



Who do I contact for...?

Undergraduate Contact Information for Help & Support

Contact	For help with...	Contact details
Faculty of Arts & Science	General inquiries, course information, dropping minors, plan selections	asc.studentservices@queensu.ca 613-533-2470
	Degree requirements/graduation eligibility, dual/second degrees	asc.degree@queensu.ca
	Academic appeals	asc.appeals@queensu.ca
	Add/drop courses after the allotted period	Petition will need to be submitted through website .
Registrar's Office	Transcripts SOLUS, document requests re: enrollment, official statements	transcpt@queensu.ca SOLUS@queensu.ca Document request form
Records and Fees	Tuition, service fees, tax forms, holds, refunds, student cards	fees@queensu.ca 613-533-2040
Student Awards	OSAP, bursaries, awards, scholarships	awards@queensu.ca 613-533-2216
Academic Consideration	Students experiencing an extenuating circumstance (short term: ex. illness, injury, significant event or long term)	Must submit a request within 4 days of the onset of the circumstance. asc.consideration@queensu.ca
Student Wellness Centre	Mental health support/counselling	counselling.services@queensu.ca 613-533-6467
Queen's Student Accessibility Services (QSAS)	Learning accommodations	accessibility.services@queensu.ca 613-533-6467
Student Academic Success Services	Learning support, workshops, exam prep	academic.success@queensu.ca 613-533-6315
Career Services	Queen's Undergraduate Internship Program (QUIP), career info, interviews, job search	mycareer@queensu.ca 613-533-2992
Smith School of Business	Applying for the Certificate of Business to add to your degree	cib@queensu.ca 613-533-2821
FAS Departments	Adding non-ECON courses to your schedule	Please contact the department offering the course to assist.
ECON Department	Undergrad course/plan information, course eligibility (ex. seminars), plan advising	econugrd@queensu.ca