



Mark Your Calendar For These VIU Events



August 31 ~ New Student Orientation at the Cowichan Campus; 10am-12:30pm.

September 6 ~ First day for many classes at our new campus.

September 6 ~ Library reopens.

September 10 ~ Cowichan Campus Garage Sale; 9am-2pm; All Proceeds to the Annette DeRoux Memorial Fund.

September 22 ~ Tentative date for New Cowichan Campus grand opening. More details to come.

Dial 9

Just a reminder, please dial 9 for all outside phone access, this includes both local and long distance. Dialing 8 still works, however, it will eventually go away. If you have any labels on any phones in your department, please label them for dialing 9 instead.

~ Thank you, George

Welcome New Cowichan Employees

Please join me in welcoming Christine Wass back to Cowichan Campus in the temporary position of Admissions and Registration Assistant. Christine has been proficiently filling the equivalent position at the Nanaimo Campus for the past year-and-a-half, and is very happy to be returning to her friends at Cowichan.

Starting Monday, August 29, she will take over the duties of the position from Naomi Knodel, who has been doing a commendable job since agreeing to take on this enormous task last spring.

Thank you, Naomi – and welcome, Christine!

~ Karen Leeman

Please welcome Deb Roe to the Cowichan Campus Bookstore. She will be replacing Colleen, who has taken a temporary position at our Nanaimo Bookstore.

Please add Deb and Andrea to your distribution lists.

Our hours will be Monday to Friday, 9 a.m. to 4 p.m. (No evening hours.) Our phone number is still 250-746-3516. However, our fax number has been changed to 250-746-3583.

Hope you all had a great summer!

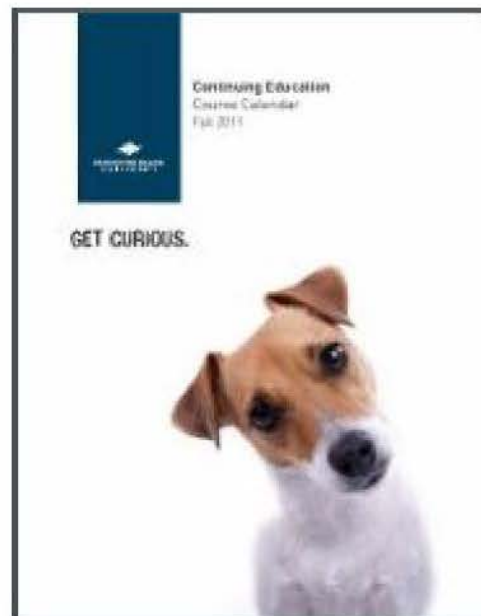
~ Andrea Grieve

VIU New Cowichan Campus - Complete!



Continuing Studies

The **NEW** Continuing Studies Fall/Winter brochure has arrived.



Stop by the department, under the stairs, for your copy today!

Cowichan Campus Continuing Studies courses begin on page 27 of the new brochure.

Hanging Items On Walls

A reminder that you should not tape items on the walls at the new campus. We have had items taped on the wall in one room and it peeled off the drywall and paint in 3 spots. Items that need to be repaired because of damage to the walls may be charged back to the departmental cost centre.

Any requests for mounting existing items on walls can be channelled through Muriel (who will seek appropriate approval for mounting them and then if approved have Facilities put them up).

New items may be a department charge (if not specified and approved in the project budget). One option is to have your department/program put forth a plan for the types of items that are needed, e.g. for recruitment, instruction, etc. Muriel can help get cost estimates on items if you are specific in your needs. This plan should be submitted to Muriel who again will seek appropriate approval. All deficiencies (items approved in the project budget but not received) should have been reported to your Move Coordinator in June. Correcting deficiencies is an on-going process.

We are working closely with Maria and the Nanaimo project representatives to determine what goes where and what can be mounted, including our campus artwork.

Mounting of many items may take until end of August or September to take place. Thank you for your patience.

~ Regards, Gay

Directions To Cowichan Campus

There is a link to a map and directions to the new Cowichan Campus on the Cowichan Campus home page. Go to www.cc.viu.ca then click on *Directions To New Campus*.

Telephone Directory System Fax Updates

VIU's employee directory (TDS) defaults to 250-746-3529 as the fax number for all Cowichan employees. Employees can add an alternate fax number, which will override the default fax number, by logging into "My TDS". This will ensure your faxes come to your department.

To log into My TDS:

Click on the link (employee directory): <http://www.viu.ca/directory/> Using the menu on the left, scroll to the bottom, click on *My TDS Info* (using your VIU computer login password to access this information).

Scroll down to Alternate Fax Number and enter the fax number for your department.

Click the Update button to submit the change. It can take up to one hour before your change appears on TDS.



Emergency Calls From Campus Phones

Cowichan is now able to use 911 or 9911 for Emergencies.

The temporary 8911 is no longer to be used from this point on.

For first aid or emergency medical services please call Campus Emergency at local 6600 from any internal phone or 250-740-6600 from a cell phone.

You may also use the blue emergency phones located on campus.

****Please remember if you dial 911 in error, do not hang up, stay on the line and explain that this was a misdial.**

Digital Signage

You may have noticed the new Digital Signage located in the hallway across from the Welcome Centre and in the Café. More information on how to submit requests for displays will come forward in the near future.

~ Thanks, Trudy Bagnall