



SCARP Graduate Student

SCHOOL HANDBOOK

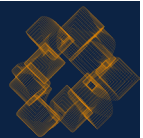
as of February 2023

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KNOWLEDGE IN ACTION — PLANNING IN PARTNERSHIP





We Acknowledge

We acknowledge that the UBC School of Community and Regional Planning is situated within the traditional ancestral and unceded territory of the **hən̓q̓əmi̓ñəw̓** speaking **xʷməθkʷəy̓əm** (Musqueam) people. The profession of Planning in Canada is committed to the project of reconciliation with Indigenous peoples (see CIP Policy statement, 2019) and to implementing the Calls of Action of the Truth and Reconciliation Commission report, as well as honouring the UN Declaration of the Rights of Indigenous Peoples (UNDRIP).

SCARP strives to break from the colonial legacy and culture of planning in order to work in respectful partnership with Indigenous communities, and is honoured to be in a teaching and learning partnership with the Musqueam Indian Band since 2012.

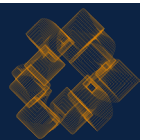
MORE INFORMATION

- [Musqueam history](#)
- [Indigenous Community Planning SCARP concentration](#)

What's this Manual for?

This manual elaborates on becoming and being a student here. Please keep in mind:

- This manual isn't a rehash of what's on any other SCARP/UBC communication channel. Remember to consult [the website](#) and any other documentation you are given as a student.
- While SCARP staff stand ready to offer guidance for what's still unclear, please rely on this manual, the website, and other resources so you don't have to wait for a follow-up. Most questions we receive are asked frequently and are answered here or on our website.
- What's written here isn't necessarily true forever. SCARP rules, resources, and systems are updated regularly. As you continue your studies, reference the website and collaborate with the Graduate Administrator to ensure you have the latest information.
- While advising and guiding resources are available to you, you are at the helm of your own educational ship! The ultimate responsibility is yours to ensure your studies satisfy all program requirements.
- [Take note](#) of SCARP events UBC's important dates throughout the year!





New to UBC?

Here are some resources to get you started. Please don't count on this to be an exhaustive list!

- ✓ Get a [UBC Card](#)
- ✓ Register for a [UBC email](#)
- ✓ [Register for a student Campus-Wide Login \(CWL\)](#)
- ✓ Get a [UBC bus pass](#)

[UBC STUDENT SERVICES \(AKA ENROLMENT SERVICES\)](#)

- Provides a broad scope of services and guidance to support incoming and current students.
- Start with your pre-university checklist, to secure your [ID card](#), [U-Pass](#), [UBC Login](#), [email](#), etc.)
- Don't forget about this resource once you're a student. This is an invaluable hub.
- Central office: [1874 East Mall](#)

[THE GRADUATE STUDENT SOCIETY \(GSS\)](#)

- Run by and for graduate students at UBC.
- Provides a range of services, support, and student-run events.
- Central office: [6317 Crescent Road](#)

[INTERNATIONAL STUDENT GUIDE](#)

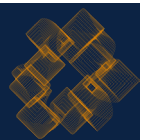
- Provides advising, checklists with links, and comprehensive information for international students

[WORKDAY](#)

- UBC's system for managing HR and Financial business processes (for student employees)
(Please note that as of this writing the student module of Workday is in the planning stages)
- [Learn how to use it](#), [search for how to do a particular task](#), or check the [Workday FAQ](#)
- Getting to Campus

OTHER RESOURCES

- [Centre for Accessibility \(AKA Access & Diversity Office\)](#)
- [Here2Talk](#), free 24/7 mental health support for BC post-secondary students
- [Traveling to Campus](#)
- [Graduate Student Community Forum](#)





New to SCARP?

First things to do (in no particular order)

- ✓ Attend SCARP Orientation, which begins on the Tuesday following Labour Day, in West Mall Annex.
- ✓ Email the [Administrative Assistant and Graduate Administrator](#) ASAP to be added to the email distribution lists applicable to you.
 - Student-led communication channels (e.g., unofficial social media accounts) are independent and not managed by the School. The [Planning Students Association](#) (PSA) can elaborate.
- ✓ Check e-mail daily, otherwise important notices could be missed.

Also Consult...

- [SCARP website](#)
- [Student-Made graduate student handbook](#)
- UBC Library's [page on Community and Regional Planning](#)
- Other resources listed in this handbook

Our Commitment

Beyond what Planning essentially is, we strive to realize UBC's systems-wide approach:

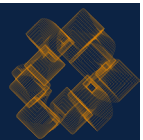
Inclusive Excellence:

To cultivate a diverse community that creates and sustains equitable and inclusive campuses

UBC's Strategy explains that diversity must go beyond numbers and representation, and that *diversity and inclusion are fundamental to excellence*. Inclusion is not merely a map to being our best selves, but our due diligence in any institution.

SCARP in particular elaborates on this ideal with these critical priorities:

- TO CULTIVATE AN OPENNESS TO DIFFERENT PERSPECTIVES, DIALOGUE ABOUT THOSE DIFFERENCES AND A WILLINGNESS TO LEARN.
- TO OFFER A LIVELY, INCLUSIVE, CREATIVE AND SUPPORTIVE WORKING ENVIRONMENT FOR FACULTY, EARLY CAREER SCHOLARS, STAFF AND STUDENTS, BASED ON RESPECT AND A SENSE OF SHARED ENDEAVOUR.
- TO ATTRACT AND SUPPORT HIGHLY TALENTED STUDENTS, STAFF AND FACULTY, REFLECTIVE OF DIVERSITY WITHIN CANADA.





What everyone is for

FACULTY

SCARP faculty are broadly experienced in teaching and professional practice. All full-time members are actively engaged in research and publication, which raises the level of scholarly, professional, and popular debate on key public policy and planning issues.

STAFF

SCARP staff are the behind-the-scenes operators of the School. The staff ensure the seamless functioning of the School, by being a conduit or guide regarding UBC/SCARP resources. You'll be working closely with them. They:

- Ensure the functioning of the School's research, teaching, and service programs
- Collaboratively guide students through SCARP processes, including:
 - ✓ Admissions
 - ✓ Awards
 - ✓ Course Registration/Enrolment
 - ✓ Program Completion Req's/Graduation
 - ✓ Internships and Professional Development
 - ✓ Research and teaching assistantships
- Respond to student enquiries, whether by addressing them or directing them to the right resource

Learn more about our staff and how each provides assistance in Appendix 1.

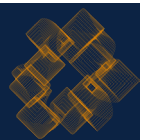
STUDENTS

- The SCARP student body has their own student council, the Planning Students Association. They:
 - ✓ Organize student events
 - ✓ Initiate/support student projects
 - ✓ Represent students in SCARP decision-making processes, as well as in:
 - UBC's [Alma Mater Society](#)
 - UBC's [Graduate Student Society](#)
 - Professional planning organizations
- You are represented on the Board of Directors of the provincial professional association of planners (the [Planning Institute of BC](#)), as well as on some SCARP committees (see below).
- You are also represented by UBC's Graduate Student Society and its Alma Mater Society.
- The student body may participate in conferences, and sponsor many academic and social activities.

Committees

Some SCARP committees have student representation (appointed by the [Planning Students Association](#)), ensuring the student body stays informed and has a say on SCARP's present and future. These include:

- School Meetings, which inform regarding SCARP projects and problem-solves where necessary
- Teaching and Learning Committee, which reviews and further develops SCARP curriculum
- MCRP and PhD/RM Student Forums





I think I need a mentor

There is something unique about a mentor relationship to dynamically guide you into mastery, whether a recent graduate or a professional planner. If you're interested in gaining insight or guidance from a mentor, you may be able to be helped to forge a link with someone with the skills, interests, and experience that would be most helpful. Contact the [Student Management Coordinator](#) to learn more about the mentorship program.

In addition, UBC provides information and offers resources to begin such a search, including UBC's "[Find a Mentor](#)" infohub and UBC's [Tri-Mentoring Handbook](#).

Being a SCARP Masters Student

Program Duration

SCARP offers two full-time Masters programs, the Master of Community and Regional Planning (MCRP) and the Master of Arts/Master of Science in Planning (MA/MScP AKA Research Masters), both of which students are expected to complete within two years.

In the event that you need additional time past this expected timeframe to complete your program, hold a discussion with your Faculty Advisor/Research Supervisor and Program Chair on how to proceed.

Advising

WHO ADVISES YOU:

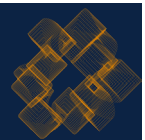
- MCRP students: Advised by your Faculty Advisor
- Research Masters (MAP/MScP) students: Advised by your Research Supervisor

WHEN:

- During the first two weeks of your first term of study (usually early September)
- At least once each winter term
- At least once each summer term
- As otherwise required/needed

ABOUT WHAT:

- Course planning / program updates





- You must schedule course planning sessions at the start of each term to identify elective courses that best help you achieve your personal learning objectives. Further meetings are encouraged as need arises.
- Internships (for MCRP students)
 - MCRP students: you are required to obtain your own internship (with the assistance of the [Student Management Coordinator](#)) and complete it during the summer after your first year of coursework at SCARP, as part of PLAN 527 Internship. Your Faculty Advisors will:
 - ✓ Work with you to determine educational objectives, appropriate experiences, and the expectations during the project, in consultation with the agency;
 - ✓ Advise you on organizations to contact or internship directions to pursue;
 - ✓ Discuss your professional and academic objectives;
 - ✓ Approve your choice of placement;
 - ✓ Help you develop an Internship Agreement that integrates your professional and academic goals with those of the Internship project;
 - ✓ Review project status reports, including:
 1. Mid-term and final evaluations from the agency
 2. A final planning report (or as otherwise described in the Internship Agreement) produced by you at the end of the internship
 3. A Student Evaluation from you of the experience
 - ✓ Assign a Pass or Fail mark to your Internship after assessment of your internship output(s), Agency Supervisor's Mid-Term and Final Internship assessment forms and your self-assessment, and/or in consultation with the host agency.
- Paid research assistance
 - SCARP faculty members may hire SCARP students as research assistants for faculty research projects. Working closely under faculty member supervision, you'd gain paid work experience, training in professional planning research and consulting work, and connections with local planning agencies that can lead to employment opportunities after graduation. There is no guarantee of research assistantships, as the number of positions depends on faculty funding. You may hold research assistantships with faculty members who are not your Advisors.

CHANGING ADVISORS

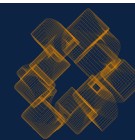
MCRP students are expected to stay with the same Faculty Advisor throughout the program. In rare circumstances, if you need to change to another Advisor, discuss the change with your current Advisor and secure the approval of the new Advisor before consulting with the MCRP Program Chair for final approval. Once that approval is obtained, notify the Graduate Administrator. Research Masters students may have the potential for some flexibility if need be, and may similarly contact their Program Chair about the prospect.

ADDITIONAL SUPPORT

The Chair of each program and the SCARP Director are also available to you for discussions of an academic, professional, or personal nature.

YOUR ADVISING RESPONSIBILITIES

You are responsible for knowing your program's requirements, and for contacting your advisor for guidance.





UBC Library

With more than eight million items in its digital and print collections, the [Library](#) is a vital support for research, learning and teaching excellence at UBC.

The [Music, Art & Architecture \(MAA\) Library](#), located in the Irving K. Barber Learning Centre, houses the core planning collection and provides reference and instructional support via the [Architecture & Planning Librarian](#). The MAA Library has both collaborative and individual study spaces, bookable group study rooms, as well as the impressive Ridington Silent Reading Room.

Due to the interdisciplinary nature of planning, collections and expertise in the [Koerner Library](#) (Humanities & Social Sciences library, including geography, government publications, GIS, data and statistics), the [Woodward Library](#) (Science Library, including engineering, forestry, land & food systems, and population & public health), the [David Lam Management Library](#) (transportation and urban real estate), the [Law Library](#), and the [Xwi7xwa Library](#) (Indigenous Scholarship), are partners in supporting the research, teaching and learning of the School of Community & Regional Planning (SCARP).

Some more highlighted resources

[COMMUNITY & REGIONAL PLANNING RESEARCH GUIDE](#)

A guide that will help you find planning related information including: databases, articles, books, standards, theses, images, video, data and more.

[RESEARCH COMMONS](#)

Offers consultations, workshops, and collaborative spaces for studying, research projects, and hosting presentations, and provides expertise on Data Analysis, Citation Management, Geographic Information Systems (GIS), Digital Scholarship and more.

[SCHOLARLY COMMUNICATIONS @ UBC](#)

Provides resources and support on all aspects scholarly communications, including Copyright and Research Data Management.

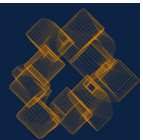
[CENTRE FOR WRITING & SCHOLARLY COMMUNICATION](#)

Provides evidence-based writing consultations, workshops and resources to undergraduates, graduates, post-doctoral fellows, and faculty and staff.

Library Online Access

Access is only through CWL via [Open Athens](#) or the [Lean Library Browser Extension](#).

[UBC Library Catalogue](#)





Enrolment

You must have your personal program's plan and "shape" approved and signed off by your Program Advisor using a Program Record form (More on Program Record forms on Page 15). You may register in any course offered by SCARP during your program, if/after you consult with your Program Advisor.

Concentrations

A concentration is a specific area of emphasis within a graduate degree (in this case the MCRP program). MCRP students are not required to declare a concentration; they are an optional tool to help you customize your school experience.

Declaring a concentration will inform the types of classes you will take to fulfill the requirements for your degree, and help inform potential employers about your specific area of interest and expertise. The only formal concentration of MCRP is Indigenous Community Planning, you're free to customise elements of your MCRP degree to your particular lens or direction.

INDIGENOUS COMMUNITY PLANNING CONCENTRATION

- [Overview](#)
- [ICP Handbook](#)

Registration

The [Student Service Centre](#) (SSC), in addition to its many other services, allows you to access your information and register for/manage your courses, program, and degree. It is your responsibility to ensure that your course registration and records are accurate by checking the SSC regularly.

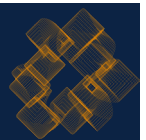
Some more tips:

- Check the UBC Course Schedule for the most up-to-date information on courses before you register.
- You should register for courses as soon as registration opens.
- We recommend you take no more than 12-15 credits of courses per term.
- Any registration issues may be forwarded to the [Student Support staff](#).

Some courses have limited capacity due to space and equipment requirements. There may sometimes be flexibility in adjusting class size to meet SCARP student enrolments. Students enrolled in a SCARP program are given priority to register in "PLAN" courses, though non-SCARP students may register with the course instructor's permission and if seats are available.

WAITLISTS

If a course reaches maximum enrolment, students may register for its waitlist. If one student drops out of a course, students are selected from the waitlist in its pre-determined order. If enrolled, waitlisted students will be notified by the Student Support Staff. Students enrolled in a SCARP program are by default given waitlist priority





over non-SCARP students. Please note that some SCARP course instructors prefer to have a class with a mix of students from other departments.

COURSE CANCELLATIONS

The School reserves the right to cancel a course if there are five or fewer students registered or a minimum of 8 students in the case of classes taught by Adjunct faculty. The Instructor and the Director will determine whether to offer courses with low registration. The decision will normally be made by the end of the second week of each term.

COURSE WITHDRAWAL / DROP-OUT

If you wish to leave a course you have registered for, how soon you submit the paperwork for your change-of-heart determines whether it's a "Drop", "Withdrawal", or a "Failed" standing.

- Drop: No record on transcript of having registered
- Withdrawal: Transcript will show "W", but does not affect grades
- Failed Standing: Transcript shows as having failed course. Grades will be affected.

The [Student Service Centre](#) details deadlines for course changes, including adds and drops. Many SCARP courses have different start/end dates.

COURSE EXEMPTIONS (MCRP)

The MCRP curriculum begins with a strong core sequence of 18 credits spread across eight courses that address a range of fundamental topics in planning. These courses are necessary for meeting accreditation standards for the Professional Standards Board in Canada and the Planning Accreditation Board in the United States. As MCRP's curriculum is unique in the planning world and in other related disciplines, all MCRP students are required to complete the 18-credit core sequence.

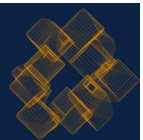
As such, no course exemptions will be considered for MCRP degrees.

Accessibility

The University works to accommodate students with disabilities. If you have ongoing conditions that require accommodation, register with the of Accessibility to initiate.

Student Accident Insurance

Insurance coverage, if desired, is available to a UBC student performing course work in environments where the risk of injury is greater than in the classroom (e.g., certain field work, practicums, and laboratories). Students must also have the basic BC Medical Plan or its equivalent from another province in place as the insurance plan provides only a measure of excess medical coverage. The plan does not provide 24- hour coverage; it applies only during your involvement in course work. Course work taking place outside of Canada and involving travel in chartered aircraft are excluded from the plan. The cost is \$7.00/year/student (subject to change). The School does not automatically take out Insurance policies on behalf of the students.





Visit Safety Services' [Student Insurance](#) page for further information.

Attendance

You are expected to attend every session in every course. In the event that you're unable to attend due to illness or emergency, you must notify your course instructor prior to class. Please review UBC's [policy on attendance](#).

LEAVES OF ABSENCE

Leaves-of-absence (LOA) may be granted during your graduate program. Leaves may be requested for one term, one session, or a maximum of one year (4, 8 or 12 months) and will begin on the first day of a term. For more information, please contact the [Student Support staff](#) and/or your Program Chair.

Please note:

- The final decision for leaves rests with - the [Faculty of Graduate and Postdoctoral Studies](#).
- Leaves are rarely granted retroactively; please submit this request prior to the official leave start date
- If granted, you must not pursue graduate academic work during the LOA and will not be eligible to receive award funding.

[More information](#)

Coursework

Most SCARP courses require short assignments and term papers, as well as the individual research project leading to your Master's thesis. In addition, a major part of your program will be your individual research project leading to your thesis.

Writing term papers, theses, and project reports is a core competency at SCARP as in many other Schools. Submissions should be professional in both form and content, properly structured as technical documents following a logical outline. The UBC Library site details [guides and resources](#) for optimum writing.

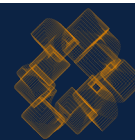
Other Course/Registration Options

AUDITING COURSES

An auditor is a student taking a course without seeking a grade or credit for the course. Auditors are expected to complete all course requirements except the final exam (or equivalent). If you successfully complete the course requirements for an audited course, your academic record will list "AUD" as the final grade.

To apply to audit a course, you must:

- Seek approvals from the course's instructor and the Program Chair
- Submit a completed Registration/Change of Registration form to the Graduate Administrator no later than the end of the term's first week of classes.





DIRECTED STUDIES

“Directed studies” are courses that allow you to carry out an individual research project, largely as per your creative vision but under the supervision and guidance of a faculty member. This represents an opportunity to further customise your program to your lens and direction.

If you wish to take a Directed Studies course, you must first:

1. Seek approvals from:
 - ✓ The supervisor monitoring your progress for the course, and
 - ✓ The Program Chair.(If your supervisor is the Program Chair, then the Director’s approval is required.)
2. If/once approved, submit the [Directed Studies form](#) and Outline to the [Student Support staff](#) for registration prior to commencing the course.

Once approved, the Student Support staff will register you in Directed Studies (code PLAN 550A/B).

NON-SCARP COURSES

As part of your program, you may also choose to enroll in non-SCARP courses (including up to 6 credits of 300- and 400-level undergraduate courses that are relevant to your degree). You may even take courses at other partner universities in British Columbia, Alberta, Ontario, and Québec, through the [Western Deans' Agreement](#) or [Graduate Exchange Agreement](#). Consider the following when registering for a non-SCARP course:

- We recommended you consult with your Faculty Advisor/Research Supervisor prior to registering.
- Course availability in non-SCARP courses is often limited, so register early.
- Some departments have different requirements for registration.

Grades

[Academic Progress – Graduate Students](#)

REPEATING COURSES

If you receive a Fail standing for a course, you may repeat a course for higher standing or take an alternate course on the recommendation of the Chair of the Program and the approval of the Dean of the Faculty of Graduate and Postdoctoral Studies. Both marks will, however, appear on your transcript. If the School does not make such a recommendation, or if the recommendation is not approved by the Dean of the Faculty of Graduate and Postdoctoral Studies, you will be required to withdraw from the program. If you obtain a grade of less than 68% in an excessive number of courses you will normally be required to withdraw from the program. You will be informed of any unsatisfactory academic progress in writing before any action regarding withdrawal is taken.

APPEALS

If you seek to appeal a grade, there is an order of operations to appealing a grade, each step theoretically more rare than the last, and proceeding to the next step only if you consider it necessary and have grounds:

1. Discuss with your Instructor





2. Discuss with the Chair of your program.
3. Apply to the Office of Registrar for an official review of a course mark if necessary.

Appeals based on alleged prejudice or bias or on improper or unfair procedures may be heard by the Dean of Graduate Studies, and then the Senate Committee on Academic Standing (application to the Senate Committee must be made within 10 days of the Dean's decision). The Dean and the Senate Committee on Academic Standing have no jurisdiction for appeals based on academic judgment and such appeals will be dismissed.

Course Evaluations

Student feedback is very important to SCARP, and is an important component of decisions about teaching approach, reappointment, tenure promotion, merit, and curriculum renewal. These submissions are confidential and your private information is protected.

Protocol:

1. You will receive a survey link, notifying you of Course Evaluation open/close dates
2. You may follow the link and fill in the survey.
3. The results are housed on a secure server located on the UBC Campus, excluding any personal data.
4. After surveys close AND final grades are submitted, survey results become open for review, by:
 - ✓ The instructor
 - ✓ The Dean
 - ✓ Associate Deans, and
 - ✓ Department Heads

Please ensure your email is up to date in the SSC system in order to receive notifications.

Research

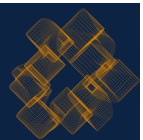
[oIRcle](#), part of the UBC Library, is a digital repository for faculty and student research, graduating projects, theses, and dissertations.

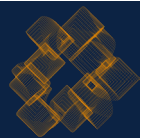
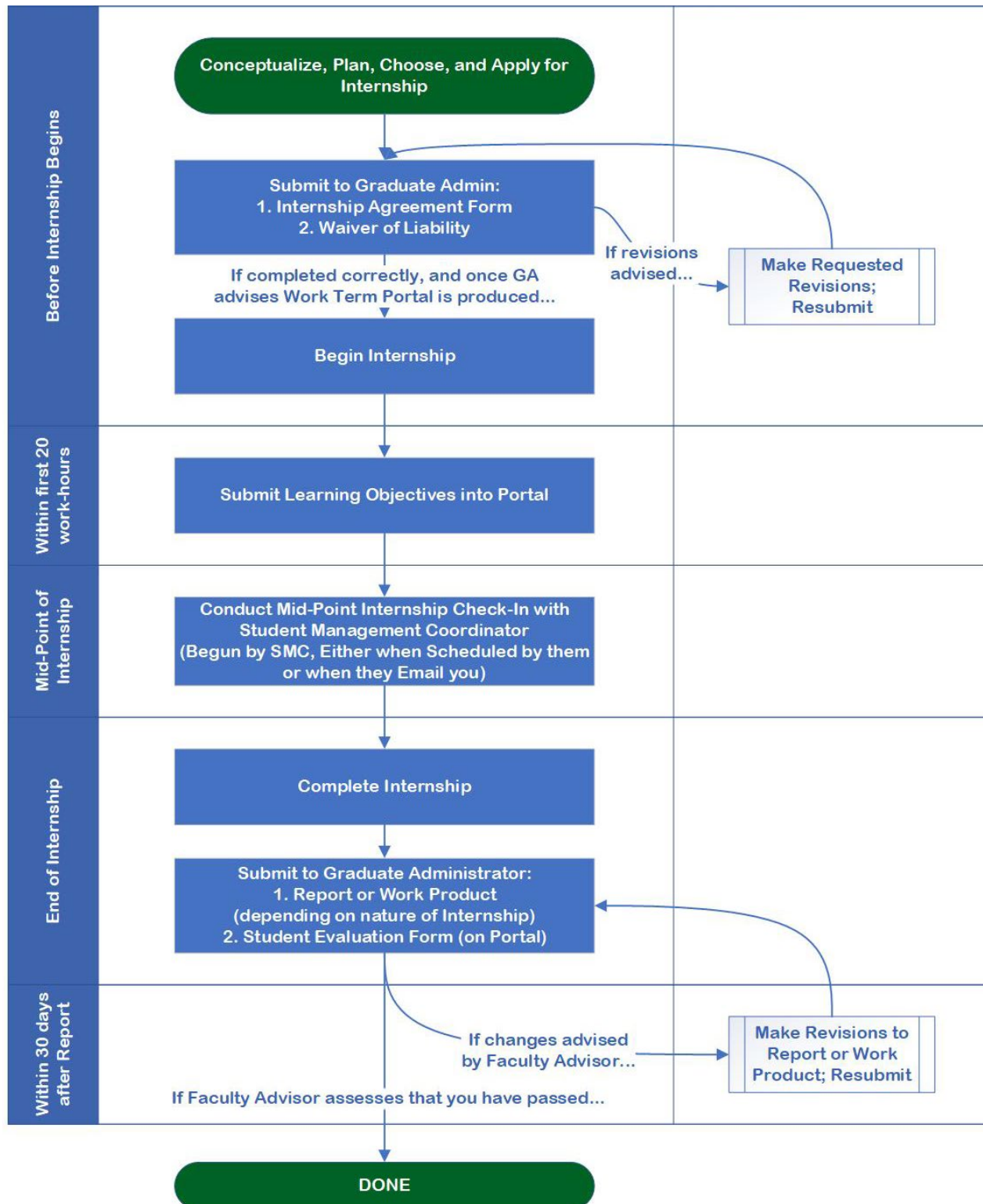
Ethical Review forms must be completed in advance of undertaking research involving human subjects including routine survey and questionnaire-based research. An online tutorial and forms are available online through the [Office of Research Services](#).

MCRP Internships

MCRP students are required to complete an Internship during the summer after their first year of coursework at SCARP, as part of PLAN 527 Internship. Evaluation of your performance will be produced by both your Faculty Advisor and internship supervisor. You are required to obtain your own internship, with the assistance of the [Student Management Coordinator](#).

While the process flowchart below will demonstrate the general the process of organizing your Internship, please refer to the [SCARP MCRP Internship Handbook](#) to understand everything it's your responsibility to do.







Work Learn

UBC's [Work Learn Program](#) supports and subsidizes meaningful work experiences on campus that offer the opportunity for all current UBC students to develop their professional skills, learn in a work environment, and earn money to help finance their education.

Both domestic and international students are eligible if currently registered full-time in courses, and have a valid UBC student number. (International students must also have a valid study permit.) You can work a maximum of 10 hrs/week during the Winter session, for a maximum of 300 total hours, or 20 hrs/week during the Summer session, also for a maximum of 300 hours.

Awards and Student Funding

There are many student awards and funding opportunities available to UBC students. Awards and/or funding are made available through SCARP, the Faculty of Graduate and Postdoctoral Studies (G+PS), professional planning boards and/or other UBC departments.

More information:

- [Awards for SCARP students](#)
- [General UBC Grad student award opportunities](#)

Transcripts

Students needing [official UBC transcripts](#) can order online through the Student Service Centre (SSC). To obtain transcripts from other institutions other than UBC please request them from those institutions directly.

Release of personal information at the University of British Columbia is governed by the Freedom of Information and Protection of Privacy Act (FOIPOP). Generally, student information may only be released with that student's express consent. Some exceptions apply.

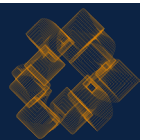
Check your registration throughout each term to ensure that changes that have been properly recorded on SSC. You are responsible for ensuring that your records, including course registration and grades, are accurate.

Program Records

[Program Record forms](#) are used to track your student record and to evaluate your progress in your graduate program at SCARP.

Steps:

1. Each term, select and fill in the form corresponding to where you are in your specific program.
2. Once the form is completed and signed by the Faculty Advisor/Research Supervisor, submit to the [Student Support staff](#).





Use of Degree Status Designations

An advanced education in community and regional planning is indeed a feather in one's cap, and we encourage you to celebrate your accomplishments here at SCARP, in your signature, your resume, and beyond. However, there are specific guidelines for how to refer to your accomplishments.

It is a matter of academic integrity that students, both current and former, correctly represent their degree program status and credentials, including by avoiding honest mistakes or misunderstandings in terminology. Please review and understand these [guidelines](#).

Other Things to Know

Student SCARP-Related Employment and Income

Some students may come to have SCARP-aligned appointments which accrue income, whether via salary or by the hour. Graduate Teaching Assistants (GTA or TAs) are hired as per CUPE 2278 collective agreement and are salaried. Graduate Academic Assistants (GAAs), Graduate Research Assistants (GRAs) and Work Learn (WL) are paid by the hour and guided by the [UBC Student Handbook](#).

Before commencing any work, students are required to:

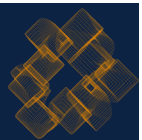
- Have active term appointments (signed contracts)
(If you have multiple sources of income handled by Workday, it will be necessary to clearly identify which you are claiming. Your appointment letter will contain the terms of your employment.)
- Take the 10-minute [online course](#) on Preventing [Bullying and Harassment](#)

When you are granted an appointment paid by the hour, your supervisor must submit the appropriate paperwork. Only once the paperwork is approved can you work and be paid for this work.

Claiming each period of pay is done by reporting your hours worked to your Supervisor, and through the online resource [Workday](#). Please familiarize yourself with Workday's [time submission protocol](#). If timesheets are submitted past deadline or not approved by your supervisor, you risk late or missing payments.

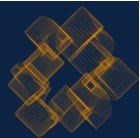
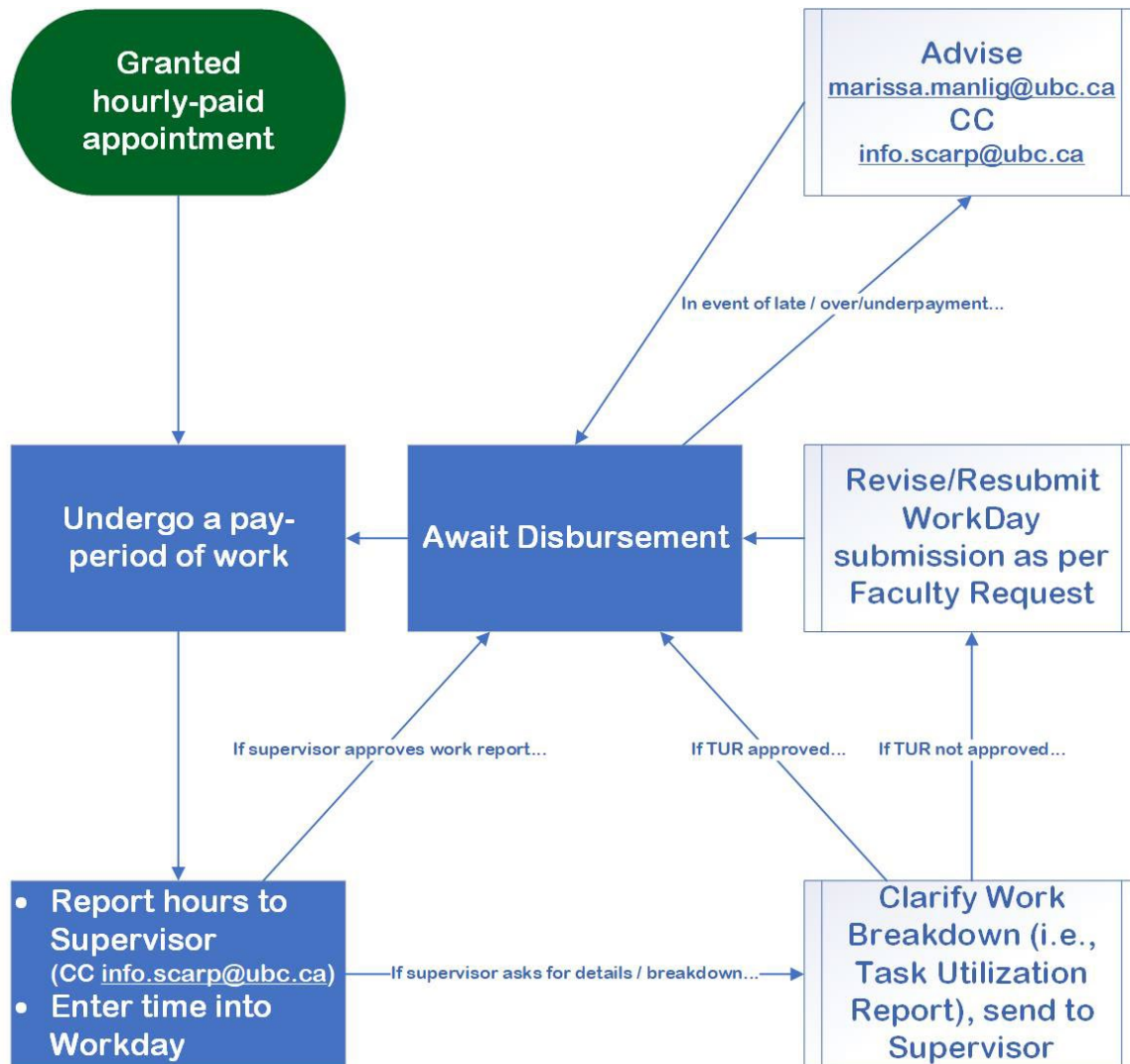
You must also send an email with the approval request to your supervisor and CC info.scarp@ubc.ca. Your email should report the days and hours worked and the total number of hours worked. After your supervisor sends the approval for info.scarp@ubc.ca, the SCARP admin team will push the timesheets to payroll for processing.

Please note that if your appointment is not with SCARP this section does not apply.





While you must understand the text above to follow the correct procedure, this process flowchart summarizes:





Costs we cover (Reimbursements)

PROTOCOL FOR REIMBURSING APPROVED “OUT OF POCKET” COSTS

Pending approval by your instructor/supervisor, certain student projects and activities cost money to pursue, some of which are eligible to be reimbursed by the School (UBC). When this happens, you may request reimbursement promptly after the fact. Observe [UBC guidelines](#) when requesting reimbursements.

It is your responsibility to:

- Track eligible expenses
- Retain proof of purchase for each
- Fill in the correct paperwork
- Submit request for reimbursement with all paperwork processed.

UBC’s Finance office automatically rejects reimbursement requests that lack any steps in the process. SCARP administrative staff do not have the capacity to fill in this paperwork for you.

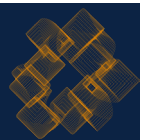
As of 2020, reimbursements are processed through the online resource [Workday](#). All paperwork (especially receipts) must be scanned and attached to your submissions.

Please be patient for remittance of reimbursements. While they are normally expected within a few weeks, backlogs can sometimes cause further delays. The more students follow reimbursement protocols without the need for re-dos, the faster everyone’s reimbursements can come.

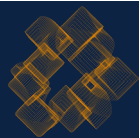
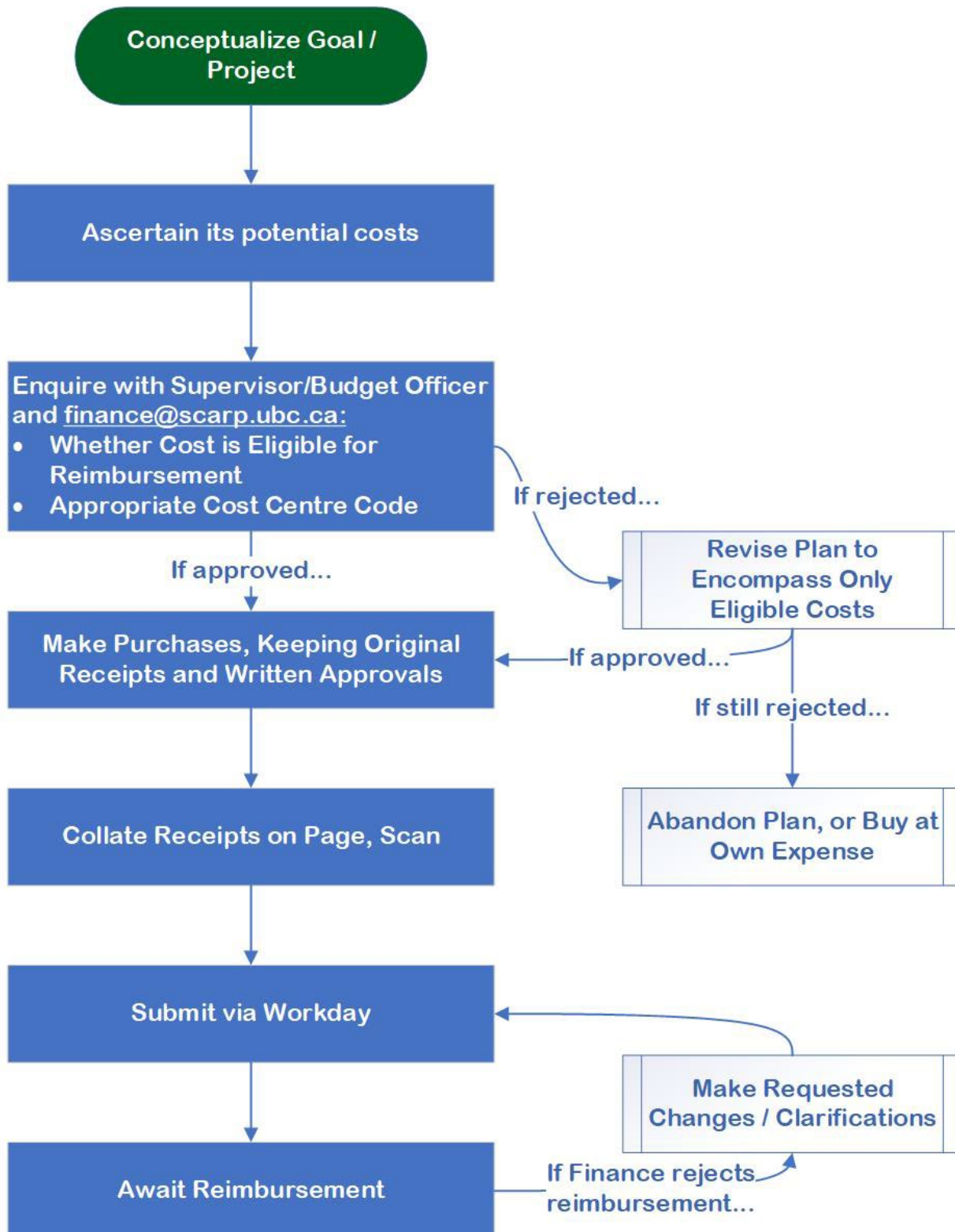
ELIGIBLE COSTS

Eligibility for each expense depends on its project or purpose, and will be analyzed on an individual basis. As such, we recommend discussing purchases you hope to reimburse before making a transaction. If you haven’t explicitly received approval or instructions regarding a purchase, please contact the [SCARP main office](#) for clarification.

While you must understand the text above to follow the correct procedure, the process flowchart on the following page summarizes the steps to take:



Reimbursements (continued)





Copyright

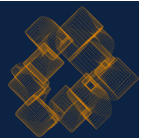
The Scholarly Communications & Copyright Office supports scholarly communications and copyright services for the UBC community.

The office advises faculty and staff on the application of UBC's copyright requirements and guidelines in a higher education setting and provides a range of services to support faculty, staff and students in the preparation of their course materials, assignments, presentations and publications.

- [Copyright at UBC](#)
- [Copyright Information for Students](#)

Software for Students

UBC IT provides some software for students, either free or at a discounted rate. See [UBC IT Software Licensing](#) for more information.





Buildings and Facilities

When accessing buildings on campus outside of business hours, be prepared to present your UBC ID if stopped by Campus Security. You may also request their ID in turn.

Parking

- There are several parking options open to students (classified as “visitors” for the purpose of parking).
- The Fraser River Parkade (1913 West Mall) is closest, next to WMAX.
- Flex Parking Passes can be purchased from UBC Parking and Security.

Frederic Lasserre Building (LASR)

[6333 MEMORIAL ROAD](#)

ACCESS: UBC CARD

The Lasserre Building is open Monday – Friday at 7:00 am. Doors locked at following times:

- 8:00pm — 7:00am
- On weekends
- During holidays
- UBC closures

If you need access to the Lasserre Building after hours and on weekends, submit your request with rationale to SCARP Office at info.scarp@ubc.ca.

SPACES

- Classrooms
- Some Faculty offices
- Staff offices: 4th floor
- Ground-level common area, with cube seating for 20 individuals

West Mall Annex (WMAX)

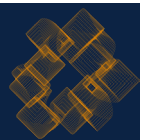
[1933 WEST MALL](#)

ACCESS

Building Access: Key

Doors locked at following times:

- 5:00pm — 7:00am
- On weekends
- During holidays
- When classes are out



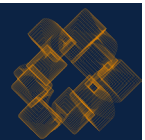


SPACES AVAILABLE TO YOU

- Classrooms
- Some Faculty offices and resources
- GIS/Research Lab, Department of Geography Walter C. Koerner Library, Room 218A
 - ! First-come-first-served basis for those needing access to GIS and statistical software
 - ! [More information](#)
- Planning Studios WMAX
 - ! Rooms 130/150 for second-year MCRP students only
 - ! Room 132 for MCRP students in Indigenous Community Planning (ICP) concentration only
- Reading room WMAX 121
 - ! First-year MCRP students have priority for use of the space.
 - ! Individual work with some quiet talking allowed — not a group meeting space
- Student lounge and kitchen WMAX
 - ! Responsibility for kitchen clean-up is with each user
- Study space for students: WMAX
 - ! First-year MCRP students have access to the Lounge and Craig Davis Reading Room
 - ! Second-year SCARP students have access to Studio Space (WMAX 250/130) in WMAX
 - ! ICP Studio (WMAX 132) is available for 1st & 2nd year ICP Students.
- Student Mail: WMAX 128
 - ! All students' mail will be sent here; mail will not be forwarded to home or forwarding addresses.

EQUIPMENT (*note: an upcoming equipment assessment may make the below information obsolete*)

- A/V Equipment, including:
 - ! For SCARP-related purposes only
 - ! Includes LCD Multimedia projector, laptop, and flip charts
 - ! Book equipment at least 24 hours in advance with [the SCARP office](#)
 - ! When booked, pick up at SCARP main office (in Lasserre).
 - ! Video cameras, microphones, etc. are available only to those who have completed the SCARP Digital Video course or who can demonstrate prior training with such equipment. (Note: outdated equipment with no funding for upgrades; smartphones may feasibly provide better footage.)
- Lockers for MCRP students WMAX
 - ! Limited number available
 - ! [Requisition](#) and pay \$5 deposit (via department shopping cart application sent out in September)
- contact [SCARP Office](#) for deposit payment and locks
 - ! Do not use your own locks, which will be removed immediately
- Photocopiers:
 - ! LASR 423: Ask [the SCARP office](#) to assign you a code. 10¢/copy.
 - ! WMAX 244: Ask [the SCARP office](#) for the access code. Fees are as follows:
 - \$10.00 – 100 Print/Copy ➤ \$5.00 – 250 Scan





Mental Health

In recent years especially, UBC has recognized mental health and mental health resources as a fundamental need. UBC and the Faculty of Applied Science has a comprehensive infrastructure to help UBC students feel more supported. Below are some resources that are open to you:

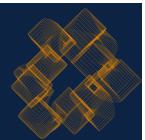
- [About Health and Wellbeing](#)
- [Wellness Centre](#)
- [Student Counselling Services](#)
- [Student Assistance Program](#)
- APSC's dedicated student counsellor (more below)

A dedicated counsellor for SCARP/APSC students

The Faculty of Applied Science has hired a counsellor, Gordon Lai, dedicated to provide support to students of all APSC schools, including SCARP. This role aims to provide direct one-to-one support for students, whether through a short or ongoing counselling relationship, as well as deliver well-being programs for the faculty.

The APSC counsellor, Gordon Lai, is an alumni of UBC and has previously worked at other post-secondary institutions providing counselling support to students. He is excited to support our students in their academic and personal success.

To book an appointment with Gordon, call counselling services at 604-822-3811 and indicate that you are an APSC student. If you are feeling persistently stressed, anxious, sad, or have feelings of being overwhelmed, reach out to [counselling services](#) to book an appointment.





Pandemic life and the future

(THIS SECTION SUBJECT TO UPDATES)

[UBC's Campus Return Plan](#) is continuously informed by provincial guidelines, and is planning on a timeline both evidence-based and aligned with BC's plan. Please watch for updates either by UBC or by the Province of BC.

Pending any subsequent updates and guidance from UBC and the Provincial government, the following details describe the temporary changes to UBC life in the upcoming academic year.

Next Steps on Campus

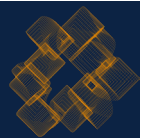
- Classes are primarily on-campus, with the possibility of student learning accommodations and support.
- While applicable establishments can monitor vaccination status at entry, outside of that circumstance no one may insist to know another's vaccination status.
- Wearing of masks is currently not required in general indoor spaces. Students, faculty and staff who take part in academic activities outside of university campuses are still required to wear a mask if mandated by a Public Health Order; for example, in on-campus health care settings.
- If sick, stay home and get tested. A daily self-health check is advised.

International Students

The Canadian border is currently open to international students; however, in the event any federal travel restrictions remain, international students must still follow federal requirements in place at the time of entry into Canada.

Further information:

- [SRS COVID-19 Health & Safety Guide](#)
- [UBC COVID-19 Response](#)
- UBC Student Services 's [Covid-19 Page](#)
- [Student support and resources](#)





SCARP is further supported by

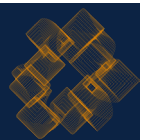
- The Music, Art and Architecture Library at the Irving K. Barber Learning Centre
- [Online subject guides](#)
- [Paula Farrar](#), our planning librarian

WE PARTNER WITH THESE HELPFUL PLANNING ORGANIZATIONS:

- The [Canadian Institute of Planners](#) (CIP)
 - The national organization of professional planners in Canada. Today CIP has over 7,000 members.
- The [Planning Institute of British Columbia](#) (PIBC)
 - Represents 600+ professional community/regional planners throughout BC and the Yukon.
- [American Planning Association](#) (APA)
 - A non-profit public interest and research organization representing nearly 40,000 practicing planners, officials, and citizens involved with urban and rural planning issues.
- [Association of Collegiate Schools of Planning](#) (ACSP)
 - Consortium of 100+ university departments/programs offering planning degrees as well as programs that offer degrees affiliated with planning
- Accreditation Boards:
 - [Professional Standards Board](#) (Canada)
 - [Planning Accreditation Board](#) (US)

Bookable spaces (outside of each's scheduled class time, and by contacting sherli.mah@ubc.ca):

- WMAX 110
- WMAX 140
- WMAX 150
- WMAX 240



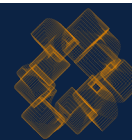


APPENDIX 1

Who to contact for...

Note: you may have more success contacting via email, ensuring staff can connect with you from any location.

I have a question about...	Reach out to...	Phone	Email
SCARP AV (setup/problems)	Sherli Mah	604-822-3276	sherli@mail.ubc.ca
Student Award Applications	Karen Gill	604-822-4422	grad.scarp@ubc.ca
Booking SCARP Equipment	Sherli Mah	604-822-3276	sherli@mail.ubc.ca
Course Registration	Karen Gill	604-822-4422	grad.scarp@ubc.ca
SCARP Event Coordination	Sherli Mah	604-822-3276	info.scarp@ubc.ca
Facilities (Lasserre, WMAX)	Sherli Mah	604-822-3276	sherli@mail.ubc.ca
Out of Pocket Reimbursements	Sherli Mah	604-822-3276	sherli@mail.ubc.ca
Internships – Registration PLAN 540	Karen Gill	604-822-4422	grad.scarp@ubc.ca
Internships Program Administration and Assistance			smc@scarp.ubc.ca
Keys and Lockers	Sherli Mah	604-822-3276	sherli@mail.ubc.ca
Planning-related library enquiries	Paula Farrar		paula.farrar@ubc.ca
Mentorships Program Administration			mentoring@scarp.ubc.ca
Professional Development			smc@scarp.ubc.ca
Program/Graduation Requirements	Karen Gill	604-822-4422	grad.scarp@ubc.ca
WMAX Room Booking	Sherli Mah	604-822-3276	sherli@mail.ubc.ca
SCARP Comms (Social Media/Website/listserv/etc.)	Kyle Mallinson	604 822 5725	communications@scarp@ubc.ca
Student Employment Administration			smc@scarp.ubc.ca
SCARP Documentation (Non-academic)	Kyle Mallinson	604 822 5725	communications@scarp@ubc.ca
Other	General Mailbox		info.scarp@ubc.ca



APPENDIX 2

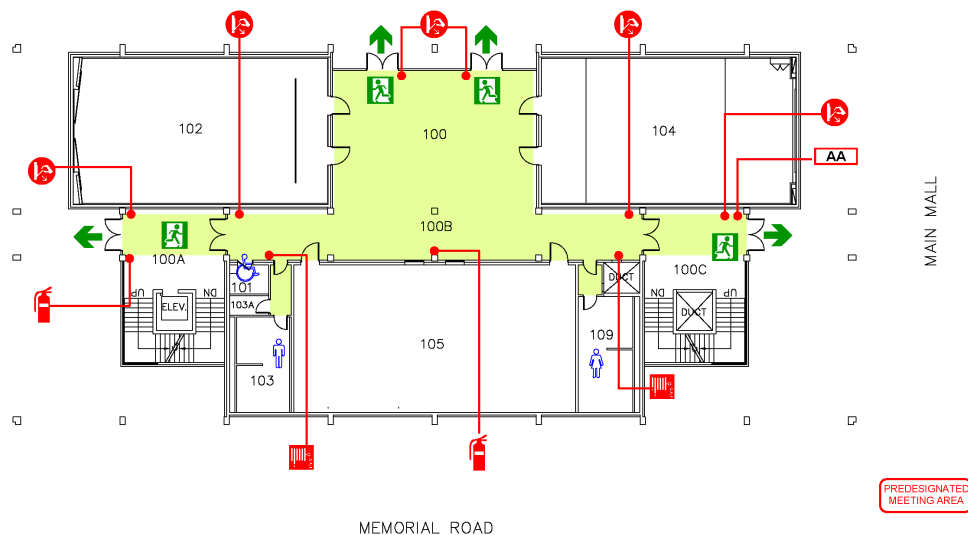
Emergency Plans

Know your buildings

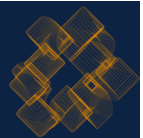
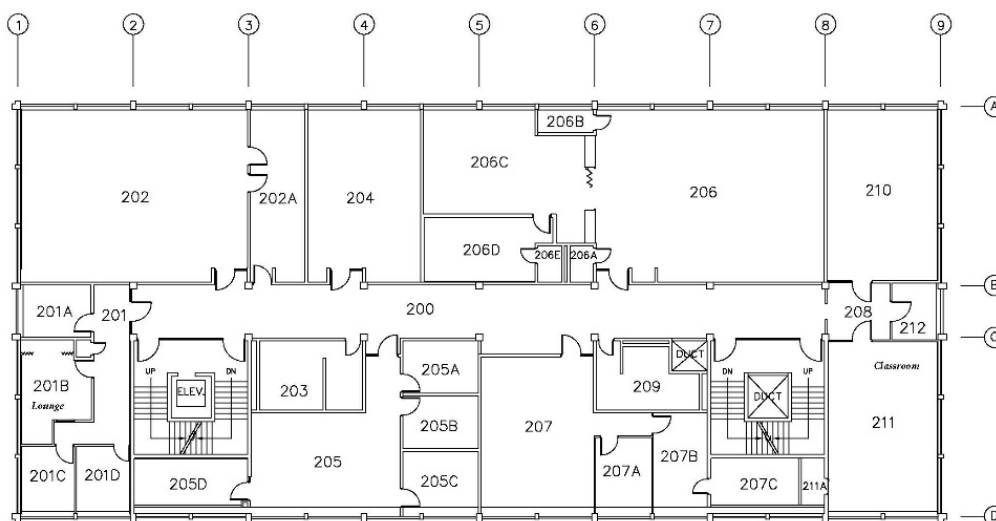
SCARP has presence in Lasserre on Floors 1 (ground level), 2, and mostly 4 (SCARP main offices). WMAX is its main classroom and activity space.

For your safety, remember exit points and emergency infrastructure (as per the below maps).

LASSERRE - FLOOR 01 (GROUND)

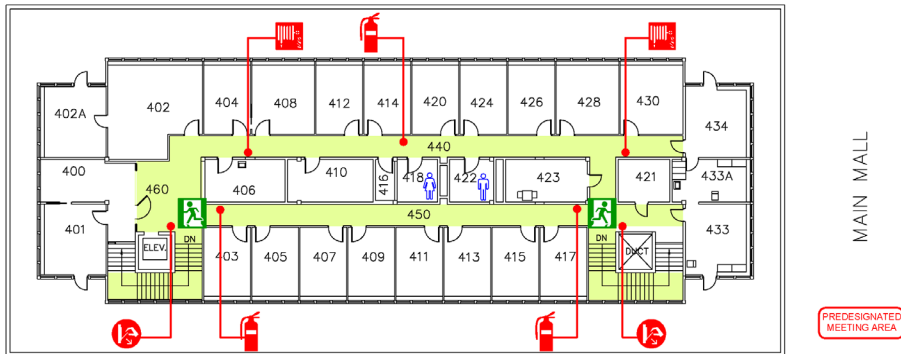


LASSERRE - FLOOR 2



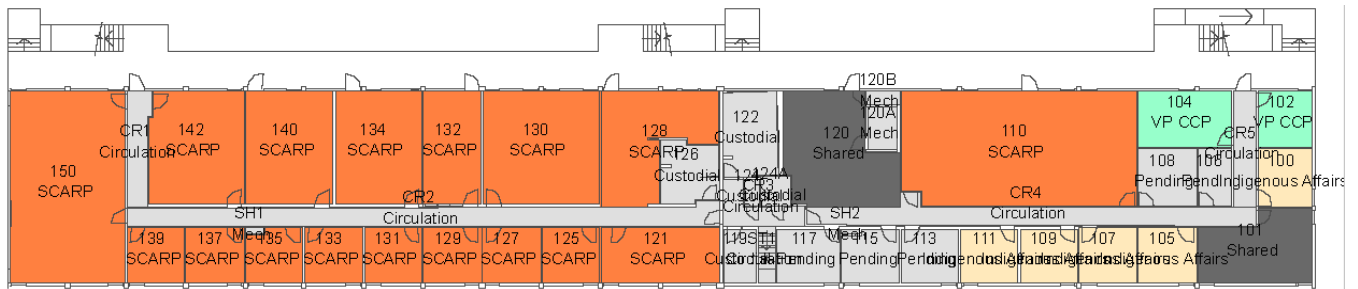


LASSERRE - FLOOR 4 (LOCATION OF SCARP MAIN OFFICES)

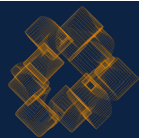
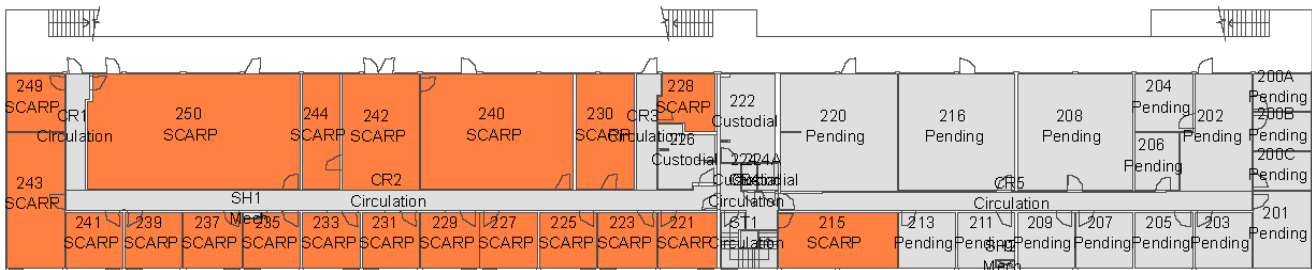


MEMORIAL ROAD

WMAX - FLOOR 1



WMAX - FLOOR 2





Medical Emergencies

AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs)

These portable units provide a life-saving shock to a person in sudden cardiac arrest. Once applied, the AED analyzes a patient's heart activity and determines if a life-saving shock is required. The AED cannot deliver a shock unless the person is in cardiac arrest.

Numerous have been installed in a variety of UBC buildings to provide quick response in the event of a cardiac arrest. Please consult the [AED webpage](#) or one of the units for instructions.

Locations:

- Lasserre, outer lobby, inside entrance on Main Mall
- WMAX: No AED; nearest in Geography Building, 1984 West Mall, West hallway across from Room 120

Aggression and Safety

Resources:

- [Graduate Student Safety | Safety & Risk Services \(ubc.ca\)](#)
- [Safety on campus | Student Services \(ubc.ca\)](#)
- [Home | UBC Sexual Violence Prevention and Response](#)

