

Information for Incoming Undergraduate Students (2020)

General Information

Contact: Susanna Morash-Kent

(Undergraduate Secretary, School of Architecture)

Hours: 7:30 am–3:30 pm, Monday to Friday

Email: arch.office@dal.ca

Phone during the fall term: Please send me an email with your phone number and a time for calling. I will call you.

Phone after the campus re-opens: 902-494-3971

Registration

All classes 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 block-register for all five courses in the fall term (September - December) by selecting the "BEDS - B1 term" option. For the winter term (January - April) select the "BEDS - B2 term" option. Registration for the summer term (May - July) will be available later.

FYI: After the campus re-opens, please visit the Student Service Centre (Sexton Campus) when you need a student loan document signed.

Communication with the School

Fall

During the fall, email will be the best way for us to contact each other. Please use your Dalhousie email account. The university uses only your Dal email for official communication. If you prefer another email, you may want to forward your Dal email to that one. If you are not getting any email from me, contact me 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.

Once back on campus

Please remember to regularly check your email, School mailbox (in the Resource Centre), bulletin board (halfway up the stairs to the studios) and the Architecture website.

Special note

Email addresses are private and cannot be shared by the School. If you wish me to forward email (e.g., selling something, renting, asking a general question, general student meeting or info), I am happy to do so, as long as the email is positive.

Academic Dates

To check for beginning and end dates of terms for booking travel, holidays, etc, please see the following link:

<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 the Dalhousie website and access your Banner account. Check the link for details: <https://www.dal.ca/faculty/architecture-planning/school-of-architecture/programs/fees-expenses.html>

Health Insurance

All students must have health insurance while in university. Full-time Canadian students are covered automatically under the Dalhousie Student Union 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 18. For details, go to

https://www.dal.ca/campus_life/health-and-wellness/health-plans-and-coverage.html

Full-time international students are covered automatically under the International Student Health Plan but can opt out and receive a credit (approx. \$728) by showing proof of adequate coverage by a different health plan. The deadline to apply to opt in or opt out is September 18. For details, go to

<https://www.internationalhealth.ca/Default.aspx>

Please note that co-op students are not automatically covered for health insurance. You must opt in to those term(s) by the deadline dates.

Health

If you are sick for up to three days, you can use a “Student Declaration of Absence” form two times per course; submit it to your instructor. For more than three days, we would need a doctor’s note; please submit that to the office. With an SDA or a doctor's note, you may be eligible for a deadline extension, if applicable. There are SDA forms in the office, or you can download it from the website at: <https://tinyurl.com/dal-sda-form>

Dalhousie provides health and wellness appointments, both online and in person. Go to:
https://www.dal.ca/campus_life/health-and-wellness.html

There is also the Family Focus clinic at 5991 Spring Garden Road (902-420-6060). Call to check on the hours due to the current Covid-19 pandemic.

Academic Accommodation

The university recognizes that some students have barriers to learning. If this applies to you, you must arrange an accommodation plan through the Student Accessibility Centre at the beginning of each term:

https://www.dal.ca/campus_life/academic-support/accessibility/accommodations-/requesting-accommodation.html.
We will do our best to work with you on accommodations.

Online Confirmation of Enrolment

In Dal Online, you can print your own Confirmation of Enrolment letter for any term in which you have been registered, including the current term. Go to Dal Online > Web for Students > Student Records > Confirmation of Enrolment. This letter can be used for financial institutions (e.g., lines of credit, RESPs), health insurance plans, employers, etc. It will not be accepted for Government Student Loan purposes or for study/work permits and entry visas. For student loans, students will 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
- Sexton Service Centre - Building B, Sexton Campus

For study/work permits and entry visas, students should contact the Registrar's Office or Student Service 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 (902-494-2450) or the Student Service Centre on Sexton Campus (902-494-3388), email studentonline@dal.ca, or come see us in the office (after we're back on campus). Feel free to contact them at the phone number or e-mail address above if you have any questions.

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 are currently 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 in the BEDS program 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 an undergraduate bursary. For details and deadlines go to https://www.dal.ca/admissions/money_matters/awards-financial-aid/bursaries.html

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