



**UNIVERSITY OF
CALGARY**

BACHELOR OF NURSING PROGRAM

FALL 2018/WINTER 2019

STUDENT HANDBOOK

(Updated October 24, 2018)

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Welcome to the Bachelor of Nursing Program

The Bachelor of Nursing (BN) Program offers an innovative Bachelor of Nursing degree to prepare students for the opportunities and challenges of a nursing career in a changing health care system. Throughout the program, students are provided with a sound theoretical base and supervised practice experience in a variety of nursing practice settings.

This handbook has been developed to assist you in your orientation to the BN Program and the services available to you at the University of Calgary.

Please refer to this handbook as you begin the program and throughout the year. If you have any questions not covered in this handbook, please feel free to contact the Faculty of Nursing Undergraduate Programs Office.

Undergraduate Nursing Programs Office:

Faculty of Nursing
Professional Faculties Building PF 1238
University of Calgary
2500 University Drive NW
Calgary, AB
T2N 1N4
403-220-4636
Fax: 403-284-4803
E-mail: nursing@ucalgary.ca

Web site: <http://nursing.ucalgary.ca/>

Office hours: Monday, Wednesday and Friday	0830-1200 and 1300-1630
Tuesday and Thursday	0830-1200
Tuesday and Thursday	CLOSED from 1200-1630

Important Documents and Policies

Students are responsible for familiarizing themselves with general information, rules and regulations contained in the University Calendar, and with the specific information, rules and regulations of the Faculty of Nursing (<http://www.ucalgary.ca/pubs/calendar/current/nu.html>).

Key documents and policies relating to the Bachelor of Nursing Program are posted at:
<http://nursing.ucalgary.ca/undergraduate> Policies are typically updated on an annual basis.

Year One (YO) students are also referred to <http://nursing.ucalgary.ca/undergraduate/current-students/year-one> for valuable information, tips and much more.

University of Calgary Contacts

To search the University of Calgary Directory, go to: <http://contacts.ucalgary.ca/>

Important Dates
University of Calgary
2017-2018 Academic Schedule

September

- 4-5** **Fall Orientation Days**
- 6** **Fall Session lectures begin**
- 13** **Last day to drop Fall half courses/No fee refunds for Fall courses after this date**
- 14** Last day to add or swap Fall courses
- 21** Fee payment deadline for Fall courses

October

- 8** Thanksgiving Day – University Closed

November

- 11** University Closed for Remembrance Day
- 12-17** Mid-Term Break - No lectures

December

- 7** **Fall Session lectures end/Last day to withdraw with permission from Fall Session half courses**
- 10-20** **Final Exams**
- 25-31** Holiday Observance - University Closed

January

- 1** New Year's Day – University Closed
- 10** **Winter Session lectures begin**
- 17** **Last day to drop Winter half courses/No fee refunds for Winter courses after this date**
- 18** Last day to add or swap Winter courses
- 25** Fee payment deadline for Winter courses

February

- 18** Alberta Family Day - University Closed
- 18-23** Mid-Term Break - No lectures

April

- 12** **Winter Session lectures end/Last day to withdraw from full courses or Winter Session half courses**
- 19** Good Friday – University Closed
- 15-27** **Final Exams**

****NOTE:** Dates listed above are subject to change. The official Academic Schedule is posted at:
www.ucalgary.ca/pubs/calendar/current/academic-schedule.html

Vision

Excellence in nursing practice motivates all of our activities: teaching, learning, research and community service.

Our purposeful pursuit of excellence recognizes that nursing is constantly evolving. We are raising the bar for nursing practice and health outcomes and we are extending new possibilities for nursing impact.

Leading the pursuit of nursing excellence means that we have a clear sense of a preferred future for nursing. We focus on goals and activities with passion and resolve, determined to make a difference. We are ambitious, creative, inspired by those we serve, impatient for change and informed by evidence.

As we lead innovation in nursing education, we influence and change the future of nursing practice.

Our nursing research informs and advances best practices, improves patient safety, and contributes to health system transformation. It is through our impact on nursing practice that we influence health outcomes for individuals, families and communities.

Mission Statement

- ❖ We advocate for tangible change through innovations in education, research and practice.
- ❖ We lead and collaborate to promote health across the lifespan.
- ❖ We engage stakeholders and partners to transform the well-being of individuals, families and communities.

Program Objectives

The graduate of the baccalaureate program will be a professional, ethical, competent practitioner of nursing. The beginning practitioner will have acquired an understanding of a philosophy of nursing, informed by the human health experience, critical inquiry, nursing practices and context (cultural, historical, sociopolitical, and economic). The graduate will be prepared to participate professionally and engage in relationships with individuals, families, and communities in meeting changing health care needs. The graduate's practice of nursing will be informed and guided by professional, legislative and ethical standards, research/theory and practical knowledge. The graduate will also have enhanced knowledge and skills in a self-selected focused area of practice.

The Undergraduate Nursing Student at the time of graduation will demonstrate:

1. Safe, competent, compassionate, respectful, and ethical nursing practice.
2. Exemplary personal and interpersonal professional behaviours in accordance with the College and Association of Registered Nurses of Alberta (CARNA) Nursing Practice Standards and the Canadian Nurses Association Code of Ethics for Registered Nurses (2017).
3. Understanding of the impact of contextual factors (political, economic, social, cultural, ecological and global) and diversity on health and health transitions.
4. Relational, collaboration, and advocacy skills to facilitate positive health transitions for individuals, families, groups, communities and/or populations.

-
5. Integration of core principles of assessment, psychomotor and technical skills, and effective teaching/learning strategies guided by theoretical and philosophical assumptions about humans in the practice of client care.
 6. Knowledge of the fundamental concepts of prevention and health promotion for individuals, families, groups and/or populations and incorporate them into nursing care delivery plans.
 7. Competence in the nursing care of individuals, families, groups, communities and populations in the context of the broad determinants of health across the lifespan and based on disciplinary nursing knowledge.
 8. Utilization and integration of current research findings as appropriate to enact and improve practice.
 9. Documentation and articulation of clinical reasoning and clinical decision-making in varied contexts.
 10. Inter-professional and inter-sectoral practice competence.
 11. Skills of leadership to sustain and promote healthy environments and promote health for clients and health care professionals and workers.
 12. Knowledge of regional, national, and global healthcare systems, processes and ecological changes that affect healthcare practices.
 13. Self-directed life-long learning skills, utilizing effective teaching/learning strategies and principles.
 14. Preparation to meet the College and Association of Registered Nurses of Alberta Entry to Practice Competencies, and to write the national licensure examination upon completion of the program.

Program of Study

Students in all three routes of the Bachelor of Nursing Program are required to complete the following program of study. In addition, students in the Direct Entry Route are required to complete 5 full course equivalents in the first year of study (Terms 1 and 2). Terms 1 and 2 consist of identified foundational course requirements as well as recommended option courses. Core Nursing courses commence in Term 3 of the program.

	Term 3	Term 4	Term 5	Term 6	Term 7	Term 8
The Discipline and Profession of Nursing	NURS 285	NURS 385	NURS 485	NURS 495	NURS 585	
The Science of Health	NURS 287	NURS 387	NURS 487	NURS 497	NURS SR OPTION (TBA)	
Supporting Health	NURS 288	NURS 388	NURS 488	NURS 498	NURS SR OPTION (TBA)	
Integrating Nursing Roles and Practices	NURS 289 (1 FCE)	NURS 389 (1 FCE)	NURS 489 (1 FCE)	NURS 499 (1 FCE)	NURS 589 (1 FCE)	NURS 599 (2.5 FCE)

1 HCE = 3 Units

1 FCE = 6 Units

[NOTE: All courses are 1 HCE unless otherwise indicated.]

Routes for BN Degree Completion (to be determined at time of admission):

BNDH - Degree Holder Route

BNTR - Transfer Route for Transfer Students

BNDE - Direct Entry Route for High School Applicants

Students are required to register according to the following schedule:

	BNDH	BNTR-SEP	BNTR-JAN	BNDE
Fall		Term 3		Term 1
Winter	Term 3	Term 4	Term 3	Term 2
Spring	Term 4		Term 4	
Fall	Term 5	Term 5	Term 5	Term 3
Winter	Term 6	Term 6	Term 6	Term 4
Spring	Term 7	Term 7		
Fall	Term 8	Term 8	Term 7	Term 5
Winter			Term 8	Term 6
Spring				
Fall				Term 7
Winter				Term 8

Terms 1 and 2

Kinesiology 259: Human Anatomy and Physiology I (Fall) [Minimum grade of C- required]
Academic Writing 303 (Winter Web-Based)
Junior Arts Option (Suggestions: Psychology 200, 203 or Sociology 201)
Kinesiology 260: Human Anatomy and Physiology II (Winter) [Minimum grade of C- required]
Junior Statistics Option (Statistics 205 recommended)
Philosophy Option (Philosophy 249, 259, 313 or 347 recommended)
Junior Open Option (Science Option recommended)
Three Junior Open Options**

NOTE: Students must register in 5 HCE courses for Fall and 5 HCE courses for Winter. All 10 Year 1 courses must be successfully completed prior to commencement of Year 2.

**Open option courses allow you to explore additional areas of interest outside of your chosen degree. If you have a passion for the arts, you may wish to take a course in dance or art history. If you like to travel, perhaps you want to learn a second language such as Spanish or German. The sky is the limit. Speaking of the “sky”, how about a course in Astronomy? NOTE: Some 300 level courses, which do not have prerequisites, are open to first year students.

Term 3

Nursing 285: The Discipline and Profession of Nursing I: Foundational Professional Concepts
Nursing 287: The Science of Health I: Communities and Populations
Nursing 288: Supporting Health I: Communities and Populations
Nursing 289: Integrating Nursing Roles and Practices I: Learning, Praxis and Scholarship in the Practicum Setting

Term 4

Nursing 385: The Discipline and Profession of Nursing II: Inter-Professional Practice and Professional Accountability
Nursing 387: The Science of Health II: Families in Transition
Nursing 388: Supporting Health II: Families in Transition
Nursing 389: Integrating Nursing Roles and Practices II: Learning, Praxis and Scholarship in the Practicum Setting

Term 5

Nursing 485: The Discipline and Profession of Nursing III: Furthering Inquiry and Scholarship in Nursing
Nursing 487: The Science of Health III: People Experiencing Life Threatening Health Challenges
Nursing 488: Supporting Health III: People with Life-Threatening Health Challenges
Nursing 489: Integrating Nursing Roles and Practices III: Learning, Praxis and Scholarship in the Practicum Setting

Term 6

Nursing 495: The Discipline and Profession of Nursing IV: Understanding the Challenges of Leadership and Systems of Care
Nursing 497: The Science of Health IV: People Experiencing Chronic Health Challenges
Nursing 498: Supporting Health IV: People with Chronic Health Challenges
Nursing 499: Integrating Nursing Roles and Practices IV: Learning, Praxis and Scholarship in the Practicum Setting

Term 7

Nursing 585: The Discipline and Profession of Nursing V: Challenges of Leadership and Systems of Care: Nursing and Health Care Systems, Policy, Ethics and Politics

Nursing 5XX: Senior Nursing Option TBA

Nursing 5XX: Senior Nursing Option TBA

Nursing 589: Integrating Nursing Roles and Practices V: Learning, Praxis and Scholarship in the Practicum Setting

Term 8

Nursing 599: Integrating Nursing Roles and Practices VI: Transition to Nursing Practice

Requisite Skills and Abilities

Requisite Skills and Abilities (RSAs) are basic skills and abilities required by nursing students for progression through a nursing education program and for initial entry-to-practice as a Registered Nurse. The College & Association of Registered Nurses of Alberta (CARNA) considers RSAs fundamental to the provision of safe, competent and ethical nursing care in the best interest of the public.

There are seven categories of requisite skills and abilities:

1. Cognitive
2. Behavioural
3. Communication
4. Interpersonal
5. Physical
6. Sensory Perceptual
7. Environmental

Detailed information regarding RSAs, including examples, are outlined in the document “Requisite Skills and Abilities for Becoming a Registered Nurse in Alberta”, CARNA, May 2011. This document is available online at: <http://nursing.ucalgary.ca/undergraduate/current-students/resources>.

It is important to note that the University of Calgary Academic Accommodation Policy does not require the University to lower or substantially modify standards in order to accommodate students with disabilities. Adaptive technology and/or academic accommodations are available to facilitate learning; however, they do not relieve students of their responsibilities to develop the essential skills and abilities expected of all other students.

Academic Accommodation for Applicants and Students in the BN Program

The purpose of academic accommodation is to provide students with documented disabilities equal opportunity to master the essentials of a post-secondary education. Students with disabilities at the University of Calgary have met all admission requirements but may have done so with the use of accommodations. Similarly, they are expected to meet all academic and non-academic requirements. Adaptive technology and other academic accommodations do not relieve students of their responsibility to develop the essential skills and abilities expected of all students.

The nature and type of academic accommodations vary from student to student and are dependent upon the student's disability and the academic requirements.

It is the student's responsibility to request academic accommodations. If you are a student with a documented disability who may require academic accommodation, you must officially register with Student Accessibility Services. Students who have not registered with the Student Accessibility Services are not eligible for formal academic accommodation. You are also required to discuss your needs with your instructor within the first week of classes.

It is important for students with documented disabilities, who have met the admission criteria, to note that the University of Calgary will provide academic accommodations to all students who have provided documentation of disability to the satisfaction of Student Accessibility Services, to the extent that the accommodation does not cause undue hardship to the University of Calgary or lower the performance standards of any given academic program. The provision of academic accommodations is based on a balance of rights and shared responsibilities,

and, as such, reflects the responsibilities and obligations of students with disabilities, course instructors, staff, and practicum supervisors for the provision of academic accommodation and the ongoing development of an accessible learning environment.

Further information regarding Student Accessibility Services can be found at: www.ucalgary.ca/access

Important Policies

Students are advised to review the following policies which can be found at: nursing.ucalgary.ca/undergraduate

- Attire for Students in the Practice Setting (Undergraduate Programs)
- Arranging Replacement Practice Experiences Due to Undergraduate Student Absence
- Documentation in Practice Areas
- Student Learning Plan: Undergraduate Nursing Practice Courses
- Principles and Procedures for Student Academic Appeals
- CPR Certification Policy
- Medication Calculation Policy for the Undergraduate Nursing Program
- Medication Preparation and Administration for Undergraduate Nursing Students
- Nursing Practice Attendance Policy
- Religious/Spiritual Observance
- Use of Social Media

Academic Information

The University of Calgary Academic Calendar is located at: www.ucalgary.ca/pubs/calendar

You should familiarize yourself with the following important sections:

- Academic Performance
- Regulations – Nursing
- Academic Schedules
- Examinations
- Fees
- Grading System
- Plagiarism
- Re-appraisals and Appeals
- Registration
- Sexual Harassment
- Student Misconduct - Academic and Non-Academic

Examinations and Tests

For detailed information regarding Examinations and Tests, please refer to the official online University of Calgary Calendar, Academic Regulations, G. Examinations and Tests: www.ucalgary.ca/pubs/calendar/

Final Examinations

Final examinations are scheduled by the Registrar's Office. The exam period is posted in the University of Calgary Calendar. A final exam can be scheduled anytime during this time period. Students must be available for examinations up to the last day of the examination period.

Guidelines for Invigilating Classroom Mid-Term and Final Examinations

The policy regarding the invigilation of exams can be viewed in its entirety at the following website: nursing.ucalgary.ca/undergraduate

Deferred Examinations

Deferred final examinations are allowed in the following circumstances:

- Illness
- domestic affliction
- religious conviction

Travel/vacation/social (i.e. weddings, graduation ceremonies, birthdays, etc.)/recreational activities will not be accepted as valid reasons for requesting a deferred examination.

In the event of an "intended absence" which makes it physically impossible to write an examination, the student will:

- notify the instructor as soon as possible, prior to the date of the final examination
- submit an "Application for Deferred Final Examination" form (www.ucalgary.ca/registrar/exams), along with supporting documentation, to the Coordinator, Undergraduate Programs, Faculty of Nursing, for approval/signature of the Associate Dean, Undergraduate Programs, Faculty of Nursing.

In the event that a student is absent from a final examination due to unforeseen reasons, the student must:

- notify the instructor within 48 hours of the missed examination
- submit an "Application for Deferred Final Examination" form (www.ucalgary.ca/registrar/exams), along with supporting documentation, to the Coordinator, Undergraduate Programs, Faculty of Nursing, for approval/signature of the Associate Dean, Undergraduate Programs, Faculty of Nursing, no later than the deadline indicated in the Examinations Schedule. Students who are eligible but do not apply for a deferred final examination by this prescribed deadline shall automatically lose this privilege.

For further information regarding Deferral of Final Examinations Policies, please refer to the official online University of Calgary Calendar, Academic Regulations, G. Examinations and Tests, G.6 Deferral of Final Examinations: www.ucalgary.ca/pubs/calendar/

Proof of Identity

Students are advised that, in accordance with exam policies of U of C, all candidates for final examinations are required to have proof of identification in the way of a U of C student I.D. card (Unicard).

IT – Support

Find out about getting an email address, logging on to your UofC Portal (for class information, grades, D2L), resetting your password etc.

email: itsupport@ucalgary.ca; phone: 403-220-5553.

myUofC Portal

This one-stop portal provides all the campus services, work tools and applications you need to manage your academic or professional career at the University of Calgary.

my.ucalgary.ca gives you access to PeopleSoft, D2L, campus recreation, parking and an on-line registration service which includes the following:

- Registration, Course Add/Drop and Withdrawal
- Master Timetable and Student Ratings of Instruction
- Your Student Timetable and Fee Information
- Your U of C Courses and Grades
- Academic Requirements
- Fee Payment
- Address Changes, including email address
- Exam Timetable

Electronic Communications Policy

University of Calgary Email Address

The Faculty of Nursing requires all students to use a University of Calgary email address throughout their Nursing program. All university business will be directed to this address. Before you can start using your U of C email, you need to register for a free IT computing account.

To register for an account go to: www.ucalgary.ca/it/

Your preferred email address in your Student Centre will be automatically updated to your official @ucalgary.ca address. **Remember to check your ucalgary email regularly for course, program and advisory related correspondence.**

Academic Requirements

Academic Requirements (AR) tool is a Web based “degree audit” and academic planning tool that allows you to track your progress in your chosen program or plan for a change to another program. It uses text-based reporting and visual (graphical) information to assist you with navigating your degree requirements. A video tutorial is available at <https://nursing.ucalgary.ca/current-students/AR-tool>

How to access Academic Requirements?

1. Log into your account through my.ucalgary.ca
2. Scroll down to you Student Centre screen and click on My Academics
3. Beside Academic Requirements, click on View My Advisement Report

Please note: it is your responsibility to ensure that you meet degree requirements. If you have any questions concerning Academic Requirements, please contact a Faculty of Nursing Student Advisor (PF 1238) or email nursing@ucalgary.ca

Desire2Learn (D2L)

The University of Calgary uses Desire2Learn (D2L) to communicate important information to students including course outlines, required textbooks, weekly topics, grading scales, etc.

It is also a communication tool to facilitate student to student, student to instructor, and group work interactions.

Students should log on to D2L via the MyUofC Portal via Quick Links or <http://elearn.ucalgary.ca/d2l-student/>

Technology Requirement

Wireless technology may be used to enhance and expand the teaching-learning environment. Students are advised that they may require a laptop or tablet for some in-class participation throughout the BN Program.

Nursing Practice Experiences

Withdrawal from a Nursing Practice Course

Normally, a student will not be permitted to withdraw from a nursing practice course in order to avoid failure in that course.

Professional Responsibility Related to Nursing Practice

Within the Nursing Practice Standards established by CARNA (2005) it states that a nurse must ensure their ‘fitness to practice’. This means that the nursing student must be able to perform essential functions of the nursing role expected for the lab or clinical practice that they have been assigned and successfully complete all aspects of the practicum in order to graduate.

Nursing Practice Absences

To fulfill course requirements, attendance at all scheduled on-site and off-site nursing practice is required. This includes attending all labs/orientations during the first week of classes. If you are ill or experience an unforeseen circumstance, you must inform your Nursing Instructor as soon as possible.

A student who misses more than two nursing practice days, due to illness or unforeseen circumstance, may be at risk for not successfully completing the course. In addition, they will be required to meet with the Associate Dean, Undergraduate Practice Education. The student may be required to complete makeup activities. Students who miss two days of practice will meet with the NPCC and a Learning Development Plan may be initiated.

It is important that students familiarize themselves with the “Nursing Practice Attendance Policy” in its entirety. A copy of the policy can be found at: nursing.ucalgary.ca/undergraduate

To ensure that students are meeting the attendance expectations for each nursing practice course, the number of absences for each student will be tracked.

Students whose program is interrupted due to unforeseen circumstances (e.g. failure, illness, injury, etc.) may be required to complete all coursework at the next available offering. Each situation will be reviewed on an individual basis by the Associate Dean, Undergraduate Programs. [NOTE: Terms 5 and 6 are only offered once per academic year.]

Nursing Practice Courses – Scheduling and Transportation

As you begin your program, you should be aware that nursing practice occurs in each of Terms 3 through 8. [There are no nursing practice courses in Terms 1 or 2.] You will be placed in a variety of settings including hospitals and community agencies, urban and possibly rural settings. **You are responsible for your own transportation as not all placement sites will be accessible by public transit.** You may require independent and reliable transportation, particularly for home care and community placements (i.e. NURS 289, NURS 389), as you may be required to drive to multiple locations during the day.

If you are planning to work part-time, you will need to be cognizant of the fact that your practice experience may occur at various times, including evenings, nights and weekends. This could necessitate changing your work commitments.

To ensure a comprehensive learning experience throughout your program, placements may not be close to your residence and will not necessarily be your first choice.

Typically, your schedule will be made known to you just prior to the beginning of each term. We will do everything we can to give you as much notice as possible.

Access to Practice Evaluations

Normally Practice Evaluations (mid-term and final) are accessible only to Associate Deans and administrators who manage the student file. However, the Nursing Practice Course Coordinator may also access evaluations from previous courses when the Associate Dean decides that access will either benefit the student or protect the safety of the patient. Access under these circumstances will be documented in the student file.

Sharing of Student Information in Sequential Terms

A Nursing Instructor may identify a need to share information with the Nursing Instructor in a sequential term in order to provide early support/resources for the benefit of the student's ongoing learning. In such cases, the student will be informed.

Faculty of Nursing Attire/Uniform

The Faculty of Nursing "Attire for Students in the Practice Setting (Undergraduate Programs)" Policy ensures nursing students, as University of Calgary representatives and future Registered Nurses, dress appropriately in all practice settings. The policy can be viewed in its entirety at the following website: nursing.ucalgary.ca/undergraduate

Uniforms are required for practice in hospitals, the Clinical Simulation Learning Centre and a variety of other care centres. The Faculty of Nursing requires a standard uniform and specific instructions regarding the uniform will be provided at practice orientation. Where uniforms are not required, specific instructions will be given.

Students will not require a uniform for Term 3 (NURS 289). Some students may require a uniform prior to Term 4 (NURS 389) as mandated by the practice setting. By Term 5 (NURS 489), all students must own at least one Faculty of Nursing Uniform.

Faculty of Nursing Uniforms are sold exclusively at the University Bookstore. A variety of sizes and styles are available allowing students to mix-and-match. Further details regarding styles and pricing are available at: www.calgarybookstore.ca

CPR Certification Specifications and Course Information

To ensure the safety of students and the clients or patients they serve, students in the Faculty of Nursing must hold current Cardiopulmonary Resuscitation (CPR) with a **Health Care Provider** component **prior to commencement of ALL NURSING PRACTICE courses** within the Bachelor of Nursing Program.

CPR certification is valid for a 12-month period from the date of course completion (regardless of the expiry date printed on the card); therefore, all students must recertify annually.

Health Care Provider CPR certification may be obtained through various agencies such as:

- Titan Health & Safety (held at the University of Calgary in partnership with the Undergraduate Nursing Society)
- *Heart and Stroke Foundation:* **BLS Provider**
- *The Canadian Red Cross:* **CPR/AED Level – HCP**
- *St. John's Ambulance:* **CPR – HCP**

If you have any questions regarding CPR Certification requirements for the Faculty of Nursing, please contact Debbie Laser (nursingimmunization@ucalgary.ca).

NOTE: If you are looking at certification through another agency or from another province, please ensure the certification specifically mentions **Health Care Provider and is recognized by the International Liaison Committee on Resuscitation (ILCOR).**
Online courses are not acceptable.

Immunization and Diagnostic Tests

All nursing students are required to complete a series of immunization and diagnostic tests as outlined on the Student Immunization Worksheet. Documented proof of completion must be provided to the Faculty of Nursing prior to commencement of the program.

A copy of the Student Immunization Worksheet and the Student Immunization Acknowledgement and Consent has been included in your admission package. Additional forms can be obtained at:
<http://nursing.ucalgary.ca/undergraduate>

Should you have additional questions after reviewing these forms, please e-mail the Immunization Program Coordinator at: nursingimmunization@ucalgary.ca

Throughout the BN program, students are required to ensure that immunizations are current and must provide proof of updates to the Faculty of Nursing. Failure to do so will result in students being removed from practice courses until such time as adequate proof has been provided. Please note requirements may change during the program as determined by Alberta Health Services guidelines.

N95 Fit Testing

What is a N95 mask?

A N95 mask is a type of mask that you may be required to wear in the practice setting to help protect against certain communicable diseases. In order to ensure that the mask is giving you adequate protection, you need to be fit tested. There are different sizes and types of N95 masks. It is not a one-size-fits-all mask.

When should I be N95 Fit Tested?

All nursing students must be fit tested for a N95 mask prior to commencement of Year 1/Term 1 (for High School students) or Year 2/Term 3 (for Transfer Route and Degree Holder Route students). You must submit photocopied proof of your N95 fit testing card. A **photocopy** of your card should be mailed in with your Student Immunization Forms. Please note that N95 fit testing needs to be done every two years (or sooner if specified on your card).

Where can I be N95 fit tested?

You may contact any of the following companies in Calgary to receive N95 fit testing. Please note that the list is for information purposes only and the inclusion of a company on this list is not an endorsement of the company by the Faculty of Nursing or the University of Calgary. This is not an exhaustive list and there may be other companies in Calgary that you can use at your discretion.

-
- a) Eisan Consulting: to book call 403 460 9111 ext. "0" or reception@eisanconsulting.com
 - b) VIP Occupational Health Services Ltd. Calgary based: to book call (403) 264-1130 Ext. 1. (sales@vipohs.com, www.vipohs.com) Quantitative N95 Fit Testing M-F 8am-5pm. U of C - Student pricing
 - c) If you are from outside Alberta and are having difficulty getting the fit testing done in your province you can wait until you are in Calgary to have it completed. Please do this ASAP when you arrive and have proof into the immunization office prior to the first day of classes.

Please ensure that whatever company you use meets the following criteria:

- a) They provide you with proof of the fit test. This is usually a card and needs to include the following information: your name, student ID number, the company name, the date you were tested, the expiry date, the make, model, and size of the mask you were fit tested for, and which testing method they used (a photocopy of this card is the documentation that you need to submit as proof).
- b) They provide you with education prior to being fit tested. For example: when the mask should be used, what the limitations of the mask are, how to put on and take off the mask, how to do a seal check, etc.
- c) They do a medical screening to ensure that it is safe for you to wear a N95 mask.
- d) They are fit testing you with a N95 mask that Alberta Health Services (AHS) uses. The masks that Alberta Health Services, Calgary Zone, uses are all 3M masks. The model numbers are: #8210, #1870**plus**, #8110s, #9105 and #9105s. NOTE: Please make sure that you are fit tested for one of these masks. If you are tested with any other model, you will need to be fit tested again.

If you need any additional information about N95 fit testing please contact: nursingimmunization@ucalgary.ca

Required Identification

Unicard

All students attending the University of Calgary require a student identification card (Unicard). It can be used to borrow materials from the library, ride Calgary Transit (for full-time students) and gain access to the gym, labs and other secure areas. Money can also be added to the Unicard so that it can be used as a no-fee debit card to buy food, print and copy documents, or buy things at the Bookstore. There are currently 20 food locations on campus that accept the card.

In addition, Unicards are required in order to provide proof of identity during the writing of final examinations (see Proof of Identity, page 14).

The following web-site contains detailed information regarding how to obtain a Unicard:

www.ucalgary.ca/unicard/get-unicard

Faculty of Nursing Undergraduate Practice Photo Identification Card

Faculty of Nursing photo identification is provided to all nursing students upon commencement of Year 2 (NURS 289). This card must be with the student at all times (either worn or available upon request) while in the practice area. If the student loses the identification card or it needs to be replaced for any reason, a replacement fee will

be charged. Arrangements for a replacement card can be made through the Unicard Office (Dining Centre, Room 18).

The photo used for the Practice Identification Card is the same computer generated photo used for the Unicard; therefore, it is necessary for nursing students to obtain their Unicard in early September or January, depending upon when they enter the program.

Name Badge

All students are required to wear a name badge in the practice area and the Clinical Simulation Learning Centre. Students will receive a Name Badge Request Form in their admission package. Although badges must have both a first and last name, students are permitted to use a first name which may be different from their formal name.

The fee for the name badge will be automatically added to your Nursing 289 tuition fee at the time of registration. This fee is non-refundable and will appear under Supplementary Fee on your Student Centre. The name badges will be distributed in October for students entering Nursing 289 in September, and in February for students entering Nursing 289 in January. Students will be notified by email when the badges are available. If your badge is lost, please contact the Faculty of Nursing Student Advisor, PF 1238 or email: nursing@ucalgary.ca. The cost for a replacement name badge is \$20.00.

Police Information Check and Vulnerable Sector Search

All applicants admitted to the Faculty of Nursing are required to provide a **current Police Information Check** (also referred to as a Criminal Record Check) which must include a **Vulnerable Sector Search**. In order to be considered “current”, the Police Information Check must be completed during the three months prior to admission (June 1 – August 31 for Fall Admission/October 1 – December 31 for Winter Admission).

The original Police Information Check must be presented to a Faculty of Nursing Student Advisor (located in Room 1238 of the Professional Faculties Building, University of Calgary) either electronically or in person, no later than the specified date on the Admission Checklist provided in the Faculty of Nursing Admission Package. Without this documentation, admission to the Faculty will be retracted.

If the Check results in a “not clear” determination or if a criminal record conviction is confirmed, admission to the Faculty may be retracted. An internal University appeal process is available to applicants who are refused admission for this reason.

At any time throughout the program, students may be required to produce a current/new Police Information Check, the results of which could require their withdrawal from the program, in the sole discretion of the University. **If charged or convicted of a criminal offense at any time during enrollment in the program, students are required to inform the Faculty of Nursing Undergraduate Programs Office immediately.**

Detailed information on how to obtain a Police Information Check is available at:
nursing.ucalgary.ca/undergraduate/prospective-students/required-documentation

Required Forms

As a student entering the Faculty of Nursing, you will be required to read and sign a number of forms which address internal and external policies/requirements. These forms will be distributed at the Faculty of Nursing Orientation. If you are unable to attend the Orientation, please visit the Undergraduate Programs Office (PF 1238) during office hours to complete the required paperwork.

Security Clearance Nursing Practicum Consent for Disclosure of Information

In order to participate in a nursing practicum, students are required to sign a Consent for Disclosure of Information form.

Responsibility of Students in Relation to Clinical Practica...Schedule B Acknowledgement and Undertaking

As a result of the nurse-patient relationship, nurses and nursing students are in the privileged position of accessing information concerning clients/patients. Nurses and nursing students have a professional, moral and legal obligation to maintain strict confidentiality of any client or patient information or data. Students admitted to the BN program are required to sign a "Schedule B Acknowledgement and Undertaking" form.

Health Sciences Placement Network (HSPnet)

The Health Sciences Placement Network of BC (HSPnet) is a secure web-enabled application developed and managed by the BC Academic Health Council on behalf of users in several provinces across Canada. The HSPnet database contains information about students and their practice education experiences within health agencies and provides accurate tracking of student placements which ensures that students are provided with a variety of practice experiences and settings.

Students authorize HSPnet users to collect and/or disclose relevant personal information for purposes consistent with identifying, coordinating and evaluating practice education experiences as required by their educational program. Detailed information on Privacy and Security Policies for HSPnet can be found on the following website: www.hspscanada.net

In order to participate in this database placement system, students must sign a consent form for use and disclosure of personal information.

Clinical Simulation Learning Centre (CSLC)

All students are required to sign a CSLC Confidentiality Agreement and Consent and Release Form. The terms of these agreements will apply to all simulated practice experiences throughout the duration of the program. The Confidentiality Agreement is necessary to ensure all participants understand and fulfill the CSLC philosophy of creating a safe and respectful learning environment including maintaining the confidentiality of information and the simulated practice experience. Additionally, the Consent/Release Form assures awareness of scenario recording for all simulation participants and reinforces that recording is for teaching purposes only.

Placement Requirements

Placements requirements will vary depending upon the level of the course (i.e. Term) and the placement location. These requirements may include but are not limited to: completion of learning modules, signing of agreements (i.e. confidentiality), completion of an Intervention Record Check, on-site orientation, etc.

Reference Letter Request Form

In order to obtain references from Professors in the Faculty of Nursing, students must complete a *Student Records Reference Letter Request Form*. This form can be obtained at: nursing.ucalgary.ca/undergraduate

The University of Calgary Students' Union

Bachelor of Nursing students are members of the University of Calgary Student's Union. A summary of services offered by the Union at U of C is outlined on the following website: www.su.ucalgary.ca

Undergraduate Nursing Society

The Undergraduate Nursing Society (UNS) is a student organization offering leadership and participatory opportunities with members chosen/elected by their peers. UNS endeavours to enrich the lives of nursing students professionally, academically and socially through a variety of initiatives including faculty, university and community volunteerism, fundraising for causes inside and outside the faculty and events. The UNS plays a vital role in communication to nursing students across all years of the undergraduate program.

UNS executive members sit on a number of faculty committees, providing opportunities to learn – and potentially have a say - about the governance of the Faculty. All students are encouraged to become involved in any way that is comfortable: email is checked on a regular basis at uns@ucalgary.ca and participation in any form is always welcome.

Student Representation on Committees

Student representation on various undergraduate faculty committees is valued. Students are members of various BN committees and are appointed to these committees by the UNS.

Volunteering and the Co-Curricular Record

In the Faculty of Nursing, we value volunteerism. There are several ways that you can contribute, other than academically, to enhancing our environment.

The Co-Curricular Record (CCR) is the University of Calgary's official document that recognizes a student's out-of-classroom experiences. Activities such as joining an intramural sports team, holding an executive position within a club or becoming involved in student government all qualify. Sign up, complete a minimum of 20 hours (within a specific category/position) between September and May, get your hours validated and the activity will appear on your official record. Benefits include providing graduate and/or professional schools, as well as potential

employers with an overview of all of your student experience that can help set you apart from the competition when you graduate.

Nursing has many opportunities for you to develop your Co-Curricular Record. Activities range from representation on a Faculty committee to acting as an ambassador at various special events (i.e. high school visits, student/faculty get-togethers such as pancake breakfasts, barbeques, etc.)

Visit the CCR website (leadership.ucalgary.ca) to create an account and gather further information. This website acts as a clearinghouse of student involvement activities, listing thousands of ways that you can get involved!

Estimate of Expenses

When estimating expenses for your post-secondary education it is important to consider costs such as: accommodation, food, transportation, parking and child care (as applicable). Students are responsible for their own transportation and parking costs incurred during practice experiences.

In addition to tuition and other general fees (as outlined in the University Calendar), other expenses which BN students may incur include:

Terms 1 and 2

Textbooks and Supplies (For Both Terms)	\$ 1500
Undergraduate Nursing Society (UNS) Membership	\$ 5
Security Clearance/Criminal Record Check	\$ 15
N95 Fit Testing**	\$ 35

Terms 3 & 4

Textbooks, Supplies and Supplementary Fees (For Both Terms)	\$ 1525
Uniform and Shoes	\$ 200
Stethoscope (Will be sold in the Faculty of Nursing in early September/January)	\$ 110-210
Undergraduate Nursing Society (UNS) Membership	\$ 5
CPR Certification Course (Required for N289)	\$ 90* (full course)
Transportation Costs for Off-Campus Practice (i.e. gas, parking, etc.)	Varies

Terms 5 & 6

Textbooks, Supplies and Supplementary Fees (For Both Terms)	\$ 500
Uniform and Shoes	\$ 100
Undergraduate Nursing Society (UNS) Membership	\$ 5
CPR Recertification	\$ 60*
Transportation Costs for Off-Campus Practice (i.e. gas, parking, etc.)	Varies

Terms 7 & 8

Textbooks and Supplies (For Both Terms)	\$ 225
Uniform and Shoes	\$ 100
Undergraduate Nursing Society (UNS) Membership	\$ 5
CPR (recertification)	\$ 60*
Transportation Costs for Off-Campus Practice (i.e. gas, parking, etc.)	Varies
NCLEX Examination Fee	\$ 360
CARNA Application Fee and Temporary Permit	\$ 600-700

All fees listed above are estimated and are subject to change on a yearly basis.

*CPR Certification is valid for one year. UNS offers CPR for members at a reasonable rate.

**N95 Fit Testing is valid for two years; therefore, you will need to be tested twice during the program.

Undergraduate Student Awards and Government Student Loans

Enrolment Services provides scholarships, bursaries, awards and information on government student loans to entering and continuing undergraduate students, linking them with valuable financial resources for their post-secondary studies.

For information, students may contact the University of Calgary, Enrolment Services Office at:

Address: MacKimmie Block, Main Floor
2500 University Drive NW
Calgary, AB T2N 1N4
Phone: 403-210-7625
Email: Undergraduate Awards ucawards@ucalgary.ca
Student Loans financialaid@ucalgary.ca
Website: Undergraduate Awards ucalgary.ca/registrar/finances/awards
Student Loans ucalgary.ca/registrar/finances

Award Competitions

High School Awards

Eligibility: Open to students who are entering their first year of the Nursing undergraduate degree program and who are admitted on the basis of their high school grades. Students must be entering the Fall term at UCalgary. Students entering the International Foundations Program (IFP), formerly English for Academic Purposes (EAP), are not eligible for these awards and should apply prior to entering their first year of the Nursing undergraduate degree program.

Application: Available in your Student Center starting **October 1, 2018**. By completing one application, you will be considered for all competitive high school awards, including those that are specific to students in the Faculty of Nursing.

Early Deadline: **December 15, 2018**. Applicants are considered for all competitive high school awards including the Chancellor's Club Scholarships.

Final Deadline: **March 1, 2019**

President's Admission Scholarships

Eligibility: Offered to students entering first year of the Nursing undergraduate degree program in the Fall term directly from high school. Eligibility is based on the student's admission average as determined by the Admissions Office.

Application: No awards application required.

Undergraduate Awards for Continuing Students

- Eligibility:** Open to students continuing in the Nursing undergraduate degree program after successfully completing the previous Fall and Winter terms as a full-time student at UCalgary. A minimum GPA of 3.20 is required for scholarships and of 2.60 for bursaries on at least 24.00 units. Applicants with a verifiable permanent disability are considered on at least 18.00 units. Spring and summer courses are not used in the calculation of a scholarship average.
- Application:** Available in your Student Center starting **June 1, 2019**. By completing one application, you will be considered for all competitive undergraduate awards, including those that are specific to students in the Faculty of Nursing.
- Deadline:** **August 1, 2019**

Awards for Transfer Students and Degree Holders Entering in January:

Students entering the Bachelor of Nursing Transfer or Degree Holder Routes in January are not eligible for undergraduate competitive scholarships and bursaries until they have completed consecutive Fall and Winter terms at UCalgary as full-time students. The Faculty of Nursing has established the following entrance nominated awards (no awards application required) specifically for Transfer and Degree Holder students:

BN Nursing Scholarship:	One award, valued up to \$1,000
Dean's Entrance Scholarships in Nursing for Transfer and Degree Holder Routes:	Two awards, valued at \$2500 each
Dr. Marlene Reimer Nursing Scholarship:	One award, valued up to \$1,000
F.L. (Nan) Sparks Scholarship:	One award, valued at \$1,000
Lloy Semenyna Nursing Scholarship:	One award, valued up to \$1,000
Margaret Scott Wright Scholarships:	Two awards, valued up to \$1,400 each
Professor Marguerite Schumacher Nursing Scholarship:	One award, valued up to \$1,000

Upon completing consecutive Fall and Winter terms at UCalgary, January-start nursing students are eligible to apply for Undergraduate Awards for Continuing Students (see above).

Government Student Loans

Full-Time Students:

Both the Federal and Provincial governments provide student loans and grants for *full-time* post-secondary students. Students must be Canadian citizens, permanent residents, or protected persons and be registered in 60% of a full course load for their program. Students apply for government student loans through the province that considers them a resident. For more information, please visit www.canada.ca/en/employment-social-development/services/student-financial-aid.html.

Student loans are intended to be supplemental to student and family resources, and are provided on the basis of financial need. Student loans are interest-free while the student is attending university full-time. However, it is the student's responsibility to ensure the appropriate documentation is sent to their lenders annually to keep their student loans in interest-free status.

Part-Time Students:

Students studying part-time (20%-59% of a full-time course load) can be assessed for specific loans and grants. Part-time students must complete and submit a paper application and will be assessed based on their educational costs only. The paper application and more detailed information regarding Alberta part-time loans and grants is available from Enrolment Services or online at: www.studentaid.alberta.ca.

For all other provinces, students should contact their provincial lender or consult their website for more information. Contact information for out-of-province lenders is available on the Student Loans section of the Office of the Registrar website at: www.ucalgary.ca/registrar/finances/studentloans.

Guidelines for applying for a government student loan:

- Most provinces have online student loan applications; links to the online applications are available at: www.ucalgary.ca/registrar/finances/student-loans.
- Alberta residents may apply online for full-time student loans on the Student Aid Alberta website at: www.studentaid.alberta.ca.
- The Educational Institution is University of Calgary.
- Student Identification Number should be your UCID.
- Students must apply with the correct study dates as listed below.
- Deadlines: The deadline for Alberta residents to apply for student loans is 30 days prior to the end of the study period (e.g. April 1 if you are finishing studies on April 30). Students should allow four-to-six weeks for processing. Deadlines are in effect for other provinces; out of province students should contact their provincial government lender for specific deadline dates.

Loan Reporting Dates

Program Stream	Program Entry	Program Year	Application	Start Date	End Date
Direct Entry		1,2,3,4		September 1	April 30
Transfer Route*	Fall	2,3		September 1	April 30
		4	1	May 1	August 31
	Winter		2	September 1	December 31
		2	1	January 1	April 30
			2	May 1	August 31
		3,4		September 1	April 30
Degree Holder	Winter	2	1	January 1	April 30
			2	May 1	August 31
		3		September 1	April 30
		4	1	May 1	August 31
			2	September 1	December 31

*called "Nursing" on your Student Aid Alberta SIAMS account

For specific student loan enquiries, students may email Financial Aid at financialaid@ucalgary.ca or contact Enrolment Services at 403-210-ROCK (7625).

Learning Resources

Clinical Simulation Learning Centre

The Clinical Simulation Learning Centre (CSLC) utilizes simulation in nursing education. The CSLC team is dedicated to creating environments for students and faculty which enhance learning through simulation. The team provides opportunities for experiential learning in a safe and supportive environment. Integral to the mission of the CSLC is the utilization and conduction of research to advance nursing knowledge and human health. Activities within the CSLC are based on the best available evidence related to simulation, education and nursing professional practice. Further information can be found online at: <https://nursing.ucalgary.ca/simulation-learning>

Campus Services

The University of Calgary provides extensive services for students. Only a select few of these services have been included in this handbook. For a more complete list, please refer to the Student Services section of the U of C Calendar (www.ucalgary.ca/pubs/calendar). All students are encouraged to take part in campus orientations provided by U of C.

Bookstore

The Bookstore carries all textbooks and supplies required for courses. At the end of each semester the Bookstore will "buy back" your used course books if the book is being used in future sessions. The Bookstore is open 0900 - 1800, Monday to Friday and 1000 - 1700 on Saturdays. There are extended hours during the first week of classes to deal with the extra demand. The Bookstore is located on the 1st floor of MacEwan Student Centre. For more information, please check the following website: www.calgarybookstore.ca

Campus Security

Campus Security works closely with the university community, Calgary Police Service and other agencies to maintain the University of Calgary as a pleasant place to live, work and study.

If you have a safety concern or a question about the services Campus Security offers, please contact Campus Security at 403-220-5333 or email campus.security@ucalgary.ca

Child Care Centre

The University Child Care Centre Society provides daily care and supervision to young children 3 months to 6 years of age. The Main Campus location gives priority to full-time students and the West Campus location gives priority to full-time staff/faculty as well as providing kindergarten for up to 38 children. Both centres are open 7:30am-5:30pm. For further information please check the following website: www.ucalgary.ca/uccc or email waitlist@ucalgary.ca

Counseling Services

Highly trained and caring counselors are available by appointment to help you with educational, career or personal counseling: University of Calgary Wellness Centre Room 370, MacEwan Student Centre, 210-9355, <https://ucalgary.ca/wellnesscentre/services/counselling>

Health and Dental Plan

All full-time undergraduate students are automatically enrolled in the Student Health and Dental Plan when they register for classes. Participation is mandatory unless proof of alternative, comparable coverage is provided to the University of Calgary Student Health and Dental Plan Office prior to the fee deadline date in September and January. Detailed information regarding these benefits can be found at: www.mystudentplan.ca/uofcalgary

The Health/Dental Plan Opt-Out/Waiver form can be found at: <https://www.mystudentplan.ca/uofcalgary/en/waiver-form>

Health Services

University Health Services provides quality health care and education in a reassuring friendly manner. Its primary focus is centered on students. For more information, please check: www.ucalgary.ca/wellnesscentre/services/health

Housing

University Housing offers on-campus accommodation, including family housing, self-contained apartments and traditional residences. Please check the following website for detailed information on tours, the application process and services: www.ucalgary.ca/residence

Libraries

Knowing how to effectively and efficiently find quality information is not only relevant to academic purposes (i.e. assignments and research papers); it is also essential for nursing practice. The University Library offers a wide variety of services, facilities and information resources to assist you with your research and practice information needs. Please note, the Nursing collection is housed in the Health Sciences Library located in the Health Sciences Centre, near Foothills Hospital.

For assistance with your research or accessing resources, please contact the Nursing Librarian, Dr. Alix Hayden, at ahayden@ucalgary.ca

For finding information to write research papers and class assignments, the following link is useful: <https://library.ucalgary.ca/guides/nursing>. For finding information on nursing practice and clinical work: <https://library.ucalgary.ca/guides/nursingclinicalresources>

The Library homepage is at: library.ucalgary.ca

Lockers

Nursing students are encouraged to register for a locker www.su.ucalgary.ca

You can find the locker reservation link under the following menu items in PeopleSoft:

- Academics
- Enrollment
- Locker

Lost and Found

The Students' Union is responsible for lost and found articles. The lost and found service is located in the Information Centre at the west end of the food court on the second floor of MacEwan Student Centre. For more information please visit the SU's lost and found website at: www.ucalgary.ca/security/lostandfound

Parking and Transportation Services

Parking is available in many forms on campus. Your options include:

- Meters
- Pay Lots
- Parkades
- Semester Permits – available for the Art Parkade and McMahon Stadium
- Annual Permits - assigned parking can be obtained by placing your name on a waiting list through the Parking Services Office. Annual Permits for assigned lots are sold on a yearly basis. Waiting lists are in use for all assigned lots. The average wait is 6-36 months depending on the lot chosen.

The Parking Services Office is located in the Olympic Volunteer Centre in McMahon Stadium, phone 220-6771/6772 or check the following website for further details and current costs: www.ucalgary.ca/parking/

Parking Tickets

Parking Services staff will ticket your vehicle if it is improperly parked on campus. Unpaid parking tickets can lead to a number of penalties including having your vehicle towed and impounded until all tickets and the towing fee are paid for.

If you feel you have been unjustly ticketed, contact the Parking Services office and they will advise you of appeal options.

Motorist Assistance Program

A variety of services are available at no charge to assist motorists with their vehicles i.e. air/tires, boosting, de-ice for door locks, de-ice for fuel lines.

Safewalk - Promoting Campus Safety and Awareness

Twenty four hours a day and seven days a week Safewalk volunteers walk people safely to their destination on campus. This FREE SERVICE is conducted in male/female pairs. The volunteers walk anywhere on campus (including McMahon Stadium, Health Sciences, Student Family Housing, the Alberta Children's Hospital and the University LRT station).

Requesting Safewalk volunteers to walk with you is easy!

- Call 403-220-5333 (24 hours a day/seven days a week, 365 days a year)
- Use the Help Phones (they are not just for emergencies)
- Approach an on-duty Safewalker and request a walk

For more information call the Safewalk office at 403-220-4750 or email safewalk@ucalgary.ca

Campus Recreation

U are a Member! As a student of the University of Calgary you have access to fantastic health and recreation facilities through University of Calgary Active Living. You pay for this access as part of your student fees. For more information, visit: www.ucalgary.ca/activeliving/memberships/uofc-students

Intramurals and Sports Clubs

Intramural Sports provides the opportunity to participate in team and individual sports through a variety of leagues and tournaments. The program is operated by Active Living student employees who intend to provide sporting enjoyment to their fellow students. All students are encouraged to participate in intramural activities. For more information, visit: www.ucalgary.ca/activeliving/intramurals

Student Success Centre

The Student Success Centre is available to support you in your personal, academic, and career success. From when you first arrive at the University of Calgary through to when you graduate, the Student Success Centre provides services and programs to ensure that you make the most of your time at the University of Calgary. The following programs and services are available to ALL undergraduate students:

- **Writing Support** tutors are available by appointment for all students wanting to learn strategies to write more effectively and gain a better understanding of how to improve their written assignments. Writing workshops are also held in the fall and winter semesters.
- **Leadership Programs** are offered by way of the University of Calgary Leadership Program (UCL) providing training in personal, team and community leadership and the Emerging Leaders Program designed for first-year students.
- **Student Success Workshops** are offered throughout the fall and winter semesters covering a variety of topics to help support your academic success.
- **Career Planning and Coaching Services** are available through personal one-on-one planning/coaching sessions with Career Development Specialists and informative workshops on relevant topics are also available.
- **Orientation and First Year Experience Programs** help to ease the transition for new students to the U of C and sets you on the right path.

Further information can be found at: www.ucalgary.ca/ssc

U-PASS

The Universal Pass Program (UPass) is a transit sticker applied to the Unicard that entitles full-time students access to transit services for the applicable term(s). The U-Pass compulsory fee is included in U of C General Fees assessed at the time of registration. To obtain more information about U-PASS, visit: www.ucalgary.ca/unicard/upass
For information on Calgary Transit see: calgarytransit.com