



University of Windsor
Faculty of Nursing



ST. CLAIR COLLEGE
OF APPLIED ARTS & TECHNOLOGY



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TRANSITIONING TO THE UNIVERSITY OF WINDSOR

Fall 2019

WELCOME!



University of Windsor
Faculty of Nursing

Dear Students,

Congratulations as you join us at the University of Windsor, Faculty of Nursing for Year 3!

On behalf of the faculty and staff of the University of Windsor, Faculty of Nursing, we welcome you as you join us from your college sites. We invite our current students to assist in making you feel welcome and in finding your way around the University of Windsor campus. We look forward to meeting and working with you towards the achievement of your professional and personal goals.

Enclosed is an information package for you with instructions to help you prepare for September. The Faculty of Nursing website (www.uwindsor.ca/nursing) will be a valuable resource for you. To find policies, forms, and other important information, view "Resources for Current Students" on the website.

As you read your information package, you will note that certain items **must be completed prior to September**. The Transitions Welcome event is on Friday June 7, 2019. Please plan to attend! This day is set aside to familiarize you with your new space and program requirements for year 3.

I wish to take this opportunity to extend my personal wishes for your continued success as you prepare for a rewarding career in nursing.

Have a wonderful summer.

Sincerely,

Dr. Linda Patrick
Dean, Faculty of Nursing
401 Sunset Avenue,
Windsor, ON
N9B 3P4

CONTACT INFORMATION

As of July 1, 2019

Dr. Deborah Dayus, Clinical Learning Specialist	dayus@uwindsor.ca
Natalie Bownes, Clinical Coordinator	nbownes@uwindsor.ca
Susan Rotondi-Moore, Clinical Placement Secretary	srotond@uwindsor.ca
Angela Papas, Undergraduate Secretary (nursing office)	apapas@uwindsor.ca
Fran Meloche, Student Success Coordinator	fmeloche@uwindsor.ca
Dr. Susan Fox, Associate Dean	sfox@uwindsor.ca
Lacey Ecclestone, Nursing Lab Coordinator	lacey.ecclestone@uwindsor.ca

Should you have questions about what you have read in this information package, please call the Faculty of Nursing (519) 253-3000 x 2265 or email nurse@uwindsor.ca.

We appreciate your professional communication style via phone/email/in-person.

FALL 2019 MANDATORY CLINICAL ORIENTATION **FOR ALL YEAR 3 STUDENTS**

TUESDAY, SEPTEMBER 3, 2019
9AM-5PM
ALUMNI AUDITORIUM,
2ND FLOOR, CAW STUDENT CENTRE

REQUIRED ITEMS TO BRING AND TIPS TO PREPARE YOU FOR YOUR CLINICAL ORIENTATION DAY

- Clinical Evaluations from Winter 2019 and Consolidation 2019
- Bayshore clearance certificate
- Prepare to write a medication calculation quiz. Students are permitted to write their medication quizzes with a basic calculator. Students may **not** use a "scientific calculator" or "calculator features" on their cell phones or alternate electronic devices. The medication quiz will either be *written* or on the *computer*. You will receive more information about this at the beginning of your semester.
- Before orientation, all students must complete Southwestern Ontario Hospitals- Student Placement Orientation. This is the online orientation for all area hospitals. You can access this through Blackboard, under "courses". The very last module is your required Pyxis training.
- Skills Review at the Nursing Lab: Skills review sessions will be available in the fall– watch your email for updates. Information will be posted on Blackboard through the "Clinical Learning Centre" from the nursing lab manager, Lacey Ecclestone. Students are also able to book appointments to practice (summer included).

BScN PROGRAM POLICIES AND REQUIREMENTS

SECTION A: MEDICAL/NON-MEDICAL CLINICAL PLACEMENT REQUIREMENTS

Important note: Any and all costs associated with fulfilling requirements are the responsibility of the student.

The Faculty of Nursing requires you to complete certain medical and non-medical requirements prior to starting your first clinical placement, and annually thereafter. These clinical placement requirements have been developed under the guidelines of the Ontario Hospital Association, Canada's Immunization Guide and the Ontario Medical Association. An overview of the requirements is provided in this package and is accessible on the following link:

<https://www.uwindsor.ca/nursing/435/information-returning-students-interrupted-bscn-program>

The Faculty of Nursing uses an outside agency (Bayshore Home Health) to clear students prior to their clinical placements to verify that they have completed the medical and non-medical requirements. **Appointments will be available starting June 15th. Please contact Bayshore to schedule your appointment at uwindsorclearance@bayshore.ca You must be cleared by August 23th, 2019. If you email Bayshore to book an appointment after the deadline, you will be charged a late fee of \$20.**

Appointments may be scheduled at Bayshore offices in Windsor, Chatham or Sarnia only. There is a fee for this appointment. The current fees are approximately \$40 + HST for your initial appointment, and approximately \$20 + HST for any subsequent appointments if needed. There is also a fee for a cancelled/missed appointment with less than 24 hours' notice. These fees may be subject to increases as determined by Bayshore.

The Bayshore nurse will verify that you have completed the requirements, and if so, will clear you to start your clinical placement. **If you fail to be cleared by August 23th, 2019, you will be prohibited from starting your clinical placement in Fall 2019. This may delay program completion. The Faculty of Nursing is not responsible for providing alternate clinical placements for students who do not meet the clinical clearance requirements.**

Medical Requirements (Immunization and Test Records):

The following immunizations are required by the Faculty of Nursing at the University of Windsor. Medical forms, including specific immunization details are available online on the Faculty of Nursing's website.

1. Measles, Mumps Rubella (MMR) vaccine: documented evidence of having received 2 doses of vaccine or serology report are required to be "cleared" for clinical.
2. Tuberculosis (TB) test: upon entry into the Collaborative Program, a two-step TB Mantoux skin test or chest x-ray (in case of positive TB skin test) was required. In subsequent years of the program a one-step TB test is required annually. If medical circumstances exclude you from having a TB skin test or chest x-ray, a registered healthcare provider must provide written evidence indicating that you are not a TB risk.
3. Varicella (chicken pox) vaccine: proof of documented history of varicella, or proof of two doses of varicella vaccination or serology report is required.
4. Tetanus/Diphtheria (TD) vaccine: must be up to date (recent within 10 years)
5. Polio vaccine: must be up to date.
6. Hepatitis B vaccine: must be up to date.

Bloodwork for Hepatitis B, MMR and Varicella needs to be within the last 5 years.

Note: Annual influenza immunization (i.e. flu shot) is not mandatory; however, the Faculty of Nursing strongly encourages all nursing students to protect themselves with annual influenza immunizations.

Several clinical placement institutions require the flu shot. Non-immunized students may be denied access to the clinical placement agency, thus jeopardizing successful completion of their clinical course.

Non-Medical Requirements:

1. Extended or Vulnerable Sector Police Clearance

Hospitals and clinical agencies require all staff, volunteers and students to have an extended or vulnerable sector police clearance. Vulnerable police clearance forms may be obtained on the Faculty of Nursing website (www.uwindsor.ca/nursing/police-clearance). If you do not see a form for your local police station, please email nurse@uwindsor.ca. You must take these forms to the appropriate police agency by **June 1 at the latest** to be guaranteed a completed police clearance for your pre-clearance appointment in the summer. The **original police clearance** and a **copy** must be taken to your pre-clearance appointment along with **Photo ID** with your birthdate.

2. Attestation of Notification of Change in Criminal Record Status Form

You are required to complete an Attestation of Notification of Change in Criminal Record Status form. Completion of the form acknowledges that it is your duty to inform the Faculty of Nursing at the University of Windsor if you are charged with or convicted of a criminal offense since your last police clearance was obtained while you are a student in the Faculty of Nursing. This form is on our website.

3. WSIB Form

You are required to sign and complete a Student Declaration of Understanding – Workplace Safety and Insurance Board (WSIB) or Private Insurance Coverage for Students on Program Related Placements, in case of any injury or disease incurred while in your clinical placement. This form is available on the nursing website.

4. Student Verification of Health Status Form

Each year, you are required to sign and complete a Student Verification of Health Status form. This form is available on the Faculty of Nursing website, under current resources for students.

5. Proof of Crisis Intervention Training Certificate (SMG Training)

As of Fall 2017, all students entering the clinical setting are required to complete an on-line Crisis Intervention Training Program. To register for this course and to complete the requirements, click on the following link to create your account (please note that you are required to pay for the course by either PayPal or credit card at the time of registration):

<http://windsoruniversity-safemanagement.talentlms.com/index>

Students must bring proof of completion of this SMG Training to their Bayshore appointment and have it ready to show your clinical instructor on your clinical orientation day, if asked.

6. First Aid and CPR Certification

Standard First Aid preparation was required when you started the program in year one. It is only required once, and is not required in future years in the program.

Cardiopulmonary Resuscitation (CPR): Basic Life Support for Health Care Providers (HCP) is also required annually. This must be HCP – some companies provide only Level C

certification; however, this is not acceptable unless it is both Level C and HCP certification together. HCP certification alone (without Level C) is also acceptable. Annual CPR (HCP) re-certification from a certified instructor will be required. **Note:** As per the Heart and Stroke guidelines, this must be re-certified annually even if the expiry date on your card indicates that it is valid for longer than one year.

Update: Starting in mid-2016 the words “for Healthcare Provider” no longer appear on Heart and Stroke Foundation Basic Life Support course completion cards. The new naming on the card will simply read “BLS Provider”.

7. Respiratory Mask Fit Test/Card

As mandated by the Canadian Standards Association, the Faculty of Nursing requires proof of mask fit testing for N95 respirators every two years (i.e. in Years 1 and 3). After you are tested, you will receive a mask fit test card, which you are required to keep and show at your pre-clearance appointment.

Bayshore provides mask fit testing at their office for a fee. Alternately, you may use another testing service provider, provided that they are testing with mask sizes that are currently available at South Western Ontario hospitals. The specific respirator sizes for 2019/20 are 8110s, 8270, 8271, 9210+.

Important Note: Fulfillment of additional requirements of the clinical placement agencies may be required; these are the responsibility of the student.

SECTION B: OTHER PROGRAM REQUIREMENTS

1. Professional Conduct

As future members of the nursing profession, student conduct must adhere to the College of Nurses of Ontario (CNO) current Nursing Standards (available on the CNO website – www.cno.org), legal contracts between the Faculty of Nursing and the clinical placement agencies, and policies and by-laws of the Faculty of Nursing and University of Windsor. **Failure to conform to these standards, legal contracts, policies and by-laws may result in dismissal from the BScN program.**

2. Clinical Course Information: Schedule, Orientation Dates, and Transportation

Nursing clinical practice occurs in various institutions and organizations: hospitals, long-term care agencies, community agencies, health units, schools, etc. These experiences enable students to become comfortable and competent in a variety of health care settings and to put into practice the knowledge and skills that they are learning in the classroom and labs. Clinical placements are unpaid positions. **Nursing courses entitled "Clinical Nursing Experience" are clinical placement courses.**

You are required to attend clinical course orientations prior to the start of each term in **every year** of your BScN program. **These mandatory orientations are held before classes start each term.**

For 2019/20: Fall clinical orientation is mandatory and will take place on **Tuesday September 3, 2019**. Additional information about clinical placements is available at: <http://www.uwindsor.ca/nursing/390/clinical-placements>.

3. Personal Appearance and Dress Code for Clinical

A dress code policy is necessary for the purpose of infection control and the conveyance of a

professional, well-groomed appearance for clinical placement experiences. Proper hygiene practices are required. Most agencies are scent-free facilities, and students must respect this policy accordingly. This information is taken from “[The Collaborative BScN Nursing Student Clinical Placement Policies](#)” handbook that is updated annually. Please review the complete policy handbook.

- **Hair** - must be neat, clean, pulled away from the face and above the collar. Facial hair (e.g. moustache, beard) must be neatly groomed.
- **Hands** - nails must be short, clean and well-manicured. Clear or pastel polish may be worn but must not be chipped. Coloured nail polish may only be permitted in certain placement settings on certain days (e.g., “nail polish days” in mental health placements). Artificial nails are not permitted.
- **Make-up/Tattoos** – Make up may be used conservatively. Tattoos may need to be concealed according to clinical agency requirements.
- **Jewelry** - is restricted to a plain (unadorned) wedding band, watch and small earrings (i.e. studs). Other visible body piercings may need to be removed or concealed according to clinical agency requirements.
- **Clothing/Uniform** – Uniforms (scrubs) and lab coat are required for hospital and long-term care clinical placements. The Collaborative BScN program has a standard uniform (scrubs) for nursing students. The uniform consists of a navy blue short-sleeve scrub top with “BScN Student” embroidered in white on the sleeve, and a navy-blue pant. Navy blue skirt options that may need to be worn for religious/cultural purposes are also available. Any shirts worn under the uniform or head coverings worn for religious/cultural purposes must be white, navy blue or black to match the uniform. However, if wearing long sleeves, they must be raised above the elbow during direct client care for infection control purposes. Head coverings must be plain and unadorned for infection control purposes. Disposable head coverings over or instead of hijab may be required in certain areas (e.g., Operating Room). Students may only wear the approved University of Windsor lab coat/clinical jacket when in client care areas. Lab coats/clinical jackets must be removed when providing direct care to patients. Lab coats must not be worn outside of the clinical area. Clothing must be clean, free from rips/tears/odour, sized appropriately and modest with no exposed undergarments, midsection, or cleavage. Professional or business attire is required for some community clinical agencies and any visits to an agency. NO blue jeans of any colour, leggings, jeggings, yoga pants, or hooded sweatshirts. Note: in some agencies, denim may be permitted but this must be cleared by the agency.
- **Shoes** - closed, non-slip duty or athletic shoes required, with no mesh openings to allow penetration of fluids. Clogs, “Crocs”, or plastic slip-on shoes are **not** acceptable due to health and safety concerns, including ankle injuries, trips and falls, spillage, and/or build-up of static electricity that interrupts electronic devices. Students may be required to carry an extra set of shoes to be worn on home visits. No flip-flops. Safety boots may be required in some placement agencies. Shoes must be kept clean.
- **Gum** - gum chewing is not permitted.
- **Scents/perfume** - most clinical agencies/hospitals are scent-free facilities, so students must respect this policy accordingly.
- **Photo-ID badges must be worn and clearly visible at all times** (*There may be exceptions to this in which case students are to follow agency policy re: name badges*).

Reminders about the Collaborative Uniform:

The collaborative uniform **must** be purchased via the **Work Authority**. In order to ensure that students obtain their uniform in time for September, orders should be placed by August 1st.

The uniform consists of a navy blue short-sleeve scrub top with “BScN Student” embroidered in white on the sleeve, and a navy blue pant. Skirt options (including floor-length skirts) are also available at Work Authority as a special order, and are navy blue in colour.

Any shirts worn under the uniform, or head coverings worn for religious/cultural purposes must be white, navy blue or black to match the uniform. Head coverings must be plain and unadorned for infection control purposes. Shirts are available for purchase at Work Authority; however, students may also purchase them independently at any store.

Additional Information Regarding your Fall Clinical Placement:

- Students will be pre-placed in their fall clinical placements by the Clinical Coordinators in collaboration with Coordinators at St. Clair College and Lambton.
- The Faculty of Nursing reserves the right to move students if needed and to finalize all clinical placements.
- Day or afternoon clinical shifts may be required. Students can expect 8 hour shifts for fall and winter and may have 12 hour shifts during consolidation.
- Clinical placements are arranged within Windsor and tri-county region in Southwestern Ontario. This includes Essex County, Chatham-Kent County and Lambton County (Sarnia region). If needed, placements may be arranged as far away as 150 kilometers from Windsor.
- **You are responsible for arranging and covering costs for your own transportation and accommodation (if needed) to and from your clinical placement agency or hospital** (e.g. vehicle, public transit, car-pool, car share, etc.).

University of Windsor UWin Identification (ID) Card and Clinical Photo ID badge:

Your UwinCARD and your clinical ID badge will be available for pick up after the Fall tuition due date of Aug. 15 in the University of Windsor’s CAW Student Centre, UwinCARD office, (Room B-07 lower level, basement). The UwinCARD is free and used for University activities, such as access to library resources and the Computer Centre, on-campus purchases, and for admission to write exams.

Your clinical photo ID badge must be worn and visible on all faculty-related outings and clinical experiences. There is a \$16.00 charge cash or debit for the Photo ID badge and holder (required for clinical).

Note: Student lines at the UwinCARD office will increase closer to the first day of class. UwinCARD office contact information: <http://www.uwindsor.ca/uwincard/>

Important note: Any and all costs associated with fulfilling the aforementioned requirements are the responsibility of the student.

REGISTRATION INFORMATION

All students need to be aware of their timetable before they register for their summer and/or fall courses. The Office of the Registrar has a timetable link that lists all courses offered per semester. Please follow this link to familiarize yourself with this information:

<http://www.uwindsor.ca/registrar/541/timetable-information>

The Office of the Registrar has a list of Important Dates on their website (eg. the last day to add a class on campus, voluntary withdraw date, etc). Please follow this link to review these dates and add them to your own calendar: <http://www.uwindsor.ca/registrar/events-listing?page=6>

UWinsite Student Resources are Available! Watch videos and access reference sheets as well as a [registration guide](#) and [go-live-kit](#) that will help you learn about the registration process.

Link: <http://www.uwindsor.ca/registrar/resource/student>

What is a hybrid course? Students may access the course “live” through Blackboard off-campus OR attend class on campus. All exams are written at the University.

What is a partial distance course? Some classes will be delivered online, and other classes will be delivered in person (on campus). At the start of the course, the professor will provide the dates that require physical presence; the dates will also be posted on the Blackboard Learn course site.

What is a distance education course? Classes will be delivered online, assignments are online. Exams may be at the university, offered in a flexible format, or require invigilation.

Overview: Summer Course Registration

Summer Registration Period: Starting April 5, 2019

Step 1: Complete the Collaborative Nursing Program Application form and obtain an official transcript from your college Registrar. Give both forms to your Year 2 College Program Coordinator who will send them to Registrars at UWindsor by March 1st, 2019. This step should be complete.

Step 2: You will receive your letter of admission or email with your student number and personal access code (PAC). This will allow you to activate your student account ([UWINSITE Student](#)) as well as your University student email address.

Step 3: Log on to your student account and see if you can view your registration date and time for Summer 2019.

Step 4: Plan your summer schedule in advance. You may use the “shopping cart” as your course planner.

Step 5: Register for courses. If the course is full, you may choose to add yourself to the wait list, as course enrollment fluctuates over the summer.

Important Note: If you are considering taking an open or an arts option in the summer, please remember not to register in an intersession course (May – end of June) as you will be in consolidation at that time.

If you have difficulty planning your open or your arts option courses or have a general inquiry about this process, you may wish to connect with the nursing office (nurse@uwindsor.ca) or Fran Meloche, Student Success Coordinator (fmeloche@uwindsor.ca) for academic advising.

Tentative Nursing Courses for Summer 2019

Summer Course Dates: June 24th - August 2nd, 2019 + final exam (TBA)

NURS-3730 section 95: Nursing Care of Clients with Complex Health Problems I

Mondays & Wednesdays 8:30-11:20; Chrysler Hall North G133;

This is a required nursing course in the fall.

Course delivery: Hybrid

NURS-3510 section 1: The Human Meaning of Death

Mondays and Wednesdays 11:30- 2:20; Biology Building 121;

The Human Meaning of Death is also offered in the Winter semester. This course can be taken to fulfil the art option, nursing option, or open option requirement.

Course delivery: Partial Distance

NURS-3910 section 95: Basic Human Nutrition

This is a required nursing course also offered in the Winter semester.

No in person classes; however, all students are required to write all test/exams in person at the University of Windsor.

Course delivery: Partial Online

Please Note: An open option is any course that you have the pre-requisites for. An arts course is any course starting with former course codes 01-xx-xxx. On UWINSITE Student (your student account), arts options are determined by department. Examples of these include, English, Philosophy, Language, Music, Visual Arts, etc. Arts options should be verified using the [Course Code Translator](#) website. The Human Meaning of Death course is also an arts credit. Refer to **General Guidelines: Option Courses** (*Nursing option, Art option, Open options*) for more details regarding option courses.

Overview: Fall Course Registration

Fall Registration Period: June, 2019

Please check UWINSITE Student for your exact registration appointment time

Step 1: Log on to your student account and see if you can view your registration date and time for Fall 2019. You may be able to do this at the end of May or early June.

Step 2: Plan your fall schedule in advance of registration. You may use the “shopping cart” as your course planner.

Step 3: Register for courses. If the course is full, you may add yourself to the wait list, as course enrollment fluctuates over the summer. Registration usually takes place at the beginning of June.

UWinsite Student Resources are Available! Watch videos and access reference sheets as well as a [registration guide](#) and [go-live-kit](#) that will help you learn about the registration process.

Link: <http://www.uwindsor.ca/registrar/resource/student>

Required Third Year Nursing Courses for Fall 2019

NURS-3710: Psychiatric & Mental Health Nursing
 NURS-3722: Clinical Nursing Experience (One day/week: Mon-Thurs)
 NURS-3730: Nursing Care of Clients with Complex Health Problems
 NURS-3770: Nursing Research
 NURS-3890: Community as a Client

Required Third Year Nursing Courses for Winter 2020

NURS-3742: Clinical Nursing Experience
 NURS-3750: Nursing Care of Clients with Complex Health Problems II
 NURS-3910: Basic Human Nutrition
NURS-xxxx: One Nursing option- the list of approved Nursing options for winter will be available around the beginning of October.
Arts option: Refer to your advisement report through [UWINSITE Student](#) for more information.
Open option: Refer to your advisement report through [UWINSITE Student](#) for more information.

Required Third Year Nursing Courses for Intersession 2020

NURS-3782: Clinical Nursing Experience (2 weeks – 72 hours total)
Note: This Consolidation course runs April 22 - May 5, 2020.
This is a full time experience (days, evenings, weekends).

TENTATIVE YEAR 3 BSCN PROGRAM SCHEDULE FALL 2019

Complete Course Sequence Guide Available: <http://www.uwindsor.ca/nursing/345/resources-current-students>

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30-9:00	NURS-3770 (2)	NURS-3722	NURS-3770 (01)	NURS-3890 (2)	NURS-3770 (3)
9:00-9:20	Research	Potential	Research	Community	Research
9:30-10:00	Toldo 202	clinical	Toldo 202	As Client	Toldo 104
10:00-10:30		days are		ER 2123	Partial Online
10:30-11:00		Monday			
11:00-11:20		through			
11:30-12:00		Thursday.	NURS-3890 (01)		NURS-3710 (96)
12:00-12:20			Community		Psychiatric &
12:30-1:00		NURS-3890 (95)	as Client		Mental Health
1:00-1:30		Community as	ER 3123		Nursing
1:30-2:00		Client			Toldo 104
2:00-2:20		Room TBA			Partial Online
2:30-3:00	NURS-3710 (95)	Partial Online			NURS-3730 (01) (95)
3:00-3:20	Psychiatric &				Nursing Care of
3:30-4:00	Mental Health				Clients with Complex
4:00-4:20	Nursing				Health Problems I
4:30-5:00	Toldo 104				Location TBA (01)
5:00-5:20	Partial Online				Toldo 100 (95)
5:30-6:00					
6:00-6:20			NURS-3710 (97)		
6:30-7:00			Psychiatric &		
7:00-7:20			Mental Health		
7:30-8:00			Nursing		
8:00-8:20			Partial Online		
8:30-9:00			Toldo 104		

General Guidelines: Option Courses (Nursing option, Art option, Open options)

General guidelines for choosing option courses (nursing, art, open):

- Overall, you need to take one nursing option, one art option, and two open options before you enter year four in the BScN program.
- You can take more than one **nursing option** course if you wish. For example, the first nursing option course that you take counts as your nursing option, the next nursing option would count as an open option.
- The Human Meaning of Death course counts as either your art option, nursing option or open option- you choose.
- Generally, you should choose option course(s) that will balance out your semester/schedule.
- You should choose a course that you will be interested in or perhaps a course that will provide stress relief!
- You can view the complete course listing on the [timetable information page](#) to see what courses are offered each semester.
- Some departments will open registration only after all their students have had a chance to register (example: psychology). In that case, it's always good to register for something else (perhaps your second choice) and add yourself to the wait list for the course that you want.

Open Options:

Any course on campus can be considered to count as your **open** option (nursing courses included). You must have the prerequisites for the course you are taking. Pre-requisites are listed at the end of course descriptions on [UWINSITE Student](#).

Popular departments for **open** options: Psychology; Physics (astronomy II); Earth and Environmental Science (Natural Hazards & Disasters); Forensic Science (Intro to forensic science); Environmental Studies; Sociology.

Arts options:

Anything on campus that starts with 01- for the course code (old coding system). Arts options should be verified using the [Course Code Translator](#) website so that you can view the old coding system. Popular departments for arts options on campus: English (Effective Writing I or II; Composition); Philosophy (Reasoning Skills); Music; Drama.

Arts options also include: The Human Meaning of Death (can be either nursing, art, or an open option). Gal pals: Women in Friendship is a women's studies course that can be used as either an arts or open option.

Section Numbers Guide

- Sections 1-49 are clinical or theory courses
- Sections 50-60 are lab sections of courses. Instructions will be provided if you are required to register for a lab section along with your course
- Section 90 and above is a registration code used to note that this is a distance course or partial distance course. These courses are offered online or partially online but some tutorials and exams may still be in the classroom setting. Please check course descriptions for details.
- Section 30, 31, 32 are registration codes used to denote evening courses (at or after 7:00 pm).

LABORATORY GUIDELINES

At the commencement of the year, nursing students will review the following laboratory guidelines. Students are expected to keep a copy of the signed guidelines in their professional portfolio. Note: Although the Clinical Learning Centre has decreased the presence of latex, it is not a latex-free environment and there is a risk for exposure. It is the responsibility of the student to notify the Clinical Lab Coordinator and each lab/clinical instructor, preceptor and peer mentor of a latex sensitivity or allergy.

Student Conduct and Behaviour Expectations:

Students are responsible to use lab equipment for its intended purpose.

- Students will respect lab property and equipment and ensure proper, respectful care of the equipment. This includes removing shoes while using the hospital beds.
- Students will respect the lab personnel, instructors and fellow classmates at all times while in the lab.
- Students will use the lab only for its intended purpose. Failure to do so will require the students to vacate the lab.
- ***No food or drinks are permitted in any of the labs including the computer lab.***
- Pens are not permitted in the simulation lab area or around any other models/mannequins. Only pencils are allowed.
- Students will use the labs as a hands-on learning experience and be prepared to actively participate in the competency skill as assigned.
- ***Use of lockers in the third floor nursing lab area is for use during scheduled labs only. Students are responsible for bringing their own locks. Locks that are not removed after the lab is finished will be cut off and discarded.***

Non-Scheduled Lab Utilization:

- Students will sign in and out of the lab (does not apply to scheduled lab time).
- Students may come to the lab for extra practice time of psychomotor skills. Appointments may be necessary depending on space availability (individual appointments may be restricted during peak times). All supplies must be returned to the practice cart neatly and in order.
- Students may use the Nursing Computer Lab. The appropriate use of computers will be reinforced.
- Students may reserve educational equipment to assist with client or community teaching.
- Textbooks are available for reference only at the lab and may not be signed out of the lab during the day or overnight.

Signing Out Equipment:

Students will be permitted to sign-out selected laboratory equipment. When signing out equipment the student agrees to:

- Use the equipment only as instructed by the University of Windsor Faculty of Nursing
- Properly maintain borrowed equipment while it is in the student's possession
- Be responsible for any damage or loss of equipment by having the equipment properly repaired, replaced, or by fully reimbursing The University of Windsor Faculty of Nursing for any damage/loss incurred
- Return equipment on the established return date in the same condition as received
- Return equipment clean, operable and ready for the next user
- Report any damage to or problems with the equipment upon its return.

Student Signature: _____ Date: _____

Signature indicates student has reviewed and agrees to comply with the above guidelines.

BScN COLLABORATIVE PROGRAM
POLICIES, BYLAWS, GUIDELINES

It is your responsibility to be familiar with and to follow the bylaws, rules and regulations of the University of Windsor and the BScN Collaborative Nursing Program.

Please Visit: www.uwindsor.ca/nursing

Go to: <http://www.uwindsor.ca/nursing/339/policies-bylaws-and-guidelines>

Please Review:

- Senate Bylaws
 - Bylaw 31: Student Affairs and Integrity
 - Bylaw 32: Procedural Irregularities and Discrimination Regarding Academic Instruction, Evaluation and Appeals
 - Bylaw 33: Student Rights and Freedoms
 - Bylaw 51: Academic Evaluation Procedures
- Hospital Policies and Community Policies for years 1, 2 and 3 BScN Students
- Laboratory Guidelines for Students in the Faculty of Nursing
- Cheating Policy for Faculty of Nursing, University of Windsor
- Faculty of Nursing Notice of Use, Collection and Disclosure (of Collaborative Student information)
- Transportation Policy for Students and Instructors
- Nursing 'Missed Examination and Missed Assignment' policy.
- University of Windsor Medications Administration Policy and Practices (Second and Third Year Students) - updated policy to be provided soon.

Note: Forms, i.e. Police Clearance Request forms, Nursing Make-up Examination Request Form Student Medical Certificate are available at: <http://www.uwindsor.ca/nursing/340/student-forms>

SOCIAL MEDIA POLICY

What is Social Media?

Social media refers to online technologies and practices that are used to share information and opinions, host conversations and build relationships. It can involve a variety of formats, including text messaging, pictures, videos, audio and “live,” real-time dialogues of a few, or thousands of participants. Examples of social media include but are not limited to discussion forums, blogs, social networks, wikis, and podcasts. The Faculty of Nursing supports the use of social media as an instructional tool. In this instance, sharing of information must occur through Blackboard or other University of Windsor approved platforms. We also recognize that students use social media networks outside of the classroom. The following policies and guidelines provide overall policies for social networking within the Faculty of Nursing, and guidelines for individual social media use.

Overall Policies:

1. Use of social media for non-academic purposes is not permitted during any clinical experience.
2. Students may not access agency computers for personal use.
3. Use of cell phones is not permitted during clinical hours, unless required for an emergency purpose, and when there is no other means of contact available. In this situation, the student will discuss this need with the clinical instructor prior to use.
4. Unauthorized use of social media, cell phones, or the internet in the clinical setting will result in removal of the student from the clinical area.
5. Students are prohibited from posting any private or confidential content, including client health information on any social media site, even if client identifiers are removed. This also includes images of clients, agencies, staff, volunteers, visitors or family.
6. Social media behaviours must be consistent with the following CNO Standards and Practice Guidelines: Ethical Framework, Nurse-Client Relationship, and Documentation. The failure of any student to conform to these Standards, while using any social media site, may result in dismissal from the program.

CONFLICT OF INTEREST POLICY: **PERSONAL/FAMILIAL RELATIONSHIPS IN** **CLINICAL**

Students must report immediately to one of the Faculty of Nursing Clinical/Course Coordinators if one or more of the following applies:

- a. A student has a family member in his/her clinical group;
- b. A student has been assigned to a clinical setting in which they are employed in a paid or unpaid position;
- c. A student has been assigned to a clinical setting in which one of his/her family members is employed or is a client;
- d. A student has been assigned to a clinical instructor, faculty advisor, or preceptor who is related to him/her.
- e. In any of the above situations, students will be re-assigned to a clinical area where there is no relational conflict.
- f. Family members include: sister, brother, mother, father, spouse, significant other, daughter, son, nephew, niece, uncle, aunt, cousin, grandfather, grandmother, or in-laws. This also includes step family members as identified on this list.
- g. Other interpersonal relationships that may pose a conflict must be disclosed by the student and will be assessed on an individual basis

INTERNATIONAL EXCHANGE



Opportunities exist for nursing students to go on exchanges to Australia or Sweden for one semester of the program. These exchanges take place in winter semester of year 3 (Australia) or fall semester of year 4 (Sweden). Students planning to participate in international exchanges are responsible to meet the requirements of the host country/institution. If you are interested in an exchange opportunity, please visit the International Student Exchange website (below) and contact them for more information. If you are interested in the opportunity for your third year, please connect with the Clinical Coordinator and Student Success Coordinator as soon as possible to learn about application process and related academic advising.

Link: <http://www.uwindsor.ca/studentexchange/388/destinations-major>

English Language Destinations

Sweden (taught in English)

- [Jönköping School of Health and Welfare](#) (Fall semester of 4th year)

Australia (Winter semester of 3rd year)

- [La Trobe University](#) (at the Bendigo campus)

** ALL destinations are not necessarily available every semester, please check the list of **Currently Available** destinations before proceeding with your application.*

[Check out Marlo's exchange as an exchange student at Jonkoping University's School of Health and Welfare.](#)

STUDENT COUNSELLING SERVICES

The Faculty of Nursing is extremely fortunate to have an embedded Clinical Therapist, Shannon Mercer, available for students in the BScN program. Although she is employed by the Student Counselling Centre at the CAW Student Centre, her office is in the Toldo/Health Education Centre building inside the Nursing Student Support Centre (201A).

Sometimes coping with one or more of these stresses can prove to be overwhelming. The **professional staff** of the Student Counselling Centre is here to help. Students wishing to make an appointment must be registered at the University of Windsor (full or part time) to receive counselling. Counselling services are **free** of charge.

Attending university is an exciting and dynamic experience that includes:

- engaging in intellectual and academic pursuits
- making life-long friends
- joining groups and clubs
- enjoying the non-academic pursuits that are available to you as a university student

It is also can be a time of **change** as you grow in your self-awareness and continue to develop your own sense of identity.

Attending university also presents its **challenges**. Outside of the obvious academic pressures, students may have to deal with stresses such as:

- moving away from home for the first time
- financial stress
- physical or mental illness (e.g., depression, anxiety)
- the end of important relationships
- illness or death of a loved one.

How do I make an appointment?

- All initial appointments must be made in person at the Student Counselling Centre (SCC), room 293, CAW Student Centre.
- The start-up forms must be completed and submitted to the secretary.
- Your initial appointment will be scheduled. The Faculty of Nursing's Clinical Therapist is Shannon Mercer MSW, RSW. Her hours are Tuesday, Thursday, and Friday from 8:30am – 4:30pm.
- Counselling appointments including walk-in counselling services at the SCC are available to Nursing students. Information regarding walk-in services and other information is available on the SCC website: <http://www.uwindsor.ca/studentcounselling/>.

ACCESSIBILITY SERVICES

Our Role on Campus

To serve students with various documented disabilities including, but not limited to:

- Deaf/Hard-of-Hearing
- Low Vision/Blind
- Mobility Impairments
- Chronic Medical Conditions
- Learning Disabilities / ADD/ADHD
- Acquired Brain Injury
- Psychiatric Disabilities

Student Accessibility Services Process

Students with disabilities who require academic accommodations in any nursing course must contact an Advisor in Student Accessibility Services (SAS) to complete SAS Registration and receive the necessary Letters of Accommodation. After registering with SAS, you must present your Letter of Accommodation and discuss your needs with your professor(s) as early in the term as possible. Students need to register for SAS for each new semester. Please note that deadlines for submission of documentation and completed forms to SAS are available on their website: <http://www.uwindsor.ca/studentaccessibility/>.

Classroom Accommodations

- are adjustments provided to ensure that students with disabilities have fair and equal access to the curriculum and an opportunity to process classroom information

Exam Accommodations

- are adjustments to standard exam conditions that lessen the impact of the disability without fundamentally altering the nature or security of the examination or providing unfair advantage

CAREER DEVELOPMENT & EXPERIENTIAL LEARNING UNIVERSITY OF WINDSOR

The Career Development team is here to help you build bridges between the classroom and the world of work. Our main goal is to assist students and recent alumni to prepare for post-graduate employment by providing programs and resources designed to assist you with career planning, job search strategies, resume writing, interview preparation, and more. Please visit our website to learn more about how we can help: www.uwindsor.ca/cdel.

We encourage you to book an appointment with one of our career advisors, to attend one of our workshops, or to participate in one of our experiential learning programs. Please visit mySuccess (success.uwindsor.ca) to get started.

Book a 1:1 Career Appointment with a Career Advisor

1. Log onto mySuccess
2. Select "Book an Appointment" from the dashboard
3. Select "Career Appointments" to see your available appointments

Register for Workshops & Events

1. Log onto mySuccess
2. Select "Register for an Event" from the dashboard
3. Select "Career Events" to view calendar
4. Select a workshop or event that you are interested in
5. Select the "Register for this event" button to register for the workshop or event

For our current Career Development workshop schedule, please visit www.uwindsor.ca/careerworkshops. Registration to reserve your spot at one of these workshops opens one week in advance. When space permits, we also welcome walk-ins, too.

Gain Valuable Experience

Take advantage of every opportunity to get hands-on experience you can! Consider participating in VIP or Ignite!

VIP - Community Service Learning – Participants work with local community partners for 40 hours in a semester to gain skills and experiences for their future careers. Visit uwindsor.ca/vip to learn more.

Ignite – This is the University of Windsor's Work Study program which funds part-time jobs on campus, offering an opportunity for both financial benefits and skill development. Visit uwindsor.ca/ignite for more details.

If you are looking for a job, mySuccess also has job postings for full-time, part-time, and summer employment in Windsor-Essex and beyond!

Come visit us in the JEC (Joyce Entrepreneurship Centre)! This is where we hold most of our appointments and workshops. It is also where we offer drop in services where you can meet with a trained student peer advisor for brief introductory tips and resources. Check out the Events Calendar on mySuccess for the current schedule.



Health and Dental Claims

The UWSA, on behalf of its members, negotiates a health and dental plan for those students who are not already covered under their own or their parents' benefit plans.

To find full plan information please visit www.studentcare.ca/uwsa. You can use the Studentcare website to submit claims, set up direct deposit, view past claims and more. You are also able to submit claims through the UWSA office but you will not have the same tracking abilities as you would if you filed online. Feel free to contact the UWSA office for other general inquiries regarding your health and dental plan. Information about Health, Dental, and Opt Outs was taken from the following website: <http://www.uwsa.ca/uwsa-services/office-services/>

Opt Outs

Before you opt out, understand that:

- You cannot opt back in under any circumstances until the next school year
- You cannot use UHIP or ODSP/Trillium Benefits as proof of comparable coverage

Early Fee Reversal – July 15 – August 1 – [LINK](#). If you choose this option, you will have the student fee removed from your account before being charged to the tuition (therefore never paying in the first place).

Fall/Regular Opt Out – August 5 – September 30 – www.studentcare.ca/uwsa. If you apply to opt out during this time, students are refunded VIA direct deposit into your bank account or cheque.

Winter Opt Out – TBA – www.studentcare.ca/uwsa. If you apply to opt out during this time, Students will be refunded VIA direct deposit into your bank account. Please note that this opt-out is for students starting classes in Winter semester. Please note that if you missed the Fall opt out you are not able to complete this opt out.

Information needed to opt out:

- Full Name
- Student ID number
- Name of Insurance Company currently covered under / First Nations Name
- Name of Employer the plan is provided by / First Nations Name
- Group or Insurance policy number / Status Registry Number
- Direct Deposit information (traditional opt-out only) / Status Registry Number
- Proof of insurance card or letter from the insurance company.

U-Pass

The U-Pass allows students to have unlimited rides on the regular Transit Windsor city service during the school year. Students who live outside the Transit Windsor service area can opt out of the bus pass. Visit <http://www.uwsa.ca/uwsa-services/bus-pass/> for details about bus pass pick up, deadlines for opt out and info required to opt-out.

RESOURCES

Location:	Service Provided:
Faculty of Nursing Health Education Centre Main Office, Toldo 3rd Floor room 336	Nursing Faculty offices General Inquiries
Academic Advising Student Success Coordinator (Nursing) Nursing Student Support Centre HEC/Toldo 201B To schedule an appointment contact: Fran Meloche RN, MScN fmeloche@uwindsor.ca or ext. 2274	Provides academic advising and support services recommendations for all undergraduate nursing students.
Student Counselling Centre (SCC) CAW Student Centre, Room 293 To schedule an appointment call Main office: ext. 4616 Featuring: Shannon Mercer MSW, RSW (Toldo, 201A), Clinical Therapist, Faculty of Nursing	Provides free, short-term and crisis counselling by appointment. Offers workshops in areas such as stress and anxiety management.
Registrar's Office Chrysler Hall North, Room 1118 Ext. 3315	Registration and Admissions Application Information DARS, add/drop/change course forms
Cashiers Office Chrysler Hall North, 1 st Floor Ext 3307 cashiers@uwindsor.ca	Tuition payments Account information
Student Awards and Financial Aid Chrysler Hall Tower, room 102 Ext. 3300 award1@uwindsor.ca	Awards, Bursaries Financial Aid Financial Problems OSAP Scholarships, Work-Study Program
Student Accessibility Services Lower Level of Dillon Hall Ext. 6172 sas@uwindsor.ca	Provides a number of services and accommodations for students with documented disability-related needs.
Student Information Resource Centre (SIRC) Located in the Common area of the CAW Centre. Ext. 7024	Provides information, with referral to other campus service

UWIN Card Office CAW Centre Lower Level Ext. 8946	This is where you obtain your UWIN ID Cards (clinical and student card)
International Students' Centre, 2 nd Floor, Laurier Hall Ext. 3938 isc@uwindsor.ca	Centre offer students to become involved in various aspects of international student life on campus.
Aboriginal Education Centre (Turtle Island) CAW Student Centre, room 179 (across from the Information Desk and next to Tim Hortons) Ext. 3481	Offers support and activities to meet Aboriginal student's academic, personal, and cultural needs.
Career Development & Experiential Learning Joyce Entrepreneurship Centre Suite 100 Ext. 3895 careerservices@uwindsor.ca	Provides workshops on resume writing, interview skills and job-search strategies. Job Fair and specialized career-specific seminars.
Leddy Library & Writing Support for Students writingsupport@uwindsor.ca http://www.uwindsor.ca/success/writingsupportdesk	A writing advisor is available at the Leddy Library – main desk on a drop in basis. Check http://www.uwindsor.ca/success/339/hours-operation for hours.
Student Success and Leadership Centre Dillon Hall, Suite 111 (Lower level) Ext. 1414 Website: www.uwindsor.ca/steps steps@uwindsor.ca	S.T.E.P.S. offers sessions throughout the semester to introduce practical methods that can help students improve learning and study skills across disciplines. Free Resources for studying are available online: http://www.uwindsor.ca/success/334/free-resources
Link for Support Services on Campus	Various support services on campus- click the link to see what is there!

Campus Police

- 519-253-3000 ext.1234 <http://www.uwindsor.ca/campuspolice/300/dealing-campus-community-police>

Other Services Offered in the Student CAW Centre:

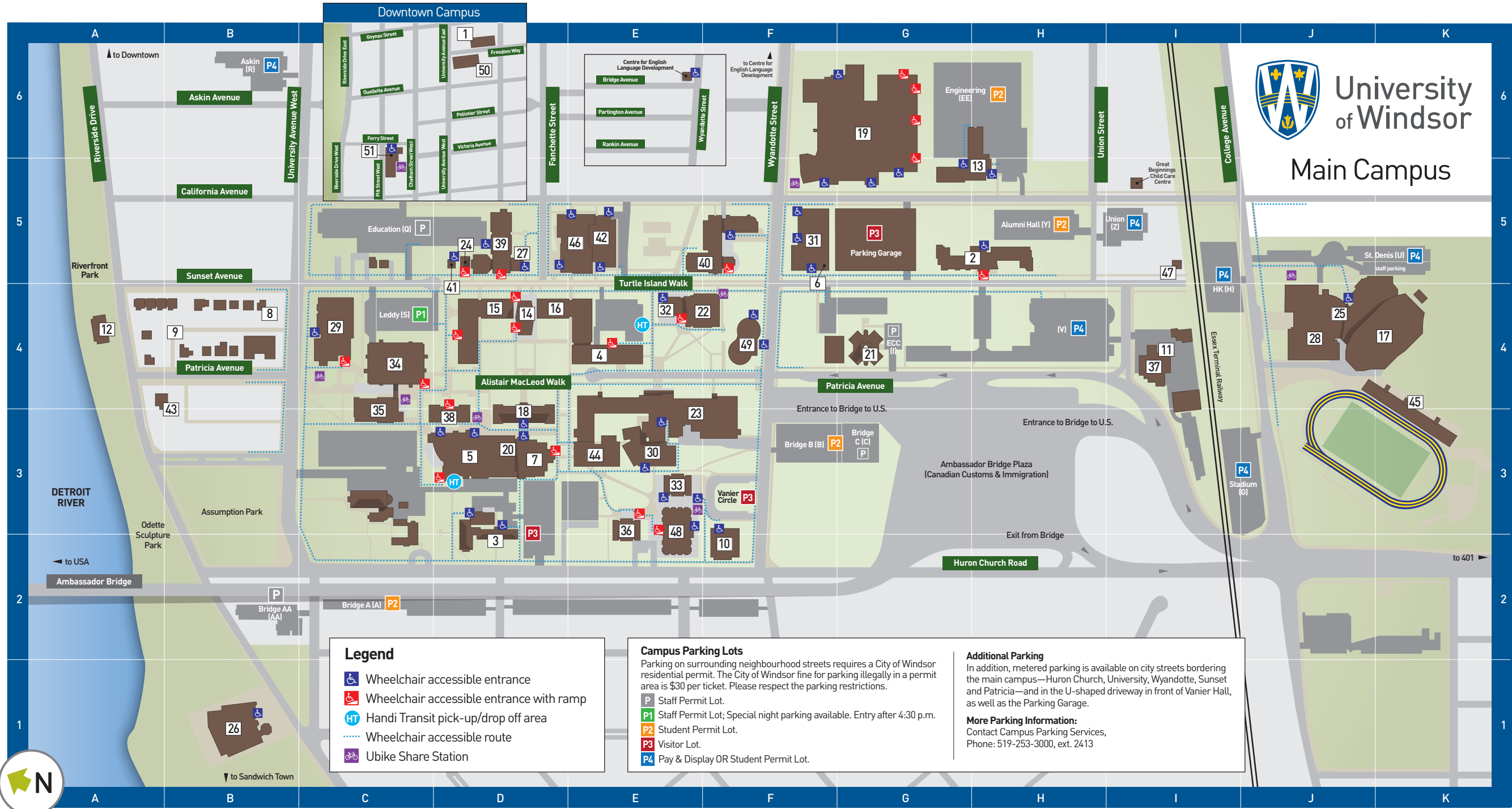
- Lower level: Campus Bookstore, Chiropractor, Lifetouch Photo Services, Pharmacy
- Main level: Food Services
- 2nd Floor: Student Health Services
- ATM machines are located throughout campus

Parking Services/ Map Links:

- Directions to the campus, campus map
<http://web2.uwindsor.ca/pac/campusmap/index.php>
- Parking garage located on the corner of Sunset Ave & Wyandotte
- Parking Services <http://www.uwindsor.ca/parking-services/>
- Campus Parking Services
Joyce Entrepreneurship Centre, 1st Floor
(519) 253-3000 Ext. #2413 parking@uwindsor.ca

Accessible Parking:

- Special consideration for the allocation of parking will be given to those persons requesting parking spaces.
- Accessible parking will be evaluated and assigned on a case by case basis in consultation where required with the Office of Human Rights, Equity and Accessibility.



Campus Buildings

1 Alan Wildeman Centre for Creative Arts	D6
2 Alumni Hall and Conference Centre	G5/H5
3 Assumption Hall	D2/D3
4 Biology	E4
5 CAW Student Centre	D3
6 Campus Community Police Services	F5
7 Campus Computer Centre/IT Services	D3
8 Canterbury College	A4/B4
9 Canterbury College Administration	B4
10 Cartier Hall	F2
11 Central Receiving	I4
12 Central Refrigeration Plant	A4
13 Centre for Automotive Research & Education (CARE)	G5/H6
14 Chrysler Hall Tower	D4
15 Chrysler Hall North	D4
16 Chrysler Hall South	D4/E4
17 Dennis Fairall Fieldhouse/ St. Denis Athletic & Community Centre	J4/K4

Accessible washrooms: Men's washroom or stall Women's washroom or stall Universal washroom Floor number(s) B - Basement

18 Dillon Hall	D3
19 Ed Lumley Centre for Engineering Innovation	F5/F6/G5/G6
20 Education Gym	D3
21 Energy Conversion Centre	G4
22 Erie Hall	E4/F4
23 Essex Hall	E3/F3
24 Faculty Association (Kerr House)	D5
25 Forge Fitness Centre	J4
26 Great Lakes Institute for Environmental Research	B1
27 Graduate Student Society	D5
28 Human Kinetics	J4
29 Ianni Law Building	C4
30 Jackman Dramatic Art Centre	E3
31 The Joyce Entrepreneurship Centre	F5
32 Lambton Tower	E4
33 Laurier Hall	E3
34 Leddy Library Main	C4
35 Leddy Library West	C3/C4

36 MacDonald Hall	E2/E3
37 Maintenance Services	I4
38 Memorial Hall	D3/D4
39 The Leonard & Dorothy Neal Education Building	D5
40 Odette School of Business	E5/F5
41 Odette House - Entrepreneurial Services	D5
42 Dr. Murray O'Neil Medical Education Centre/ Schulich School of Medicine & Dentistry	E5
43 Psychological Services and Research Centre	A4
44 Science Research and Innovation Facility	E3
45 Stadium/Alumni Field	J3/K3
46 Anthony P. Toldo Health Education Centre	D5/E5
47 Union House	I5
48 Vanier Hall	E2/E3
49 Stephen & Vicki Adams Welcome Centre	F4
50 Windsor Armouries (SoCA)	D6
51 Windsor Hall	C5/C6

Campus Services

Aboriginal Education Centre - Turtle Island - CAW Student Centre, main floor	D3
Bookstore - CAW Student Centre, Lower Level	D3
Career and Employment Services - The Joyce Entrepreneurship Centre	F5
Cashiers - Chrysler Hall North, 1st floor	D4
Chemical Control Centre - Essex Hall, basement	E3/F3
Educational Development Centre - Dillon Hall	D3
Student Recruitment (Campus Tours) - Welcome Centre, 1st Floor	F4
International Student Centre - Laurier Hall, 2nd floor	E3
Registrar's Office - Chrysler Hall North, 1st floor	D4
Student Awards and Financial Aid - Education, 1st floor	D5
Student Disability Services - Dillon Hall, ground floor	D3
Student Health Services - CAW Student Centre, 2nd floor	D3



University
of Windsor

Campus and Community Wellness and Support Resources 2018-2019

Mental Health and Emotional Wellness

Student Counselling Centre (SCC) (on campus)

Free, confidential counselling provided by professional & licensed therapists.

CAW Student Centre Room 293

Monday-Friday: 8:30 am-4:30 pm (closed 12:00-1:00 pm).

519-253-3000 ext. 4616

<http://www1.uwindsor.ca/scc/>

scc@uwindsor.ca

By appointment.

Peer Support Centre (PSC) (on campus)

A safe, inclusive space that provides free, confidential peer counselling by trained University of Windsor student volunteers.

CAW Student Centre Room 291

Monday-Friday: 10:00 am-8:00 pm.

Fall & Winter semesters only.

<http://www.uwsa.ca/uwsa-services/peer-support-centre/>

psc@uwindsor.ca

Drop-in service - no appointment necessary.

Sexual Misconduct Response & Prevention Officer (on campus)

Free, confidential support and advocacy for members of the University community who have experienced sexual violence.

Dr. Dusty Johnstone - dustyj@uwindsor.ca

<http://www.uwindsor.ca/sexual-assault/>

Additional campus/community resources and information about sexual violence/misconduct provided on website.

Sexual Assault Crisis Centre (community in-person/telephone service)

Free, confidential crisis intervention and professional counselling for individuals who have experienced sexual violence.

1770 Langlois Ave, Windsor, ON

General Phone Line: 519-253-3100

In-person support:

Walk-in for Intake/Assessment every Tuesday 12:00 pm-7:00 pm.

Counselling by appointment.

24/7 Crisis Line:

519-253-9667 ; <https://saccwindsor.net>

Family Services Windsor-Essex Counselling and Advocacy Centre

*Offers individual and group counselling, including drop-in counselling at designated times (see website). *Fee-for-service.*

Monday-Saturday: Various hours - <https://fswe.ca/location>

Walk-In Counselling Hours: <https://fswe.ca/walkincounselling>

519-966-5010; <https://fswe.ca> ; info@fswe.ca

Good2Talk (provincial telephone service)

Free, anonymous, confidential 24/7 helpline for Ontario post-secondary students staffed by professional counsellors.

1-866-925-5454

<http://www.good2talk.ca>

Community Crisis Centre (community in-person/telephone service)

Free, confidential crisis intervention provided by professional crisis workers.

Walk-in Crisis Service:

Windsor Regional Hospital - Ouellette Campus

1st Floor Jeanne Mance Building

1030 Ouellette Ave.

Monday-Friday: 9:00 am-5:00 pm

24/7 Walk-in Crisis Service:

Windsor Regional Hospital - Ouellette Campus

Emergency Department

1030 Ouellette Avenue

24/7 Crisis Line:

(519) 973-4435

<http://www.hdgh.org/crisis>

Distress Centre of Windsor-Essex County (community telephone service)

Free, anonymous, confidential emotional support and crisis intervention provided by trained volunteers.

12:00 pm (noon)-12:00 am (midnight) 365 days/year

519-256-5000

<http://www.dcwindsor.com>

Canadian Mental Health Association (community in-person service)

Offers a wide range of services and programs to support individuals experiencing mental health challenges. Most services are free.

1400 Windsor Avenue

Monday-Friday: 8:30 am-4:30 pm

519-255-7440

<https://windsor-essex.cmha.ca/services/>

info-referral@cmha-wecb.on.ca

Safe Spaces on Campus

Campus Pride Centre

A safe, supportive space for members of the LGBTQ2I+ community and their allies.

Dillon Hall Room 252

Monday-Friday: 10:00 am – 6:00 pm (first few weeks of September 2017 will have shortened hours: M –F 12:00 pm – 4:00 pm)

Fall & Winter semesters only

519-253-3000 ext. 4093

<http://www.uwsa.ca/uwsa-services/campus-pride-centre/campuspride@uwindsor.ca>

Aboriginal Education Centre – Turtle Island

Provides a safe, welcoming space and supports self-identified Aboriginal students in reaching their highest potential.

CAW Student Centre Room 179

Monday-Friday: 8:30 am-4:30 pm

519-253-3000 ext. 3841

www.uwindsor.ca/aec
turtleisland@uwindsor.ca

Womxn's Centre

A feminist, pro-choice safe space that provides a welcoming environment for individuals of all backgrounds and expressions.

CAW Student Centre Room 208

Monday-Thursday: 10:00 am-6:00 pm

Friday: 10:00 am-3:00 pm

Fall & Winter semesters only

519-253-3000 ext. 4507

<http://www.uwsa.ca/uwsa-services/womyns-centre/womxnctr@uwindsor.ca>

Physical Wellness and Nutrition

Student Health Services (on campus)

Confidential healthcare for University of Windsor students provided by a team of physicians and nurses.

CAW Student Centre Room 242

Monday-Friday: 9:00 am-5:00 pm (Friday closed 1:00-2:00 pm)

519-973-7002

<http://www.uwindsor.ca/studenthealthservices/>

By appointment. List of off-campus walk-in clinics provided on website.

Teen Health Centre (community)

Confidential healthcare, nutrition counselling, and individual/group therapy provided by a community healthcare team for youth between the ages of 12 to 24.

1361 Ouellette Avenue, Suite #101

Monday-Friday: Various hours (see website)

(519) 253-8481

http://www.wehc.org/teenhealth_home

Bulimia and Anorexia Nervosa Association (BANA) (community)

Provides individual and group counselling for individuals of all ages struggling with an eating disorder.

1500 Ouellette Avenue, Suite #100

Monday-Friday: 9:00 am-5:00 pm

General Phone Line: 519-969-2112

In-Take Phone Line (not crisis): 1-855-969-5530

<http://www.bana.ca/clinical-services/clinical-intakenew-clients/>

Counselling by appointment. Drop-in in-take on Wednesdays.

Sexual Assault/Domestic Violence Treatment Centre (community)

Provides emergency care, as well as STI testing and forensic evidence collection (i.e., rape kits), up to 12 days following an assault.

Accessed through the Emergency Department of

Windsor Regional Hospital Metropolitan Campus

Iona/Canterbury College Food Bank (on campus)

Free for University of Windsor students. Can be accessed once every two weeks.

Canterbury College Basement

2500 University Avenue West

See website for hours.

519-253-3000 ext. 7039

<http://www.uwindsor.ca/ionacollege/298/campus-food-bank>

Campus Food Pantry (on campus)

Free services for University of Windsor students in need of access to nutritious food.

CAW Student Centre

2nd Floor, Rm. 260

401 Sunset Ave

<http://www.uwsa.ca/uwsa-services/campus-food-pantry/>

Forge Fitness Centre & Lancer Recreation (on campus)

Fitness Centre open to all University of Windsor students. A variety of intermural sports teams and fee-based fitness/mind-body classes are also available.

St. Denis Centre

2555 College Avenue

Various hours, 7 days/week (see website)

<http://www.uwindsor.ca/recreation-and-fitness>

519-253-3000 ext. 7029 or ext. 2456

camprec@uwindsor.ca

1995 Lens Avenue
 519-255-2234
http://www.wrh.on.ca/Site_Published/wrh_internet/RichText.aspx?Body.QueryId.Id=58492&LeftNav.QueryId.Categories=238
 Services available 24/7

Safety on Campus

EMERGENCY On Campus

(519) 253-3000 ext. 4444

911 from a Campus Phone

Press blue light emergency button

Campus Community Police

24/7 policing service provided to the University of Windsor community. General assistance, emergencies, crime prevention, and emergency preparedness planning.

Innovation Centre (Entrance off Sunset Ave.)

2455 Wyandotte St. W.

General Inquiries: (519) 253-3000 ext 1234

Blue Emergency Poles/Buttons: Can be found in various locations across campus. Provide a direct emergency line to campus police. Emergency buttons can also be found on all campus Bell Payphones, in most campus elevators, and in various buildings/washrooms.

<http://www1.uwindsor.ca/campuspolice/>

University of Windsor Student Medical Response Service

Emergency medical services provided by trained University of Windsor student volunteers. Campus Police will also respond to emergency medical calls.

Emergencies: (519) 253-3000 ext. 4444, 911 from a campus phone, or use any blue light phone on campus/activate nearest blue emergency button.

<http://www.uwindsor.ca/student-medical-response/>

WalkSafe

Free accompaniment by student volunteers when walking to your car or home from campus at night (within specified distance boundaries-contact WalkSafe for details). Available to any campus community member or visitor.

Monday-Thursday: 7:00 pm-1:00 am

If you need assistance during unstaffed hours, please contact campus police at ext. 1234.

(519) 253-3000 ext. 3504, 0 from any campus phone, or press the WalkSafe button on any campus Bell Payphone.

<http://www.uwsa.ca/uwsa-services/walksafe/>

Working Alone Service

Free service provided by Campus Community Police to any member of the University of Windsor community who wishes to increase their safety while working alone on campus at night or during weekends/statutory holidays.

Monday-Friday: 10:00 pm-7:00 am

Weekends/Statutory Holidays: 24 hours

(519) 253-3000 ext. 1234

<http://www.uwindsor.ca/campuspolice/313/workalone-service>

Safety in the Community

EMERGENCY off campus: Dial 911

TTY/TDD services provided

<http://www.police.windsor.on.ca/contactus/emergency/Pages/default.aspx>

Non-Emergency Police Contact Information

Windsor Police Service

150 Goyeau Street

Windsor, ON

Non-emergencies requiring police attendance: 519-258-6111

(TTY/TDD Services Provided)

To speak with an officer: 519-255-6700 ext 4000

<http://www.police.windsor.on.ca/contactus/non-emergency/Pages/default.aspx>

Ontario Provincial Police

Essex County – Tecumseh, Essex, Lakeshore, Kingsville, Leamington, Pelee Island, etc.

24 hour toll free, anywhere in Ontario:

1-888-310-1122

Emergency Shelters

Hiatus House

Provides confidential intervention to families experiencing domestic violence. Offers an emergency shelter for abused women and their children, 24/7 telephone and in-person crisis intervention, transitional support, group therapy for abused women, and intervention for abusive partners.

250 Louis Avenue

Windsor, ON

General Phone Line: 519-252-1143

24/7 Crisis Line: 519-252-7781

TTD: 519-252-2768

<http://www.hiatushouse.com/index.html>

Crisis and Shelter Services available 24/7

Welcome Centre Shelter for Women

Provides safe, emergency shelter to women and families experiencing homelessness. Also provides case management and housing support services.

263 Bridge Avenue

Windsor, ON

519-971-7595

TTY: 1-888-310-1133

Find a detachment: <https://www.opp.ca/index.php?id=119>

LaSalle Police Service

1880 Normandy Street, LaSalle, ON

Non-Emergency: 519-969-5210

<https://www.lasallepolice.ca:4343/contact-us/>

Amherstburg Police Services

532 Sandwich Street South, Amherstburg, ON

Non-emergency: 519-736-3622

<http://www.welcomecentreshelter.com/index.html>

The Salvation Army Emergency Hostel for Men

Provides short-term shelter to homeless men. A shelter for male youth and long-term housing support for men are also available, along with many other services.

See website for more information:

<http://salvationarmywindsor.ca/services/>

Academic Support

Student Accessibility Services (SAS)

Individualized support and accommodations for students with disabilities (e.g. learning disabilities, vision/hearing/mobility impairments, chronic medical disabilities, mental health, etc.). Support provided for temporary and permanent disabilities.

Student Success and Leadership Centre

Dillon Hall Room 117, lower level

Accessible entrance ramp on west side of building.

Monday-Friday: 8:30 am-4:30 pm

(519) 253-3000 ext. 3288; TTY: (519) 973-7091

<http://www.uwindsor.ca/studentaccessibility/disability@uwindsor.ca>

Departmental Advising (Nursing)

Individualized academic support: understanding degree requirements, adding/dropping courses, reviewing academic progress, etc.

To schedule an appointment:

<https://success.uwindsor.ca/login/student.htm>

or email:

Fran Meloche, Student Success Coordinator

Toldo 201B; 519-253-3000 x2274; fmeloche@uwindsor.ca

Bounce Back

Free learning and study skills workshops to help you reach your academic goals and succeed in University. Topics include time management, test anxiety, note taking, reading strategies, multiple choice exams, as well as many others.

Student Success and Leadership Centre

See website for workshop schedule.

(519) 253-3000 ext. 1414

<http://www.uwindsor.ca/success/bounceback>
bounceback@uwindsor.ca

Writing Support Desk

Free support for students looking to improve their academic writing. Workshops also available.

Student Success and Leadership Centre

Leddy Library, main floor

Various hours (see website)

Walk-ins permitted, appointments strongly recommended.

519-253-3000 ext.3472

<http://leddy.uwindsor.ca/writing-help-services>
writingsupport@uwindsor.ca

Career Development and Support

Career and Employment Services

Support and resources for students looking for help with resume/cover letter writing, career planning, job searches, interview preparation, volunteer opportunities, etc. Individual appointments, free workshops, peer resume clinics, online resources, networking/recruitment events, job postings, and interest/career assessments are some of the many services offered.

Co-op, Career and Employment Services

Joyce Entrepreneurship Centre Suite #100

Monday-Friday: 8:30 am-4:30 pm

(519) 253-3000 ext. 3895

<http://www.uwindsor.ca/cces/employment-services>
careerservices@uwindsor.ca

Job postings, appointment registration, etc.:

<https://success.uwindsor.ca/home.htm>

Co-operative Education Services

Co-operative education provides students with real-world, paid work experience and opportunities to explore career options. Several faculties on campus offer co-operative education as a component of their degree programs: <http://www.uwindsor.ca/cces/319/programs-offered-co-op>.

For more information, contact your department or

Co-op, Career and Employment Services

Lambton Tower Room 1101

Monday-Friday: 8:30 am-4:30 pm

(519) 253-3000 ext. 3895

<http://www.uwindsor.ca/cces/co-op>

Campus and Community Engagement

LEAD@UWindsor

Structured program offering a wide variety of volunteer and leadership opportunities that will allow you to make a difference, provide support to fellow students, and develop new skills and social connections.

Student Success and Leadership Centre

Dillon Hall Room 117

(519) 253-3000 ext. 3289

<http://www1.uwindsor.ca/volunteer/leaduwindsor>

lead@uwindsor.ca

Connecting4Success

Individual mentoring provided to first year, first generation students by upper year students in the same program/faculty to support transition to university. Includes academic workshops and social events. In you are not an incoming student, consider becoming a mentor!

Student Success and Leadership Centre

Dillon Hall Room 117, lower level

(519) 253-3000 Ext. 3468

<http://www1.uwindsor.ca/connecting4success/>

c4s@uwindsor.ca

University of Windsor Students' Alliance

Offers over 150 student clubs and societies to get involved with on campus, as well as the opportunity to start your own club if what you are looking for doesn't currently exist. Check out the UWSA Hub for a complete listing:

[https://www.campusvibe.ca/campusvibe/groups/b3dec320-64b6-](https://www.campusvibe.ca/campusvibe/groups/b3dec320-64b6-413d-bb5e-dcd3afa78737)

[413d-bb5e-dcd3afa78737](https://www.campusvibe.ca/campusvibe/groups/b3dec320-64b6-413d-bb5e-dcd3afa78737)

Volunteer Internship Program

Gain professional experience while giving back to the community, engaging in professional development workshops, and developing transferrable skills. Program runs Fall, Winter and Summer semesters. Must apply for admission.

Co-op, Career and Employment Services

Joyce Entrepreneurship Centre Suite #100

<http://www.uwindsor.ca/cces/311/vip>

vip@uwindsor.ca

Co-Curricular Transcript

Allows students to document their on-campus paid/volunteer experience in an official transcript that can be presented to future employers and graduate schools.

[Student Success and Leadership Centre](#)

[Dillon Hall Room 117](#)

[519-253-3000 ext. 3285](#)

<http://www1.uwindsor.ca/cct/>

cct@uwindsor.ca

University of Windsor Volunteer Website

Sign up for email notifications of volunteer opportunities on campus and in the community based on your interests and availability.

Browse current opportunities online.

<http://www1.uwindsor.ca/volunteer/>

WEVolunteer

Website providing a database of volunteer opportunities in Windsor-Essex County.

<http://wevolunteer.ca>

Note: While every effort has been made to ensure the accuracy of information contained in this document at the time of distribution, please check websites prior to accessing services to verify service hours, contact information, and location as changes in service provisions may occur after the document revision date. *Last Revision: Oct 2018*

Find other student resources on the Student Support Services website:

<http://www.uwindsor.ca/156/lots-student-support-services>