

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 Friday 8:00 A.M. – 11:00 P.M.

Saturday and Sunday 10:00 A.M. – 11:00 P.M.

Spring/Summer Intersessions

Monday to Friday 9:00 A.M. – 5:00 P.M.

Saturday and Sunday Closed

Summer Term

Monday to Thursday 9:00 A.M. – 10:30 P.M.

Friday 9:00 A.M. – 5:00 P.M.

Saturday 12:00 NOON – 5:00 P.M.

Sunday Closed

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

Robertson Hall 510

Telephone: 788-3636

Fax: 788-3587

The Carleton University Alumni Association represents the 60,000-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 1993-94:

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)

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

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

Gerard Buss, B.A.1973

Fiona Campbell, B.A. (Hons.) 1990

J.P. Cooper, B.A.1969

Paul Correy, B.Eng. 1974

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

M.M. Epstein, B.A.1970

Christine Fisher, B.A. (Hons.) 1975, M.A. 1977

N.S. Gilkinson, B.A.1978

Zbigniew Gryz, M.A. 1973, Ph.D. 1980

Tracy Hall, B.A. 1987

Doug Hancock, B.A. 1983

Jennifer Higgins-Ingham, B.A. (Hons.) 1992

J.M. Kennedy, M.A.1991

Alan MacArtney, B.A. 1984

Michael Makin, B.J.1986

Jack McAuley, B.A. 1974

Patrick O'Reilly, B.Com. 1992

Greg Owen, B.A. 1991

Pamela Pavlik, B.J. 1980

Jim Rossiter, B.J. 1992

P.M. Rourke, M.A.1989

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

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

C.G. Watt, B.A.1957

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 Inter-university 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 interuniversity 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-metre 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

Robertson Hall 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 Carleton 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 40).

Colonel By Child Care Centre

The Colonel By Child Care Centre is located on campus. Children between the ages of six months and five years are accepted. Priority admission is given to the children of students, staff and faculty members. The program is developmentally suited to the individual needs of three age groups — infants, toddlers, and preschoolers. The staff are trained in Early Childhood Education, Mothercraft (Toronto) or the equivalent. Parents form the Executive Committee of the Centre and are responsible for policy decisions and monitoring of the finances of the Centre.

The Centre is open twelve months a year with the exception of statutory holidays. Operating hours are Monday to Friday, from 8:00 A.M. to 5:45 P.M.. A hot lunch and two nutritious snacks are provided daily.

Fees are prepaid on a monthly basis. Fee subsidies are available from the Regional Municipality of Ottawa-Carleton for families who meet certain

qualifications. As the waiting list for admission is extensive, parents are encouraged to apply as early as possible.

For information, please call Margot Henderson, Coordinator, Colonel By Child Care Centre, 788-2715.

Fees

Fees at Carleton University 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 1993-94 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 Permanent Residents (Landed Immigrants)

• Full-Time

Master's Program and Diploma in Public Administration

*(first year of full-time study)

Tuition	\$1016.00
Student Sickness/Accident Insurance†	49.05
Students' Association	48.15
Athletics	65.76
Health	17.79
University Centre	25.00
Total composite fee (per term)**	\$1221.75

* First and second year of full-time study for students in Public Administration, Social Work, and Journalism. (Fees for the School of Social Work may vary slightly).

† 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 \$49.05. 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 \$49.05.

*** Theses, Research Essays or equivalents are equated to two half-credits.

(second or subsequent year of full-time study)

Tuition	\$508.00
Student Sickness/Accident Insurance†	49.05
Students' Association	14.43
Athletics	19.71
Health	5.34
University Centre	7.50
Total composite fee (per term)**	\$604.03

Doctoral Program

(first and second year of full-time study)

Tuition	\$1016.00
Student Sickness/Accident Insurance†	49.05
Students' Association	48.15
Athletics	65.76
Health	17.79
University Centre	25.00
Total composite fee (per term)**	\$1221.75

(third or subsequent year of full-time study)

Tuition	\$508.00
Student Sickness/Accident Insurance†	49.05
Students' Association	14.43
Athletics	19.71
Health	5.34
University Centre	7.50
Total composite fee (per term)**	\$604.63

Qualifying Year

Arts, Journalism, and Science

Total composite fee (per academic year)** \$2388.45

Engineering

Total composite fee (per academic year)** \$2561.45

• Part-Time (one-half credit)

Tuition	\$342.50
Students' Association	14.43
Athletics	19.71
Health	5.34
University Centre	7.50
Total composite fee (per term)	\$389.48

• Part-Time (two-half credits)***

Tuition	\$508.00
Students' Association	14.43
Athletics	19.71
Health	5.34
University Centre	7.50
Total composite fee (per term)	\$554.98

International Students

• Full-Time

Master's Program and Diploma in Public Administration

*(first year of full-time study)

Total composite fee (per term)** \$4875.75

(second or subsequent year of full-time study)
Total composite fee (per term)** \$2431.53

Doctoral Program

(first and second year of full-time study)
Total composite fee (per term)** \$4875.75

(third or subsequent year of full-time study)
Total composite fee (per term)** \$2431.53

Qualifying Year

Arts, Journalism and Science

Total composite fee (per academic year)** \$8001.45

Engineering

Total composite fee (per academic year)** \$12815.95

• **Part-Time** (one-half credit)

Total composite fee (per term) \$1619.98

• **Part-Time** (two-half credits)***

Total composite fee (per term) \$2382.48

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 and their dependents who have been recognized as Convention Refugees 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, by various aid

programs of the United Nations and its agencies, or by a recognized registered charitable organization.

6. Persons participating in a cultural exchange agreement between the Government of Canada and the government of another country or the Ontario–Jiangsu Academic Exchange Agreement 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 Government of Canada Awards awarded by the Department of External Affairs and International Trade.

9. Holders of Canadian Medical Research Fellowships and holders of Medical Research Council of Canada studentships.

10. Holders of the Ontario Attorney General's Graduate Fellowship in Law; holders of Graduate-Post-Graduate Scholarships for the Yemen Arab Republic and Oman or recipients of a Fulbright Scholarship awarded by the Foundation for Educational Exchange between Canada and the United States.

11. In addition, graduate students may be exempted pursuant to the initiatives aimed at attracting high quality international students (Differential Fee Waivers).

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 13.

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 \$12.50 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 \$15.00 *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, official transcripts, or duplicate diplomas *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 (\$20 for 1.0 credit part-time; \$15 for .5 credit part-time) may be made for withdrawals before the first day of classes. Between the first day of classes and the last day for late registration, the registration charge is \$190 (\$95 for 1.0 credit part-time; \$65 for .5 credit part-time). After the last day for late registration, the tuition portion of the composite fee, less the latter 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).

Withdrawal from course(s) with partial credit of fees will not be permitted after these dates:*

1994 Spring/Summer Term – July 22

1994 Fall Term – November 4

1995 Winter Term – March 3

* For further details please consult the Academic Schedule, page 9.

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.

<i>Full-time Students</i>	\$120
<i>Part-time Students</i>	\$30

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 \$12 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 \$6 per transcript. Mailing address: Transcript Clerk, Room 315, Robertson Hall, 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 \$3.25, rest of Canada \$5.25, outside Canada \$8.50.

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.

Diplomas

Diplomas are issued at the time of graduation or are mailed to students who are unable to attend Convocation ceremonies. Students who require a replacement diploma due to loss or damage of their original diploma may order a Display Diploma by contacting the Office of Admissions and Academic Records, Room 405, Robertson Hall, 1125 Colonel By Drive, Ottawa. The charge for a Display Diploma is \$80 (unframed), \$140 (framed).

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: 788-6674

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 and billed directly. 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

Robertson Hall 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 1993-94 Board of Directors consists of the following individuals:

R.M. Cruikshank, Board Chairperson

J.W. ApSimon, Associate Vice-President (Research) and Dean of Graduate Studies and Research, Carleton University

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

D. Doyle, President, Doyletech Corporation

R.H. Farquhar, President, Carleton University

A.J. Freiman, Colliers, Businessperson

S.F. Hughes, Chairman, Corporation House

W. Joe, Businessperson

W.M. Nicol, Nicol and Lazier, Barrister

Z. Vered, President, Ron Engineering and Construction

Library

MacOdrum Library

Telephone: 788-5621 (hours recording)

Fax: 788-2750

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 900,000 microfilms, microfiche, cassettes and discs. The majority of these items are on open shelves. The map library, with 145,000 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, Data Centre 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.

Many electronic library services are offered: CD-ROMs, online literature searching, online library catalogue (CUBE) terminals, University of Ottawa library terminals and access to campus network services.

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 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. Borrowers with three overdue books will have their borrowing privileges automatically suspended until all items are returned. 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. Various reciprocal agreements exist with the University of Ottawa to support the joint programs. 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 Ombudsperson

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 Ombudsperson 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
University Centre 500
Telephone: 788-6608
TDD: 788-3937
Fax: 788-3995

Coordinator, Physical Disability Programs
Attendant Services Coordinator
Satellite Office: Residence Commons 223
Telephone: 788-2600 (ext. 5590)

- *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 in 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 confidential counselling appointments. Student with permanent or temporary disabilities are welcome to make appointments for any personal or student-related difficulties they may encounter.

- *The Study Centre for Persons with Disabilities*

A study centre, managed by the Library and located in Room 232 MacOdrum Library, has been equipped with technical devices for use by students with disabilities. Equipment available includes four desktop computers (a 286, 386, an XT and a voice activated Dragon Dictate system) furnished with

mainstream software such as WordPerfect 5.1 and 6.0, 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 Kurzweil scanner, Visualteks and a braille. Anyone wishing to access the Study Centre to use the computers or other technical devices should be referred by the Paul Menton Centre to the Technical Devices Coordinator in Room 232 of the MacOdrum Library.

- *Assistive Technical Devices*

In addition to the equipment available in the Study Centre, a limited number of portable computers, two and four-track tape recorders, and personal FM systems are available. To borrow this equipment, students should obtain *written* referral from the Paul Menton Centre and equipment may then be picked up from Instructional Media Services, Room 617 Southam Hall.

- *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.

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 early enquiries. It is not unusual for an eight month to one year waiting time for a VRS appointment. 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 documented 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 side-walks have been made accessible by recent curb-cut renovations. A building-by-building accessibility inventory is available from the Centre. (See also Requests for Service and Study Centre sections)

- *Residence Attendant Services Program for Students with Disabilities*

The Carleton Residence Attendant Services Program offers 24-hour assistance with activities of daily living such as personal care, room chores, cafeteria assistance, etc. The program is available to students with various levels of disability and attempts to respond to each individual according to their specific needs. In order to provide comprehensive services only a limited number of program spaces are available each year. A guide describing the program in detail along with other information is available free of charge by contacting the Attendant Services Coordinator at 788-6615.

For students who need an accessible room in residence but do not require attendant services, a limited number of rooms are available based on the following criteria: the need for special accommodation, level of disability, whether the applicant has housing alternatives in the area, and the date of application. For further information contact the Accommodations Officer in Housing and Food Services at 788-5612.

- *Non-Visible Disabilities*

Students with non-visible disabilities may have legitimate needs which are not easily recognized or understood with the university community. Students with psychiatric, medical or other non-visible disabilities are encouraged to contact the Paul Menton Centre to discuss personal and or academic issues of concern to them.

- *Brochures*

Informational brochures and flyers on resources and services available to students with disabilities at

Carleton University may be obtained at the Paul Menton Centre free of charge.

- *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 is open Monday to Friday. All are welcome. Telephone 788-6613 V/TDD.

Placement and Career Services

University Centre 508

Telephone: 788-6611

Fax: 788-5695

Placement and Career Services in the on-campus student employment centre. Services provided by this office include:

- *Job Postings*

Casual, part-time, and summer jobs are posted on the self service job boards within the office. Full-time jobs are posted in binders in the reference library.

- *On Campus Recruiting*

Each year a number of employers from the private and public sectors visit Carleton to recruit graduating students seeking permanent employment. Recruiting begins in mid-September and continues until March. Deadlines for applications are advertised in *The Charlatan* newspaper once every two weeks and are also posted in the *Bi-Weekly Bulletin* in the showcase outside of the office.

- *Alumni Referral Services*

Throughout the year, employers contact us seeking qualified candidates for immediate job openings. All positions are posted in the office and then selectively file searched. A file search involves contacting qualified Carleton alumni registered with the service and referring them to employers. Alumni may register with the service one month prior to graduation and remain on file up to three years after graduation.

- *Employment Counselling*

Weekly sessions on resumé writing, covering letters, interview techniques, job search and networking skills are provided by the Centre. Students and alumni may register to attend at the office of the Centre. A resumé critiquing service is also available to session participants.

- *Reference Library*

Students can review material from the reference library in the office. The library contains literature on employers, company videos, job search materials, work abroad programs, salary information, and telephone books from cities across Canada.

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 8:00 A.M. and 4:00 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: 788-6688

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 Programing
- 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. to 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 may 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 the office at Room 511A in the Unicentre.