



**UNIVERSITÉ
SAINT·PAUL
UNIVERSITY**

STUDENT GUIDE

2019 - 2020

UNDERGRADUATE STUDIES

Human Relations and Spirituality

Faculty of Human Sciences

Saint Paul University

223 Main, Ottawa

ON K1S 1C4

(613) 236-1393

<https://ustpaul.ca/>

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QUICK LINKS FOR COMMONLY SEARCHED TOPICS

Courses

<https://ustpaul.ca/program-new/honours-bachelor-of-arts-with-major-in-human-relations-and-spirituality-279.htm>

Financial Aid (for your money)

http://ustpaul.ca/en/financial-aid-and-bursaries-financial-aid-bursaries_434_152.htm

Sessional dates (calendar to plan your holidays...☺)

Fall Semester: https://ustpaul.ca/en/fall-2019_6810_17.htm

Winter Semester: https://ustpaul.ca/en/winter-2020_6809_38.htm

Library (for research and naps)

https://ustpaul.ca/en/jean-leon-allie-omi-library-services_474_273.htm

Student Academic Success Service (for help with assignments)

http://ustpaul.ca/en/new-student-success-centre_1136_152.htm



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Dear Students,

I would like to extend to you a most cordial welcome to the School of Counselling, Psychotherapy and Spirituality, at Saint Paul University. We hope that you will acquire here knowledge, skills, attitudes and an ongoing commitment to your personal and spiritual development or religious growth.

To help you in your initial experience in Counselling and Spirituality, we have prepared a student guide. This document contains basic academic and administrative information.

If you need further information, do not hesitate to contact Mrs Julie Nantel-Powell, Programs Administrator of the Faculty.

I wish you every success in your studies.

*Cynthia Bilodeau, Ph.D.
Director of the School of Counselling, Psychotherapy and Spirituality*

1. ABOUT THE HUMAN RELATIONS AND SPIRITUALITY PROGRAM

The core courses in these programs are designed to develop:

- Greater effectiveness in interpersonal communication.
- An understanding of psycho-spiritual development as well as different cultural and spiritual traditions.
- Core clinical and relational skills to intervene with various individuals and groups.

The study of human relations involves two main disciplines: human sciences (particularly the study of human behaviour) and spirituality. Interpersonal relationships can be based on companionship, love, solidarity, professional affiliation or other kinds of social interaction. The program's spirituality component examines our relationship with a supreme being as well as with each other.

Offered by the Faculty of Human Sciences, the Human Relations and Spirituality undergraduate program is the only one of its kind in Ontario. It investigates such topics as social justice, human development, and acceptance of diversity, inclusiveness and humanism.

In addition to the foundational courses,* the program teaches

students about the psychological, sociological, cultural, spiritual and religious aspects that influence both the individual and society.

**The foundational courses are a compulsory part of every bachelor's degree program offered at Saint Paul University.*

During your studies you will learn to describe and compare key concepts and theories in human sciences, and explain how spirituality can both help and hinder our growth as human beings. You will also discover the different cultural and spiritual traditions and intervention models used in the field of the helping relationship and related fields, such as group intervention and leadership. You will learn how to analyze issues critically and objectively, and to describe and explain the main qualitative and quantitative methodologies used in the field.

2. WHY SAINT PAUL UNIVERSITY IS SPECIAL

Saint Paul University enjoys an enviable reputation as being on a more human scale. Courses are offered in English and French, and students have the opportunity to hear, learn and speak both languages in a multicultural and diverse environment.

Saint Paul University's academic community is rich in human and cultural experiences. It offers countless professional resources; is home to a library with over

500,000 books and reference works, including one of Canada's largest philosophy, religious history and medieval studies collections; provides top-quality teaching; offers a low professor-student ratio; and has all the services of a major city on its doorstep. Saint Paul University helps students:

- Broaden their horizons;
- Develop critical thinking when it comes to conflict resolution;
- Openly discuss and interact with professors;
- Contribute to greater social justice in the world;
- Make a difference in all spheres of life, at home and abroad;
- Engage in research under the leadership of experienced professors.

3. ACADEMIC ADVISORS

Throughout the year, you can meet with an academic advisor to help you in your academic progress.

An academic advisor is available to assist undergraduate students with course selection, academic programs and regulations, and other academic matters.

You can make an appointment at the University's reception desk or by calling 613-236-1393.

For more information, contact us at Premier.Cycle-Undergrad@ustpaul.ca

4. STUDENT SUCCESS CENTRE

http://ustpaul.ca/en/new-student-success-centre_1136_152.htm

5. PASTORAL SERVICES

Bearing in mind the nature of Saint Paul University as a “catholic, bilingual and ecumenical institution,” the pastoral team will continue to make every effort to pursue the mission of the Risen One with the university community.

For more information visit the following page:

http://ustpaul.ca/en/pastoral-services-mission_443_234.htm

TEACHING STAFF

Laura Armstrong, PhD
 Christian Bellehumeur, PhD
 Cynthia Bilodeau, PhD
 Martin Blais, PhD
 Sotiria Grafanaki, PhD
 Yuanyuan Jiang, PhD
 Kelly Kilrea, PhD
 Chantale Lussier, PhD
 Buuma Maisha, PhD
 Judith Malette, PhD
 Ramón Martínez de Pisón, PhD, ThD
 Stephanie Wiebe, PhD
 Stéphanie Yamin, PhD

A list of faculty personnel can be found at :

https://ustpaul.ca/en/faculty-of-human-sciences-teaching-personnel_269_93.htm

FREQUENTLY ASKED QUESTIONS

1. How and where do I pay my tuition fees?

To pay your tuition fees and get information about billing and payment options, you can follow this [link](http://ustpaul.ca/en/financial-services-tuition-fees_472_268.htm) http://ustpaul.ca/en/financial-services-tuition-fees_472_268.htm or contact Financial Services at 613-236-1393 ext. 2295.

2. Where can I find the course schedule?

The link for most USP courses is: https://ustpaul.ca/list-courses.php?session_id=40&type=Cours

3. Where is the Computer and Distance Education Services (CDES) office?

CDES is in Room GIG020. For business hours and online computer help request forms, click here: https://ustpaul.ca/en/computer-and-distance-education-services-av_499_298.htm

For information about online courses, contact Janet Leclair by email at jleclair@ustpaul.ca or by telephone at 613-236-1393 ext. 2329. For instructions on online course procedures, click here:

https://ustpaul.ca/en/computer-and-distance-education-services-students_421_208.htm

4. How do I contact the Student Association?

The Saint Paul University Student Association (SPUSA) is in Room G50. For all matters related to the Association, such as student insurance or grad photos, contact SPUSA at 613-236-1393 ext. 3008 or spusa-aeusp@ustpaul.ca. Find us also on Facebook!

5. How often does the shuttle service run (UO/USP/UO)?

You'll find the schedule here: <https://www.uottawa.ca/parking/shuttle-bus#timetable>

I. ACADEMIC MATTERS

1. UNDERSTANDING THE STRUCTURE OF B.A. PROGRAMS

Types of university degrees and complementary programs

Honours B.A. with Minor

Undergraduate degree recognizing the equivalent of 4 years of study and the obtaining of 120 credits, including 60 credits from mandatory courses. A minor of 30 credits can also be completed within the Honours B.A.

Honours B.A. with Major

Undergraduate degree recognizing the equivalent of 4 years of study and the obtaining of 120 credits, including 42 credits from mandatory courses. Another major of 42 credits or a minor of 30 credits must be added to the first major.

Major

A major comprises 42 credits in a discipline or field of study. A complementary major is added to the main program of studies. There is no direct admission into a complementary program; this choice is made after admission into and registration in a B.A. program.

Minor

A minor comprises 30 credits in a discipline or field of study. A complementary minor is added to the main program of studies. There is no direct admission into a complementary program; this choice is made after admission into and registration in a B.A. program.

2. PROGRAM REQUIREMENTS

Admission with equivalences

If you are admitted in second year with equivalences you must verify your offer of admission, as the equivalences or exemptions that appear on your offer must be taken into consideration when you choose your courses.

Equivalences or exemptions are usually granted for first-year courses (1000-level courses), but also for second-year courses (2000-level), and give you access to second- or third-year courses (2000- and 3000-level) in the discipline for which they are granted.

3. ACADEMIC INTEGRITY

Academic integrity is a fundamental value at the core of all academic activities. The regulation on academic fraud defines the acts that can compromise academic integrity, and outlines the consequences of such acts and the

formal disciplinary procedures in place.

The Academic Regulation on Academic Fraud is available here: http://ustpaul.ca/en/registrar-s-services-academic-regulations_469_741.htm#ar14

Further information on academic integrity is available on the [University of Ottawa's website dedicated to academic integrity](#).

Some examples of plagiarism are shown and explained in this [University of Ottawa's Guide](#). It also includes some tips on how to avoid plagiarism.

(Approved by the Senate on February 28, 2017 and effective immediately)

4. UNDERGRADUATE REGULATIONS

The academic undergraduate regulations of the University can be found at the following address: http://ustpaul.ca/en/registrar-s-services-academic-regulations-undergraduate-studies_469_741.htm

NB:

Travel arrangements are **not** considered a valid reason for requesting an extension or a change in exam dates.

5. REVISION OF GRADES AND APPEAL PROCESS

The University recognizes the right of every student to see, on request after grading, all documents that have been used to establish their grade for courses in which they are duly registered. The University also recognizes students' right to ask for a grade review and to appeal grades.

When grade reviews can take place during the term, students must submit their request within five (5) working days of receiving the contested grade. For grades received on final exams or in cases when grade reviews take place only at the end of the term, the request must be submitted within ten (10) working days after the grade in question becomes official ([see the University calendar for the exact date](#)).

For all relevant procedure please see Academic Regulation I-10 - Grading system available here: <https://www.uottawa.ca/administration-and-governance/academic-regulation-10-grading-system>

6. WITHDRAWAL

Those wishing to withdraw from a course or a program must inform the Academic Advisor in writing within the prescribed deadlines. Withdrawal from courses after the

deadline, and courses dropped without informing the Academic Advisor will appear in the student's file with the mention "INC" (incomplete) or "ABS" (absent), which is the equivalent of a failure.

Grading errors must be brought to the immediate attention of the Academic Advisor. The necessary corrections will be made.

7. SESSIONAL DATES

All important dates regarding your studies are listed here:

FALL TERM 2019	Dates
Length of term	September 1 to December 31
Orientation : Mandatory activities to welcome all students (no classes held)	September 3
Course dates	September 4 to December 3
Teaching and course evaluations	November 18 to 29
Statutory holidays, breaks and special events	
Labour Day : No classes	September 2
Thanksgiving : No classes	October 14
Reading week : No classes	October 13 to 19
Study Break : No classes and no final exams	December 4
Holiday break. University closed.	December 23, 2019 at 4 p.m. until January 3, 2020 at 8:00 a.m.
Enrolment, courses, withdrawals and reimbursements	
First day to enroll	May 22
Last day to enroll or change course selection	September 17
Last day to change student status (regular/auditor)	September 17
Last day to withdraw from a course or an activity and receive a financial credit, less administrative fees (*please confirm date with your academic advisor)	September 27
Last day to withdraw from a course or an activity, no financial credit	November 15

Period to make changes to your program for the Winter 2020 term	October 1 to November 30
Grades and exams	
Exam period : Exams are scheduled during the day and evening on weekdays	December 5 to 18
Official final grades for the Fall term posted	January 16
Official academic standing posted	January 23
Tuition fee payment	
Last day to pay tuition fees without late payment fees	September 1

For more information on the sessional dates for the Fall 2019 and Winter 2020 Semester please consult:

<http://ustpaul.ca/calendar>

Students who have courses at the University of Ottawa, please refer

to the UO sessional calendar as some dates may not be the same as USTP.

<https://www.uottawa.ca/important-academic-dates-and-deadlines/>

II. FINANCIAL

1. ANNUAL COST

Example of average annual costs
for an eight-month period

http://ustpaul.ca/en/admissions-and-student-services-annual-cost-of-studies_1685_581.htm

2. SCHOLARSHIPS

Saint Paul University offers renewable admissions scholarships to undergraduate students for the entire duration of the program.

For more information visit the following page:

http://ustpaul.ca/en/financial-aid-and-bursaries--admission-scholarships_433_152.htm

III. STUDENT SERVICES

1. STUDENT SUCCESS CENTRE

The Student Academic Success service (SASS) is your best resource for all your academic needs. Our writing and assignment advisors provide you with the tools and strategies to ensure that you are successful in achieving your academic, professional and personal objectives.

For more information visit the following page:

http://ustpaul.ca/en/new-student-success-centre_1136_152.htm

2. STUDENT ASSISTANCE

SASS is a *free* network of services and programs designed to give you the tools and information you need to succeed from your first day on campus until you receive your diploma and go out into the world to pursue your dreams. Delivered by professionals and fellow students who care about your success and your well-being, the programs and services of SASS complement your classroom learning and support you in achieving your academic and professional goals.

<https://sass.uottawa.ca/en/access>

3. INTERNATIONAL STUDENTS

We are here to assist you to begin your enriching academic journey at Saint Paul University, located in Ottawa, Canada's capital city.

Living in cultural environment that is different from your own can be an asset to your future career, please allow us to assist you as you acquire new knowledge and enrich your learning as an International Student.

Saint Paul's International Services is dedicated to serving the various aspects of the international life of the university.

For information or assistance please contact us:

International Office
Telephone: 613-236-1393
1-800-637-6859
Ext. 2200
international@ustpaul.ca

4. EXCHANGE PROGRAMS

Saint Paul University has established exchange programs with universities around the world. These institutions allow Saint Paul University students to do exchanges every year. Students spend from one semester to a full academic year at the other university. Credits gained in the host university will be taken into account by the home university.

For more information visit the following web page:

http://ustpaul.ca/en/international-services-exchange-programs_579_152.htm

5. INTERNSHIP OFFICE

The Internship Office promotes the practical application of study programs by helping students who are enrolled in a bachelor's or master's program at Saint Paul University to participate in supervised internships related to their academic studies.

For more information visit the following web page:

https://ustpaul.ca/en/internship-office-home_1863_878.htm

or contact Julie Nantel-Powell,
Manager

Ext. 2251

jpowell@ustpaul.ca

6. STUDENT FEEDBACK EVALUATION OF TEACHING AND COURSES

https://ustpaul.ca/en/evaluation-home_966_663.htm