



General Information for Part Time Students

1. Professional Studies Program Admission

All students pursuing a Certificate or Diploma program must be formally admitted into their program of choice in order to be eligible for graduation. Application for Admission forms must be accompanied by original transcripts from all post-secondary and high school educational institutions that the student has attended. A one-time admission fee of \$50.00 must accompany the admission application.

Application forms are available online, by visiting www.dce.uwinnipeg.ca and viewing the Professional Studies [part time program information page](#), or in the Registration Office at the Division of Continuing Education located on the first floor of the new Buhler Centre (460 Portage Avenue - corner of Portage Avenue and Memorial Blvd.)

Professional Studies programs have open enrollment, meaning students can take classes without being admitted into a program. Since program requirements may change over time the University advises that students apply to the desired program near to the beginning of their studies to ensure that they are locked in to the program requirements.

Part time students have five years, from the date of admission, to complete their program of choice. After completion of all required courses, students must apply for graduation by submitting an Application for Graduation form to the Division of Continuing Education.

Students who require academic advising, assistance with course planning or who have questions regarding transfer credit should contact Ashlie Wilson (Program Coordinator) at a.wilson@uwinnipeg.ca or 982.1179.

2. Textbooks, Pre-Reading & Course Requirements

Information regarding textbooks, pre-reading and course requirements is posted on the DCE website (dce.uwinnipegcourses.ca click under Professional Studies – Timetable) approximately one month before the start of courses. It is important to check both the **course and section numbers** to ensure the correct textbook is purchased. Students are encouraged to purchase the textbook and complete the assigned pre-reading before the beginning of the course.

University of Winnipeg Bookstore

Students may purchase their textbooks at the UW Bookstore located at 515 Portage Avenue in the west corridor of Centennial Hall at the Main Campus.

Hours of Operation

The University of Winnipeg Bookstore operates Monday to Friday from 8:30am - 5:00pm and may offer extended hours at peak times of the year, please call 786-9706 for more information.

On-line Bookstore - NEW

If you prefer to have your textbook shipped to your home residence or work, you may wish to consider ordering your textbook on-line by visiting the UW website (www.uwinnipeg.ca) and selecting Bookstore (under Campus Life) and then selecting Textbooks to get to the order screen.

To order, please have your credit card ready and complete the following steps:

- Ensure that the “Select Your Program” tab is set to “University of Winnipeg”
- Set the “Select Your Term” tab (For example, fall 2010)
- Set the “Select Your Department” tab to “DPS” using the drop down menu to scroll down to the Professional Studies Program area department code
- Drop down the menu in “Select Your Course” to scroll down to the course number
- Drop down the menu in “Select Your Section to scroll down to the specific section
- Click on “Add to Cart and go to Cart” to finalize the purchase and shipment arrangements.
- Set your textbook preference in the “textbook new/used preference” tab and click on “checkout” to proceed to enter your customer account information
- Click on the “Register” button in the New User” to create a user name and password for your customer account or log in if you have an existing account
- Finalize your order

Please note that there is a shipping fee of up to \$10.00 when ordering textbooks on –line. As well, students purchasing textbooks on-line should allow 5 – 10 business days for delivery.

3. University of Winnipeg Policies - Refund & Voluntary Withdrawal, Attendance Requirements, Grading Options

Refund policy:

Courses: the full tuition fee will be reimbursed up to one week prior to the start of a course. The tuition fee less an administrative fee of 25% will be reimbursed prior to the start of the second class. No refunds will be granted after this point.

Seminars/Workshops: the full tuition fee will be reimbursed up to one week prior to the start of the seminar/workshop. No refunds will be granted after this point.

Voluntary Withdraw:

Students may voluntarily withdraw from a course up to the 75% point in the class without academic penalty. After this point students will receive an F if they do not continue in the class or meet the passing criteria.

Minimum Grade Requirement:

Students must receive a minimum grade of “C” or better in all required courses in order to be eligible to graduate.

Minimum Attendance Requirement:

Students must attend a minimum of 75% of the total course hours to meet the minimum attendance requirements and be eligible for a letter-grade in the course. Students whose attendance falls below the minimum attendance requirement must consult with a Professional Studies Program Coordinator regarding the academic process for continuing in the course.

Grading Options:

Letter grade: students who are pursuing a Diploma or Certificate program must receive a letter grade (in courses) in order to receive credit toward completion of their program. Students must attend 75% of classes to qualify for a letter grade.

Non-graded: students who wish not to be graded can opt to receive a CP (Certification of Participation also known as an audit) if they attend 75% of the course. A CP is acknowledgement that the student has attended the course however it *does not* count as credit toward completion of a program. Students must make the request to audit/opt for a CP to the instructor *and* the program area at the beginning of the course. Students can change from graded to non-graded status up to the 75% point of the course.

No Credit (NC): Students, who decide not to be graded in a course, and have not met the 75% attendance requirement, will receive a grade of NC.

Seminar Grading Scheme:

Students who require credit toward a Diploma or Certificate will be given two weeks from the date of the seminar to submit a completed assignment to the instructor for grading. This assignment is mandatory for all Certificate and Diploma students. All assignments will be marked on a pass/fail basis. Upon submission of the assignment to the instructor it is important that the student look for confirmation of receipt from the instructor to ensure that the instructor has received the assignment.

4. Student Contact Information:

The Division of Continuing Education maintains regular contact with students regarding course information, course cancellations or changes, and academic issues and therefore it is important that students provide notice of any changes to their contact information. The University is moving towards email correspondence and students are asked to provide the Registration Office or the Program Area with a current email address.

5. User-name and Password to access My UWinnipeg Student Accounts & Web Advisor, Photocopying

All part time students are assigned a user name and password which provides access to My UWinnipeg and WebAdvisor. Letters containing user names and passwords take up to a few weeks to be processed and are mailed to the students after the initial registration process. Students who have not received a letter containing a user-name and password should contact the registration office at 982-6633.

Students can visit My UWinnipeg to:

- Access their University of Winnipeg email account
- Access Library information
- Access information re Tele-course and On-line courses
- Access instructions for wireless internet

Students can visit WebAdvisor to:

- Check course section offerings
- View their profile
- View their current schedule
- Check grades
- View tuition and other fees
- Print off T2202A tax forms
- *Make on line payments

*Students who have a pre-existing payment plan should contact our Registration Services (982-6633) for details.

Grade Access

All students are now checking their grades online and therefore will not receive grade reports in the mail. This new grade access process has been implemented to improve the efficiency of the grade process as well as assisting the University in its commitment to sustainability. If students require a grade on official UW letterhead for reimbursement purposes they should call the Professional Studies area at 982.1143 and this will be sent out.

All students are provided with their own University email account. Students should ensure that this email account is maintained and that messages are retrieved regularly. As the University is moving towards email communication with students, students are asked to notify the Registration Office of their primary email address to ensure that they receive all communication from the University.

Photocopier Access

All students have access to the photocopiers on campus which are labelled for student use. Students will receive an email to their UW email address (accessible through myUWinnipeg portal), with a User ID and a PIN code. This information is necessary to both load funds on to a photocopy account (through the photocopy pay station) and to make photocopies. The UWDCE student photocopier and pay station is located on the 2nd floor of the Buhler Centre. Copies are \$0.15 each however an account must carry a minimum balance of \$1.00 in order for the system to allow copies to be made. Each copy is deducted from the account balance.

If the User ID and PIN code have not been emailed to a student's UW email account then Student Central, located at the UW Main Campus at 515 Portage Avenue (inside the Ellice Ave entrance), is also able to provide students with their PIN code (students must bring student cards).

T2202A tax forms

Students who are eligible to receive a T2202A for the school year will access this from WebAdvisor as they will no longer be mailed out to students.

6. Student Cards & Access to Campus Services

All DCE students have the opportunity to obtain a student card from Main Campus and use campus services such as the library. Students interested in obtaining a student card must provide confirmation of registration as well as a piece of photo identification to Student Central which is located at the Main Campus at 515 Portage Avenue, inside the doors of the Ellice Street entrance.

Student Central hours of operation:

Monday - Thursday (8:30am - 5:30pm)

Friday (8:30am - 4:15pm)

7. Course Transfer between UWDCE Programs, Undergraduate Degrees at the University of Winnipeg & Course Transfer from a Different Educational Institution

Transfer of Credit between Professional Studies Programs:

Students admitted to more than one Professional Studies Program may be eligible to receive credit for graded course work into another program. Students must complete a minimum number of unique courses to meet program residency. According to UWDCE residency requirements a student may only transfer in up to a maximum of one-third of the courses required to complete a UWDCE program. For

example, the Management Certificate program is 290 hours in total. $1/3^{\text{rd}}$ of 290hrs = 96 hours or 3 UWDCE courses. This means that a student may be eligible to transfer in credits up to the maximum equivalent of UWDCE 3 courses. For further details, please contact the Professional Studies Program office.

Articulation for credit towards a degree:

The University of Winnipeg may recognize credit towards a degree for students who successfully complete a UWDCE certificate or diploma program. Some residency restrictions may apply.

Transfer of Credits:

Transfer of Credit from another accredited educational institution may be considered if the following conditions have been met:

- Minimum grade of C+
- Courses completed in the past five years
- Course has similar course outcomes to UWDCE's course (course outline may need to be supplied to make this assessment)

A \$25.00 administrative fee, per course, is required if transfer credit is assessed after a student has been admitted into a program. Eligibility for transfer credit is conditional to program acceptance and program residency restrictions.

8. Graduation Process

Students must submit an Application for Graduation form upon completion of their program requirements. The Division of Continuing Education will process a certificate or diploma upon approval from The University of Winnipeg Senate Committee. There are three senate dates throughout the year. Please see the Application for Graduation form for the application deadline dates. The Division of Continuing Education will hold the annual graduation ceremony every October. Forms are available at the Registration Office or by visiting the UWDCE website.

9. Scholarship Opportunities

UWDCE students who demonstrate financial need and academic achievement are encouraged to apply for scholarships in order to pursue their studies at the Division of Continuing Education. Please see the Registration Office for any upcoming scholarship opportunities.

10. Academic Support

The Professional Studies office is located on the 2nd floor of the Buhler Centre.

Office hours:

Monday - Friday (8:30am - 4:30pm)

Please direct inquiries to:

Ashlie Wilson - Program Coordinator: 982.1179 or a.wilson@uwinnipeg.ca

Thank you for choosing the University of Winnipeg DCE for your studies!