

Dalhousie University - School of Architecture Information for Incoming Undergraduate Students

General Information

Contact: Susanna Morash-Kent
(Undergraduate Secretary, School of Architecture)
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 would be happy to find it for you, plus we give hugs when needed. Hugs tell people they matter and you matter to us.

Registration

All courses for architecture 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 6 courses in winter term (January - April). Registration for the summer term (May - July) will be available later.

Student Loans

Please contact the registrar's office at the emails below. Alternatively you may need to visit the office on the main campus Room 130 and Room 29 Henry Hicks Building.

- **Phone:** 902.494.2450 (press 3, then press 2)
- **Live Chat:** [Registrar's Office](#)
Both available Saturday, May 30th, from 12:00 – 4:00 PM Atlantic Time.
- [Registration Resources including Recorded Registration Webinar for New Students](#)"

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.

- **How to access:** Login to [Dal Online](#), and select **Web for Students > Student Records > Student Account Balances -Tuition & Fees**. [\[1\]](#)
- **Credit Card Fees:** TouchNet's PayPath service charges a non-refundable convenience fee for credit card transactions (typically 3.00% for domestic cards and 4.25% for international cards). [\[1, 2\]](#)
- **Alternative Payments:** If you want to avoid the credit card convenience fee, you can use domestic online banking, CIBC International Student Pay, or Convera. [\[1\]](#)

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 so as to receive it once in a day. You can also be choosy about the categories. For details, go to:
<https://www.dal.ca/faculty/architecture-planning/school-of-architecture/current-students/school-works/communicating.html>

When you graduate please stay on the listserv if you can, because we post events, celebrations of alumni and competitions.

Messages-Hilary and I are the conduits for all messages that go to the general Architecture community. I am happy to send out via email any accommodation listings, items for sale, DASA notices and other meeting news, wonderful news about students (can be marriages, births of babies, etc), announcements about winners of competitions, and important staff/faculty news that

you need. I 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.

New Note: The university is now restricting how many emails I can send in a day, so please if something needs to be shared and it is important, plan ahead so I can space out the messages.

Packages

We recognize that you are more often at school than at home, so we don't mind receiving packages on your behalf. We will let you know when they arrive. Just send them to the following address:

To "your name"
School of Architecture-reception
5410 Spring Garden Road
Halifax, NS, B3H 4R2

We ask only that if something is large, you let us know beforehand and that you pick it up as soon as possible.

Academic Dates

To check the beginning and end dates of terms, for booking travel, holidays, etc., please see the following web page:
<https://www.dal.ca/faculty/architecture-planning/school-of-architecture/current-students/school-works/dates.html>

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 22 fall term. For details, go to:

<https://www.dsu.ca/health-plan>

Full-time international students are covered automatically under the International Student Health Plan but can also 'opt out' and receive a credit by showing proof of adequate coverage by a different health plan. For details, go to
<https://www.dsu.ca/health-plan>

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 in the fall if you are full time for the year. This applies to BEDS second year when you are on work term in fall. This applies to Masters students who must 'opt in' in the fall for all the terms of that year including their workterms.

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: [SDR Form](#)

For Dalhousie's health clinic, go to https://www.dal.ca/campus_life/health-and-wellness.html. There is also a Family Focus clinic 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://www.dal.ca/campus_life/academic-support/accessibility/accommodations-/requesting-accommodation.html. We will do our best to work with you on all accommodations.

New Online Confirmation of Enrolment

Students can now print their own Confirmation of Enrolment through Dal Online at a small cost. 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 a more detailed confirmation letter, or if the online confirmation is inaccurate, please go to the Registrar's Office or the Student Service Centre.

<https://www.dal.ca/study/plan-your-degree/exams-grades-transcripts/letters-and-confirmations.html>

Phone 902-494-2450, e-mail studentonline@dal.ca, or stop by their office. The Architecture office can also create a very detailed letter so don't hesitate to ask.

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
- Student Service Centre - Building B, Sexton Campus

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

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://www.dal.ca/faculty/architecture-planning/school-of-architecture/current-students/school-works/scholarships.html>

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.

DASA-Dalhousie Architecture Student Association-get involved

Email DASApresidents@gmail.com

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