

As you tour the building, you will see signs that provide additional information about each university department identified in this brochure. We suggest that you follow the sequence presented here when you take your tour. To help keep you oriented, each number below corresponds to a number on the map. An elevator is located in the hallway to the east of the reception area. Washrooms are opposite the elevator on both floors.

→ First Floor

1. Main Entrance

As you approach the entrance to the building, you will see a sculpture, *Bouquet*, to the east of the sidewalk. It was created in 1984 by Douglas Bentham of Dundurn, Saskatchewan, in response to a nationwide competition. Only two of the four winning pieces commissioned at the time remain, the others having been removed to allow for campus expansion.

2. AU Mace

The mace is used to lead the Convocation procession. It is taken out of its showcase only during Convocation.

3. Office of the Registrar

The Office of the Registrar is responsible for processing applications, issuing student ID cards, providing financial assistance information, assessing transfer credits, processing course registrations, extensions and withdrawals, administering examinations, maintaining academic records, distributing transcripts, providing information about student awards, confirming that degree requirements have been met and responding to over 7,000 student queries per month.

4. Model of the University

As you look at the model, notice how the building blends into the landscape. This feature reflects the belief that the university's identity is to be found in its students and employees, not in its buildings.

5. Human Resources

People are the university's most important assets and Human Resources plays a critical role in finding and managing AU employees.

6. Office of the President

The president is AU's chief executive officer, responsible for the administration of all university operations. The Office of the University Secretariat is also located in this area.

7. Office of the Vice-president (Finance and Administration)

The Office of the VPFA manages a varied portfolio that includes finance, procurement, course materials production, human resources, physical plant functions, risk management, archives and legal services.

8. Administration Services

Administration Services consists of the Budget and Planning Unit, which develops, implements, and oversees the university budget and planning processes, the Administration Information System Unit, which maintains and develops the financial and human resources applications used by university staff, and the Payroll Services Unit, which co-ordinates and processes the university payroll.

9. Financial Services

Staff members in this department are kept busy handling the university's fiscal affairs. (Financial services has been temporarily relocated to the POC.)

10. Portable Office Complex (POC)

This temporary structure provides additional office space while several areas within the main AU building are undergoing renovation.

11. Art

AU has an extensive art collection. Feel free to stroll along the hallways and admire the pieces on display. As you approach the east fire exit, you will see seven large colorful pieces. Called *Summer Kites*, this work is the second of the two remaining commissioned works from the four winning entries in the 1984 national competition mentioned in number 1.

12. Landing

Look out the window to view the Muskeg Creek Trails that snake through the university grounds. AU employees and members of the community walk, bike, run and cross-country ski on these trails. During the summer months, bears also use them as part of their natural migration route. Beware! Encountering a mighty bruin is a real possibility when you go for a walk.

13. Governing Council Chambers

Because of its large size and because audio and visual presentations can be transmitted to and from this room, it is a popular location for seminars, workshops and other types of meetings.

14. Linda's Treats

This privately run cafeteria offers soups, salads, sandwiches, hot meals, muffins and beverages. Hot and cold specials are also served every day.

15. Whispering Hills Day Care Society

You are not imagining things if you hear the sounds of children at play. This facility is used by both AU staff members and members of the community.

16. Racquetball Court/ Recreation Area

The exercise room, saunas and racquetball court are available at no charge to AU staff members throughout the week and to members of the community four evenings a week.

17. Library

Students in all parts of the world receive materials from the AU Library. You are welcome to enter and browse, but please check in at the main desk. A librarian will be pleased to answer your questions and show you around.

18. Science Laboratory

Most AU students come to the university campus only for Convocation. The exceptions are science students, who must participate in labs. Currently microbiology, ecology and biology students attend the labs in Athabasca.

19. Centre for Learning Accreditation

The Centre for Learning Accreditation helps students petition for credit for their experiential knowledge.

20. Educational Media Development

This department contributes to AU's high quality courses by providing learning design and instructional technology services.

21. Events Office

This department is responsible for planning and directing Convocation, the largest event of the university year, as well as other university events.

22. Facilities and Services

This department is responsible for seven AU buildings, five leased properties, the cafeteria, mailroom services and all AU grounds.

23. Multimedia Lab

AU staff members receive computer training in this room.

24. Computing Services

Here, you will find the Help Desk, Information Management Systems, the PC Unit, the Network Infrastructure Unit, the Database Unit, the Security Unit, the Training Unit, the Project Co-ordination and Web Application/Systems Unit. The department's administrative assistant will be pleased to arrange for you to see the server room if you indicate that you are taking a self-guided tour.

25. Mailroom

A three-person staff processes more than 26,000 pieces of mail per month.

26. Shipping and Receiving

Incoming and outgoing freight is processed in this department.

27. Communication and Creative Services

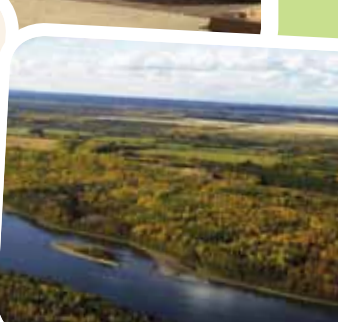
This department is responsible for managing internal communication and maintaining AU's brand strategies. Includes writing, designing and producing audio-visual, print and web materials.

28. Information Centre

Home of AU's internationally recognized FAQ system, Ask AU, the Information Centre is the first point of contact for people seeking information about AU and its courses, programs and policies.

29. Institutional Studies

This research department creates statistical reports that are vital to the planning and decision-making processes at Athabasca University.



↑ Second Floor

30. Arts and Science

Arts and Science, the largest undergraduate division of the university, includes six academic centres (Science, Psychology, Global and Social Analysis, Work and Community Studies, State and Legal Studies, and Language and Literature) and the Academic Support Unit, which administers student examinations for these centres. Arts and Science professors are members of a variety of academic disciplines including science, mathematics, psychology, history, humanities, English, French, philosophy, sociology, political science and labour management.

31. Master of Arts – Integrated Studies

The MAIS degree offers students a unique opportunity to engage in a program of study that spans the arts and social sciences.

32. Office of the Vice-president (Academic)

The Office of the VPA is in charge of academic research, student services, learning accreditation, partnerships, international activities and institutional studies.

33. Centre for Distance Education

Established in May 1986 to design, develop and deliver graduate programs in distance education, the Centre for Distance Education offers the following programs: Doctor of Education in Distance Education, Master of Distance Education, Graduate Diploma in

Distance Education Technology, Graduate Diploma in Instructional Design and Graduate Certificate in Instructional Design.

34. School of Business

The School of Business delivers high quality management-related programs and courses to a diverse group of undergraduate students in a manner that minimizes the effects of geography, scheduling and educational background. The school's innovative teaching is supported by a solid research program.

35. Centre for Nursing and Health Studies

The Centre for Nursing and Health Studies provides university-level distance education to health professionals through programs such as Bachelor of Nursing, Master of Nursing and Master of Health Studies.

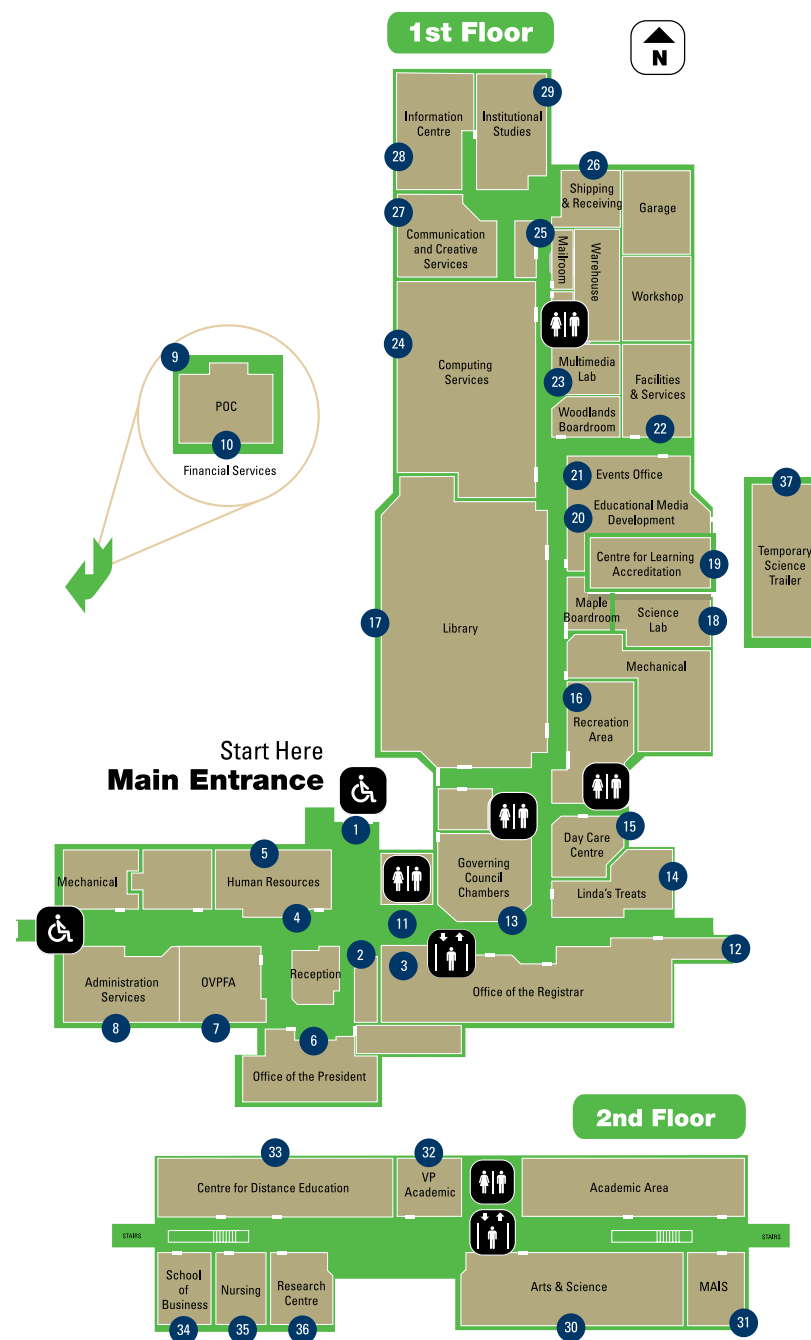
36. Research Centre

The Research Centre provides administrative support to those conducting research at AU, including faculty and staff members and students. Support includes assistance with internal and external research grants and other funding opportunities and research dissemination activities. The Research Centre also supports AU's Research Ethics Board.

37. Temporary Science Trailer

This trailer provides storage for the T.S. Bakshi Herbarium.

You have now completed your self-guided tour of the main campus. We hope that you have enjoyed your visit.



Off Campus

Learning Services – Tutorial

Working with the university's academic centres, this department is responsible for the overall co-ordination of courses, tutors and students and provides students with information on all aspects of tutorial services.

Thomas A. Edge Archives and Special Collections

Responsible for working with departments to efficiently manage their current records and to protect Athabasca University's corporate

memory through the preservation of its valuable permanent records.

Counselling Services

Counsellors help students to find educational and career goals and provide assistance in choosing a program of study and the courses needed to satisfy those goals.

Tim Byrne Centre

Contact Beverly Guy at 780-675-6366 for a guided tour of AU's course materials production facility.

Athabasca University invites you to

look around a self-guided tour

