



Faculty Guide to

On Campus Services

at Emily Carr University of Art + Design

ACADEMIC OFFICE (D2320)

- Central point of contact for instructors
- Course outline examples + support
- Support for field trips, guest artists, supplies, funding
- Faculty offices + studio space allocation
- Meeting information + academic calendar
- Course scheduling + room bookings

Art: Chelsea O'Byrne, chelseaobyrne@ecuad.ca

Design: April Milne, amilne@ecuad.ca

CAC: Jennifer Dickieson, jdickieson@ecuad.ca

TEACHING + LEARNING CENTRE (LIBRARY)

- Course planning + design: online, hybrid + in-person
- Assignment planning, design + grading
- PD opportunities: workshops + events
- Communities of practice
- Learning technology support + training

tlc@ecuad.ca

STUDENT SERVICES (B2110)

+ **ACCESSIBILITY**

- Support for student registration + waitlisting
- Academic advising for students
- Accessing class lists through myEC
- Grade submissions through myEC
- Support for responding to students in crisis
- Student bullying + violence prevention
- Accommodations for students with disabilities

Advising: advising@ecuad.ca

Accessibility: accessibility@ecuad.ca

FACILITIES (D2351)

- ID Cards + card access
- Office keys
- Parking passes

facilities@ecuad.ca

IT SERVICES

- Email + calendar systems
- On-campus printing
- Media resources (equipment)
- Software support (Office 365, Adobe Creative Suite)

ithelp@ecuad.ca

COLLABORATIVE TECHNOLOGIES SUPPORT

- Classroom AV systems
- Video conferencing support (Zoom)
- Webinars + events

Phone: 604.630.4559

WRITING CENTRE (LIBRARY)

- In-class workshops on reading, writing + research skills
- Faculty writing support (1:1 or writing groups)
- Writing assignment design
- Ideas for incorporating writing into curriculum

writingcentre@ecuad.ca



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LIBRARY

- Library + Archives research instruction
- Creating course reserves of library materials
- Course resource guides
- Media bookings
- Special Collections access
- Copyright information

library@ecuad.ca

TECHNICAL SERVICES

- Material + digital production support + instruction
- Studios, labs + shops
- Tool checkout + material resale
- Class demos and workshops

technicalservices@ecuad.ca

COUNSELLING

+

WELLNESS (D2380)

- Working with emotionally distressed students
- Referring a student to Counselling
- Student wellness
- Policy navigation
- Using the Support Messaging System

Counselling: counselling@ecuad.ca

Support Messaging System: src-support@ecuad.ca

ABORIGINAL GATHERING PLACE (AGP)

- Support for Aboriginal students
- Aboriginal art + culture events + workshops
- Information about Aboriginal funding, scholarships + awards

agp@ecuad.ca

GALLERIES + EXHIBITIONS

- The Libby Leshgold Gallery
- READ Books
- Michael O'Brian Exhibition Commons / RBC Media Gallery
- ECU Urban Screen

IMPORTANT NUMBERS

RECEPTION:

1-604-844-3800

reception@ecuad.ca

SECURITY:

1-604-844-3838 (direct line)

Phones in hallways: 3838