

DEGREE/PROGRAM PLANNING?

PREPARING FOR AN APPOINTMENT WITH AN ACADEMIC ADVISOR?

Here are steps to take to get a precise idea of what is required, and where you stand at present, with respect to completing a University of Winnipeg degree.

1. Print your transcript off the Webadvisor. It lists which courses you have completed, and which courses you are currently registered in (and will have completed by the end of the academic year). [Transfer students: please refer to the transfer credits that the Admissions Office has assessed.]

You need to review your transcript in light of all the requirements governing getting a degree at University of Winnipeg. Please **make notes right on your transcript**.

2. There are two sets of requirements you need to fulfill to complete your degree:
 - a) The General Degree Requirements
 - b) The requirements associated with building an area of special interest, called a Major.

Both sets can be found in the Course Calendar, and you need to print the pages related to each. [Using the search box at the top right of the home page (www.uwinnipeg.ca) type in *Calendar* and follow the link; or click on Registration at the bottom on the home page, and locate it under STEP 3.]

- a) The **General Degree Requirements** are in the Degree and Major Requirements section of the Calendar. Print off the first 4 pages describing in detail each of the General Requirements, along with the basic information on Majors (what a Major is, when to formally declare a Major, and, in table form, what Majors are available).
 - b) Requirements associated with specific **Major** subjects are found in the Departments and Programs section of the Calendar. Click on the specific department offering the subject you are interested in. Print all the pages provided by that department. This is where you will find not only what courses you need to take to complete that major, but also a *listing* of all courses that department offers, as well as *descriptions* of each course and any *pre-requisites*. If you are interested in a number of different major options, or are considering a possible double major, print off other departments' information as well.
3. Now systematically review your transcript with respect to a) each one of the **General Degree Requirements**. Identify – by noting to the left of a specific course on your transcript– each of the General Degree Requirements you may have already met, or partially met. For example write AW(3) to the left of RHET-1105/3 (if you have it on your transcript) and HUM(6) or HUM(3) to the left of any course(s) you have taken from the HUMANITIES list, and so on for all of the General Requirements. Finally, focus on the “credits” column; circle/highlight all the credit hours of courses *below 2000* level and add them up.

At the bottom of the page write **General Degree Requirements** and under it put your YET TO DO list of General requirements that still need to be completed (e.g.: 3 cr.hrs. HUM). Also note the total credit hours you have which are *below 2000* level, and that the maximum limit is 42 credit hours.

Then turn your attention to b) the **Major subject** you are considering. Review course requirements for completing a Major in "X". Major requirements will include reference to specific courses and sometimes course levels and specialized areas of study. Identify (by highlighting the whole line, from the course number to the term taken) the specific courses you have already done, and those currently registered in, which go toward this Major).

At the bottom of the page make a YET TO DO list of what you still must do to complete that **Major** by the time you finish your degree. If you are considering a second Major, repeat this process.

NOTE #1: You can use a specific course both to meet a General Degree Requirement, and to meet a Major Requirement. For example: If you have done (or plan to do) 12 credit hours of History, and intend to Major in History, these 12 credit hours can be used to meet the HUMANITIES (General) Requirement, and they can also be used toward the total 30 credit hours required for the History Major.

Or, you might be planning possibly to major in Psychology. Notice there are some specific Psychology courses on the SCIENCE (General) Requirement list. These specific courses, then, can be used both to build the Psychology Major, and they can be used to satisfy the SCIENCE General Requirement as well.

NOTE #2: If you are interested in graduating with a double Major, know that sometimes you can use a course (for example, GEOG 1202/3 Earth Science) for two Majors (in this case, Geography and Environmental Studies) if the course is a Major requirement for each. Plus it can be used to partially meet the SCIENCE (General) Requirement. (Bonus!)

NOTE #3: Although some courses may serve more than one purpose, they cannot be counted more than once (with respect to overall credit hours completed). You still need a total of minimum 90 credit hours for the 3 year degree, and 120 for the 4 year, and 4 year Honours degrees.

RESOURCES:

To track where you are with respect to meeting your degree goal you may also use a degree planning worksheet, available by typing *Degree Planning Worksheet* into the homepage search box. You can use this as an extra check to the work done above.

If you have questions related to your Major, you may go the department offering your Major to speak with the Major or Faculty Advisor there. Also visit the department's website. Using the search box, type in the name of your Major and follow the appropriate link.

An academic advisor can give you feedback on your course selection and timetabling, suggest strategies for future course selection, and answer questions not addressed after you have done the above exercise. Make your appointment well in advance by calling 786-9257, or Lee Hong (International students) at 786-9858; David Atem (Immigrant and Refugee students) at 258-2910, Stephanie Rozzi or Barb Read (Adult Learners) at 786-9257, or Stephanie Miller (1st Year) at 786-9257.

You may also e-mail your *detailed, precise* queries to one of the advisors, or to: advising@uwinnipeg.ca. Be sure to clearly identify yourself by your full name, student number, and include your phone number. Please ONLY send e-mail from your assigned @iam.uwinnipeg.ca address.