

Guide to Registration and Fees

Multi-Session Programs (ITEP, TEMS, FSLM)
Summer 2024

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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.

<https://educ.queensu.ca/current/tc/support>

Queen’s University Supports 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) Contact information available at: https://www.queensu.ca/registrar/contact</p>
FINANCIAL AID AND 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/registrar 613.533.2216 awards@queensu.ca</p>
FOUR DIRECTIONS INDIGENOUS STUDENT CENTRE	<ul style="list-style-type: none"> ➤ Seeks to enhance the development and well-being of the Queen’s Indigenous Community. 	<p>www.queensu.ca/fourdirections 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 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 an internationally informed and 	<p>www.quic.queensu.ca 613.533.2604</p>

	cross-culturally sensitive learning environment.	
HOUSING	➤ Community Housing and the Off-Campus Living Advisor provide housing resources for all Queen's students.	http://community.housing.queensu.ca Community Housing: 613.533.2501 https://www.queensu.ca/ocla/
INFORMATION TECHNOLOGY SERVICES (ITS)	➤ Campus Computer Sales & Service, internet access on campus (including residences), and Queen's email.	www.queensu.ca/its 613.533.6666
STAUFFER LIBRARY	➤ Queen's main library, including the humanities and social science collections, special collections, the Queen's Learning Commons and the Adaptive Technology Centre.	http://library.queensu.ca/stauffer 613.533.2524
ATHLETICS AND RECREATION CENTRE (ARC)	➤ Fitness and recreation services, meeting areas, reservations, and rentals to the Queen's community.	http://rec.gogaelsgo.com/index.aspx 613.533.2500
STUDENT GOVERNMENTS	➤ Student Activity Fees, Health, and Dental Insurance	https://sgps.ca/ 613.533.2924
STUDENT WELLNESS SERVICES	➤ Health and wellness services (access to doctors and nurses), counseling services, and disability accommodation services for all Queen's students.	www.queensu.ca/studentwellness/home 613533.2506

Important Dates and Information

<p>Early April</p>	<p>Student Services will enroll you in all 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 this guide). You will not need to enroll yourself in any summer term classes through SOLUS.</p> <p>How much will it cost? Queen’s Financial Aid and Awards website has a page with estimated costs, including rent, food, etc.: https://www.queensu.ca/registrar/tuition-fees/expenses-budgets</p> <p>You will be taking approximately 10-13 units in each term. Tuition is \$199.91 per unit, for a total estimate of \$1,799-2,798 per term, plus student assistance levy and ancillary 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>Ancillary and the Health and Dental Plan for Multi-Session students, benefits are administered by the Society of Graduate and Professional Students. <i>These fees, including Health and Dental, is not automatically assessed for Multi-Session teacher candidates.</i> Multi-Session teacher candidates can choose to opt into Ancillary fees or the health and dental plan.</p> <p>If you choose to opt-in to ancillary fees while on-campus in the summer (for use of the gym, Kingston transit, etc.) you must complete the following form provided by the Registrar’s Office: 2024 SGPS Summer Opt In Mandatory Ancillary Fees 2024.pdf (queensu.ca). Once completed and signed, email the form to solus@queensu.ca by May 26, 2024. Late requests will not be accepted. You are opting in to all ancillary fees indicated on the form. More information can be found here: Forms Registrar & Financial Aid Services (queensu.ca)</p> <p>If you choose to opt-in to Health and Dental coverage during your program, you must do so by May 24, 2024 for summer only coverage (May 1-August 31). If you would like to continue coverage for the 2024-2025 academic year, you must opt-in again during the opt-in period Sept 1-Sept 30, 2024. For more information or questions, see https://sgps.ca or contact them at healthdental@sgps.ca, 613.533.2924.</p>
<p>Early April</p>	<p>For funding by Indigenous Education Authorities of tuition and/or books please go to http://www.queensu.ca/registrar/financials/HowToPay/funding-agency-sponsors and follow the instructions. Please submit your funding/sponsorship authorization letter at least one month before the start of the term. For example, August 1 for Fall term, December 1 for Winter term, April 1 for Summer term.</p>

	<p>If you are finding yourself under financial restraint, 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: https://www.queensu.ca/registrar/financial-aid/specific-students#consecutive-education</p> <p>Note: Domestic students must apply and be assessed for government student assistance in order to be considered for this program.</p>
Early April	<p>If you are an international student, you must apply for a study permit if you do not already have one. If you are an international student without valid Canadian provincial/territorial health 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 Mitchell Hall, or by accessing the pre-registration form at https://quic.queensu.ca/health-insurance/enrolment</p>

Early April	<p>Please ensure you submit your photo so we can produce your student card. You will receive an email to your @queensu.ca email account asking you to go into your student center (SOLUS) and upload your photo. If you are enrolled at Queen’s for the Winter 2024 term, your current student card will expire on April 30. You must submit your photo and a new student card will be issued with the faculty code EDU. Further information is available at www.queensu.ca/registrar/studentid</p>
Mid-April	<p>Ontario residents beginning a Multi-Session Education program in May who wish to apply for OSAP for the 2024 summer term, must submit a new 2023-2024 Full-time OSAP application via their account on the OSAP website selecting the appropriate program (i.e., “French Multi-Session Summer”, “Technological Multi-Session Summer” or “Indigenous Multi-Session Summer”. Please contact the Financial Aid and Awards Office for more information (Tel: 613-533-2216; email: awards@queensu.ca).</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: https://www.queensu.ca/registrar/financial-aid/application-required/government/provinces-territories</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 a rolling basis and will be posted to your student SOLUS account. Most decisions will be posted by the first week of June. 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 must establish your plan to pay your tuition and Student Assistance Levy. https://www.queensu.ca/registrar/financial-aid/financial-resources</p>
End of April – Early May	<p>Some or all 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). 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 dues. To review your Student Activity Fees in more detail, visit https://sgps.ca</p>
May 3-5	<p>Opening Day and Introduction to the Program. Details will be provided closer to the date. 2024-25 program dates are available here: https://educ.queensu.ca/welcome-multi-session-teacher-candidates</p>
June 30	<p>Final transcripts are 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 (educstudentservices@queensu.ca) 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>
July/August	<p>Student Services will enroll you in Fall, Winter, and Summer 2 courses. Further 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 surrounding your NetID or password? Contact Information Technology Services at Queen's:
<https://www.queensu.ca/its/getting-started/students>

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 and please include your student number. For more information please visit: <https://www.queensu.ca/its/getting-started/students>. If you have problems, please contact IT 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 'SOLUS' link on the side of the page. *

You will find information on:

- ▶ *Academics* – timetables, 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 process your awards and refunds directly into your bank account when appropriate. 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 T2202-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 the 'Student/HR Admin' link located under 'Peoplesoft Resources.'*

For help navigating and using SOLUS, please visit:

<https://www.queensu.ca/registrar/resources/solus-help>.

Faculty of Education Information Hub <https://onq.queensu.ca/d2l/home/352541>: Here you will find Faculty of Education academic and administrative information, and an events calendar. The link to the onQ 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 onQ Hub, please log in with your NetID and password.

Students with Accessibility Needs

If you are a student with a disability for which you need academic accommodations, you will need to register with Queen's Student Accessibility Services:

<https://www.queensu.ca/studentwellness/accessibility-services>. Please complete the registration process and submit it along with any necessary documentation.

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. More information on documentation requirements for these disabilities and others:

<https://www.queensu.ca/studentwellness/accessibility-services/documentation-criteria>

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 (<https://www.queensu.ca/registrar/resources/solus-help>). This authorization will stay in effect until you choose to cancel it.

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 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: <https://www.ontario.ca/page/osap-ontario-student-assistance-program>. Please contact the Financial Aid and Awards Office 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: <https://www.queensu.ca/registrar/financial-aid/application-required/government/provinces-territories>
- ▶ 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 your classes, prior to your arrival. Contact Student Services at: educstudentservices@queensu.ca.
- ▶ 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: <https://library.queensu.ca/help-services/queens-learning-commons>
- ▶ Your summer Education classes schedule in Kingston will be located in Duncan McArthur Hall. The location of your fall and winter learning weekend classes (TEMS and ITEP only) will be identified by your program coordinator before the beginning of the term. 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 building map: https://educ.queensu.ca/sites/educwww/files/uploaded_files/DUNMAC%20Floorplan.pdf.

Policies and Important Fine Print

Faculty of Education Professional Conduct, Regulations, & Policies

<https://www.queensu.ca/academic-calendar/education/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>

Essential Knowledge, Abilities, and Dispositions of a Teacher Candidate

<https://educ.queensu.ca/current-students/teacher-candidates/essential-knowledge-abilities-and-dispositions-teacher-candidate-candidate>

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, and 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.