

General Information

Hours of Operation

Bookstore

Labour Day to May

Monday to Thursday 9:00 A.M. - 9:00 P.M.

Friday 9:00 A.M. - 4:30 P.M.

There will be no refunds or exchanges without the Bookstore cash register receipt. Refer to the Bookstore refund/exchange policy, located in the store, for further details.

Business Office

Monday to Friday 9:00 A.M. - 4:00 P.M.

Evening Service

Monday and Thursday 5:00 P.M. - 7:00 P.M.

Library

Fall/Winter Terms

Monday to Thursday 8:00 A.M. - 11:00 P.M.

Friday 8:00 A.M. - 9:00 P.M.

Saturday and Sunday 10:00 A.M. - 9:00 P.M.

Spring/Summer Intersessions

Monday to Friday 8:30 A.M. - 5:00 P.M.

Saturday and Sunday Closed

Summer Term

Monday to Thursday 8:30 A.M. - 10:30 P.M.

Friday 8:30 A.M. - 5:00 P.M.

Saturday and Sunday 12:00NOON - 5:00 P.M.

Library closes for all statutory and civic holidays except Good Friday and Easter Monday.

Weekend hours are extended before the examination period.

These hours are subject to change.

For current Library hours, call 788-5621 (recording).

Alumni Association

Room 510, Administration Building

Telephone: 788-3636

Fax: 788-3587

The Carleton University Alumni Association represents the 55,000-plus graduates of Carleton University. Membership is automatically extended to all graduates, and is available, upon request, to students who have completed five full credits but are no longer registered at Carleton.

The objectives of the Association are to advance the excellence and prestige of Carleton University as a distinguished institution of higher learning in Canada, and to encourage a

spirit of loyalty, friendship, service and benevolence among the members.

The Alumni Association serves the University by promoting its well-being through contact with the graduates, the government, the public, the faculty, students and potential students. It is governed by the National Alumni Council.

All graduates with known addresses receive *Carleton University Magazine*. The Department of Development and Alumni Services maintains alumni records to assure a meaningful and continuing dialogue between alumni and the University.

Funds from alumni help to support the library, student aid and other specific projects.

The Alumni Association sponsors reunions and an alumni award program, and assists groups who wish to organize functions for alumni. The Association is a young organization and welcomes suggestions for programs and activities that would be of benefit to the University community.

Members of the Alumni Council for 1992-93:

D.B. Climo, B.A.1951, B.Com.1952 (President)

G.M. Larose, B.A.(Hons.)1969, M.A.1970 (Vice-President)

P.C. Pivko, B.Arch.1978 (Past-President)

Grant Blakely, B.A.1984

Alan Bolster, B.Sc.(Hons.)1975

George Brown, B.A.(Hons.)1983

Gerard Buss, B.A.1973

J.P. Cooper, B.A.1969

S.M. Crossan, M.A.1992

J.R. Dawley, B.A.1985

L.A. Didow, Ph.D.1972

C.P. Egan, B.A.1985, B.Com.1987

M.M. Epstein, B.A.1970

P.W. Festeryga, B.A.1982

N.S. Gilkinson, B.A.1978

J.M. Kennedy, B.A.1987, M.A.1991

Donald Lobb, B.Eng.1987

Michael Makin, B.J.1986

P.M. Rourke, M.A.1989

Sharon Smith, B.J.1985, M.A.1990

A.M. Smith, B.A.1984

D.G. Thomson, B.C.S.1986

C.G. Watt, B.A.1957

J.M. Yolland, B.Com.1985

**Athletics
and**

Recreation

Telephone: 788-4480

Fax: 788-4466

The athletics and physical recreation program at Carleton, which plays an important role in maintaining and enhancing University spirit, is determined by the policies established by the Athletics Board, a committee consisting of students, faculty members and administrators. The Board advises the University on matters of athletics and recreation policy through the Office of the President.

At the interuniversity level, Carleton is a member of both the Ontario Universities Athletic Association (for men) and the Ontario Women's Intercollegiate Athletic Association. The Varsity men's Ravens teams are basketball, football, cross-country skiing, waterpolo, rugby, swimming, fencing and soccer. The women's Varsity Ravens teams participate in basketball, volleyball, cross-country skiing, waterpolo, field hockey, swimming, fencing, rowing and soccer. Full-time graduate students are eligible for inter-University athletics, subject to league regulations.

The intramural program includes touch football, cross-country running, basketball, broomball, tennis, softball, badminton, swimming, squash, team handball and hockey. Some of these sports are co-educational.

Carleton's athletics facilities include football and soccer fields, five tennis courts, a broomball rink, a fifty-meter swimming pool, fitness centre, squash courts, Nautilus and heavy-weight training rooms, combatives room, multi-purpose room, gymnasium, sports medicine and sports therapy clinics. These facilities are available for use by Carleton students for organized and recreational sports activities.

Carleton International

D.R.F. Taylor, Director

Dunton Tower 1506

Telephone: 788-2519

Fax: 788-2521

Carleton International is best described as the foreign office for the University and a clearing house for information on Carleton's international activities. Carleton has many formal academic linkages with other countries. These are administered on behalf of the University by Carleton International and many allow graduate students to spend a term or a year abroad in study relating to their research. Information and applications to participate in an exchange as well as information on scholarships and study/work opportunities abroad are available through Carleton International. Application is usually made in October / November.

Carleton International is also responsible for liaison with the international and diplomatic community and for the reception of foreign visitors and delegations to the University.

Chaplaincy

For the past twenty years there has existed at Carleton a chaplaincy service, part of whose function has been to share experiences, insights, friendships, and faith. It has also been involved in study and discussion groups, community projects, development education, marriage preparation, and religious services. The chaplaincy service also has connections with many organizations and resources on campus, as well as with churches and religious groups in the Ottawa area.

The two principal chaplains are the Reverend Neil Hunter (Protestant-Ecumenical), who is located in T28 and T30 Tory tunnel, and can be reached at 788-4449, and Father Michael Peterkin (Roman Catholic), who can be reached at 237-5616 or 788-2896 in room 127G Unicentre. People are encouraged to visit at any time. Appointments are not necessary, but at times they are advisable and can be arranged by the support staff in the chaplaincy offices.

There is a quiet room next to the chaplaincy offices in the Tory tunnel which is used for individual meditation, religious services, and study-group activity. It is open all day, five days a week. In addition, Father Peterkin exercises a ministry at Newman House, 1061 Bronson Place, that is open to all as a house of hospitality and welcome, but that can also accommodate smaller groups who wish to meet there.

Computing and Communications Services

Administration Building 401

Telephone: 788-3700

Fax: 788-4448

Computing and Communications Services operates several SUN Unix systems and Novell PC networks that are available to graduate students. In addition, many departments have their own facilities for students.

Unix software available includes: SPSS, SAS, S+, Mathematica, NAG, Matlab and PV-Wave. The PC systems offer wordprocessing and access to the Unix systems.

Additional information is available in the department's *Directory of Services* publication or online via the Info information service.

Counselling and Student Life Services

University Centre 501

Telephone: 788-6600

Fax: 788-3995

Counselling and Student Life Services is an educational resource centre available to all members of the University community. A qualified team of professionals offers a wide range of services and programs listed below.

All contacts are voluntary and strictly confidential. Information is only released upon the request and consent of the client involved.

Other types of assistance include appropriate on- and off-campus referrals when required, and consultation regarding the problems of another person.

The centre is located in room 501 of the Unicentre, with office hours from 9:00 A.M. to noon and 1:00 P.M. to 5:00 P.M. Further information about services and programs may be obtained from the centre in person, or by telephone at 788-6600.

- *Counselling Services*

Personal counselling can help individuals deal more effectively with emotional and social concerns. Individual and group approaches are used in providing counselling.

- *Career Counselling*

Educational and career counselling involves learning to plan wisely, handle difficulties and make decisions with regard to academic and vocational concerns. Relevant information generated by group discussion and testing is used in helping the client to determine goals and make choices.

- *Information Services*

A resource centre is maintained for use in educational and vocational planning. It includes materials on occupations, university and community college calendars, directories, and other types of career literature. Information regarding other sources of assistance at Carleton University and in the greater Ottawa community is also available.

- *Learning Assistance Program*

Various programs and activities are designed to create learning experiences which further the development of effective reading and study skills. Testing, instruction, and practice are provided to correct difficulties, and to improve the ability to learn and study. Individual and group approaches are utilized.

- *Campus Life Program*

The program provides direct and indirect service to students at the University. Its main goal is to assist new students in a variety of areas (e.g. academic, social and emotional) thereby easing the transition to life at Carle-

ton University. In addition to initial activities, services and programs are offered throughout the year.

Various study skills workshops are offered during the academic year. It is important to realize that different styles of learning are required for high school and University. Get a head start on developing these skills further by registering for the study skills courses that would best fit your needs.

- *International Student Advisory*

The international student adviser is available to discuss particular concerns international students may have. A ten day orientation program is held every August for incoming international students. Information concerning University education, financial assistance, health coverage, immigration regulations and the general adjustment to a new living situation is available. We are here to help. Feel free to drop in at any time.

- *Group Programs*

These afford opportunities to be involved in a variety of experiences in which learning is best facilitated through group participation. They are offered periodically throughout the year. The nature and content of programs are publicized, along with dates and registration details.

- *Persons with Disabilities*

A variety of services and programs for persons with disabilities are offered by the Paul Menton Centre for Persons with Disabilities (see page 39).

Day Care Centre

The Colonel By Child Care Centre at Carleton operates in two locations on campus, Renfrew House residence and the Loeb Building. The centre is open all year except for statutory holidays, and the hours are from 8:00 A.M. to 5:45 P.M., five days a week.

Currently, the ages of children in the centre are six months to five years.

Inquiries should be addressed to Sandra Thompson at 788-7483 (for children six months to two and one-half years) and Margot Henderson at 788-2715 (for children two and one-half years to five years).

There is currently an extensive waiting list in both programs. The average length of time before admittance is two to three years. Please register well in advance.

Fees

Fees at
Carle-
ton Uni-
versity

33 General Information

are calculated on a composite basis to include tuition, the Students' Association and the Graduate Students' Association, Athletics, University Centre, and Health Services fees.

The University reserves the right to change all fees, charges, and refund policies without notice. The fee schedule published below was in effect for the academic year 1992-93 and is subject to change.

Note: Effective September 1994 (Fall term) the University will no longer be offering a partial fee waiver for full-time master's students registering in their third term or Ph.D. students registering in their third and sixth term.

Canadian Citizens and Landed Immigrants

• Full-Time

Master's Program and Diploma in Public Administration

*(first year of full-time study)

Tuition	\$950.00
Student Sickness/Accident Insurance†	50.65
Students' Association	45.00
Athletics	63.53
Health	16.78
University Centre	25.00
Total composite fee (per term)**	\$1150.96

(second or subsequent year of full-time study)

Tuition	\$475.00
Student Sickness/Accident Insurance†	50.65
Students' Association	13.50
Athletics	19.04
Health	5.04
University Centre	7.50
Total composite fee (per term)**	\$570.73

Doctoral Program

(first and second year of full-time study; third year of full-time study for students in a fifteen course Ph.D. program)

* First and second year of full-time study for students in Public Administration, Social Work, and Journalism.

† The student accident/sickness insurance coverage is based on a one-year period from September 1 to August 31. The insurance fee

is payable once a year, at registration in September or January. Students registering solely for the summer term will not pay the

insurance fee and will not receive coverage; however, those summer students previously registered in the fall or winter term will

continue to receive coverage over the summer. For information on obtaining family coverage, for part-time students and refunds for those already covered elsewhere, please go to the C.U.S.A. office

(room 401, University Centre) before October 1 (or February 1 for January registrations).

** This amount includes the compulsory insurance fee of \$50.65. For students registering in May for their first term, there is no

insurance coverage; therefore, the total composite fee for that term is the amount shown less \$50.65

University Centre
\$25.00

Total composite fee (per term)** \$1150.96

(third or subsequent year of full-time study)

Tuition	\$475.00
Student Sickness/Accident Insurance†	50.65
Students' Association	13.50
Athletics	19.04
Health	5.04
University Centre	7.50
Total composite fee (per term)**	\$570.73

Qualifying Year

Arts, Journalism, and Science

Total composite fee (per academic year)** \$2244.72

Engineering

Total composite fee (per academic year)** \$2406.27

• Part-Time (one-half credit)

Tuition	\$320.00
Students' Association	13.50
Athletics	19.04
Health	5.04
University Centre	7.50
Total composite fee (per term)	\$365.08

• Part-Time (two-half credits)

Tuition	\$475.00
Students' Association	13.50
Athletics	19.04
Health	5.04
University Centre	7.50
Total composite fee (per term)	\$520.08

International Students (New Registrants)

• Full-Time

Master's Program and Diploma in Public Administration

*(first year of full-time study)

Total composite fee (per term)** \$4565.96

(second or subsequent year of full-time study)

Total composite fee (per term)** \$2278.23

Doctoral Program

(first and second year of full-time study; third year of full-time study for students in a fifteen-course Ph.D. program)

Total composite fee (per term)** \$4565.96

(third or subsequent year of full-time study)

Total composite fee (per term)** \$2278.23

Qualifying Year

**Art
s,
Jou**

Journalism and Science

Total composite fee (per academic year)** \$7490.27

Engineering

Total composite fee (per academic year)** \$11,989.77

- **Part-Time** (one-half credit)

Total composite fee (per term) \$1515.08

- **Part-Time** (two-half credits)

Total composite fee (per term) \$2227.58

Exemptions for International Students

Subject to the approval of the Dean of the Faculty of Graduate Studies and Research, the following categories of international graduate students are exempt from the international students' fee indicated above, and will instead be assessed the regular tuition fee:

1. Legal Dependents of Canadian citizens or Permanent Residents where the dependent status has been fully documented and has been established a minimum of three years prior to the student's application for exemption.
2. Persons who have been recognized as a Convention Refugee within the meaning of the Immigration Act or persons and their dependents who have applied for Convention Refugee Status prior to January 1, 1989.
3. Persons or dependents of persons admitted to and remaining in Canada under diplomatic visas or under the Visiting Forces Act.
4. Persons or dependents of persons, admitted to and remaining in Canada under clause 10(c) of the Immigration Act for the purpose of engaging in employment (other than graduate teaching and research assistants).
5. Persons or dependents of persons admitted to Canada under clause 10(a) or 10(b) of the Immigration Act who are sponsored and financially assisted by agencies such as the Canadian International Development Agency, the International Development Research Centre, The World Bank, The Inter-American Development Bank, the Asian Development Bank, the Caribbean Development Bank and the African Development Bank, and by various aid programs of the United Nations and its agencies.
6. Persons participating in a cultural exchange agreement between the Government of Canada and the government of another country or in a formal exchange agreement between Carleton University and a post-secondary institution in another country.
7. Persons who hold an Ontario Graduate Scholarship, or holders of an Ontario Graduate Scholarship who subsequently lose their scholarships, but who maintain the minimum acceptable grade level for Ontario Graduate Scholarship eligibility (B+) until

completion of the program for which they had originally been granted the scholarship.

8. Recipients of the Graduate Student Award in Canadian Studies, awarded by the Department of External Affairs.

9. Holders of Canadian Medical Research Fellowships.

10. Holders of the Ontario Attorney General's Graduate Fellowship in Law.

Graduate students who believe they qualify for exemption under one of the foregoing categories must submit documentation to support their claim to the Faculty of Graduate Studies and Research, Room 1516 Dunton Tower. Until a request for exemption has been requested and approved students will be assessed the international student fees.

Method of Fee Payment

Full-time and part-time fees are payable in full, by term. Winter-term courses registered for in September are payable on or before January 15.

Scholarships, bursaries, and loans administered by the University will be applied first to fees, provided that this is not contrary to the terms of the award.

Personal cheques will be accepted for the payment of accounts, but the University reserves the right to cancel this policy if it is abused. A service charge of \$12 will be assessed for each cheque returned to the University as non-negotiable for any reason. Students are requested to provide their own cheques when making payments.

A statement of tuition fees paid will be available for income tax purposes by the end of February and mailed to all students who have paid accounts in full. Students will be charged \$4.50 *in advance* for each duplicate tax certificate requested.

Delinquent Accounts

Registration will not be complete until a satisfactory arrangement has been made for the payment of fees, and it may be cancelled should the student fail to meet these arrangements.

If a student owes the University *any* money at the end of an academic session, his/her account becomes delinquent.

Students with delinquent accounts will not have access to examination results, or official transcripts, *and will not be permitted to register again* until all monies have been paid in full by cash or certified cheque.

Withdrawal and Fee Credit

Students who are withdrawing from a course or courses, or entirely from the University, may do so via the Touchtone Voice Response Registration system, or by notifying the office of the Dean of Graduate Studies and Research, either in person or

by letter. The official date of withdrawal is the date on which the notification is received. Partial credit of fees for students withdrawing will also be calculated as of that date. No partial credit of fees is available unless all required procedures have been completed by the student on or before the appropriate designated last date for withdrawal.

A withdrawal credit of the composite fee less a registration charge of \$40 may be made for withdrawals before the last day for late registration. After the last day for late registration, the tuition portion of the composite fee, less the registration charge, is amortized over the period from the first day of classes to the last day for withdrawal with partial refund credit. Students who registered for the fall and winter terms during the fall registration period and who complete all winter term withdrawal requirements by the last date for the fall-term examinations will receive a credit of the full composite winter term fee.

A detailed schedule of withdrawal credits is available at the office of the Faculty of Graduate Studies and Research.

Miscellaneous fees are not refundable after the last day for late registration. Late registration fees are also not refundable.

The accident/sickness insurance fee is refundable only through the office of the Carleton University Students' Association by October 1 (February 1 for January registrants).

The appropriate withdrawal credit will be applied to the student's account and any amounts due at that time will be offset before a refund is prepared.

Following are the last dates for withdrawal with partial credit of fees; application for withdrawal and credit may not be considered if received after these dates:

1993 Spring/Summer Term – July 23

1993 Fall Term – November 15

1994 Winter Term – March 11

Tuition Fees: Senior Citizens

All persons 60 years of age and over as of the last day for late registration may register in degree-credit courses and have their tuition fees waived. The charge to these students is a \$5 per session registration fee and accident/sickness insurance charge (applicable to full-time studies).

Other Charges

Late Registration Charge

The late registration charge is assessed according to the date registration is completed and is non-refundable.

Full-time Students \$77.50

Part-time Students \$15.50

Appeals

To cover administrative costs, the charge for each appeal is \$25, which is refundable if the appeal is successful.

Application

To cover administrative costs, a non-refundable charge of \$25 (Can. or U.S. funds) is required with each application.

Student Identification Cards

A charge of \$7 will be assessed for the replacement of student identification cards. Returning students will be requested to pay this amount at registration in the event that the student's card is not available for validation. The identification card remains the property of Carleton University and it may be cancelled or withheld at the discretion of the University.

Transcripts

Each student is eligible to receive one free transcript at graduation. All other transcript requests will be processed after payment is made (in advance) to the Business Office, at the rate of \$5 per transcript. Mailing address: Transcript Clerk, Room 315, Administration Building, Carleton University, 1125 Colonel By Drive, Ottawa, K1S 5B6.

An extra charge per transcript will be added to offset the cost of faxing transcripts at the request of students as follows: Ontario \$3, rest of Canada \$5, outside Canada \$8.

Reinstatement

Students who fail to observe continuous registration requirements must apply for reinstatement if they wish to continue their studies. If reinstated, students must pay a reinstatement charge which consists of \$25 plus the equivalent of two half-credit course tuition fees for each term in which they failed to register.

Replacement of Graduation Diploma

A charge of \$29, payable in advance, will be assessed for the issuing of replacement diplomas. Replacement diplomas may be requested by writing to the following mailing address: Records/Operations, Room 405, Administration Building, Carleton University, 1125 Colonel By Drive, Ottawa, K1S 5B6.

Gowns and Hoods

At each convocation, the University makes available to graduating students the appropriate academic regalia. The regalia will be available at a time and location to be announced in advance.

Graduate Students' Association

University Centre 511A

Telephone: 788-6616

The Graduate Students' Association (GSA) is a fully autonomous group which represents all full- and part-time graduate students at Carleton. The GSA is comprised of a council of departmental representatives and an executive elected annually. The GSA represents graduate students in many different forums, including University committees. The GSA is represented at provincial and federal levels through the Ontario Graduate Association (OGS) and the National Graduate Council (NGC).

The GSA provides specific services oriented to graduate students, as well as access to the services provided by CUSA. One of the GSA's primary goals is to promote interaction between graduate students and different departments through the organization of numerous social and academic events. The development of links with the wider University community, especially other on-campus associations, is a priority of the Association.

To obtain more information about the GSA call 788-6616, or drop by room 511A in the Unicentre.

The GSA also operates Mike's Place, a small pub, which is located on the second floor of the Unicentre, telephone 788-6681.

Health Services

University Centre 600

Telephone: 788-6676

Fax: 788-4059

An on-site health service is provided to protect and improve the physical and mental health of the students, staff and faculty. The clinic's responsibility is to provide consultation, treatment, and advice on matters of health, and to ascertain the fitness of students to perform academic work. The clinic is staffed by physicians, psychiatrists, social workers, nurses, a health educator. When the necessary service cannot be provided, appropriate referrals are made. Confidentiality is respected at all time.

Students who become seriously ill when the clinic is closed should go to the nearest hospital emergency. For problems of a less serious nature a doctor is on-call after hours and can be reached by telephoning the clinic.

Health Services is located on the sixth floor of the Unicentre. Office hours are Monday to Friday, 9:00 A.M. to 5:00 P.M. Evening appointments are available during the academic year. Please call 788-6674 for an appointment.

The health educator provides on-going educational programs and trains student "peers" to facilitate workshops on responsible drinking, sexuality, nutrition and wellness, etc. For further information contact the clinic.

Health Regulations

Medical insurance is compulsory for all full-time students. It is the student's responsibility to provide the insurance number when receiving medical care.

All Ontario residents should obtain a health number. Students whose home residence is outside Ontario should have coverage under their own provincial plan. All provincial plans are recognized by Health Services. Students from outside Canada should contact the Ministry of Health office directly at 75 Albert Street, Ottawa, 783-4400. Students are automatically covered by an extended health care plan which covers a portion of other medical expenses (drugs, etc.) Questions concerning reimbursements should be directed to Carleton University Students' Association on the fourth level of the Unicentre.

Immunization Record

It is recommended that students personally insure adequate immune status. This means documented evidence of appropriate vaccines. If status is uncertain vaccination is recommended. This includes German measles, red measles, mumps, tetanus, polio and others when appropriate.

Housing and Food Services Residences

Stormont-Dundas Residence 261

Telephone: 788-5612

Fax: 788-3952

Residences

Carleton's student residence complex is home to over 1,600 students each academic year. Graduate students are housed in a separate building which has single rooms in single sex or co-educational environments. Washrooms are shared between two rooms. The building also has study and television lounges, a laundry room and open space for relaxation or group discussions. All residence students receive a meal plan providing lunch and dinner, seven days per week. There are no facilities on campus for married students. Graduate students wishing to apply to live in residence should make inquiries to the office of the Faculty of Graduate Studies and Research.

Off-Campus Housing

An off-campus housing information service is available to students who are unable to obtain or do not wish to have on-campus residence accommodation. The service has been established to assist out-of-town students, but is in no way a rental agency.

Listings of available accommodations are posted in the corridor outside 261 Stormont. This area is open seven days a week, night and day. Listings of accommodation are not mailed out as such lists become outdated too rapidly. The off-campus listings are also available at any terminal on campus by typing "HOUSING" when the command "enter class" appears. The University does not undertake to inspect or approve any of the facilities listed by the off-campus housing section.

Food Services

All students residing in residence are provided with fourteen meals a week (lunch and dinner). The breakfast plan is optional, and is not included in the residence fees.

Students living off-campus may use the residence dining facilities by purchasing a campus dining plan, or eating individual meals in the dining halls. Campus dining plans purchased by students are not subject to provincial sales tax. Additional dining, cafeteria, and vending facilities are located throughout the campus.

For further information, students should contact the Student Housing Office, 2nd level Stormont House Residence.

Inventions, Technology Transfer and the Graduate Student

Administration Building 501

Telephone: 788-3808

Fax: 788-3980

In the course of their research activities graduate students at Carleton University sometimes make discoveries that have commercial potential. There is a process that enables inventors at Carleton University to seek protection for their ideas and to enter partnerships to seek commercial possibilities.

Initially a graduate student contacts the Technology Development and Commercialization Office of the Faculty of Graduate Studies and Research. If reasonable commercial possibilities exist, the student proceeds to the Carleton University Development Corporation for further action.

Carleton University Development Corporation (CUDC) is wholly owned by Carleton University. CUDC's mandate is to support the academic and research activities of the University primarily through the production of revenues from commercial

endeavours. The Corporation's principal activities, in which other private sector companies may be involved, are technology transfer, training and professional development, and development of University owned lands.

CUDC has a strong commitment to the advancement of research, technology and training both at Carleton University and with the community at large. The Corporation's activities are potentially of direct interest to some graduate students.

- *Technology and Intellectual Property*

CUDC manages the development and commercialization of technologies and related intellectual property. The technologies may come from Carleton University or the community at large.

- *Training and Professional Development*

Training opportunities for professional development are available in business and management development, workplace skills development, spatial information systems, total quality management, technology-mediated training, and executive development.

- *Technology and Training Centre*

Plans are being developed for a multi-tenant building located on the campus of Carleton University which focuses on technology development and training.

The facility will complement current Carleton University initiatives in moving research to development and commercialization and encourage spin-off companies associated with CUDC and Carleton University through a business incubation centre.

Additionally, the facility will provide the space and services for high quality technical training through CUDC's training division and offer outstanding management services and support to the occupants.

- *Opportunities for Graduate Students*

Graduate students may seek opportunities to protect their inventions and to set up companies in the new business incubator, or to work with enterprises associated with the technology and training centre. Students can be involved with research being conducted on campus as a result of the relationships with research organizations developed with the assistance of CUDC.

CUDC Organization

The 1992-93 Board of Directors consists of the following individuals:

R.M. Cruikshank, Board Chairperson

J.W. ApSimon, Dean, Graduate Studies and Research, Carleton University

D.J. Brown, President and Chief Executive Officer, CUDC

D. Doyle, President, Doyletech Corporation

W. Joe, Businessperson

R.H. Farquhar, President, Carleton University

A.J. Freiman, Colliers, Businessperson
 W.M. Nicol, Nicol and Lazier, Barrister
 Z. Vered, President, Ron Engineering and
 Construction
 D.R. Yeomans, Consultant

Library

MacOdrum Library
 Telephone: 788-5621 (hours recording)
 Fax: 788-3909

The University library is located on the south-west side of the main quadrangle. The collection consists of over one million books and periodicals and more than 800,000 microfilms, microfiche, cassettes and discs. The majority of these items are on open shelves. The map library, with 140,000 maps and atlases, is housed in the Loeb Building, Room D299.

The library collection is arranged alphabetically by call number, starting with the letter "A" on the fifth floor and ending with "Z" on the first floor. The first floor houses audio-visual, instructional television (ITV) tapes, theses, and photocopy services; the second (main) floor contains reference and information, documents, circulation, and interlibrary loans services; the third floor holds the library administration offices; the fourth floor houses microform services and microcomputer labs; and, the fifth floor contains special collections and archives, and additional microcomputer labs. Seating is available on all floors.

The library is governed by Senate-approved regulations, full copies of which are available at the circulation desk. Alumni of Carleton University and the general public, on payment of an appropriate fee, may purchase a borrower's card on an annual basis which will allow for limited borrowing privileges.

Undergraduate students may borrow for two weeks. Graduate students and students in the fourth year may borrow for four weeks, but books are subject to recall if requested by another patron after the first two weeks. Books placed on reserve may be borrowed for five days only, overnight, or on an hourly basis.

Registered students are able to borrow materials in person at other Ontario University libraries. Users may enquire about this direct borrowing program at the circulation desk. The library also participates in IUBP (Inter-University Borrowing Program) and issues cards to students wishing to borrow from Quebec universities. The Centre for Research Libraries, considered an extension of the University library, offers students access to their library materials through the interlibrary loans department.

The library collection is protected against theft by an electronic book detection system. As a condition of use of the library, all users must submit books, briefcases, bags, etc. for inspection at the exit if requested to do so. Late return fines and billing costs are charged for overdue books and, as noted under "Delinquent Accounts", examination grades and transcripts will be withheld from students owing money to the University.

Ombuds Services

Jim Kennelly
 University Ombudsman
 University Centre 511
 Telephone: 788-6617

Ombuds Services deals with a variety of grievances and complaints as well as with requests for information. On-campus and off-campus problems are handled by the staff (i.e. academic appeals, landlord-and-tenant problems, consumer problems, etc.). All discussions with the Ombudsman are kept confidential. Financing of this service is provided equally by the University and the Students' Association (CUSA).

Paul Menton Centre for Persons with Disabilities

Assistant Director - Special Needs
 Learning Specialist
 Coordinator, Physical Disability Programs
 University Centre 500
 Telephone: 788-6608
 TDD: 788-3937
 Fax: 788-3995

- *Requests for Service*

The Paul Menton Centre provides individualized support services to persons who are deaf or hard of hearing, with learning disabilities, visual impairments, head injuries, physical disabilities including mobility impairments, or have psychiatric or other health problems.

Students are responsible for applying for special services. These services may include, but are not limited to: interpreters, notetakers, scribes, readers, and photocopying services, as well as requests for special arrangements for examinations and the use of adapted computers and other technical devices. All requests will be considered on an individual needs basis. Requests must be submitted at least four weeks before term begins. The Paul Menton Centre cannot guarantee that requests made after this time will be processed time for the term/course requested. The Centre will accommodate as many requests as resources permit.

- *Counselling*

The Paul Menton Centre staff are available for counselling appointments. Student with permanent or temporary disabilities are welcome to make appointments for any personal or student-related difficulties they may encounter.

- *The Student Centre for Persons with Disabilities*

A student centre in the MacOdrum Library has been equipped with technical devices for use by students with disabilities. Equipment available includes desktop computers (a 286, 386, an XT and a voice activated Drago Dictate system) as well as three portable computers, furnished with mainstream software such as WordPerfect 5.1, Lotus 123, dBase 4, Procomm Plus (for access to the Library's CUBE system), Right Writer (grammar check), large print and voice hardware/software programs. Also available are a limited number of personal FM systems and four-track tape recorders, a Kurzweil scanner, Visualteks and a braille. Anyone wishing to access the Study Centre to use the computers or other technical devices should contact the Paul Menton Centre for key access.

- *Blind or Visually Impaired*

The Study Centre in the MacOdrum Library is equipped with computers with large print and voice hardware-software programs, a Kurzweil scanner and other technical devices which would be of assistance to students who are blind or have visual impairments. In conjunction with Reader Services of MacOdrum Library, students can request transcription of texts into braille, large print, computer disk or cassette form. Requests can take up to four months to process. Contact Sylvia Gruda, Reader Services, 788-2600, ext.2736 (see also Request for Service and Study Centre sections).

- *Deaf or Hard of Hearing*

A variety of services and resources are available through the Paul Menton Centre to students who are deaf or hard of hearing. For further information contact the Centre at 788-6608 or TDD 788-3937.

The Centre acts as liaison for the Educational Support Services program. The ESS program provides interpreter service, notetakers and personal FM systems for eligible part-time students. Students must apply at least four weeks before courses start, to access service. Full-time students may be eligible for services through Vocational Rehabilitation Services (VRS) or other funding agencies. It is the student's responsibility to initiate enquiries. Students should contact the Centre for more information (see also Request for Service and Study Centre sections).

- *Students with Learning Disabilities*

It is the intention of faculty and staff at Carleton University to accommodate the special needs of

students with learning disabilities. It is recommended that the student have a recent psychoeducational assessment available in order that University staff may provide services that address each individual's particular learning disability. However, if a psychoeducational assessment is unavailable, one may be administered.

Students seeking help with their particular learning disability, or information with regard to Carleton University's policy for students with learning disabilities may initiate enquiries with the Centre. Students wishing to be tested or retested should seek information at this office (see also Requests for Service and Study Centre sections).

- *Mobility Impaired*

The campus of Carleton University is well-equipped for accommodating persons with physical disabilities. The buildings are in close proximity to each other and most are connected by tunnels. All of the main buildings have elevators and are ramped for outside entrance and egress. Many sidewalks have been made accessible by curb-cut renovations. The *Accessibility and Resource Guide* provides a building-by-building accessibility inventory (see also Requests for Service and Study Centre sections).

- *Resident Program for Students with Disabilities*

A limited number of accessible rooms are available in the Carleton Resident Program for Students with Disabilities each year. Admission to the program is based upon fulfilling some or all of the following criteria: the need for attendant services, level of disability, the availability of space in an accessible room, whether or not the applicant has housing alternatives within the Ottawa area, and the date of application. For further information regarding application to the program, contact the support services coordinator, 788-6615 or the accommodations officer in the housing office, 788-5612.

- *Twenty-Four Hour Attendant Services Program*

The Residence Program for Students with Disabilities features a 24-hour support service which involves attendant services for help with activities of daily living, such as personal care, room chores, cafeteria assistance, etc. For more information contact the support service coordinator, or the coordinator, physical disability programs, at 788-6615/6608.

- *Accessibility and Resource Guide*

An accessibility guide and other informational brochures are available to students, staff and faculty free of charge. For further information contact the Centre.

- *NEADS*

The National Educational Association of Disabled Students' administrative office is located at Carleton University. Enquiries regarding this national advocacy association can be made to Frank Smith,

Room 513, University Centre (613)233-5963 V/TDD.

- *Carleton Disability Awareness Centre (CDAC)*
Funded by CUSA, CDAC is an information/resource/advocacy and drop-in centre. Located in Room 513, University Centre, CDAC has three coordinators and is open Monday-Friday, 9:00 A.M.-5:00 P.M. All are welcome. Telephone 788-6613 V/TDD

Placement and Career Services

University Centre 508

Telephone: 788-6611

Fax: 788-5695

The purpose of the service is twofold:

- *To provide students with readily available access to employment opportunities*

To this end, Placement and Career Services maintains job boards listing part-time, summer, and permanent employment opportunities. Each year the centre also arranges for a large number of representatives from government, as well as from business and industry, both local and national, to recruit at Carleton. While the majority of these visits are for permanent employment, a number of them are arranged for undergraduates seeking summer employment. Students interested in participating in this program are advised to contact the centre upon returning the classes in the fall, as recruiting visits commence early in October.

- *To provide students with information about and assistance in preparing for entry into the labour market*

Group counselling, covering such topics as labour market trends, the job hunt, and resumé preparation, is available to students seeking or preparing for employment. Students can supplement the counselling provided by reviewing materials maintained in the Centre's library, as well as by contacting Counselling and Student Life Services at the University.

All placement and career counselling information may be obtained by visiting the Centre, or by referring to the *P and CS Bulletin* posted throughout the University. The University newspapers and radio station are additional sources for information from the Centre.

Status of Women

St. Patrick's Building 444

Telephone: 788-5622

Fax: 788-4037

In January 1983, the University established the position of Status of Women Coordinator to

facilitate structural changes at the University to address status of women's issues. If you have a personal concern, or would like to explore opportunities for women at the University, you are welcome to drop by the office or make an appointment to see the Coordinator. The secretary for the office, Cheryl Macaulay, is in 446 St. Pat's (788-5622) between 9:00 A.M. and 3:00 P.M., weekdays. The Coordinator, Nancy Adamson, normally works between 9:00 A.M. and 5:00 P.M. but is also available for evening appointments.

Carleton University Students' Association

University Centre 401

Telephone: 788-668

Fax: 788-3704

All registered full- and part-time students are members of the Carleton University Students' Association (CUSA). CUSA has many functions; providing services to students, creating community awareness of our campus, and representing student views on a wide range of internal and external issues.

The policy body of CUSA is a thirty-four-member Students' Council consisting of representatives from each faculty and a president and finance commissioner elected annually by the student population. Elections take place in February for a twelve-month term which commences the following May. The graduate representative is chosen by the Graduate Students' Association in October.

Student services funded or operated by CUSA include:

- Careers Programming
- Carleton Disability Awareness Centre
- Carleton Foot Patrol
- Gay, Lesbian and Bisexual Centre
- International Students' Centre
- Mature and Part-time Students' Centre
- Off-Campus Centre
- Peer Counselling Centre
- Photo Centre
- Student Academic Action Bureau
- Women's Centre
- Volunteer Bureau

CUSA business ventures include:

- Copy Shop
- Games Room and Arcade
- Oliver's Pub
- Rooster's Coffeehouse
- Unicentre Store
- Unicentre Pharmacy

CUSA provides funding for *The Charlatan* newspaper and CKCU 93.1, an FM station which broadcasts throughout the National Capital region.

CUSA also sponsors an assortment of clubs and societies, alternate education programs, speaker series and concerts.

All CUSA operations are located in the University Centre building (Unicentre). The Unicentre, which is open from 7:30 A.M. - 2:00 A.M. daily, also houses food service facilities, the Faculty Club, Health Services, Placement and Career Services, Counselling and Student Life Services, and the Ontario Public Interest Research Group (OPIRG).

CUSA represents the students' interest at all levels of government and administration. It is an active member of both the Canadian and Ontario Federation of Students, organizations committed to bringing about necessary educational, administrative or legislative change in those areas affecting students.

The Students' Association is continually working to improve and expand its scope of activities. Please feel free to make your ideas and opinions known to your elected representatives.

Student Participation in Academic Affairs

There are several ways in which students are able to become involved in academic issues on campus.

Students may join the New University Government (NUG). NUG is an organization which gives students direct input into academic decisions, by filling the student representative positions at departmental meetings. As a result of such representation, students have direct input into curriculum committees and hiring boards, as well as routine departmental issues. Each department has at least one graduate NUG representative. Each faculty is entitled to send two representatives to the Graduate Faculty Board, and two of these student representatives are elected to the University Senate, where most of the general academic decisions are made.

There are several Senate policy committees, which have graduate student representation. These include the Library, Computer, Admission and Studies and the Academic Planning committees. There are other Senate committees, but to date they do not have spaces reserved specifically for graduate students.

Finally, there is the GSA council, where representatives from every department meet not only to discuss academic issues, but to formulate GSA's policies on academic matters which may be presented to the Senate or other University committees.

To obtain more information on any of these, please call the GSA at 788-6616, or drop by our office at Room 511A in the Unicentre.