First Year Registration Guide

Department of Kinesiology 2017-2018

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General Information

The **Kinesiology First Year Registration Guide** contains important information that will assist you in registering for the 2017-2018 academic year. Be sure to review the information in this Guide carefully. This Guide is designed to provide you with program specific information to supplement the information in the **Brock 2017/18 Year One Registration Guide and Timetable** on the Registrar's website, which you should review thoroughly.

https://brocku.ca/registrar/guides-and-timetable/year-one-students

You will find information on the first year requirements for your program in the Kinesiology First Year Registration Guide below, including which courses you are required to take and minimum grades/averages you are required to attain in order to continue in your program after your first year. You should review the full requirements for your degree program in the 2017-2018 Undergraduate Calendar. You will also find additional information in the Undergraduate Calendar about your courses (e.g. course descriptions, prerequisites and restrictions, etc.)

You will be following the program requirements outlined in the 2017-2018 Undergraduate Calendar. You will need to satisfy the program requirements outlined in this Calendar in order to graduate from your program.

https://brocku.ca/webcal/2017/undergrad/

Credit System

What is a credit vs. a course? How many courses do I have to take each year? How much is each course worth? How long will a course last?

Each course at Brock is worth either a full credit or a half credit. Students typically take 5.0 credits each year. A combination of full credit courses and half credit courses can be combined to total 5.0 credits. All of the degrees offered from the Kinesiology Department – BPhEd, BKin, and BSc(Kin) – are 20.0 credit degrees.

- FULL CREDIT = 1.0 credit
 - Denoted by an 'F' (i.e. 'full credit') in the course code. E.g. FREN 1F90
 - Usually run for the entire Fall/Winter, beginning in September and ending in April
- HALF CREDIT = 0.5 credit
 - Denoted by a 'P' (i.e. 'partial credit') in the course code. E.g. KINE 1P90
 - Usually run for one term a Fall term courses begins in September and ends in December; a Winter term course begins in January and ends in April

Durations

How long are the courses? When do they begin/end?

The Fall/Winter academic session at Brock begins in September and ends in April and is divided into 3 possible terms, or 'durations'.

- D1 = September April (aka 'Fall/Winter term')
 Usually only full credit courses are scheduled for D1 (e.g. FREN 1F90)
- D2 = September December (aka 'Fall term')
 Usually only half credit courses are scheduled for D2 (e.g. KINE 1P90, KINE 1P93)
- D3 = January April (aka 'Winter term')
 - Usually only half credit courses are scheduled for D3 (e.g. KINE 1P90, KINE 1P93)

Students should plan their Fall/Winter schedule to ensure that they are only taking 5 courses each term. See examples below:

• **Recommended** (5 courses in the Fall and 5 courses in the Winter)

	Fall term	Winter term
	KINE 1P90	KINE 1P93
ſ	BIOL 1P91	BIOL 1P92
Ī	PSYC	C1F90
ſ	HIST 1P98	CLAS 1P91
	GEOG	G 1F90

• Not Recommended (4 courses in the Fall and 6 courses in the Winter)

Fall term	Winter term
	KINE 1P90
	KINE 1P93
BIOL 1P91	BIOL 1P92
PSYC 1F90	
HIST 1P98	CLAS 1P91
GEO	G 1F90

How can I plan my courses?

Under your **Student Self Serve** in your portal there is a **Course Planning** feature. You can use this before registration opens to help plan your schedule. It will list the Course Code, Duration, Type of Course, Days and Times running as well as the Remaining Space available. If a class fills it will show you so you can plan an alternative ahead of time.

🖉 Course Planning - Windows Internet	Explorer	
COO - Ittps://my.brocku.ca/BrockD	B/reg_CourseAvailStudent.aspx	■ B + × P Bing
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Context Credits

What are context credits? What counts as a context credit?

In order to graduate you must successfully complete (pass) 1.0 credit (either 1 full credit course or 2 half credit courses) from each of the context areas: Humanities, Social Sciences and Science.

A list of courses which will satisfy the context credit requirements can be found on the Registrar's website:

https://brocku.ca/webcal/2017/undergrad/areg.html#sec28

NOTE: You will be required to take **BIOL 1P91 and 1P92** in your first year as part of your program requirements. Successful completion of this course will satisfy the Science context credit requirement.

Electives

What are electives?

Electives are courses which you can take in any subject area at Brock.

In first year, you should take an elective at the year 1 level (XXXX 1P00 – XXXX 1P99).

NOTE: In your upper years some electives must be taken at the 2P00+ level. Check the requirements for your degree program in the 2017-2018 Undergraduate Calendar.

Program Requirements

The courses you are required to take in order to complete your degree and graduate are outlined in the Undergraduate Calendar.

Students should follow the program requirements in the Undergraduate Calendar corresponding to the year they entered their program. For you, this means you must follow the requirements for your program outlined in the **2017-2018 Undergraduate Calendar**. Even if the requirements change in later years, you **must** follow the requirements outlined in the 2017-2018 Undergraduate Calendar.

BACHELOR OF PHYSICAL EDUCATION (BPHED)

BPhEd YEAR 1	
CREDIT VALUE	COURSES
0.5	KINE 1P90 (SEE ADDITIONAL INFO) Human Systems Anatomy & Physiology
0.5	KINE 1P93 (SEE ADDITIONAL INFO) Foundations of Movement Studies
0.5	KINE 1P98 (SEE ADDITIONAL INFO) Musculoskeletal Anatomy
0.5	BIOL 1P91 (SEE ADDITIONAL INFO) Introduction to Biology I
0.5	BIOL 1P92 (SEE ADDITIONAL INFO) Introduction to Biology II
1.0	Humanities Context Credit (see the Content Credits section of this Guide)
1.0	Social Science Context Credit (see the Content Credits section of this Guide)
0.5	Elective (see the <i>Electives</i> section of this Guide)

Students wishing to proceed to year 2 as a BPhEd major must have achieved:

- a minimum 65% major average;
- a minimum 65% in KINE 1P90;
- a minimum 65% in KINE 1P93;
- a minimum 60% non-major average; and
- a minimum 60% overall average

ADDITIONAL INFORMATION:

- **KINE 1P90, KINE 1P93 & KINE 1P98:** You can take these courses in any order. You do not have to take KINE 1P90 before KINE 1P93. You are welcome to take KINE 1P90 in the Fall and then KINE 1P93 in the Winter, or vice versa.
- **BIOL 1P91 & 1P92:** Registration for this course will open to BPhEd students on July 5th at 12:00am. You should attempt to register in this course on this date/time. This date is subject to change. Please check Timetable listing for BIOL 1P91 (under the 'Notes' column) to determine when you can register in this course.

Remember: Make sure that you schedule yourself in 5 classes per term (see the *Durations* section of this Guide for more information).

You can find the full listing of the courses you are required to complete to earn a BPhEd degree in the *Physical Education* section of the 2017-2018 Undergraduate Calendar:

https://brocku.ca/webcal/2017/undergrad/phed.html

BACHELOR OF KINESIOLOGY (BKIN)

BKin YEAR 1	
CREDIT VALUE	COURSES
0.5	KINE 1P90 (SEE ADDITIONAL INFO) Human Systems Anatomy & Physiology
0.5	KINE 1P98 (SEE ADDITIONAL INFO) Musculoskeletal Anatomy
0.5	KINE 2P41 Health Promotion and Policy
0.5	KINE 2P08 Research Design and Evaluation
0.5	BIOL 1P91 (SEE ADDITIONAL INFO) Introduction to Biology I
0.5	BIOL 1P92 (SEE ADDITIONAL INFO) Introduction to Biology II
1.0	Humanities or Social Sciences Context Credit (see the Content Credits section of this Guide)
1.0	Elective (see the <i>Electives</i> section of this Guide)

Students wishing to proceed to year 2 as a BKin major must have achieved:

- a minimum 65% major average;
- a minimum 65% in KINE 1P90;
- a minimum 65% in KINE 1P98;
- a minimum 60% non-major average; and
- a minimum 60% overall average

ADDITIONAL INFORMATION:

- **KINE 1P90, KINE 1P98:** You can take these courses in any order. You do not have to take KINE 1P90 before KINE 1P98. You are welcome to take KINE 1P98 in the Fall and then KINE 1P90 in the Winter, or vice versa.
- **BIOL 1P91 & 1P92:** Registration for this course will open to BKin students on July 5th at 12:00am. You should attempt to register in this course on this date/time. This date is subject to change. Please check Timetable listing for BIOL 1P91 & 1P92 (under the 'Notes' column) to determine when you can register in this course.

Remember: Make sure that you schedule yourself in 5 classes per term (see the *Durations* section of this Guide for more information).

You can find the complete outline of the courses you are required to complete to earn a BKin degree in the *Kinesiology* section of the 2017-2018 Undergraduate Calendar:

https://brocku.ca/webcal/2017/undergrad/kine.html

BACHELOR OF SCIENCE (KINESIOLOGY) (BSC(KIN))

BSc (Kin) YEAR 1	
CREDIT VALUE	COURSES
0.5	KINE 1P90 (SEE ADDITIONAL INFO) Human Systems Anatomy & Physiology
0.5	KINE 1P98 (SEE ADDITIONAL INFO) <i>Musculoskeletal Anatomy</i>
0.5	BIOL 1P91 (SEE ADDITIONAL INFO) Introduction to Biology I
0.5	BIOL 1P92 (SEE ADDITIONAL INFO) Introduction to Biology II
0.5	MATH 1P97 Calculus with Applications
0.5	PHYS 1P91 <i>Mechanics and Introduction to Relativity with</i> <i>Laboratory</i>
1.0	Humanities Context Credit (see the Content Credits section of this Guide)
1.0	Social Science Context Credit (see the Content Credits section of this Guide)

Students wishing to proceed to year 2 as a BKin major must have achieved:

- a minimum 65% major average;
- a minimum 65% in KINE 1P90;
- a minimum 65% in KINE 1P98;
- a minimum 60% non-major average; and
- a minimum 60% overall average

ADDITIONAL INFORMATION:

- **KINE 1P90, KINE 1P98:** You can take these courses in any order. You do not have to take KINE 1P90 before KINE 1P98. You are welcome to take KINE 1P98 in the Fall and then KINE 1P90 in the Winter, or vice versa.
- **BIOL 1P91 & 1P92:** Registration for this course will open to BKin students on July 5th at 12:00am. You should attempt to register in this course on this date/time. This date is subject to change. Please check Timetable listing for BIOL 1P91 & 1P92 (under the 'Notes' column) to determine when you can register in this course.

Remember: Make sure that you schedule yourself in 5 classes per term (see the *Durations* section of this Guide for more information).

You can find the complete outline of the courses you are required to complete to earn a BSc (Kin) degree in the *Kinesiology* section of the 2017-2018 Undergraduate Calendar:

https://brocku.ca/webcal/2017/undergrad/kine.html

Registering for Courses

Where can I get information on what I need to do/how to register for the Fall/Winter?

The **Brock 2017/18 Year One Registration Guide and Timetable** is on the Registrar's website under the *Registration Guides and Timetables* section (see link below). All the information on the registration process that you will need can be found on this website including:

- The Fall/Winter Timetable
- Important dates and deadlines
- Info on how to read the Timetable, course codes, etc.
- Information on how to select courses (course availability, eligibility)
- Instructions on how to register through your Brock Portal
- Links on how to pay your tuition and fees
- Worksheets to help you plan your timetable and check for scheduling conflicts

https://brocku.ca/registrar/guides-and-timetable/year-one-students

How do I go to register in my courses?

Registering for your courses is done online through your **Brock Portal**. Your Brock Portal is the hub where all information about your student record is kept.

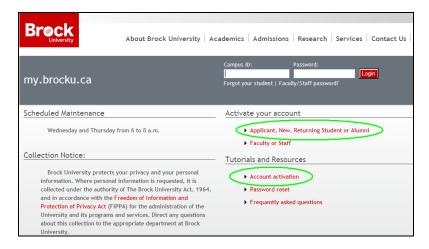
You can find instruction on how to register for your courses through your Brock Portal on the Registrar's website:

https://brocku.ca/registrar/guides-and-timetable/year-one-students/instructions

To log into your Brock Portal visit:

https://my.brocku.ca

If it is your first time visiting your Brock Portal you will need to activate your account by clicking *Applicant, New, Returning Student or Alumni* under the *Activate your Account* section. For a stepby-step guide on how to activate your account click on the *Account Activation* under the *Tutorials and Resources* section.



Once you have entered your Campus ID and your password and logged in, click on the *Applicant & Student Self Serve* tab along the top of the screen.

Welcome Wy BrockU (Applicant & Student Self Serve) Feedback		
Campus Life 🖉 🕈 🗶	Bulletins	
Campus Security		
Brock Dining	Arts Recreation	
Graduate Students' Association	 Speakers, Seminars & Workshops Conferences 	
Recreation Services	Special Events	
Health Services	Buildings & Maintenance General Info	
Campus Store	Technology & Systems	
James A Gibson Library	Security	
Brock Card		
Residence		
Centre for the Arts	Brock Mail 🛛 🛨 🗶	

The online tutorials under the *Student Self Service* area will show you exactly how to register for a course, change a secondary component (e.g. lab/tutorial/seminar), and how to drop a course.

Brock University	
My BrockU	Applicant & Student Self Serve
Student Self Serv	e 🖂
Student Self Serve -	Menu
Favourites Student Financial H	istory
Additional Informa	tion
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SINCollection	
ThirdPartyAuth	
Athlete Form	
OCTCollection	
I need Help (How d	lo I)
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When can I register?

You can find the registration dates on the Registrar's website under the *Registration Guides and Timetables* section:

https://brocku.ca/registrar/guides-and-timetable/year-one-students/when-to-register

Registration for new first year students with no accumulated credits is June 14th 2017.

Registration is a first-come-first-serve process. Courses can and have been known to fill before the end of the registration period. It's strongly recommended that you register for your courses on the first day that the registration system opens to you. The registration system opens at 6am.

First year KINE courses are 'reserved' for students in our degree programs (and a couple of others) for most of the registration period. However, on July 20, 2017 registration in KINE 1P90 and KINE 1P93 and KINE 1P98 will open to non-majors and any remaining spaces will likely be taken by students in other programs. Therefore, it is very important that you register for your courses early! Once a course is full it is very unlikely that any additional spaces will be added.

Registration in BIOL 1P91 & 1P92 is initially reserved for students in the Biology Department and will be opened to BPhEd, BKin and BSc(Kin) on **July 5th at 12:00am**. This date is subject to change. Please check Timetable listing for BIOL 1P91 & 1P92 (under the 'Notes' column) to determine when you can register in this course.

It is your responsibility to make sure that you register in the courses you need. The Academic Advisor cannot register for you.

What courses should I register for?

Check the *Program Requirements* section of this Guide for information on which courses you should select based on which program you are in.

What if a lecture/seminar/tutorial/lab is full?

If a lecture/seminar/tutorial/lab is full choose another section if there is one available, even if it is not at your preferred time. Once you have registered for the course you can then keep checking your Brock Portal for scheduling updates to see if any spaces open up in the section you prefer.

If the course is a **MAJOR REQUIREMENT** (i.e. KINE 1P90, KINE 1P93, KINE 1P98) and on a **WAITLIST** please contact the Kinesiology Academic Advisor **by email only** (kinadvisor@brocku.ca) for information on your next steps.

Please be aware that if a required course is full there are likely many students in the same situation as you. We will take care of this situation as best we can, however this sometimes takes time. Please be patient. **ONLY EMAIL THE ACADEMIC ADVISOR ONCE WITH YOUR CONCERN.** (see the *Academic Advisor* section of this Guide for contact information).

If the course is a context credit or an elective start by selecting another context credit or elective that has space available. Once you have registered for the alternate course you can then keep checking your Brock Portal for scheduling updates to see if any space opens up in the course you prefer. If space opens up in the course you prefer register for that course and then immediately drop the alternate course you are currently registered in.

What if I have a timetable conflict (e.g. 2 courses scheduled at the same time each week)?

You cannot be in two places at once, therefore you should not be registered for two courses that are at the same time. Your grades will suffer, tests/midterms/exams may overlap and Professors are not supportive of this practice. This is NOT a good idea!!

Before registering for courses use the 2017-2018 Fall/Winter Timetable on the Registrar's website to create a 'mock' schedule that is free of conflicts. Remember that full credit courses (e.g. FREN 1F90) run for the whole academic year (September-April), whereas half credit courses (e.g. KINE 1P90, KINE 1P93) only run from either September-December (D2) or January-April (D3).

https://brocku.ca/registrar/guides-and-timetable/year-one-students/timetable/

You should try to create your 'mock' schedule well in advance of the date that the registration system opens to you to ensure that you are ready to select your courses as soon as the system opens.

Try your best to register for the course sections (lectures, labs, tutorials, etc.) that you plotted on your 'mock' schedule. However, if your preferred section is full register in another section that doesn't conflict with your other courses and still has spaces available. (See the *What if a lecture/seminar/lab is full?* section of this Guide for additional information).

If an elective course conflicts with a required course (e.g. KINE 1P90, KINE 1P93, KINE 1P98 etc.) then you have to choose a different elective, or choose a less desirable class time(s) to avoid the conflict.

DO NOT REGISTER FOR 2 LECTURES/SEMINARS/TUTORIALS/LABS, ETC. THAT ARE SCHEDULED AT THE SAME TIME, REGARDLESS OF WHAT THE COURSES MIGHT BE.

For additional information and helpful tips on how to schedule your courses visit the Registar's website:

What if I have technical difficulties or questions about how to register through my Brock Portal?

If you have technical difficulties (e.g. forgot your campus ID or password, problems accessing your Brock Portal), or have questions about how to register for courses through your Brock Portal (e.g. what to click on, what to type in different sections) please contact:

Registration Help: 905-688-5550 x3052 records@brocku.ca

TECHNICAL HELP WITH REGISTRATION IS <u>NOT</u> AVAILABLE THROUGH THE KINESIOLOGY DEPARTMENT OR THE KINESIOLOGY ACADEMIC ADVISOR.

Academic Advisor

How do I contact the Academic Advisor?

The Undergraduate Program Coordinator and Academic Advisor for the Kinesiology Department is **Katrina Bennie**. Her contact information is:

kinadvisor@brocku.ca 905-688-5550 x3855

You can find additional information about how to contact the Academic Advisor online:

http://brocku.ca/applied-health-sciences/academic-departments/kinesiology/undergraduateprogram-coordina

NOTE: During the months of June-October the Academic Advisor is dealing with over 1000 students. This is an extremely busy time of year! If you have an issue and require her assistance please **EMAIL HER ONLY ONCE FROM YOUR BROCK EMAIL ACCOUNT. PLEASE INCLUDE YOUR FULL NAME AND STUDENT NUMBER IN YOUR EMAIL.** Emails that do not contain this information, or are not sent from a Brock email account will not receive a reply. During peak times it may take the Academic Advisor 10 business days to respond to your email. If you receive an automatic reply email from the Academic Advisor this is confirmation that she has received your email and it is in the response queue. Please read the automatic response email thoroughly (and this Registration Guide) to find answers to your questions or concerns. During peak times (May-October) the Academic Advisor limits the number of in-person appointments available. Quite often your questions/concerns can be answered via email. If the Academic Advisor feels there is a need for an in-person appointment she will contact you via email.

What should I NOT contact the Academic Advisor about?

• Issues with courses in other departments (i.e. non-KINE courses)

The Academic Advisor only administers KINE courses. If you have questions or concerns about a course in another department you should contact the Academic Advisor in the other department. A listing of the Departmental Academic Advisors is available online:

http://brocku.ca/registrar/advising/departmental-adviser-contact

• Technical difficulties with your Brock Portal

All questions related to technical difficulties (e.g. forgot your campus ID or password, problems accessing your Brock Portal) should be directed to the Registration Help Service:

905-688-5550 x3052 records@brocku.ca

• Questions about your financial account (paying tuition and fees)

Information about your tuition and fees, including dates and instructions on how to pay your tuition and fees can be found on the Financial and Administrative Services website:

http://brocku.ca/finance/students/undergraduate

• Questions about student financial assistance (e.g. OSAP, bursaries, scholarships)

Information about government student assistance (e.g. OSAP), Brock bursaries and scholarships is available on the Student Awards & Financial Aid website:

http://brocku.ca/safa

• Questions about what you will learn in your courses

You can find descriptions for all courses in the Undergraduate Calendar:

https://brocku.ca/webcal/2017/undergrad/

• Where to find contact information for Kinesiology Professors

The Kinesiology Department website has an up to date listing of the contact information for all Faculty and Staff:

http://brocku.ca/applied-health-sciences/academic-departments/kinesiology/facultystaff-2

For all other departments consult the online Undergraduate Calendar or call 905-688-5550 and ask to be connected directly to a department or specific individual.

Start your Brock Experience Early

Brock offers three Transition Programs during the summer, Smart Start, Leap and BaseCamp. You'll meet fellow students, maximize your Brock experience, and learn all of the essential information to make the transition to university life before Orientation week. If you would like to find out more about the programs go to:

https://discover.brocku.ca/transition-programs/

Additional Resources

Registrar's Office

The Office of the Registrar offers information on admissions, course information and registration, grade reporting and degree audit, academic advising, convocation, and issues official academic transcripts, among other services.

Websitehttp://brocku.ca/registrarContact905-688-5550 x3430regist@brocku.caLocationSchmon Tower, 3rd floor

Student Awards & Financial Aid

The Student Awards & Financial Aid Office helps students fund their education through government and University assistance programs (e.g. government student loans including OSAP, bursaries), and recognizes student excellence (e.g. scholarships).

Website	http://www.brocku.ca/safa
Contact	http://www.brocku.ca/safa 905-688-5550 x3958
Location	Schmon Tower, 4 th floor

Student Development Centre

The Student Development Centre offers many services to assist students with any issues they might encounter at University and helps students have a positive experience socially, personally, and academically while at Brock.

Services available through the Student Development Centre include:

• Aboriginal Student Services

- Leadership Programs
- Academic Zone Learning Services (academic and learning skills support)
- Services for Students with Disabilities
- Personal Counselling

Websitehttp://brocku.ca/student-development-centreContact905-688-5550 x3240 or x5484LocationSchmon Tower, 4th floor

Career Services

Career Services offers helpful information and resources to support students and alumni with creating and planning their career/further educations goals.

Website	http://brocku.ca/career-services
Contact	905-688-5550 x3242
	<u>career@brocku.ca</u>
Location	Matheson Learning Commons (first floor of the Library)

IT Services

Information Technology Services provides students with technology resources that support learning and research. Their services include computer and network support, high performance computing, and Brock Portal access.

Website	http://brocku.ca/information-technology
Contact	905-688-5550 x4357
IT Requests	http://www.brocku.ca/information-technology/footprints/
Location	Mackenzie Chown Complex, F314

Brock Campus Store (bookstore)

In addition to Brock clothing and gear, computer and stationary supplies, and gifts, the Campus Store is a resources for purchasing new and used textbooks.

Website	http://www.bookstore.brocku.ca/
Contact	905-688-5550 x5583
Location	Plaza 2006

Student Health Services

Student Health Services is a team of professionals with expertise in university health issues. They support students by providing confidential primary health care (i.e. doctors and nurses), prevention programs, wellness education and strategic medical/academic partnerships promoting optimal health and university success.

Websitehttp://brocku.ca/health-servicesContact905-688-5550 x3243LocationHarrison Hall

Residence Services

Residence Services administers on-campus housing for Brock students in the 6 residence buildings/complexes.

Website	http://www.brocku.ca/residence
Contact	905-688-5550 x3370
	<u>res@brocku.ca</u>
Location	Walker Complex

Off-Campus Living

Brock's Off-Campus Living Office offers year-round housing information to students, landlords and residents in the Niagara region. The Office provides resources regarding a variety of off-campus housing topics, such as finding accommodations, landlord/tenant issues, and neighborhood relations.

Website <u>https://butler.brocku.ca/ocl/index.php</u> Contact 905-688-5550 x3721 <u>ocl@brocku.ca</u>

Location | Alan Earp Residence, Main Lobby

International Services & Programs Abroad

The International Programs Office offers students opportunities to study abroad at a partner university in another country while working towards their degree at Brock. Brock has exchange agreements with universities on 6 continents. Students can also take part in short-term international programs during their summer holiday or during Winter Reading Week.

Websitehttp://www.brocku.ca/international-servicesContact905-688-5550 x3163 or x4785studyabroard@brocku.caLocationInternational Centre, Room 210

Recreation Services

Recreation Services operate the facilities in the Walker Complex, including the gymnasia, recreational track, squash courts, Zone fitness centre, aquatic centre (pool) and the rowing centre, as well as the outdoor tennis courts and playing fields. They offer instructional programs (e.g. fitness, dance, pilates, first aid), memberships to the various fitness facilities (including the Zone and the pool) and organize the Brock intramural sports leagues.

Websitehttp://brocku.ca/recreation-servicesContact905-688-5550 x3387LocationWalker Complex