

Goodman
School of Business

Brock University

Goodman Exchange Student Survival Guide

Fall 2019



Welcome to the Goodman School of Business!

This guide has been designed to give you all the information in one place in order to be successful when you get here. Keep it handy because you will be referring back to it many times. We hope that you will have the time of your life at Brock!



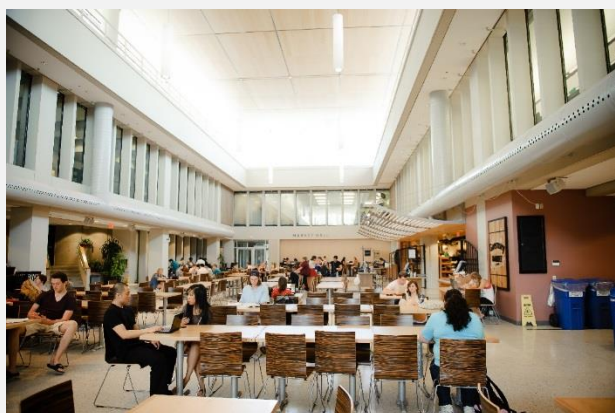
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The First Week of September

Date	Event
September 2	Residence Move In Please note that you will not be able to move in before this date and if you are planning to move in after this date, you will need to notify res@brocku.ca Frequently Asked Questions: http://brocku.ca/residence/residence-admissions/faqs
September 3	International Services Orientation Mandatory for ALL international students (study abroad, exchange & Dual Degree students) to attend!
September 5	First Day of Class!

Academic Information

Important Dates

September 18	Last day to drop a course and replace it with another one
October 8	Thanksgiving holiday - No Classes; University is closed
October 9 - October 12	Reading Week- No Classes
November 6	Last day to drop a course without academic penalty (i.e. if you drop a course before this day, you will not receive a failing grade for it on your transcript)
December 4	Last day of class
December 5 & December 6	Reading Days- No Classes
December 7 - December 20	Exam Period

Full list of important dates: <https://brocku.ca/important-dates>

Grading System

At the beginning of each course, you will be advised in writing of the proposed manner in which evaluation will be carried out in each course. You are expected to attend all lectures, discussion groups, seminars and laboratory periods of the courses in which you are registered.

The grading system is as follows:

	Undergraduate	Graduate	Description
A+	N/A	90-100	Outstanding work
A	80-100	80-89	Excellent work
B	70-79	70-79	Competent work
C	60-69	60-69	Adequate work
D	50-59	N/A	Minimum requirements barely satisfied
F	(49 or lower)	(59 or lower)	Requirement not met - no credit given

Full time workload

Five courses each semester = 30 ECTS credits (each course = 6 ECTS credits)

Course Descriptions

See our [courses webpage](#) for details.

Academic Integrity

- Brock University takes academic integrity very seriously. Be familiar with the policies and consequences of academic misconduct. Read the Academic Regulations and University Policies: <http://www.brocku.ca/academic-integrity>.
- Academic misconduct includes impersonating someone else in an exam, copying information from another student, making information available to other students, use of unauthorized material in an exam, buying or selling of term papers, etc., and all forms of plagiarism.
- Know what plagiarism is: Plagiarism is using, in whole or in part, any material that is not your own without citing the source.
- You must give credit (cite) when you use another person's words, ideas, option or theory. Use quotation marks to identify the exact words or ideas of another person.
- Learn how to use the citing styles (e.g. APA, MLA). Take an essay writing course.
- As a Brock student, you have access to **RefWorks** through the library website that helps you create a proper bibliography. After you have created an account, you just input all the information you know about your sources, choose which citing style (APA, MLA, etc.) you need, and it does all the formatting and organizing for you! Go to brocku.ca/library, click on Research, then RefWorks.

Library and Learning Commons

- The Learning Commons group study rooms are a great place to meet a study group or prepare for a presentation. You can see the schedule and book rooms online at: studyrooms.library.brocku.ca/view.php.
- Various quiet and silent study spaces are located throughout the Library floors. See brocku.ca/library/about/policies-guidelines/study-work-space for details.
- For the basics on the Library, check out the Get Started page: <https://brocku.ca/library/help/research-guides/>
- In-depth Library research assistance is available from Linda Lowry, our Business Liaison Librarian. Just call (905-688-5550 x4650) or email: llowry@brocku.ca for a free consultation.



Places to Study on Campus

- The Library, Learning Commons, and Plaza 4th Floor are all great places to find a corner to study. These places all have comfortable seating and electrical outlets.

Exams

- You can find your exam schedule online by going to: <https://brocku.ca/registrar/guides-and-timetable/returning-students/timetable/exams> and clicking on “Exam Schedule.” Your exam schedule will likely be posted sometime in October.
- Make sure to double and triple check the date, time, and location of your exam to avoid going to the wrong place and getting even more stressed out right before you write!
- Be aware that some of the bus schedules change during exam time. You can find any changes at: yourbus.com.
- Arrive at least 15 minutes before the official start time of the exam. Bring your own writing materials (don't forget a pencil for the Scantron!) and your Student ID card.
- Food and drinks are not allowed in exam rooms, except for water. Only bring the bare essentials when writing an exam. Where possible, don't bring in bags, notes, cell phones, etc.
- Remember there are NO exam re-sits at Brock.

Portals You Need to Check Regularly

Brock Portal: my.brocku.ca

This is where you will register for courses, check your grades, view your financial history, etc. You will need to activate your account at this site before you have access to the rest of the Brock website.

- Go to: <https://my.brocku.ca/Portal/Login.aspx?ReturnUrl=%2fportal%2fdefault.aspx>
- Click the “Applicant, New, Returning Student or Alumni” link under “Activate your account”
- Follow the steps to create your password **You will need your Campus ID which is found at the top of your letter of acceptance
- Log-in
- Now your account is activated!

You can also now go on-line to apply for residence (see information below)

Brock Email: myoffice.brocku.ca This is where you will access your Brock email. This is the University’s main method of contact with you, so **check it regularly!** Also, professors will not respond to your emails if you send them from a non-Brock email account.

Sakai: lms.brocku.ca Isaak is Brock’s Sakai-based Learning Management System. It facilitates learning by creating private communities for the exchange of information like **dates, files, notes, and other resources** while also providing communication tools like mail and discussion boards. This is something you need to **check daily** because your Profs and TAs will post important information and you are expected to keep current with it. This is also the place where Profs will notify you if their class is cancelled for the day.

Practical Information

Orientation Activities

Orientation for students arriving in the Fall semester will take place the first week of September.

Prior to the Orientation Week, students are invited to participate in Residence Move-In Combo Trips provided by Brock BaseCamp. Please see the flyer on the last page of this guide and visit brocku.ca/basecamp for more information.

Many different social and informational events will also be planned by the Office of International Services, as well as the Goodman School of Business. Events will be posted online and students will receive information via e-mail.

Location

The Niagara region is one of the major tourist areas in Canada and is a short drive from the Canada-US border. St. Catharines is 15 minutes from Niagara Falls, and about an hour from downtown Toronto. There are many sights to see and things to do. For more information on living in Niagara please visit: <https://brocku.ca/international/future/student-life/living-in-niagara/>

Arrival in Canada

Before you land in Canada the airline will provide you with a Canada Customs Declaration form (<http://www.cbsa-asfc.gc.ca/publications/forms-formulaires/e311-eng.pdf>). The Canada Border Security Agency website provides information on this declaration form at: <http://cbsa-asfc.gc.ca/noncan-eng.html>

On arrival at the airport, follow the signs for Arrivals to the Customs and Immigration area. The officer at the booth will want to see your passport and Study Permit Approval letter. The officer may ask you

questions about the purpose of your visit to Canada and also what you are bringing into Canada. The following website provides information on arriving in Canada:

<http://www.cic.gc.ca/english/visit/arriving.asp>

Lester B. Pearson Airport in Toronto, Ontario, is the closest Canadian airport to St. Catharines. It is 120 kilometers away and takes approximately one and a half hours to travel. Transportation from the airport to St. Catharines may include either a shuttle or a taxi.

Getting to Campus

To get to St. Catharines you have several options. We recommend using Niagara Airbus. It is a bus service **you should book well in advance (sometime in August at least)** that can take you from the airport to a location in the Niagara area, or even, directly to Brock University if you will be living on campus. However, there are other choices that are cheaper but require more time and coordination:

1. [Niagara Airbus](#) (private charter) offers group transit directly from the airport to your St. Catharines address – use the code **463** for a discount! This service is available from Buffalo International Airport and Hamilton Airport!
2. [Megabus/Coach Canada/Greyhound Bus Service](#) runs from the Downtown Toronto Bus Terminal to the St. Catharines downtown bus terminal. This is the most cost effective way to get to St. Catharines. Please note that multiple transfers are required.
3. [Go Transit](#) – train and bus service connecting to the Fairview Mall in St. Catharines. An additional bus trip/taxi ride will be required to get to campus.

Remember: The first Monday in September is Labour Day, a national holiday. Many offices and shops will be closed on that day and bus service will be on a limited schedule, so it is best to arrive before Labour Day.

On Campus Accommodation

If you are planning to live in on-campus accommodation, you must apply online before June 3rd, 2019. Application information can be found here: <http://brocku.ca/residence/apply-online>. It is a straightforward process. Be sure to properly state that your application is for the Fall 2019 and Winter 2020 terms. If you plan to apply for residence, you can apply as early as now! It may be best to just submit your application now to secure your spot.

There are seven different types of residence buildings you can choose from. There are descriptions of these buildings available here: <https://brocku.ca/residence/buildings-and-amenities/residences/>. Most exchange students tend to choose Quarry View because it is the most independent living style. Both of these residences have cooking facilities available and there is no requirement to purchase a pre-paid meal plan.

Here is a list of frequently asked questions about residence: <http://brocku.ca/residence/apply/faqs>.

The prices depend on which building you choose. Here is a list of the fees: <http://brocku.ca/residence/apply/residence-fees>. The fees listed on the website are for a full eight months. You will need to pay a \$600 deposit on your room and the university needs to have received it by the application deadline (June 3, 2019), so you will need to make sure you pay it before then and allow time for the payment to be processed. For information on making a payment to Brock, visit: <http://www.brocku.ca/finance/students/undergraduate/making-payments>. For more information on residence application information, visit: <https://brocku.ca/residence/apply/apply-online/>.

****If you have any specific questions regarding residence, please e-mail the residence department directly at: res@brocku.ca.**

Off Campus Accommodation

If you are planning to live off-campus, it is your responsibility to find accommodation. The Off-Campus Living Office, <https://brockocl.ca/> can assist students in finding a suitable place to stay. It is often less expensive than on-campus residence. Estimated rent costs: \$500-800CDN/month. We recommend never signing a lease or entering into a contract before you have physically seen the place. **Please note that on-campus residence is usually a more convenient option, but in most cases, living off campus is cheaper (depending on what you find off campus).** Here are some sites that you may find useful if you are looking for off-campus accommodation:

1. Brock's Off-Campus Living website: <https://brockocl.ca/> or e-mail ocl@brocku.ca
2. Brock Housing Facebook group: <https://www.facebook.com/groups/1804703933087163/>
3. Kijiji is a free online classified ad website: <http://stcatharines.kijiji.ca/>

Services

Universal Bus Pass (U-Pass) Info

Once you receive your student ID card, you need to get your bus sticker from the BUSU booth at Vendor Fair. This sticker will be put on your student card and will allow you to take the bus with St. Catharines Transit, Niagara Transit, and Welland Transit. Bus maps can be picked up at the Welcome Desk or online at yourbus.com.

Printing and Photocopying

Printing from the Computer Commons (Fishbowl)

1. Printing from the labs is paid for in advance from funds applied to your Print Account. You can deposit funds to your print account by purchasing print vouchers at the Campus Store and the Library, or by using the cash deposit stations in the Computer Commons and the Library. If you do not have sufficient funds in your account your print job will not be sent to the printers.
2. When you go to print your document, make sure that you are sending it to the correct printer. (i.e., it should say “upper level” in the name of the printer if you are on the upper level.)
3. Then go to the release station and log in there. Select the document(s) you want to print, and then click “Release” and “End Session.”

Photocopying

- You can photocopy in the library for 10¢ /page by purchasing a Library print/photocopy card from the card machine.

Health Services

The University Health Insurance Plan (UHIP) is **mandatory** for all international students studying at an Ontario university. It is a requirement of your registration. UHIP fees will be charged to your Brock student account and you will fill out the necessary paperwork at the orientation session. You can find more information about coverage and rates on the UHIP web site: www.uhip.ca. Email uhip@brocku.ca if you have questions related to UHIP.

Student Health Services is located in Harrison Hall across from Walker Complex. You can book an appointment by calling 905-688-5550, ext. 3243.



Student Development Centre

The Student Development Centre is located on the fourth floor of the Schmon Tower and focuses on enhancing student development through workshops, services, and partnerships.

A-Z Learning Services offers free academic support to help you succeed in your studies. Drop-in help is available with essay writing, math/science skills, exam preparation and more. You can find A-Z in the Learning Commons area - main floor of the Library. Go to <https://brocku.ca/learning-services/services/> for the drop-in hours. Workshops are offered in topics such as “What is your Learning Style”, “Quoting and Paraphrasing”, and “ASA Style Annotations”. Check out <https://brocku.ca/learning-services/services/#workshops> for a full listing of workshops.

Personal Counseling Services are available for students who are experiencing personal/social difficulties while studying at Brock. To make an appointment call 905-688-5550 ext. 4750 during regular office hours (8:30 - 12:00, 1:00- 4:30) or you can go to the Student Success Centre (ST400) during office hours and make the call from there. You should be offered an appointment within the next 3 working days. Every effort is made to see a student in crisis immediately. In such cases calling ext. 3200 will get you the quickest response.

Services for Students with Disabilities: Any student with a documented disability can request support through the Student Development Centre. Visit <https://brocku.ca/sas/> for more information.

Extracurricular Information

Student Clubs

There are many ways to get involved on campus, and you have the opportunity to join any of the Goodman School of Business Student Clubs. You will learn more about that area of business, meet new people, and have fun while extending your Brock experience beyond the classroom. Full list of Business clubs:

<https://brocku.ca/goodman/student-resources/#student-resources-goodman-student-clubs>

Athletics and Recreation

The Department of Recreation Services operates the facilities in the Walker Complex, including three gymnasias, the recreational 200m track, squash courts, the Zone fitness Centre, the Eleanor Misener Aquatic Centre (50m pool) and the Leo LeBlanc Rowing Centre. Outside, there are four tennis courts and seven playing fields. Recreation Services offers programs in aquatics, intramurals, fitness, dance and much more. Visit The Zone front desk for more information.

Financial Information

Estimated Expenses

The following is an estimate (in Canadian dollars) of expenses for one semester. Numbers will vary depending on lifestyle.

Variable Fees		Mandatory Fees	
Accommodation	\$2000-4500	Public Transport (Bus pass)	\$247
Food and Personal Items	\$1200-1800	Health Insurance (UHIP)	\$208
Textbooks	\$400-500		

You will need to pay your UHIP and bus pass fees for the 2019-2020 year. These fees should be listed in your financial history on your my.brocku.ca sometime in July. These fees must be paid in August. For more information on fee payments and deadlines, visit: brocku.ca/finance/students.

Payment of Fees

As mentioned in your letter of acceptance, while you do not pay tuition fees to Brock, you will be assessed ancillary fees as well as health insurance fees upon arrival at Brock. Please pay all of your fees by the deadline that was provided to you. It is recommended that you arrange payment from your home bank using Western Union Bank to Bank Transfer before you leave for Canada because Brock does not accept payment by credit card. If you open a Canadian bank account, you can pay by direct deposit. It is also your responsibility to ensure you pay the bus pass and UHIP charges on a per semester basis that you are studying here at Brock. For more information, please contact the Finance Office: <https://brocku.ca/safa>

Employment for exchange students

Exchange students are permitted to work **on-campus**, provided they are in full-time studies and they have a valid **Study Permit**. International students who are studying for a degree in Canada (not exchange students) are permitted to work part-time off-campus if they have obtained an off-campus work permit. It is illegal for exchange students to work **off-campus**, for which they could be deported. Job postings can be found on CareerZone at <http://careerzone.brocku.ca>. As an exchange student studying at the Goodman School of Business, you will have access to the services that the Goodman Career Office provides. More information: <https://brocku.ca/ccee/career-education/goodman-career/>

Buying and Selling Textbooks

- Booklists are available the week before the beginning of classes. You can find it at: <https://brock.bookware3000.ca/>. Click on “textbook search” on the right hand side. On that page, you can find out what textbooks you need, if those textbooks are in stock - both used and new, and how much they cost.
- The Campus Store (located on the first floor of the Plaza building) sells new AND used textbooks.
- A cheaper alternative is to buy e-books. However, you should consider the nature of the course before buying an e-book; i.e., you should not buy an e-book for a course if you are supposed to bring your text to class to work through textbook problems.
- You can usually save money on used textbooks by visiting some of the places in the list below. However, be very careful when buying used books! Make sure to double check the edition number to make sure you don’t get stuck with a previous edition that has different questions and content in it. Also be aware that the American and Canadian editions will be different, even if they are the same edition number.
 - a. Visit the “Brock Books for Students” group on Facebook. This is a great place to check first, since you will not have to pay any shipping! Just connect with a seller and arrange a meeting on campus.
 - b. Visit www.amazon.ca. Amazon has many good deals on used textbooks, and shipping is quite reasonable if you are buying in Canada.
 - c. Students also post their books for sale on bulletin boards around campus—so keep an eye out for them throughout the year.



Advice & Success Tips

- **You are expected** to attend all classes and complete all the readings in order to be successful. Participation and asking questions is a necessity. Many Profs assign marks for in-class participation.
- Always review your course outlines carefully. They contain important information about grading, attendance, and assignment due dates.
- If you have any problems or concerns with your courses, please come visit the exchange office (GSB 353) right away.
- On-going assessment means you must keep up so you don't have to catch up when it will be too late! Here at Brock, you will generally have assignments to complete during the term, a mid-term exam and a final exam. Check your course outline to find out how you will be assessed for each course. All professors must give you some feedback on how well you are doing in their class before the end of the first six weeks so that will give you time to seek help if you are not doing well.
- Drop-Add period: If you feel you need to drop a class for any reason and would like to replace it with another, it must be done **within the first 2 weeks of classes**. You can drop a course on your own through the registration system; however, to get permission to add new courses you must go visit the exchange office (GSB 353). I would strongly recommend that you NOT drop a course before finding out if there is room in the class that you want to replace it with! You should also check with your home academic advisor to make sure that any changes you make are acceptable at your school.

Important Contact Information

Manager, International Exchanges and Partnerships: **Meredith Heaney**

GSB 354

Phone: 1 905 688 5550 x3897

Office hours: 8:30-12:00 & 13:00-16:30 (Monday - Friday)

International Exchange Assistant: **Heidi Madden**

GSB 353

Phone: 1 905 688 5550 x6272

Email: business.exchange@brocku.ca

Office hours: 8:30-12:00 & 13:00-16:30 (Monday - Friday)

Graduate (MBA) Academic Advisor: **Brendan Barrett**

GSB 344

Please log into the **Business Student Portal** at

<http://portal.bus.brocku.ca> to correspond with Brendan.

Before you log in, make sure the "graduate portal" button is selected above the login button. Once you are logged in,

click the button that says "Contact Grad Programs Office". The system will automatically generate an email to your Brock account when you have received a response so that you know when to log back into the Portal to access it.



International Services and Programs Abroad (International Centre, Room 210)

Contact information: <http://www.brocku.ca/international-services/contacts>

Important Emails and Phone Numbers

Brock University Phone Number: 905-688-5550

Campus Security: ext. 4300 (Day), ext. 3200 (Emergency/Night), brocku.ca/campus-security

Personal Counseling Services: ext. 4750 to book an appointment or ext. 3240 for emergency

Residence General Inquiries and Maintenance Requests: res@brocku.ca or ext. 3370

North Service Desk (serving DeCew, Vallee, Earp, Quarry View) northdesk@brocku.ca or ext. 3706

South Service Desk (serving Lowenberger, Village) southdesk@brocku.ca or ext. 4311

Student Health Services: ext. 3243

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FOR
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