



THE UNIVERSITY OF WINNIPEG

YOU FIRST TUTORIAL

**A GUIDE FOR
FIRST YEAR STUDENTS**

UNIVERSITY OF WINNIPEG

YOU FIRST TUTORIAL

A GUIDE FOR FIRST YEAR STUDENTS

Welcome to the University of Winnipeg!

Starting University can be an exciting time for first year students but it can also be overwhelming and confusing. This Guide for First Year Students will help you get started with planning your courses for the 2012-2013 school year and give you some resources for more information.

Here's what we will cover in the Guide:

1. GLOSSARY OF KEY TERMS
2. DEGREE REQUIREMENTS
3. CHOOSING COURSES
4. REGISTERING FOR COURSES
5. IMPORTANT DATES
6. RESOURCES, SOURCES OF INFORMATION, AND SUPPORTS

1. GLOSSARY OF KEY TERMS

COURSE CALENDAR

The University of Winnipeg Course Calendar provides a wide range of information on our University and what it offers.

The Calendar is subdivided into a number of sections, including:

- Dates for the Academic Year - Important academic dates
- Regulations and Policies - General rules and regulations (including those related to academic performance, student status, grading policies, and appeals process)
- Degree and Major Requirements – course degree and major requirements
- Areas of Study - Academic departments, with program details and course descriptions, including any pre-requisites you may need in order to take a specific course

TIMETABLE

The Timetable lists all courses offered in the Fall, Fall/Winter, and Winter terms. It is organized by academic department, in alphabetical order. The details of each course are provided: course number and section, term in which the course is offered, name of the course and instructor, days of the week, times offered, building and room number, and start and end dates.

Use the Timetable together with the Areas of Study section of the Course Calendar to look up course descriptions, to clarify pre-requisites for a course, and to cross check a course with a particular General requirement or Major requirement.

DEGREE

The University of Winnipeg offers four undergraduate degrees: Bachelor of Arts (B.A.) Degree, Bachelor of Science (B.Sc.) Degree, Bachelor of Business Administration (B.B.A.) Degree, and Bachelor of Education (B.Ed.) Degree. We will soon offer a Bachelor of Kinesiology (B.Kin.) degree.

Each degree requires the completion of a minimum of 90 or 120 credit hours of course work—usually over a 3, 4 or more, year period.

MAJOR

The major is an area of specialization within a degree (for example, Chemistry, History or Environmental Studies). Students are required to take a specified number of courses in a particular area of study in order to meet this requirement for their degree. Requirements for each particular Major are listed in the Areas of Study section of the Course Calendar

CREDIT HOURS AND ACADEMIC TERMS

Courses are 3 or 6 credit hours. Three credit hour courses are offered from September to December (Fall term) and from January to April (Winter term). Six credit hours courses are offered from September to April (Fall-Winter term). All courses offer lectures for 3 hours per week, (3 credit hours). Fall-Winter courses continue over two terms ($3 \times 2 = 6$), so they total 6 credit hours.

COURSE NAMES

Some of your courses will last one term, and others will run across both Fall and Winter. No matter how you timetable it, for each course you will be taking 3 hours of lecture a week - identified in the course description as (Le3), plus additional time in the lab, if the course has a lab component - identified in the course description as (La3). Language courses and many science courses have labs. Having a lab component does not increase the credit hour value of the course.

For example: GEOG-1201(3) AND GEOG-1201L

This course has three hours of lectures per week (Le3) and two hours of labs per week (La2). GEOG refers to the area of study (Geography). 1201 is the course number which identifies it as a first year course since it is a 1000 level course. 1201L refers to the lab.

STUDENT STATUS

Students are admitted to the university with a particular student status. They may be: Regular Status, Mature Status, Conditional Status or Probationary Status. If you are admitted with a status other than Regular, you may want to meet with an Academic Advisor to discuss course load and implications of your Student Status. Your status can change over the course of your academic career, based on your GPA, number of credit hours attempted, and how you are doing in your studies. If you are not sure of your status, log into your account on WebAdvisor to find out.

2. DEGREE REQUIREMENTS

Every degree has General Degree requirements and Major requirements. Major requirements refer to specific courses and credit hours taken within your major or area of specialization (for example, Anthropology, French or Biochemistry.)

The General Degree Requirements are listed in detail in the Degree and Major Requirements section of the Course Calendar.

Every degree at University of Winnipeg requires students to take a variety of courses to ensure that they not only specialize in a particular area (their major) but they also have a well-rounded education with breadth as well as depth in their studies.

The General Degree Requirements include:

- Academic Writing (a 1000 level RHET course) which is 3 or 6 credit hours
- At least 6 credit hours of Science (or much more if a student is pursuing a B.Sc.)
- 12 credit hours of Humanities
- 12 credit hours of Social Sciences (for 4 year B.A. and B.B.A. degrees)

First year students who are not sure of what their major will be can consider registering for courses which meet General Degree Requirements. This way, while they are deciding on their major, they can still take courses which meet degree requirements.

In particular, first year students should consider taking Academic Writing (1000 level Rhetoric, Writing and Communications or RHET course) in their first year since it is a degree requirement for almost all students. The Academic Writing course, which has various course numbers depending on specific content, helps all students refine

their university level critical reading, academic writing and research skills. It is best taken within your first year of studies so that you can apply these skills to all future university courses.

TRANSFER CREDIT

Transfer students and those who have previously completed courses or a degree, please note:

If you are coming to the University of Winnipeg with transfer credits from another institution, or have already completed an undergraduate degree, some of the above requirements may already have been met with courses you have done as part of past studies. Review your Letter of Acceptance for specific transfer credits you have been granted by Admissions and meet with an Academic Advisor.

3. CHOOSING COURSES

There are several ways students typically select courses. Sometimes there is a field which interests them and they would like to explore it further by taking a course in that Academic Department. Several other things to consider when making course selections are noted below.

CHOOSING COURSES BASED ON INTERESTS AND ABILITY IN HIGH SCHOOL

Think about which courses you enjoyed in grade 12. If you liked Math or Chemistry or Physics in high school, you might consider taking a one of these science courses in your first year of university.

If you did not like sciences in high school, you may want to take other types of courses in your first year. Non-science courses include Humanities such as Philosophy, Spanish or East Asian Languages and Culture; Social Sciences such as Sociology, Economics or Politics, and courses in Interdisciplinary majors such as Criminal Justice, Women's and Gender Studies and International Development Studies.

Some first-year university courses require that you have completed a particular grade 12 subject (or two) prior to being able to register in them. These pre-requisites are noted in the university course descriptions in the course calendar.

What you chose to take in Grade 12 - or in other programs since you left Grade 12 - is a clue to some of your interests, and the grades you achieved can indicate where your academic strengths and weaknesses lie.

Think back on the subjects you were most engaged in and why. What did you enjoy learning about? And how do your interests link to what is available for study at the University of Winnipeg? Check out the following chart!

If you are interested in ...	Then consider exploring these academic subjects:
Learning more about animals (including humans), plants, microbes	Biology, Kinesiology and Applied Health, Biochemistry, Biopsychology, Disability Studies
Working with computers	Applied Computer Science, <i>Technique</i> Geography.
The human mind and behaviour; the development of identity	Psychology, Sociology, Developmental Studies, Women's and Gender Studies, Religion and Culture; East Asian Languages and Culture, Disability Studies
Understanding societies and cultures, and the issues which arise when we share a common location but have many ideas and values regarding living together	Urban and Inner City Studies, Human Rights and Global Studies, Conflict Resolution Studies, Indigenous Studies, Human Geography, Religious Studies, History, Cultural Anthropology, Classics
Mathematics and working with numbers	Statistics, Physics, Mathematics, Economics, Accounting (see Business Administration)
Languages or the rich worlds of literature and communications	Cree (Indigenous Studies), Ojibway (Indigenous Studies), Japanese (East Asian Language and Culture), Mandarin (East Asian Language and Culture) , German, French, English, Italian, Spanish, Interdisciplinary Linguistics, Rhetoric, Writing and Communications
The world of ideas and abstract thinking	Philosophy, Classics, Linguistics, History of Art
How we as a people organize ourselves and develop systems to support our co-existence within communities, societies and nations	Business Administration, Indigenous Studies, Sociology, Politics, Criminal Justice, Economics, Human Rights and Global Studies, Urban and Inner City Studies, International Development Studies

Hands-on learning	Conflict Resolution Studies, Kinesiology and Applied Health (Athletic Therapy), Business and Administration, Theatre and Film, and any courses with labs (science courses and language courses)
The Arts, and the desire to be immersed in the world of creative expression	History of Art, Rhetoric, Writing and Communications, Classics, Theatre and Film, Religion and Culture, English (Creative Writing) and other languages

If you want to read more details about any of the subjects listed in the chart, go to the Course Calendar (Areas of Study section). Then click on the name of the department offering courses on that subject. You'll find each department offers many, many courses, which they list and then describe in detail.

CHOOSING COURSES BASED ON PRE-PROFESSIONAL REQUIREMENTS

Are you considering applying to professional studies such as Law, Social Work, Dentistry, Engineering, Veterinary Medicine, Respiratory Therapy or Optometry?

If you have already decided that your academic goal is to apply for admission to a professional degree or diploma program at another university or college - or you would like to keep this option open - you need to be familiar with which courses must be completed before applying. Once you understand prerequisites for your professional program of choice, you can select first year courses which prepare you for your chosen field of studies. For example, you need 3000 level Chemistry in order to apply to Medicine so you could consider taking 1000 level Chemistry in your first year (and work up to 3000 level Chemistry in the coming years.)

On the University of Winnipeg website, you can review our Pre-Professional studies fact sheets. However, it is important that you consult the detailed information provided by the university or college offering a specific professional degree/diploma program. As a start, go to that university/college's home page. You may also follow the link mentioned in the pre-professional fact sheet. In other words, if you want to study Dentistry at the University of Manitoba, go to the U of M Dentistry website for the most up to date requirements for admission.

CHOOSING COURSES BASED ON CAREER GOALS

Do you know what career you would like to pursue?

By focusing on a particular career direction ("I would like to be a _____"), you can select courses which will prepare you for your goal. For example, if you are

interested in becoming a Police Officer, then a Criminal Justice major, starting with a 1000 level Criminal Justice course, would be a good choice. If you would like to be a Policy Analyst, then a 1000 level Politics course would be helpful. If you would like to work in International Business, then a first year Business course is one you might choose.

University of Winnipeg Career Services can assist with career exploration if your employment goals are not yet fully defined.

Do some research on these career paths to get ideas about the academic background helpful for leading you in a particular career direction. Professional associations are good sources for career exploration (for example Human Resource Management Association of Manitoba). The provincial government of Manitoba and Alberta also have good career exploration websites.

SELECTING COURSES FOR THE 2012/2013 SCHOOL YEAR

Start with introductory (1000 level) courses offered by various academic departments of interest to you. Go to the department's entry in the Calendar under Areas of Study to find out which first year (1000 level) courses are offered. You can also check this out in the Fall 2012 Timetable and in WebAdvisor which are available on the University of Winnipeg website.

You can also review First-Year course samples, which are accessible from the Registration web page on the University of Winnipeg's website.

Some examples of first year options include the following courses. There are many others to choose from! The list below (and all examples of Academic Departments noted throughout this Guide) are options, but consult the University of Winnipeg Course Calendar for a full list of departments and programs which the University offers.

- Biology	BIOL-1115(3) and BIOL-1116(3)
- Business	BUS-1201(3) and BUS-1202(3)
- Classics	CLAS-1011(3) and CLAS-1012(3)
- Conflict Resolution Studies	CRS-1200(6)
- Economics	ECON-1102(3) and ECON-1103(3)
- English	ENGL-1001(3) and ENGL-1003(3)
- Environmental Studies	ENV-1600(3)
- Kinesiology	KIN-1200(3)
- Linguistics	LING-1001(6)
- Physics	PHYS-1101(6) or PHYS-1301(6)
- Sociology	SOC-1101(6)
- Psychology	PSYC-1000(6)
- Urban and Inner City Studies	UIC-1001(3)
- Women's and Gender Studies	WGS-1232 (6)

Notice that each course starts with a short form of the department's name (BIOL for Biology) and each number indicates it is a 1000 level course. (2000 level courses are second year courses and 3000 level are third year and so on.) The (3) or (6) indicates whether it is 3 or 6 credit hours and is therefore a course which runs for one term (Fall or Winter) or two terms (Fall/Winter.)

Be sure to select courses for the fall term, the fall/winter term and the winter term. You will register for all of them at the same time in the summer of 2012.

COURSE LOAD

How many courses should you take? How do you make up a balanced timetable?

University is much, much more demanding than high school - and will require you to commit a substantial amount of time every week to get good grades.

To meet the demands of a university level course, you need to commit an additional 6 to 9 hours a week to study for each course. What will you be doing in that out-of-class time? You should be pre-reading your text in preparation for the next lecture, reviewing your lecture notes, reading and researching for assignments, studying for tests, preparing to participate in a group presentation or discussion, and preparing for a lab or writing a lab report. Therefore the total time commitment per week per course is 9-12 hours (3 hours for the actual class and 6-9 hours of study.) If you plan on registering for 3 courses per term, that's 27 to 36 hours a week you must be prepared to commit to your studies. It takes time and effort to get good grades!

When you are determining how many courses are manageable for the upcoming school year, take the above into consideration; and factor in other activities, responsibilities, and commitments which will be ongoing, like your responsibilities at home, your part time job, playing sports, hobbies, and other activities.

4. REGISTERING FOR COURSES

Registering for courses at the University of Winnipeg is done using WebAdvisor, our on-line registration system.

Do your planning and draft your schedule before you go online to register.

Print two timetable worksheets found in the Registration section of the University of Winnipeg Website— one for the fall term and the other for the winter term. Timetable worksheets indicate when courses are offered throughout the day. For example, on Mondays, Wednesdays and Fridays, lectures (classes) are about 1 hour long and are offered 3 days per week. On Tuesdays and Thursdays, lectures are about 1.5

hours long and are offered twice per week. There are also 3 hour lectures offered once per week, usually in the evenings.

Using the list of courses you decided to take in the 2012-13 school year (see above regarding selecting courses), log into WebAdvisor using your username and password which was sent to you when you first applied to the University. Contact Student Central if you are having difficulties logging in by calling 779-UWIN (8946).

WebAdvisor will show you when your preferred courses are offered. Another way to find out the times and dates of courses is the University Timetable which can be found on the Registration section of the University Website. Fill in the times and days when your 6-credit hour courses are offered on the timetable worksheets first. You will do this on both timetable worksheets since these courses run all school year. Then try adding in different combinations of fall and winter 3 credit hour courses to complete your timetable. It usually takes a few tries to get a schedule that works. Also, identify at least one alternative choice for each of your choices, in case your selection is full.

When you are timetabling, think about whether you want breaks between classes or a block of classes in a row. Do you prefer early mornings, mid-day or evening classes? Would you like to come to school three days a week for longer days, or every day for a shorter time period?

Once you have made some course choices and drafted a timetable, it is advisable to see an Academic Advisor for feedback and to discuss your academic plan. You can do a Drop-In to meet with an Academic Advisor from Monday to Friday, 9:00-10:30 am or 2:00-3:30 pm. Academic Advising is located in 1C16, on the first floor of Centennial.

The Registration section of the website also has detailed instructions on how to use WebAdvisor and a lot of other useful information.

When you register, keep in mind that registration is a two-step process. You will be selecting courses and putting them in your on-line "shopping cart" and then proceeding to "check out" to finalize your registration and later pay for them.

Be sure to pay your fees, buy your text books and get your Student Identification card in the summer. If you wait until the first day of school, which is the deadline for fees, there are very long line ups. Spending your first day of university in a line is not ideal.

One of the most important aspects of registering for courses and for using WebAdvisor is to check and double check that what you think you did online is what you actually did online. Never assume you successfully registered for a course or successfully dropped a course. Always double check!

SUMMARY OF REGISTRATION PROCESS

1. Identify interests and consider what you want to study.
2. Explore options available at The University of Winnipeg using the Accepted Students Website and the main website.
3. Attend a First Year Information Session in May or June for more information on registration.
4. Find out specific dates and times when courses are offered using the University Timetable and WebAdvisor.
5. Create your timetable using a timetable worksheet.
6. Register for courses using WebAdvisor.
7. Verify your registration in WebAdvisor.
8. Attend Orientation 2012 - First Steps for First Year on August 21, 22, or 23.
9. Pay your fees and buy your textbooks in the summer.
10. Ask for help if you need it at any time in the process from Academic Advising, Student Central or other Student Services.
11. Enjoy your first year!

5. IMPORTANT DATES

PREPARATION FOR FIRST YEAR

First year Information Sessions	May 22 - June 21 (attend one)
Orientation 2012 – First Steps for First Year	August 21, 22 or 23 (attend one)
Smart Start Study Skills Workshops	September (Dates TBA)

FALL TERM (September – December)

Fees Due:	September 5
Classes Start:	September 5
Course Add/Drop period:	September 5-18
Last date to withdraw and get a refund:	September 18
Last date to withdraw without academic penalty:	October 25
Exam Period:	December 3-17

FALL/WINTER TERM (September – April)

Fees Due:	September 5
Classes Start:	September 5
Course Add/Drop period:	September 5-18
Last date to withdraw and get a 100% refund:	September 18
Last date to withdraw without academic penalty:	January 22
Exam Period:	April 11-24

WINTER TERM (January – April)

Fees Due:	January 7
Classes Start:	January 7
Course Add/Drop period:	January 7 -18
Last date to withdraw and get a refund:	January 18
Last date to withdraw without academic penalty:	March 4
Exam Period:	April 11-24

6. RESOURCES, INFORMATION AND SUPPORTS**REGISTRATION SECTION OF THE WEBSITE**

The “Registration” webpage brings together all the information you need for selecting and registering for your courses. It is ordered to correspond to the steps you will be taking to set up your first year courses. Below is a brief description of what you will find on this webpage:

- Summary of the registration process; glossary of university terms
- Important dates and deadlines for the term, including when classes start and end, the course withdrawal schedule, and when final exams are scheduled
- Access to a listing of current course offerings (the Timetable); the department and course information (the Course Calendar); suggested first year course selections (First Year course samples)
- Instructions on how to register online through WebAdvisor; if the course is full, how to add your name to a waitlist; how to drop or add a course; how to audit a course; how to register if you do not have access to online registration
- After Registration: this section describes the next steps: how to pay your tuition fees, get your student ID, and purchase your textbooks

WEBADVISOR

This is the University's online registration system. After you've been admitted to the University, you'll be assigned an online Registration date and time for the upcoming term. This information will be sent to your Webmail (university email) account. Be sure to check your Webmail account regularly to ensure you are not missing out on important correspondence from the University.

Your Registration date and time is the earliest and optimum time for you to register using WebAdvisor - you'll have the best possible course selection. However, if you can't do it then, you can still register and make changes after your assigned date/time.

With your user ID and password, you'll be able to do even more than register for courses using WebAdvisor.

You can also:

- Get a print-out of your current registration statement, which includes information on your financial account (what you owe)
- Review your student history (transcript)
- Access your final grades
- Withdraw from (drop) courses using WebAdvisor if it is before the final drop date

ACADEMIC ADVISING

An Academic Advisor can give you feedback on your course selection and timetabling, suggest strategies for future course selection and answer further questions not answered in this Guide or the Accepted Students Website. They can also help with:

- Detailed information related to programs, courses, procedures, student services, academic supports
- Decision making skills and strategies
- Feedback on students' selection of courses
- Understanding university requirements, policies and procedures
- Development of educational plans and evaluation of progress toward your academic goals
- Referrals to and use of other university and community support services
- Assistance with academic appeals processes

CONTACTING ACADEMIC ADVISING

Make an in-person or telephone appointment, well in advance by calling 779-UWIN, or by calling one of the specialized advisors: Aboriginal students 786-9865;

International students 786-9469; Immigrant and Refugee students 786-9257; Adult Learners 786-9257; First Year students 786-9257.

E-mail your questions to one of the advisors, or to: advising@uwinnipeg.ca. Be sure to identify yourself by your full name, student number, and include your phone number. Please only use your assigned university Webmail e-mail address.

Come in, or call in for a brief, 10-minute Drop-In session. Drop-Ins are reserved for discussing urgent matters such as emergencies or appeals. You can also clarify information or get a quick review of your first year course selection in a Drop-In. Make a longer appointment for full degree planning later on. Students are served on a first-come, first-served basis.

Drop-In Advising is available Monday to Friday most mornings from 9:00-10:30 am and afternoons from 2:00-3:30 pm. Come to the first floor, Centennial Hall, Room 1C16 or call the receptionist at 786-9257 for a telephone Drop-In.

FIRST YEAR INFORMATION SESSIONS

May 22 to June 21, 2012 (Attend only one session.)

These sessions build on the material covered in this Guide and provide practical help so you get the courses which are right for you. They will cover the following topics:

- How do degrees work at University of Winnipeg?
- How do I pick my first year courses?
- How many courses should I take?
- How and when do I register for courses?

Call 779-UWIN (8946) to sign up for a session. All the sessions are at 5:00 p.m. in Room 1M28 (1st floor, Manitoba Hall)

ORIENTATION 2012 – FIRST STEPS FOR FIRST YEAR

August 21, 22, and 23, 2012

The University of Winnipeg Student Services will be offering Orientation Sessions for first year students in August, 2012. Students are invited to attend one day and prepare for their first year at the University of Winnipeg. Family and friends are welcome to attend with the first year student and gain an understanding of important information relevant to new students at the University of Winnipeg.

INTRODUCTION TO UNIVERSITY

This is a three (3) credit hour course offered by University of Winnipeg's Professional, Applied and Continuing Education (PACE) program, and covers useful and practical strategies for reading texts, taking notes, getting the most out of lectures, studying for exams and writing term papers. This course is for prospective

and newly admitted students wishing to prepare for their university studies and for current students who wish to improve their study skills.

SMARTSTART - STUDY SKILLS WORKSHOPS

Starting in the Fall, Career Services offers “Smartstart” - a series of 1 hour free study skills workshops. Topics covered include note taking, managing your time, the basics of essay writing, and test-taking strategies. Check the Career Services website for details.

TUTORING

If you are having difficulty with course material, consider getting tutoring help. The University of Winnipeg’s free Tutoring Centre offers professional and peer tutors for first year Math and Science as well as peer tutors for Writing.

UNIVERSITY OF WINNIPEG ACCEPTED STUDENTS WEBSITE AND MAIN WEBSITE

Check out the websites noted above for more information relevant to you as a first year student. If you have questions, the answers are probably on these websites. Review the information on the Accepted Students website and check out the “Student” section of the main website for a series of links which are relevant to you. Other areas of note on the website are the Course Calendar, the Timetable and timetable worksheets, WebAdvisor and much more.

STUDENT SERVICES

Visit Student Services on the University website to find a comprehensive list of services - from Career Services to Aboriginal Student Services Centre; from Accessibility Services to the International Student Office; from Counselling Services to Student Central; from Student Records to Awards and Financial Aid – we have a service to meet your needs. Contact us with your questions. We are here to help you make your first year at the University of Winnipeg an enlightening, fun and engaging educational experience!