



Queen's
UNIVERSITY



guide to
▶ registration
and fees

Aboriginal Teacher Education Community-Based

Summer 2020

Support and Services	3
Important Dates and Information	4
Registration and Fees: The Basics	6
Policies and Important Fine Print	9
Understanding SOLUS Tutorials	10



table of
contents

Faculty of Education Support and Services

Duncan McArthur Hall is an integrated educational complex that provides teaching and learning facilities, support services, and administrative offices under one roof. As all resources for effective education are at hand, the Faculty serves as a hub for the local education community.

educ.queensu.ca/services

Queen's University Support and Services

Who we are	What we do	How to reach us
OFFICE OF THE UNIVERSITY REGISTRAR Student Records and Services	<ul style="list-style-type: none"> ▶ Tuition fees, registration, student card, exams, graduation. 	<p>www.queensu.ca/registrar 613.533.2040/613.533.6894 (records and fees) solus@queensu.ca/fees@queensu.ca</p>
Student Awards	<ul style="list-style-type: none"> ▶ Government student financial assistance (i.e. OSAP), scholarships, bursaries, awards, financial advising, work study program. NOTE: School of Graduate Studies administers all merit-based scholarships and awards for Graduate Students. 	<p>www.queensu.ca/studentawards 613.533.2216 awards@queensu.ca</p>
FOUR DIRECTIONS ABORIGINAL STUDENT CENTRE	<ul style="list-style-type: none"> ▶ Seeks to enhance the development and well-being of the Queen's Aboriginal Community. 	<p>www.queensu.ca/fdasc 613.533.6970</p>
ACADEMIC SUCCESS SERVICES	<ul style="list-style-type: none"> ▶ One-on-one writing support, workshops, peer-lead writing, learning and study skills to help develop and strengthen academic, thinking and learning skills. ▶ Transition programming. 	<p>http://sass.queensu.ca/writing-centre http://sass.queensu.ca/learning strategies 613.533.1315</p>
QUEEN'S UNIVERSITY INTERNATIONAL CENTRE (QUIC)	<ul style="list-style-type: none"> ▶ Support and programming for international students and students seeking and internationally informed and cross-culturally sensitive learning environment. 	<p>www.quic.queensu.ca 613.533.2604</p>
RESIDENCE AND HOUSING	<ul style="list-style-type: none"> ▶ Residence, residence life and community housing opportunities for all Queen's students. 	<p>http://housing.queensu.ca/residences http://community.housing.queensu.ca 613.533.2550</p>
INFORMATION TECHNOLOGY SERVICES (ITS)	<ul style="list-style-type: none"> ▶ Campus Computer Sales & Service, internet access on campus (including residences), and Queen's email. ▶ IT support for students, including questions about NetIDs and passwords. 	<p>www.queensu.ca/its 613.533.6666</p>
STAUFFER LIBRARY	<ul style="list-style-type: none"> ▶ Queen's main library, including the humanities and social science collections, special collections, the Queen's Learning Commons and the Adaptive Technology Centre. 	<p>http://library.queensu.ca/stauffer 613.533.2524</p>
ATHLETICS AND RECREATION CENTRE (ARC)	<ul style="list-style-type: none"> ▶ Fitness and recreation services, meeting areas, reservations and rentals to the Queen's community. 	<p>http://rec.gogaelsgo.com/Index.aspx 613.533.2500</p>
STUDENT GOVERNMENTS	<ul style="list-style-type: none"> ▶ Student Activity Fees, Health and Dental Insurance 	<p>myams.org www.sgps.ca 613.533.3001 613.533.2924</p>

STUDENT WELLNESS SERVICES

For community-based course sessions, teacher candidates will have access to Elders and Traditional Knowledge Keepers.

As well health and wellness services (access to doctors and nurses), counseling services, and disability accommodation services are available for all Queen’s students www.queensu.ca/studentwellness/home

Important Dates and Information

<p>Late March- Early April</p>	<p>Student Services has already enrolled you in all of your Summer term courses. Login to SOLUS to review your courses and check the amount owing in the Finances section (see SOLUS tutorial at the end of the guide). You will not need to enroll yourself in any Summer term classes through SOLUS.</p> <p>How Much Will It Cost? Queen’s Student Awards website has a website with estimated costs, including rent, food, etc.: http://www.queensu.ca/studentawards/costs.</p> <p>You will be taking approximately 11 units in each term. Tuition is \$199.91 per unit, for a total estimate of \$2 199 per term, plus student assistance levy and student activity fees. Tuition must be paid at the beginning of each term. More information can be found here (see “Undergraduate Fee Schedule” menu): www.queensu.ca/registrar/financials/tuition-fees</p> <p>Activity Fees and the Health and Dental Plan for Consecutive students are administered by the Society of Graduate and Professional Students. They will be levied, in addition to tuition, for the summer term. For more information or questions, see https://sgps.ca/, or contact them at info@sgps.ca, 613-533-2924.</p>
<p>Late March- Early April</p>	<p>For funding by Aboriginal Education Authorities of tuition and/or books please go to http://www.queensu.ca/registrar/financials/HowToPay/funding-agency-sponsors and follow the instructions.</p> <p>If you are finding it hard to make ends meet you should apply for Queen’s Summer bursary assistance. A bursary is an amount of money you receive to assist you in financing your education that you do not have to pay back. It is based on an assessment of your financial need. More information can be found at: http://www.queensu.ca/studentawards/financial-aid/specific-student-groups/consecutive-education</p> <p>Note: Domestic students must apply and be assessed for government student assistance to be considered for this program.</p>
<p>Late March- Early April</p>	<p>If you are an international student, apply for a study permit if you don’t already have one. If you are an international student without valid Canadian provincial/territorial health</p>

	<p>insurance you will automatically be charged for and enrolled in the University Health Insurance Plan (UHIP), a mandatory health plan. UHIP is a primary insurance plan that provides basic medical coverage for most doctor and hospital services in Ontario. You can enroll for additional coverage in UHIP by visiting the Queen’s International Centre (QUIC), located in the John Deutsch University Centre, or by accessing the pre-registration form at http://quic.queensu.ca/international-students-and-staff/health-insurance-and-care/uhip/</p>
Mid-April	<p>Ontario residents beginning the Consecutive Education program in May who wish to apply for Full-time OSAP for the 2020 summer term, must submit a new 2019-2020 OSAP application via their account on the OSAP website selecting “Education Summer Session” as the program. More information can be found on the Student Awards website at: http://www.queensu.ca/studentawards/financial-aid/specific-student-groups/consecutive-education</p> <p>Students from other Canadian provinces/territories may also apply for government student financial assistance via their respective home province/territory. For a link to your province/territory’s website, see: www.queensu.ca/studentawards/financial-assistance/government-student-assistance</p> <p>Check ‘View Financial Aid’ in the Finances section of your SOLUS Student Centre to see any Summer Bursary, Awards, and Scholarships you have been granted. Summer Bursary decisions will be made on an rolling basis and will be posted to student’s SOLUS accounts. Most decisions will be posted by the first week of June.</p> <p>Please note that all Queen’s awards will be applied to current and future due charges for the academic year.</p> <p>In April you absolutely must establish your plan to pay your tuition and Student Assistance Levy.</p>
End of April – Early May	<p>Some or all of your OSAP funding will be redirected to Queen’s to apply to tuition and OSAP approved mandatory fees. At the time full-time enrolment is confirmed, Queen’s will identify the amount of your OSAP to be remitted to Queen’s. The amount of your OSAP to be remitted to Queen’s will not exceed the value of your term tuition and mandatory fees, unless you have a balance outstanding from a previous academic term. Any remaining OSAP will be deposited to your personal bank account. Log on to your OSAP account at https://www.ontario.ca/page/osap-ontario-student-assistance-program and view your Funding Summary for details of what is being remitted to Queen’s, or you can review your Student Fee Account – Net Cost View.</p> <p>For students accessing government student financial assistance from outside Ontario, please refer to your provincial/territorial government assistance website for further information about the disbursement of your government funding.</p>
May 1	<p>Tuition and Student Assistance Levy due (less any awards granted for May 1 but not yet posted to your student account). You will not receive any invoices from Queen’s, and will be responsible for keeping track of any outstanding credits or balances (e.g. tuition fees).</p>

	<p>Your up-to-date account balances are available online via the SOLUS Student Centre. Fee payment methods are available here: www.queensu.ca/registrar/financials/HowToPay</p> <p>Student Activity Fees, UHIP due. To review your Student Activity Fees in more detail, visit https://sgps.ca</p>
May 1-3	<p>Online Opening Day and Introduction to the Program (Manitoulin North Shore program ONLY). Details will be provided closer to the date.</p> <p>Photo ID student card will be distributed at your first on-site class. Instructions for submitting your photo are available at www.queensu.ca/registrar/studentid. Registration is not complete until you have picked up your photo ID student card.</p>
Early May	<p>Please submit your photo so we may produce your student card. You will receive an email at your @queensu.ca email account asking you to go into your student center (SOLUS) and upload your photo. If you are currently enrolled at Queen's in Winter 2020 term your current student card will expire on April 30th. You must submit your photo and a new student card will be issued with the faculty code EDU. Due to the COVID-19 outbreak cards will be produced when staff may return to the office to work. Please do not let this delay your photo submission.</p>
June 5-7	<p>Online Opening Day and Introduction to the Program (Mushkegowuk program ONLY). Details will be provided closer to the date.</p> <p>Photo ID student cards will be distributed once staff are able to return to the office to work. We will provide distribution details at that time.</p>
June 30	<p>Final transcripts due if you received a conditional offer of admission (see "Condition of offer comments" in your offer email). Send official final transcripts to Student Services showing final grades and confirmation that your degree and/or in progress courses are complete. Please ensure that your final transcript indicates that your degree has been conferred.</p>
August	<p>Student Services will enroll you in Fall courses. Information will be sent to you by email.</p>

Registration and Fees: The Basics

Before you begin, you will need to take care of the basics:

NetID: Your NetID is your passport to student online services at Queen's, from your student email to the SOLUS Student Centre. Without it, you will be unable to access services, so securing your NetID is the first step. You should already have your Queen's NetID and password, as you used it to submit your Personal Statement of Experience. Questions about NetID or password? Contact Information Technology Services at Queen's: <http://www.queensu.ca/its/getting-started/student>

MyQueensU Portal: The MyQueensU Portal functions as a personal 'home page' for students. After logging in to the Portal with your NetID and password, you will be able to access your Queen's

email account and enter the SOLUS Student Centre. You will also be able to access the Message Centre, where important notices will be posted. The MyQueensU Portal is located at <https://my.queensu.ca/>

Email: Queen's will now communicate with you through your official Queen's email account. To access your email account, log in to outlook.com/queensu.ca using your Queen's NetID. When you are sending an email to us, please ensure it is from your Queen's account. For more information please visit: <http://www.queensu.ca/its/getting-started/student>. If you have problems, please contact ITS Services Help & Support: <http://www.queensu.ca/its/help-support>

SOLUS Student Centre: The SOLUS Student Centre is the place where you will find everything relating to your student academic and financial record at Queen's. Once you have logged into the MyQueensU Portal, click on the red 'SOLUS' icon in the top right hand corner of the page.*

You'll find information on:

- ▶ Academics – registering for classes, making changes to classes (add/drop/swap), Verification of Enrolment and viewing your grades
- ▶ Biographic/Demographic Information – your mailing address, emergency contact information and phone numbers
- ▶ Finances – fee statements, payments and outstanding credits or amounts owing, banking information. Your Canadian banking information permits Queen's to, when appropriate, process awards and refunds directly into your bank account. Please remember that Queen's will not deduct payments directly from your bank account. You must make payments using one of the options listed here: www.queensu.ca/registrar/financials/HowToPay. Awards will be deposited to your student account, not your bank account.
- ▶ Financial Aid – Queen's awards and scholarships that you have been granted, accessing online bursary applications
- ▶ Services – applying to graduate, ordering transcripts, and finding important forms such as your T2202A tax certificate
- ▶ Applications to Queen's academic programs

*Students also employed as staff at Queen's will access SOLUS from the My Applications tab, then 'Student/HR Admin' link located under 'Peoplesoft Resources'.

Faculty of Education Information Hub: The [Faculty of Education Information Hub](#) is the place where you will find Faculty of Education academic and administrative information, and an events calendar. The link to the Hub can also be found at the bottom of the Faculty of Education homepage (in the blue footer), www.educ.queensu.ca. To access the Hub, please log in with your NetID and password.

Students with Disabilities

If you are a student with a disability for which you need academic accommodations, you will need to register with [Student Wellness Services](#). Please complete the registration process and submit it along with documentation of your disability to Accessibility Services: www.queensu.ca/studentwellness/accessibility-services/how-register-0.

Please note if you have a learning disability or attention deficit/hyperactivity disorder, you will need to send in your most recent psycho-educational assessment as early as possible, so that advising staff can

review it in advance of your appointment. For more information on documentation requirements for these disabilities and others, please click [here](#).

Access to Your Personal Information on SOLUS

If you would like the University to release financial and/or academic information to an individual (including a parent, or to an agency external to the University) you must complete an authorization through SOLUS Student Centre. This authorization will stay in effect until you choose to cancel it. For the purposes of practicum and other program planning, it is strongly recommended to include Kenjgewin Teg Director of Post Secondary and staff.

As you manage your personal information on SOLUS, please be aware that the collection and use of this information by Queen's is governed both by law (the Ontario Freedom of Information and Protection of Privacy Act, or FIPPA) and by the policies approved by the University Senate:

www.queensu.ca/secretariat/senate/resources-chairs-and-secretaries/freedom-information-and-protection-privacy-act

Please note: The University relies on the information listed under 'PRIMARY ADDRESS' and 'EMERGENCY CONTACT INFORMATION' in your SOLUS profile. If this is missing or out of date, we will not be able to contact you or your emergency contacts. Please ensure that you keep this information current.

GOOD HABITS!

Whether you are new to Queen's, or are returning to continue your studies, there are simple things you can do in order to ensure a successful year.

► Check your Queen's email on a regular basis – the University will only communicate with you via your Queen's email account. For more information about Queen's email, please go to:

www.queensu.ca/its/microsoft-office-365/email-calendar

► Check your student financial account often – whether you have a credit or an outstanding balance (e.g. tuition, student activity fees, residence fees, transcript charges, overdue library fees) your up-to-date account balances are available online through the SOLUS Student Centre. Queen's will not send reminders or invoices for amounts outstanding, so it will be your responsibility to check your account regularly. Mark your calendar with important dates – registration and fee due dates, as well as sessional dates specific to your Faculty or School, are available anytime at

<http://www.queensu.ca/registrar/resources/registration-guides>

► OSAP applicants, please check your online OSAP account regularly to make sure that your OSAP application is complete and that all necessary documents have been submitted. Access your account at osap.gov.on.ca.

Please contact the Office of the University Registrar (Student Awards) if you have further questions/concerns (awards@queensu.ca; (613) 533-2216).

► Out-of-Province Government Student Financial Assistance

If you are an out-of-province student, please consult your provincial/territorial financial aid website for details regarding the distribution of your student loans and grants. A list of those websites is here:

<http://www.queensu.ca/studentawards/financial-aid/government-student-aid/other-provincesterritories>

► Whether you're new to Queen's, or are returning to campus, familiarizing yourself with the location of your classes is always a good idea. The staff in Student Services are available to provide you with a personalized tour of Duncan McArthur Hall, home to the Faculty of Education and all of your classes, prior to your arrival. Contact Student Services at educstudentservices@queensu.ca or 613-533-6205. Viewing your class timetable, which is available on SOLUS, prior to classes beginning, is a good way to prepare yourself. See Queen's west campus map (Duncan McArthur Hall):

www.queensu.ca/campusmap/west

► Queen's Learning Commons is a fantastic, on-campus resource that can help you with learning skills, writing, planning assignments, and a lot of other things that will help you succeed at Queen's. Check out their website to learn about the workshops and tools that are available to you:

www.queensu.ca/qlc/home

► Your campus-based Education classes in July will be located in [Duncan McArthur Hall](#) in Kingston, Ontario. Your weekly class timetable will be available in SOLUS. Please make sure you view each week of your SOLUS summer timetable, as your classes will change throughout the term. You can familiarize yourself with class locations on the [Duncan McArthur Hall map](#).

Policies and Important Fine Print

FACULTY OF EDUCATION PROFESSIONAL CONDUCT

educ.queensu.ca/regulations-policies

QUEEN'S CODE OF CONDUCT

The Queen's Code of Conduct outlines the standard of behaviour to which students will be held. It is important that you take the time to review it and understand the information it contains. The Code of Conduct can be found at: <http://www.queensu.ca/registrar/resources/policies/university-code-conduct>

FACULTY OF EDUCATION REGULATIONS AND POLICIES

educ.queensu.ca/regulations-policies

FEE APPROVAL

The Board of Trustees reserves the right to make changes, without notice, in the scale of fees. If fee changes are approved after publication deadlines, every effort will be made to notify students affected. However, lack of notification does not exempt a student from paying the appropriate fee. Normally, fee increases, if applicable, become effective May 1 each year. Acceptance of fee payment does not necessarily imply acceptance of registration.

CHANGES IN FEE ASSESSMENT

While every effort is made to avoid errors in fee assessment, should an error occur it will be corrected and every effort will be made to attempt to notify affected students. *However, lack of notification does not exempt a student from paying the appropriate fee.*

SENATE POLICY ON STUDENT DEBTORS

Any student with an overdue debt with the University will not be permitted to register or to receive examination results, official transcripts, or marks reports until the outstanding account is settled in full or until an acceptable arrangement for settling the account is made by the department(s) concerned. In no case will a diploma be released to a student with an outstanding debt with the University.

For a listing of fee policies, including assessment changes, overdue accounts, service charges and refunds, please visit the Fee Policies page at: www.queensu.ca/registrar/resources/policies/fees.

For information on the University's refund schedule, please visit:

queensu.ca/registrar/financials/refunds.

For a listing of administrative fees, please visit: www.queensu.ca/registrar/financials/tuition-fees

For more information on how fees are assessed, whether by program or by course, please visit:

www.queensu.ca/registrar/financials/tuition-fees

Please note that acceptance of fee payment does not necessarily imply acceptance of registration.