



a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA
Faculty of Applied Science

GRADUATE STUDENT ADMINISTRATIVE HANDBOOK

2019 – 2020



SCARP

School of Community
And Regional Planning

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Director's Welcome

Welcome to the new academic year!

The start of a new academic year always brings a sense of promise and opportunity, as connections and friendships are renewed with our returning students, and a warm welcome is extended to a new cohort of SCARPIes. Our in-coming students bring a rich diversity of backgrounds to the School – across disciplines, experiences, interests, backgrounds and geography. Whether you are a new or returning student, we are delighted and honored you have chosen to study at UBC and look forward to our role in your education and planning careers.

Planning is an incredibly dynamic field in which our contributions, good and sometimes less good, are only too visible. Unfortunately, the societal challenges faced by communities across the globe show few signs of diminishing, whether in terms of increasing climatic variability, socio-economic inequality or a loss of trust in democratic institutions. But challenges also represent opportunities for those with energy and fresh ideas, and there is a long history of new possibilities emerging from planners collaborating together with communities, governmental agencies and businesses. Whether your interest lies in sustainable, diverse, just, smart, healthy, inclusive or thriving cities and communities, or some combination, my colleagues and I look forward to being part of your planning journey.

This is a very exciting time for SCARP as we progress work on our new strategic plan. The School is part of a larger and highly supportive administrative family in the Faculty of Applied Science, as well as the rest of UBC. There are a wealth of opportunities provided by students, staff and faculty in other programs, and I hope you will take advantage of this remarkable community by getting to know people across the programs, research centres and initiatives in the Faculty, as well as the wider University.

Additionally, the School benefits hugely from our partnership with the Musqueam First Nation, on whose traditional, ancestral and unceded land the University is located. The learning and knowledge we gain is both humbling and inspirational.

As graduate students, you have the potential to be change-makers and the knowledge-creators. But you can't do that alone, and we all benefit from advice, whether favourable or more challenging. At SCARP, you will have a faculty advisor (or supervisor) to help guide you through your program and support your studies. The relationship you develop with your advisor will be of the utmost importance to the successful pursuit of your degree. As you learn from them, and importantly learn together, you have the potential to break new intellectual ground and hence contribute to the academic and professional conversations in your field. Graduate students who succeed also make the most of other academic and professional mentors to support them through (the sometimes bumpy stages of) their program. By working together there are opportunities for us to develop new ideas and evolve possibilities which can make a real difference in the world.

Graduate school is full of many surprises, but we are confident that your time at SCARP will be one of intellectual growth and excitement. We cannot promise you that your Masters or PhD studies will be entirely smooth. The work and effort required will at times be demanding and daunting. However, my faculty and staff colleagues are committed to supporting your studies, so you achieve your advanced degree and are well prepared for brilliant and rewarding careers beyond SCARP.

Finally, we will have a chance to talk at scheduled group meetings, but please know that my door is open. I will also be around from time to time over lunchtime in the West Mall Annex. Please come and have a chat. Your input and ideas matter and help me do my job better.

It is my pleasure to welcome you to the new academic year. We are thrilled to have the opportunity to learn with you and from you.

Kind regards,

Heather

Professor Heather Campbell
Director, School of Community and Regional Planning
University of British Columbia

Welcome

This document is prepared to act as a guide to new graduate students in the School of Community and Regional Planning (SCARP). It contains information about the various graduate (ie. Ph.D., and Master's) programs offered by the School as well as a few facts about some of the facilities, services and activities available within the University and, more specifically the School of Community and Regional Planning.

Students should be aware that the rules and regulations governing each program are in a continuous state of flux. As you approach the end of your studies, you should obtain updated versions of the applicable sections of the Handbook from the Graduate Administrator. Each graduate student has the ultimate responsibility for ensuring that his/her program of studies satisfies all the current requirements.

Mission and Vision

SCARP's Mission:

SCARP is committed to generating and transforming knowledge into action by planning in partnership to improve lives and communities, and the quality of built and natural environments

SCARP's Vision:

Knowledge in Action – Planning in Partnership

About the School

The School of Community and Regional Planning (SCARP) at the University of British Columbia (UBC) was one of the first dedicated planning schools in Canada. With over six decades of experience in graduate planning education and research, SCARP pioneered the integrated approach to planning for development. Our Masters and Ph.D. degrees have long been recognized by the Canadian Institute of Planners (CIP) and the American Institute of Certified Planners (AICP) and we are an associate member of the Association of Collegiate Schools of Planning (ACSP).

As one of the largest graduate planning programs in Canada, SCARP has the equivalent of 13 full-time faculty, 100 students enrolled, and a teaching program characterized at once by diversity and integration. We are also small enough that students and faculty are able to enjoy regular one-on-one contact.

SCARP benefits from a strong relationship with the Planning Institute of British Columbia (PIBC) and the Canadian Institute of Planners (CIP). The affiliation includes reciprocal institutional development, faculty membership and student mentorship.

SCARP is a unit within the Faculty of Applied Science at the University of British Columbia.

About the People at SCARP

We are a community of students, staff and faculty committed to excellence in advancing the school's mission. We come from a diversity of backgrounds, have varied expertise, and enjoy working together on planning issues. We work, live, and play in one of the most scenic urban settings in the world. Vancouver is home to a culture of environmentalism and pluralism with a long history of activism and action. It is also home to formidable socio-economic problems in the Downtown Eastside and elsewhere. Our work is endlessly challenging, and there is no shortage of issues to tackle and inspiration to draw from in our lively and dynamic city.

Faculty

SCARP Faculty are broadly experienced in teaching and professional practice. Moreover, 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.

For more details - <http://www.scarp.ubc.ca/faculty>

Teaching Adjuncts

SCARP Adjuncts are broadly experienced in teaching and professional practice.

For more details - <http://www.scarp.ubc.ca/adjunct-faculty>

Students

The School accepts students from a wide variety of disciplines ranging from planning, geography, and forestry, to business, political science, and economics. Students come from all provinces and territories in Canada and from many foreign countries. In recent years students have come from Australia, Brazil, Canada, Colombia, Great Britain, Egypt, Germany, India, Indonesia, Iran, Italy, Japan, Lebanon, Mexico, Nigeria, Ghana, Pakistan, the People's China, Saudi Arabia, Singapore, South Africa, Switzerland, Taiwan, Thailand, Venezuela and the United States.

SCARP students have their own Planning Students Association (<https://scarpstudents.wordpress.com/>) funded in part by a modest fee levied on each student. Students are also represented on the School's Management Committee and the Board of Directors of the provincial professional association of planners (the Planning Institute of BC); students participate in local, national and international conferences; and sponsor many academic and social activities.

Staff

SCARP's backbone is its administrative staff. They work tirelessly to ensure the seamless functioning of the School's research, teaching and service programs. Staff handle everything from inquiries and admissions; to course enrolment, supervision, internships and research assistantships; to progress reports, graduation and alumni affairs. They bring many years of experience to help support students and faculty and are an important conduit to university wide services. Students are welcome to reach out to the staff with any questions or concerns that they may have.

Main Office: Room 433, Lasserre Building ([Wayfinding Map](#))
Office Hours: Mondays to Fridays, 8:30am to 4:30pm

Dolores Martin
Administrator

Emaildolores.martin@ubc.ca
 Tel 604-822-5326
 Location Room 415 Lasserre
The Administrator manages the School's financial, human and physical resources. Provides administrative assistance to the Director.

Diogo da Silva Carrico
Financial Specialist, Social Media Specialist

Emaildiogo.carrico@ubc.ca
 Tel 604-822-8213
 Location Room 417 Lasserre
Prepares all department expense reimbursements. Maintains SCARP's social media platforms.

Janet Lam
Graduate Administrator

Emailgrad.scarp@ubc.ca
 Tel 604-822-4422
 604-822-5725
 Location Room 433, Lasserre
 Room 127, WMAX
Administers the processes related to the School's graduate degree programs, including admissions, awards, student records, course registration and graduation.

Simon Erlich
Student Development Coordinator (Part-Time)

Emailsimon.erlich@ubc.ca
 Tel 604-822-5725
 Location Room 127, WMAX
Provides programming that supports student learning experience and career development. Serves as liaison between the School and its internship community partners.

Sherli Mah
Administrative Assistant

Email: sherli@mail.ubc.ca
 Tel: 604-822-3276
 Location: Room 433, Lasserre

Provides administrative assistance to the Administrator, staff, faculty and students. Coordinates SCARP events. Maintains SCARP Website & Weekly Digest.

WHO TO CONTACT:

Question	Contact	Phone	Email
General Inquiries	Sherli Mah	604-822-3276	sherli@mail.ubc.ca
AV Equipment and Room Bookings	Sherli Mah	604-822-3276	sherli@mail.ubc.ca
Course Registration	Janet Lam	604-822-4422	grad.scarp@ubc.ca
Mentorships and Internships	Simon Erlich	604-822-5725	simon.erlich@ubc.ca
SCARP Facilities	Sherli Mah	604-822-3276	sherli@mail.ubc.ca
SCARP Faculty Relations	Dolores Martin	604-822-5326	dolores.martin@ubc.ca
Financial Matters	Diogo Da Silva Carrico	604-822-8213	diogo.carrico@ubc.ca
SCARP Keys and Lockers	Sherli Mah	604-822-3276	sherli@mail.ubc.ca

Master's and PhD Programs	Janet Lam	604-822-4422	grad.scarp@ubc.ca
Student and Professional Development	Simon Erlich	604-822-5725	simon.erlich@ubc.ca
SCARP Student Human Resources	Diogo Da Silva Carrico	604-822-8213	diogo.carrico@ubc.ca
SCARP Website	Sherli Mah	604-822-3276	sherli@mail.ubc.ca
SCARP Social Media	Diogo Da Silva Carrico	604-822-8213	diogo.carrico@ubc.ca

Programs

Master's Degrees

Master of Community and Regional Planning (MCRP)

The MCRP is a professional Master's degree in Planning. Each student is paired with a Faculty Advisor for academic support, degree consultation and research guidance.

The curriculum begins with a strong core sequence of 18 credits that is tailored to the evolving demands of the profession. Students will additionally undertake concentrated study through a sequence of courses customized for their interests and professional aspirations. In their second year, students will be required to take a studio course that integrates theories and methods covered throughout the curriculum into a single team-based project with a real or simulated client or community group.

Cumulative program requirements provide students with real world experience and prepare them for entry into a wide variety of planning jobs. The program also features an internship/work experience, and a mentoring program. The capstone to the MCRP program is a professional project or portfolio; there is no thesis option.

Master of Arts (MAP)/Science (MScP) in Planning

The MAP/MScP is a thesis-based research program of study and is intended to provide learning opportunities for:

- practicing professionals who want to strengthen their research skills;
- those with undergraduate planning degrees from accredited programs;
- students (with or without a master's degree) interested in eventually doing doctoral research

MAP/MScP students design their program, including coursework and a Master's thesis, under the guidance of their Research Supervisor and one additional faculty member.

The Master of Engineering Leadership (MEL) in Urban Systems

The MEL program is an intensive one-year degree program that equips graduates with the high-level technical skills needed to develop practical and sustainable solutions to meet the challenges associated with large urban infrastructure systems. There is a growing demand for talented professionals with a confident understanding of engineering and urban planning and who have the management and leadership skills to guide large and complex projects. Graduates of this program will be highly sought after for their unique combination of leadership and technical sector-specific skills.

Ph.D. Degree

The Ph.D. is primarily a research degree, with a flexible component of course work (view specific [Required Courses](#)). Doctoral students work under the guidance of a Supervisory Committee consisting of the Research Supervisor and two additional faculty members. They must satisfactorily complete course work, two comprehensive examinations (theory and substantive), a research prospectus, a two-year residency, and write and defend a PhD thesis. Overall, Ph.D. candidates should expect to spend at least 3 years in the completion of their degree requirements and complete the program in 4-5 years.

Director and Program Chairs

The Program Chairs are responsible for ensuring that the administration of each student's program complies with the policies and procedures by SCARP and the UBC Faculty of Graduate and Postdoctoral Studies.

In addition to advising by Faculty Advisors and/or Research Supervisors, the Program Chairs are available for formal and informal discussions of an academic, professional or personal nature:

Master of Community and Regional Planning (MCRP)

Mark Stevens (mark.stevens@ubc.ca)

Master of Arts (MAP)/Science (MScP) in Planning

Penny Gurstein (penny.gurstein@ubc.ca)

Ph.D in Planning

Maged Senbel (maged.senbel@ubc.ca)

If the Program Chair is the student's Faculty Advisor/Research Supervisor in their program, the Director is also available for additional advising and support:

Director

Heather Campbell (heather.campbell@ubc.ca)

Advising, Records and Registration

Program Records

The Program Record form is used to track student records and to evaluate student progress in their graduate program at SCARP.

Throughout the course of the program, students should take the initiative to meet with their Faculty Advisor/Research Supervisor to review course registrations and obtain approval on Program Record forms. Students are expected to meet with their Faculty Advisor/Research Supervisor on a regular basis (Winter Session - once each term minimum; Summer Session - once minimum) and as required to update and seek approval on changes to their Program Record as they occur. Students are expected to consult with their Faculty Advisor/Research Supervisor during the first two weeks of their first term of study (usually early September).

Program Record forms are specific to the entry year (the year the student started the program), and are available on the SCARP website: <http://www.scarp.ubc.ca/forms>. Students should be prepared for their meetings with their Faculty Advisor/Research Supervisor by taking the appropriate documents with them. Once signed by the Faculty Advisor/Research Supervisor, students should submit their completed Program Record forms to the Graduate Administrator at grad.scarp@ubc.ca.

Registration

Students register for courses online through Student Service Centre (SSC). The SSC allows you to access and manage key information about yourself and your program of study. Some other features available to you on the SSC are: Change of home or email address, tuition fee enquiries, grades, timetable, transcript requests, and applying for graduation. The SSC also has an online UBC Calendar and UBC Registration Guide. Check the [UBC Course Schedule](#) for the most up-to-date information on courses before you register.

Students should register for courses using the SSC when registration opens. Any registration issues may be forwarded to the Graduate Administrator. Students are recommended to take no more than 12-15 credits of courses per term.

At the beginning of each term, students should meet with their Faculty Advisor/Research Supervisor for consultation on their initial course registration and update accordingly as needed. These decisions must be formalized in writing using the Program Record form.

SCARP is responsible for all "PLAN" courses so there may be flexibility in adjusting class size to meet SCARP student enrollments. Note that some courses have limited capacity due to space and equipment requirements. SCARP students are given priority to register in "PLAN" courses, although non-SCARP students may register with the course instructor's permission and/or if seats are available. Non-SCARP students contribute positively to SCARP courses and to students' graduate education. At the same time, every effort is made to give priority to SCARP students and maintain reasonable class sizes.

It is the student's responsibility to ensure that their course registration and records are accurate by checking the SSC regularly.

Course Withdrawal

Course changes, including adds and drops, must be completed by the add/drop deadline(s) posted on the Student Service Centre. Many SCARP courses have different start/end dates. For each course you register into, please ensure you check the add/drop deadline.

If students drop courses after the drop deadline without a “W”. they will receive a “W” (withdrawal) standing on their official transcript. Students will not be able to add/drop courses after the drop deadline with a “W” (withdrawal).

Waitlist Policy

If the course reaches maximum enrollment, students may register for the waitlist. If a student drops out of the course, no one else can register directly in the course – if a student manages to jump the queue they will be moved to the waitlist. The course instructor and Graduate Administrator will review enrollment periodically.

SCARP students are given 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.

Auditing Courses

Students wishing to audit a course must seek approvals from the course instructor and Program Chair and submit a completed [Registration/Change of Registration form](#) to the Graduate Administrator during the first week of classes each term.

Students registered for audit are expected to complete course requirements, except the final exam (or equivalent).

Directed Studies

Students wishing to take a Directed Studies course must seek approvals from the supervisor monitoring the student’s progress for the course and the Program Chair. If the student’s supervisor is the Program Chair, then the Director’s approval will be required. If approved, the student must submit the [Directed Studies form](#) and Outline to the Graduate Administrator for registration prior to commencing the course. The Graduate Administrator will register the student in the Directed Studies course code, PLAN 550A/B (3 credits).

Non-SCARP Courses

Students can also take non-SCARP courses (including up to 6 credits of 300- and 400-level undergraduate courses that are relevant to their degree) as part of their program. Students may also take courses through the [Western Deans' Agreement or Graduate Exchange Agreement](#) at other partner universities in British Columbia, Alberta, Ontario, and Québec. Students are recommended to consult with their Faculty Advisor/Research Supervisor prior to registering for a non-SCARP course.

Course availability in non-SCARP courses is often limited so it is recommended that students register early. Note that some departments have different requirements for registration.

Online Course Evaluations

Student feedback is very important to SCARP. The results of student evaluations of teaching on CoursEval are reviewed by instructors to help them improve their teaching. Evaluations are also reviewed by the Dean, Associate Deans, and Department Heads as an important component of decisions about reappointment, tenure promotion, merit, and curriculum renewal.

Instructors receive their evaluations only after surveys close and final grades are submitted. The system is housed on a secure server located on the UBC Campus and evaluation submissions are stored without any personal data (e.g., name, student number) to further ensure confidentiality.

You will receive an email to inform you of the survey open/close dates. Your email information is used ONLY for these announcements. Your email information is NOT required to complete the evaluation. Please ensure your email is up to date in the SSC system in order to receive notifications. Your evaluation is confidential!

Use of Degree Status Designations

<https://www.grad.ubc.ca/current-students/student-responsibilities/use-degree-status-designations>

It is a matter of academic integrity that students, both current and former, correctly represent their degree program status and credentials. These guidelines are provided to help inform students of the appropriate ways in which to represent themselves. Students should not use designations that are not officially sanctioned by the University nor should they use acronyms that might be misunderstood by members of the general public who are not well-versed in academic requirements.

Students in master's programs should not identify themselves as degree candidates (e.g., MCRP/MAP candidate) because candidacy is not an officially recognized degree program status at the master's level while it is at the doctoral level. The appropriate designation is to merely identify as a student (e.g., MCRP/MAP student in Geophysics).

Students in doctoral programs (viz., EdD, DMA, PhD) may identify themselves as degree candidates only when they have been officially advanced to candidacy (by completing all required coursework, passing the comprehensive examinations, and having an approved dissertation proposal), and not before. This degree program status should be expressed in words (e.g., EdD candidate, PhD all-but-dissertation) and not using acronyms that might be misunderstood by non-academics. In particular, acronyms such as PhD(c) or PhD (ABD), for example, should not be used as they could be mistaken for a conferred degree with some specialization.

Former students who have not earned their credential may identify themselves as former students (e.g., former UBC PhD student in the School of Community of Community and Regional Planning), but should not give any indication that they maintain any current degree status.

SCARP Buildings and Facilities

Building Facilities

The West Mall Annex (WMAX), which includes study space for students, a reading room, a student lounge and kitchen, computer lab, two large classrooms, two seminar rooms, one small classroom/meeting room, a student meeting room, and faculty offices. *(Students are reminded that responsibility for kitchen clean-up is with each student.)*

The Lasserre Building houses SCARP's Administration Office, the Director's Office and some Faculty Offices.

The School is supported by the Music, Art and Architecture Library at the Irving K. Barber Learning Centre at UBC (see below), as well as online subject guides <http://guides.library.ubc.ca/planning> and Paula Farrar our planning liaison http://guides.library.ubc.ca/prf.php?account_id=41528

Student Offices, Study Space & Key Access

Student offices in West Mall Annex (WMAX) are only assigned to MAP/MScP and PhD students and are processed through the Administration Office.

First-year MCRP students have access to the Lounge and Craig Davis Reading Room in WMAX. 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.

The WMAX building is locked during the following hours (before 9:00 am/after 5:00 pm/weekends/when classes are out). If you need access to the Lasserre building after hours and on weekends, you will also need to request an access card from the Administrative Assistant.

Further inquiries: sherli@mail.ubc.ca

Lockers (for MCRP students only)

There are a limited number of lockers available in West Mall Annex (WMAX) for MCRP students to store their belongings while they are on campus. The Administrative Assistant will distribute locks after students pay a \$5 refundable deposit via the department's shopping cart application. A link to the shopping cart will be sent out in the first few weeks of class in September. The \$5 refundable deposit may be submitted to the Administrative Assistant.

Do not use locks that haven't been issued through the SCARP office, as they will be removed immediately.

Further inquiries: sherli@mail.ubc.ca

Equipment for Student Use

The following office equipment is available for student use:

1. Fax machine: LASR 423 - Available to students on an urgent basis for local outgoing faxes. Long distance transmissions are not permitted. Assignments or thesis chapters may not be submitted by fax.
2. Photocopier: LASR 423 - Ask the Administrative Assistant to assign you a code. The charge is 10 cents per copy.
3. Photocopier: WMAX 244 – Contact the Administrative Assistant for the access code. Fees are as follows:
 \$15.00 – 100 Print/Copy & 250 Scan
 \$10.00 – 100 Print/Copy
 \$5.00 – 250 Scan
4. A/V Equipment – Includes LCD Multimedia projector, laptop, video cameras and flip charts: Please book at least 24 hours in advance with the Administrative Assistant

West Mall Annex Seminar Rooms and classrooms:

- WMAX 110: one ceiling mounted digital projector and white boards
- WMAX 150: two ceiling mounted digital projectors, flip chart, white boards
- WMAX 140: one ceiling mounted digital projector, white boards
- WMAX 240: one ceiling mounted digital projector, flip chart , white boards

Note: Video cameras and related equipment (microphones, etc.) are available only to students who have completed the SCARP Digital Video course or who can demonstrate prior training with this equipment.

Room 142 - Informal Learning Space – Computer Lab

Only SCARP students may access to the Informal Learning Space-Computer Lab in WMAX, Room 142. Please do not prop the door open.

Please contact the Administrative Assistant for the keypad access code.

Room 121 – Craig Davis Reading Room

Predominantly individual work with some quiet talking allowed - **not** a group meeting space – First-year MCRP students have priority for use of the space.

ROOMS 130 & 250 – MCRP Planning Studios

MCRP Planning Studios I & II. For second-year MCRP students only.

ROOM 132 – MCRP-ICP Planning Studio

MCRP-ICP Planning Studio. For MCRP students in the Indigenous Community Planning (ICP) concentration only.

ROOM 230 – PhD Meeting Room

For PhD students only. Quiet study space/lounge. Often where PhD students hold their meetings and/or comprehensive exams.

GIS/Research Lab, Department of Geography

The GIS/Research Data Lab is located in the Walter C. Koerner Library, Room 218A (second floor). The lab is available on a first-come-first-served basis for those needing access to GIS and statistical software.

For more information: <http://koerner.library.ubc.ca/services/gis-services/gis-research-data-lab/?login>.

New to UBC Information

SCARP Orientation will be held on September 3rd and 4th, 2019 in West Mall Annex. Below are a few steps that can be taken before the SCARP Orientation Week.

Applying for Your Student UBC Card

The UBC card is the official University of British Columbia identification card for registered students and may be obtained online”

<https://services.ubccard.ubc.ca/>

To be eligible for a UBC card, students must be registered on the Student Service Centre.

U-Pass

U-Pass BC provides unlimited bus, SeaBus, SkyTrain, and Canada Line transit services within Metro Vancouver, as well as discounts on West Coast Express. All eligible students at UBC’s Vancouver campus have access to the U-Pass BC program.

You can load your U-Pass BC onto an adult-class Compass Card, which are available from any SkyTrain Station and TransLink Fare Dealers including the UBC Bookstore. The U-Pass is assessed as part of your student fees.

For each month that you are eligible for a U-Pass you will need to make a request online to link your U-Pass and Compass Card. You can make the request anytime on or after the 16th of each month to ensure you can ride transit the following month. Set yourself a reminder - on your phone, in your diary. You can complete the request using a smartphone, tablet, or desktop computer.

Steps to request your monthly pass:

- Visit upassbc.translink.ca
- Select UBC as your Post-Secondary Institution
- Enter your CWL login and password when redirected to UBC
- Link your Compass Card if prompted, request your U-Pass BC benefit
- Allow up to 24 hours for activation

It can take up to 24 hours for your U-Pass BC to load on to your Compass Card. Be sure to log in and request your benefit well in advance of the start to each month. Don’t get stuck without a transit pass.

<http://planning.ubc.ca/vancouver/transportation-planning/u-pass-compass-card>

Campus Wide Login (CWL) and Email Accounts

The new Student Email Service is an optional combination of email aliasing, forwarding, and UBC hosted mailbox. Users of this service can obtain a UBC email address, name@alumni.ubc.ca, which can be forwarded to either an external or UBC hosted mailbox.

Please authenticate using your Campus-Wide Login (CWL) login name and password by clicking the CWL button below. This is the same login name and password that enables you to access the Student Service Centre to add/drop courses, check grades, etc... All UBC students can sign up for a Standard Campus Wide Login account online at our [CWL website](#). You must have a valid UBC student number in order to sign up for a Student CWL account.

To set up for Student and Alumni Email address please go to link: <https://id.ubc.ca/>

The University regularly sends information to students via email, so it is important to have a reliable email account that you check regularly. Some Hotmail users report that they do not receive email sent to them by UBC, so you may wish to consider another provider. Visit the SSC and select "Address Change" to change or check your UBC email address.

Let the SCARP office know your email account as soon as it is set up so that you can be added to the email distribution list by sending an email to the Administrative Assistant and Graduate Administrator. You can also use your existing email address if you prefer.

E-mail and the SCARP website are central parts of the school's communications system. There are three SCARP email listservs managed by the Administration Office:

- Scarp-school@lists.ubc.ca - office list with prefix SCHL (general emails & weekly digest go out to staff, faculty and students)
- Scarp-phd@lists.ubc.ca - a list for SCARP PhD student discussions
- Scarp-currentstudents@lists.ubc.ca – a list for all current SCARP students

When you are enrolled as a SCARP student, you will automatically be signed up to the SCARP listservs and receive SCARP emails regularly. The only exception is the listserv below. This is only for SCARP students to have access to and send emails amongst each other:

- Scarp-students@lists.ubc.ca - student list (only SCARP students have access to list). For instructions on how to subscribe please go to following link: <http://it.ubc.ca/services/email-voice-internet/ubc-mailing-lists/ubc-mailing-lists-faq>

In addition to electronic info, there are bulletin boards outside the SCARP office in Lasserre and throughout West Mall Annex (WMAX). Job postings are also circulated to the listservs.

Students are advised to check their e-mail daily, otherwise important notices could be missed.

Additional Student Services and Support

UBC Student Services, also known as Enrolment Services, provides a [broad scope of services to support incoming and current students](#). Students are encouraged to become familiar with these resources throughout the course of their studies. They are centrally located at:

Student Services – Brock Hall
1874 East Mall
Vancouver, BC Canada V6T 1Z1
[Wayfinding Map](#)

The [UBC Faculty of Graduate and Postdoctoral Studies](#), also known as G+PS or Grad Studies, are responsible for ensuring that the administration of each student's program complies with the UBC policies and procedures. However, they are also available for services and support specifically for graduate students.

The [Graduate Student Society](#), also known as GSS, is run by and for graduate students at UBC. Graduate students are able to take part of their range of services, support and student-run events.

Both offices are located at:

Graduate Student Centre/Thea Koerner House
6317 Crescent Road
Vancouver, BC Canada V6T 1Z2
[Wayfinding Map](#)

Planning Students Association

The Planning Students Association (PSA) is the elected student council within SCARP. PSA representatives are elected for a one year term, from January to December of each year. The PSA meets twice monthly during the winter session and is open to all students.

The PSA is responsible for:

- Representing students in SCARP decision-making processes including renovations to SCARP buildings; representing SCARP students in UBC's Alma Mater Society & Graduate Student Societies;
- Representing SCARP students in Professional planning organizations;
- Organizing student events;
- Initiating & supporting student projects, and many more activities and responsibilities

Please visit the Planning Students Association page for information about representatives and resources for SCARP students.

<https://scarpstudents.wordpress.com/>

Professional Organizations

Below are the professional organizations that SCARP has fostered strong relationships and affiliations with over the years. The affiliation includes reciprocal institutional development, faculty membership and student mentorship:

The Canadian Institute of Planners (CIP)

The CIP is the national organization of professional planners in Canada. Today CIP has over 7,000 members.

The Planning Institute of British Columbia (PIBC)

The PIBC represents more than 600 professional community and regional planners throughout the province of BC and the Yukon.

American Planning Association (APA)

The APA is a non-profit public interest and research organization representing nearly 40,000 practicing planners, officials, and citizens involved with urban and rural planning issues.