

INTERNATIONAL
STUDENT HANDBOOK



**WINTER
2020**

DOUGLAS

DOUGLAS COLLEGE
INTERNATIONAL





WELCOME TO OUR SMOKE- FREE CAMPUSES

The new policy prohibits smoking/vaping/tobacco use on the grounds of Douglas College. All Douglas College campuses and sites will be smoke-free as of September 1st, 2018.

History of the New Westminster Band

In the last century, there was an Indian Reserve that ran along side of, what is now, Front Street in New Westminster. Its name was Qayqayt (pronounced Ke-Kite). In 1859, New Westminster residents wanted the Indians moved out of the city core, so three reserves were created: the 32 acres near Scott Paper's current location; the 27 acres on Poplar Island; and the 104 acres across the Fraser River in Brownsville, an Indian village called Qayqayt.

A smallpox epidemic killed numerous Natives in 1904. The city did not want the survivors to bury their dead in "white man's cemeteries," so the dead were buried on Poplar Island. Then, in 1916, the McKenna McBride Commission closed New Westminster reserve, and told the residents to move. Numerous reserves all over British Columbia were being closed at this time, and there seems to be no record of any of the Bands being given any money to help them move now were they given any land to move to. Finally, in 1945, the Federal Government sold Poplar Island. The Province who declared it a "Legacy Park" in 1995. No members of the band were notified of the sale in 1945, nor were any Natives consulted in the 1995 declaration of a park.

The New Westminster Band scattered to other Bands at Musqueam, Squamish, and Washington State, and were simply forgotten. Recently, thanks to the efforts of Chief Rhonda Larrabee, the New Westminster Band is experiencing a reincarnation. They've received Band Support Funding from Indian Affairs to run an office and cover band expenses. Those who lived on the reserve are now starting to reassemble.

In spite of the last one hundred years of injustice, the New Westminster Band has the well-being of the entire community as its prime concern. Therefore, they welcome a partnership with the New Westminster School Board in developing further educational needs; the City of New Westminster for its physical needs, perhaps an expanded recreation services building that will benefit all the citizens of New Westminster; the downtown businessmen's Association that would benefit all in New Westminster and create employment opportunities; and the citizens of New Westminster for its social and cultural needs.



There is a legend that states that the 'wolf' was created in our traditional territory; the salmon is our life's food, and also represents the River, surrounded by the mountains and the circle of life. Qayqayt in our language means 'resting place' and we are often referred to as the River people.

The band provides cultural, health, educational and social services to First Nations people, while at the same time preserving the environment, heritage, access, land use and community responsibility. Rhonda says, "I envision a reserve that emphasizes education – that is the mandate of our family – land with a learning centre and pre-school."



New International Student Checklist

**Make sure you complete your checklist
as soon as possible!**

- Check your schedule on your myAccount**
- Show your study permit to Douglas International**
- Sign up for BC Medical Insurance - Yes, it's compulsory!**
- Get private medical insurance (if you didn't purchase medical insurance in your home country)**
- Get your Student ID**
- Link your UPass to your Compass Card**
- Buy your textbooks**
- Update your local contact information in your myAccount**

HOW CAN INTERNATIONAL STUDENT SERVICES HELP YOU?

**INTERNATIONAL
STUDENT LIFE
ASSISTANTS**

We can help you with:

- General inquiries
- Booking appointments
- Health insurance
- Letter requests
- Submitting forms

**INTERNATIONAL
EDUCATION
ADVISORS**

We can help you with:

- Registration support
- Campus engagement
- Program changes
- Early Academic applications
- Co-op support letters

*Cannot advise on permanent residency.

**INTERNATIONAL
STUDENT
ADVISORS
(RISIA)**

We can help you with:

- General immigration advising
- Immigration troubleshooting
- Temporary resident application support
- Co-op support letters

**ACADEMIC
ADVISORS**

We can help you with:

- Course planning
- Transfer credits
- University transfer
- Graduation eligibility

Academic advisors are available at DCI, the Registrar's office (NW & CQ), and the Anvil Office Tower.

COUNSELLORS

We can help you with:

- Personal counselling
- Career counselling
- Academic probation
- Petition support

Counsellors are located in Room 4600 (NW) & Room A1050 (CQ)



WORKSHOP SCHEDULE

Winter 2020

New Student Success

- **General**

Friday, January 10
3:30 p.m. – 5:00 p.m.
Room N2203

Friday, January 10
3:30 p.m. – 5:00 p.m.
Room S1650/S1670

Monday, January 13
10:00 a.m. - 11:30 a.m.
Room N2201

- **ELLA**

Friday, January 10
3:30 p.m. – 5:00 p.m.
Room N4215

Time Management

Friday, January 31
3:30 p.m. - 4:30 p.m.
Room S1650

Culture Shock– How to Cope with the Stress of Living in a New Country

Friday, February 28
10:00 a.m. - 11:00 a.m.
Room S1715

Immigration Rules for International Students

Monday, February 3
10:00 a.m. - 11:00 a.m.
Room N2201

Understanding Work Eligibility

Friday, February 14
3:30 p.m. - 4:30 p.m.
Room N2201

Post-Graduation Workshop

Friday, March 20
3:30 p.m. - 4:30 p.m.
Room N2201

Transitioning out of ELLA Program

Friday, January 17
3:30 p.m. – 4:30 p.m.
Room N2203

Academic Advising

- **Academic Success**

Friday, January 17
3:30 p.m. – 5:00 p.m.
Room N2201

- **University Transfer - Arts & Science**

Monday, January 20
10:00 a.m. - 11:30 a.m.
Room N2201

- **University Transfer – Business**

Monday, January 27
10:00 a.m. - 11:30 a.m.
Room N2201

- **Course Planning for Undergrads.**

Friday, February 7
3:30 p.m. - 4:30 p.m.
Room N2201

- **Course Planning for PBD/PDD**

Monday, February 10
10:00 a.m. - 11:00 a.m.
Room N2201

- **Course Planning for Associate Degrees**

Monday, February 10
10:00 a.m. - 11:00 a.m.
Room N2203

How to Register for Courses

Friday, February 28
3:30 p.m. - 4:30 p.m.
Room N5107/N5109

Friday, March 6
3:30 p.m. - 4:30 p.m.
Room N5107/N5111

This schedule is subject to change.

Please keep your email updated on MyAccount to receive the most up-to-date information.



MEDICAL INSURANCE FOR INTERNATIONAL STUDENTS

PRIVATE INSURANCE

1

Before you travel to Canada we advise that you purchase a temporary private insurance **only for 3 months**.

Temporary Insurance for new students is available through guard.me:

- Covers basic medical services while in Canada.
- Can be purchased at <https://guard.me>.
- Douglas College student access code is 5060.
- \$1.45 per day.

MEDICAL SERVICES PLAN

2

Medical Services Plan (MSP) is a mandatory health insurance plan, for everyone who lives in British Columbia (BC) for six months or longer.

- You must apply for **MSP online*** as soon as you arrive in BC. There is a **three-month waiting period** before MSP coverage begins.
- covers basic medical services in BC.
- \$75 health-care coverage fee per month.

DOUGLAS STUDENTS' UNION HEALTH & DENTAL PLAN

3

This extended coverage plan covers things that are not covered by the MSP, such as ambulance fee, vision care, dental care and prescription drugs.

The insurance period begins on September 1 and ends on August 31 of the following year. If you start your studies in a Winter semester, you can opt-in to the coverage during the last two weeks of January. See the individual enrollment options here.

For more details about this insurance plan and what it covers, visit the DSU website.**



ALL INTERNATIONAL STUDENTS IN CANADA ARE REQUIRED BY LAW TO HAVE MEDICAL INSURANCE



**information on MSP and the health-care coverage fee, please visit

<https://www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp/bc-residents>

** DSU website

<https://www.mystudentplan.ca/dsu/en/home/>

DOUGLAS STUDENTS' UNION HEALTH & DENTAL PLAN

HEALTH BENEFITS		COVERAGE
Prescription Drugs	80%	Maximum of \$3,000 per benefit year In order to maximize the benefits under the prescription drug plan, all members are required to register with BC Fair Pharmacare. Generic equivalent applies. Preventative Vaccines included.
Vision Care	100%	Maximum of \$100 every 24 months for one eye exam, \$125 every 24 months for eye glasses or contact lenses.
Paramedical Practitioners	80%	Maximum of \$300 per person, per type of practitioner, per benefit year. Practitioners: Registered Massage Therapist*, Speech Language Pathologist*, Physiotherapist, Chiropractor, Chiropracist/Podiatrist* *Physicians' referral required.
Psychologist, Social Worker, Registered Clinical Counselor	80%	Combined maximum of \$450 per person, per benefit year.
Private Duty Nursing	100%	Maximum \$10,000, per benefit year. Prescription & pre-authorization may be required.
Medical Equipment & Supplies	100%	Including but not limited to: crutches, trusses, splints, braces, wheelchair, hospital-type bed, walkers, prosthetics and diabetic supplies. Custom-Made Shoes and Custom-Made Orthotics to a combined maximum of \$300 per benefit year. Prescription and pre-authorization may be required. Not solely for athletic use.
Ambulance	100%	Reasonable & customary charges.
Dental Accident	100%	Reasonable & customary charges. Services must commence within 180 days of the accident and be completed within 365 days of the accident. Pre-authorization required.
Emergency Travel Assistance	100%	Maximum of \$5,000,000 per incident.
Other Insurances	-	Accidental Death & Dismemberment & Tutorial.

DENTAL BENEFITS

Please submit an estimate/pre-authorization prior to specialist services and any dental treatment plan exceeding \$500.

Annual Maximum - \$600 per benefit year

Basic Services (Exams, basic restorations, fillings, extractions)	80%	Recall exams once every 12 months.
Comprehensive Basic Services	80%	Periodontal treatment including scaling and/or root planing, 3 time units every 12 months.

In the event of any discrepancy between the information herein and our contract with the insurer, the terms of the contract will apply. All benefits payable through the student plan are based on reasonable and customary charges.

HOW TO ENROL FOR COVERAGE

Fees for the student plan are assessed automatically by the institution at registration. You are also enrolled automatically should you meet the eligibility criteria for the plan. If you are unsure about whether or not you are eligible, please visit or contact the DSU Office.

New eligible students will be added to the plans during the first 45 days of each semester. Please keep your receipts for eligible expenses incurred during this time period for submission to the insurance carrier upon completion of the enrolment process. Returning eligible students may continue to access the plans without disruption by using their current myBenefits Card or by submitting claims directly to the carrier.

OPTING IN

Part-time students enrolled in more than 3 credits and fewer than 9 credits in the Fall Semester may enroll in the plan, provided they submit the completed online request, along with the required fees. During the opt-out period, all students attending the College for the first time who are enrolled in more than 3 credits in the Winter Semester may elect to enroll in the plan, provided they submit the completed online request, along with the required fees, before the established deadline. Online payment available via VISA, MasterCard and Debit.

ACCESSING COVERAGE

myBenefits Card: Direct claims allow for direct billing of eligible costs between the provider and the insurance company and eliminate or reduce the out of pocket expense. These claims are accessed with the myBenefits Card. Students must complete a BC Fair Pharmacare application prior to obtaining a myBenefits Card.

eClaims: Submit your claims electronically online or via mobile app with GSC on the Go. More information can be found by visiting www.mystudentplan.ca.

Manual Claims: To submit a manual claim, complete an insurance claim form, attach the original receipts and documents, and mail to the insurer. Remember to keep a copy of all original documents for your records. You can download claim forms from mystudentplan.ca.

ADDING FAMILY COVERAGE

Each year, you are given one opportunity to purchase family coverage for your spouse and/or dependent(s) by completing an application form and paying the family coverage fee. All family add-on forms and fees must be received during the add-on period. Your family can only be covered while you are a student on the plan(s).

Family Coverage MUST be renewed by the Student each benefit plan year.

OPT-OUT OF COVERAGE

If you are an eligible student and have comparable health and/or dental coverage you may apply to opt-out of the health and/or dental plan(s) each year. All opt-out forms must be completed online and must be received during the opt-out period. You will not be able to opt-out of coverage at any other point during the school year.

NO EXCEPTIONS will be made if the deadline is missed. It is the student's responsibility to pay the fees, should they miss the applicable opt-out deadline.

Approval of your opt-out will result in the plan fee being credited. Once your opt-out has been accepted, it will remain in force for the benefit year.

COORDINATING MULTIPLE PLANS

If you are an eligible student and have comparable coverage you may wish to coordinate your plans. Benefits under the two plans can be coordinated to increase your coverage up to 100% of the actual expense(s) incurred. For example, following payment under this plan you submit outstanding balances to the other plan.

LOSS OF COMPARABLE COVERAGE

If comparable coverage used to opt-out of the student plan terminates, or coverage provided to cover eligible dependents terminates, students have 30 days from the date of coverage to notify the DSU in order to opt-in and be covered under the student plan. Confirmation of loss of coverage is required on re-application.

DSU OFFICE

NEW WESTMINSTER OFFICE

88 Seventh Street, 2nd Floor
Phone: 604.527.5110
Email: info.nwcampus@thedsu.ca

DAVID LAM CAMPUS

1250 Pinetree Way, DSU Kiosk
Phone: 604.777.6257
Email: info.coqcampus@thedsu.ca

POLICY INFORMATION

Insurer: Green Shield Canada (GSC)
GSC Identification No: DSU Your Student ID
(Example: DSU123456789-00)
Company Name: Douglas Students' Union
Claims Inquiries: 1.888.711.1119

mystudentplan

www.mystudentplan.ca

8 COOL IT SERVICES FROM DOUGLAS COLLEGE

Here's everything you need to know about the technology services and solutions provided by the Centre for Educational and Information Technology (CEIT)



DOUGLAS COLLEGE



COLLEGE NETWORK ACCESS (CNA)

To log in to the College computers, Wi-Fi, Blackboard and other CNA services:

Username: 9 digit student number.

Password: For first time login, your password will be generated and emailed to you after you have registered for at least one course.

douglascollege.ca/cna

CNA PASSWORD PORTAL

Register your personal email address (not your College email address) or phone number at the Password Portal. If you forget your CNA password, use the portal to reset your password.

<https://password.douglascollege.ca/>

BLACKBOARD

This is your one-stop site to access online courses and academic resources. To access Blackboard from douglascollege.ca, hover over the login drop-down menu at the top and select Blackboard-Community.

<https://douglascollege.blackboard.com/>

OFFICE 365

This Canadian cloud service gives all registered students free access to Word, Excel, PowerPoint, one terabyte of OneDrive storage and a new College email address. Use this email address and your CNA password to log in to Office 365. The Office 365 address is sent to the personal email you provided to Douglas.

douglascollege.ca/office365

LINKEDIN LEARNING

This online resource offers thousands of video courses on a variety of different topics taught by industry experts. This subscription-based tool is available free for all Douglas College students with College Network Access (CNA) credentials.

<https://ca.linkedin.com/learning/>

Meet new friends, share your cultural experiences, and develop a support system over a cup of coffee and snacks!

International Café

Tuesdays
January 21 – March 17, 2020
2:30pm - 4:00pm
DSU Building
Room 207

free
coffee
&
snacks!



Organized by our International Counsellors.

What is International Cafe?

A fun, casual group for students to get together; a place to talk about diversity, culture, experiences in Canada and current events; a great way to meet new people and support each other; a nice environment to practice English.



What can you expect?

Informal introductions and a fun game; a student-led group discussion on an interesting topic; listen and share cultural perspectives; free coffee and snacks!



Hear from a participant!

"I had a great experience at International Café. It is a place to meet new people, have interesting conversation and funny games or activities. It is a good place for the international students who do not know anybody in the college and need some tips about the Canadian culture. In my experience, it helped me because I didn't know what to do in my gap hours at the college and I could find some support and friendship on Tuesday afternoons. I encourage all the students not only the international ones to join the group."

- Vanessa

No session during the Reading Break.

Cultural Connections



Highlights

- Weekly Events
- Leadership Skills
- Volunteer Opportunities
- Intercultural Communication Skills
- Fun & Educational Workshops

What is Cultural Connections?

Cultural Connections is a student-lead program designed to welcome new students to Douglas College by providing support and guidance through exciting activities, events, workshops and trips.



Register Online Now!



Application Deadline

Wednesday, January 22, 2020

Get involved with the Douglas International Community and enrich your experience at Douglas College!

How does the program work?

New Douglas students have the opportunity to be paired up with a returning student who will help guide them by sharing experiences, friendship and important student life information.



Don't miss out!
Join us for the Meet and Greet!
Sunday, January 26, 2020

Testimonials



Paula Mendoza – Student Assistant

"Being leader of the Cultural Connections Program has been an amazing personal growth opportunity. Getting involved in this program has given me the chance to meet incredible people from different parts of the world, improve my communication skills and fulfill my role as leader while also having lots of fun. I always hear back from students saying they are grateful for the program which makes this a very rewarding experience for me".

Natalia Vasquez – Student Assistant

"Being part of the Cultural Connections program has taught me that the most important skill of leadership is empathy. I have also discovered my passion to help new students engage in the international community and connect with other people that inspire and empower themselves. We have become a big family that laughs, supports and grows with one another".

Contact us



@douglasinternational



cultural-connections@douglascollege.ca



Douglas International



NW S2800

CAREER CENTRE

COACHED • CONNECTED • CONFIDENT

Get a job or a co-op work term... earn while you learn!

Get help writing your resume and meet employers!

Be job-ready before you graduate!

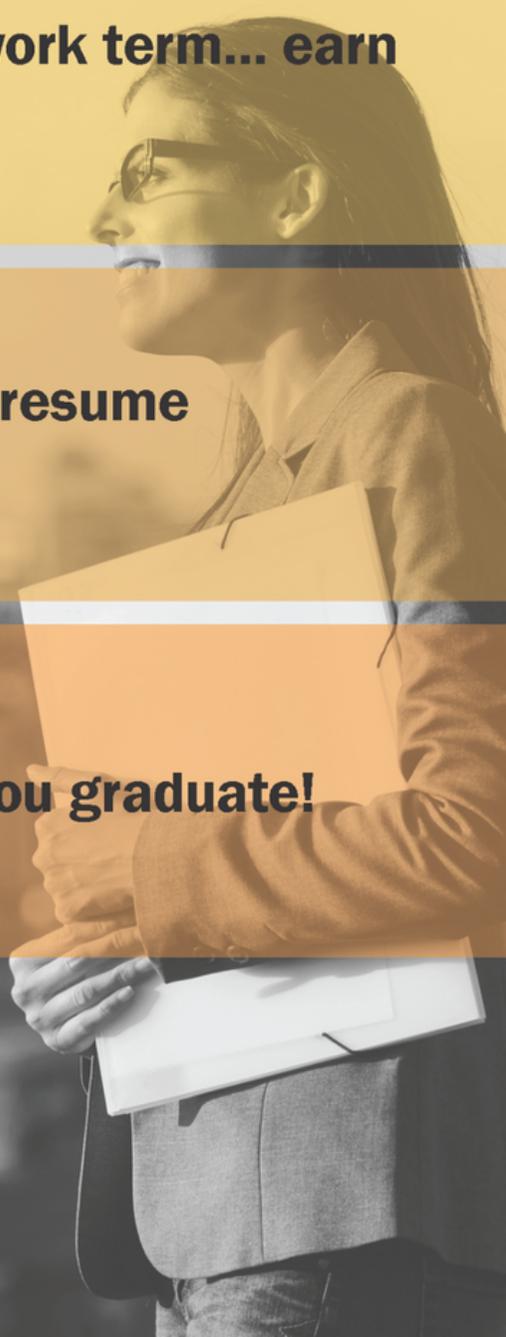
FIND US

New Westminster S1803

Coquitlam A1430

mycareer.douglascollege.ca

careercentre@douglascollege.ca





Free TUTORING

for

DOUGLAS COLLEGE
STUDENTS



WRITING



**IN PERSON
ONLINE**



COURSE CONTENT



ENGLISH LANGUAGE



STUDY SKILLS & MORE



Coquitlam
Room A1040
604-777-6139

New Westminster
Room N2105
604-527-5539

DOUGLAS COLLEGE

LEARNING CENTRE

<http://www.douglascollege.ca/learningcentre>



WRITING & ENGLISH LANGUAGE TUTORING

Writing help is available for all courses. Book an appointment with a writing or English language tutor, or submit your paper online.



COURSE CONTENT TUTORING

Book a 25 or 55-minute appointment to get help with course-specific concepts, with an emphasis on study skills and self-reliant learning.



STUDY SKILLS HELP

Need extra support? Book appointments as you need them or meet with a tutor weekly for customized study skills support.



QUICK QUESTIONS

Stop by our front desk to get answers to quick questions, or help with Word, Excel, Powerpoint, email, and more.

LEARN
MORE!



learningcentre@douglascollege.ca



douglascollege.ca/learningcentre



[dclearningcentre](https://www.facebook.com/dclearningcentre)



[dclearningctr](https://twitter.com/dclearningctr)



[dclearningcentre](https://www.instagram.com/dclearningcentre)

STAY
CONNECTED!



DouglasCollegeInternational



@DouglasInternational

Contact Information

Tel: 604-527-5650

- General inquiry email: dcid@douglascollege.ca
- Academic advising inquiry: dciadvising@douglascollege.ca
- Immigration advising inquiry: dcimmigration@douglascollege.ca