

Standard: **STD04: WRITING STANDARDS FOR COLLEGE DOCUMENTS**
Sponsor: Senior Manager, Corporate Communications
Effective: 2020-05-01
Next Review: 2025-05-01

1. STANDARD

The purpose of this document is to establish writing style standards for certain College print and web publications. Such standards reflect correct word usage, employ simple grammar, tend toward brevity and clarity and incorporate best communication practices. The resulting writing style is intended to support effective and efficient communication between the College and its many correspondents.

The Senior Manager, Corporate Communications develops, maintains and promotes a College Writing Style Guide so as to achieve the objectives of this Standard.

2. SCOPE

The Style Guide applies to print and web communications produced by the College. It applies to all promotional, marketing and communications materials, and to official College correspondence, reports and submissions. The Style Guide does not apply to academic, scholarly or research publications, which have their own set of standards and guidelines.

3. ADDENDUM

Guideline A: COLLEGE WRITING STYLE GUIDE

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Guideline A: College Writing Style Guide



FANSHAWE

Writing Style Guide

Prepared by: Corporate Communications

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Disclaimer

The following sources were consulted in the compilation of this guide. This is accepted common practice.

- The Canadian Press Stylebook (17th Edition)
- [Fanshawe College](#)
- [UBC Writing & Style Guide](#)
- [UVic Style](#)
- [University of Waterloo Guidelines](#)

INTRODUCTION

Every year Fanshawe College produces a variety of publications that are used to: recruit students; promote programs and events; communicate to staff, students, and alumni; and profile the College to external audiences.

As part of a larger effort to maintain standards of consistency and quality, Reputation and Brand Management has developed a Fanshawe College Writing Style Guide. The guide is designed to help writers and editors across the College avoid inconsistencies in spelling, capitalization and other areas of editorial style.

Where will this guide be used?

The style guide is intended for print and web communications produced by the College.

It applies to all promotional, marketing and communications materials, and also includes official College correspondence, reports and submissions.

Please note: Not all Fanshawe publications will adhere to this guide. This guide does not apply to academic, scholarly or research publications, which have their own set of standards and guidelines. Due to space restrictions, exceptions can be made for marketing, advertising and social media materials.

Audience and voice

Communications materials produced by Fanshawe College reach a wide range of audiences such as: staff, and students; prospective students and their families; government officials, research partners and the community.

Communications must be tailored to their respective audiences. For this reason, this style guide is not intended to restrict the writer's voice, nor does it address issue of formality in the use of language.

Future of the style guide

Like many style guides, including this one, it is a living document that continues to be a work in progress. It will continue to develop as new editorial questions arise, and language and usage changes.

Fanshawe's Reputation and Brand Management welcomes feedback from users of this guide in order to make it more useful.

Additions, changes and updates to the content of the style guide will be publicized on the myFanshawe portal.

REFERENCE GUIDES

Fanshawe College recommends following the guidelines set out in current editions of The Canadian Press Stylebook (CP). For spelling, we follow The Canadian Oxford Dictionary.

This style guide highlights common errors and lists exceptions, preferences, or Fanshawe-specific conventions not covered by these references.

FEEDBACK?

Corporate Communications can help with questions or comments you may have regarding the interpretation of points in this style guide and issues or matters of spelling not covered.

For assistance, please contact Corporate Communications at 519-452-4272 or by emailing communications@fanshawec.ca.

WRITING GUIDELINES

Use language in a way that most clearly, quickly, and simply communicates your ideas to the reader.

- Never assume your reader has local or Fanshawe-specific knowledge. Use clear, plain language, and standard terminology. For example, when referring to another College department or area, provide a general explanation of that department or area if necessary.
- Avoid overly complex sentence construction.

Use	Do not use
The Fowler Kennedy Sport Medicine Clinic is available to students, staff and community members.	The Fowler Kennedy Sport Medicine Clinic is available to students, as well as staff and members of the community.

- Use the active voice.

Use	Do not use
Information Technology Services upgraded the network connectivity in C building yesterday.	The network connectivity was upgraded in C building yesterday.

- Avoid using different terms to describe the same thing; it may confuse the reader.

Use	Do not use
Check the Fanshawe Athletics homepage for game day details. Questions? Please visit the Contact Us page on the website to get in touch with a customer service rep.	Check the Falcons homepage for game day details. Questions? To get in touch with a customer service rep, please visit the Contact Us page on the Fanshawe Athletics site.

- In body text, avoid spelling words entirely in capitals for emphasis; capitalized words are difficult to read and your reader may interpret this approach as shouting. Instead, use a bold typeface to draw attention to a word or phrase.

Use	Do not use
The President's spring staff meeting has been rescheduled for the London Campus to Friday, May 25, 9 a.m. to 10 a.m. in the Alumni Lecture Theatre.	The President's spring staff meeting has been rescheduled for the London Campus to FRIDAY, MAY 25, 9 A.M. TO 10 A.M. IN THE ALUMNI LECTURE THEATRE.

STYLE GUIDELINES

Abbreviations

The following are types of abbreviations.

- **Acronyms**—words formed from the first letter or letters of words and are pronounceable as words (for example, Centre for Applied Transportation Technologies building—CATT building).
- **Initialisms**—are formed from the first letters only of a series of words and are not pronounceable (for example, Senior Leadership Council—SLC).

Always use the full term or name on the first reference followed by the abbreviation in parentheses. In second and following references, use the abbreviation. If the publication is long, repeat the term or name and the bracketed abbreviation periodically (especially if you are using more than one). Where the publication has distinct sections, reintroduce the abbreviation on the first reference in each section.

Use	Do not use
The Lawrence Kinlin School of Business (the Kinlin School) hosted a farewell dinner at The Chef's Table on Monday, April 1.	The LKSB hosted a farewell dinner at The Chef's Table on Monday, April 1.

Capitalization

As a general rule, capitals used sparingly is generally preferred when writing text.

When referring to Fanshawe College, uppercase "the College."

- Fanshawe College is located in London, Ontario. The College...

When referring generally to other campuses, lowercase should be used.

- The Woodstock/Oxford Regional Campus is located in Woodstock, Ontario. The campus...

Capitalize proper names. Words associated with or derived from proper names, including titles, should be written in lowercase, **unless referring to the President of Fanshawe College or the Fanshawe College Board of Governors.**

Use	Do not use
Faculty of Technology, the technology faculty	faculty of Technology, Technology Faculty

- Capitalize the names of months and days, of holidays, of historical and geological periods and events.
- Do not capitalize seasons (e.g., spring, fall).

Use	Do not use
I'm excited to start school this fall.	I'm excited to start school this Fall.

Do not capitalize URLs, services or unit names that begin with a lowercase letter. In general, follow the capitalization used by the organization or person.

Use	Do not use
FanshaweOnline	Fanshaweonline or fanshaweonline
eLearning	ELearning
WestJet	Westjet

Contractions

Contractions should be avoided except in quotations and deliberately casual texts.

Dates and times

- Use the International Standards Organization format of year-month-day
- Please note: Some computer systems and/or academic writing may require a different format

Use	Do not use
2020-12-31	2020-31-12

- Do not include ordinal suffixes (i.e., st, nd, rd, th).

Use	Do not use
December 31, 2020	December 31 st , 2020

- Insert a comma after the day of the week and the day of the month

Use	Do not use
Thursday, December 31, 2020	Thursday December 31 2020

- Do not use punctuation if indicating month and year only.

Use	Do not use
December 2020	December, 2020

- When referring to the academic year, use a slash to indicate the last part of one year and the first part of the next.

Use	Do not use
2020/21	2020-2021

- Where space restrictions require the names of the months be abbreviated, or when following CP style, abbreviate the following months: Jan., Feb., Aug., Sept., Oct., Nov., and Dec.

Use	Do not use
The College will reopen on Jan. 4, 2021. Classes resume on Jan. 11, 2021.	The College will reopen on Jan 4, 2021. Classes resume on Jan 11, 2021.

Times

- Noon and midnight are accepted to avoid confusion
- Use lowercase letters with periods, to indicate a.m. or p.m.

Use	Do not use
10 a.m., 12:15 p.m.	10 AM or 12:15 PM or 10am or 12:15pm

Degrees, diplomas, certificates and apprenticeships

- Capitalize the formal names of degrees, diplomas, certificates and apprenticeships.
- Names of degrees, diplomas, certificates and apprenticeships are lower case when referred to generically.

Use	Do not use
bachelor's degree, bachelor of arts, BA, B.Sc.	Bachelor's degree
master's degree, master of science, master of business administration, MA, M.Sc., MBA	Master's degree
doctorate, PhD	Doctorate in Chemistry
advanced diploma	Advanced Diploma
post-graduate certificate	Post-Graduate Certificate
apprenticeship training	Apprenticeship Training

Academic schools and faculties

- Capitalize the names of our academic schools and faculties.

Use	Do not use
School of Tourism, Hospitality and Culinary Arts	school of tourism and hospitality and culinary arts
Faculty of Health, Community Studies and Public Safety	faculty of health, community studies and public safety

Event listings

Information to promote events on campus should contain the following: title, day, date (including the year, when required), time, building and room.

Do not use abbreviations, except in the time designations.

Event title or name

Thursday, December 31, 2020

9 a.m. – 12:30 p.m.

E1003

Inclusive language guidelines

Anticipate audience diversity when writing. People may have different cultural, ethnic, religious, or racial backgrounds, be of different ages, genders and sexual orientations, and have different disabilities, whether visible or not. Use examples that reflect the diversity when writing, speaking or using images. Avoid descriptors such as race, gender, sexual orientation, disability or age unless they are relevant and valid.

- Use language that focuses on the person, not the disability. Always put the person before the disability.

Use
person with a disability
students/employees with disabilities
a person with cerebral palsy

- "Disabled" is an adjective, not a noun.

Do not use
the disabled

Money and currency

- Zeroes are included after the decimal point only when they appear in the same content with fractional amounts.

Use	Do not use
The fees include \$10.00 for registration and a \$2.75 service charge.	The fees include \$10 for registration and a \$2.75 service charge.
The fee is \$10 and includes a service charge.	The fee is \$10.00 and includes a service charge.

Named buildings and classrooms

- When referring to a named building or classroom, please use the proper name.
- For the full list of named buildings and classrooms, please see appendix A (page 21).

Numbers

Spell out numbers one through nine and general numbers in narrative text. Use figures for 10 and above. Follow this pattern for ordinals, too (e.g., first, fourth, 15th, 22nd).

- Use first-year and second-year rather than 1st year or 2nd year.
- There were three people at the meeting, but there were 40 students in the class.
- There are approximately 17,350 full-time students and 26,000 part-time students at Fanshawe College.
- Our School of Digital and Performing Arts is part of a \$40 million downtown expansion for Fanshawe College.
- Exceptions to the under/above 10 rule include:
 - Scores (Toronto beat Detroit 3-1)
 - course credits (a half-credit course; he earned 2.5 credits this term)
 - building floors (Floor 2)
 - room numbers (Room E1003)
 - book chapters (Chapter 5)
 - school grades (86, 76, etc.)
- Use a comma (and no space) in numbers greater than three digits.

Use	Do not use
2,000	2000

- Spell out numbers if they begin a sentence.

Use	Do not use
Thirty Fanshawe staff members volunteered their time at the United Way Campaign kick-off.	30 Fanshawe staff members volunteered their time at the United Way Campaign kick-off.

- Format telephone numbers with dashes and use an x for extension:

Use	Do not use
519-452-4430 x4272	(519) 452-4430 or 519.452.4430

Percentages

Spell out per cent in text, rather than using the symbol (%). Use the symbol in tables and charts to save space.

Use	Do not use
Fanshawe has increased its overall enrolment by 8 per cent.	Fanshawe has increased its overall enrolment by 8%.

Please note: Due to space restrictions, exceptions can be made for marketing, advertising and social media materials.

Punctuation

This section highlights common misuses of punctuation and is not intended to be a comprehensive guide.

Ampersands

Ampersands should be avoided in formal communications about College units:

Use	Do not use
School of Language and Liberal Studies	School of Language & Liberal Studies

Please note: Due to space restrictions, exceptions can be made for marketing, advertising and social media materials.

Apostrophes

- Do not use an apostrophe to indicate a plural acronym or decade.

Use	Do not use
URLs, 1990s	URL's, 1990's

Colons

The colon normally introduces a list, formal quotation, summation, or idea that completes an introductory statement.

Use	Do not use
The Head Start program is beneficial to the College in several ways: it engages students earlier and reduces some service demands in September; program data indicates participants are retained at a higher rate than non-participants; and students and their parents had many positive comments about Fanshawe as a result of their visit to campus.	To complete your application: send the required documents by the end of the month.

Ellipses

- Use an ellipsis to indicate an omission from a sentence, a trailing off of thought, or that more information follows.
- Mark the ellipsis using three points with a space on either side of the ellipsis.
- The ellipsis should never replace periods, commas, colons or semicolons

Use	Do not use
"I'm not sure what to do ... " he said.	The College will reopen on Jan. 2, 2019 ... classes resume on Jan. 8, 2019.

Hyphens

Hyphens are used to combine words. Dashes are used in place of other punctuation to emphasize information in a sentence.

Hyphenate compound adjectives to avoid uncertainty.

Use	Do not use
first-year student, toll-free number, full-time work, six-week program.	first year student, toll free number, full time work, six week program.

Dashes

A dash is similar in appearance to a hyphen, but longer and used differently. The most common versions of the dash are the en dash (–) and the em dash (—).

To successfully create hyphens, em dashes and en dashes in Microsoft Word, please click on the following link: <http://www.computerhope.com/issues/ch001084.htm>

En Dashes

- An en dash is typically used to indicate a date, time, or number range.
- Use the en dash (–) to separate times in an invitation or announcement, but insert a space before and after the en dash.
- **Please note:** if you introduce a span or range with words such as from or between, do not use the en dash (e.g., Nelson Mandela was President of South Africa from 1994 to 1999.)

Use	Do not use
The Reputation and Brand Management office is open from 8:30 a.m. – 4:30 p.m., Monday to Friday.	The Reputation and Brand Management office is open from 8:30 a.m.- 4:30 p.m., Monday to Friday.

Em Dashes

- Use an em dash to show a sudden break in thought, to set off another statement, or to link clauses and replace a colon or semi-colon.
- Set off an em dash without a space before and after the dash.

Use	Do not use
Fanshawe is a place to engage and be hands-on with what you love—creating something, solving problems, helping others—and building a foundation for a lifetime of happiness and success.	Fanshawe is a place to engage and be hands-on with what you love — creating something, solving problems, helping others — and building a foundation for a lifetime of happiness and success.

Periods and commas

- Place periods and commas inside quotation marks, unless the quoted term is technical.
- One space after a period at the end of a sentence is usually sufficient in most uses.

Use	Do not use
“Fanshawe has seen an increase in the number of mature students and Weekend College offers another option for those who wish to develop additional skills,” said John Smith, dean of the Faculty of Technology.	“Fanshawe has seen an increase in the number of mature students and Weekend College offers another option for those who wish to develop additional skills”, said John Smith, dean of the Faculty of Technology.

Serial comma (also known as the Oxford comma)

- Canadian Press advocates omitting the serial comma unless doing so would be confusing.
- Since neither the usage nor omission of the serial comma is technically incorrect, choose one style to follow consistently and in a way that avoids ambiguity.

Use
Graduates from the Faculty of Health, Community Studies and Public Safety will work in hospitals, schools, child care centres, the justice system, emergency services and the community.

Quotation marks

- Place periods and commas inside the quotation marks if they are part of the quote (see example in periods and commas above).
- Use single quotation marks to place a quotation within a quotation.

Use	Do not use
“I heard her say, ‘I loved my student experience at Fanshawe College.’”	“I heard her say, “I loved my student experience at Fanshawe College.””

Spacing

- Leave one space, not two, after each sentence.

Use	Do not use
Fanshawe graduates get jobs. With current skills shortage in many areas, employers are turning to colleges like Fanshawe to train and re-train employees.	Fanshawe graduates get jobs. With current skills shortage in many areas, employers are turning to colleges like Fanshawe to train and re-train employees.

E.G. and I.E.

- A comma must follow e.g. and i.e.
- e.g. means "for example."
- i.e. stands for "that is," which is used in place of "in other words." It specifies or makes something more clear.

Use
Join one of Fanshawe's intramural teams (e.g., softball, basketball and volleyball).

Use
I like my business courses at Fanshawe (i.e., Global Market Strategy, Google Analytics, and New Media Marketing).

Titles

- Uppercase titles when they precede and form part of a personal name, even when the titles are set off from the name by commas. This applies to formal, professional and occupational titles. Avoid putting long titles before a name.

Use	Do not use
Fanshawe College Vice-President Joe Smith	Manager of Employment and Student Entrepreneurial Services Jane Smith

- Lowercase current titles when they follow a personal name, former titles and titles used descriptively.

Use	Do not use
Joe Smith, Fanshawe's vice-president of Student Services.	Joe Smith, Fanshawe's Vice-President of Student Services.

The

The word *the* is capitalized at the start of titles of books, magazines, movies, TV programs, songs, paintings and other compositions, as well as specialty TV channels when *the* is part of the name.

- The New Yorker
- The Sports Network
- The University of Western Ontario

For consistency, lowercase *the* in all other names: companies, associations, institutions, newspapers, documents, laws, awards, ships, trains, nicknames, rock groups and so on.

- the Royal Canadian Legion
- the JUNO Awards
- the Bay

Urls, web addresses, web-safe file names and email addresses

- Do not include "http://" or "https://" in web addresses unless required for the page to function.
- **Please note:** When linking to the Fanshawe website internally, the “www” must be included. The “www” is not required for external communications, marketing, advertising and social media materials.

Internal use	Do not use
www.fanshawec.ca	http://www.fanshawec.ca

External use	Do not use
fanshawec.ca	www.fanshawec.ca

- For web documents, use the full URL, or hyperlink an appropriate term so the user knows where the link is taking them. Do not use “click here.”

Use	Do not use
If you have questions about financial assistance, please visit Financial Aid .	If you have questions about financial assistance, please click here .

Web-safe file names

Web-safe filenames are filenames that will work reliably with all web servers, web browsers, and browser versions.

Important: when creating images or documents for the website, ***please use web-safe file names:***

- No spaces
- Lower-case characters
- No special characters except the underscore (_) and one dot before the file extension (.pdf or .doc)
- Examples: landscaping.pdf / aviation_technician.pdf / chef_training.doc

Vertical lists

- Short, simple lists are best written in sentence form, especially if the introduction and the items form a complete grammatical sentence. Other lists should be set vertically.
- A vertical list is best introduced by a complete grammatical sentence, followed by a colon.
- Consistency is essential. All items in a list should be constructed similarly (e.g., all noun forms or phrases).
- Do not capitalize items in a list unless they form proper sentences.

Use	Do not use
The symptoms of a heart attack include: <ul style="list-style-type: none">• dizziness• shortness of breath• confusion• chest pain	The symptoms of a heart attack include: <ul style="list-style-type: none">• dizziness.• shortness of breath.• confusion.• chest pain.

- In a bulleted vertical list that completes a sentence beginning in an introductory element and consisting of phrases or sentences with internal punctuation, semicolons may be used between the items, and a period should follow the final item.

Use	Do not use
<p>Fanshawe remains committed to meeting labour market needs by providing innovative academic programs, including:</p> <ul style="list-style-type: none"> • Launching seven new programs in the fall; • Offering “Weekend College,” a convenient alternative learning format for working adults; • Expanding university partnerships and transfer agreements for students to complete international degrees. 	<p>Fanshawe remains committed to meeting labour market needs by providing innovative academic programs, including:</p> <ul style="list-style-type: none"> • launching seven new programs in the fall • offering “Weekend College,” a convenient alternative learning format for working adults • expanding university partnerships and transfer agreements for students to complete international degrees

OTHER REFERENCE MATERIALS

Brand guidelines

- Usage guidelines and downloadable files can be found on our website at the following link: <http://www.fanshawec.ca/brandstory/>

Accessible documents guidelines

- Guidelines for making documents compliant with the new accessibility regulations: http://www.fanshawec.ca/helpfiles/pdf_tips.pdf

Graduation style guidelines

- Guidelines for referencing graduation terms: please contact the Office of the Registrar.

WORD LIST

The following word list is a handy reference for troublesome words. It follows the *Canadian Oxford Dictionary*.

a lot (not alot)
 all right (not alright)
 adviser, advisory
 affect (verb: to have an effect on; noun: an emotion or mood)
 anyway (not anyways)
 behaviour (not behavior)

centre, centred (but use Center when it is part of a proper name: e.g., Lincoln Center, New York)
cheque
colour
complement (something that completes something else; or, the full number needed to work an office, ship, etc.)
compliment (an expression of praise)
complimentary (free of charge, or expressing praise)
co-operative education, co-op
Counselling and Accessibility (two Is, not one, in counselling)
Donald J. Smith School of Building Technology (not School of Building Technology)
definitely (not definately)
effect (noun: the result of an action; verb: to bring about or accomplish)
email
enrol (not enroll), enrolled, enrolling, enrolment
favourite
half-mast (not half-staff)
health care or health-care (adjective)
home page
honour, honourable, but honorary
humour, but humorous
Internet
its (possessive)
it's (contraction of "it is") judgment
lay off (verb), layoff (noun)
liaison
millennium
online
peak (mountaintop or apex), peek (a quick or furtive look), pique (verb: to engage or arouse; noun: resentment or bad temper)
per cent (not percent), but percentage, percentile
post-secondary
resumé
The Fanshawe College of Applied Arts and Technology (not the Fanshawe College...)
vice-president
web page
web server
website

Appendix A: Named buildings and classrooms

Plaque Location	Proper Name
Within B	Lawrence Kinlin School of Business
B 1046	James A. Colvin Atrium
B 1058	The Atkinson Family Classroom for Infant and Toddler Teaching
C 1042	Hexagon Public Safety Lab
D 1048	The Jack Richardson Recording Studio
D 1060	Alumni Lecture Theatre
D 1070	Mackie Cryderman Fine Art Studio
D 2001	The Dr. Charles Drake Medical Imaging Laboratory
D2005	Clinical Learning and Simulation Lab
D 2012	McGeachy Maternal Newborn Teaching Lab
D 2029	Trudell Medial Marketing Ltd. Respiratory Therapy Lab
G Foyer	Telus Student Lounge School of Information Technology
H 1015	Siskind Gallery
H 2009	The Patrick Hodgson Family Foundation Integrated Land Planning Lab
J Building	Student Wellness Centre
J Gym 1 & 2	Glenn Johnston Athletics Centre
J 1004-2	Wawanesa Mutual Insurance Company Group Room
J 1034	Ernie Durocher Varsity Trainers' Room
J 2000-3	Auger Family Exercise Studios
J 2017	Thames EMS Lab Medical Emergency and Health-Related Fitness Assessment
L1003	London Life Media Circulation Centre
Library 1003-6	Lorraine Ivey Shuttleworth Seminar Room

L2003-7	F.K. Morrow Foundation Silent Study Room
L2005-5	Media Preview Room
L 3003-4	Auger Family Study Room
M 1003-14	The Water J. Blackburn Foundation Broadcast Seminar Room
M 2041-3	Barry P. Sarazin Radio Broadcasting Teaching Studio
M 3004	Janet E. Stewart Study Room
N Building	Spriet Family Greenhouse
Within T	Donald J. Smith School of Building Technology
T 1003	Scotiabank Lecture Theatre
T 1019	PCL Constructors Canada Inc. Construction Technology Classroom
T 1027	Copp's Buildall Construction Technology Classroom
Within Y	Norton Wolf School of Aviation Technology
Y 1023	Panterra Heli Support Classroom
Y 1026	Bill and Connie Graham Aviation Simulation Lab
Z 1007	3M Canada Boardroom
Z 1014-4	General Motors of Canada Training Room
Z 1041	John Deere Ltd. Agricultural Equipment Lab
Z1062	Princess Auto Foundation Student Computer Lab
Z1069	BASF Canada Automotive Coatings Lab
Z 1070	Corey Auto Wreckers Student Lounge
LDA 137 Street	Howard W. Rundle Building
LDA 108	Good Foundation Inc. Theatre
LDA 226	The Mitchell & Kathryn Baran Family Foundation Learning Commons
LDA 420	Lerners Laptop Classroom
LDA 508	Knowledge First Financial Program Hub
LDA 509	James and Beverly Thompson Community Board Room

LDA 516	Downtown London Research and Study Room
LDA 518	The Belbeck Family Research and Study Room
LDA 520	J.P. Bickell Foundation Research and Study Room
LDA 622	Theresa Vander Hoeven Costume Arts Centre
LDA M04	Larry and Janis Kinlin Learning Commons
LDB	The Devlin Family Amphitheatre
LDB202	CIBC Study Room
LDB Entire 3 rd Floor	Spriet Family Culinary Centre
LDB L33	Siskind Family Golf Simulation Room
LDB 4 th Floor Lounge	Jamie Gillies Social Lounge
LDB Mid-block Connection Floor	Mainstreet London
London Campus F Front Garden	Hull Family Garden
London Campus Garden Between G and L	Louise Weekes Garden
London Campus H Back Garden	Lynda R. Rundle Garden
Cuddy property Adelaide-Metcalfe Township	A.M. (Mac) Cuddy Gardens
A.M. (Mac) Cuddy Gardens	Louise Weekes Hosta Collection
St. Thomas/ Elgin Regional Campus 170	Dorothy Fay Palmer Renewable Energies Technology Lab
St. Thomas/ Elgin Regional Campus 179	John F. Palmer Welding Lab
Simcoe/ Norfolk Regional Campus A101	The Rotary Club of Simcoe Classroom
Simcoe/ Norfolk Regional Campus A107	Fanshawe Alumni Classroom
Simcoe/ Norfolk Regional Campus A112	Norfolk Community Foundation Computer Lab
Simcoe/ Norfolk Regional Campus B102	Farm Credit Canada Testing Centre

Simcoe/ Norfolk Regional Campus B106	John and Hazel Race Conference Room
Simcoe/ Norfolk Regional Campus B108	Ontario Power Generation Meeting Room
Simcoe/ Norfolk Regional Campus B110-C &B113	Student Lounge & Kitchen
Simcoe/ Norfolk Regional Campus C107	Welding Lab
Simcoe/ Norfolk Regional Campus C113	Roger Andrew Spriet Student Centre
Simcoe/ Norfolk Regional Campus A108	Staff Commons
Goderich Site 102	Goderich BIA Classroom
Goderich Site 108	Compass Minerals Conference Room

In addition to named College property, Fanshawe is pleased to acknowledge donor and community support through recognition signage across the campuses and sites.