



**THOMPSON
RIVERS
UNIVERSITY**

**WILLIAMS
LAKE**

TRU ORIENTATION

September 7, 2018

Williams Lake Orientation

Thompson Rivers University's Williams Lake campus is situated on the traditional lands of the T'exelc (Williams Lake Indian Band) within the traditional territory of the Northern Shuswap/Secwepemc people.

ORIENTATION SCHEDULE

Wednesday, September 5, 2018

No scheduled academic classes.
Student Services open 8:30 am - 4:30 pm
Last minute applications, academic advising, and course registration available
Purchase your textbooks from the TRU Williams Lake Bookstore
Program specific orientations: Practical Nursing and Bachelor of Science in Nursing

Thursday, September 6, 2018

No scheduled academic classes.
Student Services open 8:30 am - 4:30 pm
Last minute applications, academic advising, and course registration available
Purchase your textbooks from the TRU Williams Lake Bookstore
Program specific orientations: Administrative Assistant, Education Assistant and Community Support, Human Service, Practical Nursing and Bachelor of Science in Nursing

Friday, September 7, 2018

8:30 a.m.	Student Services Open
10 a.m.	Student Services & Information Fair Opens on Student Street myTRU & Moodle Session in room 1271 (limited seating) Campus tours start from Student Street
11 a.m.	myTRU & Moodle Session in room 1271 (limited seating) Campus tours start from Student Street
12 p.m.	Orientation BBQ
1 p.m.	myTRU & Moodle Session in room 1291 (limited seating) Campus tours start from Student Street
2 p.m.	myTRU & Moodle Session in room 1291 (limited seating) Campus tours start from Student Street Student Services & Information Fair on Student Street ends

Important Dates in 2018/2019

DATE	EVENT
Sep 4, 2018	Start of Fall Semester
Sep 7, 2018	Orientation
Sep 10, 2018	Fall semester and Fall I courses begin
Sep 14, 2018	Last day for course change period (add/drop/audit, late registration)
Oct 5, 2018	Last day to withdraw from a Fall and Fall I course
Oct 8, 2018	Thanksgiving day, campus closed
Oct 22-23, 2018	Fall I exam period
Oct 24-26, 2018	Fall Mid-Semester Break, no classes
Oct 26, 2018	Last day of Fall I
Oct 29, 2018	First day of Fall II
Nov 2, 2018	Last day for course change period (add/drop/audit, late registration)
Nov 12, 2018	Remembrance Day Observed, campus closed
Nov 23, 2018	Last day to withdraw from a Fall II course
Dec 10-11, 2018	Fall II exam period
Dec 14, 2018	Last day of Fall II
Dec 25-Jan 1	Winter Break, campus closed
Jan 7, 2019	Winter semester and Winter I courses begin
Jan 11, 2019	Last day for course change period (add/drop/audit, late registration)
Feb 1, 2019	Last day to withdraw from a Winter and Winter I course
Feb 19, 2019	BC Family Day, campus closed
Feb 19-22, 2019	Reading break, no classes
Feb 20, 2019	Institution Wide Professional Development Day, no classes
Feb 25-26, 2019	Winter I exam period
Feb 27-Mar 1, 2019	Winter Mid-Semester Break, no classes
Mar 1, 2019	Last day of Winter I
Mar 4, 2019	First day of Winter II
Mar 8, 2019	Last day for course change period (add/drop/audit, late registration)
Mar 29, 2019	Last day to withdraw from a Winter II course
Apr 19, 2019	Good Friday, campus closed
Apr 22, 2019	Easter Monday, campus closed
Apr 15-16, 2019	Winter II exam period
Apr 26, 2019	Last day of Winter II
May 31, 2019	Williams Lake Commencement ceremony



Be sure to get your Orientation Passport stamped at every booth, and at the myTRU & Moodle session. Then don't forget to drop it off at the Welcome Booth to be entered to win some great TRU Swag and a semester parking pass!

Student Computer Accounts

ACCOUNT TYPE	LOGIN	PASSWORD
myTRU student portal mytru.ca Network log in to computer labs Wireless access (tru or eduoram) Email mywebmail.mytru.ca Remote Access to your private storage drive f:\ & Instructor share drive h:\ Moodle —moodle.tru.ca	TRU ID (Starts with a T) Example: T00123456	The initial password for new students is: TRUddmmmyy (birthdate) Example: TRU01sep96 To change your password, login to your TRU outlook email: mywebmail.mytru.ca. This changes your password for the Computer Lab Network login, Wireless, Email, Remote Access and Moodle.
Blackboard —blearn.tru.ca	TRU ID	The initial password is your birthdate: yymmdd
Library	TRU ID	The initial password is your birthdate: yymmdd

List of TRU Williams Lake Services

Aboriginal Services Coordinator

TRU offers Indigenous students (Status, Non-status, Metis and Inuit) support services designed to enhance your experience at TRU culturally, socially and academically and assist you in achieving success as students. Visit the Gathering Place or call 250-392-8179.

Academic Advisor

The academic advisor provides individuals with current information about courses and programs. She assists students in preparing their educational plans for admission to programs and courses and can recommend placement on the basis of entry tests and prerequisite courses. Call 250-392-8000 to make an appointment.

Bookstore

A number of items can be found at the Bookstore to suit your needs

- Textbooks
- TRU clothing and gifts
- Stationery, school supplies and greeting cards
- Snacks and sundries
- Specialized course materials
- TRU Gift cards

Textbooks can be returned for a full refund up to two weeks after classes begin, provided you have the original receipt and the textbook is unmarked in any way.

Continuing Studies

Continuing Studies offers an array of programs, workshops and courses designed to meet the demands of today's workplace and the interests of the Cariboo Chilcotin community. These can be delivered to the general public or through customized contract training. We are always interested in new ideas and course offerings. Call 250-392-8010 to register or visit tru.ca/williamslake/cs to view courses.

Counsellor

The counsellor deals with personal issues that may affect a student's academic performance and/or well-being. Visits are voluntary and confidential (within the limits of the law) and designed to help students work out their own solutions to academic, vocational, social or personal problems. The major focus is on career counselling and short term or crisis intervention. Appointments are booked in advance but emergency or crisis situations are dealt with as quickly as possible. Call 250-392-8000 to make an appointment.

Gathering Place

The Gathering Place provides a safe, supportive environment and culturally appropriate services to all students, including TRU Open Learning students. It is staffed by a full-time Open Learning facilitator and an Aboriginal services coordinator. It is open Monday to Friday from 8.30 a.m.-4.30 p.m., with some tutoring appointments available at other times. Stop by or call 250-392-8179.

Health Centre

The Williams Lake & District Credit Union Community Health Centre is open to students, faculty, staff and community members. In addition, it offers appointments for urgent conditions for those who cannot get in to see their doctor quickly, as well as sexual health services such as STI testing and treatment, contraception counselling and prescribing, IUD insertion, pregnancy testing and counselling. Call 250-392-8033 to make an appointment.

Library

The library offers research and learning support to all students. Here you will find group study rooms, individual study space, lounge space, computers, and assistance in accessing the library's many print and online resources. General hours are 8:30 a.m.-4:30 p.m., but may be extended during the semester.

Open Learning Facilitator

The Open Learning facilitator supports students taking courses and programming through TRU Open Learning (distance/online) by assisting with application, registration, funding options and liaison with Open Learning student services. Visit him in the Gathering Place, call 250-392-8179 or email: nsuapa@tru.ca.

Writing Centre

The Writing Centre assists students by providing feedback on their writing. Students can get help at any stage of the writing process from our talented and helpful tutors. Our goal is to help you become a more confident writer. The Writing Centre is located inside the library.

Gathering Place



Contact Information

Name	Phone Number	Email	Area of Responsibility
Admissions/Registration	250-392-8020	wladmissions@tru.ca	Sign up for and make changes to courses
Student Awards & Financial Support	250-828-5024	awards@tru.ca	Scholarships, awards, bursaries, student loans, financial services
Continuing Studies	250-392-8010	wlcontinuingstudies@tru.ca	Make enquiries or to sign up for Continuing Studies courses
Gathering Place	250-392-8179	wldcuhealthcentre@tru.ca	Tutoring, Aboriginal services coordinator, Open Learning facilitator
Health Centre	250-392-8033		Make an appointment to see the nurse practitioner
IT Services	250-852-6800 Toll Free: 1-888-852-8533	itservicedesk@tru.ca	Respond to computer and account inquiries, track and resolve incidents, password recovery
Bookstore	250-392-8004		Bookstore
Library Centre	250-392-8030		Assessment Centre, Library, Cashier
Librarian	250-392-8031	msvendsen@tru.ca	Research and learning support
Reception	250-392-8000	wlmain@tru.ca	Book appointments for Academic Advisor, Counsellor, general inquiries

Campus Card

This photo identification card is required to access library services, to access the Cariboo Memorial Complex at no cost, and as identification on campus. The Campus Card also provides various student discounts at merchants throughout the City of Williams Lake.

When your Campus Card is ready it can be picked up at the Library Centre. You will need to show one piece of photo ID in order to receive your card.

Prepare your photo:

Your photo must be in jpg format

1. Your photo should be taken against a plain (preferably white) background
2. The photo should be a headshot with a clear view of the face (no hats, sunglasses, or silly faces)
3. You can smile!
4. The file that you send should be no larger than 1.2 MB
5. Use your TID (student ID number) as the file name

Send us your photo:

Log into your myTRU account and open up your email. Your photo must be sent from your myTRU account

1. Create an email to send to wselfie@tru.ca
2. Write your full name and TRU ID number in the Subject line of the email
3. Attach your jpg file
4. Hit send
5. Check for a confirmation email from us. This email will include a Cardholder Agreement and instructions on when and where to pick up your new Campus Card. Be sure to read it so that you understand how your card may be used. You will sign this agreement when you pick up your card.
6. If we have any problems using your photo, we will email you within a week. Please check back into your email to ensure everything is fine.

Campus Information

Block Scheduling

TRU Williams Lake has three semesters. The Fall and Winter semesters are divided into two six-week compressed "blocks." Trades programs and some UEPREP and vocational programs do not follow the blocked schedule. Add/drop and withdraw dates will vary. Please visit the Admissions Office within the first week of classes if you are considering changing your schedule.

Fall Semester

The Fall Semester is scheduled from September to December. This year the "blocks" are as follows:

Fall I: September 10, 2018 - October 26, 2018

Fall II: October 29, 2018 - December 15, 2018

Winter Semester

The Winter semester is scheduled from January to April. This year the "blocks" are as follows:

Winter I: January 7, 2019 - March 1, 2019

Winter II: March 4, 2019- April 26, 2019

Summer Session

Some courses and programs run during the summer session that runs from May to August. Please check with the Academic Advisor or your program coordinator to see if your program requires summer courses.

Lockers

Lockers are available for rent for \$10 per semester. You can sign up for your locker at the Reception desk. You must provide your own lock. Cash or cheque only.

Parking

Parking fees are allocated to the ongoing maintenance and development of the grounds and parking lots. In addition, they cover the costs of snow removal and sanding in the winter months. The following rates apply for parking on the Williams Lake Campus.

Rates:

- \$150/semester (September – December)
- \$75/semester for motorcycles
- \$3/day
- \$1.50/day for motorcycles
- \$2/half day
- \$1/hour

Drivers can register for a parking pass from the Library Centre or purchase individual daily tickets. No parking spaces will be reserved. If you wish to purchase a semester pass, please complete the Pay Parking Agreement, before bringing it to the Library Centre for payment. After you have paid, please bring the completed agreement along with the receipt of payment to Campus Reception to receive your parking pass. Parking rates are in effect from September to April starting at 8:00am until 5:00pm, Monday to Friday with the exception of weekends, statutory holidays and days when TRU is officially closed. Parking fees will take effect Monday, September 10, 2018.

Safety Briefing

TRU Williams Lake Campus has a safety briefing review that all students are required to review to ensure they are aware of the proper safety procedures of the campus.

tru.ca/williamslake/aboutus

Scent Reduced Awareness Program

The Thompson Rivers University's Scent Reduced Awareness Program is a joint health promotion project of Thompson Rivers University Environmental Health and Safety Committee (EHSC) and the Wellness Centre. The entire University Community is asked to participate by being more aware of the impact of scented personal care products on the health of others. The EHSC asks for your support in limiting or eliminating the use of scented personal care products whenever possible. We ask that you choose the many unscented alternatives that are available.

tru.ca/hsafety/sharetheair

Smoking

To provide a safe and healthy workplace and learning environment for the entire campus community, TRU's Smoking/Tobacco Policy has been updated, with the creation of a designated smoking area. The designated smoking area at the Williams Lake Campus is the gazebo behind the building. Outside of the designated smoking area, smoking tobacco and/or medicinal marijuana is not permitted. This includes all tobacco and medicinal marijuana products (including chewing tobacco, e-cigarettes, etc). tru.ca/visit/campus/clean-air

NOTES

Upcoming Drop-in Student Success Workshops

Study Skills Tue, Sep 1 12 p.m. to 1 p.m. Room 1254

Time Management Wed, Sep 12 12 p.m. to 1 p.m. Room 1254

Test Anxiety & Strategies Thur, Sep 13 12 p.m. to 1 p.m. Room 1254

Get your Orientation Passport stamped at every booth, and at a myTRU & Moodle session to be entered into the **grand prize draw for a fall semester parking pass!** (September to December)

NEW STUDENT CHECKLIST

Make sure you visit these key places on campus to familiarize yourself with the services available to you:

- Attend the Orientation BBQ
- Visit the Gathering Place
- Visit the Health Centre
- Visit the Cafeteria
- Visit the Admissions Office/ Continuing Studies department
- Visit the Reception Office and introduce yourself
- Visit the Library Centre and meet the Bookstore and Library staff

Don't forget to:

- Get a locker and parking pass
- Submit your picture for your campus card
- Print your course schedule
- Buy your books
- Pay any outstanding fees

tru.ca/williamslake