

# International Student



# Handbook



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## **WELCOME**

to Canada, to Halifax, and to Saint Mary's University

Our campus and our city are noted for their friendliness!

This Handbook has been prepared as an introduction to life in Canada. We hope that you will prepare for your experience at Saint Mary's by reading the information contained in this booklet before you arrive.

For an on-line version of this handbook, please see our website at:

<http://internationalcentre.smu.ca>

## **Introduction**

Classrooms and books are just one aspect of the experience you will have at Saint Mary's University. You will also make friends and memories that will last for life, and gain new insight into the world and yourself.

Saint Mary's is a 15 minute walk from downtown, shopping areas, banks, restaurants, and cinemas. The university is surrounded by stately trees in the historic South End of the beautiful port city of Halifax, Nova Scotia. Founded in 1749, Halifax is a vibrant, cosmopolitan ocean-side city with the second largest natural harbor in the world and a rich and varied history. It is the center for business, research and education in Atlantic Canada. Clean, green, safe streets and friendly Maritime smiles greet visitors to this easily accessible city of over 300,000 people.

Halifax is an academic, medical, research and banking center with more PhDs. per capita than anywhere in Canada. It is home to six universities and a community college. With so many students from across Canada and around the world living in one city, there are lots for students to do! In fact, our sports and entertainment options are practically limitless.

Halifax is the capital of the province of Nova Scotia, also known as Canada's Ocean Playground. On Canada's east coast, Nova Scotia is only 560 kilometers from tip to tip, but the incredibly scenic coastline stretches for 7,400 kilometers. As an international tourism destination for more than a century, Nova Scotia is famous for genuine friendliness and warm hospitality.

## About Saint Mary's University on the International Scene

Saint Mary's University puts a great deal of emphasis on the internationalization process and on preparing our students and our community to meet the challenges of globalization. The leadership at the University translates this emphasis into action, encouraging faculty, staff and students to be active globally.

At Saint Mary's, the internationalization process is achieved through a number of linked activities:

- The University is home to more than 1350 international students in both academic and English language preparatory programming.
- New emphasis is being put into "internationalizing" the curriculum.
- Over the last ten years the University has implemented a variety of international corporate training and capacity-building projects totaling in excess of CD\$40 million. Partner institutions have been located in five continents and partners have ranged from the Canadian government to international financial institutions to private sector firms and overseas governments.
- Saint Mary's students, faculty and staff participate in international research, study and work opportunities. Saint Mary's students can participate in an international study abroad program. Study opportunities are in a variety of countries including China, Japan, France, Mexico, Australia, Finland, and South Africa. Information on these programs is available at [http://www.stmarys.ca/administration/international/international\\_learning/index.html](http://www.stmarys.ca/administration/international/international_learning/index.html).
- Saint Mary's TESL Centre offers a year-round Intensive English Program that prepares

students to study in an English-medium university or to use English for personal or professional purposes. For non-native speakers of English already enrolled in credit programs, the TESL Centre provides part-time courses in English for Academic Purposes.

- Saint Mary's has an International Centre, housing the office of the International Student Advisor, and a lounge
- Saint Mary's University has a long tradition of international outreach, with projects such as "Education for Environmental Transition" which supports the mining sector in Mongolia in collaboration with the Mongolian University of Science and Technology.
- Finally, the University serves as a centre for attracting international guests -- ambassadors, academics, activists -- who travel to Halifax, enriching the global knowledge of the University and the community.

## Message from Student Services

Dear International Student

Thank you for choosing Saint Mary's University to pursue your post-secondary education. We realize this was a very important decision. Please be assured we will do all we possibly can to make you feel comfortable at Saint Mary's. We have a rich international tradition and we invite you to become part of it.

This past year, we welcomed approximately 1350 international students from nearly 90 countries around the world. Their presence and participation in the classroom, in residence and in extracurricular activities enriched our campus culture. We hope you will continue this tradition and make your own mark at Saint Mary's. There are on campus jobs, student government, student clubs and societies as well as recreational activities for your involvement. Getting involved will help you meet new friends, gain practical experience and enrich your life while at Saint Mary's.

All of my colleagues in Student Services encourage you to discover and enjoy all that Saint Mary's has to offer. Check us out on the Web and are sure to come visit us once you arrive on campus.

On behalf of all of us in Student Services, welcome to Saint Mary's and we look forward to your arrival on campus.

Sincerely,

Keith Hotchkiss  
Director of Student Services

### **A message from the Manager of International Student Services**

Let me introduce myself. My name is Alana Robb and I am the International Student Advisor at Saint Mary's. It is the job of me and the staff of the International Center to help you make your stay comfortable and productive.

When you come to Saint Mary's, I hope that you will attend our orientations in September and January. It is a good opportunity to make friends and learn about everything the university has to offer.

With a large and diverse population of international students in degree studies and the Intensive English Program, there are many opportunities to get involved in multicultural as well as Canadian cultural activities. Every international student is automatically a member of the International Students Association, which organizes a wonderful International Night involving great food, entertainment and dancing. So please bring cultural artifacts or clothing from home to enhance our displays. In the second semester there are many special events featuring African, Caribbean, Arab, Indian, Chinese and South East Asian culture.

For Canadian culture, the Centre organizes several inexpensive day trips each year. In October, the University President, Dr. Colin Dodds invites all international students to a traditional Thanksgiving

dinner. Also, anyone on campus over Christmas is treated to a holiday dinner on December 26.

I am looking forward to meeting each and every one of you. The International Centre staff are here to help you and the door to my office is always open.

Sincerely,  
Alana Robb

Manager, International Student Services

### **COMING TO NOVA SCOTIA**

The following is a guide to help ensure that you have not overlooked anything before leaving to come to Saint Mary's.

### **Important information about Immigration Study Permit**

Detailed information about immigration and application forms can be downloaded from: [www.cic.gc.ca](http://www.cic.gc.ca)

Your study permit entitles you to reside in Canada for the purpose of pursuing a course of studies at a university or college. Once you receive your acceptance letter, you should make an application for a Study Permit as soon as possible. This could take up to 4 months especially if you require a medical examination. Once you have met all the requirements, the Canadian Consulate or Embassy gives you a letter authorizing you to receive a Study Permit. When you land in Canada make sure that you show this letter to Canadian Immigration so that you will receive the proper document. The document is yellow and usually stapled inside your passport. Please remember to update your Study Permit. Do not let it expire. You need at least 4 - 6 weeks for processing the renewal. The cost for the Study Permit is \$125.00. The International Centre conducts biweekly sessions to help you complete the form correctly.

If your spouse accompanies you, they may apply for a Work Permit to work in Canada.

### Temporary Resident Visa

Canadian Immigration requires citizens of certain countries to obtain a Temporary Resident Visa (TRV) before coming to Canada. When you contact immigration you will be told if you require a TRV. It is a foil sticker that is glued into your passport; the TRV cannot be renewed within Canada. English language students can study English for six months on a TRV without having a Study Permit. However, if they wish to study longer they will have to apply for a Study Permit at a Canadian Consulate OUTSIDE of Canada. The International Centre has the required forms and can give advice to students in this situation.

### A pre-departure Checklist

Have you met the following requirements to obtain a Study Permit for study in Canada?

- Your letter of acceptance from Saint Mary's University
- A valid passport
- Evidence of adequate funds
- A letter from your sponsor, if required
- Medical clearance, if required by Canadian Immigration
- Temporary Resident Visa, if required by Canadian Immigration
- Prepare a budget
- Transfer funds to Canada
- Arrange temporary housing for your arrival
- Arrange permanent housing

- Book your flight early enough to settle in before classes begin
- Send Sign-up form for orientation, arrival and Cyber Pen Pal
- Memorize your student number
- Carry all important documents and money on your person not in your checked luggage
- Bring around \$100 cash in case of emergency, otherwise, use travelers cheques
- The Currency Exchange Bureau at the Halifax airport is only open until 20:00 hours. **Do not bring large amounts of cash.**
- Have your study permit approval letter ready to show immigration officials at the port of entry
- Make sure your luggage is identified in English with a Halifax address.
- Read all materials that you receive. If you have any questions, the International Centre staff will be happy to answer them.
- Register for classes on line.

**To enter Canada you will need the following documents. Carry them with you and present them to the immigration officer. Note that you should carry all important documents and money on your person. Do not pack your valuables in your suitcase.**

- Student authorization letter of approval from the Canadian embassy or Consulate
- A valid passport
- Your acceptance letter to Saint Mary's University
- evidence of adequate funds
- A Temporary Resident Visa, if applicable

This checklist has been prepared as a guide. It is not a legal document, nor is it meant to be the last word in preparing to depart. No one department on campus can be held responsible for any errors or omissions, or changes of regulation.

## Transferring Money to Canada

Immigration may require you to send money to Saint Mary's before they will approve your Study Permit application. Following is information on how to transfer money to Saint Mary's.

(1) Arrange transfer to the University's account with the Royal Bank on Summer Street and Spring Garden Road

Royal Bank of Canada

5855 Spring Garden Road

Halifax

B3H 4S2

Bank Transit Number: 3413-003

Account Number: 000-011-7

Saint Mary's University

SWIFT Code (if necessary) ROYCCAT2

Please be sure to specify the name of the student, the student number, and "Saint Mary's University" in the transfer documents.

When transferring funds, please keep a record of when the funds were transferred, the amount of funds transferred, what bank instituted the transfer, and what currency the funds were in.

(2) Request confirmation from the University

Write to:

Mr. Norm Latimer  
Supervisor, Accounts Receivable  
Saint Mary's University  
Halifax, Nova Scotia, Canada

B3H 3C3

Phone: (902) 420-5468

Fax: 1-902-496-8184

Email: [accounts.receivable@smu.ca](mailto:accounts.receivable@smu.ca)

Include the student's file number at the Canadian Embassy and the location and fax number of the embassy. Mr. Latimer will send a fax to the embassy to confirm receipt of the funds in the University account.

Note: You can also contact Mr. Latimer if you have a question about which bank in your country has links with the Royal Bank of Canada, and can most easily facilitate the transfer.

Finally, in the unfortunate circumstance that the student is not able to come to Saint Mary's as planned, the funds will be refunded upon request, minus handling charges if applicable.

## Course Registration

You will receive your registration package in June which will contain a Registration Guide. Try to register early before courses are full. Each student accepted to Saint Mary's will be given a Banner pin number. Use your Banner Pin Number to log on to the Banner Self-Service Page at <http://selfservice.smu.ca>. Once you have logged into Banner Self-Service you can modify personal information, register for courses, drop/add courses and monitor your progress through courses.

The Registration Advisory Unit will open the last week in June, for contact information visit: <http://www.smu.ca/registrar/>

### Steps to take:

- Use the registration booklet to determine the courses that are required for your degree program.

- The course offerings will be available at <http://www.smu.ca/registrar/>.
- Consult the University online Calendar for course descriptions.
- Choose courses and make up your timetable to ensure that conflicts do not exist.
- Submit your course selections on line.
- **All registrations will take place via the internet.**

## WHEN YOU ARRIVE

When your plane finally arrives in Canada the first person you will meet is the immigration officer. He or she will direct you to the immigration section. This is where you will receive your Study Permit. You should bring a small amount of Canadian cash or Canadian Travelers Cheques with you for use when you first arrive. Banks are normally closed by 5:00 PM in the afternoon and closed on weekends (Saturday and Sunday). They will also be closed on national holidays

## Getting to the Campus

Free airport pick up is available for international degree students. In order to take advantage of this service, you must notify the International Centre of your complete arrival information 72 hours before your arrival. Include your airline, flight number, date, and time of arrival. If you arrive in September or January, there is a form available on the International Centre website that can be submitted. You can also fax (902) 420-5288 or phone (902) 425-5525 or email [international.centre@smu.ca](mailto:international.centre@smu.ca).

If you do not inform us of your arrival information, or any changes in your itinerary, you can take a taxi or the airport bus. Taxis are located outside the airport arrival area. They are safe and the cost is approximately \$45.00. For \$14.00, you can also take the airport bus to one of the downtown hotels; the closest to Saint Mary's is the

Lord Nelson Hotel. A taxi ride from there to the university costs approximately \$8.00.

Students in the Intensive English Program pay a small charge for airport pickup. Contact the TESL Centre at (902)420-5122 (fax) or (902)420-5691 (phone) for more information.

If you are flying across Canada, you will travel through 4 time zones. Not realizing this could cause you to miss connecting flights.

## Checking Into Residence

If you are living in Residence, please remember that you must check in on the date designated in your residence letter of acceptance. If you plan to arrive early, you will have to make your own arrangements regarding accommodation until Residences open. Special arrangements are sometimes made for early arrival to attend the International Student orientation in September. Students need to confirm their attendance with the International Centre.

In case you need temporary accommodation upon your arrival, the International Centre will send you a list of various hotels, inns, and bed & breakfasts.

We also recommend that you make an effort to drop by the International Centre soon after you arrive in Halifax, to meet the staff and pick up valuable information.

## Saint Mary's International Student Orientation

In order to facilitate your transition into university life and Canadian culture, the International Centre organizes an orientation for all new international students who arrive before classes begin in September. In January, a shorter orientation is planned. We will hold workshops to discuss a variety of concerns you may be having, from security on campus to how to dress for winter weather. We also plan various excursions to help acquaint you with the city around you. Again, we look forward to meeting all of you!

For more information about orientation go to: <http://>

[internationalcentre.smu.ca](http://internationalcentre.smu.ca)

## CULTURE SHOCK

What is culture shock?

Everyone who moves into a new culture has to go through a period of adjustment. It is natural that you will experience stress caused by changes in culture, climate, food, and new language. Culture shock is a period of disorientation and anxiety that can cause the following symptoms: homesickness, boredom, withdrawal, excessive sleep, sadness, irritability, and even physical sickness. Know that it is normal to feel these things and that in time you will overcome them.

Generally there are four stages of adjustment.

1. Honeymoon stage – everything is new and exciting
2. Anxiety stage – How am I going to cope? Here the symptoms develop.
3. Rejection or regression stage – many small problems emerge and if not overcome may result in permanent withdrawal.
4. Adjustment stage – you learn to cope, accept differences and embrace the new environment.

How you cope with your new environment depends on many things including your age, personality, cultural background and the support that you receive on arrival. If you come from a culture that is very different from Canada and you have never left home before, the adjustment phase could be more difficult.

There are things that you can do to cope more easily.

- If at all possible come to the Orientation, you will make new friends and get adjusted more quickly.
- Remember, you are not alone, this is happening to others.

- Learn as much as you can about Canada.
- Participate in residence and Campus life; join a student society or two.
- Be positive. If something seems strange, difficult, confusing or threatening look for a positive reason why it is happening.
- Let go of your own culture, just a little bit.
- Eat well, get lots of exercise.
- Try to find someone who you can talk to – a Canadian or someone who has lived here for a long time, for example, the International Student Advisor or the Residence Assistant.

## DATING

Customs with regard to dating (or going out with and/or developing an intimate relationship with someone, usually but not always of the opposite sex), vary widely around the world. It is hard to generalize about dating in Canada, because different regions and different ethnic and religious groups have their own customs.

International students may think of Canada as permissive in terms of sexual relations - and perhaps it is in comparison with some other cultures. Nevertheless, individuals, both women and men, have the right to set their own limits. Someone who agrees to go on a date with you is not saying yes to have sex with you. Everyone has the right to say no.

If you are feeling uncertain about dating, and would like more information, you might wish to talk to the international student advisor or other counseling services on campus.

Source: International Student Handbook. Canadian Bureau of International Education, [www.cbie.ca](http://www.cbie.ca)

## PERSONAL SAFETY

Halifax is a relatively safe city; however, it is important to be careful. Here are some tips on how to be safe.

- Always trust your feelings
- Get a bank account as soon as possible. Do not carry around large amounts of cash.
- You can rent a safety deposit box at the bank to store important documents such as your passport.
- Do not go out to walk alone at night.
- Do not leave your bag unattended in the library or anywhere else on Campus.
- If you go to the pubs and bars never accept a drink from someone you do not know and never leave your drink unattended.

### Threat of Assault

- Scream and run toward a populated area.
- Scream "FIRE". People respond more to "FIRE" than to "HELP".
- Note attacker's identification and report to police immediately after the encounter.

### University Security

Saint Mary's has an excellent security system on campus and in residence.

The maintenance of order, conduct and safety on the University Campus is the direct responsibility of University Security. Some of the services provided are:

#### Dispatch

Dispatch operates on a 24-hour basis, 7 days a week and is located on the bottom floor of the MacNally building. Any complaints or inquiries regarding security on campus should be directed to Dispatch. The lost and found is also located at Dispatch.

#### Husky Van Patrol

From September to April, University Security, in conjunction with the Saint Mary's University Student

Association, provides a safe drive home program known as the Husky Van Patrol. There are two vans that operate Sunday to Friday. For more information visit SMUSA's website <http://www.smusa.ca/huskypatrol.asp>

### Campus Patrol

Every night from September to April, University Security operates a campus patrol to maintain the security of the campus. The patrol consists of a two-person team, one male and one female. The patrol is responsible for building and door checks for the entire campus, safe walks and other matters or events that occur in the course of the evening.

### Safe Walks

Safe walks are an extension of the campus patrol. Students, faculty and guests can request to be walked to cars, residences and homes within a close proximity of the university.

### Emergency Phones

Emergency phones are located all over the University campus. In addition, all payphones on campus are equipped with two red emergency buttons, located on the lower right hand corner of the phone. All emergency phones are directly linked to the Dispatch. Emergency response is available 24 hours, 7 days a week all year long.

### Residence Security

#### Life in Residence

#### You, Your Room and Your Valuables

- Always lock your door, especially at night.
- Carry your keys. Don't hide them in your suite.
- Take responsibility for your visitors.
- Keep keys on a key chain.

- Report lost or stolen keys to the Residence Department and ask for a lock change.
- Never leave clothes unattended in the laundry room or elsewhere.
- Keep a record of your valuables and engrave where possible.
- Always park your car/bike in well-lit locations.
- Never pack your car with valuables the night before a journey.

#### You and Your Residence

- Never prop doors open.
- Unprop doors if you find them open.
- Always have visitors sign in at the Residence Desk. They must know your full name, room number and show a picture ID.
- Always refer strangers and solicitors to the Residence Desk.
- Evacuate the building immediately during a fire alarm. Always use the stairs. Never use the elevators.

#### Obscene Phone Calls

- Do not engage in a conversation with the caller.
- Note the details of the call, time, what was said, etc.
- Report call to the police and/or Residence Security immediately.

#### Vandalism and Theft

- Always report stolen items to the police and the Residence Desk.
- Always report any acts of vandalism to the Residence Desk.

### Life in the City

#### On the Bus

- If you are bothered on the bus, report the incident to the bus driver and/or Metro Transit.
- Avoid isolated bus stops.
- Use the "Request Stop" service. Drivers will stop as close as possible to your destination.

#### Out on the Town

- Be alert to your surroundings.
- Never go to unfamiliar places alone.
- Always let friends know where you are going and when you will be back.
- As much as possible, go out with friends, especially when alcohol is being consumed. Watch each other's drinks and never accept drinks from strangers.
- If you suspect that you are being followed, cross the street, head for a store, library, or any building that is well lit and populated.
- Never carry around large sums of money; just enough for emergencies and a taxi or bus ride home.

### YOUR HEALTH

#### Student Health Services

Welcome to Saint Mary's University! If you can balance your life to allow for work, physical activity, leisure time, and rest AND if you can maintain a well balanced diet, you may be able to reduce the effects of stress and decrease the possibilities of stress related diseases. If you

find that you are not feeling well emotionally or physically, you are encouraged to visit or contact Student Health Services to discuss your health concerns with our nurse or one of our doctors.

Student Health Services is a scent free clinic. Please refrain from using any fragrances or scented hair or body products when you visit the clinic. University life, especially in the first year, brings many changes in daily routine, diet, personal relationships, intellectual activity, and living conditions. Apart from the effects of these various factors on your health, the rate of change itself can result in stress, which can also affect your health.

You don't have to be ill to visit Student Health Services. We offer information on a variety of physical and psychological health topics such as AIDS awareness, alcohol awareness, nutrition services, environmental illness, attention deficit disorder, alternative medicine, injections, pregnancy tests, prenatal care, and blood pressure tests.

Each academic year between September and April, Mount Saint Vincent University, Dietician and Nutrition students in 4<sup>th</sup> year hold free nutrition counseling for staff and students. Call Student Health to set up an appointment with the doctor to obtain a referral for this service.

Student Health Services is located on the fourth floor of the Students Center. We provide the same service you would receive from your own family doctor.

International students require a AIG Insurance card for the appointment. If you do not have insurance or if your health care card is not up-to-date, you will be required to pay for your office visit. Payment will be due at the time of the visit. Referrals to specialist may be made through the clinic.

There are usually two physicians available (3 on Friday). You are welcome to visit the Registered Nurse (RN) during office hours. You must make an appointment if

you wish to see to the doctor. The RN is on call after hours by cell phone for inquiries or advice at 471-8129. The RN writes medical notes, please call 420-5611 for an appointment.

With a doctor's referral, blood lab work is available on site Tuesday to Friday mornings, 8:40 to 10:00 by appointment. Anonymous HIV testing is also offered.

Confidentially is absolutely assured for all your medical concerns when you visit Student Health Services.

For a medical emergency, please go directly to the Halifax Infirmary Emergency Department: 1796 Summer Street or dial 911 (please do not go to the Emergency unless you are very ill). Call the nurse if you need advice on this. There are walk-in clinics available on weekends and evenings as well.

Student Health Centre  
4<sup>th</sup> Floor Students Centre  
Hours: Monday to Friday from 9:00 to 12:15 and 1:30 to 4:15.

To make an appointment, please call 420-5611.

Jane Collins, Nurse/Manager  
Phone: 496-8778 after hour call: 471-8129  
Email: [jane.collins@smu.ca](mailto:jane.collins@smu.ca)

### **Student Health Plan**

Student Health Plan Office  
Room 524 - 5<sup>th</sup> floor Student Centre  
Tel: 902 496 8754  
Email: [healthplan.smusa@smu.ca](mailto:healthplan.smusa@smu.ca)

All international students are automatically insured by the SMUSA Student Health Plan.

The Student Health Plan for international students includes coverage for hospital, medical and surgical care, prescription drugs, physiotherapy, massage therapy, and clinical psychologists. There are a few medical procedures that are not covered, so please check with the Health Plan Office before using your insurance.

International student medical fees change each year but usually remain in the **\$900.00** range. Brochures describing coverage can be picked up by Students at the Health Plan Office or at the information desk on the first floor of the Student Centre, or viewed online at [www.smusa.ca](http://www.smusa.ca).

The coverage starts September 1<sup>st</sup> for September enrollments and January 1<sup>st</sup> for January enrollments and expires on August 31. Health Plan cards will be available for pick-up by students at the International Center at the end of October and in February. Students at the Intensive English program will receive their cards at the TESL center each semester.

### Hospitals

Students are **REQUIRED** to use the Health Services Clinic on the 4<sup>th</sup> floor of the Student Centre for all outpatient services during working hours (9:00am to 5:00pm Monday to Friday). **OUTSIDE** these hours and on weekends, students are encouraged to go to the nearest Family Focus Medical Clinic (5991 Spring Garden Road) and not emergency.

Students are required to call the toll free number (1 888 756 8428) at the back of their cards before incurring any medical expense out of campus.

### MSI

International students become eligible for MSI coverage after they have stayed in Nova Scotia for 13 months and 1 day consecutively. Students who satisfy this criterion are encouraged to apply for MSI and save on medical insurance fees. To apply for MSI, call 902 496 7008. This coverage will cease if the student leaves Nova Scotia for more than 31 consecutive days.

MSI is Nova Scotia Medical Services Insurance provided by the Provincial Government for free. Students who have MSI coverage may opt out of the MSI equivalent or basic health care portion of the health plan and get those same benefits through MSI; by signing a waiver form at

the Student Health Plan office before September 21 for September enrollments, or January 24 for January enrollments.

Students who opt out of the MSI equivalent coverage or basic health plan will still have compulsory extended health care benefits from the Student Health Plan.

### NOTE

Your health insurance will only cover you within Canada.

If you plan to travel outside Canada you will require further travel insurance. If you travel outside the region it is strongly advisable to have travel insurance. Travel insurance may be purchased at travel cuts or from the Student Health Plan Office.

If you arrive in Canada before the start date of your semester, you should have travel insurance before you leave home. Your student health plan will not come in to effect until September 1<sup>st</sup> or January 1<sup>st</sup> depending on which semester you enroll.

### Dental

All full-time students are automatically enrolled into the Student Dental Plan. Those students who have an alternative and comparable dental plan may waive the Student Dental Plan by completing a waiver either online at [www.smusa.ca](http://www.smusa.ca) or by visiting the Health Plan Office on the 5<sup>th</sup> floor of the Student Centre. The waiver deadline is September 21<sup>st</sup> for first semester enrollments and January 24<sup>th</sup> for second semester enrollments. The Dental Plan includes such benefits such as Oral Exams, Cleanings, X-Rays and Root Canals all at 70% coverage and also Fillings and Extractions at 50% coverage with the overall annual maximum being \$750 per insured.

### Counselling Services

Male and female professional counselors are available to

full and part time students to assist with personal, educational, or career issues in a confidential environment. Counselling is useful for students who want to discuss areas of their lives they want to change.

The counselling office is open year round 9:00am to 4:30pm (420-5615)

### **Achieving a Healthy Life Style**

In a new environment maintaining good health can be a challenge. Some of the ingredients of a healthy life style are diet, exercise, rest and leisure.

### **Stress Reduction**

Stress is the physical or mental feeling people get when they are under pressure. A certain amount of stress is normal and good, like the normal mental stress associated with learning or the physical stress of a day's work. Recreation and constructive use of leisure time and rest are important ways to balance the stress we feel from day to day. Try not to let work pile up, and take time off whenever you feel yourself tensing up.

### **Eating Well**

One of the biggest adjustments when you enter a new culture is food. However, we need to eat to live and eating a balanced diet is extremely important for optimum health. Being presented with strange foods in different combination is confusing at first and may result in making poor choices especially if you are not used to cooking.

Health Canada has created a food guide to healthy eating that consists of a variety of foods from four food groups. The number of serving that you eat from each group depends on your age, gender and your level of activity. Most people will need to have more than the lower number of servings. Here is a link to Canada's Food Guide which is available in several languages

[http://www.hc-sc.gc.ca/fn-an/food-guide-aliment/index\\_e.html](http://www.hc-sc.gc.ca/fn-an/food-guide-aliment/index_e.html)

### **Tips:**

- To ensure that you are getting all the nutrients that you require, a multi-vitamin preparation is recommended.
- If you have dark skin you may require more vitamin D, especially in the wintertime. Milk in Canada is fortified with vitamin D; if you do not drink milk you should consider vitamin D tablets.
- If you do not know what is being served in the cafeteria, do not be afraid to ask the staff especially if you avoid certain foods for health or religious reasons.
- Avoid eating excessive amounts of fried foods, which are readily available on Campus and in fast food outlets in the city.

### **Exercise**

Exercise goes hand in hand with a balanced diet. Many students become very inactive due to cold weather and a heavy workload. Students often put on weight in their first year at university. It is always best to avoid dieting, as it is not really effective for losing weight. A more successful method for weight control is to eat healthy and to exercise more. At Saint Mary's you have free access during the academic year to a great athletic center called the Tower. Try to build in daily exercise. The university is located near a beautiful natural park and is surrounded by attractive tree lined streets ideal for walking. Often international students living in residence do not go outside during the winter months thus depriving themselves of much needed fresh air.

## **CLIMATE**

### **Climate in Halifax**

#### **Winter:**

Winter extends from December to March. February is the coldest month in Halifax with an average daily high of -6°C and a night time low of -9°C. A heavy winter coat, gloves, and warm waterproof boots are necessary.

### **Wind Chill**

Wind chill is the meteorological index that combines the effects of wind speed and temperature. The wind can make you feel much colder than the air temperature might indicate. The reason is that the wind blows away the thin layer of warm air that normally surrounds your body. The stronger the wind and the lower the temperature, the more rapidly you lose body heat.

### **Summer:**

Summer extends from June to September. August is the warmest month with an average daily high temperature of 22°C and a nighttime low of 13°C. Many people wear shorts and T-shirts and at night they might wear a light-weight jacket or sweater.

### **Spring/Fall:**

Spring is from March to June.

Fall is from September to December.

Temperature during these times can range from 0°C to 20°C. A light-weight rainproof coat is essential. (Usually rainy days are very windy and an umbrella may not be much help to you.)

### **What to Wear**

The weather in Halifax requires a variety of clothing. If you are from a warmer climate you should wait to buy your winter clothes in Canada.

To keep yourself warm in the winter you will need the following items: a warm winter coat, winter boots for the snow, warm gloves, a hat that covers your ears, a scarf, warm sweaters, and warm socks.

In the summer you will need light-weight clothing. Here are some suggestions: cotton T-shirts, shorts, pants, skirts, light sweaters and a light-weight jacket for cooler days and evenings.

Canadian students dress comfortably for classes. Most of them wear jeans or slacks. On occasion, students may dress up, especially when they have a presentation to make in class.

### **Where to Buy Clothing**

There are plenty of places to shop in Halifax. Halifax has several shopping malls. Here are links to the two largest malls Micmac Mall: [http://micmacmall.shopping.ca/cambridge/jsp/index\\_flash.jsp?mallid=mic](http://micmacmall.shopping.ca/cambridge/jsp/index_flash.jsp?mallid=mic) and Halifax Shopping Centre: <http://www.halifaxshoppingcentre.com/> Stores are also located on Spring Garden Road and Barrington Street. To find out the names of the shops look under “shopping” in the Yellow Pages of the telephone directory. The least expensive time to shop for new clothes is when there is a sale. January is an excellent month to buy clothes because all winter clothes are marked down.

Some second-hand stores are popular places for students to shop. A very popular one is Value Village: <http://www.valuevillage.com/> They sell good used clothing at reasonable prices. Some clothes may not have been worn before or some may have designer labels. In any case, all the clothes are in good condition.

Second hand stores also sell furniture and other household goods, tapes, CDs, TVs, stereos, bicycles, and sports items. Yard sales and flea markets, often advertised in the newspaper, are another source of bargains.

### **Sales Tax**

The HST (Harmonized Sales Tax) of 13% may not be included on the price tag of items you buy. Most items (including clothing) are taxed; most services are taxed.

## DEPARTMENT OF STUDENT SERVICES

For more information on Student Services go to: <http://www.smu.ca/administration/student-services/>.

Student Services encompasses the following:

- The Student Employment Centre  
Students centre, 4th floor  
Telephone number: (902) 420-5499  
EMail: [sec@smu.ca](mailto:sec@smu.ca)
- A variety of cafeterias and fast-food outlets across campus
- Financial Aid Office for Scholarships, Bursaries, Budget Counselling  
Student Services, 4th floor, Students Centre  
Telephone number: (902) 420-5609  
E-Mail: [michelle.fougere@stmarys.ca](mailto:michelle.fougere@stmarys.ca).
- Health Services  
4th Floor Students Centre  
Telephone number: (902) 420-5611 or 496-8778  
Emergency Number: (902) 471-8129  
Email: [jane.collins@smu.ca](mailto:jane.collins@smu.ca).
- Chaplaincy (Inter-denominational)  
1st floor Loyola building across from Tim Horton's  
Telephone number: (902) 420-5502  
EMail: [chaplaincy@smu.ca](mailto:chaplaincy@smu.ca)
- Counselling Services (personal, educational planning, career counseling)  
Student Services,  
th floor of the Students centre  
Telephone number: (902) 420-5615  
EMail: [sarah.morris@smu.ca](mailto:sarah.morris@smu.ca).
- Career Services  
Student Services,
- 4th Floor Student Centre  
Telephone number : 902-420-5615  
Email : [career.services@smu.ca](mailto:career.services@smu.ca)
- Career Development Centre  
Student Services,  
3rd Floor Student Centre Room 302  
Telephone number : 902-496-8743  
[Career.services@smu.ca](mailto:Career.services@smu.ca)
- First Year Advisor  
Student Success Coordinator  
Student Services, 4th Floor Student Centre  
Telephone number: 902.496.8797  
Email: [Bobbi.Beuree@smu.ca](mailto:Bobbi.Beuree@smu.ca).
- Residence Office  
1st floor of the Loyola building near the Residence desk  
Telephone number: (902) 420-5598  
EMail: [residence.life@stmarys.ca](mailto:residence.life@stmarys.ca).
- International Centre  
Students Centre, 3rd floor, Room 300  
Telephone number: (902) 420-5525, Fax: (902) 420-5288  
EMail: [international.center@smu.ca](mailto:international.center@smu.ca).
- University Day Care Centre  
Telephone number: (902)429-5329
- Atlantic Centre of Research, Access and Support for Students with Disabilities  
3rd floor of the Students centre  
Telephone number: (902) 420-5452  
E-Mail: [chris.grace@smu.ca](mailto:chris.grace@smu.ca).
- Conflict Resolution Advisor  
Students Centre, Room 416  
Telephone number: 420-5113  
E-mail: [bridget.brownlow@smu.ca](mailto:bridget.brownlow@smu.ca)
- Black Student Advisor  
Student Centre Room 513

Telephone: 491-8637

- Aboriginal Student Advisor  
Student Centre Room 513  
Telephone: 491-8637

## International Student Advisor

The International Student Advisor provides support, assistance and advice to international students at Saint Mary's University and strives to ensure that they fully participate in university life. The Centre coordinates an intensive orientation for all new students before classes begin in September and during the first week of classes in January.

Information and assistance is provided to students on immigration, job opportunities on campus, health insurance and benefits, cost of living, scholarships and bursaries, where to seek help for personal problems, etc. The newsletter, *Vistas*, provides information on matters concerning international students, community events and the international aspects of the Saint Mary's Campus.

The ISA maintains close communication with international student organizations, coordinating activities and providing advice and assistance where possible.

## The International Centre

**For more information go to: <http://internationalcentre.smu.ca>**

The International Centre is an integral part of the internationalization of Saint Mary's. It was created to serve as a resource to the University and as a service for international students. The International Centre houses the office of the International Student Advisor, a lounge, and a collection of cultural artifacts.

The International Centre is a place for interaction between Canadian and International students, a place for

programming, discussion, relaxing and reading. The Centre can be made available to student organizations in the evenings for meetings and small gatherings.

The International Centre is located in Room 300 of the Students centre (SUB). It is open Monday to Friday, from 9 a.m. to 5 p.m.

## First Year Advisor

Student's Centre  
Phone: 496-8797

F.Y.I. (First Year Initiative) is a program that runs throughout first semester and focuses on helping students create partnerships to achieve success as a student at Saint Mary's University. The interactive workshops will give you the necessary tools to meet personal, academic and career goals and will introduce you to other students on the same journey.

## What You Will Learn

forming Academic Alliances;  
time management techniques;  
how to take proper notes;  
exam taking skills;  
relaxation strategies;  
managing your money;  
career planning;  
university policies;  
ways to get involved on Campus;  
campus resources;  
who to turn for help;  
shifting gears: from high school to university  
Plus you'll meet lots of other new students too.  
A \$100 program fee is charged and includes:  
social outings  
Information Session/Luncheon  
prizes and give-aways  
Completion certificates

Students can sign up on line at <http://www.smu.ca/administration/student-services/fyi.html>.

## Career Services

Student Centre 4<sup>th</sup> Floor

Phone: 902-420-5615

E-mail: [career.services@smu.ca](mailto:career.services@smu.ca)

Career Services consists of a team of professional counsellors, administrative staff and trained student staff who work to provide students of Saint Mary's a comprehensive package of services related to career exploration and development.

Career Services is located on the fourth floor of the Student Centre and is open from 9 a.m. to 4:30 p.m. (Monday – Friday). The Career Development Centre is located on the third floor of the Student Centre. To schedule an appointment please contact us at 420-5615.

## Conflict Resolution Advisor

Bridget Brownlow

Students Centre Room 416

Office Hours Monday - Friday 9:00 – 5:00

Phone: 420-5113

E-mail: [bridget.brownlow@smu.ca](mailto:bridget.brownlow@smu.ca)

Saint Mary's University is committed to promoting an environment where students can study and work free from discrimination and harassment. Discrimination and Harassment are against the law in Canada and will not be tolerated at Saint Mary's.

The Conflict Resolution Advisor assists students who are experiencing forms of discrimination and harassment.

Complaints are resolved using a method of conflict resolution called Appropriate Dispute Resolution (ADR).

Students are encouraged to settle complaints using ADR methods before attempting formal means. However, if a student's complaint is not resolved to their satisfaction, they may seek the advice and services of the Nova Scotia Human Rights Commission or take legal action.

*If you think you have been discriminated or harassed in any way, please contact the Conflict Resolution Advisor.*

### The Policy

Saint Mary's University's policy on the Prevention and Resolution of Harassment and Discrimination has three objectives:

1. To prevent discrimination and harassment, including sexual harassment,
2. To provide procedures for handling complaints, remedying situations, and imposing discipline when such discrimination and harassment do occur, and
3. To use best practices in Conflict Resolution or Appropriate Dispute Resolution (ADR).

*If you think you have been discriminated or harassed in any way, please contact the Conflict Resolution Advisor.*

### How Can I Get More Information?

There are pamphlets on related topics available in pamphlet racks on campus and in the office of the Conflict Resolution Advisor.

## Financial Aid & Awards

**For more information go to: <http://www.smu.ca/administration/student-services/aid.html>**

Financing post-secondary education is not an easy task. Tuition fees, room and board, books, and transportation; the costs all add up!

Wondering how you can possibly afford university life? The professionals at the Financial Aid & Awards Office

are dedicated to helping you, the student, achieve your goals and escape the debt trap. The office provides students with information on:

- Budget planning
- Budget and debt counselling
- Student loans
- Internal scholarships and bursary programs
- External scholarships and bursary programs
- Alternative sources of financial aid
- Educational cost estimates

This site describes the services offered by the Financial Aid & Awards Office, as well as the types of scholarships, bursaries, and government funds available to current Saint Mary's students and those planning to attend. Students may drop by the office (4th floor Student Centre) from 9:00 am - to 5:00 pm, Monday through Friday, or call 420-5761.

## **SAINT MARY'S UNIVERSITY STUDENTS ASSOCIATION**

**For more information go to: [www.smusa.ca](http://www.smusa.ca).** **Book Exchange**

All students in credit programs are members of the Saint Mary's University Student Association (SMUSA), the official student representative on campus. SMUSA offices are located on the 5th floor of the Students Centre. SMUSA administers many student societies including nine International Student Associations. In addition to employing over sixty students, the Association employs four full time staff to carry out its daily operations.

### **Some SMUSA Services:**

#### **Students Centre Information Desk**

Here is where you can buy bus tickets, bus passes, stamps, phone cards, use the courtesy phone and pick up bus schedules.

#### **The U-Pass**

The U-Pass is a special bus/ferry pass that provides all full-time students with unlimited access to Metro Transit's buses and ferries for the academic year, from September through April.

#### **Huskies Patrol Van**

The Husky Patrol Program ensures that students who work and study late can get home safe. It is staffed with qualified Saint Mary's students and operates from Sunday to Friday.

#### **The Gorsebrook Lounge**

The newly renovated "Pub" provides entertainment, full bar service and food service at specified times.

#### **Sports Events**

SMUSA ensures that Saint Mary's students receive free admission to regular season athletic events.

Instead of buying new books from the bookstore, you can exchange your used text book with someone else, or sell them online.

#### **SMUSA Bursary**

Each year Saint Mary's Financial Aid Officer, in consultation with SMUSA executive, awards bursaries to students in need.

#### **Saint Mary's Journal**

The Journal, a weekly student newspaper featuring all the latest activities and stories on campus, is available free of charge.

#### **Societies**

There are many societies in which you can become

involved, including international societies such as the International Students Association, Caribbean Society, Chinese Society, Japanese Society, and Bermuda Triangle Association. SMUSA's International Student Representative is elected each year. To find out who the International Student Rep is, contact the International Centre at 420-5525.

## OTHER STUDENT SERVICES

- **Library Facilities** <http://www.smu.ca/administration/library/> The Patrick Power Library has over 300,000 volumes and 2,000 periodical titles.
- **Computer labs** (usually open 24 hours a day). The computing environment consists of over 1,000 workstations. There are 10 free general access computer labs for students on campus and each student is assigned a personal E-Mail account.
- **The Tower** <http://www.smuhuskies.ca/> Saint Mary's has world-class recreation facilities including a fitness centre, an all-weather track and field, tennis courts, racquetball and squash courts, sauna and steam rooms and a hot tub, gymnasiums, an ice-skating rink, etc. The Saint Mary's varsity teams are nationally competitive, especially in football and basketball. All full-time undergraduate and graduate students have free membership from September until May to these facilities. TESL Centre students have free membership year round.
- **The Writing Centre** <http://www.smu.ca/academic/writingcentre/> At the Writing Centre, students receive free, one-on-one assistance from peer tutors who ultimately help to enhance overall writing performance. The Writing Centre can also offer its writing expertise to faculty by way of in-class workshops.

## ACADEMICS AND CULTURE

### North American Culture

A few words about North American culture and customs. The Canadian culture is very similar to the American culture. Canadians have been raised to be individuals rather than part of a close-knit family, religious group etc. They are taught to make decisions at an early age and are encouraged to become independent and self-reliant. Privacy is valued. It is not uncommon for people to live alone.

There is a fundamental belief in equality; no one is born superior to another. This does not mean that true equality exists in the society. It is just difficult to determine where the differences lie.

There is a high level of informality in language, dress and interactions between people.

More emphasis is put on the future than on the past.

Time is seen as a precious resource that should not be wasted. Time should be saved and used wisely. It is extremely important to be on time.

Work life and private life are kept quite separate. A lot of socializing is not acceptable in the workplace.

It is acceptable to be direct and assertive but not aggressive and pushy. In writing and speech it is important to get to the point quickly and simply.

A firm handshake plus direct eye contact is the standard form of greeting. Men should shake hands with women if they offer their hand.

When conversing, people will stand about a half-meter apart.

Unless you know people very well, you shouldn't ask about the person's age, financial status, the cost of their clothes or personal belongings.

Hold swinging or heavy doors for people who are following you in and out of rooms or buildings.

Many students acquire wireless phones. It is considered extremely rude to answer cell phones or make calls in class or in meetings.

North Americans generally treat clerks, waiters, taxi drivers and secretaries courteously.

People often talk to one another without being formally introduced.

### Tips

- Think positively, just because a culture is different from yours does not mean that it is bad.
- Try to make friends with Canadian students. Realize, though, it takes time to make friends.
- Get involved in clubs and societies and in social activities. Sometimes you can learn more outside the classroom.
- Find time to relax and have fun. Give your brain a break, you will find that it works better that way!
- Punctuality is extremely important. Be on time for class, meetings and appointments. In Canada, you are judged by your ability to be on time.
- It is OK to say no. If you are invited to attend a function and you can not or do not want to go, it is acceptable to politely refuse the invitation. It is better to do that than to not show up, which is considered very rude
- If you are unsure about whether your professor wants to be called, Dr. or Professor or Mr./Ms./Miss, ask them. Sometimes, they prefer to be called by their first name.
- It is OK to ask for help. Ask questions if you don't understand. You will not look stupid. There are many people at Saint Mary's whose job it is to help you.

- In Canada it is customary to tip waiters in restaurants and bars. For food, it would be about 15% before taxes are added to the bill. For the service of alcoholic drinks, beer, wine etc. a satisfactory tip is about 50 cents per drink

### Academics

You may find that the way of teaching and learning in Canada is very different. Following are some of the differences are described with tips on how to maximize your academic success.

#### Ways of Teaching

At the introductory level, courses may take the form of lectures. However, at the more advanced levels, as the class sizes become smaller, classes will become more interactive. Students are expected to ask questions and discuss information, make presentations and critique information. Group work and group projects may be part of the course.

Most courses are structured so that there are numerous assignments and more than one test or exam. All count towards your final grade. In some cases, class participation is part of the mark.

Quizzes are short tests. Pop quizzes are unannounced tests given by the professor to see if students are keeping up with their reading assignments.

Examinations may take the form of short answers, true or false, multiple choice and matching. Your answer may be recorded on a special answer sheet. Make sure you understand how to mark your answers. Essay questions may be long or short. Terms often used in essay questions are analyze, explain, illustrate, interpret, justify, outline, prove, review, summarize and trace. Make sure you understand what these terms mean.

#### Ways of Learning

Students may have to adapt to new ways of learning. Being able to memorize lecture notes and textbook

information will not be enough. Students will be expected to relate information to new situations, bringing a number of pieces of information together, to critically analyze and give personal reactions to information. Textbooks may not be the only source of information.

Many Canadian professors prefer classroom discussion to respectful silence. Be prepared to ask and answer questions in class.

### The Classroom

Classes tend to be informal. However, you are still expected to arrive on time. The behaviour of students may appear casual. They may eat, drink, and fall asleep in class.

The professor may also act in a relaxed way. He or she may want to be called by their first name. They may dress casually in jeans and a T-shirt, may drink coffee and sit on top of the desk. Or the professor may be very formal in dress and manner. These attitudes can be confusing to international students. However, the professor still has the power and you will be expected to hand assignments in on time and respect the professor's office hours.

### Writing

The Writing Centre at Saint Mary's can provide assistance; for more information go to <http://www.smu.ca/academic/writingcentre/>

Academic writing requires a great deal of skill and practice. Essays and term papers have a standard structure. The writing is expected to be direct, clear and logical which is more important than length. Although spoken English is informal, written English is not. You will be expected to know when and how to "paraphrase" or summarize another writer's ideas in your own words.

(See section on plagiarism)

### Tips

- Get to know your professor right away. They want you to succeed. Explain that you are an international student. Tell them you are having trouble understanding everything that is said in class. Faculty members generally have fixed office hours. Make an appointment.
- At the start of each course, you will be given a course outline. This is a very important document that will explain the objectives of the course, the material to be covered, how the course is graded, major assignments, office hours etc.
- Attend all classes.
- Do your homework.
- Pass in all assignments on time.
- Although many faculties encourage critical thinking from students, the manner in which criticism is expressed is important. Show respect by acknowledging your professor's point of view and then offering your own for consideration. Use English forms like "I see your point but..." or "Don't you think...?" Do not worry about your accent, your English, or if you might be wrong.
- When writing critical papers use language that is cool and objective and focuses attention away from the person and on to the ideas.
- If you are having problems understanding spoken English, you may wish to tape lectures. Be sure to ask permission from the professor.
- Grades are final unless you honestly believe the professor has made a mistake. You cannot bargain for grades.
- Do not overdo your course load at first. It is better to withdraw from a course than to fail. You may wish to register for the minimum number of courses

in your first semester.

- Read the registration booklet and the Academic Calendar carefully. Know the academic regulations.
- All assignments should be done on computer. Many professors do not accept hand-written papers.
- It may not be possible for you to thoroughly read every thing that is assigned. You will have to prioritize; read the most important material first and carefully skim the less important assignments.
- Don't expect to get high marks in the first semester. It will take time for you to adjust to a new environment.
- University is expensive, get your money's worth. If you are having problems, get help. Go see the International Student Advisor or Counseling Services.

## Plagiarism

Plagiarism is when one presents words, ideas or techniques of another person as one's own. When one wants to use someone else's work, it is necessary that you make reference to it either by direct quotation or paraphrase (which must be acknowledged by proper citation.) When in doubt, one should seek advice of the instructor before submitting the work. It is a serious academic offense, so ensure that you fully understand how to correctly use your sources when writing a paper.

Plagiarism applies to all forms of information or ideas that belong to someone else (e.g. literary works, computer programs, mathematical solutions, scientific experiments, graphical images, or data).

Furthermore, the submission of the same piece of work (even if it is your own) for credit in more than one course, is usually not permitted. The approval of the instructors of the courses involved must be obtained in

advance.

Source: Saint Mary's University Academic Calendar

## The Liberated Learning Consortium

Liberated Learning is a unique application of speech recognition technology designed to assist students in the university classroom.

In Liberated Learning classrooms, lectures are transcribed in real time using automated speech recognition and projected to the class, enabling students to "see" the spoken lecture displayed as text. After the lecture, comprehensive, software-generated notes are provided in a variety of formats over the Internet.

The Liberated Learning concept may have a number of very important benefits for International Students:

- Students, whose first language is not English, will be able to view a transcript of the lecture in real time, and use it as a reference check for their own notes.
- International students may have learned to read the English language well; however, they may not be able to understand the spoken language. Being able to read and hear the lecture may aid in their understanding of the content of the lecture.
- With access to a copy of the lecture notes, international students will have the benefit of extensive notes in order to review what was said during the lecture, and to augment their own notes for further comprehension. They will have the chance to use their strength of reading to learn what they could not hear well in the classroom.
- Viewing the lecture presented on screen and listening to the professor at the same time may assist international students with their pronunciation of the English language.
- International students may feel more confident in the

material they are taught, and by worrying less about their interpretation of the English language, they will be better able to learn and understand the content of the lecture.

For more information on Liberated Learning and available courses go to: [www.liberatedlearning.com/](http://www.liberatedlearning.com/)  
Contact: Heather Martin [heather.martin@smu.ca](mailto:heather.martin@smu.ca)

## ACCOMMODATION

### Campus Housing

#### For more information go to:

<http://www.smu.ca/administration/resoffic/>

Saint Mary's University has three furnished residence buildings on Campus for both men and women. Applications for Vanier House, Edmund Rice Residence, and Ignatius Loyola Residence should be submitted to:

Residence Life Office  
Saint Mary's University  
Halifax, Nova Scotia  
Canada, B3H 3C3  
Telephone: (902) 420-5598  
Email: [residence.life@smu.ca](mailto:residence.life@smu.ca)

Please feel free to contact the Residence Life Office for an application or more information.

If you plan to live in Saint Mary's University Residence here is some very important information:

The residences fill up very quickly, so applications should be received 4-6 months prior to September. Students accepted into the University after May 1<sup>st</sup> should expect to be offered the opportunity to be added to a "waitlist" for residence. Students in the Intensive English program should apply for Residence through the TESL Centre at least 4-6 weeks before the start of their studies.

### Applying for Campus Accommodation

#### • Ensure that all the proper steps are completed to secure a bed in residence:

1. Complete and submit a "Residence Application" (in addition to University Admissions application) along with the \$25.00 non-refundable processing fee.
2. Wait to receive your "Residence Acceptance Package" from the Residence Life Office. Most will be mailed out within 10 working days of your Admissions Office acceptance letter from the University.
3. Confirm your acceptance of our residence offer by returning the following **before** May 15th.
  - a) the white copy of the "Residence Agreement form" (signed).
  - b) a **\$500.00** Residence Confirmation deposit.
  - c) the completed "Room Placement Card" (to assist with your room placement).
4. Wait to receive your "Residence Placement Package" which contains your room assignment, as well as a newsletter outlining everything you will need to know before moving into residence. These are mailed out in late June.
5. This 2<sup>nd</sup> package will also contain the "Meal Plan Selection Form" you will need to pay your residence fees. It can be mailed (with your fees) to the ARAMARK Food Service Office before August 15<sup>th</sup>. This form only applies to students assigned to single and double rooms.

*Please note that the process of applying for Residence while in the Intensive English Program is different. Please contact the TESL Centre for details.*

### Vanier House

Vanier House is a co-ed and all-female residence. It is a low-rise building with four separate houses (A, B, C, D) with double and single rooms. Each house contains three floors of 18 students. In Vanier, the purchase of a meal card is required. Each room is fully wired with technology services, including telephone, high-speed internet and cable television outlets at each desk.

### Edmund Rice Residence

Rice Residence is a 17 story apartment style, fully wired residence facility for 380 students. There are telephone, computer and cable television outlets in every apartment.

Rice Residence provides fully furnished apartment style living in a unit consisting of a kitchen, two double bedrooms, bath and living room/study area. Students must supply their own cooking utensils and dishes. No single rooms are available in this residence – four students share the 2-bedroom apartment.

### **Ignatius Loyola Residence**

This is a 22-floor high-rise building. There are single and double rooms available. In 2000-2001 Loyola was fully renovated to include all new furnishings, windows, rooms fully wired for computer, telephone and cable TV. Each floor has 24 students and a common lounge. In Loyola residence, purchase of a meal card is required. In addition, each floor lounge has a small kitchenette which can be used to prepare snacks.

### **Family Housing**

For students with families, one and two bedroom self-contained unfurnished apartments are available in Loyola. Students qualifying for Family Housing meet one of these criteria: Married, single parent, enrolled in a graduate program or given mature academic status. Rent includes heat, lights, hot water and cable television. Day care is available on campus. Contact the Family Housing Office at Saint Mary's for more information or an application, (902-420-5589 or [family.housing@smu.ca](mailto:family.housing@smu.ca)).

### **Off Campus Housing**

Off Campus Housing Office

For more information go to: <http://www.smu.ca/och/>

If you prefer an alternative to living in Residence at Saint Mary's University, the Off Campus Housing office is here to help you look for suitable accommodations outside of the University. The Off Campus Housing Office is a non profit organization committed to educating students about off campus living and providing

a listing service for the Metro Area.

Services include:

- City maps posted for customer use
- Metro Transit maps and schedules
- Tenant and Landlord information
- Information on related Halifax businesses
- Information on residential property rental in Halifax
- Listings of Accommodations in the Halifax/Dartmouth/Bedford/Sackville area

The Off Campus Housing Office will help you start your search, but it is necessary for you to be in Halifax to decide what accommodation best fits your needs. The office is

unable to reserve accommodations for you prior to your arrival in Halifax. Check the website to see valuable information about apartment hunting and many other aspects of living off campus.

Coordinator: Erin Dorey

Phone: 902-491-8606

Email: [offcampus.housing@smu.ca](mailto:offcampus.housing@smu.ca)

### **Temporary Accommodations**

You may require temporary accommodations while you are looking for a place to live or before you move to campus residence. An up to date list is available at <http://internationalcentre.smu.ca>.

## CHILD CARE CENTRE AND SCHOOLING

### Child Care

For more information: <http://www.smu.ca/administration/studentservices/daycare.html>

The Campus Child Care Centre is located at the base of the Rice Residence. This facility, operated by Point Pleasant Child Care Centre, is a non-profit, charitable organization. Enrollment priority is given to students, staff and faculty of the University. Teaching staff are qualified Early Childhood Educators and the children's programs are based on the philosophy that children learn through play and interaction with their environment. There are a limited number of subsidized seats available. Very few spaces are available in Halifax for children under 18 months. Interested families are advised to apply early. For enrollment information, contact Susan Willis at (902)422-2293

### Schooling

There are a number of schools found in the vicinity of Saint Mary's University. Inglis Street Elementary School, as well as the Gorsebrook Junior High school are both found on the same block as Saint Mary's. School age children will require a study permit before coming to Canada.

For more information please contact the Halifax Regional School Board, 90 Alderney Drive, Dartmouth, Nova Scotia, Canada B26 4S8, Tel: (902) 464-2000. <http://www.hrsb.ns.ca/contact/>

## SHOPPING FOR FOOD

Two supermarkets are close to Saint Mary's. The Barrington Market Super Store is on Barrington Street near the train station. **The Sobeys Queen Street Store is at 1120 Queen Street.** Both are a 10-15 minute walk from Saint Mary's.

There are also international food stores located around Halifax. For example, you can buy Chinese cooking ingredients at: Ca Hoa Grocery, 5348 Victoria Road next to Sobeys, There is a list of the international food stores in the Yellow Pages of the telephone book.

## TRANSPORTATION

### Getting Around the City

#### Buses (Metro Transit Info line 490-6600)

The metro transit system allows you to travel to most parts of Halifax, and the surrounding areas of Dartmouth, Bedford, and Sackville. Full time students at Saint Mary's University have unlimited access to Metro Transit's buses and ferries for the academic year, from September through April, for the cost of \$115.00. Otherwise from May to end of August, the cost of a one-way fare is \$2.00. There are monthly bus passes available, which cost approximately \$65. There are also tickets available that may be used at any time. These passes are sold at most drug stores and at the Student's Centre on campus. Bus schedules and route maps are also available at these locations. You may change buses by obtaining a "transfer" when you pay your fare. Transfers expire within the hour. When you want to get off the bus, you must ring the bell by pulling the cord which runs above the window on both sides of the bus. The front door of the bus is the entrance.

### Taxis

The most expensive way to travel around the city is by taxi. Fares depend on the distance you are traveling. This is a good way to get around late at night or when you are in a hurry. There are many taxi cabs listed in the yellow pages.

Taxi fares start at \$3.00 no matter how short the ride is, and \$2.50 per mile will be added after that. You will pay extra for each additional person in the taxi.

## Bicycles

A bicycle is a good, economical way to get around the city, especially in the summer. Many students ride their bikes to school and leave them locked up during the day on campus. Second hand (used) bicycles can be bought cheaply from flea markets or through the “Bargain Hunter” newspaper or may be advertised around school.

Bicycle helmets are required by law in Halifax.

## Walking

Walking is the choice for many university students. Halifax is a medium sized city and almost everything is at a reasonable distance, a 20 – 25 minute walk from any point within the city limit.

## Getting Around Out-of-Town

The cheapest form of long distance travel is by bus; the most expensive is by airplane. It is important that you book well in advance in order to get the cheapest rates possible. Acadia Lines is the long distance bus company in Nova Scotia. Their phone number is (902) 454-9321; their fax number is (902) 454-8153. web: <http://www.smtbus.com/>. Via Rail Canada supplies passenger rail service across Canada. Its Halifax phone number is 1-800-561-3952, web: <http://www.viarail.ca/>. The major Canadian airline is Air Canada (888) 247-2262 web: <http://www.aircanada.com/en/home.html>. Smaller discount airlines, Can Jet and West Jet, offer reduced rates to Canadian cities. Discounts are available with a valid student ID card.

It is also possible to rent a car. The Yellow Pages list several local rental agencies. You must have a major credit card, a legal driver’s license, and be at least 21 years old to rent a car. Always make sure that you have adequate insurance coverage when you rent a car.

To find out more information, go to your local travel agency. There is a travel agency called Travel Cuts on the 1st floor of the Students Centre. With a student ID

card, you can get an International Student Travel Card entitling you to cheaper rates on many kinds of travel.

## Travel and Re-entry

### Travel Insurance

Your medical coverage is not valid for travel beyond Canada. If you travel outside the region, it is strongly advisable to have travel insurance.

Travel insurance may be purchased from the Health Plan Office, 5<sup>th</sup> Floor, Students Centre and from travel agencies.

### When Traveling to the United States

If you require a visitor’s visa to travel to the United States, you must obtain it from the

U.S. Consulate General  
Suite 904  
Purdy’s Wharf Tower LL  
1969 Upper Water Street  
Halifax, NS  
B3J 3R7

- Applications are available at the International Centre
- To return to Canada from the United States, a valid Study Permit is all that is needed, you do not have to renew your entry visa.

### When travelling to Europe and other parts of the world

- If you do not require a visa to travel to Canada, you should have no problem on re-entry to Canada. If you do require a visa to enter Canada, you must renew that visa at a Canadian Consulate. This can usually be done in person and quite quickly.

You can also apply for an entry visa by mail at a Canadian Consulate in the U.S. However this may take longer than one month and requires sending your

passport. The International Centre has workshops every two weeks to help students complete their application forms

### Getting an International Student Identity Card (ISIC)

We strongly suggest that all international students pick up an International Student Identity Card. This card will help you save up to 50% each time you travel by offering discounts on flights, special rates on VIA Rail as well as with long distance bus lines. The cost is only \$22.00 cdn. It is valid worldwide, for one year. However, you MUST be a full time student.

For more information, visit Travel Cuts in the Student Centre at Dalhousie University

## MANAGING YOUR MONEY

### Budget

Individual costs will vary of course, but these are typical for an academic year.

The current fees are available at this web site: <http://www.smu.ca/administration/financialservices/>

International students who wish to live in Residence may want to consider obtaining a room in Rice residence, which offers apartment style accommodations. You will be able to save money by cooking your own food. This is especially important during the Christmas break when the university food service is closed.

Note that if you stay in residence over the Christmas break, it will cost an additional \$200.00 and you will need to apply in advance before the end of the fall semester.

You can anticipate that you will need approximately \$25,000 (Canadian) for a full academic year.

Please note that these prices are subject to change.

Note: Students enrolled in the Intensive English Program should contact the TESL Centre regarding tuition, residence, homestay, or other costs.

### Example of Prices in Canada (In Canadian dollars)

These are approximate prices and they vary depending on different brands purchased:

Milk: \$1.87/litre

Bread: \$1.99 – \$3.59/ loaf

Eggs: \$2.69 – \$ 3.99/ dozen

Carrots: 2 pound bag - \$3.49

Rice: 2 Kg bag - \$4.99-\$5.69

Pasta: \$1.49 – 3.79

Ground Beef: \$8.58/kg

Ground Chicken: \$6.59/kg

Ground Turkey: \$ 9.24/kg

Cup of Coffee: \$1.00- \$2.00

Hamburger: \$2.00 - \$4.00

Pizza Slice: \$2.00 - \$4.00

Lunch at a fast food restaurant: \$8.00

Lunch at a Chinese restaurant: \$10.00

Textbooks (depending on the number of course taken e.g. five courses) are between \$500.00 and \$650.00 per year. Most individual textbooks cost anywhere between \$30.00 - \$150.00.

Photocopy \$0.10/per copy

Laundry (washing machine and dryer) \$1.50 per wash and \$1.50 per dry

Haircut \$17.00 to \$50.00

Please note that these prices are subject to change.

The total expenditure depends on how you spend money. Prices may differ depending on where you shop. If you are determined to spend as little as possible and you cook for yourself, you won't spend much more than \$200.00 a month excluding rent (and utilities if applicable). In the beginning of the semester you can expect to spend more.

### A word of caution

Many students, who are away from home and managing a large sum of money for the first time, run into financial difficulties. There are limited opportunities for employment on campus, especially for first year students. Plan a budget and try to stick to it. Help in financial planning is available from the Financial Aid Office, 4<sup>th</sup> floor, Students Centre

### Banking

Canadian currency is the only money that is accepted in restaurants, stores and other businesses. Occasionally they may accept U.S. currency. It is wise to secure your finances and transfer funds to a Canadian bank before leaving your country. It is also wise to carry traveler's cheques when you first arrive in Canada.

As soon as you arrive in Halifax, you should open a bank account and deposit the money you bring from home.

**Never** carry large amounts of cash in your wallet and **never** leave large amounts of cash in your residence.

On campus, we have two Royal Bank ATMs (Automatic Teller machines). There is one in the Loyola Academic Complex and one in the Students Center. If you open an account with the Royal Bank, there are a limited number of free transactions at these ATMs. If you open an account with a different bank, there will be a small charge for each transaction at the ATMs on campus.

In Canada, most banks are open only from Monday to

Friday, although a few branches may open for limited hours on Saturday. Because each bank has different opening hours,

you will need to contact each branch individually to find out when they are open.

Below are listed some of the banks, close to the campus, you may want to consider.

#### Royal Bank of Canada (RBC)

Corner of Spring Garden Road/Summer Street  
Phone: 421-8177

#### Canadian Imperial Bank of Commerce (CIBC)

5527 Spring Garden Road  
Phone: 428-7950

#### Bank of Nova Scotia (Scotiabank)

6005 Coburg Road,  
Phone: 420-4929

#### Bank of Montreal

Spring Garden Road  
Phone: 421-3798

#### Toronto Dominion Bank (TD)

5415 Spring Garden Road  
Phone: 496-0800

### Types of Accounts

#### Chequing

The purpose of a chequing account is to transact money, for example, when paying bills. Normally, an individual opening a chequing account will be spending the money in the account. Therefore, these accounts offer low interest but have low service charges.

#### Savings

This type of account is for saving money and an individual will be making more deposits than withdrawals. Therefore, savings accounts offer higher interest but have higher service charges.

### **Student Banking Accounts**

Some banks have Student Banking Accounts which are chequing accounts for students. These accounts have special rates and user services specifically designed for students' special needs. They often offer services such as free telephone or internet banking.

### **Withdrawal Limits**

With the student banking accounts, limits for students can be set at \$500.00 per day, \$1,000.00 per day, or \$2,500.00 per day.

### **Opening an Account**

To open an account, see the receptionist at the bank of your choice. You may need to make an appointment. Students require two pieces of identification (one must have your picture). Identification should include your passport (primary identification) plus one secondary piece of information. Secondary ID could be any of the following:

- Major credit card (e.g., MasterCard, Visa, American Express, Diner's Club)
- Saint Mary's student identification
- Any government issued identification
- ISIC - International Student Identification Card (you can apply for this card at Travel Cuts, 1<sup>st</sup> floor Students Center. Take your Saint Mary's ID or Saint Mary's Letter of Acceptance with you)
- If applicable, Visa Work Permit or temporary Social Insurance Number.

In addition, you will need to take proof of an address here in Canada. If you are in Homestay, your host family can write a letter addressed to the bank for you.

### **Closing an Account**

Closing an account can be done with no fee. An account must be brought to zero to close it.

## **EMPLOYMENT**

For more information go to: <http://www.smu.ca/administration/sec/>

### **Working While You Study**

International students are eligible to work on a part-time basis during the academic year and full time during the summer. For off campus work, a work permit will be required. An application can be made after six months of full time study. For more information on how to apply for a work permit, come to the International Centre or consult <http://internationalcentre.smu.ca>.

### **Co-operative Education**

International Students, if they join the Co-op Program, can obtain a work permit in order to complete work terms. Co-operative education is a method of learning in which students alternate formal academic study on campus with paid work terms. Students are employed by companies or institutions related to their academic field. Most Co-op students spend an additional six months to obtain their degree. Co-op programs are available in biology, chemistry, math and computing science, commerce, geology, geography, psychology and environmental studies.

### **Working in Canada after Completion of your Degree**

If you have successfully completed a university program, after graduation, you may work for a maximum of 3years in a job related to your course of study.

## STAYING IN TOUCH WITH HOME

### Telephone

A phone call from a public phone booth costs \$0.25. If you are making a long distance call through the operator (a collect call) you do not need to put any money into the pay phone. To make a direct long distance call in Canada, dial 1 – (area code) and the number. To find a local number you can call directory assistance at 411. To find a number in another province or city, you may ask for a directory assistance by dialing 1-(area code of the city or province in which you are searching for a number) – 555-1212. There is a \$0.95 charge for calling directory assistance. If you need the operators assistance dial 0. To make a direct overseas call dial 011-country code-area code and/or city code- and then the number.

Every bed in residence has its own phone, free for local calls. Long distance plans can be purchased through the University or calling cards can be used.

If you live off campus and wish to have your own phone, you must arrange a hook-up through the local phone companies, Aliant or Eastlink. The cost of a hook-up is about \$35. Long distance calls are expensive. The prices per-minute are listed in the phone book. Discount rates to different countries vary: check the phone books before you call. You can get a calling card, which is like a credit card and this can be used to charge long distance calls to your home phone number. Calling cards are available on campus and through various locations through the city. It is best to ask the advice of other students before buying a phone card.

- Other companies such as Sprint, Primus, Telus and Rogers provide long distance services.
- You may also choose to purchase a cellular phone and many students prefer to do this. Contact a local phone company for more information.

### Mail

Postal service in Canada is usually fast and efficient. There are postal outlets providing full postal service located all over Halifax. They are often located inside a larger store. The Students Centre information desk sells stamps and there are mail boxes on campus. They do not supply full service mailing. If you have a package that you would like to mail, the closest postal outlet (post office) to Saint Mary's University is located at Shoppers Drug Mart, Fenwick Street, near Sobeys. To mail a standard international letter, the cost of the stamp is \$1.60 plus tax. Within Canada, the cost of a standard letter is \$0.59 plus tax. There are special services available to send your letter quickly for an extra fee.

### Email

One of the cheapest ways to stay in touch with home is by email! Here at Saint Mary's University each student is given an email account, which you may use at your leisure. The International Centre communicates with students by email so be sure to inform the International Centre about your email address so that you do not miss out on important information.

### Using your laptop computer on campus

For detailed information go to: <http://www.smu.ca/administration/itss/troubleshooting#1.4>

## SOCIAL LIFE IN HALIFAX

### Restaurants:

Halifax offers many fine dining and fast food restaurants as well as restaurants serving international cuisine (food). Some restaurants are relatively cheap while others are very expensive.

### Movies:

Many students go to movies for entertainment. Prices

are in the \$9.00 to \$10.00 range. Prices may vary depending on the theatre. For a list of movies playing near you, you can look them up in the newspaper under "Entertainment" or check it out on the website at [www.empiretheatres.com](http://www.empiretheatres.com).

### Bars:

Bars are a popular place for students to go. Halifax has a wide variety of bars. For a listing see the Yellow Pages or read the Halifax Visitors Guide provided by Tourism Halifax.

Please Note: The legal drinking age is 19 years old. All pubs and bars require ID with your birthday (Nova Scotia liquor I.D., passport, or a driver's license). A student ID is not acceptable.

### How to get a Nova Scotia Photo I.D.

You can obtain a photo I.D. from the Access Nova Scotia, West End Mall, Main floor (between Sears and The Bay). Work hours: Monday and Tuesday 8:30-4:30; Wednesday, Thursday, Friday 8:30 -7:00. The cost is \$15.20. Take your Saint Mary's Student ID and your passport for verification and one other piece of ID and be over 19 years of age.

### Area Attractions

The following is a list of places to see in Halifax:

- . Spring Garden Road - 15 minute walk from campus, offers a variety of restaurants
- . coffee shops, movie theatres, and shopping.
- . Point Pleasant Park - a 5 minute walk from campus
- . Public Gardens (located on Spring Garden Road) - a 15 minute walk from campus
- . The Waterfront, Historic Properties (located downtown) - a 30 minute walk from campus

. The Maritime Museum of the Atlantic (located at 1675 Lower Water Street)

. Pier 21 - museum documenting the immigration into Halifax, Marginal Road, - 20 minute walk from campus

. The Black Cultural Centre, Dartmouth

. Nova Scotia Museum of Natural History

. Citadel Hill with the Town Clock

. Public Archives of Nova Scotia

. City Hall

### Religious Institutions

Many different religious organizations are listed in the Yellow Pages of the phone book. They include:

- Christian
- Bahai
- Buddhist
- Chinese
- Hindu
- Islamic
- Jewish
- Sikh
- Taoist

### ABOUT NOVA SCOTIA, CANADA

Unfortunately space does not allow us to include detailed information about Nova Scotia and Canada. We suggest that you consult the Government of Canada website at [www.gc.ca](http://www.gc.ca).

### Racism

Discrimination occurs when an individual or group is denied access to opportunities, rights and privileges available to and enjoyed by others. When discrimination or racial slurs, name calling, graffiti or hate mail are directed at a racial or ethnic group, it is racism. All types of racism occur in Canadian society. Denial of any rights, services, jobs, accommodation or facilities based on race is illegal in Canada. The Charter of Rights and Freedom and the Nova Scotia Human Rights Commission protect people from discrimination. Acts of racism are not tolerated at Saint Mary's and should be reported immediately. You can seek the assistance of the International Student Advisor, The Human Rights Commission and the local police if you think that you are being discriminated against.

If you have been the victim of an attack or have witnessed an incident on campus, contact Campus Security immediately. If it occurs off campus, contact the police and then university staff for follow-up assistance.

## Holidays

There are a number of important dates in the academic life of the university which you should mark on your calendar: dates for paying fees, registering in courses, and so on. These dates are listed at the beginning of the Academic Calendar. In addition, there are a number of public holidays when you may find banks and stores closed. Some holidays, like Christmas, have fixed dates; others, like Labour Day and Thanksgiving, fall on a Monday, and stretch out the usual weekend of Saturday and Sunday.

International Student Orientation - September

Labour Day - September

First day of classes and Orientation week - September

Thanksgiving Day - October

Remembrance Day - November 11

Christmas Day - December 25

Boxing Day - December 26

News Years Day - January 1

Second Semester First day of classes - January

Winter Break – 1 full week in February/ March

Easter Good Friday – March or April

Easter Sunday – March or April

Canada Day - July 1

## WHERE TO GET HELP

If you experience problems throughout the year, these are the people and offices that can help you.

### Academic problems

Undergraduate Programs Office (Stacey French)

Tel.: (902) 420-5838

Email: [Stacey.french@smu.ca](mailto:Stacey.french@smu.ca)

located in MacNally Main 215

<http://www.arts.smu.ca/contact.html>

### Commerce

Lois Larson, Manager B. Comm. Program

Tel.: (902) 420-5423

Commerce Undergrad Advisor

located in Sobey Building 206

email: [lois.wasteneys@smu.ca](mailto:lois.wasteneys@smu.ca)

Managing Director, MBA Programs

Tel.: (902) 420-5729

Located in Sobey Building, Room 204

E-Mail: [mba@stmarys.ca](mailto:mba@stmarys.ca)

<http://www.smu.ca/academic/sobey/share.html>

### .Science

Susan Dore, Science Undergraduate Programs officer

Tel.: (902) 491-6214

located in the Science building, Room 201

E-Mail: [susan.dore@smu.ca](mailto:susan.dore@smu.ca)  
<http://www.smu.ca/academic/science/>.

### **Counselling Services**

Sarah Morris, Assistant Director of Student Services  
 Tel.: (902) 420-5615  
 located at Student Services, Students Centre, 4<sup>th</sup> floor  
 E-Mail: [sarah.morris@smu.ca](mailto:sarah.morris@smu.ca)  
<http://www.smu.ca/administration/student-services/counselling.html>

### **Career Services**

Career Development Centre  
 3rd floor, Student Centre  
 Room 302  
 (902)496-8743  
[Career.services@smu.ca](mailto:Career.services@smu.ca)

### **First Year Advisor**

Bobbi Beuree  
 4th Floor Student, Centre Room 418  
 (902)496-8797  
[firstyear@smu.ca](mailto:firstyear@smu.ca)

### **Registrar**

Tel.: (902) 420-5582  
 Fax: (902) 420-5151  
 located at McNally Main, Room 134  
 E-Mail: [registrar@smu.ca](mailto:registrar@smu.ca)  
<http://www.smu.ca/registrar/>.

### **TESL Centre** (for language help)

Tel.: (902) 420-5691  
 Fax: (902) 420-5122  
 Located at 980 Tower Road  
 E-Mail: [tesl@smu.ca](mailto:tesl@smu.ca).  
<http://www.stmarys.ca/academic/tesl/>.

### **Financial Problems**

#### **Student Accounts**

Tel.: (902) 420-5468  
 Fax: (902) 496-8184  
 located in McNally Main, Room120

Mail: [accounts.receivable@smu.ca](mailto:accounts.receivable@smu.ca)

### **Financial Aid**

Michelle Fougere, Financial Aid Counsellor  
 Tel.: (902) 420-5609  
 located in Students Centre room 403  
 E-Mail: [michelle.fougere@smu.ca](mailto:michelle.fougere@smu.ca)

### **Residence Problems**

<http://www.smu.ca/administration/student-services/residence.html>.

#### **Residence Assistants (RAs)**

(available on each floor of residence)

#### **Director of Residence**

Clay Fowler  
 Tel.: (902) 420-5597  
 located in Loyola building, Room 106  
 E-Mail: [cfowler@smu.ca](mailto:cfowler@smu.ca)

#### **Director, Residence Life**

Kati Kilfoil  
 Tel.: (902) 420-5598  
 Fax: (902) 469-8107  
 located in Loyola building, Room 112  
 E-Mail: [kkilfoil@smu.ca](mailto:kkilfoil@smu.ca)

#### **Assistant Dir., Res. Security**

Derrick Colburn  
 Tel.: (902) 496-8735  
 E-Mail: [dcolburn@smu.ca](mailto:dcolburn@smu.ca)  
 located in Loyola building, Room 108

### **Personal problems**

#### **International Student Advisor**

Ysaac Rodriguez Arias  
 Tel.: (902) 420-5436  
 Fax: (902) 420-5288  
 E-Mail: [ysaac.rodriquez@smu.ca](mailto:ysaac.rodriquez@smu.ca)

#### **Conflict Resolution Advisor**

E- Bridget Brownlow

Tel.: (902) 420-5113

Fax: (902) 420-5125

[Bridget.brownlow@smu.ca](mailto:Bridget.brownlow@smu.ca)

### **Residence Assistants:**

(available on each floor of residence)

### **Chaplaincy**

Dan Kelly

Tel.: (902) 420-5502

Fax: (902) 420-5129.

located in Loyola building, Room 145

E-Mail: [Chaplain@smu.ca](mailto:Chaplain@smu.ca)

### **Counselling Services**

Sarah Morris

Tel.: (902) 420-5615

Fax: (902) 420-5125.

located in Students Centre, 4th floor

E-Mail: [sarah.morris@smu.ca](mailto:sarah.morris@smu.ca)

### **Career Counselling**

Tel: (902) 420-5615

4th floor, Students centre

### **Director of Student Services**

Keith Hotchkiss

Tel.: (902) 420-5615

Fax: (902) 420-5125

located in Students centre, Room 403

E-Mail: [keith.hotchkiss@smu.ca](mailto:keith.hotchkiss@smu.ca).

### **Metro Help Line**

(available 24 hours per day 7 days a week)

Tel.: (902) 421- 1188

### **Immigration Problems**

### **International Centre Staff**

Tel.: (902) 420-5525

Fax: (902) 420-5288

E-Mail: [international.centre@smu.ca](mailto:international.centre@smu.ca)

Located in Students Centre, room 300

### **Citizenship and Immigration** Tel.: 1-888-242-2100

For more details on resources and services for students at Saint Mary's University, see Section 8 of the Academic Calendar.

### **Other Useful Telephone Numbers**

#### **Admissions**

**TEL.: (902) 420-5415**

**FAX: (902) 420-5103**

**E-Mail: [admit.international@smu.ca](mailto:admit.international@smu.ca), <http://www.smu.ca/administration/admiss/welcome.html>.**

#### **Student Recruitment**

For Program Information:

Tel: 902-496-8280

Fax: 902-420-5073

[international@smu.ca](mailto:international@smu.ca)

#### **Centre for New Students**

Tel: (902) 496-8691

E-Mail: [cns@smu.ca](mailto:cns@smu.ca)

<http://www.smu.ca/administration/admiss/centre.html>.

#### **Health Services**

Jane Collins, Nurse/Manager

4<sup>th</sup> Floor Students Centre

Appointments: 420-5611.

Phone: 496-8778 after hour call: 471-8129

Email: [jane.collins@smu.ca](mailto:jane.collins@smu.ca)

#### **The Tower**

Tel.: (902) 420-5555

<http://www.smuhuskies.ca/>.

#### **Husky Patrol**

Tel.: (902) 420-5577

#### **Students Centre Information Desk**

Located in Student Centre 1<sup>st</sup> floor

Tel.: (902) 496-8713

## Emergency Telephone Numbers

You should always keep a list of emergency numbers next to your phone. In any emergency, you can dial “0” on a telephone and tell the operator the nature and location of the emergency.

Police	<b>911</b>
Fire	<b>911</b>
Poison Control Centre	<b>428-8161</b>
Ambulance	<b>911</b>
Saint Mary’s Switchboard	<b>420-5400</b>
Campus Security Emergency Line (red button on campus pay phones)	<b>420-5577</b>
Residence Security Desk	<b>420-5591</b>
Avalon Sexual Assault Centre	<b>425-0122</b>
Campus Sexual Assault Response (Campus nurse on call 24 hrs.)	<b>471-8129</b>

Produced by the International  
Centre at Saint Mary's University

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