

Part Fifteen

GENERAL SERVICES AT THE UNIVERSITY OF LETHBRIDGE

1. ADMISSIONS
2. ATHLETICS
3. BOOKSTORE
4. BUS SERVICE
5. CAREER RESOURCES CENTRE
6. CATERING AND FOOD SERVICES
7. CHAPLAINCY
8. CKUL (STUDENT RADIO)
9. COMPUTING SERVICES
10. CONFERENCE SERVICES
11. COUNSELLING CENTRE
12. DEVELOPMENT AND COMMUNICATIONS
13. DISABILITIES
14. FINANCIAL AID - STUDENT LOANS AND GRANTS
15. GRADUATE AND PROFESSIONAL SCHOOL EXAMINATIONS
16. HEALTH CENTRE
17. HOUSING SERVICES
18. INTERNATIONAL LIAISON OFFICER
19. THE LANGUAGE CENTRE
20. LIBRARY
21. MELIORIST (STUDENT NEWSPAPER)
22. OCCUPATIONAL HEALTH AND SAFETY
23. OFF-CAMPUS HOUSING
24. PHYSICAL EDUCATION FACILITIES
25. POST OFFICE
26. PRINTING SERVICES
27. RECREATION SERVICES
28. REGISTRAR'S OFFICE
29. SECURITY AND PARKING (INCLUDING LOST AND FOUND)
30. STUDENT AWARDS - SCHOLARSHIPS AND BURSARIES
31. STUDENT RECRUITMENT
32. STUDENTS' UNION

1. ADMISSIONS

In addition to processing all applications for admission, Admissions Officers provide on-campus counselling on admission requirements and application procedures to prospective students. Evaluations of transfer credit for work completed at other post-secondary institutions are also issued by Admissions personnel, who are located in the Registrar's Office and Students Services area (SU140, 320-5700).

2. ATHLETICS

The Intercollegiate Athletics program is an integral part of student life at the University of Lethbridge. Any full-time student interested in participating in an athletic activity at a high competitive level is eligible to participate.

The University of Lethbridge Pronghorns compete in the Canada West University Athletic Association (C.W.U.A.A.), which includes teams from the Universities of Alberta, British Columbia, Calgary, Saskatchewan and Victoria and, in some sports, teams from Regina, Brandon and Winnipeg. The Pronghorns are also full members of the Canadian Inter-University Athletic Union (C.I.A.U.), which represents

universities across Canada and operates annual National Championships for the five university conferences across the country.

As a result of the high level of athletic competition, many of the Pronghorn athletes have represented the province and the country in national and international competitions over the past 20 years. This speaks well for the calibre of coaching and the quality of athletes at the University of Lethbridge.

Currently the University of Lethbridge offers athletic programs for women in basketball, judo, soccer, swimming and track and field; and for men in basketball, ice hockey, judo, soccer, swimming and track and field.

For those people who are interested in athletics but are not able to compete, the Athletics program offers other opportunities, such as team managers, athletic trainers, minor officials and event coordinator positions.

All student athletes who maintain the appropriate academic standing are eligible for financial assistance, in the form of scholarships, awards and grants through the University's Financial Aid and Awards Office. University of Lethbridge students possessing an Athletic and Recreation Services Card

are entitled to reduced admission prices to most of the Pronghorn home athletic events.

For further information, contact the Athletics Office at 329-2681.

3. BOOKSTORE

Retail Services:

The University Bookstore is located on Level 2 of the Students' Union Building. It stocks all required and recommended texts for courses. The Bookstore is also a full-line general bookstore, with an emphasis on books of interest to students, staff and faculty. In addition, The Bookstore carries stationery, art supplies, computer software and supplies, calculators, toiletries and University of Lethbridge clothing and gifts. Hours of operation are 8:30 a.m. to 4:30 p.m., Monday through Friday. Extra hours of operation are posted and advertised as required.

Returns Policy:

The Bookstore's policy on returns is clearly stated on the "Return Policy" attached to the receipt for course supplies and textbooks. If you are unsure as to whether or not a purchase will be refundable, ask the clerk at the time of purchase.

Used Book Buybacks:

If a textbook is going to be used the following semester, the Bookstore will purchase good used copies from students at the rate of 50 percent of the original price. This service is available daily from 9:00 a.m. to 3:30 p.m., except during semester opening. As well, the Bookstore sponsors semi-annual "Used Book Buybacks". These "buybacks" are held for five days each semester during exam week in April and December. Exact dates and times are posted on campus and advertised in *The Meliorist*. During the buyback, a representative of a large used book wholesale company is at the Bookstore, purchasing used texts which, although they may not be used at the University of Lethbridge, will be used at other universities in Canada and the U.S. The prices paid for these books are determined by the wholesaler.

4. BUS SERVICE

The City of Lethbridge operates a regular bus service between West Lethbridge and downtown in accordance with a published schedule, including three stops at the campus.

Additional information on schedules is available from the Students' Union Service Centre and the City of Lethbridge.

5. CAREER RESOURCES CENTRE (CRC)

The Career Resources Centre provides a comprehensive service to students in all stages of their career development. The co-location of Career and Employment Services (CES) with Applied Studies, the Centre for Management Solutions and the Co-op Programs of the Faculties of Arts and Science and Management provides students with one-stop-shopping for their search for employment and their career development needs.

Information on the faculty-based programs can be found elsewhere in this Calendar:

Arts and Science:

- Applied Studies - see **Part 5 - Faculty of Arts and Science, Section 17.ee, p. 107**
- Co-op Program - see **Part 5 - Faculty of Arts and Science, Sections 10 and 11, pp. 74-77**

Management:

- Co-op Program - see **Part 8 - Faculty of Management, Section 3, p. 137**

Career and Employment Services: Services to Students/Alumni

Career Exploration/Job Search Techniques - As students explore careers, CES assists them to gather occupational information such as qualifications, job duties, education requirements, and labour market conditions. We also assist students in any aspect of the job search process (e.g., resume writing, interview techniques) either on an individual appointment basis or in a group workshop.

Job Postings - Students looking for a job, whether it is part-time, temporary, summer or full-time after graduation, should check the CES Bulletin Boards located across from the Fresh Express on Level 6 or the 'Current Jobs Binder' in CES.

On-Campus Recruitment - CES arranges on-campus interviewing by employers throughout the year. Schedules can be found on the job boards.

Career Resource Library - Located in CES, the resource library offers information on education and training, career opportunities, job search techniques and career planning. Calendars and books are available for in-office use.

Career Events - Each Fall CES hosts the annual U of L Career Conference. The two-day fair is open to all students and provides an exceptional opportunity to gather information on different career paths and to network with potential employers. Other events such as the Work, Travel and Study Abroad series are offered throughout the year.

Centre for Management Solutions

The Centre for Management Solutions (CMS) works with southern Alberta businesses and institutions on business-related problems they face or on opportunities they wish to explore. Third- and fourth-year Management students, as well as recent graduates of the Faculty, are hired as consultants for projects that match their areas of expertise. Under the guidance of the CMS Coordinator and a faculty advisor in the Faculty of Management, students gain valuable job experience in areas such as business plans, feasibility studies, market and product analysis, marketing strategies and plans, needs assessments, organizational development, strategic planning, financial analysis, information systems, business computerization and market research.

For further information on all programs, contact the Career Resources Centre at 329-2000 or visit us in University Hall (D610).

6. CATERING AND FOOD SERVICES

The Catering and Food Services Department is available to serve the dining and nutritional needs of students, faculty, staff and their guests. We encourage everyone to participate in this service by discussing ideas with our management and staff.

Catering and Food Services offers the convenience of a declining balance card for all purchases. This card eliminates the need to carry cash, as well as provides for bonuses (of up to 13.5%). Visit our office, next to The Eatery, for more information.

Catering and food services are provided in an à-la-carte style in a variety of locations on campus, offering a wide array of healthful food choices throughout the day and evening. Catering and Food Services provides an abundance of catering and conference services to suit occasions anywhere on campus. Service ranges from study group meeting refreshments to complete waited banquets and receptions. Menus are personally planned to meet customer requirements.

Locations:

The Eatery is located off the Atrium on Level 6 of University Hall. In addition to quality and appealing food, The Eatery offers holiday and special event menus throughout the year. Normal operating hours are 7:30 a.m. to 6:30 p.m., Monday to Friday and 9:00 a.m. to 6:00 p.m. on weekends.

The Fresh Express is located in Section C on Level 6 in University Hall. The Fresh Express features custom-made deli sandwiches, a Tim Hortons® kiosk and Pizza Hut® pizza. Normal operating hours are:

Monday-Thursday	7:45 a.m. - 11:30 p.m.
Friday	7:45 a.m. - 3:30 p.m.
Saturday	Closed
Sunday	4:00 p.m. - 11:00 p.m.

For more information, please call the Catering and Food Services Office at 329-2491.

7. CHAPLAINCY

Chaplains provide private consultation to any University student or staff in relation to spiritual or religious needs.

The Chaplaincy consists of Ministers of many faiths. Participating Chaplains have regularly scheduled hours for consultation. For information, contact the Registrar's Office and Student Services at 320-5700 or call the Chaplain's Office directly at 329-5150.

8. CKUL (STUDENT RADIO)

CKUL 99.7 Cable FM is staffed full-time by students and operated by students, faculty and staff of the University of Lethbridge, as well as the members of the community at large. CKUL broadcasts at a frequency of 99.7 Mhz. on cable FM and is looking towards 1997 for plans to be on regular FM, serving the city of Lethbridge. The station's programming offers a wide variety of alternative music and spoken word programs. Students, faculty and staff are invited to apply year round to

have their own program or to volunteer in the music, promotions, production or spoken word departments.

The hours of operation are Monday to Thursday, 8:00 a.m. to 12:50 a.m., and Friday and Saturday, 8:00 a.m. to 2:50 a.m.. For more information on CKUL, call 329-2335, fax 329-2224 or E-mail: at ckul@hg.uleth.ca.

9. COMPUTING SERVICES

Located on Level 5 of University Hall, Computing Services provides computer support to the University community.

Student computing facilities include a combination of supervised central computing labs and unsupervised 24-hour labs. Central labs provide instruction and student access to a combination of Pentium, Macintosh and Sun Workstations. When unscheduled and proctored, the labs are available to all students.

Most computing facilities are located in University Hall and include: the SUN Workstation lab (E648), which provides a SUN (UNIX) computing environment; Windows 95® Microcomputer Labs (E646, E640 and E630); Apple/Macintosh Labs (E620 and E610); Windows 3.11 Lab (D519); and, the LINC Lab which provides Pentium and Macintosh computers. The microcomputer communications software available in all labs can also be employed for central connections. Laser printing is also available at a nominal fee.

Microcomputer support is available through proctors who supervise central student computing facilities, providing a wide range of academic tools: internet and E-mail access, statistical analysis programs, graphic packages, database and record management software, spreadsheets, word processing, communication and file transfer packages and programming languages.

Student E-mail accounts are available from the Computing Services Help Desk (D537) for a nominal setup fee, as well as SLIP/PPP dial-up internet access at reasonable rates. For more information regarding the services provided by the Help Desk, visit the Computing Services home page (<http://home.uleth.ca/css/>) or contact the Help Desk (329-2490).

10. CONFERENCE SERVICES

Conference Services is available to assist in planning conferences, meetings or special events for groups originating on or off campus, pursuing an educational goal or offering training to meeting participants.

From design and distribution of conference brochures, to budget creation, facility rentals and program advice, Conference Services offers a "one-stop-shop" to meeting and event planners. Arrangements with respect to food service, accommodation, audio-visual equipment, printing, maintenance, security and parking are all facilitated through the Conference Services Office.

The University of Lethbridge offers a wide selection of meeting facilities, which range from large lecture halls to small meeting rooms perfect for 15-20 persons. The Students' Union Ballroom and Eatery Dining Room provide space to host 300-500 people with a panoramic view of the City and river valley. These facilities are ideal for weddings, banquets

and family reunions. First-class recreational facilities are also available on campus, highlighted by the Max Bell Regional Aquatic Centre. In response to an increased demand for video and teleconferencing, Information Technology Services is available to supply the latest in audio-visual technology.

Conference Services also operates a summer hotel facility in the new University housing from May to August.

Hours of operation are from 8:30 a.m. to 4:30 p.m., Monday to Friday, with additional support as requested for special events. Call 329-2244 or FAX 329-5166.

11. COUNSELLING CENTRE

Located in the Registrar's Office and Student Services area, the Counselling Centre services are extended without charge on a confidential basis. The primary purpose of the Counselling Centre is to contribute to the total well-being and development of individual students. Personal counselling, career counselling and academic skills development programs are offered to assist students in realizing their educational, social and personal potential.

Although the Counselling Centre normally operates on an appointment basis, counselors see students experiencing a personal crisis as quickly as possible. After hours and weekend emergencies should be handled through Campus Security (328-0777) or the emergency service at the Regional Hospital. Personal crisis situations experienced after hours should be directed to the Samaritan's Crisis Line (320-1212).

Students concerned about personal situations that they have not been able to resolve are encouraged to make a counselling appointment before the situation becomes overwhelming. For an appointment call 320-5700 or go to the Information Centre (SU140).

For employees of the University, counselling is available through the Employee Assistance Program. Call 329-2494 for further information.

12. DEVELOPMENT AND COMMUNICATIONS

The Communications and Public Relations Office (located in W668) is responsible for on-campus and external distribution of news and information about the University.

The office publishes *Aperture*, a weekly on-line campus newsletter, and *Alumni and Friends*, distributed twice a year to U of L alumni and other friends of the University. Approval to place posters on campus must be obtained from this office. Staff prepare and distribute news releases, act as a liaison with media and offer an Events Line service for the public (329-2200).

The Communications and Public Relations Office is also responsible for the placement of University advertising, the production of external information and publications to select audiences, and various community and public relations activities.

The Development Office is responsible for increasing private support through donations and contributions from alumni and friends of the University. University of Lethbridge students have distinguished themselves by providing financial support for the building of the Students' Union Building (SUB) and the

proposed Library Information Network Centre (LINC). This tradition of investing in the University is gratefully acknowledged.

The Development Office also maintains the alumni database and acts as a liaison with the University of Lethbridge Alumni Association.

13. DISABILITIES

The University of Lethbridge attempts to meet the special needs of students with disabilities. Frequently, a student has unique needs, and response must often be made on an individual basis. Dealing with these needs may require the student in question to liaise with a number of provincial and non-profit agencies, as well as University of Lethbridge personnel. For more information and possible assistance with these matters contact the Coordinator of Student Counselling at 320-5700 or come to the Information Centre (SU140).

The Coordinator of Student Counselling can support student requests for special testing and lecture or registration procedures once their disability has been documented. They can also guide students to local services or agencies which may be of assistance. Special equipment or specialized services frequently must be funded through agencies outside the University of Lethbridge. Problems of physical access may also be brought to the Coordinator of Student Counselling who will then direct students to the appropriate University office or personnel.

14. FINANCIAL AID - STUDENT LOANS AND GRANTS

The Federal and Provincial governments of Canada provide financial aid to help their residents in the pursuit of post-secondary education. This aid is provided in the form of loans and grants, on the basis of demonstrated financial need. The Financial Aid and Student Awards Office provides access, application forms and counselling concerning these financial aid systems.

The level of financial assistance awarded to an individual depends both on evidence of financial need and on personal circumstances. During the 1996/1997 academic year, the maximum amount an Alberta student was eligible to receive was \$9,200 in combined Federal and Provincial funding. Single students with dependents may receive up to \$6,000 in non-repayable grants. Students with permanent disabilities may apply for financial assistance for disability-related costs up to \$5,000. Funding is cost-shared between the Federal and Provincial governments.

Financial assistance is also available to students who are considered to be residents of other provinces. The amount and type of provincial or territorial funding available for out-of-province students varies according to the individual provincial or territorial guidelines.

Government student loans are interest-free while students are attending full-time at a post-secondary institution. To ensure that interest-free status continues during full-time study, it is the student's responsibility to provide appropriate proof of enrolment to the financial institution(s) holding the

loan(s). Repayment of government student loans begin six months after ceasing to be a full-time student.

Students in receipt of financial assistance to attend full-time studies who withdraw completely or revert to part-time studies are required to repay a proportionate amount of their assistance granted for the current academic session. Furthermore, such assistance for the next semester is automatically cancelled. If the student intends to return to full-time studies next semester and needs financial assistance, a new application form must be completed for the next period of studies.

Students who need to apply for financial aid should apply prior to the semester in which assistance will be required. Although the Alberta Students Finance Board has no deadline for financial aid applications, processing of an application can take four to six weeks and must be completed prior to the end of the semester to which it pertains.

Independent and Applied Studies courses are classified as one course (3.0 credit hours) and can only be used in one semester to determine eligibility for student loan purposes. Students taking more than one semester to complete these courses should plan their subsequent semester schedules accordingly.

Payment of 50 percent of current fees and 25 percent of outstanding fees are a first charge against assistance received from government (both Federal and Provincial) student loan certificates.

For application forms and more information, visit the Financial Aid and Student Awards Office, located in the Students' Union Building (SU047) or phone 329-2585.

15. GRADUATE AND PROFESSIONAL SCHOOL EXAMINATIONS

The Counselling Centre is an authorized test centre for professional and graduate school exams such as the GRE (Graduate Record Exam), LSAT (Law School Admission Test), MCAT (Medical College Admission Test) and MAT (Miller Analogies Test). Preregistration for these tests is required. Information bulletins and registration packets are available at the Information Centre (SU140) or at the Career Resources Centre (D610).

16. HEALTH CENTRE

"Helping Students Stay Healthy"

The Health Centre addresses the general health and well-being of all students, faculty and staff, emphasizing health education and illness prevention. The Health Centre is open Monday through Friday from 8:30 a.m. to 4:30 p.m.

The Health Centre provides the following confidential services:

- daily physician clinics
- nursing assessment/care
- health and lifestyle-related information
- personal counselling
- chiropractor
- massage therapy
- pharmacy delivery and education

- laboratory services
- emergency/first aid
- Alberta Health Care Insurance Plan registration

The University does not assume responsibility for the cost of medical treatment or hospitalization. The individual is responsible for registering with and maintaining current Alberta Health Care Insurance (or its equivalent).

Note: *The Students' Union Benefit Plan is a supplement to, not a replacement of, Alberta Health Care Insurance (or its equivalent).*

17. HOUSING SERVICES

"Come Live With Us!"

Our focus in Housing Services is to provide students with the best possible environment for academic success and personal development. We are much more than just a place to stay – live-in residence assistants coordinate residence life programming in the following areas: personal development, health awareness, academic development, community and career enhancement. All residence life courses are delivered by volunteer professionals in the relevant field. The residence life programs provided each semester depend on the demand from the students, as indicated in a survey they complete when applying for on-campus accommodation. Some examples of the programs offered in the past include the following: time management, effective budgeting, information technology services, aerobics, health and nutrition, substance abuse, study skills, exam preparation, library use, tutoring, movie nights, cabarets, resume writing, effective interview and job search skills to name a few.

The convenience of living on campus, together with access to the University's services and programs, gives students educational, social and cultural advantages. You are always close to the academic, athletic and support facilities you need. The ability to quickly access live-in residence staff, other students, the library and faculty resources also contributes to academic success for students choosing to stay with us. Residents tend to be more involved in campus life, build stronger friendships than their off-campus counterparts and develop greater tolerance and understanding. All this adds up to enhanced opportunity to graduate from the University of Lethbridge.

Campus Housing Choices

The University provides campus housing for single students in fully furnished study bedrooms and self-contained apartment units, and for students with families in unfurnished townhomes. Units meeting the needs of the physically challenged are available. Assignments to all residences are made on a priority basis. Traditional-style accommodation is reserved primarily for students new to the University setting, while apartment units are generally assigned to students in their later years of study. Townhomes are generally for married and single students with families.

University Hall Residence

The most convenient accommodation on campus offers 214 students single and double rooms within University Hall itself. Fully furnished rooms are available on the first three floors of the building, and the residence is equipped with common

rooms, a games room, a laundry centre and activity centre. The library, Eatery, study rooms and computer labs are all located upstairs, while all academic areas are accessible without going outside on cold days.

All traditional-style rooms are offered on a "Room and Board" basis only. All University Hall residents participate in the Residence Dining Plan. Please refer to the Residence Dining Plan section for more information.

Aperture Residential Park New Traditional-Style Housing

The University is currently planning for new traditional-style housing in Aperture Residential Park. It is planned for 192 additional fully furnished hallway single rooms. This facility has been co-designed with students, and offers enhanced privacy while maintaining a community development focus. Common rooms, coin-operated laundry facilities and kitchens are offered in each block. It is planned for accommodation in the new housing to be offered with a partial residence dining plan, or students may opt for one of the three regular dining plans available in University Hall. Only limited cooking facilities will be available. Special residence life programming will be provided to include a focus on technology. More information on new housing will be provided as plans proceed.

Residence Dining Plan

Our campus has several food service outlets. Students living in traditional-style housing, such as University Hall, are required to participate in the Residence Dining Plan since the facilities contain very limited cooking areas. The dining plan offers a variety of food choices providing an incentive for choices in nutritional food items over snacks. You can choose what, when and how much to eat. Because there is no need to shop, cook or clean up after meals, the Residence Dining Plan is a convenient solution for students who want to have more time available for study and recreation. Students living off campus may also wish to participate in one of the voluntary plans designed for those students who are not on campus all the time.

Students may choose any one of the three levels of the dining plan that best meets their requirements. Each plan contains a bonus that extends the student's purchasing power. Special considerations, with the support of appropriate documentation, are made by the Manager of Hospitality Services for students who:

- do not complete a full semester's occupancy
- are Education students during their Professional Semesters
- have severe medical disorders or religious grounds.

The Dining Plan is non-refundable and non-transferable; the meal allotment must be used during the academic year in which it is purchased. Further information can be obtained from the Catering and Food Services Residence Dining Plan Brochure, or call Catering & Food Services at (403) 329-2491.

Aperture Residential Park Apartments

Our apartment buildings, which opened in 1990, accommodate 238 students in one, two and four bedroom, fully furnished units. All bedrooms are single occupancy and suites are assigned on a bedroom-by-bedroom basis. Study areas, coin-operated laundry facilities and storage areas are provided in each building. This complex is serviced by a computer lab, personal development library, cardio-vascular room, study and meeting rooms and television lounge available to all residence students. The two individual apartment buildings are conveniently located south of Aperture Drive, across from the Physical Education Building, Max Bell Aquatic Centre (southern Alberta's only olympic-size swimming pool) and the Students' Union Building.

Aperture Residential Park Townhouses

Housing for married and single students with families is provided in one, two and three bedroom townhome units which also opened in 1990. All townhomes have a refrigerator, stove and window coverings. One bedroom units are reserved for the physically challenged. The three bedroom units include a washer and dryer. Central, coin-operated laundry facilities are available for other tenants. Each home has its own entrance and balcony, with living room and kitchen on one floor and bedrooms on a separate level. The townhomes are located just south of the two apartment buildings in Aperture Residential Park.

What You Get!

Computing: There are some computers available in each residence facility. The University provides a 24-hour computing lab equipped with the latest in technology and access to the Internet.

Libraries: The University Library is open extended hours and provides study space. The Organization of Residence Students also provides a library where you can check out general reading books and even videotapes.

Parking & Bussing: If you want to bring your car, you can. Parking close to any residence facility is limited, and issued on a first-come, first-served basis. City buses stop on campus and provide transportation from campus to all areas of the City.

Security: Campus security is available 24 hours a day. Resident assistants have been trained to address unwanted visitors.

Non-smoking: The University of Lethbridge is a non-smoking campus, however each individual room is assigned on a smoking or non-smoking basis.

In Your Room: Each student will receive a basic package: bed, bedding, desk, desk chair, study lamp, drapes or blinds, a wastebasket, clothing storage and telephone outlet (you are responsible for the telephone line and internet connections).

What You Should Bring for Comfort!

The following items are suggestions only: personal computer, circuit breaker-equipped power bar, extension cords, stereo/radio, alarm clock, hairdryer, towels, toiletry items, athletic gear, iron, laundry soap and cleaning supplies

Note: All electrical appliances must be CSA approved.

Application Process

Applications can be obtained from Housing Services and Student Recruitment, and should be returned directly to the Housing Services Office with the application fee and first advance payment. While applications are accepted throughout the summer, **students are advised to apply as early as possible to improve their chances for accommodation.** Applications are considered on a first-come, first-served basis for continuing residents, and first-admitted, first-served for new applicants. Newly admitted applicants applying before April 1st will have their names entered into an accommodation lottery. The 150 names drawn will receive offers of guaranteed accommodation prior to May 1. Others will have their names placed on the application list in priority order, according to date received.

Eligibility for unit types and facilities is based on a point system described in Housing brochures. At least one-half of single student housing is reserved for first-year students each Fall. Once accommodation is available, the student is advised through an "Offer of Accommodation," which must be returned, together with the second advance payment, by the deadline stated in the offer. Failure to meet this deadline will result in cancellation of the application and loss of the first advance payment.

Security Deposit

All students staying in campus accommodation will be required to submit a security deposit of \$100.00 for single student housing and \$200.00 for family housing (effective September 1, 1997 and July 1, 1997 respectively). Upon move-in, the advance payment will be converted to this security deposit, and interest will be payable on this amount to the student. Security deposits will be used to cover any outstanding housing charges deemed payable upon termination of occupancy, including cancellation fees, damage, cleaning, lost keys, etc.

The security deposit shall not be deemed to constitute a limit for any charges which may be incurred under the lease.

Cancellations

An applicant who is declined admission to the University or cannot be accommodated by Housing Services by the first day of classes, may request a refund of all advance payments, but must do so within one week of the start of classes. Cancellation for any other reason will be subject to forfeiture of the advance payments according to the cancellation schedule as outlined on the Offer of Accommodation. The refund amount for these cancellations is based on the date upon which notice is received by Housing Services; therefore, students are advised to contact Housing Services as soon as their plans change. (Cancellation over the Christmas break

may be submitted verbally through the Housing Office answering machine.)

Cancellations must be provided directly to Housing Services in writing, except as noted above. Housing Services may be contacted at The University of Lethbridge, 4401 University Drive, Lethbridge, Alberta, T1K 3M4, telephone 403-329-2584.

Rates

As of September 1997, students remaining in University Housing on a continuing, 12-month basis will be eligible for rent guarantees throughout their occupancy, thus avoiding any rate increases. Rental rates and Residence Dining Plan costs are approved by the Board of Governors each Spring, and applicants are advised of the new rates as soon as possible. The 1997-1998 rates have been approved as follows for all residences except the proposed new Aperture Housing, which is subject to change.

Traditional-Style Residences (Furnished)

- double room \$ 660/semester University Hall only
- suite single room \$1,000/semester University Hall only
- hallway single room \$1,080/semester University Hall & New Aperture Housing
- suite large single room \$1,120/semester University Hall only

Apartments (Furnished)

- one bedroom unit \$1,940/semester
- two bedroom unit \$1,300/semester
- four bedroom unit \$1,200/semester

Townhome Units (Unfurnished)

- one bedroom (H/C) \$ 495/month
- two bedroom unit \$ 530/month
- three bedroom unit \$ 575/month

Residence Dining Plan

- partial plan \$ 650/semester New Aperture Housing Only
- small plan \$ 832/semester University Hall & New Aperture Housing
- medium plan \$1,020/semester University Hall & New Aperture Housing
- large plan \$1,071/semester University Hall & New Aperture Housing

Rates for single student housing (Traditional-Style and Apartments) and for the Residence Dining Plan may be paid on a semester basis.

Rental rates include all utilities except telephone line and internet access, and are based on an 8-month (single), and 12-month (family) contract. Special contract provisions and charges apply for students seeking accommodation only for the Spring Semester or cancelling their contract prematurely. Arrangements may be made with Housing Services for a 12-month contract for single students. The University has policies, regulations and programs to provide for the student's personal, academic, social and cultural growth, as well as their privacy and well-being. Breach of these policies and certain Criminal Code offenses will be grounds to terminate the student's use agreement and evict them from University Housing.

Detailed information about University Housing and the application and assignment process is described in publications available from Housing Services.

Summer Housing

Students working or studying in Lethbridge over the summer are invited to stay in our residence. Special contract terms and rates are available. Accommodation is also available in the Residence from approximately May to August for Summer Session students and for conferences, seminars, meetings, visiting faculty and guests to the University. Daily, weekly and monthly rates are available for casual visitors.

Full Summer Contract (May 1 - August 31, 1997)

- one bedroom apartment \$1,940
- two bedroom apartment \$1,300
- four bedroom apartment \$1,200

Special contract terms and rate for Summer Sessions and ESL programs are available.

Call us for more detailed information:

Housing Services

The University of Lethbridge

4401 University Drive

Lethbridge, Alberta, T1K 3M4

Telephone 403-329-2584

E-mail: Housing@chess.ancil.uleth.ca

18. INTERNATIONAL LIAISON OFFICER (ILO)

The International Liaison Officer provides general advising services to international students. A reception service is available for airport pick-up and orientation to Lethbridge and southern Alberta. The ILO is the University of Lethbridge's contact with Immigration Canada, providing assistance with immigration matters. For further information, contact the ILO Office (SU140), phone (403) 382-7151, or FAX (403) 329-5159.

19. THE LANGUAGE CENTRE

The Language Centre is responsible for non-credit programs in English as a Second Language (ESL) and university-level writing. The course, "Overview of Teaching ESL to Adults", is also offered at selected times of the year.

The ESL Program concentrates on English for Academic Purposes for pre-university students who are seeking admission into degree programs. All students who successfully complete the Advanced level with an average of 70 percent will not be required to submit a TOEFL score for university admission.

Offered year round, the University's ESL classes are for students with minimum TOEFL scores of 380 and/or reports of their English Language Proficiency from English schools, colleges or universities. Students must also have successfully completed Grade 12.

ESL courses are available to Visa students, Landed Immigrants and new Canadian citizens on a full-time and part-time basis. Sections are offered in Grammar, Communication, Reading, Writing (including instruction on computers) and Canadian Studies. A part-time TOEFL preparation course is also offered.

The Language Centre also administers the Alberta Universities' Writing Competence Test (AUWCT) and offers a non-credit course in writing in Fall, Spring and Summer

Session I semesters. This course is intended to prepare students for writing at the university level. It can also be used as an alternative to the AUWCT by students who are attempting to gain admission to the Faculties of Education and Management.

For further information, contact The Language Centre (SU140), phone (403) 329-2053, FAX (403) 382-7140.

20. LIBRARY

University Library

The University Library is located on three floors of University Hall with the main entrance located on Level 6.

In September and January, the Library is open:

Monday-Thursday	9:00 a.m.	-	9:30 p.m.
Friday	9:00 a.m.	-	4:30 p.m.
Saturday	11:00 a.m.	-	6:00 p.m.
Sunday	1:00 p.m.	-	9:00 p.m.

At other times during the Spring and Fall semesters, the Library is open:

Monday-Thursday	8:30 a.m.	-	11:00 p.m.
Friday	8:30 a.m.	-	6:00 p.m.
Saturday	11:00 a.m.	-	6:00 p.m.
Sunday	1:00 p.m.	-	9:00 p.m.

Note: Hours are subject to change

Collections: The Library endeavours to provide books, journals, audio-visual and other educational materials to support the University's academic program. The collection consists of over 1,100,000 items including 300,000 books and bound journals, 1,900 current journal subscriptions, 150,000 government publications, 678,000 microforms and 6,500 audiovisuals. The Library also has an extensive collection of bibliographies, indexes, abstracts and CD-ROM databases which support the research needs of senior students and faculty.

Borrowing: Anyone with a valid University identification card is entitled to borrow materials from the Library. Normally, books are loaned for three weeks (17 weeks to faculty, staff and graduate students) and bound journals for two days. Heavy demand items such as required readings for courses are placed in the Reserve Collection and are subject to shortened loan periods. Some Library materials such as government publications and current journals are for use in the Library only.

Information Services: The Information Desk is staffed during day, evening and weekend hours by Librarians and trained Library Operations Specialists, who will answer questions and instruct Library users in the effective use of Library information resources. Library tours are offered at the beginning of each semester and a number of printed guides are available to assist Library users. The Library has access to over 300 external computer databases through such systems as DIALOG, CAN/OLE and INFOGLOBE. As well, Library users may perform their own computer searches using a limited number of CD-ROM databases. Inquiries concerning both types of on-line searching should be directed to the Information Desk.

Information Technology Services: Information Technology Services provides distribution and maintenance for all audiovisual equipment. A listening centre and preview facilities are provided.

Interlibrary Loan Service: Materials not available in the University Library can be requested through Interlibrary Loan. Electronic mail facilities link the University of Lethbridge Library with other libraries around the world. The University of Lethbridge Library belongs to an Interlibrary Loan network which provides rapid delivery of materials held by university libraries in western Canada.

Map Collection: The Map Collection, located in Room C753 of University Hall, holds a collection of maps, atlases, aerial photographs and hydrographic charts. In addition, there is a good collection of Canadian and provincial topographical and thematic maps. World coverage at various scales, historical, geological and other specialized maps are also available.

The Map Collection is available to users by appointment and during the following hours:

Wednesday 10:30 a.m. - 12:30 p.m.

Faculty of Education Curriculum Laboratory

Located in the Library on Level 5 of University Hall, the Faculty of Education Curriculum Laboratory provides specialized services and collections of approximately 28,000 items in support of student teaching requirements in the Faculty of Education.

21. MELIORIST (STUDENT NEWSPAPER)

The Meliorist has been the weekly student newspaper at the U of L since 1967. It offers regular newspaper services and provides an open forum for all members of the University community. As an autonomous body, *The Meliorist* determines its own editorial direction. *Meliorist* staff members also gain first-hand knowledge in the art and skill of writing, editing, photographing, typesetting, layout and management of a weekly newspaper. Currently, the entire paper is done on the most up-to-date computer typesetting equipment.

Since its inception, the newspaper has embraced the philosophy of Meliorism, which holds that the world naturally tends to get better as the result of human effort.

22. OCCUPATIONAL HEALTH AND SAFETY

This Department attends to occupational health and safety needs on campus, as well as working closely with Security in fire prevention.

The Occupational Health and Safety Office is located on Level 0, SUB (SU020) and can be reached at 329-2099.

23. OFF-CAMPUS HOUSING

To help students who choose to live off-campus, Student Recruitment maintains the "Off-Campus Housing Registry". This is a listing service located on Level 0 of the Students' Union Building. Access to the Registry is available on a daily basis, excluding statutory holidays. Pay phones are located

close by. Listings are divided into types of accommodation, location and price to simplify your search.

The Registry enjoys excellent community support and listings change frequently. Lists are updated weekly. If you would like a current list mailed to you, please contact the Off-Campus Registry at 329-2092. Lists are also available in the Off-Campus Registry Office (SU045).

24. PHYSICAL EDUCATION (P.E.) FACILITIES

The Physical Education Facilities at the University of Lethbridge include the following:

- main gymnasium
- tennis courts
- dance studio
- gymnastics gym
- track and soccer field

These facilities are open to students, staff, faculty, alumni and community members during specified times. Special bookings can be made by calling 329-2050.

Also included in the P.E. Facilities is the newly renovated fitness centre which includes a large assortment of cardiovascular and strength training equipment. Anyone with a valid membership card may use the fitness centre. To arrange a personal fitness consultation or for further information about any of these facilities please call the equipment room at 329-2679.

25. POST OFFICE

The Sub-Post Office, located on Level 6 (W620) of the Centre for the Arts, is not a full service outlet. Only pre-stamped outgoing mail is accepted at this location. Students may purchase postage stamps at the Students' Union Service Centre (SU240).

26. PRINTING SERVICES

Printing Services provides quality material and service in the following areas: offset printing and design, custom learning resources, high speed copying and vend-a-card-operated copiers and laser printers.

Copy Centre (W630): With fast turn around times, the Copy Centre offers high speed photocopying, collating, folding, stapling and punching. To dress up your class presentations and term papers, we offer colour copies and overheads, laminating and a number of different covers and bindings.

Note: Copyright permission is the responsibility of the individual requesting copies and must be obtained within the parameters of the agreement between the University of Lethbridge and CANCOPY. For further information on copyright and copyright approvals, contact the Custom Learning Resource Centre (W646: 382-7136).

Custom Learning Resource Centre (CLRC): Facilitating the development of textbook alternatives is the goal of the CLRC. Coordinating everything from design, copyright permission, production and delivery enables instructors to tailor their course materials. Fast turn around time ensures that the custom-designed resource is available when needed.

For further information, please contact the CLRC in W674 or call 382-7136.

Offset Printing and Design (Service Building 4):

Typesetting and design, offset printing and Printing Services administration are located at the north end of the Far West parking lot in Service Building #4. Everything from business cards, title banners and forms, up to full colour posters and complete book production may be accommodated. We can take any printing project from an idea to the design and layout stage through to production, finishing and binding.

Venda Card/Coin Op Photocopiers and Laser Printers: Venda card- and coin-operated photocopiers are located on Level 5 of the Library, in the Level 6 Atrium and in P100 Piikani House. Venda card-operated laser printers are available in the computer labs on Level 6. Cards to operate these copiers and printers are available from the Copy Centre (W630), from the vending machine on Level 5 of the Library or from the vending machine outside the computer labs.

Printing Services is open Monday to Friday, from 8:30 a.m. to 4:30 p.m. (SB4; 329-2626).

27. RECREATION SERVICES

The Recreation Services program provides opportunities for students, faculty, staff, alumni and their families to participate in a wide variety of recreational activities. Full-Privilege Athletic and Recreation Services (A.R.S.) Card, Facility Passes and Family Passes are all available. All students are eligible for a Full-Privilege A.R.S. Card.

Full-Privilege A.R.S. Card Benefits:

Free access to the Physical Education facilities (weight room, gymnasiums, tennis courts and pool, etc.) during open times.

Borrowing privileges for balls, racquets, etc.

Free access to the regular fitness/aerobic program.

A full **intramural** schedule is organized throughout the year, offering something for everyone at both the recreational and competitive level.

Max Bell Regional Aquatic Centre caters primarily to the areas of adult fitness, aquatic leadership and competitive swimming. Time is also set aside for family and recreational use. There are more than 60 hours a week set aside for students, staff and members of the community to use the Aquatic Centre. A.R.S. card holders can use the pool at no extra charge.

Free admission to off-campus facilities. Your A.R.S. Card allows you access to City pools, skating rinks and designated fitness classes at the YWCA. Members of your family may accompany you to these facilities.

Reduced admission to regular season University of Lethbridge home **athletic events.**

Recreation Services sponsors a number of competitive **sports and recreation clubs.** Clubs are started and operated by students and provide an opportunity for both the beginner and serious participant.

Throughout the year, Recreation Services offers a **variety of programs** for both adults and children. Introductory,

advanced and certification classes are offered in a full range of recreation activities. A.R.S. card holders are eligible for discounts on class fees.

There is a full range of **outdoor recreation equipment** available for rent at discount prices for A.R.S. card holders.

Facility Pass Benefits:

Free access to the Physical Education facilities (weight room, gymnasiums, tennis court and pool, etc.) during open times.

Borrowing privileges for balls, racquets, etc.

Detailed membership and program information may be obtained through the Recreation Services Office or by calling 329-2706.

28. REGISTRAR'S OFFICE

The Registrar's Office and Students Services area houses a number of units that assist students with everything from an introduction to the University, to obtaining a student loan, to registering in courses and to applying for Convocation when degree requirements have been met. The units located in the Registrar's Office include: Admissions, Financial Aid and Awards, the Health Centre, the Information Centre, the International Liaison Officer, Liaison and Student Recruitment, Student Counselling, the Student Information System (SIS) team and Student Records.

A detailed list of services for Admissions, Financial Aid and Awards, the Health Centre, the International Liaison Officer, Liaison and Student Recruitment and Student Counselling is available elsewhere in this Section.

This office is responsible for the production of the Calendar and the Timetable, manages registration and Convocation, maintains the official record of a student's academic progress, responds to inquiries about student records, provides grades at the end of each term and issues transcripts.

29. SECURITY AND PARKING (INCLUDING LOST AND FOUND)**Security**

Security Offices are located in W618 in the University Centre for the Arts (adjacent to Atrium). Security and Parking Administration is located in W640. Security Officers provide security of campus buildings and furnishings, loss prevention, incident investigation plus lost and found services, in addition to controlling parking and traffic on campus.

Parking

Anyone intending to park a vehicle on the University of Lethbridge campus must purchase a parking permit from the Cashier's Office.

Permit Rates:

Basic	\$135/year (access to Far West lot, and non-plug areas of West lot)
Plug-in	\$195/year (access to West lot)

After obtaining a parking permit, individuals with special needs must apply for a "Special Permit" to park in the East, North, Centre, South and Athletic Field lots. Applications are available through Security at 329-2603.

A reduced fee is charged for Summer School and part-time students who register vehicles.

All resident students living in Aperture Park must purchase a parking permit through Housing Services (C420). Residence students living in dorms must purchase a permit from the Cashier's Office.

Visitor parking is available at meters or day permits may be obtained from permit dispensers at both entrances to the campus, at the Work Control Centre in Service Building 2, the Cashier's Office or Security and Parking Administration Office (W640).

Parking Guides may be obtained from the Cashier's Office or Campus Security.

30. STUDENT AWARDS - SCHOLARSHIPS AND BURSARIES

The University of Lethbridge offers a wide range of scholarships which serve to recognize the achievements of students who pursue their university education at the University of Lethbridge. These scholarships are granted based on academic proficiency and other factors (e.g., financial need, leadership potential, community involvement, artistic ability).

Students are eligible to apply for scholarships if they are:

- an applicant entering the University from high school or from another post-secondary institution;
- a student continuing their studies at the University of Lethbridge; or,
- an athlete participating on an intercollegiate team.

While not all awards require the student to apply, application is strongly recommended for students who feel that they may qualify for scholarships. Application forms and information on procedures are available at the Financial Aid and Awards Office, located in the Students' Union Building (SU047, 329-2585).

Deadlines for scholarship applications are:

Early Entrance Scholarships - High School students

- Chinook Scholarships - April 1
- Achievement Scholarships - April 1
- Early Entrance Scholarships - April 1

Entrance Scholarships - High School and Transfer students

- Fall Entrance Scholarships - July 15
- Spring Entrance Scholarships - Dec. 15

Undergraduate Scholarships - Continuing students

- University-administered Academic - May 31
- University-administered Athletic - May 31

General Policies and Procedures

For a complete description of awards administered by the University of Lethbridge, please refer to the Awards and Scholarships section (**Part 14**) of this Calendar.

Liability - The University assumes liability for the payment of scholarships, bursaries, prizes and other awards only to the extent that expected gifts from donors or returns from particular investments of endowed funds are realized.

Application - To be eligible for scholarships, application forms must be completed and received in the Awards Office no later than the designated date. While the University reserves the right to make awards to students who have not applied, no student who has not applied may claim any right of consideration by the University.

Academic records - Only academic records from the last five years will be considered for evidence of academic achievement.

Interrupted studies - Students who interrupt post-secondary studies and return after an absence shall be considered for University of Lethbridge awards. Evaluation will be based on the student's last year of full-time attendance at the University of Lethbridge subject to the rules guiding Undergraduate Awards.

Conditions - Unless otherwise stated, awards made to full-time students are conditional on the student proceeding with full-time studies at the University of Lethbridge in the Fall and Spring semesters following the award. Failure to meet this condition may result in the forfeiture of any unpaid balance.

Replacement - Any award administered by the University of Lethbridge is subject to replacement by an award of equal or greater value.

Payment schedule - For new students, awards totalling more than \$600 are disbursed in two equal payments: the first on October 1 and the second on February 1. For continuing students, awards greater than \$1,500 but less than \$3,000 will be released over two academic semesters: the first payment on October 1 equalling \$1,500 and the second payment on February 1 equalling the balance of the award. Awards equal to or greater than \$3,000 will be disbursed in two equal payments over the two academic semesters: the first on October 1 and the second on February 1.

Deductions - The Controller may deduct from award payments any funds owing the University.

Tax receipts - Awards must be reported for income tax purposes. T-4A forms will be issued to recipients by the Controller or other issuing agency in the Spring following the year of the award.

Students Finance Boards - It is the responsibility of the student receiving an award, who is currently receiving financial aid in the form of student loans and grants, to notify the Provincial Students Finance Agency as soon as possible regarding the number and value of scholarships, bursaries and other awards.

Deferral - A deferral postpones the payment of a financial award until a student is registered full-time at the University of Lethbridge. A request for a deferral must be submitted in writing to the Coordinator, Financial Aid and Student Awards

by October 31 for the Fall semester, and February 28 for the Spring semester. Justifiable reasons for deferral include:

- a. Unavoidable circumstances - An award may be deferred when circumstances which are substantially beyond the student's control prevent his/her full-time registration in the semester for which an award was made.
- b. Co-op students - Co-op students may not receive an award during a work term. Awards or portions of awards which would normally have been disbursed in the work term will be deferred to the following study term.

31. STUDENT LIAISON AND RECRUITMENT

Recruitment Officers represent the University of Lethbridge in high schools and colleges throughout Alberta, southeastern British Columbia and southwestern Saskatchewan. They provide prospective students, their families and counsellors with information on all aspects of the University. This includes information about programs and degrees, admission requirements, tuition fees, scholarship and research opportunities, on- and off-campus housing, student services and social activities.

Campus tours, career day presentations, interviews with students and their families and meetings for high school and college counsellors are also arranged through the Recruitment Office. In addition, for Grade 12 and Transfer students who are interested in a more extensive 'on-campus' visit, the Recruitment Office offers the 'Connections' program. This program gives prospective students an opportunity to spend a day with a U of L student and gain a first-hand look at what the University has to offer. Students interested in this program or any of the other services or information available through the Recruitment Office should contact us at (403) 329-2762.

32. STUDENTS' UNION

The Students' Union exists to represent its members as advocates of central student issues. Its representation and influence spans from the University of Lethbridge administration all the way to the provincial government. Protecting and promoting the rights and welfare of students at the U of L is of primary concern.

Any student registered at the University may run for one of the 16 positions on the Students' Council. Elections are held in February or March each year with the term of office running May 1 to April 30. Council meetings are held regularly and are open to all students.

Committee Representation

Student representatives serve on various University committees giving the students' view on matters such as program structure and content, degree requirements, tuition fees and academic regulations. Students interested in committee work or additional information are invited to visit the Students' Union Office (SU180). Many students have found committee representation to be a rewarding experience. The following committees are only a sampling of those requiring student's representation each academic year:

- Board of Governors
- Senate
- General Faculties Council (GFC)
- GFC Executive Committee
- University Planning Committee
- Research Committee
- Awards Committee
- Arts and Science Council
- Planning Committee
- Curriculum Committee
- Department Committees
- Education Council
- Discipline Committee
- Convocation Committee
- Curriculum Coordinating Committee
- Budget Advisory
- Facilities Advisory
- New Program Development

Council of Alberta University Students (CAUS)

The Students' Union is a founding member of CAUS, the provincial body of representation for university students. CAUS members, including all graduate and undergraduate student organizations, meet with the government members, Students Finance Board, Council on Admissions and Transfer and Finance Appeals Board.

CAUS meets regularly to coordinate joint lobbying efforts, as well as exchange information on the operations of student councils.

Social and Cultural Events

The Students' Union sponsors many social and cultural events, such as regular pubs and cabarets, speakers, concert series and a variety of other student-oriented activities. Students are invited to bring any ideas they might have to Council regarding activities they would like to see on campus.

Services provided by the Students' Union:

Citipass

Citipass provides riders with the most economical and convenient method of taking the bus. To purchase your monthly Citipass, visit the SU Service Centre (SU240).

Clubs

What do nurses, Geography students, curlers and nuclear disarmament supporters all have in common? Easy, they are all members of the U of L clubs, societies and associations. There are over 20 clubs on campus covering most possible areas of interest. Clubs are the best way to pursue an interest in a non-academic setting, meet people, have fun and expand horizons. All are glad to welcome new members with innovative ideas.

Watch for *The Meliorist* in the Fall and local bulletin boards for further information of meetings and events. The next step is simple: show up at a club meeting and ask someone about how to get involved. Most clubs have a rudimentary executive that keeps the ship afloat and they have general meetings at

the beginning of September to organize the year's activities. To start up a new club, one needs to do little more than have 15 interested people and a Students' Union form. Contact the Clubs Commissioner at 329-2222 for further information.

Entertainment

The Students' Union operates The Zoo featuring comedians, musicians, drama, mime, etc. Watch for events throughout the year. In addition, cabaret tickets are available through the Students' Union Service Centre. The Zoo is the SU pub which operates Monday through Friday, with Saturday nights for cabarets and special functions.

Exam Registry

Perhaps the most useful of all services, the exam registry is an ordered collection of old exams classified by course and professor. For the cost of photocopying, a student can get back copies of an exam for most courses taught by their professors. These exams are an excellent study aid and, as students are very busy prior to midterms and finals, requests should be made early.

Handbook

The Students' Union Handbook is available to all students during registration and through September from the Students' Union front office. The handbook is a handy reference guide useful throughout the year and should be kept with textbooks and other reference material.

Health Coverage

All full-time students at the University of Lethbridge are automatically on an extended health care program. Coverage includes (after any provincial health care has been exhausted): prescription drugs (80% on a managed formulary), tutorial benefits, ambulance benefit, physiotherapy, chiropractic services, medical equipment and appliances, massage therapy, naturopath and speech therapy, dental accident benefit, accidental death and dismemberment and emergency travel medical coverage. The coverage period is from September 1 to August 31. *This plan does not replace the provincial health care plan.* Optional family coverage is also available for an additional fee.

If proof of comparable extended coverage is presented to the Students' Health Plan Office at the Students' Union, students can opt-out of the Student Health Plan. Students registered in September opt-out for the academic year and newly admitted students in January opt-out for the remainder of the academic year. The opt-out deadlines for the Fall and Spring semesters will be posted at the Students' Union and throughout the University. The opt-out procedure is an annual one and therefore must be done each year of a student's career. The health insurance fee is non-refundable if a student withdraws

from a session. For further details, please contact the Student Health Plan Office (SU180).

Photocopying and Faxes

The Students' Union Service Centre provides a photocopy service at both the Service Centre and on Level 6 of University Hall. FAX service is also available in the Service Centre.

Recycling

The Students' Union is responsible for campus can and bottle recycling. Recycling bins are located throughout the campus.

Rider Board

This board brings riders and rides together for efficient and economical transportation. The rider board is located in front of the SU Service Centre.

Speaker Series

Established in June of 1990, the Students' Union Speaker Series has brought in such noteworthy Canadians as Ben Wicks, Stephen Lewis, and Dr. Henry Morgentaler, as well as international figures such as Dr. Jane Goodall. For more information or to submit suggestions, contact the SU Office.

Student Employment

The Students' Union provides part-time employment in many of the Students' Union operations. Applications are accepted in SU180 from students throughout the year.

SU Service Centre

The Students' Union has located many of its services in the Service Centre located on SUB Level 2 (SU240). Students can purchase milk, confectionary items, stamps, photocopies, bus passes, faxes and cabaret tickets, as well as enjoy many non-commercial services such as the exam registry. The Centre has extended hours for students' needs.

The Service Centre's mandate is to provide convenience and service to its student members. Student feedback and input are always welcome.

Students' Union Building (SUB)

Opened in the Fall of 1990, the SUB is a joint project of the Students' Union, the University of Lethbridge and the Government of Alberta. Overlooking the Oldman River Valley, the Students' Union occupies 56 percent of the SUB, featuring: a retail floor, cabaret hall, food kiosks, office suite, club rooms, Alumni Offices, CKUL studio and more. *The Meliorist*, U of L Bookstore, Cashier's Office and Registrar's Office and Student Services are also located in the SUB.

