

**School of Arts & Science
Department of Social Sciences**

**GEOG 102 Human Geography
Winter 2005**

COURSE OUTLINE

The Approved Course Description is available on the web

<http://www.camosun.bc.ca/calendar/courselist.php#GEOG>

Ω Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for your records.

1. Instructor Information

- (a) Instructor : Dr. Francis Yee
- (b) Office hours: Mon to Thu 10:30-11:20 and Tue 2:30-3:20 or by appointment
- (c) Location: Ewing 242
- (d) Phone: 370-3307
- (e) E-mail: Yee@camosun.bc.ca
- (f) Website: [Http://yee.disted.camosun.bc.ca](http://yee.disted.camosun.bc.ca)

2. Intended Learning Outcomes

Upon successful completion of this course, students are able to

- Outline the approaches and perspectives in Human Geography.
- Describe and explain the location, diffusion and distribution of cultural, economic, and political characteristics in Canada and other parts of the world.
- Identify the distribution patterns of population and the processes of migration and urbanization at the local, regional, and international levels.
- Assess the processes and impacts of human activities and their interaction with the environment.

3. Required Materials

Required Textbooks

Knox, Paul, Sallie Marston, Alan Nash, 2004. Human Geography: Places and Regions in Global Context. Canadian edition. Toronto: Pearson.

Recommended Text

Stanford, Quentin H., ed. 2003. Canadian Oxford World Atlas. 5th ed. Toronto: Oxford University Press.

Margot, Northey, and David B. Knight. 2000. Making Sense in Geography and Environmental Studies. 2nd updated ed. Toronto: Oxford University Press.

4. Course Content and Schedule

Course Requirements and Prerequisites

- Credit Value: 3
- In-class Workload: 4 hours lecture, lab, and seminar per week
- Out-of-class Workload: 4-5 hours per week
- Prerequisites: C+ in English 12 or assessment
- Transferability: Uvic, UBC, SFU, UNBC and others

Course Topic Units

The course is organized into six units:

Unit I. Introduction to Basic Concepts

This unit introduces the field of geography, its basic concepts and approaches, and major geographical methodologies and philosophical thoughts.

Unit II. Globalization and Political System

The concepts and issues of globalization will be reviewed in this unit. This unit further highlights the spatial organizations and functions of political systems with particular emphasis on the evolution of the state, boundary conflicts, and geopolitical strategies and issues.

Unit III. Culture and Religion

This unit outlines the concepts of culture and the evolution from hunting and gathering society to agricultural, industrial, and post-industrial societies. The geographical origins, distribution and spatial distribution and impacts of major religions are also discussed.

Unit IV. Population and Migration

This unit examines the key indicators and issues of demographic structure, population policies and distribution in both developed and developing countries. The patterns, factors and explanations of migration at local, regional, and international scales will also be highlighted.

Unit V. Urbanization and Cities

This unit highlights the spatial organizations and functions of urban systems with particular emphasis on the location of world cities, urbanization, and models of urban system and internal structures.

Unit VI. Economic Activities and Development

This unit focuses on the spatial patterns of production, distribution, and consumption of primary, secondary and tertiary activities. The lectures review the factors and locational models of agricultural and manufacturing activities, and the indicators and explanations of economic development.

Unit VI. Human-Environment Relationship

This unit concerns with human impacts on the environment especially relating to global climatic changes and issues of environmental degradation.

Instructional Framework

- Lectures: provide an outline for understanding and interpreting materials essential to course objectives, learning outcomes and course assignments. Lectures are intended to highlight major concepts, clarify text and supplementary materials, and raise awareness of issues.
- Discussion: is an integral part of the course and every one is encouraged to raise questions, elaborate upon, or seek clarification of, course content during lectures, labs and seminars.
- Audio-visual Materials: a variety of audio-visual materials (films, videos, slides, overheads, etc.) will be used in conjunction with lectures and seminars to illustrate the major concepts and issues.

- Readings: include both required and supplementary materials. The required readings provide essential materials in achieving course objectives. The readings should be read both before and after the lectures. Supplementary readings offer additional opportunities to study in-depth on certain topics.
- Tests: are conducted to provide learning opportunities for students to review both lecture and reading materials assigned in the course. They also serve as means of evaluating the extent to which individual students are meeting course objectives and learning outcomes.
- Labs and Exercises: labs and exercises assigned in the course will help to focus and consolidate materials covered in lectures and readings. They also serve to evaluate the degree to which individual students are meeting course objectives and learning outcomes.
- Presentation: the presentation will aim to facilitate the presenter to organize materials in a logical sequence, to practice public speaking techniques, and to improve their understanding of the issues from constructive feedback.
- Attendance: regular attendance and participation in lectures and seminars are expected of all students. Attendance will be recorded from the third week of class on. Students should inform the instructor if absence for more than a week is expected.

Course Schedule

GEOG 102 (Winter 2005) SEC 02 SCHEDULE					
Week	Date	Day	Activities	Readings	Assignment
1	10-Jan	Mon	Course Introduction		
	11-Jan	Tue	Lec: Geographical Approaches	Knox, ch. 1	
	13-Jan	Thu	Lec: Geographical Approaches / Lab 1: Map Exercise		
2	17-Jan	Mon	Lecture: Globalization	Knox, ch. 2	
	18-Jan	Tue	Lecture: Globalization		
	20-Jan	Thu	Lab 2: Millennium Development Goals/ Film		
3	24-Jan	Mon	Lec: Political Geography	Knox, ch. 9	
	25-Jan	Tue	Lec: Political Geography		
	27-Jan	Thu	Lab 3: Federal Elections 2004		Lab 2 due
4	31-Jan	Mon	Lec: Geography of Culture	Knox, ch. 5	
	01-Feb	Tue	Lec: Geography of Culture		
	03-Feb	Thu	Lab 4: Project Outline		Lab 3 due
5	07-Feb	Mon	Lec: Religion	Knox, ch. 6	
	08-Feb	Tue	Lec: Religion		
	10-Feb	Thu	Reading Break		
6	14-Feb	Mon	Film		
	15-Feb	Tue	Review		
	17-Feb	Thu	Test 1		
7	21-Feb	Mon	Lec: Population	Knox, ch. 3	
	22-Feb	Tue	Lec: Population		Lab 4 due
	24-Feb	Thu	Lab 5: Graph Exercise / Film		
8	28-Feb	Mon	Lec: Migration		
	01-Mar	Tue	Lec: Migration		
	03-Mar	Thu	Seminar / Film		Lab 5 due
9	07-Mar	Mon	Lec: Urban Geography	Knox, ch. 10	
	08-Mar	Tue	Lec: Urban Geography	Knox, ch. 11	
	10-Mar	Thu	Lab 6: Population, Migration & Urbanization		
10	14-Mar	Mon	Lec: Economic Development	Knox, ch. 7	
	15-Mar	Tue	Lec: Economic Development		
	17-Mar	Thu	Lab 7: Canada's Economy		Lab 6 due
11	21-Mar	Mon	Lec: Agriculture & Industry	Knox, ch. 8	
	22-Mar	Tue	Lec: Agriculture & Industry		
	24-Mar	Thu	Seminar / Film		Lab 7 due
12	28-Mar	Mon	<i>Easter Monday</i>		
	29-Mar	Tue	Lec: Human - Environment Relationship	Knox, ch. 4	
	31-Mar	Thu	Lec: Human - Environment Relationship / Film		
13	04-Apr	Mon	Presentation I		
	05-Apr	Tue	Presentation II		
	07-Apr	Thu	Presentation III		
14	11-Apr	Mon	Presentation IV		
	12-Apr	Tue	Review		
	14-Apr	Thu	Test 2		

GEOG 102 (Winter 05) SEC 03 SCHEDULE					
Week	Date	Day	Activities	Readings	Assignment
1	11-Jan	Tue	Course Introduction		
	13-Jan	Thu	Lec: Geographical Approaches	Knox, ch. 1	
2	18-Jan	Tue	Lab 1: Map Exercise		
	20-Jan	Thu	Lecture: Globalization	Knox, ch. 2	
3	25-Jan	Tue	Lab 2: Millennium Development Goals/ Film		Lab 1 due
	27-Jan	Thu	Lec: Political Geography	Knox, ch. 9	
4	01-Feb	Tue	Lab 3: Federal Elections 2004		Lab 2 due
	03-Feb	Thu	Lec: Geography of Culture	Knox, ch. 5	
5	08-Feb	Tue	Lab 4: Project Outline		Lab 3 due
	10-Feb	Thu	<i>Connections Day</i>		
6	15-Feb	Tue	Lec: Religion	Knox, ch. 6	
	17-Feb	Thu	Review / Film		
7	22-Feb	Tue	Test 1		
	24-Feb	Thu	Lec: Population	Knox, ch. 3	
8	01-Mar	Tue	Lec: Migration		Lab 4 due
	03-Mar	Thu	Lab 5: Graph Exercise / Film		
9	08-Mar	Tue	Lec: Urban Geography	Knox, ch. 10 & 11	
	10-Mar	Thu	Lab 6: Population, Migration & Urbanization		Lab 5 due
10	15-Mar	Tue	Lec: Economic Development	Knox, ch. 7	
	17-Mar	Thu	Lab 7: Canada's Economy		Lab 6 due
11	22-Mar	Tue	Lec: Agriculture & Industry	Knox, ch. 8	
	24-Mar	Thu	Lec: Human - Environment Relationship	Knox, ch. 4	Lab 7 due
12	29-Mar	Tue	Course Review / Film		
	31-Mar	Thu	Test 2		
13	05-Apr	Tue	Presentation I		
	07-Apr	Thu	Presentation II		
14	12-Apr	Tue	Presentation III		
	14-Apr	Thu	Presentation IV		

GEOG 102 (Winter 2005) SEC 05 SCHEDULE					
Week	Date	Day	Activities	Readings	Assignment
1	11-Jan	Tue	Course Introduction		
	13-Jan	Thu	Lec: Geographical Approaches	Knox, ch. 1	
2	18-Jan	Tue	Lab 1: Map Exercise		
	20-Jan	Thu	Lecture: Globalization	Knox, ch. 2	
3	25-Jan	Tue	Lab 2: Millennium Development Goals/ Film		Lab 1 due
	27-Jan	Thu	Lec: Political Geography	Knox, ch. 9	
4	01-Feb	Tue	Lab 3: Federal Elections 2004		Lab 2 due
	03-Feb	Thu	Lec: Geography of Culture	Knox, ch. 5	
5	08-Feb	Tue	Lab 4: Project Outline		Lab 3 due
	10-Feb	Thu	<i>Connections Day</i>		
6	15-Feb	Tue	Lec: Religion	Knox, ch. 6	
	17-Feb	Thu	Review / Film		
7	22-Feb	Tue	Test 1		
	24-Feb	Thu	Lec: Population	Knox, ch. 3	
8	01-Mar	Tue	Lec: Migration		Lab 4 due
	03-Mar	Thu	Lab 5: Graph Exercise / Film		
9	08-Mar	Tue	Lec: Urban Geography	Knox, ch. 10 & 11	
	10-Mar	Thu	Lab 6: Population, Migration & Urbanization		Lab 5 due
10	15-Mar	Tue	Lec: Economic Development	Knox, ch. 7	
	17-Mar	Thu	Lab 7: Canada's Economy		Lab 6 due
11	22-Mar	Tue	Lec: Agriculture & Industry	Knox, ch. 8	
	24-Mar	Thu	Lec: Human - Environment Relationship	Knox, ch. 4	Lab 7 due
12	29-Mar	Tue	Course Review / Film		
	31-Mar	Thu	Test 2		
13	05-Apr	Tue	Presentation I		
	07-Apr	Thu	Presentation II		
14	12-Apr	Tue	Presentation III		
	14-Apr	Thu	Presentation IV		

GEOG 102. Human Geography (Winter 2005) – Supplementary Reading List

Supplementary readings are available from the library on 3-day loan.

Week 1-2. Introduction to Geographical Approaches

- Abler, Ronald F., et. Al. Eds. Geography's Inner Worlds. New Brunswick: Rutgers University. [G 70 G446 1992]
- Golledge, Reginal G. 2002. "The Nature of Geographic Knowledge." Annals of the Association of American Geographers 92 (1):1-14.
- Johnston, R. J. 1991. Geography and Geographers. 4th ed. London: Edward Arnold. [GF13 J63]
- Kobayashi, Audrey. 2001. "Truly our own': Canadian geography 50 years after." Canadian Geographer 45 (1): 3-8.
- Pattison, William. D. 1990. "The four traditions of geography." Journal of Geography 89:202-206.
- Wynn, Graeme. 1999. "A fine balance? Geography at the Millennium." Canadian Geographer 43, 1:220-243.

Week 2-3. Globalization

- Dicken, Peter. 1998. Global Shift. 3rd ed. New York: Harper & Row.
- Grant, Richard, and Jan Nijman. 2002. "Globalization and the Corporate Geography of cities in the less-developed world." Annals of the Association of American Geographers 92(2):320-340.
- Janelle, Donald G. 2001. "Globalization, the internet economy, and Canada." Canadian Geographer 45(1):48-53.
- Johnston, R. J., et. al., eds. 1995. Geographies of Global Changes. Oxford: Blackwell.
- Lo, fu-chen, and Yue-man Yeung, eds. 1998. Globalization and the world of large cities. Tokyo: United Nations University Press.
- O'Brien, Karen L., and Robin M. Leichenko. 2003. "Winners and losers in the context of global change." Annals of the Association of American Geographers 93(1):89-103.
- Olds, Kris. Globalization and urban change : capital, culture, and Pacific Rim mega-projects. Oxford: Oxford University Press. [HT 321 O53 2001]

Week 3-4. Political Geography

- Kaplan, David H. 1994. "Two nations in search of a state: Canada's ambivalent spatial identities." Annals of the Association of American Geographers 84(4):585-606.
- Newman, David, and Ghazi Falah. 1995. "Small state behaviour: On the formation of a Palestinian state in the West Bank and Gaza Strip." Canadian Geographer 39(3):219-234.
- Nijman, Jan. 1992. "The limits of superpower: The United States and the Soviet Union since World War II." Annals of the Association of American Geographers 82(4):681-685.
- O'Loughlin, John, et.al. 1998. "The diffusion of democracy, 1946-1994." Annals of the Association of American Geographers 88(4):545-574.
- Harris, Cole. 2004. "How did colonialism dispossess? Comments from and edge of empire." Association of American Geographers 94(1):165-82.
- Simmons, Cynthia. 2004. "The political economy of land conflict in the eastern Brazilian Amazon." Association of American Geographers 94(1):183-206.

Week 4-6. Culture and Religion

- Bauder, Harald, and Bob Sharpe. 2002. "Residential segregation of visible minorities in Canada's gateway cities." Canadian Geographer 46 (3):204-222.
- Bowen, Dawn S. 2001. "Die Auswanderung: religion, culture, and migration among Old Colony Mennonites." Canadian Geographer 45(4):461-473.
- Evans, S. M. 1985. "Some developments in the diffusion patterns of Hutterite colonies." Canadian Geographer 29(4):327-339.
- Katz, Yossi, and John C. Lehr. 1991. "Jewish and Mormon agricultural settlement in Western Canada: A comparative analysis." Canadian Geographer 35(2):128-142.
- Harris, Cole. 2002. Making native space : colonialism, resistance, and reserves in British Columbia. Vancouver: University of British Columbia Press. [E 78 B9 H34 2002]
- Lai, David Chuenyan. 2001. "Chinese: The Changing Geography of the largest visible minority." In British Columbia, the Pacific Province: Geographical Essays, ed. Colin Wood, PP. 147-174. Victoria: Western Geographical Press.
- Sopher, David E. 1967. Geography of Religions. Englewood Cliffs, N. J.: Prentice-Hall. [BL 65 G4 S6]

- Usher, Peter j. 2003. "Environment, race and nation reconsidered: reflections on Aboriginal land claims in Canada." Canadian Geographer 47 (4):365-382.
- Walton-Roberts, Margaret. 1998. "Three readings of the urban: Sikh identity in Greater Vancouver." Urban Geography 19(4):311-331.

Week 7-8. Population and Migration Geography

- Bourne, Larry S, and Damaris Rose. 2001. "The changing face of Canada: the uneven geographies of population and social change." Canadian Geographer 45(1):105-119.
- Ley, David. 1999. "Myths and meanings of immigration and the metropolis." Canadian Geographer 43(1):2-19.
- Liaw, Kao-Lee. 2004. "Lifetime interprovincial migration in Canada: looking beyond short-run fluctuations." Canadian Geographer 48 (2):168-190.
- Peters, Evelyn. 2001. "Geographies of aboriginal people in Canada." Canadian Geographer 45(1):138-144.
- Shen, Jianfa. 1998. "China's future population and development challenges." Geographical Journal 164 (1):32-40.
- Skeldon, Ronald. 1997. Migration and Development: A Global Perspective. Harlow: Longman [JV6098 S54 1997]
- Kelly, Philip. 2003. "Canadian-Asian transnationalism." Canadian Geographer 47 (3):209-218.

Week 8-9. Urbanization and cities

- Bauder, Harald, and Bob Sharpe. 2002. "Residential segregation of visible minorities in Canada's gateway cities." Canadian Geographer 46(3):204-222.
- Ley, David, Daniel Hiebert, and Geraldine Pratt. 1992. "Time to grow up? From urban village to world city, 1966-91." In Vancouver and Its Region, eds. Graeme Wynn and Timothy Oke, pp. 234-266. Vancouver: University of British Columbia. [FC3847.3 V34]
- Bunting, Trudi E., and Pierre Filion. 1999. "Dispersed city form in Canada: A Kitchener CMA case example." Canadian Geographer 43,1:268-287.
- Halseth, Greg. 1998. Prince George : a social geography of B.C.'s northern capital. Prince George: University of Northern British Columbia Press. [HN 110 P74 P75 1998]
- Hiebert, Daniel. 2000. "Immigration and the changing Canadian city." Canadian Geographer 44(1):25-43.
- Millward, Hugh. 2002. "Peri-urban residential development in the Halifax region 1960-2000: magnets, constraints, and planning policies." Canadian Geographer 46(1):33-47.
- McGee, T. G., and Ira Robinson. 1995. The Mega-Urban Regions of Southeast Asia. Vancouver: University of British Columbia Press. [HT 384 A785 M43 1995]
- Yeates, Maurice. 1990. The North American City. 4th ed. New York: Harper Collins. [HT122 Y4 1990]

Week 9-10. Economic Development

- Anderson, Robert B, and Robert M. Bone. 1995. "First nations economic development: A contingency perspective." Canadian Geographer 39(2):120-130.
- Edgington, David w. 1994. "The new wave: Patterns of Japanese direct foreign investment in Canada during the 1980s." Canadian Geographer 38(1):28-36.
- Gleave, M. B. and W. B. Morgan. 2001. "Economic development tin tropical Africa from a geographical perspective: a comparative study of African economies." Geographical Journal 167(2):139-162.
- Norcliffe, Glen. 2001. "Canada in a global economy." Canadian Geographer 45 (1): 14-30.
- Wood, Colin J. B. 2001. "Spatial economy." In British Columbia, the Pacific Province: Geographical Essays, ed. Colin Wood, PP. 175-196.. Victoria: Western Geographical Press.

Week 10-11. Agriculture and Industry

- Dixon, Chris. 1990. Rural Development in the Third World. New York: Routledge. [HD1417 D57]
- Grigg, David. 1999. "The changing geography of world food consumption in the second half of the twentieth century." Geographical Journal 165(1):1-11.
- Yeung, Yue-man, and Sung Yun-Wing, eds. 1996. Shanghai: Transformation and Modernization under China's Open Policy. Hong Kong: Chinese University of Hong Kong. [HC428 S47 S473 1996]
- Brown, W. Mark, and John Baldwin. 2003. "The changing geography of the Canadian manufacturing sector in metropolitan and rural regions, 1976-1997." Canadian Geographers 47(2):116-134.

Week 11-12. Human-Environment Relationship

- Auty, Richard M. 1997. "Pollution patterns during the industrial transition." Geographical Journal 163(2):206-215.

- Chiotti, Quentin. 1998. "An assessment of the regional impacts and opportunities from climate change in Canada." Canadian Geographer 42(4):380-393.
- Dow, Kirstin. 1999. "The extraordinary and the everyday in explanations of vulnerability to an oil spill." Geographical Review 89(1): 74-93.
- Draper, Dianne, and Bruce Mitchell. 2001. "Environmental justice considerations in Canada." Canadian Geographer 45(1):93-98.
- Reed, Maureen G. 1997. "Seeing trees: Engendering environmental and land use planning." Canadian Geographer 41(4):398-414.

5. Basis of Student Assessment (Weighting)

Assignments

Labs (35%): a total of 7 labs will be assigned during the semester. Each lab will carry equal marks. All labs are to be submitted on time (see schedule of activities). **Late labs are not accepted.**

Project (20%): The theme of this year focuses on the development issues of one or more developing countries (details will be discussed in class). Students are encouraged to form a small group of 2-3 to develop either a research project or a service learning activity. All research projects or service learning activities have to be presented and submitted in the form of posters, slides, videos, power-point, or other audio-visual formats on the day of presentation. The audio-visual materials will be evaluated by its content, organization of materials, appropriate use of photos, graphs, maps, etc, and proper citation of sources and consistent design.

Presentation (10%): Each individual or group of 2-3 students is required to present a 10-15 minute oral summary of their project during the last 2-3 weeks of class (see schedule of activities). The order of presentation will be assigned by the instructor according to the topics. No rescheduling of presentations will be permitted. The evaluation of the presentation is based on speaking style, content, organization and time management.

Important Note: Students are expected to complete their own labs, projects and other assignments. For small group labs or projects, all members are expected to participate and contribute to the completion of the assignments. Copying answers or using works from others are not permitted. See note on plagiarism. Students found violating the Academic Conduct Policy will be assigned an F for the assignment or the course.

Tests

Test 1 (20%): The first test will be based on the reading, lecture and lab materials covered in the first half of the course. See schedule of activities for the test date.

Test 2 (20%): The second test will be based on the reading, lecture, and lab materials covered after the first test. See schedule of activities for the test date.

Important Note: A doctor's certificate or equivalent is required to take a supplementary examination. Other supplementary examinations approved by the instructor may be subjected to a penalty of 5% per day.

Evaluation Guide

Test

- The format and length of the test will be reviewed in class;
- The coverage of the test will be based on lecture, reading (both textbook and library reserved), and lab materials;
- The evaluation of the test is based on an appropriate description of patterns and/or issues, adequate explanations of factors, and illustrate with relevant examples

Poster or other Audio-visual Materials

- The evaluation of this assignment is based on a relevant title, concise textual materials (statement of problem, research methods, evidence, conclusion, etc.), appropriate use of visual materials (maps, graphs, tables, photos, etc.), and a short list of bibliography

Oral Presentation

- The oral presentation will be evaluated according to speaking (clarity, pace, loudness, engage audience, etc.), content (adequate description and analysis), organization (logical structure and integration of materials), and time management.

Plagiarism: is considered an inappropriate academic conduct.

- According to the Academic Conduct Policy, you are not allowed to appropriate “the work of another or parts of passage of another’s writing, or the ideas of language of the same, and passing them off as a product of one’s own mind or manual skill.”
- It is also not acceptable to submit the same project (even if it is created or written by yourself) to satisfy the requirements for more than one course. You must inform and obtain prior approval from the instructor if you consider submitting or re-submitting parts of the same paper or project to more than one class.

Evaluation

7 Labs (5% each)	35%
2 Tests (20% each)	40%
Presentation	10%
Project	15%
Total	100.0%

Performance Review and Resolution/Appeal Process

The instructor will provide a regular report on your performance. Feel free to discuss any concerns that you have with regard to your grade or performance. The instructor may be able to offer you advice or alternatives. According to the Student Appeals Policy, you may bring your concerns to the attention of the Chair of the Social Sciences Department as the second step after you have discussed the issue with the instructor.

6. Grading System

(If any changes are made to this part, then the Approved Course description must also be changed and sent through the approval process.)

(Insert appropriate approved grading system – see last page of this template.)

The following percentage conversion to letter grade will be used:

A+ = 95 - 100%	B = 75 - 79%	D = 50 - 59%
A = 90 - 94%	B- = 70 - 74%	F = 0.0 - 49%
A- = 85 - 89%	C+ = 65 - 69%	
B+ = 80 - 84%	C = 60 - 64%	

7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College Calendar, Registrar's Office or the College web site at <http://www.camosun.bc.ca>

ACADEMIC CONDUCT POLICY

There is an Academic Conduct Policy. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section.

www.camosun.bc.ca/divisions/pres/policy/2-education/2-5.html