From: McMaster Association PartTime Students  
Sent: Thursday, March 24, 2011 3:48 PM  
Subject: McMaster Association of Part-Time Students (MAPS) E-Mail Distribution List (EDL)  

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McMASTER ASSOCIATION OF PART-TIME STUDENTS (MAPS) E-mail Distribution List (EDL)

Itemized E-mail Content:

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1. Why am I receiving this e-mail and how often will I receive it?

If you are receiving this e-mail, you have been identified by University Technology Services (UTS) as one or more of the following:
- an undergraduate degree student taking less than 18 units (Sept. - Apr.);
- a certificate/diploma student at the Centre for Continuing Education (CCE);
- a clinical behavioural sciences (CBS) student

As such, you are a member of the McMaster Association of Part-Time Students (MAPS), a student union that exclusively exists to meet the distinct needs of part-time student. This involves representing the interests of part-time students to McMaster University, as well as various levels of government. In an effort to keep you updated on pertinent news and events, you will receive this e-mail no more than once or twice a term.

NOTE: If you are enrolled in 18 units or more, please simply disregard this e-mail as it has been sent to you in error.

2. Where is the MAPS Office?

The MAPS office is located in the McMaster University Student Centre (MUSC), Room 234. Here you will find a comfortable study space/lounge complete with a computer bank with internet access, printer, photocopier, and staff to help with application and registration procedures and general assistance with navigating the various facets of McMaster University. The office is open from 9:30 am until 8:30 pm, Monday through Thursday, and from 9:30 am until 2:00 pm on Friday.
3. Final Examination Timetable

The final examination timetable for term two (April 2011) is now available and can be viewed via the following URL:

http://registrar.mcmaster.ca/scheduling/examfinalb.php#

You can view exam dates and times by selecting the name of the course (without the course code) and clicking on the "Go!" button. For instance, to determine the date and time for the ART HIST 1AA3 final exam, select ART HISTORY, and then click on the "Go!" button. The screen will then display all of the Art History exams, including Art History 1AA3. Please note that "IWC" stands for the Ivor Wynne Centre and it is located by the northeast end of campus (adjacent to the new David Braley Athletic Centre). Campus maps are available in the MAPS Office, MUSC 234.

4. Spring/Summer Course Timetable

The spring/summer course timetable is now available and can be viewed via the following URL:

https://adweb.cis.mcmaster.ca/mtt/

You can select numerous options to narrow your search (day vs. evening, day of the week, etc.) but at the very least, you will need to select a subject via the drop-down button. Once you have made your selection, click on the FIND button. You can then verify if a course you are interested in is available by viewing the second column titled "STATUS". Courses that are unavailable will be noted by "NOT OFFERED" in red type.

5. MAPS Bursaries

MAPS supports the pursuit of life-long learning through an active bursary program for both part-time undergraduate degree students as well as certificate/diploma students enrolled at the Centre for Continuing Education (CCE). Administered through the Office of Student Financial Aid & Scholarships, MAPS issues bursaries three times a year for the fall, winter, and spring/summer terms. Applications for the next round of bursaries (spring/summer courses) are due on April 17, 2011. For further information on bursaries, and to download a PDF version of the bursary application form, please visit the following URL:


Please note that bursary application forms are also available in the MAPS Office, MUSC 234.

6. On-Line Academic Workshops

The MAPS website has 28 different academic skills workshops including Full Frontal Learning, Just Enough Time Management, Tactical Motivation and Procrastination Avoidance, Math, Writing, and Going From B's to A's in a variety of digital formats. To view these on-line workshops, visit the following URL: http://www.mcmaster.ca/maps/CSD_videos.html
MAPS acknowledge and thanks the Centre for Student Development (CSD) for the development of these on-line academic workshops.

7. GO Transit ID Pass

Members of MAPS who have a disability and are registered with the Centre for Student Development (CSD) are eligible to obtain a GO Student ID Pass, similar to members of the McMaster Students Union (MSU). Students with the GO Transit ID Pass receive discounts on the adult 10-ride ticket price and adult monthly pass. For further information, contact MAPS' Executive Director, Sam Minniti, at minnits@mcmaster.ca or at x23884.

8. MAPS-MSU Transferability

(Consider the following information for next year's academic term beginning in September 2011).

MAPS members who become members of the MSU (by enrolling in 18 or more units) have an option to transfer their membership back to MAPS under certain circumstances, thereby foregoing MSU fees and only paying MAPS fees. To be eligible, a student must be an undergraduate degree student who:

- in a previous fall/winter academic session was a member of MAPS and will be registered in 18-20 units in the fall/winter academic session or;

- is in her/his graduating year, and in a previous fall/winter academic session was a member of MAPS and will register in more than 17 units to complete her/his degree at the next Spring Convocation.

Also, members of MAPS who meet specified criteria have the option to permanently transfer their student association membership from MAPS to the MSU, the student association governing undergraduate degree students registered in 18 or more units per academic session.

The deadline for transfer applications is September 30 of each year.

The process for submitting the transfer application varies depending on the circumstances. More information is available from the MAPS office, MUSC 234.

9. Student Services User Card

MAPS members can purchase a Student Services User Fee card for $25.00 in order to obtain access to the following student services available to full-time students: the Centre for Student Development (CSD), the Campus Health Centre, and the Student Success Centre. Application forms are available in the MAPS Office, MUSC 234, and once completed, should be delivered to the Student Affairs Business Office, Commons Building, Room 128.

10. Annual General Meeting (AGM)

MAPS will be having its Annual General Meeting (AGM) on Thursday April 21, 2011 at 5:30 pm in Council Chambers (Gilmour Hall, Room 111). All members of MAPS in good standing are entitled to attend and participate in the AGM. Nomination forms for election to the MAPS Board of Directors, which will occur at the AGM, are available from Sam Minniti, MAPS Executive Director, in the MAPS Office, MUSC 234.
Please note that the nomination process requires a brief mandatory meeting with the current MAPS Board of Directors in the MAPS Office on one of the following evenings between 5:30 pm and 7:00 pm: Monday March 28, Tuesday March 29, or Wednesday March 30. Completed nomination forms must be returned to the MAPS Office no later than noon on Thursday March 31, 2011.

11. Who can I contact at MAPS if I have questions?

We are here for you! If you have questions, please do not hesitate to contact us.

Terri Jones, Office Administrator, extension 22021 (tjones@mcmaster.ca) Sam Minniti, Executive Director, extension 23884 (minnits@mcmaster.ca)

- The MAPS Team

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