



Athletics Operating Manual

2013-2014

St. Mary's University College

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Athletics is one of the major components of the St. Mary's University College and our focus is our inter-collegiate athletic teams and the students that compete for the institution. The Coaches and staff are integral members of the student experience. The intent of this manual is to provide Lightning Athletics student athletes with an outline on how the operations of Lightning Athletics should take place. All the institutions policies are to be strictly adhered to. **This manual is a guideline only.**

Lightning Athletic Program

Our program is home to the Lightning Collegiate Teams, who compete under the St. Mary's University College (STMU) banner within the Alberta Colleges Athletic Conference (ACAC) and the national Canadian Colleges Athletic Association (CCAA).

Comprising our 3 teams (cross country running and men's and women's basketball), we have over 20 athletes from all across Western Canada, and some from beyond our borders. These students are registered in over 15 different academic programs within the institution.

Coaches Code of Conduct

Lightning Coaches Code of Conduct & Ethics

As a coach appointed by St. Mary's University College you must meet the following requirements in regard to your conduct during any activity held by or under the auspices of STMU, a provincial sports organization, or any other role you hold within your sport:

1. **Respect the rights, dignity and worth of every human being**
 - Within the context of the activity, treat everyone equally regardless of sex, ethnic origin or religion.
2. **Ensure the athlete's time spent with you is a positive experience**
 - All athletes are deserving of equal attention and opportunities.
3. **Treat each athlete as an individual**
 - Respect the talent, developmental stage and goals of each individual athlete.
 - Help each athlete attain their full potential.
4. **Be fair, considerate and honest with athletes**
5. **Be professional in and accept punctuality, responsibility for your actions**
 - Language, manner, preparation and presentation should display high standards.
 - Display control, respect, dignity and professionalism to all involved with the sport – this includes opponents, coaches, officials, administrators, the media, parents and spectators.
 - Encourage your athletes to demonstrate the same qualities.

6. **Make a commitment to providing a quality service to your athletes**
 - Maintain or improve your current coaching accreditation.
 - Seek continual improvement through performance appraisal and ongoing coach education.
 - Provide a training program; which is planned and sequential.
 - Maintain appropriate records.
7. **Operate within the rules and spirit of your sport**
 - The guidelines of international bodies governing your sport should be followed.
 - The Canadian Centre for Ethics in Sports provides By-Laws to operate within.
8. **Any physical contact with athletes should be:**
 - Appropriate to the situation.
 - Necessary for the athlete's skill development.
9. **Refrain from any intimate relationship or affair with your athletes**
 - Even if the relationship is with the consent of the athlete you should avoid them.
10. **Refrain from any form of personal abuse verbal, physical towards your athletes**
 - This includes verbal, physical and emotional abuse.
 - Be alert to any forms of abuse directed towards your athletes from other sources whilst they are in your care.
11. **Refrain from any form of sexual harassment towards your athletes**
12. **Provide a safe environment for training and facilities and competition**
 - Ensure equipment and facilities meet safety standards.
 - Equipment, rules and the environment need to be appropriate for the age and ability of the athletes.
13. **Show concern and caution towards sick and injured athletes**
 - Provide a modified training program where appropriate.
 - Allow further participation in training and competition only when appropriate.
 - Seek medical advice when required.
 - Maintain the same interest and support towards sick and injured athletes.

Scholarships & Academics

Standard for Scholarship Recipients

All students participating on ACAC teams are eligible to receive athletic sponsored scholarships. To receive an athletic scholarship, a student-athlete must attain a GPA of 2.0 or more each semester. He/she must also pass a minimum of 9 credits (per semester) or 18 credits for the full year to continue.

Student-athletes who do not meet the above criteria will not be nominated to receive an athletic scholarship in their next semester.

Scholarship Agreements

To avoid confusion and misleading expectations, a Scholarship Agreement must be signed now for all athletes receiving any money (Jimmy Condon included). The agreement as provided by the Director of Athletics is filled out by the coach, outlining what the student-athlete can expect to receive as a scholarship and the expectations of the student required to be given the scholarship. After reading it, the student-athlete signs the agreement along with the coach and the Director of Athletics and is kept on file for future reference.

Eligibility Procedure

- A fall memo will be sent from ACAC indicating eligibility form deadlines.
- Assistant Athletic Director gets a list of previous semester student-athletes' GPA's and emails it to coaches. Grades are checked to ensure returning athletes have a GPA of 2.0 or better.
- Once teams have been finalized, the Assistant Athletic Director or Director of Athletics will attend the first practice and have the following forms filled out:
 - Student Information/Medical Waiver
 - Parent Information
 - CCES Consent
 - ACAC Ethics
- Once all forms are completed, the Assistant Athletic Director inputs the information into ACAC website
- Coaches' information is also updated on the ACAC website. Coaches supply their NCCP number and number of years they coached to the Assistant Athletic Director for the CCAA eligibility forms.
- The completed CCAA eligibility form is signed by the Athletic Director and taken to the Registrar
- The Registrar reviews academic eligibility and ensures the athlete is a full-time student.
- The form is then given to the Registrar who signs it and then sends it back to the Assistant Athletic Director
- The Assistant Athletic Director goes into the ACAC website and checks off that the Registrar has signed the eligibility form for each of the athletes and makes a copy for the binder and mails the original to ACAC.
- Any additional players must also be approved through the above steps and in to ACAC three days prior to participation.

Jimmie Condon Athletic Scholarships

Student-athletes in the sport of basketball are eligible for Jimmie Condon Scholarships. To qualify the athlete must meet the criteria listed:

- Member of a designated college team.
- Must be a full-time post-secondary student and maintaining the required academic standing of a 2.0 GPA.
- Follow a practice and training program acceptable to the coach.
- Must be an Alberta resident or a participant for a second consecutive year of ACAC play.
- Student-athletes in Academic Development can qualify after they complete one semester and demonstrate academic and athletic excellence.
- Scholarships will be paid in two equal installments of \$900.00 paid in the first half of December and April.
- Other criteria as noted with the Jimmie Condon Program.

Lightning Athletic Scholarships

Student-athletes in the sport of basketball could receive a Lightning Athletic Scholarships if nominated by their coach. To qualify the athlete must meet the criteria listed:

- Member of a designated college team.
- Must be enrolled as a full-time post-secondary student and maintaining the required academic standing of a 2.0 GPA.
- Follow a practice and training program acceptable to the Coach.
- Recipients will receive scholarships in two equal installments applied to their winter tuition, one after November 15th and the second before February 1st. Amounts to be determined by the Director of Athletics and Head Coach up to the maximum of tuition. (Student Fees are not included)

Scholarship Process

Request from the Registrar's Office for a list of last semester grades for all student-athletes who are returning student-athletes.	Assistant Athletic Director
Assistant Athletic Director determines from the list of returning student-athletes past semester GPA's who is ineligible. Eligibility is determined according to the Lightning Athletic Scholarships or Jimmie Condon criteria.	Assistant Athletic Director
Scholarship nomination form and list of non-eligible athletes is sent to coaches with a deadline. September 1 and January 4	Assistant Athletic Director
Coaches determine which athlete and how much each athlete is to receive and then forwards the Scholarship nomination form back to Assistant Athletic Director. These nominations will also be based on the Scholarship Contract.	Coaches

Forms are compiled, copies and the originals sent to Enrollment Services

Assistant Athletic
Director

Enrollment services deposits the money into the student accounts. Cheques are produced only if the students not returning for the following Winter Term.

Enrollment Services

Athlete Academic Monitoring

Ensuring the academic success of our student-athletes should a priority for everyone. The Coaches must make an effort to be aware of any academic problems being had by the student-athletes and with the support of the Director of Athletics and the Assistant Athletic Director seek assistance for student-athletes struggling academically.

The Learning Support Centre

The Learning Centre at St. Mary's University College is dedicated to the idea that strong learning and writing skills are integral to student's development. The Learning Centre's mandate is to see that students reach their writing and academic goals, and to assist them in fostering the advancement and growth of these educational skills.

The learning Centre offers both drop-in and daily appointment times for student consultation in the area of writing and learning support. The Director of the Learning Centre also offers group seminars throughout the week open to all students. Seminar topics include: essay writing, grammar, punctuation, mechanics, time management, researching, and documentation styles. The Learning Centre also facilitates most academic accommodations including student consultations, distraction-reduced testing centre, exam invigilation and assistive adaptive technology.

Home to a number of study tables, computers, writing handbooks, style manuals and reference guides, the Learning Centre offers a supported resource area for students. It is a quiet, relaxed place to study, write and ask questions relating to academic subjects. All services and resources offered through the Learning Centre are free and open to all students of St. Mary's University College.

Campus Ministry

Campus Ministry at St. Mary's University College reaches out to all people and all religious traditions are welcomed and embraced. Through one on one conversations (to assist individuals with spiritual growth as well as personal and relationship issues) discussion groups, participation in social just initiatives, weekly liturgy, drum circles, volunteer opportunities and more Campus Ministry offers students an opportunity to explore the spiritual dimension of life in relationship with others, self and God.

ACAC Travel

The ACAC schedule for the following year is approved by the Director of Athletics at the Annual General Meeting held each year for each league. A tentative schedule will be sent out prior to this meeting to each coach asking for input for changes to be made or other concerns.

Basketball has a designated number of student-athletes and coaches that will have their expenses covered (if in the budget). Any additional travelers will not have their expenses covered. If a Coach feels it is necessary for additional athletes or staff to travel and be paid for out of the athletics budget, a request can be made in writing to the Director of Athletics outlining why the additional personnel is required for that trip. Volleyball will have the transportation costs covered.

SPORT	# of ATHLETES	# of STAFF
Basketball	12	2
Cross Country	14	2

Bus/Vans

Once the schedule is completed the Assistant Athletic Director will book chartered bus lines or vehicles through rental car agencies which have been approved by the Athletic Director, the Assistant Athletic Director will notify the coaches of these bookings

Hotels

Once transportation is booked the Assistant Athletic then confirms with every ACAC host hotel booking the appropriate amount of rooms indicating to the hotel the time/date of arrival and departure. Confirmation of room bookings will be requested. Direct billing will be set up for the host hotel for each stay in most cases, occasionally the coach will be responsible for handling a cheque as payment.

Travel- ACAC

Travel will be completed for each coach by the Assistant Athletic Director. With direction from the Director of Athletics, the Assistant Athletic Director determines when each team leaves/returns.

Coaches must confirm with the Director of Athletics **at least one day prior**.

Coaches should review the travel arrangements carefully. Other reasonable expenditures will need to be submitted to the Director of Athletics for processing. A "Claim for Reimbursement" will need to be completed by the coach along with receipts. Expenditures could include parking costs etc. We do not pay for movies and phone calls. Any items paid for will require, an official **itemized** receipt for reimbursement

Emergency Guidelines

If bus does not come:

National Motor Coach – Ron Scheurkogel

Ph: 403-240-1992

Cell: 403-969-2013

If there is a vehicle accident or personal injury:

Phone 911

Contact Director of Athletics – Chris Shoults

Office: 403-254-3728

Cell: 403-700-5154

Fill out a written report summarizing the accident, the date, time, location, and the action taken.

Give the report to the Director of Athletics.

If there is damage done to hotel:

Contact Hotel Manager

Upon returning to St. Mary's, please contact the Director of Athletics.

All coaches are responsible for checking the condition of the rooms prior to check out.

Safety: Inclement Weather

In order to protect student-athletes and coaches from injuries, all coaches should act in a prudent and careful manner while exercising their duties. Coaches should avoid any unreasonable risks, and always act in the best interest of the student-athletes' safety. If in the coaches' opinion the weather conditions represent a threat to safety, the team should not travel and contact the Director of Athletics if possible. The appropriate league and host institutions must be notified immediately. The game/event will be rescheduled if possible.

General Athletic Policies

Lightning Athletic Travel Rules

It is not intended to set down a number of rules whereby road trips become unpleasant experiences however there are a number of specific rules which must be adhered to for the protection and benefit of all concerned.

- No alcoholic beverages/illegal substances of any type are allowed in the vehicles used for transportation.
- No alcoholic beverages/illegal substances are allowed in hotel rooms during team travel.
- You are responsible for insuring your hotel room is left in a neat and undamaged state. No items are to be removed from hotel rooms other than those, which you have brought with you.
- When curfews are stipulated by coaches, they are to be strictly adhered to.
- Phone calls and other incidentals are not allowed in athletes' room.
- Smoking is not allowed in College vehicles or in the hotel rooms.

Booking Policies

Classroom

To book a classroom, call the Assistant Director of Athletics.

Be prepared to tell them when you need the booking, what the classroom will be used for, and how many people will be in the class. This should be done at least 72 hours prior to needing the room.

Awards

Lightning athletic awards are given out at the year end banquet. Coaches meet prior to the Awards Banquet and choose Female and Male Athlete of the Year. Coaches are responsible for submitting any other award recipients to the Director of Athletics who in turn will order all engraving of the trophies and/or plaques. All costs for specific team awards will come out of that specific team's budget. For example, Most Improved Player, Best Defensive Player, etc.

Lightning Athlete of the Year

The selection procedure for determining Female and Male Athletes of the Year is as follows:

- Coaches meet in February or March to decide which athletes are to receive the Athlete of the Year.
- Selection Committee consists of one coach representative from each sport (as follows), and is to be chaired by the Athletic Director.
 - Men's Basketball
 - Women's Basketball
 - Cross Country Running
- Nomination Procedures
 - Coaches will normally nominate one player from their team.
 - Nominations must be submitted ten days in advance to the final coaches meeting.
 - Nominations must include rationale as to why the athlete deserves to be chosen.
 - Final nomination lists will be distributed to voting coaches three days in advance of the final coaches meeting.
 - At the final coaches meeting, coaches will be given two minutes to talk about their nomination and answer any questions about the nomination.

- Athlete Nomination Criteria
 - Full season participant with team (recommended).
 - Listing of all athlete recognition awards.
 - Athletic Excellence.
 - CCAA All Canadian Awards.
 - ACAC All Conference Awards
 - Team Awards
 - Conference Statistics
 - Tournament Awards
 - Athlete of the Month Awards
 - Player of the Game Awards
 - Other National Team involvement
 - Special Characteristics/Work Ethic/Sportsmanship
 - Leadership abilities

- Voting Procedures
 - If there is a failed decision following the coaches' discussion a voting procedure will take place:
 - One ballot per coach per sport.
 - Voting will be by secret ballot.
 - Coaches will list top three selections (3 points - first, 2 points-second, 1 point-third).
 - The athlete receiving the highest point total will be selected athlete of the year.

- Special Situations
 - Co-winner situation – if voting is within 3 points coaches will be asked to consider a co-winner.
 - Coaches will be asked to vote by secret ballot indicating yes or no to a co-winner.

For ACAC awards and voting procedures, refer to the ACAC Operating Manual

Purchases

Please follow this procedure PRIOR to ordering/making a purchase. Approval should be given PRIOR to purchases.

The process is as follows:

- Assistant Athletic Director will make all purchases which must be approved by the Director of Athletics. If you need to make a purchase on your own, you must have approval from the Director of Athletics.
- Once you have given your approval, if invoiced, please a copy to Assistant Athletic Director. If expensed, then go through expense claim procedure (Appendix B)

Fundraising

Adopt-A-Lightning

Athletes need to use Adopt-A-Lightning as fundraiser for the team. **The deadline for Adopt-A-Lightning is December 6, 2013. Any outstanding Adopt-A-Lightning forms will result in a hold being placed on your St. Mary's University College account.**

Adopt-A-Lightning forms can be picked up at the Athletics and Recreation Department

The process is as follows:

- Forms designed and produced
- Solicitation for donations. On the Adopt-A-Lightning forms, "Solicitor" is the student-athlete and do not put the student-athlete's name on the cheque (St. Mary's University College needs to be written)
- The athletes are responsible for going out and finding someone to sponsor them. An athlete can choose to have as many sponsors as he/she wishes. The intent is to contact friends & family members only. **We prefer student athletes NOT to go door to door soliciting sponsorship from businesses. However, if your contacts are through a business that would be acceptable.**
- Donations and forms are given to the Assistant Athletic Director or Director of Athletics
- Donations will be given to Development and Communications (i.e. Heather Hadden)
- Tax receipt and letter from Raiser Edge Database Administrator and Development Assistant are sent to the donor. This is the opportunity for the Development Office to include information on how donations are handled, accumulative giving, etc.
- Donor information (solicitors name (athlete), team, donor information, amount) are input into the database both in the Athletics Office and the Development Office
- For donations \$500 and above, the donor will receive a letter, Two Lightning Season Passes and a Team Picture (Male or Female Basketball or Cross Country Running)
- If the coach wishes you can send an optional "Thank You" letter to donors.

Fundraising

Additional fundraising must be done throughout the year. You must obtain permission from the Director of Athletics prior to running a fundraiser. Please ask the Director of Athletics for the total that needs to be raised by your specific team

Media Relations

In an effort to promote our successes and our institution, we should make every effort to build relationships with the media, and be available to them whenever it is reasonable to do so.

We will release the scores of all games to the media at the conclusion of each match. For teams travelling on the road, you are expected to call Assistant Athletic Director or Director of Athletics immediately following the conclusion of your match so that we can report the scores to our local supporters.

Media Contacts

Media Source	Sports Contact	Phone	Fax	E-mail

Coaches, please contact Assistant Athletic Director or Director of Athletics with scores and players of the game after each competition (both exhibition and league).

ACAC & STMU Athletic Eligibility

For a student-athlete to become eligible for ACAC athletic participation, the athlete must be considered a full-time student. This requires the student-athlete to be enrolled in at least 60% of his/her program of study each semester, at least three 3-credit courses. Check the calendar for the correct number of credits/courses for your chosen program.

To maintain ACAC eligibility, a student-athlete must attain a 2.0 GPA in the first semester. **He/she must also pass a minimum of 9 credits to continue.**

Academic Suspension

Athletes who do not meet the above criteria will be suspended from ACAC athletic participation.

Universal Transfer Form

This is a form that must be filled out on any athlete that has participated in any College or University sports prior to participation. The coach must let the Assistant Athletic Director know that they have recruited an athlete from another institution. The following steps are required:

- Student-athlete fills out the first section of the form and returns to the Assistant Athletic Director.
- The Assistant Athletic Director then fills out the second section of the form and then is e-mailed or faxed to the institution where the athlete came from with a reply date.
- The form is then e-mailed or faxed back to the Assistant Athletic Director and to ACAC.
- Once confirmed by the other institution, the Assistant Athletic Director will notify the coach of the status.
- ACAC sends out the Eligibility Transfer Form every Thursday. This form confirms whether the athlete is actually eligible or not. **Transfer athletes cannot compete in ACAC until this is complete and confirmed.**

The Assistant Athletic Director will forward this information to the coaches. Coaches are to review this information prior to play.

CCES Drug Course (Applies to ACAC Only)

Basketball student-athletes must complete the CCES Drug Course on-line and provide the certificate to the Assistant Athletic Director to be eligible to play.

Discounts

Collegiate Training Hall (CTH)

Each head coach, assistant coaches and student athletes will receive a free membership to the CTH, which can be used during regular working hours or outside normal hours with permission.

Team Information

Coaches must submit to the Assistant Athletic Director within 7 days of confirming the roster, the following items:

- List of all athletes and assistant coaches.
- Write ups for the website.
- Athlete profiles

Directory

Foote, Sean	403-826-4095 mensbasketball@stmu.ca	Head Men's Basketball Coach
Ness, Joseph	403-254-3770 Joseph.ness@stmu.ca womensbasketball@stmu.ca	Assistant Athletic Director and Head Women's Basketball Coach
Shoults, Chris	403-254-3728 chris.shoults@stmu.ca	Director of Athletics
Thiessen, Rhonda	403-837-3863 trackcoach@shaw.ca	Cross Country
Learning Centre	403-254-3735 carolyn.krahn@stmu.ca	Carolyn Krahn
Campus Ministry	403-254-3724 nancy.quan@stmu.ca	Nancy Quan
Academic Advising	403-254-3709 laura.cochrane@stmu.ca	Laura Cochrane
STMU Fax Machine	403-531-9136	
Registrars' Office	403-254-3707 annahughes@stmu.ca	Anna Hughes

St. Mary's University College
2013-2014
 ACAC (Basketball)

Sport	Date (m/d/yy)	Visitor	@	Home	Time - W	Time -M	Venue
Basketball	18-Oct-13	STMU	@	Olds	6:00pm	8:00pm	Olds
Basketball	19-Oct-13	Olds	@	STMU	6:00pm	8:00pm	GCA
Basketball	25-Oct-13	Lakeland	@	STMU	6:00pm	8:00pm	GCA
Basketball	26-Oct-13	GMU	@	STMU	6:00pm	8:00pm	GCA
Basketball	08-Nov-13	STMU	@	SAIT	6:00pm	8:00pm	SAIT
Basketball	08-Nov-13	SAIT	@	STMU	6:00pm	8:00pm	GCA
Basketball	15-Nov-13	CUCA	@	STMU	6:00pm	8:00pm	GCA
Basketball	16-Nov-13	Keyano	@	STMU	6:00pm	8:00pm	GCA
Basketball	22-Nov-13	STMU	@	GPRC	6:00pm	8:00pm	GPRC
Basketball	29-Nov-13	STMU	@	BC	6:00pm	8:00pm	BC
Basketball	30-Nov-13	STMU	@	BC	1:00pm	3:00pm	BC
Basketball	10-Jan-14	STMU	@	King's	6:00pm	8:00pm	King's
Basketball	11-Jan-14	STMU	@	UAA	1:00pm	3:00pm	UAA
Basketball	18-Jan-14	NAIT	@	STMU	6:00pm	8:00pm	GCA
Basketball	24-Jan-14	Leth	@	STMU	6:00pm	8:00pm	GCA
Basketball	25-Jan-14	STMU	@	Leth	6:00pm	8:00pm	Leth
Basketball	31-Jan-14	STMU	@	RDC	6:00pm	8:00pm	RDC
Basketball	01-Feb-14	RDC	@	STMU	6:00pm	8:00pm	GCA
Basketball	14-Feb-14	MHC	@	STMU	6:00pm	8:00pm	GCA
Basketball	15-Feb-13	STMU	@	MHC	6:00pm	8:00pm	MHC

CROSS COUNTRY RUNNING

Red Deer College.....Sept 14, 2013

SAIT.....Sept 21, 2013

Augustana.....Oct 12, 2013

Stewart Cup Final.....Oct 26, 2013

Athletic Special Events

All dates are subject to change.

Coaches Meeting.....	September 6, 2013
Athlete Base Line Testing.....	September 11, 2013
Athlete Pictures	September 17,2013
Athlete Orientation.....	September 19, 2013
Athletic Banquet.....	April 4, 2013

Academic Schedule

September 2013

- 02 **Mon.** ▪ Labour Day-St. Mary's University College Closed

- 04 **Wed.** ▪ First Day New Student Orientation.
 ▪ Registration confirmation begins for all students

- 05 **Thurs.** ▪ Fall Semester classes begin in most programs
 ▪ Fee Deadline

- 18 **Wed.** ▪ Last day to Change Registration

October 2013

- 14 **Mon.** ▪ Thanksgiving Day. No Classes. Limited access to College buildings. Administrative offices are closed.

- 21- **Mon to** ▪ Mid Term Examinations
25 **Fri**

November 2013

- 11 **Mon.** ▪ Remembrance Day. St. Mary's University College is closes

- 12 **Tues** ▪ Reading Day, no classes

- 13 **Wed** ▪ Withdraw with permission: last day for withdrawing with permission from or changing registration status from audit to credit or credit to audit.
 ▪ Withdrawing from a course after this date will result in a failing grade.

December 2013

- 09 **Fri** ▪ Last day to apply for Winter Bursaries
- 09 **Fri** ▪ Last day of fall semester classes in most programs.
- 11 **Wed** ▪ First day of Exam Period
- 20 **Fri.** ▪ Fall semester course requirements, including final exams, are completed.
- 23 **Mon** ▪ Christmas Eve. St. Mary's University College is closed
- 25 **Wed** ▪ Christmas Day. St. Mary's University is closed
- 26 – Jan 1 ○ St. Mary's University is closed

January 2014

- 01-02 ▪ New Year's Eve and the following day, St. Mary's University is closed
- 02 **Thurs** ▪ St. Mary's University College re-opens
- 03 **Fri.** ▪ New Student Orientation
- 06 **Mon** ▪ First Day of Classes
 ▪ Fee Deadline
- 06 **Mon.** ▪ Last Day to Register or Change Registration
- 17 **Fri** ▪ Last day to WithDraw Without Academic Penalty

February 2014

- 17 **Mon.** ▪ Family Day. St. Mary's University College is close
- 18-21 **Tues** ▪ Reading Week- No classes
- 24-28 ▪ Midterm examinations

March 2014

- 14 Fri ▪ Last day to withdraw from Winter Term courses without penalty

April 2014

- 15 Tues ▪ Last Day to Apply for Bursaries and Scholarships for the Fall 2013
- 15 Tues ▪ Last day of winter semester classes in most programs.
18 Fri. ▪ Good Friday, St. Mary's Closed
- 22 Tues ▪ Winter semester and full year courses exams begin in most programs.
- 30 Wed ▪ Winter semester course requirements including final exams are completed.

May 2014

- 05 Mon ▪ Deadline to pay Spring Term Fees
▪ Spring session classes normally begin on this day.
- 12 Mon. ▪ Last Day to Register for Spring Classes
- 19 Mon. ▪ Victoria Day. No classes. St. Mary's University College is closed
- 30 Fri ▪ Last Day to withdraw from Spring Term courses without academic penalty

June 2014

- 01 Sun ▪ Last Day for International Students to Apply for Admission for Fall 2013
- 13 Fri ▪ Convocation
- 20 Fri ▪ Last Day of classes for Spring Term
- 23-27 ▪ Final Examinations for Spring Term