

Getting Started

Your guide to Graduate Studies at Saint Mary's University



Saint Mary's
University

A man with short grey hair and glasses, wearing a dark pinstriped suit, a white shirt, and a red and white striped tie, stands in the foreground. He is looking towards the camera with a slight smile. Behind him is a blurred background of green trees and a white lamp post. A red banner with white text is visible in the background, partially obscured by the man.

SAINT MARY'S
UNIVERSITY (1863-1902)

Welcome

to Saint Mary's University

Congratulations on being accepted into a graduate program at Saint Mary's University. We are committed to the excitement of learning and discovery and to the encouragement of student success. Our graduate programs, in Arts, Science and Business, are designed to push boundaries of understanding, to highlight academic excellence and career opportunities, and to situate graduate learning and research in both local and international contexts. At Saint Mary's, you will become part of a vibrant academic community with a global reach and with stellar accomplishments. You will benefit from professors with international reputations and from our attention to the individual graduate student experience; you will work with new colleagues who will help you re-shape our world – and, in doing so, will help you 'be your potential'. I am delighted that you are pursuing graduate studies here at Saint Mary's and look forward to welcoming you in person.

Sincerely,

Robert Summerby-Murray
President and Vice-Chancellor



HOT BEVERAGES

PRODUCE MARKET

Your SMU ID & System Access

Your SMU Identification Number (ID)

When you apply to Saint Mary's University, you are assigned an ID number that starts with an A, called your "A-Number". You will find your "A-Number" on your acceptance letter (eg: A00123456).

How do I activate my account?

Once you have received your acceptance letter, go to activate.smu.ca to "activate" your account using your A-Number and PIN (initially your date of birth in DDMMYY format). When you activate your account, you will be provided with two login credentials (@smu.ca email address and sNumber) required to access SMU systems.

What are my @smu email address and sNumber credentials used for?

- 1) **SMU Email Address Login Credential**, for use and access to the following:
 - On-campus computers and WiFi
 - Office 365, including your SMU Outlook email account.
 - Self-Service Banner:
 - For course registration, viewing your tuition/fees, final grades, tax forms, etc.
 - Go to www.smu.ca, Click "Quick Links" from top right corner, Select "Self-Service Banner".

- 2) **sNumber Login Credential**, for use and access to the following:
 - **SMU^{PORT}**:
 - *To access Brightspace (Learning Management System)*
 - *Where you apply for residence via the Residence Portal.*
 - *You may be requested to use your sNumber for other system logins.*

Need support?

Contact the Help Desk or Service Centre. (Go to <https://ppm.smu.ca/> > Knowledge Base > Accounts & Passwords)



Living in Residence

What better way to immerse yourself into the Saint Mary's community than living on campus? Living in residence connects you to university life and is a great way to gain new experiences and meet friends. Our student housing is so connected, students don't even need to go outside to get to their classes. Students can choose between various housing options including single, double and apartment style rooms. For more information on housing options, please visit our Future Students website.

If you are interested in living on campus, please complete the following steps:

1. Login to SMUport using your "S" # (see page 1) and click the "Residence" tab. You can access SMUport through the Saint Mary's homepage at www.smu.ca.
2. Through the Residence Portal you can pay your \$25 residence application fee, create a student profile, and select your residence room preferences.
3. Once your application has been completed, you will receive an email from the Centre for Housing & Residence Life with a Residence Agreement (contract). Contact residence.life@smu.ca with any questions regarding your Residence status.
4. Return the completed Residence Agreement and pay the confirmation deposit by the appropriate deadline noted in your offer letter to ensure that your residence bed space is reserved.

Meal plans are mandatory for students who live in Loyola and Vanier, and are optional for students living in Rice. All students who are confirmed in Loyola or Vanier are defaulted to the 7-Day Freedom Plan, which gives you unlimited access to the Dockside Dining Hall. Students who would like to change their meal plan are able to do so up until the date that semester fees are due.



Register for your classes

When you register for courses, you hold a seat in each class. Please be aware your courses have a financial and academic component and Saint Mary's University has set withdrawal dates and payment due dates. It is extremely important that you finalize your registration and pay your fees to complete your registration before the deadline.

You will select your classes online through Self-Service Banner. You can log in to Self-Service Banner using the following steps:

- Visit <http://selfservice.smu.ca>
- Click "Enter Self-Service Banner"
- Enter your "@smu.ca address" and password.
- Search and register for your classes

What is Self-Service Banner?

Self-Service Banner is a site that allows students to look up and register for courses, access course and exam schedules, and view their academic transcript. Students can access Self-Service Banner from the "Quick Links" on the Saint Mary's University homepage.

You will find detailed instructions on how to register for classes under the "Register for Courses" link at: www.smu.ca/servicecentre.



Money matters

Graduate Funding:

Saint Mary's University automatically considers new graduate students for funding. Students will be informed in their admission letter if they have been awarded funding.

Tuition and Related Student Fees:

Pay tuition online through Banner Self Service using our new Interac Online process. Details for other methods of payment are explained online at www.smu.ca/servicecentre.

Watch the payment due dates which are the same as the last day to add and drop courses.

Canadian citizens who have adequate health coverage in Canada can opt out of the Saint Mary's University Student Association's health coverage by clicking the "SMUSA Health Waiver" tab in SMUPOINT. The deadline for opting out is always one week after the last day to register.

Student Loans:

Student loans are available at the federal and provincial levels. The application process takes time, so apply early through your province of residence as early as late-May/early-June. Visit www.canlearn.ca for more information.



LOMBURG CENTRE
FOR HEALTH & WELLNESS

LOMBURG CENTRE
FOR HEALTH & WELLNESS

Your first week on campus

Residence Move-in:

Your first week on campus is a very exciting time! If you have chosen to live in residence, your first step will be to move into your residence room and meet your new roommate and floor mates. More information regarding the move-in process will be communicated to you once you reserve your room in residence (by paying your residence confirmation deposit, and submitting your signed Residence Agreement through the residence portal).

Orientation Week:

One of the best ways to start your university experience is by participating in Orientation Week. Orientation Week is led by students who are passionate about Saint Mary's and want to ensure that your experience as you arrive on campus is the best that it can be. Stay tuned to www.smusa.ca for details.

Service Expo:

One of the first places you'll want to visit when you arrive on campus will be the Service Expo, located in the Loyola Conference Hall. This is where you can pick up your Student ID card, your Metro Transit U-Pass (bus pass), and your SMUfit membership to the Homburg Centre for Health and Wellness.

Bookstore:

You'll also want to visit the Bookstore when you arrive on campus. Be sure to bring a list of your classes so you can pick out the appropriate books!

CAMPUS MAP



Legend

- Student Centre
- Wellness Zone
- Residence
- Academic Zone
- Bus Routes
- Bus Stops

- | | | | |
|--|--------------------------|--|---|
| A Atrium | ME McNally East | PPL Patrick Power Library | 883 883 Robie St |
| AA Alumni Arena | MM McNally Main | RR Rice Residence | 867 867 Robie St |
| B Burke Building | MN McNally North | S Science Building | 960 TESL / BDC |
| HC Homburg Centre for Health and Wellness | MS McNally South | SB Sobey Building | 5907 5907 Gorsebrook Ave |
| LA Loyola Academic Complex | O The Oaks | SC O'Donnell Hennessey Student Centre | 5960 Gorsebrook Research Institute |
| LR Loyola Residence | P Parking | VR Vanier Residence | |
| | PM Parking Meters | | |

Find where your classes are

Use this campus map to find where your classes will be located.

You can find the location of each class on your schedule in Self Service Banner.

The great thing about the Saint Mary's campus is that it is all within one city block!

This means that your classes will never be more than a five minute walk away.

Or take a tour.

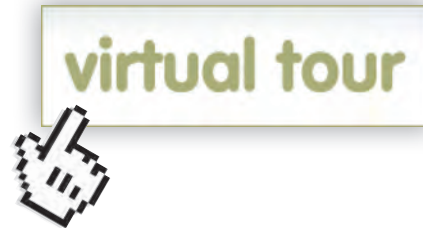
If you plan to visit campus before starting classes, we encourage you to take a campus tour.

A Student Ambassador would be happy to show you around campus. To arrange a campus tour, please contact campustours@smu.ca.

Or a virtual tour.

If you're not able to visit the campus, you can still get a feel for campus through a virtual tour.

Check us out online at www.smu.ca/virtualtour.





On Campus support

From the day you arrive on campus to the day you walk across the stage at convocation, there are staff members to help you find what you need at Saint Mary's. Here are some places on campus that you may wish to become familiar with:

Faculty of Graduate Studies and Research (FGSR):

Located in Atrium 210, the FGSR office provides information, advice and services to students, staff and faculty on all issues across the university involving Graduate programs and research activities.

Centre for New Students (CNS):

The CNS is a great resource for new students who need help navigating Self Service Banner for registration or who would like to take a campus tour.

Service Centre:

Located in the beautifully restored McNally building in room MM108, the Service Centre is your first stop for general inquiries. Financial Aid & Awards is located in the Service Centre so collectively the Service Centre can assist you with questions regarding student loans, payments, confirmation of enrolment letters, RESP funding and general registration inquiries.

Student Centre:

The Student Centre is where you will find the Bookstore and Student Services. Student Services has lots of support for Saint Mary's students including the Student Employment Centre, Career Services, Health Centre, Co-op Office, Student Success Coordinator, Atlantic Centre for Research, Access, and Support for Students with Disabilities, and the International Student Centre. You will also find the Saint Mary's University Student Association here.

Graduate Programs

PhD Applied Science

PhD Astronomy

PhD Business Administration (Management)

PhD Industrial/Organizational Psychology

PhD International Development Studies

Executive Master of Business Administration (EMBA)

International Master of Teaching English

Master of Applied Economics

Master of Applied Health Services Research

Master of Arts – Atlantic Canada Studies

Master of Arts – Criminology

Master of Arts - Geography

Master of Arts – History

Master of Arts – International Development Studies

Master of Arts – Philosophy

Master of Arts – Theology and Religious Studies¹

Master of Arts – Women and Gender Studies²

Master of Business Administration – CPA (MBA-CPA)

Master of Business Administration (MBA)

Master of Finance

Master of Management – Co-operatives & Credit Unions

Master of Technology Entrepreneurship and Innovation

Master of Science – Applied Psychology

Master of Science – Applied Science (with Co-op Option)

Master of Science – Astronomy

Master of Science - Computing and Data Analytics

Graduate Diploma in Co-operative Management

¹ Offered jointly by the Atlantic School of Theology and Saint Mary's University.

² Offered jointly by Mount Saint Vincent University and Saint Mary's University.



SOBEYS BUILDING

903 Robie

SOBEYS BUILDING

Contact Information:

FGSR

Tel: 902.420.5089

Email: fgsr@smu.ca

www.smu.ca



**Saint Mary's
University**

