

2012/2013

Registration Guide

Grant MacEwan University



Congratulations! *Welcome to* **MacEwan University**

Welcome to Grant MacEwan University!

Every person in Student Services wants to help you achieve your goals. We have helped many MacEwan University students just like you in the past, and we want you to have the same positive experiences they have had.

Need help enrolling for courses? Locker information? Want to know how to pay fees? Want to work out your exam schedule or timetable? Need to find your way around campus? Need a transcript? We are here to help and support you during your time at MacEwan University.

We know the faculties and schools of the university inside and out, and beyond that, we understand that going to university is about classes, personal wellness, meeting people and just hanging out before or after class. So any time you need us, please come see us, give us a call or send us an email.

Why? Because Student Services serves students. It's that simple.

Cathryn Heslep
Vice-President, Student Services



**Your 2012/2013
Registration Guide**

Enrolment Checklist



Pay your deposit

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- Deposits must be paid to confirm your attendance at MacEwan University

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- Discover the myMacEwan.ca portal for access to email, enrolment, MacEwan University policies, and other valuable information

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Explore your resources

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Pay your deposit

New Students

All new students accepted to a program are required to pay a **\$200** deposit. The deadline to pay the deposit is stated in your acceptance letter. Your program deposit is applied towards your Fall 2012 fees.

***International students** please refer to your acceptance letter for deposit amount and instructions.

*International Student: Not a domestic student and one who requires a Study Permit or other visa to enter, or remain in, Canada.

Returning Students

Returning students (domestic and international) in the following programs are required to pay a **\$150** deposit by:

4:30 p.m. on August 1, 2012

- Bachelor of Physical Education Transfer
- Bachelor of Science
- **NEW** Bachelor of Arts and Education Transfer
- **NEW** General Studies

If you wish to withdraw from your program, please fill out a withdrawal form.

- Students with moneys still owing from previous terms must pay this balance in addition to the \$150 returning student deposit.
- Students paying with student loans, sponsorships, or payment plans must still ensure that the \$150 deposit is paid by the deadline.

IF YOU FAIL TO PAY YOUR NEW OR RETURNING STUDENT DEPOSIT BY THE DEADLINE, YOUR APPLICATION WILL BE CANCELLED AND YOU WILL LOSE YOUR PLACE IN ANY CLASSES YOU MAY HAVE ENROLLED IN!

Apply to live in residence

If you plan to live in Residence during your time at MacEwan University, apply early!

Apply online at: www.MacEwanResidence.ca.



Access your myMacEwan Portal

Getting your MacEwan University Network user ID and password

Your MacEwan University user ID and password were emailed to you when you first applied to the university in an acknowledgment letter entitled "Network ID Letter." Be sure you read and keep all letters and communications you receive from MacEwan University.

If you have lost your "Network ID Letter" please contact the Office of the Registrar or email admissions@macewan.ca

How do I login to myMacEwan?

To access the MacEwan University portal visit www.myMacEwan.ca

Here is what it looks like when you first log into myMacEwan.

What can I find on myMacEwan.ca?

This is the central location for all MacEwan University online student resources. The following applications are available in the portal:

- myMail – your MacEwan University email account
- Blackboard
- Library
- Declare a Major/Minor
- Get your T2202A Tax forms
- myStudentSystem – Here you enrol in courses, drop courses or make course changes. You can also check your fees, check your grades and follow your program requirements.

The screenshot shows the myMacEwan.ca portal interface. At the top, there is a navigation bar with the following links: Home, Distance and Online Learning, Student Services, Library, Applications, E-mail, and Tech Support. On the right side of the navigation bar, there are links for Log Out and Portal Customization. The main content area is divided into several sections:

- Welcome Portal Demo**: A section with a question mark icon and a message: "E-Mail Information Your E-Mail is not being forwarded".
- Copying/Printing Information**: A section with a printer icon and a message: "Your copying/printing balance is \$5.77". Below this are links for "Manage your copying/printing PIN here.", "Add value to your copying/printing account.", and "Printing FAQ's".
- Password Information**: A section with a question mark icon and a message: "Your password never expires!!!".
- Did You Know?**: A section with a question mark icon.
- MacEwan Health Services**: A section with a photo of a doctor and the text: "Your on-campus medical clinic".
- Are you in Canada on a study permit?**: A section with a photo of a woman and the text: "Apply for the Dr. J. W. Grant MacEwan International Student Award (Up to \$2000)".
- Follow MacEwan on Twitter**: A section with a Twitter bird icon.
- Search for scholarships, awards and bursaries**: A section with a magnifying glass icon and the text: "Online now".
- Free Anti-Virus Software**: A section with a computer icon and the text: "SOPHOS".
- See something suspicious?**: A section with a magnifying glass icon and the text: "Call security at 497-5554".
- myStudentSystem**: A section with a button that says "myStudentSystem" and the text: "Manage your courses and schedule, fees and finances, personal info - and more.".
- Student Feedback**: A section with the CourseEval logo and the text: "You do not currently have any surveys to complete." Below this are links for "Click Here to Complete Your Surveys" and "More Information".
- T2202A / U-Pass Receipts**: A section with the text: "2011 Receipts" and "T2202A and U-Pass receipts for 2011 will be available on February 28, 2012." Below this is a link for "To access your 2011 receipts:" and a list of instructions: "Log in to myStudentSystem", "Click on 'Self Service'", and "Click on 'Student Center'".

Need Help?



Check your myMail frequently

Policy E3101 Student Rights and Responsibilities makes it the student's responsibility to read email directed to this account. www.MacEwan.ca/policymanual

MacEwan will ONLY send correspondence to your myMail account. Don't miss something important! **Check here often!**

If you are having problems accessing your online student resources contact Technology Support.

Technology Support

**Located in the library at each campus.
Technology support will assist you with:**

- Assistance with MacEwan University-related technology
- Setting up wireless access
- Laptop rentals
- Study rooms – includes AV equipment to record and demo presentations
- Network space – save and recover your data remotely
- Printing – available in colour, and black and white

For more information, including hours, visit our homepage at: www.MacEwan.ca/TechSupport.

Technology Support

Phone: 780-497-HELP (4357) or

Toll Free: 1-877-497-4267

Email: TechSupport@MacEwan.ca

Get prepared

Get your finances in order

How much is it going to cost?

You can find answers to this question at www.MacEwan.ca/FFI.

How am I going to pay for it?

Scholarships – For information on scholarships, awards and bursaries, see www.MacEwan.ca/scholarships.

Savings Plans – RESPs and other savings plans.

Student loans – For information on student loans see www.MacEwan.ca/StudentLoans.

Fee payment deadlines outlined in the academic schedule. For more information on fees, please refer to page 16 of this guide.

To see a financial aid advisor contact the Student Resource Centre at 780-497-5063.

Registered in Open Studies?

Open Studies is a learner pathway to credit course registration for learners who are not following a specific certificate, diploma or degree program. Open Studies is for learners who want to study credit courses at MacEwan University for personal interest, to build professional skills or to add to post-secondary qualifications, or who are Visiting Students.

Students registered in Open Studies can enrol in courses through myStudentSystem. Class section numbers available to Open Studies students begin with “OP” (eg. PSYC 104 OP01).

For more information on Open Studies visit www.MacEwan.ca/OpenStudies.

Open studies students may be allowed to access class sections other than “OP” sections starting in early September (for the Fall term) and Early January for the Winter term). Watch the Open Studies web page for more details.

Students interested in Open Studies can contact an advisor in the Student Resource Centre, www.MacEwan.ca/advising.

What are prerequisites and do I have them?

A prerequisite is a course that must be successfully completed before another course can be started. Prerequisite information is found in the academic calendar or under course descriptions on the website. **It is your responsibility to ensure that you have completed all required prerequisites.**

Programs may withdraw students from a course at anytime if the prerequisite has not been met. Questions regarding prerequisites may be directed to your university/faculty advisor. See policy E3101 Student Rights and Responsibilities, section 4.3.

www.MacEwan.ca/PolicyManual

Plan your program

Need more information?

Not sure what courses you need to take to fulfill your program requirements?

Visit www.MacEwan.ca/programs, look for “Contact Information” under your program to find a listing of advisors and other program contacts.

Enrol in your courses

Web Enrolment – new, returning, and distance students

The majority of students at MacEwan University enrol in their courses via the web on the myStudentSystem, located in your student portal: www.myMacEwan.ca.

Be sure to know the course names and course ID numbers (eg. PSYC 104) as well as the term you are registering for (Fall: Sept – Dec, Winter: Jan – Apr)

Refer to page 13 and 14 to see if your program does not web enrol. A few programs may complete enrolment for you. Others may have you enrol in person.

Step 1: Login

Go to www.myMacEwan.ca. Enter your MacEwan University network ID and password

The screenshot shows the myMacEwan.ca website interface. At the top left is the logo 'myMacEwan.ca' and at the top right is the 'MAC EWAN' logo. Below the logo is a navigation bar with a 'Home' link. The main content area is divided into several sections:

- Login:** A form with fields for 'MacEwan Network ID' and 'Password', a 'Log In' button, and links for 'I've forgotten my password', 'Terms of Use', and 'Privacy Information'. A dashed arrow points to the 'Log In' button.
- Looking for your tax receipt?:** A box with text: 'Your T2202A Tuition tax receipts for the 2011 tax year are now available. Login to download your copy.' and an image of stacks of coins.
- Auto insurance for alumni:** A box with an image of a car headlight.
- Bust a Move:** A box with text: 'Join team Mighty MacEwan to Bust a Move for the Alberta Cancer Foundation' and an image of a person.
- Continuing Education Guide:** A box with an image of a woman.
- A medical clinic right on campus:** A box with an image of a doctor.
- Follow MacEwan on twitter:** A box with an image of a person.
- The following classes are cancelled only for the dates noted:** A list with one item: '09 Mar 2012 ANTH-305-AS01(1)'. A solid arrow points to this section.
- MacEwan News and Events:** A list with one item: '08 Mar 2012 Monasterski Named CCAA Athlete of the Month'.

On the right side of the page, there is a 'Technology Support' section with contact information: 'Online: www.macewan.ca/techsupport', 'Phone: 780-497-4357', 'Toll-free: 1-877-497-4267', and 'Hours of Operation'. Below that is a 'MacEwan Search' section with a search bar and a 'powered by Google' logo. At the bottom right is a 'Links' section with a list of links: 'Academic Schedule', 'Policy Manual', 'Office of the Registrar', 'Prospective Students', and 'Grant MacEwan University'.

Step 2: Access myStudentSystem

Click on the Applications tab and select the myStudentSystem.

You will have to enter your login information again to launch the system.

Step 3: Enter the Student Center and enrolment area

Select the **Self Service** link and click on **Student Center**.

On the screen click on the **Enroll** link

Student Center

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

other academic...

Deadlines URL

This Week's Schedule

Class	Schedule
HLSC 120-PN70 LEC (11277)	We 1:00PM - 3:59PM Alberta Hospital Ponoka
HLSC 126-PN70 LEC (9730)	Fr 1:00PM - 3:59PM Alberta Hospital Ponoka
HLST 154-PN70 LEC (11235)	Tu 1:00PM - 3:59PM Alberta Hospital Ponoka
HLST 159-PN70 LEC (9835)	We 9:00AM - 12:00PM Alberta Hospital Ponoka
NURS 150-PN70 LEC (11102)	Tu 9:00AM - 11:59AM Alberta Hospital Ponoka

[weekly schedule ▶](#)
[enrollment shopping cart ▶](#)

Holds

No Holds.

To Do List

Academic Conditions
Clear Security Clearance [details ▶](#)

Enrollment Dates

[Open Enrollment Dates](#)

Important Dates & Information

[Deadlines](#)
[Exam Schedule](#)
[Req Info for Accepted Students](#)

Student Advising

[Academic/Program Planning](#)
[Financial Advising](#)
[Career Advising](#)

Forms

[Registrar's Office Forms](#)
[Release of Information \(FOIP\)](#)
[Academic Schedule](#)

Finances

My Account

[Account Inquiry](#)

Account Summary

You owe 2,745.50.

- Due Now 0.00
- Future Due 2,745.50

Currency used is Canadian Dollar.

Step 4: Select the term

Select the term that you want to register for.

Click **Continue** to search for courses.

Add Classes

Select Term

Select a term then click Continue.

Term	Career	Institution
<input type="radio"/> 2012 Fall Term	Degree, Diploma, Certificate	Grant MacEwan University
<input type="radio"/> 2013 Winter Term	Degree, Diploma, Certificate	Grant MacEwan University
<input type="radio"/> 2013 Spring/Summer Term	Degree, Diploma, Certificate	Grant MacEwan University

CONTINUE

Step 5: Search for courses

Select **Search** and click on search.

Add Classes



1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2011 Fall Term | Degree, Diploma, Certificate | Grant MacEwan University

[change term](#)

Add to Cart:

2011 Fall Term Shopping Cart

Your enrollment shopping cart is empty.

Find Classes

Class Search

My Planner

Note: The "Class Nbr" field is used only if you know the specific numerical code number of the course you want to search. You normally won't use this field.

Step 6: Search for courses

Enter the course code and number for the subject you are searching and click search.

If you do not know the course code, click on 'Search Subject'.

A listing of available sections will be displayed. **Be sure to click View All to see all available sections.**

Add Classes



Enter Search Criteria

Grant MacEwan University | 2011 Fall Term

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject: Sociology

Course Number:

Use Additional Search Criteria to narrow your search results.

[Return to Add Classes](#)

Step 7: Select your class section

When you find the class section of the course that you would like to register in, click on **Select Class**.

If there is a lab or seminar that you must register in with the course, you will do this at this time.

[Return to Add Classes](#) START A NEW SEARCH

▼ **SOCI 100 - Introductory Sociology**

View All Sections First **1-3** of 13 Last

Section [CU80-LEC\(2460\)](#) select class

Session Regular

Days & Times	Room	Instructor	Meeting Dates
TuTh 8:00AM - 9:29AM	CCC - Bldg 7 - 277	Barbara Heather	01/05/2012 - 04/19/2012

Section [CY80-LEC\(2461\)](#) select class

Session Regular

Days & Times	Room	Instructor	Meeting Dates
We 12:30PM - 3:29PM	SC-202	Staff	01/04/2012 - 04/18/2012

Section [EX04-LEC\(2464\)](#) select class

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 8:00AM - 8:59AM	CCC - Bldg 5 - 152	Stephen Speake	01/04/2012 - 04/20/2012

Step 8: Add your class section

Verify that the class section is open and has seats available. Click on Next to add to your Shopping Cart.

Add Classes 1 2 3

1. Select classes to add - Enrollment Preferences

2012 Winter Term | Degree, Diploma, Certificate | Grant MacEwan University

HLSC 126 - Human Physiology I

Class Preferences

HLSC 126-OP51 Lecture Open Permission Nbr

Session Regular Academic Session Grading Graded Basis

Career Degree, Diploma, Certificate Units 3.00

Requirement Designation

RD1

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
OP51	Lecture	Tu 6:00PM - 8:59PM	CCC - Bldg 9 - 102	Yuvaraj Naravare	01/10/2012 - 04/17/2012

Step 9: Finish enrolling

A message indicating you have added your course to your shopping cart will appear.

Click on **Proceed to Step 2 of 3** link.

Click the **Finish enrolling** link .

Student Center

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes

1 2 3

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ HLSC 126 has been added to your Shopping Cart.

2012 Winter Term | Degree, Diploma, Certificate | Grant MacEwan University [change term](#)

Add to Cart:

Enter Class Nbr
 enter

Find Classes
 Class Search
 My Planner
 search

Delete	Class	Days/Times	Room	Instructor	Units
	HLSC 126-OP51 (1759)	Tu 6:00PM - 8:59PM	CCC - Bldg 9 - 102	Y. Narnaware	3.00

PROCEED TO STEP 2 OF 3

Enrolment Checklist

- Check your schedule.** Ensure you have enrolled in the correct courses. Print your class schedule for the first two to three weeks of the term as some courses may start late or use different classrooms. Remember to take your schedule with you so you can find your classrooms.
- Pay your fees!** Please refer to the academic schedule for fee deadlines including returning student deposits (if applicable).
- Do you have the prerequisites?**

Program assisted enrolment – new and returning students

If your program is listed below, the program will enrol you in your core courses. Please check your myMail and myStudentSystem accounts frequently so that you are aware of any changes or outstanding fees.

You may be required to select some elective courses. If you have questions about electives, please contact your university/faculty advisor.

If you have received a late acceptance (after August 12, 2012), require course changes, or wish to obtain transfer credit, contact your university/faculty advisor. Check www.MacEwan.ca/programs for advisor contact information.

- Bachelor of Science in Engineering Transfer
- Emergency Communications and Response
- Fine Art* (first year only)
- Legal Assistant
- Library and Information Technology*
- Office Assistant
- Preparation for University and College
- University Studies International

Programs marked with an asterisk require an elective. Please contact your university/faculty advisor.



What is an elective and do I need one?

Electives are credit courses that are curriculum components of a program of study that are intended to supplement, not replace, the program core.

The most current version of programs requiring electives and elective courses is available at www.MacEwan.ca/electives.



Distance and online programs

New and returning students in these programs enrol as follows:

- **Arts and Cultural Management** – use online enrolment system or call 780-497-4364
- **Bachelor of Applied Human Service Administration** – use online enrolment system, or contact the university advisor at 780-497-5164 or toll free 1-888-497-4622 ext. 5164
- **Cardiac Nursing Program** – contact the university advisor at 780-497-5717
- **Correctional Services** – contact the university advisor at 780-497-5296
- **Child and Youth Care** – contact the university advisor at 780-497-5099 or toll free 1-800-866-4622 ext. 5099
- **Disability Management in the Workplace** – use online enrolment system, or contact the university advisor at 780-497-5727 or 1-800-661-6878
- **Disability Studies: Leadership and Community** – contact the faculty advisor at 780-497-5099 or toll free 1-800-866-4622 ext. 5099
- **Hearing Aid Practitioner** – contact the university advisor at 780-497-4142 or toll free 1-800-799-6113
- **Occupational Health Nursing** – use online enrolment system or contact the university advisor at 780-497-5727 or toll free 1-800-661-6878
- **Post-Basic Nursing Practice: Hospice Palliative Care and Gerontology** – contact the university advisor at 780-497-5109 or toll free 1-866-221-2882
- **Perioperative Nursing for Registered Nurses** – contact the university advisor at 780-497-5109 or toll free at 1-866-221-2882
- **Professional Writing** – returning students can contact the university advisor at 780-497-5614 or toll-free at 1-888-497-4622 and ask for extension 5614 for registration information.
- **Special Needs Educational Assistant** – contact the university advisor at 780-497-5569 or toll free 1-888-497-4622 ext. 5569. Visit or call the Office of the Registrar or fax a course registration form (available at www.MacEwan.ca/registrar) to 780-497-5001
- **Therapist Assistant – Speech Language Pathologist Assistant major** – contact the university advisor at 780-497-5723 or toll free 1-888-497-4622 ext. 5723
- **Wound Management Post-Basic certificate** – contact the university advisor at 780-497-5109 or toll free at 1-866-221-2882

Returning Student Schedule 2012

Students with an Admit Term prior to Fall 2012

April 2 (8:30 a.m.)

- Asia Pacific Management
- Disability Studies: Leadership and Community

April 4 (8:30 a.m.)

- Bachelor of Arts (declared majors)
- Bachelor of Arts (honours)
- Bachelor of Commerce (declared majors)
- Bachelor of Science (declared majors)
- Bachelor of Child and Youth Care

April 5 (8:30 a.m.)

- Arts and Cultural Management
- Bachelor of Applied Communications in Professional Writing
- Bachelor of Communication Studies
- Design Studies diploma majors (second-year)
- Fine Art (second-year)
- Theatre Arts
- Theatre Production
- Bachelor of Music in Jazz and Contemporary Popular Music
- Music diploma

April 10 (8:30 a.m.)

- Acupuncture
- Hearing Aid Practitioner
- Social Work

April 12 (8:30 a.m.)

- Bachelor of Arts (undeclared)
- Bachelor of Science (undeclared)
- Bachelor of Commerce (undeclared)
- Bachelor of Physical Education Transfer
- General Studies

April 20 (8:30 a.m.)

- Bachelor of Science in Nursing
- Psychiatric Nursing

April 23 (8:30 a.m.)

- Correctional Services
- Early Learning and Child Care
- Holistic Health Practitioner
- Massage Therapy
- Physical Therapist Assistant/Occupational Therapist Assistant or Speech Language Pathologist Assistant
- Police and Investigations

April 24 (8:30 a.m.)

- Accounting and Strategic Measurement and Co-operative Education major
- Bachelor of Applied Business Administration – Accounting
- Management Studies
- Professional Golf Management
- Human Resources Management

Withdrawing from a program?

If you do not plan to return for your second (or subsequent) year, you must advise the Registrar's Office in writing.

Non-attendance does not constitute Notice of Withdrawal, and you will be held responsible for all fees assessed.

In order to be considered a declared student and receive the earlier appointment date you must declare your major before:

2012/2013 – March 16, 2012

2013/2014 – March 15, 2013

Pay your fees

Deadline to pay fees

Term	Deadline to pay tuition fees	\$50 late fee charged to unpaid accounts
Fall 2012	September 5, 2012	September 6, 2012
Winter 2013	January 3, 2013	January 4, 2013
Spring 2013	May 7, 2013	May 8, 2013
Summer 2013	July 3, 2013	July 4, 2013

Returning Student Deposit

\$150 deposit due by 4:30 p.m. August 1, 2012

- Bachelor of Arts and Education Transfer
- Bachelor of Science
- Bachelor of Physical Education Transfer
- General Studies

Fee payment methods

1. Pay Online

Log into myStudentSystem. In the “Finances” section of your Student Centre, click the “Make a Payment” link. Please pay close attention as the most common mistake made is paying for the wrong term.

2. Telebanking/e-Banking

Pay through your bank online or via phone. Use your student ID as the account number to which you make payment. Please contact your bank for further information. Payments via this method must be made no later than August 29, 2012 for the Fall term and December 26, 2012 for the Winter term.

3. Mail in

Please have your payment in the mail prior to August 15, 2012 (December 15, 2012 for the Winter term and April 15, 2013 for the Spring term), and check myStudentSystem to ensure it is processed before the payment deadline.

4. Pay in person: Cash/ Debit Card/Cheque/ Visa or MasterCard

You may need to notify your bank before paying by debit to ensure your daily limit is sufficient.

Please see www.MacEwan.ca/ffi (under “Tuition & Fees” -> “Make a Payment”) for acceptable types of cheques and bank drafts.

5. Student Loans:

Please remember to take your signed documents to the EDULINX table at City Centre Campus or a designated Canada Post outlet.

6. Sponsorship

Proof of sponsorship must be made or documented on your student record prior to the published payment deadlines, so that you are not penalized. Please note, sponsorship letters must be specific to the term and a new sponsorship letter is needed each year.

Forms and information can be found at www.MacEwan.ca/ffi (under “Tuition & Fees” -> “Make a Payment”) or call 780-497-5809/5459.

7. Student Payment plans

Payment plans are available for students whose student loans have not been confirmed, or for students who are not able to pay all or part of their tuition fees by the tuition payment deadline date.

1. Payment plans are subject to a non-refundable payment plan set-up fee of \$35.00 (per term).
2. An initial payment is required at the time of the payment plan set-up.
3. The remaining tuition owing is divided into as many as 3 equal instalments, which must be paid on the 1st or 15th of the month.
4. Payment plans must be paid in full before the end of the term.
5. Any unpaid instalment may affect your access to future enrolment and outstanding balances may be assigned to the collection agency.
6. For more information, please contact Finance at 780-633-3506.

How your fees are assessed

Fees are assessed in two components:

1. Tuition fees – Per credit as per the chart below. You are assessed a specific fee amount per credit based on the program you are enrolled in.
2. Student term fees – All students pay term fees (page 18).

*International Students pay \$494 per credit.

2012/2013 Canadian Tuition Fees

TABLE 1			\$132 per credit
Accounting and Strategic Measurement Bachelor of Applied Business Administration – Accounting Bachelor of Physical Education Transfer Bachelor of Science in Engineering Transfer Correctional Services Design Foundations Design Studies	Disability Management in the Workplace Disability Studies: Leadership and Community Early Learning and Child Care Emergency Communications and Response Fine Art Legal Assistant Management Studies Music Diploma	Office Assistant (all majors) Police and Investigations (all majors) Professional Golf Management Psychiatric Nursing Public Relations Social Work Special Needs Educational Assistant Theatre Arts Theatre Production Therapist Assistant (all majors) Travel	
TABLE 2			\$152 per credit
Arts and Cultural Management Asia Pacific Management Bachelor of Arts	Bachelor of Child and Youth Care Bachelor of Commerce Bachelor of Education Transfer	General Studies Preparation for University and College (calculated at 60 per cent)	
TABLE 3			\$178 per credit
Bachelor of Applied Human Service Administration Bachelor of Science in Nursing	Bachelor of Science Human Resources Management	Management Studies – Insurance and Risk Management major Occupational Health Nursing	
TABLE 4			\$208 per credit
Bachelor of Communication Studies English as a Second Language (calculated at 60 per cent)	Hearing Aid Practitioner Holistic Health Practitioner Library and Information Technology	Massage Therapy	
TABLE 5			\$222 per credit
Bachelor of Music in Jazz and Contemporary Popular Music General Business – Open Studies	Cardiac Nursing Post-basic Certificate Wound Management Post-basic Certificate	Post-basic Nursing Practice: Hospice Palliative Care and Gerontology Open Studies (all)	
TABLE 6			\$305 per credit
Acupuncture			

*Bachelor of Applied Human Service Administration – see program for fee information

2012/2013 International Fees

CREDITS	FEE	CREDITS	FEE
1	\$494.00	10	\$4940.00
2	\$988.00	11	\$5434.00
3	\$1482.00	12	\$5928.00
4	\$1976.00	13	\$6422.00
5	\$2470.00	14	\$6916.00
6	\$2964.00	15	\$7410.00
7	\$3458.00	16	\$7904.00
8	\$3952.00	17	\$7904.00
9	\$4446.00	18	\$7904.00

For detailed information on your program tuition and other fees visit: www.MacEwan.ca/FFI.

Your fall fees are due and payable no later than September 5, 2012.

Remember, if changes are made to your course schedule after you have paid your fees, your account balance may change. A monthly finance charge of current prime plus one percent is levied on outstanding accounts. Students with outstanding fees will not be permitted to enrol in any further courses.

Student Term Fees

Fall and Winter 2012/2013 Terms

Students' Association Membership Fee	\$13/credit to a maximum of \$117 a term
Health Care Fee*	\$60/term (starting at 9 credits)
Dental Fee*	\$44/term (starting at 9 credits)
Global Education Fee	\$3.50/term (starting at 9 credits)
U-Pass	\$140.00/term (starting at 9 credits)
Student Success Bursary Fee	\$4.50/term
Information Technology Fee	\$2/credit (maximum \$30/term)
Registrarial Service Fee	\$13/term (starting at 9 credits) \$6.50/term (1 – 8 credits)
Sport and Wellness Fee	\$94/term (starting at 6 credits)

*Under Review

The billing of term fees is based on the location of your program, not by course delivery method. Only students in a fully distance program or program located in another city will be charged the reduced term fees.

Spring/Summer Term

Students' Association Membership Fee	\$13/credit (maximum of \$117 a term)
Information Technology Fee	\$2 per credit (maximum \$30/term)
Registrarial Service Fee	\$13/term (starting at 9 credits) \$6.50/term (1 – 8 credits)
Sport and Wellness Fee	\$94 (starting at 6 credits)



About my fees

For more information on the fees that appear on your account and what they mean, including mandatory, program and service-specific, mandatory program tuition deposit and optional service fees, visit our website at www.MacEwan.ca/FFI -> Tuition and Fees -> Tuition and Term Fees -> Term Fees.

Student loans

Once you have applied for a student loan and the application has been assessed by Alberta Student Finance, you will receive a “Notice of Assessment” (NOA) in the mail. This will detail the total funds you are receiving and when they will be released. Student loan certificates are either enclosed with the NOA or mailed at a separate date.

Other provinces and territories have similar processes. To verify the steps for securing/cashing your funding, please contact a Student Advisor in the Student Resource Centre (SRC) or visit www.MacEwan.ca/StudentLoans.



Problems or more questions? Contact a Student Resource Centre (SRC) Student Advisor!

Call: 780-497-5063 or toll-free at 1-888-497-4622 (ext. 5063)

Email: SRC@MacEwan.ca

In-person: First-come, first-served drop-in

**CCC: Student Resource Centre,
Room 7-112**

M – F, 9 – 11 a.m. and 1 – 3 p.m.

**MSC: Student Resource Centre,
Room 121**

M – F, 9 – 11 a.m. and 1 – 3 p.m.

CFAC: Info Centre, Room 337

W, 8:30 a.m. – 2:30 p.m. (Sept – Apr)

Extended drop-in hours available throughout the year – call us to verify when they are.

Changed your mind? Not coming to MacEwan University? All withdrawals must be done in writing. Failure to pay your fees on time may result in you losing your seat in your program and/or your account being sent to collections!

Please make appropriate arrangements if you are unable to pay on time. Action will be taken against all unpaid accounts.

Refund Policy – Credit Courses

www.MacEwan.ca/refunds

The following chart identifies the university’s refund policy as it pertains to credit courses.

Term	Session	Detail	Last day to pay fees	Add/drop date	Refund Category
2012 Fall Term	Regular session (September to December)	Classes scheduled September to December that range between 12 and 16 weeks and start before September 11, 2012	September 5, 2012	September 11, 2012	U1
	Variable Session	Classes that do not follow the Regular Fall session, will have milestone dates calculated dynamically.	September 5, 2012. If you enrol after September 5, 2012, your fees are due at the time of enrolment.	The last day to add will be set at three calendar days after the first class. The last day to withdraw without academic penalty will be at the date on which 67 per cent of class meetings have been held.	U2
2013 Winter Term	Regular session (January to April)	Classes scheduled January to April that range between 12 and 16 weeks and start before January 9, 2013.	January 3, 2013	January 9, 2013	U1
	Variable Session	Classes that do not follow the Regular Winter session, will have milestone dates calculated dynamically.	January 3, 2013. If you enrol after January 3, 2013, your fees are due at the time of enrolment.	The last day to add will be set at three calendar days after the first class. The last day to withdraw without academic penalty will be the date on which 67 per cent of class meetings have been held.	U2



Term	Session	Detail	Last day to pay fees	Add/drop date	Refund Category
2013 Spring/Summer Term	Regular session (May to August)	Applies to classes scheduled May to August that range between 12 and 16 weeks and start before May 13, 2013.	May 7, 2013	May 13, 2013	U1
	Spring session (May to June)	Applies to classes scheduled May to June that range between seven and eight weeks and start before May 8, 2013.	May 7, 2013	May 8, 2013	U1
	Summer session (July to August)	Applies to classes scheduled July to August that range between seven and eight weeks and start before July 4, 2013.	July 3, 2013	July 4, 2013	U1
	Variable Session	Applies to classes that do not follow the Regular, Spring or Summer sessions as per the Academic Schedule.	May 7, 2013. If you enrol after May 7, 2013 your fees are due at the time of enrolment.	The last day to add will be set at three calendar days after the first class. The last day to withdraw without academic penalty will be the date in which 67 per cent of class meetings have been held.	U2

Refund Category U1: Regular session courses that follow the Academic Schedule

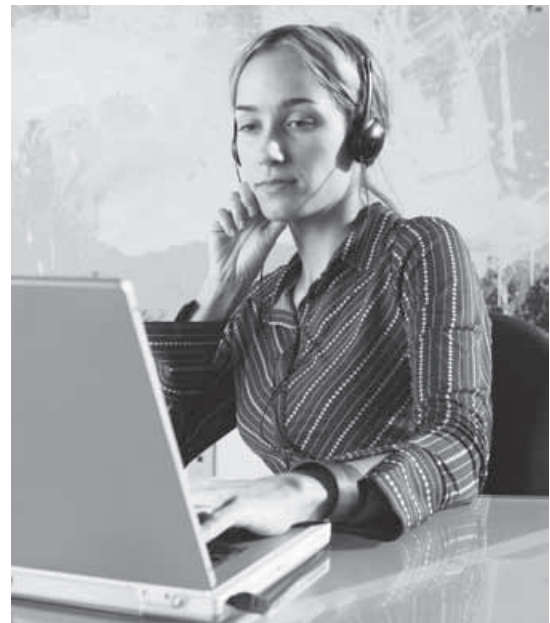
U1 100% Refund: Students must officially drop the course on or prior to the add/drop deadline as indicated in the Academic Schedule.

U1 50% Refund: After the 100% refund deadline has passed, students must officially withdraw from the course on or prior to the last day of the first month of the session. There is no refund after this date.

Refund Category U2: Variable session courses not in alignment with the Academic Schedule

U2 100% Refund: Students must officially withdraw within 4 calendar days from the start of the course.

U2 50% Refund: After the 100% refund deadline has passed, students must officially withdraw between 5 to 10 calendar days from the start of the course. There is no refund after this date.



Pick up your MacEwan University photo ID and U-Pass

Your photo ID card is the official MacEwan University student identification/library card. It is also used as U-Pass identification. An ID card can be obtained at your campus library. U-Pass stickers will be available at the SAM Centre (6-108), City Centre Campus or students at the Centre for the Arts and Communications and South Campus can pick up their U-Pass stickers at their campus SA offices. The U-Pass is available for the Fall and Winter terms only.

U-Pass stickers may be available for early pickup in late August. Check with the SAM Centre (780-497-4444) for the date.

Pick up your Academic Calendar

If Fall 2012, Winter 2013 or Spring 2013 is your first term at MacEwan University, you may pick up your academic calendar at the Registrar's Office free of charge. Please remember to bring your photo ID.

Additional copies are available at any MacEwan University Bookstore for \$5. The calendar is also available online: www.MacEwan.ca/calendar.

Apply for your parking pass

To apply, complete an application form available at Parking Services City Centre Campus (6-122) or at any campus Information Centre. You may also apply online at www.MacEwan.ca/parking. Monthly and casual/daily parking rates are available. See www.MacEwan.ca/parking for more details.

Parking regulations are in effect 24 hours per day, seven days per week. Vehicles not displaying valid permits will be issued a violation notice and will be towed at the owner's expense.



Find us on Facebook

www.MacEwan.ca/facebook

Choose your locker

How do I get a locker?

One locker per student is available to full-time students only. Simply follow the steps below to secure a locker. A locker rental fee of \$3 per month will apply.

How do I register?

1. FIRST! Put a lock on an empty locker (not one marked 'Reserved'). This can be done any time after August 15.
2. Register and pay online at: www.myMacEwan.ca.

Reserved lockers

A limited number of lockers have been reserved for students with disabilities. These are marked reserved. Please do not put your lock on any locker marked reserved.

Your locker number

At **City Centre Campus** locker numbers begin with the letter of their building:

- Bldg 5 – C
- Bldg 6 – B
- Bldg 7 – A
- Bldg 9 – begins with 9

All other campuses

For information regarding locker registration, call or visit one of the Information Centres listed below:

Alberta College Campus

780-633-3708

Centre for the Arts and Communications

780-497-4340

South Campus

780-497-4040

What happens if I don't register my locker?

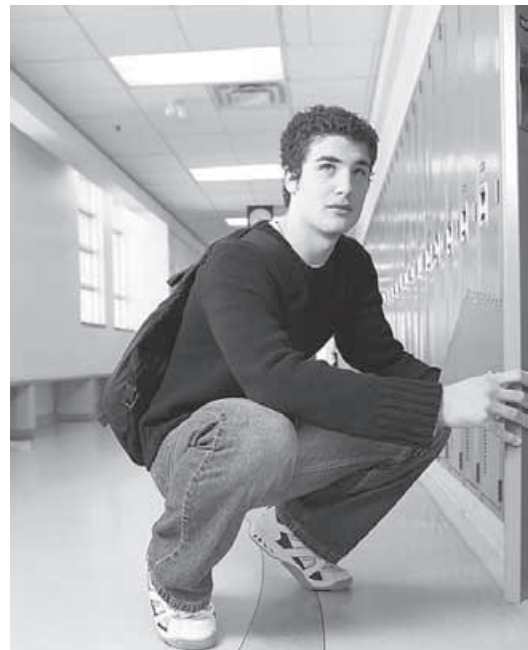
Lockers not registered by the deadline **will be cut**. There will be a \$10 fee to reclaim the contents of your locker. Contents from unpaid lockers are forwarded to charity or destroyed if not claimed within 30 days following locker cuts.

DO NOT REMOVE YOUR LOCK FROM YOUR LOCKER

If you do, the locker will be considered available to other students, and you will lose your locker.

See the FAQ at

www.MacEwan.ca/lockers



Student Resource Centre (SRC)

The Student Resource Centre provides various services including:

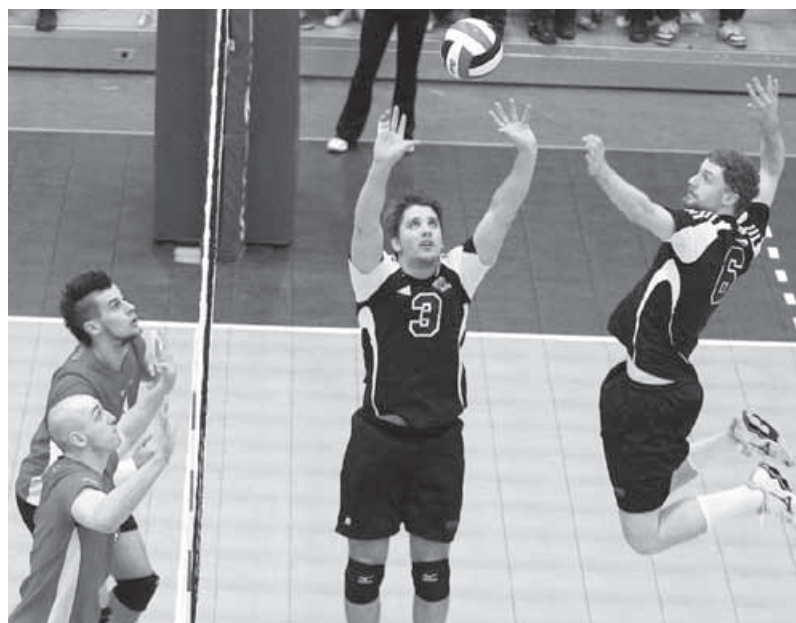
- General Student Advising
- Career Services for Students
- Personal Counseling
- International Student Advising
- Recruitment Services to Employers
- Services to Students with Disabilities
- Student Success Program
- Writing and Learning Services
- Financial Aid Services

You can find a Student Resource Centre on each of MacEwan University's campuses: Alberta College, Centre for the Arts and Communications, City Centre Campus, and South Campus.

Health and wellness

MacEwan University Sport and Wellness supports the value of developing the whole person by providing students with opportunities to grow intellectually, socially, personally and physically. Fees are assessed to support the provision of these services for students. These fees provide students with access to the Christenson Family Centre for Sport and Wellness including a medical clinic at the City Centre Campus, Campus Recreation, and Athletics.

For more information visit www.MacEwanCentre.ca.



Online resources

Registrar's Office Website

www.MacEwan.ca/registrar

Continuing Education Guide

www.MacEwan.ca/ContinuingEducationGuide

Bookstore

For information on book purchasing and buybacks, return policies, location and hours of operation, visit www.MacEwanBookstore.com.

Finding a place to Live

www.MacEwan.ca/PlacesToLive

Financial Aid

www.MacEwan.ca/FinancialAid

Policies

www.MacEwan.ca/PolicyManual

Publications

www.MacEwan.ca/publications



Library

For information on the use and borrowing of materials, benefits relating to your MacEwan University photo ID card, and hours of operation, visit library.MacEwan.ca.

Library services to distance students

What services can I expect as a distance student?

- Access to library materials
- Obtaining MacEwan University photo ID cards
- Borrowing library material via email or in-person at any MacEwan University Library

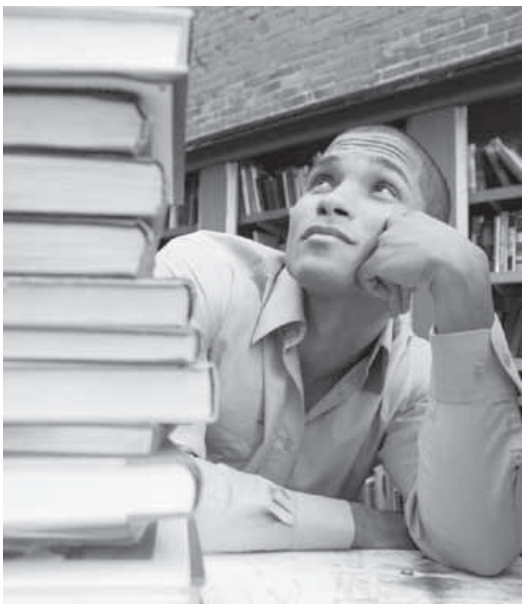
Conducting library research

- **Personalized reference assistance from distance delivery staff**

Online guides are available to help you look for library resources, use the library website, search the catalogue for books and more. Please see library.MacEwan.ca/tutorials

How do I contact the Library?

Distance students may call toll-free:
1-800-565-4824



Health and Dental Plan

The Health and Dental Plan was established by the Students' Association so students can receive medical and dental benefits while in school. It's assessed for all students at MacEwan University. Health and dental insurance is only available for the Fall and Winter terms.

Eligibility Enrolment Criteria

The cost of the plan is included in your institutional fees, provided you meet certain eligibility criteria. Students with dependents also have the option of adding family coverage to their plan.

Do you already have health and dental insurance?

If you have comparable health and dental coverage, you can apply to waive your health and dental benefits. All waiver forms must be completed by **SEPTEMBER 30, 2012**. Approval of your opt out will result in the plan fee being removed.

For new students starting in January the deadline to opt out is **January 25, 2013**.

You can now use our online system to opt-out. For more information, go to www.mystudentplan.ca/MacEwan.



Orientation Day

Thursday, August 30, 2012

Set yourself up for success!

MacEwan University invites new students to take part in this one-day orientation event. To make your start at MacEwan University easier, morning sessions will focus on many of the university's services and general student questions. The afternoon session will focus on your program specific details.

Morning MacEwan University Orientation

Show me!

- A campus tour will help you find classrooms and services.
- Students will provide you with tips on buying books, photo ID cards, U-Pass, student loans and more.
- Meet other students and have some fun!

Orientation events are planned at three campuses:

- South Campus (SC)
- City Centre Campus (CCC)
- Centre for the Arts and Communications (CFAC)

Many programs have planned an afternoon orientation session that will provide you the details on what to expect from your program of study. Meet faculty, staff and other students. Be sure to check with your program for details.

Afternoon Program Orientation

Help me succeed!

- Discover what to expect from your program.
- Get classroom survival tips.
- Learn about student roles and responsibilities.
- Meet the faculty.



Need more? We've got more!

Parent Orientation

Monday, August 27, 2012

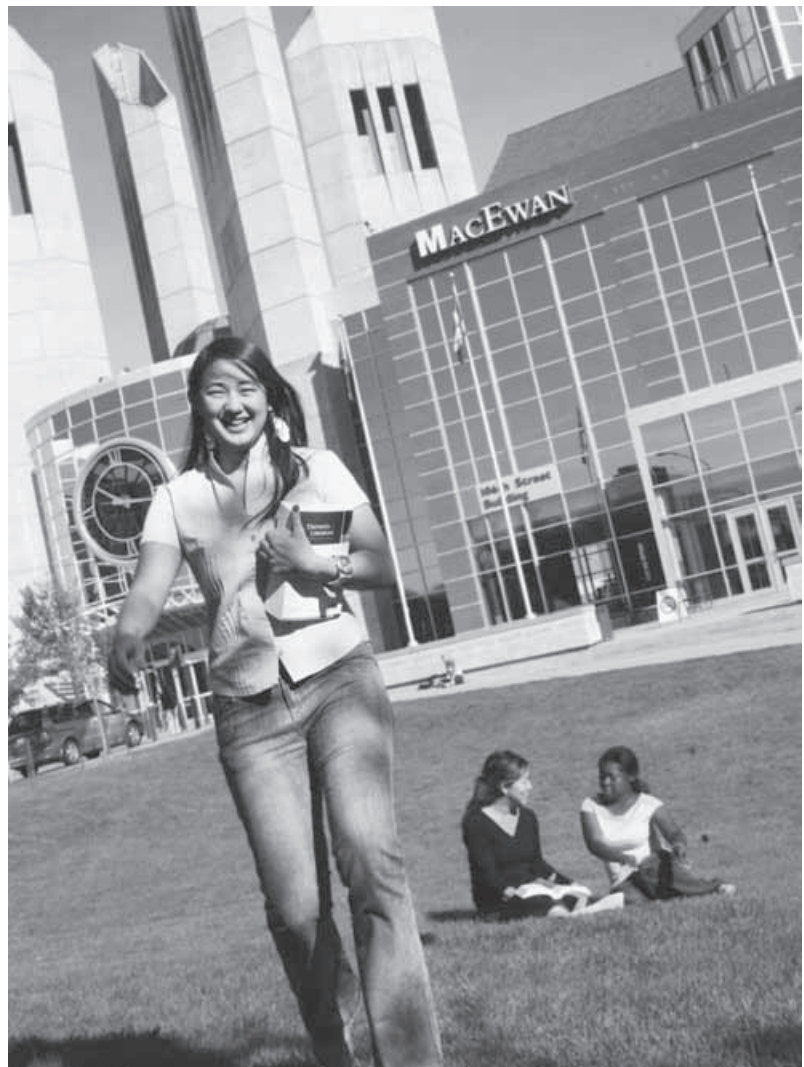
This information session is provided to parents and answers any questions they have. Parent Orientation will provide information on the many MacEwan University services and departments that your son or daughter will be using.

Kick Start

Clear the summer daze and get focused on what's to come! Kick Start gives you a head start on everything from navigating Blackboard and the student portal, to kicking bad habits and finding money to pay your tuition! Always a favourite, so book early.



www.MacEwan.ca/StudentSuccess
For more information and registration.



Contact Us

Frequently Called Numbers

Aboriginal Education Centre

780-497-5382

Athletics

780-497-5292/5291

City Centre Campus Switchboard

780-497-5040

**Emergency
(24-hour) Security**

780-497-5555

Housing Registry

780-497-4776

MacEwan Sport and Wellness

780-497-5300

MacEwan University Bookstores

780-497-5482

MacEwan University Library

780-497-5850

MacEwan University Residence

780-633-8000

Parking

780-497-5875

Registrar's Office – Admissions

780-497-5140

**Students' Association of
Grant MacEwan University**

780-497-4444

Student Related – Finance

780-633-3506

Student Resource Centre

780-497-5063

Technology Support

780-497-4357

Transcripts

780-497-5012

Out of town? Call 1-877-497-4622 and ask for the last four digits of the above numbers.



Campus locations

For hours of operation, please visit www.MacEwan.ca/campuses.

CITY CENTRE CAMPUS

10700 – 104 Avenue
Edmonton, AB T5J 4S2
Switchboard: 780-497-5040

CENTRE FOR THE ARTS AND COMMUNICATIONS

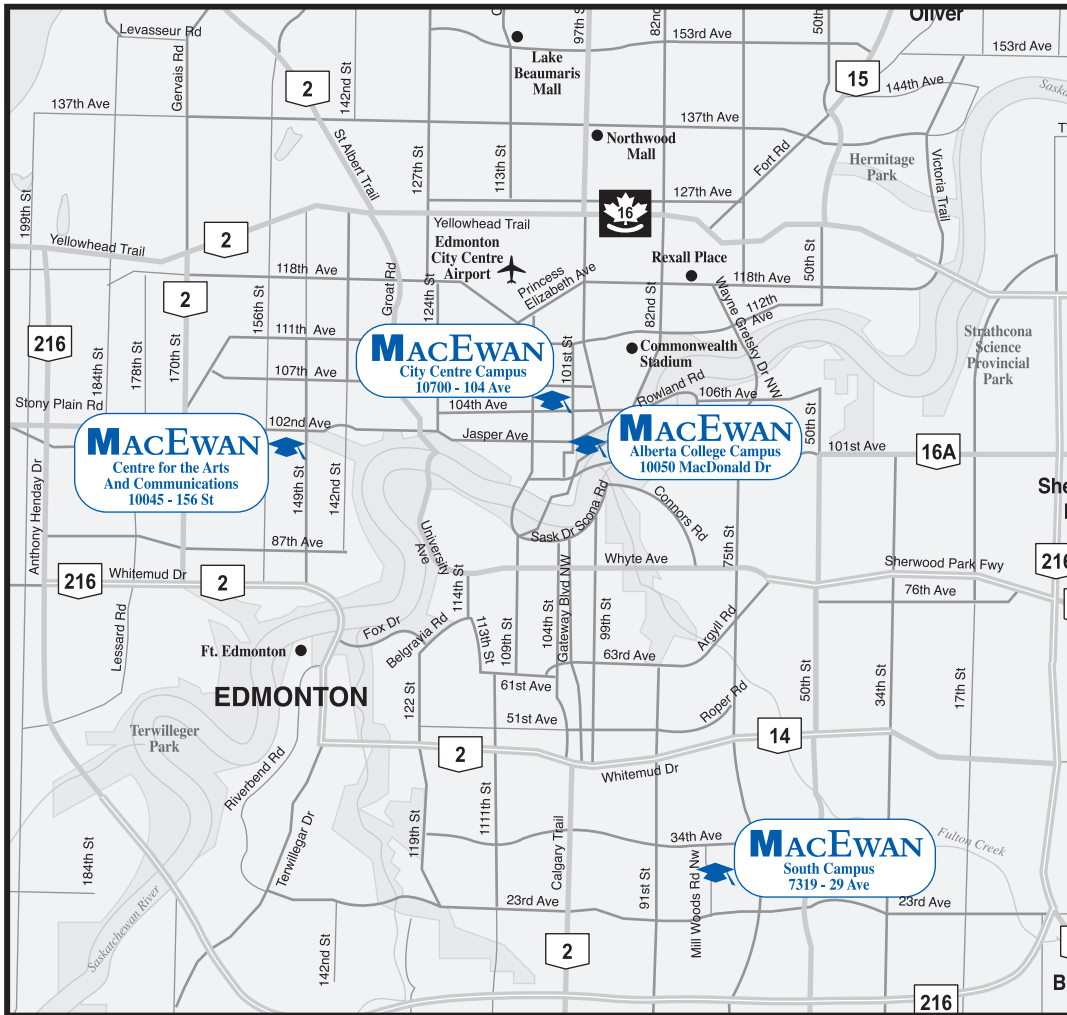
10045 – 156 Street
Edmonton, AB T5P 2P7
Switchboard: 780-497-4340

SOUTH CAMPUS

7319 – 29 Avenue
Edmonton, AB T6K 2P1
Switchboard: 780-497-4040

ALBERTA COLLEGE CAMPUS

10050 MacDonald Drive
Edmonton, AB T5J 2B7
Switchboard: 780-497-5040



Campus maps

For maps of all of MacEwan University's campuses visit www.MacEwan.ca/campuses

ACADEMIC SCHEDULE – 2012/2013

SEPTEMBER 1, 2012 to AUGUST 31, 2013

NB: Convocation (unconfirmed)

Programs and courses that start at other times of the year than reflected here will have Academic Schedules distributed through the specific program or course with a copy provided to the Registrar prior to the commencement of the scheduling process for the subsequent academic year.

SEPTEMBER 2012

Monday, 3 Labour Day; University closed.
Tuesday, 4 First day of Fall term, regular session classes.
Wednesday, 5 Last day for payment of Fall term fees.
Tuesday, 11 Last day for course add/drop for the Fall term, regular session; after this day, withdrawals without academic penalty, from regular session classes, may take place until Friday, November 9.

OCTOBER 2012

Monday, 8 Thanksgiving Day; University closed.

NOVEMBER 2012

Friday, 9 Last day to withdraw from Fall term, regular session classes without academic penalty.
Monday, 12 Remembrance Day observance; University closed.
Tuesday, 13 Fall Convocation (unconfirmed)

DECEMBER 2012

Wednesday, 5 Final examination period begins.
Friday, 14 Last day of classes and final examinations for Fall term. Grades are due no later than December 19th.
Friday, 21 University closed at 4:30.
Monday, 24 Christmas Eve; University closed.
Tuesday, 25 Christmas Day; University closed.
Wednesday, 26 Boxing Day; University closed.
Thursday, 27 – Christmas Break; University closed.
Monday, 31

JANUARY 2013

Tuesday, 1 New Year's Day; University closed.
Wednesday, 2 First day of Winter term, regular session classes.
Thursday, 3 Last day for payment of Winter term fees.
Wednesday, 9 Last day for course add/drop for the Winter term, regular session; after this day, withdrawals without academic penalty, from regular session classes, may take place until Friday, March 15.
Friday, 11 Last day to apply for supplemental exam or reassessment of grades for Fall term course(s).

FEBRUARY 2013

Monday, 18 Family Day; University closed.
Monday, 18 to Friday, 22 Reading Week; no regular session classes.

MARCH 2013

Friday, 15 Last day to withdraw from Winter term, regular session classes without academic penalty.
Friday, 29 Good Friday; University closed.

APRIL 2013

Monday, 1 Easter Monday; University closed.
Wednesday, 10 Final examination period begins.
Friday, 19 Last day of classes and final examinations for Winter term. Grades are due no later than April 26th.

MAY 2013

Monday, 6 First day of Spring/Summer term and Spring session classes.
Tuesday, 7 Last day for payment of Spring/Summer term and Spring session fees.
Wednesday, 8 Last day for course add/drop for the Spring session classes; after this day, withdrawals without academic penalty, from Spring session classes, may take place until Monday, June 10.

Monday, 13 Last day for program changes, course add/drop, and late registration for Spring/Summer term; after this day, withdrawals without academic penalty, from Spring/Summer term classes, may take place until Friday, July 12.
Monday, 20 Victoria Day; University closed.
Friday, 31 Last day to apply for supplemental examinations or reassessment of grades for Winter term course(s).

JUNE 2013

Monday, 10 Last day to withdraw from Spring session classes without academic penalty.
Thursday, 20 Spring Convocation (unconfirmed).
Friday, 21 Spring Convocation (unconfirmed).
Wednesday, 26 Last day of classes and final examinations for Spring session. Grades are due no later than June 28.

JULY 2013

Monday, 1 Canada Day; University closed.
Tuesday, 2 First day of Summer session classes.
Wednesday, 3 Last day for payment of Summer session fees.
Thursday, 4 Last day for program changes, course add/drop and late registration in Summer session classes.
Friday, 12 Last day to withdraw from Spring/Summer term classes without academic penalty.

AUGUST 2013

Monday, 5 Heritage Day; University closed.
Tuesday, 6 Last day to withdraw from Summer session classes without academic penalty.
Thursday, 22 Last day of Spring/Summer term and Summer session classes. Grades are due no later than August 29.

My Class Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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My Class Schedule

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MACÉWAN
Grant MacEwan University

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Canada T5J 2P2

