

Department and Service Area Quick Reference Guide



This document was designed as an internal resource tool for all Canadore employees.

ACADEMIC CENTRE OF EXCELLENCE

canadorecollege.ca/academic-centre-of-excellence

The Academic Centre of Excellence (ACE) supports faculty to design and deliver rich and innovative learning experiences for students. This support includes new program development, course design and delivery, educational technology tools, academic project and quality assurance leadership. Also supported is iLearn; Canadore's Learning Management System. iLearn can help with delivering content, assessments, monitoring attendance, grading, discussions and more.

705.474.7600 ext. 5155
ace@canadorecollege.ca

OFFICE OF INCLUSION (G223)

canadorecollege.ca/inclusion

This office supports all individuals regardless of race, religion, ethnicity, age, gender identity, gender expression or sexual orientation.

The Community Inclusion Coordinator helps facilitate campus celebrations, customized classroom presentations/workshops, preferred name changes, First Generation services, and much more.

Erin Plourde, Community Inclusion Coordinator

705.474.7600 ext. 5134
erin.plourde@canadorecollege.ca

ADMISSIONS OFFICE

canadorecollege.ca/admissions

Canadore's Admissions team is available to help students, from applying to college, to registering for classes, to adding/dropping classes and all the way to convocation.

- Register for programs/courses: Full-Time, Part-Time, Continuing Education
- Keep personal information up-to-date
- Add or drop courses, program changes
- Transfer credits
- Acquire official transcripts
- Obtain certificate/diploma

admissions@canadorecollege.ca
international.admissions@canadorecollege.ca

College Drive 705.474.7600 ext. 5123
Commerce Court 705.474.7600 ext. 5720
Aviation 705.474.7600 ext. 5266
International Admissions 705.474.7600 ext. 5420

CAMPUS FOOD BANK

Canadore Student Emergency Food Banks are located at each campus for students in need:

- Commerce Court Campus, E101
- Aviation Campus, Y237
- College Drive Campus, G223
- Parry Sound Campus, 126

To use the food bank, students must complete the Food Bank Acknowledgement letter and Food Bank Application form. Accepted students will be required to show a valid student card when accessing the food bank. Students are limited to 1 bag per month, with a maximum of 3 visits per semester.

Lise Paxton, Student Life Coordinator

705.474.7600 ext. 5301
lise.paxton@canadorecollege.ca

CAMPUS SHOP

bkstr.com/canadorecampusstore

The Campus shop offers supplies, traditional books, textbook rentals, stationery, software, hardware, gifts, clothing and accessories. All items are available year-round. Students can also access online books, textbook rentals, eTexts and book borrowing.

canadorec@bkstr.com
705.474.7600 ext.5347

CANADORE STUDENTS' COUNCIL

canadorestudentscouncil.ca

The CSC is made up of representatives from the student body. The Council's goal is to develop and deliver cohesive on-campus programming that encourages cultural, educational, social and athletic leadership to improve the quality of life for all students at Canadore.

Rebecca Morin, Student Government Coordinator

705.474.7600 ext. 5539
rebecca.morin@canadorecollege.ca

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CAMPUS HEALTH CENTRE

canadorecollege.ca/health-centre

The Campus Health Centre provides students with convenient access to a wide array of medical services including: illness, primary care, sexual health, smoking cessation, immunizations, first aid, sutures, preventative health and disease prevention. There is a physician, a nurse and medical laboratory services on site.

705.474.7600 ext. 5261

campushealth@canadorecollege.ca

CENTRE FOR CAREER DEVELOPMENT

canadorecollege.ca/student-employment

The Centre offers programs and services designed to enhance the student experience through employment and experiential learning opportunities. They provide lifetime support for Canadore alumni.

- Job search support
- Resume, cover letters and interview preparation
- Employer networking
- Entrepreneurship support
- Volunteer and mentorship opportunities
- Job portal exclusive to Canadore students and alumni
- Co-curricular record
- Canadore Volunteers

Ryan Drouin, Manager
Centre for Career Development

ryan.drouin@canadorecollege.ca

705.474.7600 ext. 5826

CENTRE OF ACCESS, INTERDISCIPLINARY STUDIES, AND LIFELONG LEARNING

canadorecollege.ca/programs/continuing-education

In addition to full-time academic programming, the Centre includes the Continuing Education, Corporate Training, and Academic Upgrading departments.

Continuing Education delivers micro-credentials, college courses, certificates, and diplomas for part-time students. A full selection of part-time options are available, including the Ontario Learn consortium which provides students access to part-time courses and programs across all 24 colleges.

Caroline Corbett, Director, Academic Operations and Business Development

ce@canadorecollege.ca

canadorecollege.ca/programs/continuing-education

Corporate Training works with industry to provide skills upgrading and training, develop training plans, and provide customized delivery options.

donald.kerr@canadorecollege.ca

canadorecollege.ca/programs/academic-upgrading

The Academic Upgrading department provides tuition-free services for learners who need to upgrade their knowledge and skills to prepare for entry into post-secondary education or apprenticeships.

kim.sawyer@canadorecollege.ca

705.474.7600 ext. 5469

DEAN'S OFFICE

The Dean's Office supports the academic operations of the College, which include program and course offerings, faculty hiring and personnel matters, and academic aspects of student affairs.

College Drive

705.474.7600 ext. 5170

Commerce Court

705.474.7600 ext. 5628

academic.deansoffice@canadorecollege.ca

academic.timesheets@canadorecollege.ca

FINANCIAL AID DEPARTMENT

Canadore has an extensive financial assistance program for both full-time and part-time students.

- Scholarships, Bursaries and Awards
- OSAP
- Campus Employment for Students
- HigherEd Points
- Secure financial assistance

Financial Aid Officers are available at the College Drive and Commerce campuses within the Admissions Offices.

705.474.7600 ext. 5123

finaid@canadorecollege.ca

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FIRST PEOPLES' CENTRE

canadorecollege.ca/FPC

Canadore welcomes approximately 1,000 Indigenous students annually from across the country. Many Nations are represented, including Ojibway, OjiCree, Cree, Algonquin, Métis, Mohawk and Inuit.

The First Peoples' Centre offers comprehensive cultural, personal and academic support, advocacy, cultural advisors including ongoing cultural workshops and programs, Elder-on-Campus, mentorship and peer tutoring.

Specialized supports are also available for Ontario Works clients, Indigenous women and youth transitioning out of care.

canadorecollege.ca/fpc

Veronica Wesley, FPC Administrative Assistant

705.474.7600 ext. 5961

veronica.wesley@canadorecollege.ca

INTERNATIONAL OFFICE

canadorecollege.ca/international

Students come to Canadore from as far away as Brazil, China, India, Malaysia, Peru and Africa. The International Office provides support to all international students including orientation to the local community, guidance on matters related to health insurance coverage and immigration-related matters through a dedicated team of International Student Advisors (ISAs).

705.474.7600 ext. 5913

international@canadorecollege.ca

INFORMATION TECHNOLOGY SERVICES

ITS provides technological support in almost every area of the Canadore Community, including maintenance of computer labs and classroom technology, and supporting staff in course delivery. Staff and students are encouraged to call or email the ITS Service Desk for assistance and support.

705.474.7600 ext. 5800

service.desk@canadorecollege.ca

LEARNING LIBRARY

canadorecollege.ca/harris-learning-library

The Harris Learning Library has many services to support student learning.

- Friendly and helpful staff
- Information resources including books, games, streaming videos, audio books and electronic resources

- Access to materials from other libraries through InterLibrary Loan
- Individual and group study work spaces
- WiFi
- Copying and printing
- Access to the Learning Portal : tlp-lpa.ca

College Drive

705.474.3450 ext. 4221

library.help@canadorecollege.ca

Commerce Court (E240)

705.474.3450 ext. 5614

RESEARCH CENTRE

canadorecollege.ca/about/research-at-canadore

The Research Centre provides the following administrative services to faculty, staff and students:

- Applied Research policy interpretation
- Liaison with funding agencies
- Investigation of research opportunities
- Proposal writing support
- Budgeting and finance support
- Assistance with reporting requirements
- Training and professional development
- Project management services
- Concierge service to source funding for research opportunities

705.474.3450 ext. 5640

research.centre@canadorecollege.ca

RESIDENCE

canadorecollege.ca/residence

Canadore offers some of the newest residences in Ontario. Our secure apartment and townhouse style residences are located in North Bay and feature full kitchens, mail service, high speed internet, and access to shared facilities including on site laundry and study spaces.

The Residence Life Team is dedicated to creating a safe community environment, and provides transition supports to students through academic and social programming. The residence is staffed 24/7 year-round to support residents throughout their stay, providing housing to first and upper year students.

705.980.1301 ext. 0

info@canadoreresidence.ca

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SECURITY

Any questions regarding parking or campus safety including Campus Walk Program contact:

Education Centre Security

705.474.7600 ext. 5555, 705.498.7244 or 705.471.2488

Commerce Court Security

705.474.7600 ext. 5636 or 705.498.9375

Campus Safety Walk

705.494.9192

Call **911** in the event of an emergency for Police, Fire and/or Ambulance



Call **911** in the event of an emergency for Police, Fire and/or Ambulance

SPORT AND WELLNESS

canadorecollege.ca/sport

Sport and Wellness offers recreation and extramural activities, varsity teams and leagues, fitness centres, and fitness and wellness classes as well as workshops and campus life events at each campus.

Mike Haines, Recreation & Wellness Coordinator

705.474.7600 ext. 5410
mike.haines@canadorecollege.ca
instagram.com/canadore_panthers

STUDENT SUCCESS SERVICES

canadorecollege.ca/studentssuccessservices

Offers a range of student-focused services to foster students' success in their studies and beyond. From providing support through personalized learning strategies to organizing mental health and wellness events, we strive to create a campus environment that promotes inclusivity, student well-being, and vibrant student life experiences.

705.474.7600 ext. 5205
studentsuccessnow@canadorecollege.ca

ACCESSIBLE LEARNING SERVICES

- Academic Accommodations
- Referrals to Specialized Support Services
- Summer Transition
- Learning Strategies

STUDENT MENTAL HEALTH & WELLNESS HUB

- CARES: Campus Allies for Resilience, Empowerment and Support Pathway
- Peer Support Program (new)
- Wellness Connection Campaigns
- Outreach & Awareness
- Mental Health & Wellness
- Collaborative Stepped Care model includes single session therapy with mental health professional
- Crisis Care (9:00-4:00 Monday to Friday)
- Cultivating Skills (psycho-educational workshops and groups)
- Specialized Care referrals to additional supports

STUDENT SUCCESS RESOURCE CENTRES

- Testing Services
- Accommodated Testing
- Missed Tests (Fee Based \$20 per test)
- Mature Student Tests (Math and English)
- Learning and Transitional Support
- Assistive Technology Training
- Peer Tutoring (Fee Based \$20 for 10 hours)
- International Transition and Retention Support
- Academic Skill Building Workshops

TRANSFERS & PATHWAYS

canadorecollege.ca/transfer

This office helps students who are looking to study at Canadore from another school, continue their education at Canadore, or looking to pursue further education elsewhere, find the right path.

Jonathan Cranston – Pathways Officer

705.474.7600 ext. 5139
jonathan.cranston@canadorecollege.ca