

Dalhousie University - School of Architecture Information for Incoming Undergraduate Students

General Information

Contact: Susanna Morash-Kent
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Phone: 902-494-3971
Email: arch.office@dal.ca
Hours: 7:30–3:30 Monday to Friday

Consider the office staff as the expert navigators of the Dalhousie network. If you can't find something, please ask and we will be happy to find it for you.

Registration

All courses for students in the Bachelor of Environmental Design Studies program are required; there are no electives to choose. When registration opens during the summer you can register for all five courses for the fall term (September–December) and for the winter term (January–April). Registration for the summer term (May–July) will be available later.

Student Loans

Please contact Enrolment Services Centre (Sexton Campus) when needing student loan documents signed. It is located inside the entrance to B Building; or you can e-mail fcouter@dal.ca or phone 902-494-2450.

Student Accounts

“The Student Accounts department has recently implemented an account detail and payment portal system provided by TouchNet. This new system offers a user-friendly and enhanced experience, incorporating additional features and options aimed at improving the overall student experience provided by the Student Accounts department. Students will now be able to:

- Access simplified account details and payment history.
- Access real-time payment information and payment application.
- Add authorised users to an account.
- Pay tuition and fees* through the TouchNet credit card services payment portal.

*TouchNet does charge a convenience fee for payment by credit card. Students are advised that this option is hosted and offered by TouchNet as a service. Dalhousie encourages students to use preferred payment methods.” (from Dal website, 2024)

Communication within the School: Emails, Websites, and Listserv

Please remember to regularly check your **email, school mailbox (in Resource Centre), bulletin board (halfway up the stairs to the studios), Architecture website and Brightspace**. The School uses only your Dalhousie email for official communication with you, so if you prefer another email provider, please forward your incoming Dal email to that address. If you are not getting any email from us, come and see Susanna to make sure we have the right information. You will also be placed on a listserv for outside information such as professional things, local events and competitions. You can control how much you receive from the listserv by setting it up to receive it once a day. You can also be choosy about the categories. For details, go to: <https://tinyurl.com/dal-arch-communicating>.

Messages

Hilary and I are the conduits for all messages that go to the general Architecture community. We are happy to send out via email accommodation listings, items for sale, DASA notices and other meeting news, wonderful news about students, announcements about winners of competitions, and important staff/faculty news that you need. We do, however, reserve the right to filter messages that might not be respectful to others. Please note that if you send us something at 5 pm, it may not go out until the next day, as we work until 3–3:30 each day.

Academic Dates

To check the beginning and end dates of terms, for booking travel, holidays, etc., please see <https://tinyurl.com/dal-arch-dates>.

Fees and Expenses

Your fees will be indicated when you login to Dal Online and access your student account.

Health Insurance

All students must have health insurance while in university. Full-time Canadian students are covered automatically under the Dalhousie Student Union's Health and Dental Plan. Check your fee statement to see if it includes the health plan. If you are

already covered by a different health plan, you may apply to opt out of the DSU plan and receive a credit. The deadline to apply to opt in or opt out is September 17, 2024. For details, go to: <https://tinyurl.com/dsu-health-dental>.

Full-time international students are covered automatically under the International Student Health Plan but can opt out and receive a credit (approx. \$740) by showing proof of adequate coverage by a different health plan. The deadline to apply to opt in or opt out is September 17, 2024. For details, go to <https://tinyurl.com/dsu-international-health>.

Please note that students on a co-op work term (in B4 and M3–M4) are not automatically covered for health insurance. You must opt in by the deadline for that term.

Health

If you are unable to attend classes for up to three days, you can submit a “Student Declaration of Absence” form two times per course to qualify for a due date extension. For more than three days, you would need to submit a doctor’s note to the School office. There are forms in the office, or you can download it from the website at: <https://tinyurl.com/dal-sda-form>.

For Dalhousie's Student Health and Wellness, go to <https://tinyurl.com/dal-health>. There is also a Family Focus clinic (walk-ins accepted, I believe) at 5991 Spring Garden Road at Robie Street [902.420.6060](tel:902.420.6060). Hours may vary due to staff availability.

Academic Accommodation

The university acknowledges that some individuals have recognized barriers to learning. If this applies to you, you must set up an accommodation plan with the Student Accessibility Centre at the beginning of each term. Go to: <https://tinyurl.com/dalhousie-accommodation>. We will do our best to work with you on accommodations.

New Online Confirmation of Enrolment

Students can now print their own Confirmation of Enrolment through Dal Online. This can be done for any term for which you are or have been registered. Go to Dal Online > Web for Students > Student Records > Confirmation of Enrolment.

This letter can be used for financial institutions (i.e., lines of credit, RESPs), health insurance plans, employers, etc. It will not be accepted for Government Student Loan purposes, study/work permits, or entry visas.

For student loans, students will still need the required Schedule 2, signed at one of the following locations:

- Registrar's Office - Level 1, Henry Hicks Building, Studley Campus
- Student Accounts - Level 0, Henry Hicks Building, Studley Campus
- Enrolment Services Centre - Building B, Sexton Campus

For study/work permits and entry visas, students should contact the Registrar's Office or Enrolment Services Centre for a personalized letter with the university seal.

For a more detailed confirmation letter, or if the online confirmation is inaccurate, please go to the Registrar's Office or Enrolment Services Centre. Phone 902-494-2450, e-mail studentonline@dal.ca, or stop by their office. We can also create a very detailed letter, so don't hesitate to ask.

Scholarships and Bursaries

Incoming students with a grade-point average of 3.7 or higher may apply for several entry scholarships. The School of Architecture sends an application form to all eligible students in April.

Students who have been studying at Dalhousie University will be considered automatically for an in-course scholarship after being accepted to the BEDS program. Students from other universities may be eligible for an in-course scholarship after a year in the BEDS program.

A list of scholarships and bursaries available from the School of Architecture can be found at: <https://tinyurl.com/dal-arch-scholarships>.

Students who encounter financial hardship after starting the program may apply for a bursary. For details and deadlines go to: https://www.dal.ca/admissions/money_matters/awards-financial-aid/bursaries.html.

For a complete list of all scholarships and bursaries offered by the university, go to: https://www.dal.ca/admissions/money_matters.html.