As we begin a new academic year at the University, we are pleased to welcome all our new and returning part-time students to McMaster. Whether we are pursuing undergraduate degree studies through one of the Faculties or certificate/diploma studies through the Centre for Continuing Education, making time for academic study adds to the challenging balance of priorities many of us face: with family commitments and work also competing for our time. Part-time students face a unique set of challenges, compared to full-time students. MAPS exists to support part-time learners and to make your McMaster experience easier and more rewarding.

MAPS works to strengthen the quality and accessibility of post-secondary education – and related support services – by representing your interests to the University and Faculties as well as working in partnership with the student associations who represent full-time undergraduate students and graduate students. We recognize academic excellence and extra-curricular achievement with a number of awards presented at our annual awards dinner.

As a MAPS member, you’ll receive The Link, our newsletter, as well periodic updates via email. But we hope you’ll choose to be more connected to MAPS. Please come and visit the MAPS lounge on the second floor of the McMaster University Student Centre (Room 234) – which remains open in the evenings when most University departments are closed – and explore the services available to help you. Meet our staff and find out about the resources we provide.

Pursuing part-time studies presents its challenges, it offers an even greater measure of rewards. We wish you every success here at McMaster.

Sincerely,
Your 2013 Board of Directors
WHAT IS MAPS?
MAPS is your student association. We represent the needs of part-time students who are:
- Undergraduates degree students enrolled in less than 18 units in any term
- Students enrolled in a certificate or diploma course at the Centre for Continuing Education (CCE) (located at McMaster’s downtown campus)
- Students enrolled in the Clinical Behavioural Science (CBS) post professional diploma program.

BOARD OF DIRECTORS AND STAFF
MAPS is governed by a volunteer Board of Directors elected at the MAPS Annual General Meeting (AGM), held in February. Directors are elected for a two-year term. The Board elects from among its members a President, Vice-Presidents, and Treasurer. The board also appoints a corporate secretary.

MAPS employs staff to run the day-to-day operations of the association and to assist members with any issues they have regarding their education at McMaster.

2013-2014 Board of Directors
President: Andrew Smith
Vice-President (Internal): Jeannie An
Vice-President (External): Emily Cerantola
Treasurer: Jackie Arlen
Directors: Alamin Berhanu, John Liauba, Michelle McFarlane
(at time of publication, there were two vacancies on the board)

How to reach us:
Phone: 905-525-9140, ext. 22021
Email: maps@mcmaster.ca
Website: mcmaster.ca/maps
 www.facebook.com/Mcmasterparttimestudents
MAPS LOUNGE & OFFICES

The MAPS lounge and our offices are located on the second floor of the student centre (room 234 MUSC). Part-time students can relax in the lounge between classes, use one of our computers or iPads to surf the net or finish up a project, print or photocopy materials (at a discounted rate), or use our quite room for studying.

Our staff are available to help you get information and provide assistance regarding university policies and procedures, general campus information, or any other question you might have as a part-time student at McMaster.

The lounge is open during school terms from 9:30am to 7:30pm Mondays through Thursdays and 9:30am to 2:30pm on Fridays. Please check our webpage or Facebook page for updates to our office hours – especially during holidays, recesses and exam periods.

ADVOCACY

We represent your needs and interests as a stakeholder in the university community. MAPS represents part-time students on:

- Senate
- Board of Governors
- Student Government-Administration Consultation Committee
- Undergraduate Council (by invitation)
Associate Dean’s Group (by invitation)

As well as on advisory committees for the Campus Store, Parking, and other on campus services

Our mandate at these tables is to make sure your needs are heard and are incorporated into decisions made by the university and the university community. In 2013/14 MAPS will be seeking your input on issues of concern so that your priorities are our priorities. In previous years, advocacy efforts have included:

- Opposing the elimination of free tuition for seniors (students aged 65 or over)
- Opposing the closure of the Art History program
- Opposing the replacement of 3-year general degrees with 4-year general degrees
- Negotiating a means for qualifying part-time students who take more than 18 units can remain MAPS members (instead of automatically joining the McMaster Student Union (our full-time sister student government) at a cost of hundreds of dollars more per year
- Working with the University to employ more flexibility regarding the mature student admissions policy; and allow part-time students to take more courses
- Opposing changes to existing and new undergraduate ancillary fees without student consent

SERVICES
MAPS is always looking for ways that we can make things easier for you, either by providing a service or negotiating improved services from one an on-campus provider. Please be sure to let us know if there is a services that would be beneficial to you by noting it in our survey, or stopping by or sending us an email.
FEES FOR PART-TIME STUDENTS

All MAPS members pay a $7 per unit fee to support MAPS-provided services. (Note: The fee is not being charged in September 2013)

<table>
<thead>
<tr>
<th>MAPS Membership fee</th>
<th>$7.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergrad part-time students also pay ($/unit)</td>
<td></td>
</tr>
<tr>
<td>Administrative Services Fee</td>
<td>$1.17</td>
</tr>
<tr>
<td>Athletics &amp; Recreation Activity Fee</td>
<td>$4.98</td>
</tr>
</tbody>
</table>

In addition to the MAPS fee, part-time students are also charged an administrative services fee which covers the university’s costs for the following services (they were previously provided fee-for use): transcripts (for life), notarizing service, nursing curriculum certifications, deferred examinations, letters of permission, academic certifications, tuition tax receipt replacements, and tuition fee certifications. You are also charged an Athletics and Recreation Activity Fee, providing you with Access to some athletics and recreation facilities. Note: Membership at The Pulse (fitness centre) and other services require additional fees.

WHAT’S THE DIFFERENCE BETWEEN PART-TIME STUDENT FEES AND FULL TIME STUDENT FEES?

The difference between the fees is substantial. The following example shows the difference in fees based on increasing the number of academic units you are enrolled in from 17 to 18.

The following chart shows the difference in fees for MAPS and MSU members:
### What you pay if you're...

<table>
<thead>
<tr>
<th>Membership fees</th>
<th>Part-time (MAPS)</th>
<th>Full-time (MSU)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minimum: 3 units</td>
<td>Maximum: 15 units</td>
</tr>
<tr>
<td></td>
<td>$ 21.00</td>
<td>$ 105.00</td>
</tr>
<tr>
<td>CFMU fee</td>
<td>$ 12.50</td>
<td>$ 12.50</td>
</tr>
<tr>
<td>WUSC Refuge Students fee</td>
<td>$ 1.47</td>
<td>$ 1.47</td>
</tr>
<tr>
<td>HSR Bus Pass fee</td>
<td>$ 126.15</td>
<td>$ 126.15</td>
</tr>
<tr>
<td>Student Centre fee (0.63/unit)</td>
<td>$ 6.48</td>
<td>$ 18.90</td>
</tr>
<tr>
<td>Incite Publication fee</td>
<td>$ 0.95</td>
<td>$ 0.95</td>
</tr>
<tr>
<td>MSU Health Insurance fee</td>
<td>$ 57.50</td>
<td>$ 57.50</td>
</tr>
<tr>
<td>MSU Dental Plan fee</td>
<td>$ 115.00</td>
<td>$ 115.00</td>
</tr>
<tr>
<td>Solar Car fee</td>
<td>$ 1.07</td>
<td>$ 1.07</td>
</tr>
<tr>
<td>Engineers Without Borders fee</td>
<td>$ 0.37</td>
<td>$ 0.37</td>
</tr>
<tr>
<td>OPIRG** fee</td>
<td>$ 7.57</td>
<td>$ 7.57</td>
</tr>
</tbody>
</table>

#### Fees paid to the University

| Admin Services Fee (1.17/unit) | $ 3.51 | $ 17.55 | $ 21.06 | $ 35.10 |
| Athletics & Recreation:       |        |         |         |         |
| Activity Fee (4.98/unit)      | $ 14.94 | $ 74.70 | $ 112.25 | $ 149.10 |
| Building fee (4.51/unit)      | $ 13.53 | $ 67.65 | $ 81.18 | $ 135.30 |
| Student Health Services       | $ 57.43 | $ 57.43 |         |         |
| Student Services Fee (4.38/unit) | $ 78.84 | $ 131.40 |         |         |

#### You pay: $52.98 $264.90 $811.55 $981.54 *

<table>
<thead>
<tr>
<th>MAPS fee as % of MSU fees</th>
<th>Min: 3 units</th>
<th>Max: 15 units</th>
<th>Min 18 Units</th>
<th>Max 30 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7%</td>
<td>27%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Additionally, full-time student are required to pay fees to for their Academic Society, which run from 28.11 - 200.00, depending on the academic division

** Ontario Public Interest Research Group
STUDENT GOVERNMENTS AT MCMASTER

MCMASTER ASSOCIATION OF PART-TIME STUDENTS (MAPS) (that would be us)

234 MUSC  525-9140 x22021  MAPS@McMaster.ca
www.McMaster.ca/MAPS
www.facebook.com/Mcmasterparttimestudents

MAPS represents the interests and advocates for part-time undergraduates, students taking certificate and diploma through the Centre of Continuing Education and students enrolled in the clinical behavioural sciences post professional diploma program. We go on about ourselves at some length at the beginning of this chapter.

GRADUATE STUDENT ASSOCIATION (GSA)

Refectory, Second Floor, East Tower  525-9140 x22043
macgsa@mcmaster.ca  http://gsa.mcmaster.ca

Established in 1960, the GSA is the body representing graduate students on campus. It operates a popular restaurant/bar, The Phoenix, located on the main floor of The Refectory. The GSA represents (and this shouldn’t be a shock) the interests of graduate students.

MCMASTER STUDENTS UNION (MSU)

MUSC  201  525-9140 x22003  www.msu.mcmaster.ca

The MSU and its predecessor organizations have represented full-time students at McMaster University since it admitted its first students in
1890. It operates over 35 departments and services for McMaster students including: TwelvEighty (restaurant/bar in the basement of Togo Salmon Hall), The Silhouette (the weekly student newspaper), 93.3 CFMU-FM (our radio station), the Marmor (our yearbook) and The Union Market (a convenience store on the ground floor of MUSC).

**TRANSFERRING YOUR MEMBERSHIP FROM MAPS TO MSU (AND VICE VERSA)**

The MSU and MAPS, with the consent of the university, defined what a part-time student was based on the number of academic units you are taking in an academic session:

(a) September and April (the fall-winter academic session) and
(b) May – August (the summer session)

**WHO’S FULL TIME (MSU) AND WHO’S PART-TIME (MAPS)**

If you are taking 17 unit or less in an academic session, you are a part-time student and a member of MAPS.
If you are taking 18 units or more in an academic session you are a member of the MSU.

There are some cases where you can transfer your membership from MAPS to MSU and vice-versa. The technical definitions can be found on our website at McMaster.ca/MAPS, this plain language version is intended to provide you with a basic understanding of the conditions under which you can transfer your membership.

**MSU to MAPS Membership:**
Part-time students may decide, when in their final year, take more than 17 unit so that the can finish their program and graduate. Under these circumstances, you do not have to pay MSU student fees for your final year of study, even if you are taking more than 17 units. In order not to pay the MSU fees, you need to submit a transfer request to MAPS or the MSU by September 30th.

**MAPS to MSU Membership:**
Some MAPS members may wish to transfer their membership to the MSU. You can do this if you were an MSU member in the prior academic session, and you are taking 17 or fewer units in the current session so that you can graduate this year.

Students with a disability that limits them to taking less than 18 units per academic session may also elect to be MSU members. You need to register with Student Accessibility Services and have SAS provide written confirmation that you have this restriction.

The deadline for applying for a transfer is September 30th. For more information you may visit either the MSU or MAPS offices, both located on the 2nd floor or MUSC.
APPEALING FEES ASSESSMENT

The miscellaneous and incidental fees you are charged are based on whether you are a member of MAPS or MSU. An appeal process is available if you believe that you have been charged more than you should have been.

To make your appeal, go and see the folks at Student Accounts and Cashiers Office (Gilmour Hall Room 209). Your case will be considered first by the Manager (Receipts and Receivables). Where there are extenuating circumstances or the manager deems it appropriate, the case may be reviewed by the Associate Vice-President (Academic), the Associate Vice-President (Student Affairs), and the Registrar (called the review group).

The following factors are considered in the appeals process:

- How long was the student registered in 18 units or more? (When did the student add and/or drop the course resulting in this status?)
- What was the student’s intent? (This would include an explanation as to why the student registered in 18 units or more then dropped back to less than 18 units.)
- Why was the student not aware of fees to be charged?
- Did the student receive a full-time sticker?
- Did the student need to add courses in order to be entitled to benefits?

If you are thinking about appealing, we recommend coming into the office and speaking to one of our information assistants about your situation first.
Chapter 2 – Bursaries and Financial Aid

BURSARIES

mcmaster.ca/maps/bursaries.htm

MAPS is proud of the effort and discipline demonstrated by our members by successfully completing their course of studies while managing their careers and families. Since 1988, MAPS has contributed over $1 million to bursary endowments at McMaster.

The income from these bursaries – roughly $65,000 per year – are distributed to MAPS students who apply and are selected through the Student Financial Aid & Scholarship Office.

AWARDS

mcmaster.ca/maps/awards.htm

Academic excellence among part-time students is recognized by MAPS through our participation and partial funding of the Centre for Continuing Education (CCE) graduation ceremony and convocations and by establishing a number of annual awards for academic achievement and significant service to part-time students by members of the university community.

- **Martin W. Johns Award** (est. 1984) is granted in recognition of outstanding commitment by a member of the McMaster University community to the interests of part-time students

- **Centennial Awards** (est. 1986) are presented to part-time students who have overcome particularly adverse circumstances to attend university or who have demonstrated outstanding achievement or commitment in activities distinct from university studies

- **MAPS Gold Medal** (est. 1998) is presented by the Chancellor of the University at Convocation to the graduating student completing studies primarily on a part-time basis who attains the highest Cumulative Average

- **MAPS Instructor Award** (est. 2000) is presented at the annual CCE graduation ceremony to recognize excellence in teaching certificate and diploma courses
MAPS/CCE Awards of Excellence (est. 2004) are awarded to recognize students in their graduating year who have achieved the highest grade point average in each CCE program.

Gordon Raymond Award is a Community Contribution Award (est. 1996), awarded to the part-time student who demonstrates enthusiasm for life-long learning and/or had an influence on the lives of part-time students.

Further information, eligibility requirements, and nomination/application forms for these awards are available on-line at mcmaster.ca/maps/awards.htm or the MAPS Lounge and Office at MUSC 234.

STUDENT FINANCIAL AID & SCHOLARSHIPS

Gilmour Hall 120  525-9140, ext. 24319  http://sfas.mcmaster.ca

For information about University and government financial aid, bursary, work programs, scholarships, drop-in counselling and other services, please visit the Student Financial Aid and Scholarships website at http://sfas.mcmaster.ca.

Questions? Ask McMaster @ http://sfas.mcmaster.ca

FINANCIAL AID

Attending university on a part-time basis can be challenging. Knowing your options is the first step to being financially and academically successful. **OSAP for Part-Time Students** is a government-funded program which assists part-time students registered in a degree program with education costs such as tuition, books and supplies. OSAP for Part-Time Students does not allow a living allowance.

Students who may not qualify for OSAP for Part-Time Students may apply to be considered for a **McMaster Association of Part-Time Students (MAPS) Bursary**. Over the last 25 years, MAPS has invested more than $1 million to endow bursaries for students who demonstrate financial need.
Part-time students may apply for funding from only one source, OSAP for Part-Time students or the MAPS Bursary. Part-time funding is intended to assist you with the costs of your education. It will not necessarily cover all costs associated with your studies.

When registering for courses, you must be aware that you are responsible for all charges made to your student account. Funding will not be released until you are fully registered and may be rescinded if you drop units or withdraw. Successful completion of all courses is expected.

Please see:
http://sfas.mcmaster.ca for specific information on these two sources of funding
and
http://sfas.mcmaster.ca/pt_facts_forms.htm for more information regarding eligibility criteria and the application process

**SCHOLARSHIPS**

Scholarships, medals, and prizes available to part-time students which do not require an application are listed below. The terms and conditions of the awards are listed in the Undergraduate Calendar. Students are automatically considered on the basis of their cumulative average at the end of each Fall/Winter session.

**Part-Time Graduand Awards**

- The Anthropology Prize $100
- The J.E.L. Graham Medal Medal
- The MAPS Gold Medal Medal
- The Political Science Prize $200

**Part-Time In-Course Awards**

- The Alumni Association Scholarship $400
- The Audrey Diemert Memorial Book Prize $100
- The William J. McCallion Scholarship (Part-Time) $250
- The McMaster University Retirees Association Prize $350
- The Jack Richardson Memorial Scholarships $400
- The Anne Stein Memorial Prize $125
The University Achievement Awards $800  
The University (Part-Time) Scholarships $250  
The F.W. Waters Scholarship in Philosophy (Part-Time) $250  
The David Winch Memorial Scholarship $425

Specific Achievement Awards
Specific Achievement Awards are open to full- and part-time students. To be eligible, students must have a cumulative average of 8.0 or greater. These awards are listed in the Undergraduate Calendar, and their award numbers begin with a ‘4’ (e.g. 40009).

All “Awards by Application” are open to both full-time and part-time students who have completed a minimum of 24 units. Applications are due by April 15 each year. Application information is available on the Student Financial Aid & Scholarships website at http://sfas.mcmaster.ca/facts_forms.html

Community Contribution Awards
Community Contribution Awards are open to full and part-time degree students. All Community Contribution Awards require an application that is due by April 15 each year. Application information is available on the Student Financial Aid & Scholarships website at http://sfas.mcmaster.ca/facts_forms.html

The Gwen George Medal
The Gwen George Meal is awarded to a part-time student who has completed at least Level I of any program and who, in the judgment of a selection committee, has achieved notable academic standing and has demonstrated qualities of leadership and service to McMaster University and/or the Hamilton-Wentworth, surrounding or world communities. This award is not open to students in their graduating year. Applications are due by April 15 each year. Application information is available on the Student Financial Aid & Scholarships website at http://sfas.mcmaster.ca/facts_forms.html

The Gordon Raymond Award
The Gordon Raymond Award is a Community Contribution Award for part-time students only.
### IMPORTANT DATES

**Fall/Winter Session Terms:**

**TERM 1** September to December  **TERM 2** January to April

**Spring/Summer Session Terms**

<table>
<thead>
<tr>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
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</table>

< TERM 3: September to April >

**TERMS:**

TERM 1: 05/05 - 06/20
TERM 2: 06/23 – 08/8
TERM 3: 05/05 – 08/08

### UNDERGRADUATE SESSIONAL DATES AND DEADLINES

#### FALL/WINTER SESSION 2013-2014

<table>
<thead>
<tr>
<th></th>
<th>TERM 1</th>
<th>TERM 2</th>
<th>TERM 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CLASSES BEGIN</strong></td>
<td>SEPT 5</td>
<td>JAN 6</td>
<td>SEPT 5</td>
</tr>
<tr>
<td><strong>LAST DAY FOR REGISTRATION AND ADDING OR DROPPING COURSES</strong></td>
<td>SEPT 13</td>
<td>JAN 14</td>
<td>SEPT 13</td>
</tr>
<tr>
<td><strong>THANKSGIVING DAY: NO CLASSES</strong></td>
<td>OCT 14</td>
<td>---</td>
<td>OCT 14</td>
</tr>
<tr>
<td><strong>MID-TERM RECESS</strong></td>
<td>OCT 31–NOV 2</td>
<td>FEB 17 – FEB 22</td>
<td>FEB 17 – FEB 22</td>
</tr>
<tr>
<td><strong>LAST DAY FOR CANCELLING COURSES WITHOUT FAILURE BY DEFAULT</strong></td>
<td>NOV 8</td>
<td>MAR 14</td>
<td>MAR 14</td>
</tr>
<tr>
<td><strong>GOOD FRIDAY: NO CLASSES OR EXAMINATIONS</strong></td>
<td>---</td>
<td>APR 18</td>
<td>APR 18</td>
</tr>
<tr>
<td><strong>TEST AND EXAMINATION BAN: NO TESTS OR EXAMINATIONS MAY BE HELD</strong></td>
<td>NOV 28–DEC 5</td>
<td>APR 2 – APR 9</td>
<td>APR 2 – APR 9</td>
</tr>
</tbody>
</table>
## FALL/WINTER SESSION 2013-2014

<table>
<thead>
<tr>
<th></th>
<th>TERM 1</th>
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<th>TERM 3</th>
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</thead>
<tbody>
<tr>
<td><strong>CLASSES END</strong></td>
<td>DEC 4</td>
<td>APR 8</td>
<td>APR 8</td>
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<tr>
<td><strong>MID-SESSION TESTS</strong></td>
<td>---</td>
<td>---</td>
<td>DEC 6 – DEC 20</td>
</tr>
<tr>
<td><strong>LEVEL I</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>FINAL EXAMINATIONS</strong></td>
<td>DEC 6 – DEC 20</td>
<td>APR 10 – APR 29</td>
<td>APR 10 – APR 29</td>
</tr>
<tr>
<td><strong>DEFERRED EXAMINATIONS</strong></td>
<td>FEB 18 – FEB 21</td>
<td>JUNE 23 – JUNE 26</td>
<td>JUNE 23 – JUNE 26</td>
</tr>
</tbody>
</table>
If you want or need to cancel a course in the Winter/Fall Term, here are key dates to remember to obtain a pro-rated refund:

<table>
<thead>
<tr>
<th>DATE OF CANCELLATION</th>
<th>%-age Refunded</th>
</tr>
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<tbody>
<tr>
<td>UP TO SEPT. 14</td>
<td>100%</td>
</tr>
<tr>
<td>SEPT. 15 - SEPT. 21</td>
<td>90%</td>
</tr>
<tr>
<td>SEPT. 22 - SEPT. 28</td>
<td>85%</td>
</tr>
<tr>
<td>SEPT. 29 - OCT. 5</td>
<td>80%</td>
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<tr>
<td>OCT. 6 - OCT. 12</td>
<td>75%</td>
</tr>
<tr>
<td>OCT. 13 - OCT. 19</td>
<td>70%</td>
</tr>
<tr>
<td>OCT. 20 - OCT. 26</td>
<td>65%</td>
</tr>
<tr>
<td>OCT. 27 - NOV. 2</td>
<td>60%</td>
</tr>
<tr>
<td>NOV. 3 - NOV. 8</td>
<td>55%</td>
</tr>
<tr>
<td>NOV. 9 - JAN. 15</td>
<td>50%</td>
</tr>
<tr>
<td>JAN. 16 - JAN. 23</td>
<td>40%</td>
</tr>
<tr>
<td>JAN. 24 - JAN. 30</td>
<td>35%</td>
</tr>
<tr>
<td>JAN. 31 - FEB. 6</td>
<td>30%</td>
</tr>
<tr>
<td>FEB. 7 - FEB. 13</td>
<td>25%</td>
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<tr>
<td>FEB. 14 - FEB. 20</td>
<td>20%</td>
</tr>
<tr>
<td>FEB. 21 - FEB. 27</td>
<td>15%</td>
</tr>
<tr>
<td>FEB. 28 - MAR. 6</td>
<td>10%</td>
</tr>
<tr>
<td>MAR. 7 - MAR. 14</td>
<td>5%</td>
</tr>
<tr>
<td>MAR. 15 ONWARD</td>
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## TERM 1 (SEPT - DEC)

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<tr>
<td>SEPT. 15 - SEPT. 21</td>
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</tr>
<tr>
<td>SEPT. 22 - SEPT. 28</td>
<td>70%</td>
</tr>
<tr>
<td>SEPT. 29 - OCT. 5</td>
<td>60%</td>
</tr>
<tr>
<td>OCT. 6 - OCT. 12</td>
<td>50%</td>
</tr>
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<td>OCT. 13 - OCT. 19</td>
<td>40%</td>
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<td>OCT. 20 - OCT. 26</td>
<td>30%</td>
</tr>
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<td>OCT. 27 - NOV. 2</td>
<td>20%</td>
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<tr>
<td>NOV. 3 - NOV. 8</td>
<td>10%</td>
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<tr>
<td>NOV. 9 ONWARD</td>
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## TERM 2 (JAN - APR)

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</tr>
<tr>
<td>JAN. 16 - JAN. 23</td>
<td>80%</td>
</tr>
<tr>
<td>JAN. 24 - JAN. 30</td>
<td>70%</td>
</tr>
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<td>JAN. 31 - FEB. 6</td>
<td>60%</td>
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<tr>
<td>FEB. 7 - FEB. 13</td>
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</tr>
<tr>
<td>FEB. 14 - FEB. 20</td>
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<tr>
<td>FEB. 21 - FEB. 27</td>
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<td>FEB. 28 - MAR. 6</td>
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<td>MAR. 7 - MAR. 14</td>
<td>10%</td>
</tr>
<tr>
<td>MAR. 15 ONWARD</td>
<td>NO REFUND</td>
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</table>
CENTRE FOR CONTINUING EDUCATION (CCE)

Location: Centre for Continuing Education, McMaster University
Downtown Centre, 2nd Floor
50 Main Street East, Hamilton, ON
www.mcmastercce.com

Course catalogues are also available in the MAPS Lounge, MUSC 234

OFFICE HOURS
Monday – Thursday  8:30 am – 7:00 pm
Fridays  8:30 am – 5:30 pm
Saturdays  8:30 am – Noon

REGISTERING FOR COURSES
You can register for courses on the CCE website at www.mcmastercce.com

FEES FOR CCE COURSES
Fees vary by program, course length and delivery format. Please see the
CCE website for particulars on the program you’re interested in.

All fees must be paid in full in order to register for courses. New
students will also need to provide their date of birth in order to create
their student file.

CCE Holiday Closures

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Labour Day</td>
<td>September 2</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>October 5 – October 7</td>
</tr>
<tr>
<td>Holiday Season</td>
<td>December 21 – January 2</td>
</tr>
<tr>
<td>Family Day</td>
<td>February 15 – February 17</td>
</tr>
<tr>
<td>Easter</td>
<td>April 18 AND April 19</td>
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<tr>
<td>Victoria Day</td>
<td>May 17 – May 19</td>
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<tr>
<td>Canada Day</td>
<td>June 28 – July 1</td>
</tr>
<tr>
<td>Civic Holiday</td>
<td>August 2 – August 4</td>
</tr>
</tbody>
</table>
McMaster’s CCE is located in downtown Hamilton and provides continuing education certificate and diploma program to approximately 4,000 students. CCE students come from all walks of life and different points in their careers. Many students are currently working, some are in career transition, and other are new Canadians – all of whom are looking to improve their skills and education.

CCE delivers a variety of programs that are designed to meet the needs of individual learners. CCE student may enroll in university-level certificate or diploma programs delivered either online or outside normal business hours. The following is a listing of the types of programs and courses CCE provides.

**Certificate and Diploma Programs (also available online)**

- Accounting*
- Business Administration*
- Human Resources Management
- Marketing*
- Public Relations
- Web Design & Development
- Addictions Education*
- Case Management *ONLINE*
- Certified Clinical Research Associate
- Health Informatics *ONLINE*
- Health Information Management *ONLINE*
- Metallurgy of Iron and Steel *ONLINE*

**Courses Personal and professional development**

- Advanced Management
- Business Analysis
- Computer Training
- Essentials Program
  - Business Essentials
  - Communication Essentials
  - Innovation Essentials
  - Leadership Essentials
Chapter 4 – Part-time Study Programs and Registration Process

- Productivity Essentials
- Team Essentials
- French
- Health Information Systems
- Learn Six Sigma Green Belt
- Project Management
- Risk Management
- Web Analytics ONLINE
- Health Introductory Courses ONLINE

Corporate and Custom Training Solutions
- Addiction Education Workshops
- Case Management
- Computer Training
- Customized Certificate and Diploma Courses
- Supervisory, Management & Leadership Development Programs
- Professional Development Workshops

Programs are taught at a university level and use best practices in adult education. Instructors are chosen for their teaching ability and current industry experience. Many courses and programs offer more than one teaching format to accommodate different learning styles.

Certificate and Diploma students may be eligible to achieve credit toward a degree at McMaster University or other post-secondary institutions. Please visit mcmastercce.com for details.

Many courses in the certificate and diploma programs satisfy the requirements professional programs like the CMA or CHRP designation programs. Please visit mcmastercce.com for details.

CCE’s Corporate and Custom Training team will work with you to find the best solution meet your organization’s goals and challenges.

CCE GRADUATION CEREMONY – The 2013 graduation ceremony will be at Michelangelo’s Banquet Centre on November 7, 2013.
UNDERGRADUATE DEGREE STUDIES

OFFICE OF THE REGISTRAR (ENROLLMENT SERVICES)
Gilmour Hall 108 registrar.McMaster.ca
For inquiries call: 525-4600, or visit GH108

OFFICE HOURS
Monday, Wednesday – Friday: 9am – 4 pm
Tuesdays: 10am – 4pm

Scheduling & Examinations (Timetable and Exam questions)
Gilmour Hall 114 525-9140 x24453

STUDENT ACCOUNTS AND CASHIERS
Gilmour Hall 209 McMaster.ca/bms/student/
For inquiries call: 525-9140 x24478 /email studacct@mcmaster.ca

“McMaster University is committed to offering maximum flexibility to meet the wide-ranging financial needs of as many students as possible. To this end, McMaster University offers a wide variety of funding options, payment plans and payment methods, which can be found on the website.”

PAYMENT AGREEMENT
The Payment Agreement (PA) is the second part of the SOLAR online registration process. The PA is an interactive registration tool that acts as an agreement between you and McMaster University where you “promise to pay” your tuition, supplementary fees, and residence and meal plan, if applicable.
In order to be fully registered, the PA MUST be completed by the deadlines outlined in “Important Dates” on the Student Accounts and Cashiers website (http://www.mcmaster.ca/bms/student). The Payment Agreement will provide a summary of your fees upon confirmation.

**FEES**
The fees for the Fall/Winter session can be accessed on the Student Accounts and Cashiers website: (http://www.mcmaster.ca/bms/student/SAC_students_fees.htm).

Your PA will outline your total Tuition, Supplementary fees (plus Residence & Meal Plan – if applicable) due in relation to the number of academic units you have selected.

Payment may be postdated to September 1, 2013. Most financial institutions will accept postdated online/telephone payments. There is a $35.00 Payment Agreement Default Fee if payment is not received by September 1\textsuperscript{st}.

Additionally, interest is charged on unpaid balances at an annual rate of 14.4% (1.2% per month) subject to change. A full month’s interest is calculated on any balance outstanding on the last day of each month.

**ACADEMIC ADVISORS / ACADEMIC COUNSELLING**

Students who wish some guidance in selecting their courses or program may arrange to speak with an academic advisor. Academic advisors can assist you with a variety of topics, including:

- Course requirements and changes
- Program selection, application and changes
- Studying elsewhere including McMaster Exchanges and Letters of Permission
• Petitions for missed term work and deferred examinations
• Petitions for special consideration of all kinds
• Appeals procedures
• Referral to other services on campus

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Extension</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>23941</td>
<td>DeGroote School of Business, 104</td>
</tr>
<tr>
<td>Engineering</td>
<td>24646</td>
<td>Hodgins Engineering, A214</td>
</tr>
<tr>
<td>Health Science</td>
<td>22786</td>
<td>Health Sciences Centre, 1J11</td>
</tr>
<tr>
<td>Humanities</td>
<td>27532</td>
<td>Chester New Hall, 112</td>
</tr>
<tr>
<td>Nursing</td>
<td>24708</td>
<td>Health Sciences Centre, 2J40</td>
</tr>
<tr>
<td>Sciences</td>
<td>22612</td>
<td>General Sciences Bldg, 116</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>23772</td>
<td>Kenneth Taylor Hall, 129</td>
</tr>
</tbody>
</table>

**REGISTERING FOR COURSES**

Need to know when / where your courses are? Use the MASTER COURSE TIMETABLE
Students can find out when and where courses are offered through the master course timetable, available online at [http://registrar.mcmaster.ca/scheduling/coursett.html](http://registrar.mcmaster.ca/scheduling/coursett.html)

**MUGSI**
The McMaster University Gateway to Student Information (MUGSI) is an online service that allows students to access their academic, financial and personal information. With a valid MAC ID, students can use MUGSI to:

• View grade reports
• Check personal timetables
• View account statements
• Change personal information (perform address changes)
• View and maintain academic information
• View links to various University services such as e-mail, libraries, and the Registrar’s Office

Need a MAC ID? Keep Reading...

MAC ID

A MAC ID is required by every student. It’s a user name and password you use to access your university e-mail, computer lab, on-campus wireless, McMaster University Gateway to Student Information (MUGSI), and Avenue to Learn.

You can activate your MAC ID through MUGSI at www.mcmaster.ca/mugsi by clicking on “Activate your MAC ID” on the left, and entering a valid student number and student card barcode number. To complete the MAC ID creation process, you then need to:

• Follow all the prompts to complete registration
• Choose a strong password
  o Note: your password will only be accepted if it contains at least eight (8) characters, and includes at least one UPPER CASE letter, one lower case letter and a number between 0 (zero) and 9 and/or one character that is not a letter or number (eg: ~ ! @ # $ % ^ & * ( )_ + - = { } | \ [ ] \ : " ; ’ < > ? , . /)
• Set challenge questions and answers (which you can use to reset your password if you forget it)

MANAGING YOUR MACID
At www.mcmaster.ca/uts/email_accounts/macid.html you can manage your password by clicking on “Managing Your Password” link (who would have guessed?). Once there you can:
• Change MAC IDs and passwords
• Set / reset your challenge questions and answers
• Obtain a new MAC ID password if you’ve forgotten yours

Note: If you change your MACID password, it changes it for everything that uses your MACID including e-mail, access to the computers at the Student Technology Centres, MacConnect, and others.

SOLAR

SOLAR is McMaster’s Student Online Academic Registration system. You must use SOLAR to select your courses and submit payment agreements. SOLAR is accessed through MUGSI at www.mcmaster.ca/mugsi

SOLAR is available 24/7 except for a 30 minute period weekdays from 3 to 3:30am.

COURSE REGISTRATION USING SOLAR

There are two parts to complete in SOLAR – the academic part and the financial part. You have to complete both sections in order to be fully registered ¹ for your courses. Here are the step-by-step instructions to use SOLAR:

Part 1 – Academic (Course registration)
(a) Log on to SOLAR via MUGSI (The link for SOLAR is on the top menu bar after logging in)

¹ “Fully Registered” means:
• You are academically eligible to complete registration and Financial Services has approved your payment agreement
• You were able to print a “Confirmation of Registration Letter”
(b) Select “UNDERGRAD REGISTRATION/COURSE SELECTION for the SEP 2013 SESSION” and review the Personal Restrictions and Conditions
(c) Add courses by using the pull-down menus to select course codes, lecture sections, and tutorial sections (if applicable), then clicking “Add”
(d) Click “Verify Changes & Check Conflicts” to confirm eligibility and seat availability for the added course(s)
(e) Click “Apply Requested Changes” to complete the course registration

Part 2 - Financial
(f) Continue to the financial registration section by clicking “Payment Agreement” (which can also be accessed at a later date by selecting “PAYMENT AGREEMENT for the SEP 2013 SESSION” from the SOLAR menu)
(g) Fill out the Payment Agreement by selecting a payment option and method of payment
(h) Click “Summary” to view and verify the selections,
(i) Click “Confirm” to complete the process

Important notes:
• As noted above, your academically approved registration is NOT complete until you complete a Payment Agreement (which has been confirmed and submitted
• SOLAR is not the fastest system on the planet. Please only click links once and allow the pages to load.

Want to check your status?
You can check your status by logging into MUGSI and selecting “My MUGSI” then “Program & Course Summary.” If a date appears beside “Confirmation Letter Print Date,” then you are “fully registered”.

Page 4-9
What else can MUGSI do?

COURSE TIMETABLES
Your personal timetable for Fall/Winter Session can be accessed through MUGSI. It will provide you with the time and location of your class and term information on each course. Choose “My MUGSI” to make a personal timetable available.

EXAM TIMETABLES
Tentative exam schedules are online http://registrar.mcmaster.ca/sheduling/examtt.html.

HOW TO DROP OR CANCEL A COURSE
You can drop (or add) courses at the start of any term without academic or financial penalty during the “drop and add” period provided by the university. The last day of drop and add is Friday September 13, 2013 for Term 1 and Term 3 courses, and Tuesday January 14, 2014 for Term 2 courses.

Drop and Add is done through SOLAR. Select “UNDERGRAD REGISTRATION/COURSE SELECTION for the SEP 2013 SESSION” link.
Click the “Drop” button to the left of the course code, and then “Verify Changes & Check Conflicts” and “Apply Requested Changes.” Dropped courses will not appear on transcripts.

After the drop and add deadline, if you miss the last day of drop and add, you can still cancel the course. Cancellations will not count as Failures if you cancel by the following dates:
Term 1 courses: Friday November 8, 2013
Term 2 and 3 courses: Friday March 14, 2014

Cancelled courses remain on your transcript with a grade of “CAN”. Tuition fees for cancelled courses are refunded on a prorated basis. You can jump to those tables here, or check the front of the Handbook.
LAST SESSION BEFORE GRADUATION?
CONGRATULATIONS!

GRADUATION PHOTOS
Graduation photograph session dates for various programs are scheduled from September to December. Students must make their appointments by December 2013 to be included in their program’s composite for the Class of 2014.

Grad photographs will also be included in the 2014 edition of the Marmor, McMaster’s yearbook. Sign-up sheets for day appointments are usually located outside the various faculty or departmental offices, and appointments can also be booked online at www.lifetouch.com/appointments/mcmasteruniversity. Check with your department for sign-up sheet location.

Part-time degree students and CCE students may also register for appointments in person at the Lifetouch Studio in the MUSC marketplace (1st floor), or by phone at (905) 525-9140 x26222.

GRADUATION CARD
If your degree will be conferred at the Spring or Fall Convocation, you should submit:

- a completed graduation card (online at http://registrar.mcmaster.ca/convocation/gradcard.htm )
- a Graduation Response form (which includes a $40 graduation fee) to the Registrar’s Office.

For more information on the graduation ceremony, check out http://registrar.mcmaster.ca/convocation/
VALEDICTORIAN SELECTION
One undergraduate student is selected to deliver a valedictory address at each of the Spring Convocation ceremonies, as well as the Fall Convocation ceremony. All undergraduate students – part-time and full-time – receiving their degree at the Fall 2013 or Spring 2014 ceremonies are eligible to be considered.

Nominations are accepted in February 2014 for the Spring 2014 ceremonies and interviews will take place in March. For further information, contact your faculty office.

CONVOCATION
Convocation ceremonies (where the Chancellor hands you your degree) are held at Hamilton Place. The dates for 2013-2014 are:

- November 22, 2013 – Fall Convocation (All Faculties)
- June 9, 2014 – Faculty of Business (2:30 pm)
- June 10, 2014 – School of Nursing/Medical Radiation Sciences (9:30)
- June 10, 2014 – Faculty of Humanities/Arts & Science (2:30)
- June 11, 2014 – Faculty of Engineering (9:30 am & 2:30)
- June 13, 2014 – Faculty of Science (9:30 am & 2:30 pm)
- June 14, 2014 – Faculty of Social Sciences (9:30 am & 2:30 pm)

For further information: http://registrar.mcmaster.ca/internal/convocation/
An interactive campus map is available online at www.mcmaster.ca/uts/maps or you can download the MacMapApp for iPhone.
WHERE YOU CAN GET INFORMATION ON CAMPUS

MAPS – your one-stop info centre

Your student association is your on-campus access point for information on university programs and services. If we don’t have the answer, we will find it for you. You can contact one of our information assistants anytime Monday through Thursday from 9:30am to 7:30pm and 9:30am to 2:30pm on Fridays or call 525-9140 x22021 or email MAPS@McMaster.ca
Chapter 5 - Campus Info and Important Numbers

Compass Information Centre
MUSC Marketplace  525-9140 x21000
compass@msu.mcmaster.ca  msu.mcmaster.ca/compass
Twitter: @MSU_Compass  Facebook.com/msucompass

HOURS OF OPERATION
Monday – Friday  8 am – 9:30 pm
Saturday   11 am – 5 pm

Check the website for updated hours of operation during exam periods and holidays.

Centrally located in MUSC, the Compass desk provides answers to general inquiries about MSU services, the University, and the McMaster community. Compass is your on-campus location for:

BUS TICKETS
Compass provides information on most transportation options. We sell tickets for Hamilton Street Railway (HSR), Burlington Transit, GO Transit, Greyhound, Coach Canada and Aboutown (to Guelph University) at a discounted student rate. Compass also has many of the public transit schedules and brochures available at no charge. Where we don’t have something printed, usually our helpful staff can help you get the info you need.

EVENT TICKETS
Compass sells tickets to events on campus including concerts, sporting events, and events put on by MSU clubs and McMaster University Departments. Tickets to attractions in the surrounding community are also sold. Please visit our website current events, or check with our staff.

If you would like to promote/sell tickets for an event at Compass, please contact our internal coordinators at 525-9140 x26021, or email compassic@msu.mcmaster.ca

PREPAID PHONE CARDS
We have a wide range of prepaid long distance and cell phone cards in various denominations.
NEED SOMETHING ELSE?
Compass also offers discounted tickets to seasonal local attractions, so check in regularly to see what’s for sale.

We can also help you advertise and sell tickets for your event. Check out the website for more information.

And... we have other stuff too! Compass brand merchandise such as stainless steel water bottles and umbrellas, to name a few. Theft prevention products such as STOP locks, and STOP plates (large and small) are also available for purchase at Compass

IMPORTANT NUMBERS (AND WEBSITES)

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<tr>
<th>Academic Related Services</th>
<th>Phone / Website</th>
<th>Handbook Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrar</td>
<td>525-4600 registrar.McMaster.ca</td>
<td>Chapter 4</td>
</tr>
<tr>
<td>Student Accounts</td>
<td>525-9140 x 24478 McMaster.ca/bms/student/</td>
<td>Chapter 4</td>
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<td>Student Financial Aid &amp; Scholarships</td>
<td>525-9140 x 24319 sfas.mcmaster.ca</td>
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<th>Academic Advisors</th>
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<tr>
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<td>23941</td>
<td>DeGroote School of Business 104</td>
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<tr>
<td>Engineering</td>
<td>24646</td>
<td>Engineering Building A214</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>22786</td>
<td>Health Sciences Centre, Rm. 1J11</td>
</tr>
<tr>
<td>Humanities</td>
<td>27532</td>
<td>Chester New Hall, Rm. 112</td>
</tr>
<tr>
<td>Nursing</td>
<td>24708</td>
<td>Health Sciences Centre, Rm. 2J40</td>
</tr>
<tr>
<td>Science</td>
<td>22612</td>
<td>General Sciences Building, Rm. 116</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>23772</td>
<td>Kenneth Taylor Hall, Rm. 129</td>
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## Other Campus services

<table>
<thead>
<tr>
<th>Service/Office</th>
<th>Phone / Website</th>
<th>Handbook Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking</td>
<td>525-9140 x24232 Parking.mcmaster.ca</td>
<td>Chapter 7</td>
</tr>
<tr>
<td>Security</td>
<td>525-9140 x 24281 Security.mcmaster.ca</td>
<td>Chapter 7</td>
</tr>
<tr>
<td>Lost &amp; Found</td>
<td>525-9140 x23366 security.mcmaster.ca/lost_found</td>
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</tr>
<tr>
<td>SWAT</td>
<td>525-9140 x27500 <a href="http://www.msu.McMaster.ca/SWAT">www.msu.McMaster.ca/SWAT</a></td>
<td>Chapter 7</td>
</tr>
<tr>
<td>Emergency First Response</td>
<td>525-9140 x24117 Msu.mcmaster.ca/efrt</td>
<td>Chapter 7</td>
</tr>
<tr>
<td>Library Services</td>
<td>525-9140 x22533 Library.mcmaster.ca</td>
<td>Chapter 8</td>
</tr>
<tr>
<td>University Technology Services</td>
<td>525-9140 x24357 Mcmaster.ca/uts</td>
<td>Chapter 11</td>
</tr>
</tbody>
</table>
The protection of people and property within the university community is the primary responsibility of security services. We are open 24/7 and our phone is always answered by one of our staff to assist in emergencies or general inquiries.

We employ uniformed Special Constables who patrol the campus 24 hours a day, on foot, bike and car. Constables respond to and assist in all emergencies and safety situations on campus. Security Services works under an agreement with Hamilton Police Service to provide both security and police services on the campus.

Personal Safety Tips
- Walk safe, walk SWHAT (Student Walk Home Attendant Team)
- Walk in groups
- Plan routes
- Walk in well-traveled areas
- Be aware of alternate routes and safe places
- Walk with confidence, head up
- Report anything suspicious to Security Services at (905) 525-9140, ext. 24281 x24281
- Become familiar with the location of emergency phones

Security and Parking Services is the central lost and found for the campus. All items are tagged and entered into a database and stored for 30 days. If a student’s name, student number, or telephone number are
found anywhere on the item, every effort will be taken to contact the student via phone, e-mail, and letter.

To report something lost or to see if something lost has been found, log onto the lost and found website.

**STUDENT WALK HOME ATTENDANT TEAM (SWHAT)**

MUSC 204  525-9140 x27500  [http://www.msu.mcmaster.ca/swhat](http://www.msu.mcmaster.ca/swhat)

SWHAT is a volunteer service of the McMaster Students Union. Operational 7 days a week during the fall and winter terms from dusk until 1:00 am, SWHAT will walk anyone, anywhere on campus, or within a 30 minute radius off campus. SWHAT will also take the bus with you, if requested. If you would like a walk, just call the office at 905-525-9140, ext. 27500, or drop by the office located in the McMaster University Student Centre, Room 204.

Each SWHAT team consists of one male and one female who are equipped with jackets, a flashlight, and a radio so that they are in constant communication with a dispatcher in the SWHAT office and McMaster Security. Be on the lookout for SWHAT teams when you finish night classes as they are stationed at key locations around campus ready to walk you to your destination. It doesn’t matter whether you need directions or just wanting someone to talk to while walking home, SWHAT is always there to answer your call. Walk safe, Walk SWHAT!
The McMaster Students Union Emergency First Response Team (EFRT) is an on-campus emergency medical service. They respond to all medical emergencies on campus 24 hours a day, 7 days a week, during the Fall/Winter academic session, and 9 a.m. to 5 p.m. Monday through Friday, during the Spring/Summer Academic Session.

If you find yourself in a situation where you need emergency medical attention, call 88 from any campus phone, press the security button on any campus pay phone, or press the button on one of the Emergency Poles located throughout campus. You can also call us directly at 905-522-4135.

You will be connected with the McMaster Security Services dispatcher, who will direct the EFRT immediately via two-way radio. Our average response time is two minutes.

Members of the EFRT are certified in Basic Trauma Life Support, which is obtained through Toronto Emergency Medical Services and Emergency Medical Responder, obtained through the Canadian Red Cross.

For more information, as well as information on first aid courses offered, visit www.msu.mcmaster.ca/EFRT. Inquiries may also be directed to the EFRT Programme Director via email at efrt@msu.mcmaster.ca.
The Campus Store is the university book store, although these days it sells a great deal more than textbooks. The Campus Store is completely self-sustaining - no money from tuition or student fees goes its operating costs, and all revenue generated by the Campus Store stays within McMaster University. In fact, the Campus Store contributes over $1.25 million annually in support of student success.

In addition to the Main Store located in the basement of Gilmour Hall, we operate several branch stores for the convenience of the McMaster community and the general public.

Main Store – Gilmour Hall B101

Academic texts: Sells textbooks and required course supplies for most undergraduate and graduate programs and Centre for Continuing Education (CCE) classes. You can see a listing of all course materials needed for each class at campusstore.mcmaster.ca/textbooks/

Other bookstore things: the Campus Store has many other products and services you might need, including:

- McMaster clothing & gifts
- Marauders clothing & fan gear
- Stationary & supplies
- Books & magazines
- Computer sales & service centre
Health Sciences Location – Health Science Centre, 1G1
This store specializes in Medical, Nursing, and Health Science textbooks and supplies and has an extensive selection of current reference books in all health-related fields.

Ron Joyce Centre Location – 4350 South Service Road, Burlington
Located inside McMaster University’s Ron Joyce Centre, this location operates at the start of each term and carries course materials for MBA classes held at the Burlington campus.

The Hole in the Wall, Textbook Buyback – Gilmour Hall, in the maroon hallway outside of the Store
Sell your used books at the Hole in the Wall for instant cash or buy and sell from other students on the Used Book Classifieds.
http://buyback.mcmaster.ca

For Campus Store updates and sale information visit @MACBookstore on Twitter and Facebook.

LIBRARIES

http://library.mcmaster.ca

The campus libraries are an excellent resource at any stage of your academic career. There are four campus libraries (see below). You are welcome to use any library regardless of your program of study. Each offers a “Research Help/Reference” service to assist you with your course assignments. We are available to help you in person, online, over the phone or by e-mail.

Use the library website to:
- Access resources such as electronic books, online databases and journals (log in using your MAC ID)
Chapter 7 - Textbooks, Libraries and other Research resources

- Search the library catalogue, manage your library account and renew checked out items
- Check extended and shortened library hours during exams and holidays at http://library.mcmaster.ca/hours-info
- Get help in person, by phone or email – more information at http://library.mcmaster.ca/justask

MILLS MEMORIAL LIBRARY
(Social Sciences and Humanities located opposite MUSC)
525-9140 X22533 library@mcmaster.ca

REGULAR HOURS*
Monday – Thursday 8 am - 10:45 pm  Saturday 10:30 am – 5:45 pm
Friday 8 am – 9:45 pm  Sunday Noon – 10:45 pm
*Late night hours offered during parts of the year. See library website for details.

24/7 Late Night Studying – December & April exam periods in the Mills Learning Commons

Specialized collections located at Mills (with specific help desks):
Lloyd Reeds Map Collection x24745 mapref@mcmaster.ca
Library Data Service x23848 libdata@mcmaster.ca
Archives & Research Collections x22789 archives@mcmaster.ca

H.G. THODE LIBRARY OF SCIENCE AND ENGINEERING
(Round Red brick building – west campus between the Science and Engineering buildings)
525-9140 x22000 library@mcmaster.ca

REGULAR HOURS
Monday – Thursday 8 am – 10:45 pm  Saturday 10:30 am – 5:45 pm
Friday 8 am – 9:45 pm  Sunday Noon – 10:45 pm
24/7 Late Night Studying – December & April Exam Periods
Chapter 7 - Textbooks, Libraries and other Research resources

INNIS LIBRARY
(Business located at Kenneth Taylor Hall, Room 108)
525-9140 x22081 library@mcmaster.ca

REGULAR HOURS
Mon – Thursday 8:30 am–10:45 pm  Saturday closed
Friday 8:30 am – 5:45 pm  Sunday 1pm – 10:45 pm

HEALTH SCIENCES LIBRARY
(2nd floor of the Health Sciences Centre)
525-9140 x22323
http://hsl.mcmaster.ca hslib@mcmaster.ca

REGULAR HOURS*
Mon – Thursday 8:00am – 11:15 pm  Saturday & Sunday 10am – 5:45 pm
Friday 8:00am – 9:45 pm
*Please check our website for holiday hours (hsl.mcmaster.ca)

ALTERNATIVE LIBRARIES ON AND OFF CAMPUS

MOHAWK-MCMASTER INSTITUTE FOR APPLIED HEALTH SCIENCES
905-540-4247 x26835 Library@IAHS

The Institute of Applied Health Sciences is located beside the Psychology Building on the south side of campus. The library, which is located on the first floor of the institute, is a Mohawk College library that extends borrowing privileges to some McMaster University students.

THE HAMILTON PUBLIC LIBRARY SYSTEM
905-546-3200 www.hpl.ca

The Hamilton Public Library (HPL) system is a good source of information with resources such as newspaper files on microfilm, government documents, films, magazines, and a large collection of books.
The goal of OPIRG McMaster is to link research with action on issues of social justice and the environment, both locally and globally. Through research, proactive education, outreach, community networking and action, OPIRG empowers people to become active participants in the decisions that affect their lives. OPIRG is both accommodating and accessible, and many part-time students have made use of our comprehensive resource library and audiovisual collection. Part-time students may join OPIRG for a fee of $10 per year, which includes a subscription to a twice-yearly newsletter, entitled PIRGспектives.
McMaster University encourages you to travel to campus on foot, by bicycle, public transit or in a carpool. It’s great for the environment and helps manage the somewhat limited parking facilities on campus.

For more info on getting to MAC by transit, see http://www.mcmaster.ca/sustainability

Applying for Parking

**Online Parking Application Process:** You are encouraged to use the online parking application process, which allows you to apply, and pay for your application. The system accepts Visa, MasterCard and American Express.

**OR**

You can download and print a parking application online at http://parking.mcmaster.ca/apply.htm, complete the application (all of it) and submit the form with your payment as follows:

<table>
<thead>
<tr>
<th>In person or by mail</th>
<th>By facsimile</th>
</tr>
</thead>
<tbody>
<tr>
<td>McMaster University Security and Parking Services</td>
<td>905-522-5529</td>
</tr>
<tr>
<td>E.T Clarke Centre, Room 102</td>
<td></td>
</tr>
<tr>
<td>1280 Main St. W. Hamilton L8S 4K1</td>
<td></td>
</tr>
</tbody>
</table>
Chapter 8 – Getting to and from Campus – parking, transit and a sustainable environment

Visitor Parking
Visitor parking is available in both the central and west campus lots. Refer to the map on the Parking services website for parking locations.

To use visitor day parking, proceed to your preferred parking lot and obtain a ticket from the entry gate by pressing the black button. You may park in any non-reserved spot.

Take your ticket with you, as you will have to insert it into the pay station in order to be charged for your parking and pay. Once you pay -- - TAKE YOUR TICKET WITH YOU --- you will need to insert it into the exit gate station in order to leave parking.

Evening parking permit
Students who attend two or more night classes per week should consider purchasing an evening parking permit. These permits are valid after 4pm week days, as well as on weekends and holidays.

You can apply at http://parking.mcmaster.ca/apply.htm. Or complete the application and fax to 905-522-5529.

Accessible parking privileges
Special arrangements can be made for students needing accessible parking access. The rules and requirements for accessible parking are http://parking.mcmaster.ca/disable.html, or at the parking services office (which is not, unfortunately, accessible).

Paying Parking Fines
Online payments can be made at https://eparking.mcmaster.ca/

Or
In person at E.T Clarke Centre, Room 102

Fines must be paid within 10 days of being issued. If not, the fine increases by $25.

Outstanding fines will be posted to your MUGSI account for payment.

If you need to pay by installments, please visit the office at E.T Clarke Centre, Room 102.

You can appeal your ticket online at https://eparking.mcmaster.ca/ or at the parking services office

**Transponders**

Electronic transponders are available for permit holders in gated lots. The transponder signals the gate as you pull up, which triggers the gate to open, allowing you to drive in.

For ideal performance, the transponder should be located in the upper driver’s side corner of the windshield, below any tinting or shading of the glass.

Transponders may only be used for one vehicle parked on campus at a time. The transponders work on a “registered in”, “registered out” protocol. The transponder will not work at another entry gate until it has been ‘registered out’ at the exit gate (and vice versa).

A deposit of $20 is required to obtain a transponder, which is refunded when you no longer need parking. If you lose your transponder, be prepared to pay another $20.

**Cell Phone Lot**

Vehicles waiting to pick up students at McMaster may now wait in the Cell Phone Lot. Drivers may wait in the Cell Phone Lot for up to 30
minutes at no charge. Drivers must remain in their vehicles while in the lot. Commercial vehicles are not permitted in the cell phone lot and you may not idle your engine (it’s bad for the environment, anyway). The Cell Phone lot is located in the gravel lot next to Divinity College.

**SUSTAINABILITY**

Gilmour Hall 318 525-9140 x 21575 sustainability@mcmaster.ca

**OFFICE HOURS**  Monday-Friday from 9am – 4:30pm

The ACT Office exists to inspire McMaster faculty, staff, and students to bike, hike, take transit, and share the ride to campus. Our mandate is to reduce the demand for parking at McMaster and surrounding neighbourhoods through increased awareness of alternatives and enhanced services and infrastructure. We plan events, draft policy, conduct research, develop programs, provide information and work with campus and community partners to better meet transportation needs.

**Carpools**

And since we are talking about parking ...McMaster University has a well-established carpool parking program where two or more individuals can register for a carpool permit.

**Bike Parking and Storage**

**Bike Racks**

All bikes stored outdoors on campus must be locked to one of the 200 bike racks on campus. DO NOT secure bikes to trees, fences, benches, or railings.
CycleSafe Bicycle Locker
Locker rentals are available for 4 or 12 month terms (Academic Terms 1, 2, or 3). A $40 key deposit is required and will be returned upon receipt of the key at the end of the rental period. A four month rental is $40 and a 12 month rental is $100.
You can apply for a locker online at:


Bring your completed application to Parking and Security Services at E.T Clarke Centre, Room 102. Please forward questions to parking@mcmaster.ca.

Secure Bike Storage Facilities
McMaster University maintains a secure bike storage facility on the west side of Chester New Hall. This facility can house upwards of 40 bikes, has video surveillance and swipe card access. A $5 deposit is required for the access card, refundable when the access card is returned. The rent for secure bike storage is $5/term.

You can download an application for a secure bike locker at http://www.mcmaster.ca/sustainability/documents/Secure%20Bike%20Storage%20Rental%20Application%20Form.pdf and bring the completed application to Parking Services at E.T Clarke Centre, Room 102. All questions should be directed to parking@mcmaster.ca.

Shuttle bus services
Shuttle bus service is provided from west campus lots N,O,P, and M to central campus. This service, provided at no charge, is open to transponder holders and daily visitors. The shuttle makes the following stops:

- West Campus: On the roadway adjacent to the east side of lot M
Central Campus: at the south-east corner of the Mary E. Keyes Residence.

The shuttle operates Monday to Thursday from 6:30am – 11pm, and Fridays from 6:30am – 7pm. The last shuttle leaves central campus 15 minutes end of service for that day (ie, 10:45 pm Monday to Thursday, and 6:45pm on Fridays) during the Fall/Winter Session. There is no shuttle services on weekends or holidays. Spring/Summer shuttle bus hours are Monday to Friday from 6:30 am to 6:30 pm, with no service on weekends or holidays (NOTE: last bus departs at 6:20 pm).

**GO Transit**

GO Transit is the regional public transportation service. It operates bus and train services throughout the greater Toronto Area, and provides bus service to the McMaster campus.

- The Hwy 407 West GO Bus Service travels between McMaster and York Universities with stops at Bramalea (Brampton), Square One (Mississauga), and carpool lots along Hwy 407. Commuters can connect to local transit services to travel from York to Thornhill, Scarborough, and Pickering.
- The Lakeshore McMaster “train meet” GO Bus Service provides weekday bus connections between McMaster University and Lakeshore GO trains at the Aldershot GO/VIA Station or the Burlington GO Station.
- Go also operates a Hamilton QEW Express GO Bus Service to/from Hamilton

Tickets for GO Transit, Coach Canada, and Greyhound buses can be purchased at the Compass Information Centre, located in the MUSC Marketplace.
### Regional Public Transit services

<table>
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<tr>
<th>Service</th>
<th>Contact info</th>
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<tbody>
<tr>
<td>Hamilton Street Railway (HSR)</td>
<td>905-527-4441</td>
</tr>
<tr>
<td>– local transit</td>
<td><a href="http://www.hamilton.ca">www.hamilton.ca</a></td>
</tr>
<tr>
<td>Burlington Transit</td>
<td>905-639-0550</td>
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<tr>
<td></td>
<td><a href="http://www.burlington.ca">www.burlington.ca</a></td>
</tr>
<tr>
<td>GO Transit</td>
<td>1-888-GET-ON-GO (1-888-438-6646)</td>
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<tr>
<td></td>
<td><a href="http://www.gotransit.com">www.gotransit.com</a></td>
</tr>
<tr>
<td>Coach Canada</td>
<td>1-800-461-7661</td>
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<tr>
<td></td>
<td><a href="http://www.coachcanada.com">www.coachcanada.com</a></td>
</tr>
<tr>
<td>Greyhound</td>
<td>1-800-661-TRIP (1-800-661-8747)</td>
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<td></td>
<td><a href="http://www.greyhound.ca">www.greyhound.ca</a></td>
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For more information on any of these sustainable means of getting to MAC, please contact us at sustainability@mcmaster.ca
Chapter 9 - Equity, rights, access, health and wellness

STUDENT SERVICES USER CARD

Part-time students do not automatically pay fees to support some services provided on campus. Many are available to you free of charge, but to access Student Accessibility Services, Student Success Centre and Student Wellness Centre you need to purchase a STUDENT SERVICES USER card

To get a student service user card, you need to complete an application form (you can get one at the MAPS office at MUSC 234).

Completed forms are taken (by you) to the Mac Express Centre (Commons Building, Room 128) for processing and payment.

For more information call Student Affairs at: 525-9140 x27448.

CHAPLAINCY CENTRE

MUSC 231 525-9140 x24207
chaplain@mcmaster.ca www.mcmaster.ca/chaplain

OFFICE HOURS
Monday By appointment
Tuesday, Wed 9 am – 4:30pm
Thursday 11am – 7pm
Friday 9am – 12pm

STAFF
Rev. Dr. Carol Wood, Ecumenical x24127 woodcar@mcmaster.ca
Dr. Michael Fallon, Christian Reformed x24123 fallonm@mcmaster.ca
Fr. Joe S. Selvanayagam, Roman Catholic x24208 or call (905) 528-4632
Assistant x24207 chaplain@mcmaster.ca

The Chaplaincy Centre has an open door policy and offers pastoral support to the whole community through personal counseling,
bereavement support, public memorial services, and participation in McMaster University networks and programs.

We work to make the campus hospitable and inviting by organizing events such as the exam drop-in program in MUSC, and host weekly dinner discussions.

We also participate in McMaster’s intellectual life with guest speakers and forums, regular worship and seasonal celebrations, and provide support for many other groups and activities that address issues of importance and which inform the whole person.

The Chaplaincy Centre operates independently of other University offices, and offers a wide range of services to the McMaster University community including:

- Confidential personal counseling, support, and pastoral direction
- Prayer groups and retreats
- Dinner discussions and informal lunch discussions
- Outdoor activities such as dog sledding and rock climbing
- Advocacy for marginalized groups and individuals

The Chaplaincy Centre provides a focus for open Christian community as well as for interfaith dialogue and cooperative activity on campus. We are always pleased to meet new and returning students and assist where we can.
The Human Rights & Equity Services (HRES) office is responsible for the Sexual Harassment, Anti-Discrimination, and Accessibility Policies. Our staff provide a range of services to students, staff and faculty as well as administrators, supervisors, and student employee groups. Our services include:

**Consultation and Advice**
Confidential consultations on human-rights-related issues of all kinds. After initial meetings with the individual, we discuss options and intervene (in most cases) only at the individual’s request.

**Awareness and Education**
Raise awareness and provide education with regards to harassment, discrimination, accommodation (of religious beliefs and disabilities of all kinds) and other issues related to human rights. We work with individuals, organizations or groups, to design programs that address specific situations.

**Resolution of Complaints**
We meet with campus members who feel that they have been subjected to harassment or discriminatory behavior that violates a human rights provision. We offer guidance regarding options available to address the concern; including a dispute resolution process under the Sexual Harassment and Anti-Discrimination policy.
Prohibited Grounds of Discrimination and Harassment include
Race, ancestry, citizenship, colour, ethnic origin, place of origin, sex, sexual orientation, physical or mental disability, age, family or marital status, creed (religious belief), same sex partnership status, receipt of public assistance, unrelated record of offences (provincial offences or pardoned federal offences).

Prohibited grounds of discrimination also include other types of discrimination as designated by university policy. These include political beliefs, membership or non-membership in a political organization, a trade union, or an employee or employer organization.

OMBUDS OFFICE

MUSC 210      525-9140 x24151
ombuds@mcmaster.ca  www.mcmaster.ca/ombuds/

The Ombuds Office provides information, advice, and assistance in the resolution of McMaster University-related complaints and concerns to all members of the McMaster community. Students may wish to discuss academic issues such as grade appeals, academic dishonesty, course rules, and status in a program. Or other issues relating to registration, service, codes of conduct, on-campus employment, and financial matters like fees, fines, or refunds.

The Ombuds Office is a neutral, confidential service dedicated to ensuring the fair and equitable treatment of all members of the McMaster University community. It is jointly funded by McMaster University and the McMaster Students Union.
STUDENT WELLNESS CENTRE

MUSC B106 525-9140 x27700 wellness.mcmaster.ca

Open Year Round  Monday to Friday  Day and Evening Hours

Contact us for details

Providing Counselling, Health Services & Wellness Education
- Medical care for illness and injury
- Personal and psychological counseling
- Group counseling and wellness workshops
- Sports medicine, psychiatry, naturopathic medicine, referrals
- Wellness education and health promotion

Need to see a doctor? Want to speak with a counselor? Got a health question?

Staffed by highly qualified service providers (family physicians, personal counselors, registered nurses, psychologists, psychiatrists, and wellness educators) with a special interest in university students; we provide student-centred, accessible, confidential, and caring services for you.

The Student Wellness Centre clinical and educational teams are there to support you in reaching your full potential.
STUDENT SUCCESS CENTRE

Gilmour Hall  110  525-9140 x24254
http://studentsuccess.mcmaster.ca  facebook.com/MacScc@MacSSC
linkedIn.com/groups/McMaster Student Success Centre

Office Hours
Monday – Thursday:  9 am – 7 pm
Friday:   9 am – 4:30 pm
During exam periods: Monday – Friday, 9 am – 4:30 pm

Your success is at the core of the services and programs offered by the Student Success Centre at McMaster University. From the time you accept your offer of admission, up to five years after graduation, we will support your success in the areas of orientation, and transition, academic skills, career and employment, service learning, leadership and volunteering.

Connect with us for updates on services and events.

STUDENT ACCESSIBILITY CENTRE

MUSC  B107  525-9140 x24711  TTY: 905-528-4307
sas@mcmaster.ca  http://sas.mcmaster.ca
twitter.com/mcmastersas  facebook.com/mcmastersas

Student Accessibility Services is committed to the improvement of accessibility for students with disabilities. We offer support services for students with disabilities, which may include diagnoses like:

- Chronic health
- Psychological
- Neurological
- ADD/ADHD
- Learning
- Sensory
- Mobility
Our Program Coordinator guides students’ progress with respect to their disability, provides a confidential interface to discuss disability-related issues, and collaborates with students and faculty to find appropriate accommodation.

Our Learning Strategists provide one-on-one support to students on:
- Writing Skills
- Study Strategies
- Time Management
- Organizational Skills
- Use of technology in learning support

Our Assistive Technologists provide support for assistive technology including:
- Access to up-to-date technologies, assessment, and training
- Accessing campus technologies
- Understanding web accessibility
- Appropriate SAS and bursary technology recommendations
- Prospective vendors for the purchase of appropriate technology
Hospitality Services

Hospitality Services is an independent department dedicated to providing students with healthy, nutritious, and flavourful food. Vegetarian choices, international food menus, healthy options, quick snacks and made-to-order entrees are readily available. Hospitality Services’ aim is to create a fun and exciting university dining experience, while providing high quality service, variety, and great value.

Meal Plans
Whether students are living in residence or off-campus, finding a place to eat at McMaster University is simple and convenient. The convenient and secure Mac Express Meal Plans save students up to 13% of food purchases, and work on a flexible debit card system. With the meal plan, students can access both on- and off-campus locations without having to carry cash. Various dining locations are offered to accommodate the diversity of student needs including: vegetarian/vegan choices, international food menus, nutritious options, as well as quick snacks. Most food stations provide fresh, made-to-order selections. Here is a sampling of the places to eat on campus:

Dining On Campus

Bridges Café (Refractory)
Developed from a student-based initiative, this unique vegetarian/vegan location caters to the ideological and religious dietary needs of the McMaster University community.
- Vegetarian menu
- Freshly prepared meals
- Pre-made foods
- Cater to religious and dietary restrictions to accommodate special needs
BYMAC (David Braley Athletic Centre)
Located on the first floor of the David Braley Athletic Centre, Bymac is the perfect location for individuals with strong appetites after an exhausting workout at the gym. Bymac features the latest dining trends:

- Fresh, custom-made grilled sandwiches
- Freshens – innovative new juice concept
- Pizza Pizza
- Tim Horton’s

Café One (DeGroote Centre for learning and development)
This bustling shop provides a self-serve Tim Horton’s with hot beverages and baked goods, and a variety of grab-and-go snacks and beverages. Conveniently located to achieve fast service during your busy day, Café One is the right stop for students, faculty, and staff on the go.

CaFFeINe, The Elements (Burke Science)
Located on the first floor of the Burke Science Building, this location was named by a McMaster student and provides customers with gourmet Van Houtte coffee and various grab-and-go snacks and cold beverages. You can also enjoy a comfortable place to lounge while having a break.

CENTRO (Commons Building, 2nd Floor)
This diverse marketplace offers varied choices and satisfies all appetites through its healthy food, theme dinners, international cuisine and delectable dessert options. Centro also has a relaxing dining atmosphere, which includes a big screen TV, areas for socialization, and spectacular views. Centro also caters to vegetarian and vegan needs

- Á La Carte
- Centre Stage
- Pizzeria Fusion
- Wok Our Way
- Greens & More
- Needa Sub
- PasNoodles
- On the Go
East Meets West Bistro (Mary E. Keyes Residence, Main Floor)
This trendy location features all the quality of a casual fine-dining restaurant right on campus. East Meets West Bistro embraces fresh, local and sustainable ingredients, which is shown in the organic dough for all their pizzas and burgers, which are made from local beef raised without hormones and antibiotics. This location features rotating seasonal menus, their Vegetarian, Vegan, and “Raw Food” are always in season.

- Brick oven pizza
- Rotisserie grill
- International and continental cuisine
- Asian wok

E-Café (Engineering Technology Building)
McMaster University’s first Eco-Friendly Café is located in the Engineering Technology Building, close to the McMaster Children’s Hospital. E-Café is energy efficient and promotes sustainable products. While on the go, don’t forget to stop by for an uplifting beverage, delicious bakery goods, or a quick snack!

Fireball Café (John Hodgins Engineering Building)
This convenient location offers students, faculty, and staff a chance to grab a quick and enjoyable snack on their way across campus. The convenient availability and prompt service at this location attracts those with hectic schedules that require high energy and strength.

IAHS Café (Institute for Applied Health Science Building)
This upscale café features a self-serve Tim Hortons’s and various grab-and-go snacks. For a healthy dining option, try the i-Salad station where delicious salads are made fresh daily, right before your eyes just the way you like it.

- Hot off the Press
- i-Salad
- Piller’s Deli
- Pizza Pizza
- Tim Hortons’s
Booster Juice (MUSC)
Our newly opened Booster Juice is a juice and smoothie bar, dedicated to providing you with the premium smoothie experience. There are over 26 different varieties of smoothies which are packed with the highest quality fruit and natural sorbet, combined with 100% pure juice, live-cultured yogurt and herbal/nutritional booster. Stop by and give your day a boost.

La Piazza (MUSC)
La Piazza, located at the hub of the Student Centre, encapsulates the essence of campus dining and student activity. With a diverse menu, there is always something for everyone. With daily specials, Halal options, fresh ingredients and meals prepared right before your eyes.

- Bakery Magnifique
- Creation X Grill
- Piller’s Deli
- Pizza Pizza
- Tomasito’s Pasta Bar
- Tim Horton’s

Made in Japan – Teriyaki Experience (MUSC)
This franchise offers food made with Japanese simplicity and healthier food preparation. By cooking with only water, not oil, fat and calories are minimized and flavor is maximized. The results are great tasting meals that are delicious and well-balanced.

Math Café (Hamilton Hall)
Math Café offers an interactive learning space to cooperatively and creatively explore mathematics. With delicious specialty coffees and an assortment of desserts that are perfect for grabbing a convenient snack or lingering over a calculations over its chalkboards, the Math Café adds up to be an exciting and stimulating place to be.

My Mini Mac (Mary E. Keyes Residence)
For students on the go, My Mini Mac, offers a variety of fast and healthy pitas from Needa Pita as well as delicious beverages and pastries from Tim Horton’s. This location also offers a multiplicity of unique and appetizing grab-and-go snacks and beverages that will certainly fill everyone’s appetites!
**Williams Fresh Café (Health Sciences)**
This location specializes in preparing gourmet coffee and specialty beverages, such as fruit smoothies and iced drinks, as well as decadent pastries and deserts. While visiting the McMaster University Student Centre or Health Science Centre, be sure to stop at Williams and pick up a delicious treat before taking a break with friends, or sitting down to study.

**Dining Off Campus**
Students can dine-in, or order from several off-campus vendors including East Side Mario’s, Kelsey’s, Basilique, Boston Pizza, Gino’s Pizza, Pizza Pizza, and TwelvEighty. Tip: Always call ahead and check if the restaurant’s Mac Meal Plan order system is working correctly.

For additional information on meal plans, dining facilities, daily and weekly menus, and hours of operation, please visit the Hospitality Services website at [http://hospitality.mcmaster.ca](http://hospitality.mcmaster.ca).
ALUMNI (McMASTER UNIVERSITY ALUMNI ASSOCIATION)

Alumni House, Second Floor  525-9140 x23900
alumni@mcmaster.ca  http://alumni.mcmaster.ca

All graduates of McMaster University automatically become members of the McMaster Alumni Association which now boasts over 160,000 members living in 140 countries. The Association offers a rich and varied range of social, professional development and educational events and programs including MAC 10, a series for recent graduates, designed to keep alumni connected to McMaster University and each other throughout their lives. Graduates are encouraged to keep their contact information current with the Alumni Association to keep up on the latest news and events. Follow the Alumni Association on Twitter, Facebook, and LinkedIn for great networking opportunities.

The McMaster Alumni Association exists to:
• Support McMaster University
• Involve alumni
• Recognize alumni achievements
• Provide services and benefits for alumni
• Communicate with alumni
• Involve students

ATHLETICS & RECREATION

525-9140 x23400  www.athrec.mcmaster.ca

McMaster University has several Athletics and Recreation Facilities.

• The David Braley Athletics Centre includes a fitness centre, cycling studio, fitness studio, two multipurpose studios, two gymnasia, a 200-metre indoor track, the Feather Family climbing wall,
international squash courts, locker rooms, and the David Braley Sport Medicine and Rehabilitation Centre.

- **The Ivor Wynne Centre**, connected to the immediate east of the David Braley Athletic Centre, houses five gymnasiums, a six-lane 50-metre pool, three North American squash courts, a racquetball court, the Activity Centre and the Rose Hill Dance Studio, and the newly refurbished Mindfulness Centre for meditation, yoga, tai chi and Pilates practice.

- **Ron Joyce Stadium**, a 5,500 seat facility equipped with an artificial soft surface, lighting, scoreboard, videoboard, sound system, press box, locker room, and sport medicine installations. Ron Joyce Stadium serves as the competitive venue for McMaster Marauder football and soccer, but also provides additional space for intramural and “drop in” activities.

- **Alumni Field**, located to the north of the Ivor Wynne Centre is a multipurpose field for soccer, football, lacrosse and intramural activities and features an artificial soft surface, lighting and scoreboard.

- As well as a newly refurbished **400-metre outdoor track**, **outdoor climbing tower** (Alpine Tower) and **three grass fields** (back 10 fields) for soccer and rugby.

Your McMaster University student ID card gives you access to the Athletics and Recreation facilities. Some programs and services can be accessed with an additional fee, including The Pulse (fitness centre), locker service, towel service, instructional programs, and intramurals. McMaster University offers 55 competitive teams to cheer for and watch. Most sports are available at no cost to students, faculty, staff, and the general public. There is a small admission fee charged for football, basketball, volleyball, and special events.

The McMaster Marauder home season kicks off on Monday September 7th, 2013 with the Marauders football team hosting the Western Mustangs as a part of the McMaster Welcome Week celebrations.
Also, be sure to check out the recreation opportunities in dance, fitness, martial arts, sports, and many other activities for free during Try Mac Week - September 12–20, 2013. Check out our website at www.athrec.mcmaster.ca after September 5, 2013 for full details and a schedule of recreational activities.

Copies of the Athletics and Recreation Guidebook are also available at the MAPS office, MUSC 234.

**COMPUTER AND PRINTING SERVICES**

**HOURS OF OPERATION**

*All Labs:*

Mon to Thurs 8:30am – 11:20pm  Saturday (JHE)  12pm – 6 pm
Fridays: 8:30am – 5:20pm  Sunday (JHE)  12pm – 8pm

Operating hours are also online at www.mcmaster.ca/uts/students/hours.htm

To check the availability of the computer labs, go to http://mrbs.mcmaster.ca/

In addition to the computer facilities provided by the university, computers are available for MAPS members in the MAPS lounge. Internet access and MS Office are available on all computers.

Computers are also available for student use in the libraries and a number of Student Technology Centres on campus, located at:

Burke Science Building  BSB 241, 242, 244, & 249
John Hodgins Engineering Building  JHE 233 & 234
Kenneth Taylor Hall  KTH B121 & B123

Computer services for students include e-mail and Internet access available through both wireless and wired access points, as well as computer lab use with a valid MAC ID.

You will need an active MAC ID to access these services. Please see page 11-7 for instructions if you have not already activated your MAC ID.

Discounted Print, photocopy, scanning services are available to MAPS members in the MAPS Lounge MUSC 234.

Printing
In all Student Technology Centres, scanning is available free of charge, and printing is available through Equitrac-enabled Sharp printers in each location. For more information on the campus-wide printing system, Equitrac, visit [http://printsmart.mcmaster.ca](http://printsmart.mcmaster.ca)

McMASTER MUSEUM OF ART

Alvin A. Lee Building  [wheelchair accessible](#)
(west side of Mills Memorial Library)

525-9140 x23241  [www.mcmaster.ca/museum](http://www.mcmaster.ca/museum)

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<th>Admission</th>
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<tbody>
<tr>
<td>Students, seniors and members</td>
</tr>
<tr>
<td>Visitors</td>
</tr>
</tbody>
</table>

**HOURS OF OPERATION**

<p>| | |</p>
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<tbody>
<tr>
<td>Tuesday/Wednesday/Friday</td>
<td>11 am – 5 pm</td>
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<tr>
<td>Thursday</td>
<td>11 am – 7 pm</td>
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*Page 11-4*
Saturday 12 pm – 5 pm

The McMaster Museum of Art serves as a cultural hub for the campus and the region through dynamic and multidisciplinary exhibitions and programs.

Located across the plaza from the MUSC (on the corner of Sterling Street and University Avenue), the Museum contains five Exhibition Galleries, a Paper Centre, and an Education Gallery. We offer a year-round program of changing exhibitions of historical, modern and contemporary art, and present the McMaster University graduating studio arts class exhibition each spring.

A complementary program of public events including lunchtime talks, visiting artist talks, panel discussions, and workshops is ongoing.

McMaster’s internationally recognized art collection contains more than 7,000 objects, highlighted by the Levy Collection of Impressionist and Post-Impressionist paintings, and a specialized collection of over 300 German Expressionist prints.

**UNIVERSITY SECRETARIAT**

210 Gilmour Hall 525-9140 x24337
univsec@mcmaster.ca www.mcmaster.ca/univsec/

The University Secretariat coordinates and facilitates the work of the Board of Governors (which handles the university’s financial matters), the Senate (which handles academic policy) and their standing and ad hoc committees. We provide administrative, advisory and secretarial support. The secretariat serves as a repository of information on all matters relating to these governing bodies.
The University Secretariat is also the Office of Freedom of Information and Protection of Privacy for the University, with the Secretary being the designated head for this area.

Given our role, the secretariat is able to assist all members of the university community by providing advice and guidance regarding jurisdiction, strategy, policy and process.

Undergraduate students are represented at both the Board of Governors and Senate, with several of those positions elected by students.

**Board of Governors**  
1 undergraduate student member (elected)

**Senate**  
6 undergraduate student members (1 / faculty)  
1 arts and sciences program student  
MSU and MAPS Presidents

Current membership lists are posted on the University Secretariat website.

Student elections to the Board of Governors and Senate are conducted from January to March of each year. If there are vacant student seats on September 7, additional elections are held during September and October. Please check our website during election periods for further details.

**UNDERGROUND MEDIA AND DESIGN**

MUSC B117

**HOURS OF OPERATION**  
Mon – Thurs  9 am – 7 pm  
Fridays  9 am – 5 pm

**SUMMER HOURS**  
Mon – Thurs  9 am – 5 pm  
Fridays  9 am – 2 pm
Visit Underground Media and Design year-round in the basement of the McMaster University Student Centre. Their helpful staff will assist students with their printing, copying, report binding, office supply, designing, and advertising needs. The Underground is known for providing its customers with professional high-end work and excellent customer service. You want it, they can do it. Underground Media and Design is operated by the MSU.

UNIVERSITY TECHNOLOGY SERVICES (UTS)

BSB 245  525-9140, ext. 24357  uts@mcmaster.ca
www.mcmaster.ca/uts/

University Technology Services (UTS) manages technology services on campus.

Your first experience with UTS will be the activation of your MAC ID (which is required to access e-mail, MUGSI, MacConnect, Student Computing Labs, Fee for Service Printing, Avenue to Learn, and Virtual Private Networking (VPN)).

Here are UTS’s two step instructions on how to do this:

1. Go to https://adweb.cis.mcmaster.ca/cis/ahtml/login.htm and click on the link “Activate your MAC ID” located in the menu bar at the top of the page. Accept the Terms and Conditions and create your MAC ID password.
2. To enable your MAC ID services, you need:

   To have activated your MAC ID (Step 1)

   Registered for one or more courses online and completed a payment agreement.
24 hours after you have registered and submitted a payment agreement, you can enable your services by going to [https://adweb.cis.mcmaster.ca/cis/ahtml/login.htm](https://adweb.cis.mcmaster.ca/cis/ahtml/login.htm) and login with your MAC ID

Once logged in, please click on “My MUGSI” in the menu bar at the top. From there click on the link “Enable MAC ID services” on the left side of the page.

24 hours after you have enabled your services, your email will be ready for use.

UTS also supports data and phone connections for students in residence through MacOnline ([www.mcmaster.ca/uts/students/maconline/maconlinemedia.html](http://www.mcmaster.ca/uts/students/maconline/maconlinemedia.html)) and we operate the WIFI networks located across campus ([www.mcmaster.ca/uts/network/wireless](http://www.mcmaster.ca/uts/network/wireless)).

**ON LINE CALENDAR**

MAPS has created a public calendar that you can link to which incorporates all of the important dates outlined in this Handbook, and will be updated as new dates or events as they are announced.

To link to the MAPS calendar, you will need to have a google calendar or email software that can connect to online calendars.

To link with the MAPS Handbook Calendar from Outlook 2013:

Select Calendar View in Outlook

From the Home Tab, select “Open Calendar”

Click on the Open Calendar icon and select “From Internet”
For Outlook, enter the **iCAL** address into the pop-up window and click yes to accessing the calendar.

You can also click on the HTML link from this page to be taken to the calendar through your internet browser.

**iCAL:** [https://www.google.com/calendar/ical/6h6i39l10j4v37eii6q39vli9o%40group.calendar.google.com/public/basic.ics](https://www.google.com/calendar/ical/6h6i39l10j4v37eii6q39vli9o%40group.calendar.google.com/public/basic.ics)

**XML:** [https://www.google.com/calendar/feeds/6h6i39l10j4v37eii6q39vli9o%40group.calendar.google.com/public/basic](https://www.google.com/calendar/feeds/6h6i39l10j4v37eii6q39vli9o%40group.calendar.google.com/public/basic)

**HTML:** [https://www.google.com/calendar/embed?src=6h6i39l10j4v37eii6q39vli9o%40group.calendar.google.com&ctz=America/Toronto](https://www.google.com/calendar/embed?src=6h6i39l10j4v37eii6q39vli9o%40group.calendar.google.com&ctz=America/Toronto)

Please visit google and search (link to an online calendar) for specific instructions for your software.