SCARP STUDENT
SCHOOL HANDBOOK – 2021-2022

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We Acknowledge

We acknowledge that the UBC School of Community and Regional Planning is situated within the traditional ancestral and unceded territory of the hən̓q̓̑̎̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈̑̓̈"
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
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 applicable email distribution lists.
  - 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.
- (Optional) Post a photo and/or LinkedIn profile on your personal bio page on the SCARP website (The URL will be https://scarp.ubc.ca/people/[yourfirstname]-[yourlastname] e.g.: https://scarp.ubc.ca/people/heather-campbell)
  If you do not have a login for the website, you can enquire with the SCARP main office.

Also Consult...

- SCARP website
- Student-Made MCRP Handbook
- 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 Opportunities
  - 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 a 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
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.

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.

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Being a SCARP 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.

SCARP also offers a PhD program, which students are expected to complete within four to five 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
- PhD 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 and PhD 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.

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 14). 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. There are two pre-defined concentrations in this program: Urban Design, and Indigenous Community Planning.

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/managed 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 Graduate Administrator.

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 Graduate Administrator. 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.

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 Graduate Administrator and/or 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**

Most SCARP courses require short assignments and term papers, as well as the individual research project leading to either your Master’s thesis/project or Ph.D. thesis. In addition, a major part of every student's program is his or her individual research project leading to either a Master's thesis/project or Ph.D. 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.
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 Graduate Administrator for registration prior to commencing the course.

Once approved, the Graduate Administrator 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

While enrolled in a graduate program at UBC, you must obtain a minimum of 60% in any course in the program to be granted Pass Standing. However, only six credits of Pass Standing may be counted towards a graduate program. For all other courses, a minimum of 68% must be obtained.

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.

Online 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

cIRcle, 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 on the following page will demonstrate generally how to proceed, please refer to the SCARP MCRP Internship Handbook to understand everything it’s your responsibility to do.

The following page’s flowchart describes the process of organizing your Internship:
MCRP Internships (continued)

- **Before Internship Begins**
  - Conceptualize, Plan, Choose, and Apply for Internship
  - Submit to Graduate Admin:
    1. Internship Agreement Form
    2. Waiver of Liability
  - If completed correctly, and once GA advises Work Term Portal is produced...
  - Begin Internship

- **Within first 20 work-hours**
  - Submit Learning Objectives into Portal

- **Mid-Point of Internship**
  - Conduct Mid-Point Internship Check-In with Student Management Coordinator
    (Begun by SMC, Either when Scheduled by them or when they Email you)

- **End of Internship**
  - Complete Internship
  - Submit to Graduate Administrator:
    1. Report or Work Product (depending on nature of Internship)
    2. Student Evaluation Form (on Portal)

- **Within 30 days after Report**
  - If changes advised by Faculty Advisor...
  - If Faculty Advisor assesses that you have passed...
  - Make Revisions to Report or Work Product; Resubmit

DONE
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 Graduate Administrator.
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)

Conceptualize Goal / Project

Ascertained its potential costs

Enquire with Supervisor/Budget Officer and finance@scarp.ubc.ca:
- Whether Cost is Eligible for Reimbursement
- Appropriate Cost Centre Code

If rejected...

Revise Plan to Encompass Only Eligible Costs

If approved...

If still rejected...

Abandon Plan, or Buy at Own Expense

If approved...

Make Requested Changes / Clarifications

If Finance rejects reimbursement...

Await Reimbursement

Make Purchases, Keeping Original Receipts and Written Approvals

Collate Receipts on Page, Scan

Submit via Workday
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. There is no student access once the doors are locked by UBC Security as follows:

- 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

- Classrooms
- Some Faculty offices and resources
- Computer lab WMAX, Room 142
  - For SCARP students only.
  - Contact the SCARP Office for the keypad access code
  - This is old equipment with no funding for upgrades.
- 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
- PhD student meeting room WMAX Room 230
  - For PhD students only. Quiet study space/lounge. Often where PhD students hold their meetings and/or comprehensive exams.
- 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
- Student Offices WMAX
  - Assigned exclusively to MAP/MScP and PhD students
  - Assignments are processed through the Administration Office
- 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, video cameras 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 and related equipment (microphones, etc.) are available only to those who have completed the SCARP Digital Video course or who can demonstrate prior training with this equipment. (Please note this is 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
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)
Pandemic life and the future

(THIS SECTION SUBJECT TO FREQUENT UPDATES)

It is a quality of the current pandemic that its course is not linear, and hence the policy context in which the School must operate remains dynamic. I would ask for your patience and understanding as the guidelines from the Provincial Health Office evolve for post-secondary institutions. The priority of the University and the School is the health and well-being of our community.

- Heather Campbell, Director

In July 2021, BC entered Step 3 of its Restart Plan, and the province has now lifted its COVID State of Emergency. However, the transition to Step 4 has been postponed. As of the publishing date of this document, some temporary safety precautions have been implemented by the provincial government until further notice.

UBC's Campus Return Plan is continuously informed by these provincial guidelines, and is planning is steps as swiftly as possible (and implementing on timelines both evidence-based and aligned with BC's plan). Please watch for updates either by UBC or by the Province of BC.

The University, informed by the Province's guidance, has been planning as swiftly as possible the plan to re-open, and on what timeline. SCARP recognizes that UBC life changed in 2020, and safety during the pandemic has been an issue with ramifications of accessibility and equity. We do not yet know which of these measures are temporary and which will become a new reality in a new age.

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

As of September 2021, classes will primary be on-campus, with the possibility of student learning accommodations and support.

EXPECTATIONS AND GUIDANCE

Vaccination:

- BC is implementing vaccine certificates, which you can download as the BC Services Card app. In BC proof of COVID-19 vaccination (at least 1 dose as of September 13; fully vaccinated as of October 24) will be required to access/participate in a range of activities/settings, including:
  - Student housing
  - Indoor ticketed sporting events/concerts
  - Indoor and patio dining in restaurants/cafés
  - Fitness centres (including varsity student centres), indoor club meetings (e.g., choirs)
  - Conferences, casinos, weddings, and indoor organized events
- While applicable establishments can monitor vaccination status at entry, outside of that circumstance no one may insist to know another's vaccination status.
Other Restrictions:
• Proper wearing of masks is, until further notice, required (for those 12+ years old) in indoor settings where services to the public are provided. Note that this also includes classrooms, hallways, and campus common areas. Multi-layered non-medical fabric masks are sufficient.
• Rapid testing for COVID-19 will be required, with exemptions for those fully vaccinated.
• An online, confidential declaration of your vaccination status will be required, and follow-up verification.

Additional Safety Precautions:
• Users of space must still abide by safety measures still in place (e.g., more frequent cleaning of one’s environment) guided by general UBC safety plan for communicable viruses (depending on function and subject to any additional position-specific restrictions that are stipulated for you), as well as any local or specific requirements.
• If sick, stay home and get tested. A daily self-health check is advised.

TRAVELLING TO CAMPUS
• A possible and temporary shortage of parking space and parking permits is anticipated. Students who must drive to campus are advised to seek a parking permit as soon as possible.
• Translink, Metro Vancouver’s public transit organization, is attempting to increase transit assets to alleviate congestion at peak hours. Masks will be required on public transit under further notice.

Indigenous Students
Due to the disproportionate impact of the pandemic on Indigenous people, First Nations may exercise their authority to maintain increased safety measures, including states of emergency that keep communities closed. In the event this means some students are unable to attend in-person classes, UBC will work with First Nations and any students that are impacted by the closure of their communities to ensure access to academic programming and services.

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

Mental Health
The pandemic increased, illuminated, and normalized mental health support as a fundamental need. UBC has been building a comprehensive infrastructure to help UBC students feel more supported:

• Health and Wellbeing
• Wellness Centre
• Student Counselling Services
• Student Assistance Program
Further information:

- Government Briefing
- SRS COVID-19 Health & Safety Guide
- UBC COVID-19 Response
- UBC Student Services’s Covid-19 Page
- Student COVID-19 support
- Graduate Student & Postdoc COVID-19 support
- Return to Campus webinar for students
# APPENDIX 1

## Who to call for...

<table>
<thead>
<tr>
<th>I have a problem with...</th>
<th>Reach out to...</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCARP AV (setup/problems)</td>
<td>Sherli Mah</td>
<td>604-822-3276</td>
<td><a href="mailto:sherli@mail.ubc.ca">sherli@mail.ubc.ca</a></td>
</tr>
<tr>
<td>Student Award Applications</td>
<td>Janet Lam</td>
<td></td>
<td><a href="mailto:grad.scarp@ubc.ca">grad.scarp@ubc.ca</a></td>
</tr>
<tr>
<td>Booking SCARP Equipment</td>
<td>Sherli Mah</td>
<td>604-822-3276</td>
<td><a href="mailto:sherli@mail.ubc.ca">sherli@mail.ubc.ca</a></td>
</tr>
<tr>
<td>Course Registration</td>
<td>Janet Lam</td>
<td></td>
<td><a href="mailto:grad.scarp@ubc.ca">grad.scarp@ubc.ca</a></td>
</tr>
<tr>
<td>SCARP Event Coordination</td>
<td>Sherli Mah</td>
<td>604-822-3276</td>
<td><a href="mailto:sherli@mail.ubc.ca">sherli@mail.ubc.ca</a></td>
</tr>
<tr>
<td>Facilities (Lasserre, WMAX)</td>
<td>Sherli Mah</td>
<td>604-822-3276</td>
<td><a href="mailto:sherli@mail.ubc.ca">sherli@mail.ubc.ca</a></td>
</tr>
<tr>
<td>Out of Pocket Reimbursements</td>
<td>Sherli Mah</td>
<td>604-822-3276</td>
<td><a href="mailto:sherli@mail.ubc.ca">sherli@mail.ubc.ca</a></td>
</tr>
<tr>
<td>Internships – Registration PLAN 528</td>
<td>Janet Lam</td>
<td></td>
<td><a href="mailto:grad.scarp@ubc.ca">grad.scarp@ubc.ca</a></td>
</tr>
<tr>
<td>Internships Program Administration and Assistance</td>
<td>Tolu Jebutu</td>
<td></td>
<td><a href="mailto:smc@scarp.ubc.ca">smc@scarp.ubc.ca</a></td>
</tr>
<tr>
<td>Keys and Lockers</td>
<td>Sherli Mah</td>
<td>604-822-3276</td>
<td><a href="mailto:sherli@mail.ubc.ca">sherli@mail.ubc.ca</a></td>
</tr>
<tr>
<td>Mentorships Program Administration</td>
<td>Tolu Jebutu</td>
<td></td>
<td><a href="mailto:smc@scarp.ubc.ca">smc@scarp.ubc.ca</a></td>
</tr>
<tr>
<td>Professional Development</td>
<td>Tolu Jebutu</td>
<td></td>
<td><a href="mailto:smc@scarp.ubc.ca">smc@scarp.ubc.ca</a></td>
</tr>
<tr>
<td>Program/Graduation Requirements</td>
<td>Janet Lam</td>
<td></td>
<td><a href="mailto:grad.scarp@ubc.ca">grad.scarp@ubc.ca</a></td>
</tr>
<tr>
<td>WMAX Room Booking</td>
<td>Sherli Mah</td>
<td>604-822-3276</td>
<td><a href="mailto:sherli@mail.ubc.ca">sherli@mail.ubc.ca</a></td>
</tr>
<tr>
<td>SCARP Comms (Social Media/Website/listserv/etc.)</td>
<td>Kyle Mallinson</td>
<td>604 822 5725</td>
<td><a href="mailto:kyle.mallinson@ubc.ca">kyle.mallinson@ubc.ca</a></td>
</tr>
<tr>
<td>Student Employment Administration</td>
<td>Tolu Jebutu</td>
<td></td>
<td><a href="mailto:smc@scarp.ubc.ca">smc@scarp.ubc.ca</a></td>
</tr>
<tr>
<td>SCARP Documentation (Non-academic)</td>
<td>Kyle Mallinson</td>
<td>604 822 5725</td>
<td><a href="mailto:kyle.mallinson@ubc.ca">kyle.mallinson@ubc.ca</a></td>
</tr>
<tr>
<td>Other</td>
<td>General Mailbox</td>
<td></td>
<td><a href="mailto:info.scarp@ubc.ca">info.scarp@ubc.ca</a></td>
</tr>
</tbody>
</table>
APPENDIX 2

Emergency Plans

Know your building

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
LASSEURRE – FLOOR 4 (LOCATION OF SCARP MAIN OFFICES)

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