

ACADEMIC SUPPORT PROGRAM AND STUDENT SUCCESS PROGRAM

Web: <http://admin.acadiau.ca/counsel/ASP/index.html>

The Academic Support Program enables students on probation to return to Acadia and become successful. They enrol in a study skills class and work closely with the program coordinator and their professors in order to stay on top of their studies. The Student Success Program is offered to first year students who have had difficulty making the transition to university receiving low grades at the end of their first term. They receive letters from the coordinator inviting them to come for academic advising and offering them several success seminars.

ACADIA CENTRE FOR SMALL BUSINESS AND ENTREPRENEURSHIP

Willett House

Phone: (902) 585-1180

Web: www.acsbe.com

Acadia University has a unique entrepreneurial skills development program that defines entrepreneurship in a manner that ensures applicability with the environment of a Liberal Arts university. This holistic approach recognizes that the development and application of entrepreneurial skills, attitude and aptitude go beyond the traditional narrow connotation and is manifested in all areas of education, community, and society.

The mandate of the Acadia Centre for Small Business and Entrepreneurship (ACSBE) is to support and develop entrepreneurship in Nova Scotia by linking the students, faculty, and other resources of Acadia University to the community. Through this partnership approach, the centre provides Acadia students with entrepreneurial training, opportunities for innovation and exposure to small business, while providing counselling and advisory services to the small business community. Acadia students become involved in several ways:

- through using the centre's resources in preparation of reports or assignments;
- through the entrepreneurial options program which provides opportunities for students to apply their knowledge and expertise in the community and in entrepreneurship-related business problems or opportunities;
- through Enterprise Acadia, a resource facility for small business development and counselling for small business start-up;
- through an annual research competition that results in thousands of dollars in prizes for Acadia students each year; and
- through a dynamic entrepreneurial skills development program aiming to integrate entrepreneurship throughout the Acadia campus.

Our programs are constantly changing to keep up with the demands from both the community and the Acadia student. Our vision is that, upon graduation, Acadia students will be educated, self-confident, innovative people with a positive attitude toward future opportunities and their own abilities to meet and exceed the challenges they will face. The Centre is a not-for-profit society with a board of directors composed of both university and community.

ALUMNI AFFAIRS

Phone: (902) 585-1440

Web: <http://www.acadiau.ca/externalaffairs/alumni/>

Alumni Hall

Email: alumni.office@acadiau.ca

It is the University's objective that graduates of Acadia will continue to possess the same sense of commitment to the University and each other that they experienced when members of the student body.

Alumni Affairs assists our graduates with keeping in touch by coordinating the organization of class reunions and branch activities. The University is proud of its branch program which extends throughout Canada, the United States and the world. Further, through publications and electronic communication, alumni affairs strives to keep alumni informed about life on the campus and the lives of their classmates.

The office also organizes special events during the year such as Homecoming and the Annual Alumni Golf Tournament. Our alumni provide valuable support in the areas of student recruitment and fundraising.

THE CAMPUS STORE

Phone: (902) 585-1201

McConnell Hall location

Email: CampusStore@acadiau.ca

Fax: (902) 585-1064 Web: <http://www.go.acadiau.ca/index.jsp>
Hours: Monday, Tuesday, Friday 9:00 a.m. to 5:00 p.m.; Wednesday, Thursday 9:00 a.m. to 8:00 p.m.; Saturday 12 noon to 5:00 p.m.

Acadia Athletics Complex location

Phone: (902) 585-1903 Email: CampusStore@acadiau.ca
Fax: (902) 585-1064 Web: <http://www.go.acadiau.ca/index.jsp>
Hours: Monday to Friday 10:00 a.m. to 6:00 p.m.; Saturday 10:00 a.m. to 5:00 p.m.
Open during all Varsity games

The goal of the Campus Store is to provide essential books and supplies at the lowest possible prices. An on-line book order service is available. A full special book order service is provided along with an extensive stock of gifts, clothing, souvenirs and computer software. Text buybacks are held in September, December and April and over both spring and summer sessions.

Students dropping courses will be permitted to return texts for refund or exchanges for a period not exceeding 15 days from the opening of each semester. In order to obtain full refund, books must be in perfect, unmarked condition. The student must provide proof of the course and cash register receipt.

CAMPUS RECREATION PROGRAMS

Phone: (902) 585-1308

The combined efforts of the Campus Programs Department and the Department of Varsity Athletics ensure a year round continuum of programs. Student growth occurs through participation in programming which ranges from self-directed recreational activities to high performance fitness, competitive and leadership opportunities.

Students enjoy a variety of options for self-directed fitness and recreation opportunities. The campus provides open space that can be used for free-time activities, such as catch, touch football, and Frisbee. The campus has ready access to outdoor walking, jogging, and hiking trails for personal physical activity. Indoor activities include ice activities such as figure-skating, shinny, and broomball; court sports include basketball, volleyball, Frisbee and indoor soccer. Students also use the strength weight room, cardio centre, courts and pool. All of these activities can be done individually or as a group, but without formal structure and scheduling.

CO-OPERATIVE EDUCATION AND CAREER SERVICES (CECS)

Students' Union Building, Room 627 (Old SUB)

Phone: (902) 585-1232 Email: co-op@acadiau.ca
Fax: (902) 585-1065 Web: www.acadiau.ca/employment
Hours: 9:00 A.M. to 4:30 P.M. Monday to Friday

CECS operates a full service career services centre. Students are encouraged to drop by and view the job board and browse the career resource library. Postings include opportunities for permanent, summer, part-time and casual employment in Canada and abroad. The centre is the sole referral source of students for all part-time and casual employment on campus with Acadia University and the Acadia Students' Union. Students can access current job posting on the CECS website.

The career resource library features company brochures, job search publications, professional association pamphlets, information packages on graduate testing, and other resource material. Students can arrange to meet with a co-ordinator for assistance with job search skills such as resume and cover letter writing, interview preparation, and career planning.

Acadia University's Co-operative Education Program is an academic program that integrates study with paid, discipline-related work experience. Co-operative education programs for all disciplines of study are coordinated centrally by CECS. For further information on co-operative education, see the programs of study section of the Acadia undergraduate calendar.

CANADIAN IMMIGRATION REGULATIONS

When you have received your official letter of acceptance to Acadia University, you should immediately begin procedures to obtain your Student Authorization. A Visitor Visa may also be required. These documents are available from the nearest Canadian Embassy, High Commission

or Consulate. The process of obtaining your required immigration documents will differ between visa offices abroad and, in some cases, can take up to six months to complete. All students must provide an official letter of acceptance and proof of sufficient funds to study in Canada. In some cases, a medical exam will be required. Depending on the visa office, you will receive your Student Authorization before departing for Canada or you will receive a "Letter of Introduction" to present to a Canadian immigration officer at the place where you first enter Canada (port of entry). If you have been issued a "Letter of Introduction", the immigration officer at the port of entry will issue your Student Authorization.

Under no circumstances should you leave for Canada until you have obtained either your Student Authorization or your Letter of Introduction from a Canadian visa office abroad.

If you also require a Visitor Visa, be sure it is in your possession before departing for Canada. It is not possible to change from "visitor status" to "student status" once you have entered Canada.

You should attempt to have your initial authorization issued for the full term of your studies in Canada. It is important to remember the expiry date of your Student Authorization. If your course of study requires you to remain in Canada past the expiry date, you must obtain an extension of your Authorization before that date.

If you have been studying in Canada on a Student Authorization, be sure to change the terms and conditions before coming to attend Acadia.

Only US citizens may apply for a student authorization at the border when they enter Canada.

For more information about Canadian Immigration you can visit www.cic.gc.ca

CHAPLAINCY

Phone: (902) 585-1203

Web:admin.acadiau.ca/chaplain/chapel.htm

Manning Memorial Chapel and Students' Union Building

Email: roger.prentice@acadiau.ca

The Chaplaincy is provided by the university to enable the academic community to address the spiritual questions and needs which arise. There is a full-time university chaplain with offices on campus in the Manning Memorial Chapel and the Students' Union Building and who is always available for consultation. Worship services are held daily in the chapel. These are Christian and ecumenical in orientation, while arrangements are made for other major faith traditions to be celebrated on a regular basis. Regular student groups and Bible study are conducted within the chaplaincy program.

Student chapel assistants are employed to assist in this program and to offer a peer counselling service under the direction of the university chaplain. Several local clergy help by conducting a number of special worship services.

The chaplaincy attempts to be sensitive to the broadest spiritual expression of the people in its community and is open to the questions of any who wish them addressed.

COMPUTING SERVICES

Hours: 8:30 a.m. to 12 noon; 1:00 to 4:30 p.m.

University Hall, Ground Floor

Computing Services provides a full range of computing facilities and services for the entire campus.

Members of the campus community have access to electronic mail, Internet services, and other services through their own personal computer accounts. Wireless hot spots are located in several areas on campus (Library, ASU, KC Irving Centre) and there are plans to expand coverage as required.

The campus computer network supports over 8000 nodes with access to multiple Unix, Novell and NT servers. All residence rooms are connected to Acadia's network, and there are many public network access areas around campus to accommodate notebook computers. Over 50 classrooms have been provided with power and network connections so that notebook computers can be used at each seat.

Acadia's Unix computing environment is based on the Sun Solaris operating system and FreeBSD. A FreeBSD system, jointly owned by the School of Computer Science and Computing Services, offers Unix teaching and research services. Several Sun servers support the university administrative applications, including the EDEN/OA Student Record System and Alumni/Development, Datatel's Financial and Human Resources modules, and the library catalogue. Oracle relational databases store our student records information. Other Sparc and Intel-based Unix servers provide academic applications, electronic mail, Usenet news and World Wide Web services, as well as a variety of general networking and security facilities. Several Novell Netware and Microsoft Windows servers provide general computing services, such as Microsoft Exchange, to the campus community.

The Information Resources Advisory Committee (IRAC) advises the President on the policies that govern access to and use of computing facilities at Acadia University.

STUDENT RESOURCE CENTRE

Godfrey House

Phone: (902) 585-1246

Email: Counselling@acadiau.ca

Web: <http://admin.acadiau.ca/counsel>

Hours: 8:30 a.m. to 12 noon; 1:15 to 4:30 p.m.

The Student Resource Centre provides a wide range of services to enhance the quality of life of all members of the Acadia community. The staff includes professionally trained counsellors whose experience and interest are appropriate to a university setting.

Those who use the service have the opportunity to discuss and receive help with concerns of a personal, vocational, or academic nature. Resources include educational directories, university calendars, registration information packages for professional school admission tests (LSAT, MCAT, GRE, GMAT, etc.) and work/study/travel abroad material. Further resources are online at the Student Resource Centre website.

Clientele are able to clarify their career goals through an interest/skills inventory that is interpreted by a member of staff. Assistance to improve skills and develop efficient study habits is provided by an academic tutor, with online help at the Study Skills link on the Student Resource Centre website. Students with special needs requiring support can contact jill.davies@acadiau.ca for help with assistive technology, academic advising, interventions with faculty/staff and alternative exams. They are required to provide the Student Resource Centre with recent documentation of their special need.

The principle of confidentiality is strictly observed at the centre.

EQUITY OFFICE

Bancroft House, lower level

Phone: (902) 585-1298

Email: equity@acadiau.ca

All members of Acadia University including faculty, staff and students have the right to learn, work, live and play in an environment free from discrimination, sexual harassment, and personal harassment. The Equity Office makes sure that your time here at Acadia happens in a respectful environment. If you need to talk to someone about an uncomfortable or even scary situation, the Equity Office is a service available to you.

Members of Acadia's community who have concerns have access to the Equity Office to pursue an informal, mediated or formal complaint process. If you are unsure of whether or not you have a legitimate complaint, there is only one way to find out – ASK!

FINANCIAL ASSISTANCE

University Hall, Room 315

Phone: (902) 585-1574

Phone: (902) 585-1543

Fax: (902) 585-1092

Email: financial.aid@acadiau.ca

Web: www.acadiau.ca/prospective/finance/financial.html

Hours: 8:30 a.m. to 4:30 p.m. Monday to Friday

The Financial Aid Office administers the university undergraduate financial assistance programs which include scholarships, prizes, awards, and alumni awards, and the university bursary and

loan program. It acts as liaison between students and the various provincial student assistance offices and maintains a supply of provincial loan information. The office also administers several external scholarships and refers students to various external scholarship, bursary and award opportunities. If you have student loan difficulties and/or questions, please contact the office.

LEARNING DISABILITIES

Phone: (902) 585-1127

Student Resource Centre, Godfrey House

Email: jill.davies@acadiau.ca

Students with special needs will find support on campus focused in the Student Resource Centre. There they will find both staff and assistive technology to help them achieve success in their course work. Staff is available to provide confidential academic counselling as well as to help arrange tutors, scribes and alternative exams. Students with special needs are expected to provide current documentation of their disabilities to be kept on file in the Student Resource Centre.

STUDENT HEALTH SERVICES

Phone: (902) 585-1238

Dennis House, West Door

The health team is available to all Acadia University students on a walk-in and appointment basis to provide health education and medical care. Physicians are available to facilitate referrals to specialists. The health centre staff offers a variety of health resources and will facilitate lectures, workshops and special health requests during the academic year.

Please provide your valid provincial health card if you are a Canadian resident or the Acadia Health Insurance (ASU health insurance) if you are an international student. If you cannot provide either, payment of \$25 will be collected for each physician's visit. No other insurances will be accepted.

INTERNATIONAL STUDENT ADVISOR

Phone: (902) 585-1690 or 585-1865

Fax: (902) 585-1038

Wong International Centre

Email: international@acadiau.ca

The international student advisor provides an orientation to assist new international students on their arrival. The advisor is responsible for providing information and advice to the international students to help them adjust to life in Canada. The advisor acts as an advocate on their behalf and a liaison between them and other students, faculty, staff, immigration and the wider community.

LIBRARY SERVICES

Web: <http://library.acadiau.ca/>

Vaughan Memorial Library

The University's library collections are housed in the Vaughan Memorial Library which provides a central focus for research and study services on campus. The Library contains over 800,000 volumes, 2000 paper journals, government documents, microforms, videos, DVDs, audio tapes and over 3000 e-journals and e-books. Students can access the collections and services through their laptop computers from anywhere on campus, any time of day. The Library has networked study carrels and group study rooms and is open seven days a week during the academic year. The library offers extensive training in research skills for all types of print and electronic information. The library staff offers one-on-one research services, in-class instruction, and research interviews by appointment.

Special Collections and the University Archives are housed in the Vaughan Memorial Library and they are an integral part of the university's resources. They are open to students and faculty. Numerous academic publications have resulted from research done by students and scholars using these collections.

RESIDENCE LIFE

Phone: (902) 585-1308

Students' Union Building, Ground Floor Old SUB

Web:<http://admin.acadiau.ca/affairs/a.htm>

The Campus Programs Department is responsible to ensure the residence system supports the academic objectives of Acadia University, and that the residence staff assist the personal development of students living in residence. There are twelve residences offering students the choice of single gender or co-educational arrangements. Campus Programs staff, including a team of student staff, supervise the residences. Together these staff members provide an

environment suitable for study as well as a home away from home. Social, educational, cultural, and recreational opportunities are organized in co-operation with other campus departments and student organizations.

The Campus Programs Department works cooperatively with Accommodations and Meal Plan Services to respond to student concerns.

DEPARTMENT OF SAFETY AND SECURITY

Phones: (902) 542-7711 (902) 585-1103

Email: security@acadiau.ca

Students' Union Building, Room 519

Web: <http://admin.acadiau.ca/security/>

The campus is patrolled twenty-four hours a day both on foot and in radio-equipped cars, with the intention of helping to create a safe and secure environment in which both students and staff may live, work, and relax. In addition to normal security responsibilities for buildings and property, service includes the campus police, parking control, lost and found, issue and control of student identification cards, a nightly bus shuttle service, locksmith/access control.

STUDENTS WITH SPECIAL NEEDS

Phone: (902) 585-1252

Acadia University welcomes students with special needs and will identify the extent of support services available to accommodate individual requests.

It is crucial that students inform Acadia University of any special needs well in advance of their first registration. Prospective students are strongly urged to visit the campus to assess the physical facilities and support services available and meet with the staff from the Campus Programs Department to discuss special requests.

Students who require specific individual accommodation to successfully complete their academic work (i.e. expended periods of examinations) will be required to provide recent documentation of accommodations after admission has been confirmed. This information will be forwarded to the Student Resource Centre. The Student Resource Centre will then be able to confirm these requirements at the request of faculty and assist with alternative examination accommodations at the request of the student.

To ensure inclusion of students with special needs into residence life, Acadia residences are accessible. Residence applications should be accompanied by a letter outlining specific accommodation requirements based on a special need.

Students with special needs who need help to complete all or part of the registration process should contact the Registrar's Office.

USER SUPPORT CENTRE

Phone: ext. 4357 (campus)
(902) 542-4357 (off-campus)
(888) 609-3330(long distance)

Fax: (902)-585-1764

Beveridge Arts Centre, Ground Floor

E-mail: helpdesk@acadiau.ca

Web: www.acadiau.ca/helpdesk/

The User Support Centre (USC) provides consulting and support to the campus community in the use of technology. The USC provides frontline support for Computing Services: print quota increases, disk quota increases, general account maintenance and general network infrastructure.

Specialized equipment is available for student use within the USC: scanners, colour printer, public laser printer, digital video cameras, digital still cameras and an IMac video editing facility.

The USC is a Dell Authorized Service Centre with A+ certified technicians.

The USC issues laptop computers to Acadia Advantage students and provides them with a brief training session at the time of pick up. More extensive workshops are available free of charge throughout the year for students who wish to have more advanced training. USC currently offers the Microsoft Office Specialist (MOS) program on campus to students, staff and faculty. The workshops are free but there is a charge for the optional certification tests. For more information on the training offered please check out the website <http://training.acadiau.ca>

VARSITY ATHLETICS

Acadia University is a member of the Canadian Interuniversity Sport (CIS) and Atlantic University Sport (AUS).

Acadia's varsity teams compete annually for regional and national championships in women's and men's basketball, men's football, men's hockey, women's soccer, women's volleyball, women's cross-country and women's rugby. The University is proud of its strong athletic tradition, with a number of conference and national championships to its credit.

Varsity and club sports are conducted in university facilities which include: two gymnasias, a stadium for soccer, football and rugby competitions, an arena with an Olympic-sized ice surface, a quarter-mile track, a swimming pool and several practice fields for football, soccer and rugby. Acadia's athletic program dates back to 1875 and has gained nationwide and international recognition as a competitive and successful athletic program.

Website: www.acadiau.ca/sports