

## Division of Student Affairs

The Student Affairs Division is comprised of the following offices: Aboriginal Student Services, Assessment and Testing Services, Athletics and Recreation, Co-operative Education and Career Services, Counselling Services, Educational Advising, Enrolment and Recruitment Technologies, New Student Programs, Office of the Registrar (including Admissions, Transfer Credit, Student Enrolment Services, Graduation, Records, Registration, & Student Information Systems), Services for Students with Disabilities, Student and Financial Awards Services, and Student Life and Development.

### ABORIGINAL STUDENT SERVICES

Kwantlen Polytechnic University has a stated commitment to developing meaningful partnerships, pedagogical approaches, program offerings and student services to better meet the distinctive needs of all Aboriginal peoples.

### ASSESSMENT AND TESTING SERVICES

The department of Assessment and Testing Services offers educational assessments to ensure admission and/or placement into KPU programs and courses that match students' abilities and needs. The department also provides invigilation of exams for other institutions or outside agencies.

### ATHLETICS AND RECREATION

The mission of the Department of Athletics and Recreation is to provide memorable campus experiences for students and the University community through offering athletic and recreation programs, services and events that encourage achievement by fostering a culture of belonging, pride and personal growth

### CO-OPERATIVE EDUCATION AND CAREER SERVICES

Co-operative Education formally integrates academic studies with full-time, paid work experiences in related positions with host employer organizations. The name reflects the co-operative relationship between the employer, student, and Kwantlen Polytechnic University. Career Services proudly supports KPU students and graduates in transitioning from the 'learning experience' to the 'working experience'.

### COUNSELLING SERVICES

Counsellors at Kwantlen Polytechnic University are professionals and faculty members, providing confidential services to students. Our goal is to help you achieve success at KPU and acquire critical skills which can enable you to achieve your career plans.

### EDUCATIONAL ADVISING

Educational Advisors are available to provide and explain educational and occupational information to students engaged in weighing career alternatives. Advisors are also available to guide students in selecting and planning effective programs of study through individual consultation and collaboration.

## OFFICE OF ENROLMENT PLANNING AND TECHNOLOGIES

The Office of Enrolment Planning & Technologies provides the Student Affairs division with project management and computer technology solutions to achieve the division's overall recruitment and enrolment goals.

### OFFICE OF NEW STUDENT PROGRAMS

The Office of New Student Programs is responsible for the recruitment of students and creates a coordinated transitional experience for domestic and international students and parents and counselors with Kwantlen Polytechnic University. NSP staff helps prospective students engage with the KPU community to insure they are confident and successful in the choice they have made for their post-secondary education. They also travel to schools throughout British Columbia and worldwide to inform students about the many academic program opportunities that KPU offers.

### OFFICE OF THE REGISTRAR

Led by Dr. Robert Hensley, the Office of the Registrar is comprised of the following three major areas: Admission, Graduation and Enrolment Services; Records, Registration & Systems; and Student Financial Services. We provide services for students from the time they start to consider KPU all the way through to Convocation and beyond, including student applications and admissions, student awards and financial assistance, course timetables and course registration, records, graduation, convocation services, and much more. We're student-service professionals who work to answer students' questions and solve their problems.

### Admissions, Graduation and Enrolment Services

Led by Zena Mitchell, the Admissions, Graduation and Enrolment Services is the operations side of the Student Affairs division and is comprised of the following four areas:

#### ADMISSIONS

The Admissions department is one of the many components of an integrated, institution-wide SEM effort. The department oversees the in-flow of prospective students (both domestic and international) and facilitates all aspects of admission for new, transferring and continuing students to the university and its programs. Admissions is located at the Surrey Campus and provides support to all applicants throughout the application process. [kwantlen.ca/admission](http://kwantlen.ca/admission)

#### TRANSFER CREDIT

In our commitment to student access, KPU understands that recognizing student mobility is not only an important way to provide access to a diverse population of prospective students, but is also a critical component of student retention. Many KPU students wish to receive recognition for knowledge acquired at other institutions and through the Transfer Credit department may request to have credits transferred to KPU in order to satisfy admission or graduation requirements. [kwantlen.ca/transfercredit](http://kwantlen.ca/transfercredit)

#### STUDENT ENROLMENT SERVICES

Student Enrolment Services (SES) provides day-to-day student-centred services related to the areas of student enrolment

services. Counter service, including cashiering functions, is available on all four campuses. SES staff is trained to provide one-on-one assistance in-person, in addition to telephone and email support. SES works closely with other departments within Student Affairs in the implementation and delivery of new services, policies and procedures. Student Enrolment Services is committed to providing outstanding customer service to new and current students, staff, faculty and the community at large. [kwantlen.ca/ses](http://kwantlen.ca/ses)

## **GRADUATION**

The Graduation office conducts student degree audits for graduation, issues all academic credentials, and is responsible for hosting KPU's Spring and Fall Convocation ceremonies each year. [kwantlen.ca/graduation](http://kwantlen.ca/graduation)

## **Records, Registration and Systems**

Led by Warren Stokes, the three key functions of the Records, Registration and Systems include:

### **STUDENT RECORDS**

Maintains the official, permanent academic record for every KPU student; manages student grade reporting, assesses for academic standing, determines Dean's Honour Roll eligibility, maintains and issues student transcripts, and processes academic appeals. [kwantlen.ca/records](http://kwantlen.ca/records)

### **ENROLMENT ADMINISTRATION**

Publishes the Registration Guide and maintains the course catalogue, timetable administration, academic room assignment, calendar, final examination schedule, course schedule, and registration systems. [kwantlen.ca/registration](http://kwantlen.ca/registration)

### **OPERATIONAL REPORTING**

Meets the operational reporting needs of the Student Affairs division. Broadcast messaging using email, postal-mail, and telephone to contact selected members of the student body is also part of the reporting function.

### **COORDINATION OF SYSTEMS AND BUSINESS PRACTICES**

Administration of the Provincial Education Number (PEN), administration of high school TRAX data, and quality assurance of student data. This area also provides consulting services regarding business systems to the Student Affairs division.

## **Student Awards & Financial Assistance**

Led by John Boylan, Student Financial Services oversees the Student Awards and Financial Assistance Office (SAFA), providing information to students, and their families on various options of financial assistance including scholarships, bursaries, awards, grants, student loans, government-funded programs, student lines-of-credit and part-time funding, as well as budgeting tips and techniques. In addition, on-campus orientation workshops are provided to University departments and off-campus high school visits are arranged to prospective students within the University's catchment areas. The SAFA Office also works closely with the Faculties of the institution in providing guidance on policy for student aid eligibility when designing new program proposals, and is responsible for the administration on default management of both Canadian and US student loans for the University. [kwantlen.ca/awards](http://kwantlen.ca/awards)

## **SERVICES FOR STUDENTS WITH DISABILITIES**

Kwantlen Polytechnic University promotes a barrier-free environment that facilitates equal opportunities for persons with disabilities. KPU works to provide physical, academic, and social access for students with disabilities by increasing the capacity to eliminate physical, course and program, policy, information, technological, and attitudinal barriers. Services for Students with Disabilities' goal is for full and equal opportunity for students with disabilities to achieve their potential for success as self-directed independent learners.

## **STUDENT LIFE AND DEVELOPMENT**

Services for Students with Disabilities' goal is for full and equal opportunity for students with disabilities to achieve success as self-directed independent learners. We accomplish this through a range of accommodations and services provided for physical and learning access to all courses and programs, information, technology, and funding.

For inquiries to the Division of Student Affairs, or to learn more about us, contact us or visit our website: [kwantlen.ca/sem](http://kwantlen.ca/sem)