

# PARENT HANDBOOK



If you are reading this booklet, your son or daughter has chosen Burman University as the place to embark on a new and exciting phase of life – university! The transition from high school to university can be an exhilarating yet anxious time for a first-year student. As parents, you will play an important role in helping your son/daughter adjust to a new environment with increased freedoms and responsibilities. You are probably experiencing some mixed emotions of your own. We all want the best for your student.

This booklet will share information and offer some tips on how to support your student in their first year as part of the Burman University community. We are very happy to have your student be a part of our community and will do our very best to support and encourage them so they can have a successful year.

# WELCOME



## A NEW ENVIRONMENT

Burman University is not a large campus, but many first-year students can feel overwhelmed with the process of registering and the various places they may need to find to complete this process.

Burman is located in a small city that does not provide a good transportation system. Students will not be able to find all that they may need to for school supplies or to set up their rooms in the Lacombe area and will need to find a way to Red Deer or bring things from home. This is not easy when a student needs to fly.

Students will need to adjust to lecture-style instruction as compared to traditional classroom instruction. Even the fact that they don't have to raise their hand to ask permission to leave during class or that the university does not have bells to signal the beginning and end of lectures is a huge difference from high school.

Students who live in residence will need to remember to get themselves to class on time, no one will be there to tell them when to go. Needing to go to the cafeteria for breakfast can be a challenge. Often students will keep some breakfast foods in their room to help with this.

## TIME MANAGEMENT/LEARNING STRATEGIES

Your students will need to understand that they will need to spend more time on their academics than they did in high school, even if "homework" is not given. Students have to keep up-to-date on readings, assignments, tutorials and lab work in addition to the lectures.

Students should plan to spend four hours in outside study for every credit hour that is spent in the classroom. Some students may not have learned study skills in high school and consequently do not know how to study effectively. Students who have done very well in high school may do so at university due to the dense course material and short semesters.

Students may need to hold part-time jobs during the academic year. Add to this the extracurricular activities available at the university as well as the demands of a social life, and it's easy to understand why so many first-year students have difficulty achieving a balance. The first year is about learning effective time management a healthy balance.

## INCREASED FREEDOM AND FLEXIBILITY COMBINED WITH INCREASED RESPONSIBILITY

First-year students often welcome the freedom and flexibility that the university environment provides but are not always prepared for the personal responsibility that comes with it. In addition to making choices about when and how to study and participate in extracurricular activities, many students find that they must take on a number of personal responsibilities for the first time in their lives. These might include budgeting, buying their own personal items and doing laundry. Students will need to learn to take responsibility for their own well-being: to schedule their bedtime, to eat regular healthy meals and not skip meals, to get some form of exercise.. It is also important to take time to be social-able, make new friends, get to know and talk with their professors.

Professors may not always take attendance and will not hound students if assignments are not turned in on time, if they do not take personal responsibility for all aspects of their lives they will not succeed in a university environment.

## CHANGE IN SOCIAL SUPPORT SYSTEMS

Often, first-year students will not know many people when they arrive at university. Even students whose friends do come to the same university may find that few, if any of these friends, end up in their classes. Making new friends may be difficult at first and students may feel isolated and alone until they are able to do so. That is why we encourage students to attend CUE Quest and the weekend retreat. This provides opportunities to get to know some experienced Burman University students and some students who have also just arrived on campus.

Many first-year students – especially those who are away from home – will also experience a change in their pre-existing relationships after a few months at university. While some students develop a greater appreciation for their friends from home and make an extra effort to stay connected, others feel that they no longer have as much in common with their high school friends and find that the friendships have waned.

## STRUGGLE WITH INDEPENDENCE AND IDENTITY

By the age of 17 or 18, young adults begin dealing with the challenges involved in becoming independent and autonomous. At this time in their lives, they are defining their own identities, challenging existing values and beliefs, and adopting those that work for them. This process of separation and self-discovery can be very difficult for both young adults and their parents.



CERTAIN TIMES OF THE YEAR tend to be challenging to students in different ways. Parents who understand the ups and downs of the academic year are better able to support their students as they make the transition to university. Below are some of the typical emotions and behaviours that students experience throughout the first year:

## SEPTEMBER

- Excitement
- Testing new-found freedom
- Frequent calls and visits home
- Homesickness and loneliness
- Anxiety about roommates, professors and classes
- Troubles settling into a healthy study mode
- Students may find dorm curfew and leave requirements a challenge

## OCTOBER

- Roommate problems may begin to arise
- Students question, "Do I fit in here?"
- First mid-term exams
- Consequences of decision-making experienced; Student question, "Did I make the right choice to come to university?"
- Excitement and/or anxiety regarding going home, or not, for Thanksgiving

## NOVEMBER

- Mid-term grades returned; may find themselves reevaluating their progress
- Realization that they are in the wrong program
- Many papers are due as the workload increases
- Cold and flu season; first series of campus-wide illness may occur
- Anxiety over preparations for final exams; what will they be like?
- Procrastination
- Shortened daylight hours and time change may affect student's circadian rhythm

## DECEMBER

- Excitement and/or anxiety regarding going home (or not) for the holidays; present new self at home; "I've changed" mentality
- Roommate challenges
- Anxiety over final exams
- Sadness about leaving new friendships and/or love relationships developed at university
- Stress of having to find other accommodations while dorm is closed during Christmas break
- Loneliness if student is unable to go home for Christmas

## JANUARY

- "Fresh start" mentality sets in with new term
- Satisfaction and/or disappointment with 1st semester grades
- Homesickness
- Loneliness for love and/or family relationship back home
- Relief being away from home and back at school

## FEBRUARY

- Feelings of claustrophobia and the winter blahs (especially for International Students)
- Valentine's Day can bring out loneliness and isolation
- Excitement and/or disappointment regarding spring break plans
- May express interest in living out of the dorm for the next school year

## MARCH

- Mid-term exam stress
- Concern over summer employment
- Concern over possible winter weight gain
- Anxiety regarding finding a roommate for next year
- Final assignments coming due
- Schedule a time to talk with Advisor regarding program requirements

## APRIL

- Excitement with arrival of spring and end of 1st year
- Concern over declaring a major
- Final exam/paper anxiety
- Apprehension about returning home (or not) for the summer
- Employment concerns
- Packing up dorm room and arranging storage for the summer
- Sadness over leaving new friendships and/or love relationships developed at university
- Realization of how university influences life and career decisions

In addition to these more predictable stressors, students may develop the following concerns throughout the academic year:

- Missing family birthday and holiday celebrations (especially for International Students)
- Missing participation in family traditions
- Wanting to maintain involvement with family, but expecting their desire for complete freedom to be respected

**YOUR SON OR DAUGHTER** will probably experience difficulty with at least some of the transitions mentioned. Transitions are tough on everyone, but there are four key things you can do to help make them easier:

- **BECOME AWARE OF AVAILABLE SERVICES AND RESOURCES** When students ask questions or need guidance, you can help set them in the right direction. Reading this booklet is a good start! Encourage them to take advantage of campus resources and to read all of the material that the university sends out.
- **ENCOURAGE INVOLVEMENT IN AN EXTRA CURRICULAR ACTIVITY** Learning isn't restricted to the classroom or to a textbook. By joining a campus club, participating in an intramural sports team or volunteering with Campus Ministries, students can learn new skills, improve self-esteem, meet other students with similar interests, and develop a more fulfilling, balanced life.
- **HAVE REALISTIC EXPECTATIONS** Encourage your student to sit down with you and discuss his or her concerns and expectations before classes begin. Many students and parents find that it is helpful to write down concerns at the outset because it forces them to be specific about issues and provides a starting point for a discussion about how to deal with them.
- **LEARN TO LET GO** As the transition to university is a challenging one for both of you, you will probably experience a few rocky points along the way. When you do, just try to relax and let your student exercise greater independence and personal responsibility. Make sure they know that you are always there for them if they need your advice or support, but that you are also happy to just listen.

#### COMMON FEARS AND SOURCES OF ANXIETY FOR FIRST-YEAR STUDENTS

- I will not have enough money to do all of the things I want
- I will not be able to manage my time effectively
- I will have difficulty making friends and/or will lose my old friends from high school
- I will become depressed or homesick
- University will be too difficult for me
- I will receive low grades and disappoint my parents
- I will have trouble getting along with my roommate
- I will get lost on campus
- I will have difficulty choosing a major
- I will choose a major that is not suited to my skills or interests
- I won't be able to develop proper study habits and this will affect my grades
- I will have trouble understanding the professor and this will affect my grades
- I will be too shy to express my true feelings to others
- I will not fit in

#### BEFORE CLASSES BEGIN

As your student ventures into this new stage of life, he or she will benefit from some parental wisdom. Below are some suggested topics for discussion:

- Budgeting/financial management skills (including a talk on the type of financial contribution that you may be able to make towards their education)
- Interpersonal skills to help deal with roommate and other relationship issues
- Time management strategies
- The importance of leading a balanced life
- Respect for the body's need for nutrition and sufficient rest
- Stress management techniques including exercise

#### WHILE THEY ARE AT UNIVERSITY

- Be a good listener
- Show interest in their studies and personal growth
- Keep an open mind as they begin to exert their independence
- Don't set unrealistic expectations
- Stay in touch, agree to regular times for phone calls and text messages
- Send care packages

#### SIX THINGS THAT FIRST-YEAR STUDENTS WANT THEIR PARENTS TO KNOW

- University is not a 9-5 job. Evening and weekend study is required
- Enormous amounts of time are demanded by university course work
- Administrative processes take time and may not be completed within a single visit
- A significant amount of stress can result from the change from high school to university
- Students feel a great deal of academic pressure in the first year of university
- There are other expenses in addition to tuition

#### RED FLAGS: WHEN YOU SHOULD BECOME MORE INVOLVED

- When tearful conversations outnumber others
- Unexplained weight loss
- Frequent illness
- Excessive fatigue
- Absenteeism/Failure to complete assignments
- Significant money problems/debt
- Talk of hopelessness/lack of purpose
- Abrupt mood swings/Major changes in behaviour or appearance

# Preparing Your Student for University Life

**Your students are well prepared to set their own course.** Let them know that it's appropriate for you to not be involved in their day-to-day decision-making. Empower them to make their own decisions.

**Your relationship with your child will change.** Your child may be living away from home for the first time. You will become a resource person as opposed to the person who tells them what to do.

**Your relationship with your student's educators will change.** No one will report to you on your student's progress. Student files, including academic records, are confidential under the Freedom of Information and Protection of Privacy Act (FOIP) in Alberta. The university provides the opportunity for students to request the release of information to parents. If you wish to receive a copy of your student's grades, please discuss this directly with them.

**Your student's grades may drop in the first year.** The workload is much heavier in university and students must learn to develop critical thinking and time management skills. You may need to adjust your expectations and support your student.

**You may receive a stressed-out call from your student** — usually around week 5 or 6 of classes. Students adjusting to a new environment, more responsibility and an increased workload are bound to experience stress and frustration. As midterms and papers become due, your student may feel overwhelmed and may even want to come home. Reassure your son or daughter that EVERY student experiences this at some time and that quitting or coming home is not the answer.

**Your student may experience homesickness.** Encourage your student to build a new community. Suggest they take some comforts of home with them — a cozy blanket or favorite pillow. Resist the temptation to let your student come home too often. Instead, encourage them to get involved on campus. Reassure them by setting up a regular time to call or email.

**Talk about Academic Integrity.** Discuss academic integrity-honest in all academic endeavours. Academic integrity will increase their pride in their achievements. It will boost the value of their degree and increases the prestige of a university education. They will have pride in themselves.

**Deal with crises at home.** You will need to use your good judgment about when to give your child sad or bad news. You may want to delay it slightly if a midterm is due, but don't put it off indefinitely. People experience significant life events in stages. You want your student to be part of your family's process, not out of sync with it.

**Deal with alcohol and drugs.** Clearly communicate your expectations. Discuss the laws regarding underage drinking and impaired driving. Remind them of the consequences of illegal drug use. If students break the law, they will be dealing with the police — not the university.

**Recognize signs of stress and depression:** Talk to your student if he or she seems to be experiencing undue stress or seems sad or withdrawn for extended periods. Encourage your student to reach out to the Student Success Counselling Centre.

**Support your students' efforts to explore their interests and develop new ones.** Encourage tolerance and appreciation of different cultures. Encourage your student to get involved and make friends. Students may try on a few different selves before finding the one that fits best. Remember, it's not about you; it's about them becoming the kind of person they want to be.



## 5 Ways to Support Your Student

**Allowing students the freedom** to pursue their goals and providing support and encouragement are essential. Let them learn to cope with their new environment. Allow them the freedom to succeed or fail and to take responsibility for their education. You've provided good direction to this point in their lives and they will continue to seek your advice. Just remember to listen closely.

Students **often change their majors** as new interests are kindled and new perspectives of previous interests are explored. This usually doesn't impede their progress towards graduation. Redefining their direction is quite common and usually allows for improved grades. If students enjoy the course content this may increase their chances for success.

Learning is sometimes a collaborative process but students need to **understand the difference between collaborative and independent work.** You may support your student by proofreading writing assignments, but refrain from editing or contributing to the content. We all need proofreading, but beyond that lies the realm of plagiarism.

It is **normal for students to experience anxiety** as they are studying for an upcoming exam, but the stresses involved in leaving everything to the last minute are avoidable. Your student will learn that planning can reduce overall stress and that there are campus resources available to help with these personal and academic challenges. Limit strong negative reactions and judgments.

Students **often struggle with choices**, make mistakes, strive to make better choices, and eventually succeed. Offer support to make their own decisions. Let us try something new or radically different from previous interests. Your ongoing support and guidance have helped your student to get here today and will encourage her or him to cross the convocation stage tomorrow. Well, maybe not tomorrow!

## Sakala Success Centre

We want all Burman University students to be successful. We at the Sakala Success Centre are here to assist whatever our student's needs might be. We offer individual academic mentoring for those needing or wanting to increase their academic performance. General topics covered are academic planning, goal setting, organization and time management, learning styles, exam preparation, and procrastination. In addition, assessments are available for study strategies and learning styles. We are also here to help our students with disabilities find the help they need to be a success at Burman University.

For students who would like some support in learning how to deal with stress, study skills, and time management, life coaching is available to provide our students with the tools to succeed while at Burman University.

Students are encouraged to use their @burmanu.ca email to sign up for *Grammarly*, an online proof-reading tool that checks grammar, punctuation, and style.

The Sakala Success Centre is the mental health care facility for Burman University, serving as a supportive medium with a focus on enhancing a positive learning collegiate environment, as it provides timely and highly qualified short-term counseling to students. The Student Success Centre is staffed by a professional psychotherapist committed to utilizing all available resources in the delivery of services which include personal, group, premarital and marital counseling, career development, outreach and consultation. The centre endorses a holistic approach in working with students, by facilitating the integration of the emotional, spiritual, physical and social qualities of the individual.

We offer counseling services and career exploration to enrolled students at no charge. Psychological and personality testing as well as career assessments are provided for a nominal fee.

## Burman University Writing Centre

The Burman University Writing Centre offers writing support services to all Burman students in all subject areas. Our goal is to help students become more confident, self-directed, and informed writers so that they can achieve greater academic and professional success. The Writing Centre offers one-on-one tutoring, workshops, and a variety of helpful support materials.



## Library

Research shows that students who use library services are more likely to stay in university and get better grades. Students who become adept at finding, evaluating and using information become savvy graduates with a competitive edge in the job market and graduate school. That is our goal here at the Burman University Library. Here's what we offer:

- **Dozens of databases** with reputable resources to use in papers and other assignments
- **Two professional librarians** available to give personalized research assistance to students
- **Course integrated and individualized instruction** on how to locate, evaluate and ethically use reliable information for the purpose at hand such as papers, speeches and presentations. We'll walk students through developing a topic, finding resources, avoiding plagiarism, effective database searching, advanced web searching strategies and more
- **E-books and print books** carefully selected to support course material
- **Easy access to 5 million items** in the NEOS library consortium two which the Burman Library belongs

Area available for study

- One group study room
- Group study areas
- Quiet study carrels
- Open until midnight Sunday through Thursday nights.

Encourage your son or daughter to see **Sheila Clark, Reference Librarian/Library Director** whenever they have assignments requiring them to use resources not given in class.

## Campus Ministries

Campus Ministries (CM) is a student-led organization, coordinated by the University Chaplains. CM seeks to provide opportunities in five key areas:

1. Personal Spiritual Growth - helping the Burman Community discover and develop a vibrant, personal relationship with God.
2. Corporate Spiritual Awareness - increasing the awareness of God's presence and action in the Burman Community through corporate spiritual experiences in both small and large group gatherings.
3. Corporate Social Interaction - developing greater appreciation for and share experience among the variety of cultural and sub-cultural expressions within the Burman Community.
4. Experience in Service - providing opportunities to discover, develop, and exercise a passion for service through social interaction, volunteerism and community service, and Christian witnessing opportunities, both on-campus and in local, regional, and international communities.
5. Experience in Leadership - working with students to discover and develop skills in Christian leadership that will continue to serve them beyond their time on campus.

To get involved, contact a University Chaplain at x4033, or email [campusministries@burmanu.ca](mailto:campusministries@burmanu.ca).



## Physical Education Centre

Burman University's Physical Education Centre strives to meet diverse fitness needs by providing a quality recreational facility and programming. A wide variety of activities are available. All students have free access to the gym, pool, and racquetball court. Racquets/birdies/balls (racquetballs, basketballs, volleyballs etc.) are available for use free of charge. New birdies/balls are for sale only.

There are student rates available to the Gwen Bader Fitness Centre if a student wishes to become a member. A student may contact Student Financial Services to have their membership charged to their account. It is possible to "work off" a weight training membership for those that cannot afford to buy one. (Contact the front desk) Free weight training consultations are available from the Fitness Consultant. An appointment will need to be booked at the front desk.

For more information, encourage your student to pick up a brochure at the PE Centre.

## Medical Services

Burman University does not currently have a health care professional on staff. An emergency care service is provided for all students as needed. Well-qualified physicians and hospitals are available within the area. Routine dental work should be completed before students come to Burman University.

### Medical Services available in Lacombe

If you need to see a physician, Medcombe Walk in Clinic is located at 4956 Hwy 2A. (Same strip mall as Leto's)

Hours: 9am to 12pm and 1pm to 8pm - Mon-Thurs;

9am to 12pm and 1pm to 5pm - Friday.

Office closing hours may vary if the doctor says they are full.

*Family Medical Associates* is located at 5021 51 Street, phone: (403) 782-3351

*Mainstreet Medical Services* is located at 5035 50 St unit 105, phone: (403) 782-6717

*Lacombe Physiotherapy Clinic, LTD*, is a private outpatient clinic located at 6220 HWY 2A.

In the case of an emergency, *Lacombe Hospital and Care Centre* is located at 5430 47 Ave. The lab, X-ray, and Physiotherapy is located at the hospital. These services are included in your Alberta Health Care. ?

*Out of province students, please check with your Provincial Health Care Department to confirm what you need to do to have health care coverage while you are away at school. If you are from Quebec, you are required to pay for all medical appointment fees and then submit a receipt to Quebec Health Care and they will reimburse you the full fee. Burman University will not pay this fee.*

## Insurance

All students must have a Provincial Health Care Card/Number. In the Province of Alberta when accessing all medical services a Health Care Card and picture ID must be provided before services are rendered. Please ensure your student has their provincial health care card with them.

\*International students must apply for Alberta Health Care when they physically arrive on campus.

The application may be picked up from Student Finance Services. All International students must apply themselves. It takes about one week for the application to be processed on receipt of the application at Alberta Health Care. This process should be completed within 14 days of your arrival on campus.

Upon receipt of the card the student must bring the card to Student Finance Services to verify that they have Alberta Health Care.

*All International students are advised to apply for 30 days of Foreign Travel Medical Insurance coverage before leaving home in the event of an emergency during this period of time.*

To find Burman University's Accidental Insurance and Optional Health Care Insurance Policy please see Student Insurance on our policy webpage: [www.burmanu.ca/student-services/policies](http://www.burmanu.ca/student-services/policies)

## Life as a Commuter Student

**Campus Involvement** Being involved on campus is an essential part of university life.

Encourage your student to

- Participate in CUE Quest Week and CUE Quest Retreat
- Stay on campus after classes - there is a lot going on through the day and at night
- Make friends with students living in residence - they're connected and can help you out
- To ensure quick parking, visit Facility Maintenance to purchase a parking pass
- Read Info Screens and check the *Campus Calendar* to keep in touch with what is happening on campus
- Make use of the two student lounges available on campus while waiting for classes. Social Eyez, located in the strip mall beside Outward Pursuits, is card key accessible and is available for study as well as a place to heat up and eat a meal. ID cards must be programed at Student Services to gain access. The Hilltop Hideout is found in the lower level of the cafeteria. Meals can be heated and eaten here as well. To relax for a little while, a friendly game of table tennis, pool, fooseball or air hockey can be played in this space.
- Use the Walk Safe service if they are on campus late at night. A Safe Walk program is provided by Campus Security between 7pm and 6am. To request a Safe Walk escort, call 403.782.3381. ext. 0

### Studying

Your student may find it difficult to study at home because of distractions. The campus library is a good place to study.

Studying in bed is often a bad idea for two reasons:

- It may be more of an invitation for the student to sleep instead of study
- Once it is time to sleep, shutting off from study mode may be difficult

### Some Advice

We offer the following words of advice to local parents:

- Allow your student greater freedom
- Even if your student is living at home, you need to allow them to develop the "wings" necessary to achieve greater independence
- Encourage involvement in extracurricular activities and development of friendships on campus
- Support students as they begin to participate in campus activities and develop new friendships
- Recognize that university workload will increase dramatically over high school. With that consideration, local parents may wish to ease up on responsibilities at home. Also, understand that the life of a university student can sometimes be stressful and students may need quiet time alone.

## Life as a Residence Student

### Benefits of Residence Living:

- Confidence in being close to classes, activities, and study resources; reduces transportation costs and time lost in transit
- Student support on a 24/7 basis from trained staff and senior students. This includes help with studies, adjusting to post-secondary life and more
- Burman University has a variety of resident living options. Lakeview Hall is the regular dormitory option. We encourage our first-year students to experience dorm life as it helps to foster relationships that can last a lifetime.
- Safety and security of controlled access environments, front-desk staff and our Walk-Safe program .
- Campus life encourages students to get more involved in the social, athletic and academic activities that contribute to success
- Combined costs make budgeting easier and saves money compared to hidden costs of off-campus student housing

## To Contact your student

### On-Campus Telephones:

For an extension in Lakeview Hall :

For an Extension in Maple Hall:

To contact front desk:

Dial 5+ the room number

Dial 6+ the room number

Dial 0 or 5000

## Mail

### Lakeview Hall

Your Student's Name  
 Burman University  
 6650 University Dr  
 Lakeview Hall, Box ###  
 Lacombe, AB T4L 2E9

### Maple Hall

Your Student's Name  
 Burman University  
 6730 University Dr  
 SS Box ###  
 Lacombe, AB T4L 2E5

### Redstone Honour House

Your Student's Name  
 Burman University  
 6730 University Dr  
 SS Box ###  
 Lacombe, AB T4L 2E5

### Riverton Hall

Your Student's Name  
 Burman University  
 6730 University Dr  
 Riverton Hall, Suit ###  
 Lacombe, AB T4L 2E5



As members of a Christian university community, students will want to live in harmony with Biblical principles. Students are to be honest in all things, avoiding suspicion by not misusing keys or entering or exiting buildings through other than normal exits. Students should not violate federal, provincial or civil criminal codes by doing such things as stealing or using or possessing non-prescribed drugs.

Because the university upholds the belief that whatever we eat, drink or do should bring glory to God (1 Corinthians 10:31), students will avoid using, possessing or furnishing to others, tobacco products, illegal or prescription drugs for misuse, all alcoholic beverages, pornographic and occultic materials. Paul, in Romans 12:2, encourages us to be different from the world. This, along with his statement in Philippians 4:8, directs us to focus on the true, the honourable, whatever is right and pure.

1 Corinthians 6:9-10 clearly counsels the avoidance of sexual promiscuity and perversion. As Christians, we know we are not our own but bought with a price (1 Corinthians 6:19). Students will therefore want to glorify God through their lifestyle.

Students who become involved in any of the aforementioned inappropriate activities may be counseled, disciplined or separated from the university for a time. Illegal activities will be reported to local authorities. Action may be taken by Dean's Council, Discipline Committee or by an appropriate administrator. Remembering these basic guidelines will make time spent at Burman University safe, fun and memorable.

Further details concerning expectations can be found online in the *Student Handbook* at: [www.burmanu.ca/student-services/policies](http://www.burmanu.ca/student-services/policies)

## Burman University

403-782-3381

<b>Admissions</b>	4027
<b>Computer Services</b>	4021
<b>Dormitories</b>	
Lakeview Hall	5000
Maple Hall	6000
<b>First Year Student Class Advisors</b>	
Bonita Campbell	4051
Bachelor of Science, Bachelor of Arts for Behavioral Science Outward Pursuits	
Melissa Huether	4089
Bachelor of Arts School of Business	
Julie Grovet	4097
School of Education	
<b>Registrar Services</b>	4138
<b>Student Finance</b>	4017
Campus Housing	
<b>Student Services</b>	4033
Chaplain/Campus Ministries VP/Campus Life	
<b>Student Success</b>	4141
Academic Support Career Planning Counseling Disabilities Testing	
<b>Transportation</b>	4158
Parking Security	

## Fall Semester

Aug 24	Dorm Opens for First-Year Students
Aug 27 - Sep 2	CUE Quest Experience
Sep 4	Classes Begin
Sep 4 - 17	100% Tuition and Mandatory Fee Refund
Sep 4 - 10	100% Tuition Refund for First Half-Term Classes
Sep 11	Last Day to Add a Course
Sep 18	Last Day to Drop Full-Time Course
Oct 5 noon - Oct 9	Thanksgiving Reading Break
Oct 10	Classes Resume
Oct 18	Fall Term Mid-point
Nov 12, 13	Remembrance Day Reading Break
Nov 14	Classes Resume
Dec 4	Last Day of Classes
Dec 5	Reading Day
Dec 6, 7, 10 - 13	Final Exams
Dec 14 - Jan 6	Christmas Break

## Winter Semester

Jan 7	Classes Begin
Jan 7 - 18	100% Tuition and Mandatory Fee Refund
Jan 7 - 11	100% Tuition Refund for First Half-Term Classes
Jan 11	Last Day to Add a Course
Jan 18	Last Day to Drop Full-Time Course
Feb 18, 19	Family Day Reading Break
Feb 20	Classes Resume
March 16 - 24	Spring Reading Break
March 25	Classes Resume
Apr 11	Last Day of Classes
Apr 12	Reading Day
Apr 15 - 18, 23, 24	Final Exams

For other happenings on our campus, check out the Burman University website:  
<https://www.burmanu.ca/googlecalendar>

## Airport Shuttle Costs

To avoid long airport wait times, if at all possible, please book your student's ticket with these shuttle times in mind. The Shuttle Reservation booking form can be found on our website at [www.burmanu.ca/transportation](http://www.burmanu.ca/transportation).

<b>Drop-Off Edmonton Airport</b>	\$44.00 +gst
Leave Lakeview Hall	6 am arrive @ 7:30 am
Leave Lakeview Hall	9:30 am arrive @ 11 am
Leave Lakeview Hall	1 pm arrive @ 2:30 pm
Leave Lakeview Hall	4:30 pm arrive @ 6 pm
Leave Lakeview Hall	8 pm arrive @ 9:30 pm
<b>Drop-Off Calgary Airport</b>	\$66.00 +gst
Leave Lakeview Hall	6 am arrive @ 8 am
Leave Lakeview Hall	4 pm arrive @ 6 pm
<b>Pick-up Edmonton Airport</b>	\$44.00 +gst
	7am/10:30am/2pm/5:30pm/9pm
<b>Pick-up Calgary Airport</b>	\$66.00 +gst
	12pm/8pm

\*Shuttle transportation to Edmonton is not available for pickup on Friday after the 2pm shuttle until Sunday morning. or

## Airport Shuttle Dates 2018/2019

- Freshman arrival:** August 24 (Shuttles until 2pm), 26
- Thanksgiving Break:** October 5 (Shuttles until 1pm)
- Thanksgiving Return:** October 9
- Remembrance Day Break:** November 9
- Remembrance Day Return:** November 13
- Christmas Break:** December 12, 13, 14 (Shuttles until 9:30am)
- Winter Term:** January 4 (Shuttles until 2pm), 6
- Family Day Break:** February 15 (Shuttles until 1pm)
- Family Day Return:** February 19
- March Break:** March 15 (Shuttles until 1pm), 17
- March Break Return:** March 24
- Summer Break:** April 18, 19, 22, 24, 25, 28

**Shuttles only travel when there are seats reserved.**

For anyone scheduling service outside of the dates mentioned above with less than 3 riders will be assessed an additional cost of \$35.00 per rider.

**Shuttle requests are due no later than 3 working days in advance of the trip. Otherwise there is a late fee of \$50.00.**

\*These rates are subsidized rates for BurmanU/PAA full time enrolled students ONLY. We are happy to provide transportation for individuals visiting our campus for other programs at a non-subsidized rate. Please visit the airport shuttle service policies page for more information.

# CAMPUS MAP



## Nearby Banks

BANK	ADDRESS	PHONE NUMBER	HOURS OPEN
TD Bank	5116 51 Ave	403-782-6687	Mon - Thur 9:30 am - 5 pm
Scotia bank	Lacombe Centre Mall, 5230 45 St	403-782-3321	Mon - Thur 9:30 am - 4 pm
BMO	5013 50 Ave	403-782-3356	Mon - Thur 9:30 am - 4 pm
CIBC	5002 50 Ave	403-782-4501	Mon - Thur 9:30 am - 5 pm
RBC	5022 50 Ave	403-782-3326	Mon - Thur 9:30 am - 5 pm
Servus Credit Union	4920 51 Ave	403-782-3387	Mon - Thur 9:30 am - 5 pm
ATB Financial	4720 51 Ave	403-782-3550	Mon - Thur 9:30 am - 5 pm

## Local Restaurants

RESTAURANT	ADDRESS	PHONE NUMBER	HOURS OPEN
Boston Pizza	5846 AB - 2A	403-782-9988	11 am - 1 am
Cilantro and Chive	5021 50 St	403-782-2882	11 am - 9 pm
Eastside Eatery	5210 Wolfcreek Dr	403-782-7435	8 am - 3 pm
Leto's Steakhouse	4944 AB - 2A	403-782-4647	11 am - 11 pm
Morrison House Cafe	5331 51 Ave	403-789-1234	11 am - 3:30 pm
Original South China Sea Restaurant	5402 Highway St	403-782-9800	11 am - 8:20 pm
Station Restaurant	5038 Highway 2A	403-789-0111	11 am - 9 pm
Sushi Maru Japanese Restaurant	4927 50 Ave	403-786-0017	11:30 am - 2:30 pm 4:30 - 9 pm
Tasty Bites	5240 45 St	403-782-0999	10 am - 9:30 pm

## Local Accommodations

HOTEL	ADDRESS	PHONE NUMBER
Best Western Plus Lacombe Inn & Suites	4751 63 St	403-782-3535
Country Club Inn	6205 50 Ave	403-782-7878
Greenway Inn	5402 AB - 2A	403-782-7826

  

BED & BREAKFAST	ADDRESS	PHONE NUMBER
Elizabeth View	37 Wildrose St	403-782-3407
50th Ave House	5424 50 Ave	403-782-4264

\*We are just sharing information, Burman University is not promoting any of these businesses.

# OFF-CAMPUS SERVICES

## Medical Facilities

MEDICAL FACILITIES	ADDRESS	PHONE NUMBER
Medcombe Walk in Clinic	4956 Hwy 2A	403-782-1408
Family Medical Associates	5021 51 St	403-782-3351
Mainstreet Medical Services	4929 50 Ave	403-782-6717
Lacombe Hospital and Care Centre	5430 47 Ave	403-782-3336
Red Deer Regional Hospital Centre	3942 50 A Ave, Red Deer	403-343-4422

## Additional Medical Services

MEDICAL FACILITY	ADDRESS	PHONE NUMBER
Aurora Dental Group	3 - 6220 Hwy 2A	403-782-2823
Lacombe Dental Clinic	5015 51 St	403-782-3755
Family Eyecare	5114 Hwy 2A	403-782-6076
Lacombe Vision Centre	Lacombe Centre Mall 10 - 5230 45 St	403-782-6077
Lacombe Physiotherapy Clinic, LTD	6220 Hwy 2A	403-782-5561





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This information has been compiled by the Student Services Department.

Taken and adapted from  
University of Windsor, Windsor, ON  
<http://www1.uwindsor.ca/parents/system/files/HeadStartParentHandbook2016.pdf>

St. Mary's University, Halifax, NS  
<http://www.smu.ca/webfiles/SMUParentsGuide2012.pdf>

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**Student Services Policies and Student Handbook**  
<https://www.burmanu.ca/student-services/policies>



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