

A low-angle photograph of a building. The left side features a wooden slat facade with the letters 'UNBC' cut out. The right side is a brick wall with a glass window. The text is overlaid on the left side.

# **TekX UNBC Handbook**

***Ts-uhoont'i whuzahdel  
(Welcome) to UNBC!***

Welcome to TekX, an exciting program developed in partnership with the University of Northern British Columbia (UNBC), College of New Caledonia (CNC) and School District 57 (SD57)! As part of the inaugural group of TekX students, we are excited to have you on board for the UNBC portion of the program. Your successful completion thus far deserves recognition and celebration. As you transition to UNBC for the final weeks of the program, we are here to support you and look forward to seeing you put your skills to the test. This handbook serves as your guide to understanding the program, your responsibilities as a student, essential contacts, and the support services offered at UNBC.



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# Key Information

- You are now entering your final 4 weeks of classes which will be hosted at UNBC.

-TekX students will still attend a Human Skills course at CNC every Monday.

- You will be taking Computer Science 127 – Introduction to Technology

This course introduces students to a current technological topic, defines technology, and explores the context of technology, prototyping, and testing. Students participate in a project involving remote or autonomous control and use project-based learning to analyze how competing social, ethical, and sustainability considerations influence the creation and development of technological solutions.



# Class Schedule

## *TekX Program*

Weeks	Class Dates	Class Time
Week 1	May 26th: Human Skills at CNC May 27 – 30th: CPSC 127 at UNBC	CNC: 8:30 – 10:30am  UNBC 8:30 – 11:30am
Week 2	June 2nd: Human Skills at CNC June 3 – 6th: CPSC 127 at UNBC	
Week 3	June 9th : Human Skills at CNC June 10th – 13th: CPSC 127 at UNBC	
Week 4	June 16th: Human Skills at CNC June 17th – 20th: CPSC 127 at UNBC	

# Settling in at UNBC

## ***Attendance***

UNBC values the role of attendance and active participation in supporting student success. In the TekX program, students are expected to attend each class to achieve the necessary course competencies.

- You must email your UNBC instructor if you will be late or absent, and all communication with instructors must be done through your UNBC email account.
- Frequent lateness or absences will lead to a notification to your high school counselor and may result in a recommendation to withdraw from TekX. If you are experiencing difficulties, please contact your school counsellor.
- Students are responsible for arranging their own transportation to and from UNBC. All students will automatically be given a UPass that gives them access to public transportation and pools. See page 14 for more information.

## ***Conduct***

The UNBC community is dedicated to research, teaching, and learning, fostering values of inclusiveness, community, integrity, and academic excellence. UNBC is committed to reconciliation, as reflected in our motto, 'En Cha Huná,' which translates to "they also live," which emphasizes responsibility, reciprocity, and relationships. Our community grounds itself in a shared responsibility, rooted in respect for knowledge, truth, and honesty, that is expected from all students on campus.

### **SD 57 Code of Conduct Policy**

### **UNBC Academic and Non-Academic Student Conduct**

### **UNBC Harassment and Discrimination Policy**

### **UNBC Sexual Violence and Misconduct Policy**

TekX students are expected to follow all Codes of Conduct at each partner institution. The above mentioned codes are not an exhaustive list, and students are encouraged to visit [UNBC Student Rights and Responsibilities](#) webpage to familiarize themselves with UNBC expectations and policies.

## ***Program Completion and Transcripts***

After completing all required TekX courses, CNC and UNBC will send your final post-secondary transcripts to your high school. You can view or order your final grades and UNBC transcript online through your myUNBC student account or by emailing [studentinfo@unbc.ca](mailto:studentinfo@unbc.ca)

# UNBC Student Account and Access

## ***UNBC Student Account***

As a UNBC dual credit student you are automatically enrolled for a myUNBC student account and classified as an undergraduate student. This account is your go-to [hub for UNBC resources](#) such as finances, course planning and student records. Your login will be automatically created, following the format: last name, first initial and a number@unbc.ca.

## ***Activate your UNBC student account***

You would have received an email from UNBC ITS about activating your UNBC student account and creating your login password.

- Can't find the activation email? Email [support@unbc.ca](mailto:support@unbc.ca) to request another one.
- Activated your account but can't remember your password? [Reset your password here.](#)

## ***Secure your student account with Multi-Factor Authentication***

Upon signing into your myUNBC Student Account for the first time, you will be prompted to set up multi-factor authentication (MFA). UNBC has enabled MFA to enhance the level of security and integrity of its digital computer systems. This technology is essential to help reduce fraud and computer-based attacks against UNBC computer systems.

*[Here's a knowledge base article about registering an initial mobile device authenticator app.](#)  
[Here's a Frequently Asked Questions page on MFA.](#) [Here's a site with other articles about Student Accounts and Access.](#)*

## ***Student Account Access***

Your UNBC student account gives you access to:

### ***•UNBC email***

- Use your UNBC student login information to access your email at outlook.office.com
- All contact with your UNBC instructors will go through this email.

### ***•Campus Wi-Fi***

- You can connect to UNBC wi-fi in two ways:
  - 1.Connect to Eduroam for access to the UNBC Wi-Fi network. For setup, you'll need your UNBC email address and password.
  - 2.Connect to UNBC by using your UNBC credentials. Specific settings are required for this connection, for more information please visit the Information Technology Services webpage, or email [support.unbc.ca](mailto:support.unbc.ca).

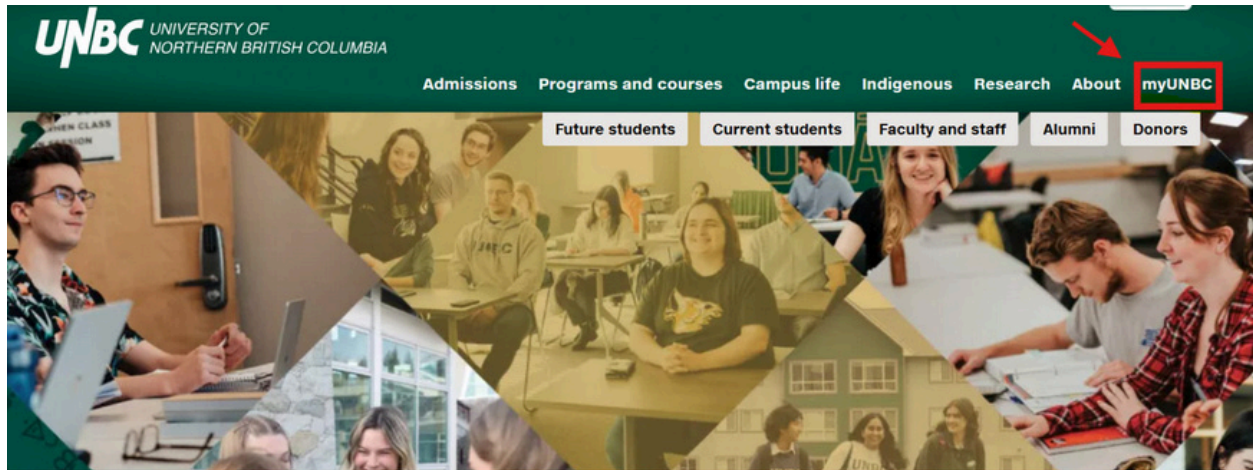
### ***•Microsoft 365***

- Your UNBC Account allows you to use Microsoft 365 / Office 365 applications while you are enrolled.



# MyUNBC Student Portal

MyUNBC is your student portal that you access using your school credentials. It can be navigated to from the UNBC homepage.



## ***myUNBC features:***

- View your class schedule
- Access essential student services
- Stay updated with UNBC news and announcements
- Keep track of important dates, deadlines, initiatives and more!

## ***MyUNBC App***

MyUNBC is the official mobile application for the University of Northern British Columbia. This app provides an excellent way to connect with the UNBC community and offers easy access to various services and support, including webmail, Moodle, course schedules, and more.

Download the myUNBC app from the Apple and Google stores.

*iOS download (Apple store)*

*Android download (Google store)*

*Click here* to learn more on how to download the MyUNBC App or web login.

# Northern Sport Centre

## ***UNBC Student Fitness Pass***

Access to the Charles Jago Northern Sport Centre (NSC) at UNBC is available to you as a TekX student.

- One of the perks of being a UNBC student is a fitness pass to the Northern Sport Centre. As a Dual Credit student, you are eligible for a 4-month student fitness pass.
- The TekX Student Fitness Pass semester dates are set as follows:
  - May Semester - Start date: May 1<sup>st</sup>, 2025 to End date: June 30<sup>th</sup>, 2025

## ***Process for activating your Student Fitness Pass***

- Students (if you are under 18, please bring a parent or guardian with you) can visit the NSC front counter to complete the necessary paperwork.
  - o You will need to complete the Release of Liability form.
  - o The NSC Staff will verify the student's name on the authorized TekX student list and issue the applicable pass.
- If the student does not already have one, a plastic RFID fob must also be purchased for \$10 (includes tax) to check in at the front counter and access the fitness zones.
  - o *Note: once purchased, the same fob can be used for future passes and memberships.*

For information on the NSC Fitness Services, please visit the NSC website [northernsportcentre.ca](https://northernsportcentre.ca) or find us on social media.

For questions on your fitness pass please email the NSC support team at [nsc-operations@unbc.ca](mailto:nsc-operations@unbc.ca).

The NSC is going into its busy season, parents and students should give themselves extra time when go to the NSC front desk to sign up and fill out the necessary paperwork.

If you already have an NSC membership you will need to fill out the paperwork to transfer your current pass to the UNBC Student pass.





# Library

During your time as a UNBC student you will have automatic access to the vast array of library resources available from the Geoffrey R. Weller Library.

Your library access will be granted automatically once you are registered for your UNBC courses. This may take up to 24 hours to activate, but you can expect to have full access by the end of your first week at UNBC.

The library offers a wide variety of support including private study rooms, printers, research appointments and many online resources.

Visit [www.unbc.ca/library](http://www.unbc.ca/library) or in person when you are on campus to find out how the library can help you find success during your time at UNBC.



# Moodle

Moodle is UNBC's online learning platform. Your instructors may use it to post resources, make announcements, collect assignments, give quizzes, and more. Moodle access will open on the first day of classes.

## *Logging in to Moodle*

Moodle can be accessed directly from your [MyUNBC student account](#) OR at [moodle.unbc.ca](https://moodle.unbc.ca)

Use your UNBC student username and password when logging in.

If you have trouble connecting send an email to [support@unbc.ca](mailto:support@unbc.ca).

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# UNBC Student Life

Looking to get more out of your time at UNBC? The Student Life team is here to help you explore everything the campus has to offer beyond the classroom. From fun events to leadership opportunities, we're all about making your university experience unforgettable. Not sure where to start? Our friendly Student Ambassadors are here to answer your questions, show you the ropes, and help you find your place in our amazing community. Get involved, meet new people, and make the most of your time at UNBC! Visit us at 7-234 across from the bookstore.

If you have any issues or concerns, don't hesitate to reach out to us at [studentlife@unbc.ca](mailto:studentlife@unbc.ca). For more information, check out our website: [www.unbc.ca/current-students/student-life-unbc](http://www.unbc.ca/current-students/student-life-unbc)

Stay connected and in the loop—follow UNBC Student Life on social media for the latest updates!

*Instagram:* [@unbcstudentlife](#)

Get involved, meet new people, and make the most of your UNBC experience!

## *Events*

Getting involved in UNBC events is a fantastic way to make the most of your time as a student! From social mixers and cultural celebrations to academic workshops and career fairs, events offer unique chances to connect with peers, learn new skills, and build lasting memories. Participating in campus activities can enrich your university experience, expand your network, and help you feel more connected to the community. So, explore what's happening, follow UNBC on social media, visit the events page and make your time at university unforgettable!

*UNBC Events Feed:* [www.unbc.ca/events](http://www.unbc.ca/events)

# Safety and Security

## ***Security***

UNBC security services are stationed just west of the main library entrance in the Agora and are available 24/7, year-round. They carry out foot and vehicle patrols, respond to emergencies and fire alarms, monitor CCTV, and provide first aid on campus. You are also encouraged to download the UNBC SAFE app for emergency updates, safety tips and safety services. Visit [www.unbc.ca/emergency-operations/alerts](http://www.unbc.ca/emergency-operations/alerts) to learn more.

## ***Safe Walk***

UNBC Security Services offers a 24/7 safe walk program for employees, students, and visitors, escorting them to their on-campus destinations. To arrange a safe walk, call security at 250-960-7058 (or extension 27058 from campus phones). The SAFE app also provides access to UNBC Friend Walk, download the app to request either of these walk services.

## ***UNBC Safe App***

Stay safe on campus, download the UNBC safety app to access:

- Emergency Contacts: Connect directly with the appropriate UNBC area services in emergencies and non-emergency situations.
- Safety Notifications: Get immediate alerts and guidance from campus safety during on-campus emergencies.
- Emergency Plans: Gain knowledge of the necessary actions to take in an emergency.
- Campus Safety Resources: Access all vital safety resources in one easy-to-use app.

## ***Download the SAFE app***

- [Google Play](#)
- [Apple App Store](#)

## ***Lost and Found***

Any items found at UNBC with no identifiable owner should be taken to the UNBC Security Office's Lost and Found as soon as possible.



# Supports and Services

Make the most of becoming a UNBC Student! Below is a list of supports and services available to all UNBC students. Keep an eye on campus events and activities by following UNBC on social media and checking the events webpage.

## ***First Nations Centre (FNC)***

The FNC offers wholistic support for students, staff, and faculty in a culturally safe space. It offers spaces including an Elders room, kitchenette, Smudging, cultural crafts, and meditation room, Lhuhuhwhezdel – Gathering Place and the Nuninuszut - a study room. The FNC is open Monday-Friday 8:30 am to 4:30 pm located in the Agora building, 7-109, behind the Geoffery R. Weller Library. Follow them on Instagram: @unbc\_fnc\_oii

## ***Student Advising***

UNBC Student Advisors collaborate with you to develop tailored plans that help you achieve your educational and career objectives. They can assist with:

- Course planning
- Reviewing your study plans
- Establishing goals beyond your TekX studies
- Connecting you with additional UNBC resources to enhance your success.

To contact, please email: [advising@unbc.ca](mailto:advising@unbc.ca) OR visit the UNBC Student Advising webpage and book an in-person or virtual meeting through the “Meet your Advisor” booking link.

Instagram: @unbcadvising

## ***Academic Success Centre (ASC)***

The ASC offers free academic support to all UNBC students. This can be a scheduled tutoring visit, drop-in or online services as well as Peer-Assisted Study Sessions (PASS). The ASC can be found in the Learning Commons on the first floor of the library.

## ***Access Resource Centre (ARC)***

ARC provides services for students with documented disabilities. ARC’s mandate is to assist in reducing the physical, attitudinal, and systemic barriers faced by students with disabilities. If you require additional assistance, please contact the UNBC Access Resource Centre office at [arc@unbc.ca](mailto:arc@unbc.ca). Visit the ARC website to check your eligibility and learn more about how we can support your success at UNBC.

## ***Bookstore***

Visit the UNBC bookstore for UNBC and Timberwolves swag, classroom materials, snacks and more! Textbooks are provided through the program at little to no cost. You can visit on campus or shop online at [shop.unbc.ca](http://shop.unbc.ca).

Instagram: @unbcbookstore

## ***On Campus Dining***

A healthy mind starts with healthy nutrition. The UNBC Food Services team creates meals from scratch, using fresh, locally-sourced ingredients every day.

### **Agora Dining Hall**

Hours: Mon-Fri: 8:30 am–2:00 pm; Weekends/Stat Holidays: Closed

### **Degrees Coffee**

Fresh fair-trade coffee, teas, and lattes.

**Teaching & Learning Building: Mon-Fri: 8:30 am – 3:00 pm.**

NUSC Building: Closed for spring/summer

### **Good Earth Coffeehouse**

Closed

### **Micro Market**

24/7 vending for snacks, beverages, and healthy options near the Security Desk.

Instagram: @unbc\_eats

## ***Career Centre***

The UNBC Career Centre, is here to support your career journey from day one. Whether it's personalized 1:1 guidance for resumes, cover letters, and interview prep, or skills development through workshops and networking events, we're your partner in building a fulfilling career path. Don't forget to check your monthly newsletters for updates on workshops, events, and job opportunities.

Visit us on Student Services Street or book a session through our website to get started! Visit [www.unbc.ca/career-centre](http://www.unbc.ca/career-centre)

## ***Counselling Services***

All UNBC students are entitled to UNBC counselling services. Counselors meet in person, online and over the phone. They also offer workshops, events and a variety of support resources. Counselling services can be accessed in person at their main office (5-168) or submit a request online at [www.unbc.ca/counselling](http://www.unbc.ca/counselling).

You may also connect with your high school specific resources and counselling services for support.

## ***Interfaith Spiritual Care Centre***

Found in room 7-210 in the Agora, the Spiritual Care Space is a place for interfaith dialogue, spiritual support and community. It is open 24 hours, and everyone is welcome.

## ***Medical Clinic***

The UNBC medical clinic is available to all registered students and is located in the Library Building room 5-161. They are available Monday-Friday, for hours and information visit [www.unbc.ca/medical-clinic](http://www.unbc.ca/medical-clinic).

## ***Northern Undergraduate Student Society (NUGSS)***

NUGSS provides a number of services to students at UNBC such as the U-Pass, food bank services, lockers and emergency financial aid. The office and food bank are located in office 6-370 on the 3rd floor of the Northern University Student Centre, Building 6.

Instagram: @nugss.unbc

## ***Parking and Transportation***

All UNBC students must pay for short-term parking at a pay station or use Pay by Phone. Otherwise, a parking pass can be obtained for cheaper long-term parking options. UNBC offers both monthly and weekly discounted rates. Visit the parking office to purchase a pass.

## ***Student ID***

To receive your UNBC ID card, you must upload a photo—this is required to access key services such as labs, classrooms, library borrowing, printing, meal plans, Dining Dollars, and signing up for the Northern Sport Centre.

How to Upload Your Photo:

1. Log in to [my.unbc.ca](http://my.unbc.ca)
2. Search “UNBC ID Card” and select Manage ID online
3. Go to Personal Settings, then Update Photo
4. Upload a clear, colour photo that meets the [UNBC digital photo guidelines](#)
5. Submit your photo

The Cashier's Office will email you when your ID card is ready for pick-up.

## ***UPass***

All students are automatically enrolled for a UNBC U-Pass which provides bus service all semester from May - August.

You will have the option of downloading the Umo mobile app or obtaining a re-loadable Umo card.

Specific details on how to download and activate your Umo card and UPass can be found here: [UNBC U-Pass Program](#)

For more details visit the [Northern Undergraduate Student Society U-Pass information page](#).





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