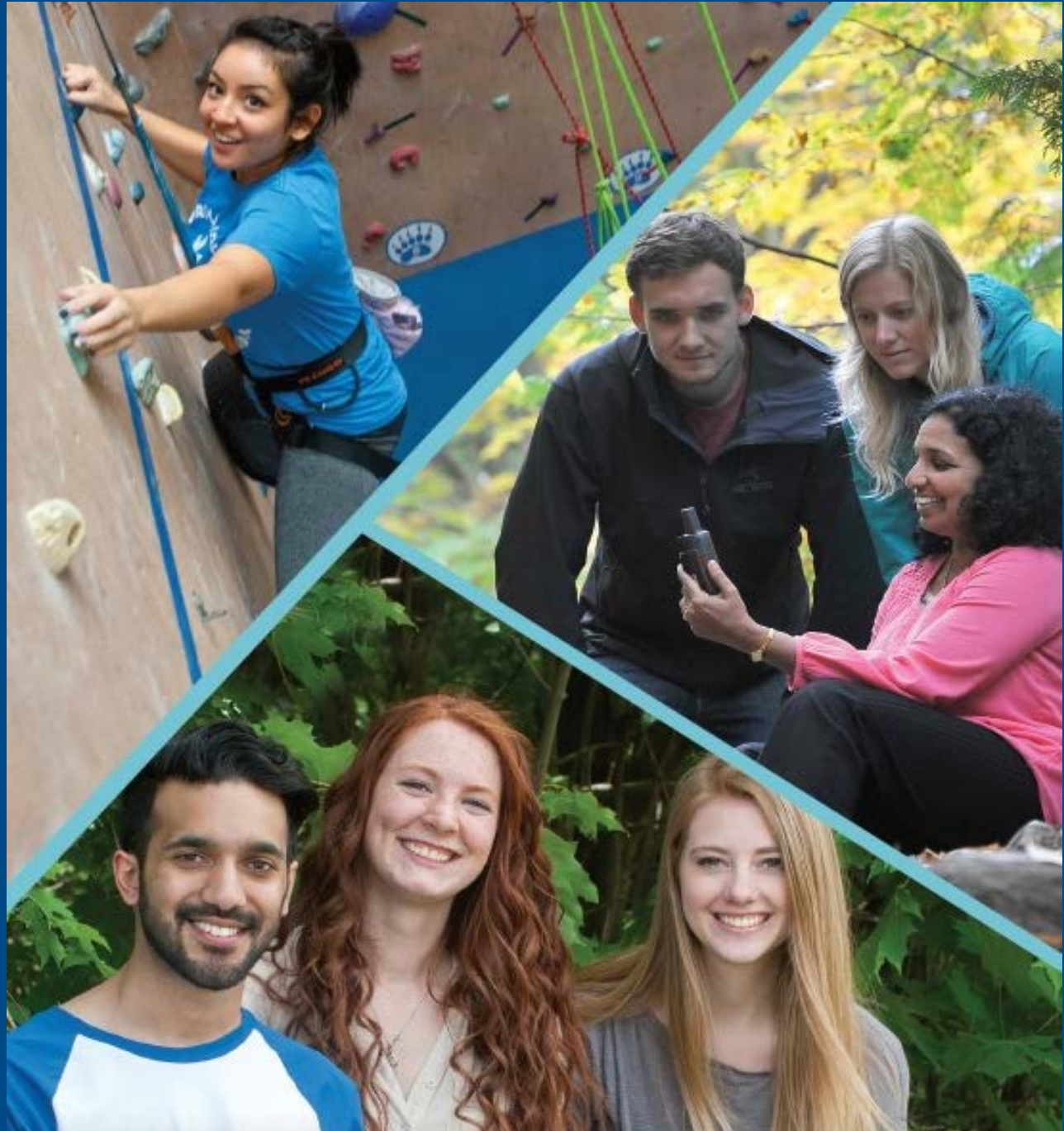


BEST OF **BOTH** WORLDS



LAKEHEAD-GEORGIAN STUDENT GUIDE 2018-2019 Academic Year



Lakehead
UNIVERSITY



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LAKEHEAD-GEORGIAN KEY CONTACTS

APPLIED LIFE SCIENCES		
Lakehead University Program Coordinator	Dr. Heidi Schraft	Tel: (807) 343-8351 Heidi.Schraft@lakeheadu.ca (Lakehead, Thunder Bay) Room CB 4015
Lakehead University Program Advisor	Dr. David Law	Tel: (705) 330-4008 x. 2646 dlaw@lakeheadu.ca (Lakehead, Orillia) Room OA3018
Georgian College Program Lead	Dr. Sean Madorin	Tel: (705) 728-1968 x. 1085 Sean.Madorin@GeorgianCollege.ca (Georgian, Barrie) Room M312B
Georgian College Program Assistant	Sabrina Chun	Tel: (705) 728-1968 Ext. 1173 Sabrina.Chun@GeorgianCollege.ca (Georgian, Barrie) Room M312

COMPUTER SCIENCE		
Lakehead University Department Chair	Dr. Ruizhong Wei	Tel: (807) 343-8227 Rwei@lakeheadu.ca (Lakehead, Thunder Bay) Room AT 5021
Georgian College Program Lead	Ross Bigelow	Tel: (705) 728-1968 Ext. 5325 Ross.Bigelow@GeorgianCollege.ca (Georgian, Barrie) Room A155
Georgian College Assistant to the Associate Dean, Computer Studies	Kathy Lyte	Tel: (705) 728-1968 Ext. 1398 Kathy.Lyte@GeorgianCollege.ca (Georgian, Barrie) Room D137
Georgian College Lab Technician	Ali Ershad-Manesh	(Georgian, Barrie) Room B223

ENGINEERING		
Lakehead University Department Chair	Dr. Krishnamoorthy Natarajan	Tel: (807) 343-8657 Krishnamoorthy.Natarajan@lakeheadu.ca (Lakehead, Thunder Bay) Room AT 5003
Lakehead University Program Coordinator	Dr. Mohammad Uddin	Tel: (705) 728-1968 x. TBA Mohammad.uddin@lakeheadu.ca (Georgian, Barrie) Room A143E-1
Georgian College Program Lead	Dr. Majid OstadRahimi	Tel: (705) 728-1968 Ext. 1948 Majid.OstadRahimi@GeorgianCollege.ca (Georgian, Barrie) Room A143
Georgian College Program Assistant	Jacqueline Huggard	Tel: (705) 728-1968 Ext. 5225 Jacqueline.Huggard@GeorgianCollege.ca (Georgian, Barrie) Room A143L
Lakehead University Lab Technician	Roya Dibaj	rdibaj@lakeheadu.ca (Georgian, Barrie) Room A139

ENVIRONMENTAL		
Lakehead University Department Chair	Dr. Sreekumari Kurissery	Tel: (705) 330-4008 Ext. 2629 Skurisse@lakeheadu.ca (Lakehead, Orillia) Room OA 3010
Georgian College Program Lead	Samantha Sullivan Sauer	Tel: (705) 728-1968 Ext. 6280 Samantha.SullivanSauer@GeorgianCollege.ca (Georgian, Barrie) Room A143K
Georgian College Program Assistant	Jacqueline Huggard	Tel: (705) 728-1968 Ext. 5225 Jacqueline.Huggard@GeorgianCollege.ca (Georgian, Barrie) Room A143L

SCIENCE LABORATORY SUPPORT		
Lakehead University Laboratory Technician	Chase Moser	cmoser@lakeheadu.ca (Georgian, Barrie) Room A143

COOP CONTACT (COMPUTER SCIENCE)		
Rita Pittman Coop Consultant, Student Development, Cooperative Education and Career Success		Tel: (705) 728-1968 Ext. 5268 Rita.Pittman@GeorgianCollege.ca (Georgian, Barrie) Room B110A
Jodi Derrick Coop Consultant, Employer Development, Cooperative Education and Career Success		Tel: (705) 728-1968 Ext. 1493 Jodi.Derrick@GeorgianCollege.ca (Georgian, Barrie) Room B110

STUDENT CENTRAL/ ENROLLMENT & REGISTRATION		
Student Central, Orillia		(705) 330-4008 Ext. 2100 osa@lakeheadu.ca (Lakehead, Orillia) Simcoe Hall

ENROLLMENT, REGISTRATION & FINANCIAL AID		
Jessie Clarke Student Central Professional		Tel: (705) 330-4008 Ext. 2111 Jclarke1@lakeheadu.ca (Lakehead, Orillia) Room OA 1028

STUDENT ADVISOR (NON-ACADEMIC)		
Becca Allan Advisor, Accessibility and Academic Success Services		Tel: (705) 728-1968 Ext. 5373 Becca.Allan@GeorgianCollege.ca (Georgian, Barrie) Room A143L

ACCESSIBILITY ADVISOR		
Georgian College		Tel: (705) 722-1523 studentsuccess@georgiancollege.ca (Georgian, Barrie) Room B110
Lakehead University		Tel: (705) 330-4008 Ext. 2103 oraccess@lakeheadu.ca (Lakehead, Orillia) Room OA 1030

INTERNATIONAL SERVICES	
Segal international Centre Georgian College	Tel: (705) 728-1968 Ext. 1218 international@georgiancollege.ca (Georgian, Barrie) Building C, 2 nd Floor
Katelyn Fraser International Engagement Specialist	Tel: (705) 330-4008 Ext. 2141 kfraser@lakeheadu.ca (Lakehead, Orillia) Room OA 1031

STUDENT CLUBS AND ASSOCIATIONS	
Georgian College Georgian College Students' Association (GCSA)	Tel: (705) 728-1968 Ext. 5287 (Georgian, Barrie) Room A162
Lakehead University Lakehead University Student Union (LUSU)	Tel: (705) 330-4008 Ext. 2180 (Lakehead, Orillia) Room OA 1027

LAKEHEAD UNIVERSITY STUDENT UNION (LUSU) CONTACT	
Theresa Vandeburght LUSU Vice-President, Orillia Campus	Tel: (705) 330-4008 Ext. 2181 vporillia@lusu.ca (Lakehead, Orillia) Room OA 1027
Leigh Castle LUSU Coordinator, Orillia Campus	Tel: (705) 330-4008 Ext. 2180 Leigh.Castle@lusu.ca (Lakehead, Orillia) Room OA 1027

GEORGIAN COLLEGE STUDENTS' ASSOCIATION (GCSA) CONTACT	
Jonah Brandridge GCSA President	Tel: (705) 728-1968 Ext. 5286 Jonah.Brandridge@georgiancollege.ca (Georgian, Barrie) Room A162
Sheona Morrison Manager, Student Leadership and Transition Programs	Tel: (705) 728-1968 Ext. 5287 Sheona.Morrison@georgiancollege.ca (Georgian, Barrie) Room A162

IT HELPDESK	
Georgian IT Support	Tel: (705) 728-1968 Ext. 1732 ITSupport@GeorgianCollege.ca
Lakehead IT Support	Tel: (705) 330-4008 Ext. 7777 https://www.lakeheadu.ca/faculty-and-staff/departments/services/helpdesk

BOOKSTORE	
Orillia By phone: (705) 330-4008 Ext. 2856 By e-mail: bookstro@lakeheadu.ca By fax: (705) 330-4031	Thunder Bay By phone: (807) 343-8314 By e-mail: bookstr@lakeheadu.ca By fax: (807) 343-8158
<p>Students place textbook orders online. Access book lists through MyInfo or visit http://bookstore.lakeheadu.ca/Course/campus and select "Lakehead Georgian" followed by the term to search for books by course.</p> <p>The Lakehead Bookstore accepts Visa, MasterCard and Amex as methods of payment for online orders. Online orders are not charged to a credit card until time of processing by staff.</p>	

Books are shipped to students at their home address or at the Georgian College Barrie campus. If delivery is to the Barrie campus, staff at Georgian Stores will notify students when the books arrive. Please contact the [Lakehead Bookstore](#) for further information.

CAMPUS ADDRESSES



Georgian College
Barrie Campus
One Georgian Drive
Barrie, ON L4M 3X9
Tel: (705) 728-1968



Lakehead University
Orillia Campus
500 University Avenue
Orillia, ON L3V 0B9
Tel: (705) 330-4008

CAMPUS SAFETY AND SECURITY

EMERGENCY

Emergency
Police, Fire or Ambulance



911

Note: If situation presents an immediate danger to life, **call 911 first**, then contact Security

TO INITIATE LOCKDOWN 705.722.4000, ext. 4000

FIRST AID - EMERGENCY 705.722.4000, ext. 4000

NON-EMERGENCY

For non-emergencies (first aid, general requests e.g., escort to vehicle), please contact Security at:

- Ext. 5100 or call (705) 722-5100.

Courtesy phones are located throughout campus hallways that will connect you with Security. In addition, Blue Light emergency phones have been installed in the parking lots for your outdoor use if required. Security escorts are available after dark to get you safely to your vehicle. Contacting Security is a free call from any on campus pay phone.

FALL 2018 IMPORTANT DATES

Thursday & Friday August 30 to 31, 2018
 Wednesday, August 29, 2018 to Saturday,
 September 1, 2018

[International Student Orientation](#) at Barrie campus
[Lakehead Orillia Campus](#) Student Orientation

Tuesday, September 4, 2018
 Wednesday, September 5, 2018

[Georgian Barrie Campus](#) Student and Program Orientation
 First day of classes for all Lakehead-Georgian courses

For other upcoming events, visit our website:

<https://www.lakeheadgeorgian.ca/student-life/new-student-guide/>

WEEK	WEEK OF	NOTES
WEEK 1	3 rd September	Labour Day: Monday, Sept. 3, 2018 – College/University Closed Georgian College Orientation Day: Tuesday, Sept. 4, 2018 (No classes) Wednesday, Sept. 5, 2018 – First day of classes
WEEK 2	10 th September	
WEEK 3	17 th September	
WEEK 4	24 th September	
WEEK 5	1 st October	
WEEK 6	8 th October	Thanksgiving: Monday, Oct. 8, 2018 – College/University Closed Monday, Oct. 8 to Friday, Oct. 12, 2018 – Fall Study Week (<i>Lakehead only – all Lakehead-Georgian students scheduled/in classes</i>)
WEEK 7	15 th October	
READING WEEK	22 nd October	Monday, Oct. 22 – Friday, Oct. 26, 2018 – Fall Study Week (<i>Lakehead Georgian programs</i>)
WEEK 8	29 th October	
WEEK 9	5 th November	
WEEK 10	12 th November	
WEEK 11	19 th November	
WEEK 12	26 th November	
WEEK 13	3 rd December	Last day of Fall-Term classes: Wednesday, Dec. 5, 2018 Make-up Classes: Monday, Dec. 3 – Wednesday, Dec. 5, 2018 The two days of classes missed due to holiday Mondays will be made up on MONDAY, December 3 (in their regularly scheduled rooms) and WEDNESDAY, December 5 (Rooms TBC). Classes missed due to Georgian College Orientation Day will be made up on TUESDAY, December 4 in their regularly scheduled rooms. Exam Study Days: Thursday, Dec. 6 – Friday, Dec. 7, 2018
FINAL EXAMINATION PERIOD	8 th to 16 th December (includes 2 Sundays)	Exam Period: Saturday, Dec. 8 – Sunday, Dec. 16, 2018 Exam Contingency Date: Monday, Dec. 17, 2018 NOTE: No classes are to be scheduled during the examination period.
GRADES DUE		Friday, Dec. 21, 2018
	24 th December to 1 st January	College/University closed for holiday break

Holiday Season:

- College reopens: Wednesday, Jan. 2, 2019.
- First day of classes for Winter-term: Monday Jan. 7, 2019.

WINTER 2019 IMPORTANT DATES

Wednesday January 2, 2019
Monday, January 7, 2019

College reopens
Winter-term classes begin

WEEK	WEEK OF	NOTES
WEEK 1	7th January	Monday, Jan. 7, 2019 – First day of Winter-term classes
WEEK 2	14th January	
WEEK 3	21st January	
WEEK 4	28th January	
WEEK 5	4th February	
WEEK 6	11th February	
WEEK 7	18th February	Family Day: Monday, Feb. 18, 2019 – College/University Closed Monday, Feb. 18 to Friday, Feb. 22, 2019 – Winter Study Week (Lakehead only)
READING WEEK	25th February	Monday, Feb. 25 to Friday, Mar. 1, 2019 – Winter Study Week (Lakehead-Georgian programs)
WEEK 8	4th March	
WEEK 9	11th March	
WEEK 10	18th March	Monday, Mar. 19 to Friday, Mar. 23, 2019 – In-class student evaluations
WEEK 11	25th March	
WEEK 12	1st April	Monday, Apr. 8, 2019 – Last day of Winter-term classes
FINAL EXAMINATION PERIOD	8th April (includes 1 Sunday)	Exam Study Day: Tuesday, Apr. 9, 2019 Exam Period: Thursday, Apr. 10 to Wednesday, Apr. 18, 2019 Exam Contingency Date: Saturday, Apr. 20, 2019 NOTE: No classes are to be scheduled during the examination period
	15th April	Good Friday: Friday, Apr. 19, 2019 – College/University closed
	22nd April	Easter Monday: Monday, Apr. 22, 2019 – University closed (Lakehead only)
GRADES DUE		Friday, Apr. 26, 2019

LAKEHEAD-GEORGIAN PROGRAMS AS PER ACADEMIC CALENDAR

- [Bachelor of Engineering \(Electrical\) Degree with Electrical Engineering Technology Advanced Diploma](#)
- [Honours Bachelor of Arts and Science – Environmental Sustainability \(Specialization in Ecosystem Management\) Degree with Environmental Technician Diploma](#)
- [Honours Bachelor of Science – Applied Life Sciences \(Specialization in Biomedical Techniques\) Degree with Biotechnology-Health Diploma](#)
- [Honours Bachelor of Science in Computer Science Degree with Computer Programmer Diploma](#)

ACADEMIC POLICIES AND REGULATIONS

Students enrolled in a joint Degree-Diploma program offered in partnership by Lakehead University and Georgian College starting September 2018 (Four programs noted above) will adhere to the [Lakehead University Academic Calendar](#) and [University Regulations](#).

This includes:

1. General regulations
2. Registration
3. Program of Study
4. Examinations
5. Standing
6. Reappraisal and Academic Appeals
7. Special Examinations
8. Deficiency
9. Academic Misconduct
[\[Found in the Code of Student Behaviour and Disciplinary Procedures\]](#)
10. Withdrawal
11. Timely Feedback

Exceptions:

1. Computer Users and Code of Computer Conduct
2. Non-Academic Misconduct
3. Joint Program - Semester Start and End Dates and study weeks
(Please see Fall 2018 Important Dates and Winter 2019 Important Dates)

CAMPUS BASED POLICIES AND REGULATIONS

Students will adhere to campus based policies and regulations found in both the [Georgian College Student Code of Conduct](#) and the [Lakehead University Student Code of Behaviour and Disciplinary Procedures](#).

Application of the appropriate policy depends on the campus location of study. Please review chart 1.c for details.

Chart 1.c Campus Based Policies and Regulations Breakdown

Environmental Degree-Diploma		Electrical Engineering Degree-Diploma	
Year 1 and 2 Georgian College (Barrie)	Georgian College Student Code of Conduct Applies	Year 1- 4 Georgian College (Barrie)	Georgian College Student Code of Conduct Applies
Year 3 and 4 Lakehead University (Orillia)	Lakehead University Student Code of Behaviour and Disciplinary Procedures Applies		
Applied Life Science Degree-Diploma		Computer Science Degree-Diploma	
Year 1 and 2 Georgian College (Barrie)	Georgian College Student Code of Conduct Applies	Year 1 and 2 Georgian College (Barrie)	Georgian College Student Code of Conduct Applies
Year 3 and 4 Lakehead University (Orillia)	Lakehead University Student Code of Behaviour and Disciplinary Procedures Applies	Year 3 and 4 Lakehead University (Orillia)	Lakehead University Student Code of Behaviour and Disciplinary Procedures Applies

The Georgian College Student Code of Conduct

1. Student Rights and Responsibilities
2. Disciplinary Sanctions
3. Prohibited Conduct
 - Disruption
 - Misconduct against persons and dangerous activity
 - Misconduct Involving Property
 - Acts of Dishonesty (Non-Academic)
 - Smoking, Alcohol and Drug Use
 - Contravention of other Laws
 - Aiding or abetting
 - Visitors
 - Abuse of process

The Lakehead University Student Code of Behaviour and Disciplinary Procedures

1. Example of Misconduct
 - **Academic Misconduct**
(Applies to all students in all years and all locations of the above noted joint degree-diploma programs)
 - Non-Academic Misconduct
2. Sanctions
3. Enforcement Procedures
4. Appeal Tribunals and Procedures
5. Administrative Procedures

STUDENT RESPONSIBILITIES

- Familiarize yourself with the academic policies, procedures, requirements and the applicable student code of conduct
- Contact your student advisor or program coordinator/chair if clarification is required
- Recognize your responsibility for continually monitoring your progress toward graduation and for both your academic and non-academic choices while studying with Lakehead-Georgian
- As a student you are responsible for knowing the requirements of your academic program and the applicable Code of Conduct and or sub section and adhering to the those policies and regulations

LIBRARY SERVICES

- Your Library User ID can be set to your Lakehead username.
- Your PIN will be customized for you when you activate your ONEcard.
- Call the library at (705) 722-5139 or toll free at 1-877-890-8477 to activate your card.
- Complete our [Library UserID & PIN request form](#) if you are not in a rush, or stop by one of our library locations next time you're on campus.
- The Library is located in K Building (Georgian College, Barrie Campus).
- You have access to resources at Lakehead and Georgian libraries. In addition, you can obtain help with research, study skills, math, writing, tutoring, etc.
- Please visit the website to access resources and library information:
<http://library.georgiancollege.ca/main>
- Lakehead-Georgian Library Services information:
<https://library.georgiancollege.ca/lakehead>

PEER TUTORS

Peer tutoring is provided to students at no extra cost. Drop-in and pre-scheduled 1:1 tutoring services are available during the semester on weekdays. Peer tutors are available for 1:1 help on a drop-in basis in the library. The Writing Centre, Math Centre and drop-in tutoring Hubs for Business, Engineering and Health Sciences are open to all students. Schedules are posted on the door of the tutoring centre and on the library website.

- Please visit <https://library.georgiancollege.ca/tutoring>
- For more information, email AcademicSuccess@georgiancollege.ca
- To book an intake appointment, call (705) 728-1968 Ext. 1307 or drop by Academic Success reception at K112 (Georgian College, Barrie Campus)

COUNSELLING SERVICES

All students have free, confidential access to professional counsellors. Counsellors discuss personal and mental health concerns that are impacting your life and/or academics. For students who are in crisis or who are dealing with time-sensitive issues, drop-in counsellors are available either in person or by phone Monday to Thursday 8:30 am – 7:00 pm and Friday, 8:30 am to 4:30 pm (Summer semester Mon to Fri 8:30 to 4:30).

To book an appointment with a counsellor:

- Call (705) 722-1523, or drop by room B110 in the Founder's Building (Georgian College, Barrie Campus). Evening appointments are available Monday to Thursday each week during fall and winter semesters. To connect with a counsellor 24/7, call the Good 2 Talk Help-line: 1-866-925-5454

ACCESSIBILITY

Once accepted to Lakehead-Georgian, we recommend that students with disabilities meet with an accessibility advisor to learn about available accommodations and services.

Many students don't realize that they may have a disability and therefore never identify themselves. To benefit from the services offered, students who think they may have a disability should make an appointment with an accessibility advisor. For more information, visit the [Accessibility Services page](#) on the Georgian College Student Services website, or contact:

- Barrie Campus, B110
studentsuccess@georgiancollege.ca
Tel: (705) 722-1523
- Orillia Campus, OA 1030
oraccess@lakeheadu.ca
Tel: (705) 330-4008 Ext. 2103

TESTING SERVICES

Testing Services administers tests with accommodations and missed or make-up tests. Priority is given to students requiring test accommodations. Testing Services are in Barrie, Room B121. To be eligible for test accommodations, students must meet with an Accessibility Advisor to obtain a Letter of Accommodation and share it with their teacher. Missed tests are written in Testing Services only after the student and faculty have arrived at a mutually agreeable date and time. For more information, visit the [Student Services - Testing section](#) of the Georgian College website or portal.

ONECARD STUDENT CARD

ONEcard is the official means of identification on campus. Features extend far beyond a simple ID – it's your student card, library card, athletic centre card, and a convenient payment for select vendors on-campus and off-campus – all in one!

Identify yourself as a Lakehead-Georgian student and get your ONEcard through the Registrar's Office (C Building, Barrie Campus). Please remember to bring a government issued photo ID.

- Tel: (705)728-1968 Ext. 1756
- Email: onecard@georgiancollege.ca
- Website: <https://www.georgiancollege.ca/student-life/campus-services/onecard/>

U-PASS FOR PUBLIC TRANSIT

The U-pass offers unlimited use of public transit in Orillia and Barrie to all Lakehead-Georgian students. Full-time undergraduate students are automatically enrolled in the U-Pass. This is a mandatory service for all Lakehead-Georgian students, which does not offer an opt-out option. You will receive a sticker that goes right on your Lakehead-Georgian student ID card (ONEcard). Present your student ID card when you want to ride the bus. Your U-Pass is valid year-round from September 1st to August 31st. A new pass is issued in September of each year.

Any questions about your U-Pass, please contact:

- GCSA Office, Room A162 (Georgian College, Barrie Campus)
1 Georgian Drive
Barrie, ON L4M 3X9
Tel: (705)728-1968 Ext. 5290

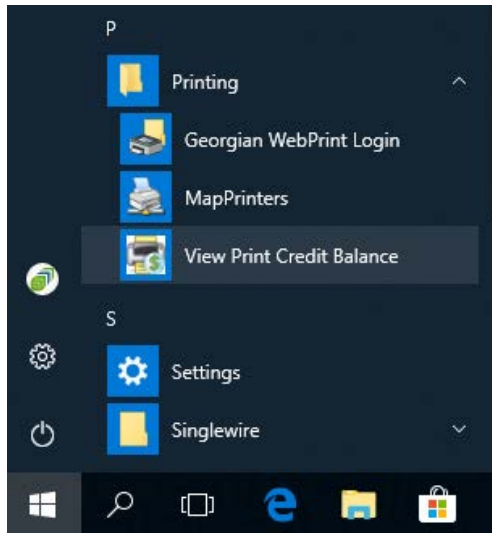
PRINTING, PHOTOCOPYING & SCANNING

Printing

Print credits can be purchased at the Library's Customer Service Desk.

How do I check my print credit balance?

1. Select the Start Menu (bottom left corner)
2. Select/expand the Printing folder
3. Select "View Print Credit Balance"



How much does it cost to print?

It costs 10 cents to print one side per page; second side costs 9 cents.

Printers are set to double-sided printing on most campus libraries except Owen Sound. Print credits are non-refundable. More information please visit: <https://library.georgiancollege.ca/services/printing>

Photocopying

- Black & white photocopiers are available in each Library
- Copying costs 10¢ per page
- Copiers are coin operated - change is available from the Library Customer Service Desks.

Scanning

- available at each library location
- see Customer service for details

SYSTEM/SOFTWARE ACCESS

Lakehead-Georgian students have access to a number of systems at Georgian. Below is a list of what you may access and how to do so.

What is my login?

- For all Georgian systems, Lakehead-Georgian students login using userid@student.georgianc.on.ca and your **Lakehead** password.
- Your Lakehead user id (not student number) is noted as “userid” (e.g. jsmith1@student.georgianc.on.ca)
- You can find your user id in the Lakehead-Georgian acceptance letter or by contacting your Student Central Professional:

Jessie Clarke
 Tel: (705) 330-4008 Ext. 2111
Jclarke1@lakeheadu.ca
 (Lakehead, Orillia) Room OA 1028

Lakehead MyInfo

MyInfo is the student information portal where you can perform a variety of functions related to your enrolment. Through MyInfo, you can apply for bursaries, register for classes, view your class schedule, check your tuition fees and account balance, and more. Through MyInfo you can also access [the Georgian Student Portal](#) for information about on-campus events, student services, etc.

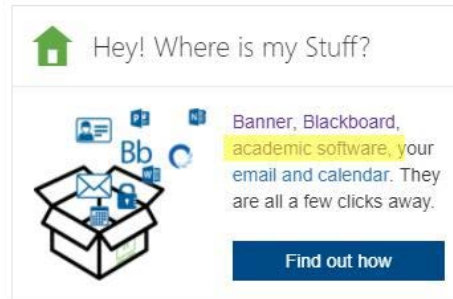
- MyInfo website: <https://erpwp.lakeheadu.ca/>
- Log in using: userid@student.georgianc.on.ca and your **Lakehead** password.

Georgian Student Portal

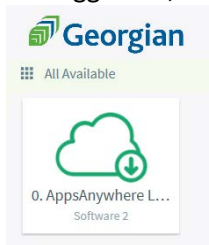
- Website: <https://portal.georgiancollege.ca/>
 - Log in using: userid@student.georgianc.on.ca and your Lakehead password.
- Please note: If you forget your Lakehead student password, it must be changed through the [Lakehead password recovery system](#) and it will sync to Georgian systems within approximately 5 minutes.

Access Software on a Georgian College Computer (e.g. library, computer lab)

1. Using a web browser, go to <https://portal.georgiancollege.ca/>
2. Log in using: [userid@student.georgiancollege.ca](mailto:user@student.georgiancollege.ca)
3. Click “academic software” to launch AppsAnywhere



4. Once logged on, select and install the AppsAnywhere Launcher onto your computer.




This should allow the AppsAnywhere to open. Reopening the above website may be required. Allow the validation process to run.

5. Select the desired program to run and select launch. All the launch process to complete.
6. For programs that require access to an external drive (e.g. USB), launch program BEFORE inserting external drive). If the drive is not recognized, completely reboot software and try again. IMPORTANT for PASCO Capstone software.

Key Suggestions:

- Save all work on a Georgian College computer to an external drive (e.g. USB, OneDrive/cloud, etc.). All data is deleted upon logout/shut down.
- Arrive to class early to allow time for computer and software to boot (can take 10+ minutes depending on network traffic).
- Software such as Microsoft Office products should be available under the Start button. All other software is available through AppsAnywhere. Those marked with a red exclamation mark are only available through a Georgian College computer (not on personal devices). If asked to allow a process to run, say yes!
- If your document will not print, check your print credit balance – there is an application on the desktop of student lab/library computers. See Library Service Desk to purchase more print credits.

Service	Description	Username	Password	Who to call for help
Lab/ Library /Loaner Computers	Shared computers for student work in classrooms or library <i>Note: Buy print credits in the Library to print from these computers</i>	userid@ student.georgianc.on.ca	LU password	*Call Georgian IT for help with password resets, software/printing/ etc.
Georgian Portal (aka o365 or office365)	Access to Georgian news, software, food services, computer availability etc. portal.georgiancollege.ca	userid@ student.georgianc.on.ca	LU password	*Call Georgian IT for help with password resets, software/printing/ etc.
Athletics (PAR-Q only – one time)		Georgian student #	Default YYMMDD	*Call Georgian IT to reset password
Payment card - ONEcard	Link is available through the Georgian portal - More info on Georgian Website	userid@ student.georgianc.on.ca	LU password	705.728.1968 Ext. 1756 onecard@georgiancollege.ca *Call Lakehead IT to reset password (5 min to sync back to Georgian).
File Storage (Office365 OneDrive)	100Gb storage for staff to save, store, sync, and share files. Available via Portal in the orange “waffle” icon 	userid@ student.georgianc.on.ca	LU password	*Call Lakehead IT to reset password (5 min to sync back to Georgian).
File Storage (G: Drive Computer)	200Mb storage for short-term use on all Georgian lab or library computers. Note: computers will reset upon restart – only files saved on G: drive will remain.	userid@ student.georgianc.on.ca	LU password	*Call Lakehead IT to reset password (5 min to sync back to Georgian).
Georgian Software (Apps- Anywhere)	Access via Office 365 Waffle or via Student Portal	userid@ student.georgianc.on.ca	LU password	*Call Lakehead IT to reset password (5 min to sync back to Georgian).

PARKING

Georgian is implementing a new parking initiative at the Barrie Campus to improve the customer experience. The new parking system uses a **plate recognition system** – so you need to ensure your plate information is up to date in the parking system. A Georgian vehicle will have cameras mounted for scanning plates to ensure parking permits are valid. Please see the [Barrie Campus Parking FAQs](#). Please also see the summary below regarding adding your license plate:

- I have more than one vehicle plate number on my account. How can I make sure the correct vehicle is being scanned each time?**

You can add multiple vehicles to your Georgian profile or Honk Mobile account. When paying by phone, you can pick the plate of the vehicle you're parking on the Barrie Campus at that particular time. For faster checkout, you can set a plate as your primary vehicle so it will be selected for you automatically. Please note that only one plate is permitted on site at a time.
- What if I need to bring a rental or different car to work that is not registered? Can I register same-day for a temporary car?**

You can update your profile at any time. However, if someone else gets a ticket in the future with that plate, it will be flagged to your account. If you need to register a temporary vehicle, it's best to call the Parking office at Ext. 1230 to make arrangements.
- Are there any limits to the number of plates/cars you can register?**

No. Please note that only one registered plate can be on campus at a time.

Parking Pass

If you drive to campus, you can purchase a monthly parking pass at <https://georgianparking.t2hosted.com/Account/Portal> or in the Parking Office:

Barrie Campus, (Founder's building)
 Room B119, First floor
 Tel: (705) 728-1968 Ext. 1230
 Email: parking@georgiancollege.ca
 Hours of operation: Monday to Friday, 10 a.m. to 3 p.m.

Everyone should visit the [new portal](#) and ensure their licence plate and personal information is up to date.

Hourly/Daily Parking

For students or visitors who pay hourly or daily, payment must be made upon arrival, rather than when exiting the Barrie Campus. Hourly and daily parking is purchased through [HonkMobile](#). Android and iPhone users can download the free Honk app in the [App Store](#) or [Google Play](#).

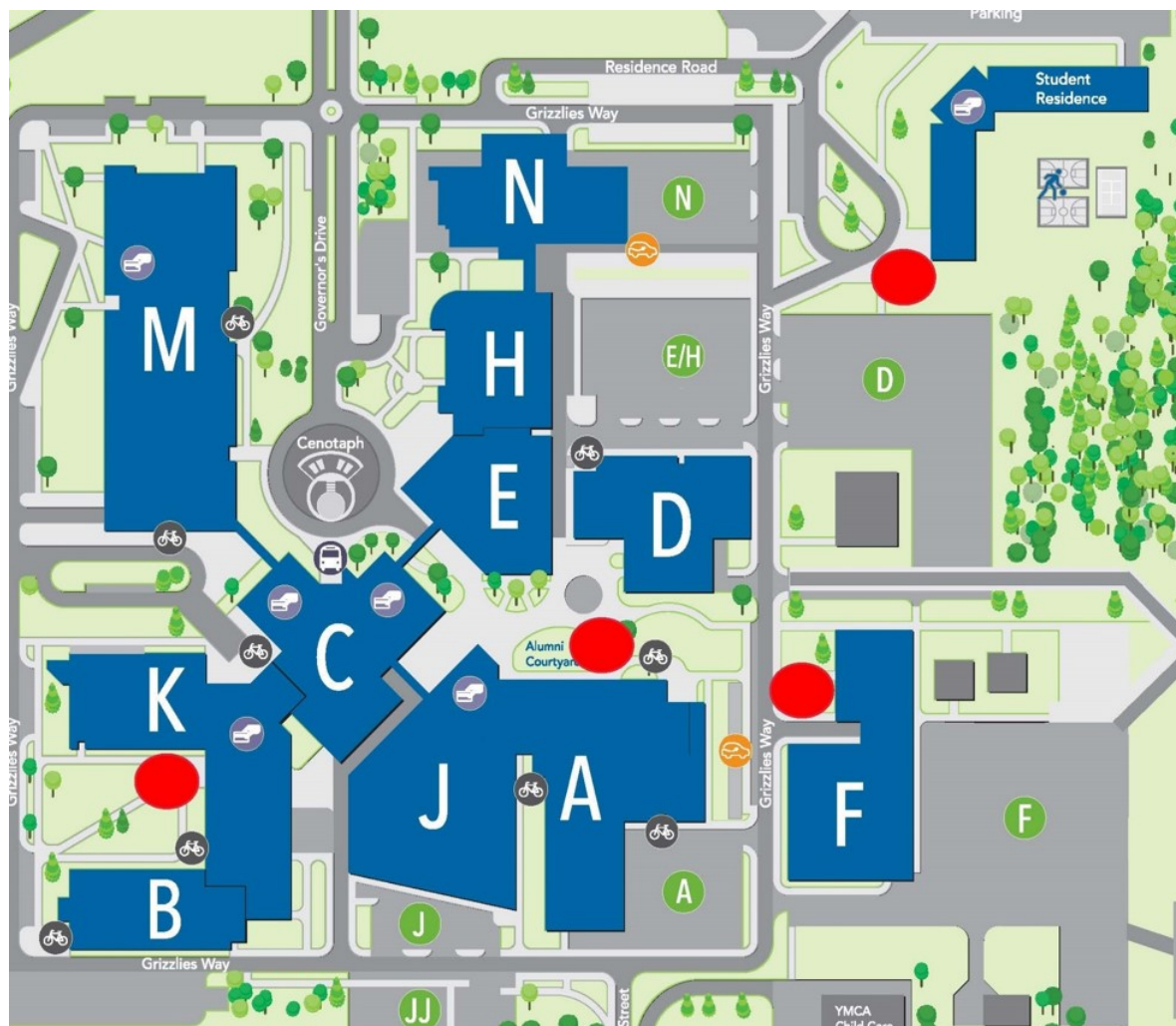
SMOKING POLICY

The Smoke-Free Ontario Act applies to all campuses of Georgian College. The college is responsible under this legislation to ensure compliance with the smoking regulations under the act, and has its own additional restrictions that meet or exceed the requirements of the act. **At Georgian College, smoking is restricted to specific designated areas.** For further information on this procedure, please refer to the [Smoking Policy](#).

Students who violate this policy will be subject to sanctions imposed by the college as well as applicable provincial legislation. Avenues pursued may include the Student Code of Conduct, the levying of a monetary fine, and escalating sanctions up to and including expulsion. Violations will be tracked by Campus Safety and Security and notations made to student files as appropriate.

Designated Smoking Area

The designated areas are clearly marked and include gazebos and open areas that are appropriately signed. Note that the Alumni Courtyard on Barrie campus is designated as a non-smoking area with the exception of the smoking gazebo. Please use the appropriate cigarette ash and butt receptacles located in the designated areas. (See map below.)



CAMPUS CLOSURES

Georgian College will remain open for all classes and services unless extreme weather conditions dictate closure or class cancellation. This decision is made through the Office of the President in consultation with senior managers and campus directors. Closure of the college and widespread cancellation of classes will be announced on the website and on local radio stations.

Cancellation of Examinations due Inclement Weather

In the event of a college closure due to inclement weather or unforeseen circumstances, students should contact their academic area for information with regards to the rebooking or action required as a result of the cancellation. If a campus is closed on a scheduled exam date, Lakehead University Enrolment Services will re-schedule the exam to the contingency exam date and students will be notified via their student email or D2L course accounts.

Generally, the college will try to make its closure decision early in the morning to avoid situations where individuals start their commute to campus unnecessarily. The objective is to make the decision to close by about 6:00 a.m. where possible based on available information. At that time, the college's communication protocol will be implemented.

If you suspect that the Barrie campus might be closing, you are well advised to either check the **Georgian College website** or **call the main number of the Barrie campus** to obtain the most current and accurate information.



You may also download the app onto your smart phone or device: safe@Georgian

CAMPUS SAFETY

Security	Campus Safety/Conflict Resolution
<ul style="list-style-type: none"> General Enquiries: (705) 722-5100 Emergency Number: (705) 722-4000 Security.office@georgiancollege.ca Location: E006 	<ul style="list-style-type: none"> (705) 728-1968 Ext.6111 conflictresolution@georgiancollege.ca Location B125

Please note the Georgian Safe app provides safety and campus information, directions and news updates and alerts. We recommend students download and utilize this app to ensure they have access to the more up to date information.

FIRE PROCEDURES

All students should familiarize themselves with the locations of the manual fire alarm stations, fire extinguishers and building exits in their work areas in order to avoid confusion when a fire emergency arises.

Upon Discovery of Smoke or Fire:

- **REMAIN CALM**
- Leave the area immediately
- Close all doors behind you; **DO NOT LOCK**
- Warn others in your area to evacuate
- Activate the fire alarm – Use manual pull station (located at most exits)
- **DO NOT USE ELEVATOR**
- Use **EXIT** stairwells to leave the building
- Call Security Services (Ext. 5100) from a phone outside of the affected area to provide details of the exact location of the smoke/fire

Upon Hearing the Fire Alarm:

- Evacuate immediately; do not assume it is a drill as all tests/drills are pre-announced.
- **DO NOT USE ELEVATOR.**
- Use **EXIT** stairwells to leave the building
- If you encounter smoke or fire in the stairwell, use an alternate **EXIT**
- Move away from building at least 30 meters, leaving clear access for emergency services.
- **DO NOT RE-ENTER** the building until authorized by the Fire Department and the fire alarm has stopped.

EMERGENCY LOCKDOWN PROCEDURES

Although highly unlikely, the possibility of a violent incident on one of Georgian’s campuses exists. The level of preparedness to respond to such an incident will have an impact on the outcome of the occurrence. If a violent incident occurs, it is highly unlikely that the police will be on campus at the onset. The entire campus must be prepared to respond quickly and effectively. These types of incidents may be over in a matter of minutes and perhaps even before the police arrive. The impact of such an incident will be dependent on the ability of the campus to lockdown as quickly and effectively as possible.

A Lockdown is a security action used to respond to a violent or potentially violent incident by a person or persons threatening with a gun or other deadly weapon (herein referred to as “the threat”). It requires all persons affected to consider their options, make a decision and act:

- **“Get Out”** - evacuate where possible. When there is an accessible escape path and where you believe the threat is not in that immediate area, attempt to evacuate the premises.
- **“Hide”** and barricade if evacuation is not possible, in a place where the threat is less likely to gain access.
- **“Fight”**- prepare to take aggressive action if you come into contact with the threat and you are in imminent danger of death or serious injury. Attempt to disrupt and/or incapacitate the threat. Fighting is a last resort.

Call 911 and, as soon as possible call or direct someone to call Security to initiate Lockdown at (705) 722-4000, or Ext. 4000 internally.

Only if it is safe to do so without danger to yourself or others, obtain and convey the following to Security:

- The nature of the emergency;
- The exact location of the suspect(s);
- Is the suspect(s) moving or stationary;
- The identity of the suspect(s) if known;
- A description of physical appearance of the suspect(s) (clothing, build, distinguishing characteristics, etc.);
- A description of weapons;
- The possible motive of the suspect(s) or threats that may have been made by the suspect(s);
- Any known injuries and the location of those injured, and;
- Your name and phone number.
- When you're able to, make notes of this information and other observations for use by the authorities.
- If it is safe to do so, warn other individuals in the immediate vicinity of the danger.

During the Lockdown, it is everyone's responsibility to make every effort to remain as safe as possible.

Consider the following options:

- "GET OUT", evacuating if possible and if you believe the threat is not in that area,
- "HIDE" and barricade if escape is not possible, and
- "FIGHT", prepare to take aggressive action if you come into contact with a threat and fighting is your last remaining option.

GET OUT

When there is an accessible escape path and where you believe the threat is not in that immediate area, attempt to evacuate the premises:

- Have an escape route and plan in mind.
- Evacuate regardless of whether or not others agree to follow you.
- Leave your belongings behind.
- Help others escape if possible.
- Discourage others from entering an area where the active shooter may be.
- Keep your hands visible to assist responding emergency personnel from confusing you with the threat.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.

HIDE

If evacuation is not possible, find a place to hide where the threat is less likely to gain access or find you:

- Hide in an area out of the assailant's view.
- Assist any individuals with a disability to take cover and hide.
- Seek cover in the event that a shooter fires in your direction. Move away from doors and windows, get down, and stay close to the floor. Hide under furniture.
- Lock the doors if possible. If this is not possible, block entry to your hiding place with heavy objects or furniture. Use a belt or other item to tie the door handle to something stable.
- Cover any glass panels in the doors and any windows if possible.
- Do not trap yourself or restrict your options for movement.
- Silence your cell phone and stay quiet so that the assailant's attention is not drawn to you.

Note: Cell phones should not be used unless communicating vital emergency information. Remember – excessive cell phone use has the potential to overwhelm and crash the wireless network and, as a result, could cut off access to vital communication lines for emergency responders.

- Turn off any lights where possible. Staying still will prevent motion sensors from activating lighting.
- Turn off any audio/visual equipment.
- Do not respond to requests to open the door unless you are sure that it is Georgian College Security or the police.
- Do not contact Georgian College Security unless you have information critical to the violent situation.
- Disregard the fire alarm unless otherwise informed.
- Do not contact 911.
- Wait for law enforcement, or until notified through the Communication System that the Lockdown has ended and you are notified by appropriate personnel regarding what actions to take.

FIGHT

As a last resort and only to protect yourself or another from serious bodily harm or death, prepare to take aggressive action. Attempt to disrupt and/or incapacitate the threat by:

- Acting as aggressively as possible against him/her.
- Yelling.
- Throwing items.
- Improvising and using weapons.
- Committing to and following with your actions as aggressively as you can.

Lockdown Procedures within Open Areas e.g. Cafeteria

- If you believe you can GET OUT and that it is safe to do so, evacuate and make your way to a place of safety.
- If you can't get out and you're in an area where there are no doors that can be locked or barricaded, take shelter under desks, tables, chairs or behind bookcases or other furniture or equipment.
- Stay quiet and still. Be prepared to FIGHT.

Outside of a Building

Not all persons will be inside the building when a violent incident occurs. If you are outside the building and receive a Lockdown through the Communication System, follow the steps outlined below:

- DO NOT ENTER ANY BUILDINGS ON CAMPUS.
- Move as far away from the buildings as possible and seek cover if possible – find a place of safety.
- Co-operate with emergency response officials as requested.
- Leave campus if possible and do so in a safe, calm and orderly manner.
- Do not attempt to access your motor vehicle as a means of escape.

Conclusion of Lockdown

- The Lockdown status will only be terminated upon direction from police.
- Individuals will be notified through the Communication System messaging that the Lockdown has been terminated. Do not otherwise open your door or come out from hiding unless directed to do so by the police.

The following means of notification during an emergency remain:

- computer pop-ups
- audio message from speaker phones
- audio message from Georgian computers
- PA audio
- Safe@Georgian app push notification

Please note that Georgian has **discontinued** the following means of notification during a lockdown:

- email to all employees
- net lights and podium lights

Lockdown and fire evacuation drills: September 20, 2018

Georgian will hold lockdown and fire evacuation drills on Thursday, September 20th at all campuses. Please familiarize yourself with college procedures and provide feedback to help with continuous improvement. If your campus is closed due to unforeseen circumstances, the drills will take place on September 21st.

Fire drill

The fire evacuation drills will occur at the following times:

- 10 a.m., buildings F, A, J and student residence
- 10:30 a.m., buildings C, K, B and M
- 11 a.m. buildings H, D, E

Learn what to do. The all-clear to re-enter buildings will be given by Security or Pre-service Firefighter/Police Foundations students.

Lockdown test

Tentative timing: 2 p.m., Barrie campus

Georgian's Lockdown procedure (get out > hide > fight) provides direction on how to make informed decisions under extreme circumstances. During this test, the lockdown emergency notification system will be activated and you'll be prompted to watch a video in class or with peers that covers a number of scenarios and the best course of action.

GEORGIAN FOOD SERVICES

C Building 2nd Floor | Student Services Centre

- The Marketplace is the main cafeteria managed by [Chartwells \(Dine on Campus\)](#). (features Pizza Pizza, Grill & Co., Global Village, Soup Emporium, and Culinary Table)
- Subway is located next to the International Center in C Building 2nd floor.
- The main Tim Hortons is located in C building. There is another secondary Tim Horton on the first floor of M building (Automotive Business School).

J Building 1st and 2nd Floor | Student Life Centre

- The Students Administrative Council (SAC) runs the campus pub, [The Last Class \(TLC\)](#), located on the first floor across from the SAC office. It is a licensed, full-service restaurant with daily specials and a diverse menu for lunch and dinner.
- SAC also runs [The First Class Café \(TFC\)](#), located on second floor, on top of the TLC. The café offers breakfast, fresh sandwiches, smoothies and beverages to go.

E Building 1st Floor | Centre for Hospitality and Tourism and Recreation

- The [Georgian Dining Room \(GDR\)](#) is an upscale dining area, open daily for lunch. It is a working classroom for our hospitality students, who prepare and serve the meal.
- The GDR also offers [Bun on the Run](#), a takeout food facility located in E109 in the kitchen lab. It is cash only. They publish a menu schedule each semester, offering a set lunch each weekday. The Hotel and Resort students run this operation to learn all aspects of their trade, while offering an excellent menu at an excellent price.

F-Building | Skills Building

- The small F-Cafe serves up Pizza Pizza, fresh baked goods, hot soups, On the Go salads and sandwiches and a full beverage selection including Roasters coffee.

For more information about on campus food services, please visit:

<https://www.georgiancollege.ca/student-life/campus-services/campus-food-services/>

GEORGIAN BARRIE CAMPUS MAP



To download the Barrie campus map, please [click here](#).

The information in this document was correct at the time of publication.
(October 22, 2018)

Please refer to online policies for current information.