

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, iLearn and other educational technology tools, and academic project and quality assurance leadership.

☎ 705.474.7600 ext. 5155

✉ ace@canadorecollege.ca

ACCESS & INCLUSION

canadorecollege.ca/inclusion

This office supports all individuals no matter their religion, race, ethnicity, age, gender identity, gender expression or sexual orientation.

Access and Inclusion helps facilitate campus celebrations, promotion of events, customized classroom presentations and workshops, preferred name changes, First Generation services and much more.

Erin Plourde, 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
- Pay fees
- Obtain student identification (student card doubles as a bus pass for full-time students)
- Add or drop courses, program changes
- Transfer credits
- Acquire official transcripts
- Obtain certificate/diploma

✉ admissions@canadorecollege.ca

College Drive

☎ 705.474.7600 ext. 5123

Commerce Court

☎ 705.474.7600 ext. 5720

Aviation

☎ 705.474.7600 ext. 5266

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

Lise Paxton, Student Government 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.

Lise Paxton, Student Government Coordinator

☎ 705.474.7600 ext. 5301

✉ lise.paxton@canadorecollege.ca

Department and Service Area Quick Reference Guide



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, immunizations, first aid and sutures, communicable disease screening, TB testing and disease prevention. There is a physician, a nurse and medical laboratory services on site.

📞 705.474.7600 ext. 5261

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

College Drive

📞 705.474.7600 ext. 5123

Commerce Court

📞 705.474.7600 ext. 5720

✉ finaid@canadorecollege.ca

Department and Service Area Quick Reference Guide



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/IPREP

Geraldine Noah, FPC Administrative Assistant

☎ 705.474.7600 ext. 5961

✉ geraldine.noah@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. 5425

✉ 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

www.eclibrary.ca

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

☎ 705.474.3450 ext. 4221

✉ info@eclibrary.ca

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. The three secure apartment-style residences accommodate 675 students and are wheelchair accessible.

Each residence offers: a full kitchen, telephone, mail service, Internet access, and access to transportation and laundry facilities.

Living Learning Communities

Living Learning Communities are designed to support student success in residence through specialized academic and social programs. Programs can include exam review sessions, team building, personal and professional development and more.

☎ 705.980.1301 ext. 0

✉ info@canadoreresidence.ca

Department and Service Area Quick Reference Guide



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



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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. 5623

✉ mike.haines@canadorecollege.ca

✉ [instagram.com/canadore_panthers](https://www.instagram.com/canadore_panthers)

STUDENT SUCCESS SERVICES

canadorecollege.ca/studentssuccessservices

Student Success Services provides support through learning strategies, mental health and wellness events, and accommodation planning with students with disabilities.

- On-campus Support Services
- Mature student testing
- Individualized guidance, consulting and support
- Peer tutoring, academic supports
- Media resources
- Student success resource centre
- Summer transition program
- Mental health triage
- Ontario Telemedicine Network

☎ 705.474.7600 ext. 5205

✉ studentsuccessnow@canadorecollege.ca

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