

Food Services

Sodexo operates food service facilities at the Herb'n'Market food court (2nd floor), Starbucks (main floor), Faculty of Arts Building (main floor), Bissett School of Business Building (main floor) and Roderick Mah Centre for Continuous Learning. The food court in Wyckham House (West Gate) has a variety of dining options and there is a convenience store. On Main Street (main hallway) you can find the C-Store, Mr. Sub and Tim Horton's. Hours are posted on-site or go to mtroyal.ca/CampusServices/CampusResources/FoodServices

Mount Royal University Recreation Centre

Room U130, 403.440.6517
Website: mtroyal.ca/recreation
E-mail: recreation@mtroyal.ca
All Continuing Education students can purchase a membership at a reduced rate during the semester you are a registered student. Family members also receive reduced membership rates.

Other University Services

Campus Card Office (E251) 403.440.7711
mtroyal.ca/campuscard

Accessibility Services (Y201) 403.440.6868
or 403.440.5680
mtroyal.ca/learningskills

EnCana Wellness Centre (U216)

Health Services (U220) 403.440.6326
mtroyal.ca/healthservices

Human Rights Services (U216-C) 403.440.8675
mtroyal.ca/humanrights

Optimal Therapies 403.440.6917
mtroyal.ca/optimaltherapies

Student Counselling Services 403.440.6362
mtroyal.ca/counselling

Student Learning Services (T123) 403.440.6452
mtroyal.ca/learningskills

Library (G100) 403.440.6140
mtroyal.ca/library

Photocopying (K105) 403.440.6911

■ General Information

Registration

403.440.3833
1.877.287.8001 (toll-free)

All fees must be paid in full when you register, prior to attending your first class. Please bring your registration confirmation with you to the first class.

Course Cancellation Policy

All classes are subject to cancellation if there are insufficient registrations. If your course is cancelled, you may either transfer to another available course or receive a full refund. Credit card refunds are credited to your credit card account; cheque, cash and debit payments receive a refund with a mailed cheque. We will make every effort to inform you of the cancellation prior to the start of the course; therefore, please provide both a business and home phone number as well as an e-mail address when registering.

Where Can I Get Career Advice?

The question of what career path you want to follow may come up many times during your life, whether you are 18 or 68. Many of our students and prospective students ask for advice about career opportunities, salary expectations and more. The Faculty of Continuing Education and Extension is pleased to provide a special website for you to use in exploring your career options. Please visit: <http://conted.mtroyal.ca/advice>.

Application to Graduate

Upon completing a certificate program, you should complete an Application to Graduate – Extension Certificate Program Form. The form notifies your Program Coordinator in the Faculty of Continuing Education and Extension of your program completion. You may obtain a copy of this form at <http://conted.mtroyal.ca/gradapplication.pdf> or by contacting Mount Royal University Continuing Education 403.440.6875.

Freedom of Information and Protection of Privacy (FOIP)

The information that you provide to Mount Royal University when you register for Continuing Education courses is collected under the authority of the Post-Secondary Learning Act and Freedom of Information and Protection of Privacy Act Section 32 (c). The information will be used for facilitating your registration and maintaining an academic history. As well this information will be used for administering, evaluating and marketing University programs, and for statistical purposes. Your personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act and can be reviewed on request. We treat your personal information with respect and care and use it to serve you better. If you have any questions about the collection or use of this information, contact the Faculty FOIP Advisor, 403.440.6398.

Income Tax Receipts

Courses taken at a post-secondary institution may be eligible for income tax credit. T2202A's for eligible tuition and education amounts are now available through Mount Royal University's MyMRU, mymru.ca. For detailed instructions go to mtroyal.ca/Admission/MoneyMatters/IncomeTax. Should you have difficulty logging on to your MyMRU account, please call our help desk at 403.440.6000. Tax receipts can also be mailed to you by calling Continuing Education Registration at 403.440.3833 or toll-free 1.877.287.8001. Please refer to CRA tax guides to determine eligibility when preparing your annual income tax returns.

Access to Unofficial Transcripts and Grades

You may print your unofficial transcripts or view your grades through mymru.ca and follow the appropriate steps to ensure your account is active. Once you are logged in, click on:

1. The Student Resources tab.
2. Select Student Records from the Online Service menu.
3. Select Unofficial Academic Transcript.
4. Select Continuing Ed from drop-down menu.

Campus Card

The Campus Card is Mount Royal University's official ID card. All Continuing Education students have "Student" status in the Campus Card system and can be issued a "Student" Campus Card upon request. You will be able to obtain a card 24 hours after you have registered for at least one course and there are no holds on your registration. Call 403.440.7711.

Withdrawal Policy

Withdrawals must be submitted in writing and may be submitted by e-mail: ceegservices@mtroyal.ca; fax: 403.440.6743; mail or in person: Registration Services, Room A101, Kerby Hall, 4825 Mount Royal Gate SW, Calgary, AB, T3E 6K6. Please quote: student ID number, CRN (Course Reference Number), course name, course start/end dates, full legal name, date of birth, address and phone number. All withdrawal refunds are subject to an administration fee of 10% of course tuition (max. \$50). Refunds may take up to two weeks to process.

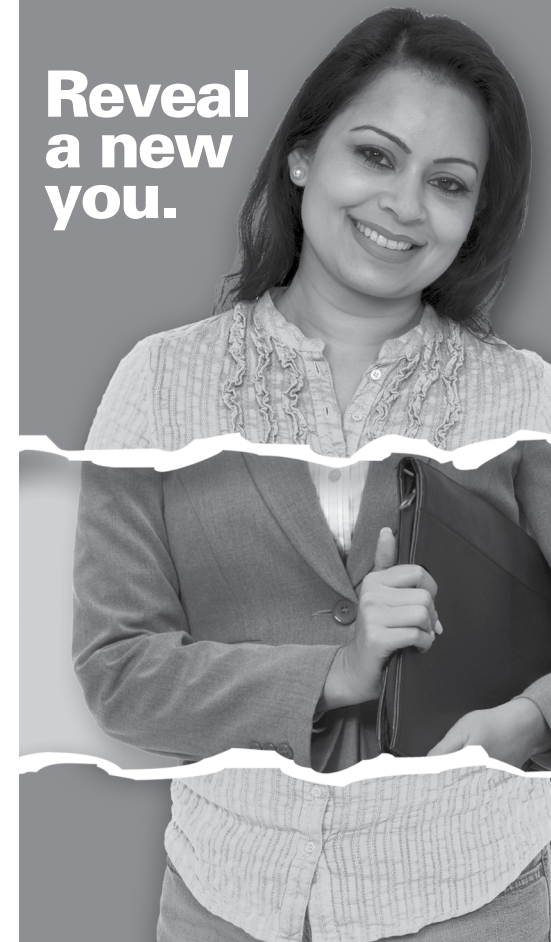
Regular Continuing Education Course: To be eligible for a refund, written withdrawal from a course/seminar must be received no later than four working days before the start date (excluding Saturdays, Sundays and statutory holidays). Written withdrawal received within fewer than four days is not eligible for a refund. Some courses or programs have special withdrawal/refund policies that supersede this Withdrawal Policy as stated on the confirmation of registration letter.

Special Course/Program:

To be eligible for a refund, written withdrawal from a full-time certificate program or print-based distance-delivered course/program must be received no later than 10 working days before the start date (excluding Saturdays, Sundays and statutory holidays). Written withdrawal received within fewer than 10 days is not eligible for a refund.



Reveal a new you.



Advance your career.

Thank you for choosing Mount Royal University for continuing education. If you have any questions please contact us and we will be happy to help.

Continuing Education Information 403.440.6875 or toll-free 1.866.775.2673

Continuing Education Office Hours
Monday - Friday 8:30 a.m.-4:30 p.m.
Summer Hours (July to mid-August)
Monday - Friday 8:30 a.m.-4 p.m.

Registration
Room A101 (#9 or #11)
403.440.3833
Toll-free: 1.877.281.8001 or online at
mtroyal.ca/conted/register

Conservatory Office

Room W302, Main Building, Lincoln Park Campus
403.440.6821
E-mail: conservatory@mtroyal.ca
Evening/weekend student parking passes are also available for sale at the Conservatory office during regular business hours.

Conservatory Office Regular Hours

Monday-Thursday 8:30 a.m.-12:00 noon
and 1 p.m. - 8 p.m.
Friday 8:30 a.m.-12:00 noon
and 1 p.m. - 4:30 p.m.
Summer Hours: 8:30 a.m. - 12:00 noon
and 12:30 p.m. - 4 p.m.

Closed Saturdays, Sundays and holidays.

We're excited about the NEW HOME for the Centre for Complementary Health Education!

As of July 2011 our programs and the Practicum Centre will be located in the new expansion of the Roderick Mah Centre for Continuous Learning at Lincoln Park Campus. Visit mtroyal.ca/conted and click on "Our New Home" in the left hand navigation.

Centre for Complementary Health Education Practicum Centre

The Practicum Centre offers holistic treatments in massage therapy. Please call 403.440.6866 for appointment availability.

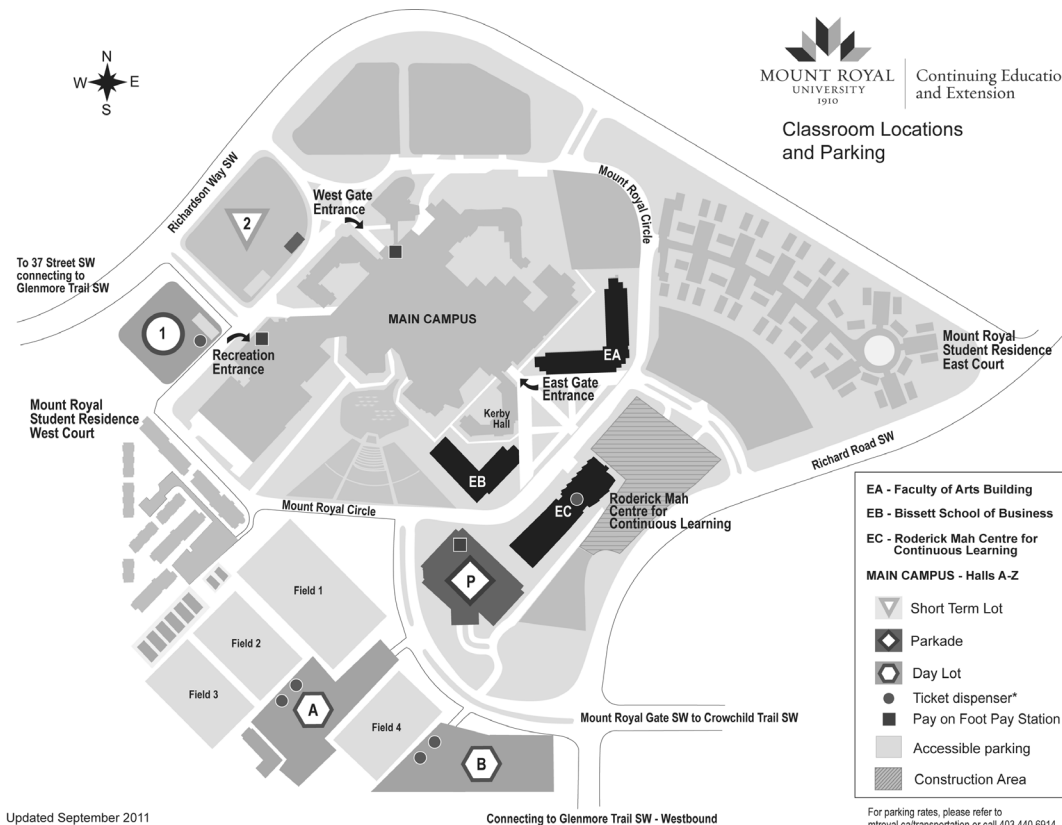
Parking Office (Hours subject to change)

Room EA 1016, Faculty of Arts Building,
403.440.6914
E-mail: parking@mtroyal.ca

All parking at Mount Royal University is designated for permit holders and visitors. Parking is enforced in all designated areas Monday to Saturday 24 hours per day.

Monday - Thursday 8 a.m. - 4:30 p.m.
Friday 8 a.m. - 4 p.m.
Saturday - Sunday Closed

Note: During the first three weeks of September and January, the Parking Office will remain open until 7:00 p.m. Monday to Thursday.



Updated September 2011

Connecting to Glenmore Trail SW - Westbound



1. Scan the code to the left to get the campus map on your mobile.
2. No QR reader? Visit <http://m.lynkee.com> with your mobile and download the app.

mtroyal.ca/conted

Parking

Short Term Parking

Parking Lots	Hourly	Daily	Evening/Weekend
East Gate Parkade	\$3	\$12	\$4
Lots 2* and 8	\$3	\$10	\$4
Lot 1	N/A	N/A	\$4
Parkade — RMCCL	N/A	N/A	\$6

Lot 2 has Pay on Foot parking with two indoor pay stations: one at the Recreation entrance and one at West Gate. If you park in Lot 2 for less than 30 minutes, parking is free.

Short term Evening/ Weekend parking — after 4 p.m. Monday to Friday and all day Saturday.

Parking is free on Sundays and statutory holidays.

Day lot parking

Lots A and B; day commuters may park for a flat fee of \$4 per day.

Permit parking

Employees and students are eligible to purchase permits at the following rates:

	Annual	Semester
Parkade (RMCCL)	\$1,080	N/A
Gated Lot	\$780	N/A
Open Lot	\$540	\$180
Carpool	\$540	\$180
Evening/ Weekend	\$216	\$72

Motorcycle parking is available for \$25 per month. Please visit the parking office for details.

The 2011-2012 parking rates are in effect from July 1, 2011 to June 30, 2012.

Transit Routes

Lincoln Park Campus is serviced by bus routes 13, 18, 20, 72/73 and 181/182. For an interactive map of transit routes to Mount Royal visit <http://transit.mtroyal.ca>. For more information please phone Calgary Transit at 403.262.1000 or visit their website at calgarytransit.com.

Lincoln Park Campus

4825 Mount Royal Gate SW

Security Office / Information

West Gate, Room X200, 403.440.6897

The West Gate Information Centre, open 24 hours a day, seven days a week, can help you locate classrooms, restaurants and other services on campus.

24-Hour Emergency: 403.440.5900

Safewalk: 403.440.6898 or use any red or pay phone on campus. You can also stop by the West Gate Security Office.

BookStore

Room H100, 403.440.6300

Website: mtroyal.ca/bookstore

E-mail: bookstore@mtroyal.ca

Hours mid-May to end of June

Monday - Friday 8:30 a.m. - 4:30 p.m.

Hours July to mid-August

Monday - Friday 8:30 a.m. - 4 p.m.

Hours mid-August to mid-May

Monday - Thursday 8:30 a.m. - 6:30 p.m.

Friday 8:30 a.m. - 4:30 p.m.

Saturday 8:30 a.m. - 1:30 p.m.

(Hours subject to change)

Note: The BookStore opens at 8:15 a.m. on the first day of classes that begin at 8:30 a.m.

The BookStore carries resource books, study aids and a wide range of general reading material. Special orders are welcome. Educationally priced computer software, computer wireless products, stationery supplies, crested clothing and gift items are also available.