

Part 16

GENERAL SERVICES AT THE UNIVERSITY OF LETHBRIDGE

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1. ACCOMMODATED LEARNING CENTRE

Students with Disabilities

The University of Lethbridge attempts to meet the special needs of students with disabilities. Many students have unique needs and response must be made on an individual basis. Supporting 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 Accommodated Learning Centre (B760; 403-329-2766).

The Accommodated Learning Centre can support student requests for assessments 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. Questions regarding physical access may also be brought to the Accommodated Learning Centre who will then direct students to the appropriate University office or personnel. Further information is available on the Accommodated Learning Centre website.

Graduate and Professional School Examinations

The Accommodated Learning Centre is an authorized test center for professional and graduate school exams such as the LSAT (Law School Admission Test) and MAT (Miller Analogies Test). Pre-registration for these tests is required and Internet links are included on the Accommodated Learning Centre website (www.uleth.ca/ross/accommodated-learning-centre) Information bulletins are also available at the Career & Co-op Services (AH154).

Accommodated Learning Centre website:
www.uleth.ca/ross/accommodated-learning-centre

2. ADMISSIONS

In addition to processing all applications for admission and transfer credit, Admissions personnel provide on-campus advising regarding admission requirements and application procedures to prospective students. Admissions is located in the Registrar's Office (SU140; 403-382-7134, admissions@uleth.ca).

Admissions website: www.uleth.ca/ross/admissions

3. BOOKSTORE

Retail Services

The University Bookstore is located on Level 2 of the Students' Union Building. It stocks all required course materials as well as a full line of general reading books, stationary, art supplies, University apparel and giftware.

Textbook Reservation Service

The Bookstore can do your textbook shopping for you. Access the Bookstore's website at www.uleth.ca/bookstore for information as it becomes available. Textbook reservation sign up occurs in April and is only available for the fall semester for the Lethbridge campus only.

Returns Policy

The Bookstore's policy for returning textbooks and other materials is clearly stated on the 'Return Policy' attached to the receipt with your purchase. If you are unsure whether an item is returnable, please ask the Bookstore staff for clarification.

Used Book Sell Backs

If a textbook is going to be used the following semester, and the Bookstore requires inventory, we will purchase good quality used copies from students. This service is available daily, except during semester opening (watch for time changes). As well, the Bookstore sponsors semi-annual 'Used Book Sell Backs' during exam week in April and December. Exact dates and times are posted on campus and on the Bookstore website.

Various Forms of Course Materials Available

The bookstore staff are continually reviewing various opportunities to provide cost savings to our students. Watch for options as they become available such as rental for new and used books, digital formats and special requests from instructors.

4. BUS SERVICE

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

Bus passes and additional information on schedules are available from the Students' Union *Rockerman's Service Centre* (SU232) and the City of Lethbridge.

5. CAMPUS ID CARD

The University of Lethbridge Campus ID Card is the official picture identification of the University of Lethbridge. All students, faculty and staff need this card in order to access vending, printing, photocopying, food services, recreation facilities, athletic events, the Library and some off-campus services.

Campus ID Cards may be obtained at the ITS Solutions Centre in University Hall (E610). Government-issued photo ID is required. For more information contact the ITS Solutions Centre (tel. 403-329-2490). The initial card is free—replacing a damaged, lost or stolen card is \$10.

Campus ID Card website: www.uleth.ca/information-technology/services/campus-id-cards

6. CAMPUS SAFETY - SECURITY SERVICES/ PARKING

The Campus Safety Administration Office is located in the Library building (L911, 403-329-2603).

Security

Security Representatives provide security of campus buildings, Safe Walk program, loss prevention, first aid response, incident investigation, lost and found services, and control of parking and traffic on campus. The Security emergency phone number is 403-329-2345.

Parking

Anyone intending to park a vehicle on the University of Lethbridge campus must purchase a parking permit. Permits are available at the Cash Office, or they may be reserved online using the Bridge (www.uleth.ca/bridge). To see current permit rates, please visit the Bridge.

Individuals with special needs should apply for a permit to park in assigned areas. Applications are available through Campus Safety at 403-329-2603.

A reduced fee is charged for summer school and part-time students.

Residence students should purchase a parking permit through Housing Services (C420).

Visitor parking is available in various lots around campus (one hour to all day). Permits may be obtained from permit dispensers located in Lots C, D, G, H, K, L, M and N; at the Cash Office (AH144); or at the Campus Safety Administration Office (L911).

Parking maps may be obtained from the Cash Office or Campus Security.

The official security and related information and policies are available online at www.uleth.ca/security.

The official parking and related policies are available online at www.uleth.ca/facilities/parking.

Parking website: www.uleth.ca/facilities/parking

Risk and Safety Services

Risk and Safety Services (RSS), a division of Campus Safety is committed to the education and promotion of risk control and a strong safety culture for the University's students, faculty, staff, and to members of the external community who attend and use the University facilities and services. RSS is responsible for overseeing the University's safety programs inclusive of laboratory safety, biosafety, radiation safety, laser and X-ray safety, and biosafety. It also manages the University's Environment and Occupational Health and Safety program. Our services are multifaceted inclusive of conducting safety audits, assisting with hazard assessments, providing safety training such as WHMIS, laboratory safety, radiation and biosafety. The administration of the University's insurance portfolio: conducting risk assessments and risk orientations for University events, field trips, practicum, co-op, affiliations, internships and international travel programs; waiver creation and administration; incident/accident investigation; claims management; ensure safety legislative compliance reviews; contract review as it relates to the insurance requirements and indemnity agreements; and the administration of the University Alcohol Policy.

RSS offices are located in Anderson Hall and LINC and our staff can be contacted as follows:

Manager, Safety (AH129):	403-329-2350
OH&S Safety Officer (AH128):	403-329-2190
Biosafety Officer: (AH127):	403-332-4484
Risk Analyst (AH1208):	403-329-2099
Director, RSS (L911A):	403-382-7176

Risk and Safety Services website:
www.uleth.ca/risk-and-safety-services

7. CAMPUS WOMEN'S CENTRE (CWC)

The Campus Women's Centre offers many services to the University and its surrounding community. It's a safe, quiet place where women (and men) can come to talk. Student volunteers, experienced with student life on campus, are easy to talk to and can relate to issues such as frustrations with roommates, juggling home life with school life and personal conflict. Although the Campus Women's Centre is not a licensed counselling centre, student volunteers are trained to recognize when someone is in need of counselling services and will direct them accordingly. The Campus Women's Centre can facilitate help for students through contact with local organizations such as the YWCA, the Womanspace Resource Centre, shelters and food banks.

The Women's Centre has a wide range of pamphlets and information about topics including sexual health, birth control, cancer, STI's, pregnancy, nutrition, HIV and AIDS, drug and alcohol abuse, sexual abuse, mental health, spirituality, feminism, daycare services, self-esteem, losing weight and piercings.

Throughout the year, the Women's Centre organizes and participates in a variety of events impacting women in our society today. These events include National Day of Remembrance and Action on Violence Against Women, International Women's Day, Breast Cancer Awareness Month and AIDS Week.

Currently each student contributes a levy fee of one dollar in the fall and spring semesters. Since the Women's Centre fee is not compulsory, students may choose to opt out. To do so, students must submit a formal email request, indicating their full name and University ID number from a valid 'uleth.ca' account. Alternatively, students may stop by the office (SP150) and fill out an opt-out form. Refunds will be administered during the last week in October for the fall semesters and the last week in February for the spring semesters. Applications and requests for opt out must be submitted prior to the refund dates. Students will receive an email confirmation instructing them to come to the Women's Centre in person to receive their refund in cash. A valid University ID card is required.

8. CAREER & CO-OP SERVICES (CCS)

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

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

Arts and Science

- Applied Studies - see **Part 7 - Arts and Science, Section 7 (p. 100)**
- *Applied Studies website:* www.uleth.ca/apst
- Co-operative Education/Internship Programs - see **Part 7 - Arts and Science, Section 11 (p. 102)**
- *Arts and Science Co-operative Education website:* www.uleth.ca/coop/fas

Management

- Co-operative Education Program - see **Part 11 - Management, Section 5 (p. 209)**
- *Faculty of Management Co-operative Education website:* www.uleth.ca/management/programs/undergraduate/enhance-your-resume/co-op-program

Career and Employment Services (CES): Services for Students and Graduates

Career Exploration/Job Search Techniques - As students explore careers, CES assists them in gathering 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., resumé writing, interview techniques) either on an individual appointment basis or in a group workshop.

Job Postings - Students/graduates looking for a job, whether it is part-time, temporary, summer or full-time after graduation can view job postings online at CES job board. Go to our website to view all our services including a link to the CES job board. Log onto the job board with your U of L username and password.

On-Campus Recruitment (OCR) - CES assists employers in recruiting U of L students throughout the year. OCR postings can be found on the CES job board. Students are required to sign-up on our contact lists by major in order to participate.

Career Resources - CES maintains the resource area located in the AH 154. It offers information on international careers, education and training, career options, job search techniques and career planning. Books are available for in-office use. Visit the CES homepage for listings of online resources for career and employment opportunities.

Career Events - Each fall CES coordinates the annual U of L Career Fair. The Fair is open to all students and provides an exceptional opportunity to gather information on career paths and to network with potential employers. Other events are offered throughout the year.

Graduate Employment Services - Upon graduation, students can continue to utilize all the services of CES. Alumni are encouraged to contact CES before leaving campus to ensure they continue to receive relevant career-related information.

CES website: www.uleth.ca/ross/ces

For further information on all programs, please contact the Career & Co-op Services at 403-329-2000 or visit us in Anderson Hall (AH154).

9. CATERING AND FOOD SERVICES - PROVIDED BY ARAMARK HIGHER EDUCATION

Aramark is a world-class corporation operating dining services at hundreds of universities and colleges across Canada and around the world.

Aramark Higher Education has opened new retail food outlets and offered and enhanced dining and catering experience to our students, faculty, staff and guests of the University of Lethbridge.

Food services are provided in an à-la-carte style with a variety of retail food outlets on campus, offering a contemporary range of healthy menu choices to meet most dietary requirements and fully satisfy the needs of our residence students on our mandatory dining plans.

Catering Services provides a full range of services to suit occasions anywhere on campus. Services range from refreshments for small groups, luncheons, full-service formal banquets and receptions. Menus are planned to meet individual client requirements and budgets.

Locations

Our signature dining outlet is located adjacent to the Atrium on Level 6 of University Hall. This newly renovated concept includes a completely rejuvenated décor with personal service stations offering fresh made-to-order selections including hand-made pizzas, calzones and bakery items, a Euro-style deli

featuring homemade soups, salads and sandwiches, home-cooked entrée station, fresh made sushi station, custom pasta or stir-fry station and full service BBQ grill. Menus are rotated weekly featuring 'home-style' comfort food as well as new and innovative menu ideas. In addition, our signature outlet will feature holiday fare and special menus throughout the year including themed buffets and special events.

Aramark Office (W620)
Catering Office (catering@uleth.ca or 403-329-2491)
Starbucks (Library Building, 9th floor)
Markin Starbucks Cafe (Markin Hall, Atrium)
Subway (University Hall, 6th floor)
Tim's Express (University Hall, 6th floor)
Tim Horton's' (First Choice Savings, 2nd floor)
Urban Market (University Hall, 6th floor)

To learn more about our food services, please visit:
www.campusdish.com/en-US/CA/Lethbridge

10. 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. The Chaplain's office is located in Anderson Hall (MH4054). For more information please call 403-317-2849.

11. CKXU RADIO

CKXU 88.3 FM is a community-based campus station with a mandate to showcase, promote and enhance southern Alberta's diversity.

The station and its volunteers are committed to serving the interests of both the University community and the community at large. In addition to its musical programming, the station is dedicated to giving voice to issues and points of view under-represented in mainstream media.

CKXU offers many opportunities apart from on-air programming, including advertising, fundraising and assisting with production as well as news, sports and spoken-word programming. An interest in diversity and a willingness to learn is all that is required.

To learn more, drop by CKXU's offices in SU164. More information about the station, including program listings and an Internet audio feed, is available at www.ckxu.com.

12. CONFERENCE AND EVENT SERVICES

Conference and Event Services provides support for the extended learning of faculty and students enabling the most recent research and knowledge to be shared on campus with both our on-campus and local communities. Conference and Event Services coordinates conferences, meetings, special events, the on-campus hotel and provides support for the University, southern Alberta community and casual guests within a sustainable environment.

Conveniently located, the on-campus hotel provides easy access to University facilities as well as the downtown core. We aim to provide comfortable accommodations at affordable prices. Providing full accommodations May to August and limited accommodations September to April, we are the only hotel on the west side of Lethbridge.

Conference and Event Services can help coordinate every aspect of your event, from setup to take down. Our on-campus meeting spaces can be rented to accommodate groups of five to 450 people. Our rooms are located across campus and can provide you with cost-effective, state-of-the-art venues that can accommodate all the requirements of your next meeting, conference or group event.

Call 403-329-2244; fax: 403-329-5166; email: cnf@uleth.ca

Book everything online through our website:
www.uleth.ca/conference

13. CONVOCATION

Convocation is the culmination of a student's hard work at the University of Lethbridge; it is the formal ceremony where students don a cap and gown and receive their degrees, diplomas or certificates. Ceremonies are held in the spring and fall. Convocation is organized by a dedicated group of individuals representing many departments across campus including: the President's Office, Registrar's Office and Enrolment Services.

14. COUNSELLING SERVICES

Counselling Services is located in Turcotte Hall (TH218). The primary purpose of Counselling Services 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. The office's services are extended without charge on a confidential basis.

Although Counselling Services normally operates on an appointment basis, counsellors see students experiencing a personal crisis as quickly as possible. After-hours and weekend emergencies should be handled through Campus Security (403-329-2345) or the emergency service at Chinook Regional Hospital. Personal crisis situations experienced after hours should be directed to the Distress Line of Southwestern Alberta (403-327-7905 or 1-888-787-2880).

Students with career, personal and/or academic concerns are encouraged to make a counselling appointment before the situation becomes overwhelming. For an appointment call 403-317-2845 or go to TH218.

Counselling Services website: www.uleth.ca/counselling

For employees of the University, counselling is available through the Employee Assistance Program. Call 403-329-2494 for further information.

15. ENROLMENT SERVICES

The Enrolment Services department includes student recruitment, student engagement and student communications. The department is responsible for events, programming and support for prospective students and their families, high school and college guidance counsellors, new and current University of Lethbridge students, as well as University Faculties and staff. Events include Open House, Information Evenings, New Student Orientation and Convocation. Programming includes prospective student advising, Mentor Mail, student communications, campus tours, student-for-a-day, tutoring, study skills and learning strategies, as well as mental health awareness and education. Resources such as the Viewbook, Parent and Family handbook, To-do List, prospective student website and the off-campus housing directory are created and maintained by Enrolment Services.

For more information, please contact 403-329-2762, inquiries@uleth.ca, or visit discover.ulethbridge.ca.

16. HEALTH CENTRE

Confidential services include the following:

- Medical Clinic is available on Campus- Physician Clinics (Monday through Friday)
- Psychiatrist Clinics (limited appointments and by referral only- talk to us if you need an appointment)

- Mental Health Assistance- a mental health nurse, mental health therapist, physician and dietitian are available to assist students
- Dietitian service (talk to us about making an appointment)
- Nursing Assessment and Care (one-on-one education, treatments and questions)
- Communicable Disease Management
- Basic Health Insurance Inquiries
- Health Education
- First Aid Coordination- First Aiders and first aid kits are embedded on the campus. If you need assistance, call Security at 403-329-2345 who will respond quickly 24/7

On-Campus Medical Clinic

Don't have a family physician? Students can see a physician on campus Monday through Friday. Book an appointment for any health concern or your yearly physical by calling 403.329.2484 (extension 1) and ask for an appointment. The Clinic also accommodates needs for allergy and other injections, specific treatments, third party medicals, etc (talk to us about planning your specific health needs).

On-Campus Mental Health Assistance

The Health Centre and Counselling Services work to assist students with mental health care. We have a mental health team to assist with care which includes a mental health nurse, a mental health therapist, a dietitian, administrative support, a physician and two psychiatrists. Psychiatrists are physicians who have extra training/expertise in mental health. Appointments are by referral, talk to us if you believe you need one.

Nursing Assessment and Care

Nurses are available for discussions on health issues and health planning for specific subjects. If you have a chronic health issues that requires medical plans while you are at the University, come to see one of the nurses. Drop into the Health Centre to book an appointment to discuss your needs.

On-Campus First Aid

Call 911 for an ambulance if emergency medical aid is required. When directed to hang up by the 911 Operator, call Campus Security at extension 2345 or 403-329-2345 at any time during the day or night. For any on-campus first aid, call Security at 403-329-2345 for immediate first aid service.

The University of Lethbridge strives to work together within the community to maintain a safe experience on campus. To best manage emergencies on campus or during off-campus excursions, faculty are encouraged to contact the First Aid Coordinator at 403-332-4469 for any questions or assistance pertaining to first aid preparedness including training, equipment and planning, Occupational Health and Safety First Aid Code, or departmental first aid plan development.

Communicable Disease Management

The Health Centre will inform the University community about specific disease management for campus-wide illnesses. Remember, the first defence against viruses is simply washing your hands and protecting others from your cough or sneeze. Check out our website for more information.

Health Centre website: www.uleth.ca/hr/health-centre

Health Education

Campus-wide health education events are held throughout each semester and are located in a variety of places on campus. Check out the electronic student magazine, *Student Health*

101, distributed monthly to your student email. It is full of helpful tips to get through the semester, read it here: www.read101.ca/uleth.html

Health Insurance

There are two types of health insurance. First, by law, all students MUST have basic provincial health insurance (this pays for doctor's bills, hospital care and most medical tests). Usually, this insurance is from your home province. If you have questions about the Alberta Health Care Insurance Plan (AHCIP) or your home province insurance, please ask the Health Centre staff. Second, there is an extended benefit plan which assists in paying for items not covered by provincial health insurance.

Students should either have an extended benefit plan from their work or family or have the Students' Union Health and Dental Plan. The Students' Union Health and Dental Plan assists with the cost of medications, ambulance rides, therapies and dental costs. If you have questions about the Students' Union Health and Dental Plan, drop by SU180.

Note: *The University does not assume responsibility for the cost of medical treatment or hospitalization.*

We want you to learn about your own health as you grow academically. Please ask for help when you need it!

The Health Centre is open Monday through Friday in SU020. Call 403-329-2484 or drop by for appointments.

Health Centre email: health.centre@uleth.ca.

Health Centre website: www.uleth.ca/hr/health-centre

Follow us on Twitter: @ULethHealth www.twitter.com/ULethHealth

LIKE us on Facebook - University of Lethbridge Health Centre www.facebook.com/UniversityOfLethbridgeWellness

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. Residence Life programming is offered and coordinated through live-in Residence Assistants. Some examples of the programs and workshops offered in the past include time management, aerobics, health and nutrition, substance abuse, study skills, exam preparation, library use, tutoring, movie nights, cabarets, resumé writing and effective interview and job search skills.

The convenience of living on campus, together with access to the University's services and programs, gives students educational, social and cultural advantages. 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 an enhanced opportunity to graduate from the University of Lethbridge.

Campus Housing Choices

The University provides campus housing for single students in fully-furnished bedrooms, self-contained apartment units and townhomes. For students with families, we provide unfurnished townhomes. Units meeting the needs of the physically challenged are also available. Students directly out of high school and in their first year of study are assigned to the traditional-style units in University Hall and to the apartment-style units in Kainai House. The Piikani House, Tsuu T'ina House, Residence Village (RV) and Mount Blakiston House units are assigned to students in their second and subsequent years of study. The unfurnished townhomes in Siksika House are generally for married, common-law or single students with families.

New High School Graduates

University Hall Residence - Our most convenient, on-campus accommodation offers 276 single and double rooms within University Hall itself. These fully-furnished rooms are available on the first four floors and are reserved for first-year residents coming to the University directly from high school. The residence is equipped with common rooms, a games room, a laundry centre and an activity centre. The Library, main campus food outlet, study rooms and computer labs are conveniently located and most academic areas are accessible without going outside on inclement days.

Kainai House - Our Kainai House apartment building accommodates 155 students in one, two, four and six bedroom, fully furnished units. All bedrooms are single occupancy and suites are assigned on a bedroom-by-bedroom basis. Swipe-card laundry facilities are provided on each floor. This complex also includes study and meeting rooms, television lounge and games room. The apartment building is conveniently located south of Aperture Drive, just a short five-minute walk away from the centre of campus.

Residence Dining Plan

All University Hall and Kainai House residents must participate in the Residence Dining Plan as these rooms are offered on a 'Room and Board' basis only.

Further information can be obtained from the Campus Dish website on meal plans, or by calling Food Services and Catering at 403-332-4475.

Website: www.campusdish.com/en-US/CA/Lethbridge

Transfer and Continuing Students

Aperture Residential Park Single Housing Apartments and Townhomes

Our apartment and townhouse-style buildings accommodate 535 students in studio, 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, swipe-card and coin-operated laundry facilities and barbecues are provided in each residential area. These complexes include a computer room, cardiovascular room, study and meeting rooms, television lounge and games room which are available to all residence students. The Piikani House, Tsuu T'ina House, Residence Village and Mount Blakiston House buildings are located south of Aperture Drive.

Aperture Residential Park Family Townhouses

Housing for married, common-law, or single students with families is provided in Siksika House with one, two and three bedroom townhome units. 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 in each of the buildings for the 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 Should Bring for Comfort

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

Note: All electrical appliances must be CSA approved.

Application Process

Applications are accepted starting in September for the following September occupancy. Applications may be obtained online at www.uleth.ca/housing. You must apply to the University of Lethbridge for Admission prior to being eligible to apply for campus housing. Once you have received your U of L ID number you may log on to the Housing Residence Portal to apply. All applications must be accommodated with a non-refundable application fee plus deposit payable online.

Students are advised to apply as early as possible to improve their chances for accommodation. Newly admitted applicants, applying before April 1, will have their names entered into an accommodation lottery. Approximately 75% of the allocated beds will be randomly selected. The names drawn will be guaranteed accommodation prior to May 15. Returning students, whose applications are received by January 15, will participate in a lottery draw for 75% of the allocated beds. Others will have their names placed on the application list in priority order, according to date received.

Offer of Accommodation

Once accommodation is assigned, the student is advised through an *Offer of Accommodation* letter via email. This letter must be signed and returned, along with the second advance payment, by the deadline date as 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 \$300 for single student housing or the equivalent of one month rent for family housing. Interest will be payable on any unused amount if applicable under Provincial Government Statute. Security deposits will be used to cover any outstanding housing-related charges deemed payable upon termination of occupancy, including cancellation fees, damage, cleaning, lost keys, dining plan, etc.

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

Cancellations

Applicants who are declined admission to the University, who cannot be accommodated by Housing Services by the first day of classes, or who cancel their application in writing prior to June 1, 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 in the Offer of Accommodation. The refund amount for these cancellations is based on the date upon which written 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 by email to housing@uleth.ca.) All cancellations received after a student has moved into residence are subject to one calendar month notice. Failure to provide this notice will result in next month rent charges.

Housing Services may be contacted at the University of Lethbridge, 4401 University Drive, Lethbridge, Alberta, T1K 3M4; phone: 403-329-2584; fax: 403-329-2030; or email: housing@uleth.ca.

Fees

Rates for single student housing (Traditional-Style, Apartments and Village Townhomes) and for the Residence Dining Plan must be paid at the beginning of each semester.

A utility surcharge may be levied to offset increased utility costs due to the effects of deregulation and the resulting inflationary impact.

Rental rates include all utilities except telephone line and Internet access and are based on a two-semester (single) or 12-month (family) contract. Arrangements may be made with Housing Services for a 12-month contract for single students (September-August).

Emergency Response/Internet Digital System Fee

All residence bedroom spaces are equipped with the VoIP (Voice over Internet Protocol) communication system, which provides each resident with Internet access and a telephone in their room. The system allows for efficient communication within residence for emergency response in the event of critical incidents. A mandatory \$72 fee is levied to each resident per semester.

Organization of Residence Students (ORS)

The ORS provides community development opportunities to meet, interact and socialize in the academic atmosphere for the benefit of each member and the community as a whole. A \$45 membership fee is levied to each resident per semester.

Policies

The University has policies, regulations and programs to provide for the students' personal, academic, social and cultural growth, as well as their privacy and well-being. Breach of these policies and certain Criminal Code offences will be grounds to terminate the students' use agreements and evict them from University Housing. Housing policies are available online at www.uleth.ca/housing (refer to *Residence Community Handbook*).

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 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.

Special contract terms and rates for summer sessions and EAP programs are available.

Contact us for more detailed information:

Housing Services
University of Lethbridge
4401 University Drive
Lethbridge, Alberta, T1K 3M4
Phone: 403-329-2584
Email: housing@uleth.ca

Housing website: www.uleth.ca/housing

18. INFORMATION TECHNOLOGY SERVICES

The Department of Information Technology Services provides computer support to the University community.

Student computing facilities are supported by the ITS department at the following locations:

AH147 lab	1 general purpose PC lab	Open 24 hours
E6 labs	3 general purpose PC labs	Open 24 hours

B5 labs	3 PC labs and 1 Mac lab	Office hours (after hours with card access)
W650 lab	Mixed PC/Mac study lab	Open 24 hours
Library	50 distributed PC computers	Library hours
Email stations	50 PC computers	Open 24 hours

Additional lab facilities can be located using the campus interactive map (www.uleth.ca/campus-map).

All computer facilities are equipped with a broad selection of current software that include Office Suite, productivity and creative packages as well as a large selection of class-specific software. Printing is available for a nominal fee using the campus *Bridgebucks* card system. Scanners are available for student use in the main lab locations.

A number of other departments maintain additional computing facilities, including Computer Science (60 Linux stations), Geography (25 PC computers) and Modern Languages (36 PC computers).

Wireless networking is available in most areas on campus. Service is available via two different methods:

Enhanced Wireless (Student @ UofL)

The enhanced network will require you to enter your student username and password and provides access to additional services that are not available to guests. This is the preferred network for general student use.

Hot Spot Wireless (Guest @ UofL)

This service is a general-use public Internet connection. Simply connect to the "Guest @ UofL" wireless network and you will be able to browse the web and access email.

All students on campus automatically receive an email account at no charge. For more information, please contact the ITS Solutions Centre at 403-329-2490.

Computer Use Policy:
www.uleth.ca/policy/computer-use-policy

Information Technology Services website: www.uleth.ca/it

19. INTERNATIONAL STUDENT SERVICES

See **Part 6 - University of Lethbridge International** in this Calendar.

20. INTERNATIONAL STUDENT ADVISOR

See **Part 6 - University of Lethbridge International** in this Calendar.

21. LETHBRIDGE PUBLIC INTEREST RESEARCH GROUP (LPIRG)

The Lethbridge Public Interest Research Group (LPIRG) is a student-funded, student-directed, not-for-profit organization providing resources for undergraduate students to engage with environmental and social justice issues. LPIRG embraces plurality and participation and encourages students to critically evaluate the institutions and systems in which they take part. LPIRG assists students in translating their knowledge through research, education and action to serve public interest.

LPIRG receives \$5 from each U of L undergraduate student in the fall and spring semesters. (This levy is fully refundable if a student so chooses.) LPIRG uses this money to fund student research, events and projects demonstrated to be in the *public interest*, as well as providing additional administration, organization and information resources that allow students to become engaged citizens.

Funding can be accessed for undergraduate research, special events, travel to conferences and workshops and working groups (collectives of students and possibly community

members who work together on a public interest issue; groups may focus on research, events, action, publications or other activities and have long-term goals). LPIRG also facilitates opportunities for skill development through educational events, public campaigns and partnerships with community organizations.

To find out more about LPIRG funding, events, volunteer opportunities, or the opt-out process, please contact us:

Office phone: 403-332-5243

Office location: SU242 (U of L Students' Union Building)

Email: pirg@uleth.ca

Website: www.lpirg.org

22. LIBRARY

The University of Lethbridge Library promotes personal learning through rich and relevant collections, innovative technologies, exemplary assistance, quality instruction, and varied learning and study spaces.

Library Website

The Library's website provides access to resources and services which are available both on and off campus. These resources and services include access to electronic indexes and databases; the library catalogue; e-journals, e-books and other electronic resources; a virtual tour; 'help' guides; and electronic reference services. Off campus access to licensed online resources such as e-books, online journals and electronic indexes/databases is restricted to current U of L students, faculty and staff.

Library website: www.uleth.ca/lib

On-Site Services

Assistance: Library staff members are here to assist Library users with class assignments, research questions, and can provide instruction in the effective use of information resources and the tools available to locate them. To get help with your information needs, submit a question via our online "Ask Us" reference service (www.uleth.ca/lib/Ask_Us), use our instant messaging reference service, or stop by the Information and Research Assistance Desk on Level 10 to talk with one of our talented reference staff. A variety of tours of physical and virtual resources are offered at the beginning of the fall and spring semesters, or by special request.

Collections: The Library provides access to educational materials in a variety of formats that support the University's academic and research programs. There are roughly 1.4 million physical items in the collection including books, journals, government publications, audiovisuals, maps and microforms. The Library subscribes to electronic resources in a variety of disciplines including indexes and databases, e-books, e-journals and government documents.

Borrowing: Individuals with a validated U of L Campus ID Card (including alumni) are entitled to borrow circulating materials from the Library. Also available is The Alberta Library (TAL) card which can be used to borrow books directly from participating libraries throughout Alberta. Community members may purchase a membership or use their TAL cards from their home libraries to borrow books. Loan periods vary depending on the type of material borrowed, and some items are non-circulating. Materials in heavy demand, such as required readings for courses, may be placed on reserve and are subject to shortened loan periods. For further information regarding borrowing privileges, you can visit the General Services Desk on Level 10 or go to the "Services" section of the Library website at www.uleth.ca/lib.

Interlibrary Loans: The Library will try to obtain—for faculty, students and staff—materials required for study and research that are not available at the University of Lethbridge Library. To request an Interlibrary Loan, go to the "Services" section of the Library website at www.uleth.ca/lib.

Media: A collection of equipment is available for use on site as well as for loan (pc/mac laptops, projectors, digital and analog camcorders, audio recorders, etc). Visit the General Services Desk on Level 10 to book, borrow, or obtain assistance in using available equipment. Some services are restricted to faculty, staff and students of the University. For more information on Media, go to the "Services" section of the Library website at www.uleth.ca/lib.

Study and Creative Facilities: The Library provides a variety of individual and group learning study spaces including study tables, carrels and group work rooms. The Library provides access to general use computers equipped with a variety of productivity software and applications. The Library also provides access to hardware and software to support production of multimedia projects. Listening and viewing equipment is available for use with a variety of media types. Group work rooms are equipped with wall-mounted monitors for connection to laptops (perfect for collaboration or practicing presentations). Wireless network access is available on all three levels of the Library. A number of computers with specialized software and devices are also available to assist students, faculty and staff with disabilities. Copiers/printers are available on all three levels of the Library.

Faculty of Education Curriculum Laboratory

The Curriculum Laboratory, located on Level 11, is a learning resource centre designed to support the Faculty of Education's teacher education program. Multi-format materials relevant to the Alberta school curriculum are available for preview and/or loan. Collections and facilities include group study spaces, Mac computers, a scanner, and other preview and materials preparation equipment that are available to users when the Library is open. Circulating materials are signed out and returned at the Library's General Services Desk.

Curriculum Lab website: www.uleth.ca/education/currlab

Policies

The University has policies, plans and publications to provide users with fair and equitable access to Library materials, resources and services in a productive and safe environment. Users and visitors are expected to engage in behaviour consistent with these goals. Library policies are available online at www.uleth.ca/lib.

Library Hours

The Library's hours vary throughout the year. Please check the Library's website, www.uleth.ca/lib/hours for current Library hours.

Library website: www.uleth.ca/lib

23. MAIL SERVICES

The Mail Services Office, located in the Park Way Service Complex, is not a full service outlet for the public. Pre-stamped outgoing mail may be deposited any time in the red mail boxes located in the following places:

- University Hall - Level 6 (across from east patio)
- Students' Union Building - Level 2 (across from the Bookstore)
- Physical Education Building - Level 2 (across from the Recreation Services Office)

Postage stamps may be purchased at the Students' Union Rockerman's Service Centre (SU232).

24. NATIVE STUDENT ADVISING

The Native Student Advising Office is located in the Iikaiskini, (Low Horn) First Nations, Métis, and Inuit (FNMI) Gathering Place in Paterson Centre. This is a free, confidential service for those students who self-identify as FNMI. The primary role of the advising office is to guide, encourage and empower students in the university environment.

The advisor can help you make the transition to the U of L by helping you access services such as:

- Housing
- Scholarships and loans
- Financial planning
- Academic planning
- Personal counselling
- Career and employment counselling
- Student success centre
- Elder support

In addition, an advisor can connect you to your FNMI community on campus such as:

- First Nations', Métis, or Inuit support person in your program
- Native American Student Association
- University of Lethbridge First Nations', Métis, and Inuit Alumni Chapter

For an appointment call 403-394-3904, 403-332-4455 or 403-317-2812 or visit the Iikaiskini Gathering Place (Paterson Centre). The Gathering Place is a great place to study and has four computer terminals.

FNMI website: www.uleth.ca/first-nations-metis-inuit

25. OFF-CAMPUS HOUSING

Enrolment Services maintains a current off-campus housing registry listing properties available for rent in Lethbridge. You can access the list online or pick up a paper copy in the Enrolment Services office, SU065. We can also mail you an up-to-date list of available options. Please contact Off-Campus Housing at 403-329-2092 for more information.

Off-Campus Housing website: www.uleth.ca/offcampushousing

26. OFFICE OF THE ASSOCIATE VICE-PRESIDENT (STUDENTS)

The Office of the Associate Vice-President (Students) includes the Registrar's Office and Enrolment and Student Services (RESS); First Nations', Métis, and Inuit Centre; and Retention Integrated Planning. Student Services include the Accommodated Learning Centre, Career and Employment Services, Counselling Services, Native Student Advising and Scholarships and Student Finance. Details of services provided by each of these units, as well as by the Registrar's Office, are available elsewhere in this part of the Calendar.

The Office of the Associate Vice-President (Students) is located in Anderson Hall and can be reached by phone at 403-320-4432.

RESS Website: www.uleth.ca/ross

27. PRINTING SERVICES

Printing Services provides quality material and service in the following areas: offset printing and design, wide-format printing, custom learning resources, high speed copying and vanda card-operated copiers.

Copy Centre (Park Way Service Complex)

With fast turnaround times, the Copy Centre offers high-speed photocopying, digital printing, black and white and/or

colour copies, collating, folding, stapling, and punching, and a number of different covers and bindings.

Note: *Copyright permission is the responsibility of the individual requesting copies and must be obtained from the author and/or publisher of the work. For more information regarding copyright, please contact the Office of the University Copyright Advisor (email: copyright@uleth.ca; phone: 403 332-4472).*

Offset Printing and Design (Park Way Service Complex)

Typesetting and design, offset printing and Printing Services administration are located in the Park Way Service Complex. Everything from business cards and forms to full-colour posters, (including wide-format printing up to 44 inches), banner stands, 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 Photocopiers/Printers

Venda card-operated photocopiers/printers are located throughout the Library; in the Level 6 Atrium; in Anderson Hall; and in the University Hall, E6, and computer labs. The vanda copiers accept Bridge Bucks—using your U of L Campus ID Card, you can add value at the Cash Office (AH144); at Food Services (A681); and at the cash load stations located in the Library, next to Tim Hortons in the 1st Choice Savings Centre for Sport and Wellness, at the entrance to the E6 computer lab, outside of the computer lab in Anderson Hall, in the main atrium of University Hall, and the Library (L911). Your Bridge Bucks account can be used to operate these copiers as well as a number of other services on campus.

Printing Services is open Monday to Friday (Park Way Service Complex; tel. 403-329-2625).

Printing Services website: www.uleth.ca/printing

28. REGISTRAR'S OFFICE

The Registrar's Office (RO) houses a number of units that assist students with everything from an introduction to the University, to registering in courses and applying for graduation. The units located in the Registrar's Office include Admissions; Curriculum Management Services; the Information Centre; the Student Information System (SIS) team; and Student Records/Registration.

This office is responsible for producing the Calendar and the Timetable; managing admissions, registration and Convocation; maintaining the official student record; responding to inquiries about student records; providing access to grades at the end of each term; and issuing transcripts.

RO website: www.uleth.ca/ross

29. SPORT AND RECREATION SERVICES

Pronghorn Athletics (403-329-2681)

The intercollegiate athletics program has been an integral part of student life at the University of Lethbridge since 1969. Any full-time student interested in participating in an athletic activity at a high competitive level is eligible to try out.

Currently the University of Lethbridge has the following athletic teams:

- Men's and Women's Basketball
- Men's and Women's Ice Hockey
- Men's and Women's Soccer
- Men's and Women's Swimming
- Men's and Women's Track and Field
- Women's Rugby

The University of Lethbridge Pronghorns compete in the Canada West Conference of Canadian Interuniversity Sport (CIS). The Pronghorns are full members of CIS which represents universities across Canada and operates annual National Championships for the four university conferences across the country.

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

All student athletes who maintain the appropriate academic standing are eligible for financial assistance, in the form of scholarships, awards and grants through Scholarships and Student Finance.

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.

University of Lethbridge students are entitled to reduced admission prices to regular season Pronghorn home athletic events.

Athletics website: www.gohorns.ca

Facilities and Services (403-329-2706)

The 1st Choice Savings Centre for Sport and Wellness facilities at the University of Lethbridge include the following (hours of operation may vary):

- Fitness Centre
- Ascent Climbing Centre
- Max Bell Aquatic Centre
- Triple gymnasium (seating for 2,000 spectators)
- 4-lane 200-metre indoor track
- Stadium - artificial turf, lights, 8-lane 400 metre track
- Multi-purpose rooms
- Dance and fitness studio
- Research laboratories
- Kinesiology classrooms
- Pronghorn Ticket Centre

Customer Service Centre (403-329-2706)

The Customer Service Centre is located on Level 1 of the 1st Choice Savings Centre for Sport and Wellness in PE160. Memberships, lockers and registrations for recreation programs are sold at this location. This is also the controlled access point to all facilities and locker rooms. Your Campus ID Card is required for ALL access. This includes all academic classes, locker room access and casual use.

Fitness Centre/Indoor Track

The Fitness Centre is located in PE156. Access to the indoor track is via the stairwell in the Fitness Centre.

Max Bell Aquatic Centre

Please visit our website for swim times (www.uleth.ca/sportrec).

This 50-metre training facility features several springboards, a 3-metre and 5-metre dive tower, and a 12.5-metre x 21-metre movable floor.

Triple Gymnasium

Please visit our website for Open Gym times (www.uleth.ca/sportrec).

Ascent Climbing Centre

Please visit our website for Climbing Centre times (www.uleth.ca/sportrec).

Come check out the 53-foot-high wall and additional bouldering cave.

Stadium

Located on the south end of the campus. Please visit our website for open times and details (www.uleth.ca/sportrec).

Locker Rooms - Men and Women

Both men's and women's main locker rooms have steam rooms. Access to the locker rooms requires your Campus ID Card as these rooms are beyond the Customer Service Centre, which is our controlled access point. We also have a dedicated family change room as well as day use locker rooms for men and women.

- Towel Service Lockers
 - Available for one, two or three semester rental
- Textbook Lockers
 - Level 4 – University Centre for the Arts (Music Department)
 - Level 6 – University Hall (outside E690)
 - Level 7 – University Centre for the Arts (stairwell overlooking Atrium)
 - Level 8 – University Centre for the Arts (Art Department)

Risk Awareness

Sport and Recreation Services will not be held liable for any injury or death resulting from the use of Sport and Recreation Services equipment or participating in any activity/program nor in no way be responsible for: medical or dental expenses; ambulance expenses; damage, theft or loss of personal equipment, eye glasses or contact lenses incurred while participating in any activity/program.

Each person has a different capacity for participating in physical activities, programs and services. You should be aware that all activities, services and programs offered are educational, recreational or self-directed may involve inherent risks and that your participation in any and all activities, facilities, programs and services provided by Sport and Recreation Services is strictly voluntary.

Your participation in any and all activities, facilities, programs and services provided by Sport and Recreation Services is at your own risk and you assume full responsibility for your choice to use and/or apply the information or instruction you receive and assume any and all risk of injury, illness, damage, loss or expense that might result.

Part of the risk involved in undertaking any exercise activity or program is related to your own state of fitness or health. It is understood that your choice to participate in any activity, service or program brings with it the assumption of those risks stemming from your choices and the fitness, health, awareness, care and skill that you possess and use. If any risk factors related to engaging in physical exercise pertain to you, it is to be understood that you should have received clearance from your physician to engage in physical activities of the sort or type you have chosen to participate in.

Facility Bookings (403-329-2658)

For all facility bookings and rentals please call 403-329-2658.

Programming (403-329-2706)

Sport and Recreation Services offers a diverse selection of seasonal recreation and fitness activities and programs including, but not limited to, the following:

- Swim lessons - private and group for both children and adults
- Climbing courses
- Dance classes
- First Aid and CPR courses
- Fitness - personal training and assessments
- Fitness classes
 - Aqua aerobics
 - Cycling
 - Group
 - Prenatal
 - Walking
- Golf lessons
- Gymnastics (at off-campus location, Northside Recreation Facility)
- High performance training
- Intramural sports
- Sport clubs
 - Badminton
 - Curling
 - Dance/Cheer
 - Field lacrosse
 - Golf
 - Ringette
 - Softball (ladies fastpitch)
- Walking
- Kayaking
- Lifeguarding and instructing courses
- Martial arts
- Sport camps
- Yoga

NOW AVAILABLE – Online registration for most programs.

For further information or to register for programs please contact the Customer Service Centre.

Full programming information is described in our free Activity Guide as well as on our website.

Sport and Recreation Services website: www.uleth.ca/sportrec

30. STUDENT AWARDS - SCHOLARSHIPS AND BURSARIES

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

Students are eligible to apply for awards if they are:

- an applicant entering the University from high school or from another post-secondary institution; or,
- a student continuing his/her studies at the University of Lethbridge.

While not all awards require the student to apply, an application is strongly recommended for students who feel that they may qualify for awards. Application forms for most awards are online on the Bridge and information on procedures are available at Scholarships and Student Finance, located in Anderson Hall (AH151; 403-329-2585) or online at www.uleth.ca/ross/student-finance/awards.

Deadlines for applications are:

Board of Governors' Admission and Relocation Scholarships

December 15 (a completed Admission application is required)

Entrance Awards - High School students

Fall Entrance Awards - March 15

Entrance Awards - Transfer students

Fall Entrance Awards - June 15

Undergraduate Awards - Continuing students

University-administered Awards - May 1

General Policies and Procedures

For a complete description of awards administered by the University of Lethbridge, please refer to **Part 15 - Awards and Scholarships** in 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 awards, application forms must be submitted via the Bridge no later than the designated date. Application forms and information are available from the following website:

www.uleth.ca/ross/student-finance/awards.

A student who has not applied for awards cannot claim for the right of consideration by the University.

Academic records - Only academic records from the last five years will be considered for measurement 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 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 - Awards totaling more than \$1,000 are disbursed in two equal payments: the first on October 1 and the second on February 1.

Deductions - The University may deduct from award payments any funds owed to the University.

Tax receipts - T4A forms will be issued to award recipients by the University or other issuing agency in the spring following the year of the award.

Government Student Loan Programs - It is the responsibility of the student receiving an award, who is currently receiving financial assistance in the form of student loans and grants, to notify the applicable government student loan program 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, Scholarships and Student Finance

by October 31 for the fall semester and February 28 for the spring semester. Justifiable reasons for deferral include:

- 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.

Scholarships and Student Finance website:
www.uleth.ca/ross/student-finance

31. STUDENT FINANCE - GOVERNMENT STUDENT LOANS AND GRANTS

The Federal, Provincial and Territorial governments of Canada provide financial assistance to help residents in the pursuit of post-secondary education. This assistance is provided in the form of loans and grants. Scholarships and Student Finance provides advising concerning these government student assistance programs.

The level of government financial assistance awarded to a student depends on evidence of financial need and on personal circumstances. In Alberta, parental income is no longer used to determine the loan funding a student can receive. During the 2014/2015 academic year, the maximum amount an Alberta resident was eligible to receive was \$13,300 in combined Canada and Alberta student loan funding. Students may also qualify for low or middle income grants in their first and subsequent years of study. Grants are also available for students with dependents and students with permanent disabilities.

Financial assistance is also available to students who are considered to be residents of other provinces and territories. 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 all lenders holding the student's loan(s). Repayment of government student loans begins 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 may be 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 and students may be ineligible to receive further funding for a 12 month period. Students intending to return to full-time studies in the next semester and who require financial assistance must submit a new financial assistance application for the appropriate period of studies.

Students who need to apply for financial assistance should apply prior to the semester in which assistance will be required. Many provinces and territories do have deadlines and it is advisable to check the deadlines in advance of application. Processing of an application can take four to six weeks and processing 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 tuition and fees are a first charge against assistance received from government student loan certificates and grants/bursaries.

For application forms and more information, please visit Scholarships and Student Finance, located in Anderson Hall (AH151) or call 403-329-2585.

More information on Government Student loan programs is available from the following websites:

www.canlearn.ca
www.uleth.ca/ross/student-finance (click the "Student Loans" tab)

32. STUDENTS' UNION

The Students' Union exists to provide advocacy and services for its members. It represents students on U of L internal committees as well as Federal and Provincial committees and agencies, which determine education policies. Promoting the rights and the welfare of all U of L students is the Students' Union's primary concern.

Any undergraduate student registered at the University may run for one of the 21 positions on the Students' Council (some restrictions may apply). 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.

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, Zoo pub, conference and major event facilities, food kiosks, convenience store, office suite, club rooms and Alumni offices. *The Meliorist*, CKXU, Campus Women's Centre, Pride Centre, Lethbridge Public Interest Research Group (LPIRG), U of L Bookstore, Health Centre and the Registrar's Office are also located in the SUB.

Committee Representation

Student representatives serve on various University committees, ensuring the student perspective on matters such as program structure and content, degree requirements, tuition fees and academic regulations is represented. Students interested in committee work or additional information are invited to visit the Students' Union Office (SU180) or contact their VP Academic. 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:

General Faculties Council (GFC) Committees

- General Faculties Council
- General Faculties Executive Committee
- GFC Admission Standards Committee
- GFC Advisory Committee on Inter-Varsity Athletics
- GFC Curriculum Coordinating Committee
- GFC Discipline Committee
- GFC Honorary Degrees Committee
- GFC Library Committee
- GFC Policy Appeals Advisory Committee
- GFC Recreation Services Advisory Committee
- GFC Space Allocation Committee
- GFC Student Awards Committee

Senate Committees

- Senate
- Senate Executive Committee
- Senate Honorary Degree Search Committee
- Senate Honorary Degree Committee
- Senate Hospitality Committee
- Senate Volunteer Award Committee

Arts and Science Committees

- Arts and Science Committee on Research and Teaching
- Arts and Science Council
- Arts and Science Curriculum Coordinating Committee
- Arts and Science Executive Committee
- Arts and Science Planning Committee
- Arts and Science Committee on Liberal Education

Other Committees

- Bookstore Advisory Committee
- Budget Committee
- Convocation Committee
- Distinguished Teacher Selection Committee
- Fee Review Committee
- Grade Appeals Policy Advisory Committee
- Presidents' Advisory Committee on Ethical Behaviour
- Printing Services Advisory Committee
- Resource and Teaching Development Committee

Scholarships and Bursaries

The Students' Union makes available over \$200,000 in scholarships and bursaries each year for University of Lethbridge students. They have a wide range of qualifications to accommodate a variety of circumstances.

Applications for the following scholarships and bursaries are available through the University of Lethbridge Scholarships and Student Finance Office (AH151; 403-329-2585):

- Students' Union Quality Initiatives Scholarship
- Students' Union Scholarship
- Students' Union Part-Time Scholarship
- Students' Union/Coca-Cola Bottling Scholarship
- Students' Union International Travel Award
- Students' Union Community Service Award
- Students' Union/Coca-Cola Bottling Edmonton and Calgary Scholarship
- Recycling Programs for Scholarships
- Students' Union Quality Initiatives Bursary
- Students' Union Placement Award
- Students' Union Award
- Students' Union/Coca-Cola Bottling Award
- Students' Union Emergency Bursary
- StudentWise Bursary

Provincial and National Affiliations

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 meet with government representatives and associated committees including the 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.

Canadian Alliance of Student Associations (CASA)

The Students' Union is a member of CASA, a national body of representation for undergraduate students. CASA members meet with Federal Government representatives regarding various national issues in education. CASA meets three times a year to lobby the Federal Government and formulate solutions to problems in Canada's post-secondary system.

Social and Cultural Events

The Students' Union sponsors many social and cultural events, such as Fresh Fest, cabarets, concerts, speakers' 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:

Clubs

There are over 70 Students' Union ratified clubs on campus covering many 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 clubs welcome new members with innovative ideas.

To get involved with a club, watch for clubs rush week in the Atrium during the second week of the fall and spring semesters. Here clubs will have information tables promoting what their organization is about. To start up a new club, come to our office and ask for a Clubs Handbook. This guide contains information about how to start and maintain a club and lists the many advantages associated with being an active club on campus. More information can also be obtained at the Students' Union office, on our website at www.ulsu.ca, or by contacting the VP Internal Affairs at 403-329-5155.

Grade Appeals

Grade Appeals deal with claims when a student feels his or her course grade has been improperly determined. The Students' Union is here to help students through the grade appeal process. Come to SU180 to pick up pamphlets with advice, sample letters and a checklist to help you in organizing your appeal. We encourage students to seek counsel from the VP Academic at the Students' Union concerning any inquiries about the grade appeal process at 403-329-2770.

Food Bank

The Students' Union operates a Food Bank on campus to help students when they are in financial need. Any student with a valid University ID card may access the campus Food Bank. Students must come to our office and fill out a form in order to receive a package filled with a variety of food items. Users are limited to a maximum of two packages per month (10 visit maximum) and will remain confidential. Users are asked to contact the Students' Union at least 24 hours before the time they would like to pick up the hamper to ensure availability at 403-329-2222 or food.bank@uleth.ca.

Handbook

The Students' Union Handbook is available free of charge to all students from the Students' Union office while quantities last. The Handbook is a great way for students to stay organized, as it includes a day timer as well as a weekly list of important deadlines. It also contains a variety of local advertisements and coupons to help orientate new students to Lethbridge.

Health and Dental Coverage

All full-time students at the U of L who pay Students' Union fees are automatically included in an extended health and dental care program.

The coverage period is from September 1 to August 31. Optional family coverage is also available for an additional fee. Full-time students enrolled in the fall semester pay premiums for the Health and Dental Plan for the full year. Full-time students enrolled in the spring pay premiums for the spring semester only. Regardless of a change in status (e.g., full-time to part-time or student to non-student), all students enrolled

at the beginning of their respective semester will retain their coverage until August 31.

Students can opt out of the Student Health and/or Dental plan if proof of comparable coverage and a completed waiver form is presented to the Students' Union Health and Dental Plan office. Students may opt out online using the Bridge (www.uleth.ca/bridge). The opt-out deadlines for the fall and spring semesters will be posted at the Students' Union office and throughout the University (see **Part 3 - Fees, Section 11. Fee Deadlines, p. 66**). The opt-out procedure is annual and must be done each year of the student's enrolment. The deadline set for January is for newly registered full-time students and students upgrading from part-time to full-time only.

Part-time students and students' dependants may add on to the Student Health and/or Dental Plan. For further details, please contact the Students' Union Health and Dental Plan office (SU180) at 403-329-2039.

Photocopying and Faxes

The Students' Union *Rockerman's Service Centre* provides photocopy service located outside Galileo's. Fax service is also available in the *Rockerman's Service Centre*.

Recycling

The Students' Union is responsible for campus can and bottle recycling. Recycling bins are located throughout campus. Proceeds from this recycling are used to create and enhance scholarships for U of L students.

Speaker Series

Established in June of 1990, the Students' Union Speaker Series has brought in such noteworthy Canadians as Ben Wicks, Dr. Lloyd Axworthy, Stephen Lewis, Fred Penner, Jacques Parizeau, Peter Mansbridge and Gwynn Dyer as well as international figures such as Dr. Jane Goodall, William Sampson and Bill Nye. For more information or to submit suggestions, please contact the Students' Union 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.

The Zoo

As the campus pub, the Zoo is wholly owned and operated by the Students' Union. It is THE place for meeting friends and having a good time.

The Zoo is open daily at 8:00 a.m. to serve breakfast. Featured menu items include a variety of appetizers, pizzas, burgers, sandwiches and vegetarian items. Food and drink specials are offered on a daily basis.

The Zoo is more than just great food as it offers a friendly atmosphere in a smoke-free environment. The pub has a balcony offering a fantastic view of Lethbridge. Enjoy some down time by watching your favourite sports program on the largest screen in Lethbridge or by playing games on the widescreen TV in one of two sofa lounges. The Zoo also hosts a wide range of activities including cabarets, live bands, comedians and theme nights.

By combining two other ballrooms to create a massive hall, the Zoo has the capacity to hold almost any size of event. The public may rent one or more of these rooms for events such as business meetings, conventions, trade shows, or weddings. For more information please visit our website at www.ulsu.ca or call us at 403-329-2222.

Rockerman's Service Centre

Rockerman's Service Centre, located on Level 2 of the Students' Union Building, is the campus convenience store. Students can purchase confectionary items, concert and cabaret tickets, newspapers, magazines and much more. Students also have access to fax and photocopier services as well as microwaves.

Lethbridge Transit Breeze

The Breeze card provides riders with the most economical and convenient method of taking the bus. To purchase your monthly or semester Breeze card, visit the Students' Union *Rockerman's Service Centre* (SU232).

Food Court

The Food Court is located on Level 2 of the Students' Union Building and offers a variety of food to please your palate.

Baadshah Cafe: Indian Cuisine.

Tivoli: Includes a salad bar, chicken and fries as well as a number of pasta dishes and finger foods.

Hiroba: Chinese food with your choice of buffet-style or made-to-order menu and daily specials.

Smoothie Hut: Smoothies, wraps and pitas.

Icys: A variety of tacos and similar-type salads. Includes a breakfast menu and healthy frozen yogurt treats.

The Coffee Company: An assortment of specialty coffees, espresso drinks and muffins.

Subway: Gourmet submarine sandwiches on fresh-baked bread, soups and cookies.

Galileo's Lounge

The north end of the Food Court has been converted to a friendly, soft and quiet space. With wireless Internet, computer receptacles and cushy seating, this is the place to unwind, catch up on reading, take a catnap and meet new friends. This space also boasts of a sofa lounge/living room, student gallery, movie wall and observation deck. If you are interested in reserving this room for an art show or maybe showing a movie, please contact us at 403-329-2222.

Additional Information Resource

Visit our website to find more information about our organization, the council and staff and more details about the services we have to offer.

Students' Union website: www.ulsu.ca

33. THE MELIORIST (STUDENT NEWSPAPER)

The Meliorist has been the student newspaper at the University of Lethbridge since 1967. It offers a weekly newspaper service and provides an open forum for all members of the University community and the surrounding area of southern Alberta. *The Meliorist* Publishing Society is an autonomous body that determines the editorial direction of the paper, with students providing the content. *The Meliorist's* staff members gain first-hand knowledge in writing, editing, photography, layout and management of a weekly newspaper. State-of-the-art computer equipment is used in the production of *The Meliorist*. 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.

The Meliorist office is located in SU166, telephone number 403-329-2334. *The Meliorist* can also be viewed online at www.themeliorist.ca.

34. UNIVERSITY ADVANCEMENT

University Advancement works to enhance the reputation, build relationships and seek resources necessary to support the student experience, teaching and research goals of the University of Lethbridge.

Comprised of the Departments of Alumni Relations, Advancement Services, Development, Communications and Marketing, and Public Affairs and Government Relations, University Advancement reports to the Vice President (Advancement) and are responsible for the coordination and management of the following:

- alumni relations activities and the Alumni Association;
- fundraising and sponsorship activity;
- government relations;
- media relations and public affairs activities;
- social media coordination and management;
- institutional marketing;
- visual identity and branding;
- internal and external communication coordination and management;
- publications, web development and graphic design.

The office is located on Level 7 (A735) and can be reached by phone at 403-329-2582; fax at 403-329-5130; or email at advancement@uleth.ca.

35. WRITING CENTRE

The University's Writing Centre offers individual consultations with trained academic writing instructors and tutors to students from all Faculties and programs. The Centre provides practical writing support that supplements in-class instruction and helps students understand a wide variety of writing assignments including research papers, summaries, critical essays, literature reviews, annotated bibliographies and lab reports. It also provides assistance with formatting, thesis development, essay organization and grammar and punctuation. The Centre is located in the Library (L1006A).

Appointments can be made online by visiting the Writing Centre website at www.uleth.ca/artsci/academic-writing/writing-centre

