptable scores on College Assessments or the GED® test; OR
- Acceptance into a related post-secondary program at a comparable level of the FNGPA; OR
- Five years of manager-level work experience with four to five pieces of sample writing for eligibility assessment to be conducted by Liberal Arts faculty member

Building upon the Champagne and Aishihik First Nations pilot, we offer a community-based course offering to all Yukon First Nations citizens and government employees. The certificate program is also now open to all interested and qualified students.

Other Requirements

FNGPA courses are transferable at a number of Canadian academic institutions. Please contact the coordinator for further information on specific course transfers.

Transferability

FNGPA courses are transferable at a number of Canadian academic institutions. Please contact the coordinator for further information on specific course transfers.

Yukon First Nations Core Competency

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The First Nations Governance and Public Administration certificate program values and respects self-governing First Nations' journey towards self-determination.

Courses

Core

COMM 192	Business Communications
CRIM 103	Business Communications
CRIM 104	Business Communications
ENGL 101	History of Yukon First Nations and Self-Government
FNGA 102	Power and Influence
FNGA 109	Intergovernmental Relations
HIST 140	History of Yukon First Nations and Self-Government
MMC 120	History of Yukon First Nations and Self-Government
MMC 121	History of Yukon First Nations and Self-Government

FOOD AND BEVERAGE OPERATIONS

yukoncollege.yk.ca/fbo

Program Description

Students will develop the knowledge and skills required to build a successful hospitality career. The focus is on the food service management skills that are essential for success. These skills include marketing, business communications and financial management.

Students acquire their hospitality knowledge through a blend of classroom learning and experiential activities. The experiential activities are held in an on-campus dining room, The Hilltop Bistro, in teaching kitchens and with special events. These activities provide the opportunity to practice in a safe, yet very real, working environment.

The objective of the Food and Beverage Operations certificate program is to provide skills and knowledge in the art of eating and dining, bartending and dining room service. In addition, students will expand on those fundamentals with an understanding of food and beverage cost control, food production principles, professional customer service, marketing, computer applications, financial success and event planning.

Admission Requirements

- English 10 and Math 10 (Applications, Principles, Apprenticeship and Workplace, or Foundations & Pre-Calculus); OR
- Mature student status with acceptable scores on College Assessments or GED® test

Students must be a least 19 years of age and attend an information interview to discuss the program, general background and interest in the food and beverage field.

Other Requirements

This is an academic and experiential program which is based on active and regular student participation.

 Students are expected to:

- Actively participate in all aspects of the program including orientation activities, classes, class meetings, related workshops, dining room activities and special events.
- Be punctual and flexible with scheduling on a consistent basis.
- Use information technology and strengthen internet and library research skills.
- Maintain communication with instructors.

- Respect differences and be open to a variety of perspectives.
- Adhere to program expectations documented in the Food & Beverage Operations Certificate Program outline and individual course outlines regarding attendance, confidentiality, professional conduct, team work, writing criteria etc.

Transferability

Transfer/Equivalency/Accreditation is in progress.

Employment

Upon completion of the program, graduates are prepared to work regionally, nationally and internationally in any front of house food & beverage operation including restaurants and hotels, lodges, resorts and catering companies.

General Outcomes

Upon successful completion of the program, students will be able to:

- Work with a group of people committed to a common purpose and approach for which they hold themselves accountable and,as a result, improve their collective performance.
- Comprehend, synthesize, and evaluate elements of professional service management.
- Demonstrate the skills and behaviors required during customer involvement to analyze, judge, and act in ways that contribute to customer satisfaction.
- Use purposeful and reflective judgment to formulate rational solutions to situational problems and to make sound business decisions.
- Apply the general business tenets of right, good and fair to organizational transactions, activities, and pursuits.
- Demonstrate the knowledge of fundamental principles of leadership and model the behavior of effective leaders.

Ancillary Fees

Students are also required to purchase and maintain uniforms and tools as set out by the program.

Yukon First Nations Core Competency

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There are times when students attending the Food & Beverage certificate program are expected to participate in special events and dining room activities outside of pre-scheduled class times. Every effort will be made to give students advanced notice of these activities.

Courses

Core

ABTO 105 Introductory Accounting

ABTO 106 Introduction to Marketing

ABTO 111 Events/Attractions Management

ABTO 112 Food & Beverage Service II

ACCT 120 Introductory Accounting

COMP 050 Computer Fundamentals

HOSP 102 Food & Beverage Service II

MKTG 040 Introduction to Marketing

TOUR 257 Events/Attractions Management

GENERAL STUDIES

yukoncollege.yk.ca/gs

Program Description

The General Studies programs integrate general knowledge and intellectual skills with specific occupational or professional skills. They are designed for those who do not plan on pursuing a university degree and/or wish to develop an individualized program from a variety of programming areas at the College. Students who wish to complete a university degree at a later time are encouraged either to limit their choices in the General Studies programs to courses in the School of Liberal Arts and School of Science or to pursue a Liberal Arts certificate or diploma.

Admission Requirements

- grade 12 graduation with English 12; OR
- Mature Student Status with acceptable scores on College Assessments, the GED® test or the LPI test

If students do not meet either admission requirement, they should explore entry options with a program advisor.

Other Requirements

To graduate students must:

- complete all core courses (ENGL 100 and ENGL 101)
- complete 8 open electives (24 credits) for the certificate OR 18 open electives (54 credits) for the diploma
- complete at least 50% of the work at Yukon College
- maintain a cumulative GPA of 2.0 (C average)

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Transferability

For transfer information on a specific Yukon College course, click on the program's Course List tab at yukoncollege.yk.ca/programs/courses/gs, select the course in question by clicking its link, and then click the **Check the BC Transfer Options** link on the course's information page; for additional information, consult a program advisor.

Duration

Certificate: minimum one year

Diploma: minimum two years

Both programs can be completed on a full- or part-time basis.

Yukon First Nations Core Competency

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Courses

Core

ENGL 050	Academic Writing and Critical Thinking
ENGL 060	Introduction to the Study of Literature
ENGL 090	Introduction to the Study of Literature
ENGL 100	Academic Writing and Critical Thinking
ENGL 101	Introduction to the Study of Literature
HIST 136	Academic Writing and Critical Thinking
HIST 140	Introduction to the Study of Literature

Elective

ACCT 220	The Study of Men and Masculinities II
ANTH 103	Anthropological Archaeology
ANTH 140	Introduction to the Fields of Anthropology
ANTH 210	Globalization and the Culture of Capitalism
ANTH 221	Subarctic Archaeology
ATHA 101	Introduction to Native Languages I
ATHA 102	Introduction to Native Languages II
COMM 192	Business Communications

CRIM 101	Introduction to Criminology
CRIM 103	Business Communications
CRIM 104	Business Communications
CRIM 131	Psychological Explanations of Crime and Deviance
CRIM 135	Introduction to Canadian Law and Legal Institutions
CRWR 201	Introduction to Creative Writing I
CULA 123	Canadian Society
CULA 125	Sociology of the Family
CULA 126	Introduction to Social Work
ENGL 090	Introduction to the Short Story
ENGL 100	Canadian History - Confederation to the Present
ENGL 101	History of Yukon First Nations and Self-Government
ENGL 206	Introduction to the Short Story
ENGL 220	The North in Canadian Literature
ENGL 230	A Survey of First Nations Literature in English
ENVS 201	Desktop Publishing/InDesign
ESL 050	Introduction to Creative Writing I
HIST 121	European History II
HIST 135	Canadian History to 1867
HIST 136	Canadian History - Confederation to the Present
HIST 140	History of Yukon First Nations and Self-Government
KINE 100	Introduction to Human Physiology
MATH 105	The North in Canadian Literature
MMC 110	Theories of Communication
MMC 111	Image Editing Fundamentals
MMC 112	Web Design
MMC 113	Desktop Publishing/InDesign
MMC 120	History of Yukon First Nations and Self-Government
MMC 121	History of Yukon First Nations and Self-Government
MMC 123	Desktop Publishing/InDesign
MMC 124	Child Development
MMC 125	Graphic Design
NOST 101	The Circumpolar World
NOST 200	Research in the North
NOST 201	Natural History of the North
NOST 202	Social History of the North
PHED 222	Northern Outdoor Pursuits and Leadership I
PHED 225	Northern Outdoor Pursuits and Leadership II
PHIL 120	Introduction to Ethics
POLI 201	Introduction to Political Thought
PSYC 100	Introduction to Psychology I
PSYC 101	Digital Illustration
PSYC 203	Digital Illustration
PSYC 204	Abnormal Psychology
PSYC 205	Child Development
SOCI 100	Introduction to Sociology
SOCI 103	Canadian Society
SOCI 203	Northern Outdoor Pursuits and Leadership II
SOCI 209	Society, Technology and Values
SOCI 227	Research Methods in the Social Sciences
SW 200	Introduction to Social Work
THEA 200	Introduction to Acting I
WGST 100	Introduction to Women's Studies I
WGST 101	Introduction to Psychology II
WGST 240	The Study of Men and Masculinities I
WGST 241	Social Psychology

GEOLOGICAL TECHNOLOGY

yukoncollege.yk.ca/geotech

Program Description

Geological technology programs in Canada have produced a class of highly skilled workers whose knowledge base reflects an integral balance between classroom learning and practical skills. Graduates from such programs have found jobs working for mining and petroleum companies, consulting geology and engineering firms, government and educational institutions. The Geological Technology program at Yukon College prepares students for employment in a number of capacities in the mineral exploration, mining and environmental geology fields. The strong background in mathematics and the physical sciences provided by this program will enable students to succeed in an increasingly technical discipline, while the comprehensive introduction to field techniques equips students with the hard skills needed to work efficiently in a remote setting.

The Geological Technology program is a one-year (certificate) to two-year (diploma) program. Admission requirements for the program are listed below. If academic upgrading is necessary, interested applicants are encouraged to take advantage of upgrading course offerings at the College to ensure they have the required Geological Technology program prerequisites. Additionally, non-departmental courses (e.g. MATH 060; CHEM 110) may be taken in advance to reduce course loads during the program proper.

The objectives of the Geological Technology certificate program are to provide students with:

- A solid background in the fundamental geological disciplines with particular focus on those fields most closely linked to the mining and mineral exploration industries. These target fields include physical and structural geology, mineralogy/petrology, geomorphology and geochemistry. In addition to geology courses, students will be exposed to relevant topics in mathematics, chemistry, physics and computer science.

- A comprehensive introduction to the mining industry and the specific skills required to work in the resource exploration and development sectors. Students will learn how to conduct and interpret geological, geophysical and geochemical surveys, prepare subsurface maps and cross-sections, collect field data and analyze rock and mineral specimens.

- A baseline of standard health and safety training in order to ensure the competency and safety of graduates in a variety of work environments. Training includes courses such as Wilderness First Aid and CPR, WHMIS, Firearms Safety, and Industrial Workplace Safety.

- A solid foundation in interpersonal and group management skills, with a focus on effective oral and written communication fluency. This will provide graduates with the skills to work effectively with co-workers and the ability to convey geological information in a variety of formats. An important component of this objective is to ensure students develop the critical thinking skills necessary to assist in problem solving and troubleshooting in a work setting.

- An understanding of the impact of the unique First Nations governance structure that exists in Yukon and the impact of this on undertaking mining, exploration and development in the territory. This includes reviewing historical land agreements and the different categories of settlement lands, as well as discussing effective communication and conflict-resolution skills for multi-party discussions and negotiations that may include First Nations partners

The objectives of the Geological Technology diploma program are to provide students with:

- A solid background in the different types of mineral extraction (surface mining and underground mining), and an understanding of the advantages and challenges presented by each. Students will be exposed to the various strategies for mineral processing and will be able to select the techniques best suited for an individual project.

- A comprehensive introduction to different mineral deposit types and their characteristic geophysical, geochemical, and alteration signatures. Students will understand the geological processes that control each deposit type, and the structural and stratigraphic controls on mineralization. Based on information derived from a wide range of sources (e.g. geophysical data, hand sample and thin section observations, regional mapping), students will be able to accurately predict deposit types and develop an informed exploration plan.

- An introduction to the different datasets originating from exploration programs, mill testing, etc., and an understanding of how to use that data to inform future decisions. This will include a solid introduction to common mine software platforms, as well as frequent integration of GIS mapping of geochemical, geological, and geophysical parameters. Students will become well-acquainted with different geophysical exploration techniques and how to interpret geophysical data both in isolation and with respect to observed geology. A comprehensive overview of geochemical sampling strategies and techniques is presented, as well as methods for using the resulting data in an exploration program.

- An understanding of the regulatory and legal framework surrounding exploration and mining, both in the Yukon and Canada. This includes a working knowledge of the First Nations governance structure that exists in Yukon and the impact of this structure on exploration and mine development in the territory. Students will be introduced to the roles of the different regulatory bodies and the nature of their involvement at different stages of the mine cycle.

- An introduction to the environmental impacts of the mining process, and a background in the common remediation strategies used following mine closure. Students will examine baseline data and characterize common contaminants resulting both from mining processes and the exposure of natural deposits, as well as the flow of those contaminants in groundwater based on local hydrogeologic conditions.

Admission Requirements

- English 12, Math 11 (Principles or Pre-Calculus; minimum 65%) and Chemistry 11; OR
- Mature Student Status with acceptable scores on College Assessments and/or GED® for English and Math prerequisites, as well as Chemistry 11 (or equivalent); OR
- Yukon College prerequisite courses ENGL 090, MATH 050 (minimum B-) and CHEM 050, with COMP 040 recommended.

Duration

The 961.5-hour first-year certificate program consists of 19 courses delivered, including an Introductory Geology Field School (45 hours) and an Intermediate Geology Field School (90 hours).

The 793-hour second-year diploma program consists of 13 courses delivered, including a spring field course (Fundamentals of Surveying).

General Outcomes

Graduation Requirements:

Students must successfully complete all courses within the program. Successful completion of the certificate program is required for admission into the diploma year. An overall GPA of 2.00 is required to receive the Geological Technology certificate or diploma.

Ancillary Fees

Additional costs above and beyond college tuition are associated with this program of study. These costs include transportation to and from field school sites, accommodation and food during field school, and health and safety modules administered during field schools and the Exploration and Mining Safety class (GEOL103). In addition, students are required to purchase their own basic geology field equipment, including sturdy hiking boots, rock hammers, field notebooks, and hand lenses. The course outline for each individual class will contain detailed information regarding the costs specific to that course.

Yukon First Nations Core Competency

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Required Courses

Certificate: (42 credits)

BUS 174	Microcomputer Applications – Excel (1.5 credits)
CHEM 110	Structure of Matter (3 credits)
COMM 193	Introduction to Scientific and Technical Communication (3 credits)
GEOG 250	Introduction to GIS (3 credits)
GEOL 101	Introductory Field Camp (3 credits)
GEOL 102	Geomorphology (3 credits)
GEOL 103	Exploration and Mine Safety (1.5 credits)
GEOL 104	Communications & Career Development (3 credits)
GEOL 105	Physical Geology (3 credits)
GEOL 110	Structural Geology (3 credits)
GEOL 111	Mineralogy/Petrology (3 credits)
GEOL 112	Mining Industry Overview (3 credits)
GEOL 113	Intermediate Geology Field School (3 credits)
MATH 060	Advanced Algebra/Trigonometry (3 credits)

Mandatory Safety Training Courses (certificate)

FAC 002	Firearms Training – Unrestricted
SAFE 001	Industrial Workplace Safety
TDG 001	Transportation of Dangerous Goods
WFA 010	Wilderness/Remote First Aid/CPR C
WHMS 001	Workplace Hazardous Materials Information System

Diploma Program (36 credits)

GEOL 201	Ore Deposits (3 credits)
GEOL 202	Mineral Economics, Mining Law, and Sustainability (3 credits)
GEOL 203	Mining Methods (Underground and Surface) (3 credits)
GEOL 204	Mining Computing (3 credits)
GEOL 205	Rock Mechanics (1.5 credits)
GEOL 206	Sedimentary Stratigraphy (3 credits)
GEOL 207	Capstone Research Project I (3 credits)
GEOL 210	Introduction to Hydrogeology (3 credits)
GEOL 211	Geochemistry (3 credits)
GEOL 213	Introduction to Geophysics (3 credits)
GEOL 215	Mineral Processing (3 credits)
GEOL 214	Fundamentals of Surveying (1.5 credits)
MATH 105	Introduction to Statistics (3 credits)

Courses

Core

ABTM 120	Microcomputer Applications 3 - Microsoft Excel
ABTO 103	Microcomputer Applications 3 - Microsoft Excel
BUS 174	Microcomputer Applications 3 - Microsoft Excel
COMM 193	Introduction to Scientific & Technical Communication
ENGL 220	Introductory Statistics
GEOG 250	Introduction to Geographical Information Systems (GIS)
GEOG 250L	Introduction to Geographical Information Systems (GIS) Lab
GEOL 110	Mineralogy/Petrology
GEOL 110L	Mineralogy/Petrology Lab
GEOL 111	Structural Geology
GEOL 111L	Structural Geology Lab
GEOL 112	Mining Industry Overview
GEOL 113	Intermediate Geology Field School
MATH 060	Advanced Algebra and Trigonometry
MATH 105	Introductory Statistics
TDG 001	Transportation of Dangerous Goods
WFA 010	Wilderness and Remote First Aid/CPR-C
WHMS 001	Workplace Hazardous Materials Information System

HEALTH CARE ASSISTANT

yukoncollege.yk.ca/hca

Program Description

The Health Care Assistant (HCA) program is designed to provide students with opportunities to develop the knowledge, skills and attitudes necessary to function effectively as front-line care-givers and respected members of the health care team in community and facility settings. Under the direction and supervision of a health professional, graduates provide person-centred care aimed at promoting and maintaining the physical, emotional, cognitive, social and spiritual well-being of clients/residents.

The HCA program offers the theory and practice associated with providing personal care and support to individuals within the community and in residential facilities. Personal care and support includes emotional support, assistance with personal hygiene and other activities of daily living, upkeep of home, food preparation, and childcare. Theory and practice are planned to prepare graduates to work as caring individuals who assist clients/residents to achieve maximum independence in daily living.

This program is founded on concepts of safety, thinking skills and professional approaches to practice. These provide the underpinnings for all knowledge and abilities that learners gain within the program.

Some core courses are shared with other programs in the College to increase options for students who wish to further their education. This multidisciplinary approach promotes readiness for employment in the community by developing the student's ability to function effectively within inter-professional teams.

Practical application of learning is basic to the program and students will be learning and working in the community throughout the program. Classroom learning and sharing will prepare students for work experience, while work experience will enhance learning in the classroom.

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Admission Requirements

- English 10 (min. 60%) and Math 10 (Applications, Principles, or Foundations and Pre-Calculus) (min. 60%); OR
- Mature Student Status with acceptable scores on the College Assessment or the GED® test.
- ENGL 040 (min. B) and MATH 030 (min. B) and COMP 040.

Other Requirements

- Current Standard First Aid/CPR Level C
- Current Foodsafe Level 1 certificate
- Current immunization
- Current acceptable Criminal Records Check

Students are required to:

- Have appropriate working apparel.
- Provide their own transportation to and from work experiences

The work of a health care assistant requires physical and emotional readiness. Students need to be able to:

- Maintain effective communication with patients and staff
- Provide personal care
- Lift and move residents
- Work with a variety of equipment
- Spend long periods of time on their feet while engaged in physically active work
- Be prepared to work day, evening and night shifts

As well, they may be exposed to diseases in the course of work with patients in long-term care and in the community. Working with people requires that a student is able to remain effective in stressful situations.

Transferability

- Transfer/Equivalency/Accreditation not yet formalized
- The Health Care Assistant program follows British Columbia's curriculum guidelines and is a licensed curriculum
- Some courses are cored with other Yukon College programs

Employment

Upon completion of the program, graduates are prepared to work in any level of continuing care, including home support, adult day care, assisted living and complex care (including special care units).

Duration

This certificate program consists of 14 courses (40 credits). The program runs September through May with a short break in December.

General Outcomes

Upon completion of the HCA Program, graduates will be able to:

- Provide person-centred care and assistance that recognizes and respects the uniqueness of each individual resident or client.

- Use an informed problem-solving approach to provide care and assistance that promotes the physical, psychological, social, cognitive and spiritual well-being of clients/residents and families.

- Provide care and assistance for clients/residents experiencing complex health challenges.

- Provide care and assistance for clients/residents experiencing cognitive and/or mental health challenges.

- Interact with other members of the healthcare team in ways that contribute to effective working relationships and the achievement of goals.

- Communicate clearly, accurately and in sensitive ways with clients/residents and families within a variety of communities and facility contexts.

- Provide personal care and assistance in a safe, competent and organized manner.

- Recognize and respond to their own self-development, learning and health enhancement needs.

- Perform the care provider role in a reflective, responsible, accountable and professional manner.

Yukon First Nations Core Competency

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Courses

Core

ECD 215	Interpersonal Communication Skills
HCA 100	Health and Healing A - Concepts for Practice
HCA 102	Introduction to Practice
HCA 122	Healing 1C - Common Health Challenges
HCA 131	Healing 2B - Cognitive or Mental Challenges
HCA 141	Healing 3B - Personal Care and Assistance
HCA 150	Practicum - Home Care and Assisted Living

HERITAGE AND CULTURE

yukoncollege.yk.ca/hcc

Program Description

Combining theory and practice, the Heritage and Culture certificate (HCC) prepares students for work in the heritage and culture management field, with a specific focus on Yukon First Nations heritage and culture management. Topics covered in the HCC include the history of Yukon First Nations; public administration; archives and collections management; the preservation of traditional knowledge, language and culture; and anthropology. Students develop a foundation of professional ethics and values, self-awareness and critical thinking, and an understanding of heritage issues within their communities.

The HCC is available to students in the communities through distance-learning technologies.

Admission Requirements

- High School graduation with English 12; OR
- Mature Student Status with eligibility to take ENGL 090: Bridging English for University; OR
- Acceptance into a post-secondary program comparable to HCC; OR
- Mature Student Status with acceptable scores on Yukon College assessments, the GED® or the Language Proficiency Index (LPI) test; OR
- 5 years of manager-level work experience with 4-5 writing samples (eligibility assessment to be conducted by Liberal Arts faculty)

If students do not meet any of these admissions requirements, they should explore other entry options with the HCC coordinator (867.668.8879).

Heritage and Culture Access Pathways

Students who do not meet HCC admissions requirements can also explore Heritage and Culture access pathways--packages of access-level coursework leading to the HCC program--with the chair of Liberal Arts (867.668.8770).

Other Requirements

To graduate students must:

- complete all core courses
- complete 2 open electives (6 credits)
- maintain a cumulative GPA of 2.0 (C average)
- complete at least 50% of the coursework at Yukon College

Transferability

HCC courses are transferable to institutions affiliated with the British Columbia Council on Admissions and Transfer (BCCAT), although the transfer credit granted by BCCAT affiliates varies; the transferability of ANTH 144 is currently pending. For transfer information on a specific Yukon College course, click on the program's **Course List** tab, select the course in question by clicking its link, and then click the **Check the BC Transfer Options** link on the course's information page; for additional information, consult a program advisor. Note: FNGA 100 is stored as EDP 100 in the BCCAT system.

Duration

- minimum one year
- can be taken on a full- or part-time basis.

Yukon First Nations Core Competency

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Courses

Core

ANTH 140	Introduction to the Fields of Anthropology
ANTH 144	Heritage and Culture Field School
ARCV 140	Archives and Collections Management
ENGL 050	Academic Writing and Critical Thinking
ENGL 100	Academic Writing and Critical Thinking
ENGL 101	History of Yukon First Nations and Self-Government
HIST 136	Academic Writing and Critical Thinking
HIST 140	History of Yukon First Nations and Self-Government
MMC 120	History of Yukon First Nations and Self-Government
MMC 121	History of Yukon First Nations and Self-Government

Elective

ATHA 101	Introduction to Native Languages I
ATHA 102	Introduction to Native Languages II
ENGL 060	Introduction to the Study of Literature
ENGL 090	Introduction to the Study of Literature
ENGL 101	Introduction to the Study of Literature
HIST 140	Introduction to the Study of Literature
MMC 123	Introduction to Psychology II
NOST 101	The Circumpolar World
PSYC 101	Introduction to Psychology II
WGST 101	Introduction to Psychology II

LEGAL ADMINISTRATIVE ASSISTANT

yukoncollege.yk.ca/laa

Program Description

The Legal Administrative Assistant Certificate Program trains students in legal office procedures, legal terminology, court systems, legal record keeping, bookkeeping, client billing and the preparation, filing and service of legal documents in the areas of wills and estates, family law, litigation, corporate law and conveyancing. Students use the latest software applications and develop a range of employability skills, including keyboarding, machine transcription (dicta typing), administrative procedures and business communications.

Graduates of the Legal Administrative Assistant Certificate Program begin work as legal trainees in lawyer's offices and in the legal departments of financial, real estate and other firms.

Admission Requirements

- Math 10 (Applications, Principles, Apprenticeship and Workplace, or Foundations and Pre-Calculus) and English 10 (min. 65%); OR
- Mature Student Status with acceptable scores on College Assessments or the GED® test

Other Requirements

- a typing speed of 25 net w.p.m is recommended
- This program is offered entirely online in collaboration with colleges in British Columbia. Students are required to own their own computer, communications headset or microphone and have access to the Internet in order to participate in this online program.

Yukon First Nations Core Competency

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Courses

Core

ABTL 110	Introduction to the Canadian Legal System
ABTL 120	Legal Office Procedures
ABTL 130	Litigation Procedures I
ABTL 140	Litigation Procedures II
ABTL 150	Family Litigation Procedures
ABTL 160	Corporate Procedures I
ABTL 165	Corporate Procedures II
ABTL 170	Conveyancing Procedures I
ABTL 180	Conveyancing Procedures II
ABTL 190	Wills and Estates
ABTL 195	Personal Injury
ABTO 001	Online Learner Success (Online)
ABTO 103	Business English (Online)
ABTO 111	Introduction to Computers and the Internet (Online)
ABTO 120	Word Processing I (Online)
ABTO 220	Word Processing II (Online)
BUS 172	Word Processing II (Online)
BUS 174	Business English (Online)
BUS 260	Word Processing I (Online)
BUS 303	Online Learner Success (Online)
BUSC 200	Introduction to the Canadian Legal System
CULA 121	Corporate Procedures I
ECS 100	Conveyancing Procedures II
ELCC 123	Introduction to Computers and the Internet (Online)
ELCC 223	Word Processing I (Online)
FILD 100	Legal Office Procedures
ICT 122	Online Learner Success (Online)
ICT 232	Word Processing II (Online)
JS 100	Litigation Procedures I
MICR 110	Litigation Procedures II
MICR 200	Introduction to the Canadian Legal System
MICR 230	Legal Office Procedures
MICR 231	Litigation Procedures II
OP 100	Corporate Procedures II
RECM 100	Conveyancing Procedures I
TOUR 257	Introduction to Computers and the Internet (Online)
WP 220	Conveyancing Procedures II

LIBERAL ARTS

yukoncollege.yk.ca/la

Program Description

The Liberal Arts programs are designed for students wishing to transfer to a university degree or related program such as education, social work, communications, public policy and research, educational or clinical psychology, social services, environmental policy and management, recreation or tourism. Both Liberal Arts programs reflect the belief that degree-bound students ought to acquire solid critical thinking, research and communication skills through introductory study in a variety of social science and humanities disciplines. They also present an ideal opportunity for continuing education or for exploring various educational and career paths.

Admission Requirements

- grade 12 graduation with English 12; OR
- Mature Student Status with acceptable scores on College Assessments, the GED® test or the LPI test

If students do not meet either admission requirement, they should explore entry options with a program advisor.

Other Requirements

To graduate students must:

- complete all core courses
- complete 2 social-science electives (6 credits)
- complete 2 lab-science electives (6 credits)
- complete at least 50% of the work at Yukon College
- maintain a cumulative GPA of 2.0 (C average)
- complete 4 open electives (12 credits) for the certificate OR 8 open electives (24 credits) for the diploma

Diploma students must also:

- complete 2 200-level English literature (ENGL) electives (6 credits)
- complete 6 200-level electives (18 credits)

NOTE: While not a requirement, study of a second language is encouraged so students meet the second-language requirements of many universities.

NOTE: Certificate students may take up to six credits, diploma students up to twelve credits, from outside the School of Liberal Arts and School of Science; however, such coursework may not be transferable to programs at other post-secondary institutions.

Transferability

For transfer information on a specific Yukon College course, click on the program's Course List tab at yukoncollege.yk.ca/programs/courses/la, select the course in question by clicking its link, and then click the **Check the BC Transfer Options** link on the course's information page; for additional information, consult a program advisor.

Duration

Certificate: minimum one year

Diploma: minimum two years

Both programs can be completed on a full- or part-time basis.

Yukon First Nations Core Competency

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Courses

Core

ENGL 050	Academic Writing and Critical Thinking
ENGL 060	Introduction to the Study of Literature
ENGL 090	Introduction to the Study of Literature
ENGL 100	Academic Writing and Critical Thinking
ENGL 101	Introduction to the Study of Literature
HIST 136	Academic Writing and Critical Thinking
HIST 140	Introduction to the Study of Literature

Elective

ABTM 130	Introduction to Macroeconomics
ABTO 116	Introduction to Macroeconomics
ACCT 220	The Study of Men and Masculinities II
ANTH 103	Anthropological Archaeology

ANTH 140	Introduction to the Fields of Anthropology
ANTH 144	Heritage and Culture Field School
ANTH 210	Globalization and the Culture of Capitalism
ANTH 221	Subarctic Archaeology
ANTH 225	Field Methods in Subarctic Ethnography and Archaeology
ANTH 226	Analytical Methods in Archaeology and Ethnography
ARCV 140	Archives and Collections Management
ATHA 101	Introduction to Native Languages I
ATHA 102	Introduction to Native Languages II
BIOL 102	Principles of Biology II
CHEM 111	Chemical Energetics and Dynamics
COMM 192	Sociological Explanations of Crime and Deviance
CRIM 101	Introduction to Criminology
CRIM 103	Introduction to the Canadian Criminal Justice System
CRIM 104	Sociological Explanations of Crime and Deviance
CRIM 131	Introduction to the Canadian Criminal Justice System
CRIM 135	Introduction to Canadian Law and Legal Institutions
CRIM 210	Law, Youth and Young Offenders
CRIM 219	Aboriginal Peoples and Canadian Criminal Justice
CRIM 230	Introduction to Substantive Criminal Law
CRWR 201	Introduction to Creative Writing I
CULA 121	Human Growth and Lifespan Development
CULA 123	Canadian Society
CULA 124	Social Problems
CULA 125	Sociology of the Family
CULA 126	Introduction to Social Work
ECON 100	Introduction to Microeconomics
ECON 101	Introduction to Macroeconomics
ENGL 090	Introduction to the Short Story

ENGL 100	Canadian History - Confederation to the Present
ENGL 101	History of Yukon First Nations and Self-Government
ENGL 206	Introduction to the Short Story
ENGL 220	The North in Canadian Literature
ENGL 230	A Survey of First Nations Literature in English
ENVS 101	Introduction to Environmental Science II
ENVS 201	Environmental Ethics
ENVS 226	Environmental Change and Community Health
ESL 050	Introduction to Creative Writing I
GEOG 102	Introduction to Physical Geography II
GEOG 290	Climate Change and the Circumpolar World
HIST 121	European History II
HIST 135	Canadian History to 1867
HIST 136	Canadian History - Confederation to the Present
HIST 140	History of Yukon First Nations and Self-Government
KINE 100	Introduction to Human Physiology
MATH 105	The North in Canadian Literature
MMC 113	Environmental Ethics
MMC 120	History of Yukon First Nations and Self-Government
MMC 121	History of Yukon First Nations and Self-Government
MMC 123	Introduction to Psychology II
MMC 124	Child Development
NOST 101	The Circumpolar World
NOST 200	Research in the North
NOST 201	Natural History of the North
NOST 202	Social History of the North
NOST 229	Special Topics in Northern Studies
NOST 325	Contemporary Issues in the Circumpolar World II
NOST 327	Lands and Environments of the Circumpolar World II

NOST 329	Peoples and Cultures of the Circumpolar North II
PHED 001	Human Growth and Lifespan Development
PHED 222	Northern Outdoor Pursuits and Leadership I
PHED 225	Northern Outdoor Pursuits and Leadership II
PHIL 120	Introduction to Ethics
PHYS 102	Elementary Physics II
POLI 201	Introduction to Political Thought
PSYC 100	Introduction to Psychology I
PSYC 101	Introduction to Psychology II
PSYC 201	Research Methods in Psychology
PSYC 203	Social Psychology
PSYC 204	Abnormal Psychology
PSYC 205	Child Development
PSYC 206	Human Growth and Lifespan Development
SOCI 100	Introduction to Sociology
SOCI 103	Canadian Society
SOCI 104	Social Problems
SOCI 203	Northern Outdoor Pursuits and Leadership II
SOCI 209	Society, Technology and Values
SOCI 227	Research Methods in the Social Sciences
SW 200	Introduction to Social Work
THEA 200	Introduction to Acting I
WGST 100	Introduction to Women's Studies I
WGST 101	Introduction to Psychology II
WGST 240	The Study of Men and Masculinities I
WGST 241	Social Psychology

MEDICAL OFFICE ASSISTANT

yukoncollege.yk.ca/programs/view/MOA

Program Description

The Medical Office Assistant (MOA) Certificate Program prepares students for employment in reception, clerical or assisting positions in medically-oriented facilities such as hospitals and doctors' offices. Students will acquire skills to use effective oral and written communication techniques, demonstrate office procedures and time management, apply medical terminology in all courses, obtain a good understanding on the use of computers in the business environment, perform computerized medical billing, and apply medical office guidelines and standards. Students will also learn to understand and adhere to medical/legal ethics standards.

Graduates of the Medical Office Assistant (MOA) Certificate Program work as skilled MOAs who manage offices and communicate effectively with medical professionals and patients.

Admission Requirements

- Math 10 (Applications, Principles, Apprenticeship and Workplace, or Foundations and Pre-Calculus) and English 10 (min. 65%); OR
- Mature Student Status with acceptable scores on College Assessments or the GED® test

Other Requirements

- a typing speed of 25 net w.p.m is recommended
- This program is offered entirely online in collaboration with colleges in British Columbia. Students are required to own their own computer, communications headset or microphone and have access to the Internet in order to participate in this online program.

Yukon First Nations Core Competency

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Courses

Core

ABTM 110	Medical Administrative Procedures
ABTM 120	Medical Billing - Manual
ABTM 125	Medical Billing - Computerized
ABTM 130	Medical Terminology I
ABTM 135	Medical Terminology II and Related Anatomy and Physiology
ABTM 136	Medical Transcription
ABTM 137	Medical Terminology III Pharmacology and Specialties
ABTM 140	Clinical Procedures and Practice
ABTO 001	Online Learner Success (Online)
ABTO 103	Business English (Online)
ABTO 111	Introduction to Computers and the Internet (Online)
ABTO 113	Keyboarding I (Online)
ABTO 120	Word Processing I (Online)
ACCT 102	Medical Billing - Manual
ACCT 204	Medical Transcription
ACCT 220	Medical Terminology I
BUS 111	Medical Billing - Computerized
BUS 132	Medical Terminology II and Related Anatomy and Physiology
BUS 173	Medical Administrative Procedures
BUS 174	Medical Billing - Manual
BUS 175	Medical Billing - Computerized
BUS 260	Word Processing I (Online)
BUS 270	Medical Terminology III Pharmacology and Specialties
BUS 301	Clinical Procedures and Practice
BUS 303	Online Learner Success (Online)
BUSC 200	Medical Terminology II and Related Anatomy and Physiology
ECON 101	Medical Terminology I
ELCC 123	Introduction to Computers and the Internet (Online)
ELCC 125	Keyboarding I (Online)
ELCC 223	Word Processing I (Online)
FILD 100	Medical Transcription

ICT 122	Online Learner Success (Online)
JS 100	Medical Terminology III Pharmacology and Specialties
MICR 110	Clinical Procedures and Practice
TOUR 257	Introduction to Computers and the Internet (Online)
WP 220	Medical Administrative Procedures

MULTIMEDIA COMMUNICATION

yukoncollege.yk.ca/mmc

Program Description

Open up the world of media, design and communication. In Multimedia Communication, students will strengthen communication skills while building a strong foundation in design and software literacy. Learn to use a variety of industry standard creative software (Adobe Creative Cloud and others) to effectively engage an audience. Whether students are just entering the field or wanting to enhance existing professional skills, this program has something for everyone.

Admission Requirements

- ENGL 11 (min. 65%) or ENGL 050 with a min. B-
- Mature Student Status with acceptable scores on College Assessments or the GED® test
- Part-time students not fully meeting the above criteria may be admitted to courses but must maintain a cumulative GPA of 2.0 (C average) to continue in the program.

NOTE: Full-time students are expected to have basic computer skills prior to enrolment, and students generally should be aware that the Multimedia Communication program is run on Apple's operating system.

Duration

- minimum one year
- can be taken on a full- or part-time basis

Yukon First Nations Core Competency

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Courses

Core

COMM 192	Business Communications
CRIM 103	Business Communications
CRIM 104	Business Communications
ENVS 201	Desktop Publishing/InDesign
HIST 140	Communicative Writing
MMC 110	Theories of Communication
MMC 111	Image Editing Fundamentals
MMC 112	Web Design
MMC 113	Desktop Publishing/InDesign
MMC 120	Communicative Writing
MMC 121	Digital Video and Audio
MMC 123	Desktop Publishing/InDesign
MMC 124	Capstone Project
MMC 125	Graphic Design
NOST 202	Digital Video and Audio
PSYC 101	Digital Illustration
PSYC 203	Digital Illustration
PSYC 205	Capstone Project

NATIVE LANGUAGE INSTRUCTOR

yukoncollege.yk.ca/nlc

Program Description

The Yukon Native Language Centre offers training and certification for Yukon Aboriginal Language Teachers. YNLC staff and Elders have developed and now teach the certificate and diploma program for native language instructors at Yukon College.

Three courses - Language Structure, Second Language Teaching Methods, and Professionalism and Class Management - are taught at Yukon College for one week during each term. The literacy course is offered for one week in either term and the practicum takes place in the student's own classroom throughout both terms.

Regular attendance is important in order to succeed in this program. Students must be committed to teaching a language and must also enjoy working with children and young adults.

Instructional format classes taught by centre staff typically include demonstrations, practice sessions, role playing, group discussions, audio-visual presentations, observation periods, in-class activities, and assignments.

The YNLC is administered by the Council of Yukon First Nations (CYFN) with funds provided by the Yukon Government. The certificate is conferred by Yukon College.

Admission Requirements

Please contact the YNLC directly.

Transferability

Courses in most areas of the program are transferrable to the University of Alaska and to the College of New Caledonia in Prince George, BC.

Employment

Native language programs operating within the public school system or within First Nations require both full-time and part-time instructors, as well as persons who can act as substitutes and assistants in the programs. The need for professionally trained instructors is on-going. Graduates of this program serve as teachers in many communities of Yukon, British Columbia, Northwest Territories and Alaska.

Duration

Certificate - three years

Diploma - While the diploma may in theory be completed in one year of intensive work at the Centre, most students will require at least two years of combined teaching and study to complete this program.

Ancillary Fees

Personal supplies may cost $30-$50 for the entire program.

Yukon First Nations Core Competency

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Directed Study

In addition to the certificate and diploma programs, the YNLC offers directed study and training in specific areas relating to all aspects of language and program development. These include literacy training, orthography design, curriculum development and research methods useful in the documentation of place names and personal names. Individuals and groups requiring specific assistance in these and related areas may contact the centre for more information.

NORTHERN ENVIRONMENTAL AND CONSERVATION SCIENCES

yukoncollege.yk.ca/encs

Program Description

In collaboration with the University of Alberta (U of A), Yukon College (YC) offers years three and four of a Bachelor of Science (B.Sc.) degree in Northern Environmental and Conservation Sciences (ENCS), with a major in Northern Systems. The Northern ENCS curriculum offered at YC integrates natural and social sciences as related to issues such as wildlife conservation, land use, resource management under modern treaties, energy, and global climate change, and includes significant northern and aboriginal studies content, reflecting the local environmental, economic, and social context. The program provides students with the knowledge and skills to understand environmental conditions and evaluate impacts on plants, soils, water and animals. The structure and function of ecosystems are explored as students learn to develop, assess and implement conservation and restoration measures for natural and managed ecosystems.

Program Delivery

Coursework is completed at YC, taught by U of A and YC faculty. Students may also choose to spend some of their third or fourth years taking courses at the U of A campus in Edmonton. Students from Edmonton may also complete part of their program in Whitehorse.

Frequently Asked Questions Document for Prospective Students

See yukoncollege.yk.ca/encs to download: Frequently Asked Questions for Prospective Students

Admission Requirements

Students complete up to two years (60 credits) of transferable coursework in a science-based diploma program at Yukon College (such as Northern Science-ENCS Stream, or Renewable Resources Management) or at another institution before applying to transfer into the University of Alberta B.Sc. ENCS program for years three and four.

Students planning to apply to transfer to the ENCS Program from a diploma program at Yukon College should complete a minimum of 24 credits (8 courses) from the core and/or elective courses listed in the document: Recommended Courses for 1st and 2nd

Year Students Interested in the BSc/ENCS.pdf (see yukoncollege.yk.ca/encs) Students applying from other post-secondary institutions should contact the ENCS Program Advisors at ualberta@yukoncollege.yk.ca about transfer credit options.

How to Apply

Application deadlines: ~~March 1st~~ **May 1st (deadline has been extended)** for September admission; **November 15th** for January admission

To apply for admission:

1. Contact a Northern ENCS Program Advisor at ualberta@yukoncollege.yk.ca to discuss your program options.

2. Download and complete the application form at yukoncollege.yk.ca/downloads/Admission-application-undergrad-2015-eng.pdf In Section 5, Program Priorities, Faculty should be entered as "Agricultural, Life, and Environmental Sciences", Program as "Environmental and Conservation Sciences", and Major as "Northern Systems". Send the application form to Dr. Kathryn Aitken, Northern ENCS Program, School of Science, Yukon College, P.O. Box 2799, 500 College Drive, Whitehorse, Yukon, Y1A 5K4

3. Have official copies of post-secondary and high school transcripts mailed to Dr. Kathryn Aitken, Northern ENCS Program, School of Science, Yukon College, P.O. Box 2799, 500 College Drive, Whitehorse, Yukon, Y1A 5K4. NOTE: if you are, or have been, a Yukon College student, and have official transcripts on file with the college, we may be able to use those for the application process. Talk to a Northern ENCS Program Advisor at ualberta@yukoncollege.yk.ca to find out if this is an option for you.

U of Alberta application fees apply.

Once admitted, students must meet with a Northern ENCS program advisor at YC to select courses. Contact the Northern ENCS Program Advisors at ualberta@yukoncollege.yk.ca to make an appointment.

Other Requirements

While enrolled in the B.Sc. Northern ENCS program, students will maintain dual registration at U of A and YC.

Tuition, mandatory course instructional support fees, and non-instructional student fees will be assessed in accordance with the policies of the University of Alberta. Student fees will be assessed in accordance with the policies of Yukon College.

Employment

Graduates of the Northern ENCS program are prepared for a variety of career options in both the public and private sectors. Examples of employment opportunities include wildlife biologist, First Nations resource manager, park warden, traditional land use advisor, environmental policy analyst, and environmental educator. Students may also continue on to graduate studies.

Ancillary Fees

Students pay tuition and non-instructional fees to U of Alberta, and only non-instructional fees to Yukon College. For information on University of Alberta tuition and fees, please see the U of Alberta Office of the Registrar's Costs, Tuition, and Fees page (www.registrarsoffice.ualberta.ca/Costs-Tuition-Fees.aspx).

Yukon First Nations Core Competency

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see yukoncollege.yk.ca/yfnccr.

Graduation Requirements

To receive a B.Sc. Northern ENCS degree students must:

- Complete all course requirements of the B.Sc. Northern ENCS program, including a minimum of 60 approved credits of U of A coursework offered at YC or at the U of A campus in Edmonton
- Achieve a minimum GPA of 2.0 in their last 60 credits of U of A coursework
- Meet all other relevant academic standing and graduation requirements of the U of A

Sponsorship & Tuition

Students are eligible for U of A awards while formally registered as U of A students. Students may also be eligible for Yukon Government student grants and training allowance while registered in partnered programming. Please contact Student Services at Yukon College and the Office of the Registrar and Student Awards at the U of A for more information.

FOR MORE INFORMATION, email ualberta@yukoncollege.yk.ca

Dr. Kathryn Aitken, Coordinator, Northern ENCS Program,
867.668.8866,
kaitken@yukoncollege.yk.ca

Dr. Fiona Schmiegelow, Director, Northern ENCS Program,
867.668.8711,
fiona.schmiegelow@ualberta.ca

Courses

Core

ALES 204	Professional Communication
ALES 291A	Mathematics for the Life Sciences
AREC 365	Natural Resource and Environmental Economics
NS 200	Aboriginal Canada
RENR 201	Intro Geomatic Techniques
RENR 201L	Geomatic Techniques Lab
RENR 205	Wildlife Diversity and Ecology
RENR 260	History and Fundamentals of Environmental Protection and Conservation
RENR 364	Principles of Managing Natural Diversity
RENR 365	Ecology of Northern Landscapes
RENR 466	Climate Change and the Circumpoloar World
RENR 491	Land use Planning in Canada's North
RSOC 375	Public Participation and Conflict Resolution

Elective

RENR 401	Special Topics in Renewable Resources
RENR 465	Northern Exposures Field School
RENR 468	Management and Conservation of Genetic Resources

NORTHERN FIRST NATIONS STUDIES

yukoncollege.yk.ca/nfns

Program Description

Northern First Nations Studies is an interdisciplinary program in which students learn about the history, cultures and accomplishments, as well as the social, political and national concerns of First Nations and other indigenous peoples of the Yukon, the Canadian North and the Circumpolar World.

Admission Requirements

- Grade 12 graduation with English 12; OR
- Mature student status with acceptable scores on College Assessments, the GED® test or the LPI test

If students do not meet either admission requirement, they should explore entry options with a program advisor.

Other Requirements

To graduate students must:
- complete all core courses, including 2 Northern Studies core courses (6 credits)
- complete 1 First Nations Studies (FNST) I elective (3 credits)
- complete 2 FNST II electives (6 credits)
- complete 2 FNST III electives (6 credits)
- complete 2 lab-science electives (6 credits)
- complete 1 social-science elective (3 credits)
- complete 6 courses (18 credits) at the 200 level or above
- complete 6 open electives (18 credits)
- complete at least 50% of the work at Yukon College
- maintain a cumulative GPA of 2.0 (C average)

NOTE: Students may take up to six credits from outside the School of Liberal Arts and School of Science; however, such coursework may not be transferable to programs at other post-secondary institutions.

NOTE: The six open electives specified above may be filled with courses in the FNST I, II and III electives categories, provided all other requirements are already met.

Transferability

For transfer information on a specific Yukon College course, click on yukoncollege.yk.ca/programs/courses/nfns, select the course in question by clicking its link, and then click the **Check the BC Transfer Options** link on the course's information page; for additional information, consult a program advisor.

Duration

- minimum two years
- can be completed on a full- or part-time basis

Yukon First Nations Core Competency

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Courses

Core

ANTH 140 Introduction to the Fields of Anthropology

ENGL 050 Academic Writing and Critical Thinking

ENGL 060 Introduction to the Study of Literature

ENGL 090 Introduction to the Study of Literature

ENGL 100 Academic Writing and Critical Thinking

ENGL 101 Introduction to the Study of Literature

HIST 136 Academic Writing and Critical Thinking

HIST 140 Introduction to the Study of Literature

MMC 121 Social History of the North

NOST 200 Research in the North

NOST 201 Natural History of the North

NOST 202 Social History of the North

Elective

ACCT 220 The Study of Men and Masculinities II

ANTH 144 Heritage and Culture Field School

ANTH 210 Globalization and the Culture of Capitalism

ANTH 221 Subarctic Archaeology

ANTH 225 Field Methods in Subarctic Ethnography and Archaeology

ANTH 226	Analytical Methods in Archaeology and Ethnography
ATHA 101	Introduction to Native Languages I
ATHA 102	Introduction to Native Languages II
BIOL 101	Principles of Biology I
BIOL 102	Principles of Biology II
BIOL 290	Beringia: Its Pleistocene Environment and Paleoecology
CHEM 110	The Structure of Matter
CHEM 111	Chemical Energetics and Dynamics
COMM 192	Sociological Explanations of Crime and Deviance
CRIM 101	Introduction to Criminology
CRIM 103	Psychological Explanations of Crime and Deviance
CRIM 104	Sociological Explanations of Crime and Deviance
CRIM 131	Psychological Explanations of Crime and Deviance
CRIM 219	Aboriginal Peoples and Canadian Criminal Justice
CULA 123	Canadian Society
CULA 125	Sociology of the Family
ECD 215	Beringia: Its Pleistocene Environment and Paleoecology
ENGL 020	Principles of Biology II
ENGL 090	Introduction to the Short Story
ENGL 100	Canadian History - Confederation to the Present
ENGL 101	History of Yukon First Nations and Self-Government
ENGL 206	Introduction to the Short Story
ENGL 220	The North in Canadian Literature
ENGL 230	A Survey of First Nations Literature in English
ENVS 100	Introduction to Environmental Science I
ENVS 101	Introduction to Environmental Science II
ENVS 201	Environmental Ethics
GEOG 101	Introduction to Physical Geography I
GEOG 102	Introduction to Physical Geography II
HCA 100	Chemical Energetics and Dynamics

HIST 121	European History II
HIST 135	Canadian History to 1867
HIST 136	Canadian History - Confederation to the Present
HIST 140	History of Yukon First Nations and Self-Government
MATH 105	The North in Canadian Literature
MMC 113	Environmental Ethics
MMC 120	History of Yukon First Nations and Self-Government
MMC 121	History of Yukon First Nations and Self-Government
MMC 123	Social Psychology
MMC 124	Child Development
NOST 101	The Circumpolar World
NOST 325	Contemporary Issues in the Circumpolar World II
NOST 329	Peoples and Cultures of the Circumpolar North II
PHED 222	Northern Outdoor Pursuits and Leadership I
PHED 225	Northern Outdoor Pursuits and Leadership II
PHIL 120	Introduction to Ethics
POLI 201	Introduction to Political Thought
PSYC 100	Introduction to Psychology I
PSYC 101	Introduction to Psychology II
PSYC 203	Social Psychology
PSYC 204	Abnormal Psychology
PSYC 205	Child Development
SOCI 100	Introduction to Sociology
SOCI 103	Canadian Society
SOCI 203	Northern Outdoor Pursuits and Leadership II
SOCI 209	Society, Technology and Values
SOCI 227	Research Methods in the Social Sciences
WGST 100	Introduction to Women's Studies I
WGST 101	Introduction to Psychology II
WGST 240	The Study of Men and Masculinities I
WGST 241	Social Psychology

NORTHERN JUSTICE AND CRIMINOLOGY

yukoncollege.yk.ca/njc

Program Description

Criminology is the multidisciplinary study of crime, criminal behaviour, and social reactions to crime and criminal behaviour. The Northern Justice emphasis of criminology means that southern-based criminology courses are "northernized" and "regionalized" through integration of relevant course content and the assignment of coursework to better reflect the environment in which northerners live, work and study. The certificate option is designed for those students who do not intend to transfer directly to a Bachelor of Arts (Criminology) degree program but are interested in taking criminology courses to increase their knowledge of this field of study. The diploma is fashioned to meet the Yukon College Northern Studies requirements as well as the first- and second-year university transfer requirements to a Bachelor of Arts (Criminology) degree program at major Canadian universities. The program presents an ideal continuing education opportunity and is useful for those seeking entry-level employment in justice related fields.

Admission Requirements

- grade 12 graduation with English 12 and Math 11 (Applications, Principles, Foundations, or Pre-Calculus); OR
- Mature Student Status with acceptable scores on College Assessments, the GED® test or the LPI test
- Students wishing to pursue the diploma in Northern Justice and Criminology must also fulfill the pre-requisite requirement for MATH 105: Introductory Statistics. Math 105 Prerequisite(s): MATH 11 (Applications, Principles, Foundations or Pre-calculus MATH 11 or Yukon College's Math 050. Math 130 is also strongly recommended for students taking Math 105.

If students do not meet either admission requirement, they should explore entry options with a program advisor.

Other Requirements

To graduate students must

- complete all core courses
- complete 1 200-level Criminology (CRIM) elective (3 credits)
- complete at least 50% of the work at Yukon College
- maintain a cumulative GPA of 2.0 (C average)

Certificate students must also:

- complete 3 open electives (9 credits)

Diploma students must also:

- complete 2 Northern Studies (NOST) core courses (6 credits)
- complete 6 courses (18 credits) at the 200 level or above
- complete 1 course (3 credits) focussing on land claims OR constitutional development
- complete 2 open electives (6 credits)

NOTE: Students may take CRIM courses as open electives, provided all other requirements have been met.

Transferability

For transfer information on a specific Yukon College course, go to yukoncollege.yk.ca/programs/view/njc , select the course in question by clicking its link, and then click the **Check the BC Transfer Options** link on the course's information page; for additional information, consult a program advisor.

Duration

Certificate: minimum one year

Diploma: minimum two years

Both programs can be completed on a full- or part-time basis.

Yukon First Nations Core Competency

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Courses

Core

COMM 192	Sociological Explanations of Crime and Deviance
CRIM 101	Introduction to Criminology
CRIM 103	Psychological Explanations of Crime and Deviance
CRIM 104	Sociological Explanations of Crime and Deviance
CRIM 131	Psychological Explanations of Crime and Deviance
CRIM 135	Introduction to Canadian Law and Legal Institutions
CRIM 230	Introduction to Substantive Criminal Law
ENGL 050	Academic Writing and Critical Thinking
ENGL 060	Introduction to the Study of Literature
ENGL 090	Introduction to the Study of Literature
ENGL 100	Academic Writing and Critical Thinking
ENGL 101	Introduction to the Study of Literature
ENGL 220	Introductory Statistics
HIST 136	Academic Writing and Critical Thinking
HIST 140	Introduction to the Study of Literature
MATH 105	Introductory Statistics
MMC 121	Social History of the North
MMC 123	Introduction to Psychology II
NOST 200	Research in the North
NOST 201	Natural History of the North
NOST 202	Social History of the North
PHIL 120	Introduction to Ethics
POLI 201	Introduction to Political Thought
PSYC 100	Introduction to Psychology I
PSYC 101	Introduction to Psychology II
SOCI 100	Introduction to Sociology
SOCI 227	Research Methods in the Social Sciences
WGST 101	Introduction to Psychology II

Elective

ACCT 220	The Study of Men and Masculinities II
ANTH 103	Anthropological Archaeology
ANTH 140	Introduction to the Fields of Anthropology
ANTH 210	Globalization and the Culture of Capitalism
ANTH 221	Subarctic Archaeology
ANTH 225	Field Methods in Subarctic Ethnography and Archaeology
CRIM 210	Law, Youth and Young Offenders
CRIM 219	Aboriginal Peoples and Canadian Criminal Justice
CRWR 201	Introduction to Creative Writing I
CULA 125	Sociology of the Family
CULA 126	Introduction to Social Work
ENGL 090	Introduction to the Short Story
ENGL 100	Canadian History - Confederation to the Present
ENGL 206	Introduction to the Short Story
ENGL 220	The North in Canadian Literature
ENGL 230	A Survey of First Nations Literature in English
ESL 050	Introduction to Creative Writing I
HIST 121	European History II
HIST 135	Canadian History to 1867
HIST 136	Canadian History - Confederation to the Present
MATH 105	The North in Canadian Literature
MMC 123	Social Psychology
MMC 124	Child Development
PHED 225	Sociology of the Family
PSYC 101	Introduction to Women's Studies II
PSYC 203	Social Psychology
PSYC 204	Abnormal Psychology
PSYC 205	Child Development
SOCI 203	Sociology of the Family
SOCI 209	Society, Technology and Values
SW 200	Introduction to Social Work
THEA 200	Introduction to Acting I
WGST 100	Introduction to Women's Studies I
WGST 101	Introduction to Women's Studies II
WGST 240	The Study of Men and Masculinities I
WGST 241	Social Psychology

NORTHERN OUTDOOR AND ENVIRONMENTAL STUDIES

yukoncollege.yk.ca/programs/view/nes

Program Description

Northern Outdoor and Environmental Studies is a multidisciplinary exploration of contemporary environmental issues and human-environment relationships, with particular emphasis on northern systems. Drawing upon the natural and social sciences, humanities and the arts, and integrating experiential learning opportunities to bridge classroom, community and Yukon wilderness, the program critically examines a variety of environmental issues of northern concern, including resource depletion, wilderness fragmentation, loss of biodiversity, pollution and global climate change. The complex nature of environmental subject matter is addressed through ecological, socio-cultural, political, economic and philosophical inquiry. The program is sufficiently broad to be of interest to students seeking vocational opportunities after completing their studies at Yukon College or preparing for transfer to a university degree program. It also presents a continuing education opportunity for individuals currently employed in fields such as education, environmental policy or management, recreation and tourism.

Admission Requirements

- grade 12 graduation with English 12; OR
- Mature Student Status with acceptable scores on College Assessments, the GED® test or the LPI test

If students do not meet either admission requirement, they should explore entry options with a program advisor.

Other Requirements

- complete all core courses, including 2 Environmental Studies (ENVS) core courses (6 credits) and 2 Northern Studies (NOST) core courses (6 credits)
- complete 6 Northern Studies (NOST) electives (18 credits)
- complete 2 lab-science electives (6 credits)
- complete 2 social-science electives (6 credits)
- complete 6 courses (18 credits) at the 200 level or above
- complete 4 open electives (12 credits)
- complete at least 50% of the work at Yukon College
- maintain a cumulative GPA of 2.0 (C average)

NOTE: NOST core courses, ENVS cores courses and NOST electives may be used as open electives provided all other requirements have been met. Course selection should be done in consultation with a program advisor.

NOTE: To concentrate lab sciences, students can take an additional two lab-science electives instead of the required two social-science electives.

Transferability

For transfer information on a specific Yukon College course, go to yukoncollege.yk.ca/programs/view/nes, select the course in question by clicking its link, and then click the **Check the BC Transfer Options** link on the course's information page; for additional information, consult a program advisor.

Duration

Minimum two years

Program can be completed on a full- or part-time basis

Yukon First Nations Core Competency

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Courses

Core

ENGL 050	Academic Writing and Critical Thinking
ENGL 060	Introduction to the Study of Literature
ENGL 090	Introduction to the Study of Literature
ENGL 100	Academic Writing and Critical Thinking
ENGL 101	Introduction to the Study of Literature
ENVS 201	Environmental Ethics
HIST 136	Academic Writing and Critical Thinking
HIST 140	Introduction to the Study of Literature
MMC 113	Environmental Ethics
MMC 121	Social History of the North
NOST 200	Research in the North
NOST 201	Natural History of the North
NOST 202	Social History of the North

PHED 222	Northern Outdoor Pursuits and Leadership I		ECON 100	Introduction to Microeconomics
PHED 225	Northern Outdoor Pursuits and Leadership II		ECON 101	Introduction to Macroeconomics
SOCI 203	Northern Outdoor Pursuits and Leadership II		ENGL 090	Introduction to the Short Story

ECON 100	Introduction to Microeconomics
ECON 101	Introduction to Macroeconomics
ENGL 090	Introduction to the Short Story
ENGL 100	Canadian History - Confederation to the Present
ENGL 101	History of Yukon First Nations and Self-Government
ENGL 206	Introduction to the Short Story
ENGL 220	The North in Canadian Literature
ENGL 230	A Survey of First Nations Literature in English
ENVS 101	Introduction to Environmental Science II
ENVS 201	Environmental Ethics
ESL 050	Introduction to Creative Writing I
GEOG 290	Climate Change and the Circumpolar World
HIST 121	European History II
HIST 135	Canadian History to 1867
HIST 136	Canadian History - Confederation to the Present
HIST 140	History of Yukon First Nations and Self-Government
MATH 105	The North in Canadian Literature
MMC 113	Environmental Ethics
MMC 120	History of Yukon First Nations and Self-Government
MMC 121	History of Yukon First Nations and Self-Government
MMC 123	Introduction to Psychology II
MMC 124	Child Development
NOST 101	The Circumpolar World
NOST 325	Contemporary Issues in the Circumpolar World II
NOST 327	Lands and Environments of the Circumpolar World II
NOST 329	Peoples and Cultures of the Circumpolar North II
PHED 222	Northern Outdoor Pursuits and Leadership I
PHED 225	Northern Outdoor Pursuits and Leadership II

Elective

ABTM 130	Introduction to Macroeconomics
ABTO 116	Introduction to Macroeconomics
ACCT 220	The Study of Men and Masculinities II
ANTH 103	Anthropological Archaeology
ANTH 140	Introduction to the Fields of Anthropology
ANTH 144	Heritage and Culture Field School
ANTH 210	Globalization and the Culture of Capitalism
ANTH 221	Subarctic Archaeology
ANTH 225	Field Methods in Subarctic Ethnography and Archaeology
ANTH 226	Analytical Methods in Archaeology and Ethnography
ATHA 101	Introduction to Native Languages I
ATHA 102	Introduction to Native Languages II
BIOL 230	Conservation Biology
COMM 192	Psychological Explanations of Crime and Deviance
CRIM 101	Introduction to Criminology
CRIM 103	Psychological Explanations of Crime and Deviance
CRIM 104	Sociological Explanations of Crime and Deviance
CRIM 131	Psychological Explanations of Crime and Deviance
CRIM 135	Introduction to Canadian Law and Legal Institutions
CRIM 219	Aboriginal Peoples and Canadian Criminal Justice
CRWR 201	Introduction to Creative Writing I
CULA 123	Canadian Society
CULA 125	Sociology of the Family
CULA 126	Introduction to Social Work

PHIL 120	Introduction to Ethics
POLI 201	Introduction to Political Thought
PSYC 100	Introduction to Psychology I
PSYC 101	Introduction to Psychology II
PSYC 203	Social Psychology
PSYC 204	Abnormal Psychology
PSYC 205	Child Development
SOCI 100	Introduction to Sociology
SOCI 103	Canadian Society
SOCI 203	Northern Outdoor Pursuits and Leadership II
SOCI 209	Society, Technology and Values
SOCI 227	Research Methods in the Social Sciences
SW 200	Introduction to Social Work
THEA 200	Introduction to Acting I
WGST 100	Introduction to Women's Studies I
WGST 101	Introduction to Psychology II
WGST 240	The Study of Men and Masculinities I
WGST 241	Social Psychology

NORTHERN SCIENCE

yukoncollege.yk.ca/nsci

Program Description

The School of Science offers university-transfer courses in mathematics and in the earth, life and physical sciences. Students can complete a one-year Certificate of Science, a two-year Diploma of Northern Science or a four-year Bachelor of Science degree.

The Diploma of Northern Science is designed for those who wish either to enter a scientific profession or to work in the North at the technical level. A wide choice of electives enables students to concentrate on a particular field of study or to construct a general science program with a strong northern focus. In the first year, students have two options: to complete the Yukon College Certificate of Science (or equivalent) or to complete a first-year program comprised of Chemistry, English and selected electives. Building on this base, in their second year, students take the Northern Studies Core as well as northern oriented science electives and develop practical expertise by attending the Northern Studies Field Camp and completing the field course NOST 215.

The Diploma of Northern Science is awarded for the completion of the equivalent of two years of full-time university-level study (60 credits) in the sciences that meets the requirements below.

Admission Requirements

To be eligible for admission, students must satisfy the prerequisites for any two of the required courses.

Other Requirements

In addition to passing all the required courses above, the student must:

- Complete 50% of the course work at Yukon College
- Maintain a 2.00 cumulative GPA (C average) across all courses

Transferability

Science courses and programs are transferable to most universities and colleges in Canada and Alaska, either by program or on a course-by-course basis.

Employment

The Diploma of Northern Science prepares students for studies towards a degree at another institution. The program also presents an ideal continuing education opportunity and is useful for those professionals seeking a northern specialization in their respective fields.

Duration

Year 1

Fall
CHEM 110
ENGL 100
Science elective
Science elective
Elective

Winter
CHEM 111
ENGL 101
MATH 105
Science elective
Science elective

Year 2

Fall
NOST 215
NOST Core Course
Science Elective (200-level)
Science Elective (200-level)
Elective

Winter
NOST Core Course
Science Elective (200-level)
Science Elective (200-level)
Science Elective
Elective

Yukon First Nations Core Competency

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see yukoncollege.yk.ca/yfnccr.

Courses

Core

CHEM 111	Chemical Energetics and Dynamics
CHEM 111L	Chemical Energetics and Dynamics Lab
ENGL 050	Academic Writing and Critical Thinking
ENGL 060	Introduction to the Study of Literature
ENGL 090	Introduction to the Study of Literature
ENGL 100	Academic Writing and Critical Thinking
ENGL 101	Introduction to the Study of Literature
ENGL 220	Introductory Statistics
HIST 136	Academic Writing and Critical Thinking
HIST 140	Introduction to the Study of Literature
MATH 105	Introductory Statistics

Elective

BIOL 102	Principles of Biology II
BIOL 102L	Principles of Biology II Lab
BIOL 230	Conservation Biology
ENVS 101	Introduction to Environmental Science II
ENVS 101L	Environmental Science II Lab
GEOG 102	Introduction to Physical Geography II
GEOG 102L	Physical Geography II Lab
GEOG 250	Introduction to Geographical Information Systems (GIS)
GEOG 250L	Introduction to Geographical Information Systems (GIS) Lab
GEOG 290	Climate Change and the Circumpolar World
MATH 101	Single Variable Calculus II
MMC 121	Social History of the North
NOST 200	Research in the North
NOST 201	Natural History of the North
NOST 202	Social History of the North
NSCI 202	Data Collection, Analysis and Reporting
PHYS 102	Elementary Physics II
PHYS 102L	Elementary Physics II Lab

NORTHERN SCIENCE (ENVIRONMENTAL AND CONSERVATION SCIENCES STREAM)

yukoncollege.yk.ca/NSCI-ENCS

Program Description

The Northern Science Diploma, ENCS Stream, prepares students for transfer to the Bachelor of Science in Northern Environmental and Conservation Sciences program, offered at Yukon College in partnership with the University of Alberta. The diploma program provides two years of university transferable courses that fulfill the requirements to enter the third year of the Northern Systems Major of the B.Sc. Northern ENCS program.

The Diploma of Northern Science, ENCS Stream, is awarded for the completion of the equivalent of two years of full-time university-level study (60 credits). Courses are selected from the Core and Elective options in the "Course List" tab, as well as two additional three-credit "free electives". These free electives can be chosen from a variety of disciplines (discuss with a Program Advisor).

Admission Requirements

To be eligible for admission, students must have completed a minimum of two of the following high school subjects, or equivalencies: English 12, Biology 11, Chemistry 11, Pre-calculus 12 or Principles of Mathematics 12.

Other Requirements

See the Course List tab for Core and Elective courses. Students must complete the courses listed, as well as two 3-credit "free electives".

In addition to passing all the required courses, the student must:

- Complete 50% of the course work at Yukon College
- Maintain a 2.00 cumulative GPA (C average) across all courses

Transferability

After completing the Diploma of Northern Science, ENCS Stream, students may apply to transfer into the third year of the Bachelor of Science in Northern ENCS Program (Northern Systems Major) offered by the University of Alberta at Yukon College. Note: students must meet the entrance requirements of the University of Alberta, Faculty of Agricultural, Life, and Environmental Sciences, including a minimum Admission Grade Point Average (AGPA) of 2.3.

Employment

The Diploma of Northern Science, ENCS Stream, prepares students for studies in the Bachelor of Science in Northern Environmental and Conservation Sciences degree offered at Yukon College in partnership with the University of Alberta, or for transfer to B.Sc., professional, or technical programs at other institutions. The program also presents an ideal continuing education opportunity and is useful for professionals seeking a northern specialization in their respective fields.   Students who complete the Diploma of Northern Science may pursue a variety of careers with federal, territorial, provincial or First Nation governments, as well as with non-profit organizations, consulting firms, and industry. Examples of potential employment include fish and wildlife technician, lands and resources officer, park and protected area planner, natural history or heritage interpreter, and environmental assessment officer.

Yukon First Nations Core Competency

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see yukoncollege.yk.ca/yfnccr.

Courses

Core

BIOL 102	Principles of Biology II
BIOL 102L	Principles of Biology II Lab
COMM 193	Introduction to Scientific & Technical Communication
ECON 100	Introduction to Microeconomics
ENGL 050	Academic Writing and Critical Thinking
ENGL 100	Academic Writing and Critical Thinking

ENGL 220	Introductory Statistics
GEOG 250	Introduction to Geographical Information Systems (GIS)
GEOG 250L	Introduction to Geographical Information Systems (GIS) Lab
HIST 136	Academic Writing and Critical Thinking
MATH 105	Introductory Statistics
NOST 201	Natural History of the North
RRMT 125	Renewable Resources Measurements

Elective

ANTH 221	Subarctic Archaeology
CHEM 111	Chemical Energetics and Dynamics
CHEM 111L	Chemical Energetics and Dynamics Lab
ENGL 101	History of Yukon First Nations and Self-Government
ENVS 201	Environmental Ethics
GEOL 110	Mineralogy/Petrology
GEOL 110L	Mineralogy/Petrology Lab
GEOL 111	Structural Geology
GEOL 111L	Structural Geology Lab
HIST 140	History of Yukon First Nations and Self-Government
MATH 120	Mathematics for the Life Sciences
MMC 113	Environmental Ethics
MMC 120	History of Yukon First Nations and Self-Government
MMC 121	History of Yukon First Nations and Self-Government
NOST 101	The Circumpolar World
NOST 200	Research in the North
NOST 202	Social History of the North
NSCI 202	Data Collection, Analysis and Reporting

NORTHERN STUDIES

yukoncollege.yk.ca/nstudies

Program Description

Northern Studies is for individuals interested in broadening or formalizing their knowledge of the North and its social, political and physical features and issues. The program is flexible, self-directed and multidisciplinary; it is, then, ideally suited to individuals wishing to pursue professional and personal interests in the North, because it allows them to tailor study plans to suit their specific needs.

Admission Requirements

- grade 12 graduation with English 12; OR
- Mature Student Status with acceptable scores on College Assessments, the GED® test or the LPI test

If students do not meet either admission requirement, they should explore entry options with a program advisor.

Other Requirements

To graduate students must:

- complete all core courses, including 2 Northern Studies (NOST) core courses (6 credits)
- complete 5 Northern Studies (NOST) electives (15 credits)
- complete 2 social-science electives (6 credits)
- complete 2 lab-science electives (6 courses)
- complete 7 open electives (21 credits)
- complete 1 course (3 credits) focussing on land claims OR constitutional development
- complete at least 50% of the work at Yukon College
- complete a minimum of 18 credits at the 200 level or above
- maintain a cumulative GPA of 2.0 (C average)

NOTE: Students may take up to six credits from outside the School of Liberal Arts and School of Science; however, such coursework may not be transferable to programs at other post-secondary institutions.

NOTE: NOST core courses and NOST electives may be used as open electives provided all other requirements have been met. Course selection should be done in consultation with a program advisor.

Transferability

For transfer information on a specific Yukon College course, go to yukoncollege.yk.ca/nstudies, select the course in question by clicking its link, and then click the **Check the BC Transfer Options** link on the course's information page; for additional information, consult a program advisor.

Duration

Minimum two years

Program can be completed on a full- or part-time basis

Yukon First Nations Core Competency

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Courses

Core

ENGL 050	Academic Writing and Critical Thinking
ENGL 060	Introduction to the Study of Literature
ENGL 090	Introduction to the Study of Literature
ENGL 100	Academic Writing and Critical Thinking
ENGL 101	Introduction to the Study of Literature
HIST 136	Academic Writing and Critical Thinking
HIST 140	Introduction to the Study of Literature
MMC 121	Social History of the North
NOST 200	Research in the North
NOST 201	Natural History of the North
NOST 202	Social History of the North

Elective

ACCT 220	The Study of Men and Masculinities II
ANTH 103	Anthropological Archaeology
ANTH 140	Introduction to the Fields of Anthropology
ANTH 210	Globalization and the Culture of Capitalism
ANTH 221	Subarctic Archaeology
ANTH 225	Field Methods in Subarctic Ethnography and Archaeology

ANTH 226	Analytical Methods in Archaeology and Ethnography		MATH 105	The North in Canadian Literature
ATHA 101	Introduction to Native Languages I		MMC 113	Environmental Ethics
ATHA 102	Introduction to Native Languages II		MMC 120	History of Yukon First Nations and Self-Government
BIOL 102	Principles of Biology II		MMC 121	History of Yukon First Nations and Self-Government
CHEM 111	Chemical Energetics and Dynamics		MMC 123	Social Psychology
COMM 192	Psychological Explanations of Crime and Deviance		MMC 124	Child Development
CRIM 101	Introduction to Criminology		NOST 101	The Circumpolar World
CRIM 103	Psychological Explanations of Crime and Deviance		NOST 229	Special Topics in Northern Studies
CRIM 104	Sociological Explanations of Crime and Deviance		NOST 325	Contemporary Issues in the Circumpolar World II
CRIM 131	Psychological Explanations of Crime and Deviance		NOST 327	Lands and Environments of the Circumpolar World II
CRIM 210	Law, Youth and Young Offenders		NOST 329	Peoples and Cultures of the Circumpolar North II
CRIM 219	Aboriginal Peoples and Canadian Criminal Justice		PHED 222	Northern Outdoor Pursuits and Leadership I
CRWR 201	Introduction to Creative Writing I		PHED 225	Northern Outdoor Pursuits and Leadership II
CULA 123	Canadian Society		PHIL 120	Introduction to Ethics
CULA 125	Sociology of the Family		POLI 201	Introduction to Political Thought
ENGL 090	Introduction to the Short Story		PSYC 100	Introduction to Psychology I
ENGL 100	Canadian History - Confederation to the Present		PSYC 101	Introduction to Psychology II
ENGL 101	History of Yukon First Nations and Self-Government		PSYC 203	Social Psychology
			PSYC 204	Abnormal Psychology
ENGL 206	Introduction to the Short Story		PSYC 205	Child Development
ENGL 220	The North in Canadian Literature		SOCI 100	Introduction to Sociology
ENGL 230	A Survey of First Nations Literature in English		SOCI 103	Canadian Society
ENVS 101	Introduction to Environmental Science II		SOCI 203	Northern Outdoor Pursuits and Leadership II
ENVS 201	Environmental Ethics		SOCI 209	Society, Technology and Values
ESL 050	Introduction to Creative Writing I		THEA 200	Introduction to Acting I
GEOG 102	Introduction to Physical Geography II		WGST 100	Introduction to Women's Studies I
GEOG 290	Climate Change and the Circumpolar World		WGST 101	Introduction to Psychology II
HIST 121	European History II		WGST 240	The Study of Men and Masculinities I
HIST 135	Canadian History to 1867		WGST 241	Social Psychology
HIST 136	Canadian History - Confederation to the Present			
HIST 140	History of Yukon First Nations and Self-Government			

OFFICE ADMINISTRATION

yukoncollege.yk.ca/oa

Program Description

Office Administration is a full-time program that prepares graduates for positions in the office administration field. There are three certificates: Accounting Clerk certificate, Administrative Assistant certificate and General Office Assistant certificate, that provide specialized training for accounting, administrative assistant and general office positions respectively. Extensive training in communications, administrative procedures, computer applications and accounting prepares graduates for employment in today's automated office. Hands-on learning is emphasized.

Students will work (through a field placement) in a local business or government office for one month during the program. Student learning is assisted through lectures, class discussions, group work, assignments, lab sessions and fieldwork. Employability is the primary goal. With this goal in mind, the Office Administration program is designed to provide students with the knowledge and skills required to enter the workforce as accounting clerks, administrative assistants and general office assistants in both the private and public sectors.

Admission Requirements

- Math 10 (Applications, Principles, Apprenticeship and Workplace, or Foundations and Pre-Calculus) and English 10 (min. 65%); OR
- Mature Student Status with acceptable scores on College Assessments or the GED® test

Other Requirements

- a typing speed of 25 net w.p.m is recommended

Yukon First Nations Core Competency

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Courses

Core

ABTL 110	Business Communications
ABTL 120	Fieldwork
ABTL 130	Job Search Strategies
ABTL 140	PowerPoint 2013
ABTL 150	Intermediate Excel
ABTL 165	Simply Accounting
ABTL 170	Records Management
ABTL 180	Advanced Word Processing (Word 2013)
ABTL 190	Office Procedures
ABTL 195	Records Management
ABTM 110	Advanced Word Processing (Word 2013)
ABTM 130	Intermediate Accounting
ABTM 135	Business Communications
ABTM 136	Fieldwork
ABTM 137	Job Search Strategies
ABTM 140	PowerPoint 2013
ABTO 105	Introductory Accounting
ACCT 120	Introductory Accounting
ACCT 220	Intermediate Accounting
BUSC 100	Business Communications
BUSC 200	Business Communications
BUSM 100	Business Mathematics
CL 100	Computer Literacy
FILD 100	Fieldwork
JS 100	Job Search Strategies
KEY 100	Keyboarding
MICR 100	Introduction to Excel 2013
MICR 105	Introduction to Access 2013
MICR 110	PowerPoint 2013
MICR 200	Intermediate Excel
MICR 230	Simply Accounting
MICR 231	AccPac for Windows
OP 100	Office Procedures
RECM 100	Records Management
WGST 241	Intermediate Accounting
WP 120	Beginning Word Processing (Word 2013)
WP 220	Advanced Word Processing (Word 203)

PRACTICAL NURSE

yukoncollege.yk.ca/pn

Program Description

The Practical Nurse program provides students with the education to enter a highly respected and challenging health care career. If you have a desire to work in dynamic environments providing high quality nursing care in hospitals, long term care facilities, community and other health-care services, then consider a career as a practical nurse. Practical nurses perform assessments and provide prescribed treatments, assist clients with activities of daily living and create safe comfortable environments to optimize health outcomes. Practical nurses collaborate with other members of the health care team to help clients meet their physical, emotional and psychological needs.

The next anticipated intake of the Practical Nurse program will be **Fall 2016**.

Admission Requirements

Grade 12 academic graduation that includes:

- a minimum of 60% in English 12 and Biology 12
- a pass in Math 11 (applied or pre-calculus)

OR

A minimum of:

- 60% in English 060 or English 090
- 60% in Biology 060 or ANPH 150 (periodically available online through Bow Valley College. Please note that program entry requires as 60% ANPH 150; however, 64% is the minimum mark for this course to qualify for program credit.)
- A pass in Math 050

Other Requirements

- Current Standard First Aid/CPR Health Care Provider
- Current immunization
- Acceptable criminal records check

Transferability

Graduates of this program may be accepted into Athabasca University's Post LPN Bachelor of Nursing program, and may be granted transfer credit by other post-secondary institutions.

Employment

Graduates of the programs are employed in long term care, hospital and community/home care. Graduates have acquired the competencies required to provide high-quality care in all these settings.

Duration

Four terms plus two preceptorships.

General Outcomes

Successful graduates receive a Bow Valley College/Yukon College diploma and will be prepared to write the Canadian Practical Nurse Registration Examination (CPNRE) and to apply for licensure.

Yukon First Nations Core Competency

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Courses

Core

ECD 215	Interpersonal Communication Skills
ENGL 050	Academic Writing and Critical Thinking
ENGL 100	Academic Writing and Critical Thinking
HHC 314	Practicum 1: Pre-Graduate Comprehensive
HHC 315	Practicum 2: Pre-Graduate Focused
HIST 136	Academic Writing and Critical Thinking
SOCI 100	Introduction to Sociology

PUBLIC ADMINISTRATION

yukoncollege.yk.ca/mpa

Program Description

The Master of Public Administration (MPA) is a professional degree for public and non-profit managers. It is delivered through live classes streamed over various internet technologies (anywhere students have access to high speed Internet connection) by the University of Alaska Southeast (UAS) to students in Alaska and the Yukon. The program prepares students for leadership at all levels of government and in non-profit organizations. Students learn to effectively deal with the economic, political, legal and social issues facing today's public managers.

The program provides a strong interdisciplinary context in which to pursue the study of policy formation, implementation, and administration The MPA is designed to develop workplace skills and facilitate the intellectual growth and ethical behaviour of public administrators. Upon completion of the program students can obtain a Master of Public Administration from the University of Alaska Southeast. The UAS MPA program comes to you where you work and live in Alaska and Yukon.

The MPA at UAS combines the relationships and structure of the regular classroom with the accessibility of a distance delivered program to create a stable, supportive and high quality education.

Completion of the MPA program provides individuals with the skills necessary for entrance or advancement in professional positions in the public and non-profit sector. Employment opportunities can include areas such as State & Local Government, Non-Profit Organizations, Tribal Government, Military, Economic Development, Public Education, Department of Transportation, Juvenile Justice, Health & Human Services, Law Enforcement, Fish & Game, Environmental Protection Agency, and many more.

For more information please complete the Request for Information form on the University of Alaska Southeast website at www.uas.alaska.edu/request/mpa.html.

Concentrations

Rural Development

The Rural Development concentration is offered distance through the College of Rural and Community Development at University of Alaska Fairbanks. This concentration has a special focus on needs of indigenous and other rural communities, including management of tribal-governments, community organizations and indigenous-controlled profit and non-profit corporations.

Natural Resource Policy

The Natural Resource Policy concentration addresses Alaska's need and strong demand for professional management training in natural resources and environmental management issues. Alaska's abundance of natural resources and concomitant management issues are uniquely Alaskan as addressed in the State Constitution and need unique management solutions which the concentration provides.

Admission Requirements

Admission to the Master of Public Administration degree requires successful completion of a first degree in any discipline. The MPA Program allows students to take up to two course before applying to the Program to ensure the degree applies to the student's future plans. Admission to the program must be completed prior to registering for the third course in the degree program. Students are advised to take PADM 601 – Introduction to Public Administration as one of first two classes in the degree. PADM 601 – Introduction to Public Administration provides a general overview of the core courses offered in the degree as well as an introduction to the technology and electronic library that used throughout the program.

Other Requirements

Tuition fees are set by the University of Alaska Southeast. Course costs in Canadian dollars average CAN$1350 to $1500 per course. For a schedule of tuition and fees, please refer to the University of Alaska Southeast Academic Catalog - www.uas.alaska.edu/catalog/ for the current academic year and reference the Fees & Expenses section.

Go to www.uas.alaska.edu/request/mpa.html to view the MPA Graduate Handbook.

Yukon First Nations Core Competency

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Courses

Core

PADM 601	Intro to Public Administration
PADM 604	Research Methods in Administration
PADM 610	Organizational Theory/Behavior
PADM 618	Law for Public Managers
PADM 624	Human Resources Administration
PADM 625	Economics of Public Policy
PADM 628	Public Financial Management
PADM 688	Program Evaluation

Elective

COED 002	Statistics for Masters of Public Administration
COED 003	Economics for Masters of Public Administration
PADM 637	Local and Global Sustainability
PADM 638	Sustainable Energy and Environment
PADM 639	Adaptive Management
PADM 671	Special Topics-Public Admin
PADM 690	Capstone

RENEWABLE RESOURCES MANAGEMENT

yukoncollege.yk.ca/rrmt

Program Description

Renewable resources include the living portions of the natural world such as plants and animals as well as non-living resources such as air and water. Managing these resources so they are sustainable for future generations is a critical mission. Achieving this task involves a balancing act so that we can meet society's present needs without harming the resource base for the future.

Students receive a Diploma of Renewable Resources Management (RRMT) after successfully completing a total of 22 academic courses over a two-year period as well as non-credit courses in Winter Travel and Survival, Wilderness First Aid and Firearms Safety. Most of these courses are delivered in a classroom setting with an emphasis on practical techniques acquired during mandatory labs, short field trips and three separate 10-day field courses. Team and individual projects, discussions and presentations are important aspects of program delivery. Practising managers from the community frequently assist with the teaching.

Students take a set of core courses in first year that develop competencies in areas such as data collection, oral and written communication, computer use, mapping and basic biology. Two field courses between first and second year offer the chance to gain field experience, while many of the second year courses emphasize practical management aspects and give students the opportunity to choose from a series of electives.

Instruction reflects the cultural, political and employment realities in Yukon—particularly those associated with the implementation of land claim settlements—but program content is of wide application and graduates have found employment across Canada. The goal is to provide the knowledge, skills and perspectives to enable graduates to assist with the management of land, water, forest, fish and wildlife resources in the North; and to prepare students for transfer to degree level programs in fields related to renewable resource management.

Graduates of the program have found jobs working in diverse fields including lands and resources offices for First Nations, fish and wildlife enforcement, park and land use planning, wildlife viewing, protected areas, and interpretation, environmental assessment, fisheries and private sector consulting firms.

Admission Requirements

- Grade 12 graduation with English 12 and Math 11 (Applications, Principles, Foundations or Pre-Calculus); OR
- Mature Student Status with acceptable scores on College Assessments, the GED® test or the Language Proficiency Index (LPI) test.
- Experience has shown that academic preparation is essential for success in this program and students are encouraged to upgrade their skills, if necessary. Intake to the program is every two years in odd numbered years (e.g. 2015). Class size is limited to 24 students and 14 seats are reserved for Yukon First Nations students. Women are encouraged to apply.

Transferability

Students have used this program to transfer to degree programs at universities, and graduates can transfer diploma credits to enter year three of the Bachelor of Science (BSc) in Northern Environmental and Conservation Sciences (ENCS through the University of Alberta) offered at Yukon College.

Yukon First Nations Core Competency

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RRMT Preparation

Yukon College offers a variety of courses to help students upgrade their skills. Contact the School of Science to meet with a program advisor to personalize your upgrading needs. Some courses are offered for students in rural Yukon via distributed learning using video conference.

Application to RRMT Program

The following documents must be received at Admissions by *May 1* of the year of entry.

- Yukon College Application for Admission form
- Official transcripts of all secondary and post-secondary educational records
- Language Proficiency Index (LPI) test results (if taken)

Qualified applicants will be offered seats on a first come, first served basis. Once available First Nations or non-First Nations seats are allocated, subsequent qualified applicants will be placed on wait lists.

Access to RRMT Courses for Students in Other Programs

Students in other disciplines and from outside the College may take Renewable Resources Management courses (e.g. RRMT designation) with permission of the instructor and subject to available seating and meeting prerequisites, if any.

Courses

Core

COMM 193	Introduction to Scientific & Technical Communication
ENGL 050	Academic Writing and Critical Thinking
ENGL 100	Academic Writing and Critical Thinking
HIST 136	Academic Writing and Critical Thinking
NOST 201	Natural History of the North
RRMT 122	Maps and Remote Sensing
RRMT 122L	Maps and Remote Sensing Lab
RRMT 125	Renewable Resources Measurements

Elective

BIOL 102	Principles of Biology II
BIOL 102L	Principles of Biology II Lab
BIOL 230	Conservation Biology
CHEM 111	Chemical Energetics and Dynamics
CHEM 111L	Chemical Energetics and Dynamics Lab
ENGL 101	History of Yukon First Nations and Self-Government
ENVS 101	Introduction to Environmental Science II
ENVS 101L	Environmental Science II Lab
ENVS 201	Environmental Ethics

ENVS 226	Environmental Change and Community Health
ENVS 227	Yukon Source Water Protection and Watershed Stewardship
GEOG 250	Introduction to Geographical Information Systems (GIS)
GEOG 250L	Introduction to Geographical Information Systems (GIS) Lab
GEOG 290	Climate Change and the Circumpolar World
HIST 140	History of Yukon First Nations and Self-Government
MMC 113	Environmental Ethics
MMC 120	History of Yukon First Nations and Self-Government
MMC 121	History of Yukon First Nations and Self-Government
NSCI 202	Data Collection, Analysis and Reporting

RESTAURANT OPERATIONS

yukoncollege.yk.ca/programs/view/RO

Program Description

This diploma program allows students who complete the requirements of both the Culinary Arts and Food and Beverage Operations certificates to enrol in a capstone project. Upon successful completion of the project, students will receive a Diploma in Restaurant Operations. Students may begin with either certificate program.

The culminating project will prove students' ability to be successful in a dynamic industry and inevitably enhance employment opportunities and support entrepreneurial aspirations.

Admission Requirements

- Successful completion of either the Culinary Arts or Food and Beverage Operation certificates
- Enrolment in second term of remaining certificate (Culinary Arts or Food and Beverage Operations)

Other Requirements

Diploma students will be taking on a supervisory role in the capstone project and must be prepared to demonstrate professionalism to industry standards.

Transferability

Transfer/Equivalency/Accreditation is in progress.

Employment

Completion of the diploma will prove the ability to be successful in a dynamic industry and inevitably enhance employment opportunities or support entrepreneurial aspirations.

Graduates of the diploma program enhance their opportunity to advance their careers in the global cooking and hospitality industry including restaurants and hotels, lodges, resorts and catering companies.

General Outcomes

Upon successful completion of the diploma, graduates will have demonstrated the ability to:

- Develop a business plan and operational procedures for a food service event
- Stress the importance of the customer in the design and running of an event
- Demonstrate the importance of the concept and location of a food service event
- Demonstrate awareness of the scope of the food service industry including key control areas of the management of food service systems
- Plan, organize, staff and evaluate a food and beverage service event

Yukon First Nations Core Competency

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Other

There are times when students attending the diploma program are expected to participate in special events and dining room activities outside of pre-scheduled class times. Every effort will be made to give students advanced notice of these activities.

Capstone Project

Students will work in small groups under the supervision of a faculty advisor to complete a capstone project to organize and put on an event. This event may be an independent event, or an event in conjunction with a local organization i.e., a local non-profit organization.

This project is a non-traditional academic experience relating to work experience within the hospitality industry. By synthesizing the skills learned in individual program courses, students will research, plan, and carry out an event that incorporates all aspects of food and beverage operations. The project may be assigned individually or as group. Students will be required to demonstrate the necessary skills of adaptability, leadership, negotiation, motivation and professionalism needed to be successful in the industry. As this experience is directly relevant to success in the industry, students will be required to run a profitable event.

The process leading up to the event will be supervised by a faculty member who will provide feedback or direction as needed through regular meetings and also includes academic assignments and a written report.

SCIENCE

yukoncollege.yk.ca/sci

Program Description

The School of Science offers university-transfer courses in mathematics and in the earth, life and physical sciences. Students can complete a one-year Certificate of Science, a two-year Diploma of Northern Science or a four-year Bachelor of Science degree.

The Certificate of Science is awarded for the completion of the equivalent of one year of full-time university-level study (30 credits) in the sciences that meets the requirements below.

Admission Requirements

To be eligible for admission students must satisfy the prerequisites for any two of the required courses.

Other Requirements

In addition to passing all the required courses, the student must:

- Complete 50% of the course work at Yukon College
- Maintain a 2.00 cumulative GPA (C average) across the required courses

Transferability

Students planning to transfer to a university can either complete the Certificate of Science or they can match their course selections to the entrance requirements of the degree program of their choice. The Certificate of Science is designed for students who wish to transfer into an Engineering program, or into the second year of a Bachelor of Science program at a Canadian university.

Duration

Each student will construct their study plan in consultation with a program advisor who will take into account their long-term goals, level of preparation and external commitments. Many permutations are possible to accommodate students' specific situations.

Yukon First Nations Core Competency

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Flexible Pre-Major in Biology

Interested in a career in Biology, specializing in such things as medicine, nutrition, molecular or cell biology, genetics, zoology, botany, ecology, animal behavior or physiology? Yukon College now offers all courses (with the possible exception of Biochemistry 200, depending on requirements at receiving institution) needed for the first two years of a Bachelor of Science degree program with a major in Biology. This is a two-year flexible pre-major to transfer into year three in a BC receiving institution.

Courses

Core

CHEM 111	Chemical Energetics and Dynamics
CHEM 111L	Chemical Energetics and Dynamics Lab
ENGL 050	Academic Writing and Critical Thinking
ENGL 060	Introduction to the Study of Literature
ENGL 090	Introduction to the Study of Literature
ENGL 100	Academic Writing and Critical Thinking
ENGL 101	Introduction to the Study of Literature
HIST 136	Academic Writing and Critical Thinking
HIST 140	Introduction to the Study of Literature
MATH 101	Single Variable Calculus II
PHYS 102	Elementary Physics II
PHYS 102L	Elementary Physics II Lab

Elective

BIOL 102	Principles of Biology II
BIOL 102L	Principles of Biology II Lab
BIOL 230	Conservation Biology
ENGL 220	Introductory Statistics
ENVS 101	Introduction to Environmental Science II
ENVS 101L	Environmental Science II Lab
ENVS 226	Environmental Change and Community Health

ENVS 227	Yukon Source Water Protection and Watershed Stewardship
GEOG 102	Introduction to Physical Geography II
GEOG 102L	Physical Geography II Lab
GEOG 250	Introduction to Geographical Information Systems (GIS)
GEOG 250L	Introduction to Geographical Information Systems (GIS) Lab
GEOG 290	Climate Change and the Circumpolar World
GEOL 110	Mineralogy/Petrology
GEOL 110L	Mineralogy/Petrology Lab
GEOL 111	Structural Geology
GEOL 111L	Structural Geology Lab
KINE 100	Introduction to Human Physiology
MATH 105	Introductory Statistics
NSCI 202	Data Collection, Analysis and Reporting

SOCIAL WORK

yukoncollege.yk.ca/bsw

Program Description

Yukon College offers, in partnership with the University of Regina, a Bachelor of Social Work (BSW) degree. The University of Regina grants the degree and the program is accredited by the Canadian Association for Social Work Education. The BSW program provides students with the opportunity to acquire the knowledge, values, and skills necessary to practice social work in northern and remote communities. Particular attention is given to the social needs, values and aspirations of Yukon First Nations. The program uses practicums and a cultural camp to further enhance the educational experience. Full-time or part-time studies are possible.

Admission Requirements

There is one intake per year and seats are limited. We suggest that applicants contact their prospective references and complete the criminal records check in January to ensure all documents are received by the application deadline. The complete application package must be received by the Admissions Office at Yukon College by March 31st, 4:30 p.m. If the date falls on a weekend or holiday, the deadline is the preceding business day. To receive an application, please contact the BSW program or download an application from Social Work program page on the College website, yukoncollege.yk.ca/programs. No late applications will be accepted.

The following admission requirements apply to students admitted to BSW Program from **March 1, 2014 and onwards**:

Students must complete a minimum of 30 university credit hours prior to admissions to BSW and obtain a minimum GPA of 65%.

The following courses must be completed as part of the 30 university credit hours:

- English 100 Level 3 credits*****
- English 100 level, or higher 3 credits*****
- Social Work 200 3 credits
- General University Studies 21 credits

   (******A 70% combined average is required for these English courses*.)

Other Requirements

- Completion of a BSW program application
- A criminal records check(s). Criteria is provided in the BSW application. Please anticipate a minimum of 3 weeks for completion.
- Three letters of reference; references from relatives are not accepted.

Applicants who meet the above criteria may be selected for a panel interview.

- Candidates' interviews are scored and ranked.
- Following completion of interviews, all applicants will be notified of their results.
- Successful applicants will be invited to a BSW Orientation and registration session in May, at which time they will apply for admission to the University of Regina. Course advising and registration for the fall will occur once the student has also been accepted to the University of Regina.

Graduation Requirements

To receive a Bachelor of Social Work degree, students admitted from **March 1st, 2014 and onwards** into the Yukon College Bachelor of Social Work Program must meet the following graduation requirements :

GENERAL UNIVERSITY STUDIES   60 credits
A minimum 65% GPA is required in General University Studies for graduation.

Required General University Studies Courses
English 100 level (3 credits)

English 100 level, or higher (3 credits)

History 140 History of Yukon First Nations and Self Government (3 credits)

Psychology 100 level (3 credits)

Psychology 100 level, or higher (3 credits)

Sociology 100 level (3 credits)

Electives
General University Studies, unspecified (42 credits)

SOCIAL WORK STUDIES   60 credits
A minimum 70% GPA is required in Social Work Studies for graduation.

Required Social Work courses

Social Work 200 Introduction to Social Work (3 credits)

Social Work 346 Social Work Practice I (3 credits)

Social Work 347 Social Work Practice II (3 credits)

Social Work 348 Social Work Practicum I (6 credits)

Social Work 352 Cultural Camp (6 credits)

Social Work 389 Cultural Competence for Northern Social Work Practice (3 credits)

Social Work 390 Communication Skills in Social Work Practice (3 credits)

Social Work 414 Child Welfare Practice (3 credits)

Social Work 421 Human Development in a Social Context   (3 credits)

Social Work 448 Social Work Practicum II (15 credits)

One of:

Social Work 451 Social Work Research (3 credits)

Or

Social Work 469 Social Policy (3 credits)

Social Work Electives (9 electives)

Transferability

Please check with the School of Health, Education and Human Services and University of Regina.

Employment

Social Workers find employment in a number of areas including child and family service agencies, mental health centres, schools, services for the elderly, addictions prevention and treatment, services for people with disabilities, corrections and human resource and advocacy groups.

Duration

Four years or completion of 120 credits

Yukon First Nations Core Competency

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Downloads

Download Social Work Program Application for Admission from the link at the bottom of the page: yukoncollege.yk.ca/programs/info/bsw

Courses

Core

CULA 126	Introduction to Social Work
ENGL 101	History of Yukon First Nations and Self-Government
HIST 140	History of Yukon First Nations and Self-Government
MMC 120	History of Yukon First Nations and Self-Government
MMC 121	History of Yukon First Nations and Self-Government
SW 200	Introduction to Social Work
SW 346	Social Work Practice I
SW 347	Social Work Practice II
SW 348	Social Work Practicum I
SW 390	Communication Skills in Social Work
SW 414	Child Welfare Practice
SW 448	Social Work Practicum II

Elective

ABTM 130	Introduction to Macroeconomics
ABTO 116	Introduction to Macroeconomics
ANTH 103	Anthropological Archaeology
ANTH 140	Introduction to the Fields of Anthropology
ANTH 221	Subarctic Archaeology
ANTH 225	Field Methods in Subarctic Ethnography and Archaeology
ATHA 101	Introduction to Native Languages I
ATHA 102	Introduction to Native Languages II
BIOL 102	Principles of Biology II
COMM 192	Psychological Explanations of Crime and Deviance
CRIM 101	Introduction to Criminology
CRIM 103	Introduction to the Canadian Criminal Justice System
CRIM 104	Sociological Explanations of Crime and Deviance

CRIM 131	Introduction to the Canadian Criminal Justice System
CRIM 135	Introduction to Canadian Law and Legal Institutions
CRIM 210	Law, Youth and Young Offenders
CRIM 219	Aboriginal Peoples and Canadian Criminal Justice
CRIM 230	Introduction to Substantive Criminal Law
CRWR 201	Introduction to Creative Writing I
CULA 123	Canadian Society
ECON 100	Introduction to Microeconomics
ECON 101	Introduction to Macroeconomics
ENGL 050	Academic Writing and Critical Thinking
ENGL 060	Introduction to the Study of Literature
ENGL 090	Introduction to the Study of Literature
ENGL 100	Academic Writing and Critical Thinking
ENGL 101	Introduction to the Study of Literature
ENGL 206	Introduction to the Short Story
ENGL 220	The North in Canadian Literature
ENGL 230	A Survey of First Nations Literature in English
ENVS 101	Introduction to Environmental Science II
ENVS 201	Environmental Ethics
ESL 050	Introduction to Creative Writing I
GEOG 102	Introduction to Physical Geography II
GEOG 290	Climate Change and the Circumpolar World
HIST 121	European History II
HIST 135	Canadian History to 1867
HIST 136	Academic Writing and Critical Thinking
HIST 140	Introduction to the Study of Literature
MATH 101	Single Variable Calculus II
MATH 105	The North in Canadian Literature
MMC 113	Environmental Ethics
MMC 121	Social History of the North
MMC 123	Introduction to Psychology II
MMC 124	Child Development
NOST 101	The Circumpolar World
NOST 202	Social History of the North
PHED 222	Northern Outdoor Pursuits and Leadership I

PHED 225	Northern Outdoor Pursuits and Leadership II
PHIL 120	Introduction to Ethics
PHYS 102	Elementary Physics II
POLI 201	Introduction to Political Thought
PSYC 100	Introduction to Psychology I
PSYC 101	Introduction to Psychology II
PSYC 203	Social Psychology
PSYC 204	Abnormal Psychology
PSYC 205	Child Development
SOCI 100	Introduction to Sociology
SOCI 103	Canadian Society
SOCI 203	Northern Outdoor Pursuits and Leadership II
SOCI 209	Society, Technology and Values
SOCI 227	Research Methods in the Social Sciences
SW 412	Mental Health Services
SW 417	Substance Abuse: Impacts and Interventions
SW 437	Social Work with Families
SW 451	Social Work Research
SW 469	Social Policy
THEA 200	Introduction to Acting I
WGST 100	Introduction to Women's Studies I
WGST 101	Introduction to Psychology II
WGST 240	The Study of Men and Masculinities I
WGST 241	Social Psychology

VISUAL ARTS

yukoncollege.yk.ca/va

Visit the Yukon SOVA Website at yukonsova.ca

Program Description

The Dawson City Arts Society, Yukon College and Tr'ondek Hwech'in have designed an accredited visual arts program, which offers students the opportunity to learn a variety of traditional and contemporary visual arts disciplines in the north and to study Art History.

This program is offered in Dawson City, Yukon through the Yukon School of Visual Arts (Yukon SOVA). The program is accredited at Yukon College and transferable to Emily Carr University, University of the Fraser Valley, Alberta College of Art and Design, OCAD University and NSCAD University.

With a focus on contemporary international art practices and a visual culture studies approach to art history, this program delivers courses in a holistic environment, recognizing how both intuitive and learned knowledge are used when one engages with and produces art. The program's integrated approach to studio and academic practices offers the learner the opportunity to make connections between art making, art history, art theory and art criticism; between a multiplicity of cultures and historic periods; and between a variety of materials, techniques and modes of expression. This approach encourages students to connect theory to practice, and recognize the relationships between art, their lives and their communities.

Admission Requirements

- Grade 12 academic graduation, with min. 70% in English 12, and submission of an artwork portfolio, a written personal statement, and at least one letter of recommendation; OR
- Mature student status with an acceptable score on GED or CAT or a similar diagnostic test, obtained within the previous two years, and suitable score on the College Writing Assessment, as well as submission of an artwork portfolio, a written personal statement, and at least one letter of recommendation.

Note: The annual application deadline for the following academic year is June 1st.

Duration

One year (30 credits)

Yukon First Nations Core Competency

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see yukoncollege.yk.ca/yfnccr.

Download both the following at the links at the bottom of the page at yukoncollege.yk.ca/programs/info/va

- SOVA Application for Admission
- SOVA Brochure

Courses

Core

2DS 102	2-Dimensional Studio ? Principles and Practices of Drawing, Collage and Painting
3DS 102	3-Dimensional Studio - Exploring Sculptural Forms II
4DS 102	4-Dimensional Studio - Introduction to Time-Based Media
ENGL 121	Art Words
VS 102	Introduction to Visual Studies - Critical Ideas and Contemporary Issues

WOMEN'S AND GENDER STUDIES

yukoncollege.yk.ca/programs/view/ws

Program Description

Open to both women and men, the Women's and Gender Studies programs look at the lives, contributions and experiences of women, as well as the social construction of men. The programs focus on materials by and about women, place women's knowledge at the centre of the process and incorporate a number of academic disciplines—history, literature, sociology, psychology, anthropology and social work. Because the program is interdisciplinary and cross-divisional in its approach, core courses appeal to students in programs beyond the School of Liberal Arts, particularly to students in the School of Health, Education and Human Services. As well, the program presents an ideal continuing education opportunity for individuals now employed.

Admission Requirements

- grade 12 graduation with English 12; OR
- Mature Student Status with acceptable scores on College Assessments, the GED® test or the LPI test

If students do not meet either admission requirement, they should explore entry options with a program advisor.

Other Requirements

To graduate students must:
- complete all core courses
- complete at least 50% of the work at Yukon College
- maintain a cumulative GPA of 2.0 (C average)

Certificate students must also:
- complete 2 Women's and Gender Studies (WGST) A-level courses (6 credits)

Diploma students must also:
- complete 6 WGST A-level courses (24 credits)
- complete 3 WGST B-level courses (9 credits)
- complete 1 additional 200-level WGST course (3 credits)
- complete 1 open elective (3 credits)

WGST A- and B-Level Courses

- WGST A-level courses: minimum 70% focus on women's perspectives, experience and gender issues
- WGST B-level courses: minimum 30% focus on women's perspectives, experience and gender issues
- Consult a program advisor to select courses in either category

Transferability

For transfer information on a specific Yukon College course, go to yukoncollege.yk.ca/programs/courses/ws, select the course in question by clicking its link, and then click the **Check the BC Transfer Options** link on the course's information page; for additional information, consult a program advisor.

Duration

Certificate: minimum one year

Diploma: minimum two years

Both programs can be completed on a full- or part-time basis.

Yukon First Nations Core Competency

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see yukoncollege.yk.ca/yfnccr.

Courses

Core

CULA 123 Canadian Society

ENGL 050 Academic Writing and Critical Thinking

ENGL 060 Introduction to the Study of Literature

ENGL 090 Introduction to the Study of Literature

ENGL 100 Academic Writing and Critical Thinking

ENGL 101 Introduction to the Study of Literature

HIST 136 Academic Writing and Critical Thinking

HIST 140 Introduction to the Study of Literature

MMC 123 Introduction to Psychology II

PSYC 100 Introduction to Psychology I

PSYC 101	Introduction to Psychology II
SOCI 100	Introduction to Sociology
SOCI 103	Canadian Society
WGST 100	Introduction to Women's Studies I
WGST 101	Introduction to Psychology II

Elective

ACCT 220	The Study of Men and Masculinities II
ANTH 103	Anthropological Archaeology
ANTH 140	Introduction to the Fields of Anthropology
ANTH 210	Globalization and the Culture of Capitalism
ANTH 221	Subarctic Archaeology
COMM 192	Sociological Explanations of Crime and Deviance
CRIM 101	Introduction to Criminology
CRIM 103	Psychological Explanations of Crime and Deviance
CRIM 104	Sociological Explanations of Crime and Deviance
CRIM 131	Psychological Explanations of Crime and Deviance
CRIM 219	Aboriginal Peoples and Canadian Criminal Justice
CRWR 201	Introduction to Creative Writing I
CULA 125	Sociology of the Family
ENGL 090	Introduction to the Short Story
ENGL 100	Canadian History - Confederation to the Present
ENGL 101	History of Yukon First Nations and Self-Government
ENGL 206	Introduction to the Short Story
ENGL 220	The North in Canadian Literature
ENGL 230	A Survey of First Nations Literature in English
ENVS 201	Environmental Ethics
ESL 050	Introduction to Creative Writing I
HIST 121	European History II
HIST 135	Canadian History to 1867
HIST 136	Canadian History - Confederation to the Present

HIST 140	History of Yukon First Nations and Self-Government
MATH 105	The North in Canadian Literature
MMC 113	Environmental Ethics
MMC 120	History of Yukon First Nations and Self-Government
MMC 121	History of Yukon First Nations and Self-Government
MMC 123	Social Psychology
MMC 124	Child Development
NOST 101	The Circumpolar World
NOST 200	Research in the North
NOST 201	Natural History of the North
NOST 202	Social History of the North
PHED 222	Northern Outdoor Pursuits and Leadership I
PHED 225	Northern Outdoor Pursuits and Leadership II
PSYC 203	Social Psychology
PSYC 204	Abnormal Psychology
PSYC 205	Child Development
SOCI 203	Northern Outdoor Pursuits and Leadership II
SOCI 209	Society, Technology and Values
SOCI 227	Research Methods in the Social Sciences
THEA 200	Introduction to Acting I
WGST 240	The Study of Men and Masculinities I
WGST 241	Social Psychology

TRADES PROGRAMS

AIR ROTARY DRILLING - HELPER TRAINING

yukoncollege.yk.ca/ard

Program Description

This program offers students the opportunity to learn about the basics of air rotary drilling and to develop entry-level skills to work alongside and aid an Air Rotary driller and the rig.

Students will undergo an intensive classroom section exploring fundamentals such as drillers and the drilling industry; drilling fundamentals; air rotary drilling equipment and methods; air rotary drill mechanics; introductory geology; sampling and sampling equipment and maintaining logs, records and reports.

This program combines classroom theory, shop work and field activity. Shop instruction will introduce students to welding, hydraulic, engines, rig maintenance and sling/ rigging. Field components of the program will include mobilizing an air rotary drill to a field location and drilling of numerous drill holes.

Download the application form at yukoncollege.yk.ca/programs/info/air_rotary_drilling_helper_training

Admission Requirements

- Math 10 (Applications, Principles, and Foundations , or Apprenticeship & Workplace) AND English 10
- Mature Student Status with acceptable scores on the College Placement Assessment or GED;
- Good health and physically fit.
- Ability to lift up to 50 lbs

Other Requirements

- Successful candidates must pass an industry-led job readiness and aptitude interview
- References (work or personal).
- Good vision and hearing
- Ability to take direction
- Strong desire to work outdoors

Duration

The introduction to Air Rotary Drilling program is a 28 day program, running 6 days per week at 8 hours per day. The program is offered through the Whitehorse campus and consists of a shop and class room portion to each day.

Program: May 16 - 31, 2016

General Outcomes

At the end of the program, students will have:

- General knowledge of the workings and procedure of a drilling rig and the bore hole
- Basic drilling safety procedures
- The ability to work alongside and assist a driller in his or hers operations

Ancillary Fees

Course Fee: $2,025

Ancillary Fees include a $25 technology fee and $10 union fee.

Additional Costs:

- If students are from outside Whitehorse, students will be responsible for covering their food and accomodation costs.
- Students will be responsible for transportation to and from Whitehorse.
- Students need to provide steel-toed boots.

Yukon First Nations Core Competency

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see yukoncollege.yk.ca/yfnccr.

CARPENTRY

yukoncollege.yk.ca/carpentry

Program Description

The objective of this program is to provide students with:

- Theoretical trade knowledge which together with hands on shop experience will enable students to go on to train for employment as capable and knowledgeable apprentices and entry-level workers in the trade.
- Acquisition of safety skills and awareness.
- Ability to apply mathematical concepts to the Carpentry trade.

Admission Requirements

- Math 10 (Applications, Principles, Foundations & Pre-Calculus, or Apprenticeship & Workplace) AND English10; OR
- Mature Student Status with acceptable scores on the College Placement Assessment or GED; OR
- Pass Level A Trades Entrance exam; OR
- Level III Certificate; OR
- CRIT 040 (min.B-) AND MATH 030 (min. B+)

Other Requirements

- Good physical condition.
- Good hand/eye co-ordination.
- Suitable work clothes and steel toed work shoes.

Duration

20 weeks

General Outcomes

- Job safety skills and awareness.
- Acquired practical hands-on experience with a variety of stationary and portable power tools.
- A good knowledge base for an entry-level position in the job force.
- Completion of the theoretical requirements for Level 1 of the Carpentry Apprenticeship program, the opportunity to write the first year Apprenticeship Exam, and 570 hours towards the student's apprenticeship, (pending approval of the Apprenticeship Board).

Yukon First Nations Core Competency

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see yukoncollege.yk.ca/yfnccr.

Graduation Requirements

In order to graduate, students must successfully complete all courses in the program and maintain an overall "C" average (70%). Graduates of the program will receive a Yukon College Certificate. Students may also be offered technical credit towards a Yukon apprenticeship and the opportunity to challenge the Carpentry Apprenticeship Level 1 (first-year) exam.

Carpentry Apprentice Levels

Carpentry Apprentice Training Levels I, II, III and IV are 8-week programs offered by Yukon College through the Advanced Education Branch of the Yukon Government Department of Education at www.education.gov.yk.ca/certification.html. Students must be registered apprentices to attend these programs. Download the "Step into the Trades" booklet at the bottom of the page for an overview of apprenticeship options within the Yukon.

The dates of Carpentry Apprentice level I, level II, level III and level IV TBA.

Check out Habitat for Humanity, Yukon Housing, and Yukon College "Super Green" home construction project at www.housing.yk.ca/sg_video.html.

Courses

Core

CARP 001	Review for Level 1 Apprenticeship Exam
CARP 112	Site and Materials Preparation
CARP 113	Residential/Commercial Foundations
CARP 114	Scaffolds and Rigging
FA 003	Standard First Aid/CPR-C
RIGG 001	Rigging and Hoisting
WHMS 001	Workplace Hazardous Materials Information System

ELECTRICAL

yukoncollege.yk.ca/elecrical

Program Description

The objective of this program is to provide students with:

- Theoretical trade knowledge which together with hands on shop experience will enable students to go on to train for employment as capable and knowledgeable apprentices and entry-level workers in the trade.
- Acquisition of safety skills and awareness.
- Ability to apply mathematical concepts to the Electrical trade.

Admission Requirements

- MATH 11 (Applications, Principles or Pre-Calculus) or Math 12 (Foundations or Apprenticeship & Workplace) AND
  English 11; OR
- Mature Student Status with acceptable scores on the College Placement Assessment or GED; OR
- Pass Level E Trades Entrance Exam; OR
- Math 040 (B+) (recommend Math 050)

Other Requirements

- Students should not be colour blind, for trade hiring purposes.
- Good manual and mechanical ability.
- Suitable work clothes and steel toed work shoes.

Duration

18-weeks

Ancillary Fees

NOTE Tuition fees do not include textbooks. Required texts are an additional cost.

Text required - Canadian Electrical code book and ILM Modules

Yukon First Nations Core Competency

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see yukoncollege.yk.ca/yfnccr.

Graduation requirements

In order to graduate, students must successfully complete all courses in the program and maintain an overall "C" average (70%). Graduates of the program will receive a Yukon College Certificate. Students may also be offered technical credit towards a Yukon apprenticeship and the opportunity to challenge the Electrical Apprenticeship Level I (first year) exam.

Electrical Apprentice levels

Electrical Apprentice Training Levels I, II and III are 8-week programs offered by Yukon College through the Advanced Education Branch of the Yukon Government Department of Education at of the Yukon Government Department of Education at www.education.gov.yk.ca/certification.html via NAIT's (Northern Alberta Institute of Technology) on-line computer-based training program. Students must be registered apprentices to attend these programs. Download the "Step into the Trades" booklet at the bottom of the page for an overview of apprenticeship options within the Yukon. Download the "Step into the Trades" booklet at the bottom of the page for an overview of apprenticeship options within the Yukon.

The dates of Electrical Apprentice level I, level II, and level III TBA.

Courses

Core

ELEC 100	Electrical Theory I
ELEC 101	Electrical Lab I
ELEC 102	Electrical Design & Code
FA 003	Standard First Aid/CPR-C
WHMS 001	Workplace Hazardous Materials Information System

HEAVY EQUIPMENT TECHNICIAN PRE-APPRENTICESHIP (PERIOD 1)

yukoncollege.yk.ca/het

Program Description

For more information, please contact the program advisor at 867.332.2347

The objective of this program is to provide students with:

- Theoretical trade knowledge which, together with hands-on shop experience, will enable students to go on to train for employment as capable and knowledgeable first year apprentices.
- Further acquisition of safety skills and awareness.
- The ability to apply mathematical concepts to the heavy equipment field.

Admission Requirements

- Math 11 (Applications, Principles, or Pre-Calculus) or Math 12 (Foundations or Apprenticeship & Workplace) AND English11; OR
- Mature Student Status with acceptable scores on the College Placement Assessment or GED; OR
- Pass Level A Trades Entrance exam; OR
- Math 050 or Math 053 (B) and SCI 053 (B)

Other Requirements

- Good physical condition.
- Good hand/eye co-ordination.
- Suitable work clothes and leather steel toed work shoes.

Duration

18-weeks

General Outcomes

- Demonstrate competencies in job safety skills and awareness of workplace hazards.
- Acquire practical hands-on experience with a variety of stationary and portable power tools.
- Complete the theoretical requirements for Level 1 heavy equipment technician apprenticeship program.
- Have an opportunity to challenge the heavy equipment technician apprenticeship level 1 exams.
- Acquire skills and knowledge to advance in the work force in the heavy equipment field.
- Demonstrate the ability to apply mathematical concepts to the heavy equipment field.

Yukon First Nations Core Competency

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see yukoncollege.yk.ca/yfnccr.

Graduation Requirements

In order to graduate, students must successfully complete all courses in the program and maintain an overall "C" average (70%). Graduates of the program will receive a Yukon College Certificate.

Students may also be offered technical credit towards a Yukon apprenticeship and the opportunity to challenge the Heavy Equipment Technician Level 2 and 3 exams.

Courses

Core

FA 003	Standard First Aid/CPR-C
HET 105	Air Brakes
RIGG 001	Rigging and Hoisting
TDG 001	Transportation of Dangerous Goods
WHMS 001	Workplace Hazardous Materials Information System

INTRODUCTION TO SURFACE MINING OPERATIONS/HEAVY EQUIPMENT OPERATIONS

yukoncollege.yk.ca/ismo

Program Description

This program offers students an opportunity to prepare for entry-level employment as surface miners through a combination of theory and practical experience. Students will spend approximately 140 hours in an intensive, hands-on training program at the University of Alaska at the Delta Mine Training Centre, a world-class training and research facility located in Delta Junction, Alaska. The program is structured as a unique 2-week program that will expose students to what a work cycle at an operating mine actually feels like.

In order to participate in the program all students must attend a career planning program with Yukon Mine Training Association (YMTA), pass a mandatory drug and alcohol test and possess a valid Class 5 driver's license, as well as a passport or a status card.

At the end of this program, students will:

- Have mastered the fundamentals of the Core Competencies required for an entry-level miner.
- Know the basic safety procedures in an surface setting & reasons these procedures are required.

Download the application form at yukoncollege.yk.ca/programs/info/introduction_to_surface_mining_operations_heavy_equipment_operations

Admission Requirements

- Age 18+.
- Alcohol and drug free (Must pass an alcohol and drug test prior to acceptance into program).
- Yukon class 5 driver's license with a clean drivers abstract is preferred.
- Good health and physically fit.
- Ability to lift up to 50 lbs.
- Good vision and hearing.
- Passport or Status Card.
- References (work or personal).
- It is recommended that students also take additional training courses in Standard First Aid / CPR-C, Transportation of Dangerous Goods (TDG) and Workplace Hazardous Materials Information Systems (WHMIS).

Other Requirements

Successful candidates must pass an industry-led job readiness and aptitude interview to determine if they:

- Have a desire to work in the mining industry for the long term.
- Take direction well.
- Are willing to work 12 hour days in extreme environments.
- Are safety conscious.

Duration

This program has approximately 140 hours of training delivered mostly through hands-on training in Delta Junction, Alaska. Students will attend a 2-week session in Delta Junction, Alaska.

General Outcomes

In order to graduate, students must successfully complete all courses in the program. Graduates of the program will receive a Yukon College certificate and a University of Alaska certificate.

Ancillary Fees

Ancillary Fees   (21 KB)

Course Fee: $3,000

Ancillary Fees include a $100 technology fee.

Additional Costs:

- Students will be responsible for transportation to and from Whitehorse.
- Transportation to and from the Delta Mine Training Centre in Delta Junction, Alaska will be provided.
- Students need to provide steel-toed boots, a jacket that is warm to -50 and a face mask to protect against cold weather. Specific packing lists will be provided to students accepted to the program.
- Students must be eligible to cross the border to Alaska in order to complete the practical training at the Delta Junction Facility.

Yukon First Nations Core Competency

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see yukoncollege.yk.ca/yfnccr.

PIPE TRADES

yukoncollege.yk.ca/pipetrades

Program Description

As a Pipe Trades Pre-Apprenticeship program student, you'll work toward your plumbing and gas ticket using the Alberta curriculum, preparing you for a variety of jobs, both residential and industrial.

The objective of the Pipe Trades Pre-Apprenticeship Program is to provide students with:

- Theoretical trade knowledge which, together with hands-on shop experience, will enable students to go on to train for employment as capable and knowledgeable apprentices and entry-level workers in the trade
- Acquisition of safety skills and awareness
- The ability to apply mathematical concepts to the Piping Trades field

Admission Requirements

- Math 10 (min. 75%) (Applications, Principles, Foundations & Pre-Calculus, or Apprenticeship & Workplace) AND English 10; OR
- Mature Student Status with acceptable scores on the College Placement Assessment or GED; OR
- Pass Level A Trades Entrance exam; OR
- Level III Certificate; OR
- CRIT 040 (min. B-) AND MATH 030 (min. B+)

Other Requirements

- Good physical condition.
- Good hand/eye co-ordination.
- Suitable work clothes and steel toed work shoes.

Duration

20 weeks

General Outcomes

LEARNING OUTCOMES & OBJECTIVES:

- Demonstrate competencies in job safety skills and awareness of workplace hazards
- Acquire practical hands-on experience with a variety of stationary and portable power tools
- Complete the theoretical requirements for Level 1 of the Plumbing and Pipefitting/Steamfitting Apprenticeship Program

- Provide an opportunity to challenge the Plumbing and Pipefitting/Steamfitting Apprenticeship Level 1 exam
- Acquire skills and knowledge to make a successful transition to an entry-level position in the work force
- Demonstrate the ability to apply mathematical concepts to the Pipe Trades field

Yukon First Nations Core Competency

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see yukoncollege.yk.ca/yfnccr.

Graduation Requirements

In order to graduate, students must successfully complete all parts of the program and maintain an overall "C" average (70%). Graduates of the program will receive a Yukon College Certificate. Students may also be offered technical credit towards a Yukon apprenticeship and the opportunity to challenge the Oil Burner Mechanic Apprenticeship Level 1 (A/first-year) exam.

Pipe Trades Apprentice levels

Pipe Trades Apprentice Training Level I is an 8-week program offered by Yukon College through the Advanced Education Branch of the Yukon Government Department of Education at of the Yukon Government Department of Education at www.education.gov.yk.ca/certification.html via NAIT's (Northern Alberta Institute of Technology) on-line computer-based training program. Students must be registered apprentices to attend these programs. View the booklet at the bottom of the page for an overview of apprenticeship options within the Yukon.

The dates of the next Pipe Trades Apprentice levels TBA.

UNDERGROUND MINING OPERATIONS

yukoncollege.yk.ca/umo

Program Description

This program offers students an opportunity to prepare for entry-level employment as underground miners through a combination of theory and practical experience. Students will spend approximately 280 hours in an intensive, hands-on training program at the University of Alaska at the Delta Mine Training Centre, a world-class training and research facility located in Delta Junction, Alaska. The program is structured as a unique '2-week in/2-week out' program that will expose students to what a work cycle at an operating mine actually feels like.

In order to participate in the program all students must attend a career planning program with Yukon Mine Training Association (YMTA), pass a mandatory drug and alcohol test and possess a valid Class 5 driver's license, as well as a passport or a status card.

At the end of this program, students will:

- Have mastered the fundamentals of the Core Competencies required for an entry-level miner.
- Know the basic safety procedures in an underground setting and know the reasons these procedures are required.

Download an application form at yukoncollege.yk.ca/programs/info/underground_mining_operations

Admission Requirements

- Age 18+.
- Alcohol and drug free (Must pass an alcohol and drug test prior to acceptance into program).
- Yukon class 5 driver's license with a clean drivers abstract is preferred.
- Good health and physically fit.
- Ability to lift up to 50 lbs.
- Ability to work in a fly-in/fly-out work environment and a 2-week in/2-week out rotational work cycle.
- Good vision and hearing.
- Passport or Status Card.
- References (work or personal).
- It is recommended that students also take additional training courses in Standard First Aid / CPR-C, Transportation of Dangerous Goods (TDG) and Workplace Hazardous Materials Information Systems (WHMIS).

Other Requirements

Successful candidates must pass an industry-led job readiness and aptitude interview to determine if they:

- Have a desire to work in the mining industry for the long term.
- Take direction well.
- Are willing to work 12 hour days in extreme environments.
- Are acceptable to working in an underground environment.
- Are safety conscious.

Duration

This program has approximately 280 hours of training delivered mostly through hands-on training in Delta Junction, Alaska. Students will attend two, 2-week sessions in Delta Junction, Alaska separated by one 2-week break. This '2-week in/2-week out' structure will expose students to what a work cycle at an operating mine actually feels like.

General Outcomes

In order to graduate, students must successfully complete all courses in the program. Graduates of the program will receive a Yukon College certificate and a University of Alaska certificate.

Ancillary Fees

Ancillary Fees   (21 KB)

Course Fee: $4,500

Ancillary Fees include a $100 technology fee.

Additional Costs:

- If there is a need for students to be in Whitehorse, students will be responsible for covering their food and accomodation costs.
- Students will be responsible for transportation to and from Whitehorse.
- Transportation to and from the Delta Mine Training Centre in Delta Junction, Alaska will be provided.
- Students need to provide steel-toed boots, a jacket that is warm to -50 and a face mask to protect against cold weather. Specific packing lists will be provided to students accepted to the program.
- Students must be eligible to cross the border to Alaska in order to complete the practical training at the Delta Junction Facility.

Yukon First Nations Core Competency

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WELDING

yukoncollege.yk.ca/welding

Program Description

The objective of the Welding Pre-Apprenticeship Program is to provide students with:

- Theoretical trade knowledge which, together with hands-on shop experience, will enable students to go on to train for employment as capable and knowledgeable first-year apprentices.
- Good on-the-job safety skills and awareness.
- The ability to apply mathematical concepts to the welding equipment field.
- See www.education.gov.yk.ca/pdf/trades /step_into_the_trades.pdf

Admission Requirements

- Math 10 (min. 75%) (Applications, Principles, Foundations & Pre-Calculus, or Apprenticeship & Workplace) AND English 10; OR
- Mature Student Status with acceptable scores on the College Placement Assessment or GED; OR
- Pass Level A Trades Entrance exam; OR
- Level III Certificate; OR
- CRIT 040 (min. B-) AND MATH 030 (min. B+)

Other Requirements

- Good physical condition.
- Good hand/eye co-ordination.
- Suitable work clothes and steel toed work shoes.

Duration

20 weeks

General Outcomes

- Demonstrate competencies in job safety skills and awareness of workplace hazards.
- Acquire practical hands-on experience with a variety of stationary and portable power tools.
- Complete the theoretical and practical requirements for Level 1 of the Welder Apprenticeship.
- Provide an opportunity to challenge the Welding Apprenticeship Level 1 exam.
- Acquire skills and knowledge to make a successful transition to an entry-level position in the work force.

- Demonstrate the ability to apply mathematical concepts to the welding field.

Yukon First Nations Core Competency

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Graduation Requirements

In order to graduate, students must successfully complete all courses in the program and maintain an overall "C" average (70%). Graduates of the program will receive a Yukon College Certificate. Students may also be offered technical credit towards a Yukon apprenticeship and the opportunity to challenge the Welding Apprenticeship Level 1 (first-year) exam.

Welding Apprentice Level

Welding Apprentice Training Level II and Level III are 8-week programs offered by Yukon College through the Advanced Education Branch of the Yukon Government Department of Education at www.education.gov.yk.ca/certification.html. Students must be registered apprentices to attend these programs. This booklet offers an overview of apprenticeship options within the Yukon.

Dates of the next Welding Apprentice levels TBA.

Courses

Core

FA 003	Standard First Aid/CPR-C
RIGG 001	Rigging and Hoisting
TDG 001	Transportation of Dangerous Goods
WHMS 001	Workplace Hazardous Materials Information System

PROFESSIONAL AND PERSONAL DEVELOPMENT PROGRAMS

DECISION MAKING FOR CLIMATE CHANGE

yukoncollege.yk.ca/dmcc

Program Description

This two-part course is an overview of climate change science and policy, including the tools available for integrating climate change considerations into policy and planning. Ideal for decision makers, managers and policy makers, participants will learn how to mainstream climate change into their planning and projects. Topics include: climate change science, climate change impacts, projections and trend analysis, mitigation and adaptation strategies, and northern examples of climate change integration. Participants will receive a certificate upon course completion. This course is delivered by the Northern Climate ExChange (NCE) of the Yukon Research Centre in partnership with Yukon government's Climate Change Secretariat as part of NCE's Climate Change Information and Mainstreaming Program (CCIMP). See yukoncollege.yk.ca/research/project/climate_change_information_and_mainstreaming_program_ccimp

Ancillary Fees

Cost of course: $249

Yukon First Nations Core Competency

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FIRST NATIONS COMMUNITY SERVICES ADMINISTRATION

yukoncollege.yk.ca/fncsa

Program Description

In order to provide the best possible services to their community members, Yukon First Nation governments need skilled and knowledgeable employees. Yukon College's First Nations Initiatives is proud to deliver the FNCSA program their community service employees need to be confident and competent in their work.

First Nation Community Services Administration (FNCSA) is made up of short, practical courses; the knowledge and skills you gain today can be used at work tomorrow. The courses are specifically designed to help First Nation Government employees and their departments provide consistently excellent services to community members. It will be of interest to you if you are working in any First Nation government department that offers community programs or services, including Education, Employment & Training, Workforce Development, Economic Development, Health, Social & Community Services, Justice, etc.

The First Nations Community Services Administration certificate is made up of the follow 12 courses:

- FNCS 001: Time Management
- FNCS 002: Conducting Research
- FNCS 003: Analyzing Client Training Needs
- FNCS 004: Knowledge of Contracts and Agreements
- FNCS 005: Developing Employment/Training Opportunities
- FNCS 006: Problem Solving & Conflict Management
- FNCS 007: Career Counseling for Individuals
- FNCS 008: Evaluation of Projects
- FNCS 009: Developing and Monitoring Budgets
- FNCS 010: Maintaining and Using Databases
- FNCS 011: Partnerships and Proposals
- FNCS 012: Working with Clients

You can register for individual courses or for the entire program — your choice!

Each course is twenty (20) hours in duration. To be eligible for the First Nation Community Services Administration Certificate, you must successfully complete all twelve courses.

Please note that FNCSA courses are unaccredited.

Admission Requirements

- Employed by a Yukon First Nations government in a capacity that offers community programs or services.
- Please contact the program coordinator, Michael Kulachkosky, for more information and to register: mkulachkosky@yukoncollege.yk.ca or 867.456.8577.

Other Requirements

First Nation Community Services Administration is an open enrollment program which means that, if you are over the age of 18 and employed by a Yukon First Nations government in a capacity that offers community programs or services, you can register. There are no academic prerequisites to enroll, and you do not need to go through an admission process.

You can register for one or more courses or for the entire program.

You may register for and attend courses in any order.

Duration

Each course in First Nations Community Services Administration is approximately 20 hours of coursework. Courses are self-paced and will usually run for 4 to 5 weeks.

Ancillary Fees

There are no ancillary fees for this program, but a headphones or speakers, as well as computer and internet access, are required.

FNCSA course costs are $395 + GST per course.

Yukon First Nations Core Competency

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see yukoncollege.yk.ca/yfnccr.

Other

The program's course delivery is designed to accommodate the needs and schedules of working adults and allow integration with work and family life.

Course delivery is 100% online, with technical and course help provided throughout. General tutoring and support is available in-person through your local Community Campus and course-specific tutoring can be accessed via email or telephone.

First Nation governments can also arrange to have courses tailored to their specific needs and delivered on-site to groups of employees.

Please note that the courses that make up this program are not designed for university transfer. If you are looking for courses related to Yukon First Nation governance that could act as credits towards a university degree, please look at Yukon College's First Nation Governance & Public Administration program or Heritage and Culture Certificate program.

FIRST NATIONS LEADERSHIP TRAINING

yukoncollege.yk.ca/fnlt

Program Description

First Nations Leadership Training (FNLT) is a collection of five integrated courses designed to provide Yukon First Nation leaders, either elected, appointed, or future, with a basic grounding in governance and public administration. The top priority of the program is to help prepare these officials for their roles as government leaders and community advocates.

Each course within the FNLT program involves approximately eight hours of instruction.The program was created in partnership between Yukon First Nations, Yukon College, and the federal Department of Aboriginal Affairs and Northern Development to meet the needs of Self-Governing First Nations in the Yukon.

The program has several delivery options:

- Contracted training: Yukon College will work with the First Nation to deliver the program to its governing body in the First Nation's traditional territory. The materials and documents used will be tailored to the individual First Nation, and main topic areas will be given more or less priority to better reflect the needs and challenges the FN government currently faces. Suitable for current leadership groups.

- Contracted training: Yukon College will work with the First Nation first to tailor and then to deliver the program to its governing body in the First Nation's traditional territory. The materials and documents used will be tailored to the individual First Nation, and the entire curriculum can be tailored and customized to address the needs and challenges that the FN government currently faces. Each course can be fully modified, fully customized, and/or greatly expanded, including additional days or topics added, depending on the First Nation's requests. Suitable for current leadership groups.

- Whitehorse-based deliveries: an individual student can register in a Whitehorse-based First Nations Leadership Training delivery. The curriculum and material covers the full range of the FNLT program, provides highly transferable skills, and is reflective of the diversity among YFN governance models and approaches. Suitable for both current and future leaders.

Fees for this program vary based on delivery method. Please contact the Program Coordinator for more information.

Admission Requirements

Participants who would be interested in the First Nations Leadership Training program include:

- Currently elected or appointed members of a First Nation government (contracted training or Whitehorse-based training)
- Current directors, board appointees, or committee members looking to develop their personal leadership skills in the context of FN governance
- Individuals who are considering taking on a leadership position in the future with their First Nation

Yukon First Nations Core Competency

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Course Delivery

The emphasis in course delivery is on flexibility and responsiveness to the requirements of Yukon First Nations. Yukon College is committed to working with individual First Nations to deliver instructional materials in the manner best suited to their needs. Yukon College is also committed to improving access to this program by offering Whitehorse-based deliveries to general audience to develop and improve First Nations governing capacity.

Course delivery is varied and may include lectures, seminars, presentations, group discussions, hands-on document use, and other participatory activities. Guest speakers and current and past First Nations leaders may come in to share personal experiences and contribute additional perspectives.

Program Highlights

Unique course offerings based on Final and Self-Government Agreements tailored specifically to the needs of individual Yukon First Nations.

Provides essential skills and knowledge directly relevant to the administration of Yukon First Nations governments.

Knowledgeable and experienced guest speakers provide participants with practical advice on the challenges of government leadership.

Course materials provide participants with a foundation of knowledge and experience from which to pursue more advanced studies.

Hands-on instruction with key legal and administrative documents.

Flexible course delivery determined in consultation with individual First Nations.

NORTHERN INSTITUTE OF SOCIAL JUSTICE

yukoncollege.yk.ca/nisj

Program Description

The Northern Institute of Social Justice (NISJ) opened in January, 2010. It is located at Yukon College in Whitehorse and is a part of and works within the Yukon College structure. The institute provides training and education for jobs with a social justice-related component in several fields in:

- Public and First Nation governments,
- Non-government organizations, and
- Businesses.

Currently the institute is primarily Yukon-focused but has undertaken some pan-northern work and a pan-northern initiative is in development.

Vision

Northerners working together have solutions to the social justice challenges facing themselves and their communities.

Mission

Drawing on the North's leadership, unique values and diverse cultures, the Northern Institute of Social Justice delivers integrated training and education programs and encourages support for related research in order to help employers develop, retain and attract a well-qualified workforce; help individuals develop careers; and provide tools to help encourage support for community leadership, capacity development, and transformation of service delivery.

Background

Interest in creating the institute grew out of discussions involving the Yukon, Nunavut and the Northwest Territories. At that time, the other territories decided not to participate in the institute's formation. The Yukon, however, proceeded and will keep the door open for the future involvement of the other territories. A pan-northern training initiative is under development.

The NISJ was created in response to two primary challenges:

- The difficulty that employers face in developing, retaining and attracting employees—from entry to senior levels—in jobs with a social justice-related component.
- Employees' lack of access to Yukon-based training to enter those jobs or to develop careers.

A 2007 analysis of the potential market in the Yukon for the institute showed that there were at least 1,390 jobs with a social justice component. This represents almost eight percent of the Yukon labour force. The jobs are found in many fields including corrections, counseling, education, justice, health, social services, wellness, regulatory enforcement, emergency services, etc.

Purpose

The NISJ has two main purposes:

1. To broker, consolidate, develop and deliver social justice-related training and education programs.

2. To encourage support for related research.

The institute works within the Yukon College structure, thereby providing access to College programs, expertise in program development and delivery, and partnerships with other colleges, universities and training organizations.

Yukon First Nations Core Competency

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see yukoncollege.yk.ca/yfnccr.

Funding

The institute is funded by the Yukon Government, Advanced Education Division of the Department of Education. Yukon College provides office space, equipment and expertise.

Programs

The NISJ develops and delivers training on an on-going basis in response to identified needs and requests. Information about such training is available through the College website and by calling the NISJ.

Please contact the NISJ for more information about these programs and details regarding delivery in 2014-15 and for information about other programs available through the institute.

Training programs delivered by the NISJ include, but are not limited to the following non-credit courses.:

Accommodating for the Challenges of FASD (three training streams); completion of Core Competencies for Understanding FASD is a pre-requisite for entering any of the following training streams:

- Accommodating for the Challenges of FASD - Justice, Safety & Protection Services;
- Accommodating for the Challenges of FASD - Education & Training Services; and,
- Accommodating for the Challenges of FASD - Health, Wellness, Social, and Human Services

Course links and descriptions can be found at: yukoncollege.yk.ca/programs/courses/nisj.

- Administrative Justice – Practice and Procedures for Decision Makers (pre-requisite for Advanced Decision Writing)
- Administrative Justice - Advanced Decision-Writing
- Administrative Justice – Understanding Legislation and Regulations
- Arbitration Training
- Applied Suicide Intervention Skills (ASIST)
- Core Competencies for Understanding FASD (this is a pre-requisite for any of the training under Accommodating for the Challenges of FASD)
- Core Competencies for Understanding FASD - Training for Trainers
- Group Crisis Intervention
- Individual Crisis Intervention and Peer Support
- Loss, Grief and Healing in the Workplace - Practical Tools for Managers
- Loss, Grief and Healing in the Workplace - Practical Tools for Frontline Staff
- Managing Response to Threat and Aggression
- Managing Response to Threat and Aggression - Training for Trainers

- Mental Health First Aid for Northern People
- Policing and Justice Careers Orientation Program
- Regulatory Enforcement Compliance Training:
    - Level 1
    - Level 2
- Residential School Awareness Program
- Trauma Training (various programs)
- Vicarious Trauma Training
- YFN 101: History of Yukon First Nations and Self-Government

Courses

Elective

ASIS 002 Applied Suicide Intervention Skills Training

FASD 010 FASD Informed Support

JUST 004 Advanced Decision Writing

JUST 006 Administrative Justice for Decision Makers (Practice & Procedure)

JUST 014 Grief and the Frontline Professions

JUST 018 Trauma Training

JUST 019 Understanding Legislation

JUST 034 Mental Health First Aid Canada for Northern Peoples

JUST 042 Self-Regulation for Our Clients and Ourselves

JUST 047 Introduction to Arbitration

JUST 048 Supporting Your Staff Through Loss and Grief

JUST 050 Orientation to Nonviolent Communication

JUST 054 Next Steps - Moving to Collaboration and Action (NVC)

YFN 001 Yukon First Nations 101

PARTNERS FOR CHILDREN

yukoncollege.yk.ca/pfc

Program Description

The Partners for Children Program operates on the belief that:

- Children are an integral part of our communities and need a nurturing, safe place to grow and learn.
- Workshop activities and assignments should support a direct link between theory and practice.
- Each workshop participant and facilitator is a part of a larger community; newly learned knowledge & practical skills add to building community capacity.
- Workshop materials, activities, and assignments are accessible, relevant and reflect the multicultural environment of Yukon.
- We model respect for people of all cultures, races, and people with special needs.

To this end, the program works hard to respond to the training needs of those who are interested in early childhood development. It focuses on the challenges in our roles as parents, early childhood educators, care providers and community members, with a view to making our homes, childcare centres, day homes, and communities better for our children. Relevant and accessible workshops, training and support are provided to anyone who is interested in learning more about the early years in a child's development. Workshops relate to the health and development of children ages 0-6, their families and communities.

See Partners for Children online at www.partnersforchildren.info

Workshops

Workshops offered by Partners for Children include, but are not limited to, the following:

- Introduction to Child Development I
- Introduction to Child Development II
- Programming - Planning a Child's Day
- Inclusive Care - Supporting Children with Special Needs
- Fetal Alcohol Spectrum Disorder
- Communication in Relationships
- Introduction to Brain Development
- Supporting Children towards Positive Behaviour
- Understanding Children's Temperament

Please email pfc@yukoncollege.yk.ca or phone 867.668.8794 for more information.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see yukoncollege.yk.ca/yfnccr.

SUPPLY MANAGEMENT TRAINING

yukoncollege.yk.ca/smt

Program Description

Courses can be taken individually or take all 10 to complete the diploma over the next two years.

- Select the courses or seminars that best meet your needs
- Take one or multiple courses or seminars
- Available in instructor-led format in a classroom

The diploma program is intended for entry level and intermediate-level practitioners who require a technical competence in supply management. The training will also be of interest to others seeking knowledge of supply management at the introductory level. You will learn how the different parts of the supply chain fits together and the role they play within an organization.

Training consists of:

Technical Courses:

- Transportation (39 hours)
- Logistics (39 hours)
- Procurement (39 hours)
- Operations (39 hours)

Management Soft Skill Seminars:

- Communication and Relational Skills (3 days)
- Negotiation Skills (4 days)
- Competitive Bidding, Contract Preparation and Contract Management (2 days)

Business Management Seminars:

- Business Planning (2 days)
- Marketing (2 days)
- Accounting and Finance (2 days)

Admission Requirements

- No prerequisites
- Open to everyone

Employment

Potential employment opportunities include:

- Procurement Specialist
- Purchaser
- Logistics Analyst
- Warehouse Manager
- Material Handler/Management
- Global Sourcing Analyst
- Inventory Coordinators

Duration

Take courses individually at your own pace, or take all 10 to complete the diploma over two years. Courses take place during the evenings, weekdays and weekends to allow you to maintain your job while learning the skills to succeed in this new area.

General Outcomes

Upon successful completion of the program, students will be able to:

- Prepare competitive bids
- Be familiar with contract administration/management
- Perform cost and value analyses
- Perform strategic supply chain planning
- Negotiate complex contracts
- Redesign, improve, innovate supply chain mapping
- Manage projects and risk
- Coordinate and motivate cross-functional teams

Ancillary Fees

Standard Yukon College tuition fees do not apply to Continuing Education courses. Please see course fees below.

2016 Course Fees:

Technical Courses: $995 + GST
Two-day Seminars and Workshops: $600 + GST
Three-day Seminars and Workshops: $775 + GST
Four-day Seminars and Workshops: $945 + GST

YUKON FISHERIES FIELD ASSISTANT

yukoncollege.yk.ca/yffa

Program Description

The Yukon Fisheries Field Assistant program (Fish Tech) is an intensive 12-week course that gives students training for employment in fisheries-related field work. In order to make Fish Tech certification available to a wider group of students, the classroom-based portion is done online. This online portion allows students to complete the classroom component of Fish Tech from Community Campuses, or other locations with internet access.

The course is delivered in two components: The first portion is 10 weeks of online learning, followed by a 10-day field camp (May 29 - June 7, 2017) where the "hands-on" portion of the course will be taught.

Admission Requirements

- Physically fit, able to wade in streams and able to spend 10 days in a field camp
- English 10 or equivalent; or acceptable scores on College Assessments
- A valid First Aid/CPR-C is required for Electro-fishing certification

Employment

Completion of this course will give students the basic skills needed for field-based fisheries work in a northern environment. This includes knowledge of basic fish biology, northern fish species identification, various capture techniques and stock assessment, as well as restoration and mapping of fish habitats.

Effective conservation of fish populations and fish habitat relies upon well-trained and knowledgeable field assistants to participate in, and manage field projects throughout the Yukon.

General Outcomes

The course will give students Yukon Fisheries Field Assistant certification as well as Electro-fishing certification. It will prepare them to work efficiently, effectively and safely in fisheries restoration and enhancement projects under northern field conditions.

Ancillary Fees

Tuition $2400 (Tuition includes all course materials, all field camp transportation costs from Whitehorse and all meals during the field camp.)

Yukon First Nations Core Competency

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Course Modules

Module 1: Introduction to Fish Biology
Module 2: Yukon Salmonid Biology
Module 3: Yukon Salmonid Biology/Habitat
Module 4: Juvenile Fish Identification
Module 5: Biological Sampling Techniques
Module 6: GPS/Mapping
Module 7: Land Claims/Community-based Management
Module 8: Bear Awareness
Module 9: Lake Fisheries Assessment
Module 10: Electro-fishing
Module 11: Stock Assessment
Module 12: Stream Crossings and Fish Migration
Module 13: Fish Habitat Assessment Techniques
Module 14: Fish Habitat Restoration Techniques
Module 15: Soil Bioengineering Techniques
Module 16: Restoration and Enhancement Project Practicum

Course Schedule Spring 2017

Applications and registrations accepted until March 10, 2017.

March 13 – May 19: Online component of course requiring 20 hours per week.

May 29 – June 7: Field camp

First Aid/CPR-C certification is required for participation in the electro-fishing module.

Courses

FT 040 Fisheries Field Technician

YUKON WATER AND WASTEWATER OPERATOR

yukoncollege.yk.ca/ywwop

Program Description

The Yukon Water and Wastewater Operator program (YWWOP) offers a range of courses designed to meet the needs of water and wastewater operators working within municipal, territorial, federal or First Nations' government. We also have courses relevant to health professionals, supervisors and homeowners involved and/or interested in water quality. This program will be of interest to experienced operators as well as those brand new to the field.

Employment

The water industry is a rapidly changing and growing career area with a shortage of qualified workers to fill positions. For those experienced in the water industry, this program will help expand skills, maintain certification and keep up with changing technology. Whether students are looking to brush up their skills, or just joining the job market or are simply looking for a new and exciting field to enter, YWWOP can open a range of employment doors.

Yukon First Nations Core Competency

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Certification and exams

Water and Wastewater Operators in the Yukon are certified by the Environmental Operator Certification Program (EOCP). To apply to write your certification exam, download the application form on the Environmental Operators Certification Program website at www.eocp.ca/program-info/exams or phone 1.866.552.3627. EOCP needs a minimum of 3 weeks to process applications.

Courses

Elective
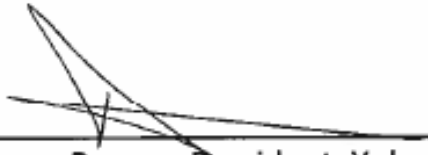
WO 001   Basic Small Water Systems Operations

WO 002   Water Distribution Level 1 & 2

WO 004   Iron & Manganese Removal

WO 006   Wastewater Collection Level 1 & 2

WO 010   Bulk Water Delivery

WO 027   Introduction to SCADA and Data Communications Systems

WO 037   Wellhead Protection Planning

WO 040   Little Salmon Carmacks Water Treatment Plant

WO 052   Disinfection By-Product, Formation and Prevention
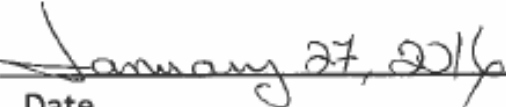
Academic Regulations and Procedures

Approval Statement

The following academic regulations and procedures have been unanimously recommended by the members of Academic Council and are hereby deemed in effect the 27th day of January, 2016.

Dr. Karen Barnes, President, Yukon College

January 27, 2016

Date

Table of Contents

1.0 Terms of Reference

Yukon College has established an Academic Council that is responsible for maintaining academic standards. The Academic Council performs its duties in a manner consistent with the highest ethical standards and within the limits of the law common to all persons.

Pursuant to the *Yukon College Act,* Paragraph 7(1)(e), and Section 10.(1), and with unanimous support from the members of the Academic Council and approval by the President, Yukon College hereby establishes the following policy:

1.01 Purpose

The purpose of this policy is to establish the roles and responsibilities of Yukon College's Academic Council and to the extent necessary authorize the Academic Council to act on any matter related to academic standards, student conduct, and policy decisions related to certificate, diploma and degree programs at Yukon College.

1.02 Membership

The membership of Academic Council will consist of the following fifteen members:
- The Registrar;
- Five administrative officers, appointed by the President;
- One student, selected by the student union;
- Eight members of the college's teaching faculty, which includes counselling professionals selected by the heads of the academic divisions or departments.

A quorum of eight (8) members present at meetings is required to conduct business.

The Academic Council will have three (3) alternates who will participate in meetings when replacing an existing member.

For positions whose membership is not fixed, the term of appointment is for two-years beginning in September. Term appointments are renewable and will be staggered to ensure continuity.

Membership on the Academic Council is subject to the following conditions:
- Members must remain in the constituency for which they were appointed;
- Members are responsible for scheduling an alternate and informing the Chair when they are absent from a meeting;
- Members must maintain 70% attendance at meetings in any twelve (12) month period;
- Members and alternates may resign by providing written notice of such to the President and Chair;

1.03 Roles

The Academic Council fulfills three principal roles:
- To develop academic standards and, once approved, ensure compliance with them;
- To review course and program requests, to assign academic credit and to assess continuing education units (CEU's);
- To administer and to hear, as required, student appeals on academic matters.

1.04 Responsibilities

As a minimum, the Academic Council will ensure the following responsibilities are fulfilled:
- The Chair will be appointed by the President and shall ensure that at least once in each academic year the Board is apprised of all academic matters addressed by the Council;
- The Associate Registrar will serve as the Council's secretary and will ensure that meetings are conducted appropriately, minutes are recorded and circulated, and ensure that academic matters that do arise are resolved in a timely manner;
- The Council should meet every month during the academic year, will promptly meet at the call of the Chair and will meet no less than eight times per year;
- The Council will take reasonable steps to protect the confidentiality of private or sensitive material including closing a meeting to observers when such topics are discussed;
- The Council may establish ad hoc sub-committees as appropriate to ensure that it fulfills its roles. Members may be selected from outside the Council's membership but sub-committees will normally be chaired by a member of the Council.

1.05 Conflict of Interest

A conflict of interest arises when a council member's private interests supersedes or competes with his/her dedication to the interests of the institution. This could arise from Real, Potential, or Apparent Conflict of Interest for a Council member or related persons and may be financial or otherwise. For this purpose:

A "**Real Conflict of Interest**" occurs when a Council member acts on behalf of the College and at the same time knows that the action will further a private interest.

A "**Potential Conflict of Interest**" occurs when a Council member knows that an act on behalf of the College will further a private interest, but has not acted.

An "**Apparent Conflict of Interest**" occurs when a Council member could, and should know that an act on behalf of the College will further a private interest.

Declaration of Conflict

Council members must arrange their private affairs and conduct themselves in a manner to avoid conflict of interest. In cases where conflict cannot be avoided, a Council member has an obligation to declare a conflict of interest prior to discussion or decision of an issue. Upon declaration of a conflict of interest, the person recording the events of the meeting should duly note the declaration and the Council member must refrain from discussion on that particular matter, contract or arrangement.

1.06 Policy Review

The Academic Council will establish a Review Committee every five years to review the scope and application of this policy. The review will include consultations with students, staff, faculty, and management.

2.0 Admissions, Registration, and Program Advising

2.01 Authority to Admit

The Registrar or authorized designate has the authority to admit students to Yukon College. The Registrar is responsible for ensuring the integrity of the College's admission requirements while maintaining fair and equitable access to College courses and programs.

2.02 Admission Requirements

The College's programming divisions establish admission requirements to provide students with the best opportunity for success in a program. Specific academic and other requirements are listed under each program in the current College calendar. Applicants are responsible for meeting the academic requirements prescribed by the specific course or program.

Exceptions include:

- Applicants without the prescribed academic requirements may be admitted to some courses as part-time students only;
- Applicants without the stated program admission requirements may qualify by successfully completing admission tests as may be prescribed by the program division and approved by Academic Council.

2.03 Application Procedure

Applications should be made using the online application site, or an application form available from the Admissions Office.

Applicants will arrange to have transcripts for all prior education (high school, college, university) or, where applicable, proof of relevant work experience sent to the Admisions Office.

Applicants will be required to receive program advising for credit programs that have elective course options before registrations are approved.

2.04 Selection for Admission

Qualified applicants can expect to be admitted on a "first-come, first-served" basis once all documents have been received by the College.

For courses and programs with specific admission criteria, those criteria will be established in advance and available for student review.

2.05 English Language Proficiency

English is the language of instruction and communication at Yukon College. All coursework required of students will be in English unless otherwise specified.

Regardless of country of origin or citizenship, all applicants will be required to demonstrate proficiency in English before being accepted to programs of study, other than the English as a Second Language program.

Applicants may demonstrate proficiency in English by providing any one of the following:
- Proof of achievement at the grade level designated as the academic prerequisite for the program to which the student is applying, or equivalent;
- Proof of achievement, at the prescribed level, in the Test of English as a Foreign Language (TOEFL);
- Proof of achievement, at the prescribed level, in the International English Language Testing System (IELTS).

International students seeking admission to professional programs and/or university transfer programs based on test scores must write the College English Assessment.

All other admission requirements for specific programs must be met as well.

2.06 Admission to "Brokered" Programs

Where academic responsibility for a program rests with another institution, such as a degree program offered by a university through the College, admission is granted by or approved by the delivering institution and may require dual registration.

In cases where an agreement between Yukon College and the receiving institution is in place, admission and registration will be as outlined in the agreement.

2.07 Admission Status

Accepted applicants will be so advised and notified of registration dates by a Letter of Acceptance.

An **Applicant List** will be created when a program is full. An admissible applicant will be placed on the list and be advised of such. When a space becomes available, the applicant will be advised of registration requirements.

Undeclared students may be allowed to complete up to 50% of a program before being required to apply for acceptance to a program.

Professional programs, such as Early Childhood Development, Supported Living Worker,

Nursing and Social Work may revise the number of credits an undeclared student may complete. An undeclared student will not be permitted to begin practicum placements prior to acceptance to the program.

An applicant who is refused admission will be advised of their right of appeal, the reason for refusal, and ways to upgrade their qualifications.

2.08 Appeal of Admission Status

An applicant who believes they have been unfairly denied admission has the opportunity for redress through the following appeal procedure:

- The applicant initiates discussion with the Associate Registrar as the first attempt to resolve the matter;
- The Associate Registrar shall convene a review committee composed of the appropriate Dean, a counsellor and the Associate Registrar as the second attempt to resolve the matter;
- If the resolution by the review committee is deemed unacceptable by any party, the decision may be appealed to the Academic Council following the procedures detailed in *Section 7.0 Student Appeals*.

2.09 Mature Applicants

An applicant who has not graduated from high school and is at least 19 years of age, or who is at least 17 years of age and has not attended school for one year or longer may be admitted to courses and programs at Yukon College as a mature student.

An applicant who has not reached 17 years of age or has attended school within the last year may be admitted to courses and programs as a mature student at Yukon College at the discretion of the Registrar. Discretionary decisions in this case are final and not subject to appeal.

2.10 International Applicants (Study Permit Applicants)

International students require a student visa if their studies at Yukon College extend beyond six months. For programs that do not exceed six months a visa is still required to enter Canada.

A letter confirming application or provisional admission will be provided to international applicants to assist in applying for student visa.

All international applicants must obtain a valid study permit upon entry into Canada to be admitted to Yukon College.

2.11 Applicants with Special Needs

Yukon College provides academic support services for students to ensure all students have full access to the College's academic facilities and learning environments as well as full access to all educational programs and other services provided by the College.

The Learning Assistance Centre is the designated functional unit at Yukon College responsible for receiving and assessing academic accommodation requests and providing related support services to students.

Students and applicants are encouraged work cooperatively with the College and are expected to exercise self-advocacy when seeking academic accommodation. Applicants with special needs are responsible for contacting the Learning Assistance Centre to identify their needs.

For further details on Academic Accommodation, see *Section 8. Academic Accommodation.*

2.12 Returning Students

Students who have successfully completed the first year of a two-year program will be automatically admitted to the following year.

Students who were dismissed from a program, failed to attain an acceptable grade point average, or failed to complete program requirements within the prescribed time period, will complete a new application form, be interviewed by a counsellor and receive approval of the Dean before registration will be permitted.

2.13 Academic Year and Term

The academic year at Yukon College is from September to August. Different programs, however, have different beginning and ending dates.

In all Program Divisions, the academic year is divided into three terms: *Fall*, (September to December), *Winter* (January to April), and *Spring/Summer* (May/June. Terms will normally run for fifteen weeks, with the final two weeks of each term being set aside for exams.

2.14 Registration Process (Credit Programs)

All students admitted to the College should register for their courses during the published registration period. All registrations will be processed by the Admissions and Registration Office.

All full time students registering in programs with elective course options are required to receive program advising prior to having registrations completed and approved. The signature of a program advisor is required on appropriate registration forms.

Registration is final only upon payment of fees or upon special arrangement with the Registrar or designate. All fees must be disclosed before registration. For information on tuition fees and other costs, see the Yukon College website at:
http://www.yukoncollege.yk.ca/future_students/pages/tuition_fees

Sponsored applicants (applicants whose training costs are paid by employers or other agencies) will arrange to have a letter of sponsorship sent by the sponsor to the Registrar or authorized designate, outlining the extent of financial support for fees, books, supplies, etc. being provided.

Students wishing to register after the final date for registration must have permission of the Chair of the program that houses the course, and permission of the Registrar. All course fees will be due upon the day that late registration occurs.

Back-dated registrations can be granted by the Registrar or designate. Discretionary decisions in this case are final and not subject to appeal.

2.15 "No-Shows"

An applicant who has been accepted into a limited enrollment program and does not register or does not attend the first two classes or days of instruction and does not notify the Admissions office will be declared a "no-show".

The applicant's place in the program will then be offered to the next eligible person on the Applicant List.

An applicant designated as a "no-show" must reapply for admission and wait for space in the program to become available, should the applicant wish to re-enter the program.

2.16 Registering for Repeat Courses

A student may register for a course a maximum of three times. All attempts will be recorded on the student's transcripts. Credit will be granted only once and only the highest grade obtained in any of the courses will be used for Grade Point Average calculations.

A student may register for a course more than three times with the Registrar's approval. Discretionary decisions in this case are final and not subject to appeal.

2.17 Classification of Students

A **full course load** is normally considered to be a program or selection of courses consisting of 15 credits or 300 hours of classes in a term. One **full-time equivalent** (FTE) is equal to 30 credits or 600 hours of instruction.

Students are classified on the following basis:

- **Full-time Student** – normally takes 60% or more of a full course load in a given academic term;
- **Part-time Student** – normally any student registered in less than 60% of a full course load in a given academic term;
- **Continuing Education Student** – any student registered in Continuing Education courses;
- **Co-operative Education Student** – any student registered in both the academic and work placement components of a Co-operative Education Program;
- **Audit Student** – any student registered in a course where work is not evaluated nor credit awarded.

At the discretion of the Registrar and with consent of the Dean, a student taking less than 60% of a full course load in a given academic term may be classified as a Full-time Student. Discretionary decisions in this case are final and not subject to appeal.

Applications for granting Full-time Student status with a reduced course load will be considered for health concerns or in cases where unforeseen circumstances make it difficult or impossible to continue with a full course load. Applications are subject to the following requirements:

- The application for Full-time Student status with a reduced course load must be in writing and should be supported by documentation from a qualified professional;
- The application must be submitted by a student who has been accepted to a Yukon College program.

Students who are approved for Full-time Student status with a reduced course load will receive a letter from the Registrar confirming the classification. The following conditions apply:

- Ordinarily, Full-time Student status with a reduced course load applies only in the term requested. Any extensions to the status will be considered on a term by term basis;
- Students are responsible for notifying their funding agency and negotiating their status if required;
- Status granted at Yukon College will not affect the Canada Revenue (CCRA) status for T2202 purposes;
- In cases where Full-time Student status with a reduced load has been granted at the beginning of the term, students will pay the Part-time Student Union and technology fees.

2.18 Program Changes

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

- The student meets the admission requirements of the program/course into which the student wants to transfer;

- Space is available in the receiving program/course;
- The student receives approval from the Dean or Chair of the receiving program.

2.19 Withdrawals

A student may withdraw from a course or program without academic penalty up until two thirds of the course contact hours have been completed. Specific withdrawal dates vary with each course and students should become familiar with the withdrawal dates in their program.

Students withdrawing from a course must notify the Associate Registrar in writing either through an official withdrawal form or a dated letter clearly outlining the course name, number and section, and signed by the student. A grade of "W" will be assigned when a student officially withdraws from a course.

Late withdrawals may be accepted at the discretion of the Associate Registrar. Discretionary decisions in this case are final and not subject to appeal.

Failure to comply with these withdrawal procedures may result in a grade being assigned based on the work completed to the date of withdrawal, or a failing grade (F) and ineligibility for any refund of tuition fees. Withdrawals will not be accepted without the student's signature.

2.20 Changing from Credit to Audit Status

A student may change from credit to audit status up until two thirds of the term has been completed. Specific dates vary with each course and students should become familiar with these dates in their program.

Students switching from credit to audit status must notify the Associate Registrar in writing either through an official course change form, or on a dated letter or outlining the course name, number, and section, and signed by the student. Requests to audit will not be accepted without a student's signature.

A grade of "AU" will be assigned when a student officially audits a course.

Once a student switches from credit to audit status, s/he will not be allowed to switch back to credit status before the end of the academic term.

Students will be able to audit the same course up to two times.

2.21 Automatic Deregistration

A student who registers in a course for which s/he has not successfully completed the prerequisite by the first day of the term will automatically be de-registered from the course.

2.22 Program Advising

Each programming division will have trained faculty to serve as program advisors to ensure that students are provided with timely and accurate academic advice. Program advisors are responsible for:

- Providing ongoing academic advice to students about entry requirements, prerequisites, advanced standing/credit, transferability, course selection and load, and graduation requirements;
- Approving registrations, course additions or deletions, evaluation of transfer credits;
- Informing students of services at the college such as academic accommodation and counselling;
- Reviewing student progress on an ongoing basis to enable students to access academic support services if needed;
- Managing any correspondence regarding academic matters related to a student's program;
- Assisting with the verification of program completion;
- Assisting, as required, with academic appeals.

2.23 Financial Information

Current information about application, tuition and ancillary fees, service charges, penalties, refunds and estimates of educational costs are published on the Yukon College Website at: http://www.yukoncollege.yk.ca/future_students/pages/tuition_fees

Current information about student financial assistance is available to students through the Registrar's Office.

3.0 Transfer Credit, Advanced Credit/Advanced Standing, Advanced Placement, CEU and Prior Learning Assessment

3.01 Transfer Credit, Advanced Credit and Advanced Placement

Yukon College recognizes educational and work/life learning that students have already acquired and may award any of the following credits to students to avoid unnecessary repetition of courses or course content:

- **Advanced Credit** is credit given for prior structured or unstructured learning experience, such as courses taken at other institutions and relevant work/life learning;
- **Transfer Credit** is advance credit based on credit courses taken at another institution;
- **Advanced Placement or Standing** refers to the practice of exempting students from specified courses in a program with the requirement that relevant learning be demonstrated, or approved courses be taken in lieu of exempt courses to complete the program requirements.
- **Prior Learning Credit** (PLC) is credit given for unstructured learning experience or relevant work-life learning.

### 3.02 "Transfer"/Transferability to Other Institutions

Yukon College has negotiated the transferability of many of its courses and programs with other institutions. Each agreement may have its own specific terms and requirements that must be met and the following conditions apply to all applications for transfer credits:

- A student may seek transfer credit for courses successfully completed at Yukon College at any time during or after completion of their course of studies at Yukon College;
- The student is responsible for pursuing transfer credit opportunities and the College will assist with appropriate documentation as requested;
- Completing the arrangements for transfer credits does not constitute admission to another institution;
- Many institutions will award transfer credits to admitted students on a course-by course basis even if formal arrangements have not been developed.

Authorization to Undertake Studies at Another Institution

A Letter of Permission may be given to students authorizing them to undertake studies at another Institution and receive transfer credits for courses they wish to take. The Letter of Permission will include:

- The student's name, student number and the Yukon College program to which they have been accepted,
- The name of the institution where the course(s) will be taken, the course(s) to be taken and the Yukon College equivalent course(s) for which transfer credit is requested,

- A statement that Yukon College will accept the course for transfer credit upon successful completion,
- Relevant academic regulations that apply (minimum grade, 50% local courses, official transcript required on completion, student standing, etc.)

The Letter of Permission will be signed by the Dean or Chair and copied to the Registrar.

3.03 Prior Learning Assessment and Recognition

Prior Learning Assessment and Recognition (PLAR) is an assessment of what a student has learned through non-formal education, training or experience that is worthy of credit in a course or program. Assessments are done by a qualified specialist using a valid and reliable means.

The following **Educational Standards** will be considered when awarding PLAR credits:
- Credit should be awarded only for demonstrated learning and not for experience;
- Credit should be awarded only for learning which is relevant to the content and learning outcomes of the course or program to which the credit is being applied;
- Credit should be awarded for learning which is consistent with the achievement levels required by the postsecondary credential to be awarded;
- Credit should be awarded for learning which has both the theory and practical applications that are appropriate to the subject, course or program;
- The assessment of prior learning and the determination of credit awards should be made by content specialists, with external advice as necessary.

The **Administrative Standards** to be followed when awarding PLAR credits include:
- Credits awarded as a result of PLAR will be identified as such on the student's transcript;
- Credit awards and the transcript entries will be monitored to avoid giving PLAR credits and other credits for the same learning;
- Students will be fully informed of the policies and procedures applied to assessment, including the provision for appeal;
- Fees charged to a student for assessment services will be based only on the services provided;
- All personnel involved in the assessment of learning are trained for the functions they perform;
- Continued professional development in areas related to PLAR is available.
- PLAR policies and practices are monitored on a regular basis, revised as needed and formally reviewed every five years.

3.04 Course Challenge

Course challenge is one method of prior learning assessment by which a student may receive credit for relevant knowledge or skills acquired outside of Yukon College. Availability of course challenge is dependent on the suitability of the challenge and administrative limitations.

Each Dean is responsible for outlining procedures, restrictions, or limitations respecting course challenges as well as identifying those courses that cannot be challenged and why. The following guidelines apply:

- A course for which credit has already been granted by Yukon College cannot be challenged;
- A student may not challenge a course if they have taken and failed the course previously;
- The challenge must evaluate performance on the full range of objectives and content related to the course;
- A maximum of one half of the total credits required for a program may be obtained by a combination of course challenge and transfer credit;
- Students will be admitted to the program or qualified for admission before seeking a course challenge;
- Students registered in a course may challenge that course within the first one third of the scheduled total number of course hours;
- Students may challenge a course only once. If unsuccessful, the student must register and complete the course in order to receive the credit.

3.05 Request for Transfer Credit

A student who wants to request credit for courses taken at another institution can make application for transfer credit through the Admissions office at the time of application for admission to a program. Applications for transfer credits are subject to the following conditions:

- Evaluation of transfer credits is the responsibility of the appropriate Dean and will normally be carried out by program advisors;
- Transfer credit will only be given to students who have been admitted to the program;
- Transfer credit will only be given for credit courses that are equivalent to Yukon College courses from recognized colleges, universities, technical institutes, professional bodies and selected courses from high schools;
- Official transcripts must be submitted, and course outlines should be submitted before credit transfer is considered;
- A combination of transfer credit and course challenge will not exceed 50% of total credits required to complete the Yukon College program for which the student has applied;
- Courses or programs may be deemed "stale-dated" and not eligible for transfer credit where in the opinion of the Dean, there is an 'obsolescence' of knowledge and/or skills;

- Transfer credit will only be given for courses in which a grade of D (or equivalent) or higher has been achieved. However, minimum grade requirements in prerequisite courses (typically C or better) will normally apply;

- Courses not taken at Yukon College for which transfer credit has been granted will not be included in the calculation of term or cumulative grade point averages;

- For transfer credits that have no precise Yukon College equivalents, unassigned credits may be granted. These will not be applied towards specific course requirements within the program. Normally these may be used to satisfy elective requirements.

- International students (including those from the United States) will not normally be considered for transfer credit unless their transcripts are evaluated by certified Canadian transcript review services. These students are eligible to challenge for credit (see Section 3.04).

3.06 Continuing Education Unit (CEU)

A Continuing Education Unit is a measure of the amount of organized study that a person has completed. One CEU equals ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instructors.

CEU's are not academic credits and are only used for continuing education courses and other activities not normally awarded academic credit. Consequently, those sections of the Academic Regulations and Procedures which apply to "credit" activities will not normally apply to activities for which CEU's are awarded.

4.0 Academic Conduct

4.01 Attendance Policy

Students in all program areas are expected to attend classes and will be informed of any specific attendance requirements for their course by their instructors at the beginning of the term.

The following attendance requirements apply to all students:
- Attendance at practica and work placement activities is required. Students will notify the placement agency as well as the instructor whenever practicum/work attendance is not possible;
- Admission to a lecture or laboratory may be refused by the instructor due to lateness or misconduct and students who do not attend classes or submit assignments as required may be refused admission to further classes;
- Where a student is enrolled in multiple courses with overlapping timetables the instructors may adjust attendance requirements;

4.02 Inappropriate Student Conduct

Students are expected to contribute toward a positive and supportive environment, which is free of harassment and discrimination. Students are required to conduct themselves in a responsible manner. The following activities constitute inappropriate student conduct:
- Neglecting safety procedures/practices, intentionally creating safety hazards, or participating in unauthorized or illegal activities;
- Disturbing, disrupting or otherwise interfering with studies, work or activities of other students, faculty, staff, or the operation of Yukon College;
- All forms of academic dishonesty including cheating, plagiarism, fabrication, fraud, deceit, using the work of others without their permission, aiding other students in committing academic offences, misrepresenting academic assignments prepared by others as one's own, or any other forms of academic dishonesty including falsification of any information on any Yukon College document;

4.03 Discipline

Inappropriate student conduct will not be tolerated and may result in any of the following disciplinary actions:
- 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 Yukon College.

Where disciplinary action results in dismissal from a course, program or Yukon 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 approval of a counsellor, the Registrar and the Dean.

All disciplinary actions may be appealed to the Academic Council following the procedures detailed in *Section 7.0 Student Appeals*.

5.0 Student Evaluation, Grades and Records

5.01 General

Unless otherwise authorized by the Dean, instructors will provide course outlines to students within the first week of classes. Course outlines will follow the format prescribed by the Academic Council and include the course content and requirements.

5.02 Assignments, Exams and Other Course Requirements

The Dean is responsible for ensuring that course requirements are reasonable and major assignments and examinations are balanced during a term.

Instructors will inform students at the beginning of each course what the attendance requirements are, the class schedules, student evaluation methods, assignments and examinations and other course requirements.

Unless otherwise approved by the Dean, major assignments (those comprising more than 10% of the total course grade) will not be assigned in the two weeks immediately prior to the final exam period.

5.03 Evaluation Process

Student evaluation is based upon the student's academic performance throughout the term. All elements of the learning process may be evaluated, including examinations, assignments, laboratory work, field work, shop work, reports, projects, job placement, and class participation.

Instructors will ensure that students are informed, at the beginning of each term, of the evaluation practices that will be applied in each course/program under their jurisdiction.

5.04 Grading System

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

Grade	Grade Point Value	% Equivalent of most Yukon College Courses
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%

The letter grade is normally determined by the percent equivalent as indicated in the above table. Some courses and programs may have a different correlation between letter grade and percent equivalent.

If Yukon college has an official partnership program with another institution, and the other institution requires number grades for any of the courses required in the program, number grades will be included on the official student record.

The College may assign codes other than grades according to the following:

Grade	Name	Description
AD	Advanced Standing, Advanced Credit, or Transfer Credit	Equivalent course work has been completed in anotherprogram or recognized educational institution, or through work/life learning.
AG	Aegrotat Standing	Aegrotat standing is the granting of credit(s) based on coursework completed when no further assessment (e.g., deferred examination) is considered feasible due to illness or other extenuating circumstances beyond the student's control. Students may only be granted Aegrotat Standing with the approval of the Dean of the School offering the course.
AU	Audit Student	Student is not required to complete course requirements.
CC	Course Challenge	Student has been granted credit as a result of successful completion of a challenge examination.
CP	Course in Progress	Course work that may bridge more than one term or academic year. (Access Programs only)
IN	Incomplete	Permanent grade is delayed, at the discretion of the instructor. Instructors provide a default grade based on work completed. All incomplete grades must be finalized within 60 business days. After 60 days, the default grade is applied to the student transcript.
IP4	In progress (Fourth Year)	Used only for fourth-year thesis or project courses. An IP4 must be cleared within 12 months of the initial registration, otherwise the student must re-register in the course and pay the appropriate course fee(s).
M	Mastery	Student has mastered the skills to the required standard in a given course.
NG	No grade submitted	NG is assigned until permanent grade is submitted by instructor. (This is only assigned by the Registrar's Office.)
P	Pass	Successful completion of the course requirements for non-credit courses, placement exams and Cooperative work terms.
W	Withdrawal	Officially withdrawn from the course with no academic penalty – this is only assigned by the Admissions and Registration Office.
CU	Continuing Education Unit	1 CU is assigned for every 10 hours of organized continuing education.
I	Include	Grade is for a duplicate course and will be included in calculation of GPA.
E	Exclude	Grade is for a duplicate course and will be excluded from the calculation of GPA.

Grade points are calculated by multiplying the number of credits assigned to a course by the grade point value of the grade assigned. The grade point average (GPA) is then calculated by dividing the total number of grade points earned in a term by the total number of credits for the courses taken during that term. Examples of mark equivalencies are shown below.

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

3 (credits) x 3.5 (grade point value)   10.5
2 (credits) x 2.0 (grade point value)   + 4.0
Total Grade Points   = 14.5
GPA (Grade Point Average)   14.5 ÷ 5 = 2.90

5.05 Submission of Final Grades

Assignment and submission of final grades is the responsibility of the instructor. Final grades will be entered electronically, within five (5) working days of the final examination date or of the last day of classes.

After grades have been transferred to a student's permanent record, a Grade Change form must be completed by the course instructor and submitted to the Admissions and Registration office in order to change a grade.

5.06 "Course Repeats"

A student may repeat a failed course in order to meet graduation requirements or improve a grade received in that course.

A student may take a course for credit a maximum of three times. Each occurrence will be noted on the student's transcript and only the highest of the grades received will be used in the calculation of the student's grade point average (GPA).

A student may take a course more than three times with the Registrar's approval. Discretionary decisions in this case are final and not subject to appeal.

5.07 Clearance of Course Incompletes

A student with an incomplete grade must complete the outstanding requirements for the course within 90 days of the last day of exams for the term during which the course(s) was taken.

Students and instructors are required to prepare a written agreement that outlines the required work to be done, a default grade for work completed to date, and consideration of the following:
- Agreements will be completed on the Report of Incomplete Grade and sent to the Registrar's office, or submitted by email to the Registrar's Office;
- A permanent grade will be based on the work completed by the deadline;

- Instructors should not award an incomplete if they are not available to evaluate the outstanding work;

- Required work should be encouraged to be completed within three weeks (15 business days) of the last day of exams in which the course(s) were taken;

- An extension may be granted, but in no event will it extend beyond the end of 90 days following the last day of exams for the term during which the course was taken;

- A student with an incomplete standing in a course may not register for further courses for which that course is a prerequisite without the approval of the appropriate Dean or Chair;

- If a student has not met all requirements but has academically achieved any grade, then that grade will be given as the default grade that will be assigned after 60 business days from the end of the exam period.

In the event that no agreement is reached for the submission of outstanding work, the instructor will calculate and submit a grade based on the work completed.

5.08 Clearance of Other Course/Program Deficiencies

Deans will prescribe methods by which a student who has not completed the program requirements can rectify course deficiencies. Methods available may include deferral of final examinations, supplemental examinations and such other methods prescribed by the Dean.

5.09 Actions Following Unsatisfactory Academic Standing

Failure to maintain satisfactory academic standing in a course or program may result in a range of actions, such as termination from one or more courses, assignment of probationary status, suspension, termination from the program, or upgrading.

5.10 Probation – Academic and Professional Programs

5.10.i The first time that a full-time student achieves an overall grade point average (GPA) of less than 2.00 s/he will be considered for academic probation for the following term in which the student registers. A student whose GPA falls between 1.8 and 2.0 will automatically be reviewed by the program advisor or Chair. If the person who reviews the student's record feels that the student should be allowed to continue with only a warning, an email will be sent to the student informing the student that s/he will be placed on academic probation after the next term if the student's GPA does not rise to 2.0. Students receiving a warning should also be advised to contact the appropriate academic support services at Yukon College for support and/or academic assistance. The student can also be placed on academic probation at this time (see below).

5.10.ii A student who achieves a GPA of less than 1.8 in any term will automatically be placed on academic probation. A student who achieves a GPA between 1.8 and 2.0 can be placed on academic probation at the discretion of the program advisor (above).

The program advisor, in consultation with the appropriate Chair or Dean may restrict the number of courses that the student can then register for in the following term. Students should be advised to contact appropriate academic support services at Yukon College for support and/or academic assistance. Students who achieve a single term GPA of at least 2.0 in the courses in which they are registered in each of the following terms with no failing grades will be allowed to continue in their studies, but will remain on academic probation as long as their overall GPA falls below 2.0. Students will be removed from probation when their overall GPA is 2.0 or above.

5.10.iii A student on academic probation who achieves a grade point average (GPA) of less than 2.00 in any term of study while they are on probation, or fail any courses while they are on probation will normally be suspended and not considered for registration for a period of at least one full term. Upon re-registration, the student will be placed on probation and will remain on probation as long as their overall GPA falls at or below 2.0. A student who has re-registered after being suspended will come off of academic probation when their overall GPA falls above 2.0.

A student does not need to re-apply to return after suspension. A student who returns after suspension and achieves a grade point average (GPA) of less than 2.00 in any following term will normally be terminated and not considered for readmission for at least one academic year. The student must apply for readmission to the College following termination. If re-admitted, the student will remain on academic probation as outlined above.

5.11 Probation – Pass/Fail and Mastery Programs

In cases of unsatisfactory performance, the student and the instructor will meet to discuss methods to improve the student's performance.

If the student's performance does not improve, the instructor will notify the Dean in writing of the instructor's concerns with the student's performance and the Dean will:
- Convene a meeting with the student, instructor, the Dean and a counselor;
- Inform the student that they are on academic probation and what must be done to remove it;
- Inform the Registrar's Office of the student's probationary status, which will be entered on the student's academic record.

Students who are enrolled in Pass/Fail or Mastery programs, who are on academic probation and have not improved their performance over the term of the probationary period, may be suspended by the Dean.

5.12 Levels of Certification

A certificate is awarded for successful completion of a program of studies of up to one year of full-time study or equivalent. A certificate "with honors" is awarded to graduates with a cumulative program GPA of 3.50 or greater. Students are normally expected to complete the requirements for a certificate within five years of beginning the program.

A diploma is awarded for successful completion of a program of studies of four terms of full-time study or equivalent. A diploma "with honors" is awarded to graduates with a cumulative GPA of 3.50 or greater in the program. Students are normally expected to complete the requirements of a diploma within eight years of beginning a program.

A Bachelor's degree is awarded for successful completion of a program of studies of eight terms of full-time study or equivalent. A Bachelor's degree "with honors" is awarded to graduates with a cumulative GPA of 3.50 or greater. Students are normally expected to complete the requirements of a Bachelor's degree within ten years or less.

5.13 Certification Requirements

Students who have a cumulative GPA of 2.00 or greater in the program, and have met all the program requirements as outlined in the College Calendar at the beginning of their program, are eligible to graduate with certification.

Students who successfully complete a program must apply to the Registrar for the appropriate certificate or diploma in the term that the student completes the program requirements, as outlined in the College Calendar.

Students who already have a certificate or diploma from Yukon College may pursue another certificate or diploma subject to the following conditions:
·   A minimum of one-half of the courses required for the additional certificate or diploma beyond the requirements for the first certificate or diploma must be completed.
·   The student must meet all program and graduation requirements for the second certificate or diploma.

5.14 Transcripts and Mark Statements

Grade reports will be made available to students at the end of each term, which will list the grades achieved in each of the courses taken during the term. Grade reports will be made available in electronic form.

A Transcript is an official cumulative grade report of credit coursework undertaken at the College and bears the College seal and the signature of the Registrar or authorized designate.

A Record of Achievement is an official cumulative record of all non-credit coursework undertaken at the College and bears the College seal and the signature of the Registrar or authorized designate.

Official records are only available upon written request from the student, either from the official Transcript Request online, or a document containing the student's signature.

5.15 Outstanding Debts

Students who have outstanding debts owing to the College or have not returned books or equipment they have borrowed will not receive official documents until all debts are paid and outstanding books and equipment returned.

5.16 The Dean's List

In recognition of academic achievement, full-time students with a GPA of 3.50 or greater in any term shall be placed on the Dean's List for that term.

In the event the term for any program extends beyond the normal end date, students with a GPA of 3.50 or greater may be included in the subsequent term's Dean's List.

5.17 Custodians of Confidential Records

Type of Record Official Responsible	Official Responsible
Student Records	Registrar
Student Counselling	Counsellor
Final Examinations and Papers	Dean
Learning Assistance Centre Records	LAC Coordinator

All final examination papers will be kept at least until the end of the following term.

5.18 Public Access to Student Records

The information available to the public concerning a College student is limited to the verification of whether or not the student attended a specific program/course between given dates, and whether or not the student received certification. All other student information is confidential, unless the student explicitly consents to a release of information.

5.19 College Access to Student Records

Authorization for access to student records, information systems or data storage may only be approved by the Registrar or authorized designate.

All students have the right of access to their own records through the Registrar, Learning Assistance Centre Coordinator or counsellor. If information in the records is believed to be inaccurate, the student has the right to have the records corrected by providing appropriate documents.

Members of the College administration with a legitimate interest in specific student records may be granted access to such records. Access to electronic data will be allowed in accordance with procedures set out by the Registrar's Office.

5.20 Release of Confidential Information

The release of confidential student information will only be through the Registrar, Learning Assistance Centre Coordinator or a Yukon College counsellor.

Disclosure of information to external parties in response to verbal or written enquiries will consist only of information determined to be matters of public record as described in paragraph *5.18. Public Access to Student Records.*

Release of information beyond this requires written authorization from the student involved, legal authorization or a decision by a counsellor that confidentiality should be broken.

The following conditions will be considered when making the decision to disclose confidential student information without explicit written authorization from the student:

- If there is a danger of the client seriously hurting themself;
- If there is a danger of the client seriously hurting someone else;
- If there is any indication that a child is at risk;
- If the file is subpoenaed by the court;
- If the client has been abused by a health professional.

5.21 Records Retention

All records and information pertaining to a student are subject to the Records Retention Schedule as defined by the College's Library, Archives and Records Management department.

6.0 Request for Action - Student Complaints - Investigations

6.01 Preamble

In accordance with the principles of fairness and natural justice, Yukon College is committed to providing any student who believes that they have been unjustly treated at the College access to a fair and just internal dispute resolution process.

Yukon College is responsible for taking whatever sanctions or steps that are reasonable and necessary to prevent the infringement of the rights of any individual and the College is committed to doing so when it becomes aware of an infringement.

At any point after being made aware of a dispute or infringement of a person's rights as defined in the *Yukon Human Rights Act,* the College may act independently of any complaint resolution process to address any matter it deems appropriate.

Any action or remedy arising from a Request for Action or Student Complaint or will be for the purpose of resolving the complaint, establishing future practices and/or providing appropriate remedies for damages.

All written and oral information that is created, gathered, received or compiled through the course of a Request for Action or Student Complaint will be treated as confidential by the Complainant and Respondent, their representatives, witnesses, and College officials. Such information may only be used for the purpose of resolving the issues raised and only by those persons who are necessarily involved in the resolution of those issues.

Students are expected to exercise self-advocacy when treated unjustly and follow the dispute resolution process outlined below:

Stage One – Informal Resolution
Any student who believes they have been unjustly treated at Yukon College is encouraged to discuss the concern with the other person directly involved or the Learning Assistance Centre as outlined in *Section 6.03 Informal Resolution.*

Stage Two – Request for Action
A student who is unable to resolve a dispute informally may submit a Request for Action or Student Complaint with the Registrar as outlined in *Section 6.05 Request for Action*

Stage Three – Formal Appeal
Where a student is not satisfied with the decision that results from a Request Action or Student Complaint, the student may initiate a formal appeal as outlined in *Section 7, Student Appeals*

6.02 Purpose

This policy works in conjunction with federal and territorial employment and human rights legislation as well as the Yukon College Policy Respecting Human Rights to establish the procedures for identifying, reporting, investigating and resolving disputes and complaints relating to academic matters.

6.03 Informal Resolution

Yukon College is committed to providing a positive and supportive academic environment, which is free of harassment and discrimination so that students are able to meet the learning objective of their courses and be fairly evaluated.

Any student who believes they have been treated unjustly can pursue an informal resolution independently by discussing the issue directly with the individual involved and resolving the dispute to the satisfaction of both parties.

Any student who wants assistance from the College to resolve a dispute can contact the Learning Assistance Centre to seek an acceptable resolution in the any of the following ways:
- With assistance from a third party, discuss the issue directly with the individual involved;
- Discuss the issue with the Dean, Chair or Supervisor of the individual involved;
- Receive advice from a Program Advisor, Student Counsellor or the Learning Assistance Centre Coordinator and/or support staff;
- Obtain a referral to other support services or external service providers;
- Pursue an informal inquiry, which would be performed by the Dean, Chair or appropriate department head or authorized designate;
- Prepare a letter to the individual whose conduct is at issue.

Informal resolution of a dispute can occur by mutual consent of both parties, but no informal resolution will compromise the academic standards at Yukon College.

Where an informal resolution is reached with the involvement of the Learning Assistance Centre (LAC), the LAC Coordinator will prepare a confidential written report of the matter and the outcome. A copy of the report will be provided to the Associate Registrar and to each of the parties involved. The report will be kept in the confidential files within Learning Assistance Centre and be separate and not part of the student's record.

6.04 Mediation

With the consent of both parties, a resolution to a dispute may be sought through a process of mediation. The parties are strongly encouraged to understand the process of mediation, what

mediation can offer, and the consequences of moving beyond mediation before consenting to the mediation process.

Where mediation is agreed to by all parties, Yukon College will take all reasonable steps to ensure a qualified mediator is available to supervise the mediation process. If the parties wish to access mediation services not provided through the College the parties do so at their own expense and the terms of any agreement remain subject to the provisions of this policy.

Information generated in a mediation process, disclosure of what took place during the mediation, and the terms of any mediation agreement are to be kept in the strictest of confidence and are not admissible in any subsequent College proceedings unless authorized by all parties.

Where a resolution is agreed to in mediation, the terms of the agreement are written out, signed by both parties, and countersigned by the mediator. Where an agreement entails action to be taken by the College or affects its interests, the College becomes a third party to the mediation and the Registrar or authorized designate must approve the agreement in order for it to be valid.

A copy of any agreement reached during mediation will be provided to the Registrar and all parties to the agreement. The agreement will be kept in the confidential files within Learning Assistance Centre and be separate and not part of the student's record. The mediator will destroy records and notes within his or her control relating to what took place during mediation.

6.05 Request for Action

Every member of the College Community is expected to contribute toward a positive and supportive environment for everyone at the College. When disputes arise, every effort should be made to resolve the dispute informally.

When all options for informal resolution have been exhausted and a dispute remains unresolved, a student who believes they have been treated unjustly may submit a formal written complaint to the Registrar in the form of a Request for Action.

These procedures apply to all Requests for Action or Student Complaints and are interpreted, administered and applied in conformity with the principles of procedural fairness and natural justice, which include, but are not limited to the following:

- All parties are entitled to support and assistance during these procedures;
- All parties are to be advised of the provisions of applicable policies and procedures available to them;
- All parties are to be provided with all information pertaining to the complaint, investigation and final decision;
- All parties must be given the opportunity to present evidence in support of their positions and to defend themselves against allegations of harassment and discrimination;

- Any party may object to the participation of a person in these procedures on the grounds of conflict of interest or reasonable apprehension of bias;
- Where any of the parties retain legal counsel or incur costs related to representation or support, that party is solely responsible for their own costs.

A Request for Action must identity the **Complainant**, who is the person making the complaint, and the **Respondent**, who is the person(s) whose conduct or action is at issue. The Request for Action must be signed by the Complainant and include the following information:

- A full and detailed account of the conduct, action or incident that forms the factual basis of the complaint;
- The policy or policies relied upon;
- A statement about desired resolution.

A Request for Action that is received by the Registrar or authorized designate will be reviewed and sent forward to the appropriate Dean, Chair, Director or designated College official, who becomes the **Complaint Manager**.

6.06 Student Complaint

Where the Registrar has reviewed a Request for Action and believes the matters contained therein may be harassing in nature or violate the rights of the Complainant on the basis of grounds that are protected against discrimination under the *Yukon Human Rights Act*, the Registrar may reclassify the Request for Action as a Student Complaint.

Alternatively, where the student wants to ensure the matter is investigated and a formal decision reached, the student may submit a formal written Student Complaint of discrimination and/or harassment as defined by the *Yukon Human Rights Act*. In such cases the Yukon Human Rights Commission will be advised and may become a party to the complaint.

The following procedures apply to all Requests for Action or Student Complaints.

The Complaint Manager will notify the Respondent in writing of the complaint within five (5) working days of the receipt of the Request for Action or Student Complaint. The Complaint Manager will include the following information in the notice:

- The identity of the Complainant;
- A summary of all allegations made;
- A copy of the relevant policy or policies.

The Respondent may respond in writing to the complaint no later than 14 days after being notified. The respondent may acknowledge or deny the validity of the allegations in whole or in part, provide new information, or propose a resolution of the complaint.

The Complaint Manager will forward a written summary of the response to the Complainant within (7) days after receipt of such by the Respondent.

The Complainant may respond in writing within (7) days after receiving the summary. The response may include, but is not limited to any of the following:

- Accept the response as a full resolution to the complaint;
- Withdraw the complaint;
- Provide additional information in defense of the complaint;
- Request additional efforts at informal resolution or mediation;
- Seek advice and support from the Learning Assistance Centre;
- Affirm all or some of the allegations made in the complaint.

Where the Complainant responds with additional allegations not contained in the original complaint, the allegations must be made in writing and the Respondent must be informed of them and be given a minimum of (14) days to respond.

The Complaint Manager will provide a written summary of the Complainant's response to the Respondent within (7) days after receiving a Complainant's response, which will include notice of any allegations that have been added or withdrawn by the Complainant.

When the exchange of documentation is completed the Complaint Manager will assess the file and make a determination as to whether the complaint should be investigated. The Complaint Manager will communicate this decision, in writing, to the parties in a timely manner.

Where the student has submitted a formal written Student Complaint on the basis of discrimination and/or harassment as defined by the *Yukon Human Rights Act*, the complaint will proceed to the investigation phase.

When a decision is made not to investigate a Request for Action, the request is considered dismissed and the file closed. In rendering a decision to not investigate a Request for Action, the Complaint Manger will consider the following:

- The timeliness of the complaint;
- The jurisdiction of the College;
- Whether the College human rights policies or procedures appear to apply to the situation;
- Whether the complaint is frivolous or vexatious;
- Whether the complaint arises from a systemic problem or is part of a pattern of incidents or conduct.

In cases where a complaint is dismissed, withdrawn or deemed frivolous or vexatious, the Respondent may request that appropriate remedial measures be taken to correct damage done to

their career development, academic progress, physical or emotional health, reputation or finances.

The decision to not investigate a complaint may be appealed by following the procedures outlined in *Section 7.0 Student Appeals.*

6.07 Investigations

With respect to all formal Student Complaints and where a decision is made to investigate a Request for Action the Complaint Manager will ask the Registrar to appoint an investigator with the following qualifications:

- Experience in administrative and human rights law;
- Appropriate training and experience to conduct an investigation;
- Free of any potential or perceived conflict of interest or personal bias.

An investigator may be assisted by associates who are similarly bound by the terms of these procedures.

An internal investigation may be conducted by the Complaint Manager or authorized designate after consulting with the Registrar on the procedures to be followed. An internal investigation is warranted under the following circumstances:

- Where the facts at issue are simple and straightforward or where the alleged offence, if proven, would warrant only relatively minor remedial action;
- Where the complaint has also been submitted to the Yukon Human Rights Commission, the investigation will be conducted by the person or designate responsible for preparing the College's responses to that complaint.

6.08 Terms of Reference for an Investigation

The Complaint Manager will provide the investigator with terms of reference for the investigation as well as the following information:

- Copies of the complaint file, including the formal complaint, responses and summaries exchanged;
- The applicable College policies and human rights policies where applicable;
- These procedures.

The terms of reference for an investigation will address the following matters:

- **The purpose of the investigation** – Provide a fact-finding report without recommending remedy or discipline;
- **The Scope of the investigation** – Where limits in the scope of the investigation are identified, they should be specified here and reported in the interim and final report;

- **Allegations to be investigated** – At the discretion of the Complaint Manager in consultation with the Registrar, allegations that do not need not be investigated are identified here;

- **Disclosure of allegations to the Respondent** – All allegations whether investigated or not must be disclosed to the Respondent. Such disclosure must include all relevant facts and provide the Respondent sufficient time to respond;

- **Time limits** – Time limits or variations to otherwise established time limits are specified here;

- **Nature of the evidence to be gathered and assessed** – May include written statements, documentary evidence, video footage, audio recordings, reports of oral statements, interviews, etc.;

- **Communications plan** – Where an investigation becomes lengthy all parties must be kept apprised of the progress of the investigation;

- **Reporting lines** – The name(s) and contact information for the person responsible for clarifying the terms of reference, expense and/or timeliness issues, and other instructions or direction as required.

Normally, an investigation will be initiated no later than (14) days after the appointment of an investigator and last no longer than (30) days. At any time during the investigation, the investigator may recommend to the Complaint Manager that the investigation be amended, adjourned, or terminated.

During the course of the investigation all parties may be accompanied at all times by legal counsel or a support person of their choice. Parties are not entitled to be present during any interviews other than their own interviews.

Where one or more of the parties refuse to co-operate with the investigator, the investigator will advise the Complaint Manager, who may:

- Continue the investigation;
- Terminate the investigation;
- Invite submissions from the parties for recommendations on how to proceed.

At the conclusion of the investigation, the investigator will prepare a draft report for review by the Complaint Manager that does not identify witnesses. The draft report will be sent to the Complainant first who may respond within (7) days. Together with the comments of the Complainant (if any), the draft report will be sent to the Respondent who may respond within (7) days.

When all parties have made submissions and the exchange of documentation is complete the investigator will prepare a confidential final written report for the Complaint Manager, which will include an opinion on the facts found during the investigation. Based on a neutral

assessment of the evidence, disputed and undisputed, and taking into account any responses to the draft report, the investigator may conclude whether or not there has been a violation of Yukon College policy. The investigator will not make any recommendations as to remedy or discipline.

6.09 Decision on a Request for Action or Student Complaint

The Complaint Manager will forward a written summary of the investigator's final report to the parties together with an invitation to meet with each of the parties separately to discuss the content of the report.

The Complaint Manager may request one or more supplementary reports from the investigator and will provide both the Complainant and Respondent with an opportunity to submit recommendations concerning the appropriate discipline or remedy.

When all parties have replied to the other party's submission and the exchange of documentation is complete, the Complaint Manager will render a decision on disposition of the formal complaint in writing, which will be forwarded to the parties and to the appropriate College office(s) responsible for implementation.

When the matter is closed, the complaint file will be forwarded to the Learning Assistance Centre to be retained in confidential files that are separate and not part of the student's record.

If discipline is imposed, a record will be placed in the personnel or student file, consistent with College policy.

Decisions made under this policy may be appealed by following the procedures outlined in *Section 7.0 Student Appeals.*

7.0 Student Appeals

7.01 General

In accordance with the principles of natural justice, Yukon College believes that any student appealing a decision on an academic matter has the right to a fair hearing.

The Registrar receives all academic appeals and acts on behalf of the Academic Council. The Academic Council is responsible for ensuring a fair and equitable system for all appeals dealing with academic matters.

A student or applicant who files a formal appeal is referred to as the **Appellant** in the appeal procedures.

Faculty and/or staff that are named in a formal appeal are referred to as **Respondent(s)** in the appeal procedures.

Deans and the Registrar are excluded as persons who are able to assist or represent the Appellant at an appeal hearing.

Personal attendance of any party at an appeal hearing can be waived if so desired by giving notice to the Chair of the Appeals Committee in advance of the hearing.

During the appeal process a student is expected to attend classes, except when a decision based on inappropriate student conduct is being appealed. Under such circumstances the student may not be allowed in classes during the appeal process. The decision to deny a student access to classes will consider the extent to which the presence of the student represents a potential safety, criminal, or personal threat to the learning environment.

A student who is denied access to classes during the appeal process may be offered alternative means of meeting the course objectives.

No record of the appeal will be placed on the student's file.

The Academic Council is the final level of appeal on all matters of an academic nature.

7.02 Appeals Committee Terms of Reference

The Academic Council will appoint three or more of its members as required to serve as members of a subcommittee called the Appeals Committee of the Academic Council. Two of these members will be appointed co-chairs of the Appeals Committee. They will serve for a period of two academic years.

The Chairperson will convene the Appeals Committee for the purpose of hearing all appeals referred to it by the Registrar within five (5) working days of the receipt of the written appeal.

If the Appeals Committee requires more members or replacement members due to time schedules, place of appeal, or conflicts of interest, the chairperson will select new or additional members to sit on a particular Appeals Committee.

If an issue on appeal raises an unclear or unresolved question of regulation or procedure of importance to the appeal, the Appeals Committee may refer that question to the Academic Council for resolution.

In order to ensure that an appeal is fairly conducted and that all parties have had a full and complete hearing, the Appeals Committee may, with the permission of all parties, waive procedural rules, or make other rules to the extent that common law and ethical conduct permits.

In rendering its decision the Appeals Committee may:
- Reverse the decision, or any part of the decision being appealed.
- Set aside the decision being appealed and return the question to the staff member to reconsider.
- Dismiss the appeal.
- Refer the matter to the Academic Council.

The Appellant and/or the Respondent may be required to appear or may request permission to appear before the Academic Council or its subcommittees.

7.03 Appeal Procedures

Students are expected to exercise self-advocacy and seek all appropriate avenues of redress to informally resolve a dispute before submitting a formal complaint as outlined in *Section 6.0 Request for Action - Student Complaints - Investigations.*

A decision on any academic matter that has been rendered as a result of a Request for Action or a Student Complaint may be appealed by following the procedures outlined in this section.

A formal appeal may be initiated by informing the Registrar in writing within ten (10) working days of the incident or within five (5) working days of receiving the final decision from a Dean, Chair, Director, Complaint Manager or other designated College official.

The student should include the following in the 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 will:

- Begin a numbered appeals file for the student, which will contain the original written appeal and any other supporting documentation that may be presented;
- Inform the Dean of the student's division that an appeal has been received;
- Inform the Chairperson of the Appeals Committee that an appeal has been received.

Students seeking a grade appeal should contact their Instructor, Chair or Dean and attempt informal resolution before filing an appeal under this section.

Students seeking to appeal a disciplinary action or decision should contact the Dean or the Associate Registrar and attempt informal resolution before filing an appeal under this section.

Applicants appealing a decision based on admission status will have discussed the issue with the Associate Registrar and will also have had the issue assessed by the review committee as outlined in *Section 2.08 Appeal of Admission Status*, before filing an appeal under this section.

7.04 Procedures Prior to the Appeal Hearing

Upon the receipt of an appeal, the Appeals Committee Chairperson will ask the student (**Appellant**) and the person(s) who made the decision being appealed (**Respondent**) to submit the following information to the Chairperson:

- Copies of any documents which the Appellant or Respondent intends to rely on at the hearing;
- The names of any witnesses the Appellant or Respondent proposes to call at the hearing, as well as the names and roles of any persons who may assist and/or represent the Appellant or Respondent in the hearing.

Prior to the hearing all information pertaining to the appeal will be combined into an Appeal Package and the Chairperson will circulate copies of the Appeal Package to the members of the Appeals Committee, as well as to the Appellant and Respondent.

The Chairperson of the Appeals Committee is responsible to manage the process of the appeal hearing with consideration to the following guidelines:

- Attendance of any party to the appeal may be waived if the party so desires by giving notice to the Chairperson in advance of the hearing;
- Questioning of the parties and their witnesses normally occurs at the close of each person's testimony;
- Witnesses are usually present in the hearing room only during the time they are giving information;

- The Committee and the other party must be informed of additional witnesses prior to the appeal hearing;
- Parties to the appeal shall have access to all written or documentary evidence presented to the Appeals Committee.

All parties are encouraged to make every effort to proceed as quickly as possible in the appeal process. Each party is responsible for producing their own witnesses and for paying costs associated with their appearance at the hearing. Alternatives to appearing in person may include affidavits, teleconferencing, etc.

A student is expected to confirm their attendance at the appeal hearing. An appeal will be deemed to be permanently abandoned should the student fail to appear in person or by teleconference at a scheduled hearing without having given notice to the Chairperson in advance of the hearing. Under such circumstances the original decision will stand.

7.05 Procedures at the Appeal Hearing

During the appeal hearing members of the Appeals Committee may:
- Question both parties and their witnesses;
- Request more information than what was initially supplied by the Appellant or Respondent;
- Call its own witnesses or require the production of written or documentary evidence in addition to that provided by the parties to the appeal;
- Rule on the admissibility of evidence.

During the appeal hearing, subject to the rulings of the Committee, the following procedure should be followed:

a. The Appellant may make an opening statement. The Appellant is the first party heard and begins with an opening statement that contains:
- A brief description of the appeal;
- A statement(s) that explains why the action or decision is believed to be unreasonable, unjust, or unfair;
- An outline of the resolution or remedy that is being sought.

b. The Appellant may call and examine such witnesses as the Appellant sees fit. The Appellant's case should provide factual support to show why their grievance should be remedied and may include any or all of the following:
- Appellant's oral testimony;
- Oral testimony of Appellant's witnesses;
- Documents or other written evidence in support of the witness' testimony.

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c. The Respondent may ask questions of the Appellant and/or the Appellant's witnesses in order to clarify the verbal and written information presented to the Committee.

d. Appeals Committee members may ask questions of the Appellant's witnesses.

e. The Respondent may make an opening statement. The Respondent then presents their case, beginning with an opening statement that contains:

- A brief reply to the Appellant's claims;
- The main arguments justifying the action or decision being appealed.

f. The Respondent may call and examine such witnesses as the Respondent sees fit. The Respondent's case should provide factual support to defend the action or decision being appealed and may include any or all of the following:

- Respondent's oral testimony;
- Oral testimony of Respondent's witnesses;
- Documents or other written evidence in support of the witness' testimony.

g. The Appellant may ask questions of the Respondent's witnesses (including the Respondent), in order to clarify the verbal and written information presented to the Committee.

h. Appeals Committee members may ask questions of the Respondent's witnesses.

i. The Appellant may make a closing statement.

j. The Respondent may make a closing statement.

k. The Appellant may respond to any matters arising out of the Respondent's statement to which the Appellant has not yet spoken.

7.06 Procedures After the Appeal Hearing

The Committee will move to a closed session to render a decision on the appeal. No new information may be introduced at this session. All members present will be bound by the requirement of confidentiality.

The Committee shall arrive at a decision by majority vote. The Committee's decision and supporting reasons will be communicated in writing to the Appellant and Respondent within five (5) working days of the appeal decision.

In the case of a minority vote, the minority may if it wishes give reasons for its dissent.

In the event of a tie vote, the decision shall be granted in favor of the student.

After the decision is reached, the Chairperson of the Appeals Committee will:
a. Collect all pertinent and confidential information relating to the appeal from committee members, keep one copy for the file and shred the other copies;
b. Deliver or mail the written appeal decision to the Appellant, Respondent, and Registrar. A copy of the decision, including any recommendations, shall be delivered to the President;
c. Ensure a copy of the appeal decision is put into the numbered file along with any other supporting documentation resulting from the appeal hearing;
d. Inform the Registrar that the appeal process has been concluded and deliver the numbered file to the Registrar for filing.

7.07 Annual Report of Student Appeals

The Chairperson of the Appeals Committee shall, in October of each year, provide to the Academic Council and to the President an annual review of all appeals. The report will include the number of appeals heard, their disposition and general nature, and recommendations made to

8.0 Academic Accommodation

8.01 Preamble

Yukon College is committed to providing a positive, supportive, and barrier-free academic environment for all its students. Where warranted, the College works cooperatively with students to provide academic accommodation and support services so that students who are academically qualified for admission to a program are able to meet the learning objectives of their courses and be fairly evaluated.

The Learning Assistance Centre (LAC) is the designated functional unit at Yukon College responsible for receiving and assessing academic accommodation requests and providing related support services to students, faculty and staff.

All qualified students are encouraged to work cooperatively with the College to make the best use of the academic support services that are available through the LAC. Students are expected to exercise self-advocacy when seeking academic accommodation and are responsible for contacting the LAC to identify and discuss their needs.

Any qualified student may request academic accommodation by following the steps outlined in *Section 8.12 Procedure for Requesting Academic Accommodation.*

All requests for academic accommodation will be assessed on an individual basis. All information relating to academic accommodation will be kept confidential within the LAC and separate from Student Records. The LAC will take all reasonable steps to consult with students as fully as possible about decisions that affect them.

Qualified students seeking academic accommodation may be provided with such accommodation once their request is duly assessed by the LAC. Such requests will not be unreasonably denied.

8.02 Purpose

This policy works in conjunction with federal and territorial human rights legislation as well as the Yukon College Policy Respecting Human Rights to establish the procedures for requesting, assessing, recommending, and providing academic accommodation and related support services to students of Yukon College.

8.03 Academic Support Services

Yukon College respects the law common to all persons, recognizes its obligations, and strives to ensure that the College's academic facilities, learning environments, and educational programs are accessible to all qualified students.

The College has established the following support services through the LAC to provide

every qualified student the opportunity to reach his/her full learning potential:

- Informing all newly-admitted students that academic accommodation is available for qualified students through the Learning Assistance Centre (LAC), how they can request it and the importance of contacting the Centre as soon as possible;
- Including relevant information in all course syllabi/outlines indicating that academic accommodation is available;
- Providing information and support to instructors and staff members who are involved in teaching or providing academic accommodation to students;
- Providing coaching, mentoring and/or professional development for staff and faculty who are involved in the assessment and implementation of requests for academic accommodation;
- Informing all members of the College community, including all faculty members, administrative and support staff, and management personnel of their duty to accommodate the needs of individuals who are protected under the *Yukon Human Rights Act* in order to ensure that all students have equal access to education at Yukon College;
- Establishing a Review Committee every five years to review the scope and application of this policy. The review shall include, but not be limited to, consultations with students, faculty, staff, and specifically users of the LAC.

8.04 Duty to Accommodate

The College respects the law common to all persons and accepts its duty to accommodate the needs of individuals who are protected against discrimination under the *Yukon Human Rights Act*.

Yukon College strives to provide academic accommodation and protect against discrimination on the protected grounds under the *Yukon Human Rights Act*, Section 7, which include:

- ancestry, including colour and race;
- national origin;
- ethnic or linguistic background or origin;
- religion or creed, or religious belief, religious association, or religious activity;
- age;
- sex, including pregnancy, and pregnancy related conditions;
- sexual orientation;
- physical or mental disability;
- criminal charges or criminal record;
- political belief, political association, or political activity;
- marital or family status;
- source of income;

- actual or presumed association with other individuals or groups whose identity or membership is determined by any of the grounds listed above.

A request for academic accommodation on the basis of protected grounds under the *Yukon Human Rights Act* will be duly assessed by the LAC and under normal circumstances be approved, unless it can be demonstrated that approving and implementing such a request would undermine the academic integrity of a College course or program or would cause undue hardship to the College.

A request for academic accommodation on the basis of protected grounds under the *Yukon Human Rights Act* may require relevant supporting documentation from a qualified professional before being approved.

All requests for academic accommodation are received and assessed through the Learning Assistance Centre (LAC) following the steps outlined in *Section 8.12 Procedure for Requesting Academic Accommodation.*

8.05 Types of Accommodation

Yukon College accepts its responsibility to make provisions for the needs of individuals who are protected under the *Yukon Human Rights Act*. Where warranted and without compromising academic standards or causing undue hardship, the College may implement such academic accommodations as:

- Adjusting a student's course load (i.e., the number of courses taken per term);
- Providing course materials and learning resources in an alternate format;
- Allowing extended time for course evaluation and/or examination procedures ;
- Arranging for individualized settings and/or on-campus access to assistive or adaptive technologies;
- Adjusting other course requirements such as field trips;
- Providing assistance with scholarship and other financial qualification requirements.

A complete list of the different types of academic accommodation is available at the LAC.

8.06 Specified Accommodations

Specified academic accommodations are available to students on the basis of disabilities, family status, religious observance, infectious illness, and language. Students seeking to request any of the specified academic accommodations are required to contact the LAC.

The specific requirements for each of the specified academic accommodations are described below.

8.07 Disabilities

Pursuant to the *Yukon Human Rights Act,* Section 8(1), Yukon College acknowledges that Students with Disabilities have a right to assistance and to reasonable academic accommodation that is consistent with the student's needs and the College's academic standards.

For the purpose of this policy, a disability that affects a student's learning may include, but is not limited to, conditions such as hearing or visual impairment, learning or developmental disabilities, orthopedic or mobility impairment, chronic health conditions, neurological or psychiatric disabilities, or psychological or emotional impairment.

Students seeking to request academic accommodation on the basis of a disability are required to contact the Learning Assistance Centre (LAC) and follow the steps outlined in *Section 8.12 Procedure for Requesting Academic Accommodation.*

A request for academic accommodation on the basis of a disability must be supported by relevant documentation from a qualified professional before such a request will be considered.

The degree or severity of a disability and its effect on a student seeking academic accommodation will be assessed on an individual basis and may result in different accommodations being provided to students with similar requests and/or different accommodations being recommended for a given student in different courses.

In cases where there are several options available for accommodating a student's individual needs, the student is expected to work cooperatively with the College to find an accommodation that ensures the student can perform the essential requirements of his/her academic program.

Students who experience a temporary disability during a term and require academic accommodation are also covered by this policy. Such students should contact the LAC and follow the steps outlined in *Section 8.12 Procedure for Requesting Academic Accommodation.*

8.08 Family Status

Yukon College recognizes the need for leave at the time of pregnancy, birth or adoption and will accommodate a pause in studies without academic penalty to allow student-parents to provide full-time care in the first year of parenting or for health-related family responsibilities.

Students seeking to request academic accommodation on the basis of a family status are required to contact the LAC and follow the steps outlined in *Section 8.12 Procedure for Requesting Academic Accommodation.*

Where both parents are students of the College, either parent or both can request parental leave under this section. The total amount of parental leave allowed for each child born or adopted will not exceed twelve months per family.

Students seeking academic accommodation for health related family responsibilities may need to provide relevant supporting documentation from a qualified professional before such a request is considered.

Students seeking academic accommodation for childcare responsibilities are expected to work cooperatively with the College to find an acceptable solution for the student without compromising the integrity of the College's academic standards.

8.09 Religious Observance

Yukon College recognizes its obligation to make reasonable accommodation for students whose observance of holy days of their religious or spiritual faiths would otherwise prevent them from attending classes, examinations, field trips, or other compulsory academic events. The College will accommodate qualified students who need to be absent for religious observance.

Students seeking to request academic accommodation on the basis of a religious observance are required to contact the Learning Assistance Centre (LAC) and follow the steps outlined in *Section 8.12 Procedure for Requesting Academic Accommodation.*

Students should make their request as early as possible in the academic term. A minimum of two weeks' notice is required to ensure a request can be duly assessed, approved and implemented.

Academic accommodation provided under this section will not compromise academic standards at Yukon College. Students are expected to work cooperatively with the College to ensure they meet the learning objectives of their courses when implementing an academic accommodation on the basis of religious observance.

8.10 Infectious Illness

Yukon College does not tolerate discrimination on the basis of infectious illnesses such as HIV/AIDS. The college recognizes that students with infectious illnesses have the right to pursue those activities that their medical condition and public health allow, including the pursuit of education.

Students with infectious illnesses are strongly encouraged to contact the LAC for support and academic accommodation by following the steps outlined in *Section 8.12 Procedure for Requesting Academic Accommodation.*

8.11 Language

English is the language of instruction and communication at Yukon College. All coursework submitted by a student must be in English, unless otherwise required as part of a specific course

or program. All otherwise qualified students must demonstrate the level of English proficiency listed in the College Calendar before being admitted to a College program.

Students are expected to exercise self-advocacy and work cooperatively with the College to meet the learning objectives of their courses and be fairly evaluated. A student seeking academic accommodation on the basis of language should contact the LAC and follow the steps outlined in *Section 8.12 Procedure for Requesting Academic Accommodation*, as soon as possible after it is recognized that language barriers are preventing them from performing the essential requirements of their academic program.

Academic accommodations provided under this section may include:
- English language translations tools;
- Dictionary, Thesaurus, or other aids for improving English comprehension and communication;
- Suspending a student's studies without academic penalty while language barriers are removed;
- Referring a student to the English as a Second Language program.

In accordance with the principles of natural justice, Yukon College will endeavor to provide language advocacy services if such services are available from within the College community to any student involved in a complaint or appeal on the basis of the protected grounds of language as defined in the *Yukon Human Rights Act*.

8.12 Procedure for Requesting Academic Accommodation

Students are expected to exercise self-advocacy and, as such, any student who wants to initiate a request for academic accommodation must do so through the Learning Assistance Centre (LAC). The following procedure outlines the four steps required to complete a request for academic accommodation.

Step One - Contact
The first step to completing a request for academic accommodation is to contact the LAC, provide your name and contact information, and request an appointment with the LAC.

Students seeking academic accommodation should consider the following:
- Requests can be initiated prior to admission or at any time during a student's course of study, but students are encouraged to initiate their request at least one month before the term commences so that academic accommodations approved under this section can be implemented in a timely manner;
- Where a request for academic accommodation includes physical modifications to College facilities, or additional resources or materials not regularly available within the College, it is recommended that the request be initiated six months before the term commences.

- As the designated functional unit at Yukon College responsible for receiving and assessing requests for academic accommodation, the LAC can assist students through each step of the request, help students identify appropriate accommodation(s), and provide related academic support services to students as required.

Step Two - Documentation

The second step is to provide documentation to confirm the nature and extent of the student's individual needs so that an appropriate and reasonable accommodation can be determined. The following conditions apply:

- Students seeking academic accommodation on the basis of protected grounds under the *Yukon Human Rights Act* may be required to provide the LAC with relevant and current supporting documentation from a qualified professional confirming their disability, impairment, illness, family status, etc.;
- The LAC may request additional documentation to ensure that an appropriate and reasonable accommodation can be determined;
- Individualized Education Plans and/or narrative descriptions of learning assistance delivered through K-12 may provide valuable information, but does not constitute confirmation of a disability or accommodation to be provided;
- Students are responsible for any costs incurred in receiving, acquiring or accessing documentation of disabilities.

Step Three - Assessment

The third step is to assess the request for academic accommodation and the student's individual needs.

Students requesting academic accommodation will meet with a representative of the Learning Assistance Centre (LAC) in a first attempt to assess the request and the student's individual needs. Where personnel outside the LAC need to be involved in order to duly assess the request and/or the student's needs, written authorization must be received from the student prior to the release of any information.

The purpose of academic accommodation is to enable students to perform the essential requirements of their academic program. The LAC staff, in consultation with relevant College faculty, staff, and outside personnel if applicable, will work with the student to find an appropriate accommodation. Each student will be assessed for their individual needs on a course-by-course basis.

The LAC may engage in any or all of the following activities in its efforts to duly assess the request for academic accommodation and/or the student's individual requirements:

- Gather all necessary information and documentation;
- Recommend appropriate accommodations and/ or academic support services;
- Advocate on behalf of the student;

- Help the student negotiate the terms of an academic accommodation being recommended;
- Research alternative accommodation options that may be feasible for a student's unique circumstances;
- Provide and/or coordinate the accommodation or academic support services that were agreed to;
- Advise Yukon College administration on the resources that are required to meet the present and foreseeable special needs of Yukon College Students.

Step Four – Agreement and Implementation

The fourth and final step is agreement on and implementation of an academic accommodation.

Once academic accommodation strategies have been agreed to, a representative of the LAC will work with the student to write a Letter of Accommodation which details the accommodations to be provided, is sent to all appropriate College Instructor(s) and staff, and is signed by all parties. A Letter of Accommodation will include at least the following:

- A brief statement about the student's unique needs. **Note:** Students are not required to disclose the nature of a disability in the Letter of Accommodation;
- Some of the student's strengths, which could be used in support of the recommended academic accommodation;
- A list of the student's weaknesses and/or specific areas which need to be accommodated;
- A description of the academic accommodations agreed to (examples: material in alternate format, access to and use of specialized equipment, extended time for exams);
- Reaffirmation of the College's commitment to supporting students seeking academic accommodation.

The Learning Assistance Centre (LAC) will coordinate the implementation of an academic accommodation and ensure that such accommodations are arranged in a timely manner. Students, instructor(s) and other faculty or staff involved are expected to cooperate and actively participate in the implementation of an academic accommodation.

All academic accommodations are valid for a specific student in a specific course and for a specific time period, normally one term.

Problem Solving

Students, who qualify for protection under the *Yukon Human Rights Act*, may have a request for academic accommodation refused on the basis that it is deemed unreasonable. In such cases, the College is obligated to work with that student to determine whether there is some other reasonable accommodation that can be devised. Saying "no" to a request that is not reasonable should not be viewed as the end of the discussion on available accommodation options.

8.13 Undue Hardship

Reasonable accommodation is understood to be necessary and appropriate and does not impose undue burden on the College;

An academic accommodation may be considered not reasonable based on the following:

- **Safety** – The accommodation poses a direct threat to the health or safety of the individual or others;
- **Disruption of Services** – The accommodation results in a substantial alteration in the way services are provided to current or potential students or alters essential elements of a curriculum;
- **Contractual Obligations** – The accommodation would impact contractual obligations or job opportunities for others who have seniority rights under the collective agreement;
- **Financial Cost** – The demonstrated costs of an accommodation would impact on the financial viability of the College;
- **Business Efficiency** – The accommodation would have a significant impact on the efficiency of the College's operations and functions.

8.14 Documentation Control and Retention

Documents and records related to students and academic accommodations are considered confidential and are subject to the provisions of Yukon's *Freedom of Information and Protection of Privacy Act*.

All College faculty and staff involved in requesting, approving or implementing academic accommodations are responsible for maintaining document/record confidentiality. All information related to a student's accommodation must be maintained in a separate, secure, confidential file (printed or electronic) and not included with the student's academic record or transcript.

Student files and/or information that identify a specific student must not be removed from the LAC without authorization from the LAC Coordinator. The LAC will not release any identifying information on a student to anyone without written consent from that student.

When accepting information or document(s) from a third party, the LAC will exercise due diligence to ensure that the party has received appropriate permission from the student and will disclose to the student that the information/document(s) have been received.

Notwithstanding the above, the LAC may compile non-identifying operational information about service delivery and resource requirements to improve planning, program evaluation, and research.

8.15 Dispute Resolution/Appeal Procedure

A student seeking academic accommodation is expected to work cooperatively with the College to find an accommodation that permits them to meet the learning objective of their courses without compromising the academic standards at the College.

Disputes over recommended accommodations or accommodations that are being provided by the College should be resolved informally where possible by following the procedures outlined in *Section 6.0 Request for Action, Student Complaints, Investigations.*

Where a student is unable to informally resolve a dispute over academic accommodations and has received an unsatisfactory decision after submitting a Request for Action or Student Complaint, the student may appeal that decision to the Appeals Committee following the procedures outlined in *Section 7.0 Student Appeals.*

9.0 Assignment of Credit for a Course and Certification of a Program

9.01 General Principles

The role of the Academic Council as per its terms of reference is, "To develop academic standards and once approved, ensure compliance with them." This role is partly filled through the "review of course and program requests." As such, a request to the Academic Council for the assignment of credit or for certification of a program will occur late in the course or program development process.

The following applies only to courses and programs developed at Yukon College for Yukon College credit or certification. It does not apply to courses or programs brokered from other institutions.

9.02 Naming Courses

Yukon College course titles should not exceed thirty (30) characters in length and should provide students with a general idea of course content.

Subject codes shall not exceed four (4) characters in length and must be approved by Academic Council.

9.03 Approval of Credit for a Course

As per its terms of reference, the Academic Council has the sole responsibility for approving credit for Yukon College courses. The Academic Council will establish procedures and criteria to evaluate a Request for Assignment of Course Credit to ensure:
- That Yukon College does not currently offer similar courses;
- The criteria is based on relevant academic standards for the course or program being evaluated;
- The evaluation will conclude with a determination of whether the proposed course should be credit or non-credit.

A Request for Assignment of Course Credit may be submitted to the Curriculum Review Committee Chair or the Registrar by the originating school and include a completed course description and any other pertinent documentation. After reviewing the course description, the Curriculum Review Committee will make a recommendation to the Academic Council.

The Academic Council may direct further development or revision of the content prior to approval of credit and the Registrar or designate will maintain a registry of courses approved for credit.

9.04 Certification of a Program

All new programs and existing programs that are significantly modified must be approved by the Academic Council prior to the awarding of a Yukon College certificate or diploma. All requests for program certification are to be directed to the Chair, Academic Council. Each request will include a completed Request for Certification of a Program and all required documentation, including:

- The proposed program's title;
- An outline of coursework, admission requirements;
- Evaluation standards;
- Proposed external accreditation and transferability (if any);
- General learning outcomes/objectives;
- Instructional requirements/standards.

The certification equivalencies of a program must be completed prior to it being offered to the public as a program leading to certification.

The Registrar or designate will maintain a register of programs approved by the Council.

9.05 Assessment of Continuing Education Unit (CEU)

The Academic Council is responsible for the assessment of CEU's. All requests for CEU assessment must be submitted to the Chair of the Curriculum Committee using the Request for CEU Assessment form and must include a detailed description of the continuing education activity. A complete registry of assigned CEU's will be maintained by the Secretary of the Council or Registrar.

Appendix A

REQUEST FOR ASSIGNMENT OF COURSE CREDIT

Course Title: _____

Division:_____

School: _____

Credit Requested 1 2 3 4 5 6 (circle one) or Other: _____

Method of Instruction (circle one): Lecture Lab Other_____

Hours of Instruction:_____

Grading System (circle one): Standard Trades/Vocational Pass/Fail Mastery

Required Prerequisites:_____

Is this course equivalent to any previous Yukon College courses? If so, what course(s):

_____

Is this course required to graduate in a program? If so, what program (s):

_____

_____

Can this course be used as an elective in a program? If so, what program(s):

_____

_____

Does this course have transfer equivalency to another institution? If so, what institution(s):

_____

_____

Recommended by FNI_____

Recommended by Chair:_____

Recommended by Dean:_____

Recommended by Curriculum Review Committee: _____

Date: _____

REQUEST FOR ASSIGNMENT OF COURSE CREDIT
FOR CURRICULUM REVIEW COMMITTEE AND ACADEMIC COUNCIL USE ONLY:

ASSESSMENT			
	YES	NO	COMMENTS
New Course			
Course Outline Provided (to College standard)			
Instructional contact indicated (including credits)			
Course description included			
Learning outcomes stated			
Delivery methods/format described			
Prerequisites stated (if required)			
Evaluation described			
Text/support materials indicated			
Equivalency and/or transferability included			
Instructional requirements			
Topic outline/syllabus included			

Title of Program:_____

REQUEST FOR CERTIFICATION OF A PROGRAM

Certificate_____ Diploma _____

Total number of credits: _____

List courses and credits below:

_____

_____

_____

_____

_____

_____

Recommended by FNI_____

Recommended by Chair:_____

Recommended by Dean:_____

Recommended by Curriculum Review Committee: _____

Date: _____

REQUEST FOR CERTIFICATION OF A PROGRAM

FOR ACADEMIC COUNCIL USE ONLY:

ASSESSMENT			
	YES	NO	COMMENTS
New Course			
Program Outline Provided			
Admission Requirement			
Graduation Requirement			
General learning outcomes/objectives			
Outline of coursework			
Instructor credentials/ experience			
Transfer/Equivalency/ Accreditation			

REQUEST FOR ASSIGNMENT OF CEU

Course Title: _____

Division:_____

School: _____

CEU Requested 1 2 3 4 5 6 (circle one) or Other: _____

Method of Instruction (circle one): Lecture Lab Other_____

Hours of Instruction:_____

Grading System (circle one): Standard Trades/Vocational Pass/Fail Mastery

Required Prerequisites:_____

Recommended by FNI_____

Recommended by Chair:_____

Recommended by Dean:_____

Recommended by Curriculum Review Committee: _____

Date: _____

REQUEST FOR ASSIGNMENT OF CEU

FOR ACADEMIC COUNCIL USE ONLY:

ASSESSMENT			
	YES	NO	COMMENTS
New Course			
Course Outline Provided			
Instructional contact indicated (10 hrs per unit)			
Learning outcomes stated			
Topic outline/syllabus included			
Delivery methods/format described			
Text/support materials indicated			
Instructor credentials/ experience			
Evaluation			