



DALHOUSIE  
UNIVERSITY

# Registrar's Office

STUDENT GUIDE  
2019-2020



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The Registrar's Office is located within the historic Henry Hicks Building. Constructed in 1950, the iconic building serves as the main administrative location for the university.

# What we do

*The Registrar's Office is here to support you on your academic journey. We provide guidance and expert advice from the time you start to consider Dalhousie, all the way through to Convocation and beyond.*

The services provided by the Registrar's Office vary slightly between the three Dalhousie campuses. At **all** locations you can talk to us about:

- Admissions and registration support
- Academic support
- Academic transcripts
- Scholarships and bursaries
- Financial aid
- Financial counselling
- External exam invigilation

In addition to the list above, at the Sexton Campus location functions as a DalCard office and university bookstore. The Agricultural Campus location functions as a Dalcard office and offers campus tours.

We love to see students in person, but we recommend that you check the Dalhousie University website before coming to visit as your question may have already been answered online. Here are a few of our most commonly-asked questions:

- [How do I pay an application fee?](#)
- [What are the admission requirements for an undergraduate program?](#)
- [What's the status of my application?](#)
- [How do I reset my Net ID password?](#)
- [What are the admission requirements for a graduate program? and who do I talk to about it?](#)
- [How do I access financial aid including student loans, scholarships and bursaries?](#)
- [How do I access academic advising?](#)

If your question isn't answered above, you can visit us at one of our locations (see next page), or get in touch via the email addresses below.

[admissions@dal.ca](mailto:admissions@dal.ca) For questions about academic programs and the application process

[campus.tours@dal.ca](mailto:campus.tours@dal.ca) To book a campus tour for prospective students

[dalcard@dal.ca](mailto:dalcard@dal.ca) To get or replace a Dalhousie student ID card

[advising@dal.ca](mailto:advising@dal.ca) For advice on program requirements and course selection

[stonline@dal.ca](mailto:stonline@dal.ca) For help with registering for courses, including questions about scheduling and conflicts, questions about academic policies and regulations, for example academic standing, and to request an academic transcript or confirmation of enrolment letter.

[awards@dal.ca](mailto:awards@dal.ca) For information about scholarships, bursaries and student loans

[student.accounts@dal.ca](mailto:student.accounts@dal.ca) For information on fees, or to make payments to your student account

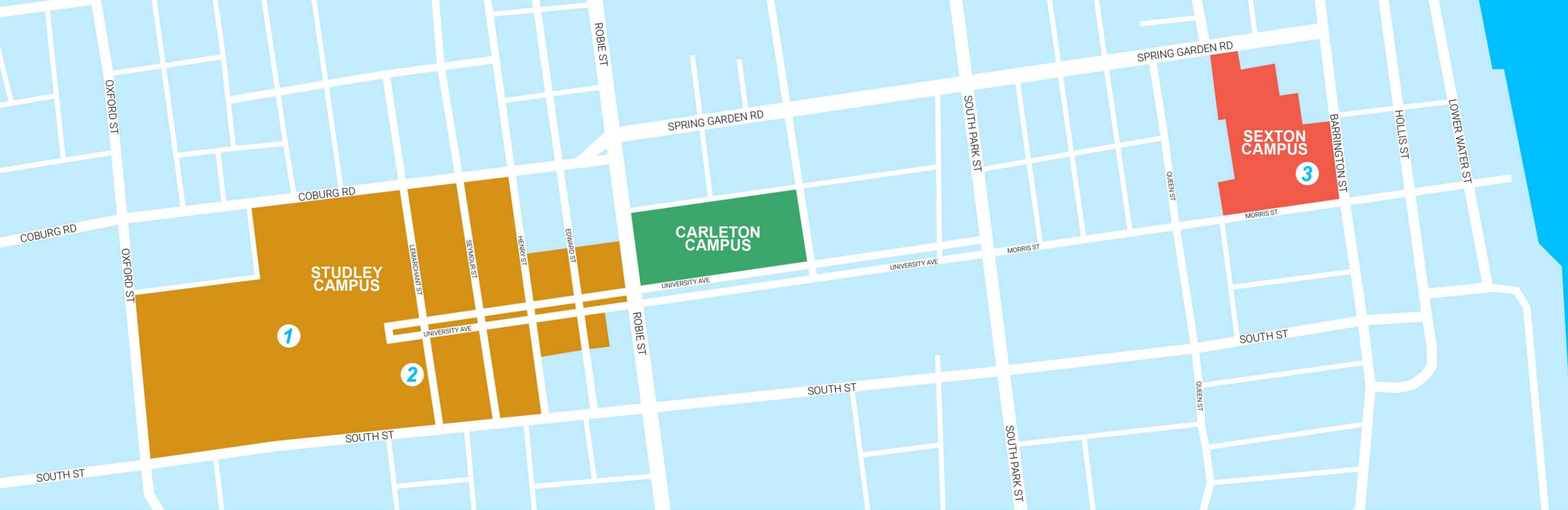
[transfercredits@dal.ca](mailto:transfercredits@dal.ca) To be assessed for and receive credit for course work already completed at another university or college

[LOP@dal.ca](mailto:LOP@dal.ca) To request a Letter of Permission to take a course at another university

[graduation@dal.ca](mailto:graduation@dal.ca) For questions relating to your application to graduate

[convocation@dal.ca](mailto:convocation@dal.ca) For questions about the convocation ceremonies, and questions about your degree parchment

It's also important to familiarize yourself with the Important Dates for the current academic year, available at [dal.ca/dates](http://dal.ca/dates)



# Where you can find us

1

**Registrar's Office**  
 Room 130  
 6299 South St  
 Henry Hicks Building  
 PO Box 15000  
 Halifax, NS B3H 4R2

Phone 1 (902) 494-2450

2

**Welcome Centre and Admissions Office**  
 First floor  
 1246 LeMarchant St  
 LeMarchant Place

[registrar@dal.ca](mailto:registrar@dal.ca)

Toll-Free 1 (866) 729-4400

3

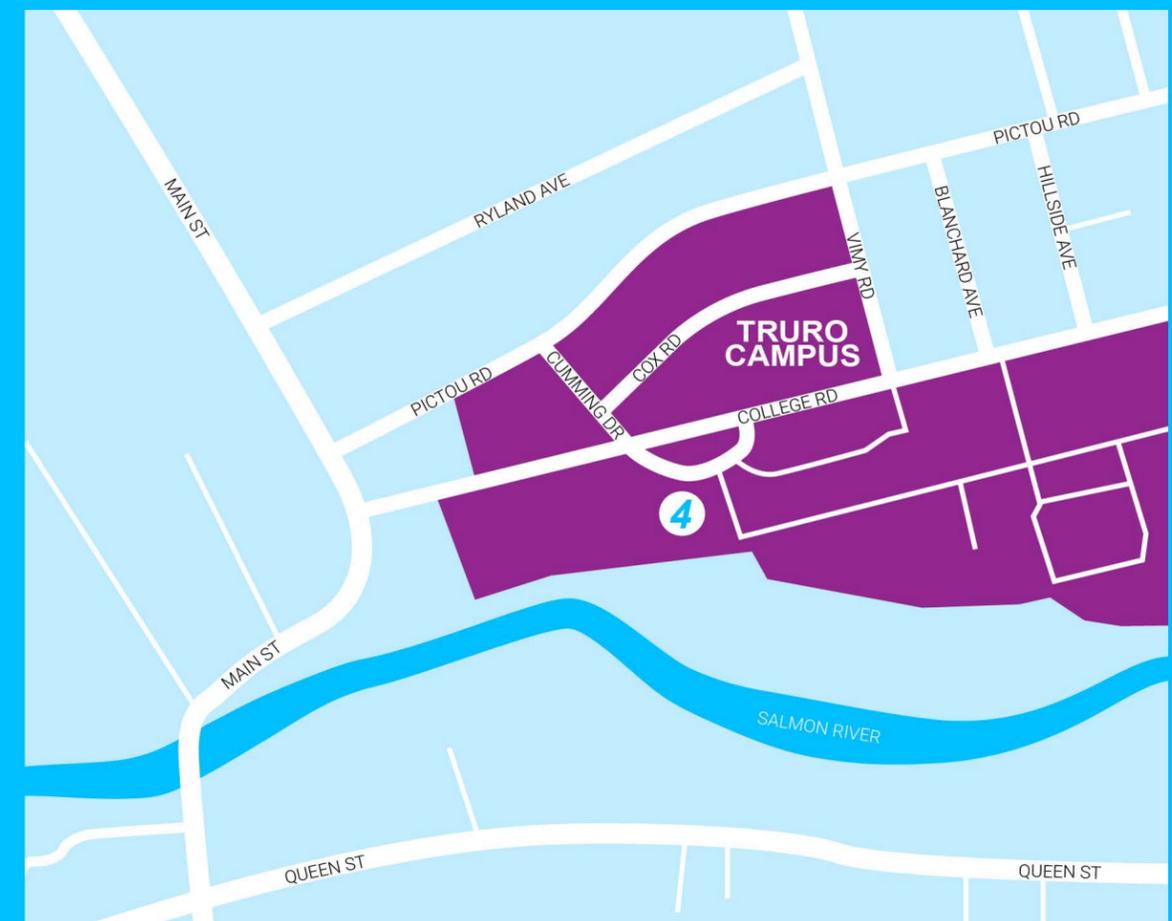
**Enrolment Services Centre**  
 1360 Barrington St  
 Building B  
 Suite B-103

Fax 1 (902) 494-1630

4

**Enrolment Services Centre**  
 Cumming Hall, Room 202  
 62 Cumming Drive  
 PO Box 550  
 Truro, NS B2N 5E3

**P** 1 (902) 893-6722  
**TF** 1 (888) 700-6722  
**F** 1 (902) 895-5529



# Things you should know

*Here you will find definitions of common Registrar's Office terms as well as names and descriptions of programs you will use as a student at Dalhousie.*



## Definitions

### **Academic Calendar**

Dalhousie has three academic calendars (Undergraduate, Graduate, Dentistry-Law-Medicine) produced annually. The calendars list all of the courses and programs offered at Dal, subject by subject. As well, calendars include information on admissions requirements, university regulations and degree requirements.

Academic Calendars are the official contract with students. You'll follow the regulations contained in the academic calendar published the year you began your degree at Dalhousie. The current and archived versions of academic calendars are available online for your reference at the link below.

[Academic Calendar](#)

### **Academic Dismissal**

Required withdrawal from a program due to unsatisfactory academic performance (see Academic Regulations of the Undergraduate Academic Calendar).

### **Academic Probation**

This is a warning to students that their academic performance is unsatisfactory and that they will be dismissed from their program unless their performance improves by the end of the next term. Please refer to the [Section 19, Academic Regulations of the Academic Calendar](#).

## Academic Program

A distinct group of courses and other requirements which lead to eligibility for a degree or other university-awarded credential.

## Academic Terms

Fall term	September - December
Winter term	January - April
Summer term	May - August
Regular term	September - April

## Audit Student

A student permitted to attend classes but not expected to prepare assignments, write papers, tests or examinations. Credit is not given nor is a mark awarded for courses. Courses appear on the transcript with the notation "Aud". If not already admitted to the University, audit students must apply. Students may register to audit a course only after the first day of classes.

## Challenge for Credit

Challenge for credit is one way the university may assess and attach specific value to a student's prior experiential learning outside of the university environment.

## Co-operative Education

Program where academic study is combined with career related work experience.

## Convocation

Convocation refers to the ceremony that recognizes the culmination of the academic journey, a celebratory event where graduates are surrounded by friends, family and their faculty classmates and professors as their degree is conferred by the Chancellor and provided to the graduate as they cross the stage. Dalhousie holds 20 Convocation ceremonies each year in celebration of graduates from all faculties. See **Graduation**.

## Co-requisite

Requirement which can be fulfilled concurrently with the course being considered.

## Course

A unit of study in a subject area. Such a course is identified by a course/ subject label, number, credit value and title (e.g. ENGL 1000.06: Introduction to Literature).

## Course Codes

### Numbers

0010-0099	Pre-university preparation courses
0100-0200	Introductory technology level courses
1000 level	Introductory level courses
2000-4000	Advanced level courses
5000-9000	Graduate level courses (with some exceptions)

### Credit Hours - Examples Only

.06 credit hours = 1 full credit UG, AC, HP level

.03 credit hours = ½ credit UG, AC, HP level

.02 credit hours = ½ credit TC level

## Credit Hours

A unit by which University course work is measured. One course is normally equal to three credit hours (e.g. ENGL 1100.03: Writing for University = 3 credit hours).

## CRN (course reference number)

Each course has a CRN attached to it and it is to be used when registering for courses.

## Cross-listed Courses

Courses are cross-listed based upon course content that deals with more than one subject area in a substantive way. The cross-listing recognizes the interdisciplinary nature of the course.

## Elective

All degree programs include required courses and electives. An elective is a course you choose to take out of interest.

## Email

The University will assign all students an official email address. This address will remain in effect while the student remains registered and for one academic term following a student's last registration. This is the only email address that will be used for communication with students regarding all academic and administrative matters. Any redirection of email will be at the student's own risk. Each student is expected to check their official email address frequently in order to stay current with Dalhousie communications.

## Exclusion

An exclusion is when one course is sufficiently similar to another course that credit will only be given once if both are taken.

## Full-time Students

Those registered in a minimum nine credit hours or more in the Summer, Fall or Winter term. A full course load is 15 credit hours. You are considered a part-time student if you are registered in less than nine credit hours in the Summer, Fall or Winter term.

## Good Standing

Students who meet the required GPA are considered to be in good academic standing (see Academic Regulations section of the Academic Calendar).

## Grade Point Average (GPA)

- weighted sum of the grade points earned, divided by the number of credit hours enrolled
- term GPA - courses taken in a single term
- cumulative GPA - all courses taken while registered in a level of study
- in the case of a course that has been repeated, only the highest grade is included

[Dalhousie GPA](#)

## Graduation

The term used when students have successfully completed all of their degree requirements for their program and University has approved the student be awarded the degree by Senate. Students must apply to graduate even if they do not plan to attend the Convocation ceremony. See Convocation.

**Internship, Fieldwork, Clinical Practice, Externship, Practicum, Clerkship**

These terms are used in programs to describe practical professional educational experiences that are conducted in a non-university setting such as a health or social service agency.

**Letter of Permission**

A [Letter of Permission](#) authorizes a Dalhousie student to take a course(s) at another institution for credit towards a Dalhousie qualification. Such permission must be obtained in advance of taking the course(s).

**Level of Study**

The following are levels of study:

- TC Technology Diploma (Faculty of Agriculture)
- AC Architecture/Engineering (Years 3 and 4)
- HP Health
- UG Agriculture
  - Arts and Social Sciences
  - Computer Science
  - Engineering (Years 1 and 2)
  - Management
  - Science

Your GPA is calculated by level. If you change from health to undergraduate, then your GPA resets at the new level.

**Part-time Students**

Students registered for fewer than 18 credit hours for UG, AC, HP level, 12 credit hours for TC level or the equivalent of nine credit hours for UG, AC, HP level, six credit hours for TC level courses in the Summer, Fall or Winter term.

**Prerequisite**

A requirement that must be fulfilled prior to registering in a specific course.

**Registrar**

An official in a university who is responsible for keeping student records.

**Required Course**

A course you must take to fulfill your specific degree program. For example, all students pursuing a BA in International Development Studies take two required courses: INTD 2001 and INTD 2002.

**Special Students**

Students who are not candidates for a degree or diploma but who wish to take courses that may be allowed for credit. This is not the same as auditing a course. Special students must satisfy normal admission requirements.

**Syllabus**

A course outline that each professor distributes to their students at the beginning of the term. This has important information such as readings, assignment due dates, and mid-term test dates.

**Transcript**

A transcript is a complete history of a student's academic record at Dalhousie. Partial transcripts, a

portion of a student's record pertaining to registration in a particular degree, faculty, or level of study, are not issued. Students who started their studies prior to September 2013 will have a two-part transcript which includes both work completed at the former NSAC and Dalhousie.

**Transfer Student**

A transfer student is one who is awarded credit towards a Dalhousie degree for academic work completed at a previous university or equivalent institution of higher learning.

**Undergraduates**

Students who are candidates for an undergraduate degree or diploma.

**Visiting Student**

A person permitted to take courses at Dalhousie for transfer of credit to another university.

**Work Term**

Career related work experience required in co-operative education programs. Work terms are usually 13-16 weeks in duration.

**Writing Intensive**

Writing intensive courses are those which emphasize the process of writing, frequency of writing assignments, and weighting of those assignments in the class grades. A Writing intensive course is normally taken as a sequel to a writing requirement course but does not satisfy the writing requirement.

**Dal Online**

DalOnline is a self-service web portal where students can access a variety of services including:

**Admissions**

Submit an application for admissions; Review status of existing applications and their supporting requirements; Declare Major/Minor.

**Registration**

Check your registration status; Add or drop classes; View your registration fees; Display your class schedule.

**Student Records**

Display your final grades and academic record; Review charges and payments; View your holds; Request official transcripts; View and print your confirmation of enrolment; Apply to graduate. Although your instructor may post your grade in Brightspace, Dal online is your official student record where your official final grades are posted.

**Student Accounts**

Make online payments.

**Canada Tax Forms**

View and print your T2202A Tax Credit Form.

**Degree Audit Reporting System (DARS)**

Review your outstanding degree requirements.

### Transfer Credit Equivalencies

View Dal equivalents for transfer classes.

### Academic Timetable

View the academic timetable, including class dates, times, locations, instructors.

### Residence Application

Submit an online application process for traditional residences and Dalhousie apartments.

### Opt Out / Opt In

Opt out of, or in to, Dalhousie health plans.

[DalOnline](#)

## Brightspace

Brightspace is Dalhousie's learning management system (LMS). It provides a virtual learning environment for Dalhousie students. This may include course announcements, course outlines, online versions of class materials and readings, multimedia files, online tests and exams, blogs, journals, wikis and much more. Students should log into their Brightspace courses regularly to ensure that they have all of the information necessary to be successful in their studies.

Students access Brightspace using their Dalhousie NetID/password. If you have not yet setup your NetID go to my.dal.ca, click "new user" and follow the instructions. You will need your Dalhousie Banner Student # that was provided in your admission letter.

Student support is provided through the IT Helpdesk.

[Brightspace](#)

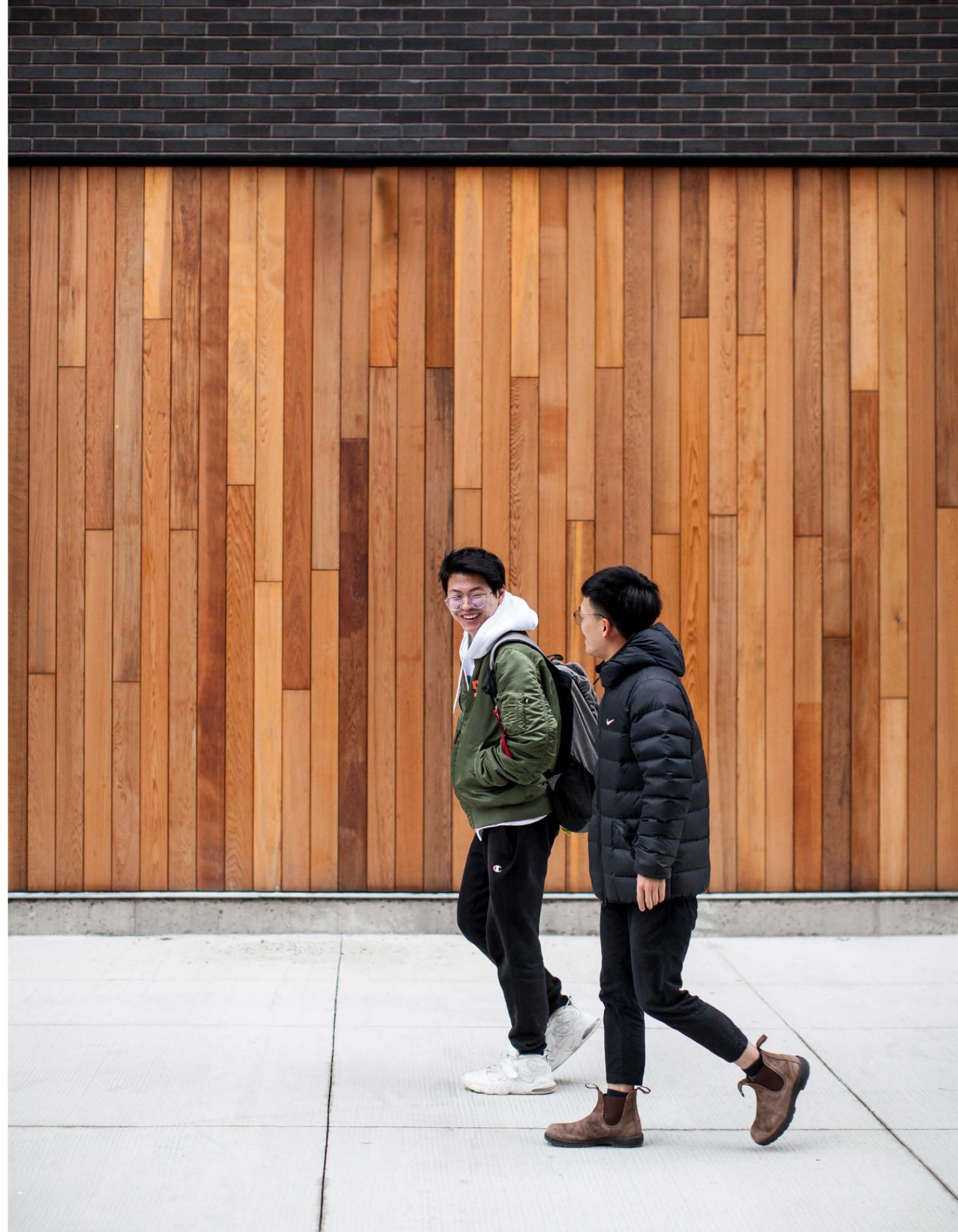
[IT Helpdesk](#)

Students access DalOnline and Brightspace using their Dalhousie NetID/password. If you have not yet setup your NetID go to myDal (next page), click "new user" and follow the instructions. You will need your Dalhousie Banner Student # that was provided in your admission letter.

## myDal

myDal is a student's go-to page for important quick links, your Dal email, upcoming events, and more. Click the grid box in the top left corner to access your dal.ca email account and online links to Word, PowerPoint, Excel, and other Microsoft applications. Scroll down the left side of the page to view exciting Dal events and Dal News. Under "Quick Links" on the right-hand side, find links to Brightspace, Dal Online, Campus Bookings, myCareer, and more pages essential to a Dal student's everyday life.

[myDal](#)



# Course Registration

*Here you'll find information links to video tutorials to help you register for courses and plan your academic calendar. You'll also find helpful hints and tips from our team.*



## Getting Started

You are considered registered once you have selected your courses through Dal Online. Your registration in a course is your commitment to attend and abide by the regulations. Please note that there are financial implications to registering for courses. Below you can find a step-by-step video guide to registration, as well as a link to access academic advising if you need help.

[Course Registration Tutorial](#)

[Academic Advising](#)

## Important Notes

- You may not be able to take all of your first choice courses every semester. It's essential to consider alternative courses before you begin the registration process.
- Double-check your course times, lab and tutorials to avoid conflicts.
- Make sure to consider the amount of time it takes to walk from one classroom to the next (or one campus to another). There is 10 minutes built into the schedule between classes to change rooms. This is enough time to move between buildings and rooms on the same campus. If you need to move to a different campus, this may take longer than 10 minutes.
- Need help selecting your courses? See an academic advisor for help!

## Workloads

### Full-time Undergraduate Students

- A full course load is 5 courses per term or 2.5 credits/15 credit hours
- The minimum is 3 courses per term or 1.5 credits/9 credit hours
- Most single term courses are worth 0.5 credits or 3 credit hours

Note: Students in the faculties of Arts, Science, Commerce and Agriculture who wish to take more than 15 credit hours per term (more than 12 hours for technology students) can request to have their credit hours increased to 18 credit hours per term. If you achieve a term GPA of at least 3.0 in your previous academic term, you can request permission from the Registrar's Office. If you are a first year student, or had a term GPA below 3.0 in your previous academic term, you will need to fill out a **Request to Exceed the Maximum Workload form** and submit it to your Faculty/School/College for approval. Students in faculties other than Arts, Science, Commerce and Agriculture must also request permission from the appropriate faculty/school using the Request to Exceed the Maximum Workload form linked below.

[Request to Exceed the Maximum Workload form](#)

#### Part-time Undergraduate Students

- The maximum is 2 courses per term or 1.0 credit/6 credit hours

## Add/Drop Courses

You can add and drop courses using **Dal Online**. The last day to add fall term courses is **September 18, 2019**. Winter term courses can be added until **January 17, 2020** for all students, **except 4th year Nursing students** who can only add until **January 15, 2020**. After these dates, you must obtain permission from the instructor. If permission is granted, the instructor must sign a **Course Add/Drop Form** which you will then submit to the Registrar's Office or one of the Enrolment Services Centres. Changes submitted on forms are effective the date they are received.

[Course Add/Drop Form](#)

## Maximum Enrolment

Due to restrictions on some courses, you may occasionally need to get approval from the instructor before you can register for a course because it is full. You should email the instructor for a course override.

## Withdrawing from Courses

You may withdraw from courses using **Dal Online** or by submitting a written notification to the Registrar's Office or Enrolment Services Centre. If you do not officially withdraw from a course, you are considered registered and are responsible for the associated fees. **Non-attendance does not constitute withdrawal**. Please refer to the academic dates section of this guide for withdraw deadlines.

## Auditing a Course

As an auditing student, you are permitted to attend courses but are not expected to prepare assignments, write papers, tests or examinations. You will not receive credit for the course, but it will appear on your transcript with the notation "AUD".

To audit a course, you might be interested in the subject but do not have the time to do all of the work, or you might find a course that will benefit you in your job. Also, having an audited course on your transcript demonstrates a high degree of interest and commitment to studies.

If you are not already a student, you will need to apply to Dalhousie before you can register. Undergraduate students may register to audit courses by using Dal Online between the first day of class and the end of the class change period.

You can change a course from audit to credit or credit to audit, but you need to do so before the last day to drop courses without a "W". To make the change, get in touch with the Registrar's Office.

## Waitlists

Departments may establish waitlists for courses and are responsible for giving permission to students who are eligible to be admitted to the course.

If you are on a course waitlist and are given permission to register for that course, you will be notified that you have three days to register. You will be required to remove your name off the waitlist and register for the course using **Dal Online**.

## Repeat Courses

Only the highest grade a student has achieved in a course will be included in the grade point average (GPA) calculation.

All attempts at a course and the grades achieved remain on the transcript. Each instance of a repeated course will have one of the following statuses to indicate how it is being considered in the GPA:

Repeat I – Repeated course included in GPA  
Repeat E – Repeated course excluded from GPA

Courses that are cross listed at the same level of study or otherwise deemed equivalent are considered repeat courses under this regulation.

## Accommodation Policy for Students

Dalhousie University recognizes the diversity of its students and is committed to providing full and inclusive access to your living and learning campus community in which students are able to participate without discrimination. The university is committed to facilitating your access to the University's academic programs, activities, facilities and services.

The university's **Student Accessibility Centre** (Halifax Campus) and the **Student Success Centre** (Agricultural Campus) provides guidance and expertise for student accessibility and accommodation. To review the Accommodation Policy for Students, please refer to [this page](#) or [dal.ca/secretariat](http://dal.ca/secretariat).

## Cross Listed Courses

A course that is offered to students by more than one department, of which only one can be the Host Department. Courses are cross-listed based upon course content that deals with more than one subject area in a substantive way. The cross-listing recognizes the interdisciplinary nature of the course.

## Declaring Your Major

The requirements for declaring vary by faculty and program.

### Bachelor of Arts and Bachelor of Science Students

- Students can declare their majors in the winter for their first year in advance of March registration.
- Look at the requirements for the majors you're considering.
- Plan to take the core second-year required courses in second year to stay on track while trying to decide.
- You can declare your major at any time after you have completed 30 credit hours (5 full credits).
- Some programs require you to declare to be able to register for their required courses.
- If you are unsure of your major, meet with an academic advisor for help in exploring your options.

### Bachelor of Commerce and Bachelor of Management Students

- Students enrolled in the Commerce Co-op or Management program typically declare a major before choosing classes for the third year of study.

### All other programs

- Academic Advisors in your department/school can provide information and advice on specific program requirements.

## How to add a Major, Minor, or Certificate

Declaring a major, minor or certificate is as simple as filling in a form through DalOnline. You'll find instructions on how to do this at the link below:

[INSERT LINK](#)

## Certificates

Declaring more than one certificate? Then email [frontcounter@dal.ca](mailto:frontcounter@dal.ca) and they will set you up for your multiple certificates. They can also answer any of your major and certificate declaration questions.

## Honours or Combined Honours

If you are planning to enter the honours program, you need to complete an honours application form in consultation with your honours advisor. Once approved by your honours advisor, the form is submitted to the Registrar's Office in order to update your record. If you are applying to do combined honours, you need to meet with advisors in both departments and get their approval. Minors do not require departmental approval.



# Academic Records & Support

*Here you'll find information about grades and academic standing, how to order a copy of your transcript, and how to understand your degree audit.*

## Grades

All final grades are entered by instructors which you can access through [Dal Online](#). The due date for instructors to post grades is listed on the [Important Dates](#) webpage.

Dalhousie uses defined letter grades with associated GPA values and written definitions. There is some variation between faculties, so it's important that you take time to read through and understand your grade scale. Click the link below to access the undergraduate grade scale.

[Dalhousie Grading Scale](#)

## Grade Point Average (GPA)

Your Grade Point Average is calculated by multiplying the grade points obtained in each course in accordance with the scale in the academic calendar, by the number of credit hours of each course, then dividing that sum by the total credit hours attempted. A Term GPA includes only those courses attempted in a single term and the Cumulative GPA includes all courses attempted while registered in a level of study. If a course has been repeated, only the highest grade awarded is included. A useful tool is the online GPA calculator.

[GPA Calculator](#)

## Transcripts

A transcript is a complete record of your academic history. It lists classes in progress, courses you have taken, grades received and other information relating to your academic career. You may need to request transcripts for a number of reasons, such as applying to another university or applying for a scholarship or academic award. Dalhousie students applying to another academic program within Dalhousie don't need to request a transcript.

Transcripts will only be released with the written consent (signature) of the student or when ordered through Dal Online. All outstanding accounts must be settled before a transcript is released.

## How to Request a Transcript

### Step 1: Determine which type of service you need

#### **Regular (First 5: free, Additional: \$5.00)**

Transcripts are sent out within 5-7 business days from the date the request is received at the Registrar's Office. This time is only 1-2 business days if you order through Dal Online.

#### **Priority (First: \$15.00, Additional: \$5.00)**

Transcripts are sent out within 2 business days from the date the request is received at the Registrar's Office (if the request is received by 3:00 pm). Students wishing to pick up their transcript can also receive Priority service on the spot at our Service locations at the same price as the 2 day service.

### Fax (Local: free, Long Distance: \$10.00, Overseas: \$15.00)

If you would like your transcript faxed, it is your responsibility to provide the correct fax number and to ensure that the receiver is willing to accept a faxed copy of your transcript.

### Courier (Atlantic Canada: \$10.00, Canada: \$13.00, USA: \$24.00, Overseas: \$40.00)

If you wish to have your transcript sent by courier, it is your responsibility to provide a complete mailing address and telephone number of the transcript recipient.

### Step 2: Find the right form

For regular service, request your transcript through Dal Online. Go to Web for **Students > Student Records > Request Official Transcripts** and fill out the page with the recipient's name/school name, full mailing address, and how many copies you need.

Note that whatever you type in these boxes is what will print on your transcript – we don't check the names/addresses for completeness or accuracy. Please re-check the name and address before submitting.

If you would like your transcript to be sent after your degree is awarded (so that it is reflected on your transcript), click the box "Send after degree conferred".

For priority, fax, or courier services, you will need to fill out and sign a Transcript Request Form. You can find these on the Dalhousie website ([dal.ca/transcripts](http://dal.ca/transcripts)) or in person from the Registrar's Office, Enrolment Services Centre (Truro) or Sexton Student Service Centre. If you wish to pick your transcript up on the spot via priority service, no form is required. **We do not accept requests by email or phone.**

Fill out the form in its entirety for processing to occur on time. If you are requesting transcripts to be sent to different locations, each request needs a separate form.

### Step 3: Choose the right type of transcript

We offer three types of transcript, depending on the nature of your request:

1. **Official** (mailed to address on the form). *Select this option if you are requesting your transcript(s) to be issued by mail.*
2. **Official** (in sealed envelope to student). *If you are going to pick up your transcript(s), select this option.*
3. **Student Copy**. Essentially, this is a copy of your academic history. It is an unofficial record and you can also find this on Dal Online > Web for Students > Student Records > Academic Record.

### Step 4: Submit your request

After you have filled out the form, submit it to the Registrar's Office, Enrolment Services Centre or the Sexton Student Service Centre, as appropriate, either through fax, mail or in person

#### Registrar's Office

Room 130, 6299 South Street  
Henry Hicks Academic Administration  
Bldg  
PO Box 15000, Halifax, NS B3H 4R2  
Fax 1 902 494-1630

#### Enrolment Services Centre

Cumming Hall, Room 202  
62 Cumming Drive  
PO Box 550 | Truro, NS B2N 5E3

#### Sexton Service Centre

Main Entrance, B Building, 1360  
Barrington Street

# Know your academic standing

Academic standing is a measure of your achievement in your studies. It determines whether you can continue your studies at Dalhousie and affects whether or not you can graduate.

Your **undergraduate standing** is listed per term under your undergraduate GPA on your academic record in DalOnline.

It is first assessed after you attempt 24 credit hours (degree) or 16 credit hours (technology) and is normally assessed at the end of each term.

It's important that you know your academic standing at Dalhousie. *In Good Standing* is required for graduation but what *In Good Standing* is can differ by Faculty.

## In Good Standing

Students who meet the required cumulative GPA of 2.00 are considered to be in good academic standing, except for students on the Bachelor of Science (Nursing) admitted 2016 or later where a cumulative GPA of 2.30 is required.

Standing is assessed at the end of the academic term. For the Fall term standing is assessed the first week of January, Winter Term standing is assessed the first week of May and for summer term standing is assessed the last week of August. Here is a break down by Faculty.

## Faculty of Arts and Social Sciences

### Academic Probation

Students with a cumulative GPA of less than 2.00 and greater than or equal to 1.70 who have completed at least 24 credit hours at the undergraduate level will be placed on academic probation.

Students on probation are allowed to continue to register on probation provided their term GPA is at least 2.00. Students will be returned to "good standing" when they achieve a cumulative GPA of 2.00. Students on probation who do not achieve a term GPA of 2.00 will be academically dismissed.

Students require a cumulative GPA of 2.00 to graduate. Therefore, no one will be allowed to graduate while on probation.

### Academic Dismissal

Students with a cumulative GPA of less than 1.70 who have completed at least 24 credit hours at the undergraduate level or 16 credit hours at the technology level will be academically dismissed for a 12-month period.

Faculty of Arts and Social Science students who have been academically dismissed for the second time will not normally be allowed to apply for re-admission for at least three calendar years. Students may, however, petition the Student Affairs Committee for re-admission after two years provided they have met with the Assistant Dean.

## Faculty of Agriculture

### Academic Probation

Students with a cumulative GPA of less than 2.00 and greater than or equal to 1.70 who have completed at least 24 credit hours at the undergraduate level or 16 credit hours at the technology level will be placed on academic probation.

Students on probation are allowed to continue to register on probation provided their term GPA is at least 2.00. Students will be returned to “good standing” when they achieve a cumulative GPA of 2.00. Students on probation who do not achieve a term GPA of 2.00 will be academically dismissed.

Students require a cumulative GPA of 2.00 to graduate. Therefore, no one will be allowed to graduate while on probation.

### Academic Dismissal

Students with a cumulative GPA of less than 1.70 who have completed at least 24 credit hours at the undergraduate level or 16 credit hours at the technology level will be academically dismissed for a 12-month period.

Faculty of Agriculture students who have been academically dismissed for the second time will not normally be allowed to apply for re-admission for at least three calendar years. Students who have been dismissed for either the first or second time may appeal this decision (see section 24 of the academic calendar).

## Faculty of Computer Science

### Academic Probation

Students with a cumulative GPA of less than 2.00 and greater than or equal to 1.70 who have completed at least 24 credit hours at the undergraduate level will be placed on academic probation.

Students on probation are allowed to continue to register on probation provided their term GPA is at least 2.00. Students will be returned to “good standing” when they achieve a cumulative GPA of 2.00. Students on probation who do not achieve a term GPA of 2.00 will be academically dismissed.

Students require a cumulative GPA of 2.00 to graduate. Therefore, no one will be allowed to graduate

while on probation.

### Academic Dismissal

Students with a cumulative GPA of less than 1.70 who have completed at least 24 credit hours at the undergraduate level will be academically dismissed for a 12-month period.

Students in any undergraduate degree program offered by the Faculty of Computer Science, where the first major is computer science or applied computer science, who receive a grade lower than C in the same required CSCI course twice, will be dismissed. The required CSCI courses are:

Bachelor of Applied Computer Science	Bachelor of Computer Science	Bachelor of Arts in Computer Science / Bachelor of Science in Computer Science
CSCI 1110, CSCI 1120, CSCI 1170, CSCI 1800, CSCI 1801, CSCI 2100, CSCI 2110, CSCI 2134, CSCI 2141, CSCI 2170, CSCI 2201, CSCI 2690, CSCI 2691, CSCI 3101, CSCI 3130, CSCI 3160, CSCI 3171, CSCI 3172, CSCI 3691, CSCI 4163, CSCI 4691	CSCI 1110, CSCI 1120, CSCI 1170, CSCI 1800, CSCI 1801, CSCI 2100, CSCI 2110, CSCI 2112, CSCI 2122, CSCI 2134, CSCI 2141, CSCI 3101, CSCI 3110, CSCI 3120, CSCI 3130, CSCI 3136, CSCI 3171	CSCI 1110, CSCI 1120, CSCI 1170, CSCI 1800, CSCI 1801, CSCI 2110, CSCI 2112, CSCI 2122, CSCI 2134, CSCI 2141, CSCI 3110, CSCI 3120, CSCI 3130, CSCI 3171

Faculty of Computer Science students who have been dismissed and who have been required to withdraw from the university for one term or more may be readmitted to a program in the Faculty of Computer Science only once.

## Faculty of Engineering

### Lower Division Academic Probation

Students with a cumulative GPA of less than 2.00 and greater than or equal to 1.70 who have completed at least 24 credit hours at the undergraduate level will be placed on academic probation.

Students on probation are allowed to continue to register on probation provided their term GPA is at least 2.00. Students will be returned to “good standing” when they achieve a cumulative GPA of 2.00. Students on probation who do not achieve a term GPA of 2.00 will be academically dismissed.

### Upper Division Academic Probation

Students in the Bachelor of Engineering (Upper Division) with a cumulative GPA of less than 2.00 and greater than or equal to 1.70 who have completed at least 12 credit hours will be placed on academic probation.

Students on probation may continue to register on probation provided their term GPA is at least 2.00. Students will be returned to “good standing” when they achieve a cumulative GPA of 2.00. Students on probation who do not achieve a term GPA of 2.00 will be academically dismissed.

Students require a cumulative GPA of 2.00 to graduate. Therefore, no one will be allowed to graduate while on probation.

### Lower Division Academic Dismissal

Students with a cumulative GPA of less than 1.70 who have completed at least 24 credit hours at the undergraduate level or 16 credit hours at the technology level will be academically dismissed for a 12

month period.

BEng and DipEng students who fail the same course more than once will be dismissed.

Faculty of Engineering students who have been academically dismissed for a second time will not be readmitted to any engineering program at Dalhousie.

### Upper Division Academic Dismissal

Students with a cumulative GPA of less than 1.70 who have completed at least 12 credit hours will be academically dismissed for an eight month period.

Students on probation who do not achieve a term GPA of 2.00 or greater will be academically dismissed for an eight month period.

Students who have been academically dismissed will not be allowed to apply for readmission for at least eight months.

Students who fail the same course more than once will be dismissed.

Students who have been academically dismissed for a second time will not be readmitted to any engineering program at Dalhousie.

## Faculty of Health

### Academic Probation

Students with a cumulative GPA of less than 2.00 and greater than or equal to 1.70 who have completed at least 24 credit hours at the undergraduate level will be placed on academic probation.

Students on probation are allowed to continue to register on probation provided their term GPA is at least 2.00. Students will be returned to "good standing" when they achieve a cumulative GPA of 2.00. Students on probation who do not achieve a term GPA of 2.00 will be academically dismissed.

Students require a cumulative GPA of 2.00 to graduate. Therefore, no one will be allowed to graduate while on probation.

### Academic Probation – Bachelor of Science (Nursing) degree program admitted in September 2016 or later.

Students with a cumulative GPA of less than 2.29 and greater than or equal to 1.7 who have completed at least 24 credit hours will be placed on academic probation.

Students on probation are allowed to continue to register on probation provided their term GPA is at least 2.30. Students will be returned to "good standing" when they achieve a cumulative GPA of 2.30. Students on probation who do not achieve a term GPA of 2.30 will be academically dismissed.

Students require a cumulative GPA of 2.30 to graduate. Therefore, no one will be allowed to graduate while on academic probation.

### Academic Dismissal

Students with a cumulative GPA of less than 1.70 who have completed at least 24 credit hours at the

undergraduate level will be academically dismissed for a 12-month period.

If a BSc (Nursing) student is readmitted, failure in any course (including non-nursing courses, core nursing courses including clinical practical and electives) will result in dismissal from the Nursing program.

BSW students who fail SLWK 4033 or who fail a repeated course, will be dismissed.

BHSC student who fail a required course for a second time will be dismissed.

Faculty of Health students who have been academically dismissed twice will not be allowed to apply for re-admission.

## Faculty of Management

### Academic Probation

Students with a cumulative GPA of less than 2.00 and greater than or equal to 1.70 who have completed at least 24 credit hours at the undergraduate level will be placed on academic probation.

Students on probation are allowed to continue to register on probation provided their term GPA is at least 2.00. Students will be returned to "good standing" when they achieve a cumulative GPA of 2.00. Students on probation who do not achieve a term GPA of 2.00 will be academically dismissed.

Students require a cumulative GPA of 2.00 to graduate. Therefore, no one will be allowed to graduate while on probation.

### Academic Dismissal

Students with a cumulative GPA of less than 1.70 who have completed at least 24 credit hours at the undergraduate level will be academically dismissed for a 12-month period.

BComm (Co-op) students who fail the same required course twice will be dismissed.

<b>Work terms:</b>	
COMM 2801 – Work Term I COMM 3801 – Work Term II COMM 3802 – Work Term III	
<b>Courses:</b>	
ECON 1101 – Introduction to Microeconomics MATH 1115 – Math for Commerce COMM 1101 – Introduction to Accounting II: Financial COMM 1502 – Core Business Applications COMM 1720 – Communications II COMM 2203 – Introduction to Finance II COMM 2310 – Business Ethics & CSR COMM 2501 – Statistics for Business COMM 2603 – Legal Aspects in Business COMM 3511 – Management Information Systems COMM 4352 – Strategic Management	ECON 1102 – Introduction to Macroeconomics COMM 1010 – Business in a Global Context COMM 1102 – Introduction to Accounting II: Managerial COMM 1710 – Communications I COMM 2202 – Introduction to Finance I COMM 2303 – Introduction to Organizational Behaviour COMM 2401 – Introduction to Marketing COMM 2502 – Predictive Analytics COMM 3501 – Production/Operations Management COMM 4351 – Competitive Strategy

Note: classes taken in lieu of core courses will still be considered under this policy (i.e. STAT/MATH 1060 taken in lieu of COMM 2501)

BComm (Co-op) students who fail their second attempt at the same work term course (i.e. students required to repeat the work component and submit a new academic report) will be dismissed.

Faculty of Management Students who have been academically dismissed for the second time will not normally be allowed to apply for re-admission for at least three calendar years. Students may, however, petition the Program Director for re-admission after two years.

## Faculty of Science

### Academic Probation

Students with a cumulative GPA of less than 2.00 and greater than or equal to 1.70 who have completed at least 24 credit hours at the undergraduate level or 16 credit hours at the technology level will be placed on academic probation.

Students on probation are allowed to continue to register on probation provided their term GPA is at least 2.00. Students will be returned to “good standing” when they achieve a cumulative GPA of 2.00. Students on probation who do not achieve a term GPA of 2.00 will be academically dismissed.

Students require a cumulative GPA of 2.00 to graduate. Therefore, no one will be allowed to graduate while on probation.

### Academic Dismissal

Students with a cumulative GPA of less than 1.70 who have completed at least 24 credit hours at the undergraduate level will be academically dismissed for a 12-month period.

Students on probation who do not achieve a term GPA of 2.00 will be academically dismissed.

Faculty of Science students who have been required to withdraw for a second time must meet with the Assistant Dean (Student Affairs) who may recommend that they reapply for re-admission after two calendar years or who may refer the matter to the Faculty Committee on Studies and Appeals.

You might experience a circumstance that could warrant a waiver of an academic regulation. Some examples of common appeals include:

- Requesting to have a degree requirement waived, such as the writing requirement or the permitted number of outside electives.
- Requesting permission to do two degrees concurrently, such as a Bachelor of Science and a Bachelor of Engineering.
- Requesting retroactive changes to your registration, such as dropping a course after the deadline has passed.

If you wish to appeal a regulation, you must complete your request in writing by filling out an [Application for a Waiver of an Academic Regulation](#). Make sure your arguments and expectations are clearly stated. Once completed, the waiver form can be submitted to the Assistant Dean of your faculty or director of your school/college, as appropriate. Contact information for all the faculties, schools and colleges can be found on the form.

Once your appeal has been reviewed and either approved or not approved by your Assistant Dean/School Director it is then forwarded to the Assistant Registrar, Records & Academic Support for final review and approval. The waiver form is then sent to a member of the academic support team to update your student record. Processing time once the academic waiver has arrived in the Registrar's Office is approximately 5 business days.

### Waivers of Degree Requirements

Waivers are submitted to the Registrar's Office by the Head/Chair/UG Advisor of a department or Assistant Dean of Faculty. Once the audit is processed, a summary will appear at the very bottom of your Audit. Examples of waivers include waiving a 10 year rule for old courses to count toward a degree program, substituting one class for another or approving a course outside a major to count toward major requirements.

### Appealing a final grade

If you have questions or concerns about a final grade, you are encouraged to discuss them with your instructor. If the matter cannot be resolved informally, you can begin a formal reassessment process by filling out a [Request for a Reassessment of a Final Grade](#). Make sure that you clearly identify the specific component you wish to have reassessed and the grounds for your request. Your completed request form can be submitted to the Registrar's Office with a fee of \$50, which is refundable if the grade is changed.

The Registrar will forward your request to the dean of the faculty or director of the college/school offering the course. The reassessment will then be carried out according to the procedures developed for this purpose by the faculty/school/college. These procedures should reflect the academic disciplines and assessment involved and should provide for a review of the assessment by a qualified person not responsible for the original evaluation.

Once the reassessment is complete, you will be notified by the Registrar's Office of the outcome. If the reassessment results in the assignment of a new grade, the new grade will replace the original one (**even if this is a lower grade**) and the \$50 fee will be refunded.



## How to Read your Degree Audit

The Degree Audit Reporting System (DARS), available through Dal Online, gives you a personalized and current snapshot of where you stand in meeting your program requirements. It lists your complete and/or incomplete requirements and the courses needed to fulfill each requirement. You can also use it to check that courses you are considering taking will meet your requirements using the course cart/planned courses feature.

You can find more information on how to submit and understand a degree audit at [www.dal.ca/degreeaudit](http://www.dal.ca/degreeaudit)

You can find a video tutorial on understanding your degree audit at **INSERT LINK**

The Degree Audit Reporting System (DARS) is encoded from the Academic Calendar and not considered an “official document” so it is important to consult with your Academic Advisor as well to ensure you meet the requirements for your program.

If you have any questions or concerns regarding your Degree Audit, please do not hesitate to contact your Academic Advisor or email [degreeaudit@dal.ca](mailto:degreeaudit@dal.ca).

## Policies Relevant to Students

### Code of Student Conduct

Dalhousie University is a community of faculty, staff and students, involved in teaching, research, learning and other activities. As a Dalhousie student, you are a member of the university while you are registered in an academic program and are subject to the disciplinary authority of the university during that time.

Please review the full Student Code of Conduct in the University Regulations section of the Academic Calendar, which outlines how it is applied and the types of offences and procedures that are involved.

### Academic Integrity

Each class you take, exam you write and assignment you complete will have different rules depending on the instructor. No matter what you are required to do to earn your degree, Dalhousie University expects all students to be responsible learners, which means that you will complete assignments yourself and acknowledge sources of information and ideas when they are not your own, among other things. [Dal.ca/academicintegrity](http://Dal.ca/academicintegrity)

There are some great [student resources](#) on the [University Secretariat](#) website about paraphrasing, citing and services available.

To maintain the integrity of every degree that is conferred, Dalhousie will only give credit to students who complete their own work. It is every student’s responsibility to maintain their own records of work they have completed. If there is evidence that your work was not completed independently by you or that you had another person complete work for you, it will be very helpful for you to be able to produce notes, drafts, electronic files, or any evidence that will demonstrate that you completed the work yourself. If you do not have any such evidence to present, the Faculty Academic Integrity Officer or Senate Discipline Committee may consider this as a factor in determining the likelihood you have

committed an academic offence.

### [Academic Discipline Flow Chart](#)

When an allegation of an academic offence has occurred a “**Pending**” grade is assigned to the course in which the allegation of the academic offence occurred. Pending is a neutral grade and does not affect your GPA.

If the Pending grade is recorded on your academic record before the “drop with or without a W” period is over and you wish to drop the course you will need to contact the registrar’s office. The Registrar’s Office can drop the course for you in the system. However, the grade of Pending will remain on your academic record until the outcome of your Senate Discipline Committee hearing has been received to the Registrar’s Office. Your academic record will then be updated based on the outcome which will be outlined to you in an email from the Senate Discipline Committee.

Please be sure to complete the [Academic Integrity Module](#) on Brightspace.

## Name Changes

It’s possible to change your preferred name on DalOnline, by clicking into the personal information tab and updating your details. This will appear on class lists and we’ll use this when communicating with you.

Your parchment, certificates, diploma and official transcript are in your legal name, which reflects the government-issued ID you provided on enrolment. If you change your legal name during your studies, you should bring proof of legal name change, plus your DalCard, to the Registrar’s Office or one of our Service Centre locations.

If you have already graduated, it is not normally possible to have a parchment reprinted in a new name. In certain circumstances, for example where a name change request relates to a human rights issue such as gender affirmation or transition, we can re-print a parchment if you provide proof of legal name change. We can also consider other extenuating circumstances which would warrant a re-print. Requests can be sent confidentially to [convocation@dal.ca](mailto:convocation@dal.ca).

## Other Important Policies

[Alcohol Policy](#)

[Hazing Policy](#)

[Sexualized Violence Policy](#)

[Official Student Email Policy](#)

[Statement on Prohibited](#)

[Discrimination](#)

[Student Accommodation Policy](#)

[Tuition Policy](#)

## How to contact us

If you have questions about your degree audit or eligibility to graduate, you can book an appointment with one of our advisors by visiting one of our service centres or calling **1 (902) 494-2450**.

Alternatively, you can contact us by email at the addresses below.

[degreeaudit@dal.ca](mailto:degreeaudit@dal.ca) for questions relating to your degree audit.

[graduation@dal.ca](mailto:graduation@dal.ca) for questions relating to your eligibility to graduate.

[daniel.styran-furness@dal.ca](mailto:daniel.styran-furness@dal.ca) for questions regarding academic waivers, academic regulations, or eligibility to graduate.



### Daniel Styran-Furness

**Assistant Registrar, Records and Academic Support**

*I arrived in Halifax in 2019 after relocating from my home city of Leeds in the UK, and I'll be here in Canada until 2021 working at Dal.*

*I graduated from the University of Lancaster in 2013 with a first class Bachelor of Arts (Honours) degree in Sociology and Religious Studies. After a stint living and working as an English teacher in Prague, and a year in private industry, I found my way into an administration role at a small arts university in Leeds. Since then, I've worked in a number of roles at different institutions, including program administration, quality assurance, new program development, and now records and academic support.*

*You can talk to me about understanding your degree audit, appeals against academic regulations, and your eligibility to graduate.*

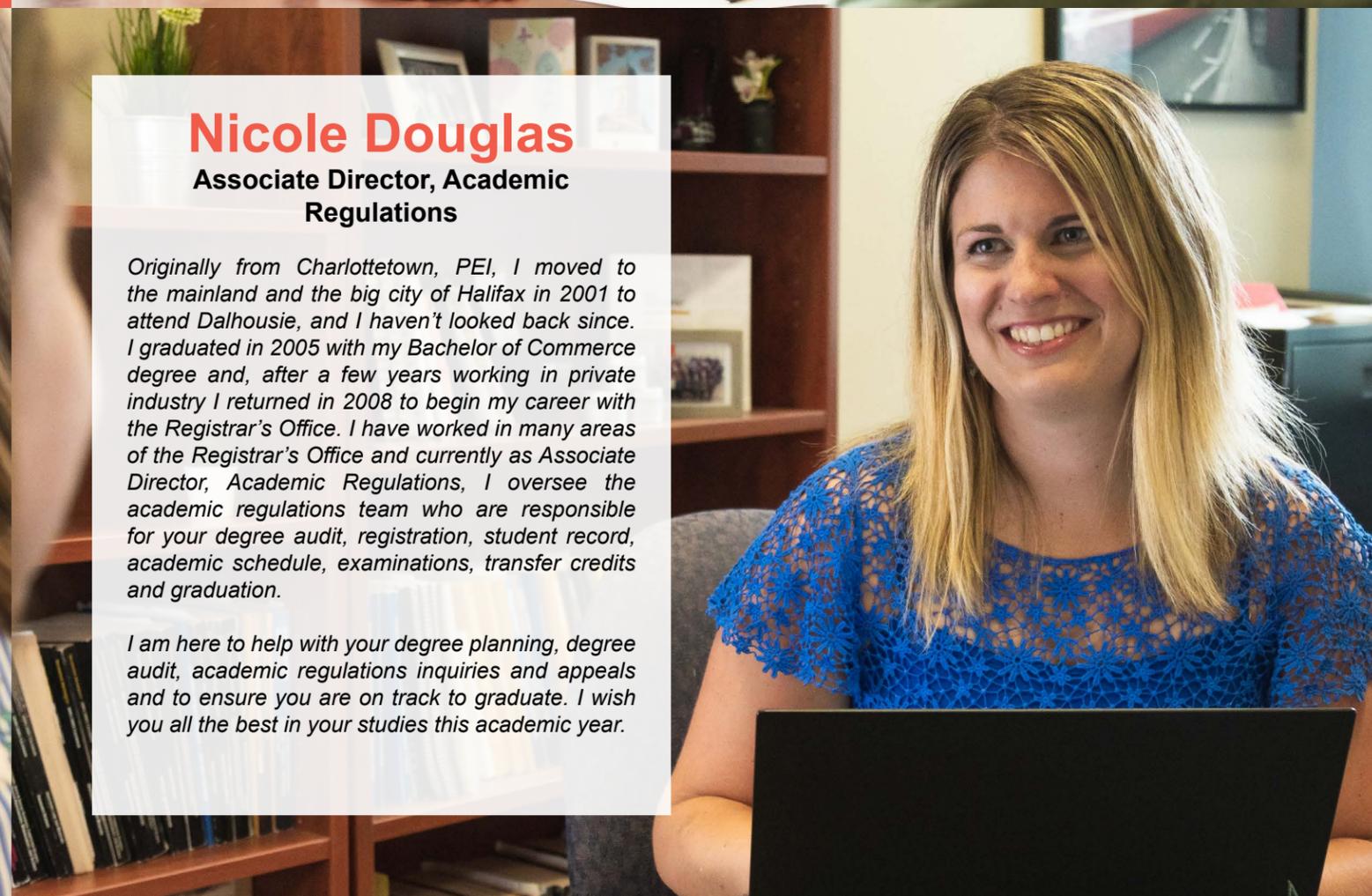


### Sarah Gaultois

**Assistant Registrar, Registration and Degree Audit (Acting)**

*I grew up in Halifax in the historic Hydrostone neighbourhood, and you could almost say I half lived on Dal campus as a child since my mother was a Dal student, alumna, and a long-time employee. Choosing Dalhousie was a natural decision for me, and I am proud to have completed my Bachelor of Arts in Psychology on a mostly part-time basis as a mature student while working as a full-time employee at Dal, graduating in 2008. I've been working at Dal since 1997, in several areas on campus and now in Registration and Degree Audit. My absolute favourite part of what I do is meeting with students and their families and helping them find their path to success.*

*I would be pleased to help with any issues relating to your degree audit, registration or graduation requirements.*



### Nicole Douglas

**Associate Director, Academic Regulations**

*Originally from Charlottetown, PEI, I moved to the mainland and the big city of Halifax in 2001 to attend Dalhousie, and I haven't looked back since. I graduated in 2005 with my Bachelor of Commerce degree and, after a few years working in private industry I returned in 2008 to begin my career with the Registrar's Office. I have worked in many areas of the Registrar's Office and currently as Associate Director, Academic Regulations, I oversee the academic regulations team who are responsible for your degree audit, registration, student record, academic schedule, examinations, transfer credits and graduation.*

*I am here to help with your degree planning, degree audit, academic regulations inquiries and appeals and to ensure you are on track to graduate. I wish you all the best in your studies this academic year.*

# Financial Assistance

*There's a lot to consider when preparing for university, but finances are a major factor that can impact your experience. In this section, you can meet our financial advisors and find out more about more about our scholarships, financial awards, and student loans.*

Visit [dal.ca/moneymatters](http://dal.ca/moneymatters) for more.

## Dalhousie Undergraduate Scholarships

In-Course Scholarships are available for students that complete at least 30 credit hours of for-credit coursework over two academic terms in the previous academic year, (excluding transfer credits) and achieve a minimum CGPA of 3.70 over the two terms being assessed. You will be notified of an in-course scholarship by Dalhousie email in late summer.

For students at the Halifax campuses (including Yarmouth), there's **no need to submit an application for In-Course Scholarships** - you are assessed automatically.

For students at the Truro Campus, you must complete the Faculty of Agriculture In-Course Award Application through Dal Online in September.

**Nursing students** have different requirements - please refer to the website for more information.

**Medicine and Dentistry students should contact their department for award opportunities.**

[In-Course Scholarships \(Halifax\)](#)

[In-Course Awards \(Truro\)](#)

[Law Bursaries & Scholarships](#)

[Graduate Studies Funding](#)

## Dalhousie Bursaries

### Undergraduate (all campuses)

Provides funds to assist you if you are in financial need. Available to undergraduate students, Dental Hygiene, and Master of Social Work students. Bursaries are typically smaller amounts of money, intended to supplement other funding sources.

**You apply through DalOnline at the beginning of each semester.** You'll find more information at the link below.

[Undergraduate Bursary Program](#)

## Other Funding Sources

- Places of worship/religious organizations
- Community or civic organizations
- First Nations
- Foundations
- Employers and/or parent(s) employers

The Dalhousie Student Union offers member grants, student accessibility bursaries, and the International Student Emergency Fund Bursary.

## Student Loans

### Canadian Government Student Loans

Financial assistance is based on financial need as established by the federal and/or provincial governments through an assessment of your application. You apply through your Provincial Student Loan Office.

### Student Lines of Credit

Many banks offer student lines of credit or bank loans. A line of credit gives you access to a specific amount of money that you can withdraw as you need it. Interest is paid only on the money you withdraw.

### United States Student Loans

Dalhousie is recognized as a participant by the US Department of Education for the William D. Ford Direct Loan Programs. Dalhousie is also recognized by some private lending agencies.

### **International Students**

You can check with your home government for student loan programs.

## Financial Emergency

Dalhousie offers temporary loans of up to \$1,000 to help you make it through cash flow crunches, until other funding arrives. Temporary loans are interest-free until due, and can be used to pay for living expenses, but not tuition or fees.

You can submit an application to the Registrar's Office or Enrolment Services Centre at the Studley, Sexton, or Truro Campus.

## How to contact us

**Halifax Campuses** (Including Yarmouth)  
Registrar's Office [Awards@dal.ca](mailto:Awards@dal.ca)  
+1 (902) 494-2122

**Truro Campus**  
Enrolment Services Centre [enrolment.services@dal.ca](mailto:enrolment.services@dal.ca)

If you send us an email, remember to include your student ID number (B00) if you have it.



## Katie MacDonald

**Assistant Registrar, Awards**

*I began working for the Registrar's Office shortly after completing my Masters of Library and Information Studies here at Dalhousie. I also hold a Bachelor of Arts from St. Francis Xavier University. Working on campus and interacting with our students is really inspiring; it is incredible to see what they accomplish inside and outside of the classroom!*



## Pam Goodwin

**Assistant Registrar, Financial Aid**

*I left my little community in Yarmouth County for University in Halifax in 1984. It was a very overwhelming experience to move to the "Big City" away from family and friends. Over these past years, I've graduated from Mount Saint Vincent University, raised my two children, have two awesome granddaughters, and volunteer locally and abroad through my church family.*

*Navigating the path through student loans, student awards, university fees and budgeting can be a daunting task, but one that I can provide some guidance with my 30+ years of experience.*

# Transfer Credits & Letter of Permission

*Here you'll find information about taking advantage of opportunities to study at other institutions, or having your previous learning counted towards your Dalhousie degree.*

*You will find general information about transfer credits at [dal.ca/transfercredits](http://dal.ca/transfercredits), letter of permission at [dal.ca/lop](http://dal.ca/lop), or learning agreements at [dal.ca/learningagreement](http://dal.ca/learningagreement).*

## Transfer Credit – High School Curricula

You can transfer up to half of the required courses towards an undergraduate degree or diploma from another institution. If you have studied a higher-level curriculum that is recognized by Dalhousie, you may receive credit for course work already completed.

To receive credit for higher-level high school courses, you will need:

- to have paid the \$200 admission deposit and submitted a transfer credit request form
- achieved the minimum grade required for your curriculum
- a course that is equivalent to one offered at Dalhousie
- a course that applies to your program of study
- to have completed the course within the [time period](#) to transfer to Dalhousie

For more information about eligible transfer credits, minimum grades required, and submitting a transfer credit request form, please click on the appropriate curriculum below:

- [Advanced Placement](#)
- [International Baccalaureate](#)
- [Caribbean Advanced Proficiency Examinations](#)
- [General Certificate of Education \(GCE\) Advanced Level \(A Level\)](#)
- [French Baccalauréat](#)

## Transfer Credit – Post-secondary courses

You can transfer up to half of the required courses towards any credential (degree, diploma, major or minor). If you have studied at a university or college that is recognized by Dalhousie, you may receive credit for course work already completed. You can view university and college work that has been approved for transfer credit in the past on our [Transfer Credit Equivalencies Table](#).

To receive credit for post-secondary courses, you need:

- to have paid the \$200 admission deposit and submitted a transfer credit request form
- a final grade of 'C' or higher
- a course that is equivalent to one offered at Dalhousie
- a course that applies to your program of study
- to have completed the course within the time period to transfer to Dalhousie

## Changing Programs

Dalhousie's degree programs have different entrance and degree requirements. If you would like to explore a program change, meet with an [Academic Advisor](#) to discuss your options. An advisor can help:

- explore whether a change is right for you
- review the entrance requirements for other degrees
- decide if this change is realistic
- estimate your remaining requirements (transfer credits)
- explore other options

If you decide to change your program, you need to submit a [new undergraduate application](#) form

and pay the applicable fee. If you are a current Dal student transferring from one program to another program, you do not need to pay the application fee.

## Letter of Permission

Looking to take courses at another university? Then you will need to obtain a letter of permission before applying and registering at the other university as a visiting student. **Be sure to start early.** Obtaining permission can take some legwork and time. **Undergraduate students in the Faculties of Engineering, Management and the School of Nursing** will require approval from their undergraduate advisor before a letter of permission will be approved by the Registrar's Office.

There are also certain conditions that must be met before a letter of permission can be approved:

- you must be registered in a degree program and in **good academic standing**, i.e. if you have been academically dismissed or are on probation you are not eligible.
- you must not owe money to Dalhousie.
- you have **not exceeded** the allowable number of **transfer credits**.
- the course at the other institution is **acceptable for transfer to Dalhousie**. The course is not offered via Challenge for Credit or Prior Learning Assessment and/or Recognition. **Dalhousie will not accept challenge credits from other institutions on a letter of permission.**
- the **workload** will not exceed Dalhousie's limitations.
- the **course is not offered at Dalhousie** in the term in which you wish to take it; or you have a scheduling conflict; the course is full; or you are living outside the local area.
- if an equivalent class is available at Dalhousie, approval may not be granted.

A direct equivalency may not satisfy degree requirements. Confirm the class can fulfill degree requirements with your Academic Advisor before registering.

To request a letter of permission, see [www.dal.ca/LOP](http://www.dal.ca/LOP) for more instructions.

## Learning Agreement

Looking to take courses at another university as part of a Dalhousie international exchange or study abroad program? Then you will need to submit a learning agreement. **Be sure to start early.** Completing a learning agreement can take some legwork and time.

**Check with your exchange advisor for whether you are to complete a letter of permission or learning agreement.** [dal.ca/learningagreement](http://dal.ca/learningagreement)

Students are encouraged to connect with their [Study Abroad and Exchange Advisor](#) prior to completing their learning agreement.

Deadlines for Submission of Learning Agreements to the Registrar's Office are as follows:

- Fall term exchanges: June 1st
- Winter term exchanges: October 15th
- Summer term exchanges: February 15th

## Instructions on Completing the Learning Agreement

**Step 1:** Fill in the personal information section including the Student Signature portion on the reverse side of the form.

**Step 2:** Complete the proposed study plan. You are encouraged to complete this section with an academic advisor. To expedite the process, we would encourage you to bring your course descriptions with your proposed study plan to the applicable department to assign course equivalencies.

Helpful resources for completing your proposed study plan:

- [Transfer Credit Equivalencies Table](#) for courses that have been previously assessed. If a course you are looking to take is not on the equivalency table, you will need to bring a course description and/or course outline to the applicable department for assessment.
- [Credit Conversion Table](#): This table converts Units used at other institutions into the equivalent credit hours at Dalhousie University.

**Step 3:** Bring the form to the International Centre to meet with the Outbound Exchange Coordinator who will complete the Advisor's Note Section and sign the Exchange Office Approval. For Commerce and UPMC exchange students, you will have your departmental exchange coordinator complete this section. They will forward the form to the Registrar's Office to complete the processing.

**Step 4:** When the Registrar's Office receives the form we are checking to ensure you meet the conditions for [Taking Courses at Another University](#). We will record the classes on your academic record and email you a completed copy of your form.

**Step 5:** You will bring the learning agreement to your host institution. They will need to complete the Host Institution section. If you have a change in registration from your proposed study plan please be aware that this could impact the credit hours you will receive, and any courses not previously assessed will need to be sent to the applicable department for assessment. You can attach course information when returning the learning agreement to the Registrar's Office.

Step 6 Once the host institution completes and signs their section of the learning agreement, it can be emailed to [LOP@dal.ca](mailto:LOP@dal.ca) or faxed to **1 902 494-1630**. It is important to have this completed and returned to the Registrar's Office as soon as possible. If you have government student loans, we are unable to sign your loan until you're learning agreement is returned.

## Your Dalhousie Academic Record

For courses taken at Canadian institutions, the letter grade from the other institution will be recorded on your Dalhousie record. If letter grades are not given, numeric grades will be converted to the appropriate Dalhousie equivalent letter grade. If the other institution issues a letter grade that is not valid at Dalhousie, it is converted to the corresponding letter grade. For example, a grade of D+ will be recorded on your academic record as a grade of D. When percentage grades and letter grades are recorded on the official transcript, the letter grade is the grade used as your final grade and recorded on your academic record. The letter grade you receive at the other institution is the letter grade recorded on your Dalhousie record, we do not convert letter grades on a different grading scale (e.g. 4.0 grading scale) to the Dalhousie 4.30 grading scale.

For courses that the other institution identifies on the transcript as being passed through Challenge for Credit, it will not be accepted by Dalhousie and you will not receive credit for the course.

For courses taken at institutions outside of Canada, grades of P (pass) and F (fail), as appropriate, will be recorded on your Dalhousie record.

### Didn't register for an approved course?

Email [LOP@dal.ca](mailto:LOP@dal.ca) before the add/drop date of the term to have the course removed from your Dal record. After the deadline, please have the other institution notify the Registrar's Office at Dalhousie that you did not register for the course.

## How to contact us

You can book an appointment with an advisor by visiting one of our service centres or calling 1 (902) 494-2450.

Alternatively, you can contact us by email at [LOP@dal.ca](mailto:LOP@dal.ca) or [transfercredits@dal.ca](mailto:transfercredits@dal.ca).

## Kim Bonin

**Assistant Registrar, Admissions and Transfer Credit**

*I consider myself very fortunate to be part of the Dalhousie community for over 30 years. Being part of a community as large as Dalhousie has given me the opportunity to work with students in a variety of different roles, from academic advising, admissions to transfer credits. I completed my Bachelor of Arts degree from Dalhousie as a mature student and am a first generation university graduate.*

*I'm an animal lover and have three rescue dogs, I once appeared in a newspaper article for helping a police officer catch a dog using chicken from my salad and I am an avid gardener.*



## Christine Wilson

**Assistant Registrar, Transfer Credits & Student Mobility**

*Originally from Ottawa, Ontario, I first arrived in Halifax ten years ago to begin my undergraduate studies at the University of King's College and Dalhousie University. Initially drawn to the East Coast by the promise of a new adventure, what I found far exceeded my expectations. I found an institution that provides me with endless opportunities to grow and challenge myself academically, personally and professionally.*

*Since graduating in 2014, I have remained at Dalhousie, working to help students realize their own goals. In my current role, I am particularly grateful to be able to support students looking to explore new academic possibilities at Dalhousie and assist them in having their previous academic work recognized for academic credit.*



# Tests & Examinations

*Tests, exams and papers are a part of every student's life in university and are a way for instructors to assess your learning in their courses. Here, you'll find information about our approach to tests and exams, and some top tips from our team.*

## Tests

Tests are normally scheduled during course time. Tests scheduled outside course time should not conflict with other regularly scheduled courses, and dates and times will be included in the course syllabus. No written tests or examinations, with the exception of project presentations and major papers, worth more than 25% of the final grade, may be held in the last two weeks of a term, without the explicit approval of the appropriate faculty, school or college. No tests may be held between the end of courses and the beginning of the official examination period with the exception of those activity modules and laboratory courses in the Faculty of Health in which special facilities are required.

## Exams

### Official Examination Periods

Periods of approximately one and one-half weeks in December and three weeks in April are set aside each year for the scheduling of formal examinations. For the 2019/2020 academic year, the formal exam periods are as follows:

- December 5 - 15, 2019 (exam schedule posted by October 1, 2019)
- April 8 - 24, 2020 (exam schedule posted by February 4, 2020)

Please review the detailed [exam schedule](#) when posted. **Every effort will be made not to schedule students for more than two examinations on the same day. You should contact the Dean's/ Director's Office of the appropriate faculty/school/college for assistance if you are scheduled for more than two exams on the same day.**

### The Formal Exam Experience

For exams that appear on the university's [formal examination schedule](#), procedures are followed to ensure that all exams are conducted in a fair and equitable manner for students and maintain the academic standards of the university. We want your exam experience to be successful and as stress-free as possible. This section will help you to become familiar with these procedures, so you are well prepared for exam day.

If you have concerns about your ability to follow these procedures as they are laid out, you are encouraged to read the [Student Accommodation Policy](#) and seek an accommodation, if necessary. [The Student Accessibility Centre](#) (Halifax Campus) and [Student Success Centre](#) (Agricultural Campus) are able to work with you on any accommodations you may need based on disability, religious obligation, or an experienced barrier related to any other characteristic protected under Canadian Human Rights legislation.

### Exam Seating and Permitted Materials

When you enter the exam room, certain seats will be set aside for each exam being written in that particular location. Signage will be posted, and exam invigilators will also be announcing which rows are reserved for which exams. Please ensure you are seated in the correct location for your exam.

Backpacks and knapsacks are to be left outside the examination area. Please do not bring valuables with you to your exams, as there is not a secure place to store these items. Jackets can be placed on your chair back. Cell phones and electronic devices are to be turned off and stored in the opaque bag provided on your desk. Laptops are to be placed in the large opaque storage bags provided and stored under your chair. You need to bring your ID card to your exams and place it on the top right-hand corner

of your desk.

With the exception of religious head coverings, hats and hoods are not permitted to be worn during exams. If you wear a hat or hood into your exam, you will be asked to remove it for the duration of the exam by an invigilator.

Only the materials permitted by your instructor may be used during your exam. Please contact your course instructor if you are unclear on what you may use.

### Conduct During Exams

You are expected to arrive to your exams on time. If you are more than thirty minutes late, you will not be permitted to enter the examination area. Once you have entered the examination area, talking is not permitted. Please do not open your exam until you have been instructed to do so. If you are found to be talking or starting your exam early, you may be asked to leave the exam.

Students are not permitted to leave the exam within the first thirty minutes, or the last fifteen minutes. If you need to use the washroom, raise your hand, and you will be accompanied to the washroom by an invigilator.

If an invigilator suspects you of cheating or using unauthorized materials during an exam, the invigilator will take your exam booklet away, and a report will be made to your Faculty Academic Integrity Office regarding the situation. You will be issued a new booklet and permitted to continue writing the exam. Please remember that cheating is a serious academic offence and can have disciplinary implications.

If there is an emergency during an exam, such as a fire alarm, an announcement will be made giving you instructions on what to do. Please follow these instructions carefully.

## Exam Tips

- Personal coaching and workshops are available to help students with study skills.
- A student ID card is required to write an exam.
- Bring any necessary writing utensils (i.e. pencils, pens, eraser, sharpener) to your exam.
- Check the online exam schedule 24 hours before your exam to confirm your location.
- The examination room is open 30 minutes before the scheduled start time of an exam.
- Articles such as books, papers, etc. are not permitted in the exam room unless provision has been made by the examiner for reference books and materials to be allowed.
- All electronic computing, data storage and communication devices must be turned off, placed/sealed in the provided storage bag on the exam table. Calculators may be used at the discretion of the instructor.
- Personal items (i.e. backpacks, laptops, etc.) are not permitted in the examination room, as there is not a secure area for these items.
- Contact the Dean's/Director's office of your faculty/school/college for assistance if you are scheduled for more than two exams on the same day.

### Requests for an Alternate Final Examination Time

If you are ill (medical certificate required) or have extenuating circumstances (outside of your control) which require you to request an alternate time for a final examination, your request will be considered and granted only in exceptional circumstances. Elective arrangements (such as travel plans) are not considered acceptable grounds for granting an alternative examination time.

The decision whether to grant your request for an alternative examination time rests with the instructor of the course, as does the responsibility for making the alternative arrangements. This policy may also be applied at the discretion of the instructor to tests and examinations other than final examinations. The request must be made before the official examination period begins and requests will not be considered after the date of your exam.

The University on occasion may be required to make changes to the examination schedule. If Senate approves an exceptional examination arrangement, a special effort will be made to accommodate difficulties the changes may cause you.

### Religious Holidays and the Examination Schedule

The University acknowledges that, due to the pluralistic nature of the University community, some of you may, on religious grounds, require alternative times to write examinations and tests. If so, you should contact the [Student Accessibility Centre](#) (Halifax Campus) or [Student Success Centre](#) (Agricultural Campus).

### Policy in the Event that a Formal Examination Cannot be Completed at the Regularly Scheduled Time

If, in the unusual event that a formal exam must be postponed or abandoned at short notice, the following policies will apply:

1. If more than 50% of the time allocated for the examination has elapsed, students' work up to the premature end of the examination, but prorated for the actual time written, will lead to the mark to be obtained from the formal examination.
2. If less than 50% of the time allocated for any examination has elapsed, the examination will be rewritten as soon as possible, normally on a day when examinations are not scheduled. Students will be informed by the Registrar of the time and place of the rewrite on the Exams website.
3. In all cases in which a formal examination cannot be written at its scheduled time and special arrangements must be made, it is essential that faculty ensure that all students in the course are treated fairly and equitably and according to the evaluative criteria in the course description given to students at the beginning of the term. If an examination is terminated as under point #1, any student who feels disadvantaged by not having been able to write an examination for the length specified in the course description, may appeal through the appropriate departmental or school appeal mechanism for an examination of the specified length. Appeals will be in writing and in a timely fashion. If the appeal is granted, arrangements for such a makeup examination will be made between the student and the course professor.
4. If a formal examination cannot be written at its scheduled time, it is the responsibility of students to check the Exams Website for when the examination will be rewritten. Announcements will be made as soon as possible after the original time, normally within 24 hours, and rewrites will normally take place within the regular examination period.

### Policy on Submission of Student Papers

Any instructor may require student assignments to be submitted in both written and electronic (computer-readable) form, e.g. a text file or as an email attachment, as defined by the instructor. Use of third-party originality checking software does not preclude instructor use of alternate means to identify lapses in

originality and attribution. The results of such assessment may be used as evidence in any disciplinary action taken by the Senate.

If an instructor plans to use originality-checking software in a course, students will be informed in the course syllabus that their written work may be submitted to a text-matching software service, which is meant to assure students that everyone will be evaluated on the basis of their own work and to warn students that plagiarism is likely to be detected. The planned use of originality-checking software will also be included in the oral presentation of the course syllabus in the initial course meeting.

Students will also be informed in the course syllabus that they are free, without penalty of grade, to choose an alternative method of attesting to the authenticity of their work. Students must inform instructors no later than two weeks after the commencement of courses of their intent to choose an alternate method. Instructors will then provide students with at least two possible alternatives that are not unduly onerous and that are appropriate for the type of written work. Alternatives should be chosen from the following:

- a) Submitting copies of multiple drafts, demonstrating development of the work;
- b) Submitting an annotated bibliography;
- c) Submitting photocopies of sources; and
- d) Other alternatives devised by the instructor, provided that they are not unduly onerous.



# Convocation & Beyond

*Convocation is the culmination of your academic journey, and the Registrar's Office is here to support you every step of the way.*



# Applying to Graduate

When you are ready to graduate with your degree, diploma or certificate, don't forget to complete your **Intent to Graduate application** through **DalOnline!**

You must submit an Application to Graduate in order to be considered by Senate for awarding of your degree and to be included in the Convocation ceremonies.

**This is not an automatic process.**

The deadlines for applying to graduate are posted on the [important dates](#) section of the website. Applying before the deadline is free but if you apply after the deadline there is a **\$50** late fee.

Applying online is straightforward, and we've prepared a **video tutorial** with step-by-step instructions.

[Intent to Graduate Application](#)

[Video Tutorial](#)

## Name changes

Your degree parchment, certificate, or diploma will be printed in your full legal name as stored on your Banner, the student information system. Because your parchment is a legal document, we can't produce this using shortened or preferred names; the name must match government-issued ID.

If you need to change the name stored on Banner before you graduate, you should bring your DalCard, proof of name change, and government-issued ID to one of our service centres or the Henry Hicks building, our front counter staff will be able to process this for you.

Once your parchment, certificate or diploma has been printed, we wouldn't typically re-print this if your name changes. Therefore, it's important that any name changes are dealt with before you graduate.

In certain circumstances, for example where a name change request relates to a human rights issue such as gender affirmation or transition, we can re-print a parchment if you provide proof of legal name change. We can also consider other extenuating circumstances which would warrant a re-print. Requests can be sent confidentially to [convocation@dal.ca](mailto:convocation@dal.ca).

## Parchments

Your parchment is a scroll of paper embossed with the name, crest and seal of Dalhousie University and signed by the Dean of your Faculty, the Chair of Senate and the President. This legal document includes your name, the date, your degree and any defining characteristics (i.e. program, field of study) where applicable.

Although your degree is officially awarded on the date that Senate meets to award degrees, your parchment is released to you at your Convocation ceremony. Should you choose not to attend your

Convocation ceremony, we ask that you contact the [Convocation Team](#) to make arrangements to pick up or have your parchment mailed to your current address once all convocation ceremonies have concluded for the season.

## Graduating with Distinction

A cumulative GPA of at least 3.70 is required to graduate with distinction. All courses taken while at Dalhousie, including courses taken on letter of permission, repeated courses and courses for which non-passing grades were obtained, are taken into account to determine if you will graduate with distinction. If so, your transcript will have the notation "Distinction" on it.

## Graduating with Sexton Distinction

Students who are in the Faculties of Architecture and Planning, Computer Science, and Engineering who have a cumulative GPA of at least 3.85 will graduate with sexton distinction and their transcript will have the notation "Sexton Distinction" on it.

## Convocation Ceremonies

Dalhousie University holds two Convocation seasons each year (Spring and Fall) to award degrees and diplomas to its graduating students. The planning for these University events are the responsibility of the Registrar's Office.

The schedule of Convocation dates is posted online immediately following the current Convocation season. Visit the Convocation Website for information about ceremony dates, guest invitations, academic dress and other information.

### Convocation Vision

Convocation is a capstone celebration of a student's accomplishments, marks the transition from student to alumni, and instills a sense of pride in themselves as well as the university.

### Convocation Mission

To celebrate the academic accomplishments and achievements of graduates with their families and friends and, in doing so, provide them with a meaningful and memorable connection with Dalhousie.

### Convocation Guiding Principles and Values

The tone, organization, and overall presentation of Convocation are guided by the following principles in addition to operational feasibility:

- Significant and of value to graduates;
- Inclusive;
- Room and permission for Convocation to be personal;
- On par with, or exceeds, the experience at peer institutions;
- Celebratory; and
- Embraces Dalhousie's evolving traditions and values.

# Further Resources

Dalhousie Student Affairs helps support students' academic and career preparation, health and wellness, personal and social development, and with their enrolment and registrarial support needs. Use this resource directory to learn about the supports that are available to you.

## Academic Support

<p><b>GPA Calculator</b> <a href="http://dal.ca/gpa">dal.ca/gpa</a></p>	<p><b>Libraries</b> <a href="http://dal.ca/libraries">dal.ca/libraries</a></p>	<p><b>On Track Programs</b> <a href="http://dal.ca/ontrack">dal.ca/ontrack</a></p>
<p><b>Student Success</b></p> <p>Halifax: <a href="http://dal.ca/studentsuccess">dal.ca/studentsuccess</a> <a href="mailto:advising@dal.ca">advising@dal.ca</a> or <a href="mailto:first.year.advising@dal.ca">first.year.advising@dal.ca</a> 1 902 494-3077</p> <p>Truro: <a href="http://dal.ca/acstudentsuccess">dal.ca/acstudentsuccess</a> <a href="mailto:ssdalacc@dal.ca">ssdalacc@dal.ca</a> 1 902 893-6672</p>	<p><b>Study Skills &amp; Tutoring</b> <a href="http://dal.ca/sfs">dal.ca/sfs</a></p> <p>Halifax: <a href="mailto:sfs@dal.ca">sfs@dal.ca</a> 1 902 494-3077</p> <p>Truro: <a href="mailto:ssdalac@dal.ca">ssdalac@dal.ca</a> 1 902 893-6672</p>	<p><b>Writing Centre</b> <a href="http://dal.ca/writingcentre">dal.ca/writingcentre</a></p> <p>Halifax: <a href="mailto:writingcentre@dal.ca">writingcentre@dal.ca</a> 1 902 494-1963</p> <p>Truro: <a href="mailto:m.rovers@dal.ca">m.rovers@dal.ca</a> 1 902 893-6672</p>
<p><b>Accessibility</b> <a href="http://dal.ca/accessibility">dal.ca/accessibility</a></p> <p>Halifax: <a href="mailto:access@dal.ca">access@dal.ca</a> 1 902 494-2836</p> <p>Truro: <a href="mailto:ssc@dal.ca">ssc@dal.ca</a> 1 902 893-6672</p>	<p><b>Registrar's Office</b> <a href="http://dal.ca/registrar">dal.ca/registrar</a></p> <p>Halifax: <a href="mailto:studentonline@dal.ca">studentonline@dal.ca</a> 1 902 494-2450</p> <p>Truro: <a href="mailto:studentonline@dal.ca">studentonline@dal.ca</a> 1 902 893-6722</p>	

<p><b>Career Planning &amp; Preparation</b></p> <p><b>Career Information</b> Halifax: <a href="http://dal.ca/studentsuccess">dal.ca/studentsuccess</a> <a href="mailto:Career.services@dal.ca">Career.services@dal.ca</a> 1 902 494-3537</p> <p>Truro: <a href="http://dal.ca/acstudentsuccess">dal.ca/acstudentsuccess</a> <a href="mailto:careerac@dal.ca">careerac@dal.ca</a> 1 902 893-6672</p> <p><b>On Campus Employment</b> MyCareer: <a href="http://mycareer.dal.ca">mycareer.dal.ca</a></p>		<p><b>Housing</b></p> <p><b>Residence</b> <a href="http://dal.ca/residence">dal.ca/residence</a></p> <p>Halifax: <a href="mailto:residence@dal.ca">residence@dal.ca</a> 1 902 494-1054</p> <p>Truro: <a href="mailto:resdalac@dal.ca">resdalac@dal.ca</a> 1 902 893-7519</p> <p>Off-Campus Housing <a href="http://dal.ca/offcampushousing">dal.ca/offcampushousing</a></p>
<p><b>Community Connections</b> <a href="http://Dal.ca/campuscommunities">Dal.ca/campuscommunities</a></p>		
<p><b>Black Student Advising Centre</b> <a href="http://dal.ca/bsac">dal.ca/bsac</a></p> <p>Halifax: <a href="mailto:bsac2@dal.ca">bsac2@dal.ca</a> 1 902 494.6648</p> <p>Truro: <a href="mailto:ssdalac@dal.ca">ssdalac@dal.ca</a> 1 902 893-6672</p> <p><b>LGBTQ2SIA+ COLLABORATIVE</b> <a href="http://dal.ca/collaborativeplus">dal.ca/collaborativeplus</a></p>	<p><b>Indigenous Student Centre</b> <a href="http://dal.ca/indigenous">dal.ca/indigenous</a></p> <p>Halifax: <a href="mailto:indigenous@dal.ca">indigenous@dal.ca</a> 1 902 494-8863</p> <p>Truro: <a href="mailto:arthur.stevens@dal.ca">arthur.stevens@dal.ca</a> 1 902 896-4486</p> <p>Multifaith Services (Halifax) <a href="http://dal.ca/multifaith">dal.ca/multifaith</a> <a href="mailto:multifaith@dal.ca">multifaith@dal.ca</a> 1 902 494-2287</p>	<p><b>International Centre</b> <a href="http://dal.ca/internationalcentre">dal.ca/internationalcentre</a></p> <p>Halifax: <a href="mailto:international.centre@dal.ca">international.centre@dal.ca</a> 1 902 494-1566</p> <p>Truro: <a href="mailto:markmason@dal.ca">markmason@dal.ca</a> 1 902 893-6905</p> <p><b>South House Sexual &amp; Gender Resource Centre (Halifax)</b> <a href="http://southhousehalifax.ca">southhousehalifax.ca</a> <a href="mailto:outreach@southhousehalifax.ca">outreach@southhousehalifax.ca</a> 1 902 494-2432</p>

<b>Food and Retail</b>		
<b>Bookstore</b> <a href="http://dal.ca/bookstore">dal.ca/bookstore</a> <a href="mailto:bookstore@dal.ca">bookstore@dal.ca</a> Halifax: 1 902 494-2460  Truro: 1 902 893-6728	<b>Dalcard</b> <a href="http://dal.ca/dalcard">dal.ca/dalcard</a>  <b>DSU Food Bank (Halifax)</b> <a href="http://dsu.ca/foodbank">dsu.ca/foodbank</a> 1 902 494-1106  <b>DSU Market (Halifax)</b> <a href="http://dsumarket.ca">dsumarket.ca</a>	<b>Food Services</b> <a href="http://dal.ca/foodservices">dal.ca/foodservices</a> <a href="http://dal.campusdish.com/locations">dal.campusdish.com/locations</a>  <b>Loaded Ladle (Halifax)</b> <a href="http://loadedladle.com">loadedladle.com</a> 1 902 494-6662 <a href="mailto:info@loadedladle.com">info@loadedladle.com</a>
<b>Health and Wellness</b> <a href="http://Dal.ca/livewell">Dal.ca/livewell</a>		
<b>Health &amp; Wellness</b>  Halifax: <a href="http://dal.ca/livewell">dal.ca/livewell</a> <a href="mailto:livewell@dal.ca">livewell@dal.ca</a> 1 902 494-2171  Truro: <a href="http://dal.ca/achealth">dal.ca/achealth</a> <a href="mailto:ssdalac@dal.ca">ssdalac@dal.ca</a> 1 902 893-6369	<b>Fitness and Recreation</b>  Halifax: Dalplex Fitness Centre <a href="http://dal.ca/dalplex">dal.ca/dalplex</a> <a href="mailto:dalplexinfo@dal.ca">dalplexinfo@dal.ca</a> 1 902 494-3357  Sexton gym <a href="http://dal.ca/sextongym">dal.ca/sextongym</a> <a href="mailto:dalplexinfo@dal.ca">dalplexinfo@dal.ca</a> 1 902 494-6053  Truro: Langille Athletics Centre <a href="http://dal.ca/langille">dal.ca/langille</a> 1 902 893-6660	<b>Health Insurance Plan(s)</b> <a href="http://dsu.ca/healthplan">dsu.ca/healthplan</a>  Halifax: <a href="mailto:dsuhealth@dal.ca">dsuhealth@dal.ca</a> 1 902 494-2850  Truro: <a href="mailto:dsuhealthtruro@dal.ca">dsuhealthtruro@dal.ca</a> 1 902 893-4904
<b>Dal Thrive</b> <a href="http://dal.ca/thrive">dal.ca/thrive</a>	<b>PRO Social</b> <a href="http://theprosocialproject.ca">theprosocialproject.ca</a>	<b>Q-Life</b> <a href="http://Dal.ca/resilienceproject">Dal.ca/resilienceproject</a>
<b>Well Track</b> <a href="http://dal.ca/welltrack">dal.ca/welltrack</a>		<b>Stay Connected</b> <a href="http://dal.ca/stayconnected">dal.ca/stayconnected</a>

<b>Money Matters</b> <a href="http://Dal.ca/moneymatters">Dal.ca/moneymatters</a>		
<b>Registrar's Office</b> <a href="http://dal.ca/registrar">dal.ca/registrar</a>  Halifax: <a href="mailto:admissions@dal.ca">admissions@dal.ca</a> 1 902 494-2450  Truro: <a href="mailto:enrolment.services@dal.ca">enrolment.services@dal.ca</a> 1 902 893-6722		<b>Fee calculator</b> <a href="http://dal.ca/feecalculator">dal.ca/feecalculator</a>  <b>Student Accounts</b> <a href="http://dal.ca/moneymatters">dal.ca/moneymatters</a>
<b>Getting Involved on Campus</b> <a href="http://Dal.ca/getinvolved">Dal.ca/getinvolved</a>		
<b>Dalhousie's Co-Curricular Record (CCR)</b> <a href="http://dal.ca/ccr">dal.ca/ccr</a>  <b>Leadership Programs</b> Halifax: Dal Connects <a href="http://dal.ca/dalconnects">dal.ca/dalconnects</a>  Truro: SAIL Program <a href="http://dal.ca/sail">dal.ca/sail</a>  <b>Dal After Dark</b> <a href="http://dal.ca/afterdark">dal.ca/afterdark</a>	<b>Dalhousie Rams</b> <a href="http://dal.ca/rams">dal.ca/rams</a>  <b>Dalhousie Tigers</b> <a href="http://daltigers.ca">daltigers.ca</a>  <b>Intramurals</b> <a href="http://dal.ca/intramurals">dal.ca/intramurals</a>  <b>Sports clubs (Halifax)</b> <a href="http://dal.ca/sportsclubs">dal.ca/sportsclubs</a>	<b>Societies</b> Download the DSU App: <a href="http://dsu.ca/app">dsu.ca/app</a>  <b>Student Events</b> <a href="http://dal.ca/studentevents">dal.ca/studentevents</a>

## Safety and Respect

### Human Rights & Equity Services

[dal.ca/hres](http://dal.ca/hres)  
[hres@dal.ca](mailto:hres@dal.ca)  
1 902 494-6672

**Dal Safe App**  
[dal.ca/dalsafe](http://dal.ca/dalsafe)

**Dal Alert**  
[dal.ca/dalalert](http://dal.ca/dalalert)

### Security Services [dal.ca/security](http://dal.ca/security)

Halifax:  
[security@dal.ca](mailto:security@dal.ca)  
General: 1 902 494-6400  
Emergency: 1 902 494-4109

Truro:  
[security@dal.ca](mailto:security@dal.ca)  
General: 1 902 893-4190  
Emergency: 1 902 893-6369

### Getting Home Safely

Halifax:  
Tiger Patrol  
[dal.ca/tigerpatrol](http://dal.ca/tigerpatrol)  
1 902 499-1831 or  
1 902 718-9908

Truro:  
Safewalk Service  
[dal.ca/safewalk](http://dal.ca/safewalk)  
1 902 893-4190

## Solving Problems

### Student Conduct Office

[dal.ca/think](http://dal.ca/think)  
[Lyndsay.anderson@dal.ca](mailto:Lyndsay.anderson@dal.ca)  
1 902 494-4140

**Ombudsperson**  
[dal.ca/ombudsperson](http://dal.ca/ombudsperson)  
[ombuds@dal.ca](mailto:ombuds@dal.ca)  
1 902 494-2665

**DSU Student Advocacy Service (DSAS)**  
[dsu.ca](http://dsu.ca)  
[dsas@dal.ca](mailto:dsas@dal.ca)  
1 902 494-2205

### Equity and Accessibility Office

[dsu.ca/equity](http://dsu.ca/equity)  
[dsuequity@dal.ca](mailto:dsuequity@dal.ca)

Social Worker (Halifax)  
[Hazel.ling@dal.ca](mailto:Hazel.ling@dal.ca)  
1 902 494-6351