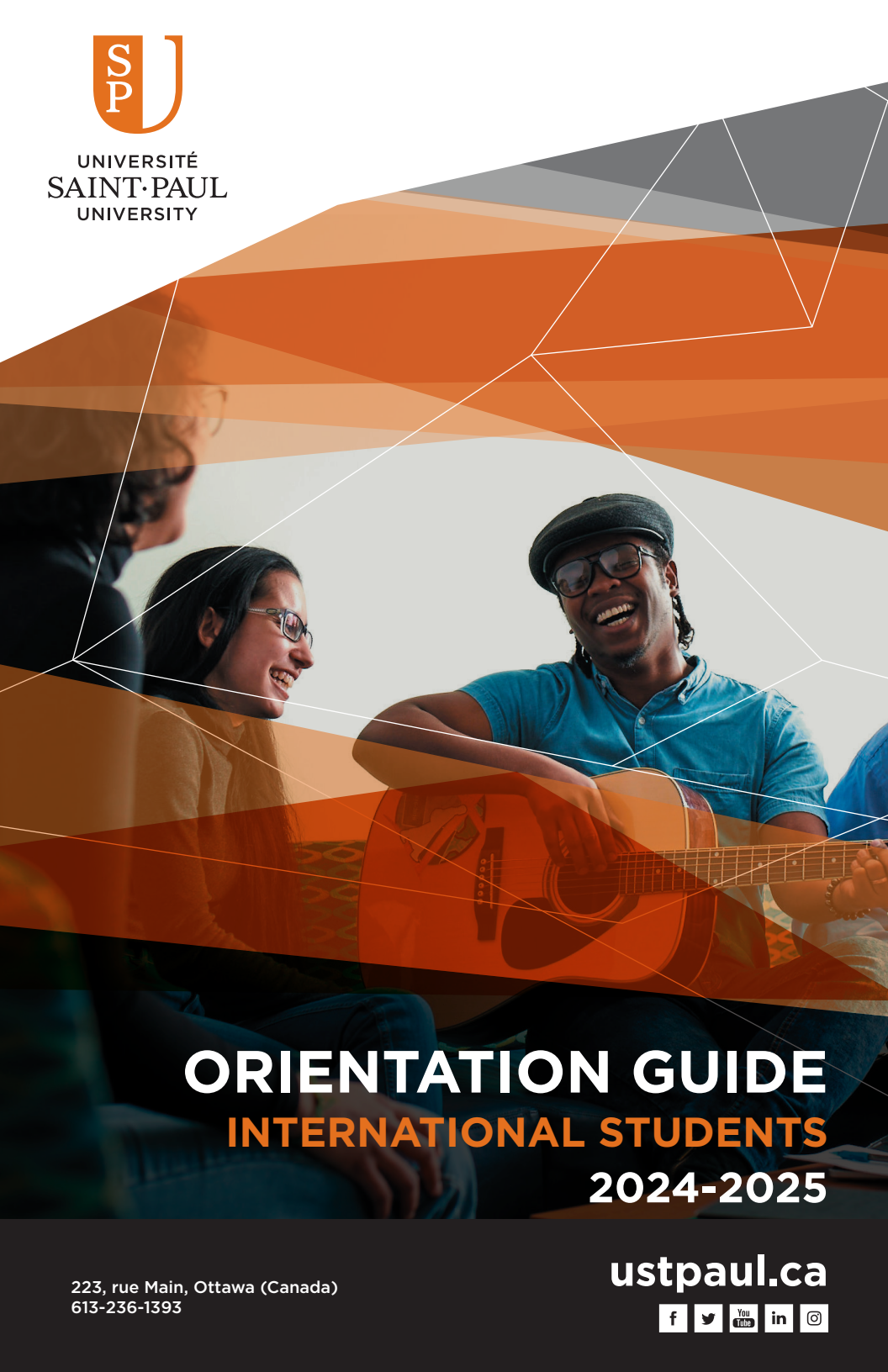




UNIVERSITÉ
SAINT-PAUL
UNIVERSITY



ORIENTATION GUIDE

INTERNATIONAL STUDENTS

2024-2025

223, rue Main, Ottawa (Canada)
613-236-1393

ustpaul.ca



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WELCOME TO SAINT PAUL UNIVERSITY

As you begin your journey at Saint Paul University, I want to extend a heartfelt welcome to all our new students! May this time be filled with growth, inspiration, and the development of the unique talents and dreams that define you. Our world needs passionate and visionary individuals like you who hold the promise of a brighter, more inclusive future.

I encourage you to engage fully in our 2024 orientation events – they are the perfect opportunities to meet your professors and peers, participate in various activities, and have your questions answered. There will be a mandatory orientation session on Tuesday, September 3 for international students, which has been shared with you by email. This session was designed specifically with you and your needs in mind!

I hope that you will find that Saint Paul University is a place where you can grow, connect, and prepare to make your mark on the world. With the support of our dedicated faculty and staff, we are confident you will achieve your goals and have a successful academic year.

Best of luck as you embark on this new chapter!

Louis Patrick Leroux
Rector



EVERYTHING YOU NEED TO KNOW BEFORE STARTING YOUR STUDIES

CHOOSING YOUR COURSES

You are responsible for [choosing your courses](#) based on the requirements of your [program of study](#) as well as on the sequence of courses offered. You must register for mandatory and optional courses by following the instructions sent to you by email. We strongly encourage you to register for your fall and winter term courses.

If you were admitted into your second year and were granted equivalencies or exemptions, please carefully review your offer of admission. Equivalencies or exemptions included in your offer must be taken into account while completing your course selection.

BACHELOR PROGRAM REQUIREMENTS

Saint Paul University offers different types of bachelor programs (equivalent to a license in some countries). To finish your studies within the usual time period for your program, make sure you have understood the requirements.

Throughout the year, you can meet by appointment with an academic advisor to help you with your academic progress. An academic advisor is available to assist undergraduate and graduate students with course selection, academic programs, and regulations, and other academic matters. [Click here](#) to book an appointment.

INTERNATIONAL OFFICE

All information useful to international candidates can be found on our [International Office web page](#).

For any other inquiries, you can send an email to international@ustpaul.ca or book an appointment with a representative from the International Office [here](#).



RESSOURCES

HOW TO CONNECT TO THE WIRELESS NETWORK ON CAMPUS

When prompted for user credentials:

- Username: your uOttawa email address (example: jdoe123@uOttawa.ca)
- Password: your uoAccess password (Gmail)

To ensure a successful connection to the eduroam network, please use your full @uOttawa.ca email address.

MANUALS/READINGS

All of your course manuals and readings will be online via Brightspace.

TUITION FEES

Your bill and statement of account are only available online through your [uOcampus account](#).

Student fees will only be added once your account is activated and you have registered for courses.

Your tuition fees must be paid to Financial Services before the September 1, 2024, deadline to avoid late fees. [See the online payment page](#) for more information.

CHECKLIST — WHERE TO START?

As a student, you will need to use virtual tools.

These tools will allow you to choose your courses and look up:

- your course schedule (**uoCampus**);
- your account statement form and amount owing to the University (**uoCampus**);
- complete the mandatory online Academic Integrity training before you commence your studies. (**Brightspace**);
- documents distributed by your professors (**Brightspace**);
- comments and discussions with your professors and classmates (**Brightspace**); and,
- your unofficial transcript (**uoCampus**).

How to activate your student account and request access these tools:

- Request your username (which will be your @uottawa.ca email address) and your password from [uofoms](#).
- Have your student number available.

Pay your tuition fees (ensure that UHIP fees are included in your bill from the University).



UNIVERSITY CALENDAR

DATES TO REMEMBER:

FALL 2024

First Day to Register for Courses	May 21
Deadline for Paying Tuition Fees Without Late Fees	September 1
Fall Session Dates	September 1 to December 31
Orientation Session for International Students	September 3
Labour Day Holiday	September 2
Start of Classes	September 4
Last Day to Enrol or Change Course	September 17
Thanksgiving Holiday	October 14
Study Break (No Classes)	October 13 to 19
Last Day to Withdraw From a Course or Activity With No Financial Credit	November 15
Study Day	December 4
Christmas Holidays - SPU is Closed	December 23, 2024 to January 2, 2025 inclusively.

UNIVERSITY CALENDAR

DATES TO REMEMBER:

WINTER 2025

Course Registration Begins	May 21, 2024
Winter Semester Dates	January 1 to April 30
Last Day to Pay Tuition Without Late Fees	January 1
Classes Begin	January 6
Last Day to Enrol or Change Courses	January 17
Family Day (No Classes)	February 17
Reading Week (No Classes)	February 16 to 22
Last Day to Withdraw From a Course or Activity Without a Financial Credit	March 21
Easter Break (No Classes)	April 18 to 21
Study Day (No Classes)	April 7

ACADEMIC SUPPORT SERVICES

LIBRARY

GUIGUES HALL, 1ST FLOOR

WRITING CENTRE

LIBRARY, GUIGUES HALL

At the Writing Centre, you can meet with writing coaches who will give you tools and strategies to do your work. You will learn how to structure and present your work and avoid plagiarism.

To schedule an appointment, please contact:

redaction-writing@ustpaul.ca.

ACADEMIC ACCOMMODATIONS

The [Academic Accommodations Service](#) works with the academic community to support students with temporary or permanent disability.

Contact the Saint Paul University Registrar's office (registrar@ustpaul.ca) to learn more.

PHYSICAL AND MENTAL HEALTH

HEALTH AND WELLNESS SERVICES OFFERED AT THE UNIVERSITY OF OTTAWA

Student Health and Wellness Centre

Saint Paul University students can access physical health services at the [Student Health and Wellness Centre](#), Located at the Minto Sports Complex, 801 King Edward Avenue, Room N203 (2nd floor). The physicians, nurses, pharmacists and other staff can help with services such as: vaccination, injections, blood work, specialist referrals prescription renewal, administration of contraception, PAP test and more.

Students can book medical appointments by calling 613-562-5498 or by using the [online booking tool](#).

Sport Services

Saint Paul University students can purchase an all-inclusive membership each term to [Sport Services](#) which includes access to the athletic facilities, fitness classes and more.

For more information contact gee-gees@uottawa.ca or visit the Campus Recreation [webpage](#).

UNIVERSITY HEALTH INSURANCE PLAN

The [University Health Insurance Plan \(UHIP\)](#) is a mandatory plan for all international non-residents who study or work in a participating Ontario university or affiliated college. Check your invoice from the University to make sure you have paid for UHIP.

The cost of medical services and care are very high in Canada. If you do not have the appropriate insurance coverage, you must pay your medical costs yourself.

PRESCRIPTION DRUG, DENTAL AND VISION INSURANCE

Professional services offered by optometrists, dentists as well as reimbursement for prescription health are covered by **Green Shield**.

This insurance is managed by the Saint Paul University Students' Association (SPUSA) in partnership with University of Ottawa Students' Union (UOSU).

Check your invoice from the University to make sure you have paid this premium. Otherwise contact Saint Paul University's Financial Service.

PRESCRIPTION HEALTH, DENTAL AND VISION INSURANCE FOR SPOUSES AND CHILDREN

The spouses and children of students can also join the insurance policy. To do this, students must submit the application form for their dependents before September 30, 2024.

Forms are available online or contact SPUSA at spusa-aeusp@ustpaul.ca

COUNSELLING AND PSYCHOTHERAPY

Two psychotherapists are available **free of charge** for a maximum of 10 individual sessions per academic year, in a strictly confidential setting, to support you in resolving your problems.

Physical and mental health are crucial to your academic success.

For more information, visit the [Student Success Centre web page](#).

PASTORAL SERVICES

Pastoral Services offers you spiritual support from a chaplain.

For more information, contact Pastoral Services: pastorale@ustpaul.ca

SERVICES AND PRACTICAL INFORMATION

SAINT PAUL UNIVERSITY STUDENTS' ASSOCIATION

The [Saint Paul University Students' Association](#) is an independent organization that is active in a number of areas of student life. Contact SPUSA at spusa-aeusp@ustpaul.ca.

PUBLIC TRANSIT

Thanks to the U-Pass, full-time students at Saint Paul University who have classes on campus can travel through urban areas without worrying about having the exact change or needing to buy tickets or a monthly pass.

The cost of the U-Pass is included in your invoice from the University. If you don't want to pay for U-Pass, you can find information [online](#) on how to be exempted.

WORK EXPERIENCE AND INTERNSHIPS

INTERNSHIPS

The Internship Office supports students who wish to add a practical component to their program. If you are eligible, the Internship Office will help you find a supervised internship during your university career.

Your academic progress and certain eligibility criteria will determine the type of internship you can do.

For more information, visit the [Internship Office webpage](#) or contact the office by email: stages-internships@ustpaul.ca.

OFFICIAL GRADING SCHEME

DÉFINITION	NOTE ALPHA	POURCENTAGE	VALEUR NUMÉRIQUE
EXCEPTIONAL	A +	90-100	10
EXCELLENT	A	85-89	9
	A -	80-84	8
VERY GOOD	B +	75-79	7
	B	70-74	6
GOOD	C +	65-69	5
	C	60-64	4
PASSABLE	D +	55-59	3
	D	50-54	2
FAILURE WITH SUPPLEMENTAL EXAMINATION	E	40-49	1
FAILURE	F	0-39	0
ABSENT	ABS		0
FAILURE/ INCOMPLETE	EIN		0
CREDITED COURSE	CR		
NO CREDIT	NC		
PASS	P		

PASSING GRADE

At the undergraduate level, the passing grade is generally D.

At the graduate level, the minimum passing grade is C+.

Some programs require a higher mark.

ACADEMIC REGULATIONS

For the complete list of academic regulations, visit:

www.ustpaul.ca/academicregulations

PLAGIARISM AND ACADEMIC FRAUD

It is considered academic fraud when an act committed by a student may result in a false academic evaluation of that student or another student. Without limiting the generality of this definition, academic fraud takes place when a student commits any of the following offences:

- Plagiarizes or cheats in any way;
- Submits work for which they are not, in whole or in part, the author, except for duly cited quotations and references. This work can be an academic paper, an essay, a test, an exam, a research report or a thesis, whether written, oral or in another form;
- Presents research data that have been falsified or concocted in any way;
- Attributes a purported statement of fact or a source that has been concocted;
- Submits, without prior written permission from the professors concerned or the academic unit concerned, the same work or a major part of the same work for more than one course, or a thesis or other work that has already been submitted elsewhere;
- Falsifies an academic evaluation or misrepresents it, uses a forged or falsified academic record or supporting document, or facilitates the use of such a record or document;
- Undertakes any other action with the aim of falsifying an academic evaluation.

ACADEMIC TERMINOLOGY

UNIVERSITY UNITS (“POINTS”)

Units are *points* allowing the workload to be measured. This takes into consideration lectures, projects, seminars, internships, research, personal work, exams, training objectives and skills to acquire.

At SPU, 3 units are equivalent to 36 classroom hours per term (3 hours of classes per week for 12 weeks).

HONOURS BACHELOR OF ARTS

Undergraduate degree recognizing the equivalent of four full-time years of study (5 classes per term) and the completion of 120 units, including 60 units from mandatory courses.

HONOURS BACHELOR OF ARTS WITH MAJOR

Undergraduate degree recognizing the equivalent of four full-time years of study (5 classes per term) and the completion of 120 units, including 42 units from mandatory courses. A second major of 42 units or a minor of 30 units must be added to the first major.

MAJOR

The major includes 42 units in a discipline or area of study. A second major can be added to the main program of study.

MINOR

The minor includes 30 units in a discipline or area of study.

GRADUATE DIPLOMA

In general, the graduate diploma is a 15-unit program that includes courses and a seminar. The program normally takes place over one year, divided into two full-time terms if course offerings are available. It is also possible to take this program part-time.

MASTER'S

In general, the Master of Arts is a program that requires taking courses and writing a research paper or a thesis. Students are expected to fulfill all requirements in two years of full-time studies. The maximum time permitted, full-time or part-time, is four years from the original date of registration in the program.

DOCTORATE

In general, the doctorate requires taking courses, presenting a unique research project, and writing a thesis. All requirements are expected to be met within four years of full-time study.

