THE UNIVERSITY OF WINNIPEG

A GUIDE FOR FIRST YEAR STUDENTS

May 2016

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THE UNIVERSITY OF WINNIPEG

YOU FIRST TUTORIAL

Welcome to The University of Winnipeg!

This guide will help you understand university terms and requirements. It will help with course selection and registration and give you links about where to find more information if you need it. Although getting started can be a little overwhelming, staff in Student Services are here to help.

THE GUIDE AT A GLANCE:

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

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NEW! The University of Winnipeg has launched a new "Student Planning" online tool for degree planning and course registration.

With Student Planning, you will be able to plan online your entire program from first year to graduation, and then before each term, you'll use an interactive timetable to register for courses. Along the way, Student Planning will track your progress and help ensure you are meeting all requirements.

Student Planning offers many great features. It's user-friendly and accessible through your computer and mobile device. To get the most out of this new tool—and your entire experience here—we strongly recommend that you learn university terminology, understand the requirements and how to choose courses. You'll also want to know about the many resources available to you, just in case you need them. We've covered all that and more in this guide, so let's get started…

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1. UNIVERSITY TERMINOLOGY

ACADEMIC CALENDAR

The University of Winnipeg Academic Calendar provides a wide range of information on your University and what it offers. It is available for purchase at Student Central, and is available free on the University website in PDF format.

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

- **Important Notes** – New information for the upcoming academic year
- **Dates for the Academic Year** – Important academic dates and deadlines
- **Regulations and Policies** – General rules and regulations (including those related to academic performance standards, grading policies, and appeals process)
- **Degree and Major Requirements** – General degree and major requirements
- **Areas of Study** – Academic departments, with an overview of what each area of study is about and its requirements.
- **Course descriptions** - includes any requisites you may need

STUDENT PLANNING

Student Planning is the University's interactive degree planning and course registration system. In conjunction with the Academic Calendar, Student Planning is used to research and plan your Degree and Major requirements, find information on specific courses using its online Course Catalogue, and track your progress throughout your degree. Using its interactive schedule, Student Planning is where you will schedule your courses for the upcoming year, as well as register, drop, and waitlist for courses. For complete instructions on how to use Student Planning, please read the WebAdvisor/ Student Planning Guide.

For a live demonstration of how to use Student Planning, and for more information on how to choose courses, how to understand Degree and Major requirements, and other information covered in the this tutorial, consider attending a First Year Information (FYI) session. FYI sessions are typically offered throughout May, June and July each year. Visit www.uwinnipeg.ca/fyi to sign up for an FYI session.

DEGREE

The University of Winnipeg currently offers six undergraduate degrees: Bachelor of Arts (B.A.) Degree, Bachelor of Science (B.Sc.) Degree, Bachelor of Business Administration (B.B.A.) Degree, Bachelor of Physical and Health Education (B.PHE.), Bachelor of Kinesiology (B.Kin.) Degree and Bachelor of Education (B.Ed.) Degree.

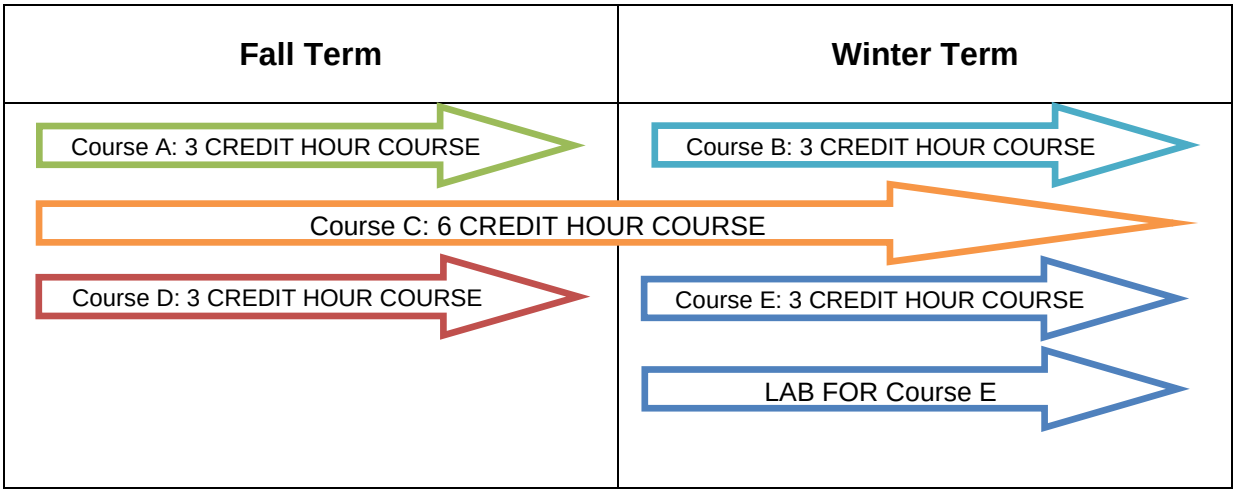
Most degrees offer a general, 4-Year, and Honours option. Each degree requires the completion of a minimum of 90 or 120 credit hours. This can be done over a 3 or 4 year period, however many students will complete this over a longer period of time.

MAJOR

A major is a field of study that you specialize in within a degree. A few examples are Anthropology, Biology, Chemistry, and Developmental Studies. While most students will declare their major when they apply, it is *not* mandatory for you to choose your major in your first year. Once you have decided on a major, be sure to *declare* your major at Student Central. Declaring your major will ensure that your degree and major requirements are displayed correctly in Student Planning, allowing you to accurately track your progress from first year to graduation. You can also check the requirements for your intended major in the Areas of Study section of the Academic 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) or from January to April (Winter term). Six credit hour courses are offered from September to April (Fall/Winter term). All courses offer lectures for 3 hours per week (3 credit hours), however Fall/Winter courses continue over two terms (3x2=6), so they total 6 credit hours. Be aware that occasionally a 6 credit hour course is offered in a condensed format in the Fall or Winter term.



Total of 9 Credit Hours for Fall **Total of 9 Credit Hours for Winter**

COURSE NAMES AND NUMBERS

Some of your courses will last one term, and others will run across both Fall and Winter. No matter how you schedule it, for each course you will be in 3 hours of lecture per week, plus additional time in the lab, if the course has a lab component. Language

courses and many science courses have labs. Labs are a required component of the course and do not count as credit hours.

For example, in the Academic Calendar:

GEOG-1202(3) INTRODUCTORY EARTH SCIENCE (3 hrs Lecture | 2 hrs Lab)

This course has three hours of lecture time per week and two hours of lab time per week. The first two to four letters refers to the area of study (i.e. **GEOG** represents Geography). **1202** is the course number, which identifies it as a first year course as it is a 1000 level course. In Student Planning and in the Timetable, you will see the lab component of the course designated by an "L" (ex. GEOG-1202**L**) and worth 0 credit hours. The Timetable and Student Planning will also include a three-digit code following the course number (i.e. GEOG-1202**-002**). This is called the "section" number and is an indicator of which time, day(s), and instructor you have chosen. Some sections are restricted to select populations of students, which are explained in the 'section details' in Student Planning, and are noted immediately below the course information in the Timetable.

TIMETABLE

The Timetable is a PDF that lists all courses offered in the Fall, Fall/Winter, and Winter terms. A separate Timetable is issued for the Spring term. It is organized by academic department, in alphabetical order. A lot of detail is contained in this document.

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 and times offered, building and room number, exam dates and the start and end dates.

Course Number	Term	Course Title	Credits	Instructor(s)	Days	Times	Bldg	Room	Mid-Term	Final
Anthropology										
Note: ANTH-1002-250 - This course is for WEC students only										
ANTH-1002-250	U2012F	Intro Cultural Anth	3.00	M.Reid						
Start Date: Sep 18, 2012		End Date: Nov 27, 2012			TuTh	11:00 - 12:15	ELLC	1E06		

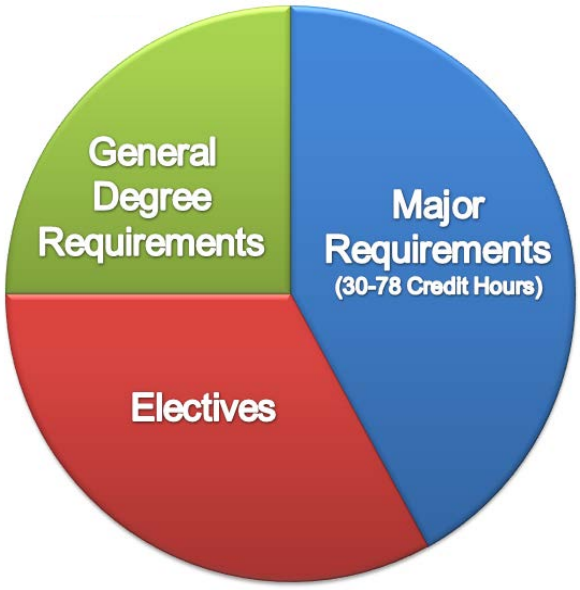
Use the Timetable together with the Areas of Study section of the Academic Calendar to look up course descriptions, to clarify requisites for a course, and to double check if a course you want to register for will meet the General Degree Requirements, your Major Requirements, or if it will be an Elective.

STUDENT STATUS

Students are admitted to the university with a specific student status; either as Regular Status, Mature Status, Conditional Status or Probationary Status. If you are admitted with a status other than Regular Status, it is recommended that you 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 Grade Point Average, number of credit hours attempted, and how you are doing in your studies.

2. DEGREE REQUIREMENTS



Every degree has General Degree requirements and Major requirements.

MAJOR REQUIREMENTS

Major requirements refer to the specific courses and the minimum (or maximum) number of credit hours that must be taken within your major.

The General Degree Requirements are listed in detail in the Degree and Major Requirements section of the Academic Calendar. Students are **strongly urged** to familiarize themselves with this section of the Academic Calendar and refer back to it often. Your Degree and Major Requirements can also be viewed in Student Planning.

Every degree at The 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.

GENERAL DEGREE REQUIREMENTS

The General Degree Requirements include:

- 3 credit hours Academic Writing (a 1000 level RHET course). Note: some students may need to complete a 6 credit hour Academic Writing course
- 3 credit hours from the Indigenous Course Requirement
- 6 credit hours in the Sciences (more credit hours in the sciences will be required if pursuing a B.Sc.)
- 12 credit hours in the Humanities
- 12 credit hours in the Social Sciences (only required for 4 year B.A., B.B.A., and B.Kin. degrees)

First year students who are not sure of what to major in still have many options of courses they can take that will fulfill their degree requirements. Starting with a few courses that meet General Degree Requirements is an excellent way to become familiarized with the structure of university courses and campus life.

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 most students. The Academic Writing course, which has various course numbers depending on focus area, helps all students refine their university level critical reading, academic writing and research skills. It is best taken within your first year of study so that you can apply these skills to all future university courses. To see if you meet the criteria for an exemption from Academic Writing, refer to the Degree and Major Requirements section of the Academic Calendar.

ELECTIVES

Courses that do not meet particular degree requirements are considered electives. They fulfill the need for a required number of credit hours for graduation and give you the opportunity to explore related fields of study or very different ones from your major.

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. Transfer credits, or the possibility of transfer credits, will only be assessed by an Admissions Officer during the application process. A list of specific transfer credits granted will be included in your Letter of Acceptance.

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 Area of Study. Several other things to consider when making course selections are noted below.

COURSE SELECTION BASED ON SKILLS & INTERESTS 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 one of these science courses in your first year of university. If you did not like sciences, you may want to take other types of courses in your first year. Non-science courses include Humanities such as Philosophy or History; Social Sciences such as Sociology or Politics, courses that meet the Indigenous Course Requirement, and courses in Interdisciplinary Majors such as Criminal Justice, Women’s and Gender Studies or 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 "requisite" courses are noted in the university course descriptions in the Academic Calendar, as well as in Student Planning.

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 "What are you interested in?" CHART on the What to Study section of the Accepted Students website to connect your interests to our academic departments.

COURSE SELECTION BASED ON PRE-PROFESSIONAL REQUIREMENTS

Are you considering applying to professional studies such as Law, Social Work, Dentistry, Medicine, 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 they require before you apply. Once you understand pre-requisites for your professional program of choice, you can select first year courses which prepare you for your chosen field of study. 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 critical that you consult the detailed information provided by the university or college offering a specific professional degree/diploma program. Never hesitate to look them up on the internet and contact them directly, they will assist you with any questions you have.

COURSE SELECTION 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 great 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.

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

Research these career paths to get ideas about the academic background most beneficial or required to get you into that career. Professional associations are good sources for career exploration (for example, Human Resource Management Association of Manitoba). You may also consider speaking to someone in the profession and discover how their academics and work experience lead them to where they are now.

OTHER SOURCES OF INFORMATION FOR SELECTING COURSES

Start with introductory (1000 level) courses offered by various areas of study that interest you. Look up those Areas of Study in the Academic Calendar to find out which first year (1000 level) courses are offered. You can also find this information in the Timetable, Student Planning, the department's website, or their fact sheet.

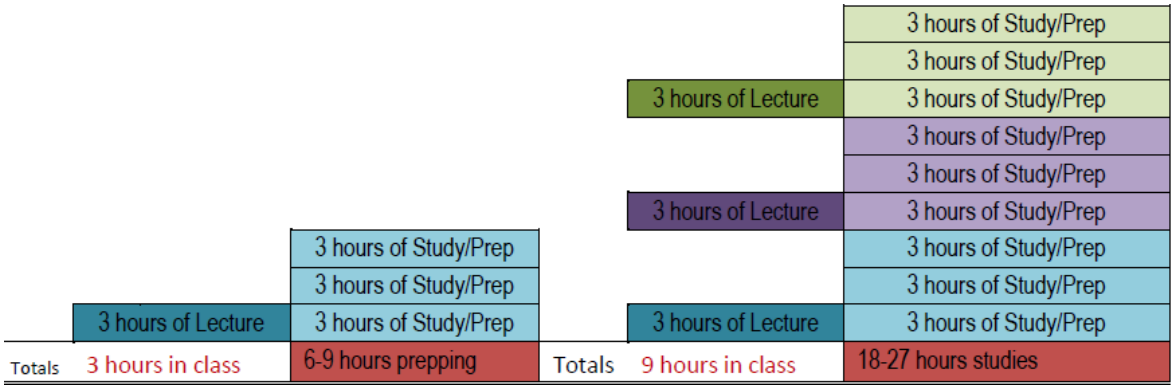
You can also review First-Year course samples, which are accessible from the Registration page on the University website.

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 before the academic year starts.

COURSE LOAD

How many courses should you take? How do you create a balanced schedule? 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 per *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 in class and 6-9 hours studying.)

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, or hobbies.

Also note that you must take a certain number of courses to maintain your eligibility for student loans and some bursaries and scholarships. Make sure you know what's required. A full time student is registered in 9-15 credit hours per term while a part time student is registered in fewer than 9 credit hours per term.

4. REGISTERING FOR COURSES

Registering for courses at The University of Winnipeg is done using our online registration system called WebAdvisor/Student Planning. You'll need to log in, using your user name and password.

You can follow the instructions in the WebAdvisor/Student Planning Guide [PDF] and/or watch the series of Student Planning Video Tutorials.

Using the list of courses you decided to take in the school year (see above regarding choosing courses), do your planning and draft your schedule on Student Planning before your actual registration date and time.

Steps to help you make a schedule (on the interactive schedule in Student Planning):

1. Start by adding in your 6 credit hour Fall/Winter courses
2. Then try adding in different combinations of 3 credit hour Fall and Winter courses to complete your schedule. It usually takes a few tries to get a schedule that works.
3. Don't forget that you have to add in any lab sections as well!
4. Also, identify at least one backup option for each of your choices in case your selected course fills up before your registration time.
5. If the class is full, add yourself to the waitlist and check your student webmail regularly for seats to become available. Visit the Wait List page on the university website for important information on the waitlist process.

When you are scheduling your courses, 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? It is *your* schedule so plan what works best for you.

Once you have made some course choices and planned a preliminary schedule, it is encouraged that you see an Academic Advisor for feedback, and to discuss your academic plan.

When you register, keep in mind that registration is a two-step process:

1. First, you will be selecting courses and placing them on your schedule as "planned" (planned courses show as yellow on your schedule). At this stage you are not yet registered in these courses—you have simply sketched out a possible schedule for yourself.

   ➔ Remember: **"Planned"** is not **"Registered"!**

2. When satisfied with your selection, on your registration date you will click "Register Now" to register for your selected courses (successfully registered courses show as green). You will now have a spot in those courses that were successfully registered. You are also responsible for paying the fees, and for dropping the course by the voluntary withdrawal deadline if you do not intend to proceed with it.

   ➔ Remember: **Not attending a course does not mean you are officially withdrawn from it!**

Please read the WebAdvisor/Student Planning Guide for complete information on the online registration process.

Be sure to pay your fees, buy your textbooks and get your student ID card in the summer or during orientation. If you wait until the first day of school, which is the deadline for fee payments, there are very long lineups. Spending your first day of university in a line is not ideal!

One of the most important aspects of registering for courses 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 University website.

3. Attend a First Year Information Session (FYI) in May, June or July for more information on registration, university requirements, and more!

4. Log into WebAdvisor and use Student Planning to create a schedule with your course selections.

5. Register for courses using Student Planning on your assigned registration date and time.

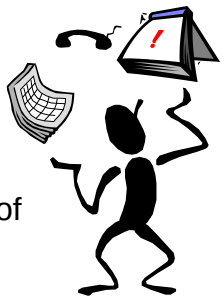
6. Attend Orientation 2016 on either August 29, 30, 31 or September 1.

7. Pay your fees and buy your textbooks in the summer or during Orientation.

8. Ask for help if you need it at any time from Academic Advising, Student Central or other Student Services.

9. Enjoy your first year!

5. IMPORTANT DATES



Academic dates and deadlines are of the utmost importance and it is imperative that you know all of these dates. You will be able to find them in the Academic Calendar and several other locations such as the University website, WebAdvisor/Student Planning, campus signage, course outlines, and even on social media! Refer to the Important Dates section of the Academic Calendar now and make note of them in your day planner, smart phone, calendar, white board or even a post-it note on the refrigerator door.

6. RESOURCES, SOURCES OF INFORMATION AND SUPPORTS

REGISTRATION SECTION OF UWINNIPEG.CA

The Registration Process 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 Academic Calendar); suggested first year course selections (Sample First Year Programs)

- WebAdvisor/Student Planning Instructions; if the course is full, how to add your name to a waitlist; how to add/drop 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/STUDENT PLANNING

WebAdvisor/Student Planning is the University's online registration and degree planning 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 Student Webmail (university email) account. Be sure to check your Student 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 Student Planning—you'll have the best possible course selection at that time. 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 Student Planning.

You can also:

- Get a print-out of your current financial statement, which includes information on your financial account (what you owe), and the courses you are registered for
- Withdraw from (drop) courses using Student Planning if it is before the final Voluntary Withdrawal deadline (or final drop date)
- Review your unofficial transcript
- View your course schedule
- Access your final grades
- Plan your entire degree, from your first course, to the last
- Track your degree progress
- View alternative or additional degree programs you may be interested in
- Request a review of your academic plan from an Academic Advisor

ACADEMIC ADVISING

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

- Detailed information related to programs, courses, student services, academic supports
- Decision making skills and strategies with regard to your education
- Feedback on your 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 204-779-UWIN. Meet with one of the specialized advisors for Aboriginal students, International students, Immigrant and Refugee students, Adult Learners, or First Year students. See our website: Academic Advising.

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 clarifying information, for getting a quick review of your first year course selection, or discussing urgent matters such as appeals. During drop-in hours, students are served on a first-come, first-served basis. Academic Advising is also available by appointment for full degree planning later on in your academic career.

Drop-In advising is available Monday to Friday, from 8:30 a.m. to 4:00 p.m. in the Student Services Centre, located on the first floor of the Rice Centre at 489 Portage Avenue. You may also call the receptionist at 204-779-UWIN for a telephone Drop-In, or to book an appointment.

FIRST YEAR INFORMATION (FYI) SESSIONS

Register for one session in May, June or July at Uwinnipeg.ca/fyi
These sessions build on the material covered in this Guide and provide practical help so you get the courses which are right for you. At this session you will:

- Learn university terminology, such as degrees and majors
- Understand degree requirements
- Learn how to check course availability and create your timetable
- Find out how and when to register for courses
- View a live demonstration of Student Planning

ORIENTATION 2016

The University of Winnipeg Student Services will be offering Orientation Sessions for first year students at the end of August and early September. Students are invited to sign up for one day of orientation, and prepare for their first year at The University of Winnipeg! A family member is 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 both University of Winnipeg's Professional, Applied and Continuing Education program (PACE) and at University of Winnipeg as MULT-1000. This course 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.

STUDY SMART - STUDY SKILLS WORKSHOPS

Each Fall and Winter term, "Study Smart" - a series of 1 hour free study skills workshops – is provided. Topics covered include note taking, managing your time, the basics of essay writing, and test-taking strategies. Check the Academic Advising 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.

UWINNIPEG ACCEPTED STUDENTS WEBSITE AND MAIN WEBSITE

Check out the Accepted Students website and the "Student" section at the top-left corner of University's main site (www.uwinnipeg.ca), which contain information and links to all student services and resources available to you. If you have questions, the answers are likely on these sites. Other areas of note on the website are the Academic Calendar, the Timetable, Student Planning, and much more. Take some time to become familiar with the university website, and explore the extensive resources and information available to you there!

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 International Student Services; from Student Health and Wellness 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!

Web: Student Services
Student Services Centre: 489 Portage Avenue
Phone: 204.779.UWIN (8946)