



students come first!

WE'RE INVESTING IN YOUR SUCCESS! { some of UPEI's dozens of scholarship winners

**ACCOUNTING · REGISTRAR'S OFFICE · LIBRARY · STUDENT SERVICES**

**WHAT CAN WE DO FOR YOU?**

**NEED HELP WITH: FIGURING OUT WHERE TO GO FOR INFORMATION? SCHOLARSHIPS OR FINANCIAL AID? PAYING TUITION? COUNSELLING? PARKING? A DEGREE AUDIT? GROUP STUDY SPACE? RESEARCH MATERIALS?**

At UPEI, making sure students have the best academic\* and personal experience is our top priority. With programs and services geared specifically for the transition from high school to university, UPEI's academic support departments work together to offer students the services and help necessary to succeed academically and personally.

Accounting, the Registrar's Office, the Robertson Library, and Student Services can help you find what you need. Feel free to drop in to our offices, check out our websites, or give us a call. Tell us what we can do for you. Help us help you to make your university experience the best it can be!

\*The Webster Centre for Teaching and Learning offers additional academic support services. Visit the Webster Centre in Robertson Library to request a brochure.

**UPEI**  
UNIVERSITY  
of Prince Edward  
ISLAND

## ACCOUNTING OFFICE

The UPEI Accounting Office is committed to providing top-notch financial services and information to incoming students. Our friendly and caring staff take a personal interest in your success and are determined to make the payment of tuition and fees easy and convenient.



## WHAT YOU NEED TO KNOW

- If you are receiving a student loan, you will be sent a confirmation notice from provincial student aid. Please call the Accounting Office to make sure your student loan has arrived at UPEI and is available to be picked up.
- If you already have personal dental and health coverage, you may opt out of the program by providing proof of coverage to the Student Union Office. This should be done before you pay your tuition and fees to ensure the amount for this coverage is reversed on your account.
- The final day for payment of first-semester tuition and fees is the second Friday in September by 4:30 pm, and the second Friday in January for the second semester. Late fees apply after this date, and your registration status may be affected. This date is also the last day you can drop or add courses.
- To park your vehicle on campus, a permit is required. Permits can be purchased by students in late August at the Parking Kiosk on the second floor of the Chi-Wan Young Sports Centre (details at [upei.ca/parking](http://upei.ca/parking)).
- The first two weeks of September are a busy time on campus. To avoid lineups, please come in early to add/drop courses or to settle your account.

## CONTACT US

### Accounting Office

Kelley Memorial Building, Lower Level South

Tel.: (902) 566-0534

Fax: (902) 620-5116

Email: [accounting@upei.ca](mailto:accounting@upei.ca)

[upei.ca/accounting](http://upei.ca/accounting)

Office hours: Monday to Friday, 8:30 am to 4:30 pm

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## REGISTRAR'S OFFICE

Questions about registration, degree audits, prerequisites, transcripts, verification of enrolment, convocation, important dates, courses, exam-scheduling, academic regulations, and academic calendar? Come see us! By working together, we can help you fulfill your dream of becoming a university graduate.

As you get started, you may find it challenging to make decisions. We're here to help you on your journey and to keep you on your path. We'll do our best to answer your questions about your academic career, or we'll point you in the right direction to locate someone who can!

## CONTACT US

### Registrar's Office

Kelley Memorial Building, Lower Level North

Tel.: (902) 566-0439

Fax: (902) 566-0795

Email: [registrar@upei.ca](mailto:registrar@upei.ca)

[upei.ca/registrar](http://upei.ca/registrar)

Office hours: Monday to Friday, 8:30 am to 4:30 pm





## ROBERTSON LIBRARY

The Robertson Library is your one-stop shop for information and study space. Whether you need books and journals for your latest term paper, or a quiet place to study with your friends, the Library is the campus information crossroads, virtual and physical. And now you can even grab a snack at Samuel's Café!

### WHAT WE OFFER

- **Assistance:** There are many ways to get help from the dedicated Library staff, regardless of whether you are at home, on campus, or at the cottage. Go to our website or Moodle (an online learning platform used by most professors) and click on the **Library Ask Us** widget to chat with a real person; call one of the numbers below; send us an email; or go to the Library and talk to someone in person.
- **Tours:** If you're not sure how to use the Library, you can sign up for a tour in September or January, at a time convenient to your schedule, or as offered through our website. You don't have to be a first-year student to take advantage of these!
- **Computers & More:** If you need a computer while you are on campus, there are over a hundred available for use in the Robertson Library building, and another hundred for use right in the Library PC. You can also sign out a laptop for use with a class or to take home for a few days, and use the photocopiers, scanners, and printers.
- **Books, Journals & More:** A lot of what you will need to use for your classes and special projects can be found in the Library, either on the shelves or online via our website. We also have a wealth of other material, including movies, music and scores, and maps.
- **Reserves:** Library staff work with your professors to make course material available via the Library's reserve desk as well as online, via Moodle. In fact, you can access a lot of the Library's services from Moodle.
- **Study Space:** If you need a good place to study, on your own or with your friends and classmates, you can always find the right spot in the Library. You can even book individual or group study rooms, some of which have display projectors and computers for practicing your next presentation.
- **Special Collections/Archives:** We have the largest collection of PEI-related publications and archival material from UPEI, St. Dunstan's University, and Prince of Wales College.

### CONTACT US

#### Robertson Library

[library.upei.ca](http://library.upei.ca)

Office Hours: With exceptions for holidays and between terms, the Library is generally open Monday–Thursday, 8:00 am–11:00 pm; Friday, 8:00 am–8:00 pm; Saturday, 9:00 am–11:00 pm; and Sunday, 9:00 am–11:00 pm

**Circulation Desk:** (902) 566-0583 for help with checkout/renewal of books, reserves, and laptops

**Information/Reference Desk:** (902) 566-0696 for research assistance and archives/special collections access

**Special Collections/Archives:** (902) 894-2802 or (902) 566-0681 for research consultation, tours, etc. for the collections and University archives

**Interlibrary Loan:** (902) 566-0445 for help with article/book requests

**Comments and Feedback:** Mark Leggott: (902) 566-0460 or [mleggott@upei.ca](mailto:mleggott@upei.ca)

**General information and help via email:** [reference@upei.ca](mailto:reference@upei.ca)

## STUDENT SERVICES

Welcome to UPEI! Our team of Student Services professionals is here to offer you information and support for your academic and personal success.

### WHAT WE OFFER

- **Academic Advising:** We provide information about what courses you should—or can—take to meet your academic program requirements.
- **Career Centre:** Drop by our Career Centre to learn about the many opportunities that await you professionally. Meet with our Career Counsellor to discuss your interests and options for a successful career path.
- **Diversity Office:** This service is dedicated to ensuring programs and on-campus supports reflect the diversity of students' ethnicity, religion, sexual orientation, gender, and abilities.
- **Financial Aid:** Do you need assistance in learning about student loan programs? Our Financial Aid Advisor can help you sort through the financial aspects of the school year.
- **First-year Programs:** First-Year Advisement Centre and the New Student Orientation provide incoming students with information relevant to their transition into first year of university.
- **Health Centre:** Questions or concerns of a medical nature can be directed to our health-care professionals. The Health Centre provides students with physician and nurse services throughout the academic year.
- **International Student Support:** We are proud to have UPEI students from around the world! We assist international students with matters relevant to attending a university in a different country.
- **Personal Counselling:** Life as a student can be overwhelming at times—our personal counsellors are here to help you through the challenges. Services are free of charge and appointments are not always necessary.
- **Scholarships/Awards:** Learn how to apply for the many scholarships and awards that are available throughout your academic career.

### CONTACT US

#### Student Services Office

University of Prince Edward Island, W. A. Murphy Student Centre, 2nd Floor North  
550 University Avenue, Charlottetown, PE C1A 4P3

Tel.: (902) 566-0488

Fax: (902) 628-4319

Email: [studentserv@upei.ca](mailto:studentserv@upei.ca)

[upei.ca/student-services](http://upei.ca/student-services)

Office hours: Monday to Friday, 8:30 am to 4:30 pm

