

STUDENT GUIDE FOR INTERNATIONAL EXCHANGE STUDENTS

UNIVERSITY OF OTTAWA TELFER SCHOOL OF MANAGEMENT

International Exchange Programs
BCom / MBA
2018-2019

www.telfer.uOttawa.ca



CONNECTS YOU TO WHAT MATTERS

WELCOME TO THE UNIVERSITY OF OTTAWA, CANADA

Student Services Centre Telfer School of Management

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55 Laurier Avenue East
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K1N 6N5 CANADA
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International Exchange Programs Office Hours

September to May
Monday to Friday
8:45 a.m. – 4:30 p.m.

June to August
Monday to Friday
8:45 a.m. – 3:30 p.m.

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STUDENT GUIDE FOR INTERNATIONAL STUDENTS

TELFER SCHOOL OF MANAGEMENT EXCHANGE PROGRAMS

BCom and MBA Programs

1. STEPS TO FOLLOW

Steps to Follow Before Your Arrival

1. Send us your course selection by email at undergraduate@telfer.uottawa.ca by completing the Special Student [course registration form](#) by **May 15** (for the fall term) and **November 15** (for the winter term). Exchange students can only take business courses (ADM), and **cannot register to courses offered by the other Faculties of the University of Ottawa. However, students may be permitted to take French (FLS) or English (ESL) as a Second Language course if places are available.** See section 5 of this guide for more details.

Please take note of the following:

Category	Transfer of Credits
Status	Other: Exchange Student
Social Insurance #	Only applicable to Canadian students
Local Mailing address	Not applicable

**Please note that not all fields on the course registration form are applicable to international students, as this is a standardized form.*

2. Upon receipt of your letter of admission, apply for your student visa (if applicable). Visit the [Citizenship and Immigration Canada](#) website for details.
3. If you have been granted a room in [Marchand residence](#), complete the online application and send your deposit to reserve it to the Housing Services.
4. Your *Contract for Residence* will be available on uoZone in June (fall term) or November (winter term). Please return this contract to Housing Services as soon as possible. Your deposit will be deducted from your total amount of rent. If you wish to stay in Ottawa before the available date of your room at the Residence in August or January, we recommend you stay at the International Youth Hostel. You can contact them at 613-235-2595 or through their website at www.hihostels.ca.

Please note that Housing Services could also request proof of immunization (vaccinations) upon your arrival (if applicable to your Home country).

5. Pay the mandatory University Health Insurance by bank transfer (or in person at InfoService upon your arrival on campus).
6. International Exchange students must meet with Ms. Véronique Brazeau upon arrival **if their course selection is incomplete.**

Steps to Follow Upon Your Arrival

1. **After you arrive and leave your baggage at your residence or apartment, it is important to come to our Student Services Centre immediately to pick up your orientation schedule.** If you arrive in the evening, please come to our office (Desmarais Building, room 1100) the next morning.

For rooms in the halls of residence, please go to the Main Residence Complex (90 University Street) if you arrive after office hours. This residence is open 24 hours, 7 days per week. Bring a copy of your contract with you.

2. Attend the compulsory information session and campus tour. Meet Ms. Véronique Brazeau at the Student Services Centre to complete your course selection and registration forms, if modifications are required. Exchange students can only take business courses (ADM), and **cannot register to courses offered by the other Faculties of the University of Ottawa. However, students may be permitted to take French (FLS) or English (ESL) as a Second Language course if places are available.**
3. Obtain a student card at InfoService, 75 Laurier Avenue (Tabaret Hall) and a statement of account for UHIP and Housing payment.
4. Purchase your textbooks at the University of Ottawa bookstore, in the University Centre. Books are shelved by course codes and sections (ex. ADM 2320 section A). Keep your receipts in case you wish to change courses. You may also purchase some used textbooks at [Agora bookstore](#).

Steps to Follow After Registration

1. Once your course selection is approved, you may modify your course selection according to the dates of the academic calendar. Enrolment in another course will only be possible if places are still available. We recommend that you attend the class before changing it.

BCOM Students (Undergraduate)

- Course changes can only be made during the second week of classes.

MBA Students full-time (Graduate)

- Course changes must be done during the first week of courses.

All course modifications (add, delete, change of sections, withdrawal) must be done officially on the [Modification/Cancellation of Registration](#) form and before the [deadlines](#).

For the duration of your studies at the University of Ottawa, it is important to keep the student copy of all transactions made with the University.

2. Free tours:
Morisset Library (Main University library): offered at the beginning of each term. Contact the library for details (613-562-5213).
3. The Student Services Centre will also organize a tour of the Gatineau Hills and other activities for international exchange students.

For further social activities please contact:

CETSC (undergraduate student association)

Desmarais Building, 613-562-5800 ext. 4660

www.cetsc.ca

Telfer International

Desmarais Building, 613-562-5800 ext. 4573

<https://www.facebook.com/Telfer.International/>

MBASA (graduate student association)

Desmarais Building, 613-562-5800 ext. 4800

www.telfer.uOttawa.ca/mbasa

4. If you will be living off campus, please submit your telephone number and your address to the Student Services Centre.
5. If you need to communicate with your home institution, feel free to leave your form/letter with Ms. Véronique Brazeau and she will mail it from our office.

Transcripts

A copy of your transcript will be mailed directly to your university at the end of the term. Should you require an extra copy, please contact the *InfoService* by making an online request through uoZone.

uoZone

You can verify your marks, current status, accounts and personal information on the web at <http://www.uottawa.ca/en/students>. To access this information, students must obtain an initial password from the Technical Support Office.

For technical support regarding your *uoZone* password, please contact Technical Support at 613-562-5800 ext. 6555. If you have any technical problems or cannot access your account, please complete an online request to get a new password:
www.ccs.uOttawa.ca/cybersos.



2. ACADEMIC YEAR 2018-2019

	BCOM STUDENTS (UNDERGRADUATE PROGRAMS)	GRADUATE STUDENTS <i>ONE TERM</i> (GRADUATE PROGRAMS)	MBA STUDENTS ADMITTED TO THE 12-MONTH PROGRAM (GRADUATE PROGRAMS)
FALL TERM	Orientation: August 30 & August 31 2018 Term: September 5, 2018 to December 20 (10 p.m.), 2018 Students must arrive by: August 29, 2018	Orientation: August 30 & August 31 2018 Term: To be determined Students must arrive by: August 29, 2018	Orientation: August 30 & August 31 2018 Term: To be determined Students must arrive by: August 29, 2018
WINTER TERM	Orientation: January 4, 2019 Term: January 7, 2019 to April 26 (10 p.m.), 2019 Students must arrive by: January 3, 2019	To be determined	To be determined
SPRING/ SUMMER TERM	N/A	N/A	To be determined

When booking your return flights, you must respect the dates indicated above. The exam schedule will not be modified if you have an early departure flight. Therefore, you cannot book a flight before the end of the term.

3. HOUSING

As an incoming exchange student, you have the possibility of living in residence on campus or to find housing off campus. If you decide to stay on campus, please follow these steps:

- 1) Find the Housing application form under the "Housing Portal" application in [uoZone](#) (please allow for a possible 24 hour delay).
- 2) Please complete and submit the housing application form.
- 3) An offer will be sent to you if your application is approved. You will then need to pay a CAN \$700 deposit to finalize the room reservation.

It is important to note that the [deposit](#) will be required by June 1, 2018. Without this payment, the residence offer will be canceled. We invite you to consult the [calendar of important dates and deadlines](#) and to consult the [Methods of payment accepted](#).

Due to limited availability, we are unable to guarantee that all students will receive a room in the halls of residence. Therefore, if you have been informed that a room is not available for you, it is advised that you schedule your arrival in Ottawa for mid-August (Fall 2018) or mid or end of December (Winter 2019) to find off-campus housing. The average price for an unfurnished one bedroom apartment in Ottawa ranges from CAN \$750 (15-20 min from campus) to \$1,200 (5 min from campus), per month.

We recommend you check the list of off-campus housing on our [Housing Service website](#) at and arrive early to find [off-campus accommodation](#). You can also find housing using [Kijiji](#) or [Craigslist](#).

Halls of Residence

Please note that the Main Residence Complex (90 University, Marchand and Stanton) is open 24 hours. If you arrive in Ottawa after office hours, please go to [90 University](#) (90U) for your keys.

Each room in the halls of residence is provided with a bed, a closet, a desk and chair, a wastebasket, a mirror, a medicine cabinet, a bookcase, a bulletin board and a study lamp. Housing Services supply linen to international students (additional cost).

However, all students must bring their own towels and blankets. Rooms are equipped with electrical outlets (120 volts), and there is enough room for a small rental refrigerator.

Rooms are cleaned weekly and public areas daily. Private telephone lines have been installed in each room and local calls are free. Community kitchens are equipped with a refrigerator, a hot plate and a microwave oven. Please note that pots and dishes are not provided and that no cooking whatsoever is permitted outside the kitchen. A television is found in every community lounge. There are two single-sex washrooms per floor. Each residence has laundry rooms with card-operated washers and dryers, a large basin and an ironing board. Irons, vacuum cleaners and other large objects may be stored during the academic year.

The halls of residence offer excellent security procedures. Reception desks are open 24 hours a day and only residents and their guests are allowed into the buildings. Reception personnel direct telephone calls and distribute mail daily into individual mailboxes.

Residences are closed during Christmas holidays.

Each of our residence halls accommodates a large population of diverse young individuals, averaging 17 to 21 years old. Some students find that the elements of cooperation, consideration, compromise and respect for authority demanded by this lifestyle are overly burdensome. If this sounds like you, we strongly encourage you to consider alternative accommodation. [Meal plans](#) are optional. You may check these upon arrival at University Centre (UCU), room 110. The phone number is 613-562-5893.

Rates

In the fall and winter, four-month rental rates are only available to exchange students in the Marchand residence. The rates for 2017-2018 are indicated in the table on the following page.

2017-2018 Rates (the rates for 2018-2019 are not available yet)

Study Period	Single Room	Double Room
4 months (fall or winter)	\$ 3,707.50	\$ 3,079.00
8 months (full year)	\$ 7,415.00	\$ 6,159.00

Payment

Direct payment is convenient and often the easiest method to pay your reservation deposit or your residence fees. If you have an account in a Canadian financial institution, it can all be done online. Please refer to the [Methods of Payment for Students Accounts](#).

Housing Services 613-562-5885
Brooks Complex
100 Thomas More, suite 308

Main Residence Complex 613-564-5400
90 University
Ottawa, Ontario
K1N 1H3

Marchand Residence 613-564-5400
110 University
Ottawa, Ontario
K1N 9A8



4. HOW TO GET TO THE UNIVERSITY

UNIVERSITY OF OTTAWA WELCOME BOOTHS

Depending on the date and hour of your arrival in the Ottawa International Airport, Train or Bus stations, you may find the University of Ottawa Welcome Booths already set up for your service. They will provide you with useful information about the city of Ottawa and the University, and help you find your way to your accommodation in town. Please note that this service will only be offered during the Fall Term.

FROM THE OTTAWA INTERNATIONAL AIRPORT

Info Desk: 613-248-2125 www.yow.ca

You can take a taxi (about CAD \$ 50.00) or public bus route 97 (OC Transpo) direction Bayshore, (CAD \$3.35, exact change is required) and get off at *Laurier Station*. The bus, # 97, leaves the airport every 15 minutes until 7:50 p.m.; every 30 minutes afterwards.

[OC Transpo Bus planner](#).

FROM THE PIERRE-ELLIOTT TRUDEAU INTERNATIONAL AIRPORT (MONTREAL)

Phone: 514-394-7377 or 1-800-465-1213 www.admtl.com

You can take an interprovincial bus (a two-hour ride) to Ottawa. Upon your arrival at the airport, go to the information booth called **Greyhound** to purchase your ticket. Buses leave every two hours and can drop you off on campus (Laurier station) otherwise you will be dropped off on Catherine street at the bus terminal. Afterwards you can either take the OC-Transpo bus to campus or take a taxi.



5. COURSE SELECTION

Timetable

The academic year is divided in two: Fall Term (September to December) and Winter Term (January to April). Courses last one term (no courses run for a whole academic year). In order to find out if a course is offered during your term at the Telfer School of Management, please visit: www.timetable.uOttawa.ca (click on *Basic course search*, then enter term Fall 2018 or Winter 2019, and Administration as Subject). When you click on a course, you will find the course description including its prerequisite and the course schedule. The classroom location, the names of the professors and any modifications will be available in mid-August. It is essential that you verify this timetable before the start of classes.

After carefully selecting your courses, send us your [Registration form](#) and your timetable by email at undergraduate@telfer.uOttawa.ca as soon as possible, so that we may reserve places for you. All our courses have limited enrolment. We will contact you by email if the courses that you have selected are full or if you do not have the prerequisites for the courses that you have chosen. Please, clearly sign the form.

Classes always end 10 minutes earlier than the published time. This allows you to arrive on time for your next class.

All business courses are offered three hours per week in one of the following formats:

- Two one hour and a half periods per week
- One three-hour period per week.

Many undergraduate courses such as ADM 1300 or ADM 1301 have discussion groups (DGD) or labs which you must choose according to your schedule. The lab or discussion groups are compulsory in your program.

Course Sections

Most courses at the Telfer School of Management are offered in multiple sections. Each section has its own time slot and professor. On your timetable, the section is represented by the letter and two zeros next to the course code, such as A00, B00, C00, etc.

For example: ADM 2342 A00 is offered Monday from 11:30 to 13:00 a.m. and Thursday from 1:00 p.m. to 2:30 p.m.

ADM 2342 E00 is offered Wednesday from 7:00 p.m. to 10:00 p.m.

When you select a course you must clearly indicate the section on your registration form in the appropriate space and attend that specific section throughout the term.

Definition of the Course Codes and Symbols

Each course is composed of alphabetical and numerical codes.

1. The alphabetical codes indicate the topic of the course.
(ADM 1300 = Administration or Business).
2. The first digit of the numerical codes indicates the level of the course.
(ADM 1300 = level 1000 = 1st year) (Undergraduate)
(ADM 2341 = level 2000 = 2nd year)
(ADM 3350 = level 3000 = 3rd year)
(ADM 4311 = level 4000 = 4th year)

(ADM 5320 = level 5000 = 1st year) (Graduate)
(ADM 6320 = level 6000 = 2nd year)
3. The second digit indicates the language in which the course is taught.
1, 2, 3, 4 courses given in English
5, 6, 7, 8 courses given in French
0, 9 courses given in either French or English.

MBA course descriptions can be found at:

<http://www.telfer.uottawa.ca/mba/en/courses-and-timetables>

BCom course descriptions can be found at:

catalogue.uottawa.ca/en/courses/adm/

Note: Course outlines can be found at the Telfer School of Management's online document deposit on [uoZone](#).

Course Selection

BCom Courses (Undergraduate Level)

In general, exchange students take four or five courses per term.

Exchange students usually register to level 3000/4000 courses since level 1000/2000 are introductory courses. Therefore, you should take level 1000/2000 courses only if you have not taken this subject at the undergraduate level. For example, a student who has never taken a Marketing course during his undergraduate business degree will register to ADM 2320 Marketing. However, a student who has taken marketing at the undergraduate level will register to ADM 3321 Consumer Behaviour or ADM 3322 Services Marketing.

When selecting courses **please verify the prerequisite indicated at the end of each description.** For example, if you wish to take ADM 3333 Staffing Organizations (prerequisite ADM 2337 Human Resource Management) you can register to this course as long as you have completed a Human Resource Management course in your business degree.

MBA Courses (Graduate)

In general, exchange students take four courses per Block.

Exchange students at the graduate level usually register to level 6000 courses since level 5000 are introductory courses. Therefore, you should take level 5000 courses only if you have not taken this subject at the undergraduate or graduate level.

Students from the graduate schools of management in France who are completing the MBA program must take 5 to 6 courses per block from August to August. They must also register to the Management Skills courses in August. The Management Skills courses are not open to Special MBA students (one term students).

Withdrawal From a Course

You cannot withdraw from a course simply by no longer attending the class. You must complete the appropriate form ([Modification/Cancellation form](#)) before the **drop deadline** at the undergraduate or graduate office (see [academic dates](#)). Failure to do so will result in an automatic EIN on your transcript (value equivalent to a failing grade).

Grading System

GRADE SCALE

Letter Grade	Percentage Interval	Point Value	Definition
A+	90 - 100 %	10	Exceptional
A	85 - 89 %	9	Excellent
A-	80 - 84 %	8	
B+	75 - 79 %	7	Very good
B	70 - 74 %	6	
C+	65 - 69 %	5	Passing Mark (for Graduate students)
C	60 - 64 %	4	
D+	55 - 59 %	3	
D	50 - 54 %	2	Passing Mark (for Undergraduate students)
E	40-49 %	1	Failure
F	Below 39 %	0	Failure

6. MEDICAL INSURANCE PLAN (UHIP)



On June 30, 1994, the Ontario Provincial Government eliminated Health Care protection for non-Ontario Residents. Therefore, all International Students must purchase the University Health Insurance Plan (UHIP), to provide protection compared to that available from the Ontario Government (OHIP).

If you travel outside Ontario while you are a member of UHIP, you will have to pay for any medical services you receive and send original receipts with a claim form to the UHIP insurer for payment. If you **travel outside Canada**, UHIP will pay only for medically necessary emergency expenses. UHIP benefits will change anytime OHIP benefits change. Coverage is very limited and the purchase of additional health insurance when you leave Canada is strongly recommended.

Subscription to the *University Health Insurance Plan (UHIP)* is **compulsory for all exchange students** (even if you already have other health insurance). Premiums for the year 2017-2018 were \$204.00 CAD per term. Please note that the rates for 2018-2019 will be updated at the following link : <http://uhip.ca/all-about-uhip.aspx>. Payment for UHIP must be received upon arrival and can also be made by Western Union GlobalPay. Subscription to UHIP is automatically completed on your behalf.

Outside the periods of UHIP insurance coverage, you are **entirely responsible** for obtaining insurance for your own protection and that of your dependents. We very strongly advise obtaining a secondary insurance policy to cover the gaps in UHIP coverage (before the 11th day of the month preceding your studies).

Example:

Arrival in Canada of a newly registered student	August 1, 2018
Start of the University session	September 7, 2018
Start of UHIP coverage	August 11, 2018

7. EMAIL ADDRESS

For new students, email accounts are created 48 hours after you have been registered to courses.

To access your email through the Google Apps account, log into [uoZone](#).

Your @uOttawa.ca Google account is your official University student email account through which the University communicates with you. University administrators, professors, teaching assistants and other students will easily recognize this email address.

University of Ottawa's email policy: All email correspondence from the University of Ottawa is sent to students via their official university email (@uOttawa.ca). It is the student's responsibility to check his/her university email account on a regular basis.

8. FINANCIAL AID & STUDENT AUTHORIZATION

International Exchange students are not eligible for most University of Ottawa, Federal or Provincial grants, bursaries or scholarships. If your funds are inadequate, the University of Ottawa will not assume financial responsibility. Should you have further questions, contact the *Citizenship and Immigration Canada* at 1-888-242-2100, or visit their website at: www.cic.gc.ca.

9. IMPORTANT PHONE NUMBERS AND E-MAIL ADDRESSES

Student Services Centre
Telfer School of Management
Desmarais Bldg. Room 1100
55 Laurier Ave E.

613-562-5805
613-562-5167 (fax)
E-mail: undergraduate@telfer.uottawa.ca

Housing Services
Brooks Complex,
100 Thomas More (308)

613-562-5885
613-562-5109 (fax)
E-mail: residence@uOttawa.ca

Health Insurance Office (UHIP)
International Office
75 Laurier Avenue

613-562-5847
613-562-5100 (fax)
E-mail: uhipramu@uOttawa.ca

School of Graduate Studies
Hagen Hall
115 Séraphin Marion

613-562-5742
613-562-5992 (fax)
E-mail: gradinfo@uOttawa.ca

Sports Services
Montpetit Hall
125 University (361)

613-562-5800 ext. 4327
613-562-5151 (fax)
Email: gee-gees@uOttawa.ca

Students' Federation (SFUO)
University Centre,
85 University Private, room 07

613-562-5966
613-562-5969 (fax)
Email: reception@sfuo.ca

Graduate Students' Association
601 Cumberland

613-562-5935
613-562-5142
Email: gsaed@uOttawa.ca

InfoService
Tabaret Hall
75 Laurier Avenue East

613- 562-5700
613- 562-5323 (fax)
Email: infoserv@uOttawa.ca

Telfer School of Management:

Information Desk
Desmarais Building

613-562-5731
E-mail: info@telfer.uOttawa.ca

Students' Association (MSCEG)
Desmarais Building

613-562-5800 ext.4660

MBA Students' Association (MBASA)
Desmarais Building

613-562-5800 ext.4800

Off-Campus Important Phone Numbers

OC Transpo	613-741-4390 E-mail : ocinfo@ottawa.ca
Ottawa Police	613-230-6211 E-mail : info@ottawapolice.ca
Emergency	911
Via Rail Canada Inc. (Train Services)	1-888-842-7245
Air Canada Inc.	1-888-247-2262
West Jet Inc.	1-800-538-5696
Air Transat	1-877-872-6728

10. TEMPORARY ACCOMMODATION

If you arrive early, and have not reserved a temporary room at the University of Ottawa or you do not have a room in residence, you can find low cost accommodation at the hotels listed below for temporary accommodation. It is recommended to book your room before arrival by contacting the following numbers:

Hostels & Hotels

HI – Ottawa Hostel
75 Nicholas Street
Tel: 613-235-2595

This hostel is a five-minute walk from the University and offers temporary accommodation for students and families.

Novotel Ottawa

33 Nicholas Street, Ottawa
Tel: 613-230-3033

This hotel is a five-minute walk from the University of Ottawa.
Approximately \$150 CDN per night.

YMCA - Shenkman Residence
180 Argyle Street
Tel: 613-237-1320

The YMCA offers short-term accommodation, and has daily, weekly and monthly rates.

Les Suites Hotel Ottawa

130 Besserer Street, Ottawa
Tel: 1-800-267-1989

This hotel is a five-minute walk from the University of Ottawa
Approximately \$150 CDN per night

Cost of the Canadian Dollar (rates in effect as of May 2018)

COUNTRY	CANADIAN \$	FOREIGN
Australia (Dollars)	1	1.03
China (Hong Kong Dollars)	1	6.12
Euro	1	0.65
England (Pound)	1	0.57
Denmark (Kroner)	1	4.84
Hungary (Forint)	1	204.38
Mexico (Pesos)	1	14.78
Norway (Kroner)	1	6.30
Sweden (Kronor)	1	6.92
Switzerland (Francs)	1	0.78
Thailand (Baht)	1	24.74
U.S.A. (Dollars)	1	0.78

Source: www.xe.com

11. ABOUT THE UNIVERSITY OF OTTAWA

From its very beginning in 1848, the College of Bytown showed great promise. Now, as The University of Ottawa, located in the heart of the nation's capital, the institution has emerged as a vibrant centre of learning, with a total population including students, teaching and support staff of over 45,000 people. The largest bilingual university in North America, the University of Ottawa is a major player in the cultural and economic development of the National Capital Region.

The University's bilingual character is one of its key strengths. In keeping with its mandate to promote bilingualism and biculturalism in a multicultural environment, the University offers a dynamic mix of teaching and research programs in both of Canada's official languages. These include pace-setting ventures in co-operative and distance education. The University's unique programming offers students the flexibility of completing assignments in English or French. As an institution conscious of its social responsibilities, the University plays a key role in the promotion of women. It is also committed to forging international links, with international co-operation program extending to the rest of North America, Europe, Asia, Australia and beyond.

With its proximity to major libraries, government agencies and research institutions, and its involvement in global technological initiatives, the University of Ottawa provides students not only with access to an outstanding national resource, but with a university education whose quality is substantially enriched.

ADMINISTRATION

President and Vice-Chancellor of the University of Ottawa: Jacques Frémont

Vice-President, Research: Sylvain Charbonneau

Vice-President, Academic: David Graham

Vice-President, External Relations: Vacant

Vice-President, Resources: P. Marc Joyal

Secretary-General: Annick Bergeron

Dean of Telfer School of Management: François Julien

STUDENT POPULATION

Total number of students registered in the Fall 2016

University of Ottawa: 41 900 students

Telfer School of Management: 4 871

Undergraduate: 4 550

Graduate: 321



Sports Services and Fitness

www.geegees.ca

All exchange students are members of Sports Services (Montpetit Hall, 125 University, lower level or room 361, 613-562-5789). There are three gyms, a 50-metre swimming pool, a dance studio, a martial arts room, etc. You can book one of the four squash courts or two racquetball courts for a small fee (613-562-5940), attend aerobics sessions, or have access to the Fitness training room. Racquets and other equipment are also available (613-562-5800, ext. 4327).

Furthermore, the University of Ottawa Fitness Centre & New Sports Complex (801 King Edward Ave) offers a wide variety of educational, recreational, intramural and outdoor activities. Representing a new era in lifestyle management, the sports complex stands alone in the spotlight of the region's fitness community. The fitness facility features 6,500 pounds of free weights, 39 cardiovascular machines, 26 specialized weight machines, group fitness classes, whirlpool, personal training and much more. The superbly appointed sports complex is uniquely designed for function: two official ice rinks, one football/soccer field, sports medicine and physiotherapy clinics, etc.

Students can participate in free recreational activities and educational programs (first aid, jazz, karate, skating, badminton), clubs (alpine ski, golf, swimming), intra-mural (hockey, basketball, soccer, volleyball) and extra-mural competitions as well as inter-university leagues (basketball, cross-country, tennis, water polo, football), all organized by Sports Services. They offer courses and workshops for many sports (rock climbing, windsurfing, women's self-defense / Taekwondo, etc.) at very reasonable prices. Complete lists are available at [Sports Services](#). Registration is at the beginning of September and runs on a first-come, first-served basis.

The Ottawa region also offers a number of options for fitness. Information for activities including the following is available through the National Capital Commission Visitor's Centre (90 Wellington St., 613-239-5000).

- **Ice-Skating:** The Rideau Canal gives ice-skaters an 8 km corridor which stretches from Carleton University to downtown Ottawa. Skating on the Canal is free, and there are huts with skate rentals. The Winterlude Festival on the Canal is in early February.
www.canadascapital.gc.ca
- **Downhill Skiing:** There are three ski resorts within 45 minutes of Ottawa:
 - *Camp Fortune*, Chelsea, Quebec (www.campfortune.com)
 - *Edelweiss*, Wakefield, Quebec (www.sommets.com/fr/montagne-de-ski/sommet-edelweiss/)
 - *Mont Cascades*, Cantley, Quebec (www.montcascades.ca)
- **Cross Country Skiing:** The Gatineau Provincial Park, in Quebec, has an incredible amount of well-groomed trails for all levels of ability. In addition, there are trails at Mooney's Bay, Camp Fortune and Edelweiss.
- **Cycling:** There are many designated cycling paths throughout Ottawa. For a map for bicycle paths, contact the nearest NCC Visitors' Centre, here in Ottawa. The Gatineau Park also offers a limited amount of paths designated for mountain biking.
<http://ncc-ccn.gc.ca/places-to-visit/parks-paths-and-parkways/multi-use-pathways-in-the-capital>
- **Walking and Hiking:** There are a number of walking tours throughout Ottawa. The Gatineau Park offers many beautiful hiking trails of different lengths, and for different levels of abilities, where one can appreciate the beauty of the Canadian outdoors and its diverse wildlife.
www.pch.gc.ca

Student Academic Success Services

(www.sass.uOttawa.ca)

The Student Academic Success Service (SASS) helps University of Ottawa students persevere in their studies while contributing to their academic, personal and professional success.

Health Services

(www.uOttawa.ca/health)

Located at 100 Marie Curie Private, corner of King Edward Avenue, 3rd floor, 613-564-3950) provides medical care.

Walk-in Clinic Hours: *Monday to Friday: 8:00 a.m. - 8:00 p.m.*
 Saturday: 10 a.m. to 2 p.m.
 Sundays and most holidays: Closed.

During these hours, there is also a walk-in clinic with a physician is available to see patients without appointments for emergency visits.

The Health Promotion Program (85 University, room 211J, 613-562-5800, ext. 4362) also offers a wide variety of educational events to promote a healthy lifestyle for the student population.

The Campus Pharmacy (613-563-4000) is located in the same building. They fill prescriptions, sell stamps and bus passes, and provide fax and photocopying services. Laboratory facilities can be found on the second floor.

There are also other health services provided on campus such as a sports medicine and physiotherapy clinic, a dentist, and an ear, nose and throat specialist. If you want to know more about the services or if you need counseling, contact the Health Services at 613-564-3950. The nearest Post Office is in the Rideau Pharmacy, located on 390 Rideau Street, about 10-minute walk away from the campus.

For emergencies, call 911 or 613-562-5411 (Protection Services) on campus.

Computer Facilities

The Desmarais Building has been built to provide students with the best pedagogical experience, including the latest multimedia equipment. You will find computers on the second floor of the Desmarais Building at 55, Laurier East, in rooms DMS2130, DMS2140, and DMS2150. Login accounts and passwords are mandatory. You do not need to ask for an account since they are created automatically by the Telfer School of Management.

Wireless Access

As a student at the University of Ottawa, you will be eligible to use an internet wireless connection on campus. To connect to the *eduroam* network, enter your uOttawa credentials once to connect securely to the Internet at the University of Ottawa.

For more information or for help connecting: <https://it.uottawa.ca/internet>

12. MAY WE SUGGEST...

Banking

A quick look around the campus will give you an idea about where the closest banks and bank machines are. Just outside the campus, at the corner of Cumberland and Rideau Street, there is the National Bank of Canada. Since the University is situated downtown, most banks can be found anywhere within a 10-minute walk from the campus.

Bank Machines on Campus

- Health Care Centre (Marie-Curie Street), Royal Bank
- University Centre (Ground floor), CIBC
- University Centre (Level 1), National Bank of Canada.
- University Centre (Level 2), Scotia Bank

Drugstore

Campus Pharmacy
100 Marie-Curie, 1st Floor
613-563-4000

The Campus Pharmacy will give you a 10% discount on most purchases, and has a lower dispensing fee for prescriptions.

Store

Pivik

The Pivik is a little store on campus belonging to the Student Federation, which carries a wide variety of products in the University Centre (food, soft drinks, candies, newspapers and magazines, as well as bus tickets). It can even look like a small supermarket. However, better prices are available at the Metro or Loblaws Supermarkets located on Rideau Street, close to Campus.

Other stores nearby:

- ***Mac's Milk*** (120 Osgoode Street) is open 24 hours, 7 days/week.
- ***Mac's Milk*** (210 Laurier Avenue East, at the corner of Henderson Avenue) is open 24 hours and 7 days/week.
- ***Metro*** (245 Rideau Street) is a grocery store close to campus; open 24 hours, 7 days/week.

Audio-Visual and DocUCentre

Audio-visual equipment is available through the Multimedia Distribution and Technical Section (Morisset, room 014, 613-562-5900). To borrow equipment, students need authorization from a professor or their department. The office also sells various supplies, offers technical assistance for operating equipment for courses and conferences, and operates a number of multimedia rooms on campus for the use of audio-visual equipment.

Media Production (Morisset, room 006, 613-562-5850) offers a 60% student discount on services in photography, graphic design, multi-media and videography, which are directly related to the completion of an academic course. Consultation regarding these services is available free of charge.

In addition to operating the photocopying services on campus, [DocUCentre](#) (UCU, room 0024, 613-562-5876) offers a variety of printing services.

Library

There are many libraries on campus, each with their own regulations and hours of operation. The main one is the Morisset Library:

[Morisset Library](#)

65 University Private

Info: 613-562-5213

Loan: 613-562-5212

referenc@uOttawa.ca

Bookstores

The main bookstore (University Centre, 613-562-5353) sells textbooks for courses as well as other books and office supplies.



Photocopying

In addition to a few coin-operated photocopiers on campus, there are over fifty photocopiers, operated with your [uOttawa Card](#) (student card).

For more information: <http://www.uottawa.ca/uottawacard/>

Food Services & Pubs

There are many choices for food selection on and around campus, depending on your taste and appetite. There is also one main cafeteria on campus, in the University Centre (UCU) and one food court on the main level of the STE building: foodservices.uottawa.ca

- **Bento Sushi** (UCU level 1) serves great sushi.
- **Tim Horton's** (UCU level 3, SITE level 2) serves coffee and pastries.
- **Café Alternatif** (Simard Hall, basement) sells good coffee, drinks, pastries, and sandwiches.
- **Café Nostalgica**, 603 Cumberland, is a fully licensed light restaurant.
- **Première Moisson**, (FSS, 1st floor) serves baked goods, pastries, charcuteries, ready-to-eat offerings and gourmet specialties.
- **Rez Café** (New residence building) quick and healthy meal.
- **Fauteux, Tabaret, Lamoureux, Marion, Arts Building** and **Health Sciences** each have their own snack bars as well.
- **Relish** (corner of Marie-Curie / Jean-Jacques Lussier) food truck that serves a variety of delicious lunches made with local organic ingredients.

Media

[The Fulcrum](#) is the English newspaper on campus and [La Rotonde](#) is French. There is also a university radio station, [CHUO](#) (89.1 FM). A portion of all student fees supports these various media and students are encouraged to participate in their production.

Miscellaneous

The University of Ottawa offers different services to the students. In this section, you can find the addresses and phone numbers of different stores and services offered on campus.

Lost and Found

If you lose something, or if you have found something, contact the Lost and Found office at the University Centre (UCU) near the bookstore.

University Centre

The Jock-Turcot University Centre Service provides specific resources and programs to the University community including the following:

- **The Agora** (Unicentre, main level) is an amphitheatre space that hosts different activities
 - including demonstrations, debates, and concerts.
- Clubs and associations may reserve certain rooms for their own tournaments and activities.
- **The Bookstore** (Unicentre, main level) find your textbooks, computer products, dorm and school supplies, apparel and gifts and a lot more!

For a complete list of the services offered at the University Center please refer to the following site: www.communitylife.uOttawa.ca



13. ABOUT OTTAWA

(www.city.ottawa.on.ca)

Ottawa is not only the political capital of Canada but is also the cultural centre of Canada. Ottawa is a clean city that has managed to successfully mix new architecture and maintain old architecture, together with its rivers and canals, to provide its residents and guests' one of the most beautiful cities in North America. The city of Ottawa has something for everyone. For those of you who enjoy museums, Ottawa has one of the widest varieties of museums. For those who enjoy great food and an exciting nightlife, Ottawa offers you the Byward Market Area, which during the day is a bustling farmers' market and in the evening transforms itself into a social gathering spot offering restaurants for every appetite and night-clubs for every type of music lover. In the winter, Ottawa's Rideau Canal becomes the world's longest ice skating rink and it hosts the exciting Winterlude Festival which boasts outdoor entertainment and fabulous ice sculptures.

Climate and Clothing

(www.theweathernetwork.com)

Ottawa's climate is characterized by four distinct seasons, with frequent temperature changes that provide an exhilarating canvas of colour, beauty, and recreational activity. Spring, summer, fall and winter are welcomed, and the changing seasons are an integral part of living in our city.

Temperatures can range from 33° C (91° F) in summer to -40° C (-40° F) in winter, with average summer temperatures around 20°C (68° F) and average winter temperatures around -10° C (14° F).

In summer, it is hot enough for residents to seek the nearest lake or swimming pool to cool off, while in winter, warm clothing is required. Both spring and fall are cool, and residents usually wear a sweater or light jacket. While cycling, swimming, tennis, golf and whitewater rafting are favoured activities in summer, winter's white beauty offers its own recreational opportunities for skiing, snowboarding, skating, tobogganing and snowmobiling.

Spring arrives in April, with warm weather and plenty of rain:

- Pack an umbrella, raincoat and waterproof boots if you have them.
- Temperatures drop below freezing on some nights.

Summer starts in June:

- Temperatures range from 15°C to 33°C (59°F to 95°F) with occasional rainfall.
- Bring a pair of comfortable walking shoes and clothes suitable for warm, humid weather.

Fall arrives in September:

- Temperatures can drop below freezing on some nights and rise to 20°C (68°F) during the day.
- Plenty of rain is usually in the forecast.

Winter begins around the middle of November with the first snowfall, and lasts until the end of March or beginning of April:

- Temperatures range from –25°C to +5°C (-33°F to 41°F)
- Bring a very warm jacket, gloves or mittens, scarf and hat for the winter months, and other warm sportswear.

It is very important that you wear clothing that is appropriate to the weather, especially in winter. We recommend that you buy outdoor winter clothing, such as coats and boots, in Canada, since these are manufactured to meet Canadian weather standards. We will provide advice on clothing in your [Orientation Session](#) at the beginning of the term.

Restaurants

There are several restaurants near campus, which are in the price range of most students' budgets:

- **Starbucks Coffee Shop** 1st floor of the Desmarais Building, beverages and sandwiches.
- **The Draft Pub** sports bar and restaurant (2nd floor of the new Sports Complex, 801 King Edward Ave) standard sports bar fare: burgers, triple-decker sandwiches, pizza, wings and a vast selection of local and international brews.
- **Father & Sons** Tavern and Restaurant (112 Osgoode at King Edward, 613-234-1173), offers fast food and is very popular with students.
- **The Royal Oak** (161 Laurier East, 613-230-9223) serves pub-style food and is also very popular among students. The basement is often used for student events.
- **Freshii** (55 Laurier Ave E., (613) 695-5600) offers fresh and nutritious meal choices.
- **Subway** (50 Laurier Ave E., 613-565-1616) serves sandwiches and salads.
- **Oh so good desserts** (25 York St., 613-241-8028) Best desserts in town.

The [Byward Market](#) is a ten minute walk from the University of Ottawa. Within an area roughly four blocks square, you'll find museums, cafés, specialty food shops, boutiques, galleries, restaurants, pubs, hair & aesthetics salons and more! There is a very large variety of restaurants in the Market and throughout Ottawa.

Museums and Galleries

Canadian Museum of History (www.historymuseum.ca)

An interesting looking building on the other side of the river, the architecture represents the creative forces of water, wind, and ice that are part of Canadian geography. One of the best parts of the museum is the Cineplus which is the only combination of IMAX and OMNIMAX in North America.

National Gallery of Canada (www.gallery.ca)

It is an exceptional place to see the most comprehensive collection of Canadian art. The Gallery's library is a mixture of art and art history and is available to the public. It has different exhibitions on a regular basis.

The Canadian Museum of Nature (www.nature.ca)

This museum has everything from dinosaurs to Canadian flora and fauna. Its collections include all aspects of the intersection of human society and nature, from gardening to gene-splicing.

Canadian War Museum (www.warmuseum.ca)

This museum shows the history of Canada, from the earliest European settlers to the most recent conflicts. Great battles are often re-enacted for the public to see.

Bank of Canada Museum (www.bankofcanadamuseum.ca)

This museum shows the history of Canadian currencies since times of the confederation to nowadays.

Transportation

Walking

The city of Ottawa is a great place for a pedestrian. An especially nice place to walk is the Rideau Canal which has a path from one end to the other.

Biking

Ottawa is a bicyclist's paradise because of the great bike paths, especially the paths along the canal and in the Gatineau hills.

VeloGO, perfect for short term rentals with stations in many places in Ottawa. For more information, visit <https://velogo.ca/>.

Rent-a-bike, located on Mackenzie Avenue behind the Château Laurier, provides information, maps, panniers and everything necessary to explore Ottawa's large network of bicycle pathways. They also offer several tours for groups. For information, call 613-241-4140. Bicycles can also be rented at several other outlets around the region:

- Dows Lake Pavilion, 613-232-1001 or 232-5278 (<http://www.dowslake.com>)
- Cycle Bertrand in Gatineau, 819-771-6858

OC-Transpo Public Buses and O-Train

www.octranspo.com

Tel.: 613-741-4390

The City of Ottawa is blessed with a good bus system which includes the transitway, and one lightrail train route. If you use bus tickets or buy a bus pass the cost is greatly reduced.

OC Transpo telephone info staff will help you plan your travel from home to campus, or anywhere else you want to go.

You can pay cash (exact fare required, no change back) but it's cheaper to use a pass or tickets. Buses run as late as 2 a.m. in certain routes.

Blue Line Taxi

[\(http://www.bluelinetaxi.com/\)](http://www.bluelinetaxi.com/)

Tel.: 613-238-1111

This company is Ottawa's most popular cab company and a ride from the University of Ottawa to Gatineau will cost you approximately \$20.00.

Festivals

www.ottawatourism.ca

Ottawa has several festivals throughout the year. Here are some of the most popular:

- **National Capital Christmas Lights**
December to January
- **Winterlude**
February
- **Tulip Festival**
May
- **Canada Day**
July 1
- **Ottawa Bluesfest**
July
- **Casino Lac-Leamy Sound of Light,**
August
- **The Ottawa International Jazz Festival**
August



14. MISCELLANEOUS ON LIVING IN OTTAWA

Budget Estimate (per term)

Flight (return)	\$900 - \$2,000
Housing (from \$650 to \$1200 per month)	\$2,600 - \$4,800
Food (approximately \$95 per week)	\$1425
Local transportation (bus fare at \$100.75 per month)	\$403
Compulsory health insurance (UHIP)	\$204
Books and other supplies	\$500
Clothing, entertainment, and other items	\$1,000 (varies)
Long distance phone calls	\$200 (based on individual usage)
Total	approx. \$8, 000/semestre

Public Holidays

Labour Day (September 3, 2018)
Thanksgiving (October 8, 2018)
Christmas (December 25, 2018)
New Year's Day (January 1, 2019)
Family Day (February 18, 2019)

Good Friday (April 19, 2019)
Easter Monday (April 22, 2019)
Victoria Day (May 20, 2019)
Canada Day (July 1, 2019)



Main Campus



uOttawa

Admission / Admissions

1^{er} cycle / Undergraduate
Tabaret
550 Cumberland

2^e et 3^e cycles / Graduate
Hagen
115 Séraphin-Marion

Faculté / Faculty

Arts
Simard SMD
60 Université / University

Droit / Law
Fauteux FTX
57 Louis-Pasteur

École de gestion Telfer
Telfer School of Management
Desmarais DMS
55 Laurier est/east

Éducation / Education
 Lamoureux LMX
 145 Jean-Jacques Lussier

Études supérieures / Graduate Studies
Hagen HGN
115 Séraphin-Marion

Génie / Engineering
Colonel By CBY
161 Louis-Pasteur

Médecine / Medicine
Guindon RGN
451 Smyth

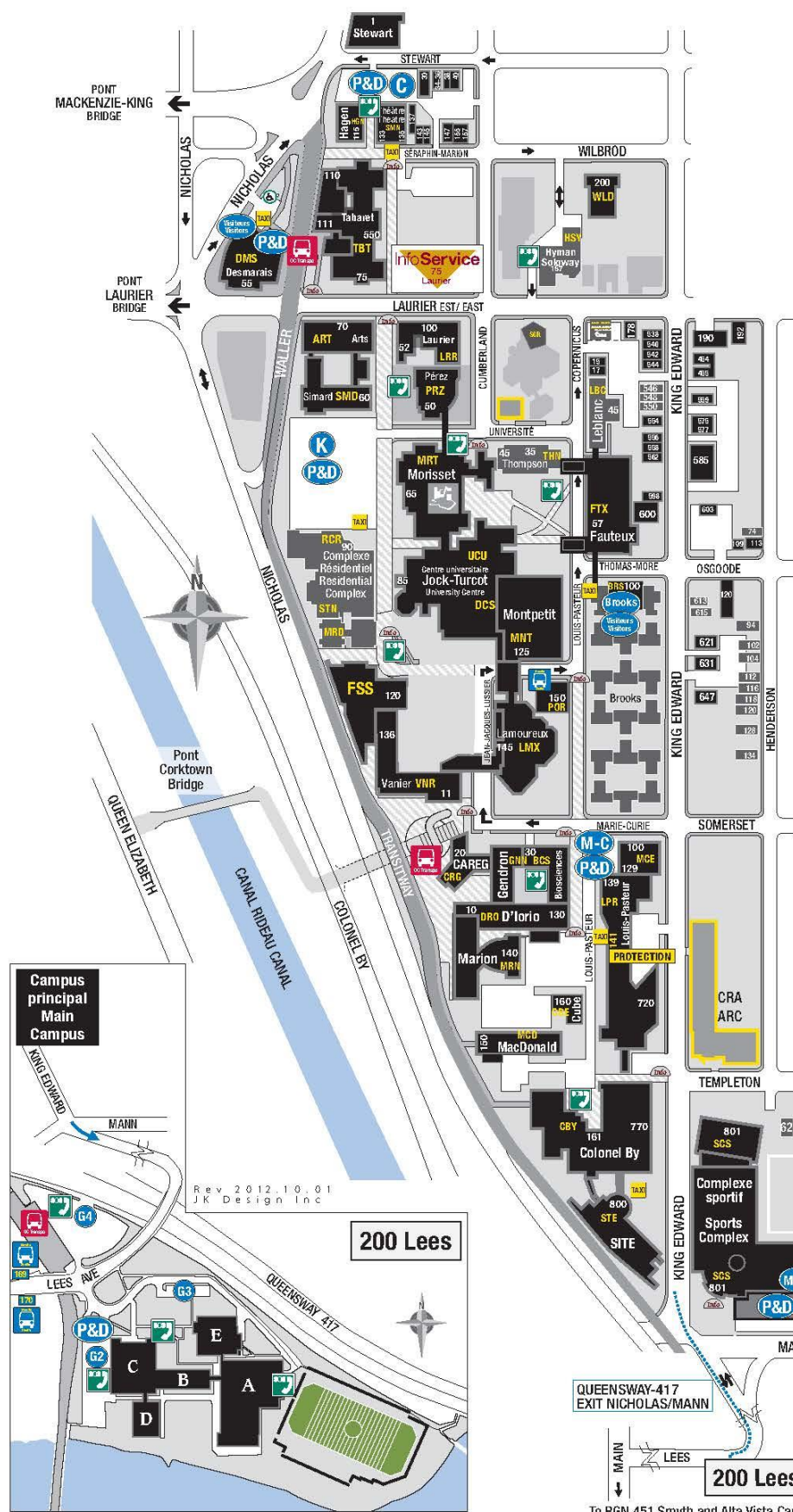
Sciences / Science
Gendron GNN
30 Marie-Curie

Sciences de la santé / Health Sciences
Guindon RGN
451 Smyth

Sciences sociales / Social Sciences
Pavillon des sciences sociales
Social Sciences Building FSS
120 Université / University

Légende / Legend

- | | |
|---|---|
|  | Distributrice de permis
Pay & Display Parking |
|  | Stationnement visiteurs
Visitors Parking Lot |
|  | Navette
Shuttle |
|  | OC Transpo |
|  | Bibliothèque
Library |
|  | Taxi - point d'embarquement
Taxi Pick-up Point |
|  | Information |
|  | Téléphone de secours
Emergency Telephone |
|  | Construction |



To RGN 451 Smyth and Alta Vista Campus



CONNECTS YOU TO WHAT MATTERS

Student Services Centre

Desmarais Building (DMS), room 1100
55 Laurier Avenue East
Ottawa, ON, K1N 6N5
CANADA

Telephone: 613-562-5805

Fax: 613-562-5167

www.telfer.uOttawa.ca/exchanges

Centre de service aux étudiants

Pavillon Desmarais (DMS), pièce 1100
55 avenue Laurier Est
Ottawa, ON, K1N 6N5
CANADA

Téléphone: 613-562-5805

Télécopieur: 613-562-5167

www.telfer.uOttawa.ca/echanges

