1. PURPOSE
The purpose of this Standard is to manage the titles, addresses and location codes of College organizational units and College property, and to provide a method for College employees and others to determine and use correct titles both internally and externally.

2. DEFINITIONS

Campus: The main campus of the College within the City of London community where the College provides significant academic operations and service functions. Campus may also be used to refer to a smaller, branch campus that is physically detached from the Campus and situated in a different neighbourhood within the City, including a downtown campus.

Regional Campus: A smaller campus of the College that is physically detached from the Campus and that is situated in a different major regional community from the community of the Campus.

Centre: Normally refers either to:
  - A significant service function operating within an Organizational Unit, often taking the following form of title: “[service function] Centre”; or
  - A significant physical entity or location within a campus building, often taking the following form of title: the “Centre for/of [physical entity/location].

Site: Normally refers a location with a single, specific purpose, usually non-academic service operation, or a very specific, limited academic function. A site is usually affiliated with operations of the Campus or a Regional Campus.

Organizational unit: A Faculty, School, Department or program area of study or a subunit under the operational control of a College budget manager.

College property: The real property, either owned or leased, operated and occupied under the aegis of the College, including the lands, together with any green space, roadway, walkway or other developed space thereon, and the buildings, including any level, wing, room or other structure or facility therein.
3. GUIDELINES

The President establishes the titles of organizational units and College property. The President also approves naming included in any titles in recognition of donations to the College or other contributions, except that the Board of Governors approves naming in accordance with the requirements of Board Policy D-14: Naming Recognition.

Titles of organizational units and College property are established and centrally controlled under this Standard if the title is likely to:

- Appear or be referenced in formal College publications; or
- Generate significant internal or external inquiries.

Reputation and Brand Management provides advice in the determination of whether or not a title is established and controlled under this Standard.

The current titles of organizational units and College property established under this Standard are included in Schedule 1 and 2 of this Standard respectively. The College organization chart is maintained referencing organizational units, whether centrally controlled or not under this Standard, together with other internal functions and services (contract services included) that may also generate significant internal or external inquiries.

The Chief Infrastructure Officer (Facilities and IT Services), in consultation with the Executive Director, Advancement and Alumni and the Executive Director, Reputation and Brand Management, establishes processes and procedures necessary to administer and maintain current titles, including naming and addressing of College property contained in Schedule 1 and 2 of this Standard. Employees use these titles in College communications.

For consistency in identification and branding purposes, the following conventions apply for the first instance in using a title in any College communication:

- [College name], [major title of organizational unit or college property], [location];

Examples for Organizational Units:

- Fanshawe College, Faculty of Creative Industries, London Campus;
- Fanshawe College, Lawrence Kinlin School of Business, London Campus;
- Fanshawe College, Woodstock/Oxford Regional Campus, Woodstock;

Examples for College property:

- Fanshawe College, London Campus, London;
- Fanshawe College, Centre for Applied Transportation Technologies, London Campus;
- Fanshawe College, Centre for Digital and Performing Arts, Downtown London Campus;
- Fanshawe College, Woodstock/Oxford Regional Campus, Woodstock (Note that the Campus title is the same as the organizational unit title).

The addenda are updated as needed and posted without delay to the College Policy Manual. As an exception to normal practice, the addenda may be updated independent of the rest of this Standard, and such updates are not recorded in the Standard header.
4. REFERENCES
Board Policy D-14: Naming Recognition
College Policy C105: Gift Acceptance

5. ADDENDA
Guideline A: REVIEW PROCESS FOR TITLES OF COLLEGE PROPERTY
Schedule 1: TITLES OF ORGANIZATIONAL UNITS
Schedule 2: TITLES AND ADDRESSES OF COLLEGE PROPERTY
1. PURPOSE

The purpose of this document is to set out the process and procedure for administering and maintaining current titles, including naming and addressing of College property contained in Schedule 2. This procedure does not apply to naming recognition in the title of organizational units.

2. PROCEDURE

2.1. Principles for Naming Recognition

The following principles shall be considered in any request for naming recognition in the title of College property:

- The naming is in recognition of a donation(s); or
- The naming is in recognition of other contributions, including community interests, excellence in society or other considerations as appropriate.

2.1. Request for Naming Recognition within the title of College Property

A request for naming recognition within the title of College property is normally considered first by the Executive Director, Advancement and Alumni. To be considered, a request for naming recognition must appropriately demonstrate that the requested naming recognition sufficiently supports, by the College’s sole determination, the principles for naming recognition.

Where the Executive Director, Advancement and Alumni supports a request for naming recognition, the request, including the rationale and any proposed title(s) of College property recognizing the naming, is considered jointly by the Chief Infrastructure Officer and Executive Directors: Advancement and Alumni, and Reputation and Brand Management for support, and for recommendation for approval. Where a working group pertaining to external relations and campaign activities, or its successor, is functional, such review may be conducted through that working group.

Where the Chief Infrastructure Officer and Executive Directors (or working group) support a request for naming recognition, the request for naming recognition, including the rationale and proposed title of College property recognizing the naming, is presented for support, recommendation for approval and approval as follows:

- Fanshawe Senior Leadership Council for support and recommendation for approval;
- President for approval or recommendation for approval;
- Board of Governors for approval where Board Policy D-14: Naming Recognition applies.

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Academic Services

- Academic Quality and Strategic Integration
  - Academic Support and Scheduling
  - Centre for Academic Excellence
- Centre for Research
  - Centre for Applied Research and Innovation in Biotechnology
- Faculty of Business, Information Technology and Part-time Studies
  - Lawrence Kinlin School of Business
  - School of Information Technology
  - Part-time and Continuing Education
  - London South Campus
- Faculty of Creative Industries
  - CIXX-FM
  - School of Contemporary Media
  - School of Design
  - School of Digital and Performing Arts
  - School of Tourism, Hospitality and Culinary Arts
    - The Chef’s Table at Fanshawe College
- Faculty of Health, Community Studies and Public Safety
  - School of Community Studies
  - School of Health Sciences
    - Mend Massage Clinic
    - Oral Health Clinic
  - School of Nursing
  - School of Public Safety
- Faculty of Access, Language and Regional Campuses
  - Access Studies
    - Huron/Bruce Regional Sites
  - English Language Institute
o Simcoe/Norfolk Regional Campus
o St. Thomas/Elgin Regional Campus
o School of Language and Liberal Studies
o Woodstock/Oxford Regional Campus

• Faculty of Science, Trades and Technology
  o Donald J. Smith School of Building Technology
  o Norton Wolf School of Aviation and Aerospace Technology
  o School of Applied Science and Technology
  o School of Transportation Technology and Apprenticeship

**Corporate Strategy and Business Development**

• Advancement and Alumni
  o Advancement Services

• Business Development and Strategic Support
  o Government and Business Relations
  o Institutional Research
  o Strategic Enterprise Solutions
  o Strategic Initiatives and Business Development
    ▪ Office for Advanced Business and Industry Solutions
    ▪ Corporate Training Solutions
    ▪ Global Strategic Initiatives and Business Development

• Fanshawe International
  o Recruitment and Market Development

• Reputation and Brand Management
  o Corporate Communications
  o Marketing
  o Recruitment

**College Subsidiary Corporations**

• Fanshawe College Foundation
• Fanshawe Global Corporation
• Hot Zone Training Consultants Inc.
Finance and Administration

- Facilities Management and Community Safety
  - Campus Planning and Capital Development
    - Facilities Planning and Development
    - Project and Construction Management
  - Campus Security Services
  - Custodial, Grounds and Support Services
  - Environment, Health, Safety and Emergency Services
  - Facilities Information Systems
  - Facilities Operations and Sustainability
    - Maintenance Services and Utilities
    - Custodial, Grounds and Support Service

- Finance
  - Financial Services
  - Financial Planning and Analysis
  - Purchasing and Payment Services

- Information Technology Services
  - Academic Technical Support Services
  - Information Systems Services
  - Learning Systems Services
  - Network Services and Computer Operations
  - Technical Support Services
  - Information Security

- Business Compliance and Privacy Act

Office of the President

- Human Resources
  - Employee Relations
  - Employment Services
    - Benefits and Compensation
    - Client Services
    - Human Resources Administration
  - Labour Relations
Organizational Development and Learning

Innovation Village

Student Services

- Employment and Student Entrepreneurial Services
  - Career Services
  - Community Employment Services
  - Co-operative Education Services
  - Student Entrepreneurial Services
- Library Learning Commons
- Office of the Registrar
  - Admission Services – Domestic and International
  - Advising Centre
  - Fees, Financial Aid & Student Award Services
  - Information and Customer Services
  - Registration and Records
  - Student System and Project Management
- Retail, Residence and Conference Services
  - Residence and Conference Services
  - Retail Operations
  - One Card Office
- Student Success
  - Athletics
  - Counselling and Accessibility Services
  - Learning Centre
  - Student Academic Success Services
  - Student Code of Conduct
  - Student Health Services/Fowler-Kennedy Sport Medicine Clinic
  - Student Wellness Centre
  - Test Centre
- The Institute of Indigenous Learning
  - Indigenous Student Success
- Office of the Ombuds
1. CAMPUS TITLES, LOCATION CODES AND ADDRESSES

- London Campus (LC)
  - 1001 Fanshawe College Boulevard, London, ON
- London Downtown Campus (LD)
  - 137 Dundas Street, London, ON
- Simcoe/Norfolk Regional Campus (SC)
  - 634 Ireland Road, Simcoe, ON
- Woodstock/Oxford Regional Campus (WC)
  - 369 Finkle Street, Woodstock, ON
- St. Thomas/Elgin Regional Campus (ST)
  - 120 Bill Martyn Parkway, St. Thomas, ON

2. TITLES OF BUILDINGS, SITES, CENTRES AND ROOMS BY BUILDING

- **London Campus (LC)**
  - **A-Building**, 1560 London Lane PVT, London, ON (LCA)
    - mend Massage Clinic (A1001-8)
    - Oral Health Clinic (A1001-2)
    - Indigenous Learning Centre (A1046)
    - Student Homework Lab (A2020)
    - Carvery and Bakery (A1063)
  - **B-Building**, 1490 London Lane PVT, London, ON (LCB)
    - The Print Shop (B1002)
    - George Linsell Foster Laboratory (B1023)
    - James A. Colvin Atrium (B1046)
    - Student Homework Lab (B1049)
    - Atkinson Family Classroom (B1058)
    - B Cafeteria (B1081)
  - **C-Building**, 1514 Technology Drive PVT, London, ON (LCC)
    - Thames EMS Laboratory (C1030)
- **D-Building**, 1540 London Lane PVT, London, ON (LCD)
  - D Cafeteria (D1001)
  - Security Control Centre (D1027)
  - First Aid Room (D1028)
  - Clothing Store (D1042)
  - Convenience Store (D1043)
  - Courtyard Café (D1045)
  - The Junction featuring Tim Hortons (D1045)
  - Jack Richardson Recording Studio (D1048)
  - Alumni Lecture Theatre (D1060)
  - Dr. Charles Drake Laboratory (D2001)
  - Warkentin Nursing Laboratory (D2005)
  - McGeachy Teaching Laboratory (D2012)
  - Trudell Medical Laboratory (D2029)
- **E-Building**, 1546 Community Gate PVT, London, ON (LCE)
  - Welcome Zone (E1013)
  - IT Service Desk (E2030)
- **F-Building**, 1560 Community Gate PVT, London, ON (LCF)
  - Bookstore (F1019)
  - Library Learning Commons (F1066)
  - Indigenous Spirit Assembly (Kalihwiyo) (F1066-15)
  - Computer Store (F1010)
  - Learning Centre (F2001)
- **G-Building**, 940 Residence Circle PVT, London, ON (LCG)
  - Telus Student Lounge (G1010)
- **H-Building**, 1580 Campus Drive PVT, London, ON (LCH)
  - H-Cafeteria (H1013)
  - Live Chic (H1015)
  - Siskind Gallery (H1019)
  - Hodgson Foundation Laboratory (H2009)
  - Simpson Fence Classroom (H2014)
- **I-Booth**, 1609 Community Gate PVT, London, ON (LCI)
  - Campus Information (I1002)
- **J-Building**, 1600 Alumni Road PVT, London, ON (LCJ)
  - Student Wellness Centre
  - Fowler Kennedy Sports Medical Clinic (J1004)
- Fitness 101 (J1003)
- Glenn Johnston Athletics Centre (J1015)
- Pharmacy (J1000)
- **K-Building**, 1585 Campus Drive PVT, London, ON (LCK)
- **L-Building**, 1560 Community Gate PVT, London, ON (LCL)
- **M-Building**, 1590 Community Gate PVT, London, ON (LCM)
  - 106.9 The X Urban Radio Station (M1003-16)
  - CFRL Radio Station (M1003)
  - Blackburn Foundation Seminar Room (M1003-14)
  - Barry Sarazin Studio (M2041-3)
  - Stewart Study Room (M3004)
- **N-Spriet Family Greenhouse**, 960 Applied Arts Lane PVT, London, ON (LCN)
- **O1-Building**, 1550 Alumni Road PVT, London, ON (LCO1)
- **O2-Building**, 1514 Campus Drive PVT, London, ON (LCO2)
- **O3-Building**, 2 Cuddy Court, London, ON (LCO3)
- **R1-Falcon House residence**, 950 Residence Circle PVT, London, ON (LCR1)
- **R2-Peregrine House residence**, 945 Student Road PVT, London, ON (LCR2)
- **R3-Merlin House residence**, 990 Residence Circle PVT, London, ON (LCR3)
- **R4-Kestrel Court townhouse residences**, 900 Fanshawe College Boulevard, London, ON (LCR4)
- **Student Centre**, 955 Residence Circle PVT, London, ON (LCSC)
  - Interrobang Student Newspaper Office (SC1012)
  - Oasis Café (SC1015)
  - Alumni Lounge (SC2013)
- **Student Union Building**, 1606 Alumni Road PVT, London, ON (LCSUB)
  - Games Room (SUB1026)
  - Outback Shack Restaurant & Bar (SUB1027)
  - Biz Booth (SUB1026-3)
- **T-Building**, 1490 London Lane PVT, London, ON (LCT)
  - Centre for Construction Trades and Technology (CCTT)
  - Scotiabank Lecture Theatre (T1003)
  - PCL Classroom (T1019)
  - Copp's Buildall Classroom (T1027)
  - EllisDon Laboratory (T1028)
  - Centre for Sustainable Energy and Environments (T3010)
**COLLEGE STANDARDS**

- **Y-Building**, 1000 Air Ontario Drive PVT, London, ON (LCY)
  - Norton Wolf School of Aviation and Aerospace Technology
  - Fanshawe Aviation Centre
  - Graham Aviation Simulation Lab (Y2017)
- **Z-Building**, 1764 Oxford Street East, London, ON (LCZ)
  - Centre for Applied Transportation Technologies (CATT)
  - 3M Canada Board Room (Z1007)
  - Brake Time Café (Z1012)
  - General Motors Training Room (Z1014)
  - General Motors Training Room (Z1014-4)
  - Ferguson/Voyageur Transportation Classroom (Z1024)
  - John Deere Classroom (Z1038)
  - John Deere Laboratory (Z1041)
  - Princess Auto Foundation Laboratory (Z1062)
  - BASF Canada Body Shop (Z1069)
  - Corey Auto Wreckers Student Lounge (Z1070)
- **Cuddy Court Warehouse**, 2 Cuddy Court, London, ON (CUDCRT)
- **Office for Advanced Business and Industry Solutions**, 2555 Bonder Road, London, ON
- **Oxbury Centre**, 1299 Oxford Street East, London, ON (LCXN)
- **Strathroy Site**, 28443 Centre Road, Strathroy, ON N7G 3H6 (LC001)
- **Community Employment Services Site**, Nelson Plaza, 155 Clarke Road, London, ON (LCXB)
- **Community Employment Services Site**, REACHcentre, 169 Beech Street, Clinton, ON (LCXC)
- **DSW Site, Sunbeam Residential Development Centre**, 2749 Kingsway Drive, Kitchener, ON (LCXD)

- **London Downtown Campus (LD)**
  - **Howard W. Rundle Building**, 137 Dundas Street, London, ON (LDA)
    - Centre for Digital & Performing Arts (CDPA)
    - Good Foundation Theatre (LDA108)
    - Alumni Commons (LDA126)
    - Lawrence & Janis Kinlin Learning Commons (LDAM04)
    - Baran Foundation Learning Commons (LDA226)
    - Lerners Laptop Computer Laboratory (LDA420)
    - Knowledge First Financial Program Hub (LDA508)
    - Thompson Community Boardroom (LDA504)
Downtown London Research Study (LDA516)
Belbeck Family Research Study (LDA518)
Bickell Foundation Research Study (LDA520)
Theresa Vander Hoeven Costume Arts Centre (LDA622)

B-Building, 130 Dundas Street, London, ON (LDB)
- School of Information Technology
- School of Tourism, Hospitality and Culinary Arts
- The Chef’s Table Restaurant (LDB105)

431 Richmond Street, London, ON (LDXB)
- Access Studies and Community Employment Services

London South Campus (LS)
- A-Building, 1060 Wellington Road, London, ON (LSXA)

Simcoe/Norfolk Regional Campus (SC)
- James N. Allan Building, 634 Ireland Road, Simcoe, ON (SCA)
  - The Rotary Club of Simcoe Classroom (A101)
  - Fanshawe Alumni Classroom (A107)
  - Norfolk Community Foundation Computer Lab (A112)
  - Farm Credit Canada Testing Centre (B102)
  - John and Hazel Race Conference Room (B106)
  - Ontario Power Generation Meeting Room (B108)
  - Roger Andrew Spriet Student Centre (C113)
- Job Connect Centre, Norfolk Association for Community Living, 5 Queensway Drive East, Simcoe, ON (SC001)

Woodstock/Oxford Regional Campus (WC)
  - A-Building, 369 Finkle Street, Woodstock, ON (WCA)
  - 45 Metcalf Street, Woodstock, ON (WCXJ)

St. Thomas/Elgin Regional Campus (ST)
  - A-Building, 120 Bill Martyn Parkway, St. Thomas, ON (STCA)
    - John W.F. Palmer Welding Laboratory (179)
    - Dorothy Fay Palmer Renewable Energies Laboratory (170)
3. ROADS, FIELDS, GARDENS AND GROUNDS NEAR A BUILDING OR SITE

- **London Campus (LC)**
  - Alumni Road PVT
  - Applied Arts Lane PVT
  - Apprenticeship Drive PVT
  - Campus Drive PVT
  - Colvin Court PVT
  - Community Gate PVT
  - London Lane PVT
  - Residence Circle PVT
  - Student Road PVT
  - Technology Drive PVT
    - near F-Building, 1560 Community Gate PVT, London, ON (LCF)
      - Hull Family Garden (near F1002-C)
    - near G-Building, 940 Residence Circle PVT, London, ON (LCG)
      - Louise Weekes Garden (near G1010)
    - near K-Building, 1585 Campus Drive PVT, London, ON (LCK)
      - Gardens of Fanshawe College (near K1002-C)
    - near Strathroy Site, 28443 Centre Road, Strathroy, ON N7G 3H6 (LC001)
      - A.M. (Mac) Cuddy Gardens
      - Louise Weekes Hosta Collection

4. PARKING NEAR A BUILDING OR SITE

- **London Campus (LC)**
  - near A-Building, 1560 London Lane PVT, London, ON (LCA)
    - Visitor Parking, 1537 London Lane PVT, London, ON (P11)
    - Visitor Parking, 1734 London Lane PVT, London, ON (P12)
    - Reserved Parking, 1728 Campus Drive PVT, London, ON (Lot10)
    - Assigned Parking, 1693 Campus Drive PVT, London, ON (Lot11)
  - near C-Building, 1514 Technology Drive PVT, London, ON (LCC)
    - Assigned Parking, 1492 London Lane PVT, London, ON (Lot1)
    - Assigned Parking, 1480 Technology Drive PVT, London, ON (Lot2)
- Assigned Parking, 1560 Alumni Road PVT, London, ON (Lot3)
- Assigned Parking, 931 Student Road PVT, London, ON (Lot4)
- General Parking, Gate 1, 1435 Campus Drive PVT, London, ON (Lot5)
- General Parking, Gate 2, 1453 Campus Drive PVT, London, ON (Lot5)
- General Parking, Gate 3, 1373 London Lane PVT, London, ON (Lot5)
- Reserved Parking, Gate 1, 1469 Campus Drive PVT, London, ON (Lot6)
- Reserved Parking, Gate 2, 931 Student Road PVT, London, ON (Lot6)
  - near E-Building, 1546 Community Gate PVT, London, ON (LCE)
    - Visitor Parking, 1535 Community Gate PVT, London, ON (P1)
    - Visitor Parking, 1681 Campus Drive PVT, London, ON (P2)
  - near J-Building, 1600 Alumni Road PVT, London, ON (LCJ)
    - Visitor Parking, 1582 Alumni Road PVT, London, ON (P9)
  - near K-Building, 1585 Campus Drive PVT, London, ON (LCK)
    - Visitor Parking, 1579 Campus Drive PVT, London, ON (P5)
  - near M-Building, 1590 Community Gate PVT, London, ON (LCM)
    - Assigned Parking, 1638 Campus Drive PVT, London, ON (Lot9)
    - Visitor Parking, 1656 Campus Drive PVT, London, ON (P3)
  - near Spriet Family Greenhouse, 960 Applied Arts Lane PVT, London, ON (LCN)
    - Visitor Parking, 962 Applied Arts Lane PVT, London, ON (P4)
  - near Falcon House residence, 950 Residence Circle PVT, London, ON (LCR1)
    - Visitor Parking, 954 Residence Circle PVT, London, ON (P6)
  - near Peregrine House residence, 945 Student Road PVT, London, ON (LCR2)
    - Residence Reserved Parking, 1504 Campus Drive PVT, London, ON (Lot7)
    - Visitor Parking, 1504 Campus Drive PVT, London, ON (P7)
    - Visitor Parking, 954 Student Road PVT, London, ON (P8)
  - near Merlin House residence, 990 Residence Circle PVT, London, ON (LCR3)
    - Visitor Parking, 979 Residence Circle PVT, London, ON (P13)
    - General Parking, 1570 Campus Drive PVT, London, ON (Lot8)
  - near Kestrel Court townhouse residences, 900 Fanshawe College Boulevard, London, ON (LCR4)
    - Lot 15 Residence Reserved Parking, 900 Fanshawe College Boulevard, London, ON
  - near T-Building, 1490 London Lane PVT, London, ON (LCT)
    - Visitor Parking, 1460 Apprenticeship Drive PVT, London, ON (P10)
o **near Y-Building**, 1000 Air Ontario Drive PVT, London, ON (LCY)
  - *Reserved Parking (Lot30)*
  - *Assigned Parking (Lot31)*
  - *General Parking (Lot32)*

o **near Z-Building**, 1764 Oxford Street E, London, ON (LCZ)
  - *Reserved Parking (Lot20)*
  - *Assigned Parking (Lot21)*
  - *General Parking (Lot22)*
  - *Visitor Parking (P23)*