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Office of the Vice-President (Students and Enrolment)

503 Tory Building

613-520-2874

vpstudents@carleton.ca

carleton.ca/studentsupport

@MyCarletonU
ALGONQUIN TERRITORY ACKNOWLEDGEMENT

We acknowledge the location of our campus on the traditional, unceded territories of the Algonquin nation. This acknowledgment is important to us, signifying our commitment to reconciliation with Indigenous Peoples.
MESSAGE FROM THE VICE-PRESIDENT (STUDENTS AND ENROLMENT)

EMPOWERING OUR STUDENTS

As we conclude the 2023-2024 academic year, it’s important to take a moment to reflect and acknowledge the outstanding accomplishments achieved within the Students and Enrolment division. Our division works hard to provide comprehensive support for our students from their first point of contact with Carleton through graduation and beyond. As always, we strive to empower our students to achieve their academic, personal and professional potential through our exceptional programs and services.

This year marked the third year of implementation of our Students and Enrolment 2021-2026 Strategic Plan, Helping Ravens Soar, and we have made significant strides towards achieving our goals. Helping to guide the implementation of our strategic plan is our participation in Excellence Canada’s Organizational Excellence Standard. In November, the Students and Enrolment division was awarded gold-level certification after receiving an impressive overall score of 87% across all six categories. Reflecting on what our division does best, we were awarded a score of 96% in the “Customers” category, highlighting our emphasis on customer service and supporting our students, faculty and fellow staff colleagues. As we look to next year, we will be building on our achievements and outcomes from our previous bronze and gold certifications as we apply for platinum-level certification.

This annual report highlights just some of the great work everyone in the Students and Enrolment division does every day. Everyone in our division plays an important part in our overall success and I am so proud of what we have accomplished together. As we reflect upon these accomplishments, let us take pride in our division’s commitment to a high service standard, innovative approaches and dedication to growth.

Sincerely,

Suzanne Blanchard
Vice-President (Students and Enrolment) and University Registrar
OUR VALUES IN ACTION

Our values in the Students and Enrolment (S&E) division are more than just words on a page. They are both seen and felt in the programming and services we offer and how we work together every day. While our values are showcased throughout this entire report, this section highlights a few examples from the past year demonstrating how we have put our values into action during 2023-2024.

Accessibility, Equity and Inclusion

Our division believes in respectful, diverse, accessible and equitable environments for all. The Accessibility Institute continued to lead the implementation of the university’s Coordinated Accessibility Strategy, with action taken to address 39 of the 40 recommendations. The Accessibility Institute, the Canadian Accessibility Network, Conference Services, the Paul Menton Centre for Students with Disabilities and the Disability Justice and Crip Culture Society collaborated to create guiding documents for running accessible events both on and off campus. Furthermore, Housing and Residence Life Services launched the Black Students Hub, where Black students can connect and find support in a culturally safe environment. Unit-specific Equity, Diversity and Inclusion Action Plans were developed by both the Department of Recreation and Athletics and Housing and Residence Life Services.

Employee Wellness

Our employees are the heart of our division and supporting their well-being through positive environments is integral to our work. Our units supported employee wellness in a variety of ways, such as promoting Healthy Workplace initiatives through Healthy Workplace Champions in order to help create a healthy work-life balance. Additionally, staff accomplishments were often highlighted in the S&E staff newsletter. Division staff regularly maintained contact with one another through a variety of initiatives, such as regular check-in meetings with their teams, two divisional all-staff events and monthly small group casual coffee and lunch meetings with the Vice-President (Students and Enrolment).

Collaboration

We believe in collaborating within the division, across Carleton and externally. The Science Technology Centre and the Print Shop collaborated to create traffic-calming barricades for London, Ontario in consultation with the Azrieli School of Architecture and Urbanism and a Carleton alum to generate revenue. The Department of Recreation and Athletics and Sustainability Carleton collaborated to host a Zero-Waste Basketball Game Day as part of the Campus Race to Zero Waste initiative. Furthermore, the Registrar’s Office and Student Systems Support collaborated with Information Technology Services to introduce a name pronunciation function to the graduation application, ahead of June convocation, so students could provide their name pronunciation in advance of the ceremony. The Canadian Accessibility Network (CAN), with its national office at Carleton’s Accessibility Institute, continued to grow and reached 100 CAN Collaborator organizations and more than 180 individual members supporting the work of advancing accessibility across Canada.
Innovation

Our division is committed to innovation and excellence through continuous improvement. The Accessibility Institute is launching the Professional Education for Accessibility Competence, a training program intended for a wide range of professionals to build their accessibility competencies and advance Carleton’s leadership in accessibility education. Strategic Initiatives (Students and Enrolment) updated the Carleton Mobile app to include personalized exam schedules, a new and interactive campus map, a logged-out user options menu, access to Student Experience Questionnaires and surveys and additional improvements to various tabs. Furthermore, Mail Services has introduced new mail lockers to create central mail delivery points on campus. Finally, many of our units also innovated with sustainability in mind, like Strategic Initiatives (Students and Enrolment), whose Sustainability Advocates Program working group is striving to improve sustainability within the division, while the Campus Card Office is working towards a combined U-Pass and Campus Card, aiming to improve convenience and help eliminate extra plastic.

Service Excellence

We prioritize service excellence in all that we do, and our commitment to the service excellence standards was evident in the way our units provided exceptional quality programs and services. For example, we updated our Student Support Resources and mailed copies of the 2023-2024 Student Referral Guide to faculty and staff across Carleton to assist them in supporting our students and led the annual Ask Me campaign. Furthermore, Information Carleton enhanced its customer services by expanding its training and resources in order to more efficiently support student inquiries, while the Bookstore provided exceptional customer service to ensure students got the materials they needed to succeed. The Carleton Therapy Dog program was awarded the 2023 Carleton Service Excellence Team Award and Amanda Seed from the Centre for Student Academic Support won a 2023 Carleton Service Excellence Individual Award in February.
The Student Experience Office’s First Year Connections mentorship program supported over 500 first-year students during the fall term. Over 2,000 meetings were facilitated by 150 peer mentors who supported students in connecting with the Carleton community, adjusting to post-secondary education and developing plans for success.

The International Student Services Office (ISSO) provided robust pre-arrival support to international students preparing for the fall term. In addition to offering multiple virtual Q&A sessions each week on travel, immigration and settlement in Canada, the ISSO also provided I-Start: International Student Orientation. During the summer term, close to 500 students registered in the asynchronous I-Start course, while an additional seven synchronous sessions saw up to 40 students per session.

Working with the Student Mental Health Advisory Committee, the Student Health and Wellness team completed the second year of the Student Mental Health Framework 2022-2026, with actions taken on all 30 recommendations.

Due to the overwhelming demand for increased mental health supports, Health and Counselling Services proposed a $25 per term mental health fee, starting in fall 2024. Both the undergraduate and graduate referenda passed successfully.

From Intention to Action supported 180 students through over 2,200 appointments, with results indicating participants experience improvements in their overall mental health and academic functioning.

The Carleton University Therapy Dog program held its first-ever Therapy Dog Convocation on March 7 to celebrate 17 therapy dogs and handlers, including the new cohort of seven therapy dogs. Each dog received a certificate of completion to acknowledge their significant training and recognize their contributions to Carleton’s mental health and wellness services. The program has conducted over 330 visits, helping over 2,000 students reduce stress and connecting them to mental health and wellness resources. The program is funded by generous donations from the Carleton community.

“The best part of the First Year Connections program is the comfort in knowing that there is someone you can talk to that has gone through the adjustments and challenges that you’re going through!”

— First Year Connections participant

Carleton Therapy Dogs and their handlers from the Students and Enrolment division.
The Office of the Associate Vice-President (Student Health and Wellness) and the MacOdrum Library collaborated to open a Wellness Desk in the library, with support from the Carleton University Alumni Association. This initiative provides a space for students to learn about resources on campus, engage in self-care activities and wellness-related events and be connected to support.

To meet increased demand for mental health support, Health and Counselling Services (HCS) expanded its team to 19 counsellors, including a second counsellor for racialized students (permanent), an eating disorder counsellor (term) and another counsellor for racialized students (term) in residence. In addition, HCS expanded its team to six general practitioner psychotherapist physicians to increase its capacity to support students.

The Office of the Associate Vice-President (Student Health and Wellness) hosted their first-ever showcase in February. This event provided information to Carleton students on the many mental health and wellness services offered by the portfolio. The Paul Menton Centre for Students with Disabilities, From Intention to Action, Health and Counselling Services and Attendant Services all attended.

For National Addictions Awareness Week, Wellness Services’ Health Promotion team, in collaboration with the CU Umbrella Project, hosted Carleton and community partners at the Substance Use Health Resource Fair on November 22. The fair shared information about substance use health, harm reduction and gambling awareness.

The Registrar’s Office introduced the Academic Consideration Policy at the start of the winter term. The policy provides a framework and support for faculty to consider academic accommodations while maintaining course outcomes. Students may receive academic consideration at the discretion of the instructor for medical and extenuating circumstances impacting their ability to complete in-term coursework for five days or less.

The Awards and Financial Aid Office approved 264 students for the Work Study Program. The office also produced a series of YouTube videos for Financial Literacy Month to engage Carleton students on the topic of financial literacy, capturing over 4,000 views and a watch time of over 25 hours throughout the month.

The Centre for Student Academic Support had more than 16,500 interactions with students through Learning Support, Writing Services and Peer Assisted Study Sessions (PASS). Support was provided through asynchronous and synchronous workshops and one-on-one support sessions, while PASS supported 44 courses (130 sections) across five faculties.

“The best part about PASS is that it is a tool to better your learning. The activities that we did helped enrich my understanding of the concepts we had covered in lectures and gave me ways to remember key points that I was having trouble with. Also, it’s an amazing way to make connections with other students because I made great friends through PASS that I never would have spoken to had I not attended the sessions.”

— Peer Assisted Study Sessions participant

A new, original and site-specific artwork was created by regionally-based professional artist Jimmy Baptiste to celebrate the naming of Teraanga Commons.
The Office of Student Affairs’ harm reduction outreach efforts reached over 1,300 students this year, with notable events including the Panda Party Safe Fair, National Addictions Awareness Week and St. Patrick’s Party Safe Fair. In partnership with NaloxoneCare, the office also offered 11 naloxone training sessions with over 600 registrants and supported the distribution of over 400 kits to Carleton community members. Furthermore, there are now 19 emergency naloxone boxes across campus.

The Student Experience Office’s 2024 Student Leadership Conference welcomed the Right Honourable Adrienne Clarkson, 26th Governor General of Canada, on January 20. Madame Clarkson delivered a keynote presentation on leadership, belonging and inclusion. The event, which had over 250 registrants, also featured 24 educational sessions hosted by Carleton alumni, students, staff and faculty connected to the themes of “reflect and re-energize,” “service through skill,” “authentic leadership” and “opportunity exploration.”

The Student Experience Office partnered with 2SLGBTQIA+ students, staff and faculty to host the third Pride Festival at Carleton. Events throughout the week facilitated education on gender identity, sexual orientation and 2SLGBTQIA+ issues. Festivities included a ceremony celebrating the revitalized Pride crosswalk, a panel discussion on intersecting identities and a drag show.

The Umoja Black Community Engagement Program celebrated Black History Month in February with events focused on creating culturally safe spaces for Black women and Black gender-diverse folks to talk about hair health, mental health, sexual health, body care and HIV. They also partnered with Carleton University Students’ Association’s Racialized and International Student Experience service centre to host Black poetry and trivia nights.

In honour of the National Day for Truth and Reconciliation, art from Anishinaabe Bodewadmi/Nehiyaw artist Kevin George was commissioned by Housing and Residence Life Services.
• Our co-operative education program continues to be the fastest growing in Canada and is the third largest co-op program in Ontario, with 3,770 work terms completed in 2023-2024. Employers continue to be impressed by students’ preparedness and the high level of professional service staff at Carleton provide.

• Career Services supported students in over 280 ACT to Employ placements while maintaining a 100% participant satisfaction rating. Students were placed in roles on campus, in private industry, as well as across the federal public service, as ACT to Employ is in the Treasury Board’s database of approved co-op programs.

• Career Services hosted three Career Fairs, two in-person and one virtual, with a total of 160 recruiting organization booths and over 5,000 students attending.

• In honour of National Day for Truth and Reconciliation, Housing and Residence Life Services commissioned an art piece from Anishinaabe Bodewadmi/Nehiyaw artist Kevin George. The piece highlights different aspects of Indigenous culture while honouring historic and ongoing loss.

• The Ravens women’s basketball team won the U SPORTS National Championship, with a thrilling 70-67 victory over the Saskatchewan Huskies in Edmonton, earning their second consecutive U SPORTS title and third championship win in six seasons.

• The Ravens women’s Nordic skiing team captured the program’s second championship title at the 2024 Nordiq Canada CCUNC Championships. The team has won seven of the last eight Ontario University Athletics (OUA) conference championships.

• The Ravens men’s soccer team won the 2023 OUA Championship following a 3-1 win over the York Lions. The victory marked their fourth OUA Championship and first since 2019.

• Ravens men’s basketball player, first-year Xavier Spencer, was named the 2024 winner of the Dr. Peter Mullins Trophy as U SPORTS rookie of the year. Spencer was also named to the U SPORTS All-Rookie Team. Ravens women’s basketball player, Kali Pocrnic, was named a Second Team All-Canadian for the second consecutive season, as well as U SPORTS tournament MVP. Women’s basketball head coach Dani Sinclair was named OUA Coach of the Year.
As of November 1, Carleton was down 3.6% in full-time new undergraduate first-year students for the fall 2023 term. However, the two-year retention rate remains amongst historic highs at 83%. The university is also seeing how past improvements in student success supports and initiatives have translated to stronger than-ever upper-year retention rates and graduation rates. Domestic enrolment numbers are trending positively for fall 2024.

The Undergraduate Recruitment Office (UGR) participated in the Ontario Universities’ Fair, a two-day in-person event. 3,825 names of prospective students were collected at the Carleton booth, and follow-up emails thanked them for visiting the booth and invited them to the on-campus Fall Open House.

During the fall term, UGR participated in the online Guidance Forum with universities from across Ontario. Over 1,000 guidance counsellors were in attendance and had an opportunity to visit Carleton’s virtual booth. The Ottawa Guidance Breakfast was held on October 27, with 130 guidance counsellors from Ottawa and surrounding area in attendance. After a successful pilot of the Greater Toronto Area Guidance Breakfasts last year, UGR hosted three breakfasts in November with 65 guidance counsellors.

The Recruitment Coordinator, Indigenous Initiatives participated in five weeks of the Aboriginal Post-Secondary Information Program (APSIP) tour, with 1,756 students participating. They also participated in numerous community events, including the Spirit of the Drum Pow-Wow, the Odawa Treaty and...
Summer Solstice Festival, and participated at an APSIP booth at the Ontario Universities’ Fair, with close to 80 Indigenous students visiting.

- The International Admissions and Recruitment team undertook 285 school visits and events in person in 31 countries and globally online to reach prospective international students, resulting in 4,854 leads. The team continued to engage with prospects through webinars, daily live chats, one-on-one appointments, peer-to-peer messaging with current student ambassadors, email and social media campaigns, open houses, the international video playlist and an international school counsellor newsletter.

- The International Admissions and Recruitment team hosted its eighth inbound Summer Counsellor Tour in July, welcoming 14 guidance counsellors from international schools across nine countries on campus for a two-day program.

- UGR worked closely with faculties and academic departments to offer program spotlight events, including the Sprott School of Business Spotlight Event, Food Science School Outreach and Interactive Multimedia and Design Portfolio Review. UGR also supported a targeted online event for students who received an alternative offer to the History and Theory of Architecture Program, as well as events run by the Faculty of Engineering and Design (FED), including their open houses and online FED Information Night.

- UGR supported an event at the at the Carleton Dominion-Chalmers Centre organized by the Faculty of Arts and Social Sciences (FASS) for prospective and current students. More than 70 prospective students participated in panels, booths and interactive activities to discover all that FASS has to offer.

- UGR hosted its first Grade 10 Family Night on February 22. Held during the grade 10 course-selection period, this new event shared insight on prerequisites and how decisions made in high school will help set students up for success when applying to university. Families in attendance also had the opportunity to hear from award-winning Carleton Cognitive Science professor, Dr. Jim Davies, and experience the excitement of a university lecture.

- In response to new directives implemented by Immigration, Refugees and Citizenship Canada in January, Admissions Services worked with various partners to provide incoming international students with provincial letters of attestation through Carleton360.

- In February, Student Systems Support released a new XML-based Ontario University Application Centre transcript in collaboration with Admissions Services and Information Technology Services that increases administrative efficiency.

“I had the most incredible tour of Carleton thanks to [my Campus Tour Guide]! ... As a new student, I [couldn’t] have imagined a better introduction to this new chapter of my life!”

— Campus Tour participant
The Department of Recreation and Athletics had a record 7,009 summer campers, as well as a record 560 individuals who attended lifesaving camp in July and August including the certification of 225 Bronze Cross and National Lifeguard candidates, which helped address the lifeguard shortage in Ottawa. Additionally, the adaptive multisport camp marked its second year and doubled in size to accommodate new participants, while holiday camps continued to be well attended.

In partnership with Nishnawbe Aski Nation (NAN), Carleton hosted the second NAN Youth Leadership Program from July 8 to 14. 22 young people from NAN territory in northwestern Ontario gathered on campus and stayed in residence to participate in a weeklong series of Indigenous-focused learning sessions and various social excursions around Ottawa.

In May, the Canadian Accessibility Network (CAN) celebrated National AccessAbility Week by co-hosting AccessAbility Day with the City of Ottawa and the Institute of Public Administration of Canada – National Capital Region. The virtual event featured a Canada-wide discussion on accessibility legislation and policy with leaders from federal, provincial and municipal governments, including Stephanie Cadieux, Canada’s Chief Accessibility Officer.

“[The] culture [within the Women’s Basketball team] is built by the tireless work and synergy between exceptional coaches, athletes, athletics department leadership, and university executive leadership. Your program and university are champions on and, more importantly, off the court.”

— Women’s Basketball fan
• CAN fostered partnerships with accessibility-minded organizations and individuals through the CAN Connect Forum event series. The series featured speakers with living/lived experience with disabilities from Statistics Canada, the Canadian National Institute for the Blind, the Rick Hansen Foundation and the Canadian Society for Civil Engineering.

• The Accessibility Institute has launched a new Accessibility Standards Canada funded project, “Enabling Independence: Assessing activities of daily living to inform safety standards for built environments.” This multi-year project will generate $450,000 in research revenue and plans to explore innovative ways to integrate smart home technologies to improve safety and facilitate higher degrees of independent living for persons with disabilities, especially those aging in place.

• The Health Promotion Team, CU Umbrella Project, Health and Counselling Services and the Mental Health Strategy team attended the Working on Wellness Festival on September 15, to talk about mental health, substance use health and how to connect students with community partners and the City of Ottawa. The team interacted with over 300 people throughout the day and built positive relationships with the wellness community.

• The Student Experience Office partnered with local organizations to offer 19 half days of service through the Campus to Community program. During these days of service, students supported organizations with the execution of community-identified projects and learned how the organization supports the community. Students also engaged in educational and reflection activities to connect their experience to their academics.

• In October, Scheduling and Examination Services launched an External Exam Proctoring Services program. This new program will host test-takers from other post-secondary institutions as well as individuals in the Carleton community for various assessments, with a specialization in accommodated examinations and certifications.

• The Umoja Black Community Engagement Program partnered with the Black Student Association at the University of Ottawa to host a vendor market showcasing Black-owned businesses in Ottawa.

• Student Systems Support innovated with Information Technology Services (ITS), the Academic Advising Centre (AAC) and Office of the AVP (Enrolment Management) to introduce the Student Information Desk application as part of Carleton360, which will allow the AAC to create and maintain advising notes for students. Furthermore, the office worked with ITS on a new automated process to facilitate the Academic Continuation Evaluation process each term.
The Students and Enrolment (S&E) division achieved the gold level certification from Excellence Canada’s Organizational Excellence Standard, presented at the Canada Awards for Excellence Ceremony on November 17. This recognition confirms the division’s commitment to a high service standard and innovative approaches.

A promotional video to highlight some of our exceptional programs and services which support students in achieving their personal, academic and professional potential was created and shared with the Carleton community.

The S&E division created opportunities to recognize staff and showcase their work through initiatives like our divisional Town Halls and All-Staff Events. Over 481 participants attended these events over the fall and winter breaks, where colleagues presented their work directly to their peers.

The S&E division consulted on the development of a new Students and Enrolment Information Technology (IT) Plan to leverage digital technology to enhance programs and services to support students.

The division also consulted to develop a Knowledge Management Plan, designed with an emphasis on knowledge creation over the collection of data and seeks to facilitate interactions between S&E staff to improve their own knowledge and institutional knowledge of the division and university.

The S&E staff newsletter was emailed monthly and highlighted general updates, news, staff success stories, innovation spotlights and team accomplishments.

Following an organizational review, and in consideration of synergies within the division, Career Services and Co-operative Education joined the Student Affairs and Student Life portfolio in May.

“Each course refreshed something I know, taught me something that has changed or taught me something new. Working towards this certificate has already helped me assist students.”

— Student Support Certificate participant
The Paul Menton Centre for Students with Disabilities experienced another year of increased enrolment with 4,600 students registered. This represents a 30% increase since returning to in-person learning post-pandemic. End-of-year evaluations submitted by faculty and students indicated an 86.4% and 90.81% level of satisfaction respectively.

The Student Support Certificate, led by Strategic Initiatives (Students and Enrolment), completed its sixth successful year with 672 total workshop participations.

Scheduling and Examination Services hosted the fifth annual CU Administrator’s Conference from December 11 to 14, with record attendance of over 145 registrants. The theme was data collection and analysis, and the conference covered a variety of topics geared towards helping departmental administrators support students.

At the 2023 Planner’s Choice Awards, Conference Services was awarded a runner-up recognition in the Youth Retreats and Camps category, recognizing their exceptional work in providing accommodations and meeting space to school groups, summer camps and sports teams. The team also secured a five-year contract to host the Ceremonial Guard, who have stayed at Carleton for 26 years.

Work continues on the new residence building, which will be called Rideau House, slated to intake its first residents in fall 2025. Rideau House demonstrates Carleton’s commitment to increased accessibility, with 60 rooms that will meet accessibility requirements and eight barrier-free spaces exceeding requirements.

Dining Services is in the process of expanding the caf, with an expected completion in fall 2024. New service stations will include a station for food allergies, a café, the Training Table to promote healthy lifestyle choices and the Mix to incorporate educational opportunities for students.

Dining Services opened Chatime, a bubble tea location, due to popular request in student surveys, as well as Quick Eats, a 24/7 AI-powered autonomous store.

Yolana Junco is the successful candidate for the position of Carleton’s Associate Vice-President (Recreation and Athletics), effective July 1, 2024. Junco succeeds Jennifer Brenning, who held the position for the past seven years and worked for the Department of Recreation and Athletics for 19 years.

Jamie Carmichael, the Associate Registrar of Scheduling and Examination Services, co-edited/authored a book, Fake Degrees and Fraudulent Credentials in Higher Education, in collaboration with educators at the University of Calgary. The book addresses credential fraud in higher education, including fake degrees, admissions fraud and cheating on standardized tests.

Our new promotional video tells our story through six short vignettes highlighting a small amount of the incredible work happening across our division every day.
BY THE NUMBERS

17 Carleton Therapy Dogs

152,387 individual examinees in 1,883 courses hosted by Scheduling and Examinations Services

$27.7M in scholarships and bursaries awarded to undergraduate students

26,000+ downloads for the Carleton Mobile app

$1.1M in grant funding received by the Accessibility Institute

#3 largest Co-op program in Ontario
OUR UNITS

- Academic Advising Centre
- Accessibility Institute
- Admissions Services
- Attendant Services
- Awards and Financial Aid Office
- The Bookstore
- Campus Card Office
- Career Services
- Centre for Student Academic Support
- Conference Services
- Co-operative Education
- Dining Services
- From Intention to Action
- Health and Counselling Services
- Housing and Residence Life Services
- Information Carleton
- International Admissions and Recruitment
- International Student Services Office
- Mail Services
- Office of Student Affairs
- Paul Menton Centre for Students with Disabilities
- The Print Shop
- Recreation and Athletics
- Registrar’s Office
- Scheduling and Examination Services
- Science Technology Centre
- Strategic Initiatives (Students and Enrolment)
- Student Experience Office
- Student Systems Support
- Undergraduate Recruitment Office
- Wellness Services