

ACADEMIC SUPPORT PROGRAM AND SUCCESS SEMINARS

<http://www.acadiau.ca/counsel/ASP/Index.html>

The Academic Support Program enables students on probation to return to Acadia and become successful. They enroll in a study skills class and work closely with the program coordinator and their professors in order to stay on top of their studies. In September, Success Seminars are offered in the evening to aid students in adjusting to the demands of university life.

ACADIA CENTRE FOR SOCIAL AND BUSINESS ENTREPRENEURSHIP

Willett House Phone: (902) 585-1180 Email: entrepreneurship@acadiau.ca
Web: www.acsbe.com

Every Acadia student has the potential to be entrepreneurial. Entrepreneurship can be discovered in any facet of life on or off campus – academics, sports, music, clubs, and employment to name a few. Acadia's definition of entrepreneurship is *the pursuit of success - personally, intellectually, socially, and in business*. At the Acadia Centre for Social and Business Entrepreneurship we provide the resources to help members of the Acadia community figure out who they are and where they want to go. If they already know their plans we help them develop their ideas – whether it's a social cause for community betterment, a new innovative concept/invention, or a business idea.

Our vision is that, upon graduation, Acadia students will be educated, self-confident, innovative people with a positive attitude towards future opportunities and their own abilities to meet and exceed the challenges they will face. Visit our website for more information on credit and extra-curricular entrepreneurial opportunities available at Acadia. ACSBE helps students make an impact as an entrepreneur, now and in the future.

ALUMNI AFFAIRS

Phone: (902) 585-1459 Email: alumni.office@acadiau.ca
Web: <http://www.acadiau.ca/advancement/alumni/>

Alumni Hall

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.

The Alumni Affairs Office, part of Acadia's Office of Advancement, engages our graduates in the life of the university by coordinating annual class reunions, supporting regional branch activities and communicating about life on campus and the lives of alumni via electronic communication, mailings and the alumni magazine, the "Bulletin".

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

Alumni Affairs works closely with the Board of Directors of the Associated Alumni of Acadia University.

ACADIA UNIVERSITY BOOKSTORE

Phone: (902) 585-1201 Email: 0921mgr@fhcg.follett.com
Fax: (902) 585-1064 Web: www.acadia.bkstr.com
Hours: Monday – Friday 9:00 a.m. – 5:00 p.m.; Saturday 11:00 a.m. – 3:00 p.m.

Wheelock

THE CAMPUS STORE

Phone: (902) 585-1903 Fax: (902) 585-1064
Hours: Monday – Friday 10:30 a.m. – 5:00 p.m.; Saturday 11:00 a.m. – 4:00 p.m. Open during most Varsity games.

Athletics Complex

The goal of the Bookstore and Campus Store is to provide essential books and supplies at the lowest possible prices. An on-line book order service is available as well as books on beds delivery to residential students. A full special book order service is provided along with an extensive stock

of Acadia branded merchandise, souvenirs and computer software. Text buybacks are held every day during normal business hours.

Students dropping courses will be permitted to return texts for refund or exchanges for a period not exceeding 7 days from the opening of each semester or 2 days from the date of purchase. In order to obtain full refund, books must be in perfect, unmarked condition. The student must provide proof of the course drop and cash register receipt.

CAMPUS RECREATION PROGRAMS

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 and Intramurals 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 Ultimate. 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.

CAREER SERVICES

Old SUB, Room 627

Phone: (902) 585-1233

Email: career.services@acadiu.ca

Web: www.acadiu.ca/employment/careerservices

Hours: 9:00 a.m. to 4:00 p.m. Monday to Friday

Career Services is open to all students in all disciplines. Employers post positions with the centre for permanent, part time, summer, and casual opportunities on and off campus, in Canada.

Full time staff is on hand to assist with resume and cover letter preparation, interview skill building, job search. We also provide networking sessions and career fairs with all manner of organizations, both large and small; to ensure that you, the students, can fully prepare yourselves for the career you want.

The Co-Curricular Transcript Program:

The Co-Curricular Transcript is an official record of verified activities issued by Acadia University that complements, but are not a credited part of, your academic program or coursework. It is a unique and professional means for you to document and highlight extracurricular accomplishments, involvement in extracurricular activities, and additional learning developed outside of the classroom throughout your time at Acadia University. You will use this transcript to complement your academic transcript and resume when applying to employers, grad schools, coop placements, and scholarship programs.

CANADIAN IMMIGRATION REGULATIONS

When you have received your official letter of acceptance to Acadia University, you should immediately begin procedures to obtain your Study Permit. 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 Study Permit 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 Study Permit.

Under no circumstances should you leave for Canada until you have obtained either your Study Permit 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 Study Permit. If your course of study requires you to remain in Canada past the expiry date, you must obtain an extension of your Permit before that date.

If you have been studying at a High School in Canada on a study permit, be sure to change the terms and conditions of your permit before coming to attend Acadia.

If you are studying at another college or university in Canada, you do not need to change the conditions or term of your current study permit, unless your permit is due to expire before coming to Acadia.

Only US citizens may apply for a student authorization at the border when they enter Canada. You should check with your Canadian Consulate and the Immigration website to make sure these regulations are current and applicable.

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

CHAPLAINCY *Manning Memorial Chapel and Students' Union Building*
Phone: (902) 585-1203 or (902) 585-1752
Email: timothy.mcfarland@acadiau.ca or virginia.cookman@acadiau.ca
Web: admin.acadiau.ca/chaplain/chapel.htm

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

Five student chapel assistants are employed to assist in this program and take turns leading the morning service once a week. Local clergy participate in special worship services and, on occasion, when their schedules permit, serve as guest preachers on Sunday evenings, along with a host of professors and other university personnel.

DISABILITY/ACCESS *Old Wing Lower Level Student Union Building*
Phone: (902) 585-1246 Web: <http://disabilityaccess.acadiau.ca/>

Acadia University is committed to creating and maintaining a universally accessible learning environment. Staff members at the Student Resource Centre provide academic counseling and mentoring and facilitate a variety of learning supports including tutoring, note taking, assistive technology and accommodations for tests and exams. As well, they liaise with staff in Residence Life to ensure an inclusive living arrangement and to accommodate individual needs.

Prospective students with disabilities that affect learning* are invited to contact Jill Davies (jill.davies@acadiau.ca), Academic Support Coordinator, to arrange a campus visit. Prior to beginning classes they are encouraged to discuss any required learning supports with Jill.

Students who wish to live on campus are advised to include in their Residence Application a letter outlining any pertinent special needs. Those requiring help to complete the registration process are invited to contact the Registrar's Office.

*Students with disabilities that affect learning are asked to provide recent (within the past 5 years) documentation of their disabilities.

EQUITY OFFICE *Old SUB room 422*
Phone: (902) 585-1298 Email: equity@acadiau.ca
Web: <http://www.acadiau.ca/president/equity>

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!

INTERNATIONAL STUDENT ADVISOR *Wong International Centre*
Phone: (902) 585-1690 or 585-1865 Email: international@acadiau.ca
Fax: (902) 585-1038

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.

The advisor also assists Canadian students who participate in the Study Abroad programs.

LIBRARY SERVICES *Vaughan Memorial Library*
Web: <http://library.acadiau.ca/>

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 15,000 e-journals and 120,000 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, including 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.

SCHOLARSHIPS AND FINANCIAL ASSISTANCE
1st Floor, University Hall Web: <http://financialaid.acadiau.ca>
Phone: (902) 585-1574 Phone: (902) 585-1543
Fax: (902) 585-1081 Email: financial.aid@acadiau.ca
Hours: 8:30 a.m. to 4:30 p.m. Monday to Friday

The Scholarships and Financial Assistance Office administers the university undergraduate financial assistance programs which include scholarships, prizes, awards, and the university bursary and loan program. The office promotes external scholarships and refers students to various external scholarship, bursary and award opportunities. It acts as liaison between students and the various provincial student assistance offices. If you have student loan difficulties and/or questions, please contact the office.

STUDENT HEALTH SERVICES *Dennis House, West Door*
Phone: (902) 585-1238

The health team is available to all Acadia University students for health/medical care. Students can see a physician by appointment or walk-in service. A registered nurse is available during clinic hours. 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) card if you are an international student. If you cannot

provide either, a fee will be collected for each physician's visit. No other insurances will be accepted.

STUDENT RESOURCE CENTRE *Old Wing Lower Level Student Union Building*

Phone: (902) 585-1246

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

Email: Counselling@acadiau.ca

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

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. 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.

RESIDENCE LIFE *Old Student Union Building, 2nd Floor, Office 627*

Phone: (902) 585-1417

Web: <http://acadiau.ca/studentaffairs/residencelife>

Email: residencelife@acadiau.ca

The Residence Life office is committed to ensuring the comfort and safety of all students living in residence. The mission of the Residence Life department is to provide all residential students with a well-maintained, comfortable, secure and fun living environment that promotes social inclusiveness, responsibility, self-governance and accountability, academic achievement, community development, and personal fulfillment.

Acadia's residences offer a variety of room choices, including shared rooms, single rooms and suites. Our eleven residences range from small and quaint historic buildings, to large modern ones. Various living environments are offered to meet the needs of our students, including quiet sections, alcohol free, female only and upper year sections.

Student staff, consisting of Resident Assistants and Senior Resident Assistants, live in residence and act as a resource to all residential students. In addition to ensuring students are living in a safe and comfortable environment, student staff offer various programs to promote academic success, community building, diversity, health-life skills and community service.

DEPARTMENT OF SAFETY AND SECURITY

Students' Union Building, Room 519

Phone: (902) 585-1103

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

security@acadiau.ca

The Department of Safety and Security provide telephone, desk and patrol services twenty-four hours a day throughout the calendar year. We work in cooperation with the students, faculty and Staff of Acadia University and the community of Wolfville to provide a safe and secure environment in which to live, work and relax on the Acadia University Campus. In addition to normal security responsibilities for buildings and property, our services include the walk home service, student campus patrol, parking services, lost and found, issue and control of identification cards for students, faculty and staff, a nightly bus shuttle service, locksmith/access control, incident investigations, event security and emergency planning. The Department also employs approximately forty students on a part time basis throughout the year.

STUDENTS WITH SPECIAL NEEDS

Phone: (902) 585-1252

Acadia University is committed to creating and maintaining a learning environment open to all. We work to help students with disabilities to reach their academic potential and integrate into the greater university community.

Students with physical needs or learning disabilities are encouraged to identify any requirements to Jill Davies (jill.davies@acadiau.ca), Academic Support Coordinator, in the Student Resource Centre by September of their first term. Prospective students are urged to contact Jill at 902-585-1127 and arrange a campus visit to assess the physical facilities and support services available.

Students who require specific individual accommodation to successfully complete their academic work (eg. extended periods of time for examinations) will be required to provide Jill Davies with recent assessments.

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 are encouraged to contact First Year Advisor to discuss their needs.

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

TECHNOLOGY SERVICES

Beveridge Arts Centre and University Hall, Ground Floors
Phone: (902) 585-4357 (HELP) or (888) 609-3330 (toll free)
Email: helpdesk@acadiau.ca
Fax: (902) 585-1764
Web: <http://ts.acadiau.ca>

Technology Services provides the information technology resources to the University community in support of a high quality liberal arts education for students and the effective management and operation of the University.

The Service Desk, located in the Beveridge Arts Centre, provides frontline support for all students requiring assistance with academic applications and their laptops. The consultants are available to assist you with public printing, access to network and web space storage, general computer account maintenance, and will troubleshoot both Windows and Mac related problems. Laptops purchased through the Acadia Technology Store are warranted for hardware service on campus. Specialized equipment is available for academic purposes for student use including scanners, colour and general laser printing, and digital video and still cameras.

Students have access to the internet, email and other web services through both wired and wireless service. Wireless hot spots are located in most buildings on campus. All residence rooms are connected to Acadia's network, and there are many public network access areas around campus. Enabling Acadia's technology rich learning environment, over 75 classrooms have been provided with power and network connections so laptops can be used at each seat.

VARSIITY 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 and men's soccer, women's volleyball, women's cross-country, track and field, women's rugby and women's and men's swimming. The University is proud of its strong athletic tradition, with a number of conference and national championships to its credit.

Varsity and club sports, recreation, intramurals and fitness activities utilize the university's athletic facilities which include: two gymnasias, an artificial multi-purpose field with a surrounding eight lane rubberized track and lighting; an arena with an Olympic-sized ice surface; a 25m swimming pool; six natural grass practice fields and a fitness centre. Acadia's athletic program dates back to 1875 and has gained national and international recognition as a competitive and successful athletic program.

Visit www.acadiau.ca/sports