



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

**MASTER OF COMMUNITY AND  
REGIONAL PLANNING (MCRP)  
GRADUATE STUDENT ADMINISTRATIVE  
HANDBOOK**

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**2018 - 2019**



SCARP

School of Community  
And Regional Planning

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# Welcome

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This document was 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 (i.e. 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.

## About the School

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The School of Community and Regional Planning (SCARP) at the University of British Columbia 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

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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

### **Dolores Martin**

#### **Administrator**

Email ..... [dolores.martin@ubc.ca](mailto:dolores.martin@ubc.ca)

Tel ..... 604-822-5326

Location ..... Room 415 Lasserre

*The Administrator manages the School's financial, human and physical resources.*

### **Penny Mullen**

#### **Financial Specialist, Webmaster**

Email ..... [penny.mullen@ubc.ca](mailto:penny.mullen@ubc.ca)

Tel ..... 604-822-8213

Location ..... Room 417 Lasserre

..... Room 127, WMAX

*Prepares all department expense reimbursements. Maintains the SCARP website.*

### **Janet Lam**

#### **Graduate Administrator**

Email ..... [grad.scarp@ubc.ca](mailto:grad.scarp@ubc.ca)

Tel ..... 604-822-4422

..... 604-822-5725

Location ..... Room 433, Lasserre

..... Room 127, WMAX

*Administers the processes related to the School of Community and Regional Planning Graduate Degree Programs.*

### **Simon Erlich**

#### **Student Development Coordinator (Part-Time)**

Email ..... [simon.erlich@ubc.ca](mailto:simon.erlich@ubc.ca)

Tel ..... 604-822-5725

Location ..... Room 127, WMAX

*Provides programming that supports your learning experience and career development. Serves as liaison between the School and its internship community partners.*

### **Sherli Mah**

#### **Administrative Support**

Email: [sherli@mail.ubc.ca](mailto:sherli@mail.ubc.ca)

Tel: 604-822-3276

Location: Room 433, Lasserre

*Provides administrative assistance to the Director, Administrator, Staff, Faculty and Students.*

**Main Office: Lasserre 433. Office Hours: 8:00 am to 4:30 pm, Monday – Friday.**

**SCARP STAFF – Who to Call**

<b>Question</b>	<b>Contact</b>	<b>Phone</b>	<b>Email</b>
General Inquiries	Sherli Mah	604-822-3276	sherli@mah.ubc.ca
AV/Laptop (setup/problems/equipment)	Sherli Mah	604-822-3276	sherli@mah.ubc.ca
Course Evaluations	Sherli Mah	604-822-3276	sherli@mah.ubc.ca
Course Registration	Janet Lam	604-822-4422	grad.scarp@ubc.ca
Facilities	Sherli Mah	604-822-3276	sherli@mah.ubc.ca
Financial	Penny Mullen	604-822-8213	penny.mullen@ubc.ca
Keys	Sherli Mah	604-822-3276	sherli@mah.ubc.ca
Listservs	Sherli Mah	604-822-3276	sherli@mah.ubc.ca
Lockers (WMAX)	Penny Mullen	604-822-8213	penny.mullen@ubc.ca
Masters & PhD Programs	Janet Lam	604-822-4422	grad.scarp@ubc.ca
Student Appointments	Penny Mullen	604-822-8213	penny.mullen@ubc.ca
Website	Penny Mullen	604-822-8213	penny.mullen@ubc.ca

## Mission and Goals

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**SCARP's Mission:**

To advance the transition to sustainability through excellence in integrated policy and planning research, professional education and community service.

**SCARP's Vision:**

Sustainability through the Democratization of Planning.

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The School's program is shaped by five critical challenges confronting both students and practitioners of our profession:

**1. Give practical meaning to the concept of ecologically sustainable social and economic development.**

The integration of our teaching, research, capacity building and practice is oriented to providing the knowledge and skills required to ensure the viability of our communities and regions in a rapidly evolving world. Adapting to global ecological change and economic rationalization requires a new generation of planners who are dedicated both to understanding the issues and acting to resolve them in a wide variety of public and private settings.

**2. Bring new understanding to the interdependencies of the variables that affect the design and planning of the built environment.**

Explore the development and use of "natural capital," and the creation of wealth generally. Professional planning must better reflect both the biophysical stage upon which we mount our socioeconomic play and the lead roles performed by cultural values and aesthetics in meeting the needs of the human spirit. To meet this challenge, planners must acquire a sense of confident familiarity with diverse forms and sources of knowledge and develop the facility to use that

knowledge in integrated development planning.

3. **Advance society's capacity for strategic thought and action.**

What institutional arrangements can best assimilate our new knowledge and implement responsive policies and plans? In an era of deregulation and privatization, what new tools for governance are needed to protect the public interest and enhance the "common-pool" assets upon which we all depend? Answering such questions requires planners skilled at identifying feasible options, structuring decision processes, and identifying the inevitable trade-offs and long-term consequences inherent in all significant public policy choices.

4. **Increase planners' effectiveness in working with diverse interests in the communities and regions where people live and work.**

It is at this scale that planning most directly affects the conditions of everyday life, whether through urban design, community economic development, or natural resource enhancement. The most effective planners are a rare breed of inspired visionaries whose vision is tempered by sensitive flexibility and respect for practical reality.

**Maintain professional standards in all circumstances.**

Professionalism requires many kinds of technical competence and personal skills: technical knowledge; analytical skills; communication skills; participatory leadership; sensitivity to others in complex organizational settings; sound judgement; ethical commitment, and a sense of responsibility.

We believe that facing these challenges requires life-long learning rooted in personal commitment and nourished by superior graduate education. Providing this nourishment is the role and responsibility of our School.



# Programs

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## Master's Degree

### **Master of Community and Regional Planning (MCRP)**

The MCRP is a professional degree in Planning. It is an innovative and flexible program that anticipates and responds to rapidly changing urban, regional, and global environments.

The MCRP 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.

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

The restructured Master of Arts (Planning) Master of Science (Planning) (MAP/MSCP) is a thesis-based research program of study, which is differentiated from SCARP's accredited, professionally oriented Master of Community and Regional Planning (MCRP) 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; graduate-level study leading to a non-accredited, research-based master's degree.

**The Master of Engineering Leadership (MEL) in Urban Systems** 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 an Advisory Committee consisting of at least three faculty members, including the Research Advisor. Students 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. Typical programs run 4-5 years.

# Advising, Records, & Registration

Upon admission to SCARP, each student is paired with a Faculty Advisor for academic support, degree consultation, and research guidance. Students are expected to educate themselves on SCARP and UBC policies relating to graduate students. SCARP Administration is always happy to help answer student questions or direct students to appropriate resources. Whenever possible, students should submit completed, signed forms electronically.

## Program Records

The Program Record form is used to track student records and to evaluate student progress in SCARP degree programs. Students submit completed Program Record forms to the SCARP office for their files at the beginning of each term.

Throughout the course of a SCARP degree program, students should take the initiative to meet with their Faculty Advisors to review course registrations and obtain approval on Program Record forms. Students are expected to meet with their Faculty Advisors 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 entering a SCARP program are expected to consult with their Faculty Advisor 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 Advisors by taking the appropriate documents with them.

## 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 at the web site are: change of home or email address, fee enquiry, grades, timetable, transcript requests, and registration for graduation. The Student Service Centre also has an online UBC Calendar and UBC Registration Guide. Check the SCARP courses page for the most up-to-date information on courses before you register.

At the beginning of each term, students should update their initial registration to incorporate decisions made earlier or in consultation with their Faculty Advisors. These decisions must be formalized in writing using the Program Record form.

Course changes, including drops and adds, 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. Students who drop courses after the add/drop deadline will receive a "W" (withdrawal) on their academic record.

Students wishing to audit a course must seek approval from the Chair of their program and submit a completed Registration/Change of Registration form (signed by the Instructor) 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).

Students wishing to take a directed studies course should submit the appropriate paperwork to the SCARP Graduate Administrator for registration prior to commencing the course. The Graduate Administrator will register the student in the course.

Registration in an internship requires the appropriate forms to be uploaded to the [Internship platform](#) prior to commencing the internship.

Students interested in participating in Studies Abroad courses should contact the Instructor of the course. The Instructor will confirm the class list and forward to the Graduate Administrator to register students into the course.

Students should register using the Student Service Centre when registration opens if at all possible. SCARP students are given priority to register in SCARP courses during the first two weeks of the registration period, after which time registration may open to non-SCARP students. 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.

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.

### Waitlist Policy

If the course reaches maximum enrollment the Graduate Administrator will block further registration and students should 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. Enrollment will be reviewed periodically. Second year students are generally given registration priority, and will be moved from the waitlist into the course, based on the time and date they registered on the waitlist. SCARP Students are given priority over non-SCARP Students. Some SCARP Faculty members prefer to have a class with a mix of students from other departments.

### Non-SCARP Courses

Students can also take non-SCARP courses (maximum 12 credits during the program, including up to 6 credits of third or fourth year undergraduate courses, that are relevant to the SCARP 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 B.C., Alberta, Ontario, and Québec. Students must receive permission from their Faculty Advisor before 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.

### Course Withdrawal

Students should check the Student Service Centre to see what the deadline is for their individual courses. SCARP offers several courses that have different start and end dates which influence the add/drop date.

Students must ensure that their records are accurate by checking the Student Service Centre regularly. The Faculty of Graduate Studies has a strict policy that students must add or drop their courses by the dates listed on the Student Service Centre.

## Online Course Evaluations

Your feedback is very important to SCARP. The results of course evaluations are reviewed by individual instructors to help them improve their courses. They are also reviewed by the Dean and Department Heads to inform decisions concerning reappointment, tenure, promotion and merit. Your comments will make a difference in the planning and presentation of curricula in SCARP.

Students can complete the evaluations for their courses, instructors and teaching assistants online at the end of each term.

Instructors will not receive the results until after they have submitted final course marks, and even then, individual evaluations will be anonymous.

## 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., MA 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., MASc 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 Neuroscience), but should not give any indication that they maintain any current degree status.

## Student Internships

**What is the SCARP Internship Program?**

The SCARP Internship Program is an essential and integral component of the two-year Master of Community and Regional Planning (MCRP) program offered by the School of Community and Regional Planning (SCARP) at UBC.

The internship program is designed to connect students with experienced professional planners in their field of interest allowing them to gain valuable hands-on experience and apply academic knowledge and analytic techniques to "real world" planning problems.

### **The Program Structure**

The primary goal of the Internship Program is to assist students to develop professional skills and capabilities through guided "hands on" experience in a workplace environment while gaining academic credit.

The students can complete their internship in any field related to planning in a variety of public, private, non-profit and academic organizations.

Most students complete their internship in the summer between the first- and second-year of their master program.

Internships may be on a full-time or part-time basis.

The minimum length of the internship is a total of 80 hours with a previously agreed start and end date. Students earn academic credits for the internship program and should have completed one term (4 months) in the master's program before starting an internship.

### **SCARP Internship Policy**

SCARP strongly supports paid internships and encourages internship providers to provide remuneration for student interns. It is not economically feasible for many students to undertake unpaid work.

*(We recognize that there may be situations where payment may not be possible. Several funding programs, including Canada Summer Jobs and Mitacs, are available to not-for-profit employers who may not otherwise be able to employ an intern.)*

### **Requirements**

The internship is a self-directed job search and students are responsible for securing an internship. Students apply to positions and internship providers interview and select suitable candidates. While SCARP shares internship opportunities it is aware of with students, students may be successful in finding an internship through other avenues outside of internal postings.

All internship forms are found and must be submitted to the [shared Co-op/SCARP online internship platform](#). Please email the Student Development Coordinator: [internships.scarp@ubc.ca](mailto:internships.scarp@ubc.ca) when you have submitted any form/evaluation to the online internship platform.

Students are responsible for submitting the signed Liability Waiver and Internship Agreement to initiate registration in PLAN 527A/B. Ideally, both the signed Waiver of Liability and the Internship Agreement should be submitted prior to starting the Internship. Delayed submission of these forms may result in denied registration in the course.

Students are responsible for ensuring that all subsequent internship forms are submitted in a timely manner, aligned with the dates noted on the Internship Agreement form. Students should send an email to [internship.scarp@ubc.ca](mailto:internship.scarp@ubc.ca) to notify SCARP administrators of any delays in the submission of internship paperwork.

To complete an internship, students should submit the Student Evaluation form and their final internship project. In cases where students do not produce a report or project for their internship, they will be asked to submit a short summary.

Students should ask their internship advisors to submit the Advisor Evaluation form directly to the internship web portal. Advisor Evaluations should be kept confidential from student interns.

Internship Faculty Advisor will assign a grade (pass/fail). The Advisor Evaluation and the internship product (report, project, or summary) form the basis of an assigned grade.

For questions please contact:

**Simon Erlich**

Student Development Coordinator

604.822.5725

Email: [internship.scarp@ubc.ca](mailto:internship.scarp@ubc.ca)

Website: <https://scarp.ubc.ca/student-internships>

## Mentoring Program

Our Mentoring Program in the MCRP offers an excellent opportunity for students to gain valuable insights into the planning profession and to connect with community partners.

Throughout the academic year, students and mentors have the opportunity to attend networking events, meet other like-minded individuals and establish invaluable relationships during their time at SCARP and beyond.

More information can be found [here](#).

# Information for New Students

There are a few steps that can be taken before the SCARP orientation week. SCARP Orientation will be held on September 4<sup>th</sup> and 5<sup>th</sup>, 2018 in West Mall Annex.

## 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.

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

To be eligible for a UBC card, students must be registered on the UBC 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 BC program currently costs \$41.00 per month and 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](http://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

All students are eligible to sign up for a UBC email address [first.last@alumni.ubc.ca](mailto:first.last@alumni.ubc.ca). To register for your [first.last@alumni.ubc.ca](mailto:first.last@alumni.ubc.ca) email address, visit the [UBC IT Student and Alumni Email Service Catalogue](#). A Campus-Wide Login account is required for sign up. If you do not know your CWL username or password, or do not have one, please contact [UBC Enrolment Services](#)

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: [sherli@mail.ubc.ca](mailto:sherli@mail.ubc.ca). 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. You will receive SCARP emails regularly once you are signed up on the SCARP listserv. In addition to electronic info, there are bulletin boards outside the SCARP office in Lasserre and throughout West Mall Annex (WMAX). Job postings are circulated to the listserv.

Student e-mail addresses will be added to the School's listserv. You need to sign up for the other lists. Students are advised to check their e-mail daily, otherwise important notices could be missed. There are five SCARP email lists:

- SCARP-SCHOOL - office list with prefix SCHL (general emails & weekly digest go out to staff, faculty and students)
- SCARP-STUDENTS - 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>
- SCARP-PHD - a list for SCARP PhD student discussions
- SCARP-current students – a list for all current SCARP students

## Offices & Key Access

Access to student office space in West Mall Annex (WMAX) will be processed through the SCARP main office (Room 433-Lasserre Building). First year SCARP students have access to the Lounge and Craig Davis Reading Room in WMAX. Second year SCARP students have access to Studio Space (Room 250/130/132) in WMAX. Details will be available during orientation week. The WMAX building is locked during the following hours (before 9:00 am/after 5:00 pm/weekends/when classes are out). If you are an Urban Design student who needs access to the Lasserre building after hours and on weekends, you will also need to request an access card from Sherli in the main office.

All current students have access to the Informal Learning Space-Computer Lab in Room 142. Please contact Sherli Mah at [sherli@mail.ubc.ca](mailto:sherli@mail.ubc.ca) for keypad access code.

Contact Sherli Mah Administrative Support for further details – [sherli@mail.ubc.ca](mailto:sherli@mail.ubc.ca)



## Mail Boxes

All 1<sup>st</sup> and 2<sup>nd</sup> year Master's students are assigned mail boxes in West Mall Annex (WMAX), Room 128 (next to the kitchen). All students' mail will be sent to West Mall Annex, mail will not be forwarded to home or forwarding addresses.

## Lockers

There are a limited number of lockers available in West Mall Annex for students to store their belongings while they are on campus. Penny Mullen will distribute SCARP 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. Do not use locks that haven't been issued through the SCARP office, as they will be removed immediately.

Contact Penny Mullen, SCARP Staff – [penny.mullen@ubc.ca](mailto:penny.mullen@ubc.ca)

## Equipment for Student Use

The following office equipment is available for student use:

1. Fax machine: LASR 433 - 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 office staff to assign you a code. The charge is 10 cents per copy.
3. Photocopier: WMAX 244 – Contact Sherli Mah or Penny Mullen 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: Please book in advance with Sherli Mah at the SCARP office.

West Mall Annex Seminar Rooms and classroom

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

Other A/V Equipment is available (including LCD Multimedia projector, laptop, video cameras and flip charts). To book, email Sherli Mah: [sherli@mail.ubc.ca](mailto:sherli@mail.ubc.ca) or phone (604) 822-3276. Please book at least 24 hours in advance.

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.

## Supplemental Materials

UBC has numerous research, pedagogical and health resources available to students. These include The Centre for Teaching, Learning and Technology (CTLT), the Irving K. Barber Learning Centre, the Writing

Centre, Student Health Services and Student Counselling Services. Please make use of these resources or contact the instructor if you have any questions. Students new to UBC are especially encouraged to become familiar with the broad spectrum of resources that UBC provides. For details visit <http://students.ubc.ca/campus/orientations>.

## Facilities

The West Mall Annex, 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 Main Office, the Director's Office, the Administrators' Offices, 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](http://guides.library.ubc.ca/prf.php?account_id=41528)

## Room 142 - Informal Learning Space – Computer Lab

Access controlled computer lab, please do not prop door open. Contact Sherli in the SCARP office for access to the room and computers.

## Room 121 – Craig Davis Reading Room

Predominantly individual work with some quiet talking allowed - **not** a group meeting space - first years have priority for use of the space.

## ROOMS 130 & 250 – Planning Studios

Planning Studios I & II. Second year students.

## ROOMS 132 – ICP Planning Studio

ICP Planning Studio for ICP students

## 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>.

## Planning Students Association

The PSA is the elected student council within the School of Community and Regional Planning (SCARP), University Of British Columbia. 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 on the SCARP website for information about representatives and resources for SCARP students.

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

## Professional Organizations

### **The Canadian Institute of Planners (CIP)**

The CIP is the national organization of professional planners in Canada. Today CIP has nearly 4,700 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 30,000 practicing planners, officials, and citizens involved with urban and rural planning issues.