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## **Saint Mary's University Visiting Exchange Students Handbook 2016-17**

International Activities Office  
March 2016

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## Introduction

Warm Greetings from Saint Mary's University (SMU)! We are delighted to welcome you to our campus, and hope you will enjoy your sojourn in Halifax, Canada! Exchange students from our partner universities have been visiting SMU year after year, and we believe that this is due to the positive experiences that those students have had.

### How to use this Handbook

This handbook is designed to give you all the information you need for your exchange. First, you should review "Application" and "Housing" sections of the handbook in order to start the application process. Then, please read through all the information and complete the necessary steps in a timely manner so your exchange program is well planned and enjoyable. This document is for all visiting exchange students, whether you are arriving in the fall or winter and whether you are admitted under different fee waiver structures. Make sure to read the sections that are applicable to you.

If you have any questions, the contact person for you at Saint Mary's is:

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923 Robie Street, Halifax NS, B3H 3C3 Canada  
Tel 1 902 496 8725 E-mail [mobility.international@smu.ca](mailto:mobility.international@smu.ca)  
Facebook: <http://www.facebook.com/IAO.SMU>

To learn more about SMU and the city of Halifax, start your research by checking out these websites:

- University website: [www.smu.ca](http://www.smu.ca)
- Quick facts: <http://www.smu.ca/about/quick-facts.html>
- History of SMU: <http://www.smu.ca/about/history.html>
- Why Saint Mary's?: <http://www.smu.ca/future-students/why-saint-marys.html>
- Academic programs: <http://www.smu.ca/future-students/browse-our-programs.html>
- International: <http://www.smu.ca/international/visiting-international-students.html>
- Life in Halifax: <http://www.smu.ca/future-students/life-in-halifax.html>
- Cost of Living in Halifax: <http://www.halifaxpartnership.com/en/home/Live/about-halifax/cost-of-living.aspx> and/or <http://www.expatistan.com/cost-of-living/halifax>

Here is some quick information you might be interested in finding out first (refer to more detail in the rest of the Handbook):

- There are 2 academic terms, Fall (September-December) and Winter (January-April) (see page 4)
- Application deadline for Fall 2016 and Winter 2017 is **April 15, 2016**. Applications submitted past the deadline are accepted on an individual basis (see page 5)
- Course registration for both fall and winter terms begins **April 26, 2016**, and course registration is done on-line via your SMU Self-service banner account, once you have been accepted (see page 11)
- Full time students take between 3 and 5 courses each term. Each course is 2.5 hours of in-class instruction (typically 1h15m, twice a week) per week for approximately 13 weeks, followed by a formal exam period.
- There are mandatory fees, even for exchange students whose tuitions are waived. (see page 18)

## Academic Calendar of Events

<b>2016</b>	
April 26 (Tuesday)	Course Registration begins at 5pm Halifax time for <b>both Fall and Winter</b> visiting exchange students.
September 7 (Wednesday)	<b>CLASSES BEGIN. (Fall semester)</b>
<b>September 16 (Friday)</b>	(a) Last day for registering and changing the fall term (September – December) course (b) Last day for final payment of fall term tuition and fees.
<b>September 25 (Sunday)</b>	SMUSA Health and Dental plan opt-out deadline for Fall semester and Full year visiting exchange students.
October 10 (Monday)	Administrative Offices closed and no classes - Thanksgiving Day.
November 8 (Tuesday)	Last day for withdrawing, without academic penalty, from three (3) credit hour or six (6) credit hour courses taught only in the fall term.
November 9 (Wednesday) -11 (Friday)	Fall Break. No classes
November 11 (Friday)	Administrative Offices closed - Remembrance Day.
November 30 (Wednesday)	Last day of classes in fall term.
December 1 (Thursday) -2 (Friday)	Study Days. No classes
December 3 (Saturday)	Start of formal final examinations in three (3) credit hour courses and formal mid-year examinations in six (6) credit hour courses.
December 8 (Thursday)	Patronal Feast of the University. Normally no examinations are scheduled on this day.
December 17 (Saturday)	End of final exams and end of the fall term. <b>Note:</b> Subject to change should it not be possible to schedule all formal examinations in the designated timeframe.
<b>2017</b>	
January 4 (Wednesday)	<b>CLASSES RESUME. (Winter semester)</b>
<b>January 13 (Friday)</b>	(a) Last day for registering in the winter term (January – April) course (b) Last day for final payment of winter term tuition and fees.
<b>January 25 (Wednesday)</b>	SMUSA Health and Dental Plan opt-out deadline for Winter semester visiting exchange students.
February 7 (Tuesday)	Last day for withdrawing, without academic penalty, from six (6) credit hour courses taught from September to April.
February 20 (Monday)	Administrative Offices closed and no classes - Heritage Day.
February 21 (Tuesday) -25 (Saturday)	Winter Break. No classes.
March 8 (Wednesday)	Last day for withdrawing, without academic penalty, from three (3) credit hour courses or six (6) credit hour courses taught only in the Winter term.
March 30 (Thursday)	Last day of classes in winter term.
March 31 (Friday) -1 April (Saturday)	Study days. No classes.
April 3 (Monday)	Start of formal final examinations.
April 14 (Friday)	Administrative Offices closed and no exams - Good Friday.
April 17 (Monday)	Administrative Offices closed and no exams - Easter Monday.
April 19 (Wednesday)	End of formal final examinations and end of the winter term.

## Basic Eligibility

In selecting your candidates, please keep the following in mind:

**GPA (Grade Point Average):** There is no GPA requirement, but in principle, the student should have a GPA of at least 70% or equivalent in their academic work at the home university, especially for the subject areas the student wants to follow while on exchange at Saint Mary's University.

**Language Requirement:** The primary language of instruction at Saint Mary's University is English. An official English Proficiency Test testing score is not required for visiting exchange students (except for those applying to take courses in the graduate program and the MBA program). However, the sending institution should ensure their nominated candidates have adequate proficiency in English (e.g. for undergraduate students, a TOEFL 550 or a TOEFL iBT 80 with no band below 20 or an IELTS 6.5 with no individual score below 6.0 or equivalent) (see here: <http://www.smu.ca/future-students/is-language-requirements.html>).

**Flexibility in the Home University Credit Requirement:** Not all courses the student needs for his/her university degree requirements may be offered or available in any given year. Therefore, it is extremely important that the nominated student is allowed a degree of flexibility by the home university academic advisor in the student's course selections at Saint Mary's University.

## Application

When? (Undergrad and Graduate Applications)

The suggested deadline for all students to apply is **April 15<sup>th</sup>, 2016**.

Applications continue to be accepted on an individual basis until late June for a September start and mid-October for a January start. Students from certain countries are encouraged to apply by late May and mid-September to allow enough time for the immigration application.

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***Q: Why do I need to apply by April 2016 even if I don't start my exchange until January 2017?***

***A: Course registration for the Fall and Winter semesters begins on April 26, 2016. The sooner you are accepted and start registering, the more course options you have!***

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How and to Whom? (Undergrad and Graduate Applications)

Email a scanned copy of all 4 application documents as attachments to [mobility.international@smu.ca](mailto:mobility.international@smu.ca). (**NOT** to Systems and Records or the Graduate Studies Officer despite the instruction on the admission application form!)

- *We don't need the original documents*
- *Please keep the size of the e-mail attachments to 3MB!*

What are the 4 Application Documents?

### Undergraduate Students

1. **Document Checklist** (See Appendix A at the end of this document)
2. **Letter of Permission and confirmation of English Proficiency** (See Appendix B for the template)

- a. Your institution can use the template provided in Appendix B or they can use their own template. The Letter must be printed on the home institutions letterhead (i.e. University Logo).
3. **Undergraduate Application Form:** <http://www.smu.ca/webfiles/OnlineApplication2014.pdf>
  - a. To complete the form you can:
    - i. Print the form, fill it in by hand, sign and date on the last page; **make sure the information is clear and legible.** Or,
    - ii. Save the form in PDF, fill it in electronically by using the “add text” function (found in the upper left hand corner next to the “convert PDF” icon), then print the form. Sign and date on the last page.
    - iii. In the Undergraduate Application Form, **DO NOT** complete the Application Fee on page 4, since **the \$40 application fee is waived for visiting exchange students.**
    - iv. **DO NOT** send the form to Systems & Records of Saint Mary’s University (even if that is the instruction on the form).
    - v. Check “Yes” for “Are you interested in living in residence” on page 4, if you are interested in applying for on-campus housing. (See “Housing” for more information)
    - vi. Ensure that the mailing address and the e-mail address on your application are the same as those mentioned in the Student Information Sheet which was sent to SMU by your home institution prior to your application submission.
4. **Official Academic Transcript** (Record of grades) issued by the home institution and detailed explanation about the grading scheme in English.
  - a. Your transcript will be forwarded to an academic advisor at Saint Mary’s who will be assisting your pre-requisite waiver (initiated upon your request by e-mail to the advisor) during the course registration process. In some instances, the academic advisor may ask to see the course descriptions of certain courses, if necessary.

## Graduate Students

**Note:** In order to take graduate courses, the student must be enrolled in a graduate program at the home institution.

1. **Document Checklist** (See Appendix A at the end of this document)
2. **Letter of Permission and confirmation of English Proficiency** (See Appendix C for the template)
  - a. Your institution can use the template provided in Appendix C or they can use their own template. The Letter must be printed on the home institutions letterhead (i.e. University Logo).
  - b. You must choose a program of focus, and take courses from that program while at Saint Mary’s. Indicate this Program (choose one from the list on Page 3 of the application form) in the Letter of Permission.
  - c. You must research the courses offered in that program and include a list of courses you are interested in taking in the Letter of Permission. To review the course offering (available from mid-March 2016), go to 1) <http://selfservice.smu.ca>, 2) click on “Class Schedule,” 3) select “September – December 2016” or “January – April 2017” in the drop-down menu under “Search by Term” and press “Submit,” 4) select the subject under the drop-down menu, and 5) then click on “Class Search” at the bottom.
3. **Graduate Application Form:**  
[http://www.smu.ca/webfiles/ApplicationForm\\_VisitingUpgradingReactivation\\_web.pdf](http://www.smu.ca/webfiles/ApplicationForm_VisitingUpgradingReactivation_web.pdf)

- a. To complete the form, save it as a PDF, fill it in electronically, then print the form. Sign and date on the last page. Do not click on the “Submit your Application” button at the end of the form.
- b. **Do not** send the form to the Graduate Programs Officer at Saint Mary’s University (even if that is the instruction on the form).
4. **Official Academic Transcript** (Record of grades) issued by the home university and detailed explanation about the grading scheme in English.
  - a. Your transcript will be forwarded to the appropriate Graduate Program Coordinator at Saint Mary’s for the admission approval process.

Please note!

- Graduate students wishing to take courses in graduate programs must provide an official English test score. (For MBA, minimum TOEFL IBT is 100 (no band below 22); IELTS of 7.0 (no band below 6.5) see: <http://www.smu.ca/academics/master-of-business-administration.html>). For the minimum acceptable IELTS and TOEFL scores for other graduate programs, see: [http://www.smu.ca/webfiles/FGSRMinimumIELTS\\_TOEFL\\_June2015.pdf](http://www.smu.ca/webfiles/FGSRMinimumIELTS_TOEFL_June2015.pdf)
- The admission process for a graduate program is more thorough and lengthy than that of an undergraduate program. Permission to take courses as a Visiting student in the Faculty of Graduate Studies and Research requires approval from the Program Coordinator of the concerning subject.
- Graduate-level students wishing to take only undergraduate-level courses should apply for admission as undergraduate students.

### What happens after the applications are submitted? (Undergraduate and Graduate Applications)

The application is normally processed within two to three weeks for undergraduate admission and four weeks or longer for graduate admission. Once issued, the original Letter of Acceptance is directly mailed to you, the applicant, by regular mail; a scanned copy of the letter is sent to your home institution coordinator for the records. The acceptance letter includes the Student ID number which you can use to log onto your Saint Mary’s Self-Service banner student account.

The original copy of the Letter of Acceptance should be used in the immigration application process for Electronic Travel Authorization, visitor visa or study permits (see more information in the “Immigration” section).

## English as a Second Language Program

Intensive English Program (IEP) courses are available through the Language Centre (TLC) of Saint Mary’s University and are not part of the academic credit program. Tuition fees for the Intensive English Program courses are not part of the tuition waiver arrangement. For more information on the Intensive English Program courses, please visit: <http://www.smu.ca/international/english-as-a-second-language.html>. As a rule, students are not to take IEP courses and academic credit courses concurrently, unless they are enrolled in The Language Centre’s [University Bridging Program](#).

IEP courses are for students whose English is not adequate to take academic credit courses in English. For students who have adequate English skills, if they who would like extra help while taking credit courses in English, ESL Support Services <http://www.smu.ca/international/esl-support.html> and the Writing Centre <http://www.smu.ca/academics/writing-centre.html> can provide assistance.

## Immigration

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### **Electronic Travel Authorization (ETA) or Visitor Visa**

Starting March 15, 2016 most travellers will need a, ETA or a visitor's visa. Click here to see if you need one:

<http://www.cic.gc.ca/english/visit/visas.asp>

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### **Study Permit**

*If your exchange period is longer than 6 months (two semesters) you will need a Study permit. See here:*

<http://www.cic.gc.ca/english/study/study-who.asp>

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- If you are interested in working while on exchange, contact the International Student Services Manager at the International Centre on campus. The email is [international.centre@smu.ca](mailto:international.centre@smu.ca).

#### **For more information:**

- Citizenship and Immigration Canada <http://www.cic.gc.ca/>
- Citizenship and Immigration Canada Offices <http://www.cic.gc.ca/english/information/offices/index.asp>
- Student Work Permit Information <http://www.cic.gc.ca/english/study/work.asp>

**Note:** Saint Mary's does not offer internship or work placements to visiting exchange students.

## Housing

In Brief (<http://www.smu.ca/campus-life/residence-procedures.html>)

- After being accepted to SMU, student completes application through online Housing Portal with a \$25 application fee.
- University processes application and emails the student an application package or wait list package.
- Student sends in \$500 confirmation deposit (which will be applied to the residence fee) and applicable contract (wait-list or residence agreement forms) to the Centre for Housing and Residence Life (Instruction will be provided)
- University assigns room or position on wait-list
- In order to stay in residence, you need to take a full course load (3-5 classes per semester)
- Meal plans are mandatory for single/double rooms in Loyola Residence and Vanier House. Rice Apartment and Senior Apartments in Loyola are the only residences that do not require a meal plan, though you can purchase one if you desire.
- All residence fees (other than the \$500 confirmation deposit) are paid via your SMU Self-Service Banner account by September 16 2016 for the Fall Semester and by January 13 2017 for the Winter Semester. **Credit cards will not be accepted for the balance payment.**

### Applying for Housing

About one week after you are admitted to Saint Mary's University, the Centre for Housing and Residence Life ([residence.life@smu.ca](mailto:residence.life@smu.ca)) will contact you directly by e-mail about how to start the on-line residence application. If you want to have a head start, you can begin the application process as soon as your Student ID number is issued, instead of waiting for an email from Residence Life, by following the



instructions found at <http://www.smu.ca/campus-life/apply-to-residence.html>. It is extremely important that all required documents and fees are submitted in a timely manner as per the instruction from Residence Life in order to increase the chance of securing a space in residence.

On-campus housing is limited. It is strongly encouraged that students apply for housing as soon as you get your SMU ID number in order to secure a spot.

To learn about the housing options please visit:

- <http://www.smu.ca/campus-life/single-student-housing.html>
- <http://www.smu.ca/campus-life/senior-suites.html>

For meal plan options please visit\*:

- <https://smuca.campusdish.com/>
- [http://smuca.campusdish.com/Commerce/Catalog/ShopSubCategory.aspx?category=All\\_Products\\_7087&lid=7087&root=Meal\\_Plan](http://smuca.campusdish.com/Commerce/Catalog/ShopSubCategory.aspx?category=All_Products_7087&lid=7087&root=Meal_Plan)
  - Students in a single/double room in Loyola/Vanier, click on “Students required to buy”
  - Students in a Rice apartment or in Loyola Senior Apartments, click on “Students not required to buy”

*\*Students in a single/double room in Loyola/Vanier are automatically enrolled in a “Freedom Plan” but can change to a smaller plan by contacting Aramark Food Services. Also, 4 month exchange students can purchase a meal plan for one semester only, and you can find the rates by using the “Tuition Calculator” (see the “Fee” section).*

For Residence Frequently Asked Questions please visit:

- <http://www.smu.ca/campus-life/residence-faqs.html>

To visit the Housing portal to apply for Residence (only if you have an “A” Student ID number):

- <http://www.smu.ca/campus-life/apply-to-residence.html>
  - **You must be admitted and issued an “A” number before you can apply for residence.**
  - A \$500 deposit is required to secure a room offer or a place on a wait list.
  - The Residence Life Office will provide further instruction about the deposit payment after your on-line housing application is processed.

For information on When to Arrive:

- Contact the International Centre ([international.centre@smu.ca](mailto:international.centre@smu.ca)) for the orientation schedule
- Contact the Centre for Housing and Residence Life (<http://www.smu.ca/campus-life/contact-residence-staff.html>) for move-in information (<http://www.smu.ca/campus-life/important-housing-dates.html>).
- Early residence move-in in September is allowed only when students have secured a place in residence and register in the International Student Centre orientation by the orientation registration deadline.
- If you cannot arrive in time for the orientation, you should try to arrive by the day before the first day of classes. Delayed arrivals are not advisable, as you will miss too many classes at the beginning of the term.

**If you are attending the International Student Pre-Welcome Week Workshops in September and are staying in residence, you will be able to move into your room on Friday, September 2<sup>nd</sup> any time after 9am. (Please check this date before you purchase your plane ticket) Please ensure that:**

- *you have secured a room in on-campus residence*

- *you sign up for the International Student Pre-Welcome Week Workshops by the beginning of August.*

For Winter Semester Students you can move in the day before classes begin, on Tuesday, January 3<sup>rd</sup>.

#### Important note about on-campus housing

- An excellent opportunity to meet new friends and engage in activities planned for students
- On each floor, there is a Residence Assistant. They are students themselves and are trained to assist students with a wide range of issues such as noise management or interpersonal conflicts.
- Please consult the Residence Handbook (<http://www.smu.ca/campus-life/residence-handbook.html>) for more information on “What to bring to residence”, “items not permitted in residence” and more.
- If you are a two semester exchange student and want to stay in residence during the Christmas holidays, you must complete a “stay over Request” and submit it to the Centre for Housing and Residence Life by a noted deadline. A stay-over fee will apply. Contact Residence Life for more information.
- Contact the Residence Life Office about the date you will move in to residence by e-mailing [residence.life@smu.ca](mailto:residence.life@smu.ca). If you do not arrive when expected, it may be considered a “no-show” and they may give your room to another student!
- ***You must leave your residence room within 24 hours after writing your final exam.*** The final exam period spans over three weeks, but your exam(s) could take place any time during that period. Exam schedules are released mid-way through the semester. **Keep your return flight plans flexible.** You may make a formal application to the Director of the Residence Department for permission to extend your stay, but the request may or may not be granted. Please ask the Residence Life Office how you can make this request.

It would be advisable for you to look into temporary housing

(<http://www.smu.ca/webfiules/Temporaryaccomodations.pdf>) if you do not have a confirmed room in residence prior to arrival, or if you will arrive before the designated residence move-in date.

In placing students in residence, priority will be given first to **full-year exchange students** (i.e. two semesters). Housing for **fall-semester only students** is initially capped in the first round of room placements (usually at around 25 beds) and these beds are given away on a first come first serve basis amongst students who confirm their space in residence by submitting their signed residence agreement and \$500 residence deposit fee by May 15. If a fall semester only student could not receive a room in the first round, the residence office will offer the student a place on a waitlist, and the student will learn in August if additional beds can be available after all full-year students are placed. For students who are placed on waitlists, there is still a good chance of being accepted into residence in the first couple of weeks into the semester, when some space becomes available due to other students’ no-shows or withdrawals. For **winter semester only students**, the residence office can usually accept any number of 4 month students, but that office can provide further information once the application is received.

## Course Registration

### The Basics of Course Registration

**Once you have been admitted to SMU, you will receive an “A” number which is your SMU identification. It begins with an A followed by 8 numbers (i.e. A0041XXXX).**

Official information on course registration is posted on Saint Mary’s website at:

<http://www.smu.ca/servicecentre/registration.html>.

These links should help you get started:

- How do I choose my courses? See what courses are available each term in Self Service Banner <http://www.smu.ca/servicecentre/whatcoursesdoitake.html>
- How do I make a timetable? Learn how to make a timetable and download a sample worksheet. <http://www.smu.ca/servicecentre/timetable.html>
- How do I register for my courses? Step by step instructions on how to register for courses. <http://www.smu.ca/academics/ar-how-to-register.html>
- How do I view my schedule? <http://www.smu.ca/servicecentre/viewingschedule.html>
- Common registration error messages <http://www.smu.ca/servicecentre/regproblems.html>
- Frequently Asked Questions (FAQs) <http://www.smu.ca/servicecentre/faq-registration.html>

The registration period for visiting students (Category D) for the fall semester 2016 is:

**April 26 2016** (5pm Halifax time)-September 16, 2016.

The registration period for visiting students (Category D) for the winter semester 2017 is:

**April 26 2016** (5pm Halifax time)-January 13, 2017.

**All registration is done on-line.** After April 26 it is open from 9 am through 12 midnight Halifax time every day. (World time zones: <http://www.timeanddate.com/worldclock/>).

### Academic Calendar

#### **What is the Academic Calendar?**

Contains information about services, programs and resources as well as all courses the University has approved for offering.

*\*Not all courses listed in the Academic Calendar will be taught each year and most are only taught in one semester!*

Electronic copy: <http://www.smu.ca/academics/academic-calendar.html>

### Timetable (How to see what courses are offered and when)

To access the timetable before being admitted to SMU (i.e. you don’t have an “A” number):

- Go to <http://selfservice.smu.ca/>, referred to as “Banner” or “Self Service.” (Note: All course registration, fee payments and other personal information are accessed through your own “Self-Service” account on that website.)
- Select **Class Schedule** from the options list. To navigate the timetable select the term (e.g., September – December 2016), then select the subject. The list is not quick and easy to read but it has all the relevant information.

Once you have received your “A” number:

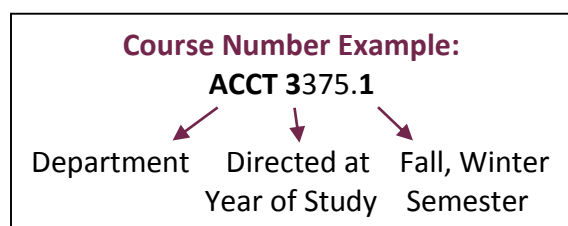
- Go to <http://selfservice.smu.ca/>, and select **Enter Secure Area**. **Your initial password PIN is your birthdate in DDMMYY format**. If you are logging in for the first time, you may be prompted to change your password. This is normal, and you can follow the instructions. *Please remember your new PIN number once you have changed it!* Once you are at Main Menu, go to Student Information then to Registration. One of the options is **Look Up Classes**. This gives a more compact listing of course offerings.
- If your PIN or access to your account has been disabled, contact the Service Centre at [service.centre@smu.ca](mailto:service.centre@smu.ca).

### Course Numbering and Schedule

Quick info about the academic system at SMU:

- 2 academic terms, September-December, January-April
- 13 weeks of classes, 2 weeks of exams in each term
- All courses in Business, and most in Arts and Science, are taught over 1 term.

### How to Interpret the Course Numbers



**Department:** The department teaching the course. For a glossary and discipline abbreviations [click here](#) and scroll to page 31 of the Academic Calendar.

**Year of Study:** 1000-4999 are undergraduate courses. 5000 or 6000 courses are for graduate students only.

**Semesters:** .1 is Fall semester, .2 is Winter semester, .0 is taught over the entire year. (i.e. Courses ending in XX

or YY are full-year courses. The fall term is XX and the winter is YY.) *Students registering in full-year courses must take both halves*. If you are here for only one term, you cannot take these courses. This may seem obvious, but a number of students have attempted (unsuccessfully) to receive credit for the 1<sup>st</sup> or the 2<sup>nd</sup> half only.

Courses taught between 8:30 am and 4:00 pm are generally offered two days per week for 75 minutes each. Classes taught after 4:00 pm may be offered once per week for 165 minutes (with a break) or two days per week for 75 minutes each. Some classes have a mandatory lab component. Classes or Labs on Fridays are relatively rare.

- **It is strongly recommended that you do not schedule three or more classes in succession and that you try to distribute your classes over the week.**

#### Class Schedule:

**MONDAYS/WEDNESDAYS (M/W)**  
**TUESDAYS/THURSDAYS (T/R)**

The majority of classes follow the following schedule:

8:30am-9:45am  
10:00am-11:15am  
11:30am-12:45pm  
1:00pm-2:15pm  
2:30pm-3:45pm

### Credit Hours

A course taught over a semester is worth 3 credit hours and a full-year course is valued at 6 credit hours.

A 3-credit-hour course meets for approximately 3 hours per week for one term. This totals 36-39 contact hours for the term. **The standard maximum load for a typical full-time visiting exchange student is 5 courses (15 credit hours) in one term.** It is anticipated that for every hour spent in class, a student

spends 2 hours outside class reading, doing assignments, etc. This equates to an expected workload of approximately 45 hours per week.

In the fall and winter terms, many international students may decide to take only 3 or 4 courses instead of 5 courses, which is still considered a full-time load, due to the additional demands of working in a foreign language and/or the desire to experience something of what Halifax and Nova Scotia have to offer. Traveling to Montreal or Toronto is 100 minutes and 155 minutes respectively and to Boston or New York is just 90 minutes and 135 minutes away by plane.

### Prerequisites (Important!)

Ordinarily, all registration is done online through the “Secure Area.” If you wish to register in introductory courses that have no prerequisites, you can register yourself. However, if you are in your 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> year of study, you may be looking for intermediate or advanced level undergraduate courses. ***Since we do not have your academic record encoded in our system, we cannot verify that you have the appropriate pre-requisite courses within that system. To assist you in registering in these courses, we must manually over-ride the system for you.***

### **VERY IMPORTANT NOTE about Pre-Requisites:**

- When you have identified the courses with pre-requisites that you would like to take, please send an email to the academic advisor of the relevant Faculty\* at SMU. When you compose an e-mail message to your academic advisor, ***include in the subject line of your e-mail message your full name, student number (e.g. A0041XXXX) and ‘Visiting Exchange’. Within the body of your email, please state 1) both the course number (e.g. MKTG 2270 - 1, ECON 1201 - 2) and the course title and 2) inform the academic advisor what academic background you have that would be “equivalent” to the course’s prerequisites.***
- (\*For example, you should contact the advisor for the Sobey’s School of Business if you would like to take a business course with pre-requisites. For foreign language courses, you need to contact the academic advisor in Arts; for Biology courses, contact the science advisor and so forth.)

The academic advisors are:

Faculty		Email
Arts	<a href="#">B.A. Advising Centre</a>	<a href="mailto:smarts@smu.ca">smarts@smu.ca</a>
Science	<a href="#">Academic Advisor</a>	<a href="mailto:advisor.science@smu.ca">advisor.science@smu.ca</a>
Sobey School of Business** (see note below)	<a href="#">Bcomm Advising</a>	<a href="mailto:mahbouba.kafrouny@smu.ca">mahbouba.kafrouny@smu.ca</a>
Graduate Studies -MBA	Ms Leah Ray	<a href="mailto:Leah.Ray@smu.ca">Leah.Ray@smu.ca</a>
Graduate Studies – Other	<a href="#">Program Coordinators</a>	<a href="mailto:fgsr@smu.ca">fgsr@smu.ca</a>

Please make all registration-related inquiries through the above listed academic offices, as they are most familiar with situations concerning exchange students (i.e. you should not contact Recruitment and Admissions for course related inquiries).

Make sure that the course being offered is in the semester you want (fall course numbers end in “.1” and winter course numbers in “.2”).

If you do not hear from the academic advisor **within ten days** after you sent your initial inquiry, please notify [mobility.international@smu.ca](mailto:mobility.international@smu.ca) so we can look into possible communication problems.

**Make sure to contact the academic advisor yourself! Each individual student must send the pre-requisite waiver requests separately! (No group requests on behalf of other students from your home institution, please.)**

Review the prerequisites for the courses and inform the academic advisor what background you have that would be “equivalent”. Based on your information, the academic advisor will consult the

To prove you have the pre-requisites, you must have passed the pre-requisite equivalent courses at a grade of 65% or higher at the home university! This grade level is strictly observed, especially by the Sobey School of Business!

department chairperson for authorization. Some departments may request that you show them the transcript to verify that you have taken the prerequisite courses at your home university. You will have submitted your transcripts to SMU with your admission application, and the academic advisor can request a copy of your transcript from Miyuki Arai at the International Activities Office ([mobility.international@smu.ca](mailto:mobility.international@smu.ca)). The academic advisor may request further information (e.g. course description in English) from you.

Once the pre-requisite requirements are cleared, the academic advisor will place an “override” on your Banner Self-Service account. Once this step is done, you will be able to register in the course on your own as long as there is an open seat. **Every time** you need to register in a new course with pre-requisites, you must contact the academic advisor so they can override the pre-requisites again. If you are on campus, you can also do this by seeing the appropriate department chairperson.

***Do not wait until you arrive on campus to register in courses!*** When your course selection is approved, the advisor will place overrides on our system that will resolve the pre-requisite issue. If there are seats available, you should have no problem registering during the registration period (April 26, 2016-September 16, 2016 for fall semester and April 26, 2016-January 13, 2017 for winter semester).

**Academic advisors would like to warn you in advance that requests made close to the beginning of the semester are bound to be fraught with problems with closed sections.** It is recommended that you identify at least one alternative to each course you need/want in the hopes that this covers enough bases for cancellations, closed courses, time conflicts, etc.

### **Closed Courses**

A closed course is a course that has reached its enrolment limit. If the course you want is closed, first check to see if there is another section of the course offered at a different time. (See “[How do I make my timetable?](#)”) If you encounter closed sections, you can contact the Department (<http://www.smu.ca/search-01.html>) for a “limit override”. Please do not contact the instructor about closed courses directly.

During the course registration period, students “add” and “drop” courses often. If someone dropped a course that you wanted, this would create an opening for you to take. So, if you want to take a course that is closed, check on a regular basis to see if space has become open, and if so, seize the opportunity to register in that course.

### Notes for students wishing to take Sobey School of Business courses

Not all courses, especially 3rd/4th-year level Commerce courses, may be available for visiting students due to a high demand among the Saint Mary's degree students. Please understand you will be asked to make alternative course choices in those circumstances.

The Sobey School of Business offers courses in the disciplines of **Accounting, Commercial Law, Communications, Computing and Information Systems, Economics, Finance, Management, Management Science, and Marketing**. Sobey School is rigorous in making sure that students have the appropriate pre-requisites for the courses they would like to take. Please carefully read the course descriptions and pre-requisites before you contact the Sobey School academic advisor about the pre-requisite waiver. The course descriptions and pre-requisites are found in the Banner Self-Service as well as in the [Academic Calendar](#).

Here is an example of how you should review the pre-requisites for the Sobey School courses:

When you look at the Marketing Program, you will see in the Undergraduate Academic Calendar something like this:

#### **2270 Introduction to Marketing**

3 credit hours

Prerequisite: MGMT 1281, and ECON 1201 and 1202.

Students are introduced to the basic marketing tools - segmentation, positioning, product, price, distribution, and promotion. Marketing research, buyer behaviour, planning, marketing in a global setting, and the relationship between marketing and society are also introduced. Teaching methods include lecture, current readings, videos, class exercises and case analysis.

#### **3376 Consumer Behaviour**

3 credit hours

Prerequisite: MKTG 2270.

Students gain an understanding of the social, cultural, and psychological factors influencing consumer behaviour and of the implications of consumer behaviour to marketing strategies. Topics include consumers' needs, attitudes, learning, decision making, consumption patterns, cultures, and life styles.

- The above illustrates that the "Prerequisite" for MKTG3376 is MKTG2270.
  - To take MKTG3376, you should have completed MKTG2270 ahead of time, or demonstrate that you successfully completed Introduction to Marketing or an equivalent course at your home university. Those two courses cannot be taken at the same time, as one course is the pre-requisite for the other.
  - Please review the pre-requisites for each course and make sure you have selected courses at the appropriate level.
- If you are eligible for a prerequisite waiver, the Sobey School advisor can override the system so you can register for any open sections of the courses you have chosen. The advisor cannot put waivers on the system to allow you to register in any courses that have reached maximum capacity (noted by "C" or "Closed" on the Banner system).
- Should you wish to seek permission to enter a class that is closed, you would need to contact the Department (<http://www.smu.ca/search-01.html>) offering the course. Please be advised that such permissions on closed courses are usually reserved for students who are graduating from Saint Mary's B.Comm program.

## Course Changes

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**Once course registration period opens on April 26, 2016, you can change your courses up to:**

Fall: September 16<sup>th</sup>, 2016

Winter: January 13<sup>th</sup>, 2017

*\*Note: If you make any changes to your course selection past the above noted dates, you must email [mobility.international@smu.ca](mailto:mobility.international@smu.ca) to inform Miyuki of the changes.*

**You can withdraw from a course without academic penalty\* up to:**

Fall: November 8<sup>th</sup>, 2016

Winter: March 8<sup>th</sup>, 2017

*\*These courses will be marked as a grade of "W" on your SMU transcript*

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## Course Outlines

The course descriptions in the Academic Calendar are very brief. If you need detailed course descriptions, please request them from course instructors. If you have difficulty, please e-mail [mobility.international@smu.ca](mailto:mobility.international@smu.ca).

## Grades

Like many North American universities, we assign letter grades. The system can be interpreted as follows:

Grade	Percentage equivalent	Description
A+	90 – 100	Excellent
A	85 – 89	
A-	80 – 84	
B+	77 – 79	Good
B	73 – 76	
B-	70 – 72	
C+	67 – 69	Satisfactory
C	63 – 66	
C-	60 – 62	
D	50 – 59	Marginal Pass
F	0 – 49	Failure

If you wish to equate our system to ECTS or UCTS, then a 3 credit hour course roughly equals 6 ECTS/UCTS credits. Saint Mary's does not follow the ECTS/UCTS system with respect to grade distribution. In ECTS/UCTS, there is an additional grade of E. With ECTS/UCTS, passing grades are to be distributed following a "bell curve" with 10% getting A, 25% B, 30% C, 25% D and 10% E. You will likely not find this anywhere in North America. Our regulations require us to specify the criteria for grade assignment before the course begins. You are assessed against a set of pre-determined criteria, not against how your classmates perform.



## Health and Dental Insurance

Note: The fees for the Insurance will be discussed in the “Fee” section.

The Saint Mary’s University Student’s Association (SMUSA) offers Health Insurance for international students. For plan information, please visit the SMUSA Health Plan website at <https://www.internationalhealth.ca/smusa>. Your enrollment in the SMUSA’s health plan is mandatory, unless you have comparable coverage from your home country and the SMUSA Health Plan Officer approves your “opt-out”\* of the SMUSA International Student Health Plan.

\*To opt out of SMUSA’s health (basic/extended)/ dental coverage, you must take proof of your private insurance coverage from your home country to the health plan office on the 5<sup>th</sup> floor of the Student Centre by September 25 (Fall semester and full-year exchange students) and by January 25 (winter semester exchange students), and the Health Plan Officer must deem the home country coverage adequate before an “opt-out” is granted. If you do not opt out by the deadline, you will be responsible for the SMUSA health/dental plan fees.

### *SMUSA basic health coverage and the SMUSA extended health coverage*

The basic plan and the extended plan come as a pair to provide coverage for different items. Therefore, depending on the coverage your home country insurance will provide, the SMUSA's Health Plan Officer may allow you to opt-out of the basic health plan and/or the extended health plan.

#### *Requirements for opting out of basic health:*

You may be allowed to opt out of the basic health plan if your insurance provides coverage for doctor visits, hospital stays and surgery with a minimum of \$2,000,000.00 (Two Million) total coverage. This needs to be stated on your proof of coverage.

#### *Requirements for opting out of extended health:*

You may be allowed to opt out of the extended health plan, if your insurance provides coverage for prescription drugs, physiotherapy, etc. (if you have these two benefits that is usually adequate).

Your name, policy number, name of Insurance and expiry dates must be included in your letter of coverage confirmation in English from your home country insurance provider. There will be a partial refund on the SMUSA basic health plan at the end of the exchange program. There is no refund on the extended health plan or on the dental plan.

For more information, please contact:

Ms. Valerie Lively  
SMUSA Health Plan Officer  
Email: [healthplan.smusa.smu.ca](mailto:healthplan.smusa.smu.ca)  
Office: Student Centre 529, 5<sup>th</sup> floor  
Phone: 902-496-8754

## Fees

There are two parts to this Fee Section. In Part I you will find fee information that is applicable to all visiting exchange students. In Part II the information is separated into four sections according to the SMU tuition fee structure students are admitted under: i) Full Tuition Waiver students, ii) International Differential Waiver students, iii) Tuition Fee Paying Students and iv) Students receiving a percentage discount. For Part II, go to the section that applies to you.

All university-related fees are charged and paid through your Self-Service banner account. For payment methods, please refer to: <http://www.smu.ca/academics/payment-methods.html>. The two methods for payments sent from overseas are “Global Pay” by Western Union or “Bank transfer”. Once students are in Canada, they can use one of the domestic payment options if they have set up a bank account in Canada. This would include online banking, Interact Online, Cheque payment, or visiting the Service Centre (1<sup>st</sup> floor, McNally Main Building) to pay with debit. The Service Centre does not encourage international students to visit the Service Centre with large amounts of cash to pay their account. This is not a safe method of payment for the students as there is a lot of risk associated with carrying around large amounts of cash. Please note that **credit cards are NOT accepted** except for residence application and deposit payments. The payment deadline dates are **September 16 2016** for the fall term and **January 13 2017** for the winter term.

If there was a delay in the Western union payment, the Service Centre considers the account to be paid the day the payment was made. In other words, if the payment was posted to a student’s account after the deadline, but was made before the deadline, the original payment date would be considered when looking at the interest charges (if applicable).

Effective January 2012, SMU will **no longer accept credit card payments** for tuition, residence, meal plans and some other fees charged to student accounts. For questions, contact the SMU Service Centre [service.centre@smu.ca](mailto:service.centre@smu.ca)

Want to see how everything adds up? Use our **2016-2017 Tuition Calculator** found at

<http://www.smu.ca/academics/undergraduate-tuition-calculator.html>!

This powerful tool will allow you to explore different options and costs, based on your specific tuition, residence, meal plans and more. (Unfortunately the Calculator cannot factor in the different fee structure

for visiting exchange students as explained in Part II of the Fee Section.)

Sometimes the actual charges might not be posted in your student account until very close to the beginning of the semester. Please use the tuition calculator to estimate your charges. Please ensure that you choose the appropriate term under “Study Period” at the top of the calculator to get the correct rate if you are a one-term exchange student.

### Payment Deadlines are:

September 16 2016 (Fall)  
January 13 2017 (Winter)

You will purchase your textbooks at the SMU bookstore. Textbooks could cost as much as \$180 per course. For ways to save money, please visit the SMU bookstore website at: <http://bookstore.smu.ca/book-buy-back/book-buying-tips/ways-to-pay-ways-to-save/>.

The tuition fees for the Intensive English Program (IEP) at the Language Centre (TLC) are not part of the tuition waiver. If your English proficiency is not adequate enough to take credit courses taught in English

right away, you are recommended to enroll in the IEP program first to improve your language skills. You will be responsible for the cost of tuition at TLC.

**Note:** Saint Mary's University does not offer scholarship, teaching assistance or other financial aid to visiting exchange students.

## PART I Non-Tuition Fees

*The following non-tuition fees are applicable to ALL visiting exchange students:*

- **Saint Mary's University Students' Association (SMUSA) fee** (\$74.75 per semester in 2016-17 and due at the beginning of each semester)
- **The Journal newspaper fee** (\$2 per semester in 2016-17 and due at the beginning of each semester)
- **U-Pass bus pass fee** (mandatory for all full-time students taking 3 courses or more per semester) (In 2016-17, \$150.25 per year, charged in September for fall-semester exchange students and for full-year exchange students, and \$75.13 charged in January for winter-semester students. Fall-only students may be entitled to a refund of \$75.13 at the end of the fall semester.)
- **On-campus housing and meal plan**, (if you live on campus)
  - Sample prices: \$8 780 for a double room with a mandatory meal plan from September-April, \$10 030 for a single room with a mandatory meal plan from September-April, \$5 450 for a double apartment without a meal plan from September-April; the price for one semester is *roughly* half See <http://www.smu.ca/academics/residence-and-meal-plans.html>. Use the "Tuition Calculator" to get the rates per semester.
- **SMUSA Basic Health, Extended Health and Dental plans** (in 2016-17, \$918 per year charged in September for fall-semester exchange students and full-year exchange students, and \$611.50 charged in January for winter-semester students, unless you opt out.) Fall-only students may be entitled to a refund of \$455 on only the Basic Health Plan at the end of the fall semester, and full-year and winter-only students may be entitled to a refund of \$228 on only the Basic Health Plan at the end of the winter semester. The SMUSA coverage is mandatory unless the student has proof of equivalent coverage from the home country and an opt-out is approved by the SMUSA Health Plan Officer at the beginning of the exchange program. Once an opt-out is granted, the SMUSA Health Plan Officer will reverse your health/dental plan charges on your SMU student account.

**Note:** If you are a recipient of an Emerging Leaders of the America's Program (ELAP) scholarship, please email [mobility.international@smu.ca](mailto:mobility.international@smu.ca) for further details.

## Part II Tuition Fees

*Part II explains the SMU tuition structure. Please review only the section that is applicable to you. If you are unsure which category you fall under, please e-mail [mobility.international@smu.ca](mailto:mobility.international@smu.ca) to verify the information.*

### i) Full Tuition Waiver Students

The following fees will be removed from the student accounts of “Full Tuition Waiver Students” **a few weeks after the beginning of the exchange semester** (so when you make a payment on/before the payment deadline, simply disregard all charges listed below and pay everything else):

Tuition – Undergraduate/Graduate	Copyright Access Fees
Tuition - Arts Resource Fee	Rec Facilities Renewal Fees
Tuition - Sobe Career Service Fee	Sport and Recreation Fees
Tuition - Science Technology fee	Student Services Fees
Campus Renewal Fees	International differential

Students take between 3 and 5 courses per semester.

The payment deadline dates for all other non-tuition related fees mentioned in Part I are **September 16 2016** for the fall term and **January 13 2017** for the winter term. Please note that **credit cards are NOT accepted** except for residence application and deposit payments. For payment methods, please refer to: <http://www.smu.ca/academics/payment-methods.html>. The two methods for payments sent from overseas are “Global Pay” by Western Union or “Bank transfer”.

**PLEASE REMEMBER** that tuition-related fees will show on your student account at the beginning of the exchange term! It is only after a few weeks into the semester (i.e. late September/late January) that tuition fees are removed from your account; therefore, when you review your SMU account, you are asked to simply disregard any charges listed under the above mentioned tuition items. You may even receive a letter from the University’s Service Centre at your home address explaining that you owe money. Don’t be alarmed! Please ask your family not to be concerned when they receive this letter and simply let us know ([mobility.international@smu.ca](mailto:mobility.international@smu.ca)). Those generic letters get issued automatically to all students, as the banner system does not differentiate students on exchange from other students. In sum, the banner system makes it appear that you owe money. If you paid the correct amount of the non-tuition related fees mentioned in Part I by the payment deadline, once the tuition waiver is annotated on your student account in late September/January the issue should resolve by itself. That said, you can e-mail [mobility.international@smu.ca](mailto:mobility.international@smu.ca) and we would be happy to take a look at your student account and see if there are any problems.

## ii) International Differential Waiver Students

The following fees will be removed from the student accounts of “International Differential Waiver Students” **a few weeks after the beginning of the exchange semester** (so when you make a payment on/before the payment deadline, simply disregard the amount listed under “International differential” and pay everything else):

International Differential Fee
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International Differential Waiver Students will be responsible for the following tuition fees:

Tuition per 3-credit hour course in <b>Arts</b>
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**\$755** (this includes *Arts Learning Resource fee (\$10), Campus Renewal fee (\$35), Recreational Facilities Renewal fee (\$11), Copyright fee (\$3), Sports & Recreation fee (\$5) and Student Services fee (\$5)*).

Tuition per 3-credit hour course in <b>Commerce</b>
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**\$789** (this includes *Sobey School of Business Career Services Fee (\$10), Campus Renewal fee (\$35), Recreational Facilities Renewal fee (\$11), Copyright fee (\$3), Sports & Recreation fee (\$5) and Student Services fee (\$5)*).

Tuition per 3-credit hour course in <b>Science</b>
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**\$793** (this includes *Science Technology fee (\$30), Campus Renewal fee (\$35), Recreational Facilities Renewal fee (\$11), Copyright fee (\$3), Sports & Recreation fee (\$5) and Student Services fee (\$5)*).

Tuition fee 3-credit hour course in Graduate Studies
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Please e-mail [mobility.international@smu.ca](mailto:mobility.international@smu.ca) for details.

Students take between 3 and 5 courses per semester.

The payment deadline dates for the above mentioned tuition fees along with all other non-tuition fees mentioned in Part I are **September 16 2016** for the fall term and **January 13 2017** for the winter term. Please note that **credit cards are NOT accepted** except for residence application and deposit payments. For payment methods, please refer to:

<http://www.smu.ca/academics/payment-methods.html>. The two methods for payments sent from overseas are “Global Pay” by Western Union or “Bank transfer”.

**PLEASE REMEMBER that International differential fees will show on your student account at the beginning of the exchange term! It is only after a few weeks into the semester (i.e. late September/late January) that International differential fees are removed from your account; therefore, when you review your SMU account, you are asked to simply disregard any charges listed under the International differential items.** You may even receive a letter from the University’s Service Centre at your home address explaining that you owe money. Don’t be alarmed! Please ask your family not to be concerned when they receive this letter and simply let us know ([mobility.international@smu.ca](mailto:mobility.international@smu.ca)). Those generic letters get issued automatically to all students, as the banner system does not differentiate students on exchange from other students. In sum, the banner system makes it appear that you owe money. If you paid the correct amount of tuition fees (less the international differential fee) and non-tuition related fees mentioned in Part I by the payment deadline, once the International differential fee waiver is annotated on your student account in late September/January the issue should resolve by itself. That said, you can e-mail [mobility.international@smu.ca](mailto:mobility.international@smu.ca) and we would be happy to take a look at your student account and see if there are any problems.

## iii) Tuition Fee Paying Students

“Tuition Fee Paying Students” will be responsible for the following fees:

Tuition per 3-credit hour course in **Arts**

**\$1,544** (this includes *Arts Learning Resource fee (\$10)*, *Campus Renewal fee (\$35)*, *Recreational Facilities Renewal fee (\$11)*, *Copyright fee (\$3)*, *Sports & Recreation fee (\$5)* and *Student Services fee (\$5)*).

Tuition per 3-credit hour course in **Commerce**

**\$1,617** (this includes *Sobey School of Business Career Services Fee (\$10)*, *Campus Renewal fee (\$35)*, *Recreational Facilities Renewal fee (\$11)*, *Copyright fee (\$3)*, *Sports & Recreation fee (\$5)* and *Student Services fee (\$5)*).

Tuition per 3-credit hour course in **Science**

**\$1,603** (this includes *Science Technology fee (\$30)*, *Campus Renewal fee (\$35)*, *Recreational Facilities Renewal fee (\$11)*, *Copyright fee (\$3)*, *Sports & Recreation fee (\$5)* and *Student Services fee (\$5)*).

Tuition Fee 3-credit hour course in Graduate Studies

Please e-mail [mobility.international@smu.ca](mailto:mobility.international@smu.ca) for details.

Students take between 3 and 5 courses per semester.

The payment deadline dates for the above mentioned tuition fees along with all other non-tuition fees mentioned in Part I are **September 16 2016** for the fall term and **January 13 2017** for the winter term. Please note that **credit cards are NOT accepted** except for residence application and deposit payments. For payment methods, please refer to:

<http://www.smu.ca/academics/payment-methods.html>. The two methods for payments sent from overseas are “Global Pay” by Western Union or “Bank transfer”.

## iv) Students receiving a percentage discount

Students receiving a percentage discount will be responsible for the following fees:

Tuition per 3-credit hour course in **Arts**

**\$1,544 minus** the discount as agreed upon by the exchange agreement between your home institution and SMU (this includes *Arts Learning Resource fee (\$10)*, *Campus Renewal fee (\$35)*, *Recreational Facilities Renewal fee (\$11)*, *Copyright fee (\$3)*, *Sports & Recreation fee (\$5)* and *Student Services fee (\$5)*).

Tuition per 3-credit hour course in **Commerce**

**\$1,617 minus** the discount as agreed upon by the exchange agreement between your home institution and SMU (this includes *Sobey School of Business Career Services Fee (\$10)*, *Campus Renewal fee (\$35)*, *Recreational Facilities Renewal fee (\$11)*, *Copyright fee (\$3)*, *Sports & Recreation fee (\$5)* and *Student Services fee (\$5)*).

Tuition per 3-credit hour course in **Science**

**\$1,603 minus** the discount as agreed upon by the exchange agreement between your home institution and SMU (this includes *Science Technology fee (\$30)*, *Campus Renewal fee (\$35)*, *Recreational Facilities Renewal fee (\$11)*, *Copyright fee (\$3)*, *Sports & Recreation fee (\$5)* and *Student Services fee (\$5)*).

Tuition Fee 3-credit hour course in Graduate Studies

Please e-mail [mobility.international@smu.ca](mailto:mobility.international@smu.ca) for details.

Students take between 3 and 5 courses per semester.

If you are unsure of the discount percentage amount, please e-mail [mobility.international@smu.ca](mailto:mobility.international@smu.ca) to verify the information.

The payment deadline dates for the above mentioned tuition fees along with all other non-tuition fees mentioned in Part I are **September 16 2016** for the fall term and **January 13 2017** for the winter term. Please note that **credit cards are NOT accepted** except for residence application and deposit payments. For payment methods, please refer to:

<http://www.smu.ca/academics/payment-methods.html>. The two methods for payments sent from overseas are "Global Pay" by Western Union or "Bank transfer".

You can request a quote (by emailing [mobility.international@smu.ca](mailto:mobility.international@smu.ca)) so you will know exactly how much you are responsible for paying. You will be basically "short-paying" the total charge, but once the Service Centre applies the discount, your account should go to a zero balance. Alternatively, you can pay the total as it appears on your student account. Once the discount is applied and creates a credit, you can order a refund cheque through the service centre.

## On Arrival (Airport Pick-Up, Orientation, Your first week at SMU)

An orientation program is offered for new students by the International Centre. The sign-up information as well as the program detail will be updated at: <http://www.smu.ca/international/international-student-orientation.html>

Your participation in the international student orientation is highly recommended, and therefore, you should make arrangements to arrive in Halifax on time. Even if you miss the beginning of the orientation, we encourage you to join in the rest of the orientation activities as soon as you can. You should also visit the International Centre (3<sup>rd</sup> floor of the Student Centre) to receive your welcome kit and other useful information if you missed the orientation. You can also ask about opening a bank account.

We do not recommend arriving after classes start, as this could negatively affect academic performance, residence move-in, and other logistical issues.

The Residence Life Office will have a designated move-in date, and will provide this information for you so you can book flights accordingly. The detail of the move-in procedure is explained in the communication which will be sent to you by the Residence Life Office with the room assignment information.

Free airport pick up service is offered (once per student) by the International Centre. The airport pick up request form and deadline are found at: <http://www.smu.ca/international/airport-pickup.html>. Please put "I am a Visiting Student" in the notes section when using this link to book a ride.

Once you sign up, you should receive a confirmation email from the International Centre. If you did not receive this message, please write to [international.centre@smu.ca](mailto:international.centre@smu.ca). You cannot request this service past the deadline as there is not enough notice. If you confirm the pick-up but fail to notify the International Centre staff of late or cancelled flights en-route, there will be no "make-up" service. Please keep the emergency contact number provided by the International Centre during travel to Halifax.

Please note that **you must leave the residence room within 24 hours after your final exam, unless your extension request is submitted and approved by the Director of the Residence Department**. Because you will not know the departure date until the exam schedule is published in mid-semester, you should **keep the return flight plan flexible**.

If you need to have your "Learning Agreement" or "Arrival Confirmations" signed, you can drop it off at the International Activities Office at The Oaks (not the International Centre) or email it to [mobility.international@smu.ca](mailto:mobility.international@smu.ca).

Please review the academic calendar of events (Page 4) for the payment due dates, registration deadlines, SMUSA health plan opt-out deadlines etc.

Please email [mobility.international@smu.ca](mailto:mobility.international@smu.ca) if you made any changes to your course selection past the last date to register.

Please review the New Student Checklist on the following page.



### New Student Checklist

The first few weeks at university can be very busy! Use this checklist to get organized and stay ahead of the game. Check the links for more information.

#### Before Arriving

- Get on the system! Set up your SMU account by obtaining an “s number” and gain access to [SMUport](#)
- Contact your [Academic Advisor](#) if you need advice about courses and pre-requisite.
- Learn your way around campus: [Campus Map \[PDF\]](#)
- Students with a documented disability should contact the [Fred Smithers Centre](#) to arrange for necessary accommodations
- Read through “[Transitions](#)”, a resource for students entering their first year of university

#### Your First Week Here

- Get your picture taken and pick up your student ID at [the library](#)
- Visit the Information Desk in the Student Centre to pick up your UPass sticker, which goes on your student ID
- Pick up your bus pass at the Information Desk in the Student Centre
- Register for your free gym membership at the [Homburg Centre for Health and Wellness](#)
- Get organized- print your class schedule using [Self-Service Banner](#)
- Check out Blackboard (accessed through [SMUport](#)) to get an early look at your course syllabi and lecture notes
- Have your own health plan coverage? Students with private insurance may opt-out of the SMUSA’s International Student Health Plan if your plan contains at least CAD\$2,000,000 in coverage. Complete the Opt-Out Waiver Form [https://www.internationalhealth.ca/sites/default/files/smusa\\_optout\\_private.pdf](https://www.internationalhealth.ca/sites/default/files/smusa_optout_private.pdf) and take your health plan detail to the SMUSA’s Health Plan Office (5<sup>th</sup> floor of the Student Centre) by September 25 2016 or January 25 2017.
- Visit Aramark food services in the Loyola building, 2<sup>nd</sup> floor (directly above the Loyola Residence Security Desk) if you have questions about your meal plan.

#### Don’t Forget to:

- Attend class, meet your professors and TAs, and introduce yourself to a few classmates
- Gather your books and supplies at the campus bookstore on the 2<sup>nd</sup> floor of the Student Centre
- Living in residence? Make sure you connect with your Residence Assistant
- Visit [The Counselling Centre](#) for academic coaching to prepare for the upcoming year- learn how to take notes, set goals, and prepare for exams
- Find some likeminded friends and register in an intramurals team for competition
- Review the Saint Mary’s [emergency management video](#) online - it always pays to be prepared
- Join a student club or society and get involved on campus
- Visit Halifax’s south end attractions such as Spring Garden Road and Point Pleasant Park and get to know your neighbours

\*International students may have additional tasks they should complete before or upon arriving. (Adopted from New Students Checklist Fall 2015 <http://www.smu.ca/campus-life/welcome-week-new-student-checklist.html>)

## Before you leave Saint Mary's University

### Requesting an official transcript from Saint Mary's

The Service Centre will, upon request (not automatically), mail out the official academic transcript to the home institution. We strongly recommend that you request an official transcript before you leave Saint Mary's University.

One copy of your transcript to be sent to your home university will be issued free of charge. Complete the transcript request form (<http://www.smu.ca/webfiles/OfficialTranscriptRequestForm.pdf>) and drop it off at the International Activities Office or email it to [mobility.international@smu.ca](mailto:mobility.international@smu.ca). You do not need to complete Page 2, "Transcript Payment Information," unless you are requesting an express service or deliveries by Courier or Fax.

For subsequent copies, each transcript will cost \$5. To request extra copies, you can send your request online through Self Service Banner:

- Go to <http://selfservice.smu.ca> and click on "Enter Secure Area"
- Login with the User ID (i.e. your student number A0041XXXX) and PIN (the initial password is your birthdate in DDMMYY format and you are prompted to change the PIN the first time you log in)
- Select "Student" and "Student Records" then "Request Printed Official Transcript"
- Follow the instructions for pick up, mail, courier or faxing.
- On the 3rd screen, you will be asked for the number of copies and given the following options for printing the transcript:
  - As soon as possible (will be printed the next business day)
  - Hold for grades (will be printed when all your final grades are available)
  - Hold for degree (will be printed after you graduate)
- Complete the request through Self Service Banner. You can do this at any time, even after you have returned home.

Additional charges apply for fax and courier services. If you wish to have more than one transcript and you do not have a credit card, visit the Service Centre to complete a manual transcript request form. For more information see <http://www.smu.ca/transcripts> or contact the Service Centre at [service.centre@smu.ca](mailto:service.centre@smu.ca).

### Receiving a Refund from SMUSA Basic Health Plan

If you purchased health insurance from SMUSA, you may receive a partial refund. Specifically, students who purchased the "Basic Health Plan" should visit the Health Plan Office (5<sup>th</sup> floor of Student Centre) and meet with Ms Valerie Lively, SMUSA Health Plan Officer 2-3 weeks before your departure date. Please take with you proof of return travel to your home country in order to receive the partial refund on your student account. There is no refund on "Extended Health Plan" or "Dental Plan". If you have any questions, please directly contact Ms Lively at [healthplan.smuca@smu.ca](mailto:healthplan.smuca@smu.ca). Once your refund is posted on your student account, you may contact the Service Centre ([service.centre@smu.ca](mailto:service.centre@smu.ca)) to request a refund cheque. **(Note: It takes 1-2 weeks for the refund cheque to be issued).**

### Receiving a Refund on your UPass Bus Pass (Fall Semester Exchange Students Only)

At the end of the semester, you can return your UPass sticker to the Service Centre so they can reverse half the UPass fee on your student account. Refunds may be issued on the spot when possible or may be paid to you via a refund cheque. **(Note: It takes 1-2 weeks for the refund cheque to be issued)**

### Residence

If you stayed in Residence, the Residence Life Office will send you all the necessary information, but they would like to remind you that you should remove all your belongings from the room and please lock the room behind you to avoid any unauthorized entry or damages, and then you need to turn in your residence keys to the Loyola Residence Desk. You need to return the keys to the Loyola Residence Desk in order to be checked out (and from incurring more charges based on occupancy). Please review more details at <http://www.smu.ca/campus-life/move-in-or-move-out.html>. You are expected to leave your room within 24 hours after your final exam (*unless your extension request was granted*).

## Other services available on campus

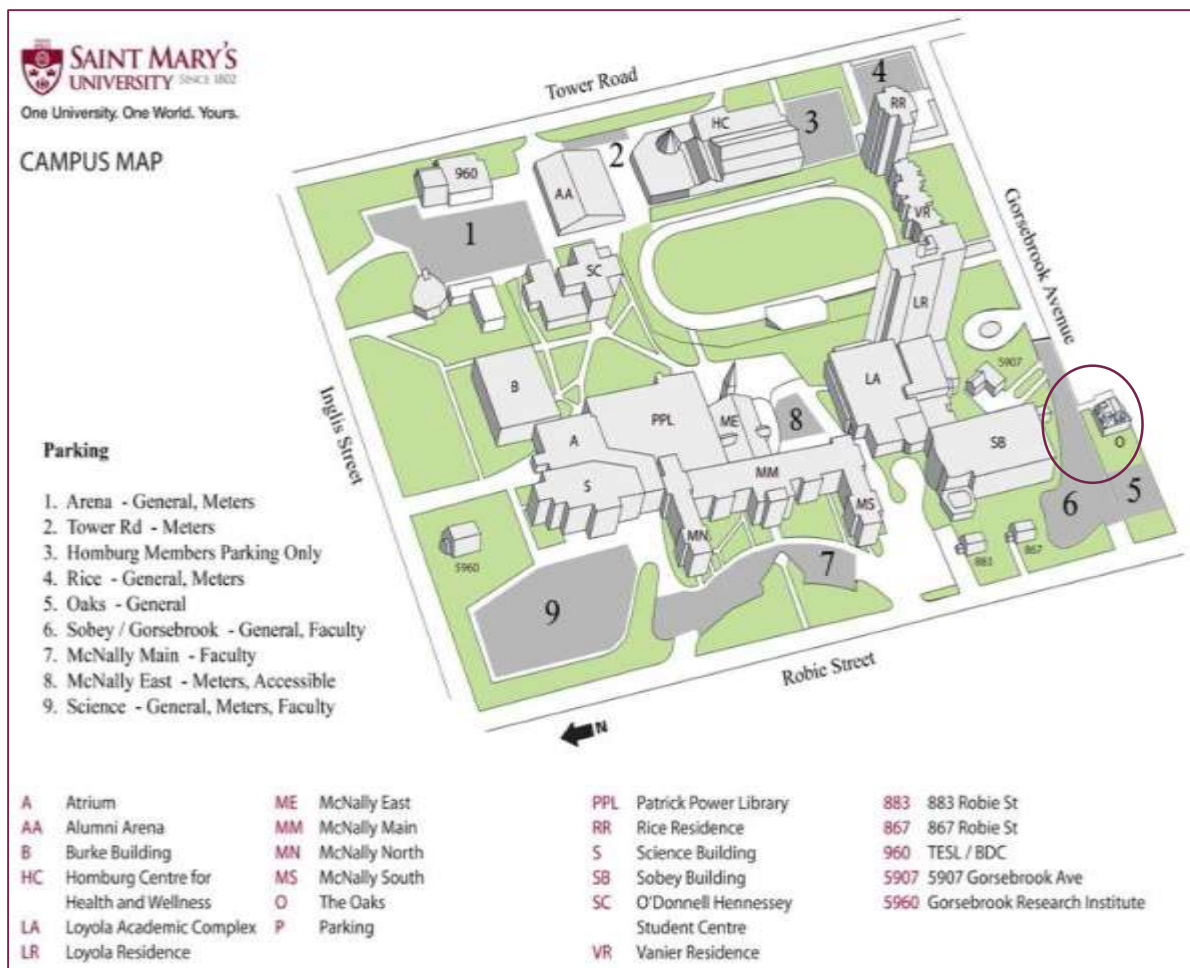
- International Centre: <http://www.smu.ca/international/student-life.html>
- Fred Smithers Centre of Support for Students with Disabilities: <http://www.smu.ca/administration/atlcentre/welcome.html>
- Counselling Services: <http://www.smu.ca/administration/counselling/>
- The Student Health Services Clinic: <http://www.smu.ca/campus-life/the-student-health-services-clinic.html>
- ESL Support services <http://www.smu.ca/international/esl-support.html>
- The Writing Centre <http://www.smu.ca/academics/writing-centre.html>

## Campus Map

The International Activities Office is located at the Oaks Building: <http://www.smu.ca/documents/campus-map.pdf> (circled). The exchange program is coordinated by the International Activities Office. Our office hours are Monday-Friday, 8:30am-4:30pm. An appointment is recommended. Please e-mail [mobility.international@smu.ca](mailto:mobility.international@smu.ca) to book an appointment ahead of time!

The International Centre is located on the 3<sup>rd</sup> floor of the Student Centre (marked "SC" on the Map). The International Centre organizes the orientation and events for international students as well as gives advice on Canadian Immigration.

The Service Centre is located on the 1<sup>st</sup> floor of the McNally Main Building (marked "MM" on the Map). The Service Centre provides assistance with registration, student accounts and transcripts.



## Appendix A

**Document Checklist for Saint Mary's University Exchange Program**

Please check all that apply, and submit this checklist together with the application.

## Admission:

- Document Checklist (this form – Appendix A)
  - Letter of Permission and confirmation of English proficiency, issued by the home institution (Appendix B for Undergraduate Students or Appendix C for Graduate Students)
  - Undergraduate/ Graduate Application Form
  - Official Academic Transcript (record of grades) and the accompanying grading scheme, in English
  - A copy of an official English test score (for student wishing to take MBA and other graduate level courses)
  - Other information and documents – please list (i.e. study plan, learning agreement, etc.)
- 

## On-campus Residence:

Is this student planning to apply for on-campus residence (please check one)? Yes  No

## Appendix B

(Print on Home Institution Letterhead)

**Letter of Permission**

          (Date)          

Re:           (Student's full name)          

This Letter of Permission:

certifies that the above mentioned student is an officially registered student at           (Home institution name)          ;

advises Saint Mary's University that the student is in good academic standing and his/her attendance at Saint Mary's University has the approval of           (Home institution name)          ; and

enables the student to register for courses at Saint Mary's University and to guarantee transfer of the credits for those courses, if successfully completed, to the student's academic program at           (Home institution name)          .

          (Home institution name)           also confirms that the student has adequate proficiency in English to communicate well both verbally and in writing to take academic courses instructed in English.

          (Name of the home institution staff in charge of international exchange)          

          (Signature)

(Print on Host institution letterhead)

### Appendix C

#### Letter of Permission

          (Date)          

Re:           (Student's full name)          

This Letter of Permission:

- certifies that the above mentioned student is an officially registered student at           (Home institution name)           in the Master of           (Subject name)           Program;
- advises Saint Mary's University that the student is in good standing and his/her attendance at Saint Mary's University has the approval of           (Home institution name)          ; and
- enables the student to register in the following courses at Saint Mary's University and to guarantee transfer of the credits for those courses, if successfully completed, to the student's academic program at           (Home institution name)          . The program the student wishes to follow is           (choose form the list found on page 3 of the Graduate Application Form)          
  - Course 1
  - Course 2
  - Course 3
  - Course 4
  - Course 5

          (Home institution name)           also confirms that the student has adequate proficiency in English, as verified by the official English test score attached, to communicate well both verbally and in writing in order to take academic courses instructed in English.

          (Name of the home institution staff in charge of international exchange)          

          (Signature)